



MINUTES OF THE JACKSON HOLE AIRPORT BOARD

Date: May 20, 2021

BOARD PRESENT: John Eastman, Jerry Blann and Ed Liebszeit were present in person at the Jackson Hole Airport Board Room, Bob McLaurin and Valerie Brown 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, Dustin Havel, Megan Jenkins, Jordyn McDougall, Miguel Hernandez, Alton George and Tom Whittaker, of Jackson Hole Airport; Jeremy Barnum, Grand Teton National Park; Sigsbee Duck, Chairman of Wyoming Aeronautics. 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 Thursday May 20, 2021.
- II. **EMPLOYEE RECOGNITIONS:** Elwood recognized Miguel Hernandez as the employee of the month.
- III. **COMMUNITY OUTREACH:** Jenkins updated the Board on the construction of a webpage that outlines the terminal projects and runway reconstruction. She spoke about the Vault tests that are offered at the airport with assistance of the Teton County Health Department. Jenkins said that Pet Partners will be coming back, with added precautions. Jenkins thanked Liebszeit and all veterans across the country for their service, and recognized Post 42 for receiving the Diamond Jubilee award.
- IV. **COMMENTS FROM GRAND TETON NATIONAL PARK, TOWN OF JACKSON, TETON COUNTY AND THE PUBLIC:** Barnum stated summer visitation is well in swing. He stated that with the higher visitation they are trying to get an understanding of what that means to the Park, to the community and the visitor. Barnum stated they are doing transportation and mobility studies where they are getting a better understanding of where the visitors are coming from, how long they are in the Park, where they are going in the Park and where they go after they leave the Park. He stated one statistic is that less than 20% of the visitors to the Park stay in the Park. Barnum stated that they had a good conversation with Tony Chambers of Wind River Air, and they really appreciate the data that has been received by the Airport, how the operations have been conducted in the last month. Barnum explained to the Board that there are no procedures in place to close an entrance to the Park when there are long wait times as there are in Yellowstone, but they can flush the Moran entrance when it gets backed up and is not safe, spilling onto the highway. He stated that is not ideal because they are not able to greet the guest or get the revenue. He said they are going to collect all the data this year and try to find the best options. Barnum explained that the construction to the Moose-Wilson road will be next year.

Elwood shared from Jonathan Schechter that the Town passed a resolution banning scenic air tours over the Park.



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Elwood shared that both the Town and County approved the budget as well as the most current FAA grant that is before the Board.

Aeronautics Commissioner Duck stated that it is incredibly hard to track and maintain quality commercial air service in the state outside of Jackson. He stated that if they are able to follow the model of Jackson Hole Air and Jackson Hole Airport it will help all the other towns and airports in Wyoming.

- V. ACTIVITIES AND REPORTS UPDATE:** Elwood stated that there was an increase of 3816% over same month prior year, April last year was very different. He stated year to date is up 16% and the load factor is starting to return closer to a more typical number. Elwood stated that the load factor in 2019 was 71.73% and in 2021 it is 62.51%, in the recent months the load factor has been around the 55%-57% range. Elwood answered that the new airlines are not giving much information about their bookings. Elwood explained that GA has been seeing increased operations.

VI. ACTION ITEMS:

A. Consent Agenda

- i. Approval of the Minutes
 1. April 21, 2021 - Regular Meeting
- ii. Airline Agreement Amendments (8)
- iii. Ground Handling License Amendments (3)
- iv. Milestone Software Upgrade Agreement
- v. Camera Storage Server Expansion Agreement
- vi. WYDOT Grant AJA001C
- vii. WYDOT Grant AJA003A

Liebzeit moved approval of each of the consent agenda items A-i through A-vii as listed above. Blann seconded the motion which passed unanimously.

- B. Payment of the Bills:** Liebzeit stated that he has reviewed the check register and moved approval of the check register dated May 20, 2021. Blann seconded the motion, which passed unanimously.

- C. Financial Reports:** Anderson stated April 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 April 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 17% under budget. She stated that the various grant amounts were CARES almost \$2.5 million, Runway Rehabilitation \$423,000, not included in the airport operations amount. Liebzeit moved acceptance of the financial reports for April 2021. Blann seconded the motion, which passed unanimously.

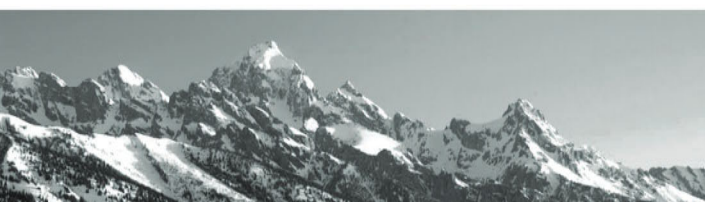


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- D. FAA Grant JAC-NMG-3-56-0014-066-2021:** Anderson stated that the grant amendment is the Coronavirus Response and Relief Supplemental Appropriations Act, and that the amendment provides funding for the airport to allocate to airport concessions as relief from rent or minimum annual guarantee obligations. She stated that the amount of the amendment is \$95,103 and that the Town and County have already approved the grant. McLaurin moved the acceptance of the grant. Brown seconded the motion, which passed unanimously. Brown moved adoption of Resolution 2021-04, in the form presented, accepting Grant Agreement 3-56-0014-066-2021 with the Federal Aviation Administration. Blann seconded the motion, which passed unanimously.
- E. Fees and Charges Resolution:** Anderson stated that annually the Board approves by resolution the fees and charges between the airport and tenants and users. She stated that there are a few fee increases this year along with clarification of language and the addition of some fees. She stated some of the changes were adjustment of terminal rents and landing fees to the rates approved in the budget, updated language to reflect current language in airline agreements and updated language regarding cyber keys and a rate for issue and replacement of Cyber Keys. Liebzeit moved adoption of Resolution 2021-05 in the form presented to establish fees and charges. Blann seconded the motion, which passed unanimously.
- F. Notice of Proposed Rule Marking – Ground Transportation Rule:** Elwood explained that the Town made changes to their Municipal Code Title 5.50. George stated that because the Town made changes to their Title 5 Rule it now includes the airport in the rates going forward, and there need to be changes made to the Airport's Ground Transportation Rule to be in compliance. He stated that this item is to issue the notice of proposed rulemaking and start the process of proposing rule changes, to start the 30-day commenting period and have meetings with the ground transportation providers. Blann stated that his understanding is that the Airport is responding to Town's changes and that it was unfortunate that we were not brought in at the early stages. Blann suggested the Board write a formal letter to the Town Council. Brown asked if there is a way to keep the current rates as long as they are under the maximum rates from the Town. Elwood stated that this item is to start the clock, that there are no decisions being made at this time, all comments will be taken while making the ground transportation rules, but this is to start the process. Brown stated she would like to see additional information posted with the notice on the website explaining the Town's rates compared with the Airport's proposed rates. Liebzeit moved approval of the Notice of Proposed Rule Making relative to the Jackson Title 5 updates in the form presented. McLaurin seconded the motion which passed unanimously.
- G. Non-Federal Reimbursable Agreement Amendment A1:** Havel stated the airport has been working on the runway reconstruction project and this is another step in the project. He stated that the reconstruction of Runway 1/19 will have an impact on some FAA-owned navigation aids which will require new installation, relocation or adjustment of the Precision Approach Path Indicators and portions of the Medium Intensity Approach Light System. Havel stated that the initial agreement was in the amount of \$136,666.67 and the amendment is covering the estimated \$143,249.29 taking the total of the reimbursable agreement to \$279,915.96. Brown moved approval of the Non-



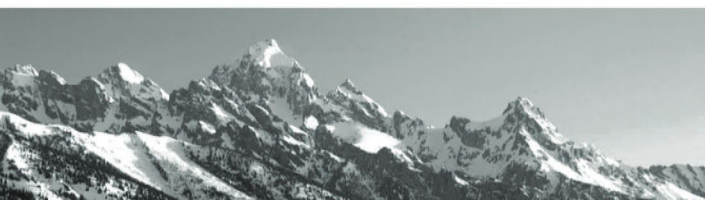
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Federal Reimbursable Agreement Amendment A1 for the amount of \$143,249.29, in the form presented. McLaurin seconded the motion, which passed unanimously.

- H. KLJ Engineering – Hangar 4-6 Development Design:** Elwood stated this would be 24 months of design and it would be three packets of information for CMAR or bids. He stated there are two sections of this, the first is to have KLJ move forward with design of hangars 4-6, the second, if approved, to allow Wadman to move forward with pre-construction services to ensure that budget and other things continue to move forward. Blann asked for further outline for the FBO terminal project. Elwood stated the project includes the terminal aviation building, those plans started in 2019 and are the baseline that KLJ will begin working from. Eastman stated that the FBO terminal will also include the JAC administration offices. Brown asked why this design is more expensive than the Hangar 3 design. Elwood explained that they are much larger hangars, that one of the hangars is for maintenance which is more complex, the terminal portion is more complex, and there is a height limit so the design will be more challenging. Brown asked if staff has the bandwidth to do everything. McLaurin stated he agreed with Brown and asked if the item could be tabled. Brown moved that the item be tabled until the June meeting. McLaurin seconded the motion; four votes aye, Liebrecht abstain, and motion passes.
- I. Wadman Authorization – Pre-Construction Services for Hangar 4-6 Design:** Item tabled along with KLJ Engineering – Hangar 4-6 Development Design.
- J. Wadman Amendment ATO Remodel:** Havel stated staff and Board began planning for relocation of the airline offices with the checkpoint and holdroom expansion projects and this is one of the pieces that goes into the overall capital plan. Havel stated if this item gets approved, staff will start moving out of the space and start construction. He stated the project's substantial completion is for late August. Havel stated the gross maximum price amendment is for \$1,314,031 based on the 30% design drawings and other associated specifications as outlined. Brown moved approval of the Guaranteed Maximum Price Amendment 2021-5 to the Wadman CMAR Agreement for the ATO Remodel, in the amount of \$1,314,030.73, in the form presented. Blann seconded the motion, which passed unanimously.
- K. Seal Coat and Mark Pavements Contract:** Havel stated as part of the consent agenda the Board approved a WYDOT Grant to support a seal coat and marking project. Havel stated that annual painting needs to occur to meet FAA criteria, after the snow removal season. He stated that there are three schedules which have different levels of work. Havel said that the Board will need to provide the Notice of Award and approve the Contract with Straight Stripe for the Seal Coat and Marking Project in the amount of \$325,020.95. He noted that WYDOT said that Straight Stripe will be reaching out to coordinate scheduling, but due to some delays in the supply chain, it might be a couple of months before work can be done. Liebrecht moved approval of the Notice of Award and Contract for improvements, with Straight Stripe Painting, Inc., in the amount of \$325,020.95, subject to concurrence by WYDOT under Grant AJA003A, in the form presented. McLaurin seconded the motion which passed unanimously.



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VII. DIRECTORS COMMENTS:

Crook stated the airport had received a clean security inspection with TSA. She stated that TSA has extended the mask mandate until September 13, and they are working on getting the word out. She stated that there are four openings for TSO's and three candidates in the hiring process. Crook stated that there are plastic barriers around the checkpoint for the protection of TSO's.

Havel stated Operations and Maintenance staff are implementing equipment and coordinating with stakeholders to be ready for summer, improving customer service and efficiency of the Airport. He said that there was an annual FAA Part 139 inspection that was clean as well. Havel stated that there is going to be an item which will be coming forward, FAA will be providing the airport with the funding and the Board will hire the work be done. Havel introduced Whitaker.

Elwood stated that lead times are getting extremely long for many construction related items and that staff might be requesting a special meeting to get ahead of some of those lead time items.

VIII. BOARD COMMENTS:

McLaurin asked if passengers who have a connecting flight need to go back through security. Elwood explained that there are airline staff that try to catch those passengers and direct them into the gate area.

Blann stated that there are material shortages and construction delays across the state.

Liebzeit said that the Airport is looking great through the construction that is occurring now.

Eastman stated the FAA inspection not only was clean but that the inspector was extremely happy as well. Eastman spoke on the communications plan, and it will come in front of the Board soon.

EXECUTIVE SESSION:

Liebzeit 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). Blann seconded the motion, which passed unanimously.

Eastman stated that no decision was made in executive session.

IX. ADJOURN: Liebzeit made a motion to adjourn the meeting at 12:19 pm Thursday May 20,2021. Blann seconded the motion, which passed unanimously.

DocuSigned by:

John Eastman

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John Eastman, President

DocuSigned by:

Bob McLaurin

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Bob McLaurin, Vice-President



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