

## MINUTES OF THE JACKSON HOLE AIRPORT BOARD

**DATE:** November 16, 2018

**BOARD PRESENT:** Jerry Blann, Rick Braun, Mary Gibson Scott, John Eastman and Jim Waldrop were present in the Airport Board Room.

**OTHERS PRESENT:** Gopaul Noojibail, Michael Nash, National Park Service; Jim Stanford, Town of Jackson; Paul Fiore, Stuart Schiff, Aviation; Scott Jardine, SEH; Thomas Kirsten, Jorgensen; Joseph Sebastian, TSA; Keaton Brown, Jackson Hole Aviation; Mike Gierau, Jedediah's; Jeremy Mayo, Hertz; Greg Herrick, Wyoming Jet Center; Jim Elwood, Dustin Havel, Michelle Anderson, Anna Valsing, Tony Cross, Megan Jenkins, Alton George, Andrew Wells, Ryan Linton, Laurie Vasko, Kaitlin Perkins, Jackson Hole Airport.

**CALL TO ORDER:** Blann called the meeting of the Jackson Hole Airport Board to order at 9:00 am on Friday, November 16, 2018.

**I. EMPLOYEE OF THE MONTH:** Elwood recognized Laurie Vasko as November's employee of the month.

**II. COMMUNITY OUTREACH:** Jenkins stated seven staff members attended the Womomentum event on November 2<sup>nd</sup>. She said Airport staff attended the Rotary Scholarship Fundraiser on November 3<sup>rd</sup> at the Wort Hotel. She said the Jackson Hole Airport has been selected to host the Northwest Chapter of the American Association of Airport Executives Annual Chapter Conference on October 5-7, 2020 at Snow King Resort.

Cross stated he participated in mock interview sessions with current program participants at Climb Wyoming.

**III. COMMENTS FROM – NATIONAL PARK SERVICE, TOWN OF JACKSON, TETON COUNTY AND THE PUBLIC:** Noojibail stated the Gros Ventre Roundabout construction has been completed. Nash stated feedback on the roundabout is welcome. Stanford gave an update on the Snow King master plan amendment.

**IV. COMMITTEE UPDATES:** Waldrop stated the Conceptual Committee is excited to start the site assessment work on the ARFF facility and recommend moving forward with the contract.

Braun stated the Contracts & Concessions Committee's support for multiple items on the agenda.

Braun stated the GA Committee recommends approval of the proposed fuel rate from Jackson Hole Aviation.

Gibson Scott spoke for the GTNP/Environmental Committee stating the Airport received an award for the storm water filtration project at the Airports Going Green Conference. She said there is a Fly Quiet Committee meeting on November 19<sup>th</sup>.

Eastman stated the Transportation Committee looks forward to feedback on the new Taxi2Fly and TaxiPool programs.

Braun stated the HR & Health Committee has given Airport staff input on researching options related to feedback from the recent employee survey.

**V. ACTIVITIES REPORTS REVIEW:** Elwood stated passenger enplanements increased 20% over October 2017. He said year to date passenger enplanements have increased 10% over 2017. He stated that this is the first year that American has provided year-round air service.

**VI. ACTION ITEMS:**

**A. Consent Agenda:**

- A1. Approval of the Minutes – October 10, 2018**
- A2. ERMC Aviation Services – Baggage Handling System Maintenance Contract**
- A3. IED On Call – Paging System Maintenance Contract**
- A4. Amended and Reinstated On-Airport Rental Car Agreements**
- A5. Leibowitz & Horton – Airline Agreements Amendment 2**
- A6. Jorgensen – Utility Design Contract Amendment**
- A7. Wadman – Change Order 1**

Waldrop recused himself due to not being present at the October meeting. Gibson Scott made a motion to approve consent agenda items A1-A7. Braun seconded the motion, which passed unanimously.

**B. Rates Review:** Waldrop made a motion to approve Jackson Hole Aviation's proposed Jet A fuel rate of \$7.72/gallon. Eastman seconded the motion, which passed unanimously.

**C. Financial Reports:**

**1. Customer Facility Charge (CFC):** Anderson stated October CFC collections were \$406,064. She said these collections bring the CFC account balance to \$1,109,590 after the QTA loan payment. She said because all of the CFCs have been pledged to the loan there will no longer be disbursements from the CFC account. She said all project reimbursements will be made from the QTA loan and all CFC collections will be used to pay for the debt service on the loan. She said because of this, the CFC slide will be omitted from future meetings.

Stanford asked if Off-Airport rental car companies pay the Airport CFCs. Anderson stated they do not.

**2. Income & Expense Operating Statements:** Anderson stated year to date the Airport is tracking with budget. She said income is 9% above budget and expenses are 3% above the budgeted amount. She said historically, the Airport sees strong net revenues in the summer which trend closer to expenses during the winter when expenses are higher. She said some of the remaining net revenues will be used to help pay for unfunded capital projects.

Braun made a motion to accept the financial reports for November 2018. Gibson Scott seconded the motion, which passed unanimously.

**D. Payment of the Bills:** Gibson Scott made a motion to approve checks 36136-36280, checks 3048-3051 and ACH Payroll & Tax Deposits: September 27, October 2, 9, 10, 15, 31, 2018. Waldrop seconded the motion, which passed unanimously.

**E. Jviation – Airport Engineering Services Agreement:** Elwood stated the Airport accepted bids for airport engineering services. He said three qualified bidders submitted responses. He said the selection committee reviewed the proposals and recommends Jviation as the top proposer. He said the agreement will have a five-year term. Gibson Scott made a motion to award the five-year base Agreement for Airport Engineering Services to Jviation, Inc., in the form presented. Braun seconded the motion, which passed unanimously.

Blann acknowledged SEH, Inc. and Gene Murphy for their service as the Airport's previous engineers.

**F. Jviation – ARFF Assessment Project:** Elwood stated one of the projects under the Engineering Agreement is to complete a conceptual facility assessment for a new aircraft rescue firefighting (ARFF) facility and related support facilities. He said Jviation will review the existing infrastructure at the Airport as well as FAA criteria for their use. He said Jviation will develop alternatives, evaluate various locations within the development subzone and present their findings on these alternatives.

Gibson Scott encouraged involvement of the Environmental Committee during this process.

Braun made a motion to approve Amendment #1 to the Jviation Agreement, for an ARFF and Snow Removal Equipment Conceptual Facility Assessment, in the form presented, in the amount of \$249,243. Gibson Scott seconded the motion, which passed unanimously.

**G. Cisco Meraki – Internet and Wi-Fi Upgrades:** Wells stated Silver Star approached the Airport with an offer to provider 10Gb internet service, the first location for this service in the State. He said the Airport will require an upgrade to the wireless network in the terminal building and administration offices. He said this investment will provide an increase in capacity that will set up the Airport for success in customer satisfaction and the Airport's internal capabilities. Waldrop made a motion to approve the internet and Wi-Fi upgrades purchase from Cisco Meraki, in the form presented, in the amount of \$97,014. Eastman seconded the motion, which passed unanimously.

**H: Communication Technologies, Inc. – Radio Improvements:** Havel stated there are currently some locations throughout the Airport with weak or no radio signal coverage. He said the purchase of a bi-direction amplifier will enhance signals to those areas. He said this purchase also includes handheld radios for the vehicles recently purchased. Gibson Scott made a motion to approve the radio improvement purchase from Communication Technologies, Inc., in the form presented, in the amount of \$30,931. Braun seconded the motion, which passed unanimously.

**VII. DIRECTOR'S COMMENTS:** Havel gave a winter preparedness update. He also gave a construction update.

**VIII. BOARD COMMENTS:** Waldrop stated his pride in Airport staff and the successful execution of capital projects.


Eastman acknowledged the Airport's partnership with the National Park Service.

Gibson Scott stated her appreciation for being able to attend the Airports Going Green conference and that she looks forward to attending future ones.

Braun stated the preparation staff takes is reflected in their work. He said he looks forward to the employee survey results.


Blann stated his appreciation for being able to attend the Broadband Summit and Governor's Business Forum.

**X. ADJOURN:** Gibson Scott made a motion to adjourn the meeting at 10:29 am on Friday, November 16, 2018. Braun seconded the motion and the meeting was adjourned.



---

Jerry Blann, President



---

John Eastman, Secretary