

MINUTES of
AIRPORT BOARD MEETING
December 11, 2013
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
Jerry Godkin
Joe Heueisen

Robert Mackey
Mal Menzies

Martin Myers
Ron Swanson (via phone)

Staff/CBJ Present:

Patty deLaBruere, Airport Manager
Marc Cheatham, Deputy Airport Manager
Kevin Lyons, Airport M&O Supt.
Catherine Fritz, Airport Architect

Ken Nichols, Airport Engineer
Jerry Nankervis, Assembly Liaison
Keith Walker, CCF/R

Public Present:

Dean West, Student
Brooke Walker, Aero Services
Jordan Hall, USKH
Kent Craford, Alaska Seaplanes
Mike Smith, Glacier Restaurant

Eric Swann, FAA
Gabriel Mahns, FAA
Erlito Samante, Student
Mike Wilson, Coastal Helicopters

III. **APPROVAL OF MINUTES:** *David Epstein moved, Robert Mackey seconded, the adoption of the November 13, 2013, regular monthly meeting minutes. The motion passed by unanimous consent.*

IV. **APPROVAL OF AGENDA:** Airport Manager Patty deLaBruere noted that the two Federal Aviation Administration (FAA) Inspectors, Gabriel Mahns and Eric Swann, were in attendance. *David Epstein moved, Robert Mackey seconded, to approve the agenda. The motion passed by unanimous consent.*

V. **PUBLIC COMMENTS:** Kent Craford, Alaska Seaplanes addressed the timeline of the runway rehabilitation project. He explained that the 60% design had the project well into their busy season and wanted to know if there was any way to speed the project up to be finished by June 30. In addition, Mr. Craford asked what the timeline and future of the reconstruction of the north end of the terminal would occur. He asked where tenants will be relocated to and for how long.

Airport Engineer Ken Nichols stated that the runway rehab. project is still in 60% design and will be in 90% design later this month. The Airport has looked at fast tracking the project or splitting the project into two projects. The big issue is the set up for Alpha

Taxiway to be the temporary runway, which includes, turning a roadway into a taxiway, creating a culvert over Jordan Creek for a taxiway to connect to Taxiway E-1, building a haul road on the west end from Gate E, and general mobilization. If the Airport splits this into two projects, the Airport could do the pre-runway work in June and the excavation and paving in August after the busy season.

Board Member Mal Menzies asked why this project would take so long. He stated that in his recollection, the last runway rehab. project took two months. Why is this taking longer? Mr. Nichols stated that he does not have an answer to the timeline of the last project and the differences between the two.

Board Member Robert Mackey asked if anything was set in stone at this point that would make a June 30 deadline not possible. Mr. Nichols stated that the Airport is still in design and there is no contract in place. We can change anything prior to a signed contract. Mr. Heuelsen stated that money is tight in the government and we do not want to push a timeline that would cost the Airport more money.

Chair Godkin stated that there are restrictions on the amount of time trucks can haul and men can work. It would be hard to do three eight-hour shifts or even two 12-hour shifts without encountering these time restrictions. Mr. Nichols noted that this time restriction issue came up at during the RSA project for the small asphalt work on the east end.

VI. **UNFINISHED BUSINESS:**

A. **FAA Letter of Justification on the Snow Removal Equipment Facility (SREF) Relocation** (Attachment #1): Ms. deLaBruere reported that the Airport contacted the FAA about the possibility of relocating the SREF to the Northwest Quadrant of the Airport. The FAA met and issued the attached letter (Attachment #1) requesting further justification. Staff is working on a detailed response to the letter including financial impact (money spent, potential savings, and potential revenue), recoup the money spent, as well as other factors (security, master plan, best land use practices, sustainability). Board Member David Epstein asked if the funds would need to be recouped that were put in for the Northwest development area? Ms. deLaBruere stated that the material placed at the Northwest development and the Northeast development areas are the same and the costs to recoup would be the geothermal. The Airport is talking to future developers to see if these funds can be recouped.

B. **Food/Beverage Concessionaire:** Ms. deLaBruere reported that Abby's Kitchen declined to proceed in further negotiations. This will be discussed further in executive session.

VII. **NEW BUSINESS:**

A. **Grant Matching Funds:** Ms. deLaBruere explained that local match funds are needed for two AIP grants: Runway Rehabilitation Design for \$39,063 and the Master

AIRPORT BOARD MEETING

December 11, 2013

Page 3

Plan Study for \$23,438. The Airport proposes to use the Airport Capital Reserve revolving funds for this purpose until they can be replaced with a new PFC application, which is anticipated in 2017 and 2018. *Joe Heueisen moved, Robert Mackey seconded, the Airport Board approves the transfer of JNU Airport Capital Reserve revolving funds to the Runway Rehabilitation (Design Phase) Project in the amount of \$39,063 and Master Plan Project in the amount of \$23,438 until replacement funding can be obtained. The motion passed by unanimous consent.*

B. Surplus Urea Purchase: Ms. deLaBruere said the Sitka Airport has been forced by the State to use E-36. They currently have a surplus of urea and no room to store it. They have asked if the Airport was interested in purchasing the urea. Sitka has roughly 80-100 tons of surplus urea. Currently our Airport can still use urea until EPA decides to change our permit. The Airport purchased urea at \$795 a ton this year. It is using urea and has room for extra urea, especially if it can be acquired at say half the cost. Purchasing the urea in the current year required approval by the Airport Board for the additional expense, however, it is presumed that less would be ordered in fiscal year 2015. The Airport had not heard back from Sitka Airport before the board meeting. Ron Swanson stated that the Airport should pay for shipping and not the urea. Sitka has no use for it and what other choice do they have? It is better to offer the lowest amount first and move up. If the Airport offered half up front, it cannot go down from that amount. Chair Godkin stated that this is an open forum and the amount should not be discussed. Sitka Airport could review this meeting and know what the Airport decided to charge and offer above that cost. *Ron Swanson moved, Marty Myers seconded, to proceed with the purchase of the surplus urea from the Sitka Airport at a not-to-exceed dollar amount directed during executive session. Funding for this would be added to the FY 14 budget by applying the appropriate Airport Revenue Surplus monies, which would be recouped (to the Airport Revenue Surplus account) during the FY 15 budget process. The motion passed by unanimous consent.*

C. Equipment Repair: Ms. deLaBruere stated that some airfield equipment has been having issues. Airport Maintenance & Operations Superintendent Kevin Lyons stated that the broom and blower have some minor issues to address, but the urea truck has a computer unit issue. The computer is allowing more urea to be dispensed than programmed. The company that made the computer has gone out of business and the Airport mechanic has contacted Anchorage to see what it would cost for them to repair the computer. They had a similar issue and it cost close to \$50,000. The Airfield crew is trying some less expensive alternatives than to replace the computer. Some of these alternatives are to put a smaller nozzle on the dispenser and also reducing the programmed amount to compensate for the over dispensed amount. Mr. Lyons also stated that the truck would have to be sent to the lower 48 for repair or the company that would replace/repair the truck would get the Airport to order the parts and fly a team up to repair it in town.

AIRPORT BOARD MEETING

December 11, 2013

Page 4

Mr. Mackey asked if the Airport had an alternative if the urea truck needed to be fixed. Mr. Lyons explained that the Airfield crew would attack the snow and ice with equipment and sand. Ms. deLaBruere noted that even if the urea truck was down, the Airport could dispense pelletized urea to melt ice. Mr. Swanson asked if there was a way to dispense the urea manually and bypass the computer. Mr. Lyons stated that the urea truck could dispense it manually if needed. Further, Mr. Lyons stated he believes that this replacement will not need to happen this season, but if it did, the Airport wanted a motion to approve payment for this repair and not have to wait. *Joe Heueisen moved, Robert Mackey seconded, to approve the purchase of the computer component for the urea truck if it is determined that the repair is needed. Funding for this would be added to the FY 14 budget by applying the appropriate Airport Revenue Surplus monies and be recouped (to the Airport Revenue Surplus account) during the FY 15 budget process. The motion passed by unanimous consent.*

C. Airport Manager's Report:

1. Mendenhall Flying Lion's Club Christmas Lights Flights: Ms. deLaBruere stated that December 20, from 4:30 to 7:30 in the north wing of the Terminal there will be the annual fundraiser Flying Lions Club Christmas Lights Flights. This is a great fundraiser and she hopes everyone can come to the Airport to help out.

2. FAA Certification Inspection: Ms. deLaBruere introduced Eric Swann and Gabriel Mahns. Mr. Swann stated that he has been working on the 139 portion of the inspection and everything is going fine. There are a couple minor issues, but overall it has been a good inspection.

Mr. Mahns explained that he is inspecting the compliance or land use, taxes, and fair market value of non-aeronautical land use. Alaska Airports Division conducts two compliance inspections a year and this year was JNU's turn. Mr. Mahns stated that he has met with many City employees downtown. He will also meet with the Lands Department. In addition to meeting people downtown, Mr. Mahns will drive around the Airport to see if anyone is in their hangar and ask to come inside. This inspection is to see if hangars are being used for non-aeronautical use. If they are being used for non-aeronautical use, the Airport could potentially lose grant funding.

Mr. Heueisen stated that the Airport does not want to lose grant funding and will do whatever is necessary to ensure that. Mr. Heueisen asked what percentage of hangar use has to be aeronautical and what percentage does not? Say a tenant has a plane in their hangar and also has a snow mobile or a boat. How does the Airport determine when they are using aeronautical storage for non-aeronautical use? Is there a formula? The Airport may need to put in place some base line and enforce that base line to ensure we are being compliant. Mr. Mahns stated that the FAA does not have a formula to determine this, but if the Airport would like to create a draft of what they believe should be followed, the FAA would review that draft to ensure it was

compliant. Mr. Epstein stated that he used to work for the FAA and thought there was a template already in an Advisory Circular. Mr. Mahns was not aware of this template.

3. Possible FAA Contractor Pullout: Ms. deLaBruere stated that the FAA contractor (New Bedford Panaramex) who is doing the software for the final lead-ins for completion of the Runway Safety Area has been requested to leave the job site in Juneau and fly to JFK. She noted this was a political issue directed by the FAA in Washington, D.C., and she could not believe that it had been requested. Ms. deLaBruere stated that after she found out, she made some calls/emails to the City Manager and Senator Begich's office requesting assistance in D.C. Currently the contractor has not left town and she hoped they would stay to finish the job prior to the certification flight check scheduled for Thursday, December 19.

4. Runway/Taxiway Incursion: Ms. deLaBruere stated that on November 30, a member of the airfield crew reported that they saw a vehicle on the taxiway and runway. The airfield operator stopped the individual to see what was going on, and it was apparent that the man was not sure where he was and was trying to take items to the burn pile by the float pond. The incident is under investigation by the FAA. Related to the incident, the Airport has closed the burn pile, metal pile and any dumping at the Airport. This also creates foreign object debris (FOD) as there is a lot of disposal of unburnable trash that blows around or items such as paint cans. Mr. Swanson stated that one mistake one guy made should not disallow tenants to use the burn pile and steel bins. In the past Ralph Sanford had sent the steel and made a profit for the Airport. Chair Godkin stated that he did not feel the same. Tenants, just like general public, should take their trash to the dump. In fact, the Airport should not be burning near an active runway. Ms. deLaBruere stated that the steel pile last year cost the Airport two dump truck loads to get rid of the steel and did not get money in return.

5. Airport Engineer Report (Attachment #2):

6. Airport Architect Report (Attachment #3)

VIII. **CORRESPONDENCE**: Ms. deLaBruere stated that she received an email from David Rabin (Attachment #4) regarding a left behind partial denture. Pam Chapin worked with Mr. Rabin to recover and send him the denture. Mr. Rabin stated that he wished the world had more people like her, which was a very nice compliment.

IX. **COMMITTEE REPORTS**:

A. **Finance Committee**: Mr. Heueisen stated that the Finance Committee is going to meet in January.

- B. **Operations Committee:** Mr. Epstein stated that the Operations Committee will also be meeting sometime in January. Mr. Swanson noted that he will be away until January 26 and it would be nice to hold the meeting after he returns.
- X. **ASSEMBLY LIAISON COMMENTS:** Assembly Liaison Jerry Nankervis stated that there are many things happening with the Assembly. They are currently down to three applicants for the BRH Board. Mr. Nankervis noted that the Assembly is very interested in the food/beverage and it might be a good idea for the Airport to put this item on the next Assembly meeting to be discussed in executive session. Mr. Nankervis was also very concerned about the FAA's removal of the contractor for the lighting system. They stand by to assist.
- XI. **PUBLIC COMMENTS:** None.
- XII. **BOARD MEMBER COMMENTS:** The following Board Members noted they would be out of town:
A. Ron Swanson will be out of town for the next meeting, but will call in.
B. Joe Heueisen will be out of town December 18 through December 27.
C. Robert Mackey will be gone December 20 through January 5.
D. Marty Myers will be gone December 15 through February 1.
- XIII. **ANNOUNCEMENTS:** Ms. deLaBruere noted that she will be out of the office next week and a couple days after to use up some needed use or loss time.
- XIV. **TIME AND PLACE OF NEXT MEETING:** The next regular Airport Board meeting will be held on January 8, 2014, at 6:00 p.m. in the Alaska Room.
- XV. **EXECUTIVE SESSION:** *Joe Heueisen moved, Ron Swanson seconded, to go into executive session to discuss food and beverage concession contracts and the possible purchase of urea from the Sitka Airport, the immediate knowledge of which would clearly have an adverse effect upon the finances of the government unit. The motion passed by unanimous consent. The Board took a short break at 8:05 p.m. and reconvened in executive session at 8:20 p.m.*
- XVI. **ADJOURN:** The meeting adjourned by unanimous consent at 9:30 p.m.