

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

I. **CALL TO ORDER:** Chair Jerry Godkin called the meeting to order at 6:01 p.m.

II. **ROLL CALL:**

Members Present:

Dennis Bedford	Jerry Godkin	Chris Peloso
Al Clough	Dennis Harris	Angela Rodell*
Jodi Garza		*via phone

Staff/CBJ Present:

Patty Wahto, Airport Mgr.	Beth Weldon, CBJ Mayor
Marc Cheatham, Deputy Airport Mgr.	Teresa Bowen, CBJ Law
Catherine Fritz, Airport Architect	Mark Fuelle, Fire Department
Scott Rinkenberger, Airport Sup't	

Public Present:

Rob Breffeilh, Hangar Owner	Junnie Chun, Public
Megan Rinkenberger, BRH/Public	JD McComas, USDA Wildlife Svcs.
Greg Smith, CBJ Assy. Candidate	

Chair Godkin welcomed Jodi Garza and thanked Chris Peloso for continuing to serve.

III. **APPROVAL OF MINUTES:**

A. *Dennis Harris moved approval of the minutes of the July 18, 2019, special Board meeting as submitted. The motion passed by unanimous consent.*

B. *Dennis Harris moved approval of the minutes of the August 13, 2019, Board meeting and asked unanimous consent. The motion passed by unanimous consent.*

IV. **APPROVAL OF AGENDA:** Airport Manager Patty Wahto asked that under the Manager's Report, Items #5 and #6 need to be reversed and have the Architect's Report first. *The agenda was approved.*

V. **PUBLIC PARTICIPATION ON NON-AGENDA ITEMS:** None.

VI. **ELECTION OF OFFICERS:** *Angela Rodell moved a slate of candidates as follows: Jerry Godkin as Chair; Al Clough as Vice Chair and Jodi Garza as Secretary to the Airport Board. The motion passed by unanimous consent. Chair Godkin said he will make appointments to committees at the next Board meeting. Ms. Rodell disconnected from the meeting.*

VII. **USDA WILDLIFE BIOLOGIST INTRODUCTION:** Ms. Wahto said the new Wildlife Biologist, JD McComas, is in the audience. He worked in Alaska before and is recently from Oregon. She welcomed him and noted that Tyler Adams moved south in June. Mr. McComas said he was from West Virginia. He worked for the Forest Service in Southeast Alaska in 2013 and it kind of stuck with him. He always wanted to get back. He said this is his first airport position, but has a well-rounded career in wildlife. He has had wildlife hazard management training for airports. The agency is great and has a great program upon which he may lean on for any questions. He said there is some learning going on. He is in close contact with Tyler. He looks forward to working with everyone and has a very open mindset when it comes to wildlife management on an airport. Board Member Al Clough said as someone that uses the waterlane, he appreciates JD being here and dealing with the wildlife. Since the program started, it has cut way back on bird strikes, except for downtown.

VIII. **UNFINISHED BUSINESS:** None.

IX. **NEW BUSINESS:**

A. **Taxiway A, E and Delta-1 Program Grant and Matching Funds.** Ms. Wahto said the original estimate for the project was a little over \$20 million. When the bid went out, there was only one bidder. The construction alone was \$21,801,430, which was a little more than \$4 million over the estimate of \$17,747,000. A couple of things were looked at and discussed with the Federal Aviation Administration (FAA) and the City (CBJ) Engineering Department to discuss how to move forward. This is not a project that can be divvied up and rebid. With the FAA, there is a process to go through to determine if the cost is acceptable and reasonable. This was done independently with the design consultant and CBJ Engineering. It was decided it was reasonable despite how much over it was compared to the estimates. The other part was whether or not the FAA could find the additional funding of \$4+ million in this fiscal year. The grants had to be in by August 30th in order to get them awarded by the end of September. The FAA notified the Airport that they had determined they had enough money.

A grant application was submitted for the total amount. The FAA portion of the \$27 million project is for a grant award of \$25,409,903. The grant should be received fairly soon. This increased the FAA portion of the grant and the local match. The local match is \$1.693 million. The Airport had already appropriated \$1.2 million through PFCs (Passenger Facility Charges). The difference is a little more than \$412,000, which is PFC eligible. The Airport will need to amend the PFC application, collect it and then appropriate it. In the meantime, staff would like to forward fund the additional \$412,000 of local match in order to have the project whole and move forward. Please refer to Attachment #1. Funds are available from the CIP revolving account. There was \$675,000 appropriated earlier this year for the terminal project, but since it is not needed right away and the bonds will be available in the next month, \$350,000 of what was appropriated in the CIP revolving account can be transferred back. Then the \$412,277 can be used from the CIP account. This would be a transfer back and a transfer out until

the additional PFC funds are collected. *Dennis Harris moved to approve the appropriation of an FAA Airport Improvement Program grant award in the amount \$25,402,903 to the Taxiway A, E and D-1 CIP, and the amendment of PFC9 funding for this project in the amount \$412,277. Additionally, approve a temporary transfer of \$412,277 from the Airport Revolving CIP Account, to be reimbursed from the PFC9 amendment, upon collection and appropriation. The motion passed by unanimous consent.*

B. Taxiway A, E and D-1 Bid Award. The Airport received only one bid for the Taxiway A, E and D-1 project in the amount of \$21,801,430. SECON's bid was \$4,053,499 over engineer's estimate of \$17,747,931. As detailed above, a process was conducted to review costs and reasonableness of the bid prior to FAA grant award. Staff recommended awarding the bid. *Dennis Harris moved to concur with the bid award of \$21,801,430 to SECON. The motion passed by unanimous consent.*

C. Airport Manager's Report:

1. Aqueous Film Forming Foam (AFFF) Polyfluoroalkyl Substances (PFAS) Update. This is a follow-up to a request at a previous meeting. Ms. Wahto incorporated some of the language that is in the plan that went to Alaska Department of Environmental Conservation (DEC) from Cox Environmental (who is under contract to provide the services and the plan, as well as do the actual testing). There will be six types of foam that will be tested. Even though only two are required, the Airport will be testing for all six, in case something comes back years from now.

2. Airport Fund Balance (AFB) and Capital Revolving Account (CIP) Balance (Attachment #1). The AFB and CIP Balance restates the discussion above, with the transfer back of \$350,000 into the CIP and the forward funding of \$412,277. While nothing has changed on the AFB, the CIP reflects the proposed changes that the Board just approved.

3. Tenant Use Issues. In doing checks for tie downs, there have been a few hangars that have been opened with a few that had nothing but motorcycles, RVs and boats ... everything but aircraft stored in them. Staff is reaching out to the tenants to find out what is going on. This is not incidental use; it is no aviation use. In looking at this, the leasing policy needs to state what can be in these hangars that still follows FAA guidance. It certainly has to be for aviation purposes which matches the Airport's leasing policy and the use of the airport. How much is too much? This is leaking over into tie downs where vehicles are being stored in tie downs. Four wheelers are sitting out there on a tie down. The tie down is being used for non-roadworthy vehicles and four wheelers. She wanted to make the Board aware of this as some notices will be sent to the particular ones that are pretty blatant and not being used for aviation purposes. This needs to be discussed more in depth at an Operations Committee meeting.

AIRPORT BOARD MEETING

September 10, 2019

Page 4

Chair Godkin said that the Board has been down this road once and a lot of the sitting Board Members were not on the Board at the time. He said it is frustrating that this bridge has been crossed and maybe we, as the Airport, are at fault for not having a plan that would follow-up. A lot of notice was given that the inspections were going to be held. They cleared a lot of things out so that staff could see what the tenants wanted them to see. Once our backs are turned, the stuff comes back in. He thought everyone shares in some of that for not having a follow-up ability to make sure that we are in compliance with the grant assurances. He said that this could be set before the Operations Committee. Board Member Dennis Harris suggested staff should send a notice twice a year to tenants about non-legitimate uses of the hangar. This should note that there will be consequences if items are seen that are not legitimate uses. Board Member Al Clough noted that the hangars are private property. The hangar owners sign a lease with the Airport that has the stipulations on it.

Ms. Wahto said that the last inspection took staff more than two years to make all of the appointments because people were out of town, etc. Board Member Jodi Garza asked if there were consequences. Ms. Wahto replied that the lease can be cancelled. The Airport falls into the category of non-compliance with the FAA. If the space is not being used for aviation purposes (and they don't have a plane anymore), they should be getting rid of the hangar or leasing it out to someone else. She suggested that the attorney should be in attendance and give guidance on this.

4. 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:

- FAA Compliance Land Use/Financial Letter (January 2019). The Airport heard back from the FAA and they would like some follow-up reports and updates. Staff is following-up on the Fire Department located on Airport property and how to get a Memorandum of Agreement for this property. Ms. Wahto and Catherine Fritz met with the Lokens to start discussions with them for two items: tearing down the old sand shed; and to talk about how to move forward in possibly acquiring the property. It is moving forward slowly. It will take federal funds to purchase the property. Acquisition of property is one of those things that the FAA will retro-reimburse the Airport with discretionary funds. We can either forward fund it or wait until the FAA says it is a good place for the Airport's CIP program and buy it this year.
- Exit Lane System will be procured/installed later this winter. Staff is looking at the possibility of riding another government contract for procurement of this system.
- Terminal Reconstruction:
 - o Funding sources are in place for the project and awaiting final construction estimates, bids and FAA AIP grant application for FFY20. The bonds are ready to be issued in October by the Finance Department.

AIRPORT BOARD MEETING

September 10, 2019

Page 5

- o Gift Shop relocation. A lease amendment has been executed to temporarily relocate the gift shop during construction to 582 square feet of space across from the Delta Air Lines counter. This lease extension will extend through April 2021. Staff will continue to review the gift shop concept for the new section of the terminal.
 - o Staff is looking at some real good wayfinding as the terminal reconstruction begins. Staff wants to have good signage so that when people walk into the terminal, they know where to find Alaska Seaplanes, Customs or some other places that you can only access by going outside. Staff wants to make sure that there are plans out that make it very simplistic for the public to know what is going on. It will state how long it will take and where things are located temporarily.
- Taxiway A, E and D-1 Construction. Ms. Wahto reached out to the Airport Construction Advisory Council, which is through the Air Traffic Organization (ATO). They work with other airports, but they specialize in making sure that they are involved in nationwide construction on airports, especially in the movement areas – taxiway, runway, etc. They assist the airport to make sure that all Notices to Airmen (NOTAM) are out properly, give good visual NOTAMs through FAAST (FAA Safety Team) Blast. The Airport wants to make sure it is in order and ready within three days of a shift of where a temporary taxiway is that it gets shipped out quickly. It is not just words, but also a good visual. They assist in all of that.

Along with this, the Airport was involved with the ATO Safety Risk Management Panel on August 28. It was an all-day session. It was decided to handle only Phase 1 of this project first and then do a lessons learned before it is reconvened next fall, which will take on the remaining portion of the taxiway because they are very different projects. The report will come out on this one and then staff will know where they are with any changes. This was listed as low risk. It was well handled and well run through ATO.

- Badging Update. Deputy Airport Manager Marc Cheatham said the plan is to have the new system up and running. There are a couple of complications – the current system does not match the layout for the badges. They have to create and manipulate them from scratch into six digits rather than month and year. They are working on it. Until that is addressed, this is on hold. He said there would be more information at the next meeting.
- Signage. Chair Godkin was concerned that signage be addressed early on so that when things open up, the signage for the new terminal will be ready. It seemed to take forever last time. Airport Architect Catherine Fritz said the new signage is in the design and construction documents and will fix Mr. Godkin's concern. This will be discussed at the next design review meeting.

AIRPORT BOARD MEETING

September 10, 2019

Page 6

5. Airport Architect Report (Attachment #3): Airport Architect Catherine Fritz reported the contractor is working very hard to reach substantial completion of the sand/chemical/fueling station on September 20. The fueling station will be a bit later because of the complication with the diesel exhaust fluid (DEF) system that had to be funded, added and ordered. It is expected that the fueling station will be operational at the end of October or early November. The project is going well.

The old sand shed removal is part of the Airport Improvement Program (AIP) grant, which has pushed staff to work on this. A lot of the old documents have been pulled relating to the ownership of the parcel that CBJ purchased. It has been shared with a lot of departments. A structural engineer has been hired to analyze the connections because it appears that the shared wall and the structure is on the CBJ side and the other hangar is dependent upon the CBJ structure. There are questions as to who is responsible if the Airport removes our side, how will the other side stand up and who is responsible to keep it standing up. The structural engineer will help work with the Airport, Lokens and Coastal Helicopters.

The Terminal Reconstruction Project is fast and furious. The last phase of design will happen on September 19 and 20, which will be the final design meeting. There will be a public open house meeting at Noon on Friday, September 20, from Noon to 1:00 p.m. in the Alaska Room. Some meetings will be held the day before with affected tenants. The construction documents will be delivered in October. It is planned to bid in mid-November, with a goal of being able to issue a notice to proceed in mid-January. There have been many other little projects to get ready for this project. Alaska Electric has begun installation of the new service equipment on the non-secure east end in the rental car area. AEL&P will bring in the lines and Alaska Electric will take off from there. When the demolition starts in January, the building will have independent power.

Staff continues to work on project close outs and small projects.

6. Airport Engineer Report (Attachment #2): Ms. Wahto reported that the Runway Safety Area Phase IIC, which is also known as the Northeast Development Area is substantially complete. There are just a few punch-list items to be done.

Float pond improvements are substantially complete. The valve actuator and the remote test system have been installed and tested. This leaves the last item of insulation of the force main.

Taxiway A Rehabilitation, Taxiway D-1 Relocation and Taxiway E Realignment was discussed above. Staff is anticipating the FAA grant shortly. Once the notice to proceed is given, it will be done in three phases. Phase 0 could be done this fall, and includes ordering everything that will be needed and may include moving the lighting regulator vault. Phase 1, which will start next spring and go into the fall of 2020, will get the

temporary Taxiway H up and running and paved and will be able to handle 737s all the way down into the northeast development area. It will also handle the D-1 Taxiway relocation. This will take up a good chunk of the summer. This is still preparation work, but because of where it is located (very close to where helicopters are operating), it was handled as a special case by the ATO Safety Risk Management Panel. Phase 2 will include the last culvert work underneath the taxiway, the rehabilitation of Taxiway A and the E Taxiway (which will make it perpendicular instead of on an angle). This project is expected to be completed by the end of September 2021. Staff is finishing up on the Request for Proposals (RFP) for the contract administration and inspection. There were two proposers for this – PDC and DOWL. Once the proposer is selected, negotiations will begin. It is hoped to have this done before the next Board meeting to let everyone know who was chosen.

Some of the things that went on with the ATO Safety Risk Management Panel was coordination with the helicopters in the area so close to an active taxiway, which was the bulk of the discussions.

Ward Air is working on getting their permits for their hangar expansion. She did not know when they plan on breaking ground.

- X. **CORRESPONDENCE:** A letter (Attachment #4) from David Epstein and Sara Plotnick-Epstein was read into the record.
- XI. **COMMITTEE REPORTS:**
 - A. **Finance Committee:** None.
 - B. **Operations Committee:** Committee Chair said he would check his schedule for the upcoming committee meeting.
- XII. **ASSEMBLY LIAISON COMMENTS:** Ms. Wahto said Rob Edwardson was unable to attend the meeting, but had asked her to pass along some items. Municipal elections are coming up. The Assembly committee and liaison assignments will be made at the first regular meeting after elections. She believed that would be October 14. Chair Godkin noted that Mayor Weldon was in attendance. He thanked her for coming to the meeting.
- XIII. **PUBLIC PARTICIPATION ON NON-AGENDA ITEMS:** Greg Smith, downtown Gastineau Avenue, said he is running for CBJ Assembly. Under the recommendation of the Mayor who had suggested he check out some of the boards, he is seeing how things go and letting everyone see his face. He thanked the Board Members for their service.
- XIV. **BOARD MEMBER COMMENTS:**
 - A. Al Clough said he has talked to the Manager about some FOD (foreign object debris) issues with the new Sand/Chemical Station. He was happy to see that it was worked out and he hoped it would stay that way. He will be out of town for the next meeting but will

AIRPORT BOARD MEETING

September 10, 2019

Page 8

try to call in. He thanked Scott for getting rid of the alders at the pond. The pond weed is still happy. He said it pains him to make the observation that the FAA will fund the purchase of private property, then pull it off of the tax rolls and potentially jeopardizes small business, but will not come forward and pay for approach lights. He wondered what was wrong with the picture. He encouraged everyone to attend the 9-11 tribute at Rotary Park at 9:40 a.m. tomorrow.

B. Dennis Harris said that he will be out of town from October 15 until Christmas. He will call in when he is able to.

XV. **ANNOUNCEMENTS:** None.

XVI. **TIME AND PLACE OF NEXT MEETING:** The next regular Airport Board meeting will be held on October 8, 2019, at 6:00 p.m. in the Glacier Fire Department Training Room.

XVII. **EXECUTIVE SESSION:** None.

XVIII. **ADJOURN:** *Dennis Harris moved to adjourn. The meeting adjourned by unanimous consent at 7:02 p.m.*