



MINUTES OF THE JACKSON HOLE AIRPORT BOARD

Date: July 21, 2021

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

OTHERS PRESENT: Jim Elwood, Andrew Wells, Michelle Anderson, Aimee Crook, Dustin Havel, Megan Jenkins, Jordyn McDougall, Tony Cross, Alex Clark, and Nick Weber of Jackson Hole Airport; Mike Mahoney of KLJ; Mike Gierau and Rhea Brough of Jedediah's Corporation; Jeremy Barnum of Grand Teton National Park; Mark Barron, Teton County Commissioner; and Jessica Jaubert of the public. 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 Meeting to order at 9:00 am on Wednesday, July 21, 2021.
- II. **PUBLIC HEARING:** Ground Transportation Rule Amendment: Eastman explained that there were changes to the Airport's Ground Transportation Rule to allow for changes made by the Town of Jackson. He stated that the Rule was posted for 45 days with no public comment received. He opened the meeting for public comment. Eastman closed the Public Hearing after receiving no public comment.

COMMENTS FROM GRAND TETON NATIONAL PARK, TOWN OF JACKSON, TETON COUNTY: Barnum stated the Park is focusing on data gathering from visitors this year. He stated that there are multiple surveys, in concert with the Chamber of Commerce, the Mountain Resort and JH Air, to get a sense from the visitors on how their experience is going and if there are issues that need to be addressed. Barnum stated that they would also like to hear from stakeholders and community leaders and so the Park is hosting two workshops, July 30, and August 5. Barnum stated that they are not immune to the housing issues in the community, and those issues are manifesting themselves more acutely with replacing employees that have retired or taken new positions, who historically lived in town.

Blann questioned what the housing policy in the Park is at this point. Barnum stated that the policy is in transit at this time. He stated that there have been changes from last year, and that all employees have their own bedroom where they can self-isolate if needed. He said that they still cannot do full scale dormitory houses. Barnum stated that the concession operations are having a more difficult time providing customer service with the restrictions.

Eastman asked if there were any concerns with resources for fighting fires this summer. Barnum stated resources have been deployed earlier than previous years with concern about the long-term stress with a longer fire season. Barnum stated that there was a news release stating Colter Bay Marina was closed, and the boat ramp is not useable because the Bureau of Reclamation has drawn down Jackson Lake so quickly to provide water to farmers in Idaho. Brown asked what the expected wildlife responses to the quick draw



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down of Jackson Lake would be. Barnum stated that it is being tracked closely, and the biggest concern at this time is the high temperatures and low water and how this will impact fish.

Barron stated that there are some deed restricted housing units that are coming to the market, and that the county has 30 units that have begun construction. He stated there are also apartment units that are in the planning stage in conjunction with the Cummings Foundation. Barron stated that the County purchased a property in town that they are working with Habitat for 18 units. He stated that Town purchased two lots in town and have started construction for 12 units. He stated that the Town and the County have started discussions to remove barriers to attain more workforce housing. Barron stated that County tax mills stayed the same, taxes went up because the housing market increased. He stated that the County general fund is around \$60 million and \$34 million in reserves.

Elwood reported from Town that Jonathan Schechter wanted to share the support that the Town had for the Airport Board as they approved the grant from the FAA.

III. EMPLOYEE OF THE MONTH: Elwood recognized Alex Clark as the employee of the month.

EMPLOYEE RECOGNITION: Elwood recognized Michelle Anderson for her accomplishment of receiving the designation of Accredited Airport Executive.

IV. COMMUNITY OUTREACH: Jenkins stated that the Airport was part of the 4th of July parade. She stated Colonel Fisk retired and his wife Rose was able to give a warm welcome home to Jackson.

V. COMMUNICATION PLAN: Jenkins gave an overview of the Communication Plan for the construction projects. She shared the website with all the information that is available. She introduced Isaac Crabtree to the Board, Crabtree is creating video blogs to walk the community through the construction at the Airport. Jenkins shared the virtual tour of the Airport that is available on the website.

Liebzeit thanked Jenkins and the Airport for the work with Colonel Fisk and helping honor someone who served our country.

Brown reiterated Liebzeit's comments and asked if there has been advertising of the construction and closure. She stated that when looking up Jackson on an internet search there are JHMR advertisements that come up and asked if there has been work or agreements for advertising that the Airport is going to be closed. She asked if there has been notice given to the big landing spots, when searching in Google, that the Airport will be closed.

VI. FACILITY ACCREDITATION WITH GLOBAL BIORISK ADVISORY COUNCIL (GBAC) STAR: Elwood explained the history of the facility accreditation. Clark explained that the Airport is one of less than 50 airports to get this accreditation, and the work that went into



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the accreditation. He stated that GBAC is a division of the international sanitary supply association and that it is a science-backed accreditation that assists facilities in developing a comprehensive approach to cleaning, disinfecting, and infectious disease prevention. Clark stated GBAC accreditation means there are proper protocols in place and correct disinfection techniques and the best cleaning methods are practiced for biohazardous situations. Clark stated that GBAC and AAE issue press releases stating when an airport receives this accreditation, and the Airport has plans on releasing this information to the public as well.

VII. PUBLIC COMMENT: No public comment, comments from Grand Teton Nation Park, Town of Jackson and Teton County were done at the beginning of the meeting.

VIII. ACTIVITES UPDATE: Elwood stated there were 63,491 enplanements in June, and that historically that is the number we normally see in July. He stated that compared to 2019 it shows an almost 29% increase in the month, and year to date we are up 4.74%. Elwood stated load factors continue to be below average of historic, at 60.94% where in 2019 it was just over 80%. Brown asked if the difference in the load factor has to do with the different airlines that have come in. Elwood agreed that the new service is a factor with the additional seats as the load factor is computed by the number of enplanements divided by the number of seats available. Brown asked how the commercial operations in July 2021 compared to July 2019. Elwood stated commercial operations were 60% higher than July 2019.

IX. ACTION ITEMS:

A. Consent Agenda

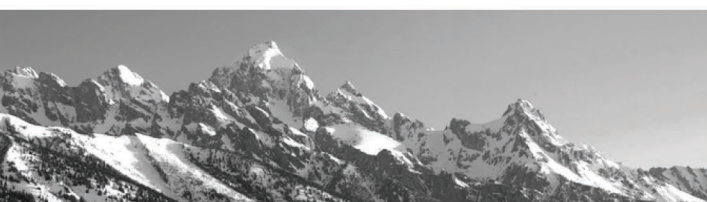
- i. Approval of the Minutes
 1. June 14, 2021 – Special Meeting
 2. June 28, 2021 – Special Meeting
- ii. Admin to Airline Ticket Offices – Resident Subcontractor Waiver Resolution
- iii. Purchase Inserts for Gate Area
- iv. Ground Transportation Rule Amendment

Brown requested June 14th, 2021, Special Meeting Minutes be removed.

Brown moved approval of the consent agenda, excluding the June 14, 2021, Special Meeting Minutes. Liebzzeit seconded the motion, which passed unanimously.

Brown stated as she read the meeting minutes, she recalled a comment made by the FAA about the request the Board made two years ago for a left-hand turn for southbound traffic being denied by the FAA. She stated that the FAA said it being denied does not mean it is over forever, that they will continue to reconsider.

Brown moved approval of the June 14, 2021, Special Meeting Minutes with the adjustment of the request for a left-hand turn noted that occurred two years ago and the statement from the FAA was that when technology allows, they will reconsider that. Blann seconded the motion, which passed unanimously.



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- B. Payment of the Bills:** Blann stated that he has reviewed the check register and moved approval of the check register July 21, 2021. Liebrecht seconded the motion, which passed unanimously.
- C. Financial Reports:** Anderson stated across the three enterprise centers the fiscal year ended with income 10% over budget and expenses 12% under budget. She stated throughout this year staff has done an excellent job at monitoring expense items. Anderson stated the quarterly passenger facility charges are also for consideration this month. She explained the PFC's collected through the first quarter which ended March 30th were \$562,565. Brown stated there was a large increase versus budget in the screening insurance and medical. She asked if that was a timing issue or if there was that large of an increase in that segment in the next fiscal year. Anderson stated that portion is extremely difficult to anticipate and that it has to do with family insurance or single coverage. She stated a large increase in insurance was anticipated, and it was held lower. McLaurin asked about the latest grant and how much the Airport's portion would be. Anderson stated that it is around \$5.3 million, and the concessions relief would be around \$300,000. Liebrecht moved approval of the financial reports as presented. McLaurin seconded the motion, which passed unanimously.
- D. FAA Grant JAC-NMG-3-56-0014-067-2021 & Resolution:** Elwood stated this grant is the final financial piece to support the runway reconstruction. He stated the project is at 100% federal funding. He stated it has been approved by the Town and the County unanimously. McLaurin moved approval of Resolution 2021-09. Brown seconded the motion, which passed unanimously.
- E. Wadman Guaranteed Maximum Price Amendment –Checkpoint Steel Package:** Eastman offered clarification on the term amendment and explained how an amendment is not a change in this case, but an opportunity to advance the normal cadence of the work. Havel stated this amendment is for early procurement of structural steel and timber for the security screening checkpoint. Havel stated the current lead time for steel and timber would delay the project if not worked on now, at 60% design. He stated the full GMP will be brought to the Board in October. He stated there is minimal risk to the Board if the project does not continue. Blann asked if this went out to active bid. Mahoney stated it was publicly posted for bid and Wadman did reach out to suppliers who had worked before and there were three bids for each package. Liebrecht moved approval of the GMP Amendment 2021-6 to the Wadman CMAR Agreement for the Checkpoint Steel Package, in the amount of \$1,352,681. Blann seconded the motion, which passed unanimously.
- F. Aviation 15th Amendment - Checkpoint & Restaurant Construction Administration and Construction Observation:** Havel stated this amendment is for the construction administration and construction observation on the security screening checkpoint as well as the civil engineering design and construction services for the restaurant project. He stated the amendment needs to be approved at this time to review the shop drawing for the steel and timber package that was just approved. Liebrecht moved approval of the 15th Amendment to the On-Call Engineering Services Agreement with Aviation, for CA/CO related to the checkpoint and restaurant remodel projects, in the form presented, in the not-to-exceed amount of \$924,578. McLaurin seconded the motion, which passed unanimously.



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G. Wadman Guaranteed Maximum Price Amendment – Airline Ticket Office to

Holdroom: Havel stated that included in this GMP amendment are phases of work that will start now and work into the fall along with work that will happen throughout the construction projects and will tie together when the restaurant work is completed. He stated there will be some holdroom space added, the flooring will be replaced, some electrical infrastructure will be installed to allow all seating to have plug ins, and two additional gate doors will be added. Havel stated the ceiling will be updated to integrate to all the other locations of the Airport. Blann asked about the ceiling, what would be the changes and amount. Havel stated it was around \$600,000, which includes relocation of fire sprinklers and drainage, and raising. Mahoney stated that the issue is that there are utilities below the ceiling are visible and this is to make the ceiling below the utilities. Brown moved approval of the GMP Amendment 2021-7 to the Wadman CMAR Agreement for the ATO to Holdroom Remodel, in the amount of \$4,796,962. Blann seconded the motion, which passed unanimously.

- X. PRESENTATION BY JEDEDIAH’S CORPORATION:** Elwood stated this is an opportunity to share the current circumstances related to the current restaurant concessions agreement. He stated the base agreement is for three years and is scheduled to expire next May, but there are two, one-year agreements in the lease that require action of the Board to not move forward.

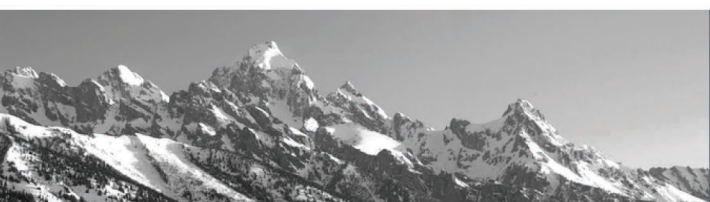
Gierau stated the contract is ending and two one-year extensions are coming up. He stated that he would like to request a five-year extension on this contract. He stated last year with the pandemic Jedediah’s suffered a loss of \$1.3 million, this year there is a record year, but it is still a digging out process, and the extra time is for additional digging out. Gierau stated they are already working with clients and contractors making sure they are as productive as they can be, during the runway closure. He said they are figuring out how to provide food so those people don’t have to leave the site, and they can be more productive. Gierau stated that they stand to lose close to \$2 million in revenue in the next year and pointed out that in three years they lost \$1.3 million, had a good year, and stand to lose \$2 million more, which is why they are requesting the extension. He stated that Jed’s rented a restaurant south of town to be able to keep up with the food demands at the Airport. He stated there are employee costs that are \$800,000. Gierau stated there would be an additional \$1.1 million in costs and investments before and through the construction. He stated that based on the last contract discussion, they have spent \$1.3 million with local vendors. Gierau stated t they do not have exclusive rights and section 49, section a 2375 CFR does not pertain to them. Gierau stated that they raise the rents paid based on the revenue as well.

- XI. DIRECTOR’S COMMENTS:** Tabled for this meeting.

- XII. BOARD COMMENTS:** Tabled for this meeting.

- XIII. EXECUTIVE SESSION:**

Brown moved that the Board go into Executive Session to receive and discuss information classified as confidential by law, including legal advice from the Board's attorney, as



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authorized by Wyoming Statute §16-4-405(a)(iii) and (ix). Blann seconded the motion, which passed unanimously.

Liebzeit stated no decision was made in executive session.

XIV. ADJOURN: Liebzeit made a motion to adjourn the meeting at 12:04 pm Wednesday July 21, 2021. Brown seconded the motion, which passed unanimously.

DocuSigned by:

John Eastman

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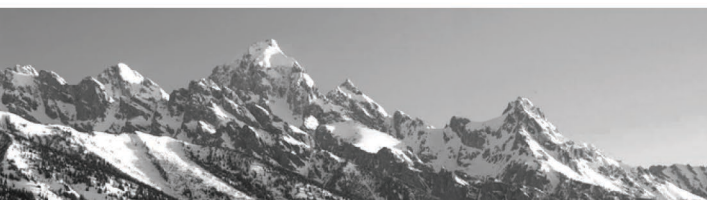
John Eastman, President

DocuSigned by:

Valerie Brown

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Valerie Brown, Secretary



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