

MINUTES of  
AIRPORT BOARD MEETING  
January 8, 2019  
Alaska Room, 6:00 p.m.

I. **CALL TO ORDER:** Vice Chair Jerry Godkin called the meeting to order at 6:00 p.m.

II. **ROLL CALL:**

Members Present:

Dennis Bedford	Jerry Godkin	Chris Peloso
Al Clough	Dennis Harris*	Angela Rodell
		*via phone

Member Absent:

David Epstein

Staff/CBJ Present:

Patty Wahto, Airport Mgr.	Rob Edwardson, CBJ Assembly
Marc Cheatham, Dep. Airport Mgr.	Teresa Bowen, CBJ Law
Catherine Fritz, Airport Architect	Mark Fuelle, Fire Department
Scott Rinkenberger, Airport Sup't	

Public Present:

Kent Craford, Alaska Seaplanes	Megan Taylor, BRH
Mike Stedman, Alaska Seaplanes	Mike Wilson, Coastal Helicopters
Jeremy Millsaps, Wingnut Aviation	Tom Williams, Ward Air/Self
Charlie Williams, Juneau Chamber of Commerce	

III. **APPROVAL OF MINUTES:** *Angela Rodell moved approval of the minutes of the December 11, 2018, Board meeting. The motion passed by unanimous consent.*

IV. **APPROVAL OF AGENDA:** *Angela Rodell moved to approve the agenda. The motion passed by unanimous consent.*

V. **PUBLIC PARTICIPATION ON NON-AGENDA ITEMS:** None.

VI. **UNFINISHED BUSINESS:**

A. **Terminal Reconstruction Schematic Overview:** Airport Architect Catherine Fritz reported that Kris Ritter plotted out the first and second floor plans as sent from the Design Team. This is on track for what has previously been discussed, but just more developed. At the last review meeting, there was a significant amount of discussion about the stair configuration. The configuration is both an escalator/elevator that would be seen when entering the lobby. When at the top of the stairs, people will be at the head of the TSA (Transportation Security Administration) checkpoint line. There is a possible advantage of hanging on to the high ceiling in the old dining room. The overall size

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remains the same – 37,000 square feet of total affected area. The new building will be 35,000 square feet. The process is that the design is with a cost estimator. It is hoped to have the cost estimate by the end of the week. On January 23 and 24, the design team will be in Juneau for an all-day review. There will be a half-day meeting on the 23<sup>rd</sup> and an all-day meeting on the 24<sup>th</sup> to review and coordinate the variety of issues between the consultants. This will be a very technical type of meeting. Of course, anyone is welcome.

The surveyors are on site to lay out the lot lines for the proposed lease lots north of the building. They are currently doing the drafting work. It is expected to have the lot layouts within the next few days. Alaska Seaplanes has expressed interest in the first lot to the north of the terminal. A general overall review will be done for consistency with the Airport Leasing Policy and with other access issues that the Airport might want to consider for the other lots in the future. This will give staff the tool needed to go the next steps in a lease for the adjacent land and then consider anyone else who might want to be considered for the new lots that will be created. By February's Board meeting, a more detailed update should be available.

Ms. Fritz said three meetings were held with the Juneau Commission on Sustainability (JCOS) regarding LEED (Leadership in Energy and Environmental Design) in late November and early December. An ordinance was adopted by Juneau to use the LEED certification program to demonstrate high-performance buildings or demonstrate that efforts have been made to make a good quality building that meets certain energy standards. In that ordinance, there is an exception that allows a project to be excepted from that standard if it meets a certain criteria and is mainly based on finance costs of the LEED elements, but it requires that the Juneau Commission on Sustainability be consulted for their recommendations or that they weigh in on the decision of that project to be excepted. The ultimate decision is made by the Assembly with input from the City Manager. Staff went to JCOS to demonstrate that based on the building that has been built, all of the lessons learned from the high standards that have been used, it would not be cost effective to do a LEED certification program, especially it would not give anything additional that would be valuable and could have a very significant cost associated with it. JCOS asked staff to reconsider the arguments being used toward the application of the exception.

Staff agreed to start the process so that there could be more tangible dollar amounts. This means the Airport needs to go to the design team and request a proposal of what it will cost to do some initial LEED criteria and development assessment and what impacts it will have to the project's design schedule at this point. This may mean the project will have to be paused and back up on some things because there are some initial modeling requirements, so that it is known what is being started with before you make all of the improvements and then something can be measured. The design team is currently preparing that fee estimate. They believe this can be discussed by the time they are here for the January 23/24 meeting.

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There is a lot of difficulty and complexity to how the initial application for LEED certification would go and what value it might offer the project. The consultants are trying to get their head around how this project can be started. Ms. Fritz said that Mrs. Wahto would want to bring this forward and say, “This is the financial impact provided,” and either add to them, subtract from them and continue on with the figures. The decision can be made of whether to work with the JCOS or try to go directly to the Assembly to apply the exception in the ordinance. F&W Construction reported that the cost was about 15% of a project they did in Anchorage. Ms. Fritz took that information and other pieces of financial costs that were part of the Valley Library here in Juneau and applied them to the memo in which she described what she felt the cost would be to this project. That estimate was around \$1.2M.

Ms. Fritz said she and Mrs. Wahto have discussed LEED certification extensively; while the Airport wants to be a team player, they believe they are leaders in the community of high performance buildings and using energy in a productive, renewable and in a way that makes sense for the community. They do not believe that LEED certification (if they are able to attain it given the cost, because it could kill the project if the dollar impact is really that much) offers any benefit that has been gained by the Library project and several schools. She is not aware of any analysis that because they got LEED certification they were able to get “X”.

Board Member Angela Rodell said that under the LEED certification, there is a sense that if you present value the long-term energy savings (the annual cost of energy that the building consumes) that the LEED certification there is a sense that there would be savings over time. In other communities, there is a value added to the resaleability to those buildings, but that doesn’t apply in this case. There is value to the LEED in the sense that in theory it is supposed to generate cost savings on your annual energy bills each year. She said that she wanted everyone to recognize the value is that gained over the life of the building, not immediately, as a result of that certification. Mrs. Wahto agreed. One part of this is getting people to realize where the base is – instead of just paying bills, know what the costs are now and where they are after the energy savings are applied. It is the tracking mechanism within it, as well as the improvements. Some of the other parts – like recycling, which does not occur here – can be very costly and staff does not see that as a benefit.

Ms. Fritz said it is not that the LEED certification does that in itself and it is not that you can’t do that without LEED certification. In fact, in the first phase of the work, staff has demonstrated a savings of over \$100,000 a year by doing the improvements that were done. Staff knows that life-cycle costing is a critical part of everything that is done. It has been staff’s belief that the important things are being done to not only show a cost savings, but to show a better energy consumption footprint in this building and by using technologies that are available in new and better ways. Staff continues to strive for more energy cost reductions without necessarily pursuing LEED.

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This project is scheduled for a City project review later this month in which LEED is indirectly tied. A City project review is also required through ordinance. A sign has been posted on the north end of the building saying that January 22, the Planning Commission will be hearing the City project review. They will be hearing it for consistency with two comprehensive plan items that have been identified. The first is the historic resources and the fact that old structures are being torn down. An extensive process has been gone through with the FAA (Federal Aviation Administration), which included the Historic Resources Committee of CBJ (City & Borough of Juneau), with native tribe input to take the old '48, '57 and '72 buildings down. This process is done and documented. The second item was the LEED certification. Even though the Planning Commission does not have a specific role in whether or not the Airport can apply the exemption, it is part of Title 49. So it may come up on the 22<sup>nd</sup>.

### VII. NEW BUSINESS:

A. **Land Lease Term Approval.** Mrs. Wahto said the Leasing Policy allows for the Airport Manager to negotiate a lease term based on a term not to exceed 35 years dependent on a tenant's improvement costs. In Alaska Seaplanes' request for a lot from 20,000 to 24,000 square feet of property and the building they are currently designing, the cost will be well in excess of \$575,000, which is the minimum listed for a 35-year lease. As done before, any lease term in excess of 35 years requires Airport Board approval. At this time, approval is requested for a 40-year lease.

Kent Craford, co-owner of Alaska Seaplanes, said they have been working on this for about a year and a half. They have known for a long time that the current north terminal air taxi facilities are outdated and inadequate. They were very supportive of the 2012 voter-approved appropriation of \$6 million to fund renovation of the North Terminal. Fast forward a few years, they were disappointed to find out that that amount would fall short and the current facility could not be replaced. Then came a pivot and he thought the Airport had a great idea to explore a way to leverage the money with private investment to try to replace the facility, meet the needs of the traveling public in Southeast and make whole the current tenants and facility, but also allow room for some growth and expansion. After a year of several public meetings before the Board and Board Committees, they feel pretty good about where they have landed. He felt it was a win, win, win for the Airport in trying to get people off of the curb and keep things moving on Shell Simmons Drive. It is a win for the current tenants that are made whole and did not necessarily have to put up any new dollars. There are counter spaces designated for Island Air, Harris and Alaska Seaplanes. So all of the current tenants in the current North Terminal tenants are provided space in this plan and it also allows Seaplanes to build its own space to meet their larger group of passenger needs and for cargo/development into the future.

They very much appreciate the process the staff has gone through, and the time that everyone has spent on it. They have developed a pretty good open, good fair working

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relationship with Airport staff. There has been a lot of back and forth in a public fashion with all sorts of stakeholders. There has been some push and pull. They have made some compromises, but ultimately, they feel it is time to move forward. There needs to be adequate space that meets contemporary expectations. They flew 75,000 passengers and the freight continues to grow. Plans need to be made for the future. They are ready to step up with their own dollars to help do that. They asked for the Airport's support and approval of the lease. He handed out an attachment (Attachment #4) from the June Board packets that included letters of support from the communities that they serve.

Mike Stedman, co-owner of Alaska Seaplanes, said he supports this lease. In coming from a historical standpoint, he has worked in the North Terminal for over 30 years. He said we live in a rainforest and if you don't have a roof over your head, you're going to get wet. Over the years, he has seen five-gallon buckets throughout the lobby, toilets that overflow, doors that don't work, heat – in some offices there is no heat and in others there is more than you can bare. It is time to make this state capital have a nice terminal for passengers that come from throughout Southeast, Seattle, Anchorage and everywhere that pass through the North Terminal. It is kind of an embarrassment for people to see what we have, especially when there are buckets on the floor collecting rain water. It's pretty bad. He hoped that the Board sees to it that this lease is passed so they can move on and provide a facility that is something a state capital should have.

Tom Williams, representing himself and not his employer or anybody that works with him, commended Alaska Seaplanes for putting forth a proposal to build new facilities. He had no objection to that and no objection to a 40-year lease for their investment. He said that was wholly appropriate; if someone invests that much, they ought to get a 40-year lease. He does not support the actual location of the leases. He said if Alaska Airlines wanted to build a cargo facility immediately adjacent to this end of the terminal so that that end of the terminal (the 121 terminal) could not be expanded, he doubted the Board would approve that. Unfortunately, that is where this lease is located. He expected the Board would approve the request. He said that while he hoped to get this resolved at the local level and to get a better alternative that would allow Seaplanes to develop a cargo and mail facility proximate to the airport, but not immediately adjacent to the terminal as was presented last summer. It would meet a lot of their needs, but not be ideal for them, but would still protect the long-term interest of the airport.

Mr. Williams said that in the public interest, should the Board approve this, he will be filing a Section 13.1 complaint with the FAA related to this process and the plan as contrary to Section 22 of the Grant Assurances, plus based on his latest review of the Airport Master Plan that was recently approved, it is inconsistent with the Master Plan and the Airport Layout Plan. He was at the meeting to tell the Board that this is what he intends to do. He said this may be a quick review as he did not know what the groundwork has been. He intends to do that. In accordance with that, he recommended the Board, should they move forward, in any agreement that is signed in anticipation of

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the lease – he understood where Seaplanes is coming from as he would want a similar agreement prior to the lease, even though it is nearly two years prior to when they will begin construction – that they put in the agreement that the agreement is null and void should the FAA conclude with his point of view that it is inconsistent with Section 22 of the Grant Assurances Act. This will give the City an out and does not obligate themselves to the point where Seaplanes comes back and says, “Wait a minute, you signed an agreement ... you’ve got to move ahead on this.” He was suggesting the Airport have an out in the event that the FAA after an informal or formal complaint agrees with his complaint.

Charlie Williams, President-Elect and Board Member of the Juneau Chamber of Commerce, was here to encourage and support the Board in making decisions that keep the North Terminal renovation on track. The Chamber has supported this project, first in a letter dated October 9, 2017, and again in a letter dated May 10, 2018. Since the first comments made in 2017, there has been additional planning, public hearings and user negotiations that have resulted in a revised plan that will allow this budget to move forward. As stated in their May letter, they support a public/private solution and while the details, terms and conditions of any such transaction are up to the Board, they saw this as an appropriate mechanism to get the project done. They will continue to urge the Board to take action at each juncture of this project so that the North Terminal becomes a reality. As the regional hub for many Southeast travelers, as well as being Alaska’s capital city, he thought a remodeled terminal that addresses years of deferred maintenance and meeting the growing needs of the local air carriers is a necessary step. He urged the Board to take affirmative action on the matter before them this evening.

*Angela Rodell moved that the Board approve a lease term of 40 years for Alaska Seaplane Services cargo and passenger support services facility, for a new lease located north of the main terminal area (approximately 20,000 square foot parcel).*

Board Member Al Clough asked the Airport Manager to speak to the issues on the Grant Assurance and Master Plan. Mrs. Wahto said Section 22 of the Grant Assurances is land compatibility use. The Airport just received a letter this afternoon from a two-year old inspection on the Airport in which they found a few items such as the location of the Fire Hall and not collecting proper fees for things like the Fire Hall or Wildlife Services hangar. As far as the land compatibility use and being aviation purposes and matching up with the Master Plan, the Master Plan calls for the terminal to actually extend to the east end as the Airport grows. Land can be leased along the perimeter fence. It makes sense to put in public access along that fence.

As far as where staff has gone with the terminal as far as public service facilities, this is a combination. As you go to the north and wrap around, you get into more and more cargo with FedEx and wrap towards Alaska Airlines. She did not see that it was incompatible with the FAA. The plans have been presented to the FAA on where staff is going with

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this. It can certainly be done again. She did not foresee that there are issues as far as the Master Plan is considered. Board Member Chris Peloso asked if there is a back-up plan if the FAA comes back and disagrees with the Airport, is the Airport looking at some liability. Mrs. Wahto said the leases address items that are not compatible with local, state and federal law. They are held up throughout the lease. Again, a plan compatibility compliance review is gone through. If they find something, the Airport would have to rectify it. The leases are held to those same laws.

Board Member Angela Rodell asked if the lease had been negotiated. Mrs. Wahto said there is a draft lease that has been out there for quite a while. It will be fine-tuned with the right lease term and then gathering the points of how large the lot will be. The surveyors are currently marking the lease lots. The timing of the lease will be commensurate with the timing of construction. They want to make sure it is secure, but part of the old terminal is still sitting on a portion of that survey. Mrs. Wahto said there are provisions throughout the leases. She assumed there would be a bank involved for collateral assignment as a lot of leases have that, there is a guarantee that something will happen or things fall back to the City or to the bank or someone. There is always a fall back and it is always to aviation purposes.

Ms. Rodell asked if there were provisions in the lease for Alaska Seaplanes that if it was no longer viable for them as this is talking about a long-term business plan. She wanted to make sure this was a firm commitment and the City has rights to recapture it and lease it out to someone else for aviation purposes. Mrs. Wahto replied there are several provisions and there is always the right to cure first. If something were to happen, and it is the same throughout all of the leases, there is a right to cure, to sell off, to do something to make it whole again, but the Airport is in the mix. *The motion passed by unanimous consent.*

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

1. Airport Fund Balance (AFB) and Capital Revolving Account (CIP) Balances (Attachment #1): A request was made to make sure that the Airport Fund Balance and Capital Improvement Balance were not just on the website but also made part of the regular agenda. You will see the Airport Fund Balance includes the \$380,000 as an encumbrance for the Exit Lane Security System. This was approved by the Assembly.

2. State of Alaska Occupational Safety and Health (AKOSH) Notice of Violation Letter: As reported in December, the AKOSH inspection notice of violation was received. It included 16 violations, 11 of which had associated fines of \$34,000. An informal conference was held with Risk Management and AKOSH to go over the items. All of the items had been abated by the deadline with the exception of one item – fall protection training. The Airport requested an extension as it wants to get a full plan in place and will be using a division of AKOSH called the Consultation and Training Department to go over that plan so it is done right. They have extended that date through

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at least May 31. This is a very busy office with not enough employees, but the Airport will be working with them.

The \$34,000 fine will stand, but being a public entity, the Airport has the provision of being able to use that money towards safety items. As the Compliance Officer stated, Juneau has taken the high road on this and has elected to use that money in that way. Staff had a preliminary meeting with Risk Management to go over a few items. A list will be compiled that will come up to at least \$34,000 of items that can be used around the airport to improve health and safety. A couple of examples are: as there is no water to the new sand and chemical building – have a safety station including a portable eye wash and first aid kit, which would be a way to use that money. More ideas are being worked on. A preliminary list will be submitted to AKOSH.

3. Transportation Network Companies (TNC) Agreements/Collections. Agreements with Lyft and Uber are in place. Lyft has been in place for a few months. A fee of \$1.50 for each passenger picked up and dropped off. In October, we received \$133 and in November, we received \$115. It may go up a bit in the summer months. The State has not started collecting yet at the State airports, but they are close to it. This puts the cabs/taxis on an even playing field.

4. CBJ Leadership Team Retreat: Mrs. Wahto participated in a day-long leadership team meeting on December 18. It included a variety of issues, but mostly looking at Assembly goals, budget and department summaries. It was getting to know where everyone one was at.

5. Hot Topics: This was an IOU from last month. It gives a summary of an ongoing list. Mrs. Wahto didn't want to duplicate too many items in the Engineer and Architect reports. After it was published, Mrs. Wahto found more items. A couple of things that were not listed on the agenda were:

- Title 49 Jordan Creek ongoing issues, as well the cleanup with the Watershed Committee
- The ARFF (Aircraft Rescue & Fire Fighting) foam testing
- The 1% for Art: Two of the six members went before the Assembly Human Resources Committee and then to the Assembly for approval. The full list is now available: Mrs. Wahto, Dennis Harris (Board), Lauralye Miko and Rachelle Bonnett (JACC), and the Assembly appointed Glenn Ojard and Rhonda Guest.
- The letter for Compliance and Land Use has been received from the FAA inspection done a little over two years ago.
- The badging system update may not be as long as earlier believed, but staff is still awaiting information from Millennium to make sure everything will be matching up with the system and that there will not be an extended downtime. It is expected that this will occur in late January to early February. Deputy



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Airport Manager Marc Cheatham said the Millennium system is not located in the United States. The database needs to be sent to them. They format it, put our entire database in it and send it back to us. We train on it and then it is sent back for any updates that we might have or changes. Mr. Cheatham said if the Airport has to go live, it will do so using both the new and old systems. Changes will be tracked and input any new work into the new database. The downtime is expected to be no more than a day.

- The Legislative reception is January 16, 5:00 p.m. in Centennial Hall.
- Along with the reception, the D.C. Lobbyist Katie Kachel will be in town and Mrs. Wahto will meet with her in the morning upon her arrival.
- The elevator is working.

6. Airport Engineer Report (Attachment #4): Mrs. Wahto reported the RSA (Runway Safety Area) Expansion Phase IIC is on winter shutdown. However, it is moving forward with the Allowable Use for the batch plant.

The Float Pond was shut down on December 1 on schedule. It has been a consistent dewatering. It is expected this project will be done in May. The plan is to have it back as a pond by the end of April. Then there are components that can be dropped in when it arrives in May.

Taxiway A Rehab and Taxiway E Realignment Design were at 65%. A lot of comments and a few items from the FAA were incorporated. A good phone call occurred with the FAA Planner and Engineer. Some of the question was the interchange between some work that seemed like it was a link between the terminal and some of the other projects, including Taxiway A. The comments all went in. The FAA would like to see this bid earlier if possible. Mr. Greene and Mr. Nichols are both working on this to try to move it up a little bit. The FAA felt that money (both entitlement and discretionary) could be received earlier. This was also discussed in combination with the Delta 1 Relocation. These projects have always been discussed as a put-together project. It was separated out because of different pots of money within the FAA. They are now saying to bid it all together and they can figure out which pot of money it comes out of from the estimates.

The Airport is still work with FedEx for their expansion. A surveyor came in as they are looking to expand their facility closer to the shop. They have a need for more space. Hopefully they can start some expansion over there.

Parking lot repairs will be looked at when the weather allows.

7. Airport Architect Report (Attachment #5): Airport Architect Catherine Fritz reported staff continues to work on punch list items on the SREF (Snow Removal Equipment Facility), but it is getting close to being totally done. Meanwhile, it is operating very well and everyone is pleased with the use of both the wash bay and having

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the equipment bay ready for winter operations. Dawson has begun mobilizing and are getting ready to start construction on the sand and chemical building. The first construction progress meeting will be held tomorrow. Their schedule calls for working through the winter.

The Terminal Reconstruction Project temporary relocation plan for staff and tenants will be pretty tricky, but staff has been looking at some of those options. When the consultant team is here at the end of the month, staff will be able to verify their assumptions that this area can stay whole so that someone can be in it. Those assumptions will be verified before the next step. Tenants are being notified. Rotary has been notified that they will need to vacate the Alaska Room during construction. When construction is done, it will revert back to the meeting room. Staff is also exploring where to hold Board meetings and all those types of things. There will be a plan.

The 1% Panel was appointed last night. She reviewed the process. The first thing will be a call for artists that is offered to the public. The call of artists deals with the scope and opportunities for art that might be in the project. This means the Airport will draft the scope. The Panel will have its first review of the draft scope of that call for artists. This is where it will say the possibility opportunities for art in the building. It may be the floors, signs, etc. The ideas will be fleshed out with the art panel; it is just a list of the kinds of things the Panel is interested in. The Panel will also talk about the evaluation criteria – what the artists will be graded on so that the artists know what they are responding to. That solicitation goes throughout the state – to a standard list of people that get this type of solicitation. People will also find out about it through the Arts Council and other groups. There will be certain criteria that they will have to provide – often it is not only a resume of what artwork they do, but also an idea or what they are proposing for the Airport. Maybe it is a model, sketch or video of what they believe might be appropriate for the building. When those are received, the Art Panel will use the evaluation criteria to evaluate the proposals. They will meet to discuss the proposals. They may interview or ask for more samples of work or more ideas and from there they will recommend one or more pieces depending on the budget and the opportunities that are seen for the art. Ultimately, it will go to the Assembly for approval. This will take several months. It is being started now because staff wants to make sure that there is an opportunity for art to be integrated into the architecture. She thought that somewhere between January and July, everything should be complete in terms of the selection so they should know what kind of art has been incorporated by July.

The Airport is in the final stages of the Passenger Boarding Bridge Project. It is being used by Alaska Airlines. Everyone really appreciates the new bridge and it is working well.

Staff has had meetings with Alaska Airlines, TSA, and Airport staff to go through some scenarios and the protocol for dealing with an elevator outage. Once it is written and

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reviewed by everyone, it will be sent to Delta to see if they can do something similar or maintain that same protocol. It will be available if the elevator goes down for an afternoon or it goes down permanently. There will be a solution on the books and everyone will know what to do. CCFR will be added to the review list.

VIII. **CORRESPONDENCE**: None.

IX. **COMMITTEE REPORTS**:

A. **Finance Committee**: Committee Chair Angela Rodell reported there was no Finance Committee report.

B. **Operations Committee**: Committee Chair Al Clough reported the same.

X. **ASSEMBLY LIAISON COMMENTS**: Rob Edwardson, CBJ Assembly Liaison, reported the Assembly will be doing interviews for the soon-to-be-vacant seat for Assembly Member Kiehl on Thursday evening. There are seven applicants and they will all be interviewed and voting as an Assembly on the 14<sup>th</sup> after the Committee of the Whole meeting.

XI. **PUBLIC PARTICIPATION ON NON-AGENDA ITEMS**: None.

XII. **BOARD MEMBER COMMENTS**:

A. Angela Rodell thanked Mrs. Wahto for including the Capital Revolving Account and Fund Balance reports as she thought it was very helpful to keep that in perspective as to where they are as they go along through the year. She will be out of the country on Permanent Fund business on February 12. The time difference should allow her to call in, but in case she does not call in that will be why.

B. Dennis Harris thanked Mrs. Wahto for the bullet list as it is very helpful and for incorporating the spreadsheets, as they are very helpful.

XIII. **ANNOUNCEMENTS**: None

XIV. **TIME AND PLACE OF NEXT MEETING**: The next regular Airport Board meeting will be held on February 12, 2019, at 6:00 p.m. in the Alaska Room.

XV. **EXECUTIVE SESSION**: None.

XVI. **ADJOURN**: *Angela Rodell moved to adjourn. The meeting adjourned by unanimous consent at 7:06 p.m.*