

## MINUTES OF THE JACKSON HOLE AIRPORT

**Date:** March 15, 2023



**BOARD PRESENT:** Ed Liebrecht, Valerie Brown, Rob Wallace, Melissa Turley, and Bob McLaurin were present in person in the Airport Meeting Room.

**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; Mike Mahoney and Cassie McNamara, KLJ Engineering; Dan Reimer, Airport Board Attorney; Mike Gierau, Jedediah's; and Jeremy Barnum, Grand Teton National Park. 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:** Board President Liebrecht called the Board Meeting to order at approximately 9:00 am.
- II. **EMPLOYEE OF THE MONTH:** Elwood recognized Ray Brence as the employee of the month.
- III. **COMMUNITY OUTREACH:** Jenkins stated that the Airport supports the Jackson Hole Children's Museum Touch-a-Truck event every year by donating an Airport Firehouse Birthday Party for a child. She advised that the birthday party is raffled off and is one of the event's most sought-after prizes. She said that this month, a child who won the raffle had her Airport Firehouse birthday party and invited 30 friends and family to include in her celebration. Jenkins noted that Energy Conservation Works celebrated local businesses with five (5) years of green power, noting Jackson Hole Airport was one of the companies recognized. She advised that the Jackson Hole News and Guide featured a volunteer article thanking those on local Boards and Task Forces who gave their time and energy to their community, including the Jackson Hole Airport Board members.
- IV. **COMMENTS FROM GRAND TETON NATIONAL PARK, TOWN OF JACKSON, TETON COUNTY, AND THE PUBLIC:** Barnum thanked the Board for their time and efforts to the Jackson Hole Airport, Grand Teton National Park (the "Park"), local community, and beyond. He included the National Park Service volunteers who willingly gave their time to help visitors and protect wildlife.

Barnum advised that spring is on the Park's horizon, and efforts are underway to chip away at the snow and ice and open spaces for pedestrian walking and biking inside the Park. He acknowledged the Airport's continued cooperation with the Park on the Airport's Capital Improvement Projects ("CIP"), such as the Deice Pad Project. He said the Park would like to partner with the Airport on a Dark Sky Certification in the coming year.



- V. ACTIVITIES AND REPORTS UPDATE:** Elwood stated operations were down 2.8% for commercial and 19.5% for general aviation (“GA”) compared to February 2022. He said commercial enplanements were up 2% for February compared to 2022. Elwood stated that the load factor was 74.4% in February 2023.

Brown asked if the airlines up-gauged aircraft in February, thus, explaining why passenger enplanements were up while February aircraft occupancy was down. Elwood confirmed that Brown’s statement was correct.

## **VI. ACTION ITEMS**

### **A. Consent Agenda**

1. Approval of the Minutes
  - a. Regular Meeting – February 15
  - b. Special Meeting (New Member Workshop) – February 15
2. USGS Agreement
3. Mead and Hunt Amendment 1 – Administrative Support

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

- B. Payment of the Bills:** Wallace stated he has reviewed and moved approval of the check register as presented, dated March 15, 2023. McLaurin seconded the motion, which passed unanimously.

- C. Financial Reports:** Anderson stated that on February 28, 2023, income ended 25% above budget, and expenses were 25% above budget, saying fuel prices were higher than projected when the budget was developed.

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

- D. Federal Aviation Administration (“FAA”) Grant Resolution 2023-03: Airport Improvement Program (“AIP”) 73:** Anderson advised that the Airport has been notified that it will be receiving an FAA Bipartisan Infrastructure Law (“BIL”) Airport Infrastructure Grant (“AIG”) in the amount of \$4,528,720 to “Rehabilitate and Expand Terminal Building.” She said the application specifically identified the Security Screening Checkpoint for the funds. Anderson stated that funds are the Airport’s share of the 2022 BIL AIG funds, \$3,376,980, and a portion of the 2023 BIL AIG funds, \$1,151,740.

She said staff requested the Board approve the Resolution, which accepts grant funds and authorizes the Board President to execute the final grant when it is received from the FAA. She advised that once the FAA’s final grant is obtained and signed by the Board President, it will be sent to the Town and County for approval and signature as the Airport’s Sponsor.



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*James P. Elwood, AAE, Executive Director*



McLaurin moved acceptance of the FAA Grant Resolution 2023-03: AIP 73. Brown seconded the motion, which passed unanimously.

- E. Fiscal Year End June 30, 2023, Budget Amendment: Anderson proposed for Board approval an amendment to the FY 2022/2023 budget. She advised that this amendment is necessary to remain compliant with State law. Anderson said the Airport had experienced higher fuel prices than anticipated when the budget for this fiscal year was approved in April 2022, resulting in higher revenues and expenses in the fuel farm enterprise center.

Anderson noted that the Airport applied for and received a grant for the restaurant project for \$8 million, which JHAB staff did not anticipate when the original budget was developed; this has been added to the budget amendment. She said that this fiscal year the Airport received and paid invoices for some capital projects planned last fiscal year; additionally, the Airport had received the related project reimbursements for these projects this year, which had been projected to occur last year with the expense.

Anderson anticipated the net effect of these budget adjustments would be an increase in funds to cash reserves of \$775,000 (from \$825,000 to \$1.6 million). She said the Airport maintains a strong financial position with solid revenues and cash reserves, and once approved by the Board, JHAB staff will need to take this to the Town and County for acceptance.

Wallace moved acceptance of the Fiscal Year End June 30, 2023, Budget Amendment. Turley seconded the motion, which passed unanimously.

- F. Resolution 2023-04: Delegation and Resolution of Authority: Elwood advised that the GA committee had reviewed this Resolution which outlines the responsibilities of the Executive Director as it relates to the operation of the new Fixed Based Operator ("FBO"), Jackson Hole Flight Services. He noted that the Resolution authorizes the Executive Director or their designee to establish standard operating procedures, sign standard forms of agreement for FBO services, establish fees for FBO services, and other items routine to operate the FBO.

Brown asked that the Board and JHAB staff develop an ordinary course and non-ordinary course matrix, which is a tool to evaluate budgetary items and approval limits. Turley asked if a similar matrix had been established for the Airport's commercial airline business. Elwood advised that these policies exist, but this Resolution is the first step in streamlining the processes. Reimer said the document in front of the Board was constructed to be expanded, covering other parts of the Airport's operation.

Brown moved acceptance of Resolution 2023-04: Delegation and Resolution of Authority. Turley seconded the motion, which passed unanimously.

- VII. DIRECTOR'S COMMENTS:** Crook advised that Aviation Security Management ("ASM") is no longer the selection of the TSA for the Jackson Hole Airport security contract that was supposed to start May 1, 2023. She advised that the Airport was



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working closely with the Transportation Security Administration ("TSA") on the next steps. She said the TSA confirmed that security screening would be in place at the Airport come May 1, 2023. Elwood stated that JHAB staff could not answer any questions about the contract between ASM and TSA since it is confidential and unavailable to the Airport or the public. He thanked the Board security team for remaining focused and in good spirits despite having uncertainty the last few months.

Havel updated that the IT, custodial, maintenance, and operations teams have done an exceptional job keeping up with winter operations. He noted that in addition to preparing for the FBO transition on May 1, 2023, his team is working on the Airport 2023 Full-Scale Exercise held on April 27, 2023, at the Airport, which includes a live fire specialist. He advised that bids are being accepted for construction on Hangar 3 until March 31, 2023; additionally, the Jackson Hole Local Parking Program is approaching 3,000 permits.

Brown asked what fire retardant would be used for the live fire exercise; Havel stated that water would be the only retardant used on the propane, clean burn fire. Liebzeit requested an update on the Airport parking lot capacity over the 2022/2023 winter season. Havel advised that there were overall improvements in parking spot availability this winter; however, some adjustments will need to be made on blackout dates to avoid future overcrowding on peak-weekend parking dates.

Foster updated on the FBO transition, stating that 80% of Jackson Hole Flight Services staffing target had been hired. He noted that this week, one (1) of the two (2) deice trucks were delivered featuring an AirPlus option expected to reduce the amount of glycol used during a deicing event. He advised that the FBO temporary building will be delivered on March 22, 2023, stationed southeast - landside of the existing structure.

**VIII. BOARD COMMENTS:** Brown advised that she has a conflicting obligation to the August 16, 2023, Board meeting. She asked the Board to consider moving to another time, that day, or a different date.

Liebzeit allowed Gierau to speak outside of the public comment due to information becoming available during the meeting. Gierau advised an update on Airport Rescue Plan ("ARPA") dollars, informing that the Governor has been presented with a bill for \$8.8 million for air financial services; the money could be used to aid commercial air providers and mediate financial hardship, including supporting employee payroll and facility and equipment upkeep. He stated that there is an Investment Infrastructure Jobs Act for \$15 billion at the Federal level.

**IX. EXECUTIVE SESSION:** McLaurin moved the Board to go into Executive Session at 9:52 am for the purpose of considering or receiving any information classified as



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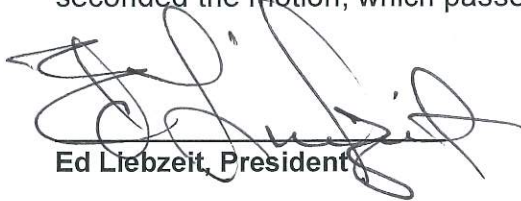
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confidential by law authorized by Wyoming Statute §16-4-405(a)(ix). Wallace seconded the motion, which passed unanimously.

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

- X. **ADJOURN:** Brown made a motion to adjourn the meeting at 11:15 am, and Turley seconded the motion, which passed unanimously.



Ed Liebzeit, President



Melissa Turley, Secretary



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