

**PINEDALE AIRPORT BOARD  
MEETING AGENDA  
April 2, 2024  
4:30 PM  
AT: Town Hall, Pinedale, Wyoming**

**Google Meet joining info  
Video call link: <https://meet.google.com/ozq-hnjs-ida>  
Or dial: (US) +1 740-759-1837 PIN: 397 750 288#  
More phone numbers: <https://tel.meet/ozq-hnjs-ida?pin=8711183676548>**

**Agenda Items:**

- I. Organizational Matters
  - a. Approval of the March 5, 2024, Regular Meeting Minutes.
  - b. Motion to recommend to the Town Council the payment of expense vouchers as presented (attached)
  
- II. Public Comments
  
- III. **New Business**
  - a. Airport Seasonal position hiring
  - b. Fuel Supplier RFP
  - c. Guest Speaking at Pinedale Highschool
  - d. STOL Area seed + Fertilizer
  - e. PRM Task Force meeting dates- May 9-10 + May 30-31
  - f. KJAC New Safety procedures for VFR Flights
  - g. WAC AAAE Scholarship opportunity-ACE
  
- IV. **Old Business**
  - a. Newsletter
  
- V. **Project Updates (Ardurra)**
  - Update Master Plan
    - 1. Project Update #19
    - 2. Voucher 220064-21 for \$18,042.50
  
  - Reconstruct S GA Apron
    - 1. Project Update #3
    - 2. Voucher 230611-3 for \$18,697.50

- 20,000 Gallon Jet A tank
  1. Voucher 230238-11 for \$796.25
- Acquire SRE
  1. Project Update #12
  2. Voucher 230136-11 for \$926.25

**VI.** Airport Manager's Report

**VII.** Airport FBO Operations Report

**VIII.** Airport Board Member Comments

**IX.** Set date, time, and location for next PAB meeting – first Tuesday is May 7th, 2024

**X.** Adjourn Meeting

**XI.** After Meeting- Airport Masterplan Steering Committee meeting

**PINEDALE AIRPORT BOARD  
MEETING MINUTES  
March 5<sup>th</sup>, 2024  
4:30 PM  
AT: Town Hall, Pinedale, Wyoming**

***Present: Chairman Bill Mecham, Member Jamie Burgess Virtually, Member Chad Kuhn, Member Scott Kosiba, John and Angela Douglas, Wes Werbelow Virtually, Airport Manager Riley Wilson.***

***Meeting Called to order at 4:38PM by Chairman Mecham.***

**Agenda Items:**

**I. Organizational Matters**

- a. Approval of the February 6<sup>th</sup>, 2024, Regular Meeting Minutes.
  - i. **Motion to approve the February 6<sup>th</sup>, 2024, Regular Meeting Minutes made by Chad Kuhn and seconded by Jamie Burgess. Motion passes 3-0-1 with abstention from Scott Kosiba**
- b. Motion to recommend to the Town Council the payment of expense vouchers as presented (attached)
  - i. **Motion to recommend to the Town Council the payment of expense vouchers as presented made by Jamie Burgess and seconded by Chad Kuhn, Motion passes 4-0.**
- c. Appointment of Scott Kosiba as town council representative to the airport board.
  - i. **No Motion made.**

**II. Public Comments**

**III. New Business**

- a. Airport Seasonal position hiring
  - i. **Riley Wilson Informed the board that there is currently a position available for a seasonal worker at the airport. No Motion made.**
- b. ODAL updates/ information
  - i. **Riley Wilson informed the board about the recent technician who was at the airport working on the ODALs and other lights. No motion made.**
  - ii. **Jamie Burgess requested that Riley Wilson investigate the best way to NOTAM nonstandard approach lighting.**
- c. Fuel Supplier RFP
  - i. **Riley Wilson Informed the board about the RFP which will be going out soon for fuel suppliers. No motion made.**

d. Runway Excursion

- i. **Riley Wilson informed the board about a recent runway excursion at the airport, No motion made.**

e. Fuel Audit/ Deice results

- i. **Riley Wilson informed the board on the results of the recent fuel and Deice audit. No motion made.**

f. Minimum Standards update

- i. **Riley Wilson brought to the board his proposal for some updates to the existing minimum standards including adding a minimum spacing between hangars of 10' or 5' feet from lot lines. No motion made; updates will be presented at a later date.**

**IV. Old Business**

a. Newsletter

- i. **No motion made.**

b. FBO Remodel Update

- i. **Bill Mecham requested that the stair railing be mounted at 34"; no motion made.**

**V. Project Updates (Ardurra)**

- Master Plan Update
  - 1. Voucher 220064-20 for \$20,415.92
    - **Motion to recommend payment of voucher 220064-20 for \$20,415.92 made by Jamie Burgess and seconded by Chad Kuhn, motion passes 4-0.**
  - 2. Project Update #18
    - **ALP is expected to be presented to the airport board and the advisory committee at the April airport board meeting.**
- Reconstruct S GA Apron
  - 1. Voucher 230611-2 for \$32,000.00
    - **Motion to recommend payment of voucher 230611-2 for \$32,000.00 made by Chad Kuhn and seconded by Scott Kosiba, motion passes 4-0.**
  - 2. Project Update #2
- Fuel Tank Procurement
  - 1. Voucher 230238-10 for \$1,363.75
    - **Motion to recommend payment of 230238-10 for \$1,363.75 made by Scott Kosiba and seconded by Jamie Burgess, motion passes 4-0.**
- Acquire SRE
  - 1. Vouchers 230136-9 and 10 for \$301.25

- **Motion to recommend payment of 230136-9 and 10 for \$301.25 made by Jamie Burgess and seconded by Chad Kuhn, motion passes 4-0.**

2. Project Update #11

- VI.** Airport Manager's Report  
**a. No motion made.**
- VII.** Airport FBO Operations Report  
**a. No motion made.**
- VIII.** Airport Board Member Comments  
**a. Scott Kosiba- Excited to be part of the airport board and is expecting to spend Wednesday the 13<sup>th</sup> at the airport learning the operations.**  
**b. Bill Mecham- New taxes for 100LL being imposed by states.**
- IX.** Set date, time, and location for next PAB meeting – first Tuesday is April 2nd, 2024
- X.** Adjourn Meeting
- XI.** **Meeting Adjourned with motion made by Jamie Burgess and seconded by Chad Kuhn, Motion passes 4-0 and meeting is adjourned at 5:44pm.**

**Airport Expenses - March 2024**

Vendor	Description	Invoice Number	Check Date	Amount
All American Fuel Company Inc	Gas	72262	3/11/2024	\$688.55
All American Fuel Company Inc	Fuel	72263	3/11/2024	\$1,133.44
All American Fuel Company Inc	Fuel	72710	3/11/2024	\$1,207.26
All American Fuel Company Inc	Gas	82151	3/11/2024	\$675.45
All American Fuel Company Inc	Fuel	82152	3/11/2024	\$1,604.05
AvFuel Corporation	Jet A Fuel	020087685	3/11/2024	\$31,076.70
Blue Steel Industrial	Plow Repairs	100	3/11/2024	\$2,000.00
Bomgaars Supply	Radio Mounting Tools	74625906	3/11/2024	\$64.96
Bomgaars Supply	FBO Remodel Supplies	74626251	3/11/2024	\$30.76
Bomgaars Supply	FBO Remodel Supplies	74636184	3/11/2024	\$16.90
Bomgaars Supply	Maintenance Supplies	74637689	3/11/2024	\$24.48
Bomgaars Supply	Tools	74641807	3/11/2024	\$349.95
Bomgaars Supply	Maintenance Supplies	74641905	3/11/2024	\$16.95
Clean Wash Laundromat	Airport Mat Service	44712	3/11/2024	\$53.00
Clean Wash Laundromat	Airport Mat Service	44735	3/11/2024	\$53.00
Cummins Sales & Service	Annual Generator Maintenance	60-95981	3/11/2024	\$1,251.00
Lumacurve Airfield Signs	Replacement Light	60907	3/11/2024	\$2,816.71
MHL Systems	Cutting Edges	24-16626	3/11/2024	\$1,590.40
Office Outlet	Office Supplies	0924147	3/11/2024	\$1.75
Overdorff, Brandon & Jacqueline	Reimburse Security Deposit	20240307	3/11/2024	\$1,000.00
Performance Overhead Door Inc	Annual Garage Door Maintenance	20922	3/11/2024	\$3,205.40
Pinedale Auto Supply	Plow Pins	100013	3/11/2024	\$3.38
Pinedale Auto Supply	Kodiak Fuel Filter	100164	3/11/2024	\$71.00
Pinedale Computer	Data Recovery	202401-3196	3/11/2024	\$90.00
Pinedale Natural Gas Inc	Generator	202402279 AIR GEN	3/11/2024	\$27.97
Pinedale Natural Gas Inc	FBO Building	20240227 FBO	3/11/2024	\$659.16
Pinedale Natural Gas Inc	SRE Building	20240227 SRE BLDG	3/11/2024	\$296.69
Pinedale Natural Gas Inc	Maintenance Hangar	20240227 MAINT HGR	3/11/2024	\$78.27
Pinedale Natural Gas Inc	SRE Hangar	20240129 SRE HGR	3/11/2024	\$231.36
Ridley's Family Markets	FBO Remodel Supplies	0435.02.29	3/11/2024	\$90.98
Rocky Mountain Power	Airport Fuel Farm	202402291 FF	3/11/2024	\$206.49
Rocky Mountain Power	Airport Lights	20240229 AIRPORT	3/11/2024	\$1,082.22
Shadow Mountain Water of WY	Potable Water	002.B013513	3/11/2024	\$15.00
Ardurra Group	Airport Master Plan-Local	220064-19	3/25/2024	\$11,105.00
Ardurra Group	Airport Master Plan-Local	220064-20	3/25/2024	\$20,415.92
Ardurra Group	PNA SRE Acquisition-Local	230136-10	3/25/2024	\$166.25
Ardurra Group	PNA SRE Acquisition-Local	230136-9	3/25/2024	\$135.00
Ardurra Group	PNA Fuel Farm Installation	230238-10	3/25/2024	\$1,363.75
Ardurra Group	PNA Fuel Farm Installation	230238-9	3/25/2024	\$381.25
Ardurra Group	PNA Rehab S GA Apron-Local	230611-1	3/25/2024	\$19,100.00
Ardurra Group	PNA Rehab S GA Apron-Local	230611-2	3/25/2024	\$32,000.00
AvFuel Corporation	Fuel Truck Placards	020186486	3/25/2024	\$146.91
Bomgaars Supply	FBO Remodel Supplies	74643077	3/25/2024	\$101.14
Bomgaars Supply	FBO Remodel Supplies	74643976	3/25/2024	\$36.35
Bomgaars Supply	FBO Remodel Supplies	74644255	3/25/2024	\$98.70
Bomgaars Supply	58 Runway Lane Doorlocks	74644708	3/25/2024	\$95.98
Bomgaars Supply	Rodent Abatement	74644779	3/25/2024	\$61.40
Emblem Aviation LLC	Jet A Storage Tanker Lease-April	1025	3/25/2024	\$3,000.00
Granite Seed & Erosion Control	Seed & Fertilizer for STOL Area	3-69601	3/25/2024	\$2,560.00
Moosely Mailboxes & More	Ship Deice Fluid	87636	3/25/2024	\$16.53
Pinedale Lumber	FBO Remodel Supplies	191122	3/25/2024	\$14.79
Ridley's Family Markets	Lobby Amenities	0415.03.07	3/25/2024	\$42.71
Ridley's Family Markets	FBO Remodel Supplies	0434.03.19	3/25/2024	\$213.44
Ridley's Family Markets	FBO Remodel Supplies	0434.03.190	3/25/2024	\$21.98
Shadow Mountain Water of WY	Potable Water	002.B014113	3/25/2024	\$15.00
Wyoming Airports Coalition	Annual Membership	472	3/25/2024	\$200.00
Wyoming State Fire Marshal	Jet A Fuel Tank Plan Review	PR24072 AST	3/25/2024	\$1,815.96
March Gross Wages			3/31/2024	\$10,693.07
<b>Total Expenses</b>				<b>\$155,514.36</b>



March 21<sup>th</sup>, 2024

Top Flight PNA

Re: PROPOSAL for AVIATION FUEL SUPPLIER of Top Flight and the Town of Pinedale.

To whom this may concern,

On behalf of the CityServiceValcon, LLC (CSV) and Phillips 66<sup>®</sup> Aviation Teams, we appreciate the opportunity to submit a proposal to provide solutions to your fuel needs and related services.

Our offer is based on two uniquely aligned companies' (CSV / Phillips 66<sup>®</sup> Aviation) service elements and value-added programs to assist Top Flight PNA, the airport and its patrons with reliable supply, support, and incremental value. We recognize that Top Flight PNA would like to enter to a long-term contract, CSV would like to offer a deal that best suites you. Whether it is 5-10 years we will are here to partner with you for the long haul.

CSV is a privately held company with the strength of a major fuel producer (Phillips 66<sup>®</sup>). Furthermore, a customer centric and a nimble company similar to Top Flight PNA.

I am confident in creating a mutually beneficial business partnership with you and your company. Last but not least, we will be proud to add Top Flight PNA to our family of FBOs where you will be known by your name.

Sawyer Silliker

Aviation Regional Sales Manager  
(406) 250-9225 Cell



*This proposal and its supporting materials are confidential to CityServiceValcon, LLC, Top Flight PNA, and the employees whom have a reason and purpose for reviewing. Otherwise, this proposal and its supporting materials shall remain private, confidential and not to be reproduced or distributed. Pricing, terms and condition of the sales are subject to final review and commitment. Offer valid for 45 days.*

**Town of Pinedale – TOP Flight PNA  
Aviation Fuel Supplier  
EXHIBIT A – Proposal Form**

The undersigned (“Proposer”) hereby proposes to the Town of Pinedale, (“Town”) that should the Proposer be selected by the Town to serve as fuel supplier (“Fuel Supplier”) to supply the airport with its requirements for aviation fuel for resale at the Ralph Wenz Field, Proposer will supply the Town’s requirements for aviation fuels and lubricants and provide other services as described in this proposal and the fuel supplier agreement (“Agreement”) to be made between Proposer and the Town as more particularly described below:

**1) Authority**

The Town of Pinedale, as owner and operator of the Ralph Wenz Field, will purchase from the Fuel Supplier and the Fuel Supplier shall provide and sell to the Town’s requirements for aviation fuels and lubricants (collectively the “Product”) at the airport. The Town shall purchase the Product for resale to aircraft owners and operators at Ralph Wenz Field.

**2) Product shall include the following types of fuels:**

- Aviation Turbine Fuel – Jet A;
- Aviation Gasoline, 100 Octane, Low Lead (Avgas) or future replacement.

Product delivered to the Airport shall comply with the following specifications:

Phillips 66 Branded Products meet or exceed the following ASTM product specifications:

- *Jet A in accordance with ASTM D1655, latest version.*
- *AVGAS (100LL) in accordance with ASTM D910, latest version.*

**3) Product Pricing**

Jet-A price on the date of lifting will be based on the average of Platts Gulf Coast Prior Week Average plus all applicable taxes, fees, and freight. Any third-party cost increases may be passed through to Dealer, at CSV’s option, upon five (5) days’ advance notice to Dealer. At CSV we have a redundant number of terminals that give us strength regarding supply. This protects Top Flight from supply shortages/runouts. Also, this gives CSV the ability to arbitrage the product from different P66 supply terminals to ensure Top Flight is receiving the best price in their region.



Jet-A Price Breakdown:

Pricing week of March 19, 2024

• Base	\$2.7323
• Freight & Fuel s/c	\$0.2044
• Taxes	\$0.3002
<b>Total:</b>	<b>\$3.2369</b>

Pricing week of January 1<sup>st</sup>, 2024

• Base	\$2.5922
• Freight & Fuel s/c	\$0.2044
• Taxes	\$0.3002
<b>Total:</b>	<b>\$3.0946</b>

Pricing week of July 1<sup>st</sup>, 2023

• Base	\$2.5702
• Freight & Fuel s/c	\$0.3639
• Taxes	\$0.3002
<b>Total:</b>	<b>\$3.2343</b>

Avgas (100LL) price to Dealer shall be CSV's delivered price on the date of lifting plus all applicable taxes, fees, and freight.

Avgas Price Breakdown:

Pricing week of March 19<sup>th</sup>, 2024

• Rack	\$4.34
• Freight and Fuel s/c	\$0.3253
• Taxes	\$0.2502
<b>Total:</b>	<b>\$4.9155</b>

Pricing week of January 1<sup>st</sup>, 2024

• Rack	\$3.71
• Freight and Fuel s/c	\$0.3253
• Taxes	\$0.2502
<b>Total:</b>	<b>\$4.2855</b>

Pricing week of July 1<sup>st</sup>, 2024

• Rack	\$4.14
• Freight and Fuel s/c	\$0.3253
• Taxes	\$0.2502
<b>Total:</b>	<b>\$4.7155</b>

Lubes:

- CSV offers Phillips 66® line of aviation lubricants with premium single and multi-viscosity engine oils and the highest quality hydraulic fluids. Approved by the FAA and leading engine manufacturers around the world, the Phillips 66 line of aviation lubricants offers everything from break-in to TBO.
  - Single source for piston engine oils and hydraulic fluids.
  - High-performance properties for extremes from Alaska to the tropics.
  - Protective additive packages that exceed industry specifications.
  - Phillips 66 X/C® can be used from break-in to TBO.
  - Compatible with other brands.
  - Ground Equipment Lubes.
- CSV Lubes: <https://www.csvaviationfuel.com/lubes>

#### **4) Town's requirements of Product subject to limitation**

We strive to deliver each load at the stated date and time through our redundant supply network utilizing P66 terminals. When you become a branded P66 dealer you are not limited on supply. Unlike independent refineries, P66 has a set allocation on every branded account that they are obligated to produce. This ensures that P66 branded accounts have the supply they need during the peak seasons.

Top Flights Jet's supply needs will be reviewed annually and monthly for forecasting. The forecast will be reviewed by CSV and Top Flight as we develop the forecast.

With advanced planning, weekly check-ins, we can balance loads from primary and/or secondary terminals, especially with our own CSV trucks and drivers dedicated to aviation fuels. In addition to our own proprietary trucking services, we have supplemented logistical support by bringing in carriers from other markets to support our dealers.

#### **5) Product Quality Control Program**

CSV and Phillips 66® Aviation maintain industry leading product quality control programs for all refined products. Phillips branded dealers are required to meet or exceed P66's Aviation Fuel Quality Assurance Requirements (AFQAR).

A comprehensive collection of fuel quality control information, technical data and specification, training tools and links to industry guidance is aviation through TrustedFuel.com.

TrustedFuel.com is designed to support the fuel-handling operations at your FBO.

- The following programs are available to Phillips 66 Branded Dealers:
  - Training: Discounted National Air Transport Association's (NATA) Safety 1<sup>st</sup>
  - Quality Control and Training Forms and Calculators
  - Misfuelling Prevention
  - Quality Control Inspection Program
  - Fuel Handling
  - Health, Safety & Environmental (H.S.E)
  - Aircraft Accidents
  - Quality Control Assurance Obligations
  - Equipment and Industry

As a Phillips 66 branded dealer, you will have discounted or free access to live quality control seminars.

Annual inspections are performed by CSV and / or Phillips 66® Aviation quality assurance team. Correction action(s) and consulting regarding any discrepancy is provided by team CSV and / or Phillips 66® Aviation. In addition, phone support for technical and quality control is available at no cost.

Onsite, customized, hands-on training on quality control and quality assurance is provided at no cost. There are no instances of aircraft damage or personal injury caused by the failure of the product to meet specifications.

Most recent and current initiative – Save a Life, Verify Fuel (avoid misfuelling)

RESOURCE CENTER FOR FUEL HANDLERS  
TrustedFuel.com  
Contact us | FAQs | Glossary | Logout | Refueler Maintenance | Reset Password

GET STARTED  
Home  
Misfuelling Prevention  
Quality Assurance Obligations  
Fuel >  
Training >  
Forms & Calculators >  
Equipment & Industry >  
Health, Safety & Environmental >  
Aircraft Accidents >

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Phillips 66 Aviation Webinar  
"23 Seconds - Can Make a Difference"  
Watch Now

Save a Life  
Verify Fuel  
Type

Featured Resources

- Fuel Handling Guide
- Misfuelling Prevention **NEW!**
- Quick Links  
Misfuelling Prevention (NATA)  
Unleaded Avgas  
Phillips 66 QA Assessment  
AirNav.com  
View All
- Energy Institute
- Tech Topics  
GAMMON

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## 6) Credit Card Program

As a branded Phillip 66 dealer, you will benefit from an array of credit card processing devices and credit card options. Furthermore, you will enjoy low processing fees starting with Phillips 66's credit cards at zero percent.

Phillips 66 Aviation Wings Card makes your customers' daily travels and weekend excursions easier. Customers can use their Personal Credit Card at more than 800 Phillips 66 branded aviation FBOs across the country – including self-service and pay-at-the-pump sites. They can gas up at any of the thousands of Phillips 66®, Conoco and 76® gas stations nationwide.

Beyond fuel, pilots can use the Phillips 66 Personal Credit Card to pay for hangar fees, tie-downs, and to get cash at ATMs nationwide.

Highlights of the branded cards program:

- Only aviation brand able to leverage motor fuel credit card processing rates.
- Card accepted at over 800 Phillips 66 branded aviation FBOs.
- 7,000+ branded c-store locations.
- Lowest card rates in the aviation industry.
- NO qualified versus non-qualified transactions.
- Credit Card reimbursements within 48-72 hours via EFT.
- Corporate “Wings” card co-branded with AvCard is accepted at 7000+ locations worldwide – no annual fees or administrative charges to cardholders.

Self-serve fueling terminals may process on P66’s platform where you will enjoy the low processing fee.

Following are methods to process credit cards via web-based on the Phillips 66 network:

- Phillips 66 AvPOS: A web-based software that can be used on the front-counter computer or on a mobile device.
  - Remote processing available via tablet. (Wi-Fi/Cellular data required)
- X1 FBO integration, currently in development between X1FBO and P66.
  - Will be available by year end.
- Aviation Point of Sales accept:
  - P66 cards
  - Mastercard
  - Visa
  - American Express
  - Discover
  - Avcard
  - Multi-Service Card
  - Government Air Card

Branded P66 Credit Card Processing Rates:

Phillips 66 Aviation Card Type/Description	Per dollar, new rate effective April 18, 2022
Phillips 66 Aviation Wings Card (Red Avcard)	0.00%
Branded Personal Card	0.00%
Branded /Cobranded Fleet Card	0.00%
American Express	3.25%
Avcard (Blue)	2.15%
Debit	1.50%
Discover/Diner's Card	3.30%
Mastercard Qualified	2.75%
Mastercard NonQualified (card on file, keyed)	2.95%
Multiserve	3.35%
Visa Qualified	2.25%
Visa NonQualified (card on file, keyed)	2.25%
Voyager	2.75%
WEX	2.75%

**7) Refuelers**

CSV and Phillips 66 Aviation offer state-of-the-art, safe, and reliable refueler for your business. In addition, our branded dealer program, we offer painting and imaging assistance for branded dealers for the refuelers you currently own. Decals for your refueler are supplied at no cost.

Currently, CSV owns a fleet of Jet and Avgas refuelers. Our fleet consists of refuelers of all sizes and ages. New equipment is available through ProFlo or Skymark Refuelers.

Our used refuelers are refurbished and are a cost-effective solution for essentially acquiring a replacement truck. At CSV we are not limited to what is in our fleet. If our fleet does not meet the expectations of Top Flight we can assist in providing other options, buying new, connecting with dealers, financing options, etc.

CSV's available refueler fleet extends from Oregon all the way over to Ohio with several in between. Our standard refueler contracts are 3 years. Under our standard terms CSV will cover the freight to and from the delivery location. In the need of a short-term lease CSV will provide all available options to Top Flight work with Top Flight to find the most cost-effective option.

(Pricing example of what CSV currently has in their fleet)

Refueler Pricing:

- 2008 International 5k / Monthly lease rate: \$1,750
- 2001 International 5k / Monthly lease rate: \$1,250

## 8) Advertising and Promotions

Phillips 66 includes National and International Advertising and Business Promotion programs. Our national advertising (95% digital / 5% print) campaign focuses on driving the Phillips network of FBOs.

Phillips 66 exhibits at the industry's leading national trade shows including National Business Aviation Association, NBAA Schedulers and Dispatchers, and Aviation International Expo (NATA). The focus of the Phillips 66 booth is to promote the branded FBO network directly to corporate pilots.

The Phillips 66 Aviation web site ([www.phillips66aviation.com](http://www.phillips66aviation.com)) is designed with pilots in mind. The site is intended to be a comprehensive location with access to all flight information needed by pilots for flight operations. Included in this web site is a Phillips 66 Aviation FBO Locator, free of cost. All that's needed is to update the site to position your airport and services. You can change your information in the FBO locator as often as you like, at no charge.

Aviation Directory Support: Listing and directory support provided by both CSV and Phillips 66 team. In addition, Top Flight will have an opportunity to advertise through:

- Flightplan.com ad placement for Top Flight free of charge.
  - Phillips 66 Aviation provides free to each branded dealer: FBO logo, 399 characters of copy, phone number, fax number, frequency, email address, website address, & up to 10 icons for amenities/FBO facilities. This is a \$1,500 per year value per FBO.
- Phillips 66 Website – listing of Top Flight. (No cost)
- Contract Fuel: Price distribution to flight departments (pilots, dispatchers, and flight departments) to increase visibility of Top Flight. (No cost)
- Featured FBO (FBO spotlight) distributed via social media and direct mail. (No cost)

Sales Aid Tools:

- Phillips 66 offers \$1.00 per gallon rebate to the participating pilot and qualified sales for Compassion flights and Young Eagles.
- Phillips 66 contract fuel program – allows you to customize your offer by channel of trade and/or flight department specific.
- CSV's regional manager to provide guidance on other aviation trade site marketing opportunities.
- P66 and CSV jointly will work directly with your team to help:
  - Identify targets and opportunities.
  - Margin Optimization.
  - Flightplan.com listing updates.
    - Wingpoints (Optional).
  - Access to P66 Marketing items for trade shows (Co-Op qualified).
- Aviation Directory Support: As your Aviation Sales Manager, you can reach me at any time on any day of the week. I am your FBO's extension, and here to help. Aviation dispatch group available 24/7 to provide support. Your dedicated team:
  - Aviation Sales Manager – Sawyer Silliker
  - Aviation Dispatchers, dedicated to Aviation
  - P66 Account specialists on program support
  - Technical Support – James Keck plus Phillips 66 QC managers and lab engineers
  - Vice President, Aviation – Dev Sharma

- Co-Op Program Summary: Designed to assist P66 branded dealers to promote P66 aviation brand and to improve services available at branded FBO's.
  - P66 will allocate funds at a rate of \$0.005 (one half cent) per gallon on all net gallons purchased (excludes into-plane gallons).
  - Funds can be used on various items – Wingpoints, advertising, uniforms, fuel testing & training, premium promotional items, signage, etc.
  - Must be in compliance with the brand standard and quality control requirement.
  - Reimbursement of 50% of the approved vendor invoice amount on all qualifying items.
  - Processed by Aviation Sales Admin.

## 9) Industry Involvement and Commitment

Combined, our presence extends to national, regional, and state conferences such as, but not limited to, National Business Aviation Conference (NATA), Aircraft Schedulers & Dispatchers Conference (S&D), and the Wyoming Coalition Aviation Conference. By exhibiting at the above listed tradeshow/conferences, CSV promotes brand recognition of all P66/CSV branded dealers. Any potential leads regarding vendors/charter services will be passed on to Top Flight.

Ongoing financial contributions to support and market our accounts and the Phillips 66 brand.

- CSV/P66 continually makes efforts to sponsor airshows, programs, events, and tradeshow.
- Phillips 66 sponsors and promotes safe practices such as the “Save A Life” initiative (avoid mis-fueling) at industry events and collaboration with NATA and AOPA.

Phillips 66 Aviation has formed a very active Advisory Council comprised of branded Phillips 66 Aviation Dealers and Marketers. The members represent all Phillips 66 Aviation dealers and marketers on business issues, assist in the development of strategies and tactics to strengthen the financial viability of all stakeholders in the Phillips Aviation brand, also keeping Phillips 66 alert to emerging aviation industry topics.

Our involvement with FBOs is based on our philosophy of providing solutions to our FBOs to create value through our experts and Phillips 66 Aviation's value-added programs.

Here are some examples:

- Auburn Municipal Airport:
  - We have provided online and onsite safety training.
  - Diagnosed and resolved avgas tank fill issue.
  - Zero runout through P66's supply guarantee and our dedicated carriers.
  - Reimagined tank farm with certain upgrades and technical support at no cost.
  - New signs, decals, digital display, and upgraded fueling system for ease of use for patrons.

- Yellowstone Air Service (YAS): CSV helped modernize the FBO's fuel farm located in Livingston, MT.
  - Provided technical support to YAS on owned trucks at no cost.
  - Provided a solution to upgrade certain refueler assets for higher capacity.
  - Fuel farm technical support at no cost.
  - Onsite hands-on training at no cost.
  - Reimaged signs.
- Bighorn Airways
  - Provided onsite training.
  - In addition, performed inspections to ATA103 (Airline) and NFPA (Fire) inspections at the FBOs request.
  - Helped diagnose Jet-A refueler issue at no cost.

## 10) Training

Phillips 66 conducts Training Seminars regularly in each region of the country including webinars. Webinars are available for viewing at your convenience. Training covers the basics of quality control, testing, and current or proposed legislation that affects our dealers. These courses are one day in length, and there is no charge to attend our classes.

Top Flight will have access to CSV's Technical Support Manager for guidance on fuel related operation and equipment diagnostic.

As a branded dealer, you will have access to Phillips 66 Quality Control website. A site that is progressive, and all-encompassing on-line resource center for fuel handlers. TrustedFuel.com is continuously updated providing Fuel Handling Guide, Energy Institute information, Tech Topics, Training, and QA Inspection Program guidance and forms to name a few.

<https://trustedfuel.com/login/>

Our commitment to Top Flight:

- CSV will offer onsite training upon request.
  - CSV's Technical Support Manager to provide onsite QC and equipment training.
  - No limit on the number of employees to attend the training.
  - Onsite training is at no cost to the FBO.
- CSV / P66 will conduct training seminars and Webinars which the FBO and members are encouraged to attend.
- For online training, the FBO can choose between:
  - P66 Trusted Fuel – free of charge.
  - NATA – Safety 1<sup>st</sup> Training – discounted at \$99 per employee.
    - Basic Fuel Safety
    - Fuels, Lubricants, and Oxygen
    - Hazardous Materials
    - Personal Protection
    - Spills and Leak Management
    - Fuel Storage Areas
    - Weather Effects on Fueling Operations



- Aviation Refuelers
- Fuel Contaminants
- Receiving Fuel Shipments
- Fuel Filtration
- Fuel Storage Facilities
- Fuel Quality Testing
- Operational Procedures
- Line Fuel Final Assessment
- Other courses offered in AceSafetyPro:
  - Fuel Safety Supervisor
  - Airport Fueling Inspector Training
  - Aviation Fuel Quality Control
  - Aviation Self-Fueling Course
  - Hazardous Materials Transportation Training
  - Aviation Human Factors
  - Movement and Non-Movement Training
  - SIDA Training
- Online training for aircraft towing is available through NBAA and the Flight Safety Foundation. In addition, onsite training is available.

### **11) Crisis Management Plan**

At CSV/P66 we pride ourselves on safety as being our number one goal. From the terminal to fueling the aircraft we want to make sure all the proper steps are taken to ensure the end user has a safe and reliable product.

If the product is called into question, Top Flight will be advised to contact CSV's Technical Support Representative to further diagnose the issue. If the product continues to fail the fuel quality inspections, Top Flight will be encouraged to not accept the fuel load. Following the fuel load not being accepted, CSV will track down where the underlying issue is, whether it be the testing equipment, carrier issue, or terminal issue.

In the event there is an aircraft accident at the Pinedale Airport, the airport will contact CSV's Technical Support Representative. Followed by filling out the Aircraft Accident Report Form.

### **12) Investment by Supplier**

In lieu of a 5-year contract CSV will contribute \$15,000 of unrestricted investment monies towards any FBO/Airport upgrades and/or marketing. This investment will be amortized over the 5-year contract and will be paid in increments of \$3,000 and paid at the beginning of each contract year.

If Top Flight elects to contract for a longer term, CSV will pay \$3,000 at the beginning of each contract year for each additional year.

### 13) Example Contract

Attached at the end.

### 14) Additional Insurance Coverage

As a branded P66 Aviation dealer, you can have an additional tool at your disposal. P66 program offers \$50 million in excess liability insurance.

Requirements Below:

- Must be a P66 Branded FBO with a current, active, fully executed P66 branded aviation supply agreement on file with a P66 Company Marketer.
- Must maintain in effect primary liability insurance (which includes products liability and completed operations liability of minimum limits of \$1,000,000 any one occurrence.
- “Per person” or “per passenger” sub limits cannot be less than \$1,000,000.
- Must complete, date, sign and return the LOU form to CSV.

### 15) Qualifications & References

For 90 years, CityServiceValcon has offered quality fuel, oil and energy products, dependable delivery, outstanding customer care, and superior service.

Safety is our #1 priority. CityServiceValcon is committed to the safety of our customers, employees, and the environment. We take pride in our qualified and trained employees, maintaining safe operations, eliminating hazards, and complying with all company safety rules. Every employee is responsible for actively identifying ways to make our company a safer place to work. Safety is our primary goal. We actively engage in policies and programs to continuously improve the safety of our companies and uphold our commitment to our employees, customers, and the environment.

Our mission continues to escalate quality and service with a leading edge in professional etiquette, technology, and resources. As one of the major logistics leaders, we will provide optimal outcomes for your fuel, propane, or lubricant needs.

- Edwards Jet Center: Rob Bergeson, GM (406) 252-0508
- Glacier Jet Center: Mike Talbot, GM (931) 237-6823
- Port of Astoria: Matt McGrath, Airport Manager (503) 298-0909
- Bighorn Airways: Penny Rader, GM (307) 672-3421
- Auburn Municipal Airport: Tim Mesonides, GM (253) 333-6821



# Avfuel Proposal

Town of Pinedale

Pinedale, WY

Due: March 27, 2024

Prepared by:  
David Mittleman  
Senior Sales Manager  
dmittleman@avfuel.com

Submitted by:  
Avfuel Corporation  
47 West Ellsworth Rd.  
Ann Arbor, MI 48108 | 734-663-6466

**Important:** This comprehensive proposal is submitted for approval within 90 days and is subject to the execution of the contract documents satisfactory to both parties, which will incorporate the proposal terms and, when executed, become binding to both parties.

**Confidential:** All material in this document is to be considered confidential and you are hereby notified that any disclosure, copying or distribution is strictly prohibited.

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Due: March 27, 2024

Town of Pinedale  
Attn: Amy Sturman and Riley Wilson  
205 Entertainment Lane  
Pinedale, WY 82941

Dear Town of Pinedale,

Thank you for allowing Avfuel to respond to the Town of Pinedale RFP. We have been honored to be your fuel supplier for the past year and hope to continue this for many years. I appreciate you all taking the time to learn how Avfuel Corporation's competitive support systems can continue to contribute to the growth of your unique operation. The following branding proposal outlines Avfuel's ability to continue to supply aviation fuels and services—including marketing and branding support. Backed by proven solutions and high-touch, dedicated employees, I am confident our partnership can help you continue to grow sales at the airport in Pinedale.

Avfuel's robust supply network, proprietary training and operational systems make it the industry's most reliable and capable fuel provider. **Working as a team, our goal is to achieve the following objectives for your operation:**

- Uninterrupted fuel supply
- Increased fuel sales
- Greater connectivity and visibility with targeted customers and prospects
- Streamlined operations to optimize efficiency
- Improved loyalty among existing customers
- Effective short-term and long-term growth strategies

**Avfuel exclusively focuses on aviation.** With that dedication across 50 years, we've become much more than a fuel supplier; we're an all-round aviation facilitator, delivering "fuel ... and so much more." Our diverse business lines and competitive programs propelled us to the forefront of the aviation industry and gained us a loyal following among pilots and flight departments.

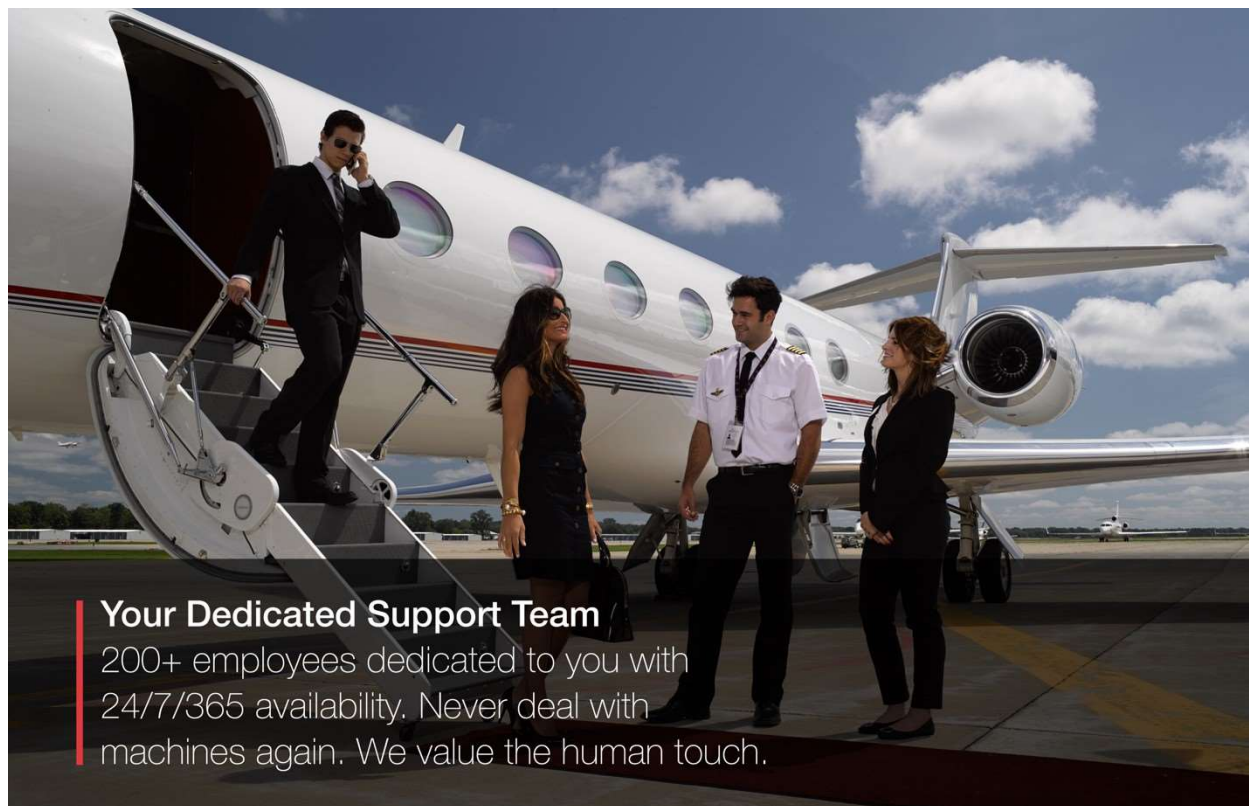
This comprehensive response to your RFP is submitted for approval within 90 days and is subject to the execution of the contract documents satisfactory to both parties, which will incorporate the proposal terms and, when executed, become binding to both parties.

Thank you again and please do not hesitate to contact me with any questions.

Best regards,  
David Mittleman  
Senior Sales Manager

## Meet Avfuel: Your everything fuel supplier

As a global supplier of aviation fuel and services, our operational expertise in every sector of the aviation value chain supports a diverse market of customers around the world: FBOs, flight departments, military aircraft, commercial airlines and everyone in-between. Our industry involvement facilitates our goal of driving traffic to the Avfuel Network, connecting you with more customers, more markets and more opportunities.



### Differentiators

- Aviation-only focus
- Robust contract fuel program proven to attract customers and enhance fuel sales
- Consistent, stable growth across 50 years
- A full sales and marketing team dedicated to you
- Avfuel-provided training resources
- Portfolio of in-house solutions proven to grow your business
- Industry's most popular loyalty program
- Industry's only referral & rewards program for FBO staff



### At-A-Glance

- Founded in 1973
- 100% dedicated to aviation
- 28% FBO market share in the U.S.
- Touch 1 in every 3 U.S. business flights
- 675+ Avfuel-branded locations
- 3,500+ fueling locations around the world

## Supply & Pricing

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*Relationships with 90+ refiners & 300+ supply terminals means higher reliability and more value.*

Location	Product	Price Date	Price Per Gallon
Sinclair, WY	Jet A	7/1/23	\$2.8022

Ogden, UT      Avgas      7/1/23      \$4.2621

Location      Product      Price Date      Price Per Gallon

Salt Lake City, UT	Jet A	1/1/24	\$2.7974
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Ogden, UT      Avgas      1/1/24      \$4.1029

Location      Product      Price Date      Price Per Gallon

Salt Lake City, UT	Jet A	3/22/24	\$2.9388
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Ogden, UT      Avgas      3/22/24      \$4.7292

**Note:** Pricing is based on weekly rack pricing and are exclusive of government taxes.

- Avfuel has the unique ability to pull jet and avgas from several terminals to get the best pricing for the Town of Pinedale.

# Supply & Logistics

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*Relationships with 90+ refiners & 300+ supply terminals means higher reliability and more value.*



**Supply and logistics** are essential to your operation. Avfuel's expertise ensures that nothing comes between you and your fuel. We are the definitive experts at transporting product from thousands of supply points via pipeline, barge, rail and truck. Avfuel is proactive, making sure the fuel you need is available when and where you need it, even during market fluctuations and emergencies.

- Core-competent in the movement, scheduling and safe handling of aviation fuel
- Global agreements with 90+ refiners and 300+ supply terminals for uninterrupted supply
- Large network of 100+ over-the-road transport carriers
- 24/7/365 availability
- Connection to an in-house logistics team, not a machine



**Fuel ordering:** Avfuel dispatch is available 24/7/365. All calls are promptly received and handled by Avfuel's dispatch professionals.

- Avfuel dispatchers are logistics experts with years of experience handling all types of fuel deliveries under special circumstances
- Fuel deliveries typically on 48-hour notice for Jet A and Avgas
- Special events and emergency orders handled by experts on an individual basis

## Refueling Equipment

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*A full, dedicated shop team keeps refueler trucks on your ramp.*



Avfuel will provide decals to rebrand current refueling equipment.

**Refueling equipment is a critical component of your FBO's daily business.** Our refuelers feature advanced, but proven, technologies designed to get the job done. The design allows for optimum operational efficiency and is backed by a professional team of specialists who realize you can't afford to have a fuel truck down.

- State-of-the-art, 33,000 square foot dedicated facility
- Largest refueler fleet in the U.S.—more than 975 vehicles
- Extensive, personalized support
- Maintenance guidelines
- Large inventory of parts and supplies
- Advanced meter systems available



# Credit Card Rates & Processing

*Benefit from zero percent processing with the Avfuel Pro Card.*

Card Type	Rate	Card Type	Rate
<b>Avfuel Pro Card</b>	0.0% Contract Fuel   2.25% Retail- & Non-Fuel	<b>Discover</b>	3.27%
<b>Avfuel Contract Fuel</b>	0.0% Fuel   2.25% Non-Fuel items	<b>American Express</b>	3.45%
<b>Avfuel Retail Card</b>	0.0% Avgas   2.25% Jet & Non-Fuel	<b>MultiService</b>	3.15%
<b>MasterCard &amp; Visa</b>	2.39% Qualified 2.95% Non-Qualified	<b>Avcard</b>	2.55%
<b>KHI Card</b>	3.05%	<b>Government AIRCard</b>	0.0% Contracted 4.55% Non-Contracted

## The Avfuel Hub-NO CHARGE

All transaction data is accessible via the Avfuel Hub | All payments are electronically processed | Credit card funds are remitted to FBO twice per week | Compatible with current versions of Total Aviation Software, Total FBO, X-1 FBO, essintaWINGS, AVMAN, QT and FuelMaster.

# Branding Package

*Leverage the power of a global brand, recognized by thousands of operators worldwide.*



## Outdoor Signage

Avfuel will provide or reface an existing pole sign and/or wall sign using existing electric connections and foundation at no cost to your FBO.



## Bonus Branding

Upon request, Avfuel can also provide your facility with the following Avfuel-branded items:

- Windsocks
- Welcome mats
- Uniform patches
- Hats
- Point-of-purchase displays & interior signage



## Refueler Truck Branding

Avfuel will provide decals to rebrand current refueling equipment



## Co-op Advertising

Avfuel sets aside funds from your retail purchases that can be used for additional marketing of your FBO.

- Can be used for virtually any advertising medium (web, print, direct-mail, uniforms, etc.)
- \$0.005 on all general aviation gallons sold (excludes military, airline and contract fuel gallons sold)

# Avfuel Contract Fuel

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*Our sales team works as an extension of your FBO, reaching out to 6,000 customers.*

## Targeted Sales Strategy for Effective Growth.

Avfuel Contract Fuel Sales collaborates with you to develop a targeted list of prospects to communicate with on your behalf; established relationships with thousands of flight departments instantly injects you into this rich market.



## Beneficial for Business

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6,000+ Customers



32,500+ Turbine Aircraft



3,500+ Locations Worldwide

0%

ZERO processing fees for fuel on Avfuel Contract Fuel transactions

- Transacted with the Avfuel Pro Card; can be used for contract fuel, retail fuel and non-fuel flight expenses. Cardholders enjoy zero fees
- Improve margins with custom into-plane rates
- Approved direct-bill format for fractional operators—NetJets, Flexjet
- All third-party (reseller) transactions are processed through your POS to streamline billing and reduce receivables
- Leverage market data (TRAQPak/AMSTAT, FAA, etc.), flight patterns and buying history for a targeted approach to prospecting
- No need to split transactions. Fuel and non-fuel items can be on the same invoice

# AVTRIP Rewards

*Benefit from the only proven sales-enhancement tool offered by any fuel supplier.*

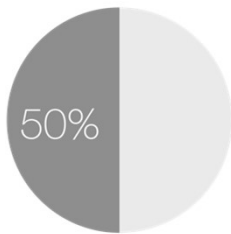
Established in 1988 to reward flight crew members for their loyalty and fuel purchases, AVTRIP remains the most popular incentive program in the industry. Members enjoy higher earning potential with tiered membership—silver, gold or platinum—which further incentivizes pilots to visit Avfuel FBOs that offer AVTRIP and uplift more fuel.



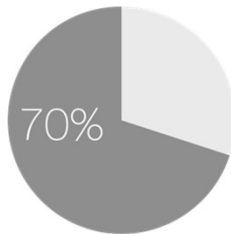
65K registered members



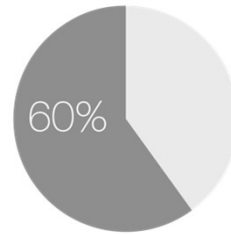
28K active members per quarter



50% purchase more fuel with AVTRIP



70% say FBO decision influenced by AVTRIP



60% prefer AVTRIP rewards

	Silver	Gold	Platinum
<b>Requirements</b>			
Gallons	0-7,499	7,500-29,999	30,000+
Unique FBO Visits <i>Requires fuel purchase to qualify</i>	0-9	10-24	25+
<b>Benefits</b>			
Bonus point events	▪	▪	▪
Accelerator rate	8%	10%	12%
2 points/gallon	▪	▪	▪
Extra points/gallon		.5	1
Exclusive bonus days		▪	▪
Special gifts			▪
VIP access to events			▪

### Low Cost:

- \$0.01 per point. Minimum of two points per gallon
- Avfuel pays for extra gold and platinum points
- Softens need for discounts

### AVTRIP is the preferred program for:

- Member experience
- Ease of use at the counter
- Overall communication
- Ease of online account management
- Ease of award redemption
- Number of locations

# Avfuel Marketing Overview

*The power of personalized strategy.*

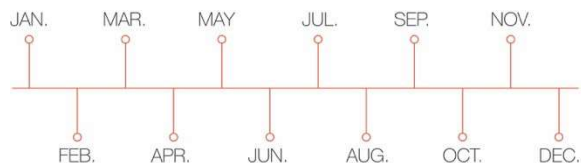


As a member of our network, our marketing team works for you, providing creative strategies customized to meet your specific needs.

Avfuel marketing combines proven communication platforms with innovative technologies to help you attract business, earn customer loyalty and increase sales. Additionally, Avfuel provides a number of training and support solutions to facilitate the implementation of our marketing efforts and support our commitment to your FBO.

The Avfuel Marketing System taps into the power of the entire Avfuel Network, giving your individual FBO the reach of a widely-recognized global brand and putting you squarely in front of Avfuel's wide variety of aviation customers.

Your customized marketing campaign often begins with an initial discovery phase, after which our team develops a personalized marketing plan specific to your location. This plan may include items such as standard Avfuel communication platforms (e.g., email and web advertising for specialized customer retention campaigns), and sales and prospecting strategies. For a comprehensive list of integrated solutions, see the next page.



# Avfuel Marketing Capabilities

*Slash your marketing budget—our team delivers on your needs for free.*



## Brand/Image

- Launch or rebrand
- Strategies to build brand value
- Brand audits
- Concept, graphic design and content support
- Media buying and planning
- Interior/exterior facility design
- Uniforms



## Print

- Magazines, trade publications, directories, brochures
- Newsletters, business cards, letterhead and other collateral
- Posters, billboards, custom interior lobby artwork
- Custom mailers



## Public Relations

- Communications/PR strategies
- Social media strategies
- Press releases
- Internal and external communications



## Sales and Training Support

- AVTRIP—utilization and how to use as a sales tool
- Customer Service
- Rampside Training
- Contract Fuel
- Leveraging Card Processing



## Digital

- All web advertising
- Email communications
- Custom corporate videos
- Newsletters
- Website design and development



## Special Event Assistance

Concept, creative and content support for all events, industry conferences and meetings

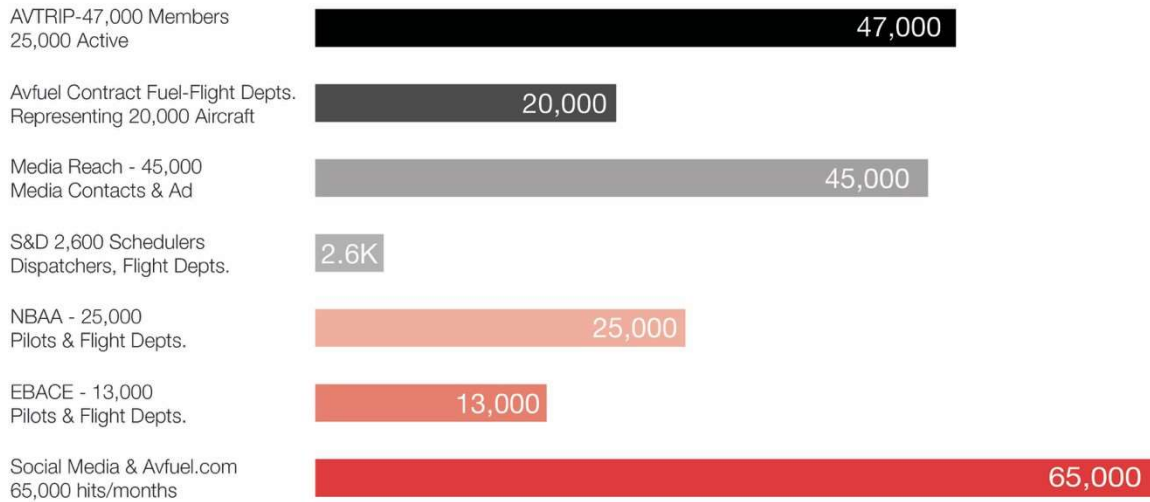


## Marketing Campaigns

Conceptualize, develop and help distribute custom marketing campaigns

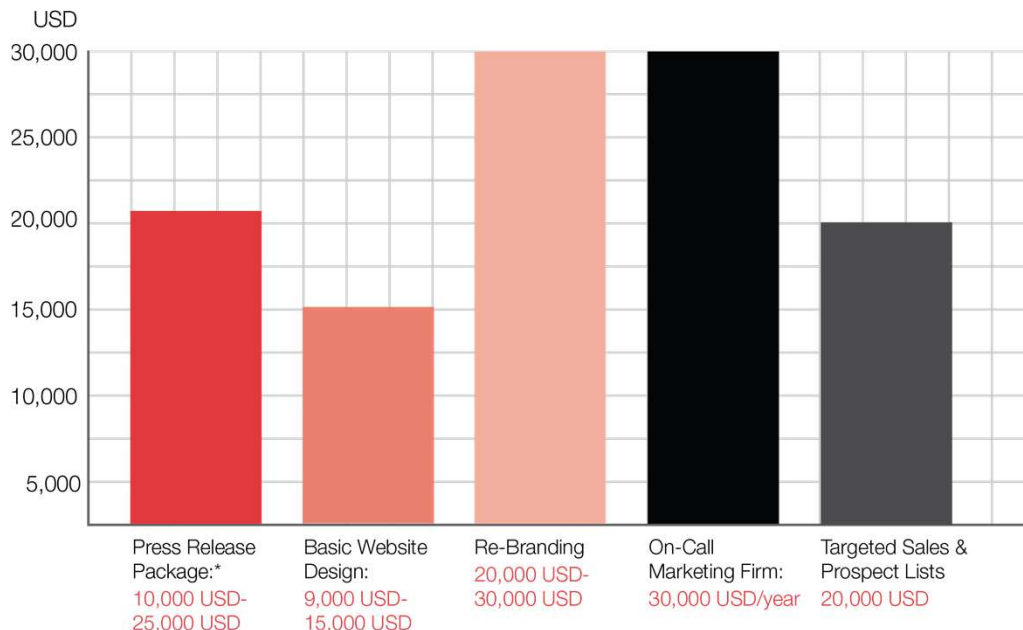
# Avfuel Marketing by the Numbers

Audience exposure by medium.



- Listing on avfuel.com, features, press release, social media: **65K impressions/month**.
- Premium location on exhibition floorplans: **40.6K attendees**
- Ad placement & press release: **45K contacts/subscribers**.
- Multiple unique features in E-newsletters and convention- related communications: **28K AVTRIP members & 32.5K aircraft**

## Average price to contract an outside firm



As an extension of your team, Avfuel's marketing services are free for your use.

# Avfuel Training System (ATS)

One ATS subscription that covers every employee means safe operations for less.

## Online:

Avfuel offers its branded FBOs access to the online Avfuel Training System (ATS), **which includes FAA-Approved Line Service Fuel Safety Training and Supervisory Fuel Safety Training to satisfy 14 CFR 139.321**. Upon completion, employees receive a Line Service Fuel Safety Training Certification or Supervisory Certification equivalent to NATA. Please see the below for a breakdown of this system's programs and lessons:

### FAA-Approved Line Service Fuel Safety Training & FAA-Approved Supervisory Fuel Safety Training

- Fuel Handling and Fire Safety
- Aviation Fuels and Additives
- Fuel System Icing Inhibitor (FSII)
- Contaminants and Fuel Testing Methods
- Procedures for Receiving a Load of Aviation Fuel
- Aviation Fueling Components
- Fuel Storage Systems
- Mobile Refueling Equipment
- Aircraft Fueling and General Operations
- Record Keeping Best Practices
- Supervisor Specific: Effective training techniques

### Avfuel Customer Service Training

- Culture and Brand
- Service Essentials
- Amaze and Wow

### Avfuel Front Counter Training

- Avfuel Contract Fuel
- AVTRIP
- Avfuel Network Referrals & Rewards

### Online ATS Cost

All subscriptions include unlimited seats for the year, and training on customer service, front counter and ramp safety.

- With FAA-Approved Line Service Training\*  
\$750.00 for initial | \$300 renewal **NO CHARGE**
- With FAA-Approved Supervisory Training PLUS FAA-Approved Line Service Training\*  
\$1250 for initial | \$500 renewal **NO CHARGE**
- General Fuel Safety Lesson Free to Avfuel-branded FBOs

\*Part 139

### Ramp Safety

- Aircraft Marshalling
- Aircraft Towing Equipment
- Aircraft Towing Procedures
- De-icing and Anti-icing Introduction
- De-icing and Anti-icing Fluid Handling Procedures
- De-icing and Anti-icing Fluid Application
- General Aviation Security

## In Person:

### Supervisory Fuel Safety Training Seminar

Avfuel offers free 14 CFR FAA-approved Part 139 Fire Safety and Fuel Quality Assurance Training Seminars for Supervisors.

### Avfuel's QA team is available 24/7/365

Our fuel quality assurance team is a group of recognized experts that work with FBOs, transport companies, terminals and handlers on the proper handling of aviation products.

# The Avfuel Hub

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*Streamline your operations with more efficient transactions.*

Avfuel will provide your operation with the Avfuel Hub, Avfuel's proprietary web-based point-of-sale and processing system, which centralizes and streamlines the sale of fuel, products and services at your FBO. Designed with the user in mind, the Avfuel Hub increases transaction efficiency and allows for a more customer-focused experience.



## Core features

- Electronic processing of all transactions (sales, voids, credits, post-authorizations)
- Integrated with Avfuel Contract Fuel and AVTRIP rewards
- Easy customer look-up by name, tail number, city or card type
- Minimal steps and pre-populated data for quick processing
- Avfuel Contract Fuel Pre-Authorizations are sent directly to the Avfuel Hub
- Print and email receipt options
- Create on-demand reports
- Manage customer data
- International processing capabilities
- PCI (Payment Card Industry) compliant, improving credit card security
- A variety of reports are available for download and import into various accounting software



# Avplan Trip Support

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*Directs high-volume, international operators to your FBO.*



Avplan is Avfuel's trip-planning and flight-support company that facilitates high-volume clients with personalized service for all travel—domestic and global. Combined with Avfuel Contract Fuel and AVTRIP rewards, Avplan lands Avfuel FBOs more business.

- Actively directs flights to the Avfuel Network of FBOs for fuel and services
- Puts Avfuel FBOs on the flight path of more customers from more countries
- Serves clients with a team of in-house meteorologists, planners and flight-followers

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More than 30 years of professional experience in aviation planning, including:

- Flight following
- Communications
- Government agency relations
- NOTAMs
- Permits
- Arrival and departure slots
- Computerized flight planning
- Weather services
- Visas

# Avsurance Corporation

*Manage your risks with \$50 million USD excess products liability coverage.*



Avfuel's in-house aviation insurance subsidiary, Avsurance, has more than 30 years of hands-on experience providing coverage to FBOs and airports.

- Avfuel-branded operations are granted third-party \$50 million USD excess products liability coverage for fueling operations, provided underlying requirements are met.
- Requirements: Certificate of Insurance evidencing \$1 million USD CSL airport premises and products liability with Avfuel as additional insured.

Insurance coverage for all FBO needs is available, including items such as courtesy cars, aircraft maintenance, environmental exposure, fuel farms and more. Coverages include, but are not limited to:

- Aviation general liability insurance
- Premises insurance
- Hangar keepers insurance
- Airport insurance
- Heliport insurance
- Airport property insurance
- Helicopter insurance
- Workers' compensation
- Aircraft hull and liability insurance
- Air ambulance insurance
- Heavy lift insurance
- Pipeline patrol insurance
- Part 135 insurance
- Part 91 insurance
- Scheduled 121 operator insurance
- Cargo insurance
- Freight insurance
- Flight school insurance
- Environmental liability insurance
- Crew car insurance
- Commercial auto insurance
- Mobile equipment insurance
- Commercial property insurance
- Products & completed operation insurance

# Sustainability Initiatives

*Avfuel's leading the mission to bring sustainable solutions to customers*



## A Leader in Bringing Sustainable Aviation Fuel (SAF) to Market

### Supply

Avfuel now provides consistent SAF supply at 13 FBO locations and is quickly adding more FBOs/airports to this list: Hillsboro Aviation (KHIO), ACI Jet (KSNA), Million Air Burbank (KBUR), Monterey Jet Center (KMRY), Del Monte Aviation (KMRY), Sonoma Jet Center (KSTS), Telluride Regional Airport (KTEX), Truckee Tahoe Airport District (KTRK), and Atlantic Aviation in Aspen (KASE), Rifle (KRIL), Haden (KHDN), Montrose (KNTJ) and Thermal (KTRM). Additionally, Avfuel supplies corporate flight departments and OEMs.

### Demonstrate

Avfuel routinely supplies SAF in limited quantities for special events at FBOs, airports and major OEM bases across North America.

### Educate

Avfuel participates in educational technical/commercial panels at conventions/symposiums both domestically and internationally, in addition to working with the media, industry associations and Avfuel's outlets on awareness.

### Consult

Avfuel consults with all customer segments—including FBOs, airports, corporate flight departments, OEMs, airlines and fractional/charter operators—as they integrate SAF into their sustainability metrics, and secures commitments to encourage greater production.

### Source

Avfuel has agreements with Gevo, Inc., and Neste for SAF supply in North America. Avfuel works globally to secure additional reliable sources of SAF and determine the most effective logistics plan to source, blend, test and store the product.

### Contribute

Avfuel is a leading contributor in the business aviation environmental and sustainability coalition, collaborating with GAMA, NATA, NBAA, IBAC, CAAFI, A4A and AAAE.

## Avfuel's Carbon Offsetting Program

Avfuel launched a simple-to-use carbon offset program, allowing operators to purchase carbon credits to help reach net-zero carbon emissions. Flight operations can offset their carbon emissions by designating a specific number of gallons to offset when creating an Avfuel Contract Fuel authorization online, or by opting to offset emissions from all gallons of fuel purchased through Avfuel. **Every carbon credit offsets approximately 100 gallons of jet fuel.**

Visit [avfuel.com/sustainability](https://www.avfuel.com/sustainability) for more details on Avfuel's sustainability initiatives.

# Contract Items

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## Payment Terms

- Net due 30 days via Electronic Funds Transfer (EFT) from date of invoice
- Credit card remittances paid back twice per week
- Contract fuel buy back remittances can be either paid back twice per week or applied on account

## Credit Limit

- \$100,000 Net 30 days

## Contract Term

- 5-year Aviation Fuel Supply Agreement

## Start Date

- May 22, 2024

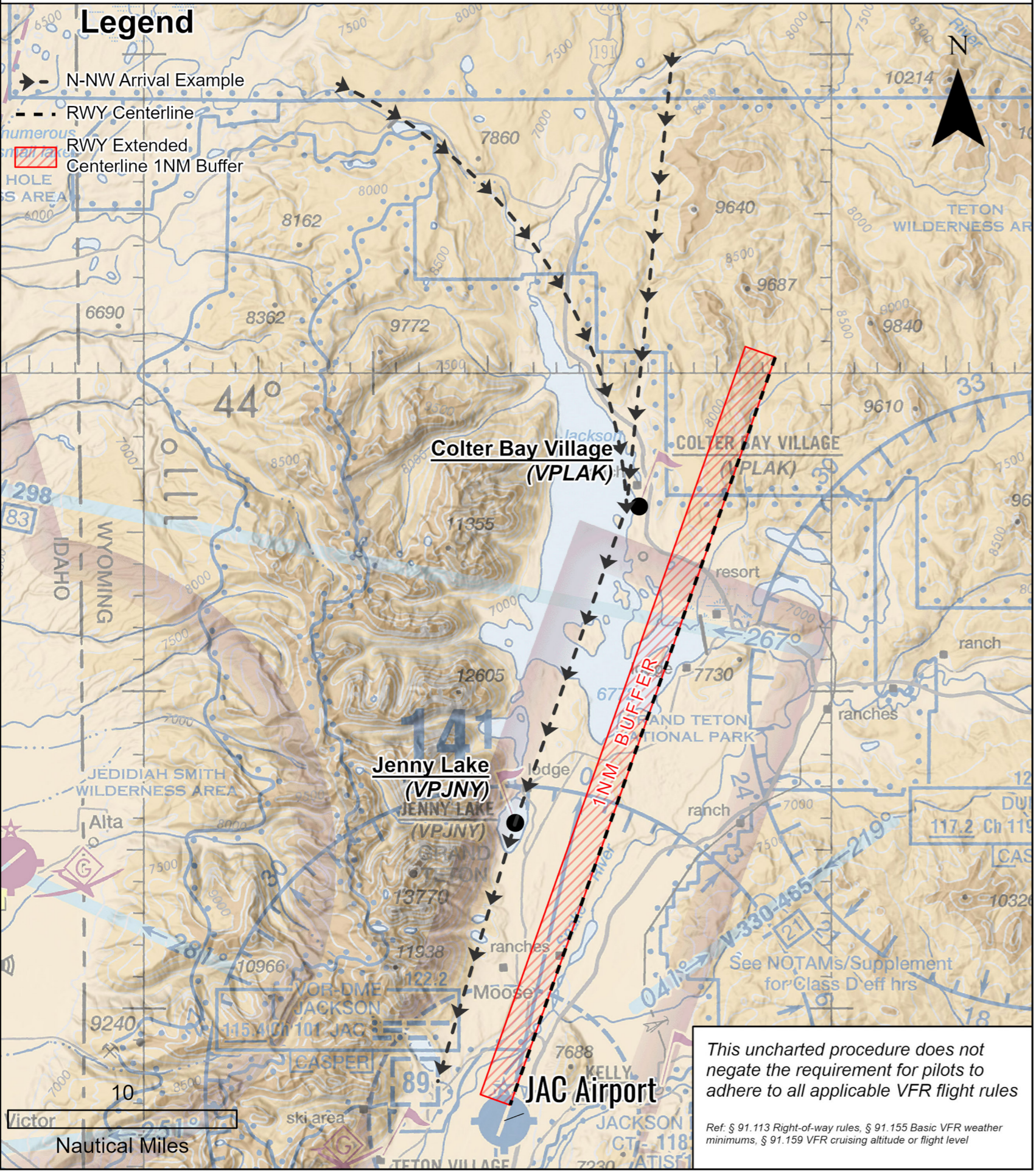
## Special Considerations for the Town of Pinedale

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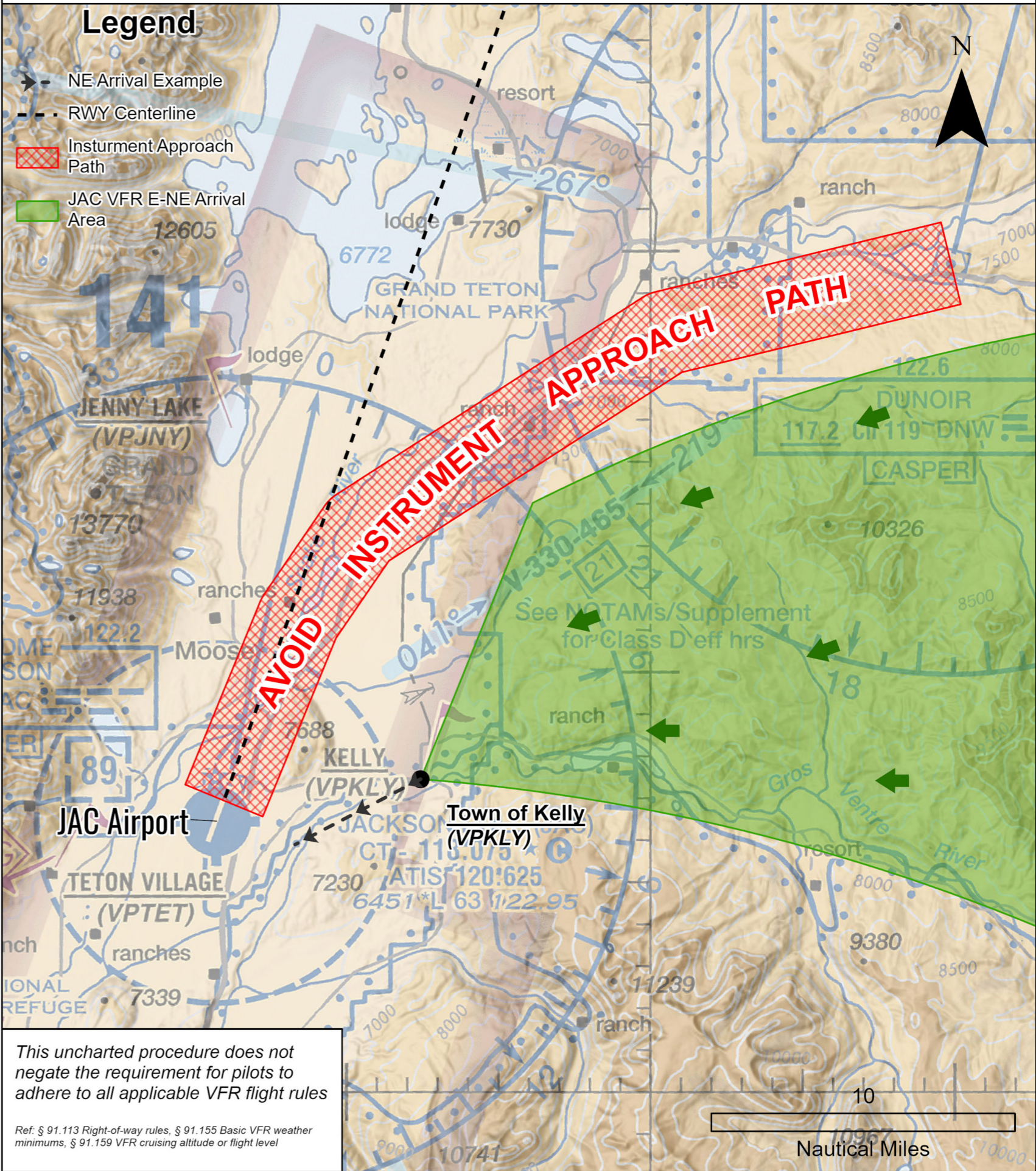
- **Experience Matters:** Avfuel has proven success with the City of Pinedale over the past year and with the previous FBO for many years.
- **Wyoming Dedication:** Avfuel has a large presence in Wyoming. Some of the airports Avfuel supplies in Wyoming:
  - Jackson Hole, Rock Springs, Evanston, Laramie, Cheyenne, Saratoga, Casper, Gillette, Torrington, Afton, Pine Bluffs, Worland.
- **Supply:** Avfuel is the only aviation fuel supplier who pulls jet fuel from Sinclair, WY.
- **Grant:** Avfuel is offering the Town of Pinedale a grant of \$25,000 toward a fuel farm upgrade or anything the City deems necessary.
- **Quick Fuel Delivery:** Avfuel delivers an average of 2 loads of jet fuel per day to the Jackson Hole Airport and can divert a load to Pinedale **quickly as needed**.
- **POS Web Based System:** Avfuel is offering the Town of Pinedale the Avfuel Hub at NO CHARGE.
- **Quality Control and Customer Service Training:** Avfuel is offering the Town of Pinedale their Avfuel Training System at NO CHARGE.
- **Crises Management Plan:** Avfuel's Quality Assurance Team is available 24 hour a day 7 days a week. They can work with the City of Pinedale to create a custom crises management plan. Several of the City employees have attended the Avfuel Quality Seminar and have met several of the Quality Assurance Team members.
- **References:**
  - Jackson Hole Airport– Craig Foster, 307-699-2920, [craig.foster@jhairport.org](mailto:craig.foster@jhairport.org)
  - Gillette Airport– Thomas Matthew, 817-946-4720, [aviation@gateone.com](mailto:aviation@gateone.com)
  - Torrington Airport – Mike Richey, 307-338-8826, [mrichey@torringtonwy.gov](mailto:mrichey@torringtonwy.gov)
  - Cheyenne Airport – Mike Miller, 307-630-1206, [mmiller@legendfbo.com](mailto:mmiller@legendfbo.com)
  - Monterey Airport– Matt Wright, 480-381-1222, [mwright@montereyfuelcompany.org](mailto:mwright@montereyfuelcompany.org)
- **Industry Involvement:** Avfuel has and will continue to attend/support the Wyoming Aviation Conference each year. Avfuel is an active participant in most state and national associations. David Mittleman sits on the AAAE GA Committee. By participating in these state and national associations, this allows Avfuel to understand the industry and look to the future. Avfuel creates an industry outlook each month and will provide this to The City of Pinedale. This will assist you in making decisions for future planning.
- **Loaner:** In 2023 Avfuel demonstrated the ability to provide a free loaner refueler to the City of Pinedale and will continue to offer this as needed.
- **Representative:** David Mittleman is an industry veteran with over 20 years of experience in aviation. David has been and will be the main point of contact for the Town of Pinedale.

# Jackson Hole ATC Procedures for VFR Flights

## COLTER BAY ARRIVAL



## KELLY ARRIVAL



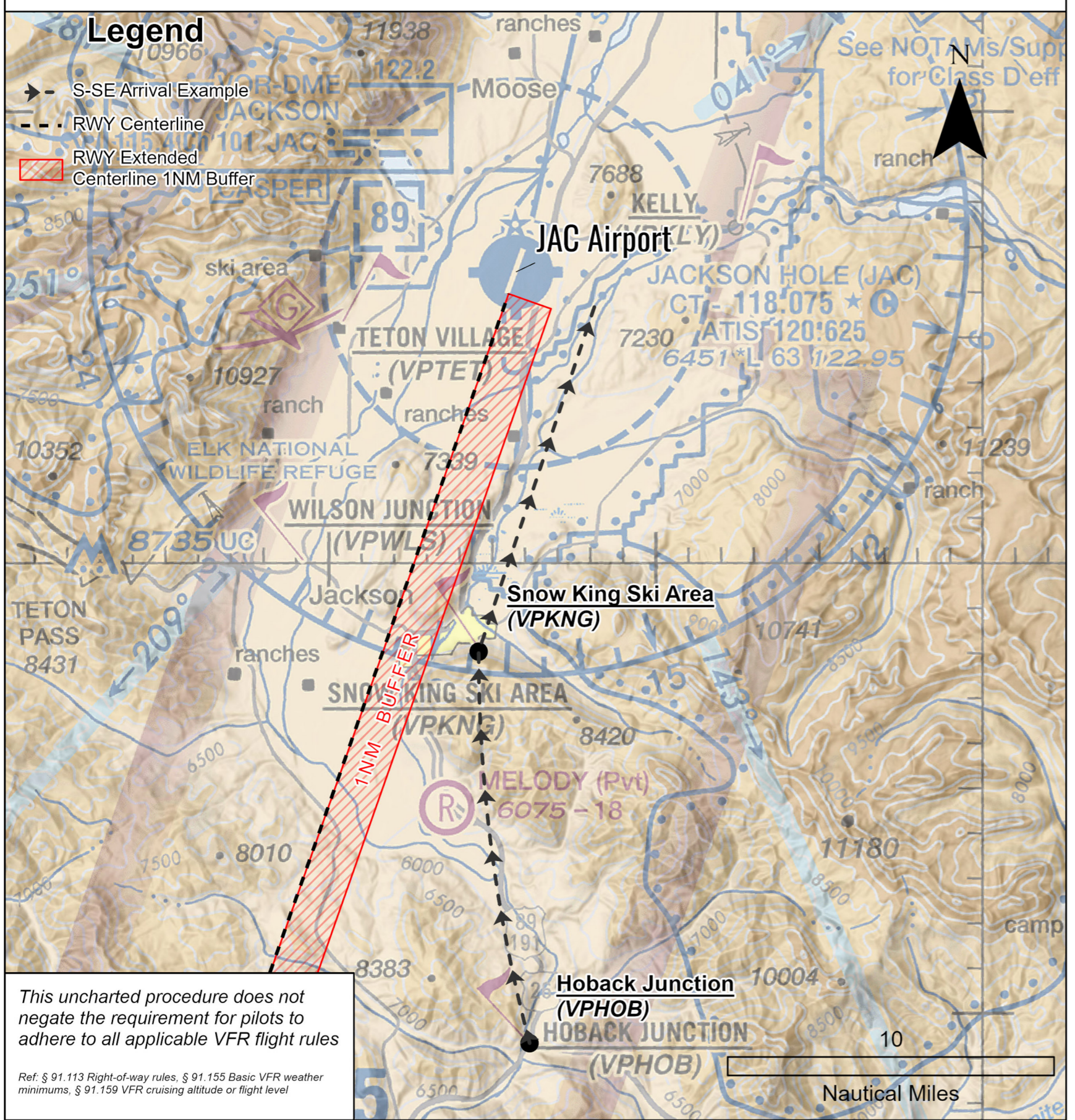
Reference: JAC LTA 2  
<https://notams.aim.faa.gov/notamSearch/nsapp.html#/>

Aircraft from N-NW should initially report over Colter Bay Village (VPLAK) and proceed direct to Jenny Lake (VPJNY), remaining at least one mile west of the extended centerline. Aircraft can expect the left downwind for runway 1, or a midfield right downwind for runway 19.

Aircraft arriving from the NE should avoid the arced ILS and RNAV approach paths and proceed direct to Kelly (VPKLY). Aircraft can expect a left midfield downwind for runway 19, and right downwind for runway 1

# Jackson Hole ATC Procedures for VFR Flights

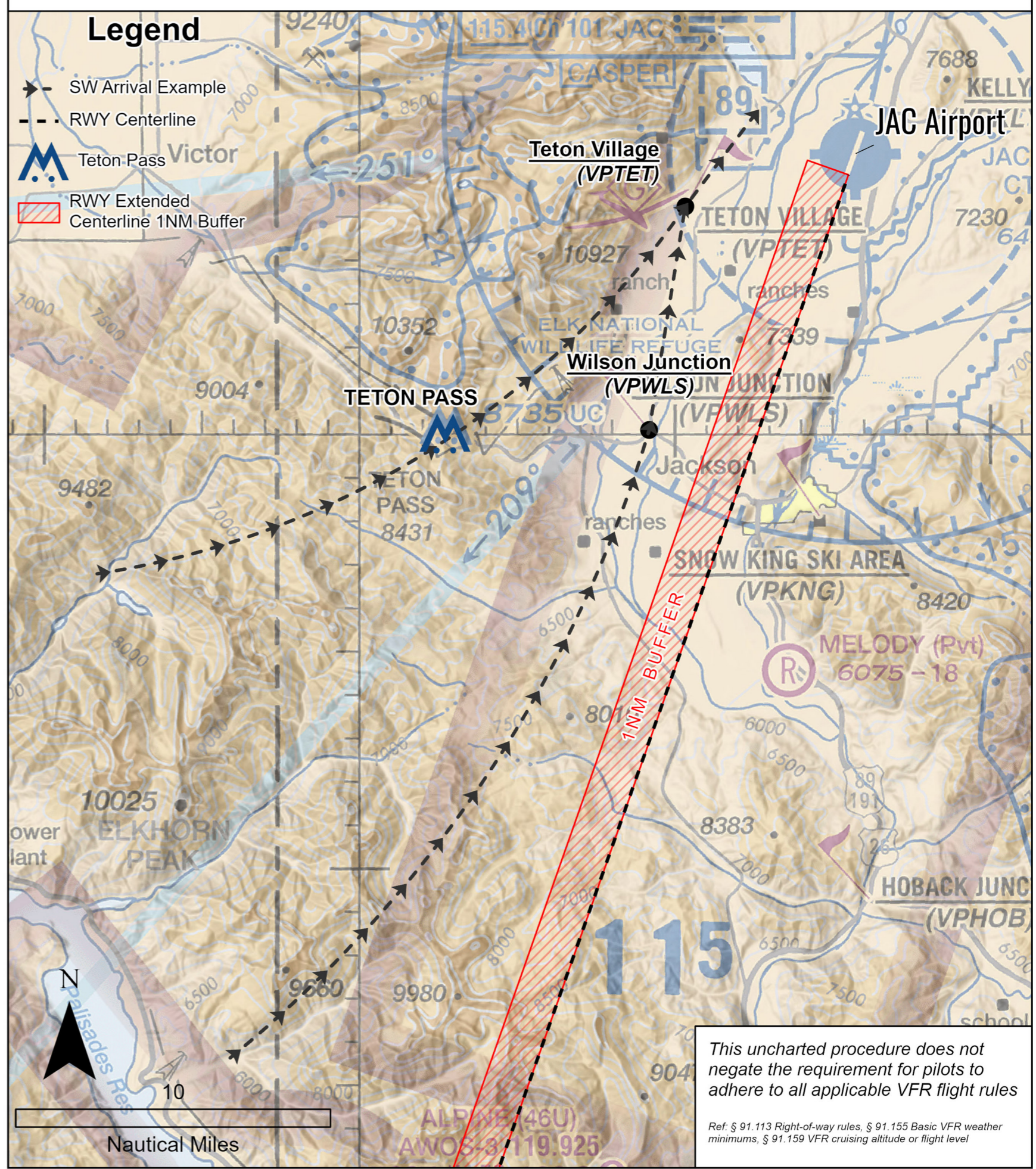
## SNOW KING ARRIVAL



Aircraft arriving from the south and southeast should initially report over Hoback Junction (VPHOB) and proceed direct to Snow King Ski Area (VPKNG) and expect a right midfield downwind for runway 1, or a left downwind for runway 19. Left downwind traffic for runway 19 will be held midfield until they can be sequenced in, as extending the downwind would place the aircraft in close proximity to rapidly rising terrain. Aircraft should remain east of the observable, main, N-S oriented highway 89/191 until midfield.

Reference: JAC LTA 2  
<https://notams.aim.faa.gov/notamSearch/nsapp.html#/>

## TETON VILLAGE ARRIVAL



Aircraft arriving from the southwest should initially report over Teton Pass or Wilson Junction (VPWLS), then proceed direct to Teton Village (VPTET), and expect a right downwind for runway 19, or left midfield downwind for runway 1.

# Jackson Hole ATC Procedures for VFR Flights

## DEPARTURE ROUTES:

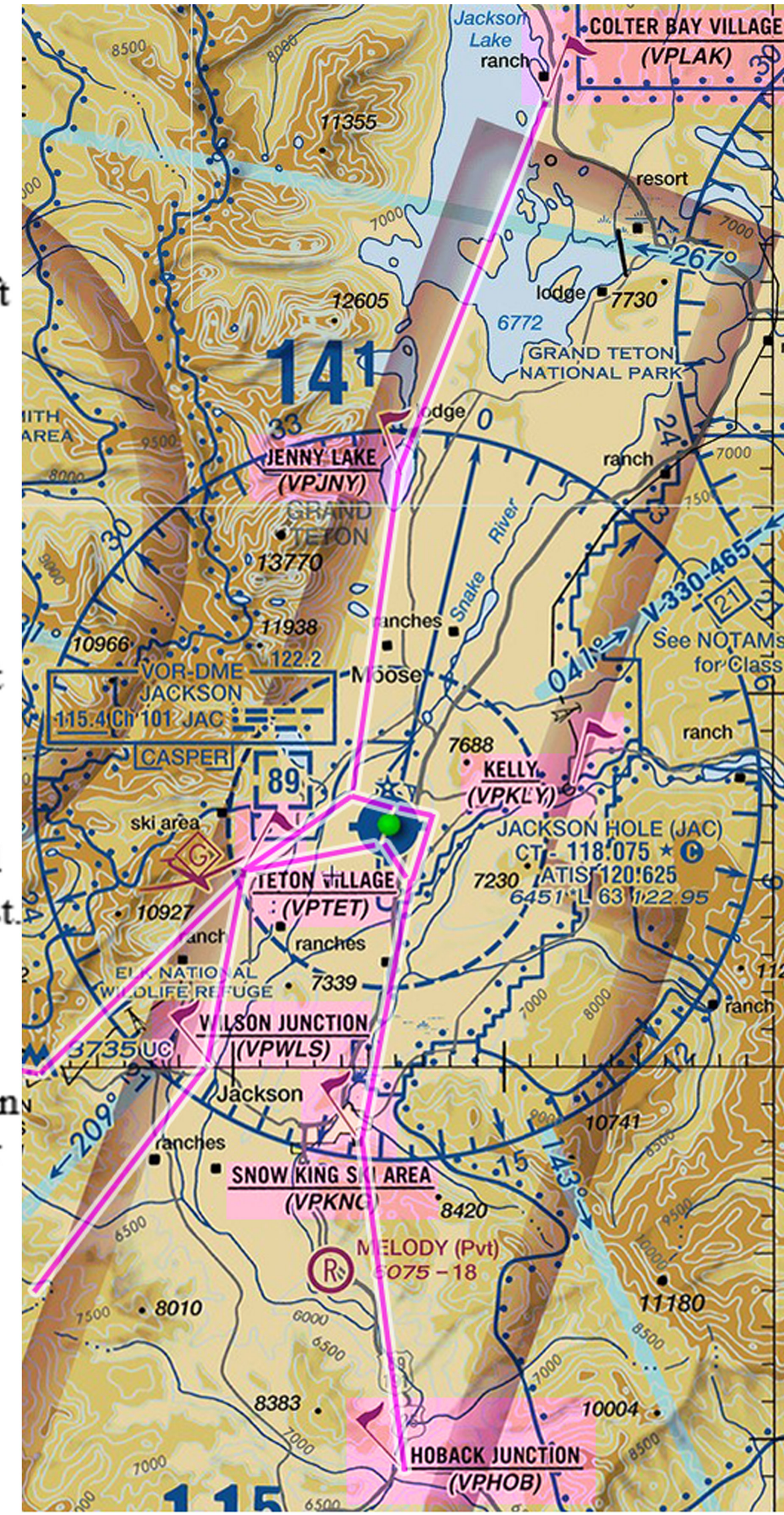
**WILSON DEPARTURE:** Aircraft departing to the southwest from runway 19 will make a southwest departure-end turnout over the agricultural field, then proceed direct Teton Village (VPTET) direct Wilson Junction (VPWLS) or Teton Pass. Runway 1 departures will make a left downwind departure to the same points.

**YETI DEPARTURE:** Aircraft departing to the southeast from runway 19 should make a left departure-end turnout until east of highway 89/191, then proceed direct Snow King Ski Area (VPKNG). Aircraft departing runway 1 will do the same, except via right downwind departure.

**TEEWINOT DEPARTURE:** Aircraft departing to the NW from runway 19 will make a right departure-end turnout over the agricultural field and proceed direct Jenny Lake (VPJNY), direct Colter Bay Village (VPLAK), remaining at least one mile west of the extended centerline. Runway 01 departures will do the same, except via northwest, departure-end turnout.

**BUFFALO BOWL TRANSITION:** The "BUFFALO BOWL TRANSITION" is an uncharted VFR corridor for VFR traffic to overfly Jackson Hole Airport from east to west, and west to east. Aircraft using this route are expected to communicate with air traffic control and to overfly the airfield at appropriate VFR altitudes, beginning at a minimum of 9500' MSL. All aircraft at or below 14,500' MSL within 10NM of JAC airport can expect this transition to ensure safety of flight. For aircraft transitioning northwest and northeast of the airfield in the vicinity of Jackson Lake and DNW VOR, it is recommended that they contact Salt Lake Center on 133.25 for radar traffic advisories.

*DEFINITION- The "BUFFALO BOWL TRANSITION" is defined as a 1/2 NM corridor either side of the JAC RY 19/01 midfield point, and which begins/ends to the west in a conical area from Teton Village (VPTET) to 4NM NW of the airfield, or to the east in a conical area from Kelly (VPKLY) to 4NM SE of the airfield.*





**DEPARTMENT OF TRANSPORTATION**  
**Federal Aviation Administration**

FAA Salt Lake City ARTCC  
2150 West 700 North  
Salt Lake City, UT 84116

Issued: 06/15/2023 1529 (UTC)  
FAA Salt Lake City ARTCC

Effective: 06/16/2023 1200 (UTC)  
Letter to Airmen: LTA-ZLC-8

Subject: JAC Airport Arrival Procedures

Cancellation: 06/13/2025 1200 (UTC)

New arrival routing into Jackson Hole (JAC) has been implemented. The routing requirements were established to improve efficiency and create predictability.

New routings into JAC:

Runway 19:

1. CKW..DNW
2. JYMBO..DNW
3. COD..TOCUD..DNW
4. IPARK..PETTZ..TOCUD..DNW
5. SYKYM..ELLKK..MOSSS
6. RYKKR..ELLKK..MOSSS
7. TCH..ELLKK..MOSSS

Runway 01:

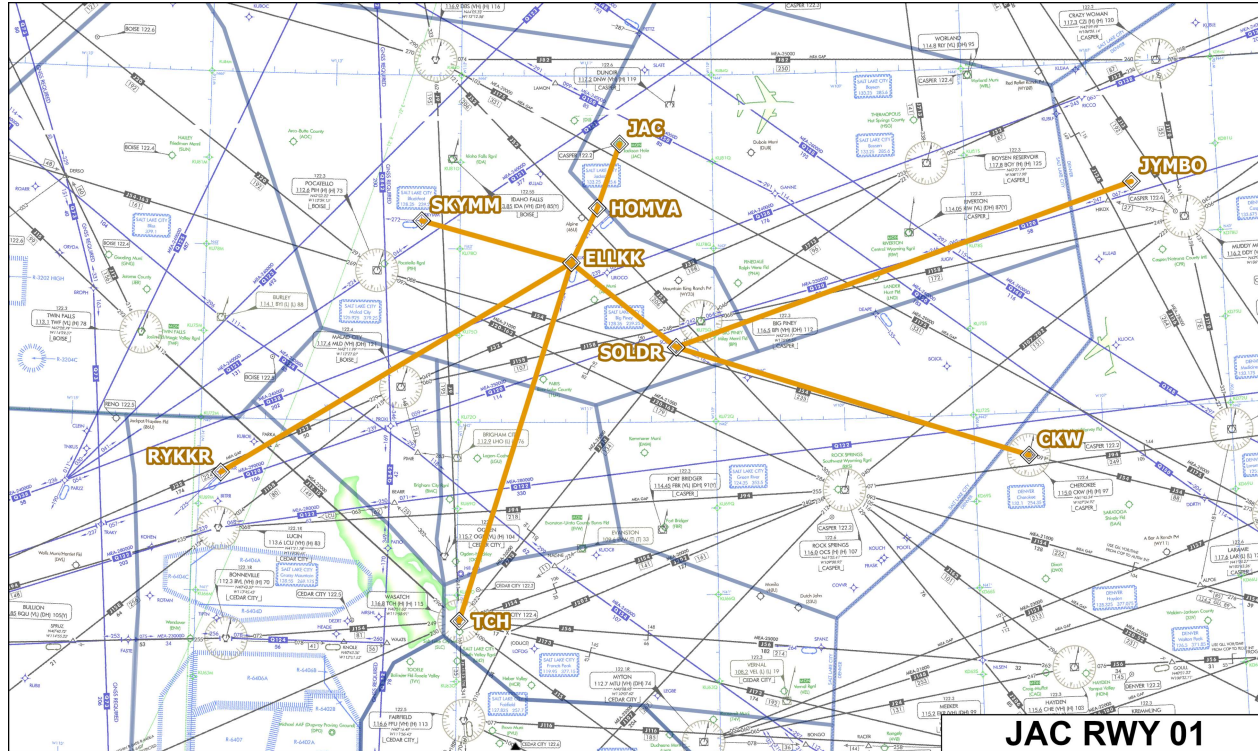
1. CKW..SOLDR..ELLKK..HOMVA
2. JYMOB..SOLDR..ELLKK..HOMVA
3. SKYMM..ELLKK..HOMVA
4. RYKKR..ELLKK..HOMVA

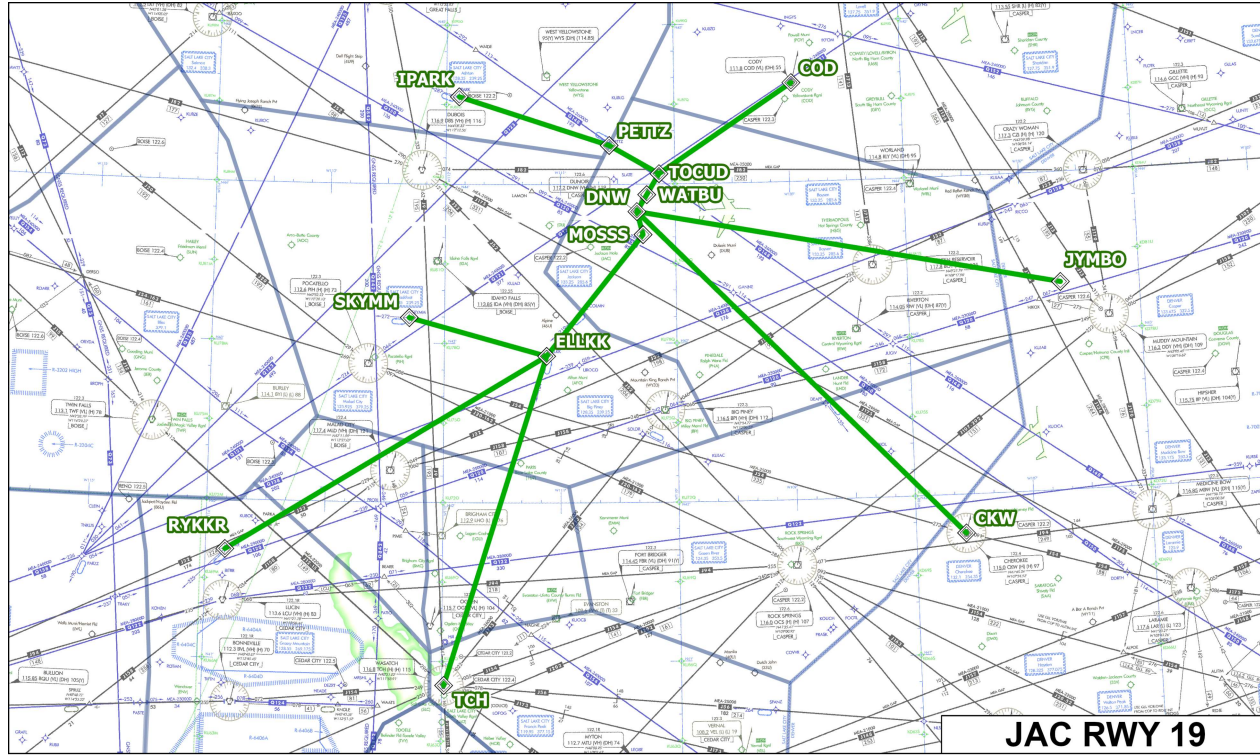
5. TCH..ELLKK..HOMVA

Please review and file correctly. Doing so will reduce controller and pilot workload by avoiding airborne re-routes.

These new routes are in the process of being converted into Standard Terminal Arrival Routes (STARs) are currently slated for publication in early 2026.

Brett L Waddoups  
Air Traffic Manager, FAA Salt Lake City ARTCC





# DEPARTMENT OF TRANSPORTATION

## Federal Aviation Administration

FAA Salt Lake City ARTCC  
2150 West 700 North  
Salt Lake City, UT 84116

Issued: 12/07/2022 2304 (UTC)  
FAA Salt Lake City ARTCC

Effective: 12/08/2022 1200 (UTC)  
Letter to Airmen: LTA-ZLC-5

Subject: WARNING FOR VFR & GLIDER ACTIVITY IN THE VICINITY OF JACKSON HOLE AIRPORT (KJAC)

Cancellation: 12/06/2024 1200 (UTC)

Background: The purpose of this LTA is to inform glider pilots, enroute VFR traffic, and KJAC IFR/VFR arriving and departing aircraft of frequent VFR & glider activity in the vicinity of Jackson Hole Airport (KJAC).

Jackson Hole Airport has seen an increase in traffic following the pandemic and the volume remains elevated. Along with the increase in traffic, KJAC has experienced an increase in TCAS-RAs, both with and without evasive action. Due to visibility restrictions (geographic and atmospheric), air traffic controller (ATC) workload, and ATC sector saturation, there is often little Jackson Hole Tower can do to prevent these occurrences.

Pilots should exercise caution in the vicinity of Jackson Hole Airport during the Spring, Summer, and early Fall. Attached is a graphic showing three days of traffic in and out of KJAC and KDIJ.

When runway 19 is in use at KJAC, most conflicts occur between DNW VOR and WOMRU intersection as VFR aircraft transit the Continental Divide through Togwotee Pass and the Gros Ventre/Union Pass areas. When KJAC is landing runway 1 most conflicts occur between 2 miles north of ZUGEN intersection and KICNE intersection. Aircraft in this area typically transit toward or away from the low-lying Teton Pass, or transit toward the Teton Range and then follow the Tetons northbound. Regardless of runway in use, KJAC experiences issues with VFR pilots and glider operations near KICNE intersection.

The TCAS-RAs and transits usually occur well clear of the Class Delta airspace. KJAC is unlikely to observe small VFR aircraft (with or without binoculars), even if they know where the aircraft is or are expecting them.

Salt Lake City ARTCC usually transfers aircraft landing KJAC before QUIRT, or between MOSSS/WATBU-DNW-ZOSUV for runway 19, or between HOMVA-ZUGEN for runway 1. Visual approaches can be closer, roughly 5 miles abeam the tower to the east, though at times much farther out, including in the flight levels.

Use caution and exercise the fundamental principle of see and avoid.

**FOR THE VFR & GLIDER COMMUNITY:**

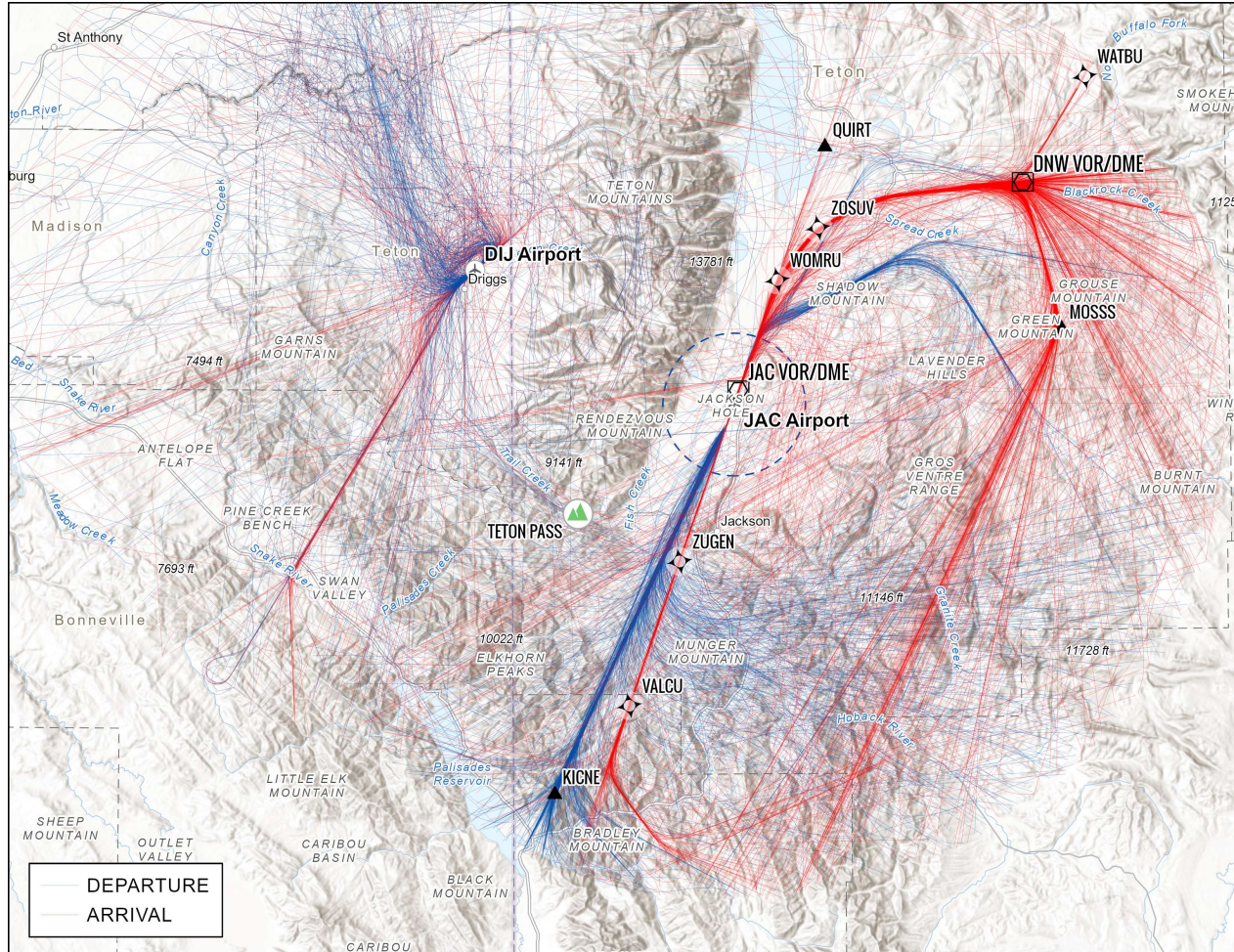
Advisory Circular (AC) 90-48D, subject: The Pilot's Role in Collision Avoidance, is a helpful tool that covers in detail all aspects of the subject, including information on the importance of preflight planning in assisting pilots to see and avoid other aircraft. The AC encourages all pilots to review airspace, NOTAMS, terrain, weather, and known/charted aircraft routing, in order to reduce the chances of midair collisions between commercial and other aircraft. The goal of this LTA is to place greater focus on the last of those review categories: known/charted aircraft routing.

When transiting the Jackson Hole area, you are encouraged to contact Salt Lake City ARTCC on 133.25, or KJAC Tower on 118.075 for traffic advisories.

Jet aircraft have an especially high-rate of closure speeds vs. other aircraft, and create a special concern, because of limited reaction times to see and avoid. Establishing visual contact from the cockpit is always a challenge, and added speed complicates the difficulty quotient. Thankfully, these fast-movers typically fly along known and/or published routing when transitioning airspace where VFR aircraft & gliders fly. Situational awareness of established/published/predictable jet routes to and from KJAC airport is step one to avoiding conflict with planes on these routes. The next step is purposely avoiding those areas and routes as you plan and execute your flight, keeping in mind that these routes are like aerial 'super highways.'

Use caution and exercise the fundamental principle of see and avoid.

Brett Waddoups  
*Air Traffic Manager, FAA Salt Lake City ARTCC*



# DEPARTMENT OF TRANSPORTATION

## Federal Aviation Administration

Jackson Hole Tower  
Board, P.O. Box 159  
Jackson Hole, WY 83001

Issued: 01/23/2024 1821 (UTC)  
Jackson Hole Tower

Effective: 01/31/2024 1200 (UTC)  
Letter to Airmen: LTA-JAC-2

Subject: JAC VFR Departure and Arrival Routes

Cancellation: 01/30/2025 1200 (UTC)

Jackson Hole (JAC) has experienced numerous Traffic Alert and Collision Avoidance System (TCAS) events involving aircraft arriving, departing, and transitioning the airspace. Close proximity events resulting in a TCAS Resolution Alert (RA) pose a significant risk to aviation safety. A pilot responding to a TCAS RA has the responsibility of following the alert instruction, without reference to any additional conflict created by this unplanned maneuver.

Due to the mountainous terrain (Teton Range to the west and Gros Ventre Range to the east), aircraft around Jackson Hole are funneled through the north-south oriented, low-lying valley (the "Hole" in Jackson Hole). Aircraft on instrument flight plans are required to adhere strictly to both standard instrument departure procedures and instrument arrival procedures. Too often, these aircraft are encountering close calls with VFR aircraft tracking the extended centerlines. VFR aircraft should avoid the runway extended centerlines at all times in order to avoid IFR jet aircraft with high closure rates.

In an effort to reduce frequency congestion and simplify instructions for VFR aircraft landing and departing JAC, as well as transitioning nearby, uncharted arrival, departure, and transition routes have been developed, along with associated VFR waypoints, all of which are listed below. The VFR waypoints are in the GPS database and can be programmed into FMS and GPS systems.

Application of these uncharted arrival, departure, and transition procedures, or any action taken by Air Traffic Control to avoid traffic conflicts, does not relieve pilots of their responsibilities to see and avoid other traffic while operating under Visual Flight Rules (CFR 91.113).

To assist ATC with enhancing the safety of operations near JAC, pilots should:

- Familiarize themselves with the airspace.
- Familiarize themselves with the airport layout and information prior to flight.
- Actively listen to ATC instructions and clearances to ensure instructions are understood.
- Read back instructions and clearances.
- **Ask ATC if there is any doubt about the VFR route assigned.**

DEPARTURE ROUTES LISTED FIRST; ARRIVAL ROUTES LISTED LAST:

Lucas Necessary  
*Air Traffic Manager, Jackson Hole Tower*

## DEPARTURE ROUTES:

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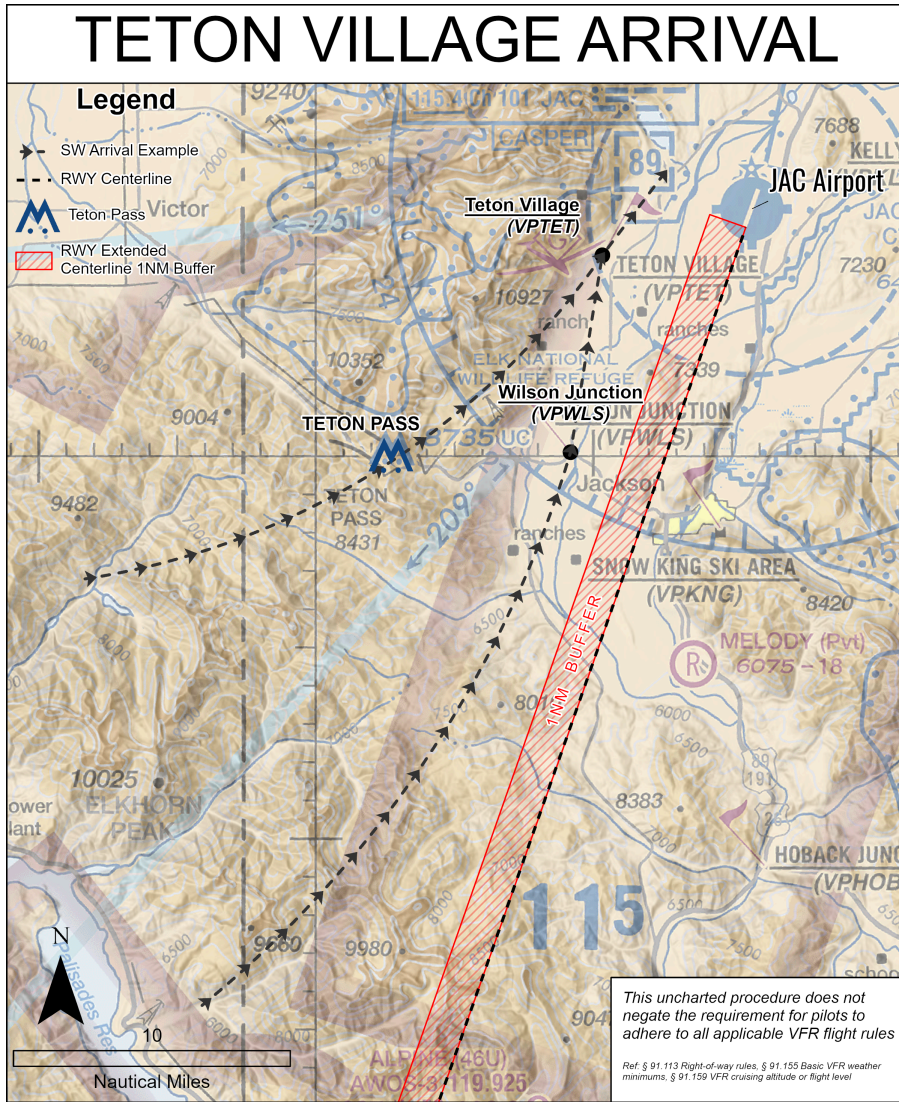
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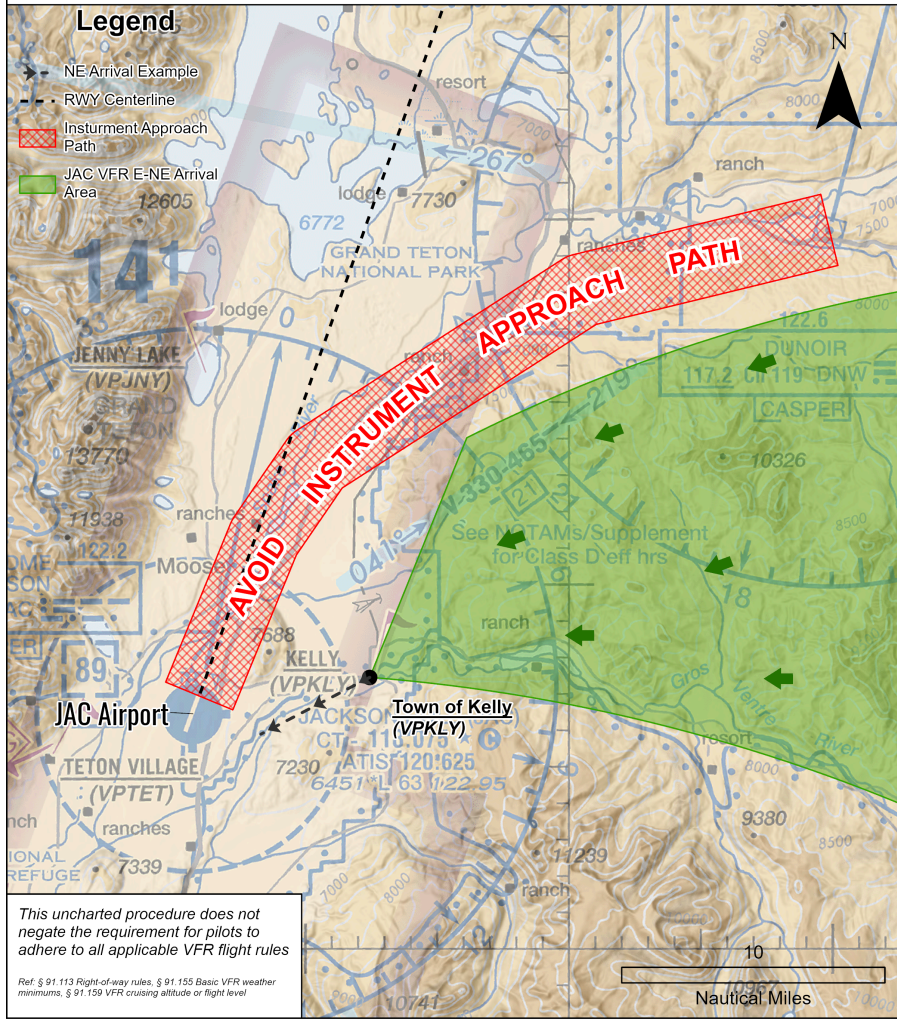
## ARRIVAL ROUTES:



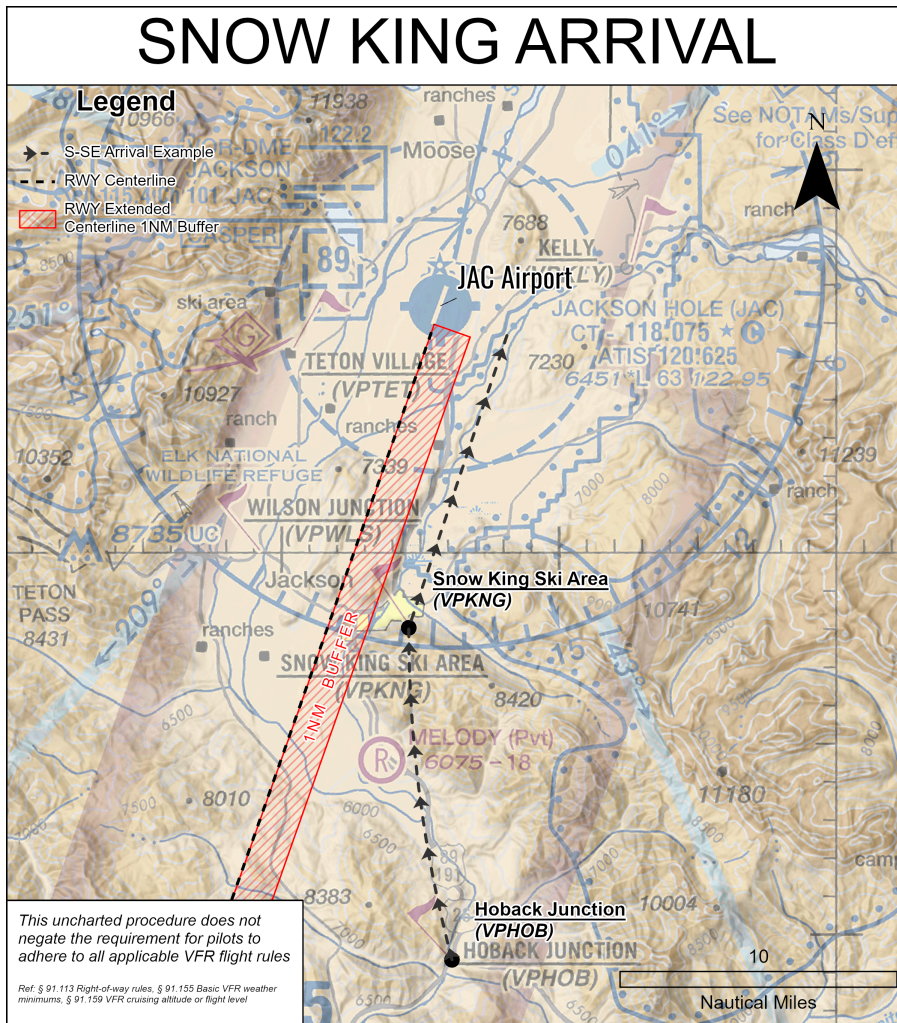


Aircraft arriving from the southwest should initially report over Teton Pass or Wilson Junction (VPWLS), then proceed direct to Teton Village (VPTET), and expect a right downwind for runway 19, or left midfield downwind for runway 1.

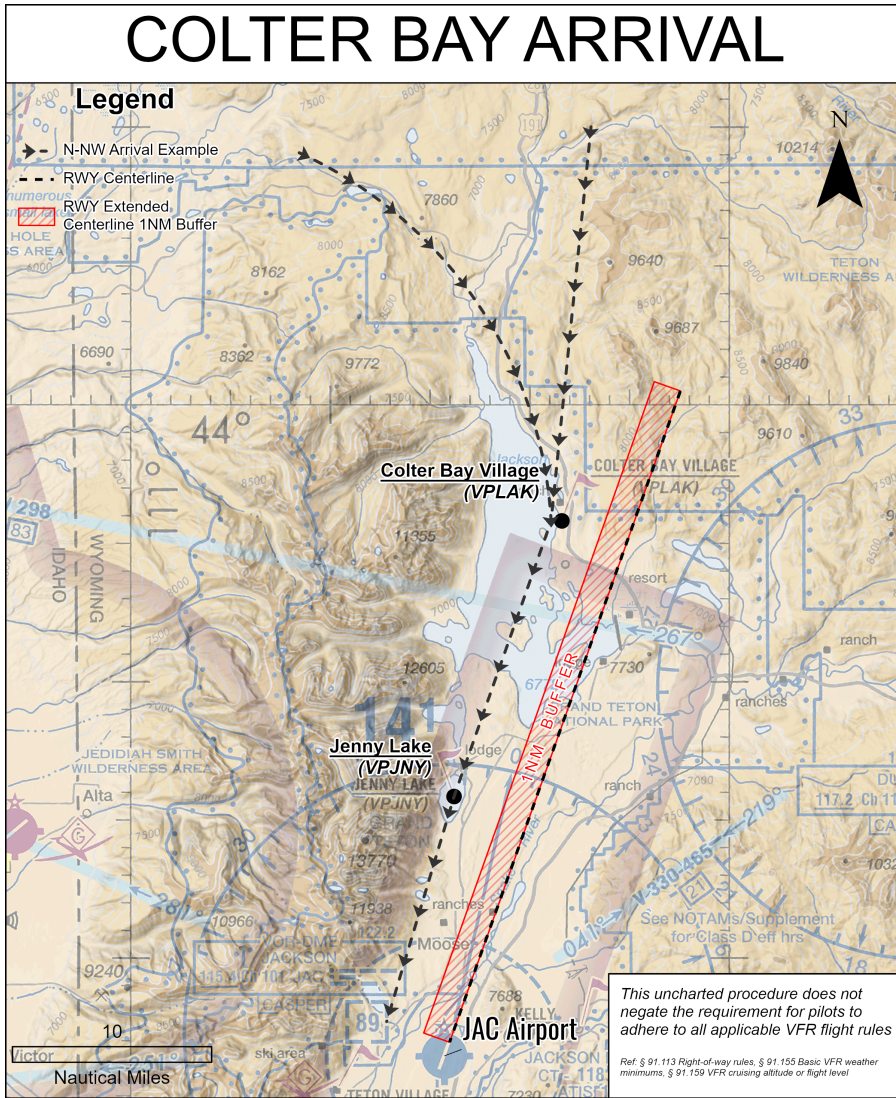
# KELLY ARRIVAL



Aircraft arriving from the NE should avoid the arced ILS and RNAV approach paths and proceed direct to Kelly (VPKLY). Aircraft can expect a left midfield downwind for runway 19, and right downwind for runway 1



Aircraft arriving from the south and southeast should initially report over Hoback Junction (VPHOB) and proceed direct to Snow King Ski Area (VPKNG) and expect a right midfield downwind for runway 1, or a left downwind for runway 19. Left downwind traffic for runway 19 will be held midfield until they can be sequenced in, as extending the downwind would place the aircraft in close proximity to rapidly rising terrain. Aircraft should remain east of the observable, main, N-S oriented highway 89/191 until midfield.



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# Teton Airspace Safety

Procedures for Safety  
and Efficiency

March 2024



-For public dissemination.

# JAC Tower Objective

To serve the flying community by providing safe, efficient operations.



Jackson Hole Flight Services Ramp

# Tower Tools

## Limited

- TSD-Lite
- Binoculars
- YOU!



JAC Tower

3

-TSD-Lite is a flight approximation tool that guesses locations of aircraft based off their filed flight plans. It does not show certain VIP aircraft, military aircraft, etc. Because it is based off the flight plan, it will show aircraft which are not there. It does not show VFR aircraft. It is for situational awareness only.



## History

**Increased turbofan traffic, increased focus on structure**

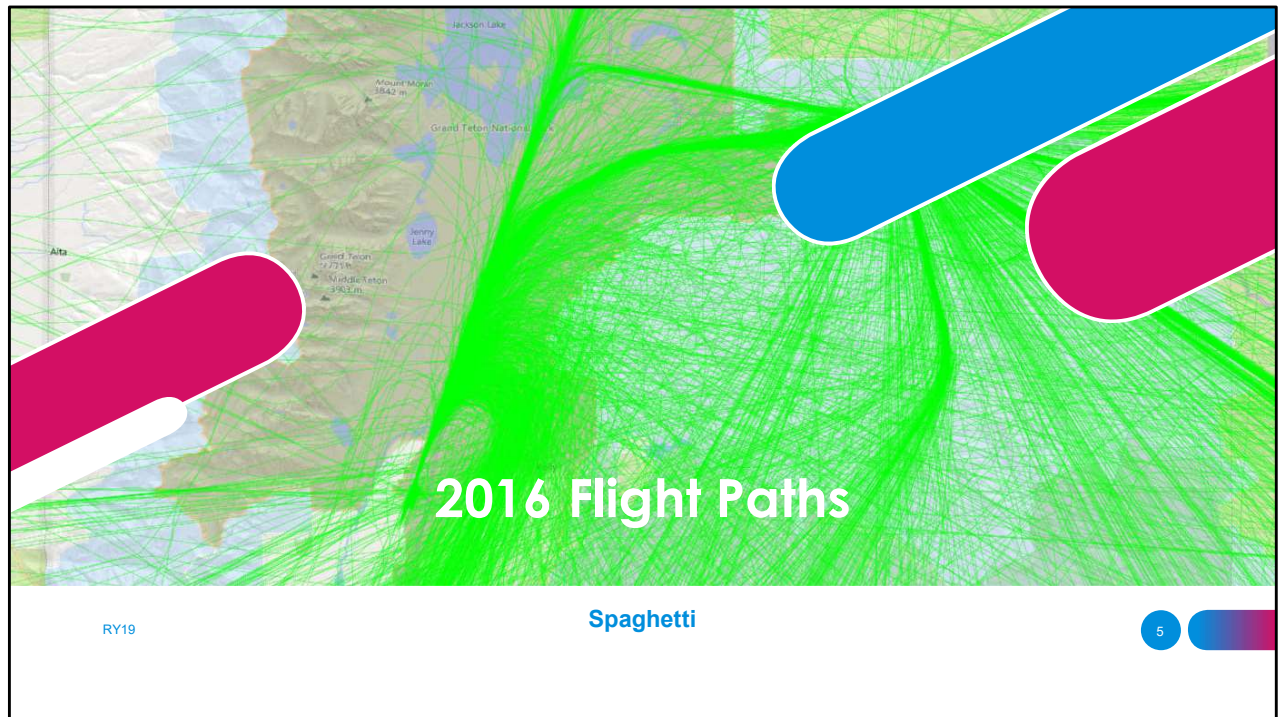
- Traffic has always been funneled by terrain
- Traffic used to be less procedural
- Traffic used to be...less
- IFR/VFR conflicts and MORs

JAC Tower

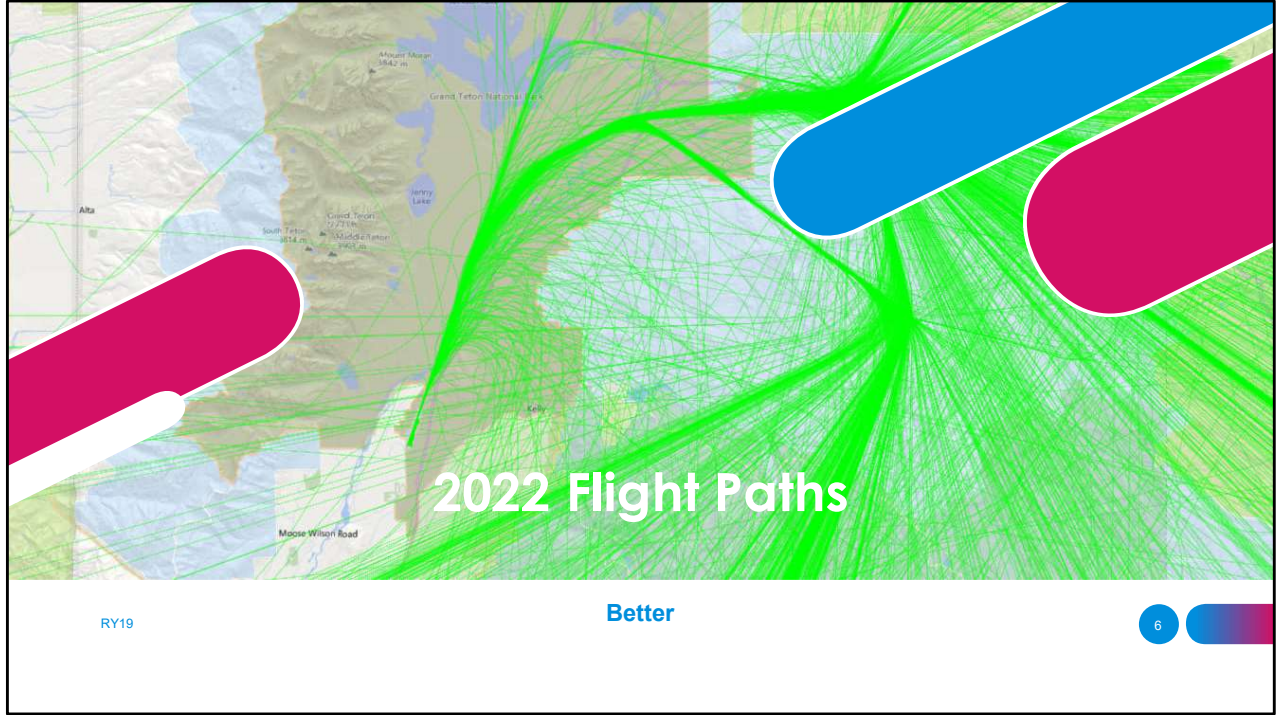
4

-JAC has a very large number of safety events, especially IFR/VFR conflicts. Numerous airliners and other jets in the past year(s) have had to take evasive action to avoid potential mid-air collisions. Often times ZLC and tower are unaware of the conflict until evasive action is taken by the IFR pilots.





-With a lack of predictability, IFR/VFR conflicts were also less predictable. However, there was also far less IFR traffic.



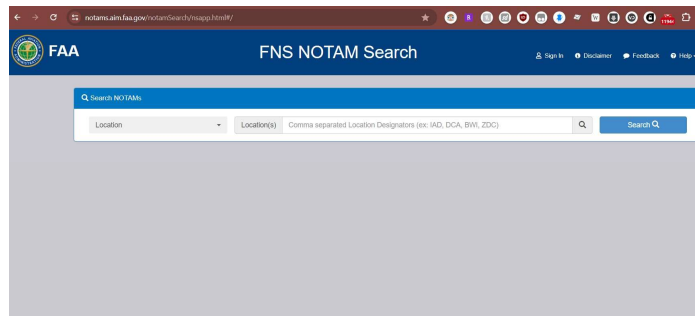
-Further standardization has occurred since 2023. Standard Terminal Arrivals are planned for 2026.

## Letters to Airmen

-Go to  
<https://notams.aim.faa.gov/notamSearch/disclaimer.html>

-Search JAC (or other airports)

-Shows all NOTAMs and LTAs



7

-Please read these LTAs in full on your own time, as today's presentation is meant to be a brief introduction to them and will not cover them in detail.

# Letters to Airmen

## JAC NOTAM Page

Icon	NOTAM ID	Type	Effective Date	Expiration Date	Description
	JAC 4/2128	Procedure	03/02/2024 2321	04/07/2024 2000	IAP JACKSON HOLE, JACKSON, WY. GEYSER SIX DEPARTURE ... DEPARTURE PROCEDURE NA FOR ACFT EQUIPPED WITH SUITABLE RNAV SYSTEM WITH GPS, DNW VOR OUT OF SERVICE. 2
	JAC 4/2129	Procedure	03/02/2024 2321	04/07/2024 2000	ODP JACKSON HOLE, JACKSON, WY. GEYSER SIX DEPARTURE ... DEPARTURE PROCEDURE NA FOR ACFT EQUIPPED WITH SUITABLE RNAV SYSTEM WITH GPS, DNW VOR OUT OF SERVICE. 2
	JAC 03/279	Aerodrome	03/15/2024 0700	03/18/2024 0559	APRON GA RAMP CLSD TO OVERNIGHT PRKG EXC 24HR PPR 307-733-4767 2403150700-2403180
	JAC 03/266	Aerodrome	03/08/2024 1320	03/15/2024 1400	TWY A3 HLDG PSN SIGN FOR RWY 01/19 LGT U/S 2403081320-2403151400
	JAC LTA-ZLC-5	LTA	12/08/2022 1200	12/06/2024 1200	WARNING FOR VFR & GLIDER ACTIVITY IN THE VICINITY OF JACKSON HOLE AIRPORT (KJAC)
	JAC LTA-ZLC-8	LTA	06/16/2023 1200	06/13/2025 1200	JAC Airport Arrival Procedures
	JAC LTA-JAC-2	LTA	01/31/2024 1200	01/30/2025 1200	JAC VFR Departure and Arrival Routes

## ZLC LTA 5

All Traffic, 12/7/22

Subject: WARNING FOR VFR & GLIDER ACTIVITY IN THE VICINITY OF JACKSON HOLE AIRPORT (KJAC)

Cancellation: 12/06/2024 1200 (UTC)

Background: The purpose of this LTA is to inform glider pilots, enroute VFR traffic, and KJAC IFR/VFR arriving and departing aircraft of frequent VFR & glider activity in the vicinity of Jackson Hole Airport (KJAC).

Jackson Hole Airport has seen an increase in traffic following the pandemic and the volume remains elevated. Along with the increase in traffic, KJAC has experienced an increase in TCAS-RAs, both with and without evasive action. Due to visibility restrictions (geographic and atmospheric), air traffic controller (ATC) workload, and ATC sector saturation, there is often little Jackson Hole Tower can do to prevent these occurrences.

Pilots should exercise caution in the vicinity of Jackson Hole Airport during the Spring, Summer, and early Fall. Attached is a graphic showing three days of traffic in and out of KJAC and KDIJ.

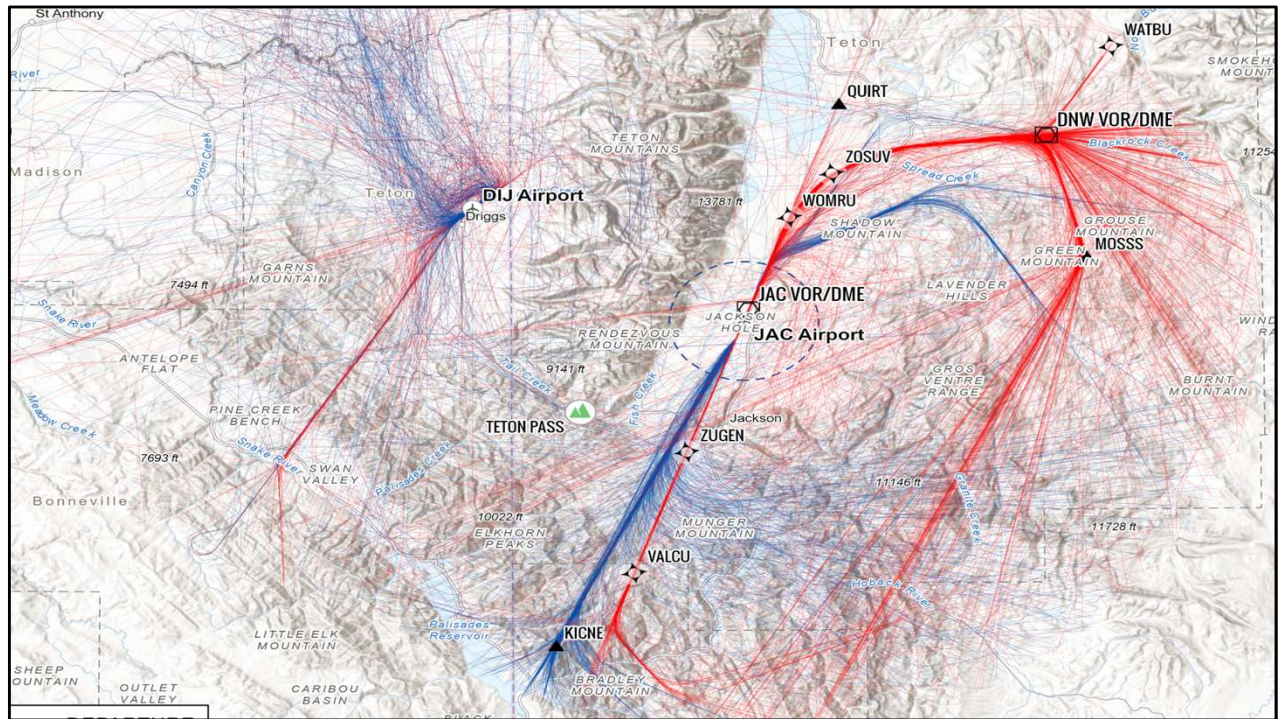
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Salt Lake City ARTCC usually transfers aircraft landing KJAC before QUIRT, or between MOSSS/WATBU-DNW-ZOSUV for runway 19, or between HOMVA-ZUGEN for runway 1. Visual approaches can be closer, roughly 5 miles abeam the tower to the east, though at times much farther out, including in the flight levels.

Use caution and exercise the fundamental principle of see and avoid.

-An older LTA released by ZLC secondary to numerous inflight safety incidents involving VFR aircraft.



-More recent flight path examples. ZUGEN is a particularly dangerous area as VFR aircraft transit the area heading to or from Teton Pass. Please be in contact with ATC.

**FOR THE VFR & GLIDER COMMUNITY:**

**ZLC LTA 5**

All Traffic, 12/7/22

Advisory Circular (AC) 90-48D, subject: The Pilot's Role in Collision Avoidance, is a helpful tool that covers in detail all aspects of the subject, including information on the importance of preflight planning in assisting pilots to see and avoid other aircraft. The AC encourages all pilots to review airspace, NOTAMS, terrain, weather, and known/charted aircraft routing, in order to reduce the chances of midair collisions between commercial and other aircraft. The goal of this LTA is to place greater focus on the last of those review categories: known/charted aircraft routing.

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Use caution and exercise the fundamental principle of see and avoid.

-See and avoid. ATC is a tool to help pilots. Please use us.

# ZLC LTA 08

For IFR Aircraft

Subject: JAC Airport Arrival Procedures

Cancellation: 06/13/2025 1200 (UTC)

New arrival routing into Jackson Hole (JAC) has been implemented. The routing requirements were established to improve efficiency and create predictability.

New routings into JAC:

Runway 19:

1. CKW.DNW
2. JYMOB.DNW
3. COD.TOCUD.DNW
4. IPARK.PETTZ.TOCUD.DNW
5. SYKYM.ELLKK.MOSSS
6. RYKKR.ELLKK.MOSSS
7. TCH.ELLKK.MOSSS

Runway 01:

1. CKW.SOLDR.ELLKK.HOMVA
2. JYMOB.SOLDR.ELLKK.HOMVA
3. SKYMM.ELLKK.HOMVA
4. RYKKR.ELLKK.HOMVA
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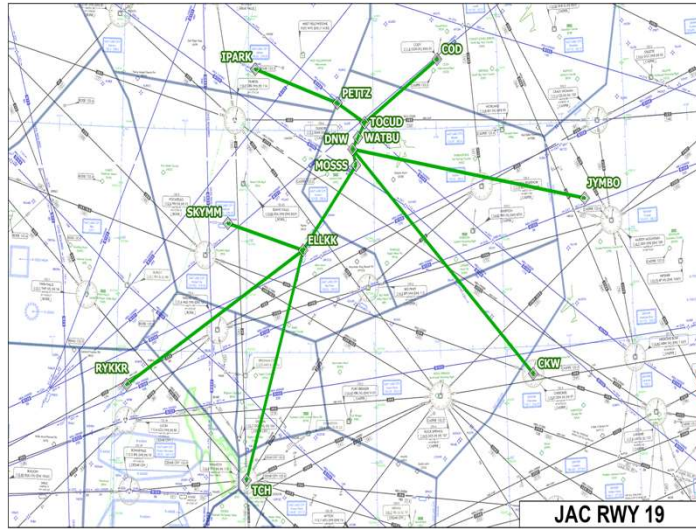
Please review and file correctly. Doing so will reduce controller and pilot workload by avoiding airborne re-routes.

These new routes are in the process of being converted into Standard Terminal Arrival Routes (STARs) are currently slated for publication in early 2026.



# JAC LTA 08

For IFR Aircraft



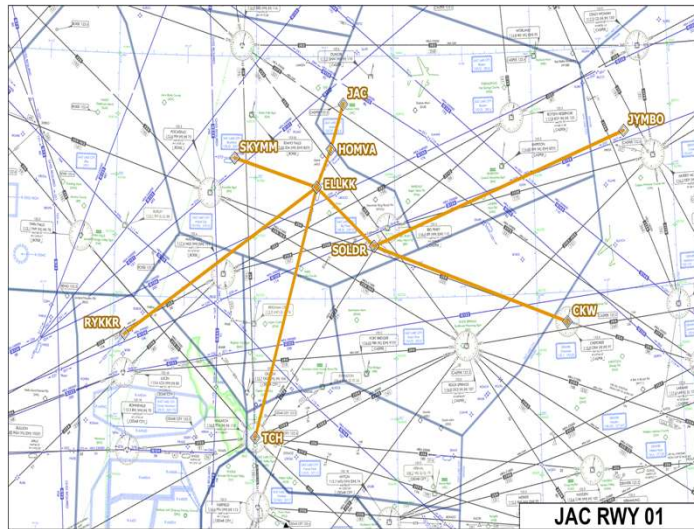
RY19

13

-Increases predictability, safety, and efficiency.

## ZLC LTA 08

For IFR Aircraft



RY01

14

-Increases predictability, safety, and efficiency.

Issued: 01/23/2024 1821 (UTC)  
Jackson Hole Tower

Effective: 01/31/2024 1200 (UTC)  
Letter to Airmen: LTA-JAC-2

## JAC LTA 2

1/31/23

Subject: JAC VFR Departure and Arrival Routes

Cancellation: 01/30/2025 1200 (UTC)

Jackson Hole (JAC) has experienced numerous Traffic Alert and Collision Avoidance System (TCAS) events involving aircraft arriving, departing, and transitioning the airspace. Close proximity events resulting in a TCAS Resolution Alert (RA) pose a significant risk to aviation safety. A pilot responding to a TCAS RA has the responsibility of following the alert instruction, without reference to any additional conflict created by this unplanned maneuver.

Due to the mountainous terrain (Teton Range to the west and Gros Ventre Range to the east), aircraft around Jackson Hole are funneled through the north-south oriented, low-lying valley (the "Hole" in Jackson Hole). Aircraft on instrument flight plans are required to adhere strictly to both standard instrument departure procedures and instrument arrival procedures. Too often, these aircraft are encountering close calls with VFR aircraft tracking the extended centerlines. VFR aircraft should avoid the runway extended centerlines at all times in order to avoid IFR jet aircraft with high closure rates.

In an effort to reduce frequency congestion and simplify instructions for VFR aircraft landing and departing JAC, as well as transitioning nearby, uncharted arrival, departure, and transition routes have been developed, along with associated VFR waypoints, all of which are listed below. The VFR waypoints are in the GPS database and can be programmed into FMS and GPS systems.

Application of these uncharted arrival, departure, and transition procedures, or any action taken by Air Traffic Control to avoid traffic conflicts, does not relieve pilots of their responsibilities to see and avoid other traffic while operating under Visual Flight Rules (CFR 91.113).

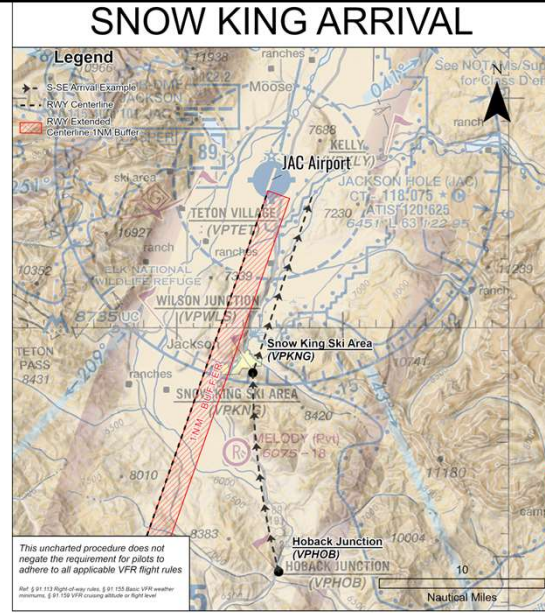
To assist ATC with enhancing the safety of operations near JAC, pilots should:

- Familiarize themselves with the airspace.
- Familiarize themselves with the airport layout and information prior to flight.
- Actively listen to ATC instructions and clearances to ensure instructions are understood.
- Read back instructions and clearances.
- **Ask ATC if there is any doubt about the VFR route assigned.**

-Please use these procedures. If you can distribute them to anyone who might fly into Jackson, we ask that you please get the word out.

## Snow King Arrival

Reverse (with small changes): Yeti Departure

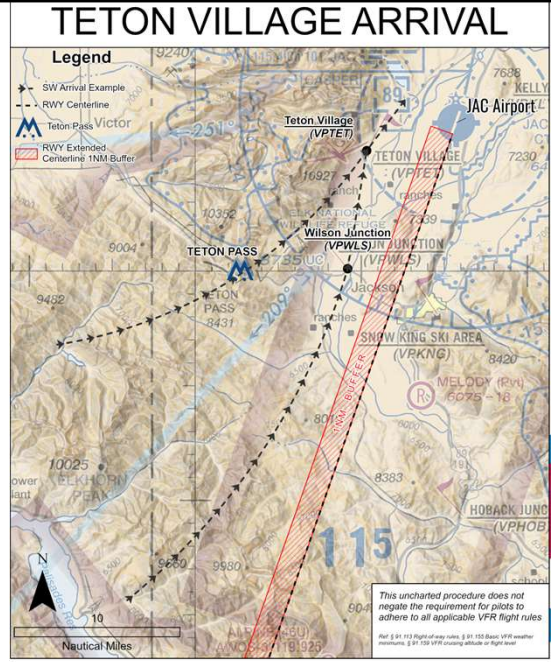


Aircraft arriving from the south and southeast should initially report over Hoback Junction (VPHOB) and proceed direct to Snow King Ski Area (VPKNG) and expect a right midfield downwind for runway 1, or a left downwind for runway 19. Left downwind traffic for runway 19 will be held midfield until they can be sequenced in, as extending the downwind would place the aircraft in close proximity to rapidly rising terrain. Aircraft should remain east of the observable, main, N-S oriented highway 89/191 until midfield.

-Reduces near midair collisions.

# Teton Village Arrival

Reverse (with small changes for noise):  
Wilson Departure

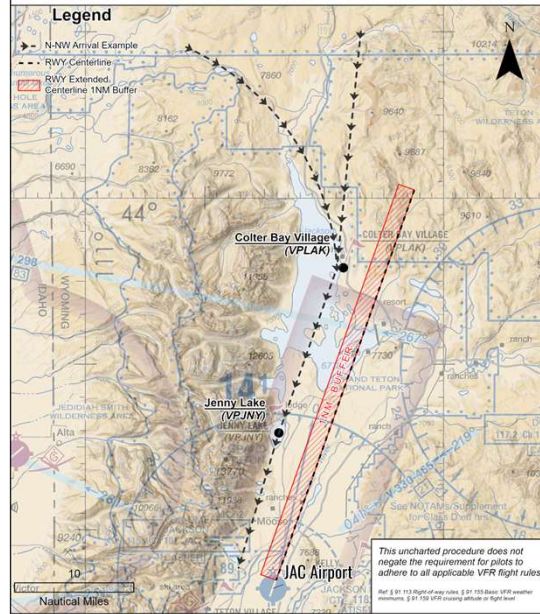


-Reduces near midair collisions.

# Colter Bay Arrival

Reverse: Teewinot Departure

## COLTER BAY ARRIVAL



Aircraft from N-NW should initially report over Colter Bay Village (VPLAK) and proceed direct to Jenny Lake (VPJNY), remaining at least one mile west of the extended centerline. Aircraft can expect the left downwind for runway 1, or a midfield right downwind for runway 19.

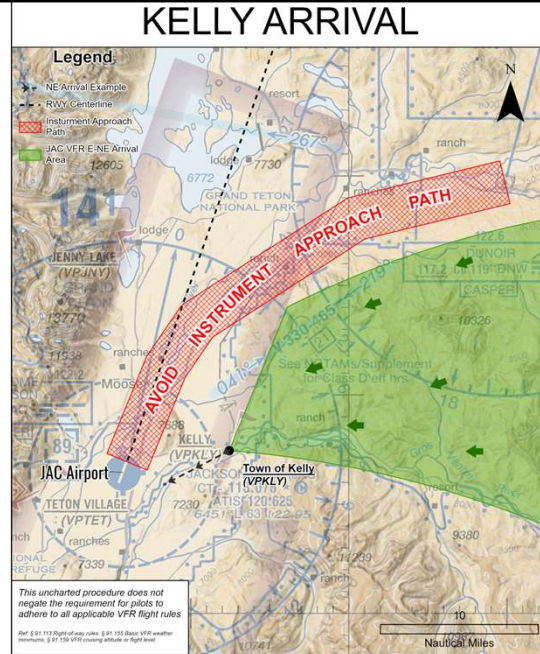
-Reduces near midair collisions.

## Kelly Arrival

-Buffalo Bowl Transition

-Overflying airport at or above 9500 is preferred transition

-For aircraft farther south of the airport, please contact ZLC for radar traffic advisories



Aircraft arriving from the NE should avoid the arced ILS and RNAV approach paths and proceed direct to Kelly (VPKLY). Aircraft can expect a left midfield downwind for runway 19, and right downwind for runway 1

-Numerous potentially significant events have occurred due to uncontrolled transitions. (Airliners pulling 22 degrees nose up, etc.)

## Kelly Arrival

### Buffalo Bowl Transition

#### DEPARTURE ROUTES:

**WILSON DEPARTURE:** Aircraft departing to the southwest from runway 19 will make a southwest departure-end turnout over the agricultural field, then proceed direct Teton Village (VPJET) direct Wilson Junction (VPWLS) or Teton Pass. Runway 1 departures will make a left downwind departure to the same points.

**YETI DEPARTURE:** Aircraft departing to the southeast from runway 19 should make a left departure-end turnout until east of highway 89/191, then proceed direct Snow King Ski Area (VPKNG). Aircraft departing runway 1 will do the same, except via right downwind departure.

**TEEWINOT DEPARTURE:** Aircraft departing to the NW from runway 19 will make a right departure-end turnout over the agricultural field and proceed direct Jenny Lake (VPJNY), direct Colter Bay Village (VPLAK), remaining at least one mile west of the extended centerline. Runway 01 departures will do the same, except via northwest, departure-end turnout.

**BUFFALO BOWL TRANSITION:** The "BUFFALO BOWL TRANSITION" is an uncharted VFR corridor for VFR traffic to overfly Jackson Hole Airport from east to west, and west to east. Aircraft using this route are expected to communicate with air traffic control and to overfly the airfield at appropriate VFR altitudes, beginning at a minimum of 9500' MSL. All aircraft at or below 14,500' MSL within 10NM of JAC airport can expect this transition to ensure safety of flight. For aircraft transitioning northwest and northeast of the airfield in the vicinity of Jackson Lake and DNW VOR, it is recommended that they contact Salt Lake Center on 133.25 for radar traffic advisories.

*DEFINITION- The "BUFFALO BOWL TRANSITION" is defined as a 1/2 NM corridor either side of the JAC RY 19/01 midfield point, and which begins/ends to the west in a conical area from Teton Village (VPJET) to 4NM NW of the airfield, or to the east in a conical area from Kelly (VPKLY) to 4NM SE of the airfield.*



## Front Tours

VFR outside of airspace, no IFR/VFR conflicts



21

-If you are just flying N-S along the fronts and not entering JAC airspace or not crossing arrival and departure corridors, IFR/VFR conflicts are unlikely.

## Front Tours

VFR outside of airspace, no IFR/VFR conflicts



22

-Continue to exercise the fundamental principle of see-and-avoid and recognize that the mountains have numerous SAR/medevac missions, scenic flights, etc.

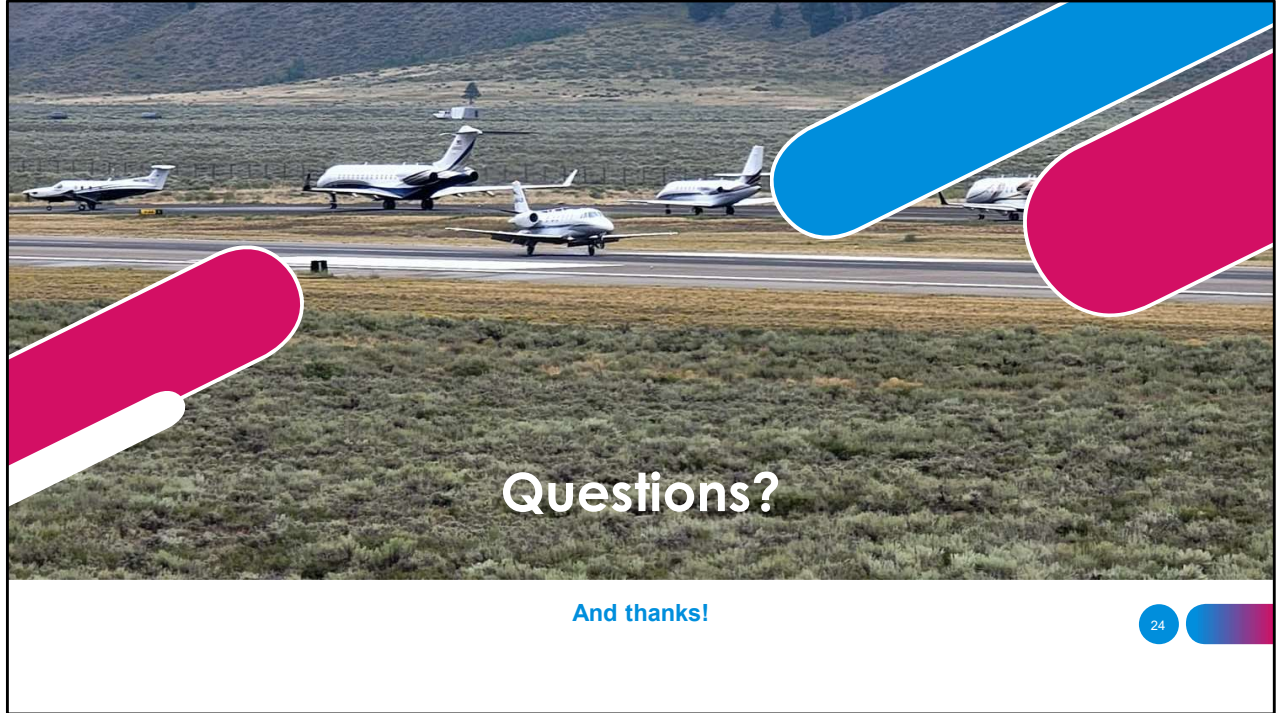
## Last: Separation

Runway, sequence set, holding close to airport, etc.



23

- First come, first served is utilized. However, arrival sequences for IFR aircraft are set at least 200 miles out. Many aircraft have to meet traffic management initiative “hard times” and thus VFR arrivals may have to orbit so these times are complied with.
- It is better to hold in stacked altitudes east or west of the airfield than to extend downwinds due to sequencing and arrival speeds. (Lear on 11-mile final beats Skywagon on 1.5-mile base.)
- Blacktail Butte prevents safe downwind extension for left downwind runway 19.
- Many aircraft (e.g., jets) must be clear of runway prior to arrival or a go-around will be commanded. (Different than what you may experience at uncontrolled airfields.)
- Peak daily hours are 0900-1600 local time.
- During peak summer season, the airport routinely handles 30+ IFR operations/hour with minimal miles-in-trail, making VFR ingress difficult—expect arrival delays due to IFR volume in these periods.



-We know that you have many airports to choose from. On behalf of Jackson Hole Air Traffic Control Tower, we thank you for selecting Jackson Hole Airport as your Airport of choice, and we hope to see you again in the future.

# AIRPORT NEWS

Pinedale Airport Newsletter-Riley Wilson



## In this issue:

- Airport News
- Safety: Crosswinds in a tailwheel
- Monthly Trivia

### Airport News

Recently it has been warm enough to begin landing on the airports alternate landing areas, however, I would like to ask that aircraft remain off the median between A1 and A2 as the staff has just finished seeding the area to try and encourage growth of new grass in the area for the STOL competition. This will only be temporary until the grass is established and we appreciate your patience at this time.

### Maintenance News

Recently we have put a lot of energy towards the Kodiak broom system to mitigate FOD and other problems that arrive with spring. Please also note the Cone present on the south GA apron, there was a bad frost heave there over the winter and it let to a crack in the pavement, I am working with public works to get the problem fixed, but for now it is a marked hazard. The runway 29 PAPI #2 is out as well, we are waiting on a control board to get it fixed.

### Other News

With the warmer winter, it should be noted that frost heaves have been showing up more and more, especially on the south GA apron as it is due for reconstruction this next summer.

A collage of three photographs related to the airport. The top photo shows a large white twin-engine turboprop aircraft on a runway under a blue sky with scattered white clouds. The bottom-left photo shows the interior of a hangar with several smaller aircraft parked inside. The bottom-right photo shows a close-up of a runway with yellow painted lines curving into the distance under a clear blue sky.

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## WINTER

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### ICE SEASON

Freezing temps bring ice to the airport, with moisture in the day and a cold night, operations areas can easily turn into slick areas making highspeed maneuver's on the ground more hazardous. Watch out for ice as we move into winter.



# AIRPORT NEWS

Pinedale Airport Newsletter-Riley Wilson

## Safety: Crosswind in a Tailwheel

In the era before flight manuals (see "Tailwheel History"), crosswind landings were done in the three-point landing attitude with one main wheel down with the tailwheel. As the airplane decelerated the other main was placed down. Many videos these days have advised to use the wheel landing in such cases. I began flying tailwheels in the 1970s and performed wheel landings for strong gusty headwinds. It wasn't until the late 2000s when I got back into GA flying after my military and airline careers, that I even heard of crosswind wheel landings.

The theory behind wheel landing in crosswinds is that you fly faster, making the crosswind a lesser percentage of your overall speed, perhaps giving your rudder and aileron more control. Here's the thing: When you do a wheel landing in a crosswind you are only putting one wheel on the runway. The drag created causes a lot of flight control actions at that point and if not done precisely that wheel becomes a pivot point. Any number of issues can cause unexpected control issues such as gyroscopic effect, P-factor, torque, and wind gusts. There are videos on the internet of at least two ground loops in the past two years using this technique. Landing in the three-point attitude allows better directional control with at least two wheels on the runway.

Another consideration with the wheel landing technique is energy. Specifically, the more energy at touchdown the more you will need to lose to complete the landing. Even more troubling, you will have more energy if a ground loop results which will cause even more damage. Often tailwheel pilots attempt to lose the energy with the use of wheel brakes on landing. There is only one thing in aviation that I as an instructor cannot fix: the application of brakes by a client on the runway. I do not use brakes on the runway with tailwheel aircraft. It takes a small error in the application of brakes to put the tailwheel outside the mains which will cause a ground loop every time. General aviation has five ground loops a week on average over the past 20 years, according to *Aviation Safety* magazine.

Some tailwheel aircraft have as the tailwheel unlock mechanism, a push forward on the stick. Recently a P-51 pilot attempted a crosswind landing and with one wheel down the pilot pushed forward like many Cessnas and other GA tailwheel aircraft do in a wheel landing to plant both wheels on the runway. The problem was he unlocked the tailwheel to swivel and when he did touch the tail down, he destroyed a perfectly fine aircraft in a hair-raising ground loop.

I teach wheel landings, but only for strong and gusty headwinds on landing. I also acknowledge that in some aircraft like the DC-3, three-point landings are not recommended because if a mistake is made the pilot could break the tail. In this case, tail-low wheel landings are the norm. Here is a summary of my thoughts on most tailwheel aircraft and crosswinds: NOTE: These suggestions are not intended to replace anything your instructor or A&P may have taught you. They should be used as a minimum and as discussion topics with an instructor, A&P or fellow pilot.



## Safety contd.

First, evaluate the wind. If the direct crosswind component is more than 20 percent of your landing configuration stall speed, find another place to land into the wind. When planning a cross-country always plan to airports with a cross-runway of more than 45 degrees or with a close alternate with a runway at least 45 degrees from your destination runway direction.

Once again, I use the three-point attitude, with wing low into the wind, I strive to touch down the upwind main gear and tail wheel together. Now with two wheels on the ground the airplane is less susceptible to drift, the tailwheel helps with directional control, and there isn't any of the gyroscopic, torque, and P-factor turning tendencies the wheel landing encounters. It is also in a much lower energy state than a wheel landing. As the airplane slows, I can lower the downwind wing to the runway.

My dad learned on J-3 Cubs in the late 1940s. He shared this with me in the 1970s. For 50 years it has worked for me flying J-3 Cubs, Super Cubs, Fairchild 24s, Cessnas, Great Lakes, Citabrias, Stinsons, Stearmans, and the T-6. I have more than 24,000 hours with more than 100 hours in each of the mentioned aircraft. But what do I know, I'm not famous. Or at least, I hope not.

Source: AOPA NAFI Master CFI  
Tom Rogers

# AIRPORT NEWS

Pinedale Airport Newsletter-Riley Wilson

## Monthly Trivia

**1. It is well below freezing when you go out to preflight the aircraft. One of the fuel tanks sumps normally, but nothing comes out of the other. What is the most likely scenario?**

- A. The tank is empty
- B. There is ice in the bottom of the tank
- C. There is frozen slush on the tank vent

**2. During an attempted cold start, you pump the throttle several times to prime the engine. As it turns over, you notice flames alongside the cowling. What action should you take?**

- A. Continue cranking
- B. Stop cranking
- C. Prime the engine more

**3. During the first minute or so, following a cold start, you should run the engine at what RPM?**

- A. 1,500 RPM
- B. 1,200 RPM
- C. At the lowest RPM the engine will run smoothly

**4. Many higher performance aircraft have a minimum climb speed. What is the reason for this speed?**

- A. To prevent ice accretion on unprotected parts of the wing
- B. To prevent high altitude stalls
- C. To deliver better climb performance



## Answers

**4. The correct answer is A.** On many aircraft, ice protection on the wing is limited to an area just a few inches aft of the leading edge. As a result, climbing at high angles of attack will tend to expose unprotected areas of the wing's lower surface to ice accretion. To prevent this, manufacturers sometimes designate a minimum climb speed, below which the angle of attack is too high, in icing conditions.

**3. The correct answer is C.** Generally speaking, the lower the engine speed immediately following a cold start, the better. Oil can be quite viscous at low temperatures and takes a significantly longer time to circulate through the engine. As a result, there can be metal to metal contact between moving parts. This is never good, but a low RPM while the oil has time to circulate is the best way to minimize the damage.

**2. The correct answer is A.** Overpriming, particularly with the throttle, is a common cause of engine fires during cold weather. Check your POH for aircraft-specific guidance, but, generally speaking, the best advice is to continue cranking, pull the mixture to idle cutoff, and turn the boost pump off. This will often draw the flames back into the engine and extinguish the fire. If that fails, shut off all fuel sources and get out of the aircraft. This is one reason why it is a very good idea to keep a fire extinguisher close at hand.

**1. The correct answer is B.** It is always possible that the tank is empty, of course, but, in winter, the most likely explanation is that water made its way into the tank (either by leakage and/or condensation) and settled to the bottom and subsequently froze. Do not ignore this problem. Even if ice is not blocking the fuel line, it is possible for it to thaw in flight and make its way to the engine, causing a loss of power.



# PROJECT STATUS UPDATE

## Ralph Wenz Field – Master Plan Update

PROJECT NUMBER 220064  
MONTH 3/2023  
UPDATE NUMBER 19  
PROJECT MANAGER Wesley Werbelow, PE

WORK COMPLETED OR  
PROGRESS THIS PERIOD ➤ Completed draft Exhibit A and ALP

ANTICIPATED WORK  
FOR NEXT PERIOD ➤ Present ALP to board and TAC  
➤ Submit ALP to FAA

ACTION ITEMS • Approval of voucher for Invoice 220064-21 for \$18,042.50

### Invoicing

Invoices	Total Cost
220064-21	\$18,042.50
Total	\$18,042.50

### Breakdown

Entity	Total Cost
FAA	\$16,238.25
State	\$1,082.55
Local	\$721.70
Total	\$18,042.50







**Invoice**



Town of Pinedale Wyoming  
 P.O. Box 709  
 205 Entertainment Lane  
 Pinedale, WY 82941

March 11, 2024  
 Invoice No: 220064 - 21  
 Due Date: April 10, 2024

Project Manager: Wesley Werbelow

Project: 220064 PNA Master Plan Update  
**Professional Services from February 01, 2024 to February 29, 2024**

Phase: 01.0 PROJECT FORMULATION  
 Task: 01.01 Pre-Scoping Meeting  
**Fees**

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
1.0 PROJECT FORMULATION	16,060.00	100.00	16,060.00	16,060.00	0.00
2.0 PROJECT MANAGEMENT & PMP	26,410.00	100.00	26,410.00	26,410.00	0.00
3.0 PUBLIC INVOLEMENT	56,250.00	82.4745	46,391.90	44,341.90	2,050.00
4.0 EXEC SUMMARY & MASTER PLAN INTRO	3,970.00	47.3552	1,880.00	1,100.00	780.00
5.0 EXISTING CONDITIONS	16,790.00	100.00	16,790.00	16,790.00	0.00
6.0 ENVIRONMENTAL CONSIDERATIONS	9,635.00	100.00	9,635.00	9,635.00	0.00
7.0 AVIATION DEMAND FORECAST	22,790.00	100.00	22,790.00	22,790.00	0.00
8.0 FACILITY REQUIREMENTS	24,015.00	100.00	24,015.00	24,015.00	0.00
9.0 ALTERNATIVES DEVEL & EVAL	23,130.00	100.00	23,130.00	22,850.00	280.00
10.0 AIRPORT LAYOUT PLAN	56,860.00	88.7289	50,451.25	47,037.50	3,413.75
11.0 EXHIBIT A PROPERTY MAP & ROS	35,580.00	99.5545	35,421.50	35,421.50	0.00
12.0 FACILITIES IMPLEMENTATION	23,640.00	70.6007	16,690.00	15,590.00	1,100.00
13.0 COMPLIANCE OVERVIEW, LAND USE	9,425.00	100.00	9,425.00	9,425.00	0.00
14.0 REFERENCES, GLOSSARY, APPENDICES	5,435.00	48.1601	2,617.50	2,617.50	0.00
15.0 APPROVAL OF DOCUMENTS	9,280.00	31.3847	2,912.50	0.00	2,912.50
16.0 DELIVERABLES	12,790.00	100.00	12,790.00	12,088.75	701.25
17.0 AERIAL & GROUND SURVEY	9,250.00	100.00	9,250.00	6,308.50	2,941.50
REIMBURSABLES	24,963.00	36.5301	9,119.02	5,255.52	3,863.50
<b>Total Fee</b>	<b>386,273.00</b>		<b>335,778.67</b>	<b>317,736.17</b>	<b>18,042.50</b>

**Total Fee 18,042.50**  
**Total this Task \$18,042.50**  
**Total this Phase \$18,042.50**  
**Total this Invoice \$18,042.50**

**Outstanding Invoices**

Number	Date	Balance
19	1/11/2024	11,105.00
20	2/28/2024	20,415.92
<b>Total</b>		<b>31,520.92</b>

Billings to Date	Current	Prior	Total	Received	AR Balance
	<b>18,042.50</b>	<b>317,736.17</b>	<b>335,778.67</b>	<b>286,215.25</b>	<b>49,563.42</b>

All account balances not paid in full within 30 days of the date of invoicing shall bear interest at the rate of twelve (12) percent (%) per annum compounded monthly from the due date until paid in full. Any payments received shall be credited first to accrued interest and then to principal. All costs or fees incurred to collect overdue account balances shall be added to the principal portion of the account balance.

Payments can be made by ACH, Check, or credit card. Billing and payment inquiries can be sent to NWfinance@ardurra.com. A 3% processing fee is applied to payments by credit card.

ACH INFORMATION: Please contact NWfinance@ardurra.com

PAYMENTS BY CHECK - REMIT TO: Ardurra Group, PO Box 23402, Tampa, FL 33623



# PROJECT STATUS UPDATE

## Ralph Wenz Field – Rehab S GA Apron

PROJECT NUMBER 220064  
MONTH 3/2023  
UPDATE NUMBER 3  
PROJECT MANAGER Wesley Werbelow, PE

WORK COMPLETED OR  
PROGRESS THIS PERIOD

- Finalized design
- Published project for bidding

ANTICIPATED WORK  
FOR NEXT PERIOD

- Pre-Con Meeting on April 9<sup>th</sup> at 10 AM
- Bid Opening April 18<sup>th</sup> at 2 PM at Town Hall

ACTION ITEMS • Approval of voucher for Invoice 230611-3 for \$18,697.50

### Invoicing

Invoices	Total Cost
230611-3	\$18,697.50
Total	\$18,697.50

### Breakdown

Entity	Total Cost
FAA	\$16,827.75
State	\$1,121.85
Local	\$747.90
Total	\$18,697.50





**Invoice**



Abram Pearce  
Town of Pinedale Wyoming  
P.O. Box 709  
205 Entertainment Lane  
Pinedale, WY 82941

March 11, 2024  
Invoice No: 230611 - 3  
Due Date: April 10, 2024

Project Manager: Wesley Werbelow

Project: 230611 PNA Rehabilitate S GA Apron  
**Professional Services from February 01, 2024 to February 29, 2024**

Phase: 01 Pre Design Phase

**Fees**

Total Fee	14,580.00		
Percent Complete	67.2154	Total Earned	9,800.00
		Previous Fee Billing	7,200.00
		Current Fee Billing	2,600.00
		<b>Total Fee</b>	<b>2,600.00</b>
		<b>Total this Phase</b>	<b>\$2,600.00</b>

Phase: 02 DBE Design Phase

**Fees**

Total Fee	1,140.00		
Percent Complete	21.9298	Total Earned	250.00
		Previous Fee Billing	0.00
		Current Fee Billing	250.00
		<b>Total Fee</b>	<b>250.00</b>
		<b>Total this Phase</b>	<b>\$250.00</b>

Phase: 03 Planning and Environmental Phase

**Fees**

Total Fee	470.00		
Percent Complete	100.00	Total Earned	470.00
		Previous Fee Billing	470.00
		Current Fee Billing	0.00
		<b>Total Fee</b>	<b>0.00</b>
		<b>Total this Phase</b>	<b>0.00</b>

Phase: 04 Design Phase

**Fees**

Total Fee	63,208.00		
Percent Complete	89.6208	Total Earned	56,647.50
		Previous Fee Billing	41,200.00



Current Fee Billing 15,447.50

**Total Fee 15,447.50**

**Total this Phase \$15,447.50**

Phase: 05 Special Considerations Design

**Fees**

Total Fee 27,545.00

Percent Complete 100.00 Total Earned 27,545.00

Previous Fee Billing 27,545.00

Current Fee Billing 0.00

**Total Fee 0.00**

**Total this Phase 0.00**

Phase: 06 Bidding Phase

**Fees**

Total Fee 16,726.00

Percent Complete 0.00 Total Earned 0.00

Previous Fee Billing 0.00

Current Fee Billing 0.00

**Total Fee 0.00**

**Total this Phase 0.00**

Phase: 07 Construction Administration Phase

**Total this Phase 0.00**

Phase: 08 DBE Construction Phase

**Total this Phase 0.00**

Phase: 09 Pre-Construction Coordination Phase

**Total this Phase 0.00**

Phase: 10.0 Construction Observation Phase

Task: 10.01 Construction Observation Phase

**Total this Task 0.00**

Task: 10.02 20% Fixed Fee

**Fees**

Total Fee 20,467.90

Percent Complete 0.00 Total Earned 0.00

Previous Fee Billing 0.00

Current Fee Billing 0.00

**Total Fee 0.00**

**Total this Task 0.00**

**Total this Phase 0.00**

Project	230611	PNA Rehabilitate S GA Apron	Invoice	3
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Phase: 11.0 Post Construction Coordination Phase

**Fees**

Total Fee	10,030.00			
Percent Complete	3.988	Total Earned	400.00	
		Previous Fee Billing	0.00	
		Current Fee Billing	400.00	
		<b>Total Fee</b>		<b>400.00</b>
		<b>Total this Phase</b>		<b>\$400.00</b>
		<b>Total this Invoice</b>		<b><u><u>\$18,697.50</u></u></b>

**Outstanding Invoices**

Number	Date	Balance
1	1/5/2024	19,100.00
2	2/20/2024	32,000.00
<b>Total</b>		<b>51,100.00</b>

	Current	Prior	Total	Received	AR Balance
<b>Billings to Date</b>	<b>18,697.50</b>	<b>51,100.00</b>	<b>69,797.50</b>	<b>0.00</b>	<b>69,797.50</b>

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**Invoice**



Abram Pearce  
 Town of Pinedale Wyoming  
 P.O. Box 709  
 205 Entertainment Lane  
 Pinedale, WY 82941

March 11, 2024  
 Invoice No: 230238 - 11  
 Due Date: April 10, 2024

Project Manager: Wesley Werbelow

Project: 230238 PNA Fuel Farm Installation- SLIB  
**Professional Services from February 01, 2024 to February 29, 2024**

Phase: 1.0 Design Phase  
**Fees**

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Design Phase	9,045.00	70.2454	6,353.70	6,353.70	0.00
Bidding Phase	4,200.00	83.3929	3,502.50	3,502.50	0.00
Total Fee	13,245.00		9,856.20	9,856.20	0.00
<b>Total Fee</b>					<b>0.00</b>
				<b>Total this Phase</b>	<b>0.00</b>

Phase: 3.0 Construction Administration Phase  
**Professional Personnel**

	Hours	Rate	Amount		
Hebert, Todd	.50	95.00	47.50		
Provart, Luke	3.50	135.00	472.50		
Saavedra, Robin	.75	115.00	86.25		
Werbelow, Wesley	1.00	190.00	190.00		
Totals	5.75		796.25		
<b>Total Labor</b>				<b>796.25</b>	
				<b>Total this Phase</b>	<b>\$796.25</b>
				<b>Total this Invoice</b>	<b><u>\$796.25</u></b>

**Outstanding Invoices**

Number	Date	Balance
9	1/8/2024	381.25
10	2/11/2024	1,363.75
<b>Total</b>		<b>1,745.00</b>

Billings to Date	Current	Prior	Total	Received	AR Balance
	796.25	14,111.20	14,907.45	12,366.20	2,541.25

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Project	230238	PNA Fuel Farm Installation- SLIB	Invoice	11
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ACH INFORMATION: Please contact [NWfinance@ardurra.com](mailto:NWfinance@ardurra.com)

PAYMENTS BY CHECK - REMIT TO: Ardurra Group, PO Box 23402, Tampa, FL 33623



# PROJECT STATUS UPDATE

## Ralph Wenz Field – SRE Acquisition Project

PROJECT NUMBER 230163  
MONTH 3/2024  
UPDATE NUMBER 12  
PROJECT MANAGER Carson Rowley, PE

### WORK COMPLETED OR PROGRESS THIS PERIOD

- Checked in on Delivery Schedule Update. The plow is currently being manufactured and TSTE confirmed that they are still planning on an April 10<sup>th</sup> delivery, but are beholden to plow delivery.
- Follow-up up on the swap out of tire chains. TSTE offered to swap the set of 4 tire chains for 1 set of bucket cutting edges on 3/27 (date of this status update draft). Will need cost comparison for change order to ensure this is a fair deal. Also need to specify cutting edge exact type. MHL Carbide as requested by Abe.
- Confirmed with TSTE the airport logo and vehicle number. Also confirmed beacon light type and aviation radio compliance.

### ANTICIPATED WORK FOR NEXT PERIOD

- Receive final delivery date from TSTE, coordinate delivery.
- Change Order #1 for swap of tire chains for cutting edges.

### ACTION ITEMS

#### Invoicing

Invoices	Total Cost
230136-11 (March)	\$926.25
Total	\$926.25

#### Breakdown

Entity	Total Cost
WYDOT Aeronautics (75%)	\$694.68
PNA (25%)	\$231.57
Total	\$926.25







**Invoice**



Abram Pearce  
 Town of Pinedale Wyoming  
 P.O. Box 709  
 205 Entertainment Lane  
 Pinedale, WY 82941

March 09, 2024  
 Invoice No: 230136 - 11  
 Due Date: April 08, 2024

Project Manager: Carson Rowley

Project: 230136 PNA SRE Acquisition  
**Professional Services from February 01, 2024 to February 29, 2024**

Phase: 1 Contract Administration  
**Fees**

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Contract Administration	4,230.00	100.00	4,230.00	4,230.00	0.00
Planning and Formulation	2,040.00	100.00	2,040.00	2,040.00	0.00
Preliminary Design	5,070.00	100.00	5,070.00	5,070.00	0.00
Final Design	4,830.00	100.00	4,830.00	4,830.00	0.00
Bidding	3,330.00	100.00	3,330.00	3,330.00	0.00
Closeout/Documentation	4,060.00	4.6798	190.00	190.00	0.00
Additional Service	1,540.00	100.00	1,540.00	1,540.00	0.00
Reimbursable- Lump Sum	0.00	0.00	600.00	600.00	0.00
<b>Total Fee</b>	<b>25,100.00</b>		<b>21,830.00</b>	<b>21,830.00</b>	<b>0.00</b>

**Total Fee 0.00**

Billing Limits	Current	Prior	To-Date
Total Billings	0.00	4,230.00	4,230.00
Limit			32,125.00
Remaining			27,895.00

**Total this Phase 0.00**

Phase: 6 Procurement Administration

**Professional Personnel**

	Hours	Rate	Amount
Rowley, Carson	5.25	160.00	840.00
Saavedra, Robin	.75	115.00	86.25
<b>Totals</b>	<b>6.00</b>		<b>926.25</b>

**Total Labor 926.25**

**Total this Phase \$926.25**

**Total this Invoice \$926.25**

**Outstanding Invoices**

Number	Date	Balance
9	1/11/2024	135.00
10	2/9/2024	166.25
<b>Total</b>		<b>301.25</b>

	Current	Prior	Total	Received	AR Balance
<b>Billings to Date</b>	<b>926.25</b>	<b>24,720.90</b>	<b>25,647.15</b>	<b>24,419.65</b>	<b>1,227.50</b>

All account balances not paid in full within 30 days of the date of invoicing shall bear interest at the rate of twelve (12) percent (%) per annum compounded monthly from the due date until paid in full. Any payments received shall be credited first to accrued interest and then to principal. All costs or fees incurred to collect overdue account balances shall be added to the principal portion of the account balance.

Payments can be made by ACH, Check, or credit card. Billing and payment inquiries can be sent to NWfinance@ardurra.com. A 3% processing fee is applied to payments by credit card.

ACH INFORMATION: Please contact NWfinance@ardurra.com

PAYMENTS BY CHECK - REMIT TO: Ardurra Group, PO Box 23402, Tampa, FL 33623



# TOWN OF PINEDALE WYOMING

March 30th, 2024

## Pinedale Airport Manager's Monthly Report

- AWOS updated and NOTAMs issued as necessary.
- Attended meetings during the month including:
  - Weekly Town safety, supervisor, and manager meetings
- Working with WAC to obtain a scholarship from them to continue my education with AAEE.
- Received certification that both our type 1 and type 4 fluid is within spec for use.
- Procured stickers to update fuel facilities with proper marking as require by NFPA 407
- Began editing the Minimum standards to more closely fit the goals of the airport as well as grammatical errors.
- Wrote an airport newsletter which will be published monthly, including recent activities and safety information for around the airport.
- Reported Fuel Sales to WYDOT for record keeping.
- Fuel Sales report attached.
- Continued renovations to the FBO building, the top floor is getting closer and closer to being completed.

## Things I will finalize in April:

- Continue to push traffic in the wintertime to increase fuel sales during the wintertime.
- Complete the hiring of a summer seasonal worker to assist in the busy season.
- Finish the FBO remodel by the end of the month to be prepared for summer.

Should there be questions or comments please feel free to contact me at 307-360-9025 or by email at [rileywilson@townofpinedale.us](mailto:rileywilson@townofpinedale.us)

Respectfully submitted,

*Airport Manager*



**FBO REPORT**  
**MONTH OF MARCH 2024**

**3/30/2024**

**To Whom it May Concern:**

In the month of March 2024, the TOP flight FBO recorded the following transactions:

LANDING FEE TOTAL	\$ 1530
HANGAR RENT TOTAL	\$ 1114.74
JET A GALLONS	6968
AV GAS GALLONS	821.31
LINE FEES TOTAL	\$ 10,915.45
NON FUEL REVENUE	\$ 13,560.19

For Any Additional Questions contact Riley Wilson.

Signed,

A handwritten signature in black ink, appearing to read "Riley Wilson". The signature is written in a cursive, flowing style.

*Airport Manager*