

AIRPORT BOARD
AGENDA
6:00 P.M., WEDNESDAY, NOVEMBER 13, 2013
ALASKA ROOM

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF MINUTES: Regular Monthly Meeting of October 9, 2013
- IV. APPROVAL OF AGENDA
- V. PUBLIC COMMENTS
- VI. UNFINISHED BUSINESS
 - A. **Concession Agreement (Food/Beverage).** CBJ 05.20.020 (Administration of Airport Lands) authorizes the Airport Manager to “negotiate leases subject to approval of the airport board.” Boilerplate lease terms are automatically incorporated into every CBJ lease under CBJ 53.20.190, *unless* the Assembly “provides otherwise as to a specific lease.” When it comes to airport leases, this type of Assembly action required by Title 53 may be performed by the airport board, CBJ 05.20.020 (c).

Because a concession lease is somewhat of a hybrid between a lease and a service contract, and different from a raw land lease, the Board is being asked “to provide otherwise” when it comes to the required terms of the (Abby’s Kitchen) food and beverage concession lease. Airport management has worked closely with the law department to identify, modify and incorporate the boilerplate lease and contract terms that are applicable to a concession arrangement, and to omit those excess provisions that are irrelevant and inapplicable to such a situation (for instance, terms dealing with rights of way and with the use of surface timber, stone and gravel). The end result will be a contract with terms directly applicable and relevant to the concession context.

Board Motion: *A motion authorizing the Airport Manager to negotiate and execute a concession lease agreement with the food/beverage concessionaire, on terms and conditions that are in the best interest of the CBJ and Airport and that incorporate, with or without modification, only those provisions in CBJ 53.20.190 that are applicable to a concession contract, as determined after consultation with the CBJ Law Department.*

- VII. NEW BUSINESS
 - A. **Airport Manager’s Report:**
 - 1. Assembly Retreat. The Assembly held a retreat on October 30. One of their objectives was to re-evaluate the goals of the Assembly. Some of the primary goals for the city are Bio Solids/Waste Management, Economic Development Plan, and Address Housing Issues/Plan. Other issues were parking, revisit tax policy, Downtown Revitalization, and Transit Development Plan (including

Park/Ride). A lot of good ideas were brought up or past goals revisited with some expansion.

2. Staffing. On November 18, 2013, the Airport will welcome Travis Dybdahl to Airport Administration. Travis will fill the position of Accounting Technician II and assist John Coleman (and the whole team). We had a vacancy after Marc Cheatham accepted the Deputy Airport Manager position. The vacancy was re-evaluated and changed to fill the gaps we had in the accounting area. Travis comes to us from the Sales Tax Department and we are very excited to have him aboard.

November starts our winter schedule for airfield operations. We are currently up to full staffing.

3. Airport Engineer Report (Attachment #1)
4. 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., December 11, 2013, Alaska Room

XV. EXECUTIVE SESSION

XVI. ADJOURN