



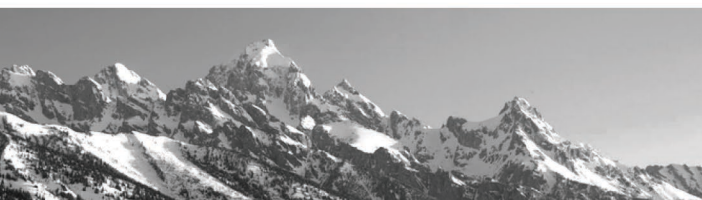
Jackson Hole Airport Board Meeting

Date: June 18, 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 – April 16, 2025 Board Meeting
 - 2. Equipment Purchase – M-B Companies (2) MB2 Plow Truck/Carriers
 - 3. Equipment Purchase – Eagle & Myslik Inc. (2) Overaasen RS400 Performance Line Runway Sweepers
 - 4. Equipment Purchase – Eagle & Myslik Inc. (26) Cassettes (Snow Removal Brushes)
 - 5. New Vehicle Purchase – KIG Vehicle Concepts LLC Ford Transit
 - 6. Equipment Purchase – VLCM VMS Recording Server
 - 7. Resolution 2025-01: Region 8 Hazard Mitigation Plan Acceptance
 - 8. Jedediah's Price Adjustments
 - 9. Woolpert 20th Amendment – Backup AWOS Design, Bidding, and Construction Administration/Management
 - 10. Resolution 2025-02: AIP 84
 - 11. Knife River Notice of Award and Contract Schedules II, III, and IV of Phase 2 of the Deice Pad Project
 - 12. Resolution 2025-03: FY25-26 Establishment of Fees and Charges
 - B. Financial Reports
 - C. Woolpert 18th Amendment – Electric Vehicle Charging Stations Design, Bidding, and Construction Administration/Management
 - D. DOT CFI Grant – Subaward Agreement with Town of Jackson
 - E. Woolpert 19th Amendment - Aviation Safety Facility Conceptual Planning Study
 - F. HB Workplaces Agreement – Administration and FBO Building Furniture Purchase
- 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: JUNE 9, 2025

SUBJECT: SUMMARY FOR JUNE 18, 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 Board Meeting held on April 16, 2025.
2. **Equipment Purchase – M-B Companies (2) MB2 Plow Truck/Carriers:** As background, the Airport currently has four Plow Truck/Sweeper units for winter runway snow removal operations. A fifth unit (plow/sweeper) was approved by the Board a year ago and is expected to be operational for the 2025-2026 winter season.

Presented for Board approval is the purchase of two additional MB2 plow units, along with the purchase of two additional sweeper units (consent agenda item 3), to increase our total number of Plow/Sweeper units to 7. Recent airfield improvements, including additional pavement to support the deice pad and improved aircraft flow, have increased the total surface area requiring winter snow removal. Additionally, FAA mandates and airline coordination emphasize the need to reduce runway occupancy time during snow removal, particularly due to our single 150-foot-wide runway.

With six broom units on the runway simultaneously, we can clear the runway in a single coordinated pass, significantly reducing runway closure durations. This would improve both safety and operational efficiency during snow events. Having a seventh unit would allow for coverage of taxiways, aprons, and support areas, or be available for rotation and maintenance without impacting core snow removal capabilities.

This equipment purchase agreement is presented for Board approval in the amount of \$1,241,799.12 for the two plow units. The Airport used Sourcewell, a government purchasing cooperative, for the procurement of this equipment, and will purchase the equipment directly from the manufacturer.

3. **Equipment Purchase – Eagle & Myslik Inc. (2) Overaasen RS400 Performance Line Runway Sweepers:** This agenda item is for the sweeper units that are to be combined with the plow units that are under consent agenda item 2.

This equipment purchase agreement is presented for Board approval in the amount of \$1,323,380.00 for the two sweeper units. The Airport used Sourcewell, a government purchasing cooperative, for the procurement of this equipment, and will purchase the equipment from Eagle & Myslik, Inc., a distributor.

4. **Equipment Purchase – Eagle & Myslik Inc. (26) Cassettes (Snow Removal Brushes):** Presented for Board approval is the purchase of one full container of (26) SIB Cassettes. The cassette is a specialized brush that is mounted in the sweeper. It sweeps away snow, ice, and other debris from the runway. These are wearable components that are replaced on a regular basis. We must use SIB Cassettes in our sweepers to maintain their warranty. This quantity of Cassettes will last approximately one and a half years depending on snowfall and amount of snow removal operations conducted.

The total cost of this equipment purchase is \$150,382 which is a budgeted item as part of our routine equipment maintenance expenses.

5. **New Vehicle Purchase – KIG Vehicle Concepts LLC Ford Transit:** Presented for Board approval is the purchase of a Ford Transit passenger van. This 15 passenger van is primarily to be used by the FBO.

The large passenger van will be primarily used to transport passengers and crewmembers between the FBO and aircraft on the ramp. By having a large vehicle that can fit all passengers and their luggage, we will reduce vehicle traffic on the ramp and increase ramp safety. A shuttle van would eliminate the need for passengers, including children and pets, from walking around taxiing aircraft and moving equipment on an active ramp. The van can also be used when an aircraft becomes disabled on another part of the airport (deice pad, commercial ramp, etc.) to transport the passengers back to the FBO terminal. The number of passengers traveling on private aircraft is typically more than will fit in one SUV or minivan.

In addition to the uses at the FBO, the large passenger van can be used by the Operations staff to move employees or visitors between the various airport facilities on an as needed basis. The van could also be used when we have tours of the Airport for local groups, elected officials, or other parties.

In accordance with Wyoming Statute, an Invitation for Bid was published and bids were opened on June 4th. In response to the invitation for bid, we received 4 bids. KIG Vehicle Concepts LLC was identified as the lowest responsive bidder and presented for Board approval is a purchase agreement for the Ford Transit in the amount of \$78,956.33.

6. **Equipment Purchase – VLCM VMS Recording Server:** Presented for Board Approval is an equipment purchase agreement with VLCM for the purchase of Video Management System (VMS) Recording Servers. The IT department has identified these servers as a necessary upgrade to the IT

infrastructure at the Airport. An RFP was published to seek proposals from qualified vendors. VLCM was selected as the top proposer. The total cost for this equipment purchase is \$159,812.55.

7. **Resolution 2025-01: Region 8 Hazard Mitigation Plan Acceptance:** Presented for Board approval is Resolution 2025-01 which adopts the Wyoming Region 8 Hazard Mitigation Plan. Teton County and the Town of Jackson are within Wyoming Region 8. An adopted Hazard Mitigation Plan is a required condition of funding for mitigation projects under multiple FEMA pre and post disaster grant programs. The Airport is within the boundaries of the planning area and participated in the mitigation planning process to prepare the Hazard Mitigation Plan along with Teton County, the Town of Jackson, Teton Conservation District, and the Flat Creek Watershed Improvement District. After approval by each member of the mitigation planning process, this plan will be filed with the Wyoming Office of Homeland Security and FEMA Region and will be valid for a 5-year period through 2030.
8. **Jedediah's Price Adjustments:** The Jedediah's Agreement requires Jedediah's to charge fair, reasonable, and not unjustly discriminatory prices for each unit or service provided at the Airport. Jedediah's may submit requests to the Board to adjust prices. Jedediah's last submitted a request to the Board for price adjustments in December of 2023. Jedediah's is requesting price adjustments of an average of 6% on made-to-order items, 7% on bar items, 6% on Grab and Go items, 7% on packaged goods, and 10% on retail items. They are not requesting a price adjustment to the bar food prices.
9. **Woolpert 20th Amendment – Backup AWOS Design, Bidding, and Construction Administration/Management:** This 20th Amendment to the Woolpert On-Call Engineering Agreement is for the design, bidding, and construction administration/management of a backup AWOS (Automated Weather Observation System). The AWOS provides critical real-time weather information to pilots at each Airport they are flying in or out of. The FAA has an existing AWOS in service at JAC and this backup system will be an additional resource to tower personnel and be put into use during times when the primary system is down. WYDOT Aeronautics is encouraging this work across the state to improve reliability.

An Independent Fee Estimate (IFE) was conducted, and the proposed fees came in around 10% under the independent fee estimate. We find the proposed fees to be reasonable based on the IFE. The total cost of this Amendment is \$139,045. It is anticipated that this project will be funded through a grant from WYDOT Aeronautics.
10. **Resolution 2025-02: AIP 84:** FAA Grant AIP 3-56-0014-084-2025 is in the amount of \$3,311,889 and is for the Construct Deicing Pad and Containment Facility (Phase 2 – Install Utilities and Procure Underground Storage Tanks and Prefabricated Control Buildings) project. Resolution 2025-02 accepts and

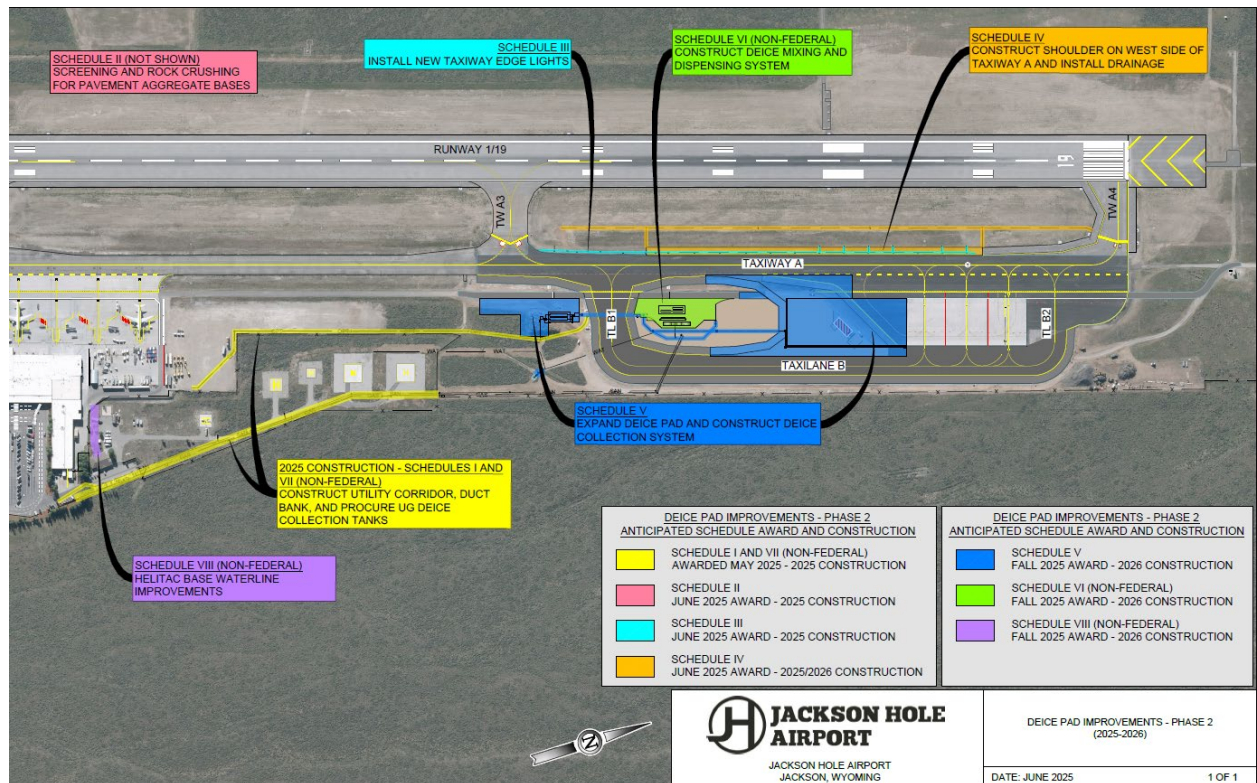
agrees to the conditions of the grant offered by the FAA for this project. As Co-Sponsors, the Teton County Commissioners and Jackson Town Council will consider this grant at their regularly scheduled meetings in the middle of June.

This grant includes the traditional terms, conditions, and assurances contained in prior AIP and AIG grants. This grant also includes additional general and special conditions and assurances, including new grant assurances required by the FAA Reauthorization Act of 2024 and new conditions and assurances to reflect new Executive Orders, Executive Actions and priorities of the current Administration.

- 11. Knife River Notice of Award and Contract for Scheduled II, III, and IV of Phase 2 of the Deice Pad Project:** Presented for Board approval is the Notice of Award and Contract for Schedules II, III, and IV of Phase 2 of the Deice Pad project. These phases were rebid this spring with a bid opening on May 16, 2025. We received two bid responses, and Knife River was identified as the lowest responsible bidder. When compared to the original bids opened on March 7, 2025 from the same two bidders, the bids were notably lower. This cost reduction was achieved by reducing schedule bid hold times, providing updated plans and clarifying several details, and giving the bidders additional time to prepare their bid proposal.

Based on information provided by the bidders and the programmed funding available at this time, we recommend that the Board award Schedules II, III, and IV to Knife River in the amount of \$4,067,522.75. This work can be conducted during the 2025 construction season. The work includes:

- Schedule II – Screening and Crushing and for Pavement Aggregate Bases - \$1,379,130
- Schedule III – Install New Taxiway Lights \$385,150
- Portions of Schedule IV - Construct Shoulder on West Side of Taxiway A and Install Drainage - \$2,303,242.75



All these 3 schedules are federally eligible and reimbursable. The previous item is one of the grants. We also anticipate \$917,000 State Governor funds to be utilized on this. The remaining will either be entitlement or discretionary funding.

- 12. Resolution 2025-03: FY25-26 Establishment of Fees and Charges:**
Annually, the Board adopts a Fees and Charges Resolution at the June Board meeting that establishes the fees for the upcoming fiscal year (July 1 – June 30). The fees identified in the Fees and Charges Resolution align with the budget adopted by the Board at the April Board meeting.

Landing fees have increased by approximately 12% for both commercial and general aviation operators. Terminal rents have increased by approximately 11%. These increases are similar to previous years and align with the Board adopted budget.

This Resolution also includes the implementation of a new Deicing Fluid Facility Fee in the amount of \$3.00 per gallon for deicing fluids dispensed. This fee will help recover costs associated with Phase 2 of the deice pad project that are not federally eligible.

Other changes included in this Resolution are adjustments to the peak period parking rates, which for FY2025 – 2026 have been increased from \$30 to \$35 per day. The peak period dates are included in this resolution. There are also changes to hourly personnel rates for services related to public records, airline support, and security escorts.

ACTION ITEMS:

Financial Reports: Financial reports for April and May 2025 will be presented for Board acceptance.

Woolpert 18th Amendment – Electric Vehicle Charging Stations Design, Bidding, and Construction Administration/Management: This 18th Amendment to the Woolpert Agreement is for the design, bidding, and CA/CM for this project. The total cost of this Amendment is \$299,261. An independent fee estimate (IFE) was completed and came in within 10% as required by federal law. The DOT grant will cover \$239,968 (80%) of the costs of the Amendment.

Woolpert's Scope of Work allows for flexibility at Jackson Hole Airport in terms of location and type of EV charging station. The airport anticipates the installation of 8 to 16 EV charging stations with design priority of minimizing the impact felt by the traveling public. New charging infrastructure will be a combination of Level 2 and DC Fast Chargers, and the exact number and type of chargers will be determined during the design process.

The eight existing EV chargers at Jackson Hole Airport take up 1.5% of the 527 publicly available parking spots. From September 20th, 2024 to March 19th, 2025, at least seven of the eight available stalls (87.5%) were utilized for 140 days over the course of a 180-day monitoring period.

The design process will occur through 2025. Upon completion of the design phase, Woolpert will assist with the bidding process, and construction of the infrastructure could begin in 2026.

DOT CFI Grant – Subaward Agreement with Town of Jackson: Presented for Board approval is a subawardee Agreement with the Town of Jackson to affirm our involvement with the grant administered by the Department of Transportation (DOT) for charging infrastructure across the greater Teton region. As a subawardee of this grant, investments made by Jackson Hole Airport will be reimbursed on a quarterly basis with the grant funding 80% and the Airport funding 20%. The maximum reimbursement amount of the DOT grant is \$1,180,000. The Airport will be responsible for \$295,000 (the 20% match) plus any project costs in excess. It is important to note that signing the subawardee agreement comes with no obligation for the Airport to pull funds from the grant; however, not signing may jeopardize the grant for the community as a whole. The Town of Jackson needs all subawardees to sign agreements.

Woolpert 19th Amendment – Aviation Safety Facility Conceptual Planning Study: Presented for Board approval is a 19th Amendment to the Woolpert On-Call Engineering Agreement for the Aviation Safety Facility Conceptual Planning Study. The Conceptual Planning Study will evaluate the feasibility of all viable locations for the Aviation Safety Facility which will provide necessary centralized aviation safety facilities for Aircraft

Rescue and Fire Fighting (ARFF) and include other operational maintenance functions and associated on-airport safety critical operations. In addition to evaluating feasible locations, this scope of work will include conceptual planning of the facility including preliminary civil and structural planning, building code assessment, programmatic floor plans, schematic building sections, and other conceptual design elements. The design work will not go beyond a 30% design as part of this process.

Airport staff has worked closely with the National Park Service and the FAA regarding this Scope of Work. Multiple meetings have been held to ensure that the Scope of Work meets the FAA requirements in order to be eligible for federal funding and that the National Park Service is supportive of the intended process.

An Independent Fee Estimate (IFE) was conducted, and the proposed fees came in within 10% of the independent fee estimate. We find the proposed fees to be reasonable based on the IFE. The Capital Committee has reviewed this item and is supportive of it being placed on the June Board meeting agenda.

The total cost of this Amendment is \$2,107,475.

HB Workplaces Agreement – Administration and FBO Building Furniture

Purchase: This Agreement with HB Workplaces is for the purchase of the furniture for the Administration and FBO Building Furniture. Furniture that is being purchased as part of a capital construction project is considered a public improvement and Wyoming State Statute requires a bid process. Bid documents were prepared in coordination with KLJ Engineering and Miller Dunwiddie and bids were opened on May 5th. Bid documents were provided to 8 furniture dealerships and we received one bid in response. The bid received was reviewed carefully and staff and consultants went back and forth with the furniture dealer to ensure that the bid furniture met the specifications. Since only one bid was received, we were able to work with the dealership on several substitute products to ensure the best value for the airport.

This Agreement includes all furniture throughout the Administration and FBO Building including furniture for the Board room, private offices, passenger spaces, pilot and flight planning spaces, and common areas. The furniture selections are similar in design aesthetic to those used in the commercial terminal for cohesion across the facility.

The cost of the furniture is \$1,038,673.91, plus a 7.5% contingency, for a total approval amount of \$1,090,607.61. We have added the contingency to allow for changes to final quantities or tweaks to final office layouts and design changes as the construction progresses to completion.