

AIRPORT BOARD
AGENDA
6:00 P.M., WEDNESDAY, DECEMBER 10, 2014
ALASKA ROOM

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF MINUTES:
 - A. Special Meeting of November 12, 2014
 - B. Regular Monthly Meeting of November 12, 2014
- IV. APPROVAL OF AGENDA
- V. INTRODUCTION: Republic Parking's Vince Speziale and Graham Leach will be in attendance at the meeting. Mr. Speziale has been promoted within Republic Parking and Mr. Leach will be taking over the responsibilities at the Juneau Airport. We wish to welcome Graham Leach as well as congratulate Vince Speziale in his new role.
- VI. PUBLIC COMMENTS:
- VII. UNFINISHED BUSINESS
 - A. **Airport Sustainability Master Plan Update (Attachment #1):** Barbara Sheinberg from the URS Team will be in attendance to give a short presentation summarizing the Mission and Vision exercises during the November 13 stakeholder meetings.
 - B. **Welcome to Juneau Sign (Attachment #2):** The sign committee had a few meetings to review conceptual drawings for the 'Welcome to Juneau' sign. The City requested to join forces on this endeavor and will be participating in the costs. The City feels the Airport is an important gateway to the City and the sign should reflect it. The schematic is attached for review. This design has also been sent to the graphic designer for final graphic design.
- VIII. NEW BUSINESS
 - A. **Marijuana Initiative in Alaska:** The marijuana ballot measure #2 passed at the November election. The initiative becomes effective February 24, 2015. One of the questions with the legalization is whether a person may have it on them when traveling. At both the Federal and State level, transporting marijuana (or any controlled substances) via commercial carriage is still prohibited (so not in an aircraft or on the ferry, etc.). Additionally, marijuana may not be consumed and/or smoked in public. After consulting with the City Attorney, the Airport was advised to do one of (or) two things: ban marijuana in the Airport terminal and vicinity, or put up amnesty boxes to collect voluntarily surrendered substance. If the Airport Board elects to ban marijuana at the Airport terminal, then it is simply turned over to JPD for disposal. A ban on marijuana at the Airport terminal will also require an Ordinance change which would be brought back

to the Board at the January 2015 meeting. If amnesty boxes are put up, a method of disposal by the Airport will have to be outlined. A combination of the two is also possible. At this time, staff suggests the ban with the option of amnesty boxes in the future.

Board Motion: *“Approve a change to CBJ 05 Ordinance which would ban the possession of marijuana at the Airport terminal and vicinity.”*

This ordinance change would be presented to the Board for final review/approval at the January 2015 meeting, prior to forwarding to the Assembly.

B. Airport Manager’s Report:

1. Delta/SkyWest Operations. Delta Air Lines will be resuming operations into/out of Juneau in May. Due to our runway rehabilitation and temporary (and shortened/narrowed) runway operations in the Spring, Delta will not be using their B757. They will be using SkyWest and regional jet (RJ) operations. We do not have the specific information on the ‘RJ’ equipment or flight schedules at this time. Delta and SkyWest plan to come up to Juneau and Southeast Alaska in January for more discussions and planning.
2. Water/Sewer Update. At the August 13, 2014, Airport Board meeting, the Board approved increases to the water/sewer rates (to mirror the City-wide rate increase effective January 1, 2015) and passed a resolution to give the water/sewer responsibilities on the Airport back to Public Works (and cancel the Letter of Agreement). Airport staff has been working with the City on this matter and has had very positive meetings. It will take time to do any type of transfer back. Part of this is performing a joint inspection of all hangar facilities to confirm who has water/sewer, any leakage, confirm that there is no back flow contamination, etc. This will be a huge endeavor, but necessary (and required). Since discrepancies are still showing on the water consumption reports, it is imperative that we confirm with Public Works that everyone who has water/sewer is listed and getting billed. This will take some time. The Airport plans to send out a letter to all hangar/facility tenants to set up inspections over the next several months to confirm water/sewer hook-ups. Inspections are a provision of each lease and federal requirement. This is just a heads-up for now and is a component of transferring water and sewer back to Public Works.
3. Annual Certification Inspection. David Wahto and Matt Stearns from the FAA Airports Division will be in Juneau for the week December 8 (possibly longer) to perform our annual inspection and recertification of the Airport. As always, we welcome them and their airport safety expertise.
4. Airport Capital Improvement Projects (CIP) Meeting. Airport staff, Airport Finance Chair and City Engineering and City Finance will be meeting on December 18 to discuss strategies for the \$10.53 million local CIP funding needs, as outlined in the November 12 Airport Board meeting.

5. Christmas Lights Flights Fundraiser. The annual Christmas Lights Flight fundraiser will be taking place Friday, December 19 from 4:30 p.m. to 7:30 p.m. (weather permitting). This has been a great fundraiser for Children's Tumor Foundation and Lions Sight Project. These night helicopter tours are a well-attended event in the community. Airport tenants donate their time, equipment and fuel for this event and it is sponsored by Coastal Helicopters, Petro Marine and Mendenhall Flying Lions.
6. Airport Tenants' Christmas Potluck. Several tenants have requested and are planning an Airport Christmas Potluck. It is scheduled for Tuesday, December 16 from 9:00 a.m. to 1:00 p.m. in the Alaska Room.
7. Legislative Reception. The Legislative Reception has been scheduled for Thursday, January 22, 2015, from 5:00 p.m. to 6:30 p.m. Everyone is welcome and encouraged to attend.
8. Airport Engineer Report (Attachment #3)
9. Airport Architect Report (Attachment #4)
- 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., January 14, 2015, Alaska Room
- XVI. EXECUTIVE SESSION
- XVII. ADJOURN

Juneau International Airport Sustainability Master Plan

Summary from November 2014 Meetings



MISSION AND VISION EXERCISES

During meetings at the airport on November 13, 2014 the members of the stakeholder committee and Airport Board were asked to list the things that came to mind when thinking of Juneau International Airport in order to serve as the basis for airport mission and vision statements. A draft mission statement has been developed that is organized by eight topics that came out of the work session. A draft vision statement, which basically includes a collection of vision statement ideas, has also been developed and is similarly organized under topics that came out of the work session. Note that these results are output from the workshop and that these statements will be further refined as the plan develops.

DRAFT MISSION STATEMENT

- **Gateway and Vital Transportation Hub** - Juneau International Airport is a gateway to the State Capitol, and to northern Southeast Alaska. It functions as a vital regional transportation hub for passengers and air cargo, and provides a safe, dependable and welcoming facility for the residents of Juneau and Southeast Alaska.
- **Safe and Reliable Customer Service** - The Airport provides a safe and reliable level of service for its users and stakeholders. It has pursued innovative navigation improvements and prides itself in placing safety foremost in its operational priorities – for commercial and private pilots, employees, and the community.
- **Fiscal Responsibility** – As a municipally-owned facility, the Airport is fiscally responsible. It balances sources of public and tenant revenue, with expenditures, charges and fees, in order to provide essential services and airport improvements.
- **Sustainability** – The Airport strives to incorporate sustainability, through use of innovative technology such as geothermal energy for heat and recycling waste. It works to provide maximum levels of service with minimum impacts to the community and environment.
- **Environment and Recreation** - The Airport's setting and lands surrounding the active airfield are a resource highly valued by Juneau residents. Juneau balances public access with security, and works to minimize its footprint on surrounding lands and waters.
- **Operational Efficiency** – The Airport provides an airport/airfield design that works well for large and small air carrier operations and for recreational pilots. It makes best use of its employees and facilities as valued assets to run an efficient airport operation.
- **Economic Development** – The Airport is an economic driver for Juneau and Southeast Alaska. In supporting regional air cargo and tourism, the Airport is a hub that diversifies the local and regional economy.
- **Community Service** – The citizens of Juneau and State of Alaska take pride in their airport. It strives to be an integral part of the community framework.

ATTACHMENT #1

Juneau International Airport Sustainability Master Plan

Summary from November 2014 Meetings



DRAFT VISION STATEMENT (VISION STATEMENT IDEAS)

Gateway and Vital Transportation Hub

- Be the airport that customers remember when they transit, providing an efficient and high quality experience.
- Serve as a competitive regional hub for air cargo.

Safe and Reliable Customer Service

- Maintain reputation as a safe and technologically advanced airport
- Create a business environment that attracts and sustains aviation and aviation support tenants

Community Service and Fiscal Responsibility

- Grow with the community and regional needs, while respecting limits to growth
- Involve the community in airport planning and garner their support for airport improvement projects.

Sustainability

- Maximize full potential of lands/buildings and be able to adapt to changes in the business and natural environment.
- Minimize the Airports footprint on surrounding lands, waters, and neighborhoods.

Environment and Recreation

- Be the airport that can grow and balance the adjacent wetlands environment.
- Provide safe and secure access for recreational activities

Economic Development

- Become a primary driver for economic opportunity and jobs for Juneau and all of Southeast Alaska.
- Achieve economic stability based on sustainable and responsible practices.

ATTACHMENT #1

Juneau International Airport Sustainability Master Plan

Summary from November 2014 Meetings



Leadership

- Make Juneau Airport a great place to work; attract and retain great employees.
- Continue to pursue innovation and technological advances.
- Be the “best darned airport in Alaska”.
- Serve as a model airport for Alaska.

SUSTAINABILITY FOCUS AREAS EXERCISE

During meetings at the airport on November 13, 2014, the members of the stakeholder committee and Airport Board also participated in an exercise to rank the importance of 23 possible sustainability focus areas. The following 17 Focus Areas have been identified as the highest ranking priorities (in decreasing order).

DRAFT FOCUS AREAS

1. Economic Performance
2. Cost Control
3. Service quality
4. Indirect economic impacts
5. Business continuity and emergency preparedness
6. Procurement practices
7. Local communities
8. Effluents & Waste
9. Operations & maintenance
10. Energy
11. Transport
12. Training and Education
13. Employment
14. Materials
15. Water
16. Occupational Health and Safety
17. Customer health and safety

ATTACHMENT #1

MISSION RESULTS SPREADSHEET

ATTACHMENT #1

JUNEAU AIRPORT SUSTAINABILITY MASTER PLAN MISSION STATEMENT WORK SESSION

GATEWAY/HUB	COMMUNITY	CUSTOMER SERVICE	FISCAL SUSTAINABILITY	ENVIRONMENT
welcoming people to Alaska's capitol city	provide an Airport that the citizens of Juneau and Alaska can be proud of	high level of customer service	fiscal sustainability	environmental responsibility
continue as the region's air transportation hub	dependable access	"class act" Fixed based operations for tourism and private (jet) aircraft	fiscally responsible	monitor and balance the transportation need with the local environment
joining northern southeast communities	community	provide the best air transportation possible	ensure financial sustainability	maximum services with minimum impacts to environment and community
provide linkage to regional communities	improved communication with the community	solid infrastructure	fiscally responsible	keeping Alaska's beauty/scenery for all to enjoy
represent the state capital	opportunity for local residents to enjoy private, recreational, and personal aviation	economical air transportation		
serve southeast Alaska communities	provide recreation facility for the community	create customer experience, local feel for residents and visitors		
accessibility to capitol city and SE Alaska hub; make Juneau easily and safely accessible re: programs jaws/RNP	to make community communication effective so as to participate in an accountable process	provide an airport/airfield design that works well for large and small air carrier operations		
gateway to Southeast Alaska	be an integral part of the community framework	facility to operate from		
regional hub (southeast Alaska) for commerce	community relations	service flexibility		
Provide a gateway between Juneau and Seattle/Anchorage and points beyond		community service		
Statements that fit into a second category				
continue as a strong economic hub for the community and the region	community service	dependable access		use of natural resources?
economic driver for the community and the region				
continue being an economic driver for our community and the region				
Southeast Alaska commerce hub				

ATTACHMENT #1

JUNEAU AIRPORT SUSTAINABILITY MASTER PLAN MISSION STATEMENT WORK SESSION

SAFETY	EFFICIENT OPERATIONS	ECONOMIC DEVELOPMENT	INNOVATION
provide safe and secure area of operations	to be as efficient as possible for each defined task or product offering (broadly defined...)	continue as a strong economic hub for the community and the region	cutting edge for innovation of all types (such as RNP/JAWS) safety security efficiency "if it works in Juneau...:"
provide an environmentally safe area of operations	provide for efficient conduct of commerce	attract new air carriers and freight	
#1 key component of the mission must be safety 1st and last	provide infrastructure that allows the private sector to offer the public economical, efficient, and safe air transportation services	economic driver for the community and the region	
safety for flyers/employees/ community	efficient	movement of cargo and freight	
to provide the safest platform possible given fiscal constraint	efficient movement of people and goods	use of natural resources	
safe environment	enable efficient operations	economic diversity	
provide safe transportation for the community, the region, and the state	economical	expand opportunities for aviation and non-aviation business at the airport	
safe and reliable transportation		Southeast Alaska commerce hub	
safety		economic engine	
safety first and foremost		provide a hub for air cargo (in and out)	
		continue being an economic driver for our community and the region	
Statements that fit into a second category			
accessibility to capitol city and SE Alaska hub; make Juneau easily and safely accessible re: programs jaws/RNP	provide an airport/airfield design that works well for large and small air carrier operations	regional hub (southeast Alaska) for commerce	
cutting edge for innovation of all types (such as RNP/JAWS) safety security efficiency "if it works in Juneau...:"	cutting edge for innovation of all types (such as RNP/JAWS) safety security efficiency "if it works in Juneau...:"		

ATTACHMENT #1

VISION RESULTS SPREADSHEET

ATTACHMENT #1

JUNEAU AIRPORT SUSTAINABILITY MASTER PLAN VISION STATEMENT WORK SESSION

AIRPORT AS GATEWAY/HUB	ECONOMIC DEVELOPMENT	TERMINAL & OTHER IMPROVEMENTS	CUSTOMER SERVICE
become a competitive gate for cargo	a primary driver for economic opportunity for Juneau and all of Southeast Alaska	want more amenities for comfort in the terminal	create a business environment that attracts and sustains aviation and aviation support tenants
gateway to the nation's capital	allow for growth of more airlines services	a facility that recognizes and respects its limitations of growth	curb-to-gate efficient and high quality customer experience
a tourism gateway skiing, fishing, whale watching, glacier, hunting getting on the cruise ships here gateway to Alaska	an economic engine for the community based on responsible practices (economically and socially) growth airport attract more business	1) complete terminal remodel renovation (IE north wing 135 carriers 2) covered parking facility 3) global access around the pond (a road all the way around it 4) more CMS ?/helicopter operations organized expansion	be remarkable (best damn airport) customers remember the when they transit
	economically stable	state of the art facilities	
		continuously updated infrastructure	
Statements that fit into a second category			
	jobs for the community		
	become a competitive gate for cargo		
be remarkable (best damn airport) customers remember the when they transit	a tourism gateway skiing, fishing, whale watching, glacier, hunting getting on the cruise ships here		
	create a business environment that attracts and sustains aviation and aviation support tenants		

ATTACHMENT #1

JUNEAU AIRPORT SUSTAINABILITY MASTER PLAN VISION STATEMENT WORK SESSION

[illegible]

ATTACHMENT #1

SUSTAINABILITY FOCUS AREA RESULTS

ATTACHMENT #1

Juneau International Airport Sustainability Master Plan

Exercise 3 - Identify Sustainability Focus Areas

The following Focus Areas were ranked by attendees in each group (there were a total of 23 Focus Areas, not including 'Other' write-ins). Attendees had the opportunity to write in a Focus Area under 'Other' in each EONS category and rank that area. Each attendee ranked a total of 18 Focus Areas, including any 'Other' write-ins, leaving the rest blank. The Focus Areas were ranked (with a corresponding score) in the following manner: each attendee ranked six (6) Focus Areas as a high priority (corresponding score of '3'), six (6) Focus Areas as a medium priority (corresponding score of '2'), and six (6) focus areas as a low priority (corresponding score of '1'). The results were then tallied and averaged across each group. Any Focus Area that had an average group score above '1' was identified as a draft Focus Area.

Date: Wednesday November 12, 2014

	TAG	Airport Board
Economic: (EONS: <u>E</u>conomic viability)		
Economic Performance	2.4286	3.0000
Indirect economic impacts	2.0714	2.1111
Procurement practices	1.7143	2.1111
Other: Local partnerships	0.0000	0.1111

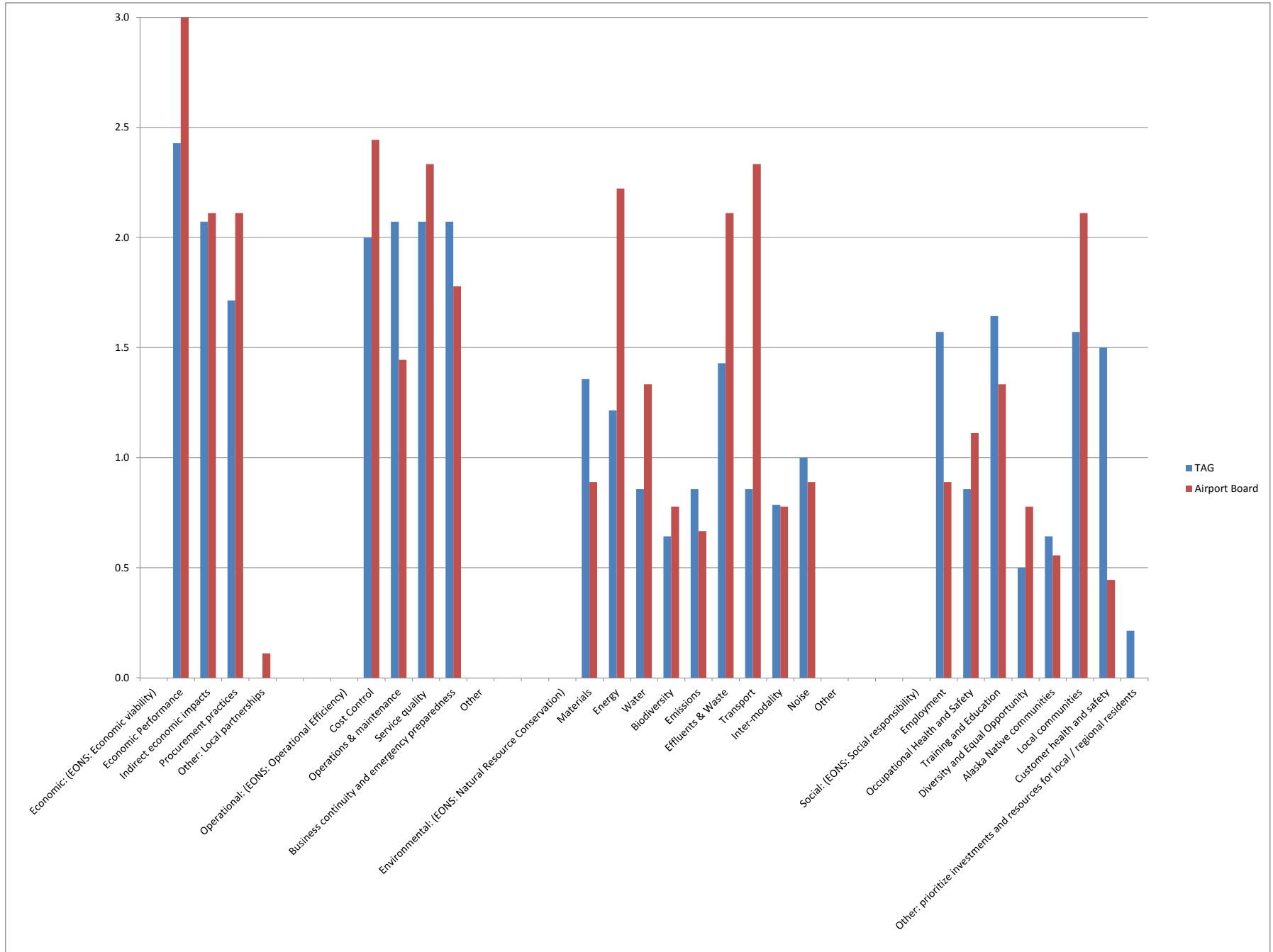
Operational: (EONS: <u>O</u>perational Efficiency)		
Cost Control	2.0000	2.4444
Operations & maintenance	2.0714	1.4444
Service quality	2.0714	2.3333
Business continuity and emergency preparedness	2.0714	1.7778
Other	0.0000	0.0000

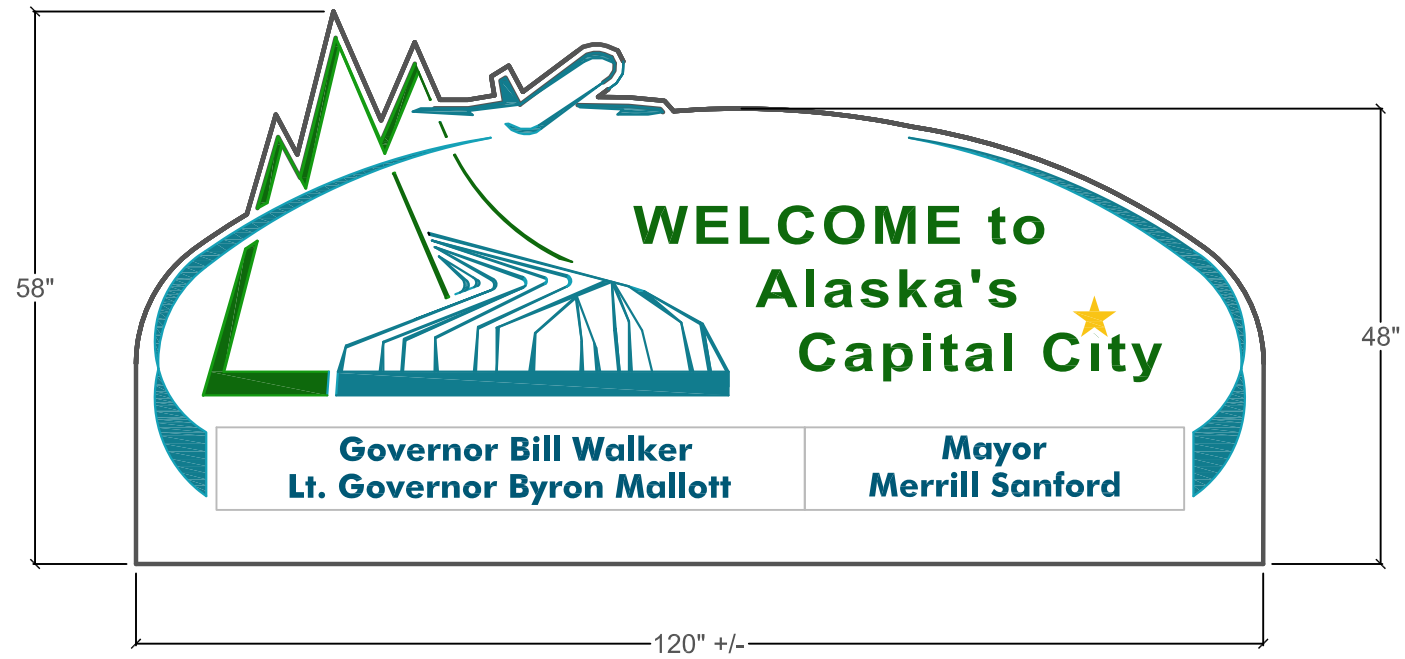
Environmental: (EONS: <u>N</u>atural Resource Conservation)		
Materials	1.3571	0.8889
Energy	1.2143	2.2222
Water	0.8571	1.3333
Biodiversity	0.6429	0.7778
Emissions	0.8571	0.6667
Effluents & Waste	1.4286	2.1111
Transport	0.8571	2.3333
Inter-modality	0.7857	0.7778
Noise	1.0000	0.8889
Other	0.0000	0.0000

Social: (EONS: <u>S</u>ocial responsibility)		
Employment	1.5714	0.8889
Occupational Health and Safety	0.8571	1.1111
Training and Education	1.6429	1.3333
Diversity and Equal Opportunity	0.5000	0.7778
Alaska Native communities	0.6429	0.5556
Local communities	1.5714	2.1111
Customer health and safety	1.5000	0.4444
Other: prioritize investments and resources for local / regional residents	0.2143	0.0000

High priority (>2.5)	
Medium priority (1.5-2.5)	
Low priority (0.5-1.5)	
No priority (<0.5)	

ATTACHMENT #1





ATTACHMENT #3



MEMO

TO: Patricia deLaBruere
JNU Airport Manager

DATE: December 3, 2014

FROM: Ken Nichols, P.E.
JNU 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

A kickoff meeting with the technical advisory group was conducted on November 12, 2014. URS also provided a kickoff meeting and presentation to the Airport Board. On November 13, 2014, several stakeholder meetings were held including helicopter operators, small air carriers (Part 135 operators) and air traffic control tower staff.

RSA Expansion Phase IIA

Several punchlist items were completed by both Secon and the FAA contractor, but some items remain. The most notable remaining item is for the contractor to correct the labeling of several lids in the runway safety area. This work requires careful coordination with aircraft traffic and may be best done when the runway is shut down for construction of the runway rehabilitation project next year.

Runway 8/26 Rehabilitation

All of the major work items have been completed for Phase 1. Forty supersacks of contaminated soil are staged for removal from the project area on the helipads west of the Civil Air Patrol hangar. These sacks are scheduled for removal on December 8 and 9, 2014. Winter shutdown is now in effect. The project will begin again in early March. Depending on weather conditions and a successful flight check of the temporary runway, the main runway will be closed and the temporary runway will be put in place on April 1, 2014. A group of 18 trees at the southwest corner of the float pond were removed after concerns were raised that the trees might blow over and damage floats on the pond or equipment in the contractor's staging area.

Air Cargo Hard Stand

Staff reviewed the 90% project documents and comments were forwarded to the consultant. It is expected the project will be bid-ready in January and the project will be constructed after the major runway work is complete next construction season. I expect construction will occur in July and August of 2015.

ATTACHMENT #3

Alex Holden Way

I spent several hours going over the existing as-builts and available information for the project area and developed a list of tasks to complete in order to develop a conceptual design and formal cost estimate. Both the conceptual design and cost estimate will be brought to the January Board meeting.

Runway 26 MALSR

No work has been done on this project in the past month.

NE Development Area Apron

No work has been done on this project in the past month.

ATTACHMENT #4



MEMO

TO: Patricia deLaBruere,
JNU Airport Manager

DATE: December 2, 2014

FROM: Catherine Fritz, AIA
JNU Airport Architect

RE: Architect's Report of October 2014 Activity

Airport projects staff continued working on clean up and limited demolition of the former kitchen and dining areas. A second public surplus auction will be held soon. As the areas are cleared out, it is becoming easier to visualize possible future uses for these spaces.

Staff is also working with concessionaire, JDA, to consider possibilities for expanding their lease space in the secure Departure Lounge. JDA is reviewing the potential for increased sales if an expanded area is constructed. This will help the Airport decide whether or not café and bar expansion would be cost effective.

Design of the exterior "Welcome to the Airport" sign is nearly complete. Staff and the Airport Board's Ad Hoc Sign Committee met with City Manager Kim Kiefer in November to review the graphic design and incorporate the names of elected officials. The design is now in final review and a fabrication cost for the 2-sided sign is being prepared. Projects staff proceeded with installing the new metal facing on the concrete sign base so that the sign can be completed during the winter. Once the final mock up is completed and approved by the City Manager, we will be able to estimate the fabrication and installation schedule.

Several outdated small concession contracts are currently under review. A solicitation for ATM banking machines in the terminal is expected to be ready for public bidding in December. The goal is to have at least one additional ATM machine added in the Departure Lounge. Revenue to the Airport from ATMs is expected to increase in a new contract.

The architectural staff continued scoping work for replacement of the first floor restrooms that are located near the Projects Office. The design work will be done in-house, with assistance from a local mechanical engineer. Funding for this project has been prioritized for FY16 Airport Operations budget, but is not yet approved, so construction bids will not be solicited until approximately July 1, 2015.

On Hold:

- Replacement of the north wing of the Terminal, pending additional project funding.
- SREF Geothermal field and limited re-design to accommodate new site, pending agreement with FAA on repayment of Airport Improvement Project (AIP) funds, and receipt of FFY16 AIP funds.
- Glacier Fire Station ARFF expansion, pending receipt of FFY15 AIP funds from FAA and local match for such funds.