

MINUTES OF THE JACKSON HOLE AIRPORT BOARD

DATE: October 21, 2020

BOARD PRESENT: Ed Liebrecht was present in the Jackson Hole Airport Board Room. Jerry Blann, Bob McLaurin, Rick Braun, and John Eastman were present via the WebEx platform which was audible in the Jackson Hole Airport Board Room.

OTHERS PRESENT: Jim Elwood, Andrew Wells, Michelle Anderson, Aimee Crook, Dustin Havel, Tony Cross and Megan Jenkins, Jackson Hole Airport. Other individuals who are not individually documented watched the meeting on a live stream from the Jackson Hole Airport Board room.

I. CALL TO ORDER: Blann called the meeting of the Jackson Hole Airport Board Meeting to order at 9:00 am on Wednesday, October 21, 2020.

II. EMPLOYEE OF THE MONTH: Elwood recognized Jason Stewart as October's employee of the month.

III. COMMUNITY OUTREACH AND ENVIRONMENTAL PROGRAMS UPDATE: Jenkins provided an update on an Eagle Scout project that branded benches at the Jackson Hole Airport.

IV. COMMENTS FROM – NATIONAL PARK SERVICE, TOWN OF JACKSON, TETON COUNTY AND THE PUBLIC: Jim Elwood read a statement from Jeremy Barnum, Grand Teton National Park. Barnum said all major Park campgrounds and lodging have closed for the winter season and the visitor center in Moose and most Park roads will remain open until October 31 per a typical seasonal schedule. Barnum said the Park had its busiest September on record in terms of visitation and there were over 600,000 recreation visits in the Park in September 2020, a 17% increase compared to September 2019. Barnum said hiking use in the Park increased approximately 54%, camping in concession-operated campgrounds increased 24%, and backcountry camping increased 79% in September 2020 compared to September 2019. Barnum said the Park continues to practice and encourage measures to promote the health and safety of Park visitors and employees during the pandemic. He said after 16 weeks of surveillance testing in the Park, one Park employee and one Park concession employee tested positive. Barnum said Deputy Assistant Secretary Ryan Hambleton appreciated meeting with Executive Director Elwood yesterday and discussing the airport's current projects and environmental protection initiatives and partnership with the Park.

Jonathan Schechter, Town of Jackson, provided an update on the Town of Jackson. Schechter said Town revenues have been down for the first several months of the fiscal year, but it has been better than anticipated during the budget process. Schechter said the Town continues to be conservative with their spending to ensure they can continue to provide services. Schechter discussed the importance of the 7th cent sales tax to the Town's revenue. Schechter provided data on Yellowstone visitation.

Mark Barron, Teton County, stated visitation has been strong this fall and he had no additional updates.

V. ACTIVITIES REPORTS REVIEW: Elwood provided average daily departures information for the third quarter. He said ADDS for the quarter ending September 30, 2020 were 5.05 and year to date they are 3.30. He said both numbers are below the limits established in the noise abatement plan.

Elwood said general aviation activity was 28% higher in September 2020 than September 2019. General aviation operations are 21% higher than 2019 year to date. He said overall aircraft operations for September 2020 were 18% below September 2019. Overall aircraft operations year to date are down 27%.

Elwood said passenger enplanements for September 2020 were 33% below September 2019 and the airport is currently tracking at a 41% year to date reduction in enplanements. Elwood said passenger enplanements have steadily increased since the low point in April 2020. Elwood said the load factor for September was 73.18% and the average load factor for the year is 67.78%

VI. ACTION ITEMS:

A. Senator Grant Larson Resolution: Blann and the Airport Board recognized Senator Grant Larson for his lifelong dedication to aviation and public service through Resolution 2020-10. McLaurin made a motion to approve Resolution 2020-10 in the form presented. Liebrecht seconded the motion, which passed unanimously.

B. Doyle Vaughan Resolution: Blann and the Airport Board recognized Doyle Vaughan for his lifelong dedication to aviation and public service through Resolution 2020-11. Liebrecht made a motion to approve Resolution 2020-11 in the form presented. Braun seconded the motion, which passed unanimously.

C. Consent Agenda:

- 1. Approval of the Minutes – September 16, 2020**
- 2. Baggage Belt System Maintenance Agreement**
- 3. Liebowitz and Horton Consulting Agreement 3rd Amendment**
- 4. TSA Office Space Lease**
- 5. Detail Driven Non-Tenant Use Agreement**
- 6. Auto Detailing of Jackson Hole Non-Tenant Use Agreement**
- 7. Eco Lube Express Non-Tenant Use Agreement**
- 8. Snow Removal Equipment Purchase**
- 9. Basement IT Room Cooling Equipment Purchase**
- 10. Compost Trailer Purchase**

Eastman made a motion to approve consent agenda items C1-C10. McLaurin seconded the motion, which passed unanimously.

D. Rates Review: Braun made a motion to approve Jackson Hole Aviation's proposed rate decrease to \$7.13 per gallon for Jet A fuel. Eastman seconded the motion, which passed unanimously.

E. Payment of the Bills: McLaurin made a motion to approve the checks as presented on the check register list dated October 21, 2020. Braun seconded the motion, which passed unanimously.

F. Financial Reports: Anderson said reflected on this slide are the income and expenses for the fiscal year July 1 through September 30 across the three enterprise centers. She said September operations income was 55% better than budget, and expenses were 4% under budget. She said rental car income was up for September and was closer to budgeted numbers and they continue to remit the 10% of gross revenues. She said security operations income was even with budget while expenses were 11% under budget. Anderson said fuel farm revenues and expenses continue to track with each other at 45% below budget which is reflective of lower airline fuel sales.

McLaurin made a motion to approve the financial reports for September 2020. Eastman seconded the motion, which passed unanimously.

G. Hangar 1 Garage Door Redesign: Elwood said this item is for the design of new garage doors in Hangar 1. He said the hangar wall would be moved out five to seven feet and redesigned to accommodate the new garage doors. He said this agreement is with Jviation in the amount of \$18,835 for the design work associated with this project. Braun asked what type of door would be installed. Havel provided a description of the roll up door. Braun made a motion to approve the 7th Amendment to the On-Call Engineering Services Agreement with Jviation for redesign of the Hangar 1 overhead door system, in the amount of \$18,835, in the form presented. Eastman seconded the motion, which passed unanimously.

H. Exit Lane Equipment Design and Purchase: Crook said the first item for consideration is the purchase of two exit lane systems from Record-USA. She said the two units prevent individuals from gaining access to the commercial ramp. She said the two units will be installed in parallel inside the current deplaning hallway. She said the cost for the two units is \$214,500. She said the second item is an amendment to the Jviation On-Call Engineering Services Agreement for the design and support of the exit lane project. The cost for these services is \$26,020. She said construction is targeted to occur in the Spring of 2021 and construction costs will be additional. Blann asked if this system will be installed within the existing space. Crook confirmed this is correct. McLaurin asked if this system will allow us not to staff an employee to watch the deplaning doors and if this would save payroll cost. Crook said this is correct. McLaurin asked why we would do it in Spring 2021 versus Spring 2022 when the runway construction is occurring. Crook said the airport's goal is to get this project completed sooner than that.

Liebzeit moved approval of the 8th Amendment to the On-Call Engineering Services Agreement with Jviation for the design and support of the exit lane project in the amount of \$26,020, in the form presented. Eastman seconded the motion, which passed unanimously.

Liebzeit moved approval of the Purchase Agreement with Record-USA for two flip-flow exit lane systems in the amount of \$214,500, in the form presented. Braun seconded the motion, which passed unanimously.

I. Airline Common Use Equipment Purchase: Wells said Alaska Airlines is scheduled to begin service December 17th. He said during their site visit earlier this year, they were satisfied with the airport's common use setup, but they mentioned that some kiosks would improve passenger flow and requested that up to four kiosks be deployed to use for their operations this winter. He said airport staff solicited quotes from SITA and Embross for kiosks that can be used by Alaska Airlines in addition to American, Delta, Frontier, and United. He said staff decided to recommend the solution from Embross. Wells said the solution will support all 5 airlines that currently service JH Airport. He said that in addition, they are relatively portable and can be moved around to handle changes in passenger demand and IROPs. Wells said the total cost for this project is \$81,569 and staff recommends approval. McLaurin asked why the airport is paying for the kiosks and not the airlines. Elwood said the overall goal is to have common use systems in place across the airport and cost recovery is included in the rate structure.

Eastman moved approval of the purchase agreement with Embross North America for four mobile common use airline ticketing kiosks, in the amount of \$81,569, in the form presented. Braun seconded the motion, which passed unanimously.

J. Amendment to Owner's Representative Agreement: Elwood said this amendment to the Owner's Representative Agreement will allow KLJ Engineering to continue to provide owner's representative services for upcoming projects including the restaurant expansion and the screening area expansion. Elwood said the total cost is in the not-to-exceed amount of \$250,000. Blann asked what is included in the owner's representative services. Elwood said the services include the review of specifications and design work and working with the contractor to ensure the airport is getting the best final product for the best price. Elwood said this agreement allows someone with direct construction experience to provide feedback to the Board on the project. Eastman asked what the expiration date of this current agreement is. Elwood said the agreement would have expired with the landside project. Braun asked if this amendment is limited to the two projects identified. Elwood confirmed this is correct.

Braun moved approval of Amendment 2 to the Owner-Engineer Agreement with KLJ Engineering, for owner's representative services with respect to the restaurant expansion and the screening area expansion, in the not-to-exceed amount of \$250,000, in the form presented. Eastman seconded the motion, which passed unanimously.

K. FBO Trade Name: Elwood said the Board has previously stated an intention to operate the FBO upon the expiration of the existing FBO operating agreement. Elwood said the item before the Board is the adoption of the trade name of Jackson Hole Flight Services. Elwood said staff can secure the trade name with the Wyoming Secretary of State and associated websites, etc.

Braun moved that the Airport Board adopt the trade name Jackson Hole Flight Services for its FBO operation, which shall begin serving the public upon expiration of the current FBO's operating agreement in 2023. Eastman seconded the motion, which passed unanimously.

VII. DIRECTOR'S COMMENTS: Elwood thanked the Board for their ongoing support. Crook provided a security update. She thanked the Board for their support of the Exit Lane Project. Crook said that new technology is being installed in the screening checkpoint. Crook said they are in the process of hiring staff for the winter season.

Havel provided an operations update. He said staff is working hard at getting some projects and preventative maintenance done before the winter season starts. Havel said we are currently hiring for full-time and on-call snow removal employees. Havel said the bi-polar ionization system was recently installed and is now operational. Havel said the airport and associated stakeholders had a full-scale exercise on September 22nd. Havel thanked all of those who participated in the event.

Elwood acknowledged Randy Knepper and Ron Campbell's retirement. Elwood said Campbell and Knepper were honored at the full-scale exercise.

VIII. BOARD COMMENTS: Eastman thanked the Board and staff for putting together the Board retreat and said that he valued being in the same room as the group.

Braun thanked Knepper and Campbell for their service.

McLaurin thanked staff for organizing the Board retreat. McLaurin also thanked staff for putting together the November 4th meeting to review the capital projects.

Liebzeit acknowledged the hard work of the staff.

Blann said the retreat was extraordinarily valuable and he appreciated the Board's participation. Blann said the December 16th meeting date does not work for him.

Board discussed the value of in person meetings versus virtual meetings.

IX. EXECUTIVE SESSION: Liebzeit made a motion to go into Executive Session to receive and discuss information classified as confidential by law, including legal advice from the Board's attorney, as authorized by Wyoming Statute §16-4-405(a)(ix). Braun seconded the motion, which passed unanimously. The Board entered into executive session at 11:02pm. The Board returned from executive session at 12:08 pm. Blann stated that no decisions were made.

X. ADJOURN: Braun made a motion to adjourn the meeting at 12:09pm on Wednesday, October 21st, 2020. Liebzeit seconded the motion, which passed unanimously.

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Jerry Blann, President

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Ed Liebzeit, Secretary