

MINUTES of
AIRPORT BOARD MEETING
September 10, 2014
Alaska Room, 6:00 p.m.

I. **CALL TO ORDER:** Chair Jerry Godkin called the meeting to order at 6:01 p.m.

II. **ROLL CALL:**

Members Present:

David Epstein

Dennis Harris

Mal Menzies*

Jerry Godkin

Joe Heueisen

Martin Myers

*via telephone

Member Absent:

Robert Mackey

Staff/CBJ Present:

Patty deLaBruere, Airport Manager

Ken Nichols, Airport Engineer

Marc Cheatham, Deputy Airport Mgr.

Jerry Nankervis, CBJ Assembly

Catherine Fritz, Airport Architect

Travis Goddard, CBJ Com. Dev.

Kevin Lyons, Airport M&O Sup't

Keith Walker, CCF/R

Public Present:

Johnathan Limb, Stantec

Brooke Walker, Aero Services

Jordan Hall, Stantec

Ron Swanson, Tenant

Aaron MacDonald, Jensen Yorba Lott

Mike Wilson, Coastal Helicopters

Tony Yorba, Jensen Yorba Lott

III. **APPROVAL OF MINUTES:** *David Epstein moved, Marty Myers seconded, approval of the minutes of the August 13, 2014, session. The motion passed by unanimous consent.*

IV. **APPROVAL OF AGENDA:** *David Epstein moved, Robert Mackey seconded, approval this evening's agenda. The motion passed by unanimous consent.*

V. **PUBLIC COMMENTS:** None.

VI. **UNFINISHED BUSINESS:**

A. **North End Terminal Renovations Presentation** (Attachment #1): Airport Manager Patty deLaBruere said the Board decided to focus the renovation efforts on the far north end, which will impact a lot of the 135 operators, TSA and Customs. Over the last few months, staff has worked with Jensen Yorba Lott to come up with a schematic and estimate for the construction. Airport Architect Catherine Fritz said the packet contained a summary of the cost estimate and first and second floor plans of the proposed far north end replacement.

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Tony Yorba, Jensen Yorba Lott, said the Master Plan was modified in that it was decided to move the future food service into the Alaska Room, which would bring the Alaska Room into the bones of the former restaurant and leave a service-type area on the second floor. It was decided the North Terminal was in the greatest need for the next project. The direction based on funding and existing structure of the building includes a logical demark just north of the existing gift shop area. The building can easily be torn down at the demark point and add a combination two story/one story section of building in that area. Since this area is in operation, the study shows that the current tenants could be temporarily accommodated. He then reviewed the schematics. Other items that were reviewed included insuring the proposal will work with the existing underground utilities – water and sewer, communications and power. Another important element is the existing generator and the connection of power for standby and basic power to the rest of the building. This can remain in place during the construction of the new building. At the completion of the building, the existing generator can be moved.

Aaron MacDonald, Jensen Yorba Lott, said they took a lot of elements of the most recent construction – window systems, colors, materials, etc. – and did a few other elements to set it apart. Some of the minor design differences are separate canopies, which helps with structural, waterproofing, and needling in all of the structure in between all of the existing utilities. The north end of the ticketing area will be opened up with glass. This is an exposed steel structure with painted beams, columns and connections. Half of the ground source heat pumps are off of the ceiling and back towards the back wall of the ticketing area where there is a catwalk to make it easier to service the pumps. This catwalk also offers a lower soffit over the ticketing counters and helps define the space of the ticketing counters as something separate than the rest of the waiting area, ticketing and where all the passengers are flowing through. The floor can be a sealed concrete floor, painted steel, and some wood that will warm it up and give a little more human touch. The sidewalk ice melt system will continue in this area.

Ms. Fritz said construction costs of \$9.5 million would equate to a \$95,000 fund for public art. The Board could suggest parameters for the art, but the actual art will have to go through a committee process. The advertising consultant is coming to town and advertising in the north terminal will be discussed. Ms. deLaBruere said the proposed project would get the second worst part of the terminal upgraded from the inefficiencies in the north terminal and will be done in a very clean and efficient manner. Ms. Fritz said the \$9.5 million did not include design services, inspection, administration, furnishings, and a line item to accommodate the displacement of the tenants for 18 months. It is believed the total cost of the project is in the \$13 million to \$14 million range.

Ms. Fritz said the carriers will have to be cozy for 15 to 18 months of construction. The one carrier would not need to move, but would have to incorporate mail. The other space would get smaller. The space that is currently a waiting zone could accommodate the small carriers pretty easily. The current freight elevator would have to be demolished

and turned into the waiting and Gate 1 temporary area. U.S. Customs would move to the Projects Office. The air carriers will have priority for the first floor space. There is also the possibility of using trailers in close proximity to where they operate. There is extra space created by the abandoned kitchen. Now that it is being cleared out, it is possibly habitable for a short time. The old dining room could be used for TSA but these are temporary ideas. Hopefully tenants will see that a little bit of pain now will be worth the good results that will come later. Ms. deLaBruere said when a meeting was held with the operators a few months earlier, they were up on what it would take to get to this stage. She felt they would be ready for it knowing what will be on the other side. Ms. Fritz said this would be set to only impact one summer season.

VII. **NEW BUSINESS:**

A. **Cell Phone Waiting Lot Paving:** Ms. deLaBruere said she had spoken to Larry Bauer (representative for both the Seller and Buyer of the Airport Shopping Area Mall) and he said the people are interested in paving and repaving some of the area at the Airport Shopping Center. They wanted to know if the Airport would be interested in paving the cell phone waiting lot, for both the potholes in the area and the fact that the Airport would be chipping away at their new pavement during snow removal. The cost to the Airport will be under \$25,000 to pave the area. This is something that is not Airport Improvement Program (AIP) project eligible, but could be worked into the maintenance and operations budget. She thought it could be pulled out of this year's budget without any problem. The spaces could then be painted. *Joe Heueisen moved, Dennis Harris seconded, to approve the cost of paving the cell phone waiting lot with funding provided from the Airport maintenance and operations budget, at a cost not to exceed \$25,000.* Board Member Marty Myers said he was concerned that the Airport should also be looking at paving other areas on the Airport for people who are paying leases every year and paying taxes on their buildings. Board Member Joe Heueisen agreed with Mr. Myers that paving should be done to the extent the Airport can afford it. He noted the Airport cell phone waiting lot is vital to the good traffic flow in front of the terminal. The signage has been poor to date, people do not know it is there, much less what a cell phone parking lot is. Some new signs are being installed, but it is vital to be paved as far as the community is concerned. *The motion passed by unanimous consent.*

B. **Airport Manager's Report:**

1. **Federal Aviation Administration (FAA) Review/Reclassification of Juneau Air Space.** Juneau International Airport (JNU) has not had an in-depth review of its airspace in 21 years. The meeting scheduled for September 16 and 17 was cancelled. This is a meeting that is run by the FAA and would look at the Class D airspace. Part of it is how many controllers the FAA has, do they go further out, do they have more control of the air space, do they need more people to do it, and many other factors go into this meeting.

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2. Annual Airport Emergency Plan Drill. The Airport has set the annual review of the Airport Emergency Plan on September 26 (Friday) from 9:00 a.m. to Noon. This 'table top' review will be in the Alaska Room (Airport).
3. FAA Annual Certification/Inspection. David Wahto and new Inspector Matt Stearns will be coming to Juneau the week of December 8, 2014, for the annual certification inspection. They will check all of the markings on the airfield as well as checking the logs, books, training, etc.
4. FAA Meeting in Anchorage – Snow Removal Equipment Facility Relocation (SREF). Catherine Fritz, Joe Heueisen, Patty deLaBruere (in person) and Ken Nichols (telephonically) met with FAA Airport's Division staff on August 26 regarding the relocation of the SREF from the NE Quad to the NW Quad. The FAA supports the relocation, but the costs associated with the change have to be addressed and pass Federal audit. Staff is working on the financial questions to see if this is still a viable option for the Airport. The FAA knows that the Airport has some good solid projects that have been on the list for quite a well, including the SREF. They want to make sure everything is in the queue and the Airport has a real good plan.
5. FAA Regional Administrator Visit. The new FAA Regional Administrator Kerry Long has been touring Alaska's aviation community including a visit to JNU on September 5, 2014. Staff had a chance to meet with Administrator Long and discuss issues and concerns – MALSRs, Runway Safety Area Threshold reimbursement. They wanted to make sure staff knew they were there to support JNU if they were having any trouble with the overall FAA picture.
6. USDA Wildlife Services (USDA-WS). USDA-WS is still recruiting to fill the Biologist vacancy in Juneau. We were recently informed that Terry Smith, District Supervisor for Wildlife Services, has also been promoted to Assistant State Director in Washington. Wildlife Services Technician people are currently performing all of the day-to-day requirements for wildlife control at the airport, but the administrative part is being handled in the regional office.
7. Airport Engineer Report (Attachment #2): Airport Engineer Ken Nichols reported the Runway Rehabilitation Project is moving forward as quickly as possible with getting things done before the snow flies. There will be a detour for users of Gate K through Gate I on Tuesday through Thursday of next week. Signs will be in place to direct tenants. The project is going well, with a few change orders to date. The approach procedures will not need to change. The Alaska Airlines RNP procedures will have some minimum increases and changing the requirements for pilots to fly in on those approaches. In terms of the temporary navaids that are being installed, those are moving forward. Flight checks will happen in the spring and the changeover can be made very quickly.

No conditional use permit is required for the batch plant. Discussions were held with the FAA, who said this should be run by the environmental staff because it was not included in the original category exclusions for the project. This has been submitted to the FAA and a call is expected with the Environment staff. He did not expect any issues.

Final directions have been given to the contractor for the new Master Plan. Staff is getting very close to a final number to sign a contract. He expected a contract to be signed before the next meeting.

Staff is working with Community Development about looking at the area and planning the tree limbing of the greenbelt over by Yandukin.

The ADA wheelchair ramp appropriation for AIP will be pushed into the next fiscal year. It is still moving forward.

8. Airport Architect Report (Attachment #3): Airport Architect Catherine Fritz reported staff continues to work on a lot of little things around the terminal – moving the new concessionaire (The Tap Room and Cup O' Joe's) into their new space, cleaning up the old Cup O' Joe's area for additional seating, signage around the airport, and a request for general information on the cost of a new Welcome to Juneau sign.

Costs were provided for a basic street sign to a cedar sandblasted sign. The costs noted were for the sign only and did not include graphic layout, construction, procurement, etc. Board Member Joe Heueisen asked to get moving on this sign now and not delay it for the next project. Board Member Mal Menzies suggested looking at the cedar sandblasted sign. Mr. Heueisen was concerned that this sign would be exposed directly to the worst weather and was not sure how long the sign would last. He suggested meeting as an ad hoc committee and give staff some suggestions. Ms. Fritz suggested that either the Dibond Sign panels or Cedar sand blasted sign would last. Mr. Menzies thought that the sand blasted signs will last with maintenance. Board Member Dennis Harris asked to incorporate time and temperature displays into the sign as a lot of people ask for that information. Ms. Fritz said anything with time and temperature would increase the cost by \$20,000 to \$25,000 in addition to whatever is done. Mr. Menzies suggested adding a temperature sign in the baggage claim area. Mr. Heueisen volunteered to work with Catherine and anyone else who is interested to work out a proposal for a sign and come back to the Board for approval at the next meeting. Mr. Harris also volunteered. Ron Swanson spoke in favor of the sand blasted sign and said that with normal maintenance the signs would look good. He was also willing to serve as a tenant on an ad hoc committee. Chair Godkin left it up to Mr. Heueisen to coordinate a meeting.

Ms. Fritz said the Airport website is being updated, including new information on the art at the airport.

VIII. **CORRESPONDENCE:** None.

IX. **COMMITTEE REPORTS:**

A. **Finance Committee:** No meetings have been held, nor are any anticipated in the near future.

B. **Operations Committee:** Committee Chair David Epstein said the Operations Committee will meet soon. Ms. deLaBruere said the largest issue is snow removal operations. There is a very limited area where staff can push snow. There are some ideas, but they may impact general aviation tenants if the snow is pushed all the way down to the float pond. As preparations are made for the upcoming runway rehabilitation, a lot of tie down tenants have been moved and a lot of areas need to be kept clean in order to get to them on April 1. Therefore, the areas normally used to stockpile snow are not available. The idea of the meeting is to do some brainstorming.

X. **ASSEMBLY LIAISON COMMENTS:** Assembly Member Jerry Nankervis said there has been some money shuffling from state grants into appropriations. This is the lull before the election. The local election will be held the day before the next Airport Board meeting. There is a chance that he may or may not remain the liaison as those assignments will be made in late October or early November.

XI. **PUBLIC COMMENTS:** None.

XII. **BOARD MEMBER COMMENTS:**

A. Chair Godkin had a question from a tenant on the unused west finger and whether or not there was a wait list. Ms. deLaBruere said there is a wait list and this will also be a part of the Operations Committee meeting. Staff will move forward to get these leased out next year.

B. Joe Heueisen said if Delta Air Lines is coming back next summer, they will not be able to use 757's to land on the taxiway. He asked about Delta's plans and how successful they were this summer. Ms. deLaBruere said Delta plans to come back in May. They are giving seasonal service but it may go into long-term, but they have not committed beyond another summer. The numbers in June were lower than they anticipated, but July and August enplanements were 3,500+ for one month and 3,600+ for the next. When taken into consideration for the total enplanements, they ran about 9% to 10% of the enplanements for the one plane versus Alaska Airlines planes. That was the determination that Delta used to decide to come back to Juneau. Mr. Nichols noted that the total enplanement number was up, so Delta brought new business to the

airport in addition to the Alaska enplanements being up. Ms. deLaBruere said the increase was 6% to 10% on some months.

C. Mal Menzies asked staff to include not only construction costs, but also a percentage of construction cost, inspection, engineering and architecture. He said it would be nice to look at the overall cost rather than looking at it after the fact as to how it increased to \$14 million or \$15 million. He said there has to be something that can be done for Alex Holden Way as it is very bad. He said Maintenance and/or Engineering could figure out something inexpensive to do while the grant is being worked on for the reconstruction of the whole road.

XIII. **ANNOUNCEMENTS:** None.

XIV. **TIME AND PLACE OF NEXT MEETING:** The next regular Airport Board meeting will be held on October 8, 2014, at 6:00 p.m. in the Alaska Room.

XV. **EXECUTIVE SESSION:** None.

XVI. **ADJOURN:** *David Epstein moved, duly seconded, to adjourn. The meeting adjourned by unanimous consent at 7:20 p.m.*