

MINUTES of
AIRPORT BOARD MEETING
November 18, 2009
Aurora Room, 7:00 p.m.

I. **CALL TO ORDER:** Chair Jerry Godkin called the meeting to order at 7:01 p.m.

II. **ROLL CALL:**

Members Present:

Laurie Berg

Jerry Godkin

Scott Watts

Tamara Cook*

Butch Laughlin

Steve Zimmerman*

*In attendance via telephone

Staff/CBJ Present:

Jeannie Johnson, Airport Manager

Patricia deLaBruere, Dep. Airport Mgr.

Jerry Mahle, Airport M&O Super't

Ted Anderson, Airport Planner (left at
7:15 p.m.)

Catherine Fritz, Airport Architect

Pam Chapin, Airport Admin. Assistant

Tom Carson, Carson Dorn

Merrill Sanford, CBJ Assembly

Beth McEwen, Deputy City Clerk

Public Present:

Ella Rogers, Glacier Restaurant

Wes Pennewell, ESS/Glacier Restaurant

III. **APPROVAL OF MINUTES:** *Steve Zimmerman moved, Butch Laughlin seconded, the adoption of the October 14, 2009, Regular Monthly Meeting minutes. The motion passed by unanimous consent.*

IV. **APPROVAL OF AGENDA:** Airport Manager Jeannie Johnson said that Wes Pennewell from ESS/Glacier Restaurant would be in attendance at this meeting and asked to place a presentation about the new restaurant menu on the agenda when Mr. Pennewell joins the meeting. *The agenda was approved as amended by unanimous consent.*

V. **PUBLIC COMMENTS:** None

VI. **UNFINISHED BUSINESS:**

A. **Board Retreat:** The Board will hold a retreat on December 5, 2009, 8:00 a.m. to 2:00 p.m. at the UAS Glacier Room – Lunch will be served. Ms. Johnson asked the Board to be more specific on their goals. She thought that Board training would be part of the retreat. Board members thought that the methods used in former retreats were what they wished to follow for this meeting. Items to be discussed at the retreat included: a presentation by Mr. Hartle, CBJ Attorney, on conflict of interest; an introduction to Airport finance and where the Airport stands financially; and a discussion of the Capital Improvement Projects (CIP) for the Airport. Assembly Liaison Merrill Sanford reminded the Board to get their request in for the Marine Passenger

AIRPORT BOARD MEETING

November 18, 2009

Page 2

Fees. He also noted that an Assembly Finance Committee meeting will be held on December 2 at 5:30 p.m. in the Assembly Chambers. This will be a presentation by Craig Duncan, Finance Director, on sales tax through the third quarter. This will let the Assembly know how short the sales tax dollars will be this year and the next four years. He recommended someone from the Board attend this meeting or have a presentation at the Board Retreat.

VII. NEW BUSINESS:

A. **Vehicle for Wildlife Services:** The Wildlife Services vehicle (2000 GMC Safari van) has become a maintenance problem, resulting in too much downtime. Staff would like to purchase a used one- or two-year-old replacement vehicle. The cost of the vehicle is estimated to be in the \$22,000 to \$25,000 price range for a four-wheel drive truck, SUV or van. Staff would like approval for up to \$25,000. The vehicle will be eligible for AIP reimbursement after completion of the RSA, when AIP funds are again available for equipment purchases. If approved, the purchase will be forward funded from the Project Design account, and reimbursed from the next AIP equipment grant, estimated for 2012. *Steve Zimmerman moved, Laurie Berg seconded, that the Board approves the purchase of a used four-wheel drive vehicle, from the Project Design account, with a cost not to exceed \$25,000, for the use of Wildlife Service personnel while performing their contractual Airport duties. The motion passed by unanimous consent.*

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

1. Staffing: The Airport has hired Ralph Sanford as the Airfield Safety Coordinator for the Runway Safety Area (RSA) project. Mr. Sanford formerly worked for the Airfield Maintenance Division. After being vacant more than three months, Christine Millay has been hired as the new Office Assistant II. Ms. Millay is working in the badging office on a half-time basis.

2. Airport Outreach:

- a. Ms. Johnson gave a presentation on Airport projects to the Alaska Committee. She plans to attend these meetings on a monthly basis.
- b. She also attended the Assembly Public Works and Facilities Committee meeting. City sales tax is expected to be less than expected and the Committee asked the Airport and three other entities to come up with a reduction in sales tax needs.
- c. Ms. Johnson is preparing to work with the float plane tenants regarding possible standardization of floats. The RSA project includes removing all pilings for dredging purposes and then installing new pilings. This may be the perfect time to standardize floats at the pond.

AIRPORT BOARD MEETING

November 18, 2009

Page 3

3. Airport Architect Report (Attachment #1): Terminal and Snow Removal Equipment Facility Updates. Catherine Fritz, Airport Architect, said the addition work is picking up. The contractor has requested a two-week extension of Phase I, which she is reviewing. A lot of the work scheduled for Phase II (the sidewalk system) has been completed and, therefore, it is expected this extension can be accommodated. The heat pumps (which will heat the sidewalks) will ship from the factory (located back east) on December 3. Once the pumps arrive, it will take approximately one week to install. In the meantime, Airfield and Terminal Maintenance staff are working very hard to keep the sidewalks and road as safe as possible without using chemicals (which will damage the new concrete). With all of the piping and rebar in the concrete, the Airport does not want to do anything to harm the concrete. Ms. Fritz noted that Jeannie Conneen has been working with Patrick McGonegal to update the Airport's website. She encouraged all to visit the site. A scaled model of the artwork for the new terminal area was available for Airport Board viewing. It will be available in the Project Office. This is a work in progress and comments are requested.

The Snow Removal Equipment Facility design was put on hold because the FAA had concerns about the Runway Safety Area project. They eliminated the funding request for this coming year and reduced it by half the following year. Staff recently met with John Lovett of the FAA. A review was made of items that could be eliminated from the project, but there comes a point where it is not worth building. Some options of deductive alternates were derived. Mr. Lovett supports including these alternates. Mr. Fritz and Ms. Johnson will be traveling to Anchorage to meet with the FAA and hopefully get back on track. This will allow the design to go forward and have a project ready to go should funding become available.

4. Airport Engineer Report (Attachment #2): Runway Safety Area and Miscellaneous. Tom Carson, Carson Dorn, said the contractor has been working on the runway safety area project for the last couple of weeks. Work is underway on the Duck Creek corridor, which included clearing and tree removal. Material is being hauled and stockpiled. Utility relocations are occurring by AEL&P, ACS and GCI. A float pond dredging safety plan is currently being written for next spring's dredging. This plan will be approved by the Airport and the FAA. Approximately 2 percent of the contract has been invoiced for payment.

C. **Glacier Restaurant Presentation:** Wes Pennewell presented a new menu for the restaurant. This menu includes a "Juicy Lucy Burger" which is two pieces of

AIRPORT BOARD MEETING

November 18, 2009

Page 4

hamburger sealed together with cheese melted inside. He said it is a very good burger. The restaurant will also have a daily lunch special served between 11:00 a.m. and 2:00 p.m. He invited everyone to try the new menu. Any changes in the future will be brought to the Airport prior to the change. Mr. Pennewell said they are currently looking into franchise items that may be brought to Juneau.

- VIII. **ASSEMBLY LIAISON COMMENTS:** Assembly Liaison Merrill Sanford said that Jeannie Johnson had attended the Public Works meeting and talked about the importance of the Airport. He reiterated there is an approximate \$2.9 million sales tax shortfall from what was expected to be collected. There should be a closer number at the next meeting. If the four big projects that are getting most of the dollars from sales tax found a way to give up \$700,000 each, the budget would be even. These projects are the Airport terminal project, the City shop project, the sewer extension/development and the Harbor Board. A firm decision will be made in the next six to eight months.

The Assembly approved a Resolution to split one CIP project into two projects. This was for \$1.8 million for design of the Snow Removal Equipment Facility.

- IX. **PUBLIC COMMENTS:** None.

- X. **BOARD MEMBER COMMENTS:** Chair Jerry Godkin said that the Joe Kendler family approached him to rename the dike trail after a prominent member of the family. A question that arose was if the Board has the authority to do this. Assembly Liaison Sanford said that other Boards have done this. They have established a policy and kept the Assembly informed.

- XI. **ANNOUNCEMENTS:** Ms. Johnson noted that a Doug Chilton-carved bench is scheduled to be dedicated on November 30, 2009, at 7:00 p.m. in the terminal.

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

A. The Airport Board will hold a retreat on December 5, 2009, at 8:00 a.m. in the UAS Glacier Room.

B. The next regular Airport Board meeting will be held on December 9, 2009, at 7:00 p.m. in the Aurora Room.

- XIII. **ADJOURN:** *Butch Laughlin moved, duly seconded, to adjourn the meeting. The meeting adjourned by unanimous consent at 8:42 p.m.*