

MINUTES of
AIRPORT BOARD MEETING
July 10, 2013
Alaska Room, 6:00 p.m.

I. **CALL TO ORDER:** Chair Jerry Godkin called the meeting to order at 6:04 p.m.

II. **ROLL CALL:**

Members Present:

David Epstein

Joe Heueisen

Martin Myers

Jerry Godkin

Mal Menzies

Ron Swanson

Member Absent:

Robert Mackey

Staff/CBJ Present:

Patty deLaBruere, Airport Manager

Ken Nichols, Airport Engineer

Marc Cheatham, Deputy Airport Manager

Rich Etheridge, Chief CCFR

Catherine Fritz, Airport Architect

Keith Walker, CCFR

Public Present:

Irene Gallion, DOWL HKM

Ella Rogers, Glacier Restaurant

Ken Nestler, General Aviation

Mike Wilson, Coastal Helicopters

Tom Williams, Ward Air

III. **APPROVAL OF MINUTES:** *David Epstein moved, Ron Swanson seconded, the adoption of the June 12, 2013, regular monthly meeting minutes. The motion passed by unanimous consent.*

IV. **APPROVAL OF AGENDA:** Airport Manager Patty deLaBruere added an item to the Airport Manager's Report regarding the 100-year anniversary display that could possibly be done. Chair Godkin said this will be Item 4, after the Architect's report. *The agenda was adopted as amended.*

V. **APPOINTMENTS:**

A. Ms. deLaBruere announced that the new Deputy Airport Manager is Marc Cheatham. Vacant positions are rapidly being filled.

B. Chair Godkin congratulated Martin Myers (an aircraft and hangar owner) as a new Board Member.

C. He also welcomed E. Robert Mackey to the Board.

D. Chair Godkin noted that David Epstein was reappointed to the Board.

VI. **PUBLIC COMMENTS:** None.

AIRPORT BOARD MEETING

July 10, 2013

Page 2

VII. **ELECTION OF OFFICERS:**

A. *Ron Swanson moved, David Epstein seconded, to re-elect Jerry Godkin as the Airport Board Chair.*

B. *Mal Menzies nominated, David Epstein seconded, Joe Heueisen as Vice Chair.*

C. *Ron Swanson moved, Joe Heueisen seconded, to re-elect David Epstein as the Secretary.*

All motions were approved by unanimous consent.

VIII. **COMMITTEE APPOINTMENTS:** Chair Godkin appointed members to the following committees:

A. **Finance Committee:** The Chair will be Joe Heueisen, with Mal Menzies and E. Robert Mackey.

B. **Operations Committee:** The Chair will be David Epstein, with Ron Swanson and Martin Myers.

IX. **UNFINISHED BUSINESS:**

A. **Wildlife Hazards Working Group (WHWG) Discussion:** Chair Godkin suggested that the Board Member that worked with this group would be a liaison instead of being the focal point and chair. He said if the group wants to meet or has an issue then maybe one of the Board Members could go as a liaison. This discussion was continued from the June 6 and June 12 Airport Board meetings regarding continuance of the group, members and point of contact for the group. Discussions were tabled until this meeting when new Airport Board members would be appointed. Board Member Joe Heueisen said the WHWG is a valuable contribution. He said he agreed that having a Board Member who speaks the lingo should be a liaison to the group. Board Member Ron Swanson agreed with Mr. Heueisen. He thought he would be interested if it was a liaison, but not if the person had to come up with the agenda, etc. Board Member David Epstein agreed that the committee should continue but with a Board Member liaison. Chair Godkin asked Mr. Myers, with his Fish & Game background, if he had any interest in being the liaison. Board Member Martin Myers said he would be happy to be the liaison. Chair Godkin appointed Mr. Myers as the WHWG liaison. He asked that an e-mail be written to the group stating the Board supports the continuance of the WHWG and that the Board will defer to them to organize their semi-annual meeting and agenda and the liaison will participate.

B. **Airport Rates & Fees Regulation (Attachment #1):** At the June Airport Board meeting, amended fuel flowage fee rates for signatory carriers, 135, GA and 121 carrier were proposed after discussions with the Airport Tenant & Users Group (ATUG). These were reduced to the previous rates. This was approved by the Board and forwarded on for public comment. The public comment period began June 14, 2013, and ended July 5, 2013. No public comments were received during this period. Staff recommends moving forward the Airport Rates and Fees Regulation to the Assembly. *Ron Swanson moved, Joe Heueisen seconded, that the Airport Board moves for approval of the proposed changes to the Airport Rates and Fees Regulation 07 CBJAC 10.020, as attached, and to*

forward on to the Assembly for final approval and adoption. The motion passed by unanimous consent.

C. **Food & Beverage Concession:** See Architect Report.

X. **NEW BUSINESS:**

A. **State Grant for Snow Removal Equipment Facilities (SREF):** The State of Alaska has approved a \$3 million grant to the Juneau International Airport. The current project total for this phase of the SREF is \$24.9 million of which FAA participation is approximately 73%. Appropriation of this grant will help to meet the City's obligation for the remaining 27%. This grant was reviewed by the Assembly Public Works and Facilities Committee at their July 1, 2013, meeting and forwarded on to the Assembly for public hearing. This will be introduced at the July 15, 2013, Assembly meeting for appropriation at the July 29, 2013. *Joe Heueisen moved, David Epstein seconded, approval to accept and appropriate the State of Alaska grant in the amount of \$3 million for the Juneau International Airport Snow Removal Equipment Facility project. The motion passed by unanimous consent.*

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

1. Capital City Fire & Rescue (CCFR) and Airport Rescue & Fire Fighting Discussion (ARFF) updates: CCFR offered free "hands only" CPR classes on July 9 for anyone working at the Airport. Positive comments have been received for this class and Ms. deLaBruere thanked the Fire Department. Chief Rich Etheridge said there were 21 participants for this class. He noted this was brought on due to a cardiac arrest a few weeks prior, which was a successful save due to Alaska Airlines employees. This is being pushed city-wide and has caused the CPR save rate to go through the roof. It was offered to TSA but they are not allowed to leave their post, so they have been told that the Fire Department will make arrangements to train TSA staff off site.

Chief Etheridge said in the past, positions were rotated every day so that there were always different fire fighters. They are trying to specialize some of the people and there will be three main dedicated Airport Fire Fighters who will have some backup to help them out. This will allow concentrated training, learn who is on the airport, and what normal operations are. These people will be the expert airport fire fighters. They are still discussing the length of time between staff rotations. This will allow spot airport fueling checks. Hopefully they will be seen on the Airport grounds more regularly.

The Assistant Chief from Fairbanks will be traveling here in August to do a certified ARFF class. Several people will go through that. Things are getting more complicated and techniques are changing all of the time. This will ensure that personnel will be on top of that type of stuff.

AIRPORT BOARD MEETING

July 10, 2013

Page 4

Chief Etheridge said that the Hagglund (water rescue) is no longer operational as it is estimated to cost \$15,000 to repair. This will go to surplus. The Hagglund has been removed from the list of Airport rescue apparatus, but will need to be replaced at some point. A-2 (fire truck) is 20 years old and will need some major repairs (\$12,000 to \$14,000) in the next two years. A-1 is 10 years old. When talking to the Oshkosh representative, he said it has a 7.5 to 8 month build time. Mr. Heueisen asked if the Hagglund is still available. Chief Etheridge said he found a person in Denver who buys them from around the country and refurbishes them. He was asking approximately \$60,000 for a machine that had never been used and only stored in a warehouse.

Mr. Swanson felt that ARFF was ill prepared to handle a couple of hundred people in waist-deep water if they survive a crash. The military uses things called Susvees. They had a bunch in Juneau at one time. They are very much like the Hagglund and are amphibious. They haul eight people, with an additional trailer that hauls 12 people. He suggested calling the Guard and see if they are being surplused. Ms. deLaBruere said she had called the Guard. They bring these vehicles through but they are not stationed here. Mr. Swanson said it is very important to have some sort of plan. Chief Etheridge said this is definitely a challenge. He said there are some boats that can be used to get out there. There are definitely not adequate resources to handle 300 people. Chair Godkin suggested the Operations Committee have a meeting in the next six months and involve the Fire Department, Keith Walker and staff to brainstorm what other like communities may be doing, cost impacts, etc. He thought all of the alternatives need to be reviewed. Ms. deLaBruere said another pre-drill meeting will be held next week. At that time, feelers will be put out as to what is in the community that might work. She said nothing beats having something right at the Airport because timing is everything with a rescue. There may be something that the Coast Guard or some other agency has. She said she would put that request out at the meeting.

He said that the grounds at the fire training center are being filled in. It is set up for airport firefighting with propane props. This last year they used liquid fuels for more realistic fires. The only downside is that there is only one approach that can be made to have a successful evolution. They are looking at different options of trying to fill in some grassland at the airport to ensure different scenarios may be used. He said if there is extra fill, they would be happy to take it off of the Airport's hands.

He said another item to put on the radar is the fire hydrant testing. In working with the City Public Works Department, the Airport is looked at as a private water system. All of the fire hydrants within the City & Borough of Juneau are required to be tested annually. In the past, hiring a private contractor was discussed to do the testing as the Fire Department does not have the equipment to do the testing. Once the designated

AIRPORT BOARD MEETING

July 10, 2013

Page 5

ARFF positions are established, they could look at doing that in the future. In the meantime, the fire hydrants need to be flow tested and pressure tested to make sure there is adequate water. Board Member Mal Menzies asked if there was a reason the Airport could not contract with the Public Works for the fire hydrant testing. Chief Etheridge said that Public Works said it is not their responsibility. It is a private system and they do not test private systems. Ms. deLaBruere said a meeting is scheduled with Public Works next week to discuss this and other issues. Mr. Swanson said that an ordinance was passed that said the Airport was City property and they can do with it what they want. In light of that proclamation, maybe it's their water system, too, and they should test it.

Chief Etheridge asked about the future of the current Airfield Maintenance building. He said once the new one is built, if there was room to store some of the trailers – mass casualty trailer or some of the water rescue items for the airport – they would be interested.

Mr. Heueisen said he continues to be concerned about the Airports ARFF index in light of the equipment Alaska Airlines is moving to. It will be a while until Alaska Airlines is predominately using 800s in Juneau, but they are moving in that direction. He thought when the FAA person was at the Board meeting several months earlier, he had asked how long the Airport would have to get their act together once the aircraft are coming in and the answer was “instantly”. The Airport needs to remain in contact with Alaska Airlines and get as much lead time as possible to ensure the Airport has the proper equipment to raise the index. Chief Etheridge said CCFR is currently prepared for the change. It can be met with the equipment the Airport currently has. The downside is if one of the ARFF trucks breaks down, the Airport would no longer meet the index. They thought if the 3,000 gallon truck were purchased, it would enable maintaining just the two trucks without a spare one. The downside is the 3,000 gallon truck is about five feet longer and will not fit in the current bay. Some kind of addition would have to be done to the Fire Station. There is currently staff available to instantly staff it. As long as there is no break down, it could be met instantly. Chair Godkin asked if any estimates have been gathered about building modifications for a new larger vehicle. Chief Etheridge said the vehicle itself is running about \$1 million, but no quotes have been gathered for the building modification. He said the building modification will be expensive.

Additionally, the Fire Department would like to recognize Jeremy Millsaps, Wingnut Aviation, for the use of a derelict aircraft for ARFF training purposes. Chief Etheridge said a certificate has been prepared and will be presented to him.

2. Airport Engineer Report (Attachment #2): Airport Engineer Ken Nichols said there will be a pre-proposal meeting tomorrow at 4:00 a.m. to allow people on the runway when there are no aircraft in the area. A presentation has been put together so

AIRPORT BOARD MEETING

July 10, 2013

Page 6

the attendees will get a lot of information and the Airport will hopefully get a consultant for a recommendation at the next Board meeting to enable staff to begin negotiations and get the consultant started next month.

The Yandukin project is moving forward after being delayed. They are wrapping up the project with some guard rails, paint and a little bit of concrete work.

The Master Plan update has been put on the back burner because of the Runway Rehabilitation Project. Discussions have been held with the FAA with regard to a Master Plan update, which included talk about a sustainable Master Plan program. This is a pilot program the FAA has where through the Master Plan process you look at sustainability and what kinds of things can be done to develop the facilities as sustainable facilities. Certainly the things that have been done are good measures, such as the geothermal field for heating and cooling. The FAA said the Airport might get selected for the pilot program. No notification has been received yet. This is discretionary, rather than coming out of the entitlement money. This is planned for the 2013 federal fiscal year. Equipment and expansions to the Fire Station are things that need to be incorporated into the CIP.

3. Airport Architect Report (Attachment #3): Airport Architect Catherine Fritz reported staff has spent a lot of time with the food and beverage questions – about the Airport's ability to get liquor licenses, etc. It is not an onerous task for a new provider to do that, so it is not necessarily going to limit a temporary concessionaire. The concept is to run a temporary or interim concessionaire that would be in the two to two and one-half year range, which would give the Airport the time to demolish the 1957 portion of the building and build out new and use a new concessionaire as part of the design team of how to run a food and beverage for the longer term at the airport. Data continues to be gathered for the next week or two. Once that is done, staff will gather the data and start mapping out the architecture of the second floor – what is available, what will it take to run an interim concession and what, exactly, can that be expected to be. This will be a solicitation process to choose an interim concessionaire. Some very good meetings have been held with Purchasing and the Law Departments, which will allow the Airport to do things in a little bit more flexible manner than in the past. This will be a statement of interest and interviews to select a concessionaire that you can then negotiate the terms.

If the Airport (City) purchased a liquor license, this would place the liability on the City. City employees would have to dispense the liquor and then the insurance and liability issues would belong to the City. It is a very unattractive idea from the City's standpoint because of the deep pockets related to the liability. But anyone can operate within the airport with a site-specific liquor license and can do it with very reasonable rules. There is a \$2,500 application fee. The person has to come up with cash, an operation plan, background checks and the normal rules that are needed for a

liquor license. There is no advantage to the Airport to take on the added liability and risks associated with a license. This is a site-specific license.

Mr. Swanson said the short-term basis was a problem in the past. He was worried this could be a problem. Ms. Fritz said staff has considered this but believe that the short-term (2+ years) and the long-term (10+ years) concession will have different footprints. The short-term will be a smaller area and may not include a kitchen, but only grab and go food. The on-site kitchen is a possibility for some of the duration, but probably not all of it. Staff believes this is two totally different venues, menus and approaches to the food and beverage concession. Staff is not opposed to the short-term concession becoming the long-term concession or the long-term potentially operating in the interim mode, but the consultant's feeling at this point is this is two different processes to go through. Mr. Heueisen asked about the current concessionaire's interest. Ms. Fritz said an e-mail has been received that said they were interested but not in the current lease configuration where they pay the square footage lease cost, too. They will certainly be considered. Mr. Heueisen said it might be easier to negotiate with the current concessionaire for the short-term until the Airport gets its act together to go for the long-term. Ms. Fritz said this will not be a complete RFP. The idea is to consider what the Airport has, but also consider something new. Mr. Heueisen said he would hate to see this studied to death and prolong it any longer than it has to be.

Mal Menzies asked how close the SREF is to the budget and whether the A&E included? Ms. Fritz said that a construction cost estimate of \$20.4 million has been received and the administration and inspection fees on top of that bring the cost to a \$24.9 million project. This does not allow contingency as it is not allowed by the FAA. The Airport is allowed to request up to 15% additional as the project proceeds. The costs spent on this project to date are approximately \$7.6 million, which will make it a \$32 to \$33 million facility.

Ms. Fritz said that the chances of securing money from the FAA in the Alaska region have been reduced significantly as two of the projects they believed would not go forward are indeed going to proceed this fiscal year. Staff is watching this very closely with Alaska Region. There is also the possibility for competing for unused funds on the national level. If securing FY13 funds is not successful, Alaska Region is talking to staff about a plan to commit entitlement funds for both FY14 and FY15 in a single year, which is a little unusual. FAA would allow the Airport to do that, which would give the Airport about \$5 million and the \$6 million in match. This would do the shell only and the bid would probably proceed in January. Many different approaches are moving forward right now. There is hope for FY13 money on the national level and beyond that, staff is doing the best they can for the backup plan. Ms. deLaBruere said staff is not giving up on the FY13 funds yet.

Mr. Swanson noted that when this first began, the Board was shocked that it might cost \$9 million. Mr. Epstein said there are a number of substantial bites of the elephant to take – the runway rehabilitation, the SREF, the prospect of buying a new fire truck and a lot of balls in the air. When he spoke with the Assembly, he said his major concern was the runway. He knows Mr. Nichols is doing what he can to get the design going but then there is the larger issue of \$20 million to repave the runway. He said a lot of vigilance needs to be maintained.

Ms. Fritz said staff has been in contact with the committee that organized the 100 year anniversary of the aviation history project and they have some display materials that the Airport may be interested in hosting when the show is done. They are committed through the end of September. She asked if someone from the Board would like to get involved with that group. Staff can give support to bring the display to Juneau if the Board would like to entertain that. Mr. Epstein said he would be willing to take that on. Ms. deLaBruere said Beth Belflower stopped in with a very old set of leather bomber pants to donate to this. Ms. Belflower said the Airport can donate them downtown where they've got the aviation museum. She did not have the history, but they are beautiful leather pants that are fully fleece lined.

- XI. **CORRESPONDENCE** (Attachment #4): A letter was received from Republic Parking requesting an extension to current contract for the parking lot concession in order to amortize new, proposed equipment. Republic has offered to attend the August Board meeting to answer questions about their request. This will be an action item at the August Board meeting.

XII. **COMMITTEE REPORTS:**

A. **Wildlife Hazards Working Group:** None.

B. **Finance Committee:** Chair Joe Heuelsen said the Committee has not met but plans on holding a meeting in August to tackle the issue on the fund balance reserve. Ms. deLaBruere said it would probably be more toward the end of August. This will also allow people plenty of lead time to enable them to attend the meeting.

C. **Operations Committee:** None.

- XIII. **ASSEMBLY LIAISON COMMENTS:** Ms. deLaBruere said that Jerry Nankervis called earlier to apologize for not being able to make the meeting. He wanted to make sure that the Board knew of the appointments of the new Board Members – Mr. Myers, Mr. Mackey, and the reappointment of Mr. Epstein. He also wanted to make sure the Board knew about the appropriation of the \$1.9 million for the runway safety area that had been approved by the Board back in February but got held up in sequestration and was finally approved recently. The check will be cut Friday and mailed. This is for the FAA portion of the work that has to go through the Airport's hands to continue. There were a few items

AIRPORT BOARD MEETING

July 10, 2013

Page 9

that came up during the applicant interviews. They thought they were good ideas and wanted to make sure that they were at least passed on to the Board and to staff.

Mr. Nankervis asked Ms. deLaBruere to tell the Board that there was mention of sky caps at the Airport. With the number of people and baggage and problems on the front curb, perhaps a bid, an RFP or something like a concession should be done to have sky caps at least during the busy season. He also noted the idea of paid parking if people are in the restaurant eating food. This was something that can be discussed further with Republic Parking (RPS). RPS had mentioned something that was not just restaurant related but with buying things to help out with the concessions program in general. They would be more than happy if someone purchases so much food or goods in the airport that they would be allowed X amount of dollars free in parking. She told Mr. Nankervis that this would be brought to the Board and that staff would consider them as well.

XIV. **PUBLIC COMMENTS:** Tom Williams, Ward Air, asked if there had been any feedback relative to the parking rate increase. Ms. deLaBruere said she met with Republic Parking a few weeks earlier and they had someone here for the first few days of the rate increases and there have been no comments or complaints. It is running very smoothly. Chair Godkin said has there been an increase of illegal parking, etc.

XV. **BOARD MEMBER COMMENTS:**

A. Mr. Epstein said an e-mail was sent by Ms. deLaBruere about a restaurant complaint. He wondered if anything more was available. Ms. deLaBruere said Ella Rogers had responded to the gentleman.

Mr. Epstein asked about the leasing issues with the City Attorney. Will that come up before the Board? Ms. deLaBruere is trying to figure out what the Airport has done to be doing leases as it has for 20 years. The way that the ordinance is written is that the Airport Manager can enter into negotiations with tenants for leases and contracts, but the Board has to approve leases. Leases can be negotiated and terms can be decided, but then the final decision has to be made by the Board. She thought it had been handled once before, but she needs to look back at history. She said this issue is currently on hold. Mr. Swanson asked why this came up. Ms. deLaBruere said that there were a whole lot of leases that expired at the end of July, so Mr. Coleman was busy doing several leases. The Attorney said that this was a lot of leases and when she was going over and making sure the new template and everything was there, she started thinking back that this issue had not been resolved with who approves the leases. Ms. deLaBruere thought it had been resolved somehow. Mr. Swanson suggested putting this on the next meeting to pass whatever is needed to allow the Airport Manager to negotiate leases. He did not think the Board could approve every hangar lease or tie down lease. Ms. deLaBruere said that it may be as simple as a motion. She will work with the Ms. Sebens.

B. Mr. Heueisen said he thought the taxi situation at the airport is atrocious. He did not understand the system. Apparently some taxis will not pick up people for some

AIRPORT BOARD MEETING

July 10, 2013

Page 10

reason or other. He came out of the terminal building and there were two ladies who were not dressed appropriately for the weather. He suggested giving the two women a ride but they declined. He has had other people complain that if they weren't going to Douglas or Thane and make a nice long cab ride out of the trip, they would get a lot of static about a really short trip. Ms. deLaBruere said there is a sign that if people want to complain about that, there is someone set up to take the complaints. Taxi drivers are not to decline a ride unless a particular cab is flagged by someone, in other words, they were on a call out. Taxi drivers cannot deny anybody and the City wants to hear about it as it is illegal. The other thing she has talked to Shane Williams about is that they are more than happy to pick people up, even if they have to walk them across the street during bad weather.

Mr. Heueisen asked if there was anything with teeth regarding parking vehicles on the curb. Ms. deLaBruere spoke with JPD about this. The old ticket books can be used to give warnings only. The new state tickets can be used, but they have to be handed to the person. If it is a parking ticket, the officer has to wait for the driver to come out, ask for their ID and go through a little court right then and there. Then the ticket is handed to them. Until the City finalizes the last piece of the new tickets, including new citations, which will allow a ticket to be put on a car and left, plus the City Manager's Office has to appoint a person that will hear the parking tickets, then it will go back to the old way of doing parking tickets.

C. Chair Godkin said that one of the things Ms. deLaBruere was asked to do when she was hired was fill positions. He felt that this was being done and with great success in building her team from within and from without. The Board is looking forward to the gentleman coming from Michigan to be the Maintenance Superintendent. He also asked Ms. deLaBruere to express his thanks to Pam as she has been a great person to send texts and reminders. He thanked her for that correspondence and keeping him on a keel to deal with Airport stuff as he has his own thing to do all day.

XVI. **ANNOUNCEMENTS:** None.

XVII. **TIME AND PLACE OF NEXT MEETING:** The next regular Airport Board meeting will be held on August 14, 2013, at 6:00 p.m. in the Alaska Room.

XVIII. **ADJOURN:** *David Epstein moved, Ron Swanson seconded, to adjourn. The meeting adjourned by unanimous consent at 8:25 p.m.*