

MINUTES OF THE JACKSON HOLE AIRPORT BOARD

DATE: May 21, 2020

BOARD PRESENT: Jerry Blann was present in the Jackson Hole Airport Board Room. Rick Braun, Ed Liebrecht, Bob McLaurin and John Eastman were present via the WebEx platform which was audible in the Jackson Hole Airport Board Room.

OTHERS PRESENT: Jim Elwood, Andrew Wells, Tony Cross, Dustin Havel, and Alton George, Jackson Hole Airport. Other individuals who are not individually documented watched the meeting on a live stream from the Jackson Hole Airport Board room.

I. CALL TO ORDER: Blann called the meeting of the Jackson Hole Airport Board to order at 9:00 am on Thursday, May 21, 2020.

II. EMPLOYEE OF THE MONTH: Elwood recognized Chris Wells as May's employee of the month.

III. CORONAVIRUS UPDATE: Elwood stated the airport is at full staffing levels and thanked everyone for their hard work. He said we continue to be vigilant with cleaning and sanitation to ensure public safety. Elwood stated the airport has installed sneeze guards. Elwood stated airport staff is now required to wear facial coverings in public spaces of the airport and the monitors in baggage claim have messaging related to COVID-19. Elwood said the airport has ordered 5 sanitary stations to provide hand sanitizer and masks to the public. Elwood stated the airport is making significant efforts to ensure the public and staff are safe. Blann asked if the airport or screening would be taking temperatures of travelers. Elwood stated there is conversation at the national level on this topic, but it is unclear how it will play out at this time. Liebrecht asked if agents still wear masks behind the sneeze guards. Elwood said the airlines make their own policies and many agents are wearing masks, but they are not required.

IV. COMMENTS FROM – NATIONAL PARK SERVICE, TOWN OF JACKSON, TETON COUNTY AND THE PUBLIC: Barnum provided an update on the steps GTNP is taking to promote social distancing in response to COVID-19. He said entrance fees will begin being collected Friday. Barnum said phase II will be implemented over time which includes opening campgrounds and river & lake access. He stated the Park wants to work with the Board to ensure visitors know they are welcome but encourage smart visitation and behavior. Blann asked Barnum if they have any sort of forecast of the impact of the lodging facilities being closed on traffic in the Park. Barnum said lodging options will start becoming available in early June and they anticipate an uptick in visitors at that time. Barnum stated the larger lodges in the Park are not expected to open at all this summer which will impact overnight lodging numbers. Liebrecht asked when phase II will start. Barnum stated it is contingent on several factors and will not happen all at once. Schechter provided an update on the Town's budgeting process. Schechter stated he is grateful for our patience as we work through the process with them. Schechter thanked Elwood for his personal and professional relationship. Barron stated March sales tax was down 23.3% and it is expected to drop considerably. Barron said the County buildings will be open Tuesday, May 26 and on June 1st the County Courthouse will open. Barron thanked everyone who has assisted with navigating through the pandemic and also noted that the emergency operations center chaired by Rich Ochs has been disbanded. Barron said the county is also in ongoing budget discussions and is facing challenges and they are focused on finding ways to fund necessary services in the face of a 50% decline in sales &

lodging taxes. Barron said he is optimistic at the news of visitation in the Park, JHMR opening on May 30th, and hotels and restaurants opening. McLaurin asked Barron about the sales tax numbers. Barron stated the numbers he provided were from the April report which reflects sales tax collected in March. Blann thanked both Town and County for everything they are doing to come out of this as smoothly as possible.

VIII. ACTIVITIES REPORTS REVIEW: Elwood said April passenger enplanements decreased 97% from April 2019 and year to date enplanements are 22% below 2019. He said there was a total of 481 outbound passengers in April 2020 and that in April 2019 there were 13,954 outbound passengers. He said the average load factor for April was 6%. Elwood stated these numbers are tracking with our predictions. Elwood said national trends are promising and we have seen a slight uptick here locally over the last ten days. Eastman asked what our projections are for June, July, and August in terms of enplanements. Anderson stated we are predicting a 92% reduction for May, a 90% reduction for June, and an 80% reduction for July. Eastman asked what that equated to in terms of passengers. Anderson provided estimates of predicted passenger counts. Liebzeit asked how many people have flown so far in May. Elwood said we do not get the numbers daily from the airlines, but we can pull some data from how many people have come through the security checkpoint. Eastman asked Elwood if we have access to the rental car reservation information. Elwood said we do not.

IX. ACTION ITEMS:

A. Consent Agenda:

1. Approval of the Minutes

- i. April 17, 2020 – Regular Meeting**
- ii. April 23, 2020 – Regular Meeting**
- iii. April 24, 2020 – Special Meeting**
- iv. May 7, 2020 – Special Meeting**

2. Terminal Lease Space for GTNP Bookstore

3. Airfield Marking Engineering Fees

4. Airline Amendments

Braun made a motion to approve consent agenda items A1-A4. Liebzeit seconded the motion, which passed unanimously.

B. Rates Review: Braun made a motion to approve Jackson Hole Aviation's proposed rate increase to \$6.79 per gallon for Jet A fuel and rate decrease to \$5.51 per gallon for Avgas. Eastman seconded the motion, which passed unanimously.

C. Payment of the Bills: McLaurin made a motion to approve the checks as presented on the check register list dated May 21, 2020. Eastman seconded the motion, which passed unanimously.

D. Financial Reports: Anderson stated that year to date income is tracking 1% better than the amended budget and expenses are 2% below the amended budget. Anderson said we are just now seeing the impacts of the reduced passenger traffic and will monitor revenue and expenses closely as we move through the fiscal year. Liebzeit asked if we had a forecast for the remainder of the fiscal year. Anderson said we are tracking closely to the sensitivity analysis, but this does not include the pull down of the CARES grant. Eastman asked Anderson how we receive the CARES funding. Anderson stated the Airport will submit invoices and requests for reimbursement to the FAA and we intend to do this monthly. Braun asked if we expect our

operations expenses to exceed our income. Anderson stated this was in our original forecast, but we are controlling our expenses to prevent this from occurring. Liebzeit made a motion to approve the financial reports for April 2020. Braun seconded the motion, which passed unanimously.

E. Resolution 2020-04: Fees & Charges: Anderson stated Resolution 2020-04 establishes the fees and charges charged by the Board for fiscal year 2020-2021. Anderson stated there are no increases to fees charged this year. Anderson said this resolution includes language to clarify some of the fees along with three new fees. Anderson said the proposed fees are the same that were used to develop the budget. Blann asked Anderson to clarify the on-airport parking fee changes. Anderson said the overnight parking fee remains the same but there is a new fee for the RFID pass for employees. McLaurin made a motion to adopt resolution 2020-04 to adopt the Fees & Charges resolution in the form presented. Liebzeit seconded the motion, which passed unanimously.

F. Notice of Proposed Rule Change: Ground Transportation Rule: George stated the proposed rule change cleans up the classes of ground transportation providers at the Airport and creates a new class of one-day user. George stated the proposed rule change also adds a class for public transportation providers. George stated this is a Notice of Proposed Rulemaking which will allow public comment for 45 days before the Board officially adopts the updated rule at their July board meeting. Liebzeit asked how the ground transportation rule is enforced. George said airport operations staff monitors ground transportation operators on the curb and will look for operators that do not have permits. Liebzeit asked where ground transportation providers are supposed to park. George stated the airport has dedicated areas for ground transportation providers to park that are outlined on a map and operations staff enforces it. Eastman made a motion to adopt the Notice of Proposed Rulemaking in the form presented. McLaurin seconded the motion, which passed unanimously.

G. Resolution 2020-05: Amendment No. 1 to FAA Grant AIP 3-56-0014-061-2020: Anderson said this resolution amends AIP 61 and reflects the FAA's funding of this grant at 100% as provided for in the CARES Act. AIP 61 is for Phase III of the access road rehabilitation project. Blann asked Anderson to confirm that because of the CARES grant this will be 100% federal funding. Anderson said that is correct and there will be no local or state match on this grant. McLaurin asked if our original match was \$184,266. Anderson said our original share was approximately \$70,000 and the state's match was the remainder. Braun made a motion to adopt Resolution 2020-05, in the form presented. Liebzeit seconded the motion, which passed unanimously.

X. EXECUTIVE DIRECTOR'S COMMENTS: Elwood thanked the Town and County representatives for their comments and acknowledged airport staff for their efforts. Elwood provided an update on the Airport's budget and where it is at in the approval process. Elwood stated the airlines are starting to increase their flight schedules.

XI. BOARD COMMENTS: Eastman thanked Elwood and airport staff for the extra work they have put in during the pandemic. Eastman thanked the Board for taking the extra time and leaning in during these difficult times and that he is looking forward to in person meetings when appropriate.

Braun echoed Eastman's comments and thanked the stakeholders for working well together.

Liebzeit thanked everyone for collaborating effectively.

Blann said the airport team has done an extraordinary job and that even with the reduced enplanements they are still busy.

XII. EXECUTIVE SESSION: Eastman made a motion to enter Executive Session for the purpose of considering the appointment, employment, or dismissal of employees, and to receive and discuss matters classified as confidential by law, including legal advice from the Board's attorney, pursuant to W.S. 16-4-405(a). Liebzeit seconded the motion, which passed unanimously. The public meeting was adjourned into Executive Session at 10:19 am on Thursday, May 21, 2020. The Board came out of Executive session at 12:07 pm. Blann stated no decisions were made.

XIII. ADJOURN: Liebzeit made a motion to adjourn the meeting at 12:08 pm on Thursday, May 21, 2020. Braun seconded the motion and the meeting was adjourned.

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Jerry Blann, President

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Ed Liebzeit, Secretary