

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

ATTACHMENT #1
AIRPORT FUND BALANCE

Date	Fund Balance	Reimbursed Amount (+)	Forward Fund Amount (-) anticipate reimbursement	Encumbered Amount (-) permanent/ <u>no</u> reimbursement	Operating Budget +/- (to balance or residual budget-end)	Description
	\$2,804,325					
Aug-18		\$1,801,875				PBB Gate 2 FAA grant rec'd - fwr'd fund project
Aug-18		\$131,938				TWY A Design match, deappropriate - used Sales Tax
Jul-18		\$500,000				RWY Rehab Construct Unused contingency portion
		\$10,922				RWY Rehab Construct Unused portion
	\$5,249,060					
Aug-18		\$43,750				PFC9 reimburse TWY A/E Design match
Aug-18		\$37,789				PFC9 reimburse Master Plan match (portion)
Aug-18		\$64,610				PC9 reimburse Alex Holden/cargo road rehab
Aug-18		\$228,251				PFC9 reimburse RSA NE/NW Apron Des/construct match
Aug-18		\$50,000				PFC9 reimburse ARFF Bldg match (portion)
	\$5,623,460					
		\$13,501	(\$13,501)			RWY Rehab match (portion) anticipate 2019 reimbur
		\$17,573	(\$17,573)			RWY Rehab match (portion) anticipate 2019 reimbur
				(\$380,000)		Replace Exit Lane System CIP funding (No Reimb)
FY18end					\$274,672	FY 18 year close out/ increase to fund balance
	\$5,487,058					
Jun-19	**			(\$800,000)		PROPOSED Terminal Reconstruct pending 7- 22 Assembly mtg
					(\$136,000)	*FY19 contribution to balance proposed budget
					(\$234,500)	*FY20 contribution to balance proposed budget
					(\$1,906,000)	*3-mo Operating Reserve (based on budget) FY20
	\$2,441,632					<i>represents usable amount/available fund cash</i>

**Pending Assembly appropriation on July 22, 2019

* varies by budget year

ATTACHMENT #1
AIRPORT CAPITAL REVOLVING ACCOUNTS (combined)

Date	CIP Revolving Balance*	Reimbursed Amount (+)	Forward Fund Amount (-) anticipate reimbursement	Encumbered Amount (-) permanent/ <u>no</u> reimbursement	Description
	\$819,246	-	-	-	BUDGET
Aug-18		\$23,438	(\$23,438)		PFC9 reimburse Master Plan match (portion)
Feb-16			(\$3,000)		SREF Geothermal remaining encumbrance
Jan-14		\$39,063	(\$39,063)		RWY Rehab match (portion) anticipate 2019 reimbur
Apr-15		\$32,849	(\$32,849)		RWY Rehab match (portion) anticipate 2019 reimbur
Jul-18		\$310,000	(\$310,000)		Sand/Chem/Fuel Design.
Nov-18		\$21,988	(\$21,988)		Sand/Chem/Fuel Construct match antic 2019 reimb (org \$106,250)
Apr-19			(\$675,000)		Terminal Reconstruction Prep/construct desgin forwar fund
	\$141,246				AVAILABLE BUDGET

*Represents all 3 Capital Accounts: Airport Revolving Capital Reserve Acct (ARCRA), Airport Construction Contingency Reserve, Project Design

ATTACHMENT #2



MEMORANDUM

TO: Patty Wahto, Airport Manager

DATE: June 25, 2019

FROM: Mike Greene, JNU Airport Project Manager

RE: Engineering Projects Monthly Report

Project specific summaries of project status and activity are presented below.

Runway Safety Area (RSA) Expansion Phase IIC: The project has been determined to be Substantially Complete, and both JNU and DOWL continue to work with the Contractor (SECON) on the identification and correction of outstanding work (punch-list) items.

All paving work has now been completed in both the Northeast Development Area (NEDA) and in the Northwest Development Area (NWDA). SECON has completed work on the application of paint markings at all new tie-down locations, and JNU was able to stage the first large aircraft on the new apron in the NEDA area last week.

Remaining work includes the removal of temporary barricades and final clean-up. Remaining work at the Block M hangar includes the reduction of an excessive lip of asphalt along a portion of the new trench drain and the removal of a small recess in the asphalt in front of one of the hangar doors. Remaining work in the NWDA includes the application of paint markings within the new taxilanes, and the completion of the power connection for the aircraft wash-down sump pump.

SECON and their subcontractor, Glacier State Contractors, have dropped their claim which had been asking for monetary damages relating to a scope of work reduction in the NEDA. There have been no other claims submitted by the Contractor on the project.

The project remains on track for all work to be complete on or before July 30, 2019.

As the engineers of record, DOWL continues to provide construction administration and inspection services for this work.

Float Pond Improvements: The project has been determined to be Substantially Complete, and both JNU and PND Engineers continue to work with the Contractor (Southeast Earthmovers) on the completion of the last remaining work items. Work that remains to be completed includes insulating the six-inch force main which passes through the valve vault and the testing of the electrical components, which remains on hold pending the arrival of the remote actuator control. The actuator control is scheduled to arrive in Juneau the first week of August, and the system start-up and testing will occur shortly thereafter.

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As the engineers of record, PND Engineers continues to provide construction administration and inspection services for this work.

Taxiway A Rehabilitation, Taxiway D-1 Relocation and Taxiway E Realignment: PDC Engineers has delivered the 100% set of design documents, and JNU is currently working on the last internal review prior to bidding the project. The goal remains to release this project for competitive bid in late July 2019. JNU has expanded the construction phasing to allow the Contractor two full construction seasons to complete all Phase 1 and Phase 2 work.

The construction phasing for all work will be as follows:

- September 2019 to December 2019: Award to Contractor, start submittal process, start materials procurement and begin construction on the new Airport Lighting Regulator Vault (ALRV) if weather permits.
- Winter Shut-down
- April 1 to September 1, 2020 Phase 1: Complete work on Taxiway H.
- Winter Shutdown
- April 1 to September 30, 2021 Phase 2: Complete work on Taxiway A.
- September 30, 2021: Project Completion

The 95% Construction Safety and Phasing Plan has been reviewed and approved by the Federal Aviation Administration (FAA) and a copy of this document has been issued to all stakeholders.

The 95% stakeholder meeting was conducted on June 11, 2019. Stakeholder input was received by JNU and the design team and where necessary, the design documents will be revised to reflect the concerns raised. A follow-up air operations meeting was conducted on June 26 to review helicopter operations during portions of the construction project.

PDC Engineers continues to coordinate directly with JNU and with the FAA on the development of the technical specifications. JNU is wrapping up the final edits to the Division 0 and Division 1 front end specifications.

JNU continues to work with City & Borough of Juneau Engineering on the development of the Request for Proposals language that will be used to obtain proposals from qualified consultants to provide limited Contract Administration and Inspection services during the construction phase of the project.

Air Traffic Organization (ATO) will be looking at conducting a Safety Risk Management (SRM) review prior to the start of major construction next spring.

PFAS Site Assessment: JNU has contracted with Cox Environmental to conduct site groundwater sampling and analysis for the presence of petroleum contamination and to screen for polyfluoroalkyl substances (PFAS) remaining from the use of airfield firefighting foam (AFFF) in past airfield training operations. Cox Environmental will be drilling 7 groundwater sampling and monitoring wells in the five areas identified by JNU as known locations where AFFF has been released in the past. The drilling work is currently scheduled to take place in late July or early August 2019.

ATTACHMENT #2

Ward Air Hangar Expansion: JNU has had no recent involvement in the development/review of the conceptual design for the new hangar that will be located on Lots 15, 16, 17 and 18 of Block K.

Fed-Ex Expansion: R&L Leasing, Inc. continued construction on the building addition.

Lavatory Waste Dump Site: There has been no advancement on the development of a schematic design of the upgraded lavatory waste dump site.

Parking Lot Repairs: JNU Airfield Maintenance has placed cold-patch in a number of the potholes that had formed in the public parking lots. This represents a short-term fix. Many areas within these asphalt paving installations are exhibiting "alligatoring" which is indicative of subbase settlement and a precursor to the failure of the asphalt paving. In addition to asphalt paving repairs, the short-term, long-term and staff areas of the large parking lot are in need of general repairs. These repairs include the removal and replacement of large portions of the concrete curbs and gutters, upgrades to the storm water collection and drainage system, upgrades to the exterior lighting and the installation of new signage and striping. JNU has general parking lot repairs on its Capital Improvement Plan but does not currently have any money to address any of these repairs.

ATTACHMENT #3



MEMORANDUM

TO: Patty Wahto,
JNU Airport Manager

DATE: July 2, 2019

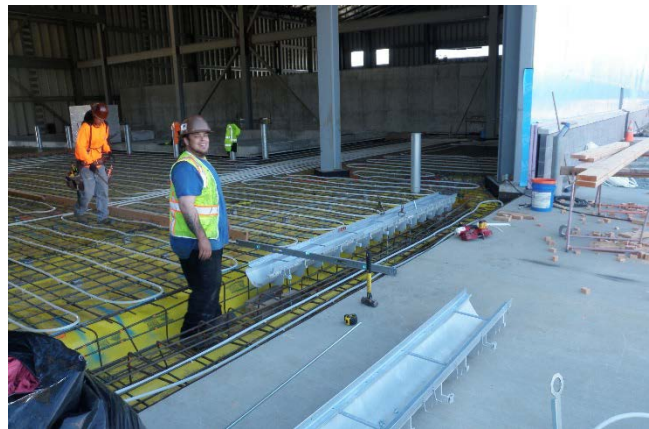
FROM: Catherine Fritz, AIA
JNU Airport Architect

RE: Architect's Report of June 2019 Activity

Sand/Chemical Building & Fueling Station. Construction activities during June included interior concrete slabs, roofing, exterior sheathing, CMU wainscot, under-slab heat piping and electrical, and preparation for paving. The construction contract has been paid to 56% completion.



Sand/Chemical Building interior concrete slabs



Under-slab heat piping.

Terminal Reconstruction. The Design Development (DD) phase of the project was completed in June and a work session to review all aspects of the design was held June 13-14, 2019. The DD phase cost estimate was received by the consultants on June 28 and is currently being reconciled. The construction costs have increased as the engineers have better understood the complexities of maintaining structural stability through the various phases of demolition and reconstruction. The phasing is essential to maintain airport operations, so the process of reconciling scope and budget is currently underway.

The bid period for the electrical construction documents began on June 18, 2019, the pre-bid conference was held on June 27th and bids are due on July 16, 2019. The estimated cost of construction is \$1.3M. Airport staff requests that the Airport Board convene in a special meeting to review bids and recommend award of this contract. The City & Borough of Juneau Assembly is scheduled to review the bids at their July 22nd meeting.

The Federal Aviation Administration's (FAA) equipment relocation project continued through June. Coordination with the terminal project's electrical engineers continued, and the FAA is prepared to coordinate their construction phase with the airport's electrical contract.

ATTACHMENT #3

The building permit for temporary offices was issued on June 25, 2019. Two small construction contracts are being developed to address the needed work in the Alaska Room and the former Dining Area. Work is expected to begin in late July. JNU's construction assistant is also working on small projects around the terminal to accommodate a new location for Alaska Airlines' Operations (currently located in the original air traffic control cab), modifications to the Aurora Room that will house Alaska Seaplanes, and modifications to the airport Badging office. The smoking shelter will be moved to a new location adjacent to the north dog park by September.

Project Closeouts. The Gate 2 Passenger Boarding Bridge and the Airfield Rescue and Fire Fighting (ARFF) Building Modifications projects are currently in closeout phase.

Other projects/issues worked on by architectural projects staff during June included:

- Punch list on Snow Removal Equipment Facility (SREF) and Wash Bay Addition continued.
- Continued work on the Disadvantaged Business Enterprise (DBE) program.

ATTACHMENT #4

Patty Wahto

From: Kristi <hummingbirdhollowgifts@gci.net>
Sent: Saturday, June 29, 2019 9:13 AM
To: Jerry Godkin; David Epstein; Angela Rodell; Dennis Bedford; Al Clough; Dennis Harris; Chris Peloso
Cc: Patty Wahto
Subject: airport gift shop - Hummingbird Hollow Gifts
Attachments: Letter to Board.docx

Follow Up Flag: Flag for follow up
Flag Status: Flagged

EXTERNAL E-MAIL: BE CAUTIOUS WHEN OPENING FILES OR FOLLOWING LINKS

Hello,

Please find the attached letter regarding concerns for the gift shop located in the Juneau airport.

Please do not hesitate to contact us with questions.

I appreciate your time.

Kristi Elliott-Gallagher

Sent from Mail for Windows 10

ATTACHMENT #4

June 8, 2019

Dear Airport Board Members,

As the owner and operators of Hummingbird Hollow Gifts located in the airport, we would like to share our perspective on the locations and future of the gift shop in the airport.

In 2013 my husband Tom Gallagher purchased the gift shop from the O'Donnells who had ran the business for 12 years. Since the acquisition from the previous owner we improved sales annually by 20-30%.

For the past 18 months we have been working with the architects of the airport to come up with a plan during construction as well as a long-term plan for the gift shop. We were consulted on the location for both during and after construction, size of the area needed as well as storage space. Working closely with the architect's regarding our needs to operate after construction led us to believe that if we made it through the construction phase, we would have a glorious new location in which to continue our business. (See example email below)

----- Original Message -----

From: "Catherine Fritz" <Catherine.Fritz@jnuairport.com>
To: "hummingbirdhollowgifts@gci.net" <hummingbirdhollowgifts@gci.net>
Sent: Fri, 5 Oct 2018 19:58:20 +0000
Subject: Terminal Reconstruction Project meeting

Hi Kristi,

Our architects will be in Juneau next week to begin the Schematic Design phase of our project. I'd like to share the current design concept with you and get your input on the proposed Gift Shop location (which is now back on the first floor). Are you available on either Monday (Oct 8) or Tuesday (Oct 9) at 3:30pm to spend a few minutes with us? We're meeting in the Alaska Room.

Please let me know if this will work, and I'll schedule you into a slot. If this does not work, I can meet with you later in the week to share our work to date.

Thanks.

Catherine Fritz, AIA

JNU Airport Architect
(907) 586-0452

In the fall of 2018 we were told that our location would remain the same during construction, however it would be scaled back to 650 sq feet of space. As the buyer of inventory for the gift shop, I travel to many different trade shows purchasing inventory that keeps us stocked for the entire year. Before attending shows this year in Las Vegas, Anchorage and Seattle I consulted with the design team to verify that indeed, I was still guaranteed 650 sq feet of space assuring that I did not over order inventory.

Hi Catherine,

Do you have updated information for me as to where the demolition lines will be and what areas will be effected in the gift shop? January and February are the months that I travel to gift shows and do all of my ordering for the upcoming season. I need to plan accordingly when making purchases.

ATTACHMENT #4

Is this something that will be addressed in the meeting tomorrow morning?

Thanks,

Kristi Elliott
Hummingbird Hollow Gifts
1873 Shell Simmons Dr
Juneau, Alaska, 99801
(907)789 4672
(907)209 8375 Cell

----- Original Message -----

From: "Catherine Fritz" <Catherine.Fritz@jnuairport.com>
To: "John Coleman" <John.Coleman@jnuairport.com>, "Kristi Elliott" <hummingbirdhollowgifts@pci.net>
Cc: "Patty Wahto" <Patty.Wahto@jnuairport.com>, "Kris Ritter" <Kris.Ritter@jnuairport.com>
Sent: Tue, 8 Jan 2019 00:08:03 +0000
Subject: RE: Terminal Construction--Gift Shop

Regarding the length of time that HH will be out of business, the goal is to keep the business open throughout construction, so the only closure dates would be for storage and re-configuration.

Kristi, the design team is currently verifying demolition lines. Our goal has been to keep the newer areas of the Gift Shop operating, and incorporate some of the current corridor/lobby area. But this depends on where the demolition walls will be built. I expect to know more in a couple of weeks, but John is correct that we are trying to get about 650 for the Gift Shop (you currently have 1037 sf).

Catherine Fritz, AIA
JNU Airport Architect
(907) 586-0452

We currently have roughly \$350,000.00 in inventory in stock on hand and have completely replenished the store in April and May of 2019 with the intent to provide a good inventory base to last us the entire upcoming year for 650 sq feet of space.

Much to our dismay, once our inventory orders were placed, many paid for and already being shipped, I received an email from the business office. It stated that the 650 sq ft of space that was offered was now downsized to 161 sq feet or the front window area of the current gift shop. We were also told that the concept of the gift shop after construction has now changed to a kiosk due to lack of space and we will not be offered the contract to continue operating our business at the airport. (see attached email)

Construction plans

April 23, 2019 1:53 PM

From: John Coleman
To: Kristi Elliott
Tags:  Redo

Good afternoon Kristi,

ATTACHMENT #4

I have been informed that the final demolition plan leaves only 161 square feet of gift shop premises. The construction wall (shown on attachment) will go in at the end of October, and you will be able to operate as usual until then—there will not be other space available during construction. After construction, the gift shop concession concept will need to change, due to space limitations, and it will have to go out for bids. Please let us know if you will be interested in operating there during construction. Thank you.

John

John Coleman
Airport Business Manager
Juneau International Airport
AirportBusinessManager@jnuairport.com 907-586-0960

From: hummingbirdhollowgifts@gci.net [mailto:hummingbirdhollowgifts@gci.net]
Sent: Thursday, April 25, 2019 10:28 AM
To: John Coleman
Cc: Patty Wahto
Subject: Re: Construction plans

How is the concessions changing and why does it need to go out to bid?
Kristi

RE: Construction plans

April 25, 2019 10:36 AM

From: John Coleman
To: Kristi Elliott
Cc: Patty Wahto
Tags:  Redo

That is what we'll be looking at over the next year or so. It doesn't look like we'll have a location for a concession in its own lease space, and may need to have a completely different concept such as cart/kiosk-type.

John

We did have a meeting with Patty who was and always has been eager to hear our concerns as well as help to find a solution. We did come up with an area of about 469 sq feet across from Delta that in comparison is not ideal however better than the 161 sq feet. We would have to move and bear that time and expense.

In 2018 alone we spent over \$9000.00 in new fixtures and shipping costs for the airport gift shop location. The question now is do we pay to store fixtures and inventory without a guaranteed space in the future? Do we take a loss and sell the fixtures and inventory at a drastically reduced rate or do we move to a downtown location? We feel like we are now in limbo without a definitive plan that could

ATTACHMENT #4

potentially change again like it did in April. The current situation as it stands is not much incentive to want to operate a business in half the space, pay to store fixtures, and have no long-term commitment offered from the airport. This recent development affords us no opportunity to sell our business as all other gift shop tenants have done in the past. Our family will be taking a \$400,000.00 loss due to this unforeseen and very late decision inflicted on us by the airport at the end of April.

We were told that FAA regulations dictates the length of time a vendor can be in business in an airport. That time is 10 years we are told. We have not been provided with any regulations or official FAA documentation supporting this statement. We have only had a legal signed contract in my husband's name as sole proprietor from March 2013 – June 2018 which only 5 years. As the main operator now of the business we have talked about transferring the business into my name which would start the 10 years over if indeed there are time limitations dictated by FAA. Past history shows that the previous owners rented for 12 years. The only reason they sold the business was due to the fact that they retired and moved out of town. I can't help but wonder how other businesses in larger airports do not fall victim to these regulations such as Fireworks in the Seattle Airport, Hudson News or the car rental companies?

Since acquiring the business our annual sales have steadily increased from 350K to over 450K. In a 5-year span of time we have increased sales by \$100,000.00. Being from Juneau Alaska you may not visit Alaska gift shops therefore may not realize but, The Juneau International Airport currently houses one of, if not the best gift shop in the state. This is not only our opinion; we are told this by multiple vendors who service the Northwest Territory and Alaska and who do indeed visit every gift shop in the state. I could provide many written testaments to that. Our local clientele traffic has increased. People not even travelling come to shop. We have a large following on Instagram and Facebook. We are told on a daily basis from customers that they love our shop and what a great selection of product we carry. They appreciate the valley location, so they do not have to battle the downtown tourists. It is extremely disheartening to be informed that the airport doesn't see or acknowledge that value. The message that we are getting is that we are disposable and easily replaced.

We are locally owned and operated. We employ 4-5 locals who depend on us for their income. We have over 800 vendors and 25 sales reps that we purchase from. Many are Alaskans from all over the state that depend on us to buy from them. We are one of the only gift shops open year-round and the only one located in the valley. We give discounts to the airport employees and validate parking purchases to successfully bring locals into the airport to shop with us, keeping the revenue in the community. It was discussed in a meeting that the restaurant, a huge corporation based out of North Carolina could potentially take over gifts during construction. Knowing that the Chamber of Commerce has been pushing a "Look Local First" campaign is a conflict with their public support of the Airport reconstruction project by putting a locally owned gift shop out of business.

Not only do we support employees, vendors and artisans, we support the airport and city as well. Since acquiring the lease in 2013 to present The Juneau International Airport has received \$272,503.88 in rent from our business, on time, on a monthly basis. Since acquisition the City and Borough of Juneau received \$137,157.41 from us in property and quarterly sales tax, also always on time.

In 2018 we provided services to approximately 50,000 patrons of the airport and local customers. We sold roughly 78,000 individual products ranging from newspapers to high end, hand crafted art. The

ATTACHMENT #4

significance of these numbers is that 50 thousand people utilize our services annually, solidifying the fact that the airport IS in need of a full scale gift shop. No one asked for this information or these numbers when determining to change the gift shop concept or do away with it all together. How can it be an informed decision to do so? 78 thousand individual products that we sold last year indicate that a kiosk is not a viable option to house the volume of inventory needed to operate successfully and profitably. It certainly would not meet the needs of the locals and travelers in the Juneau Airport. One also must question the integrity of the planning of the reconstruction when 6 months prior to beginning the construction they still don't know where a gift shop can go or if they will even have one at all after construction.

We open at 4am 7 days a week (which goes beyond our contract hours). The restaurant before security has limited hours and does not provide early morning services as the airport patrons need and expect. We get daily inquiries in the gift shop from frustrated patrons of the airport as to where they can get a cup of coffee. Many walk off the airport property to heritage in the AIH parking lot to get coffee in the morning. The Juneau Airport and city of Juneau should be showing more support to our local family owned and operated businesses who keep the money in our community. Not an allegiance to some large corporation based out of North Carolina who has concessions in multiple airports over the US and takes their money out of our community.

Recently I inquired about why the restaurant is offered two locations plus a storage area in the airport when the gift shops location during construction as well as permanent location is in question. Both restaurant locations serve mainly the same clientele and once the small planes move out of the terminal, they WILL be serving the same patrons. This method doubles their expenses yet shares revenues. From a business perspective, the expense of operating 2 locations both serving the same patrons is costly. It is of my opinion that the restaurant should have a coffee stand downstairs (as they did before) across from Delta and the gift shop should take over the restaurant area before security.

As a local family run small business, this recent developing information is quite a blow not only to our family but the airport patrons as well. We have 3 children, 2 of which are in college and one going next year. We both work other jobs as well just to make a modest living and support our family. It is very disheartening that someone's last minute decision will not only devastate our family financially but will also eliminate an outstanding viable and sustainable business that offers so much to the locals and airport patrons. What we would like to see is a space during construction that is viable for operating out of. Support from the airport during that time and a long-term commitment that we can count on and will not change on a moment's notice.

We appreciate your time reviewing this lengthy letter and your consideration of our requests. Please feel free to contact us if you have any questions.

Sincerely,

Kristi Elliott-Gallagher

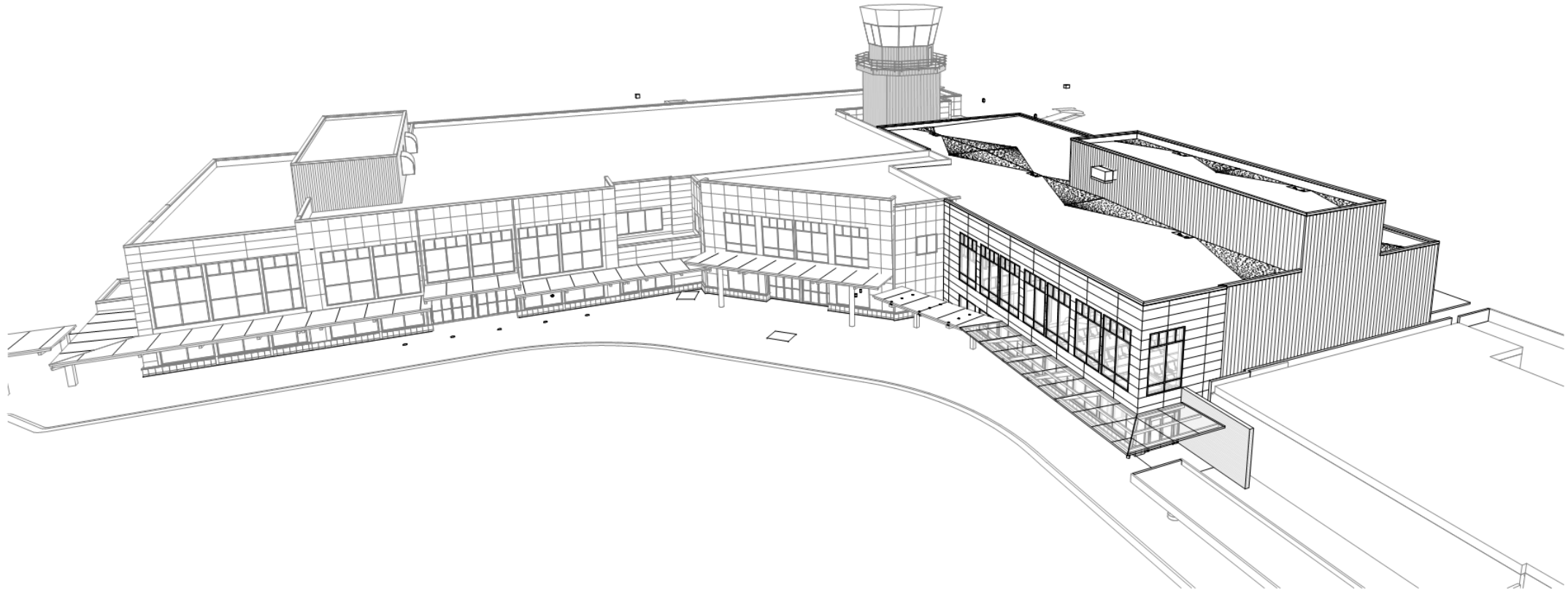
Tom Gallagher

hummingbirdhollowgifts@gci.net

ktgallagher@gci.net

Kristi 209 8375

Tom 209 8329



JNU TERMINAL RECONSTRUCTION

Presented to JNU Airport Board
July 9, 2019

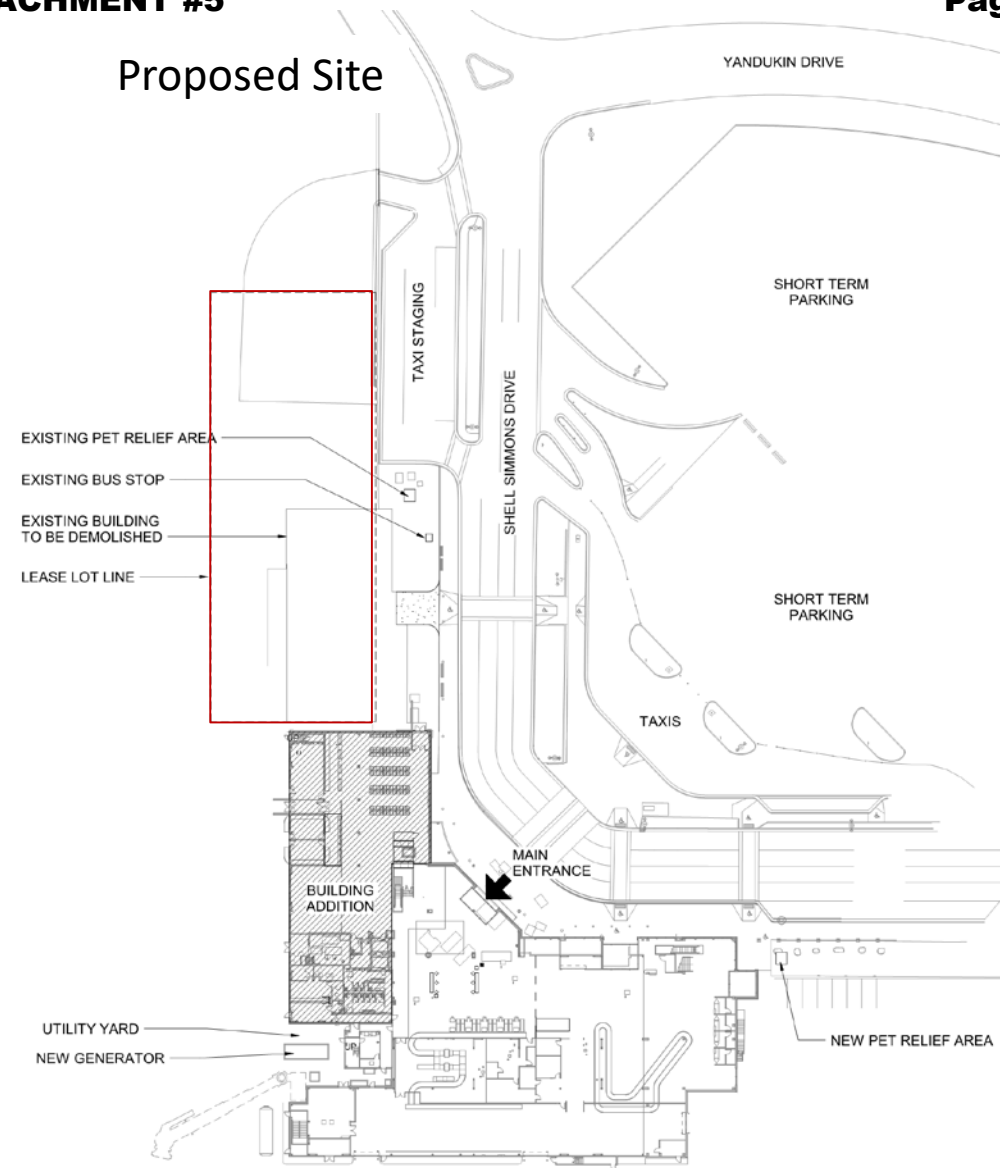
McCOOL
CARLSON
GREEN



Existing Site

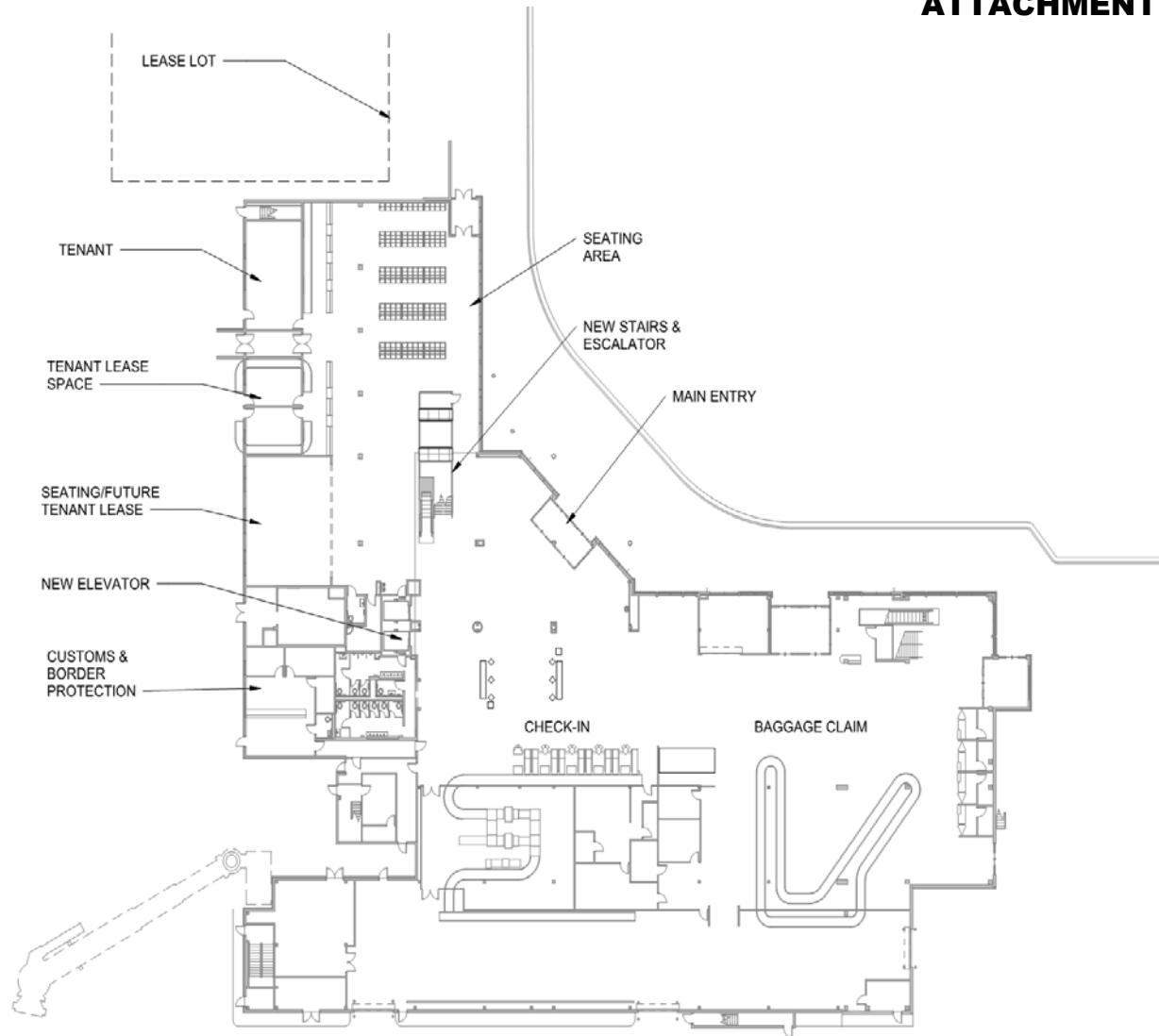


Proposed Site

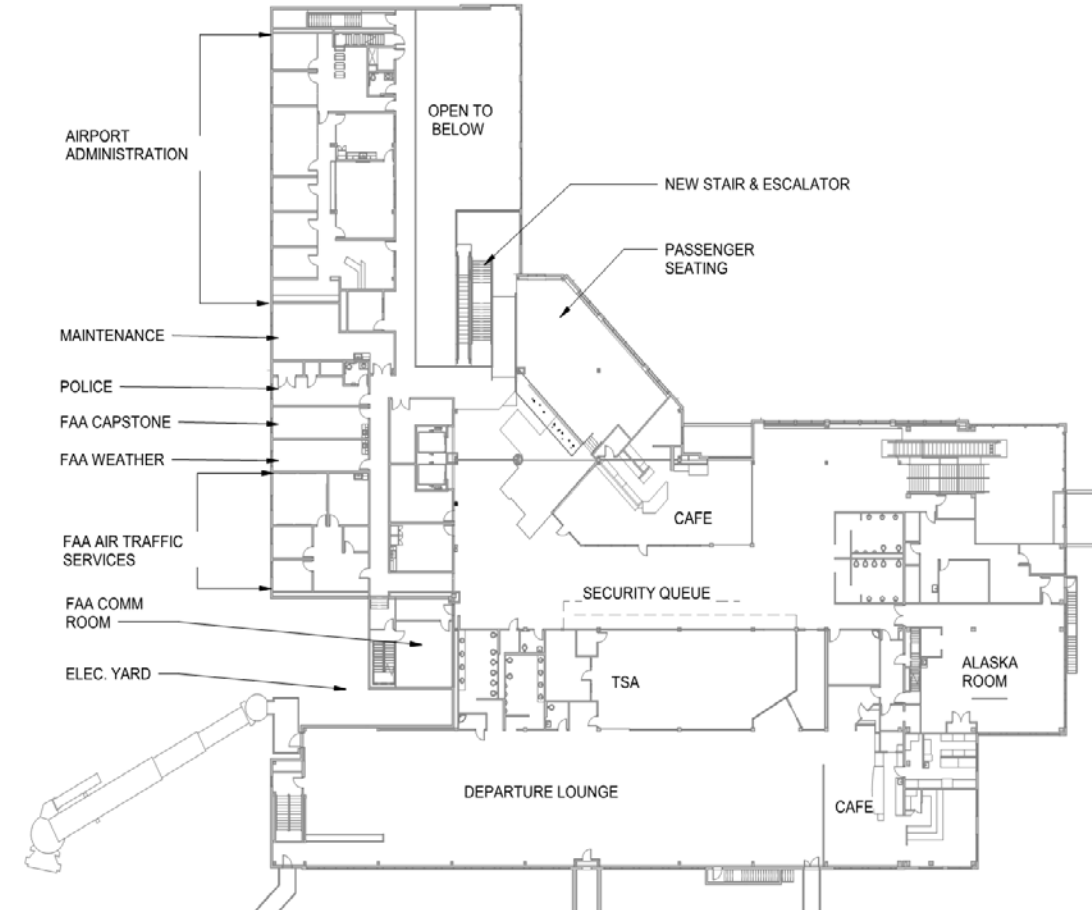


JNU TERMINAL RECONSTRUCTION

July 9, 2019



1 FIRST FLOOR PRESENTATION
PRES 1/32" = 1'-0"



2 SECOND FLOOR PRESENTATION DD
PRES 1/32" = 1'-0"

JNU TERMINAL RECONSTRUCTION

July 9, 2019

PROJECT GOALS

- Replace aged/worn-out infrastructure (restrooms, entry doors, roofs)
- Abate hazardous materials (asbestos, lead)
- Improve energy efficiency while reducing operating costs (LED lighting, increased R-value in roof, walls, windows; control systems/equipment)
- Promote sustainability (terminal off diesel, increased recycling)
- Increase flexibility for leasing (logical grids for expansion or reduction)
- Expand development along Shell Simmons Drive



1st Floor: From new Stair Looking Toward Check-In Counters



1st Floor: From new North Entry

JNU TERMINAL RECONSTRUCTION

July 9, 2019



2nd Floor: From TSA Passenger Check Point, Looking Toward new Seating Area



2nd Floor: From new ramp Looking Toward TSA Passenger Check Point

PROJECT BUDGET

Pre-Construction	\$ 2,000,000
Construction	\$ 17,435,000
Construction Admin	\$ 2,600,000
Bond Interest/Fees	\$ 1,480,000
Project Contingency	\$ 1,200,000
TOTAL	\$ 24,715,000

PROJECT FINANCING PLAN

2012 GO Bond	\$ 5,900,000
FAA AIP Entitlement	\$ 11,800,000
Passenger Facility Charges	\$ 5,915,000
Airport Fund Balance	\$ 800,000
Sales Tax	\$ 300,000
TOTAL	\$ 24,715,000

CBJ Assembly has authorized \$18M in Airport Revenue Bonds for project cash flow. Revenue bonds will be repaid through FAA funding and Passenger Facility Charges.

PROJECT SCHEDULE

Pre-construction.

Temporary Offices/Facilities: July 2019 – December 2019

New Electrical Service: August 2019 – December 2019

FAA Equipment Relocation (Air Traffic): September 2019

Construction. Bid period begins November 2019.

Phase 1 Demolition/Reconstruction: **January 2020 – Spring 2021**

Phase 2 Demolition/Reconstruction: **Spring 2021 – December 2021**

Alaska Seaplanes new Cargo Facility: To Be Determined (tenant build-out)

Phase 1 = Isolate existing north end; demolish up to main entry. Build new 2-story areas.

Phase 2 = Demolish north end. Close Main Entry, and demolish existing elevator, stairway, escalator. Complete all interior finishes and remaining site work.

TEMPORARY FACILITIES

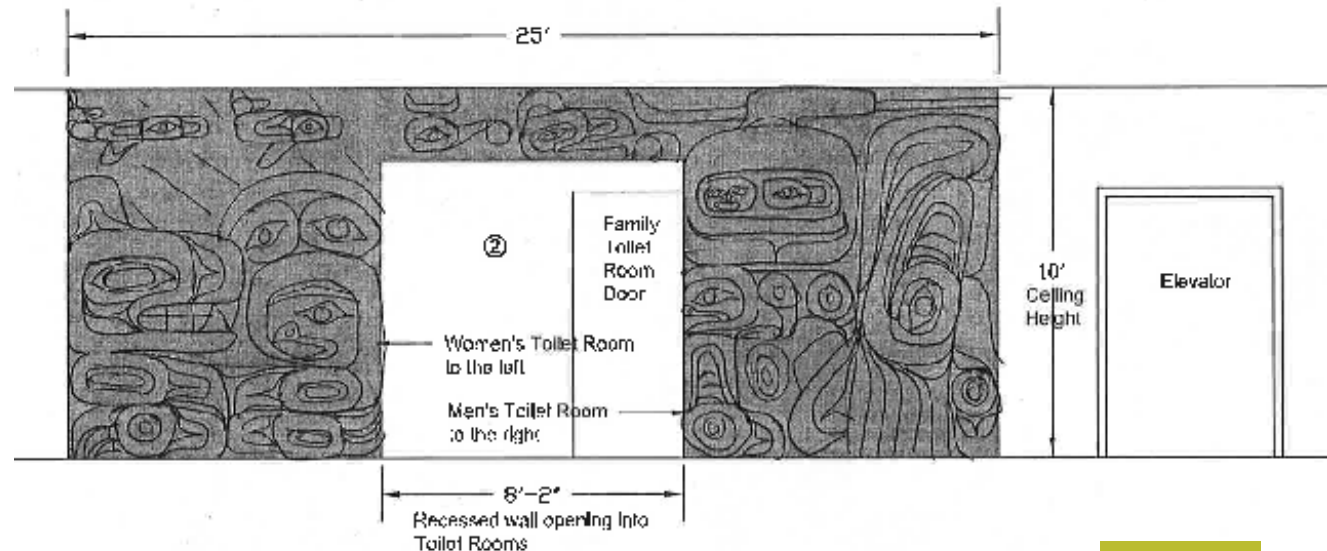
- JNU Airport Board: Meetings (2nd Tuesday of each month) will be held at Glacier Valley Fire Station.
- Glacier Valley Rotary: Meetings (each Wednesday) will be held at alternate venue.
- Airport Administration and FAA offices will be located in current Alaska Room.
- Alaska Seaplanes, Harris Air, and Island Air will continue to operate in smaller facilities in the old north end.
- Curbside activities will be mostly unaffected, but it will be more important than ever to Load/Unload ONLY - NO WAITING AT THE FRONT CURB!

Your cooperation during demolition and reconstruction is greatly appreciated!

ART IN PUBLIC PLACES

4 artists selected through the CBJ 1% for Art Program:

- "Herring Catch" by Rachael Juzeler.
- "Formline Design Wall Mural" by Alison Marks.
- "Wooden Carving" by Robert Mills.
- "Southeast Scenery Etched Glass" by Crystal Worl.



JNU TERMINAL RECONSTRUCTION

July 9, 2019

McCOOL
CARLSON
GREEN



Jordan Creek Improvements

AIRPORT BOARD MEETING – JULY 9, 2019



Jordan Creek Improvements



Jordan Creek Improvements



Jordan Creek Improvements



Jordan Creek Improvements

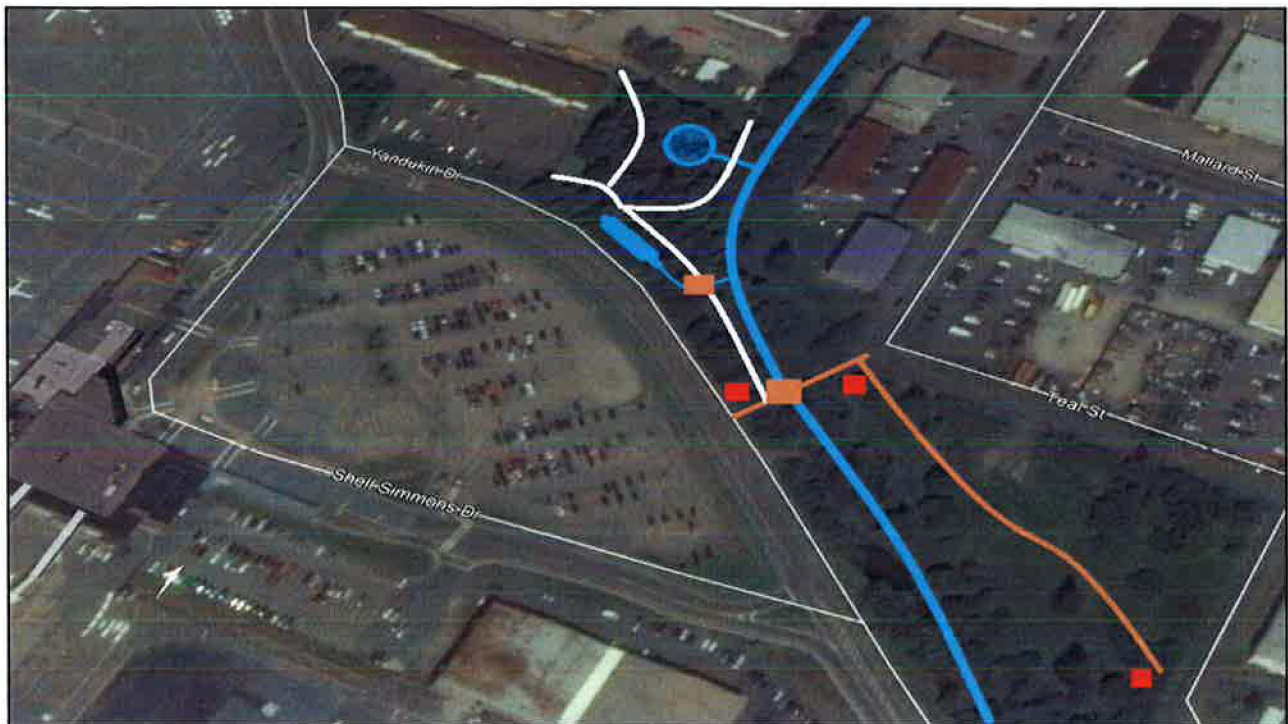


Jordan Creek Improvements

Jordan Creek Improvements

► Stakeholders:

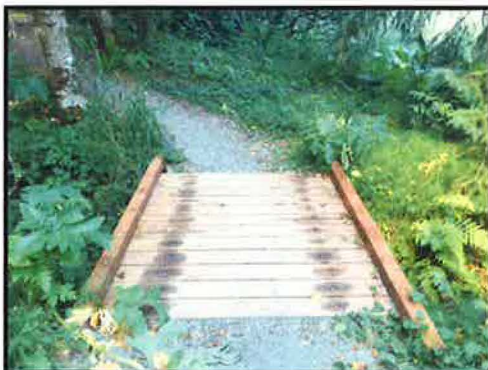
- Juneau International Airport
- SE Alaska Watershed Coalition (John Hudson)
- CBJ Wetlands Review Board
- CBJ Community Development Division (Title 49 Revisions & Compliance)
- CBJ Building Division (Grading Permits)
- CBJ Law Dept. (Title 49 Revisions)
- Alaska Dept. of Fish and Game (Jordan Creek Status / Permitting)
- Alaska Dept. of Environmental Conservation (Jordan Creek Cleanup Funding)



Jordan Creek Improvements



Jordan Creek Improvements



Jordan Creek Improvements



Jordan Creek Improvements

