

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

Airport Department Projects: CBJ Capital Improvement Plan

ATTACHMENT #1

Project #	Project Name	Anticipated Project Cost	Source of Funds																			8/6/2018		
			2017	2018	2019	2020	2021	2022	2023	2024	2025	2026+	FEDERAL			STATE	LOCAL							
													AIP Entitlements	AIP Discretionary	Other Federal Funding Sources ¹		State Legislative Grant	2012 General Obligation Bond	Other Unidentified Funds	Passenger Facility Charge (PFC) old	Passenger Facility Charge (PFC) #9	2012 Ballot Measure Sales Tax	2017 Ballot Measure Sales Tax	M & O Budget
1	RSA NE/NW(Ph 12) Construct Aprons, Fencing	\$10,800,000	\$10,800,000										\$134,336	\$9,990,664								\$1,075,000		
2	Design Taxiway A, Realign TWY E and Relocate TWY D-1 (RIM)	\$2,111,000	\$2,111,000										\$1,979,062									\$131,938		
3	Float Pond Improvements (Flow Control Valve)	\$816,000	\$816,000										\$765,000									\$51,000		
4	Replace Snow Removal Equipment	\$5,145,122	\$5,145,122											\$4,823,551								\$321,570		
5	Ramp Lighting Energy Grant	\$256,000	\$256,000											\$240,000								\$16,000		
6	First Floor Men's Restroom Renovation	\$40,000	\$40,000															\$40,000						
7	Terminal East End Doors/Vestibule	\$75,000	\$75,000															\$75,000						
8	Design/Const. Passenger Boarding Bridge Gate 2	\$1,922,000		\$1,922,000									\$1,801,875									\$170,125		
9	Design/Const. Terminal Reconstruction	\$1,636,000		\$1,636,000									\$634,736				\$417,050		\$292,000	\$218,465		\$73,750		
10	Design SREF Phase 2 Sand/Chemical Storage/Fuel	\$565,000		\$565,000									\$529,688									\$35,312		
11	SREF Building Phase II Sand /Chemical Storage, Fuel, demo old	\$10,651,000		\$10,651,000										\$9,985,313					\$665,688					
12	Departure Lounge Secured Exit Lane	\$380,000			\$380,000																		\$360,000	
13	Const. Taxiway A Rehab	\$17,000,000			\$17,000,000								\$2,966,000	\$12,971,500						\$1,062,500				
14	Const. Taxiway E Realignment (Geometry)	\$2,000,000			\$2,000,000									\$1,875,000						\$125,000				
15	Const. Taxiway D-1 Relocation (RIM)	\$1,500,000			\$1,500,000									\$1,406,250						\$93,750				
16	26 MALSR (FAA F&E Project)	\$3,750,000			\$3,750,000										\$3,750,000	\$93,750								
17	Space Reconfig (old dining rm/kitn) Tenants & Admin	\$292,000			\$292,000															\$292,000				
18	Const. Terminal Reconstruction	\$15,272,530				\$15,272,530							\$2,966,000				\$6,482,950			\$5,285,156	\$610,000			
" "	" " "	\$3,163,735					\$3,163,735						\$2,966,000							\$197,735				
" "	" " "	\$3,163,735						\$3,163,735					\$2,966,000							\$197,735				
19	Terminal Camera Surveillance system Design & install	\$200,000				\$200,000									\$200,000									
20	Replace Trash Compactors and Pads	\$100,000				\$100,000																	\$100,000	
21	Multi-Modal Feasibility Planning	\$10,000				\$10,000																		\$10,000
22	Passenger Terminal Parking Lot Rehab	\$3,000,000							\$3,000,000									TBD					TBD	TBD
23	Terminal Area (121) Apron Rehabilitation	\$3,500,000							\$3,500,000				\$3,000,000	\$281,250								\$218,750		
24	Terminal Area (135) Apron Rehabilitation	\$6,000,000							\$6,000,000					\$5,625,000								\$375,000		

Airport Department Projects: CBJ Capital Improvement Plan

ATTACHMENT #2

Project #	Project Name	Anticipated Project Cost	Source of Funds																			8/6/2018			
														FEDERAL			STATE	LOCAL							
														AIP Entitlements	AIP Discretionary	Other Federal Funding Sources ¹	State Legislative Grant	2012 General Obligation Bond	Other Unidentified Funds	Passenger Facility Charge (PFC) old	Passenger Facility Charge (PFC) #9	2012 Ballot Measure Sales Tax	2017 Ballot Measure Sales Tax	M & O Budget	Local Capital Budget ³
25	Emergency Vehicle Access Road (EVAR) extendDesign/construct	\$500,000							\$500,000					\$468,750								\$31,250			
26	Acquire Wetlands Access Vehicle (w/CCFR)	\$250,000							\$250,000					\$234,375								\$15,625			
27	Replace Snow Removal Equipment	\$5,000,000							\$5,000,000					\$4,687,500					\$312,500						
28	NE Development Area Sewer Infrastructure	\$100,000							\$100,000								\$100,000								
29	Phase IC SREB (remainder of maintenance shop) non -FAA elig.	\$0							\$5,500,000															\$5,500,000	
30	Design & Reconstruct Alex Holden Way, Cessna and Renshaw	\$2,200,000								\$2,200,000														\$2,200,000	
31	Design/Const. Taxiway C Reconfiguration	\$5,000,000								\$5,000,000			\$3,000,000	\$1,687,500								\$312,500			
32	Design/Const. Safety Area Grading @ RW Shoulder and NAVAIDs (2025)	\$3,300,000									\$3,300,000		\$3,000,000	\$93,750								\$206,250			
33	Design/Const. Conversion of Runway 8/26 to 9/27 - MAGVAR (2025)	\$200,000									\$200,000			\$187,500								\$12,500			
34	Reconstruct West GA Taxilanes (2026)	\$2,500,000										\$2,500,000	\$187,500	\$2,156,250				\$156,250							
35	Reconstruct West Tiedown Apron (2026)	\$3,000,000										\$3,000,000	\$2,812,500	\$0				\$187,500							
36	Replace ARFF truck (2026)	\$1,000,000										\$1,000,000		\$937,500				\$62,500							
37	Reconstruct East GA Taxilanes (2027)	\$2,000,000										\$2,000,000		\$1,875,000				\$125,000							
38	Reconstruct East Tiedown Apron (2027)	\$3,000,000										\$3,000,000		\$2,812,500				\$187,500							
39	Reconstruct E-1 Ramp (2027)	\$5,500,000										\$5,500,000	\$3,000,000	\$2,156,250				\$343,750							
40	Terminal Expansion Planning - Baggage, Departure Loounge	\$600,000										\$600,000												\$600,000	
41	Parking Garage	\$20,000,000										\$20,000,000												\$20,000,000	
42	Snow Removal Equipment Acquisition	\$5,000,000										\$5,000,000	\$3,000,000	\$1,687,500										\$312,500	
43	ARFF Truck Replacement	\$1,000,000										\$1,000,000	\$937,500											\$62,500	
44	Demolish (old) Sand/Chem Facility complete subsurface	\$1,000,000										\$1,000,000	\$937,500											\$62,500	
45	Terminal Infrastructure Replacement	\$5,000,000										\$5,000,000						\$5,000,000							
46	Airport Master Plan Update	\$1,200,000										\$1,200,000	\$1,125,000											\$75,000	
47	Relocate/Construct FAA ATCT	\$50,000,000										\$50,000,000			\$50,000,000										
48	Terminal Expansion Construction	\$10,000,000										\$10,000,000						\$10,000,000							
49	Landside Access Roads Pavement Rehab	TBD										TBD	TBD												

Airport Department Projects: CBJ Capital Improvement Plan

ATTACHMENT #2

Project #	Project Name	Anticipated Project Cost	Source of Funds																			8/6/2018			
														FEDERAL			STATE	LOCAL							
														AIP Entitlements	AIP Discretionary	Other Federal Funding Sources ¹	State Legislative Grant	2012 General Obligation Bond	Other Unidentified Funds	Passenger Facility Charge (PFC) old	Passenger Facility Charge (PFC) #9	2012 Ballot Measure Sales Tax	2017 Ballot Measure Sales Tax	M & O Budget	Local Capital Budget ³
50	Airfield Pavement Rehab	TBD										TBD		Project Budgets and Sources of Funds Will Be Defined At A Later Date To Be Determined											
51	Civil Air Patrol Hangar Relocation	\$0										TBD		These Projects May Move Forward As Project Funds Are Identified and Secured											
52	Fish & Wildlife Service Hangar Relocation	\$0										TBD													
	TOTAL	\$197,333,000	\$0	\$10,651,000	\$24,922,000	\$15,582,530	\$3,163,735						32,863,999	\$51,128,688	\$53,950,000	\$93,750	\$6,482,950	\$16,162,500	\$0	\$8,232,065	\$610,000	\$1,171,875	\$460,000	\$28,822,500	

¹FAA:Facilities & Equipment, Transporation Security Administration, Homeland Security, Federal Economic Development Agency, etc.

Projects 11 & 14 in Red/highlight are candidates for earlier AIP Supplemental funding

16 Terminal proposes multi year FAA AIP entitlements

ATTACHMENT #2

What is JNU Design Review?

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 cars, and similar shall not be impeded by 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.

ATTACHMENT #2

- **Project Narrative:** A detailed narrative describing the project, including the use/functions, size, building code classification, exterior materials, and similar information.
- **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 and elevation views of proposed structures.
 3. Proposed exterior lighting, including cut sheets for each type of lighting.
 4. Proposed vegetation and/or hardscape features, noting location, height, and type of plantings, signage, roof over-hangs/marquees, etc.
 5. 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 of the design.

JNU DESIGN REVIEW LEASE AREA

THIS DRAWING IS FOR DIAGRAMATIC PURPOSES RELATED TO DESIGN REVIEW.



ATTACHMENT #3

Chapter 62.65 ART WORKS IN PUBLIC PLACES*

***State law references:** Art works in public buildings and facilities, AS 35.27.010 et seq.

62.65.010 Purpose.

The assembly recognizes a responsibility to foster the development of culture and the arts through the purchase or commissioning of works of art for municipal facilities that are subject to substantial public use. It is therefore declared to be a municipal policy that a portion of appropriations for capital expenditures for these facilities be devoted to the acquisition of works of art to be permanently placed in or as a part of such facilities.

(Serial No. 85-50, § 2, 1985)

62.65.020 Art requirements for public facilities.

(a) A facility constructed, remodeled or renovated with funds appropriated by the assembly after August 1, 1985, shall include within public view works of visual art, such as sculptures, paintings, murals, drawings, mosaics, photographs, calligraphy, works of graphic art (including an etching, lithograph, offset print, silk screen), crafts (including crafts in clay, textiles, fiber, wood, metal, plastic, glass and like materials), or mixed media including a collage, assemblage or any combination of the foregoing art media, or objects relating to native art, as provided in this chapter.

(b) The manager, before preparing plans and specifications for facilities, shall advise the assembly regarding the inclusion of works of art and shall include works of art in such buildings and facilities unless otherwise directed by the assembly.

(c) At least one percent of the construction cost of a facility approved by appropriation by the assembly after August 1, 1985, shall be reserved for the design, construction, mounting and display of art associated with the facility.

(d) The manager shall encourage the use of City and Borough resources in these art works.

(e) The City and Borough shall receive sole ownership of each work of art acquired pursuant to this chapter. No work of art produced, in whole or in part, pursuant to this chapter shall be subject to copyright in the United States or in any other country. The City and Borough shall have unrestricted authority over any work of art acquired pursuant to this chapter.

(Serial No. 85-50, § 2, 1985)

62.65.030 Art in public places account.

(a) The art in public places account is established. This account shall be a separate account within the capital projects fund. The manager shall administer the account.

(b) The manager shall deposit into the art in public places account one percent of the construction cost of a building or facility if the building or facility is exempt from the requirements of section 62.65.020 and the exemption is because:

- (1) The estimated construction cost of the building or facility is less than \$250,000.00; or
- (2) The building or facility is not designed for substantial public use and access.

(c) The manager may use the money in the art in public places account to:

- (1) Commission or purchase a work of art which is to be placed on public lands integral to or attached to a facility detached within or outside a facility, part of a portable public exhibition or collection, part of a temporary public exhibition, or loaned to or exhibited in other public facilities owned, leased or designated by the City and Borough which have substantial public use and access; and

ATTACHMENT #2

(2) Meet expenses for a commissioned work of art for a building or facility which has substantial public use and access if the cost of the work of art exceeds the amount reserved under subsection 62.65.020(c).

(Serial No. 85-50, § 2, 1985)

62.65.040 Selection process.

For each project for the construction, remodeling or renovation of a building, school or facility falling within the provisions of this section, a selection panel shall be appointed to select works of art for inclusion in the project. The panel shall consist of two public members appointed by the Juneau Arts and Humanities Council, two members appointed by the assembly, one member appointed by the manager and one member representing the department which will be the primary user of the building, school or facility. The panel shall consult with the project architect or designer to ensure compatibility of the works of art with the design of the building, school or facility. All selections shall be subject to final approval by the assembly. The selection panel shall not have any authority to enter into any contract on behalf of the city.

(Serial No. 85-50, § 2, 1985)

62.65.050 Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Construction cost means that cost expended for the actual construction, remodeling or renovation of the facility, exclusive of the costs of land acquisition, site investigation, design services, administrative costs, equipment purchases and any other cost not specifically incurred within the construction contract awarded for the construction of the facility.

Facility means a permanent improvement owned or leased by the municipality and devoted to substantial public use having an estimated construction cost of at least \$250,000.00; the term includes, but is not limited to, schools, office buildings, public libraries and public parks. The term "facility" does not mean:

- (1) Streets;
- (2) Utility facilities and liens;
- (3) Fire stations; and
- (4) Buildings for institutional, hospital, penal or corrective purposes.

Manager means and includes the manager or the manager's designee.

(Serial No. 85-50, § 2, 1985)

Cross references: Definitions generally, CBJ Code § 01.15.010.

ATTACHMENT #4



MEMORANDUM

TO: Patty Wahto
Airport Manager

DATE: November 9, 2018

FROM: Mike Greene
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 IIB

DOWL has submitted their final invoice for the project and the project has been officially closed out.

RSA Expansion Phase IIC

The unseasonably warm and dry weather has allowed work to progress on the project further into the fall than was originally anticipated. In the Northeast Development Area (NEDA), SECON has completed work on extending the existing horizontal loop field piping, and had nearly completed work on the placement of the D-1 subbase within the new large aircraft tie-down area when they elected to suspend all remaining work until spring.

In the Northwest Development Area (NWDA), work is progressing on the installation of the storm drain, water and sewer upgrades in preparation for the development of new taxiways 1, 2 and 3 and the aircraft wash-down area. This work is scheduled to continue until Thanksgiving, when it too will be suspended until spring.

The asphalt batch plant and much of SECON's materials and equipment will remain in place within the NEDA staging area over the winter. Work which will continue through the winter shutdown will include the local fabrication and delivery of the new pre-cast concrete aircraft tie-downs and periodic SWPPP 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 July 30, 2019.

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

ATTACHMENT #4

Float Pond Improvements

The project was awarded on November 6, 2018, to Southeast Earthmovers. The award, in the amount of \$473,729, represented the Base Bid and Additive Alternate 1 work. Work is scheduled to begin on December 1, 2018 and is to be Substantially Complete on or before May 31, 2019. To facilitate this work, the float pond is currently scheduled to be shut down on December 1, 2018, and will be re-opened on April 1, 2019. The project pre-construction conference will take place next week and shortly thereafter the project will be presented to tenants at a stakeholders' meeting.

As the engineers of record, PND will be providing construction administration and inspection services for this work.

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

PDC Engineers has completed work on the development of the 65% design documents for the Taxiway A and E projects. These documents are currently in peer review by Wilson Engineering and Haight & Associates. The documents and peer review comments will be furnished to JNU and to the FAA for review on Tuesday November 20, 2018. 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.

Runway Repairs Post-Aircraft Incident (June 20, 2018)

All work has been completed and the cost of the repairs has been charged out to the responsible aircraft owner/insurance.

Lavatory Waste Dump Site

A schematic design is currently being developed by Ken Nichols for submission to the US 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 #5

MEMORANDUM

TO: Patty Wahto,
JNU Airport Manager

DATE: November 6, 2018

FROM: Catherine Fritz, AIA
JNU Airport Architect

RE: Architect's Report of October 2018 Activity

Construction continued on the Snow Removal Equipment Facilities (SREF) Wash Bay addition throughout the month. The wash equipment was connected to electrical and plumbing systems, and is now ready for the equipment specialists to make final connections. This commissioning is scheduled for mid-November 2018. The contractor is preparing for the Substantial Completion inspection on November 13, 2018. The exterior siding and completion of the Maintenance Work Area are expected to extend a few more weeks due to late delivery of materials. However, the Wash Bay itself will be operational. The final change order is currently being reconciled, so total project costs should be known within the next few weeks.

Schematic Design is underway for the Terminal Reconstruction project. A work session was held on October 8-9, 2018, that included meetings with tenants and JNU Administrative staff. Follow-up meetings occurred in October, too. Staff met with Alaska Airlines to review Main Entry Lobby opportunities for check-in reconfiguration, and a meeting with Alaska Seaplanes discussed planning and coordination of their adjacent cargo and office facility. Federal Aviation Administration (FAA) staff was on site to inventory equipment and detail their office space needs for Air Traffic Control Tower functions that are currently housed in JNU terminal space, rather than within the tower. The next work session will be held November 28, 2018, to discuss interior design issues, refine space configurations, and review building systems.

Installation of the new Passenger Boarding Bridge (PBB) equipment at Gate 2 was completed in October, except for a few punch list items. The casework and interior finishes within the Departure Lounge at Gate 2 were also done. Once installation details and equipment training are finished, the bridge will be ready for use. Substantial Completion is scheduled for November 19, 2018. Final change order items and close out documentation are expected to be complete by the end of the year.

The Assembly reviewed the bids and appropriated the FAA grant for the Sand/Chemical and Airport Fueling Station project at its October 15, 2018, meeting. The contractor, Dawson Construction, submitted all contract documents to the City & Borough of Juneau's Contracts office in October, and the FAA concurred with JNU's recommendation to award. The Contracts office expects to issue the "Notice to Proceed" soon. The preconstruction conference has tentatively been scheduled for November 13, 2018. Dawson is assessing the project schedule to determine if any on-site work should begin this Fall, rather than waiting until Spring 2019.

Other architectural projects during October included:

- Continued close-out documentation for the Aircraft Rescue and Fire Fighting Building project.
- Began secure fencing repairs near the east side of the terminal.
- Continued surplus equipment auction preparation.
- Continued looking at funding sources for a new secure exit lane system, and began considering procurement options for the equipment. This was referred to the Finance Committee for funding consideration.
- Developed options for repairing/replacing the elevator, and began working on temporary operational procedures for possible elevator outages.
- Developed potential project scopes for FAA Supplemental Grant funds.

Attachment #5



Exterior view (from South side) of SREF Maintenance Work Area .



Interior view within Departure Lounge of new Gate 2 Area.



October 9, 2018

Honorable Bill Walker
Governor, State of Alaska
Post Office Box 11001
Juneau, AK 99811-0001

Re: Short and Long Term Solutions
For Operation of Klawock Airport

Dear Governor Walker:

I have recently met with your employees at DOT and Mr. John Hozey, your Deputy Chief of Staff regarding operational changes put in place for the Klawock airport. These operational changes greatly diminish the ability to use the airport (due to lack of snow plowing the 5-8 times a year it is needed) in the winter. Because there will not be any plowing of the airport after 1:00 p.m., and I cannot predict when it will snow, I cannot safely schedule flights after this time. This greatly affects our scheduled air service.

Perhaps the most frustrating thing is that as far as I can tell, these changes by DOT may save little or no money at all, but as mentioned above, will have tremendous impact on the eight communities, several tribes, and thousands of residents living on Prince of Wales Island. Not to mention the travelling public from outside Prince of Wales who need to conduct business, travel for routine medical purposes to Ketchikan or SEARHC facilities, visit relatives, or otherwise use the Klawock Airport.

I believe a short term solution to get us through this winter would be to temporarily transfer an existing operator position or create a new temporary operator position that would help the existing crew maintain roads and the airport (if necessary) in the mornings, (new position starting at 9:00 am) and if needed to, plow the airport in the afternoons early evenings. There are 355 lane miles of road on Prince of Wales Island and all of the existing crew is needed to plow roads for the school buses and travelling public. The transfer or new temporary position would only be needed for the months of November, December, January, February, and March.

The longer term solution is to propose new funding the FY 20 budget to make Klawock an "attended" airport with dedicated maintenance staff, (the airport would be the priority, but the new employee(s) would also help out the road crew when work at the airport was not needed)

A description justifying the added position(s) to make Klawock an attended airport are attached.



Why the Klawock Airport needs to be an attended airport with more realistic maintenance hours (0500 – 1700)

1. Unknown to many, the Klawock Airport is the fastest growing non-hub airport in the state right now (per Statewide Rural Aviation Leasing office) with over 10,000 enplanements per year making it eligible for \$1,000,000 per year of federal funds for airport improvements. Klawock Airport has more enplanements annually than the Yakutat Airport. Even with less enplanements per year the Yakutat airport is listed as attended for 11 hours each day in the winter months including weekends, yet the Klawock Airport is listed as unattended.
2. The State's fastest growing airport is the ONLY airport serving 8 communities one Prince of Wales Island. We currently have to accept that the DOT responsible for keeping the airport in a usable condition will shut their doors at 1:00 – 1:30 pm leaving the rest of us crossing our fingers to see if the remaining 6 scheduled flights at Klawock Airport will be able to operate each day.
1. Of the 5 airports statewide (non-part 139) that meet the 10,000+ enplanements for AIP qualification (\$1,000,000 of Fed funds to the State each year per qualifying airport) in Alaska NONE of them have a 1:00 – 1:30 pm "after hours" start time?
3. With the Klawock Airport officially unattended and the DOT stretched very thin plowing the 355 lane miles of road on Prince of Wales Island it is not realistic to expect a crew of 5 to keep up with all the roads and also keep 19 lane miles of airport plowing required. The Klawock DOT is only open 5 days per week for 8 hours each day. This leaves a serious void in airport snow removal after 1:00 – 1:30 pm each week day and NO snow removal for two entire weekend days.
4. The Klawock Airport is not like any other of the 10,000+ enplanement airports in the state, the other airports mostly accommodate the local community they are located in. The Klawock Airport is the ONLY airport for 8 island communities and 1/2 of the communities are about an hour drive or more away from the airport.



ATTACHMENT #6

1. The "Ask"

- a) Change the Klawock Airport to an attended airport 7 days per week from 0500 – 1600 with snow removal services during this time period.
- b) Add two seasonal (winter) plow truck positions to the Klawock DOT staff which is estimated to provide much better hours of plowing at the airport as well as the 355 lane miles of highway.

2. The "Benefit"

- a) Provides the 8 towns that rely completely on the Klawock Airport as the **ONLY** airport on Prince of Wales Island benefiting over 4000+ Prince of Wales residents.
- b) Brings the Klawock Airport into an attended status just like the other 5 airports in the state that exceed 10,000+ enplanements per year.
- c) Allows for plowing of the airport and the extensive 355 lane miles of highway on Prince of Wales on a much more realistic 7 days per week schedule with daily DOT hours that don't end at 1:00 – 1:30 pm.
- d) By hiring two seasonal winter employees the labor/ burden cost is lowered substantially when compared to hiring year-round, full-time positions (November through March- 6 months)

Sincerely,

A handwritten signature in blue ink, appearing to read 'S. Van Valin', is written over a large, light blue, stylized wave graphic that spans the lower half of the page.

Scott Van Valin
Owner/ Director of Operations
Island Air Express



Summery of Signatures in Support

Island Air Express- Klawock Airport Snow Removal

- | | |
|---|---|
| 1. Mayor of Klawock | Lawrence Armour |
| 2. Mayor of Hydaburg | Anthony Christianson |
| 3. Mayor of Whale Pass | Gregg Cook |
| 4. Mayor of Coffman Cove | PJ Olsen |
| 5. Mayor of Thorne Bay | Harvey McDonald |
| 6. Mayor of Craig | Tim O'Connor |
| 7. President/ CEO- Sealaska | Anthony Mallott |
| 8. President- Craig Tribal Association | Clinton Cook |
| 9. President- Klawock Cooperative Association | Patricia Rowan |
| 10. COO- Klawock Heenya Corp. | Mary Edenshaw |
| 11. Liaison Officer- Klawock Heenya Corp. | Marge Guthrie |
| 12. President/ COO- Shaan Seet Inc. | Ed Douville |
| 13. GM- ACA Sealaska Corp. | Bill Bennett |
| 14. Executive Director- Southeast Conference | Robert Venables (Signed in person at Governor's Office) |
| 15. Superintendent- Klawock Schools | Jim Holien |
| 16. POW Chamber of Commerce | Wendy Hamilton |
| 17. Chairman- POW Advisory Council | Lawrence Armour |
| 18. VP Operations- AP&T | Greg Mickelson |
| 19. Concerned Resident | Don Hall |
| 20. Concerned Resident | Mary Healey |

Attachments:

Jon Bolling, City Administrator, City of Craig

Gregg Cook, Mayor, City of Whale Pass

Scott Harris, President, Harris Air

Sharilyn Zellhuber, President, Prince of Wales Chamber of Commerce