

MINUTES of
AIRPORT BOARD MEETING
September 14, 2011
Alaska 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:

Pete Carlson

Jerry Godkin

Ron Swanson

David Epstein

Butch Laughlin

Steve Zimmerman

Member Absent:

Tamara Cook

Staff/CBJ Present:

Jeannie Johnson, Airport Manager

Marc Cheatham, Airport Special

Patty deLaBruere, Deputy Airport Manager

Projects Officer

John Coleman, Airport Business Manager

Keith Walker, CCF/R

Catherine Fritz, Airport Architect

Public Present:

Sarah Day, Juneau Empire

Chris Letterman, Glacier Valley Rotary

Irene Gallion, DOWL/LEPC

Max Mertz, Resident

Ella Rogers, Glacier Restaurant

III. **APPROVAL OF MINUTES:** *Steve Zimmerman moved, Ron Swanson seconded, the adoption of the August 10, 2011, regular monthly meeting minutes as amended. Steve Zimmerman noted a change on page 4 of 6, under Committee Reports, change the numbers "3" and "4" to numbers "1" and "2." The motion passed by unanimous consent.*

IV. **APPROVAL OF AGENDA:** Airport Manager Jeannie Johnson asked to add bid openings for the remodel of the 1984 portion of the terminal under Unfinished Business. The second item is Ms. Johnson asked if the Board liked the set up of the tables. A sound system needs to be installed and in order to do that, some channels will be installed under the tables. The Board liked the current set up. *Steve Zimmerman moved, Ron Swanson seconded, to approve the agenda as amended. The motion passed by unanimous consent.*

V. **PUBLIC COMMENTS:** None.

VI. **UNFINISHED BUSINESS:**

A. **Bid Openings for the Remodel of the 1984 Section of the Front Entry Renovation of the Terminal:** Airport Architect Catherine Fritz said bids were opened earlier today. This project will take the diagonal piece of the main entry of the terminal and replace it with a canted out wall with the same vernacular that was used in the new 2010 addition. Four bids were received for the base bid and one additive alternate. The alternate was for a piece of canopy to ensure a continuous canopy all the way from the old north end throughout the terminal frontage. Sufficient funds are available to award both the base bid and the alternate. The lowest bid was exactly what the architect's estimate was and the other three were slightly higher than the estimate. The lower bidder was McGraw's Custom Construction, which is the same contractor the Airport recently had. This will go before the Assembly on Monday night. The award usually takes place within a couple of weeks. The project will begin in early February, with substantial completion scheduled for approximately May 26, 2012. Board Member Ron Swanson said that when discussion about this began, there was a consideration to make this an add-on to the contract or adding a significant amount to go out to bid. He asked what cost was incurred to go out to bid. Ms. Fritz replied there was no guarantee as it would have been a negotiated price, which may have been more or less expensive. The cost of bidding this project is estimated at \$20,000 to \$25,000 for advertising, bidding, preparation by the Engineering Department staff and those kinds of things. The designers were paid \$75,000, which would have been about half of that because the designers would have been able to do less than they had to do for complete specifications.

VII. **NEW BUSINESS:**

A. **Glacier Valley Rotary Letter dated August 17, 2011** (Attachment #1): Ms. Johnson said a letter was received from Glacier Valley Rotary, who is very interested in using the Alaska Room for their meetings. They have met for many years in the airport. On Monday, Jerry Godkin, Pete Carlson and Ms. Johnson met with Chris Letterman, Max Mertz and Craig Dahl of Glacier Valley Rotary to discuss this letter. Primarily, the discussion centered around the rate for the room. In Ms. Johnson's research, in comparison to Centennial Hall and the Baranof the rate for a not-for-profit group would be \$100 to \$125 for a one- to four-hour use. Rotary feels that this would be a budget buster for them and they would like to request a different figure than that. She thought the issue should be forwarded to the Finance Committee so that staff can lay out more of the facts and figures in a working session and have them bring back a recommendation to the full Board.

One of the things the airport is concerned about is that this is not a clubhouse room. It is a room that has been set up for revenue generation and, certainly, the convenience and the enjoyment of the community and Rotary is a part of that community. The big issue is what is set as a rate for a not-for-profit organization is what has to be charged to all not-for-profit organizations. *Ron Swanson moved, David Epstein seconded, that staff come up with a preliminary plan for the rental of the Alaska Room, submit it to the Finance*

Committee and the Finance Committee bring it back to the Board for further discussion.

Ms. Johnson said that the first piece is what to charge not-for-profit organizations. She noted there are many other pieces to this: such as catering agreements, use agreement, parking, storage. She wanted to meet with the Finance Committee some time during the first week in October to discuss this rate. Board Member Ron Swanson suggested coming up with an interim plan. Max Mertz said that because of the lease agreement that ESS has with the Airport, Rotary's agreement is with ESS. He didn't think that anyone in the club expected free use. The number that they came up with is about \$2,600 per year, which works out to about \$50 a meeting. This excludes parking and meals. He noted that at the Baranof, you pay a meal rate for the use of the room, not a room charge. He felt this was a reasonable charge. Rotary will be happy to be flexible. *The motion passed by unanimous consent.* Ms. Johnson said information on the going rates will be given to the Finance Committee, which will then be forwarded to the Board.

B. Airport Manager's Report:

1. Sand Shed Painting Costs: At the last meeting, a Board Member said just paint the sand shed. Ms. Johnson said research was done on just painting the sand shed – paint over rust (POR). Most painters did not want the project due to the effect on their reputation. The one bid received was for one coat, no preparation, paint over rust for \$16,785, including tax. This painter said that power washing would be an additional \$6,800. If the building was primed, it would cost an additional \$9,100. Board Member Butch Laughlin brought up the money the Lokens have paid for placing membrane across the seams between the buildings. Ms. Johnson said that the Loken hangar was built second and the problem was created when it was built.

2. Visit by Byron Huffman, Manager FAA Airports Division, Alaska Region and Others: Ms. Johnson said that Byron Huffman, the Manager of FAA Airports Division, Alaska Region, spent a day at the airport. He came down to look at the RSA project. He met with Ms. Johnson and Ms. Fritz. He was shown the shop and sand shed. He could not believe all of the material that had come from the float pond. He was very impressed with the project.

On September 13, the following people from the FAA Airports Division came to Juneau: Jim Lomen, the Deputy Division Manager; John Lovett, the Lead Civil Engineer; Pat Oien, the Lead Capacity Planner; and Mike Edelman, the Project Manager. Discussions occurred about money, future funding, the finishing up of the RSA and the timing for that. They were driven around to see the project. This was a good visit. Chair Godkin asked Ms. Johnson to draft a letter to Mr. Huffman from the Board. He is a remarkable person as shown by e-mails and correspondence he sent during the last few weeks. Mr. Huffman clarified that Ms. Johnson had been in line with what he had been directing her to do. He was taken back by a letter sent to the City Manager by another FAA employee. It put the issue to rest.

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3. Retirement of Field Maintenance Employee Bob Simpson: Mr. Simpson has decided to retire on September 30. Ms. Johnson also noted that she had received a letter from Lamar Riddle requesting a voluntary demotion. He will fill the slot that Bob Simpson is vacating. She noted that Jerry Mahle has been in the hospital since Monday.
4. Status of Food and Beverage in Departure Lounge: When no one stepped up to take this RFP, the Airport thought that maybe it put the Airport into a position of dealing with an interested party. An article was written in the Juneau Empire by Sarah Day and the next day, the telephone started ringing with interested parties. There are at least five and maybe six entities that are very interested in doing business in the departure lounge. The same RFP will be issued on the 20th of this month. A pre-conference meeting will be held. This is very promising. Chair Godkin asked Ms. Johnson to check on the reason no one responded to the last RFP and bring it back to the Board.
5. End of Season Party: Steve Zimmerman thanked Jeannie and the staff for the barbeque on Saturday. Ms. Johnson thanked AIC, who provided all of the meat; PND, who provided all of the beverages; Carson Dorn, who provided the ribs and the cooking of the ribs; and Wilson Engineering, who provided funding for miscellaneous items. The Airport donated staff time and everything else was provided.
6. Table Top Disaster Drill: Ms. Johnson thanked Marc Cheatham and Jerry Mahle for working so hard on putting this together. Mr. Cheatham did all the calling, arranging the room and a lot of work that went into a very successful exercise. Deputy Airport Manager Patty deLaBruere said that the Airport had an annual drill yesterday. The Airport is required by the 139 Certification to hold an annual emergency drill every year, with every third year being a live drill. This was a one day exercise. There were 30+ participants, which included the Fire Department, JPD, the Coast Guard and a lot of the usual players. Good discussions were held. Something new is always learned at these drills.
7. Airport Engineer Report (Attachment #2): Ms. Johnson said the design was to move 785,000 cubic yards. A pond survey was done last week, which should give the true story. The numbers show that it is estimated that close to 700,000 cubic yards have been moved. AIC is concerned with the time of the year. They need to do work on Jordan Creek and their pipes go through the Jordan Creek culvert to get the material out of the float pond. Unfortunately, the dredge is pretty much worn out and they have had troubles keeping their dredge operating. There is some material that the dredge needs to remove from close to some of the docks. The only way this can be done is to move some company aircraft at night only.

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Ms. Johnson appreciated the float operators cooperation. The fence is being installed this week. As a result of a meeting held with DOWL, an amendment is about to be issued for Phase II design. Irene Gallion will be the primary project manager and planner on the job. Staff is looking forward to working with her.

8. Airport Architect Report (Attachments #3 and #4): Ms. Fritz said that McGraw's is still finishing the punch list items. There are other items that continue to be done that are not in McGraw's contract but done in-house. The blinds for the Alaska Room are here, but there have been problems with the hardware. Staff is working with the microphones for the tables. Displays are being worked on for the departure lounge.

The design documents are almost done for the Snow Removal Equipment Facility infrastructure project. One of the things discussed with the FAA was the Airport's intention to draw down the \$1.4 million and the schedule for spending the money, which is expected to be totally spent by the end of calendar year 2012. The design documents should be ready for the building construction soon. They were scheduled for completion by February.

VIII. CORRESPONDENCE: None.

IX. COMMITTEE REPORTS:

A. **Wildlife Hazards Working Group**: Committee Chair Steve Zimmerman said he had been working with Ms. Johnson to hold the third quarterly meeting before the end of September.

B. **Finance Committee**: Committee Chair Pete Carlson said he will be working with Jeannie to set up a meeting the first week of October.

C. **Operations Committee**: Committee Chair Butch Laughlin said the meeting for the pond, west finger and other things will be scheduled for the first week of November.

X. ASSEMBLY LIAISON COMMENTS: None.

XI. PUBLIC COMMENTS: None.

XII. BOARD MEMBER COMMENTS:

A. Ron Swanson suggested holding meetings earlier than 7:00 p.m. in the winter. He asked the Board to consider this and bring it up at the next meeting.

B. Butch Laughlin noted he will be out of town from October 12 through 25. He will not be calling in.

XIII. ANNOUNCEMENTS: None.

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- XIV. **TIME AND PLACE OF NEXT MEETING:** The next regular Airport Board meeting will be held on October 12, 2011, at 7:00 p.m. in the Alaska Room.
- XV. **ADJOURN:** *Steve Zimmerman moved, Pete Carlson seconded, to adjourn. The meeting adjourned by unanimous consent at 8:05 p.m.*