

MINUTES of  
AIRPORT BOARD MEETING  
November 13, 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 | Robert Mackey | Martin Myers |
| Jerry Godkin  | Mal Menzies   | Ron Swanson  |
| Joe Heueisen  |               |              |

Staff/CBJ Present:

|                                       |                                |
|---------------------------------------|--------------------------------|
| Patty deLaBruere, Airport Manager     | Ken Nichols, Airport Engineer  |
| Marc Cheatham, Deputy Airport Manager | Kevin Lyons, Airport M&O Supt. |
| Catherine Fritz, Airport Architect    |                                |

Public Present:

|                                   |                                  |
|-----------------------------------|----------------------------------|
| Irene Gallion, DOWL/LEPC          | Mike Wilson, Coastal Helicopters |
| Jordan Hall, USKH                 | Richard Cole, Wings of Alaska    |
| Michael Smith, Glacier Restaurant |                                  |

III. **APPROVAL OF MINUTES:** *David Epstein moved, Robert Mackey seconded, approval of the minutes of the October 9, 2013, meeting. The motion passed by unanimous consent.*

IV. **APPROVAL OF AGENDA:** *David Epstein moved, Robert Mackey seconded, approval of the agenda. The motion passed by unanimous consent.*

V. **PUBLIC COMMENTS:** None.

VI. **UNFINISHED BUSINESS:**

A. **Concession Agreement (Food/Beverage):** Airport Manager Patty deLaBruere said that the Law Department has stated that the way the ordinance is written, the Board has to approve anything the Airport has negotiated. It is planned to use similar language like staff has done with the leases, that a statement is put together that the Airport will use the City's language and if there is inappropriate parts for the contract, they will be removed and move forward with a contract. The motion is for a contract that has been back and forth with the Law Department for the food and beverage concession agreement. It will then allow staff to sign the contract and move on rather than coming back before the Board in December. Board Member Joe Heueisen said he is convinced that staff and the Manager are fully capable of executing this type of an agreement without inviting the Board into the minutia of what needs to happen. He is satisfied with the way things are going.

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Ms. deLaBruere said the restaurant is still open through December 31. As of January 1, it is hoped to get service in the departure lounge and the coffee shop with a limited menu as there will not be an on-site kitchen. Then there will be some remodeled areas. It will begin in phases. Board Member Mal Menzies said he understood the full restaurant and alcohol service is planned between January and April. Ms. deLaBruere said she is still in final negotiations with Abby's. Board Member Ron Swanson said that full-service and alcohol seem to be tied together. When they get the liquor license, it can begin whenever they get the license. Ms. deLaBruere said the January 1 start date would be limited to the departure lounge, then the coffee, and then the rest. There will be a delay in the bar and restaurant due to remodeling. It does not preclude them from doing liquor service even in the departure lounge.

Airport Architect Catherine Fritz said the liquor license's main driver is the approval from the ABC Board, which is expected to take approximately 90 days from now. There is a very strict procedure of what has to happen when. It is known that there will not be alcohol service with Abby's on January 1, whether there is a possibility for some temporary operation, it is not known. The long-term goal is definitely alcohol service in the departure lounge, but recently in working with Abby's to determine what it will take to get them open, with the space and the investment required for someone to go forward and pay for things to happen, it is unlikely that alcohol will be in the departure lounge anytime soon. If they don't have liquor in the departure lounge, the staff could be under age 21, which is another issue that is being explored. With a short-duration contract, it is known that this cannot be accommodated immediately. The goal is to get alcohol back in the general vicinity of where it is now. It is hoped that it will all be completed by April 1, but includes a lot of factors.

Ms. deLaBruere said she has been working with Heritage Coffee to get some other type of system in the departure lounge that works. If it will take 1.5 months to get to Juneau, there will be no sense to change. The biggest problem with the machine in the departure lounge is the credit card machine. If there is a cash system that works, staff will try to get it installed. Mr. Epstein asked if his group that meets in the Aurora Room will be able to hold their meeting in there in January. Ms. deLaBruere said the group could meet in there and use any caterer in the meantime. The rules state that a room is paid for by the group but can be catered by anyone. The Airport would like to push a preference to the on-site vendor, but it is currently open.

Board Member Robert Mackey said that with a three-year lease and looking at the current lease ending during the holidays, has staff looked at an expiration date for the new contract that does not fall during a peak travel time? Ms. deLaBruere said that this contract will be for three years due to construction time in between. *Ron Swanson moved, Marty Myers seconded, to authorize 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. The motion passed by unanimous consent.*

VII. **NEW BUSINESS:**

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

1. Assembly Retreat. The Assembly held a retreat on October 30 and requested attendance by department heads to look over the process and see what the concerns are with the Assembly. One of the primary 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. Ms. deLaBruere noted Jerry Nankervis will be the Assembly liaison.

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): Airport Engineer Ken Nichols reported the Runway Safety Area contract negotiations for the contractor have resulted in a cost of \$375,000 for the Runway 08 threshold. This has been forwarded to the FAA. There are about 30 trees to be removed beginning Friday and through the weekend. These trees are on three different islands and all within the permit zone. This will eliminate the identified obstructions that penetrate the surface that Alaska Airlines was trying to get rid of. The Airport would also like to identify and cut down additional trees that do not touch the surface but are continuing to grow. A front page article was published regarding the tree removal and no feedback has been received. Two public meetings were attended and no public feedback was received in those meetings. Ms. deLaBruere said an e-mail was received thanking Mr. Nichols for going public and making sure it was down to a minimum and going through the public process. The trees will be left in place at this time. The permits say that the trees have to be laid down and limbed. It will be assessed later if something more had to be done.

The 60% documents have been received for the runway reconstruction project. This included a construction, safety and phasing plan with some phasing diagrams, plan

specifications and estimates, and an erosion sediment control plan. All of these documents are available for review. The plans have been submitted to the FAA for posting and many people will be able to take a look at them. The phasing plan has been submitted to the Tower personnel and Alaska Airlines for review. A conference call was held with the FAA to discuss several issues with the project, which includes additional staffing for the Tower, nav aids that need to be turned off, temporary nav aids, etc.

Mr. Swanson said the road near Alaska Airlines is truly an atrocious road. He asked if the Airport has pursued any sort of remedy for the road. Mr. Nichols said that it is on the capital improvement program list and staff is pursuing funding to do design on it. There is not a date for the project at this point. Mr. Heueisen asked if there was anything that could be done on a temporary basis. Mr. Nichols said there are temporary fixes and he would need some direction as to what kind of effort that should be expended. Mr. Nichols said Mr. Godkin has proposed a solution that he, as an engineer, believed could be done. A small aggregate overlay could be done which would smooth out the potholes but only be a couple year band aid. Mr. Menzies suggested using a rap surface. Mr. Nichols said there would be a lot of rap that will come from the runway reconstruction and if it was felt this was a good use, the Airport should move forward with it. Ms. deLaBruere said this is what she would suggest for the rap. Mr. Nichols said a full design would consider the drainage, the utilities, and long-term use of the roadway, but for a band aid something could be designed that could be implemented in the next construction season. Chair Godkin suggested working with the new Maintenance Superintendent and with the amount of staff and no snow, some of the asphalt could be taken up and squared up, the pot holes could be filled with D-1 or recycled asphalt and compacted. The ability to do a blade on a regular basis to keep it good for the public use would go a long way in showing something from the Airport.

Chair Godkin commended Mr. Nichols on the 94 score for the course he took at the University of Alaska. He said they look forward to him becoming licensed.

4. Airport Architect Report (Attachment #2): Airport Architect Catherine Fritz reported the liquor license process for Abby's has begun, which is expected to take approximately three months. The design work has not begun for the bar and restaurant on the non-secure side. The focus is currently for the departure lounge – the design, who will buy what equipment, additional casework, etc. It is hoped to have an agreement soon. The contract consists of several items: 1) a base fee that reflects a share of the costs of utilities, and 2) a concession fee. The concept is very similar to what the Airport has now with ESS. This gives an incentive to not have a huge amount of investment. The Airport will benefit when the concessionaire benefits.

The departure lounge has been fairly simple because the Airport already owns a lot of the casework and has made the investment. Abby's has requested some additional display type coolers for the things they want to sell. On the non-secure side, it is a lot more complicated because there is not a lot of utility infrastructure in the bar and seating area space now. The seating area has virtually no plumbing. The Airport does not want to spend a lot of money to bring plumbing to that area to make a huge commercial kitchen for a three-ish-year contract.

The long-term goal is to have the restaurant located in an area that can look out to the airfield, have a kitchen centrally located so it can serve on both the secure and non-secure side from one location. It will take time for Abby's to move forward as it is new for them and taking a lot of energy to try to figure out what they want. As soon as the agreements are made, construction documents should move through pretty quickly with bids. The Airport can use term contracts so everything doesn't have to go out to bid. The opening is planned for spring before the tourism season.

Mr. Heueisen said it was important to do as much PR with the public and emphasize the fact that the objective is to provide as much service as is possible while the transition is taking place. Most people believe magically everything will be new and great at the first of the year and this will not be the case. It will take a little while and the Airport will be doing the best it can. He felt the more publicity that occurs, the better it will be.

Ms. Fritz said the plan for the Cup 'O Joe's space is to keep that operating. When the restaurant and bar permanent space get built out, they will close out the Cup 'O Joe's space downstairs for efficiency of operations. The new upstairs facility will incorporate espresso service and grab and go items.

Mr. Mackey asked if the need for outlets for travelers will be addressed in the remodel for Abby's Kitchen. Ms. Fritz said this issue has been addressed in the departure lounge. Within the restaurant, it is expected that power outlets will be installed where it makes sense, but the Airport does not have money set aside to renovate space that will be demolished in three years. The only money the Airport has is to rebuild the 1957 portion of the building. The new restaurant in three years will have outlets, Wi-Fi, etc.

Mr. Epstein said the cellular service is a lot faster than the Wi-Fi and he wondered if it was getting overwhelmed. Ms. Fritz said that the Wi-Fi at the Airport is not the fastest, greatest, or best but the Airport does not pay for it and is grateful to have what is available for the small amount of advertising given to GCI. If a higher speed and capability is desired, she was sure there are options for that but the Airport has not gone down that road. There are still many airports that charge for super-fast Wi-Fi, but a person has to pay for it. Ms. deLaBruere said if a person has GCI service, better

service is provided. If a person is not a regular subscriber, they are placed on the slower band.

5. Curbside Parking: Ms. deLaBruere said that not as many cars are parking unattended on the curbside since Juneau Police took over the Airport security. She was not sure whether it is signs, JPD, or a combination of both. The signs are quite large and cannot be missed. A lot of the smaller writing has been removed and they are very clean and clear. The other side shows no smoking. Mr. Menzies felt it was more the squad car that is parked out in front. Ms. deLaBruere agreed that it is a very good deterrent.

6. Commercial Hangars: Ms. deLaBruere said there will be another meeting next week with Aero Services. Staff continues to work with Coastal and NorthStar regarding their plans, which is a little harder to try to manipulate with what they want on the main ramp in combining efforts. Nothing has been heard from the medevac company that is interested in building a large hangar, but they are still pursuing it.

7. Snow Removal Equipment Facility: Nothing new has been heard regarding FY 14 funds. Staff is taking this down time to possibly relocate into the northwest quadrant. This was sent to the FAA and they requested the Airport give some justification and more description as to why staff wanted to move it. Other questions were also posed in this letter.

8. FAA Certification Inspection: The FAA certification inspectors will be in Juneau the week of December 9. These are newer inspectors who will be learning Juneau. She expected they would attend the Board meeting on December 11 to be introduced to the Board.

VIII. CORRESPONDENCE: None.

IX. COMMITTEE REPORTS:

A. **Finance Committee**: No meetings have been held. Committee Chair Joe Heuelsen said he has held a couple of meetings with staff regarding contracts. He said they are gearing up for the budget process and they will be started soon. Ms. deLaBruere expected them to start very shortly after the holidays.

Chair Godkin asked if the staff is better able to get financial information from the City's computer software. Ms. deLaBruere said the City has hired a consultant to come in to address IT needs and working with MIS. They have gone to every department to see what the departments envision as their needs for MIS. It always circles back to the Lawson and Govern systems. All departments have had complaints on these systems. Airport staff has been able to get the reports, but has to work hard for them and constantly call downtown to figure out how to get the report and what it means. Staff is able to get through it because staff is doing its own bookkeeping.

- B.     **Operations Committee:** No report.
- X.     **ASSEMBLY LIAISON COMMENTS:** Ms. deLaBruere said that Mr. Nankervis asked her to give a short update for him. He wrote that the Assembly's major accomplishment since the last meeting was to approve the Comp. Plan with only a couple of minor grammatical corrections. It was a pretty widely held belief that the Comp. Plan needs to be revisited very soon in an effort to shorten the document and make it more user-friendly. There were also requests to provide for Assembly input and direction prior to when the group sees it for approval or denial. Mr. Nankervis also mentioned that Eagle Scout Morgan Nichols was recognized for his work by JIA on November 4. Jeff Egbert was introduced as the new Temporary CEO for Bartlett Regional Hospital. She said he thanked everyone and hoped that everyone had a safe and peaceful Thanksgiving Holiday.
- XI.    **PUBLIC COMMENTS:** None.
- XII.   **BOARD MEMBER COMMENTS:** Ron Swanson said he supported moving the SREF building and thought it was a great idea. The second thing was regarding the non-cigarette cigarettes that are becoming quite an issue. They are not smoking, but no one knows what to do. This will probably be a future subject. Ms. deLaBruere said she had asked the City Attorney about this and they are allowed at this time. No complaints have been received. People were more concerned that they thought people were smoking, but they are allowed on City property and buildings per the ordinance. Mr. Swanson said he will not attend the December Board meeting, but will call in.
- XIII.   **ANNOUNCEMENTS:** None.
- XIV.   **TIME AND PLACE OF NEXT MEETING:** The next regular Airport Board meeting will be held on December 11, 2013, 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 6:58 p.m.*