

## MINUTES OF THE JACKSON HOLE AIRPORT BOARD

**DATE:** August 19, 2020

**BOARD PRESENT:** Jerry Blann was present in the Jackson Hole Airport Board Room. Rick Braun, 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, Michelle Anderson, Aimee Crook, Megan Jenkins, Anna Valsing, and Dustin Havel, 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 Wednesday, August 19, 2020.

**II. EMPLOYEE OF THE MONTH:** Elwood recognized Nick Porzucek as August's employee of the month.

**III. COMMUNITY OUTREACH:** Jenkins provided an update on the Airport's increased online presence through Facebook and Instagram.

**IV. COMMENTS FROM – NATIONAL PARK SERVICE, TOWN OF JACKSON, TETON COUNTY AND THE PUBLIC:** Jonathan Schechter, Town of Jackson, provided an update on the Town of Jackson. Schechter said the tourism numbers this summer have positively impacted their budget and they are ahead of their projections, but they are still working through budget reductions. Schechter said sales tax for the month of June was down approximately 23% and the projections had been a 40% reduction.

Jeremy Barnum, Grand Teton National Park, said visitation numbers have been increasing steadily. He stated July visitation numbers were 3% below 2019. He stated the number of hikers has increased dramatically as well as backcountry camping and concession operated campgrounds. Barnum said after 8 weeks of voluntary COVID testing of employees they have only detected one positive. Barnum said the Park is moving forward with its voluntary removal program for non-native mountain goats.

Mark Barron, Teton County, thanked staff and all those involved for their hard work over the summer.

**V. ACTIVITIES REPORTS REVIEW:** Elwood said July passenger enplanements decreased 51% from July 2019 and are 44% below 2019 year to date. Elwood stated the sensitivity analysis had anticipated a 64% reduction in passenger traffic. He said the average load factor for July was 59.84%. Elwood said general aviation flights were 9.5% higher than July 2019. Elwood said overall operations at the Airport were 6.7% less than July 2019. Elwood said there were 32% less commercial flights in July 2020 than in July 2019. Eastman asked if the reduced operations impacted the Airport financially. Elwood stated there is a small impact to landing fee revenue due to decreased operations, but the majority of the financial impacts are based on enplanements.

### VI. ACTION ITEMS:

**A. Resolution 2020-06 – A Tribute to Chief Todd Smith:** Blann read Resolution 2020-06 honoring Chief Todd Smith for his service to the Town of Jackson Police Department and thanked him for his service. McLaurin made a motion to adopt Resolution 2020-06 – A Tribute to Chief Todd Smith. Braun seconded the motion, which passed unanimously.

**B. Consent Agenda:**

**1. Approval of the Minutes**

- a. July 15, 2020 – Public Hearing
- b. July 15, 2020 – Regular Meeting
- c. July 31, 2020 – Special Meeting

**2. Ameriflight Agreement**

**3. United Airlines 16<sup>th</sup> Amendment**

**4. Glycol System Maintenance Agreement**

**5. Tower Equipment Maintenance**

Eastman made a motion to approve consent agenda items B1-B5. Braun 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 August 19, 2020. Braun seconded the motion, which passed unanimously.

**D. Financial Reports:** Anderson stated this slide represents income and expenses for the new fiscal year started July 1 through July 31 across the three enterprise centers. She said July operations income was 18% under budget, and expenses were 1% under budget. She said the majority of the impact to the July income is due to the change in rental car payments from minimum annual guarantees (MAGs) to a percent of gross. Anderson said fuel farm revenues and expenses tracked with each other at approximately 63% below budget which is reflective of lower airline fuel sales. She said staff continues to manage expenses to adapt to the changing financial conditions and update the sensitivity analysis to include revised airline activity numbers and predicted enplanement numbers. Eastman asked why Security Operations expenses were higher than income. Anderson said the difference is primarily due to the timing of travel reimbursements. Eastman asked when the rental car MAG would be reinstated. Anderson said the MAG would be reinstated in any month in which enplanements are 75% of the same month the previous year. Eastman made a motion to approve the financial reports for July 2020. Braun seconded the motion, which passed unanimously.

**E. Jedediah's Amendment:** Elwood stated the 1<sup>st</sup> Amendment to the Jedediah's Agreement provides Minimum Annual Guarantee relief based on a percentage of reduction in enplanements since their original agreement did not include such language. Elwood said this amendment recognizes the current conditions related to the pandemic and allows the MAG to adjust based on enplanements. Braun made a motion to approve the 1<sup>st</sup> Amendment to the Jedediah's Lease and Concession agreement in the form presented. Eastman seconded the motion, which passed unanimously.

**F. Bipolar Ionization System Purchase:** Havel said the COVID-19 working group identified the ATMOS Air which is bipolar ionization system that can be easily retrofitted into the existing HVAC system as an operational enhancement to reduce the potential transmission of COVID-19 and other viruses in the future. Havel said the system improves indoor air quality by reducing viruses, volatile organic compounds, bacteria and dust, and improves the HVAC system efficiency. Havel said there are three air handling units at the Airport that will be retrofitted. He said the total cost of the equipment and installation is \$56,005 and would be a long-term enhancement to indoor air quality. Eastman made a motion for the purchase and installation of the ATMOS Air bipolar ionization system in the amount of \$56,005. McLaurin seconded the motion, which passed unanimously.

**G. FAA Grant Agreement Authorization:** Elwood said this Resolution authorizes the Board President and Secretary to sign an FAA Grant Agreement in an amount up to \$25 million for the runway project. Elwood said the FAA has not yet made a grant offer but is in the process of closing out the federal fiscal year and if a grant should become available, this Resolution will allow the airport to act quickly to accept the funds. Elwood said the amount of the grant is not yet finalized. Elwood said the grant will still need to be approved by the Town and County. Braun made a motion to accept

Resolution 2020-07 in the form presented and the FAA grant agreement in the draft form presented and authorize the Board President and Secretary to sign a grant agreement on behalf of the Board in an amount not to exceed \$25 million. McLaurin seconded the motion, which passed unanimously.

**VII. EXECUTIVE DIRECTOR'S COMMENTS:** Crook thanked Todd Smith for his service to the Jackson Police Department. Crook said the throughput for the checkpoint has been 30-40% below this month last year. Crook said the screening team is currently one officer short of being fully staffed and the majority of the recent new hires have been internal recommendations or filled by word of mouth.

Havel provided an operations update for the Board. Havel thanked Grand Teton National Park for their support of the Christian Creek Mitigation Project. Havel said Mike Geiling has returned from his military duties as part of the Wyoming National Guard and is back to work at the Airport. Havel said the Operations department is in the process of interviewing for the open maintenance positions. Havel said the Full Scale Exercise that was postponed in April due to COVID is now planned for September 22<sup>nd</sup>.

Elwood acknowledged the entire Airport team for their professionalism and thoughtfulness. Blann asked Elwood for an update on the well testing for PFAS and Wind River Air operations. Elwood said the process is ongoing and whole house water filtration systems are being installed. Elwood said phase II of the testing process will begin on Monday. Elwood said Wind River Air has been operating and the Airport has fielded several complaints which have been identified as not being Wind River Air.

**VIII. BOARD COMMENTS:** Eastman asked for an update on the Law Enforcement Officer contract in relationship to the discussions regarding defunding the police. McLaurin and Elwood said the contract with the Town of Jackson guaranteed services to the Airport.

McLaurin mentioned some Wyoming State Legislature Bills that might be noteworthy for the Airport.

Braun thanked Anderson and Borja for their efforts on the audit and asked when the audit would be ready for review. Elwood said the audit is typically finalized at the October Board meeting.

Blann thanked the airport staff for their efforts related to continuing operations during COVID. Blann also thanked the community for their efforts towards managing the pandemic. Blann also stated the airport is in the process of scheduling a one-day Board Retreat.

**IX. ADJOURN:** Blann stated the meeting was adjourned at 10:20 am on August 19, 2020.

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Jerry Blann, President

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Ed Liebszeit, Secretary