



MINUTES OF THE JACKSON HOLE AIRPORT BOARD

Date: June 14, 2021

BOARD PRESENT: John Eastman, Jerry Blann, Ed Liebzeit, Bob McLaurin and Valerie Brown were present in person at the National Museum of Wildlife Art in the Fritz Conference Room.

OTHERS PRESENT: Jim Elwood, Andrew Wells, Michelle Anderson, Aimee Crook, Dustin Havel, Megan Jenkins, Jordyn McDougall, Tony Cross, Peter Prestrud of Jackson Hole Airport; Joseph Bert, David Suomi of the FAA; Jen Wolchansky and Ryk Dunkelberg, of Mead and Hunt; Paul Dunholter of BridgeNet International; Jeremy Barnum, Grand Teton National Park; Sally Painter, Jeffrey Cohen, Gary Berg of the public. Other individuals who are not individually documented watched the meeting on a live stream from the National Museum of Wildlife Art in the Fritz Conference Room.

- I. **CALL TO ORDER:** Eastman called the meeting of the Jackson Hole Airport Board Meeting to order at 9:02 am on Monday, June 14, 2021.
- II. **FAA:** Elwood explained Part 150 recommendations and the history of the study. Elwood stated Airport staff has made it a part of the regular outreach to operators to encourage utilizing the popular climbing left turn that was removed by the FAA years earlier. He explained the departure and arrival recommendations that were presented by the Board to the FAA, which included the climbing left turn when departing south.

Bert spoke on the proposed procedures that are to take place October 7, 2021. He stated that the timeline is looking in line, but that everything is proposed. He stated there are three new procedures and nine amended procedures and explained each procedure. Bert stated that the work that was done with the KICNE ONE departure, which is the departure leaving south, was the most difficult and that they know it is not the perfect procedure and that the request was to go back to the historical left turn out. He stated that the criteria does not allow that departure at this time. Bert explained that criteria is changing all the time, and that there will continue to be evaluations on the procedures and that there will continue to be community briefings on these changes.

- III. **FLY QUIET:** Eastman stated that 20-30 years ago there was an immediate left turn in the south departures and that turn was removed, and that the Board would like to see that return to assist with noise mitigation. He stated that the Board is working with the FAA to find a solution to institute that left turn when it is feasible. Eastman stated that the historical operations show us that there are fewer planes and less noise than 20 years ago.

Dunkelberg explained the history of the work the Board has done and the history of enplanements, operations, and noise. He stated that there was a 28% decrease in operations, a 165% increase in enplanements and a 42% decrease in noise contour size in the last 20 years. Dunkelberg stated 2015 is when the Fly Quiet Program got introduced, and there has been a 15-16% decrease in noise since the introduction of the Program. He highlighted the Use Agreement the Board has with the Park and the Noise Control Plan for the life of the Agreement.



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Dunholter explained more elements of the Fly Quiet Program including elements: the fleet quality, minimizing higher noise events, minimizing violation of the voluntary curfew and flight procedure compliance. Dunholter stated that there are multiple sensors monitoring these elements to determine operators who are following the elements and explained the Fly Quiet Scoring. He stated that quarterly to every six months scoring data will be shared. Elwood stated that these ratings would be reported on the website. Brown requested that there be monitors to the south for more information on noise impacts in that area.

- IV. EMPLOYEE RECOGNITIONS:** Elwood recognized Cameron Stone as the employee of the month.
- V. COMMUNITY OUTREACH:** Jenkins spoke about the EcoFair that occurred virtually this year and how the Airport is mass transit with wings. She stated that the Touch-a-Truck event occurred in person this year and staff was very excited to be out with the public. Jenkins stated that the Airport was able to host Rotary Lunch and was able to present about the Airport construction and operations overview. Jenkins said that Elwood was able to present to the Wednesday Lunch Group as well this month, and that the community was excited to hear about the Airport.
- VI. COMMENTS FROM GRAND TETON NATIONAL PARK, TOWN OF JACKSON, TETON COUNTY AND THE PUBLIC:** Barnum expressed appreciation for both the FAA and the Fly Quiet Program and the presentations. He stated that there are requirements in the Use Agreement but that he appreciates the extra level of excellence of the Airport. Barnum said there have been many great meetings with local parties to study the amount of visitation this year.

There were no comments from the Town and County.

Painter stated she is a neighbor of the Airport and part of the Airport Noise Pollution Action Committee and that there is a letter that has been submitted. She stated that she is part of the group that is supported by 100s of residents south of the Airport and is very concerned about the noise from departures and the pollution from the jet fuel. Painter stated that she seeks a collaboration with the Airport. She thanked Brown for her comments specifically.

Cohen stated a thank you to Elwood for timely responses, the Board and the FAA for the presentations and Brown for recognizing the neighbors to the south. He stated that the neighbors to the south would like to work with the Airport to clean up this problem.

Berg stated he works with Painter in the Airport Noise Pollution Action Committee and is a retired Delta pilot. He said the presentations were very interesting from a pilot perspective. Berg had a question about the waypoint STORZ and why it did not move further east, which would solve the noise problem for the southern neighbors. He stated that he would write a letter to the FAA asking this question.

- VII. ACTIVITIES AND REPORTS UPDATE:** Elwood shared from 2020 enplanements are up 1067% and from 2019 up 43%. He stated that year to date for 2020 enplanements are up



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39% and year to date for 2019 down 2.64%. He shared the load factor was 60.8% and in 2019 it was 84.09%.

VIII. ACTION ITEMS:

A. Consent Agenda

- i. Approval of the Minutes
 1. May 20, 2021 - Special Meeting
- ii. Provisions Catering Airport Concession Agreement
- iii. Jedediah's Price Changes
- iv. Authority for Notice to Proceed for Construction – Knife River Corporation
- v. Authority for Notice to Proceed – Straight Stripe Painting, Inc
- vi. Procurement Policy
- vii. Contracts & Rates Approval and Signature Policy
- viii. FAA Memorandum of Agreement – Localizer Relocation
- ix. Baggage Claim Market Furniture
 1. Waiver Resolution
 2. Wadman Change Order Deleting Furniture
 3. CLB 5th Amendment Adding Furniture
- x. Jviation 14th Amendment – National Park Store Tenant Improvement Design

Elwood stated item vii to be tabled. Brown stated item iii to be removed. Blann stated item x to be removed.

Blann moved approval of the consent agenda minus items iii, vii and x. Liebrecht seconded the motion, which passed unanimously.

Brown stated that she wanted to complement Jedediah's for their continued work through the pandemic. She stated that there are costs going up everywhere, but there are growing concerns with the cost of living in Jackson. She stated that it would be very helpful to have volumes for the price increases if it is possible. Brown stated that it does impact the brand of the Airport with how much the price of coffee can be. McLaurin moved that the Jedediah's Price Changes be approved. Blann seconded the motion, which passed four to one.

Blann stated there are some longer-term costs relating to the Park Foundation store that need to be understood. He stated that the Park is a great partner and that they are well compensated. Elwood stated that the area that the Park Store is going to take would not be fully utilized for the next three to five years. Elwood stated that the total cost would be approximately \$35,000-\$45,000 for the work. Eastman asked if the Board intends to have a store after the three to five years and if it is worth the amount to spend now. Blann stated there needs to be an agreement for the time that the Airport needs the space. Barnum stated that there is an agreement at this time that there is a retail space for the Park until 2023, and that the Park would like to continue to have a space to educate the passengers. Eastman stated there needs to be a conversation to align the expectation with the Park and the Board. Liebrecht moved approval of the Jviation 13th Amendment – National Park Store Tenant Improvement Design as presented. McLaurin seconded the motion which passed unanimously.

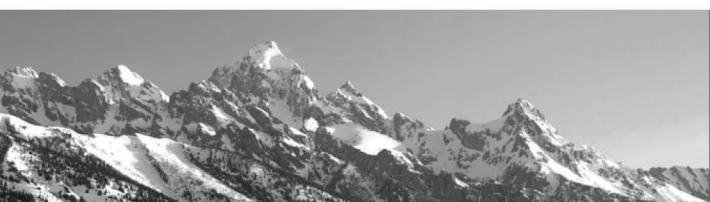


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- B. Payment of the Bills:** Liebzeit stated that he has reviewed the check register and moved approval of the check register June 14, 2021. Blann seconded the motion, which passed unanimously.
- C. Financial Reports:** Anderson stated May operations income continued to be better than budget, with expenses under the budgeted amounts. She stated that fuel farm revenues and expenses were both above budgeted amounts for May but remain below budgeted amounts year to date. Anderson stated that the fluctuations in fuel farm revenues and expenses are a result of variations in fuel pricing which can be difficult to predict. She explained that expenses across all three lines of business were budgeted conservatively this year and are 3% under budget. Liebzeit moved acceptance of the financial reports for May 2021. Blann seconded the motion, which passed unanimously.
- D. KLJ Engineering – Hangar 4-6 Development Design:** Elwood stated this item was tabled from last month. Blann stated the cost is not unreasonable after further discussion. Blann moved approval of the KLJ Engineering – Hangar 4-6 Development Design Agreement, for the lump sum amount of \$4,500,000 in the form presented. McLaurin seconded the motion, which passed unanimously. Blann moved Wadman Corporation be authorized to perform Preconstruction Services for Hangar 4-6 Design, under its existing CMAR Agreement. Liebzeit seconded, which passed unanimously.
- E. Jviation 14th Amendment – Runway Project CA/CM:** Havel stated Jviation is to do all the construction administration and construction management for all three phases of work to be completed by Knife River. He stated the main portion of the project will require work 24 hours a day in order to cover all the areas and associated schedule, and that five Jviation employees will be at the Airport during that phase. Havel stated that the FAA Grant will cover the CA/CM at 100% and the scope and fee for the services have been reviewed and approved by the FAA. He stated the total cost is \$2,776,945. Liebzeit moved approval of the 14th Amendment to the On-Call Engineering Services Agreement with Jviation, for construction administration and construction management related to the runway replacement project, in the form presented, in the lump sum amount of \$2,776,945. McLaurin seconded the motion, which passed unanimously.
- F. CLB 6th Amendment – Interim Food Kiosk & Additional Holdroom Door Design:** Havel stated as the work through the terminal projects progressed, we knew there would need to be interim food services, but it was not part of the initial scope of work, and we need to refine the scope a little more. He stated it is estimated 220,000 plus travelers and up to 700 current airport badge holders would be serviced by the interim conditions. Havel explained that after meeting with the committee there was clear direction to keep costs down as much as possible and to make sure the infrastructure would not be wasted. He also stated that a sketch was drawn up with this feedback. He stated that it was confirmed that all equipment was being re-used and there is no need to purchase any new equipment, also, that items such as the counter are being reused from other projects or existing inventory. Havel explained that based on current understanding of the codes, the new concept utilizes one of the future restroom's plumbing and only delays the completion of the restroom space until the restaurant is completed. He stated part of the design is to add two additional gate doors to manage the flights from January to the closure in April. He said the total cost for both designs is



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\$40,270. Eastman commented that there was much discussion regarding this topic and determining if that was the best use of the money. Brown moved approval of the 6th Amendment to the Design Agreement with CLB Architects LLC, to add to its scope the design work for the interim food kiosk and additional holdroom door design, in the lump sum amount of \$40,270. McLaurin seconded the motion, which passed unanimously.

G. CLB 7th Amendment – CA/CO Services and Commissioning Services: Havel stated Carney Logan Burke has the design contract for a number of projects and this amendment covers the construction administration and construction observations for the food market, administration office conversion to airline offices, restroom and holdroom expansion, and restaurant project. He stated it includes commissioning services for mechanical, electrical, and plumbing for the restrooms and holdroom expansion project and commissioning services for water, lighting, and HVAC with the restaurant project. Havel stated the cost is \$861,180. Brown asked if this was included in the original cost estimate and requested a breakout of the original cost and all the amendments tracking where the cost is. Blann moved approval of the 7th Amendment to the Design Agreement with CLB Architects LLC, to add construction administration and observation services, and commissioning services, in the form presented, in an amount not-to-exceed \$854,680. Liebzeit seconded the motion, which passed unanimously.

IX. DIRECTORS COMMENTS:

Crook updated the Board that the exit lane is near completion and TSA has approved its automatic use and thanked the Board for the support. She said screening operations has had short wait times so far. Elwood added that there is still a shortage of employees.

Havel stated operations and maintenance have been staying busy with the increase in traffic and all the projects. He thanked the Board for the continued support with setting the infrastructure and tools to accomplish the work. He said there have been some positions filled and gave information about the new hires.

X. BOARD COMMENTS:

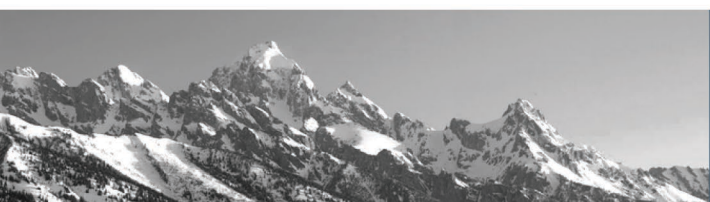
Liebzeit stated he is glad things are working well. He stated people want to know why rental cars are so expensive and he is reminding them it is not because of the Airport.

EXECUTIVE SESSION:

Eastman moved that the Board go into Executive Session to receive and discuss information classified as confidential by law, including litigation to which the Board may become a party and legal advice from the Board's attorney, as authorized by Wyoming Statute §16-4-405(a)(iii) and (ix). McLaurin seconded the motion, which passed unanimously.

Eastman stated that no decision was made in executive session.

XI. ADJOURN: Blann made a motion to adjourn the meeting at 12:19 pm Monday June 14, 2021. Liebzeit seconded the motion, which passed unanimously.



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John Eastman

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John Eastman, President

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Valerie Brown

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Valerie Brown, Secretary



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