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- 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 Public
  - V. Action Items
    - V.A. Consent Agenda
      - V.A.1. Approval of the Minutes
        - V.A.1.a. [March 16, 2026 Special Board Meeting](#)
        - V.A.1.b. [April 7, 2026 Special Meeting](#)
      - V.A.2. [Resolution 2026-03 for AIP 90 \(Taxiway A Design\)](#)
      - V.A.3. [Woolpert Revised Amendment 24 for Taxiway A Design](#)
      - V.A.4. [GSA Lease Amendment LWY00512 LA6](#)
      - V.A.5. [Change Order 3 \(Non-Federal\) – Knife River Contract for Deice Pad and Collection System Improvements](#)
      - V.A.6. [KLJ Engineering LLC. Owners Representative Agreement 3rd Amendment](#)
    - V.B. [Financial Reports](#)
    - V.C. [FY 2026-2027 Budget](#)
    - V.D. [Agreement with National Park Service for Terminal Bookstore Space](#)
    - V.E. [2026 Seal Coat and Mark Project Contract - Straight Stripe Painting Inc.](#)
  - VI. Director's Comments
    - VI.A. [Activity Reports](#)
    - VI.B. [Operations/Security/FBO/HR Updates](#)
  - VII. Board Comments
  - VIII. [Adjourn](#)

## 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, Jerney Barnum, Tony Cross, Jamie Miles, Aimee Crook, Alton George, Jordyn McDougall, Jac Stelly, Taylor Gemmel, Esther Borja, Bryce Beatty, Apinya Wright, Chance Grimmert, 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:** Grimmert 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.

**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



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). Liezeit seconded the motion, which passed unanimously. Upon completion of the Executive Session Turley stated no decisions were made.

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

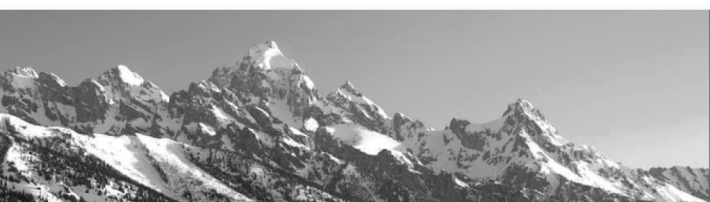
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**Melissa Turley, President**

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**John P. Carey III, Secretary**

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## MINUTES OF THE JACKSON HOLE AIRPORT SPECIAL BOARD MEETING

**DATE:** April 7, 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, Jermey Barnum, Tony Cross, Jamey Miles, Aimee Crook, Jordyn McDougall, Jac Stelly, Taylor Gemmel, Bryce Beatty, 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 9:00 A.M.

**II. ACTION ITEMS:**

**A. First Amendment to Tailwind JAC LLC. Concession Agreement:** Elwood stated that this First Amendment to the Tailwind JAC LLC. Concession agreement clarifies the language related to the liquor license based on the Bar and Grill liquor license that was issued to Tailwind JAC LLC. Board members asked about the limitations of a Bar and Grill liquor license and the status of the Airport Retail Liquor License. Gavin Fine (Fine Dining Restaurant Group), Dan Reimer, and Bob McLaurin discussed these topics. Liebzeit made a motion to approve the First Amendment to the Tailwind JAC LLC. Concession Agreement in the form presented. McLaurin seconded the motion, which passed unanimously.

**III. FY 2026-2027 BUDGET WORKSHOP #2:** Elwood reviewed the budget format which includes three enterprise centers: operations, fuel farm, and fixed base operations, with associated cost centers used to allocate expenses and revenues properly. Anderson reviewed the total revenues and expenses for each cost center.

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

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

**V. ADJOURN:** McLaurin motioned to adjourn the meeting at 11:20 A.M. Liebzeit seconded the motion, which passed unanimously

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**Melissa Turley, President**

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**John P. Carey III, Secretary**

**RESOLUTION NO. 2026-03**  
**OF THE**  
**JACKSON HOLE AIRPORT BOARD**  
**ACCEPTING GRANT AGREEMENT**  
**WITH THE FEDERAL AVIATION ADMINISTRATION**  
**AIP Grant No. 3-56-0014-90-2026**  
**April 15, 2026**

The Jackson Hole Airport Board (the "Board"), a body corporate, organized under the laws of Wyoming, finds that:

**WHEREAS**, the Federal Aviation Administration ("FAA") tendered a Grant Agreement, in the form annexed hereto as **Exhibit A**, which tenders a grant offer to the Board for the purpose of "Rehabilitate South Taxiway A (Phase I – Design)" and will be in an amount of One Million Eight Hundred and Five Thousand Five Hundred and Twenty-Two Dollars (\$1,805,522);

**WHEREAS**, the Board desires to accept, agree to the conditions of, and authorize the Board President and Board Secretary to execute the Grant Agreement in the same form as that annexed hereto as **Exhibit A**, in an amount of One Million Eight Hundred and Five Thousand Five Hundred and Twenty-Two Dollars (\$1,805,522);

**NOW, THEREFORE**, it is resolved by the Board, in open and public meeting as follows:

1. The Board hereby accepts and agrees to the conditions of FAA AIP Grant Number 3-56-0014-90-2026 in an amount of One Million Eight Hundred and Five Thousand Five Hundred and Twenty-Two Dollars (\$1,805,522); annexed hereto as **Exhibit A**, for the project of "Rehabilitate South Taxiway A (Phase I – Design)" as more fully described in the Project Application.
2. The Board authorizes the Board President to execute and attest the final Grant Agreement on behalf of the Board.

Adopted by the Board in open and public meeting this 15<sup>th</sup> day of April 2026.

**JACKSON HOLE AIRPORT BOARD**

By: \_\_\_\_\_  
Melissa Turley, President

**ATTEST**

By: \_\_\_\_\_  
John P. Carey III, Treasurer



U.S. Department  
of Transportation  
Federal Aviation  
Administration

Airports Division  
Northwest Mountain Region  
Colorado, Utah, Wyoming

Denver Airports District Office  
26805 E 68th Ave, Ste 224  
Denver, CO 80249-6339

Ms. Melissa Turley, President  
Jackson Hole Airport Board  
1250 East Airport Road  
Jackson, WY 83001

The Honorable Arne Jorgensen, Mayor  
Town of Jackson  
150 E. Pearl Avenue  
Jackson, WY 83001

Mr. Mark Newcomb, Chairman  
Teton County Board of Commissioners  
200 S. Willow Street  
Jackson, WY 83001

Dear Ms. Turley, Mayor Jorgensen, and Commissioner Newcomb:

The Grant Offer for Airport Improvement Program (AIP) Project No. 3-56-0014-090-2026 at Jackson Hole Airport is attached for execution. This letter outlines the steps you must take to properly enter into this agreement and provides other useful information. Please read the conditions, special conditions, and assurances that comprise the Grant Offer carefully.

**You may not make any modification to the text, terms or conditions of the Grant Offer.**

***Steps You Must Take to Enter Into Agreement.***

To properly enter into this agreement, you must do the following:

1. The governing body must give authority to execute the grant to the individual(s) signing the grant, i.e., the person signing the document must be the sponsor's authorized representative(s) (hereinafter "authorized representative").
2. The authorized representative must execute the grant by adding their electronic signature to the appropriate certificate at the end of the agreement.
3. Once the authorized representative has electronically signed the grant, the sponsor's attorney(s) will automatically receive an email notification.
4. On the **same day or after** the authorized representative has signed the grant, the sponsor's attorney(s) will add their electronic signature to the appropriate certificate at the end of the agreement.

5. If there are co-sponsors, the authorized representative(s) and sponsor's attorney(s) must follow the above procedures to fully execute the grant and finalize the process. Signatures must be obtained and finalized no later than **May 8, 2026**.
6. The fully executed grant will then be automatically sent to all parties as an email attachment.

**Payment.** Subject to the requirements in 2 CFR § 200.305 (federal payment), each payment request for reimbursement under this grant must be made electronically via the Delphi eInvoicing System. Please see the attached Grant Agreement for more information regarding the use of this system.

**Project Timing.** The terms and conditions of this agreement require you to complete the project without undue delay and no later than the Period of Performance end date four (4) years from the grant execution date). We will be monitoring your progress to ensure proper stewardship of these federal funds. We expect you to submit payment requests for reimbursement of allowable incurred project expenses consistent with project progress. Your grant may be placed in "inactive" status if you do not make draws on a regular basis, which will affect your ability to receive future Grant Offers. Costs incurred after the Period of Performance ends are generally not allowable and will be rejected unless authorized by the FAA in advance.

**Reporting.** Until the grant is completed and closed, you are responsible for submitting formal reports as follows:

- For all grants, you must submit by December 31<sup>st</sup> of each year this grant is open:
  1. A signed/dated SF-270 (Request for Advance or Reimbursement for non-construction projects) or SF-271 or equivalent (Outlay Report and Request for Reimbursement for Construction Programs), and
  2. An SF-425 (Federal Financial Report).
- For non-construction projects, you must submit [FAA Form 5100-140, Performance Report](#) within 30 days of the end of the federal fiscal year.
- For construction projects, you must submit [FAA Form 5370-1, Construction Progress and Inspection Report](#), within 30 days of the end of each federal fiscal quarter.

**Audit Requirements.** As a condition of receiving federal assistance under this award, you must comply with audit requirements as established under 2 CFR Part 200. Subpart F requires non-federal entities that expend \$1,000,000 or more in federal awards to conduct a single or program specific audit for that year. Note that this includes federal expenditures made under other federal-assistance programs. Please take appropriate and necessary action to ensure your organization will comply with applicable audit requirements and standards.

**Closeout.** Once the project(s) is completed and all costs are determined, we ask that you work with your FAA contact indicated below to close the project without delay and submit the necessary final closeout documentation as required by your Region/Airports District Office.

**FAA Contact Information.** Rebecca Wersal, (303) 342-1257, rebecca.wersal@faa.gov is the assigned program manager for this grant and is readily available to assist you and your designated representative with the requirements stated herein.

We sincerely value your cooperation in these efforts and look forward to working with you to complete this important project.

Sincerely,

Jesse A. Lyman  
Manager, Denver Airports District Office

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U.S. Department of Transportation  
Federal Aviation Administration

FEDERAL AVIATION ADMINISTRATION  
FY 2026  
AIRPORT IMPROVEMENT PROGRAM (AIP) GRANT AGREEMENT  
Part I - Offer

Federal Award Offer Date

Airport/Planning Area

Jackson Hole Airport

Airport Grant Number

3-56-0014-090-2026 [Contract No. DOT-FA26NM-1020]

Unique Entity Identifier

KELEZHCKXHL6

TO: Jackson Hole Airport Board, Town of Jackson and County of Teton, Wyoming  
(herein called the "Sponsor") (For Co-Sponsors, list all Co-Sponsor names. The word "Sponsor" in this Grant Agreement also applies to a Co-Sponsor.)

FROM: The United States of America (acting through the Federal Aviation Administration, herein called the "FAA")

**WHEREAS**, the sponsor has submitted to the FAA a Project Application dated March 27, 2026, for a grant of federal funds for a project at or associated with the Jackson Hole Airport, which is included as part of this Grant Agreement; and

**WHEREAS**, the FAA has approved a project for the Jackson Hole Airport (herein called the "Project") consisting of the following:

**Rehabilitate South Taxiway A (Phase I-Design)**

which is more fully described in the Project Application.

**NOW THEREFORE**, Pursuant to and for the purpose of carrying out Title 49, United States Code (USC), Chapters 471 and 475; 49 USC §§ 40101 et seq. and 48103; Consolidated Appropriations Act, 2024 (Public Law Number (P.L.) 118-42); Consolidated Appropriations Act, 2025 (P.L. 119-4); Consolidated Appropriations Act, 2026 (P.L. 119-75); FAA Reauthorization Act of 2024 (P.L. 118-63); Infrastructure Investment and Jobs Act of 2021 (IIJA) (P.L. 117-58) (as applicable); and the representations contained in the Project Application; and in consideration of: (a) the sponsor's adoption and ratification of the most recently published Grant Assurances; (b) the sponsor's acceptance of this offer; and (c) the benefits to accrue to the United States and the public from the accomplishment of the project, and compliance with the Grant Assurance and conditions as herein provided;

**THE FEDERAL AVIATION ADMINISTRATION, FOR AND ON BEHALF OF THE UNITED STATES, HEREBY OFFERS AND AGREES to pay (93.75) % of the allowable costs incurred accomplishing the Project as the United States' share of the Project.**

**Assistance Listings Number(s):** 20.116.

**This Offer is made on and SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:**

#### **CONDITIONS**

1. **Maximum Obligation.** The maximum obligation of the United States payable under this Offer is \$1,805,522.

The following amounts represent a breakdown of the maximum obligation for the purpose of establishing allowable amounts for any future grant amendment, which may increase the foregoing maximum obligation of the United States under the provisions of 49 USC § 47108(b):

\$0 for planning

\$1,805,522 for airport development or noise program implementation; and,

\$0 for land acquisition.

2. **Grant Performance.** This agreement is subject to the following federal award requirements:

a. Period of Performance:

- i. Start Date: The date the recipient formally accepts this agreement and the date signed by the last signatory to the agreement.
- ii. End Date: Four (4) years to the calendar day from the date of acceptance.
- iii. Extension of the Period of Performance (PoP): The recipient may request a one-time extension of up to one year after the PoP end date by submitting a request to the FAA. The request must include, at a minimum, supporting justification for the request and the amount of additional time requested. The request must be submitted at least 10 calendar days before the PoP end date. This one-time extension may not be exercised for the sole purpose of using unobligated balances.

The PoP end date, or any extension as approved by FAA, shall not affect, relieve, or reduce recipient obligations and assurances that extend beyond the closeout of this agreement.

b. Budget Period:

- i. For a single year grant offer, the budget period follows the same start and end date as the PoP provided in paragraph 2(a), and any extension of the PoP end date.

- ii. For a multi-year grant offer, per the authority provided in 49 USC § 47108 and § 47114, the budget period is from the initial PoP start date through the end of the final fiscal year identified on a multi-year grant offer (See Multi-Year Grant Special Condition, if applicable).
- c. Appropriation Period of Availability and Expenditure:
  - i. The FAA must obligate appropriated funds within the period of availability identified in the appropriation.
  - ii. In accordance with 31 USC § 1552, by September 30<sup>th</sup> of the fifth fiscal year after the period of availability, FAA must liquidate and close expired appropriations, and any remaining balance (whether obligated or unobligated) must be canceled and thereafter shall not be available for obligation or expenditure for any purpose.
  - iii. IIJA and Supplemental AIP funding are subject to this condition.

d. Close Out:

Recipients shall begin the closeout process upon physical completion of the project(s) identified in this agreement. Closeout shall proceed expeditiously and without delay, even if the PoP end date has not been reached. In accordance with 2 Code of Federal Regulations (CFR) 200, unless the FAA authorizes a written extension, the recipient must submit all grant closeout documentation and liquidate (pay-off) all obligations incurred under this award no later than 120 calendar days after the PoP end date. If the recipient does not submit all required closeout documentation within this period, the FAA will proceed to close out the grant within one year of the PoP end date with the information available at the end of 120 days.

e. Termination:

The FAA may terminate this agreement and all of its obligations under this agreement if any of the following occur:

- i. The recipient fails to comply with the terms and conditions of this agreement;
- ii. The recipient fails to obtain or provide any recipient grant contribution as required by the agreement;
- iii. There is a material failure to comply with the Project Schedule even if it is beyond the reasonable control of the recipient;
- iv. Any project changes that the FAA determines are inconsistent with the FAA's basis for selecting the project to receive a grant;
- v. Continued grant payment inactivity, generally defined as no drawdowns over a 12-month period;
- vi. The recipient requests that the FAA terminate the agreement under this section; or
- vii. The FAA determines that termination of this agreement is in the public interest.

In terminating this agreement under this section, the FAA may elect to consider only the interests of the FAA.

**3. Ineligible or Unallowable Costs.** In accordance with 49 USC § 47110, the sponsor is prohibited from including any costs in the grant funded portions of the project that the FAA has determined to be ineligible or unallowable, including costs incurred to carry out airport development implementing

policies and initiatives repealed by Executive Order 14148, provided such costs are not otherwise permitted by statute.

- 4. Indirect Costs - Sponsor.** The sponsor may charge indirect costs under this award by applying the indirect cost rate identified in the project application, as accepted by the FAA, to allowable costs for sponsor direct salaries and wages.
- 5. Determining the Final Federal Share of Costs.** The United States' share of allowable project costs will be made in accordance with 49 USC § 47109, the regulations, policies, and procedures of the Secretary of Transportation ("Secretary"), and any superseding legislation. Final determination of the United States' share will be based upon the final audit of the total amount of allowable project costs, and settlement will be made for any upward or downward adjustments to the federal share of costs.
- 6. Completing the Project Without Delay and in Conformance with Requirements.** The sponsor must carry out and complete the project without undue delay, and in accordance with this agreement, 49 USC Chapters 471 and 475, IIJA (P.L. 117-58) (as appropriate), and the regulations, policies, and procedures of the Secretary. Per 2 CFR § 200.308, the sponsor agrees to report and request prior FAA approval for any disengagement from performing the project that exceeds three months, or a 25 percent reduction in time devoted to the project. The report must include a reason for the project stoppage. The sponsor also agrees to comply with the grant assurances, which are part of this agreement.
- 7. Amendments or Withdrawals before Grant Acceptance.** The FAA reserves the right to amend or withdraw this offer at any time prior to its acceptance by the sponsor.
- 8. Offer Expiration Date.** This offer will expire and the United States will not be obligated to pay any part of the costs of the project(s) unless this offer has been accepted by the sponsor on or before May 8, 2026, or such subsequent date as may be prescribed in writing by the FAA.
- 9. Improper Use of Federal Funds and Mandatory Disclosure.**
  - a. The sponsor must take all steps, including litigation, if necessary, to recover federal funds spent fraudulently, wastefully, or in violation of federal antitrust statutes, or misused in any other manner for any project upon which federal funds have been expended. For the purposes of this grant agreement, the term "federal funds" means funds however used or dispersed by the sponsor, that were originally paid pursuant to this or any other federal grant agreement. The sponsor must obtain the approval of the Secretary as to any determination of the amount of the federal share of such funds. The sponsor must return the recovered federal share, including funds recovered by settlement, order, or judgment, to the Secretary. Upon request, the sponsor must furnish to the Secretary all documents and records pertaining to the determination of the amount of the federal share, or to any settlement, litigation, negotiation, or other efforts taken to recover such funds. All settlements or other final positions of the sponsor, in court or otherwise, involving the recovery of such federal share require advance approval by the Secretary.
  - b. The sponsor, a recipient, and a subrecipient under this federal grant must promptly comply with the mandatory disclosure requirements as established under 2 CFR § 200.113, including reporting requirements related to recipient integrity and performance in accordance with Appendix XII to 2 CFR Part 200.

- 10. United States Not Liable for Damage or Injury.** The United States is not responsible or liable for damage to property or injury to persons which may arise from, or be incident to, compliance with this agreement.
- 11. System for Award Management (SAM) Registration and Unique Entity Identifier (UEI).**
- Requirement for System for Award Management (SAM): Unless the sponsor is exempted from this requirement under 2 CFR § 25.110, the sponsor must maintain the currency of its information in the SAM until the sponsor submits the final financial report required under this grant, or receives the final payment, whichever is later. This requires that the sponsor review and update the information at least annually after the initial registration and more frequently if required by changes in information or another award term. Additional information about registration procedures may be found at the SAM website (currently at <http://www.sam.gov>).
  - Unique entity identifier (UEI) means a 12-character alpha-numeric value used to identify a specific commercial, nonprofit, or governmental entity. A UEI may be obtained from SAM.gov at <https://sam.gov/content/entity-registration>.
- 12. Electronic Grant Payment(s).** Unless otherwise directed by the FAA, the sponsor must make each payment request under this agreement electronically via the Delphi invoicing System for Department of Transportation (DOT) Financial Assistance Awardees.
- 13. Informal Letter Amendment of Projects.** If, during the life of the project, the FAA determines that the maximum grant obligation of the United States exceeds the expected needs of the sponsor by \$25,000 or five percent, whichever is greater, the FAA can issue a letter amendment to the sponsor unilaterally reducing the maximum obligation.
- The FAA can also issue a letter to the sponsor increasing the maximum obligation if there is an overrun in the total actual eligible and allowable project costs to cover the amount of the overrun, provided it will not exceed the statutory limitations for grant amendments. The FAA's authority to increase the maximum obligation does not apply to the "planning" component of Condition No. 1, Maximum Obligation.
- The FAA can also issue an informal letter amendment that modifies the grant description to correct administrative errors or to delete work items if the FAA finds it advantageous, and in the best interests of the United States.
- An informal letter amendment has the same force and effect as a formal grant amendment.
- 14. Environmental Standards.** The sponsor is required to comply with all applicable environmental standards, as further defined in the Grant Assurances, for all projects in this grant. If the sponsor fails to comply with this requirement, the FAA may suspend, cancel, or terminate this Grant Agreement.
- 15. Financial Reporting and Payment Requirements.** The sponsor will comply with all federal financial reporting requirements and payment requirements, including submittal of timely and accurate reports.
- 16. Buy American.** Unless otherwise approved in advance by the FAA, in accordance with 49 USC § 50101, the sponsor will not acquire or permit any contractor or subcontractor to acquire any steel or manufactured goods produced outside the United States to be used for any project for which funds are provided under this grant. The sponsor will include a provision implementing Buy American in every contract and subcontract awarded under this grant.

- 17. Build America, Buy America.** The sponsor must comply with the requirements under the Build America, Buy America Act (P.L. 117-58).
- 18. Maximum Obligation Increase.** In accordance with 49 USC § 47108(b)(2), as amended, the maximum obligation of the United States, as stated in Condition No. 1, Maximum Obligation, of this grant:
- a. May not be increased for a planning project;
  - b. May be increased by not more than 15 percent for development projects, if funds are available;
  - c. May be increased by not more than the greater of the following for a land project, if funds are available:
    - i. 15 percent; or
    - ii. 25 percent of the total increase in allowable project costs attributable to acquiring an interest in the land.

If the sponsor requests an increase, any eligible increase in funding will be subject to the United States Government share as provided in 49 USC § 47109, or IJA (P.L. 17-58), or other superseding legislation if applicable, for the fiscal year appropriation with which the increase is funded. The FAA is not responsible for the same federal share provided herein for any amount increased over the initial grant amount. The FAA may adjust the federal share as applicable through an informal letter of amendment.

**19. Audits for Sponsors.**

**PUBLIC SPONSORS.** The sponsor must provide for a Single Audit or program-specific audit in accordance with 2 CFR Part 200. The sponsor must submit the audit reporting package to the Federal Audit Clearinghouse on the Federal Audit Clearinghouse's Internet Data Entry System at <http://harvester.census.gov/facweb/>. Upon request of the FAA, the sponsor shall provide one copy of the completed audit to the FAA. Sponsors that expend less than \$1,000,000 in federal awards and are exempt from federal audit requirements must make records available for review or audit by the appropriate federal agency officials, state, and Government Accountability Office. The FAA and other appropriate federal agencies may request additional information to meet all federal audit requirements.

**20. Suspension or Debarment.** When entering into a "covered transaction" as defined by 2 CFR § 180.200, the sponsor must:

- a. Verify the non-federal entity is eligible to participate in this federal program by:
  - i. Checking the System for Award Management (SAM.gov) exclusions to determine if the non-federal entity is excluded or disqualified; or
  - ii. Collecting a certification statement from the non-federal entity attesting they are not excluded or disqualified from participating; or
  - iii. Adding a clause or condition to covered transactions attesting the individual or firm are not excluded or disqualified from participating.
- b. Require prime contractors to comply with 2 CFR § 180.330 when entering into lower-tier transactions with their contractors and sub-contractors.

- c. Immediately disclose in writing to the FAA whenever (1) the sponsor learns they have entered into a covered transaction with an ineligible entity or (2) the public sponsor suspends or debars a contractor, person, or entity.

**21. Ban on Texting While Driving.**

- a. In accordance with Executive Order 13513, Federal Leadership on Reducing Text Messaging While Driving, October 1, 2009, and DOT Order 3902.10, Text Messaging While Driving, December 30, 2009, the sponsor is encouraged to:
  - i. Adopt and enforce workplace safety policies to decrease crashes caused by distracted drivers, including policies to ban text messaging while driving when performing any work for, or on behalf of, the Federal Government, including work relating to a grant or subgrant.
  - ii. Conduct workplace safety initiatives in a manner commensurate with the size of the business, such as:
    - a) Establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving; and
    - b) Education, awareness, and other outreach to employees about the safety risks associated with texting while driving.
- f. The sponsor must insert the substance of this clause on banning texting while driving in all subgrants, contracts, and subcontracts funded with this grant.

**22. Trafficking in Persons.**

- a. *Posting of contact information.*
  - i. The sponsor must post the contact information of the national human trafficking hotline (including options to reach out to the hotline such as through phone, text, or TTY) in all public airport restrooms.
- b. *Provisions applicable to a sponsor that is a private entity.*
  - i. Under this grant, the sponsor, its employees, subrecipients under this grant, and subrecipient's employees must not engage in:
    - a) Severe forms of trafficking in persons;
    - b) The procurement of a commercial sex act during the period of time that the grant or cooperative agreement is in effect;
    - c) The use of forced labor in the performance of this grant; or any subaward; or
    - d) Acts that directly support or advance trafficking in persons, including the following acts:
      - 1. Destroying, concealing, removing, confiscating, or otherwise denying an employee access to that employee's identity or immigration documents;
      - 2. Failing to provide return transportation of pay for return transportation costs to an employee from a country outside the United States to the country from which the employee was recruited upon the end of employment if requested by the employee, unless:

- a. Exempted from the requirement to provide or pay for such return transportation by the federal department or agency providing or entering into the grant; or
    - b. The employee is a victim of human trafficking seeking victim services or legal redress in the country of employment or witness in a human trafficking enforcement action;
  - 3. Soliciting a person for the purpose of employment, or offering employment, by means of materially false or fraudulent pretenses, representations, or promises regarding that employment;
  - 4. Charging recruited employees a placement or recruitment fee; or
  - 5. Providing or arranging housing that fails to meet the host country's housing and safety standards.
- ii. The FAA may unilaterally terminate this grant or take any remedial actions authorized by 22 USC § 7104b(c), without penalty, if any private entity under this grant:
  - a) is determined to have violated a prohibition in paragraph 2.a. (PoP) of this grant; or
  - b) has an employee that is determined to have violated a prohibition in paragraph 2.a. (PoP) of this grant through conduct that is either:
    - 1. Associated with the performance under this grant; or
    - 2. Imputed to the recipient or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR Part 180, "OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Nonprocurement)," as implemented by the FAA at 2 CFR Part 1200.
- c. *Provisions applicable to a sponsor other than a private entity.*
  - i. The FAA may unilaterally terminate this award or take any remedial actions authorized by 22 USC § 7104b(c), without penalty, if subrecipient is a private entity under this grant:
    - a) is determined to have violated a prohibition in paragraph 2.a. (PoP) of this grant
    - or
    - b) has an employee that is determined to have violated a prohibition in paragraph 2.a. (PoP) of this grant through conduct that is either:
      - 1. Associated with the performance under this grant; or
      - 2. Imputed to the sponsor or subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR Part 180, "OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Nonprocurement)," as implemented by the FAA at 2 CFR Part 1200.
- d. *Provisions applicable to any sponsor or subrecipient.*

- i. The sponsor or subrecipient must inform the FAA and the DOT Inspector General immediately of any information you receive from any source alleging a violation of a prohibition in paragraph 2.a. (PoP) of this grant.
  - ii. The FAA's right to unilaterally terminate this grant as described in paragraphs 2.b. (Budget Period) or 3.a. (Close Out and Termination) of this grant, implements the requirements of 22 USC Chapter 78, and is in addition to all other remedies for noncompliance that are available to the FAA under this grant.
  - iii. The sponsor must include the requirements of paragraph 2.a. (PoP) of this grant award term in any subaward it makes to a private entity.
  - iv. If applicable, the sponsor must also comply with the compliance plan and certification requirements in 2 CFR § 175.105(b).
- e. *Definitions. For purposes of this grant award, term:*
- i. "Employee" means either:
    - a) An individual employed by the sponsor or a subrecipient who is engaged in the performance of the project or program under this grant; or
    - b) Another person engaged in the performance of the project or program under this grant and not compensated by the sponsor or a subrecipient including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing requirements.
  - ii. "Private Entity" means:
    - a) Any entity, including for-profit organizations, nonprofit organizations, institutions of higher education, and hospitals. The term does not include foreign public entities, Indian Tribes, local governments, or states as defined in 2 CFR § 200.1.
    - b) The terms "severe forms of trafficking in persons," "commercial sex act," "sex trafficking," "abuse or threatened abuse of law or legal process," "coercion," "debt bondage," and "involuntary servitude" have the meanings given at section 103 of the Victims of Trafficking and Violence Protection Act of 2000, as amended (22 USC § 7102).

**23. Grant Funded Work Included in a PFC Application.** Within 120 days of acceptance of this Grant Agreement, the sponsor must submit to the FAA an amendment to any approved Passenger Facility Charge (PFC) application that contains an approved PFC project also covered under this Grant Agreement as described in the project application. The sponsor may not make any expenditure under this Grant Agreement until project work addressed under this Grant Agreement is removed from an approved PFC application by amendment.

**24. Exhibit "A" Property Map.** The Exhibit "A" Property Map dated December 2013, is incorporated herein by reference, or is submitted with the project application and made part of this Grant Agreement.

**25. Employee Protection from Reprisal.** In accordance with 2 CFR § 200.217 and 41 USC § 4701, an employee of a grantee, subgrantee contractor, recipient, or subrecipient must not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing to a person or body described in 41 USC § 4712(a)(2) information that the employee reasonably believes is evidence of gross mismanagement of a federal contract or grant, a gross waste of federal funds, an abuse of

authority relating to a federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal contract (including the competition for or negotiation of a contract) or grant. The grantee, subgrantee, contractor, recipient, or subrecipient must inform their employees in writing of employee whistleblower rights and protections under 41 USC § 4712. See statutory requirements for whistleblower protections at 10 USC § 4701, 41 USC § 4712, 41 USC § 4304, and 10 USC § 4310.

- 26. Co-Sponsor.** The co-sponsors understand and agree that they jointly and severally adopt and ratify the representations and assurances contained therein and that the word "sponsor" as used in the application and other assurances is deemed to include all co-sponsors.
- 27. Prohibited Telecommunications and Video Surveillance Services and Equipment.** The sponsor agrees to comply with mandatory standards and policies relating to use and procurement of certain telecommunications and video surveillance services or equipment in compliance with the National Defense Authorization Act [P.L. 115-232 § 889] and 2 CFR § 200.216.
- 28. Critical Infrastructure Security and Resilience.** The sponsor acknowledges that it has considered and addressed physical and cybersecurity and resilience in its project planning, design, and oversight, as determined by the DOT and the Department of Homeland Security (DHS). For airports that do not have specific DOT or DHS cybersecurity requirements, the FAA encourages the voluntary adoption of the cybersecurity requirements from the Transportation Security Administration and Federal Security Director identified for security risk Category X airports.
- 29. Title VI of the Civil Rights Act.** As a condition of a grant award, the sponsor shall demonstrate that it complies with the provisions of Title VI of the Civil Rights Act of 1964 (42 USC §§ 2000d et seq.) and implementing regulations (49 CFR Part 21), the Airport and Airway Improvement Act of 1982 (49 USC § 47123), the Age Discrimination Act of 1975 (42 USC § 6101 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 USC § 794 et seq.), the Americans with Disabilities Act of 1990 (42 USC § 12101, et seq.), U.S. Department of Transportation and Federal Aviation Administration (FAA) Assurances, and other relevant civil rights statutes, regulations, or authorities, including any amendments or updates thereto. This may include, as applicable, providing a current Title VI Program Plan to the FAA for approval, in the format and according to the timeline required by the FAA, and other information about the communities that will be benefited and impacted by the project. The sponsor shall affirmatively ensure that when carrying out any project supported by this grant that it complies with all federal nondiscrimination and civil rights laws based on race, color, national origin, sex, creed, age, disability, and genetic information, in consideration for federal financial assistance. The Department's and FAA's Office of Civil Rights may provide resources and technical assistance to recipients to ensure full and sustainable compliance with federal civil rights requirements. Failure to comply with civil rights requirements will be considered a violation of the agreement or contract and be subject to any enforcement action as authorized by law.
- 30. Applicable Federal Anti-Discrimination Laws.** The sponsor agrees:
- a. That its compliance in all respects with all applicable federal anti-discrimination laws is material to the government's payment decisions for purposes of 31 USC § 3729(b)(4) and
  - b. To certify that it does not operate any programs promoting Diversity, Equity, and Inclusion (DEI) that violate any applicable federal anti-discrimination laws.
- 31. National Airspace System Requirements.**
- a. The sponsor shall cooperate with FAA activities installing, maintaining, replacing, improving, or operating equipment and facilities in or supporting the National Airspace System, including

waiving permitting requirements and other restrictions affecting those activities to the maximum extent possible, and assisting the FAA in securing waivers of permitting or other restrictions from other authorities. The sponsor shall not take actions that frustrate or prevent the FAA from installing, maintaining, replacing, improving, or operating equipment and facilities in or supporting the National Airspace System.

- b. If FAA determines that the sponsor has violated subsection a., the FAA may impose a remedy, including:
  - i. Additional conditions on the award;
  - ii. Consistent with 49 USC Chapter 471, any remedy permitted under 2 CFR §§ 200.339–200.340, including withholding of payments; disallowance of previously reimbursed costs, requiring refunds from the recipient to the DOT; suspension or termination of the award; or suspension and debarment under 2 CFR part 180; or
  - iii. Any other remedy legally available.
- c. In imposing a remedy under this condition, the FAA may elect to consider the interests of only the FAA.
- d. The sponsor acknowledges that amounts that the FAA requires the sponsor to refund to the FAA due to a remedy under this condition constitute a debt to the Federal Government that the FAA may collect under 2 CFR 200.346 and the Federal Claims Collection Standards (31 CFR Parts 900–904).

**32. Signage Costs for Construction Projects.** The sponsor agrees that it will require the prime contractor of a federally-assisted airport improvement project to post signs consistent with a DOT/FAA-prescribed format, as may be requested by the DOT/FAA, and further agrees to remove any signs posted in response to requests received prior to February 1, 2025.

**SPECIAL CONDITIONS**

**33. Solid Waste Recycling Plan.** The sponsor certifies that it has a solid waste recycling plan as part of an existing Airport Master Plan, as prescribed by 49 USC § 47106(a)(6).

**34. Pavement Maintenance Management Program.** The sponsor agrees that it will implement an effective airport pavement maintenance management program as required by Airport Sponsor Grant Assurance 11, Pavement Preventive Maintenance-Management, which is codified at 49 USC § 47105(e). The sponsor agrees that it will use the program for the useful life of any pavement constructed, reconstructed, rehabilitated, or repaired with federal financial assistance at the airport. The sponsor further agrees that the program will:

- a. Follow the current version of FAA Advisory Circular 150/5380-6, "Guidelines and Procedures for Maintenance of Airport Pavements," for specific guidelines and procedures for maintaining airport pavements, establishing an effective maintenance program, specific types of distress and its probable cause, inspection guidelines, and recommended methods of repair;
- b. Detail the procedures to be followed to assure that proper pavement maintenance, both preventive and repair, is performed;
- c. Include a Pavement Inventory, Inspection Schedule, Record Keeping, Information Retrieval, and Reference, meeting the following requirements:
  1. Pavement Inventory. The following must be depicted in an appropriate form and level of detail:
    - i. Location of all runways, taxiways, and aprons;
    - ii. Dimensions;
    - iii. Type of pavement; and,
    - iv. Year of construction or most recent major reconstruction, rehabilitation, or repair.
  2. Inspection Schedule.
    - i. Detailed Inspection. A detailed inspection must be performed at least once a year. If a history of recorded pavement deterioration is available, i.e., Pavement Condition Index (PCI) survey as set forth in the current version of Advisory Circular 150/5380-6, the frequency of inspections may be extended to three years.
    - ii. Drive-By Inspection. A drive-by inspection must be performed a minimum of once per month to detect unexpected changes in the pavement condition. For drive-by inspections, the date of inspection and any maintenance performed must be recorded.
  3. Record Keeping. Complete information on the findings of all detailed inspections and on the maintenance performed must be recorded and kept on file for a minimum of five years. The type of distress, location, and remedial action, scheduled or performed, must be documented. The minimum information is:
    - i. Inspection date;
    - ii. Location;
    - iii. Distress types; and

- iv. Maintenance scheduled or performed.
  - 4. Information Retrieval System. The sponsor must be able to retrieve the information and records produced by the pavement survey to provide a report to the FAA as may be required.
- 35. Plans and Specifications Prior to Bidding.** The sponsor agrees that it will submit plans and specifications for FAA review prior to advertising for bids.
- 36. Design Grant.** This Grant Agreement is being issued in order to complete the design of the project. The sponsor understands and agrees that within two (2) years after the design is completed that the sponsor will accept, subject to the availability of the amount of federal funding identified in the Airport Capital Improvement Plan (ACIP), a grant to complete the construction of the project in order to provide a useful and usable unit of work. The sponsor also understands that if the FAA has provided federal funding to complete the design for the project, and the sponsor has not completed the design within four (4) years from the execution of this Grant Agreement, the FAA may suspend or terminate grants related to the design.
- 37. Mothers' Rooms.** As a small, medium, or large hub airport, the sponsor certifies it is in compliance with 49 USC § 47107(w).
- 38. Buy American Executive Orders.** The sponsor agrees to abide by applicable Executive Orders in effect at the time this Grant Agreement is executed, including Executive Order 14005, Ensuring the Future Is Made in All of America by All of America's Workers.

DRAFT

The sponsor's acceptance of this offer and ratification and adoption of the Project Application incorporated herein shall be evidenced by execution of this instrument by the sponsor, as hereinafter provided, and this offer and acceptance shall comprise a Grant Agreement, constituting the contractual obligations and rights of the United States and the sponsor with respect to the accomplishment of the project and compliance with the Grant Assurances, terms, and conditions as provided herein. Such Grant Agreement shall become effective upon the sponsor's acceptance of this offer.

**Please read the following information:** By signing this document, you are agreeing that you have reviewed the following consumer disclosure information and consent to transact business using electronic communications, to receive notices and disclosures electronically, and to utilize electronic signatures in lieu of using paper documents. You are not required to receive notices and disclosures or sign documents electronically. If you prefer not to do so, you may request to receive paper copies and withdraw your consent at any time.

I declare under penalty of perjury that the foregoing is true and correct.<sup>1</sup>

**UNITED STATES OF AMERICA  
FEDERAL AVIATION ADMINISTRATION**

\_\_\_\_\_  
*(Signature)*

\_\_\_\_\_  
*(Typed Name)*

\_\_\_\_\_  
*(Title of FAA Official)*

<sup>1</sup> Knowingly and willfully providing false information to the Federal government is a violation of 18 U.S.C. § 1001 (False Statements) and could subject you to fines, imprisonment, or both.

**Part II - Acceptance**

The sponsor does hereby ratify and adopt all assurances, statements, representations, warranties, covenants, and agreements contained in the Project Application and incorporated materials referred to in the foregoing offer, and does hereby accept this offer and by such acceptance agrees to comply with all of the Grant Assurances, terms, and conditions in this offer and in the Project Application.

**Please read the following information:** By signing this document, you are agreeing that you have reviewed the following consumer disclosure information and consent to transact business using electronic communications, to receive notices and disclosures electronically, and to utilize electronic signatures in lieu of using paper documents. You are not required to receive notices and disclosures or sign documents electronically. If you prefer not to do so, you may request to receive paper copies and withdraw your consent at any time.

I declare under penalty of perjury that the foregoing is true and correct.<sup>2</sup>

Dated \_\_\_\_\_

**JACKSON HOLE AIRPORT BOARD**

\_\_\_\_\_  
*(Name of Sponsor)*

\_\_\_\_\_  
*(Signature of Sponsor's Authorized Official)*

**By:** \_\_\_\_\_  
*(Typed Name of Sponsor's Authorized Official)*

**Title:** \_\_\_\_\_  
*(Title of Sponsor's Authorized Official)*

**DRAFT**

<sup>2</sup> Knowingly and willfully providing false information to the Federal Government is a violation of 18 USC § 1001 (False Statements) and could subject you to fines, imprisonment, or both.

**CERTIFICATE OF SPONSOR'S ATTORNEY**

I, \_\_\_\_\_, acting as Attorney for the Sponsor do hereby certify:

That in my opinion the Sponsor is empowered to enter into the foregoing Grant Agreement under the laws of the State of Wyoming. Further, I have examined the foregoing Grant Agreement and the actions taken by said Sponsor and Sponsor's official representative, who has been duly authorized to execute this Grant Agreement, which is in all respects due and proper and in accordance with the laws of the said State; and Title 49, United States Code (USC), Chapters 471 and 475; 49 USC §§ 40101 et seq., and 48103; Consolidated Appropriations Act, 2024 (P.L. 118-42); Consolidated Appropriations Act, 2025 (P.L. 119-4); Consolidated Appropriations Act, 2026 (P.L. 119-75); FAA Reauthorization Act of 2024 (P.L. 118-63); and the representations contained in the Project Application. In addition, for grants involving projects to be carried out on property not owned by the Sponsor, there are no legal impediments that will prevent full performance by the Sponsor. Further, it is my opinion that the said Grant Agreement constitutes a legal and binding obligation of the Sponsor in accordance with the terms thereof.

**Please read the following information:** By signing this document, you are agreeing that you have reviewed the following consumer disclosure information and consent to transact business using electronic communications, to receive notices and disclosures electronically, and to utilize electronic signatures in lieu of using paper documents. You are not required to receive notices and disclosures or sign documents electronically. If you prefer not to do so, you may request to receive paper copies and withdraw your consent at any time.

I declare under penalty of perjury that the foregoing is true and correct.<sup>3</sup>

Dated at \_\_\_\_\_

By: \_\_\_\_\_  
*(Signature of Sponsor's Attorney)*

**DRAFT**

<sup>3</sup> Knowingly and willfully providing false information to the Federal Government is a violation of 18 USC § 1001 (False Statements) and could subject you to fines, imprisonment, or both.

The sponsor does hereby ratify and adopt all assurances, statements, representations, warranties, covenants, and agreements contained in the Project Application and incorporated materials referred to in the foregoing offer, and does hereby accept this offer and by such acceptance agrees to comply with all of the Grant Assurances, terms, and conditions in this offer and in the Project Application.

**Please read the following information:** By signing this document, you are agreeing that you have reviewed the following consumer disclosure information and consent to transact business using electronic communications, to receive notices and disclosures electronically, and to utilize electronic signatures in lieu of using paper documents. You are not required to receive notices and disclosures or sign documents electronically. If you prefer not to do so, you may request to receive paper copies and withdraw your consent at any time.

I declare under penalty of perjury that the foregoing is true and correct.<sup>4</sup>

Dated \_\_\_\_\_

**TOWN OF JACKSON, WYOMING**

*(Name of Sponsor)*

\_\_\_\_\_  
*(Signature of Sponsor's Authorized Official)*

**By:**

\_\_\_\_\_  
*(Typed Name of Sponsor's Authorized Official)*

**Title:**

\_\_\_\_\_  
*(Title of Sponsor's Authorized Official)*

**Attested By:**

\_\_\_\_\_  
*(Signature of Sponsor's Attestation)*

\_\_\_\_\_  
*(Typed Name of Sponsor's Attestation)*

\_\_\_\_\_  
*(Title of Sponsor's Attestation)*

**DRAFT**

<sup>4</sup> Knowingly and willfully providing false information to the Federal Government is a violation of 18 USC § 1001 (False Statements) and could subject you to fines, imprisonment, or both.

**CERTIFICATE OF SPONSOR'S ATTORNEY**

I, \_\_\_\_\_, acting as Attorney for the Sponsor do hereby certify:

That in my opinion the Sponsor is empowered to enter into the foregoing Grant Agreement under the laws of the State of Wyoming. Further, I have examined the foregoing Grant Agreement and the actions taken by said Sponsor and Sponsor's official representative, who has been duly authorized to execute this Grant Agreement, which is in all respects due and proper and in accordance with the laws of the said State; and Title 49, United States Code (USC), Chapters 471 and 475; 49 USC §§ 40101 et seq., and 48103; Consolidated Appropriations Act, 2024 (P.L. 118-42); Consolidated Appropriations Act, 2025 (P.L. 119-4); Consolidated Appropriations Act, 2026 (P.L. 119-75); FAA Reauthorization Act of 2024 (P.L. 118-63); and the representations contained in the Project Application. In addition, for grants involving projects to be carried out on property not owned by the Sponsor, there are no legal impediments that will prevent full performance by the Sponsor. Further, it is my opinion that the said Grant Agreement constitutes a legal and binding obligation of the Sponsor in accordance with the terms thereof.

**Please read the following information:** By signing this document, you are agreeing that you have reviewed the following consumer disclosure information and consent to transact business using electronic communications, to receive notices and disclosures electronically, and to utilize electronic signatures in lieu of using paper documents. You are not required to receive notices and disclosures or sign documents electronically. If you prefer not to do so, you may request to receive paper copies and withdraw your consent at any time.

I declare under penalty of perjury that the foregoing is true and correct.<sup>5</sup>

Dated at \_\_\_\_\_

By: \_\_\_\_\_  
*(Signature of Sponsor's Attorney)*

**DRAFT**

<sup>5</sup> Knowingly and willfully providing false information to the Federal Government is a violation of 18 USC § 1001 (False Statements) and could subject you to fines, imprisonment, or both.

The sponsor does hereby ratify and adopt all assurances, statements, representations, warranties, covenants, and agreements contained in the Project Application and incorporated materials referred to in the foregoing offer, and does hereby accept this offer and by such acceptance agrees to comply with all of the Grant Assurances, terms, and conditions in this offer and in the Project Application.

**Please read the following information:** By signing this document, you are agreeing that you have reviewed the following consumer disclosure information and consent to transact business using electronic communications, to receive notices and disclosures electronically, and to utilize electronic signatures in lieu of using paper documents. You are not required to receive notices and disclosures or sign documents electronically. If you prefer not to do so, you may request to receive paper copies and withdraw your consent at any time.

I declare under penalty of perjury that the foregoing is true and correct.<sup>6</sup>

Dated \_\_\_\_\_

\_\_\_\_\_  
**COUNTY OF TETON, WYOMING**

\_\_\_\_\_  
*(Name of Sponsor)*

\_\_\_\_\_  
*(Signature of Sponsor's Authorized Official)*

**By:** \_\_\_\_\_

\_\_\_\_\_  
*(Typed Name of Sponsor's Authorized Official)*

**Title:** \_\_\_\_\_

\_\_\_\_\_  
*(Title of Sponsor's Authorized Official)*

**Attested By:** \_\_\_\_\_

\_\_\_\_\_  
*(Signature of Sponsor's Attestation)*

\_\_\_\_\_  
*(Typed Name of Sponsor's Attestation)*

\_\_\_\_\_  
*(Title of Sponsor's Attestation)*

**DRAFT**

<sup>6</sup> Knowingly and willfully providing false information to the Federal Government is a violation of 18 USC § 1001 (False Statements) and could subject you to fines, imprisonment, or both.

**CERTIFICATE OF SPONSOR'S ATTORNEY**

I, \_\_\_\_\_, acting as Attorney for the Sponsor do hereby certify:

That in my opinion the Sponsor is empowered to enter into the foregoing Grant Agreement under the laws of the State of Wyoming. Further, I have examined the foregoing Grant Agreement and the actions taken by said Sponsor and Sponsor's official representative, who has been duly authorized to execute this Grant Agreement, which is in all respects due and proper and in accordance with the laws of the said State; and Title 49, United States Code (USC), Chapters 471 and 475; 49 USC §§ 40101 et seq., and 48103; Consolidated Appropriations Act, 2024 (P.L. 118-42); Consolidated Appropriations Act, 2025 (P.L. 119-4); Consolidated Appropriations Act, 2026 (P.L. 119-75); FAA Reauthorization Act of 2024 (P.L. 118-63); and the representations contained in the Project Application. In addition, for grants involving projects to be carried out on property not owned by the Sponsor, there are no legal impediments that will prevent full performance by the Sponsor. Further, it is my opinion that the said Grant Agreement constitutes a legal and binding obligation of the Sponsor in accordance with the terms thereof.

**Please read the following information:** By signing this document, you are agreeing that you have reviewed the following consumer disclosure information and consent to transact business using electronic communications, to receive notices and disclosures electronically, and to utilize electronic signatures in lieu of using paper documents. You are not required to receive notices and disclosures or sign documents electronically. If you prefer not to do so, you may request to receive paper copies and withdraw your consent at any time.

I declare under penalty of perjury that the foregoing is true and correct.<sup>7</sup>

Dated at \_\_\_\_\_

By: \_\_\_\_\_  
*(Signature of Sponsor's Attorney)*

**DRAFT**

<sup>7</sup> Knowingly and willfully providing false information to the Federal Government is a violation of 18 USC § 1001 (False Statements) and could subject you to fines, imprisonment, or both.

**ASSURANCES**  
**AIRPORT SPONSORS**

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**A. General.**

1. These assurances shall be complied with in the performance of grant agreements for airport development, airport planning, and noise compatibility program grants for airport sponsors.
2. These assurances are required to be submitted as part of the project application by sponsors requesting funds under the provisions of Title 49, USC, subtitle VII, as amended. As used herein, the term "public agency sponsor" means a public agency with control of a public-use airport; the term "private sponsor" means a private owner of a public-use airport; and the term "sponsor" includes both public agency sponsors and private sponsors.
3. Upon acceptance of this Grant Offer by the sponsor, these assurances are incorporated in and become part of this Grant Agreement.

**B. Duration and Applicability.**

**1. Airport Development or Noise Compatibility Program Projects Undertaken by a Public Agency Sponsor.**

The terms, conditions and assurances of this Grant Agreement shall remain in full force and effect throughout the useful life of the facilities developed or equipment acquired for an airport development or noise compatibility program project, or throughout the useful life of the project items installed within a facility under a noise compatibility program project, but in any event not to exceed twenty (20) years from the date of acceptance of a Grant Offer of federal funds for the project. However, there shall be no limit on the duration of the assurances regarding Exclusive Rights and Airport Revenue so long as the airport is used as an airport. There shall be no limit on the duration of the terms, conditions, and assurances with respect to real property acquired with federal funds. Furthermore, the duration of the Civil Rights assurance shall be specified in the assurances.

**2. Airport Development or Noise Compatibility Projects Undertaken by a Private Sponsor.**

The preceding paragraph (1) also applies to a private sponsor except that the useful life of project items installed within a facility or the useful life of the facilities developed or equipment acquired under an airport development or noise compatibility program project shall be no less than ten (10) years from the date of acceptance of federal aid for the project.

**3. Airport Planning Undertaken by a Sponsor.**

Unless otherwise specified in this Grant Agreement, only Assurances 1, 2, 3, 5, 6, 13, 18, 23, 25, 30, 32, 33, 34, 37, and 40 in Section C apply to planning projects. The terms, conditions, and assurances of this Grant Agreement shall remain in full force and effect during the life of the project; there shall be no limit on the duration of the assurances regarding Exclusive Rights and Airport Revenue so long as the airport is used as an airport.

### C. Sponsor Certification.

The sponsor hereby assures and certifies, with respect to this grant that:

#### 1. General Federal Requirements

It will comply with all applicable federal laws, regulations, executive orders, policies, guidelines, and requirements as they relate to the application, acceptance, and use of federal funds for this grant. Performance under this agreement shall be governed by and in compliance with the following requirements, as applicable, to the type of organization of the Sponsor and any applicable sub-recipients. The applicable provisions to this agreement include, but are not limited to, the following:

#### FEDERAL LEGISLATION

- a. 49 USC subtitle VII, as amended.
- b. Davis-Bacon Act, as amended — 40 USC §§ 3141-3144, 3146, and 3147, et seq.<sup>1</sup>
- c. Federal Fair Labor Standards Act – 29 USC § 201, et seq.
- d. Hatch Act – 5 USC § 1501, et seq.<sup>2</sup>
- e. Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, 42 USC § 4601, et seq.<sup>1, 2</sup>
- f. National Historic Preservation Act of 1966 – Section 106 – 54 USC § 306108.<sup>1</sup>
- g. Archeological and Historic Preservation Act of 1974 – 54 USC § 312501, et seq.<sup>1</sup>
- h. Native Americans Grave Repatriation Act – 25 USC § 3001, et seq.
- i. Clean Air Act, P.L. 90-148, as amended – 42 USC § 7401, et seq.
- j. Coastal Zone Management Act, P.L. 92-583, as amended – 16 USC § 1451, et seq.
- k. Flood Disaster Protection Act of 1973 – Section 102(a) - 42 USC § 4012a.<sup>1</sup>
- l. 49 USC § 303, (formerly known as Section 4(f)).
- m. Rehabilitation Act of 1973 – 29 USC § 794.
- n. Title VI of the Civil Rights Act of 1964 (42 USC § 2000d et seq.) (prohibits discrimination on the basis of race, color, national origin).
- o. Americans with Disabilities Act of 1990, as amended, (42 USC § 12101 et seq.) (prohibits discrimination on the basis of disability).
- p. Age Discrimination Act of 1975 – 42 USC § 6101, et seq.
- q. American Indian Religious Freedom Act, P.L. 95-341, as amended.
- r. Architectural Barriers Act of 1968, as amended – 42 USC § 4151, et seq.<sup>1</sup>
- s. Powerplant and Industrial Fuel Use Act of 1978 – Section 403 – 42 USC § 8373.<sup>1</sup>
- t. Contract Work Hours and Safety Standards Act – 40 USC § 3701, et seq.<sup>1</sup>
- u. Copeland Anti-kickback Act – 18 USC § 874.<sup>1</sup>

- v. National Environmental Policy Act of 1969 – 42 USC § 4321, et seq.<sup>1</sup>
- w. Wild and Scenic Rivers Act, P.L. 90-542, as amended – 16 USC § 1271, et seq.
- x. Single Audit Act of 1984 – 31 USC § 7501, et seq.<sup>2</sup>
- y. Drug-Free Workplace Act of 1988 – 41 USC §§ 8101 through 8105.
- z. The Federal Funding Accountability and Transparency Act of 2006, as amended (P.L. 109-282, as amended by section 6202 of P.L. 110-252).
- aa. Civil Rights Restoration Act of 1987, P.L. 100-259.
- bb. Infrastructure Investment and Jobs Act, P.L. 117-58, Title VIII.
- cc. Build America, Buy America Act, P.L. 117-58, Title IX.
- dd. Endangered Species Act – 16 USC 1531, et seq.
- ee. Title IX of the Education Amendments of 1972, as amended – 20 USC 1681–1683 and 1685–1687.
- ff. Drug Abuse Office and Treatment Act of 1972, as amended – 21 USC 1101, et seq.
- gg. Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, P.L. 91-616, as amended – 42 USC § 4541, et seq.
- hh. Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, P.L. 91-616, as amended – 42 USC § 4541, et seq.
- ii. Appropriated Funds to Influence Certain Federal Contracting and Financial Transactions – 31 USC § 1352.

#### **EXECUTIVE ORDERS**

- a. Executive Order 11990 – Protection of Wetlands
- b. Executive Order 11988 – Floodplain Management
- c. Executive Order 12372 – Intergovernmental Review of Federal Programs
- d. Executive Order 12699 – Seismic Safety of Federal and Federally Assisted New Building Construction<sup>1</sup>
- e. Executive Order 14005 – Ensuring the Future is Made in all of America by All of America’s Workers
- f. Executive Order 14149 – Restoring Freedom of Speech and Ending Federal Censorship
- g. Executive Order 14151 – Ending Radical and Wasteful Government DEI Programs and Preferencing
- h. Executive Order 14154 – Unleashing American Energy
- i. Executive Order 14168 – Defending Women from Gender Ideology Extremism and Restoring Biological Truth to the Federal Government
- j. Executive Order 14173 – Ending Illegal Discrimination and Restoring Merit-Based Opportunity

**FEDERAL REGULATIONS**

- a. 2 CFR Part 180 – OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement).
- b. 2 CFR Part 200 and 1201 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.<sup>3,4,5</sup>
- c. 2 CFR Part 1200 – Nonprocurement Suspension and Debarment.
- d. 14 CFR Part 13 – Investigative and Enforcement Procedures.
- e. 14 CFR Part 16 – Rules of Practice for Federally-Assisted Airport Enforcement Proceedings.
- f. 14 CFR Part 150 – Airport Noise Compatibility Planning.
- g. 28 CFR Part 35 – Nondiscrimination on the Basis of Disability in State and Local Government Services.
- h. 28 CFR § 50.3 – U.S. Department of Justice Guidelines for the Enforcement of Title VI of the Civil Rights Act of 1964.
- i. 29 CFR Part 1 – Procedures for Predetermination of Wage Rates.<sup>1</sup>
- j. 29 CFR Part 3 – Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States.<sup>1</sup>
- k. 29 CFR Part 5 – Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction (Also Labor Standards Provisions Applicable to Nonconstruction Contracts Subject to the Contract Work Hours and Safety Standards Act).<sup>1</sup>
- l. 41 CFR Part 60 – Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor (Federal and Federally-assisted contracting requirements).<sup>1</sup>
- m. 49 CFR Part 20 – New Restrictions on Lobbying.
- n. 49 CFR Part 21 – Nondiscrimination in Federally-Assisted Programs of the Department of Transportation - Effectuation of Title VI of the Civil Rights Act of 1964.
- o. 49 CFR Part 23 – Participation by Disadvantage Business Enterprise in Airport Concessions.
- p. 49 CFR Part 24 – Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally-Assisted Programs.<sup>1, 2</sup>
- q. 49 CFR Part 26 – Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs.
- r. 49 CFR Part 27 – Nondiscrimination on the Basis of Disability in Programs or Activities Receiving Federal Financial Assistance.<sup>1</sup>
- s. 49 CFR Part 28 – Enforcement of Nondiscrimination on the Basis of Handicap in Programs or Activities Conducted by the Department of Transportation.
- t. 49 CFR Part 30 – Denial of Public Works Contracts to Suppliers of Goods and Services of Countries That Deny Procurement Market Access to U.S. Contractors.
- u. 49 CFR Part 32 – Governmentwide Requirements for Drug-Free Workplace (Financial Assistance).

- v. 49 CFR Part 37 – Transportation Services for Individuals with Disabilities (ADA).
- w. 49 CFR Part 38 – Americans with Disabilities Act (ADA) Accessibility Specifications for Transportation Vehicles.
- x. 49 CFR Part 41 – Seismic Safety.

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**FOOTNOTES TO ASSURANCE (C)(1)**

- <sup>1</sup> These laws do not apply to airport planning sponsors.
- <sup>2</sup> These laws do not apply to private sponsors.
- <sup>3</sup> 2 CFR Part 200 contains requirements for state and local governments receiving federal assistance. Any requirement levied upon state and local governments by this regulation shall apply where applicable to private sponsors receiving federal assistance under Title 49, United States Code.
- <sup>4</sup> Cost principles established in 2 CFR Part 200 subpart E must be used as guidelines for determining the eligibility of specific types of expenses.
- <sup>5</sup> Audit requirements established in 2 CFR Part 200 subpart F are the guidelines for audits.

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**SPECIFIC ASSURANCES**

Specific assurances required to be included in grant agreements by any of the above laws, regulations or circulars are incorporated by reference in this Grant Agreement.

**2. Responsibility and Authority of the Sponsor.**

a. Public Agency Sponsor:

It has legal authority to apply for this grant, and to finance and carry out the proposed project; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

b. Private Sponsor:

It has legal authority to apply for this grant and to finance and carry out the proposed project and comply with all terms, conditions, and assurances of this Grant Agreement. It shall designate an official representative and shall in writing direct and authorize that person to file this application, including all understandings and assurances contained therein; to act in connection with this application; and to provide such additional information as may be required.

**3. Sponsor Fund Availability.**

It has sufficient funds available for that portion of the project costs which are not to be paid by the United States. It has sufficient funds available to assure operation and maintenance of items funded under this Grant Agreement which it will own or control.

**4. Good Title.**

- a. It, a public agency or the Federal Government, holds good title, satisfactory to the Secretary, to the landing area of the airport or site thereof, or will give assurance satisfactory to the Secretary that good title will be acquired.

- b. For noise compatibility program projects to be carried out on the property of the sponsor, it holds good title satisfactory to the Secretary to that portion of the property upon which federal funds will be expended or will give assurance to the Secretary that good title will be obtained.

#### 5. Preserving Rights and Powers.

- a. It will not take or permit any action which would operate to deprive it of any of the rights and powers necessary to perform any or all of the terms, conditions, and assurances in this Grant Agreement without the written approval of the Secretary, and will act promptly to acquire, extinguish or modify any outstanding rights or claims of right of others which would interfere with such performance by the sponsor. This shall be done in a manner acceptable to the Secretary.
- b. Subject to 49 USC § 47107(a)(16) and (x), it will not sell, lease, encumber, or otherwise transfer or dispose of any part of its title or other interests in the property shown on Exhibit A to this application or, for a noise compatibility program project, that portion of the property upon which federal funds have been expended, for the duration of the terms, conditions, and assurances in this Grant Agreement without approval by the Secretary. If the transferee is found by the Secretary to be eligible under Title 49, United States Code, to assume the obligations of this Grant Agreement and to have the power, authority, and financial resources to carry out all such obligations, the sponsor shall insert in the contract or document transferring or disposing of the sponsor's interest, and make binding upon the transferee all of the terms, conditions, and assurances contained in this Grant Agreement.
- c. For all noise compatibility program projects which are to be carried out by another unit of local government or are on property owned by a unit of local government other than the sponsor, it will enter into an agreement with that government. Except as otherwise specified by the Secretary, that agreement shall obligate that government to the same terms, conditions, and assurances that would be applicable to it if it applied directly to the FAA for a grant to undertake the noise compatibility program project. That agreement and changes thereto must be satisfactory to the Secretary. It will take steps to enforce this agreement against the local government if there is substantial non-compliance with the terms of the agreement.
- d. For noise compatibility program projects to be carried out on privately owned property, it will enter into an agreement with the owner of that property which includes provisions specified by the Secretary. It will take steps to enforce this agreement against the property owner whenever there is substantial non-compliance with the terms of the agreement.
- e. If the sponsor is a private sponsor, it will take steps satisfactory to the Secretary to ensure that the airport will continue to function as a public-use airport in accordance with these assurances for the duration of these assurances.
- f. If an arrangement is made for management and operation of the airport by any agency or person other than the sponsor or an employee of the sponsor, the sponsor will reserve sufficient rights and authority to ensure that the airport will be operated and maintained in accordance with Title 49, United States Code, the regulations and the terms, conditions and assurances in this Grant Agreement and shall ensure that such arrangement also requires compliance therewith.
- g. Sponsors of commercial service airports will not permit or enter into any arrangement that results in permission for the owner or tenant of a property used as a residence, or zoned for residential use, to taxi an aircraft between that property and any location on airport. Sponsors

of general aviation airports entering into any arrangement that results in permission for the owner of residential real property adjacent to or near the airport must comply with the requirements of Sec. 136 of Public Law 112-95 and the sponsor assurances.

**6. Consistency with Local Plans.**

The project is reasonably consistent with plans (existing at the time of submission of this application) of public agencies that are authorized by the state in which the project is located to plan for the development of the area surrounding the airport.

**7. Consideration of Local Interest.**

It has given fair consideration to the interest of communities in or near where the project may be located.

**8. Consultation with Users.**

In making a decision to undertake any airport development project under Title 49, United States Code, it has undertaken reasonable consultations with affected parties using the airport at which project is proposed.

**9. Public Hearings.**

In projects involving the location of an airport, an airport runway, or a major runway extension, it has afforded the opportunity for public hearings for the purpose of considering the economic, social, and environmental effects of the airport or runway location and its consistency with goals and objectives of such planning as has been carried out by the community and it shall, when requested by the Secretary, submit a copy of the transcript of such hearings to the Secretary. Further, for such projects, it has on its management board either voting representation from the communities where the project is located or has advised the communities that they have the right to petition the Secretary concerning a proposed project.

**10. Metropolitan Planning Organization.**

In projects involving the location of an airport, an airport runway, or a major runway extension at a medium or large hub airport, the sponsor has made available to and has provided upon request to the metropolitan planning organization in the area in which the airport is located, if any, a copy of the proposed amendment to the airport layout plan to depict the project and a copy of any airport master plan in which the project is described or depicted.

**11. Pavement Preventive Maintenance-Management.**

With respect to a project approved after January 1, 1995, for the replacement or reconstruction of pavement at the airport, it assures or certifies that it has implemented an effective airport pavement maintenance-management program and it assures that it will use such program for the useful life of any pavement constructed, reconstructed or repaired with federal financial assistance at the airport. It will provide such reports on pavement condition and pavement management programs as the Secretary determines may be useful.

**12. Terminal Development Prerequisites.**

For projects which include terminal development at a public use airport, as defined in Title 49, it has, on the date of submittal of the project grant application, all the safety equipment required for certification of such airport under 49 USC § 44706, and all the security equipment required by rule or regulation, and has provided for access to the passenger enplaning and deplaning area of such airport to passengers enplaning and deplaning from aircraft other than air carrier aircraft.

**13. Accounting System, Audit, and Record Keeping Requirements.**

- a. It shall keep all project accounts and records which fully disclose the amount and disposition by the recipient of the proceeds of this grant, the total cost of the project in connection with which this grant is given or used, and the amount or nature of that portion of the cost of the project supplied by other sources, and such other financial records pertinent to the project. The accounts and records shall be kept in accordance with an accounting system that will facilitate an effective audit in accordance with the Single Audit Act of 1984.
- b. It shall make available to the Secretary and the Comptroller General of the United States, or any of their duly authorized representatives, for the purpose of audit and examination, any books, documents, papers, and records of the recipient that are pertinent to this grant. The Secretary may require that an appropriate audit be conducted by a recipient. In any case in which an independent audit is made of the accounts of a sponsor relating to the disposition of the proceeds of a grant or relating to the project in connection with which this grant was given or used, it shall file a certified copy of such audit with the Comptroller General of the United States not later than six (6) months following the close of the fiscal year for which the audit was made.

**14. Minimum Wage Rates.**

It shall include, in all contracts in excess of \$2,000 for work on any projects funded under this Grant Agreement which involve labor, provisions establishing minimum rates of wages, to be predetermined by the Secretary of Labor under 40 USC §§ 3141-3144, 3146, and 3147, Public Building, Property, and Works), which contractors shall pay to skilled and unskilled labor, and such minimum rates shall be stated in the invitation for bids and shall be included in proposals or bids for the work.

**15. Veteran's Preference.**

It shall include in all contracts for work on any project funded under this Grant Agreement which involve labor, such provisions as are necessary to insure that, in the employment of labor (except in executive, administrative, and supervisory positions), preference shall be given to Vietnam era veterans, Persian Gulf veterans, Afghanistan-Iraq war veterans, disabled veterans, and small business concerns owned and controlled by disabled veterans as defined in 49 USC § 47112. However, this preference shall apply only where the individuals are available and qualified to perform the work to which the employment relates.

**16. Conformity to Plans and Specifications.**

It will execute the project subject to plans, specifications, and schedules approved by the Secretary. Such plans, specifications, and schedules shall be submitted to the Secretary prior to commencement of site preparation, construction, or other performance under this Grant Agreement, and, upon approval of the Secretary, shall be incorporated into this Grant Agreement. Any modification to the approved plans, specifications, and schedules shall also be subject to approval of the Secretary, and incorporated into this Grant Agreement.

**17. Construction Inspection and Approval.**

It will provide and maintain competent technical supervision at the construction site throughout the project to assure that the work conforms to the plans, specifications, and schedules approved by the Secretary for the project. It shall subject the construction work on any project contained in an approved project application to inspection and approval by the Secretary and such work shall be in

accordance with regulations and procedures prescribed by the Secretary. Such regulations and procedures shall require such cost and progress reporting by the sponsor or sponsors of such project as the Secretary shall deem necessary.

#### **18. Planning Projects.**

In carrying out planning projects:

- a. It will execute the project in accordance with the approved program narrative contained in the project application or with the modifications similarly approved.
- b. It will furnish the Secretary with such periodic reports as required pertaining to the planning project and planning work activities.
- c. It will include in all published material prepared in connection with the planning project a notice that the material was prepared under a grant provided by the United States.
- d. It will make such material available for examination by the public, and agrees that no material prepared with funds under this project shall be subject to copyright in the United States or any other country.
- e. It will give the Secretary unrestricted authority to publish, disclose, distribute, and otherwise use any of the material prepared in connection with this grant.
- f. It will grant the Secretary the right to disapprove the sponsor's employment of specific consultants and their subcontractors to do all or any part of this project as well as the right to disapprove the proposed scope and cost of professional services.
- g. It will grant the Secretary the right to disapprove the use of the sponsor's employees to do all or any part of the project.
- h. It understands and agrees that the Secretary's approval of this project grant or the Secretary's approval of any planning material developed as part of this grant does not constitute or imply any assurance or commitment on the part of the Secretary to approve any pending or future application for a federal airport grant.

#### **19. Operation and Maintenance.**

- a. The airport and all facilities which are necessary to serve the aeronautical users of the airport, other than facilities owned or controlled by the United States, shall be operated at all times in a safe and serviceable condition and in accordance with the minimum standards as may be required or prescribed by applicable Federal, state, and local agencies for maintenance and operation. It will not cause or permit any activity or action thereon which would interfere with its use for airport purposes. It will suitably operate and maintain the airport and all facilities thereon or connected therewith, with due regard to climatic and flood conditions. Any proposal to temporarily close the airport for non-aeronautical purposes must first be approved by the Secretary. In furtherance of this assurance, the sponsor will have in effect arrangements for:
  1. Operating the airport's aeronautical facilities whenever required;
  2. Promptly marking and lighting hazards resulting from airport conditions, including temporary conditions; and
  3. Promptly notifying pilots of any condition affecting aeronautical use of the airport. Nothing contained herein shall be construed to require that the airport be operated for aeronautical use during temporary periods when snow, flood, or other climatic conditions

interfere with such operation and maintenance. Further, nothing herein shall be construed as requiring the maintenance, repair, restoration, or replacement of any structure or facility which is substantially damaged or destroyed due to an act of God or other condition or circumstance beyond the control of the sponsor.

- b. It will suitably operate and maintain noise compatibility program items that it owns or controls upon which federal funds have been expended.

## **20. Hazard Removal and Mitigation.**

It will take appropriate action to ensure that such terminal airspace as is required to protect instrument and visual operations to the airport (including established minimum flight altitudes) will be adequately cleared and protected by removing, lowering, relocating, marking, or lighting or otherwise mitigating existing airport hazards and by preventing the establishment or creation of future airport hazards.

## **21. Compatible Land Use.**

It will take appropriate action, to the extent reasonable, including the adoption of zoning laws, to restrict the use of land adjacent to or in the immediate vicinity of the airport to activities and purposes compatible with normal airport operations, including landing and takeoff of aircraft. In addition, if the project is for noise compatibility program implementation, it will not cause or permit any change in land use, within its jurisdiction, that will reduce its compatibility, with respect to the airport, of the noise compatibility program measures upon which federal funds have been expended.

## **22. Economic Nondiscrimination.**

- a. It will make the airport available as an airport for public use on reasonable terms and without unjust discrimination to all types, kinds and classes of aeronautical activities, including commercial aeronautical activities offering services to the public at the airport.
- b. In any agreement, contract, lease, or other arrangement under which a right or privilege at the airport is granted to any person, firm, or corporation to conduct or to engage in any aeronautical activity for furnishing services to the public at the airport, the sponsor will insert and enforce provisions requiring the contractor to:
  1. Furnish said services on a reasonable, and not unjustly discriminatory, basis to all users thereof, and
  2. Charge reasonable, and not unjustly discriminatory, prices for each unit or service, provided that the contractor may be allowed to make reasonable and nondiscriminatory discounts, rebates, or other similar types of price reductions to volume purchasers.
- c. Each fixed-based operator at the airport shall be subject to the same rates, fees, rentals, and other charges as are uniformly applicable to all other fixed-based operators making the same or similar uses of such airport and utilizing the same or similar facilities.
- d. Each air carrier using such airport shall have the right to service itself or to use any fixed-based operator that is authorized or permitted by the airport to serve any air carrier at such airport.
- e. Each air carrier using such airport (whether as a tenant, non-tenant, or subtenant of another air carrier tenant) shall be subject to such nondiscriminatory and substantially comparable rules, regulations, conditions, rates, fees, rentals, and other charges with respect to facilities directly and substantially related to providing air transportation as are applicable to all such air carriers

which make similar use of such airport and utilize similar facilities, subject to reasonable classifications such as tenants or non-tenants and signatory carriers and non-signatory carriers. Classification or status as tenant or signatory shall not be unreasonably withheld by any airport provided an air carrier assumes obligations substantially similar to those already imposed on air carriers in such classification or status.

- f. It will not exercise or grant any right or privilege which operates to prevent any person, firm, or corporation operating aircraft on the airport from performing any services on its own aircraft with its own employees (including, but not limited to maintenance, repair, and fueling) that it may choose to perform.
- g. In the event the sponsor itself exercises any of the rights and privileges referred to in this assurance, the services involved will be provided on the same conditions as would apply to the furnishing of such services by commercial aeronautical service providers authorized by the sponsor under these provisions.
- h. The sponsor may establish such reasonable, and not unjustly discriminatory, conditions to be met by all users of the airport as may be necessary for the safe and efficient operation of the airport.
- i. The sponsor may prohibit or limit any given type, kind or class of aeronautical use of the airport if such action is necessary for the safe operation of the airport or necessary to serve the civil aviation needs of the public.

### **23. Exclusive Rights.**

It will permit no exclusive right for the use of the airport by any person providing, or intending to provide, aeronautical services to the public. For purposes of this paragraph, the providing of the services at an airport by a single fixed-based operator shall not be construed as an exclusive right if both of the following apply:

- a. It would be unreasonably costly, burdensome, or impractical for more than one fixed-based operator to provide such services, and
- b. If allowing more than one fixed-based operator to provide such services would require the reduction of space leased pursuant to an existing agreement between such single fixed-based operator and such airport. It further agrees that it will not, either directly or indirectly, grant or permit any person, firm, or corporation, the exclusive right at the airport to conduct any aeronautical activities, including, but not limited to charter flights, pilot training, aircraft rental and sightseeing, aerial photography, crop dusting, aerial advertising and surveying, air carrier operations, aircraft sales and services, sale of aviation petroleum products whether or not conducted in conjunction with other aeronautical activity, repair and maintenance of aircraft, sale of aircraft parts, and any other activities which because of their direct relationship to the operation of aircraft can be regarded as an aeronautical activity, and that it will terminate any exclusive right to conduct an aeronautical activity now existing at such an airport before the grant of any assistance under Title 49, United States Code.

### **24. Fee and Rental Structure.**

It will maintain a fee and rental structure for the facilities and services at the airport which will make the airport as self-sustaining as possible under the circumstances existing at the particular airport, taking into account such factors as the volume of traffic and economy of collection. No part of the federal share of an airport development, airport planning or noise compatibility project for

which a grant is made under Title 49, United States Code, the Airport and Airway Improvement Act of 1982, the Federal Airport Act or the Airport and Airway Development Act of 1970 shall be included in the rate basis in establishing fees, rates, and charges for users of that airport.

## 25. Airport Revenues.

- a. All revenues generated by the airport and any local taxes on aviation fuel established after December 30, 1987, will be expended by it for the capital or operating costs of the airport; the local airport system; or other local facilities which are owned or operated by the owner or operator of the airport and which are directly and substantially related to the actual air transportation of passengers or property; or for noise mitigation purposes on or off the airport. The following exceptions apply to this paragraph:
  1. If covenants or assurances in debt obligations issued before September 3, 1982, by the owner or operator of the airport, or provisions enacted before September 3, 1982, in governing statutes controlling the owner or operator's financing, provide for the use of the revenues from any of the airport owner or operator's facilities, including the airport, to support not only the airport but also the airport owner or operator's general debt obligations or other facilities, then this limitation on the use of all revenues generated by the airport (and, in the case of a public airport, local taxes on aviation fuel) shall not apply.
  2. If the Secretary approves the sale of a privately owned airport to a public sponsor and provides funding for any portion of the public sponsor's acquisition of land, this limitation on the use of all revenues generated by the sale shall not apply to certain proceeds from the sale. This is conditioned on repayment to the Secretary by the private owner of an amount equal to the remaining unamortized portion (amortized over a 20-year period) of any airport improvement grant made to the private owner for any purpose other than land acquisition on or after October 1, 1996, plus an amount equal to the federal share of the current fair market value of any land acquired with an airport improvement grant made to that airport on or after October 1, 1996.
  3. Certain revenue derived from or generated by mineral extraction, production, lease, or other means at a general aviation airport (as defined at 49 USC § 47102), if the FAA determines the airport sponsor meets the requirements set forth in Section 813 of Public Law 112-95.
- b. As part of the annual audit required under the Single Audit Act of 1984, the sponsor will direct that the audit will review, and the resulting audit report will provide an opinion concerning, the use of airport revenue and taxes in paragraph (a), and indicating whether funds paid or transferred to the owner or operator are paid or transferred in a manner consistent with Title 49, United States Code and any other applicable provision of law, including any regulation promulgated by the Secretary or Administrator.
- c. Any civil penalties or other sanctions will be imposed for violation of this assurance in accordance with the provisions of 49 USC § 47107.

## 26. Reports and Inspections.

It will:

- a. submit to the Secretary such annual or special financial and operations reports as the Secretary may reasonably request and make such reports available to the public; make available to the

public at reasonable times and places a report of the airport budget in a format prescribed by the Secretary;

- b. for airport development projects, make the airport and all airport records and documents affecting the airport, including deeds, leases, operation and use agreements, regulations and other instruments, available for inspection by any duly authorized agent of the Secretary upon reasonable request;
- c. for noise compatibility program projects, make records and documents relating to the project and continued compliance with the terms, conditions, and assurances of this Grant Agreement including deeds, leases, agreements, regulations, and other instruments, available for inspection by any duly authorized agent of the Secretary upon reasonable request; and
- d. in a format and time prescribed by the Secretary, provide to the Secretary and make available to the public following each of its fiscal years, an annual report listing in detail:
  1. all amounts paid by the airport to any other unit of government and the purposes for which each such payment was made; and
  2. all services and property provided by the airport to other units of government and the amount of compensation received for provision of each such service and property.

#### **27. Use by Government Aircraft.**

It will make available all of the facilities of the airport developed with federal financial assistance and all those usable for landing and takeoff of aircraft to the United States for use by Government aircraft in common with other aircraft at all times without charge, except, if the use by Government aircraft is substantial, charge may be made for a reasonable share, proportional to such use, for the cost of operating and maintaining the facilities used. Unless otherwise determined by the Secretary, or otherwise agreed to by the sponsor and the using agency, substantial use of an airport by Government aircraft will be considered to exist when operations of such aircraft are in excess of those which, in the opinion of the Secretary, would unduly interfere with use of the landing areas by other authorized aircraft, or during any calendar month that:

- a. Five (5) or more Government aircraft are regularly based at the airport or on land adjacent thereto; or
- b. The total number of movements (counting each landing as a movement) of Government aircraft is 300 or more, or the gross accumulative weight of Government aircraft using the airport (the total movement of Government aircraft multiplied by gross weights of such aircraft) is in excess of five million pounds.

#### **28. Land for Federal Facilities.**

It will furnish without cost to the Federal Government for use in connection with any air traffic control or air navigation activities, or weather-reporting and communication activities related to air traffic control, any areas of land or water, or estate therein as the Secretary considers necessary or desirable for construction, operation, and maintenance at federal expense of space or facilities for such purposes. Such areas or any portion thereof will be made available as provided herein within four months after receipt of a written request from the Secretary.

## 29. Airport Layout Plan.

- a. The airport owner or operator will maintain a current airport layout plan of the airport showing:
  1. boundaries of the airport and all proposed additions thereto, together with the boundaries of all offsite areas owned or controlled by the sponsor for airport purposes and proposed additions thereto;
  2. the location and nature of all existing and proposed airport facilities and structures (such as runways, taxiways, aprons, terminal buildings, hangars and roads), including all proposed extensions and reductions of existing airport facilities;
  3. the location of all existing and proposed non-aviation areas and of all existing improvements thereon; and
  4. all proposed and existing access points used to taxi aircraft across the airport's property boundary.
- b. Subject to subsection 49 USC § 47107(x), the Secretary will review and approve or disapprove the plan and any revision or modification of the plan before the plan, revision, or modification takes effect.
- c. The owner or operator will not make or allow any alteration in the airport or any of its facilities unless the alteration—
  1. is outside the scope of the Secretary's review and approval authority as set forth in subsection (x); or
  2. complies with the portions of the plan approved by the Secretary.
- d. When the airport owner or operator makes a change or alteration in the airport or the facilities which the Secretary determines adversely affects the safety, utility, or efficiency of any federally owned, leased, or funded property on or off the airport and which is not in conformity with the airport layout plan as approved by the Secretary, the owner or operator will, if requested, by the Secretary:
  1. eliminate such adverse effect in a manner approved by the Secretary; or
  2. bear all costs of relocating such property or its replacement to a site acceptable to the Secretary and of restoring the property or its replacement to the level of safety, utility, efficiency, and cost of operation that existed before the alteration was made, except in the case of a relocation or replacement of an existing airport facility due to a change in the Secretary's design standards beyond the control of the airport sponsor.

## 30. Civil Rights.

It will promptly take any measures necessary to ensure that no person in the United States shall, on the grounds of race, color, and national origin (including limited English proficiency) in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (42 USC §§ 2000d to 2000d-4); creed and sex per 49 USC § 47123 and related requirements; age per the Age Discrimination Act of 1975 and related requirements; or disability per the Americans with Disabilities Act of 1990 and related requirements, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in any program and activity conducted with, or benefiting from, funds received from this grant.

- a. Using the definitions of activity, facility, and program as found and defined in 49 CFR §§ 21.23(b) and 21.23(e), the sponsor will facilitate all programs, operate all facilities, or conduct all programs in compliance with all non-discrimination requirements imposed by or pursuant to these assurances.
- b. Applicability
  1. Programs and Activities. If the sponsor has received a grant (or other federal assistance) for any of the sponsor's program or activities, these requirements extend to all of the sponsor's programs and activities.
  2. Facilities. Where it receives a grant or other federal financial assistance to construct, expand, renovate, remodel, alter, or acquire a facility, or part of a facility, the assurance extends to the entire facility and facilities operated in connection therewith.
  3. Real Property. Where the sponsor receives a grant or other federal financial assistance in the form of, or for the acquisition of real property or an interest in real property, the assurance will extend to rights to space on, over, or under such property.

c. Duration.

The sponsor agrees that it is obligated to this assurance for the period during which federal financial assistance is extended to the program, except where the federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the assurance obligates the sponsor, or any transferee for the longer of the following periods:

1. So long as the airport is used as an airport, or for another purpose involving the provision of similar services or benefits; or
  2. So long as the sponsor retains ownership or possession of the property.
- d. Required Solicitation Language. It will include the following notification in all solicitations for bids, Requests For Proposals for work, or material under this Grant Agreement and in all proposals for agreements, including airport concessions, regardless of funding source:

"The **(Jackson Hole Airport Board, Town of Jackson and County of Teton, Wyoming)**, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 ( 42 USC §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders or offerors that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, all businesses will be afforded full and fair opportunity to submit bids in response to this invitation and no businesses will be discriminated against on the grounds of race, color, national origin (including limited English proficiency), creed, sex , age, or disability in consideration for an award."

e. Required Contract Provisions.

1. It will insert the non-discrimination contract clauses requiring compliance with the acts and regulations relative to non-discrimination in federally-assisted programs of the Department of Transportation (DOT), and incorporating the acts and regulations into the contracts by reference in every contract or agreement subject to the non-discrimination in federally-assisted programs of the DOT acts and regulations.
2. It will include a list of the pertinent non-discrimination authorities in every contract that is subject to the non-discrimination acts and regulations.

3. It will insert non-discrimination contract clauses as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a sponsor.
4. It will insert non-discrimination contract clauses prohibiting discrimination on the basis of race, color, national origin (including limited English proficiency), creed, sex, age, or disability as a covenant running with the land, in any future deeds, leases, license, permits, or similar instruments entered into by the sponsor with other parties:
  - a. For the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
  - b. For the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
- f. It will provide for such methods of administration for the program as are found by the Secretary to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of federal financial assistance under such program will comply with all requirements imposed or pursuant to the acts, the regulations, and this assurance.
- g. It agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the acts, the regulations, and this assurance.

### 31. Disposal of Land.

- a. For land purchased under a grant for airport noise compatibility purposes, including land serving as a noise buffer, it will dispose of the land, when the land is no longer needed for such purposes, at fair market value, at the earliest practicable time. That portion of the proceeds of such disposition which is proportionate to the United States' share of acquisition of such land will be, at the discretion of the Secretary, (1) reinvested in another project at the airport, or (2) transferred to another eligible airport as prescribed by the Secretary. The Secretary shall give preference to the following, in descending order:
  1. Reinvestment in an approved noise compatibility project;
  2. Reinvestment in an approved project that is eligible for grant funding under 49 USC § 47117(e);
  3. Reinvestment in an approved airport development project that is eligible for grant funding under 49 USC §§ 47114, 47115, or 47117;
  4. Transfer to an eligible sponsor of another public airport to be reinvested in an approved noise compatibility project at that airport; or
  5. Payment to the Secretary for deposit in the Airport and Airway Trust Fund.

If land acquired under a grant for noise compatibility purposes is leased at fair market value and consistent with noise buffering purposes, the lease will not be considered a disposal of the land. Revenues derived from such a lease may be used for an approved airport development project that would otherwise be eligible for grant funding or any permitted use of airport revenue.

- b. For land purchased under a grant for airport development purposes (other than noise compatibility), it will, when the land is no longer needed for airport purposes, dispose of such land at fair market value or make available to the Secretary an amount equal to the United

States' proportionate share of the fair market value of the land. That portion of the proceeds of such disposition which is proportionate to the United States' share of the cost of acquisition of such land will, upon application to the Secretary, be reinvested or transferred to another eligible airport as prescribed by the Secretary. The Secretary shall give preference to the following, in descending order:

1. Reinvestment in an approved noise compatibility project;
  2. Reinvestment in an approved project that is eligible for grant funding under 49 USC § 47117(e);
  3. Reinvestment in an approved airport development project that is eligible for grant funding under 49 USC §§ 47114, 47115, or 47117;
  4. Transfer to an eligible sponsor of another public airport to be reinvested in an approved noise compatibility project at that airport; or
  5. Payment to the Secretary for deposit in the Airport and Airway Trust Fund.
- c. Land shall be considered to be needed for airport purposes under this assurance if (1) it may be needed for aeronautical purposes (including runway protection zones) or serve as noise buffer land, and (2) the revenue from interim uses of such land contributes to the financial self-sufficiency of the airport. Further, land purchased with a grant received by an airport operator or owner before December 31, 1987, will be considered to be needed for airport purposes if the Secretary or federal agency making such grant before December 31, 1987, was notified by the operator or owner of the uses of such land, did not object to such use, and the land continues to be used for that purpose, such use having commenced no later than December 15, 1989.
- d. Disposition of such land under (a), (b), or (c) will be subject to the retention or reservation of any interest or right therein necessary to ensure that such land will only be used for purposes which are compatible with noise levels associated with operation of the airport.

### **32. Engineering and Design Services.**

If any phase of such project has received federal funds under Chapter 471 subchapter 1 of Title 49 USC, it will award each contract, or sub-contract for program management, construction management, planning studies, feasibility studies, architectural services, preliminary engineering, design, engineering, surveying, mapping or related services in the same manner as a contract for architectural and engineering services is negotiated under Chapter 11 of Title 40 U.S.C., or an equivalent qualifications-based requirement prescribed for or by the sponsor of the airport.

### **33. Foreign Market Restrictions.**

It will not allow funds provided under this grant to be used to fund any project which uses any product or service of a foreign country during the period in which such foreign country is listed by the United States Trade Representative as denying fair and equitable market opportunities for products and suppliers of the United States in procurement and construction.

### **34. Policies, Standards, and Specifications.**

It will carry out any project funded under an Airport Improvement Program Grant in accordance with policies, standards, and specifications approved by the Secretary including, but not limited to, current FAA Advisory Circulars ([https://www.faa.gov/airports/aip/aip\\_pfc\\_checklist](https://www.faa.gov/airports/aip/aip_pfc_checklist)) for AIP projects as of March 27, 2026.

**35. Relocation and Real Property Acquisition.**

- a. It will be guided in acquiring real property, to the greatest extent practicable under state law, by the land acquisition policies in Subpart B of 49 CFR Part 24 and will pay or reimburse property owners for necessary expenses as specified in Subpart B.
- b. It will provide a relocation assistance program offering the services described in Subpart C of 49 CFR Part 24 and fair and reasonable relocation payments and assistance to displaced persons as required in Subpart D and E of 49 CFR Part 24.
- c. It will make available within a reasonable period of time prior to displacement, comparable replacement dwellings to displaced persons in accordance with Subpart E of 49 CFR Part 24.

**36. Access By Intercity Buses.**

The airport owner or operator will permit, to the maximum extent practicable, intercity buses or other modes of transportation to have access to the airport; however, it has no obligation to fund special facilities for intercity buses or for other modes of transportation.

**37. Disadvantaged Business Enterprises (DBE)/Airport Concessions Disadvantage Business Enterprise (ACDBE) Program.**

The sponsor understands and agrees that it will not submit reimbursement requests until the Sponsor has received from the FAA Office of Civil Rights approval of its DBE Program (reflecting compliance with 49 CFR Part 26 including any amendments thereto), and if applicable, its ACDBE program (reflecting compliance with 49 CFR Part 23, including any amendments thereto).

**38. Hangar Construction.**

If the airport owner or operator and a person who owns an aircraft agree that a hangar is to be constructed at the airport for the aircraft at the aircraft owner's expense, the airport owner or operator will grant to the aircraft owner for the hangar a long term lease that is subject to such terms and conditions on the hangar as the airport owner or operator may impose.

**39. Competitive Access.**

- a. If the airport owner or operator of a medium or large hub airport (as defined in 49 USC § 47102) has been unable to accommodate one or more requests by an air carrier for access to gates or other facilities at that airport in order to allow the air carrier to provide service to the airport or to expand service at the airport, the airport owner or operator shall transmit a report to the Secretary that:
  1. Describes the requests;
  2. Provides an explanation as to why the requests could not be accommodated; and
  3. Provides a time frame within which, if any, the airport will be able to accommodate the requests.
- b. Such report shall be due on either February 1 or August 1 of each year if the airport has been unable to accommodate the request(s) in the six month period prior to the applicable due date.

**40. Access to Leaded Aviation Gasoline**

- a. If 100-octane low lead aviation gasoline (100LL) was made available at an airport, at any time during calendar year 2022, an airport owner or operator may not restrict or prohibit the sale of, or self-fueling with, 100-octane low lead aviation gasoline.

- b. This requirement remains until the earlier of December 31, 2030, or the date on which the airport or any retail fuel seller at the airport makes available an unleaded aviation gasoline that has been authorized for use by the FAA as a replacement for 100-octane low lead aviation gasoline for use in nearly all piston-engine aircraft and engine models; and meets either an industry consensus standard or other standard that facilitates the safe use, production, and distribution of such unleaded aviation gasoline, as determined appropriate by the FAA.
- c. An airport owner or operator understands and agrees, that any violation of this grant assurance is subject to civil penalties as provided for in 49 USC § 46301(a)(8).

DRAFT

**JACKSON HOLE AIRPORT BOARD  
REVISED AMENDMENT NO. 24  
TO AGREEMENT FOR PROFESSIONAL SERVICES  
WITH WOOLPERT**

***Taxiway A Rehabilitation and Paved Shoulders Construction, Rehabilitation of Connector  
Taxiways A2 and A3, and Relocation of Vehicle Service Road  
Design and Bidding***

This revised Amendment No. 24 (the "Amendment") is to that certain Engineering Services Agreement (the "Agreement") between the **Jackson Hole Airport Board** ("Sponsor"), and **Woolpert**, ("Engineer") and is dated effective April 15, 2026.

**WHEREAS**, Sponsor and Engineer entered into a Base Agreement for Professional Services ("Agreement") dated April 19, 2023, relating to engineering services to be provided to the Sponsor with respect to the Jackson Hole Airport (the "Airport");

**WHEREAS**, Sponsor and Engineer entered into a First Amendment to the Agreement, dated May 17, 2023, for the Air Traffic Control Tower Improvements; a Second Amendment to the Agreement, dated May 17, 2023, for Deice Access Taxilane and North Taxiway A Rehabilitation Schedule 1 and Schedule VI Construction Administration and Construction Management; a Third Amendment to the Agreement, dated July 21, 2023 for General Consulting Services; a Fourth Amendment to the Agreement, dated August 23, 2023 for Underground Stormwater Detention and Filtration System Expansion; a Fifth Amendment to the Agreement, dated September 15, 2023 for the Aviation Safety Facility Concept Study; a Sixth Amendment to the Agreement, dated November 10, 2023 for DBE Goal and Reporting; a Seventh Amendment to the Agreement, dated January 22, 2024 for Aeronautical Survey and AC 18B Airspace Analysis; a Eighth Amendment to the Agreement, dated January 22, 2024 for FEMA BRIC Program Grant Application; a Ninth Amendment to the Agreement, dated January 22, 2024 for RAISE Program Grant Application; a Tenth Amendment to the Agreement, dated February 23<sup>rd</sup>, 2024 for CA and CM of the Deice Access Taxilane and North Taxiway A Rehabilitation, Schedules II, III, IV, and V; an Eleventh Amendment to the Agreement, dated effective March 19<sup>th</sup>, 2024 for CA and CM of the Underground Stormwater Detention and Filtration System Expansion Schedules I and II; a Twelfth Amendment to the Agreement, dated march 19, 2024, for Facilitation Services 2024 Board and Staff Retreats; a 13<sup>th</sup> Amendment dated June 19, 2024, for the Deice Pad and Collection System Improvements Design and Construction Administration and Management; a 14<sup>th</sup> Amendment dated July 19, 2024 for Outreach Services; a 15<sup>th</sup> Amendment, dated December 18, 2024, for 2025 Seal Coat and Mark Pavement Project; a 16<sup>th</sup> Amendment, dated March 1, 2025 for Rental Car Counter Wall and Family Restroom Project Professional Services; a 17<sup>th</sup> Amendment, dated March 17, 2025 for 2025 Board Retreat Facilitation Services; an 18<sup>th</sup> Amendment, dated June 18, 2025 for Electric Vehicle Charging Stations Design, Bidding, and Construction Administration/Management; a 19<sup>th</sup> Amendment, dated June 18, 2025 for the Aviation Safety Facility Conceptual Planning Study; a 20<sup>th</sup> Amendment, dated June 18, 2025 for the Backup AWOS Installation Design, Bidding, and Construction Admin/Management; a 21<sup>st</sup> Amendment, dated July 10, 2025 for Aerial Photography Services and Geospatial Services; a 22<sup>nd</sup> Amendment, dated August 7, 2025 for Non-Federal Change Order for Paving/Grading the GA Apron Islands and Grading FBO Lot; a 23<sup>rd</sup> Amendment, dated December 10, 2025 for the 2026 Seal Coat and Mark Project; and an original 24<sup>th</sup> Amendment, dated February 4, 2025 for the Taxiway A Rehabilitation

Project design.

**WHEREAS**, Sponsor and Engineer now desire to enter into this Revised Amendment No. 24 to the Agreement to provide services as outlined in the revised Scope of Work for the Taxiway A Rehabilitation and Paved Shoulders Construction, Rehabilitation of Connector Taxiways A2 and A3, and Relocation of Vehicle Service Road, dated March 25, 2026.

**NOW THEREFORE**, for valuable consideration the receipt and sufficiency of which are hereby acknowledged, the Agreement is amended as follows:

1. Engineer agrees to provide services in accordance with the Scope of Work, which is annexed hereto as **Exhibit A** (the "Services"). The Services will be provided and completed in a prompt manner under the circumstances.
2. Compensation payable by the Sponsor to the Engineer for the Services shall be as set forth in **Exhibit B** and shall be billed in a revised Lump Sum amount of One Million Nine Hundred and Forty-Six Thousand Seven Hundred and Thirty-One Dollars and Zero Cents (\$1,946,731.00) payable upon invoice after work is performed.
3. This Amendment is entered into subject to all terms and conditions of the Agreement as previously amended, which Agreement shall remain in full force and effect except as expressly amended above.

Entered into and agreed to by the parties effective as of the date set forth above.

**JACKSON HOLE AIRPORT BOARD**

By:

\_\_\_\_\_  
Melissa Turley, President

By:

\_\_\_\_\_  
John P. Carey III, Secretary

**WOOLPERT**

By:

\_\_\_\_\_

Print:

\_\_\_\_\_

Title:

\_\_\_\_\_

## Summary of Taxiway A, A2, and A3 SOW and Fee Amendment

The original fee submitted to Jackson Hole Airport on December 31, 2025 for Taxiways A, A2 ,and A3 Rehabilitation project included a 10% subconsultant multiplier to the total subconsultant fees that is used for managing and coordinating with subconsultants on the project. The total subconsultant fees before the 10% multiplier were \$181,247.00. After the 10 % multiplier, the total subconsultant fees were \$199,371.70 and the total overall project fee was \$1,851,265.70 as shown below:

	CONTRACT HOURS	PHASE FEE	REIMBURSABLE COSTS	TOTAL COST
<b>PART A - BASIC SERVICES (LUMP SUM)</b>				
1.0 Preliminary Design Phase (Lump Sum)	1378	\$ 368,860.00	\$ 2,618.00	\$ 371,478.00
2.0 Design Phase (Lump Sum)	4818	\$ 1,175,200.00	\$ 4,897.00	\$ 1,180,097.00
3.0 Bidding Phase (Lump Sum)	244	\$ 67,360.00	\$ 2,119.00	\$ 69,479.00
	<b>6440</b>	<b>SUBTOTAL \$ 1,611,420.00</b>	<b>\$ 9,634.00</b>	<b>\$ 1,621,054.00</b>
<b>PART A - SPECIAL SERVICES (LUMP SUM)</b>				
4.0 Design Phase (Non-Federal) (Lump Sum)	144	\$ 30,840.00		\$ 30,840.00
	<b>144</b>	<b>SUBTOTAL \$ 30,840.00</b>	<b>\$ -</b>	<b>\$ 30,840.00</b>
Topographical Survey				\$ 67,000.00
Wind River Surveying				\$ 57,800.00
Geotechnical Investigation				\$ 57,800.00
Strata				\$ 57,800.00
Safety Risk Management (SRM)				\$ 56,447.00
Landry Consulting LLC				\$ 56,447.00
				<b>SUBTOTAL \$ 181,247.00</b>
				<b>SUBCONSULTANT MULTIPLIER 1.10</b>
				<b>TOTAL SUBCONSULTANT COST \$ 199,371.70</b>
<b>TOTAL</b>	<b>6,584.0</b>	<b>\$ 1,642,260.00</b>	<b>\$ 9,634.00</b>	<b>\$ 1,851,265.70</b>

\*For the purposes of estimating the cost of mileage, per diem, and lodging are calculated in accordance with applicable IRS and GSA guidelines. At the time of invoicing mileage will be invoiced in accordance with published IRS rates at the time of service and per diem will be invoiced in accordance with published GSA rates at the time of service. Lodging will be invoiced as actual expense incurred except in the cases where specific client requirements exist that limit lodging to GSA standards.

Per the email from Rebecca Wersal sent on March 18, 2026, a flat multiplier to cover management and coordination of subconsultants is not allowed based upon language in Advisory Circular 150/5100-14E, Section 4.12. Therefore, Woolpert was requested to remove this subconsultant multiplier which reduced the total subconsultant cost by \$18,124.70 to a new total of \$181,247.00. This resulted in the overall project fee being reduced to \$1,833,141.00 as shown below:

	CONTRACT HOURS	PHASE FEE	REIMBURSABLE COSTS	TOTAL COST
<b>PART A - BASIC SERVICES (LUMP SUM)</b>				
1.0 Preliminary Design Phase (Lump Sum)	1378	\$ 368,860.00	\$ 2,618.00	\$ 371,478.00
2.0 Design Phase (Lump Sum)	4818	\$ 1,175,200.00	\$ 4,897.00	\$ 1,180,097.00
3.0 Bidding Phase (Lump Sum)	244	\$ 67,360.00	\$ 2,119.00	\$ 69,479.00
	<b>6440</b>	<b>SUBTOTAL \$ 1,611,420.00</b>	<b>\$ 9,634.00</b>	<b>\$ 1,621,054.00</b>
<b>PART A - SPECIAL SERVICES (LUMP SUM)</b>				
4.0 Design Phase (Non-Federal) (Lump Sum)	144	\$ 30,840.00		\$ 30,840.00
	<b>144</b>	<b>SUBTOTAL \$ 30,840.00</b>	<b>\$ -</b>	<b>\$ 30,840.00</b>
Topographical Survey				\$ 67,000.00
Wind River Surveying				\$ 57,800.00
Geotechnical Investigation				\$ 57,800.00
Strata				\$ 57,800.00
Safety Risk Management (SRM)				\$ 56,447.00
Landry Consulting LLC				\$ 56,447.00
				<b>SUBTOTAL \$ 181,247.00</b>
				<b>TOTAL SUBCONSULTANT COST \$ 181,247.00</b>
<b>TOTAL</b>	<b>6,584.0</b>	<b>\$ 1,642,260.00</b>	<b>\$ 9,634.00</b>	<b>\$ 1,833,141.00</b>

\*For the purposes of estimating the cost of mileage, per diem, and lodging are calculated in accordance with applicable IRS and GSA guidelines. At the time of invoicing mileage will be invoiced in accordance with published IRS rates at the time of service and per diem will be invoiced in accordance with published GSA rates at the time of service. Lodging will be invoiced as actual expense incurred except in the cases where specific client requirements exist that limit lodging to GSA standards.

Following this adjustment to the consultant fees, Woolpert performed an amendment to the SOW and fee for additional geotechnical engineering to be performed on the Taxiway A, A2, and A3 rehabilitation project. This work includes excavating test pits on the taxiway pavement and placing base course and asphalt pavement back in these areas and competing ground penetrating radar (GPR) on the pavement for Taxiways A, A2, and A3. This work will assist in determining the condition and extent of the various pavement layers below the surface asphalt on the taxiways.

There was an increase in hours and fee for Woolpert to coordinate this additional geotechnical work and provide an on-site representative while this work is performed under the Preliminary Design Phase, Task 1.12 Coordinate Geotechnical Investigation. The original fee for this task was



\$8,840.00 and the overall Preliminary Design Phase cost was \$371,478.00 as shown below and highlighted in yellow:

	CONTRACT HOURS	PHASE FEE	REIMBURSABLE COSTS	TOTAL COST
<b>PART A - BASIC SERVICES (LUMP SUM)</b>				
1.0 Preliminary Design Phase (Lump Sum)	1378	\$ 368,860.00	\$ 2,618.00	\$ 371,478.00
2.0 Design Phase (Lump Sum)	4818	\$ 1,175,200.00	\$ 4,897.00	\$ 1,180,097.00
3.0 Bidding Phase (Lump Sum)	244	\$ 67,360.00	\$ 2,119.00	\$ 69,479.00
	<b>6440</b>	<b>\$ 1,611,420.00</b>	<b>\$ 9,634.00</b>	<b>\$ 1,621,054.00</b>
<b>PART A - SPECIAL SERVICES (LUMP SUM)</b>				
4.0 Design Phase (Non-Federal) (Lump Sum)	144	\$ 30,840.00		\$ 30,840.00
	<b>144</b>	<b>\$ 30,840.00</b>	<b>\$ -</b>	<b>\$ 30,840.00</b>
Topographical Survey				\$ 67,000.00
Wind River Surveying				\$ 57,800.00
Geotechnical Investigation				\$ 56,447.00
Strata				\$ 56,447.00
Safety Risk Management (SRM)				\$ 56,447.00
Landry Consulting LLC				\$ 56,447.00
				<b>\$ 181,247.00</b>
				<b>\$ 199,371.70</b>
				<b>\$ 1.10</b>
<b>TOTAL</b>	<b>6,584.0</b>	<b>\$ 1,642,260.00</b>	<b>\$ 9,634.00</b>	<b>\$ 1,851,265.70</b>

\*For the purposes of estimating the cost of mileage, per diem, and lodging are calculated in accordance with applicable IRS and GSA guidelines. At the time of invoicing mileage will be invoiced in accordance with published IRS rates at the time of service and per diem will be invoiced in accordance with published GSA rates at the time of service. Lodging will be invoiced as actual expense incurred except in the cases where specific client requirements exist that limit lodging to GSA standards.

The new fee for Task 1.12 Coordinate Geotechnical Investigation related to the additional geotechnical work is \$17,680.00, which is an increase of \$8,840.00 over the original fee. This increased the overall fee for the Preliminary Design Phase to \$380,318.00 (highlighted in yellow below).

In addition, the geotechnical engineer subconsultant provided a cost to perform the test pits and GPR work on Taxiways A, A2, and A3 of \$104,750.00, increasing the total subconsultant costs to \$285,997.00 (highlighted in yellow below).

The result of the additional geotechnical engineering is an overall fee increase of \$113,590.00 from the updated fee of \$1,833,141.00 following the removal of the 10% subconsultant multiplier. The new amended fee is \$1,946,731.00 as shown below and highlighted in yellow:

	CONTRACT HOURS	PHASE FEE	REIMBURSABLE COSTS	TOTAL COST
<b>PART A - BASIC SERVICES (LUMP SUM)</b>				
1.0 Preliminary Design Phase (Lump Sum)	1408	\$ 377,700.00	\$ 2,618.00	\$ 380,318.00
2.0 Design Phase (Lump Sum)	4818	\$ 1,175,200.00	\$ 4,897.00	\$ 1,180,097.00
3.0 Bidding Phase (Lump Sum)	244	\$ 67,360.00	\$ 2,119.00	\$ 69,479.00
	<b>6470</b>	<b>\$ 1,620,260.00</b>	<b>\$ 9,634.00</b>	<b>\$ 1,629,894.00</b>
<b>PART A - SPECIAL SERVICES (LUMP SUM)</b>				
4.0 Design Phase (Non-Federal) (Lump Sum)	144	\$ 30,840.00		\$ 30,840.00
	<b>144</b>	<b>\$ 30,840.00</b>	<b>\$ -</b>	<b>\$ 30,840.00</b>
Topographical Survey				\$ 67,000.00
Wind River Surveying				\$ 57,800.00
Geotechnical Investigation				\$ 56,447.00
Strata				\$ 56,447.00
<b>Additional Geotechnical Investigation Services - Strata</b>				<b>\$ 104,750.00</b>
Safety Risk Management (SRM)				\$ 56,447.00
Landry Consulting LLC				\$ 56,447.00
				<b>\$ 285,997.00</b>
				<b>\$ 285,997.00</b>
<b>TOTAL</b>	<b>6,614.0</b>	<b>\$ 1,651,100.00</b>	<b>\$ 9,634.00</b>	<b>\$ 1,946,731.00</b>

\*For the purposes of estimating the cost of mileage, per diem, and lodging are calculated in accordance with applicable IRS and GSA guidelines. At the time of invoicing mileage will be invoiced in accordance with published IRS rates at the time of service and per diem will be invoiced in accordance with published GSA rates at the time of service. Lodging will be invoiced as actual expense incurred except in the cases where specific client requirements exist that limit lodging to GSA standards.

Please feel free to reach out if you have any additional questions or need further clarification.

Thank you!

Paul Fiore, Project Manager

## SCOPE OF WORK FOR JACKSON HOLE AIRPORT

Jackson, Wyoming

AIP Project No. 3-56-0014-090-2026 and WYDOT AJA029X

### Taxiway A Rehabilitation and Paved Shoulders Construction, Rehabilitation of Connector Taxiways A2 and A3, and Relocation of Vehicle Service Road (Non-Federal)

This is an Appendix attached to, made a part of and incorporated by reference with the Professional Services Agreement dated April 19, 2023, between Jackson Hole Airport Board and Woolpert, Inc., for providing professional services. For the remainder of this scope the Jackson Hole Airport is indicated as “Sponsor” and Woolpert, Inc., is indicated as “Engineer”. The construction budget for this project is approximately \$29,000,000.00 and is based upon a full depth reclamation rehabilitation. This construction budget does not include administrative, legal, or professional fees. If the project transitions to a full-depth reconstruction of the taxiways during design, there will likely be an increase in cost for construction and portions of this scope of work and associated fees will need to be amended.

This project shall consist of preparing Construction Plans, Contract Documents, Technical Specifications, and Engineer’s Design Report, along with Bidding, for the Taxiway A Rehabilitation and Paved Shoulders Construction, Rehabilitation of Connector Taxiways A2 and A3, and Relocation of Vehicle Service Road (Non-Federal) Project. This scope of work is for the consulting services provided by the Engineer for the Sponsor. See Exhibit No. 1 below for the project location.

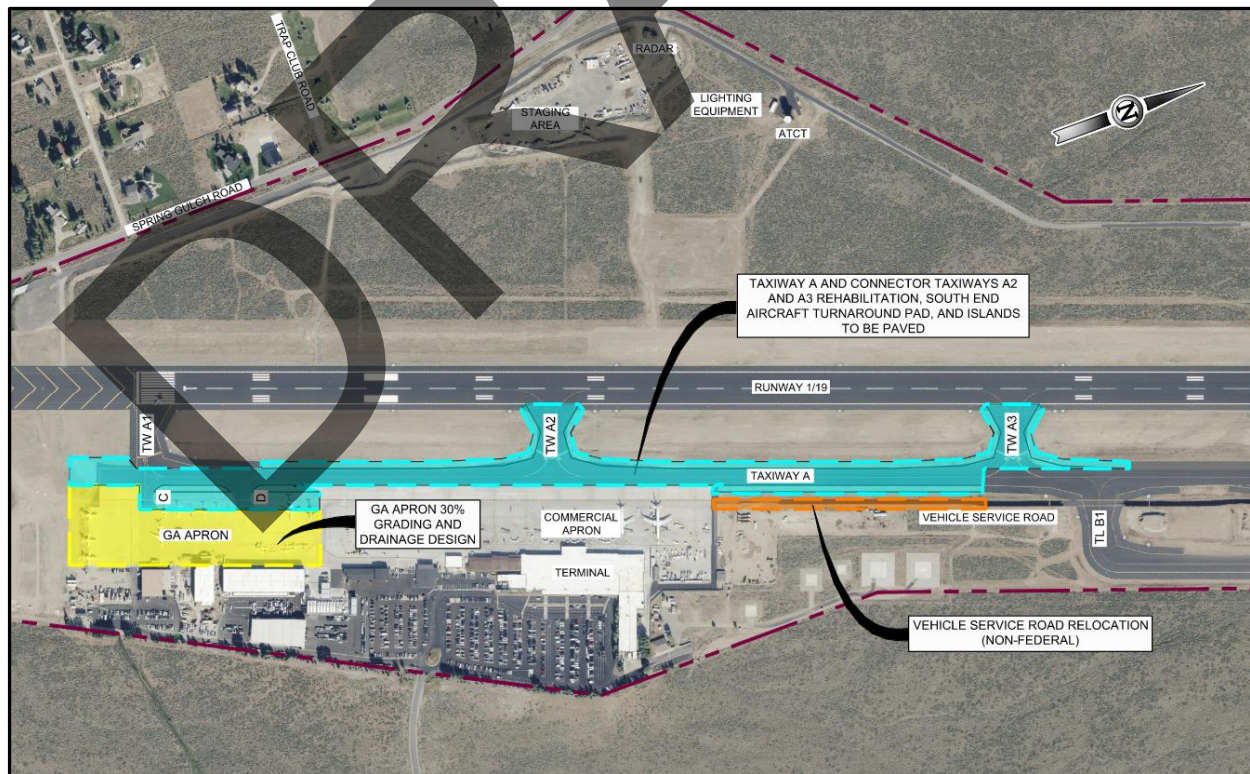


EXHIBIT NO. 1

## DESCRIPTION

This project is made up of federal and non-federal portions. The federal portion shall consist completing a pavement rehabilitation on Taxiway A from Taxiway A3 to the southern end near Taxiway A1. Part of this rehabilitation will include constructing a new aircraft turnaround pad on the south end of Taxiway A and evaluating options to pave the existing islands between Taxiway A and the general aviation (GA) ramp. In addition, connector Taxiways A2 and A3 will be rehabilitated based upon funding and the results of the geotechnical report. Finally, considering that the general aviation ramp is due to be reconstructed in the next five years, a 30% grading and drainage design will be performed on the general aviation ramp to ensure that the new pavement grades on Taxiway A will be able to tie the general aviation ramp as well as existing and future hangar locations while meeting FAA grade criteria. The non-federal part of the project will relocate a portion of existing vehicle service road west of Taxiway A and south of Taxilane B1 to the commercial ramp outside of the Taxiway A OFA.

The extent of the rehabilitation of Taxiway A will depend on the results of the geotechnical analysis. Several design options will be considered. One option, if the underlying pavement is considered structurally sound, would be a simple rehabilitation of the Taxiway A pavement by removing 2-inches to 3-inches of existing surface pavement and replacing it with 2-inches to 3-inches of new bituminous asphalt pavement. In this scenario, any existing pavement cracks will either be filled or repaired prior to overlaying the existing asphalt with new asphalt. If there is concern with the existing pavement integrity further down in the pavement section, a second option would include a more robust rehabilitation consisting of removing existing asphalt pavement that is considered to be structurally deficient to a depth where more stable pavement is located and placing new asphalt pavement of the stable pavement. This may be in the range of 6-inches to 9-inches below the surface.

A third option would have a similar approach to rehabilitate the existing taxiway pavement by removing existing asphalt pavement that is considered to be structurally deficient based upon the geotechnical analysis. However, the remaining material (asphalt and/or base course) will be recycled and pulverized into a homogenous material and blended with cement and/or asphalt emulsion. New stabilized bituminous asphalt base course and a bituminous surface course will then be placed over the recycled material. Finally, in areas where the geotechnical analysis determines that a full-depth removal and reconstruction of the Taxiway A pavement is necessary, this will be considered. In addition to the pavement work on Taxiway A, a new full-strength pavement area for aircraft to turn around on the south end of Taxiway A will be constructed. Thirty-foot wide paved shoulders along with new taxiway edge lights, conduit, cable, pavement underdrain, and surface collection slotted drains will be constructed adjacent to Taxiway A.

On the west side of Taxiway A, new paved shoulders and associated infrastructure will be constructed between Taxiways A3 and A2 and A2 and A1. On the east side of Taxiway A, the paved shoulders will be constructed from Taxilane B1 to the commercial ramp and between the commercial ramp and Taxiways C and D on the south end of the taxiway. Finally, design alternatives will be developed to consider the possibility of paving the infield islands on the south end of Taxiway A between Taxiway A and the GA parking ramp to reduce foreign object debris (FOD) and provide a paved vehicle service road in this area.

Connector Taxiways A2 and A3 will be rehabilitated based upon the results of the geotechnical investigation and overall project funding available. Similar to Taxiway A, there will be multiple options evaluated for these connector taxiways. The first option, if the underlying pavement is considered structurally sound, would be a simple rehabilitation of Taxiway A2 and A3 pavement by removing 2-inches to 3-inches of existing surface pavement and replacing it with 2-inches to 3-inches of new bituminous asphalt pavement. The second option would be to remove structurally deficient pavement to a depth

where more stable pavement is located and place new asphalt pavement of the stable pavement. This may be in the range of 6-inches to 9-inches below the surface. The third option would be to rehabilitate the existing taxiway pavement by removing existing asphalt pavement that is considered to be structurally deficient based upon the geotechnical analysis. The remaining material (asphalt and/or base course) will be recycled and pulverized into a homogenous material and blended with cement and/or asphalt emulsion. New stabilized bituminous asphalt base course and a bituminous surface course will then be placed over the recycled material. These first three options would not update geometry to current FAA standards, and no paved shoulder or surface edge drains would be constructed. However, new taxiway edge lighting, conduit, and cable would still be installed. A fourth option would combine the rehabilitation with updating the geometry with new full-strength pavement in areas where the taxiways need to be upgraded to current FAA standards. In addition, new 30-foot wide paved shoulders will be constructed adjacent to the main taxiway pavement along with taxiway edge lights, conduit, cable, pavement underdrain, and surface collection slotted drains. The final option would include full-depth removal and reconstruction of the Taxiways A2 and A3 pavement and updating the geometry to current FAA standards. 30-foot wide paved shoulders along with new taxiway edge lights, conduit, cable, pavement underdrain, and surface collection slotted drains will be constructed adjacent to the taxiways.

Taxiway A paved shoulders will have slotted drains installed at the pavement edge of Taxiway A and along the outside edge of the paved shoulder. These slotted drains will capture storm water surface runoff and snowmelt during the winter add send it to the subsurface drainage pipes that discharge into the underground detention and filtration system on the south end of the airfield. There will be approximately 7,800 linear feet of slotted drain and associated structures installed within the paved shoulders. In addition, approximately 3,900 feet of pavement underdrain and associated structures will be installed beneath the paved shoulder section along Taxiway A.

If the approved design option for existing Taxiway A2 and A3 includes updating FAA geometry and constructing paved shoulders, slotted drains would only be installed on the south side paved shoulders and the grade along the entire taxiway sheet width flows from north to south. Pavement underdrains would be installed along the shoulders on both the north and south side of existing Taxiways A2 and A3. This is similar to what was done when connector Taxiways A1 and A4 were reconstructed during the Runway project in 2022.

A geotechnical investigation will be performed on Taxiway A and connector Taxiways A2 and A3 pavement as well as the infield area where the bypass taxiway will be constructed and to verify the subsurface conditions and identify any stresses occurring within the pavement section. This geotechnical investigation will also provide information to make the best decision for the ultimate design of Taxiway A and Taxiways A2 and A3. Approximately 47 acres will need to be topographically surveyed to determine the existing grades and infrastructure located within the project area, including the GA ramp area for the preliminary grading and drainage analysis.

The engineering fees for this project will be broken into two parts. **Part A-Basic Services** includes; 1) Preliminary Design Phase, 2) Design Phase, 3) Bidding Phase, 4) Design Phase (Non-Federal), and Reimbursable Costs During Design and Bidding and **Part B-Special Services**, which includes additional services that will be completed by subconsultants to the Engineer, including the proposed geotechnical investigation, topographical survey and the Safety Risk Management Process and Meeting. Parts A and B and the four phases are described in more detail below.

**PART A - BASIC SERVICES** consists of the Preliminary Design Phase, Design Phase, Bidding Phase, and Design Phase (Non-Federal) all invoiced on a lump sum basis.

## **1.0 Preliminary Design Phase**

**1.01 Coordinate and Attend Meetings with the Sponsor and FAA.** Meetings with the Sponsor and the FAA will take place to determine critical project dates, establish the proposed design schedule and AIP development schedule, review environmental component(s), determine the feasibility of the proposed project and to establish the need for topographical surveying, pavement investigation and/or geotechnical testing. Various meetings during the design phase will also be conducted to review the progress of the design, discuss construction details and proposed time frame of construction, and identify any special requirements for the project. It is anticipated that there will be up to six (6) meetings with the Sponsor and/or the FAA throughout the course of the design. The Engineer will prepare an agenda and meeting minutes for each of these meetings.

**1.02 Prepare Project Scope of Work and Contract.** This task includes establishing the scope of work through meetings outlined above. Fees will be negotiated with the Sponsor and may be subject to an independent fee estimate conducted by a third party hired by the Sponsor. This task also includes drafting the contract for the work to be completed by the Engineer for the Sponsor once negotiations are complete. The Engineer will also attend the Sponsor Board meeting where the Scope of Work and Fees are presented and to answer any questions in relation to the project. It is anticipated the Project Manager IV and the Resident Construction Manager IV will attend this board meeting which will be three (3) hours in duration.

**1.03 Prepare Design Options for Taxiway Rehabilitation.** This task includes preparing options for the extent of rehabilitation on Taxiway A and connector Taxiways A2 and A3. Multiple options will be developed, based upon the geotechnical recommendations. These options will also consider preliminary construction durations, anticipated construction impacts to airport operations, pros and cons of each option, and construction cost/funding availability. The design options may include the following:

- A simple mill and fill rehabilitation, which includes removal of 2-inches to 3-inches of existing pavement and resurfacing with 2-inches to 3-inches of new bituminous asphalt.
- A deeper pavement rehabilitation that removes unsuitable pavement to a depth where stable pavement is located and replaces it with new bituminous asphalt pavement (approx. 9-inches below the surface)
- Removal of unsuitable pavement and recycling of remaining asphalt/base course by pulverizing and blending this material into a homogenous mix and mixing in cement and/or asphalt emulsion (full-depth reclamation) then placing new asphalt base course and surface course over this layer.
- Full-depth reconstruction, geometry updates, and paved shoulders
- Combining a rehabilitation of the existing pavement and updating geometry with new full-depth pavement and adding paved shoulders (Taxiways A2 and A3 only)

Each of these design options along with preliminary construction durations, anticipated construction impacts to airport operations, pros and cons of each option, and rough order of magnitude (ROM) cost estimates to determine potential funding scenarios will be presented to the FAA and WYDOT. It is anticipated that this meeting will be 4 hours in duration and the Program Director II, Project Manager IV and Resident Construction Manager IV will attend in person. The Engineer will prepare exhibits and a presentation for this meeting as well as an agenda and meeting minutes. The outcome of this meeting will determine which design option the FAA and WYDOT prefer to move forward with on Taxiway A and connector Taxiways A2 and A3.

**1.04 Prepare Preliminary Cost Estimating for Taxiway Rehabilitation Design Options.** This task includes creating a preliminary construction rough order of magnitude (ROM) cost estimate and preliminary construction duration for each of the taxiway rehabilitation design options identified above. The preliminary construction ROM cost estimate will be based upon the most current information available at the time of preparation.

**1.05 Update Preliminary Cost Estimating for Preferred Taxiway Rehabilitation Design.** This task includes updating the preliminary construction rough order of magnitude (ROM) cost estimate, preparing a preliminary working days estimate, a preliminary overall project schedule, and a preliminary overall project budget for the preferred taxiway rehabilitation design. The preliminary construction ROM cost estimate will be based upon the most current information available at the time of preparation. Work to refine this estimate is included under Task 2.17.

**1.06 Provide Project Coordination.** The Engineer shall provide project management and coordination services to ensure the completion of the design. These duties include:

- Time the Engineer spends planning, organizing, securing and scheduling resources, and providing instruction to staff to meet project objectives as defined in the approved scope of work.
- The Engineer will analyze the budget semi-monthly to ensure budget and staffing needs are on track to meet design schedules within budget.
- Additional items to be accomplished include compiling and sending additional information requested from the office to related parties, maintaining project files as necessary and other items necessary in day-to-day project coordination.
- The Engineer will prepare and submit monthly invoicing.

The Engineer will complete the following tasks:

- Provide the Sponsor with a monthly Project Status Report (PSR), in writing, reporting on Engineer's progress and any problems that may arise while performing the work. The PSR must include an update of the project schedule, as described in this section, when schedule changes are expected.
- Submit for acceptance and maintain, a design schedule detailing the scheduled performance of the work.
- Create and maintain a Quality Control Checklist (QCC) for the project. The QCC shall include personnel, project milestone checking and peer review procedures at each phase of the project.

**1.07 Conduct Internal Project Meetings.** The Engineer will conduct bi-weekly internal project coordination meetings during the project design effort with the internal design team consisting of one Program Director II, one Project Manager IV, one Resident Construction Manager IV, one Project Manager II, one Engineer Designer II, one Engineer Technician III, one Project Manager IV (Electrical), and one Project Coordinator I. It is anticipated that these meetings will be one and one half (1.5) hours in duration and that a total of twenty-five (25) meetings will be held.

**1.08 Conduct Meetings with Wyoming Department of Environmental Quality (WDEQ).** The Engineer will conduct coordination meetings with WDEQ to verify and discuss proposed design and understand what permits and approval may be needed from WDEQ in relation to surface runoff capture system that will add runoff into the underground detention and filtration system. The Project Manager IV, Resident Construction Manager IV, Project Manager II, and a Planner III will attend these meetings. It is anticipated

that this meeting will be one (1) hour in duration and that a total of two (2) meetings will be held. The Engineer will prepare an agenda and produce meeting minutes for each of these meetings.

**1.09 Conduct Meeting with National Park Service (NPS).** The Engineer will assist the Sponsor preparing for meetings that will be held with the National Park Service (NPS) by producing and reviewing any presentations, producing exhibits, drawings, or other material that may be needed during these meetings. The Project Manager IV will take the lead in producing presentations while others will develop exhibits, drawings or other material for the meetings. It is anticipated that there will be one (1) meeting to discuss the proposed upcoming project with the NPS. It is anticipated that this meeting will be held via teleconference and the Project Manager IV, Resident Construction Manager IV, and Planner III will attend. During this meeting, information regarding the timing of the construction and a review of environmental documents will be completed. It is anticipated that this meeting will be two (2) hours in duration. The Engineer will prepare an agenda for the meeting and produce meeting minutes.

**1.10 Review Existing Documents.** The Engineer will gather and review existing available documentation that may be relevant to the project, including, but not limited to, record drawings (as-builts), design reports, final reports, utility reports/maps and previous surveys. The Engineer may use relevant information from this review to coordinate the design and topographical survey for the project.

**1.11 Coordinate Topographical Survey.** This task includes preparing the requirements, establishing the limits of the survey area, and scheduling a time for the survey to be completed. Negotiating with the survey firm for a cost to perform the work and providing an on-site representative of the Engineer during the survey is also included in this task. During design, the need may arise to verify other existing survey information or to extend the limits of the survey.

**1.12 Coordinate Geotechnical Investigation.** This task includes preparing the requirements for pavement investigation and soils testing, establishing the limits of work, and scheduling a time for testing to be completed. The requirements of the geotechnical investigation shall be established in accordance with FAA AC 150/5320-6 (current edition), *Airport Pavement Design and Evaluation*. Negotiating with the geotechnical engineering firm for a cost to perform the work and providing an on-site representative of the Engineer during the geotechnical investigation is also included in this task.

*Additional coordination for Geotechnical Investigation Services is required for ground penetrating radar (GPR) and test pits along Taxiway A following the initial geotechnical investigation. Establishing the requirements of the investigation, limits of work, negotiating with a geotechnical engineering firm for a cost to perform this work, and providing an on-site representative of the Engineer during this additional geotechnical investigation is also included in this task.*

**1.13 Coordinate Safety Risk Management (SRM) Process.** This task includes coordinating with a subconsultant to prepare an SRM process as well as to facilitate an SRM meeting for this project. The general project scope will be explained and the construction phasing will be provided to and discussed with the SRM consultant. It is anticipated that there will be meetings with at least two (2) SRM consultants for consideration on this project. These meetings will be attended by the Project Manager IV and Resident Construction Manager IV and are anticipated to be one (1) hour in length each. This task will also include reviewing proposals from the SRM consultant and negotiating with the SRM consulting firm for a cost to perform the work.

**1.14 Prepare Federal Grant Application.** This task consists of preparing the federal grant application. The application will be submitted during the initial portion of the project. Preparation of the application includes the following:

- Prepare Federal 424 form.
- Prepare Federal Form 5100 – II thru IV.
- Prepare project funding summary.
- Prepare program narrative, discussing the purpose and need of the work and the method of accomplishment.
- Project sketch (8.5" x 11").
- Include preliminary cost estimate.
- Include the existing Exhibit "A" Property Map
- Include the Sponsor's certifications.
- Attach the current grant assurances.
- Include DOT Title VI assurances.
- Include certification for contract, grants and cooperative agreements.
- Include Title VI pre-award checklist.
- Include current FAA advisory circulars required for use in AIP funded projects.

The Engineer shall submit the grant application to the Sponsor for approval and signatures. After obtaining the necessary signatures, the Sponsor or Engineer shall forward a copy of the signed application to the FAA for further processing.

**1.15 Prepare Environmental Documentation.** The FAA determined that a Categorical Exclusion (CATEX) applies to the project according to FAA orders 1050.1F and 5050.4B. The project was environmentally approved on August 19, 2020 through a documented CATEX completed under AIP-063-2020. The environmental conditions and scope of the project have not changed significantly since the original environmental determination. However, the proposed aircraft turnaround on the south end of Taxiway A will need to be added to the environmental exhibit created as part of the previously approved CATEX and will be provided to the FAA and NPS for concurrence and a re-evaluation.

**1.16 Prepare Disadvantaged Business Enterprise (DBE) Program and Goal.** Currently, the Federal DBE Program is being reevaluated. It is anticipated that the reevaluation process may be completed at some point during this project. When the reevaluation to the Federal DBE program is completed and notice of completion is provided by the Civil Rights Office, Certifying Agencies, or FAA, the Engineer will support the Sponsor in updating the DBE Program and Goal per the new requirements for the airport and this project.

**1.17 Prepare Quarterly Performance Reports – Design.** Federal Regulation 49 CFR Part 18 establishes uniform administrative requirements for grants to State and Local Governments. Sub-part 18.40 addresses monitoring and reporting requirements for the Sponsor. The Engineer will assist the Sponsor in managing grant activities to ensure compliance with applicable Federal requirements. The Engineer will submit a quarterly performance report while the grant is active. It is estimated there will be four quarterly performance reports completed during the design phase of this project.

**1.18 Manage BlackCat Files.** This task includes managing BlackCat Files for the Sponsor. The Engineer will ensure all documentation necessary for the project, including scope of work, record of negotiations, grant applications, etc. are uploaded into BlackCat throughout the duration of the Project.

**1.19 Provide Client Coordination and Public Outreach.** This task includes coordinating with the client on the project and developing public outreach materials to inform the flying public and surrounding communities of the project and potential impacts. Approximately 30 bi-weekly meetings will be held with the client to understand public concern and strategize on information to provide the public regarding the project. Some of the items that will be discussed are potential construction impacts for airport and aircraft operations as well as potential construction impacts to the surrounding community (i.e., timing,

closures, duration, traffic impacts, noise impacts, etc.). The meetings will be approximately 1.5 hours in length and will be attended by the Program Director II. The Program Director II will also prepare materials for the airport website about the project, prepare presentation materials for the airport, review outreach materials for the airport, and assist with other items related to the project and public outreach.

TASK 1 DELIVERABLES	TO GTNP	TO FAA/STATE	TO SPONSOR
1.01 Meeting Agendas, AIP Development Schedule and Meeting Minutes from Pre-Design Meeting and project coordination meetings		✓	✓
1.02 Scope of Work and Draft Contract for the Sponsor		✓	✓
1.03 Prepare Design Options		✓	✓
1.03 Prepare Meeting Agenda and Minutes for Design Options		✓	✓
1.04 Prepare Preliminary Cost Estimates for Design Options		✓	✓
1.05 Update Preliminary Cost Estimate		✓	✓
1.06 Design Schedule, PSR, and Monthly Invoicing			✓
1.08 Meeting Materials and Minutes for WDEQ Meeting		✓	✓
1.09 Meeting Materials and Minutes for NPS meeting	✓		✓
1.14 Federal Grant Application		✓	✓
1.15 Environmental Documentation	✓	✓	✓
1.16 DBE Program and Goal		✓	✓
1.17 Quarterly Performance Reports			✓
1.19 Prepare website and presentation materials			✓

TASK 1 MEETINGS/SITE VISITS	LOCATION/ATTENDEES/DURATION
1.01 Pre-Design Meetings and Project Coordination/Update Meetings Through Design	<ul style="list-style-type: none"> <li>Jackson, WY  One (1) Program Director II, One (1) Project Manager IV and one (1) Resident Construction Manager IV  Assume Two (2) hours via teleconference for pre-design meeting (1 meeting)  Assume Two (2) hours via teleconference for project coordination/update meetings (6 meetings)</li> </ul>
1.02 Prepare Project Scope of Work and Contract – Attend Airport Board Meeting	<ul style="list-style-type: none"> <li>Jackson, WY  One (1) Program Director II, One (1) Project Manager IV and one (1) Resident Construction Manager IV  Assume Three (3) hours via teleconference for JAC Airport Board Meeting (1 meeting)</li> </ul>
1.03 Design Options Meeting	<ul style="list-style-type: none"> <li>Denver, CO  One (1) Program Director II, One (1) Project Manager IV and one (1) Resident Construction Manager IV  Assume four (4) hours in person in Denver  Assume full day for Resident Construction Manager IV  Assume travel to/from Jackson, WY to Denver, CO with one (1) overnight stay for Resident Construction Manager IV</li> </ul>

1.07 Internal Project Meetings	<ul style="list-style-type: none"> <li>• Denver, CO  One (1) Program Director II, One (1) Project Manager IV, one (1) Resident Construction Manager IV, one (1) Project Manager II, one (1) Engineer Designer II, one (1) Engineer Technician III, one (1) Project Manager IV (Electrical), one (1) Project Coordinator I  Assume One and one-half (1.5) hours via teleconference (25 meetings)</li> </ul>
1.08 WDEQ Meetings	<ul style="list-style-type: none"> <li>• Jackson, WY  One (1) Project Manager IV, one (1) Resident Construction Manager IV, one (1) Project Manager II, and one (1) Planner III  Assume One (1) hour via teleconference for each meeting (2 meetings)</li> </ul>
1.09 NPS Meeting	<ul style="list-style-type: none"> <li>• Jackson, WY  One (1) Project Manager IV, one (1) Resident Construction Manager IV, and one (1) Planner III  Assume Two (2) hours via teleconference for each meeting (1 meetings)</li> </ul>
1.11 Topographical Survey On-Site Support	<ul style="list-style-type: none"> <li>• Jackson, WY  One (1) Resident Construction Manager IV  Assume Three (3) full days on site for topographical survey support</li> </ul>
1.12 Geotechnical Investigation On-Site Support	<ul style="list-style-type: none"> <li>• Jackson, WY  One (1) Resident Construction Manager IV  Assume Three (3) full days on site for geotechnical investigation support</li> </ul>
1.13 SRM Consultant Meeting	<ul style="list-style-type: none"> <li>• Denver, CO  One (1) Project Manager IV and one (1) Resident Construction Manager IV  Assume One (1) hour via teleconference for each meeting (2 meetings)</li> </ul>
1.19 Client Coordination and Public Outreach Meetings	<ul style="list-style-type: none"> <li>• Jackson, WY  One (1) Program Director II  Assume One and one half (1.5) hours via teleconference for each meeting (30 meetings)</li> </ul>

**2.0 Design Phase**

**2.01 Analyze Topographic Survey Data.** This task includes analyzing the topographical survey data and preparing the data for use with computer modeling. This will include the following tasks:

- ➔ Input raw survey data into AutoDesk Civil 3D to sort data into the Engineer’s standard layers for efficient analysis.
- ➔ Verify surveyor horizontal and vertical control.
- ➔ Verify survey data from as-built conditions.
- ➔ Sort all data points by layers and descriptions for computer modeling.

- Prepare triangulated irregular network (TIN surface model) of existing ground contours, pavement edges, roadways, electrical equipment, drainage features, buildings, fences, and other miscellaneous entities.
- Generate three-dimensional contour model from TIN surface model.
- Prepare and process data for spot elevations, grading and/or paving cross sections.

**2.02 Analyze Geotechnical Investigation Data.** This task includes analyzing the geotechnical investigation. This will include the following tasks:

- Review Geotechnical Engineer recommendations.
- Determine appropriate data for the pavement design form(s).
- Input data for computer modeling with topographical survey data.
- Prepare soil information for incorporation on the construction plans.

**2.03 Prepare Pavement Design.** After receiving the geotechnical investigation data, the Engineer will analyze the data and prepare a proposed pavement section using current FAA design software (FAARFIELD). In addition to determining the proposed pavement section for the current and anticipated traffic, a pavement classification rating (PCR) analysis will be performed in accordance with FAA Advisory Circular (AC) 150/5335-5 (Current Edition), *Standardized Method of Reporting Airport Pavement Strength – PCR*, to determine the runway PCR classification based on the expected fleet mix. The Engineer will submit the FAARFIELD computer printouts with a narrative to the FAA. The following tasks will be completed:

- Determine appropriate data for pavement design.
- Input data for computer modeling with topographical survey data.
- Prepare an exhibit showing the existing pavement and base course thickness.
- Determine areas of existing pavement to be removed and replaced.
- Prepare pavement and soils information for incorporation on the construction drawings.
- Verify elevation of water table.
- Compile the current airport fleet mix.
- Input data into FAARFIELD.
- Run pavement design scenarios.
- Analyze output from FAARFIELD.
- Select preferred pavement section.
- Compare pavement section to FAA Advisory Circular (AC) 150/5320-6 (Current Edition), *Airport Pavement Design and Evaluation*.
- Verify frost design method.
- Verify overexcavation requirements (if needed).
- Verify optimum moisture content for subgrade preparation.

It is anticipated that there will be a minimum of 4 pavement designs developed for this project, including:

- Rehabilitation of Existing Aircraft Pavement
- Full-Strength Aircraft Rated Pavement
- Airfield Paved Shoulders
- Infield Paving of Islands to Support Vehicle Traffic

**2.04 Develop On-Site Grading Plans.** This task includes developing potential on-site grading plans to place excess excavated native material generated during construction. Aerial photography and topographical survey will be used to develop the grading plans and associated quantities for all potential embankment

area(s). It is likely that some of the embankment areas will be located on the south end of the airport where current stockpiles of base courses for the deice pad project are located. This material will be placed during the 2026 construction season which may require additional topographical survey in this area to accurately depict the existing ground for potential embankment in this area.

**2.05 Prepare Existing Utility Inventory.** This task includes reviewing record drawings and consulting with the Sponsor and local utility companies to identify all utilities within the project site. The Construction Plans will include, to the maximum extent possible, the surveyed locations of observable utility features and the locations identified by utility locates.

**2.06 Prepare Preliminary Contract Documents.** This task includes preparing the Preliminary Contract Documents, including Contract Proposal, Bid Bond, Contractor Information Sheet, Subcontractor/Material Supplier List, Certification of Non-Segregated Facilities, Equal Employment Opportunity Report Statement, Buy America Certification, Buy America Waiver Request, Buy America Conformance Listing, Bid Proposal, Contract, Payment Bond, Performance Bond, Notice of Award, Notice to Proceed, Notice of Contractor's Settlement, General Provisions, FAA AC 150/5370-2 (Current Edition), *Operational Safety on Airports During Construction*, and Wage Rates. The wage rates will be updated at the time of advertisement to reflect the most current wage rates available. Preparation will include establishing the location for the bid opening, dates for advertisement and description of the work schedule. Also included in the Preliminary Contract Documents, and covered under separate tasks below, are the Construction Safety and Phasing Plan, Technical Specifications, and Special Provisions. Preliminary Contract Documents will be prepared as early as possible during the design phase and submitted to the Sponsor for review.

**2.07 Prepare Construction Safety and Phasing Plan (CSPP).** This task includes meeting with the Sponsor, ATCT, FAA, airlines, and other stakeholders to discuss the current operations of the airport to assist in determining how the proposed construction phasing of the project will affect these operations. From these meetings, a complete Construction Safety and Phasing Plan (CSPP) will be developed to ensure safety compliance when coordinating construction activities and airport operations. It is anticipated that there will be a minimum of three (3) meetings to discuss construction phasing to limit impacts on airport and airline operations and also to minimize nighttime construction. It is anticipated that these meetings will last approximately 3 hours each and will require development of draft phasing exhibits, aircraft routing, construction time frames and durations, and impacts/closures to the airfield pavement. In addition, agendas and meeting minutes will be completed by the Engineer.

The CSPP will be developed in accordance with the requirements of FAA AC 150/5370-2 (Current Edition), *Operational Safety on Airports During Construction*. A construction phasing plan that meets the requirements of the AC and operational needs of the airport will be developed and included in the Contract Documents. This plan will also identify any nighttime work, continuous working times, or other unusual conditions that could affect the Contractor's normal progress on the project. The draft CSPP will be submitted at 60% complete and at 95% complete for ADO review. Upon preliminary approval from the ADO, the CSPP will be submitted to FAA for OE/AAA coordination.

**2.08 Update Existing CAD Bases.** This task includes updating CAD bases for the proposed project, including incorporating infrastructure that has been recently constructed and utilities that have been recently installed. This task will also include updating the existing CAD bases with survey data that was completed for this project.

**2.09 Develop Preliminary Grading and Drainage for General Aviation (GA) Ramp.** This task will include analyzing and developing up to a 30% design for grading and drainage on the GA Ramp area. The southern portion of Taxiway A ties into the existing GA ramp. In addition, there are new aircraft hangars and a new

Airport Administration/FBO terminal building that are located on the east side of the GA ramp. The existing GA ramp is scheduled for reconstruction in the next five years. To ensure that the GA ramp can tie into the new Taxiway A grades as well as the new aircraft hangars and Airport Administration/FBO terminal building during the future reconstruction, it is critical that preliminary design grading and drainage are developed for this area. In addition, any existing grades on the ramp area or Taxiways C and D that tie the GA ramp to Taxiway A which currently do not meet current FAA grade criteria will be identified and corrected. It is anticipated that multiple iterations of analysis and design will be required in the development of the preliminary grading and drainage for the GA ramp. The following analysis will be performed during the preliminary design of the GA Ramp area:

- ➔ Preliminary Pavement Design to understand concrete depth for joint plan
- ➔ Preliminary Joint Plan to develop grading plan and grade break locations
- ➔ Determination of areas that do not meet current FAA criteria
- ➔ Grading plan with analysis for grades to ensure FAA criteria is met throughout the ramp
- ➔ Ensuring that preliminary pavement design grades on the GA ramp will tie into Taxiway A grades and aircraft hangars and buildings
- ➔ Ensuring that preliminary design grades promote surface drainage
- ➔ Verifying that preliminary design grades on GA ramp will accommodate with future conditions
- ➔ Identification of locations for drainage structures and lines (trench drains, inlets, manholes, and subsurface drainlines)
- ➔ Ensuring preliminary drainage system design will tie into existing drainage infrastructure

**2.10 Prepare Preliminary Construction Plans.** This task includes preparing the following list of construction plans for the project. Additional plans may be added during the design phase as needed:

Plan Name/Description	Number of Sheets
Cover Sheet	1
Index of Drawings, Summary of Approximate Quantities, and General Notes	4
Survey Control Plan	1
Geotechnical Investigation Plan	5
Sheet Layout Plan	1
Construction Layout Plan	2
Safety Notes	1
Construction Safety and Phasing Plan	6
Construction Haul Route Plan	1
Environmental Requirements and Details	1
Demolition Plan	7
Geometric Layout Plan	7
Overall Grading and Drainage Plan	1
Grading and Drainage Plan	7
On-Site Soil Borrow/Stockpile Grading and Drainage Plan	2
Pavement Plan and Profile	9
Typical Sections	3
Pavement Marking Plan	4
Pavement Marking Details	1
Drainage Plan and Profile	14
Drainage Details	7
Seeding and Erosion Control Plan	2
Seeding and Erosion Control Details	5
Electrical Notes and Legend	1
Electrical Demolition Plan	9

Electrical Layout Plan	9
Electrical Details	2
<b>Total Sheet Count</b>	<b>113</b>

**2.11 Prepare Preliminary Technical Specifications.** This task includes assembling the technical specifications necessary for the project. Standard FAA specifications will be utilized where possible, with the guidance from FAA AC 150/5370-10 (Current Edition), *Standard Specifications for Construction of Airports*. Additional specifications will be prepared to address work items for materials that are not covered by the standard FAA specifications. The standard specifications to be utilized shall include, but are not limited to, the following:

- Item C-100 Contractor Quality Control Program (CQCP)
- Item C-102 Temporary Air and Water Pollution, Soil Erosion and Siltation Control
- Item C-105 Mobilization
- Item C-110 Method of Estimating Percentage of Material Within Specification Limits (PWL)
- Item P-101 Preparation/Removal of Existing Pavements
- Item P-151 Clearing and Grubbing
- Item P-152 Excavation, Subgrade and Embankment
- Item P-153 Controlled Low-Strength Material (CLSM)
- Item P-154 Subbase Course
- Item P-207 In-Place Full Depth Reclamation (FDR) Recycled Asphalt Aggregate Base Course
- Item P-208 Aggregate Base Course
- Item P-401 Asphalt Mix Pavement
- Item P-501 Cement Concrete Pavement
- Item P-603 Emulsified Asphalt Tack Coat
- Item P-605 Joint Sealants for Pavements
- Item P-606 Adhesive Compounds, Two-Component for Sealing Wire and Lights in Pavement
- Item P-610 Concrete for Miscellaneous Structures
- Item P-620 Runway and Taxiway Marking
- Item D-701 Pipe for Storm Drains and Culverts
- Item D-702 Slotted Drains
- Item D-705 Pipe Underdrains for Airports
- Item D-751 Manholes, Catch Basins, Inlets and Inspection Holes
- Item T-901 Seeding
- Item T-905 Topsoil
- Item L-108 Underground Power Cable for Airports
- Item L-110 Airport Underground Electrical Duct Banks and Conduits
- Item L-115 Electrical Manholes and Junction Structures
- Item L-125 Installation of Airport Lighting Systems

Additional Non-FAA specifications will include, but are not limited to, the following items:

- Item P-601 Crack Repair with Major Crack Repair

**2.12 Prepare Preliminary Special Provisions.** This task includes preparing the preliminary Special Provisions to address, or expound on, site conditions that require additional clarification. These include, but are not limited to: Haul Roads, Airport Security, Radio Communications, Work Schedule, Contractor's Quality Control Program, Sequencing of the Work, Closure of Air Operations Areas, Accident Prevention, Underground Cables/Utilities, Insurance, Indemnification, Sales and Use Taxes, Permits and Compliance

with Laws, Executed Contracts, Subletting or Assigning of Contracts, Liquidated Damages, Acceptance Testing, Grade Control and Surface Tolerance, Construction Management Plan, and Instruction Manuals.

**2.13 Prepare Drainage Analysis and Storm Drainage Design.** This task includes verifying the existing storm drainage and/or subsurface drainage systems. Surface drainage will be evaluated and designed to ensure accordance with standard engineering practices, local requirements and FAA AC 150/5320-5 (Current Edition), *Airport Drainage Design*.

**2.14 Prepare Drainage Report for Wyoming Department of Environmental Quality (WDEQ).** This task will include producing exhibits and a report that focuses on the overall drainage improvements for this project and how they fit into the overall surface runoff capture system and on-site stormwater detention systems at JAC. This report will be necessary for any permits that WDEQ will require for the surface runoff collection system.

**2.15 Compile/Submit Permits.** This task includes identifying potential federal, state and local permits needed for the project. Permits are anticipated to be required for, but are not limited to, demolition activities, air quality, grading, Right-of-Way (ROW) access, hauling, batch plants, wetland disturbance, open burning, fencing, various building systems, construction dewatering, permanent dewatering, fueling systems and stormwater management construction plans and associated permits (SWMP). When applicable, the Engineer will assist the Sponsor to compile information and submit permits that are required to be obtained by the Sponsor.

**2.16 Calculate Estimated Quantities.** This task includes calculating all necessary quantities for the various work items. Quantities must be consistent with the specifications and acceptable quantity calculation practices.

**2.17 Prepare Estimate of Probable Construction Cost.** Using the final quantities calculated following the completion of the construction plans and specifications, the Engineer will prepare the construction cost estimate. The estimate will be based on information obtained from previous projects, contractors, material suppliers and other available databases.

**2.18 Prepare Engineer's Design Report and Modification of Standards.** This task includes preparation of the Engineer's Design Report in accordance with current FAA Northwest Mountain Region Engineer's Design Report guidelines. The Engineer's Design Report will include a detailed summary of the project, photographs and descriptions of existing site conditions, recycling and material availability analysis, estimate of project costs, and a schedule for the completion of the design, bidding, and construction. Modifications of the FAA standards, as necessary, for the project will be prepared for preliminary review. The approved Modifications of Standards (MOS) will be included in the Engineer's Design Report and submitted on the MOS website (See Task 2.19 below) to the FAA and Sponsor. The Engineer's Design Report will also contain any alternative design concepts that were investigated and evaluated.

**2.19 Prepare and Submit Modification of Standards on MOS Website.** This task includes Modifications of Standards (MOS) website access coordination with the Sponsor and FAA. Modifications of the FAA standards, as necessary, for the project must be compiled and submitted to the MOS website for approval. Revisions will be completed as needed.

**2.20 Review Plans at 30%, 60%, and 90% Complete.** During various stages of completion of the design, the Engineer will submit a set of Construction Plans, Specifications, and Contract Documents to the Sponsor for their review. Meetings will be scheduled for periodic reviews, including a 90% plans-in-hand review. The project will be reviewed with the FAA to obtain their concurrence with the design.

**2.21 Prepare and Submit 60% Review Documents to GTNP.** At the 60% design stage, plan drawing documents will be prepared and submitted to GTNP for internal review comments from the NPS. Comments received from GTNP will be incorporated to the greatest extent as long as the design intent of the project and FAA Safety criteria and standards are not compromised.

**2.22 Provide In-House Quality Control.** The Engineer has an established quality control program that will provide both experienced and thorough reviews of all project submittals and will also provide engineering guidance to the design team throughout design development from an experienced, senior-level Professional Engineer.

Prior to each review set of Construction Plans, Specifications, Contract Documents, and Engineer's Design Report being submitted to the Sponsor and FAA, a thorough, in-house quality control review of the documents will be conducted. This process will include an independent review of the Construction Plans, Specifications, Contract Documents, and Engineer's Design Report being submitted by a licensed Professional Engineer other than the Engineer who performed the design of the project. Comments will be offered by the Engineer that performed the review, and revisions to the Construction Plans, Specifications, Contract Documents, and Engineer's Design Report will be made accordingly.

In addition to the 30%, 60%, and 90% reviews, the Engineer's in-house quality control program also provides engineering guidance to the design team throughout the project design in an attempt to steer the project in a manner that provides the best engineering judgment.

At the 90% design review, the independent review will re-evaluate the CATEX boundary.

**2.23 Prepare and Submit Construction Plans, Specifications, Contract Documents, and Engineer's Design Report.** A final set of Construction Plans (11" x 17"), Specifications, Contract Documents, and the Engineer's Design Report will be prepared and submitted to the Sponsor, WYDOT Aeronautics, and the FAA. These documents will incorporate all revisions, modifications, and corrections identified during the final review. Paper and electronic copies will be provided.

**2.24 Prepare Airfield Signing and Marking Plan.** This task includes providing or updating the overall airfield signing and marking plan.

**2.25 Attend Safety Risk Management (SRM) Meeting.** This task includes attending the SRM meeting for the project. This will include assisting with providing materials for this meeting, including the CSPP and other exhibits. This meeting will be attended by the Program Director II, Project Manager IV, and the Resident Construction Manager IV.

**2.26 Prepare and Submit Design Closeout Report.** This task includes preparation of the design closeout report in accordance with current FAA Northwest Mountain Region Design Closeout Report guidelines. Paper and electronic copies will be provided.

<b>TASK 2 DELIVERABLES</b>	<b>TO GTNP/WDEQ</b>	<b>TO FAA/STATE</b>	<b>TO SPONSOR</b>
2.03 Proposed Pavement Design		✓	✓
2.06 Preliminary Contract Documents for Sponsor's Review			✓
2.07 CSPP at 60% and 95% Complete		✓	✓
2.07 Meeting Materials, Agendas, and Meeting Minutes from Construction Phasing Meetings			✓
2.18 Engineer's Design Report		✓	✓
2.19 Modification of Standards to FAA Website		✓	✓
2.20 30%, 60%, and 90 % Construction Plans, Specifications, Contract Documents, and Engineer's Design Report		✓	✓
2.21 60% Plan Drawings to GTNP	✓		
2.23 Final Construction Plans, Specifications and Contract Documents, and Engineer's Design Report		✓	✓
2.24 Airfield Signing and Marking Plan		✓	✓
2.25 SRM Meeting Materials		✓	✓
2.26 Design Closeout Report		✓	✓

<b>TASK 2 MEETINGS/SITE VISITS</b>	<b>LOCATION/ATTENDEES/DURATION</b>
2.07 Meeting for Construction Phasing	<ul style="list-style-type: none"> <li>Jackson, WY One (1) Program Director II, one (1) Project Manager IV and one (1) Resident Construction Manager IV</li> <li>Assume Three (3) hours via teleconference (3 meetings)</li> </ul>
2.20 Plan Review at 30% Complete. Plan Review at 60% Complete. Plan Review at 90% Complete.	<ul style="list-style-type: none"> <li>Jackson, WY One (1) Project Manager IV and one (1) Resident Construction Manager IV for 30% and 60% review Assume Four (4) hours via teleconference (2 meetings)</li> <li>Jackson, WY One (1) Project Manager IV and one (1) Resident Construction Manager IV for 90% plans-in-hand review Assume One (1) day for 90% review Assume One (1) full day of travel to/from Denver, CO to Jackson, WY and One (1) overnight stay for Project Manager IV</li> </ul>
2.25 SRM Meeting	<ul style="list-style-type: none"> <li>Jackson, WY One (1) Program Director II, one (1) Project Manager IV and one (1) Resident Construction Manager IV Assume eight (8) hour meeting Assume One (1) full day of travel to/from Denver, CO to Jackson, WY and One (1) overnight stay for Program Director II and Project Manager IV</li> </ul>

**3.0 Bidding Phase**

**3.01 Provide Bid Assistance.** The Engineer will assist the Sponsor, as needed, with the preparation of any required bidding documents. Included as part of this task, the Engineer will prepare a legal advertisement for publication in two (2) newspapers (or other form of regularly published print media) as a solicitation for bids. Additionally, the Engineer will advertise the project Invitation for Bids on their website, the Airport website, and WYDOT’s website and directly notify potential contractors and plan rooms in order to maximize project exposure and generate interest in the project. The Engineer will coordinate payment for the project advertisement(s) and request reimbursement from the Sponsor as a pass-through cost during invoicing.

**3.02 Prepare/Conduct Pre-Bid Meeting.** The Engineer will conduct the pre-bid meeting and pre-bid site visit in sequence with the Sponsor and contract document requirements. As a part of this meeting, the Engineer will also discuss the environmental plan sheet, surveyed areas, and environmental commitments. It is anticipated that this meeting will be three (3) hours in duration with additional time for preparation required.

**3.03 Prepare Addenda.** Any necessary addenda will be issued to clarify and modify the project, as required, and based on questions or comments that may arise from potential contractors during the bidding process. Any necessary addenda will be reviewed with the Sponsor and FAA prior to being issued. The addenda will meet all design and construction standards, as required.

**3.04 Consult with Prospective Bidders.** During the bidding process, the Engineer shall be available to clarify bidding issues with contractors and suppliers and for consultation with the various entities associated with the project.

**3.05 Attend Bid Opening.** The Engineer shall attend the bid opening for the project, which will be conducted by the Sponsor.

**3.06 Review Bid Proposals.** Upon the opening of submitted bid proposals by the Sponsor, the Engineer shall review all the bid proposals submitted. A cost analysis of the bid prices will be completed and tabulated; the contractor’s qualifications to perform the work will be included, including review of suspension and debarment rules on the www.Sam.gov website, Buy American compliance analysis/review, and project funding review. Inclusion of bid guarantee, acknowledgement of addenda, and in-state licensure verification shall be completed.

**3.07 Prepare Recommendation of Award.** The Engineer shall prepare a Recommendation of Award for the Sponsor to accept or reject the bids received with a summary of the items listed in Task 3.06. If rejection is recommended, the Engineer will supply an explanation for their recommendation and possible alternative actions the Sponsor can pursue to complete the project.

<b>TASK 3 DELIVERABLES</b>	<b>TO FAA/STATE</b>	<b>TO SPONSOR</b>
3.01 Required Bidding Documents	✓	✓
3.02 Pre-Bid Meeting Agenda and Pre-Bid Meeting Minutes	✓	✓
3.03 Addenda	✓	✓
3.06 Bid Tabulations	✓	✓
3.07 Recommendation of Award	✓	✓

TASK 3 MEETINGS/SITE VISITS	LOCATION/ATTENDEES/DURATION
3.02 Prepare/Conduct Pre-Bid Meeting	<ul style="list-style-type: none"> <li>Jackson, WY  One (1) Project Manager IV and one (1) Resident Construction Manager IV for in-person attendance  Assume two (2) full days for pre-bid preparation, meeting, and travel for Project Manager IV  Assume travel to/from Denver, CO to Jackson, WY with one (1) overnight stay for Project Manager IV   One (1) Project Manager IV (Electrical) and one (1) Project Manager II for three (3) hours for virtual attendance of pre-bid meeting.</li> </ul>
3.05 Attend Bid Opening	<ul style="list-style-type: none"> <li>Jackson, WY  One (1) Resident Construction Manager IV  One (1) Project Manager IV (virtual)  Assume one (1) hour for bid opening</li> </ul>

**4.0 Design Phase (Non-Federal)**

This phase of work is specifically designated for producing the construction plan sheets for the relocation of the Vehicle Service Road south of Taxilane B1 to the Commercial Ramp.

**4.01 Prepare Preliminary Construction Plans (Non-Federal).** This task includes preparing the following list of construction plans for the non-federal relocation of the Vehicle Service Road on the project. Additional plans may be added during the non-federal design phase as needed:

Plan Name/Description	Number of Sheets
Demolition Plan – VSR Relocation (Non-Federal)	2
Geometric Layout Plan – VSR Relocation (Non-Federal)	2
Grading and Drainage Plan – VSR Relocation (Non-Federal)	2
Pavement Plan and Profile – VSR Relocation (Non-Federal)	2
<b>Total Sheet Count</b>	<b>8</b>

**EX Reimbursable Costs During Design and Bidding.** This section includes reimbursable items such as auto rental, lodging, per diem, and other miscellaneous expenses incurred in order to complete **Part A – Basic Services**.

**PART B - SPECIAL SERVICES** consists of direct subcontract costs for the proposed topographical survey, geotechnical investigation and safety risk management (SRM) process and meeting.

**Special Considerations**

The following special considerations are required for this project but will be completed by subconsultants to the Engineer. The cost for this work will be included in the engineering contract agreement with the Sponsor and the costs are in addition to the engineering fees outlined above.

**Topographical Survey.** Survey will be required in order to complete the design of the project. Survey will include the following:

- The project limits of the Runway Safety Area (RSA) and surrounding areas.
- The ground survey area is approximately 47 acres, with approximately 30 acres being high accuracy survey and 17 acres being GPS survey.
- Verification of the existing pavement elevations and infrastructure located within the project area.
- Verification of the existing terrain to create an accurate topographical drawing.
- All existing utilities in the project limits from locates performed prior to surveying operations.
- During design, there may be the need to verify other existing survey information or extend the limits of the existing survey.

**Geotechnical Investigation.** Soil samples and pavement cores for analysis must be taken for the project site. Investigation and testing will also be performed to facilitate the pavement design per FAA Advisory Circular (AC) 150/5320-6 (Current Edition), *Airport Pavement Design and Evaluation*. The geotechnical investigation will include the following:

- Perform a geologic reconnaissance of the project site
- Soil boring and laboratory testing at approximately 6 project locations
- Pavement cores and laboratory testing at approximately 12 locations
- Visual inspection and documentation of each soil boring and pavement core
- Soil Classification/Atterberg Limits, Liquid Limit (LL), Plastic Limit (PL), Plasticity Index (PI)
- Hydrometer and Water-Soluble Sulfates/Corrosivity
- Moisture/Density Relations
- Swell/Consolidation Potential
- California Bearing Ratio
- Moisture content, density of undisturbed fine-grained samples
- Provide recommendations on pavement rehabilitation/new construction
- Provide recommendations for frost protection and subsurface pavement drainage system

**Additional Geotechnical Investigation will include:**

- *Saw-cutting areas of existing pavement on Taxiway A to excavate test pits to better determine the condition of underlying base, subbase, and native material*
- *Perform Ground Penetrating Radar to assist with identifying layers of underlying material beneath the pavement for pavement design purposes*

**Safety Risk Management (SRM) Process and Conduct SRM Meeting.** Because JAC Airport is considered a small hub airport, they are required to have a Safety Management System (SMS) Plan. Part of this plan includes a Safety Risk Management (SRM) process to identify hazards, assess their risk, and design appropriate mitigation strategies. The consultant will include developing the SRM process in coordination with the Sponsor based upon FAA AC 150/5200-37A *Safety Management Systems for Airports*. The consultant will also be responsible to prepare for and facilitate the SRM meeting for the project. This includes assembling a panel of Subject Matter Experts, prepare the presentation materials, and conducting the meeting.

### **Assumptions**

The scope of services described previously, and the associated fees, are based on the following rates and assumed responsibilities of the Engineer and Sponsor.

1. This Scope of work is based upon the taxiway construction being a full-depth reclamation rehabilitation project. If the project transitions to a full-depth reconstruction during design, the construction cost will likely increase and portions of this scope of work and associated fees will need to be amended.
2. For the purposes of estimating the amount of reimbursable expenses which will be incurred by the Engineer, the cost of per diem and lodging are calculated in accordance with current GSA rates. The actual amount to be invoiced for per diem will be in accordance with the published GSA rate at the time of service and may vary from the rate used in the fee estimate. Lodging will be invoiced as an actual expense incurred.
3. It is anticipated there will be a minimum number of trips and site visits to the airport to facilitate the completion of the various phases listed in this scope. The number of trips, as well as the anticipated lengths and details of the trips, are included at the end of each phase above.
4. The Sponsor will provide existing mapping data including as-builts available for the project areas, aerial orthoimagery, subsurface conditions information such as prior geotechnical investigations in the project area and other available information in the possession of the Sponsor.
5. The Sponsor will provide an electronic copy of the current ALP to allow for updating of the plan upon completion of the project.
6. The Sponsor will furnish escorts as needed for the Engineer to conduct field work.
7. The Sponsor will coordinate with tenants as required to facilitate field evaluations.
8. All engineering work will be performed using accepted engineering principles and practices and provide quality products that meet or exceed industry standards. Dimensional criteria will be in accordance with FAA AC 150/5300-13 (Current Edition), *Airport Design*, and related circulars. Construction specifications will be in accordance with FAA AC 150/5370-10 (Current Edition), *Standard Specifications for Construction of Airports*, and the Northwest Mountain Region's Regional Updates for Specifying Construction of Airports and related circulars. Project planning, design, and construction will further conform to all applicable standards, including all applicable current FAA Advisory Circulars and Orders required for use in AIP-funded projects and other national, state, or local regulations and standards, as identified and relevant to an airfield design and construction project.
9. The Engineer will utilize the following plan standards for the project:
  - Plans will be prepared using the Engineer's standards, unless the Sponsor provides its own standards upon Notice to Proceed.
  - Plan elevations will be vertical datum NAVD 88 derived from the existing control network.
  - Plan coordinates will be based on horizontal datum NAD 83/2011 State Plane Coordinates derived from the existing control network.
  - All plans will be stamped and signed by a state-licensed Professional Engineer, or Professional Land Surveyor, as required.

- Plans prepared by subconsultants will be prepared using the same base maps, the same coordinate systems and the same plan layout and format as plans prepared by the Engineer.
  - The guidance included in FAA Memorandum, *FAA Review of Construction Plans and Specifications for AIP Funded Projects*, will be reviewed, incorporated and will supplement the Engineer's standards.
10. The Engineer will utilize the following assumptions when preparing the project manual for bidding and construction of the project:
- The project manual Contract Documents will be developed jointly by the Sponsor and the Engineer.
  - The Engineer is responsible for developing the contents of the document and including the Front-End documents which will be supplied by the Sponsor.
  - FAA General Provisions and required contract language will be used.
11. The Engineer must maintain records of design analyses and calculations consistent with typical industry standards, as required by the FAA, for a period of three years after the project is closed by the FAA.
12. Because the Engineer has no control over the cost of construction-related labor, materials, or equipment, the Engineer's opinions of probable construction costs will be made on the basis of experience and qualifications as a practitioner of his/her profession. The Engineer does not guarantee that proposals for construction, construction bids, or actual project construction costs will not vary from Engineer's estimates of construction cost.

### **Additional Services**

The following items are not included under this agreement but will be considered as extra work:

- Due to the recent changes to the Federal DBE program, no services for setting DBE Program or Project Goals can be provided at this time, and are not included in this scope of work. If these services are requested after the new certification process has been completed, and notice of completion is provided by the Civil Rights Office, Certifying Agencies, or FAA, they will be under a separate scope of work, or an amendment to this scope of work.
- Redesign for the Sponsor's convenience or due to changed conditions after previous alternate direction and/or approval.
- Submittals or deliverables in addition to those listed herein.
- If a project audit occurs, the Engineer is prepared to assist the Sponsor in gathering and preparing the required materials for the audit.
- Serving as an expert witness for the Owner in any litigation, surety claim, contractor bond activation, or other proceeding involving the project.
- Legal, surety, or insurance support, coordination, and representation.

Extra Work will be as directed by the Sponsor in writing for an additional fee as agreed upon by the Sponsor and the Engineer.



FEE BREAKDOWN			
Labor Category	Total Hours	Billing Rate	Total Cost
<b>1.0 Preliminary Design Phase (Lump Sum)</b>			
Practice Operations Leader	4 hrs.	x \$ 350.00 /hr = \$	1,400.00
Prgm Dir II	250 hrs.	x \$ 345.00 /hr = \$	86,250.00
Engineer Project Mgr IV	369 hrs.	x \$ 320.00 /hr = \$	118,080.00
Construction Mgr IV	221 hrs.	x \$ 290.00 /hr = \$	64,090.00
Engineer Project Mgr II	40 hrs.	x \$ 225.00 /hr = \$	9,000.00
Eng Designer II	136 hrs.	x \$ 210.00 /hr = \$	28,560.00
Engineering Techn III	78 hrs.	x \$ 180.00 /hr = \$	14,040.00
Electrical Engineer Project Mgr IV	40 hrs.	x \$ 320.00 /hr = \$	12,800.00
Planner III	16 hrs.	x \$ 295.00 /hr = \$	4,720.00
Project Coordinator I	200 hrs.	x \$ 140.00 /hr = \$	28,000.00
Quality Control Manager	22 hrs.	x \$ 300.00 /hr = \$	6,600.00
Project Accountant I	32 hrs.	x \$ 130.00 /hr = \$	4,160.00
<b>SUBTOTAL</b>	<b>1408 hrs.</b>	<b>SUBTOTAL</b>	<b>\$ 377,700.00</b>
<b>Reimbursables</b>			
Auto Rental	8 Day	x \$ 130.00 /Day= \$	1,040.00
Lodging + Tax & Fees (Denver, CO)	1 Day	x \$ 240.00 /Day= \$	240.00
Per Diem (Denver, CO)	2 Day	x \$ 69.00 /Day= \$	138.00
Travel & Airline Costs	1 Trip	x \$ 1,200.00 /Trip= \$	1,200.00
<b>SUBTOTAL</b>		<b>\$</b>	<b>2,618.00</b>
<b>PHASE SUBTOTAL</b>		<b>\$</b>	<b>380,318.00</b>

TASK	LABOR CATEGORY														
	Start Date: 12/1/2025	End Date: 11/1/2026	Practice Operations Leader	Prgm Dir II	Engineer Project Mgr IV	Construction Mgr IV	Engineer Project Mgr II	Eng Designer II	Engineering Techn III	Electrical Engineer Project Mgr IV	Planner III	Project Coordinator I	Quality Control Manager	Project Accountant I	Phase Item Costs
<b>1.0 Preliminary Design Phase (Lump Sum)</b>			Jason Virzi	John Bauer	Paul Fiore	Stuart Schiff	Dane Hurst	James Morehead	Aaron Apodaca	Zachary Ambariantz	Morgan Einspahr	Gabrielle Bohan	Chris Giessing	Silingiwe Bhebhe	
1.01 Coordinate and Attend Meetings with the Sponsor and FAA				14	20	14									\$ 15,290.00
1.02 Prepare Project Scope of Work and Contract			4		27	3							8		\$ 13,310.00
1.03 Prepare Design Options for Taxiway Rehabilitation				24	64	40		64	16						\$ 56,680.00
1.04 Prepare Preliminary Cost Estimating for Taxiway Rehabilitation Design Options					16			16					4		\$ 9,680.00
1.05 Update Preliminary Cost Estimating for Preferred Taxiway Rehabilitation Design					8	12							4		\$ 18,440.00
1.06 Provide Project Coordination					120							80		32	\$ 42,560.00
1.07 Conduct Internal Project Meetings				36	64	36	36	36		36		64			\$ 85,960.00
1.08 Conduct Meetings with Wyoming Department of Environmental Quality (WDEQ)					4	2					4				\$ 3,040.00
1.09 Conduct Meetings with National Park Service (NPS)					16	12		8	12		4				\$ 13,620.00
1.10 Review Existing Documents					4	4	4	12	12	4					\$ 9,300.00
1.11 Coordinate Topographical Survey					4	24							2		\$ 8,840.00
1.12 Coordinate Geotechnical Investigation					8	48							4		\$ 17,680.00
1.13 Coordinate Safety Risk Management (SRM) Process					4	2									\$ 1,860.00
1.14 Prepare Federal Grant Application						4			2						\$ 2,640.00
1.15 Prepare Environmental Documentation					2	2					8				\$ 3,580.00
1.16 Prepare Disadvantaged Business Enterprise (DBE) Program and Goal					4	6						40			\$ 8,620.00
1.17 Prepare Quarterly Performance Reports - Design					4							8			\$ 2,400.00
1.18 Manage BlackCat Files						12									\$ 3,480.00
1.19 Provide Client Coordination and Public Outreach					176										\$ 60,720.00
<b>TOTALS</b>			<b>4</b>	<b>250</b>	<b>369</b>	<b>221</b>	<b>40</b>	<b>136</b>	<b>78</b>	<b>40</b>	<b>16</b>	<b>200</b>	<b>22</b>	<b>32</b>	<b>\$ 377,700.00</b>
<b>PERCENTAGES</b>			<b>0%</b>	<b>18%</b>	<b>26%</b>	<b>16%</b>	<b>3%</b>	<b>10%</b>	<b>6%</b>	<b>3%</b>	<b>1%</b>	<b>14%</b>	<b>2%</b>	<b>2%</b>	

FEE BREAKDOWN			
Labor Category	Total Hours	Billing Rate	Total Cost
<b>2.0 Design Phase (Lump Sum)</b>			
Prgm Dir II	80 hrs.	x \$ 345.00 /hr = \$	27,600.00
Engineer Project Mgr IV	974 hrs.	x \$ 320.00 /hr = \$	311,680.00
Construction Mgr IV	480 hrs.	x \$ 290.00 /hr = \$	139,200.00
Eng Designer II	832 hrs.	x \$ 210.00 /hr = \$	174,720.00
Engineering Techn III	1174 hrs.	x \$ 180.00 /hr = \$	211,320.00
Engineer Project Mgr II	568 hrs.	x \$ 225.00 /hr = \$	127,800.00
Electrical Engineer Project Mgr IV	228 hrs.	x \$ 320.00 /hr = \$	72,960.00
Electrical Engineer in Training I	264 hrs.	x \$ 180.00 /hr = \$	47,520.00
Planner III	24 hrs.	x \$ 295.00 /hr = \$	7,080.00
Project Coordinator I	18 hrs.	x \$ 140.00 /hr = \$	2,520.00
Quality Control Manager	176 hrs.	x \$ 300.00 /hr = \$	52,800.00
<b>SUBTOTAL</b>	<b>4818 hrs.</b>	<b>SUBTOTAL</b>	<b>\$ 1,175,200.00</b>
<b>Reimbursables</b>			
Auto Rental	4 Day	x \$ 130.00 /Day= \$	520.00
Lodging + Tax & Fees	3 Day	x \$ 475.00 /Day= \$	1,425.00
Per Diem	6 Day	x \$ 92.00 /Day= \$	552.00
Travel & Airline Costs	2 Trip	x \$ 1,200.00 /Trip= \$	2,400.00
<b>SUBTOTAL</b>		<b>\$</b>	<b>4,897.00</b>
<b>PHASE SUBTOTAL</b>		<b>\$</b>	<b>1,180,097.00</b>

TASK	LABOR CATEGORY													
	Start Date: 11/1/2026	End Date: 11/1/2026	Prgm Dir II	Engineer Project Mgr IV	Construction Mgr IV	Eng Designer II	Engineering Techn III	Engineer Project Mgr II	Electrical Engineer Project Mgr IV	Electrical Engineer in Training I	Planner III	Project Coordinator I	Quality Control Manager	Phase Item Costs
<b>2.0 Design Phase (Lump Sum)</b>			John Bauer	Paul Fiore	Stuart Schiff	James Morehead	Aaron Apodaca	Dane Hurst	Zachary Ambariantz	Battal Hunton	Morgan Einspahr	Gabrielle Bohan	Chris Giessing	
2.01 Analyze Topographical Survey Data				4	40	40	12	4	4					\$ 22,300.00
2.02 Analyze Geotechnical Investigation Data				16	20	8								\$ 13,500.00
2.03 Prepare Pavement Design				80	16	12							12	\$ 36,360.00
2.04 Develop On-Site Grading Plans				8	8	32	16							\$ 14,480.00
2.05 Prepare Existing Utility Inventory				8	8	16	24			12				\$ 18,700.00
2.06 Prepare Preliminary Contract Documents				16	40	16		8						\$ 18,520.00
2.07 Prepare Construction Safety and Phasing Plan (CSPP)			32	120	48	8	40		12				12	\$ 79,680.00
2.08 Update Existing CAD Bases				4	4	16	40		4			16		\$ 16,000.00
2.09 Develop Preliminary Grading and Drainage for General Aviation (GA) Ramp				32	24	120		40						\$ 51,400.00
2.10 Prepare Preliminary Construction Plans														
Cover Sheet				2			12							\$ 2,800.00
Index of Drawings/Summary of Approximate Quantities & General Notes				4		8	16	4		4				\$ 7,460.00
Survey Control Plan				2			12							\$ 2,800.00
Geotechnical Investigation Plan				2	4	4	24							\$ 6,960.00
Sheet Layout Plan				2			12							\$ 2,800.00
Construction Layout Plan				8	8		24							\$ 9,200.00
Safety Notes				2	8		16							\$ 5,840.00
Construction Safety and Phasing Plan			16	72	40		80		12	4				\$ 59,120.00
Construction Haul Route Plan				2	4		12							\$ 3,960.00
Environmental Requirements and Details				4	4		12				24			\$ 11,680.00
Demolition Plan				24			16	100						\$ 29,040.00
Geometric Layout Plan				24			24	100						\$ 30,720.00
Overall Grading and Drainage Plan				4			32	16						\$ 10,880.00
Grading and Drainage Plan				16			160	120	40					\$ 69,320.00
On-Site Soil Borrow/Stockpile Grading and Drainage Plan				16	16		40	16						\$ 21,040.00
Pavement Plan and Profile				12			80	100						\$ 38,640.00
Typical Sections				12			24	40						\$ 16,080.00
Pavement Marking Plan				4			8	40						\$ 10,160.00
Pavement Marking Details				2			4	12						\$ 3,640.00
Drainage Plan and Profiles				12			24	72	120					\$ 48,840.00
Drainage Details				8			8	32	40					\$ 19,000.00
Seeding and Erosion Control Plan				4			12	24						\$ 8,120.00
Seeding and Erosion Control Details				4			16	24						\$ 8,960.00
Electrical Notes and Legend				2					4	12				\$ 4,080.00
Electrical Demolition Plan				4					32	80				\$ 25,920.00
Electrical Layout Plans				4					32	80				\$ 25,920.00
Electrical Details				4					8	24				\$ 8,160.00
2.11 Prepare Preliminary Technical Specifications				24	120				40	8				\$ 56,720.00
2.12 Prepare Preliminary Special Provisions				4	24									\$ 8,240.00
2.13 Prepare Drainage Analysis and Storm Drainage Design				8				120						\$ 29,560.00
2.14 Prepare Drainage Report for Wyoming Department of Environmental Quality (WDEQ)				4	8		8	40					4	\$ 15,240.00
2.15 Compile/Submit Permits					12				12					\$ 6,180.00
2.16 Calculate Estimated Quantities				8			40	8	24	16	8			\$ 24,360.00
2.17 Prepare Estimate of Probable Construction Cost				24	8	40		8	8				8	\$ 25,160.00
2.18 Prepare Engineer's Design Report and Modification of Standards				160	16			24	8				12	\$ 67,400.00
2.19 Prepare and Submit Modification of Standards on MOS Website				64			16							\$ 23,840.00
2.20 Review Plans at 30%, 60%, and 90% Complete			12	48	16	24	64	24	24	4				\$ 54,500.00
2.21 Prepare and Submit 60% Review Documents to GTPP				2			4					2		\$ 1,640.00
2.22 Provide In-House Quality Control												120		\$ 36,000.00
2.23 Prepare and Submit Const. Plans, Specs., Cont. Docs., and Design Report			4	8			6	12	8	4		12		\$ 12,680.00
2.24 Prepare Airfield Signing and Marking Plan				4				16	4					\$ 6,160.00
2.25 Attend Safety Risk Management (SRM) Meeting			16	24	16		8					2		\$ 19,560.00
2.26 Prepare and Submit Design Closeout Report				48	12			8	8			2	8	\$ 25,880.00
<b>TOTALS</b>			<b>80</b>	<b>974</b>	<b>480</b>	<b>832</b>	<b>1174</b>	<b>568</b>	<b>228</b>	<b>264</b>	<b>24</b>	<b>18</b>	<b>176</b>	<b>\$ 1,175,200.00</b>
<b>PERCENTAGES</b>			<b>2%</b>	<b>20%</b>	<b>10%</b>	<b>17%</b>	<b>24%</b>	<b>12%</b>	<b>5%</b>	<b>5%</b>	<b>0%</b>	<b>0%</b>		

Labor Category	Total Hours	Billing Rate	Total Cost
<b>3.0 Bidding Phase (Lump Sum)</b>			
Prgm Dir II	8 hrs.	x \$ 345.00 /hr = \$	2,760.00
Engineer Project Mgr IV	82 hrs.	x \$ 320.00 /hr = \$	26,240.00
Construction Mgr IV	70 hrs.	x \$ 290.00 /hr = \$	20,300.00
Eng Designer II	16 hrs.	x \$ 210.00 /hr = \$	3,360.00
Engineering Techn III	24 hrs.	x \$ 180.00 /hr = \$	4,320.00
Engineer Project Mgr II	12 hrs.	x \$ 225.00 /hr = \$	2,700.00
Electrical Engineer Project Mgr IV	16 hrs.	x \$ 320.00 /hr = \$	5,120.00
Electrical Engineer in Training I	8 hrs.	x \$ 180.00 /hr = \$	1,440.00
Project Coordinator I	8 hrs.	x \$ 140.00 /hr = \$	1,120.00
<b>SUBTOTAL</b>	<b>244 hrs.</b>	<b>SUBTOTAL \$</b>	<b>67,360.00</b>
<b>Reimbursables</b>			
Auto Rental	2 Day	x \$ 130.00 /Day= \$	260.00
Lodging + Tax & Fees	1 Day	x \$ 475.00 /Day= \$	475.00
Per Diem	2 Day	x \$ 92.00 /Day= \$	184.00
Travel & Airline Costs	1 Trip	x \$ 1,200.00 /Trip= \$	1,200.00
<b>SUBTOTAL</b>		<b>\$</b>	<b>2,119.00</b>
<b>PHASE SUBTOTAL</b>		<b>\$</b>	<b>69,479.00</b>

TASK	Start Date	End Date	Prgm Dir II	Engineer Project Mgr IV	Construction Mgr IV	Eng Designer II	Engineering Techn III	Engineer Project Mgr II	Electrical Engineer Project Mgr IV	Electrical Engineer in Training I	Project Coordinator I	Phase Item Costs
<b>3.0 Bidding Phase (Lump Sum)</b>	<b>11/1/2026</b>	<b>11/30/2026</b>	John Bauer	Paul Fiore	Stuart Schiff	James Morehead	Aaron Apodaca	Dane Hurst	Zachary Ambariantz	Battai Hunton	Gabrielle Bohan	
3.01 Provide Bid Assistance			4	20	20				4		4	\$ 15,420.00
3.02 Prepare/Conduct Pre-Bid Meeting				16	8	4		4	4			\$ 10,460.00
3.03 Prepare Addenda			4	24	12	12	24	8	4	8	4	\$ 24,460.00
3.04 Consult with Prospective Bidders				12	12				4			\$ 8,600.00
3.05 Attend Bid Opening				2	2							\$ 1,220.00
3.06 Review Bid Proposals				4	8							\$ 3,600.00
3.07 Prepare Recommendation of Award				4	8							\$ 3,600.00
<b>TOTALS</b>			<b>8</b>	<b>82</b>	<b>70</b>	<b>16</b>	<b>24</b>	<b>12</b>	<b>16</b>	<b>8</b>	<b>8</b>	<b>\$ 67,360.00</b>
<b>PERCENTAGES</b>			<b>3%</b>	<b>34%</b>	<b>29%</b>	<b>7%</b>	<b>10%</b>	<b>5%</b>	<b>7%</b>	<b>3%</b>	<b>3%</b>	<b>0%</b>

Labor Category	Total Hours	Billing Rate	Total Cost
<b>4.0 Design Phase (Non-Federal) (Lump Sum)</b>			
Engineer Project Mgr IV	20 hrs.	x \$ 320.00 /hr = \$	6,400.00
Construction Mgr IV	4 hrs.	x \$ 290.00 /hr = \$	1,160.00
Eng Designer II	56 hrs.	x \$ 210.00 /hr = \$	11,760.00
Engineering Techn III	64 hrs.	x \$ 180.00 /hr = \$	11,520.00
<b>SUBTOTAL</b>	<b>144 hrs.</b>	<b>SUBTOTAL \$</b>	<b>30,840.00</b>
<b>Reimbursables</b>			
Field Vehicle	0 Day	x \$ 130.00 /Day= \$	
Lodging +Tax & Fees	0 Day	x \$ 475.00 /Day= \$	
Per Diem	0 Day	x \$ 92.00 /Day= \$	
Travel & Airline Costs	0 Trip	x \$ 1,200.00 /Trip= \$	
<b>SUBTOTAL</b>		<b>\$</b>	<b>-</b>
<b>PHASE SUBTOTAL</b>		<b>\$</b>	<b>30,840.00</b>

TASK	Start Date	End Date	Engineer Project Mgr IV	Construction Mgr IV	Eng Designer II	Engineering Techn III	Phase Item Costs
<b>4.0 Design Phase (Non-Federal) (Lump Sum)</b>	<b>11/1/2026</b>	<b>11/1/2026</b>	Paul Fiore	Stuart Schiff	James Morehead	Aaron Apodaca	
4.01 Prepare Preliminary Construction Plans							
Demolition Plan - VSR Relocation (Non-Federal)			4	2	4	16	\$ 5,580.00
Geometric Layout Plan - VSR Relocation (Non-Federal)			4		4	16	\$ 5,000.00
Grading and Drainage Plan - VSR Relocation (Non-Federal)			6	2	24	16	\$ 10,420.00
Pavement Plan and Profile - VSR Relocation (Non-Federal)			6		24	16	\$ 9,840.00
<b>TOTALS</b>			<b>20</b>	<b>4</b>	<b>56</b>	<b>64</b>	<b>\$ 30,840.00</b>
<b>PERCENTAGES</b>			<b>14%</b>	<b>3%</b>	<b>39%</b>	<b>44%</b>	<b>0%</b>

	CONTRACT HOURS	PHASE FEE	REIMBURSABLE COSTS	TOTAL COST
<b>PART A - BASIC SERVICES (LUMP SUM)</b>				
1.0 Preliminary Design Phase (Lump Sum)	1408	\$ 377,700.00	\$ 2,618.00	\$ 380,318.00
2.0 Design Phase (Lump Sum)	4818	\$ 1,175,200.00	\$ 4,897.00	\$ 1,180,097.00
3.0 Bidding Phase (Lump Sum)	244	\$ 67,360.00	\$ 2,119.00	\$ 69,479.00
	<b>6470</b>	<b>SUBTOTAL \$ 1,620,260.00</b>	<b>\$ 9,634.00</b>	<b>\$ 1,629,894.00</b>
<b>PART A - SPECIAL SERVICES (LUMP SUM)</b>				
4.0 Design Phase (Non-Federal) (Lump Sum)	144	\$ 30,840.00	\$ -	\$ 30,840.00
	<b>144</b>	<b>SUBTOTAL \$ 30,840.00</b>	<b>\$ -</b>	<b>\$ 30,840.00</b>
Topographical Survey				\$ 67,000.00
Wind River Surveying				\$ 57,800.00
Geotechnical Investigation Strata				\$ 104,750.00
<b>Additional Geotechnical Investigation Services - Strata</b>				\$ 56,447.00
Safety Risk Management (SRM)				\$ -
Landry Consulting LLC				\$ -
				<b>SUBTOTAL \$ 285,997.00</b>
				<b>TOTAL SUBCONSULTANT COST \$ 285,997.00</b>
<b>TOTAL</b>	<b>6,614.0</b>	<b>\$ 1,651,100.00</b>	<b>\$ 9,634.00</b>	<b>\$ 1,946,731.00</b>

\*For the purposes of estimating the cost of mileage, per diem, and lodging are calculated in accordance with applicable IRS and GSA guidelines. At the time of invoicing mileage will be invoiced in accordance with published IRS rates at the time of service and per diem will be invoiced in accordance with published GSA rates at the time of service. Lodging will be invoiced as actual expense incurred except in the cases where specific client requirements exist that limit lodging to GSA standards.

<b>GENERAL SERVICES ADMINISTRATION PUBLIC BUILDINGS SERVICE</b>  <b>LEASE AMENDMENT</b>	LEASE AMENDMENT No. 6
	TO LEASE NO. GS-08P-LWY00512
<b>ADDRESS OF PREMISES</b> Jackson Hole Airport 1250 E Airport Rd Jackson, WY	PDN Number: N/A

**THIS AMENDMENT** is made and entered into between **Jackson Hole Airport Board**

whose address is: 1250 E. Airport Road  
Jackson, WY 83001-8603

hereinafter called the Lessor, and the **UNITED STATES OF AMERICA**, hereinafter called the Government:

**WHEREAS**, the parties hereto desire to amend the above Lease **to reduce the space by 320 ANSI/BOMA (ABOA) square feet by removing the conex box from the lease.**

NOW THEREFORE, these parties for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, covenant and agree that the said Lease is amended, effective **2/1/2026** as follows:

**Paragraph 1.01, THE PREMISES (SEP 2015), A., of Lease Amendment No. 4, is hereby deleted and replaced with the following:**

“A. Office and Related Space: 1,272 rentable square feet (RSF), yielding 1,272 ANSI/BOMA Office Area

This Lease Amendment contains 2 pages.

All other terms and conditions of the lease shall remain in force and effect.  
IN WITNESS WHEREOF, the parties subscribed their names as of the below date.

**FOR THE LESSOR:**

**FOR THE GOVERNMENT:**

\_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Entity: \_\_\_\_\_  
 Date: \_\_\_\_\_

\_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: Lease Contracting Officer  
 General Services Administration, Public Buildings Service  
 Date: \_\_\_\_\_

**WITNESSED FOR THE LESSOR BY:**

\_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

(ABOA) square feet (SF) of office and related Space as depicted on the floor plan(s) as Exhibit A for Lease Amendment No. GS-08P-LWY00512

**Paragraph 1.03, RENT AND OTHER CONSIDERATION (ON-AIRPORT) (SEP 2015), A., of Lease Amendment No. 4, is hereby deleted and replaced with the following:**

“A. The Government shall pay the Lessor annual rent payable monthly in arrears at the following rates:

Effective Dates	SHELL RENT	Operating Costs	Parking	Annual Rent	Annual Rent/RSF
2/1/2026 – 10/31/2030	\$87,660.63	\$0.00	\$0.00	\$87,660.63	\$68.92

**Exhibit A, of Lease Amendment No. 4 is hereby deleted from the lease.**

(Drawings of conex box)

**All other terms and conditions of the lease shall remain in force and effect.**

DRAFT

LESSOR: \_\_\_\_\_ GOVERNMENT: \_\_\_\_\_

Lease Amendment Form  
REV (10/20)

**CONTRACT CHANGE ORDER NO. 3 (Non-Federal)**

**or**

**SUPPLEMENTAL AGREEMENT NO. N/A**

**AIRPORT Jackson Hole Airport**

**DATE 01/28/2026**

**LOCATION Deice Pad and Collection System Improvements**

**AIP PROJECT NO. 3-56-0014-083-2024 / 084-2025 / 086-2025 / 088-2025**

**WYDOT NO. AJA024D/G/J/K**

**CONTRACTOR Knife River Corporation – Mountain West**

You are requested to perform the following described work upon receipt of an approved copy of this document or as directed by the Resident Project Representative (RPR):

<b>Schedule VI (Non-Federal): Construct Deice Dispensing System &amp; Install Associated Concrete Shelters and Utilities</b>					
<b>Item No.</b>	<b>Description</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Quantity</b>	<b>Amount</b>
<sup>1</sup> 23 11 15e	Install 15,000 Gallon Dual Wall, Dual Compartment Underground Fiberglass Glycol Storage Tank, Complete	LS*	+\$10,730.00	1	+\$10,730.00
<sup>2</sup> 23 11 15f	Install 15,000 Gallon Dual Wall Underground Fiberglass Glycol Storage Tank, Complete	LS*	+\$15,300.00	1	+\$15,300.00
<sup>3</sup> P-501b	Cement Concrete Pavement - 8" Depth	SY	\$270.00	(8)	(\$2,160.00)
<sup>3</sup> P-501c	Cement Concrete Pavement (Welded Wire Fabric Reinforced) - 8" Depth	SY	\$330.00	6	\$1,980.00
<sup>4,10</sup> EL-100h	Install Heat Trace Systems	LS	\$92,590.00	1	\$92,590.00
<sup>5</sup> 45 00 00a	Install Deice and Anti-Ice Controls and System, Complete	LS*	+\$28,570.00	1	+\$28,570.00
<sup>6</sup> BLD-100c	Install 11'-8" W x 20'-0" L Pre-Fabricated Concrete Shelter for Deice Command/Staff Break Area and Restroom, Complete	LS*	+16,825.00	1	+16,825.00
<sup>7</sup> P-610e	Construct Cast-In-Place Retaining Wall, Complete (60% is Federally Eligible, 40% is Non-Federal)	LS*	+17,952.80	1	+17,952.80
<sup>8</sup> EL-100d	Backup Electrical Generator with Automatic Transfer Switch, Complete	LS*	(\$17,567.00)	1	(\$17,567.00)
<sup>9, 10</sup> BLD-100a	Install 11'-8" W x 32'-0" L Pre-Fabricated Concrete Shelter for Deice Mixing and Dispensing System, Complete	LS*	+\$6,125.00	1	+\$6,125.00
<sup>9, 10</sup> BLD-100d	Install 11'-8" W x 10'-0" L Pre-Fabricated Concrete Shelter for Waterline Backflow Preventer and Pressure Relief Valve, Complete	LS*	+\$3,675.00	1	+\$3,675.00

<sup>1</sup> This work item is associated with the need to install 7 LF of Corrosion Protection Tape for Steel Vent Pipe (as shown on Detail 3, C490), 20 LF of 1-1" Sch. 40 PVC Conduit Duct Bank for LED light on Glycol Load Stands (Details 1 and 2, C490 and E212), 1 EA LED Light Tower with 24V Power on Glycol Load Stands (Details 1 and 2, C490), 225 LF of Flow Fill Stainless Steel Piping (Detail 5, C450), 2 EA Flange Isolation Gasket Kits for First Flange Connection from Subsurface Piping (Detail 1, C490 and Additional Note, C426, C428 and C430), 4 EA Flange Isolation Gasket Kits for Flange Connection of the SS Pipe to the UG collection tanks (Note 2, C846 and Additional Note, C426, C428, and C430), and 2 EA of Pipe labels for Vent pipes (Detail 5, sheet C490) associated with work item 23 11 15e: Install 15,000 Gallon Dual Wall, Dual Compartment Underground Fiberglass Glycol Storage Tank, Complete. See updated plan sheets C426, C428, C430, C450, C490, C846, E212 dated 01/28/2026 for more details.

<sup>2</sup> This work item is associated with the need to install 7 LF of Corrosion Protection Tape for Steel Vent Pipe (as shown on Detail 3, C490), 155 LF of 1-1" Sch. 40 PVC Conduit Duct Bank for LED light on Glycol Load Stands (Details 1 and 2, C490 and E212), 1 EA LED Light Tower with 24V Power on Glycol Load Stands (Details 1 and 2, C490), 245 LF of Flow Fill Stainless Steel Piping (Detail 5, C450), 2 EA Flange Isolation Gasket Kits for First Flange Connection from Subsurface Piping (Detail 1, C490 and Additional Note, C427, C429 and C431), 4 EA Flange Isolation Gasket Kits for Flange Connection of the SS Pipe to the UG collection tanks (Note 2, C846 and Additional Note, C427, C429 and C431), and 2 EA of Pipe labels for Vent pipes (Detail 5, sheet C490) associated with work item 23 11 15e: Install 15,000 Gallon Dual Wall, Dual Compartment Underground Fiberglass Glycol Storage Tank, Complete. See updated plan sheets C427, C429, C431, C450, C490, C847, E212 dated 01/28/2026 for more details.

<sup>3</sup> These work items are associated the need to make layout adjustments to the P-501b: Cement Concrete Pavement - 8" Depth at a reduction of 8 SY and P-501c: Cement Concrete Pavement (Welded Wire Fabric Reinforced) - 8" Depth at an increase of 6 SY in consideration for the need to install 1 EA of Install 4' x 4' x 4' AASHTO H-20 Rated Pullbox and 1 EA of Install 2' x 2' x 18" Tier 22, Open Bottom, Gasketed Electrical Pullbox as proposed in Change Order No.2 (Federal). See updated plan sheets C507 and C508 dated 01/28/2026 for more details.

<sup>4</sup> This work item is associated with the need to install heat trace elements around various proposed pipes and/or other components to ensure that they are protected from freezing temperatures. Work item includes all self-regulating Heat Trace Wire Components (Copper Braid with Fluoropolymer Jacket), Control Panels and Temperature Sensors (mounted on other various power/control racks and/or buildings as noted in plans), Power Wire, Junction Boxes/Flexible Conduit, 1"/1.5" Sch. 40 PVC Conduit (+224 LF), Indicator Lights, and additional 20A Circuit Breakers (+9 EA). See updated plan sheets C450, C854, C883, C888, C889, C893, E227, and E228 dated 01/28/2026 for more details.

<sup>5</sup> This work item is associated with the need to install 440 LF of 1-1" Sch. 40 PVC Conduit (DEB), 12 LF of 2" Stainless Steel Piping, 12 LF of 3" Stainless Steel Piping, 250 LF of P-153 CLSM Backfill for Stainless Steel Piping, and 13 EA Isolation Gasket Kits for First Flange Connection from Subsurface Piping, and 1 EA of Install Control Card with Safe Stop for the Well Pump VFD associated with work item 45 00 00a: Install Deice and Anti-Ice Controls and System, Complete. See updated plan sheets C450, C854, and E227 dated 01/28/2026 for more details.

<sup>6</sup> This work item is associated with the need to increase the size of the pressure tank from 14 GAL to 34 GAL, Changed Door To UHMB Version with Sargent 8800 Panic Bar Exit including Electric Lockset 24V (with Latch Retraction), add a Smoke Detector, add a 10lb ABC Wall Mounted Fire Extinguisher, and an ADA Ramp/Landing associated with work item BLD-100c: Install 11'-8" W x 20'-0" L Pre-Fabricated Concrete Shelter for Deice Command/Staff Break Area and Restroom, Complete. See updated plan sheets C884, C889, C891, C893, E227, and E228 dated 01/28/2026 for more details.

<sup>7</sup> This work item is associated with the need to install a total of 150 CY (60 CY for this Change Order No.3 – Non-Federal) of porous drain rock (same rock as to be installed with proposed D-705a: Install 6-inch Perforated Polyethylene Pipe Underdrain, Complete work item) and the dimension/rebar changes as a result of the Teton County permitting review associated with work item P-610e: Construct Cast-In-Place Retaining Wall, Complete (60% is Federally Eligible, 40% is Non-Federal). See updated plan sheet C895 and C896 dated 01/28/2026 for more details.

<sup>8</sup> This work item is associated with the need to decrease the size of the generator fuel tank from 72-hour backup run time to 24-hour backup run time as requested by JAC Airport associated with work item EL-100d: Backup Electrical Generator with Automatic Transfer Switch, Complete. See updated plan sheet E227 dated 01/28/2026 for more details.

<sup>9</sup> This work item is associated with the need to add a Dehumidifier Unit and the Floor Drain Plumbing to work item BLD-100a: Install 11'-8" W x 32'-0" L Pre-Fabricated Concrete Shelter for Deice Mixing and Dispensing System, Complete and the need add a Dehumidifier Unit to work item BLD-100d: Install 11'-8" W x 10'-0" L Pre-Fabricated Concrete Shelter for Waterline Backflow Preventer and Pressure Relief Valve, Complete.

<sup>10</sup> These are new work items and/or new work items within existing lump sum (LS) work items.

\*These items were originally bid out as Lump Sum (LS). The additional cost to complete the work as described for each work item as outlined in this Change Order No.3 (Non-Federal) shall be in addition to the previously contracted LS unit price.

**Schedule VIII (Non-Federal): Install Helitac Base Waterline**

Item No.	Description	Unit	Unit Price	Quantity	Amount
<sup>1,2</sup> EL-100h	Install Heat Trace System	LS	\$11,585.00	1	\$11,585.00

<sup>1</sup> This work item is associated with the need to install heat trace elements around various proposed pipes and/or other components to ensure that they are protected from freezing temperatures. Work item includes all self-regulating Heat Trace Wire Components (Copper Braid with Fluoropolymer Jacket), Control Panels and Temperature Sensors (mounted on other various power/control racks and/or buildings as noted in plans), Power Wire, Junction Boxes/Flexible Conduit, 2" Sch. 40 PVC Conduit (+39 LF), Indicator Lights, additional 20A Circuit Breaker (+1 EA). See updated plan sheets C837, C839, and E229 dated 01/28/2026 for more details.

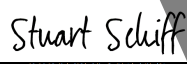

<sup>2</sup> These are new work items and/or new work items within existing lump sum (LS) work items.

<b>Original Contract Total (Schedule I + II + III + IV + V) (Federal)</b>	<b>\$ 28,260,136.38</b>
<b>Original Contract Total (Schedule VI + VII + VIII) (Non-Federal)</b>	<b>\$ 10,736,171.12</b>
<b>This Change Order Total (Federal)</b>	<b>\$ 0.00</b>
<b>This Change Order Total (Non-Federal)</b>	<b>\$ 185,605.80</b>
<b>Previous Change Order(s) Total (Federal)</b>	<b>\$ 111,329.00</b>
<b>Previous Change Order(s) Total (Non-Federal)</b>	<b>\$ 0.00</b>
<b>Revised Contract Total (Federal)</b>	<b>\$ 28,371,465.38</b>
<b>Revised Contract Total (Non-Federal)</b>	<b>\$ 10,921,776.92</b>
<b>Revised Contract Total (Schedules I, II, III, IV, V, VI, VII, &amp; VIII) (Federal + Non-Federal)</b>	<b>\$ 39,293,242.30</b>

**Award Notes:**

Schedule I (Federal) & VII (Non-Federal) was awarded to Knife River Corporation – Mountain West on March 17, 2025 in the amount of \$4,497,887.50.  
 Schedule II (Federal), III (Federal), & IV - Partial Award (Federal) was awarded to Knife River Corporation – Mountain West on June 18, 2025 in the amount of \$4,067,522.75.  
 Schedule V - Partial Award (Federal) & VI - Partial Award (Non-Federal) was awarded to Knife River Corporation – Mountain West on August 20, 2025 in the amount of \$500,000.00.  
 Schedule IV - Remainder (Federal), V - Remainder (Federal), VI - Remainder (Non-Federal), VIII (Non-Federal) was awarded to Knife River Corporation – Mountain West on October 14, 2025 in the amount of \$29,930,897.25.

The time provided for completion in the contract is **unchanged**. This document shall become an amendment to the contract and all provisions of the contract will apply. Please reference attached plan drawings C208, C358, C426, C427, C428, C429, C430, C431, C450, C490, C507, C508, C800, C822, C837, C839, C846, C847, C854, C870, C871, C872, C883, C884, C885, C886, C888, C889, C891, C893, C894, C895, C896, C900, C902, C950, E212, E227, E228, and E229 dated 01/28/2026 for revisions associated with this change order.

<b>Recommended by:</b>	Signed by:  UC3AF3PAT45P472...	3/24/2026
	<b>Resident Project Representative (RPR)</b>	<b>Date</b>
<b>Approved by:</b>	Signed by:  9E5DE522F6A3408...	3/25/2026
<b>Accepted by:</b>	<b>Owner</b>	<b>Date</b>
	<b>Contractor</b>	<b>Date</b>

**NOTE:** Change Orders and Supplemental Agreements require FAA approval prior to construction, otherwise no Federal participation can be granted. State Aeronautics concurrence is required when State participation is anticipated. Change Orders and Supplemental Agreements are subject to the availability of Federal and/or State funds.

**JUSTIFICATION FOR CHANGE ORDER**

**1. Brief description of the proposed contract change(s) and location(s).**

**I. Schedule VI (Non-Federal): Construct Deice Dispensing System & Install Associated Concrete Shelters and Utilities**

1. The item identified by superscript <sup>1</sup> is associated with the need to install 7 LF of Corrosion Protection Tape for Steel Vent Pipe (as shown on Detail 3, C490), 20 LF of 1-1” Sch. 40 PVC Conduit Duct Bank for LED light on Glycol Load Stands (Details 1 and 2, C490 and E212), 1 EA LED Light Tower with 24V Power on Glycol Load Stands (Details 1 and 2, C490), 225 LF of Flow Fill Stainless Steel Piping (Detail 5, C450), 2 EA Flange Isolation Gasket Kits for First Flange Connection from Subsurface Piping (Detail 1, C490 and Additional Note, C426, C428 and C430), 4 EA Flange Isolation Gasket Kits for Flange Connection of the SS Pipe to the UG collection tanks (Note 2, C846 and Additional Note, C426, C428, and C430), and 2 EA of Pipe labels for Vent pipes (Detail 5, sheet C490) associated with work item 23 11 15e: Install 15,000 Gallon Dual Wall, Dual Compartment Underground Fiberglass Glycol Storage Tank, Complete. See updated plan sheets C426,

C428, C430, C450, C490, C846, E212 dated 01/28/2026 for more details.

2. The item identified by superscript <sup>2</sup> is associated with the need to install 7 LF of Corrosion Protection Tape for Steel Vent Pipe (as shown on Detail 3, C490), 155 LF of 1-1" Sch. 40 PVC Conduit Duct Bank for LED light on Glycol Load Stands (Details 1 and 2, C490 and E212), 1 EA LED Light Tower with 24V Power on Glycol Load Stands (Details 1 and 2, C490), 245 LF of Flow Fill Stainless Steel Piping (Detail 5, C450), 2 EA Flange Isolation Gasket Kits for First Flange Connection from Subsurface Piping (Detail 1, C490 and Additional Note, C427, C429 and C431), 4 EA Flange Isolation Gasket Kits for Flange Connection of the SS Pipe to the UG collection tanks (Note 2, C846 and Additional Note, C427, C429 and C431), and 2 EA of Pipe labels for Vent pipes (Detail 5, sheet C490) associated with work item 23 11 15e: Install 15,000 Gallon Dual Wall, Dual Compartment Underground Fiberglass Glycol Storage Tank, Complete. See updated plan sheets C427, C429, C431, C450, C490, C847, E212 dated 01/28/2026 for more details.
3. The items identified by superscript <sup>3</sup> are associated with the need to make layout adjustments to the P-501b: Cement Concrete Pavement - 8" Depth at a reduction of 8 SY and P-501c: Cement Concrete Pavement (Welded Wire Fabric Reinforced) - 8" Depth at an increase of 6 SY in consideration for the need to install 1 EA of Install 4' x 4' x 4' AASHTO H-20 Rated Pullbox and 1 EA of Install 2' x 2' x 18" Tier 22, Open Bottom, Gasketed Electrical Pullbox as proposed in Change Order No.2 (Federal). See updated plan sheets C507 and C508 dated 01/28/2026 for more details.
4. The item identified by superscript <sup>4</sup> is associated with the need to install heat trace elements around various proposed pipes and/or other components to ensure that they are protected from freezing temperatures. Work item includes all self-regulating Heat Trace Wire Components (Copper Braid with Fluoropolymer Jacket), Control Panels and Temperature Sensors (mounted on other various power/control racks and/or buildings as noted in plans), Power Wire, Junction Boxes/Flexible Conduit, 1"/1.5" Sch. 40 PVC Conduit (+224 LF), Indicator Lights, additional 20A Circuit Breakers (+9 EA), and P-153 CLSM Backfill for Stainless Steel Piping (250 LF). See updated plan sheets C450, C854, C883, C888, C889, C893, E227, and E228 dated 01/28/2026 for more details.
5. The item identified by superscript <sup>5</sup> is associated with the need to install 440 LF of 1-1" Sch. 40 PVC Conduit (DEB), 12 LF of 2" Stainless Steel Piping, 12 LF of 3" Stainless Steel Piping, 250 LF of P-153 CLSM Backfill for Stainless Steel Piping, and 13 EA Isolation Gasket Kits for First Flange Connection from Subsurface Piping associated with work item 45 00 00a: Install Deice and Anti-Ice Controls and System, Complete. See updated plan sheets C450, C854, and E227 dated 01/28/2026 for more details. The item identified by superscript <sup>6</sup> is associated with the need to increase the size of the pressure tank from 14 GAL to 34 GAL associated with work item BLD-100c: Install 11'-8" W x 20'-0" L Pre-Fabricated Concrete Shelter for Deice Command/Staff Break Area and Restroom, Complete. See updated plan sheets C884, C889, C891, C893, E227, and E228 dated 01/28/2026 for more details.
6. This item identified by superscript <sup>8</sup> is associated with the need to increase the size of the pressure tank from 14 GAL to 34 GAL, Changed Door To UHMB Version with Sargent 8800 Panic Bar Exit including Electric Lockset 24V (with Latch Retraction), add a Smoke Detector, add a 10lb ABC Wall Mounted Fire Extinguisher, and an ADA Ramp/Landing associated with work item BLD-100c: Install 11'-8" W x 20'-0" L Pre-Fabricated Concrete Shelter for Deice Command/Staff Break Area and Restroom, Complete. See updated plan sheets C884, C889, C891, C893, E227, and E228 dated 01/28/2026 for more details.
7. The item identified by superscript <sup>7</sup> with the need to install a total of 150 CY (60 CY for this Change Order No.3 – Non-Federal) of porous drain rock (same rock as to be installed

with proposed D-705a: Install 6-inch Perforated Polyethylene Pipe Underdrain, Complete work item) and the dimension/rebar changes as a result of the Teton County permitting review associated with work item P-610e: Construct Cast-In-Place Retaining Wall, Complete (60% is Federally Eligible, 40% is Non-Federal). See updated plan sheet C895 and C896 dated 01/28/2026 for more details.

8. The item identified by superscript <sup>8</sup> is associated with the need to decrease the size of the generator fuel tank from 72-hour backup run time to 24-hour backup run time as requested by JAC Airport associated with work item BLD-100c: Backup Electrical Generator with Automatic Transfer Switch, Complete. See updated plan sheet E227 dated 01/28/2026 for more details.
9. This work identified by superscript <sup>9</sup> is associated with the need to add a Dehumidifier Unit and the Floor Drain Plumbing to work item BLD-100a: Install 11'-8" W x 32'-0" L Pre-Fabricated Concrete Shelter for Deice Mixing and Dispensing System, Complete and the need add a Dehumidifier Unit to work item BLD-100d: Install 11'-8" W x 10'-0" L Pre-Fabricated Concrete Shelter for Waterline Backflow Preventer and Pressure Relief Valve, Complete.
10. The items identified by superscript <sup>10</sup> are new work items. The items identified by superscript 1 are new work items and/or new work items within existing lump sum (LS) work items.

## II. Schedule VIII (Non-Federal): Install Helitac Base Waterline

1. The item identified by superscript <sup>1</sup> is associated with the need to install heat trace elements around various proposed pipes and/or other components to ensure that they are protected from freezing temperatures. Work item includes all self-regulating Heat Trace Wire Components (Copper Braid with Fluoropolymer Jacket), Control Panels and Temperature Sensors (mounted on other various power/control racks and/or buildings as noted in plans), Power Wire, Junction Boxes/Flexible Conduit, 2" Sch. 40 PVC Conduit (+39 LF), Indicator Lights, additional 20A Circuit Breaker (+1 EA). See updated plan sheets C837, C839, and E229 dated 01/28/2026 for more details.
2. The items identified by superscript <sup>2</sup> are new work items and/or new work items within existing lump sum (LS) work items.

### 2. Reason(s) for the change(s) *(Continue on reverse if necessary)*

Over the past several months, several items have been identified in need of change (through new work items, additional quantities, or reduction of quantities) through plan reviews and ongoing coordination with the contractor, their sub-contractors, JAC Airport, and the overall design engineering team. These items are noted and detailed in the above sections.

### 3. Justifications for unit prices or total cost.

For existing work items as noted on the quantity tables on Pages 1 and 2 for Schedule VI (Non-Federal), the proposed unit prices are Knife River's bid unit prices received at the time of bidding.

The items noted with an "\*" were originally bid out as Lump Sum (LS). The additional cost to complete the work as described for each work item as outlined in this Change Order No.3 (Non-Federal) shall be in addition to the previously contracted LS unit price.

For new work items, and/or for additional work items to be installed with existing Lump Sum work items, as noted on the quantity tables on Pages 1 and 2 for Schedule VI (Non-Federal) and Schedule VIII (Non-Federal), the costs submitted by the Contractor to complete the proposed work have been analyzed and/or compared to the costs of similar work items outlined within the original Contract and/or to work items in previous projects that have taken place at the Airport. Based on this evaluation,

Woolpert recommends approval of this change order as the costs submitted for these work items are justifiable and reasonable. Additionally, the proposed quantities, unit prices, and total costs for this change order work have been reviewed by JAC Airport staff.

**4. The sponsor's share of this cost is available from:**

This proposed change order identifies work that will be funded by the Sponsor in its entirety using no Federal or State funds.

**5. If this is a supplemental agreement involving more than \$2,000, is the cost estimate based on the latest wage rate decision?** Yes  No  Not Applicable .

**6. Has consent of surety been obtained?** Yes  Not Necessary .

**7. Will this change affect the insurance coverage?** Yes  No .

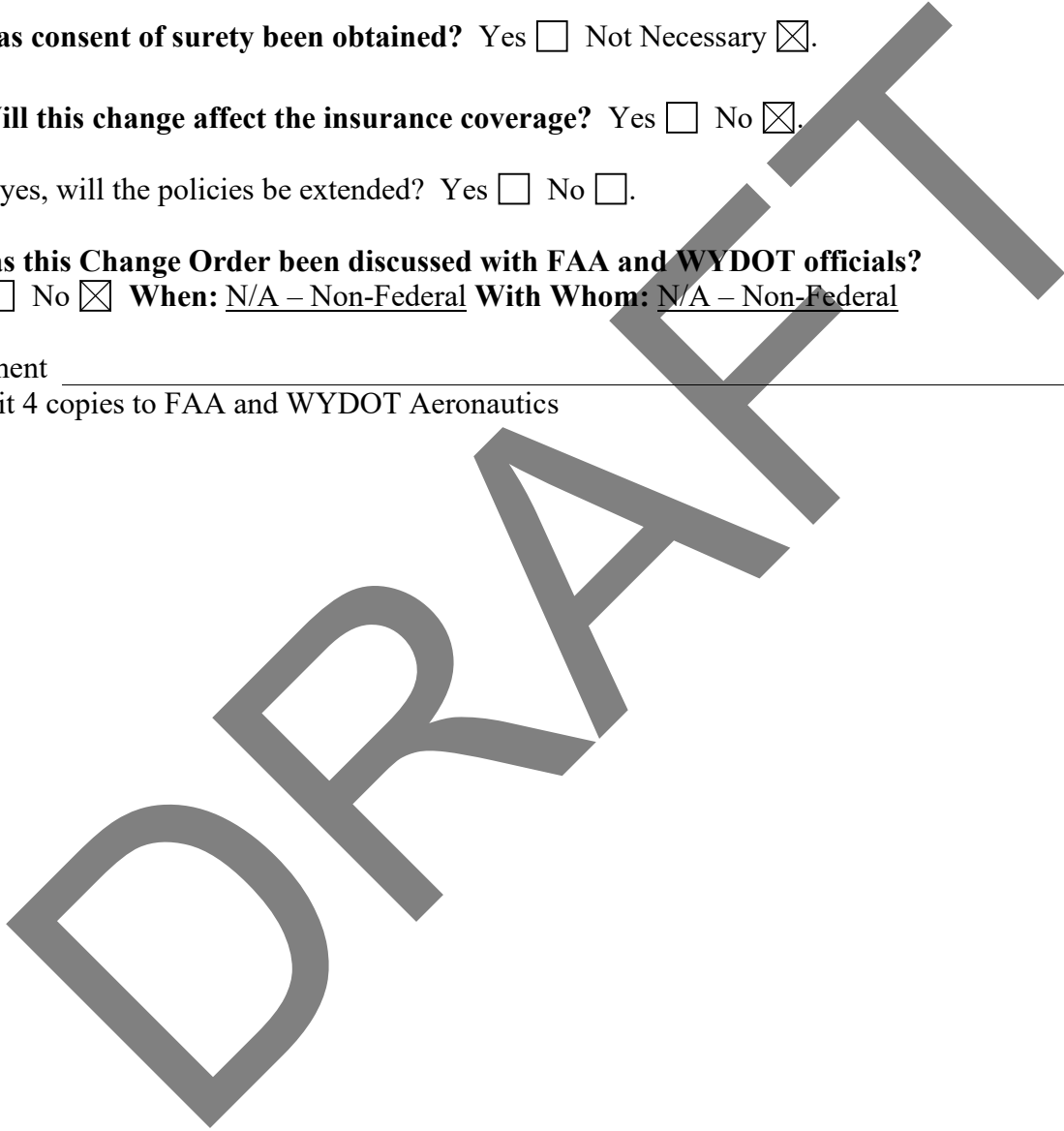
**8. If yes, will the policies be extended?** Yes  No .

**9. Has this Change Order been discussed with FAA and WYDOT officials?**

Yes  No  **When:** N/A – Non-Federal **With Whom:** N/A – Non-Federal

Comment \_\_\_\_\_

Submit 4 copies to FAA and WYDOT Aeronautics



**AMENDMENT TO OWNER-ENGINEER AGREEMENT  
Amendment No. 3**

**The Effective Date of this Amendment is: April 30, 2026.**

Background Data

Effective Date of Owner-Engineer Agreement: October 26, 2022

Owner: Jackson Hole Airport Board

Engineer: KLJ Engineering, LLC

Project: JAC Administration & Terminal Building Project

Nature of Amendment:

- X Modifications to services of Engineer
- X Modifications of payment to Engineer

Description of Modifications:

**The Owner and Engineer agree to the following changes to Agreement provisions.**

- A. 1.01 B. – The period of service is extended through July 4, 2026.
- B. 7.01 A.3. – Compensation for services and reimbursable expenses for the additional term of the Agreement shall not exceed \$26,700.00; total compensation under the Agreement shall not exceed \$912,600.00.
- C. Engineer shall invoice Amendment No. 3 services and reimbursable expenses in Project #2205-01485.2.

Agreement Summary:

Original agreement amount:	\$407,200.00 NTE
Net change for prior amendments:	\$478,700.00
This amendment amount:	\$ 26,700.00
Adjusted Agreement amount:	\$912,600.00 NTE

Change in time for services (days or date, as applicable): Term of services extended through July 4, 2026. Owner may unilaterally extend term of services within the NTE amount, and Engineer will provide those services subject to staff availability.

The foregoing Agreement Summary is for reference only, and except as expressly stated above, does not alter the terms of the Agreement.

Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect.

**Amendment No. 3 to JAC 2022 Owner's Representative Agreement**

OWNER:

Jackson Hole Airport Board

By: \_\_\_\_\_  
Print name: \_\_\_\_\_

Title: \_\_\_\_\_

Date Signed: \_\_\_\_\_

ENGINEER:

KLJ Engineering, LLC

By: \_\_\_\_\_  
Print name: Ben Dzioba

Title: Vice President, CS

Date Signed: \_\_\_\_\_

ATTEST:

\_\_\_\_\_

Date Signed: \_\_\_\_\_

DRRAFT

**Amendment No. 3 to JAC 2022 Owner's Representative Agreement**

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# Operating & Capital Budget 2026-2027

The following document presents the Jackson Hole Airport Board's budget for the Fiscal Year Ending June 30, 2027

Accounting & Finance  
Department



Jackson Hole Airport Board  
1250 E. Airport Rd.  
Jackson, WY 83001  
307-733-7695

## Table of Contents

<b>BACKGROUND</b>	<b>2</b>
<b>BUDGET GOALS</b>	<b>2</b>
<b>AIRPORT ACTIVITY</b>	<b>3</b>
<b>JACKSON HOLE AIRPORT BOARD BUDGET SUMMARY</b>	<b>3</b>
AIRPORT OPERATIONS	5
FIXED BASE OPERATION	5
FUEL FARM	5
CAPITAL IMPROVEMENT PLAN	5
PERSONNEL	5
<b>AIRPORT OPERATIONS REVENUE SUMMARY</b>	<b>6</b>
AIR CARRIERS	7
RENTAL CARS	7
GENERAL AVIATION	7
CONCESSIONS	7
PARKING/GROUND TRANSPORTATION	8
OTHER INCOME	8
<b>AIRPORT OPERATIONS EXPENSE SUMMARY</b>	<b>8</b>
<b>AIRPORT OPERATIONS BUDGET COST CENTERS</b>	<b>9</b>
AIRFIELD COST CENTER:	12
LANDSIDE COST CENTER:	12
TERMINAL:	13
OTHER BUILDINGS AND GROUNDS:	13
ENVIRONMENTAL:	14
COMMUNITY OUTREACH:	14
<b>FIXED BASE OPERATIONS BUDGET</b>	<b>15</b>
FBO AIRFIELD:	19
FBO LANDSIDE:	19
FBO TERMINAL:	20
FBO ENVIRONMENTAL:	20
<b>FUEL FARM OPERATIONS BUDGET</b>	<b>21</b>
<b>DEBT</b>	<b>22</b>
<b>CAPITAL PLAN</b>	<b>23</b>

## **Background**

The following pages present the Jackson Hole Airport Board's ("the Board") operating budget for fiscal year 2026/2027. The Board consists of five members jointly appointed by the Town and County. The Joint Powers Agreement sets forth the terms by which the Town, County and Airport operate. Under this agreement, the Town and County annually review the Airport Budget. The Town and County also sign all FAA grant agreements as co-sponsors. The Board operates under the authority of both an Airport Board under Wyoming State Statute and as a Joint Powers Board and holds ownership of all facilities, equipment, lease holdings and operating rights.

The Board adopted a Certificate of Organization on January 2, 1968, pursuant to the Town of Jackson Ordinance and Board of Teton County Commissioners Resolution officially forming the Airport Board and electing officers. Annually the Certificate of Organization is renewed, and new officers are elected as appointed by the Town and County. For the year February 1, 2026 – January 31, 2027, the slate of officers is Melissa Turley, President; Bob McLaurin, Vice President; Ed Liebzeit, Treasurer; John Carey, Secretary; and Rob Wallace, Member. The Board operates the Airport inside the boundaries of Grand Teton National Park ("the Park") under a Use Agreement with the U.S. Department of Interior.

The Board's fiscal year is from July 1 – June 30 each year. Once the Board approves the budget, it is submitted to the Town and County for review by May 1st of each year. The Board approves changes to the rates and charges prior to July 1 by resolution. These changes may include ground transportation fees, parking fees, rents, landing fees and other standard fees. The Board approved rates and charges can be found under financial information on the airport website at <https://www.jacksonholeairport.com/airport-board/records-reports/>.

The Board operates the Airport as a business enterprise to be financially self-sufficient. The Airport does not have the authority to tax and does not use local tax dollars, property tax or sales tax for operations. The Airport is funded primarily by fees paid by airport users, including airlines and businesses that operate at the airport. The airport is a key piece of infrastructure for our community, connecting citizens and employers to the country and globally. The airport supports not just passenger travel but also search and rescue, wildland firefighting, air medical, the National Park Service and Wyoming Game and Fish, among many other activities. A recent update to the Aviation Economic Impact Study conducted by the Wyoming Department of Transportation lists the airport's annual economic contribution to the State at \$2.4 billion with job generation of 20,772 annually.

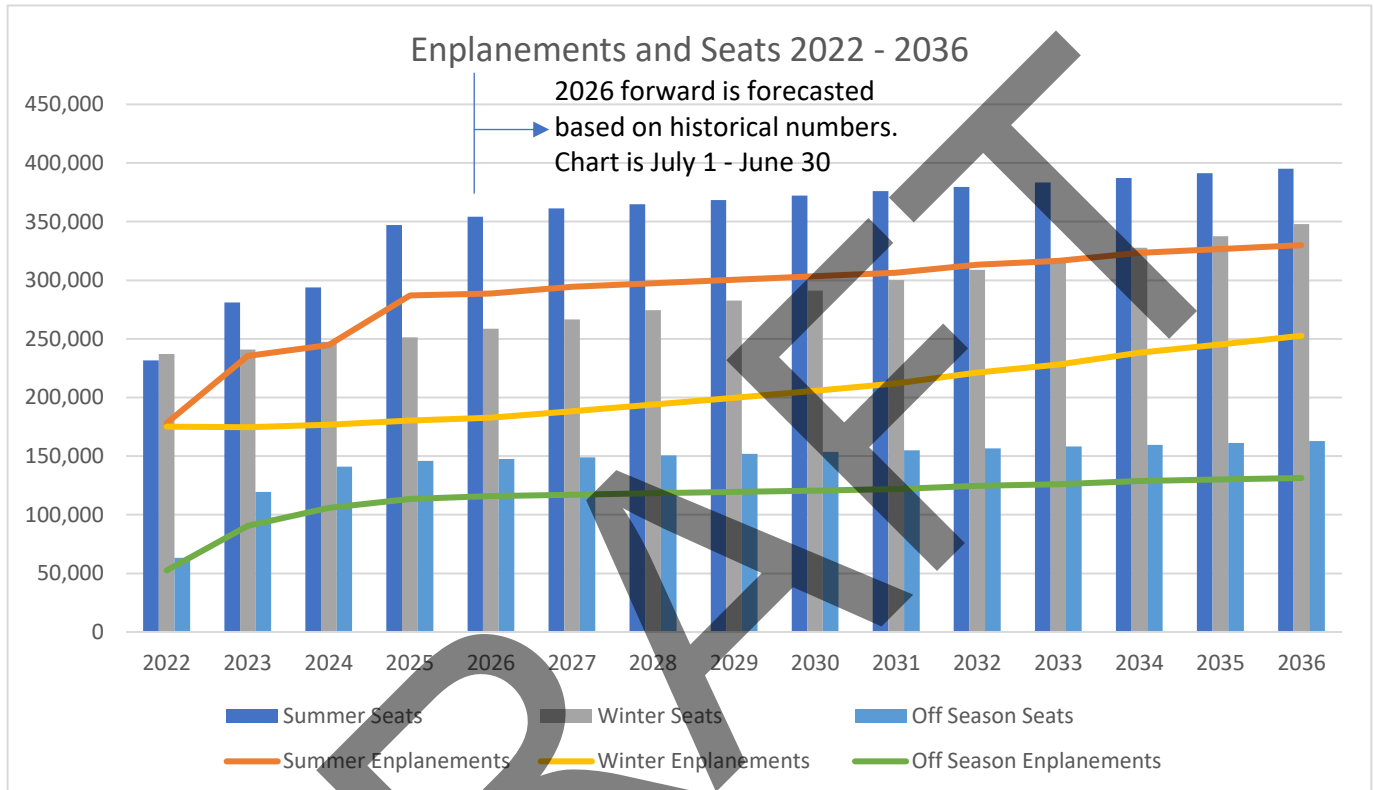
## **Budget Goals**

The goals for this budget cycle are as follows:

- Operate a safe, secure, and environmentally responsible airport.
- Fiscal responsibility – execute a financial plan that provides the resources necessary to achieve objectives while maintaining a strong financial position.
- Provide services that exceed customer expectations and world-class facilities.
- Cultivate mutually beneficial community partnerships.
- Attract, develop, and retain high performing employees – Employer of Choice.

## Airport Activity

Reviewing the Airport’s activity numbers is important to planning long-term needs for infrastructure, staffing, and operations. The numbers in the forecast below represent a “best estimate” following conversations with the airlines and considering the dynamic environment that currently exists related to historic travel demand and current economic conditions.



## Jackson Hole Airport Board Budget Summary

We are again presenting the budget with three enterprise centers and six cost centers. The enterprise centers are Airport Operations, Fuel Farm, and Fixed Based Operator (FBO). The Airport operates the fixed base operation under the name Jackson Hole Flight Services. Where appropriate, cost center expenses have been allocated between the Airport Operations, FBO, and the Fuel Farm enterprise centers. The six specific cost centers listed below remain unchanged from prior years: airfield, landside, terminal, other buildings and grounds, environmental, and community outreach. Revenues, expenses and cost centers for the various enterprise centers and their associated cost centers are outlined in the following pages.

Presented on the following page is a chart summarizing the Airport Board’s total budget for fiscal year 2026/2027.

<b>Revenues</b>		<b>2026-2027</b>
	Airport Operations	35,439,306
	Fuel Farm Operations	5,930,915
	FBO Operations	42,742,489
<b>Bond Revenue</b>	Fuel Fees	950,278
	Customer Facility Charges	2,967,528
	Passenger Facility Charges	2,194,967
<b>Total Revenue</b>		<b>90,225,483</b>
<b>Expenses</b>		
	Airport Operations	(31,674,642)
	Fuel Farm Operations	(4,194,832)
	FBO Operations	(24,022,485)
<b>Bond Expense</b>	Rental Car QTA	(1,200,164)
	Fuel Farm	(950,278)
	FBO - Hangars	(4,258,982)
	Restaurant	(3,657,469)
	Administration/FBO Building	(3,756,292)
	Checked Baggage Inspection**	(200,000)
	Aviation Safety Facility	-
<b>Total Expense</b>		<b>(73,915,144)</b>
	<b>Net Income</b>	<b>16,310,339</b>
<b>Capital and Bond Sources</b>		
	Federal Grants	38,266,992
	State Grants	3,876,306
	Other Grants	950,000
	Bond Funding	2,710,475
<b>Total Capital and Bond Sources</b>		<b>45,803,773</b>
<b>Capital Expenditures</b>		
	General Aviation/FBO	(1,065,472)
	Terminal	(3,277,032)
	Airfield	(49,629,124)
	Landside	(1,675,927)
	Equipment	(4,862,996)
	Other Building & Grounds	(1,277,000)
<b>Total Capital Expenditures</b>		<b>(61,787,551)</b>
	<b>Subtotal Capital and Bonds</b>	<b>(15,983,778)</b>
<b>To/(From) Net Reserves FY 26/27</b>		<b>326,561</b>
<b>Unrestricted Cash Balance Forecast FYE June 30, 2026</b>		<b>33,143,442</b>
<b>Unrestricted Cash Balance Forecast FYE June 30, 2027</b>		<b>33,470,004</b>

\*\*Anticipated new bond for outbound baggage construction (checked baggage inspection system, CBIS). The project is still in design phase, so the timing and amount of bond is yet to be determined. The amount shown is interest only during construction.

### Airport Operations

The Airport operations budget is a stand-alone enterprise center separate from FBO operations and fuel farm operations. All revenues generated from the operation of this enterprise center, including rents, landing fees, and other operating fees, will be used to offset the expenses related to airport operations. The year-end balance expected from airport operations is anticipated to be \$4,006,534 after debt service. The specific details for the airport operations enterprise center are outlined on pages 6-14.

### Fixed Base Operation

The FBO provides aeronautical services for both general aviation and airline aircraft. This second enterprise center has been set up with an individual operating budget that includes income, expense, labor, and debt service. Debt service in the FBO enterprise center covers the cost of the Hangar 3 construction project and the administration and FBO terminal building. Year-end net income anticipated to be received from the FBO is \$10,704,731 after debt service. The FBO enterprise center information is detailed starting on page 15.

### Fuel Farm

The fuel farm operation has been set up with an individual operating budget as the third enterprise center, which includes income, expense, and debt service payment. Fuel sales have been adjusted based on predicted activity levels for the upcoming budget year. Income includes fuel and glycol revenues, the administration fee on fuel and glycol, and the fees on fuel delivered. Fuel farm expenses include fuel and glycol purchases, glycol recovery and trucking expenses, labor, overhead and maintenance expenses at the fuel farm, and glycol recapture pad and debt service. Income for the fiscal year 2026-2027 that is anticipated to be received from the fuel farm operations is \$1,736,083 after debt service. The fuel farm enterprise center information is detailed on page 22.

### Capital Improvement Plan

The capital improvement plan is a multi-year plan focused on larger infrastructure and equipment needs at the airport. Presented in this budget are the items which staff has identified as a priority for the upcoming fiscal year. The total capital expenditures are \$61,787,551. Capital needs are funded from a variety of sources including net income and reserve funds. The capital plan for fiscal year 2026-2027 has identified \$15,983,778 in capital reserve funding with the remainder coming from grants and bonds. This results in net income to reserves after capital of \$326,561. The Airport's capital plan can be found on pages 23-24.

### **Personnel**

The Airport's full-time equivalent (FTE) staffing number is expected to be approximately 156 this upcoming year. This includes airport administration, operations (aircraft rescue fire fighters/ maintenance/IT/custodial), and security employees (98 total). Also included in the FTE number is the Jackson Hole Flight Services (FBO) staff (53) and fuel farm (5). This includes full staffing of the night security operation, which is an addition of 3 staff positions. There is a planned adjustment in wages this year as well as an increase in the cost of health insurance. All other benefits remain unchanged. The proposed personnel expense adjustments are as follows:

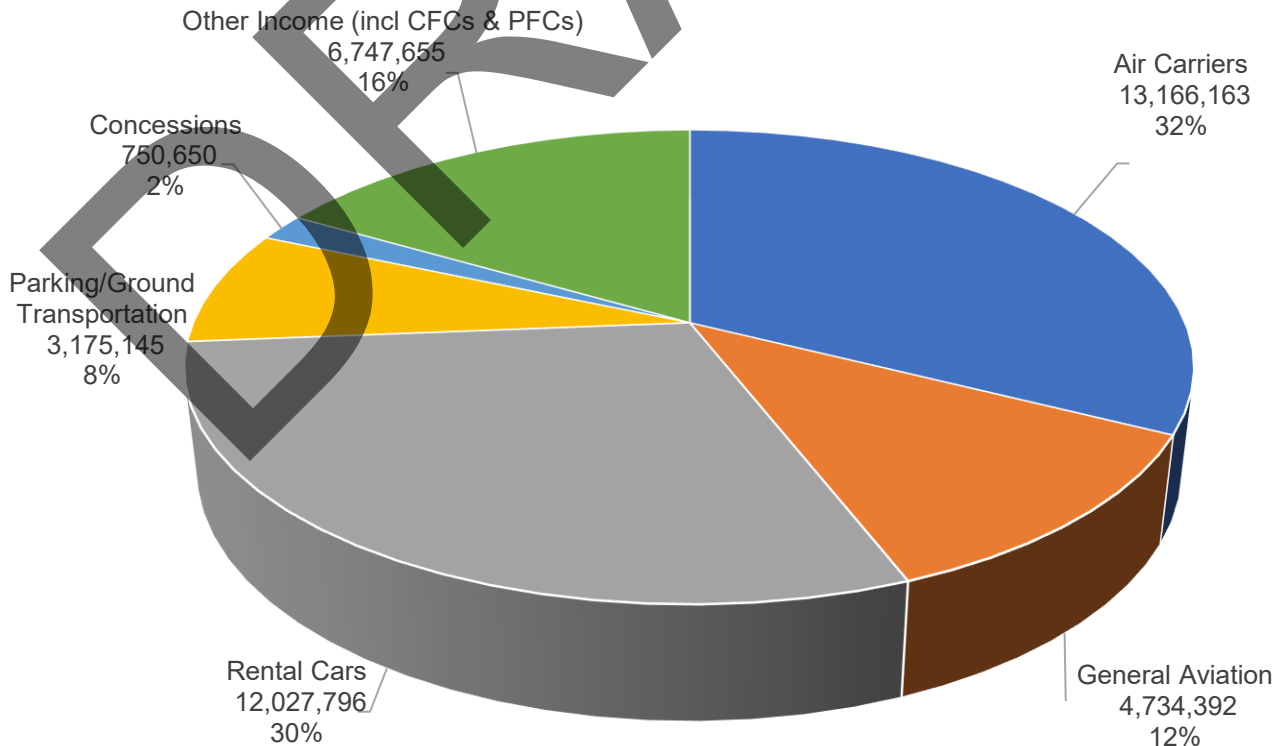
- Health insurance adjustment (9%) = \$98,900
- Six percent pool for merit adjustment = \$934,613

As of March 31, 2026, there are 7 open positions (excluding the new night security positions) the airport is looking to fill including: 2 FBO line service staff, 1 FBO customer service representative, 2 maintenance officers, 1 airport operations officer and 1 fuel farm specialist. The fully burdened cost for these positions averages \$140,681. The vacancy cost for one FTE is estimated to be \$385 per day. With an average time to fill of 130 days, the vacancy cost is \$50,106 per position. This does not account for intangible costs such as lost productivity, overtime and time spent filling the open position(s).

**Airport Operations Revenue Summary**

The Airport does not have the authority to tax and does not use local tax dollars, property tax or sales tax for operations. Aeronautical revenues are collected from both the fixed base operator and the airlines as well as other aeronautical users of the airport. Non-aeronautical revenues are collected from a variety of sources including terminal concessions, rental cars, and parking. These revenue streams are used to fund cost center expenses. There are six profit centers for airport operations including air carriers, rental cars, general aviation, concessions, parking/ground transportation, and other income. A more detailed review of the anticipated revenues and sources for each of these profit centers is below.

**Airport Operations Income Budget FY 2026/2027**



### Air Carriers

Air Carrier income is derived from two sources: landing fees and terminal rents. These revenues are used to offset expenses related to the airfield and terminal operations. Travel to the Jackson Hole area is expected to remain steady throughout the next fiscal year. Landing fees are calculated on a maximum certified gross weight (CGW) basis and will adjust to \$9.16 per 1,000 pounds landed CGW. Air carrier revenue is expected to be \$13,166,163 in fiscal year 2026/2027. Of this, \$5,722,412 is terminal space rental, \$6,943,751 is landing fees, and the remaining \$500,000 is the glycol facility fee which will be charged at \$5.00 per gallon of glycol dispensed. This fee will help to recoup the Board's anticipated out-of-pocket costs for the new glycol dispensing system which are currently estimated to be about \$5.4 million.

### Rental Cars

Rental car revenue is predominantly composed of minimum annual guarantee amounts (MAGs). The rental car agreements were bid in 2023 in an open competition process that established the MAGs. By contract, the on-airport rental car companies are required to pay 10% of gross revenue or their MAG, whichever is higher. The rental cars also pay rent for space in the terminal and parking lot (including storage spaces) to help offset the expenses related to the terminal and landside cost centers. The terminal rent is calculated at the same rate that is charged to the air carriers. The rental cars also pay operations and maintenance costs and rent for the use of the rental car quick turnaround (QTA) car wash facility. These fees help to offset the cost of operating the QTA facility. Finally, off airport rental cars pay 10% of gross revenue for airport operations. The rental car revenue for fiscal year 2026/2027 is anticipated to be \$12,027,796.

### General Aviation

The general aviation revenue source includes landing fees collected from general aviation. General aviation revenue is used to help pay for airfield costs as well as environmental costs and general aviation share of costs related to snow removal and ARFF. General aviation landing fees have been adjusted to \$10.86 per 1,000 pounds CGW this year. The general aviation revenue stream is budgeted to be \$4,734,392 for fiscal year 2026/2027. This income is collected by the FBO and paid to the Airport as revenue separate from the FBO enterprise center.

### Concessions

Much of the revenue from concessions is received from restaurant revenue. All concession revenue is dependent on activity levels. The restaurant revenue is composed of either a percentage of gross revenue or minimum annual guarantee. The operator pays whichever amount is higher. Projected revenue has been adjusted to reflect a new restaurant operator for this upcoming fiscal year. In addition to restaurant revenue, additional concession income is received from bear spray rental income and brochures. The concession revenue stream helps to fund the terminal cost center. Revenue is budgeted to be \$750,650 for the fiscal year 2026/2027.

### Parking/Ground Transportation

Parking and ground transportation revenue includes parking fees and ground transportation access fees. This income will help to support the maintenance and upgrades of the airport's roadways and parking lots. For fiscal year 2026/2027, parking/ground transportation revenue is budgeted to be \$6,747,655.

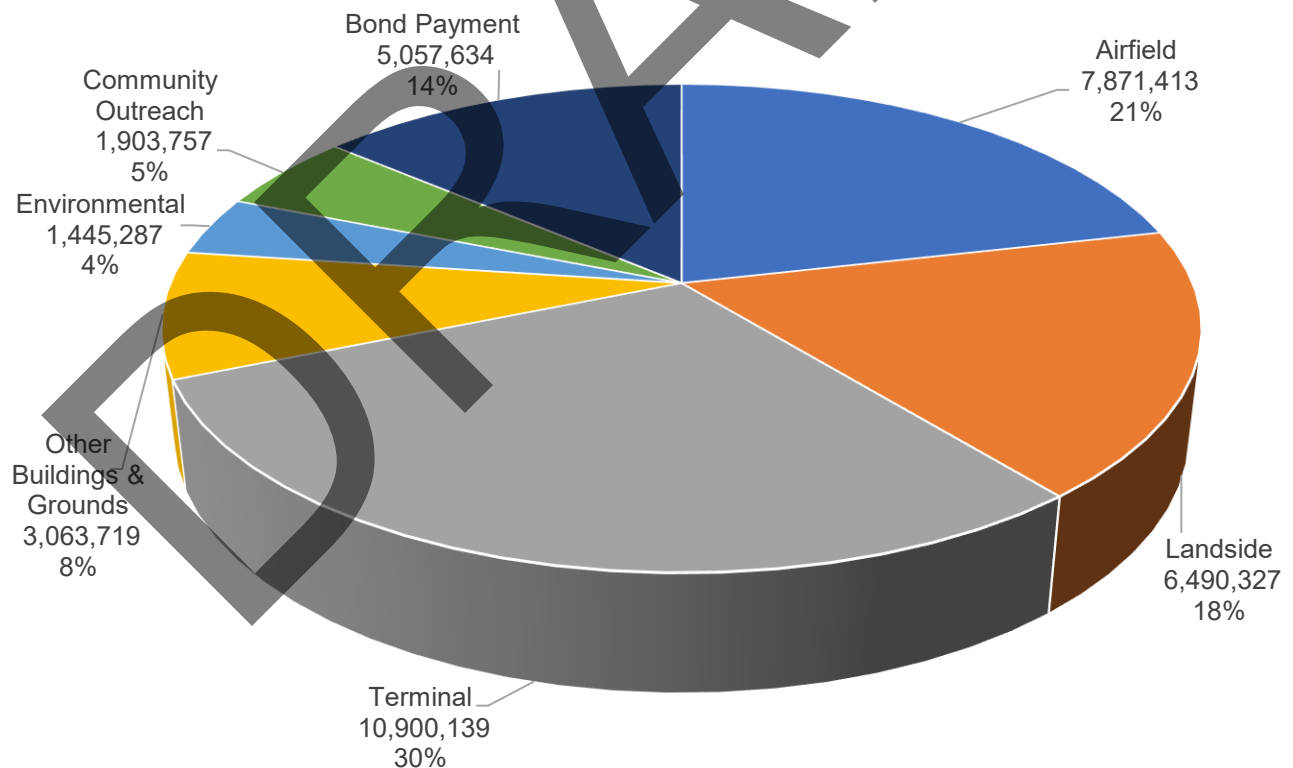
### Other Income

Other income includes interest income, security income, and other airport revenue received from smaller lessees such as the Prime Flight agreement. The budgeted amount for fiscal year 2026/2027 including customer facility charges, (CFC) and passenger facility charges (PFC) revenue totals \$6,747,655.

### **Airport Operations Expense Summary**

As presented on the following pages, the budget has been developed to accomplish the airport's financial objectives. These objectives were detailed above but more broadly include: 1) operating a safe, secure and environmentally responsible airport, 2) exceed customer and community expectations, 3) infrastructure reinvestment to deliver and maintain a facility that meets the needs of the traveling public.

### **Airport Operations Expense Budget FY 2026/2027**



Budgeted expenses for airport operations total \$36,732,276, including debt service. Operating expenses exclude fuel farm expenses and FBO expenses as those are reflected in separate budgets on pages 15-21 (FBO) and 22 (fuel farm) following the detailed cost center information.

The table below presents the fiscal year 2026/2027 operating expense budget numbers compared with the projected year end.

<b>Operations Expenses</b>	<b>Projected Operating Expense FY 2025-2026</b>	<b>Budget Operating Expense FY 2026-2027</b>
Payroll & Personnel	18,201,326	20,068,504
Administrative Expense	3,696,833	4,052,976
Customer & Employee Relations	1,003,973	672,700
Environmental Planning & Ops	867,650	547,568
Licenses & Insurance	656,664	735,145
Airfield & ARFF	341,828	264,120
Control Tower Operation	129,500	108,000
Security Operations	100,139	278,168
Information Technology	1,002,696	1,089,290
Parking	181,000	170,000
Maintenance/Facilities/Custodial	1,822,757	1,952,269
Utilities	880,051	889,836
Vehicles/Snow Removal	1,143,909	491,635
QTA Operations	330,177	354,432
<b>TOTAL OPERATING EXPENSE</b>	<b>30,358,503</b>	<b>31,674,642</b>

#### Airport Operations Budget Cost Centers

The airport experienced strong passenger traffic with record enplanements in calendar year 2025 which continues into 2026. General aviation activity remains at consistent levels during the past year.

There are six direct cost centers for the Airport: airfield, landside, terminal, other buildings and grounds, environmental, and community outreach. There are also 15 indirect cost centers for the Airport. The indirect cost centers include areas such as personnel expenses, utilities and building expenses, operations and maintenance expenses and equipment expenses. Some expenses where appropriate have been split between the FBO and JAC Operations enterprise centers, for example the aircraft rescue firefighting, snow removal and environmental programs.

The 2026/2027 budget has been compared with the 2025/2026 projections generally and in each cost center in the following sections. A few key areas that may have an impact on multiple cost centers are highlighted below followed by more detailed information for the individual cost centers:

- Personnel expenses have been adjusted this year to include the items detailed on page 5.
- Security expenses include purchase of additional storage servers to support cameras and video storage capacity across the airport.

- Information Technology has been adjusted to include investments in artificial intelligence technology as well as replacement of the public address/paging system in the terminal.
- Maintenance/Facilities/Custodial includes a number of expense items such as:
  - Updating furniture in the passenger terminal,
  - Additional landscaping expenses including tree replacement,
  - An adjustment for items related to additional square footage requiring upkeep.

In allocating overhead expenses to the cost centers, staff reviews personnel hours dedicated to the cost centers as well as the budgeted costs associated with each indirect cost center. This is compared with the percentages for the prior year to determine what, if any, adjustments are needed. The expenses for the indirect cost centers excluding administrative expenses are allocated to the direct cost centers based on this analysis. After those direct and indirect costs are allocated to the direct cost centers, administrative expenses can be allocated based on the total actual direct and indirect costs for each cost center. The overall budget numbers and percentages of the FY 2026/2027 budget for allocation purposes can be found in the following table. The comparisons against 2025/2026 projected expenses by cost center are on the following pages.

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Operations Cost Centers	Budget Operating Expense FY 2026-2027	Airfield		Landside		Terminal		Other Buildings & Grounds		Environmental		Community Outreach	
		%		%		%		%		%		%	
Payroll & Personnel	20,068,504	26%	5,253,876	22%	4,441,736	33%	6,718,245	9%	1,792,364	4%	807,602	5%	1,054,682
Administrative Expense	4,052,976	35%	1,418,542	20%	810,595	32%	1,296,952	10%	405,298	1%	40,530	2%	81,060
Customer & Employee Relations	672,700	0%	-	0%	-	0%	-	0%	-	0%	-	100%	672,700
Environmental Planning & Ops	547,568	0%	-	0%	-	0%	-	0%	-	100%	547,568	0%	-
Licenses & Insurance	735,145	14%	102,920	20%	147,029	53%	389,627	10%	73,514	1%	7,351	2%	14,703
Airfield & ARFF	264,120	100%	264,120	0%	-	0%	-	0%	-	0%	-	0%	-
Control Tower Operation	108,000	100%	108,000	0%	-	0%	-	0%	-	0%	-	0%	-
Security Operations	278,168	15%	42,195	15%	42,195	65%	179,714	5%	14,065	0%	-	0%	-
Information Technology	1,089,290	24%	258,811	16%	178,490	46%	495,811	5%	55,332	3%	31,236	6%	69,611
Parking	170,000	0%	-	100%	170,000	0%	-	0%	-	0%	-	0%	-
Maintenance/Facilities/Custodial	1,952,269	0%	3,000	20%	398,500	68%	1,332,384	11%	218,386	0%	-	0%	-
Utilities	889,836	20%	174,132	10%	86,965	55%	487,406	13%	119,329	1%	11,001	1%	11,001
Vehicles/Snow Removal	491,635	50%	245,818	44%	214,818	0%	-	6%	31,000	0%	-	0%	-
QTA Operations	354,432	0%	-	0%	-	0%	-	100%	354,432	0%	-	0%	-
<b>TOTAL OPERATING EXPENSE</b>	<b>31,674,642</b>		<b>7,871,413</b>		<b>6,490,327</b>		<b>10,900,139</b>		<b>3,063,719</b>		<b>1,445,287</b>		<b>1,903,757</b>

\* The percentages shown in the table above represent the percentage of total line-item expense allocated to each cost center.

***Airfield Cost Center:***

This cost center includes the costs associated with the airfield and air carrier apron including snow removal, aircraft rescue firefighting, operations and maintenance expenses, and utilities expenses. Adjustments to this cost center are due to expected increases in insurance, personnel expenses, and security operations. Additionally, there was a reallocation of costs from the JAC Operations to JAC FBO enterprise center in the Airfield & ARFF and Control Tower Operation lines of this cost center.

**Airfield**

	<b>Projected Operating Expense FY 2025-2026</b>	<b>Budget Operating Expense FY 2026-2027</b>
Payroll & Personnel	4,765,054	5,253,876
Administrative Expense	1,293,891	1,418,542
Licenses & Insurance	91,933	102,920
Airfield & ARFF	341,828	264,120
Control Tower Operation	129,500	108,000
Security Operations	14,020	42,195
Information Technology	250,674	258,811
Maintenance/Facilities/Custodial	-	3,000
Utilities	237,614	174,132
Vehicles/Snow Removal	629,150	245,818
<b>TOTAL OPERATING EXPENSE</b>	<b>7,935,304</b>	<b>7,871,413</b>

***Landside Cost Center:***

This cost center includes the expenses associated with the parking lots and roadways at the Airport. Adjustments to this cost center are due to expected increases in insurance, personnel expenses, and security operations.

**Landside**

	<b>Projected Operating Expense FY 2025-2026</b>	<b>Budget Operating Expense FY 2026-2027</b>
Payroll & Personnel	4,028,475	4,441,736
Administrative Expense	739,367	810,595
Licenses & Insurance	131,333	147,029
Security Operations	14,020	42,195
Information Technology	160,431	178,490
Parking	181,000	170,000
Maintenance/Facilities/Custodial	258,831	398,500
Utilities	70,404	86,965
Vehicles/Snow Removal	457,564	214,818
<b>TOTAL OPERATING EXPENSE</b>	<b>6,122,985</b>	<b>6,490,327</b>

**Terminal:**

Included in the terminal cost center are all costs associated with the terminal building including repair and maintenance, custodial, utilities, baggage system and certain security items related to access control (cameras, doors, alarms). Adjustments to this cost center are related to increases in building facilities, personnel expenses, security operations and information technology. The increases in security operations are due to upgrades to the servers and cameras as well as implementation of items from the security audit.

<b>Terminal</b>		
	<b>Projected Operating Expense FY 2025-2026</b>	<b>Budget Operating Expense FY 2026-2027</b>
Payroll & Personnel	6,093,178	6,718,245
Administrative Expense	1,182,986	1,296,952
Licenses & Insurance	348,032	389,627
Security Operations	67,093	179,714
Information Technology	441,186	495,811
Maintenance/Facilities/Custodial	1,301,448	1,332,384
Utilities	466,427	487,406
<b>TOTAL OPERATING EXPENSE</b>	<b>9,900,351</b>	<b>10,900,139</b>

**Other Buildings and Grounds:**

This cost center includes the Airport owned hangars, control tower, and the rental car quick turnaround wash facilities. Like the terminal cost center, significant expenses in this cost center include operations and maintenance for these buildings, custodial, and non-capital equipment expenses. The most significant change is in QTA operations to account for increased maintenance needs as the facilities age.

<b>Other Buildings &amp; Grounds</b>		
	<b>Projected Operating Expense FY 2025-2026</b>	<b>Budget Operating Expense FY 2026-2027</b>
Payroll & Personnel	1,625,602	1,792,364
Administrative Expense	369,683	405,298
Licenses & Insurance	65,666	73,514
Security Operations	5,007	14,065
Information Technology	50,135	55,332
Maintenance/Facilities/Custodial	262,477	218,386
Utilities	88,005	119,329
Vehicles/Snow Removal	57,195	31,000
QTA Operations	253,677	354,432
<b>TOTAL OPERATING EXPENSE</b>	<b>2,862,406</b>	<b>3,063,719</b>

*Environmental:*

This past year the airport continued the progress made in sustainability. The objective this year is to continue to work on the previously established initiatives including noise monitoring and the Fly Quiet Program. Environmental payroll includes the airport's environmental manager and payroll costs allocated to the environmental cost center associated with administering the environmental programs. With the start of the FBO operation, many of the environmental costs have been reclassified under the general aviation operation and are reflected under that enterprise center including the noise monitoring and Fly Quiet program.

**Environmental**

	<b>Projected Operating Expense FY 2025-2026</b>	<b>Budget Operating Expense FY 2026-2027</b>
Payroll & Personnel	732,462	807,602
Administrative Expense	36,968	40,530
Environmental Planning & Ops	867,650	547,568
Licenses & Insurance	6,567	7,351
Information Technology	30,081	31,236
Utilities	8,801	11,001
Vehicles/Snow Removal	-	-
<b>TOTAL OPERATING EXPENSE</b>	<b>1,683,100</b>	<b>1,445,287</b>

*Community Outreach:*

Community outreach remains a key value for the Board. As the airport progresses into the next cycle of projects, collaboration with stakeholders and the community will be important. This practice will lay the groundwork for an informed community to help them understand the Board's goals and priorities. Payroll expenses in this cost center include personnel costs related to the operation of this community outreach and customer relations. The utilities and equipment expenses included in this cost center are related to telephone and computer costs.

**Community Outreach**

	<b>Projected Operating Expense FY 2025-2026</b>	<b>Budget Operating Expense FY 2026-2027</b>
Payroll & Personnel	956,554	1,054,682
Administrative Expense	73,937	81,060
Customer & Employee Relations	993,933	672,700
Licenses & Insurance	13,133	14,703
Information Technology	70,189	69,611
Utilities	8,801	11,001
Vehicles/Snow Removal	-	-
<b>TOTAL OPERATING EXPENSE</b>	<b>2,117,689</b>	<b>1,903,757</b>

**Fixed Base Operations Budget**

The fixed base operation (FBO) is operated by the airport under the name Jackson Hole Flight Services (JHFS) with all income and expenses relating to the operation allocated to the FBO enterprise center. FBO revenues include aircraft fueling, aircraft maintenance, aircraft parking/handling/tiedown, hangar revenue and landing fees, among others. Some of the expenses include fuel fees, personnel, administrative, operating and overhead expenses. Also included in expenses are costs of goods sold and non-operating expenses. Costs of goods sold are the direct cost of items which the FBO resells or uses for customers. These include products like oil, glycol, batteries, and aircraft parts as well as pass through costs like landing fees and user fees. Costs have been allocated as appropriate in specific cost centers including Control Tower, Airfield, Aircraft Rescue Fire Fighting (ARFF), Security and Snow Removal. Where possible, direct operating costs have been assigned to the FBO operation when they are known. A summary of the FBO enterprise center budget is below.

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<b>Fixed Base Operation (JHFS)</b>	<b>Projected FY 2025-2026</b>	<b>Proposed Budget FY 2026-2027</b>
<b>Revenue</b>		
Aircraft Fuel and Services	33,291,426	34,648,581
<b>Airport Fees Collected Airlines</b>		
Customer Facility Fee Airlines	328,160	338,005
Fuel Facility User Fee Airline	1,512,532	1,557,908
Airline Flow Fee Airlines	984,582	1,014,120
	<b>2,825,274</b>	<b>2,910,033</b>
<b>Airport Fees Collected GA</b>		
Landing Fees GA	2,800,923	3,137,034
Customer Facility Fee GA - Jet	176,122	181,406
Customer Facility Fee GA - AvG	591	600
	<b>2,977,637</b>	<b>3,319,040</b>
Maintenance Services	1,063,685	1,131,675
Non-Aero-Transportation	698,249	733,161
<b>Revenue</b>	<b>40,856,271</b>	<b>42,742,489</b>
<b>Cost of Goods Sold</b>	<b>8,944,374</b>	<b>9,446,559</b>
<b>Gross Revenue</b>	<b>31,911,897</b>	<b>33,295,930</b>
<b>Expenses</b>		
Payroll & Personnel	8,549,237	9,168,653
Office Expenses	871,177	825,634
Contractual Agreements	46,369	65,805
Licenses & General Insurance	1,500	1,500
Security	9,349	28,130
Information Technology (IT)	58,227	101,801
Maintenance/Building/Facilities	34,390	135,954
Custodial	19,228	107,633
Utilities	127,035	131,802
Operations - FBO Line Services	487,048	536,066
Operations - FBO Maintenance	103,263	103,264
Allocated/Shared Costs	2,940,087	3,369,684
<b>Expenses</b>	<b>13,247,361</b>	<b>14,575,926</b>
<b>Income From Operations Before Bond Payment</b>	<b>18,664,536</b>	<b>18,720,004</b>
<b>Debt Service Interest Payment Total</b>	<b>4,445,492</b>	<b>8,015,274</b>
<b>FBO Net Income after Bond Pmt</b>	<b>14,219,044</b>	<b>10,704,730</b>

The table below presents the fiscal year 2026/2027 budget expense numbers compared with projected year end.

<b>FBO Operating Expenses</b>	<b>Projected FBO Expense FY 2025-2026</b>	<b>Budget FBO Expense FY 2026-2027</b>
Payroll & Personnel	8,549,237	9,168,653
Administrative Expense	713,780	782,458
Customer & Employee Relations	157,397	43,177
Environmental Planning & Ops	750,263	745,376
Licenses & Insurance	930,075	1,014,458
Airfield & ARFF	382,011	396,180
Control Tower Operation	116,700	162,000
Security Operations	107,631	166,085
Information Technology	58,227	101,801
FBO Line	487,048	536,066
Maintenance/Facilities/Custodial	54,069	243,587
Utilities	143,523	145,362
Vehicles/Snow Removal	694,137	967,459
FBO Maintenance	103,263	103,264
<b>TOTAL OPERATING EXPENSE</b>	<b>13,247,361</b>	<b>14,575,926</b>

Expenses in the FBO budget have been allocated to cost centers in the same manner as the airport operating budget. The FBO operating expense allocations (excluding fuel purchases) are on the following page:

FBO Cost Centers	Budget FBO Expense FY 2026-2027	Airfield		Landside		FBO Terminal		Environmental	
		%		%		%		%	
Payroll & Personnel	9,168,653	57%	5,226,132	5%	458,433	33%	3,025,656	5%	458,433
Administrative Expense	782,458	60%	469,475	5%	39,123	32%	250,386	3%	23,474
Customer & Employee Relations	43,177	0%	-	0%	-	0%	-	100%	43,177
Environmental Planning & Ops	745,376	0%	-	0%	-	0%	-	100%	745,376
Contractual Agreements & Insurance	1,014,458	0%	-	0%	-	100%	1,014,458	0%	-
Airfield & ARFF	396,180	90%	356,562	0%	-	10%	39,618	0%	-
Control Tower Operation	162,000	100%	162,000	0%	-	0%	-	0%	-
Security Operations	166,085	50%	83,042	25%	41,521	25%	41,521	0%	-
Information Technology	101,801	10%	10,180	10%	10,180	80%	81,441	0%	-
FBO Line	536,066	80%	428,853	0%	-	20%	107,213	0%	-
Building Facilities/Custodial	243,587	0%	-	5%	12,179	95%	231,408	0%	-
Utilities	145,362	70%	101,753	10%	14,536	20%	29,072	0%	-
Vehicles/Snow Removal Expense	967,459	90%	870,713	10%	96,746	0%	-	0%	-
FBO Maintenance	103,264	90%	92,937	5%	5,163	5%	5,163	0%	-
<b>TOTAL OPERATING EXPENSE</b>	<b>14,575,926</b>	<b>100%</b>	<b>7,801,648</b>	<b>-</b>	<b>677,882</b>	<b>-</b>	<b>4,825,936</b>	<b>-</b>	<b>1,270,460</b>

\* The percentages shown in the table above represent the percent of total line-item expense allocated to each cost center.

**FBO Airfield:**

This cost center includes the FBO proportion of costs associated with the airfield and general aviation apron including snow removal, aircraft rescue firefighting, operations and maintenance expenses, and utilities expenses. The adjustment in this cost center is due to an increase in costs associated with the airfield as well as personnel and administrative expenses.

<b>Airfield</b>		
	<b>Projected FBO Expense FY 2025-2026</b>	<b>Budget FBO Expense FY 2026-2027</b>
Payroll & Personnel	4,873,065	5,226,132
Administrative Expense	428,268	469,475
Airfield & ARFF	343,810	356,562
Control Tower Operation	116,700	162,000
Security Operations	53,815	83,042
Information Technology	5,823	10,180
Operations Line	389,638	428,853
Utilities	100,466	101,753
Vehicles/Snow Removal	624,724	870,713
Operations Maintenance	92,937	92,937
<b>TOTAL OPERATING EXPENSE</b>	<b>7,029,246</b>	<b>7,801,648</b>

**FBO Landside:**

This cost center includes the expenses associated with the FBO parking lot and access roads at the Airport.

<b>Landside</b>		
	<b>Projected FBO Expense FY 2025-2026</b>	<b>Budget FBO Expense FY 2026-2027</b>
Payroll & Personnel	427,462	458,433
Administrative Expense	35,689	39,123
Security Operations	26,908	41,521
Information Technology	5,823	10,180
Maintenance/Facilities/Custodial	2,703	12,179
Utilities	14,352	14,536
Vehicles/Snow Removal	69,414	96,746
Operations Maintenance	5,163	5,163
<b>TOTAL OPERATING EXPENSE</b>	<b>587,514</b>	<b>677,882</b>

**FBO Terminal:**

Included in the FBO terminal cost center are all costs associated with the FBO terminal including repair and maintenance, custodial, utilities and certain security items related to access control (cameras, doors, alarms). Increases in this area are related to additional square footage requiring more repair, maintenance, and custodial services.

**FBO Terminal**

	<b>Projected FBO Expense FY 2025-2026</b>	<b>Budget FBO Expense FY 2026-2027</b>
Payroll & Personnel	2,821,248	3,025,656
Administrative Expense	228,410	250,386
Licenses & Insurance	930,075	1,014,458
Airfield & ARFF	38,201	39,618
Security Operations	26,908	41,521
Information Technology	46,581	81,441
Operations Line	97,410	107,213
Maintenance/Facilities/Custodial	51,365	231,408
Utilities	28,705	29,072
Operations Maintenance	5,163	5,163
<b>TOTAL OPERATING EXPENSE</b>	<b>4,274,066</b>	<b>4,825,936</b>

**FBO Environmental:**

The FBO Environmental cost center includes expenses related to the environmental programs at the airport. These programs include water quality, noise monitoring and Fly Quiet.

**Environmental**

	<b>Projected FBO Expense FY 2025-2026</b>	<b>Budget FBO Expense FY 2026-2027</b>
Payroll & Personnel	427,462	458,433
Administrative Expense	21,413	23,474
Customer & Employee Relations	157,397	43,177
Environmental Planning & Ops	750,263	745,376
<b>TOTAL OPERATING EXPENSE</b>	<b>1,356,536</b>	<b>1,270,460</b>

## Fuel Farm Operations Budget

The fuel farm operating budget is presented below. The fuel farm budget includes staff overhead, fuel purchase expenses, maintenance, glycol trucking expenses, and insurance. Revenues include fuel sales (at cost), administration fees, and fuel facility use fees (\$0.25/gallon).

<b>Fuel Farm</b>	<b>Projected FY 2025-2026</b>	<b>Proposed Budget FY 2026-2027</b>
<b>Revenue</b>		
Airport Fees - Jet A	2,787,744	2,927,131
Airport Fees - AvGas	3,346	3,513
Fluid Sales - AvGas	69,463	72,937
Fluid Sales - Unleaded Gas	1,154,273	1,211,986
Fluid Sales - Dyed Diesel	239,648	253,630
Fluid Sales - Glycol T-I	1,639,815	1,915,981
Fluid Sales - Glycol T-IV	472,395	496,015
<b>Revenue</b>	<b>6,366,684</b>	<b>6,881,193</b>
<b>Cost of Goods Sold</b>		
Fluid Sales - AvGas	84,861	89,104
Fluid Sales - Unleaded Gas	926,251	972,564
Fluid Sales - Dyed Diesel	250,209	262,719
Fluid Sales - Glycol T-I	1,053,878	1,323,746
Fluid Sales - Glycol T-IV	241,029	253,080
<b>Cost of Goods Sold</b>	<b>2,556,227</b>	<b>2,901,214</b>
<b>Gross Revenue</b>	<b>3,810,457</b>	<b>3,979,979</b>
<b>Expenses</b>		
Personnel Expenses	748,242	808,208
Office Expenses	6,660	7,326
Contractual Agreements	7,268	7,995
Licenses & General Insurance	77,544	76,995
Information Technology (IT)	600	650
Building/Facilities	812	893
Utilities	22,419	24,661
Operations - Fuel Farm	320,537	366,891
<b>Expenses</b>	<b>1,184,082</b>	<b>1,293,618</b>
<b>Income From Operations Before Bond Payment</b>	<b>2,626,375</b>	<b>2,686,361</b>
<b>Debt Service Payment Total</b>	<b>950,278</b>	<b>950,278</b>
<b>Fuel Farm Net Income after Bond Pmt</b>	<b>1,676,097</b>	<b>1,736,083</b>

**Debt**

All bonds issued by the Board are “revenue bonds” because they are secured by a specified revenue source. The Board holds sufficient funds as restricted cash to cover at least one year of debt service as well as other restricted cash investments to meet debt service requirements. For the fiscal year 2026/2027 the Board has five bonds outstanding. The anticipated debt service for the upcoming fiscal year is:

	<b>Annual Source</b>	<b>Annual Payment</b>
FIB Rental Car QTA		-\$1,200,164
FIB - Fuel Farm		-\$950,278
FIB – Restaurant		-\$3,657,469
FIB - Hangar 3/GSE		-\$4,258,982
FIB - Admin/FBO Terminal		-\$3,756,292
<b>Total Bond Payments</b>		<b>-\$13,823,185</b>
Paid with CFC	\$1,200,164	
Paid with Flow Fee	\$950,278	
Paid with Operating Revenues	\$3,657,469	
Paid with FBO Revenues	\$8,015,273	
<b>Total Bond Sources</b>	<b>\$13,823,185</b>	

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## Capital Plan

Capital expenses such as equipment purchases and construction costs are funded through the Capital Improvement Program (CIP). Capital funds include the Federal Airport Improvement Program (AIP), state grant funds, Passenger Facility Charges (PFCs) and rental car Customer Facility Charges (CFCs). When developing the capital plan, the Board approaches each construction project with awareness of potential environmental and community impacts from the beginning stages of design continuing through project completion. This year, construction is anticipated to continue on the deicing pad improvement project. The deicing pad project is a multi-phase project due to funding and phasing constraints with completion projected in FY 2026-2027. This year the Airport expects to complete the project. Once completed, the overall efficiency of deicing operations will improve during the winter season, allowing for better traffic flow during busy times. The Airport anticipates starting work on the rehabilitation of the southern portion of Taxiway A. Once this work is finished, the full Taxiway A will have been rehabilitated including the connector taxiways. There are several small capital projects the Airport intends to complete such as pavement repairs and equipment purchases. Finally, the Airport is continuing to work with the TSA on the updates to the outbound baggage system (checked baggage inspection system, CBIS) in the terminal. The existing equipment is dated and in need of replacement due to difficulty with parts procurement and maintenance. The Airport is working to integrate the new equipment into the design of the building while minimizing interruptions to the traveling public. In order to complete the CBIS project, it is anticipated the Airport will need to use bond financing for a portion of the project. The amount of financing and timing is currently being developed as the Airport works with the design team to get the project ready for bid/construction. With all capital projects, staff remain in close collaboration with the construction management teams to ensure smooth coordination of and minimize disruptions. The airport's preparation in having projects ready for construction has strengthened the Board's position to secure all available funding, highlighting the importance of an accurate and flexible CIP. All the proposed projects for FY 2026/2027 are detailed in the capital list on the following page. The list is comprehensive, and not all the listed projects may be completed in a single year.

Project Name/Location	2026 - 2027 Budget Project Cost	Funding Source (FY 2026-2027)		Total Funding
		Federal/State	JHAB Bond	
<b>FBO CAMPUS</b>				
Construct Hangar 3 & GSE Building	300,000	-	300,000	300,000
Owner's Representative 2022 (FBO Program)	40,472	-	40,472	40,472
Construct Admin/FBO Terminal	200,000	-	200,000	200,000
GA Ramp Trench Grate Repairs	75,000	-	75,000	75,000
Hangar 5 Improvements	450,000	-	450,000	450,000
<b>TERMINAL</b>				
Bagbelt System Upgrades (TSA CBIS) CA/CO	200,000	100,000	100,000	200,000
Bagbelt System Upgrades (TSA CBIS) Construct	2,000,000	1,000,000	1,000,000	2,000,000
IT Equipment Terminal (Not Common Use/Security)	130,000	-	130,000	130,000
Fascia on Gates 3-8	100,000	-	100,000	100,000
Terminal Furniture	50,000	-	50,000	50,000
Terminal Flooring	50,000	-	50,000	50,000
Explosive Detection Equipment for AWS	50,000	-	50,000	50,000
PA System Replacement	697,032	-	697,032	697,032
<b>AIRFIELD</b>				
Deice Pad Improvements - Phase 2 (CA/CO)	1,455,827	1,419,431	36,396	1,455,827
Deice Pad Improvements - Phase 2 Construction	25,064,641	17,357,425	7,707,216	25,064,641
Aviation Safety Facility Planning Study	140,785	137,265	3,520	140,785
Aviation Safety Facility Environmental	1,500,000	1,462,500	37,500	1,500,000
Taxiway A Rehab (South) and Conn. TW A2, A3, and Bypass Design	1,225,000	1,194,375	30,625	1,225,000
Taxiway A Rehab (South) and Conn. TW A2, A3, and Bypass CA/CO	870,000	848,250	21,750	870,000
Taxiway A Rehab (South) and Conn. TW A2, A3, and Bypass	18,500,000	18,037,500	462,500	18,500,000
Pavement Marking - CA/CO (2026 - Local Only)	22,872	-	22,872	22,872
Pavement Marking - Construction (2026 - Local Only)	250,000	-	250,000	250,000
Pavement Marking - Design (2027 - State and Local)	55,000	52,250	2,750	55,000
Pavement Marking - CA/CO (2027 - State and Local)	25,000	23,750	1,250	25,000
Pavement Marking - Construction (2027 - State and Local)	125,000	118,750	6,250	125,000
Replace Ramp Lighting	95,000	-	95,000	95,000
AWOS Installation	300,000	-	300,000	300,000
<b>LANDSIDE</b>				
EV Charging Stations	1,375,927	1,100,742	275,185	1,375,927
Landscape Master Plan	100,000	-	100,000	100,000
Parking Evaluation	100,000	-	100,000	100,000
Commercial Lane(s) - Add Equipment and Fencing	100,000	-	100,000	100,000
<b>EQUIPMENT</b>				
Replace Operations Vehicles	200,000	-	200,000	200,000
New SRE (Broom or Plow trucks)	2,541,799	-	2,541,799	2,541,799
New Loader/Dozer	150,000	-	150,000	150,000
Small Ops Equipment	265,000	-	265,000	265,000
SRE Attachments	315,197	-	315,197	315,197
New Vehicle Purchase	325,000	-	325,000	325,000
FBO GSE	650,000	-	650,000	650,000
FBO Vehicles/Service Equipment	416,000	-	416,000	416,000
<b>OTHER BUILDING AND GROUNDS</b>				
IT System/Network Improvements	500,000	-	500,000	500,000
Brief Cam (AI Security)	100,000	-	100,000	100,000
Employee Housing Purchase/Maintenance	120,000	-	120,000	120,000
Fuel Farm Fence	200,000	-	200,000	200,000
QTA Replace Wash Bays	120,000	-	120,000	120,000
Firehouse/Hangar 3 Radio Improvements	162,000	-	162,000	162,000
Supervisor Location in ATC	75,000	-	75,000	75,000
<b>Total Capital Projects</b>	<b>61,787,551</b>	<b>42,852,237</b>	<b>18,935,314</b>	<b>61,787,551</b>

**AGREEMENT FOR AIRPORT  
TERMINAL SPACE  
Jackson Hole Airport**

This Agreement for AIRPORT TERMINAL Space (the "Agreement") is made effective April 15, 2026, by and between the **JACKSON HOLE AIRPORT BOARD**, a body corporate, organized under the laws of Wyoming and having its principal office 1250 East Airport Road, P.O. Box 159, Jackson, Wyoming 83001 (the "Board"), and **the National Park Service, United States Department of Interior**, acting through the Superintendent of Grand Teton National Park (the "NPS").

**RECITALS**

**WHEREAS**, the Board owns and operates Jackson Hole Airport (the "Airport"), located in Teton County, for the use and benefit of the public;

**WHEREAS**, the Airport is operated by the Board within Grand Teton National Park (the "Park") pursuant to an agreement between the United States and the Board, dated April 27, 1983 (the "Use Agreement"), as amended;

**WHEREAS**, the Board therefore wishes for the NPS to provide, and the NPS is capable of and desires to provide to the traveling public, a natural history gift shop for the sale and distribution of materials related to the mission of NPS and the National Parks located nearby.

**NOW THEREFORE**, for valuable consideration, including the terms and covenants set forth below, the parties agree as follows:

**ARTICLE I - AUTHORITY**

The authority for this Agreement is found in 16 USC §§ 1-3, 16 U.S.C. §17 j-2, 16 U.S.C. §§461-468e, 16 U.S.C. §6, 16 U.S.C. §1b5, 16 U.S.C. §1a-2(g), the Use Agreement itself, and Wyoming Statutes §§10-5-101 through 202.

**ARTICLE II - PREMISES AND USE THEREOF**

- A. The Premises. The Board hereby grants NPS exclusive use of the retail space located in the secure side of the Airport Terminal, as depicted on Exhibit A attached hereto and identified as Space NPS1 thereon, consisting of approximately 420 square feet (the "Premises"). NPS acknowledges that the Premises as they exist on the date of this Agreement are in good repair and are fit for its intended purpose. The Board shall have no obligation to further improve the Premises. Operation of the Shop (as defined below) is limited to the Premises, and the NPS shall not place merchandise or other items outside the Premises.
- B. Access. NPS shall have the right of ingress to, egress from and access to the Premises to perform the uses permitted in Subsection 2.D., below, for it and its employees, customers, guests, and invitees, provided that NPS's ingress to, egress from and access to the Premises do not materially interfere with the safe, secure and efficient operations of the Airport and the Terminal.

- C. Parking. The Board shall make ground vehicle parking for NPS's owners and employees available under the established protocols and at the published rate for employee parking, as may be adjusted by the Board from time to time.
- D. Permitted Uses. Subject to the terms and conditions of this Agreement, NPS is granted the right to operate a natural history gift shop (the "Shop") in the Airport terminal building. NPS shall have the right to sell to the public retail merchandise items related to the mission of the NPS. All items sold in the Shop shall be consistent with those sold at other retail outlets operated by the NPS or its affiliates. The rights granted under this Agreement are limited to that purpose.
- E. Prohibited Uses. Under no circumstances shall the NPS sell food and beverage items, other than those considered to be a souvenir item.
- F. No Exclusive Right. Nothing in this Agreement shall be construed as granting NPS any exclusive right to operate a gift shop at the Airport or in the Terminal. The Board retains the right to enter into leases and/or agreements with others for the provision of merchandise or services in areas other than the Premises.

### **ARTICLE III - GENERAL RESPONSIBILITIES OF NPS**

NPS hereby covenants and agrees, that with respect to operations authorized under this Agreement it will:

- A. operate the Premises for the use and benefit of the public;
- B. in accordance with the Use Agreement, charge fair, reasonable and not unjustly discriminatory prices for each unit or service, which shall not exceed the prevailing market price for similar items sold at shops in Teton County, Wyoming, provided that NPS may make reasonable and nondiscriminatory discounts, rebates or other similar price reductions to volume purchasers;
- C. provide and install sufficient fixtures, furniture and equipment to meet public demand for the services offered;
- D. provide, maintain, train and supervise a staff of employees adequate at all times to fulfill its obligations under this Agreement;
- E. open for business at all times reasonably necessary to serve the public, which shall be agreed to in writing between the Airport Executive Director and the NPS. .
- F. not make material changes to product offerings sold in the Shop, without prior written Board approval, which approval shall not be unreasonably withheld;
- G. obtain and maintain all necessary permits and licenses required for its operations hereunder;
- H. ensure that at all times its employees performing services shall be neat, appropriately attired, clean and courteous; NPS shall not permit its Subtenants agents or employees so engaged to. conduct business in a loud, noisy, boisterous, offensive or objectionable manner, to smoke on duty in public view, or to solicit business outside the Premises in any manner

whatsoever except through the use of authorized signs;

- I. meet all expenses in connection with the use of the Premises and the rights and privileges herein granted, including without limitation taxes, permit fees, license fees and assessments lawfully levied or assessed upon the premises or structures and improvements situated thereon, and that they will secure all such permits and licenses;
- J. not interfere with free access in the Terminal; install unauthorized locks on any door or window, a key to which has not been provided to the Airport Director; permit loitering or sleeping on the Premises; or do any act which would invalidate, suspend or increase the rate of fire, property or liability insurance required by this Agreement or carried by the Board; and;
- K. operate at the Airport only under a name or names approved by the Board from time to time.

#### **ARTICLE IV - RENTALS AND CHARGES**

In consideration of the Airport's location within Grand Teton National Park pursuant to the Use Agreement, and the public purposes and community services to be accomplished by this Agreement, NPS shall occupy the Premises without payment of rentals and charges, except as may be expressly set forth herein.

#### **ARTICLE V - NPS MAINTENANCE OBLIGATIONS**

- A. NPS shall ensure that trash and recycling generated by its operations is disposed of promptly and properly in containers designated by the Airport Director, and that all surfaces and floors within the Premises remain clean and neat during regular business hours.
- B. NPS shall operate and maintain the Premises and the furniture, fixtures and equipment installed therein and thereon, all in good order, condition and repair, and clean condition and appearance at all times.
- C. Upon expiration or earlier termination of this Agreement, NPS shall deliver up the Premises to the Board in good order, condition and repair, reasonable wear and tear excluded.

#### **ARTICLE VI - BOARD'S OBLIGATIONS**

- A. The Board covenants that on performing the covenants herein contained, NPS shall peacefully and quietly have, hold and enjoy the rights granted herein for the agreed term.
- B. During the term of this Agreement, the Board shall maintain and keep in good repair those portions of the Terminal not contained within the Premises or the premises of other lessees, in accordance with applicable laws, rules and regulations. The Board shall also provide utility service to the Premises, in the same manner and level as such service is provided to other areas of the Terminal on the date of this Agreement.

#### **ARTICLE VII - INSURANCE REQUIREMENTS**

- A. The Board reserves all rights to assert any claims and defenses available to it, whether as against the Board or any third party, pursuant to the Wyoming Governmental Claims Act,

W.S. 1-39-101 et seq.

- B. NPS shall procure and maintain insurance as set forth by the Board in its Resolution entitled “Insurance Requirements”, as the same may be amended during the term of this agreement. The contracting party acknowledges that it shall be bound by this Board Resolution on the subject of insurance.
- C. All insurance required hereunder shall be procured and maintained (i) at NPS’s expense, (ii) for the entire term of the Agreement, and (iii) with insurance underwriters qualified to transact business in the State of Wyoming and having an AM Best rating of “A” or better.
- D. All policies required hereunder shall identify the Board and its respective members, officers, and employees as an additional insured. Further, such policies shall be primary and any insurance maintained by the Board shall be considered excess.
- E. NPS agrees to include the insurance requirements set forth in this Agreement in all subcontracts, if any, hereunder. Board shall hold NPS responsible in the event any subcontractor fails to have insurance meeting the requirements set forth in this Agreement. Board reserves the right to approve variations in the insurance requirements applicable to subcontractors upon joint written request of subcontractor and NPS if, in the Board’s opinion, such variations do not substantially affect Board’s interests.
- F. After the execution of this Agreement, NPS shall promptly furnish to Board a copy of a policy or policies of insurance. The certificate(s) shall provide that the insurance shall not be cancelled unless ten (10) days written notice shall have been given to Board.

#### **ARTICLE VIII - TERMINATION**

- A. Termination by Board. The Board shall have the right to terminate this Agreement in the event of any of the following acts of default: (1) failure by NPS to conduct business at the Airport for a period of five consecutive days without reasonable cause including, but not limited to strikes, work stoppage and equipment failures, or without prior written approval of the Airport Executive Director in the case of a necessary brief seasonal closure, which approval shall not be unreasonably withheld; (2) default in the performance of any other covenant or agreement in this Agreement required to be performed by NPS and the failure of NPS to remedy such default for a period of thirty (30) days after receipt from the Board of written notice to remedy the same, (3) an act occurs which results in the suspension or revocation of any right, power, license, permit or authority necessary for the conduct and operation of the business authorized herein for a period of more than thirty (30) days, (4) any lien is filed against the Premises because of any act or omission of NPS and such lien is not removed, enjoined or a bond for satisfaction of such lien is not posted within thirty (30) days, or (5) NPS voluntarily abandons, deserts, vacates or discontinues its operation of the business herein authorized.
- B. Termination by NPS. The NPS shall have the right to terminate this Agreement at any time. If so terminated, the NPS will have a period of 60 days to remove all Shop improvements.
- C. Surrender of Possession. On the expiration or other termination of this Agreement, NPS's rights to use of the Premises, facilities and services described herein shall cease and NPS

shall vacate the Premises without unreasonable delay. Except as otherwise provided in this Agreement, all equipment and other personal property brought or placed by NPS in, on or about the Airport shall be deemed to be personal property and shall remain the property of NPS. If NPS shall not be in default hereunder, NPS shall have the right at any time during the term of this Agreement, or any renewal or extension hereof, and for an additional period of 10 days after the expiration or other termination of this Agreement, to remove any or all of such personal property from the Airport, subject, however, to NPS's obligation to repair all damage, if any, resulting from such removal. Any and all personal property not so removed by NPS shall become a part of the Premises and title thereto shall vest in the Board.

#### **ARTICLE IX - DAMAGE OR DESTRUCTION**

In the event the Premises are substantially destroyed for any reason, this Agreement shall terminate without further liability to the Board, unless the Board elects, within thirty (30) days thereof, to restore or rebuild the Premises, in which case this Agreement will be suspended for a period of up to one hundred eighty (180) days while the Premises are being restored.

#### **ARTICLE X - ASSIGNMENT AND SUBLETTING**

NPS shall not at any time assign, sublet or license its rights under this Agreement or any part thereof to any entity without the written consent of the Board, provided however, that approval is hereby given for NPS to assign its rights hereunder to the Grand Teton Association.

#### **ARTICLE XI - IMPROVEMENTS ON THE PREMISES**

NPS shall provide the Board with construction plans, specifications, budgets and schedules for any and all proposed improvements on the Premises. Such plans and specifications shall be subject to the Board's prior approval. The Board may reject submissions which are not in accordance with applicable codes, rules, regulations, ordinances and statutes, and which, in its judgment, are inadequate or incompatible with Airport conditions or inconsistent with Airport architectural style and design or with uses not typically made of public use airport. Prior to any construction of improvements, NPS shall submit to the Airport Director certificates establishing coverage for workers compensation in the amounts and form required by Wyoming law, together with all permits and licenses required for construction of such improvements.

#### **ARTICLE XII - RELOCATION BY THE BOARD**

If in the opinion of the Board, proper development or operation of the Airport requires that the Terminal be expanded and/or remodeled and that all or any part of the Premises be devoted to a different use, the Board shall have the right, upon three (3) months advance written notice to NPS, and without cost or expense to NPS, to relocate all or a part of the Premises, on a temporary basis during such remodeling and/or construction, and/or permanent basis. If the Premises are relocated on a permanent basis, they shall be of no less square footage than the current Premises. In such event, all of NPS's improvements and trade fixtures shall, without cost or expense to NPS, be relocated or replaced on said relocated Premises, and this Agreement shall continue in effect with respect to such relocated Premises. In connection with the above, NPS shall be responsible for moving its stock/merchandise, and agrees to do so if and when requested.

**ARTICLE XIII - TERM OF AGREEMENT**

This term of this Agreement shall begin on June 1, 2026, and shall end on May 31, 2029. The term of this Agreement may be extended or modified only by the written mutual consent of the parties. Holding over or failure to vacate the Premises at the end of the primary or any renewal term shall not be construed to be the granting or exercise of an additional term, but shall create only a month-to-month tenancy which may be terminated by either party upon thirty (30) days notice to the other.

**ARTICLE XIV - KEY OFFICIALS; NOTICE**

A. Key Officials. Key officials are essential to ensure maximum coordination and communication between the parties and the work being performed. They are:

- 1. For the National Park Service:

Superintendent  
Grand Teton National Park  
P. O. Drawer 170  
Moose, WY 83012  
(307) 739-3410

- 2. For the Jackson Hole Airport Board:

Executive Director Jackson Hole Airport  
P. O. Box 159  
Jackson, WY 83001  
(307) 733-7695

B. Changes in Key Officials. The NPS and the Board agree to promptly notify the other party if there are any changes in the key officials.

C. Notice. Notices and demands provided for herein shall be sufficient if hand delivered or sent by Certified Mail, Return Receipt Requested, postage prepaid, to the addresses set forth above or to such other addresses as the parties may from time to time designate in writing. Notices given in accordance with these provisions shall be deemed received when hand delivered or mailed.

**ARTICLE XV - DISPUTES**

If either party has concerns about how the operations of the Shop affect Airport operations, or how Airport operations affect the operations of the Shop, the Superintendent and the Airport Director, or their designated representatives will meet to discuss the concerns and reach a resolution. If resolution cannot be reached at this level, the President or Vice President of the Board and the Director, Intermountain Region, National Park Service, or their designated representatives, will meet to discuss the concerns and reach a resolution. If no resolution is promptly achieved in this manner, either party reserves all rights and remedies provided by law and in equity.

**ARTICLE XVI - MODIFICATION**

A. This Agreement embodies the entire agreement between the parties concerning the Shop and supersedes all prior conversations, proposals, negotiations, understandings and agreements, whether written or oral.

B. This Agreement may be modified only by a written instrument executed by both parties.

## ARTICLE XVII - OTHER CLAUSES

A. Airport Security. NPS acknowledged that the Shop is located on the secure side of the Airport Terminal and as a result, agrees to the following:

1. NPS shall make future necessary improvements to NPS's Premises as may be necessary to ensure adequate security.

2. NPS shall comply with any applicable provisions of the Board's Airport Security Plan (ASP), Security Directives issued by TSA, and any applicable rules and regulations which may be promulgated by TSA from time to time, which have been provided to NPS ("Security Requirements" hereinafter). The Board shall provide NPS with amended or updated Security Requirements when promulgated, and NPS shall acknowledge receipt pursuant to subparagraph 6 below. NPS shall submit to inspections by

TSA, the Board and/or their security screening contractor, to ensure compliance, with Security Requirements.

3. Any violation of conformance with Security Requirements will be documented in writing and a copy of the violation notice provided to the NPS's Manager in writing. NPS will investigate the violation and provide a written response and/or corrective action within twenty four (24) hours. A copy of the response will be provided to the Board.

4. To the extent that any action or omission by NPS, its officers or employees, to follow Security Requirements results in the Board being fined, including any type of monetary assessment or penalty (collectively, a "Fine"), by TSA or any other governmental entity having jurisdiction, NPS shall promptly reimburse the Board for any such Fine, together with the reasonable costs incurred by the Board in defending against the proceeding or actions which has resulted in the Fine. The Board shall notify NPS if any such Fine has been proposed, and give NPS the opportunity to join in the defense of any such proceeding. NPS shall promptly pay any Fine levied directly against NPS by TSA or any other governmental entity having jurisdiction, as soon as any protest or appeal process have run or the time for taking them has expired.

5. NPS acknowledges that all products delivered and transported to the secure portion of the Terminal, are subject to inspection by airport operator personnel or their designee. All NPS employees, officers and escorted visitors in the secure area of the Terminal are subject to search and may be required to provide appropriate credentials. NPS shall provide approved escort for vendor employees and delivery personnel requiring access to the secure area of the Terminal.

6. NPS acknowledges that all Security Requirements which are shown or

provided to it under subparagraph 2 above, are sensitive security information ("SSI") in accordance with 49 CFR Part 1520, that NPS and any involved persons are required to protect the same from unauthorized disclosure, and that civil penalties may be imposed for failure to do so. The NPS's general manager (the "Manager") is the designated primary point of contact for receiving any SSI which NPS receives. The Manager will acknowledge receipt of SSI to the Board, and confirm any actions taken by NPS as required by the SSL. All SSI materials shall be stored in secured areas, or locked in secured cabinets, within the NPS's Premises at the Airport. Materials marked as containing SSI shall be disposed of by shredding.

B. Additional Construction. From time to time during the term of this Agreement, and to the extent and in a manner consistent with the Use Agreement, it may be necessary for the Board to initiate and carry out programs of construction, reconstruction, maintenance and repair to the Airport and its facilities, which programs may inconvenience or temporarily interrupt operations at the Airport, including those of the NPS hereunder. In carrying out any such program, the Board shall use reasonable efforts to avoid any unnecessary inconvenience and/or interference to the NPS's operations in and from the Shop. For and in further consideration of this Agreement, the Board, its officers, employees, agents and contractors shall not be liable to the NPS by reason of such inconvenience or interruption, and the NPS waives any right to claim damages as a result. Nothing herein shall constitute a waiver of any claim for physical damage to the NPS or its contractor.

C. Inspection by the Board. The Board, through its authorized employees and agents, shall have the right at all reasonable times to enter upon the Premises to inspect, to observe the performance by NPS of their obligations hereunder, and to do any act which the Board may be obligated to do or have the right to do under this Agreement, or under any other agreement to which the Board is a party or under applicable law.

**[END OF AGREEMENT; SIGNATURES AND EXHIBITS FOLLOW]**

IN WITNESS HEREOF, the parties hereto have executed this Agreement on the date first set forth above.

**NATIONAL PARK SERVICE:**

---

Signature:  
Name:  
Title:  
Date:

**JACKSON HOLE AIRPORT BOARD:**

**ATTEST**

By: \_\_\_\_\_  
Melissa Turley, President

\_\_\_\_\_  
John P. Carey III Secretary

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1 **CONTRACT FOR IMPROVEMENTS**  
2 **Jackson Hole Airport**  
3 **Jackson, Wyoming**

4  
5 **WYDOT PROJECT NO. AGMP42X (Locally Funded, Not Receiving State Funds)**  
6

7 This Contract for Improvements is made and entered into this 15<sup>th</sup> day of April, 2026, by and between  
8 **Jackson Hole Airport Board** (“Sponsor”, “Owner”, “Airport”), a body corporate organized under  
9 the laws of Wyoming, having an address of 1250 E. Airport Road, Jackson, Wyoming 83001, and  
10 **Straight Stripe Painting, Inc.**, a Corporation organized under the laws of Utah, having an address  
11 of 1812 W Sunset Blvd #1-525, St. George UT 84770 (“Contractor”).  
12

13 For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged,  
14 the Sponsor and Contractor agree as follows:  
15

16 **1. The Contract.** The “Contract” shall include “Contract Documents” as they are  
17 defined in Paragraph 10-16, Section 10 of the General Provisions and consist of the Invitation for  
18 Bid, Information for Bidders, all issued Addenda, Proposal, Statement of Qualifications (if provided),  
19 Anticipated Sub-Contracts, Form of Proposal Guaranty, Notice of Award, Contract Agreement,  
20 Performance & Payment Bonds, Notice to Proceed, Notice of Contractor’s Settlement, Wage Rates,  
21 General Provisions, Special Provisions, Plans, Technical Specifications, attached appendices and all  
22 documents incorporated by reference therein. The Contract Documents are made a part of the  
23 Contract as if fully set forth herein.  
24

25 **2. Scope of Work.** The intent of this Contract is to provide for completion in every  
26 detail of the improvements defined in the Contract Documents (the “Work”). Contractor shall furnish  
27 all labor, equipment, tools, transportation and supplies required to complete the Work in strict  
28 compliance with the Contract and in a good and workmanlike manner. If the Sponsor has awarded  
29 any Schedule or Bid Alternative to the Contractor contingent on the availability of federal funding for  
30 the same, then the work described in such Schedule or Bid Alternative shall not become a part of the  
31 Work subject to this Contract unless and until the Sponsor delivers a Notice to Proceed with such  
32 Schedule or Bid Alternative.  
33

34 **3. Time.**

35  
36 3.1 Contractor agrees to commence work within ten consecutive (10) calendar  
37 days after the receipt of a Notice to Proceed and complete the Work within the Total Number  
38 of Allowable Consecutive Calendar Day(s) for each Schedule/Phase and/or by the Contract  
39 Substantial Completion Date as stipulated in the ‘**Schedule Table**’ on the pages to follow.  
40 Extensions of the Contract time may only be permitted upon execution of a written  
41 modification to the Contract approved by the Sponsor.  
42

43 3.2 Subject to the provisions of the Contract Documents, the Sponsor shall be  
44 entitled to liquidated damages for failure of the Contractor to complete the Work which  
45 exceeds the Total Number of Allowable Consecutive Calendar Day(s) for each  
46 Schedule/Phase and/or for the time which exceeds the Contract Substantial Completion Date  
47 allowed in the Contract. Permitting the Contractor to continue and finish the work or any part

48 of it after the time fixed for its completion, or after the date to which the time for completion  
49 may have been extended, will in no way operate as a waiver on the part of the Sponsor of any  
50 of its rights under the contract.

51 The Contractor further agrees to pay liquidated damage(s) as compensation for non-use for  
52 damages incurred by the Sponsor should the Contractor fail to complete the work in the time  
53 provided in their Contract. The Contractor shall be assessed liquidated damage(s) as stipulated  
54 in the 'Schedule Table' on the pages to follow for each period (day, hour, etc.) that the work  
55 remains uncompleted beyond the Contract period.

56  
57 **Schedule Table** (see superscripts on following page for more details):

Schedule / Phase	Total Number of Allowable Consecutive Calendar Days	Contract Substantial Completion Date <sup>1</sup>	Liquidated Damages
Schedule I, II, III, IV, & V	15 Calendar Days <sup>2</sup> (Total for all Schedules)	June 25, 2026	\$1,000 per Calendar Day and/or \$1,000 per Hour <sup>3</sup> and/or \$2,500 per Hour <sup>4</sup>

58  
59 <sup>1</sup>Substantial Completion ("Substantial Completion") shall be defined as the point in the construction process when the  
60 work outlined to be completed in the individual Schedule and/or Phase has been satisfactorily completed in compliance  
61 with the Contract, has met all FAA & WYDOT acceptance criteria, and is ready for use by the Owner, as determined in  
62 a written notification to the Owner by the RPR, issued in the sole but reasonable discretion of the RPR. To facilitate an  
63 inspection by the RPR, the Contractor shall give the RPR written notice at least three (3) calendar days before it believes  
64 the schedule of work will reach Substantial Completion. It is expressly understood by all parties that the time outlined  
65 for each Schedule and/or Phase to attain Substantial Completion of the Work is a reasonable time for the Substantial  
66 Completion of the Work, taking into consideration all relevant factors, including the climactic range and industrial and  
67 construction conditions prevailing in the Project locality. The Substantial Completion, specific for Schedules I, II, and  
68 III shall be additionally defined by the opening and safe operation of the runways, taxiways/taxilanes, and aprons to  
69 aircraft traffic as determined by the sole but reasonable discretion of the RPR and the JAC Airport.

70  
71 <sup>2</sup>The time allowance to complete Schedules I, II, III, IV, and V shall be limited to a total of fifteen (15) consecutive  
72 calendar days and shall be completed between the dates of **June 1, 2026 – June 25, 2026**. Furthermore, the time allowance  
73 to complete each Schedule and/or Phase of work shall be limited to the timeframe and/or the number of days as noted  
74 in the plans. For the airfield work, all work shall be completed between the hours of 10:00pm – 6:00am (2200 – 0600)  
75 local time after the runway is closed each night and/or after the last commercial flight arrives unless directed otherwise by  
76 the RPR and/or by JAC Airport Operations and/or as shown on the plans. During this time, the JAC Airport will be  
77 completing several other projects/improvements throughout the airfield airport which will require the Contractor for the  
78 2026 Seal Coat and Mark Project to coordinate with JAC and RPR staff in order to determine which areas can be completed  
79 at what time and/or date.

80 <sup>3</sup>The Contractor shall have Taxiway A, Taxiway A1, and Taxiway A4 (including all associated safety and object free areas)  
81 opened to aircraft traffic no later than 6:00am local time each morning unless otherwise approved in advanced by the RPR  
82 and/or JAC Airport. If the Contractor fails to open Taxiway A, Taxiway A1, and Taxiway A4 (including all associated  
83 safety and object free areas) to aircraft traffic due to incomplete work, safety concerns, and/or for any other reason as  
84 determined by the sole but reasonable discretion of the RPR, the Contractor shall be assessed an additional liquidated  
85 damage of \$1,000 per hour (not to exceed \$5,000 per day).

86  
87 <sup>4</sup>The Contractor shall have Runway 1/19 (including all associated safety and object free areas) opened to aircraft traffic no  
88 later than 6:00am local time each morning unless otherwise approved in advanced by the RPR and/or JAC Airport. If the

89 Contractor fails to open Runway 1/19 (including all associated safety and object free areas) to aircraft traffic due to  
90 incomplete work, safety concerns, and/or for any other reason as determined by the sole but reasonable discretion of the  
91 RPR, the Contractor shall be assessed an additional liquidated damage of \$2,500 per hour (not to exceed \$10,000 per day).  
92

93 The Contractor further agrees to pay compensation for the unscheduled employment of the  
94 Engineer/RPR necessitated by the Contractor for any of the following: 1) working more than  
95 ten (10) hours per day, 2) furnishing materials or equipment not in conformance with the  
96 Contract Documents necessitating redesign, retesting, or additional review time by the  
97 Engineer/RPR and their Sub-Contractors, and 3) working beyond the time of completion as  
98 stipulated within the **'Schedule Table'** on the previous pages for each period (day, hour, etc.)  
99 Construction according to the following rates:

<u>Description</u>	<u>Straight Time</u>
Resident Project Representative (RPR)	\$225.00/hr
Project Manager	\$250.00/hr
Per Diem (per each onsite staff)	\$374.00/day*
Vehicle Charge	\$70.00/day
Airfare Travel	\$1,200.00/trip
Out of Pocket Cost, material, equipment, supplies, vehicle mileage.	At Cost

109  
110 \*Per diem will be calculated based on the United States General Services Administration (GSA) rates at the  
111 time of the unscheduled employment.  
112

113 Compensation for liquidated damages shall be paid by deduction from the Contractor's final  
114 payment.  
115

116 The engineering budget will be analyzed at the end of the project to determine whether any  
117 unscheduled employment of the Engineer/RPR and/or their required Sub-Contractors,  
118 during the scheduled contract time, resulted in a cost savings to the Sponsor. If, as a result of  
119 working more than (10) ten hours per day, the Contractor completes the project within the  
120 scheduled contract time, and if the overtime results in a reduced contract time and cost savings  
121 to the Sponsor, no liquidated damages will be assessed for the unscheduled employment of  
122 the Engineer/RPR and/or their required Sub-Contractors during the scheduled contract time.  
123 Liquidated damages will be assessed as stipulated for each Calendar Day the work remains  
124 uncompleted beyond the scheduled contract time.  
125

#### 126 **4. Payment.**

127 4.1 Contractor agrees to perform the Work for the unit prices and lump sums as  
128 submitted in the Bid, taking into consideration additions to or deductions from the Bid by  
129 reason of actual quantities measured, alterations or modifications of the original estimated  
130 quantities, or by reason of "Extra Work" authorized under this Agreement in accordance with  
131 the provisions of the Contract Documents.  
132

133 4.2 No claim for extra work done, materials furnished by Contractor, delay or  
134 acceleration will be allowed except as provided by the Contract. Contractor shall not do any  
135 work or furnish any materials not covered by the Contract unless such work is first ordered in  
136 writing as provided in the Contract, and if appropriate, an amendment to the Contract Sum if

137 agreed upon. Claims for payment for extra work will be rejected if not covered by a Change  
138 Order or Supplemental Agreement.  
139

140 4.3 Notwithstanding anything to the contrary in the Contract Documents,  
141 Contractor hereby acknowledges and agrees that Owner's performance under the Contract  
142 may be subject to receipt of funds from the FAA and/or WYDOT Aeronautics and may be  
143 subject to annual appropriation by the Sponsor in accordance with a budget adopted by the  
144 Sponsor. Owner may issue multiple Notice(s) to Proceed in incremental stages as funding  
145 becomes available.  
146

147 4.4 Sponsor will retain from partial payments five percent (5%) of the total  
148 amount due Contractor based on the Contractor's Application for Payment and the RPR's  
149 Recommendation of Payment. Final payment will be made only after advertisement as  
150 required and in the manner provided by Wyoming Statute Section 16-6-116.  
151

152 **5. Breach of Contract.** If Contractor violates or breaches the terms of this Contract,  
153 the Sponsor may suspend or terminate this Contract, or take any other action and pursue any other  
154 remedy available at law or in equity.  
155

156 **6. Indemnification.** Contractor shall indemnify and hold harmless the Sponsor and the  
157 Engineer, Resident Project Representative (RPR), their officers and employees, from all suits, actions  
158 or claims relating in any way to performance of the Work under this Contract.  
159

160 **7. Governing Law & Attorney Fees.** This Contract will be governed by and construed  
161 in accordance with the laws of Wyoming. Claims or disputes between the parties arising out of or  
162 relating to this Contract will be brought only in a court in and for Teton County, Wyoming, or in the  
163 United States District Court for the District of Wyoming, and in any such action the prevailing party  
164 will be entitled to an award of reasonable legal fees and costs incurred.  
165

166 **8. Miscellaneous.**  
167

168 8.1 The section headings contained in this Contract are for convenience in reference  
169 and are not intended to define or limit the scope of any provision.  
170

171 8.2 Time is of the essence in this Contract.  
172

173 8.3 Waiver by either party of, or the failure of either party to insist upon, the strict  
174 performance of any provision of this Contract shall not constitute a waiver of the right or  
175 prevent any such party from requiring the strict performance of any provision in the future.  
176

177 8.4 Any covenant, condition or provision herein contained that is held to be invalid  
178 by any court of competent jurisdiction shall be considered deleted from this Contract, but  
179 such deletion shall in no way affect any other covenant, condition or provision herein  
180 contained so long as such deletion does not materially prejudice Contractor or Sponsor in  
181 their rights and obligations contained in valid covenants, conditions or provisions.  
182

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8.5 All covenants, conditions and provisions in this Contract shall extend to and bind the successors of the parties hereto, the assigns of Sponsor, and the permitted assigns of Contractor.

8.6 Notices and demands provided for herein shall be sufficient if sent by certified mail, return receipt requested, postage prepaid, or by nationally recognized overnight courier service providing proof of delivery, to the addresses set forth above or to such other addresses as the parties may from time to time designate in writing.

8.7 This Contract embodies the entire agreement between the parties concerning the subject matter and supersedes all prior conversations, proposals, negotiations, understandings and agreements, whether written or oral.

8.8 In the event of inconsistency between the terms of the Contract Documents or any law or regulations, the inconsistency shall be resolved by giving preference in the following order (1) laws and regulations, (2) this Contract for Improvements, (3) the Special Provisions, (4) the General Provisions, and (5) other of the Contract Documents.

**IN WITNESS WHEREOF**, Contractor and Sponsor, respectively, have caused this Contract to be duly executed effective on the day and year first written above in five (5) copies, each of which shall be considered an original.

**SPONSOR**  
Jackson Hole Airport Board

ATTEST:

By: \_\_\_\_\_  
John P. Carey III, Secretary

By: \_\_\_\_\_  
Melissa Turley, President

**CONTRACTOR**

ATTEST:

By: \_\_\_\_\_  
Title: \_\_\_\_\_

By: \_\_\_\_\_  
Title: \_\_\_\_\_

DRAFT

1 **NOTICE OF AWARD**

2  
3  
4 DATE: April 15, 2026

5  
6  
7 TO: Straight Stripe Painting, Inc  
8 1812 W. Sunset Blvd. #1-525  
9 St. George, UT 84770

10  
11 Jackson Hole Airport Board, having considered the Contract Proposals submitted for improvements  
12 to the Jackson Hole Airport, WYDOT Project No. AGMP42X (Locally Funded, Not Receiving State  
13 Funds), and it appearing that your Contract Proposal of **Two Hundred Seventy-Two Thousand**  
14 **Five Hundred Six Dollars and Thirty Cents** (\$272,506.30) for the 2026 Seal Coat & Mark Project  
15 is fair, equitable and in the best interest of the Jackson Hole Airport Board and having authorized the  
16 work to be performed, the said Contract Proposal is hereby accepted at the bid prices (based on unit  
17 prices and estimated quantities) contained therein.

18  
19 In accordance with the terms of the Contract Documents, you are required to execute the formal  
20 Contract Agreement and furnish the required Performance Bond and Payment Bond within 30  
21 consecutive calendar days from and including the date of this notice.

22  
23 The Bid Bond submitted with your Contract Proposal will be returned upon execution of the Contract  
24 Agreement and the furnishing of the Performance Bond and Payment Bond. In the event that you  
25 should fail to execute the Contract Agreement and furnish the Performance Bond and Payment Bond,  
26 within the time specified, the Bid Bond will be forfeited to the Owner Airport Board.

27  
28 This Award is subject to the concurrence of the Wyoming Department of Transportation  
29 (WYDOT) Aeronautics Division.

30  
31  
32 Jackson Hole Airport Board  
33 Jackson, Wyoming

34  
35  
36 By: \_\_\_\_\_  
37 Contract Authorized Representative

38  
39 \_\_\_\_\_  
40 Name and Title

41  
42 \_\_\_\_\_  
43 Date  
44



March 31, 2026

Mr. James P. Elwood, AAE  
 Executive Director/CEO  
 Jackson Hole Airport  
 1250 E. Airport Road  
 Jackson, WY 83001

Subject: Jackson Hole Airport Board (JHAB) Jackson Hole Airport  
 Jackson Hole, Wyoming  
 WYDOT Project No. AGMP42X (Local Only)  
 JAC Airport 2026 Seal Coat & Mark Project

- Schedule I - Runway Marking
- Schedule II - Taxiway and Deice Pad Marking
- Schedule III - Apron Marking
- Schedule IV - Landside Parking Lot Marking
- Schedule V - Airport Entrance Road Marking

**Letter of Recommendation**

Dear Mr. Elwood:

Bid proposals for the above referenced project were received and opened on Monday, March 31, 2026 by the WYDOT Aeronautics at 9:00 a.m. local time. A total of four (4) formal bids were received for the Jackson Hole Airport specific work.

All of the bids were tabulated for mathematical correctness and the bids are summarized in the following table below. Please note, only the JAC Airport individual bids were included in this table even though this Project was bid out as a larger group Project with several other Wyoming airports. Per the basis of award, the lowest overall bidder for all Wyoming Airports participating in the overall Group Project will be considered the low bidder regardless of the individual bids received for each respective airport participating in the Project. For this bid, the low bidder happened to be the low bidder for both the group Project as a whole as well as for JAC Airport.

	Engineer's Estimate	American Road Maintenance	CR Contracting	Maxwell Asphalt	Straight Stripe Painting
<b>Schedule I</b>	\$ 163,955.22	\$ 299,167.00	\$ 631,506.65	\$ 148,161.30	<b>\$ 150,044.60</b>
<b>Schedule II</b>	\$ 66,087.89	\$ 124,216.50	\$ 452,043.50	\$ 60,689.35	<b>\$ 58,567.70</b>
<b>Schedule III</b>	\$ 39,303.88	\$ 94,124.00	\$ 123,936.00	\$ 36,665.20	<b>\$ 33,268.40</b>
<b>Schedule IV</b>	\$ 27,499.12	\$ 80,970.00	\$ 269,651.00	\$ 26,529.80	<b>\$ 22,921.60</b>
<b>Schedule V</b>	\$ 3,141.80	\$ 19,010.00	\$ 227,714.00	\$ 3,186.70	<b>\$ 7,704.00</b>
<b>Total (JAC Only)</b>	\$ 299,987.91	\$ 617,487.50	\$ 488,903.25	\$ 275,232.35	<b>\$ 272,506.30</b>
<b>Total (All Airports)</b>	N/A	\$ 2,982,320.50	\$ 4,202,392.50	\$ 3,796,255.50	<b>\$ 2,629,356.00</b>

Woolpert, Inc.  
 P.O. Box 10789  
 Jackson, WY 83002  
 307.699.2460

March 31, 2026

Page 2

Based on the information provided by the bidders, we recommend that the Jackson Hole Airport award Schedules I-V to Straight Stripe Painting in the amount of \$272,506.30.

Our office, along with WYDOT Aeronautics, has reviewed the bid proposal for compliance with the Instruction to Bidders. All bidders submitted the required forms, including the Contract Proposal, Bid Bond, Contractor Information Sheet, Subcontractor/Material Supplier List, and Bid Proposal. All bidders also submitted evidence of competency to perform the work. None of the bidders are registered as a Wyoming Resident and therefore the Wyoming Preference was not applied.

We have reviewed the qualifications of each bidder and consider each contractor capable of completing the work outlined in this Project. Straight Stripe Painting's bid of \$272,506.30 (for JAC only) is approximately 10.1% higher than the Engineer's Estimate and approximately 1.0% lower than the bid received from the next lowest bidder, Maxwell Asphalt.

Advertisements for bids were placed in the Casper Star-Tribune via WYDOT Aeronautics.

Lastly, Straight Stripe Painting was vetted against the General Services Administration Excluded Parties List System, and no records were found.

The following documents have been enclosed for your records:

**Planholder's List**

**Tabulation of Bids**

**Contractor's Original Proposals (sent via a shared folder due to large document size)**

If you need additional information, please feel free to contact us.

Sincerely,

Stuart Schiff

Digitally signed by Stuart Schiff  
DN: cn=US,  
e=stuart.schiff@woolpert.com,  
o=Woolpert, Inc., cn=Stuart  
Schiff  
Date: 2026.03.31 17:12:57-0600

Stuart Schiff  
Project Engineer and Construction Manager

cc: Michelle Anderson, JAC Airport Assistant Director - CFO  
Dustin Havel, JAC Airport Assistant Director – COO  
Anna Valsing - CoS  
Melissa Palka, WYDOT Aeronautics  
Dan Reimer, JAC Airport Attorney  
JD Ingram, Woolpert Project Director  
Paul Fiore, Woolpert Project Manager

Woolpert, Inc.  
P.O. Box 10789  
Jackson, WY 83002  
307.699.2460

# MARCH 2026 ACTIVITY REPORT

## AIRCRAFT OPERATIONS % CHANGE +/-

### GENERAL AVIATION

### COMMERCIAL

Mar 2026 vs Mar 2025

+9.94%

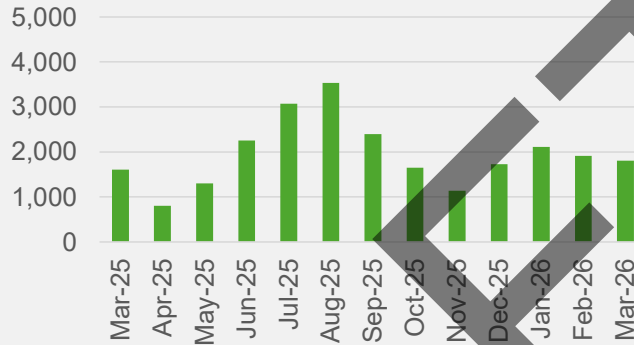
(-0.67%)

YTD 2026 vs YTD 2025\*

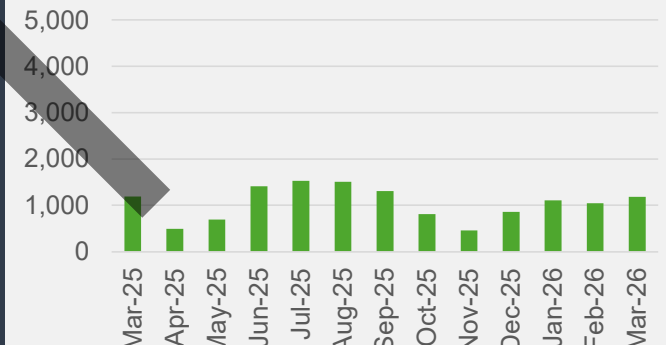
+6.41%

(-3.14%)

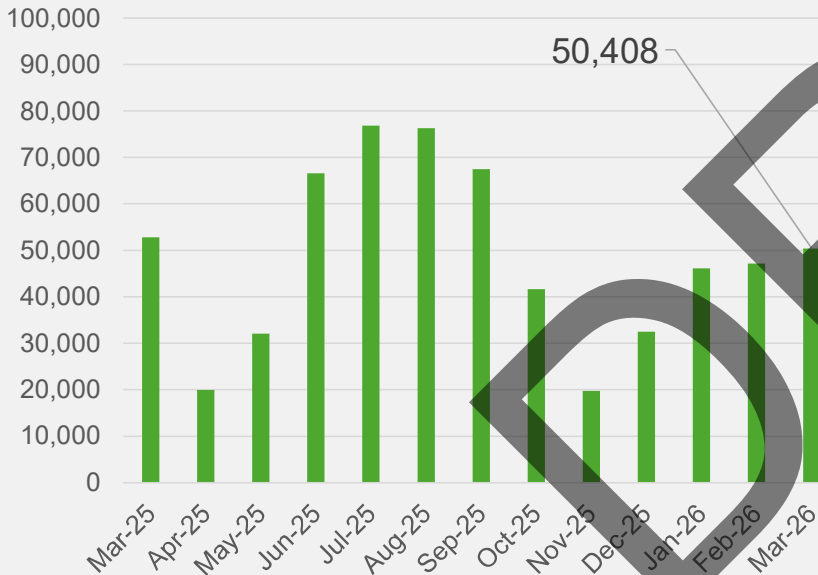
General Aviation Operations (13 Months)



Commercial Operations (13 Months)



Enplanements (13 Months)



## LOAD FACTOR %

Mar 2025 74.30%

Mar 2026 76.18%

YTD 2026: 74.07%

## % CHANGE +/-

### ENPLANEMENTS

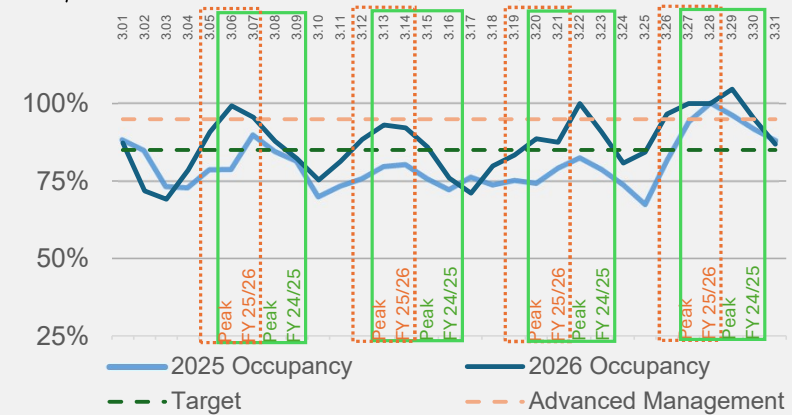
Mar 2026 vs Mar 2025

(-4.54%)

YTD 2026 vs YTD 2025\*

(-2.76%)

March 2026 & 2025 Parking Lot  
Occupancy



## FUEL FARM – GALLONS JET A SOLD

### COMMERCIAL

Mar 2025

643,615

Mar 2026

661,563

### GENERAL AVIATION

Mar 2025

287,606

Mar 2026

300,592

\*Year-to-Date (YTD) based on calendar year

March 2026	PASSENGERS ENPLANED				PASSENGERS DEPLANED				AIRCRAFT LANDINGS			
	THIS MONTH 2026	THIS MONTH 2025	CURRENT YTD	PREVIOUS YTD	THIS MONTH 2026	THIS MONTH 2025	CURRENT YTD	PREVIOUS YTD	THIS MONTH 2026	THIS MONTH 2025	CURRENT YTD	PREVIOUS YTD
ALASKA	1,967	1,988	5,467	5,462	1,410	1,545	4,599	4,965	42	43	126	123
AMERICAN	10,500	11,357	26,601	29,740	8,749	9,036	24,403	26,657	109	117	295	327
DELTA	11,888	15,029	36,140	39,983	13,034	13,323	37,439	37,422	154	163	446	440
UNITED	26,053	24,432	75,507	72,602	22,351	20,430	68,976	65,884	283	278	811	838
TOTALS	50,408	52,806	143,715	147,787	45,544	44,334	135,417	134,928	588	601	1,678	1,728
PERCENT CHANGE	-4.54%		-2.76%		2.73%		0.36%		-2.16%		-2.89%	

DRAFT

**LOAD FACTOR REPORT 2026**

			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTALS
ALASKA (SkyWest)	ER7	ENPLANED	1,609	1,891	1,967										5,467
	76	FLIGHTS	44	40	42										126
	PASSENGERS	AVG. ENPL/FLT	36.57	47.28	46.83	-	-	-	-	-	-	-	-	-	43.39
		LOAD FACTOR	48%	62%	62%										57%
ALASKA	737-700	ENPLANED	0	0	0										0
	124	FLIGHTS	0	0	0										0
	PASSENGERS	AVG. ENPL/FLT	-	-	-	-	-	-	-	-	-	-	-	-	-
		LOAD FACTOR	-	-	-										-
AMERICAN	E175	ENPLANED	0	0	0										0
	76	FLIGHTS	0	0	0										0
	PASSENGERS	AVG. ENPL/FLT	-	-	-	-	-	-	-	-	-	-	-	-	-
		LOAD FACTOR	-	-	-										-
AMERICAN	319	ENPLANED	6,491	7,948	9,600										24,039
	128	FLIGHTS	67	72	87										226
	PASSENGERS	AVG. ENPL/FLT	96.88	110.39	110.34	-	-	-	-	-	-	-	-	-	106.37
		LOAD FACTOR	76%	86%	86%										83%
DELTA	757-200	ENPLANED	2,905	3,477	3,254										9,636
	199	FLIGHTS	22	24	26										72
	PASSENGERS	AVG. ENPL/FLT	132.05	144.88	125.15	-	-	-	-	-	-	-	-	-	133.83
		LOAD FACTOR	66%	73%	63%										67%
DELTA	AIR BUS 319	ENPLANED	6,115	5,515	5,791										17,421
	132	FLIGHTS	69	61	70										200
	PASSENGERS	AVG. ENPL/FLT	88.62	90.41	82.73	-	-	-	-	-	-	-	-	-	87.11
		LOAD FACTOR	67%	68%	63%										66%
UNITED (Skywest)	ER7 (E75)(E7T)	ENPLANED	1,670	1,810	2,149										5,629
	70	FLIGHTS	32	34	40										106
	PASSENGERS	AVG. ENPL/FLT	52.19	53.24	53.73	-	-	-	-	-	-	-	-	-	53.10
		LOAD FACTOR	75%	76%	77%										76%
UNITED (Skywest)	ER7	ENPLANED	2,603	1,370	2,034										6,007
	76	FLIGHTS	38	20	32										90
	PASSENGERS	AVG. ENPL/FLT	68.50	68.50	63.56	-	-	-	-	-	-	-	-	-	66.74
		LOAD FACTOR	90%	90%	84%										88%
DELTA (Skywest)	ER7 (ES4) (EA4)	ENPLANED	2,654	2,518	2,691										7,863
	70	FLIGHTS	48	47	55										150
	PASSENGERS	AVG. ENPL/FLT	55.29	53.57	48.93	-	-	-	-	-	-	-	-	-	52.42
		LOAD FACTOR	79%	77%	70%										75%
DELTA (Skywest)	ER7 (ES5)	ENPLANED	707	361	152										1,220
	76	FLIGHTS	14	7	3										24
	PASSENGERS	AVG. ENPL/FLT	50.50	51.57	50.67	-	-	-	-	-	-	-	-	-	50.83
		LOAD FACTOR	66%	68%	67%										67%
AMERICAN (Skywest)	CRJ 700	ENPLANED	825	837	900										2,562
	65	FLIGHTS	27	20	22										69
	PASSENGERS	AVG. ENPL/FLT	30.56	41.85	40.91	-	-	-	-	-	-	-	-	-	37.13
		LOAD FACTOR	47%	64%	63%										57%
UNITED AIRLINES	AIR BUS A319	ENPLANED	2,953	996	3,408										7,357
	126	FLIGHTS	35	12	41										88
	PASSENGERS	AVG. ENPL/FLT	84.37	83.00	83.12	-	-	-	-	-	-	-	-	-	83.60
		LOAD FACTOR	67%	66%	66%										66%
UNITED AIRLINES	AIR BUS A320	ENPLANED	9,904	11,889	9,326										31,119
	150	FLIGHTS	87	99	74										260
	PASSENGERS	AVG. ENPL/FLT	113.84	120.09	126.03	-	-	-	-	-	-	-	-	-	119.69
		LOAD FACTOR	76%	80%	84%										80%
UNITED AIRLINES	737-700	ENPLANED	7,694	8,565	9,136										25,395
	126	FLIGHTS	84	87	96										267
	PASSENGERS	AVG. ENPL/FLT	91.60	98.45	95.17	-	-	-	-	-	-	-	-	-	95.11
		LOAD FACTOR	73%	78%	76%										75%
<b>Total Enplanements</b>			<b>46,130</b>	<b>47,177</b>	<b>50,408</b>										<b>143,715</b>
<b>Total Seats</b>			<b>64,757</b>	<b>61,430</b>	<b>67,844</b>										<b>194,031</b>
<b>Total Flights</b>			<b>567</b>	<b>523</b>	<b>588</b>										<b>1678</b>
<b>Total Load Factor</b>			<b>71.24%</b>	<b>76.80%</b>	<b>74.30%</b>										<b>74.07%</b>

## ENPLANEMENT/DEPLANEMENT SUMMARY

	2023		2024		2025		2026	
	ENP	DEP	ENP	DEP	ENP	DEP	ENP	DEP
JAN	46,543	40,922	46,988	41,203	47,480	42,583	46,130	41,530
FEB	45,735	46,390	47,027	48,833	47,501	48,011	47,177	48,343
MAR	50,621	45,361	51,565	45,313	52,806	44,334	50,408	45,544
APR	20,551	19,320	21,463	20,847	19,931	20,323	0	0
MAY	22,559	26,039	27,870	33,630	32,102	37,971	0	0
JUN	54,283	59,855	57,482	62,492	66,563	72,761	0	0
JUL	64,100	64,861	64,522	66,328	76,791	77,904	0	0
AUG	65,164	63,209	67,127	66,247	76,248	76,819	0	0
SEP	51,936	49,081	55,666	51,327	67,452	63,441	0	0
OCT	29,818	28,739	37,948	31,394	41,622	34,417	0	0
NOV	17,675	17,335	18,442	17,809	19,753	18,656	0	0
DEC	31,757	41,158	31,192	42,461	32,453	43,398	0	0
<b>TOTAL</b>	<b>500,742</b>	<b>502,270</b>	<b>527,292</b>	<b>527,884</b>	<b>580,702</b>	<b>580,618</b>	<b>143,715</b>	<b>135,417</b>

# 2026 Tower Operations

	COMMERCIAL	GENERAL AVIATION	MILITARY	TOWER TOTALS
JAN	1107	2102	8	3,217
FEB	1046	1893	20	2,959
MAR	1180	1792	11	2,983
APR				-
MAY				-
JUNE				-
JULY				-
AUG				-
SEPT				-
OCT				-
NOV				-
DEC				-
<b>TOTALS</b>	<b>3333</b>	<b>5787</b>	<b>39</b>	<b>9159</b>

\*These numbers do not include aircraft prior to 0700 or after 2100.

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**JH Airport 2025 vs 2026 GA and Commercial Activity\***

GA	2025	2026	%Change Month 2025	Ops Count	2025 YTD % Change	Ops Count YTD	Commercial	2025	2026	%Change Month 2025	Ops Count	2025 YTD % Change	Ops Count YTD	Overall	2025	2026	%Change Month 2025	Ops Count	2025 YTD % Change	Ops Count YTD
JAN	2,035	2,110	3.69%	75	3.69%	75	JAN	1,185	1,107	-6.58%	-78	-6.58%	-78	JAN	3,220	3,217	-0.09%	-3	-0.09%	-3
FEB	1,800	1,913	6.28%	113	4.90%	188	FEB	1,068	1,046	-2.06%	-22	-4.44%	-100	FEB	2,868	2,959	3.17%	91	1.45%	88
MAR	1,640	1,803	9.94%	163	6.41%	351	MAR	1,188	1,180	-0.67%	-8	-3.14%	-108	MAR	2,828	2,983	5.48%	155	2.73%	243
APR	806	0					APR	493	0					APR	1,299	0				
MAY	1,302	0					MAY	695	0					MAY	1,997	0				
JUNE	2,252	0					JUNE	1,410	0					JUNE	3,662	0				
JULY	3,066	0					JULY	1,530	0					JULY	4,596	0				
AUG	3,529	0					AUG	1,510	0					AUG	5,039	0				
SEPT	2,395	0					SEPT	1,307	0					SEPT	3,702	0				
OCT	1,651	0					OCT	809	0					OCT	2,460	0				
NOV	1,138	0					NOV	458	0					NOV	1,596	0				
DEC	1,729	0					DEC	855	0					DEC	2,584	0				
<b>TOTALS</b>	<b>23,343</b>	<b>5,826</b>					<b>TOTALS</b>	<b>12,508</b>	<b>3,333</b>					<b>TOTALS</b>	<b>35,851</b>	<b>9,159</b>				

\*These numbers do not include aircraft prior to 0700 or after 2130.

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