



MINUTES OF THE JACKSON HOLE AIRPORT BOARD

Date: December 17, 2021

BOARD PRESENT: Bob McLaurin, Ed Liebzeit, Jerry Blann and Valerie Brown were present in person at the Jackson Hole Airport Board Room. John Eastman was present via Webex.

OTHERS PRESENT: Jim Elwood, Andrew Wells, Michelle Anderson, Aimee Crook, Dustin Havel, Megan Jenkins, Jordyn McDougall, Anna Valsing and Tony Cross of Jackson Hole Airport; Dan Reimer of DSR LLC; Mike Mahoney of KLJ; Jeremy Barnum of Grand Teton National Park; Ryk Dunkelberg of Mead and Hunt; Paul Dunholter of BridgeNet International; Lealan Miller, Eide Bailly LLP; and Frank Lyons, First Interstate Bank. Other individuals who are not individually documented watched the meeting on a live stream through the WebEx platform.

- I. **CALL TO ORDER:** Eastman called the meeting of the Jackson Hole Airport Board to order at 9:06 am on Friday, December 17, 2021.
- II. **EMPLOYEE OF THE MONTH:** Elwood recognized Kevin Dunnigan as the employee of the month.
- III. **COMMUNITY OUTREACH:** Jenkins shared a year in review with the social media channels. She spoke about programs and groups the Airport partnered with, moments staff and Board members were part of events in the community and how those programs received likes and comments in social media.
- IV. **COMMENTS FROM GRAND TETON NATIONAL PARK, TOWN OF JACKSON, TETON COUNTY AND THE PUBLIC:** Barnum stated the winter weather has arrived in Jackson and because of that the Park will be able to start grooming the roads for cross country skiing. He affirmed that the highway, especially the highway to the Airport, being cleared is a top priority of the Park. He stated that the Gros Ventre round-a-bout is going to have lighting added. Barnum stated that 399 and her cubs had made it back to the Park from Town and went into hibernation without more conflict between the bears and public. He shared that the Park is stepping up the stewardship and information for the Teton range big horn sheep herd, finding a balance between recreation of backcountry skiing and preserving the habitat for the herd. Barnum stated that Charles Sams has been named as the permanent director of the National Park Service. He stated that the Park was part of the Avalanche Awareness night in partnership with Skinny Skis. .

Public comment received through email at publiccomment@jhairport.org that was received and before 9:00 am on December 17, 2021, was given to the Board prior to the meeting beginning and all email comments are attached to these minutes and will be maintained in the record.

Oral public comment was received through the WebEx platform by Sharon Mader regarding reports of noise violations by Wind River Air; Spencer Nurse regarding ground noise; and



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Joan Anzelmo regarding 5G towers. Tony Chambers spoke in person at the Jackson Hole Airport regarding noise complaints against Wind River Air.

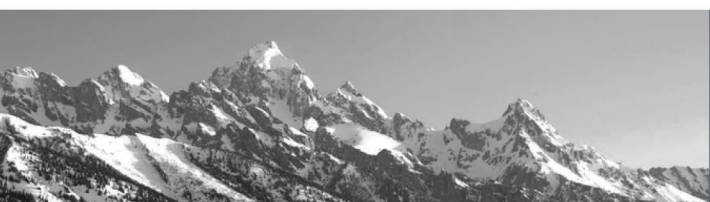
Eastman asked if the noise presentation would be recorded and posted on the website after the meeting. Elwood responded that it would be posted shortly after the meeting. Elwood also spoke to the comments from Mader, stating that there was a letter that was being sent to the FAA following the guidelines within the Department of Interior agreement.

Elwood stated the conversations with the commercial and GA pilots continues to happen in response to Nurse. He stated that there have been studies done on a noise barrier berm and the initial studies have shown there is not a noticeable change, but that additional studies can be conducted. Elwood stated that there will not be materials taken offsite from the runway project. Brown asked what kind of infrastructure issues there are in implementing ground power units which Nurse described as causing less ground noise. Elwood stated that there are units that are generally diesel powered, and because JAC cannot have bridges those units would sit on the ground and cords would be crossing walkways and snow removal would be difficult. He stated the units are very high voltage and cannot be put into the ground because of the danger of water getting into the plugs. Elwood stated hopefully there will be hybrid, or all battery units will become available which would remove the majority of noise and air pollution.

Eastman asked if there was a website that Wind River Air uses, in response to Chambers comments, and if the information Chambers shared, along with additional safety information could be posted onto his website. Eastman stated that it could be shared on the Airport website as well. Brown asked if there was any feedback on why Wind River Air's aircraft lease was not renewed. Chambers stated that there was not any information given to him even though he requested in writing, and his goal was to keep the lease through September and October which were busy months and would have eliminated ferrying flights.

- V. 2021 Noise Update Presentation:** Eastman introduced Dunholter stating he is considered the subject matter expert on monitoring, managing, and tracking airport noise. Elwood stated the Airport is conscious about the environmental footprint and has monitored noise on the airport and has data dating 30 years. Dunkelberg provided an overview of the programs that have been implemented since the 1983 Use Agreement went into effect. He stated that on January 1, 2000, there was a new regulation that went into effect per an act of congress which made it so airports cannot unilaterally restrict access. He stated that an airport cannot, generally speaking, control the number, type, or time of day aircraft operate because this is a public use airport. He stated once an aircraft leaves the ground the FAA has total jurisdiction over how that aircraft flies and where it flies. He shared that the airport can encourage and recommend programs and procedures.

Dunholter stated how the noise is quantified and the FAA requirements. He explained what cumulative day night level metrics are and how the Airport does contours down to 45 which is lower than the FAA requirements. He stated some of the changes that have occurred in the last 20 years and what the noise contour has done over the time, and there has not



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been a large change overall in the 20 years, although there is an increase in 2021. Dunholter stated this contour does not tell the whole story because there are other metrics that need to be considered, like the number of events, because there are more high noise events than 20 years ago. He stated the locations of the permanent sites as well as the temporary sites to assist gathering noise data.

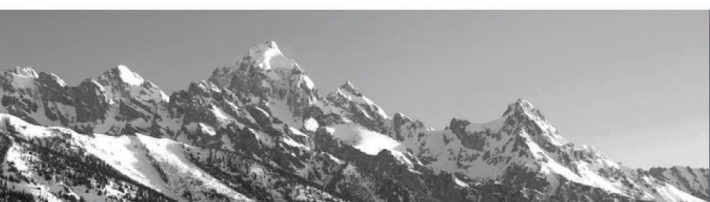
Dunkelberg summarized the history of the noise abatement programs within the contract with the National Park. He shared that the agreement is the driving instrument for operations inside the Park. He stated future potential actions which could include the consideration of the southern flight procedure study, fly quiet program enhancements and continued emphasis on procedures with airlines and other operators.

Blann stated there is a pretty extensive review that has occurred about a year ago. He asked if there was a proposal to the FAA, what is the probability of success with that proposal. Dunholter stated a public procedure which is one for everyone to fly in all weather conditions, which has to be made to the lowest standard of aircraft to fly. He stated that a special is a path that is to be used when weather permits, and the aircraft is equipped with specific equipment. He stated that for a special, the FAA approves the use, but they do not have to develop it. Brown asked why the northern path was approved and the southern was not. Dunholter explained that the FAA develops public procedures which everyone is to use, and in this case a special procedure needs to be developed.

Additional oral public comment was received at this point through the WebEx platform by Joan Anzelmo, Jim Bierman, Sally Painter, regarding noise levels and concern with additional southern departures without the left turn; Bill Fausone regarding the DNL and if there are operators who are more violators of the program; Michael Goelzer regarding the 15-degree turn and concerns with moving the noise from one neighborhood to another; Mike Gumpert regarding the limitations of the DNL and noise minimizing options with the southern departure.

Dunholter stated in response to Fausone, that this is the purpose of the Fly Quiet program and those who are doing well get acknowledged. McLaurin asked what the consequences are for those who do not follow the Fly Quiet program. Elwood stated there is communication based on the scores, there is not a way to penalize low scoring operators or companies, it is a tool to encourage users to operate within the objectives of the community. He stated that in other communities which took advantage of these types of programs, the public was able to reference the scores and pick operators based on those scores. Liebzeit requested the Airport list the scores of the operators and companies on the website, potentially taking out an ad in the newspaper as well.

- VI. ACTIVITIES UPDATE:** Elwood stated the aircraft operations on a historic perspective from 2018 to current. He stated in general aviation operations in October there was increase of 58% over the same period in 2019, November a 43% increase over 2019. He stated commercial operations showed 41% in October and 57% in November compared to 2019. Liebzeit stated that the 2021 levels in October and November were lower than 2020.



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Elwood stated passenger enplanement in October was up 20% over 2019 and load factor was 93.46% and November was up 31.48% and overall year-to-date is up 11.4% over 2019. He stated the year-to-date load factor was at 68.04% in October and 66.84% in November.

VII. ACTION ITEMS:

A. Consent Agenda

1. Approval of the Minutes
 - a. October 4, 2021 – Special Meeting
 - b. October 20, 2021 – Regular Meeting
 - c. November 19, 2021 – Special Meeting
2. Kutak Rock Restaurant, Holdroom & Basement Bond Counsel Letter of Engagement
3. Aviation Revised Amendment No. 14 – Adding Taxiway CA/CO
4. Holdroom Furniture Resolution and Purchase
5. Subcontractor Procurement Waiver Resolution – Restaurant, Holdroom & Basement Project

McLaurin moved approval of each of the consent agenda items 1 through 5. Liebrecht seconded the motion, which passed unanimously.

B. Payment of the Bills: Liebrecht stated he has reviewed and moved approval of the check register as presented dated December 17, 2021. Blann seconded the motion, which passed unanimously.

C. Financial Reports: Anderson reviewed the three enterprise centers for July 1 through November 30. She stated November ended income was 34% better than budgeted and expenses were 20% over budgeted. She stated the airport historically sees strong net revenues in the summer months with higher income and lower expenses, this helps offset the higher expenses in the winter months. Eastman requested we add the number of months onto the slide. Liebrecht moved acceptance of the financial reports for October and November 2021. Brown seconded the motion, which passed unanimously.

D. FY2020-2021 Audit: Anderson stated annually the airport has a third-party review of the accounting operations to insure account standards, done by Eide Bailly, and there were no findings or recommendation. Miller stated there are four different audit opinions provided by the auditors, the statements have been prepared by members of airport staff which shows high level of work by staff. He stated the financial, internal controls, compliance with laws and contracts, PFC funds compliance and federal funds are the audit opinions that are given, and all are no findings, leading to a clean audit also a strong financial position. Liebrecht moved approval of the audit for the fiscal year end June 30, 2021. McLaurin seconded the motion, which passed unanimously.

E. Restaurant, Holdroom & Basement Project Bond: Anderson stated there was an RFP advertised for a bond for this construction project. She stated the bond is for \$16.3 million and a 10-year term. She said there were two proposals which were reviewed by staff and if the Board moves forward, staff will begin negotiations which will determine the interest rate and loan conditions. Anderson stated that staff recommends First Interstate



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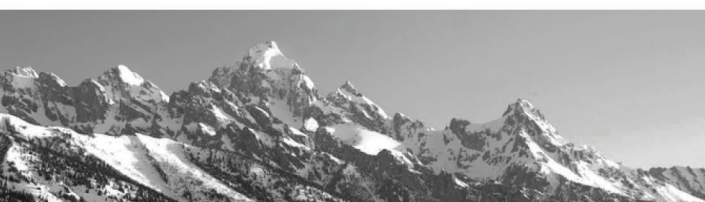
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Bank. Brown asked why there was a higher point base for First Interstate and why they are recommended. Anderson stated that First Interstate Bank's proposal was very complete where Bank of the West had a flat interest rate and additional information which would come to light in negotiations. Lyons stated the bond proposal is a bond series with bonds that mature annually. He stated there is a one-year rate which is influx and to pick the best interest rates within the period of closing. Elwood stated this action item is to authorize staff to negotiate bond not the acceptance of the bond. Lyons stated this is a private placement bond so there is no risk for under or over subscribing the bond. Blann moved that First Interstate Bank's proposal be found to be the most favorable to the Airport, and Airport staff, consultants and attorney be directed to negotiate with that Bank for a mutually agreeable revenue bond and ancillary documents for the Restaurant, Holdroom and Basement Project, and if such mutually agreeable documents cannot be negotiated, to then negotiate with the second highest ranked proposer. McLaurin seconded the motion, which passed unanimously.

- F. Wadman Guaranteed Maximum Price (GMP) Amendment for Restaurant, Hold Room & Basement Project:** Elwood stated based on the new infrastructure bill there is a potential of additional funds under federal eligibility and some amendments will be coming to the Board to include the record keeping requirement for that eligibility. Havel stated this project is to remove existing restaurant and restrooms, space will be built back with a basement and addition gates. He stated this GMP includes previous amendments 2021-8 and 2021-9 and combines everything into one GMP for the entire project. He stated this is to capitalize on the closure from April 11 to the morning of June 28, to create a seamless customer experience. Havel stated the physical work would conclude before the winter season. Brown asked if there is a way to make this agreement contingent on funding. Mahoney stated section 12 allows suspension and termination at the Airports convince. He stated that if the funding does not come together the Airport can terminate the agreement and is only responsible for costs to that point. Blann moved approval of GMP Amendment 2021-11 to the Wadman CMAR Agreement in the form presented for the Restaurant, Hold Room and Basement Project, in the amount of \$18,154,181.65, and the cancellation of GMP Amendments 2021-8 and 2021-9 which are now included in GMP Amendment 2021-11. Liebzeit seconded the motion, which passed unanimously.

- G. Southern Departure Procedure Study – Mead & Hunt Contract Amendment:** Elwood stated this project breaks into multiple phases and the work can be stopped at any phase. He stated phase one is to create a taskforce and do an analysis of the existing and other future benefited projects and what can be possible. He shared that if the project does not come together or does not look favorable, the project can be stopped there. Elwood stated the second phase is development of the plan and the third phase is moving the plan into a presentation for the FAA. He stated the objective is to have this completed by fall of 2022. McLaurin asked if there were going to be multiple departure procedures reviewed. Elwood stated there would be review of the current procedures as well as the proposed options and everything is on the table to be reviewed. Brown asked how the Board would be able to stop work between the phases. Elwood stated there are updates that would occur and there are clear breakpoints that



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are built into the process. Eastman stated there is no guarantee that the FAA is going to approve the procedure, and if it is approved there is also no way to make operators fly this path. Brown moved approval of the 10th Amendment to the Mead & Hunt Agreement in the form presented for the southern departure procedure study, in the amount of \$234,941. McLaurin seconded the motion, which passed unanimously.

H. Parking Lot Fencing Steel Purchase: Havel stated that the parking lot was previously remodeled, but the permanent fencing was held off and temporary fencing was utilized. He stated it was within staff's budget and ability to produce the permanent fencing. He stated the item coming to the Board is to authorize the purchase of the steel posts. Blann asked how the design would accommodate snow removal. Havel stated there are sections that are removable and safety sections will be built into the design. Brown asked the reason for the change in fencing. Havel stated the current fencing works, but it is a little fragile and over time it will need to be replaced and the design for the permanent fencing will be seamless with the Park's theme and will last long term. Brown authorized the Board President to sign a contract, with a vendor to be determined, for the purchase of steel for the parking lot fencing project, in a not-to-exceed amount of \$175,000. McLaurin seconded the motion, which passed unanimously.

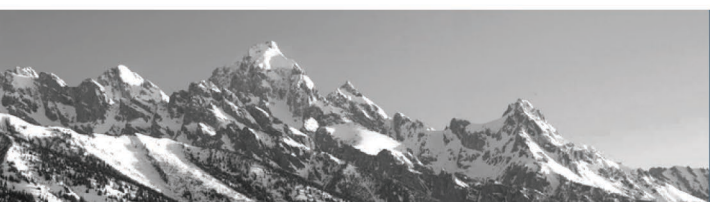
I. Turo, Inc. Peer-to-Peer Vehicle Sharing Concession Agreement: Elwood stated this agreement is with Turo, which is based on the Uber model, but there is not a driver. He stated that Turo began multiple years ago and airports have reached out to the company to enter into agreements because they are using airport infrastructure. He stated that we would be the 11th airport to enter into the agreement with the company if the Board moved forward. McLaurin moved approval of the agreement in the form presented with Turro, Inc. Blann seconded the motion, which passed unanimously.

VIII. DIRECTOR'S COMMENTS: Crook stated staffing levels have remained the same, and after the first of the year security will go down to three lanes which will assist with the staffing needs. She stated that TSA has issues a national amendment regarding cyber security and TSA released an RFP for the one-year extension of the contract.

Havel stated staff has been staying busy with projects, including the hangar 1 project and the administration building. He stated the staff has moved from projects to customer service during the busy season. Havel stated that the terminal project is moving forward and will be ready for the checkpoint move at the first of the year. He stated staffing is doing well, about two members short.

IX. BOARD COMMENTS: Eastman stated that the February 3rd meeting is a special meeting because it will occur on a different day from the third Wednesday because of conflicts.

X. EXECUTIVE SESSION: Liebrecht moved the Board go into Executive Session at 12:35pm, for the purpose of considering the employment of executive personnel and the tender of offers concerning salaries, benefits, and terms of employment as authorized by Wyoming Statute §16-4-405(a)(ii) and (x). Eastman seconded the motion which passed unanimously.



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XI. ADJOURN: Blann made a motion to adjourn the meeting at 1:55 pm Friday December 17, 2021. Liebrecht seconded the motion, which passed unanimously.

DocuSigned by:

John Eastman

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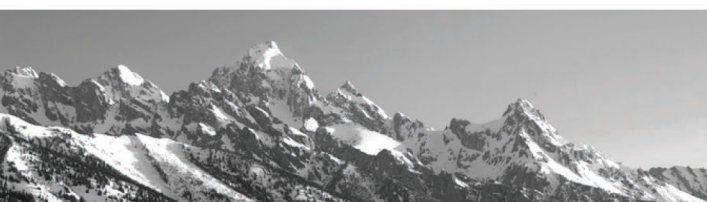
John Eastman, President

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Valerie Brown

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Valerie Brown, Secretary



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