



Minutes of the Jackson Hole Airport Board Special Meeting

Date: December 14, 2022

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

OTHERS PRESENT: Jim Elwood, Michelle Anderson, Aimee Crook, Dustin Havel, Megan Jenkins, Tony Cross, Craig Foster, Gina Van Slyke, Anna Valsing, Jordyn McDougall, Esther Borja, and Apinya Wright of Jackson Hole Airport; Jen Wolchansky, Mead & Hunt; Paul Dunholter and Cindy Gibbs, BridgeNet; Mike Mahoney, KLJ Engineering; Frank Lyons, First Interstate Bank; Mike Morgan, Attorney; Dan Reimer, Attorney; Rhea Brough, Jedediah's; Lealan Miller, Eide Bailly; Jeffery Cohen and Melissa Turley, 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 9:00 am on Wednesday, December 14, 2022.

II. EMPLOYEE OF THE MONTH: Elwood recognized Meryem Brik as the employee of the month.

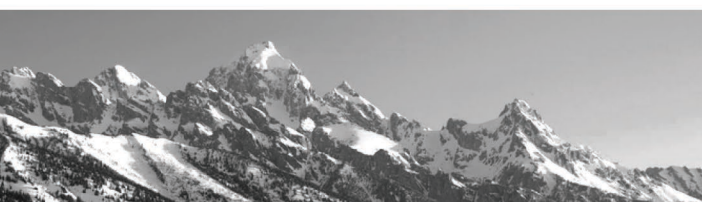
III. COMMUNITY OUTREACH: Elwood acknowledged Liebrezeit for his role in the community and leading the Veterans Day event in downtown Jackson Hole. He noted that the event was well attended, including residents and high school students. Elwood advised that the Airport staff gave a tour to a group of local homeschool students, including the new checkpoint and ARFF trucks. Elwood stated that JHAB staff participated in a local fall festival, Trunk-or-Treat; the Mars family sponsored the giveaway candy, and Amy Ringholz, a local artist, hosted the celebration.

IV. FLY QUIET UPDATE: Elwood introduced Wolchansky, a Sr. Environmental Planner with Mead & Hunt; Dunholter and Gibbs, the Airport's noise consultants with BridgeNet; presenting Year-To-Q3 update information on the Fly Quiet Program and other Airport noise-related topics.

Dunholter advised that the aircraft-recorded noise events are correlated to radar data and used to support the Federal Aviation Administration (the "FAA") Aviation Environmental Design Tool ("AEDT") and CFR 14 Part 150 noise studies. He stated that noise monitoring gives additional confidence in FAA-modeled results; in contrast, monitoring is not required everywhere to determine noise around the Airport; it can help verify results at critical locations around the Airport.

Dunholter said that the Airport Board approved two (2) new noise monitors, in addition to the six (6) permanent monitors that record noise 24 hours per day and the five (5) temporary monitors installed as part of the Southern Departure Taskforce, that record noise on an interim basis. He advised that the tentative sites for the two (2) new noise monitors are south of the Airport – Sagebrush and Bar B Bar. He noted the Year-To-Date Operations (through November 2022); total operations were down 30% over 2021, including the closure months. He said that according to the FAA tower report, from July 1, 2022, to November 2022, commercial aviation was down 17%, and general aviation ("GA") was down 8%.

Wolchansky stated the goal of the Fly Quiet program, "encourage operators to fly as quietly as possible with the quietest available aircraft and adhere to the airport's noise abatement programs to minimize noise impacts." She advised that users are provided directions on how to improve their



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scores. She stated that the metrics in the program are fleet quality, minimizing higher noise events, violation of voluntary curfew, and flight procedure compliance; the two bonus categories are quite fleet bonus and fly Required Navigation Performance (“RNP”) bonus.

Gibbs stated that the Fly Quiet results are scaled on a 0-100 scoring system; 100 is considered the best possible score in each category. She said that the Airport monitors three types of operators: commercial and regional jet aircraft, Part 135 business jets, and single jet operators. She stated that more aircraft in 2022 flying the GPS procedure than in 2015, providing a more predictable arrival procedure. She noted that a small number of operators had flown RNP because the technology was released in July 2022. She advised that in the next five (5) years, RNP is expected to be the dominant arrival path to the Airport, which tracks closer to the highway. She stated a significant reduction in commercial aircraft drifts for departures from 2015 to 2022.

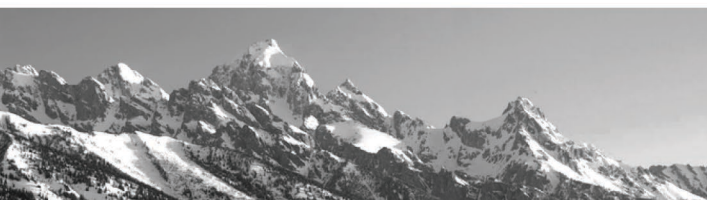
Gibbs stated the Year-to-Date top scores are Delta Airlines, two (2) business jet operators with over 100%, and three (3) single jet operators with over 100%. She advised that the Airport's educational and communication outreach includes sending operators individual Fly Quiet scores and developing a guide on improving their scores, which is available on jacksonholeairport.com.

Dunholter stated that the Fly Quiet program showed a continued overall trend of improvement or steady levels of Fly Quiet noise measures. He noted that corporate jets show trends in greater use of newer generation aircraft (quieter), 90% of aircraft following the flight procedure goals, and the number of voluntary curfew hour violations continues to be low, with most violations being Life Flight piston aircraft. He stated that looking forward to 2023, Fly Quiet will incorporate the updated voluntary curfew hours and promote the program through the National Business Aviation Association and other outreach methods to operators.

Brown asked how often the Airport reports to the Park on noise. Elwood advised that the Average Daily Departure (“ADDs”) calculations are reported quarterly to the park and the public. Wallace asked what is attributed to the lower-scoring operators. Dunholter advised that it is a combination of the operators not being educated on procedures and the type of equipment being operated. Eastman asked if aircraft could fly into the Airport and not be tracked. Dunholter said that the plane is tracked via radar and an older type of technology; in addition, ADS-B reports on an aircraft's position via satellite – not required to be on if they are not flying over an urban area.

Elwood advised that a few months ago, the Board asked JHAB staff to look at what would be involved in a scope of work to implement RNP departures to implement fanning. He advised that several procedures were studied during the Southern Departure Taskforce, but were not conducive to fanning. He noted the Board's experts had consulted with Salt Lake tower and there does not appear to be a realistic option at this time for RNP fanning; the FAA is not encouraging or being proactive about RNP departures and is focusing more on arrival procedures at larger airports across the country. Elwood said that he and the Board's experts do not believe that RNP fanning is a viable option for now, and recommended that JHAB staff continue to monitor the FAA and communicate any possible changes to the Board and the public.

Brown stated that she wanted to communicate the input from the community east and west of the departure and the impact of moving aircraft, fanning, and spreading the noise impact. She asked if the Airport could get into the queue with the FAA for ‘fanning’ departures. Elwood advised that an aircraft must be at a specific elevation before turning (500 feet Above Ground Level); thus, the noise would affect our neighbors directly south of the Airport even with fanning. McLaurin asked that a discussion of planning be added to February 2023 Board Retreat or future Board Meetings so further discussions can be held amongst the Board members.



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V. COMMENTS FROM GRAND TETON NATIONAL PARK, THE TOWN OF JACKSON, TETON COUNTY, AND THE PUBLIC:

Cohen, a member of the Airport Noise and Pollution Action Committee (“ANPAC”) and resident, thanked the Board, Elwood, and co-members of ANPAC for their time and support during the Southern Departure Procedure Study (the “Study”). He asked the Airport and Park to continue working with the local community on noise abatement measures and look at the possibility of fanning outbound aircraft traffic from the Airport. Cohen asked the FAA to implement the KICNE ONE flight procedure in place of the existing ALPIN. He asked, on behalf of an ANPAC co-member, if Jeppesen provided information on the Airport’s 45-degree, Visual Flight Rule (“VFR”) flight procedure.

Elwood clarified that the KICNE ONE flight procedure was reviewed during the Study, and results showed a negative noise impact on Grand Teton National Park (the “Park”). He advised that flight procedure questions should be directed to the FAA, which makes final decisions on routes flown by aircraft. Elwood stated that Jeppesen, A Boeing Company and dominant aviation map publisher, references the Airport’s noise abatement procedures and directs pilots to the Airport’s website for additional information on the 45-degree VFR turn.

VI. ACTIVITIES AND REPORTS UPDATE: Elwood stated operations were down 12.2% for GA and down 10.7% for commercial aviation for November compared to November 2021. He said enplanements were down 6% for November compared to 2021. Elwood stated that the load factor for October 2022 was 91.83% and 77.24% for November 2022.

VII. ACTION ITEMS:

A. Consent Agenda

1. Approval of the Minutes
 - a. October 26, 2022 – Special Meeting
 - b. November 16, 2022 – Special Meeting
2. Series 2022C Bond Resolution
3. Jedediah’s New Menu Items Price Approval

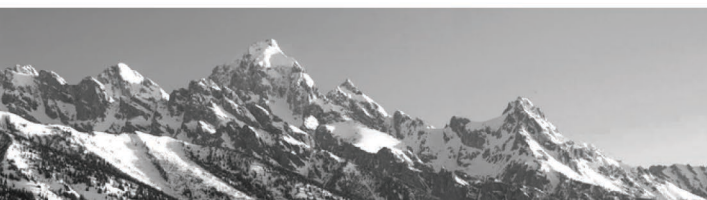
Eastman moved approval of the consent agenda items A-1. through A-3. Liebzeit seconded the motion, which passed unanimously.

B. Payment of the Bills: Brown stated she has reviewed and moved approval of the check register as presented on and moved approval of the check register as presented dated December 14, 2022. Liebzeit seconded the motion, which passed unanimously.

C. Financial Reports: Anderson stated that November income ended 25% above budget and expenses 26% over budget, stating fuel prices were higher than projected when the budget was developed. Liebzeit moved acceptance of the financial reports. Eastman seconded the motion, which passed unanimously.

D. Audit: Anderson advised that the Airport has an annual, independent, third-party audit of the Airport’s financial status, including, but not limited to, accounting operations, grants, and Passenger Facility Charge(s) (“PFC”). She advised that Eide Bailly, the auditing company, has completed the annual report, and the Airport received a clean audit with no findings or recommendations. Anderson thanked her team, Borja, Usher, and Wright, for their hard work and dedication to excellence.

Anderson introduced Miller, Sr. Accountant for Eide Bailly, to provide a summary of the audit. Miller stated that he reviewed the Airport’s internal controls, reiterated that there were no audit



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findings, and issued a clean opinion of the financial statements. Miller noted that this year, a new policy was issued by the Government's Accounting Standards Board, Gatsby 87 Leases, and a minor adjustment was made to the Airport's equity section to be on par with the new standard.

Liebzeit asked where the Airport was with the Coronavirus Aid, Relief, and Economic Security Act ("CARES") Grant. Anderson advised that the Airport submitted a final request for reimbursement in December; Valsing and herself were finishing a plan for the Concession grant, which will be presented to the Board during the February Board Meeting.

Brown moved approval of the audit for the fiscal year ending June 30, 2022. Liebzeit seconded the motion, which passed unanimously.

- E. Jackson Hole Aviation Asset Purchase Agreement:** McLaurin advised that there are two motions under Item E; Jackson Hole Aviation Asset Purchase Agreement and Jackson Hole Aviation Resolution No. 2022-07. Morgan stated that Jackson Hole Aviation Resolution No. 2022-07 is an attachment to Jackson Hole Aviation Asset Purchase Agreement.

Elwood stated that the Board approved the Jackson Hole Aviation Asset Letter of Intent in October 2022, and the next step in the contract is the Purchase Agreement. Foster advised that the Jackson Hole Aviation Purchase Agreement would include, but is not limited to, ground support equipment ("GSE"), tools, and supplies for \$2,900,000. He stated that the agreement assures that the new FBO ("Jackson Hole Flight Service") will have the necessary equipment that transitioning staff knows how to use and maintain on the first day of operation. Foster said the agreement would further the relationship between the Airport and Jackson Hole Aviation and benefit the new FBO.

Wallace moved approval of the Asset Purchase Agreement, in the form presented, with Jackson Hole Aviation, in the amount of \$2,900,000. Liebzeit seconded the motion, which passed unanimously.

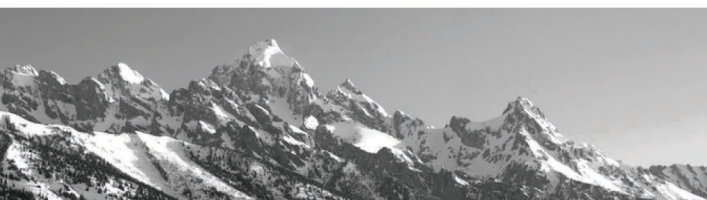
Liebzeit moved approval of the Jackson Hole Aviation Resolution No. 2022-07. Eastman seconded the motion, which passed unanimously.

- F. Resolution 2022-06 – GTNP Use Agreement Extension:** Morgan advised that in 1983 the Airport Board entered into a 30-year agreement with two (2) 10-year options with the Department of the Interior, expiring April 26, 2033. He stated that the FAA requires airport sponsors to have a 20-year long-term lease before awarding federal grant funds. He said the Board requested, and the Department approved, a third amendment to the agreement for two (2) additional 10-year Board options, extending the potential Use Agreement term to April 26, 2053, and allowing the Airport to continue to qualify for federal funds.

Liebzeit asked about the likelihood of another amendment extending the agreement beyond 2053. Morgan advised that assuming the FAA does not change its criteria, the Airport will need to request an extension 10-years from now to qualify for federal funds. He stated Because of the need for NEPA compliance, he suggested that the Board request an extension several years in advance, Wallace and Brown suggested that the Board start working with the Department on an additional agreement extension.

Liebzeit moved approval of Resolution 2022-06 to exercise the option under the Use Agreement to extend the term to April 26, 2053. Eastman seconded the motion, which passed unanimously.

- G. On-Call Environmental Consulting Agreement:** Valsing advised that the Airport's existing On-Call Environmental Consulting Agreement is set to expire at the end of December 2022. She



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stated that in October 2022, the Airport published a request for quote (“RFQ”) with two (2) statements of qualifications received. She said that the participating firms went through a thorough qualification-based process, and the committee is recommending an agreement with Mead & Hunt for two (2) years, with three (3) one (1) year options.

Brown asked for additional information on the selection criteria and the scorecards to be sent to the Board on future projects. Valsing advised that the proposal is awarded on the vendor’s qualifications, including, but not limited to, experience, skill set, and project completion rate. Elwood advised that the Airport followed the FAA-outlined procedures for the RFQ, which does not include a price point as part of the selection process.

Eastman moved approval of the On-Call Environmental Consulting Agreement with Mead and Hunt in the form presented. Brown seconded the motion, which passed unanimously.

H. Wadman GMP 2022-03 – Fuel Facility Tank Early Procurement: Havel advised that at a previous board meeting, the Board approved the design process for the fuel farm that included additional tanks. He stated that long-lead time items associated with the project had been identified and proposed the procurement of three 30,000-gallon UL 2085 Fire Resistant Jet A tanks.

McLaurin moved approval of GMP Amendment 2022-03 to the Wadman CMAR Agreement in the form presented for the fuel facility tank early procurement, in the amount of \$658,091. Liebrecht seconded the motion, which passed unanimously.

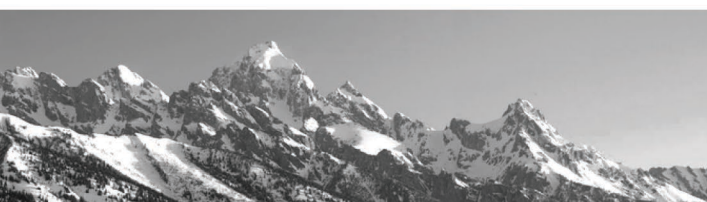
VIII. DIRECTOR’S COMMENTS: Havel advised that it has been an early start to winter this year, and most of the winter team has returned from previous years. He stated that since the October board meeting, there had been additional pre-winter meetings with Salt Lake Center, airline partners, and a charter company. He said that the restaurant capital project, the main level, is set to be opening on December 19, 2022. Havel stated that Hangar 3 site had been fenced off, and demolition and utility work had started. He noted that during the week of Thanksgiving 2022, the main and overflow parking lots were filled, and similar conditions are anticipated during the winter holiday. He stated that the JAC Parking Program now has over 2,200 people signed up for the program, and 20% of the parking lot occupants are program participants.

Elwood reported on behalf of Crook; going into the winter season, the Security Screening staff is solid at 55.75 full-time equivalents (“FTE”). He said that interviews were being conducted for the badging office for an additional position that would be filled soon.

Elwood provided an update on the potential bus service to the Airport. He advised that Frei, the Regional Transportation Planning Administrator for Teton County and the Town of Jackson, was collaborating with the Airport on a potential pilot shuttle program in the summer.

IX. BOARD COMMENTS: Liebrecht noted that it was exceptional planning, follow-through, teamwork, and commitment that led to the successful completion of the Airport Terminal and Runway projects. Wallace reinstated the sentiments of the Board and thanked the work of Elwood and the team. McLaurin welcomed Foster to the team as the new FBO manager.

X. EXECUTIVE SESSION: Liebrecht moved the Board to go into Executive Session at 11:42 am 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). Wallace seconded the motion, which passed unanimously.



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When the Board came out of Executive Session, McLaurin stated that no decisions were made in the Executive Session.

XI. ADJOURN: Liebrecht made a motion to adjourn the meeting at 1:25 pm, and Wallace seconded the motion, which passed unanimously.

DocuSigned by:

Bob McLaurin

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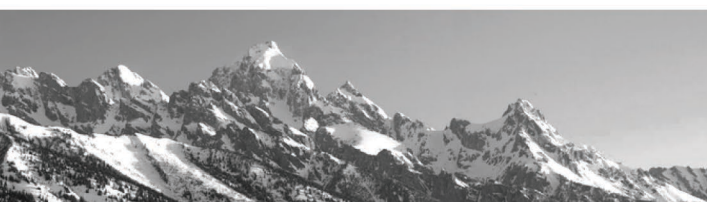
Bob McLaurin, President

DocuSigned by:

George Robert Wallace

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Rob Wallace, Secretary



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