



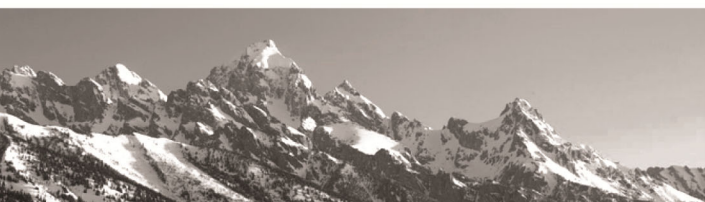
## **Jackson Hole Airport Board Meeting**

**Date:** December 18, 2024

**Time:** 9:00 am

**Place:** Board Room

- I. Call to Order**
- II. Employee of the Month**
- III. Community Outreach**
- IV. Comments from Grand Teton National Park, Town of Jackson, Teton County and the Public**
- V. Action Items**
  - A. Consent Agenda
    1. Approval of the Minutes
      - a. October 30, 2024 – Special Meeting
    2. Aerospecialties Equipment Purchase – 3 Electric Ground Power Units (GPU)
    3. TSA Lease Amendment for Conex Box Storage
  - B. Financial Reports
  - C. Woolpert On-Call Engineering Agreement 15th Amendment – 2025 Seal Coat and Pavement Project
  - D. Mead and Hunt 10th Amendment – Airport Carbon Accreditation Support Services
  - E. Mead and Hunt 11th Amendment – PFAS Groundwater Monitoring 2025-2026
  - F. FYE June 30, 2024 Audit
- VI. Director's Comments**
  - A. Activity Reports
  - B. Operations, Security, and FBO Updates
- VII. Board Comments**
- VIII. Adjourn**



### **JACKSON HOLE AIRPORT**

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*James P. Elwood, AAE, Executive Director*

## MEMORANDUM

**DATE: DECEMBER 10, 2024**

**SUBJECT: SUMMARY FOR DECEMBER 18, 2024 BOARD MEETING**

### GENERAL BOARD MEETING ACTION ITEMS:

**CONSENT AGENDA:** Items on the Consent Agenda can be approved by a single motion. Board members may ask that an item be removed and considered individually. The following items are listed on the Consent Agenda.

1. **Approval of Minutes:** Presented for Board review and approval are the minutes from the Special Board Meeting held on October 30, 2024.
  
2. **Aerospecialties Equipment Purchase – 3 Electric Ground Power Units (GPU):** The Airport received a grant through the State of Wyoming DEQ (VW Funds) to replace three of the FBO's diesel powered GPUs for all-electric GPUs. The electrification of the GPUs aligns with the Airport's environmental initiatives. The all-electric units will also be quieter. The total grant amount is \$170,391.00.

The Airport received quotes from the two manufacturers of all-electric GPUs and the JetGo 28-iBS units purchased from Aerospecialties (dealer) were the best deal. The total price for the three units is \$169,240.20. The total net cost to the Airport to replace these units is \$0 with the grant funds. This agenda item has been reviewed by the Organizational Documents Committee.

3. **TSA Lease Amendment for Conex Box Storage:** The Airport has a lease with TSA for the space they occupy at the airport (offices, break room, etc.). TSA has requested additional storage space and the Airport is able to provide TSA with 320 square feet of storage space in a Conex Box. This Lease Amendment adds this storage space to the lease with TSA. The Lease Amendment is written to allow the Airport to terminate the use of the Conex Box/Storage Space with 30 days' notice if necessary. This agenda item has been reviewed by the Organizational Documents Committee.

### **ACTION ITEMS:**

**Financial Reports:** Financial reports for October and November 2024 will be presented for Board acceptance.

**Woolpert On-Call Engineering Agreement 15<sup>th</sup> Amendment – 2025 Seal Coat and Pavement Project:** Annually, the Airport participates in the WYDOT Group Maintenance Program for upkeep of the paved surfaces at the Airport. This year, the Airport will receive funding through WYDOT with a maximum contribution of \$1,010,000 for the work. The State share is 90% and the Airport share is 10%.

This year's project will include restriping Runway 1/19, the taxiways, the general aviation and commercial service aircraft aprons, and the landside parking lots and roadways. The second portion of the project will be the application of seal coat on Runway 1/19 and the taxiways.

This Amendment to the Woolpert Agreement is for the preparation of construction plans, contract documents, technical specifications, and the construction administration of the Project. WYDOT will do a group bid for the construction portion of the project. The total cost of Woolpert's services provided through this 15<sup>th</sup> Amendment is \$156,240.00. An Independent Fee Estimate (IFE) was conducted, and the proposed fees came in under the independent fee estimate. We find the proposed fees to be reasonable based on the IFE.

**Mead and Hunt 10<sup>th</sup> Amendment – Airport Carbon Accreditation Support Services:**

This 10<sup>th</sup> Amendment to the Mead and Hunt On-Call Environmental Consulting Services agreement is for Airport Carbon Accreditation Support Services and is in a not to exceed amount of \$104,580. In 2024, the Airport received Level 2 accreditation through the Airports Council International (ACI) Airport Carbon Accreditation (ACA) Program. This Amendment provides the framework for the Airport to continue its participation in the ACI ACA Program. The Airport will be required to conduct a carbon footprint measurement to maintain and renew its current level of accreditation and to develop a strong foundation for the Airport to pursue Level 3 in the future. Mead and Hunt will provide project management, data collection, and renewal services under this amendment, along with the development of a Scope 3 Emissions and Stakeholder Engagement Plan.

**Mead and Hunt 11<sup>th</sup> Amendment – PFAS Groundwater Monitoring 2025-2026:** This 11<sup>th</sup> Amendment to the Mead and Hunt On-Call Environmental Consulting Agreement is for continued PFAS Groundwater Monitoring in 2025 and 2026 and is in a not to exceed amount of \$250,840.68. This Amendment provides the structure for the semiannual Airport groundwater monitoring and reporting and the semiannual residential water well sampling and reporting in the surrounding areas for PFAS. This sampling and reporting is a continuation of the current efforts.

**FYE June 30, 2024 Audit:** Presented for Board Approval is the audit for the Jackson Hole Airport for the fiscal year ended June 30, 2024. The airport ended FY 2024 in a strong financial position with an increase in total operating revenue of 54.97% to \$59,542,601. Additionally, of note this past fiscal year, total net position increased by \$17,539,788 or 9.42% over the prior fiscal year mainly due to the increased net operating revenue. These resources can be used to meet any of the Airport's ongoing operational and capital project needs.

Several years ago, the Airport completed its first submission to the Government Finance Officers Association (GFOA) for their Excellence in Financial Accounting award. One of the expectations is that the Airport fully prepare all of the financial reports, statements, and audit documents for review by the audit firm by 2024 (5 years). The airport has

achieved that goal and prepared the full financial report and audit document this year with minimal guidance from the audit firm.

The Airport's auditor, Eide Bailly, LLP, issued an unmodified opinion with one finding related to the preparation of the schedule of expenditures for federal awards (SEFA). When the SEFA was prepared, outstanding grants receivable were recorded in the draws and expenditures columns but not in the SEFA column. All of these grants were requested at the end of the federal fiscal year so were requested from the FAA but not received. Because the airport accounting is done on an accrual basis, the funds were accrued back to the correct fiscal year. This was considered a material weakness and the auditors have recommended that management design and implement procedures to ensure amounts reported on the SEFA are properly reviewed and reported. The finance department has addressed this through a dual control process and building a check list procedure to prevent a similar future occurrence. All reports and written statements will be reviewed and double checked for accuracy prior to submission to the audit firm. Fortunately, given the strong audit otherwise and the nature of the error, the Airport is still in a position to submit for the GFOA for the Certificate of Award again this year.