



MINUTES OF THE JACKSON HOLE AIRPORT BOARD

Date: September 15, 2021

BOARD PRESENT: John Eastman, Bob McLaurin, Jerry Blann, and Valerie Brown were present in person at the Teton County Administration Building in the Commissioners' Chambers, Ed Liebszeit was present via the WebEx Platform.

OTHERS PRESENT: Jim Elwood, Andrew Wells, Michelle Anderson, Aimee Crook, Dustin Havel, Megan Jenkins, Anna Valsing, Jordyn McDougall and Tony Cross of Jackson Hole Airport; Mike Mahoney of KLJ; Jeremy Barnum of Grand Teton National Park; Other individuals who are not individually documented watched the meeting on a live stream from the Teton County Administration Building.

- I. **CALL TO ORDER:** Eastman called the meeting of the Jackson Hole Airport Board to order at 9:00 am on Wednesday, September 15, 2021.
- II. **EMPLOYEE OF THE MONTH:** Elwood recognized Connie Avery and Samantha Emmett as the employees of the month.
- III. **EMPLOYEE RECOGNITION:** Jenkins recognized Phyl Koch for the 14 years of service for the Jackson Hole Airport and congratulated her on her retirement.
- IV. **COMMENTS FROM GRAND TETON NATIONAL PARK, TOWN OF JACKSON, TETON COUNTY AND THE PUBLIC:** Barnum stated they have seen one of the busiest seasons ever start to slow down; it was the fourth busiest August on record for the Park. Barnum said the Park is starting to see the seasonal and volunteer workers leaving for the season and gave appreciation for those workers this summer more than ever. He stated that there will be a second year of the culling program to remove the non-native mountain goats.

Eastman thanked Barnum and the Park for honoring David Vela and the work he did with the Park, Airport and in the community.

- V. **ACTIVITIES UPDATE:** Elwood noted that staff identified an error in an airline's reporting data for the July passenger enplanements, and that the July column on the graph will be lower, but the exact number is not available at this time.

Brown asked what other impacts this error could have. Elwood explained there could be financial impacts because some of the rent allocations such as the common use formula use this data.

Blann asked if we have been getting the data from the low-cost carriers. McDougall stated that we have been getting that information timely and with accuracy.

Elwood stated that for August, enplanements were at 74,093, up 13.35% from August 2019. He shared that the load factor was 72.41% compared to 89.01% in August 2019. He



JACKSON HOLE AIRPORT

P.O. Box 159 • Jackson, WY 83001 • 307.733.7695 • Fax: 307.733.9270

James P. Elwood, AAE, Executive Director

stated the year-to-date load factor is 64.43%, which is about 20 points lower than pre-covid times.

Eastman asked if there was any way of determining locals versus non-locals enplaning? Elwood stated there is a survey that is used when logging onto the wireless internet and based on that estimation it seems to vary. During pre-covid times it was about 20% locals and has dropped a little bit as we have gone through the pandemic. Eastman asked if that was a statistic that might serve the Airport better to track. Elwood said it would, but the difficult part would be how to get that information. He added that WYDOT does some with airline ticket sales through the zip code, so we can get some of that information. Eastman asked because the load factor is down, and enplanement numbers are up, what does that tell us? Elwood explained that more seats have entered the market, and even though there are more people boarding those airplanes, enplanements are not growing as fast as the seat count. McLaurin asked if the additional seats were from low-cost carriers or mainline carriers? Elwood stated that it was mostly the mainline carriers bringing more seats and different destinations.

Blann asked if additional explanation could be given about the parking lot data given to the Board. McDougall explained the peak day is one day out of the month when the main parking lot is the fullest, and the second column is the average of the month. Brown asked what is done if the parking lot is full. Elwood explained that the 100% was for the main lot only, and the staff has historically found additional parking when the lots begin to fill up, no one has been turned away. Elwood stated that staff is monitoring the parking situation and is looking for the best way to notify the public.

VI. ACTION ITEMS:

A. Consent Agenda

- i. Approval of the Minutes – August 18, 2021
- ii. Credit Card Resolution
- iii. FAA AIP Grant 70 Resolution
- iv. CLB 8th Amendment – Restaurant Basement Design Finish-Out

Blann requested that item iv be removed from the consent agenda. He stated that he wanted further clarification as to the changes in the scope of work to the basement.

Blann moved approval of items i-iii. Brown seconded the motion which passed unanimously, McLaurin was absent from the vote.

Elwood stated the basement was originally set to be raw concrete space, but that as the design team worked through the process, it became apparent that there was about 4,000 square feet of space that was not going to be used for mechanical or HVAC. He said through this amendment there would be enough capacity to hold a number of people. Elwood continued explaining that the electrical, data and future needs were identified so the space could adjust to the changing circumstances and this amendment takes the space from raw concrete to an adaptable space with sheetrock, flooring, a ceiling, and lighting. Eastman asked if passengers are placed in the basement, are the life safety egresses in place. Elwood stated yes, those items have been accounted for in the design. Brown stated



JACKSON HOLE AIRPORT

P.O. Box 159 • Jackson, WY 83001 • 307.733.7695 • Fax: 307.733.9270

James P. Elwood, AAE, Executive Director

that the finishes that are listed in the plans makes it difficult to know what is actually in this amendment. Elwood stated the level of design finishes can be adjusted as this design continues. Eastman asked if there was a cost for just the stubbed-out infrastructure. Mahoney stated it would be the bid less about \$30,000. Eastman asked if there could be additional discussion based on the scaled back approach, with only the infrastructure and no finishes. Elwood explained that a delay for this item could be difficult. Blann moved to approve the 8th Amendment to the CLB Design subject to capital committee review with additional information from Mahoney, at which time the President is authorized to sign said Amendment for the Restaurant Basement Design Finish-Out. McLaurin seconded the motion which passed unanimously.

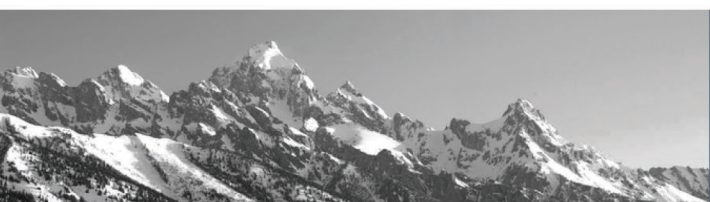
B. Payment of the Bills: Liebzeit stated he has reviewed and moved approval of the check register as presented dated September 15, 2021. Brown seconded the motion which passed unanimously.

C. Financial Reports: Anderson reviewed the three enterprise centers for July 1 through August 31. She stated that operations income ended 41% better than budget and operations expense 2% over budget. She stated that the Airport typically sees strong net revenues in the summer with higher income and lower expenses. Anderson stated that this helps offset higher winter expenses for things such as vehicle fuel and snow removal expenses. She stated fuel farm numbers were also above budget.

Brown asked what is the accounts receivable policy for collecting bills and is there any implication for being past due? Anderson explained the Airport uses a net 30 policy and in the contracts there is a percentage if they are behind over the 30 days. Blann asked if the margins are tracking for 2022 and is everything on projection? Anderson stated that we are doing better than projected, and that we will continue to revise those projections. Liebzeit requested an update on CARES funds. Anderson said that there was \$1.9 million in reimbursement in August, leaving \$8.5 million between the three federal funding acts left to reimburse. Liebzeit moved to approve the financial report. Blann seconded the motion, which passed unanimously.

D. Knife River Change Order #2 and Jviation Amendment #16 – Baggage Makeup Access Road: Havel explained the existing baggage service road would be removed with the construction on the restaurant project which will be started with the runway closure next spring. He stated this is a proposal to re-route the baggage make-up traffic around the aircraft parking positions so they will no longer have to cross the passenger walk paths. He said this project would also include the installation of utilities that would accommodate some existing and future ground equipment and connectivity to the air traffic tower.

Brown asked if this item was part of the original scope, or why it was changed to be pertinent at this time. Havel stated that this item has been under consideration, but the options have not been fully developed until recently. He stated this is the change order to Knife River because they have the equipment onsite and capabilities to complete the project. Elwood stated there could be other ways to re-route the traffic flow, but that this is the best long-term solution, and it was not clear that all of these pieces would come together as they were able to. Elwood stated as part of this work, there is an opportunity



JACKSON HOLE AIRPORT

P.O. Box 159 • Jackson, WY 83001 • 307.733.7695 • Fax: 307.733.9270

James P. Elwood, AAE, Executive Director

to update the copper piping and add conduit in the utility corridor to do the work in the most efficient way. Blann moved approval of Non-Federal Change Order 2 with Knife River Corporation Mountain West for the Runway 1/19 Reconstruction Project in the base amount of \$583,781. McLaurin seconded the motion which passed unanimously. Blann moved approval of the 16th Amendment to the Aviation Base Engineering Services Agreement for \$66,750. McLaurin seconded the motion which passed unanimously.

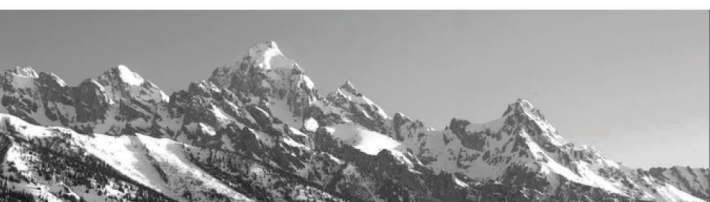
E. Knife River Contract and Notice of Award for Schedules II-III Runway Reconstruction Project and Notice to Proceed with Preconstruction Activities:

Havel stated there were a few modifications to maintain flexibility to complete elements based on available funding. He explained there was enough funding for Schedule I which is the main portion of the runway and work was started in July. Havel said based on the approval of the consent agenda there will be additional funding to complete Schedules II and III earlier than anticipated. He stated these schedules are for the primary Taxiway connectors, A4 and A1 respectively. Eastman asked if there would be work done that would affect the deice pad. Havel stated that these projects do not have any impact on the deice pad and that the work will be done when the runway is closed. Brown moved approval of the contract with Knife River Corporation for the Runway 1/19 Reconstruction Project, Schedules II & III, and that the President and Secretary be authorized to sign and deliver it when the associated FAA grant agreement has been executed in an amount not less than \$4,300,000. Blann seconded which passed unanimously. Brown moved that upon signing and delivery of the contract with Knife River for Schedules II & III, the President or Executive Director each be authorized to sign and deliver the Notice of Award and Notice to Proceed with Preconstruction Activities.

VII. DIRECTOR'S COMMENTS: Elwood stated a group from the airport was at the Wyoming Airport's Coalition and Anderson gave a presentation on finance and did a great job. He stated that the airport did a moment of silence for remembrance of 9/11.

Crook stated Miguel Hernandez has now been brought on full-time, he had previously been hired at the Airport as one of the mask mandate enforcers. She stated that Hernandez will continue with that role until the mandate concludes and at that time he will transition into a trusted agent in the badging office and help with the badging process and general security operations. Crook stated that a new TSO is starting, bringing the FTE to five and a half under where it should be.

Havel stated the airline office move from the existing airline office space to their new space where airport administration offices used to be located, has started. He thanked the Board for the continued IT support, it made the transition easier. Havel stated the work on the former airline ticket offices has begun with the temporary wall in the hold room. He stated that the water, sewer and utilities have been stubbed for the temporary administration building and it will be hauled in and assembled within the next month or so. Havel said there is a new intern, Eric Fogle, and new operations person, Justin Porter, starting in the next couple of months. Blann asked if the Marketplace was open. Havel stated that it was substantially complete, waiting on a few items but it is operational.



JACKSON HOLE AIRPORT

P.O. Box 159 • Jackson, WY 83001 • 307.733.7695 • Fax: 307.733.9270
James P. Elwood, AAE, Executive Director

Elwood presented Anderson with her A.A.E. plaque, honoring her achievement.

- VIII. BOARD COMMENTS:** Eastman asked if it was possible to update the meeting date from December to November. Elwood stated that there are quite a few construction items that are slated for that December date. Blann stated that he also has a conflict for the December 15th date. Elwood suggested December 17th.

Liebzeit thanked the Airport staff for the consideration and work that was done with welcoming Rylee McCollum back to Jackson.

McLaurin stated he flew back into Jackson and his car battery was dead and the staff went out of their way to assist, they did not know that he was a Board member, and they were exceedingly helpful, and he really appreciated the value of people helping people.

Blann requested a tour of the airport to catch up on all the work that is being done at this time. Blann thanked Eastman for his comments with David Vela and agreed with the work. He stated he attended the WAC meeting as well and complimented Anderson for her presentation.

Brown stated that there were some questions from the airport's neighbors about the FAA proposed 15 degree turn that was going to be considered, and if there was any more feedback from that request. Elwood stated that the FAA has decided to postpone that procedure, pending some additional work to better understand the turn and its benefits and potential drawbacks. He stated that Bridgenet, the Airport's noise analysts, are in the process of adding additional noise monitors and are looking for aircraft volunteers to fly that departure and gather real life data. Elwood stated that he believes the FAA made a prudent choice based on the key objectives not being reached and to fully understand the unforeseen pieces. Brown expressed gratitude and compliments for an unbelievable summer and the great work that was done.

Eastman echoed Liebzeit's comments and stated he was proud of the way Rylee was welcomed to the community.

- IX. ADJOURN:** McLaurin made a motion to adjourn the meeting at 11:45 am Wednesday September 15, 2021. Blann seconded the motion, which passed unanimously.

DocuSigned by:

John Eastman

9EB8E8018E25478

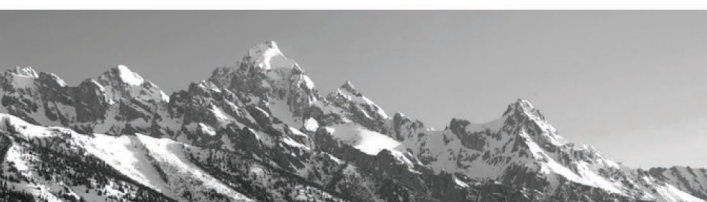
John Eastman, President

DocuSigned by:

V E B

357426C8D0E9483

Valerie Brown, Secretary



JACKSON HOLE AIRPORT

P.O. Box 159 • Jackson, WY 83001 • 307.733.7695 • Fax: 307.733.9270

James P. Elwood, AAE, Executive Director