

MINUTES of
AIRPORT BOARD MEETING
June 13, 2007
Aurora Room, 6:00 p.m.

I. **CALL TO ORDER:** Chair Ron Swanson called the meeting to order at 6:05 p.m.

II. **ROLL CALL:**

Members Present:

Pete Carlson	Fred Gaffney (6:50	Joe Heueisen
Gordon Evans	p.m.)	Ron Swanson
Eric Forrer	Jerry Godkin	

Staff/CBJ Present:

Dave Palmer, Airport Manager	Jerry Mahle, Airport M&O Super't
Patricia deLaBruere, Arpt Business Mgr.	John Coleman, Airport Admin. Asst.
Catherine Fritz, CBJ Engineering	

Public Present:

Ella Rogers, Glacier Restaurant	Tony Yorba, Jensen Yorba Lott
Tom Williams, Ward Air, Inc.	Corrie Suh Nash, Jensen Yorba Lott
Mary Hefty, Alaska Airlines	Gordy Edberg, ECH Architecture
Bob Jacobsen, Wings of Alaska	Dave Tomber, SEATAC
Jeremy Millsaps, Wingnut	Mary Hefty, Alaska Airlines
Win Gruening, Alaska Committee	Dan Mackay, Alaska Airlines
Sandy Williams, Chamber of Commerce	Charles Mitchell, Alaska Airlines
Addison Field, Juneau Douglas Museum	Win Gruening, Alaska Committee
Dick Rountree, R&L Leasing Inc.	Larry Johansen, Cruise West/JCVB
Joe Barden, HNTB Corporation	Clarissa Suson, Engineering Dept. Intern
Josh Wussick, HNTB Corporation	

III. **APPROVAL OF MINUTES:** *Pete Carlson moved, Eric Forrer seconded, the adoption of the May 9, 2007, Regular Monthly Meeting minutes. The motion passed by unanimous consent.*

IV. **APPROVAL OF AGENDA:** *Jerry Godkin asked to add a discussion of the wages of the number two person in the Administrative office under New Business, Item E. Pete Carlson moved, Gordon Evans seconded, to approve the agenda as amended. The motion passed by unanimous consent.*

V. **TERMINAL WORKSHOP:** *Catherine Fritz said a Terminal Workshop was held earlier in the day and will continue all day Thursday, June 14. The architects and planning team will show the Board the concepts that have been developed. Joe Barden said that meetings earlier in the day focused on the concept planning and getting ready for schematic designing and construction drawing for the first phase of the Terminal*

AIRPORT BOARD MEETING

June 13, 2007

Page 2

Project. Knowing that the budget is very limited, the group focused on a reallocation of CIP funding to try to carve out a pot of money to do something that would fold into the final plan. A survey was done by the Airport that helped the team realize some of the deficiencies in the terminal. Two likely scenarios were presented, with one that has a little more expansion than the other. Right now, it is broken out to a lower level plan and the upper level expansion, which will include \$7.5 to \$10 million budget. The project is set up on a priority basis as follows:

Alaska Airlines is proposing installing a two-step ticketing process that will significantly improve the processing and the depth of the lobby by removing the ticket counters as they exist today and putting in the preferential configuration (like Anchorage). The current baggage claim area is insufficient and will degrade the level of service over time. A modest but important expansion is proposed. It will add linear frontage to the claim units, probably on a sloped ramp and will allow more capacity of the bags that are being delivered to the passengers. The overall area of the space will be increased to allow better circulation, queuing, staging of bags at the bag claim and for potential cruise ship passengers that are arriving at Juneau.

Two new restrooms will be added between ticketing and bag claim. The stairs that come down from the departure area will go away, which will free up a lot of space. New vertical circulation will be added that comes down from the upper level immediately from the departure lounge into the bag claim area. It will take away the conflicting passenger flows that currently exist. The departure lounge restrooms will be removed because the mechanical room will be moved to try to secure as much space as possible to improve the security screening checkpoint. This project will include only lower-level expansion.

A wish list exists beyond the current budget (up to \$15 to \$16 million) which substantially improves some things. This would be a rebuild of the administration wing. It would rebuild the area in the same place with the same footage, but setting the stage for the eventual tear-down and build of the 135 wing. This would provide a much better office space for the administration. An extension of the canopy is also on the list that would wrap around and cover the passengers as they are going to the rental cars or to a cruise ship staging area. Landside improvement in the rental car area would create a staging area for the buses and/or luggage transfer vehicles. A new concession area could be added at the upper level that is secure, but also could be operated on the non-secure side during off-flight times. A meeting room would be added back into the upstairs area by moving Alaska Airlines administrative area. It would further improve the screening queuing area.

AIRPORT BOARD MEETING

June 13, 2007

Page 3

Discussions were held regarding a parking garage. Mr. Barden said that the 2005 study showed where the Airport could not take away the revenue stream of the rental cars, which is a concession that feeds into the operating expenses of the airport. There is not enough activity to pay for the garage itself.

A break was taken from 6:55 p.m. until 7:05 p.m.

VI. **PUBLIC COMMENTS:** None.

VII. **UNFINISHED BUSINESS:**

A. **EIS Update:** Airport Manager Dave Palmer said he has been in contact with Patti Sullivan who is working on the Record of Decision (ROD). The existing grant that funds the EIS is being amended to add funding for some work necessary for permitting, cultural resource survey, a project engineer position, and to fund a reimbursable agreement with the FAA to estimate the costs to relocate FAA navaid facilities as a result of the Runway Safety Area Project. The grant will increase by \$112,500. *Pete Carlson moved, Gordon Evans seconded, to approve the FAA grant amendment in the amount of \$115,460 for the projects mentioned by Dave Palmer. The motion passed by unanimous consent.* [The breakdown is an FAA grant amendment in the amount \$112,500, and State DOT matching funds in the amount \$2,960.]

B. **Terminal Enhancements:** Discussed earlier in the meeting. Chair Swanson said he was concerned that the issues raised through the survey might not be met through the Phase 1 construction. Ms. Fritz replied that the problems listed in the survey are minor issues that can be addressed outside of the construction.

Ms. Fritz noted that Phase 1 of the project will be ready to bid in January. She stressed that Phase 1 is just the first phase of a \$50 million project.

C. **Finance Committee:** Committee Chair Pete Carlson said that a meeting was held to go over the allocations between the airfield and terminal, all the different ways the money is applied. Alaska Airlines had representatives, as did the Part 135 operators, at this meeting. It has been agreed upon how the money is credited to where. On Friday, June 15, the Committee will look at the allocations. Gordon Evans was concerned about Pete and Fred, two of three Finance Committee members, ending their tenure with the Board. It was noted that the Assembly Human Resources Committee can appoint former members if they have no other applicants.

D. **Land Acquisition:** Appraisals for the Loken Hangar and TW Hall property have been completed. There is \$979,000 available in the land acquisition fund. There is enough money to purchase the TW Hall property. This property is adjacent to the

AIRPORT BOARD MEETING

June 13, 2007

Page 4

airport. This money could be used for another purpose, but would require a new PFC process. Chair Swanson said the TW Hall property is adjacent to the airport and that it is important to buy the property. Joe Heuelsen agreed that buying any piece of land the Airport can buy is good. Tom Williams, Ward Air, said that buying land and holding it might be a good idea if the Airport wasn't developing a tremendous amount of area under the EIS. He suggested rethinking buying the property. The tank farm was a problem and this property may have the same sort of problems from the existing neighbors. Chair Swanson said the next step would be to talk to TW Hall to see if he wants to sell the property and ask the question of what the land can be used for and put on the agenda in the future.

VIII. **NEW BUSINESS:**

A. **Storm Water Pollution Prevention Plan Compliance:** Airport Manager Palmer said the Airport is moving ahead with a request for proposal, which has a budgetary impact. This is a mandatory requirement by EPA. The testing is expected to cost approximately \$11,000 and the paperwork and reporting probably \$22,000. The consulting could be reduced once a Planner has been hired. This would get the program set up, the records cleared up and get the testing going.

B. **Airport Staffing:** Deputy Airport Manager - Airport Manager Palmer said jobs change as requirements change and the changes are often not noticed. He would like to upgrade Patty's position to a Deputy Airport Manager position. At least one-half of her time is spent doing TSA and security. The duties have changed to include substantial security responsibilities and she serves as the Acting Airport Manager.

Airport Engineer - The projects generated from the EIS will total about \$50 million. FAA Airports Division staff support the Airport hiring a Project Engineer anticipating all the work. There will be a \$20 million grant as soon as the ROD is issued. Several contracts need to be negotiated with DOWL Engineers for the last phase of the dredging plan – the construction and bidding documents – and basically the design for the entire runway safety area project. Work involves multiple agencies. Permits with multiple requirements will be in place for monitoring and compliance. Therefore, Airport Board approval is sought to add a new position of Airport Project Engineer to the Airport staff. This is a professional level engineer position, a range 22 (\$2631.59-\$3380.62 biweekly) in the CBJ system. The position mirrors the Harbor Department's move to employ a professional project engineer. Mr. Palmer noted the City's salary rate may not be competitive – the State pays more and a consultant noted their range was between \$80,000 and \$120,000 per year. The position is funded out of the project funds.

The Airport needs someone who speaks for the Airport. Joe Heuelsen suggested getting a memorandum of understanding with Engineering to continue with their

AIRPORT BOARD MEETING

June 13, 2007

Page 5

responsibilities. Mr. Palmer said that he has worked closely with Engineering and they are in complete agreement with adding the position. Fred Gaffney said the Airport has prided itself on running a very lean on staff. He agreed more staff would be needed as the major projects are constructed. He was concerned about Patty and Jerry being overworked and not having enough staff. He said perhaps it is time to study the personnel needs, assignments, etc., in a more organized fashion. *Gordon Evans moved, Pete Carlson seconded, to authorize the Manager to pursue filling the position of Airport Project Engineer. The motion passed by unanimous consent.*

C. **Fairbanks Certification Inspection:** Our FAA certification inspector, Dave Wahto, has invited me to accompany him on his certification inspection at Fairbanks the last week in August. This is a learning opportunity to pick up ideas on operations and field safety. With Board approval, I'll attend with the Airport paying the Fairbanks hotel and per diem, I'll cover the transportation costs. *Gordon Evans moved, Pete Carlson seconded, to table this item until the July meeting. The motion passed by unanimous consent.*

D. **Airport Manager's Report:**

1. Airport Planner - We have two qualified applicants have been interviewed. The position was offered to one applicant and the Airport is awaiting his answer.
2. Assembly Provides \$100,000 - The recently adopted City budget included \$100,000 of city general funds for the airport to offset some of the extraordinary costs we incurred for snow removal last winter.
3. Airport Planning Issues - As the Runway Safety Area Project moves toward implementation, we are at a critical point for airport planning. New opportunities are developing. This creates a domino effect of things that may or may not happen. Some conflicts have been noted in terms of traffic across the 135 ramp. The expectation was when the hard stands were done and Alaska Airlines Cochrane loader was moved to the terminal, it was understood that the freight operations would occur next to the terminal. The concrete was not set yet before there were rumors that another Cochrane loader would be located at their freight building and the freight would continue to be loaded into the freighter at the freight building. The freighter blocks the road and dimples the asphalt. They cannot be moved any place because of NorthStar Trekking helicopters. There is a significant amount of pedestrian and ground service traffic moving across the ramp. Traffic may need to be restricted, with everyone driving around, which means everyone will be driving past the 135 passengers that are walking out.

AIRPORT BOARD MEETING

June 13, 2007

Page 6

Aero Services rents several tie down areas for ground service equipment. Trucks encroach into taxi lanes. They have outgrown the area they lease for their operations.

Northstar Trekking plans to invest a significant amount of money in a visitor center, solidifying their operation at the present location; perpetuating conflicts with air cargo operations and limiting both air cargo and helicopter operations' future growth.

Discussions have been held with Alaska Airlines about moving their freight operation into the current sand shed. This would provide access on both sides and all of the freight would be out of the way. They were concerned about the expense of this idea. Coastal Helicopters has noted their interest in leasing the sand shed.

Mr. Palmer discussed updating the Master Plan with the FAA, but they were concerned about the work that will be occurring and the lack of staff and they have not authorized the money. His idea of an update is really a Layout Plan. The Layout Plan has been updated to get the grant. He wanted to get all the players together to discuss the Airport's plans. Chair Swanson assigned this to the Operations Committee. He thought policy should be changed to insure that any construction on the airport was approved by the Airport prior to permits being issued by the City. This is not currently the case. Mr. Palmer said that he had met with the City Attorney to discuss the Airport code and an addition will be made to require a development permit for any development at the airport.

Mr. Palmer plans to issue a letter to NorthStar Trekking saying that they have a permit, but the Airport controls the tie down area where their helicopters are located and try to establish a dialogue.

E. Possible Staffing Changes at the Airport: Chair Swanson said that Dave and Patty are negotiating an increase in Patty's position and pay at the Airport. Jerry Godkin said that the Airport organization is small but it needs to be commensurate with other City departments regarding staffing. The number two position needs to be commensurate with other City departments. This item will be revisited at the July meeting.

IX. ASSEMBLY LIAISON COMMENTS: None.

X. PUBLIC COMMENTS: Dick Rountree, R&L Leasing, said the Airport does not need to buy land just to buy land. The Hall property is outside the fence and is zoned

AIRPORT BOARD MEETING

June 13, 2007

Page 7

industrial. He also said he thought the Airport Project Engineer is long overdue for this airport.

XI. **BOARD MEMBER COMMENTS:**

A. Pete Carlson said it has been a great 12 years. Joe Heueisen agreed.

B. Joe Heueisen said he was in Colorado and met with Maged Yaft and his wife. His wife is the Operations Manager for DIA and she provided an extensive tour of DIA.

C. Chair Swanson asked if the retreat was still occurring in late August or early September. Everyone agreed that it was.

D. Jerry Godkin thanked the Board and the City for sending him on the trip to Anchorage. It was an enlightening trip. He learned a lot about what the FAA does. They did an extensive overview of what Wrangell is going through in extending their runway. Hopefully Juneau will do the project without the Wrangell problems.

E. Gordon Evans said he had traveled to Fairbanks and they were just beginning their construction. He said it made it difficult to get through the terminal because of the construction.

XII. **ANNOUNCEMENTS:** None.

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

A. The Airport Board Finance Committee will meet on Friday, June 15, 2007, at 8:30 a.m. in the Aurora Room.

B. The next regular Airport Board meeting will be held on **Thursday**, July 12, 2007, at 7:00 p.m. in the Aurora Room.

XIV. **ADJOURN:** *Gordon Evans moved, Fred Gaffney seconded, to adjourn the meeting. The meeting adjourned by unanimous consent at 8:30 p.m.*