

**RESOLUTION NO. 2023-12
OF THE
JACKSON HOLE AIRPORT BOARD**

RE: ASSET DISPOSAL POLICY

September 25, 2023

The Jackson Hole Airport Board (the “Board”), a body corporate, organized under the laws of Wyoming, finds that:

WHEREAS, the Board is an airport board organized to operate, maintain and improve the Jackson Hole Airport (the “Airport”) under W.S. §10-5-101 through §10-5-203, and Chapter 12.16 of the Ordinances of the Town of Jackson;

WHEREAS, the Board has acquired personal property, including vehicles, equipment, furniture and other assets, that may become unrepairable, surplus or obsolete but that may have residual value can be reused or repurposed by others;

WHEREAS, federal law and policy prescribe standards for the sale of personal property acquired with federal financial assistance or with Passenger Facility Charge revenue, and state law and policy prescribe standards for the sale of personal property acquired with state financial assistance; however, the Board has discretion in establishing the process and standards for the sale of personal property acquired with Airport funds;

WHEREAS, the Board wishes to articulate its policy on the retention and disposal of personal property to ensure transparency, fairness and accountability and eliminate conflicts-of-interest.

NOW, THEREFORE, BE IT RESOLVED BY THE JACKSON HOLE AIRPORT BOARD AS FOLLOWS:

1. Scope.

1.1. This Policy applies to all Assets purchased with Airport funds or otherwise owned by the Board and having a depreciated value of five hundred dollars (\$500) or more. For purposes of this Policy, an Asset includes personal property such as non-leased vehicles, equipment and furniture and does not include consumable goods.

1.2. The Board does not own the real property underlying the Airport; such property is owned by the U.S. Government. The Board owns an off-Airport condominium used for employee housing and may acquire off-Airport parcels in the future for employee housing and land use compatibility purposes. Board action shall be required to (i) authorize the sale of any real property owned by the Board, and (ii) prescribe the method of sale or disposal. The Board shall comply with all federal, state and local laws, rules, policies and standards applicable to the sale and disposal of real property.

- 1.3. This Policy applies to Assets that have come into the possession of the Board through loss or abandonment on Airport property, as provided in Section 6 hereof.
 - 1.4. Assets which were acquired in whole or in part with federal or state grant-in-aid or with Passenger Facility Charge (“PFC”) revenue need to be sold, traded-in or otherwise disposed of at such time and in accordance with federal or state requirements and the terms, conditions and assurances of applicable grant agreements. Such Assets are to be disposed of in accordance with this Policy to the extent not in conflict with any federal, state or contractual requirements.
2. **Objectives.** The Board adopts the following objectives for the retention and sale of Assets:
- 2.1. The Airport shall seek to utilize Assets for their useful life and only sell, trade-in or otherwise dispose of Assets when (i) the Asset is beyond reasonable repair (i.e., the Asset requires repair that is likely to approach or exceed the cost of replacement); (ii) the Asset is surplus to the Airport’s needs and requirements (i.e., the Asset has been replaced or is superfluous); (iii) the Asset is obsolete (i.e., the Asset no longer meets the required functionality); and/or (iv) the Asset is determined to be too costly to operate, maintain, or repair or requires unduly burdensome training to operate, maintain or repair.
 - 2.2. Prior to sale, trade-in or disposal, the Airport will ascertain whether the Asset was acquired, in whole or in part, with any federal or state grant-in-aid or Passenger Facility Charge (“PFC”) revenue. For any such Assets, the Airport will ensure compliance with the terms, conditions or assurances of such grants or applicable rules and policies.
 - 2.3. Where an Asset has residual value, the Airport typically will sell, trade-in or donate the Asset, based on the disposal method that will be the most beneficial to the Airport.
 - 2.4. When selling or donating Assets, the Airport will consider whether other airports within the State of Wyoming, Town of Jackson, Teton County and other public agencies may have need for the Asset.
 - 2.5. Where an Asset has no or only nominal residual value, the Airport will dispose of the Asset in the most environmentally sound means practicable, including repurposing or recycling. The Airport will send Assets to a landfill as a last resort.
 - 2.6. The Airport will avoid conflicts-of-interest and the appearance of conflicts of interest by prohibiting or limiting the sale of Assets to Board members and Board employees, as provided in Section 7 hereof.
3. **Delegation of Authority.**
- 3.1. The Airport Executive Director is authorized to designate Assets for sale, trade-in and disposal and to select the method of sale, trade-in or disposal from among the methods authorized in Section 4 below. The Airport Executive Director may further delegate the authority conferred by this subsection. As of the effective date of this

Resolution, this authority has been delegated only to the Director of Operations and Director of Finance.

- 3.2. No Board employee without delegated authority shall sell, trade-in or dispose of any Asset subject to this Policy without first seeking and obtaining approval by the Airport Executive Director or his/her designee.
- 3.3. Any Board employee with delegated authority or written approval to sell, trade-in or dispose of an Asset shall take action consistent with the Objectives set forth in Section 2 hereof and comply with the additional requirements set forth herein.
- 3.4. Assets with a depreciated value less than five hundred dollars (\$500) may be disposed of by Board employees without delegated authority or written approval; provided that, Board employees should seek to promote the Objectives set forth in Section 2, where practicable, and further shall comply with the conflict-of-interest provisions in Section 7.
4. **Authorized Disposal Methods.** The following methods of disposal are authorized, as determined by the Airport Executive Director or his/her designee:
 - 4.1. Sell. Preference should be given to the sale of Assets in a fair and transparent manner that will promote the greatest benefit to the Airport or the aviation system. This may include listing Assets with a public or private broker or dealer, sale at a live or online auction, classified advertisement, or posting in an online forum (e.g., GovDeals, eBay, Facebook Marketplace, etc.). Direct sale, without making the opportunity for purchase available to others, is disfavored.
 - 4.2. Trade-In. Trade-in shall be the preferred alternative to sale where a trade-in has the greatest potential to reduce the cost of a replacement or new Asset.
 - 4.3. Donate. Donation shall be the preferred method of disposing of Assets with residual value where the Airport Executive Director or his/her designee determines that donating the Asset would provide greater benefit to the Airport than sale or trade-in.
 - 4.4. Recycle. Recycling shall be preferred for any Asset that cannot practicably be sold, traded-in or donated and the Asset is capable to be recycled without unduly high costs to the Airport.
 - 4.5. Discard. As a last resort, Assets may be discarded in a landfill or sold for scrap or parts, to include payment by the Board of reasonable costs.
5. **Requirements of Disposal.**
 - 5.1. Income from Sale. Proceeds from the sale of any Asset shall be remitted to the Airport Accountant for deposit into the Board bank account and used for Airport purposes.
 - 5.2. Records of Sale or Donation. A receipt or record of sale should be prepared and

given to the Airport Accountant for appropriate filing. The receipt and record of the sale shall be retained for at least two years. Receipts shall state the value received, date, and name and address of the person or entity to which the Asset was sold. Donation receipts should state the estimated net residual value of the Asset, if it can be determined.

5.3. Decommissioning of Electronic Assets. All electronic Assets slated for disposal by any means should be wiped clean of all Board data. Any property tags or identifying labels should be removed from all disposed of Assets.

5.4. Airport Inventory. All Assets listed on Airport inventories should be removed from the inventory upon disposal.

6. **Abandoned Property.**

6.1. Lost-and-Found. The Airport shall operate a Lost-and-Found for personal property that is lost or abandoned at the Airport, including within the passenger terminal and FBO terminal. The Airport shall make reasonable effort to contact the owner of lost or abandoned property where the owner can be identified. The Airport shall retain items within the Lost-and-Found for no less than seven (7) days. Airport employees shall have the discretion to dispose of any unclaimed items remaining at the Lost-and-Found by any disposal method authorized herein.

6.2. Illegal Items. The Airport shall immediately deliver to the Jackson Hole Police Department or other law enforcement agency any weapons, drugs or other illegal items abandoned at the Airport.

6.3. Vehicles and Aircraft. Vehicles and aircraft remaining at the Airport for more than thirty (30) days without indication of the owner's intent to reclaim or remove the vehicle or aircraft may be deemed abandoned. The Airport shall make diligent effort to contact the owner of abandoned vehicles and aircraft for removal from the Airport, and, if such efforts are unsuccessful, the Airport Executive Director or his/her designee may authorize disposal by any method authorized herein, subject to any applicable requirements of state law on the subject of abandoned property.

6.4. Dumping. The Airport shall provide for the disposal of any waste, trash or debris dumped on the Airport property and may refer illegal dumping for criminal prosecution.

7. **Conflicts of Interest.**

7.1. Acquisition by Board Members Prohibited. To avoid conflicts-of-interest and the appearance of conflicts-of-interest, no Board member or member of his/her immediate family shall be permitted to purchase or otherwise acquire any Asset authorized for sale or disposal, including through sale in a public forum or purchase from a broker or dealer listing the Asset for sale.

7.2. Acquisition by Board Employees. No employee of the Board, or member of his/her immediate family, will be permitted to purchase or otherwise acquire any Asset, unless the availability of such Asset has been advertised, the public has been given a fair

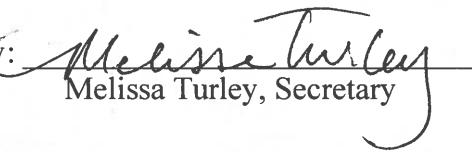
opportunity to view and bid on the Asset, and the employee or family member was the high bidder.

Upon motion duly made and seconded, the foregoing Resolution was adopted by the Jackson Hole Airport Board on the 25th day of September, 2023.

JACKSON HOLE AIRPORT BOARD

By: 
Ed Liezeit, President

Attest:

By: 
Melissa Turley, Secretary