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

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES: Regular Monthly Meeting of March 12, 2019

IV. APPROVAL OF AGENDA

V. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

VI. UNFINISHED BUSINESS

VII. NEW BUSINESS

A. **AKOSH Purchases for Mitigation/in-Lieu of Fines.** Staff proposes to purchase a Toro Workman GTX2 utility vehicle (quad vehicle) for Terminal Maintenance staff to use to take garbage to the relocated compactor; it has 800lb on-board cargo capacity, plus 1,000lb towing capability. At approximately $19,000, this vehicle will satisfy over half of the recent AKOSH penalty--without a vehicle, the disposal routine could become unmanageable. Staff is also researching tow-behind trailers, so that an entire trash disposal can be done in one run. Funding will be from Fleet Reserve.

Staff is also researching tow-behind FOD mats in the $10K range as well as First-aid/defibrillator stations for the new sand/chemical facility that would total the costs of the in-lieu of fines.

Board Motion: *"Approve the purchase of the Toro Workman GTX2, estimated at $19,000 for in-lieu of Alaska Occupational Safety and Health penalty; funding provided through the Airport's Fleet Reserve."*

B. **Passenger Facility Charge 9 (PFC9) Appropriation.** Appropriation of PFC9 collections is being done year-by-year, so that it can approximate the actual cash flow. The calendar year (CY) 2019 appropriation includes some residual amounts from fiscal year (FY) 18 and FY19 collections, as well as the anticipated FY20 collections. Total CY2019 appropriation is $1,150,367, to these CIPs:

Rehabilitate Runway:	$713,745
Terminal Reconstruction:	$214,634
Taxiway A, E, D-1	$200,000
Sand/Chemical/Fuel Facility Construction:	$ 21,988

The Runway Rehab and Sand/Chemical funds will reimburse the forward-funding (from Terminal CIP, Fund Bal, and revolving CIPs) used on these projects.

Board Motion: *"Approve the appropriation of Passenger Facility Charge #9 collections in the amount of $1,150,367 to Airport Capital Improvement Projects as follows: Rehabilitate Runway $713,745, Terminal Reconstruction $214,634, Taxiway A, E, D-1 $200,000, and Sand/Chemical/Fuel Facility Construction $21,988; and forward to the Assembly for appropriation."*

C. **Capital Improvement Program (CIP) Funds Transfer to Terminal Project.** As staff works on the funding matrix for the Terminal Reconstruction project with the City Finance Department, the Airport has some preliminary work that has to be done prior to demolition, and before the project is out for bid. New electrical service (AEL&P) must be brought in from the east to serve the terminal; a reimbursable services agreement with the Federal Aviation Administration (FAA) must be funded to relocate Air Traffic Control (ATC) equipment; and preparations must be made for phasing the temporary office/relocation of tenants, as well as relocation of the terminal back-up generator and electrical panels. The cost of these activities is estimated at $1.5M. With $214,634 coming from the PFC9 appropriation above, $1,285,759 is still needed. Staff proposes the following two transfers to fully fund these activities:

1. Staff requests Airport Board approval to use the CIP Revolving account ($722,000 available) in the amount of $675,000 to partially forward fund this preliminary work until the general obligation bonds are packaged/sold in August 2019, whereupon the funds can be reimbursed.

   Board Motion: *"Approve the transfer of $675,000 from the Airport Capital Improvement Revolving account to the Terminal Reconstruction project, to be reimbursed upon bond appropriation, anticipated in August 2019."*

2. In FY15, Sales Tax funds in the amount $610,759 were transferred from the Terminal project to the Runway project to match an FAA construction grant, with the explicit intent to repay upon appropriation of replacement funding to the Runway project. The 2019 PFC9 appropriation (item B.) includes those replacement funds (a portion of the $713,745 PFC appropriation, above). The Terminal project can be reimbursed through a Transfer.

   Board Motion: *"Approve the repayment of the Terminal Reconstruction project through a transfer of $610,759 from the Runway Rehabilitation CIP, upon appropriation of the 2019 PFC9 funds."*

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

1. Airport Fund Balance (AFB) and Capital Revolving Account (CIP) Balances (Attachment #1). Attached are the monthly AFB and CIP balances. The latest balances reflect the transfer/use of $675,000 of forward-funding from the CIP Revolving account to the Terminal Reconstruction Project, discussed above.

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

- FAA Compliance Land Use/Financial Letter (January 2019). The Airport has not had a response back from the FAA. Staff will continue to work on the compliance items and bring items back to the Board for updates or action as necessary.
- Staff is looking at paving the Recycled Asphalt Pavement (RAP) area between the east end terminal and Coastal Helicopters. This is the only unpaved section in that area. This area has been an on-going problem for Foreign Object Debris (FOD) for both the helicopter operations and air carrier jet operations. This will be exacerbated once temporary Taxiway H is used during the Taxiway A rehabilitation. The FAA will not fund this paving. Staff is looking at a supplemental agreement and hope to have information by the May Board meeting.
- The Airport went on record in support of the TSA Law Enforcement Officer (LEO) Reimbursable funding to continue funding efforts. This letter went through Congressman Young's office.
- The Airport, through ACI-NA, also went on record with the FAA to show our support/need to raise the PFC caps. This was discussed during hearings on Capitol Hill.
- State of Alaska Department of Environmental Conservation (ADEC) has responded to ADEC letter regarding Aqueous Film Forming Foam (AFFF) contamination. Staff hopes to start the initial site testing within the next month and know what next steps, if any, will be needed.
- AKOSH citation mitigation and safety purchases of $34,000 in-lieu of penalties was approved by AKOSH. The first purchase will be for a quad vehicle (4-wheeler), discussed above if approved by the Board. Staff will continue to advise the Board as other items are procured. Staff is currently getting quotes on a FOD Boss for collecting on the runway, as well as procuring the First-aid stations for the sand/chemical facility.
- Marine Engineers' Beneficial Association (MEBA) union negotiations began March 5, 2019 (3-year contract). Contract negotiations continue.
- The Airport's annual budget presentation to the Assembly Finance Committee is scheduled for 5:30 p.m., Wednesday, April 10, 2019, in the Assembly Chambers.
- Exit Lane System funding has been approved. Staff is working on procurement/bidding of the system. Due to timing, this will be installed after the busy summer season.
- 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.
- Project Labor Agreements (PLAs). During a review with the City Manager, Engineering/Public Works Director and Airport Manager, it was determined that both of our upcoming large projects: Taxiway A, E, D-1 project, and the Terminal Reconstruction project will use PLAs.
- Terminal Reconstruction

- Staff and Board Chair Epstein met with Juneau Commission on Sustainability (JCOS) on April 3 to discuss the draft analysis on Leadership in Energy and Environmental Design (LEED) costs and matrix of achievable points. Based on the parameters of the LEED Ordinance, JCOS could not recommend the exemption of LEED for this project, but they will go on record with their deliberations as well as a recommendation for the CBJ to assist with $135,000 in LEED pre-requisite costs. This matter will go before the Assembly for consideration.
    - Community Development Department (CDD) project review and Conditional Use permit passed on the Planning Commission's consent agenda on March 26, 2019. This will now move to the Assembly.
    - Call for Artists (CFA) is on the street and submittals are due April 4, 2019. The Art Committee plans to review submittals the week of April 15, dates TBD depending on the number of submittals to review.
    - Terminal Design in progress
    - FAA equipment relocation; reimbursable agreement with FAA is in review. Pre-construction funding is discussed in Section VII. C., above.
    - Gift Shop relocation. A letter has gone out to the Gift Shop concessionaire to give options of reduced space or discontinue operations during construction. The contract with the Gift Shop has been under short-term renewals, knowing that construction would be impacting their operations. The intent was to review the gift shop operations and solicit for a new Request for Proposals (RFP) commensurate with the new terminal.
    - U.S. Customs space requirements
    - FAA office space requirements
    - Temporary relocation and phasing
    - Review of leases and contracts affected by construction
    - Reconfiguration of lobby space/check-in kiosks for Alaska Airlines
    - Bond package for total project with CBJ Finance Director
    - PFC9 Amendment for Bond interest (see CIP discussion, above)
- 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. 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.
- CBJ Title 49 (Jordan Creek Greenbelt) allowance to limb/clean-up around the creek. This goes hand-in-hand with the restoration grant project with Southeast Alaska Watershed Coalition.
- 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.

- Snow Removal Equipment Acquisition is on-going. The plow/broom combo trucks have arrived and the Airfield crew is familiarizing themselves with the equipment along with the manufacturer representative training.
- Elevator contingency protocol
- Maintenance programs refinement (roofs, heat pump equipment, etc.)
- Staff Training Programs (safety and health) for AKOSH. Staff met with CBJ Safety Officers to see if some of the mandatory training for AKOSH (Fall Protection) will be offered through the CBJ.

3. Airport Project Manager Report (Attachment #2)

4. 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. Assembly Finance Committee, 5:30 p.m., April 10, 2019, Assembly Chambers
   B. Airport Board, 6:00 p.m., May 14, 2019, Alaska Room

XV. EXECUTIVE SESSION

XVI. ADJOURN