

AIRPORT BOARD
AGENDA
6:00 P.M., TUESDAY, JUNE 12, 2018
ALASKA ROOM

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF MINUTES: Regular Monthly Meeting of May 8, 2018
- IV. APPROVAL OF AGENDA
- V. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

VI. UNFINISHED BUSINESS

A. **Terminal Reconstruction Phase II Update** (Letters of Support – Attachment #1):
At the May 8, 2018, Airport Board meeting, the Board was presented with a joint letter from Harris Air/Island Air/Ward Air (HIW) regarding their objection to the Airport's conceptual plan for tenant-built facilities as part of the north end terminal reconstruction. The Board also heard tenant comments at the meeting. This prompted the Airport to reevaluate the direction of the terminal concept planning. The terminal reconstruction was also brought to the Operations Committee on May 18 for consideration. A subsequent public 'collaborative' meeting was set up for June 12 to reevaluate and see if other operators had interest in operation in the terminal. Options from 'do nothing' to the original tenant build-out were discussed.

Staff will address the 'gist' of the HIW concerns at the terminal planning meeting scheduled for June 12 (the morning of the Board meeting). Staff plans to present updated concept plans that represent a hybrid plan allowing for both tenant-built facilities and modest amount of flex counter space in the airport portion of the build-out for short-term smaller operations or seasonal operations.

In the meantime, the Airport has received several letters over the past few weeks from local community groups and neighboring communities supporting the original concept which would allow tenant-built facilities ('Option 1') (see Attachment #1).

Adding to the complexity of the project, the limited budget has continued to be very challenging, so staff is working creatively with the design team to develop options that work within available funding while allowing additional work in the future to meet terminal needs.

Based on the meeting to be held earlier in the day, staff will provide an update of terminal phase II concepts and ask the Board to concur with a direction for this project and continue toward design. Further discussion and updated conceptual designs will be presented at the meeting for Board consideration.

B. Front Curb Education/Enforcement. The Operations Committee met on May 18, 2018, to discuss Front Curb Enforcement. This was in follow-up to the increased front curb fine (\$100 fine passed by CBJ Assembly) which was to go into effect May 23, 2018. The Committee discussed two issues that go along with the fine increase: 1) public education; and 2) consistent enforcement.

Another Public Service Announcement was released alerting the public of the increased fine, as well as the prohibited waiting, parking and unattended vehicles. Juneau Police Department (JPD) has assisted, when able, to provide additional deterrent. Additionally, the Airport has used education and warnings as the initial approach. The Airport is also updating worn signage and making the fines and code clear to drivers.

The Airport Operations Committee requested staff to look at options including the possibility and cost for: 1) a JPD community service officer (CSO), 2) contract security, or 3) Republic Parking additional staff known as “ambassadors”. The possibility of bringing a JPD CSO to conduct curbside education/enforcement is very low. Current CSO staff is being increased due to the amount of current workload. The cost for a full time CSO at 7.5 hours/day, 5 days/week is between \$80,000 and \$90,000. The next option is to go out to bid for contract security and after reaching out to one of the local contract security companies, the estimated cost would be \$160,000 for 18 hours/day, 7 days/week coverage; and \$110,000 for 12 hours/day 7 days/week coverage. The last option is to amend the current Republic Parking contract to bring on staff known as ambassadors. The Ambassador program is something that is conducted at several U.S. airports and the cost for one ambassador would be \$85,000 for 12 hours/day, 7 days/week coverage. All three options may have additional charges for uniforms and annual training.

Further discussion will occur at the Board meeting. The Airport will continue to monitor and use its current resources. Upon Board direction, the Airport can look at outside enforcement as outlined above.

VII. NEW BUSINESS

A. New Airport Road Name. The Airport is looking to name the new road that was created during the construction of the Snow Removal Equipment Building (SREB). It currently provides access to the SREB, west tenants and to the float pond. Staff believes the Airport Board should weigh in on the road name. Staff suggests looking at either local historical or aviation-related names. The Airport checked the City planning code. Although the airport is considered public land, roads within the Airport fence are essentially private roadways with restricted access. The code is fairly vague when it comes to street naming, but basically, street naming only becomes a public process when it involves a public road within a public right-of-way that abuts private properties. This does not fit the public process requirements. The only restriction is that the name cannot duplicate another name within the City.

The Airport can submit a proposed street name to the City to confirm it is not a duplicate and come back to the Board for final approval. Some staff suggestions: SREF Access

Road, Homestead Drive, PAA Drive (subject to Law review/name rights), any of the late dairy owners that operated in the Airport area, subject to family approval, are just some starting points for discussion.

Board Action: Suggest a name for the access road that will be vetted with the City & Borough of Juneau, and bring it back to the Airport Board at a subsequent Board meeting for final approval.

B. Airport Manager's Report:

1. On May 22, 2018, CCFR Firefighter/EMT Jason Tarver received the ARFF A.M.F. Certification (Aircraft Rescue Firefighter Airport Master Firefighter). This is first time one of our ARFF operator/Firefighter has accomplished this program and has reached an increased knowledge as a professional ARFF firefighter. The A.M.F. is the first level of the ARFF Professional Designation Program. This is to document that the Master candidate understands, to an acceptable degree, the ARFF Body of Knowledge essential to carry out the responsibilities to manage an airport fire department and also has a basic understanding and obtain a thorough knowledge of ARFF and Airport Management/Administration. He has joined an elite group of ARFF professionals. He has spent months studying FAA rules/regulations, ARFF manuals and professional development pertaining to ARFF after which he has passed the test with flying colors.



CCFR/ARFF Firefighter Jason Tarver with Chief Ed Quinto

2. Emergency Vehicle Access Road (EVAR) Updates. At the May 18, 2018, Operations Committee meeting, Superintendent Scott Rinkenberger provided an update on signage, emergency vehicle use, pedestrian use (and how to control pedestrian use during an emergency) and late night nefarious activities in the EVAR parking lot.

- a. Staff is working at placing more (random) and succinct signage along the EVAR to alert pedestrians; rather than one long-winded sign at the start of the EVAR.
- b. It was also thought that more Aircraft Rescue & Fire Fighting (ARFF) drills should be done on the EVAR so that public sees the activity and becomes accustomed to the activity. Additionally, public education and public service announcements continue to be the easiest way to remind people.
- c. The Airport is having AEL&P install lights on existing poles in the EVAR parking lot to deter the unwanted activity occurring there at night. The Committee agreed this was a 'no brainer' for the cost of \$1,200 for the install and a flat \$40/month for the street light electrical.
- d. The Airport will install a closable gate at the first entry of the pedestrian bridge that could be closed during an emergency or scheduled maintenance on the EVAR.
- e. A suggestion to put up blinking lights along the EVAR to alert pedestrian was also mentioned, but this may be cost prohibitive without electrical to the area.

No further action was forwarded back to the Airport Board for consideration.

3. Airport Board Candidate Interviews. The CBJ Assembly Human Resources Committee has received six applications for the three positions on the Airport Board (two vacated positions and one term-end, but eligible for re-election). Interviews will take place Monday, June 11, 2018m starting at 6 p.m. in City Hall Room 224.

4. Airport Engineer Report (Attachment #2)

5. Airport Architect Report (Attachment #3)

VIII. CORRESPONDENCES

IX. COMMITTEE REPORTS

A. **Finance Committee:**

B. **Operations Committee:** An Operations Committee meeting was held on May 18, 2018. Discussion of the Operations agenda items are detailed within this Board packet.

X. ASSEMBLY LIAISON

XI. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

XII. BOARD MEMBER COMMENTS

XIII. ANNOUNCEMENTS

XIV. TIME AND PLACE OF NEXT MEETING:

A. Airport Board, 6:00 p.m., July 10, 2018, Alaska Room

XV. EXECUTIVE SESSION: Airport Manager Annual 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.*

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