

AIRPORT BOARD
AGENDA
6:00 P.M., WEDNESDAY, NOVEMBER 13, 2013
ALASKA ROOM

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF MINUTES: Regular Monthly Meeting of October 9, 2013
- IV. APPROVAL OF AGENDA
- V. PUBLIC COMMENTS
- VI. UNFINISHED BUSINESS
 - A. **Concession Agreement (Food/Beverage).** CBJ 05.20.020 (Administration of Airport Lands) authorizes the Airport Manager to “negotiate leases subject to approval of the airport board.” Boilerplate lease terms are automatically incorporated into every CBJ lease under CBJ 53.20.190, *unless* the Assembly “provides otherwise as to a specific lease.” When it comes to airport leases, this type of Assembly action required by Title 53 may be performed by the airport board, CBJ 05.20.020 (c).

Because a concession lease is somewhat of a hybrid between a lease and a service contract, and different from a raw land lease, the Board is being asked “to provide otherwise” when it comes to the required terms of the (Abby’s Kitchen) food and beverage concession lease. Airport management has worked closely with the law department to identify, modify and incorporate the boilerplate lease and contract terms that are applicable to a concession arrangement, and to omit those excess provisions that are irrelevant and inapplicable to such a situation (for instance, terms dealing with rights of way and with the use of surface timber, stone and gravel). The end result will be a contract with terms directly applicable and relevant to the concession context.

Board Motion: *A motion authorizing the Airport Manager to negotiate and execute a concession lease agreement with the food/beverage concessionaire, on terms and conditions that are in the best interest of the CBJ and Airport and that incorporate, with or without modification, only those provisions in CBJ 53.20.190 that are applicable to a concession contract, as determined after consultation with the CBJ Law Department.*

- VII. NEW BUSINESS
 - A. **Airport Manager’s Report:**
 - 1. Assembly Retreat. The Assembly held a retreat on October 30. One of their objectives was to re-evaluate the goals of the Assembly. Some of the primary goals for the city are Bio Solids/Waste Management, Economic Development Plan, and Address Housing Issues/Plan. Other issues were parking, revisit tax policy, Downtown Revitalization, and Transit Development Plan (including

Park/Ride). A lot of good ideas were brought up or past goals revisited with some expansion.

2. Staffing. On November 18, 2013, the Airport will welcome Travis Dybdahl to Airport Administration. Travis will fill the position of Accounting Technician II and assist John Coleman (and the whole team). We had a vacancy after Marc Cheatham accepted the Deputy Airport Manager position. The vacancy was re-evaluated and changed to fill the gaps we had in the accounting area. Travis comes to us from the Sales Tax Department and we are very excited to have him aboard.

November starts our winter schedule for airfield operations. We are currently up to full staffing.

3. Airport Engineer Report (Attachment #1)
4. Airport Architect Report (Attachment #2)

VIII. CORRESPONDENCE

IX. COMMITTEE REPORTS

- A. **Finance Committee**
- B. **Operations 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., December 11, 2013, Alaska Room

XV. EXECUTIVE SESSION

XVI. ADJOURN



MEMORANDUM

TO: Patricia deLaBruere,
JNU Airport Manager

DATE: November 6, 2013

FROM: Ken Nichols,
JNU Airport Engineer

FILE:

RE: Engineer's Report

General

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

I completed the on-line arctic engineering course from the University of Alaska Anchorage required for engineering licensure in Alaska. My course score was 94%. My application will be submitted for review at the January board meeting. I expect to become licensed after that meeting.

Master Plan Update

An RFP for consultant selection is still under development. I expect that the selection process will take place over the next few months and a planning consultant will be under contract in early 2014. The master plan process will take approximately two years from kickoff to final acceptance by FAA and CBJ.

Runway Safety Area (RSA) Expansion Phase IIA

The project is in the final completion stages. Remaining work under contract with Secon includes the installation of the Runway Guard Light System (sometimes called Wig Wags) and miscellaneous punch list items. All items should be completed in the next two weeks.

Negotiations with the contractor for additional costs for the RWY 8 MALSF threshold lights resulted in a number which has to be approved by FAA. A final cost accounting will be submitted next week to FAA including this change for their review.

The approach lighting system installation by FAA's contractor is now farther behind schedule. The entire approach lighting system will not be commissioned for service until near the end of December, assuming a flight-check can be completed in mid-December. Final clean-up work will be completed in the spring.

Tree Removal

Related to the RSA Phase IIA project, we are pursuing tree removal on the islands east of the runway, which will allow Alaska Airlines to implement a new RNP approach with minimum visibility of ½ mile. We have now received a permit from the ADFG to do the work. The permit added conditions to the work which will require some work to be done on the trees. Specifically the tree trunks must be placed above high tide with the limbs removed and the limbs must be either burned or chipped on-site. Staff will select a contractor to perform the work through the CBJ procurement system. Six tree groups, which have been identified as obstructions will be felled this month to allow approval of the RNP approach to proceed. Additional trees may be removed at a later time.

ATTACHMENT #1

Engineer's Report
November 6, 2013
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Runway 8/26 Rehabilitation

Later today, we will receive the 60% design documents for review from USKH. After an initial review of the documents, I will set up additional meetings with tenants and users as well as a meeting of the Airport Board Operations Committee to review the design.

Staff has been working with the Finance Department regarding funding options to cash flow the construction if the timing of grants does not meet the desired construction schedule.

Yandukin/Shell Simmons Pavement Rehabilitation

Final items that remain to be completed on this project and are not part of DOT's contract with Secon include:

- Completion of the Pedestrian Ramps at the employee parking lot, and
- Addition of truncated dome warning device at the ramp at the crosswalk from the north wing of the terminal to the short-term parking lot.



ATTACHMENT #2

MEMORANDUM

TO: Patricia deLaBruere,
JNU Airport Manager

FROM: Catherine Fritz, AIA
JNU Airport Architect

DATE: November 6, 2013

Terminal Renovation.

Throughout October, the architectural staff focused on design and operational issues to open new food and beverage service into the terminal by January 1, 2014. The selected concessionaire, Abby's Kitchen, proposes to operate in two areas of the terminal: the secure Departure Lounge and the second floor area currently used as dining and bar for ESS Glacier Restaurant. The existing first floor coffee bar will be used as a temporary space while renovations of the second floor area are underway.

The Departure Lounge Café will feature hot and cold beverages and “grab and go” food items. It is proposed to open on January 1, 2014, and will have, at a minimum, morning services, seven days per week. The hours of operation are expected to increase as sales increase, especially during the summer season. The concession will occupy the east end of the Departure Lounge near Gate 5, which is currently defined by tables, chairs and built-in casework against the back wall. The existing casework and equipment will remain, and additional components will be added to make the café complete. The Airport already owns the casework and several pieces of needed equipment. Abby's is currently considering the equipment that they are able to purchase to serve their operation. The build-out is scheduled to take place in December.

The Restaurant and Bar will feature a hot food menu, hot and cold beverages, “grab and go” food items, and a full service bar. The specific design of this space is currently being developed, but is expected to feature dining for approximately 100 seats in a contemporary setting. This is approximately one-half the capacity of the current restaurant and bar seating. The term of the concession is approximately 3-4 years, so existing infrastructure will be used to the extent feasible, to keep renovation costs down. However, construction of some components such as the kitchen will be essential since the current kitchen is part of the scope of the building to be demolished. We are actively working with Abby's to finalize a design and assign costs to each party. Depending on the extent of the final scope of renovations, the new restaurant and bar could be open by April 1, 2014. We are continuing to explore possibilities for alcohol service between January 1 and April 1, 2014, while construction is underway.

Other projects around the terminal during October included:

- The 100 years of Aviation exhibit was completed. It is located in the first floor Lobby.
- The “Music on the Fly” program shifted to a winter schedule in October. Performances will be held one Sunday evening per month, from 6:45-7:45 p.m. in the first floor Lobby.
- The Sister Cities exhibit in the Departure Lounge was changed out to feature Whitehorse, Yukon. It will be on display through the winter.
- Walls in the Departure Lounge have been touched up with fresh paint, and a protective wall material was installed along the laptop counter to address excessive wear and tear.
- The summer flower pots were changed out to winter evergreen shrubs.
- Signage along the curb was re-designed to emphasize No Parking, No Waiting, and No Smoking. This will be installed during November.