

## MINUTES OF THE JACKSON HOLE AIRPORT BOARD

**DATE:** December 19, 2018

**BOARD PRESENT:** Jerry Blann, Rick Braun, Mary Gibson Scott, John Eastman and Jim Waldrop were present in the Airport Board Room.

**OTHERS PRESENT:** Michael Nash, National Park Service; Ryk Dunkelberg, Kate Andrus, Mead & Hunt; Mike Mahoney, KLJ; Paul Fiore, Stuart Schiff, Aviation; Jeff Lawrence, Kevin Burke, Carney Logan Burke; Keith Nelson, TruexCullins Thomas Kirsten, Jorgensen; Joseph Sebastian, TSA; Keaton Brown, Jackson Hole Aviation; Jeremy Mayo, Hertz; Paul Dunholter, BridgeNet; Tyler Shupe, Chad Venable, Wadman; Pete Lindell, Dave Coyle, Fly Jackson Hole; Greg Herrick, Wyoming Jet Center; Jim Elwood, Dustin Havel, Michelle Anderson, Tony Cross, Megan Jenkins, Alton George, Andrew Wells, Kaitlin Perkins, Jackson Hole Airport.

**CALL TO ORDER:** Blann called the meeting of the Jackson Hole Airport Board to order at 9:00 am on Wednesday, December 19, 2018.

**I. EMPLOYEE OF THE MONTH:** Elwood recognized Virginia Von Essen as December's employee of the month.

**II. COMMUNITY OUTREACH:** Jenkins stated the Airport hosted a Chamber Mixer on November 15<sup>th</sup>. She said the Airport organized a holiday food drive to collect non-perishable items.

Cross stated Airport staff gave a presentation to the students at Jackson Hole High School on airport career paths and a brief history of the Airport.

**III. COMMENTS FROM – NATIONAL PARK SERVICE, TOWN OF JACKSON, TETON COUNTY AND THE PUBLIC:** Nash stated if there is not a continuing resolution, Grand Teton National Park will continue to do critical work. He said the Park released the mountain goat environmental assessment and looks for public comments into early January.

**IV. MEAD & HUNT – ENVIRONMENTAL AND WASTE MANAGEMENT PRESENTATION:** Dunkelberg and Andrus gave a presentation on waste management at the Airport. See Attachment A for presentation.

**V. COMMITTEE UPDATES:** Waldrop spoke for the Conceptual Committee stating the landside project and associated stormwater filtration system continues to move along with little to no impact on Airport users. He said rental car company employees and operations staff trained on the new QTA facility.

Waldrop stated the Concessions & Contracts has been working with Carney Logan Burke and are excited for the presentation later in the meeting.

Braun said the General Aviation/FBO Committee reviewed and supports Jackson Hole Aviation's Hangar 2 lease extension and the proposed fuel rates from Jackson Hole Aviation.

Gibson Scott stated the GTNP/Environmental Committee has been reviewing the information presented by Mead & Hunt earlier in the meeting. She thanked Margaret Wilson from GTNP for helping with environmental goals.

Eastman said the Transportation Committee met to discuss the parking lot design and other associated projects. He said the concepts and layouts will be brought to the full Board at the February meeting.

Gibson Scott spoke for the HR & Health Committee stating there are five vacancies in the screening department. She said Brian Zayas Santiago will be joining the Airport permanently as a member of the Operations department. She said this is a great example of the value of the internship program.

**VI. ACTIVITIES REPORTS REVIEW:** Elwood stated passenger enplanements increased 47% over November 2017. He said year to date passenger enplanements have increased 11% over 2017. He stated that this is the first year that American has provided year-round air service to Dallas, TX. He said the load factor for the month of November was 65.65%.

## **VII. ACTION ITEMS:**

### **A. Consent Agenda:**

**A1. Approval of the Minutes – November 16, 2018**

**A2. Jackson Hole Aviation – Hangar 2 Amendment 5**

**A3. Alta Avionics, LLC – ATCT Equipment Maintenance Agreement**

Waldrop made a motion to approve consent agenda items A1-A3. Braun seconded the motion, which passed unanimously.

**B. Rates Review:** Braun made a motion to approve Jackson Hole Aviation's proposed Jet A fuel rate of \$7.48/gallon, \$26.00/gallon for Type 1 Deice and \$29.50/gallon for Type 4 Deice. Gibson Scott seconded the motion, which passed unanimously.

**C. Financial Reports:** Anderson stated year to date income across the three enterprise centers is 10% above the budgeted amount. She said year to date expenses are 2% above the budgeted amount. She said November income in the airport operations enterprise center was 50% above budget, security operations enterprise center was 1% above budget and the fuel farm enterprise center was 2% above the budgeted amount. She said expenses in the airport operations enterprise center were 3% below the budgeted amount, security operations enterprise center was 10% below the budgeted amount and the fuel farm enterprise center was 1% above the budgeted amount.

Gibson Scott made a motion to accept the financial reports for December 2018. Waldrop seconded the motion, which passed unanimously.

**D. Payment of the Bills:** Gibson Scott made a motion to approve checks 36281-36471, checks 3052-3164 and ACH Payroll & Tax Deposits: November 15, 30 and December 14, 2018. Braun seconded the motion, which passed unanimously.

**E. Mead & Hunt Amendment – Emissions Inventory:** Elwood stated the Third Amendment to Mead & Hunt's On-Call Environmental Consulting Agreement is to include data collection to reflect current conditions at the Airport as well as creation of a baseline inventory for

greenhouse gas emissions. He said the cost is not to exceed \$18,712 and the GTNP/Environmental Committee recommends approval.

Blann gave kudos to Elwood for his experience in this subject. Gibson Scott made a motion to approve Amendment 3 to the On-Call Environmental Consulting Services Agreement with Mead & Hunt, in the form presented, in an amount not to exceed \$18,712. Waldrop seconded the motion, which passed unanimously.

**F. Jviation – Amendment 2/Phase Two Landside Project:** Havel stated the Airport is completing the second portion of the landside improvement project which includes lowering the access road, improving the landside stormwater drainage system and conducting project closeout for the entire 2018/2019 landside projects. He said the Airport is also conducting wetland mitigation as required by GTNP due to impacted wetlands on the Airport from this project. He said the proposed fees include the design, bidding, construction observation and project closeout service for both the landside development and Christian Creek Wetlands Mitigation projects. He said Jviation's fees for this project is \$694,354. He said the fees were below the independent fee estimate and have been determined to be reasonable. He said the Conceptual Committee recommends approval. Waldrop stated the goal is to complete most of the project before peak-season in June.

Gibson Scott made a motion to approve Amendment 2 to the Base Engineering Services Agreement with Jviation, in the form presented, in an amount not to exceed \$694,353.53. Braun seconded the motion, which passed unanimously.

**G. Wadman – GMP Amendment Landside Project:** Havel stated there are two change orders for the Landside Improvement Project. He said due to the Federal/Non-Federal nature of the Contract, two changes are needed to separate eligible items for federal reimbursement: Change Order No. 2 (Federal) and Change Order No. 3 (Non-Federal). He said most of the work items listed in the change orders are simply quantities that have been adjusted at the original contract unit prices for various reasons; largely the removal of items that are not needed anymore or by supplemental instructions which are needed to adjust to field conditions throughout the course of this year's construction as well as future construction. He said a few of the work items are associated with removing the imported crushed base and replacing it with the native crushed base material that was produced on-site as a by-product of the screening and crushing operation. He said remaining work items listed in the change order are additions associated with extending the sanitary sewer and natural gas utilities to the north in continuation of what was installed in this year's construction of the southern access road corridor. He said the total federal change order is \$18,761 and the total non-federal change order is \$44,409. The Conceptual Committee recommends approval.

Braun made a motion to approve Change Orders 2 and 3 to Amendment 6 with Wadman, in the form presented, in the amounts of \$18,761 and \$44,409, respectively. Gibson Scott seconded the motion, which passed unanimously.

**H: Carney Logan Burke – Amendment 1:** Havel stated Carney Logan Burke Architects, P.C. (CLB) developed a proposal for an interim remodel of the terminal restaurant. He introduced Kevin Burke and Jeff Lawrence from CLB and Keith Nelson from TruexCullins. Burke, Lawrence and Nelson gave a presentation on the proposed restaurant expansion. See Attachment B for presentation.

Blann asked for the timing and budget of the project. Havel said total cost is not to exceed \$34,000 and is anticipated to be complete within seventy-five days. Blann stated this is a step in the right direction and thanked the Concessions & Contracts Committee for their work. Waldrop acknowledged the Carney Logan Burke and TruexCullins teams.

Gibson Scott made a motion to approve the First Amendment to the Restaurant Remodel and Expansion Contract with Carney Logan Burke Architects, in the form presented, with a not to exceed fee of \$34,000. Eastman seconded the motion, which passed unanimously.

**VII. DIRECTOR'S COMMENTS:** Havel gave a construction and network update. Crook gave a security update.


**VIII. BOARD COMMENTS:** Waldrop wished everyone a happy new year. He stated the environmental initiatives are extremely impactful and further solidify the Airport's environmental commitment to the community.

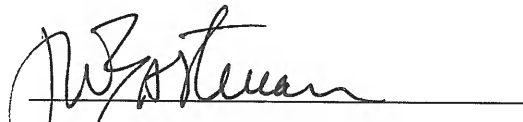
Eastman stated his desire for the Airport to be the employer of choice in the valley. He wished everyone a happy holiday.

Gibson Scott wished Airport staff and partners a happy new year.

Blann acknowledged Waldrop for his service on the Board. He wished everyone a Merry Christmas and happy new year.

**X. ADJOURN:** Eastman made a motion to adjourn the meeting at 12:23 pm on Wednesday, December 19, 2018. Gibson Scott seconded the motion and the meeting was adjourned.

  
Jerry Blann, President

  
John Eastman, Secretary