

MINUTES of
AIRPORT BOARD MEETING
June 10, 2015
Alaska Room, 6:00 p.m.

I. **CALL TO ORDER:** Chair Jerry Godkin called the meeting to order at 6:00 p.m.

II. **ROLL CALL:**

Members Present:

David Epstein

Dennis Harris

Robert Mackey

Jerry Godkin

Joe Heueisen

Martin Myers

Member Absent:

Mal Menzies

Staff/CBJ Present:

Patty deLaBruere, Airport Manager

Ken Nichols, Airport Engineer

Marc Cheatham, Deputy Airport Mgr.

Scott Rinkenberger, Airport M&O Sup't

Catherine Fritz, Airport Architect

Keith Walker, Fire Dept.

Public Present:

Kathy Smith, Alaska Airlines

Kent Craford, Alaska Seaplanes

III. **APPROVAL OF MINUTES:** *David Epstein moved, Robert Mackey seconded, approval of the minutes as presented. The motion passed by unanimous consent.*

IV. **APPROVAL OF AGENDA:** *David Epstein moved, Robert Mackey seconded, to approve the agenda as presented. The motion passed by unanimous consent.*

V. **PUBLIC COMMENTS:**

A. **Special Recognition – Jerry Godkin Three 3-Year Service:** Airport Manager Patty deLaBruere said Mayor Merrill Sanford had planned to be at the meeting but had an HRC meeting and asked staff to pass on his thanks and appreciation for all the time spent and served. Kathy Smith, Alaska Airlines, said she felt it was important that Alaska Airlines appreciates the entire Airport Board and for someone like Mr. Godkin who has put in that many years making sure the Airport is well run and that they have a good place for mutual customers. She thanked him for his service.

Ms. Smith said Alaska Airlines received the JD Powers award this year. They pondered about their partners they have that the award couldn't be done without. Some letters were written to places like Boeing, but there are certain airports they felt should receive the letter, too. This letter was written to Patty as the Airport Manager, but the letter was meant for the Board as it couldn't be done without the partnership people like the Board gives them. She travels to a lot of airports and although this airport is small, it is one of the nicest airports she has seen of this size and it is attributed to the Board and all of their

hard work and decisions that are made. Chair Godkin said the Board thanked Ms. Smith and Alaska Airlines. Alaska Airlines has been a good partner for the Airport. He hoped that they continued on in that high level of partnership.

Board Member Robert Mackey said he has had the pleasure of serving with Mr. Godkin for two years. He found him to be extremely knowledgeable and dedicated to the Board. This is the first he had heard that he was leaving. He said Mr. Godkin will be missed. He hoped it was a vacation and not a retirement as he would always be welcomed back in his book. Chair Godkin said he could do what Joe and Ron had done – take a year off and come back. He said he will cross that bridge in a year.

B. Sustainable Master Plan Update: John Yarnish, the planning consultant for the Sustainable Master Plan, said a meeting was held with the Technical Advisory Committee to discuss the sustainability baseline that has been developed to be used as a measurement to address alternative ways to develop the airport in response to the aviation demand. This is a forecast for the next 21 years of what they believed the signs show the traffic will do in Juneau. It will be revised and presented to the FAA (Federal Aviation Administration) for possible approval to be used as the basis for the Master Plan. A public meeting was also held last night, which was moderately well attended. He said the interesting thing was more people were there to truly understand what was going on than there were people with an axe to grind. He said that there were two with an axe, everyone else was just seeking information. They will now go back and develop facility requirements and development alternatives. He expected to be back in about 60 days to have another set of meetings. An additional public meeting will be held after some preliminary recommendations so that they can continue to get the public comment and do the development piece.

VI. UNFINISHED BUSINESS:

A. Airfield Shop Roof Repairs: Ms. deLaBruere said the leaks occurring on the Airfield shop roof manifested doubly with the last rain storm to the point where something needs to be done immediately. The two options listed are not mutually exclusive. Some quick things can be done but it would not be a long-term fix. Something needs to be done quickly so that the decking is not lost or lose parts of the roof or have things go through it. Airport Architect Catherine Fritz said the section being discussed is the original shop roof, not the piece that was added 15 to 20 years ago. It is about 5,200 square feet of roof area. It is a wood deck over glue lam beams. It appears it was replaced sometime in the 1980's from the original roof that was built in the early 1960's. It is a built-up hot-mop multi-ply roof and there is only a certain amount of layering or additional repairs that can be done. That kind of roof technology is not used in Southeast Alaska as it is a very difficult roof system to put down and do it well and very difficult to maintain. She thought there was a contractor in town that could do an overlay, but given the condition of the roof with the saturation that is occurring, it wouldn't necessarily be a good long-term or anything past maybe a year or two if another layer could be laid down.

Two options were developed:

1. There are a couple of areas that are highly suspected to be the worst of the leaking, but she was not comfortable with saying if those areas are patched, it will be okay for a while. When walking across the roof, cracks are made, which brings in more rain and more moisture and exacerbates existing problems. A contractor is on site that did a lot of roofing work in town. He was already under contract to do some investigative work on it. He inspected the roof and determined that this main area could be brought under control with a limited purchase order.
2.
 - a. Option 1 would allow staff to patch the roof, start the design process, get a project out this winter to get on the docket of a roofing contractor and be the very first one out of the gate in the spring. This would assume not having a roof installed in the fall as the cost can be very high.
 - b. Have the contract documents developed as quickly as possible. The Engineering Department is looking at the possibility of hiring a design firm to do that at a more aggressive pace, which cannot be done in house. If it is done quickly, could a set of bid documents and advertisement go out to be awarded before the fall? The problem with awarding it is a contractor gets the notice to proceed but then has to go through a submittal process of submitting drawings and details of how the roof will be constructed, which usually takes six to eight weeks. Staff is not confident if the design work got done right away, that the late fall/early winter construction season could be avoided. Engineering is looking at it for the Airport and using the term contract mechanism to determine if it might be possible to do.

Either way, staff needs to look for the \$300,000 for the total replacement of the roof. Initially the patches can be done for around \$5,000, but it will not get the roof long or far. Ms. deLaBruere pointed out that the Airport still needs this building until a long-term Snow Removal Equipment Facility is built. There may be a long-term use for it in the long-term. If the roof is replaced and staff moves into a SREF facility in a couple of years, the building could be leased out for smaller vehicles. It does not work for the Airport's equipment and it would basically put a snow roof over some vehicles. It was noted that this is not eligible for Airport Improvement Program funds or Passenger Facility Charges. *Joe Heueisen moved, Dennis Harris seconded, to go forward with Option 2 with a bid process as soon as possible to get the complete roof rebuilt and appropriate funds from the Airport reserve not to exceed \$300,000. The motion passed by unanimous consent.*

VII. **NEW BUSINESS:**

A. **Air Freight Ramp Repair (Attachment #1):** Ms. deLaBruere said that the ramp where the air freighter parks near Alaska Air Cargo is damaged. Over the years, the Airport has discussed the placement of this hardstand and the discussion got tabled. The asphalt pavement has been dimpled a lot by the aircraft and the Cochrane loader, which holds multiple pallets and connexes at once. Alaska Airlines has had employees with on-

the-job injuries from this dimpling. Steel plates have been placed in this area, but they are not always set in the same place. A quote has been received from Secon and contact has been made with Alaska Airlines about how this should be funded. The Airport will do it through its contract with Secon as a supplemental and then the bill will be submitted to Alaska Airlines for reimbursement. The attached estimate for paving plus the estimate for striping results in a not-to-exceed \$45,000 supplement with Secon to be reimbursed. This can be paid through the cargo hard stand project from on-hand PFC funds and then reimburse that project so that it is whole again when the final location for the hardstand is done. *Robert Mackey moved, Dennis Harris seconded, to approve a supplemental agreement with Secon for \$45,000 for the repair and striping of asphalt at the air cargo aircraft parking area, with forward funding provided by the air cargo hardstand project and to be reimbursed by Alaska Airlines after repairs are completed. The motion passed by unanimous consent.*

Ms. deLaBruere said that this is being brought forward, but staff has been wrapped up in other projects. If staff gets a little break in the fall, they will start reevaluating the best placement of the hardstand. The future needs also need to be evaluated. Airport Engineer Ken Nichols said that when the Master Plan project began, he had the consultant take a look at where the placement is and what it might look like in the future. The current operation may not be the best way to lay it out for the long-term future of the airport. The pavement placed will last for 50 years and staff does not want to do it wrong. Kathy Smith, Alaska Airlines, said there have also been some issues on the part of Alaska Airlines operationally where they would like it. The person that was assigned to this project recently gave his retirement notice. She felt Alaska Airlines needs to respect the Airport Master Plan and she believed the Master Plan is the long-term and there are helicopter operations and other things at the airport that are not normally around large-sized aircraft operations. She will commit someone to make the decision when it is needed, but they will respect the Airport Master Plan process.

B. Board Meeting Night Discussion: Chair Godkin said that four to six months of the year, the Assembly Liaison is not able to attend the meetings. He thought the level of communication back and forth is essential for the Board and for the Assembly. He asked the Honorable Mayor's opinion of what night other than the second Wednesday of each month would work for the Assembly. The Mayor had said Tuesdays and Thursdays work well for any Assembly Liaison that is appointed to attend. Therefore it is on the agenda for discussion. This meeting night has been on the books since the Board was established, although the time has changed. Airport Board Member Joe Heueisen said this was originally put together because it was a convenient time for the original board. His only concern was that there are two slots open for replacement this month and it is not known who will be on the Board. Perhaps the people that applied for the Board based on the fact that it meets Wednesday nights and that's working out and Tuesday nights wouldn't work. He thought it would be a great idea to change the meeting, but he suggested waiting until the next meeting to make the decision. Chair Godkin tabled this item for the next meeting. Board Member Dennis Harris asked staff to contact the Assembly Liaison to insure her availability. He also requested a change of meeting time to 7:00 p.m. as this would allow him not to lose one hour of work each month. Chair Godkin said he is not too hung up on

the current Liaison input, but treasured more of what the Mayor said would work for anyone that is appointed as it is only a one-year appointment. Board Member Robert Mackey said that this is an excellent discussion topic that should probably happen once a year. He suggested either July 1 or August 1 or the once a year when they shuffle around the Liaisons. This could be an automatic item discussed once a year. He would like to hear from the tenants and maybe a poll from the public. He thought a flash poll on the web or radio public service announcement to let them know that the survey was on the web.

C. Airport Manager's Report:

1. Assembly Committee of the Whole Meeting on June 22: Staff will go forward before the Assembly COW to make a presentation on some of the match and ineligible portions on three very large items on the Capital Improvement Projects (CIP) – mainly the SREF (Snow Removal Equipment Facility), the North Terminal End and added in Alex Holden Way Permanent Fix, which was added after a meeting with Engineering/Public Works Director Rorie Watt and Finance Director Bob Bartholomew. This was then requested through the City Manager to be brought before the Assembly at the June 22 Committee of the Whole. If it does get approved, the next step would be to get an ordinance written up for a general obligation bond and get it before the Assembly. If it is approved by the Assembly, it could go on the Fall ballot. The timing is at the limit for this and will require a lot of public awareness and support for this, as well as the tenants and users. Staff will be working very hard to put together a presentation to sell the Assembly on the Airport's needs. The Assembly COW will be held on June 22 at 6:00 p.m. in the Assembly Chambers. This will be a long haul given the state of the City, but getting the bang for the buck with the Federal dollars that match this as in this \$10 million will get three \$45 million projects. An e-mail to Assembly members and any other support by tenants and public to the Assembly will help. If anyone has questions about the project, please contact staff to answer questions ahead of time.

2. Airport Engineer Report (Attachment #2): Mr. Nichols reported the Runway Rehab project is moving along well. Good weather allowed the project to get through most of the paving, but paving should be finished by Sunday or Monday, onto grooving and painting to be done for the flight check scheduled for June 25. The project is still on schedule for the long-published switch back to the main runway operations on July 1. A good transition plan has been developed. It will take longer to transition backwards than it did to transition to temporary operations. The transitional mode will continue through almost the end of July to get everything put back in place. Information to pilots will be through FastBlast, through website information, specific e-mails and briefings with everyone. Calls with the Federal Aviation Administration (FAA) will begin again next week.

Ms. deLaBruere said she and the Airport Maintenance and Operations Superintendent met earlier in the day with the FAA Regional Administration Kerry Long, as well as two folks that are Air Traffic Managers (one from JFK and the other one from West

Palm Beach, Florida) who sit on the national Airport Construction Advisory Council (ACAC). These gentlemen came up specifically to look at the Runway Rehab project because it is a top priority with all the nuances of a single runway operation and everything that has been done. They fill out a better/best practices from all that has been done. They were thoroughly impressed with everything that has happened at Juneau. They got a tour of the project. They said when they come into the meetings, they usually try to give some best practices, but they said in this case, they are taking best practices away with them to go to other airports doing construction, especially similar ones like one coming up in San Diego and Maui. She said the whole team has done an exceptional job of looking at how to fix problems (even before they start). Staff was very concerned about the switchover, which is just as important if not more important when it is switched back. The taxiway pavement is expected to hold up (with some minor repairs) until the expected rehabilitation in 2018.

The attached letter (Attachment #5) will hopefully get some rise and some funding moved forward for the Runway MALSR.

3. Airport Architect Report (Attachment #3): Airport Architect Catherine Fritz reported the build out for the food concession is going very well. Partial inspections have been done to allow walls to be covered, taping of sheet rock, and trimming out of items. All is going well. There will be a slight interface and impact to the concession next Monday. JDA, the concessionaire, has been very cooperative and they understand. Signs will be up to make sure that people realize there will not be food and beverage service except for some vending machines just for the day. If everything goes well, it will just impact one day. This area is planned to open by the end of the month. Contractually, the contractor has until July 3rd for the full area to have substantial completion, but staff hopes there will be a milestone substantial completion prior to that.

The new Welcome sign is real and installed.

Staff has been working quite a bit on the Airport Rescue and Fire Fighting (ARFF) project this month. It has involved a lot of specification detail in terms of looking at the different types of trucks to interface with the FAA on their grant application and getting staff poised to launch the moment the grants are offered by FAA. They will have to go through an appropriation process by the Board, but staff has already had a preliminary fund to spend from. Staff has worked with the Fire Department and ARFF staff. There is a specification being developed that will be generic toward multiple brands of vehicles, which is a requirement of both the FAA and the City procurement. Two primary manufacturers have generously shared information about their products. All pieces should be able to be put together. As soon as staff gets the green light from the FAA grant, they should be able to move forward with the truck.

The second piece is the Request for Proposals (RFP) for design services to get a consulting team on board to decide a concept for how the apparatus bay will be modified – whether it is just trying to make it longer in some temporary way or

changing out doors and reconstructing things in a more substantial way. The design team will be able to provide several options and staff can do an environmental assessment of whatever is the Board's preferred option. The grants are being written, which are for the concept and environmental assessment done under one grant, and then the actual documents would be under a second grant. There will be a milestone review that will have to be done with the FAA to get the second grant piece in place, but design teams won't have to be changed. The design team will flow all the way through the design and bid document process.

Staff has also been working to come up with some use for the space that was vacated by ESS and the old operation in the dining room, kitchen and serving areas, etc. Some of that space has more potential to be leased than others. All areas could potentially be leased, but the quality and quantity of the renovation that would have to occur to make it occupy-able for something is pretty significant in some of the areas – specifically in the kitchen area. Since there is a long-term plan for demolition of this area, staff is not sure how much time staff wants to commit to a lease of some of those spaces. TSA has expressed an interest of moving some of their functions that are currently offsite, related to training and administrative support of the operation here. This is part of a GSA lease, which is a good, reliable lease source, and could potentially be good revenue for a period of time for the Airport. Staff is trying to do some concept development to see if the space they are requesting could work in some way.

VIII. **CORRESPONDENCE:**

- A. Alaska Airlines Letter regarding J.D. Power & Associates dated May 27, 2015 (Attachment #4)
- B. Congressman Don Young Letter regarding Medium-Intensity Approach Lighting System (MALSR) Funding dated May 14, 2015 (Attachment #5)

IX. **COMMITTEE REPORTS:**

- A. **Finance Committee:** None.
- B. **Operations Committee:** None.

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

- XI. **PUBLIC COMMENTS:** Kent Craford, Alaska Seaplane Service, said he had a couple of questions about the roof project. He asked if the vehicles in the building to be reroofed would be moved to the SREF. Ms. deLaBruere said yes. She said the major equipment pieces do not fit in the current building. They are kind of half tucked in. There are a few vehicles that fit in there, but the rest are outside. The Airport is overdue for new equipment until the new SREF is built. Mr. Craford asked if this item would not be AIP eligible. Ms. deLaBruere said this is a maintenance item, which would not be AIP eligible. Although the Airport is going to build a new SREF building, it will give the Airport time to use the building. Eventually, the Airport will lease it out in some fashion, especially if there is a new roof. It would potentially house box trucks or vehicles for

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other companies. It would still be a useable building. The Airport is looking at using reserves. The Airport is still looking at a \$300,000 to \$400,000 difference from the \$1.6 million for the three-month reserve.

Mr. Craford said the Airport raised rates and fees to make up for the budget short-fall, which he is happy to see that it was not as dire as projected. But at the time, tenants are still living with those higher rates and fees. He said speaking for Alaska Seaplanes, he felt it is a very short-term need for a large amount of money that is unrestricted that could otherwise potentially leverage federal dollars for some other improvement and/or be used for some other use that might have longer term benefit. Knowing that the SREF is right around the corner hopefully, he just wondered if there was some less expensive way to get through the interim.

- XII. **BOARD MEMBER COMMENTS:** Board Vice Chair Joe Heueisen followed on Bob Mackey's comments on Jerry's years' of service. He thought he had worked with every Board Chairman since the fun was started and Jerry is, without a doubt, one of the best chairmen they have ever had and has been his pleasure to work with. He runs a good meeting. What has been very important is his communication with City Hall, Assembly and, to some extent, the State government and that is what the Board is here for. The Airport has excellent staff and management running the day-to-day stuff, but when it comes to the political side and handling some of the issues that come up on a day-to-day basis, he handled them with great aplomb and success. He wished Mr. Godkin well in his endeavors and thanked him for his service.

David Epstein also appreciated the leadership Mr. Godkin has asserted over the years. It has been an honor and a privilege to serve with him. Mr. Epstein thanked him and wished him good luck.

- XIII. **ANNOUNCEMENTS:** None.

- XIV. **TIME AND PLACE OF NEXT MEETING:** The next regular Airport Board meeting will be held on July 8, 2015, at 6:00 p.m. in the Alaska Room.

- XV. **EXECUTIVE SESSION:** Airport Manager Annual Review: *Joe Heueisen moved, David Epstein seconded, that the Airport Board enter into executive session to discuss the Airport Manager's annual evaluation. This is a subject that could tend to prejudice the reputation and character of the Airport Manager. The motion was approved by unanimous consent.* The Board took a 10 minute break at 7:07 p.m. The Board went into executive session at 7:16 p.m. *Robert Mackey moved, David Epstein seconded, to go into regular session. The motion passed by unanimous consent.* The Board went into regular session at 8:42 p.m.

- XVI. **ADJOURN:** *Robert Mackey moved, Dennis Harris seconded, to adjourn. The meeting adjourned by unanimous consent at 8:43 p.m.*