

MINUTES of  
AIRPORT BOARD MEETING  
September 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 | Jerry Godkin                 | Joe Heueisen  |
| David Epstein  | Dennis Harris (arr. 6:35 pm) | Angela Rodell |

Member Absent:

Martin Myers

Staff/CBJ Present:

|                                    |                                       |
|------------------------------------|---------------------------------------|
| Patty Wahto, Airport Mgr.          | Scott Rinkenberger, Airport M&O Sup't |
| Marc Cheatham, Dep. Airport Mgr.   | Trinidad Contreras, CBJ Law           |
| Catherine Fritz, Airport Architect | Loren Jones, CBJ Assembly Liaison     |
| Ken Nichols, Airport Engineer*     | Keith Walker, Fire Department         |

\*via phone

Public Present:

|                                 |                                |
|---------------------------------|--------------------------------|
| Irene Gallion, DOWL             | Marion Casey, Jacobsen Daniels |
| Tighe Daugherty, Krooked Stitch | Kent Craford, Alaska Seaplanes |
| Jennifer Knight, Public         |                                |

III. **APPROVAL OF MINUTES:** *Angela Rodell moved approval of the minutes of the August 8, 2017, Board meeting. The motion passed by unanimous consent.*

IV. **APPROVAL OF AGENDA:** *Angela Rodell moved approval of the agenda. The motion passed by unanimous consent.*

V. **PUBLIC COMMENTS:** None.

VI. **UNFINISHED BUSINESS:** None.

VII. **NEW BUSINESS:**

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

Airport Manager Patty Wahto said this is a request to use a general aviation hangar located in Block O, Lot 1, for a commercial purpose. Nina Kinney would like to sublease the hangar to Mr. Daugherty for the use of his private aircraft and relocate an aircraft upholstery and cover business. Pursuant to the leasing plan, this is an allowed use, however, as it is in a general aviation hangar, it needs to come before the Board for approval. This has been done in another hangar in the area. It does change the lease rate and insurance on it. *Angela Rodell moved to 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 doing business as Krooked Stitch. The motion passed by unanimous consent.*

**B. Airport Improvement Program (AIP) Grant—Design Taxiway A Rehabilitation and Taxiway E Realignment.** The Airport is beginning to receive grants from the Federal Aviation Administration (FAA). The first grant is for the design of Taxiway A Rehabilitation and Taxiway E Realignment. It also includes a component of a design of D-1 Intersection Realignment. The grant is in the amount of \$1,979,062, with a local match of \$31,938. At the Finance meeting in August, the Airport discussed all of its matches and they approved the local matches as they were lined out. This particular project includes \$100,000 which had been previously appropriated from the Runway Safety Area (RSA) 2A contingency funds to get this started. The Airport is looking for grant approval and the balance of \$31, 938 in local funds from the Airport Fund Balance. *Angela Rodell moved 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. The motion passed by unanimous consent.*

**C. ‘Seconds’ To Motion.** The Airport Board operates in accordance with the Assembly Rule of Procedures and there had been discussion to institute a requirement that motions be seconded. As this is a policy call by the Board, the Manager had no recommendation. She did, however, remind the Board that any changes would have to go through the Airport’s By-Laws. Board Member Jerry Godkin said he likes seconds. If a second is required to move a motion forward, it can cut out some of the rhetoric. Assembly Member Loren Jones said he has been on the Assembly for five going on six years. A second has never been required. If someone wants a roll call vote, an objection to the motion is made. It works fine. Most of the enterprise boards are operating under the rules and procedures the Assembly uses. A motion is made and if there is no objection, then the motion passes. If there is an objection, then it can be discussed and have a vote. If a member wants to discuss the motion, they can object for the purpose of asking a question and withdraw the objection. Otherwise, there is no need for a lot of discussion if no one objects. If there is a legitimate difference of opinion, they maintain their objection and a vote is taken. No motion to require seconds on future motions was made.

**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 3 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. Items such as Sales Tax and property tax were discussed. Because this is charged City-wide and there is no discriminatory action through the tenants or users, they did not find that there was anything against the FAA rules for how the City was doing any of the taxes. The Airport has also been chosen for an FAA compliance audit on DBE/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 the 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 #1): Airport Engineer Ken Nichols reported comments are expected from the FAA on the Master Plan Airport Layout Plan (ALP). This will allow the ALP and the report to bring it to the Airport Board and the Assembly Committee of the Whole in October.

Runway Safety Area (RSA) 2B is the ongoing aprons project next to the Snow Removal Equipment Building (SREB), with a substantial completion date of October

8. The 2C project bids were opened today. This is the remaining portion of the taxilanes in the northwest area and the big apron project in the northeast apron area. There is some discussion on the two bids. Engineering will issue a bid summary and tabulation tomorrow and then the Airport will have some discussions with the FAA on moving forward on the grant.

The pond improvement project updated numbers were sent in to the FAA and staff is expecting the grant offer soon. The bid package is moving forward. Taxiway A and

Runway Incursion Mitigation Planning/Permitting has one more expected permit from the Department of Natural Resources. He received another set of drawings on the apron which looks good for the Passenger Boarding Bridge on Gate 2. He would make sure that this would not impact the future scenario of how Taxiway C gets rearranged. This can be brought before the Airport Operations Committee in late September.

An initial contract of \$99,000 with PDC is in process to get the survey and geotechnical work done on Taxiway A design. He will be attending an American Association of Airport Executives training regarding parking and landside. He noted that one airport charges a fee to everyone that comes to the curb.

Chair Epstein asked if an updated enplanement forecast had been discussed with the Sustainable Master Plan consultants. Mr. Nichols said he will follow up with them.

7. Airport Architect Report (Attachment #2): Airport Architect Catherine Fritz reported staff is awaiting completion of the Airport Rescue/Fire Fighting (ARFF) bays due to the vehicle exhaust system. They continue to operate with their trucks outside. Staff is optimistic that once the equipment arrives, it will be quick to install.

The SREB is going well. Construction is out of the ground as paving is done. The roof is around 70-75% complete, which will give a good dry interior space. The slabs are beginning to be poured. The plumbing is going well. Once the slabs are in, the electricians will be going at it more aggressively. The original schedule is behind, which staff understands. Ms. Fritz has asked the contractor to put justification together requesting extra days on the contract.

The bid opening for the passenger boarding bridge has been extended until February 2018. The electrical panels upgrade is underway. The first work-through-the-night session occurred the prior evening, with a few more nights. The radio coverage project is under way. It is hoped to get it done to take advantage of all the grant requirements.

Staff began some programming work for the next phase of terminal renovation. They are assessing the total spaces, type of spaces, and eligibility of specific kinds of spaces for the money that is expected for the project. The funding restrictions will shape the kinds of things that can be built in the next piece of terminal renovation.

VIII. CORRESPONDENCE: None.

IX. COMMITTEE REPORTS:

A. **Finance Committee**: Committee Chair Angela Rodell reported that the Finance Committee met on August 28 to review the updated Capital Improvement Plan (CIP). The

Manager is in a good position to address the needs as the CIP happens and requires funding.

**B. Operations Committee:** None.

- X. **ASSEMBLY LIAISON COMMENTS:** Assembly Liaison Loren Jones said the next Committee of the Whole meeting is October 23. There will be a couple of Assembly meetings before they get together as a Committee of the Whole. Elections are October 3. Mr. Jones said there is a lot of discussion among some Assembly Members about the Honsinger Pond and how quickly it can get done. He said that Mrs. Wahto had mentioned that the City Attorney will be calling the FAA. There is a desire on the Assembly level to move this fast. He said he won't say that they might want to get it done and then ask for forgiveness, but there is some sentiment on the Assembly that this needs to get done. He said there are two issues: one is the desire to afford the owner of the property the right to develop their property; secondly they are risk-averse. The longer the City delays, the more the legal case of the land owner that the City is in essence taking value of his property by not allowing him access to his property and that could end the City in court and could end with a financial settlement for whatever the owner felt the City was delaying and, therefore, impending on his economic ability to earn off that land. It is those two things that are driving the questions. Mr. Godkin said he would hope that the Assembly understands that the Airport Board is not the hang-up in this. The FAA makes the rules and the Airport has to follow the grant assurances.

Dennis Harris asked what is happening with the [Jordan] Creek. Has there been any kind of change from the City so that the area can be made more visible? Mrs. Wahto said Scott Rinkenberger and the Wildlife Biologist have been attending the Wetlands Review Board as they review Title 49 and making sure that some language goes in there that would allow limbing or some clearing for safety purposes.

- XI. **PUBLIC COMMENTS:** None.
- XII. **BOARD MEMBER COMMENTS:** None.
- XIII. **ANNOUNCEMENTS:** None.
- XIV. **TIME AND PLACE OF NEXT MEETING:** The next regular Airport Board meeting will be held on October 10, 2017, at 6:00 p.m. in the Alaska Room.
- XV. **EXECUTIVE SESSION:** None.
- XVI. **ADJOURN:** *Angela Rodell moved to adjourn. The meeting adjourned by unanimous consent at 6:45 p.m.*