



## MINUTES OF THE JACKSON HOLE AIRPORT BOARD

**Date:** May 18, 2022

**BOARD PRESENT:** Bob McLaurin, Ed Liebrecht, John Eastman, and Rob Wallace were present in person at the Jackson Hole Airport Board Room.; Valerie Brown was not in attendance.

**OTHERS PRESENT:** Jim Elwood, Andrew Wells, Michelle Anderson, Aimee Crook, Dustin Havel, Megan Jenkins, Gina Van Slyke, Anna Valsing, Chance Grimmert, and Apinya Wright of Jackson Hole Airport; Mike Mahoney, KLJ Engineering; Ryk Dunkelberg, Mead & Hunt; Jonathan Schechter, Jackson Hole Town Council; 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, May 18, 2022.

**II. EMPLOYEE OF THE MONTH:** Elwood recognized Chance Grimmert as the employee of the month.

**III. COMMUNITY OUTREACH:** Jenkins shared an update on local community outreach events, including Jackson Hole High School Job Fair and the Eco Fair. Jenkins advised there was an excellent turnout for both events; the Jackson Hole High School Job Fair had over 60 businesses, and the high school students enjoyed the promotional items the JHAB staff gave out. Jenkins noted that poor weather didn't prevent JAC Employees from showing up at the Eco Fair.

Liebrecht asked if the Airport was working with local radio stations to communicate the Airports construction progress. Jenkins advised that Jim Elwood and herself have partnered with local radio stations, KMTN and KJAC, to provide runway updates every other Friday.

**IV. COMMENTS FROM GRAND TETON NATIONAL PARK, TOWN OF JACKSON, TETON COUNTY, AND THE PUBLIC:** Elwood read a statement from Jeremy Barnum, National Park Service, which continues the discussion from last month regarding being aware of bears in the local area. Elwood advised that the Moose Wilson Road closure is scheduled for this summer and guest services have opened throughout the park.

Schechter, JAC Town Council, advises the Town is in the middle of the budget process and thanked Elwood for the Airport budget presentation. Schechter stated an appreciation for the thought and time the JHAB staff has spent on the reconstruction process.

No comments were given by Teton County or the public.

**V. ACTIVITIES UPDATE:** Elwood informs that April's operations would not be a meaningful comparison since the airport closed on the evening of April 10, 2022; therefore, March 31, 2022, would be the data point for the activity report. He advised enplanements were up 12% for YTD March 2022 compared to YTD March 2021. Elwood stated the load factor for YTD March was 72% which is an increase from the prior year.

### VI. ACTION ITEMS:

#### A. Consent Agenda



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*James P. Elwood, AAE, Executive Director*

1. Approval of the Minutes – April 20, 2022, Regular Meeting
2. JH Security 2<sup>nd</sup> Amendment
3. Incredible Edible Catering Agreement

Eastman moved approval of the Consent Agenda items A1 through A3. Liebzeit seconded the motion, which passed unanimously.

**B. Payment of the Bills:** Liebzeit states he has reviewed and moved approval of the check register as presented dated May 18, 2022. Wallace seconded the motion, which passed unanimously.

**C. Financial Reports:** Anderson advises that the Airport ended April with income 21% better than the amended budget and expenses 12% over the amended budget across the three enterprise centers. She states the reports are prepared using cash accounting bases, and some of the income due the previous month hit April's budget, accounting for a higher than the budgeted income.

Liebzeit moved approval of the financial report for April 2022. Eastman seconded the motion, which passed unanimously.

**D. Collaboration on Spring Gulch Road Improvements:** Havel presents a collaborative agreement between the County and the Airport to replace a portion of Spring Gulch Road which utilizes some existing resources on the Airport, such as the extra runway asphalt and asphalt plant. He states the Airport regularly uses a two-mile section from Sage Brush to the Airport gate near the construction staging area. Havel states this is a County project, and the County has contracted with Knife River to resurface a portion of Spring Gulch; the total estimated cost for the improvements is \$700,000. Havel advises the Airport would be responsible for up to 20% of the total cost, not to exceed \$140,000.

He states that Knife River is in a good place with the runway project and will not start the road project if it compromises the runway opening on June 28, 2022.

Eastman moved approval of the Collaboration on Spring Gulch Road Improvements, not to exceed \$140,000. Wallace seconded the motion, which passed unanimously.

**E. Knife River Change Order - Additional Incentives:** Elwood states that the Knife River project is on time. He advises that the Knife River project be completed in three phases, starting with phase one last year. Elwood reports throughout the project phases, the Board has identified opportunities to incentivize Knife River, which will benefit the Airport and its neighbors.

Elwood states that incentives would be broken into separate 'No Excuse' Incentive Options. He advises for Additional 'No-Excuse' Incentive Option No. 1, a total of \$100,000, if Knife River reaches substantial completion of Runway 1/19 on or before 8:00 am Mountain Standard Time, June 26, 2022, to allow staff additional time to prepare for the runway reopening on June 28, 2022. Elwood states that an Additional "No-Excuse" Incentive Option 2, a total of \$150,000, will be broken up into two separate sections: first, comprising a total of \$75,000 if 25% of the southern interior D-701f: Slot Drain sections plus an additional \$75,000 if 50% of the Runway 1/19 southern interior D-701f: Slot Drain sections are substantially completed before 12:00 pm Mountain Standard Time, June 27, 2022.

Eastman moved approval of the Knife River Change Order – Additional Incentives, in a not to exceed amount of \$250,000. Wallace seconded the motion, which passed unanimously.

**VII. DIRECTOR'S COMMENTS:** Elwood thanks the Board for considering the agenda items.



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Havel shared that JHAB staff received many questions about the runway project during the Eco Fair. He states Knife River remains on schedule for the Runway project, and the Airport is scheduled to open on the morning of June 28, 2022. Havel introduces Mike Mahoney, KLJ Engineering, for an update on the terminal project.

Mahoney advises that the terminal projects started two years ago. He states that the checkpoint project is on track to be completed on time. He notes that Jed's gate-side restaurant project scope includes demolishing, reconstructing, and expanding; new temporary gate-side food concessions will be available to passengers during the construction of the new restaurant. He states four of the seven Terminal projects have been completed on time and are 12% under budget; the remaining three projects are on meeting their timeline and budget markers.

Eastman asked for the Airport to publish the Runways status in print media. He advised that many of the Airport's local neighbors read the local newspaper daily.

Crook states the Screening staff will be transitioning from Airport projects to training starting June 6, 2022. She notes the one-year Screening contract began on March 1, 2022, and the TSA will release an RFP for a new contract in late summer 2022. Elwood thanked Crook and her team for all the work they had been doing during the runway closure.

**VIII. BOARD COMMENTS:** Eastman asked for an FBO employment status update. Elwood announced that Craig Foster has accepted the FBO General Manager position and will be starting in early June 2022. Eastman recognizes Meg Jenkins, JAC PIO, for her ten years of outstanding service to the Airport.

Liebzeit states that he is impressed by the Airport construction progress and the team's enthusiasm.

McLaurin notes that he has received a few comments from the public about noise reduction during the Airport closure; however, the overwhelming communication from the community is expressing a dislike for driving to Idaho Falls Airport. He recognizes Jim Elwood and his team for doing a fantastic job on the Airport Terminal and Runway project, noting that it was seven years of planning and execution.

**IX. EXECUTIVE SESSION:** Eastman moved the Board go into the executive session at 10:01 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). Liebzeit seconded the motion, which passed unanimously.

The Board came back into regular session at 11:15 am. McLaurin stated no actions were taken and no decisions were made in the executive session.

**X. ADJOURN:** Liebzeit made a motion to adjourn the meeting at 11:16 am, and Eastman seconded the motion, which passed unanimously.

DocuSigned by:

*Robert McLaurin*

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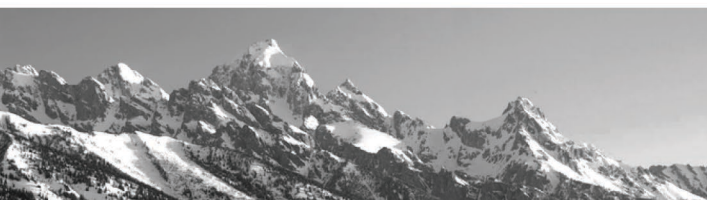
**Bob McLaurin, President**

DocuSigned by:

*George Robert Wallace*

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**Rob Wallace, Secretary**



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