



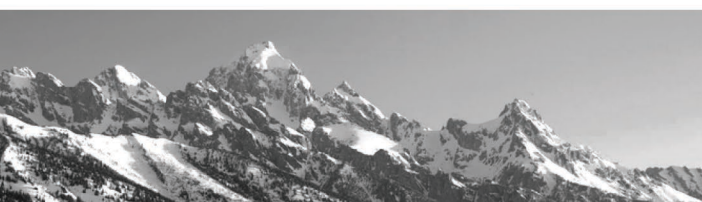
Jackson Hole Airport Board Special Meeting

Date: March 17, 2025

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. February 3, 2025 Special Meeting
 - b. March 5, 2025 Budget Workshop
 2. Mead and Hunt 12th Amendment – 2025 On-Call Services
 3. FAA Supplemental Agreement No. 1 to AWOS Lease
 4. 2025 Seal Coat & Mark Project Notice of Award American Road Maintenance
 - B. Financial Reports
 - C. Knife River Notice of Award for Schedules I and VII of Phase 2 of the Deice Pad Project
- VI. Director's Comments**
 - A. Activity Reports
 - B. Operations/Security/FBO Updates
- VII. Board Comments**
- VIII. FY 2025-2026 Budget Workshop #2**
- IX. Adjourn**



JACKSON HOLE AIRPORT

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

James P. Elwood, AAE, Executive Director

MEMORANDUM

DATE: MARCH 13, 2025

SUBJECT: SUMMARY FOR MARCH 17, 2025 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 February 3, 2025 and the Budget Workshop held on March 5, 2025.

- 2. Mead and Hunt 12th Amendment – 2025 On-Call Services:** This 12th Amendment is for general services provided by Mead and Hunt in 2025 that do not fit within a specific project's scope. As background, the Airport has an On-Call Agreement with Mead and Hunt for environmental and sustainability services. An Amendment is required for each service provided under the On-Call Agreement. These services include support tasks to manage and implement existing environmental and sustainability programs, develop new programs, and strategically plan for how the Airport can best live up to its values regarding environmental stewardship, community support, financial and operational responsibility, and overall sustainability. These tasks will allow Mead and Hunt to support the Airport in unknown questions regarding environmental and sustainability issues and lay the groundwork for initiating detailed tasks in the future. On-call tasks allow for the flexibility of addressing questions that arise quickly and can help to facilitate consistency and forward progress. Examples of items that will be billed under this Amendment include weekly meetings between the Mead and Hunt team and Airport staff, researching regulations or innovative technologies for application at the airport, developing language for messaging, or high-level analyses for environmental/sustainability planning efforts. This Amendment is a not to exceed amount of **\$223,700**.

- 3. FAA Supplemental Agreement No. 1 to AWOS Lease:** Presented for Board approval is Supplemental Agreement No. 1 to an existing lease between the Airport and the FAA. This agreement pertains to the rental of space in the Air Traffic Control Tower for storage, AWOS (Automatic Weather Observing System) equipment, and garage space. The lease has been in effect since 2020, with an option available for the FAA to extend the term. The option included

predetermined rates for the extension. This Supplemental Agreement No. 1 extends the term of the lease for five years through September 30, 2030. This Supplemental Agreement No. 1 also includes new federally required language related to certain telecommunications and video surveillance services and security clauses as protection for sensitive information.

4. 2025 Seal Coat & Mark Project Notice of Award American Road

Maintenance: Presented for Board approval is a Notice of Award to American Road Maintenance for the 2025 Seal Coat & Mark Project. This work is bid by WYDOT Aeronautics as part of a larger group project with several other Wyoming airports. WYDOT Aeronautics received 4 bids for the Jackson Hole Airport work. American Road Maintenance was identified as the lowest responsive bidder for the work.

The Notice of Award presented for Board approval selects American Road Maintenance as the low bidder. American Road Maintenance will furnish the required Performance Bond and Payment Bond to the Airport. Once the bonds are received, the Board will need to approve the contract for the work at the April Board meeting.

The total bid for the 2025 Seal Coat & Mark Project from American Road Maintenance was \$1,156,128.75, which was .9% higher than the Engineer's estimate. \$1,000,000 of this project will be funded through grant funds from WYDOT Aeronautics with the Airport paying the remainder.

ACTION ITEMS:

Financial Reports: Financial reports for January 2025 and February 2025 will be presented for Board acceptance.

Knife River Notice of Award for Schedules I and VII of Phase 2 of the Deice Pad Project: Presented for Board approval is a Notice of Award to Knife River Corporation – Mountain West for Schedules I (Federal) and VII (Non-Federal) of Phase 2 of the Deice Pad project. Schedules I and VII need to be completed in May/June to keep the project on schedule prior to the fire season to minimize operational impacts to the Teton Interagency Helitack base. These schedules include the construction of the utility corridor that transitions the Helitack base up to the deice pad. The total cost of Schedule 1 and Schedule VII is \$4,497,887.50 which is 4% higher than the engineers estimate.

An Invitation for Bid (IFB) for Phase 2 of the Deice Pad project was advertised in February with a bid opening occurring on Friday, March 7th. In response to the IFB, two Contractors (HK and Knife River) submitted formal bids. The Phase 2 IFB included eight schedules of work to be completed in 2025 and 2026. The overall bids came in notably higher than the engineer's estimate. The higher than anticipated bids for many of the schedules are likely related to the current uncertainty surrounding tariffs and the long bid hold times of 360 days for the work to be completed in 2026.

Staff anticipates Schedule I to be funded by a combination of FAA AIP Apportionment Funding and WYDOT match grant funding. The FAA Grant for this portion of the project will be received in April or May. Staff will carefully monitor the grant funding against the cash flow as the project proceeds. Schedule VII is not eligible for federal reimbursement and will be funded by airport cash reserves.

- AIP Apportionment (~\$3.1MM)
- WYDOT Match Grant (~\$246,000)
- Airport Reserves (~\$1.5MM)