

AIRPORT BOARD
AGENDA
6:00 P.M., TUESDAY, JULY 9, 2019
ALASKA ROOM

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES: Regular Monthly Meeting of June 11, 2019

IV. APPROVAL OF AGENDA

V. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

VI. UNFINISHED BUSINESS

A. **Tree Removal RWY 26 Approach.** At the June 11, 2019 Airport Board meeting, staff briefed the Board on the request (for safety reasons) by Alaska Airlines to remove trees over 20 feet in height on the dredged area on the approach to Runway 26. This is both Alaska's and Delta's special approach with low minimums. USDA Wildlife Biologist Tyler Adams, worked with Alaska Department of Fish & Game and assessed the area which falls within the Airport's permit allowance. Staff got several estimates for the work and can now proceed with the procurement. It is estimated that the work can be done for \$8,000 to \$10,000. Once the Board has approved the expenditure, staff will work with Purchasing to procure the services.

Board Motion: *"Approve the removal of all trees over 20 feet in height from the approach path of Runway 26, at a cost not-to-exceed \$10,000."*

B. **Terminal Reconstruction Project Update Presentation.** Staff will give a presentation of the completed Design Development phase of the project. This will include reviewing the scope, schedule and budget, as well as phasing and temporary facilities during construction. The Assembly approved the bond package for the project financing plan at their June 24, 2019 meeting.

VII. NEW BUSINESS

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

1. Airfield Update: Presentation on Jordan Creek Greenbelt. Airport Superintendent, Scott Rinkenberger, will give a short presentation on the Jordan Creek greenbelt tree and grass trimming to the west of the pedestrian bridge.

2. Marine Engineers' Beneficial Association (MEBA) Union Negotiations. On June 26, 2019, a tentative agreement was reached between MEBA and the City and Borough of Juneau (CBJ). Details of the agreement will be released once MEBA members have voted and the Assembly has been briefed and it has been ratified. This is a three-year agreement.

3. Airport Terminal Clocks. A majority of the Airport Terminal clocks are automated/synchronized through a wireless Primex Clock system. On June 28, all of the terminal clocks suddenly displayed one hour earlier than it really was (actually the time was November 2099). Until the relay problem is fixed, the clocks had to be unplugged so people were not mistaking the time. Staff has reached out to Primex Clock to get this resolved. It may be just our terminal relay box requiring replacement.

4. Airport Fund Balance (AFB) and Capital Revolving Account (CIP) Balances (Attachment #1). Attached are the monthly AFB and CIP balances. As mentioned at the June 11, 2019 Airport Board meeting, CBJ Finance Director Jeff Rogers plans to come before the Airport Board to discuss how the CBJ figures fund balance throughout the City financial system. Fund balance should reflect a balance that includes assets and liabilities, so the fund balance we have been presenting will probably change (a little lower) but still reflect a healthy fund balance.

5. 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:

- Airport Board Applicant Interviews with the Assembly Human Resources Committee have been postponed until later this summer. The new application deadline date is July 22, 2019. Interviews are now scheduled for August 1, 2019.
- Federal Aviation Administration (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 will continue to work on the compliance items and bring items back to the Board for updates or action as necessary.
- The Airport went on record in support of the Transportation Security Administration Law Enforcement Officer (LEO) Reimbursable funding to continue funding efforts. This letter went through Congressman Young's office. The House has approved the funding, but is still on hold for Senate approval.
- 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. This was discussed during hearings on Capitol Hill. No further updates are available.
- Transportation Security Administration (TSA) will be replacing their bag screening equipment. It will be a two phase replacement, with the first one in late August, and the second piece in February. 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 responded to JNU'S letter regarding Aqueous Film Forming Foam (AFFF) contamination. The contract has been executed with Cox Environmental to begin well site testing within the next month and hope to have preliminary results by the end of August.
- As updated, AKOSH citation mitigation and safety purchases of \$34,000 in-lieu of penalties were approved by AKOSH. The quad vehicle (4-wheeler) has been

purchased. Staff is looking at substituting emergency stair evacuation chairs for the originally approved FOD Boss. Staff is still waiting for concurrence on this change-out. The first-aid stations for the sand/chemical facility have been purchased.

- Marine Engineers' Beneficial Association (MEBA) union negotiations began March 5, 2019 (3-year contract). A tentative agreement has been reached; release of details is pending union vote and Assembly briefing. It is anticipated that this will be ratified within the next month.
- Exit Lane System will be procured/installed later this winter.
- Badging system upgrades are further delayed due to technical infrastructure delays with Millennium Corporation. The Airport will postpone the upgrades until after the busy summer season.
- Honsinger Pond/Access (work in progress) with State Department of Transportation, Bicknell, and the City & Borough of Juneau.
- Terminal Reconstruction:
 - o The Assembly approved the Airport bond sales (General Obligation and Revenue) for the terminal on June 24, 2019. Additional local match (\$800,000 in Airport Fund Balance and \$300,000 in local sales tax) will be up for public hearing on July 22, 2019.
 - o The One Percent for Art recommendations were approved at the Public Works and Facilities Committee (PWFC) on July 1, 2019. The recommendations will be sent to the Assembly for concurrence later this month.
 - o Terminal Design Development (DD) is complete and construction estimates are getting fine-tuned.
 - o FAA equipment relocation: reimbursable agreement with FAA has been executed. Funding is in place and relocation of equipment should start soon.
 - o Gift Shop relocation. Staff has offered a lease amendment with the gift shop to temporarily relocate during construction to part of the space across from the Delta Air Lines. Staff will continue to review the gift shop concept for the new section of the terminal. See correspondences, below.
 - o U.S. Customs and Border Protection (USCBP) space requirements: USCBP has requested a few minor changes to their space.
 - o FAA office space requirements.
 - o The temporary relocation and phasing plan is almost complete. Some pre-construction for temporary space has started. The Alaska Room will be used for Airport Administration offices and FAA Air Traffic Control offices during the construction, so no meeting room will be available at the Airport. **REMINDER: Airport Board meeting locations are scheduled in the Glacier Fire Station Training Room starting with the August 2019 meeting.**
 - o Review of leases and contracts affected by construction.
 - o Reconfiguration of lobby space/check-in kiosks for Alaska Airlines.
 - o PFC9 Amendment for Bond interest

- o FAA grant application for four years of Airport Improvement Program (AIP) Entitlement dollars
 - o Airport Manager will be giving a presentation to Glacier Valley Rotary on Wednesday July 10, 2019, on the terminal reconstruction project.
- 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. The design documents are 95% design review at this time with the hopes of getting the bids out this summer. Both the Taxiway and Terminal projects will consume a tremendous amount of staff time as construction begins.
- An FAA Safety Risk Management Review will take on August 28-29, 2019 for the Taxiway A 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.
- Tenant insurance reminders continue to be sent out. Several certificates have lapsed in our records.
- 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, etc.)

6. Airport Project Manager Report (Attachment #2)

7. Airport Architect Report (Attachment #3)

VIII. CORRESPONDENCE: Letter from Hummingbird Hollow Gifts, dated June 8, 2019; emailed/received June 29, 2019 (Attachment #4).

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., August 13, 2019, *Glacier Fire Department Training Room*

XV. EXECUTIVE SESSION

XVI. ADJOURN