



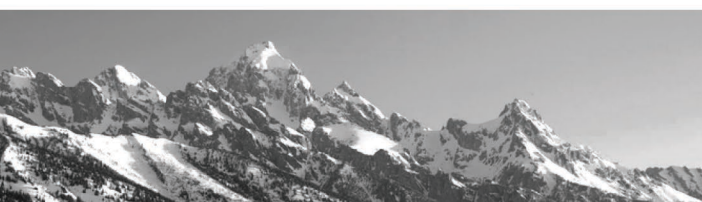
MINUTES OF THE JACKSON HOLE AIRPORT BOARD 2024 BOARD RETREAT

DATE: June 19 and June 20, 2024

BOARD PRESENT: Valerie Brown (virtual), Ed Liebrecht, Bob McLaurin, Melissa Turley, Rob Wallace

OTHERS PRESENT: Jim Elwood, Dan Reimer and Hilary Fletcher.

- I. **GRAND TETON NATIONAL PARK:** Park Superintendent Chip Jenkins and Chief of Staff Jeremy Barnum met with the Board and discussed general items including effective collaboration, revenue generation, public outreach and budget.
- II. **WELCOME:** President Brown welcomed the Board and provide opening comments. Brown thanked the Board for their time and commitment to the Airport. The Board concurred with the following retreat objectives.
 - a. Continue strengthening the Board's relationship with GTNP
 - b. Identify opportunities and improvements from the past year
 - c. Review the Board Working Agreements and overall effectiveness
 - d. Gain a broader understanding of the CIP and the Airport's financial position
 - e. Develop an awareness of efforts focused on continuity of operations
 - f. Understand short-and long-term industry trends that present opportunities for consideration
 - g. Become more knowledgeable of the organizational staffing for the Airport
- III. **YEAR IN REVIEW:** The Board identified things that went well and opportunities for improvement over the past twelve months. Items that went well included budget process, START bus pilot project, Park videos, FBO operational transition, TSA transition, and the Hangar 3 and FBO/Admin projects. The Board identified the committee structure as having room for improvement.
- IV. **BOARD EFFECTIVENESS/ENGAGEMENT DISCUSSION:** President Brown led the Board in a general discussion about the level of effectiveness and engagement of the Board. General discussion ensued regarding more communication, the use of workshops for strategic discussions and more utilization of the committee structure. The Board reviewed the vision statement and did not make any changes. The Board reviewed the Working Agreements and added "Speak with one voice following Board decision" to the current agreements.



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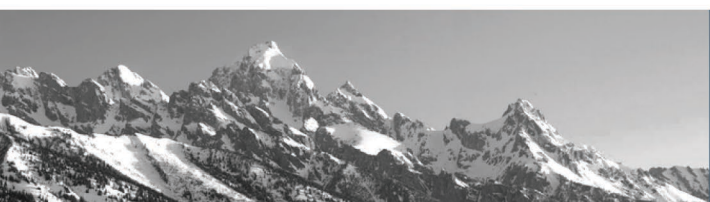
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James P. Elwood, AAE, Executive Director

The Board reconvened on June 20 at 8:00 am.

OTHERS PRESENT: Staff members Michelle Anderson, Aimee Crook, Craig Foster, Alton George, Chance Grimmett, Meg Jenkins (virtual), Tony Cross, Jamey Miles, Anna Valsing, Andrew Wells, Jordyn McDougall, and Gina VanSlyke joined the meeting.

- V. **CAPITAL IMPROVEMENT PLAN/LONG TERM FINANCIAL DISCUSSION:** Board and staff reviewed the current projects including Hangar 3, Administration and FBO Terminal, Deice Pad, Vehicle Service Road (VSR), Storm water detention as well as future projects. Board and staff discussed the long-term financial plan including current net reserves. Discussion followed regarding possibilities for the best use of these net revenues. General discussion ensued.
- VI. **CONTINUITY OF OPERATIONS DISCUSSION:** Staff presented an overview of the organization's resilience, redundancy, protection, security, response and recovery in relationship to the Airport IT program, as well as future technology considerations. General discussion followed.
- VII. **SENIOR STAFF UPDATES:** Staff members provided update to the Board including:
- a. Operations and Custodial: current operations, Mutual Aid, emergency medical response and implementation of the Safety Management System (SMS).
 - b. Fixed Base Operator (FBO): – transition, development of the management team, passenger outreach, collaboration with Grand Teton National Park, sustainability development, and space management.
 - c. Community Outreach: environmental programs and initiatives, communications with GA operators, engagement with the public and stakeholders regarding projects, and website enhancements.
 - d. Security: Aviation Worker Screening, baggage handling system, video analytics, and general security items
 - e. Administration: Board Document Management Software, Nasdaq Boardvantage, Title VI Program, Procurement Policy updates and renegotiation of airline agreements.
- VIII. **ORGANIZATIONAL STAFFING DISCUSSION:** Jim Elwood discussed the current staffing levels and needs for a staff restructure to address and build resiliency.
- IX. **BOARD OPEN DISCUSSION/RETREAT WRAP-UP:** General discussion ensued with an emphasis on the issue of housing and the financial impact of acquisitions. The Board identified key take-aways from the retreat for staff follow-up. The Board expressed continued value for the retreat opportunity and acknowledged the continued commitment and hard work of staff.




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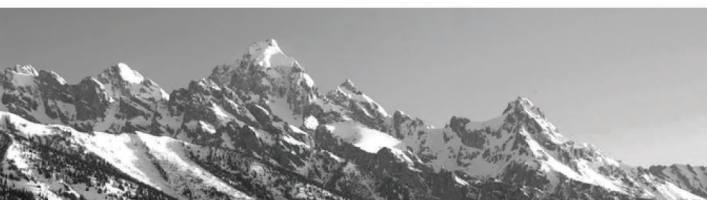
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- X. **ADJOURN:** Liebzeit made a motion to adjourn at 3:00pm June 20, 2024. McLaurin seconded the motion, which passed unanimously.

Signed by:

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Valerie Brown, President

Signed by:

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Bob McLaurin, Secretary



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