

ATTACHMENT #6

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.

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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*

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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.