



## MINUTES OF THE JACKSON HOLE AIRPORT BOARD

**Date:** April 20, 2022

**BOARD PRESENT:** Bob McLaurin, John Eastman, Valerie Brown, and Rob Wallace were present in person at the Jackson Hole Airport Board Room; Ed Liebzeit addended virtually.

**OTHERS PRESENT:** Jim Elwood, Andrew Wells, Michelle Anderson, Aimee Crook, Dustin Havel, Megan Jenkins, Gina Van Slyke, Anna Valsing, Esther Borja, Apinya Wright, Kevin Dunnigan, and Tony Cross of Jackson Hole Airport; Mike Mahoney, KLJ Engineering; Jeremy Barnum, National Park Service; Other individuals who are not individually documented watched the meeting on a live stream through the WebEx platform.

**I. CALL TO ORDER:** McLaurin called the meeting of the Jackson Hole Airport Board to order at 9:00 am on Wednesday, April 20, 2022.

Elwood provided an update on Wind River Air (WRA). He advised that in 2020, WRA desired to do business at the Airport, entered into a License Agreement with the Board, and renewed the Agreement in 2021. He stated that WRA has recently advised the Airport that it will not seek to renew the Agreement after it expired on April 30, 2022. He noted that WRA could not maintain a base of operation or advertise service availability at the Jackson Hole Airport without an agreement, but may still operate to and from the Airport as a transient aircraft. Elwood cautioned that without an agreement with the Board, WRA would not be required to fly with its ADSB activated, which reports on an aircraft's position via satellite.

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

### **III. COMMENTS FROM GRAND TETON NATIONAL PARK, TOWN OF JACKSON, TETON**

**COUNTY, AND THE PUBLIC:** Barnum states the Park has the same helicopter noise concerns as the public, but they work under federal regulations like the Airport.

Barnum remarks that the Park announced a new program involving the native bighorn sheep, a threatened small herd in the Park. He stated that bears have been in the news lately, and the Park appreciates the county for passing new regulations to encourage people to secure bear attractants. He notes that the Moose Wilson Road will be closed until Memorial Day weekend for construction and after, it will be open just weekends until its closure on Labor Day. He states that the Granite Trailhead will be closed all summer for construction, but parking was available at Teton Village. Brown asks for the definition of scenic tours in the Park. Barnum advised that scenic flights must be distinguished from professional photo flights and point-to-point charters. The WRA website states scenic tours over "Jackson Hole" with "views" of the Tetons, but does not advertise scenic flights over the Park.

**PUBLIC COMMENT:** No public comment.

**IV. ACTIVITIES UPDATE:** Elwood stated operations were up 10.3% for commercial and down 13.3% for general aviation for March compared to March 2021. He said enplanements were up 14% for March compared to 2019. Elwood stated the load factor for March 2022 was 73.5%, and two years before March 2019 was 76.5%.

### **V. ACTION ITEMS:**

#### **A. Consent Agenda**



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*James P. Elwood, AAE, Executive Director*

1. Approval of the Minutes – March 16, 2022, Regular Meeting
2. Mead & Hunt Amendment 11 for Additional Well Monitoring
3. KLJ Engineering Amendment 2 to Hangar 3 & GSE Building Design Agreement

Brown asked that the Mead & Hunt Amendment 11 for Additional Well Monitoring be removed from the consent agenda. Brown moved approval of the items A1 and A3. Eastman seconded the motion, which passed unanimously.

Brown asked for an explanation of Mead & Hunt Amendment 11 for Additional Well Monitoring. Elwood advises that the Airport and Board are doing a great job monitoring wells around the Airport, including monitoring levels of PFAS. He stated that the additional funds would be used to increase monitoring measures. Brown moved approval of the Mead & Hunt Amendment 11 for Additional Well Monitoring. Wallace seconded the motion, which passed unanimously.

**B. Payment of the Bills:** Brown states she has reviewed and moved approval of the check register as presented dated April 20, 2022. Liebzeit seconded the motion, which passed unanimously.

**C. Financial Reports:** Anderson states that the Airport ended March with income 18% better than the amended budget and expenses 10% over the amended budget across all three enterprise centers. The staff monitors expenses while completing planned projects as we continue through the fiscal year and the runway closure.

Brown moved approval of the financial report for March 2022. Wallace seconded the motion, which passed unanimously.

**D. Budget Amendment:** Anderson advises that the budget was developed using a zero-based budgeting approach. She states that this year Airport finance has added the FBO as an enterprise center to the existing three, airport operations, security operations, and fuel farm. She remarks that this budget was developed to meet our financial objectives while continuing to operate a safe, secure, and environmentally responsible airport while meeting customer expectations.

Anderson advises that in the next budget year, the terminal rent and landing fees are increased by 12% and 13%, respectively. She noted the total budgeted income amount for the airport operations enterprise center is \$20,061,167. In terms of security operations budgeted income, the enterprise center is \$9,493,327, and the fuel farm operations enterprise center is \$29,481,088. Anderson states the airport operations budgeted income enterprise is \$19,033,233, and the FBO enterprise center budget for the first two months of operation is \$5,908,675.

Anderson stated capital expenses are funded through the Capital Improvement Program (CIP). She noted that the Airport anticipates several projects this fiscal year, including the beginning of construction on Hangar 3, deice pad, and taxiway work.

Eastman inquired about the Airport increasing the parking rate to \$25. Elwood advised that the Airport Budget can be approved, and the Board will still have an opportunity to approve the cost of parking as part of the Fees and Charges Resolution at a future Board meeting. Elwood noted that the last week of moisture had not affected the runway project that remains on schedule. McLaurin asked the percentage of the capital cost the Airport's was responsible for repaying. Anderson advised that 81% was the Airport's responsibility, and that revenue bonds will be used to cover the cost. Eastman moved approval of the Budget for FY2022/2023. Wallace seconded the motion, which passed unanimously.

**VI. DIRECTOR'S COMMENTS:** Elwood thanked the Board for adopting the Airport's FY2022/2023 Budget. He thanked Paul Walters for his 33 years of service to the Airport and congratulated him



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on his June 2022 retirement. Elwood highlighted construction status, and the last eight large projects have been completed on time and under budget.

Havel provided a terminal and runway construction status report. He acknowledged that during the Airport closure, the screeners have joined the maintenance crew and are assisting with a long list of projects which they are completing at a good clip. He advised that Knife River has jumped on the Runway project starting the night of April 10; currently, they are on target for the Airport to open on June 28, 2022. Havel stated that the Annual Tabletop Exercise was held on April 19, 2022, with all the Airport's mutual aid partners.

**VII. BOARD COMMENTS:** Liebrecht gave kudos to Havel and Team. McLaurin advised that a resident who lives south of the Airport reached out to him, voicing concerns about Medical Transportation Companies. McLaurin stated the resident asked if the Board could regulate or stop their service. McLaurin advised the resident that the Board can not interfere due to federal regulations and the critical service Medical Transportation Companies provide.

**VIII. EXECUTIVE SESSION:** Brown moved the Board go into the executive session at 10:54 am for the purpose of receiving and discussing information classified as confidential by law including legal advice from the Board's attorney, as authorized by Wyoming Statute §16-4-405(a)(ix). Eastman seconded the motion, which passed unanimously.

The Board came back into regular session at 11:55 am. McLaurin stated no actions were taken and no decisions were made in executive session.

**IX. ADJOURN:** Wallace made a motion to adjourn the meeting at 12:00 pm, and Brown seconded the motion, which passed unanimously.

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*Robert McLaurin*

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**Bob McLaurin, President**

DocuSigned by:

*George Robert Wallace*

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**Rob Wallace, Secretary**



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