



Minutes of the Jackson Hole Airport Board

Date: June 15, 2022

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

OTHERS PRESENT: Jim Elwood, Michelle Anderson, Aimee Crook, Dustin Havel, Megan Jenkins, Tony Cross, Craig Foster, Gina Van Slyke, Anna Valsing, Jordyn McDougall, Esther Borja, and Apinya Wright of Jackson Hole Airport; Mike Mahoney, KLJ Engineering; Ryk Dunkelberg, Mead & Hunt; Paul Dunholter, BridgeNet International; Hilary Fletcher, Jviation; Jeremy Barnum, National Park Service; Mike Morgan, Attorney; Dan Reimer, Attorney; 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 Jackson Hole Airport Board meeting to order at 9:00 am on Wednesday, June 15, 2022.

II. EMPLOYEE OF THE MONTH: Elwood recognized Martha Preston as the employee of the month.

III. COMMUNITY OUTREACH: Jenkins advised at the end of May and the first half of June, the Airport participated in community events, including the Old West Days Parade, Memorial Day Event, and Touch a Truck at which the Airport won the favorite truck in the show. She noted that on June 8, 2022, the Airport and Jedediah's jointly sponsored the Minority and Women-Owned Businesses and Outreach Event for local disadvantaged business enterprises.

Elwood thanked Liebzeit for supporting the American Legion Post 43 and his speech on Memorial Day. Eastman asked about the Airport Construction Communication with the public. Jenkins advised that the JHAB staff consistently posts on social media and highlights the Airport Runway and Terminal projects are on time and budget. Jenkins noted that next Friday, June 24, 2022, the Airport has an interview scheduled with Fish and Del Ray and will reiterate that the Airport will be opening Tuesday, June 28, 2022, at 6 AM. Jenkins stated that Isaac Crabtree completed his sixth (6th) vlog episode with Havel and will be available on jacksonholeairport.com.

IV. COMMENTS FROM GRAND TETON NATIONAL PARK, TOWN OF JACKSON, TETON COUNTY AND THE PUBLIC: Barnum noted that the GTNP attention is focused northward to friends and colleagues in Yellowstone National Park during the mid-June 2022, flooding event. Barnum notes that GTNP has not seen dramatic impacts from displaced Yellowstone National Park visitors and that he appreciates the support of the Jackson Hole Chamber of Commerce and Teton County. Barnum noted that the northern part of the park is not expected to open this season, including the north entrance by Gardner and the northeast entrance by Cook City. He noted that Yellowstone National Park is evaluating opening the southern entrances after a complete evaluation of the Parks infrastructure.

Barnum advised the Moose Wilson Road Rehabilitation Project is facing heavy road construction delays. He noted that the road would reopen from June 16, 2022, until July 11, 2022, for visitors to use seven days a week; however, the Granite Trailhead will remain closed for public access until project completion. Barnum advised that Teton County has been listed for high risk of Covid-19, resulting in the reinstatement of the Parks mask mandate inside all buildings.

Wallace asked if Moose Wilson Road would be graded before opening. Barnum advised that it is currently being completed for the road. Brown asked if there would be any boating in Jackson Lake this year. Barnum stated that boaters could use the Leaks and Mountain Marina; however, Colter Bay Marina is closed for the season.

V. FLY QUIET UPDATE: Elwood advised that the JAC Fly Quiet Annual Report was presented several months ago; during that presentation, the JAC Board requested a Fly Quiet quarterly update. He noted that the information presented today is the findings from the 2022 first quarter.

Dunkelberg stated that the goal of the Fly Quiet program is to measure compliance with any noise abatement goals or metrics and awards Airport users that best achieve those goals. He noted that the program is not static; it continues to evolve and expand noise reduction goals while providing direction to users on improving their scores using components of the CFR Part 150 Study approved by the Federal Aviation Administration (FAA). He noted the purpose of the CFR Part 150 program is to encourage operators to fly as quietly as possible with the quietest available aircraft and adhere to the airport's noise abatement program to minimize noise impact. Dunholter addressed the categories making up the Fly Quiet program and how operators are provided their overall rating. He noted that changes have been made per the Boards recommendations; reports now show a new category 'Fly Quiet Percentage' which is based on the operators rating and the number of JAC flight operations. Brown suggested the sustainability bonus be acknowledged in a way outside of the Fly Quiet score. She stated this would help keep the scoring centered on noise and not have other outside factors influence the scoring; other board members agreed with the suggestion.

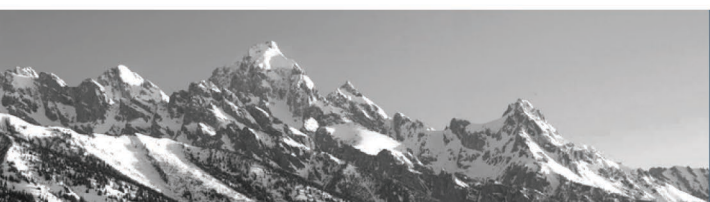
VI. ACTION ITEMS:

A. Consent Agenda

1. Approval of the Minutes
 - a. May 12, 2022 – Special Meeting
 - b. May 18, 2022 – Regular Meeting
2. Airline Agreement Amendments
 - a. United
 - b. Delta
 - c. American
 - d. Alaska
 - e. SkyWest
 - f. Sun Country
3. Ground Handline License Amendments
 - a. Unifi
 - b. UGE
 - c. Envoy

Liebzeit asked that the approval of A1b, May 18, 2022, Regular Minutes be removed from the consent agenda. Brown moved approval of items A1a, A2a - f, and A3a - c. Liebzeit seconded the motion, which passed unanimously.

Liebzeit asked for clarification on recording the names of those virtually attending Board Meetings versus those who are physically in attendance. Morgan stated that there does not need to be a separation in the attendance section of the minutes. Liebzeit asks the statement in April 2022 Activity



JACKSON HOLE AIRPORT

P.O. Box 159 • Jackson, WY 83001 • 307.733.7695 • Fax: 307.733.9270

James P. Elwood, AAE, Executive Director

Report to be revised from 'not be accurate' to 'not be a meaningful comparison.' Liebzeit moved approval of the A1b, May 18, 2022, Regular Minutes. Eastman 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 on and moved approval of the check register as presented dated June 15, 2022. Eastman seconded the motion, which passed unanimously.

C. Financial Reports: Anderson advised that fiscal year to date, net revenues through the end of May were \$7,374,029, income was 16% better than the amended budget, and expenses were 11% over the amended budget across all three enterprise centers. She states that net revenues are YTD (Year to Date) 68% above the amended budgeted amount.

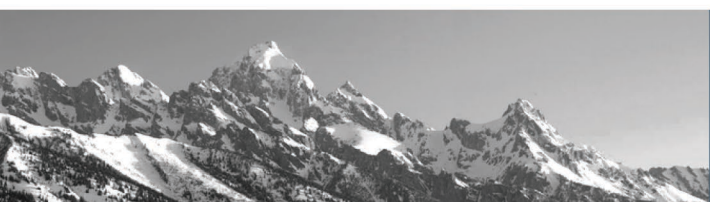
Brown asked that a bar that shows the Airport's budget be included in the JAC INCOME/EXPENSE FYTD graph. Anderson agreed that it would be a helpful contribution and will revise the graph for future presentations. Easton asked why the Airport was YTD 70% above the amended budget. Anderson advised that the original budget was made without the income from the Security Screening contract.

Eastman moved approval of the Financial Reports for May 2022. Liebzeit seconded the motion, which passed unanimously.

D. Resolution 2022-01-Fees and Charges: Anderson noted that annually the Board approves the fees between the Airport and tenants/users. She states that the fee adjustments this year include adjustment of terminal rents and landing fees to the rates approved in the budget; adjustment of fees for issuance of badges/keys to cover expenses; adjustment of labor rates for staffing to provide maintenance; and adjustment parking lot fees and add JAC Parking Program effectively July 1, 2022.

Brown asked for the changes in parking fees to be discussed and entered into the record. Havel introduced the JAC Discount Parking Program that subsidizes the increase in parking lot rates. He stated that the main reason for the program is to offset the supply and demand curve and provide adequate parking for the traveling public. Havel noted that to support the Airport's local community, the JAC Discount Parking Program was developed and is only available to travelers that reside in the surrounding area. He noted that approved travelers of the JAC Discount Parking Program would receive a daily discounted parking rate from \$25 to \$17. Havel stated that the JAC Discount Parking program also offers travelers a Transportation Network Company (TNC) subsidy of \$5.00, per leg, to and from the Airport. Havel advised that there are changes to the free hours' fees in various Airport parking lots; additional information about the JAC Discount Parking Program and parking lot fees can be found on jacksonholeairport.com.

Liebzeit asked if the Airport was responsible for the TNC subsidy and if taxis were included in the \$5.00 transportation discount. Havel advised that the Airport is responsible for the cost; he noted that taxi companies were left out of the subsidy due to a reduction in their annual contract fee structure and a lack of application (App) availability to the traveling public. Liebzeit inquired into the three (3) free hours of parking in the main parking lot. Havel advised that parking fees can be adjusted, and the trial program will run from July 1, 2022, through June 30, 2023. The Board asked for a modification of the main parking lot free period from three (3) hours to an hour and a half (1.5).



JACKSON HOLE AIRPORT

P.O. Box 159 • Jackson, WY 83001 • 307.733.7695 • Fax: 307.733.9270

James P. Elwood, AAE, Executive Director

Eastman moved approval of the Resolution 2022-01-Fees and Charges with the main parking lot free period modification. Brown seconded the motion, which passed unanimously.

McLaurin asks that there is continued conversation with the taxi companies to find a way to offer them the same subsidy as TNC. Eastman asked that communication for the JAC Discount Parking Program is included on JAC social media pages.

E. BridgeNet Agreement for Noise Monitoring Equipment Service & Maintenance: Elwood stated that this agreement with BridgeNet supports and maintains the noise and flight track monitoring system. Elwood noted that the contract has been in place since 2003 and includes six permanent noise monitoring sites. He pointed out that the extension to BridgeNet will provide comprehensive annual maintenance, remote hosting of the noise management system, biannual calibration, inspection visits, on-call support, and yearly reporting. Elwood advised that the annual cost for these services is \$85,000; this agreement has a five-year term of \$425,000. He states that there are six permanent noise monitoring sites, and there is a need to add a seventh, which is an additional \$7,000 per year or a total of \$35,000 over the five-year term.

Liebzeit asks where the seventh noise site will be installed. Elwood advised that it will be on the south end of the Airport, where there are currently temporary sites. Elwood recommended he would sign an amendment to the Boards BridgeNet agreement as presented for the seventh permanent noise monitoring site.

Brown moved approval of the BridgeNet Agreement for Noise Monitoring Equipment Service & Maintenance. Liebzeit seconded the motion, which passed unanimously.

VII. DIRECTOR'S COMMENTS: Havel advised that the Checkpoint and Runway project remain on time and within budget. He suggested that the week of June 22nd, the Runway should have its FAA flight check. He notes that the contractors are ahead of schedule for some Phase 3 work, including all the pipe laid for the slot, drains on the west side, and starting to lay pipe on the east side. Havel notes that Stakeholders will begin arriving and testing equipment a week before opening. Liebzeit asked how the parking lot and access road paving projects are coming. Havel advised that the parking lot is currently being painted; everything should be on time if the weather cooperates. He noted that the fencing would be completed surrounding the main, overflow, and short-term parking lots.

Elwood advised that the Airport is down eight (8) positions on the Security Screening team; however, there has been a surge of interest in the position, and 16 applicants recently applied.

Eastman notes that the Board is dedicated to reducing noise over the park and offers the BridgeNet slides and information to GTNP.

VIII. BOARD COMMENTS: Liebzeit noted that it was exceptional planning, follow-through, teamwork, and commitment that led to the successful completion of the Airport Terminal and Runway projects. Wallace reinstated the sentiments of the Board and thanked the work of Elwood and the team. McLaurin welcomed Foster to the team as the new FBO manager.

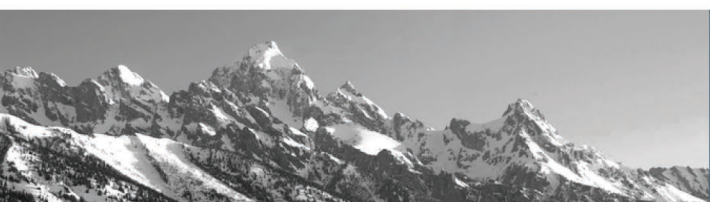
IX. ADJOURN: Eastman made a motion to adjourn the meeting at 10:55 am, and Brown seconded the motion, which passed unanimously.

DocuSigned by:
Bob McLaurin
F9659A299BDB439...

Bob McLaurin, President

DocuSigned by:
Rob Wallace
AE169187AA04495...

Rob Wallace, Secretary



JACKSON HOLE AIRPORT

P.O. Box 159 • Jackson, WY 83001 • 307.733.7695 • Fax: 307.733.9270

James P. Elwood, AAE, Executive Director