

Jackson Hole Airport Board – Meeting Instructions

Due to recommended social distancing practices the public is encouraged to view meetings online and participate remotely.

You have several options for watching or participating in public Jackson Hole Airport Board meetings. You can watch a meeting live through YouTube, login to the WebEx platform, or dial in and listen to the meeting over the phone. Details for each of these options can be found at www.jacksonholeairport.com/meeting.

If you would like to make public comment either on items that are on the agenda or not on the agenda:

1. Public comment can be sent via email to publiccomment@jairport.org to be read aloud at the upcoming Board meeting. You must use these guidelines to have your email read aloud in a meeting.
 - a. Email must be received no later than 1 hour prior to the scheduled meeting.
 - b. The Email subject line must include the meeting date (month-day) and the name of the agenda item.
 - c. These emails are limited to a word count of about 200 words so they can be read aloud in 2 minutes or less.
 - d. These emails will be read as written. Emails containing threatening, obscene, foul language, or the like will be excluded.
2. Public comment can be made virtually through a Webex platform in real-time. In brief, those wishing to make verbal public comment may do so by joining the meeting via Webex and using the 'hand raise' feature. Instructions are below for using the Webex platform.
3. Public comment can be made in-person at the Airport Board Room, although this method is discouraged due to Public Health Orders limiting non-essential travel and gathering outside of your household for any item other than those deemed essential. Additional measures may be taken to ensure adequate social distancing is maintained at all times.

Instructions to join a meeting via Webex: This option is intended for those who wish to participate in a meeting as a member of the community making public comment whom have not submitted written public comment to publiccomment@jairport.org.

1. Visit www.jacksonholeairport.com/meeting . The Webex link for the next scheduled meeting is provided.
2. Click the link or copy the URL to your browser. The Webex password is "JHAB"
 - a. Remember, Webex links will change for each meeting and the link for the next scheduled meeting will always be found at www.jacksonholeairport.com/meeting
3. Type in your first and last name and your email address as prompted. The password is "JHAB" if prompted. Note: Those who do not provide a valid name will not be recognized and will not have the ability to speak in the meeting.
4. Once you have joined the meeting, familiarize yourself Webex's tools and options.

a. Of particular importance is the “raise hand” feature. Please locate this tool if you desire to make public comment. This is the only way we will know you want to make a comment.

b. As you join the meeting, your audio will automatically be muted.

5. When public comment is open. Airport staff will look for those that have “raised their hand.” Your name will be announced, and your microphone will be unmuted. At that time, you can state your name and comment.

a. You will be heard by all those participating in or watching the meeting. Your video will not be projected, only audio.

b. Please be in a place with no background noise and speak in a clear, strong voice.

Additional Notes on Webex Platform for Jackson Hole Airport Board Meetings

- Those using telephone call-in feature through Webex will not be able to provide public comment over the phone
- The Webex chat feature will not be used
- We encourage you to log in early for any given meeting to ensure the system is working correctly for you
- If you’ve not used Webex before, you may be required to download Webex’s tools and/or software and apps. The Webex platform, its tools, and apps are provided by Webex directly. As these services are from a third party, we are not able to provide support directly to end users. If you should have trouble with the platform, please reference Webex’s help resources at <https://help.Webex.com/en-us/>