

MINUTES of  
AIRPORT BOARD MEETING  
September 10, 2020  
6:00 p.m. via ZOOM

I. **CALL TO ORDER:** Chair Jerry Godkin called the meeting to order at 6:02 p.m.

II. **ROLL CALL:**

Members Present:

Dennis Bedford

Jerry Godkin

Angela Rodell

Al Clough

Jerry Kvasnikoff

Members Absent:

Jodi Garza

Chris Peloso

Staff/CBJ Present:

Patty Wahto, Airport Mgr.

Rob Edwardson, CBJ Assembly

John Coleman, Airport Business Mgr.

Teresa Bowen, CBJ Law

Catherine Fritz, Airport Architect

Mark Fvette, Fire Department

Mike Greene, Airport Project Mgr.

Tiara Ward, CBJ Accountant

Scott Rinkenberger, Airport Sup't

Public Present:

Kent Craford, Alaska Seaplanes

III. **APPROVAL OF MINUTES:** *Angela Rodell moved approval of the minutes of the July 16, 2020; August 13, 2020; and August 28, 2020, Board meetings. The motion passed by unanimous consent.*

IV. **APPROVAL OF AGENDA:** *The agenda was approved as presented.*

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

Chair Godkin noted that the Airport Manager's Mother passed away earlier and asked for a moment of silence in recognition of Patty's Mom. He said their hearts go out to Patty and hope everything goes well.

VI. **UNFINISHED BUSINESS:**

A. **East Hangars Paving Request Follow-up.** Airport Manager Patty Wahto said this was an item from the August Board meeting. It went to the Operations Committee. Operations Committee Chair Al Clough said the report characterized what was discussed at the Operations meeting. He clarified that the Operations Committee was very clear that they would like to see the CARES Act funding be investigated as a potential source of funding for this paving, but certainly did not recommend that it be done at this point in time and fully recognized there are higher and more important issues for those dollars

## AIRPORT BOARD MEETING

September 10, 2020

Page 2

than what is currently known. They felt it was a potential source of revenue. There are a number of areas in front of hangars that either have no pavement or deteriorated pavement or deteriorated rap. It does present a problem to Airfield Maintenance and there is a process underway to start categorizing that and start chipping away at repairing it and get better conditions throughout the field. Chair Godkin said he took a tour of the airport yesterday with Scott Rinkenberger. He was shown the areas of concern with asphalt or no asphalt. He encouraged anyone to discuss this with Scott. It helped get an overview of where the problems are. It will only take money to fix them.

The recommendations from the Operations Committee were:

1. Staff do an inventory on paved area and prioritize. This includes determining which areas are FAA eligible vs non-eligible, with a goal to pave areas over time as funding allows.
2. Add project on to the Capital Improvement Program (CIP) list. (Staff has added this area as a project placeholder.)
3. Put this specific project on the 'back burner' for now until a pavement inventory is complete AND the Airport has an idea as to how much CARES Act will be available for this work in a couple of years (but before the CARES Act grant expires in 2024).

Ms. Wahto said one item was that if the Airport is going to head this way in a few years, it is CARES funds eligible. The FAA has agreed, but the Airport would have to put in a grant application and show the FAA what the Airport is trying to do. She did not expect this would change down the line. The Airport has added this project for the east end hangars onto the CIP list. In 2025 or 2026, the Airport has other taxiways on the east and west end on the CIP list. The area being discussed is in a no-man's land. It is an area that is not a taxi lane and it is not necessarily right against the hangar. There is quite an expanse of area that is not eligible. This is not necessarily the case on all areas around the airport. The first item on the recommendation is to work through an inventory and go through it with the FAA to determine in future grants what is and is not eligible so the Airport knows what they have to work with and the areas that the Airport will have to pay for.

## VII. NEW BUSINESS:

### A. **Airport Manager's Report:**

1. Southeast Alaska Watershed Coalition Special Permit to Eradicate Invasive Plants (Attachment #1). Ms. Wahto said the attachment is regarding plant eradication. The Airport has several areas to treat. The permit is to rid the invasive plants and allow natural plants to come back in. This item is informational only.
2. Deputy Airport Manager Position. A lot of applications were received with several interviews conducted. The Airport is working with Human Resources (HR) to get the paperwork in order to offer the position to one candidate. Until that is ready, the name cannot be released.

## AIRPORT BOARD MEETING

September 10, 2020

Page 3

3. Airport Fund Balance (AFB) and Capital Revolving Account (CIP) Balance (Attachment #2). There has been no change on this item from the last couple of months.
4. Hot Topics. The following is a list of ongoing topics that staff is working on in addition to the regular Architect and Engineering Project Reports:
  - *COVID Updates*. Ms. Wahto encouraged anyone traveling to insure they have looked at the most recent State mandates and requirements on the Alaska travel portal. She said she will be subject to the requirements when she returns to Alaska next week. She has filled out the preliminary work and will get tested as soon as she returns. She will quarantine until her second test comes back, so she will be working from home.
  - *Alaska Department of Environmental Conservation (ADEC) Storm Water Pollution Prevention Plan (SWPPP) Multi-sector General Permit (MSGP)*. The Airport is operating under the new SWPPP Permit that started the end of July. While the plan is in place, the Airport needs to work with the tenants to get a Notice of Intent (NOI) for tenants that have their own sub-permit, along with the co-permittees, or that they have No Exposure. These are trickling in. The Airport does not determine the category. The tenant works with DEC to determine the category they fall under.
  - *Alaska Department of Environmental Conservation Storm Water Pollution Prevention Plan (SWPPP) Multi-sector general permit (MSGP) Inspection*. The paperwork was submitted. A close-out letter was received, but there may still be fines. If something pops up, the Airport would be looking at doing something similar to what was done with the AKOSH project and doing in-lieu of fines.
  - *Egan/Yandukin Intersection Improvements Project*. Another meeting was held on August 21<sup>st</sup> with DOT AND some plan holders. They presented a pared down version of five or six suggestions. They are still wanting the public to take a look at these and comment.
  - *FAA Compliance Land Use/Financial Letter (January 2019)*. Everything has been submitted that the Airport has. A few items need to be finalized, such as acquisition of property and finalizing anything with U.S. Fish & Wildlife Services.
  - *FAA Disabilities Compliance and Title VI Review*. The Airport submitted the final plan to the FAA as approved by the City. This item will be closed out as the plan is now online.
  - *Transportation Security Administration (TSA) passenger screening checkpoint equipment* is scheduled for replacement but will be delayed for a couple of reasons: 1) size of equipment; and 2) construction for the size of equipment.
  - *TSA has cancelled janitorial contracts at airports nationwide*. This item is not as simple as opting out. They have combined the janitorial in with the utility agreement, but just don't show it as a reimbursable agreement. When this was discussed with TSA, they noted this was done nationwide. It is not off the plate

## AIRPORT BOARD MEETING

September 10, 2020

Page 4

for discussion, but they have had a fewer higher priority items to discuss than the janitorial reimbursement. At this time, the Airport will not get reimbursed and it is not in the budget.

- *Terminal Reconstruction:*
  - o The Airport has applied for this grant. Staff has checked to make sure that the other pot of CARES Act money will be accounted for with the local match. A discussion was held with the FAA on Tuesday, at which time the application was updated again as the bond interest and fees had to be changed in the application. They are expecting this grant to come through next week. Staff is waiting for this grant to see how much the Airport will get. It can be from \$3M all the way up to almost the entire amount. Some of that may require a match; although this year's money does not require a match. If it is leftover money from last year, the Airport would have to find a match for it. That would be ok as staff had planned on matching all of this anyway. If that is the case, a special Board meeting may be needed to get the grant passed.
- *Runway Safety Action Team (RSAT) meeting* was held September 3, 2020. The team reviewed Letters of Agreement between the Airport and Air Traffic Control, as well as best management practices and construction activities. This was a good review of overall safety and practices.

5. Airport Engineering Projects Report (Attachment #3): Airport Project Manager Mike Greene said SECON is currently working on completing Phase S7a of the Taxiway Project. They will be paving it this weekend. The area involved is the area of E-1 and starting on work on the half-arch culvert replacement. As soon as Phase S7 is completed, which is paving out Alpha between Foxtrot and Golf, then they'll consolidate their efforts and move into Phase S8, which remains at E-1 and they will concentrate on that area until complete and then move farther on west of the runway to finish up on S9. Work on the ALRV (Airport Lighting Regulator Vault) continues. The roofing will be installed next Monday. Then the interior electrical and mechanical work will begin, along with roughing in for the FAA systems. The batch plant will operate through the end of October and then the plant will be removed. Plan B will be to input asphalt that will not meet specs, but will last through the winter and then removed and replaced next spring.

The Ramp Lighting Upgrades Project has a proposal from Haight & Associates to get this project bid ready. Coordination is occurring between the North Terminal Project and this project.

6. Airport Architect Report (Attachment #4): Airport Architect Catherine Fritz said there is movement on getting the replacement boiler in the Sand/Chemical Building and getting it hooked up and working properly and then getting the project closed.

She was very optimistic that training will be next week and that substantial completion will be met by the end of September.

Bids were opened for the demolition of the old sand shed. All paperwork has been received by the contracts office, and it is hoped that there may be a Notice to Proceed as soon as tomorrow.

Anyone driving by the terminal has noticed that there is a lot of steel and concrete work happening. It has not been easy getting out of the ground as there have been a lot of unknown conditions discovered and some extra work needs to be done to stabilize the building for the work that needs to be done in this contract. The project is going well and staff is confident that they will have substantial completion in May 2021.

VIII. **CORRESPONDENCE:** None.

Chair Godkin asked about the U.S. Customs and Border Protection (USCBP) letter. Ms. Wahto said a meeting was held with USCBP. It was a good teleconference with the Alaska folks and the regional person out of San Francisco. Even though the letter was sent, a lot has changed in the time that staff worked with them over a year ago. She said a lot more airports have had the ability to change the agreement so it was not so one-sided. The Airport left the meeting with USCBP understanding where staff was at. They are going to send the Airport some samples of some other agreements with other airports. If nothing else, an agreement that Law and Ms. Fritz have worked on and sent to USCBP earlier can be dusted off and sent to USCBP again. They were very understanding once staff showed them that all of their comments and concerns had been taken into advisement and were changed. An agreement needs to be in place in the future. As information for those who were not familiar with the situation, City Attorney Teresa Bowen said the USCBP sent a letter to the Airport. When the City was working with USCBP earlier, they sent an agreement that the City could not legally sign. The City asked for some safeguards that they didn't like. They sent a letter again that said you really need to sign it. Since then it was found that the City can actually negotiate it so that there is not an endless negotiation. There has been a lot of good momentum and it has been going well.

IX. **COMMITTEE REPORTS:**

A. **Finance Committee:** Committee Chair Angela Rodell had nothing to report.

B. **Operations Committee:** Committee Chair Al Clough said the recommendations of the Operations Committee were by the Committee. He asked if the full Board needed to concur with that. *Jerry Kvasnikoff moved that the Board accept the recommendations of the Operations Committee. The motion passed by unanimous consent.*

## AIRPORT BOARD MEETING

September 10, 2020

Page 6

- X. **ASSEMBLY LIAISON COMMENTS:** Rob Edwardson, City Assembly Liaison, said Ms. Rodell had asked him to pass on a message to the Assembly from the last meeting on behalf of the Finance Committee, which he did. He said there were no comments from the Assembly about that. He is still pondering what he will do with the ballot as a voter. He appreciated this being brought up. He said this will be the last meeting for him as the Airport Liaison as he is not running for re-election and there are no other scheduled meetings between now and October 6.

He said the Mayor will poll the Assembly Members and newly-elected Members and find out what committee and liaison assignments they are interested in. The Mayor will come up with a list of names and recommendations for different assignments to present to the Assembly and then the Assembly will ratify that at the first meeting. It will be at that point that the next Liaison for the Airport will be known. He said he asked for the Airport Board two years ago because he enjoyed the tempo of the work with the Airport Board. It is a very professional Board with a very professional staff and a lot of stuff gets done. The Board makes a lot of difficult decisions in an informed manner and quickly and decisively. He has appreciated that for two years. He has appreciated speaking a little and listening a lot. He thanked all of the Board Members for their service and was sure that came from the other Members of the Assembly, as well.

Board Chair Godkin thanked Mr. Edwardson for being the Liaison. He has been very informative and liked to know what the issues are. He thought any items that needed to be relayed to the Assembly were relayed. He said they can only hope that the next Liaison will work to the level that he has. He thanked Mr. Edwardson for his service.

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

- XII. **BOARD MEMBER COMMENTS:**

A. Angela Rodell thanked Mr. Edwardson for passing along the comment and relaying his conversation. She also thanked him for the service he has given to the community and the City & Borough. It is appreciated. She wished him good luck in whatever he was going to do in public service, because she was sure he was not done.

- XIII. **ANNOUNCEMENTS:** None.

- XIV. **TIME AND PLACE OF NEXT MEETING:** The next regular Airport Board meeting will be held on October 8, 2020, at 6:00 p.m. via ZOOM.

- XV. **EXECUTIVE SESSION:** None.

- XVI. **ADJOURN:** *Angela Rodell moved to adjourn. The meeting adjourned by unanimous consent at 6:45 p.m.*