



MINUTES OF THE JACKSON HOLE AIRPORT BOARD

DATE: February 17, 2021

BOARD PRESENT: John Eastman and Bob McLaurin present in person in the Jackson Hole Airport Board Room. Jerry Blann, Rick Braun, Valerie Brown, 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, Dustin Havel, Michelle Anderson, Aimee Crook, Tony Cross, Anna Valsing, Jordyn McDougall and Megan Jenkins, Jackson Hole Airport; Jeremy Barnum, Grand Teton National Park; Mark Baron, Teton County Commissioner; 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 to order at 9:15 am on Wednesday February 17, 2021.
- II. **CERTIFICATE OF ORGANIZATION AND ELECTION OF OFFICERS:** Blann presented the new slate of officers as follows:

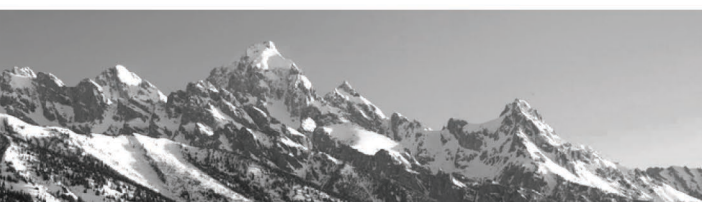
John Eastman, President
Robert McLaurin, Vice President
Ed Liebzeit, Treasurer
Valerie Brown, Secretary
Jerry Blann, Member

Liebzeit made a motion to approve the slate of officers as presented and adopt the Certificate of Organization. McLaurin seconded the motion, which passed unanimously. Eastman acknowledged Blann and Braun for their respective service to the airport. Eastman also welcomed Brown to the Board.

Elwood presented the 2021 Committee Assignments as follows:

Capital Projects: Eastman & Liebzeit
Contracts: Liebzeit & Brown
GTNP & Environmental: Eastman & McLaurin
Transportation: Blann & McLaurin
Human Resources: Brown & Blann

- III. **EMPLOYEE OF THE MONTH:** Elwood recognized Doug Keefe as the employee of the month.
- IV. **COMMENTS FROM GRAND TETON NATIONAL PARK, TOWN OF JACKSON, TETON COUNTY AND THE PUBLIC:** Barnum expressed thanks to the Board Members changing positions and welcomed Brown. He said if the airport has any issues with road conditions to let him know. Barnum acknowledged good conversations with Havel on the projects that are happening at the airport. He stated that there is a federal mask mandate in the Park now. He stated that the Park is getting close to being able to share with the public what the



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operating postures will look like for the summer season. He stated that he expects it will be as busy as 2020 and that the Park will be open and welcoming. Eastman asked about the Gros Ventre roundabout and if there was any update on reconstruction of it. Barnum said they are working with federal highways to gather data to get a good understanding of traffic behavior. He said the Park is looking at reconstruction on what is inside the roundabout to make it safer and easier to repair when there are issues.

Mark Baron from Teton County thanked Blann for his time as President. Baron reported COVID cases have dropped. Baron was pleased to report sales tax for December was 11.7% over December 2019, meaning the Fiscal YTD is -1.34%. Baron provided an update on the topics covered at the County retreat. He mentioned that the Gill Family's 26 Acre application was continued for another 60 days.

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

- V. ACTIVITIES AND REPORTS UPDATE:** Elwood stated that there was a 19% reduction in enplanements in January 2021 below January 2020. Elwood stated there were 32,987 passengers compared to 2019 when it was 40,677. Elwood said that the end of the calendar year showed 283,981 enplanements, which was a notable change from the prior year and the airport feels those effects. Elwood also explained load factor was low by all previous standards. Blann stated that the Wyoming Aeronautics meeting disclosed year-end enplanements of just under 400,000 commercial enplanements, the largest percentage of which was Jackson Hole. Blann stated Wyoming was the state with the least decrease of enplanements in the country and we continue to hold the bar high for commercial enplanements. Liebzeit stated Jackson Hole is also an attractive destination. Eastman asked about GA Operations. Elwood said that GA increased 39%.

VI. ACTION ITEMS

A. Consent Agenda

- i. Approval of the Minutes
 1. December 18, 2020—Special Meeting
 2. Jan 28, 2021—Special Meeting
- ii. Official Depositories
- iii. On Airport Rental Car Agreements
 1. Avis Budget Car Rental LLC
 2. Enterprise Rent-A-Car of UT LLC. d/b/a Enterprise
 3. Enterprise Rent-A-Car of UT LLC. d/b/a National/Alamo
- iv. Pump and Equipment Service Agreement
- v. Fuel Facility Controls Service Agreement
- vi. IT Cabinet Purchase Agreement
- vii. Fiber Backbone Purchase and Installation Agreement
- viii. Network Firewall Purchase Agreement
- ix. Common Use Equipment Purchase Agreement
- x. Ticket Counter Cabinets and Inserts Purchase Agreement



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Eastman explained that he would like to remove the meeting minutes of December 18, 2020 and January 28, 2021 both special meetings, from the consent agenda stating that Brown cannot vote on those minutes. Eastman asked for a motion. Blann made a motion to remove the meeting minutes of December 18, 2020 and January 28, 2021, both special meetings, from consent agenda. McLaurin seconded the motion, which passed unanimously.

Liebzeit asked that consent agenda item ii., the Official Depositories, be removed from the consent agenda. Liebzeit made a motion to remove item ii. From the consent agenda. Blann seconded the motion, which passed unanimously.

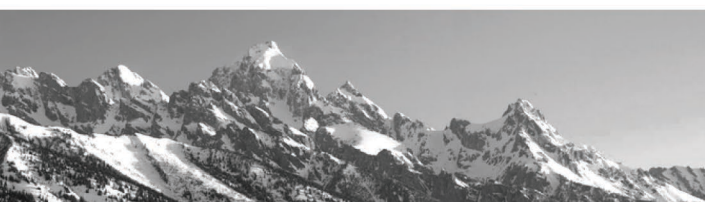
McLaurin made a motion to approve the special meeting minutes of the December 18, 2020 and January 29, 2021 special meetings. The motion was seconded by Liebzeit, which passed with four aye votes. Brown abstained from the vote.

Liebzeit explained he requested the Official Depositories to be pulled from the consent agenda to correct the addressee on the letter from Broker Dealer Services regarding \$7.7 million that was addressed to Clay James. Elwood addressed the comments from Liebzeit stating that staff is working on the update, but that the letter is still addressed to the Jackson Hole Board so in an official notification it is still consistent. Liebzeit made a motion to approve consent agenda item ii. Official Depositories with the stipulation that there will be the appropriate correction made to the signatory card. Brown seconded the motion, which passed unanimously.

Eastman stated that he would like to go back to the remaining items on the consent agenda, now consisting of eight items, iii-x. Eastman stated that he would like to give some context to the agreements. Eastman began with the Rental Car Agreements stating that there was a committee who weighed in on the agreements. Eastman continued that there has been a considerable level of Board engagement on these agreements. Eastman opened for questions. McLaurin asked if these were for On Airport Rental Car Companies. Elwood answered that is accurate, this is for On Airport Rental Car Companies.

Eastman moved to iv-x. He stated that this is almost \$400,000 of airport funds expended in these seven items, it is not insignificant, and he wanted to convey that the Board has taken extraordinary measures in looking at, evaluating and making suggestions to each of these agreements. Eastman opened for questions. Liebzeit added assurance that the discussions that Brown and he had with Elwood and Staff were extensive and added additional reassurance of the thoroughness and due diligence of staff. Brown agreed with comments made and stated she is comfortable with all agreements. Blann made motion to approve consent agenda items iii-x as listed above to be approved, Liebzeit seconded the motion which passed unanimously.

- B. Rates Review:** Elwood stated that there were requests from Jackson Hole Aviation to change the costs of Type I Glycol to \$29.41/gal due to product costs change and Jet A fuel to \$7.59/gal. Elwood stated that staff did a comparison chart and found these changes reasonable. McLaurin made a motion for approval of Jackson Hole Aviation's proposed rate increase to \$29.41/gallon for Type I Glycol and rate increase to \$7.59/gallon for Jet A fuel. Liebzeit seconded the motion which passed unanimously.



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- C. Payment of the Bills:** Liebrecht stated that he reviewed the vouchers with Anderson and stated that he is very impressed with the thoroughness. Liebrecht made a motion to approve the checks as presented on the check register list dated February 17, 2021. McLaurin seconded the motion which passed unanimously.
- D. Financial Reports:** Anderson stated January operations income continued to be better than budgeted with expenses even with budgeted amounts. Anderson said the fuel farm revenue and expenses were both below budgeted amounts by approximately 17% which can be attributed to fluctuations in fuel prices. She said expenses have been budgeted conservatively this year and staff has done a great job working within the limits established. She stated quarterly PFCs for the 3rd quarter were \$295,449 and the 4th quarter were \$292,397. McLaurin made a motion to accept the financial reports for December 2020 and January 2021. Blann seconded the motion which passed unanimously.
- E. Tractor Units with Plows Equipment Purchase:** Havel stated snow removal and the maintenance of the runway is a focus area of the airport and the airlines. He stated this purchase is a result of an RFP process where we received four proposals. He said the selection committee went through the proposals and selected the Mercedes/Overaasen plow units which will be provided by Myslik Inc. as the top ranked proposer. Havel said these two units will be replacing two of our 1995 Oshkosh P Series trucks which are at the end of their service life and require a significant amount of maintenance. Havel stated that the purchase of these two units will be \$581,940 which is approximately \$100,000 under budget. Brown asked if the larger blade would require modifications to the storage garages. Havel said no modifications would be required. Brown asked about the references not returning our calls. Havel said the airport already works with Myslik and is comfortable with the purchase even without the references. Blann asked if there are any domestic manufacturers of this equipment. Havel stated there are domestic manufacturers of this equipment, but this equipment was competitively bid and it was significantly more expensive for the domestic option. Eastman asked if the existing units will be traded in. Havel explained that the general approach is to keep them for a few months to make sure they are functioning correctly and during the peak winter season we will post them for sale on a website called GovDeals. McLaurin moved the approval of the Purchase Agreement for two Mercedes/Overaasen truck chassis with Overaasen EP-9 Plows from Myslik, Inc. in the amount of \$581,940 in the form presented. Liebrecht seconded the motion which passed unanimously.
- F. KLJ Engineering—3rd Amendment to Owner's Representative Agreement:** Elwood stated that there are some additions to the Owner's Representative role and the agreement is for \$92,250 and covers the additional scope. Liebrecht moved the approval of the 3rd Amendment to the KLJ Engineering Owner's Representative Agreement for the additional projects listed, in the lump sum amount of \$92,250, in the form presented. McLaurin seconded the motion, which passed unanimously.
- G. CLB 4th Amendment to Design Agreement:** Havel stated CLB will complete four design components. He stated the scope of work and fee includes design of the Grab-and-go kiosk, administration office remodel to airline ticket office, restrooms and hold room modifications, and modifications to the restaurant design. Havel stated the total cost for these four designs is covered in one amendment to the CLB agreement in the



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total lump sum amount of \$594,625. Havel added that this has been reviewed by staff and Mike Mahoney, the airport's Owner's Representative. Blann moved approval of the 4th Amendment to the Design Agreement with CLB Architects LLC. to add to the scope, the design work for the grab-and-go kiosk, administration office remodel to airline ticket office, restrooms and hold room modifications, and modifications to restaurant design, in the lump sum amount of \$594,625, in the form presented. McLaurin seconded the motion, which passed unanimously.

- H. Jviation Checkpoint Design Contract Amendment:** Havel stated this is an amendment for the Jviation on-call engineering agreement for ticket counter redesign and geotechnical investigation. Havel stated that the total cost for this amendment is \$26,640. He stated this amendment has been reviewed by Mike Mahoney, and staff. Brown moved approval of the 12th Amendment to the On-Call Engineering Services Agreement with Jviation for the ticket counter design and geotechnical report, in the lump sum amount of \$26,640, in the form presented. McLaurin seconded the motion which passed unanimously.
- I. Amendment to Wadman CMAR (Construction Management at Risk) Agreement:** Elwood explained that since this was originally put out to bid and Wadman was selected in 2017 several items have changed in the landscape of that bid. He stated one item to note is that the runway work will be 24 hours 7 days a week, which was not contemplated in the original agreement. He stated that some costs will go from 4% to 6%. McLaurin moved approval of Amendment 2021-1 to the Wadman CMAR Agreement in the form presented. Blann seconded the motion which passed unanimously.
- J. Guaranteed Maximum Price Amendment for Exit Lane Modifications:** Havel stated when utilizing the CMAR process we will be bringing forward items with what is called a GMP or Guaranteed Maximum Price. Havel explained that the exit lane project was shared at the Board retreat last year and parts have been approved over the last several months. Havel stated that staff went through an RFP process and selected the company Record to supply two Flip Flow lanes which will be going into the current entrance from the ramp into bag claim. He explained that through this process we also recognized that the space would need to be modified to accommodate these units and meet building code. Havel explained that Jviation was approved to do the design from which this GMP is based. He stated the GMP to retrofit this area is \$222,989. Havel explained there will need to be two motions, the first is to approve a resolution for a waiver to the Wyoming Resident Contractor percentage; the target for Wyoming subcontractors is 70%, however this project was only able to get to 66.4% Wyoming Resident Subcontractors. Havel stated the next motion will be to approve the GMP. He added that this has been reviewed by staff and Mike Mahoney. Blann moved approval of Resolution No. 2021-02, in the form presented, approving a waiver from the subcontractor residency requirements of W.S. §16-6-1001 with respect to this project. Liebrecht seconded the motion, which passed unanimously. Blann moved approval of the Guaranteed Maximum Price amendment in the to the Wadman CMAR Agreement in the amount of \$222,989 for exit lane modifications in the form presented. McLaurin seconded the motion, which passed unanimously.
- K. KLJ Engineering Amendment 1 to Hanger 3 & GSE Building Design Agreement:** Elwood described the previous concept of moving the hangers to the west about 80 feet



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which was discussed at the January meeting. He stated that Mike Mahoney said that there would need to be some civil engineering to make that work well and this amendment acknowledges that shift of the Hanger 3 complex. Blann commented for discussion that there has been a lot of work here and this adjustment of moving west makes a lot of sense. He added that he knows there is always a push-pull landside/airside, but that this generally works well with everything and is a good move and glad we caught it. Eastman added that he thinks a shout out to Havel is called for here. Liebrecht moved approval of the 1st Amendment to the KLJ Engineering Design Agreement for Hanger 3 and GSE building, in the lump sum amount of \$35,000, in the form presented. Brown seconded the motion, which passed unanimously.

VII. EXECUTIVE DIRECTOR'S COMMENTS: Elwood stated that he is pleased to report that the runway reconstruction documents are out to bid today, and we are opening those bids March 17th. He added that it would take several days to process those bids and make sure that they are complete. McLaurin asked when the Board would award that bid and Elwood advised it could be as soon as April. Elwood stated that the closure will be April 11th, 2022 to June 27th, 2022. Elwood gave an update on security and operations. Elwood is pleased to report that that our certified staff has had access to the COVID-19 vaccine. Elwood said the hiring process for summer is ongoing. Elwood acknowledged the snow removal team for their efforts over the winter. Blann asked if there was a latest round of relief from the December relief bill. Elwood commented yes that the airport in Jackson expects to receive just short of \$3.3 million in assistance. Elwood did state that the Board will need to act on that grant and that it will be brought to them when ready.

VIII. BOARD COMMENTS: Blann welcomed Brown and stated he appreciated the opportunity to be president for the last time.

Brown thanked everyone for their patience while she learns the mechanisms of the Board meeting and that she is delighted and honored to be on the Board.


McLaurin asked if there was any movement on a date for meeting with elected officials. Anderson stated that there is a slot for the April JIM meeting with Town and County.

IX. ADJOURN: McLaurin made a motion to adjourn the meeting at 11:23am Wednesday, February 17, 2021. Liebrecht seconded the motion, which passed unanimously.

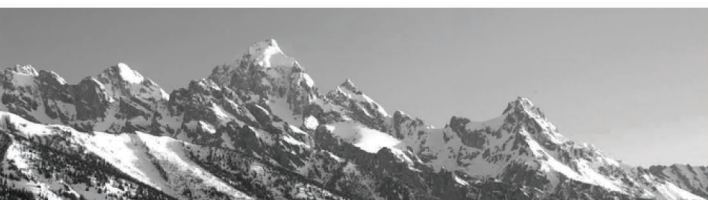
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John Eastman, President

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Valerie Brown, Secretary



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