

MINUTES of
AIRPORT BOARD MEETING
December 12, 2017
Alaska Room, 6:00 p.m.

I. **CALL TO ORDER:** Chair David Epstein called the meeting to order at 6:00 p.m.

II. **ROLL CALL:**

Members Present:

Dennis Bedford
David Epstein

Jerry Godkin
Dennis Harris

Joe Heueisen
Martin Myers

Member Absent:

Angela Rodell

Staff/CBJ Present:

Patty Wahto, Airport Mgr.
Marc Cheatham, Dep. Airport Mgr.
Catherine Fritz, Airport Architect
Ken Nichols, Airport Engineer

Scott Rinkenberger, Airport M&O Sup't
Trinidad Contreras, CBJ Law
Mary Becker, CBJ Assembly Liaison
Keith Walker, Fire Department

Public Present:

Mike Wilson, Coastal Helicopters
Angela Smith, PDC Engineers
Brian Hanson, PDC Engineers
Kent Craford, Alaska Seaplanes

Courtney Wendel, EVAR Trail User
Tom Williams, Ward Air
Stephanie Banua, Harris Air

III. **APPROVAL OF MINUTES:** *Jerry Godkin moved to approve the minutes of the November 14, 2017, meeting.* Chair Epstein asked for a clarification on the final page, Paragraph C under Board Member Comments and about six lines down. The sentence began "There is currently a TSA Pre-Check station in Juneau. Getting Pre-Check is not hard to do. If the numbers are not there to support it, they will not put in the infrastructure to do so." When "Getting Pre-Check is not hard to do" is said, he said it seemed a little counterintuitive. Deputy Manager Marc Cheatham said signing up for Pre-Check for people is not as difficult as people perceive it to be. It is much easier than getting a driver's license. A person goes in, does their fingerprints, and fills out an application. TSA will let them know. *The motion passed by unanimous consent.*

IV. **APPROVAL OF AGENDA:** *Marty Myers moved to approve the agenda. The motion passed by unanimous consent.*

V. **PUBLIC COMMENTS:** None.

VI. **UNFINISHED BUSINESS:** Airport Manager Patty Wahto welcomed Ms. Becker to her first meeting of the Board.

AIRPORT BOARD MEETING

December 12, 2017

Page 2

A. **Permanent Part-Time Engineer Position.** As discussed at the November meeting, it was noted that Mr. Nichols accepted a position at Payne Field. In the interim (and even into the future), he will fill in on a permanent part-time basis as someone is brought on to assist with engineering. Human Resources requires the Board to bless this new position even though it is project related and well within the budget because it is project related. Mrs. Wahto said Mr. Nichols is currently a full-time employee, but will begin working in a part-time capacity on January 8, which is the position that this would create. The Airport is actively recruiting for a full-time Engineer. Mr. Nichols can work as long it is mutually agreeable. *Jerry Godkin moved to approve the creation of a Permanent Part-time position for an Airport Engineer. The motion passed by unanimous consent.*

VII. NEW BUSINESS:

A. **Airport Manager's Report:**

1. Aircraft Fire in Hangar. Mrs. Wahto reported a couple of years back when the Airport was tasked with looking at the water and sewer around the airport, a team effort with the Fire Department was done. This also looked at the Fire Code, fire extinguishers, as well as do an overall compliance check as far as the FAA (Federal Aviation Administration) regulations. In a lot of hangars, the Fire Department made strong recommendations to have people follow-up and use appropriate fire extinguishers.

Someone recently had a fire in a hangar and put something on social media that he was very grateful that there was a fire extinguisher in the hangar. This was a lesson learned for everyone of how quickly a fire can pop up. She appreciated that person's post. Mr. Godkin asked if there any annual inspections scheduled after the initial inspections. An inspection can be done once, but if there is not follow-up, it can all be lost. Mrs. Wahto said this is nothing scheduled unless there is cause and proper notification is given. Certainly anything that would be a concern (such as fire code and issues like that) would have the Fire Marshal coming out to do an inspection. She noted the last inspection took about two-years to complete. She said if there was an issue, the Fire Marshal would be notified.

Mr. Godkin thought there had been a requirement for inspections for insurance purposes. Mrs. Wahto said the requirement was from the FAA to do a full compliance inspection. The FAA chooses two airports a year to do compliance reviews. The water and sewer inspections were also being looked at during this inspection so that the Airport can turn this back over to the City. All leases have something in there that with proper notification, the Airport has a right to inspect hangars with purpose.

Marty Myers said the final inspection noted that if hangar owners did not have fire extinguishers they were required to get a B/C fire extinguisher that would not damage aircraft. He thought everyone has complied with this. This was a good indication that they were prepared with what they had in the hangar. Mr. Godkin said that

AIRPORT BOARD MEETING

December 12, 2017

Page 3

everyone can have fire extinguishers and smoke detectors at home, but if there is not a follow-up to maintain them, extinguishers have annual inspections on them. He said as a reminder to tenants that when they check their smoke detectors, they maintain their fire extinguishers so that when they need them, they work.

2. Marine Engineer's Beneficial Association (MEBA) Union Re-Opener Request.

Airfield line staff are all part of the MEBA Union. MEBA has requested an economic reopener again this year. All three unions have requested a reopener. Negotiations will begin again sometime in January or February.

3. Christmas Lights Fundraiser. The annual fund raiser will take place this Friday, December 14 from 4:30 to 7:30. It is always a well-attended fund raiser and she hoped the weather will be good.

4. Transportation Security Administration (TSA) Pre-Check Update. Mr. Cheatham said discussions have been held with TSA, with a consensus that it can be at Juneau on a temporary basis, which will more than likely be in March. Some things have to be ironed out with TSA, Alaska Airlines and Delta Air Lines. TSA is hesitant because if you only have two lanes, and one lane is set up for TSA pre-check and only 20% of people are signed up for pre-check, the 80% will take forever. They want to test it during peak times – one hour in the morning, one hour in the afternoon and one hour in the evening. If it goes well, things work out, TSA Pre-Check people start to sign up more and it gets up to about 60-65%, they will stay year-round. The application costs \$85 and lasts for five years. Go down to the radio center building at 3161 Channel Drive. They will take fingerprints. Getting people into TSA Pre-Check is very important. Alaska Airlines and Delta Air Lines have to have someone in the queue to check tickets and make sure the standard and Pre-Check people are in the correct lanes.

5. Federal Aviation Administration Airports Division Director Byron Huffman Retirement. Mr. Huffman will retire on January 5. He had a get together last night and some words were sent for this gathering. Chair Epstein said he would draft a letter to send to Mr. Huffman.

6. Tailwind LLC Selected as Airport Food/Beverage Concessionaire. Tailwind LLC was the winning proposer for the food and beverage concessionaire. Negotiations are being finalized. They have 25 to 30 concessions at other airports. A few telecom meetings have been held with them. They visited Juneau during the pre-proposal work. They are expected to start around April 1st. Chair Epstein said he read the letter from the current concessionaire and it was very well stated and very positive. Dennis Harris asked what kind of improvements can be expected from the new concessionaire. Mrs. Wahto said this is part of the negotiations. Staff has seen what

AIRPORT BOARD MEETING

December 12, 2017

Page 4

they do at other airports. This will still continue to have pre- and post-security concessions.

7. Airport Engineer Report (Attachment #1): Airport Engineer Ken Nichols reported that he had received the full document for the Airport Sustainability Master Plan and the Airport Layout Plan from the consultant in the last couple of days. He and Mrs. Wahto are going through these documents to insure it is what the Airport wants to post for public review for the final document. He has seen some things in the Airport Layout Plan that he wants cleaned up. He said he is discussing how projects will transition as he moves forward. He noted that there were a couple of consultants in the audience from PDC, which is doing the Taxiway Alpha design. There will be a kick off meeting tomorrow. There is time and money in place for this project.

Staff has spent quite a bit of time going through the DBE (Disadvantaged Business Enterprise) program and spent quite a bit of time going through what we have for a DBE goal and what we should have – making the numbers line up appropriately with the projects the Airport is doing rather than some guesstimates by the Engineering Department that is not involved with the Airport's CIP (capital improvement program) development. Once that gets put together, it will be brought before the Board and get some public input.

8. Airport Architect Report (Attachment #2): Airport Architect Catherine Fritz reported staff has been collaborating on the DBE program and learning a lot. Critical staff at FAA is not available through the month of December; staff is waiting to interface with them before a final draft document is released.

The SREB (Snow Removal Equipment Building) has been very busy. There are 30 workers there a day. The painting crew started painting today. The outside siding is going on. It is very busy and exciting to see it all come together. The Assembly agreed to a Supplement Agreement and staff is in the final throws of negotiating that work, which will basically be the wash bay and as much of the next piece of construction as can be afforded. There will be remaining pieces that will not be built and it will be important for the Board to think about those as they look at future capital funding opportunities. The day-to-day operations will be done out of the old building.

The Radio Coverage Project is making some progress. The vehicle exhaust system for the ARFF (Airport Rescue/Fire Fighting) building is in place. The contractor is now working on the punch list to get that closed out. The RFP (Request for Proposals) for the Terminal Reconstruction Project was put out in November. The pre-proposal meeting will be held on December 18. Ultimately the team with the best proposal will be identified as the preferred team and contract negotiations will begin

AIRPORT BOARD MEETING

December 12, 2017

Page 5

with them. The amount of the contract will not be known until early February. It is hoped that 50% of this project will be AIP (Airport Improvement Program) funding and staff has worked with the FAA this past month. The exit lane construction was removed as it is not eligible. Staff will start addressing some of the design needs for the exit lane as they can, but until funding is identified for construction, it did not make a lot of sense to move forward with it.

VIII. CORRESPONDENCE:

A. Correspondence (Attachment #3) was sent back and forth on the **exit booth for parking**. The local manager reported that a new employee did not have the other booth up and operating which caused some significant delays. She has briefed everyone to have it up and running. Jerry Godkin asked what percentage of people use the credit card machine in the parking lot. Mrs. Wahto said she would request this information and bring this back to the Board.

B. A letter (attachment #4) was received from **Jacobsen | Daniels Associates, LLC**, the current incumbent food and beverage concessionaire, stating they are willing to work with the new chosen concessionaire in the transition.

IX. COMMITTEE REPORTS:

A. **Finance Committee:** A Finance Committee meeting will be held on January 4, 2018.

B. **Operations Committee:** None.

X. **ASSEMBLY LIAISON COMMENTS:** Assembly Member Mary Becker said the Assembly is trying to be very supportive of the SREB and knows it will get done. The Assembly recently had a retreat and discussed the budget. The Finance Director said the City is in fairly stable condition financially as a City; although, he said that due to the State budget and the types of things that are happening with the State, you can't be sure and you don't get everything on the wish list because it is stable right now. Sales tax is probably going to decrease because of on-line purchasing, so they spent some time talking about how this could be tightened up, but it really is a State job to have Alaska be a taxed on-line purchase. It can't just be done as a city. The departments are going to start developing their budgets in January. The Assembly Finance Committee will start their every week meetings in April, but they will hold preliminary meetings starting tomorrow night at 5:30 p.m. in the Chambers.

They were told that there will be a sizeable increase in cruise ship passengers. She wondered if there was a correlation between an increase in cruise ship passengers and independent travelers. Mrs. Wahto said that travelers increased by 4% in 2015 and 7% in 2016. She thought there would be a decrease in 2017 due to weather issues. Last she looked, 2017 operations were up about 2% in November. Ms. Becker said the Alaska Committee is funding a study during the Legislative session to find out what travelers are coming here for and other data.

AIRPORT BOARD MEETING

December 12, 2017

Page 6

- XI. **PUBLIC COMMENTS:** Courtney Wendel thanked the Airport for allowing the dog walkers to use the EVAR (emergency vehicle access road). She uses the EVAR basically every day. It is very much appreciated. She formally thanked the Airport for putting in a second dumpster that is used quite a bit.
- XII. **BOARD MEMBER COMMENTS:**
- A. Dennis Harris said he saw the Board Chair at a very packed meeting at the Mendenhall Library about the intersection on Yandukin. He hoped that Board Members take the time to look at the information and make personal comments. He thought they all should keep informed about the design of the intersection because it affects traffic to and from the airport.
- B. Chair Epstein wished everyone a Merry Christmas and a Happy New Year.
- C. Mr. Harris wished Mr. Epstein a Happy Hanukah.
- XIII. **ANNOUNCEMENTS:** Airport Superintendent Scott Rinkenberger reported that 26.7 inches of snow fell at the airport in November, which is about a 900% increase from last year. In the meantime, there were a couple of scheduling snafus with the Airfield staff which left them a little short-handed. They recruited Kelsey Childers from the Badging Office to help with some of the ancillary plowing at the gates, etc., using one of the pickup truck snow plows. Additionally, they were starting to have some issues with blowing snow burying the signs. Tyler Adams, the Wildlife Biologist, was out doing bird control, but due to weather there was not much bird activity. Mr. Adams cleared out the signs with a broom and a hand shovel, especially in the areas where the snow was piling up. Through the endorsement of the Airport Manager, he appointed both Kelsey Childers from the Badging Office and Tyler Adams from the Wildlife Services as honorary Aviation Snow Fighters by giving them a certificate and a sweater. He wanted to publicly recognize them for their volunteer efforts, keeping the Airport safe and maintaining the operational continuity during a winter storm event.
- XIV. **TIME AND PLACE OF NEXT MEETING:** The next regular Airport Board meeting will be held on January 9, 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 6:47 p.m.*