



MINUTES OF THE JACKSON HOLE AIRPORT BOARD

Date: February 3, 2022

BOARD PRESENT: Bob McLaurin, Ed Liebzeit, Jerry Blann, John Eastman, and Valerie Brown were present in person at the Jackson Hole Airport Board Room. Rob Wallace was also present in person as a newly appointed Board member.

OTHERS PRESENT: Jim Elwood, Andrew Wells, Michelle Anderson, Aimee Crook, Dustin Havel, Megan Jenkins, Gina Van Slyke, Jordyn McDougall, Anna Valsing, Esther Borja, Apinya Wright, Kevin Dunnigan and Tony Cross of Jackson Hole Airport; Mike Gierau, Wyoming Senator; Mark Barron, Teton County Commissioner; Chip Jenkins and Jeremy Barnum of Grand Teton National Park; Mike Morgan of Lohf Shaiman Jacobs; Mike Mahoney of KLJ; Ryk Dunkelberg of Mead and Hunt; Paul Dunholter of BridgeNet International; 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 special meeting of the Jackson Hole Airport Board to order at 9:00am on Thursday, February 3, 2022.
- II. **ACKNOWLEDGEMENTS:** McLaurin read letter from Wyoming Governor, Mark Gordon; Liebzeit read letter from United States Senator, John Barrasso, M.D.; Brown, Gierau, Barron, Elwood, and Eastman gave acknowledgements to Blann for service to the Jackson Hole Airport as the longest serving Board Member in JAC history.

Eastman welcomed Wallace as the newly appointed Board Member.

McLaurin and Elwood thanked Eastman for his service and time as president

- III. **CERTIFICATE OF ORGANIZATION & ELECTION OF OFFICERS:** Eastman stated the new slate of officers will be:

Bob McLaurin, President
Ed Liebzeit, Vice President
Valerie Brown, Treasurer
Rob Wallace, Secretary (effective February 7, 2022)
John Eastman, Member

McLaurin moved election of the slate of officers as presented and that a Certificate of Organization to that effect be filed. Liebzeit seconded the motion, which passed unanimously.

- IV. **EMPLOYEE OF THE MONTH:** Elwood recognized Seasonal Staff, Hosts and Winter Operations, as the employees of the month. Elwood acknowledged the financial department for the Financial Achievement of Excellence that was earned.
- V. **COMMUNITY OUTREACH:** Dunnigan gave an update of the projects page on the website which outlines the construction occurring at the airport. He shared the latest social media communications as well as an update on the display ad in the newspaper.
- VI. **COMMENTS FROM GRAND TETON NATIONAL PARK, TOWN OF JACKSON, TETON COUNTY AND THE PUBLIC:** Jenkins thanked Blann for his time and developing the



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James P. Elwood, AAE, Executive Director

relationship with the Park and the Airport. He stated that he is a steward of the Park and is speaking on behalf of the visitors as well as the wildlife from the Park and that in the next 10 years there could be 40 million visitors to the Park. Jenkins stated there is an effort being community led for creating a sustainable destination plan and he hopes the airport will join the park to be part of that discussion.

Sally Painter gave public comment requesting the specifics for pilots to follow the Fly Quiet steps.

- VII. FLY QUIET PROGRAM UPDATE:** Dunkelberg gave background on the Fly Quiet program and the data collection that has went into that program for over 20 years. Dunholter stated the mission of Fly Quiet, the program elements and ranking system. He outlined a bonus system that is proposed to be added to the ranking system for the next year. Dunholter shared the data behind the scoring is to be distributed as well as shape the discussion with the operators on how to perform better. Elwood stated that JAC is one of few airports taking part in a Fly Quiet Program and creating real time data working with the operators to improve their ranking. Dunholter explained the arrival procedures over the Park, the paths that can be flown and how the aircraft have to be equipped to use the newest paths. He explained the scoring for 2021. Dunholter stated information has been shared with the operators and will continue to be shared. Brown requested data be sorted by number of operations. Dunkelberg summarized trends that the data shows and the next steps for communications with the operators.

Eastman stated this information needs be available on the website and print into the newspaper. McLaurin stated the data should be printed in the seasons where there is more traveling public. Liebzeit asked what the public can do to assist in developing the procedures. Brown stated there should be more weight on the RNP procedure being used in the scoring system. Blann stated more communication will always be needed with the operators and the public and thanked Dunkelberg and Dunholter for their time working on this project. Liebzeit stated the communication coming from the Park might have more weight behind it.

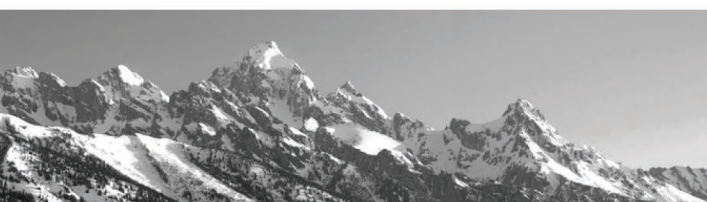
Jim Stanford gave public comment regarding the presentation and scoring. Mary Kaufmann asked what communication would be given to the middle operators, those not scoring high or low. Dunholter clarified stating all operators were sent a letter.

- VIII. ACTIVITIES UPDATE:** Elwood stated operations were up 14% for commercial and 41% for general aviation for the month of December compared to December of 2019. He stated enplanements were up 19% for the month of December compared to 2019 and year-to-date increased 11.92% over 2019. Elwood stated the load factor was 62.99% compared to 2019 which was 61.34%.

IX. ACTION ITEMS:

A. Consent Agenda

1. Approval of the Minutes – December 17, 2021 – Regular Meeting
2. CLB 10th Amendment – Mandatory Clauses for Federally Assisted Professional Services Contracts
3. Aviation 17th Amendment – Mandatory Clauses for Federally Assisted Professional Services Contracts



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4. Wadman Guaranteed Maximum Price (GMP) Amendment 2021-10 Change Order – Addition of Mandatory Federal Clauses
5. Wadman Guaranteed Maximum Price (GMP) Amendment 2021-11 Change Order – Addition of Mandatory Federal Clauses

Elwood explained the change orders and amendments are to make sure the documentation is in place to be eligible if there is opportunity to receive federal grant money.

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

B. Payment of the Bills: Brown stated she has reviewed and moved approval of the check register as presented dated February 3, 2022. Liebrecht seconded the motion, which passed unanimously.

C. Financial Reports: Anderson stated December income ended 37% above budget and expenses 21% over budget. Brown moved acceptance of the financial reports for December 2021. Blann seconded the motion, which passed unanimously.

D. Official Depositories: Anderson stated annually the Board names the banks in which the Board holds its funds. She shared the bank must submit information for proper types and amounts of collateral under state statutes and the Board policies. Liebrecht moved that First Interstate Bank, Bank of the West, and Wells Fargo be named as Official Depositories for Airport Board funds for 2022. Brown seconded the motion, which passed unanimously.

X. DIRECTOR'S COMMENTS: Elwood introduced Wright and Van Slyke as new employees.

Crook stated the move to the temporary checkpoint went well and staff was able to open the third lane a day earlier than scheduled. She stated that throughput has been reduced and there are some higher wait times. Crook stated there have been positive trends in the hiring process with eight people in the pipeline and one officer that began.

Havel shared a construction update for the projects that occurred in the last year.

XI. BOARD COMMENTS: McLaurin welcomed Rob to the Board. Eastman stated he was able to come help with the staff over the weekend and invited others to join. Blann thanked everyone for the hard work and what they have accomplished. Liebrecht thanked Eastman and Blann for their leadership and service as well as the collaborations with the Park. McLaurin stated he is looking into a Spring Retreat.

XII. ADJOURN: McLaurin made a motion to adjourn the meeting at 11:50 am Thursday February 3, 2022. Liebrecht seconded the motion, which passed unanimously.

DocuSigned by:

Bob McLaurin

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Bob McLaurin, President

DocuSigned by:

Valerie Brown

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Valerie Brown, Secretary



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