



## MINUTES OF THE JACKSON HOLE AIRPORT BOARD

**Date:** October 20, 2021

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

**OTHERS PRESENT:** Jim Elwood, Andrew Wells, Michelle Anderson, Aimee Crook, Dustin Havel, Megan Jenkins, Jordyn McDougall and Tony Cross of Jackson Hole Airport; Dan Reimer of DSR LLC; Mike Mahoney of KLJ; Jeremy Barnum of Grand Teton National Park; and Mark Barron, Teton County Commissioner. 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, October 20, 2021.
- II. **EMPLOYEE OF THE MONTH:** Elwood recognized Martha Preston as the employees of the month.
- III. **COMMUNITY OUTREACH:** Jenkins stated that Elwood, Anderson, and herself are honored to have accepted the SPEAS award at the AAE National Airports Conference. Jenkins said that she spoke at the Jackson Hole Chamber Winter Business Development Luncheon and that Havel presented as a panelist at the NWAEE annual conference. Jenkins stated that the Airport was presented with the GREENfleet Leader Award from the Yellowstone-Teton Clean Cities. Brown stated she would like to see an article about the SPEAS award and the environmental programs that are in place at the Airport.
- IV. **COMMENTS FROM GRAND TETON NATIONAL PARK, TOWN OF JACKSON, TETON COUNTY AND THE PUBLIC:** Barnum stated that there has been a shift with the grizzly bear population moving into residential areas and there are bears that are finding food rewards and becoming food conditioned. He stated the bears that are food conditioned will have to be relocated and, in a recent case in the park, euthanized if they become a threat to people. Barnum called for proper trash storage to avoid this bear food conditioning. Barnum stated they are expecting a very busy winter in the backcountry. He said there is concern to the native big horn sheep and are continuing to remove the non-native mountain goats. Eastman stated there was a suggestion for bear-proof garbage storage in the paper and he asked if the Airport uses bear-proof trash cans, which it does. Blann asked how the summer numbers ended for the Park. Barnum stated that September was the second busiest on record and that as of right now, the Park has hit its record for busiest season and there are still a few months to go, anticipating about 4 million visitors.

Barron complemented Barnum and all those at the Park for an extraordinary year. He encouraged people to call their trash provider for bear proof cans. Blann asked how the sales tax income is settling out. Barron replied that he did not know how it is finishing out,



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but that the county budgeted a 1% increase extremely conservatively, and it is proving to be in the strong double digits.

- V. ACTIVITES UPDATE:** Elwood stated passenger enplanements for September were 55,861 passengers, which represents a 14.3% increase over 2019. He stated that year-to-date enplanements are up 10.18% compared to 2019. Elwood stated the load factor, which is the number of airline seats coming into the community that are filled, is 76.47%, 2019 was 90.3%. He shared that the year-to-date load factor is 65.42% which is still below the historic.

Elwood shared a new graph that showed the National Park visitation compared to the enplanements of the airport. He stated that the data showed when you view the Grand Teton National Park visitation numbers compared to enplanement numbers, enplanements are approximately 8% of the total visitation numbers, giving a scale to how the Airport correlates to the National Park visitation. Liebzeit stated that in the history it was said that 90% of people who visit the National Parks, drive and don't utilize the Airport and this data shows it might even be a little more than that. Liebzeit asked if there were numbers from the rental car companies to compare with previous years on the rental rate of cars. Elwood shared that the data is available and would need to gather that for him. McLaurin asked what an operation is, if it is a takeoff and a landing or both. Elwood explained that in the aviation industry an operation is a takeoff and a landing. Brown asked for a graph for operations in addition to enplanements. McLaurin asked if there was any way to determine how many people enplaning are local. Elwood stated the staff is working to track down that information to get to the board.

**VI. ACTION ITEMS:**

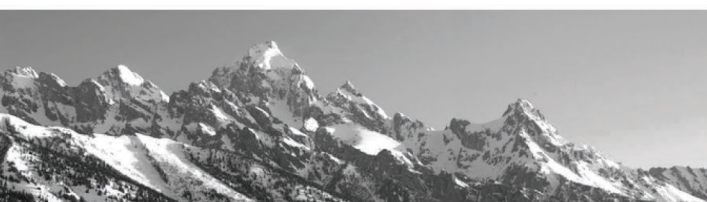
**A. Consent Agenda**

1. Approval of the Minutes – September 15, 2021 – Regular Meeting
2. Prime Flight Use Agreement
3. Off Airport Rental Car Agreement - Jackson Hole Rental Vehicles
4. WY Resident Subcontractor Waiver Resolution – Security Screening Checkpoint & Departing Passenger Holdroom Project
5. Jedediah Corporation Rates Review

Brown moved approval of each of the consent agenda items A-1 through A-5. 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 October 20, 2021. McLaurin seconded the motion, which passed unanimously.

- C. Financial Reports:** Anderson reviewed the three enterprise centers for July 1 through September 30. September income was 38% better than budgeted and expenses were 23% over budgeted. She stated the airport historically sees strong net revenues in the summer months with higher income and lower expenses, this helps offset the higher expenses in the winter months. Anderson stated that the fuel farm income and expenses continue to track with each other through September. Liebzeit stated while



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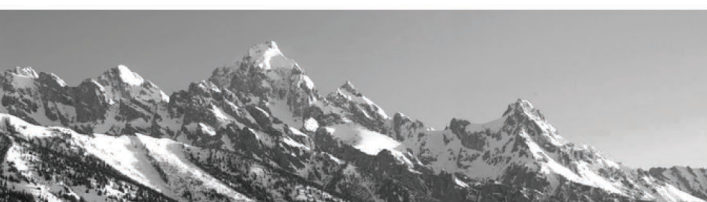
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working with Anderson he is reassured that the fiscal management of the Airport is sound. Liebzeit moved acceptance of the financial reports for September 2021. Brown seconded the motion, which passed unanimously.

- D. Leibowitz & Horton Consulting Agreement 4<sup>th</sup> Amendment – Airline Agreements:** Elwood shared that Leibowitz and Horton Consulting is a firm that does financial and contractual consulting with airports. Elwood stated that the Airport went out for a request for qualifications several years ago and Leibowitz and Horton was selected. He said this is an amendment to the base agreement.

Anderson stated this amendment is for consulting services to assist with updating the airline agreements. She stated the Airport started the process of updating the agreements in 2019 and the airlines are open to resuming negotiations. Eastman asked if Leibowitz and Horton recommend the fees to charge airlines. Anderson stated that they analyze airport financials and budget projections and assist in developing the fees. Eastman stated historically the Airport has not charged the airlines the maximum amount that could be charged. Blann stated that the Airport has used a hybrid model for charges in order to maintain a strong working relationship with the airlines. Brown asked if this agreement has the same timeframe for requesting proposals for qualifications to update the base agreement. Anderson stated the state requires a request for qualifications every five-years, but that this agreement has not hit that time yet. Brown moved approval of the 4<sup>th</sup> amendment to the Leibowitz & Horton Consulting Agreement in the form presented. Liebzeit seconded the motion, which passed unanimously.

- E. Leidos Checkpoint Relocation Agreement:** Crook stated the agreement is for Leidos to relocate the screening equipment from the current screening checkpoint to the temporary screening checkpoint. She stated that three of the four lanes will be relocated into the lobby area directly in front of the current checkpoint area, clearing the area to begin construction. She stated that Leidos is a TSA approved company and they will move the equipment in three days and following the completion of the construction they will move the equipment back into the new screening checkpoint. Crook stated that part of this agreement is to recertify the equipment as is required. McLaurin asked where the queuing line would go. Crook explained that the line would go around the temporary checkpoint into the baggage claim area with a little going into the space between the temporary wall and the rental car counter. Eastman asked if there were any additional resources to assist with customer service to find their way and help control lines and make sure there is clear directions. Crook said there would be days that there could be backups and there would be additional help needed by the hosts. Elwood stated that there has been work with the airlines to spread out the flights and extra work for the busy days and peak loading times. McLaurin moved approval of the Agreement with Leidos Incorporated for the movement of checkpoint equipment in the amount of \$155,347 in the form presented. Liebzeit seconded the motion, which passed unanimously.



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- VII. DIRECTOR'S COMMENTS:** Crook stated that Mike Geiling, Airport Security Coordinator, has been activated by the Wyoming National Guard and is assisting with response to the pandemic. She said that screening operations are going well and that we continue to be about 7.5 full time employees below the staffing goal, but there is a small uptick in applicants.

Havel stated the current security screening checkpoint will get us through the busy Christmas and New Year season which is helpful. He stated there are meetings with the rental car companies and the other stakeholders to make sure everything goes as smoothly as possible. Havel stated the runway construction project phase one is wrapping up for the winter. He said the old airline office area has gotten duct work, conduit and concrete floor and construction is on time. Havel stated that the hangar one work is on schedule and will have garage doors shortly. He stated that there are a few positions open through out operations. Brown asked when the scheduled date for the new administration building finalizing and what is the plan for staff returning. Havel stated as long as the final inspection is completed next week, they will begin moving equipment and people in. Elwood stated that for staff returning, it depends on the community staying in the red category for COVID. He said the first step is for split weeks and long term there will be common windows for everyone to be together. Liezeit thanked Havel and Mahoney for the construction update and how under budget items came in at.

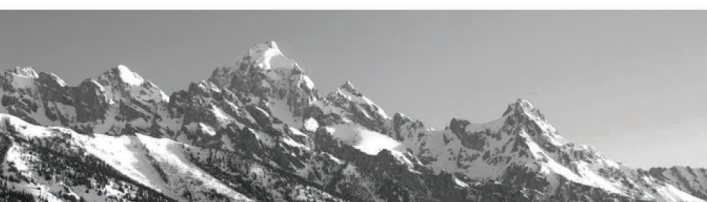
Elwood stated that Havel recently joined the Board of Directors for NWAAAE and has taken a lead in the National Operation and Maintenance on the national level and is sharing his expertise with others. Elwood stated that Anderson is serving as the Treasurer for the Wyoming Aviation Coalition. He introduced Reimer to the group. He stated that Reimer is an airport specific attorney and has been increasing his workload as our long-term attorney Mike Morgan is transitioning towards retirement.

- VIII. BOARD COMMENTS:** Blann stated there was an Aeronautics meeting yesterday and there have been changes at Skywest Airlines and they have cut service to Casper. He stated the Aeronautics Commission approved a Minimum Revenue Guarantee to assist with that for a six-month period. He said there is not a return being seen of the typical business traveler. He stated there is ongoing pressure on the other airports across the state. Blann stated he appreciates the work that is being done.

Liezeit stated he enjoyed the tour at the airport and seeing all the work and the technology being implemented. He reminded everyone of the service on Town Square on November 11<sup>th</sup> to remember the veterans.

- IX. EXECUTIVE SESSION:** Eastman moved the Board go into Executive Session for the purpose of considering the employment of executive personnel and the tender of offers concerning salaries, benefits, and terms of employment as authorized by Wyoming Statute §16-4-405(a)(ii) and (x). Liezeit seconded the motion which passed unanimously.

Board returned from Executive Session and Eastman introduced a proposal from staff to enhance the recruitment and retention policy of the airport based on the recommendations by the HR committee. Elwood stated there are four concepts for board consideration: first a



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sign on bonus of \$5000 could be paid in steps over time; second an increase in housing and travel going from \$750 for full time going to \$1000 for full time and \$500 for part time and seasonal; third is to add a referral bonus for those who refer someone who joins our staff for a certain longevity from \$1000 to \$5000; and finally add a service recognition program that would have incremental adjustment to staff based on incremental time frames. Elwood stated that these goals are to continue to be the employer of choice and that staff feels appreciated. Eastman stated that the airport is not immune to the labor shortage that is in the valley and that the Board is trying to stay ahead of these issues. Brown moved that the Board accept the four new policies with the addition that the Board is supportive of the changes which clarify the policies. Blann seconded the motion, which passed unanimously.

- X. **ADJOURN:** Liebzeit made a motion to adjourn the meeting at 12:52 pm Wednesday October 20, 2021. Brown seconded the motion, which passed unanimously.

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*John Eastman*

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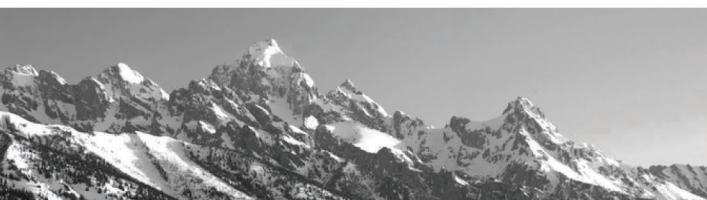
**John Eastman, President**

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*Valerie G. Brown*

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**Valerie Brown, Secretary**



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