

AIRPORT BOARD
AGENDA
6:00 P.M., WEDNESDAY, SEPTEMBER 11, 2013
ALASKA ROOM

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF MINUTES: Regular Monthly Meeting of August 14, 2013
- IV. APPROVAL OF AGENDA
- V. PUBLIC COMMENTS
- VI. UNFINISHED BUSINESS

A. **Meeting Room Special Rates and Consideration.** The Airport Board Finance Committee met on August 20, 2013, to take up several Glacier Valley Rotary (GVR) requests: a special meeting room rate for GVR (and other non-profits), a request to forgive past meeting room rents that were never billed (since October 2011), and a request for special parking consideration while at the Airport for their weekly meetings. The Finance Committee discussed all issues at length and made two recommendations for consideration by the Board. The third issue regarding parking was referred back to GVR to discuss with Republic Parking directly since they are the concessionaire. The following motions are proposed based on the two recommendations by the Finance Committee.

Board Motion: *“With regard to Airport Meeting Room rentals, the Airport shall provide a 50% discount of the then current rates for organizations that sign an agreement to schedule ten or more meetings per year and organizations that book three or more consecutive days for that time period only.”*

Board Motion: *“Motion for the Airport to accept a \$1,000 payment in lieu of past due rent prior to July 10 (2013) for the purpose of paying off incurred debts of the Rotary Club.”*

The Airport would then begin billing Glacier Valley Rotary Club as of their July 10, 2013, meeting and will be assessed the 50% discount rate for the weekly meeting room use fee.

B. **Airport Fund Balance.** The Airport Board Finance Committee also discussed establishing the ‘Airport Fund Balance’. The Airport considered the current amount within the ‘Fund Balance’ (also referred as ‘Reserves’ in the past) and established not only the official name of the account, but the fund amount that should be maintained. The fund is anticipated to be \$1.74 million at the end of FY 14. This total includes approximately \$126,000 which was originally set aside for emergency maintenance

reserves. The Finance Committee agreed that this ‘emergency reserve’ account should be consolidated into the total ‘fund balance’.

Board Motion: *“Motion to combine the (residual) emergency reserves (of \$126,000) into the existing airport fund balance.”*

Additionally, the Finance Committee determined that a three-month reserve of the annual budget should be maintained for this ‘Fund Balance’ and that the official name of the fund balance would be determined under FAA guidance. The Airport contacted the FAA and will follow *Airport Compliance Manual, FAA Order 5190.6B* by referring to this fund as “Revenue Surplus”. Two more motions were proposed and approved by the Finance Committee.

Board Motion: *“Motion to change the fund name to the FAA recognized name appropriate for cash on hand which is ‘Revenue Surplus’ account.”*

Board Motion: *“Motion that three months operating budget shall be maintained for the Airport for the ‘Revenue Surplus’ account.”*

At this time there is no requirement to adjust Airport Rates and Fees since the Revenue Surplus account is anticipated to equate to three months of the operating budget by FY14 year-end. No further action at this time.

VII. NEW BUSINESS

A. Airport Manager’s Report:

1. Visit from our DC Lobbyist. Katie Kachel, the City’s DC Lobbyist was in town the week of September 3. We discussed our Airport projects and delays with federal funding as well as the Urea/E-36 deicing issues at both the EPA (Federal) and DEC (State) levels. Katie had another tour of the airfield to show updates on the RSA, SREF and 26 MALSR projects.
2. Airport-Airfield Staff Restructure at the Laborer Level. The Airport is re-evaluating the Laborer positions that are currently on the airfield. Some ideas are consolidating the multiple season positions into full-time and the possibility that one position remain as a Laborer, but add on the operator-in-training ability. This has been discussed for several years especially as several employees near retirement.
3. Juneau Police Department (JPD) at Airport October 1, 2013. JPD is on schedule to assume the Airport security duties as of October 1. We have a few more training days (familiarization) and some final comments on the Memo of Understanding. We anticipate a smooth transition.
4. Airport Emergency Drill Exercise. Saturday, September 14, 2013, will be the required Airport Emergency exercise. The EVAR will be closed the night prior (closed September 13 at 6:00 p.m. through September 14 at 5:00 p.m.) due to

scene set up. There are notices being sent to tenants, public and NOTAMs issued to alert people of the drill. Anyone still interested in volunteering for the drill should contact Marc Cheatham by Thursday, September 12. This triennial live drill is an FAA requirement.

5. Airport Engineer Report (Attachment #1)

6. Airport Architect Report (Attachment #2)

VIII. CORRESPONDENCE

IX. COMMITTEE REPORTS

A. **Finance Committee**

B. **Operations Committee**

X. ASSEMBLY LIAISON

XI. PUBLIC COMMENTS

XII. BOARD MEMBER COMMENTS

XIII. ANNOUNCEMENTS

XIV. TIME AND PLACE OF NEXT MEETING:

A. Airport Board, 6:00 p.m., October 9, 2013, Alaska Room

XV. EXECUTIVE SESSION

XVI. ADJOURN