

MINUTES of
AIRPORT BOARD MEETING
October 11, 2006
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	Joe Heueisen
Gordon Evans	Jerry Godkin	Ron Swanson
Eric Forrer		

Staff/CBJ Present:

Dave Palmer, Airport Manager	John Coleman, Airport Admin. Asst.
Ben Mello, Airport Planner	Merrill Sanford, CBJ Assembly Liaison
Jerry Mahle, Airport M&O Super't	

Public Present:

Ella Rogers, Glacier Restaurant	Patricia Young, Public
Mookie Patel, Alaska Airlines	Jeremy Millsaps, Wingnut Aviation
Laurie Craig, Public	Dick Rountree, Aero Services
Allan Heese, Public	Mike Wilson, Coastal Helicopters

III. **APPROVAL OF MINUTES:** *Joe Heueisen moved, Gordon Evans seconded, the adoption of the September 13, 2006, minutes as presented. The motion passed by unanimous consent.*

IV. **APPROVAL OF AGENDA:** *Pete Carlson moved, Gordon Evans seconded, to approve the agenda. The agenda was approved by unanimous consent.*

V. **PUBLIC COMMENTS:** None.

VI. **UNFINISHED BUSINESS:**

A. **Committee Reports:** Operations Committee: Committee Chair Joe Heueisen said a meeting was held on September 27 (see Attachment #1), which was brought about by a couple of items: parking of vehicles on the air side because of tighter rules and regulations, and an inspection by a compliance officer from the City's insurance company (with a report still to come). The compliance officer noted many things that the Airport is out of compliance with and the Board needs to address those items as rapidly as possible. One of the items mentioned as a major item was non-aviation use of airport facilities and parking of non-aviation related vehicles (boats, etc.). The entire Board (except the Board Chair) and some tenants attended the meeting.

In discussing the signed leases and tie down agreements, it was noted that leases have a provision for inspection, and a boat, perhaps, would be a non-aviation item. Chair Swanson said he has many items in his hangar including aircraft (but no boat), but he did not have a problem with someone sliding a boat under the wing of a hangar. Committee Chair Heueisen said apparently the FAA has a problem.

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Airport Manager Dave Palmer said he had reviewed the code regarding this issue and a sample lease said that the property is leased for the purpose of storage of aircraft. For equipment, floats, trailers, boats, or anything that is parked on airport property (property that is not leased or not a tie down), the City is free to move the items and deal with it however it decides. There are rules about tagging vehicles – a 72-hour notice must be provided. Otherwise, regulations are silent about anything stored on Airport property. If the equipment is on a tie down, the tie down agreement specifies the lessee can put an aircraft there or they can put their car there under certain conditions. He said the Board needs to develop a policy of what it wants, and then the ordinance needs to be amended to be clear. He said leased property and tie downs have very clear direction on the language in the leases and tie down agreements.

Gordon Evans thought this would have to be done on a lease by lease basis. He said the lease that is in effect cannot be changed by writing a new ordinance. Mr. Palmer said there are not that many lease lots that create the problem. Chair Swanson said there is one serious offender who has seven vehicles and four wrecked aircraft on the field. He thought the Airport would go a long way if that problem was addressed. Mr. Evans said that the Board is looking into it and has instructed the Airport Manager to proceed to take the necessary actions.

Mr. Heueisen said the Operations Committee is awaiting a report from the ACE insurance representative. When it is received, the Operations Committee will meet again to make a recommendation at the next Board meeting.

Eric Forrer noted that the bird flu issue has not been taken up by the Operations Committee. Joe Heueisen said that it would be taken up at the next meeting.

VII. **NEW BUSINESS:**

A. **Airport Manager's Report** (Attachment #2): Airport Manager Dave Palmer discussed the Airport Manager's Report.

VIII. **ASSEMBLY LIAISON COMMENTS:** Assembly Liaison Merrill Sanford said at the last Assembly meeting a \$2.1 million appropriation was made for the terminal. The \$15,000 for marketing was introduced and will be out for public hearing at the next meeting.

IX. **PUBLIC COMMENTS:**

A. Laurie Craig asked what the pipe is for that is near the dike trail. Chair Swanson replied that this is the sewer line for Bayview.

B. Mookie Patel, Alaska Airlines, said that the 2-step check in process will be installed before the next summer season. He also noted that repairs costing up to \$50,000 will be made to Jetway 5 beginning in the next couple of weeks.

X. **BOARD MEMBER COMMENTS:**

A. Joe Heueisen said that a date should be set for a regular retreat. It had been decided to hold a mini-retreat soon, with a regular retreat with a facilitator later. The following people noted their absences:

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1. Eric Forrer will be gone from November 7 for an undetermined amount of time.
2. Gordon Evans will be gone October 23-November 2 and January 21-February 21.
3. Joe Heueisen said he will be gone October 22-24.
4. Pete Carlson will be gone from October 16-November 25.
5. Fred Gaffney will be gone October 16 for a couple of weeks

Chair Swanson suggested a mini-retreat for Friday, October 13, 2006, at his house. He noted that this is a public meeting.

B. Ben Mello said he was not a Board member or public, but thanked the staff for keeping the airport going the last few months. He thought staff kept the airport running well and appreciated working with the Board. Chair Swanson agreed that staff did a fine job and was impressed the way everyone pulled together.

XI. **ANNOUNCEMENTS:** None.

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

- A. A Board Mini Retreat will be held on October 13, 2006, at 3:00 p.m. at Ron Swanson's House.
- B. The next regular Airport Board meeting will be held on November 8, 2006, at 7:00 p.m. in the Aurora Room.

XIII. **ADJOURN:** *Jerry Godkin moved, Eric Forrer seconded, to adjourn the meeting. The meeting adjourned by unanimous consent at 7:50 p.m.*

ATTACHMENT #1

MINUTES of
AIRPORT BOARD OPERATIONS COMMITTEE MEETING
September 27, 2006
Aurora Room, 3:00 p.m.

I. **CALL TO ORDER:** Committee Chair Joe Heueisen called the meeting to order at 3:00 p.m.

II. **ROLL CALL:**

Members Present:

Pete Carlson	Eric Forrer	Jerry Godkin
Gordon Evans	Fred Gaffney	Joe Heueisen

Staff/CBJ Present:

Jerry Mahle, Airport M&O Superintendent	John Coleman, Airport Admin. Assistant
Ben Mello, Airport Planner	

Public Present:

Bob Jacobsen, Wings	Stuart Cook, Knightwatch Security
Craig Loken, Alaska Seaplanes	Tom Williams, Ward Air

III. **NEW BUSINESS:**

A. **Storage of Non-Aviation Related Items at the Airport**

B. **Storage of Derelict Aircraft**

C. **Vehicle Parking on Field**

Eric Forrer, Airport Board, reminded the Committee that the Board had referred the Bird Flu report to the Operations Committee for action. He said it could be taken up at a future meeting.

Jerry Mahle, Airport Maintenance & Operations Superintendent, described the problems that have prompted this meeting. He said that the representative from ESIS, Inc., the Airport's insurance company, had conducted an inspection and identified a lot of problem items including the storage of non-aviation related items such as boats and vehicles. Jerry said that he has many concerns about improperly stored items that can potentially interfere with snow removal operations – hangars that have no aircraft in them; hangars that are used for non-aviation businesses in violation of lease agreements, FAA regulations, and Grant Assurances. He said Field personnel get no cooperation when they ask tenants to move vehicles and equipment, and would like to see Security begin to tag and tow.

Committee Chair Joe Heueisen said that the Committee will need to see the insurance company report to see exactly where the Airport is out of compliance. Ben Mello, Airport Planner, reiterated that the Grant Assurances indicate that boat and car storage are not compatible with land use. Tom Williams, Ward Air, said that he didn't see where the Grant Assurances are specific about what is compatible. Ben Mello stated that if people want to store boats and have non-aviation related items on the Airport then maybe an airport industrial park should be created. He said that airports typically have industrial zones for non-aviation businesses.

Stuart Cook, Knightwatch Security, said that the Airport is facing fines from the TSA for not enforcing the terms of the Airport Certification Manual. He said that, in the past, Airport management has directed him to ignore some violations. He said many violations have been

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ignored for too long and they seem like they are grandfathered in. He said this will come back to bite the Airport. He said the CBJ laws for vehicles on the Airport are in 05.10.050. They allow him to red tag vehicles parked for more than 72 hours, but he typically allows an additional 72 hours. He said that a vehicle parked for more than 30 days may be considered abandoned. He said the penalty for a citation is \$25 and up, and the penalty for nuisance vehicles is \$295 plus towing and impound fees.

Tom Williams asked if there is a parking problem on leased areas. Stuart Cook said the parking problems have been in the roadway, not leaving enough room for emergency vehicles. He said these parking problems can also cause environmental and fire hazards. Joe Heuelsen said that until the report is received it is unclear where the Airport is out of compliance with regard to the inside of hangars. Jerry Mahle said he wants Board guidance on what can be stored on leased property.

Bob Jacobsen, Wings of Alaska, said that the airport is a disgrace, and there are obvious hazards on the way to the pond and at the Middleton hangars. He said the Airport has enough authority to begin with some obvious problems such as disintegrating aircraft. He said there should not be hazardous materials or activities or non-aviation businesses in the hangars. Jerry Mahle said he needs guidelines regarding non-airworthy aircraft. He asked how the Airport can avoid the financial responsibility for towing vehicles. Fred Gaffney, Airport Board, said that the Committee needs to agree that there are actions the Airport can take with regard to violations of the terms of signed leases. Pete Carlson, Airport Board, said he agrees with Bob Jacobsen that the Airport needs to be cleared up. He said we need to alert tenants with a newsletter and PR. Gordon Evans, Airport Board, said he agrees with Pete Carlson about notifying tenants. He said they need to be quoted the rules that give management the authority to impound. Jerry Godkin, Airport Board, said that impounding will send a strong signal. Ben Mello stated that staff would put together a letter (newsletter) that would be ready for the new Airport Manager to review on Monday, October 2, 2006.

Fred Gaffney said there is high demand for hangars, and the Airport should have the authority to inspect inside them. Ben Mello agreed with Fred and stated that there is an extensive waiting list for hangars. Ben Mello also stated that all leases contain an inspection clause. The Committee directed staff to draft a letter to tenants when the new Manager starts, let Gordon Evans look it over, and send it out within the next two weeks. Bob Jacobsen said management should work with the large lessees to determine which items on their lease lots are considered operational or non-operational.

Pete Carlson said there are enough empty tie downs that the Airport does not want to lose revenue by evicting disabled aircraft from paid spaces. Eric Forrer said the Committee should declare its intent to rigorously enforce rules for airport clean up, and staff needs to know it has the support to clean up the Airport.

IV. **TIME AND PLACE OF NEXT MEETING:** To be determined.

V. **ADJOURN:** The meeting adjourned by unanimous consent at 4:18 p.m.

ATTACHMENT #2

JUNEAU INTERNATIONAL AIRPORT MANAGER'S REPORT

October 11, 2006

1. Over the past couple weeks, the TSA has issued a couple of new security directives. One of the directives will include changes in how individuals with access media are processed and monitored; this includes general aviation (prox card recipients). Airports nationwide will be receiving further clarification of this security directive within the next week. The implications of this new directive point toward a very labor intensive and costly change for airports. Staff continues to join in on teleconference with TSA and AAAE to monitor these directives. At this time, this particular directive is scheduled to be fully implemented by November 6, 2006.
2. A newsletter to tenants regarding the general clean up of the airport, as well as snow clearing restrictions on tie downs, has been published. I would like to expand our email distribution list to replace mailing lists. Staff will do what can be done to expand the distribution list. He suggested where services are offered, there might be a surcharge if no e-mail address is given. He also noted that everyone's e-mail address will not appear when things are sent to all tenants. This is an official way to get the word out. He requested addresses from interested parties.
3. EIS Update: In a meeting with Patti Sullivan, she suggested the EIS could be wrapped up by the first of the year. The big stumbling block is the preferred option for the runway safety area. The three options being discussed are: the Airport-proposed option that keeps the runway length the same as it is now; the compromise the FAA came back with that shortens the runway by 400 feet but does not give JNU EMAS, and the EMAS option. Ms. Sullivan noted that the Cordova bids came in at \$152/square foot and she did not expect JNU's costs to be any where near as expensive. Naverus is studying the impacts of moving the threshold. Although the City is the contractor, it is the last entity to see the work. The report has been distributed to the airline, the EIS consultants and the FAA for comment. When the final is done, it will be sent to JNU. The end result of the Naverus study is it will have minimal impact on the RNP procedures. Ms. Sullivan pointed out that the Airport's option would be the preferred alternative if Alaska Airlines did not object to it. A call has been placed to Alaska Airlines requesting their approval. The City Lobbyist John Roots has said there will not be anything going on in Congress until after the elections in December or January. The language is in a House Transportation bill.
4. Fuel Tank Farm Fencing/Petro Marine Lease: I met with parties involved in an effort to identify, and perhaps resolve, some outstanding issues. It is expected the City Planning staff will give a do-not-back recommendation for this conditional use application in large part because of wording from a letter by the City Assessor about property values. The public hearing on Petro Marine's conditional use is set for October 17th. Eric Forrer noted that if bird flu becomes a big deal and shuts down the west coast for transportation, the more fuel storage the city has the better. If there is a clause for no-off-airport usage and then 100,000 gallons of fuel is needed in January because there is no transportation of fuel into Juneau, guess who will be asking for fuel – the very individuals that have no fuel source. Joe Heuelsen said the use of off-airport fuel should be open for emergencies. Gordon Evans noted that FAA requires airport leases for airport activity.
5. The Smith-Honsinger property/pond is being privately appraised with the prospect of a sale to a private party. While adjacent to airport property, it is not included in airport development plans.

Chair Swanson said quite a while ago, the City passed a resolution that said one of the City's first priorities was to buy the Honsinger pond. He asked if that resolution had sunset. Assembly Member Merrill Sanford said that this would be just one parcel that the City would look at if it wanted to purchase property.

6. Gordon Evans asked if the JAWS issue got resolved. Mr. Palmer replied that he will be meeting with the Mayor and City Manager next week and this was one of the issues to be discussed.
7. Construction Report:
 - A. **Delta-1 Ramp Construction:** No Change: We will be adding work at the East Hangar area where some flooding has been occurring next spring.
 - B. **Main Ramp Improvements:** 100% design and bid documents are scheduled for submittal this week. The project should be advertised and bid opening held in November or December. Construction is scheduled to start March 1, 2007.
 - C. **Float Pond Dredging Survey:** The preliminary geo-technical report will be undertaken next and a report generated for the airport.