



MINUTES OF THE JACKSON HOLE AIRPORT BOARD

DATE: September 21, 2022

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

OTHERS PRESENT: Jim Elwood, Michelle Anderson, Aimee Crook, Dustin Havel, Megan Jenkins, Gina Van Slyke, Craig Foster, Anna Valsing, Andrew Wells, Jordyn McDougall, and Apinya Wright of Jackson Hole Airport; Mike Mahoney, KLJ Engineering; Jeremy Barnum, Chip Jenkins, National Park Service; Mike Gierau, Wyoming Senator; Jonathan Schechter, Jackson Town Council; Mike Morgan, Lohf Shaiman Jacobs PC; Dan Reimer, DSR LLC; Ryk Dunkelberg, Mead & Hunt; Paul Dunholter, BridgeNet; Alec Seybold, Flight Tech Engineering, LLC; Sally Painter, Mary Kaufmann, Carrie Howe, Carol Baker, Tucker Smith, Paul Beaupre, Joseph Mazzeo, Art Miller, Dean Haefner, Steve Pecha, Neil Rudo, Billy Arnold, Patty Lummis, Kathryn Turner, Ken Small, Rodger Groves, Steve Farrell, Michael Gumpert, Dean Haefner, Jenny Cordina, Michael Goelzer, Lisa Scott, Mark Messana, Stacy Riddick, Walter Schobel, Debbie Hechinger, T.J. McCann, and Jim Stanford, public. Other individuals, who are not individually documented, were present in person or 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 8:59 AM on Wednesday, September 21, 2022.

McLaurin noted that there had been a change in the agenda; Southern Departure Taskforce items will be moved after Employee of the Month.

II. EMPLOYEE OF THE MONTH: Elwood recognized Tyler Anderson as the employee of the month.

III. ACTION ITEMS

A. SOUTHERN DEPARTURE TASK FORCE:

Presentation: Brown introduced the Southern Departure Procedure Study (the "Study"), stating that the objective was to identify a southern departure path that would benefit the entire community to reduce noise south of the Jackson Hole Airport (the "Airport").

Dunkelberg stated that the presentation would provide an overview of the Southern Departure Task Force Report, including the history and context an airport can work under. He advised that once an aircraft leaves the ground, the Federal Aviation Administration (the "FAA") has control of aircraft in flight. Dunkelberg said that in 1990, the U.S. Congress passed a statute prohibiting all new noise and access restrictions, and the Airport is not permitted to adopt new restrictions without FAA approval. He noted that the Airport had taken noise abatement measures, including voluntary curfew; partnerships with FAA to develop new noise abatement flight procedures; noise monitoring flight and tracking systems; and conducted four (4) 14 CFR Part 150 Noise Compatibility Studies. He noted that over the last calendar year, the Airport implemented the Fly Quiet program, which includes tracking over 400 users of the Airport.

Dunkelberg noted that the Southern Departure task force was formed in response to the FAA development of KICNE ONE. He said that the Airport asked the FAA to pause implementation of KICNE ONE; in response, the FAA requested the Airport work with the community and “propose a procedure design to the FAA which meets criteria and is acceptable to all parties” by September 29, 2022. He noted that the Task Force was comprised of community members that represented public lands and the community around the Airport, including the National Park Service, the Airport Noise and Pollution Action Committee (“ANPAC”), U.S. Fish and Wildlife Service, U.S. Forest Service, a local pilot, and Task Force Chairwoman, Valerie Brown who worked in collaboration to assess seven (7) southern departure concepts. Dunkelberg stated that five (5) meetings were conducted over seven (7) months, utilizing the FAA’s software, and conducting noise analysis on each southern departure concept.

Dunkelberg stated that the fundamental goal for the Task Force was “solutions which optimize for one group at the expense of others will not be carried forward – the noise will not shift from one neighborhood to another.” He said that noise was monitored for the seven (7) concepts at each receptor location; the data was compared with the existing ALPIN procedure - all concepts resulted in a noise shift at one or more noise evaluation sites.

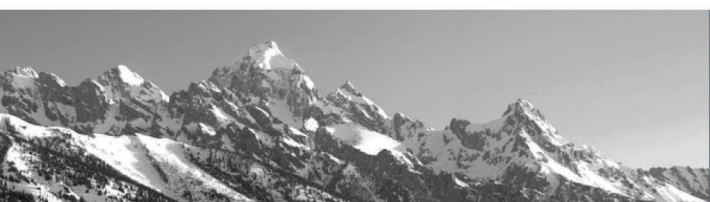
Dunkelberg summarized the Study’s findings, advising that with today’s technology, there is no public IFR procedure that meets the FAA criteria and is acceptable to all parties; all procedures modeled would result in a noticeable movement of noise from one noise-sensitive area to another, and there are additional air traffic constraints with fanning (utilizing multiple procedures).

Brown inquired into the FAA process if the Airport wanted to reduce aircraft operations or implement a mandatory curfew. Dunkelberg advised that the Airport would have to develop a 14 CFR Part 161 study which considers six (6) criteria, noting that the Airport does not meet several criteria, including having a “noise problem” under the 14 CFR Part 150 definition. Wallace asked for clarification on what constitutes a “noise problem.” Dunkelberg advised that the FAA measures noise using Day Night Level (“DNL”); the Airport falls under the noise threshold contour of 65 DNL, meaning the Airport does not have a “noise problem” per FAA criteria.

Eastman asked why pilots are not honoring the Airport’s request for a 45-degree turn on Visual Flight Rules (“VFR”). Dunkelberg advised that commercial and corporate pilots are moving towards Instrument Flight Rules (“IFR”) departure procedures, which are safer and more reliable than VFR departure procedures. Brown asked if pilots are receiving communication on the VFR 45-degree turn; Elwood advised that the Airport meets with the commercial airlines yearly and communicates desired flight procedures. Elwood noted that the Airport encourages the VFR 45-degree turn whenever available and is deemed safe by flight crews; the VFR departure procedure is also published on the Jackson Hole Airport website and applicable flight documents.

McLaurin asked for clarification on who assigns a flight crew their departure procedure. Dunkelberg responded that a pilot requests a departure procedure from Air Traffic Control (“ATC”) which is approved based on safety considerations. Dunholter elaborated that if a pilot requests a departure procedure, ATC will consent, but the flight crew may have to wait until conditions allow the aircraft to depart.

Brown asked if the Air Traffic Control Tower (“ATCT”) could assign pilots different procedures if more than one procedure were approved. Dunholter advised that ATC would participate, given that flight conditions were favorable for more than one departure process, but reinstated that the Airport currently has one approved IFR departure process.



JACKSON HOLE AIRPORT

P.O. Box 159 • Jackson, WY 83001 • 307.733.7695 • Fax: 307.733.9270

James P. Elwood, AAE, Executive Director

Public Comments: Chip Jenkins, Grand Teton National Park Superintendent, advised that the Grand Teton National Park (“GTNP”) receives letters from the public; he reads each of them and understands concerns about the Airport noise impact. He reinforced the importance of promoting the Airport’s voluntary curfew and the Fly Quiet program, advising the regulatory limitations of the Airport and GTNP. He stated that GTNP continues to work with the Airport to reduce the aircraft noise levels in the Park.

The Board acknowledged the receipt of all e-mails containing public comments that were sent to the southerndepartureprocedurecomments@jhairport.org email address. All such e-mails have been appended to these minutes and will be maintained in the record.

Oral public comment was presented through the WebEx platform and in person by Mary Kaufmann, Jim Stanford, Neil Rudo, Tucker Smith, Kathryn Turner, Michael Gumpport, Dean Haefner, Michael Goelzer, Jenny Cordina, Carol Baker, and Sally Painter. All oral public comments expressed concern over the Airport’s noise impact on the surrounding community.

Board Discussion and Consideration of Correspondence with FAA: Eastman asked the Board to continue working on solutions but not shift noise to other neighborhoods and the Park; he encouraged JHAB staff to continue educating commercial and general aviation (GA) flight crews on the 45-degree left turn while looking for alternatives to existing procedures.

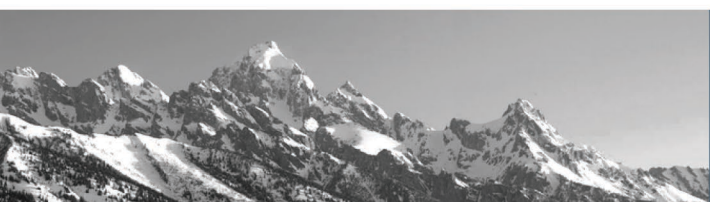
Wallace agreed with Eastman’s comments. He noted that the Airport would need to continue utilizing existing approved procedures and stated that the Board recognizes the current issue’s importance and will continue looking for solutions.

Brown thanked the community for their comments and asked for additional information on limiting GA operations at the Airport. Riemer advised that a GA limitation or closure would be considered a noise or access restriction. He noted that restrictions to any aircraft type would need to undergo a 14 CFR Part 161 study to establish a predicate for the restriction. Eastman asked if redirecting GA operations to another airport is allowed; Riemer advised that there is a limited allowance.

Liebzeit agreed that flight crews should be educated on the VFR left turn; however, the Airport should not encourage flight crews to fly a specific departure procedure, including fanning, for safety reasons. He stated that moving noise outside the Park, Elk Refuge, and National Forest should be the priority and favored extending the voluntary GA curfew hours. He is not in favor of shifting noise from one neighborhood to another; in the future, the Board should focus on Required Navigation Performance (RNP) as it becomes commonplace in newly equipped aircraft in the coming years.

McLaurin advised that much of the Airport’s growth is GA operations, noting that legal constraints limit the Airport’s ability to restrict flight operations. He reported that on May 1, 2023, the Airport would take over the Fixed-Based Operator (the “FBO”) facility, allowing direct communication with GA flight crews and organizations. He thanked the community for their comments and reiterated the Board’s commitment to minimizing the Airport’s noise impact on the surrounding community.

Brown stated that since 2018, there has been a sizable increase in aircraft operations at the Airport. She noted that the FAA’s direction to the Task Force was not to shift all the noise, but some of the procedures would be a partial shift in aircraft noise, i.e., fanning, to other surrounding neighbors – excluding the Park. She advised instituting a renewed emphasis on educating flight crews on the VFR 45-degree left turn and increasing the Airport’s GA curfew hours.



JACKSON HOLE AIRPORT

P.O. Box 159 • Jackson, WY 83001 • 307.733.7695 • Fax: 307.733.9270

James P. Elwood, AAE, Executive Director

Brown asked for additional information on extending the voluntary GA curfew hours. Dunholter advised that the current voluntary GA curfew for landings is between 2330 to 0600 and for departures is between 2200 and 0600; during the shoulder time: 2200 – 2300 and 0600 – 0700, there is a sizable number of GA operations, but they are not outside of the Airport's current voluntary GA curfew. He said that if the Airport's GA voluntary curfew is changed to 2130 – 0700, 176 GA operations would have been counted as violating the voluntary curfew (with the assumption that the number of GA operations remains the same as the tracking period: September 1, 2020, to October 5, 2022). He noted that most late-night and early-morning curfew violations were Life Flights providing emergency medical services.

Brown moved to expand the Airport's Voluntary Curfew hours for GA aircraft to 2130 – 0700. Wallace seconded the motion, which passed unanimously.

Brown moved to notify the FAA that the Southern Departure Task Force could not develop an alternative departure procedure that met FAA criteria; the Board could not recommend moving the current departure path to KICKNE ONE because it would move noise to other neighborhoods and in the Park which could be inconsistent with the Airport's Use Agreement with the Department of the Interior. Wallace seconded the motion, which passed unanimously.

Brown moved JHAB staff to frame a scope of work that explores additional special departure procedures utilizing RNP or other available technology that results in the dispersal of some aircraft among several departure paths to mitigate noise on any one location while not increasing noise impacts on Grand Teton National Park. Eastman seconded the motion, which passed unanimously.

Elwood read into the record a public comment received by Heidi Romero.

IV. COMMENTS FROM GRAND TETON NATIONAL PARK, TOWN OF JACKSON, TETON COUNTY

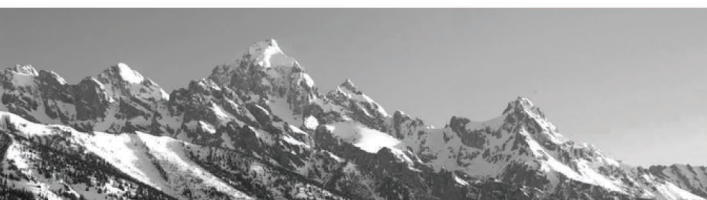
AND THE PUBLIC: Barnum advised that the Park remains relatively busy given that this summer was different for visitation due to flooding in Yellowstone and changing travel patterns. He thanked Brown for her time and professionalism as chairperson of the Southern Departure Task Force. Liebrecht asked if the Park has any predictions on the volume of visitors next year. Barnum said the Park is working on a formal prediction process, but it is difficult to say what will happen next year. He noted that the historical 10 and 20-year visitation trend line has increased, and the long-term assumption is that the Park will continue following the same pattern and see an increase in visitors.

Gierau thanked the Board for participating in the Airline Rendezvous last month and advised that the airline partners enjoyed their time in Jackson. Gierau said that Jedidiah's staff met with Havel and are excited about the new restaurant space in the holding room. Brown asked how Jedidiah's Market Place was doing. Gierau advised that the Market Place is doing well and is close to revenue projections.

V. ACTIVITIES UPDATE: Elwood stated operations were down 20.3% for general aviation and down 20.7% for commercial for August compared to August 2021. He said enplanements were down 15% for August compared to 2021, decreasing year-to-date, considering the Airport closure during the spring of this year. Elwood stated that the load factor for August 2022 was 79.19% compared to August 2021 that was 71.36%.

A. Consent Agenda

1. Approval of the Minutes
 - a. August 17, 2022 – Special Meeting (Facility Tour)



JACKSON HOLE AIRPORT

P.O. Box 159 • Jackson, WY 83001 • 307.733.7695 • Fax: 307.733.9270

James P. Elwood, AAE, Executive Director

- b. August 17, 2022 – Regular Meeting
 - c. August 17, 2022 – Special Meeting (Ground Transportation Committee)
 - d. September 13, 2022 – Special Meeting
2. F350 Truck Purchase - Ken Garff Cheyenne
 3. (2) Deice Trucks Purchase - Global Ground Support LLC
 4. (2) Lektro 8850s Purchase – Advanced GSE, Inc.
 5. UKG HR/Payroll Software Agreement

Brown asked that Consent Agenda items A 3 and A 4 (the deice trucks and Lektro 8850s purchases) be removed from the Consent Agenda.

Brown moved approval of the Consent Agenda items 1 a through d, 2 and 5. Eastman seconded the motion, which passed unanimously.

Brown asked for additional information on purchasing two (2) deice trucks and two (2) pushback tractors. Foster advised that the Airport identified an FBO asset list before his arrival, which took into consideration the current FBO and on-site ground handlers' Ground Support Equipment ("GSE"). He said each party had at least two (2) deice trucks and pushbacks supporting their operation. He noted that each piece of equipment went through the RFP process, and the awarded equipment met all criteria.

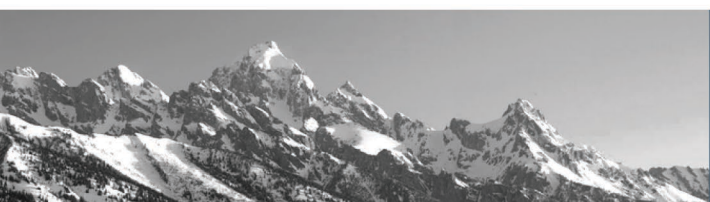
McLaurin asked for confirmation that the current FBO has at least two (2) of each GSE unit; Foster confirmed that Jackson Hole Aviation, the existing FBO, had at least two (2) pieces of each piece of equipment. Brown asked for an FBO plan in which these items would be listed for the Board's consideration and approval.. Foster advised that the Airport did have a written plan, and he looks forward to discussing it with the Board. He noted that these items are the outer edge, and more items will be coming forward for the Board's approval.

Eastman asked if procuring Jackson Hole Aviation's existing GSE was an option. Elwood advised that Jackson Hole Aviation has offered the Airport to purchase all or none of its equipment as part of a larger procurement package. Elwood advised that the Airport would look at a few different options, including purchasing new, leasing, and purchasing equipment on the GSE aftermarket. Eastman asked if the GSE procurement was in the Airport's budget. Elwood confirmed that Anderson had put the procurement of all the required GSE in the FBO budget, and these units were under the approved budgeted amount. McLaurin asked if the Airport would be willing to purchase Jackson Hole Aviation a-la-carte; Elwood advised that the Airport would be interested if that were an option; however, the GSE identified to purchase before May 1, 2023, have an extended lead time and purchase order's (PO's) are required to ensure the equipment is on-site before April 30, 2023.

Liebzeit moved approval of consent agenda item 3, two (2) deice trucks from Global Ground Support, LLC. McLaurin seconded the motion, which passed unanimously.

Brown asked if the motion to purchase the two (2) Lektro 8850s tugs was approved today, would there be an opportunity to cancel the OEM PO if Jackson Hole Aviation allowed the purchase of their pushbacks. Elwood advised that the Airport's new FBO would need to purchase additional tugs; beyond what is currently on-site.

Liebzeit moved approval of consent agenda item 4, two (2) Lektro 8850s from Advanced GSE, Inc. Eastman seconded the motion, which passed unanimously.



JACKSON HOLE AIRPORT

P.O. Box 159 • Jackson, WY 83001 • 307.733.7695 • Fax: 307.733.9270

James P. Elwood, AAE, Executive Director

McLaurin asked for JHAB staff to present the FBO comprehensive plan during the next Committee Meeting or incorporate it into the October Board Meeting, so the Board is confident with the direction of the FBO. He added that the plan should include information on staffing and GSE procurement.

B. Payment of the Bills: Brown stated that she had reviewed and moved approval of the payment of the bills as presented, dated September 21, 2022. Liebrecht seconded the motion, which passed unanimously.

C. Financial Reports: Anderson stated that August income ended 27% above budget and expenses 28% over budget, stating fuel prices were higher than projected when the budget was developed. Eastman moved acceptance of the financial reports. Brown seconded the motion, which passed unanimously.

VI. DIRECTORS COMMENTS: Elwood noted that the Screening department is down two (2) Full-time Equivalents (“FTE”), but there are several applicants in the pipeline.

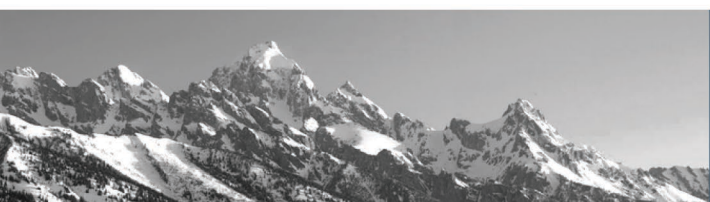
Havel advised that JHAB staff is getting ready for the NWAAAE conference. He noted that the Runway grooving project had been completed since the August Board Meeting; the infield areas will be seeded with the Park seeds next week. Havel stated that there is work on a few pending items on the Checkpoint project; however, the Checkpoint has been up and running since the Airport opened in June. He reported that 1,500 people signed up for the Jackson Hole Parking Program. He said on average, registered locals utilize 22% of the parking lot; in contrast, the parking lot remains at 85% capacity through the busy summer weekends. Havel advised that a new IT person has started, and he is working on filling a position in Operations.

Brown asked about the status of the restaurant project. Havel advised that the restaurant project is meeting construction timelines and is anticipated to be operational on December 19, 2022. Brown asked if the Airport has an Environmental Plan addressing managing the Sage Grouse mating period. Havel advised that in 2008, the Airport underwent a Wildlife Hazard Assessment, including assessing the Sage Grouse and other wildlife that may affect aircraft safety at the Airport. He advised that in partnership with the Park and other stakeholders, the area south of the Airport was improved to attract wildlife, including the Sage Grouse, to utilize that area for mating. He added that a portion of the Airport’s deice pad is closed during the spring to allow the Sage Grouse to mate. Havel said that there are annual meetings with the Park to review the Environmental Plan, and the Park comes out weekly during the Sage Grouse mating season and conducts an audit.

Liebrecht asked how the Airport is doing now that the janitorial services are in-house. Havel advised that the transition has been successful, and the janitorial team is fully staffed and doing an excellent job keeping the terminal clean.

VII. BOARD COMMENTS: Brown thanked JHAB staff, the technical team, Task Force members, and the Board for their total engagement in the Southern Departure Procedure.

VIII. EXECUTIVE SESSION: Liebrecht moved the Board to go into Executive Session at 1:04 pm 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). Eastman seconded the motion, which passed unanimously.



JACKSON HOLE AIRPORT

P.O. Box 159 • Jackson, WY 83001 • 307.733.7695 • Fax: 307.733.9270

James P. Elwood, AAE, Executive Director

McLaurin stated that no decisions were made in the executive session.

- IX. ADJOURN:** Liebzeit made a motion to adjourn the meeting at 1:54 pm Wednesday, September 21, 2022. Eastman seconded the motion, which passed unanimously.

DocuSigned by:

Robert McLaurin

F9059A293BDD439...

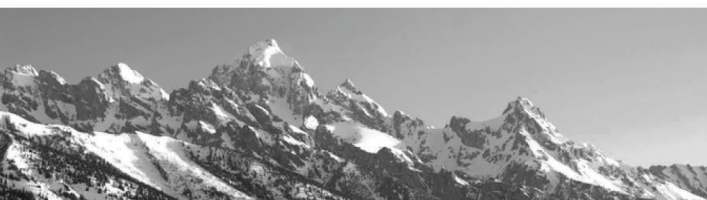
Bob McLaurin, President

DocuSigned by:

George Robert Wallace

15627047AE26469...

Rob Wallace, Secretary



JACKSON HOLE AIRPORT

P.O. Box 159 • Jackson, WY 83001 • 307.733.7695 • Fax: 307.733.9270

James P. Elwood, AAE, Executive Director