

AIRPORT BOARD
AGENDA
6:00 P.M., WEDNESDAY, MARCH 11, 2015
ALASKA ROOM

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES: Regular Monthly Meeting of February 11, 2015

IV. APPROVAL OF AGENDA

V. PUBLIC COMMENTS

VI. UNFINISHED BUSINESS

A. **Terminal Food and Beverage Expansion (update)** (Attachment # 1). At the January Airport Board meeting, the Board approved a three-part remodel of the terminal food/beverage concession which subsequently impacts Alaska Airlines administrative offices and the smaller Juneau meeting room. The new Alaska Airlines offices are nearing completion (relocated in the Juneau meeting room) and they will start moving in approximately March 11. This portion of the budget is on track. As design packets for the food/beverage concession portion moved forward, some unpredicted costs surfaced; in particular with the heat pumps. Attachment #1 details the updated cost estimates and outlines three options for the Board to consider prior to moving forward. Further discussion at the meeting.

The options include:

1. Proceed with the current project and increase the project funding by \$124,000.
2. Reduce the scope of the project to meet previously approved budget, but this redesign would push the project out through August 2015. This would reduce the concession remodel to bar area only and eliminate the prep kitchen.
3. Reduce the scope of project to meet the previous approved budget and redesign the project to give additive alternates which would then come back before the Board for action prior to bidding. This would extend the project into September and potential design cost increases.

VII. NEW BUSINESS

A. **Runway Rehabilitation Grant Amendment.** Staff has requested an amendment to the Runway Rehabilitation construction grant, AIP60, for ten construction change orders (CCOs), a materials testing contract with ADOT, and additional costs to the FAA reimbursable agreement for NAVAID relocation. When the grant amendment is finalized by the FAA, the federal funds, as well as matching funds from ADOT and local City, will need to be appropriated. Staff proposes to transfer funds from the Airport Construction Contingency Reserve account (revolving CIP account), for the local match portion, until such time as other funds are received. (Staff anticipates local match will be from a new

PFC application.) Staff requests Board approval for the additional grant dollars (that have been submitted to the FAA in anticipation of the grant award) at this time.

Board Motion: *“Approve a federal grant amendment in the amount of \$985,479.63, an ADOT grant amendment in the amount \$32,849, and transfer \$32,849 from the Airport Construction Contingency Reserve account as local match; and forward to the Assembly for final appropriation upon final grant award.”*

B. City Email Addresses for Board Members. A request was made for Board members to have City email addresses in order to preserve emails as well as keep personal emails private (if a public records request was ever needed for those emails). Staff consulted with CBJ departments (MIS, Clerk, Attorney, City Manager, etc.). CBJ Enterprise Boards do not currently have City email addresses. The Airport Board may be assigned City email addresses for Airport business in the near future. The City is continuing to work through this matter and hopes to have more information soon. Discussion only at this time.

C. Airport Manager’s Report:

1. Airport Engineer Report (Attachment #2)
2. Airport Architect Report (Attachment #3)

VIII. CORRESPONDENCE:

IX. COMMITTEE REPORTS

A. **Finance Committee:**

B. **Operations Committee:**

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 8, 2015, Alaska Room

XV. EXECUTIVE SESSION

XVI. ADJOURN



ATTACHMENT #1

MEMORANDUM

TO: Patricia deLaBruere
JNU Airport Manager

DATE: March 5, 2015

FROM: Catherine Fritz, AIA
JNU Airport Architect

RE: Concessions Expansion Project

At the January 2015 Airport Board meeting, I presented a concept for expanding the food and beverage concession in the Departure Lounge that was estimated to cost a total of \$328,000. It was a 3-part project that would first relocate Alaska Airlines' administrative offices to the Juneau meeting room, then renovate their former office space into a new Bar and Prep Kitchen, and finally, construct a new meeting room. The first component, Alaska Airlines' administrative offices is nearly complete. Although final costs are not yet in, I anticipate that the total cost is very close to the \$40,000 Conceptual Estimate.

For the second component, Renovate for Bar and Prep Kitchen, I estimated \$150,000 for the construction of this component. This was based on a preliminary concept only (design work had not started). The design and construction documents were completed on February 27, 2015, under an accelerated schedule. I prepared an updated construction cost estimate based on the actual bid documents and now believe that the construction cost will be approximately \$266,000. The table below illustrates the differences in cost estimates at early concept stage and at current construction documents stage.

WORK ITEM	CONCEPT ESTIMATE	CONSTRUCTION DOCS ESTIMATE
GENERAL DEMOLITION	\$ 3,000	\$3,740
WALLS	\$ 8,000	\$ 8,690
DOORS	\$ 5,000	\$ 8,360
CASEWORK	\$ 10,000	\$ 19,800
CEILING	\$ 8,000	\$ 8,800
FLOORS	\$ 8,000	\$ 10,560
WALL FINISHES	\$ 10,000	\$ 13,970
LIGHTING	\$ 15,000	\$ 24,530
ELECT POWER	\$ 15,000	\$ 32,450
FIRE SYSTEMS	\$ 5,000	\$ 7,700
PLUMBING	\$ 22,000	\$ 32,890
HVAC	\$ 10,000	\$ 33,550
MISCELLANEOUS MECH	\$ 1,000	\$ 1,320
GENERAL REQUIREMENTS	\$ 15,000	\$ 31,400
PROJECT SUBTOTAL	\$135,000	\$237,760
Contractor Mark-ups, O&P	\$ 15,000	\$ 28,531
TOTAL ESTIMATED COST:	\$ 150,000	\$ 266,291

The largest cost items that were not foreseen during conceptual project scoping were the need for an additional heat pump and an additional electrical panel. The kitchen is for food preparation only (not grilling, frying, or baking), so the original hope was that the existing heat pump would sufficiently serve the area. Similarly, it was hoped that sufficient space in existing electrical panels would provide for new lighting

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and power needs. Costs were also higher for interior wall and floor finishes, and the cost of casework for the bar. Construction of the additional mechanical and electrical infrastructure will not only serve the current concession needs, but will also provide flexibility for future uses in this area of the terminal.

Other project costs such as design, inspection, staff time, permits, and equipment are also expected to be slightly higher in cost than early estimates. The table below summarizes estimated total Concessions Expansion Project costs, based on the scope we now know, including specific equipment that is needed for the concession operation.

1. Renovate Juneau Rm for AK Airlines' Offices			Jan 2015 estimate	Mar 2015 estimate
	Design & CA		\$ 15,000	
	Permits, Misc		\$ 2,000	
	Construction		\$ 23,000	
			\$ 40,000	\$ 40,000
2. Renovate Dep Lounge SW Corner for Food/Bev				
	Design & CA		\$ 63,000	\$ 65,000
	JNU Staff		\$ 22,000	\$ 22,000
	Equipment		\$ 22,000	\$ 25,000
	Permits, Misc		\$ 5,000	\$ 8,000
	Construction		\$ 150,000	\$ 266,000
			\$ 262,000	\$ 386,000
3. Renovate Former Dining Area for Mtg Rm				
	Design & CA		\$ 9,000	
	Permits, Misc.		\$ 1,000	
	Construction		\$ 16,000	
			\$ 26,000	\$ 26,000
PROJECT TOTAL			\$ 328,000	\$ 452,000

The project has two primary concessions operation components: the Bar and the Prep Kitchen. The concessionaire needs both of these to expand their menu and increase profit opportunities (from which the Airport would financially benefit). The expansion also allows the Airport to gain valuable data about traveler preferences for food and beverage services before moving forward with the more extensive, long-term food and beverage development plan. Funds are currently in place in the Terminal Renovation Project that can be used for this work, but anything that is spent now increases the need for future funding to address the North Wing Replacement. There are three options to consider at this time:

1. Proceed with the project as currently scoped. This option is expected to allow the new Bar and Prep Kitchen to be operational by mid-June 2015. If this is the desired direction, Airport Board action to increase the funding in the amount of \$124,000 for the Concessions Expansion project should be made.
2. Reduce the scope of the project by eliminating the Prep Kitchen. The concessionaire would continue to purchase all food items from wholesale distributors, and would not increase the hot items menu. This would substantively reduce the scope of the project, leaving the area currently designed for the Prep Kitchen as unfinished space for future build-out. This option will require time and cost from the design team to eliminate work associated with the Prep Kitchen and modify the bid documents accordingly. This, in turn, affects the bidding schedule, so construction work would not likely begin until late June 2015 (construction completion by late August 2015).

The project cost for this option would be within the current budget of \$328,000, so no additional action on the funding would be necessary from the Airport Board.

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3. Identify scope that could be incorporated into Additive Alternates. This would lower the Base Bid amount within the \$150,000 construction budget and allow the Owner to select additional work based on actual Contractor bid amounts, rather than estimates. This option will require time and cost from the design team to identify alternates and modify the bid documents accordingly. This, in turn, affects the bidding schedule, so construction work would not likely begin until July 2015 (postponing use of the new spaces until approximately September 2015).

This option could require additional funding action (TBD) from the Airport Board prior to awarding any of the Additive Alternates in the contract if the actual bid amounts exceed the current project budget.

I want to emphasize that all of the cost estimate information provided in this memo is an estimate – not a firm, fixed price. The actual bid price of the Concessions Expansion could vary from the estimate, creating an actual cost that is either greater than or less than the figures herein. The Projects staff has worked very creatively throughout the renovations to date to find efficient, cost-effective ways to address the terminal's needs. We are committed to continuing to do so.



MEMORANDUM

TO: Patricia deLaBruere
Airport Manager

DATE: March 5, 2015

FROM: Ken Nichols, P.E.
Airport Engineer

RE: Engineer's Report

General

In the past month, the projects office worked on several construction and planning projects. Project specific summaries are presented below.

Airport Sustainability Master Plan

Meetings are scheduled with the consultant to perform a forecast workshop with the Technical Advisory Group and provide an opportunity for the public to provide input during a workshop session scheduled for March 10, 2015. The consultant will also provide an overview to the Juneau Sustainability Commission and the Airport Board at the respective meetings on March 11, 2015.

RSA Expansion Phase IIA

Seccon has several punch list items remaining. The most notable remaining item is for the contractor to correct is the labeling of several lids in the runway safety area. The remaining work was discussed with FAA, and it was agreed that this work would best be completed when the runway is shut down for the runway rehabilitation project.

Runway 8/26 Rehabilitation

Several meetings and coordination have occurred with the contractor, multiple divisions of FAA and key stakeholders to develop the details and sequence of events for the runway switchover. Draft Notices to Airmen (NOTAMS) have been distributed and operational procedures are in-place for ground movement and aircraft movement. The contractor started work in earnest on March 2, 2015. The first of several weekly project updates was added to the project web site. Weekly updates will continue through the end of construction in mid-August.

Information will be available to the public at the open house on March 10, 2015. Additional information will be provided to each tenant in flyer format. Staff will also meet with each of the commercial operators to brief them on operational impacts and changes. Tenants and users will be required to use different ground vehicle and air traffic patterns, different entrance and exit gates, and different procedures for accessing the float pond.

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A supplemental agreement will be developed with the contractor for repairs to Alex Holden Way. The first step is for the consultant team to prepare an RFP package. The work will be sequenced later in the summer so that the focus can remain on the Runway.

Air Cargo Hard Stand

This project will be brought forward to bid assuming construction at the end of the summer. Specific dates are pending. Temporary parking positions are under review by Alaska Airlines.

Alex Holden Way

An interim fix will move forward under the runway rehab project. Further design and requests for funding are expected in the future, which will be incorporated into future budgeting and capital improvement programming.

Runway 26 MALSR

No new details are available for this project.

NE Development Area Apron

Staff will prepare a pre-application package to confirm our intent for the FAA funding prior to the statutory deadline of May 1, 2015. Staff will also create an RFP for a design firm. The project must be substantially designed by July so that the FAA can issue a grant based on estimates. Project matching funds must also be identified prior to grant issuance.

ADEC Multi-Sector General Storm Water Permit

ADEC has issued a new storm water permit which is effective April 1, 2015. We will need to develop a new Storm Water Pollution Prevention Plan (SWPPP) and submit it along with a Notice of Intent (NOI) by July 29, 2015. The new permit has hard limits for effluent discharges related to urea use. Therefore we will have to change the way we manage pavement deicing/anti-icing to decrease our discharges to Jordan Creek and the wetlands at the east end of the airfield. The new permit will also require a change in the way our airfield crew does equipment washing.



ATTACHMENT #3

MEMORANDUM

TO: Patricia deLaBruere,
JNU Airport Manager

DATE: March 3, 2015

FROM: Catherine Fritz, AIA
JNU Airport Architect

RE: Architect's Report of February 2015 Activity

Architectural work in the Projects office during February 2015 focused on the Concessions Expansion Project. Renovation of the former Juneau Meeting Room (soon to become Alaska Airlines' administrative offices) is nearly complete. Offices will begin moving on March 6, 2015. Design work for the new Bar and Prep Kitchen was completed in February and forwarded to CBJ Engineering Contracts office for bidding. The current schedule calls for bids to be opened on April 3, 2015. The contractor will have 60 days from the issuance of Notice to Proceed to meet substantial completion of the Bar, and an additional 10 days for all other areas.

Renovation costs for the new Bar and Prep Kitchen are higher than originally expected. This is due to the need for an additional heat pump and electrical panel to serve the area, as well as a general under-estimate of the extent of work that would be needed during conceptual project development. A separate memo will be included in the Airport Board packets to discuss the impacts of the increased cost and options for proceeding with the project.

Based on funding approval by the Airport Board at the February 2015 meeting, the CIP fund has been set up to proceed with the Request for Proposals (RFP) to hire a design team for the ARFF building addition project. The RFP will be drafted during March and forwarded to the CBJ Engineering Contracts office for advertisement.

Other work in the Projects office during February included continued improvements to the Airport website and development of purchasing specifications for the kitchen and bar equipment that will be needed for the Concessions Expansion. Staff was recently told by Commercial Signs & Printing that the mock-up of the Welcome to Juneau / Welcome to JNU Airport sign will be complete by March 6, 2015. We do not yet have a fabrication date.