

MINUTES of
AIRPORT BOARD MEETING
February 14, 2017
Alaska Room, 6:00 p.m.

I. **CALL TO ORDER:** Chair Joe Heueisen called the meeting to order at 6:00 p.m.

II. **ROLL CALL:**

Members Present:

David Epstein*

Dennis Harris

Martin Myers

Jerry Godkin

Joe Heueisen

Angela Rodell

*via phone

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

Jerry Nankervis, CBJ Assembly

Public Present:

Irene Gallion, DOWL

Scott Kirby, Life Med - Alaska

Angela Smith, PDC

Jared Sherman, Life Med - Alaska

Trisha Dawson, Alaska Seaplanes

Bill Chaplin, Life Med - Alaska

Maddie Contreras, Public

III. **APPROVAL OF MINUTES:** *Angela Rodell moved, Jerry Godkin seconded, approval of the minutes of the January 10, 2017, Board meeting as presented. The motion passed by unanimous consent.*

IV. **APPROVAL OF AGENDA:** Airport Manager Patty Wahto made sure that everyone received the addendum as Attachment #3. *Marty Myers moved, Angela Rodell seconded, to approve the agenda. The motion passed by unanimous consent.*

V. **PUBLIC COMMENTS:** None.

VI. **INTRODUCTION:** Airport Manager Patty Wahto welcomed Life Med – Alaska who is coming to town to work out some logistics before they start their operations in May. She noted Bill Chaplin, Jared Sherman and Scott Kirby were in attendance. They will be working out of part of the Wings Airways hangar.

VII. **UNFINISHED BUSINESS:**

A. **Lot/Block Hangar Designation Signage** (Attachment #3): Mrs. Wahto said the Airport Operations Committee met yesterday. Staff presented what would work best as far as how the hangars are labeled, how it comes out on the 911 system. It came down to not just being able to do the street address, but putting the Lot and Block number, which

is how the Airport associates the hangars. It will be easier if these are put into the 911 system. It was suggested that simplistic signs would be installed with the Lot/Block number on each hangar above the pedestrian door. The cost of the reflective blue and white sign with the block and lot number would be about \$15 each, with 75 hangars which would cost a little over \$1,100 for the material. It was also noted that the Airport should install them so they are done uniformly in the same location and done properly as long as the Airport lets the hangar-owners know.

Airport Maintenance & Operations Superintendent Scott Rinkenberger said the Airport installed Lot hangar markers on the end of each building. A concern they had was water penetration as the signs are installed with a sheet metal screw. Staff used a rubber grommetted sheet metal screw so when it gets tight against the sign, it creates a water-tight barrier on the outside facing of the sign. Staff will place silicone in the space between the sign and the building with a small rubber washer on the back side of the sign to create a water barrier. That cost is included above, but does not include labor costs. Future hangar leases will be required to install this type of sign. *Marty Myer moved, Angela Rodell seconded, to approve the Airport installation of reflective blue/white hangar identification signs to indicate block/lot number above each hangar pedestrian door and additionally require future hangar construction to be similarly identified and signed. The motion passed by unanimous consent.*

B. Juneau International Airport Signage on Terminal (Attachment #3, Item B.): Mrs. Wahto said this item was discussed at the Airport Board Operations Committee. Airport Architect Catherine Fritz went through the two options and the one variable. Option A is large 18" tall letters that would be hung off of the outer edge of the canopy at the front entry. Option B is a smaller 8" letter that would be mounted over the entry doors of the front canopy. The variable to Option B would be to have it pulled away from the wall and have the cavity filled with LED lamps so it would reflect upon the building. Mrs. Wahto said the Operations Committee chose Option B.2., which is the backlit against the building as their preferred option and would like to see the cost of it taken out of the Terminal Renovation Capital Project funding. *Jerry Godkin moved, Marty Myers seconded, to approve Option B.2 for installation of a Juneau International Airport backlit sign on the front of the terminal above the main doors, funding provided by the Terminal Renovation Capital Improvement Project. The motion passed by unanimous consent.*

VIII. NEW BUSINESS:

A. Northwest Development Area (NWDA) Utilities (Attachment #3, Item C): This item was discussed in the Operations Committee with no recommendation to bring it forward to the Board at this time. Some questions remain regarding other hangars that could possibly benefit from the additional utilities (water/sewer in the area). As the plans move forward for water and sewer to the Snow Removal Equipment Building (SREB), the Airport has the option to extend it to future hangars and some hangars that are located in the northern section of that northwest quadrant. The Airport would take up the up-front costs and charge it back to the new/existing hangar owners. A question came up

during the meeting of extending the line just south. Although it is a little longer way to go, but it may be an option that the hangar owners want to take on as long as the work is being done in the area. Staff will send out letters to the hangar owners to find out who is interested in this addition. It will be brought back before the Operations Committee for their decision prior to going back before the Board for forward-funding and charging it back to hangar owners.

B. Airport Architect/Engineer Positions: Mrs. Wahto said this is an update of the Airport Engineer and Architect positions. Both positions were out under contract. Recruitment for these positions went on for 1.5 years or more and the Airport did not receive any applications that met the requirements. Therefore, both Ken Nichols and Catherine Fritz were kept under contract. There were a lot of projects that were starting out and it was a critical time to keep those positions going. Recently, the City required the Airport to stop the contracts at the end of February 2017. Catherine came back as a 50-week long-term temporary employee. The Airport is trying to bring Ken on permanently at a rate that is equivalent to national standard airport engineering. Staff continues to work with downtown on this. The Airport is not in a position to leave these positions vacant.

Board Member Dennis Harris asked if the Airport used downtown HR or has the Airport been doing additional advertising in airport-related publications or using a head hunter. Mrs. Wahto replied the recruitment is done through HR, but they ask the Airport where to advertise. These positions are being advertised in several airport-business-related magazines, as well as engineer and architectural type of magazines. A head hunter has not been used. Mr. Harris said he is concerned that apparently the salary is not enough to hire somebody that meets the qualification. He asked if there was anything to prevent the Airport from going out with a recruiter to find the right person for us. Those people usually earn their money. Board Member David Epstein said the fundamental issue is the pay. We tried to recruit at a higher step but unsuccessfully. A head hunter will cost between \$15,000 to \$20,000 and they are not always successful. He said the Board could think about this after the compensation issue is resolved. The Board cannot enter into negotiations regarding payroll. They take care of it for the Manager, but they cannot get involved.

Board Member Angela Rodell asked if a recruiting process is unsuccessful, will downtown reconsider its restriction on contracting services and allow the Airport to go back to contracting services. Mrs. Wahto was told indirectly that the Airport would not be allowed to go out for an RFP for these services. Mrs. Rodell said these services are not luxury extraneous items. If the Airport is considered to be a going concern, these services are essential and crucial to the operations of the Airport. Whether it comes through a contract or successful hiring, she was somewhat indifferent. She said there must be a route forward. She strongly urged that the decision to not allow this to go to RFP be reconsidered.

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Assembly Member Loren Jones said he had some conversations with the City Manager. HR had done an audit on the contracts and determined that under Federal Labor, they were really employees. They were using City/Borough equipment, City/Borough offices, City/Borough e-mails and the issue with the Manager is that we have a lot of Engineers employed with the City. There is a range of standard employment. There is a pay scale for all engineers. So the negotiations are between the City Manager and HR. The City Manager is the controller person for exceptions. If recruitment is unsuccessful and administration was to look at a contract, what would be looked at is: what are you buying, what are the deliverables, are these independent people – they don't have offices here, they don't have CBJ equipment, they don't have CBJ e-mails – they have deliverables and not considered staff. He thought that was where the rub is right now. As a liaison, he tries to keep the communications going, but cannot get involved.

Board Member Jerry Godkin said as a former City employee, he, too, felt as a Fireman they were underpaid. He thought he could prove that Patty's salary in Juneau, Alaska is not reflective of an Airport Manager in the lower 48. The Police Department and the Fire Department are two departments that it took two to three years to do studies to get their wages brought up to what they thought was closer. They never got what the standards in the lower 48 were and everyone gave up for trying to wish for that big pie in the sky. It did come up. So there's hope that in time with the engineer's special qualities that it may get there some way, but he thought it was not good to compare salaries to the lower 48. He said he knows that the Airport needs engineering. Maybe there's some middle ground, but he did not know that the Airport will get where it wants to be. Therefore, there needs to be some backup planning in the event that Ken decides he has to leave. He noted that Ken is a great asset to the Airport and has been since he arrived.

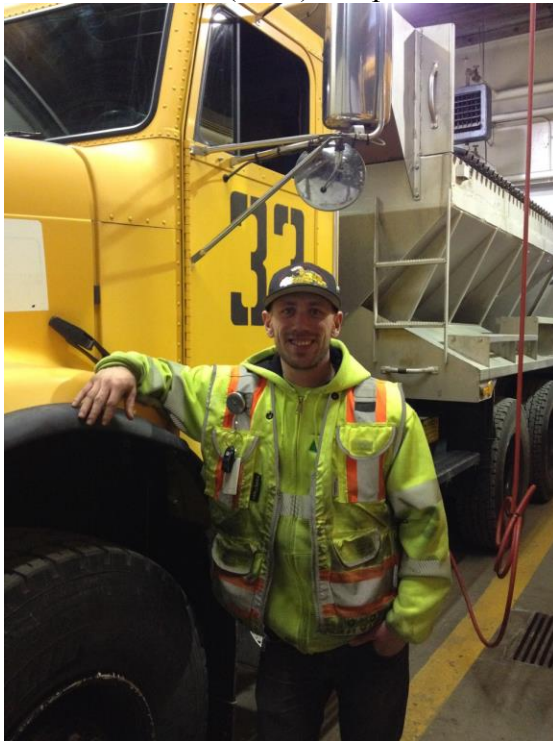
Mr. Harris suggested Patty Wahto, David Epstein and Joe Heueisen go have a chat with the City Manager – Engineer to Engineer. He thought the City Manager needed to understand that this is not the same as a standard civil engineering position. This position requires special knowledge and he is sure that Mr. Epstein can make this case. It requires special knowledge of the federal programs and the requirements. It requires special knowledge of the types of work that needs to be done for engineering for an airport. All of the airport facilities require all the current technology of airport operations, equipment, maintenance and construction. The entire capital improvement program will be in peril if the Airport does not have the right person there for the coming construction season and the construction season after this one. He suggested this should not be a part of the regular HR, that a new classification is needed for this position as it is not just an ordinary engineering position.

Mr. Epstein said as the Regional Traffic and Safety Engineer for DOT, he does not occupy the normal run of the mill engineering position. He is classified as a technical engineer. Because the duties are specialized and require special knowledge, his position is classified a little bit higher than a colleague of his that would be doing generally the same type of work. As an engineer, he hoped that the City Manager would be open to a

conversation along those lines. If an engineer is taken from downtown, they may be set up for failure. Chair Heueisen said they have reached out to the City Manager and he has not been responsive. They are willing to try to talk, but the City Manager needs to return the calls. Dennis Harris moved, to draft a letter to the City Manager expressing their concern about this. Trinidad Contreras, Attorney for CBJ, said that because the Board does not have the authority in this employment situation, he recommended that the letter not be done. He said he knows that the Airport Manager has the authority to have an employment plan that can be approved by HR, which would be the vehicle if there were to be a specialized engineer position with a higher pay grade. HR would need to approve this. Chair Heueisen said no motion or anything can be done at this point, but staff will continue working on this and keep the Board informed.

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. The full report will be released in a couple of weeks.

3. Airport Engineer Report (Attachment #1): Airport Engineer Ken Nichols thanked the Board Members for the kind words and the discussion about being involved here beyond the end of his current contract. He assured the Board Members that he is working with Patty as much as he can and is willing and able and wants to continue on with the Juneau Airport. It has been a great four years here. It sounds like there might be some options. In taking into consideration Mr. Jones comments, make sure that any contract includes provisions so that any Federal employment guidelines are met. It has certainly not been his intent to violate any provisions of that. He purchases his own supplies, works from an office in Idaho half of the time, and if it is a matter of changing his e-mail address, he has a website and e-mail address for his business. He wants to make sure that things are done the right way. In terms of being an employee, he would be happy to come back as an employee. He concurred with Mr. Godkin's comments that the salary for the City is probably not appropriate to compare with the lower 48 and other airports where the salary range would be much higher. To him, an acceptable salary would be in the upper end of the range, and the City Manager has capped that offer.

Mr. Nichols reported they are working with the financial group for the Master Plan. They are working with the group that is putting together the Runway Safety Area (RSA) IIB construction administration. A meeting will be held later this week and plans to finalize the next part of things, which will be RSA IIC and includes the utilities discussed at the Operations Committee, paving over those areas and the Northeast Development Area. He has been working with the consultants on the Cargo Hardstand to try to get a final bid package ready to go so that the construction deadline can be met to get out of the Gate 5 area before Delta Air Lines arrives on May 19th and then complete the rest of the work later in the summer.

Some other work includes the Runway Incursion Mitigation Project, which is going very well. This included some pre-application meetings with a couple of permit agencies. Most of the permit agencies didn't take the time to meet because it is a no-brainer for them. They met with National Marine Fisheries and Fish & Game. There are a few other items that will be wrapped up by the end of the month and other projects that will be happening further out. He wanted the Board's approval to remove the 9/27 conversion until it came closer to the actual project. The Board concurred.

4. Airport Architect Report (Attachment #2): Airport Architect Catherine Fritz reported the apparatus bay is enclosed on the Airport Rescue and Fire Fighting (ARFF) building. The slab work is getting ready for the radiant heat lines to be put in. The project is running within budget and everything is on schedule.

The Snow Removal Equipment Building (SREB) took a bit of hit in January with cold weather. They decided not to break ground; however, they were able to begin digging this week. They are working on drainage swales and temporary measures so that the footings can be put in the ground shortly. The steel is in production now. The Dispute Resolution Board met and they are ready to work if needed.

The design documents are complete for the electrical upgrade project. They have been delivered to the Engineering Department Contracts Office for bidding. We hope they will get to that soon. The construction estimate is \$91,000.

Other maintenance projects are moving forward. There was a damaged valve on a toilet in the north wing that caused a significant amount of damage. The limited amount of shutoff valves and the floor drain being clogged and unworkable contributed to the extensive amount of water damage. This is a good example of the need to address the needs of the north wing. A meeting has been requested with CBJ leadership (Mr. Watt and Mr. Healy) to discuss the scope and what the Assembly concerns may be. They will also help staff to see what they might not see to get going on the next component of work.

Staff has been encouraged by the Federal Aviation Administration (FAA) to get some grant applications in sooner than later. Therefore, the Request for Proposals (RFP) has been written for the design team for the Gate 2 passenger bridge (also known as the jet bridge) which is scheduled for Airport Improvement Project (AIP) funding in 2017. By getting a design team on, the bid document can get ready to time the bid within this year's grant system. The RFP will go down to Engineering soon and hopefully produced quickly out of that office in order to hire a design team.

The plumber is on site for heated water in the bathrooms. However, the design is not workable due to some changes that were not on the as-built drawings. It will cost more money, which meant that the informal procurement had to stop and now a formal term contract will be needed through the Engineering Department.

IX. **CORRESPONDENCE:** None.

X. **COMMITTEE REPORTS:**

A. **Finance Committee:** The Finance Committee will meet shortly.

B. **Operations Committee:** None.

XI. **ASSEMBLY LIAISON COMMENTS:** Assembly Liaison Loren Jones reported the Human Resources Committee discussed the vacant seat for the Airport Board on Monday. They will meet April 24th to fill the vacant position as well as fill the position that expires June 30 (Mr. Harris' position). Applications are due by the 12th of April. Most likely the person filling Mr. Menzies' position will serve until June 30th. They will also be appointed at the same time to fill the next three years.

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Boards will receive a letter from the Human Resources Committee asking all boards to take a look at what skills they think the board members should hold to make the board successful and what board members currently hold the skills. This would help the Assembly recruit for boards. There will not be a deadline for this, but they would like something back before the end of the year.

The budget process is beginning. They will hold weekly Finance meetings beginning in April until they are done with the budget. Hopefully, the Legislature will be done before the Assembly is done. He will not be attending the March Board meeting as he will be out of town.

XII. **PUBLIC COMMENTS:** None.

XIII. **BOARD MEMBER COMMENTS:**

A. Dennis Harris said he received an e-mail from the Clerk's office regarding the dates for the Board membership. He plans to apply for a second term.

B. Angela Rodell thanked Mr. Jones for the comments on the earlier discussion because she thought the insights of the Assembly and what is going on downtown are really helpful as they struggle with the issue. She wanted to let the Board know that she will be in the nation's capital for the next Board meeting. It is unlikely she will be calling in for that meeting.

C. Jerry Godkin said he visited with Mal Menzies yesterday for a little over an hour. He thought every time he went out he sees a lot of little improvements. Mr. Menzies goes to therapy every week. He did snow removal on his tractor during the last storm. This is certainly an improvement. There are a lot of positives. He said Mr. Menzies knows his flying days are over, which will be a big loss.

XIV. **ANNOUNCEMENTS:** None.

XV. **TIME AND PLACE OF NEXT MEETING:** The next regular Airport Board meeting will be held on March 14, 2017, at 6:00 p.m. in the Alaska Room.

XVI. **EXECUTIVE SESSION:** None.

XVII. **ADJOURN:** *Marty Myers moved to adjourn. The meeting adjourned by unanimous consent at 7:10 p.m.*