

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

ATTACHMENT #1



JUNEAU INTERNATIONAL AIRPORT LEASE ACTION REQUEST

(submit filing fee \$100 + tax) 560500101-4799

CURRENT LESSEE INFORMATION (IN FULL)

Name: Nina Kinney Phone: 907-586-1857
Address: 1751 EVERGREEN AVE Cell: 907-796-2500
JUNEAU AK 99801 Email: johninak@gmail.com

Lot# & Block# (if currently leased), or Property Description: Block O #1

Signature: Nina Kinney Date: 8/26/2017

Signature: _____ Date: _____

TYPE OF REQUEST (Check all that apply)

☐ Terminal Lease ☒ Airfield Lease
☐ New Lease* ☒ COMMERCIAL USE
Lease Amendment* ☐ Lease Cancellation*
☐ Assignment of Lease* ☐ Collateral Assignment*

*Describe Your Request: CHANGE FROM PRIVATE TO COMMERCIAL USE. SEE ATTACHED

Proposed Investment Amount (required for new construction leases): \$ Ø

NEW LESSEE INFORMATION

(Name and title of person/s to appear on document; add another sheet if more than one Lessee and/or Aircraft)

Name: _____ Phone: _____
Address: _____ Cell: _____

_____ Email: _____

Contact Person (if business): _____
Title: _____

Aircraft Type: _____ Registration No. (tail#): _____

***** For Airport Use Only *****

Received by: Juc Receipt#: 082800 Date: 9/6/2017

1873 Shell Simmons Drive, Suite 200, Juneau, Alaska 99801

Telephone: (907) 789-7821 Fax: (907) 789-1227

ATTACHMENT #1

Tighe Daugherty, DBA Krooked Stitch
PO Box 33214
Juneau, AK 99803

Juneau International Airport
John Coleman, Airport Business Manager
1873 Shell Simmons Dr., Ste 200
Juneau, AK 99801

September 5, 2017

RE: Block O Lot 1 Lease Amendment, Request to convert to Commercial Use

Dear Mr. Coleman:

With respect to the Lease Action Request form for Block O, Lot 1, dated August 27, 2017, I have recently made an agreement with Nina Kinney to rent the hangar that is located at Block O, Unit 1. The primary purpose for renting the hangar is storage of my private / personal use airplane (N6397Z).

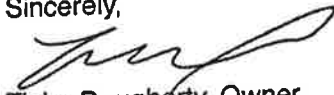
Secondarily, I would like request that the space be permitted to house my small business, Krooked Stitch. The business builds aircraft covers and does aircraft upholstery work. We have been in business since 2013 and are in good standing with the City and Borough of Juneau. The business is currently located at 2181 Industrial Blvd, Unit 15. The business has been at that location since 2014 and I am in good standing with the landlord of the property (Bill Ashby 907-789-3600). We currently provide products to 4 part 135 operators located on Juneau International Airport as well as customers throughout the United States and other countries. We wish to be located on the airport because we provide a valuable and necessary service to not only commercial, but private aircraft as well. Given the nature of the work we do, having a hangar to house an aircraft is the only viable means for which to complete exhaustive interior or other custom upholstery.

The equipment used for the business consists of several work tables, two industrial sewing machines, a rack that holds rolls of fabric, and a variety of hand and power tools. The business currently uses just under 500 square feet to accommodate all of the tables, tools and materials. Most all of our products are built from patterns and then delivered or shipped to the customers, with little to no on-site traffic. As the business grows we will transition more toward prototyping products and having them manufactured elsewhere which further reduces any business related traffic on the airport.

The business currently maintains a commercial liability insurance policy with Shattuck and Grummett that meets or exceeds the requirements set forth by the City and Borough of Juneau. Previously, we have had up to three employees, maintaining appropriate insurance and complying with all state and federal labor laws. We currently do not have employees and do not foresee staff in the future, however we are aware of the airport requirements for having employees on the airport should that become necessary. Shattuck & Grummett are aware of our intention to move the business upon approval from the airport and will have a new commercial liability policy in place.

I would be happy to answer any questions you may have.

Sincerely,



Tighe Daugherty, Owner
907-723-6959

CC: Nina Kinney, approves request to convert to commercial use

ATTACHMENT #1

John Coleman

From: Nina Kinney <johninak@gmail.com>
Sent: Wednesday, September 06, 2017 9:31 AM
To: Tighe Daugherty
Cc: John Coleman
Subject: Ok for Tighe D. Letter

I approve the use of my hanger for commercial use during the period of time that Mr. Daugherty leases the space.

Nina Kinney

Sent from my iPhone

ATTACHMENT #2



MEMORANDUM

TO: Patricia Wahto
JNU Airport Manager

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

RE: Monthly Report

DATE: September 6, 2017

General

Project specific summaries of project status and activity are presented below. Additionally, I have attached a table of project status information.

Airport Sustainability Master Plan

Due to a family emergency with consultant staff, the final document has been delayed until the October meeting.

Runway Safety Area Expansion Phase IIB

Due to high precipitation in August, Secon is a few days behind their schedule and approximately 80% complete. Change orders issued to-date total \$144,799.13 (3.7% over the original contract). Pending change orders and quantity adjustments will bring the total down at the end of the project.

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 is expected soon.

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

The next inspection will occur in November. Due to the change in pavement deicing chemicals sampling for ammonia may be discontinued. Sampling for BOD, COD, and pH as well as visual assessments will continue.

Float Pond Improvements

PND provided schematic layouts and cost estimates. Based on available funding, the project will be split into two parts. A valve to control the water level will be installed in the first phase. The roadway will be raised in a future phase when additional funding is available.

ATTACHMENT #2

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

Permits were received from Alaska Department of Fish & Game and U.S. Army Corps of Engineers. PDC provided some layouts to show aircraft and vehicle traffic on the apron when Taxiway C is reconfigured.

Taxiway A Rehabilitation and Taxiway E/D-1 Realignment Design

Negotiations were completed with PDC for the design contract to complete the Taxiway A Rehabilitation and Taxiway E and D-1 Realignment design. An initial contract will be authorized for survey and pavement testing to get the work started. The full contract will be authorized after the grant is appropriated.

Maplesden Access

Staff met with the Federal Aviation Administration (FAA) on August 14.

Emergency Vehicle Access Road Extension

Due to several other priorities and the timing for this project (2019), I have yet to submit the Internal Draft Environmental Assessment to the FAA for their review.

Lavatory Waste Dump Station

Design of this project has again been delayed due to competing priorities and new initiatives.

Transportation Network Company (TNC) Staging Area

A staging area for TNC vehicles will be created from the employee parking lot along Yandukin utilizing the existing curb cut, which will require only barricades and signage. Construction will be performed by Airfield Maintenance staff.

ATTACHMENT #2 PROJECT STATUS

Prepared by Kenneth S. Nichols, PE, CM

Project	Status	Schedule	Contractor	Notes
Airport Sustainability Master Plan				
Finalize ALP	DRAFT		AECOM	FAA Review
Economic Impact Report			AECOM/Sheinberg	Final
Finalize Report		tbd	AECOM	Schedule depends on FAA review of ALP
Runway Safety Area Phase I				
Closeout	In Progress	Construction Complete	AIC	Final Easement to be Recorded
Runway Safety Area Phase IIA				
Closeout	In Progress	Construction Complete	Secon	Grants Closed Out
Runway Safety Area Phase IIB				
Construction		April to October 2017	SECON	
Runway 8/26 Rehabilitation				
Closeout	In Progress	tbd	Secon	Awaiting final paperwork
Air Cargo Hardstand				
Closeout	In Progress	Construction Complete	Secon	
Runway 26 MALSR				
Planning and Permitting	tbd	tbd	staff	Ongoing dialogue with FAA and Lobbyist
ADEC Storm Water Multi-Sector General Permit				
Monitoring	In Progress	Quarterly	Staff	Next event in November
Float Pond Improvements				
Planning and Permitting	Permitting	Fall 2017	PND	USACE Nationwide
Design	In Progress	Fall 2017	PND	
Construction	tbd	tbd	tbd	
Taxiway A Rehab, Taxiway C, D, E RIM				
Formulation, Planning, Permitting	In Progress	Summer 2017	Staff/PDC	
Design	Contracting	Fall/Winter 2017	PDC	

ATTACHMENT #2 PROJECT STATUS

Prepared by Kenneth S. Nichols, PE, CM

Construction	Future	2019-2020	tbd	
Maplesden Access				
Feasibility	tbd	tbd	Staff/proponent	
EVAR Extension				
Environmental Assessment	Internal Draft	tbd	DOWL/Staff	
Lavatory Waste Dump Station				
Design	50%	Summer 2017	PDC/Staff	
Construction	tbd	Summer 2017	tbd	



ATTACHMENT #3

MEMORANDUM

TO: Patty Wahto,
JNU Airport Manager

DATE: September 1, 2017

FROM: Catherine Fritz, AIA
JNU Airport Architect

RE: Architect's Report of August 2017 Activity

Punch list items have been completed at the Aircraft Rescue and Fire Fighting (ARFF) Station and the building is in use by ARFF crew except that the apparatus bays are not being used to house the ARFF trucks. The vehicle exhaust system that is preventing use of the apparatus bays is scheduled to arrive in Juneau in early October. Project close-out documents are being gathered, and as-built record documents will soon be complete.

August's construction on the Snow Removal Equipment Building (SREB) included completion of site work and paving, exterior wall framing, and the start of roofing. The Federal Aviation Administration (FAA) approved change order 2 that included additional civil work (Recycled Asphalt Pavement removal and sewer realignment). JNU requested an interim Airport Improvement Program (AIP) grant amendment in the amount of \$290,764.65 for eligible change order items that have been approved to date. The unforeseen conditions of the site have caused a construction delay and a new completion date is being negotiated with the contractor.

On August 10, 2017, the FAA notified JNU of a change in funding for the Gate 2 Passenger Boarding Bridge (PBB) project. The bid period was extended to February 6, 2018 to align with alternative Airport Improvement Program (AIP) funding that is scheduled for FFY18. The project completion date has been extended to November 2018. Bidders' questions will continue to be answered during the extended period. The other component of the Gate 2 PBB, the Electrical Panels Upgrade, began work in August and is scheduled to be complete by the end of September 2017.

The Radio Coverage Improvements Project is underway in the terminal and the contractor is working hard to complete the work within the grant deadlines of early October 2017. The lead time on materials will not allow work to be complete in September as earlier planned.

Dawson Construction completed installation of the exterior illuminated "Juneau International Airport" sign at the main entry, and began work on the infill to the east exterior wall near Baggage Claim.

Architectural programming for the next phase of terminal renovation began in August. This includes analyzing the needs for current operations and planning for future needs. Concepts from the 2014 plan are also being reviewed. This will be an ongoing process over the next several weeks so the scope of the next phase can be overlaid with available funding.

Terminal maintenance and tenant improvement projects during August included:

- Construction continued for a new Break Room for TSA employees in the former restaurant serving area on the second floor.
- Interior signage was installed within the terminal to address Disadvantaged Business Enterprise (DBE) program requirements.
- Design ideas were developed for a location room within the terminal.

ATTACHMENT #3



SREB South Elevation



SREB Maintenance Bay



Terminal East Wall Infill