

MINUTES of
AIRPORT BOARD MEETING
December 10, 2014
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

Mal Menzies

Jerry Godkin

Joe Heueisen

Martin Myers

Member Absent:

Robert Mackey

Staff/CBJ Present:

Patty deLaBruere, Airport Manager

John Coleman, Airport Business Mgr.

Catherine Fritz, Airport Architect

Keith Walker, CCF/R

Ken Nichols, Airport Engineer

Eric Feldt, CBJ Community Development

Public Present:

Barbara Sheinberg, Sheinberg Assocs.

Brooke Walker, Aero Services

Sarah Bronstein, Sheinberg Assocs.

Laurie Craig, Wildlife Hazards Wkg. Group

III. **APPROVAL OF MINUTES:** *David Epstein moved, Mal Menzies seconded, the adoption of the November 12, 2014, regular monthly meeting minutes and the November 12, 2014, special meeting minutes. The motion passed by unanimous consent.*

IV. **APPROVAL OF AGENDA:** Airport Manager Patty deLaBruere apologized that the agenda was not included with last week's packet. *David Epstein moved, Joe Heueisen seconded, to approve the agenda. The motion passed by unanimous consent.*

V. **INTRODUCTION:** Ms. deLaBruere said Vince [Speziale] was going to be up here with Graham Leach to introduce him as the new liaison for the Airport with Republic Parking. They did not get in today due to the fog. He told Ms. deLaBruere that the Airport will enjoy working with Mr. Leach as he is a go-getter. Vince has been promoted within the company. The Airport wished him the best of luck.

VI. **PUBLIC COMMENTS:** None.

VII. **UNFINISHED BUSINESS:**

A. **Airport Sustainability Master Plan Update (Attachment #1):** Ms. deLaBruere said Barbara Sheinberg is in attendance to discuss part of the handout that was given by URS and give an update on what came out of the information they gathered at their last stakeholders meeting. Ms. Sheinberg introduced Sarah Bronstein. She said they are

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local, but part of the URS Team. The team is working hard. There are a number of people working on general planning matters – looking at enplanements, operational information, facility information and getting all of the AutoCAD stuff generated up. The Airport staff gave the team a lot of great stuff. They did a walk through with staff for inventory. It is a requirement for airports to have a solid waste and recycling element. There is a map for existing infrastructure related to that at the Airport. The third thing is there will be some sort of outreach and one-on-one stakeholder interviews that John Isaacs will be doing.

Ms. Sheinberg said an exercise at the last meeting with stakeholders asked what people thought about key things related to both mission and vision. The Airport mission would be more internal looking that talks about who they are now and how they would be defined as an airport. Whereas the vision statement is something more external and outward looking, where it says where does the Airport intend to be in 15 to 20 years from now. Based on the meetings, a working mission and vision statement has been developed. When the Board has more time, they might want to take time to look at the individual comments, how they were categorized and what has come out of it. It will be refined as they go through it and things start to gel in more detail.

The first area was listed as “Gateway and Vital Transportation Hub”. There were a number of statements that people prepared that talked about how important the airport is, both as access to the State capital and as a transportation gateway for all of northern Southeast Alaskans that are arriving and exiting from here to and from their homes. There were also links that passengers and cargo were coming and going and it is a vital transportation hub for those matters and the region. Those kinds of comments are captured in the mission statement. Then when looking at the vision side – what we intend to accomplish and become – there were comments that people want to remember their experience at Juneau International Airport. This kind of information was gathered for the following areas: safety, fiscal responsibility, sustainability, operations efficiency, economic development, community service, and leadership on the vision side. They tried to capture the direct comments that the Board and their colleagues on the advisory group made and make a semblance of them that reflect the vision and mission. This is a progress in work.

Sarah Bronstein said that there were 23 different sustainability focus areas and they asked the Board to do an exercise where they arranged those focus areas in terms of relative importance areas. Those focus areas were in four categories: economic viability (E), operational efficiency (O), environmental conservation (N), and social responsibility (S). Listed on page 3 of the handout is an average result from the Board and advisory group ranking, which created the list of 17 different focus areas where were ranked at least at a moderate level of importance. It was no surprise that there was a lot of consistencies between the two groups as to what was felt most important were from the operational efficiency and economic viability categories. Economic performance was listed as

number one by both groups. Cost control and service quality were both either number two or number three for both groups. Once things were averaged, indirect economic impacts, business continuity and emergency preparedness were among the top five. These are not set in stone.

Ms. Bronstein said 17 areas are still a lot of things to think about. Towards the end of the packet are the results from the two individual groups. One page has the rankings listed from the two groups and the other has them sort of spatially represented in a graph. On the first page (with the red, yellow and green rankings), there are some notable differences. The Board ranked transportation, energy and effluence and waste as being among the top priorities. Those were not ranked as particularly high priorities by the steering committee. As the Board moves forward, they might want to consider how the input is weighed from the two different groups, continue to think about the fact that those were priorities, and when the results were averaged, they ended up being rather low on the list of 17. In particular, the Board had ranked transportation tied for third place among their list of priorities, and energy as fifth place. She said the differences could be seen in the graph. They did not expect any decisions, but wanted the Board to be aware of the differences. Ms. Sheinberg said that a pay grade higher than theirs would decide how much time and energy can be spent on these categories. She suggested the Board think carefully about their priorities versus the average results and decide what to do at some point.

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 including the mayor and the governor on the sign was a very important component. The schematic is attached for review. This design has also been sent to the graphic designer for final graphic design. This will be a two-ply sign – one welcoming people to the airport and the other side welcoming them to the capital city with the mayor, governor and lieutenant governor on it. The City will also pitch in for the graphic design and purchase the part of the sign welcoming people to the city. A lot of this work has been in-house by Kris Ritter, which has saved the Airport a lot of money. Chair Godkin said the City has committed to long-term contributions in money with the change of the political officials. Board Member Joe Heueisen said the City Manager worked well with the Airport on this sign. He said the City will pay for the sign going out and the Airport will pay for the one coming into the Airport. This should do the trick both maintenance-wise and politically. Chair Godkin said the Airport's sign is not too busy. A person sees exactly what the Airport wants someone to see. He commended the committee. Board Member Dennis Harris said that the color is fused into the plastic, which makes it very durable and weatherproof. It should last a long time and be fade-resistant. He thought that they had arrived at a good compromise and the City Manager wants to pay for half of the sign out of her budget. Ms. Fritz said a thinner material will be used for the names. The pieces will butt together and be able to be

unscrewed and new names placed. The City Manager will take care of changing the names and the colors will be known each time an election happens. It will be done in two pieces so that the mayor will be separate from the State officials.

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. After consulting with the City Attorney, the Airport was advised to do one 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 suggested the ban with the option of amnesty boxes in the future. *Marty Myers moved, Joe Heueisen seconded, to approve a change to CBJ 05 Ordinance which would ban the possession of marijuana at the Airport terminal and vicinity. The motion passed by a five to one vote.*

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 (shortened/narrowed) runway operations in the Spring, Delta will not be using their B757. They will be using SkyWest and regional jet (RJ) operations. The Airport does not have 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. They are also trying to figure out if SkyWest will be an interim plan, will they work in Juneau through the Summer or in perpetuity. The answers are not known yet. Mr. Harris said that he had heard Delta had ordered 24 737-800s, which bodes well for Juneau if they use them to fly here. Mr. Heueisen said he had heard that Delta would be flying RJs between Seattle/Ketchikan and Seattle/Sitka. Now they are coming in to replace Delta this Summer. He asked if they had discussed flying between Sitka and Juneau with the RJs. Ms. deLaBruere said they were tightlipped, nor could she get them to commit as to whether it would be the same number of flights or operations, etc.

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). Marc Cheatham has done a lot of work/research, etc., and put a very nice

packet together that was presented to the City. A meeting was held with the City and it is felt it will take a matter of time to give it back to the City. They had thought the Airport staff was right in that a lot of things do not get inspected that are being put before the Airport when the Airport does not have the means or tools to do it. The discussions will continue. 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. There are hangars on field that are not connected to the sewer – TEMSCO Helicopters – and others that never got transferred from the Airport to Public Works for billing.

3. Annual Certification Inspection. David Wahto and Matt Stearns from the FAA Airports Division have been in Juneau this week to perform our annual inspection and recertification of the Airport. As always, we welcome them and their airport safety expertise. Any major items will be reported to the Board.

4. Airport Capital Improvement Projects (CIP) Meeting. Airport staff, Airport Finance Chair, Rorie Watt with City Engineering and Bob Bartholomew with City Finance will meet on December 18 to discuss strategies for the \$10.53 million local CIP funding needs, as outlined in the November 12 Airport Board meeting. Mr. Heueisen noted it will be a bleak year for any kind of State funding with the price of oil being down to what it is now. He said the Airport would have to be prepared to be disappointed on some of these things down the line. Chair Godkin said he called the Mayor three weeks ago and asked to have a meeting to discuss CIPs. The Mayor's suggestion was to have the Board get together more frequently and get together with the Assembly. He said they would come out to the Airport. The Mayor left it up to Mr. Godkin to have a retreat. He thought this would allow them a chance to sit down to discuss this. Then the Board could sit down with the Assembly to talk about some framework for the future. He said he will pursue that sometime in January.

Ms. deLaBruere said she met with Debbie White, the new Assembly Liaison, to give her Airports 101 and differences between the capital budget, CIP, and a broad brush of everything. She said there was a good discussion. Although Ms. White really wants to attend the Board meetings, the Assembly Finance meetings are scheduled at the same time as the Board meetings.

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, in the Alaska Room. Chair Godkin coordinated Board member attendance so that there would not be a majority at any time during this potluck. The Board was providing a sheet cake at a cost of \$10 per Board Member.

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. Engineer/Architect Request for Proposal (RFP): The RFP is finalized and will be advertised shortly. The next step for the engineer and architectural services RFP is putting together an evaluation team so that the members are ready to evaluate proposals.

9. Airport Engineer Report (Attachment #3): Airport Engineer Ken Nichols reported there have been several instances of overheating in the building that houses the regulators for the airfield lighting. An air conditioner unit will be installed. It will probably run in the wintertime because they generate so much heat. The runway rehabilitation project is in winter-time shut-down. He suggested an Operations Committee meeting prior to start up in the Spring. Chair Godkin suggested the meeting be held in February. Mr. Nichols said information will be brought to the January meeting regarding cost estimates on Alex Holden Way.

The concrete re-pour at Runway 08 Threshold was resolved with the contractor. PND, the construction administration firm, negotiated a change order of \$375,000 with the contractor. It was paid by the City. When it was submitted to the FAA Airports District Office, they denied the payment as they believe it was rework of work that was already done and paid for. The Airport has submitted the initial information to the other branch of FAA in Renton who thought that the Airport was asking for reimbursement. The cost to the City is a result of their not providing the information that they were contracted to provide in the Reimbursable Agreement. The Airport is working with Law to figure out the next step with the folks in Renton.

10. Airport Architect Report (Attachment #4): Airport Architect Catherine Fritz reported staff continues to work in the old kitchen and dining area. It is very encouraging to see the junk cleared out of there and the first surplus sale complete. A second surplus sale of equipment is being readied. Staff is doing what they can to be ready to go forward with the north end replacement. Staff is talking with JDA (Jacobsen/Daniels Associates) about expansion in the departure lounge. Some recent spreadsheets detailed sales in various areas – alcohol vs. non-alcohol and foods. If renovation was done and a whole lot more money was spent in the departure lounge, how much would they make and would it be worth the expenditure. Staff knows that the long-term has the main food concession on the secure side so getting data to determine whether that is viable for Juneau Airport is important.

Some small concession contracts are being reviewed. A competitive proposal is almost ready for a new ATM. JDA said they felt if the Airport had an ATM machine in the departure lounge, it would cut down on the use of the Square, which has a 3.75% fee for a credit card charge. Plus a second machine will probably give the Airport more revenue.

The restroom project on the first floor is continued to be scoped. It will depend on what staff comes up with the capital project plan and whether the Airport is able to set aside funds in the operating budget as proposed to do that renovation. The scope and drawings are being readied so that if funding is received, this project can proceed.

Mr. Heueisen asked when the signage would be installed at the cell phone wait lot. Ms. deLaBruere said she would ask the Airfield crew to move on this project.

Mr. Harris asked when a permanent no smoking sign would be placed on the taxi waiting area and when would there be a sign on the smoking shelter so that people may see them from a distance. Ms. Fritz said Kris Ritter was working on that. She thought that the damaged sign had been replaced. She would check on that tomorrow. She said there are currently large signs on the shelter, but she would review it again.

IX. **CORRESPONDENCE**: Ms. deLaBruere said she had forwarded an e-mail from downtown that thanked the Airport for the coffee stand upstairs and the extended hours. They also thanked the Convention & Visitors Bureau downstairs, too.

X. **COMMITTEE REPORTS**:

A. **Finance Committee**: None. Committee Chair Joe Heueisen said he had been attending the local meetings on the sustainability and meetings with the City.

B. **Operations Committee**: None.

XI. **ASSEMBLY LIAISON COMMENTS**: None.

- XII. **PUBLIC COMMENTS**: Laurie Ferguson Craig, 10825 Glacier Highway, was in attendance as a member of the Wildlife Hazards Working Group. She said this group was commissioned as part of the environmental impact statement studies and to try to work a little bit better with the Airport and some things that caused some problems – mainly with wildlife. She had been told that the group had been disbanded, which she found offensive that she had not been informed, nor have the other members been informed. She asked the status of the group.

She said she is also a member of the Mendenhall Refuge Citizens Advisory Group. This is an official group of the Department of Fish and Game and they work with and advise the Department on the Mendenhall Refuge. One of the things they have been very careful about over the last many years is making sure that the birds and wildlife on the refuge side do not interfere with operations at the airport. For many years, she has said that the trees perform an important barrier service. When she came to the Airport a while ago and found several of the trees cut and called to find out that the rest would be cut the next day and found out that the group had been disbanded. She was extremely disappointed. She said this group includes experts who are willing and very able to provide consulting when things are approached for the Airport to help the Airport do the right thing and become involved in the community, which is something every organization needs to do. She asked the Airport to take advantage of them. She would be happy to contact some of the other members to be sure that the Airport has all of the information so that they can be contacted.

She said she has watched three generation of young people walking on that trail from 1982. It is very popular for all age groups and she thought that kind of a constituency is a really important population to maintain on behalf of the Airport and the City. She is happy to help make sure there are good relationships with the community because there have been times when they have not been.

She encouraged the Board to try to seat some members that are gender diverse and perhaps some younger female people so that it can continue to bring along the community and represent things well. She said she knew that the selection was not made by the Board, but perhaps this could be recommended to Debbie White, the new Assembly liaison, that other opinions that are diverse help everyone do a more rounded job.

She was very impressed that the Airport is working on a sustainable master plan. She complimented the Airport on that. She hoped that the Board considers tapping into the Wildlife Hazards Working Group and that they become a functional group. If new and younger members need to be appointed, she would help with that. Chair Godkin encouraged Ms. Craig and anyone in the public to apply to the Assembly. The sitting Board members do not have a say about who can come and go on the Board. He suggested she speak to the Chair of the Human Resources Committee if she wanted any changes. Chair Godkin said he believed it was disbanded as the group did not want to

have quarterly meetings and that they would meet if needed and as needed. Ms. Craig said that if the Airport cuts trees and other things that might affect people, safety and the neighborhood, it would be a good time to invite some of them to come back to help.

XIII. **BOARD MEMBER COMMENTS:**

A. Joe Heuelsen said that he had heard from the local media that the City is deliberating with the owners of the Honsinger Pond for a trade for some land in Lemon Creek that would apparently bring the pond land back to the City. He wanted to make sure that the Airport is involved due to the close proximity to the airport. As always, he felt that the Airport should try to get as much land as possible because there is not enough room to dump snow. Ms. deLaBruere said the Airport is being kept in the loop, but as it is in litigation, no discussion is allowed. Dennis Harris hoped that the land did not come to the Airport. The reason the settlement is happening is because people want the land preserved as a view scape. He thinks it is too valuable an asset to use for development. Ms. deLaBruere said there are three divisions within the area; the scenic viewpoint and the Honsinger Pond are separate portions of that property.

B. Chair Godkin said in the past, the Manager's office had cooked breakfast for the City Airport staff. He thought that maybe the Airport Board could cook breakfast for all of the Airport staff. He is entertaining this thought for some time in January. With the Board's blessings, he will move forward with this idea. He said this usually happens first thing in the morning to catch the airfield shift change.

XIV. **ANNOUNCEMENTS:** Ms. deLaBruere wished everyone a Merry Christmas and a Happy New Year.

XV. **TIME AND PLACE OF NEXT MEETING:** The next regular Airport Board meeting will be held on January 14, 2015, at 6:00 p.m. in the Alaska Room.

XVI. **EXECUTIVE SESSION:** None.

XVII. **ADJOURN:** The meeting adjourned at 7:33 p.m.