



MINUTES OF THE JACKSON HOLE AIRPORT BOARD

Date: August 18, 2021

BOARD PRESENT: John Eastman, Jerry Blann and Valerie Brown were present in person at the Teton County Administration Building in the Commissioners Chambers, Bob McLaurin and Ed Liezeit were present via the WebEx Platform.

OTHERS PRESENT: Jim Elwood, Andrew Wells, Michelle Anderson, Aimee Crook, Dustin Havel, Megan Jenkins, Anna Valsing, and Jordyn McDougall of Jackson Hole Airport; Mike Mahoney of KLJ; Rhea Brough of Jedediah's Corporation; Jeremy Barnum of Grand Teton National Park; Mark Barron, Teton County Commissioner; Jonathan Schechter, Town of Jackson Councilman; Erika Nash of Long Reimer Winegar. Other individuals who are not individually documented watched the meeting on a live stream from the Teton County Administration Building.

- I. **CALL TO ORDER:** Eastman called the meeting of the Jackson Hole Airport Board Meeting to order at 9:00 am on Wednesday, August 18, 2021.
- II. **EMPLOYEE OF THE MONTH:** Elwood recognized Ray Lilley as the employee of the month.
- III. **COMMUNITY OUTREACH:** Jenkins stated that the Airport was present at the Community Aviation Days in Dubois, which had about 500 spectators. Jenkins stated that there was a birthday party in the firehouse, which was a raffle item from a few years ago and this was the first birthday party since the pandemic started.
- IV. **COMMENTS FROM GRAND TETON NATIONAL PARK, TOWN OF JACKSON, TETON COUNTY AND THE PUBLIC:** Barnum stated July 2021 was the busiest month in the history of Grand Teton National Park, with a 9.7% increase over 2020 and a 6.8% increase over 2019. He stated that there are challenges with the number of visitors such as parking, road safety, and emergency medical services, which have seen an increase as well. Barnum said that there has been a 15% increase in backcountry camping and 21% increase in trail usage. Barnum stated that the Park is tracking the ripple effect of that many visitors into the community and Park staffing. He said in early August the Park hosted a workshop during which they took the participants to areas of the Park to review the impact of the visitors. Barnum stated that there are surveys that are being done to review more about the visitors that come to the Park. He said that a mask mandate has been instituted inside any building and includes any crowded outside areas. Barnum said that the Governor and the State Board of Land Commissioners were hosted and held their working session at the Craig Thomas Discovery and Visitor Center, and there was a good public turn out. Barnum stated that they are working on gathering data before deciding if a visitor registration system such as what is utilized in Zion is necessary. He shared that they are really doing their homework and they will be working with Yellowstone National Park as well. Barnum stated that there have been studies done with the number of visitors coming from Moose-Wilson and that while that is closed there might be an impact on Highway 22, but that he would need to get the percentage. Barnum stated that as far as transportation is

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concerned, they would like to get the information to find the best solution by fully understanding the problem.

Barron stated that the Teton County Centennial Picnic that was planned for August was postponed due to rising COVID cases. He stated that there was a motion that passed requiring masks in the courthouses, the recreation center, the engineering pathways housing office and probably in the county administration building. He stated that traffic has eased up from July, but there are many more people calling this home.

Schechter stated he did the workshop with the Park and that it showed the complexity of the issues that the Park is facing, and in turn all the organizations. He said it was a great reminder about how many different pieces of the community work together and are interconnected. He said the Town Council is going into their busy season.

- V. ACTIVITIES UPDATE:** Elwood stated that July showed approximately 85,000 passengers which was about a 33% increase over 2019. He stated that load factor continues to be below the historic average at 71.36% and in 2019 it was just short of 85%. Year to date load factor is 63.75%, and year to date passenger enplanement numbers are up 11.47%. Elwood stated that the enplanement numbers would keep the Airport as a non-hub, but on the higher end. He stated that operations and enplanements both matter for judging activity level.

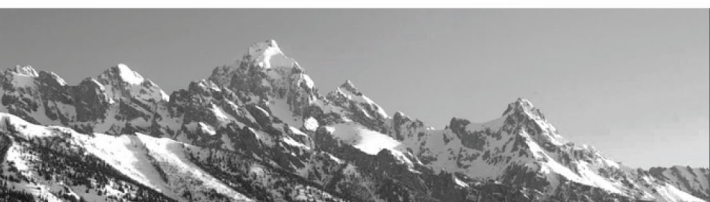
VI. ACTION ITEMS:

- A. Was item E: Jedediah's Lease:** Elwood explained that the Second Amendment to the Jedediah's concessions lease is up for discussion, which includes the two, one-year options that were available for the Board to exercise and adds two additional years to the term. Elwood stated that this amendment accounts for the decreased revenue during the pandemic, along with the runway and restaurant closures in 2022. He said that the FAA has an expectation that concession agreements will be five years. He said if this agreement runs until the end of the proposed term it would be a seven-year agreement. He said the Board will need to apply to the FAA for approval of that additional two-year extension, and there is a clause that will allow Jedediah's to exit the lease with 90 days' notice if the FAA does not approve. Elwood stated that the Marketplace is also addressed in the amendment, as well as adjustments in the financials. He said there will be a flat payment of 13% of revenue or the MAG, whichever is greater.

Brown asked if there was anything in the lease that required the construction to be completed by December 10th? Morgan stated that it was worded for the period of construction so if it is shorter or longer, it is just for the closure.

Nash stated she was the concessionaire's attorney, and said they agree with the lease. She stated that if issues arise unforeseen, if the pandemic were to extend longer or the construction were not completed in the approximate time given, they will come back to the Board to open discussions for extensions.

Liebzeit asked what happens if the FAA does not approve the extension? Morgan responded that if the FAA approves one year and not two, it will default to the



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agreement that the FAA has agreed to. He said Jedediah's has 90 days to deliver notice to the Board that they wish to terminate the lease. Brown asked if the FAA is aware of the timeline for their response to the request that is in the amendment. Morgan responded that the December date is for Jedediah's to be able to terminate the lease if the FAA has not responded by that time as an out clause. McLaurin moved to approve the Second Amendment to the Jedediah's Concession Agreement in the form presented. Blann seconded the motion, which passed unanimously.

B. Consent Agenda

- i. Approval of the Minutes – July 21, 2021
- ii. Embross Equipment Purchase Agreement
- iii. PA System Upgrade Agreement
- iv. Resolution for FAA AIP Grant 68
- v. Airline Amendments
- vi. WY Resident Subcontractor Waivers
 1. Entry Vestibule
 2. Bag Claim Marketplace
 3. ATO Conversion to Restrooms & Holdroom
 4. ATO Relocation

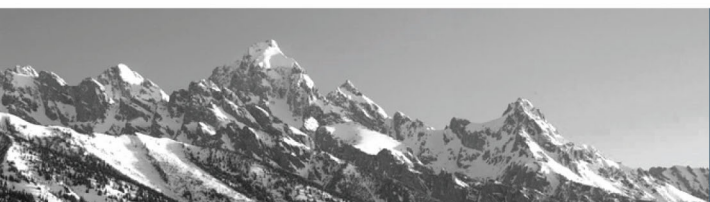
Brown moved approval of the consent agenda A.i-A.vi. including vi.1-4, in the form presented. Blann seconded the motion, which passed unanimously.

C. Payment of the Bills: McLaurin stated he reviewed with Anderson and moved approval of the checks as presented on the check register list dated August 18, 2021. Blann seconded the month, which passed unanimously.

D. Financial Reports: Anderson reviewed the three enterprise centers for July 1-July 31. She stated that operations income ended 34% better than budget and operations expense 1% over budget. She stated fuel farm numbers were also above budget. Blann moved to approve the financial report. Brown seconded the motion, which passed unanimously.

E. Wadman Guaranteed Maximum Price (GMP) Amendment - Restaurant Steel and Timber Early Procurement: Havel stated this is a gross maximum price amendment for the early procurement of structural steel and timber for the restaurant project. He stated the timbers and steel beams will support the roof and explained with a rendering of the expanded gate area. Havel explained the current lead times for steel and large timbers would delay the project if not purchased now. He stated that there will be another early procurement package that will come to the Board in October for mechanical, electrical, and plumbing. Blann moved approval of the GMP Amendment 2021-8 to the Wadman CMAR Agreement for the Restaurant Early Steel and Timber Procurement, in the amount of \$2,188,318.50. McLaurin seconded the motion, which passed unanimously.

VII. DIRECTOR'S COMMENTS: Elwood stated there is a need for a special meeting in early October to keep the security screening project on track. He informed the Board that he is moving forward with the request to gather sound tracking on the south end of the airport.



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Crook stated wait times in general were under twenty minutes, but during the busiest times they have neared and on occasion gone over twenty minutes. She stated that staffing levels continue to be a struggle, and they have used overtime and creative scheduling to have the necessary coverage. She said they continue to recruit and test applicants; however, they are about six and a half full time employees short of being fully staffed. Crook stated that TSA made a statement about extending the mask mandate until January 2022. She stated that under the current contract the starting wage can be adjusted at any time and that we will be bidding with TSA, which will be based on a government cost estimate, in the next few months for the next contract.

Havel stated the airfield is looking good and last month they completed some pavement maintenance on the ramps, fog sealed the taxiway and repainted the airfield. He stated that Phase 1 of the runway project is underway and progressing, work is being done in the night primarily, and they are installing drainage pipe. Havel stated work in the terminal continues, including work on the overhead signage bar in ticketing, finishing details of the Marketplace and getting ready for the airline office move next month. Blann asked when the Marketplace will be ready. Elwood stated that because the Jedediah's Lease has been passed, they will work together to get them moved in and operational. Eastman asked about the parking lot, how everything was working. Havel stated that it is working well, and it has been a significant improvement and people are able to find where they need to go when they need to go to the overflow.

VIII. BOARD COMMENTS: McLaurin thanked the staff; said he went through security, and everyone was smiling.

Brown stated she would like to agree with McLaurin and thanked the staff.

Blann stated he also agreed with Brown and McLaurin with thanking the staff for all the work being done. He offered to have an HR committee meeting to see what they need to address for staffing concerns.

IX. ADJOURN: Blann made a motion to adjourn the meeting at 10:29 am Wednesday August 18, 2021. Brown seconded the motion, which passed unanimously.

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John Eastman

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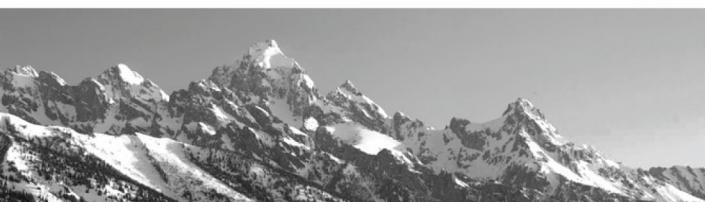
John Eastman, President

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Valerie Brown, Secretary



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