

AIRPORT BOARD
AGENDA
6:00 P.M., TUESDAY, DECEMBER 11, 2018
ALASKA ROOM

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF MINUTES: Regular Monthly Meeting of November 13, 2018
- IV. APPROVAL OF AGENDA
- V. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS
- VI. PRESENTATION – TAXIWAY (TWY) A/E (Attachment #1). PDC Engineers will give an update on the TWY A rehabilitation and TWY E realignment design, project elements, proposed phasing plan and next steps. PDC Engineers and their subconsultants will be in town for TWY A/E design stakeholder meetings December 10-11, 2018.
- VII. UNFINISHED BUSINESS
 - A. **Aircraft Rescue and Fire Fighting (ARFF) Foam Discussion/Update.** As requested at the November 13, 2018 meeting Capital City Fire and Rescue Asst. Chief Ed Quinto will be available to answer questions on the foam used on the Airport.
 - B. **Airport Tenant Design Review Policy** (Attachment #2). At the November 13, 2018, Airport Board meeting, staff presented a draft policy for the design review process. The policy would be used to collaborate with tenants who are building facilities in the vicinity of the terminal building; which considers compatible uses, building form, pedestrian access and aesthetics. The draft design review was forwarded to the Operations Committee to ‘fine-tune’ before bringing back to the full Airport Board to adopt as policy.

At the November 26, 2018 Airport Operations Committee meeting, staff brought a draft policy of the design to work on a final policy. A few minor wording changes were made, however nothing substantive. The Operations Committee approved the amended policy, attached, and has forwarded to the Airport Board for final consideration.

Board Motion: *‘Approve the attached Airport Tenant Design Review Policy.’*
- VIII. NEW BUSINESS
 - A. **Airport Manager’s Report:**
 - 1. AKOSH Inspection. November 15-16, 2018, the Airport had another surprise follow-up inspection by Alaska Occupational Safety & Health. During the debrief, the inspector found no egregious violations, but want to ensure that proper training had been documented for employees that work in confined spaces and a noise

assessment is conducted; as well as signs posted for noise and permits for the compactors. The Airport has not received a report from the June AKOSH inspection yet, but this is anticipated before the end of December. The Airport appreciates the time and attention and cooperation given by airfield and terminal employees during the inspection.

2. Annual Christmas Lights Flights Fund Raiser. The 28th Annual Christmas Lights Flights fund raiser is scheduled for Friday December 21, 2018, from 4:30 p.m. – 7:30 p.m. This is on a first-come basis and check-in is in the north end of the Airport terminal. This is sponsored by Coastal Helicopters, Petro Marine, Lions Club and Safeway, and all proceeds benefit the Children’s Tumor Foundation & Lions Sight Projects. This event is weather permitting.

3. Airport Engineer Report (Attachment #3)

4. Airport Architect Report (Attachment #4)

IX. CORRESPONDENCE:

X. COMMITTEE REPORTS

A. **Finance Committee:**

B. **Operations Committee:** The Operations Committee met on November 26, 2018. Action item from that meeting is discussed in VII. B, above.

XI. ASSEMBLY LIAISON

XII. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

XIII. BOARD MEMBER COMMENTS

XIV. ANNOUNCEMENTS

XV. TIME AND PLACE OF NEXT MEETING:

A. Airport Board, 6:00 p.m., January 8, 2019, Alaska Room

XVI. EXECUTIVE SESSION: Airport Manager Mid-year Evaluation - *The Airport Board moves to go into executive session to discuss a subject that may tend to prejudice the reputation and character of the Airport Manager, provided the Airport Manager may request a public discussion.*

XVII. ADJOURN

Taxiway A Rehabilitation and Taxiway E Realignment

JNU Airport Board Update

December 11, 2018





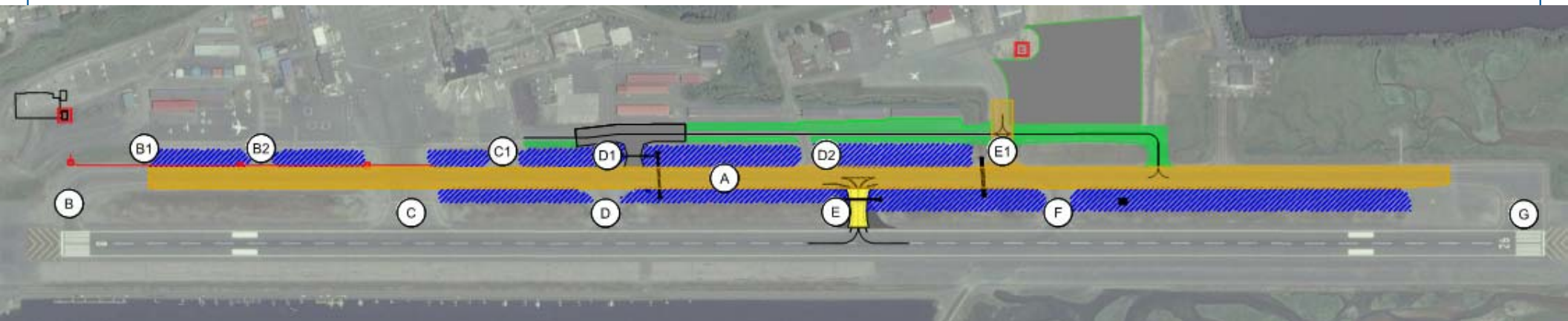
Project Status

- Topographic survey and mapping
- Pavement coring
- Geotechnical data report
- 35% design documents
- **65% design documents**



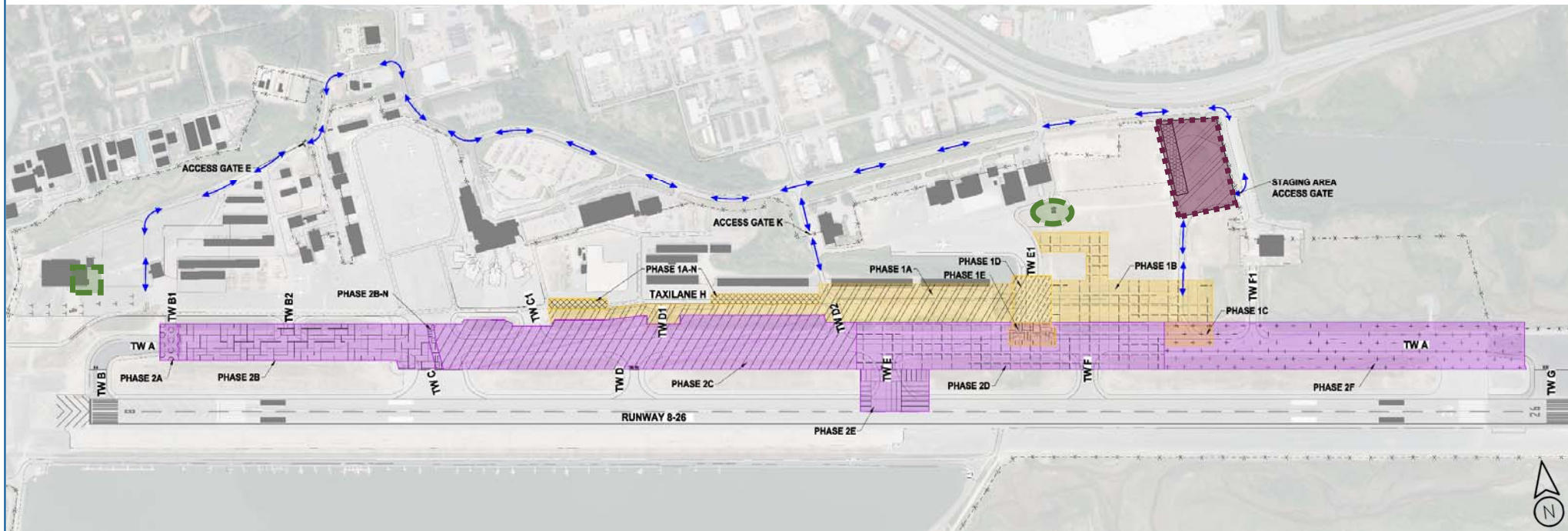
- Construct bypass parallel Taxiway H
- Rehabilitate Taxiway A
- Rehabilitate taxiway edge lighting system
- Construct duct bank

- Relocate and modify airport lighting controls
- Replace a portion of Jordan Creek culvert
- Realign Taxiway E
- Modify airfield drainage





Overall Phasing Plan



- Phase 1 - 2019
- Phase 2 - 2020
- Facility Improvements
- Haul Route





Next Steps

March
2019

- 95% Design

April
2019

- Stakeholder meeting #3

May
2019

- SRM Panel

June
2019

- Final Design

July
2019

- Advertise Project



Source: Airlines.net, 2016





ATTACHMENT #2

AIRPORT TENANT DESIGN REVIEW POLICY

Design Review is a process used at JNU Airport to collaborate with Developers on the design of specific projects that are proposed to be located in close proximity to the JNU Airport Terminal. The purpose is to consider compatible uses, building form, pedestrian access, and aesthetics so that the approach to the Airport Terminal, both landside and airside, remain welcoming and functionally successful for travelers and airport operations. Design review will evaluate the site plan, architectural, and landscape/hardscape (including exterior lighting) components of proposed development in areas of the airport that are designated on the attached map.

This review considers building form, code requirements, site and facility accessibility requirements including parking, loading, and deliveries, landscape/hardscape, and surface water control, among others. Aviation-related requirements (eg. visibility clearances from the Air Traffic Control Tower [ATCT]) and security-related requirements (eg. perimeter fencing) will also be reviewed.

Design parameters are not prescriptive. Rather, the Developer will work with JNU to demonstrate that its design can meet the following design intentions:

- All uses and functions of the proposed development must be directly related to aviation.
- The building form shall be consistent with surrounding structures, especially the JNU Terminal, which is a two story building with a finish elevation of approximately 33 ft. along Shell Simmons Drive, and mechanical penthouses of approximately 43 ft finish elevation, set back approximately 20 ft. from the terminal's exterior parapet wall.
- The type, color, and details of the building's exterior materials and signage shall be appropriate to a commercial structure and aesthetically compatible with the JNU Terminal.
- The building's face along Shell Simmons Drive shall consider pedestrian paths and traveler loading zones, and may include covered walkways, landscaping/hardscaping, glazed openings, graphic materials, and similar features of interest.
- Airfield operations including roadway access, aircraft parking, passenger foot traffic, baggage carts, and similar uses shall not be impeded by the proposed development.
- Surface water (ground and roof) shall be controlled within the lease lot and shall connect to the public storm water utility.
- Water, sewer, and electrical services shall be connected directly from the lease lot to the public utilities.

HOW TO APPLY FOR DESIGN REVIEW

Pre-Application: JNU Airport Manager recommends that the Developer request a Pre-Application meeting when considering development of a JNU lease lot within the designated area. The purpose of this meeting is to familiarize the potential applicant with JNU's Design Review process.

Application: The applicant must complete a JNU Development Application form and submit it to the JNU Airport Manager with the required information and fee, if applicable. The documents required for a complete application are:

- Forms: Completed JNU Development Application form.
- Fees, if applicable.
- Project Narrative: A detailed narrative describing the project, including the use/functions, size, building code classification, exterior materials, and similar information.

ATTACHMENT #2

- Plans: All plans are to be drawn to scale, with dimensions as applicable, and clearly showing the following items:
 1. Lease lot boundaries with proposed building and site features, noting distances from ATCT, JNU Terminal, and secure perimeter fence. Include proposed parking spaces, loading zones, trash receptacles, fuel tanks, storage for baggage carts, and similar proposed elements outside of the building.
 2. Floor plans.
 3. Elevation views of proposed structures including proposed colors, materials, and finishes.
 4. Proposed exterior lighting, including cut sheets for each type of lighting.
 5. Proposed vegetation and/or hardscape features, noting location, height, and type of plantings, signage, roof over-hangs/marquees, etc.
 6. Proposed location of tie-ins to utilities (water, sewer, storm water, electrical)
- Document Format: All materials submitted as part of an application shall be submitted in both electronic (pdf) format and one 11"x17" paper set (other formats must be preapproved by the JNU Airport Manager).

Pre-Submittal and Completeness Check: Prior to submitting a full application package, applicants are encouraged to schedule an optional pre-submittal meeting with the JNU Airport Manager regarding the project. The applicant should bring all completed materials noted above to the meeting. The purpose of the meeting is to verify that the application package includes all the necessary information required for considering the development request.

Complete Application: A project application will be deemed complete for processing if all the materials submitted meet the requirements. Once the application is deemed complete, the application will be reviewed by JNU Architect or other JNU staff designated by the JNU Airport Manager, and a Design Review meeting will be set with the applicant and the JNU Development Review Team. The applicant may include members of its design team in the review process and meetings.

Incomplete Application: If the application is incomplete, the JNU Architect will outline the missing items and promptly contact the applicant to submit additional information. Once the application is deemed complete, the application will be submitted for review.

Design Review: Once the application is deemed complete, the application and projects plans are routed to the three member JNU Development Review Team that consists of the JNU Airport Manager, JNU Architect (or other JNU projects office staff), and a member of the JNU Airport Board (appointed by the Board Chair). The Design Review Team will promptly review the application, then meet with the applicant at the designated time to review the proposed project. The Design Review may require additional submittals to respond to comments and corrections required for compliance with this policy.

Decision Making: The goal of this Design Review is to collaboratively work with Developer and JNU Airport to secure a design that is appropriate and empathic to the needs of both parties. Depending on the type of project, its impacts or potential controversy, the JNU Development Review Team may refer the project to the JNU Airport Board for review rather than undertake the review itself. Similarly, if a mutually acceptable design cannot be reached between the parties, the JNU Airport Board will convene to make a final decision on the design.

ATTACHMENT #3



MEMORANDUM

TO: Patty Wahto
Airport Manager

DATE: December 6, 2018

FROM: Mike Greene
Airport Project Manager

RE: Engineering Projects Monthly Report

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

RSA Expansion Phase IIC

All work on the project has been suspended by the contractor for winter shutdown. Work which will continue through the winter will include the local fabrication and delivery of the new pre-cast concrete aircraft tie-downs and periodic Storm Water Pollution Prevention Plan and site/staging area inspections.

The current project schedule calls for all work to resume on March 15, 2019, and for all work to be Substantially Complete on or before by July 30, 2019.

As the engineers of record, DOWL has been providing construction administration and inspection services for this work.

The services of Haight and Associates has been retained to develop a conduit layout plan within the Northwest Development Area that will be used to facilitate the necessary power and telecom upgrades associated with all future hangar development in this area.

Float Pond Improvements

The float plane pond was shut down on December 1 to facilitate the work associated with the project, and is currently scheduled to be re-opened on or before April 1, 2019. The project contractor has mobilized his equipment into the site, and started work on draining down the pond on December 1. Work is also underway to excavate on the west end of the pond for the installation of the new drain valve vault. The work is scheduled to be Substantially Complete on or before May 31, 2019.

As the engineers of record, PND Engineers has been providing construction administration and inspection services for this work.

ATTACHMENT #3

Taxiway A Rehab and Taxiway E Realignment Design, and Taxiway D-1 Relocation

PDC Engineers has submitted the 65% design documents for the Taxiway A and E projects to JNU for review. The following review meetings have been scheduled:

STAKEHOLDER MEETING Monday December 10, 2018 3:30 pm

JNU REVIEW MEETING Tuesday December 11, 2018 9:00 am

The goal is still to release the Taxiway A Rehabilitation and Taxiway E Realignment project for competitive bid this coming spring.

The Taxiway D-1 documents are at 100% and the bid will be released in the Spring of 2019 to correspond to the bid of the Taxiway A-E project. Engineer's estimate for the Taxiway D-1 project is \$1.1M.

Lavatory Waste Dump Site

A schematic design is currently being developed by Ken Nichols for submission to the U.S. Food and Drug Administration.

Parking Lot Repairs

The short-term, long-term and staff areas of the large parking lot are all in need of general repairs. These repairs include the removal and replacement of large portions of the concrete curbs and gutters, the removal and replacement of large portions of the asphalt paving and subbase, 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 #4

MEMORANDUM

TO: Patty Wahto,
JNU Airport Manager

DATE: December 6, 2018

FROM: Catherine Fritz, AIA
JNU Airport Architect

RE: Architect's Report of November 2018 Activity

The Snow Removal Equipment Facilities (SREF) Wash Bay received Substantial Completion in November. This allows the facility to be used while the completion punch list is underway. JNU Airfield crew was trained on the wash operations. They are very excited to use the new facility and amazed at the improvements it offers to their operations. Construction on the Maintenance Work Area addition continues, with a completion time currently estimated in February 2019 due to delays in receiving materials. The project fund balance is also being reviewed to determine if there are remaining AIP funds that could be used to fund additional SREF needs.

The SREF contractor, F&W, has minimized its site storage area to allow the adjacent Sand/Chemical Building project to mobilize. The Notice to Proceed was issued to Dawson Construction on November 15, 2018. The contractor is actively working on submittals and organizing the construction team. Their construction schedule calls for winter site and concrete work, which is expected to begin soon. The Substantial Completion date for this project is September 20, 2019. ECI Architects will lead the Construction Administration team, including the on-site inspectors.

Schematic Design continues for the Terminal Reconstruction project. A work session was held on November 28, 2018, that included an interior design session and meetings with tenants. The project schedule currently calls for demolition to begin on October 1, 2019. There are many detailed design and construction issues to address to meet this date, as well as coordination and review by many agencies. One of such review is the Airport's request for exemption from LEED certification. Airport staff continues to meet with the Juneau Commission on Sustainability to encourage their support of the exemption, as provided for in the ordinance. The project will also be reviewed by the City & Borough of Juneau Planning Commission for a required "City Project Review". The application for this review has been submitted, and Community Development staff has tentatively indicated that the hearing could occur in January 2019.

The Airport Board Operations Committee met on November 26, 2018 to review the proposed Design Review policy for proposed projects in the designated area along the Shell Simmons Drive. A few edits were offered to the draft document and it was forwarded to the Airport Board for review and adoption. This design review process will be used for proposed Part 135 cargo facility development adjacent to the reconstructed main terminal.

The process for appointing members to the 1% for Art panel has begun. The Art Panel will be a six-member committee, in accordance with CBJ Code 62.65.040. The City Clerk's office has posted the Art Panel vacancies on the CBJ Boards & Commissions website. Applications for two public seats are due January 2, 2019, and will go to the CBJ Human Resources Committee for review on January 7, 2019. Recommendations for those two seats, plus the other four seats as prescribed in the ordinance will be scheduled with the CBJ Assembly in January 2019 for appointment. The Art Panel's work will begin in late January and extend until approximately July 2019.

ATTACHMENT #4

The Passenger Boarding Bridge (PBB) at Gate 2 was accepted on November 20, 2018, and placed into use. A small punch list of incomplete items remains, but is being worked on by the contractor, Carver Construction. The final change order adjustments are being made and as-built drawings are underway. Closeout documentation from the contractor is expected by the end of the year; the overall project closeout will occur during the next several months.

Other architectural projects during November included:

- Continued close-out documentation for the Aircraft Rescue and Fire Fighting project.
- Continued surplus equipment auction preparation.
- Continued planning for a new secure exit lane system, including development of a funding appropriation and considering procurement options for the equipment.
- Began work on temporary operational procedures for possible elevator outages.



Airfield equipment uses the new SREF Wash Bay.