

AIRPORT BOARD
AGENDA
6:00 P.M., TUESDAY, NOVEMBER 13, 2018
ALASKA ROOM

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF MINUTES: Regular Monthly Meeting of October 9, 2018
- IV. APPROVAL OF AGENDA
- V. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS
- VI. PRESENTATION ON AIRFIELD WINTER OPERATIONS AND OUTLOOK. Scott Rinkenberger, Airport Superintendent, will give a presentation on the upcoming airfield winter operations and forecasted outlook.
- VII. UNFINISHED BUSINESS
 - A. **Finance Committee Report/Updates** (Attachment #1). On November 6, 2018, the Finance Committee met to update fund balances, Airport Capital Improvement Plan (CIP) updates and consider several terminal repair items for funding.
 - 1. Airport Fund Balance & Capital Revolving Account Balance. The Airport has kept an online spreadsheet of the remaining balances and amounts borrowed from both the Airport Fund Balance (AFB) and Capital Revolving Account Balance (Capital Improvement Plan (CIP) Revolving Balance) for project match, forward funding or budget balance, etc. The current usable balances at this time are:
AFB: \$3,362,186
CIP: \$ 722,346 (see B. below, Finance Com. saw \$744,334 at the 11/6 meeting)
 - The AFB balance already accounts for both FY19/20 contributions to operating budget (to balance), as well as the 3-month operating reserve (based on FY19 budget). This is only an update for the Board. Staff will update these spreadsheets as necessary.
 - 2. Capital Improvement Plan Update (Attachment #1). The Airport has updated the CIP. One of the updates includes the 'Departure Lounge Secured Exit Lane'. The exit lane has been on/off the CIP as either its own stand-alone project or combined with the Terminal Reconstruction for the past couple of years. It was mistakenly removed the CIP with the last update, but is reinstated and discussed below. This provides the most up-to-date list, but is a fluid document. It is supplied as an updated reference for the Airport Board.

3. Exit Lane Replacement. At the October 9, 2018, Airport Board meeting, staff presented the issues and costs of replacement for the Departure Lounge Exit Lane. The recommendation to fund a dual exit system estimated at \$360,000 from Terminal Reconstruction account was unanimously opposed by the Board. Staff was to re-evaluate funding since the proposed Terminal Reconstruction project budget was already tight. The project was brought before the Finance Committee for discussion and proposed action for funding.

The exit lane between the sterile and public areas of the terminal has created several false alarms and needs to be upgraded. Staff tried for a Department of Homeland Security (DHS) Transportation Security Administration (TSA) grant as well as port grants, but was denied on both in 2016 and 2017. Staff also requested Federal Aviation Administration (FAA) Airport Improvement Program (AIP) funding earlier this year, but the equipment is ineligible. This project has been part of the Terminal Reconstruction, as well as its own project, on the Airport CIP for a couple of years.

The exit lane is a controlled access point to the sterile departure lounge and is an important egress. A non-functional exit may require staffing the exit or potential fines if the system is breached. Staff proposes using Airport Fund Balance to purchase the equipment. The estimated cost of the new dual system plus design, staff time and construction administration is now estimated at \$380,000. The Airport Board Finance Committee considered this project at their November 6, 2018 meeting and approved the use of Airport Fund Balance to fund the dual exit lane system, and forward to the Board for consideration.

Board Motion: *“Approve the use of Airport Fund Balance to fund a secured dual-system exit lane for the departure lounge, at a cost not-to-exceed \$380,000, and forward to the Assembly for appropriation.”*

4. Elevator Concerns. As mentioned at the October 9, 2018 Airport Board meeting, and as discussed with the Airport Finance Committee, the Airport’s only public elevator was inoperable for over a week in October. We have had periodic maintenance issues over the past few years, but the October outage was the longest. This 1984-installed elevator is a heavily used elevator daily and is an Americans with Disabilities Act (ADA) access concern when it is not functional. The age of the elevator is making availability of parts scarce. The terminal reconstruction project proposes two new elevators in the new construction area, but staff is concerned that the current elevator may not continue working and may have frequent down times in the time it takes to get the proposed new elevators operational. The Airport has a maintenance contract with Otis for repairs and preventative maintenance and we are reviewing the contract with Law Department to ensure any required repairs would still be covered by the contract.

Staff is now looking at having some contingency plans in place to meet ADA requirements during times that the elevator may be down. Staff will update the Board of any changes or contingency plans that may require additional funding approval.

Staff was also asked to track project staffing costs which are not eligible to be charged to federally-funded projects and will impact the general airport operational budget. Staff estimates 20% of the total project staff time will come back to operational budget. Project staff costs have historically been calculated at 100% project-related with project funding, however, some projects are not eligible for grant funds or work is specific to general operations and must be charged appropriately.

B. Snow Removal Equipment Facility (SREF) Sand/Chemical/Fuel Funding Match Update/Reduction. At the July 10, 2018, Airport Board meeting, the Board approved \$643,700 (rounded down from \$643,750) in PFC9 funds as local match for the SREF Sand/Chemical/Fuel project (approval was part of the total FY19 approval/appropriation for PFC9). The match amount of \$643,700 was based on earlier project estimates as well as the amount that FAA approved in the PFC9 application.

At the August 14, 2018, Airport Board meeting, the Board approved the increase of local match funds for the SREF Sand/Chemical/Fuel project based on the updated estimate of construction costs. The updated match was estimated to now be \$750,000. The increase of \$106,250 was approved as a transfer from the capital revolving account until staff could amend PFC9 by the \$106,250 difference. The forward-funding was necessary in order for the project to go out to bid.

Meanwhile, the bids came in in September, and the required local match to the grant is only \$665,688 (instead of the \$750,000). The adjustment to the transfer was done prior to the Assembly approval on November 5, 2018. What this means is that only \$21,988 of the \$106,250 is required for the project match at this time. The Airport wants to make sure that funds match what was appropriated by the Assembly as well as the accounting. The Board does not need action on this, but only FYI that the amount ‘borrowed’ as match to this project has been reduced to \$21,988.

Staff had not updated the CIP Revolving Balance until this was approved by Assembly (November 5). As such, the available balance presented to the Finance Committee on November 6, 2018 (A,1., above) did not reflect the adjusted available balance in this account; currently \$722,346.

C. Design Review Process (Attachment #2). As the Airport moves forward with the terminal reconstruction project, it is necessary to develop a design review process for tenants building in the vicinity to the terminal. Staff has developed a draft design review document for the Board to consider. Staff anticipates more discussion on this process and suggests forwarding it to the Operations Committee to fine-tune the process before bringing it back to the Board to adopt as policy. The timing of developing the document is critical to stay on track for this project in the hope that this can be brought back to the Board for policy approval at the December 11, 2018 Airport Board meeting.

VIII. NEW BUSINESS

A. Art Works in Public Places – Terminal Reconstruction Project (Attachment #3). CBJ Ordinance 62.65, attached, outlines the requirement for art in public buildings and

facilities. This applies to new or reconstructed facilities with funds appropriated by the CBJ. The program requires one percent of the construction cost (over \$250,000) be set aside for art within or part of the new facility. The Terminal Reconstruction project will be required to participate in the one percent for art program. Staff would like to start this process early in the event that the art selection panel recommends the art work be incorporated into the design of the facility (tiles, mosaics, etc.). In accordance with the ordinance, the art works selection panel shall include two public members appointed by the Juneau Arts and Humanities Council (JAHC), two members appointed by the Assembly, one member appointed by the manager and one member representing the department (Airport). The Airport would like to start this process with recommending an Airport representative.

Staff recommends that a Board Member be selected as the representative for the Airport department.

B. Leadership in Energy and Environmental Design (LEED) Ordinance Exemption for Terminal Reconstruction Project. CBJ Ordinance 49.35.800 requires that new or renovated building projects become certified through LEED standards. There is a provision in the Ordinance for an exemption when costs for attaining certification are not economically feasible. Due to the nature of the terminal reconstruction project, and the fact that our building is already being designed to a high performance design standard, LEED certification does not offer benefit. The Airport has been a leader in sustainable practices in the community and will continue to do so with the features planned for this project. Staff requests that the Board concur with pursuing an exemption from the LEED certification Ordinance.

Board Motion: *‘Approve staff’s pursuit of an exemption from the LEED Ordinance certification for the Airport Terminal Reconstruction project.’*

C. Airport Manager’s Report:

1. Airport Access Control/Badging System Changeover/Planned Outage January 2019. The current access control system is outdated and no longer supported by the manufacturer. The Airport will be updating the access control system to a newer system in early- to mid-January. During this update, there will be a period where the Airport Badging Office will not be able to process badges (initial issue and/or renewals), as the old system’s data will need time to integrate with the new system. This conversion should not impact access for tenants and users. The Airport will update the Board with more information about the new system and tentative closure dates as we move forward.
2. JNU TSA PreCheck Resumes. Alaska Airlines has recently contracted with Nana Management Services (NMS) to conduct TSA PreCheck at JNU.
Daily PreCheck hours of operation:
0400-0500
0530-0700
1130-1300

3. Alaska Airlines Flight Changes/TSA Early Closure. Alaska Airlines has published their new fall schedule showing several flights eliminated on specific days of the week. As such, there are no evening outbound flights on Saturdays. The Saturday reduction means that TSA will close after the last outbound flight at 1430. Their fall schedule has eliminated the following flights:
 - No evening flight to SEA (Flt 66) Tue/Wed/Sat
 - No evening flight to ANC (Flt 67) Sat
 - No ANC late evening arrival (Flt 70) on Sat (no SIT outbound Tue/Sat)
 - No SEA late evening arrival (Flt 69) on Sat
 - No morning arrival (Flt 61) from SEA on Wed/Thur/Sun
 4. Human Trafficking - Airport Situational Awareness Training. The Airport will be hosting training on identifying human trafficking and what to do once it is identified. The training will be offered on November 29, at 1030 -1200 and 1530-1700 in the Alaska Room. Joy International has graciously offered to provide this training. Due to Juneau's limited accessibility, there is a higher chance of human traffickers transporting through the Airport than other modes of transportation. Joy International's target audience is law enforcement, airport personnel, including: pilots, flight attendants, customer service agents, rental car clerks, restaurant workers, maintenance workers, baggage handlers, and anyone who works within the airport context.
 5. FAA Annual Certification Inspection. JNU's annual certification inspection was moved to October 30 – November 1 this year. Inspector Randy Kuehler complemented JNU in all aspects of the Part 139 inspection: recordkeeping, airfield conditions, ARFF (Aircraft Rescue/Fire Fighting) response/readiness and Wildlife Hazard Management. Thanks to Scott Rinkenberger and his staff, Marc Cheatham, Ed Quinto and the ARFF Department and USDA (U.S. Department of Agriculture) John Mikesell for a great inspection. There were a couple of items that were corrected during the inspection and an item on self-inspection (of airfield) that will be completed by the end of November. The inspections are a great way to learn from the experts in the field. We have requested that the FAA spend an extra day in JNU during subsequent inspections.
 6. Airport Engineer Report (Attachment #4)
 7. Airport Architect Report (Attachment #5)
- IX. CORRESPONDENCE: (Attachment #6). Island Air Express' request for a letter of support (signatory) from Juneau International Airport requesting regular winter maintenance by State of Alaska Department of Transportation at the Klawock Airport. (Includes first four pages of letter; full document available for review at Airport Board meeting.)

X. COMMITTEE REPORTS

A. **Finance Committee:** The Airport Board Finance Committee met on November 6, 2018. Items from that meeting are discussed above in Section VII. Unfinished Business, Part A., Finance Committee Report/Updates.

B. **Operations Committee:**

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., December 11, 2018, Alaska Room

XVI. EXECUTIVE SESSION

XVII. ADJOURN