



## Minutes of the Jackson Hole Airport Board

**Date:** August 17, 2022

**BOARD PRESENT:** Bob McLaurin, Ed Liebzeit, Valerie Brown, and Rob Wallace were present in person at the Jackson Hole Airport Board Room. John Eastman was present online via the WebEx platform.

**OTHERS PRESENT:** Jim Elwood, Michelle Anderson, Aimee Crook, Dustin Havel, Megan Jenkins, Gina Van Slyke, Craig Foster, Kevin Dunnigan, Anna Valsing, Andrew Wells, Jordyn McDougall, Esther Borja, and Apinya Wright of Jackson Hole Airport; Mike Mahoney, KLJ Engineering; Jeremy Barnum, National Park Service; Mark Barron, Teton County Commissioner; Abigail Moore, Teton County Deputy Attorney; Mike Gierau, Wyoming Senator; Steve Wareham, Steve Wareham Consulting LLC; Mike Morgan, Lohf Shaiman Jacobs PC; Dan Reimer, DSR LLC; Spencer Nurse, TJ McCann, Sally Painter, Jeffery Cohen, public. 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 Jackson Hole Airport Board meeting to order at 9:00 am on Wednesday, August 17, 2022.
- II. **EMPLOYEE OF THE MONTH:** Elwood recognized Wayne Steinert as the employee of the month.
- III. **COMMENTS FROM GRAND TETON NATIONAL PARK, TOWN OF JACKSON, TETON COUNTY AND THE PUBLIC:** Barnum stated that there had been some impact on visitor levels, believed to be related to the Yellowstone floods, being closer to 2019 levels. He shared that the research and analysis that has been conducted in the Park has given beneficial data to the Park and stakeholders of the Park. He stated that the research showed about 11% of the visitors to the Park come from the Airport. Barnum thanked the Board for being able to participate in the Southern Departure Procedure Taskforce. He shared that there were concerns about the proposals that directed more noise over the Park but appreciated the process.  
  
Barron shared that there was an overwhelming turnout for voting this year. He shared that travel has been down this year and sales tax has been down as well.  
  
Painter shared ANPAC's concerns with the Airport noise and thanked Elwood and Brown for the Southern Departure Procedure Taskforce process and meetings. She urged the Board to be cognizant of the impact the Airport is having on its neighbors.  
  
Nurse shared his concern with ground noise at the Airport, specifically auxiliary power units (APU) versus ground power units (GPU).
- IV. **SOUTHERN DEPARTURE PROCEDURE UPDATE:** Brown shared an overview of the work that has been conducted in the last six months and thanked the members of the task force for their time. She shared that there are constraints that the consultants had to work within and if there was a way to reduce flights to the Airport it would be very well received by the neighbors surrounding the Airport. Brown stated the strong recommendations were to strengthen the Fly Quiet Program, recognize that it is voluntary, and extend the voluntary curfew. She said there was no consensus on the departure procedures and there will be a report brought to the Board at the next meeting. Eastman shared that the Board has been paying attention to the number of operations at the Airport and about two years ago the Board started gathering data and reviewing additional data.

He shared that the Board advocates for finding solutions and that he is supportive of the curfew changes and additional communications with general aviation on the curfew.

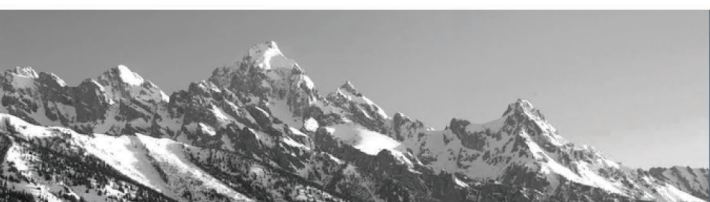
**V. ACTIVITY REPORTS:** Elwood stated GA operations were down 20.1% from July of 2021, and commercial operations were down 28.7%. He explained that there has been a primarily downward trend of operations so far this year in operations. He shared that passenger enplanements were down as well. Elwood explained the Average Daily Departure (ADDS) calculation, how it was derived and that the use of the ADDS calculation came from the Use Agreement the Airport has with the Park and is part of the lease agreement. He reported that for the quarter ending March 31, 2022, the ADDS were 4.05 and the quarter ending June 30, 2022, was 0.31 because of the runway closure. He explained that the limits established in the Noise Abatement Plan were 6.85 averaged quarterly and 6.5 averaged annually, applied to commercial aircraft only. Eastman asked if it were possible to know how many aircraft it would take to go over the agreed 6.85. McLaurin clarified if the Airport were to get close to or hit the 6.85 number, would the Airport have to restrict commercial operations, but general aviation (GA) operations would not be restricted. Elwood explained that GA operations would not be limited if the 6.85 number were to be reached. Regarding the number of commercial aircraft operations that could increase before the limit would be hit. Elwood responded by stating that there are number of variables that would need to be defined. However, if the existing aircraft are the flight mix, the number would be roughly the ratio of 4.05 to the 6.85 max number. Any changes to the plan would be subject to the loss of the plans "grandfather" clause that allowed limitations that were put in place prior to 1990 to stay in place, however any changes would result in the loss of the grandfather clause.

**VI. FIXED BASE OPERATOR (FBO) AND ADMINISTRATION FACILITIES DESIGN UPDATE:** Elwood shared questions that the Board asked at the previous meeting about the future of the FBO and Administration Facilities. He explained that it would be beneficial to show the Board the current condition of the facilities based on the reports that are required for the transition.

Wareham shared his background with the Board and summarized the findings of the Capital Needs Assessment of the existing FBO Facilities. He shared that there have been several commissioned reports, including an environmental and structural building report, as well as a site visit that were combined into the single Capital Needs Assessment Report. He stated that there were safety concerns, structural damage, operational space limitations, and environmental inadequacies. Wareham stated he reviewed the capital plan and was supportive of that plan. He shared that the buildings are at the end of their useful life, there are not good bones for a remodel, the long-term needs are not fulfilled in the current design, and there would need to be significant dollars invested in the facilities to update safety systems and environmental systems.

Liebzeit asked what amount of money would be considered significant. Wareham said he is not an expert in pricing, but he would estimate millions. Brown asked how he evaluated long-term needs. Wareham stated he based it on the capital plan and operations. Elwood stated that the questions from the last meeting have been received and are being reviewed. He shared the standards of the FBO and Administration Facilities would be the same as the commercial terminal and be focused on safety, environmental stewardship, and staff working conditions.

Mahoney gave an overview of the timeline of the various components of construction. Brown asked the Board if the completion of the construction drawings for the terminal/administration



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building and hangar 4 should be completed at this time. McLaurin stated he agreed he would like additional discussion before moving forward. Brown recommended not moving forward on construction drawings for hangar 4 and the terminal/administration building. Mahoney stated there is momentum and synergy for the design team and it would be difficult to re-engage as well as a loss of efficiency that would require a monetary adjustment after a delay. Liebrecht stated he is relying on the experts, and he believes that the bigger picture needs to be viewed, not looking at the FBO terminal alone but also the administrative offices that will be in that building as well. Foster stated he is anxious to move forward with operations with the current safety and environmental conditions the structures are in. Mahoney recommended finishing the design as the most cost-effective stopping point. Brown requested a global view of the space at the Airport for offices and training, including the space that will be below the restaurant. She also requested the cost trade-off from the hangar spaces.

Brown moved there be a pause after design development, before construction drawings begin, for the Board to go through sequencing and design. Eastman seconded the motion. The motion carried with three aye, McLaurin, Brown, and Eastman, and two no, Wallace and Liebrecht.

## VII. ACTION ITEMS

### A. Consent Agenda

1. Approval of the Minutes
  - a. June 15 & 16 2022 – Board Retreat
  - b. July 13, 2022 – Special Meeting

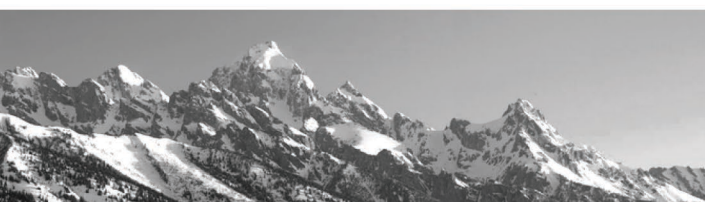
Liebrecht moved approval of the consent agenda. Brown seconded the motion. The motion passed unanimously.

**B. Payment of the Bills:** Brown stated that she had reviewed and move approval of the payment of the bills as presented dated August 17, 2022. Wallace seconded the motion. The motion passed unanimously.

**C. Financial Reports:** Anderson explained the three enterprises through July 31 with income 32% greater than budget and expenses 28% above budget due to fuel prices being higher than projected. Brown moved acceptance of the financial reports for July 2022. Wallace seconded the motion. The motion passed unanimously.

**D. Airport Improvement Program (AIP) 71 Grant Agreement and Resolution 2022-02:** Anderson shared that this grant is for the design to rehabilitate taxiway A and construct an access taxiway to the deice pad. Liebrecht moved adoption of Resolution 2022-02, in the form presented, accepting Federal Aviation Administration (FAA) Grant Agreement 3-56-0014-071-2022, for the phase 1 design of the project to rehabilitate taxiway A and construct deicing pad access taxiway, in the amount of \$839,052. McLaurin seconded the motion. The motion passed unanimously.

**E. WYDOT Aeronautics Grant Agreement and Resolution 2022-03:** Havel stated this grant came from a state inspection where striping was covered with rubber shortly after the striping project was completed and an opportunity for this grant arose. He shared that it will be funded 80% by the State and 20% by the Airport. Eastman moved



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adoption of Resolution 2022-03, in the form presented, accepting WYDOT Aeronautics Grant Agreement AJA023A, for the acquisition of an airfield rubber/paint removal vehicle, in the maximum amount of \$601,200. Liebrecht seconded the motion. The motion passed unanimously.

- F. Mead & Hunt Fly Quiet Program Agreement:** Elwood shared that this agreement would continue the work on the Fly Quiet program through December 31, 2027. Elwood added that this same program is being discussed for implementation at the John Wayne Airport. Brown moved approval of the Agreement for Professional Services for Management of the Fly Quiet Program with Mead & Hunt in the form presented. Wallace seconded the motion, which passed unanimously.
- G. Wadman Guaranteed Maximum Price (GMP) Amendment 2022-01 Hangar 3/GSE Early Procurement Package:** Havel explained this amendment is to allow Wadman to procure structural steel, precast concrete, electrical and civil packages to keep construction of the Hangar 3/ground support equipment (GSE) construction on schedule. Brown moved approval of the GMP Amendment 2022-01 to the Wadman Construction Manager at Risk (CMAR) Agreement in the form presented for the Hangar 3/GSE Early Procurement Package in the amount of \$12,908,389.64. Liebrecht seconded the motion, which passed unanimously.
- H. Currier Design Agreement for Additional Storage Tanks for Fuel Farm:** Havel shared that the desire of staff is to have three additional tanks in the fuel farm due to supply chain issues. He explained that there was space allocated in the original design for this addition. Liebrecht moved approval of the Contract for Professional Services with Currier for the fuel facility expansion design, pre-permitting, bidding, and construction administration in the form presented in the lump sum amount of \$308,000. Eastman seconded the motion, which passed unanimously.
- I. 457f Deferred Compensation Plan:** Riemer explained that this is a plan that allows the Board to provide a select group of management employees with deferred compensation. He shared that this is another tool for the Board to be able to incentivize the retention of high performing managers at the Airport. Riemer explained that the manager would have access to the funds if they hit a designated vesting event that is set forward by the Board, such as retirement, death, disability, or termination without cause. Eastman moved approval of the plan policy documents for the establishment of a 457f Deferred Compensation Plan in the form presented. Liebrecht seconded the motion, which passed unanimously.

**VIII. DIRECTOR'S COMMENTS:** Anderson shared that the annual audit is underway and the auditors will be on-site in the coming weeks. She shared that some people from the Cheyenne accounting department had been able to meet with Borja and show the Airport's best practices in accounting.

Havel shared that operations has been working on a project to prepare the Airport for the Northwest Chapter of the American Association of Airport Executives (AAAE) conference at the end of September. He gave an update on various construction projects. Havel shared that the



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parking program is being well received with about 1200 people signed up, and the parking lot is staying full.

Elwood shared that Screening has had six people start since last reported to the Board and there are four additional in the pipeline to start. He shared that TSA reached out to the Airport asking if there was interest in an in-line baggage screening equipment system for checked baggage; it is being researched at this time.

**IX. BOARD COMMENTS:** Eastman thanked Brown for heading up the Taskforce. He raised the issue of a shuttle. He shared the desire to engage in a serious and deliberate effort to explore solutions to shuttle passengers from town to the Airport by the Board.

**X. EXECUTIVE SESSION:** Brown moved the Board go to 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 Wyoming Statute §16-4-405(a)(x). Liebrecht seconded the motion, which passed unanimously.

McLaurin stated no decisions were made in Executive Session.

**XI. ADJOURN:** Liebrecht moved adjournment. The motion passed unanimously.

DocuSigned by:

*Bob McLaurin*

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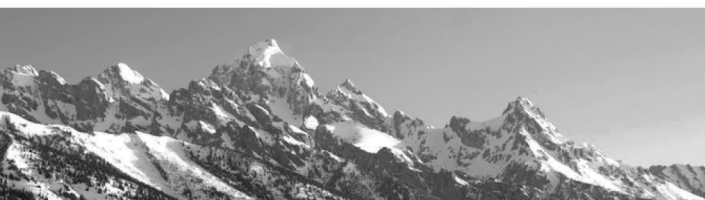
**Bob McLaurin, President**

DocuSigned by:

*George Robert Wallace*

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**Rob Wallace, Secretary**



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