

MINUTES of
AIRPORT BOARD MEETING
September 12, 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:

Gordon Evans	Jerry Godkin	Steve Zimmerman
Fred Gaffney	Ron Swanson	

Member Absent:

Eric Forrer	Butch Laughlin
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Staff/CBJ Present:

Dave Palmer, Airport Manager	John Coleman, Airport Business Mgr.
Patricia deLaBruere, Dep. Airport Mgr.	Pam Chapin, Secretary
Jerry Mahle, Airport M&O Super't	Jonathan Anderson, CBJ Assy. Liaison
Ted Anderson, Airport Planner	

Public Present:

Pete Carlson, AOPA/Tenant	Jim Wilson, Coastal Helicopters
Larry DePute, General Aviation	

III. **APPROVAL OF MINUTES:** *Gordon Evans moved, Jerry Godkin seconded, the adoption of the August 8, 2007, Regular Monthly Meeting minutes. The motion passed by unanimous consent.*

IV. **APPROVAL OF AGENDA:** Chair Ron Swanson added Committee Appointments under New Business, Item B. *Gordon Evans moved, Fred Gaffney seconded, to approve the agenda as amended. The motion passed by unanimous consent.*

V. **PUBLIC COMMENTS:** Jim Wilson, Coastal Helicopters, thanked the Board for moving the catch basins. He hoped there would be sufficient funds to do a proper job.

VI. **UNFINISHED BUSINESS:**

A. **Board Retreat Status:** Chair Swanson said the retreat will occur on October 25, 2007. Scott Miller from the McDowell Group will facilitate this next meeting. He asked both former Board members to attend the meeting. It was decided to use the UAS Schaible House on the Back Loop Road.

B. **Rates and Fees Regulation:** At the July 11, 2007, Airport Board meeting, the Board accepted the recommendation from the Finance Committee to forward the proposed Rates and Fees Regulation through the public process. The regulation was

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advertised and open for public comment period from July 20, 2007, through August 10, 2007. During that time, the Airport received one comment from Alaska Airlines. The Finance Committee reconvened on August 30, 2007, to consider the comment. There were no changes to the proposed Rates and Fees Regulation at the meeting. However, the Finance Committee will take a careful review of the budget and reassess rates and fees next January during the budget process. *Gordon Evans moved, Fred Gaffney seconded, to continue with the regulation process and forward the proposed Rates and Fees Regulation to the Assembly for consideration at their September 24, 2007, Assembly meeting, for an effective date of October 1, 2007.*

VII. NEW BUSINESS:

A. **Airport Manager's Report**

TERMINAL

1. Airport Security: A key Knightwatch employee (Stuart Cook) who was stationed at the airport resigned from Knightwatch. The Airport enlisted the aid of the Juneau Police Department to provide one officer to the airport during the day shift. The Airport is having to pay overtime costs for the officers. We anticipate this will add \$3,000 a week or \$28,000 to security costs through October. JPD's service began on Monday, September 3, and is anticipated to continue through October.

A request for proposals for security services will be advertised September 12, with responses due October 15.

2. TSA/Conveyor: A section of the conveyor belt that is part of the baggage handling system for the in-line baggage screening operation within the TSA's terminal space has failed again. While we're still working to sort out the details of which agency is responsible for the equipment, we have a tentative, interim agreement wherein the Airport and Alaska Airlines are working to repair the conveyor belt. Alaska Airlines brought in a contractor to work on the belt. He discovered the problem has been that the trouble piece is a 90-degree right-hand curved belt that has been put in a left-hand configuration and reversed the direction of the configuration of the motor, which means the motor is pushing the belt instead of pulling the belt. Parts have been ordered. In the long-term, this area will be reconfigured in the terminal remodel with different equipment and two systems with no curves.

3. Terminal Remodel: For specifics, see Catherine Fritz's report (Attachment #1). There are a lot of meetings and diplomacy in trying to bring Alaska Airlines and the design team together. Another meeting is scheduled for September 27 in the Aurora Room. As a design works through Alaska Airlines headquarters, it gets

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kicked back, remodeled and revised. This project is funded through PFC funds, legislative money, and, hopefully, some sales tax.

AIRSIDE

4. Runway Safety Area Project: An ordinance appropriating \$14.7 million of FAA AIP grant funds will be before the Assembly on September 24.

Sherri Ellis from SWCA is now conducting the cultural resources study here as required by the State Historic Preservation Office. This work will satisfy the obligations related to surveying, location, and protection of any cultural resources within the Runway Safety Area project.

We have a working agreement with FAA regarding the installation of new Medium-Intensity Approach Lighting System with Runway Alignment Indicator lights (MALSR) for Runway 26 as part of the RSA project. The FAA will provide the equipment, we will include design and installation in the RSA project, and the FAA will accept the equipment into its system for operation and maintenance.

Permit applications for all EIS projects have been submitted to the U.S. Army Corps of Engineers and State of Alaska agencies. We are waiting for a response from the agencies; at least two have indicated they need additional information, but we don't have details yet. The Corps of Engineers has stated that they will put out a public notice about the review of the permits. Carson Dorn Engineering prepared the permit applications and will continue working with the agencies through the permitting process. They are also preparing a permit application for the relocation of the MALSR system on the Runway 8 approach. The new MALSR system on Runway 26 is expected to be a joint FAA/Airport project.

Related to the CBJ permits, a field tour for the Wetland Review Board was conducted earlier in the evening.

5. Airport Hunting Program: In the past, we have allowed waterfowl hunting on the floatplane pond. The program has been suspended and we will not allow hunting this year. The FAA has put us on notice that we need to reduce the potential for unauthorized access onto controlled movement areas at the airport.

We have a full-time wildlife biologist working at the airport who is working on bird control. Bird control is within his duties and his opinion is that the hunting program does not add significantly to the effort.

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6. Airfield Meetings: A meeting with prospective tenants for the next group of Eastside Executive Hangars is scheduled for 5:00 p.m. on September 19 in the Aurora Room. We'll discuss the layout, design, leasing, and other issues the group brings up. One item that some of the prospective lessees have requested is a larger lot, 65 feet rather than 60 feet. The Board did not have any problem with this change.

Topographical surveying for the proposed hangar area on the West side has been completed. We'll work up some tentative layout, but likely won't want to commit to any particular plan until, at least, after the upcoming airfield meetings.

7. Planning Meeting: In anticipation of the RSA's development of the NE and NW areas, we'll have an opportunity to address growth needs and conflicts. Perhaps early November is a good time to set the first meeting.

8. Drainage Repairs: Repaving of a troublesome section of asphalt adjacent to the East T-hangars has been completed. We have obtained an acceptable quote from the contractor to repair a failing catch basin on the Coastal Helicopter ramp. FAA has approved the use of some of the balance of the FAA AIP grant for the work, and the work is scheduled to be completed by the end of October. Larry DePute was concerned that the repaving in front of his hangar had not achieved the correct results as the frost-susceptible material was not removed. He will bring this back to the Board in the spring if the problem continues.

9. Runway Crack Sealing/Painting: A major push by the airfield crew has completed sealing of more than 15 miles of cracks in the runway. This was a high priority project as crack sealing extends or, at least, maintains runway life. They worked both night and day shifts to accomplish the work.

Our crew repainted the Part 135/121 ramp area. Our contractor is about 60% finished with the runway and taxiway repainting, but the rest of the work is pending weather.

10. Winter Preparation: Winter planning and preparation is now underway. Our mechanic is focusing on preparing equipment for the winter.

We are soliciting quotations to have runway sand delivered. Initial estimates indicate that the cost is no more than Airport staff performing the hauling and contract hauling frees up our crew for airfield work.

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ADMINISTRATIVE

11. John Coleman has been promoted into the Airport Business Manager position.
12. George Paul was hired as a seasonal part time laborer for the field maintenance crew.
13. Long-time Custodian Lars Love has left Airport employment due to an off-the-job injury.
14. We are now advertising for temporary seasonal part-time equipment operators, hoping to add a few more winter call-out positions than we had last year.
15. Jane Sebens, our attorney, has been working on several airport issues, including the TSA bag belt issue, TSA proposed fines, leases, and Customs reimbursement. In addition, on her 'pending' list is a redrafting of some regulations for the Airport.

She has suggested and the Airport Manager supported her attendance at an aviation law conference in Washington, D.C. that will address some issues we are dealing with. Typically, the Law Department provides training for their people, but because this is specifically related to aviation, and because Jane is particularly interested in Airport issues, the Airport Manager recommended Board approval to pay half (up to \$1,350) of the \$2,700 cost of the conference to be paid through a transfer from retained earnings. The Board agreed with this training and approved the expense.

16. Funding Issues: The Airport Manager is preparing a funding transfer for Board consideration at the next meeting to take some money from the retained earnings fund and put it into operations accounts. The first is the additional funding required for JPD to act as Airport Security.

There is a fleet reserve account where we accumulate money each year and use it to fund replacement of equipment when the equipment wears out. Contribution into that account has been suspended for the last couple of years, thereby leaving the equipment fund under funded. There are sufficient funds available from the retained earnings fund.

17. Fairbanks Inspection: During the week of August 27, the Airport Manager accompanied our certification inspector, Dave Wahto on his annual certification

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inspection at Fairbanks. During that time, the FAA had a runway safety team from the lower 48 in town and he attended three meetings with them.

Aside from the level of staffing and acres of airport, the general operations and issues at Fairbanks and Juneau are similar. We do a better job at access control, and have fewer incursions than Fairbanks. They have a snow removal equipment maintenance facility that is a good model for the one we are planning.

Their materials handling systems are examples of the kind we might employ here, utilizing augers to move dry materials instead of doing it manually.

Fairbanks has two de-ice pads that collect de-icing chemicals. They have the benefit of extensive acreage, making it possible to have a de-icing pad at each runway end.

B. Introductions: Ted Anderson, the new Airport Planner, was introduced. Mr. Anderson was the Airport Manager at Payson, Arizona. He said he was glad to be in Juneau and had experience at both 121 and 139 airports. The position he held at Payson had been eliminated and the move to Juneau came at a good time.

John Coleman was introduced as the new Airport Business Manager. Patty deLaBruere is the Deputy Airport Manager. Steve Zimmerman was introduced as a new Airport Board member.

C. Committee Appointments: Chair Swanson announced:

1. The Finance Committee will be Fred Gaffney as Chair, Jerry Godkin and Butch Laughlin. The Operations Committee will be Eric Forrer as Chair, Steve Zimmerman and Ron Swanson.

2. Gordon Evans noted that the Airport Manager will have been with the Airport for one year on October 2. He suggested appointing a committee for the evaluation. Chair Swanson said the Airport Manager evaluation will take place at the end of the regular November Board meeting in executive session. He appointed Mr. Evans to be in charge.

Chair Swanson also suggested holding a Committee of the Whole meeting prior to the November meeting to discuss Airport planning. Mr. Gaffney thought it should be an entire meeting to address these issues.

VIII. ASSEMBLY LIAISON COMMENTS: Assembly Liaison Jonathan Anderson reported that the Assembly had passed an ordinance increasing the number of tenant members

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from two to three. Another ordinance passed requires the Airport Manager to certify that any construction on the airport complies with the Airport Master Plan prior to construction. He also noted that the 1 percent sales tax on the October 2 ballot includes money for the Airport project. Chair Swanson thanked Mr. Anderson and other Assembly members for their support of the airport.

IX. **PUBLIC COMMENTS:** None.

X. **BOARD MEMBER COMMENTS:**

A. Jerry Godkin said that a special meeting of the Finance Committee will be held in late January for a review of the budget expenditures and see how it is going at that point. Mookie Patel from Alaska Airlines was going to come back up for that review. He said the Committee will also look at a two- and a five-year planning process for the next budget cycle.

He thanked Pete Carlson and Joe Heueisen for their years of service to the Airport and the community.

B. Gordon Evans also thanked Pete Carlson for his service.

C. Steve Zimmerman said he is pleased to be on the Board. He looks forward to working with everyone.

D. Chair Swanson thanked Pete and Joe. He noted they will be missed.

XI. **ANNOUNCEMENTS:** Chair Swanson noted that he will be out of town for the next Board meeting.

XII. **TIME AND PLACE OF NEXT MEETING:** The next regular Airport Board meeting will be held on October 10, 2007, at 7:00 p.m. in the Aurora Room.

XIII. **ADJOURN:** *Gordon Evans moved, Jerry Godkin seconded, to adjourn the meeting. The meeting adjourned by unanimous consent at 8:02 p.m.*