

MINUTES of
AIRPORT BOARD MEETING
August 8, 2007
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	Eric Forrer	Joe Heueisen
Gordon Evans	Jerry Godkin	Ron Swanson

Member Absent:

Fred Gaffney

Staff/CBJ Present:

Dave Palmer, Airport Manager	Jerry Mahle, Airport M&O Super't
Patricia deLaBruere, Deputy Airport Mgr.	John Coleman, Airport Admin. Asst.
Catherine Fritz, CBJ Engineering	Jonathan Anderson, CBJ Assy. Liaison

Public Present:

Ella Rogers, Glacier Restaurant	Jason Culbreth, NorthStar Trekking
Tom Williams, Ward Air	Allan Heese, Public
Craig Jennison, NorthStar Trekking	Constance DePute, Hangar Owner

III. **APPROVAL OF MINUTES:**

A. *Pete Carlson moved, Gordon Evans seconded, the adoption of the July 12, 2007, Regular Monthly Meeting minutes. The motion passed by unanimous consent.*

IV. **APPROVAL OF AGENDA:** *Gordon Evans moved, duly seconded, to approve the agenda. The motion passed by unanimous consent.*

V. **PUBLIC COMMENTS:** None.

VI. **UNFINISHED BUSINESS:**

A. **NorthStar Trekking:** Chair Swanson said NorthStar Trekking received approval from the Planning Commission to build a \$1 million visitor center at their current location and the Board has not heard much about it to date. An ordinance was introduced at the Assembly so that this will no longer happen. All construction will need approval of the Airport Manager and/or the Board if it is a large project. NorthStar Trekking's architects looked at the regulations and they did not say they had to come to the Board or Airport Manager for approval. NorthStar Trekking is looking for approval to build the improvement on a lease with 34 years remaining. A letter was sent to NorthStar reminding them that they only had three years on the heliport lease.

Craig Jennison, NorthStar Trekking, said that the planning process is ongoing for the addition to the hangar. Before the purchase was made, a 35-year lease was secured with the intent of the addition. Currently the tour center is located across from Renshaw Way. The space is inadequate as tour groups literally have to get ready on the road. This would create more space and have a more comfortable place to process the guests. A letter was recently received from the Airport Manager that after 2011, the intent tie down lease would not be extended in the hope that NorthStar would move down to where the Master Plan has all helicopter operations (down by Temsco). NorthStar went through the conditional use permit and worked with the former Airport Planner.

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If NorthStar had known that the heliport area would not be available, they would never have bought the building. He requested direction from the Airport Board. NorthStar has already made a substantial investment in the property with more to be done, but if the heliport area is not available, they will need to look at other options.

The tours provided by NorthStar are gear-intensive tours and require approximately one-half hour to gear up. A maximum of 200 people per day are transported, which equates to 11 flights per aircraft, 4 aircraft, with a couple of deadhead flights to pick up the people. Joe Heuelsen said he was concerned that this operation is operating out of tie downs and may create a safety hazard.

Airport Manager Dave Palmer said that NorthStar is just the first victim of a lot of congestion and, now, opportunity as well. With the Record of Decision for the EIS signed and the runway safety area project going, the Airport is looking at a lot of changes that will provide opportunities. NorthStar is ahead of the curve because they began before the EIS was completed. He had sent a letter to NorthStar because he did not want the expansion to grow without everyone knowing the conflicts and the possibilities to resolve them.

A change that is coming is TSA will require a secure area around the Alaska Airlines freighter. When the paint is placed and the area is visible, it has to remain as an active SIDA area, whether or not a jet is parked in there. This creates a need to move the freighter from its current location to put it back in an area close to where the helicopters are operating. When the fill is in place in the Northeast Quadrant, a lot of area will be available. There will also be a lot of area on the Duck Creek side. Aero Services is out of space. Complaints have been received about the narrow taxiways by UPS. Business jets are located all over. Some of the seaplane operators want to build new hangars on the west side to eliminate traffic across the Charlie Intersection. Building a new shop will open up the back of the ramp. He would like to get all the players together to discuss their business plans and look at the long-term plans. In the short-term, NorthStar is caught between the need to move the freighter and the congestion, therefore, the Airport is hesitant to get into any long-term commitments while the other opportunities are on the horizon.

Allan Heese, former Airport Manager, said that it had been made clear that the tie downs the helicopters used was only a temporary plan and it was not dependent on the lease and purchase of the hangar. He encouraged the Board to look at what the Master Plan says, why it says those things and to be very cautious about departing from the Master Plan without doing another planning study. He thought a helicopter plan should be done before any long-term commitments are made to changing the operations.

Chair Swanson noted there are two items in the future: a helicopter study and a meeting with all helicopter operators to get some direction. He thought NorthStar should keep this in mind. Joe Heuelsen voiced a concern about placing all helicopter operators in one spot. Mr. Jennison said he was looking for direction from the Board. Airport Maintenance & Operations Superintendent Jerry Mahle said this a dangerous situation. With Alaska Airlines' freighter moving, it will be an even more dangerous situation and a bad location for helicopter operations.

Pete Carlson said the NorthStar location was always temporary. He had a problem with granting an extension on the tie downs. The helicopter master plan needs to be done. *Joe Heueisen moved to defer the matter. The motion died for lack of a second. Gordon Evans moved, Jerry Godkin seconded, to let the Airport Manager's letter stand. The motion passed by unanimous consent.* Mr. Heueisen said he clearly remembers that negotiations with Bob Englebrecht stated that the helipads were tie downs and, therefore, temporary. Chair Swanson suggested the helicopter operators, the Operations Committee, and the Airport staff sit down and hammer out a rough plan. This will enable the Board to hear the helicopter operators' concerns and factor them in.

B. Deputy Airport Manager Position Finalized: Mr. Palmer reported that Human Resources signed off on the new position and the Airport now has an experienced Deputy Airport Manager. This makes the Airport Business Manager position vacant, which is currently being advertised for internal applications. Anyone who works for the City may apply. The hope is that John Coleman will apply for the position, at which time the Administrative Assistant position will be eliminated. The fiscal impact of all these changes is about \$20,000. He has requested the Human Resources Department to review the Secretary II position to see if it qualifies for an Executive Secretary. If they agree, the change will cost approximately \$2,000. The new Airport Planner, Ted Anderson, is scheduled to begin on August 13, 2007.

VII. **NEW BUSINESS:**

A. New AIP Grant: Staff requested the Board's authorization to approve and ask the Assembly to appropriate the \$14.7 million FAA grant, which is the first grant for the new Runway Safety Area project. More money will be forthcoming for the project. *Gordon Evans moved, Pete Carlson seconded, to ask the Assembly to appropriate an AIP grant in the amount of \$14.7 million and the State of Alaska matching grant in the amount of \$386,842. The motion passed by unanimous consent.* The contract is not in place with DOWL yet. The schedule does not show the contract being awarded soon enough to start dredging at ice breakup. The contract with DOWL will include surveying, drilling, and soils work. The schedule is for a bid around May or June, but mobilizing will occur later than originally anticipated. The design contract with DOWL is approximately \$1 million. While DOWL is starting in on the design, the geotech work, surveying, etc., the Airport is also moving on the permit.

B. Airport Manager's Report:

1. **Development Ordinance:** Draft Ordinance 2007-52 was distributed. The back page notes that "No development . . . shall occur on Airport Property without the prior written permission of the Airport Manager demonstrating . . . consistent with Airport safety and the Airport Master Plan . . ." The original definition exempted anything 120 square foot or smaller, which exemption is removed through this ordinance. This will be up for a public hearing at the next Assembly meeting. Eric Forrer noted that the Airport Board had been dropped from the wording. Mr. Palmer stated that the definition of development is broad and he didn't want it written so when the FAA cabling needs to be redone, that it is required to be brought before the Board. But the Board can give the Airport Manager direction on whatever type of development project it wants to see. Perhaps something needs to be written stating the intention between the Board and the Airport Manager.

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2. Crack Sealing and Painting: The Field Maintenance crew is sealing cracks. There are currently nine cracks that are approximately 8,000 feet long. The work was done at night the prior week, but they found that it is not as fast at night as they had hoped. Therefore, they are working in the day, closing a section of the runway and then sealing all cracks all the way across. Two crew members are painting.
3. Herbicide Application in the Pond: The application is complete. The weeds are all brown but did not disappear. The weeds are weaker and easier to remove. Some herbicide is left, along with the additional 10 boxes that were sent in error.
4. West End Survey: Toner Nordling is surveying the west end for placement of executive hangars. Layouts will be looked at after the topography is done. The Operations Committee will need to look at the layouts. The topography is needed no matter what else is done. Once the fall meetings have occurred, it will be easier to decide how much land will be used for executive hangars, commercial sea plane hangars, and future helicopter operations.
5. FAA Approach Lighting: Discussions have been held with the FAA regarding the MALSRs off the east end of the runway. In working with Anchorage and Washington, D.C., FAA personnel, they felt a case could be made to revive the project. FAA will provide the equipment, it will be included in the runway safety area project, and then it will be handed over to the FAA for maintenance purposes.
6. Baggage Screening Conveyor Belt: The Terminal Maintenance crew has maintained the system since it was installed by TSA. One belt that makes a 90-degree turn broke and it was thought to be beyond repair. When it broke, TSA pushed bags by hand through the wall for a week, but they said they would not do it any more. They said if the Airport did not fix the belt, they would not screen bags. Our lawyers talked to their lawyers. Because there is no agreement of the transfer, no maintenance manuals and no documentation, the practice has been that the Airport maintains the belt. It was decided that the Airport would continue to do it until some type of paperwork is drawn up. All of this screening occurs within the TSA area. It will be straightened out.
7. Airport Board Member Applications: Discussion was held about an ordinance that would increase the conflicted members up to three. Jonathan Anderson, CBJ Assembly Liaison, felt fairly comfortable that this ordinance will pass. Chair Swanson said that if this passed, this would allow one additional member, besides Fred Gaffney and him. He encouraged everyone interested to apply.
8. Alaska Airlines Cargo Aircraft: The configuration is currently being discussed for the freighter parked near their facility. The SIDA area will be defined and a new hardstand and lighting will be installed in the area. Jerry Godkin suggested investigating installation of a blast fence for this area.

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9. Badge Reissuance: Airport staff has been in the process of replacing all 800 badges as required by TSA. This included a new test and a new badge. This is in the midst of RFPs, TSA, etc.

10. Prospective Hangar Letters: Letters have been sent out for people on the hangar waiting list for the seven lots on the east end. The first seven have decided they would like to have a lot. A couple of people would like to have 65' lots instead of 60' lots because it makes it a lot easier to squeeze three planes in. This request can easily be accommodated for the first lot because there will be an empty lot. The far end may also be able to accommodate this request. If the rest want this same space, it will require replatting at their expense.

11. Clean Up at the Airport: People have been talked to informally for the most part. A few vehicles have been tagged. At least two vans will be towed. A fleet of boats are scattered around the airport. In working on the Airport regulations with the City Attorney, a provision will be in it that will state that boats are not allowed at the airport.

12. JPD to Vacate Impound Lot Property: The Police Department will be vacating the Airport lot within the next few weeks.

13. Terminal Project: Alaska Airlines said the terminal project is moving too fast. The Airport project is on the sales tax ballot initiative scheduled for October.

VIII. ASSEMBLY LIAISON COMMENTS: Mr. Anderson asked when the 21-day public comment period would conclude for the Airport Rates and Fees Regulation. Deputy Airport Manager Patty deLaBruere said that the 21-day public comment period will close this coming Friday (as advertised in the newspaper). Once that comment period is over, any comments will be discussed by the Board and then given to the Assembly. It is set up for Assembly approval in the end of September.

He again asked about the Security RFP. He said the City is currently working with an entity that is in arrears with the City. The City is paying the contractor, but they are not paying the City. Ms. deLaBruere said the Airport investigated the breach process. New language was needed regarding DBE, but the FAA never approved the City's plan. The new language has been included and the RFP is complete.

IX. PUBLIC COMMENTS: None.

X. BOARD MEMBER COMMENTS:

A. Joe Heuelsen asked Eric Forrer about a meeting that was held in Anchorage on the possibility of controlling a pandemic. He wondered how the communications can be improved to include Juneau in this type of meeting. Mr. Forrer said that there was an administration change and the two people he had been in contact with were replaced with new appointments. Maybe a good neighbor or some member of that kind of group should receive the Airport Board's report on the avian flu and be notified of the fact that Juneau International Airport is indeed interested.

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B. Ron Swanson said he will be out of town from September 27 through October 21, 2007. The Board Retreat will be held in late September and will be further discussed at the September Board meeting.

XI. **ANNOUNCEMENTS**: None.

XII. **TIME AND PLACE OF NEXT MEETING**: The next regular Airport Board meeting will be held on September 12, 2007, at 7:00 p.m. in the Aurora Room.

XIII. **ADJOURN**: *Gordon Evans moved, Joe Heuelsen seconded, to adjourn the meeting. The meeting adjourned by unanimous consent at 8:35 p.m.*