



MINUTES OF THE JACKSON HOLE AIRPORT

Date: June 21, 2023

BOARD PRESENT: Ed Liebzeit, 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, Kevin Dunnigan, Tony Cross, Jamey Miles, Apinya Wright, Esther Borja, Anna Valsing, Jordyn McDougall, Craig Foster, John Bartlett, Jim Martiny, Kevin Kinzer, William King, James Robertson, and Peter Tan, Jackson Hole Airport Board; Tyler Shupe and Dave Hogan, Wadman Corporation; Jeremy Barnum, Grand Teton National Park; Mike Mahoney, KLJ Engineering; Dan Reimer, Airport Attorney; Mike Gierau and Rhea Brough, Jedediah's Corporation; Joe Albright and 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 9:00 AM.

II. EMPLOYEE OF THE MONTH: Elwood congratulated the Jackson Hole Flight Services Maintenance Team as the employees of the month.

III. COMMUNITY OUTREACH: Jenkins recognized Liebzeit leading the Memorial Day Color Guard Ceremony. She shared that Jackson Hole Airport was recognized with the GBAC Star Facility Accreditation. Jenkins stated that Airport staff took part in the Old West Days Parade and Touch-a-Truck events in the community.

Elwood shared that Jenkins was recognized by the local radio station for her work with the community including the environmental outreach she does so well.

Brown congratulated Jenkins for her work with Protect Our Waters Jackson Hole, POWJH. She shared that there was a meeting between the Airport and POWJH and how well the meeting went. Brown stated POWJH was complimentary of the efforts the Airport has in place and looks forward to being partners.

Elwood presented Valsing with her accreditation certificate from AAEE.

IV. COMMENTS FROM GRAND TETON NATIONAL PARK, THE TOWN OF JACKSON, TETON COUNTY, AND THE PUBLIC: Barnum shared the visitation to the Park has been consistent with previous years this summer. He stated that the construction on Moose-Wilson Road is

progressing slowly because of heavy rainfall but is open on the weekends. He said that work will continue on the project through the fall.

Albright shared that he has had conversations with Mark Schlaefli, director of Yellowstone Helicopters about the current and planned operations. He shared that there were various measures discussed to limit noise and other impacts to the community and Park.

Engelman thanked the Board for setting up the two additional noise monitors and asked when the data would be active. Elwood stated one has been active for a year and the second for a month.

V. CONSENT AGENDA:

- A. Approval of the Minutes - Regular Meeting – May 17, 2023
- B. Intergovernmental Agreement with the Town of Jackson for Law Enforcement Services
- C. SKIDATA Software as a Service (SAAS) Upgrade
- D. SKIDATA Maintenance Service Agreement
- E. Long Mechanical Solutions 3rd Amendment – HVAC Maintenance Services
- F. Tower Operations Agreement with FAA
- G. Power Equipment Company – RPM Tech 220 Snow Blower Equipment Purchase
- H. Western States CAT – Caterpillar 906 Equipment Purchase
- I. SITA Antenna Lease Agreement for Jackson Hole Flight Services
- J. Liebowitz & Horton 6th Amendment – Rental Car Consulting Services
- K. Jedediah's 3rd Amendment – FBO Catering Commissions
- L. FBO Standard Forms
 - 1. Outside Maintenance Vendor Form
 - 2. Deicing Release Form

Brown stated the Intergovernmental Agreement with the Town of Jackson for Law Enforcement Services shows a 26% increase in cost. She stated the cost reflected an increase for Town of Jackson costs and a 10% administration fee. She asked if TSA reimburses those fees. Crook stated that the reimbursement is about \$96,000 a year. McLaurin asked how close the Airport was to needing two LEO's. Crook stated that it was not necessary at this time.

McLaurin moved approval of each of the consent agenda items A-L2. Wallace seconded the motion, which passed unanimously.

VI. ACTION ITEMS

A. Financial Reports: Anderson stated that as of May 31, 2023 income ended 7% above the amended budget and expenses were at the budgeted amount. She shared that the first month of FBO operations showed both expenses and income were under the budgeted amount.

Brown asked why the capital is coming in above the budgeted amount. Elwood stated that the projects are not over budget, the differences are from the timing of reimbursements.



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

B. Resolution 2023-07: Fees and Charges for FY23-24: Valsing shared the resolution has been updated with streamlined language for clarity. She stated that among the rate changes were an increase in general aviation and airline landing fees, an increase in airline space lease rates and changes to the parking rates and program.

Turley stated that the committee supported the addition of peak pricing and dates for parking. She shared that the data showed there are times when the lots are at capacity and others when there is more availability.

Brown asked how many additional peak days were added and why there is a proposed increase for the JAC Parking Program pricing. She additionally asked how many people have been turned away from parking at the airport. Havel stated that there were about 20 days added to the peak pricing/discount blackout list. He shared that the pricing of the JAC Parking Program has not been changed when the rest of the parking fees all had been increased. Havel stated that no one had been turned away from parking, but there had to be unique parking solutions to be able to do that. He shared that when parking is full, the Operations team has to manage and transport customers, taking them away from other responsibilities at peak times. McLaurin asked how many staff it takes when the parking lots are full. Havel stated it requires multiple people to manage the lots and additional people and trucks to shuttle customers. Brown shared that she was not comfortable with increasing pricing and adding peak pricing dates without another alternative transportation option.

McLaurin moved approval of Resolution 2023-07, with the modification that the JAC Parking Program remain at \$17 for non-peak days. Turley seconded the motion. McLaurin, Wallace, Turley and Liebrecht voted "aye," and Brown voted "nay."

C. Resolution 2023-08: AIP 72: Anderson shared FAA Grant 3-56-0014-074-2023 in the amount of \$3,367,250 is slated to be used to rehabilitate Taxiway A and construction of the Deicing Pad access taxiway. She shared if the Board approves this grant, it will then go to the Town of Jackson and Teton County for approval. Brown moved acceptance and approval of Resolution 2023-08 in the form presented and the FAA Grant Agreement to Rehabilitate Taxiway A and Construction Deicing Pad Access Taxiway in the amount of \$3,367,250. Turley seconded the motion, which passed unanimously.

D. Resolution 2023-09: Statement of Investment Policy: Anderson shared the Statement of Investment Policy is required under Wyoming State Statute. She stated the policy identifies the types of Authorized Investments that Board funds can be invested in and the manner in which investments are to be made.

McLaurin asked if House Bill 50, which requires a class for those who operate using public funds, is mandated for Airport Board members. Anderson stated she would find out and get back to the Board if it was required.



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McLaurin moved approval of Resolution 2023-09, a Statement of Investment Policy, in the form presented. Wallace seconded the motion, which passed unanimously.

E. KLJ Professional Services Contract for Hangar 5: Valsing stated this agreement is to contract KLJ Engineering for the professional services associated with Hangar 5 in the not to exceed amount of \$2,681,400.

Liebzeit asked what the timing for the next Board action on Hangar 5 would be. Valsing stated that if this agreement moved forward, the GMP for construction would be brought to the Board at the November Board meeting and construction would begin late spring of 2024.

McLaurin asked if this agreement was approved today, and the Board decided to not move forward with the GMP Amendment in November, what the monetary implications would be. Valsing stated it would be about \$300,000. McLaurin asked what the debt status of Hangar 3 is, and how this agreement and GMP would compare. Mahoney stated Hangar 3 is about \$33.5 million, Hangar 5 would be approximately \$35 million for construction and \$2.7 million for professional services. McLaurin asked for clarification on scheduling. Mahoney stated that to build the FBO Terminal and Administration Building Hangar 4 would have to be demolished displacing those aircraft if Hangar 5 was not already built.

Brown stated she believes the liability insurance of \$5 million is too low, and when reviewing any construction agreement, it should be evaluated. She also asked what the professional services discussed would be. Mahoney stated the insurance amount was standard, even for larger projects and airports, but additional coverage can be provided at an additional cost. Mahoney continued that the construction designs were completed about a year ago and they will need to go through the permit process, making any modifications due to new permit codes. Brown stated that if it was decided to delay this project after the permit review, it would need to be done again prior to moving forward at a later time. She continued that if the Board decided to move forward now, it would be committing to the timing of the construction. She asked if the Board wants to move forward with Hangar 5. McLaurin suggested moving forward with the FBO Terminal and Administration Building as well as re-visiting the future Firehouse. Brown agreed with the suggestion.

Brown moved to table Hangar 5, allocate the \$300,000 toward the professional services of the FBO Terminal and Administration Building. McLaurin seconded the motion, which passed unanimously.

VII. DIRECTORS COMMENTS: Elwood stated GA operations were down 28.9% from 2021 and commercial operations were down 37.5% from 2021. He reminded the Board that the comparison was from 2021 because of the runway closure in 2022. He said enplanements were down 19.7%, and the load factor was 78.2%. Elwood shared a graph of Historic Operations which showed an average annual decrease of 1.5% per year. Brown asked to see the split of GA and Commercial on this graph. McLaurin asked if it was possible to see the change of aircraft or the noise level shown as well.



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Havel shared that construction projects are progressing on time and on budget. He shared that there are a few positions open in facilities as well as maintenance.

Crook stated security has been going smoothly. She shared that she has not received many comments about screening and wait times have not been notable.

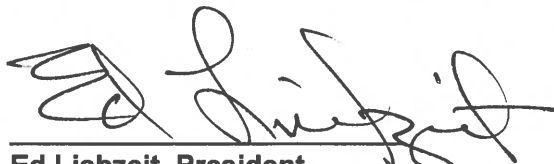
Foster stated that the FBO staff is doing very well with the increase of operations. He shared that it has been great getting back to work and seeing how everyone is working as a team to make sure the work gets done well.

VIII. 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.

IX. EXECUTIVE SESSION: Liebzeit moved the Board go into Executive Session for the purpose of considering or receiving any information related to 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).

Liebzeit stated that no decisions were made in the Executive Session.

X. ADJOURN: Brown made a motion to adjourn the meeting at 11:33 AM. Wallace seconded the motion, which passed unanimously.


Ed Liebzeit, President


Melissa Turley, Secretary



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