



AIRPORT BOARD AGENDA

December 08, 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, 907-586-0962
BY 3:00 PM ON DECEMBER 7, 2022**

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF MINUTES: Regular Monthly Meeting November 10, 2022

D. APPROVAL OF AGENDA

E. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

F. UNFINISHED BUSINESS

1. **Airfield Lease Amendment.** At the October 13, 2022 Board meeting, staff recommended language to add 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. The Board requested that the language identify and differentiate between new building construction and improvements after a building is constructed. Staff worked with Law department to bring both new and existing construction verbiage into the lease section for clarity. 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, and any other improvements or alterations. Lessee agrees the hanger and/or property could be prone to flooding and is responsible 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. Lessee agrees to request approval for subsequent improvements during this lease and is responsible for measures to mitigate potential hangar flooding with respect to any subsequent improvements or alterations. Tenant improvements shall not contribute to flooding in surrounding tenant facilities or hangars, or airport aprons, taxiways, taxilanes or runways. Lessee further agrees to indemnify and hold harmless the CBJ should Lessee fail to take appropriate measures to mitigate potential flooding." Similarly, tenant improvement forms will include this language for subsequent improvements.

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, and any other improvements or alterations. Lessee agrees the hanger and/or property could be prone to flooding and is responsible 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. Lessee agrees to request approval for subsequent improvements during this lease and is responsible for measures to mitigate potential hangar flooding with respect to any

subsequent improvements or alterations. Tenant improvements shall not contribute to flooding in surrounding tenant facilities or hangars, or airport aprons, taxiways, taxilanes or runways. Lessee further agrees to indemnify and hold harmless the CBJ should Lessee fail to take appropriate measures to mitigate potential flooding."

G. NEW BUSINESS

2. **Supplemental Janitorial Services.** Staff has been exploring the use of contractual janitorial services as a cost saving way to perform custodial services in the terminal. With Board approval, staff would like to contract for janitorial services to supplement the existing staffing and deal with staffing shortages. The contracted services would be for a two-person crew, 5 nights-a-week on overnight shifts, to perform floor care—vacuuming and shampooing, tile scrubbing, mopping, and waxing—and clean windows, entry vestibules, elevators, and bathrooms; at a cost not-to-exceed \$200,000/year. This would allow the Terminal Maintenance crew to perform a duty load that has been increasing in recent years, as described by Bobby Dilg, Terminal Maintenance Supervisor: "Building Maintenance is being relied on more and more for additional responsibilities. We are falling behind in custodial and maintenance tasks. Point in fact, this summer there were numerous complaints about restrooms running out of toilet paper because it was being used so fast that we could not keep up with demand. The custodial crew is being increasingly used for mechanical issues with the installation of another 30+ heat pumps and the circulation pumps and other Heating Ventilation Air Conditioning (HVAC) supporting infrastructure associated with a ground source heating system. Not to mention more cyber security and network maintenance, complicated lighting, and other building control technologies such as the snow melt systems. All this taxes staff's ability to keep up with time-consuming tasks such as vacuuming/mopping floors, window washing and detail work such as dusting. This contract will alleviate a lot of the daily time-consuming tasks for building maintenance, so that we are able to focus on hourly tasks such as bathroom sanitizing, minor maintenance on urinals, water closets, and the stocking of paper products. Callouts for spilled coffee and sundry messes made in the terminal, escorting the numerous contractors, inspectors, and service technicians, repairing, and maintaining automatic doors, heat pumps, setting up the Alaska Room for meetings and events, as well as the plethora of other responsibilities and the myriad of miscellaneous tasks and functions that fall to Building Maintenance. We can do it all, we just can't do it all at once." Staff wants to keep up on the new terminal to keep it clean and in good working order. Short of hiring additional staff (to an already short-staffed department), contract services seems to be the most cost-efficient way to approach this.

Board Motion: "Approve contracting supplemental janitorial services in the airport terminal, at a cost not-to-exceed \$200,000/year."

3. **Airport Manager's Report**
4. **Airport Projects Report - Mike Greene**
5. **Airport Projects Report - Ke Mell**

H. CORRESPONDENCE

I. COMMITTEE REPORTS

6. Finance Committee
7. 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:** Move to recess into executive session to discuss pending CBJ/Airport litigation, specifically a candid discussion of the facts and litigation strategies with the assistant municipal attorney.

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.