

AIRPORT BOARD
AGENDA
6:00 P.M., TUESDAY, MAY 9, 2017
ALASKA ROOM

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES:
A. Regular Monthly Meeting of April 11, 2017
B. Special Meeting of April 27, 2017

IV. APPROVAL OF AGENDA

V. PUBLIC COMMENTS

VI. UNFINISHED BUSINESS

VII. NEW BUSINESS

A. **Bylaws of the Juneau International Airport - Update** (Attachment #1). In review of the Airport Bylaws, there are some changes that needed to be made including the date/time of monthly meetings and the meeting room venue. This is also a good time for Board review of the bylaws. Attachment #1 updates (in *'track changes'*) the mentioned items that required updating and is presented for Board review and approval.

Board Motion: *"Approve the updates to the Bylaws of the City and Borough of Juneau International Airport Board as shown in Attachment #1."*

B. Airport Manager's Report:

1. Airport Engineer & Architect Positions. Ken Nichols has been rehired fulltime as the Airport Engineer/Airport Planning & Engineering Manager effective April 17, 2017. Catherine Fritz was rehired in February (2017) as the Airport Architect as a long-term temporary employee. The duration of Ms. Fritz' position is for up to 50 weeks while recruitment for a full-time architect continues. We are very pleased that both of them are continuing on as City & Borough of Juneau employees and for continuity of our capital improvement projects. Meanwhile, the Airport will continue working with Law for a Personnel Plan.

2. Marine Engineers' Beneficial Association (MEBA) Negotiations Re-opener. Last fall, MEBA notified the City that they wanted to exercise the reopener clause of the union agreement for economic reasons. Negotiations were held and completed in April. The agreement was for a lump sum payout of \$950 (rather than a wage increase) for each full-time employees, and pro-rated for less than full-time employees. This will take place for Fiscal Year (FY) 18 budget year. This is the same

amount agreed to for FY17. This year the payout will occur with the first full pay period in July 2017 (FY18).

3. Jordan Creek Corridor Clean-up Update. The Airport has been on hold for further tree/limb/brush clean-up of the Jordan Creek corridor until the CBJ updated Title 49 code. The Wetlands Review Board (WRB) met on April 26, 2017, to review Title 49 language changes. The Airport appreciates Superintendent Scott Rinkenberger and USDA Wildlife Biologist Tyler Adams for attending the April meeting and providing valuable comments to the proposed language. The next WRB will meet May 18. The Airport hopes this moves along to the Planning Commission and Assembly quickly so that the Airport can clean up the Jordan Creek corridor (Airport property) for safety and security of the area.

4. Honsinger Pond Access Update. Bicknell's request for a 'contingent' rezone of 23 acres of property (Honsinger Pond area) from rural reserve to industrial was approved by the Planning Commission. The contingent rezone ordinance was introduced at the April 24 Assembly meeting and is up for public hearing at the May 15, 2017, Assembly meeting. The rezone is contingent upon Bicknell acquiring legal access. The Airport is currently working with City departments to turn a portion of Maplesden Road into a right of way for access to this property in exchange for other (Bicknell) land. The Federal Aviation Administration still has final approval after the City approval is worked out.

5. Gift Shop Flood. On Friday April 28, during construction of the second level Transportation Security Administration break room/offices (part of the old dining room), an active sprinkler went off flooding the dining room and leaking down into the gift shop. The gift shop lost some of their product. A lot of cleanup, as well as ceiling repairs and carpet extraction, were required. This will be an insurance claim. Thank you to John Coleman, Terminal staff and Airfield staff for responding and helping with the cleanup. The gift shop closed for a one-half day on Friday.

6. Delta Air Lines Service. Delta Air Lines resumes service between Seattle and Juneau on May 19.

7. Airport Engineer Report (Attachment #2)

8. Airport Architect Report (Attachment #3)

VIII. CORRESPONDENCE:

IX. COMMITTEE REPORTS

A. **Finance Committee:**

B. **Operations Committee:**

X. ASSEMBLY LIAISON

- XI. PUBLIC COMMENTS
- XII. BOARD MEMBER COMMENTS
- XIII. ANNOUNCEMENTS
- XIV. TIME AND PLACE OF NEXT MEETING:
 - A. Airport Board, 6:00 p.m., June 13, 2017, Alaska Room
- XV. EXECUTIVE SESSION
- XVI. ADJOURN

ATTACHMENT #1

BYLAWS of the CITY AND BOROUGH OF JUNEAU INTERNATIONAL AIRPORT BOARD

ARTICLE I - NAME

The name of this Board shall be the City and Borough of Juneau International Airport Board ("the Board").

ARTICLE II - PURPOSE

The Board was established by Title 5 of the CBJ Municipal Code pursuant to the CBJ Charter to exercise all powers necessary and incidental to operation and maintenance of all airport facilities in the public interest and in a sound business manner. The Board establishes financial and operational policy and appoints the Airport Manager. The Board operates the Airport as an enterprise fund, which means it is self-supporting.

ARTICLE III - MEMBERSHIP

1. The Board shall consist of a maximum of seven members who will be appointed by and serve at the pleasure of the Assembly.
2. Members of the Board are appointed for staggered three-year terms and shall serve without compensation. A member shall serve until his or her successor is appointed by the Assembly.
3. Other qualifying factors related to qualifications for membership are contained in CBJ Municipal Code sections 05.01.010 and .030.

ARTICLE IV - MEETINGS

1. Regular meetings of the Board shall be held on the second ~~Wednesday~~ Tuesday of each month at ~~7:00~~ 6:00 p.m. in the ~~Aurora Room~~ Alaska Room of the Airport Terminal, unless otherwise noticed.
2. Meetings shall be open to the public and conducted according to Robert's Rules of Order. Notice of the meeting shall appear in the weekly borough calendar published in the local newspaper.
3. Special meetings may be called at any time by the Chair or at the request of the Board. At least two business days' notice shall be given and filed with the CBJ Clerk.

ATTACHMENT #1

4. Minutes of regular meetings shall be distributed by Airport staff to members at least seven days prior to the next regular meeting. Minutes of special meetings shall be distributed to members as soon as possible after the meeting.
5. Upon advising the Board or Committee Chair in sufficient time for Airport staff to make the necessary technical arrangements, a member who is unable to physically attend a meeting may attend a regular or special Board meeting or a committee meeting by electronic communication.
6. A quorum of the Board shall consist of a majority of the membership, including those present electronically. A quorum must be present for any business to be conducted.
7. Voting shall be by roll call vote or by general consent (no objection). In a roll call vote the Chair shall be required to vote. A majority vote of the Board membership is needed to approve any action.

ARTICLE V – CONFLICT OF INTEREST

If a member has either a financial or a personal conflict of interest, the member may not deliberate or vote on any matter in which he or she has such an interest. A member who is involved in a matter that may result in a conflict of interest shall disclose the matter on the public record and asked to be excused from the discussion and official action on the matter. The presiding officer shall determine whether the member's involvement would be a conflict of interest. The presiding officer's decision may be overridden by a majority vote of the Board. See CBJ Conflict of Interest Code, Sections 01.45.010 - .080 and 01.45.100.

ARTICLE VI - OFFICERS

The officers of the Board shall consist of a Chair, Vice Chair, and Secretary. Officers shall hold offices for one year or until their successors are elected. Election of officers shall take place in July, with the officers to begin their duties at their first meeting after their election.

Duties of the **Chair** shall include, but are not limited to, the following:

1. Presiding at all regular and special meetings of the Board.
2. Insuring that all correspondence and business of the Board is carried out.
3. Acting as spokesman for the Board.
4. Appointing committees, including ad hoc committees and task forces of the Board as deemed necessary.
5. Acting as liaison between the Board and the CBJ Assembly.
6. In consultation with the Airport Manager, preparing the Agenda for each meeting.

ATTACHMENT #1

Duties of the **Vice Chair** shall be to preside in the absence of the Chair and perform all the duties of that office. In the absence of the Secretary, the Vice Chair will perform the duties of the Secretary.

Duties of the **Secretary** shall include reviewing and giving tentative approval to minutes of all regular and special meetings of the Board, as prepared by Airport staff, prior to the distribution of the draft minutes to other members of the Board and the public.

ARTICLE VII – STANDING COMMITTEES

The standing Committees of the Board shall be the Finance Committee and the Operations Committee and any other committee designated and approved by a majority of the Board.

The Chair shall appoint the members of the standing committees of the Board, designating one member to serve as the chair of each committee. Each standing committee shall consist of at least three members.

Duties of the standing committees shall include, but not be limited to, the following:

1. Finance Committee: Consider and make recommendations to the full Board regarding
 - a. the Airport Manager's proposed operating and capital budgets;
 - b. Airport rates and charges; and
 - c. All other items that have or may have a financial impact on the Airport.
2. Operations Committee: Consider and make recommendations to the full Board regarding any issue that has or may have an operational impact on the Airport.

Action(s) recommended by the standing committees shall be subject to approval by a majority of the Board members.

ARTICLE VIII – AIRPORT MANAGER

The Airport Manager serves at the pleasure of the Board and shall be responsible for the hiring and/or firing of airport personnel. Subject to direction from the Board, the Airport Manager shall be responsible for the general supervision and the administration of the business and affairs of the Juneau International Airport.

ARTICLE IX – EVALUATION OF THE AIRPORT MANAGER

The Board, meeting in executive session, shall evaluate the performance of the Airport Manager at least once each year, prior to the anniversary date of the Airport Manager's employment. Results of the evaluation shall then be discussed with the Airport Manager, either in executive or public session as desired by the Airport Manager, who

ATTACHMENT #1

may concur or disagree with the Board's evaluation. The Board's evaluation shall determine whether the Airport Manager is entitled to an increase in salary.

ARTICLE X – AMENDMENTS

These bylaws may be amended or revoked by the affirmative vote of not less than a majority of the Board in any regular meeting, provided the notice of such meeting shall have contained a copy of the proposed amendment or revocation.

| Approved and adopted by the Board this ~~11th of February 2004~~ 9th of May 2017.

Joe Heueisen, Chair

Attest:

| ~~Pete Carlson~~ Angela Rodell, Secretary



MEMORANDUM

TO: Patricia Wahto
JNU Airport Manager

DATE: May 4, 2017

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

RE: Monthly Report

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

I will have transmitted geometry of the proposed TWY C area for revisions to AECOM.

Runway Safety Area (RSA) Expansion Phases I and IIA

Final closeout paperwork will be sent to the Federal Aviation Administration (FAA).

RSA Expansion Phase IIB

The project is ahead of schedule at this point. Secon continues to exceed production. A handful of minor change orders have been processed along with work directives that will result in a net decrease of the contract amount. Bedrock was encountered during the well installation. The contractor and design team agreed on a modified installation procedure today so the drilling can proceed with no cost or schedule impacts to the drilling. I expect the overall impact to the work to be minor.

Runway 8/26 Rehabilitation

Agreement was reached on an amount to withhold for final payment. Final payment will be made when the tax release is received from the Department of Labor.

Air Cargo Hard Stand

Secon provided the lowest responsive and responsible bid and was awarded the contract. Notice to Proceed was issued on April 27 and the Pre-Construction Meeting was held yesterday. The baseline schedule shows work beginning at Gate 5 on May 13 with completion on June 7. According to the schedule, the cargo area work will begin on May 16, and be complete by June 30.

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

I am awaiting the sampling results from the April 5 sampling event. During spring, summer, and fall, no laboratory analysis is required. Quarterly inspections will be completed.

ATTACHMENT #2

Float Pond Improvements

A grant application package was completed in April. A Request for Proposals for consultant selection is needed to proceed with design.

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

A stakeholder meeting and Safety Risk Management workshop were completed in April. I expect preliminary design deliverables and a summary report of the workshop in May.

Maplesden Access

Staff has coordinated with lands department, legal department and the FAA on the process.

Emergency Vehicle Access Road Extension

The internal draft Environmental Assessment will be sent to the FAA for their review soon.

Lavatory Waste Dump Station

I expect to complete the design soon.

ATTACHMENT #2**PROJECT STATUS**

Prepared by Kenneth S. Nichols, PE, CM

Project	Status	Schedule	Contractor	Notes
Airport Sustainability Master Plan				
Finalize ALP	DRAFT		AECOM	Revisions in progress for RIM
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	Grant Closeouts for FAA
Runway Safety Area Phase IIB				
Construction	In Progress	April to November 2017	SECON	
Runway 8/26 Rehabilitation				
Closeout	In Progress	tbd	Secon	Awaiting Tax Release from DOL for final Payment to Secon
Air Cargo Hardstand				
Construction	In Progress	May-June 2017	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 (summer)	Staff	Awaiting sample results for Annual Report
Float Pond Improvements				
Planning and Permitting	Permitting	Summer 2017	staff	USACE Nationwide
Design	tbd	RFP May 2017	tbd	
Construction	tbd	Winter 2017-2018	tbd	
Taxiway A & F Rehab, Taxiway C, D, E RIM				

ATTACHMENT #2

PROJECT STATUS

Prepared by Kenneth S. Nichols, PE, CM

Formulation, Planning, Permitting	In Progress	Summer 2017	Staff/PDC	
Design	Future	Fall/Winter 2017	tbd	
Construction	Future	2018-2019	tbd	
Maplesden Access				
Feasibility	tbd	tbd	staff	
EVAR Extension				
Environmental Assessment	Internal Draft	tbd	DOWL/Staff	
Lavatory Waste Dump Station				
Design	50%	Spring 2016-2017	PDC/Staff	
Construction	tbd	Spring 2017	tbd	

ATTACHMENT #3



MEMORANDUM

TO: Patty Wahto,
JNU Airport Manager

DATE: May 3, 2017

FROM: Catherine Fritz, AIA
JNU Airport Architect

RE: Architect's Report of April 2017 Activity

The Aircraft Rescue and Fire Fighting (ARFF) Station modifications project is approximately 75% complete. Framing and sheetrock were completed during April. Mechanical and electrical subcontractors continued rough-in work, and the siding is now installed. Change order items to date have resulted in a contract change of approximately \$8,000 (total construction cost now \$1,818,000). The project is currently scheduled for Substantial Completion on June 1, 2017. The new Rosenbauer ARFF truck was removed from storage and will be back in use soon.

Warmer weather in April allowed construction on the Snow Removal Equipment Building (SREB) to earnestly move forward. The on-site focus was on earthwork and concrete foundations while the office work moved forward with submittal reviews and material orders. The foundation is now approximately 80% complete. Steel erection will begin in mid-May. The Federal Aviation Administration (FAA) approved change orders involving unforeseen soils conditions. FAA Project Manager Matt Freeman was on site on April 11 and was able to visit both the SREB and ARFF construction sites.

A construction contract for the SREB's electrical utility work was signed in April with Alaska Electric Light & Power (AEL&P). The new service line will be completed in early May; the transformer will be placed after steel erection in June.

Award of a contract with Burns & McDonnell was not successful, so the Gate 2 Passenger Boarding Bridge (PBB) project is now under contract negotiation with the second highest scoring firm from the RFP process. This team will be led by Jensen Yorba Lott (JYL) Architects of Juneau. The goal remains to complete design work associated with the specific choice of PBB by late May. Construction bid documents will immediately follow so as to advertise for bids in July and capture the scheduled FFY17 AIP funding.

Contract award for the Electrical Panels Upgrade project was made on April 10, 2017 to Alaska Electric, LLC. Submittal reviews are underway, and an on-site coordination meeting will be held in May. The work will be carefully scheduled with a back-up plan to ensure that operations are not interrupted.

A contract with Haight & Associates was executed this month; engineers are developing bid documents for the Radio Coverage Improvements Project. The bid period is currently scheduled to begin in late May 2017.

Design and construction details for the main entry sign, JUNEAU INTERNATIONAL AIRPORT, continued through the month. The manufacturer of the illuminated signage provided a lettering proof for final review. The electrical engineer provided the circuitry information, and staff met with Dawson Construction to review the scope of work for a term construction contract.

Terminal Maintenance projects during April included:

- Began layout and construction of a new Break Room for TSA employees in the former restaurant serving area on the second floor.

ATTACHMENT #3

- Plumbing repairs to remedy the hot water supply response time in all toilet rooms continued.
- SRI, Inc. secured their personnel badging and developed a work plan for the Gate 6 siding repairs. The work will begin in May.
- Began working with Dawson Construction to execute a term contract for renovating the terminal's east wall and installing the airport main entry sign.
- Assisted in getting a new massage concession established. "In the Neck of Time" has begun operating in the Departure Lounge.
- Reviewed (and Airport Manager approved) a Tenant Improvement Request from GCI to install new fiber in the terminal. This work is expected to take place this summer.



View of SREB construction looking toward Southeast.



West elevation of ARFF Apparatus Bays.