



Jackson Hole Airport Board Special Meeting

Date: December 18, 2023

Time: 9:00 am

Place: Board Room

- I. Call to Order**
- II. Employee of the Month**
- III. Community Outreach**
- IV. Comments from Grand Teton National Park, Town of Jackson, Teton County, and the Public**
- V. Pursuit of DarkSky International Designation**
- VI. Consent Agenda**
 - A. Approval of the Minutes - November 8, 2023 – Special meeting
 - B. Turo Peer to Peer Vehicle Sharing Concession Agreement
- VII. Action Items**
 - A. Financial Reports
 - B. FY2022-2023 Audit Acceptance
 - C. Jedediah's Price Adjustments
 - D. Mead and Hunt 4th Amendment – Airport Carbon Accreditation
 - E. Resolution 2023-14: Rental Car Customer Facility Charge
- VIII. Director's Comments**
 - A. Activity Reports
 - B. Operations/Security/FBO Update
- IX. Board Comments**
- X. Adjourn**



JACKSON HOLE AIRPORT

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James P. Elwood, AAE, Executive Director

MEMORANDUM

DATE: December 11, 2023

SUBJECT: SUMMARY FOR DECEMBER 18, 2023 BOARD MEETING

PURSUIT OF DARKSKY INTERNATIONAL DESIGNATION: Mead and Hunt will provide an update on the DarkSky International Designation as an Urban Night Sky Place.

GENERAL BOARD MEETING ACTION ITEMS:

CONSENT AGENDA: Items on the consent agenda are considered routine and can be approved by a single motion. Board members may ask that an item be removed from the Consent Agenda and considered individually. The following items are listed on the Consent Agenda.

- A. **Approval of Minutes:** Presented for Board review and approval are the minutes from the special Board Meeting held on November 8, 2023.

- B. **Turo Peer to Peer Vehicle Sharing Concession Agreement:** Turo is a Peer-to-Peer Vehicle Sharing Company. The Airport entered into an agreement with Turo in December of 2021 and was one of the first airports to successfully negotiate an agreement with Turo. The initial agreement was intended to be a trial for both parties. The agreement worked well and was extended for a period of one year and is set to expire at the beginning of 2024, with no option for further extension of the term. This new agreement with Turo is for a base term of 3 years with 2 one-year options.

ACTION ITEMS:

FINANCIAL REPORTS: Included for approval are the financial reports for the periods ended October 31 and November 30, 2023. October income was better than budget while expenses were below budget. November income and expenses are both below budgeted levels as a result of lower than projected fuel sales.

FY2022 – 2023 AUDIT ACCEPTANCE: Presented for approval is the final audit report for the Jackson Hole Airport for the fiscal year ended June 30 2023. The Airport's auditor, Eide Bailly, LLP, issued an unmodified opinion with no findings of deficiencies or material weaknesses.

JEDEDIAH'S PRICE ADJUSTMENTS: Jedediah's may submit requests to the Board to adjust prices. Jedediah's last submitted a request to the Board for price adjustments in October of 2021. Jedediah's will present a request for price adjustments of an average of approximately 10% on alcohol at the bar and an average of approximately 6% on made-to-order items. They are not requesting a price adjustment for any Grab and Go, bar food menu, packaged goods, or retail items.

MEAD AND HUNT 4TH AMENDMENT – AIRPORT CARBON ACCREDITATION: This 4th Amendment to the Mead and Hunt On-Call Agreement for environmental consulting services is to support the Jackson Hole Airport in achieving Level 1 and Level 2 in the Airports Council International – North America (ACI-NA) Airport Carbon Accreditation Program.

Under this scope, Mead and Hunt will collect raw data and complete a greenhouse gas emissions inventory report. Mead and Hunt will also assist the Airport in formulating a carbon emissions reduction target for Scope 1 and Scope 2 emissions and an associated Carbon Management Plan. The completion of these tasks will set the Airport up for certification through the Airport Carbon Accreditation program. Third party verification will be required for the certification which is outside of this scope.

The total costs for the Mead and Hunt Services associated with this scope of work are not to exceed amount of \$101,610.

RESOLUTION 2023-14 – RENTAL CAR CUSTOMER FACILITY CHARGE: CFCs are charged and collected by the rental car companies from each person entering into a motor vehicle rental agreement for the pickup of a motor vehicle at the airport. This updated CFC resolution establishes a Customer Facility Charge (CFC), identifies the methodology for setting the CFC, and the allowable uses of CFC revenue. This resolution will supersede and replace all prior resolutions related to CFCs.