

MINUTES OF THE JACKSON HOLE AIRPORT BOARD

DATE: June 17, 2020

BOARD PRESENT: Jerry Blann and Ed Liebzeit were 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, 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 9:04 am on Wednesday, July 17, 2020.

II. EMPLOYEE OF THE MONTH: Elwood recognized Megan Jenkins as June's employee of the month.

III. COMMUNITY OUTREACH: Jenkins provided an update on the COVID-19 advertisement that is in the newspaper providing the public information on the initiatives the airport is taking including providing masks, signage, and air filters. Jenkins said all airport Board employees are required to wear masks in public areas of the airport. Jenkins said the airport participated in the virtual Touch A Truck parade on June 7th. She said the airport also created a video showcasing the airport fire department.

IV. COMMENTS FROM – NATIONAL PARK SERVICE, TOWN OF JACKSON, TETON COUNTY AND THE PUBLIC: Jeremy Barnum, Grand Teton National Park, provided an update on the status of Grand Teton National Park. He stated two visitor centers are open currently. Barnum said they are currently in Phase II of their reopening plan and they expect to remain in that phase of reopening for the remainder of the season. Barnum said they are seeing an uptick in visitation numbers. Liebzeit asked Barnum if any bus traffic is occurring this year. Barnum stated no bus tours have come through at this time. Jonathan Schechter, Town Council, provided an update on the Town of Jackson budget. He stated the budget has taken a significant hit due to the pandemic, but they have found solutions for the upcoming year to ensure staff will not be laid off and they are able to continue to provide services to the public.

V. ACTIVITIES REPORTS REVIEW: Elwood said May passenger enplanements decreased 88% from May 2019. He said there was a total of 2,409 outbound passengers in May 2020 and that in May 2019 there were 19,624 outbound passengers. He said the average load factor for May was 21%. Liebzeit asked what the numbers for June are looking like. Elwood said there have been more passengers flying the past few weeks than we have seen since the beginning of the pandemic and we are following the national trends.

VI. DESIGN OF HANGARS 3A, B & C AND GSE BUILDING: Elwood provided an overview of the location of the proposed Hangar 3 and GSE building. Elwood stated the old Hangar 3 was at the end of its useful life and needed to be demolished to make room for the expanded GA aircraft ramp and new fuel facility. He said the plan was that aircraft displaced by that demolition would be accommodated in new hangars to be constructed in connection with the Board's acquisition of FBO assets from JHA, which was slated to close in the spring of 2018.

Elwood said a lawsuit challenging bond financing delayed that acquisition for almost two years. Elwood said when the lawsuit was resolved in the airport's favor by the Wyoming Supreme Court, negotiations for a new purchase price were attempted. Elwood said these negotiations were not successful and the Asset Purchase Agreement terminated in March.

Elwood said the Board has adopted a Resolution exercising its Proprietary Exclusive Right to provide all FBO services when JHA's lease expires in April of 2023. He said under the draft conceptual plan prepared by KLJ, new Hangers 3a, 3b & 3c and a GSE building are integral to the plan for Board operation of FBO facilities.

Elwood said the Board adopted a budget for fiscal year 2020-21 which contained funds for the design of Hangars 3a, 3b & 3c and the GSE building, and that fiscal year begins July 1, 2020. Elwood said staff is seeking the Board's direction that it should develop and bring a recommendation for procurement of design services for consideration at the July Board meeting.

Blann thanked Elwood for continuing to move this item forward. Eastman asked several questions for clarification of the graphic on the slide. Liebzeit asked what the square footage was of the original Hangar 3. Elwood said the new Hangar 3 will be larger than the original. Elwood said the intent of rebuilding Hangar 3 is to allow the previously based tenants to return to the Jackson Hole Airport. Elwood said the exact design of the hangar will be dependent on a number of factors among those will be maximizing door heights. Eastman asked what the process will be to return displaced tenants to the newly rebuilt Hangar 3. Elwood said we will work with the previous tenants once we know when the hangars will be constructed.

Blann directed Elwood to bring a design contract for the hangars and GSE building with KLJ back to the Board, at the July meeting if possible, along with an estimate on the timing of the construction.

VII. ACTION ITEMS:

A. Consent Agenda:

1. Approval of the Minutes

- i. May 21, 2020 – Regular Meeting**
- ii. June 2, 2020 – Special Meeting**

2. TNC Amendments (Uber and Lyft)

3. Ground Handling License Amendments (DAL Ground Services, UGE, and Envoy)

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

B. Rates Review: Braun made a motion to approve Jackson Hole Aviation's proposed rate increase to \$7.02 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 June 17, 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 14% below the amended budget. Anderson said staff continues to do an excellent job of adapting to the rapidly changing financial conditions due to Covid-19. Anderson stated we will continue to closely monitor revenue and expenses and that May activity numbers were better than the sensitivity analysis which resulted in higher than anticipated revenues. Blann asked what inputs Anderson is using to update the sensitivity analysis. Anderson stated she is looking at the national trends as well as the local airline booking reports for the next few months. Liebzeit asked when we will receive CARES grant revenue. Anderson stated we have submitted our first request for reimbursement, and it is expected to be approved on June 18th. Liebzeit asked about Delta's outstanding invoices. Anderson stated Delta is now current. Eastman asked how we submit a reimbursement request for CARES grant dollars that will go into a reserve account. Anderson stated we can go back to January with requests for reimbursements and then hold these funds in reserve. Liebzeit made a motion to approve the financial reports. Braun seconded the motion, which passed unanimously.

VIII. EXECUTIVE DIRECTOR'S COMMENTS: Elwood stated the Board has received a request from Wyoming Jet Center asking that its 2017 application to operate a second FBO at the Jackson Hole Airport be renewed. Elwood stated that in 2017 Wyoming Jet Center filed an application to operate a second FBO at the airport. Elwood said the airport developed two options for Board consideration. Elwood said the first was to acquire the assets of JHA and operate a single FBO on the Airport under its proprietary exclusive right. He said the second was to issue an RFP for a second FBO, to begin operation after construction of the new fuel facility and new hangars from which it could be operated. Elwood said the Board chose the acquisition of all FBO assets. Elwood stated that effort was terminated in March of this year when a new price could not be negotiated.

Elwood said adequate fuel facilities now exist sufficient for two FBOs to operate on the airport under the minimum standards, but all current hangars on the airport are leased to JHA through April 2023. Elwood said Wyoming Jet Center's renewed application to operate a second FBO on the airport is dependent upon the construction of new hangars sufficient to meet the requirements of the minimum standards.

Elwood said the fact that the Board has resolved to be the sole FBO on the airport after April 2023, does not resolve the question of whether a second FBO can operate on the airport until April 2023. Elwood said that at the July Board meeting we will provide additional details on the timeline for those facilities to be available, if the airport promptly begins design and construction of them. Elwood said staff recommends that the Wyoming Jet Center application be held in abeyance until the July meeting.

Elwood said the well testing of PFAS for the neighborhoods surrounding the airport began on Monday, June 15th and is moving along smoothly. Blann asked how many wells have been tested. Jenkins stated 28 property owners have signed up for testing and approximately 80% of the tests have been completed as of today. Elwood said there would be opportunities in the future for testing for property owners that did not participate in this initial round of testing.

Crook provided an update on security operations. Crook said officers are wearing face masks and passengers are scanning their own boarding passes. Crook said the screening staff may be moving back to a traditional schedule to accommodate increased passenger traffic. Crook stated the morale of the screening staff continues to be high. Blann asked about staffing levels.

Crook stated they are one officer below being fully staffed and they have several applicants in the pipeline. Liebzeit asked if screening is staffed at pre-Covid levels. Crook stated we are staffed at the same level as we have been previously based on our TSA contract. McLaurin asked if we could reduce staffing levels. Crook said we would need to negotiate any changes with TSA.

Havel stated Covid-19 has impacted operations staff and duties. Havel stated some routine maintenance was postponed in April and May due to coronavirus and those items have been completed in June. Havel stated there is a Covid-19 working group that meets weekly to discuss issues and initiatives to be undertaken.

IX. BOARD COMMENTS: Blann acknowledged Ron Campbell's outstanding work during his tenure at the airport and wished him the best in retirement. Blann thanked staff for their continued hard work during the pandemic.

Liebzeit asked Elwood for an update on employees working remotely. Elwood said it is a mix of both with an emphasis on employee safety while still ensuring the needs of the airport are being met. Liebzeit complimented staff on all of the efforts made to ensure employee's and the traveling public's safety during the pandemic.

Braun thanked Elwood, staff, and Mike Morgan for the support to the GA committee on the renewed FBO efforts.

Eastman thanked Andrew Wells for his efforts in the WebEx platform for Board meetings. Eastman also thanked Ron Campbell for his commitment to the airport and wished him well in his retirement.

X. EXECUTIVE SESSION: Eastman made a motion to enter Executive Session for the purpose of receiving and discussing 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 10:32 am on Wednesday, June 17, 2020. The Board came out of Executive session at 11:07 am. Blann stated no decisions were made.

XI. ADJOURN: Eastman made a motion to adjourn the meeting at 11:08 am on Wednesday, June 17, 2020. Liebzeit seconded the motion and the meeting was adjourned.

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Jerry Blann

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Jerry Blann, President

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Ed Liebzeit

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Ed Liebzeit, Secretary