

AIRPORT BOARD
AGENDA
6:00 P.M., WEDNESDAY, SEPTEMBER 11, 2013
ALASKA ROOM

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES: Regular Monthly Meeting of August 14, 2013

IV. APPROVAL OF AGENDA

V. PUBLIC COMMENTS

VI. UNFINISHED BUSINESS

A. **Meeting Room Special Rates and Consideration.** The Airport Board Finance Committee met on August 20, 2013, to take up several Glacier Valley Rotary (GVR) requests: a special meeting room rate for GVR (and other non-profits), a request to forgive past meeting room rents that were never billed (since October 2011), and a request for special parking consideration while at the Airport for their weekly meetings. The Finance Committee discussed all issues at length and made two recommendations for consideration by the Board. The third issue regarding parking was referred back to GVR to discuss with Republic Parking directly since they are the concessionaire. The following motions are proposed based on the two recommendations by the Finance Committee.

Board Motion: *“With regard to Airport Meeting Room rentals, the Airport shall provide a 50% discount of the then current rates for organizations that sign an agreement to schedule ten or more meetings per year and organizations that book three or more consecutive days for that time period only.”*

Board Motion: *“Motion for the Airport to accept a \$1,000 payment in lieu of past due rent prior to July 10 (2013) for the purpose of paying off incurred debts of the Rotary Club.”*

The Airport would then begin billing Glacier Valley Rotary Club as of their July 10, 2013, meeting and will be assessed the 50% discount rate for the weekly meeting room use fee.

B. **Airport Fund Balance.** The Airport Board Finance Committee also discussed establishing the ‘Airport Fund Balance’. The Airport considered the current amount within the ‘Fund Balance’ (also referred as ‘Reserves’ in the past) and established not only the official name of the account, but the fund amount that should be maintained. The fund is anticipated to be \$1.74 million at the end of FY 14. This total includes approximately \$126,000 which was originally set aside for emergency maintenance

reserves. The Finance Committee agreed that this ‘emergency reserve’ account should be consolidated into the total ‘fund balance’.

Board Motion: *“Motion to combine the (residual) emergency reserves (of \$126,000) into the existing airport fund balance.”*

Additionally, the Finance Committee determined that a three-month reserve of the annual budget should be maintained for this ‘Fund Balance’ and that the official name of the fund balance would be determined under FAA guidance. The Airport contacted the FAA and will follow *Airport Compliance Manual, FAA Order 5190.6B* by referring to this fund as “Revenue Surplus”. Two more motions were proposed and approved by the Finance Committee.

Board Motion: *“Motion to change the fund name to the FAA recognized name appropriate for cash on hand which is ‘Revenue Surplus’ account.”*

Board Motion: *“Motion that three months operating budget shall be maintained for the Airport for the ‘Revenue Surplus’ account.”*

At this time there is no requirement to adjust Airport Rates and Fees since the Revenue Surplus account is anticipated to equate to three months of the operating budget by FY14 year-end. No further action at this time.

VII. NEW BUSINESS

A. Airport Manager’s Report:

1. Visit from our DC Lobbyist. Katie Kachel, the City’s DC Lobbyist was in town the week of September 3. We discussed our Airport projects and delays with federal funding as well as the Urea/E-36 deicing issues at both the EPA (Federal) and DEC (State) levels. Katie had another tour of the airfield to show updates on the RSA, SREF and 26 MALSR projects.
2. Airport-Airfield Staff Restructure at the Laborer Level. The Airport is re-evaluating the Laborer positions that are currently on the airfield. Some ideas are consolidating the multiple season positions into full-time and the possibility that one position remain as a Laborer, but add on the operator-in-training ability. This has been discussed for several years especially as several employees near retirement.
3. Juneau Police Department (JPD) at Airport October 1, 2013. JPD is on schedule to assume the Airport security duties as of October 1. We have a few more training days (familiarization) and some final comments on the Memo of Understanding. We anticipate a smooth transition.
4. Airport Emergency Drill Exercise. Saturday, September 14, 2013, will be the required Airport Emergency exercise. The EVAR will be closed the night prior (closed September 13 at 6:00 p.m. through September 14 at 5:00 p.m.) due to

scene set up. There are notices being sent to tenants, public and NOTAMs issued to alert people of the drill. Anyone still interested in volunteering for the drill should contact Marc Cheatham by Thursday, September 12. This triennial live drill is an FAA requirement.

5. Airport Engineer Report (Attachment #1)

6. 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., October 9, 2013, Alaska Room

XV. EXECUTIVE SESSION

XVI. ADJOURN

ATTACHMENT #1



TO: Patricia deLaBruere,
JNU Airport Manager

DATE: September 6, 2013

FROM: Ken Nichols,
JNU Airport Engineer

FILE:

RE: Engineer's Report

General

In the past month, three major capital construction projects and one planning project are on-going. Project specific summaries are presented below for each project. Grant offers are expected in the month of September from the FAA for FFY 2013 funding for the design of the Runway 8/26 Rehabilitation project and the Master Plan Update.

Master Plan Update

Last month a grant application was submitted for a Master Plan Update. Our application is included in a national program for developing a "Sustainability Master Plan." The last master plan update was completed more than 14 years ago. Much has changed at the airport since then, and an update will give a new perspective on the vision of the airport as well as planning recommendations through a 20-year planning horizon. One area to look at will be the E-1 ramp which fills up with large private aircraft (shown below.)

A draft RFP is under development, which will be advertised to select a master planning consultant as soon as the funding is committed for the project. I anticipate the master plan process to take approximately two years from contract award with a consultant to final acceptance of the plan by the FAA and CBJ.



E-1 Ramp

ATTACHMENT #1

RSA Expansion Phase IIA

This project was scheduled to have a major completion milestone coincident with the August 22, 2013, publication date of the FAA Supplement Alaska. Due to delays with the construction of the 8 Medium-intensity Approach Lighting System with Sequenced Flashing lights (MALSF) Threshold Bar, only a portion of the major runway reconfiguration was completed for the publication date. In addition to the delays in the construction of the 8 MALSF Threshold Bar, the contractor has filed a letter preserving their right to file a claim related to that portion of the work. Negotiations are on-going.

Work under contract to CBJ is expected to be complete in September and the runway will be re-opened to its designed length of 8857 feet. However, the approach lighting system being constructed under contract to FAA is significantly behind schedule and will not be completely commissioned for service until near the end of October.

Significant accomplishments in the last month include:

- Opening of the 517 foot shift of the Runway 26 threshold and associated taxiway (TWY) extensions
- Cut-over of the airport lighting control system from the old regulator vault in the airfield maintenance shop to the new regulator vault in a stand-alone building at the site of the new SREF
- Installation of in-pavement runway guard lights at TWY F

Anticipated work in September includes:

- Completion of the re-construction of the 8 MALSF Threshold Bar
- Installation of the runway guard lights circuit across TWY C
- Opening of the 117 foot shift of the Runway 8 threshold and reconstructed TWY B
- Continuing work on the 8 MALSF and LDIN approach lighting systems by FAA and their contractor

We are holding weekly construction meetings at 9:30 Tuesday mornings in the Juneau Room.



TWY F In-Pavement Runway Guard Light Installation

ATTACHMENT #1

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 develop a new RNP approach with minimum visibility of ½ mile. The current approaches have visibility minimums of ¾ mile. We have applied for permits from the ADF&G to do the work as soon as permits are issued this fall. I appeared before the CBJ Wetlands Review Board on September 3, 2013, as requested by ADF&G. I will attend another meeting on September 10, 2013, to describe the proposal to an ADF&G review board. We are requesting removal of trees which penetrate the specific Obstacle Clearance Surface for the RNP approach. Under our proposal trees would be cut at the base and laid down flat on the ground where they will remain for a natural degradation process.

Runway 8/26 Rehabilitation

A grant offer for the design of this project is anticipated by the end of September. The original grant application has been reduced because contract negotiations with USKH resulted in a contract that is much less than originally anticipated for this project. Grant funding includes a Reimbursable Agreement to be executed with the FAA and staff time directly attributable to the project.

Preliminary planning and design work has begun on this project, including coordination with the FAA and Alaska Airlines. USKH has prepared drawings showing the location of the temporary runway, layout for temporary tie-downs in the northwest development area, and potential changes to the connector taxiway system as recommended in the latest design advisory circular (150/5300-13A). The advisory circular requires that taxiway geometry be corrected in the next major capital improvement program. Connector taxiways that do not meet the design criteria are TWY C, TWY D, and TWY E. The photo of TWY C below shows some of the issues of concern according to the advisory circular (two way traffic, direct access to the ramp, wide pavement that may cause confusion, etc.).

Potential reconfiguration of the connector taxiway system is shown on the attached figure (Attachment #2) for board review and comment. No action is requested at this time. A tenant informational meeting will be scheduled for the week ending September 20 to gather tenant comments.



Congestion at Taxiway C

ATTACHMENT #1

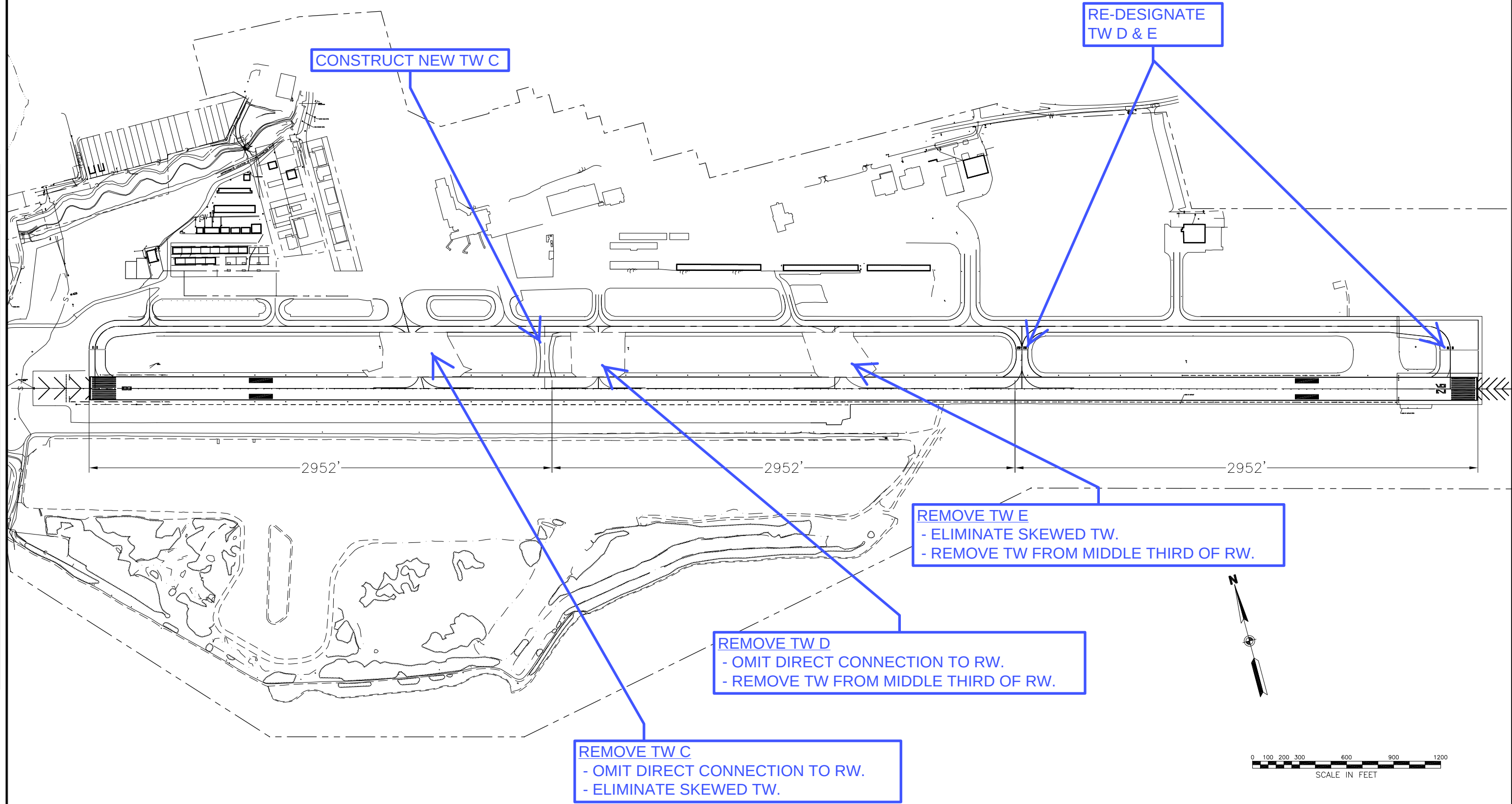
Yandukin/Shell Simmons Pavement Rehabilitation

Final punchlist items remain to be completed on this project. Final punchlist work includes:

- Completion of the Pedestrian Ramps at the employee parking lot
- 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.
- Removal of a concrete sign base in the right of way north of Yandukin across from the Ward Air hangar.

ATTACHMENT #2

File: Script File: Plot Date: RPK Designed By: ZWS Checked By: WRM Drawn By:



BY	DATE	REVISIONS

SCALE
HORZ. SCALE
VERT. SEE GRAPHIC
W.O. NO. 1420300
FILE NO.

PRELIM
DESIGN
AUG 2013

USKH

ARCHITECTURE • ENGINEERING
LAND SURVEYING • PLANNING

ANCHORAGE ~ FAIRBANKS ~ JUNEAU ~ WASILLA ~ SPOKANE



JUNEAU INTERNATIONAL AIRPORT
JUNEAU, ALASKA
RUNWAY 8-26 REHABILITATION
CONTRACT NO. E14-034
AIP NO. 3-02-0133-0XX-2014
TEMPORARY RW LAYOUT

SHEET
OF
XX

ATTACHMENT #3



TO: Patricia deLaBruere,
JNU Airport Manager

DATE: September 5, 2013

FROM: Catherine Fritz, AIA
JNU Airport Architect

FILE: 1382.16

Terminal Renovation.

The Request for Letters of Interest (LOI) for concessions in the terminal brought forward three potential concessionaires for the five types of food and beverage services, summarized below:

	Kim Mungle	Abby's Kitchen	64 Thunderbird LLC
Food service that includes "grab and go" items	X	X	X
Hot beverage service (coffee, tea, espresso, etc.)	X	X	X
Full liquor service bar		X	X
Catering for airport meeting rooms		X	X
Catering for all aircraft on airfield		X	X

The next step is to receive and review written proposals (due by September 19th), then meet with each party in an interview to hear their proposal fully (scheduled for September 26th). We anticipate contract negotiations during October, and will begin design work for facility modifications as soon as we know the new concessionaire(s) and the scope of necessary remodel.

The concession surveys identified several opportunities for improving services at JNU. Improving food and beverage offerings is one important aspect, but staff is also considering other concessions such as special product kiosks, seasonal offerings, and specialized travel services like chair massage. Information gained from the surveys is being incorporated into a larger concessions redevelopment program that will be initiated over the next several months.

Other miscellaneous projects around the terminal during August included development of a new art exhibit in the secure Departure Lounge and gathering artifacts for the 100 Years of Aviation in Alaska exhibit (scheduled to begin in mid-September). Project staff is also drafting new concession lease documents that support the LOI solicitation process for other concessions at the airport.

Development of the project budget for the next stage of terminal renovation is underway. One of the budget line items is 1% of expected construction cost dedicated for public art, which will be approximately \$70,000. Staff is considering options for the art project, one of which could be replacement of the "Welcome to Juneau/Welcome to the Airport" exterior sign with a more significant, sculptural icon. An Art Panel will need to be appointed per the ordinance to make actual selection of artists and approve the final design of art that is selected, but the Airport can specify its preference for art media and location. A decision about the type and location of public art is not time-sensitive to other aspects of the project's design and construction.

ATTACHMENT #3



Model building exhibit by Bill Morris and James Miller, Sr.

Snow Removal Equipment Facility.

Airport staff has held several meetings with Congressional staff and federal lobbyist during the past few weeks to address FAA funding challenges for the SREF.

AEL&P's contract to bring electrical utilities into the site is in place. They are expecting to start work within the next couple of weeks. The temporary fencing contract with AAA Fencing is also underway. Materials have been ordered and work is scheduled for completion by September 30, 2013.

The building permit for the SREF continues, and the Airport's job trailer set-up is nearly complete. The Project Labor Agreement (PLA) analysis is complete and under review by other CBJ departments. If a PLA is determined to be beneficial to the project, then the contract documents will be revised to include such provisions. Staff continues to stand by ready to proceed with advertisement for bids once FAA assurance of funding is secured.