

MINUTES of
AIRPORT BOARD MEETING
May 14, 2014
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	Ron Swanson
Jerry Godkin	Martin Myers	

Members Absent:

Robert Mackey*	Mal Menzies
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*Called in at 6:40 p.m.

Staff/CBJ Present:

Patty deLaBruere, Airport Manager	Jerry Nankervis, Assembly Member
Marc Cheatham, Deputy Airport Mgr.	Keith Walker, CCF/R
Ken Nichols, Airport Engineer	Travis Goddard, Community Dev.
Kevin Lyons, Airport M&O Supt.	

Public Present:

Brooke Walker, Aero Services	Kilah Dorsey, Delta Global Svcs.
Kent Craford, Alaska Seaplanes	Mike Wilson, Coastal Helicopters
Terry Strand, Delta Global Svcs.	Ethan Billings, Brandi's Airport Bar
Wendy Kolkin, Delta Global Svcs.	Jordan Hall, USKH

III. **APPROVAL OF MINUTES:** *David Epstein moved, Joe Heueisen seconded, for approval of the minutes of the April 9 Airport Board meeting as presented. The motion passed by unanimous consent.*

IV. **APPROVAL OF AGENDA:** *David Epstein moved, Martin Myers seconded, approval of the agenda as presented. The motion passed by unanimous consent.*

V. **PUBLIC COMMENTS: Introduction:** Airport Manager Patty deLaBruere introduced and welcomed Wendy Kolkin who is Delta Air Lines Duty Manager for Juneau Airport. Ms. Kolkin said she arrived in town the previous Sunday evening. She noted the training is going well and Delta Air Lines is very excited to be here. They are looking forward to a good summer season.

VI. **UNFINISHED BUSINESS:**

A. **Jet Bridge Gate 5:** Ms. deLaBruere said staff brought the idea of the jet bridge before the Board in April. Staff had guessed that the cost would be around \$400,000 at that time. The Airport received the proposal from Secon and it was higher than expected.

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At this time, we are looking at approximately \$423,600 (which may go up slightly). After consultation with the FAA, staff would like to increase the estimate up to \$500,000, which is what the FAA put into their program for future reimbursements. Airport Engineer Ken Nichols said the \$423,000 figure is for all of the hard bids, etc. It does not include the safety officer and staff time, so the actual cost will be more than estimated. The cost of Secon's portion is under \$250,000 and the jet bridge cost is \$177,000 for installation and training. *Ron Swanson moved, David Epstein seconded, to approve the additional \$100,000 for the refurbished jet bridge project in the Airport Capital Improvement Project (CIP), for a total of \$500,000. The current terminal project funding will cover the funding until an FAA reimbursable grant is received. The motion passed by unanimous consent.*

VII. NEW BUSINESS:

A. Airport Manager's Report:

1. CT-80 Baggage Screener: The CT-80 arrived last night. The TSA and their contractors are installing the new (additional) baggage screener the week of May 12. It should be fully operational and training completed prior to the startup of the busy summer season. Again, the Airport is grateful to everyone who helped get this additional system to Juneau on such short notice. Board Member Joe Heueisen said additional staff had been requested and asked what that number entailed. Ms. deLaBruere said there would be three additional members for this machine.
2. Food/Beverage Update: Jacobsen-Daniels Association (JDA) took over the food/beverage concessions at the Airport on May 1. They have been busy ever since. They remain open until about mid-afternoon and play it by ear for evening hours when needed. They are very happy and excited to be here. Board Member David Epstein asked for a report on the feedback received for this vendor. Ms. deLaBruere said there have been a lot of positive comments – happy that they are in there, that there are regular hours. JDA has reported surprise at salads selling at 5:00 a.m. They are figuring it out as they go, but people are very happy with it. The new location in the old lounge area is expected to be open by June 1. The area will be split with one part as the lounge area and the other part will be grab-and-go for coffee, salads, sandwiches, etc. JDA is in the process of acquiring their liquor license. They are on target to open up in early June. They would also like to offer liquor service in the departure lounge.
3. Airport Clean-up: There are many derelict aircraft on field. One plane in particular had a wing attached with just screwdrivers and flapping in the wind. Given the winds, it would either head toward Coastal's helicopters or to the jets. Some of Coastal's staff removed the wing that was flopping. There are a few aircraft that are not airworthy and staff is working on getting this cleaned up. Board Member Ron Swanson said the Airport is in the leasing business and he felt if an aircraft flies once in a while and pays for their tie downs, there should not be a problem. He said there

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are probably a dozen un-airworthy aircraft, but they are paying their tie downs. Why does the Airport care? Ms. deLaBruere said staff will go after aircraft with obvious problems. But as far airworthiness, this is a compliance issue. When Gabriel Mahns was here from the FAA and discussed compliance issues, some of it was building and hangars and some of it was with aircraft. Staff will not be the judge if people have or have not flown, but it will be pretty distinct with aircraft that have had flat tires for two years, no windshield or no engine.

4. FAA Visit: The FAA Regional Director and a few people from Washington, D.C., will be visiting for compliance and safety. They have requested a tour of the airport. They want to look at Juneau's issues, take a tour of the area and see the changes that have occurred. They will be at the airport for a few hours before they leave on a small plane to tour other Southeast communities.

5. Airport Engineer Report (Attachment #1): Airport Engineer Ken Nichols reported the Airport Sustainability Master Plan interviews were held yesterday. The selection committee selected URS Corporation. Notices have been sent to the consultants. The running was very close and was based on discussions about the consultant they felt would give the best work product. He felt there would be good service and work product out of URS.

Mr. Nichols has been deeply involved in the jet bridge project. It has included many hours both early and late and on the weekends. The design consultant at USKH has done a fantastic job of being responsive to the contractor's questions and making sure they give immediate responses to answer their questions and keep rolling on the project. It has been nice to see everyone pull together to get this project done.

Mr. Heuelsen said that the hole in the ground was being held up due to waiting for rebar as they did not have the correct size of rebar. He asked the timeframe for that. Mr. Nichols said it is anticipated that the rebar work will be started tomorrow. The way the schedule looks now, the jet bridge should be in place for the start up. Concrete pours will occur on Friday and early next week. The bridge will be set on the concrete the hour that it can.

6. Airport Architect Report (Attachment #2): Ms. deLaBruere said that a workshop will need to be held at some point in time. Delta Air Lines offices should be finished soon. She noted the TSA will be leasing the Aurora Room for the next few years.

VIII. CORRESPONDENCE: None.

IX. COMMITTEE REPORTS:

A. **Finance Committee**: None.

B. **Operations Committee**: None.

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C. **Art Committee:** None. There may be a meeting held in the Fall.

X. **ASSEMBLY LIAISON COMMENTS:** Assembly Member Jerry Nankervis reported the Assembly has almost exclusively dealt with the budget. Last Wednesday the Committee temporarily approved a budget for FY15. It will be forwarded to the Assembly for approval at Monday night's meeting. The budget for FY16 did not get the scrutiny as FY15 budget. The Committee mostly accepted the City Manager's recommendations for FY16 as a placeholder. Possibly more empowered boards will be developed to get a more break-even level than they are now. Mr. Swanson said he appreciated everything the Assembly did. He heard about the idea to run an empowered board for the swimming pool, which he thought was a great idea. He thought the swimming pools need a long, hard look, which might happen with an empowered board.

Mr. Nankervis said the Fire Department and the Police Department recently purchased gates. He said if someone from the Airport could communicate with someone at the City as his understanding is that the new gates cost a lot of money and already not working. Ms. deLaBruere said the gates at the Airport are very old technology and very simple. They work – they do break down – but even with the amount of use they keep working. There are people on staff that know how to fix them. She thought the Airport would stick with this technology.

Mr. Nankervis said the City is working on the Wireless Cell Facility (WCF). He said it boils down (almost exclusively) to the lighting on the towers. Currently what keeps coming up is FAA-required lighting. He suggested it might behoove someone from the Board or the Airport Manager's Office to attend one of the meetings as they might be able to answer questions or see the direction the ordinance is going. He said the Airport is referred to frequently but no one is in the room to answer the questions. The next meeting is on May 27. Mr. Swanson suggested this might be better handled by the FAA, perhaps from the local FSDO (Flight Standards District Office) office. Mr. Myers said the Advisory Circular is pretty clear and he suggested that the Planning Commission have that available, too.

Travis Goddard, Planning Manager, City & Borough of Juneau, said he is one of the lead planners working on the Wireless Community Facilities ordinance and master plan. One of the main issues for discussion revolved around the Spuhn Island cell tower, which originally did not have a light on it. As the process went along, it was identified as a potential air space issue and the light was added. They carefully went through the Advisory Circular from the FAA and FCC and determined what kind of light was needed and how often it flashed (high intensity/medium intensity). When the permit was approved, it was essentially with the condition that it required FAA-consistent lighting. What was actually built was an FAA-compliant light. Unfortunately, in the staffing report, they talked about a non-flashing or constant light at night. What was installed was an FAA-compliant flashing light. This has been a major issue in the discussion.

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The approach in trying to get the ordinance and master plan adopted is they are trying to get a lot of incentives for companies to build smaller, lower facilities attached onto structures which do not require lights. The City cannot, through their zoning powers, prohibit towers that have lights. The City bows to whatever the FAA requires, but they are trying to encourage shorter structures. The Planning Commission is heading into uncharted territories because they would like to prohibit facilities in air space or in approaches. Because this is not something the Borough regulates, the Law Department is trying to figure out whether or not that is possible.

Instead, the City has the power to make sure the FAA is involved in the FCC licensing process and they get approval from the FAA before they apply to the Borough. This would keep them separated so that the City does not duplicate what is already being done. When an application comes into the FCC, they automatically forward it to the FAA and the FCC will not approve it unless they get approval or the okay from the FAA before it comes to the City. Ms. deLaBruere said the Airport is working with Community Development on not only the towers, but also people who are putting up a crane – the Airport does have a responsibility for making sure people are aware of filing the correct forms if they are going to be in the air space around the airport. It may not need lighting, but a Notice to Airmen may be needed.

Ron Swanson noted that a community he had been through makes all cell phone towers be camouflaged. A number of them look like a tree. He thought that was well within the Planning Commission or someone's scope of regulation. Ms. deLaBruere said that at one location the bright paint was only necessary from the tree top up.

XI. **PUBLIC COMMENTS:** None.

XII. **BOARD MEMBER COMMENTS:**

A. David Epstein asked if the Aurora Room was no longer available for meetings. Ms. deLaBruere said all meetings are being moved up to these meeting rooms.

B. Martin Myers asked about the cultural facility being funded with SREF (Snow Removal Equipment Facility) dollars. Ms. deLaBruere said this was the sales tax dollars. Because the Airport was not ready to move forward with the design until other federal dollars were received, the City used the money before it was slated for the other project and the Airport will get their money in July.

C. Joe Heuelsen commended the Airport Engineer's work on the Sustainability Master Plan. He put in a lot of time and effort, as well as members of the selection committee. There was a broad range of dream teams – big outfits with lots of expertise. It was a tough choice and numerically, they weren't that far apart. He said Ken did a good job of providing information to the rest of the people who were unknowing on the subject. The thanked Mr. Nichols.

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D. Jerry Godkin noted the Airport Manager's evaluation will come up at next month's meeting.

E. Ron Swanson said he went through the gate the other day and he was stopped by a Coastal Helicopters employee who asked him what he was doing, etc. He said the guy was very polite but he wanted to make sure he had a right to go through the gate. He did a good job.

XIII. **ANNOUNCEMENTS:** None.

XIV. **TIME AND PLACE OF NEXT MEETING:** The next regular Airport Board meeting will be held on June 11, 2014, at 6:00 p.m. in the Alaska Room. Discussion was held regarding possibly changing the date for the June meeting as Ron Swanson, Martin Myers, and Mal Menzies will be out of town. [Robert Mackey joined in by telephone.] It was decided to meet on June 11, 2014.

XV. **EXECUTIVE SESSION:** None.

XVI. **ADJOURN:** *Robert Mackey moved, Ron Swanson seconded, to adjourn. The meeting adjourned by unanimous consent at 6:45 p.m.*