

AIRPORT BOARD
AGENDA
6:00 P.M., TUESDAY, OCTOBER 11, 2016
ALASKA ROOM

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF MINUTES: Regular Monthly Meeting of September 6, 2016
- IV. APPROVAL OF AGENDA
- V. PUBLIC COMMENTS
- VI. INTRODUCTION: Trinidad Contreras, CBJ Law Department
- VII. SPECIAL PRESENTATION: USDA Wildlife Service. Trees and Eagles on 26 Approach
 - Progress of Wildlife Management Program
 - GIS map will show current known locations where eagles are typically found
 - Plans to further decrease perch availability within Airport property
 - How much the trees currently cost the Airport
 - How often eagles are dispersed in those locations
 - Cost of pyrotechnics
 - Conclusion
 - A situation where everyone wins
 - Less stress on the eagle population
 - Allows the Airport's finances to be spent in other areas
 - Reduces the chance of an airstrike
- VIII. UNFINISHED BUSINESS
 - A. **Passenger Facility Charge (PFC) #7 Amendment:** Passenger Facility Charge (PFC) #7 collections were complete in 2008. Since then, the funds have accrued interest of approximately \$309,000. Two projects remain to be completed with the funds: 1) Part 121 Ramp (CIP A50-068), which included the air cargo hardstand, and 2) Purchase Land/Airport Expansion Project (A50-071).

Bids were received on the Air Cargo Hardstand project in August 2016 and all bids were rejected due to lack of sufficient funding. Staff recommends amendment of PFC #7 to use \$309,000 of accumulated interest as additional funding for the Part 121 Ramp Project. The funds will be used to fund the Air Cargo Hardstand, as well as an additional concrete slab at Gate 5 to support the wheels of the jetbridge, which are causing significant rutting of the asphalt in the travel way. Both project elements are within the project description of the Part 121 Ramp Project.

A formal process is required to modify the PFC to use the accumulated interest and to appropriate funds to the Part 121 Ramp Project. The recommended motion will initiate the formal modification process, which includes airline consultation and public notice before final approval by the Federal Aviation Administration (FAA). The Board will be asked for a recommendation for appropriation of the funds after approval of the modification by the FAA.

Board Motion: *“Approve the modification to Passenger Facility Charge #7 to use \$309,000 of accumulated interest in the PFC #7 account for the Part 121 Ramp Project (A50-068)”.*

IX. NEW BUSINESS

A. CIP Transfer – Runway Safety Area (RSA): At the June 9, 2010 meeting, the Airport Board approved the transfer of \$500,000 from the Airport Capital Reserve Account to the RSA CIP to temporarily provide local match prior to receiving dirt royalties. \$11,400 has since been returned. Staff requests approval to replace the remaining \$488,600 now that all royalties have been appropriated.

Motion: “Transfer \$488,600 from the Runway Safety Area Capital Improvement Project back to the Airport Capital Reserve Account.”

B. Forst Request to Allow Commercial Aviation Storage in a General Aviation Hangar (Attachment #1): Land lease tenant Richard Forst has requested a change to the ‘Authorized Use’ of his hangar located at Block O, Lot 8 from private to commercial storage use. Mr. Forst plans to sublease the hangar to Delta Air Lines for the storage of their ground service equipment for the winter. The new Leasing Policy still requires the Airport to receive approval from the Board for this type of lease change.

Board Motion: “Approve the authorized use of Richard Forst, Block O, Lot 8 hangar for the purpose of storing commercial aviation equipment.”

C. Airport Manager’s Report:

1. Passenger Facility Charge (PFC) #8 Extension. The original PFC #8 application had a collection end date of March 1, 2017. After review of funds collected, the collection period will need to be extended to March 1, 2018. There are no changes to the amount collected or projects, but the estimated collection time required was too short. A notification to air carriers and the FAA is sufficient for this extension.

2. Wings Airways Hangar Acquisition. On September 13, 2016, Wings Airways purchased the former ‘Wings of Alaska’ hangar that had been assumed by the bank. Wings Airways has already started clean-up of the area and some updates.

3. Katie Kachel, CBJ DC Lobbyist. Congratulations to Katie and family. The Kachel’s announced the birth of their 3rd child, a son, born September 27. Katie will be on family leave for a couple months, but will still be working from home, as able.

4. Mark Lykins' Retirement. After almost 20 years of service with the CBJ Airport, Mark is retiring. Mark is one of the Senior Equipment Operators and also filled in as Acting Superintendent at various times. We will miss Mark's tremendous experience on the airfield, as well as being a great community member. Mark and Leigh are moving to their property in Montana to be close to children/grandchildren.
 5. Snow Removal Equipment Facility (SREF) Ground Breaking Ceremony. On October 6, 2016, an official ground breaking ceremony was held to acknowledge the kick-off of the SREF building construction. This has been in the planning process for over 25 years.
 6. Airport Engineer Report (Attachment #2)
 7. Airport Architect Report (Attachment #3)
- X. CORRESPONDENCE:
- A. **Helen Clough E-mail regarding Late Airport Billing** (Attachment #4)
 - B. **Richard Monkman E-Mail regarding Slow Internet (Free Wi Fi)** (Attachment #5)
- XI. COMMITTEE REPORTS
- A. **Finance Committee**
 - B. **Operations Committee**
- XII. ASSEMBLY LIAISON
- XIII. PUBLIC COMMENTS
- XIV. BOARD MEMBER COMMENTS
- XV. ANNOUNCEMENTS
- XVI. TIME AND PLACE OF NEXT MEETING:
- A. Airport Board, 6:00 p.m., November 8, 2016, Alaska Room
- XVII. EXECUTIVE SESSION: **Board Motion:** *"Move that the Airport Board enter into executive session to discuss a financial matter of the Airport, pursuant to AS 44.62.310(c)(1) (a,) matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the Airport."*
- XVIII. ADJOURN

ATTACHMENT #1

Pam Chapin

From: John Coleman
Sent: Friday, September 23, 2016 1:05 PM
To: Patty Wahto (deLaBruere); Pam Chapin
Subject: Updated lease action request

-----Original Message-----

From: richard forst [<mailto:whalesandotters2@hotmail.com>]
Sent: Friday, September 23, 2016 12:05 PM
To: John Coleman
Subject: Re: Request

Dear Airport manager, I spoke with charlie in the building department regarding my hanger. He said my hanger O-8 meets the commercial code requirements for delta to store ground equipment. Thanks.

On Sep 21, 2016, at 2:59 PM, John Coleman <John.Coleman@jnuairport.com> wrote:

> Thanks Rich,
> I passed this on to the Airport Manager to add to the agenda. We need one more thing--please check in with the CBJ Building Division at 586-0767; let them know that this is the same as the TEMSCO changeover in the next hangar, and get them to confirm that the building meets code for commercial use--it should, because it's the same building as TEMSCO. They will probably just consult their records from when it was constructed. Thanks.

> John

>

> -----Original Message-----

> From: richard forst [<mailto:whalesandotters2@hotmail.com>]
> Sent: Wednesday, September 21, 2016 12:27 PM
> To: John Coleman
> Subject: Request

>

> Dear airport manager,

> Delta airlines contacted me and wants to store there ground equipment in my hanger under a sublease. Therefore I request an amendment to my lease to allow for commercial use of my private hanger. I will provide commercial level insurance appropriate for the use.

> I see this as a similar action that was done for the Temsco hanger transaction, that was approved last year.

> Further it is important for Juneau to support such use to further keep competitive airline pricing for South East Alaska residents Respectfully, Richard Forst.

ATTACHMENT #2



MEMORANDUM

TO: Patricia Wahto
JNU Airport Manager

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

RE: Engineer's Report

DATE: October 6, 2016

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

Airport staff is reviewing the draft Airport Layout Plan. Draft noise contours for 2015 and projected 2035 are attached for review. The final economic impact report prepared with local funds is available. Meetings are set for December 12 and 13, 2016.

Runway Safety Area (RSA) Expansion Phases I and IIA

Grant and project closeout efforts continue. An easement for the Federal Aviation Administration (FAA) approach lighting equipment has been submitted to the Alaska Department of Natural Resources and comments were received on the plat September 26, 2016. I expect the easement will be finalized by the end of the year. I discussed this project with Mike Edelmann (FAA Anchorage) on October 5, 2016. Closeout cannot be completed until the Engineering services completes work on the lighting controls for the lead-in lights under a Reimbursable Agreement (RA). The RA expires in April 2017.

RSA Expansion Phase IIB

The transient aircraft parking apron in the NW Development Area and the geothermal loop field for the Snow Removal Equipment Building (SREB) was awarded to Secon after a grant was received from the FAA. They will begin work in April 2017 and complete the work in September 2017.

The remaining work in the NW Development Area and the NE Development Area will be re-packaged for 2017 construction. The extension of the Emergency Vehicle Access Road requires an Environmental Assessment document. Scoping letters were sent to the agencies to begin that process.

Runway 8/26 Rehabilitation

We are awaiting contractor action to complete the roaming maintenance station installation.

ATTACHMENT #2

Air Cargo Hard Stand

No action was taken on this project in September. The work will be re-packaged and re-bid in the spring for summer 2017 work.

Runway 26 MALSR

No action was taken on this project in September.

ADEC Storm Water Multi-Sector General Permit

As we gear up for the coming season, I'll prepare a few revisions to the Storm Water Pollution Prevention Plan to discuss with tenants at our annual meeting in either November or December.

Float Pond Improvements

I prepared a draft environmental checklist and discussed the project with Matthew Brody at the Corps of Engineers. I will work with him more to develop a permit strategy.

FAA NAVAIDs in the North Runway Safety Area and Object Free Area

This work was previously described with the Runway Rehab project. There are four locations where the FAA has equipment in the critical surfaces north of the runway. At these locations, the surrounding ground does not meet requirements of AC 150/5300-13A and Engineering Brief 79A. I sent the sheet of cross sections for these locations to the FAA (Steve Cords and Matt Freeman) for review on September 6. I will work with the FAA Airports District Office to define a future project to correct the deficiencies.

Lavatory Waste Dump Site

I have gathered site information on water and sewer for several potential locations including near the existing dump station. The best location will be the existing dump station because all necessary utilities are in close proximity. I will work with Murray and Associates to develop a heated water enclosure. I'll prepare a plan for a new concrete pad and water service for construction by airfield crew. The Food and Drug Administration requires a cursory review of the plan.

Maplesden Access

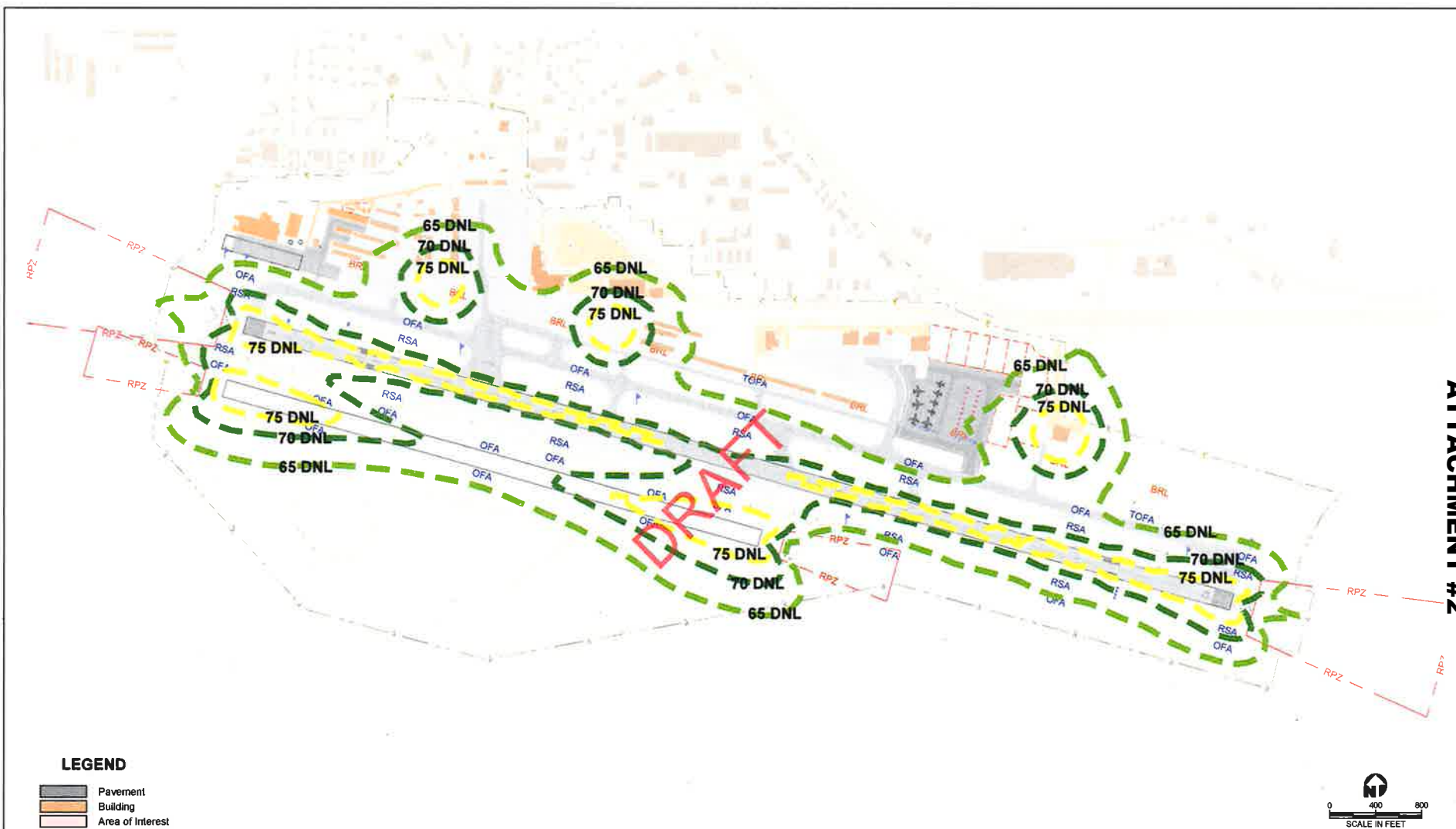
Several meetings were held regarding this issue. Several options have been developed for moving forward.

ATTACHMENT #2
AIRPORT ENGINEER'S PROJECT STATUS REPORT
Kenneth S. Nichols, PE, CM

Project	Status	Schedule	Contractor	Notes
Air Cargo Hardstand				
Design	Complete		Stantec	
Bidding	Re-bid	Spring 2017	tbd	Bids Rejected
Construction	tbd	Early Summer 2017	tbd	
Runway 8/26 Rehabilitation				
Closeout	In Progress	Summer 2016	Secon	Warrantee Period
North RSA Grading				
Survey	Complete	tbd	R&M	Combine with RWY 9/27 Conversion
Runway 9/27 Conversion				
Planning and Coordination	Future	tbd	staff	FAA will set schedule
Construction	Future	tbd	tbd	
Runway Safety Area Phase I				
Closeout	In Progress	Construction Complete	AIC	Final Easement to be Recorded 2016
Runway Safety Area Phase IIA				
Closeout	In Progress	Construction Complete	Secon	Need As-Built Drawings from FAA
Runway Safety Area Phase IIB				
Design	Complete		DOWL	NW Development Area Bid
Bidding	Complete			
Construction	Future	2017	SECON	Will begin April 2017
Runway 26 MALSR				
Planning and Permitting		Ongoing	staff	Ongoing dialogue with FAA
Sustainability Master Plan				
Finalize ALP	DRAFT		AECOM	Draft in review
Economic Impact Report	Completed		AECOM/Sheinberg	
Finalize Report		Winter 2016	AECOM	Meetings in December

ATTACHMENT #2
AIRPORT ENGINEER'S PROJECT STATUS REPORT
Kenneth S. Nichols, PE, CM

Taxiway A & F Rehab, Taxiway C, D, E RIM				
Formulation, Planning, Permitting	In Progress	Summer 2017	Staff/PDC	
Design	Future	Fall/Winter 2017	tbd	
Construction	Future	2018-2019	tbd	
FAA NAVAIDS				
Formulation			staff	
Maplesden Access				
Feasibility	tbd	tbd	staff	



1501 4TH AVENUE, SUITE 1400
SEATTLE, WA 98101
PHONE: (206) 438-2700



JUNEAU INTERNATIONAL AIRPORT
AIRPORT SUSTAINABILITY MASTER PLAN

INM Noise Model - Year 2015

SCALE:

LEGEND

- Pavement
- Building
- Area of Interest

JUNEAU INTERNATIONAL AIRPORT
AIRPORT SUSTAINABILITY MASTER PLAN

INM Noise Model - Year 2035

SCALE: 0 400 800
 SCALE IN FEET

SCALE:

1501 4TH AVENUE, SUITE 1400
SEATTLE, WA 98101
PHONE: (206) 438-2700



MEMORANDUM

TO: Patty Wahto,
JNU Airport Manager

DATE: October 4, 2016

FROM: Catherine Fritz, AIA
JNU Airport Architect

RE: Architect's Report of September 2016 Activity

On-site construction of the Aircraft Rescue and Fire Fighting (ARFF) Building Modifications began in September. Contractor, Dawson Construction shifted the security fence toward the north and installed temporary Gate K that allows two ARFF trucks to be parked on the structural apparatus side of the station during construction. The project schedule calls for demolition to be complete by October 20; foundation and underground piping work will then begin. Construction progress meetings are being held approximately once per week, and Dawson is working closely with the ARFF staff to make sure that they can continue to operate without interruption.

The Notice to Proceed on construction of the Snow Removal Equipment Building (SREB) was issued to F&W Construction on September 26, 2016. F&W's Project Manager Robby Capps, and Superintendent Darel Duvall, came to Juneau on September 20, 2016 to visit the site and begin the badging process. They are looking forward to the upcoming ground breaking ceremony on October 6, 2016 and are preparing for the pre-construction conference that will be held as soon as possible. F&W will provide a tentative project schedule and other administrative documents at the pre-construction conference. The Dispute Resolution Board (DRB) policies and practices manual is currently being drafted; it will become the basis for selecting and operating the DRB.

The maintenance shop roof was accepted on September 14, 2016, following an inspection from the roofing manufacturer's representative. All operations and maintenance materials have been received and JNU maintenance staff has been briefed on the care of the new roof.

Alaska Airlines implemented their new graphics program in September. This included installation of new signage, interior painting of walls within their lease areas, and new equipment such as bag sizing devices and stanchions. Both the terminal and the cargo facilities were updated.

The main stairway upgrade project began in late September with Alaska Electric as prime contractor. The project includes new LED lighting and fresh paint. These improvements, along with the flooring replacement that was completed a few months ago, are expected to make the stairway safer, easier to maintain, and more aesthetically modern. The construction cost is approximately \$33,000.



Temporary Gate K at ARFF station.



Main stairway lighting upgrades are underway.

ATTACHMENT #4

Pam Chapin

From: Pam Chapin
Sent: Wednesday, September 21, 2016 11:36 AM
To: 'Helen Clough'
Subject: FW: Billing for airport leases

Hi Helen,

Thank you for your concern. I have contacted our Accounts Receivable representative and she has explained the delay. I hope you have a great day. I look forward to seeing you, Rollin and your pup soon!

Pam

From: Lisa Gardner
Sent: Wednesday, September 21, 2016 11:25 AM
To: Pam Chapin
Cc: Patty Wahto (deLaBruere); Cheryl Crawford
Subject: RE: Billing for airport leases

Thank you for letting me know Pam.

The airport lease invoices are set-up on a recurring file and unfortunately, I cannot change the date no matter when I actually generate them, which is why they were still September 1st. They went out late this month because Travis had said there were many changes to tiedown leases (mostly upgrades to asphalt) and he needed more time to hear back from tenants. I gave him 2 extra weeks, until Friday the 16th, and then I came into work on Saturday the 17th to produce the invoices.

Unfortunately, Cristian was then out sick Monday and couldn't get the invoices folded/stuffed and mailed until Tuesday, which is why they went out on the 20th.

As far as the due date, I do try to always advance the due date in these situations to give customers more time, that was an oversight on my part. However, none of the tenants will receive any interest if they pay in the month of October, i.e. no interest will be calculated until November 1st and only on the accounts that are still outstanding at that point. They do have 40 days to pay interest free.

Sincere apologies for all the inconvenience and upset this causes your tenants. I should have advanced the due date, but, I don't know that the delay could have been avoided this month.

Please let me know if you have any more questions for me about the situation.

Lisa

Lisa Gardner
Accounts Receivable Supervisor
Ph. 907-586-0381
Fax. 907-586-5367
155 S Seward St
Juneau AK 99801

ATTACHMENT #4

From: Pam Chapin
Sent: Wednesday, September 21, 2016 11:03 AM
To: Lisa Gardner
Cc: Patty Wahto (deLaBruere)
Subject: FW: Billing for airport leases

Hi Lisa,

I just wanted you to know that we received this today. Is there anything I can relay to the Board from your side of the table?

Pam

From: Helen Clough [<mailto:hcloughak@gmail.com>]
Sent: Wednesday, September 21, 2016 10:59 AM
To: Airport Board
Subject: Billing for airport leases

Dear members of the airport board,

I know that the city finance department does the billing for the airport leases, but thought you might want to know that the invoices dated September 1, 2016 were postmarked September 20, 2016 with a due date of 10/1/2016. I brought this to the attention of the city finance department who said they would "look into it."

I am sure this does not make the airport look very efficient to any new tenants. I also anticipate that the city will probably receive a lot of late payments if people have any delays in receiving their mail this month due to travel, etc.

Helen Clough
Airport lease holder
907 321 4004

ATTACHMENT #5

Pam Chapin

From: Pam Chapin
Sent: Friday, October 07, 2016 11:08 AM
To: 'Dick Monkman'; Airport Board
Subject: RE: Airport wireless overload

Follow Up Flag: Follow up
Due By: Friday, October 07, 2016 11:00 AM
Flag Status: Flagged

I have contacted GCI, who has placed a work ticket for this problem. I will contact everyone when something has been done or reported.

Pam Chapin

Administrative Assistant
586-0962

From: Dick Monkman [<mailto:dick@sonoskyjuneau.com>]
Sent: Tuesday, September 27, 2016 10:29 AM
To: Airport Board
Subject: Airport wireless overload

Dear Airport Board,

I am an altogether-too-frequent flier in and out of the airport, as business routinely takes me out of town. Kudos for the steady stream of improvements to the airport over the past several years. The facility from this passenger's point of view is greatly improved.

One area that could be improved more is the wireless. First, I do appreciate that there is now free wireless in the terminal. But, more often than not it is excruciatingly, frustratingly, horribly, terribly slow – especially during the cruise ship season. I'd assume it is simply that the wireless equipment and bandwidth hasn't kept up with the flood of electronic devices in use these days. It sometimes seems that everyone in the terminal waiting area is on their phone, laptop or tablet. The result is dropped signals, glacial download times, and resulting unhappiness.

The airlines and TSA keep encouraging passengers to show up earlier and earlier for our flights. It's a huge plus to be able to work and connect while waiting (and waiting) inside security. It's hit and miss now, due to the connectivity issues, and mostly miss. I hope you will take a look at the waiting area wireless situation and, if possible, boost/broaden the signal!

Thanks very much for all your good work.

Richard D. Monkman
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