

MEMORANDUM

DATE: JANUARY 28, 2026

SUBJECT: SUMMARY FOR FEBRUARY 4, 2026 BOARD MEETING

CERTIFICATE OF ORGANIZATION & ELECTION OF OFFICERS: Included for adoption is the Certificate of Organization of the Airport Board for 2026. This Certificate of Organization selects the Officers of the Board and identifies the Registered Agent for the Airport. Following Board approval of the Certificate of Organization, it will be filed with the Wyoming Secretary of State, the Teton County Clerk, the Town Council of the Town of Jackson, and the County Commissioners of the County of Teton, State of Wyoming, pursuant to Wyoming Statutes Section 10-5-202(b).

President-----	Melissa Turley
Vice-President-----	Bob McLaurin
Treasurer-----	Ed Liebzeit
Secretary-----	John P. Carey III
Member-----	Rob Wallace

2025 YEAR END FLY QUIET PRESENTATION: Dan Reimer, the airport attorney, will provide introductory comments. Mead and Hunt and BridgeNet will provide the 2025 Fly Quiet Presentation.

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 December 17, 2025.
- 2. Resolution 2026-01: AIP 89:** FAA Grant AIP 3-56-0014-089-2026 is in the amount of \$3,678,235 and the funds will be used for Phase 5 – Paving and Install Drainage of the deice pad project.

Resolution 2026-01 accepts and agrees to the conditions of the grant offered by the FAA for this project. Following Board approval, this grant will be presented to the Town and County for approval. The maximum federal share for this project is 93.75%.

- 3. Resolution 2026-02: Official Depositories:** Under Wyoming Statute, the Board is required to name the financial institutions in which they will deposit funds at least annually. The Board fulfills this requirement in February of each year. The Board is naming Wells Fargo, Bank of Montreal (formally Bank of the West), and First Interstate Bank as official depositories for funds. Once these depositories

are named, there is no specific requirement to deposit funds at any of the named institutions.

The Board is not required to name WyoSTAR or Wyoming CLASS as an official depository. Neither WyoSTAR nor Wyoming CLASS is a bank. WyoSTAR is a local government investment pool, separately authorized by WS 9-1-416.

Wyoming CLASS is a trust, separately authorized under the Wyoming Statutory Trust Act. Both operate as pooled investment accounts, investing in things that qualify as authorized investments for local governments. They do not act as banks, are not insured like banks, and operate instead under state rules (in the case of WyoSTAR) and an indenture of trust (Wyoming CLASS). Wyoming CLASS and WyoSTAR are identified as authorized investments in the Board's Statement of Investment Policy.

4. **BNP Associates, Inc. 3rd Amendment – Term Extension:** The Airport entered into an On-Call Engineering Services Agreement with BNP Associates Inc. in 2023 for engineering services related to the Checked Baggage Inspection System (CBIS) project. The base agreement had an initial term through February 14, 2026. This project is now underway, and design work is ongoing. At the December Board meeting, the Board approved a 2nd Amendment to the BNP Agreement for the additional design work associated with the building reconfiguration to house the upgraded CBIS. This 3rd Amendment extends the term of the base agreement to align with the ongoing design work and anticipated construction period.
5. **Updated Resolution 2025-03: Establishment of Fees and Charges for FY 25-26:** The Fees and Charges Resolution for the fiscal year from July 1, 2025 through June 30, 2026 is being updated to include the Board Room rental fees for the publicly available space in the new Administration and FBO Building. An application form and terms of use for renters has been developed and will be available on the airport website. Interested renters will be required to complete the application form in order to rent the Board Room. The Board Room can be rented for meetings, retreats, training, or other similar events by members of the community.

Hourly Rental Rate (Government Partner/Airport Stakeholder)	Waived
Hourly Rental Rate (Non-Profit)	\$35.00/Hour
Hourly Rental Rate (Business/Other)	\$100.00/Hour
Audio Visual Equipment Setup and Support	\$200.00
Custom Layout Setup	\$150.00
After Hours Surcharge (Government Partner/Airport Stakeholder) ..	\$25.00/Hour
After Hours Surcharge (Non-Profit)	\$35.00/Hour
After Hours Surcharge (Business/Other)	\$100.00/Hour
Cleaning Fees	\$250.00
Food Pick Up Fee	\$100.00
Airport Staff Event Support >1 Hour	\$125.00/Hour

6. Notice to Proceed – Woolpert 18th Amendment for Electric Vehicle Charging Stations for Design Completion, Bidding, and Construction

Administration/Management: At the June 2025 Board Meeting, the Board approved an 18th Amendment to the Woolpert On-Call Engineering Agreement for the electric vehicle charging infrastructure project at the Airport. The Airport is a sub-awardee on a Department of Transportation CFI grant through the Town of Jackson for charging infrastructure across the greater Teton region. At the June 2025 Board meeting, the Board authorized Woolpert to proceed with the preliminary design work and site survey in an amount up to \$55,965. The survey has been completed and incorporated into the drawings, and the preliminary design has refined the locations and developed cost estimates. The current drawings reflect chargers at the new administration and FBO terminal parking lot, rental car facility, overflow parking lot, and the cell phone area. All of these chargers will have the capability of taking payment for use, and we can determine rates through the process and adjust as needed.

Presented for Board Approval is a Notice to Proceed with the remainder of the design work, bidding support, and construction administration/management as outlined in the Woolpert 18th Amendment. The maximum obligation under the 18th Amendment is \$299,261, with DOT CFI grant funds covering \$239,968 of the costs of the Amendment. In January, the Airport received the first reimbursement through the grant. Grant reimbursements are processed by the Town and DOT quarterly.

Once design work has been completed and the installation has been bid, the Board will be presented with an Agreement for the installation costs, of which 80% will be funded through the DOT CFI grant. This contract will likely be brought to the Board in the Fall of 2026 with installation tentatively planned for 2027.

ACTION ITEMS:

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

Woolpert 24th Amendment – Taxiway A Design: Presented for Board approval is the 24th Amendment to the Woolpert On-Call Engineering Agreement for the preparation of construction plans, contract documents, and bidding for the Taxiway A project. The Taxiway A project includes a rehabilitation of the taxiway pavement along with a new aircraft turnaround pad on the south end of Taxiway A. In addition, connector Taxiways A2 and A3 will be rehabilitated based on available funding and results of the geotechnical report. The non-federal portion of the project will relocate a portion of the existing vehicle service road west of Taxiway A.

The total costs of this Woolpert 24th Amendment are \$1,851,265.70. The FAA has programmed JAC's 2026 entitlement funds for this Taxiway A design work. JAC can expect to receive the 2026 entitlement grant in April/May of 2026. 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.