



**JACKSON HOLE AIRPORT BOARD
CONTRACT & RATES APPROVAL AND SIGNATURE POLICY**

June 14, 2021

1. **Application.** This Policy applies to the award and signature, modifications, or price approvals under operating, ground transportation and similar agreements, and to the leasing or licensing of Airport facilities. It does not apply to contracts for the procurement of goods or services; procurement of the design, construction, repair or maintenance of Airport facilities, or to the procurement of professional services. The Airport's Procurement Policy governs the award and signature of those types of contracts.
2. **Ground Transportation Agreements.** As provided in the Board's Ground Transportation Rule, the Executive Director ("Director") may develop, amend from time-to-time, and sign on behalf of the Board, standard forms of Ground Transportation Agreements which are consistent with the Rule and the then-current Ground Transportation Plan. Different forms of Agreement may be developed for different classes of Provider established by the Rule.
3. **Grant Applications and Agreements.** The Director may administratively approve and sign grant applications, pre-applications and other related documents. FAA grant agreements shall be approved by the Board and signed by the President. Grant agreements from other agencies, which support projects primarily funded by FAA grants, may be administratively approved and signed by the Director. For other grant agreements under \$100,000, where the grantor does not require Board approval and/or the signature of the President, the Director may administratively approve and sign. All other grants shall be approved by the Board and signed by the President. Provided, however, in all cases where the Director may approve and sign a grant, prior notice shall be given by the Director to all Board members.
4. **Leases of Airport Facilities.** Leases and licenses of Airport facilities include those relating to airline terminal space, rental car facilities, FBO facilities, telecommunications facilities and retail terminal space. All leases or licenses of Airport facilities, and amendments thereto, shall be approved by the Board and signed by the President. *Provided, however,* that any amendment to extend the term by not more than one (1) year, change rents and fees to be consistent with then-prevailing Board Rates & Charges Policy, and/or correct clerical errors, may be administratively approved and signed by the Director, so long as the lessee or licensee is not in material default. Prior to entering into any such amendment the Director shall give notice to all Board members.


5. **Operating Agreements and Licenses.** Operating agreements and licenses are those for non-tenant business operations to be conducted on or from the Airport, excluding ground transportation agreements. All operating agreements and licenses, and amendments thereto, shall be approved by the Board and signed by the President. *Provided, however,* that any amendment to extend the term by not more than one (1) year, change the amount of fees to be consistent with then prevailing Board Rates & Charges Policy, and/or correct clerical errors may be administratively approved and signed by the Director, so long as the operator is not in material default. Prior to entering into any such amendment the Director shall give notice to all Board members.

6. **Rates and Charges Approval.** The Agreement between the Board and the Department of the Interior, provides at Section 9(b) that “all rates and prices charged by the Board and its subcontractors and licensees to the public shall be fair and reasonable.” In any operating agreement, lease or license, where rates or prices will be payable by the public, such charges shall be initially approved by the Board. Thereafter, changes in such rates and prices (including fuel prices), which the contractor or lessee justifies to the Director’s satisfaction as being based on a change in the cost of goods or supplies to the contractor or lessee, may be approved by the Director, provided that prior notice shall be given to the President. All other changes in rates and charges shall be approved by the Board. In all cases, the standard for whether prices are “fair and reasonable” shall be that set forth in the Interior Agreement.

7. **Administrative Provisions.** Whenever this Policy calls for the signature of the Board President, the Vice President may sign in the President’s absence. Nothing in this Policy shall prohibit the Board from exercising its discretion to use any type of other award or signature process from time-to-time if it determines it to be in the best interest of the Airport under the circumstances then prevailing. The Board may in its discretion utilize electronic signatures on contracts and leases to the maximum extent permitted by the Uniform Electronic Transactions Act, W.S. §40-21-101 *et. seq.* Whenever the Director is given authority to approve and sign, he/she may decline to exercise that authority and instead bring the matter before the Board for approval.

Adopted in open meeting by the Jackson Hole Airport Board this 14th day of June 2021.

JACKSON HOLE AIRPORT BOARD

DocuSigned by:

 By: _____
 0E88F8018E26478
 John Eastman, President

DocuSigned by:
 ATTEST

 By: _____
 F9659A299BDB439
 Bob McLaurin, Vice-President

