



MINUTES OF THE JACKSON HOLE AIRPORT BOARD MEETING

Date: December 18th, 2024

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

OTHERS PRESENT: Jim Elwood, Dustin Havel, Michelle Anderson, Esther Borja, Apinya Wright, Taylor Gemmel, Robin Usher, Jesse Bradberry, Bryce Beatty, Meg Jenkins, Derek Hadfield, Jeff Wright, Thomas Whitaker, Chance Grimmett, Peter Prestrud, Jordyn McDougall, Gina Van Slyke, Jackson Hole Airport Board; Stuart Schiff, Woolpert; Jessica Jaubert, Three Elephant; Jeremy Barnum, Grand Teton National Park, Mike Mahoney, KLJ Engineering; Dan Reimer, Airport Attorney; Ryk Dunkelberg, Mead and Hunt; and Lealan Miller, Eide Bailly LLP. 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:** Grimmett recognized Jeff Wright as the November Employee of the Month, and Havel recognized Peter Prestrud as the December Employee of the Month.
- IV. COMMUNITY OUTREACH:** Jenkins provided updates on recent achievements and ongoing community outreach efforts at the Jackson Hole Airport (the 'Airport'). She stated that the Airport participated in the "Haunting of JH" event in partnership with START Bus and the Jackson Hole Chamber, distributing 500 light-up bracelets and candy to children. She said the Rotary Club Scholarship Fundraiser was another key effort, supporting scholarships for local students pursuing education and career development. She stated that the Board and staff attended the Womentum Leadership Summit, which featured inspiring sessions like a keynote by Carla Perez, the first South American woman to summit Everest. She stated that the START Bus Shuttle Pilot Program 2.0 was successfully launched, transporting locals to the Airport while reducing community carbon emissions. Jenkins advised that the Airport's ongoing Holiday Food Drive encourages community members to donate non-perishable items through January 1, 2025.
- V. COMMENTS FROM GRAND TETON NATIONAL PARK, TOWN OF JACKSON, TETON COUNTY AND THE PUBLIC:** Jeremy Barnum from Grand Teton National Park (the 'Park') began by congratulating Liebrecht for his reappointment to the Board and shared his appreciation for working with him. He provided updates on winter activities at the Park, mentioning that Teton Park Road will open for cross-country skiing and other winter sports thanks to recent snowfall. He emphasized the importance of being mindful of wildlife, particularly moose and elk, during the slick

winter season, as they often cross roadways. Barnum highlighted the Park's efforts to preserve a 640-acre parcel of state land and expressed optimism about its potential inclusion in the Park.

VI. ACTION ITEMS

A. Consent Agenda

1. Approval of the Minutes
 - a. October 30, 2024-Special Meeting
2. Aerospecialties Equipment Purchase – three (3) Electric Ground Power Units (GPUs)
3. TSA Lease Amendment for Conex Box Storage

Liebzeit moved approval of the consent agenda items A1 through A3. Turley seconded the motion, which passed unanimously.

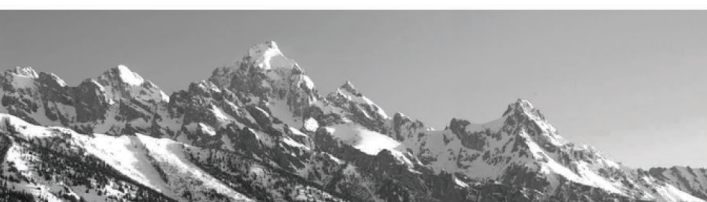
- B. FINANCIAL REPORTS: Anderson stated that the October and November 2024 income and expenses remained below budgeted levels, primarily due to differences in fuel prices compared to initial projections. She said that net revenues still exceeded expectations. She advised capital projects are on track, with reimbursement received for a portion of the deicing pad and stormwater detention system projects in November. Anderson noted that the financial reports also highlighted positive cash flow, with projections indicating strong financial health moving forward

McLaurin moved acceptance of the financial reports for October 2024 and November 2024. Turley seconded the motion, which passed unanimously.

- C. WOOLPERT ON-CALL ENGINEERING AGREEMENT 15TH AMENDMENT - 2025 SEAL COAT AND PAVEMENT PROJECT: Havel stated the Woolpert on-call engineering agreement's 15th Amendment addresses the upcoming pavement maintenance and seal coat project at the Airport, with funding provided by the Wyoming Department of Transportation (WYDOT). He advised that the state would contribute 90% of the project's cost while the airport's share is 10%. He noted that this project will include seal coating for existing asphalt surfaces and remarking of both airside and landside areas. Havel said the amendment outlines Woolpert's responsibility for preparing construction plans and technical specifications and providing construction administration services throughout the project.

Wallace moved approval of the 15th Amendment to the Woolpert On-Call Engineering Agreement in the form presented in the not to exceed amount of \$156,240. Liebzeit seconded the motion, which passed unanimously.

- D. MEAD AND HUNT 10TH AMENDMENT – AIRPORT CARBON ACCREDITATION SUPPORT SERVICES: Elwood said the Airport is working toward improving its carbon footprint through participation in the Airport Carbon Accreditation (ACA)



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James P. Elwood, AAE, Executive Director

program. Jackson Hole Airport entered the program a year ago at Level 2, a step above the entry-level certification. He stated the current efforts are focused on maintaining the Level 2 status and preparing to explore Level 3, which would involve engaging stakeholders such as airlines and ground service providers to discuss mitigation methods. Elwood stated the scope of the work at this stage includes an audit of carbon emissions, which is required for recertification. He said the goal is potentially reaching Level 3, which would bring further involvement from key partners to reduce emissions.

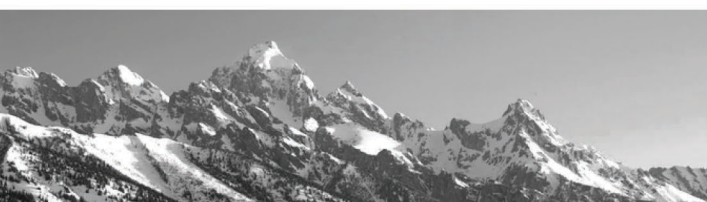
Liebzeit moved approval of the 10th Amendment to the Mead and Hunt On-Call Environmental Consulting Services Agreement in the form presented in the not to exceed amount of \$104,580. Turley seconded the motion, which passed unanimously.

- E. **MEAD AND HUNT 11TH AMENDMENT – PFAS GROUNDWATER MONITORING 2025-2026:** Elwood said the 11th Amendment to the Mead & Hunt on-call environmental consulting services agreement seeks approval for continued efforts in groundwater monitoring at the Airport. He noted that this program is a proactive initiative in response to the discovery of per- and polyfluoroalkyl substances (PFAS) in the groundwater due to past firefighting foam use. Elwood stated that the Airport has been committed to monitoring and addressing these concerns and implementing measures such as water filtration systems for affected homeowners. He noted that this initiative is part of a broader commitment to responsible environmental stewardship and long-term sustainability

Wallace moved approval of the 11th Amendment to the Mead and Hunt On-Call Environmental Consulting Services Agreement in the form presented in the not-to-exceed amount of \$250,840.68. Turley seconded the motion, which passed unanimously.

- F. **FYE JUNE 30TH, 2024 AUDIT:** Anderson stated that annually, the Airport has an independent third-party review of the accounting operations, as well as the grants, PFC program, contracts, and various other areas to ensure compliance with federal accounting standards. She said that in past years, the Airport's finance team has prepared the full audit document and financial statements for the external audit team to review. For FY 2023-2024, the Airport had several changes to its operation and accounting processes, making the audit process more labor-intensive. Anderson explained that this was the first full year of operation for the FBO; additionally, this was the first full year working under the new accounting system with a completely new chart of accounts.

Anderson introduced Lealan Miller, a senior auditor with Eide Bailly. Miller explained the audit process, said the auditors completed their review and issued an unmodified opinion with one finding. Anderson stated that the finding had



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been addressed and corrected. She said the statement where the error occurred had been updated, and the dual control process was for review before submitting all financial reports in the future.

Anderson recognized the finance team's efforts this year with the audit and the countless hours and thousands of pages and reports that go into preparing the audit report. She said that, given the otherwise strong audit and the nature of the error, the Airport is still in a position to submit to the Government Finance Officers Association (GFOA) for the Certificate of Award again this year, which staff is currently finalizing.


Turley moved acceptance of the audit for the fiscal year ended June 30, 2024. McLaurin seconded the motion, which passed unanimously.

- IV. DIRECTOR COMMENTS:** Elwood presented the activity reports. He stated that year-to-date general aviation (GA) operations were up 3.6%, and commercial operations were up 9.24% for October. He said that year-to-date GA operations were up 3.16%, and commercial operations were up 9.62% for November. He noted that year-to-date, the overall load factor is 78.32%.

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

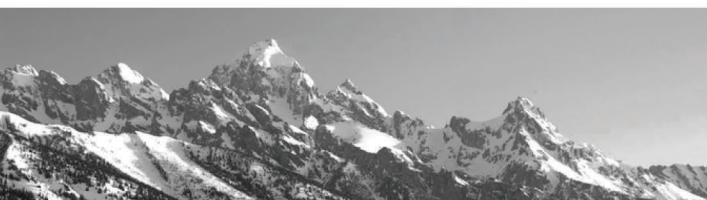
- V. BOARD COMMENTS:** The Board shared positive reflections and holiday wishes in its final meeting of the year.

- VI. ADJOURN:** McLaurin motioned to adjourn the meeting at 10:32 AM. Wallace seconded the motion, which passed unanimously.

Signed by:

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Valerie Brown, President

Signed by:

4064E3A479DB4D5
Bob McLaurin, Secretary



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