

AIRPORT BOARD  
AGENDA  
6:00 P.M., TUESDAY, AUGUST 13, 2019  
GLACIER FIRE DEPARTMENT TRAINING ROOM

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF MINUTES: Regular Monthly Meeting of July 9, 2019
- IV. APPROVAL OF AGENDA
- V. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS
- VI. BOARD APPOINTMENTS: The Airport welcomes new Board Member Jodi Garza. We also welcome returning Board Members Jerry Godkin and Chris Peloso. We would also like to thank David Epstein for his many years on the Board. He will be missed.
- VII. ELECTION OF OFFICERS: This will occur at the September Board meeting when all members are in attendance.
- VIII. NEW BUSINESS
  - A. **CIP Transfer Snow Removal Equipment Building (SREB) Sand/Chemical Project.** Staff has identified some non-FAA (Federal Aviation Administration) grant-eligible fueling station modifications in the Sand and Chemical Building Construction project: some minor construction items, and a dispensing unit for Diesel Exhaust Fluid (DEF), which is injected into the exhaust stream to turn Nitrogen Oxide into Nitrogen and water to meet emission standards. Staff proposes to transfer a total of \$200,221.47 of previously appropriated Sales Tax budget from the Gate 2 (\$60,221.47) and Snow Removal Equipment Building and Sand/Chemical Design (\$140,000) projects to the Sand/Chemical Construction project for this purpose. Gate 2 is closing out and the \$60,221.47 is the unexpended amount of Sales Tax remaining in the project budget.  
  
**Board Motion:** *“Approve the transfer of \$60,221.470 of Sales Tax budget from the Gate 2 Passenger Boarding Bridge project, and \$140,000 of Sales Tax budget from the Snow Removal Equipment Building and Sand/Chemical Design project, to the Sand/Chemical Construction project, for non-FAA grant-eligible expenses.”*
  - B. **Airport Manager’s Report:**
    - 1. Runway (RWY) 26 Approach Trees. At the July 9, 2019 Airport Board meeting, the Board approved up to \$10,000 for the removal of trees over 20 feet on the dredged island on the RWY 26 approach. This was discussed at the June Board meeting, after a meeting between Alaska Airlines, USDA Wildlife Biologist (Tyler Adams) and State of Alaska Department of Fish & Game determined the need and the allowance under the Airport permit for this to occur. This was completed the week of

July 29, 2019 by low bidder Last Frontier Forestry and Tree Service at a cost of \$8,900. Below are the before and after photos.

*Before*



*After*



2. Airport Fund Balance (AFB) and Capital Revolving Account (CIP) Balances (Attachment #1). Attached are the monthly AFB and CIP balances. This represents the final numbers after Assembly appropriation of the \$800K in Airport Fund Balance for the Terminal Reconstruction Project. As mentioned at the July 9, 2019, Airport Board meeting, CBJ Finance Director Jeff Rogers plans to come before the Airport Board to discuss how the CBJ figures fund balance throughout the City financial system. Fund balance should reflect a balance that includes assets and liabilities, so the fund balance we have been presenting will probably change (a little lower) but still reflect a healthy fund balance.

3. Union Negotiations. Marine Engineers' Beneficial Association (MEBA) union negotiations were officially ratified by the union on August 6, 2019. On July 22, 2019, the Assembly approved the tentative agreement contingent upon final union vote. This agreement gives a 2% general pay increase for MEBA and general unrepresented City & Borough of Juneau (CBJ) employees. The pay increase will be effective with the second full pay period in FY20 (starting on July 22). In addition to the increase to the pay schedule, full-time employees who are employed on July 1, 2019 will also receive a \$500 lump sum payment in the first check. This lump sum payment will be prorated for seasonal employees. Additionally, 1% increases in pay schedule are planned for FY21 and FY22. The employer contribution to health insurance will increase by 5% in FY20 and FY21 and up to 5% in FY22. The impact to FY20 budget for the increases is estimated at \$62,500.

Public Safety Employees Association (PSEA) union negotiations were also ratified by the Assembly on July 22, 2019. This impacts the JPD costs provided at the Airport. This agreement gives a pay increase of 6% for sworn officers, 3% for dispatchers, and 2% for all other non-sworn PSEA members in FY20 (pay period starting on July 8). In addition to the increase to the pay schedule, non-sworn PSEA members who are employed on July 1, 2019 will receive a \$500 lump sum payment in the first check. Additionally, PSEA members will receive pay increases of 1% in FY21 and FY22. The employer contribution to health insurance will increase by 5% in FY20 and FY21 and up to 5% in FY22. The Airport cost of the increase is undetermined at this time.

Contract negotiations are continuing with the International Association of Fire Fighters (IAFF) Local 4303, which represents the CBJ Fire Fighters; hence the Airport's Aircraft Rescue and Fire Fighting (ARFF). Staff will update the Board with any budget impacts that result from final union negotiations.

4. Hot Topics. The following is a list of on-going topics that staff is working on in addition to the regular Architect and Engineering Project Reports:

- The live drill held on July 20, 2019, had over 120 public volunteers as well as staff from many agencies and departments. The Airport sincerely appreciates all the assistance in making this a successful learning experience. The drill debrief (lessons-learned) was held August 6, 2019. Thank you to all.
- FAA Compliance Land Use/Financial Letter (January 2019). The Airport heard back from the FAA and they would like some follow-up reports and updates. Staff will continue to work on the compliance items and bring items back to the Board for updates or action as necessary.
- The Airport, through Airports Council International – North America, also went on record with the FAA to show our support/need to raise the Passenger Facility Charge (PFC) caps. No further updates are available.
- Transportation Security Administration (TSA) will be replacing their bag screening equipment. It will be a two phase replacement, with the first one in late August, and the second piece in February. No disruption to screening is

anticipated at this time. Equipment in the passenger screening checkpoint will also be replaced in the near future.

- State of Alaska Department of Environmental Conservation (ADEC) has responded to JNU'S letter regarding Aqueous Film Forming Foam (AFFF) contamination. The contract has been executed with Cox Environmental and they have forwarded a plan to Department of Environmental Conservation (DEC). We are hoping to use some existing monitoring wells for some of the tests (upstream parameters), other wells site testing will begin once the plan is approved by DEC.
- As updated, Alaska Occupational Safety & Health (AKOSH) citation mitigation and safety purchases of \$34,000 in-lieu of penalties were approved by AKOSH. Staff is working on the final acquisition of emergency stair evacuation devices that AKOSH has approved.
- Exit Lane System will be procured/installed later this winter.
- Badging system upgrades are further delayed due to technical infrastructure delays with Millennium Corporation. The Airport will postpone the upgrades until after the busy summer season.
- Honsinger Pond/Access (work in progress) with State Department of Transportation, Bicknell, and the CBJ.
- Terminal Reconstruction:
  - o The Assembly approved the Airport bond sales (General Obligation and Revenue) for the terminal on June 24, 2019. Additional local match (\$800,000 in Airport Fund Balance and \$300,000 in local sales tax) was approved by the Assembly on July 22, 2019. Funding sources are in place and awaiting final design, bids and FAA Airport Improvement Program (AIP) grant application.
  - o The One Percent for Art recommendations were approved at the Public Works and Facilities Committee on July 1, 2019, and by the Assembly on July 22, 2019.
  - o Terminal Design Development (DD) is complete and construction estimates are getting fine-tuned.
  - o FAA equipment relocation: reimbursable agreement with FAA has been executed. Funding is in place and relocation of equipment should start soon.
  - o Gift Shop relocation. Staff has offered a lease amendment with the gift shop to temporarily relocate during construction to part of the space across from the Delta Air Lines. Staff will continue to review the gift shop concept for the new section of the terminal.
  - o U.S. Customs and Border Protection (USCBP) space requirements: USCBP has requested changes to their space.
  - o FAA office space requirements.
  - o The temporary relocation and phasing plan is in process. Some pre-construction for temporary space has started. The Alaska Room will be used for Airport Administration offices and FAA Air Traffic Control offices during the construction, so no meeting room will be available at the Airport. **REMINDER: Airport Board meeting locations are**

*scheduled in the Glacier Fire Station Training Room starting with the August 2019 meeting.*

- Review of leases and contracts affected by construction.
- Reconfiguration of lobby space/check-in kiosks for Alaska Airlines.
- FAA grant application for four years of AIP Entitlement dollars
- Taxiway A, E and D-1 Construction. The Airport will begin the two-year construction on the rehabilitation/relocate and lighting of Taxiway A, E and D-1. This will be two construction seasons (2020-2021) with the possibility of limited work this fall and ordering parts/equipment. There will be a lot of information and NOTAMs issued. This will cause a lot of congestion on the ramps and require a lot of coordination with contractor, staff, Air Traffic and air carriers. The project is out for bid with bids due by August 22, 2019.
- An FAA Safety Risk Management Review will take on August 28-29, 2019, for the Taxiway A construction.
- CBJ Title 49 (Jordan Creek Greenbelt) allowance to limb/clean-up adjacent to the creek is still in review. Staff hopes to see the adopted changes by the end of the year.
- Tenant insurance reminders continue to be sent out. Several certificates have lapsed in our records.
- Runway 26 Medium Intensity Approach Lighting System with Runway Alignment Indicator Lights (MALSR) approach lighting discussions with FAA. Staff submitted permit continuance requests to State and Corps of Engineers to keep current.
- Elevator contingency protocol
- Maintenance programs refinement (roofs, heat pump equipment, etc.)
- Terminal clocks have finally been updated and displays turned back on.

5. Airport Project Manager Report (Attachment #2)

6. Airport Architect Report (Attachment #3)

IX. CORRESPONDENCE:

X. COMMITTEE REPORTS

A. **Finance Committee:**

B. **Operations Committee:**

XI. ASSEMBLY LIAISON

XII. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

XIII. BOARD MEMBER COMMENTS

XIV. ANNOUNCEMENTS

XV. TIME AND PLACE OF NEXT MEETING:

A. Airport Board, 6:00 p.m., September 10, 2019, Glacier Fire Department Training Room

XVI. EXECUTIVE SESSION

XVII. ADJOURN