

MINUTES of  
AIRPORT BOARD MEETING  
November 9, 2005  
Aurora Room, 7:00 p.m.

I. **CALL TO ORDER:** Chair Ron Swanson called the meeting to order at 7:00 p.m.

II. **ROLL CALL:**

Members Present:

Pete Carlson	Fred Gaffney	Ron Swanson
Gordon Evans*	Joe Heueisen	Tom Williams
Eric Forrer		*Via Phone

Staff/CBJ Present:

Allan Heese, Airport Manager	Pam Chapin, Airport Secretary
Jerry Mahle, Airport M&O Superintendent	

Public Present:

Ella Rogers, Glacier Restaurant	Dick Rountree, R&L Leasing
Keith Whitehead, TSA	Jim Wilson, Coastal Helicopters
Cathy Emerson, Opti-Fi	Tom Carson, Carson Dorn, Inc.

III. **APPROVAL OF MINUTES:** *Fred Gaffney moved, Pete Carlson seconded, the adoption of the October 12, 2005, minutes as presented. The motion passed by unanimous consent.*

IV. **APPROVAL OF AGENDA:** Airport Manager Allan Heese noted that Captain Tom Porter with the Juneau Police Department was in attendance and asked to add an item regarding some problems with the Impound Lot and some changes to improve security. He also noted that Cathy Emerson with Opti-Fi was in attendance and would like to speak to the group. He noted that Tom Carson would be attending the meeting at 8:00 p.m. and would like to discuss Item VI.C. at that time. Chair Ron Swanson added new business before the unfinished business and added both the Impound Lot Discussion and the Opti-Fi Discussion under this item. *Gordon Evans moved, Pete Carlson seconded, to approve the agenda as amended. The agenda, as amended, was approved by unanimous consent.*

V. **PUBLIC COMMENTS:** None

VI. **NEW BUSINESS:**

A. **JPD Impound Lot Discussion:** Captain Tom Porter appreciated the opportunity to provide information on some of the problems and situations JPD is fighting at the impound lot. Incidents of break-ins in the lot and thefts are continuing and increasing. He thought this was a serious security issue for the vehicles and a concern for the airport grounds. He said that there have been seven incidents since July 4, 2005. He said that JPD is having a real problem in maintaining security due to visibility into the yard due to the trees and brush in the area. He said that his experience is if something is not done early on in this type of problem, it will continue to grow. He said that there is a likelihood that these people could go out onto the airport itself maybe just to explore for other opportunities. Possible remedies include removal of trees and brush in the Ladd Street area. This would allow patrols to look inside the fence

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without having to enter the lot. Other things being considered are cameras, surveillance, alarms, etc. These are expensive items and there is no budget at this time. He said another option from clear cutting is thinning the area, which would leave the more established trees and remove the brush and saplings.

In discussing this item with the City Manager, it was noted that the residents in this area would not be happy with tree removal. Capt. Porter said that they are willing to work with the people in the area, but felt that the vandalism and thefts might spread out toward their residences. Dick Rountree, R&L Leasing, said that a few years ago in discussions with the neighborhood residents, there was a lot of concern about anything being done in the tank farm. They were assured at that time that there would be a green belt and a berm maintained so that they did not have to look at tanks.

Chair Swanson said he felt it was important that the residents in the area have a chance to come to a meeting to discuss the tree removal/thinning issue. This item was referred to the Operations Committee for further review. Tom Williams suggested the Operations Committee also consider vacating the lease with JPD and offering the space to Petro Marine.

B. **Opti-Fi Discussion:** Cathy Emerson with Opti-Fi said she wanted to let the Board know that Opti-Fi, a wireless internet company, is currently in the airport. This service is available throughout the terminal. The contract with Glacier Restaurant says that they are a subcontractor to them. She asked what the Board would like to see from Opti-Fi as they move forward. Joe Heueisen asked about having free wireless service. Ms. Emerson replied that the airports with free wireless internet are paying for the services in other ways, i.e., PFCs, concession fees, etc. She will be meeting with the University of Alaska regarding the wireless access to try to expand the Opti-Fi services. She asked for the Board's permission to go out and explore and come back to the Board to let them know what she has discovered. The Board concurred with this request.

A break was held from 7:55 p.m. to 8:00 p.m.

VII. C. **EIS Update:** Airport Manager Allan Heese introduced Tom Carson of Carson Dorn who was in attendance to answer questions and help explain the mitigation plan since he has been the main author of the plan. There has been a lapse in the contact with SWCA, the prime consultant. They will continue work on the responses to the public comments when the contract is updated. Part of the delay was that SWCA had proposed writing the mitigation plan, but Mr. Heese thought that Carson Dorn was better suited. Because of the lapse in SWCA's contract, staff has been working very hard on the mitigation plan.

When staff reviews the various projects that the Airport has to do, most of them are eligible to the 100% level by the FAA. However, when the areas that have some sort of lease area are reviewed, the FAA does not participate in development of lease areas. If the area generates revenue for the airport, they limit the FAA participation. When the mitigation plan is broken into various pieces, there is a chunk of the northeast quadrant that the FAA does not participate in. The diagram (Attachment #1) shows areas that are available for FAA funding and which

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ones are not. The shaded areas on the diagram are those areas that are being impacted in the northeast quadrant. These include non-wetlands, which are not open for discussion, and then there is the wetlands. When the wetlands are divided into what is or is not eligible, the darker shaded areas are exclusively leased area. The lighter shaded areas are public areas, taxiways, infrastructure, etc.

The spreadsheet (Attachment #2) shows the percentages. The Juneau share of mitigation for ineligible wetlands is \$186,000, and the airport matching percentage of FAA funds, equal \$235,000. The current plan applies funds to a specific project and the rest to an in-lieu fee that will follow the Board resolution passed a couple of months ago. Pete Carlson said that there are funds in the retained earnings that can be used but this should be reviewed further as the end of the EIS is reached. This is being brought for the Board to find out their wishes on the financial end. This can be further discussed and acted on at the December Board meeting.

Fred Gaffney recommended this be turned over to the Finance Committee to be discussed and a recommendation for final action brought to the Board at the next meeting. *Gordon Evans moved, Joe Heuseisen seconded, that the Board will support paying up front of the mitigation funds.* Mr. Forrer said he could not vote for the motion without a lot more information about Airport finances. Mr. Gaffney agreed. Mr. Williams said that more information needs to be presented to the Finance Committee. Mr. Heese said that the current funding figures are based on some assumptions. If there is some hesitation on the part of the Board not to accept the plan, it is nearly impossible to come up with the final numbers. Tom Carson felt it would be good to refer this to the Finance Committee as the numbers are not final at this time. *Mr. Evans withdrew the motion, with the approval of the second.* Chair Swanson referred this to the Finance Committee for further discussion and to come up with some inventive ways to come up with some money.

Mr. Heese said that staff is planning for a Record of Decision (ROD) on the EIS for the first of April 2006. As the capital programming is reviewed, the plan must include what the Airport would do if the ROD is later than April. This is complicated by the lack of a contract with SWCA. The reason the contract is not in place today is because the FAA has not come up with the guidance on how they are going to deal with De Minimus possibilities for construction projects (at least initially for Juneau). The FAA is not willing to ask SWCA for a contract amendment until they know what the De Minimus guidelines are. They would provide those to SWCA to try to determine whether Juneau's runway alternative fits within the De Minimus criteria.

### VII. **UNFINISHED BUSINESS:**

A. **Finance Committee** (Attachment #3): Committee Chair Pete Carlson said that there have been two Finance Committee meetings. The Finance Committee would like Board approval on three items to send downtown to amend the Rates and Fees Regulation: the occasional use fee by air carriers, fingerprint fees, and badging fees.

1. Air Carrier Occasional Use Fee for Terminal. With the arrival of Casino Express charters this summer, the Airport had to come up with a fee for the use of the terminal. At that time, Casino Express (737-200) was charged a flat \$500 per use fee.

This type of fee (non-signatory terminal use) is not currently in the Airport Rates and Fees regulation. At the September 8 and October 6, Finance Committee meetings, staff was asked to explore occasional use fees at other airports and establish a tiered rate for various sized aircraft and operations. After looking at various airports, staff recommended a tiered structure and the Finance Committee approved the following tiered rate structure at their October 26, 2005, Finance Committee meeting:

07 CBJAC 10.020 (c) of the Rates and Fees Regulation. After the published fee chart for terminal rent by space type:

**ADD:**

*“For non-signatory air carriers requiring the use of the terminal for one-time or occasional (up to four times per month), the following fee schedule shall apply:*

<b>Wide Body Jets:</b>	<b>\$1500 per use or turn</b>
<b>Narrow Body Jets:</b>	<b>\$ 500 per use or turn</b>
<b>Regional Prop (greater than 12,500 lbs.)</b>	<b>\$ 75 per use or turn</b>
<b>Small Carrier (12,500 lbs. or less)</b>	<b>\$ 25 per use or turn</b>

*“Wide Body and Narrow Body jet use of the terminal shall be limited to departure lounge, available counter space, available jetway, bag claim, bag make-up and public circulation areas. Regional prop aircraft and small carrier use of terminal shall be limited to available counter space and public circulation area. Other non-signatory fees for airside use shall apply, such as landing fees, fuel flowage fees and parking or gate use also apply.”*

*Pete Carlson moved, Tom Williams seconded, for the adoption of the Finance Committee’s recommendation on the Occasional Use Fee for the Terminal. The motion passed by unanimous consent.*

2. Fingerprint and Badging Fees. The Airport has been charging fingerprint and badging fees as previously approved by the Airport Board. The fees were based on cost analysis done to recoup expenses for supplies and time spent for the badges and fingerprinting. Although approved by the Board and written into the application forms for the fingerprints and badging, these fees were never formalized in the Rates and Fees Regulation. At the October 6 Finance Committee meeting and as finalized at the October 26 Finance Committee meeting, the committee approved language which, as proposed, would solidify these fees in the regulation. Staff also re-analyzed the costs of the fingerprint fees and changes were made to increase the fingerprinting fees from \$29 to \$45 for CBJ Airport-affiliated personnel and \$75 for all others fingerprinted. The following language was approved by the Finance Committee and requested to be added into the Rates and Fees Regulation as a new section, 07 CBJAC 10.020 (m):

**ADD:**

**“(m) Fingerprint Fees.** *For fingerprinting and electronic submission to the Federal Bureau of Investigation (FBI) for criminal history records check, the following fees shall apply:*

- a. *“Employees, tenants, employees of tenants, or those employees of businesses and agencies directly working with/at the Juneau International Airport, the fingerprint fee shall be: \$45 per person.*
- b. *“For all others, the fingerprint fee shall be: \$75 per person.”*

*Pete Carlson moved, Tom Williams seconded, to adoption of the Finance Committee Recommendation for the Fingerprint Fees. The motion passed by unanimous consent.*

Also discussed at the October 6, 2005, Finance meeting was the cost of badging. Like the fingerprinting fees, it is not currently in the rates and fees regulation and the Committee agreed that the Airport needed to solidify the badge fees in our regulation, as well. Staff proposed language which included our current badging policy. After analysis and comparisons to other airports, Staff proposed an increase to the badge deposits for employees (from \$20 to \$50) and an increase to the badge deposit for contractors (from \$20 to \$200). The committee also agreed to language which would allow companies to give a letter of guarantee for their employee(s) rather than require each employee pay a deposit. The following language was approved by the Finance Committee at their October 26, 2005, meeting, and requested to be added into the Rates and Fees Regulation as a new section, 07 CBJAC 10.020 (n):

**ADD:**

**“(n) Badging Fees.** *For access and identification badges issued at the Juneau International Airport, the following fees shall apply:*

- (1) *Security Identification Display Area (SIDA), 135 ramp (Non-SIDA), or Airport Employee identification badges, the fees shall be:*
  - (a) *Initial Issuance (\$10) & Deposit (\$50)* \$ 60
  - (b) *Renewal (annual)* \$ 10
  - (c) *Re-issuance for worn or damaged* \$ 10
  - (d) *Lost badge* \$200
  - (e) *Contractor Deposit* \$200

*“Deposits shall only be refunded upon return of an individual’s current access badge to Airport Security or Airport Administration. If a “lost” badge is later recovered, a refund of \$190 may be issued only if the lost badge is of the current issuance lot (color, badge design).*

*“In lieu of a deposit, an employer may issue a written letter of guarantee for their employee(s). Such letter will be on company or business letterhead, signed by an authorized agent of the company or business, and guarantee that if an authorized employee of their company or business does not return a badge or loses a badge, the company or business shall be responsible for the non-returned/lost badge and remit the \$200 fee to the Airport.”*

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| (2) | <i>“Proximity Cards (or gate access cards):</i> | <b><i>\$5 per card /<br/>issuance</i></b>   |
| (3) | <i>“Non-airport identification media:</i>       | <b><i>\$10 per card /<br/>issuance”</i></b> |

*Pete Carlson moved, Tom Williams seconded, for the adoption of the Finance Committee recommendation for Badging Fees. The motion passed by unanimous consent.*

3. Paid Parking Lot Rates (Attachment #4). As mentioned at the October 12, 2005, Airport Board meeting, staff and the Finance Committee has been looking at the public parking lot rates including the riddance of “free” parking. Comparisons to other smaller hub airports across the country and input from a recent conference provided good insight to reasonable rates. The bottom line for all the research was: Get rid of the “free” parking. This was looked at as some of the most valuable real estate. The paid parking lot was discussed at the past three Finance meetings and the current concessionaire, Pak’s Custom, attended the last finance meeting with some valuable input and accounting for the past two years of the contract. Commercial tenants at the meetings also shared their support of the proposed changes to the paid parking. The attachment is the proposed parking lot rate changes as recommended by the Finance Committee, see “*Proposed 2005/2006 Rates*” column. The Committee believes that it is imperative that the public be notified well in advance of the change and signs should be well-posted at the entrance to the lots. Staff will also continue to collect historical data on vehicle numbers to get an accurate impact on revenues with the increased rates and elimination of the free parking. The proposed rate change could take place as early as January 1 or February 1, 2006.

This would give significant time for public awareness, signage and Concessionaire software changes. While this is not a regulation fee since it is rates through a concessionaire (currently, Pak’s Custom, LLC), the Committee believes that the public should be notified well in advance of the change and signs should be well-posted at the entrance to the lots.

Committee Chair Carlson said that a concern arose after the Committee passed the recommendation and that has to do with functions in the Aurora Room for the restaurant. The new rates will add quite a bit onto the price of a meal for someone

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attending Rotary or other groups. Perhaps this is something that can be worked out with the restaurant and the parking concessionaire before the Board's approval.

Joe Heueisen felt an article outlining the abuse of the free parking would need to be done. This should discuss patrons driving out of the lot at 28 minutes and returning for further parking, people replacing one ticket with another, etc.

Mr. Carlson suggested this come before the Finance Committee again and then back to the Board at the December meeting. The public comment would be taken at the December meeting. He said the rates will be published as informational only. He envisions a good PR program to let the public know it is occurring. Chair Swanson referred this item back to the Finance Committee.

4. Capital Improvement Projects. Committee Chair Carlson said that the first CIP meeting was held on November 2. They reviewed a number of years. Some discussion was held on reprioritizing some projects, but staff has come up with a very workable plan on CIP. Staff is taking all of the fill as one project; even though it is for many different projects, the fill is a project in and of itself. More meetings will be held to discuss this further as the CIP is a work in progress.

B. **Operations Committee Report:** A meeting was tentatively scheduled for November 14, 2005, at 3:00 p.m. Chair Swanson said that the Operations Committee is not the appropriate place for public comment, it should be done at the Board meeting.

1. Wildlife Hazard Advisory Group: This item has been deferred to a date and time to be determined.

Chair Swanson said that Mr. Forrer is not currently assigned to a committee. He assigned him to the Operations Committee.

C. **EIS Update:** [This item was discussed earlier in the meeting.]

D. **Terminal Project Discussion:** Chair Swanson said he will try to resurrect the Terminal Project Committee. He will do this in the near future. It was suggested that the same people be on the committee. It was also suggested that Bruce Weyrauch be included on the topic to try to get the Legislature to do something. Pete Carlson said that some of the Terminal Projects are being included in the CIP, i.e., repairing the roof, the canopy out front, etc. These would be done through the remodel if it occurred. Airport Manager Heese said it would be helpful for the Terminal Project Committee to have an agenda set by the Board. He felt there were three key items: the capital projects just discussed, how does the Board want the committee to proceed on the GO bond possibility or a GO bond versus the sales tax, and how does the Airport want to proceed with possibly approaching the Legislature for some large contributions to the project.

Ella Rogers, Glacier Restaurant, said that many people she had spoken to had no idea there was a citizen committee involved with this decision. They thought it was the Board or the Airport Manager's Office that had proposed this. She felt it was important for people to know what

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went into the decision. Mr. Heese noted two items for a PR campaign in the newspaper: airport parking and the terminal planning committee. Chair Swanson suggested Mary Lou Gerbi for the job.

VIII. **NEW BUSINESS:**

A. **Exit Lane Staffing at Departure Lounge:** Mr. Heese said TSA has sent out an action letter to airports regarding the staffing of the departure lounge exit lanes. TSA is requiring airports to staff the exit lanes (currently staffed by the TSA) and to come up with a strategy within 90 days (essentially by mid-January 2006). Staff is looking into costs and personnel related to compliance with this requirement. At this time, AAAE is working on this matter with the hope of finding a solution more acceptable to airports. This could have a significant impact to the Airport's staffing and budget.

B. **Airport Manager's Report:** Airport Manager Heese reviewed the Airport Manager's Report (Attachment #5).

IX. **ASSEMBLY LIAISON COMMENTS:** None.

X. **PUBLIC COMMENTS:** Jim Wilson, Coastal Helicopters, noted that the area they lease for their tie down area has a drain catch basin. There was a failure last year around that catch basin. The bird bath doubled in size during the summer. He was concerned there may be something else going on down there.

XI. **BOARD MEMBER COMMENTS:** Eric Forrer said that he had been reading a lot about bird flu. One sentence recurs, "local officials tried to react, but it was too little, too late." He said he would rather not be in that category. As this is a major transportation corridor into and out of Juneau and since Juneau is a creature of transportation, he wanted to see some sort of preliminary work in the nature of direct communication with the Hospital Board and federal health authorities so that when the moment comes that the Board has to decide whether or not to close the airport, there will be some background on which to base the opinion. Jerry Mahle, Airport Maintenance & Operations Superintendent, said he had been checking into the subject and will continue to do so. The wildlife management people have said there are worse things out there than can be caught. There is still no connection of the virus mutating to a human virus. Samples are being taken from the Aleutians. Chair Swanson appointed Mr. Forrer as the Avian Flu Liaison to do research and coordinate with those people he feels necessary and report back to the Board.

XII. **ANNOUNCEMENTS:** Pete Carlson noted that Bob Jacobsen had been named Man of the Year by the Chamber of Commerce. Everyone should congratulate Mr. Jacobsen when they see him.

XIII. **TIME AND PLACE OF NEXT MEETING:** The next regular Airport Board meeting will be held on December 7, 2005, at 7:00 p.m. in the Aurora Room.

XIV. **PERSONNEL ISSUES:** *Fred Gaffney moved, Eric Forrer seconded, that the Board go into executive session to discuss personnel matters, the subject matters are appropriate for an*

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*executive session because it is a subject that tends to prejudice the reputation or character of the person to be discussed. The motion passed by unanimous consent.*

A break was held from 9:30 p.m. to 9:35 p.m.

The Board came out of executive session at 10:34 p.m.

XV. **ADJOURN**: The meeting adjourned by unanimous consent at 10:35 p.m.

## ATTACHMENT #5

### JUNEAU INTERNATIONAL AIRPORT MANAGER'S REPORT

November 9, 2005

1. Acting Board Chair Gordon Evans, City Manager Rod Swope, and I met with Senator Lisa Murkowski for about 45 minutes on October 13. It was a very good meeting during which Sen. Murkowski asked several questions regarding our EIS and the funding situation for various airport and CBJ projects. We updated her on the status of the EIS and our mitigation plans and expressed our desire to avoid installation of an Engineered Material Arresting System (EMAS) at Juneau. She stated they will have to evaluate that solution from all aspects, but it is thought that her support was strong.
2. Virginia Harris, formerly employed as the Airport Planner, is no longer employed at the Airport.
3. Alaska Airlines enplanements are down 2.1% from October of last year; however, the Airport is still above last year's year-to-date totals by 3.5% and ahead of the benchmark year (2001) by 2.2%.
4. Juneau International Airport was visited by a delegation of Japanese aeronautical industry representatives on October 27, 2005. The seven-member delegation visited other locations in Alaska besides Juneau to receive briefings and demonstrations regarding the FAA's Capstone project. While in Juneau, they were specifically visiting the Airport to learn about the ground vehicle tracking and monitoring system we have been testing. Jerry Mahle briefed them on the operation of the system and the benefits we see it holds for us. Then all members of the delegation were each given a demonstration ride in one of our snow removal vehicles which have the displays mounted. They also received briefings on Capstone in Southeast Alaska and a flight in a Capstone-equipped aircraft.
5. Construction Projects: Delta One Ramp Expansion: The remaining work to install the base gravel (D-1) and pave the rest of the ramp can begin as soon as the area dries out in April or May. Permanent asphalt will be installed in the areas to be paved this week, so increases in project cost will be minimized.