



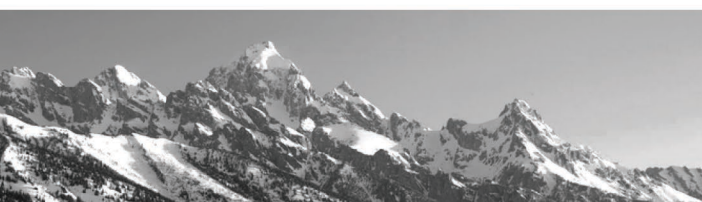
## **Jackson Hole Airport Board Meeting**

**Date:** April 16, 2025

**Time:** 9:00 am

**Place:** Board Room

- I. Call to Order**
- II. Employee of the Month**
- III. Community Outreach**
- IV. Comments from Grand Teton National Park, Town of Jackson, Teton County and the Public**
- V. Action Items**
  - A. Consent Agenda
    1. Approval of the Minutes
      - a. March 17, 2025 Special Meeting
      - b. April 7, 2025 Budget Workshop
    2. 2025 Seal Coat & Mark Project Contract - American Road Maintenance
    3. USGS Agreement for Groundwater Monitoring
  - B. Financial Reports
  - C. FY2025 – 2026 Budget
  - D. Knife River Contract for Schedules I and VII of Phase 2 of the Deice Pad Project
- VI. Director's Comments**
  - A. Activity Reports
  - B. Operations/Security/FBO Updates
- VII. Board Comments**
- VIII. Adjourn**



## **JACKSON HOLE AIRPORT**

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*James P. Elwood, AAE, Executive Director*

## MEMORANDUM

**DATE: APRIL 10, 2025**

**SUBJECT: SUMMARY FOR APRIL 16, 2025 BOARD MEETING**

### **GENERAL BOARD MEETING ACTION ITEMS:**

**CONSENT AGENDA:** Items on the Consent Agenda can be approved by a single motion. Board members may ask that an item be removed and considered individually. The following items are listed on the Consent Agenda.

- 1. Approval of Minutes:** Presented for Board review and approval are the minutes from the Special Board Meeting held on March 17, 2025 and the Budget Workshop held on April 7, 2025.
  
- 2. 2025 Seal Coat & Mark Project Contract – American Road Maintenance:** Presented for Board approval is the Contract with American Road Maintenance for the 2025 Seal Coat & Mark Project. At the March 17, 2025 Special Board Meeting, the Board approved a Notice of Award for American Road Maintenance to complete the 2025 Seal Coat & Mark Project and the Board now needs to approve the Contract. Since receiving the Notice of Award, American Road Maintenance has provided the required Payment & Performance Bonds along with their insurance certificates.

This project was bid through WYDOT Aeronautics as part of a larger group project with several other Wyoming airports. \$1,000,000 of this project will be funded through grant funds from WYDOT Aeronautics. The total dollar value of this Contract is **\$1,156,128.75**.

- 3. USGS Agreement for Groundwater Monitoring:** Presented for Board approval is a Joint Funding Agreement with USGS for groundwater monitoring at the Jackson Hole Airport from May 1, 2025 through September 30, 2029. USGS has provided groundwater monitoring since 2012 and this Joint Funding Agreement is a continuation of the existing relationship. USGS will monitor groundwater quality along an established flowpath downgrade of the deicing pad and monitor seasonal groundwater levels to confirm direction of the flow for the alluvial aquifer. The sampling does not include any PFAS testing.

This Joint Funding Agreement splits the costs for the groundwater monitoring between USGS and the Jackson Hole Airport. Jackson Hole Airport's share between May 1, 2025 and September 30, 2029 is **\$584,150**.

### **ACTION ITEMS:**

**Financial Reports:** Financial reports for March 2025 will be presented for Board acceptance.

**FY2025 – 2026 Budget:** Proposed for approval is the FY 2025/2026 budget. This year we are again presenting the budget with three enterprise centers and six cost centers. The enterprise centers include the Fuel Farm, JAC Operations, and Fixed Based Operator (FBO). The six specific cost centers remain unchanged from prior years and include: airfield, landside, terminal, other buildings and grounds, environmental, and community outreach. The balance to net reserves at the end of fiscal year 2025/2026 across all three enterprise centers after capital is \$5,084,113.

Once approved by the Board the budget will be forwarded to the Town and County for their review.

**Knife River Contract for Schedules I and VII of Phase 2 of the Deice Pad Project:** Presented for Board approval is the Contract and Notice to Proceed for Schedules 1 and VII of Phase 2 of the Deice Pad project. At the March Special Board Meeting, the Board approved a Notice of Award for this work. Since receiving the Notice of Award, Knife River has provided the required Payment & Performance Bonds along with their insurance certificates and the Board now needs to approve the Contract. Schedules I and VII need to be completed in May/June to keep the project on schedule prior to the fire season to minimize operational impacts to the Teton Interagency Helitack base. These schedules include the construction of the utility corridor that transitions the Helitack base up to the deice pad. The total cost of this Contract is \$4,497,887.50.

Staff anticipates Schedule I to be funded by a combination of FAA AIP Apportionment Funding and WYDOT match grant funding. The FAA Grant for this portion of the project will be received in April or May. Should the grant be delayed, the Airport has sufficient cash reserves to move forward with the project. Schedule VII is not eligible for federal reimbursement and will be funded by airport cash reserves.

- AIP Apportionment (~\$3.1MM)
- WYDOT Match Grant (~\$246,000)
- Airport Reserves (~\$1.5MM)