

MINUTES OF THE JACKSON HOLE AIRPORT BOARD

DATE: March 18, 2020

BOARD PRESENT: Bob McLaurin, Ed Liebzeit and Jerry Blann were present in the Teton County Commissioners' Chambers. Rick Braun and John Eastman were present via conference call which was audible in the Teton County Commissioners' Chambers.

OTHERS PRESENT: Jim Elwood, Kaitlin Perkins, Jackson Hole Airport. Other individuals who are not individually documented watched the meeting on a live stream from the Teton County Commissioners' Chambers due to COVID-19.

I. CALL TO ORDER: Blann called the meeting of the Jackson Hole Airport Board to order at 9:00 am on Wednesday, March 18, 2020. Blann thanked Teton County for allowing the airport use of the Commissioners' Chambers and provided an update on COVID-19.

II. EMPLOYEE OF THE MONTH: Elwood recognized Ray Brence as February's employee of the month.

III. COMMUNITY OUTREACH: Elwood gave an update on community outreach including a homeschool student tour of the airport.

IV. CORONAVIRUS UPDATE: Elwood gave an update on steps the airport is taking in response to COVID-19. He stated that staff has adjusted their schedules to reduce crossover between employees and that the airport administration offices are open by appointment only. He stated additional sanitation measures are being performed and other changes in the terminal to promote social distancing are apparent. He thanked the staff for rising to the occasion and working through the new procedures.

V. COMMENTS FROM – NATIONAL PARK SERVICE, TOWN OF JACKSON, TETON COUNTY AND THE PUBLIC: There were no comments from the Town of Jackson and Teton County. Jim Elwood read a public comment from Jeremy Barnum, Chief of Staff with Grand Teton National Park. Barnum provided an update on the steps GTNP is taking to promote social distancing in response to COVID-19. Barnum also stated that all park facilities and lodging are currently closed.

VIII. ACTIVITIES REPORTS REVIEW: Elwood said February passenger enplanements increased 10% over February 2019, and year to date enplanements are 6% higher than 2019. He stated that the load factor for February 2019 was 86.01%. He stated JH Air is working with the airlines in light of COVID-19 on scheduling and efforts to retain the summer flight schedule.

IX. ACTION ITEMS:

A. Consent Agenda:

1. Approval of the Minutes - February 17, 2020 – Open House

2. Phone System Upgrade

McLaurin made a motion to approve consent agenda items A1-A2. Liebzeit seconded the motion, which passed unanimously.

B. Rates Review: Liebzeit made a motion to approve Jackson Hole Aviation's proposed rate decrease to \$7.02/gallon. McLaurin seconded the motion, which passed unanimously.

C. Payment of the Bills: McLaurin made a motion to approve the checks as presented on the check register list dated March 18, 2020. Liebzeit seconded the motion, which passed unanimously.

D. Financial Reports: Elwood gave an overview of the three enterprise centers. He said as of February 29, 2020 operations income is 7% above the budgeted amount and expenses are 1% above the budgeted amount. Security income is 3% below the budgeted amount and expenses are 1% above the budgeted amount. Fuel farm income is 26% below budget and expenses are 31% below budget. These numbers are based on the amended budget approved by the Town and County in February. Eastman asked about projections for enplanements in light of COVID-19. Liebzeit asked what percentage of revenue is variable or based on enplanements. McLaurin said he would like to understand what happens to revenue if flights drop off by 50%. Elwood stated staff is in the process of reviewing the budget and identifying items mandated by circumstance or safety. He said more time is needed to analyze the current situation and determine the best path forward and staff will get back to the Board with more information. Blann said AAAE has some forecasts for drops in enplanements and suggested staff consider those forecasts as a starting point. Eastman asked about the JH Air guarantees and how that impacts the airport. Blann stated they are a 501c that is completely independent from the airport. Liebzeit stated no one knows what things will look like 30 days from now and cautioned against staff spinning wheels unnecessarily. Liebzeit made a motion to approve the financial reports for February 2020. McLaurin seconded the motion, which passed unanimously.

E. FAA Grant AIP 3-56-0014-61: Elwood stated this grant is in the amount of \$2,764,003 which is the final grant from the FAA for the landside project. He stated Wyoming State Aeronautics and Teton Conservation District also provided grants that were used on the landside project. He stated he is proud of staff and our partners as the landside project came in \$400,000 under budget. Liebzeit made a motion to accept AIP Grant 3-56-0014-061-2020 for the Rehabilitate Access Road (Phase III) project in the amount of \$2,764,003, in the form presented and a second motion to adopt Resolution 2020-02, in the form presented, accepting Grant Agreement 3-56-0014-061-2020 with the Federal Aviation Administration. McLaurin seconded both motions, which passed unanimously.

F. ARFF Truck Purchase: Elwood stated this is the purchase of a used fire truck that will be refurbished to original equipment manufacturer standards. He said this truck will provide redundancy and allow the airport to continue operations if one fire truck is out of service. He said the purchase price for the refurbished fire truck is \$400,000 and we will be trading in a 1995 Peterbilt fire truck which has an agreed value of \$30,000. Liebzeit asked when the truck would be delivered. Elwood stated July would be the delivery date. Blann asked if it would be possible to defer the purchase. Elwood stated he would suggest approving the purchase of the truck and staff would reevaluate the timing of completing the purchase based on the budget and COVID-19 impacts. McLaurin made a motion to approve the Used Equipment Purchase Agreement, in the form presented, with the Station, Inc. to acquire a refurbished 2004 Oshkosh Striker 3000. Eastman seconded the motion, which passed unanimously.

X. EXECUTIVE DIRECTOR'S COMMENTS: Elwood thanked Teton County for allowing the Airport to hold the meeting in the County Commissioners' Chambers. He acknowledged Blann for being appointed to the Wyoming Aeronautics Commission. He stated that the May Board meeting scheduled for May 21st is on a Thursday.


XI. BOARD COMMENTS: Braun stated he hopes all stay safe and healthy.

Liebzeit thanked Elwood and staff for all of their hard work during the COVID-19 pandemic and for keeping the airport functional.

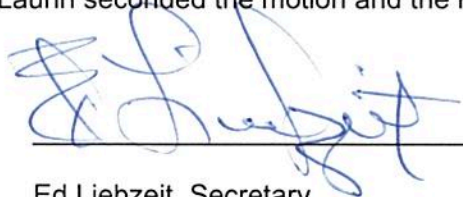
Blann agreed with Liebzeit's comments. He also recognized Doyle Vaughn for his service on the airport Board and on the Wyoming Aeronautics Commission.

XII. EXECUTIVE SESSION: McLaurin made a motion to enter Executive Session for the purpose to receive and discuss matters classified as confidential by law, including legal advice from the Board's attorney, pursuant to W.S. 16-4-405(a)(ix). Liebzeit seconded the motion, which passed unanimously. The public meeting was adjourned into Executive Session at 10:00 am on Wednesday, March 18, 2020. The Board came out of Executive session at 10:53 am. Blann stated no decisions were made.

XIII. ADJOURN: Liebzeit made a motion to adjourn the meeting at 10:53 am on Wednesday, March 18, 2020. McLaurin seconded the motion and the meeting was adjourned.



Jerry Blann, President



Ed Liebzeit, Secretary