



Minutes of the Jackson Hole Airport Board

Date: July 13, 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, Craig Foster, Kevin Dunnigan, Anna Valsing, Andrew Wells, Jordyn McDougall, and Apinya Wright of Jackson Hole Airport; Mike Mahoney, KLJ Engineering; Hilary Fletcher, Aviation; Jeremy Barnum, National Park Service; Mark Barron, Teton County Commissioner; Jonathan Schechter, Town of Jackson Council; Dan Reimer, DSR LLC; 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 9:01 am on Wednesday, July 13, 2022.
- II. **EMPLOYEE OF THE MONTH:** Elwood recognized Kevin Dunnigan as the employee of the month.
- III. **COMMUNITY OUTREACH:** Jenkins thanked the Board Members and Jerry Blann for attending the ribbon-cutting ceremony for the Airport reopening. She stated a water salute was given for the first commercial landing and Governor Mark Gordon landing for other obligations but joined in the celebration on reopening day. She shared that employees participated in the 4th of July Parade, an Employers Council supervisor training, and the Sustainable Business Leaders Webinar.
- IV. **COMMENTS FROM GRAND TETON NATIONAL PARK, TOWN OF JACKSON, TETON COUNTY AND THE PUBLIC:** Barnum stated that Yellowstone is back up with 93% accessible, and GTNP is going into a more normal summer. He stated they have seen a little lower visitation and fee revenue compared to 2021 but are around the 2019 number. He shared there would be a stakeholder workshop on August 2 to share data they have collected about visitor experience and visitor activities in the Park.

Barron had no comments.

Schechter shared the Town of Jackson is entering into a place of transition with Larry Pardee leaving for Eagle Colorado and Tyler Sinclair stepping in as the interim town manager. He stated numbers seem to be down but still are showing strong sales tax revenues, 29% up from last year. Schechter congratulated the Board on completing the runway project on time.

- V. **FBO/ADMINISTRATION FACILITIES DESIGN UPDATE:** Mahoney shared the background and timeline of the FBO and Administration Facilities Designs. He shared that through the RFQ process, the scope of work was defined generally to do the preliminary planning, review the current general aviation functions, services that are provided at similar sized airports, and how this FBO compared with other intermountain region FBO facilities. He stated to develop concept designs for the FBO campus was also part of the scope of work. Mahoney reported that after giving the first presentation to the Board in 2018, the Board determined to use the small building space as efficiently as possible; it was decided to modify the scope to find the most efficient use of space and avoid redundant use. Mahoney stated that the Hangar 3 design was approved in 2020. He shared that Wadman was selected as the Construction Manager at Risk and joined in the design process. Mahoney explained the phased execution plan of the design, phase one being

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construction of Hangar 3. Mahoney reported that there are some long lead items for construction of Hangar 3, and he will be approaching the Board with an amendment for those items when it becomes available. He shared that phase two would be the construction of Hangar 5 which would be storage hangars and would allow the demolition of the existing Hangars 4 and 5. He stated to build the Terminal and Administrative Office building, Hangar 4 would need to be demolished. Mahoney explained that the final phase would be the demolition of current Hangar 5 and rebuild Hangar 4. He clarified that the phasing is to not disrupt the operations as much as possible.

Mahoney shared that the siding and roofing were selected to, not match, but reflect the commercial terminal and to be unobtrusive to the views. Brown asked what the Board Room size difference was compared to the current Board Room. Mahoney answered that it is about double.

Eastman asked about being able to do solar panels on the roof. Mahoney explained that there is not room with the height restrictions listed in the lease and the FAA is not supportive due to the reflective nature. He added that when studying the QTA, it was determined that solar panels would not be cost-effective. McLaurin suggested alternative power solutions be looked into with the rising cost of power. Eastman asked if the extra fire lane in front of Hangar 3 is still required. Mahoney stated that it is. Eastman asked if Hangar 3A will have door clearance for the large equipment. Mahoney replied that the equipment needed in JAC is not as large. Elwood added that most larger aircraft get flown out and that JAC is not going to be a large repair center for aircraft.

Brown recalled at the meeting that the Board approved moving forward with the design there was concern about the level of luxury in the GA terminal. She stated this was due to the need, the cost, and community concern about the amount of GA traffic. She asked if there was a desire from others on the Board to take a pause on the design. Brown asked if any of the hangar space has been looked at to become parking to assist with that constraint. She asked if finishes that would be more basic and require less maintenance on the airside of the hangars have been studied.

Wallace asked what kind of issues could requesting a height adjustment from the Park cause and if McLaurin could research energy credits that could be purchased in advance of the price increases that are anticipated. Wallace explained that in the committee meetings they discussed the phasing process of each construction packet.

Liebzeit stated in the committee meeting they discussed the need for some flex space for staff growth and to maximize open spaces with utilities on the outside. He shared that they discussed having finishes be as subtle as possible. Liebzeit also mentioned that the committee discussed applying a cap rate to determine a cost-benefit ratio.

McLaurin asked if the Board wanted to request the designers to take a pause. Mahoney stated there would likely be additional funding requested if a delay is taken at this time, or if the design concepts change substantially.

Eastman asked about the Driggs Airport and if the Airport is over-building based on their future plans. Elwood stated they have limitations on their future growth, they are 100% occupied at this time, and they are working on a master plan.

Elwood shared that building the hangars will not adjust the demand curve. He stated building the hangars could reduce the number of operations by having a location for the aircraft to hangar and cut down on the repositioning operations. Multiple Board Members asked for an estimate on the number of operations that might be reduced. Elwood explained that staff will research the topic to see how that number could be quantified. Brown asked about using the space identified for auto parking. Elwood responded by saying that the FAA could question the use of aeronautical use space for non-aeronautical uses.



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Barnum stated, to his understanding, the Park would not be interested in changing the height restrictions and would encourage the less conspicuous siding.

Eastman recalled the historic operations information from 20 years ago showed there were more operations than now. He asked if there are forecasts for the number of operations GA and at what point would these hangars be full.

McLaurin stated the Board is comfortable moving forward with Hangar 3, with agreement from all Board Members. Mahoney stated he will bring forward a GMP for long lead items and eventually the total GMP in the next few months. He stated there are concerns with pausing which is primarily the disruption with staff. McLaurin stated to not pause the design and to have a meeting in the next few weeks to determine if there need to change or if the entire project needs to be reevaluated.

VI. ACTIVITY REPORTS: Elwood stated there were only three days of activity in June, so the numbers were minimal, but the Airport went into full gear when reopened and the numbers are starting to go closer to historic figures.

VII. ACTION ITEMS

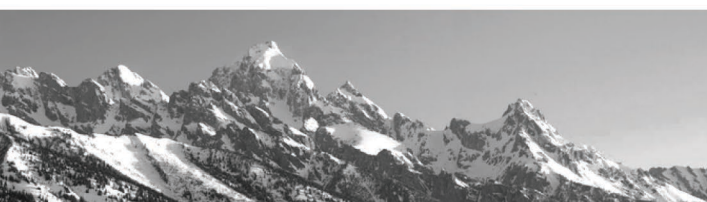
A. Consent Agenda

1. Approval of the Minutes
 - a. June 15, 2022 – Regularly Scheduled Meeting
 - b. June 16, 2022 – Special Meeting
 - c. June 22, 2022 – Special Meeting
2. Long Mechanical Solutions Second Amendment

Brown requested the June 15, 2022 – Regularly Scheduled Meeting be removed from the consent agenda. Liebrecht moved approval of the consent agenda excluding A1. Eastman seconded the motion, which passed unanimously.

Brown requested the addition of the Board consensus that environmental concerns be kept out of the scoring in the Fly Quiet section. Brown moved acceptance of the minutes with this amendment. Liebrecht seconded the motion, which passed unanimously. Liebrecht asked if the per diem was regulated by someone else, or if it was established by the Board. Elwood stated he believed it was the federal reimbursement numbers but would confirm that information with Airport attorneys.

- B. Payment of the Bills:** Brown stated that she had reviewed and move approval of the payment of the bills as presented dated July 13, 2022. Liebrecht seconded the motion, which passed unanimously.
- C. Financial Reports:** Anderson explained the slide has been formatted differently to show the actual and budgeted numbers for the three enterprises. She stated that the end of the fiscal year shows the three enterprise centers with income 20% above budget and expenses 10% above budget. Anderson stated that the closure offered an opportunity to complete other maintenance projects across the Airport. She stated net revenues ended the fiscal year above the budgeted amount.
- D. 457f Supplemental Executive Retirement Plan:** McLaurin moved this item be tabled for next meeting. Liebrecht seconded the motion, which passed unanimously.



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VIII. DIRECTOR'S COMMENTS: Elwood stated the Airport received notice of a grant for \$8 million from the bipartisan infrastructure law that is focused on upgrades to the terminal building, specifically the restaurant project. He stated this will allow fund reallocation and the fuel farm project can begin moving forward.

Crook thanked the Board and contractors for the work on the new security screening checkpoint area. She noted staff and the traveling public have had positive comments about the space. She shared that staffing is eight and a half full-time employees down but there are seven people in the background and five applicants in the process. Crook stated it takes about three weeks to onboard a new staff member to the first phase of work. Crook shared that the annual TSA security audit was passed with no significant findings.

Havel shared operations have been going well since the reopening date. He acknowledged the many people involved with the project and the work and planning it took to have a successful reopening. He shared that phase three work is beginning and it will not impact day-to-day operations. He stated the work will be grooving, and restriping and inspections and be conducted in the evenings and nights after operations have stopped. Havel shared the restaurant project is still on schedule, but the concrete shortage nationwide could have an impact on that project. He reported the JAC parking program is going well, 861 people have signed up and there are currently 46 people in the parking lot utilizing it.

IX. BOARD COMMENTS: Brown gave kudos to the team for the reopening. Liebzeit echoed Brown's comments. McLaurin added it was a remarkable feat and the scope of work combined with the spring the area had, it was even more remarkable.

X. EXECUTIVE SESSION: Eastman moved the Board go to Executive Session 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 Wyoming Statute §16-4-405(a)(x). Liebzeit seconded the motion, which passed unanimously.

McLaurin stated no decisions were made in Executive Session.

XI. ADJOURN: Liebzeit moved adjournment. Brown seconded the motion, which passed unanimously.

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Robert McLaurin

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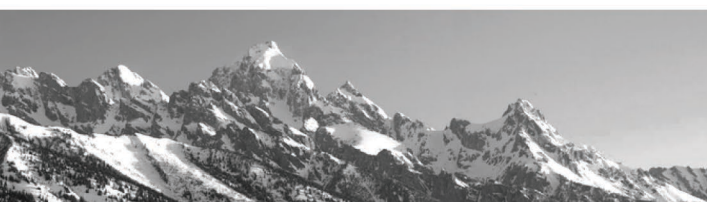
Bob McLaurin, President

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George Robert Wallace

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Rob Wallace, Secretary



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