

AIRPORT BOARD
AGENDA
6:00 P.M., WEDNESDAY, AUGUST 12, 2015
ALASKA ROOM

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF MINUTES: Regular Monthly Meeting of July 8, 2015
- IV. APPROVAL OF AGENDA
- V. PUBLIC COMMENTS
- VI. ELECTION OF OFFICERS
- VII. UNFINISHED BUSINESS

A. Board Meeting Night Discussion (tabled from June 2015 Airport Board meeting): Since the Airport Board was established, the monthly meetings have been held on the second Wednesday of each month. This schedule conflicts with CBJ Assembly committee meetings (especially during budget time) which prohibit the Assembly liaison from attending Airport Board meetings. Continue discussion of the Airport Board meeting day/time will occur during this meeting.

B. Proposed Street Named After Former Airport Board Member Peter Carlson. At the July 8, 2015 Airport Board meeting, David Epstein stated that he received a request to honor longtime former Board member, Aircraft Owners and Pilot Association (AOPA) volunteer, Alaska Airmen's Association representative, and aviation enthusiast, Pete Carlson who passed away in 2012 while serving on the Airport Board. The request was to name a road at the Airport in his honor. Staff was asked to find out what was required by City code. Community Development stated that once a decision on name and location was made (and no other road names in the Borough conflicted with the name), a Planner would be assigned to move the request through the Planning Commission as outlined in CBJ§49.35.220. Staff checked on the following names: "*Carlson Drive*", "*Carlson Road*" "*Pete Carlson Drive*", and "*Pete Carlson Road*". Community Development stated all of these names were available. The one 'road' that came to mind for a dedication would be the unnamed *float pond road*. Further discussion at the meeting. If the Board decides to move forward, staff will take the next step with a CBJ Planner and the Planning Commission.

C. Snow Removal Equipment Facility (SREF) Update/Capital Improvement Plan (CIP). In response to the July 28, 2015, Airport Board Committee of the Whole (COW) meeting on the Capital Improvement Plan (CIP), staff, select Board members and a representative of the Airport Tenant User Group (ATUG) met to discuss strategies for the SREF funding. The group discussed scope reduction as well as ways to construct components of the SREF that would be of higher (100%) FAA eligibility first rather than the whole facility. The group will continue to work on this concept and hopefully have report

and direction for the September or October Board meeting. The concept focused on the Northwest location and it was a productive meeting. Further discussion at the meeting.

D. Aircraft Rescue and Fire Fighting (ARFF) Truck Bid. The Airport had two bids on a new 3,000 gallon ARFF truck. Rosenbauer America, Inc. is the apparent low bidder at \$654,638. The estimate for the truck was \$720,000 which was previously approved by the Airport Board.

<u>Bidder</u>	<u>Total Base Vehicle Bid</u>
Rosenbauer America, Inc.	\$654,638.00
Oshkosh Airport Products, Inc.	\$672,855.00

Final award will be based on receipt and appropriation of federal (grant), state, and local funding for this procurement. The grant application of \$690,638 includes administration, staff time and procurement. The award and appropriation of the grant have been forwarded on to the Assembly for action.

There are some options (not ‘added alternates’) that were submitted with each bid. These are not in the base bid, and are not eligible for FAA funding, so discussions will be with the City and Fire Department if they decided to negotiate for the additional equipment and fund the truck options.

VIII. NEW BUSINESS

A. Badging Office Changes. We are implementing a couple of changes with the badging office. Marc Cheatham, Deputy Airport Manager, has taken over the supervision of the office and staff. Since the regulatory oversight of security and badging falls under his purview, it made sense to align the staffing under him. We are also looking at adding a second position. With the regulatory changes including resubmission of fingerprints and the amount of time that administrative staff is spending in the office, it is time to look at expansion of badging hours. Staff is looking at adding a second position (part-time) before the start-up of next season. Staff also feels this is a high-demand position that can be overwhelming for one person to perform all day long. This will be vetted through the Finance Committee this winter.

B. Aircraft Rescue and Fire Fighting (ARFF) Increase to Index C. After discussions with Alaska Airlines, the number of scheduled aircraft meeting the requirements of Index C is imminent. This means that apparatus requirements increase, but more importantly, two ARFF personnel are required on shift rather than one. Staff has gathered the estimate from the Fire Department and the Personnel costs would go to \$976,000 (up from \$571,200 for current FY16). 95% of these ARFF costs are paid by the air carriers and the remaining 5% paid by small (part 135) carriers and general aviation. This will require an increase to our current budget as well as a look at the current rates specific to the ARFF cost center. As this is developed, a special Finance Committee meeting may be required to review and implement any changes, if necessary.

C. Airport Manager's Report:

1. Jordan Creek Greenbelt Mitigation Update. Staff submitted a response and mitigation plan for the limbing that occurred in the Airport greenbelt area of Jordan Creek in June. Staff is scheduled to meet with Community Development on August 12 to discuss the plan.

2. Soil Contamination Site Update. DEC has reviewed the Site Investigation and Cleanup Report submitted by Carson Dorn for the Airport (site location near Loken hangar and Ward Air on airfield side). There is still contamination on the property that exceeds acceptance levels. This case has been transferred to the Contaminated Sites program for further institutional controls on the contamination. This may include further remediation such as, excavation of the contaminated soil, monitoring well and/or paving to seal the area before the case can be closed out. Additional funding (for paving, hazmat soil disposal, etc.) may be required to close this out at a future date.

3. Hangar Inspection Update. Staff continues on the hangar inspections and should have most inspections completed this month, apart from a few tenants for whom scheduling is a challenge (out of town, requesting some extra time). We expect to wrap up the whole task by the end of September, including the postponed inspections and a handful of tenants requiring re-inspections (significant non-aeronautical use).

4. Airport Engineer Report (Attachment #1)

5. Airport Architect Report (Attachment #2)

IX. CORRESPONDENCE:

X. COMMITTEE REPORTS

A. **Finance Committee:**

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., September 9, 2015, Alaska Room

XVI. EXECUTIVE SESSION

XVII. ADJOURN

AIRPORT BOARD
AGENDA ADDENDUM – **UPDATED AT MEETING**
6:00 P.M., WEDNESDAY, AUGUST 12, 2015
ALASKA ROOM

VIII. NEW BUSINESS

D. Runway Rehabilitation Grant Amendment. (Runway Rehabilitation Work and Runway 8/26 Conversion to Runway 9/27). The Airport will need to amend grant AIP '60 pertaining to the Runway. After speaking with the FAA (August 10th and 12th), they stated that the additional runway project change orders as well as the magnetic variation/runway conversion may both be part of this grant since they are closely related runway projects (rather than the magnetic variance/runway conversion being its own grant).

At the June 23, 2015 special Airport Board meeting, the Board (and subsequently, the Assembly) approved the appropriation of \$500,000 for forward funding runway rehab change orders borrowed from the Airport Operating Reserve; to be reimbursed when we applied for and received the grant amendment. We are now applying for that grant (AIP '60) amendment for FAA grant not-to-exceed \$468,750, State Department of Transportation (DOT) match not-to-exceed \$15,625 and local match not-to-exceed \$15,625 to remain forward funded by the Airport Operating Reserve; to be reimbursed by a future PFC. Upon award of the grant amendment, that portion of Federal and DOT funds that were used to forward funds will be transferred back to the Airport Operating Reserves. Technically, this is house-keeping since the funds were already appropriated and this motion amends the grant application and transfers back to the forward funded account.

The FAA has also asked that we apply for an additional grant amendment to Runway Rehabilitation Grant (AIP'60) now to start with the design and preliminary work for the runway shift and to fund future construction of the project. By adding this work to the Runway Rehabilitation project, the airport will be able to take advantage of FAA discretionary funds and keep our entitlement funds (rollover) for other projects. FAA portion of the project is \$267,187. Furthermore, staff requests approval to appropriate the Alaska Department of Transportation (ADOT) matching amount of \$8,906 and local match funds of \$8,907 to be forward funded from the Airport Operating Reserves to be reimbursed with a future PFC application.

Board Motion: "Approve appropriation of additional funds to Airport CIP A50-079 (Runway 8/26 Rehabilitation) previously forward funded from Airport Operating Revenues for: FAA AIP grant amendment amount not-to-exceed \$468,750, ADOT match amount not-to-exceed \$15,625, and local match not-to-exceed \$15,625 from the Airport Operating Fund Balance Reserve (to be reimbursed with a future PFC application), for the change orders related to the runway rehabilitation project previously forward funded by Airport Operating Revenue; and upon grant reimbursement, the Federal and DOT amounts to be reimbursed to the Airport Operating Revenue."

Board Motion: "Approve appropriation of additional funds to Airport CIP A50-079 (Runway 8/26 Rehabilitation) from: FAA AIP grant amendment in the amount \$267,187, ADOT match in the amount \$8,906, and local match of \$8,907 from the Airport Operating Fund Balance Reserve (to be reimbursed with a future PFC application), for the design and construction of RWY 8/26 Conversion to RWY 9/27."