

MINUTES of
AIRPORT BOARD MEETING
November 13, 2018
Alaska Room, 6:00 p.m.

I. **CALL TO ORDER:** Chair David Epstein called the meeting to order at 6:00 p.m.

II. **ROLL CALL:**

Members Present:

Dennis Bedford
Al Clough

David Epstein
Jerry Godkin

Dennis Harris
Chris Peloso

Member Absent:

Angela Rodell

Staff/CBJ Present:

Patty Wahto, Airport Mgr.
Marc Cheatham, Dep. Airport Mgr.
Catherine Fritz, Airport Architect

Scott Rinkenberger, Airport Sup't
Mike Greene, Airport Project Mgr.
Mark Fuelle, Fire Department

Public Present:

Mike Stedman, Alaska Seaplanes
Megan Taylor, Public

Jeremy Millsaps, Tenant
Tony Yorba, Jensen Yorba Lott

III. **APPROVAL OF MINUTES:** *Jerry Godkin moved approval of the minutes of the October 9, 2018, meeting. The motion passed by unanimous consent.*

IV. **APPROVAL OF AGENDA:** *Al Clough moved approval of the agenda as published for the meeting tonight. The motion passed by unanimous consent.*

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

VI. **PRESENTATION ON AIRFIELD WINTER OPERATIONS AND OUTLOOK:**

Airport Superintendent Scott Rinkenberger reported the entire space the Airfield Maintenance crew is responsible for equals just over eight million square feet. The runway and taxiways are the primary areas. Last year 77.38 inches of snow fell, which is just over a foot more than the prior winter, which equates to 51.8 million cubic feet that was plowed, swept or removed. The average weight of the snowfall based on moisture content was almost 19.4 pounds per cubic foot, which equates to 502,600 tons. The Airfield crew is just under 20 people.

The National Oceanic and Atmospheric Administration (NOAA) is predicting an El Nino event across North America this year. El Nino is a recurring weather pattern that affects the jet stream based on the central and eastern equatorial Pacific waters. With the jet streams, there are also changes in weather patterns. The Climate Prediction Center is

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modeling that there will be a 70-75% chance for the remainder of this year and next year of a wetter, warmer winter. It cannot be predicted if it will be more rain or snow, but more precipitation is expected. The Northern Pacific and the Bering Seas are very hot, according to climatology.

This may cause a lot of problems for the Airport for the winter with regards to Southeast Alaska. This area is in a drought condition, which impacts salmon habitat and hydroelectric reliability. Hopefully the increased precipitation will solve itself by spring. The summer had above average temperatures and above average ambient sunlight. There are predicted strong Gulf of Alaska pressure zones. Low pressure rotates counter-clockwise and high pressure rotates clockwise, which will basically push the jet stream down and around us and create the warmer than average temperatures.

The Airport is obligated to use the Takeoff and Landing Performance Assessments (TAPLA), which is used to determine the safety of the runway based on the contaminants and their depths, as opposed to the subjective friction measurements alone. This is runway assessments using the runway condition assessment matrix and ultimately issuing FICON (Field Condition) NOTAMs (Notice to Airmen) to determine the length of the runway they need to safely stop or reject the takeoff or landing on the runway. This is a pretty interesting process. The staff spends almost a complete day in training for assessing the runway, because ultimately this is one of the most important factors and requirements of the Airport during the winter operations.

There are three priorities for snow removal. The first is the runway, a small section of taxiway and ramp entrance and the fire station. Priority two is the taxiway and all of the adjacent ramps. Priority three is everything else – the hangar areas, the outside terminal loop area and all of the ancillary roads. The day-shift generally concentrates mainly on the GA (general aviation) areas and the main terminal ramp. The night-shift primarily focuses on the National Guard, four medevacs and the primary entrance for the 121 carriers. This is an adjustable routine.

After it gets done snowing, it is time to find a place where to store it. As there is a lot of construction ongoing at the airport, the Airfield Maintenance staff will dump the snow on the float pond road and blow it into the float pond. Contaminated snow (if the runway is not bare and dry, it is contaminated (including snow)) cannot be blown off of the runway into the wetlands, Jordan Creek, or Duck Creek, which are all protected fish habitat. Urea is no longer used for deicing. The Airport uses a chemical called New Deal, which is more biodegradable than the urea. A lot of other airports in Southeast already use New Deal. It is more prone to evaporation, but there have been hold-over times greater than 15 hours. Due to the fact that it is sodium based, there are no restrictions in the Storm Water Pollution Protection Plan (SWPPP) for the Airport.

All snow removal equipment is up and running. It is ready and standing by the for the next winter storm. The winter brooms are past their useful life; three brand new

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plow/broom combos are expected at the end of February. Materials and chemicals are received and ready for use.

There are three shifts during the winter: 5 a.m. to 3 p.m.; 8 a.m. to 5 p.m. and 5 p.m. to 3 a.m. If there is a winter storm event, the morning shift works until 5 p.m. The night-shift continues all the way until 5 a.m., when it is replaced by the morning shift.

VII. **UNFINISHED BUSINESS:**

A. **Finance Committee Report/Updates:** Airport Manager Patty Wahto said the Finance Committee met. There were some updates to the fund balances, the Capital Improvement Program (CIP), and a few items that are up for repairs discussed at the last meeting were considered.

1. Airport Fund Balance (AFB) & Capital Revolving Account (CRA) Balance. The Airport Fund Balance has a little more than \$3M in it that is useable. This means that there is nothing encumbered, such as the three-month reserve, the FY19 Budget Offset and the FY20 funds that were needed to offset future budgets. Money (\$1.8M) that was forward funded for the Passenger Boarding Bridge has been reimbursed. This is a strong AFB. The AFB is restricted for Airport use only, and has to be approved by the Board and the tenants. The CRA has \$722,000 in the account, which is slightly less than reported at the Finance Committee meeting. The difference was a smaller additional match for the Snow Removal Equipment Building.

2. Capital Improvement Plan (CIP) Update (Attachment #1): This was updated especially to the Departure Lounge Exit Lane. The Exit Lane has been on the CIP for the last several years. When the FAA (Federal Aviation Administration) told the Airport that the Exit Lane was not eligible for FAA dollars, it was removed from a stand-alone project and it never got back on. It has been added back onto the list as requested at the Finance Committee meeting. Some known numbers have been changed for bids that have come in, otherwise, there were no further changes.

3. Exit Lane Replacement. This was brought to the Board at last month's meeting. Staff has worked on funding for this project and has been denied funding from several sources. This went to the Finance Committee on November 6 for discussion and funding possibilities. That is why the Airport Fund Balance was brought before the Board as this would be a good way to pay for the system. The system is expected to cost \$360,000, however, this does not include any other time such as planning or staff time. The amount of \$380,000 allows a little bit of wiggle room if staff has to put time into the project. This project and cost (from the Airport Fund Balance) was approved by the Finance Committee. *Jerry Godkin moved to approve the use of Airport Fund Balance to fund a secured dual-system exit lane for the departure lounge, at a cost not-to-exceed \$380,000, and forward to the Assembly for appropriation. The motion passed by unanimous consent.*

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4. Elevator Concerns: When this was brought before the Finance Committee, staff thought the Airport would have to work with Otis Elevator to discuss a retrofit or replace components that have to be exchanged. But when the contract was reviewed, it was forwarded to the Law Department to review and see if the contract as it is written has Otis keeping the elevator running. A pretty penny is paid every month for the elevator and escalators and unless they are called out on weekends or evenings, they are required to do the maintenance on the equipment. Instead of having something that may need to be thrown away in two years. Staff is looking at the contract with Otis and looking to see if there are other ways to handle this if the equipment goes down. Staff is continuing to look at interim solutions while still making sure that it is Otis' responsibility.

B. Snow Removal Equipment Facility (SREF) Sand/Chemical/Fuel Funding Match Update/Reduction: In July, the Board approved the Passenger Facility Charge (PFC) application for the Sand and Chemical Building, which in turn was going to the Assembly to be appropriated as the first batch of PFC #9 projects. As the Airport was waiting for the grant, the newer estimates came in higher, which meant that the grant and match would be higher. The additional \$106,000 match was requested from the Board. The total match was expected to be \$750,000. Because the Airport did not have the PFC money and had not updated the PFC application, the funding would be forward funded with the Airport Fund Balance. The Board approved this request. In the meantime, the bids came in lower, the grant has been received and it will go down to the Assembly for appropriation. Instead of the \$106,000, only \$21,988 was needed to make it a whole grant package. Therefore, only \$21,988 was needed from the Airport Fund Balance. Because it had not been appropriated yet, the Airport Fund Balance was higher at the Finance Committee. Instead of the \$744,000, it is down to \$722,000+. There is no action required at this time, other than the Board needed to know what went to the Assembly now matches the Airport records.

C. Design Review Process (Attachment #2): Airport Architect Catherine Fritz said that during discussions on replacing portions of 135 operations (specifically cargo) there were concerns voiced that if the Airport allowed private development, it would lose a lot of the control or the aesthetics or other functional aspects of land that was immediately adjacent to the terminal. Staff tried to develop a reasonable design standard process that would make the Airport's expectations for development that is close to the terminal. This has been discussed with the 135 operators. Alaska Seaplanes is interested in developing cargo services north of the new footprint. They are anxious to know what the expectations will be as there are a lot of differences of the costs of the building and the impact of what they are thinking about of knowing what kind of framework might be required.

Ms. Fritz said that descriptive design standards requirements say what an operator must do; rather, they felt a collaborative approach should be taken that would work with any developer within a certain zone (proximity to the terminal). There was particular concern of the public approach in the areas along Shell Simmons Drive as you come to the terminal

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and that perhaps more of a review process can be used to outlay some of the ideas and expectations that the Airport would have. Then developers can bring their ideas to staff and work can be done together to find a solution that would meet a policy that was adopted by the Board. The attached document is the first draft of the design review process that will eventually become an Airport policy. It is a first draft and has been forwarded to the current 135 operators. This may need to go to the Operations Committee to work on the policy as to what should or should not be required. Should there be fees associated with this or not? It is hoped to have a policy in place by January. Chair Epstein assigned this to the Operations Committee. Mr. Clough would like to meet prior to the December meeting.

Tony Yorba, Jensen Yorba Lott Architects, said they have discussed the process and the draft documents and Alaska Seaplanes does not have any objection to the process and is supportive of the documents as drafted to date.

VIII. NEW BUSINESS:

A. **Art Works in Public Places – Terminal Reconstruction Project** (Attachment #3, CBJ Ordinance 62.65): The attachment outlines what is expected for anything over \$250,000 that is part of City funds regarding the “1% for Art”. This is to be art, sculpture, design or can be incorporated into the facility itself. The Airport would like to start this process early in case it is something that is designed into the building rather than a separate piece of art. The ordinance outlines the six people required for this art in public places: two members appointed by the Juneau Art & Humanities Council, two members appointed by the Assembly, one member appointed by the City Manager, and one Member representing the Airport department. The Airport would like to bring someone on early for this (preferably a Board Member) to be appointed/selected as representing part of the art committee. Chair Epstein said that Mr. Harris has volunteered. Mr. Harris said that he had served in this capacity before for the Juneau Centennial Committee and they picked a number of artworks that are still in downtown Juneau, including the miners by the dock.

B. **Leadership in Energy and Environmental Design (LEED) Ordinance Exemption for Terminal Reconstruction Project:** With new facilities within the City and using City funds, CBJ Ordinance 49.35.800 requires that new or renovated buildings be LEED certified. When the new/renovated section is looked at and going through the LEED process, it is found that the LEED process is cumbersome, expensive, a lot of paperwork, and is an antiquated system compared to what is out there now. Staff is going to try to get a waiver for this. The Airport would like to keep with energy efficiency as has been demonstrated throughout the new part of the terminal, the new SREF building, the Sand/Chemical building. There are other standards that can be done and not held to the LEED standard.

Ms. Fritz said the Airport is not against energy-efficient buildings; it is quite the opposite. When this ordinance was passed, Juneau was just beginning its journey of what a sustainable community looks like. Since that time (about ten years ago), the Airport has become the poster child of Juneau for what a sustainable community looks like. It is the Airport staff's full intention to continue this with a lot of the high performance design features that are in this building in the

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new work and continue the work in increasing user aspects of it such as recycling. Ultimately this project will allow the Airport to get off of diesel and it will be on a fully renewable energy source at the terminal. It is a similar model that has been used on the SREB and to be used on the Chemical Building.

Staff believes in the reasons behind the LEED ordinance. Unfortunately, the LEED program itself does not necessarily recognize what staff is doing at the Airport to be able to give the points or the credits that result in a certified building. Staff's position is that the cost and the logistics involved to get a LEED certified building are not worth the effort or funds. These funds could be used to actually build infrastructure of good energy saving devices that we know might cost a little bit more at the front but will pay back themselves in a short time. The process is to go through the Juneau Commission on Sustainability and then to the Assembly. There will be a side-trip to the Planning Commission because that is what is required for a City project review. The Airport will combine the City project review and the request for the LEED exemption (should the Board support this) together to the Planning Commission first and then on to the Assembly. The goal is to be able to proceed with the high quality performance design issues that staff is doing by the end of January. This does not follow the LEED methodology that is unfortunately in ordinance.

Ms. Fritz said the design team has estimated \$30,000, staff time will be around \$20,000 to prepare the paperwork and the things that are necessary to go through the certification process. The larger cost will be borne by the contractor. F&W did an FAA LEED-certified project in Anchorage a few years ago and they said that construction costs – the cost of providing materials in the specifications that were not typical of what would have been used in a project in Anchorage – was about 6-7% of the cost of the \$7M project. They said that an equally difficult part was the manpower costs that they had – there was a lot of demolition on the project – they spent over 200 person hours on issues related to sorting, trash and making sure that demolition materials went to specific places. This meant that some things had to be shipped out and shipped to a place where they could be crushed and reused. It was rather extensive. F&W said that a contractor is going to pay about 10% of the base cost of the contract to get a LEED-certified building.

The issues with the landfill and the nature of the work that needs to be done, as well as issues with products, labor pool, etc. – this just creates a whole other level on it that seems really onerous. The project is estimated at \$15M. It is a pretty significant amount. These costs were not factored into this project. As this is an open-air facility, it is felt this is wholly impractical. Mrs. Wahto said this is a continuation of the building and this ordinance was not in effect at the time this part of the building was built. *Dennis Harris moved to approve staff's pursuit of an exemption from the LEED Ordinance certification for the Airport Terminal Reconstruction project and asked unanimous consent. The motion passed by unanimous consent.*

C. Airport Manager's Report:

1. Airport Access Control/Badging System Changeover/Planned Outage: Deputy Airport Manager Marc Cheatham said the current badging system (Millennium) is outdated and the system currently works on only extremely old servers with Windows XP. The manufacturer has given notice that it will not be supported. The new system will be more of a cloud-based system with an updated server that will house all of the access control. They will be able to assist the Airport via the cloud as long as we

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move to the newer product. The actual cost is not available at this time. The largest concern is the impact to the badging office. It will need to be closed for three days to a week, which could impact a lot of operators. The plan is to do this in mid-January with only three down days. The badging information will need to be transmitted to Millennium, who will put it in the new format, send it back for live testing. Badge work cannot occur while the transfer is done.

2. JNU TSA Pre-Check: Mr. Cheatham said that Alaska Airlines has solicited Nana Management Services (who is now doing the biffy, water, security and cleaning of aircraft) to do Pre-Check between 0400-0500, 0530-0700 and then 1130-1300. Alaska Airlines does not feel it would be beneficial to have an evening Pre-Check at this time. TSA wants to see a 60/40 split to keep both lines moving. Mr. Godkin gave Alaska Airlines a big kudo for them stepping up to the plate. No other airlines have stepped forward to help out.

3. Alaska Airlines Flight Changes/TSA Early Closure: Alaska Airlines has made a number of changes company-wide. They have cut a lot of the evening flights. There are no departures after 2:30 p.m. on Saturdays. There is no evening flight to Seattle three nights a week. The other one that affects the Airport is Kathy Smith's position was cut. She is no longer the Airport's liaison. Rick Duncan from their corporate office will have the position temporarily. There are a lot of things the Airport wants to keep Alaska Airlines aware of. There may be more cuts in January. Chair Epstein asked to extend an invitation for Mr. Duncan to attend an Airport Board meeting. TSA will be closing at 2:30 p.m. on Saturdays. There will still be some incoming flights. The Airport is 24/7. With cuts like this, the landing fees and fuel flowage fees may have to be reconfigured for the budget. The passenger numbers will probably remain but condensed into fewer flights.

4. Human Trafficking – Airport Situational Awareness Training: Joy International has offered to provide some training in Juneau on November 29. This training is not just for the Airport. It is for TSA, airline employees or anyone who is working with the public. The Airport is encouraging JPD, car rental companies, anyone working out there that has access to the public or works with the public to attend these workshops. They are being sponsored by Alaska Airlines and Alaska Seaplanes.

5. FAA Certification Inspection: The FAA Inspector Randy Kuehler was here October 30 through November 1. It was an in depth inspection from the manuals to measuring everything outside, reviewing Airport records, ARFF (Aircraft Rescue/Fire Fighting) records, ARFF drills. The inspection went well and Mr. Kuehler was very pleased with JNU. Airport staff has requested an additional day for the next inspection. The Airport appreciates what the FAA inspector brings as far as their take on things, updating things, and new Advisory Circulars. It is the Airport's time to ask questions. She thanked staff, Scott and his crew, the ARFF department, Wildlife

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Services for the work that they do. Most correction items were corrected immediately. There was one item for signatures for checking fire extinguishers at the fuel farm – they had been done but not initialed. One page in the self-inspection report had to have day and night added.

6. Airport Engineer Report (Attachment #4): Airport Project Manager Mike Greene said the Runway Safety Area (RSA) Expansion Phase 2B has been closed. The RSA Expansion Phase 2C is a quarter done this fall. The weather has helped a great deal. The Northwest area has Arete Construction working on water, sewer and storm drain. They will shut down their work on Thanksgiving. Secon has shut down work on the Northeast development area. The batch plant will remain in place and a lot of the equipment will remain in the Northeast development area. The only work that will be going on is the prefabrication of concrete tie downs, which will continue for the next couple of weeks. Secon plans to begin again on March 15.

The Float Pond Improvement Project will begin sometime in December. The contractor is Southeast Earthmovers. The pond is scheduled to be shut down on December 1 and reopen on April 1. The preconstruction conference will take place next week.

Taxiway A Rehab and E Realignment Design documents are expected to have 65% completion and be in hand on the 20th. The documents are currently being peer reviewed by Wilson Engineering and Haight & Associates. Once those comments are compiled, the documents will be delivered for in-house reviews. A stakeholder meeting will be held Monday, December 10 and the in-house JNU review meeting will be on the 11th. The goal is still to release the Taxiway A Rehab and Taxiway E Realignment project for competitive bid this coming spring. The goal is also to get Taxiway D-1 documents (which are ready to go) out ahead of that bid project.

The runway repairs have been completed and the costs of the repairs are being charged out to the responsible aircraft owner's insurance. Ken Nichols is currently working on a submission to the U.S. Food & Drug Administration for the lavatory dump waste site. The parking lot repair projects are in general need with no money.

7. Airport Architect Report (Attachment #5): Airport Architect Catherine Fritz reported the Wash Bay work is proceeding well. The architect was at the airport today for substantial completion inspection for the architectural components. The wash equipment is being installed and the mechanical/electrical engineers and the equipment specialists will be here for substantial completion on Thursday, along with training on all of that equipment. The building will not be 100% done as there have been problems with the siding as it is for a small amount. They are reducing their footprint so they can be out of the way for Dawson when Dawson starts work on the Sand/Chemical Building. It will be available for vehicle washing very soon.

The schematic design for the terminal is underway. The next big workshop is at the end of the month. The architects will be here. The Part 135 operators have been invited and some others for interior design workshops. Staff is still struggling with where to put the escalator/elevator. There are now five options. Alaska Airlines passenger experiences staff will attend as the lobby for Alaska Airlines will be rebuilt, too. This project will be very difficult with a lot of logistics with the deconstruction of the old area and how things will keep operating.

The new jet bridge is almost ready to use. The JBT Aerotech people were in town for some final punch list items. It is hoped to have it in place in the next few days. The substantial completion date is November 19. The Notice to Proceed for the Sand/Chemical Building has not been received yet. The contractor is looking closely at the schedule to see if they can get started this fall. They are concerned with the September completion time as they expected the Notice to Proceed several weeks ago.

- IX. **CORRESPONDENCE** (Attachment #6): The attachment is from Island Air Express requesting support from the Airport for their request to the State of Alaska to provide regular winter maintenance at the Klawock Airport. The Chair and the Airport Manager will work together on a letter.
- X. **COMMITTEE REPORTS:**
- A. **Finance Committee:** Committee Member Jerry Godkin reported a Finance Committee meeting was held on November 6. The items from that meeting were discussed in Section VII. No further meetings are scheduled at this time.
- B. **Operations Committee:** A meeting will be scheduled to discuss the Design Review Process.
- XI. **ASSEMBLY LIAISON COMMENTS:** None.
- XII. **PUBLIC PARTICIPATION ON NON-AGENDA ITEMS:** None.
- XIII. **BOARD MEMBER COMMENTS:**
- A. David Epstein will be off the grid and out of range in January, which is typically when the Board does the Manager's mid-year review. He would like to schedule this for the meeting in December, which means there will be an executive session next month.
- B. Dennis Harris said he heard a radio story about some people in Fairbanks that are very upset because their wells were contaminated with firefighting foam. They live next to the Fairbanks Airport. Folks in Gustavus that live near the airport right now have to get free bottled water from the State because of ground water contamination at that airport. He suspected that the State will have a lot of problems at other airports that they

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run. Maybe they weren't quite as careful as we have been when dealing with firefighting foam, either after an emergency or after a drill. In both cases, these were an older type of firefighting foam, which he presumed we have changed away from. He wondered if the Airport has given any thought to making sure that we are not causing a problem for any adjacent properties. He did not expect an answer at the meeting, but hoped this could be brought back to the next Board meeting. Mrs. Wahto said staff is following and watching what is going on at the State airports. We know what has been used here and when the changeover was.

XIV. **ANNOUNCEMENTS:** None.

XV. **TIME AND PLACE OF NEXT MEETING:** The next regular Airport Board meeting will be held on December 11, 2018, at 6:00 p.m. in the Alaska Room.

XVI. **EXECUTIVE SESSION:** None.

XVII. **ADJOURN:** *Dennis Harris moved to adjourn. The meeting adjourned by unanimous consent at 7:40 p.m.*