



MINUTES OF THE JACKSON HOLE AIRPORT SPECIAL MEETING

DATE: February 23, 2024

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

OTHERS PRESENT: Jim Elwood, Dustin Havel, Anna Valsing, Meg Jenkins, Aimee Crook, Tony Cross, Jamie Miles, Andrew Wells, Kevin Dunnigan, Anna Valsing, Jordyn McDougall, Apinya Wright, and Gina Van Slyke, Jackson Hole Airport Board; Jeremy Barnum, Grand Teton National Park; Dan Reimer, Airport Attorney; Kaye Gitibin, Joanna Nicola, and Mauricio Souza, Go Rentals; Stuart Schiff, Woolpert; Josh Mathews, Zack Mathews, Dustin Park, and Cole Ficklin, Knife River; Angelina Timoshkina and Tamara Kachiuri, Hertz Rental Car. 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 (JANUARY AND FEBRUARY):** Elwood recognized Operations staff members Jason Stewart, Collin Greenemay, Mitch Wolfe, and Steve Kerley as the January Employee(s) of the Month and recognized Jackson Hole Flight Services staff member Elvis Campobasso as the February Employee of the Month.
- III. **CERTIFICATION OF ORGANIZATION & ELECTION OF OFFICERS:** Liebzeit thanked the Board and staff for all their assistance over the last year. Brown expressed gratitude to Liebzeit for his leadership as President.

Valerie Brown, President
Rob Wallace, Vice President
Melissa Turley, Treasurer
Bob McLaurin, Secretary
Ed Liebzeit, Member (Past President)

Wallace moved the election of the slate of officers as presented and that a Certificate of Organization to that effect be filed. Turley seconded the motion, which passed unanimously.



IV. COMMENTS FROM GRAND TETON NATIONAL PARK, TOWN OF JACKSON, TETON COUNTY, AND THE PUBLIC:

Barnum advised that there have been promising developments for the long-term protection of the Kelly parcel and becoming part of Grand Teton National Park (the 'Park'). He advised that 2023 is on track for the pre-COVID visitation levels at the Park, and there's been a shift when visitors come to the Park, which is July-September.

V. ACTION ITEMS:

A. CONSENT AGENDA:

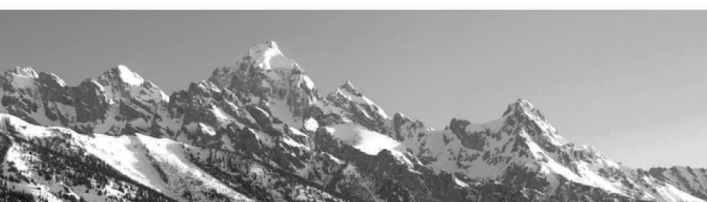
1. Approval of the Minutes - December 18, 2023 – Special Meeting
2. Mead and Hunt 5th Amendment - 2024 On-Call Services
3. Mead and Hunt 6th Amendment – Net Zero Roadmap
4. Mead and Hunt 7th Amendment - Support Services for Pursuing Designation as a Dark Sky International Urban Night Sky Place
5. Resolution to Amend Series 2022C Bond Resolution
6. Official Depositories
7. Rental Car Agreements
 - a. Commercial Terminal – Avis Budget Group
 - b. Commercial Terminal - Overland West Inc. (Hertz Rent A Car)
 - c. Commercial Terminal – Enterprise Rent A Car Company of UT LLC (Enterprise and National)
 - d. FBO Terminal – Gitibin & Associates LLC (Go Rentals)
8. Knife River Agreement for Vehicle Service Road & Bridge Project

Wallace moved acceptance of items A1-A8. Liebrecht seconded the motion with passed unanimously.

B. Financial Reports: Elwood advised that January income and expenses are below budgeted levels due to lower-than-projected fuel sales. He advised that we are continuing to receive reimbursement for capital expenditures.

Turley moved approval of the financial reports for December 2023 and January 2024. Liebrecht seconded the motion which passed unanimously.

C. Knife River Agreement for Schedules II, III, and V of the Deice Access Taxilane and North Taxiway A Rehabilitation Project: Havel advised that staff have been working with the Airport's engineering consultant, Woolpert, to improve the deice pad area. He said Woolpert completed the first phase of the design; shortly thereafter, the Board awarded Schedules I, VI, and VII of work to Knife River Corporation ('Knife River'), which



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were completed on time and under budget in 2023. Havel provided an overview of the overall project and the Schedules II, III, and V that are before the Board today. He stated that these schedules are the primary asphalt sections and the circulations elements to the project. Havel stated Jackson Hole Airport is programmed to receive several federal grants to complete the remaining work on this project—one should come soon, two in July/August 2024, and one in February 2025. Havel advised these federal grants are anticipated to total around \$20 million.

Liebzeit moved approval of the contract with Knife River for Schedules II, III, and V of the Deice Access Taxilane and North Taxiway A Rehabilitation Project in the form presented, in the not to exceed amount of \$16,978,552. Wallace seconded the motion which passed unanimously.

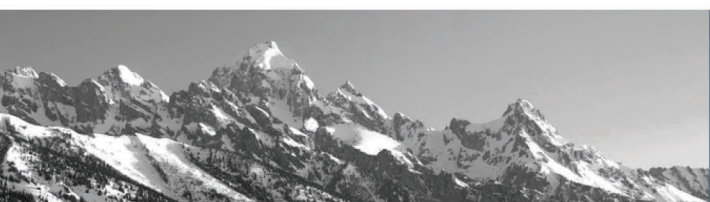
D. Woolpert 10th Amendment – Construction Administration and Construction Management ('CA/CM') for Schedules II, III, V, and VI of the Deice Access Taxilane and North A Rehabilitation Project: Havel advised that the Federal Aviation Administration (the 'FAA') requires an Independent Fee Analysis ('IFE') to be conducted for engineering services on a federally funded project. He stated the IFE was received and it is in line with Woolpert's fee.

Havel said that this 10th Amendment is in a not-to-exceed amount of \$1,438,121, which includes Schedule IV, which will be awarded over the summer as federal funding becomes available. He advised that if Schedule IV is not awarded, the CA/CM work for that schedule will not be completed, and the Board will not pay for the work.

Turley moved approval of the 10th Amendment to the Woolpert On-Call Engineering Agreement for the Construction Administration and Construction Management for Schedules II, III, V, and VI of the Deice Access Taxilane and North Taxiway A Rehabilitation Project in the form presented, the not to exceed amount of \$1,438,121. Liebzeit seconded the motion which passed unanimously.

E. Resolution 2024-02-AIP 79: Havel advised that he would cover the information for items E and F together, but each action item will require its own motion and vote.

F. Knife River Agreement for Underground Stormwater Detention and Filtration System Expansion: Havel said this project, Underground Stormwater Detention and Filtration System Expansion, continues the Board's focus on water quality. He stated that in early 2023, the Airport applied for an FAA Supplemental Discretionary Competitive Funding grant, which was later awarded. He noted that this grant has a 93.75% FAA share, a 3.75% WYDOT



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share, and a 2.50% local match; these funds will be used for this project. Havel noted that bid(s) were recently opened for this project, and the lowest bidder was Knife River Corporation (Knife River) at \$2,399,803. He clarified that the difference between the FAA grant and Knife River's bid would be used to pay for project design, project enhancements or be returned to the FAA.

Havel advised that this Resolution accepts and agrees to the conditions in the Grant Agreement. He said the FAA is finalizing the grant documentation and is expected to send the grant shortly. He noted that if the Board accepts the grant, it will be placed on an agenda for the Town and County's consideration as the Airport Sponsor.

McLaurin moved acceptance and approval of Resolution 2024-02 in the form presented and authorize the Board President and Board Secretary to sign the final FAA Grant Agreement for the Underground Stormwater Detention and Filtration System Expansion Project in the amount of \$3,093,750 or such final amount as offered by the FAA. Liezeit seconded the motion which passed unanimously.

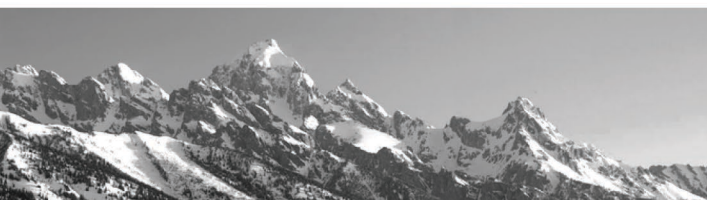
Liezeit moved approval of the contract with Knife River for the Underground Stormwater Detention and Filtration System Expansion in the form presented, in the amount of \$2,399,803. Turley seconded the motion which passed unanimously.

VI. DIRECTOR'S COMMENTS: Elwood presented the activity reports for the end of the year. General Aviation (GA) operations ended 2023 down 7.14%; commercial was up 2.3%, which excludes April, May, and June due to the runway closure in those months during 2022. He said that for January 2024, GA was down 3.09%, and commercial was up 11.4% from January 2023. Elwood advised that enplanements for the end of 2023 were up 2.3% from 2022, and load factors ended at 77.93%.

Havel provided an Operations update, Crook provided a Security update, and Foster provided an FBO update.

VII. BOARD COMMENTS: McLaurin thanked Wallace for his service in Cheyenne. Turley and Liezeit complimented staff on their work on the START shuttle service. Liezeit thanked staff for their assistance throughout his presidency.

VIII. BREAK: Board entered a break with the meeting scheduled to resume at 10:30am.



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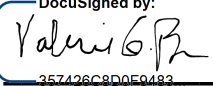
IX. FY2024-2025 BUDGET DISCUSSION: Elwood provided an overview of today's presentation and advised the focus of today's presentation is on the Capital Plan. Elwood reminded the Board of the Board's established vision: "To be recognized as a leader delivering a positive and unique guest experience, an unwavering commitment to environmental stewardship, and a culture based on people helping people."

Elwood highlighted Capital accomplishments over the past year and the focus of the Capital Plan moving forward. Elwood also reviewed the goals for the 2024-2025 budget which includes a focus on environmental initiatives.

Havel provided an overview of the Capital Projects proposed in the 2024-2025 budget.

The Board discussed items on the proposed Capital Projects budget and provided feedback to staff.

X. ADJOURN: Turley motioned to adjourn the meeting at 11:30 AM. Liebzeit seconded the motion which passed unanimously.

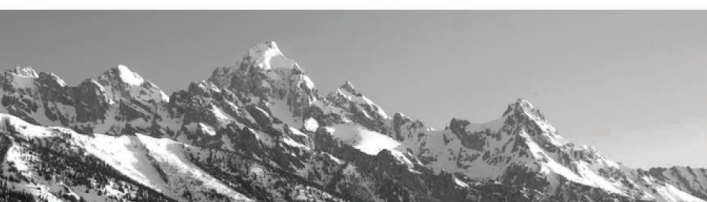
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Valerie Brown, President

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Bob McLaurin, Secretary



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