



MINUTES OF THE JACKSON HOLE AIRPORT SPECIAL MEETING

Date: December 18, 2023

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

OTHERS PRESENT: Jim Elwood, Michelle Anderson, Aimee Crook, Dustin Havel, Craig Foster, Anna Valsing, Meg Jenkins, Kevin Dunnigan, Jamey Miles, Apinya Wright, Esther Borja, Bryce Beatty, Jordyn McDougall, Jackson Hole Airport Board; Bruce Able, START; Mike Gierau and Rhea Brough of Jedediah's Corporation; Ryk Dunkelberg and Jen Wolchansky, Mead & Hunt; Jeremy Barnum, Grand Teton National Park; Nick Delmolino, Grand Teton Association; Jonathan Schechter, Town of Jackson Council; Lealan Miller, Eide Bailly; 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 Liebzeit called the Board Meeting to order at 9:00 AM.
- II. **EMPLOYEE OF THE MONTH:** Elwood congratulated the Jackson Hole Airport Finance Department as the Employees of the Month.
- III. **COMMUNITY OUTREACH:** Jenkins shared that annual Holiday Food Drive will continue to run through the Holiday's; so far over 220 pounds have been donated. She shared that the START Bus pilot program started on Saturday and welcomed Bruce Abel to speak about the ribbon cutting event. Abel thanked the Board for the support with the pilot shuttle program. He shared that 59 people rode on the first day and 39 on Sunday. Abel shared he was pleased with the ridership on the first days because that means the communication and outreach was working, and that communication would need to continue for the four months. He stated the benchmark target established is 10 to 12 riders per hour, which is 170 to 200 riders a day.
- IV. **COMMENTS FROM GRAND TETON NATIONAL PARK, THE TOWN OF JACKSON, TETON COUNTY, AND THE PUBLIC:** Barnum shared there is not enough snow to groom trails for cross country skiing yet, but there are places to get snowshoe and ski and the Park welcomes visitors. He congratulated START for the pilot program; the Park continues to stay interested in reducing traffic, parking congestion, and allowing people to focus on scenery and this is a great step. Barnum shared his appreciation to the Board about discussing NightSky designation. He shared that the Park is pursuing it as well. Barnum introduced Nick Delmolino, Executive Director of Grand Teton Association. Delmolino thanked the Board for welcoming him and thanked Elwood and the operations team for being so helpful and great partners.

Schechter shared the deep appreciation the Town of Jackson has for the Boards efforts with the START pilot shuttle. He shared that in mid-October, Jackson will be hosting Mountain Towns

Conference 2030, which is 80 or so communities which have pledged to be carbon neutral by the year 2030.

As public comment, Kathryn Turner, Sally Painter, and Jenny Cordina shared their concerns with noise and the FBO projects.

- V. PURSUIT OF DARKSKY INTERNATIONAL DESIGNATION:** Elwood gave background of the Mead and Hunt team and their work with the airport on the DarkSky International Designation. Dunkelberg introduced Jen Wolchansky. Wolchansky gave an overview of DarkSky International and explained the work previously conducted by the airport staff and consultants starting back in 2016. She shared the next steps in the process and requested to come back to the Board with a scope of work and materials to continue on this path. The Board gave direction to continue to develop the scope of work as this is an important project.

VI. CONSENT AGENDA:

- A. Approval of the Minutes – November 8, 2023 – Special Meeting
- B. Turo Peer to Peer Vehicle Sharing Concession Agreement

Brown requested to remove item B from the consent agenda.

Brown moved approval of consent agenda item A. Turley seconded the motion, which passed unanimously.

Brown asked for additional information on the insurance policy deviation requested by Turo. Reimer shared that the insurance requirement is the same as the previous agreement. Elwood shared that JAC was the first airport to have an agreement with Turo, most other airports do not have an agreement, most of this work is uncharted territory. Brown asked why rental car companies are required to have more insurance coverage. Reimer stated that rental cars have a higher risk because of the level of activity while on property and JAC has not treated the Turo agreement the same as rental car agreements. Brown stated the precedent it sets might begin to create issues.

Turley moved to approve the Turo Peer to Peer Agreement. Wallace seconded the motion which passed: Wallace- yes, Turley- yes, Liebrecht- yes, Brown- no, McLaurin absent from the vote.

VII. ACTION ITEMS:

- A. **Financial Reports:** Anderson advised that the July 1- November 30, 2023, income and expenses are below budgeted levels due to lower-than-projected fuel sales. She shared that the airport continues to receive capital reimbursements on schedule. Wallace moved approval of



JACKSON HOLE AIRPORT

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

James P. Elwood, AAE, Executive Director

the October and November 2023 financials reports. Brown seconded the motion, which passed unanimously, McLaurin absent from vote.

B. FY2022-2023 Audit Acceptance: Anderson gave background on the audit conducted by an independent third-party auditor and introduced Lealand Miller to speak on the audit. Anderson shared there were no findings or recommendations and the net position of the airport improved due to an increase in current assets. Miller shared how the audit process went and thanked Anderson and her team for the preparedness they show with respect to the audit process. Wallace moved acceptance of the audit FY 2022-2023. Brown seconded the motion, which passed unanimously, McLaurin absent from the vote.

C. Jedediah's Price Adjustments: Gierau requested a price adjustment to made-to-order items and bar menu items. McLaurin moved approval of the Jedediah's Price Adjustments. Wallace seconded the motion which passed unanimously.

Gierau stated the losses from the construction and late opening exceeded the anticipated losses that were previously shared. He requested an additional two-year lease extension due to those losses. Elwood shared the history on the current lease agreement and amendments.

Liebzeit requested staff run analysis with the anticipated timeline of the Board discussing the request in the next few months.

D. Mead and Hunt 4th Amendment – Airport Carbon Accreditation: Elwood shared this amendment would allow Mead and Hunt to move forward with analysis and validation against industry standards of the carbon emissions emitted by this airport. He explained after the analysis, the team would then move toward mitigation and minimization of those emissions. Wolchansky explained the different levels of Carbon Accreditation. She shared that only a few airports in the world have managed to go above level two of the Carbon Accreditation.

Brown moved approval of the 4th Amendment to the Mead and Hunt On-Call Environmental Consulting Services Agreement, in the form presented, in the not-to-exceed amount of 101,610. Turley seconded the motion, which passed unanimously.

E. Resolution 2023-14: Rental Car Customer Facility Charge: Elwood shared annually the Board reviews the rates and charges resolution, and the Rental Car Customer Facility Charge, CFC, resolution here is to align those documents together. Elwood stated CFCs are a common industry standard and most if not all airports have this in place.

McLaurin moved approval of Resolution 2023-14: Rental Car Customer Facility Charge, in the form provided. Turley seconded the motion, which passed unanimously.



JACKSON HOLE AIRPORT

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

James P. Elwood, AAE, Executive Director

VIII. DIRECTORS COMMENTS: Elwood shared the historic operations graphics. He stated over the 20-year historic period overall operations declined an average of 0.04% per year, essentially having a flat trend line. Elwood shared general aviation operations have shown a 1.4% average decrease over the same period. Brown shared would be interested in the noise impact of the change of operations, looking at the noise contour for that period of time.

Havel shared the maintenance team has been focused on behind the scenes projects, utilizing the seasonal team until it starts snowing, and the operations team has been working with the airlines to make sure everything runs as smoothly as possible as the flights start to ramp up for the season. Havel shared hangar 3 is progressing with the roofing materials on site. He updated the Board that the deice project is concluded for the season and work will begin again early spring.

Crook shared this off-season the security team has continued with additional training. She stated that they were able to host an interagency team including Park, Town, and County Officers for active shooter training that was extremely valuable to all who participated. Crook stated that screening wait times remained on average below five minutes for both standard and pre-check. She shared that TSA advised her that their staffing levels for this winter will be sillier to what they had in the summer, being a combination of local employees and National Deployment Offices, NDO's.

Foster shared that the winter season operations have kicked in. He stated the training his staff did this off-season has already proved valuable as operations have gone smoothly. Foster updated the Board with the continued messaging of the voluntary curfew and showed the dash cards that have been distributed. Brown asked for verification on services offered after voluntary curfew. Foster stated there are no services offered. Liebrecht requested an additional banner be placed on the airside of the gate to make sure all passengers see the voluntary curfew hours.

Elwood shared how happy he is with the team and all the great work everyone does.

IX. BOARD COMMENTS: McLaurin said he is grateful to be reappointed and to be with this Board.

Turley shared the enjoyment she has had with this Board this year and is grateful for the opportunity to work on the Board and team.

Wallace welcomed McLaurin back to the Board and echoed Elwood's and Turley's comments about the Team.

Brown echoed the other Board members' comments and shared she thinks this is one of the best airports in the world. She shared there was a major medical emergency upon approach on her flight in, and the EMT team who responded were incredible. She shared the communication with the airline and passengers was so impressive and a great example of how this team comes together to be the best.



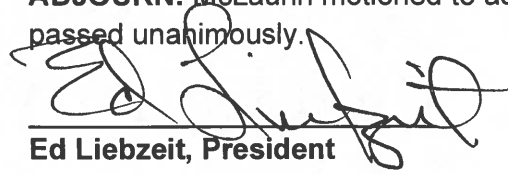
JACKSON HOLE AIRPORT

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

James P. Elwood, AAE, Executive Director

Liebzeit shared how honored he was to be in the President's role this last year. He shared the accomplishments the airport has made and how grateful he is to be working with this team.

- X. **ADJOURN:** McLaurin motioned to adjourn the meeting at 11:35AM. seconded the motion, which passed unanimously.


Ed Liebzeit, President

DocuSigned by:
Melissa Turley
E67DEE1E3788483...
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