



AIRPORT BOARD AGENDA

October 13, 2022 at 6:00 PM

Airport Alaska Room/Zoom

<https://juneau.zoom.us/j/82856995400?pwd=YUNld2p1OFI3TnY3NUpKa3BRQmFidz09>

or

Dial: 833-548-0276, Meeting ID: 828 5699 5400, Password 697369

**TO TESTIFY: CONTACT PAM CHAPIN, 586-0962
BY 3:00 PM ON OCTOBER 12, 2022**

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF MINUTES

1. Minutes September 8, 2022
2. Minutes September 19, 2022

D. APPROVAL OF AGENDA

E. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

F. UNFINISHED BUSINESS

3. **Gate K Culvert Replacement.** Staff hired ProHNS Engineering to provide an inspection of the Gate K Culvert originally reported to the Board. The visual inspection did not reveal definitive reason for the failure of the culvert and pavement. ProHNS Engineer believed that this was not a catastrophic failure; however, failure of the culvert would continue and culvert replacement was recommended as soon as practicable. The Engineer also recommended regular monitoring of the area with detoured traffic around this area if the depression continued. ProHNS provided a quote for the engineering design, through bid, contract administration, inspections and as-builts, at a cost of \$49,080, through the CBJ's engineering term contract list. ProHNS also provided engineer's estimate for the culvert replacement and paving work at \$523,043. Timeline would be to begin survey and design in October, with bid documents by January/February 2023, and construction to take place May 2023. This serves as an update to the culvert failure. Staff will move forward with the design contract and bring bids back to the Board for approval in early 2023. This is a maintenance item to be paid through the Airport operating budget (CARES funding at this time). Bids will be brought back to the Board and Assembly for appropriation and award.

Board Motion: *"Approve \$49,080 for the engineering design, bid, contract administration, inspection and as-builts, for the Gate K Culvert Replacement project; funding provided by JNU Airport CARES grant."*

4. **Parking Lot Update (Attachment #1).** At the July Airport Board meeting, DOWL presented schematic drawings for parking lot repaving (all lots) that included roadway improvements and round-about. While the parking lots themselves had very few differences between the alternatives, the roadway work and round-about had the bulk of the differences, as well as the costs. The estimates provided at the July meeting had DOWL and staff reconsider the scope. The road and round-about may be eligible for other federal roadway/highway funding that could be broken off for a future project. The Proposed Plan scope now looks at the long-term/employee lot, short-term lot, taxi staging and the rental car lot. The work would include the drainage/civil, paving/stripping, lighting, and curbs/sidewalks/crosswalks/landscaping. This would also include the new electrical/conduit for the

parking system, but not the system itself. That will be outside the paving project, but coordinated. Attachment #1 provides the summary of the Proposed Plan and the cost estimates for the project that bring this more in-line with the original project scope. The Project is now estimated to be between \$5.4M to \$6.9M inclusive of currently appropriated design costs.

Staff would like to move forward with the Proposed Plan, as shown, and direct DOWL to complete design and prepare bid documents for spring bid. This would be a two-year construction project that will include logistics of each parking lot closure (TBD during design).

Board Motion: *“Concur with schematic design of the Proposed Plan for the long-term/employee lot, short-term lot, taxi staging and rental car lot, as presented; and prepare design documents for bids.”*

5. **Automated Parking Lot Payment System.** Paralleling the parking lot resurfacing project is the parking lot payment system. After gathering data from other airports and meeting with REEF/Republic Parking, the majority of payments are by credit card. JNU is considering a fully automated parking system (no manned booth in the parking lot) which would be installed and supported by a parking concessionaire. Given current technology, this is viable; many entry and exit options are supported, including ticket, phone number, credit card, proximity card, barcode, and Bluetooth. Exit machines have touch screens to walk patrons through the process, print receipts on demand, and have Voice over Internet Protocol (VOIP) intercoms and pinhole cameras. Systems can be remotely monitored, and all machines will be ADA compliant. REEF/Republic Parking reported that most of the airports they operate see about 88% of payments through credit cards sales and 12% cash. JNU is also at this percentage. At Anchorage, cash is only accepted at in-terminal payment stations, and only accept credit cards at the exit booths, the percentages are 99% credit card and 1% cash. JNU could easily set up similar to Anchorage. Staff plans to go through a Request for Proposals (RFP) or similar process to go fully automated and request concurrence from the Board.

Board Motion: *“Concur with solicitation for installation and support of a fully-automated parking lot payment system through a concessionaire RFP.”*

6. **Parking Lot Daily Rate Proposed Increase.** Staff met with REEF/Republic Parking Lot Regional Managers on September 1, to discuss automated systems and upgrades for future consideration; as well as increases to the daily rates. REEF stated that JNU is lower than most airports, and rates had not changed since 2013. While the parking lot is slated for construction starting next year, REEF felt that it was still a good time to increase the daily maximum rate in the long-term lot from \$14 to \$16/day*. All of the remaining rates would stay the same until construction is complete or other data supports increases. Data showed that the average long-term stay was 4.8 days. Running the calculations for the \$2 increase equated to \$70,000 of additional revenue annually. Unlike other businesses and concessions, the Board approves the parking lot rates. Staff would like concurrence to increase the daily rate in the long-term lot to \$16/day.

Current Parking Rates

Short Term Lot

0-15 minutes: FREE
 16-60 Minutes: \$3.00
 Each Add. Hour: \$2.00
 Lost Ticket: \$35.00

Long Term Lot

0-120 Minutes: \$5.00
 Each Add. Hour: \$1.00
 Daily Maximum: \$14.00

Weekly: \$75.00
Lost Ticket per day!: \$35.00

Board Motion: *“Approve the proposed Long-term parking lot daily maximum rate from \$14/day to \$16/day, effective November 1, 2022.”*

7. **Daikin Maintenance Contract for Heat Pump and Air Handling Systems (see Attachment #4, Mike Greene, Project Manager Report, page 4).** Staff has continued to look at maintenance contracts for the new facilities in order to maintain warranties and continue efficient and cost-effective operations. One of the larger maintenance contracts is the Daikin contract for the heat pump and air handling systems in the Terminal, Snow Removal Equipment Building (SREB) and Sand/Chemical facilities. As detailed in the Project Manager report, there are a lot of testing, servicing and upkeep for the routine maintenance and the preventative maintenance required quarterly for system warranties and efficiencies. The cost for this contract is: 2023: \$83,594.00/annually, 2024: \$86,110.00/annually, and 2025: \$88,700.00/annually (which would be part of the next biennial budget cycle). These costs would be part of the annual operations budget.

Board Motion: *“Approve the cost of a quarterly maintenance contract for routine maintenance and preventative maintenance of the heat pump and air handling systems for the Terminal, SREB and Sand/Chemical facilities; at a cost of \$83,594 for FY23; and \$86,110 for FY24.”*

G. NEW BUSINESS

8. **Airfield Lease Amendment.** At their August 16, 2022 meeting, the Operations Committee recommended that staff add verbiage to the standard airfield lease, to describe the tenants’ responsibility, at the planning stage for new construction, to mitigate the increasing potential for flooding events in hangars. Staff proposes this addition (which was reviewed/approved by the City & Borough of Juneau (CBJ) Airport Attorney) to Section 7. Improvements to Leased Premises, paragraph 2, and reads *“Lessee is responsible for the proper location of improvements on the leased premises (see APPENDIX C: LEASE PROVISIONS REQUIRED BY CBJ 53.20), with regard to surveys, setbacks, utility location, etc., and for measures to mitigate potential hangar flooding including, but not limited to, vapor barriers, door flaps, gutters, and sufficient elevation of floor slab above adjacent grade, etc.”*

Board Motion: *“Approve the addition of airfield lease language to Section 7. Improvements to Leased Premises, paragraph 2, that reads ‘Lessee is responsible for the proper location of improvements on the leased premises (see APPENDIX C: LEASE PROVISIONS REQUIRED BY CBJ 53.20), with regard to surveys, setbacks, utility location, etc., and for measures to mitigate potential hangar flooding including, but not limited to, vapor barriers, door flaps, gutters, and sufficient elevation of floor slab above adjacent grade, etc.’ ”*

9. **Old Maintenance Shop Underground Storage Tank Removal.** The old (1962) airfield maintenance shop is the last remaining airport-owned facilities that still requires heating oil. During staff inspection, staff noted that the building has an underground storage tank (UST) feeding the oil-fired boiler which heats the building. The UST and the boiler were shown on the original drawings, but there is no evidence that the tank has ever been replaced. According to records, the tank is a 1200 gallon UST which is being filled regularly and does not appear to be leaking, but is well beyond its useful life, as well as not meeting code as a UST.

The estimated cost to remove and replace the tank, including minor cleanup is at \$80K - \$120K. It is unclear if there is any substantial associated soil contamination from the old tank, and what additional costs could be for clean-up; which could be more than the \$120K higher end. Staff would like to begin by hiring an engineering firm through the CBJ Term contracts to begin design and phasing, at a cost not-to-exceed \$20K. Once more information is known and the project goes out for bid, staff will come back to

the Board with construction costs. It is anticipated to run this through the existing operating budget which will use CARES funds for the source.

Board Motion: *“Approve design for the removal of the existing 1,200 gallon Underground Storage Tank at the Old Shop Building and replace with a new above-ground storage tank, at a cost not-to-exceed \$20K, funding provided by the Airport CARES funding.”*

10. Airport Manager's Report (see attached)

H. CORRESPONDENCE

11. Glory Hall Letter: Good Neighbor Relations Promotion/Policy dated September 22, 2022

I. COMMITTEE REPORTS

12. Finance Committee

13. Operations Committee

J. ASSEMBLY LIAISON

K. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

L. BOARD MEMBER COMMENTS

M. ANNOUNCEMENTS

N. NEXT MEETING DATE

O. EXECUTIVE SESSION: Airport Manager Annual Evaluation: *The Airport Board moves to go into executive session to discuss a subject that may tend to prejudice the reputation and character of the Airport Manager, provided the Airport Manager may request a public discussion.*

P. ADJOURNMENT

ADA accommodations available upon request: Please contact the Clerk's office 36 hours prior to any meeting so arrangements can be made for closed captioning or sign language interpreter services depending on the meeting format. The Clerk's office telephone number is 586-5278, TDD 586-5351, e-mail: city.clerk@juneau.org.