



## MINUTES OF THE JACKSON HOLE AIRPORT SPECIAL MEETING

**Date:** November 8, 2023

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

**OTHERS PRESENT:** Jim Elwood, Michelle Anderson, Aimee Crook, Dustin Havel, Craig Foster, Anna Valsing, Meg Jenkins, Kevin Dunnigan, Jamey Miles, Apinya Wright, Esther Borja, Jordyn McDougall, Jackson Hole Airport Board; Ryk Dunkelberg, Mead & Hunt; Paul Dunholter, BridgeNet; Jeremy Barnum, Grand Teton National Park; Jonathan Schechter, Town of Jackson Council; Dan Reimer, Airport Attorney. Other individuals not individually documented were present in person or watched the meeting live through the WebEx platform.

- I. **CALL TO ORDER:** Board President Liebrecht called the Board Meeting to order at 9:00 AM.
- II. **EMPLOYEE OF THE MONTH:** Elwood congratulated Eric Fogle as the Employee of the Month.
- III. **COMMUNITY OUTREACH:** Jenkins shared that a press conference to announce the kickoff of the START Bus pilot program was held at the Airport and it was great to have our partners together to celebrate the beginning of this program. Jenkins said the Airport was able to participate in JH Haunting, decorating one of the firetrucks and having staff take part in the festivities. Jenkins stated that the annual Holiday Food Drive will run through the Holiday's.
- IV. **COMMENTS FROM GRAND TETON NATIONAL PARK, THE TOWN OF JACKSON, TETON COUNTY, AND THE PUBLIC:** Barnum shared it was a busy week in the Park as the Secretary of the Interior and the Director of the Office of Management and Budget were on site to talk about issues related to the Park such as staffing, housing and highlighting the Great American Outdoors Act. He shared that Superintendent Chip Jenkins and Yellowstone Superintendent Cam Sholly were able to participate in a panel at the Western Governors Conference.

Schechter stated he was part of the press conference for the START pilot program start up and how happy and thankful to the Airport for helping get that program. He shared he was able to attend Mountain Towns 2030, which is a coalition of 70 or so communities, many of them mountain towns, who have signed on to an aspirational goal of being Net

Zero by 2030. Schechter shared that Jackson will be hosting the conference next year in October.

- V. Q3 FLY QUIET PRESENTATION:** Elwood stated that General Aviation (GA) operations were down 4.94% in September and 11.55% down in October from 2022. He stated Commercial operations were down 16.6% in September and up 7.9% in October from 2022. He shared the load factor was 82.61% which took a step back from 2022 which was 91.83%. Elwood stated that load factors in the low 80%'s are very strong and allow for some flexibility for the traveling public. He shared the trend lines indicating that those peak periods in 2021 and 2022 are settling back into a normal activity level.

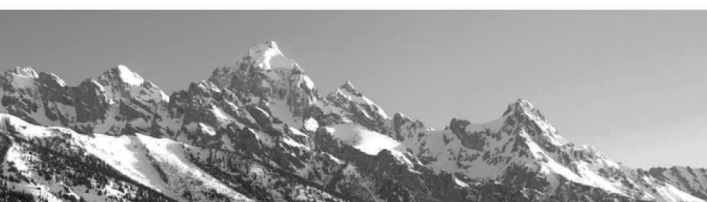
Dunkelberg stated the Fly Quiet report is year-to-date third quarter, not just the third quarter. He shared that the goal of the program is to minimize higher noise events and violations of the voluntary curfew. Dunkelberg shared that the Fly Quiet Program is being looked at as a model for other airports to use.

Dunholter gave an overview of the scoring breakdown and categories of operators. He reminded the Board of the various flight paths for approach and shared that there was a slight increase of operators using the New Procedure, which gets bonus points in the Fly Quiet scoring. He shared it takes time for a new approach to get used commonly, but it is encouraging to see that some are using it.

Brown asked for clarification on how the number of curfew violations correlates with the score given. Dunholter shared that each violation takes points away, but that the score does not directly state the number of violations. Brown requested regular updates on the number of voluntary curfew violations compared to number of operations. Dunholter shared the information that operators receive when they have a night operation or are in the low scoring tier.

Elwood shared that Valsing, Foster and he had a good meeting with NetJets at a recent conference. He said they were receptive to the Fly Quiet conversation and open to brainstorming how to include additional dialogue with the clients who make reservation within the voluntary curfew hours. Barnum shared that the Park welcomes any of the big operators to come learn more about the Park and how all of the pieces work in the bigger ecosystem.

Dunkelberg shared Fly Quiet metrics showing a continued trend of improvement or steady levels of the noise measures. He displayed a pie chart of 2015 total operations by



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*James P. Elwood, AAE, Executive Director*

Fly Quiet score compliance tier compared to the current data which showed 48% of operations in the top scoring tier currently versus 47% in the low tier in 2015.

Dunkelberg asked the Board to provide suggestions to refine the scoring structure, advising the updates should take place in the upcoming year. Brown encouraged brainstorming ways to reach the GA clients, those who are utilizing the larger companies and scheduling flights after the voluntary curfew hours. Wallace shared that he sees the GA facility having an education center which showcases the Park and neighbors who are impacted.

**VI. COMMENTS FROM THE PUBLIC:** There were no comments from the public.

**VII. CONSENT AGENDA:**

A. Approval of the Minutes

1. Special Meeting (Executive Session) – September 19, 2023
2. Special Meeting – September 25, 2023
3. Special Meeting (Capital Plan Update) – October 25, 2023

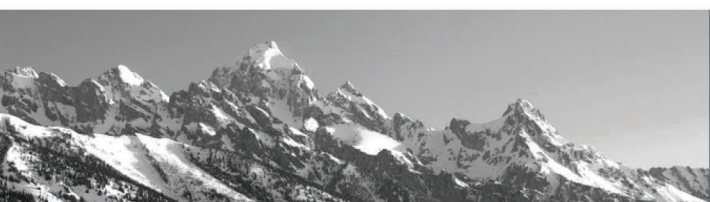
Turley moved approval of consent agenda. McLaurin seconded the motion, which passed unanimously.

**VIII. ACTION ITEMS:**

**A. Financial Reports:** Anderson advised that the September income and expenses are below budgeted levels due to lower-than-projected fuel sales. Anderson noted that capital reimbursements that were requested in September have been received. She shared that net revenues continue to be above projected levels. Wallace moved approval of the September 2023 financials reports. McLaurin seconded the motion, which passed unanimously.

**IX. DIRECTORS COMMENTS:** Elwood stated that the Airport has been recognized in the industry for the environmental work that has occurred. He shared that the Runway Project in particular has captivated many, including organizations who evaluate on an international scale. Elwood stated that there was a staff retreat earlier in the month that focused on continuing to move the Airport forward. He said one of the concepts that came forward was to have the greenest airport in the world.

Havel shared that Knife River is wrapping up the deice pad project for the winter and Wadman is working with subcontractors to have Hangar 3 enclosed before winter hits hard. He shared that the Operations, Maintenance and Custodial teams are preparing for



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winter, and as for Winter Maintenance, the final positions had an offer extended that day so they will be fully staffed. Havel informed the Board that the Local Parker Program has a little over 4700 people signed up. Turley requested additional information on how the updates to parking prices and blackout dates have affected the occupancy of the lots.


Crook shared that Security has been busy this week with the Western Governor's Conference and dignitary movements associated with that conference. She shared that staff had the opportunity to take additional trainings such as CPR response, insider treat and human trafficking awareness. She stated how important it is for the Security team to stay current in these topics. Crook stated she had a meeting with the Assistant Federal Security Director of TSA to discuss screening staffing with the winter season approaching. She shared that the National Deployment Officers, the team which travels to various airports to assist with screening, has pulled back slightly in the offseason, but TSA anticipates that number increasing for December.

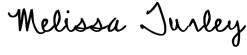
Foster stated that Jackson Hole Flight Service (JHFS) has started to slow down into the offseason. He shared that staff has been able to gear up for winter with training on the new deice trucks and getting the facilities ready. Foster stated the Fly Quiet communications continue, always looking for new ways to put it in front of the traveling public and pilots.

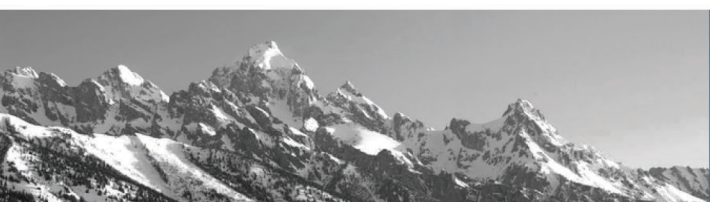
- X. BOARD COMMENTS:** Liebzeit thanked the Communications Team for the good work that has taken place with the START Pilot Program and the collaboration with Bruce Able at START. He shared the excitement and positivity that was at the press conference when the new START arrived.
- XI. EXECUTIVE SESSION:** McLaurin moved the Board to go into Executive Session for the purpose of considering or receiving information related to the employment of executive personnel and the tender of offers concerning salaries, benefits, and terms of employment as authorized by Wyoming Statue §16-4-405(a)(ii) and (x). Turley seconded the motion, which passed unanimously.

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

- XII. ADJOURN:** Brown motioned to adjourn the meeting at 11:30AM. McLaurin seconded the motion, which passed unanimously.

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**Ed Liebzeit, President**

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**Melissa Turley, Secretary**



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