

MINUTES of
AIRPORT BOARD MEETING
October 9, 2013
Alaska Room, 6:00 p.m.

I. **CALL TO ORDER:** Chair Jerry Godkin called the meeting to order at 6:01 p.m.

II. **ROLL CALL:**

Members Present:

David Epstein	Joe Heueisen	Mal Menzies
Jerry Godkin	Robert Mackey	Ron Swanson (6:28 p.m.)

Member Absent:

Martin Myers

Staff/CBJ Present:

Patty deLaBruere, Airport Manager	Ken Nichols, Airport Engineer
Marc Cheatham, Deputy Airport Manager	Jerry Nankervis, CBJ Assembly
Kevin Lyons, Airport M&O Supt.	Keith Walker, CCF/R
Catherine Fritz, Airport Architect	

Public Present:

Mike Wilson, Coastal Helicopters	Vince Speziale, Republic Pkg. System
Ella Rogers, Glacier Restaurant	Dave & Renda Heimbigner, R&D Rentals
Jordan Hall, USKH	Tom Williams, Ward Air

III. **APPROVAL OF MINUTES:** *David Epstein moved, Robert Mackey seconded, the approval of the minutes of the September 11, 2013, meeting minutes. The motion passed by unanimous consent.*

IV. **APPROVAL OF AGENDA:** *David Epstein moved, Robert Mackey seconded, approval of the agenda. The motion passed by unanimous consent.*

V. **PUBLIC COMMENTS:** Ella Rogers, Glacier Restaurant, thanked the Fire Department for coming to the Airport and teaching the hands only CPR. While that training was occurring, she had asked them about the Heimlich maneuver, which they were glad to show. She said their bartender had used that maneuver this evening on a customer at the bar that was turning purple and was able to dislodge what was in her throat. She thanked the Fire Department.

VI. **UNFINISHED BUSINESS:**

A. **Food and Beverage Concessionaire.** Airport Manager Patty deLaBruere reported the Airport conducted interviews with the three Letters of Interest proposers on September 27, 2013. There were several representatives within the City and community to help with the interviews, as well as Mr. Heueisen being on the committee. She and Mr. Menzies

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were in the audience to watch the process. After careful consideration, the evaluation committee chose Abby's Kitchen as the top proposer. The Airport is currently in negotiations with Abby's. The negotiations are going well. Another meeting will be held with Abby's Kitchen next week.

A meeting was held earlier in the day with Larry Weihs from ESS, who went over an exit plan for ESS and the restaurant. She thought it was very generous of him to come down for this meeting.

VII. NEW BUSINESS:

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

1. Juneau Police Department (JPD) at Airport. JPD assumed the law enforcement duties as of October 1, 2013. It has been a very smooth transition. We wholeheartedly welcome JPD to the Airport. JPD is taking the time to do extra stops at the Airport with another officer to look at the front curb, speeders, etc. This has been very effective. They are a great addition to the Airport team and are doing a great job.

2. Airport Emergency Drill. The Airport conducted its triennial live drill on September 14, 2013. The weather was perfect and the drill was a success. The Airport had a lot of good feedback from the many volunteers (more than ever before) and evaluators. It is always a good learning experience. Marc Cheatham, Kevin Lyons, Bob Dilg, as well as the terminal and airfield crews, and the Fire Department put in a lot of time and effort into the drill preparation and the drill itself. The Airport would also like to acknowledge all the agencies, companies and individuals who volunteered for the event. It was the largest group of participants we have ever had. Thank you to all.

Ms. deLaBruere said there are always problems with communications, but a new level of problems with communications was discovered. This occurred in the Alaska Room, which picked up a lot of external sounds on the equipment. It was also discovered that radios could not be used in the room to communicate to the other side of the float pond. Cell phones were used a lot, but the ham radio club was also used for other things. They are always a big help and a good resource to have. Assembly Member Jerry Nankervis said this is a problem with metal buildings and new construction now pushes for an antenna being built into the building so that when emergency responders go into the building, the signal gets out.

3. Eagle Scout Award Recognition: Morgan Nichols will be recognized at the November 4, 2013, Assembly meeting for his rainforest landscape at the front entrance of the Airport terminal. Two of his mentors were Kris Ritter and Mark Lykins from the Airport staff and they will be there as part of that recognition.

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4. Airport Engineer Report (Attachment #1): Airport Engineer Ken Nichols reported he will be taking the Arctic Engineering on-line course starting next week. He is still working on the Request for Proposals (RFP) on the Master Plan Update. There is a lot of interest showing. The list of the selection committee can include a Board member if there is a suggestion. The list has not been put together at this time. A Technical Advisory Committee definitely needs to include members of the Board. He said it makes sense to have members from both the Finance Committee and the Operations Committee be available for that as a Master Plan talks about what the Airport will do in the short-term, medium-term and long-term for a 20-year plan. It also has an element of how the work will be financed. Chair Godkin asked for this to be brought before the Board in November or December to put a Board member on the RFP. Ms. deLaBruere said someone should be named now as the RFP is going forward. Chair Godkin asked for interested members. Mr. Nichols said that the members for the Planning Advisory Committee can be established in December as long as it is established before the contract is started. He said a person to review the RFP before it goes out and however many people want to be on the selection committee (he recommended no more than two and one would be best) need to be assigned. The person on the selection committee would be confidential until the proposals are collected. Ms. deLaBruere suggested that the person that is part of the RFP process would presumably be different than the person on the selection committee. Chair Godkin said he would be in touch.

The Runway Safety Area (RSA) Project is wrapping up and the contractor is whittling down the things that need to be on the final punch list. With the completion of the project and with the opening of the runway, staff took many pictures of the project from a helicopter. Mr. Nichols will be going out with a surveyor to mark the locations for tree removal on the east end.

A notice by the contractor was made that they may request a claim on the threshold bar installation. The work is done and the contractor has put their accounting together, which was a cost of \$494,000. The construction administration firm is going through that with a fine tooth comb. Negotiations are ongoing. This was discussed with the FAA ADO staff and they want the Airport to try to negotiate rather than go to a claim situation.

A meeting was held with the consultant, USKH, a tenant users group, Alaska Airlines, helicopter operators, Part 135 operators, and the FBO and everyone got to look at the Runway Rehabilitation project and how it was moving forward.

The Yandukin Shell Simmons project included some concrete ramp work next to the taxi parking that was redone to meet ADA requirements. A little more work needs to be done by the contractor to install truncated domes, as well as an additional area for this type of work.

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5. Airport Architect Report (Attachment #2): Airport Architect Catherine Fritz said it has been a busy month in dealing with the concession effort as it triggers a lot of other things that need to be dealt with. She said that the concept has been revisited, while simultaneously looking at every detail of operation such as where the plumbing is located and how it can be modified for an interim concession. There is a new lease format, new lease simplicity and efficiency in some of the reporting, and gathering data on the garbage costs, utility costs, and how to encourage a recycling program to reduce a waste stream and the cost of waste. Therefore, one thing has fed on another.

Staff went back and looked at the concept that the Board adopted in approximately March 2012. The concept is to rebuild the entire North Wing from the 1957 chunk of the building, which is the Manager's Office and goes downstairs to the Maintenance Shop and bathrooms downstairs and heads north. This came out of the Terminal Master Plan that was developed in 2006/2007. It was decided that anything 1984 and newer should be renovated and expanded. Everything earlier than 1984 could not be salvaged in a useful way as it presented more barriers than opportunities. Some of the barriers are the fact that the building has been built in many pieces and sections and does not allow a lot of flexibility structurally. The facility is extremely deficient in the waste line and water supply systems, but mainly the sewer lines are extremely small. There is still asbestos in some parts of the building. There is an extremely rigid frame of concrete and wood. The plan was developed to try to maximize the footprint the Airport does have.

A lot of different shapes and directions were reviewed. It was decided that the L-shaped building could serve well for the long-term with the 135's on the north L and the 121 carriers and other activities of the major carrier on the other perpendicular direction. There are a couple of things that are extremely problematic – primarily the main entry, the stair, escalator and the elevator location. The elevator and escalator are 30 years old and obstruct the ability to move into the space and flow in a natural way, especially if there was another carrier. It would be extremely difficult to accommodate another carrier. Moving the stairway and escalator, consolidating the food/beverage and retail onto the second floor to allow the first floor to be more open, flowing and have a more open visual connection to the 135 area so that it feels like more of a part of the building. This would invite people to use the entire building. This would include the same amount of square footage the airport has now, but a new structural system will be gained.

This is the ultimate build-out plan but the money is not available. There is currently \$7 million authorized by the voters last October and about \$3 million left from the last project. The big plan is kept in mind as the small plans move forward. There are many unknowns moving forward. The majority of the bad infrastructure is located in the knuckle of the building. It will give more heat pumps and get more of the

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building off of the boilers, which will help the energy picture and the operating costs. It will give a new opportunity to expand on the concessions that will work for new concessionaires. There will be some temporary challenges in accommodating the 135 operators. The design meetings are beginning again with the architects. If the Board is interested in more than updates, staff is open to that.

Ms. deLaBruere said discussions have been held regarding moving the FAA Tower. When funding is looked at for new tower build-outs, they are talking 35 to 50 years out on some projects. The Airport is a towered facility and the Airport would not kick them out or it would go back to being a Flight Service operation. A new facility would need to be built before they would be removed. There are core FAA things in the airport – the communications room is required and stuffed with everything possible including the runway lighting system. When this is moved, it will need to be done in phases, too.

Ms. Fritz reported the fencing contract was done for the Snow Removal Equipment Facility (SREF). The AEL&P power work is imminent. Ms. deLaBruere said staff is entertaining an idea that with the delays in federal funding and there are three or four tenants coming to staff that want to build along the fence line. They are looking at the quadrant where the SREF is currently located. Staff is looking at the second choice for the SREF location, which is located near the CAP. It seems like this is a waste of property to cut additional fence lines and add gates. She said it would make more sense to put something that does not require public access in the location and possibly partnering up with the Waste Water Treatment Plant for geothermal, whether it is part of the building or part of the snow melt system. This is just thinking outside of the box and talking with the FAA about recouping costs. If staff feels confident with what is received from FAA, they would come back to the Board and ask for an Operations Committee to re-evaluate that.

Board Member Ron Swanson said he would support that as he was not in favor of the current area as it is too valuable a piece of property. Board Member Joe Heuelsen asked how the geothermal costs would be recouped. Ms. deLaBruere said this is one of the questions that have to be asked. Now is the time to look at this option. Mr. Swanson said a tenant may be interested in tapping into the geothermal and paying for it through their rent. Board Member Mal Menzies said that the discussion has been to construct the SREF in phases and asked if that idea was now dead. Ms. Fritz said the current plan with the FAA Alaskan Region staff's recommendation was they could recommend the Airport capture FY 14 and 15 entitlement funds (approximately \$5 million), combined with the \$6 million matches between the State Legislative Grant and the sales tax approved by the voter. This would build the shell. Then if the shell was under construction and the runway rehabilitation gets complete, there would be more room for discretionary AIP funds in FY 16. There is no plan in the Alaskan

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Region for anything other than the highest priority safety projects, such as the Runway Rehabilitation.

Mr. Menzies said the original idea for the west end was in wetlands area, which has changed. The Master Plan Update becomes more important to do it right. Ms. Fritz said there are a lot of issues, such as the 404B fill permit and the record of the decision because that location was a piece of that discussion as justification for the whole project and it needs to be made sure that nothing is messed up there. However, the other area was also filled. So if you are exchanging filled areas for filled areas, the whole level of review for wetlands would need to be done.

Regardless of what is being done, Mr. Heueisen asked how the infrastructure would be for all these highly interested tenants, as TEMSCO is still not on sewer. Ms. deLaBruere said the tenant could tie into the nearest lines, which are closer to the area where the SREF was going to be. TEMSCO would have to go a lot further from where their facilities are.

Ms. Fritz reported the aviation history posters in the Alaska Room are the first of the posters that will be displayed for the 100 years of aviation history in Alaska. Others will be rotated over time. A couple more will be downstairs near the triple exhibit case between the check-in lobby and the baggage claim area. The cubes are filled with some interesting items. A friend of Ron Swanson brought forward a piece of art for possible exhibit at the airport that has triggered other ongoing questions about art at the airport. There is no art policy – what is received, under what conditions, how long it will be kept, who maintains it, who pays for whatever – and there is a lot of stuff that staff is not quite sure whether it should be housed or not. It would be useful to have a more formalized art program. Staff wondered if the Operations Committee might like to be involved with this. She also noted the 1% for Art Program, which is an ordinance about public art. If there is an interest in art, staff is standing by. Otherwise, staff can run with it and bring the Board stuff, it is however the Board wants to handle it. Mr. Epstein said his preference would be the latter. Mr. Swanson said he would be a committee of one, but not two. Chair Godkin appointment Mr. Swanson to work with staff. Mr. Heueisen asked what the City's liability is with the art. Ms. Fritz said it is not unusual for airports to have some kind of policy or program within their community. Maybe this needs to be something done by the City with Airport input.

Mr. Heueisen suggested coordination with the City Museum for exchange of displays. Ms. Fritz said she is meeting next week with the City Museum Director about the Rie Munoz piece in the 135 area, because it is a valuable piece that belongs to the City, not the Airport. The City Museum is good as a resource but they are clear about their mission and what they are supposed to care for – the City's art. They do not have the time, staff or money to take additional projects. Mr. Swanson said the pictures Bill

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wants to give the City and would belong to the Airport. He thought if it was owned by the Airport, it would belong to the Airport with no worries about ownership, liability or anything else. Chair Godkin said at least some paperwork needs to be done so that if an heir shows up down the road and everyone is gone, there is something in a file. Ms. Fritz said there are forms now for everything in the cases.

VIII. **CORRESPONDENCE**: None.

IX. **COMMITTEE REPORTS**:

A. **Finance Committee**: No Committee meeting has been held.

B. **Operations Committee** (Attachment #3): Committee Chair David Epstein said the Committee met on September 24, 2013, and he would read the minutes into the record. Mr. Menzies thought that what Mr. Epstein was reading into the record was a summary of the meeting and he asked Mr. Epstein's concurrence on this. Mr. Epstein agreed to this and said it is a recollection of the proceedings of the session. He read Attachment #3 into the record. Mr. Epstein said he met with the FAA Alaskan Regional office and spoke to one of his contacts. They are aware of the situation with the light cans and what he called, the dropping of the ball. He has not made any calls to Renton, but he felt the Airport cannot have a repeat of this sort of thing in the future, where key agency personnel goes on vacation and the efforts suffer as a result.

Mr. Swanson said he had objected to the length of the Runway Rehabilitation project because taxiways were going to change and it will be a very disruptive process to the airport. In talking with Ms. deLaBruere, he understood the Airport was going to try to get some of the ancillary projects (such as redesigning the taxiways) waived to a future year. He thought it was important to pave the runway, get that done, get airplanes back on the runway where they belong and worry about everything else later. He objected strenuously to lengthening the process with taxiway redesigns.

Mr. Epstein asked the Board to discuss the letter from the tenant that requested relief because that person's operations were going to be impacted by the construction project. Chair Heuelsen asked where the facility is located, are there others that will be similarly impacted, and is the Board opening up a can of worms. Ms. deLaBruere said that staff is still working on the scope of the project and while there are some preliminary taxi lanes and things that are being looked at, nothing has been set yet. She thought this was early to look at that as staff is still trying to design the scope and have taken that information in. There is nothing that says this person's hangar or those adjacent to them will be impacted for sure at this time. Mr. Menzies noted Mr. Nichols report said the taxiways will be delayed. Mr. Epstein said this matter could be held in abeyance until a future date until it is determined if this person or others will be affected. Ms. deLaBruere asked for a copy of the letter to respond. Mr. Swanson said he thought it was a management issue. Chair Godkin agreed and said the decision can be appealed if necessary.

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Ms. deLaBruere said she followed up with the pilot from Gustavus and he was good with her answer. This was specific to a gate closure and the reasons it had been closed.

- X. **ASSEMBLY LIAISON COMMENTS:** Assembly Member Jerry Nankervis said the Committee of the Whole has forwarded the Comprehensive Plan to the full Assembly. He said there would probably be two meetings where it will be introduced and then the second for the public hearing. There has been a lot of work by the Planning Commission and City staff and hopefully this will be done soon.

The election results have been made official. Kate Troll will take Johan Dybdahl's seat. Mary Becker and Karen Crane will be back. When the results come in, new committee assignments, commission and liaison assignments are made. He may or may not be at the next Airport Board meeting. He has enjoyed his time sitting in for Johan Dybdahl on this Board.

The Assembly will hold a retreat probably the last week of October. The Assembly will look at their goals and objectives for the coming year. They are working on an economic development plan for the City, something that has not been done in the past but in light of some things such as federal funding on the decline and State revenues on the decline, the City is looking at coming up with an economic development plan so there is a safety net in place instead of adlibbing it when things come up.

Ms. deLaBruere said the Clerk's Office is looking at Assembly meeting nights versus Board meeting nights and the conflicts between the two. It is not an issue now, but will be in the future. Mr. Nankervis said he had been asked that question by Beth McEwen, and it looked like things had been shuffled around to avoid the conflicts. He said there had been a couple of different Board meetings that had conflicts. This conflict issue is being worked on. Mr. Swanson thanked Mr. Nankervis for being at the meeting. He thought it was very important that the Assembly liaison person is able to attend the meetings frequently. The Board meetings are not set in stone. They can be changed with the approval of the Board. He said the Airport Board can adapt to other meeting times.

- XI. **PUBLIC COMMENTS:**

A. Dave Heimbigner, tenant at the airport, asked what the plans are for resurfacing Alex Holden Way. The way it is set up now is great because it keeps the Alaska Airlines employees from going 40 miles per hour in there, but in the last three years, it has really deteriorated. He was sure that UPS, Alaska Airlines, and mail trucks from Reliable, are bouncing literally all the way across there. Ms. deLaBruere said this has been on the City CIP for quite a while. It is not eligible for FAA funds, but the Airport is looking at other types of dollars. This is not a simple layover. There are differences of several feet in the surrounding area. Therefore, drainage is a problem and the whole infrastructure would have to be updated. The Airport even looked at laying chip seal in this area, which was noted this was not a wise idea. Mr. Heimbigner said it gets really bad during snow

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removal times. Ms. deLaBruere said this is one of the worst roads and continues to be discussed. The project will be quite substantial, whatever is done.

Mr. Heimbigner said that once it is resurfaced, some type of speed bumps will need to be installed to keep people from speeding in this area. Chair Godkin suggested taking out the asphalt and placing D-1 that could be graded on a weekly basis. Mr. Menzies asked if an LID has been considered. Ms. deLaBruere said it has been brought up in the City, but the full plan needs to be known and what is needed to put it in and bring it up to grade. Mr. Nankervis said this has been in front of him through his work on the Assembly and he had seen something recently about fixing that. He said it was in sight. Mr. Heimbigner said if this is an LID that it should be absorbed by the entire Airport complex rather than just relegated to one-quarter of a mile with three tenants. Ms. deLaBruere noted the Airport owns the property and it is a public access road, which kind of muddies it a little bit.

B. Tom Williams, Ward Air, expressed their appreciation as a tenant with what Airport staff did in going through the scope of what is planned on the Runway Rehabilitation. There are a couple of concerns and as tenants, he wanted to make sure the Board and the Assembly do whatever it can do to make sure the project starts as early as possible and avoids going into the summer season. One suggestion was that this could run into June and perhaps into July, which is the busy season. If a good enough plan is not developed, it could be incredibly disruptive and hinder operations – not only of the 135 operators but for everybody. He said he knew staff knows it is important and he believed they will be as creative as they can to make it work. He encouraged the Board to stay on top of it as it is a very important feature.

This was the first he had heard of relocating the SREF to a different location, notwithstanding the capital investment that has already been made, he thought it made impeccable good sense. He liked the concept and he hoped that the Airport could work something out. It is one of the best ideas he had heard in some time.

He personally recommended that Mr. Nankervis remain with the Board. He very much appreciated that as the liaison, he has attended more meetings than any other liaison than he could recall in the 10+ years he has been attending Board meetings. He thought it is not only a good thing but a critical thing. He did not know of any other Assembly Member that has been as involved. Chair Godkin said that the current Mayor, when he was the Assembly Liaison, set a standard and he was glad Mr. Nankervis is standing up to that. Unless there was a Finance Committee meeting, he did not miss any meetings. Mr. Nankervis thanked them for the compliment. He suggested telling the Mayor before Monday's meeting and he might be back.

XII. **BOARD MEMBER COMMENTS:**

A. David Epstein noted the new logo for the Airport and asked when that had happened. Ms. deLaBruere said this had been worked on for years and years and then it

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was actually finalized within the last month. People have noticed immediately and liked it. Mr. Heueisen said he liked the logo and it looked very nice. He said that when it is placed on letterhead, some of the printing does not copy well and is hard to read. He suggested modifying the color combination as the white is hard to read and does not reproduce well.

B. Mal Menzies said Jeannie Johnson, former Airport Manager, had attended the Alaska Committee meeting and said she was totally moving to Anchorage and will be an Anchorage member of the Alaska Committee. Ms. Johnson had noted she is enjoying retirement, does not plan to work for a year and sold her building today.

On the RFP for the Master Plan, he thought it was important that a Member of the Board be on the RFP process to look at the document and to serve on the selection committee. He said Mr. Epstein said it is an environmental and economical development master plan. He was afraid of working on the EIS for 15 years and that it will go right back into the environment where he thinks the economics are more important right now than another environmental plan. The environmental plan has to be included, but to be the focus of the new master plan would not be correct.

XIII. **ANNOUNCEMENTS:** None.

XIV. **TIME AND PLACE OF NEXT MEETING:** The next regular Airport Board meeting will be held on November 13, 2013, at 6:00 p.m. in the Alaska Room.

XV. **ADJOURN:** *Robert Mackey moved to adjourn. The meeting adjourned by unanimous consent at 7:35 p.m.*