

MINUTES of
AIRPORT BOARD MEETING
October 11, 2016
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

Joe Heueisen

Martin Myers

Dennis Harris

Mal Menzies (via phone)

Angela Rodell

Member Absent:

Jerry Godkin

Staff/CBJ Present:

Patty Wahto, Airport Manager

Trinidad Contreras, CBJ Law

John Coleman, Airport Business Mgr.

Keith Walker, Fire Department

Scott Rinkenberger, Airport M&O Sup't

Loren Jones, CBJ Assembly

Ken Nichols, Airport Engineer

Amy Mead, CBJ Law

Catherine Fritz, Airport Architect

Public Present:

Irene Gallion, DOWL

Tyler Adams, USDA Wildlife Svcs.

III. **APPROVAL OF MINUTES:** *David Epstein moved, Martin Myers seconded, that the minutes of the September 6, 2016, meeting be approved as presented. The motion passed by unanimous consent.*

IV. **APPROVAL OF AGENDA:** *David Epstein moved, Martin Myers seconded, the approval of the agenda as presented. The motion passed by unanimous consent.*

V. **PUBLIC COMMENTS:** None.

VI. **INTRODUCTION:** Airport Manager Patty Wahto introduced Amy Mead and Trinidad Contreras, both from the CBJ Law Department.

VII. **SPECIAL PRESENTATION:** USDA Wildlife Service. A presentation was given by Tyler Adams, USDA Wildlife Services. Mr. Adams said that they are having great success in deterring eagles from perching in the AOA, using innovative anti-perching devices and procedures developed in consultation with the Airfield Maintenance crew. He requested permission to remove some cottonwoods and Sitka spruce trees that are still attractive to eagles near the runway. Mr. Adams said there were approximately six cottonwoods and the possibility of a few Sitka spruce trees, if the eagles relocated to those trees, that would

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need to be removed. He said the Airport spends approximately \$420/year on pyrotechnics on the eagles in this area. Mr. Adams stated that the removal of the trees is a three-fold win: Less stress on the eagles if they do not have to haze them, less expense to the Airport on costly pyrotechnics (and manpower), and reduction in the chance of an aircraft strike. He said there are no nests in the trees he has identified. Airport Engineer Ken Nichols said the Fish & Game permits are still open, but as a courtesy, a summary of what the Airport plans to do should go to the Wetlands Review Board as an informational item only.

VIII. **UNFINISHED BUSINESS:**

A. **Passenger Facility Charge (PFC) #7 Amendment:** Mrs. Wahto reviewed the status of the funding and open projects in PFC7: 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 insufficient funding. Staff recommended 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 jet bridge, 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 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. *Angela Rodell moved, David Epstein seconded, to 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). The motion passed by unanimous consent.*

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IX. NEW BUSINESS

A. Capital Improvement Project (CIP) Transfer – Runway Safety Area (RSA):

Mrs. Wahto reviewed the status of CIP funds previously transferred into the RSA project. She said that 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. *Angela Rodell moved, Martin Myers seconded, to transfer \$488,600 from the Runway Safety Area Capital Improvement Project back to the Airport Capital Reserve Account. The motion passed by unanimous consent.*

B. Forst Request to Allow Commercial Aviation Storage in a General Aviation Hangar (Attachment #1):

Mrs. Wahto informed the Board of a tenant request to amend a lease. She said that Land lease tenant Richard Forst 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 requires the Airport to receive approval from the Board for this type of lease change. Mrs. Wahto said that Mr. Forst had ensured with the City that the action complies with code. She said that Mr. Forst had put a For Rent sign on the hangar, and Delta had contacted him. It was asked if this request was just for Delta, for this season. Mrs. Wahto stated that it wasn't determined that it was just for Delta or if it was for the Winter, but any change back from commercial would change the use and rate back to general aviation. *Angela Rodell moved, Malcolm Menzies seconded, to approve the authorized use of Richard Forst, Block O, Lot 8 hangar for the purpose of storing commercial aviation equipment. The motion passed by unanimous consent.*

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. Mrs. Wahto said that staff has begun outlining the process for the PFC #9 application, and will include the Board soon.
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.

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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. Mrs. Wahto said that interviews are underway for several Airfield positions. Mr. Lykins' position as a Senior Equipment Operator will be opened for recruitment too, and if filled internally, it would require an additional recruitment for that open position.
 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): Airport Engineer Ken Nichols reviewed his written report with the Board. He said that he will be developing the scope and fee for the Taxiway A/RIM project with PDC and RSH on November 7-9. He requested an Operations meeting within that timeframe.
 7. Airport Architect Report (Attachment #3): Airport Architect Catherine Fritz reviewed her written report with the Board. She said that the Airfield shop roof has finally been accepted. Joe Heueisen, Airport Board, asked for JNU signage on the outside of Jetbridge 5, and the front of the terminal. Ms. Fritz said that those could be looked at, but it had not been the intent to put the JNU name back on the front of the terminal.
- X. **CORRESPONDENCE:**
- A. Mrs. Wahto said that a complaint received from Helen Clough regarding the payment due date on her lease invoice (Attachment #4) had been resolved with an explanation from the Accounts Receivable office.
 - B. Mrs. Wahto said that a request for improved wi-fi service had been received from Richard Monkman (Attachment #5). She said that staff is investigating what improvements can be made.
- XI. **COMMITTEE REPORTS:**
- A. **Finance Committee:** No report.
 - B. **Operations Committee:** No report.
- XII. **ASSEMBLY LIAISON COMMENTS:** CBJ Assembly Liaison Loren Jones said that people now expect free wi-fi at public facilities. He said that he had attended a meeting about electric cars, and wondered if there are plans for charging stations at the airport.

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XIII. **PUBLIC COMMENTS:** None.

XIV. **BOARD MEMBER COMMENTS:** Mr. Harris said that he had seen the inner exit lane door malfunction recently, preventing passengers from leaving the departure lounge. Ms. Wahto said that staff is nursing it along until a replacement system can be installed.

XV. **ANNOUNCEMENTS:** None.

XVI. **TIME AND PLACE OF NEXT MEETING:** The next regular Airport Board meeting will be held on November 8, 2016, at 6:00 p.m. in the Alaska Room.

XVII. **EXECUTIVE SESSION:** *Dennis Harris moved 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.*

A break was taken at 6:53 p.m.

The Board went into executive session at 7:00 p.m.

The Board came out of executive session at 8:27 p.m. Angela Rodell reported that the Board was now out of executive session. During the executive session, the Board heard from the CBJ Attorney on matters related to land acquisition, and relayed the next steps to staff. The session discussed matters involving financial matters and attorney-client communications.

XVIII. **ADJOURN:** *Angela Rodell moved to adjourn. The meeting adjourned by unanimous consent at 8:30 p.m.*