



## MINUTES OF THE JACKSON HOLE AIRPORT SPECIAL BOARD MEETING

**DATE:** March 16, 2026

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

**OTHER PRESENT:** Jim Elwood, Craig Foster, Michelle Anderson, Dustin Havel, Anna Valsing, Jermei Barnum, Tony Cross, Jamie Miles, Aimee Crook, Alton George, Jordyn McDougall, Jac Stelly, Taylor Gemmel, Esther Borja, Bryce Beatty, Apinya Wright, Chance Grimmitt, Josie Weiland, and Gina Van Slyke, Jackson Hole Airport; and Dan Reimer, Airport Counsel. Other individuals who were not individually documented were present in person or watched the meeting via the Webex Platform.

**I. CALL TO ORDER:** President Turley called the Special Board Meeting to order at 9:01 A.M.

**II. EMPLOYEE OF THE MONTH:** Grimmitt recognized Cam Walters as the March Employee of the Month.

**III. COMMUNITY OUTREACH:** Barnum reported on outreach efforts, noting that local athlete Anna Gibson returned from the Winter Olympics. He said staff collaborated with the Jackson Hole Ski Club, Delta Airlines, and Customs and Border Protection to ensure she made her connection in Salt Lake City and was welcomed back as scheduled. He also mentioned that the Airport hosted a welcome event with about 70 children from the local ski club.

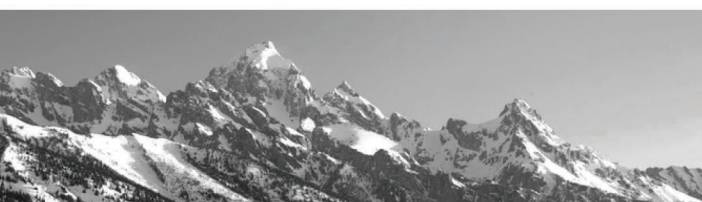
Barnum reported that at a recent event in Cheyenne during the Wyoming legislative session and the Governor's Travel and Tourism Convention, he received positive feedback from state leaders and industry partners, ongoing support for the Airport, and recognition of the Board's long-term investments.

Barnum introduced Josie Weiland, the Airport's new Communications Specialist, and noted that she has already begun contributing to the Airport's outreach and communication efforts.

### **IV. COMMENTS FROM GRAND TETON NATIONAL PARK, TOWN OF JACKSON, TETON**

**COUNTY, AND THE PUBLIC:** Turley stated that, in a recent news article, it incorrectly communicated that the April 15, 2026, Board Meeting had been postponed. She clarified that only the April 14, 2026, Open House on the Airport Safety Facility's conceptual site planning has been postponed, to allow more time for public input; a new date has not been set. Turley confirmed that the Board Meeting on April 15, 2026, will go ahead as scheduled.

There were no comments from the Park, Town, County or public at the meeting.



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*James P. Elwood, AAE, Executive Director*

**V. ACTION ITEMS:**

**A. Consent Agenda**

- 1. Approval of the Minutes**
  - a. February 4, 2026, Special Meeting**
  - b. February 19, 2026, Special Meeting**
  - c. March 2, 2026, Special Meeting**
  - d. March 4, 2026, Budget Workshop**
- 2. Cash Link Inc. ATM Agreement**

Liebzeit moved approval of items A1 through A2. McLaurin seconded the motion, which passed unanimously.

**B. Financial Reports:** Anderson presented the financial reports. She advised that revenues for January and February exceeded budget projections, while expenses remained below budget. She said that year-to-date net revenues continue to outperform projections, and capital projects remain on schedule.

Liebzeit moved acceptance of the financial reports for January and February 2026. Carey seconded the motion, which passed unanimously.

**VI. DIRECTOR'S COMMENTS:** Elwood presented the activity reports. He stated that general aviation (GA) operations increased by 4.9%, while commercial operations decreased by 4.44% compared to 2025. He also noted that the year-to-date passenger enplanements have decreased by 1.76%.

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

**VII. BOARD COMMENTS:** The Board advised that there will be a Budget Workshop on April 7, 2026, and the next Board Meeting will be held on April 15, 2026, at 9 A.M.

**VIII. FY 2026-2027 BUDGET WORKSHOP #2:** Elwood explained that this budget workshop will focus on Revenue and Expenses. Anderson gave an overview of the Airport's budget development process, noting that it is built using a zero-based approach each year, requiring all expenses to be justified and forecasted over a five-year period. She mentioned that the budget is organized into three enterprise centers: operations, fuel farm, and fixed base operations, with associated cost centers used to allocate expenses and revenues properly. She pointed out that revenue projections are developed in coordination with forecasts of airline and FBO activity, with contractual obligations included where applicable. Anderson stressed that the process remains flexible and will continue to be refined with input from the Board before submission to the County in mid-April.

Anderson outlined initial assumptions for revenue and expenses, including a proposed 12% increase in terminal rents and landing fees to better match cost recovery with current operational and capital



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investments. She pointed out that the airfield and terminal are not fully recovering their costs, with other airport revenue sources subsidizing these areas, which is a common situation for smaller airports. Anderson mentioned additional adjustments, including a proposed increase in the glycol facility fee to help recover non-reimbursable infrastructure costs over time. She emphasized ongoing financial uncertainty and advocated a conservative forecasting approach that allows flexibility to adjust spending as conditions evolve throughout the fiscal year.

This budget workshop was informational only, and no action was taken on the budget at the meeting.

**IX. EXECUTIVE SESSION:** McLaurin moved the Board to go into Executive Session to consider the employment or right to practice of Board employees and to consider or receive information classified as confidential by law, as authorized by Wyoming Statutes Section 16-4-405(a) subsections (ii) and (ix). Liebzeit seconded the motion, which passed unanimously. Upon completion of the Executive Session Turley stated no decisions were made.

**X. ADJOURN:** Liebzeit motioned to adjourn the meeting at 12:12 P.M. McLaurin seconded the motion, which passed unanimously

Signed by:

*Melissa Turley*

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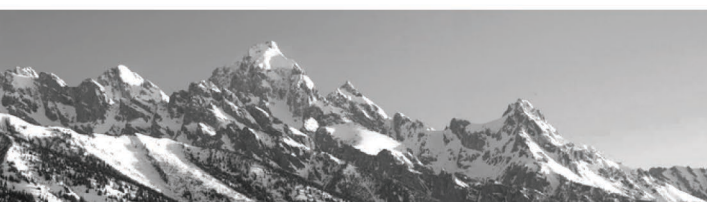
**Melissa Turley, President**

Signed by:

*John P. Carey III*

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**John P. Carey III, Secretary**



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