

MINUTES of
AIRPORT BOARD MEETING
December 10, 2019
Glacier Fire Department Training Room, 6:00 p.m.

I. **CALL TO ORDER:** Chair Jerry Godkin called the meeting to order at 6:00 p.m.

II. **ROLL CALL:**

Members Present:

Dennis Bedford	Jerry Godkin	Chris Peloso
Al Clough	Dennis Harris*	Angela Rodell

Member Absent:

Jodi Garza

Staff/CBJ Present:

Patty Wahto, Airport Mgr.	Rob Edwardson, CBJ Assembly*
Marc Cheatham, Deputy Airport Mgr.	Teresa Bowen, CBJ Law
Scott Rinkenberger, Airport Sup't	Mark Fuelle, Fire Department
Chris O'Brien, Airfield Maint.	

Public Present:

Rob Breffeihl, Hangar Owner	Stephanie Halama, CBP
Mike Wilson, Coastal Helicopters	J.D. McComas, USDA Biologist
Jon Ahlgren, Hangar Owner	

*via phone

III. **APPROVAL OF MINUTES:** *Dennis Bedford moved approval of the minutes of the October 8, 2019, and November 12, 2019, Board meetings. The motion passed by unanimous consent.*

IV. **APPROVAL OF AGENDA:** *Airport Manager Patty Wahto asked to remove Item A, Supplemental Agreement, under Unfinished Business from the agenda. Angela Rodell moved to approve the agenda as amended. The motion passed by unanimous consent.*

V. **PUBLIC PARTICIPATION ON NON-AGENDA ITEMS:** Stephanie Halama, Customs, said she was at the meeting to give Scott Rinkenberger an award. This is kind of a serious award that said they appreciate working with him. It is a Most Helpful CBP award. She said CBP has a good relationship with the Airport and appreciates everything the Airport does to help them. In dealing with all the changes in moving the outline for the box so that when airplanes come in from foreign countries, they can wait for them there. A lot of times in the summer, it takes a while to get there from downtown. Scott goes out of his way to accommodate CBP. He also calls her to tell her when a plane is sitting in the box that she doesn't know about.

VI. **UNFINISHED BUSINESS:** None.

VII. **NEW BUSINESS:**

A. **Airport Manager's Report:**

1. Coastal Helicopter Light Flights Fundraiser. Coastal Helicopters' annual Light Flights fundraiser will be taking place on Friday, December 20, 2019, from 4:30 p.m. to 7:30 p.m. Get your tickets (and in line) early as it is a very well attended event and for a very good cause. There is a lot of coordination that goes on for this event. Mike Wilson, Coastal Helicopters, said they appreciate everyone's help. This event 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 to JNU but was lost in shipment. The Airport appreciates Josh Anderson with ARC for working on this, as well as the Airfield crew.
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. The FAA states how pleased they are with coming down here. They enjoy their stay and the work the Airport does. The Airport asked them to stay an extra day to be able to pick their brains for additional knowledge.
4. Legislative Reception. The annual Legislative Reception is scheduled for Wednesday, January 22, 2020.
5. Leadership Team Retreat. The Airport Manager will be participating in the CBJ Leadership Team Retreat on December 17, 2019. This will be happening the same day as the pre-bid for the Terminal Project, which went out to bid on November 22. Ms. Wahto attended an all-day Assembly retreat last Saturday.
6. Airport Fund Balance (AFB) and Capital Revolving Account (CIP) Balance (Attachment #1). Attached are the monthly AFB and CIP balances. In April 2019, some transfers were done for some terminal work. But now that the funding is in place, a lot can go back into the fund. The transfer of \$675,000 back was made 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.

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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. They were looking for the needs and purpose, which is very important to get the federal funding. They looked at alternative ways to fix that and any problems the Airport saw with it, especially since it is access to the Airport coming from downtown and access out. The State has said there will be two more focus groups, as well as some public meetings. 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. Chair Godkin said at the meeting he said this area should be looked at for the long-term with the growth expected with Bicknell's subdivision. He said there will be a growth in this area of through-put. There are a lot of things that need to be addressed, but from the Airport's standpoint, it is looking at the long-term.
- 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 the week of November 13, 2019. The ground had to settle before they began taking samples of the water to get them sent off and tested. This will let the Airport know if there are any of the six contaminants. 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. The Airport is in the process of closing out this citation, which should be complete by the end of December.
- *Exit Lane System*. The bid documents for a design/bid/build project are downtown and should be seen fairly soon. It is hoped this will be ready for the summer 2020 season.
- *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

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and system, as well as ensuring that there was redundancy (running two parallel systems at the same time during November), in case the system had to revert back to the old system. The access control system is completely up and running now.

- *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.
- *Terminal Reconstruction:*
 - o Terminal Reconstruction Project went out for bid on November 22, 2019. Bids are due January 7, 2020. A pre-bid meeting is scheduled for December 17, 2019. 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 or 10, 2020**. Staff will keep the Board updated and poll for the best time/date.
 - 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. The Gift Shop relocation area is across from the baggage claim and is ready to move into by the end of the year.
 - o FAA equipment relocation: reimbursable agreement with FAA has been executed. FAA is currently working on the relocation of equipment.
- *CBJ Title 49 (Jordan Creek Greenbelt)* has no updates. They were going to try to update the language by the end of the year to allow the Airport to limb close to the creek. She noted there have been problems with having quorums so this will occur later. She will keep the Board updated as more information is available. The Airport has had some beaver problems. There were three of them and they caused some flooding. The Wildlife Biologist, JD McComas, is working with Fish & Game for emergency removal procedures to allow the Airport to take heavy equipment in to remove the dams. Mr. McComas said that with 24 to 48 hours of notice to Fish & Game, the beaver huts can be removed and will minimize the damage. There are plans to remove what is left, but the beavers are gone.
- *Notice of Default letters* have been sent out for those tenants who have reportedly been using hangars and tie downs for non-aviation purposes. Staff has met with one tenant and their sublessee has been moved off of the airport. There are a few others that are still being worked with. Staff continues to work with people regarding non-aviation purposes at the airport. A lot of aircraft have been relocated to the new northeast development apron. This is in preparation for the Taxiway Project.
- *Recommendations for Herbicide Use:* Mr. Harris asked about the FAA recommendations for use of herbicide at the airport. Ms. Wahto said the Airport does not have anything in mind yet. The FAA suggested the Airport reach out to

other airports because they would have an approved herbicide that is used on airports. There are some evasive plants – hawkweed and others – that you have to be careful about how to get rid of the weed.

8. Airport Engineer Report (Attachment #2): The Runway Safety Area (RSA) Phase IIC, which is the northeast development and some of the northwest development, is almost complete. The final payment of less than \$50,000 is awaiting some as-builts and typical paperwork close out.

Float Pond Improvements – final payment has been made. The FAA approval has been received for close out. The Airport is looking at the final engineer's report payment. This will be another project to close out.

Taxiway Project will start soon. The notice of award was granted to SECON on November 14. There will be three pre-con meetings: December 18, 2019, which will be a gathering of the troops and getting the mindsets around the total project generally; then as it gets closer to the start time in the spring, there will be two more pre-construction meetings that will be more intense and hands-on and knowing what pieces are going to fit. This will be an intense project. DOWL has a \$2.4 million contract and will be a part of this project. They will be Construction Administration & Inspection on this project. PDC, the design engineer, will be kept on board because any changes that have to be made need to be done in coordination with the design team so that there will not be liability issues at the end. This is a smaller contract.

PFAS site drilling is complete and the testing will start once the groundwater is settled.

Parking Lot Repairs: The potholes that the Airfield Maintenance crew have worked on have been holding. The rest of the parking lot is falling apart now, but the potholes are holding. The Airport does not have the funding for this project as it is not eligible for federal funds. Once a few of the projects are out of the way, the Airport will start focusing on maintenance issues.

Ramp Lighting Upgrades: This is a \$256,000 grant that was appropriated years ago, as well as the match money. The Airport has now found a product that meets the Buy America requirement. This project will now move ahead.

9. Airport Architect Report (Attachment #3): Ms. Wahto reported the **Sand/Chemical Building and Fueling Station** has some punch list items. The chemical mixing system was unable to start up. There are some equipment problems and problems with the fueling station but it is expected it will be usable soon.

The **demolition of the old sand shed** was removed from the Public Works & Facilities Committee agenda. The Airport will have to do a full design and go out for bid. This will delay the project. Unlike other grants, the Airport cannot amend this grant as it was a special omnibus grant. It is not known what will be done if it is higher than the amount budgeted.

Bids went out for the **Terminal Reconstruction Project** on November 22. The base bid amount for construction is \$16,830,000 for the base bid, with three additive alternates: 1) second elevator carriage; 2) installation of a heat pump system for the Air Traffic Control Tower; and 3) additional carpeting for the second floor area. The total of these additive alternates is about \$220,000. A special Board meeting may be required on January 9th or 10th.

- VIII. **CORRESPONDENCE:** Dennis Bedford handed out a sheet (Attachment #4) on the Grumman G-21A Goose, an aircraft that the Airport can have free of charge and they will help with the shipping. He thought this will be a fine place to put it. It was going to go to a museum but that has not happened. He thought this was a great opportunity. Ms. Wahto said that something that came up at a past Leadership Team meeting was the City is concerned that a lot of the departments are losing their historians – people that know so much about their departments. They were asking the departments to name a historian to collect some of the records. She thought this was important.
- IX. **COMMITTEE REPORTS:**
1. **Finance Committee:** Committee Chair Angela Rodell had no report.
 2. **Operations Committee:** Committee Chair Al Clough noted that the minutes from the September meeting showed up tonight. He had nothing to report.
- X. **ASSEMBLY LIAISON COMMENTS:** Rob Edwardson, CBJ Assembly Liaison, had no report but he thanked the Board for their service and wished everyone a Merry Christmas and Happy Holidays.
- XI. **PUBLIC PARTICIPATION ON NON-AGENDA ITEMS:** None.
- XII. **BOARD MEMBER COMMENTS:**
1. Chair Godkin asked if staff had the final numbers on the fiscal year yet. Ms. Wahto said she had not seen the final numbers from fiscal year 18. John Coleman is working with the Controller's Office on these.
 2. Al Clough said he had been traveling quite a bit this fall. He thanked staff for traffic control. He said that when the staff member is out there, people kind of play by the rules. Unfortunately on some of the late night arrivals when somebody isn't out there, people are not playing by the rules. It is pretty frustrating. Certainly the efforts staff does out there is greatly appreciated. He also thanked the Manager's Office for their efforts to try

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to put the supplemental agreement together. It was a very good effort on their part. It is unfortunate that downtown didn't think so.

- XIII. **ANNOUNCEMENTS:** Chair Godkin said from the Board to all of the tenants and staff: thank you for a good job this year and they look forward to next year. He wished everyone a Merry Christmas and a Happy New Year from the Airport Board to all.
- XIV. **TIME AND PLACE OF NEXT MEETING:** The next regular Airport Board meeting will be held on January 14, 2020, at 6:00 p.m. in the Glacier Fire Department Training Room. A special Airport Board meeting for Terminal Reconstruction Bid Award is anticipated prior to that.
- XV. **EXECUTIVE SESSION:** None.
- XVI. **ADJOURN:** *Al Clough moved to adjourn. The meeting adjourned by unanimous consent at 6:50 p.m.*