

AIRPORT BOARD
AGENDA
6:00 P.M., WEDNESDAY, OCTOBER 8, 2014
ALASKA ROOM

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES: Regular Monthly Meeting of September 10, 2014

IV. APPROVAL OF AGENDA

V. PUBLIC COMMENTS

VI. UNFINISHED BUSINESS

A. **Water/Wastewater Regulation (Attachment #1):** A draft of the proposed changes to 07 CBJAC 15, Juneau International Airport Water and Wastewater System Regulation (Attachment #1) incorporates the rate changes which will correspond to the City rates, and language changes to reflect the City water/sewer code. The Finance committee approved the changes at the August 5, 2014 meeting, and the Board approved the changes at the August 13, 2014 meeting. The 21-day public comment period for the proposed regulation change commenced on September 5, 2014 and ended on September 29, 2014. The Airport received no public comments. The effective date of the regulation change is January 1, 2015. Staff recommends forwarding the water/wastewater regulation to the Assembly for final regulation action.

Board Motion: *“Airport Board moves for approval of the proposed changes to 07 CBJAC 15, Juneau International Airport Water and Wastewater System Regulation, as outlined in Attachment #1, and to forward to the Assembly for final approval and adoption.”*

VII. NEW BUSINESS

A. **Capital Improvement Plan (CIP):** Staff has already submitted varying levels of its CIP: State request for special (legislative) grants (DCCED) submitted to the City in August and Airport Capital Improvement Projects (ACIP) to the Federal Aviation Administration (FAA) to move forward on grant applications. The comprehensive CIP is a more in-depth look at all projects, regardless of the funding, as well as a narrative of the projects. This CIP should be reviewed by the Board. A Board meeting will be set for the 2nd or 3rd week in October to review and finalize the Airport’s CIP list prior to final submission to the City.

B. **Airport Manager’s Report:**

1. State of Alaska DEC Multi-Sector General Permit (Storm Water Discharge): The DEC published their draft discharge permit language and will be taking public comment until October 15, 2014. Airports are only one section (Section 11.S) of this

proposed permit. The permit changes are to reflect the EPA standards set in 2012. The Airport has sent in their comments and hopes to effect some changes or waivers regarding the use of urea at the airport.

2. Parking Lot Exit Booths: Republic Parking has noted extreme disrepair of the exit booths at the parking lot (structural and electrical). The Airport owns these booths and allows Republic to use them. Republic and the Airport will note the deficiencies and see if repairs can be done or if we need to plan for a bigger project.

3. Art Policy: The Airport worked with the CBJ Law Department to finalize the art policy and forms at the Airport. This is for two-dimensional art in the meeting rooms.

4. AIP Grant Funding Audit: During a grant audit a few months ago, the FAA advised the Airport of items that were non-allowable for reimbursement. That is, a contractor may purchase for a project, but not an airport (per grant assurance guidelines). The Airport repaid \$36,854.18 from Grant 51 (Snow Removal Equipment Facility) in June. The FAA also advised the Airport that general-use vehicles are non-allowable expenses. The Airport identified five vehicles that were purchased under the Runway Safety Area (RSA) grants that must be reimbursed to the FAA. On the other hand, the airport can purchase these vehicles through other funding mechanisms, then rent or use (and depreciate) them in a project. Rent or use is eligible for reimbursement in an FAA funded project. The Airport is in the process of reimbursing the FAA \$133,585.20 for the five vehicles purchased under the RSA grants. In return, the Airport will bill FAA \$116,140.92 for vehicle rent during the RSA. These vehicles will also be rented to the Runway Rehabilitation project. By the time the bookkeeping is completed, it is estimated that the reimbursement to the FAA will equal the rental payments and we will recoup the full amount.

5. SREF Relocation Update (see Architect's report): Staff is finalizing the square footage and new proposed location footprint for the FAA. This will also give us an idea as to how much RSA grant funding would have to be reimbursed (if any) to the FAA.

6. Airport Engineer Report (Attachment #2)

7. Airport Architect Report (Attachments #3 and #4)

VIII. CORRESPONDENCE:

IX. COMMITTEE REPORTS

A. **Finance Committee**

B. **Operations Committee**: Meeting scheduled for Monday, October 6, 2014, at 1:00 p.m. in the Alaska Room.

C. **Art 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., November 12, 2014, Alaska Room
 - B. CIP meeting in mid-October - TBD
- XV. EXECUTIVE SESSION
- XVI. ADJOURN

ATTACHMENT #1

A REGULATION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

**Adoption of Title 07, Chapter 15
Juneau International Airport Water and Wastewater System**

PURSUANT TO AUTHORITY GRANTED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, THE MANAGER AND THE JUNEAU INTERNATIONAL AIRPORT BOARD HEREBY ADOPTS THE FOLLOWING REGULATIONS:

Section 1. Authority. These regulations are adopted pursuant to CBJ 01.60 and CBJ 05.01.080.

Section 2. Adoption of Regulations. The City and Borough of Juneau Administrative Code is amended by the adoption of a new Title 07, Chapter 15, reading:

**City and Borough of Juneau Administrative Code
Title 07: Juneau International Airport
Chapter 15: Water and Wastewater System**

Sections:

- 010 Policy
- 020 Design/Construction Requirements
- 030 Fees
- 040 Metering and Billing
- 050 Allowable Uses
- 060 Definitions

07 CBJAC 05.010 Policy. The policy of the City and Borough of Juneau International Airport Board (JNU), unless otherwise established by Assembly action, governing of the JNU Water/Sewer System (hereinafter referred to as “system” or “systems”) is as follows:

- (a) The extension of systems on the airport will be to achieve various objectives in the following priorities:
 - (1) Safety and fire protection;
 - (2) Expansion of commercially available lease lots;
 - (3) Availability to private aircraft hangars;
 - (4) Centralized aircraft wash-down and toilet facilities;
 - (5) Other
- (b) Availability of systems to tenant facilities is expressly not for the purpose of establishing rental or residential uses in any facility or for establishing commercial office or retail space in private hangars. Use of facilities shall be as specified in individual tenant leases.
- (c) Water usage by tenants will be charged according to the rate schedule set out in the CBJ Water Utility Code, CBJ 75.01 et seq. ~~at a cost recovery rate plus other fees established by the Board to help cover the cost of routine maintenance, repairs, and replacement or expansion of system. It is recognized that these fees will not cover the entire cost of replacement, but will be set to assist in that effort when~~

Comment [Pd1]: Language change per CBJ Law Dept.

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~~required.~~ Such fees shall be segregated from general airport revenues and restricted to payment for water usage and for use of maintenance and/or expansion of the system.

(d) Wastewater/sewer usage by tenants will be charged according to the rate schedule set out in the CBJ Sewer Code, CBJ 75.02 et seq.

Comment [Pd2]: Added section per CBJ Law Dept.

~~(d)~~(e) Any permits, approvals, and fees required of a tenant associated with that tenant's connection to the system shall be paid before that connection will be allowed.

~~(e)~~(f) Any tenant in arrears on any payments to the Airport or to the City and Borough of Juneau shall bring all accounts up to date prior to being permitted to connect to the system.

~~(f)~~(g) Except where specified to the contrary, all other provisions of CBJ Code Title 75, SYSTEMS, shall apply equally to the JNU system and administration.

~~(g)~~(h) Connections shall be fore use of individual tenants, their guests, and/or their customers.

07 CBJAC 15.020 Design/Construction/Maintenance Requirements. The following describes the manner in which the Airport will undertake expansion and maintenance of the system and a tenant will be permitted to connect.

- (a) Expansion of the system by the Airport shall be in a manner which brings a main line into an area such that it is accessible to connection by a tenant. Such project will be undertaken in priority set by the Airport Board, with such funding as the Board may make available for such expansion.
- (b) Should a tenant wish to connect to the Airport system prior to such time as the Airport has constructed a readily available main line, the tenant, after coordination with the Airport Manager, may elect to extend the line to his/her facility at his/her own cost. Such undertaking by the tenant shall be in accordance with the Airport's plan for future expansion of the system and done in such a way as to minimize disruption to Airport and tenant operations.
- (c) Any main lines installed shall be placed in such a manner as to minimize disruption to operations during initial construction or in the event of required repairs.
- (d) During installation of the main line, tenants proximate to the installation will be given the opportunity to add connections or fittings necessary for their connection; such additions will be the tenant's cost.
- (e) Items for which the tenant will be responsible if he/she wishes to connect to the system are:
 - (1) Coordination with and approval of the Airport Manager for the connection;
 - (2) All permit, inspection and connection fees;
 - (3) Design or engineering drawings for their specific connection;
 - (4) Excavation, bedding and backfilling of main lines in order to add connections and of trenches from the main lines to their facility

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- (5) Replacement/repair of any pavement affected by the installation to comply with Airport standards.
- (6) Maintenance and repair of tenant installed pipes, fixtures, etc.
- (f) Nothing in the foregoing paragraph will prevent the tenant from coordinating with Airport Management to take advantage of open trenches which the Airport has made as part of an Airport project.
- (g) Cost of the connection to private hangars shall be limited to that which would normally be expected for an off-airport residential installation. Such cost will be established by the Airport Board through this regulation.

07 CBJAC 15.030 Fees. ~~It is recognized that the City and Borough of Juneau, CBJ Engineering Department, Regulatory Division, establishes fees for CBJ permits and required inspections. These fees are outside of the authority of the Airport Board and as such are not considered here. It is anticipated these~~ are the full responsibility of the tenant.

The Airport Board sets the following rates and fees for tenant's connection or connected to the Airport System:

- (a) Connection fees, Permit fees and Inspection fees:

Water: As established by CBJ

Sewer: As established by CBJ

- (b) Water Usage – ~~Commercial rate: \$15.50/month up to 4,000 gallons, plus \$2.00 per thousand gallons (or any fraction thereof) over 4,000 gallons. The water service rates and charges set out in CBJ 75.01.180, as amended from time to time.~~

Comment [Pd3]: Language change per CBJ Law Dept.

- (c) Wastewater – ~~Commercial rate: \$55.00/month up to 4,000 gallons, plus \$7.30 per thousand gallons (or any fraction thereof) over 4,000 gallons. The sewer rates and charges set out in CBJ 75.02.130, as amended from time to time.~~

Comment [Pd4]: Language change per CBJ Law Dept.

~~(d) Water Usage – Private rate: \$10.00/month~~

~~(e) Wastewater – Private rate: \$25.00/month~~

- ~~(f)(d) Hydrant Meter/Wrench Usage (per use): \$10.00 flat fee plus \$2.00 per thousand over first 1,000 gallons usage. Rates as established by CBJ 75.01.190, as amended from time to time.~~

Comment [Pd5]: Language change per CBJ Law Dept.

~~(g) Central Wash Station Use Fee: \$10.00 per use~~

07 CBJAC 15.040 Metering and Billing.

- (a) BILLING OF TOTAL AIRPORT USAGE: Metering of total Airport usage will be accomplished through meters installed by the CBJ Public Works Department at the point where the CBJ water system enters into the Airport boundary. The rate paid for total water usage within the Airport will be

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at the rate established by the CBJ Assembly for large commercial users. Billing for such usage will be handled the same as any other large commercial user within CBJ.

(b) Billing for Usage in Premises by Airport Tenants:

- (1) ~~At the time of establishment of this regulation, certain tenants of the Airport were metered and billed for water usage by CBJ Public Works. Such tenants will continue to be metered and billed in the same manner.~~ Billing and collections for the Airport system will be handled by the CBJ Finance Department ~~Public Works Department~~, with a monthly report provided to Airport Management regarding usage and billing.
- (2) Commercial, governmental, and large private tenants will be connected to the JNU water system through a water meter specific to that tenant. The meter readings for that tenant will be used as the basis for billing to that tenant. Such tenants will be billed based on both water and wastewater connections.
- (3) Small private tenants will not be individually metered. Such tenants will be billed on a flat monthly/quarterly rate. Such tenants will be distinguished by either a water only connection or a water and wastewater connection and will be billed accordingly.

Comment [Pd6]: Word change per CBJ Law Dept.

(c) Other System Use: Airport shall collect the fees and charges from persons using the fire hydrants, aircraft wash stations, or other metered public use water stations at the time of use, or provide billing information for collection of CBJ Accounts Receivable.

(d) At the discretion of the Airport Board, all tenants and users may be levied a system surcharge to assist in paying of the overall system and for centralized facilities which may be constructed or made available.

07 CBJAC 15.050 Allowable Uses.

- (a) Water: Usage of water and control of wastewater will be done in such a way as to not create a hazard or nuisance.
- (b) Wastewater: Connections to the wastewater system are restricted to uses in accordance with appropriate federal, state, and CBJ guidelines, laws, and regulations as to use. For example, discharges from storm drains, roof drains, area drains or oil/water separators are specifically prohibited from connection to the wastewater system. Additionally, hazardous or toxic substances shall not be placed into the wastewater system.
- (c) Penalty for improper or Unauthorized Uses. Penalties or fines assess to the Airport for improper use of the water/wastewater system will be passed through to any tenant who was the cause for such penalty/fine.

07 CBJAC 15.060 Definitions. For purposes of this chapter, unless the context plainly requires otherwise, the following definitions apply:

- (a) Customer Sewer Line means the sewage pipe, including clean out, extending from the premises served to the sewer main;

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- (b) Customer Water Line means the pipe, valves, and fittings, including any meter, laid from the water main into the tenant's facility;
- (c) Main means both water and sewer main;
- (d) Large Private Tenant means any tenant whose lease specifies private aircraft storage only but is in a hangar larger than the standard 40 feet by 60 feet "executive" style hangar;
- (e) Sewage means a combination of water-carried wastes and the wastewater disposed of from tenant facilities;
- (f) Sewer Main means the pipe laid for the purpose of carrying sewage discharged from the customer sewer line;
- (g) Small Private Tenant means any tenant whose lease specified private aircraft storage only but is in a hangar equal to or smaller than the standard 40 feet by 60 feet "executive" style hangar. This would include all "T-Hangars".
- (h) System/Systems means the water and wastewater system within the airport boundary which connects to the City and Borough of Juneau, Public Works water and wastewater system.
- (i) Water Main means the pipe, usually two inches inside diameter or larger, laid in or alongside a taxiway, taxilane, or road that brings service into or through an airport block of lots for the distribution of water to the tenants through their customer water line connection.

Section 3. Notice of Proposed Adoption of a Regulation. The notice requirements of CBJ 01.60.200 were followed by the agency. The notice period began on _____ 2014, which is not less than 21 days before the adoption of these regulations as set forth below.

Adoption by Agency

After considering all relevant matter presented to it, the agency hereby adopts these regulations as set forth above. The agency will next seek Assembly review and consent.

Date: _____

Jerry Godkin

Juneau International Airport Board

Submitted to the Assembly at its meeting of _____, 2004.

Patricia A. deLaBruere

Airport Manager

ATTACHMENT #1

Assembly Review

Comment [Pd7]: Moved sequence to after Legal Review to follow other regulation format

~~These regulations were presented to the Assembly at its meeting of _____. They were adopted by the Assembly.~~

~~Date: _____~~

~~Laurie J. Sica, Clerk~~

Legal Review

These regulations have been reviewed and approved in accordance with the following standards set forth in CBJ 01.60.250:

- (1) Its consistency with federal and state law and with the charter, code, and other municipal regulations;
- (2) The existence of code authority and the correctness of the required citation of code authority following each section; and
- (3) Its clarity, simplicity of expression, and absence of possibility of misapplication.

Date: _____

Amy Mead
City Attorney

Assembly Review

These regulations were presented to the Assembly at its meeting of _____. They were adopted by the Assembly.

Date: _____

Laurie J. Sica, Clerk

Filing with Clerk

I certify, as the clerk of the City and Borough of Juneau, that the following statements are true:

1. These regulations were accepted for filing by the office of the clerk at _____ a.m./p.m. on the _____ day of _____, 2014.
2. After signing I will immediately deliver or cause to be delivered copies of this regulation to the attorney and director of libraries.
3. A permanent file of the signed originals of these regulations will be maintained in this office for public inspection.
4. Effective date: _____.

Date: _____

Laurie J. Sica, Clerk



MEMORANDUM

TO: Patricia deLaBruere
JNU Airport Manager

DATE: October 2, 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

The contract has been finalized with URS. A kickoff meeting and several stakeholder meetings are planned in November. The consultant will be available at the November board meeting.

RSA Expansion Phase IIA

Final punchlist items by Secon and by FAA's contractor are expected to be complete next week.

Runway 8/26 Rehabilitation

Several areas of work have been completed in the first phase. Work is currently in progress for paving at several locations next week including the Taxiway H extension across Jordan Creek, the guard lights at Taxiway C, and the Crest Street extension inside the fence near Gate K. Taxiway B-1 relocation is complete. Temporary helipads for Northstar Trekking are complete. The asphalt batch plant has arrived on site and Secon has completed site prep for the staging area at the southwest corner of the float pond. Forty supersacks of contaminated soil were removed from the project area south of the Channel Flying hangar. This soil is staged on the helipads and will be shipped south for disposal as soon as a contract change can be negotiated with Secon. FAA has stated that this cost is an eligible expense to the project.

Air Cargo Hard Stand

Status remains unchanged.

Alex Holden Way

Status remains unchanged. During a recent rain event it was confirmed that the existing piping system backs up into the street when the outfall ditch is flowing full. This is a direct tie to the airfield, which makes a portion of the drainage improvements eligible for AIP funding.

Runway 26 MALSR

Status remains unchanged.

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Reconstructed Taxiway B-1



Contaminated Soil Staged on Temporary Helipads



MEMORANDUM

TO: Patricia deLaBruere
JNU Airport Manager

DATE: October 2, 2014

FROM: Catherine Fritz, AIA
JNU Airport Architect

RE: Architect's Report of September 2014 Activity

Two important project funding issues dominated activity in the Airport Architect's office during September. The first is an analysis that responds to the Federal Aviation Administration's (FAA) request for detailed accounting of all costs associated with construction of the Northeast Development Area. The purpose is to articulate a clear audit trail of previous construction activities at the site (e.g., embankment, geothermal piping) in context with the current proposal to remove the Snow Removal Equipment Facility (SREF) from the NE Area and replace it with a Fixed Base Operator (FBO). This analysis is expected to be complete in October 2014. The result will be a negotiated agreement between the Airport (JNU) and the FAA as to how much funding needs to be returned to FAA to move forward with the proposed SREF site change.

As part of the review, the FAA has requested an updated development plan for the NE site, which is attached to this report (Attachment #3). The proposed FBO is located next to the existing Wings of Alaska hangar at the northwest corner of the site along the existing frontage road (former location of SREF). The commercial and public apron uses of the overall NE Development Area have not changed substantively from earlier concepts. Once the SREF location is finalized, apron completion of both the NE and NW Development Areas could be scheduled for funding in the FAA's Airport Capital Improvement Plan (ACIP).

The second project funding issue is Phase II Terminal Renovation. A concept to replace the oldest portions of the terminal was presented at the September 10, 2014 Airport Board meeting. The total project cost of this concept is expected to be approximately \$14 million. This includes \$9.5 million for construction and \$4.5 million for design, construction administration, temporary tenant accommodations, permits, inspection, public art, and similar project costs. Approximately \$8 million in project funds currently exist for the next phase of terminal renovation; the difference of \$6 million needs to have a funding source identified.

These two projects are part of the Airport's greater list of needed capital improvements. The multiple projects that are competing for ever-decreasing funding options led staff to begin a comprehensive review of priorities and possible funding to meet JNU's needs.

Staff met on-site with Lindsey Rowles from JNU's advertising concessionaire, The Younger Agency, on September 11, 2014. Younger has held JNU's advertising contract since October 2010. It is a five-year contract with the option of being extended up to two additional years. They have been very responsive and creative in the use of available ad locations and types of mediums. They are also sensitive to JNU's desire to have place-based graphics that incorporate natural scenery into the advertising message whenever feasible. During the visit, staff identified at least three new locations for advertisements, and shared ideas on how to enhance the use of the digital information board.

ATTACHMENT #3

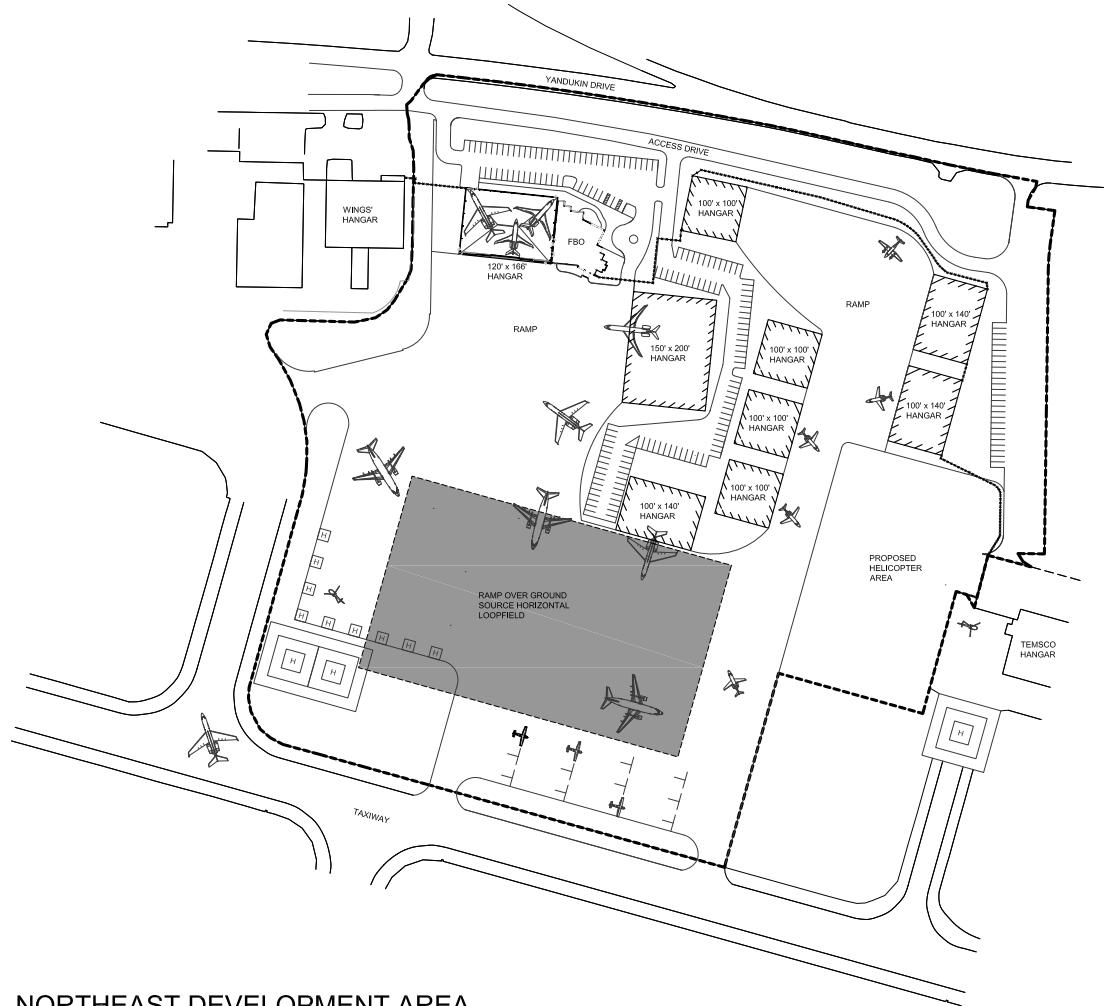
Design of the “Welcome to Juneau/Welcome to the Airport” sign is underway. Airport staff met with the ad hoc sign committee on September 18, 2014, to review design concepts. It was agreed to pursue a basic design using the airport logo and the Dibond metallic sign material. The graphic layout and sign production work for two back-to-back signs will be completed by Commercial Art. The existing concrete sign base and vertical supports will be refurbished and re-used. Once the design concept is approved, staff will proceed with production. The total cost of the project is expected to be approximately \$12,000.

Airport Projects staff completed the update of the art acquisition policy and associated forms during September. The exhibit agreement with Juneau Sister Cities was extended to allow the group to continue its temporary display in the Departure Lounge, and a new agreement was drafted with the UAS ceramics program for a similar exhibit.

Another round of surplus disposal from the former restaurant and kitchen is underway. Staff began working with the CBJ Purchasing Department’s new online surplus system to post items that other CBJ entities are interested in using. These items have insufficient value to justify the cost of staff time to organize for public sale auction. However, once the no-value items are removed, the next step will be to organize another set of surplus items for public sale.



Concept of two-sided sign proposed to replace existing sign at NE edge of employee parking lot.



NORTHEAST DEVELOPMENT AREA
Revised Layout September 26, 2014