

## MINUTES OF THE JACKSON HOLE AIRPORT BOARD

**DATE:** September 16, 2020

**BOARD PRESENT:** Jerry Blann and Bob McLaurin were present in the Jackson Hole Airport Board Room. Rick Braun, 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, Phillip Adams, Paul Walters, Tony Cross and Megan Jenkins, 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 Special Meeting to order at 7:00 am on Wednesday, September 16, 2020.

**II. EXECUTIVE SESSION:** Liebzeit made a motion to enter Executive Session for the purpose of considering the appointment, employment, or dismissal of employees as authorized by W.S. 16-4-405(a)(ii). Braun seconded the motion, which passed unanimously. The public meeting was adjourned into Executive Session at 7:03 am on Wednesday, September 16, 2020. The Board came out of Executive session at 7:55 am. Blann stated no decisions were made.

**III. EMPLOYEE OF THE MONTH:** Elwood recognized Derek Hadfield as September's employee of the month.

**IV. COMMUNITY OUTREACH AND ENVIRONMENTAL PROGRAMS UPDATE:** Jenkins provided an update on an Eagle Scout project that built a bike shelter at the Jackson Hole Airport.

Walters provided an update on how the Airport's environmental program and initiatives are progressing. Walters said the Airport has improved the waste diversion rate from 18% in 2018 to 38% today. Walters said composting has played a key role in this improvement. Walters said the Airport is also focused on providing ISWR with clean recycling products and has installed a multi stream recycling bin to allow for sorting of all types of recyclables. Walters highlighted the Good Traveler Program which has offset 1,183 metric tons of carbon this year. Walters said the Airport has recently purchased 2 e-bikes for on campus use which reduces vehicle use. Walters said the Airport continues to look for opportunities to reduce our environmental footprint.

### **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 recycling efforts. Barnum said the Park is preparing for the transition from summer to fall/winter. Barnum said August was the second busiest month in the park's history. Barnum said the Park is finishing their fiscal year and were able to finish strong despite the pandemic. Barnum provided an update on the mountain goat reduction program. Barnum said the Park is maintaining vigilance for wildfires locally. Barnum stated the Park continues to do surveillance testing for COVID on staff and still has only had one positive test.

Jonathan Schechter, Town of Jackson, provided an update on the Town of Jackson. Schechter congratulated the Board and staff on their success with the FAA grants for the runway. Schechter said absentee ballots will be mailed out for this year's election soon and based on his conversations with the County Clerk up to 70% of voting will be done by absentee or early voting. He said it is of vital importance to the Town of Jackson's budget that the 7<sup>th</sup> cent sales tax is passed and encourages everyone to vote.

Mark Barron, Teton County, congratulated the Airport on the FAA runway grants. Barron thanked the Airport for their progress towards the environmental initiatives. Barron provided an update on the planning process for north South Park neighborhood plan. Barron stated general fund sales tax was down 21% and lodging tax was down 85% in May, general fund sales tax as down 28% and lodging tax was down 72% in June, and general fund sales tax was down 60% and lodging tax was down 25% in July. Barron provided an update on the request to defund the police force from the County's perspective and thanked the Sheriff's department and Jackson Hole Fire/EMS for their efforts.

There was no public comment received.

**VI. ACTIVITIES REPORTS REVIEW:** Elwood said August passenger enplanements were down 37% from August 2019 and are 43% below 2019 year to date. He said the average load factor for August was 67.36%. Elwood said overall operations year to date are down 9% from the same period in 2019. General aviation flights were 10% higher than August 2019. Elwood provided an update on COVID-19 initiatives the Airport has in place to ensure the traveling public is safe.

## **VII. ACTION ITEMS:**

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

- 1. Approval of the Minutes – August 19, 2020**
- 2. FAA Tower Lease**
- 3. Glycol System Maintenance Agreement**

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

**B. Payment of the Bills:** McLaurin made a motion to approve the checks as presented on the check register list dated September 16, 2020. Liebzzeit seconded the motion, which passed unanimously.

**C. Financial Reports:** Anderson said reflected on this slide are the income and expenses for the fiscal year July 1 through August 31 across the three enterprise centers. Anderson said August operations income was 24% better than budget and expenses were 2% under budget. She said rental car income was up for August and was closer to budgeted numbers and they continue to remit the 10% of gross revenue. Anderson said security operations income was even with budget while expenses were 10% under budget. She said fuel farm revenues and expenses continue to track with each other at 52% below budget which is reflective of lower airline fuel sales.

Anderson said the PFCs collected for the second quarter of 2020 were \$114,429. She said the PFC program allows airports to collect PFCs at a rate of \$4.50 per passenger per flight segment with a maximum of \$9 on a one-way ticket or \$18 on a round trip ticket. She said PFCs can only be used on the airport for FAA-approved projects that enhance safety, security, or capacity; or reduce noise. Anderson said while the amount collected is below the historic three-year average of \$279,053, this amount is in line with the sensitivity analysis. Anderson said at this time we expect to have all currently approved projects fully reimbursed by early June 2031.

Eastman asked Anderson to put together a graphic to compare actual operations numbers to the sensitivity analysis forecast. Blann thanked staff for doing an extraordinary job managing the finances.

Braun made a motion to approve the financial reports for August 2020. Liebzzeit seconded the motion, which passed unanimously.

**D. Acceptance and Approval of FAA Grants 63 and 64:** Elwood stated the Airport has a high probability of receiving two grants from the FAA for the runway reconstruction project. He said in order to move quickly to accept the funds the Board must act on resolutions 2020-08 and 2020-09 to accept AIP 63 and AIP 64. Elwood said the first grant will be a 100% match and the second grant will require a local share. Elwood said staff recommends approval of these resolutions to allow the Board to move quickly if the FAA offers the grants. Blann asked if the Town and County would have time to approve these grants. Elwood said the Town and County approved the grants at their Monday meeting and are prepared to execute the grant documents when the FAA makes the grant offer. McLaurin moved the Board adopt the Resolution in the form presented, accepting and agreeing to the conditions of FAA AIP Grant Number 3-56-0014-63-2020 for Runway Reconstruction, in substantially the same form as the draft Grant Agreement presented, and that any Board officer be authorized to execute and attest said final Grant Agreement on behalf of the Board. Liebzeit seconded the motion, which passed unanimously. Braun moved the Board adopt the Resolution in the form presented, accepting and agreeing to the conditions of FAA AIP Grant Number 3-56-0014-64-2020 for Runway Reconstruction, in substantially the same form as the draft Grant Agreement presented, and that any Board officer be authorized to execute and attest said final Grant Agreement on behalf of the Board. Eastman seconded the motion, which passed unanimously.

**E. ATIS Equipment Upgrade Purchase:** Adams said the ATIS is a recording that some airports broadcast in order to reduce frequency congestion and includes current weather information, active runway information, notice to airmen, and other useful pieces of information. He said the ATIS is usually updated every hour or when there is a sudden weather change at the airport. Adams said the advantages to the upgraded digital ATIS system include a voice synthesizer which reads the reports automatically, allows weather and airfield conditions to be available worldwide through ACARS, and improves overall efficiency for air traffic control personnel and airport operations staff. Adams said the cost for the upgraded ATIS system is \$36,313. Adams said installation would be anticipated to happen in December. Liebzeit asked if there is any ongoing maintenance cost associated with this system. Adams said routine maintenance would still need to occur, but the expense would not be any greater than the current system. Braun made a motion to approve the purchase agreement with All Weather, Inc. for a Digital ATIS System in the amount of \$36,313 in the form presented. Liebzeit seconded the motion, which passed unanimously.

**VIII. DIRECTOR'S COMMENTS:** Adams provided an update on the operations department. Adams said the operations team has made the selection for the maintenance positions and is now in the process of hiring for the open operations position and for the winter maintenance positions. Adams said staff continues to work with our contractors on the runway and hangar designs. Adams stated that the new Aircraft Rescue Fire Fighting Truck has arrived. Adams provided an update on the upcoming Full-Scale Exercise.

Crook provided a security update. She said screeners have started participating in virtual new hire training which eliminates the need to travel. She said a new CT Xray machine will be installed in October and will provide the screening process with new technology. Crook said recruitment is occurring for the winter season to ensure there is full staff as several resignations are expected this fall.

Elwood thanked the E. Ralph Hostetter estate for the donation of the Grant Speed – In the Wake of the Mountain Man Bronze statue to the airport.

Elwood acknowledged the passing of Grant Larson.

Blann asked about Wind River Air operations. Elwood said Wind River Air had 26 operations in August. Braun asked about the C130 training event. Elwood said the airport's noise consultant is still pulling the information related to the flight.

**IX. BOARD COMMENTS:** Braun and Liebzeit thanked staff for their hard work during COVID.

Blann provided an update on the winter flight schedule. Blann said the Board has a retreat on September 29<sup>th</sup> at Spring Creek Ranch. Blann acknowledged Grant Larson for his outstanding leadership and service to our community and our state.

**X. ADJOURN:** McLaurin made a motion to adjourn the meeting at 9:41am on Wednesday, September 16<sup>th</sup>, 2020. Braun seconded the motion, which passed unanimously.

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Jerry Blann, President

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Ed Liebzeit, Secretary