

MINUTES of  
AIRPORT BOARD MEETING  
June 11, 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  
Jerry Godkin

Joe Heuelsen  
Robert Mackey

Martin Myers (via phone)

Members Absent:

Mal Menzies

Ron Swanson

Staff/CBJ Present:

Patty deLaBruere, Airport Manager  
Marc Cheatham, Deputy Airport Mgr.  
Ken Nichols, Airport Engineer  
Catherine Fritz, Airport Architect

Kevin Lyons, Airport M&O Sup't  
Keith Walker, CCF/R  
Travis Goddard, CBJ Community Dev.  
Eric Feldt, CBJ Community Dev.

Public Present:

Wendy Kolkin, Delta Air Lines

Mike Wilson, Coastal Helicopters

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

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

V. **PUBLIC COMMENTS:** None.

VI. **UNFINISHED BUSINESS:** None.

VII. **NEW BUSINESS:**

A. **Bid Award for Runway Rehabilitation.** Airport Manager Patty deLaBruere said the bid opening for the Runway Rehabilitation project was opened last Tuesday. The bid came in at \$15,920, 520. The Assembly appropriation process has begun. The Assembly will appropriate the grant and the bid at their June 30 meeting. Airport Engineer Ken Nichols said the final grant application for this project will be submitted for approximately \$20 million. A grant will be done around June 20 and it will be in hand for the final appropriation on June 30. The ordinance for the project will be separate from the bid award. The costs include construction contract cost, CA (construction administration), staff costs, a little bit of mitigation costs and materials testing costs.

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*Robert Mackey moved, Joe Heuelsen seconded, approval of bid award to Secon, Inc. for Bid #E14-259 for the JNU Runway 8-26 Rehabilitation, in the amount of \$15,920,520, and to forward to the Assembly for final approval. The motion passed by unanimous consent.*

**B. Manager's Evaluation:** Chair Godkin said it was time for the Manager's evaluation. He will send an e-mail to members. He would appreciate any input from the Board to incorporate into the final document. He said he had copies of old evaluations if any of the Board Members would like to review them. He told Board Members to feel free to call him or e-mail things they thought would be appropriate for the evaluation. He would entertain going into executive session at the next meeting for the purpose of the Manager's evaluation. Then it can be submitted for the record.

### **C. Airport Manager's Report:**

1. FAA Notification of Improper Payment on Grant 51. The Airport received notification of improper payments on Grant 51. This came from the FAA looking at everything that has been submitted and they find line items that aren't necessarily approved through their rules for grants. One of the larger items was the job shack. While it is okay for a contractor to purchase a job shack, it is not for the Airport to anticipate that charge and provide it for the contractor. It can come out of another part of the grant, such as the State grant. The Airport will more than likely have additional audits. The FAA has moved into the world of high technology and they are able to audit grants easier. This has the Airport taking a second look as well. It is not bad but it is very time consuming.
2. New Employee: Ori Miller, Engineering Intern IV, started work May 19 in the Project Office. This position is project-based and runs through the summer. Ori has already been a great help with his skills. Ori has proven to be very valuable.
3. Delta Air Lines Arrival: Delta resumed seasonal services into Juneau on May 29, 2014. They fly in the evening and leave in the morning. The jet bridge is still not working. The contractor brought a person to town that was retired and knows the systems inside and out.
4. Nick Borchert, Wildlife Biologist Promoted: Nick Borchert has been promoted and is moving to Washington State. He has been a great asset to the Airport. USDA Wildlife Services is currently recruiting for a Wildlife Biologist. There are currently three specialists that are filling in during the interim. If a biologist is needed, Nick's boss will fill in.
5. Recycling at the Airport: A message was received about recycling at the Airport. Staff is looking into the program at this time and it is expected that there will be

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recycling bins throughout the airport shortly. This will be for plastics, tin cans, and papers.

6. Code Review: The City is undergoing a complete code review. They found there were a lot of inconsistencies between codes and how they affected one another. If anyone wants to take time to go through Title 5 or any other City codes, please do and add any comments. This is being done through the Law Department.

7. Water Rates: The City has proposed an increase to water and sewer rates this fall. This will need to be taken into consideration as the Airport reviews our rates. A possible combination of the Operations Committee, but certainly the Finance Committee needs to decide what kind of charges the Airport needs based on the information available. This will be a good time to do the review.

8. Airport Engineer Report (Attachment #1): Mr. Nichols reported that a meeting for the Master Plan will be held next week. There are still punch list items occurring on the RSA project. Another part for Jet Bridge 5 has been identified to be returned to Jetway later tonight. A back up plan is to remove the computer controls and make it go back to analog controls. This is a possibility for the future.

Board Member Joe Heueisen said the cell phone waiting lot is drastically underused. He said there are people in Juneau who do not know what a cell phone waiting lot is much less where it is located. He said if it was possible, he thought it would be better to have bigger signs and a sign that says "Airport" on it. Mr. Nichols said he would work with Catherine Fritz and staff to get more signage and the word out. Chair Godkin said enforcement is also needed for the front curb.

9. Airport Architect Report (Attachment #2): Airport Architect Catherine Fritz reported terminal projects were very busy through the month of May. The concessions in the departure lounge are exceeding expectations for everyone, including the operator. They are very excited, adding new products and figuring out what equipment is needed. They are in the process of getting their liquor license, so they will be moving alcohol into the departure lounge soon. It is hoped that the lounge outside the departure lounge will be ready by the end of June. The liquor license and construction will be aligning for the end of June. Once this is complete, there will be the option of holding the food concessions as they are currently or taking on the project of renovating the Alaska Room and making the food concessions into a different spot in the terminal. This will be a discussion that will be held at the planning work session on June 26. The meeting will take a look at the east food concession that the Board approved in April and look back at some of the work that was done in 2012 for the North Wing and the Part 135 air carriers, trying to refresh everyone about the whole package of the terminal and then give options on how to

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best move forward. This will help give the Board some choices of where to go from here.

The Delta Air Lines space went very well. They built according to the plans that were developed earlier. They rolled it out and staff did not have to get involved with anything. The Airport's piece was the counter at Gate 5, which is owned by the Airport. It is set up as a dual station counter, with one-half of the counter being used by Delta and one-half by Alaska. The Airport owns the furniture and architecture and the airlines have their own equipment and personnel. This will be the case with the whole jet way.

As Delta came in, staff looked at Gate 6. There was water damage inside and it was in bad shape. An architect looked at the connection of the new passenger boarding bridge, too, and has come up with some recommendations to address some immediate issues to try to get the water infiltration to stop around the roof and connecting points. This is mostly the walkway that heads out to the jet way. This repair will be done this summer. In the meantime, staff went in and scraped, painted and cleaned up so that it looks decent. It is not a great access point to the building. As the Airport moves forward and thinks about the departure lounge, alignment of jets on the airfield, and what kind of aircraft to be served, staff may want to revisit whether Gate 6 is in a good spot for the long-term.

There have been a lot of small projects that have kept the Project Office busy. Staff has been gathering a lot of data about utilities in the terminal. As a matter of going into new concession leases, staff tried to understand how much it costs for heat, light, garbage, cleaning the floors and basic maintenance on the building. The Airport does not have good information ready to access that can be applied to a square footage factor. It became further evident that some of the things that were not being charged directly to the project are actually allowed in the AIP grants, such as a share of utilities and the rent that the project can pay for. Staff will have a good idea of the costs of water, sewer, electrical lighting, electrical heating, diesel heating, garbage and janitorial/custodial type costs. Then it will be decided how to apply these costs. This will be good data and allow for cost sharing for the various people that use the terminal. This will also help establish a basis for an energy conservation program.

Board Member Robert Mackey asked if staff had considered wind or solar power energy. Ms. Fritz said that had been discussed in the early 2000's but the wind power was rejected because of the need for wind turbines, which at the time was pretty substantial equipment and that isn't really the type of thing to put into the airspace. Solar is something that can be dabbled in, but it would cost more to set it up, operate it and maintain than the benefit that would be derived. That was why the geothermal method was used. The Master Plan that is just beginning is a sustainable master plan and these ideas and others will be discussed. She said the current geothermal field is

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large enough to add more electric heat pumps. She thought the Airport would continue to use the geothermal and electric heat pumps.

Board Member Joe Heueisen asked how disabled people were handled with Delta passengers. Deputy Airport Manager Marc Cheatham said the policy is to have the person screened and then taken down the elevator, through the bag well onto where the jet is and then put onto the jet. He said Alaska Airlines has been doing this for years, but have exited the building through the crew area or Gate 1 and taking them to the combi aircraft.

VIII. **CORRESPONDENCE**: None.

IX. **COMMITTEE REPORTS**:

- A. **Finance Committee**: None.
- B. **Operations Committee**: None.
- C. **Art Committee**: None.

X. **ASSEMBLY LIAISON COMMENTS**: None.

XI. **PUBLIC COMMENTS**: None.

XII. **BOARD MEMBER COMMENTS**: Marty Myers said he tried to call earlier in the meeting, but there was no answer. Chair Godkin replied that there had been a power outage, which dropped the Board's connection.

XIII. **ANNOUNCEMENTS**: None.

XIV. **TIME AND PLACE OF NEXT MEETING**:

- A. The Airport Board Committee of the Whole meeting will be held on Thursday, June 26, 2014, at 3:00 p.m. in the Alaska Room.
- B. The next regular Airport Board meeting will be held on Wednesday, July 9, 2014, at 6:00 p.m. in the Alaska Room.

XV. **EXECUTIVE SESSION**: None.

XVI. **ADJOURN**: *Robert Mackey moved, Marty Myers seconded, to adjourn. The meeting adjourned by unanimous consent at 6:38 p.m.*