

AIRPORT BOARD
AGENDA
6:00 P.M., TUESDAY, JANUARY 12, 2016
ALASKA ROOM

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF MINUTES: Regular Monthly Meeting of December 8, 2015
- IV. APPROVAL OF AGENDA
- V. PUBLIC COMMENTS
- VI. SPECIAL PRESENTATIONS:
 - A. **Transportation Security Administration** - Brian Cahill, Federal Security Director, Alaska and David von Damm, Deputy Federal Security Director, Alaska
 - B. **USDA Wildlife Services** – Tyler Adams, Wildlife Biologist will present an update of the Airport Wildlife Management program
- VII. UNFINISHED BUSINESS
 - A. **State of Alaska Department of Transportation (ADOT) Airport Improvement Program (AIP) Match Update.** Since receiving the letter from ADOT in October 2015, the Airport has been working with ADOT to reconsider the funding match for the Federal Fiscal Year (FFY) 2016. After sending our justification and through discussions with the State, Deputy Commissioner John Binder said the State concurs with funding \$734,395 (of the requested \$827,310) of AIP match for FFY16 as outlined below:

SREF Ph1-a (but not geothermal loop*)	\$578,874
RSA Phase 2	\$93,750
ARFF bldg. mod	<u>\$61,771</u>
Total	\$734,395
- VIII. NEW BUSINESS
 - A. **De-Appropriation:** The Federal Aviation Administration (FAA) reduced the Airport Rescue and Fire Fighting (ARFF) Building grant amount after it was introduced for appropriation – they required the Project Formulation & Environmental to precede the Design work, which will be awarded at a later date. Staff must de-appropriate the excess FAA and State funds to the correct amount of the awards.

Board Motion: *Approve the de-appropriation of \$165,625 from AIP, and \$5,521 from State grant budget lines in the ARFF Building Project Formulation and Environmental capital improvement project.*”

B. Appropriation. Alaska Airlines has reimbursed the Airport for paving the air cargo hardstand, which was done under SECON Supplemental Agreement #2. The Airport must appropriate the funds to the Part 121 Ramp capital improvement project (CIP).

Board Motion: *“Approve the appropriation of \$47,707.69 to the Part 121 Ramp CIP, to reimburse the air cargo hardstand paving costs.”*

C. TEMSCO Request for Twenty-year Lease Term (Attachment #1). In November 2015, the Board approved the commercial use of a general aviation executive hangar for TEMSCO Helicopters to store helicopters. When the assignment of lease was drafted, TEMSCO had several questions including the current remaining term of the lease. The limited time remaining on the lease would not equate to the purchase price of the hangar. TEMSCO and current leaseholder Jeannie Johnson request that the current lease be terminated and concurrently a new 20-year lease [http://www.juneau.org/airport/documents/LeaseFormBlockO_000.pdf] executed with TEMSCO. In their attached letter to the Board, TEMSCO points out that their request is in-line with the current leasing policy [<http://www.juneau.org/airport/documents/LeasingPolicy.pdf>], whereby the term of a lease is based on *investment*, and will be *‘long enough to allow the leaseholder a reasonable return on capital investment’*. Past practice for renewals were ten years because no further investment/improvements needed consideration and typical assignments were strictly taking over the lease as-is. Additionally, determination of lease term was based on lease ‘improvements’, not ‘investment’. However, the Leasing Policy specifically states the lease term is based on ‘investment’ which is not defined in the Leasing Policy. The Leasing Policy will need to be revisited/updated at a future date. The request from TEMSCO is different from the Airport’s past practices and may set the new standard for lease terms or, at least, define it.

Staff does not want to unnecessarily hold up the process with the sale or decision on this hangar. Board consideration for this request:

1. Approve the TEMSCO (JOHNSON) lease term request to terminate the current lease and concurrently sign a new lease to TEMSCO for a 20-year term, as either
 - a. a one-time event until the Leasing Policy can be updated; **OR**
 - b. as the new standard upon request during an assignment/sale of hangar; **OR**
2. Postpone the request for a new 20-year lease term until such time that the Leasing Policy can be updated; **OR**
3. Deny the request for the new 20-year lease term based on past practice. If the Leasing Policy defines ‘investment’ at a later date, allow a provision in the TEMSCO lease assignment to request the longer term at such time that it is specifically defined by the Leasing Policy.

Items 2 or 3 could potentially halt the sale of the hangar. As this is a policy decision, staff has no recommendation.

D. Airport Manager's Report:

1. FAA Certification Inspection. January 4-6, 2016, airport staff and Fire Department (ARFF) underwent a comprehensive annual certification review with FAA Inspector Matt Stearns. Inspector Stearns was very pleased with the Airport compliance in all areas. There are couple manual updates and one airfield ramp sign to correct. All-in-all, he complimented the professionalism of the Fire Department and Airfield, with a special recognition to Scott Rinkenberger.

2. Airport Engineer Report (Attachment #2)

3. Airport Architect Report (Attachments #3, #4, #5)

IX. CORRESPONDENCE: Dana Ritter Letter of Commendation (Attachment #6)

X. COMMITTEE REPORTS

A. **Finance Committee:** Upcoming biennial budget meetings TBD

B. **Operations Committee:**

XI. ASSEMBLY LIAISON

XII. PUBLIC COMMENTS

XIII. BOARD MEMBER COMMENTS

XIV. ANNOUNCEMENTS

XV. TIME AND PLACE OF NEXT MEETING:

A. Airport Board, 6:00 p.m., February 9, 2016, Alaska Room

XVI. EXECUTIVE SESSION

XVII. ADJOURN

ATTACHMENT #1

To the Juneau Airport Board Members,

I would like to request a new lease rather than a lease assignment of the existing lease of the Johnson hangar. A draft lease assignment was sent for my review from the airport. As the draft lease assignment was written it would still expire after the original purchasers lease term. I would request a new lease with a new term in the name of Temsco Helicopters Inc. with a term of 20 years. In review of the Juneau Airport's standard leasing policy it seems as though this would fall in line with the guidelines set forth for the investment of purchasing a hangar on the airport property as stated on page 3 of the document under Appendix A: Number 3 (Term) .

It also seems to be in accordance with the Juneau airports current leasing Policy as found under Attachment #3 describing suggested leasing terms for investment from the buyer. Page 4 of the Leasing policy states, "The lease must be long enough to allow the leaseholder a reasonable return on capital investment".

I have included links to the document I was referencing to assure we are all referencing the same policies.

[Standard Hangar Lease \(2008\)](#)

[Airport Leasing Policy \(Amended 2002\)](#)

Thank you for your time and consideration,

Eric Main

Juneau Flight Operations Manager

Temsco Helicopters Inc

Eric_main@temscoair.com

(907) 789-9501

ATTACHMENT #2



MEMO

TO: Patricia deLaBruere
JNU Airport Manager

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

RE: Engineer's Report

DATE: December 28, 2015

General

I continue to work remotely part-time with travel to Juneau during Board meeting week. I will continue to do so through February 2016. I am available by telephone and e-mail through call forwarding and e-mail service on my smart phone. Please let me know if there is any feedback regarding my remote working arrangement so that I can adjust my schedule for number of hours worked and/or spend more time in Juneau.

Since I have been working part-time, there has been no action on some items and the activity listed is the same as my previous report. At the December Board meeting, I presented two example reports for discussion by the Board. There was positive feedback on the format provided from Gary Gillette, CBJ Port Engineer. I will begin providing information in that format with my next report.

My report for this month is formatted the same as previous reports with project specific summaries of project status and activity presented below.

Airport Sustainability Master Plan

Three documents were submitted to Federal Aviation Administration (FAA) for review: Chapter 3 Forecasts, Sustainability Baseline Summary, and Solid Waste and Recycling Plan. Mike Edelmann provided comments on the forecasts which were forwarded to the consultant team. The consultant team distributed a survey to tenants to gather information that will be used to prepare an economic impact report for the airport.

RSA Expansion Phase IIA

Grant and project closeout efforts continue. Airport and grants staff have been working on several grant closeout packages. I am preparing another summary to send to FAA for the RWY 08 Threshold. This summary will include the sample plans I have received from ANC and FAI that provide clear instruction to the contractor to match the slope of the concrete threshold bar with the surrounding pavement. The plans provided by FAA for our project did not include those notes. Regardless, both myself and the consultant team directed the contractor to match surrounding pavement. It wasn't until after the concrete was initially constructed that FAA staff provided new slope criteria which required complete removal and reconstruction of the concrete in order to certify the lights to open the runway.

ATTACHMENT #2

RSA Expansion Phase IIB

I reviewed concept layouts in early December and requested that the consultant revise the drawings to better reflect the vision of commercial hangar development for the NE Development Area and the potential Snow Removal Equipment Facility (SREF) layout for the NW Development Area.

Runway 8/26 Rehabilitation

Final work for the contractor will be installation of a roaming maintenance station for the airfield lighting system. Key contractor personnel have returned from out of the country. However, I have not seen the cost proposal or a work schedule from the contractor for completing the work. The consultant team will submit the as-built drawings in early January.

Airfield crew has noticed that several threshold in-pavement lights and in-pavement guard lights at Charlie intersection are too high and getting sheared off. I have notified Stantec/PND to review the survey of the electric component of the specifications and see if they were installed too high or if they somehow elevated when the epoxy went in. I have researched the installation requirements from FAA and the ADB recommendations. The project drawings are more conservative (lower) than the FAA and ADB recommendations consistent with other installations in Alaska.

R&M Engineering delivered the requested report and provided redline markups of the drawings indicating the locations of deficiencies in the runway safety area grades. I have reviewed the report and will work with Airport management and FAA Airports District Office staff to develop an action plan.

I began the coordination with FAA Alaska Region for the Runway 9/27 Conversion. Kyle Christensen indicated that the “2017 production schedule is pretty full.” I am proceeding with additional coordination efforts.

Air Cargo Hard Stand

I expect to finalize the bid package for this project in February for construction in the 2016 summer season.

Runway 26 MALSR

State grant funds will be used to proceed with permitting for the construction in the wetlands. The Airport received information the Approach Lighting System Improvement Program (ALSIP) funding would not be available for this system, so we will continue to try to coordinate for other funding.

ADEC Storm Water Multi-Sector General Permit

I performed a facility inspection and collected samples from select locations December 9, 2015, for laboratory analysis. The annual meeting of the Storm Water Pollution Prevention Team was held on December 10, 2015. Several tenants participated in the meeting. Laboratory results of the sampling were received on December 24, 2015. The results show that there are exceedances of benchmark guidelines as well as one location where effluent limits were exceeded. The appropriate notices have been sent to ADEC and deicing practices will be reviewed.

ATTACHMENT #3



MEMO

TO: Patricia deLaBruere,
JNU Airport Manager

DATE: January 5, 2016

FROM: Catherine Fritz, AIA
JNU Airport Architect

RE: Architect's Report of December 2015 Activity

Planning and concept development for the Aircraft Rescue and Fire Fighting (ARFF) Building Modifications project continued during December. The schedule calls for planning work to be completed by early February 2016, then concept refinement will be done to prepare the project for bidding in June 2016. A summary of the project planning issues follows:

Three concepts for modifications to the ARFF station were explored. The preferred concept renovates a portion of the existing apparatus bay for re-use as support space, and replaces the rest with new construction.

The apparatus bays of the existing station total approximately 2,900 s.f. in size and were designed to park four trucks. Current FAA Advisory Circular (AC) requirements base the allowable number of vehicle ARFF truck bays on the index rating of the airport. JNU Airport responds with two ARFF trucks to meet Index C requirements. The AC also allows a third apparatus bay for a reserve truck. Therefore, the proposed apparatus bay is configured for three trucks. The concept adds approximately 1,000 s.f to the overall size of the station to account for larger door openings and clearances for contemporary ARFF trucks (see drawing A201, Attachment #4).

The new construction is aligned with the existing west face of the station, so the added area extends toward the internal access road to the south of the existing building. There is sufficient space toward the south without impacting the existing access drive. A turning radius study (see drawing A101, Attachment #5) was completed that illustrates how larger new trucks will be able to access the airfield from the modified building via existing roadways.

The concept is now being refined with structural, mechanical, and electrical systems and a preliminary cost estimate is being prepared. A Design Report that summarizes the planning and conceptual design process will be completed by early February and submitted to the Federal Aviation Administration (FAA).

The Request for Proposals (RFP) for professional design services for the Snow Removal Equipment Facilities (SREF) was issued on December 9, 2015. The pre-proposal meeting was held on December 16, 2015 and the proposals from consultant teams are due on January 6, 2016. A five member committee will evaluate proposals to select the most qualified team. Contract negotiations are expected to immediately proceed during January so that the construction bid period deadline of June 2016 can be met. This schedule is critical to meet FAA grant funding deadlines.

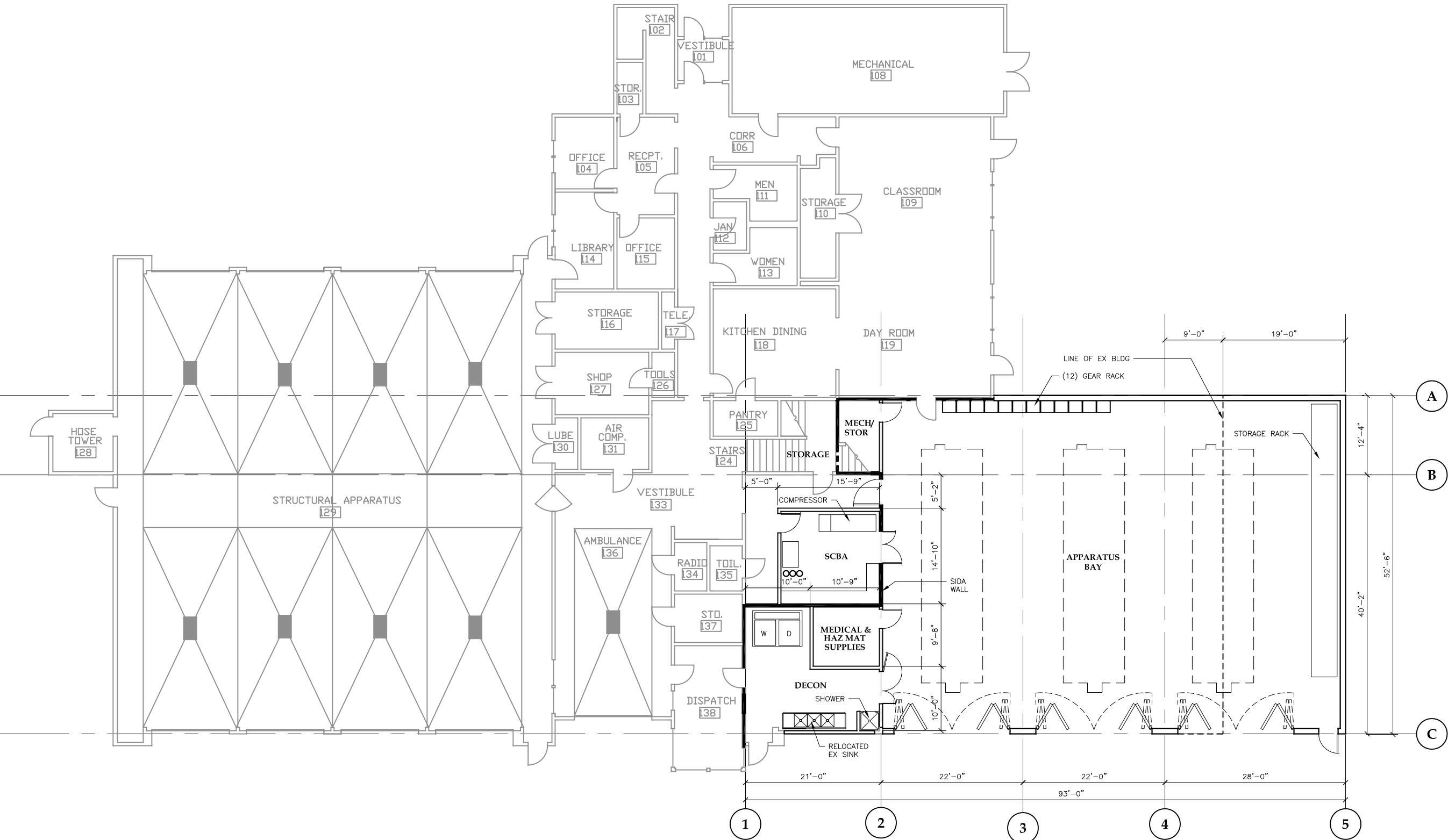
ATTACHMENT #3

Renovation plans for the first floor toilet rooms (in the “knuckle” area of the building) were renewed. This project was first considered a year ago, but was set aside until project funding could be identified. The Airport’s Capital Improvement Plan (CIP) schedules this project for funding in FY2017; it is included in future Passenger Facility Charges (PFC) collection #9. However, because these restrooms will be the only toilet facilities on the first floor when the north wing replacement project begins, funding has been temporarily identified in the terminal renovation project. Once PFC 9 is collected, the project expenses will be transferred to the new account. The scope of the project is to reconfigure toilet stalls to meet accessibility requirements and provide new interior finishes. The work will be done by a combination of airport staff and contractors, similar to the recent Concessions Expansion project. The goal is to complete the renovation by early May 2016.

Airfield Shop Roof Replacement construction documents were forwarded to CBJ Engineering Contracts office for bidding on December 15, 2015. The project will be advertised for bids as soon as possible. Airport Projects office staff will perform construction management duties, with assistance from the design team.

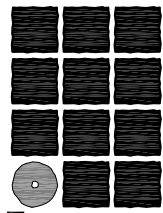


Concessions storage and laptop counter completed in secure Departure Lounge.



1 FIRST FLOOR PLAN

SCALE: 0 4' 8' 16'



**Jensen
Yorba
Lott
Inc.**

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**Juneau International Airport
AIRPORT AIRCRAFT RESCUE &
FIREFIGHTING STATION MODIFICATION**
Juneau, Alaska
CBJ Project No. EXX-XXX

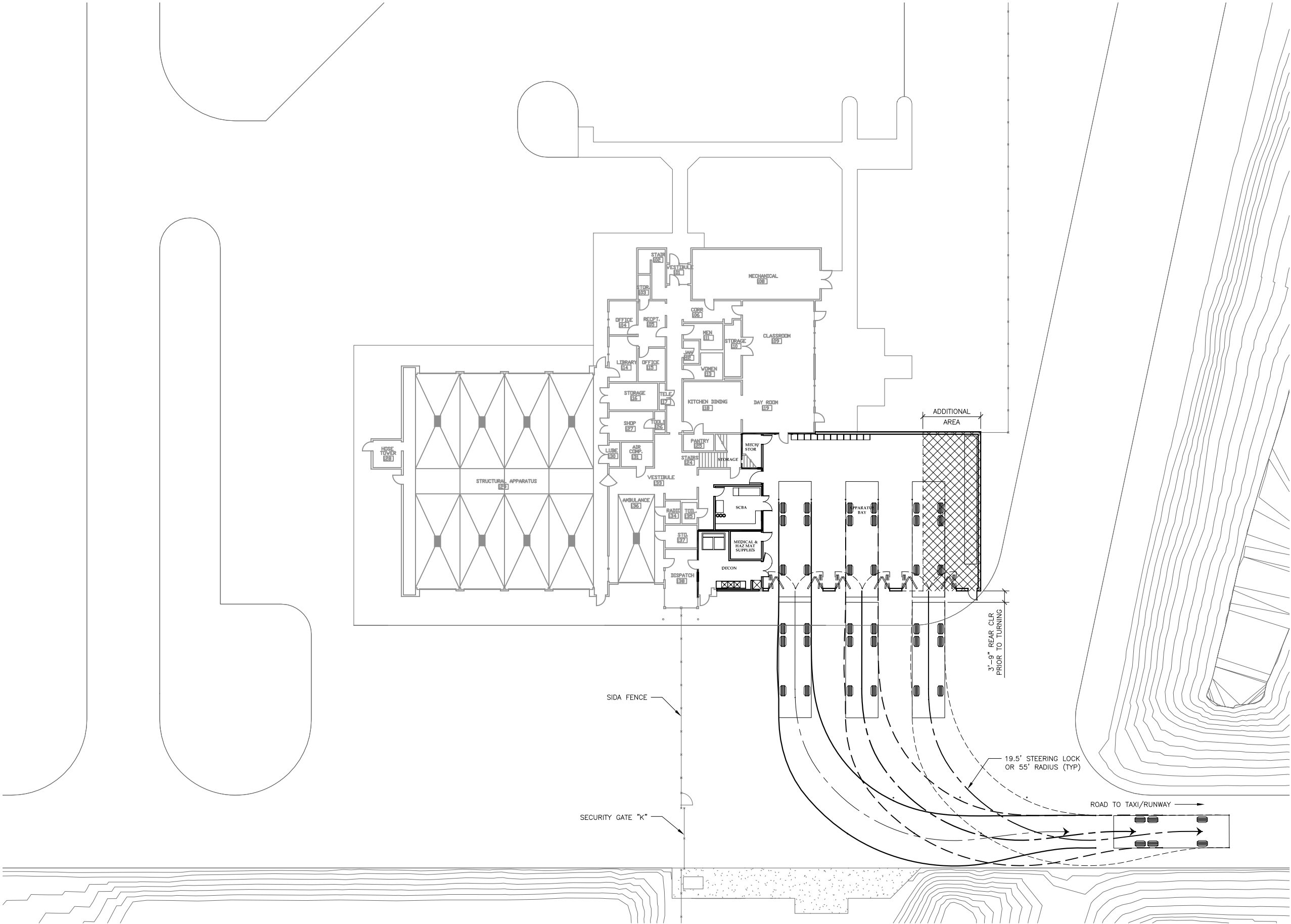
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SHEET TITLE
**FIRST
FLOOR PLAN**

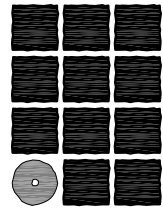
DATE: January 12, 2016
FILE: 15034

A201



1 SITE PLAN

SCALE: 0 8' 16' 32'



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Juneau International Airport
AIRPORT AIRCRAFT RESCUE &
FIREFIGHTING STATION MODIFICATION
Juneau, Alaska
CBJ Project No. EXX-XXX

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SHEET TITLE
SITE PLAN

DATE: January 12, 2016
FILE: 15034

A101

ATTACHMENT #6



1873 Shell Simmons Drive, Ste. 200, Juneau, Alaska 99801 • (907)789-782 • FAX: (907)789-1227

December 28, 2015

Mr. Dana Ritter
Equipment Operator II
Airfield Operations & Maintenance Division
Juneau International Airport

RE: Letter of Commendation

Dear Mr. Ritter:

The purpose of this letter is to commend you for your exceptional work with the airfield lighting systems and their components, of which is a vital, critical and an absolutely essential facet for the operational viability of the Juneau Airport.

Although it's not your professional trade in dealing with electricity or the complex array of light fixtures and sophisticated lighting systems, you have voluntarily taken it upon yourself to become the airport's "de facto" lighting technician. Many other airports have dedicated light technicians, who are licensed electricians and attend many weeks or months of training. You have consistently exhibit the desire and drive to "self-educate" yourself in the intricate workings of the airfield lighting system and their many delicate components, all without formal training.

You have established a superior and outstanding reputation with the lighting system manufacturer, their electrical engineers, technical representatives and sales staff as the "resident expert and authority" of the lighting system at the Juneau Airport.

It is very apparent, that your initiative, resourcefulness and actions of going above and beyond in maintaining the highest standard possible for the Juneau Airport. Your diligence and commitment to aviation safety, airfield maintenance and operations certainly prevail with the expertise that you unfailingly exhibit with the lighting system.

Your exceptional ability, personal initiative and dedication are a credit upon yourself, the Airfield Maintenance Division, the Juneau International Airport, which significantly proves the prominence of airfield maintenance in the field of aviation safety and airport operations.

Well Done and Many Thanks!!!

Scott Rinkenberger
Airfield Maintenance & Operations Superintendent

cc: Patricia deLaBruere, Airport Manager
Human Resources, Employee File

ATTACHMENT #7

