

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

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF MINUTES: Regular Monthly Meeting of August 8, 2017
- IV. APPROVAL OF AGENDA
- V. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS
- VI. UNFINISHED BUSINESS

VII. NEW BUSINESS

A. Commercial Use of General Aviation Hangar Block O, Lot 1 (Attachment #1).

Land lease tenant Nina Kinney plans to sublease her hangar located in Block O, Lot 1, to Tighe Daugherty for the storage of his private aircraft. Mr. Daugherty is also the owner of Krooked Stitch, which provides aircraft covers and aircraft upholstery work. Mr. Daugherty requests permission to move his aircraft upholstery business into a section of this hangar since it is an aviation support business. The attached letter from Tighe Daugherty d/b/a Krooked Stitch, details the planned commercial use of the hangar (as well as use for personal aircraft storage), and the attached concurrence from Nina Kinney to use the hangar for this purpose. Pursuant to Airport Leasing Policy (September 2016), Section VIII. A. 3. *'A private hangar lessee may request the Airport to convert a private lease to a commercial lease if the leasehold improvements meet the Airport's Minimum Standards for the proposed commercial activity. If approved by the Airport Board, the parcel shall be converted to the commercial lease rates, rules and requirements of commercial tenants.'* While the use of the hangar meets the Airport's standards for commercial activity (aviation), the Leasing Policy still requires Airport Board approval to convert a general aviation lease to a commercial lease.

Board Motion: *"Approve the authorized use of Block O, Lot 1 hangar (lessee Nina Kinney) for the purpose of a commercial aviation business by sublessee Tighe Daugherty, d/b/a Krooked Stitch."*

B. Airport Improvement Program (AIP) Grant—Design Taxiway A Rehabilitation and Taxiway E Realignment. The Federal Aviation Administration (FAA) has issued an AIP grant in the amount \$1,979,062 for this project. Local match is \$131,938, of which \$100,000 has been previously appropriated from Fund Balance (by way of a transfer of unused contingency funds from the RSA IIb/geothermal projects). The balance of the local match was approved for appropriation from Airport Fund Balance at the August 28

Finance Committee meeting. PDC Engineers has been selected as the design/engineer consultants for this project through a Request for Proposals (RFP) process.

Board Motion: *“Approve the appropriation of a Federal Aviation Administration Airport Improvement Project grant award in the amount \$1,979,062, and local match funds in the amount \$31,938 from the Airport Fund Balance, to the Design Taxiway A Rehabilitation and Taxiway E Realignment Capital Improvement Project; design contract awarded to PDC Engineers.”*

C. **‘Seconds’ To Motion.** The Airport Board operates in accordance with the Assembly’s Rules of Procedure, which do not require seconds to motions (per “*Rule 9. Motions. A. Seconds. Seconds to motions are not required.*”) There have been some inquiries from Board members to institute a requirement that motions be seconded. Further discussions at the meeting.

As this is a policy decision, the Airport Manager does not have a recommendation on the matter. If the Board elects to require ‘Seconds’ to Motions, this would need to be reflected as a change in the Airport’s By-laws prior to enactment.

D. Airport Manager’s Report:

1. 1% Sales Tax Initiative. The City has set up a link to inform the public on the proposed 1% sales tax projects at <https://beta.juneau.org/onepercent>. The Assembly approved the list set for the October ballot proposition. The Airport has \$3 million in match funds (various capital improvement projects) as part of the 1% initiative.
2. The Airport underwent a two-week FAA compliance and financial inspection. Inspectors from FAA HQ (DC) and Regional Compliance did a comprehensive look at Airport financials, leasing and land use, as well as interdepartmental support and charges. The inspection went well with only a few follow-up items to provide for back-up documentation. The Airport has also been chosen for an FAA compliance audit on DEB/ACDBE/ADA/Title VI compliance. This inspection will take place the week of September 11.
3. Honsinger Pond/Maplesden Way. The requested access off of Maplesden Way to private property at Honsinger Pond (owned by Bicknell) is still being assessed. The FAA looked at this area while they were in town during our compliance inspection. The FAA is assessing the compatible use of property near the airport approach corridors as well as the ability to use/swap airport property for access to private property.
4. Badging Office Winter Hours. Beginning October 2, the badging office hours will be reduced to 20 hours per week, Monday through Thursday from 9:00 a.m. until 2:00 p.m. Friday will be by special appointment only and will use administrative staff. There is much less demand in the winter season for badging. The normal summer hours will begin again in April.

5. Airport Emergency Table Top Drill. The Airport will hold an emergency table top drill on Monday September 25 beginning at 9:00 am in the Alaska Room. The Airport is required to exercise its emergency plan annually with a live drill every third year.

6. Airport Engineer Report (Attachment #2)

7. Airport Architect Report (Attachment #3)

VIII. CORRESPONDENCE:

IX. COMMITTEE REPORTS

A. **Finance Committee:** The Finance Committee met on August 28, 2017, to review the updated Capital Improvement Plan (CIP). The Passenger Boarding Bridge (PBB) at Gate 2 had to be moved to Federal Fiscal Year 2018 due to requiring Entitlement funding instead of Discretionary funding. Certain non-airfield projects are not eligible for discretionary funding once an airport is classified as small hub or larger. At the same time, the FAA requested that JNU move \$5 million in snow removal equipment acquisition from 2019 to FFY 2017 (current year). Additionally, the Committee approved the local matches for the federally-funded AIP by transferring approximately \$1.8 million in Airport Fund Balance for FFY17/18, as forward funding until Passenger Facility Charge (PFC) 9 collections come in. The local funding will be matched to each project as the federal grants are awarded. An update of PFC 9 application was also provided which decreased collections to \$9,153,351. This is still with the FAA for review/approval.

B. **Operations Committee:** A time/date has not yet been set, but tentatively looking at the last week in September.

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., October 10, 2017, Alaska Room

XV. EXECUTIVE SESSION

XVI. ADJOURN