

## MINUTES OF THE JACKSON HOLE AIRPORT BOARD

**DATE:** July 15, 2020

**BOARD PRESENT:** Jerry Blann was present in the Jackson Hole Airport Board Room. Rick Braun, Bob McLaurin, Ed Liebzeit 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, Michelle Anderson, Aimee Crook, Megan Jenkins, Anna Valsing, and Dustin Havel, Jackson Hole Airport, Mike Gierau, Jedediah Corporation, Paul Dunholter, BridgeNet International, Ryk Dunkelberg, Mead & Hunt. 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 Wednesday, July 15, 2020.

Elwood stated Item G, Hangar Design Agreement, has been tabled for a future meeting as it is still undergoing legal review.

**II. EMPLOYEE OF THE MONTH:** Elwood recognized Michelle Anderson as July's employee of the month.

**III. COMMUNITY OUTREACH:** Valsing provided an update on a fire truck salute for a retiring Delta pilot. Elwood thanked staff for participating in this event.

**IV. FLY QUIET PROGRAM:** Elwood introduced the Fly Quiet Program as a recommendation that came out of the Part 150 study that was completed. He stated we now have a full year of Fly Quiet data and Ryk Dunkelberg and Paul Dunholter are here to present these results.

Dunkelberg introduced the Fly Quiet Program as a voluntary program that is a proactive approach to reduce noise impacts in the areas surrounding the airport. He said the Fly Quiet Program is based on a set of criteria to evaluate how commercial and general aviation operators operate within the airport environment.

Dunholter provided an overview of the elements that are incorporated into the Fly Quiet Program. Dunholter explained how commercial and business jets are scored in the Fly Quiet Program and how the results are displayed on an interactive website. Dunholter explained the different approach and departure procedures that are part of the Fly Quiet Program and how these are incorporated into the scoring. He provided the results from the past year and identified the highest scoring commercial jet operator and general aviation aircraft and explained the chart that outlines their score. Dunholter said the airport wide results indicate a continued trend in noise reduction.

Eastman asked if the formulas could be adjusted to incentivize operators to continue to find ways to improve their noise footprint. Eastman asked if the noise curfew metric can be prioritized in the overall calculations. Blann stated the weighting of the metrics can be adjusted. Braun asked Dunholter for examples of high noise events and how they were identified. Dunholter described the process for identifying high noise events and how it can be modified over time. Braun asked when the new FAA procedures would be published. Dunholter stated it

is in progress. Liebrecht asked what action is taken when an operator has a low Fly Quiet score. Dunholter said the program is built on the principle of rewarding the high scoring operators and educating the low scoring operators. Liebrecht asked if the age of aircraft is an important factor. Dunholter said typically newer aircraft are quieter. Eastman asked if smaller aircraft and helicopters would be included in this program. Dunholter said that is the next phase of this program.

Elwood thanked Dunholter and Dunkelberg for their work on this project and stated the Airport will begin working with the operators to convey the results. He also thanked the Board for their efforts towards reducing the noise impacts of the Airport.

**V. COMMENTS FROM – NATIONAL PARK SERVICE, TOWN OF JACKSON, TETON COUNTY AND THE PUBLIC:** Jeremy Barnum, Grand Teton National Park, thanked the Airport for their efforts on the Fly Quiet Program. Barnum said the Park is maintaining visitor services at the level that began in June and additional services are not anticipated to open this summer. Barnum stated June numbers were 25% below June 2019, but the numbers for July are expected to be higher based on the first two weeks. Barnum stated the surveillance testing of Park staff for COVID-19 has not resulted in any positive results.

Mark Barron, Teton County, stated the County is supporting the efforts of the medical community, businesses, and individuals during the pandemic. Barron said the County general fund budget was approved and had a 23% reduction from last year. Barron thanked the County staff for their efforts related to the budget.

Jonathan Schechter, Town of Jackson, stated he has been provided with daily visitor data for Yellowstone National Park and visitation from the South Entrance is higher than normal. Schechter stated the emergency mask ordinance passed by the Town of Jackson expires on July 20<sup>th</sup> and the County Health Officer is working towards a County-wide mask order. He said feedback from business owners has been generally positive. Schechter provided an update on the Parklets in downtown Jackson and stated they are successful. Schechter thanked the Board for their efforts on the Fly Quiet Program.

Jim Stanford said he was speaking as a member of the public and thanked Dunkelberg and Dunholter for their data driven efforts on the Fly Quiet Program. Stanford stated one would look at the results and think things are great, but he feels as though this is not the case. He stated the number of private jets this summer has been extreme, and they are especially noticeable on the river. Stanford said the weighting needs to be reanalyzed to show there is room for improvement. Stanford said the Wild and Scenic Rivers Act allows for legal remedies if the outstandingly remarkable values are being degraded or diminished and he feels as though those values are being diminished on the Wild and Scenic Snake River due to aircraft noise.

**VI. ACTIVITIES REPORTS REVIEW:** Elwood said June passenger enplanements decreased 81% from June 2019. He said there was a total of 9,601 outbound passengers in June 2020 and that in June 2019 there were 49,328 outbound passengers. He said the average load factor for June was 47%. Blann asked if commercial aircraft landings were lower than last June. Elwood confirmed this was the case. Blann asked about general aviation activity and Elwood stated general aviation activity is higher than June 2019.

Elwood stated the Average Daily Departures (ADDs) for the quarter ending June 30, 2020 were 1.01 and annual ADDs for 2020 were 2.43. Both values are substantially below the limits established in the Noise Abatement Plan of 6.85 quarterly and 6.5 annually.

## **VII. ACTION ITEMS:**

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

- 1. Approval of the Minutes – June 17, 2020**
- 2. Parking Equipment Service Agreement**
- 3. Ground Service Equipment (GSE) Maintenance Agreement**
- 4. GA Catering Agreement**
- 5. E-bike Purchase**

McLaurin made a motion to approve consent agenda items A1-A5. Braun seconded the motion, which passed unanimously.

**B. Rates Review:** Braun made a motion to approve Jackson Hole Aviation's proposed rate increase to \$7.16 per gallon for Jet A fuel. Liebzeit 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 July 15, 2020. Eastman seconded the motion, which passed unanimously.

**D. Financial Reports:** Anderson stated this slide represents the financial numbers for the end of the fiscal year for the three enterprise centers through June 30. She said we ended the year with income -3% under the amended budget, and expenses -5% under budget. She said staff continues to do an excellent job adapting to the rapidly changing financial conditions and monitoring expense items. Anderson said we will continue to closely manage revenues and expenses as we move through the next fiscal year. She said June airport activity was higher than projected in the sensitivity analysis resulting in better than anticipated revenues. She said we will continue to update the sensitivity analysis to include revised airline activity numbers and predicted enplanement numbers. Blann thanked airport staff for ending the fiscal year in a positive manner. Liebzeit asked when the CARES grant funding would pay off the loans that were identified by staff. Anderson stated we can either use the grant funds to make monthly payments to the loans or reimburse airport funds for paying off the loan and staff is evaluating the options based on cash on hand. Eastman made a motion to approve the financial reports for June 2020. Liebzeit seconded the motion, which passed unanimously.

**E. Ground Transportation Rule:** George provided an overview of the changes to the rule which updated the definition of executive services to include charter and large bus categories, added a public transportation shuttle category, and added a one-day user fee for providers who do not have a contract with the Airport. Blann asked if there has been any further conversation with START. Elwood stated he spoke with the Director of START and at this time there are not resources available to extend START service to the airport. Blann stated there was no public comment received on the ground transportation rule at the public hearing. Liebzeit made a motion to adopt the amended and restated ground transportation rule in the form presented to become effective August 1, 2020. Braun seconded the motion, which passed unanimously.

**F. WJC Request for RFP:** Elwood stated we received a letter from Wyoming Jet Center on May 26<sup>th</sup> which requested that its 2017 application to operate an FBO be renewed. Elwood said the Airport responded advising that if a second FBO were to be accommodated it would be selected through an RFP process. Elwood said the Jackson Hole Airport has exercised its proprietary exclusive option to be the sole FBO when the Jackson Hole Aviation lease expires in 2023.

Elwood said Wyoming Jet Center responded that they would be responsive to an RFP for a second FBO if it was issued. Elwood said the Minimum Standards require 20,000 square feet of hangar space and 3,000 square feet of public space for any FBO. Elwood stated no such facilities currently exist on the airport that are not already leased to Jackson Hole Aviation. Elwood said staff asked KLJ engineering to analyze how long it would take to design and construct facilities to accommodate a second FBO. Elwood said KLJ Engineering said facilities would meet substantial completion in late 2022 with final completion in February 2023. Elwood said that based on this analysis a second FBO would have at most only five months to operate prior to the transition to an airport operated FBO. Elwood said based on this information staff recommends the Board not issue an RFP for a second FBO. McLaurin made a motion that the Board not issue a Request for Proposals for an FBO to operate on the Airport in the brief interval between completion of necessary FBO facilities, and April 2023 when the Board will begin providing all FBO services on the Airport. Braun seconded the motion, which passed unanimously.

**G. Hangar Design Agreement:** This agenda item was tabled until a future meeting as it is still undergoing legal review.

**H. Acquisition and Installation of Filtration Systems:** Havel stated groundwater testing this past spring showed PFAS concentrations above the EPA's lifetime exposure guideline for drinking water in two monitoring wells on-airport, and a lesser amount in one well off-airport. Havel said these results led the Airport to conduct voluntary testing in mid-June on 32 residential drinking water wells in an area west and south of the Airport, which was judged to be at greatest potential risk of being affected. Havel said the results of the June testing are expected within a week or two, and the hope is that the results will show no PFAS in these water wells. He said if PFAS is found staff wants to be prepared to respond quickly to provide them with a water supply treatment option.

Havel requested the authorization to purchase up to 45 units so they can be installed promptly if PFAS is detected and units are requested by these property owners. He said the cost of each system is \$1,399 and the cost if all of the units are used would be \$62,955. Havel said the cost of installation could vary based on several factors, including install location and available power, but the estimate for a typical install would be approximately \$1,000 per home and a contingency of \$20,000 should be included for the variables. He said the total install cost should not exceed \$65,000 if all 45 were requested and installed.

Havel said staff recommends the Board authorize this purchase, and possible installation, in a not-to-exceed amount of \$128,000, with the understanding that to the extent the systems are not needed there will be no installation costs, and most or all of these units can be returned for the cost of shipping if not needed.

Eastman asked if this filtration system would process contaminants other than PFAS. Havel stated the filtration system does filter out other contaminants. McLaurin asked if there would be a written agreement with homeowners for the installation of the filtration systems. Havel confirmed.

Braun moved approval of the acquisition and installation of up to 45 residential water filtration systems, in the not-to-exceed amount of \$128,000. Eastman seconded the motion, which passed unanimously.

**I. Mead and Hunt Amendment for Supplemental Well Testing:** Havel said groundwater testing in the spring of 2020 showed PFAS concentrations above the EPAs lifetime

exposure guideline for drinking water in two monitoring wells on-airport, and below the guideline in one water well off-airport. Havel said these results led the Airport to conduct testing in mid-June on 32 residential drinking water wells in an area west and south of the Airport. Havel said when the results of the June well testing are received, staff believes the Airport needs to be prepared to promptly conduct wet season follow-up testing of certain on-airport wells, and additional off-airport well testing if and to the extent determined to be necessary.

Havel said this agenda item is a proposed Seventh Amendment to Mead & Hunt's standby environmental services agreement to authorize two different types of additional water well testing related to PFAS. He said the first type of additional testing is the re-testing of up to 14 on-airport water wells during the high-water season tested for PFAS at a total cost not-to-exceed \$27,382. He said the second type of additional testing would be of irrigation and additional drinking water wells which are further from the Airport than the initial off-airport testing area. He said the goal of this testing would be to find how far off-airport the PFAS has migrated and this will be necessary only if the results of June testing do not clearly show the geographic extent to which PFAS has migrated. He said the proposal is that up to 20 additional wells be tested for PFAS, at a total cost not-to-exceed \$81,000. Havel stated there would be an additional not-to exceed authorization of \$20,000 for Mead & Hunt's costs for analysis, possible action plan, coordination with staff and any necessary public outreach.

Havel said adding these elements together results in a proposal for authorization in the not-to-exceed amount of \$128,382. Havel emphasized that this project may or may not be needed depending on the results of the June groundwater testing, however, approval of this proposal would prepare the Airport to promptly conduct wet season follow-up testing of certain on-airport wells, and additional off-airport well testing, if and to the extent determined to be necessary.

McLaurin moved approval of the Seventh Amendment to the Mead & Hunt standby environmental services agreement, to provide additional water well testing and analysis in the not-to-exceed amount of \$128,382. Eastman seconded the motion, which passed unanimously.

McLaurin asked when we would know whether we would need to spend this money or not. Havel said we would be receiving results from the first round of testing in the next one to two weeks and depending on these results a decision would be made. Liebzeit asked when the supplemental well testing would be done. Havel said it will depend on the results of the first round of testing and what is required. He confirmed that July is the high-water season for groundwater.

**VIII. EXECUTIVE DIRECTOR'S COMMENTS:** Crook provided an update on security operations at the Airport. She stated the annual security audit was conducted by TSA at the end of June and the Airport passed with no findings. Crook said screening officers are now wearing face shields in addition to masks and in the near future sneeze guards will be installed around equipment. Crook said all of the checked baggage equipment is receiving software upgrades and we will be receiving the credential authentication technology in early September. Crook said we will receive a CT x-ray unit in October.

Havel provided an operations update and stated operations staff is staying busy with projects around the facility. Havel said he appreciates Grand Teton National Park's assistance with preparing for the runway reconstruction project. Havel said ramp warranty maintenance is being completed over the next few weeks. Havel said Ron Campbell and Randy Knepper have both announced their retirements.

Elwood acknowledged Randy Knepper on his retirement. Elwood stated staff is working towards the transition to operating the FBO beginning May 1, 2023 and the Board has been provided with a draft FBO transition plan. Elwood stated this document is a work in progress and will be updated on a regular basis. Elwood said staff will meet monthly for FBO transition planning.

**IX. BOARD COMMENTS:** Braun complemented Anderson on how well she represents the Airport Board.

Blann thanked the staff and Board for their hard work and acknowledged Knepper and Campbell's retirements.

**X. ADJOURN:** Liebzeit made a motion to adjourn the meeting at 11:08 am on Wednesday, July 15, 2020. Braun seconded the motion and the meeting was adjourned.

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Jerry Blann, President

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Bob McLaurin

On behalf of

Ed Liebzeit, Secretary