

MINUTES of
AIRPORT BOARD MEETING
July 9, 2019
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	David Epstein	Dennis Harris
Al Clough	Jerry Godkin*	
	*via phone	

Members Absent:

Chris Peloso	Angela Rodell
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Staff/CBJ Present:

Patty Wahto, Airport Mgr.	Scott Rinkenberger, Airport Superintendent
Marc Cheatham, Dep. Airport Mgr.	Teresa Bowen, CBJ Law
Catherine Fritz, Airport Architect	Mark Fuelle, Fire Department

Public Present:

Charles Murphy, News of the North	Megan Rinkenberger, BRH/Public
Kristi Elliott, Gift Shop	Mike Wilson, Coastal Helicopters
Tom Gallagher, Gift Shop	Gerry Donohoe, Juneau Eagles Paragliding Club
John Hudson, Southeast Alaska Watershed Coalition	

III. **APPROVAL OF MINUTES:** *Dennis Bedford moved approval of the minutes of the June 11, 2019, Board meeting. The motion passed by unanimous consent.*

IV. **APPROVAL OF AGENDA:** *Dennis Harris moved to approve the agenda as submitted. The motion passed by unanimous consent.*

V. **PUBLIC PARTICIPATION ON NON-AGENDA ITEMS:** Gerry Donohoe, Juneau Eagles Paragliding Club, wanted to discuss the restructuring of the Class D airspace that happened in January. His club just found out about it and he said it was amazing that it had been going on for six months and the club members just found out about it last week. He said it was a shock that there was no public notice put out in Juneau. The other issue is how the paragliding members will be able to work with the new Class D airspace that goes all the way down to their front doorstep in downtown Juneau. Airport Manager Patty Wahto said the airspace is controlled by the Air Traffic Division. She said this has been worked on for the last several years. She did not know who they had contacted for this change. She knew it impacted flights down the channel because when Wings Airways comes in in certain directions, they have to transition through air space now to land

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downtown next to the cruise ships. While it was shortened to the west, it went further down to the east. The air space is not in the Airport's control or purview. She can give him the information to talk to Air Traffic about his concerns.

Mr. Donohoe said this change affects their flight operations down off of Mount Roberts. They typically fly over to Mount Juneau quite frequently and as soon as they do that, they are now in Class D airspace. He said none of their members carry radios to make a call to the Tower and he doubted the Tower could actually see them. Class D airspace is typically the Tower visually directing the aircraft. He did not understand how there could be Class D airspace when the Tower cannot see the air operations.

Board Member Al Clough said the driving factor was an instrument approach that is very common coming up the Gastineau Channel and to protect that approach. That was one of the driving factors in changing that air space. How it interfaces with groups such as Mr. Donohoe's is an issue with the FAA (Federal Aviation Administration). He felt it was somewhat remarkable that the paragliders' group was not at least brought into the discussions so they knew about it. The air operators all knew about it and had numerous meetings with the FAA about implementation of it. It certainly impacted their operations but it is to protect the air space for predominantly the jets that are coming in on instrument approach over the channel. They may not be in visual sight of the Tower but are showing up on their synthetic radar, along with everyone else operating in there. They are in positive control.

VI. UNFINISHED BUSINESS:

A. **Tree Removal RWY 26 Approach.** Ms. Wahto said the Board was alerted at last month's meeting that after Alaska Airlines technical pilots were up and looked at the approach, there were quite a few trees that would need to be removed to do their RNP (Required Navigational Procedures) approach coming in from the channel. In addition, they saw a lot of trees that were going to penetrate the air space approach in the very near future. Before Tyler Adams left, he worked with the Alaska Department of Fish & Game (ADF&G) to take a look at the area and they agreed that this falls within the permit and is on State land. They requested that trees that are above 20 feet can be removed. The expected cost ranged from \$8,000 to \$19,000. In order for the Purchasing Department to move forward, they need approval from the Board in an amount not to exceed and then they can go out for solicitation. This will go out once they get the Board's approval. She requested the Board approve a not-to-exceed \$10,000 for this project. This project is to drop trees over 20 feet and they will be left above the tide line. *Al Clough moved to approve removal of all trees over 20 feet in height from the approach path of Runway 26 at a cost not to exceed \$10,000. The motion passed by unanimous consent.*

B. **Terminal Reconstruction Project Update Presentation** (Attachment #5). Airport Architect Catherine Fritz said the design/development phase of the project was completed in mid-June. This is the last phase of design and once construction documents are authorized, they will work on the documents that will be part of the bid. The reconciled

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cost estimate was received yesterday. It was over bid but the consultants identified some things that would help bring it back into budget – finishes, do things later or cheaper. Nothing will compromise the overall scope of the project. She reviewed the attached PowerPoint presentation (Attachment #5).

VII. NEW BUSINESS:

A. Airport Manager's Report:

1. Airfield Update: Scott Rinkenberger, Airport Superintendent, gave a presentation on the Jordan Creek Greenbelt (Attachment #6). He introduced John Hudson, Southeast Watershed Coalition, who has worked with staff directly on this project and will be the backup to explain other items being done in the area. Mr. Rinkenberger said the first slide is the crossing going toward the airport, with an airport sign establishing some of the rules for the greenbelt. It also shows the improved trail and trash cans that were installed. He said the Jordan Creek trail has been getting a lot of positive public reviews. Airport neighbors are using these trails and appreciate how the Airport has cleaned up the area and improved the trail. The trail is off of Aspen Street by St. Vincent DePaul. It was improved and signage was installed. The Yandukin side of the trail is shown. Rocks were placed throughout the trail for people to sit down and take a break. The rocks do not invite people to sleep.

Some of the agencies and stakeholders involved in this trail include Juneau International Airport, Southeast Alaska Watershed Coalition, the CBJ (City & Borough of Juneau) Wetlands Review Board, Community Development, CBJ Building Division for grading permits, CBJ Law Department, and Alaska Department of Fish & Game Habitat Biologist. The Jordan Creek status is an impaired waterway because of the water flow, the amount of fish that are returning to it, and some of the human factors such as debris. Jordan Creek is getting a lot of attention from Fish & Game and DEC (Department of Environmental Conservation) because it has been heavily impacted. Staff is working with Fish & Game and DEC to insure proper permitting for any kind of creek.

Regarding the PowerPoint aerial diagram, everything brown is what staff and the Watershed Coalition has helped staff with improving: the social trail; the squares are the indicators for the trash cans and where they are located; the blue down the middle is the creek. Everything that is white is unimproved and proposed to rehabilitate. To the outside of the white is the detention pond, which is proposed to be filled in with rock and sand because it serves no purpose other than street run off. The runoff will be filtered through the rock and sand. The rest of the trail would be widened and improved so that it can be used by the traveling public.

From the ordinary high water mark of the stream to 25' is called a non-disturbance zone. From 25' to 50' is a non-developmental zone, which means no building can be built. It also has a provision of no significant vegetation removal – trees and removing vegetation; however, it does not prevent limbing. The limbing outside of this area would only be 6' to 8' tall to open up the woods. The circle like a mirror is part of Jordan Creek

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and nothing can be done in this area. This area is a dump area for refrigerators, hot water heaters, pallets and tires because it is accessible from behind the Airport mall. Everything south of the white line all the way to Extended Stay is the next phase for limbing and clean up.

A picture was taken of the power lines where AEL&P limbs the trees out of the aerial power lines. In looking at that, the utility easement borders Jordan Creek to the south and the west. The Airport is able to do some limbing and a little tree clearing if it stays on the outside of the power lines, which is the utility easement and still be in compliance with Title 49. The second picture looks down the ditch toward the Extended Stay Hotel. Staff is looking at limbing that area to open it up and get some visibility.

Staff rebuilt the foot bridge with the help of the Watershed Coalition. The second picture is looking to the south from the bridge and shows the ditch that goes to the detention pond. The detention pond holds standing water even when it does not rain. Staff will lay rock across the bottom and fill it in with sand. It is about 40' long, 20' wide and 10' deep, which could be a fall hazard. It is estimated that it will take 50 yards of material to fill it in and make it safe.

The next slide shows photographs of the trail. As compared to the trail that was improved, it would be made wider with no tree removal. A couple of trees are growing diagonally across the trail which staff would be forced to limb or try to get it to grow in a different direction. Ms. Wahto reminded everyone that this was mitigation for the taxiway extension done in the mid- to late-1980s. It has not been kept up. Board Member Al Clough asked that staff keep their time and material costs to demonstrate compliance with the mitigation requirements or doing our part to be a good corporate citizen, it can readily be explained. Airport Architect Catherine Fritz said the tracking of the Airport's participation in this project came because of John Hudson's application for a grant that was multiple parties and a lot of the time and equipment and a part of the grant application originally. It was really John's brainchild to take a community effort with multiple agencies and parties and the Airport's participation with the equipment, the manpower and the enthusiasm has made a huge difference. The costs are definitely being tracked. Chair Epstein thanked Mr. Hudson very much. He also said that Scott had done a good job; it really looks nice. It was a good team effort. Ms. Wahto also expressed her thanks. The Airfield crew was working hard on it. She also thanked John.

2. Marine Engineers' Beneficial Association (MEBA) Union Negotiations. Ms. Wahto said it seemed they were at a stalemate, but a last ditch effort towards the end of June resulted in a tentative agreement. Details may not be discussed as it is out for a vote of the members and then it will be briefed to the Assembly. She hoped that she will soon be able to let everyone know what the agreement is. It was good that it did not go into mediation.

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3. Airport Terminal Clocks. The clocks are off or removed as the clocks were an hour off. When staff went to change them, it is not a simple task. They are part of the Primex system that will not allow you to change the time. Although it was thought that they were an hour off, they were actually 80 years off. The system that reads into an international servers upstairs decided to flip 80 years in advance. Staff is working with Primex to get this repaired.

4. Airport Fund Balance (AFB) and Capital Revolving Account (CIP) Balances (Attachment #1). These sheets have been updated based on the June 11 meeting. These numbers are still tentative because the \$800,000 coming out of the Fund Balance and is shown coming out of the bottom line as going to the terminal, it has not been approved by the Assembly yet. It goes before the Assembly on July 22. It will be updated when this happens. Jeff Rogers, the new Finance Director, will be coming to the Board or Finance Committee to give an update to show the Fund Balance with assets and liabilities. It will change the bottom line, but there is still plenty of Fund Balance.

5. Live Drill: The Airport live drill as part of the annual certification for the Part 139 certificate will be taking place on July 20, 2019, at 9:00 a.m. Press releases will be sent for volunteers. There is a website for being a volunteer for this exercise. This is expected to take three to four hours. The live drill occurs every three years.

6. 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:

- Airport Board deadline date is July 22, 2019. Interviews are scheduled for August 1, 2019.
- 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.
- 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. It is hoped this could be done in coordination with the exit lane replacement.
- State of Alaska Department of Environmental Conservation (ADEC) has responded to JNU'S letter regarding Aqueous Film Forming Foam (AFFF) contamination (PFAS – polyfluoroalkyl substance). The contract has been executed with Cox Environmental to begin well site testing in late July or early August. They will be testing seven sites and drilling at five locations. The Airport hopes to have answers pretty quick.

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- As updated, AKOSH citation mitigation and safety purchases of \$34,000 in-lieu of penalties were approved by AKOSH. Staff has received approval to substitute three emergency stair evacuation chairs for the originally approved FOD Boss.
- 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) will be up for public hearing on July 22, 2019.
- The next special Board meeting will be held in the Alaska Room. Beginning in August, Board meetings will be held in the Glacier Fire Station Training Room.
- Honsinger Pond/Access (work in progress) with State Department of Transportation, Bicknell, and the City & Borough of Juneau. Bicknell is working the final access with the State as the State is required to give them access. Once they rezone, they will revisit them. No correspondence has been received in almost one-half of a year. It is sitting with the State on how this is going to work. They are doing things through the Corps permit. They are dredging out of one area and putting it into another area that is proposed for development. They haven't put anything further with Community Development. They are just trying to get it rezoned.

7. Airport Engineer Report (Attachment #2): Ms. Wahto said the Runway Safety Area is substantially complete. The paving and marking is done. There are some punch list items – cleaning up some asphalt areas, including a lip and a trench drain; taxilane markings; and power to the wash down area on the west end. The original claim with Glacier State Contractors has been dropped. This project should be done by the end of the month.

Float pond improvements are substantially complete. The actuator has not arrived to date. Once that arrives in August, some insulation will be done in the area and testing to make sure it is working with the remote and then that item will be complete and be able to be closed out.

The Taxiway Rehabilitation Project and the Taxiway Echo Realignment documents are 100%. The bid packets will hopefully be out by the end of July so some work can be done this year. Due to the time of the season, this will be broken into two construction years, so it will go through 2021. Phase 1 will be preliminary work in getting the inner taxilane ready and all of the prep work done. The second construction year will be all out Taxiway Alpha rehabilitation and the Echo and Delta-1 Realignment and Relocation. The timing of this project is not correct for renumbering the runway to 9/27. This is expected to occur in 2025.

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The Air Traffic Division is looking at doing a Safety Risk Management Review on August 28 and 29 for this project. While the Airport staff are subject matter experts, they will not be a part of the panel.

8. Airport Architect Report (Attachment #3): Airport Architect Catherine Fritz reported the Terminal Project is taking most of her time. The Sand/Chemical Building is proceeding very well. The construction is active; the slabs are all poured inside. The heat loop piping is done inside the slab. Everything is looking terrific for getting their substantial completion in September in time for the arrival of the order of sand.

The smoking shelter will be moved. The Building Permit for constructing temporary offices has been received.

There will be a little bit of leftover funding that will come back to the Board for transferring to other places when staff is ready.

- VIII. **CORRESPONDENCE**: Letter from Hummingbird Hollow Gifts, dated June 8, 2019; emailed/received June 29, 2019 (Attachment #4). Ms. Wahto said this letter is to the Board from Hummingbird Hollow Gift Shop. Kristi Elliott is in attendance if anyone has any questions. Chair Epstein said he had read the letter and said he was confused about the square footage. He asked how much space the gift shop will have during construction. Ms. Wahto said the current square footage is 1,037. As the design was early in the project, it was always known the space would be reduced; but they were expecting 650 square feet at some point in time. Because the area where support braces have to be when the elevator/escalator are moved and even during construction, it took the space down to about 161 square feet, which was almost ridiculous. An offer was made to meet with Kristi and Tom about this. When the meeting was held, some alternate areas were discussed and the space is now about 450 square feet, which is an area across from Delta Air Lines on the lower level. This has not been formalized to date.

Kristi Elliott, Manager and Operator of the Gift Shop, said she realized everyone is making sacrifices during the construction. The space is a little less than they anticipated and purchased inventory for. She said it is doable. Her main concern is not being able to move forward past the construction phase. She said everything is up in the air. They are going to make all these sacrifices without having a guaranteed contract after the construction phase. This was told to them on a very short notice.

Ms. Wahto understood her concern and it this is still a couple of years out. The unfortunate thing is the original contract was set up for five years knowing the first part was a normal year. Years two through five were reduced as a minimum annual guarantee only, with no concession fees as the construction was anticipated. Within that, it notes the contract is a maximum up to ten years. Because of construction and due to federal

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restrictions (they allow five-year contracts with some exceptions for up to ten years, especially when construction is being done). The five years passed last year. There are a couple of things that could be done – staff could have gone out for bid again, but are not in a position to do that knowing that the terminal is going into construction now. Being able to operate, even with reduced numbers again, it can take us through construction. About that time, because of not knowing what the space will look like, it would not be offered for one year. The right thing to do is to go out for an RFP (request for proposals) and get everyone and anyone to bid on it. It is not known how many people would be interested in it.

Ms. Elliott said it is a viable business. If you threw the \$300,000 of CBJ tax that is being paid toward this, they have paid almost half of that since they have been there. It was discussed being moved to a kiosk or changing the concept. The amount of product that they sell, it is tracked to the amount of sales, amount of people that come through there and she thought that this was backtracking for the airport. Ms. Wahto said while the Airport is past the design/development, there is space but that space is actually looking at FAA-eligible payments, which means it cannot be dedicated space. Kiosks and something similar to that is acceptable for this. Staff is still trying to envision it and see what it would look like. That is the beauty of an RFP rather than a bid – is someone who is looking at this and they are helping to make the decision and design. Ms. Elliott said they are making big sacrifices to move, liquidate their inventory, and rent a storage unit for two years with no outcome. From their perspective, it is not a viable move for them without having an end result, a guarantee for business years after the construction.

Dennis Harris asked if he was correct that the five-year lease is over and they are on a month-to-month. It has been long enough that Ms. Elliott knew that it was going to be a month-to-month for quite a period. Number two, how have the revenues been? Ms. Wahto said he was right about the month-to-month. A year ago when the first five-year contract ended on June 2018, the Business Manager stated that the Airport will enter into this construction period and he offered an amendment to lease. This would have taken it out 15 months to the end of September 2019. That amendment did not get signed as they had concerns at the time. The Airport has been working with them on a month-to-month agreement since that time. Another agreement went out last fall and January. The last amendment would take them through November, which allowed them to order their inventory. Another short contract was offered, but not signed. Normally this would be based on a percentage, but the Airport went with a minimum annual guarantee by month based on what typical amounts would be but subtracted off and quite low compared to what normally would be received with percentages, because staff thought the construction would be occurring. If anything, it will be reduced for the reduced space. Chair Epstein said from his perspective, Patty will continue to work with them and accommodate them as best the Airport can. As far as what happens after construction, he thought the RFP is a federal requirement and he did not know if there was anything that could be done.

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Ms. Elliott asked if there was a signed contract for five years, wouldn't they have an additional five years? Ms. Wahto said the five year contract could be extended to ten years, but it was based on when the construction would be done, which was an unknown. That is why the five years was given at a reduced rate, but the whole idea is that if construction weren't there yet, staff would set some time such as the 15-months, not knowing if Hummingbird Hollow would stay on, reduced space or what. It was unknown at that time. A five-year contract would not be signed. It would not be signed now because it would be too long for the FAA, for their DBE (Disadvantaged Business Enterprise) program which sets requirements on the Airport. We wouldn't sign a five-year agreement now knowing that we're going into construction. That wouldn't be fair to either one of them.

Ms. Elliott said, no, after construction. Ms. Wahto said the best that could be done is a one-year extension. It could be a year after that maximum from the time staff anticipates being done, but even then, with the space changes, she did not know that they would do that. She said it was reasonable to say that anyone coming in and making an investment or being part of the RFP process that they get a clean slate to work on starting with the new year in a new space. She hoped that they would put in an RFP.

Board Member Al Clough said he would hate to be in their position running a small business. He encouraged the manager, and he had the full faith that she will, to continue to working with the existing concessionaire to the extent practicable. They obviously run a successful business. The caliber and nature of the shop versus what has been here in the past is certainly night and day difference. He knows there is federal oversight. Nevertheless, this is a good viable local business and he hoped that we would do what we can to stabilize that business. He said if they are willing to work with the Airport and the constraints during the construction period, it would appear to him that staff should try to see if there are ways to see if they are interested in staying on as a concessionaire subject to the rules of the game.

Ms. Wahto said she would be happy to meet with Ms. Elliott to move forward. Ms. Elliott said any type of direction at this point would help. She felt like they were just hanging out in limbo and not sure knowing what is to come. After the construction phase is the main issue for them. Ms. Wahto said she would meet with her and make sure she understands the intent. This construction period is going to take two years.

IX. COMMITTEE REPORTS:

A. **Finance Committee:** None.

B. **Operations Committee:** None.

X. ASSEMBLY LIAISON COMMENTS: None.

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

XII. **BOARD MEMBER COMMENTS:**

A. Dennis Harris said he was in trouble because even though the Board Members have gathered money to provide a parting gift for the Chair, he did not go by and pick it up. He realized it at 5:30 p.m. tonight. He will probably not be able to attend the special Board meeting. He will make sure Mr. Godkin can make the presentation instead. It will be revealed at a different time. He said the Chair has done an excellent job of chairing the Board and for being a wonderful Board Member. He will be missed very much. Chair Epstein said it has been a pleasure. In the past 9.5 years, he has had the opportunity of working with some very gifted people, including the group here this evening. The Board had done a lot – built the runway, expanded the terminal, on the cusp of fixing the rest of it, and fixing the taxiway, the SREB (Snow Removal Equipment Building), and the SREF (Snow Removal Equipment Facility). He said he will miss it.

B. Al Clough asked about the orange hawkweed and if the Airport was going to do anything about it. Ms. Wahto said there is a problem with an invasive weed that is growing all over Juneau – the hawkweed. She did not know if it had been mowed down, but she is also working with Marc Pratt who has said the new wildlife biologist will be on within the next month. One of the first things they plan on doing is to have that person certified with a particular type of weed killer that can take care of that. They have to be certified to do it. Dennis Harris said this is a rhizome and when mowed the stems actually sprout. Mr. Clough brought it up because under a previous life he did unfortunately have to deal with it. There are acres of that in Wrangell and Petersburg. Fortunately it is still fairly isolated and the thought was that the Airport may be able to get rid of it.

XIII. **ANNOUNCEMENTS:** None.

XIV. **TIME AND PLACE OF NEXT MEETING:** The next regular Airport Board meeting will be held on August 13, 2019, at 6:00 p.m. in the Glacier Fire Department Training Room.

XV. **EXECUTIVE SESSION:** None.

XVI. **ADJOURN:** *Dennis Harris moved to adjourn. The meeting adjourned by unanimous consent at 7:26 p.m.*