AIRPORT BOARD
AGENDA
6:00 P.M., TUESDAY, MARCH 8, 2016
ALASKA ROOM

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES: Regular Monthly Meeting of February 9, 2016

IV. APPROVAL OF AGENDA

V. PUBLIC COMMENTS

VI. UNFINISHED BUSINESS

A. **Jetbridge 5 Repairs.** Jetbridge 5 was back in operation, however, broke down again on March 4. The Airport has been working with Airport Mechanical Services (AMS) to get the quote on the long-term solution. Ironically, the quote was received March 4 at a cost of $22,000 ($21,928.75). This would mean that we need to increase the previously approved motion of $15,000 approved by the Board at the February 9, 2016 meeting. The Airport is starting the process with the City Purchasing Department (to get things rolling).

Board Motion: *Approve the increase to the costs for the long term repair of Jetbridge 5 from $15,000 (approved at the February 9, 2016 meeting) to $22,000.*

VII. NEW BUSINESS

A. **Transportation Security Administration (TSA) Screening Wait Times.** The TSA has advised all airports and carriers nationwide to expect much longer wait times (more than double anticipated) compared to what airports have experienced in the past. This is due to budget cuts, as well as additional training and screening requirements. TSA has asked airports and airlines to help get the information out on the streets to the public so that fewer travelers will be surprised when they see the longer lines. We are also looking at how to address the additional/longer lines in the lobby/queueing area.

B. **Airport Security Screening Fees.** While the Finance Committee continues to resolve the proposed FY 17/18 budgets, one category of the Rates and Fees Regulation was approved for an increase. The expenses in this cost center have revenue fees directly related to the services, that is, 75% of the security costs are associated with an officer at the security screening checkpoint; therefore, the security screening fees (less any TSA LEO reimbursement) pay for this share. This fee will be updated when the Rates and Fees Regulation goes through the public process, however, the air carriers (who pay these fees) would prefer that the fees go into effect prior to the busy summer season. Therefore, the rates would go in effect May 1, 2016, upon final Board approval.

Board Motion: *Approve the addition of the word 'Signatory' to the Airline Fee for Airport Security Screening category; and increase the Signatory Airline Fee for Airport Security Screening rate to $1.43/per screened, enplaned passenger for air carrier passengers with an effective date of May 1, 2016.*

The Finance Committee also approved establishment of a rate for non-signatory (air carriers) security screened passenger fees at 25% higher that the signatory fee. This is a standard non-signatory practice in all of our rates and fees.

Board Motion: *Approve the establishment of the Non-signatory rate for Airline Fee for Airport Security Screening at a rate of 25% more than the published signatory rate for Airline security screened, enplaned passengers with an effective date of May 1, 2016.*

C. **Snow Removal Equipment Facility (SREF) Board Participant.** A briefing on the SREF design will be given during the Airport Architect Report. At one of the preliminary design meetings, it was suggested that a member of the Airport Board be part of the 'group' to watch the process and eventually be part of the bid packet review before it goes out for solicitation. Staff requests that a Board member be assigned to this Phase of the SREF.

D. **Airport Manager's Report**:

1. Seaport Airlines, Inc. Bankruptcy. The Airport and City have been notified that Seaport Airlines has filed for Chapter 11 Bankruptcy. This impacts the hangar (known as the Wings hangar) and several CBJ entities (water/sewer, property tax). This has been turned over to our Law Department to make sure that the best interest of the Airport/City is protected.

2. Northeast Development Area. The Airport is working with a couple of commercial tenants for the lease of property and hangar construction. Guardian Flight is ready to move into construction as soon as this construction season. Aero Services put their request into their corporate office but it was *'a bit too late and are unable to start the project this year'*. They will hopefully be looking at 2017 for the project.

3. Marine Engineers' Beneficial Association (MEBA) Negotiations. The CBJ has started negotiations with MEBA for the new labor union contract. MEBA is one of four unions that the City has. The Airport is a member of the MEBA negotiations team. As these are closed discussions, no updates will be provided until agreements have been reached. The negotiations are anticipated to take a few months.

4. Airport Engineer Report (Attachment #1)

5. Airport Architect Report (Attachment #2)

VIII. CORRESPONDENCE:

IX. COMMITTEE REPORTS

A. **Finance Committee**: Finance meetings were held on February 11, 2016 and February 29, 2016. The proposed FY 17/18 budgets are not yet balanced and further meetings, discussions and proposed rate changes are anticipated. Increases to the Airport Security Screening Fees was approved by the Finance Committee and included earlier in the agenda. A special Board meeting may be necessary to approve the budgets in order to get them downtown timely. Further meetings TBD.

B. **Operations Committee**: TBD. Staff continues to research Leasing Policy and Minimum Standards prior to a meeting.

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., April 12, 2016, Alaska Room

XV. EXECUTIVE SESSION

XVI. ADJOURN

ATTACHMENT #1

MEMO

TO:	Patricia deLaBruere JNU Airport Manager	DATE: March 4, 2016
FROM:	Ken Nichols, P.E., C.M. JNU Airport Engineer	
RE:	Engineer's Report	

General
My report for this month is formatted the same as previous reports with project specific summaries of project status and activity presented below. Additionally, I have attached a table of project information.

Airport Sustainability Master Plan
A series of meetings previously scheduled in March has been postponed to April to discuss project alternatives. The consultant team will present information to the Airport Board and Technical Advisory Committee tentatively scheduled for April 12 and the Assembly Committee of the Whole on April 25. I will meet with the consultant project manager on March 14 to discuss the project alternatives to be presented in April.

RSA Expansion Phase IIA
Grant and project closeout efforts continue. Airport and grants staff have been working on several grant closeout packages. In February, I met with legal department staff regarding the RWY 08 Threshold issue.

RSA Expansion Phase IIB
The consultant has prepared preliminary layouts for both the NE and NW development areas. Several meetings have been held in conjunction with the SREF design to discuss layouts for the NW Development Area. Last week we were informed that the FBO complex by Aero Services (Atlantic Aviation) will not move forward this year in the NE Development Area. The Guardian Flight medevac facility is still planned for construction.

Runway 8/26 Rehabilitation
In addition to the installation of a roaming maintenance station for the airfield lighting system, the contractor has been asked to return to complete some work. I am still waiting on the consultant team to submit the as-built drawings.

In-pavement light fixture damage is still under investigation. I received a report from Lucas Schneller (Stantec) on the results of his site visit. Further investigation and follow-up will be required.

ATTACHMENT #1

Previously identified deficiencies in the runway safety area grades, as well as grading around FAA equipment, will be the subject of a separate future project. I will work with airport management and FAA ADO staff to develop an action plan. This work should be combined with the Runway 9/27 Conversion efforts currently underway.

Air Cargo Hard Stand
I am waiting on a discussion of the hardstand position with the Airport Board Operations Committee (meeting TBD) to finalize the bid package for this project for construction in the 2016 summer season. No action was taken on this project in February.

Runway 26 MALSR
State grant funds will be used to proceed with permitting for the construction in the wetlands. No action was taken on this project in February.

ADEC Storm Water Multi-Sector General Permit
I performed a facility inspection and collected samples from select locations February 10, 2016, for laboratory analysis. Laboratory results of the sampling were received on February 26, 2016. The results show that there are exceedances of benchmark guidelines at two locations. There were no locations where effluent limits were exceeded.

ATTACHMENT #1

AIRPORT ENGINEER'S PROJECT STATUS REPORT

Ken Nichols, Airport Engineer

Project	Status	Schedule	Contractor	Notes
Air Cargo Hardstand				
Design	In Progress	March 2016	Stantec	Design is 95% Awaiting Airport Board Operations Committee
Construction	Future	Spring 2016	tbd	
Runway 8/26 Rehabilitation				
Closeout	In Progress	Spring 2016	Secon	Roaming Laptop schedule tbd Additional punchlist items identified
North RSA Grading				
Survey	Complete	tbd	R&M	Combine with RWY 9/27 Conversion
Runway 9/27 Conversion				
Planning and Coordination	In Progress	2016	staff	
Construction	Future	Spring 2017	tbd	
Runway Safety Area Phase I				
Closeout	In Progress	Construction Complete	AIC	
Runway Safety Area Phase IIA				
Closeout	In Progress	Construction Complete	Secon	
Runway Safety Area Phase IIB				
Design	In Progress	Spring 2016	DOWL	NE and NW Development Areas
Construction	Future	2016 & 2017	tbd	
Runway 26 MALSR				
Planning and Permitting	Not started	Begin Spring 2016	staff	
Sustainability Master Plan				
Alternatives Development	In Progress	April 2016	AECOM	Alternatives presentation in March
Taxiway A & F Rehab, Taxiway C, D, E RIM				
Planning and Coordination	In Progress	RFP Spring 2016	staff	Design consultant tbd
Design	Future	Fall/Winter 2016	tbd	
Construction	Future	2018-2019	tbd	

MEMORANDUM

TO: Patricia deLaBruere,
JNU Airport Manager

DATE: March 1, 2016

FROM: Catherine Fritz, AIA
JNU Airport Architect

RE: Architect's Report of February 2016 Activity

The Federal Aviation Administration (FAA) has concurred with JNU's Design Report for the Aircraft Rescue and Fire Fighting (ARFF) Building Modifications project. As a result, the design team was directed to proceed with refining the design into bid ready documents that are scheduled to be complete in June 2016. JNU and ARFF staff met on February 29, 2016 to disucss operational and security issues that will be affected during the construction period. The contractor's needs of access, storage, and staging was also discussed. A security plan will be developed that will facilitate ARFF operational needs and will include temporary fencing, limiting public use of the facility, and a communications plan to keep tenants and the public informed of construction impacts to nearby gates and roadways.

Two professional services contracts were executed in February with ECI Architects for design of the Snow Removal Equipment Facilities (SREF) geothermal loop field and phase I building. The Pre-Design meeting for the geothermal loop field project was held on February 11, 2016. It outlined the planning and design process that will occur over the next several months and discussed inclusion of the geothermal loop field as a specific component of the larger RSA II-b NE/NW Apron Development project.

The SREF project team met on February 16, 2016 to re-orient the team to the project and the northwest site, and to establish a planning and design schedule. A full day work session is scheduled for March 1, 2016 to efficiently review the SREF program, site, and master planning components. Products of the previous design work (drawings, specifications, equipment lists, etc.) will be the basis of the new scope, but the team will take a phased construction approach to address project funding challenges.

JNU Projects staff began demolition of the first floor Women's toilet room (in the "knuckle" area of the building) on February 25, 2016. The project had to be separated into two distinct components (Women's Room and Men's Room) to address term contract procurement rules that limit the total construction to $50,000. Phase 1 (Women's) is being completed by Dawson Construction for a cost of $42,350. The Men's room will be renovated later in the summer.

Tile demolition in progress.

Circa 1957 toilet fixture carriers are exposed. These will be replaced.

Bids were opened on February 12, 2016 for the Airfield Shop Roof Replacement. The apparent low bidder, Silverbow Construction, has submitted required documents to CBJ Contracts office. The summary of all bids is noted below. We are awaiting the Notice to Proceed, but have already had preliminary discussions with the contractor to bring special attention to security requirements. The pre-construction conference has been tentatively scheduled for March 9, 2016. Substantial completion is scheduled for June 10, 2016. Construction management services will be done by Airport staff with support from Dan Fabrello at JYL Architects.

BIDDERS	TOTAL BID
Silver Bow Construction	**$224,000**
Coogan Construction	$249,000
Rain Proof Roofing	$254,500
Anchorage Roofing	$289,000
North Pacific Erectors	$295,777
DayNight Construction	$297,069
EP Roofing, Inc.	$345,000
Architect's Estimate	*$300,000*

Projects Office staff continues to provide support to the Airport Manager for ongoing concessions development in the terminal. Staff continued to draft a new Request for Proposals for the advertising concession, and began exploring the possibility of a massage chair concession.

ATTACHMENT #3 1/31/2014

EXPENSE vs. REVENUE SUMMARY

	FY 13 ACTUALS	FY 14 APPROVED	FY 14 PROJECTED	FY 15 PROPOSED	FY 16 PROPOSED
EXPENSES	(5,663,323)	(5,872,700)	(5,869,900)	(6,068,500)	(6,261,000)
REVENUES	5,361,050	5,714,780	5,748,400	5,842,547	5,868,147
DIFFERENCE	(302,273)	(157,920)	(121,500)	(225,954)	(392,854)
AIRPORT FUND BALANCE APPLIED				0	0
TOTAL OVER/(SHORT)	(302,273)	(157,920)	(121,500)	(225,954)	(392,854)

ATTACHMENT #3

EXPENSE vs. REVENUE SUMMARY

2/6/2015

	FY 14 APPROVED	FY 14 ACTUALS	FY 15 APPROVED	FY 15 PROJECTED	FY 16 APPROVED	FY 16 UPDATED
EXPENSES	(5,872,700)	(5,576,355)	(6,097,900)	(6,202,700)	(6,395,800)	(6,225,700)
REVENUES	5,714,780	5,964,111	5,969,414	6,203,400	5,995,014	6,408,482
DIFFERENCE	(157,920)	**387,756**	(128,487)	**700**	(400,787)	**182,782**
AIRPORT FUND BALANCE APPLIED			0	0	0	0
TOTAL OVER/(SHORT)	**(157,920)**	**387,756**	**(128,487)**	**700**	**(400,787)**	**182,782**

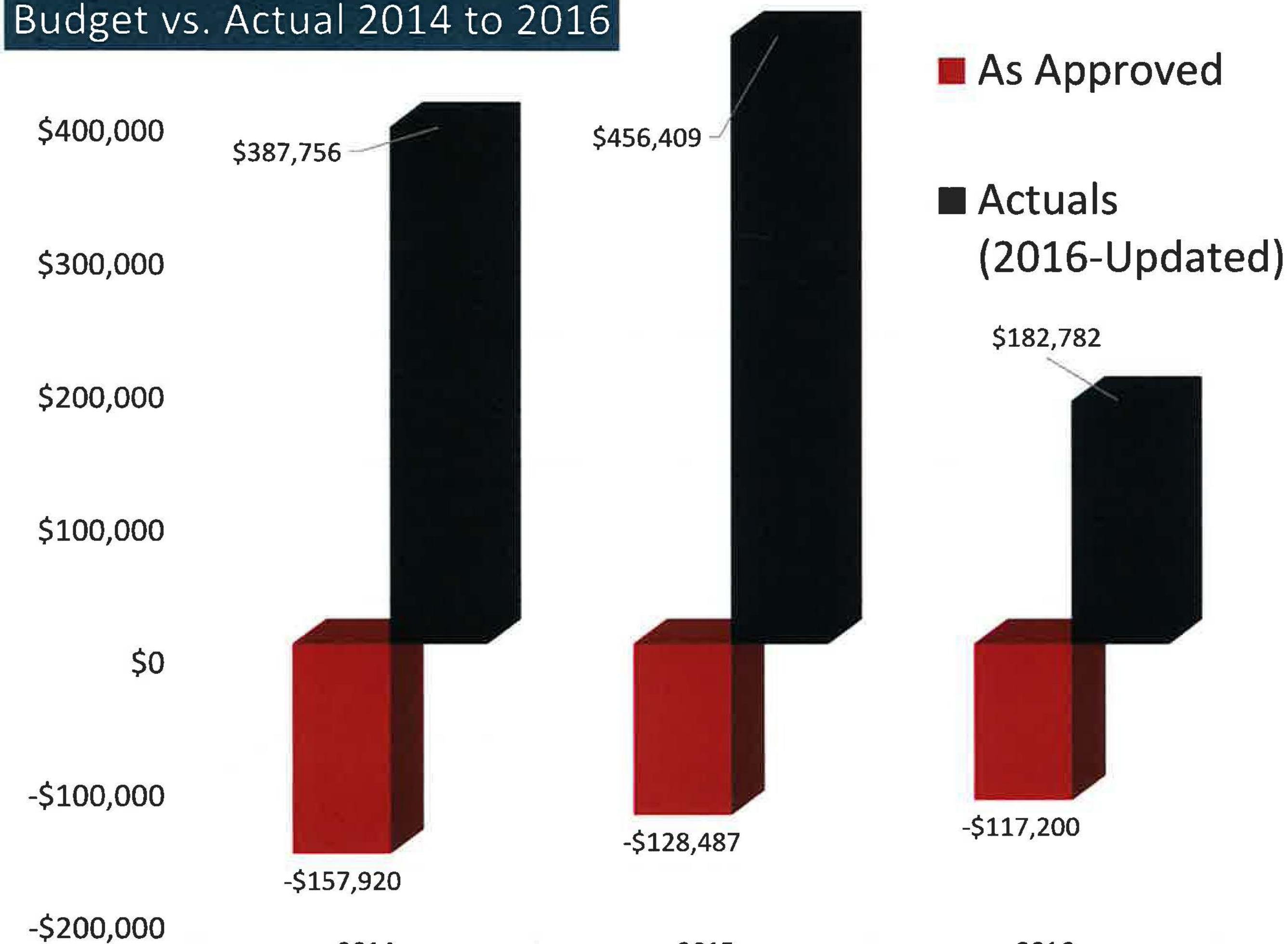
ATTACHMENT #3

EXPENSE vs. REVENUE SUMMARY

2/29/2016

	FY 15 APPROVED	FY 15 ACTUALS	FY 16 UPDATED	FY 16 PROJECTED	FY 17 PROPOSED	FY 18 PROPOSED
EXPENSES	(6,202,700)	(5,863,800)	(6,225,700)	(6,597,200)	(6,939,000)	(6,973,300)
REVENUES	5,969,414	6,320,209	6,408,482	6,480,000	6,454,500	6,473,900
DIFFERENCE	(233,287)	456,409	182,782	(117,200)	(484,500)	(499,400)
AIRPORT FUND BALANCE APPLIED	0	0	0	0	0	0
TOTAL OVER/(SHORT)	(233,287)	456,409	182,782	(117,200)	(484,500)	(499,400)

Juneau Airport NET Income Budget vs. Actual 2014 to 2016



	2014	2015	2016
As Approved	-$157,920	-$128,487	-$117,200
Actuals (2016-Updated)	$387,756	$456,409	$182,782