



MINUTES OF THE JACKSON HOLE AIRPORT BOARD

Date: October 25, 2023

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

OTHERS PRESENT: Jim Elwood, Airport Executive Director; Michelle Anderson, Aimee Crook, Dustin Havel, Craig Foster, Anna Valsing, and Jordyn McDougall, Jackson Hole Airport Board; Mike Mahoney, KLJ; Stuart Schiff, Woolpert; Dan Reimer, Airport Attorney.

- I. **CALL TO ORDER:** Board President Liebzeit called the Special Meeting to order at 10 AM.
- II. **CONTRACTING OVERVIEW:** Elwood introduced Reimer and Valsing to cover the procurement and contracting process for capital projects. Reimer shared that the approach to contracting and procurement for capital projects are driven and controlled by the nature of the project as well as the source of funding. He stated that when the Airport receives federal financial assistance through the FAA or TSA, those contracts and procurement requirements are prescribed by federal law. Reimer shared that when using public funds, outside of federal assistance, there are still state requirements that have to be adhered to. Valsing stated On-Call agreements that come to the Board for approval are based on a Request for Qualification (RFQ) process. She shared that there are projects called out within the On-Call agreements and amendments outlining the scope of work and cost are brought to the Board for approval. Valsing explained the differences in Construction Manager at Risk (CMAR) and a design, bid, build project. The board discussed various projects and received clarifications on CMAR and procurement processes.
- III. **CAPITAL IMPROVEMENT PLAN UPDATE:** Havel gave a recap of the projects which have been completed over the previous five years. He shared that in that time frame there were about 25 projects completed or near completion with an anticipated savings of \$3.5 million from the contracted amounts. Havel gave an update on current projects and the environmental initiatives. Crook gave an overview of the Checked Baggage Handling System Update that is being considered. She shared that this project has an On-Call agreement in place that the Board approved previously, and they are working with TSA on a design. Elwood shared various other future projects which will come to the Board for consideration including future construction of the FBO facility, Aviation Safety Building, improvements to the access road, and replacing vintage equipment.

Elwood and Havel answered questions from the Board regarding the budget and scope of the current and proposed projects.

IV. FINANCIAL OUTLOOK: Anderson thanked the Board for their input in the layout of the financial reports. She shared that flexibility in the Capital Improvement Plan, as well as close collaboration with engineers and construction teams, has allowed for cost savings and opportunities for additional grant funds. Anderson answered questions about cash flow and reserve funds from the Board. She gave additional context to debt coverage and revenue bond service. She shared that staff was open to feedback on how best to display the financial information to the Board.

V. ADJOURN: Turley motioned adjournment at approximately 12:10 PM. Motion was seconded and passed unanimously.

DocuSigned by:

Ed Liebzeit

D6CB03D63205463...

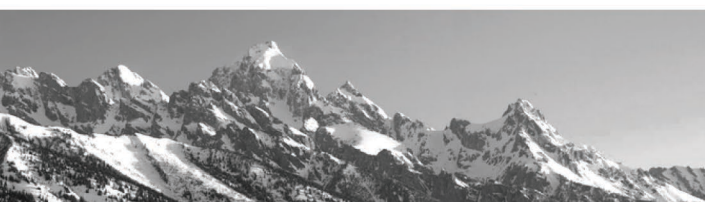
Ed Liebzeit, President

DocuSigned by:

Melissa Turley

E87DEE1E5780483...

Melissa Turley, Secretary



JACKSON HOLE AIRPORT

P.O. Box 159 • Jackson, WY 83001 • 307.733.7695 • Fax: 307.733.9270

James P. Elwood, AAE, Executive Director