



## MINUTES OF THE JACKSON HOLE AIRPORT SPECIAL MEETING

Date: January 22, 2024

**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, Dustin Havel, Anna Valsing, Aimee Crook, Tony Cross, Jamey Miles, Kevin Dunnigan, Jordyn McDougall, Apinya Wright, Gina Van Slyke, Jason Stewart, Jake Sperl, Steve Caldera, Andrew Wells, Craig Foster, Jackie Stewart, John Barlett, Chandler Sachse, Reid Squyres, Joel Lesser, Bryce Beatty, and Chance Grimmatt, Jackson Hole Airport Board; Chip Jenkins and Jeremy Barnum, Grand Teton National Park; Mike Mahoney and Eric Michel, KLJ Engineering; Greg Hulne, Miller Dunwiddie; Tyler Shupe, Dallin Chambers, Danny Hendricks, and Sam Venable, Wadman Corporation; Paul Fiore, Woolpert; Frank Lyons, First Interstate Bank; Cary Lakeman, CLB Architects; Jen Wolchansky, Mead & Hunt; Paul Dunholter, BridgeNet; Dan Reimer, Airport Attorney; Margie Lynch, Jackson Hole Climate Action Collective; and Kathryn Turner, Elaine Engleman, Sally Painter, Jenny Cordina, public. 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 10:00 AM.

**II. CONSENT AGENDA:**

- A. Approval of the Minutes - December 18, 2023 – Special Meeting
- B. ARINC Communications Equipment Agreement
- C. Woolpert 7<sup>th</sup> Amendment - Aeronautical Survey and Airspace Analysis
- D. Resolution 2024-01 – Adopting the Wyoming Region 8 – 2020 Hazard Mitigation Plan
- E. Woolpert 8<sup>th</sup> Amendment – FEMA BRIC Program Grant Application
- F. Woolpert 9<sup>th</sup> Amendment – USDOT RAISE Program Grant Application

McLaurin moved approval of items A – F. Turley seconded the motion which passed unanimously.

**III. ADMINISTRATION AND FBO BUILDING PROJECT OVERVIEW:** Valsing presented for the Board's consideration the construction of a combined Airport Administration and Fixed Based Operator ('FBO') building. She advised that the building will be built where the existing Hangar 4 is at the south end of the airport development subzone.



Valsing advised that administration offices were relocated from the commercial terminal to a temporary trailer in 2021 to accommodate airline partners. She said the administration trailer does not provide adequate space; however, the new facility offers much-needed administrative offices and meeting space on the second floor. Valsing stated that the ground-level floor of the proposed building provides FBO support space, and the basement level includes additional support and storage space.

Valsing noted that the existing FBO Terminal and Hangar 4 are over 30 years old, and retrofitting the existing facilities to address safety issues would be expensive and not as efficient as a replacement. She noted that the proposed Administration Building and FBO Terminal is approximately 32,000 square feet, with an 11,000 square foot footprint. She added that the proposed facility contains no aircraft storage space, and an existing hangar will be torn down prior to beginning construction. She stated the building was designed with environmental sustainability in mind, including a closed-loop geothermal HVAC system, high-efficiency glass, efficient lighting, and dark skies compliance.

Valsing said that the proposed facility will provide airport staff with a safe and efficient space to conduct their jobs. She advised that no taxpayer dollars would be used to construct the facility. She concluded that this project would be funded with revenue bonds which are backed by airport revenues, specifically FBO revenues.

**IV. PUBLIC COMMENT:** Superintendent Chip Jenkins, Grand Teton National Park (the 'Park'), praised the Airport for sustainability initiatives, and said he understands the need to replace the existing infrastructure and not continue to defer building maintenance. He communicated the need for the Park and Airport to continue their communication so there is a clear understanding of the Board's vision for the airport over the next 10 and 20 years.

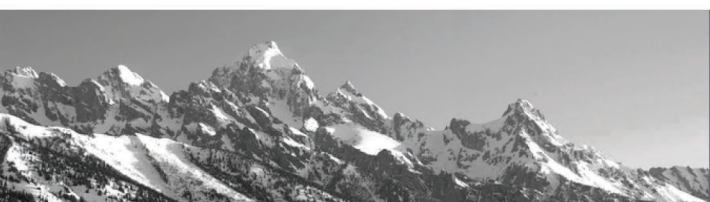
Elaine Engleman, Kathryn Turner, Sally Painter, and Jenny Cordina shared their concerns about airport noise and the FBO project.

**V. ACTION ITEMS:**

Brown asked that Action Item B be voted on before Action Item A. Liebrecht advised that the items could be flipped without a formal motion.

Wallace moved for a discussion of agenda items. McLaurin seconded the motion which passed unanimously.

Anderson shared that project financing has been secured and the repayment intent is a combination of revenue bonds and FBO operating reserves based on



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*James P. Elwood, AAE, Executive Director*

projections from the Board's financial consultant. Brown stated she does not believe that the proposed lobby will increase general aviation traffic, and asked what growth is assumed in the financing. Elwood advised that no aviation activity growth is assumed; escalators are based on predicted inflation and adjustments to FBO fees. He said that annually, the airport will send reports to First Interstate Bank to ensure the covenants have been met. Brown shared her concerns with the timing of the project and gave her opinion that the facilities are not an "if" but a "when" because of the current working conditions for staff.

McLaurin asked clarifying questions about the design of the proposed facility, verifying that about 85% of the building is for employee use. McLaurin asked if general aviation and commercial aircraft are charged the same landing fees. Valsing said they were not; general aviation pays a higher rate per 1,000 pounds for landed weight than commercial airlines.

Turley asked what life expectancy the facility is projected to have and operationally what services are offered currently at the FBO during the voluntary curfew. Valsing shared the life expectancy is projected around 30 years. Elwood shared that there are no services offered after 930pm.

Liebzeit said that the Board voted in June to push back the hangar 4 project to move up the Administration and FBO Building project to construct a much-needed proper administration office space. He stated that people come to Jackson Hole because of Grand Teton National Park, Yellowstone National Park Snake River, and the Wyoming tax code, not an FBO facility. He said he has concerns about the existing facilities, and staff should be given a space to work efficiently and safely.

Brown proposed that staff look into increasing general aviation landing fees due to their considerable per-person impact.

**A. Bank Selection for Revenue Bonds for Administration and FBO Building (was item B.):**

Wallace moved acceptance of First Interstate Bank as the issuer of \$41,300,000 in revenue bonds for the construction of the Administration Building and FBO Terminal and direct airport bond counsel to draft bond documents and for the Board President and Board Treasurer to sign the final form of bond documents. McLaurin seconded the motion with no additional discussion; it passed unanimously.



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**B. GMP Amendment 2024-05 for Administration and FBO Building (was item A):**

Turley moved approval of GMP Amendment 2024-05 with Wadman Corporation in the form present for the construction of the Administration Building and FBO Terminal, not to exceed \$47,043,814. Wallace seconded the motion with no additional discussion; it passed: Wallace – yes, Turley – yes, Brown – yes, Liebrecht – yes, and McLaurin – no.

**C. Amendment to Construction Administration and Construction Observation Agreement with KLJ:**

Turley moved approval of the Amendment to the KLJ Engineering Professional Services Agreement for the Construction Administration and Construction Observation for the construction of the Administration Building and FBO Terminal in the form presented, in the not to exceed amount of \$4,098,436.55. McLaurin seconded the motion with no additional discussion; it passed unanimously.

**D. Amendment to Owners Representative Agreement with KLJ:**

Turley moved approval of the Amendment to the KLJ Engineering Owners Representative Agreement for services related to the construction of the Administration Building and FBO Terminal in the form presented, in the not to exceed amount of \$184,800. McLaurin seconded the motion with no additional discussion; it passed unanimously.

**VI. ADJOURN:** McLaurin motioned to adjourn the meeting at 11:48 AM. Turley seconded the motion which passed unanimously.

DocuSigned by:  
*Ed Liebrecht*  
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Ed Liebrecht, President

DocuSigned by:  
*Melissa Turley*  
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Melissa Turley, Secretary



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