

AIRPORT BOARD  
AGENDA  
6:00 P.M., TUESDAY, JUNE 14, 2016  
ALASKA ROOM

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES: Regular Monthly Meeting of May 10, 2016

IV. APPROVAL OF AGENDA

V. PUBLIC COMMENTS

VI. UNFINISHED BUSINESS

A. **Jet Bridge 5 Update/Repairs:** At the April 12, 2016 Airport Board meeting, staff briefed the Board on the repairs to jet bridge 5. Airport Mechanical Services (AMS) was hired to repair the jet bridge and bring it back to manufacturer specifications. The repairs to get the jet bridge working were completed mid-April. While performing the repairs, AMS technicians discovered that a safety system was missing/de-activated on the jet bridge. This system controls the speed of the jet bridge and slows the jet bridge down when it gets within a certain distance of the jet. While the system now works, it only operates at one (fast) speed. The cost to put this safety system back on the jet bridge is \$19,765. We are moving forward with the safety repairs. Costs can be managed within the current (bottom line) budget based on vacancies and year-end savings. Staff is also gathering the repair costs, repair information and chronology on the repair events to-date, and will contact Jetbridge America. Staff is also working with CBJ Law Department to keep them in the loop and review the contract.

**Board Motion:** *“Approve the jet bridge 5 safety system repairs, at a cost not to exceed \$19,765.”*

VII. NEW BUSINESS

A. **Airport Manager’s Evaluation**

B. **De-Appropriation:** The Federal Aviation Administration (FAA) has refunded \$40,356.43 to the Runway Safety Area Capital Improvement Plan (CIP), for Reimbursable Services Agreement #AJO-FN-WSA-08-0001 – this was one of several Reimbursable Agreements for FAA technical teams to relocate navigation and weather facilities. The refund comes from the FAA Mike Monroney Aeronautical Center (which manages the Agreement and dispatches the technical teams), and must be returned to FAA Alaska Region (which provided the Airport Improvement Program (AIP) grant to fund the Agreement). The AIP grant must be reduced and reimbursed accordingly, along with the corresponding Alaska Department of Transportation (ADOT) match amount.

Motion: *“Approve the de-appropriation of AIP and ADOT grants for Reimbursable Services Agreement AJO-FN-WSA-08-0001, in the amounts of \$38,338.61 and \$984.70 respectively, and return those funds to the granting agencies.”*

**C. Endicott Aviation, LLC Hangar Assignment (Attachment #1):** Land lease tenants Michael Sprenger and Justin Chaput have requested an assignment of their private hangar lease, Block O Lot 7, to Endicott Aviation LLC – members Michael, Larry, and Karla Sprenger (see accompanying letter). Endicott Aviation LLC was established to "provide hangar space rentals," and subsequently amended to "provide hangar space for personal aviation use"; essentially sublease space to private aircraft owners. Because of the business aspect of this lease assignment, their request is being referred to the Board for consideration of their business/commercial activity at a non-commercial site.

Board Motion: *“Approve the assignment of Block O, Lot 7 land lease to Endicott Aviation, LLC, as a commercial/business entity for the purpose subleasing space for personal aviation use.”*

**D. Airport Manager’s Report:**

1. Board Information Item Only: RED Leasing/Alaska Seaplanes Request for Same Land Lease Lots. Both RED Leasing (Ward Air) and Alaska Seaplanes have submitted requests to lease the same lease lots situated between the two tenants. Staff is reviewing certain contract/legal issues with CBJ Law and the FAA, and will be responding to the tenants upon completion of this review.
2. Senator Lisa Murkowski Visit: I had the privilege of hosting a ‘walking’ meeting with Senator Lisa Murkowski on May 27. It was a beautiful day and the Senator was able to see the Airport, Emergency Vehicle Access Road and wetlands from a different viewpoint.
3. Security Updates: The administration staff is still actively pursuing a full-time badging assistant. During the interim, the badging office will be covered by the administrative staff. During the week of June 6<sup>th</sup>, the Transportation Security Administration Regulatory Inspector (TSI) David Guzman conducted a comprehensive annual review/audit of the airport security program and the badging office. Overall, the review/audit went very well. There are two housecleaning items identified by the inspector that will be corrected within the month. In addition, a TSI identified several vehicles not complying with gate rules/procedures. As a corrective measure, the Airport sent out a reminder to all tenants to follow proper gate rules and procedures to ensure no unauthorized individuals gain access to the restricted areas of the airport. The exit lane between the sterile area and the public area of the terminal has created several false alarms in the past month and will need to be upgraded or overhauled in the near future. Further, the Gate 1 infrastructure on the north end of the terminal is wearing out exponentially with the increased summer use. Terminal Maintenance continues to find creative ways to keep everything running smoothly; however, the infrastructure may need to be addressed prior to the remodel.

4. Action Line with Pete Carran: I have been asked to be a guest on Action Line later this month. In this case, the show will be pre-recorded and aired at a later date. Once known, I will inform the Board the date it is scheduled to be aired.

5. Aircraft Rescue and Fire Fighting (ARFF) Truck: The new Rosenbauer 3000 gallon ARFF truck has arrived (months earlier than anticipated). A trainer from Rosenbauer will be in town (as part of the contract) and the truck will be fully examined prior to acceptance.

6. Airport Engineer Report (Attachment #2)

7. Airport Architect Report (Attachment #3)

VIII. CORRESPONDENCE:

IX. COMMITTEE REPORTS

A. **Finance Committee**

B. **Operations Committee**: TBD. Staff recently received comments on the Leasing Policy and has been working on incorporating these comments in the draft Leasing Policy. Once the changes are in, we hope to set up a meeting by the end of June.

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., July 12, 2016, Alaska Room

XV. EXECUTIVE SESSION

XVI. ADJOURN

**June 2, 2016**

## **JUNEAU AIRPORT MANAGER**

**JUNEAU AK**

Dear Ms. Patty Wahto,

I am writing this letter for explanation of the proposed activity of Endicott Aviation LLC to show that the business will operate in accordance with the hangar lease agreement with the City and Borough of Juneau, Alaska. Endicott Aviation LLC was created for liability purposes and does not intend to operate any commercial aviation operation such as a Part 135 operation out of the executive hangar located on Lot 7, Block O. Endicott Aviation LLC fully intends to comply with all parts of the current lease agreement, including Article 4, Use of Leased Premises, in that only private aircraft will be stored on the premises. Endicott Aviation LLC currently has sufficient insurance and all other necessary documentation required by the State of Alaska. I hope this clarifies the purpose and intent of Endicott Aviation LLC and the lease agreement can be approved.

SINCERELY,



**MICHAEL SPRENGER  
ENDICOTT AVIATION LLC**

## ATTACHMENT #2



### MEMORANDUM

TO: Patricia Wahto  
JNU Airport Manager

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

RE: Engineer's Report

DATE: June 9, 2016

#### **General**

Project specific summaries of project status and activity presented below. Additionally, I have attached a table of project status information.

#### **Airport Sustainability Master Plan**

The consultant team presented information regarding development alternatives on May 10 to the Technical Advisory Committee and the Airport Board, as well as a stakeholder meeting on May 11 and Assembly Committee of the Whole on May 16. Feedback received during the stakeholder meeting was incorporated into the Assembly Committee of the Whole meeting presentation.

#### **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. I expect the easement will be finalized by the end of the year.

#### **RSA Expansion Phase IIB**

Aircraft parking aprons are in design development for both the NE and NW sites. Several bid schedules and additive alternates are under development for each project element. I have spent time coordinating the design teams for this project, the Snow Removal Equipment Facility project, and the master planning effort. I expect more review documents to be delivered this week.

#### **Runway 8/26 Rehabilitation**

Installation of the roaming maintenance station is expected to be completed the week of June 12, 2016. As-built drawings were electronically delivered by Stantec on May 31, 2016.

Previously identified deficiencies in the runway safety area grades, as well as grading around FAA equipment (VASI, RVR, etc.), will be the subject of a separate future project. I will work with the ADO in the near future to develop an action plan.

As stated previously, I expect the renumbering the runway to 9/27 will take place in 2020.

## **ATTACHMENT #2**

### **Air Cargo Hard Stand**

I expect to receive a 95% check set for review from Stantec by June 10, 2016. The plans will be circulated to Alaska Airlines, as well as internally, and put out to bid after final comments are incorporated.

### **Runway 26 MALSR**

No action was taken on this project in June.

### **ADEC Storm Water Multi-Sector General Permit**

Ongoing monitoring for the discharge from Outfall 3 (behind the shop) continues. Multiple samples were collected in April and May. I will collect another sample in June for ammonia analysis. Staff met with representatives from Alaska Airlines, Delta Air Lines, and Empire Airlines on May 25. Several options were discussed for reduction of both aircraft deicing and pavement deicing runoff. No additional practicable reduction strategies were identified for implementation. Two strategies will be investigated further for practicability. Delta Air Lines committed to investigating low-flow nozzles for their aircraft deicing fluid. The group committed to evaluating a proposal to develop alternative deicing positions that may re-route runoff to the float pond. Alternative positions will be circulated for review in June 2016.

### **Float Pond Improvements**

While I was in Anchorage on June 2, 2016, I spoke to Leslie Gray, FAA Environmental Specialist. As previously stated, I will prepare a checklist for FAA to make a determination that repairs to the float pond are "Categorically Excluded" from further analysis under NEPA.

### **FAA Alaska Region Workshop**

I attended a workshop sponsored by the FAA Airports Division in Anchorage on June 1-2, 2016, covering a number of topics. The workshop was attended by more than 200 participants representing FAA, Alaska Department of Transportation, municipal airport sponsors in Alaska, and consultants. I was invited to speak on two topics: 1) Airport Sustainability Master Plan and 2) Runway 8/26 Rehabilitation. Both discussions were held in standing room only breakout sessions attended by more than 50 people. The projects were well received and prompted follow-on discussions. I also gained new contacts interested in seeing the final product of the master plan. Perhaps the most valuable part of the trip was side discussions with FAA's Matt Freeman, Mike Edelman, Pat Oien, and Leslie Gray.

My presentation slides will be posted on the airport website.

**ATTACHMENT #2****AIRPORT ENGINEER'S PROJECT STATUS REPORT**

Kenneth S. Nichols, PE, CM

| <b>Project</b>                                      | <b>Status</b> | <b>Schedule</b>       | <b>Contractor</b> | <b>Notes</b>                     |
|-----------------------------------------------------|---------------|-----------------------|-------------------|----------------------------------|
| <b>Air Cargo Hardstand</b>                          |               |                       |                   |                                  |
| Design                                              | In Progress   | June 2016             | Stantec           | Bidding in July 2016             |
| Construction                                        | Future        | Fall 2016             | tbd               |                                  |
| <b>Runway 8/26 Rehabilitation</b>                   |               |                       |                   |                                  |
| Closeout                                            | In Progress   | Summer 2016           | Secon             | Installation of Roaming Laptop   |
| <b>North RSA Grading</b>                            |               |                       |                   |                                  |
| Survey                                              | Complete      | tbd                   | R&M               | Combine with RWY 9/27 Conversion |
| <b>Runway 9/27 Conversion</b>                       |               |                       |                   |                                  |
| Planning and Coordination                           | Future        | tbd                   | staff             | FAA will set schedule            |
| Construction                                        | Future        | tbd                   | tbd               |                                  |
| <b>Runway Safety Area Phase I</b>                   |               |                       |                   |                                  |
| Closeout                                            | In Progress   | Construction Complete | AIC               | Final Easement to be Recorded    |
| <b>Runway Safety Area Phase IIA</b>                 |               |                       |                   |                                  |
| Closeout                                            | In Progress   | Construction Complete | Secon             | Need As-Built Drawings from FAA  |
| <b>Runway Safety Area Phase IIB</b>                 |               |                       |                   |                                  |
| Design                                              | In Progress   | Summer 2016           | DOWL              | NE and NW Development Areas      |
| Construction                                        | Future        | 2016 & 2017           | tbd               |                                  |
| <b>Runway 26 MALSR</b>                              |               |                       |                   |                                  |
| Planning and Permitting                             | Not started   | Summer 2016           | staff             |                                  |
| <b>Sustainability Master Plan</b>                   |               |                       |                   |                                  |
| Finalize ALP                                        | In Progress   | July 2016             | AECOM             |                                  |
| Finalize Report                                     |               | Fall 2016             | AECOM             |                                  |
| <b>Taxiway A &amp; F Rehab, Taxiway C, D, E RIM</b> |               |                       |                   |                                  |
| Planning and Coordination                           | In Progress   | RFP Summer 2016       | staff             | Design consultant tbd            |
| Design                                              | Future        | Fall/Winter 2016      | tbd               |                                  |
| Construction                                        | Future        | 2018-2019             | tbd               |                                  |
|                                                     |               |                       |                   |                                  |
|                                                     |               |                       |                   |                                  |



## ATTACHMENT #3

### MEMORANDUM

TO: Patty Wahto,  
JNU Airport Manager

DATE: June 6, 2016

FROM: Catherine Fritz, AIA  
JNU Airport Architect

RE: Architect's Report of May 2016 Activity

A new set of construction General Conditions that incorporates applicable federal contract requirements and Federal Aviation Administration (FAA) construction provisions has been completed. This important set of contract conditions will be used for all JNU projects that include FAA funding. The documents were reviewed and accepted by City & Borough of Juneau (CBJ) Law Department during May.

The Snow Removal Equipment Facility (SREF) design team is working steadily at completing design and construction documents for the upcoming bid. An 80% complete progress meeting was held on May 24, 2016 in Juneau. All aspects of the project's design were reviewed and the documents have been forwarded to the construction cost estimator. Complete drawings and specifications are scheduled to be received during the week of June 13, 2016. I am working closely with CBJ Contracts Office to ready the project for bidding as soon as possible.

The design team submitted 100% complete construction bid documents for the Aircraft Rescue and Fire Fighting (ARFF) Building Modifications project on May 31, 2016. The construction cost estimate is approximately \$2.2M. All documents are in the CBJ Contracts Office, and staff is preparing to begin the advertisement for bids. The FAA grant application is being prepared by Airport staff.

Silverbow Construction completed much of the shop roof during May. Minor change order items have been necessary to address unforeseen items such as deteriorated roof drain rings that were not visible during design. Final completion is scheduled for June 30, 2016.

Maintenance projects around the terminal continue, including flooring replacement and interior painting. A circuit problem arose in May that brought to our attention the lack of panel capacity in one of the main service panels that is located in the baggage handling area of the building. We will begin working with an electrical engineer to consider options for replacing (upgrading) this panel.

The pre-proposal meeting for the Request for Proposals (RFP) for a new contract for the advertising concession was held on May 19, 2016. Proposals are due on June 16, 2016.



Silverbow Construction completing Shop Roof Replacement during May 2016.