

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

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES: Regular Monthly Meeting of December 11, 2013

IV. APPROVAL OF AGENDA

V. PUBLIC COMMENTS

VI. UNFINISHED BUSINESS

A. **Food and Beverage Concession.** December 31, 2013, was the final day of operations for Eurest Support Services (ESS). Ethan Billings (Alaska Promotions) worked with Glacier Restaurant to make a very smooth transition for the interim food/beverage service. Mr. Billings will continue to ‘ramp up’ services over the next few weeks. The interim service with Mr. Billings is expected to go for two to four months. The Airport continues to work with the Purchasing Department to look at the long-term food/beverage concession.

B. **FAA Certification Inspection.** The Airport had a dual certification inspection the week of December 9, 2013. For the Part 139 inspection, the Airport had eight correction items; from lighting, signage and markings to scheduling of fuel inspections. Some of the correction items stemmed from the runway shift during the runway safety area (RSA) project. Most of the corrections can be completed by the end of January, while some will have to wait until we have weather to paint or after the runway rehabilitation work is complete.

The second part of the inspection was related to grant assurances and land use. The inspection will be on-going as this is a very lengthy process. The Airport has not received the official findings of this investigation at this time, but more information will be gathered over the next few months. Only two airports in Alaska are inspected in this manner each year because it is so in-depth. We will keep the Board updated on this part of the inspection and any operational changes that may arise due to land use compliance.

The Airport appreciates both FAA Certification Inspectors, Eric Swann and Gabriel Mahns, as they were great to work with during the inspections.

VII. NEW BUSINESS

A. **Delta Airlines into Juneau.** Delta Airlines announced that they will be resuming seasonal service to Juneau starting May 29, 2014. The Airport will be meeting with Airline representatives the end of January to discuss lease and operating plans. They will also have to fast-track their flight procedures for the planned runway closure to land on the taxiway. We will assist any way we can. The Airport welcomes Delta back to Juneau.

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

1. Runway Incursion Update. As stated at the December 11 Board meeting, the Airport reported that an airport tenant had a runway and taxiway incursion on November 30, 2013. The investigation was closed out by the FAA with no violation on the part of the Juneau Airport. As we head into the runway rehabilitation project, some safety changes will be made to prevent future incursions.

2. Airport Engineer Report (Attachment #1)

3. Airport Architect Report (Attachment #2)

VIII. CORRESPONDENCE:

IX. COMMITTEE REPORTS

A. **Finance Committee:** Finance meeting date: TBD

B. **Operations Committee:** Operations meeting date: TBD

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., February 12, 2014, Alaska Room

XV. EXECUTIVE SESSION

XVI. ADJOURN

ATTACHMENT #1



MEMO

TO: Patricia deLaBruere,
JNU Airport Manager

DATE: January 2, 2014

FROM: Ken Nichols,
JNU Airport Engineer

RE: Engineer's Report

General

In the past month, two major capital projects and one planning project are on-going. Project specific summaries are presented below for each project.

All required paperwork and application fees for my Alaska engineer's license have been submitted. The licensing board meets on January 30-31, 2014, in Juneau. I expect to be licensed in early February 2014.

Master Plan Update

A draft RFP for consultant selection is nearing completion and will be distributed for initial review this month. The RFP will follow FAA Advisory Circular 150/5100-14D. Selection will be based on qualifications submitted from interested firms and may include oral interviews with the top ranked firms. The RFP will include a list of submittal requirements including a suggested format and a scoring matrix, which will be used by the evaluation committee. The RFP will also include an outline for a scope of work that will include FAA required elements for a master plan, as well as specific elements related to sustainability at our airport.

RSA Expansion Phase IIA

Final project accounting is ongoing to include several change orders for work that was ordered in the field to be paid by time and materials accounting methods.

Final approach lighting system installation by FAA's contractor is complete and commissioned. Final clean-up work will be completed in the spring.

Runway 8/26 Rehabilitation

90% design documents were received on December 23, 2013, and posted to the City's Airport Construction web page on December 24, 2013. Plans, Specifications, and Design Report can be found here: <http://www.juneau.org/airport/projects/index.php>.

The FAA will convene their Safety Risk Management (SRM) panel here in Juneau over three days in January. Airport staff will attend the meetings and site review on January 7th – 9th, 2014. In conjunction with the SRM panel, the 90% documents will be reviewed with the Tenant Users Group on January 7 from 9-11a.m.

Tree Removal

Related to the RSA runway rehab. project, two tree groups were identified by Alaska Airlines on the island in the Mendenhall River west of the airport as obstructions. These trees require further evaluation and may be removed at a later time.



ATTACHMENT #2

TO: Patricia deLaBruere,
JNU Airport Manager

DATE: January 2, 2014

FROM: Catherine Fritz, AIA
JNU Airport Architect

Concessions Program at Juneau International Airport.

Short-Term Interim Concessions.

- Contract negotiations with Abby's Kitchen ended on December 4, 2013. Airport staff immediately began working with CBJ Purchasing and Law department staff to find an option for maintaining food and beverage services to travelers. It was agreed that a short-term interim (up to approximately four months) contract would be issued while a new solicitation was developed.
- On December 19, 2013, the Airport signed a short-term interim concession agreement with Alaska Promotions, LLC (Ethan Billings) to provide a bar/lounge concession for two to four months. The bar/lounge is expected to open approximately January 7, 2014, as soon as all permits and licenses are secured.
- On December 30, 2013, the Airport signed an amendment to the bar/lounge contract with Alaska Promotions to add first floor coffee service and to operate the restaurant upstairs for the same two to four month period as the main contract. This service began January 1, 2014.
- Airport staff is completing the build-out of a coffee stand in the secure Departure Lounge to allow an additional amendment to be issued to the Alaska Promotions contract. This service is expected to begin in late January 2014, once the operational plan has been approved by TSA and incorporated into the Airport's Security Plan.

Interim Concessions.

- The term "interim" in this context means between Spring 2014 until Fall 2016, with the possibility of extending up to two additional years, to cover the public's needs for food and beverage services while the long-term food/beverage solutions are designed and constructed.
- The original Request for Letters of Interest solicitation (RLI 14-086, issued in September 2013) was cancelled on December 17, 2013.
- The Airport has rewritten the solicitation and it is currently awaiting review by the CBJ Purchasing Division. The new solicitation seeks a concessionaire who can provide all of the food and beverage services during the interim period while the demolition and construction project in the terminal is occurring. The new solicitation incorporates "lessons learned" from the earlier solicitations and is scheduled to be advertised in January 2014. To date, three local businesses have expressed interest in responding to the new Request for Letters of Interest.

Long-Term Concessions.

- The design team is currently under contract to begin pre-design services that include concept design for the next phase of renovation of the terminal. Airport staff is also working with a specialty consultant who is advising on the design needs for a successful food and beverage concession.
- The solicitation for a long-term concessionaire (a ten-year contract is anticipated) will be prepared within the next year.