



MINUTES OF THE JACKSON HOLE AIRPORT BOARD

DATE: March 17, 2021

BOARD PRESENT: John Eastman present in person at the Jackson Hole Airport Board Room, Jerry Blann, Valerie Brown Bob McLaurin, and Ed Liebzeit 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, Tony Cross, Anna Valsing, Jordyn McDougall and Megan Jenkins, Jackson Hole Airport; Jeremy Barnum, Grand Teton National Park; Mike Mahoney, Owners Representative. Other individuals who are not individually documented watched the meeting on a live stream from the Jackson Hole Airport Board room.

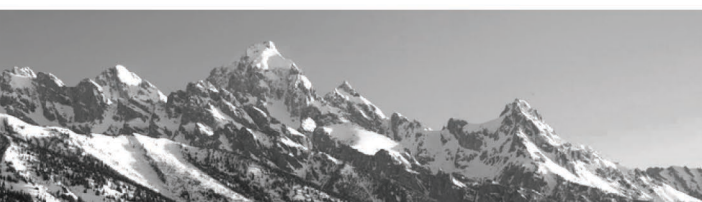
- I. **CALL TO ORDER:** Eastman called the meeting of the Jackson Hole Airport Board Meeting to order at 9:00 am on Wednesday March 17, 2021.

Eastman requested Elwood update the Board on changes to the agenda. Elwood stated that item E. Wadman—GMP for Baggage Claim Food Service Area would be tabled. He added that the Executive Session was also removed from the agenda.

- II. **EMPLOYEE OF THE MONTH:** Elwood recognized Rick Konrad as the employee of the month.
- III. **COMMENTS FROM GRAND TETON NATIONAL PARK, TOWN OF JACKSON, TETON COUNTY AND THE PUBLIC:** Barnum gave an update on GTNP, the new secretary of the interior and touched on the new initiatives. Barnum stated that the plowing on the roads is going to start and also that there are going to be more lodging options for the summer months in the Park. Barnum stated that there are going to be more lodging options because the Park has figured out that there will be able to be more seasonal employees. He also spoke on the national mask mandate and that the Park is going to be enforcing that, and that there should not be a difference because they have already been encouraging people who cannot social distance to wear a mask.

There were no comments from Town of Jackson, Teton County or the public.

- IV. **HR Update:** Cross gave an overview on the HR status from 2020. He updated the Board on the responses for COVID-19. Cross informed the Board on the turnover from 2020 as well as the reasons for the turnover.
- V. **ACTIVITIES AND REPORTS UPDATE:** Elwood stated that the enplanements were down 21% compared to February last year and year to date is down 20%.
- VI. **ACTION ITEMS**
 - A. Consent Agenda
 - i. Approval of the Minutes
 - 1. February 17, 2021—Regular Meeting



JACKSON HOLE AIRPORT

P.O. Box 159 • Jackson, WY 83001 • 307.733.7695 • Fax: 307.733.9270

James P. Elwood, AAE, Executive Director

- ii. Off Airport Rental Car Agreements
 - 1. Leisure Sports
 - 2. New Frontiers Auto Rental d/b/a/ Dollar and Thrifty
- iii. Jackson Whole Family Health Agreement
- iv. Jackson Hole Security Agreement Extension
- v. Quick Turn Around Facility Car Wash System Service Agreement
- vi. Incredible Edibles Catering Airport Concession Agreement
- vii. Trego Dugan Ground Handling License
- viii. Network Equipment Purchase
- ix. Purchase for Expansion of Virtual Server Environment

Eastman asked if any Board member requested that any of the consent agenda items be removed. Hearing no request, he asked for a motion. Brown moved approval of the consent agenda A-1 through A-9 as listed above. Blann seconded the motion which passed unanimously.

- B. Payment of the Bills: Liebzeit stated that he reviewed with Anderson and that he would move to approve the checks as presented on the check register dated March 17, 2021. Brown seconded the motion, which passed unanimously.
- C. Financial Reports: Anderson explained to the Board that the slide listed the income and expenses for the fiscal year from July 1 through the end of February across the three enterprise centers. She explained that expenses across all three lines of business were budgeted conservatively and remain 19% under budget. Liebzeit made a motion to accept the financial report for February 2021. Brown seconded motion which passed unanimously.
- D. FAA Grant AIP 3-56-0014-065-2021: Elwood presented the resolution and grant for the Airport's share of the Coronavirus Response and Relief Supplemental Appropriations Act in the amount of \$3,239,894. He stated that the funds will continue to support Airport operating expenses and debt service. Liebzeit moved acceptance of AIP Grant 3-56-0014-065-2021 for Airports Coronavirus Response Grant Program for \$3,239,894, in the form presented. Brown seconded the motion which passed unanimously. Brown moved adoption of Resolution 2021-03, in the form presented, accepting Grant Agreement 3-56-0014-065-2021 with the Federal Aviation Administration. Liebzeit seconded the motion which passed unanimously.
- E. Wadman—GMP for Baggage Claim Food Service Area: Item was tabled at beginning of meeting.
- F. Wadman—GMP for Ticket Counter Area: Elwood presented the Guaranteed Maximum Price (GMP) for the ticket counter area. He explained that the project would transition to nine additional counter spaces. Elwood explained that this project would happen very soon if approved so the counters would be ready for use by the summer air carriers. He stated that the light bar over the top of the counters is still being discussed. Blann moved approval of the Guaranteed Maximum Price amendment to the Wadman Construction Manager at Risk (CMAR) agreement for the ticket counter area in the amount of \$489,123.24, in the form presented. Liebzeit seconded the motion which passed unanimously.



JACKSON HOLE AIRPORT

P.O. Box 159 • Jackson, WY 83001 • 307.733.7695 • Fax: 307.733.9270

James P. Elwood, AAE, Executive Director

VII. EXECUTIVE DIRECTOR'S COMMENTS: Mahoney updated the Board with the most current construction start times as well as the substantial completion estimates for all of the terminal improvement projects. He stated the existing conditions of the TSA checkpoint, also the original concept of remodel for that area. He continued explaining that as the design team went into the plans on the original concept, they found that there were ways to make the area more efficient. Mahoney explained how the team arrived at the current renovation concept and the benefits to the most current design. Mahoney stated that a temporary checkpoint would be needed and explained the layout. Elwood answered questions about wait times that could occur during this temporary checkpoint. Crook answered questions on the new concept and wait times that could occur and how the wait times were calculated. Blann asked how every other aspect of the airport responded to the calculations. He stated that the Board would need to move fairly quickly because the airport is moving to a higher number of flights.

Mahoney continued updating the Board on other aspects of the renovation. He explained how the restrooms would need to be moved to allow space for the restaurant as well as TSA checkpoint. He stated that there would also be more hold room area from this renovation. Mahoney touched on the airline ticket office, administration office renovation.

VIII. BOARD COMMENTS: No additional Board comments.

IX. ADJOURN: Blann made a motion to adjourn the meeting at 11:29 am. Liebzeit seconded the motion, which passed unanimously.

DocuSigned by:

John Eastman

9FB8F8018F25478

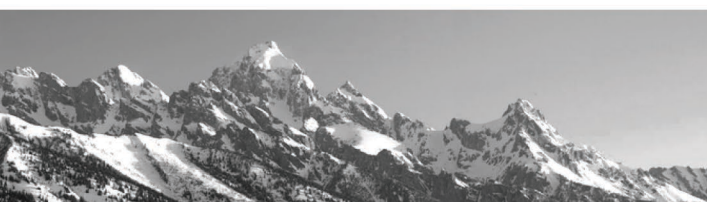
John Eastman, President

DocuSigned by:

Valerie Brown

357426C8D0E9483

Valerie Brown, Secretary



JACKSON HOLE AIRPORT

P.O. Box 159 • Jackson, WY 83001 • 307.733.7695 • Fax: 307.733.9270

James P. Elwood, AAE, Executive Director