



## MINUTES OF THE JACKSON HOLE AIRPORT BOARD SPECIAL MEETING

Date: March 17, 2025

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

**OTHER PRESENT:** Jim Elwood, Dustin Havel, Michelle Anderson, Aimee Crook, Anna Valsing, Tony Cross, Craig Foster, Jordyn McDougall, Gina Van Slyke, Taylor Gemmel, Kevin Dunnigan, Jac Stelly, Chance Grimmert, Jamey Miles, Jackson Hole Airport; Jessica Jaubert, Three Elephant; Jeremy Barnum, Grand Teton National Park; Dan Reimer, Airport Attorney; Chris Boniface, Knife River, 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 Wallace called the Board Meeting to order at 9 AM.

**II. EMPLOYEE OF THE MONTH:** Grimmert recognized Rafael Vejar Galvan as the Employee of the Month for March.

**III. COMMUNITY OUTREACH:** Jordyn McDougall provided updates on recent airport community outreach activities. She said several staff members attended a Womentum event. The panel featured various local leaders including Board member Melissa Turley who engaged in an open and well-received discussion.

McDougall advised that the airport hosted two classes of young children from a local preschool as part of their curriculum. She said that they visited the Airport firehouse, maintenance facilities, and hangars. She stated that the children were excited to view the fire trucks, snow removal equipment, and aircraft.

**IV. COMMENTS FROM GRAND TETON NATIONAL PARK, TOWN OF JACKSON, TETON COUNTY, AND THE PUBLIC:** Jeremy Barnum, a representative from Grand Teton National Park (the "Park"), provided an update on recent weather challenges and the Park operations. He stated that the recent storm required the road north of Moose to be closed for several hours. He noted that preparations are also underway to clear the inside Park road for pedestrians and cyclists by April 1, 2025. Barnum said the Park is busy preparing for some visitors. He noted there have been no verified grizzly bear sightings yet, but recent activity in Yellowstone suggests they will soon emerge, serving as a reminder for recreationists to carry bear spray, even when skiing.

Mayor Arne Jorgensen, representing the city of Jackson, introduced Alyson Spery, the new Jackson Town Councilor, to the Board, who was recently appointed to fill the vacant seat.

## V. ACTION ITEMS

### A. Consent Agenda

1. Approval of the Minutes
  - a. February 3, 2025, Special Meeting
  - b. March 5, 2025, Budget Workshop
2. Mead and Hunt 12<sup>th</sup> Amendment – 2025 On-Call Services
3. FAA Supplemental Agreement No. 1 to AWOS Lease
4. 2025 Seal Coat and Mark Project Notice of Aware American Road Maintenance

Turley moved approval of each of the consent agenda items A1 through A4. Brown seconded the motion, and it passed unanimously.

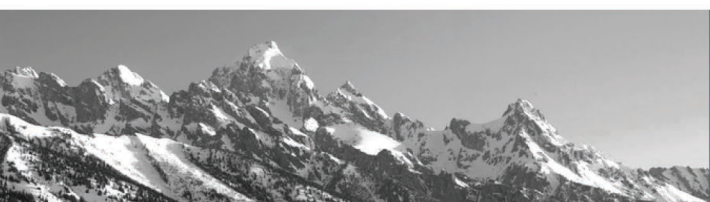
**B. Financial Reports:** Anderson presented the financial reports for January 2025 and February 2025 to the Board for acceptance. She advised that both income and expenses are below budgeted levels, resulting from the projected fuel cost being lower than the budgeted amount.

McLaurin moved acceptance of the financial reports for January 2025 and February 2025. Brown seconded the motion, and it passed unanimously.

**C. Knife River Notice of Award for Schedules I and VII of Phase 2 of the Deice Pad Project:** Havel presented to the Board for approval a Notice of Award to Knife River Corporation – Mountain West for Schedules I (Federal) and VII (Non-Federal) of Phase 2 of the Deice Pad Project. He stated that Schedules I and VII need to be completed in May and June to keep the project on schedule before the fire season, thereby minimizing operational impacts to the Teton Interagency Helitack base. Havel noted that these schedules include the construction of the utility corridor that transitions the Helitack base up to the Deice Pad. He said the total cost of Schedule I and Schedule VII is \$4,497,887.50.

Havel advised that an Invitation for Bid (IFB) for Phase 2 of the Deice Pad Project was advertised in February 2025, with a bid opening on Friday, March 7, 2025. He noted that in response to the IFB, two contractors, HK and Knife River, submitted formal bids, and Knife River was the lowest responsive bid. He continued that Phase 2 IFB included eight schedules of work to be completed in 2025 and 2026. Havel said that the overall bids came in notably higher than the engineers' estimates due to uncertainty surrounding tariffs.

Havel stated that staff anticipates Schedule I to be funded by a combination of Federal Aviation Administration (FAA) Airport Improvement Program (AIP) Apportionment Funding and a Wyoming Department of Transportation match grant. He advised that the FAA Grant for this portion of the project will be received in April or May. He confirmed that staff will carefully monitor the grant funding against the cash flow as the project proceeds. He closed by stating that Schedule VII is not eligible for federal reimbursement and will be funded by airport cash reserves.



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James P. Elwood, AAE, Executive Director

Liebzeit moved selection of Knife River Corporation as the low bidder for Schedule I and VII of Phase 2 of the Deice Pad Project in the amount of \$4,497,887.50. Brown seconded the motion, and it passed unanimously.

**VI. DIRECTOR'S COMMENTS:** Elwood presented the activity reports. He stated that general aviation (GA) operations increased by 7.98% and commercial operations by 3.29% compared to February 2024. He advised that year-to-day GA operations are up 12%, and commercial operations were up 7.29%. Elwood stated that the load factor for February was 74.83%, up from 72.79% in February 2024; the year-to-date load factor is 71.88%. Elwood advised that the Jackson Hole Travel & Tourism Board received a grant and may contribute to the START bus airport shuttle next fall.

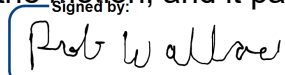
Havel provided an Operations and Maintenance update, Crook provided a Security update, and Foster provided an update on the Fixed Base Operator (FBO).

**VII. BOARD COMMENTS:** The Board thanked the airport staff for maintaining a clean airport and for their excellent job in keeping up with the snow removal. Turley thanked the airport for their community support, including the Womentum event. President Wallace acknowledged the loss of Senator Al Simpson and all the contributions he made to the state of Wyoming.

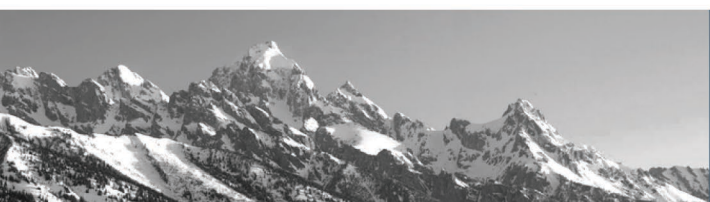
**VIII. FY 2025 – 2026 BUDGET WORKSHOP #2:** Elwood provided the Board’s established vision, “To be recognized as a leader delivering a positive and unique guest experience, an unwavering commitment to environmental stewardship, and a culture based on people helping people,” which serves as the basis for the budget.

Anderson provided an overview of the budget process, focusing on revenues and expenses across the three enterprise centers: airport operations, FBO, and fuel farm. Cross provided an overview of HR initiatives addressing the local tight labor market. Anderson stated that the budget will continue to evolve based on the Board’s feedback, with the goal of adoption of the final budget at the Regular Board Meeting on April 16, 2025.

**IX. ADJOURN:** Turley motioned to adjourn the meeting at 12:04 PM. McLaurin seconded the motion, and it passed unanimously.

Signed by:  
  
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**Rob Wallace, President**

Signed by:  
  
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**Ed Liebzeit, Secretary**



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