

MINUTES of
AIRPORT BOARD MEETING
April 8, 2009
Aurora Room, 7:00 p.m.

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

II. **ROLL CALL:**

Members Present:

Laurie Berg	Dave Heimbigner	Scott Watts
Gordon Evans	Butch Laughlin	Steve Zimmerman
Jerry Godkin		

Staff/CBJ Present:

Dave Palmer, Airport Manager	Paul Wescott, Airport Engineer
Patricia deLaBruere, Dep. Airport Mgr.	Merrill Sanford, CBJ Assembly
Ted Anderson, Airport Planner	Keith Walker, CCF/R
John Coleman, Airport Business Mgr.	Kirk Duncan, Eaglecrest
Catherine Fritz, Airport Architect	

Public Present:

Connie DePute, General Aviation	Craig Loken, Alaska Seaplanes
Mike Wilson, Coastal Helicopters	Joe Fanazick, Airlift Northwest
Pete Carlson, AOPA/AK Airmens	Aral Loken, Alaska Seaplanes

III. **APPROVAL OF MINUTES:** *Steve Zimmerman moved, Gordon Evans seconded, the adoption of the March 11, 2009, Regular Monthly Meeting minutes. The motion passed by unanimous consent.*

IV. **APPROVAL OF AGENDA:** Dave Palmer asked to add the confirmation of members to the Dispute Resolution Board under New Business, Item A. *Gordon Evans moved, Butch Laughlin seconded, to approve the agenda as amended. The motion passed by unanimous consent.*

V. **PUBLIC COMMENTS:** None

VI. **UNFINISHED BUSINESS:**

A. **Airport Rates and Fees Regulation** (Attachment #1): At the February 11, 2009, 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 advertised and open for public comment period from March 11, 2009, through April 3, 2009. During that time, the Airport received no public comments. With Board approval, they will be forwarded to the Assembly for their approval. *Gordon Evans moved, Steve Zimmerman seconded, to forward the*

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proposed Airport Rates and Fees Regulation (Attachment #1) to the Assembly for consideration. The motion passed by unanimous consent.

B. **Committee Reports:**

1. **Airport Manager Selection Committee (Attachment #2):** A meeting was held on March 23. The cut-off for applications is April 30. Chair Godkin met with Human Resources last week to work with Career Soft to review resumes of up to 15 people whose history fits the criteria that are listed in the job announcement. This will be done three times. A committee meeting will then be convened to agree on applications that the committee would like to apply. A call is made to those applicants to submit their application by the deadline if they are interested. All applications submitted to the CBJ will be available after April 30 for further discussion by the committee.

2. **Operations Committee:** Committee Chair Steve Zimmerman said a meeting had not been held within the last three months. Items to be discussed include:

- a. The restaurant,
- b. Hearing from the Construction Inspector and what he is planning to do in the position,
- c. A discussion of the construction plans and how it might affect the operators, and
- d. Craig Loken's letter (Attachment #5) will also be taken up by the committee.

He scheduled the next Operations Committee Meeting for Thursday, April 16, at 5:00 p.m. in the Aurora Room. Airport Manager Dave Palmer stated that staff will be meeting with the operators on April 14 to discuss the ground source heat pump well field construction.

VII. **NEW BUSINESS:**

A. **Dispute Resolution Board (DRB):** The DRB will be for the Terminal Renovation Project. He asked the Airport Board to confirm:

1. Mal Menzies
2. Marquam George
3. Chris Roust

These people were picked from a pool of six applicants. The Airport picked a person, the Contractor picked another person and the third person was chosen by the first two people that were picked. *Gordon Evans moved, Butch Laughlin seconded, to confirm all three members as noted. The motion passed by unanimous consent.*

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Airport Manager Palmer noted that volunteers will be needed for the Runway Safety Area (RSA) project DRB. A newspaper ad should be run inviting applicants with basic experiences. He asked if the Board wanted to be involved in choosing the Airport DRB person? Gordon Evans said the way it was handled for the first DRB worked. He also thought the idea of using volunteers is a good method to use.

B. Airport Manager's Report:

1. Project Management: The Airport has moved from using the Engineering Department for managing projects. The Airport hired Catherine and Paul as project managers and Jean Conneen was hired to work half-time in the Projects Office and half-time in badging. Formerly the Engineering Department did plan specifications and put the contract out on the street. All paperwork was routed through the Engineering Department. Since then, the Airport is managing the project at the Airport, but the flow of paperwork hasn't really changed. The flow has never been formalized. Meetings have been held with the Engineering Director, the City Finance Director, Purchasing and Deputy City Manager Kim Kiefer to try to work through changes. The City Ordinance says that the Airport may manage and administer construction projects at the airport. The Board has never confirmed this but the staff has been hired with the Board's approval. The ordinance also says that the Board may enter into contracts for goods and services. Historically the requests have been run through the Purchasing Department and through the City Manager's Office. The change was made from a Department to an empowered Board. Now the change has been made from administration of the project through the Engineering Department to administration by the Airport. Some of the processes, forms and paperwork have not caught up.

Mr. Palmer noted that the Mayor has appointed a subcommittee of four Assembly members to look into issues related to the enterprise funds following the procurement laws and personnel rules, etc.

Dave Heimbigner asked if any followup needed to be done with these changes and the change in the Airport Manager. Mr. Palmer replied that a Board committee of two or three people needs to work with him to discuss the procedures. Delegation of items will need to be discussed. Gordon Evans thought the Board Code covers these issues already. The Airport Manager can present these ideas to the Operations Committee for discussion.

2. Well Field Construction: A meeting will be held with the contractor and the operators to decide how to keep business going and give the contractor the space to do the job. Asphalt will be cut this week and asphalt removal done

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next week. The asphalt will be moved down by the Fire Hall. A crusher will come in to crush the material, which will be used to place in front of the new hangars. Money is programmed to do pavement and drainage, but that is a couple of years out.

3. Permit Update: All permits have been received except the Corps of Engineers Permit. The final draft is in Anchorage and the Record of Decision is expected soon.

4. Peer Reviews: This follows up a recommendation from Rorie Watt, Engineering Director. The final contract document for the Runway Safety Area is almost done. The City Attorney has been asked to contact and contract Bruce Davison (an Engineer and practicing Attorney in Anchorage who specializes in construction issues) to review the contracts at a cost of not more than \$5,000. Mr. Davison has agreed to do that.

That same type of agreement has been entered into with PND. Dick Sommerville has a lot of experience in dredging, dirt work, and marine applications. He will do a review of the plan being drawn up by DOWL Engineering. No liability will be held against PND, we are just asking for them to mark up the contract with items that need addressing. This is also in the City Attorney's office.

The language for the DRB needs to be added to the RSA. The City Attorney thought that the Assembly's policy on project labor agreement (PLA) might apply. This is a provision that requires a contractor to hire people through the union. The issue will be reviewed with the City Attorney's office for compliance with Assembly policy.

5. Weed Harvester: The Rotary Club has asked the Airport to use the weed harvester on the Rotary Pond. Jerry Mahle has offered to donate his time to run the equipment and the pond can probably be cleaned up in a day or two. Rotary will have to devise a plan to launch the boat and drag the pond for obstruction-type items. A concern was noted that this action may introduce new weeds into the pond. Staff will review this.

6. Restaurant: The restaurant is closing early every day. The Alaska Committee met earlier in the day and legislators have complained about the closure. The Operations Committee will be discussing the restaurant in their next meeting.

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7. Airfield Maintenance: The Airfield crew has officially declared winter over and will return to a regular work day/work week on Monday, April 13. They will come in on an overtime basis if needed for snow and ice control.

8. Terminal Renovation and Snow Removal Equipment Facility Updates (Attachment #4): Catherine Fritz handed out a list (Attachment #6) showing changes in the scope of work for the terminal renovation project.

a. An additive alternate for a different kind of exterior wall panel was in the contract. It was discovered that the panel would not help the thermal envelope. A \$90,000 credit will be realized.

b. Two new items are needed:

(1) The current escalator is on its last leg. A new escalator will cost an estimated \$150,000.

(2) The new facade needs to be brought around in front of the terminal at an approximate cost of \$150,000.

Gordon Evans moved, Laurie Berg seconded, to authorize the Manager to proceed with the change orders, especially the first item, proceed with the new escalator, and proceed with the design of the third item. The motion passed by unanimous consent.

9. Airport Projects Update (Attachment #3): DOWL will be doing the inspection services for the RSA project. They will need space for an office and a mobile lab. Typically, the Airport provides vehicles to the inspection group. The FAA has agreed to have the Airport purchase the vehicles with project money and then the vehicles will be the property of and used by the Airport when the project is done.

VIII. ASSEMBLY LIAISON COMMENTS: Merrill Sanford reported that the bids on the big projects have been really good. Just like the Airport, the swimming pool came in with eight or nine different contractors and \$3 million under the engineer's estimate. One item discussed at last week's Assembly Finance Committee was the recommendation from the Airport Manager to include the marine passenger fee assist to the Airport finance. He said it has not passed but it is pending the end of the Finance Committee meeting and he is sure that the marine passenger fees as recommended by the City Manager will pass at the end of their deliberations.

IX. PUBLIC COMMENTS: Craig Loken made a brief comment.

X. BOARD MEMBER COMMENTS: Gordon Evans asked when the City begins advertising for the Board positions? Mr. Sanford said that when a person is interested, they can apply any time of the year. When positions open up, the City calls everyone

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on the list for those positions to make sure they are still interested and then goes from there.

XI. **ANNOUNCEMENTS:** None.

XII. **TIME AND PLACE OF NEXT MEETING:** The next regular Airport Board meeting will be held on May 13, 2009, at 7:00 p.m. in the Aurora Room.

XIII. **ADJOURN:** *Butch Laughlin moved, Steve Zimmerman seconded, to adjourn the meeting. The meeting adjourned by unanimous consent at 8:35 p.m.*