

AIRPORT BOARD
AGENDA
6:00 P.M., TUESDAY, DECEMBER 12, 2017
ALASKA ROOM

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES: Regular Monthly Meeting of November 14, 2017

IV. APPROVAL OF AGENDA

V. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

VI. UNFINISHED BUSINESS

A. **Permanent Part-Time Engineer Position.** As briefed at the November 14, 2017, Airport Board meeting, Ken Nichols will be assuming the Airport Engineer position at Payne Field in Everett, Washington on January 8, 2018. The Board was also briefed that Mr. Nichols will continue with Juneau Airport on a part-time basis while we recruit and train a new Airport Engineer. Human Resources informed the Airport that the Airport Board has to approve creating this Permanent Part-Time (PPT) position, which is not currently in our staffing schedule.

Board Motion: *“Approve the creation of a Permanent Part-time (PPT) position for an Airport Engineer.”*

VII. NEW BUSINESS

A. **Airport Manager’s Report:**

1. Aircraft Fire in Hangar. A recent aircraft fire in a hangar was noted to have saved the hangar and other aircraft in the hangar by having a readily available fire extinguisher. Both the aircraft owner (as posted on Instagram) and the Fire Marshal stated that this fire would have been much worse without the ready fire extinguisher. Fire extinguishers were brought up during our recent joint hangar inspections with the Fire Department, Public Work (Water/Sewer audit) and Airport staff for compliance. According to the aircraft owner’s post: *“Lesson: KNOW YOUR EXTINGUISHERS. HAVE CURRENT EXTINGUISHERS. LEARN HOW TO USE THEM. This damage was less than 15 seconds of fire; imagine what 16 might have been.”* The Airport appreciates the owner sharing their valuable lesson-learned with the public.

2. Marine Engineer’s Beneficial Association (MEBA) Union Re-opener Request. In November, MEBA notified the City that it would like to exercise the economic re-opener clause. Negotiations are expected to begin after the New Year.

3. Christmas Lights - Flight Fundraiser. The annual Christmas Light Flights fundraiser will be taking place Friday, December 15, 2017, from 4:30 p.m. to 7:30

p.m. (weather permitting). This is staged out of the north end of the terminal. This has been an annual fundraiser for the Children's Tumor Foundation and the Lions Sight Project. Many Airport tenants donate their time, equipment and fuel for this event and it is sponsored by Coastal Helicopters, Petro Marine and Mendenhall Flying Lions.

4. Transportation Security Administration (TSA) Pre-Check Update. The Airport Manager's Office is currently working with TSA to test the viability of TSA Pre-Check here at the Juneau International Airport. There are many hurdles to overcome, e.g., agreements (Alaska Airlines, Delta Air Lines, and TSA), airline commitment to staff the queuing line, temporary configuration of the passenger checkpoint, etc. The testing period could be as early as March. However, the TSA Pre-Check lane would be open and available during one hour increments during peak hours three times a day (morning, afternoon, and evening). If the testing period is a success and TSA Pre-Check travelers increase to an acceptable percentage, TSA may implement a TSA Pre-Check lane full-time year-round.

5. Federal Aviation Administration (FAA) Division Director, Byron Huffman, Retirement. Long-time Alaskan Region Airports Division Director Byron Huffman will be retiring from Federal service on January 5, 2018. Mr. Huffman has been wonderful to work with over the years and we wish him the best in his retirement.

6. Tailwind LLC Selected as Airport Food/beverage Concessionaire. Tailwind LLC has been selected through a Request for Proposal (RFP) process to assume the food and beverage concession (pre- and post-security) at Juneau Airport. The Airport is working with Tailwind to finalize a contract and hope to have everything in place for a Spring start-up operation.

7. Airport Engineer Report (Attachment #1)

8. Airport Architect Report (Attachment #2)

VIII. CORRESPONDENCE:

A. Email from David Epstein on Parking Lot Exit/Payment (2nd) Booth and Reply from Toni Safford, Manager Republic Parking, Juneau (Attachment #3)

B. Letter from Jacobsen | Daniels Associates, LLC dated December 1, 2017 (Attachment #4)

IX. COMMITTEE REPORTS

A. **Finance Committee:** TBD

B. **Operations Committee:**

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., January 9, 2018, Alaska Room

XV. EXECUTIVE SESSION

XVI. ADJOURN

ATTACHMENT #1



MEMORANDUM

TO: Patricia Wahto
JNU Airport Manager

FROM: Ken Nichols, P.E., C.M.
Airport Engineer

RE: Monthly Report

DATE: December 1, 2017

General

My transition to part-time is moving forward as anticipated. No summary status table is included with this report.

Airport Sustainability Master Plan

The next steps are 1) complete and submit the final Airport Layout Plan to the Federal Aviation Administration (FAA); 2) complete Draft Final document and circulate for public comment.

Runway Safety Area Expansion Phase IIB

Final completion will occur in the spring (e.g., final acceptance of the seeding). DEC was notified of the extended completion date for the stormwater permit coverage.

Runway 8/26 Rehabilitation

The project was physically complete in 2015; however, final payment cannot be made until the final paperwork is received from the Department of Labor and Secon.

Air Cargo Hard Stand

The project was physically complete on July 15. Final payment and closeout are expected soon.

Alaska Department of Environmental Conservation Storm Water Multi-Sector General Permit

An inspection was conducted by the Airfield crew in November. However, due to the frozen conditions (no runoff) no sampling was completed in November. Frozen conditions are an acceptable reason to delay sampling under the permit.

Float Pond Improvements

I will meet with the design team when I am in Juneau December 11-13.

Taxiway A Rehabilitation Planning and Taxiway C, D, E Runway Incursion Mitigation (RIM)

The Airport is awaiting a permit from Alaska Division of Natural Resources. The final RIM report will be circulated to the panel in December.

ATTACHMENT #1

Taxiway A Rehabilitation, Taxiway E Realignment, Taxiway D-1 Relocation Design

Initial survey and geotechnical investigation field work has been completed. The design contract is in process. The grant for design was appropriated and a new project account was set up in November.

Maplesden Access

An appraisal will be initiated.

Emergency Vehicle Access Road Extension

This project has been moved to 2019 or later in the airport capital improvement program.

Lavatory Waste Dump Station

Completion of the design for this project will be transferred to a consulting firm.

Disadvantaged Business Enterprise (DBE) Program

Airport staff worked on new calculations in November to update the current program goals reflecting the FFY 2018 projects that are funded by FAA grants. The three-year program will be updated as well.



ATTACHMENT #2

MEMORANDUM

TO: Patty Wahto,
JNU Airport Manager

DATE: December 5, 2017

FROM: Catherine Fritz, AIA
JNU Airport Architect

RE: Architect's Report of November 2017 Activity

In early November, the Airport assumed responsibility for Disadvantaged Business Enterprise (DBE) program for projects funded by the Federal Aviation Administration (FAA). Staff has reviewed previously developed DBE plans and is working with the FAA to develop a plan for the current program period. We are also developing a user-friendly reporting database to ensure that accurate project data is maintained. The DBE program is required to meet FAA grant assurances.

The Snow Removal Equipment Building (SREB) has been a busy construction area in recent weeks with approximately 20 workers on site per day. The building is now enclosed since installation of the vertical lift doors during November. Interior finishes and electrical/mechanical rough-ins continue inside, while the exterior wall system and siding are being installed outside. The completion date for this work is January 15, 2018. A Supplemental Agreement (SA) to add the Wash Bay and a maintenance work area to the SREB was authorized by the CBJ Assembly on November 27, 2017. The final costs associated with the SA are currently being negotiated with the Contractor, but will not exceed the authorized amount of \$2.6M. This work will begin approximately April 1, 2018, and will be completed during summer 2018.

The Radio Coverage Improvements Project has been re-designed to address issues identified during the initial installation. The CBJ Emergency Services office is requesting additional grant funds to cover the unexpected costs, and the Contractor is working with the equipment supplier to develop a schedule for completion.

The vehicle exhaust system installation for the Airfield Rescue & Fire Fighting (ARFF) facility began in late October, but remains incomplete at this time due to continued coordination problems with subcontractors and suppliers.

A Request for Proposals (RFP) for planning, design, and construction administration of the Terminal Reconstruction Phase 2 project is scheduled to begin advertisement on December 6, 2017. Consultant teams will have approximately six weeks to prepare proposals. A five-member evaluation team will review proposals that are received by the January 18, 2018 deadline. The top scoring team will be invited to begin fee negotiations with JNU. Planning and design meetings will begin in late February. The goal is to begin partial demolition of the current north wing in April 2019, allowing tenants to start constructing their new buildings in May 2019. Once the consultant team is under contract, a full project schedule will be confirmed.

The FAA completed review of the pre-grant application documents for the FFY18 projects that include a request for funding for the Terminal Reconstruction Phase 2. It was determined that the secure exit lane is not eligible for Airport Improvement Program (AIP) funding, so the project scope will be modified to delete that component. We will continue to seek Homeland Security grant funding, as well as other possible special grant funds to address the exit lane needs.

Terminal maintenance and tenant improvement projects during November included:

- Gate 6 flooring replacement completed

ATTACHMENT #2



SREB exterior view from southeast corner.



SREB exterior view from northwest corner - maintenance bay at left.



SREB exterior view from southeast corner.

ATTACHMENT #3

From: David Epstein
Sent: Monday, November 20, 2017 11:38 AM
To: Patty Wahto (deLaBruere)
Subject: Unacceptable experience last night

Morning, Patty.

I went out to the airport last night to pick up my wife, who was returning from ANC on 70. Once we had everything loaded up, I started to leave and didn't have to go far before encountering the end of the line for the exit - it was backed up well into the short-term lot, where I had parked. Only one of the kiosks was open.

When I got to the pay station, I asked the attendant why only one lane was open. His answers gave me cause for concern: "The other line is credit-card only, and people don't know how to use it." and "We cannot afford to have both lanes open at the same time." Not exact quotes but the meaning is spot on. I was particularly upset with the latter response. I want all of our lessees and vendors to do well, but not at the expense of a customer experience. As previously stated, our goal should be for every customer to have a good experience at the airport, every time. On the other hand, I have seen the same thing mid-day, and both lanes were open.

We all know that the 69/70/79 arrivals create congestion. Republic needs to be staffing their operation accordingly. Please have a talk with the operations manager and convey my concern over what I experienced last night, and encourage him/her not to allow a repeat.

Thank you very much,

David B. Epstein
Chair, Juneau Intl Airport Board

Good Afternoon, Toni.

The message above is from our Airport Board Chairman. This has all of us concerned for this peak time frame, especially since we are trying to get people off the curb and to use the parking lot.

Thanks.

Patty

*Patty Wahto, Airport Manager
Juneau International Airport*

ATTACHMENT #3

From: Toni Safford [mailto:tsafford@republicparking.com]
Sent: Monday, November 20, 2017 4:27 PM
To: Patty Wahto (deLaBruere)
Subject: FW: Unacceptable experience last night

Hi Patty ,

When one person is working the Tico (credit card machine) should be up and running . I will talk to the cashier who was working and make sure both lanes are up and running.

Toni Safford, Manager 116-01
Republic Parking System
907-789-2343
tsafford@republicparking.com

On Mon, Nov 27, 2017 at 3:27 PM, Patty Wahto wrote:

Hi Toni.

Have you had a chance to look into this? I have been asked by our Airport Board to follow-up and report at next week's Airport Board meeting. Thanks.

Patty

From: Toni Safford [mailto:tsafford@republicparking.com]
Sent: Tuesday, November 28, 2017 7:32 AM
To: Patty Wahto (deLaBruere)
Subject: Re: Unacceptable experience last night

Hi Patty,

Yes. I talked to the cashier who was on shift and told all employees that Tico (credit card machine) is to be up and running when only one person is working. Marsden told me what happened. He is a new employee and didn't understand that the credit card machine is to be up and running when one booth is only being used. Hope you had a great Thanksgiving. Let me know if I can help in any other way but everyone has been notified that credit card machine needs to be up and going . Thanks so much

Toni Safford

ATTACHMENT #4



December 1, 2017

Juneau International Airport
Mrs. Patty Wahto – Airport Manager
1873 Shell Simmons Drive
Juneau, AK 99801

RECEIVED
DEC - 7 2017
Juneau International
Airport

Dear Mrs. Wahto,

I would like to thank you, your staff and the JNU board for the business opportunity extended to my firm to serve as the food & beverage concessionaire at the Juneau International Airport. Taking the helm of the operation and steering it to what you see today was made possible by the support of your team and the determination and teamwork of many in my organization.

Since May 2014, our operation has contributed approximately \$1.3M in salaries and benefits to our local staff of full-time and part-time employees over the past 3.5 years, more than \$2M to local suppliers and vendors, and nearly \$300,000 in rent and concession fees to the airport and CBJ. I believe the success of our operation has been a benefit to the airport and the Juneau community. I hope you also share our satisfaction regarding this economic impact.

While I believe we were just hitting our stride in developing more fulfilling brands, we understand your desire to move in another direction. Of course we are disappointed you didn't select our team, but we remain appreciative of the opportunity to serve and the support we were given throughout the challenge of reshaping the airport's concessions program.

It has been our pleasure getting to know and serve the Juneau community and we wish you continued success with your newly selected food & beverage concessionaire. I've instructed my team to do everything within our abilities to ensure a smooth and seamless transition. Should there ever be an opportunity for JD to partner with the airport in the future, we stand ready for that call.

Sincerest regards,

Darryl H. Daniels
CEO – Managing Partner
Jacobsen | Daniels Associates, LLC

cc:

Bradley T. Jacobsen
JNU Airport Board
John Coleman, JNU Airport Business Manager