



Jackson Hole Airport Board Meeting

Date: December 17, 2025

Time: 9:00 am

Place: Board Room

- I. Call to Order**
- II. Comments from Grand Teton National Park, Town of Jackson, Teton County and the Public**
- III. Action Items**
 - A. Consent Agenda**
 - 1. Approval of the Minutes
 - a. October 14, 2025 Special Board Meeting
 - b. November 18, 2025 Special Board Meeting
 - 2. Mead and Hunt 13th Amendment – Agreement Extension and 2026 On-Call Services
 - 3. GSA Lease Amendment LWY00512 LA5
 - B. Tailwind Hospitality in partnership with Fine Dining Restaurant Group - Concession Agreement**
 - C. Financial Reports**
 - D. FYE June 30, 2025 Audit**
 - E. Real Estate Purchase Agreement**
 - F. BNP Associates 2nd Amendment – Additional Design Services for Checked Baggage Inspection System Building**
- IV. Employee of the Month**
- V. Community Outreach**
- VI. Director's Comments**
 - A. Activity Reports**
 - B. Operations/Security/FBO Updates**
 - C. Ground Transportation Update**
- 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: DECEMBER 11, 2025

SUBJECT: SUMMARY FOR DECEMBER 17, 2025, BOARD MEETING

GENERAL BOARD MEETING 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 Meetings held on October 14, 2025 and November 18, 2025.
2. **Mead and Hunt 13th Amendment – Agreement Extension and 2026 On-Call Services:** Presented for Board consideration is a 13th Amendment to the Mead and Hunt On-Call Agreement. This Amendment exercises the second of three one-year options that were part of the base agreement and extends the expiration date of the Agreement to December 13, 2026. This Amendment also authorizes funds in a not to exceed amount of \$226,114 for the general on-call services for 2026. Services are billed hourly. These services include, but are not limited to, coordination meetings, project management, support of existing environmental and sustainability programs, and high-level analysis of potential new programs.
3. **GSA Lease Amendment LWY00512 LA5:** The Airport entered into an original lease with the U.S. General Services Administration (GSA) for TSA office space at the Jackson Hole Airport in 2020. That lease had an initial term of 5 years and can be renewed at the option of GSA for an additional five-year period. This lease amendment exercises that option, sets the lease rates for the term, and adds additional new standard lease clauses that are a requirement of GSA.

ACTION ITEMS:

Concession Agreement – Tailwind Hospitality in partnership with Fine Dining Restaurant Group: Presented for Board consideration is a Concession Agreement with Tailwind Hospitality in partnership with Fine Dining Restaurant Group with an effective date of April 1, 2026.

The Airport routinely uses a competitive solicitation process, whether required by federal or state law, or by our procurement process. The US Department of Transportation also has prohibitions on long-term exclusive agreements for concessionaires. Additionally, the competitive RFP process is the standard industry approach for soliciting, evaluating, and selecting concessionaires. The Airport issued a

Request for Proposals on September 10, 2025, for the Food and Beverage and Retail Concession opportunity at the Jackson Hole Airport. Proposers were invited to submit formal proposals outlining their experience, concepts (including menus and local sourcing plans), a management and operations plan, and financial offer for formal evaluation and scoring. The RFP was advertised in aviation industry publications, the Jackson Hole News and Guide, and on the Airport's website, and shared locally. The Airport received 6 proposals in response to the RFP.

An evaluation committee consisting of five members reviewed the six proposals and invited four of the proposers for interviews. Interviews were conducted on November 18, 2025. Each of the four firms was allocated one hour to address common questions, as well as additional questions unique to each particular proposal. At the conclusion of all interviews, the evaluation committee discussed all the proposals and individually submitted their final score for each proposal. The final scoring by the evaluation committee is listed below in rank order. All 5 committee members independently identified Tailwind in partnership with Fine Dining Restaurant Group as the top proposer.

1. Tailwind in partnership with Fine Dining Restaurant Group – 448.0 Total Points
2. Jedediah Corporation – 379.0 Total Points
3. Host Hudson, LLC – 372.0 Total Points
4. SharBert Enterprises Inc. – 367.5 Total Points

The evaluation committee's recommendation memo and the proposed Concession Agreement are available in the meeting documents.

Financial Reports: Financial reports for October and November 2025 will be presented for Board acceptance.

FYE June 30, 2025 Audit: Presented for Board acceptance is the audit for the Jackson Hole Airport for the fiscal year ended June 30, 2025. A representative from the airport's audit firm, Eide Bailly, will present the audit to the Board. The Airport ended the fiscal year in a solid financial position. The net financial position increased by \$39.5 million, representing a 19.4% increase over FY 2024. Additionally, operating revenue increased from \$59.5 million to \$65.4 million, an increase of 9.44%. This auditor issued an unmodified opinion with no findings.

The Airport anticipates completing its submission to the Government Finance Officers Association (GFOA) for their Excellence in Financial Accounting award by December 31. The Airport has received this award the past five years.

Real Estate Purchase Agreement: Presented for Board consideration is a real estate purchase agreement for a residential property located on Spring Gulch Rd., adjacent to the Airport. The total purchase price is \$3,000,000 with a \$50,000 credit at closing for repair of minor items identified in the home inspection. The Board's motion will authorize the Executive Director to sign the final documents at closing on December 19th, 2025.

BNP Associates 2nd Amendment – Additional Design Services for Checked Baggage Inspection System Building: Presented for Board consideration is the 2nd Amendment to the BNP Associates On-Call Agreement. BNP Associates has been retained to provide services in connection with the replacement of the Checked Baggage Inspection System (CBIS). This 2nd Amendment is for the additional design work associated with a remodeled baggage makeup area to handle the proposed CBIS. This specific design work is a non-allocable cost under the TSA Other Transactional Authority and will be paid for with Airport funds. The cost of this 2nd Amendment is a not to exceed amount of \$413,230. An independent fee analysis (IFE) is being conducted to validate the pricing.

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).