

MINUTES OF THE JACKSON HOLE AIRPORT BOARD

DATE: December 18, 2020

BOARD PRESENT: Jerry Blann, Bob McLaurin, Rick Braun, John Eastman 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, Anna Valsing, Michelle Anderson, Aimee Crook, Dustin Havel and Megan Jenkins, Jackson Hole Airport. 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 9:00 am on Friday, December 18, 2020.

II. EMPLOYEE OF THE MONTH: Elwood recognized Laurie Vasko as December's employee of the month.

III. COMMUNITY OUTREACH AND ENVIRONMENTAL PROGRAMS UPDATE: Jenkins provided an update on community outreach at the Jackson Hole Airport. Jenkins said the winter host program is back in full swing as well as the Chamber program for the winter season. Jenkins provided an update on the holiday clothing drives the airport is participating in this year. Jenkins said the Jackson Hole Airport welcomed the inaugural flight from San Diego for Alaska Airlines yesterday.

IV. COMMENTS FROM – NATIONAL PARK SERVICE, TOWN OF JACKSON, TETON COUNTY AND THE PUBLIC: Johnathan Schechter, Town of Jackson, wished everyone a happy holiday season. Schechter thanked Pete Muldoon and Jim Stanford for their service on the Town Council and said the Town is focusing on the transition to the new Town Council members Jim Rooks and Jessica Chambers to ensure it is seamless. Schechter said the Town is in winter operations mode and is waiting to see how the winter season shapes up. Eastman thanked the Town and County for their efforts in the Board member selection process.

Barnum said grooming operations have started on the GTNP road. Barnum said many visitors are expected during the winter season and education efforts will be important for the less experienced backcountry skiers. Barnum welcomed Chip Jenkins as the new superintendent of Grand Teton National Park.

Chip Jenkins thanked the Board for welcoming him. Jenkins stated he has heard that the Airport Board, leadership, and staff do a fantastic job, and he is excited to continue the partnership between Grand Teton National Park and the Jackson Hole Airport. Jenkins acknowledged the Board for their sustainability efforts. Jenkins provided an overview of his background and relevant experience.

V. ACTIVITIES REPORTS REVIEW: Elwood said passenger enplanements for November 2020 were 18% below November 2019 and the airport is currently tracking at a 39% year to date reduction in enplanements. Elwood said the load factor for November was 36.6% and the average load factor for the year is 65.8%. Elwood said the total operations are down .3% year to date. Blann asked what was happening from a national perspective. Elwood said the Jackson Hole Airport is doing better than other airports across the country. Nationally, throughput for TSA has been approximately 70% below the same days in the previous year.

VI. ACTION ITEMS:

A. Consent Agenda:

i. Approval of the Minutes – November 18, 2020

Liebzeit made a motion to approve consent agenda item A-1. Eastman seconded the motion, which passed unanimously.

B. Rates Review (Fuel): Braun made a motion to approve Jackson Hole Aviation's proposed rate increase to \$7.39 per gallon for Jet A fuel. Liebzeit seconded the motion, which passed unanimously

C. Rates Review (FBO Services and Aircraft Fees): Elwood said that Jackson Hole Aviation can bring forward pricing adjustments annually. Elwood said Jackson Hole Aviation has submitted requested pricing adjustments for several FBO services and aircraft parking, handling and hangar fees. Elwood said staff conducted a comparison to other intermountain airports and found the proposed rates commensurate.

Braun made a motion to approve Jackson Hole Aviation's proposed rate increases for FBO services and aircraft fees as presented. Liebzeit seconded the motion, which passed unanimously.

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

E. Financial Reports: Anderson said that reflected on the slide were the income and expenses for the fiscal year from July 1 through the end of November across the three enterprise centers. She said November operations income continued to be better than budget, with expenses slightly above budget due to snow removal expenses. She said November security operations income was even with budget. Anderson said fuel farm revenues and expenses were both above budgeted amounts 26% and 18% respectively which can be attributed to fluctuations in fuel pricing.

Eastman asked why off-airport rental car income is higher than budget. Anderson said this budget was built at the beginning of the pandemic and based off of enplanement forecasts. Anderson said our passenger activity is higher than forecast, which means income is higher than anticipated.

Liebzeit thanked staff for their efforts in the financials through this difficult time.

Eastman said it would be helpful to track the CARES funding.

Liebzeit made a motion to approve the financial reports for November 2020. McLaurin seconded the motion, which passed unanimously.

F. PFAS: Confirm Water Filter Reimbursement Policy: Elwood said the PFAS Management, Mitigation, and Remediation plan has been posted on our website along with additional information. Elwood provided background on the PFAS testing conducted to date and a description of the phase 3 testing.

Elwood said the Board will immediately place a filtration system on any well that tests higher than the EPA's 70 parts per trillion lifetime health advisory. Elwood said in the future the Board may pick a lower level for filter installation. Elwood said this policy is to accommodate any homeowners in phase 2 or 3 who wish to install a water filtration system if their well tests lower than 70 parts per trillion. Elwood said that if in the future the Board selects a lower threshold for filter installation, homeowners who have purchased a filter system will be reimbursed.

Liebzeit made a motion that the Airport reimburse Phase 2 & 3 homeowners who install water filter systems, where it is determined based on testing that the Airport would have paid for such filters, provided that (a) such reimbursement be limited to filters installed after March 2020, and to amounts

the Airport would have spent on such filters, and (b) the Airport incur no other responsibility if the model of filter installed is other than the model the Airport would have installed. Braun seconded the motion, which passed unanimously.

G. Diversion, Recycling and Waste Receptacles Purchase: Elwood stated staff would like to purchase eight diversion, recycling, and waste receptacles that are designed to match the unit purchased this summer. Paul Walters thanked the Board for their consideration. Walters said the purchase of these additional units will help the Jackson Hole Airport continue towards their sustainability goals and waste diversion rates.

Blann asked how many passengers are actually placing items in the correct bins for recycling and landfill items. Walters said passengers are generally compliant and he feels as though this is due to the standard signage and the fact that the receptacles are all in close proximity to one another. Blann asked specifically where the units will be placed and that they do not block passenger flow. Walters said he is working closely with the manufacturer on identifying the best locations for each unit and that the units do have wheels on them so they are easy to move if necessary. Liebzeit asked if we will have fewer trash receptacles. Walters confirmed that most of the other trash receptacles will be removed so passengers will be using these units primarily.

McLaurin moved approval of the equipment purchase agreement with KVO Cabinets Inc. for the purchase of eight receptacles, in the form presented, in the amount of \$88,683. Liebzeit seconded the motion, which passed unanimously.

H. Hangar 1 Steel Purchase: Havel provided an overview of the Hangar 1 project. Havel described the steel beams that need to be purchased to support the roof and garage doors for Hangar 1. Havel requested the Board to approve staff to move forward with the purchase of the steel beams in the not to exceed amount of \$8,950. Blann asked if the building will be larger and what the roof line will look like.

Braun made a motion to approve the purchase of steel flange beams with anchor plates for the Hangar 1 remodel in the not to exceed amount of \$8,950. McLaurin seconded the motion, which passed unanimously.

VII. DIRECTOR'S COMMENTS: Crook provided a security update. Crook said the screening team is nearly fully staffed and there have been five new hires in the past month. Crook said all officers have been trained on the new technology.

Havel provided an operations update. Havel said the winter operations team has been busy with snow removal and other projects. Havel said the digital ATIS system is currently being installed.

Elwood wished the Board, staff, and listeners a happy holiday season.

VIII. BOARD COMMENTS: Braun thanked Tony Cross for passing along feedback from employees on the performance bonus and Natasha Stevens for her thoughtful letter to the Board.

Liebzeit echoed Braun's comments. Liebzeit welcomed Chip Jenkins and said he looked forward to a positive working relationship.

McLaurin thanked staff for their hard work and Braun for his service to the Board.

Eastman thanked Elwood and staff for their efforts in keeping the facility in top shape and wished everyone a safe and healthy holiday.

Blann acknowledged staff for their hard work despite the difficult circumstances this year. Blann provided an update from Wyoming Aeronautics and said approximately \$3.4 billion of the proposed relief bill is earmarked for airports and approximately \$17 billion for airlines which will be significant for our industry. Blann said there are discussions regarding vaccine priority for airport staff in Wyoming.

Blann welcomed Valerie Brown to the Board. Brown thanked the Board and said she is looking forward to learning from Elwood, staff, and fellow Board members as she becomes more familiar with the Jackson Hole Airport.

IX. ADJOURN: Blann adjourned the meeting at 10:27 am on Friday, December 18th, 2020.

Jerry Blann

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Jerry Blann, President

Ed Liezeit

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Ed Liezeit, Secretary