

AIRPORT BOARD
AGENDA
6:00 P.M., TUESDAY, SEPTEMBER 11, 2018
ALASKA ROOM

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES: Regular Monthly Meeting of August 14, 2018

IV. APPROVAL OF AGENDA

V. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

VI. UNFINISHED BUSINESS

A. **Airport Sustainability Master Plan.** The Airport Sustainability Master Plan was advertised for public comment from March 23 through May 18, 2018. While there were no public comments received during that time, the CBJ Assembly made comments with regard to the Capital Improvement Project (CIP) schedule for the Financial Implementation Analysis and the local funding at a joint Assembly/Airport Committee of the Whole meeting on March 7, 2018. The Federal Aviation Administration (FAA) also had minor/administrative comments on the Airport Layout Plan (ALP) portion of the document including the addition of the Aeronautical Study Number assigned to the review and a change to the forecast section to clarify the difference between the passenger forecast and the Aviation Forecast. Those comments have been incorporated into the document. The FAA approved the Aviation Forecast on August 9, 2018, and has completed their final review. The final draft of the Airport Sustainability Master Plan can be found at: <https://cdn.juneau.org/wp-content/uploads/2018/08/Full-Document.pdf>

This has been a three-year plus process with AECOM, prime consultant, and their subconsultants, as well as a lot of staff time, especially our Airport Engineer Ken Nichols, who managed this project through fruition. Huge thanks to all who worked on this document that will take us through the next 20 years.

Board Motion: *Approve the Airport Sustainability Master Plan, as detailed online at <https://cdn.juneau.org/wp-content/uploads/2018/08/Full-Document.pdf>, and forward to the CBJ Assembly for final adoption.*

VII. NEW BUSINESS

A. **Aircraft Rescue and Fire Fighting (ARFF) Foam Test Instrument** (Attachment #1). Capital City Fire/Rescue (CCFR), Asst. Chief, Ed Quinto, has explored options to test ARFF foam, as required by the FAA, which is both environmentally safe and fiscally responsible for the Airport. A foam test instrument would reduce the amount foam to be tested to a minimum. The attached letter/quote is from one of the two manufacturers of this instrument.

The purchase cost (\$30,784) of the instrument and additional apparatus parts for two apparatus would replace the cost of buying Class B foam for the next 2 years (FY 19-20). Normally, the foam is completely discharged from the apparatus during the mandatory testing. The foam cost is \$19,700/year. The cost of the foam test equipment would save \$4,308 by the second year (FY20). Thereafter, the testing equipment would only use 3-5 50-lb. buckets at \$85.50 per bucket/annually for FAA testing at a maximum cost of \$427, rather than \$19,700/year. Foam would still have to be purchased periodically to rotate stock and replace foam stored ready in the apparatus.

Another reason to purchase the testing equipment is the Alaska Department of Conservation (ADEC) and the general public consensus is that the discharging of foam for training is bad for the environment. While the foam used at JNU still meets the FAA requirements for discharge, many states are starting to limit the use of foam. The test equipment would limit the discharge into the environment. Currently, ARFF estimates a discharge of 400 gallons of foam per apparatus twice a year or 800 gallons/annually. ADEC is looking at limiting the use of training with foam. JNU would be proactive in not using foam for testing or training on open ground. Foam may still be used at the training center since it goes into a pit that eventually gets treated.

If approved by the Board, CCFR will work with the City Purchasing Department to either ride another government bid or get a second quote from the other manufacturer for comparison. The Airport sees this test equipment as a win-win for the budget and environment that will eventually pay for itself. The budget would allow for more than half of the cost to be absorbed in the FY19 budget and the remainder through FY20 budget savings.

Board Motion: *Approve the purchase of Aircraft Rescue and Fire Fighting foam tester instrument through current FY19 budget at a cost not-to-exceed \$30,800.*

B. Airfield Equipment Operator Class Title Change for On-call Operators. During the Fall and Winter, the Airport hires five full-time seasonal airfield equipment operators, as well on-call equipment operators. The ‘seasonal’ employees are brought on for the full winter season (mid-October through March). The Airport also hires ‘on-call’ (technically called short-term temporary) to assist only as-needed during snow/ice events. These positions are in the Airport Staffing Schedule and in the Airport’s budget. The Airport, through Human Resources’ (HR) guidance, is requesting a change to the class title of these on-call employees since these positions do not fit within the definition of short-term temporary help. Therefore, we need to establish Permanent Part-time Limited (PTL) positions. These positions can be used on an on-call basis, just as we have done with the short-term temporary positions in past seasons but will no longer need to be reestablished every year. However, HR rules require Airport Board approval of this class title change, regardless of the net zero impact to the budget.

Board Motion: *Approve the Class Title change of Short-Term Temporary Equipment Operator positions, to Permanent Part-Time Limited Equipment Operator positions in the Airport Staffing schedule with no change to the Airport’s budget.*

C. Airport Manager's Report:

1. 2017 Preliminary Enplanement Numbers. The Airport has received its preliminary 2017 enplanement figures. The numbers are slightly up again, for a new high of 422,266 (subject to final FAA approval). This represents another increase of approximately 0.5% over 2016.

2. Security Badge Expiration Date Change. The Transportation Security Administration has indicated that they would prefer to have the exact expiration date on airport-issued security badges (Exp: 09/11/18), rather than our current expiration date on the badge of simply the month/year (Exp: 09/18). This resulted from a couple of studies to see if badge-holders could correctly challenge other badge-holders and verify the badge was or was not expired. From the findings of these studies, there was some confusion on the expiration and how to correctly challenge to ensure the badge was not expired. The Airport will be implementing this change to help increase badge expiration transparency and challenge procedures starting October 1, 2018, and phase-in as badges come up for renewal.

3. Annual Emergency Table Top Exercise. The Airport will be conducting its annual Emergency Table Top Exercise on Thursday, September 20, 2018, starting at 9:00 a.m. in the Alaska Room. This is a requirement for the Airport's certification as a Part 139 certificated airport. Emergency exercises are required annually with every third year being a live 'wheels rolling' exercise. 2019 will mark our next live drill which has tentatively been set for July 20, 2019.

4. Aircraft Rescue and Fire Fighting (ARFF) Truck (Red Prudhoe Bay truck) Follow-up. The Airport met with CCFR Assistant Chief Quinto to get an update on the British Petroleum donated Prudhoe Bay ARFF truck. CCFR mechanic has not had time to do a thorough inspection, but some items have been changed out (battery, alternator). At this time, the truck tires are in new condition and can be used on Engine A-1, as well as parts and save money on tires for a couple years. More importantly, the truck is not technically in-service for ARFF which means that it is ideal to use as a training truck. The other in-service trucks cannot be used for training by non-ARFF qualified firefighters. At some point in time, CCFR will dispose of it, but it serves a purpose now and is parked in the new Snow Removal Equipment Facility.

5. Airport Fund Balance/Capital Revolving Account Summary. At the August 14, 2018, Airport Board meeting, the Board requested that a summary of the accounts (Airport Fund Balance and Capital Revolving Accounts) that the Airport uses to forward fund projects and project matches be posted for the public to review. This would also provide a quick snapshot of what is available for Airport use and what is still owed. The latest (August 2018) spreadsheets have now been posted on the Airport website under Airport Business, Documents & Forms, General Airport Operations Documents; or direct links:

Fund Balance: <https://cdn.juneau.org/wp-content/uploads/2018/08/AFB-Account-Balance-Aug-2018.pdf>

CIP Revolving Account: <https://cdn.juneau.org/wp-content/uploads/2018/08/CIP-Revolving-Account-Balance-Aug-2018.pdf>

6. Title 49 Changes – Jordan Creek Clean-up Follow-up. We have been told that the updates for Title 49 for the stream ordinance will be before the Planning Commission Title 49 Committee on September 17. It will then move to CBJ Law and then to the Planning Commission. The actual timing for final implementation is still unknown.

7. Runway Repairs/Painting. The airfield painting is later than normal (due to contractor schedule), but finally underway. We are also trying to coordinate the runway painting with the runway repairs (post-June 20 aircraft incident). We hope to complete the runway painting once the runway grooving is completed next week. We hope to change the timing in the paint contract so that the runway and taxiway painting is completed earlier in the season. The pavement repairs were completed in one evening.

8. Airport Engineer Report (Attachment #2)

9. Airport Architect Report (Attachment #3)

VIII. CORRESPONDENCE:

IX. COMMITTEE REPORTS

A. **Finance Committee:**

B. **Operations Committee:**

X. ASSEMBLY LIAISON

XI. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

XII. BOARD MEMBER COMMENTS

XIII. ANNOUNCEMENTS

XIV. TIME AND PLACE OF NEXT MEETING:

A. Airport Board, 6:00 p.m., October 9, 2018, Alaska Room

XV. EXECUTIVE SESSION

XVI. ADJOURN