

AIRPORT BOARD
AGENDA
6:00 P.M., WEDNESDAY, AUGUST 14, 2013
ALASKA ROOM

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF MINUTES: Regular Monthly Meeting of July 10, 2013
- IV. APPROVAL OF AGENDA
- V. PUBLIC COMMENTS
- VI. SPECIAL RECOGNITION: Nicole Nelson's achievement of the Girl Scout's Gold Award for her "Fuel the Spark for Art" project at the Airport.
- VII. UNFINISHED BUSINESS
 - A. **Republic Parking Request for Contract Extension to Amortize Proposed New Equipment** (Attachment #1): At the July 10, 2013, Airport Board meeting, a letter (dated July 1, 2013) from Republic Parking was presented which requested a contract extension based on improvements of a new ticketing system (PARCS system). Republic Parking representative, Vince Speziale, will be available at the meeting to discuss the new system and answer any questions. Any contract extension would require an amendment to their current contract.

Board Action: *"Motion to grant a seven year extension to the current contract with Republic Parking, through October 31, 2022, to allow for amortization of the new PARCS system equipment with a total cost to Republic of \$204,801.23 (installed)."*
 - B. **100th Anniversary of Aviation in Alaska.** Update of where the Airport is on displays. Staff will be requesting assistance/volunteers from Board or others, to help in gathering aviation display memorabilia.
- VIII. NEW BUSINESS
 - A. **Exclusion of Project Labor Agreement (PLA) for the Snow Removal Equipment Facility (SREF) Resolution** (Attachment #2 through #4): In preparation of the final bid documents for the SREF, the Airport must consider whether a PLA will be included in the bid documents. The Airport has used the criteria outlined by the City Assembly and guidance by the City Attorney. The attached documents include the summary memorandum of PLA condition findings, the City Attorney memorandum on PLA (in full), and the 1999 Alaska Attorney General Decision (excerpts; cover page and pages 18-19, full document will be available at the meeting).

Based on the criteria and findings, Staff recommends the exclusion of PLA requirements in the SREF bid documents.

Board Motion: *Board accepts the findings of the Project Labor Agreement, as detailed in the August 6, 2013, Memorandum, and recommends that the Airport Snow Removal Equipment Facility project proceed without the use of a PLA.*

B. Law Department Assessment of Airport Land Leases: CBJ Law has advised the Airport to take steps to ensure the Airport is complying with the lease authorization and approval requirements of CBJ 05.20.020 Administration of airport lands and CBJ 53.20 (re ‘Leases,’ generally – to which Airport leases are also subject). Under CBJ 53.20, CBJ leases require CBJ Assembly authorization/approval. The Airport’s lease provision provides that “. . . any action required by title 53 of the manager or of the assembly by ordinance or otherwise may be performed by the airport manager or by the airport board by motion respectively.” It also provides that *”[t]he airport manager shall maintain a master plat of the airport depicting all leased lots and areas, and shall have the authority to negotiate leases subject to approval by the airport board.”*

In 2008, the Board approved the current lease form, and further Board action with respect to leases is not typically taken. Moreover, the Airport’s “Leasing Policy” (approved in 1997 and slightly amended in 2002) is in need of update and revision, as it is not entirely consistent with current CBJ Code. Finally, there may be some practical conflicts in how to harmonize and implement some of the Title 5 and Title 53 leasing requirements (ie, the appraisal provisions). Eventually, the long term goal would be to revise relevant sections of the code, regulations and policies, to clarify the airport-specific land leasing process. Coordination with the Law Dept. will still be required.

Until appropriate reviews/revisions of the Airport Leasing Policy and relevant CBJ Code sections can be completed, and to the extent the approved lease form with lease rates adopted by regulation is used, CBJ Law believes that the Board’s lease ‘approval’ could take the form of a blanket authorization/approval of multiple leases/lots, as long as the scope of the Airport Manager’s authority is clearly stated in the Board action. Thus, for instance, the Board could, if it wishes, authorize the Airport Manager to execute leases for identified propert(ies) that are consistent with the Board-approved Master Plan, at the rates set by regulation, using the approved lease form, etc. Any lease not falling within the parameters of the Board’s approval action, would require individual approval by the Airport Board.

Board Action: *“Motion authorizing the Airport Manager to negotiate and execute leases for real property surveyed and identified on the Juneau International Airport Layout Plan that are consistent with the current Airport Master Plan (dated 1998), that follow the current Airport Leasing Policy to the extent it is not inconsistent with CBJ Code, that use the lease form approved in 2008, and incorporate the applicable lease rates set out in Airport Rates and Fees Regulation Title 07 CBJAC, Chapter 10.”*

C. Glacier Valley Rotary use and charges for Alaska Room (Attachments #5 through #7). On August 17, 2011, Glacier Valley Rotary (GVR) sent a letter to the Airport and Board requesting the use of the Alaska Room for their weekly meetings and be given special consideration on the rates. This matter (and letter) were taken up at the September 14, 2011, Airport Board meeting. Since no agreements and no rates had been established yet, the Board ordered staff and the Finance Committee to come up with “*a preliminary plan*” for the Alaska Room (see September 14, 2011, meeting minutes; pages 1-3 only).

At the October 12, 2011, Airport Board meeting, the Board was presented the recommendation from the Finance Committee. The Board approved “*the interim plan*” which was “*Rotary specific*” for the rate and use. It was hoped that the Airport would have a permanent plan by February 2012, or be at least started. (see October 12, 2011, meeting minutes; pages 1-3 only)

A permanent plan for use and rental of the rental room (specifically, Alaska Room) was not established until July 2013. The Airport contacted Glacier Restaurant regarding the agreement and charges for the room because of their coordination with Glacier Valley Rotary meals and collection of meals, etc. It was at this time that the Airport discovered that the restaurant was not collecting for the room rental as it was not their room. At this time, the Airport contacted Glacier Valley Rotary regarding the interim room fees. There has been a changeover in GVR Presidents and Mr. Bill Peters knew nothing about the outstanding room rentals dating back to October 2011. Mr. Peters contacted past Presidents and there was no collection of dues from their members to cover the room rental. There was never an agreement in place since none had been developed until July 2013.

Mr. Peters on behalf of Glacier Valley Rotary and its members is looking for some compromise on the past due bills. This in light of Rotary contributing through parking and meal charges (percentage to the Airport). Additionally, the \$50 interim fee would now be raised to \$100 corresponding to the time that the room is used for set up, meeting and clean up. As this is outside of the rate schedule established, Glacier Valley Rotary requests this be considered by the Board. GVR contends that they are a weekly guarantee as well as parking fees and restaurant revenues (at least through the end of 2013).

Staff has no recommendations on these two requests and defers to the Board for discussion and direction.

D. New Grants:

1. Runway Rehabilitation Grant (Design)—Staff has submitted a grant application in the amount \$1,875,000 for design of the runway rehabilitation. Matching funds from Airport and ADOT are \$62,500 each.

Board Motion: “*Move to appropriate an AIP Runway Rehabilitation Design grant in the amount \$1,875,000, and Airport and ADOT matching funds in the amount \$62,500 each.*”

2. Master Plan Grant—Staff has submitted a grant application in the amount \$703,125 for a new Airport Master Plan. Matching funds from Airport (\$23,438) and ADOT (\$23,437).

Board Motion: *“Move to appropriate an AIP Airport Master Plan grant in the amount \$703,125, and Airport match of \$23,438, and ADOT match of \$23,437.”*

E. Airport Manager’s Report:

1. Airport Engineer Report (Attachment #8)

2. Airport Architect Report (Attachment #9)

IX. CORRESPONDENCE (Attachment # 10) August 5, 2013, email correspondence received through Juneau Arts and Humanities Council (JAHC) regarding the Airport’s Music on the Fly program.

X. COMMITTEE REPORTS

A. **Wildlife Hazards Working Group**

B. **Finance Committee.** A finance meeting is scheduled for 1:00 p.m., August 20, 2013, to discuss Airport Fund Balance.

C. **Operations Committee**

XI. ASSEMBLY LIAISON

XII. PUBLIC COMMENTS

XIII. BOARD MEMBER COMMENTS

XIV. ANNOUNCEMENTS

XV. TIME AND PLACE OF NEXT MEETING:

A. Airport Finance Committee Meeting, 1:00 p.m., August 20, 2013, Alaska Room

B. Airport Board, 6:00 p.m., September 11, 2013, Alaska Room

XVI. EXECUTIVE SESSION: **Culture Survey Results**

XVII. ADJOURN