



MINUTES OF THE JACKSON HOLE AIRPORT SPECIAL MEETING

Date: March 19, 2024

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

OTHERS PRESENT: Jim Elwood, Dustin Havel, Michelle Anderson, Meg Jenkins, Kevin Dunnigan, Apinya Wright, Aimee Crook, Mike Geiling, Craig Foster, Bryce Beatty, Anna Valsing, Jordyn McDougall, Chance Grimmett, Tom Whitaker, Nick Sewell, Wayne Steinert, and Gina Van Slyke, Jackson Hole Airport Board; Jeremy Barnum, Grand Teton National Park; Mike Gierau, Wyoming State Senator; Jen Wolchansky, Mead and Hunt; Cindy Gibbs, BridgeNet; Dan Reimer, Airport Attorney; Stuart Schiff, Aviation, a Woolpert Company, Mike Mahoney, KLJ and Sally Painter, 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 Brown called the Board Meeting to order at 13:30.
- II. EMPLOYEE OF THE MONTH:** Elwood recognized Nick Sewell and Ray Lilly as the March Employee(s) of the Month.
- III. COMMUNITY OUTREACH:** Jenkins provided an overview of the Airport's community involvement over the last few months, including showing a Jackson Hole Airport Employee video that will be displayed on the Jackson Hole Airport website and discussing the latest snowstorm that affected airport operations.
- IV. COMMENTS FROM GRAND TETON NATIONAL PARK, TOWN OF JACKSON, TETON COUNTY, AND THE PUBLIC:** Barnum thanked the snow removal team in the Grand Teton National Park (the 'Park') and at the Airport for all their hard work during the March 24' snowstorm. He cautioned that it is the time of year when bears start waking up from hibernation and asked the community to remain vigilant of trash storage.

Gierau spoke about the last legislative session, the leading topic of which was tax reform. He advised that a bill for long-term protection of the Kelly parcel becoming part of the Park is in front of the governor.

Painter expressed concerns from Airport Noise & Pollution Action Committee, ANPAC, about Airport noise-related topics.

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V. FLY QUIET ANNUAL REPORT 2023: Elwood introduced Wolchansky, the Airport's environment consultants with Mead & Hunt, and Gibbs, the Airport's noise consultant with BridgeNet, who presented the Fly Quiet Program ('Program') Year-End-Update, January 1, 2023, to December 31, 2023, and discussed other noise-related topics.

Wolchansky stated that the goal of the Program is to "encourage pilots to fly quieter aircraft and to utilize procedures that minimize noise over Grand Teton National Park as well as noise-sensitive areas of our community." She noted that the Program elements are Fleet Quality, Minimize Higher Noise Events, Minimize Voluntary Curfew Violations, Flight Procedure, and Bonus Points. Wolchansky shared that the Program is a local initiative and continually redefines and expands noise reduction goals using multiple metrics and measures.

Gibbs stated that the Program results are scaled on a 0-100 scoring system; 100 is considered the best possible score in each category. She said top-tier operator scores are between 90-100 points, compliant between 70-89.9, and low-tier falls between 0-69.9 points. She reviewed the three (3) approved airport flight procedures, noting that operators receive bonus points for flying the new arrival procedure flight path. She said Delta, SkyWest, and Alaska are the largest users of the newly approved procedures.

Gibbs summarized that the Program shows continued improvement or steady levels of Fly Quiet noise measures. She stated that the percentage of operators in the Top-Tier is increasing. Gibbs shared that General Aviation ('GA') shows trends of greater use of new generation Stage 5 aircraft (quieter), and aircraft are following the flight procedure goals with greater than 90% adherence.

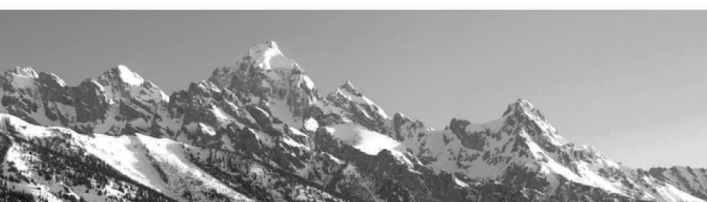
Elwood advised that several commercial voluntary curfew non-compliance operations are due to irregular operations ('IROPS') consisting of weather and other uncontrollable flight delays. Brown asked to include Maximum Noise Level ('LMAX') in the 2023 published noise report.

Wolchansky advised that next steps in '24 include promoting Top-Tier operators and continue working with the Low-Tier operators to improve their scores. She proposed increasing the penalty for Voluntary Curfew Hours Non-Compliant operations. Brown agreed and asked JHAB to consider going forward with the increased penalty operators operating outside the curfew hours.

VI. ACTION ITEMS:

A. CONSENT AGENDA:

1. Approval of the Minutes – February 23, 2024, Special Meeting
2. Western States Equipment Purchase - Caterpillar 306



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3. Woolpert 11th Amendment - Construction Administration and Filtration System Expansion Project

Wallace moved acceptance of items A1-A3. Liebzeit seconded the motion, which passed unanimously.

B. FINANCIAL REPORTS: Anderson stated that income and expenses are below budgeted levels due to lower-than-projected fuel sales for July 1, 2023 – February 29, 2024.

Liebzeit moved approval of the financial reports for February 2024. Turley seconded the motion which passed unanimously.

C. TRANSPORTATION SECURITY ADMINISTRATION ('TSA') OTHER TRANSACTIONAL AUTHORITY ('OTA') FOR CHECKED BAGGAGE INSPECTION SYSTEM ('CBIS') UPGRADE: Crook advised that she would be covering the information for items C and D together, but each action would require its own motion.

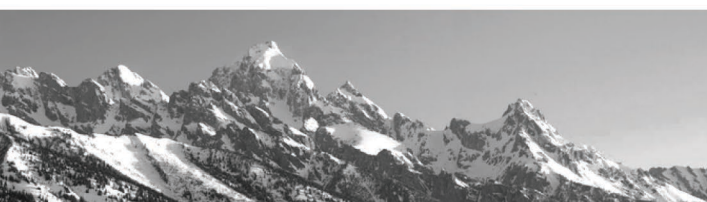
D. BNP ASSOCIATES INC. 1ST AMENDMENT – CBIS DESIGN: Crook advised that the funding agreement with the TSA for BNP Associates Inc. 1st Amendment of CBIS design and construction upgrade which will be reimbursed to the Airport for 95% of the cost related, up to and not to exceed a total reimbursement of \$571,439.25 (95% of the total design cost of \$601,515.00). She said \$30,075.75 of the design cost would be the Airport's responsibility.

Crook said the Board can pursue schematic design of a curbside baggage drop system; if Board directs staff to bring this to the Board, it can be presented at the April meeting.

Turley moved approval of the OTA with TSA for the design of the Checked Baggage Inspection System upgrades, in the form presented, in the total reimbursement amount of \$571,439.25. Liebzeit seconded the motion which passed unanimously.

Wallace moved approval of the 1st Amendment to the BNP Associates Inc. Agreement for the design of the CBIS, in the form presented, in the total reimbursement amount of \$571,439.25. McLaurin seconded the motion which passed unanimously.

VII. DIRECTOR'S COMMENTS: Elwood presented the activity reports for February General Aviation (GA) operations were down 6.35%; commercial operations were up



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2.3% from February 2023. He advised that enplanements were up 2.82% from February 2023 and the load factor year-to-date is 71.2%.

Elwood shared the START Shuttle pilot program update, highlighting that an average of 78 passengers ride daily, for 6,640 passengers overall. He said that the Federal Aviation Administration ('FAA') will not allow the Airport to use Airport funds to support the operation financially once the pilot period expires.

Havel provided an Operations update and Foster provided an FBO update.

VIII. BOARD COMMENTS: Brown expressed appreciation to staff for their assistance to passengers during the snowstorm and providing them with accommodation while being stranded at the Airport overnight.

IX. EXECUTIVE SESSION: McLaurin moved the Board go into Executive Session for the purpose of considering or receiving any information related to the employment of executive personnel and the tender of offers concerning salaries, benefits and terms of employment and authorized by Wyoming Statute §16-4-405 (a)(ii) and (x). Turley seconded the motion which passed unanimously. Upon return to the meeting, Brown stated that no decisions were made in Executive Session.

X. FY2024-2025 BUDGET DISCUSSION: Elwood advised 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."

Anderson highlighted how the budget for the Airport is developed and provided an overview of the income and expenses outlined 2024-2025 budget which includes rent/landing fee increases and capital improvement projects.

The Board discussed items on the proposed total revenue and total expenses outlined in the budget and provided feedback to staff.

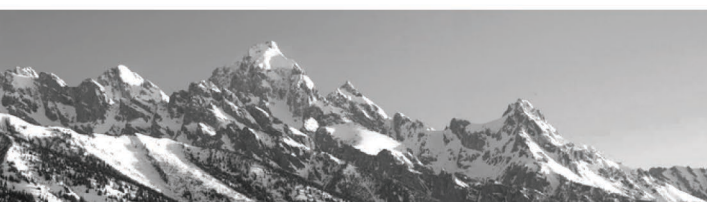
XI. ADJOURN: Turley motioned to adjourn the meeting at 16:56. Liebrecht seconded the motion which passed unanimously.

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Signed by Rob Wallace, Vice
President on behalf of Valerie
Brown, President.
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Valerie Brown, President

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Bob McLaurin, Secretary



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