

MINUTES of  
AIRPORT BOARD MEETING  
April 14, 2022  
6:00 p.m. via ZOOM

I. **CALL TO ORDER:** Chair Al Clough called the meeting to order at 6:01 p.m.

II. **ROLL CALL:**

Members Present:

Dennis Bedford  
Al Clough

Jerry Godkin  
Jerry Kvasnikoff

Chris Peloso  
Dan Spencer

Member Absent:

Jodi Garza

Staff/CBJ Present:

Patty Wahto, Airport Manager	John Coleman, Airport Business Mgr.
Scott Rinkenberger, Dep. Airport Mgr.	Wade Bryson, CBJ Assembly Liaison
Phil Adams, Airport Superintendent	Mark Fuelle, CBJ Fire Department

Public:

Mike Wilson, Coastal Helicopters

III. **APPROVAL OF MINUTES:** *Chris Peloso moved approval of the minutes of the March 10, 2022, Board meeting. The motion passed by unanimous consent.*

IV. **APPROVAL OF AGENDA:** *Jerry Godkin moved approval of the agenda. The motion passed by unanimous consent.*

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

VI. **UNFINISHED BUSINESS:**

A. **Project List Priorities (Attachment #1).** Board Finance Committee Member Dan Spencer said the documents listed are the projects that are ready for consideration by the full Board. These are things that need to be taken care of. Board Member Chris Peloso noted that these are all projects that are ineligible for federal funding, but the CARES funding can be used. Airport Manager Patty Wahto said staff was asked to update the list (Attachment #1). This was put into an easier spreadsheet for following the projects. It includes projects that the Board has already approved and the pending ones tonight. They are not in any priority but are grouped in what is out there and estimated costs. Staff is still getting some of the estimates. *Jerry Godkin moved to approve eight projects:*

- 1. Public Seating for the Terminal*
- 2. Replace Lighting Fixtures (from old fluorescent to LED in the remaining sections of the terminal)*

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3. *Acquire Man Lift (ceiling work, cleaning windows, lighting and fire suppression maintenance)*
  4. *Fuel Station Access Control*
  5. *Fuel Station Back-up Generator*
  6. *TSA Bag Screening Flooring Replacement*
  7. *Ceiling Tile Replacement (remaining old in bag claim, departure lounge, meeting area)*
  8. *Snow Removal Equipment Building Wash Bay Water Protection*
- from the Airport's CARES Project Wish List, and funding from the Airport's CARES Act grant. Board Member Jerry Kvasnikoff asked what makes the man lift purchase necessary over renting one. Ms. Wahto said the man lift needs to be small enough to be able to be taken on tile. The rentals would be every two weeks to a month. Now with higher ceilings they will need it more frequently. She felt it would be paid for in two to three years. The motion passed by unanimous consent.*

**B. Airport Board Meetings.** Ms. Wahto said this is open-ended for any discussion the Board may have. One thing that the Airport ran into in order to go back into a live mode is the ability to live remote into the meeting. Therefore, this opportunity to meet in person had to wait until the room Zoom was in and it should be installed by the end of the month or first part of May.

## VII. NEW BUSINESS:

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

1. Passing of Congressman Don Young. The Airport extends its sincerest condolences to Congressman Young's family. Most recently staff was working with Congressman Young and his staff for the continuation of the MALSR (Medium Approach Lighting System with RAILs (Runway Alignment Indicator Lights)), to get the language in for passing it back to the Federal Aviation Administration (FAA). Staff is not giving up on that, but it will just have to be done through a different venue.
2. Alaska Seaplanes Safety Management System (SMS) Certification. On March 15, Alaska Seaplanes management staff were present while the FAA Flight Standards District Office gave them a certificate for the SMS certification process. It took them a number of years to get through this. This states that they are committed to being safe and the Airport applauds that. The FAA certainly applauded it. There are only a handful in the United States that have gone through this certification. Congratulations to them.
3. Hangar Flooding Update. Staff is working with DOWL for the survey points. They are trying to get those to us because they are needed sooner than later. It will help to know these for additional projects.

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4. Badging Office Staff. The Airport has had a vacancy for this position since February 5. It was noted that Travis Dybdahl, Accounting Technician, has been filling in mornings. The Airport has also brought back the former Badging Officer Shannon Dybdahl to help out in the evenings. A few hours before this meeting, permission was given to the Airport to utilize another staff member as a temporary assignment. It is a person who is very much interested in this position, but based on their current work, they weren't able to do it and the Administrative classifications are being reclassified. This is not the right time to bring this person into this position, although it can be done as a temporary assignment. As of next Monday, the office will be staffed Monday through Friday from 8:00 a.m. to 5:00 p.m. and some evening hours to get caught up. The Airport appreciates everyone's patience during this difficult time.

When asked about automating the badging process, Deputy Airport Manager Scott Rinkenberger said that with his retirement coming up in 77 days, the Airport Manager asked him to put the project on hold until the replacement is in place. With the busy system, this is a very difficult time to do this project. Mr. Godkin asked if it went on board sooner than later, would it alleviate staffing issues? Mr. Rinkenberger said the ultimate goal was to automate the process so that the Airport security credentialing would be almost paperless. The Badging Office encounters applicants that still show up without an application, missing signatures, no training paperwork, and they have to be turned away. This complicates the schedule reliability for the Badging Office because that spot could have been used by an applicant that was prepared. With this personnel shortage in the Badging Office, Mr. Rinkenberger said he has asked the staff to be somewhat flexible with the abbreviated schedule. The temporary appointment will get the Airport through the summer with Miranda [McHenry] in there. A lot of the badging traffic can be handled. The evening appointments are surprisingly very popular with people coming in between 6:00 and 8:30 in the evening. This is relieving a lot of the badging office congestion.

Last week, staff went over to NorthStar Trekking and they badged 18 people for GA badges over there. The photographs were taken, the paperwork brought back, ran them through the STAs (Security Threat Assessments), and were able to print the badges. The badges were taken back over to NorthStar Trekking. This arrangement can also be made with other operators.

Would an automated process eliminate the need for a full-time person in the badging office? Probably not, but it will make them much more efficient, open up for more appointments and be able to handle more traffic. Chair Clough said that with his experience and talking to the people that are getting rebadged and a number of operators have realized that they can get by with GA badges, though the current system is still paper intensive, it is working much, much better than it did just a short

time ago. Maybe that is because the Airport has good staff on it. But it is going well at the moment. Mr. Rinckenberger said the on-line scheduling system has been immensely successful. It has freed up a lot of the staff's load.

5. Airport Fund Balance (AFB) and Capital Revolving Account Balance (Attachment #2). There has been no change on these documents.

6. CARES/CRRSAA/ARPA Fund Balance. Ms. Waho said after the Finance Committee meeting, she thought it would be best if a few more things were added to the list to make sure that the true estimated bottom line is showing. She said that the Concession Relief funds were subtracted and the \$5M estimate is in there for the parking lot rehabilitation. This will be an attachment next time because staff will continue to put in the items that the Board has approved and make sure that the estimates are on there and make the running total clearer.

<b>CARES/CRRSAA/ARG Act Use</b>		3/10/2022
Grant awards *	30,590,133	
FY20 Operational Expenses	(727,145)	
FY21 Operational Exp incl tenant relief: yearend	(3,427,111)	
FY21 Airport GO Bond debt service	(602,375)	
FY22 Airport GO Bond debt service	(662,625)	
TWY Regulator Upgrade (appropriated)	(203,028)	
Bag Belt Replace - Est; + \$50k design (10/21)	(1,610,000)	
Parking Lot Design (max) - Estimate	(600,000)	
Bagwell Gas Detect/Alarm - est; + \$42,885 design	(92,885)	
SREB Circulation Pump Upgrade	(115,000)	
Sand/Chem bldg Back-up Boiler system	(175,000)	
Forklift vehicle	(50,000)	
Balance	22,324,964	
<i>Proposed Use</i>		
Required Concession Relief (not for other use)	(98,347)	
FY22 Tenant Rent Relief (est)	(1,200,000)	
FY22 Operational Expenses (est)	(2,084,900)	
FY23 Tenant Rent Relief (est)	(1,200,000)	
FY23 Operational Expenses (est)	(1,572,100)	
FY24 Operational Expenses (est)	(1,421,500)	
GO bond debt service FY23/24 TBD		
Parking Lot Construction -TBD -Est (in design)	(5,000,000)	
<b>Proposed/estimated balance FY22 end</b>	<b>9,748,117</b>	

\*\$98,347 concession relief requirement, see above  
 Note: Add'l Concession grant \$393,387 signed 1/3/22, not incl in total

Mr. Godkin noted that the insurance increase is being funded by the CARES Act funding, but down the road there will be a big hit to rates and fees. He wondered

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about starting a spreadsheet because he feared that the tenants will have sticker shock when all of a sudden the budget has to be balanced with what because the CARES Act money is going away. Is there a point in time that the rates and fees discussions are started early so that the tenants don't have sticker shock? The number just keeps getting inflated with salary increases or whatever, he thought the Board would be doing themselves a favor and getting the word out to the tenants by what is happening and someday this money is going to dry up. It was concerning to him as a Board Member. Ms. Wahto said this is a very good point. She said this was alluded to during the Finance Committee meetings – that when we were going into the budget three years ago, prior to COVID, the funds were already short and there were increased rates and fees ready to implement and that was held back, so there is a baseline of where to go. The problem is that the revenues are now projecting to be approximately where staff thought they would be back in 2020/2021. However, expenses have gone up, so now there is an even bigger delta to fill with those rates and fees. Instead of \$600K in the red, it will now be \$1.3M-\$1.4M. The idea starting next year with the budget is to start putting those back out on the table to say this is what it will need to balance the budget without CARES Act funds. This will start happening next year. Mr. Godkin thought this was a prudent way to do it. He thought the tenants would most likely rather start into it slowly and then go into it where it needs to be versus just getting to the end and slapping them with the big costs. Chair Clough suggested highlighting the operational expense versus the capital expense on the list. The majority of the CARES Act monies have gone to one-time capital projects, but also used to fill holes in the operational expenses. Those are the ones that will come back to bite them once the CARES Act money is expended. If that was there staring them in the face every month showing the operational expense that is currently being covered by CARES Act funding rather than by the intake, that would help the tenants to see what may be coming down the road. If you add 8% inflation on top of that, it is kind of an ugly picture. He suggested highlighting in two different colors to let people see what there is to look forward to and try to manage. Ms. Wahto said that some of the projects are showing up as capital, but in reality, they would have been part of the maintenance and operations budget.

7. Alaska Room Update. Rotary has been told that their meetings can begin again in May and they are excited about it. They do not need the Zoom. They will make arrangements to be here.

8. 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:

- *Title 49 (Jordan Creek) Variance Request.* Ms. Wahto reported that she had a discussion with the Community Development Department (CDD) Director and one of the Planners. The request was broken out into two different variance requests. The first one was inside the fence and as CDD looked back at it and

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looked into the records, they agreed that the work the Airport was requesting to do – taking care of the trees and brush in there – that the variance was not specific. Even though trees were planted, they could not find that in there. They said that according to what was passed, the trees and brush can go. The berm can be lowered or modified, but as long as there is a berm to prohibit flow into Jordan Creek. The grasses just need to be replanted there. They will refund this variance cost and take it off of the table. Ms. Wahto said she appreciated them taking a look at this in depth and going back into the historical records.

The second request was outside the fence along the greenbelt. CDD still did not see how this would go through. It is very doubtful because there are a lot of places that would fall into the same category – safety – that there is nothing within the code that would allow this. They said they need to look at the policy on this. If they could do a blanket policy that would cover but not impact the creeks or any of that area that they would look at doing it from that standpoint, so a lot of other folks weren't coming in and trying to do variances. They are looking at this outside of the box. Discussions occurred about fencing the area, but Ms. Wahto said it would be pretty costly. This property is a large tract of property that extends back to the Airport. The FAA never wants to give up property. This is tied to the mitigation of the Crest Avenue culvert and the Taxiway Extension that was done in the 1980s. Therefore, the Airport has to maintain control of that mitigating property.

Mr. Godkin asked about CDD staff support for this variance, because without it the variance will not go forward. Ms. Wahto said that is what she talked to the Director and Planner about. When the Planning Commission looks at this, they will look at what is different or unique about this compared to anything else that is requesting the same type of variance for safety. That was why the Airport was going the route of trying to change Title 49, which has not occurred. It is not that they are not on board with the Airport, but they have seen enough of these get denied for not enough good support.

- *Alaska Department of Environmental Conservation (ADEC) Storm Water Pollution Prevention Plan (SWPPP) Multi-sector General Permit (MSGP)*. The Annual Best Practices Meeting will be scheduled for some time in May.
- *Spill Prevention and Control Countermeasure (SPCC) Plan*. The Airport is in the process of updating this under contract with DOWL. This will rewrite the SPCC. A draft has been received and reviewed. Hopefully this will be in place before the summer.
- *COVID*: The Alaska Travel Portal has been closed down. However, the mask mandate at airports and other federally funded travel venues (buses, trains, etc.) has been extended to May 3.

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- *DNR Land Conveyance/Easement.* There is a meeting scheduled with Department of Natural Resources (DNR) next week to go over some of the processes need to get those conveyances on the two tracks of land and finish that up. This was land that was conveyed from the State for the Runway Safety Program when the runways were extended. The Airport acquired that land through mitigation of other land and funds. This will actually transfer the land to the City and Airport. Chair Clough said that going after accreted lands is a smart move and he was glad the Airport was doing that.

9. Airport Project Managers Reports (Attachment #2): Ms. Wahto said the Terminal Project has the area opening up more and more. The center section where the old dining room was is closed for some glass panels to arrive. All but three panels of the Lumicor art panels are installed. Some supports on the stairs have to be adjusted before the last three panels are installed. These look beautiful. A few more items such as doors, glass panels, etc. are needed to finalize the project. Some more changes orders will be done to push the project out a little further. As it stands, substantial completion walk through will probably be the first week in May with the design team and staff. This will provide the punch list items. The change orders to date are about 9.9% or \$1.5M. The Terminal Fire Alarm Project is about 70% complete. Substantial completion is expected at the end of April.

The design of the Main Ramp Project, which includes the Part 121 jet parking, Part 135 ramp parking and the RON (remain overnight) ramp between Gate 5 and Coastal Helicopters is now combined as one project for the FAA. This has been submitted to the City Engineering Department and they have done a quick turnaround with getting this ready for the RFP (Request for Proposals) that will be advertised on April 21. Hopefully this will get the design team on before summer to get the inspections and survey work done with good weather and get it out to bid for next year.

The Airport is trying to phase out the Taxiway Project. The startup and test commissioning of the generator, load bank and switching failed. It was unsuccessful because all parties were not there. Per the contract, it is required to have the manufacturer's representative and factory technicians, not just the CAT representative. As soon as they can arrange for that and staff has a better date, staff will be able to know when it will actually happen, be handed over and be successful in its commissioning.

A meeting was held with the FAA (both the group that is working on the project and the Air Traffic Control Tower) on the Runway Visual Range (RVR). They will work on the cutover of the RVR new system June 9-22. There will be partial outages at each end except for one day around the 16<sup>th</sup> or 17<sup>th</sup> where there will be a partial day

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where both systems will be down completely. The Airport has asked them to look at weather before they do that.

The Finance Committee recommended projects and were put into the queue. Some have been given to both Project Managers.

Board Member Dennis Bedford asked for an update on the sale of the L.A.B. hangar. Ms. Wahto reported that the Airport is still working with the potential buyer. It has not gone through yet. A lease is being work on, as well as working with the Law Department to make sure any loose ends are tied up with L.A.B. Hopefully this will be finalized and reported next month.

Ms. Wahto reported that Jensen Yorba Wall is continuing with the design of the Outgoing Baggage Belt. They have had a few glitches trying to get some of the technical details finalized, but it is expected to be out for bid this summer with the start of the installation this fall and winter.

The Airport has received the 95% bid documents for the Bagwell Mechanical. This should be out by the end of the month.

There have been several meetings and discussions with DOWL on the Parking Lot Project. They will be here mid-month for geotechnical. It is expected to have the four tiers back to staff in June and to the Board by the June meeting.

Gate 5 Passenger Boarding Bridge Project – the categorical exclusion for environmental (CatEx) that is normally filed should be pretty straight forward. It hasn't been seen back from the FAA, but the Airport has it on everything else. This is the only thing holding this up. It is scheduled to be advertised as a design RFP to come in April 20 and it is hoped to have a design team on sometime in May.

The Snow Removal Equipment Building Pump Replacement Project is planned to advertise this week and out until May 4, 2022.

The Sand/Chemical Back-Up Electric Boiler was planned for a fall installation, but it may be a little later due to supply and demand problems. It is possible a supplemental heater may have to be rented for one more season.

The Airport is doing some of the repairs for the damaged culverts due to flooding. This was submitted to Risk Management in hopes of getting money from Risk Management due to the big flood event.

Staff has been looking at some manufacturers and hoping to ride some State or airport contracts to get a bulk deal on airport furnishings. Even though the square footage



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did not change that much, just rearranging to a more open terminal, it made more space with the need for more seating. Staff is also trying to refurbish some of the older seating.

VIII. **CORRESPONDENCE**: None.

IX. **COMMITTEE REPORTS**:

A. **Finance Committee**: Covered earlier in the meeting. Chair Clough thanked the Committee for working on and bringing the list to the full Board.

B. **Operations Committee**: Committee Chair Dennis Bedford had nothing to report. He said he had looked at the hangars regarding gutters and there is very little room between the drip line and the top of the doors and there is nothing between the doors for downspouts. He said this is on his radar.

X. **ASSEMBLY LIAISON COMMENTS**: Assembly Liaison Wade Bryson said Finance season has started. Hopefully during the next seven Wednesdays they will have a very positive discussion about the Airport and he'll figure out to get the \$600K back. He said it is an uphill battle. Every budget discussion is doom and gloom. He said there is a little shortfall that he thought could be made up. He reported Bruce Denton was awarded a lifetime achievement award from the Chamber of Commerce.

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

XII. **BOARD MEMBER COMMENTS**: None.

XIII. **ANNOUNCEMENTS**: None.

XIV. **TIME AND PLACE OF NEXT MEETING**:

A. Assembly Finance Committee Meeting Budget Presentation on April 27, 2022

B. The next regular Airport Board meeting will be held on May 12, 2022, at 6:00 p.m. in the Alaska Room and via Zoom

XV. **EXECUTIVE SESSION**: None.

XVI. **ADJOURN**: *Dan Spencer moved to adjourn. The meeting adjourned by unanimous consent at 7:02 p.m.*