

MINUTES of
AIRPORT BOARD MEETING
April 9, 2019
Alaska Room, 6:00 p.m.

I. **CALL TO ORDER:** Chair David Epstein 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
David Epstein		

Staff/CBJ Present:

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

Public Present:

Carl Ramseth, Alaska Seaplanes	Megan Taylor, ND, BRH/Public
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III. **APPROVAL OF MINUTES:** *Angela Rodell moved approval of the minutes of the March 12, 2019, meeting. The motion passed by unanimous consent.*

IV. **APPROVAL OF AGENDA:** *Dennis Harris moved to approve the agenda as submitted. The motion passed by unanimous consent.*

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

VI. **UNFINISHED BUSINESS:** None.

VII. **NEW BUSINESS:**

A. **AKOSH Purchases for Mitigation/in-Lieu of Fines.** Airport Manager Patty Wahto said that the State of Alaska Occupational Safety and Health Department (AKOSH) inspected the Airport last June and assessed fines as well as doing some mitigation (which is almost complete) and some additional training for fall protection. As the fines were assessed to a government agency, the Airport is allowed to make safety purchases in lieu of the fines. The fines were \$34,000 and the Airport submitted a proposal of things it planned to purchase to AKOSH. They approved it preliminarily, but the Airport has to provide receipts showing the costs up to \$34,000. Staff is ready to purchase a Toro Workman Quad, with trailer, at a cost of \$19,000. During the terminal reconstruction, the compactors will be relocated. The quad will enable staff to drive all of the trash that accumulates a couple of times a day out to the dumpsters.

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Another item is a Foreign Object Debris (FOD) Trapper that goes down the runway. This item is quicker and picks up items that staff may not be able to see, as well as the cost of a first aid station for the Sand/Chemical Building. *Angela Rodell moved to 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. The motion passed by unanimous consent.*

B. Passenger Facility Charge 9 (PFC9) Appropriation. The Airport would like to appropriate PFC9 collections for FY 18, FY19 and FY20 collections. The Federal Aviation Administration (FAA) has to approve the PFC9 application. The Runway Rehabilitation Project is for some of the match that is being paid back. The Terminal Reconstruction is for an upcoming project. Additional funds were needed for the Taxiway A, E, D-1 Project and then a reimbursement to the Capital Improvement Program Revolving Account for the Sand/Chemical Facility. *Angela Rodell moved to 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 for \$200,000, and Sand/Chemical/Fuel Facility Construction for \$21,988; and forward to the Assembly for appropriation. The motion passed by unanimous consent.*

C. Capital Improvement Program (CIP) Funds Transfer to Terminal Project. As staff looked at pre-construction items that need to be done with this project before the project goes out to bid, several items fall outside of that. One item will be bringing new service by Alaska Electric Light & Power (AEL&P) through the east end of the terminal; another one is with the FAA for relocation of their air traffic equipment; and electric work that includes the relocation of the generator. This totals \$1.5M as there is design work in there as well. A balance remains in the Airport Capital Improvement (CIP) Revolving Account of \$1,285,759 that is needed ahead of the bond package, any grants or anything else. Staff is looking to use \$675,000 from the CIP Revolving Account (see Attachment #1). The account currently has \$722,000 available. If this \$675,000 is used, it will leave just under \$50,000. This is temporary. As soon as the Airport gets the revenue bond and everything in place by early fall or late summer, the account will be reimbursed.

The next item is \$713,745 for the Runway Rehabilitation. Staff will reimburse the Runway Project, but out of that \$610,000 was borrowed from Terminal Funds that now has to be transferred back. This one has to wait for the public hearing piece of PFC. The \$675,000 can happen through one Assembly meeting and it gets the ball rolling. This went through the Assembly Public Works Committee yesterday. *Jerry Godkin moved to 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. The motion passed by unanimous consent.*

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Jerry Godkin moved to 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. The motion passed by unanimous consent.

D. Airport Manager's Report:

1. Airport Fund Balance (AFB) and Capital Revolving Account (CIP) Balances (Attachment #1). Mrs. Wahto said there has been no change on the airport Fund Balance, but she had added the \$675,000 transfer to see what it would look like. She noted that the line item above that (\$21,988) will get transferred back in once the money in PFC9 gets appropriated. The \$675,000 will not require any action because it is assumed that it will be repaid back into the same account. It is when transfers are done between accounts, things have to be approved.

2. Hot Topics. The following is highlights of the list provided in the agenda:
 - 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 Reclaimed 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 hopes to have information by the May Board meeting.
 - The Airport went on record in support of the Transportation Safety Administration (TSA) Law Enforcement Officer (LEO) Reimbursable funding to continue funding efforts.
 - The Airport, through ACI-NA, also went on record with the FAA to show our support/need to raise the PFC caps. Staff explained that this affects collection of match funding that may take years to collect one year's project match. 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.
 - 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.

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- 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. This is currently falling into the State's hands (due to an access agreement by the State) on how they will give them access.
- 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 projects will use PLAs.
- Terminal Project:
 - o Staff met with the Juneau Commission on Sustainability (JCOS) on April 3. They looked at the parameters. They could not recommend an exemption to LEED (Leadership in Energy and Environmental Design) based on the financial aspect. They understood where this was going, but under their parameters, they felt they were looking at the pre-requisites. On that part, they were going to make a recommendation to see if the City could help fund the pre-requisite portion (\$135,000). There is more to come.
 - o Community Development finished their project review as well as the conditional use permit, which went before the Planning Commission on March 6 and will move forward to the Assembly.
 - o The Call for Artists has 29 proposals. The Art Committee panel will meet next Monday, Tuesday and Wednesday beginning at 4:30 p.m. to review the proposals
 - o A letter has been sent to the Gift Shop because their area will be condensed down due to where the lines are drawn for the reconstruction. They have been given a choice to see if they want the small, condensed area or if they want to cease operations until construction is done. The new RFP will go out during terminal reconstruction. If the Gift Shop elects to shut down, the Airport staff will talk with Tailwind to see about carrying sundry items.
- 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.
- Runway 26 Medium Intensity Approach Lighting System with Runway Alignment Indicator Lights (MALSR) approach lighting discussions with the

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Washington D.C. Lobbyist Katie Kachel. There is some movement in the FAA's reauthorization bill about airport lighting. They were trying to make the wording acceptable to using the funding for JNU's lighting. The wording is supposed to be "if it is ground-based navigation", in other words, not satellite or GPS. The language is saying they will only fund old technology. Katie made a point to have them see that this is based on old technology. If they can push it through, it may allow JNU to get a foot in the door for the MALSR system.

- 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. More equipment will be coming.

3. Airport Engineer Report (Attachment #2): Mrs. Wahto said the Runway Safety Area, Phase IIC is the northeast development apron work, Echo-1 Ramp, some work on the northwest development end. There will be a lot of NOTAMs in place. Secon has started on the northwest end with some work in front of hangars. This work began earlier than expected. Staff is trying to work with the tenants in these areas to relocate to tie downs. Access to these hangars is expected to be reestablished with D-1 by next week. Gate Echo, the main gate on the west side, will be replaced as part of this project. Anyone going to the float pond or west end will be going through gates guards 24 hours per day/7 days per week. The work will occur for a seven to ten day period. This needs to be done before the peak of the season. Other hangars will be affected as the project progresses. Staff will work with tenants as needed. The end of Attachment #2 has the work areas and timeframes.

Some of the changes will include new electrical and power and telecommunications on the northwest area. After this was reviewed, it would be ridiculous to know that future development that would occur would necessitate removing pavement to put in infrastructure. The FAA has approved installing cabling and anything needed in the area so that the pavement does not need to be ripped up upon development. This project should be done by the end of July.

The Float Pond was up and running on March 29, which was a few days ahead of schedule. There are a few things that are left to be done, but will not require closing the pond. There may be some obstructions to air space on the west end as they drop the actuator in place and then finish up paving the area. This should be done by the middle of May.

Taxiway A, D-1 and E is at 95% design. This is moving along quickly and staff hopes to have this out to bid in July so that it can be prepped for a grant in August. Staff is working with Engineering to get a contract administration Request for Proposals (RFP) on this project as well.

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Doug Rountree owns R&L Leasing and Fed Ex is a sublessee to R&L Leasing. FedEx is ready to expand their bays to the west. They have leased the land and construction will start tomorrow. Staff is also in the process of letting everyone know that uses Gate F that they will need to go around the shop for access and this will be a permanent detour.

Board Member Clough asked if access out of Gate E would be provided as part of the gate replacement project. Deputy Airport Manager Marc Cheatham said this would be a gate change out only. No additional access is funded.

Board Member Angela Rodell asked when the problematic parking lot repairs might come to a point where fund balance would be needed. Mrs. Wahto said there are several parking lots that have alligatoring and holes. The Airfield crew has been working on these areas and performed some magic. At some point, they will become bigger than staff can handle. They are being taken case by case to band aid them in the meantime. Ms. Rodell suggested it might be timely to look at these while paving is ongoing at the airport. Mrs. Wahto said to do a larger area as supplemental. Mr. Clough said the asphalt mix will be different for the runway than it is for parking. He said it doesn't work unfortunately. Airport Superintendent Scott Rinkenberger said that the Airfield crew looks at surface temperature, how big the hole is, how much subbase needs to be replaced. There are some storm drains that are failing in the employee parking lot that need to be addressed. Staff routinely patrols for paving issues.

4. Airport Architect Report (Attachment #3): Airport Architect Catherine Fritz reported said the Sand/Chemical Building Project contractor is glad to see the warm weather and they are getting a lot of concrete poured. Dawson is doing a great job.

Ms. Fritz is staying on top of the funding ratio of trying to make sure that the 70% federal funding/30% local funding to be eligible for all of the things staff is planning. It is tough. The AIP (Airport Improvement Program) gives a little bit more discretion to apply the rules based on the non-hub status, which is helping to some degree, but she has not concluded the exact amount with the FAA. She said staff is making sure to use the 30% local funds to the maximum possible. If it is deemed to not have space for a gift shop now, that space will be very effective as additional lobby/meet and greet area down in the 135 new zone. Some nice windows could be installed that would look out to the airfield. The longer term plan for the gift shop is to move it upstairs in the café/bar area. In the short-term, if the gift shop was eliminated, a kiosk model of gifts and retail like those done at many airports. They are self-contained, close down at the end of the day and are left in place. This does not take dedicated space. As they are not permanent, revenue-producing spaces, so the FAA will allow the space to be paid for by the Federal funding. Those are the kind of scenarios being discussed.

Another thing that staff is working on is where people will go during demolition/construction to keep everyone up and operating. The Alaska Room will work for Airport

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Administration and the FAA offices. The old dining room will be used for a new TSA breakroom, the Projects Office, some storage for the food and beverage concessionaire, and some temporary space downstairs for the police officer. This will mean closing the Alaska Room for public use after the July meeting for 1.5 years.

The elevator protocol has been approved by Alaska Airlines. This will meet the TSA and airport needs should the elevator go down. Staff is working with the same protocol basis to get an agreement with Delta Air Lines.

When asked who replaced Kathy Smith at Alaska Airlines, Mrs. Wahto replied that Amy Fuller Lyman is the new contact for Alaska Airlines Property. She would like to attend a Board meeting in the future.

In discussing places to meet, Mr. Harris said there are two excellent meeting rooms at the Mendenhall Library and suggested holding the meetings there temporarily. He said there are also two malls with empty spaces available.

VIII. **CORRESPONDENCE:** None.

IX. **COMMITTEE REPORTS:**

A. **Finance Committee:** Committee Chair Angela Rodell said there are no plans for a Finance Committee meeting. She noted the Assembly meeting tomorrow at 5:30 p.m.

B. **Operations Committee:** Committee Chair Al Clough said there are no plans.

X. **ASSEMBLY LIAISON COMMENTS:** Rob Edwardson, CBJ Assembly Liaison, noted the Assembly Finance Committee meeting will be held tomorrow in which the Airport will be the first on the agenda.

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

XII. **BOARD MEMBER COMMENTS:**

A. Dennis Harris said everyone is welcome to join the Art Committee next week beginning at 4:30 p.m. There are a lot of proposals to go through. He thought the proposals would culminate in some beautiful work. He said he will have a hard time getting to any meeting before 7:00 p.m. after the middle of May and will continue through the summer.

B. Al Clough congratulated staff and the contractors for getting the float pond operational early. It was appreciated by the operators. He said he had renewed his ramp badge today and thanked Shannon for making time available well outside of her normal work window to allow him to do that. He said that Shannon is a real winner and it is nice to have operators get those kind of accommodations on short notice. He will be traveling on April 10 and will rely on others to carry the appropriate message to the Assembly.

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C. Jerry Godkin said that he tried to book with Delta Air Lines and the next available flight will be Saturday, May 25 at 7:00 a.m.

XIII. **ANNOUNCEMENTS:** Dennis Bedford said he had it on good authority that their esteemed colleague, Mr. Clough, was having a birthday today. If that is the case, he asked everyone to join him in wishing him happy birthday. Mr. Clough thanked Mr. Bedford and said Medicare had already wished him a happy birthday.

XIV. **TIME AND PLACE OF NEXT MEETING:**

A. The Assembly Finance Committee will hold its meeting on April 10, 2019, at 5:30 p.m. in the Assembly Chambers.

B. The next regular Airport Board meeting will be held on May 14, 2019, at 6:00 p.m. in the Alaska Room.

XV. **EXECUTIVE SESSION:** None.

XVI. **ADJOURN:** *Dennis Harris moved to adjourn. The meeting adjourned by unanimous consent at 7:08p.m.*