

AIRPORT BOARD
AGENDA
6:00 P.M., TUESDAY, FEBRUARY 14, 2017
ALASKA ROOM

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES: Regular Monthly Meeting of January 10, 2017

IV. APPROVAL OF AGENDA

V. PUBLIC COMMENTS

VI. UNFINISHED BUSINESS

A. **Lot/Block Hangar Designation Signage.** Standardized hangar identification (for emergency purposes) was addressed at the November 8, 2016, Airport Board Operations Committee meeting followed by the Airport Board meeting on the same day. Staff was asked to look into any issues/comments from tenants regarding a requirement to place identification signs on their hangars, as well as look into options for the signage and placement. The Airport Board Operations Committee will be addressing this at their February 13, 2017 meeting to consider tenant comments, discuss options and make a recommendation. An amendment to this agenda item with a report and recommendation will be presented at the time of the Board meeting.

B. **Juneau International Airport Signage on Terminal.** At the November 2016 Airport Board meeting, the Board asked to resurrect the idea of placing the airport name on the front of the terminal. The Airport Board Operations Committee will be addressing this at their February 13, 2017 meeting to consider the three proposed options, the associated costs and make a recommendation. An amendment to this agenda item with a report and recommendation will be presented at the time of the Board meeting.

VII. NEW BUSINESS

A. **Northwest Development Area (NWDA) Utilities.** The Airport Board Operations Committee will be discussing the utility development (specifically: water, sewer, and electrical power) in the Northwest Development Area (NWDA) at their February 13, 2017 meeting. This is in coordination with the utility install for the Snow Removal Equipment Building (SREB) in the NWDA. SREB portions will be funded by the Federal Aviation Administration (FAA); however, utilities to private hangars are not eligible for FAA funding. Based on the timing of the SREB utility install, this would be the best opportunity to provide stub-outs for future hangar sites and some existing hangars that do not currently have water and sewer. The Operations Committee is considering the use local funds for the capital investment, which could then be recovered through a hookup fee. The hookup fee could be paid by existing lessees now, and could

be recovered later as lots are leased. An amendment to this agenda item with a report and recommendation will be presented at the time of the Board meeting.

B. Airport Architect/Engineer Positions. In November 2016, the Airport was advised (through the City Manager's officer) that the Airport Architect and Airport Engineer contract services would no longer be renewed once their term was up (February 28, 2017). The Airport would need to go out for recruitment of these as staff positions, and a Request for Proposal (RFP) solicitation would no longer be acceptable for these services. The Airport has been working with the City's Human Resources (HR) department to update position descriptions to reflect the specialized Airport-specific duties and knowledge required of the positions. Note that these positions are *exempt* and the Airport Manager may appoint the positions without an open recruitment process.

Airport Architect Catherine Fritz has been brought back on as a Long-Term Temporary (up to 50 weeks) employee while the recruitment is 'open until filled'. Ms. Fritz was appointed to the Airport Architect position at her previous Range/Step, per Personnel Rules. She can remain on staff until the long-term permanent position is filled, and could also remain on to train a new recruit. This position was previously advertised without successful recruitment. Hence, the contract services with Ms. Fritz.

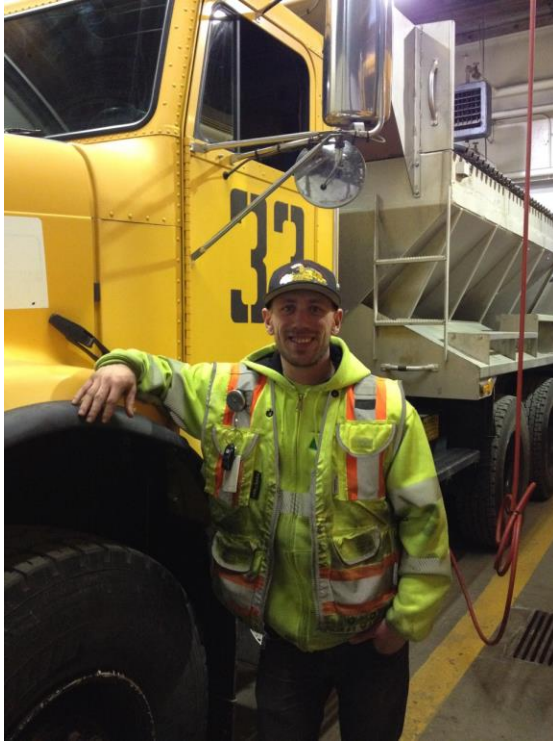
Airport Engineer Ken Nichols remains under contract until February 28. Mr. Nichols could be brought back on staff, however, the Range/Step offered by the City is lower than he would make in a position closer to his Idaho home/family. Staff requested a position reclassification and/or an advanced step increase as allowed by Personnel Rules. The advance step wage '7' (set by City Manager's office) is still lower and unacceptable for Mr. Nichols. Staff feels they have researched, compared and justified a higher salary for this specialized work as well. Additionally, this position was out for recruitment ('open until filled') for a few years before Mr. Nichols was brought on. Two years later, Mr. Nichols needed to relocate his family for medical reasons and the Airport went out for recruitment ('open until filled'). Mr. Nichols had agreed to continue as Airport Engineer under contract.

Note that Airport simultaneously went out for recruitment as well as an unsuccessful RFP for both the Architect and Engineer services.

The Airport is in a conundrum at this time and may be without engineering services as of March 1. This is critical with the capital projects underway that require Airport engineering oversight. In order to expedite some action, both positions are currently being advertised for recruitment. This will at least provide a baseline of available applicant pool.

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

1. Congratulations to Brennon Thomas from our Airfield crew. Brennon has been working as a Laborer for several years and has been working toward his Commercial Driver's License (CDL). He passed his CDL exam on February 8.



2. The American Society of Civil Engineers (ASCE) –Alaska Section has released the 2016 report card for Alaska's infrastructure (including airports, roads, bridges, ports/harbors, dams, Alaska Marine Highway system, water/wastewater, energy/power, etc.). This report card has been years in the making. The report is available online at www.infrastructurereportcard.org/alaska. All infrastructure is grouped by type (not by ownership; state vs. municipality). The report leaves room for improvement and highlights an imminent need for improvement with ports/harbors, water/wastewater and Alaska Marine Highway system, in particular.

3. Airport Engineer Report (Attachment #1)

4. Airport Architect Report (Attachment #2)

VIII. CORRESPONDENCE:

IX. COMMITTEE REPORTS

A. **Finance Committee:** TBD (Soon)

B. **Operations Committee:** Report from February 13, 2017 meeting. Agenda items above (Unfinished Business A. and B, and New Business A.) are from the Operations Committee meeting.

- 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., March 14, 2017, Alaska Room
- XV. EXECUTIVE SESSION
- XVI. ADJOURN