

AIRPORT BOARD
AGENDA
6:00 P.M., TUESDAY, DECEMBER 10, 2019
AIRPORT GLACIER FIRE DEPARTMENT TRAINING ROOM
1700 Crest Avenue, Juneau Valley

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

A. Regular Monthly Meeting of October 8, 2019

B. Regular Monthly Meeting of November 12, 2019

IV. APPROVAL OF AGENDA

V. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

VI. UNFINISHED BUSINESS

A. **Supplemental Agreement Sand Shed Demolition.** When the Airport applied for the special FAA funding grant for the Sand/Chemical/Fueling Facility, the design was done very quickly in order to go out for bid and be consider for the first round of discretionary grant awards in September 2018. That meant that all design efforts were put toward the new facility and not the demotion of the old sand shed. However, an estimate for demotion of the old sand shed was included the grant application, and was included in the grant award. The Airport is now ready to demolish the sand shed.

There is a complicated shared wall with the adjacent property owner, Channel Flying. JNU staff is working closely with CBJ Law staff and others to clarify legal and practical considerations of the shared wall to maintain safety during demolition. Use of a Supplemental Agreement will allow more contractual flexibility to address construction details during demolition, as opposed to articulating unknown issues in bid documents. Addressing unknown conditions during construction with a conventionally bid project results in costly change orders and delays. The proposed approach for the demolition is to receive a quote from Dawson for all components that are visible, and include a not-to-exceed allowance for field changes that are not currently obvious. The project's structural engineer, PND (already under contract) will be onsite during construction to promptly address conditions as they are exposed, and provide direction to Dawson. This approach will result in a safe and efficient deconstruction of the old sand shed while not compromising the attached building.

Since the project was not bid with the demolition, it now requires a Supplemental Agreement with Dawson Construction. This request is scheduled for consideration at the December 9, 2019 CBJ Public Works and Facilities Committee (PWFC). Once approved by the Airport Board and PWFC, this will be forwarded on to the CBJ Assembly for

approval. While the funding is in place through the FAA grant award as well as local match, the Supplement Agreement would require a not-to-exceed amount of \$400,000.

Board Motion: *“Approve a Supplemental Agreement with Dawson Construction at a not-to-exceed cost of \$400,000 for the demolition of the old sand shed.”*

VII. NEW BUSINESS

A. Airport Manager’s Report:

1. Coastal Helicopter Light Flights Fundraiser. Coastal Helicopters is planning the 29th Annual Christmas Light Flights fundraiser on December 20, 2019, from 4:30 p.m. to 7:30 p.m. All proceeds benefit the Children’s Tumor Foundation and Lions Sight Projects. The flights depart from the north wing of the Airport Terminal. The Airport will provide free parking in the parking lot for this event. As always, this is weather permitting.

2. Airfield Lighting Regulator Component Failure. On the evening of November 22, 2019, a capacitor within one of the airfield lighting regulators ruptured. The lighted distance remaining signs and lighted wind sock were out of service from this incident. The Airport called in an after-hour electrician to wire in the back-up regulator and bring all systems up the same evening. A replacement capacitor was sent up to JNU and will be changed out in the (now) back-up regulator, then tested, to make sure it will be ready to install with the Taxiway Rehab project. The cause of the incident is still unknown, but JNU was fortunate to have a back-up regulator on hand as well as quick response from the electrician.

3. FAA Annual Certification Inspection. Federal Aviation Administration (FAA) Airport Inspector Randy Kuehler was in Juneau October 8-11, 2019 for our annual airport certification inspection. The Inspector wrote up two items for correction: fire extinguisher training records for an FBO which was corrected on the spot, and a fuel truck that had an old placard for emergency fuel shut off which was corrected the following week. Inspector Kuehler also wrote up some recommendations for additional fire department (inspection) and movement area training, as well as recommendations for herbicide weed and brush removal in runway safety areas. Staff is looking into all recommendations.

4. Legislative Reception. The annual Legislative Reception is scheduled for January 22, 2020.

5. Leadership Team Retreat. The Airport Manager will be participating in the CBJ Leadership Team Retreat on December 17, 2019.

6. Airport Fund Balance (AFB) and Capital Revolving Account (CIP) Balance (Attachment #1). Attached are the monthly AFB and CIP balances. The temporary transfer of \$412,277 total from the CIP Revolving Account funds (Taxiway project) has been deleted since PFC9 funds for FY20 have now been appropriated for this project and the Terminal project.

Funding for the Terminal Project is now in place. In April 2019, the Airport approved the transfer of \$675,000 from the CIP Revolving account to forward fund some of the pre-construction work and remaining design work for the Terminal. This was not needed and can be transferred back to the CIP Revolving account. Once the CBJ Finance Department has transferred this back, it will be credited to the revolving account and the account will be fully restored to \$819,246.

7. Hot Topics. The following is a list of on-going topics that staff is working on in addition to the regular Architect and Engineering Project Reports:

- *Gate 2 Passenger Board Bridge (PBB) Warranty Issue*. An issue has come up on the Gate 2 PBB just shy of the one-year warranty date. This involves the left side vertical screw ball joints which allows one side of the PBB to go up/down. The replacement part is in Juneau and the contractor is working with its sub to get this repaired.
- *Egan/Yandukin Intersection Improvements Project*. Alaska Department of Transportation (ADOT) has been holding public open houses and community focus groups to assist in the planning of the intersection. The Airport Manager and Airport Board Chair participated in the first community focus group on November 5, 2019. ADOT asked focus group members to spread the word about upcoming public open houses and encourage everyone to attend or visit the ADOT website to learn more facts about the intersection/project, and encourage public comment. Please visit ADOT website on this project at <http://dot.alaska.gov/eganyandukin>. Also any comments or concerns may be emailed to eganyandukin@alaska.gov.
- *FAA Compliance Land Use/Financial Letter (January 2019)*. The Airport submitted follow-up reports and updates on October 7, 2019. The Airport and Fire Department finalized their Letter of Agreement (LOA) for services in-lieu of rent. This item is in compliance. Staff continues to work on the remaining compliance items and will bring items back to the Board for action as necessary.
- The Airport, through Airports Council International – North America, also went on record with the FAA to show our *support/need to raise the Passenger Facility Charge (PFC) caps*. No further updates are available.
- *Transportation Security Administration (TSA) has begun replacing their bag screening equipment*. It will be a two phase replacement, with the first already completed this fall, and the second piece scheduled for spring 2020. No disruption to screening is anticipated at this time. Equipment in the passenger screening checkpoint will also be replaced in the near future.
- State of Alaska Department of Environmental Conservation (ADEC) has approved the *testing plan* with Cox Environmental for the *Aqueous Film Forming Foam (AFFF) contamination*. Some existing monitoring wells will be used for some of the tests (upstream parameters), and new wells were drilled for testing November 13-16, 2019. Cox Environmental had to allow time for the ground water to settle after the drilling before any samples could be taken. Staff will provide updates to the Board when the first test results are received.

- *Alaska Occupational Safety & Health (AKOSH) citation mitigation and safety purchases of \$34,000 in-lieu of penalties* were approved by AKOSH. The last emergency stair evacuation track has been purchased/received, and is in the process of closing out this citation, which should be complete by the end of December.
- *Exit Lane System.* Staff is currently developing bid documents for a design/bid/build project. This should be ready to go out to bid in December 2019 and ready for the summer 2020 season. As a reminder, the \$380,000 cost for this system was already appropriated using Airport Fund Balance.
- *Badging and Security system upgrades:* Upgrades to the Millennium System began the week of November 4, 2019. There was a lot of prep work for the badges and system, as well as ensuring that there was redundancy (running two parallel systems at the same time), in case the system had to revert back to the old system. The access control system is completely up and running now. Staff will continue to monitor and run dual systems to ensure there are no hiccups. Staff is also looking into its camera/surveillance system due to recent federal restrictions.
- *Honsinger Pond/Access* (work in progress) with State Department of Transportation, Bicknell, and the CBJ. The City received a request for preliminary plat approval for a 15-lot subdivision, but the **Public Hearings have been cancelled** until further notice. Staff submitted comments regarding the rezone still contingent upon acquiring legal access, as well as the request for covenants on the property for Land Use Compliance near Airports. The Airport will inform the Board when the public hearings are rescheduled.
- *Terminal Reconstruction:*
 - o Terminal Reconstruction Project is out for bid as of November 22, 2019. Bids are due January 7, 2020. With the current tight schedule, and planning to have bid awards to the Assembly for their January 13, 2020 meeting, staff will be requesting a **special board meeting to approve the anticipated bid award around January 9-10, 2020**. Staff will keep the Board updated and poll for the best time/date.
 - o Pre-bid meeting is scheduled for December 17, 2019.
 - o Funding sources are in place for the project and awaiting final construction estimates, bids and FAA Airport Improvement Program (AIP) grant application for FFY20. Bonds were sold on October 22, 2019. Bid packets are estimated to be out later this month.
 - o Terminal Design Team McCool Carlson Green (MCG) has been working with the artists selected for the One Percent for Art and incorporating into the project construction.
 - o FAA equipment relocation: reimbursable agreement with FAA has been executed. FAA is currently working on the relocation of equipment.
 - o Gift Shop relocation. A lease amendment with the gift shop has been executed to temporarily relocate during construction to 582 square feet of space across from the Delta Air Lines counter. This lease will be extended through April 2021. Staff will continue to review the gift shop concept for the new section of the terminal. The Gift Shop will stay in its current location until December 31, 2019.

- o The temporary relocation of space for FAA Air Traffic Control Administration, Airport Administration, Airport Project office, TSA breakroom and Tailwind food storage have been built out and are ready for occupancy/relocation. **REMINDER: Airport Board meeting location moved to the Glacier Fire Station Training Room in August 2019.**
 - o Review of leases and contracts affected by construction.
 - o Reconfiguration of lobby space/check-in kiosks for Alaska Airlines.
 - o FAA grant application for four years of AIP entitlement dollars. Staff is working on the grant application.
- *Taxiway A, E and D-1 Construction.* The Airport will begin the two-year construction on the rehabilitation/relocate and lighting of Taxiway A, E and D-1. This will be two construction seasons (2020-2021) with the possibility of limited work this fall and ordering parts/equipment. There will be a lot of information and NOTAMS issued. This will cause a lot of congestion on the ramps and require a lot of coordination with contractor, staff, Air Traffic and air carriers. Bid was awarded to Secon. FAA grant and all match funds (PFC) have been appropriated.
- *Taxiway Pre-con meeting is scheduled for December 18, 2019.*
- *An FAA Safety Risk Management (SRM) Review* took place on August 28, 2019, for the Taxiway A construction. Risks were found to be low probability based on safety officers, NOTAMS and good communication. This SRM panel will meet again in fall 2020 for assessing Phase 2 of the construction.
- *CBJ Title 49 (Jordan Creek Greenbelt)* allowance to limb/clean-up adjacent to the creek is still in review. Staff hopes to see the adopted changes by the end of the year. Related to the Jordan Creek area, three resident beavers constructed multiple dam complexes in the culvert under Yandukin. Airfield crew, USDA Wildlife Services and Alaska Fish & Game have removed the dams that prevent proper downstream drainage and backs up water into the valley. A State licensed trapper is also on board and the 3 beavers have been removed. The Airport now has a five-year State Fish/Game permit to remove future dams.
- *Tenant insurance reminders* continue to be sent out. Several certificates have lapsed in our records.
- *Notice of Default letters* have been sent out for those tenants who have reportedly been using hangars and tie downs for non-aviation purposes. This was also addressed in the September 26, 2019 Operations Committee. Staff has met with one hangar owner to get their issue resolved and we expect compliance this month. Roughly half (6) of the tie down tenants are working on resolving their non-compliance matter.
- *Runway 26 Medium Intensity Approach Lighting System with Runway Alignment Indicator Lights (MALSR)* approach lighting discussions with FAA. Staff submitted permit continuance requests to State and Corps of Engineers to keep current.
- *Elevator contingency protocol.*
- *Maintenance Programs refinement (roofs, heat pump equipment, baggage systems, etc.).* Staff continues to look at a tracking system for all building component preventative maintenance programs. There are several companies that offer similar cloud based systems. At this time, staff is collecting current basic

system, and needs, and will plan to talk to each of the companies to see what they offer and how much per year or per user of the system.

8. Airport Project Manager Report (Attachment #2)

9. Airport Architect Report (Attachment #3)

VIII. CORRESPONDENCE:

IX. COMMITTEE REPORTS

A. **Finance Committee:**

B. **Operations Committee:**

X. ASSEMBLY LIAISON

XI. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

XII. BOARD MEMBER COMMENTS

XIII. ANNOUNCEMENTS

XIV. TIME AND PLACE OF NEXT MEETING:

A. Airport Board, 6:00 p.m., January 14, 2020, Glacier Fire Department Training Room
(special Board meeting for Terminal Reconstruction bid award is anticipated prior to January 14, 2020 scheduled board meeting)

XV. EXECUTIVE SESSION

XVI. ADJOURN