

MINUTES of  
AIRPORT BOARD MEETING  
July 11, 2012  
Alaska 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:

Pete Carlson	Jerry Godkin	Ron Swanson
Tamara Cook (via phone)	Butch Laughlin	Steve Zimmerman
David Epstein		

Staff/CBJ Present:

Jeannie Johnson, Airport Manager	Marc Cheatham, Airport Special Projects Officer
Catherine Fritz, Airport Architect	Ruth Danner, Assembly Member
John Coleman, Airport Business Manager	Keith Walker, CCF/R
Frank Mason, Airport Mechanic	

Public Present:

Irene Gallion, DOWL HKM	Jim O'Donnell, Hummingbird Hollow Gift
Jim Vuille, Retired FAA	Bob Jacobsen, General Aviation
Ken Nestler, General Aviation	Ella Rogers, Glacier Restaurant

III. **APPROVAL OF MINUTES:** *David Epstein moved, Steve Zimmerman seconded, the adoption of the June 13, 2012, regular monthly meeting minutes. The motion passed by unanimous consent.*

IV. **APPROVAL OF AGENDA:** Ron Swanson said he would like to have a topic of a procedure of how the Board will handle public testimony received under the Public Comments section. Chair Godkin placed this under New Business, Item #A.6. *David Epstein moved, Butch Laughlin seconded, to approve the agenda as amended. The motion passed by unanimous consent.*

V. **PUBLIC COMMENTS:** None.

VI. **ELECTION OF OFFICERS:** *Ron Swanson moved, Steve Zimmerman seconded, to retain the current officers as they stand – Jerry Godkin as Chair, Butch Laughlin as Vice Chair and David Epstein as Secretary. The motion passed by unanimous consent.*

VII. **UNFINISHED BUSINESS:** None.

## AIRPORT BOARD MEETING

July 11, 2012

Page 2

### VIII. NEW BUSINESS:

#### A. Airport Manager's Report:

1. Field Maintenance Superintendent: Airport Manager Jeannie Johnson said Steve Ayers is no longer with the Airport. She said a personnel matter about this item will be discussed during executive session.
  
2. Status Update for Heritage Coffee Co. in Departure Lounge: Heritage is not going into the departure lounge. They worked very hard on trying to determine how to make it a money maker. They suggested a new machine that is in use on the ferries for espresso. The Airport is looking at those machines, but no decision has been made. Through discussions with Heritage Coffee, it is simply the hours that TSA closes the gate and he has decided they cannot make it work. They are extremely interested in coming into the terminal at the end of ESS' lease. Board Member Ron Swanson asked what was needed for a person to operate a coffee stand in the departure lounge. Ms. Johnson replied that they would have to have a business license. She said that if he knew of a couple of college kids that want to put a business plan together, the door has not been closed. She was open for anything. She said there certainly are DEC issues. Airport Architect Catherine Fritz said there are DEC regulations for the coffee shop, but the majority of those are being satisfied by the equipment and plan that the Airport had already put together in the cabinets, refrigerator, etc. The two larger ticket items that have not been purchased by the Airport is the cash register and the espresso machine. The build-out has begun in the departure lounge, which included a new waste line that was away from the wall and the rough-in is complete. The finish out of sinks and faucets is not done yet. The RFP allowed Ms. Johnson to entertain other options as long as they are within the parameters of the RFP. Chair Godkin suggested following up with TSA about extending their operating hours. Ms. Johnson said this is a question best answered by Patty deLaBruere who is currently on vacation.
  
3. Status of Airport Funds from Upcoming Sales Tax and Transportation Bond: Ms. Johnson said she heard a rumor that the \$3.1 million will be on the ballot for the 1% sales tax and the \$6.9 million has been included in a transportation bond. Assembly Member Ruth Danner said it cannot be called a transportation bond because it is not only for transportation, but it is definitely on the bond package. Ms. Johnson said this has not been adopted by the Assembly yet, but is a recommendation to the Assembly. This will be taken up by the Assembly on July 16.
  
4. Runway Safety Area Improvements, Phase 2A (Attachment #3): Ms. Johnson said DOWL has done the design. The bids were opened up earlier in the day. The engineer's base bid estimate was \$16.2 million and Secon bid \$11.4 million on the base bid. The additive alternative will be included. Although the bids were expected to be good, it was not known how good they would be.

## AIRPORT BOARD MEETING

July 11, 2012

Page 3

5. Airport Engineer Report (Attachment #1): Ms. Johnson noted Tom Carson was on vacation.

6. Airport Architect Report (Attachment #2): Airport Architect Catherine Fritz reported the window glazing people from Anchorage started on the glass canopy. The glass setting will begin on July 12, 2012. The project is progressing well. The siding is on site and will hopefully be installed next week. The gift shop work is complete until this fall when ceiling work will occur. Removing ceilings and lighting is very disruptive and staff wants to make sure if it moves forward with doing more of the work than originally planned, that it will not affect the gift shop too negatively. Communication lines are being kept open. Board Member Steve Zimmerman said he thought the gift shop looked great. The Cup 'O Joe's plumbing is going in and is nearly done. The new framing for the casework is in place and the cabinets are assembled and ready to start getting installed. The framing and plans of the basic idea of the reconfigured Cup 'O Joe's was presented to Ella Rogers. This is hoped to be done by the end of the month or early August. They are anxious to move into the old space because now that the main entry is open, they are seeing fewer customers.

The musicians continue to have a presence in the terminal.

Bids will open for the snow removal equipment building infrastructure on July 12. This is estimated at \$460,000 and will be the road that connects Livingston Way with Maplesden (which goes down to TEMSCO) and it will bring the water and sewer into the area. The next step will be to build the building. The work is scheduled to be done by the end of October, assuming they are able to get a paving window.

7. Airport Engineer: The Airport is advertising for an Airport Engineer. This is certainly not anything negative about Tom Carson. The job posting closes on July 25, 2012. If an Airport Engineer is hired, the Airport has a contract with Mr. Carson to work on the Storm Water Pollution & Prevention Plan (SWPPP).

8. Procedure of How the Board Will Handle Public Testimony Received under the Public Comments Section: Chair Godkin said as Chair, he should have been more observant to some rules that would be applicable when public makes comments. From what he has seen from going to Assembly meetings and other meetings, they invite public comments for a certain amount of time. If any member of the Board wishes to clarify a point, they may ask the person for clarification. He said he should not allow the Board Members to have conversation back and forth with staff without them having time to prepare on an issue. He said the Board at least needs to observe some decorum in a way that it allows staff to come back with a report to the Board on an item if that is needed. Mr. Swanson apologized if he seemed to have attacked Ms. Fritz at the last meeting; he was just concerned about the issue. He thought the Board had a right to ask questions. He did not like the City's policy of some guy who gets

## AIRPORT BOARD MEETING

July 11, 2012

Page 4

all nervous and gives his five-minute talk and nobody makes a comment on what the person said, it just evaporates. He thought the Board has a right to ask staff hard questions. He said as a compromise to that, Board Member Tam Cook had suggested that for contentious issues, two Board Members be appointed to meet with staff to iron out some sort of solution with the person that is complaining. The meeting should occur in some timely fashion to be resolved or brought back to the Board. Mr. Laughlin agreed with Mr. Swanson, but the Board needs information and it should be able to ask the question. Board Member David Epstein noted that the Board has an Operations Committee, also. Mr. Swanson said that although he is not trying to do anything behind somebody's back, if there is a contentious issue, it is best not to air it out in public.

Ms. Danner said that it is awkward when someone has asked a question and the Board does not say anything. An example she gave was three people came to the Assembly to talk about dog waste on trails. The Mayor explained that questions would be asked, but it would not be discussed at this portion of the meeting. During comments at the end of the meeting, the Assembly Members have an opportunity to make whatever comments they want. Usually, if it is a compelling question, someone will say something. The question might be discussed, but not solved right then. Sometimes the solution is to assign it to the City Manager to figure out what to do and report back to the Assembly. Sometimes it is assigned to a committee. If it is a matter of urgency and the Board wants individuals on the Board to meet with the City Manager and perhaps with the public member who is asking, the Board needs to be careful not to appoint two people that sit on the same subcommittee as that would make a quorum of the subcommittee.

Board Member Tam Cook said that the problem with putting off an issue for staff to report back to the full Board is that the Board only meets once a month. The other thing is that if a public member has a complaint on something involving the operations of the airport, then the public feels they would like to have Board involvement. Otherwise, they would have just talked to Ms. Johnson to begin with. With respect to the Open Meetings aspect, she suggested appointing one Board member to get the staff's point of view and the complainant's point of view. She suggested getting someone from the Board in there early on to show there is a Board concern and interest in accommodating public or a contractor. She thought it showed good faith on the part of the Board to take responsibility in overseeing the management of the Airport.

*Ron Swanson moved, duly seconded, that if there is an issue that arises under Public Comment, the Board Chair will decide whether one, two or a committee of the Board will be assigned to meet with the parties involved and resolve the issue and come back with a recommendation to the Board.* He said the Chair can decide if it is a pressing issue that needs to be handled in a couple of days, one or two Board

## AIRPORT BOARD MEETING

July 11, 2012

Page 5

Members (not on the same committee) can be appointed to get it done and report back to the Board or to the management as soon as possible. Ms. Danner said the Board might want to add an agenda item of "Executive Session" at the bottom of each agenda. If there was an issue that was brought up that was of a sensitive nature that could potentially harm the reputation of staff or members of the public, then it could be handled under that item. This was what executive sessions were designed for. *The motion passed by unanimous consent.*

### IX. CORRESPONDENCE:

A. **E-Mail from Steven Wolf, dated June 29, 2012** (Attachment #4)

B. **E-Mail from Patricia Hull, dated July 1, 2012** (Attachment #5): This e-mail asked for bus service at the Airport. Chair Godkin spoke to Patty deLaBruere who said that bus service is provided at the airport.

### X. COMMITTEE REPORTS:

A. **Wildlife Hazards Working Group:** Group Chair Steve Zimmerman said the group held its 11<sup>th</sup> meeting on June 14, 2012. There were three items on the agenda:

1. A review of hazing and monitoring activities was given by Nick Borchert, Wildlife Services Officer at the airport. Between 2008 and 2011, they typically dispersed between 15,000 to 25,000 birds per year. At the landfill, 115,000 birds were dispersed last year. The data can be broken down into guilds or species. It can also be broken down into seasons. Over time, trends have been noted so it is known where to disperse birds and how to disperse them during certain seasons. There were three minor bird strikes last year and only one so far this year. Since Mr. Borchert started working at the airport, no damage to aircraft has been reported. He thought Mr. Borchert was doing quite a job at the airport. The Board has helped by funding the project.

2. An update on the eagle nest issue was given and how the research was going. There wasn't much of an update on this at the meeting. The nest was removed in December 2010. The male hung around and the female has been flying around Southeast. A new female moved in with the male, but they have not nested. There has not been a lot of eagle activity at the airport. Because of the new road, Wildlife Services has been doing more eagle dispersion.

3. A discussion was held of the wildlife concerns at the mouth of Duck Creek, which had led to concerns that a mini-assessment might be needed. A lot of carcasses piled up at the mouth of Duck Creek last year, which led to a lot of activities by birds. Two things were discussed in that regard: Mr. Borchert said Wildlife Services will not be doing a mini-assessment because they are in a transitional phase out there. They will assess the area on a daily basis and keep

## AIRPORT BOARD MEETING

July 11, 2012

Page 6

records of the occurrences this year. The other issue was chum salmon piling up. Bob Armstrong was going to contact DIPAC to find out where they are actually releasing the fish. Normally, chum salmon do not spawn in Duck Creek. An idea was to just preclude the chum salmon as they come in at a different time than the other salmon. Mr. Zimmerman said Frank Rue contacted Fish & Game about this possibility and has written a memo, which Mr. Zimmerman will distribute to the group, Mr. Borchert and the Airport Manager.

B. **Finance Committee:** None.

C. **Operations Committee:** None.

XI. **ASSEMBLY LIAISON COMMENTS:** Assembly Member Ruth Danner said she noticed the art displays at the top of the escalator. She knows there is a lot going on in terms of artwork, music and culture and she said the airport is actually a fun place to be. She congratulated the Board and said they are doing good work.

XII. **PUBLIC COMMENTS:** Bob Jacobsen said he was at the meeting as the Chairman of the Board had given everyone a public invite on the front page of the Juneau Empire. He said he was very impressed. Mr. Jacobsen handed out a Water and Sewer Mains on and Around Airport Property map (Attachment #6) that was provided to him by Ms. Johnson. Mr. Jacobsen said he had been hanging at the airport since the mid-'70s or early '80s as a private pilot or a commercial operator. He purchased a hangar on the west end a couple of years ago (located near the Civil Air Patrol (CAP)). He is neighbored by Dan Harrah, Scott Watts, Martin Myers, Alfie Cook, Rich Peterson, Todd Smith, Boyce Bingham, Richard Harris, Paul Krogstad, Jeff Lowenstein and Dennis Bedford. Since the buildings were constructed and ever since, they had talked about trying to get water and sewer to the property. He said Airport Manager Johnson and he enjoyed all of the enhancements around the airport the last couple of years and she is well aware that the tenants are trying to get this going. He wanted to bring it to the Board's attention so they might assign it to the Operations Committee or something like that to help get it going. He said that bids were awarded for Phase 2. His understanding was that there might be a little bit of development toward the new west end area for future commercial development behind the Civil Air Patrol hangar. Just to the right of the "X" on the map is the Civil Air Patrol Building, the white spot. There is a yellow line coming to it, which is a 10" water line already installed. The green dotted line is the 4" sewer line. The new Airport development area is all of the treed area to the north of the CAP hangar and the 12 executive hangars are to the east of the CAP hangar and not shown on the map, which is outdated. The hangar owners would like to work with the Airport to get water and sewer to those hangars. He said they didn't think it would be a major deal and would really enhance the whole west side of the airport.

Ms. Johnson said she has been working with Mr. Jacobsen on this for quite a while. The hold-up has been the design of the RSA Phase 2 and they thought that Phase 2 would take

## AIRPORT BOARD MEETING

July 11, 2012

Page 7

care of everything else. With the FAA's funding crunch, they said the Airport cannot do all of Phase 2, that it has to be cut into two phases. The bid today was for Phase 2A and then Phase 2B. The Phase 2B is what will continue on into the northwest development area to upgrade it. She made certain that it was kept in mind that there are people on the west side that are very anxious to have water and sewer at their hangars. She has had two entities that want to develop the west area. Whether they will do that or not is unknown, but it would be increased income to the Airport. The Airport does not have the money to develop it. She hoped that this could be moved up. She did not know if staff has anything to tell the Operations Committee or Mr. Jacobsen until the Airport gets a week or two out and contacts Secon and the FAA. There is money in Phase 2B, which the FAA is saying will be available in October of 2014. Mr. Jacobsen and his fellow hangar owners are interested in getting water and sewer to their hangars as soon as possible.

Mr. Jacobsen said they are willing to step up and pay. They are not looking for a hand-out. He thought if they could work with the Airport and staff and engineers, he thought it was appropriate that the Airport design it where they want the water and sewer lines to go. If the Airport can do the design soon and everyone agrees where it is going, they can plan for a build-out next spring or summer. He said the napkin design is to extend the water and sewer down the alley between the buildings as it is already stubbed out. Ms. Johnson said that some systems on the west side have grinder pumps. Until it is known what the system would look like, she's not prepared to say the airport would accept it. Mr. Jacobsen is ultimately looking for what does the Airport want. It needs to do the drawings and engineering. Then the tenants will go forward with the project. Ms. Johnson suggested meeting with Mr. Jacobsen. She said the Airport does not have an engineer on staff that can do that type of drawings. She is interested in making it work for Mr. Jacobsen.

Ken Nestler, Civil Air Patrol, said they paid for most of the water line that came across the area and for the grinder pump. When the grinder pump quit, the Civil Air Patrol was told they were in charge of maintaining the sewer line and the pump. He hoped that wouldn't have to be done anymore. He recommended they use a 220 volt grinder pump if they put one in. Chair Godkin said Ms. Johnson and Mr. Jacobsen will work on this and the Board will hear back on this in the future.

XIII. **BOARD MEMBER COMMENTS:** None.

XIV. **ANNOUNCEMENTS:** None.

XV. **TIME AND PLACE OF NEXT MEETING:** The next regular Airport Board meeting will be held on August 8, 2012, at 7:00 p.m. in the Alaska Room.

XVI. **EXECUTIVE SESSION:** *Steve Zimmerman moved that the Airport Board enter into executive session to discuss the Airport Manager's annual evaluation. This is a subject that could tend to prejudice the reputation and character of the Airport Manager. Ms.*

AIRPORT BOARD MEETING

July 11, 2012

Page 8

Johnson declined a public meeting. *The motion passed by unanimous consent.* The Board went into executive session at 8:35 p.m. to discuss the Airport Manager's evaluation and certain other personnel issues. The Board came out of executive session at 9:01 p.m. No action items were taken out of the executive session.

XVII. **ADJOURN**: The meeting adjourned by unanimous consent at 9:01 p.m.