

MINUTES of
AIRPORT BOARD MEETING
February 13, 2018
Alaska Room, 6:00 p.m.

I. **CALL TO ORDER:** Vice Chair Jerry Godkin called the meeting to order at 6:00 p.m.

II. **ROLL CALL:**

Members Present:

Dennis Bedford	Dennis Harris	Martin Myers*
David Epstein*	Joe Heueisen	Angela Rodell
Jerry Godkin		*via phone

Staff/CBJ Present:

Patty Wahto, Airport Mgr.	Teresa Bowen, CBJ Law
Marc Cheatham, Dep. Airport Mgr.	Keith Walker, Fire Department
Catherine Fritz, Airport Architect	

Public Present:

None

III. **APPROVAL OF MINUTES:** *Angela Rodell moved approval of the minutes of the January 9, 2018, Board meeting. The motion passed by unanimous consent.*

IV. **APPROVAL OF AGENDA:** *Angela Rodell moved to approve the agenda as presented. The motion passed by unanimous consent.*

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

VI. **UNFINISHED BUSINESS:** None.

VII. **NEW BUSINESS:**

A. **Terminal Project Reimbursement:** General Services Administration (GSA), the government contracting agency for the Transportation Security Administration (TSA), is processing a lump-sum reimbursement to the Airport in the amount of \$30,000 for the build-out of their new TSA breakroom. This will reimburse the Terminal Rehab Capital Improvement Project (CIP) account, which paid for this build-out. Airport Architect Catherine Fritz said the project was slightly higher than \$30,000. The Airport paid for framing the space out. *Dennis Harris moved to approve appropriation of the \$30,000 payment from General Services Administration for the Transportation Security Administration breakroom build-out, to reimburse the Terminal Rehab Capital Improvement Program account. The motion passed by unanimous consent.*

B. Airport Manager's Report:

1. FAA Annual Certification Inspection. The Airport had the FAA (Federal Aviation Administration) annual certification on January 29-31. Marc Cheatham headed up the compliance/administration end; Scott Rinkenberger for the airfield/operation side; and Tyler Adams on the Wildlife Hazard Management Program. Mrs. Wahto thanked all of them for a stellar job on the inspection. Anything that had to be corrected was corrected on the spot or before the inspector left. The close out letter listed the items that were closed out before he departed and debriefed. It was good to work with Randy Kuehler, who is a new inspector for JNU. It is always good to get a different set of eyes. Board Member Dennis Harris wanted to know what the nature of the differences/deficiencies and what the Airport is doing to prevent them happening in the future. Mrs. Wahto said some were administrative in nature – updates to the Certification Manual; there were a few things on the airfield that were fairly small in nature; and then some recordkeeping items on the Aircraft Rescue and Fire Fighting (ARFF) side.

Deputy Airport Manager Marc Cheatham said the inspection was very thorough. There were updates, phone numbers, but nothing major. On the Airfield side, he noticed that proper stop signs were not in certain locations when approaching the runway from the south float pond road and from the RSA (Runway Safety Area) onto the runway. He wanted stop signs, which were made up with the required verbiage and installed that day. The ARFF side deficiency was that the training records weren't readily available when he wanted them, with a little bit of confusion when trying to get them ready. Overall, it was a very good inspection. Board Member David Epstein asked if there was any discussion about the Bicknell property. Mrs. Wahto said there was not any discussion on the Bicknell property, as it would occur with a different part of the Airports Division.

2. Airport Architect/Engineer Positions. Mrs. Wahto said the Airport was advised last week that the Architect position being filled by Catherine (Fritz) at the time (and still is), was a long-term temporary position for 50 weeks plus, but could not continue as a temporary position. There are projects that the Airport could not just allow the position to drop. She thanked Catherine in that Ms. Fritz did some soul searching and having so many projects that are coming to fruition, she agreed to come out of retirement and return as a full-time benefitted employee. This is very much appreciated as she has a lot of company knowledge and a great rapport with the FAA. The Airport has been out for continuous recruitment for the Airport Engineer (full time) since December. Ken (Nichols) is still helping out on a part-time basis.

Mr. Harris asked if the available compensation was changed to make it more attractive for the Engineer or Architect to continue to try to get people from somewhere else. He asked if Mrs. Wahto could work with other Airport Managers in the Pacific Northwest to see if anyone knows of anybody that is available. Mrs.

Wahto said the range has been extended to a 9 or 10 (which is normally only up to 3). It will be based on the applicant's experience. It will then be up to HR and the City Manager to work out the salary. The advertisement for the Engineer is also in a few more places. She had not reached out to other airports, but engineering-type places. The position is again being advertised with AAAE (American Association for Airport Executives) and ACI-NA (Airports Council International – North America) and a few other airport-related organizations. Mr. Epstein suggested posting in the American Society of Civil Engineers (ASCE). She replied that is another one the City is advertising.

3. Airport Update to Assembly (Presentation). The City Manager and the Mayor have requested the Airport to give a department update on the happenings at the airport and some project updates to the Assembly on March 7, 2018, at 5:30 p.m. This is an Airport/Airport Board presentation to the Assembly. Mr. Harris suggested using some of the slides Mr. Rinkenberger has shown in the past as they do a great job of showing what his crew does.

4. Transportation Security Administration PreCheck. Mr. Cheatham said the good news is the Airport has an MOU (Memorandum of Understanding) with the TSA. PreCheck will be at the airport. People that are allowed to go through PreCheck without having PreCheck include Congress, Federal judges, DOD civilians, service members, Customs and Border Protection and people that have Global Entry, Sentry, Nexus and Canadian Citizens in Nexus, and TSA employees. Otherwise, people need to go through the TSA PreCheck program. They will have TSA PreCheck and expedited. Children 12 years and younger receive expedited screening through the regular line. They bypass the hands-up screening. TSA PreCheck allows passengers to keep shoes on, lap top computers in case, belts on and liquids do not have to be taken out of baggage. The Airport has been working hard to get TSA PreCheck, however, the airlines do not want to staff the queue.

Part of the MOU with TSA stated that the airlines had to staff the queue during TSA PreCheck times. This is because there is a very small checkpoint with only two lanes. If a bunch of people get in the TSA PreCheck side, they would have to shift them through a back door, send them out of the checkpoint queue and to the back of the line. The Airport is working hard to have Alaska Airlines and Delta Air Lines provide personnel. The two flight times will be 0500 to 0600 and 1100 to 1200. These are not the most peak times, but because they are only two lanes, they want to keep them standard until we meet the 65% TSA PreCheck so it evens out. Basically the TSA PreCheck is going to move much faster, so the PreCheck lane can take 60 people compared to 35 to 40 people in the other lane. TSA is holding firm on having staff work the line. Alaska Airlines has cut five people recently and do not have the people to staff it. TSA PreCheck will be here. It will just come down to cooperation between the airlines and TSA.

Mr. Cheatham has corresponded with Alaska Airlines and Delta Air Lines. The airlines do not want to create a precedent where they have someone stand in the line all day, every day and that is their job. This is not done at other airports. The TSA has stated this checkpoint is different and not like others. There are two lanes and no room to expand. It was felt that having someone in the wrong queuing line would bring things to a halt. This MOU is for the testing period, but may continue until the 65% PreCheck is reached. Another MOU can be reached if this test works out which could allow PreCheck for certain hours only. Delta has said that Medford, Oregon has a TSA PreCheck with signage with "TSA Open"/"TSA Closed". It seems to work there. Only Anchorage has TSA PreCheck in Alaska. TSA prefers to have a minimum of three lanes if PreCheck is done.

5. Airport Engineer Report (Attachment #1): Mrs. Wahto reported Ken Nichols has been keeping her involved with AECOM regarding Airport Sustainability Master Plan and the last piece – the financial analysis. A family medical emergency occurred and it has been stated that a date specific has been requested from the contractor. This will then go to the FAA and out for the public comment period for the Master Plan. She hoped to hear back this week.

The RSA (Runway Safety Area) Expansion Phase 2C, which is the apron work, should be ready to go out to bid in the next couple of weeks. The same thing with the Float Pond Improvements for work to occur during the next winter shut down.

Taxiway Alpha and the Runway Incursion Mitigation are now with the FAA for signature. She saw that Mike Edelmann has signed off on one of the sheets within the Runway Incursion Mitigation. This will allow the Airport to move forward with the Runway Incursion Mitigation plan. Ms. Fritz is working with the Engineer at PDC to find a location for the electrical equipment room that will be needed, which is a piece of the SREB (Snow Removal Equipment Building) and it may be a good time to add this to the SREB now.

The Maplesden Access is awaiting an appraisal. Downtown wanted the Airport to pay for this appraisal. Mrs. Wahto is hesitant to do that because it is appraising property that does not all belong to the Airport; it includes private property. As this is already an impact to the Airport, for the Airport to pay for this and not get reimbursed somehow, it is not in the funding plan, not in the Airport's best interest, and it would be a quasi-diversion of revenue for using Airport funds to appraise property that includes a third party. She has explained that to Downtown. The application can be submitted to the FAA, but not the cost of the appraisal.

6. Airport Architect Report (Attachment #2): Airport Architect Catherine Fritz reported staff is gathering the necessary data for the Disadvantaged Business

Enterprise (DBE) Program to put together a program appropriate for the Airport projects. She hoped this would be complete soon.

It is exciting to see the equipment move into the SREB. There is a substantial punch list on the current work. Painting of the doors will wait until the spring. The wash bay change order has been negotiated. The cost may change slightly as the light fixtures in the wash bay have to be weather/water proof were not included in the figure. Staff is in the final stage of getting that change order approved. It will begin in April and will take four to five months to get it done. Other items that may be AIP (Airport Improvement Program) eligible are being discussed with the FAA and will be constructed later this summer.

A lot of work has occurred during the past months and, especially the last couple of weeks, on the terminal reconstruction. Staff is simultaneously working with the FAA on the State Historic Preservation Office (SHPO) historic analysis requirements for Section 106 review. The FAA grant funding requires the Airport go through NEPA (National Environmental Policy Act) on any type of project where ground is disturbed on the airport. Many of the small projects are eligible for categorical exclusion (CATX), which means they do not have to go through the rigorous reviews like an environmental impact statement (EIS) or environmental assessment. Most of the projects are not relevant, but when the big EIS was done 10 to 15 years ago, it had a significant SHPO historic analysis that went with it. Unfortunately, the work that was done then excluded the terminal. Staff is working with an archeologist to get the reporting and review done of all the documents, which includes a public information component. Staff hopes to have the final document done to reach the March 1 FAA deadline for this year's grants. This is the only big piece of information remaining for the FY18 grant funds.

Another FY18 grant project is Gate 2 Passenger Boarding Bridge. The original bid opening was scheduled for last week, but when Congress had not passed a budget bill, the FAA was not able to clearly say the money was on its way. The bid opening was delayed and bids will now open on Thursday. It will take a while to get the final grant documents and everything from the FAA, so it is not expected that a special Board meeting will be necessary, but will be brought before the Board at their next regular meeting. Staff will have time to review the bids, review the grant conditions and be able to execute at that point.

VIII. **CORRESPONDENCE:** None.

IX. **COMMITTEE REPORTS:**

A. **Finance Committee:** Committee Chair Angela Rodell reported a Finance Committee meeting will be held next week or the following week to review the planned submission of the Airport's budget.

B. **Operations Committee:** Committee Chair Marty Myers had nothing to report.

X. **ASSEMBLY LIAISON COMMENTS:** None.

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

XII. **BOARD MEMBER COMMENTS:**

A. Angela Rodell appreciated the effort Marc is making on the TSA PreCheck. She thought it was really important for travelers in and out of Juneau to have that as an option. There are very few select services that Juneau can offer because of the size of the airport and she hoped that the airlines will agree that this is an important service to offer their travelers and will come to the table and reach some sort of solution for manning the TSA line. She strongly encouraged both Delta and Alaska Airlines to do that. Once success is achieved, the message should be sent out very simply to get everyone on board and signed up.

B. David Epstein also thanked Marc for his efforts. He thanked Mr. Godkin for sitting in as Chair this evening. He said Mr. Godkin had done a stellar job.

C. Dennis Harris thanked Mr. Cheatham for his efforts. His biggest regret is unfortunately the time the legislators come and go is not the time for PreCheck. It is too bad because it is one of those things needed to help make Juneau a better capital city and make it much easier for legislators and others to come and go. He has plans to travel to New York City for about a week, from the 19th to the 27th. He will be in attendance with the Assembly in March. He will need to call in for the regular March Board meeting.

Mr. Harris is grateful for the efforts that Catherine is making. He realized going out of retirement and back to regular City employment may not be the most desired thing, but he appreciated the fact that she is making that sacrifice for us. He hoped it helped her retirement in the future. Her knowledge and ability to multitask have been a great boon to this airport. Having dealt with project management in the past, he knows it is not easy.

D. Jerry Godkin said he attended the FAA inspection when Scott had all of the equipment on the apron. It was very impressive. He called Patty afterwards to let her know how impressed he was as a Board Member to see the level of expertise and change that has happened in that division of the Airport. He got a very good one-on-one tour from recordkeeping, the vehicles, what they are doing, and what they have done to the building to stay there temporarily. They have made the best out of a bad situation. It was very fulfilling to go there and interact with the staff. Mr. Rinkenberger has done a lot of wonderful things.

On the March 7 meeting with the Assembly, he said this is a good meeting for the Board Members to attend. It is a backing of staff. He asked to have any highlights put out to the Board prior to that meeting. He said they have been known to be seen on the streets and

questioned in the past. He appreciated sharing the information prior to the meeting so that everyone is on the same sheet of music.

XIII. **ANNOUNCEMENTS:** None.

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

A. A joint Assembly and Airport Board Meeting will be held on March 7, 2018, at 5:30 p.m. in the Assembly Chambers.

B. The next regular Airport Board meeting will be held on March 13, 2018, at 6:00 p.m. in the Alaska Room.

XV. **EXECUTIVE SESSION:** None.

XVI. **ADJOURN:** *Dennis Harris moved to adjourn. The meeting adjourned by unanimous consent at 6:55 p.m.*

A tour of the new Snow Removal Equipment Building was taken after the meeting adjourned.