



MINUTES OF THE JACKSON HOLE AIRPORT BOARD SPECIAL MEETING

Date: October 30, 2024

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

OTHERS PRESENT: Jim Elwood, Dustin Havel, Michelle Anderson, Taylor Gemmel, Craig Foster, Bryce Beatty, Jesse Bradberry, Meg Jenkins, Kevin Dunnigan, Tony Cross, Chance Grimmert, Alton George, Kody Jeppson, Peter Prestrud, Jamey Miles, Esther Borja, Apinya Wright, Aimee Crook, Jake Sperl, Mike Geiling, Anna Valsing, Jordyn McDougall, Jackson Hole Airport Board; Stuart Schiff, Woolpert; Jessica Jaubert, Three Elephant; Maria King, Grand Teton National Park, Mike Mahoney, KLJ Engineering; Dan Reimer, Airport Attorney; Ryk Dunkelberg, Mead and Hunt; Paul Dunholter, BridgeNet; and Stuart Schiff, Woolpert. 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 9 AM.
- II. **EMPLOYEE OF THE MONTH:** Elwood recognized Tony Cross as the September Employee of the Month, and Crook recognized Kody Jeppson and Gina Van Slyke as the October Employee(s) of the Month.
- III. **COMMUNITY OUTREACH:** Jenkins provided updates on recent achievements and ongoing community outreach efforts at the Jackson Hole Airport (the 'Airport'). She stated the Airport received recognition from Airports Council International for its carbon accreditation program. Jenkins said the Airport participated in the Northwest Chapter of the American Association of Airport Executives annual conference in Boise, Idaho, and the Mountain Towns Conference in Jackson, Wyoming, focusing on environmental impacts and sustainability. She said that staff members also attended the Jackson Hole Chamber of Commerce Annual Awards, where the airport was nominated for the Green-to-Green Business Award.

Jenkins stated that the Airport is gearing up for its winter shuttle program in partnership with START Bus. The shuttle will operate from December 14, 2024, through April 13, 2025, providing transportation to and from the Airport. She noted that the Airport will kick off its holiday food drive in November, benefiting the JH Food Cupboard, with efforts to collect canned goods, dry foods, and other household essentials.

- IV. **COMMENTS FROM GRAND TETON NATIONAL PARK, TOWN OF JACKSON, TETON COUNTY AND THE PUBLIC:** Maria King, Grand Teton National Park (the 'Park'), shared updates on park operations, including the closure of Teton Park Road and the Craig Thomas Discovery Center for the winter season. She acknowledged the

JACKSON HOLE AIRPORT

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

James P. Elwood, AAE, Executive Director

loss of grizzly bear 399, a well-known park ambassador, and mentioned ongoing efforts to preserve the species. She stated that the park is seeking public input on the Taggart Lake Visitor Experience through November 21, 2024.

Mary Kaufman, ANPAC, and Katherine Turner, neighbor, voiced their concerns about aircraft noise and other negative impacts on residents near the Airport.

IV. JAC OPERATIONS 2020-2024: Elwood presented the activity reports. He stated that year-to-date general aviation (GA) operations were up 2%, and commercial operations were up 4.32%. He noted that year-to-date, the overall load factor is 78.2%, with some of the dip earlier in the year attributed to poor snow conditions.

IV. 2024 Q2 AND Q3 FLY QUIET PRESENTATION: Elwood introduced the Fly Quiet Program (the 'program'), presented by Ryk Dunkelberg and Paul Dunholter, which aims to reduce noise pollution from aircraft operating out of Jackson Hole Airport, particularly over Grand Teton National Park and the surrounding community.

Dunkelberg said the program encourages pilots to use quieter aircraft and adhere to flight procedures that minimize noise impacts. He advised that the primary goals of the program include improving fleet quality by ensuring quieter aircraft, reducing high-noise events, improving voluntary curfew compliance, and encouraging efficient flight routes that avoid sensitive areas. Dunkelberg stated that the program recognizes operators using the quietest aircraft (Stage 5+) and those following new procedures to fly farther east of the Park, further reducing noise in critical areas.

Dunholter noted that the second-quarter performance of 2024 showed a stable trend, with general aviation (GA) operations maintaining high compliance with flight procedures and a reduction in high-noise events. He stated there was a noticeable drop in operations during curfew hours, continuing the trend of quieter nighttime operations. He said that fleet quality remained stable but showed a slight improvement compared to previous years; Life Flight operations, primarily using high-performance single-engine aircraft like the Pilatus, continued to occur during late-night and early-morning hours. Dunholter noted that these flights, while louder, make up a smaller proportion of the overall nighttime flights, and the Airport continues to monitor them closely.

Dunholter said the third quarter of 2024, the overall performance mirrored the second quarter, with a slight dip in procedure compliance due to increased air traffic and more complex air traffic control (ATC) management; however, curfew compliance continued to improve, with fewer aircraft operating during the voluntary curfew hours. He noted that one of the most notable improvements was from Flexjet, which had previously been a significant violator of curfew hours. He advised that the Airport has increased outreach and education efforts, and Flexjet significantly reduced its nighttime flights, now operating in line with the best performers in the program. Dunholter said this success highlights the positive impact of engagement and communication with



JACKSON HOLE AIRPORT

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

James P. Elwood, AAE, Executive Director

operators. He noted the State of Wyoming also showed considerable improvement in its flight departure procedures, particularly with southbound flights.

Dunholter stated data for both quarters indicated a continued downward trend in nighttime operations, with a noticeable reduction in flights operating between 9:30 PM and 6:30 AM. He said that despite an increase in air traffic during peak seasons, the proportion of nighttime flights has decreased, which reflects the effectiveness of the Fly Quiet initiatives. He noted Life Flight operations, while still present, represented a smaller percentage of overall flights during curfew hours in the third quarter, further emphasizing the overall success of the program in reducing noise during the most disruptive hours.

Dunholter stated that the Fly Quiet Program continues to monitor and evaluate operator behavior, recognizing those who make significant improvements and calling attention to those who still struggle with compliance. Dunholter said that the Airport staff remains committed to further reducing noise impacts through continued monitoring, outreach, and refinement of the program's procedures.

V. ACTION ITEMS

A. CONSENT AGENDA:

1. Approval of the Minutes
 - a. August 21, 2024, Regular Meeting
 - b. September 12, 2024, Special Meeting
2. Transportation Security Clearinghouse Services Agreement
3. Series 2024A Bond Resolution Amendment
4. Mead and Hunt On-Call Environmental Consulting Agreement 9th Amendment

B. Financial Reports

C. Ken Garff Cheyenne Vehicle Purchase Agreements

1. Ford Ranger (1 of 2)
2. Ford Ranger (2 of 2)
3. F150 Lightning
4. Ford 550 Truck Chassis

D. KLH Engineering Owners Representative Agreement – Amendment 2

Liebzeit asked to modify item A.1.a. and update the word “reinstated” to “stated” under the regular meeting minutes consent agenda.

Turley moved approval of the consent agenda items A1 through A4 with the correction of item A.1.a. Wallace seconded the motion, which passed unanimously.

B. FINANCIAL REPORTS: Anderson introduced Taylor Gemmel as a new team member in the finance department. She noted that the Airport was awarded the Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association for the annual comprehensive financial report for the fiscal year ending June 30, 2024.



JACKSON HOLE AIRPORT

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

James P. Elwood, AAE, Executive Director

Anderson stated for the period of July 1st to September 30th, 2024, income and expenses were below budgeted levels due to fuel price differences, but net revenues remained above projections. She said capital projects are on track, and the Airport received reimbursement for a significant portion of the Deice Pad project.

Wallace moved acceptance of the financial reports for August 2024 and September 2024. Turley seconded the motion, which passed unanimously.

C. KEN GARFF CHEYENNE VEHICLE PURCHASE AGREEMENTS

1. Ford Ranger (1 of 2)
2. Ford Ranger (2 of 2)
3. F150 Lightning
4. Ford 550 Truck Chassis

Havel presented a proposal for the purchase of four (4) vehicles: two (2) midsize pickups, one (1) electric vehicle (EV) pickup, and one (1) Class 5 chassis. He stated that all the vehicles are 4x4 and will be suitable for the intended airport operations. Havel said the purchase was reviewed by the Organizational Documents Committee, underwent a bidding process, and was vetted by legal.

Brown inquired about the electric vehicle, particularly regarding its performance in cold weather. Havel explained that although EVs have challenges in extreme cold, they have been successful for certain operations, like the electric tugs at the Fixed-Base Operator (FBO). He said electric vehicles would work well for airport operations.

Turley moved approval of the vehicle purchase agreements with Ken Garff Cheyenne for the following vehicles: one Ford Ranger at a price of \$50,070, a second Ford Ranger at a price of \$55,883, a Ford F150 Lightning at a price of \$73,094 and a Ford F550 at a price of \$72,382. Liebzeit seconded the motion, which passed unanimously.

D. KLH ENGINEERING OWNERS REPRESENTATIVE AGREEMENT - AMENDMENT 2:

Valsing stated that the amendment extends the period during which KLJ will provide Owner's Representative Service for the Administration and FBO Building Project through April 30, 2026. She stated that this amendment was reviewed by the Organizational Documents Committee.

Liebzeit moved approval of the 2nd Amendment to the KLJ Engineering Owner's Representative Agreement in the form presented in the Not to Exceed amount of \$293,900. McLaurin seconded the motion, which passed unanimously.

VI. **DIRECTOR COMMENTS:** Crook provided a Security update; Havel provided an Operations and Maintenance update; and Foster provided an FBO update.

Elwood congratulated the finance team for achieving the Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association. He noted that Michelle Anderson, Jackson Hole Airport, Chief Financial Officer received the Northwest Chapter AAE 2024 Aviation Excellence Award.




JACKSON HOLE AIRPORT

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

James P. Elwood, AAE, Executive Director

- VII. BOARD COMMENTS:** Liebrecht congratulated Anderson on her accomplishments and advised that he has applied for a second term on the Board.
- VIII. EXECUTIVE SESSION:** Wallace moved the Board to 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 wages, salaries, benefits and terms of employment; on matters concerning litigation to which the Airport Board is a party or proposed litigation to which the Airport Board may be party; and any other information classified as confidential by law, as authorized by Wyoming Statute §16-4-405 (a)(ii), (a)(iii), (a)(ix) and (a)(x). Turley seconded the motion which passed unanimously. Upon return to the meeting, Brown stated that no decisions were made in Executive Session.
- IX. ADJOURN:** McLaurin motioned to adjourn the meeting at 11:30 AM. Turley seconded the motion which passed unanimously.

Signed by:

357426C8D0F9483
Valerie Brown, President

Signed by:

496AE3A479DB4D5
Bob McLaurin, Secretary



JACKSON HOLE AIRPORT

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

James P. Elwood, AAE, Executive Director