



MINUTES OF THE JACKSON HOLE AIRPORT BOARD

Date: March 16, 2022

BOARD PRESENT: Bob McLaurin, Ed Liebzeit, John Eastman, Valerie Brown, and Rob Wallace were present in person at the Jackson Hole Airport Board Room.

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; Rhea Brough, Jedediah Restaurant; Hilary Fletcher, Woolpert; Joe Albright, Co-Owner, Flat Creek Ranch; Dan Reimer, Attorney; Mike Morgan, Attorney; Mike Mahoney, KLJ Engineering; Larry Hartenstein, Jackson Hole Luxury Properties; Emma Wedel, Jackson Hole Luxury Properties; Other individuals who are not individually documented watched the meeting on a live stream through the WebEx platform.

- I. **CALL TO ORDER:** McLaurin called the board meeting of the Jackson Hole Airport Board to order at 9:00 am on Wednesday, March 16, 2022.
- II. **EMPLOYEE OF THE MONTH:** Elwood recognized Year-Round Staff as the employees of the month. Seasonal Staff was recognized last month.
- III. **COMMENTS FROM GRAND TETON NATIONAL PARK, TOWN OF JACKSON, TETON COUNTY AND THE PUBLIC:** Teton Nation Park, Town of Jackson, Teton County have no comment, not in attendance.

PUBLIC COMMENT: Gierau spent the last three months in Cheyenne working on the State Budget. He advised that Teton County was appropriated \$13.25M for a new college, CWC Jackson, located in South Park. He stated that seniors on a fixed income could apply for a \$3M, state-wide, tax relief bill through the assessor's office. Gierau noted that the state legislature passed a bill allowing WY Airports to have a full retail liquor license. He advised that there are \$100M available ARPA funds for any water or sewer projects.

Gierau provided an update on the new Jedediah grab-and-go food concession by the baggage claim space. He noted that the initial opening was a slow start due to supply chain issues, but they've picked up substantially in the three months in operation. He confirmed that the new concession stand is on track to generate \$700,000, a 50% growth compared to the coffee stand by the airline ticket counters. Gierau noted that Jed's recently procured a 1946 food truck for the runway closure and developed a contactless point-of-sales system.

Joe Albright gave a public comment regarding the Wind River Voluntary Agreement. Albright asked if Wind River plans to abide by the agreement and if there were any inaccuracies in the second letter he recently sent to the airport. Elwood clarified that the airport is not a signatory to the voluntary agreement, and his letter was under review. Caroline Daily, representing Jackson Hole Conservation Alliance, called in and concurred with Albright's Wind River letter of concern and asked the board to reconsider renewing Wind River's upcoming lease.

- IV. **HR UPDATE:** Cross gave an overview of the last year. He outlined new and updated programs, including Service Recognition Programs, Sign-on Bonuses, Referral Bonuses,



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and Housing and Transportation Stipend. He shared that the programs are new, and there isn't data to advise the level of effectiveness, but he's received enormous amounts of positive feedback from current staff and candidates. Cross reported that the Covid-19 Pandemic Response Program continued into 2021, and it appears that we are on a downslope of the pandemic.

Cross stated that this last year, the airport took over two master leases as properties hit the market and provided housing stability for staff. He noted that in early 2021, the Human Resource Information System (HRIS) that tracks HR data, timekeeping & payroll, and several other items were implemented. Cross shared that phase two will be rolling out in the coming months, including applying for airport jobs via HRIS.

Cross transitions to airport staff turnover, which was up in 2021 to 23%. He advised the airport's adjusted turnover rate was 14%, removing uncontrollable separation, such as retirement and covid related issues. He reviewed staff survey highlights; including, 93% of employees have workplace satisfaction; 80% feel like their jobs offer opportunities to learn and grow, also that 64% felt either satisfied or very satisfied with their career; 97% are happy with the benefits, and the 'People Helping People' mantra was the statement that resonated most with staff.

V. ACTIVITIES UPDATE: Elwood stated operations were up 0.6% for commercial and 15.2% for general aviation for February compared to February 2021. He said enplanements were up 34% for February compared to 2021, increasing year-to-date. Elwood stated the load factor for February 2022 was 79.73%, and the year before February 2021 was 59.34%.

VI. ACTION ITEMS:

A. Consent Agenda

1. Approval of the Minutes
 - a. November 30, 2021 – Board Retreat
 - b. January 21, 2022 – Special Meeting
 - c. February 3, 2022 – Special Meeting
 - d. February 23, 2022 - Special Meeting
2. Pavement Seal Coat and Painting/ Marking Contract

Brown asked that the Pavement Seal Coat and Painting/ Marking Contract be removed from the consent agenda

Brown moved approval of the Minutes items a through d. Liebrecht seconded the motion, which passed unanimously.

2. Pavement Seal Coat and Painting/Marking Contract: Havel provided an overview of the project that the state funds every four years. He confirmed that the airport is responsible for the contract payment this year. Brown asked why the airport went with a more expensive bid. Havel advised that the airport made the award because of cost advantages working with the state on the bid package. He noted that it lowers the overall unit cost. Eastman moved to approve the Pavement Seal Coat and Painting/ Marking Contract. Liebrecht 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 March 16, 2022. Liebrecht seconded the motion, which passed unanimously.



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- C. Financial Reports:** Anderson stated February income ended 34% above budget and expenses 20% over budget. Eastman moved acceptance of the financial reports. Leibzeit seconded the motion, which passed unanimously.
- D. Budget Amendment:** Anderson stated that the amendment is to increase revenue and expenses for the fiscal year 2021-22. She advised that there has been an increase in passenger activity, higher fuel volumes, and capital opportunities over the last year. Leibzeit moved acceptance of the Budget Amendment. Brown seconded the motion, which passed unanimously.
- E. Jviation 18th Amendment – Taxiway and Deice Pad Design:** Havel stated that the amendment is for Jviation’s on-call engineering contract for design work related to rehabilitation of a portion of the taxiway system and 30% design of the deice pad area. He stated that the enhancements associated with this project are environmental benefits, user experience improvement, and some added safety aspects. He confirmed that the airport anticipates receiving FAA funds for the design and construction of this project; phase one total cost \$1,412,417. Liebzeit moved acceptance of the Jviation 18th Amendment. Eastman seconds the motion, which passed unanimously.

VII. DIRECTOR’S COMMENTS: Elwood acknowledges additional professional development within our organization; Jason Stewart, Alex Clark, and Tyler Anderson have finished their Firefighter 1 certificate. He advised that Esther Borja passed her ACE Finance test through the American Association of Airport Executives (AAAE).

Crook stated that the TSA had extended the airport mask mandate until April 18, 2022. Security staffing is moving in the right direction with three candidates in the pipeline. She advised the temporary checkpoint is working out well, and the most extended wait times have been under 30 minutes during Saturday’s peak times.

Havel stated that the operations and maintenance department have remained busy during peak season traffic. He stated that the last day of operations will be April 10 and closed April 11 through June 27 and reopen the morning of June 28.

VIII. BOARD COMMENTS: Brown thanked Mr. Albright and Ms. Daily for their comments. She asked if the airport could identify the helicopter flights that fly over the park at less than 2,000ft and if the airport tracks GA traffic that breaks the voluntary curfew. Elwood advised that the airport would reach out to the noise consultant, GA operator(s) that break voluntary curfew receive a letter from the airport advising of the voluntary curfew. Liebzeit gives full-time staff thanks for the work they have done.

IX. ADJOURN: Liebzeit makes a motion to go into the executive session at 10:25 am. Brown seconded the motion, which passed unanimously. Liebzeit makes a motion to adjourn the executive session at 12:12 pm. Brown seconded the motion, which passed unanimously.

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Robert McLaurin

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Bob McLaurin, President

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George Robert Wallace

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Rob Wallace, Secretary



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