



MINUTES OF THE JACKSON HOLE AIRPORT

Date: May 17, 2023

BOARD PRESENT: Ed Liebzeit, Rob Wallace, and Melissa Turley were present in person in the Airport Meeting Room.

OTHERS PRESENT: Jim Elwood, Michelle Anderson, Aimee Crook, Dustin Havel, Megan Jenkins, Tony Cross, Jamey Miles, Apinya Wright, Esther Borja, Anna Valsing, Jordyn McDougall, Gina Van Slyke, Craig Foster, Jesse Bradberry, Joel Lesser, John Bartlett, and Jackie Stewart of the Jackson Hole Airport; Mike Mahoney, KLJ Engineering; Dan Reimer, Airport Attorney, Mike Morgan, Airport Attorney; Stuart Schiff, Aviation; Jessica Jaubert, Three Elephant Public Relations, Angelina Timoshkina, Tamara Kachiuri; Hertz/Overland West; Ryk Dunkelberg, Jen Wolchansky; Mead & Hunt; Cindy Gibbs, BridgeNet; Mary Kaufman, Elaine Engelman, 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:** Board President Liebzeit called the Board Meeting to order at approximately 9 AM.
- II. **EMPLOYEE OF THE MONTH:** Elwood recognized the Badging Department as the employees of the month.
- III. **COMMUNITY OUTREACH:** Jenkins advised that the Airport attended several community outreach events last month, including the Jackson Hole High School Job Fair and Eco Fair. She noted that the Board's recommendations were implemented into this quarter's Fly Quiet quarterly newspaper ad. Jenkins advised that a Transportation Security Administration ("TSA") PreCheck event will be held Monday, June 26th to Friday, June 30th from 9:00 AM – 12:00 PM and 1:00 PM – 5:00 PM daily, by appointment only, at the Airport near baggage claim. She noted that the IDEMIA, TSA PreCheck enrollment is \$78, and travelers get a five-year membership with the program if approved.
- IV. **COMMENTS FROM GRAND TETON NATIONAL PARK, THE TOWN OF JACKSON, TETON COUNTY, AND THE PUBLIC:** Kaufman, a resident, thanked the Board and Elwood for the changes that have been made in the last few months. She asked for an update on the two (2) additional temporary noise monitors installation locations and recommended that one (1) of the two (2) monitors be placed at Teton Shadows.

Kaufman stated that she would like to see a change in the approved flight paths because affected residents need a break from the aircraft noise.

Liebzeit said that Kaufman's statements would be addressed during the Quarter1 (Q1) 2023 Fly Quiet Presentation and Noise Update.

V. CONSENT AGENDA:

- A. Approval of the Minutes
 - 1. Special Meeting (Ground Transportation Committee Meeting) – April 14, 2023
 - 2. Regular Meeting – April 19, 2023
- B. Teton Backcountry Rentals Bear Spray Rental Concession Agreement
- C. Agreement with National Park Service (NPS) for Grand Teton Association Bookstore
- D. JH Security Agreement for Night Security Services
- E. Alaska Airlines On-Call Maintenance Agreement with Jackson Hole Flight Services
- F. Enterprise Preferred Vendor Agreement for Jackson Hole Flight Services
- G. Airport Marking Project Contract Award

Turley moved approval of each of the consent agenda items A-G. Wallace seconded the motion, which passed unanimously.

VI. Q1 2023 FLY QUIET PRESENTATION AND NOISE UPDATE: Elwood stated that the Airport's activity report would be moved from the Directors' Comments to the Q1 Fly Quiet and Noise Update to assist with the presentation context. He advised that for the April 2023 activity report, it is essential to remember that the Airport was closed starting April 11, 2022, for the runway reconstruction; as such, he would be using 2021 to compare this data. Elwood stated that for April 2023, General Aviation ("GA") operations were down 40.8% from April 2021; commercial was down 10% compared to the same month in 2021. He continued the comparison with 2021, year-to-date for GA is down 24.7%, and commercial is down 7.8%. Elwood said April enplanements were 20,551, up 9.12% from April 2021; however, the load factor for April was 68.70%, up from 2021, which was 62.51%. He remarked that the lower number of operations, with the higher enplanements and load factor, shows that aircraft are being used more efficiently with more passengers getting on fewer aircraft than in 2021.

Elwood introduced Dunkelberg and Wolchansky, the Airport's environmental consultants with Mead & Hunt; and Gibbs, an Airport noise consultant with BridgeNet; presenting Year-to-Q1 2023 Fly Quiet Program and other noise-related topics. He stated that the Fly Quiet Program presentation is published on the Airport's website (jacksonholeairport.com).



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Dunkelberg stated that the goal of the Fly Quiet Program 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 noted that the Fly quiet Program considers the aircraft; noise fleet quality; voluntary curfew violations; high noise events; and flight procedure compliance. He said that the Fly Quiet Program is not static, and revisions can be made based on the Airport’s needs. 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.

Gibbs stated that the Fly Quiet Programs’ results are scaled on a 0-100 scoring system; 100 is considered the best possible score in each category. She said top-tier operator scores are between 90-100 points, compliant between 70-89.9, and low-tier falls between 0-69.9 points. She said that the Airport monitors operators based on the category of operations under which they fall.

Gibbs reviewed the three (3) approved airport flight procedures noting that operators receive bonus points for flying the new arrival procedure flight path. She said that from a random sampling of 1,000 jet arrivals over the Park (Fly Quiet Period 2015 vs. Year to Date (“YTD”) 2023), a significantly greater number of operators are not flying Visual Flight Rules (“VFR”), and are following the approved Instrument Flight Rules (“IFR”) flight procedures (reduction in aircraft scatter). She noted YTD in 2023, 20 flights have flown the new arrival procedure, noting Delta, SkyWest, and Alaska have flown it the most.

Gibbs stated that a random sample from 2023 of 1,000 jet departures for Runway 19 vs. 2015 shows a reduction in a westward drift on southern departures. She advised that YTD, Commercial Jet - SkyWest Airlines and YTD, Corporate Jet (30 operations or more) – XO Jet, Thrive Aviation, Mountain Aviation, and Jet Edge were top-tier. She advised that one of the locations for the temporary noise monitor will be installed is in Teton Shadows.

Dunkelberg summarized that the Fly Quiet Program shows continued improvement or steady levels of Fly Quiet noise measures. He stated that the following steps in 2023 include promoting top-tier operators, continued work with low-tier operators to improve, using up-to-date 2023 data to track operators, communicating and promoting the Program quarterly with industry publications, and advertising Fly Quiet Program



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results. He stated that the operators utilizing the Jackson Hole Airport are trending towards having a quieter fleet than the average airport around the rest of the country.

Wallace asked if a stage three (3) aircraft operator can achieve top-tier status. Dunkelberg stated that if the operator was 100% in the other categories, the operator could achieve top-tier status with a stage three (3) aircraft. Wallace said that all operators should achieve top-tier status, and the Airport should be aiding them to improve their scores. Dunkelberg stated that the program aimed to educate bottom-performing operators to achieve middle or top-performing status.

VII. ACTION ITEMS

A. Financial Reports: Anderson stated that on April 30, 2023, income ended 11% above the amended budget, and expenses were 6% above the amended budget. Liezeit commended Anderson and her team for the town of Jackson, recently approving the Airports' 2023-2024 budget.

Wallace moved acceptance of the financial reports for April 2023. Turley seconded the motion, which passed unanimously.

B. Audit Services Agreement: Anderson asked the Board to approve the five (5) year agreement with Eide Bailly for Financial Audit Services. She stated that an RFP was published and Eide Bailly was selected based on their experience, cost, and approach.

Wallace moved approval of the Agreement with Eide Bailly for Financial Audit Services for the upcoming five (5) fiscal years in the form presented. Turley seconded the motion, which passed unanimously.

C. Aviation 1st Amendment – Task Order for Air Traffic Control Tower Improvements: Havel advised that staff recommends approval of the task order, which includes preparing construction plans, contract documents, technical specifications, and engineering design reports. He furthered that the design consists of improvements to tower consoles, voice switch, radios, beacons, roof, electrical boilers, and generators; the dollar value of this Aviation Amendment is \$292,867. He stated that a third-party Independent Fee Estimate ("IFE") was conducted, and it indicated the proposed fee is reasonable.

Turley moved approval of the First Amendment to the On-Call Engineering Agreement with Aviation in the form presented for the not exceed the amount of \$292,867. Wallace seconded the motion, which passed unanimously.

D. Knife River Contract for Schedule I and VI of Deice Access Taxilane and North Taxiway A Rehabilitation Project: Havel said this project would benefit the Airport, the traveling public, and the environment. He stated that this would be a



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multi-phase project and would take two (2) – four (4) years to complete; phase one (1) is primarily asphalt related, and the second phase is the extension of the deice pad and collection system upgrade; Schedule I and Schedule VI will be focused on subsurface utilities, rough grading and production of aggregate material for a total cost of \$5,289,210. He advised that the Airport is programmed to receive Federal Aviation Administration (FAA) entitlement funds and has submitted for an Airport Infrastructure Grant (AIG) to complete work on this project.

Wallace moved approval of the contract with Knife River for Schedule I and VI of the Deice Access Taxilane and North Taxiway A Rehabilitation Project in the form presented in the amount of \$5,289,210. Turley seconded the motion, which passed unanimously.

E. Aviation 2nd Amendment – Task Order for Contract Administration and Construction Management for Deice Access Taxilane and North Taxiway A Rehabilitation Project (CA/CM): Havel said that this amendment to the On-Call Engineering Services Agreement with Aviation for construction administration, post-construction coordination, and on-site construction coordination for the portion of the Deice Access Taxilane and North Taxiway A Rehabilitation Project. He stated that a third-party Independent Fee Estimate (“IFE”) was conducted for this project as well, and it indicated the proposed fee is reasonable.

Turley moved approval of the Second Amendment to the On-call Engineering Agreement with Aviation in the form presented the not to exceed the amount of \$550,217. Wallace seconded the motion, which passed unanimously.

Liebzeit allowed Engelman to speak outside of the public comment due to recently available information during the Fly Quiet presentation. Engelman asked for additional information regarding stage five (5) aircraft, which is currently unknown.

VIII. DIRECTORS COMMENTS: Elwood introduced Havel, Crook, and Foster to provide an overview of their respective departments.

Havel stated that the Operations team and JHAB staff had completed a full-scale exercise on April 27, 2023. He advised that this was a joint agency event on Airport grounds. Havel stated that his team was busy with several construction projects, including a remodel of Jackson Hole Aviation’s (“JHA”) administrative space and the hangar 3 project. Havel advised that the Airport’s parking lot was full during the last week of March and the first week of April (Teton County School District – spring break); skewed parking and snow overflow parking spots have been considered and incorporated into the parking lot capacity equation.



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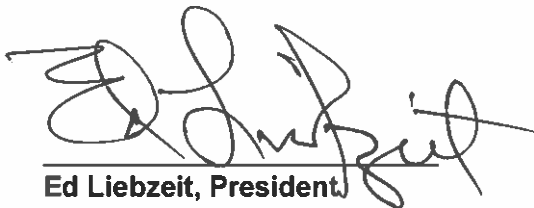
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Crook stated that the security screening contract successfully transitioned to Federalized screening on May 1, 2023. She noted that the security team is working on a new FAA mandate which will be implemented in September 2023.


Foster advised that Jackson Hole Flight Services ("JHFS") had successfully transitioned from the old, fixed-based operator ("FBO"), JHA, and introduced JHFS senior staff members.

Elwood recognized Jamey Miles for completing her Master's in Public Administration.

- IX. **BOARD COMMENTS:** Liebzeit said there will be an upcoming Board Retreat and that there will not be a Board meeting in July 2023. He noted upcoming Board meeting dates, including Wednesday, August 23, 2023, and Monday, September 25, 2023.
- X. **ADJOURN:** Turley made a motion to adjourn the meeting at 10:41 AM, and Wallace seconded the motion, which passed unanimously.



Ed Liebzeit, President

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Melissa Turley, Secretary



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