



MINUTES OF THE JACKSON HOLE AIRPORT SPECIAL BOARD MEETING

DATE: October 14, 2025

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

OTHER PRESENT: Jim Elwood, Michelle Anderson, Dustin Havel, Anna Valsing, Jermey Barnum, Tony Cross, Jamie Miles, Aimee Crook, Jordyn McDougall, Kevin Dunnigan, Jac Stelly, Esther Borja, Kevin Dunnigan, Bryce Beatty, Jesse Bradberry, Alton George, Kody Jeppsen, Aidan Adams, Brant Bennett, Taylor Gemmel, and Gina Van Slyke, Jackson Hole Airport; Arne Jorgensen, Town of Jackson, Bennett Liberman, Scott Crisp, and Mary Tisi, Teton County School District; Hilary Fletcher, Paul Fiore, Stuart Schiff, and John Bauer, Woolpert; Cole Ficklin, Knife River Construction; Ryk Dunkelberg, and Jen Wolchansky, Mead & Hunt; Cindy Gibbs, BridgeNet; Doug Stock, and Tim Olson, Sharbert Enterprises; Dan Reimer, Airport Attorney. Other individuals not individually documented were present in person or watched the meeting through the Webex Platform.

I. CALL TO ORDER: President Wallace called the Board Meeting to order at 9:00 AM.

II. EMPLOYEE OF THE MONTH: Valsing recognized Gina Van Slyke as the September Employee of the Month; George recognized Brandt Bennett as the October Employee of the Month.

III. COMMUNITY OUTREACH: Cross reported that the Airport hosted the Wyoming Workforce Development Council meeting on September 3rd and 4th, welcoming state and local leaders to discuss workforce trends and opportunities in Wyoming.

Barnum provided an update on the Airport's recent community engagement efforts, including a visit from the University of Wyoming leadership academy. He highlighted that Board President, Rob Wallace, who was recognized with the Murie Spirit of Conservation Award at the historic Murie Ranch near Moose, Wyoming, in honor of his national leadership in conservation.

IV. JACKSON HOLE HIGH SCHOOL AVIATION PROGRAM BRIEFING: Crook shared that this fall, the Airport launched a new partnership with Jackson Hole High School to establish an Aviation STEM program for local students. She noted that two students are currently participating in work-based learning at the Airport and gaining hands-on experience alongside Airport employees.

Bennett Lieberman, Jackson Hole High School Principal, reported that the high school will begin offering its first aviation course this winter, using the AOPA curriculum and FAA-certified flight simulators that were purchased with assistance from First Interstate Bank. He concluded that the program is intended to provide early exposure to aviation careers and to help encourage future talent within the local community.

V. 2025 Q1, Q2, AND Q3 FLY QUIET PRESENTATION: Ryk Dunkelberg, Airport Environmental Consultant, introduced the Fly Quiet Program and its primary goal: to encourage pilots to fly quieter



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aircraft, utilize preferred procedures, and respect the Voluntary Noise Curfew in order to minimize aircraft noise over Grand Teton National Park as well as noise sensitive communities. He stated that the Fly Quiet scoring system uses a 0–100 scale, with the total score based on four performance categories and available bonus points. He noted the highest-scoring operators are designated as Top Tier, while the lowest are categorized as Low Tier.

Cindy Gibbs, Airport Noise Consultant, presented the Fly Quiet Program results for the first three quarters of 2025. She reported a continued upward trend in operator performance, with approximately 80 percent now scoring in the High Tier. She highlighted that a growing share of the general aviation (GA) fleet consists of newer, quieter Stage 5 and Stage 5+ aircraft, contributing to reduced single-event noise levels. Gibbs noted the strong compliance with the Airport's preferred arrival and departure procedures, including the newer procedure that keeps aircraft farther east along the highway corridor.

Gibbs reported a significant reduction in operations during the voluntary noise curfew hours when compared to the same period the previous year. She said the contributing factors include continued outreach and education by the Airport and its Fixed Base Operator (FBO), Jackson Hole Flight Services. She noted that multiple operators, including major fleet operators NetJets and Flexjet, reduced curfew-hour operations during 2025. McLaurin asked Gibbs to investigate the percentage of noise created from the by GA versus Commercial operators.

Dunkelberg concluded that ongoing outreach, education, and public recognition will continue to support positive behavior changes among operators, and that the Fly Quiet Program will remain flexible as aircraft fleets, procedures, and operating conditions evolve.

VI. COMMENTS FROM GRAND TETON NATIONAL PARK, TOWN OF JACKSON, TETON COUNTY, AND THE PUBLIC: Mayor Jorgensen provided an update on behalf of the Town of Jackson, noting ongoing efforts related to parking management and coordination on community transportation planning initiatives.

Members of the public expressed concerns regarding aircraft noise associated with Airport operations and requested that the Airport continue exploring potential remedies to further reduce community noise impacts.

VII. ACTION ITEMS:

A. CONSENT AGENDA:

1. Approval of the Minutes – August 20, 2025, Board Meeting

Turley moved to approve the consent agenda items A1. McLaurin seconded the motion, which passed unanimously.

B. FINANCIAL REPORTS: Anderson presented for the Board's acceptance the financial reports for August and September 2025. She advised that income, expenses, and net revenue were above budget due to strong fuel sales. Anderson reported that capital projects remain on track with budget.



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Liebzeit moved acceptance of the financial reports for August and September 2025. McLaurin seconded the motion, which passed unanimously.

C. KNIFE RIVER NOA FOR SCHEDULES IV (REMAINDER), V (REMAINDER), VI

(REMAINDER), AND VIII: Havel presented for Board approval Notice of Award to Knife River for Schedules IV (Remainder), V (Remainder), VI (Remainder), and VIII of Phase 2 of the Deice Pad Project. He said that these schedules constitute the remaining work on the Deice Pad Project and will bring the project to completion. He advised that the total cost for this work is \$29,930,897 and will be funded with the recent grant funds and local airport dollars.

Havel reported that Knife River will submit Payment and Performance bonds for these Schedules upon receipt of the Notice of Award. He concluded that after 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.

Liebzeit moved approval of the Notice of Award to Knife River for Schedules IV (Remainder), V (Remainder), VI (Remainder), and VIII of Phase 2 of the Deice Pad Project in the form presented in a not to exceed amount of \$29,930,897 and authorize the Board President and Board Secretary to sign the Contract and Notice to Proceed upon receipt of Payment and Performance bonds from Knife River. Turley seconded the motion, which passed unanimously.

D. WOOLPERT 13TH AMENDMENT REVISION 1 FOR DEICE PAD AND COLLECTION

SYSTEM DESIGN AND CONSTRUCTION ADMINISTRATION AND MANAGEMENT: Havel presented for Board approval is Revision 1 to the Woolpert 13th Amendment for the Deice Pad and Collection System Design and Construction Administration and Management. He reported that the Scope of Work includes amendments to the original scope and the work already completed. He said changes to the Scope of Work and associated fee increases are due to longer construction times and a slightly expanded project scope. Havel informed that the increase in fees is \$898,816, of which \$843,49 is federal funds and \$55,325.00 is non-federal (Airport) funds, for a revised total for the Woolpert 13th Amendment of \$4,084,925.00.

Turley moved approval of Revision 1 to the Woolpert 13th Amendment for the Deice Pad and Collection System Design and Construction Administration and Management, in the form presented, with an increase in fees of \$898,816, for a revised total for Amendment 13 of \$4,084,925. Liebzeit seconded the motion, which passed unanimously.

VIII. DIRECTOR'S COMMENTS: Elwood presented the activity reports. He said that GA operations increased by 5.46% and commercial operations by 18.6% compared to the same period in 2024. He stated that the year-to-date passenger enplanements have increased by 10.73%. Elwood concluded that September's load factor was 83.41%, down from 88.90% in September 2024.

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



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IX. BOARD COMMENTS: The Board announced that the next meeting is scheduled for December 17, 2025. The Board also thanked the Teton County School District educators for attending the meeting and for their collaboration with the Airport to develop the Jackson Hole High School Aviation Program.

X. CAPITAL WORKSHOP: Elwood stated the Board's vision: to be recognized as a leader in delivering a positive and unique guest experience, an unwavering commitment to Safety, Environmental Stewardship, and a culture based on People Helping People. He then introduced Havel, who provided an update on the 10-year capital plan. Elwood next introduced Crook, who reported on the Baggage Handling System project, including progress to date and upcoming milestones. Barnum concluded the workshop with an overview of the Airport's communication plan, including the recent Open House for the Aviation Safety Facility, which was attended by several local neighbors.

XI. ADJOURN: Turley motioned to adjourn the meeting at 11:36 AM. Liebzeit seconded the motion which passed unanimously.

Signed by:



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Rob Wallace, President

Signed by:



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Ed Liebzeit, Secretary



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