



Minutes of the Jackson Hole Airport Board Special Meeting

Date: February 15, 2023

BOARD PRESENT: Bob McLaurin, Ed Liebrezeit, Valerie Brown, John Eastman, and Rob Wallace were present in person at the Jackson Hole Airport Board Room. Melissa Turley was present in person as a newly appointed Jackson Hole Airport Board Member.

OTHERS PRESENT: Jim Elwood, Michelle Anderson, Aimee Crook, Dustin Havel, Megan Jenkins, Tony Cross, Craig Foster, Anna Valsing, Jordyn McDougall, Esther Borja, and Apinya Wright of Jackson Hole Airport; Ryk Dunkelberg, Mead & Hunt; Paul Dunholter and Cindy Gibbs, BridgeNet Mike Mahoney, KLJ Engineering; Jonathan Schechter, Town of Jackson; Dan Reimer, Attorney; Chip Jenkins, Grand Teton National Park; Jeffery Cohen, 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, February 15, 2023.

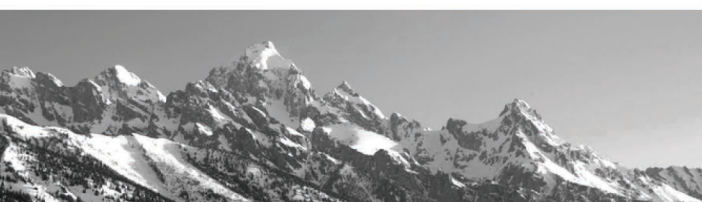
II. CERTIFICATE OF ORGANIZATION & ELECTION OF OFFICERS: McLaurin recognized Eastman for his service to the Jackson Hole Airport Board ("JHAB"), which spanned over ten (10) years of service and two (2) terms as JHAB President. Liebrezeit thanked Eastman for his generosity of time to the community volunteering for the Hospital and Airport Board; and the recent Ringholz painting he and his family donated to the Airport. He welcomed Turley, who is the newly elected JHAB member. Elwood thanked him and his family for all the support given to the Airport. McLaurin stated that the new slate of officers would be:

Ed Liebrezeit, President
Valerie Brown, Vice President
Rob Wallace, Treasurer
Melissa Turley, Secretary
Bob McLaurin, Member

McLaurin moved the election of the slate of officers as presented and that a Certificate of Organization to that effect be filed. Turley seconded the motion, which passed unanimously.

III. EMPLOYEE OF THE MONTH: Elwood recognized the staff working on December 27, 2022, as January's Employee(s) of the Month and recognized Miguel Hernandez as the February Employee of the Month.

IV. COMMUNITY OUTREACH: Elwood recognized Jenkins and Havel for participating in an Emerging Leaders Conference; where they spoke on sustainable developments at the Airport. Jenkins stated that on February 2, 2023, the Airport welcomed officials from the Tokyo Airport Authority for a presentation on the Airport's sustainability, community partnerships, and wildlife mitigation program. Jenkins advised that the Airport hosted the Chamber Mixer on February 9, 2023, in the new gate and restaurant area. She reported that the Airport Communications Department, Year in Review, included 'Did you know;' several top-performing posts on the Airport's website and social media sites; and updates to the Jackson Hole Airport website. She said that due to community feedback, a widget was added to represent the Airport's current parking lot status visually. Jenkins noted that



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one of her favorite projects, this year, was a series of seven (7) Video Blogs presented by Airport host ambassador Isaac Crabtree that focus on various Airport Runway and Terminal construction projects. Jenkins stated that over two (2) million people had visited the Airport's website since June 15, 2021, and over 95,000 had visited the construction project page.

Brown stated, according to a recent Airport survey, locals were familiar with the Airport, which she attributed to Jenkins's hard work and dedication. She said she was impressed with her and her team's accomplishments over the last year.

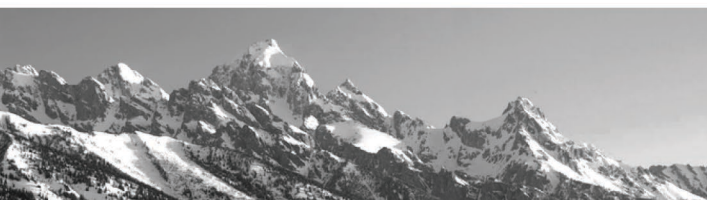
V. COMMENTS FROM GRAND TETON NATIONAL PARK, THE TOWN OF JACKSON, TETON COUNTY, AND THE PUBLIC: Grand Teton National Park Superintendent, Chip Jenkins, thanked Eastman and welcomed Turley as the newly elected board member. Jenkins reiterated that the relationship between the JHAB, the Town of Jackson County, and the National Park Service ("NPS") is significant to Grand Teton National Park (the "Park"); he states that through the hard work of many, all stakeholders have a collaborative working relationship. Jenkins noted that recently he saw JHAB staff at the Governor's Tourism Conference in Cheyenne, which is the second largest industry for the state. He advised that things have been going well over the last year with the Park, and visitation was down from 2020 and 2021. He reported changes in how visitation occurs to the park; there was a 40% increase in people on trails versus the prior ten (10) years. He stated that the Parks Visitor Mobility study would be released in a few months but anticipated that a dominant travel pattern would not emerge for the Park visitors. Jenkins closed with a thank you to the JHAB, JHAB staff, and Airport consultants on the impacts of noise.

Town Councilor Jonathan Schechter echoes what Jenkins communicated regarding Eastman and McLaurin on their positive impact on the JHAB and welcoming Turley. He noted that the Town of Jackson and Town Council recently completed a retreat where they laid out their work plan for the next two (2) years. He said one of the significant emphases was transportation, ranging from build grants to the prospective expansion of the START program. He noted that it was a successful strategic planning retreat.

Liebzeit expanded on the Airport's role with the START program. Liebzeit also stated that a two (2) JHAB members who will serve on a ground transportation committee this coming year.

VI. FLY QUIET PROGRAM – 2022 UPDATE 7 NOISE MONITORING BRIEFING: Liebzeit introduced Dunkelberg, a Sr. Environmental Planner with Mead & Hunt; Dunholter and Gibbs, the Airport's noise consultants with BridgeNet, presenting 2022 update seven (7) monitoring briefing for the Fly Quiet Program and other Airport noise-related topics. Elwood advised that the presenters participated in the Year-To-Q3 update information on the Fly Quite Program at the December 2022 meeting. He stated that this month's Fly Quiet Program (the "Program") presentation is published annually and is helpful to flight crews and pilots in understanding noise generated at the Airport.

Dunkelberg stated that the goal of the Program, which includes commercial and general aviation ("GA"), is to "encourage pilots to fly quieter aircraft and to utilize preferred procedures that mitigate noise over sensitive areas of our community and Grand Teton National Park." He stated that the program is voluntary, meaning the Airport does not have the authority to tell pilots how to fly aircraft. Dunkelberg provided an overview of the Fly Quiet Program (the "Program"), including that the Program measures compliance with noise abatement goals and awards the Airport users that best achieve those goals; continually redefines and expands noise reduction goals using different metrics and measures; requires minimum Federal Aviation Administration ("FAA") involvement, but the Airport users involvement is critical; established as a component of the most recent Code of



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Federal Regulations (“CFR”) Part 150 Study approved by the FAA; and provides directions to users on how to improve their scores.

Dunkelberg noted that the Program considers the aircraft, commercial, or GA; noise fleet quality; minimizing violation of voluntary curfew, minimizing high noise events; and flight procedure compliance with consideration of the bonus points, which consist of quiet fleet and fly new procedure. He reiterated that part of the Program's success is educating the flying community about the noise abatement measures that JHAB staff have been doing over the last few months with the changes in the GA voluntary curfew hours. He noted that the Airport Consultants are analyzing aircraft that operate under stage five (5) noise conditions, which he clarified and noted that new aircraft that are currently being manufactured are stage five (5) aircraft versus stage one (1) and (2), which are obsolete.

Dunkelberg stated that the Fly Quiet results are scaled on a 0-100 scoring system; 100 is considered the best possible score in each category. He said top-tier operator scores are between 90-100 points, compliant between 70-89.9, and low-tier falls between 0-69.9 points. He said that the Airport monitors three types of operators: commercial and regional jet aircraft (six (6) operations or more at the Airport), Part 135 business jets (30 operations or more at the Airport), and single jet operators (minimum of six (6) operations and fall above or below 30 operations at the Airport). He said that Year-to-Date (year-end 2022), since July 1, 2022, total operations are down 12%; entire operations are down 24% from 2021; commercial operations are down 5% during non-closure months; and business jets operations are down 2% during non-closure months.

Gibbs said that the three flight paths compared for the Program are the NextGen Flight Path, East of NextGen Flight Path, and the New Procedure Flight Path. She stated that more aircraft in 2022 flying the Global Position System (“GPS”) procedure than in 2015, providing a more predictable arrival procedure. She noted that part of the bonus point section is flying a Required Navigation Performance (“RNP”), a new flight procedure; however, few operators had flown RNP because the technology was released in the summer of 2022. She advised that in the next five (5) years, RNP will be the dominant arrival path to the Airport, which tracks closer to the highway. She advised that in 2022, Alaska and SkyWest were the largest operators who utilized the new arrival procedure, which commercial and regional operators primarily flew.

Brown asked if Delta, United, and American airlines had access to the same technology to fly the new arrival procedure. Dunholter stated that Elwood and Havel advised the commercial operators of the new arrival procedure during their annual visit. He noted that it would take some time, and the procedure is more complicated for air traffic to mix with other arrivals; however, he concluded that most of the certified Federal Aviation Regulations (“FAR”) Part 121 airline carriers flying into the Airport have aircraft with technology installed to fly the new arrival procedure. Gibbs stated a significant reduction in commercial aircraft dispersion on arrival from 2015 to 2022.

Gibbs advised that on departure, commercial-only airlines, the pilots used the aircraft Flight Management System (“FMS”) computer, which reduces westward drift on the south departure in 2021 versus 2022. She stated that the Year-to-Date top scores are Delta Airlines at 87 total points; Summit Aviation, business jet operators with over 100 total points; and several single jet operators with over 100 points (above and below 30 flight operations).

Brown asked if there could be bonus points for flying the Airport’s 45-degree, Visual Flight Rule (“VFR”) flight procedure. Elwood advised that it gets complicated when you incorporate Air Traffic Control (“ATC”) and pilots flying VFR and transitioning to Instrument Flight Rule (“IFR”) flight



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procedures. He advised that the two (2) different flight procedures conflict and are difficult for Salt Lake Air Traffic Control Center to process.

Dunkelberg summarized that the Program shows a continued overall trend of improvement or steady levels of Fly Quiet noise measured. He stated the corporate jets show continued use of new generation (quieter) stage five (5) aircraft; 90% of aircraft follow the flight procedure goals; the number of voluntary curfew hour violations continues to be low, with most violations being Life Flight piston aircraft; and a 'Self Help Guide' for operators. He advised that in the next 30 to 90 days, a written report will be compiled by the Airport's noise consultants and posted on the Airport's website. He stated that looking forward to 2023, Fly Quiet will incorporate the updated voluntary curfew hours and promote the program through various trade publications and other outreach methods, such as National Business Aviation Association ("NBAA").

Wallace asked if the Airport has an outreach with independent jet brokers. Elwood advised that there is an excellent opportunity for the Airport to emphasize educating brokers. Liebzeit said he hoped it would get easier to communicate with some less obvious GA operators once the Airport takes over the Fixed Based Operation ("FBO"). Brown asked that once the Airport takes over the FBO, will the Airport have access to the client lists of Code of Federal Regulations ("CFR") Part 135 operators like NetJets and FlexJet. Elwood advised that many passengers on private jets do not enter the FBO; thus, it is challenging to communicate one-on-one with the individual client. He stated that the Airport would continue to use print media to convey information to clients, which reaches a broad audience base. Elwood added 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.

VII. ACTIVITIES AND REPORTS UPDATE: Elwood stated that enplanements were down 4% for December 2022 compared to 2021, and in January 2023, the enplanements were up 4% from January 2022. Elwood stated that the load factor for December 2022 was 63.35%, and the year-end with a combined load factor of 76.29% for 2022 versus 66.58% for 2021.

Elwood advised that the Average Daily Departure ("ADDs") calculations are reported quarterly to the park and the public. He said that for the quarter ending on December 31, 2022, it was 2.09; for the year ending on December 31, 2022, it was 2.76, well below the limits established by the Noise Abatement Plan of 6.85 average quarterly and 6.5 average annually.

VIII. ACTION ITEMS:

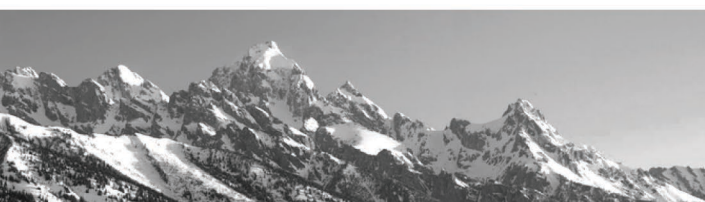
A. Consent Agenda

- 1) Approval of the Minutes – December 14, 2022 – Special Meeting
- 2) 457f Participant Agreement
- 3) Aircraft Rescue and Fire Fighting ("ARFF") Vehicle Purchase
- 4) Rubber Removal Vehicle Purchase

McLaurin moved approval of the consent agenda items A-1. through A-4. Brown 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 February 15, 2023. Wallace seconded the motion, which passed unanimously.

C. Financial Reports: Anderson stated that on January 31, 2023, income ended 25% above budget, and expenses were 25% above budget, saying fuel prices were higher than projected



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when the budget was developed. She advised that revenues through the end of December were \$3,323,376 and through the end of January were \$3,960,534, excluding American Rescue Plan (“ARPA”) funds. Anderson said that Passenger Facility Charge (“PFC”) income for the quarter that ended December 31, 2022, was \$241,235, and year to date, through the end of December, the Airport had collected \$1,709,195. She noted it is at the same level as 2018 and above 2019 – 2021, and the current rate of collections for all approved projects should be fully reimbursed by January 2030.

Brown asked for additional information on being over budget in the capital. Anderson stated that with this fiscal year when JHAB staff built the budget, it is up to 17 months out from the start of the budget. She continued that the Runway project was from April 11 through June 28, 2022, the following year after the budget was compiled. Anderson stated that the Runway project was completed on time and within budget; the timing of bills and reimbursements can explain the delta in the capital budget for the fiscal year.

Brown moved acceptance of the financial reports. McLaurin seconded the motion, which passed unanimously.

D. Official Depositories: Anderson stated that annually, the JHAB must name official depositories and that the airport intends to name First Interstate Bank, Bank of the West, and Wells Fargo.

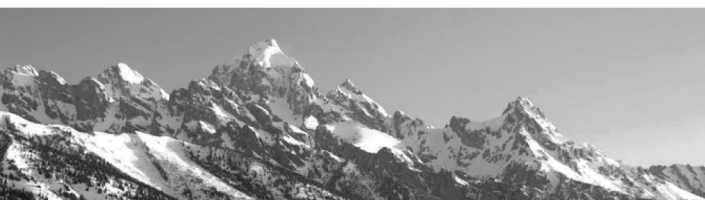
McLaurin moved First Interstate Bank, Bank of the West, and Wells Fargo to be named the official Depositories for Airport Board funds for 2023. Turley seconded the motion, which passed unanimously.

E. Classic Aviation License Agreement: Valsing presented for approval an agreement with Classic Aviation that gives the Operator the right to provide air medical services and transport from the Jackson Hole Airport. She advised that Classic Aviation has an agreement with the Airport and has been providing services. She stated that the current agreement expires this month and is updated to offer another one-year term and a few additional changes to the agreement that incorporates federal non-discrimination language and another standard contract language.

She stated that this is a non-exclusive agreement, and the agreement requires the Operator to pay the Airport 5% of gross revenues. She noted that the Board could not discriminate against aircraft operators and must make the airport available to all aeronautical users; the agreement is required due to the airport’s Business Rules and town ordinance.

McLaurin moved approval of the License Agreement with Classic Aviation in the form presented. Wallace seconded the motion, which passed unanimously.

F. Resolution 2023-01: Concessions Relief Grant Plans: Anderson stated that Congress passed several Acts in response to the COVID-19 pandemic, providing financial relief to airport concessions. She noted that the Board accepted grants for the funding to provide this financial relief. Anderson stated that many questions from airports, concessions, and the FAA related to this funding, and some of the information has just recently been addressed. She said that JHAB staff has been working with the FAA to develop plans to allocate and distribute the funding by Acts and grant agreements. She proposed the approval of Resolution 2023-01, which authorizes the Executive Director to prepare and submit Concessions Relief Plans to the FAA under the



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guidelines for the Corona Response and Relief Supplement Approval (the “CRRSAA”) and Airport Rescue Plan Act (“ARPA”) grants that the Airport was allocated and to distribute the relief as outlined in the Plans. Eligible concessions will withhold rent and/or Minimum Annual Guarantee (“MAG”) payments to the Board as outlined in the Plans; the Board will be reimbursed through the previously authorized grant funds from the FAA.

Wallace moved approval of Resolution 2023-01: Concessions Relief Grant Plans in the form presented. Brown seconded the motion, which passed unanimously.

G. Fuel Facility Tank Project: Havel advised that this item would have two motions; 1) Wadman GMP 2023-04 and 2) Resolution 2023-02 – Subcontractor Procurement Waiver. He stated that there had been times when the Airport had almost run out of fuel for several reasons, and the additional tanks would prevent this. Liebrecht communicated that there was space for additional tanks without major reconstruction when the fuel tanks were initially built.

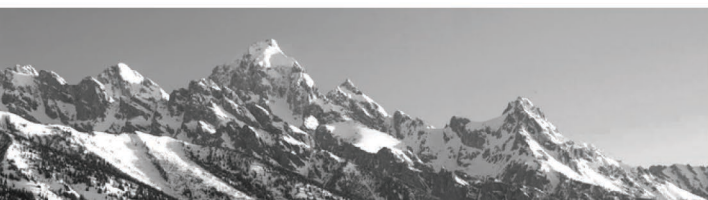
1) Wadman GMP 2023-04: Havel presented for approval a Guaranteed Maximum Price (“GMP”) Amendment to the Wadman Construction Manager at Risk agreement for the addition of three (3) 30,000-gallon fuel tanks to the fuel facility. He noted that this GMP amendment is \$2,545,482.65, advising at the December meeting that the Board approved GMP 2022-03, an early procurement package for the fuel tanks. He reported that these items are incorporated in this GMP amendment; consequently, the Board will need to cancel GMP 2022-03 with the approval of GMP 2023-04. He advised that prior Wadman GMP Fuel Facility Tank Projects approved by the Board were for (individual) long lead time item(s) and ancillary work, which GMP 2023-04 would be absorbed into the \$2,545,482.65.

McLaurin moved approval of GMP Amendment 2023-04 to the Wadman Construction Manager at Risk (“CMAR”) Agreement in the form presented for the Fuel Facility Tank Additions, in the amount of \$2,545,482.65, and the cancellation of GMP Amendment 2022-03, which will now be included in GMP Amendment 2023-04. Brown seconded the motion, which passed unanimously.

2) Resolution 2023-02 – Subcontractor Procurement Waiver: Havel proposed approval for a subcontractor procurement waiver resolution for the Fuel Facility project. He noted that based on the bids received, 32% of the subcontracted work would be awarded to Wyoming Resident Contractors. Havel said one (1) subcontract package was awarded to a Wyoming Resident bidder; however, no Wyoming Resident Contractors bid on two (2) of the four (4) subcontract packages, and on the other package, the low Resident Contractor bid was 123% of the low Non-Resident Contractor bid.

McLaurin moved approval of Resolution 2023-02 – Subcontractor Procurement Waiver in the form presented. Brown seconded the motion, which passed unanimously.

H. BNP Associates On-Call Agreement: Crooke presented for Board approval an on-call agreement with BNP Associates to provide services related to the design and engineering of a new Checked Baggage Inspection System (“CBIS”) along with support during the application process for funding for the project through the Transportation Security Administration (the “TSA”). She said a competitive Request for Qualifications (“RFQ”) was issued for these services, and



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three (3) Statements of Qualifications were received in response to the RFQ. She advised that a selection committee reviewed the proposals and identified BNP Associates as the top proposer. McLaurin asked if BNP had proposed a cost Crook stated that costs would be negotiated with BNP by task order.

Brown moved approval of the agreement with BNP Associates in the form presented for On-Call services related to the design, engineering, construction, and support of a new Checked Baggage Inspection System. Wallace seconded the motion, which passed unanimously.

IX. DIRECTOR'S COMMENTS: Liebzeit said that he would allow Cohen, a member of the Airport Noise and Pollution Action Committee ("ANPAC") and resident, to speak during Director's Comments since he did not speak earlier in the meeting during the Public Comment portion of the meeting. Cohen asked if there had been any movement on a location for the two (2) permanent noise monitors; he voiced that ANPAC would like to see the noise monitoring results periodically as the information emerged and asked if noise data could be based on "actual" noise contouring versus the noise generated by a piece of aircraft tracking equipment. He wondered if a non-voluntary curfew policy could be implemented, by which violators would be diverted to another airport.

Gibbs advised that a task order was created for the two (2) permanent noise monitors installed in the spring of 2023. Dunkelberg reported that the Airport, per the agreement with the Department of the Interior, conducts modeling at specific locations consistent with the FAA requirements. Elwood said that the Airport has in place with the commercial carriers to define when the Airport provides fire protection for their inbound flights; per the FAA requirements, the Airport firefighters need to be prepared to respond to any potential incident with that air carrier. He said that the air carriers could ask for a variation on the 10:30 PM curfew hours by which they would call the Airport operation and ask for a curfew extension. He furthered that GA does not have the same fire protection policy.

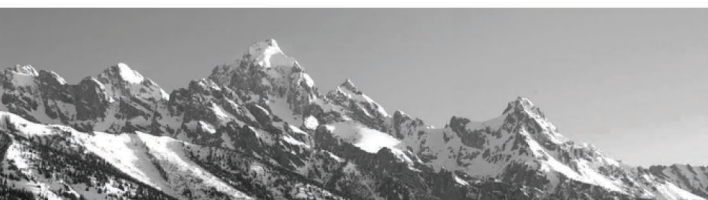
Elwood advised that promotional and other outreach materials related to the Fly Quiet Program should be published in trade magazines and local print media. He acknowledged the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association ("GFOA"), the highest recognition in government accounting and financial reporting.

Crook advised that the Security operation had strong staffing levels and continued success during the holiday and the first part of the ski season. She reported that in June 2022, TSA issued additional security plans required to be implemented by the Airport, including cyber security assessments on our IT and OT systems; the plans were recently submitted to the TSA.

Havel advised that since the last board meeting in December, the Operations, Maintenance, Custodial, and IT teams have focused on working through the peak season traffic, transitioning into the new portions of our facilities, general snow removal, and internal ancillary projects staff is constantly working on. He noted that regarding the larger capital projects, the restaurant was opened on December 19th, and the JHAB staff and community have received the space well. He said that the Hangar 3 project is fenced off, and they are doing site work primarily at this time. He shared the JAC Parking Program has close to 2,700 people signed up.

Brown asked how the new landside parking lot fence was working, and Havel advised that it was working fantastically and met all the operational requirements for snow removal.

Foster advised that the new FBO, Jackson Aviation Flight Services, officially resume operation 75 days from today, May 1, 2023. He said a comprehensive FBO plan had been worked through, the



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Airport was on schedule for the tasks identified, and ground support equipment ("GSE") was scheduled to be delivered on time.

X. BOARD COMMENTS: Turley said she looks forward to serving on the Board and the upcoming Airport projects.

XI. EXECUTIVE SESSION: McLaurin moved the Board to go into Executive Session at 12:03 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). Turley seconded the motion, which passed unanimously.

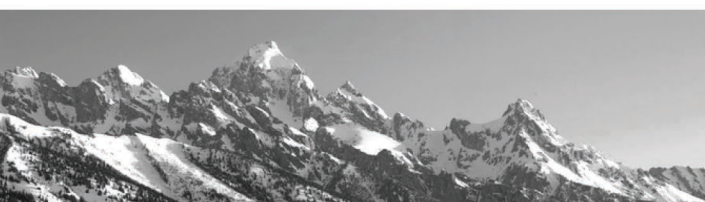
Liebzeit stated that no decisions were made in the executive session.

XII. ADJOURN: Turley made a motion to adjourn the meeting at 12:29 PM, and Wallace seconded the motion, which passed unanimously.

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Ed Liebzeit, President

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Melissa Turley, Secretary



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