

AIRPORT BOARD
AGENDA
6:00 P.M., TUESDAY, NOVEMBER 12, 2019
AIRPORT GLACIER FIRE DEPARTMENT TRAINING ROOM
1700 Crest Avenue, Juneau Valley

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF MINUTES: Regular Monthly Meeting of October 8, 2019
- IV. APPROVAL OF AGENDA
- V. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS
- VI. UNFINISHED BUSINESS
- VII. NEW BUSINESS

A. Airport Manager's Report:

1. FAA Annual Certification Inspection. Federal Aviation Administration (FAA) Airport Inspector Randy Kuehler was in Juneau October 8-11, 2019 for our annual airport certification inspection. The Inspector wrote up two items for correction: fire extinguisher training records for an FBO which was corrected on the spot, and a fuel truck that had an old placard for emergency fuel shut off which was corrected the following week. Inspector Kuehler also wrote up some recommendations for additional fire department (inspection) and movement area training, as well as recommendations for herbicide weed and brush removal in runway safety areas. Staff is looking into all recommendations.

2. Airport Fund Balance (AFB) and Capital Revolving Account (CIP) Balance (Attachment #1). Attached are the monthly AFB and CIP balances. The temporary transfer of \$412,277 total from the CIP Revolving Account funds (Taxiway project) has been deleted since PFC9 funds for FY20 have now been appropriated for this project and the Terminal project.

Funding for the Terminal Project is now in place. In April 2019, the Airport approved the transfer of \$675,000 from the CIP Revolving account to forward fund some of the pre-construction work and remaining design work for the Terminal. This was not needed and can be transferred back to the CIP Revolving account. Once the CBJ Finance Department has transferred this back (housekeeping transfer), it will be credited to the revolving account and the account will be fully restored to \$819,246.

3. 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:

- *Gate 2 Passenger Board Bridge (PBB) Warranty Issue.* An issue has come up on the Gate 2 PBB just shy of the one-year warranty date. Staff is working with the contractor to get this resolved with the manufacturer. This involves the left side vertical screw ball joints which allows one side of the PBB to go up/down.
- *Egan/Yandukin Intersection Improvements Project.* Alaska Department of Transportation (ADOT) has been holding public open houses and community focus groups to assist in the planning of the intersection. The Airport Manager and Airport Board Chair participated in the first community focus group on November 5, 2019. ADOT asked focus group members to spread the word about upcoming public open houses and encourage everyone to attend or visit the ADOT website to learn more facts about the intersection/project, and encourage public comment. There will be a **public open house Tuesday, November 19, 2019, from 4 pm – 7 pm at the Nugget Mall Community Room.** Please visit ADOT website on this project at <http://dot.alaska.gov/eganyandukin>. Also any comments or concerns may be emailed to eganyandukin@alaska.gov.
- *Coastal Helicopter Light Flights Fundraiser.* Coastal Helicopters is planning their annual Night Light Flights fundraiser on December 20, 2019. More details will be provided at the December Board meeting.
- *FAA Compliance Land Use/Financial Letter (January 2019).* The Airport submitted follow-up reports and updates on October 7, 2019. The Airport and Fire Department finalized their Letter of Agreement (LOA) for services in-lieu of rent. This item is in compliance. Staff continues to work on the remaining compliance items and will bring items back to the Board for 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) has begun replacing their bag screening equipment.* It will be a two phase replacement, with the first already completed this fall, and the second piece scheduled for spring 2020. 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 approved the *testing plan* with Cox Environmental for the *Aqueous Film Forming Foam (AFFF) contamination*. Some existing monitoring wells will be used for some of the tests (upstream parameters), and some new wells will be drilled for testing will begin the week of November 11, 2019. Staff will provide updates to the Board when the first test results are received.
- *Alaska Occupational Safety & Health (AKOSH) citation mitigation and safety purchases of \$34,000 in-lieu of penalties* were approved by AKOSH. Staff is purchasing the last emergency stair evacuation track. This will allow us to close out the AKOSH citation by the end of November.
- *Exit Lane System.* Staff is currently developing bid documents for a design/bid/build project. This should be ready to go out to bid in November 2019 and ready for the summer 2020 season. As a reminder, the \$380,000 cost for this system was already appropriated using Airport Fund Balance.

- *Badging and Security system upgrades:* Upgrades to the Millennium System began the week of November 4, 2019. There was a lot of prep work for the badges and system, as well as ensuring that there was redundancy (running two parallel systems at the same time), in case the system had to revert back to the old system. There have been a few hiccups with the badges themselves (color, etc.), but the access control appears to be up and running; there have been no reported access issues. Staff will continue to monitor and run dual systems until all bugs are worked out. Staff is also looking into its camera/surveillance system due to recent federal restrictions.
- *Honsinger Pond/Access* (work in progress) with State Department of Transportation, Bicknell, and the CBJ. The City has received a request for preliminary plat approval for a 15-lot subdivision. Comments to CBJ were originally due by October 25, 2019 for the October 29, 2019 Public Hearing. This was postponed. Comments are now due by December 6, 2019, with the **Public Hearing rescheduled for December 10, 2019 at 7 p.m. in Assembly Chambers.** Staff has submitted comments including the request for covenants on the property for Land Use Compliance near Airports. (*Note: the Hearing date falls on the same night as the Airport Board meeting.*)
- *Terminal Reconstruction:*
 - o Funding sources are in place for the project and awaiting final construction estimates, bids and FAA Airport Improvement Program (AIP) grant application for FFY20. Bonds were sold on October 22, 2019. Bid packets are estimated to be out later this month.
 - o Terminal Design Team McCool Carlson Green (MCG) has been working with the artists selected for the One Percent for Art and incorporating into the project construction.
 - o FAA equipment relocation: reimbursable agreement with FAA has been executed. Staff is working with the FAA for the relocation of equipment.
 - o Gift Shop relocation. A lease amendment with the gift shop has been executed to temporarily relocate during construction to 582 square feet of space across from the Delta Air Lines counter. This lease will be extended through April 2021. Staff will continue to review the gift shop concept for the new section of the terminal. The Gift Shop will stay in its current location until December 31, 2019.
 - o The temporary relocation of space for FAA Air Traffic Control Administration, Airport Administration, Airport Project office, TSA breakroom and Tailwind food storage have been built out and are ready for occupancy/relocation. **REMINDER: Airport Board meeting location moved to the Glacier Fire Station Training Room in August 2019.**
 - o Review of leases and contracts affected by construction.
 - o Reconfiguration of lobby space/check-in kiosks for Alaska Airlines.
 - o FAA grant application for four years of AIP entitlement dollars. Staff is working on the grant application.
- *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. Bid was awarded to Secon. FAA grant and all match funds (PFC) have been appropriated.

- An *FAA Safety Risk Management (SRM) Review* took place on August 28, 2019, for the Taxiway A construction. Risks were found to be low probability based on safety officers, NOTAMS and good communication. This SRM panel will meet again in fall 2020 for assessing Phase 2 of the 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. Related to the Jordan Creek area, there has been a resident beaver constructing a dam complex in the culvert under Yandukin. Airfield crew, USDA Wildlife Services and Alaska Fish & Game have been working to remove the dam (condo complex) that prevents proper downstream drainage and backs up water into the valley. A State licensed trapper is also on board to capture the beaver. The trapper was referred by CBJ Streets and ADOT.
- *Tenant insurance reminders* continue to be sent out. Several certificates have lapsed in our records.
- *Notice of Default letters* have been sent out for those tenants who have reportedly been using hangars and tie downs for non-aviation purposes. This was also addressed in the September 26, 2019 Operations Committee. Staff has met with one hangar owner to get their issue resolved and we expect compliance within the next month. Roughly half (6) of the tie down tenants are working on resolving their non-compliance matter.
- *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, baggage systems, etc.).* Staff continues to look at a tracking system for all building component preventative maintenance programs. There are several companies that offer similar cloud based systems. At this time, staff is collecting current basic system, and needs, and will plan to talk to each of the companies to see what they offer and how much per year or per user of the system.

4. Airport Project Manager Report (Attachment #2)

5. 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., December 10, 2019, Glacier Fire Department Training Room
- XV. EXECUTIVE SESSION
- XVI. ADJOURN