

MINUTES of
AIRPORT BOARD MEETING
June 14, 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
Dennis Harris

Joe Heueisen
Martin Myers

Angela Rodell
Ron Swanson

Member Absent:

Mal Menzies

Staff/CBJ Present:

Patty Wahto, Airport Manager
Marc Cheatham, Deputy Airport Mgr.
Scott Rinkenberger, Airport M&O Sup't

Catherine Fritz, Airport Architect
Ken Nichols, Airport Engineer
Keith Walker, Fire Department

Public Present:

Tom Williams, Ward Air
Irene Gallion, DOWL

Sam Roche, Alaska Seaplanes

III. **APPROVAL OF MINUTES:** *Ron Swanson moved, Marty Myers seconded, approval of the minutes of the May 10, 2016 meeting as presented. The motion passed by unanimous consent.*

IV. **APPROVAL OF AGENDA:** *Marty Myers moved, Ron Swanson seconded, to approve the agenda as presented. The motion passed by unanimous consent.*

V. **PUBLIC COMMENTS:** None.

VI. **UNFINISHED BUSINESS:**

A. **Jet Bridge 5 Update/Repairs:** Airport Manager Patty Wahto said the first item is a follow-up to Jet Bridge 5 repairs. In April some smaller repairs were done through Airport Mechanical Services (AMS). Once the repairs were done, the jet bridge moved at a very fast pace, which indicated something had been removed by JetBridge America or whoever had worked on it. The item that was removed would normally slow the jet bridge as it approaches the aircraft. Initially the jet bridge took a long time to get to the gate and then it stopped working. When it was up and running, it was noted that this part had pieces missing and it was disengaged. AMS has quoted \$19,765. The Airport intends to touch base with JetBridge America. While it is one thing to provide the jet bridge; it is something else if parts were not provided with it. In the meantime, this is a safety feature that needs to be taken care of. The Airport can absorb this with some

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vacancies and some year-end funding with the 2016 budget. This will not come out of Airport reserves. This requires approval as it is an expenditure that was not anticipated. There was no warranty, but the missing part will be brought back to JetBridge America through the Law Department. *Angela Rodell moved, Marty Myers seconded, to approve the jet bridge 5 safety system repairs, at a cost not to exceed \$19,765. The motion passed by unanimous consent.*

VII. **NEW BUSINESS:**

A. **Airport Manager's Evaluation:** This will be handled in executive session at the end of the meeting.

B. **De-Appropriation:** This is a de-appropriation of \$40,356.43 going back to the Runway Safety Area Capital Improvement Plan (CIP), for a reimbursable agreement with the Federal Aviation Administration (FAA) Engineering. Engineering contracts work by giving money through the Airport. The reimbursable agreement is with the FAA and it is distributed to their engineering group. In this case, not all of it was used. *David Epstein moved, Angela Rodell seconded, that the Board approve the de-appropriation of AIP and Alaska DOT 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. The motion passed by unanimous consent.*

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. This is not being used commercially. This is not a commercial activity, but requires Board approval. They have checked with insurance and codes and there is no violation. Board Member Dennis Harris was concerned about setting precedence. He asked if this nominally being a business would affect the rate that is charged. Mrs. Wahto said this is not establishing precedence. There have been a few others that have come before the Board, but it is still storage of private aircraft. Board Member Ron Swanson said this activity is happening all over the airport. He spoke in favor of allowing it to happen. Mr. Harris suggested this be a standard part of new leases and a part of the Leasing Policy so that it does not have to come before the Board every time. Mrs. Wahto said this is an excellent idea. Board Member Marty Myers said this is right in line with what the FAA wants done with the hangars.

Board Motion: *"Angela Rodell moved, Marty Myers seconded, that the Board approve the assignment of Block O, Lot 7 land lease to Endicott Aviation, LLC, as a commercial/business entity for the purpose of subleasing space for personal aviation use. The motion passed by unanimous consent.*

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. Board Member Ron Swanson said his opinion is that the parties should be able to work this out themselves and come to an amicable compromise on this thing. He said before it is too wound up with lawyers, he suggested giving them time to work it out.
2. Senator Lisa Murkowski Visit: Mrs. Wahto had the privilege of hosting a 'walking' meeting with Senator Lisa Murkowski on May 27. She had a lot of questions regarding the MALSR (Medium Intensity Approach Lighting System With Runway Alignment Indicator Lights) program and what the Airport is looking for in the addition funding on the 26 end.
3. Security Updates: Deputy Manager Marc Cheatham said interviews are continuing for the badging person. During the interim, the badging office has and will be covered by the administrative staff. Transportation Security Administration (TSA) 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 housekeeping items identified by the inspector that will be corrected within the month. A letter was sent to all tenants about making sure the gates close behind them when entering the airfield through a gate. When more testing was done, people were following the rules. The penalty for failing to wait at the gate to close is first a warning, the second is revocation of driving privileges (going through the gate), with a penalty up to \$11,000 from TSA. The penalty is assessed to the Airport and then passed on to the tenant.

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. Staff is trying to get a grant from TSA or some other means for the \$450,000 needed. 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: Mrs. Wahto has 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, she will inform the Board of the date it is scheduled to be aired.

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

6. Airport Engineer Report (Attachment #2): Airport Engineer Ken Nichols said there will be a bid schedule within the Runway Safety Area (RSA) 2B Project that identifies the fencing additions. If enough money is received from the FAA, it will be awarded. The economic impact information (the additional report done) will be brought to the July meeting. Another sample will be taken for the storm water sampling during the next rain.

Mr. Nichols said he had a good couple of days at the FAA Alaskan Region Workshop and it was very beneficial. Some good interaction occurred with follow-up e-mails of a possibility of getting some set-aside money for energy efficiency that would help get extra money not in the Airport's normal program for the geo thermal loop for the Snow Removal Equipment Building (SREB).

A project on the Capital Improvement Program (CIP) is Taxiway A Rehabilitation and Runway Incursion Mitigation, which is for some preliminary planning, environmental formulation, and preliminary design with a grant from this year. Erosion on the float pond continues to happen from wave action from planes landing, storm events, and gravity. Even some mitigation that has been put in place since the original project has failed and he thought a good, long-term solution needs to be designed. There is an ongoing event with glacial outflow and changing out the valve would allow the Airport to close it off in case the water level rises in the river.

7. Airport Architect Report (Attachment #3): Airport Architect Catherine Fritz reported May was a month of bid preparation work. Staff worked on front-end documents while the designers were cramming on getting drawings and specifications done. She said the new front-end documents that take the general conditions of the contracts and integrates both the federal provisions for contracts and the Federal Aviation Administration provisions for construction contracts. She said it will be a single set applicable to both horizontal and vertical work. The FAA was very supportive of this. The Law Department and the Purchasing Department have both been a huge help in getting staff through the process.

The SREB design work is virtually complete. The final signed documents are due on Monday. Bidding for the SREB will be out for four-plus weeks. The grant application is being worked on. There will need to be some support from the Board to get through the review of bids and the Assembly grant appropriation.

The ARFF documents were submitted by the design team a couple of weeks ago. They will be advertised for bid starting tomorrow. A pre-bid conference will be held

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at the airport and then a trip over to the Fire Hall for interested bidders. This will have a 22-day bid period so that this project can be awarded and under the upcoming grant schedule. The project schedule calls for completion by June 1, 2017. Due to the grant award process, notice to proceed should be given about September 1. The ARFF crew is working on the placement of the new truck off site as it will not fit in the structural bay area. Keith Walker said once the training is done on the new truck, it can be put into service. All requirements are met with the existing apparatus. City Streets has a building behind the bus barn that is heated and dry and the new equipment will be stored there.

The shop roof is going well and it is nearly substantially complete. A few things were added and it is expected to be turned over for substantial completion to Scott next week so they will be able to move the equipment back into the area, while the contractor finalizes a few more things on the roof for a total close out on June 30. This roof is a membrane system and the same roofing system installed on the new SLAM. It is a widely accepted roof and should give the Airport good performance. The insulation on the roof was increased, some rotten decking replaced and some other good upgrades.

The new stairway coverings on the main stairway in the terminal have been finished. The Advertising RFP is due this week. Staff is optimistic that it will have some good vendors to choose from and get someone under contract before the current contract expires.

Mrs. Wahto said there may need to be a couple of special Board meetings to meet grant needs regarding the Assembly meetings. She said July 8, July 28 and August 18 are dates that would be needed to accept bids and to accept grants to move five projects forward. Mr. Harris requested those meetings be evening meetings.

VIII. **CORRESPONDENCE**: None.

IX. **COMMITTEE REPORTS**:

A. **Finance Committee**: None.

B. **Operations Committee**: Mrs. Wahto said no meetings have been held. 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. Dennis Harris requested the Endicott issue and other items like it need to be incorporated into the leasing policy. Mrs. Wahto said this can be done.

X. **ASSEMBLY LIAISON COMMENTS**: None.

XI. **PUBLIC COMMENTS**: None.

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XII. **BOARD MEMBER COMMENTS:**

A. David Epstein said he will not be available for the next month's meeting.

B. Angela Rodell said she will not be available for the July 12 Board meeting.

C. Joe Heueisen said he will be out of town July 17 through 23. He said staff will work on July's meeting date.

XIII. **ANNOUNCEMENTS:** None.

XIV. **TIME AND PLACE OF NEXT MEETING:** The next regular Airport Board meeting will be held on July 12, 2016, at 6:00 p.m. in the Alaska Room.

XV. **EXECUTIVE SESSION:** *Dennis Harris moved, Ron Swanson seconded, to go into executive session for the purpose of the Manager's evaluation, which is specifically allowed by the public meetings act. The motion passed by unanimous consent. The Board recessed the regular meeting at 6:42 p.m., went into executive session at 6:52 p.m.*

The Board went back to regular session at 7:55 p.m.

XVI. **ADJOURN:** *The meeting adjourned by unanimous consent at 7:55 p.m.*