



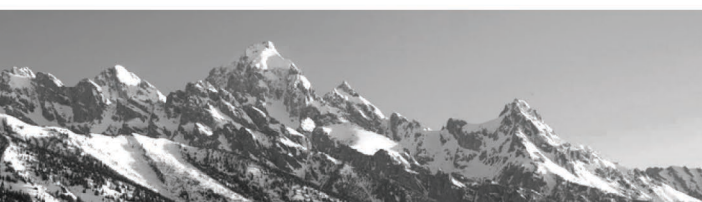
Jackson Hole Airport Board Meeting

Date: August 20, 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. June 18, 2025 Board Meeting
 - b. June 18 – 20, 2025 Board Retreat
 - 2. Resolution 2025-04 for AIP 85 (Conceptual Planning Study)
 - 3. Resolution 2025-05 for AIP 86 (Construct Deicing Pad and Containment Facility Phase 3 Pavement Base Course)
 - 4. Resolution 2025-06 for AIP 88 (Construct Deicing Pad and Containment Facility Phase 4 – Paving, Containment System, and Associated Equipment)
 - 5. Equipment Purchase Agreement Global Ground Support (Aircraft Deice Truck)
 - B. Financial Reports
 - C. Resolution 2025-07 for Procurement Policy and Code of Conduct for Procurement
 - D. Knife River Notice of Award, Notice to Proceed and Contract for Schedules V (Partial) and VI (Partial) of Phase 2 of the Deice Pad Project
 - E. Wadman Agreement for Rental Car Wall and Restroom Improvements Project Construction
- VI. Director's Comments**
 - A. Activity Reports
 - B. Operations/Security/FBO Updates
- VII. Board Comments**
- VIII. 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 as authorized by Wyoming Statute §16-4-405 (a)(ii) and (a)(x).
- IX. Adjourn**



JACKSON HOLE AIRPORT

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James P. Elwood, AAE, Executive Director

MEMORANDUM

DATE: AUGUST 13, 2025

SUBJECT: SUMMARY FOR AUGUST 20, 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 June 18, 2025 and the Board Retreat held June 18 – 20, 2025.
2. **Resolution 2025-04 for AIP 85 (Conceptual Planning Study):** FAA Grant AIP 3-56-0014-085-2025 is in the amount of \$1,985,132 and the funds will be used for an Aviation Safety Facility Conceptual Planning Study.

The project consists of preparing a planning report to evaluate the feasibility of various potential sites at the Jackson Hole Airport that would accommodate the required facilities to provide critical aviation safety facilities for Aircraft Rescue and Fire Fighting (ARFF), Snow Removal Equipment (SRE), airfield/airport maintenance and other associated on-airport necessary safety operations. This planning effort will include conceptual design plans in order to adequately capture the needed facility components.

The existing aviation safety facilities at the Airport are in significant need of upgrades and enhancements to meet operational requirements. The new location will have to meet the Airport's operational needs and FAA's ARFF response time requirements. This conceptual planning project will begin that evaluation to ensure that a proposed new facility will meet the highest safety standards possible to support the traveling public.

Resolution 2025-04 accepts and agrees to the conditions of the grant offered by the FAA for this project. The maximum federal share for this project is 93.75%.

3. **Resolution 2025-05 for AIP 86 (Construct Deicing Pad and Containment Facility Phase 3 – Pavement Base Course):** FAA Grant AIP 3-56-0014-086 is in the amount of \$1,158,575 and the funds will be used to Construct Deicing Pad and Containment Facility (Phase 3 – Pavement Base Course).

Resolution 2025-05 accepts and agrees to the conditions of the grant offered by the FAA for this project. The maximum federal share for this project is 93.75%.

4. **Resolution 2025-06 for AIP 88 (Construct Deicing Pad and Containment Facility Phase 4 – Paving, Containment System, and Associated Equipment):** Resolution 2025-06 authorizes the Board President and Board Secretary to execute and attest a Grant Agreement on behalf of the Board for the Deice Pad project through the end of the Federal Fiscal Year (September 30, 2025). The Airport has applied for grant funding to support the Deicing Pad and Containment Facility project and the FAA has indicated that the Airport will receive a grant in the amount of approximately \$17,500,000 before the end of the federal fiscal year. There may be additional end of year federal funds available for this project, therefore the Resolution has been drafted to authorize a grant to be accepted in an amount up to \$21,732,914, which is the remainder of the project costs that are federally eligible. This resolution will allow the Airport to meet the FAA's deadline for grant acceptance after the grant has been officially awarded.
5. **Equipment Purchase Agreement Global Ground Support:** Presented for Board approval is the purchase of an Aircraft Deice Truck from Global Ground Support LLC. This Deice Truck will be used by the FBO for general aviation aircraft deicing. The FBO currently operates two deicing trucks. Having a third truck will provide much needed redundancy and flexibility in the winter months.

An RFP was published in July and the Airport received two proposals in response. A selection committee reviewed the proposals and has identified Global Ground Support LLC as the top proposer. Their proposal was the least expensive and the FBO currently operates two deice trucks by the same manufacturer. Maintaining consistency across the deice truck fleet is beneficial from both a training and maintenance perspective. The deice truck is currently in stock and can be shipped and incorporated into the FBO operations before the winter season begins.

The total cost for this purchase is \$585,704.00.

ACTION ITEMS:

Financial Reports: Financial reports for June and July 2025 will be presented for Board acceptance.

Resolution 2025-07 for Procurement Policy and Code of Conduct for Procurement: Presented for Board Approval is a new Procurement Policy and Code of Conduct for Procurement. This policy is a full rewrite of the existing procurement policy that the Board most recently updated in September 2022. The reasons for this new policy include the following: 1) there have been several changes in federal and state law and policy such that the current version no longer reflects applicable requirements and 2) the Airport has learned valuable lessons from procurements over the last several years that should be captured to increase efficiency. The overall goal is to have a document that is clear, effective, and easy for staff to interpret and work within.

This policy reflects several specific changes from the current policy, including the following notable examples:

- Clarified the requirement for competitive solicitations as required by state law for Public Improvements, New Automobiles and Trucks, and Furniture and Movable Equipment in connection with a Capital Construction Project and updated the requirements to reflect amendments to state law.
- Expanded the use of informal solicitations/procurement process up to \$250,000 unless otherwise required by State or Federal law
- Expanded the Executive Director signature authority to \$150,000
- Clarified the application of state statutory preference for Wyoming resident contractors and vendors
- Better differentiated the use of RFQs, RFPs, RFIs, and IFBs
- Clarified ethical standards applicable to Airport Board Members and conflict-of-interest standards for bidders

Knife River Notice of Award for Schedules V (Partial) and VI (Partial) of Phase 2 of the Deice Pad Project: Presented for Board approval is a Notice of Award to Knife River for Schedules V (Partial) and VI (Partial) of Phase 2 of the Deice Pad Project.

This Notice of Award is to partially award Schedules V and VI not to exceed a total amount of \$500,0000 for the design and procurement of long lead items for the Deice Pad Project. Several of the work items in these schedules have exceptionally long lead times. By partially awarding these schedules, the project will be able to proceed on schedule without delay. It is anticipated that the remainder of these schedules will be awarded at the October Board meeting after the anticipated end of year federal funding is received.

Knife River will submit Payment and Performance bonds for these Schedules after receiving the Notice of Award. Once the Payment and Performance bonds have been received, the Board President and Board Secretary will execute the Contract and Notice to Proceed, as authorized by motion.

Wadman Agreement for Rental Car Wall and Restroom Improvements Project Construction: Presented for Board approval is an Agreement with Wadman Corporation for the rental car wall and restroom improvement project in the commercial terminal. This project includes upgrades to the wall behind the rental car counters, including rock facing, and the construction of a family restroom adjacent to baggage claim.

An Invitation for Bid for this project was published beginning on July 2, 2025. Bids were received and opened on August 1, 2025. Two formal bids were received in response to the Invitation for Bid and Wadman Corporation was the low bidder. The total contract amount for this project is **\$445,000.00**.