

MINUTES of
AIRPORT BOARD MEETING
August 13, 2014
Alaska Room, 6:00 p.m.

I. **CALL TO ORDER:** Chair Jerry Godkin called the meeting to order at 6:00 p.m.

II. **ROLL CALL:**

Members Present:

David Epstein	Joe Heueisen*	Mal Menzies
Jerry Godkin	Robert Mackey	Martin Myers
Dennis Harris	*By Phone	

Staff/CBJ Present:

Patty deLaBruere, Airport Manager	Marc Cheatham, Deputy Airport Mgr.
Catherine Fritz, Airport Architect	Jerry Nankervis, CBJ Assembly Member
Ken Nichols, Airport Engineer	Keith Walker, CCF/R
Kevin Lyons, Airport M&O Sup't	Travis Goddard, Community Dev.

Public Present:

Vince Speziale, Republic Parking	Mike Wilson, Coastal Helicopters
Bob Jacobsen, Wings Airways	Brooke Walker, Aero Services
Jordan Hall, Stantec	Ron Swanson, Tenant
Douglas Murray, Murray & Associates	Tom Williams, Ward Air
Stephen Bishop, Murray & Associates	

III. **WELCOME:** Chair Jerry Godkin welcomed the newest member, Mr. Harris, to the Airport Board. He thanked him for applying.

IV. **APPROVAL OF MINUTES:** *David Epstein moved, Robert Mackey seconded, that the Board approve the minutes as presented. The motion passed by unanimous consent.*

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

VI. **PUBLIC COMMENTS:** Airport Manager Patty deLaBruere introduced Vince Speziale who is with Republic Parking. She said Mr. Speziale offered to come up to give some information on some numbers and figures and just how things are going for the parking concession. Mr. Speziale said when numbers are good he likes to share them. He said there have been issues with people trying to get out of the parking lot at 5:00 a.m. He said someone would start at 4:30 a.m. tomorrow. This will be primarily during the time Delta is flying in Juneau, but they will keep an eye on the situation.

He said that the rate increase was effective May 2013, with the biggest rate hike in the long-term parking going from \$12 to \$14 all day and the short-term rate going from \$1 to

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\$3. Revenue has gone up 21% in the last year. The gross income was \$220,000 in 2013 in the January through May period and prior to the rate increase. The gross income has jumped to \$265,000 in 2014 during that same time period. The revenue per enplanement in 2012 was about \$2.18. In 2014, the revenue jumped to \$2.66. The bigger number for Republic is the actual revenue per transaction for every customer that comes out which was a little over \$6 per customer in 2014. In 2012, the number was \$4.90. There has been a pretty significant jump. Another tell-tale sign is the average stay per customer. The average stay per customer for most airports across the country is about four days. In Juneau, the average is just under two. Republic Parking is currently averaging \$28 per customer in the long-term lot. What this means for the Airport is that in 2012, the profit was \$330,000 from parking operations. It is projected to be \$430,000 in 2014. There haven't been many complaints. Board Member Dennis Harris asked if any thought had been given to installing bill accepters to allow people to pay by cash. Mr. Speziale said they had discussed it, but the problem here is the bills get wet and warped. There are more jams in wet environments with paper money and becomes more of a hassle than it's worth.

- VII. **ELECTION OF OFFICERS:** *Mal Menzies nominated, Robert Mackey seconded, the present officers be reinstated. Chair Godkin listed himself as Chair, Joe Heueisen as the Vice Chair and David Epstein as the Secretary/Treasurer. The motion passed by unanimous consent.*
- VIII. **COMMITTEE APPOINTMENTS:** Chair Godkin said there had been a vacancy on the Operations Committee. Mr. Harris was appointed to the Operations Committee, with the current chair of David Epstein, and the third committee member is Marty Myers.
- IX. **UNFINISHED BUSINESS:**
- A. **Water/Wastewater (Sewer) Meeting and Regulation Change (Attachments #1 and #2):** Ms. deLaBruere said a Finance Committee meeting was held on August 5 to review the water and wastewater rates that the Airport currently has in place. In 2004, the Airport was made into its own sub-utility and as such, it guessed at what was coming in as it was not metered on the main part of the airport. A much lower rate than what the City charges was established thinking that at some point in time (around 2006), meters would be installed on the airport property, at which time the rates would be reviewed. The meters weren't installed until 2012. Since that time, staff ran a lot of figures and data to analyze it for this meeting. The Airport is taking a loss at the current rates. Not only is the Airport taking a loss, but it also has to review the City rates which will be a 6.5% increase on water and 8% on sewer that will be in for five consecutive increases over 4.5 years effective January 1, 2015. The City increased rates were modeled into the Airport's rates and the Finance Committee agreed to recommend adopting the City rates, which will be major increases from the current rates. Ms. deLaBruere said she made changes to the 2004 Regulation, which says the rates will be whatever the City rates are.

Ms. deLaBruere said the second part of the water/sewer issue is to pursue going to the City and disbanding the idea of the Airport being its own sub-utility. In other words,

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Public Works would just take it over again. The Finance Committee said to try it and the resolution was drafted to see if the Airport could do that. Marty Myers asked if staff knew what the infrastructure costs would be. Ms. deLaBruere said staff continues to work on this request. *Robert Mackey moved, Joe Heueisen seconded, to approve the change to Title 07, Chapter 15, Juneau International Airport Water and Wastewater System Regulation, to reflect that the Airport rates for water and wastewater will be the same as the rates established by CBJ Public Works City-wide rates. The regulation, as shown in Attachment #1, will proceed through the regulation process, public comment period and final Board approval prior to subsequent approval by the Assembly for implementation on January 1, 2015. The motion passed by unanimous consent.*

Robert Mackey moved, Joe Heueisen seconded, to adopt the City & Borough of Juneau Alaska International Board Resolution 2014-01, as outlined in Attachment 2, and go on record that all functions of the Airport water/wastewater system revert back to Public Works Department. Mr. Harris asked if the Board passed the motion, would it mean that the Airport would incur any increased costs by having Public Works doing work that the Airport needs to have done for Airport use of water and sewer. He was talking about repairs, connections, etc., and if new hangars were built with new connections. He thought this would have the City doing this entirely. Ms. deLaBruere said the way it stands now, the Airport is currently responsible for where it stubs to the property line to where it hooks up to the City system. If the Airport doesn't get a chance to give it back to the City, the Airport has to build in some sort of costs for infrastructure repair within our budget. If it goes back to the City, it may still be a gray area that needs to be discussed. The Airport will still be responsible for hydrants and other things that are being systematically replaced. The motion was approved by unanimous consent.

B. Airport Utilities Report and Special Presentation on the Heat Pump System

(Attachments #3 and #4): Ms. deLaBruere said the Board had asked for a summary of what the Airport has for the utilities and information on the geothermal heat pump. She said Attachment #3 summarizes utility consumption for the terminal. Airport Architect Catherine Fritz said that utilities associated with the terminal include electrical service, diesel heating fuel, the water and sewer, and solid waste garbage. One of the frustrations and challenges is to have better control over the data, to get the information quicker from the City, to get more specific information from the City (so staff does not have to hand-dig through files).

There is one electrical service into the building and within the building, there are ten internal meters to monitor some or most of the electrical power charges that go into specific areas of the building. Now that the restaurant is gone, it freed up three panels. The first one that is being tracked is the TSA billing. By being able to get accurate amounts of electrical usage for their equipment and general usage, staff can negotiate more specific fees for those utilities through the TSA lease process. Some meters will be

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used for main tenants, like Alaska Airlines and Delta, and the concessionaire. The electrical heat pumps and lighting are not tracked.

The diesel boilers are used for the older part of the terminal and for back-up in the departure lounge. The radiant baseboard in the departure lounge is active, but turned off. In the long-term, diesel will be removed from the airport. The next stage of construction will utilize the ground source heat pumps, which means another chunk of diesel will go away. As the underground tank is not filled on a regular basis, it is not easy to analyze. It must be done on a six-month basis. The expenses for the terminal for water and sewer are not a big deal. Any money that can be saved is important, but there are much bigger aspects of the utilities associated with the building.

The solid waste garbage was difficult to tie down. The records are not consistent month to month in terms of what they represent, where the garbage came from and who put it there. The garbage can be reduced by recycling but it is not known what the recycling program will cost. It may be that the savings of landfill fees is consumed by the cost of dealing with recycling. The Airport has recycled the City products for a number of years. Alaska Airlines is doing a very good job of handling their own recycling. The bins have been set out for recycling and just establishing how that will work. The concession is generating a lot of recycling material – they use a lot of cardboard and a lot of plastics. A lot of people are consuming the food before they get on the jet and then it ends up in the garbage upstairs. The Airport is working with the concessionaire to try to return as much to recycling as possible. Even if there are no savings, at least the Airport is recycling what we can rather than adding to the landfill problem.

Staff is developing strategies on all categories to make improvements and save money. The first part of the story is being aware of what is consumed and the cost, then you begin the strategy of how to make things better.

Doug Murray, Murray & Associates, said he is a local mechanical engineer who had a good opportunity to work on the renovation that occurred at the airport. In 2008, the renovation design began for the large commercial carrier wing and added approximately 12,000 square feet. The newly renovated areas were converted from a conventional heating system using the oil-fired boilers to a ground source heat pump system that is supplied by a loop field that is located in the commuter section. It consists of 108 vertical bored holes approximately 350 feet deep. Each bore hole has a u-tube and has a diluted methanol solution that is transported down through the bore holes and then back through the entire large commercial area serving 36 heat pumps. Most of the heat pumps are located above the ceiling and each of them heats and cools an environmental zone in the airport. Additionally, the system has the ability, through the water heat pumps located in the penthouse, to supply a snow melt sidewalk heating system that covers approximately 7,000 square feet of sidewalk.

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Murray & Associates was tasked with analyzing the previous electrical and heating oil usage prior to the renovation and then after the renovation and then to compare the results. The results show that it is providing approximately \$130,000 savings annually, which is through less fuel usage and a small increase in electrical usage. The period analyzed was between 2006 and 2008 and then 2010 through 2013. The fuel usage decreased by 46% annually and the electrical increased by 6%. The electrical usage went up because now heat pumps use electricity and there is additional lighting in the new space. There was an increase in efficiency in lighting that was done that helps to contribute.

Benefits not seen are that the Airport now has air conditioning (which it never had before) and it has a sidewalk snow system. The third thing is that during the months between May and September the heat is being moved around the building and the loop field is not being used. Areas that have high heat are in full cooling mode, removing heat from that area, putting it back into the geothermal fluid, moving it down to another heat pump zone where that heat pump zone may require heating.

The 108 bore holes were a little over what was needed for the first renovation, and it appears that there is enough capacity to heat and cool the north terminal renovation. The cost of the system was approximately \$1 million extra to install, simple pay back savings equate to just under eight years. No one knows the life of a geothermal field, but he expected the pipe to be in the ground for 70 to 100 years.

C. MALSR Legislative Grant: This item had been pulled off the agenda at the last meeting due to the fact that this project was started with FAA facilities and equipment (F&E) funds and it was believed it had to continue that way so the FAA would continue to fund and do the maintenance of it. After this was sent off to the Washington, D.C. Lobbyist Katie Kachel, she had some really good ideas including the fact that she was very familiar with the 2014 appropriations act with a very specific sentence in there about the use of other funds credited toward F&E projects. This was brought up to the Air Traffic Organization (ATO) division, who checked into it and found that it can be accepted and combined with F&E funds. *David Epstein moved, Robert Mackey seconded, to request approval to appropriate the Designated Legislative Grant in the amount of \$93,750 toward the remaining Runway 26 MALSR installation. The motion passed by unanimous consent.*

X. NEW BUSINESS:

A. Americans with Disabilities Act (ADA) Passenger Boarding Ramp: This is different than the passenger boarding bridge that has been discussed for the last six months. This will be used at Gates 2 and 6, which have passengers load onto the aircraft through the aft end. One of the requirements within the FAA is that the Airport must provide ADA assistance with some sort of lift or ramp. After looking at this, Mr. Nichols found a used ramp (although possession of the ramp was taken by the carrier, it is still

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new). The ramp that was found is a serpentine ramp that will reach the height of a 767. The price, shipped to Juneau, is \$60,050. There will be some administrative costs. Therefore, the total grant will be \$70,000. This is coming up at this time as the FAA has some potential year-end funds. This will go onto the Assembly for request as well. *Robert Mackey moved, David Epstein seconded, to approve the acquisition of an FAA required passenger boarding ramp at a not-to-exceed cost of \$70,000, using terminal capital improvement project funds to forward fund the ramp until it is reimbursed with FAA Airport Improvement Program funds. Furthermore, authorize the Airport Manager to accept a grant offer from the FAA and corresponding State of Alaska Department of Transportation matching funds for reimbursement. The motion passed by unanimous consent.*

B. De-Appropriation of ASOS Relocation Project Funds: In part of the Runway Safety Area project, the Airport had some Passenger Facility Charge (PFC) money that was used to relocate the Automated Surface Observation System (ASOS) weather station. The project came in under cost by \$22,000. This money has to be de-appropriated and the money goes back into the account for future projects. *David Epstein moved, Dennis Harris seconded, that the Board approve the de-appropriation of unused PFC funds in the amount of \$22,650.61 from the closed ASOS Relocation project. The motion passed by unanimous consent.*

C. Airport Manager's Report:

1. Clean Up and Limbing of Trees along Yandukin and Jordan Creek Corridor (Attachment #5): The Airport has received numerous complaints about trash being dumped in this area, people 'living' in the area and drug activity. The attached letter is from Chief Johnson and Lt. Kris Sell regarding their support in trying to get that area limbed up. This would entail limbing from eight feet down so that you can see within the area. This would help with cleaning up the area and making it a friendlier corridor to go back and forth between that section and the airport. Staff will be working on this within the next few weeks.
2. SREF Relocation Update: Staff has been corresponding with the FAA regarding the request to relocate the proposed Snow Removal Equipment Facility (SREF) from the NE quadrant to the NW quadrant. A lot of work has been done by both Ken Nichols and Catherine Fritz to show the justification. The FAA has asked staff to come up to Anchorage this month to discuss the project in person. Staff and one Board Member will be traveling on August 27. A lot of support has been received from the tenants for this change. Discussions will be held with the FAA regarding the timing of funding.

Ms. deLaBruere said that the current year's \$2.5 entitlement funding went into the runway rehabilitation project. Ms. Fritz said the general approach to funding including entitlement funds in FY15 of \$2.6 million will be used to develop the site to

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the level that the east end had already been developed – utilities, site prep work, the geothermal field. After this, the Airport will be back in the political game of how to get the \$17 million from the FAA, which is scheduled for the next year. It is proposed as a single project. Some minor modifications will need to be made, which FAA will not pay for. The justifications to FAA are: the site is substantially different than what was intended in the original permits because the reality of how the stream was laid out and the amount of land for commercial development is significantly less. The Airport has a compelling need now for the development of the east end with viable commercial development that is not viable on the west end.

A thought is to use the clean water from the wastewater treatment that is approximately 60°F as either snow melt and/or to heat the new SREF. This will be further discussed as the building progresses. FAA funding is all about priorities and who is holding the purse-string decisions.

3. Art Program Update (Attachment #6): Ms. deLaBruere said staff has provided an overview of the terminal art program in the attached memo. There is a form in place that releases the Airport from any liability that is used when artwork is loaned. The other part is building a policy – what kind of artwork will we accept and what is part of the program. Staff expects to have an updated draft of the art program policy ready for the Board this winter.

4. Congressional Visit: Allison Nyholm, Senator Murkowski's aide, will be in Juneau on August 19th to discuss federally funded grants. The Airport staff will meet with her next Tuesday at 2:00 p.m. We will be discussing many of our CIP needs, but request lobbying effort for the completion of the RWY 26 MALSR project completion using FAA F&E funding.

5. Airport Engineer Report (Attachment #7): Airport Engineer Ken Nichols reported that he will be having a teleconference with the consultants who will be doing the Master Plan. They will review and modify the scope of work. The Runway Rehabilitation project is moving fast and furious. There is a weekly update to the Airport construction page on the Airport's website. The contractor has proposed locating an asphalt batch plant on the west end of the float pond. It will be good for the project, good for the quality of asphalt and the speed at which the project can be done. The contractor has to go through a conditional use process. The Airport will provide a letter of support for this plant. There is a proposal to remove approximately one acre of trees, vegetation, etc., to make room for the batch plant. The Airport will propose retaining a line of trees along the southerly property boundary where people walk along the emergency vehicle access road (EVAR) but then taking out enough trees to operate the batch plant.

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The first phase of the Runway Rehab. Project is currently underway. Phases 2, 3 and 4 will occur next construction season. The contractor will work through late Fall this year to get the things ready that need to be done early in the Spring. They will come back in March to do a few things and be anticipating a weather window so that the switch to the taxiway as the main runway can be done on a temporary basis. The main runway will be closed down for about three months to do the project. Phase 4 is clean up after the runway is switched back into operation. Removal of the trees could occur anytime from the point when we get approval to go forward with that, during the winter or early Spring.

6. Wildlife Specialist: Ms. deLaBruere reported that Terry Smith said they were going to go back out for a Wildlife Specialist in the next few months as there were no applications received in the first run.

7. Airport Architect Report (Attachment #8): Airport Architect Catherine Fritz reported that staff is thrilled to have concessions open on both the secure and non-secure side. They are also serving beer and wine on the secured side. It is a temporary arrangement with bottled beer while they wait for the keg coolers and other things they have ordered. Overall people are thrilled and the concession is very busy. A meeting will be held with the concessionaire to assess what has been learned through the Summer season, what has been learned about the space and if anything further is needed. Everything is very positive from an operational and passenger point of view.

The construction documents for the Gate 6 roof and some connection issues that caused the leakage in that gate are in North Pacific's hands. They have given back a T&M type of proposal, but they will not be able to do so until later in the season.

Work on signage is continuing. Signs include: no smoking, no parking at the curb, cell phone waiting lot. The welcome to town sign will be part of the 1% for art on a future project. Mr. Harris suggested that the current sign be changed with a sign that also includes time and temperature. He also suggested it be paid for with advertising. Ms. deLaBruere said cell phone waiting lot signs have been put up so they are very visible and there is absolutely no question it is airport parking/waiting.

XI. CORRESPONDENCE: None.

XII. COMMITTEE REPORTS:

A. **Finance Committee**: Committee Chair Joe Heuelsen said the items covered at the Finance Meeting were discussed earlier. His next assignment is to go North with the SREF negotiating team.

B. **Operations Committee**: No report. Ms. deLaBruere said she would like the Operations Committee to meet regarding snow removal at the airport. She said that as the

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land and property is developed, there is no place to put snow. It is very limited and cannot be placed near creeks. Staff has some ideas, but it may affect some tenants. Some suggestions might be putting it into the float pond or once the batch plant closes, putting the snow into that area. She suggested the Committee meet to understand the problems with snow and think outside the box for solutions.

XIII. **ASSEMBLY LIAISON COMMENTS:** Assembly Member Jerry Nankervis said the Assembly met on Monday night and passed Resolution 2694. It was a State of Alaska DEC Salmon Creek filtration that it be designated as the number one funding priority for FY2015. The purpose of putting that as number one on the City list is to try to get in line for a \$3 million grant to make it happen and improve our water supply and quality. The City appropriated money to the Airport. Ms. deLaBruere said it was \$9,000 of clean up funds after the FAA had done their shake down on the Runway Safety Area project. Mr. Nankervis said on July 21, the Assembly passed 42B which was an ordinance proposing an amendment to Section 3.2 of the Charter to create an empowered board to manage and operate the two pools. It will be on the ballot this fall. There was also one on the Eaglecrest board doing the same thing for the ice rink and that did not pass. He welcomed Dennis Harris to the Board. He thanked Ron Swanson for his service.

XIV. **PUBLIC COMMENTS:** None.

XV. **BOARD MEMBER COMMENTS:**

A. Jerry Godkin said he wanted to discuss an unintended consequence of the budget process this year. He said the Assembly did a great job of trimming the budget, but some of that got passed on to the Airport. That happened because of CBJ policy that allows people to transfer. When a person is laid off in one department, they have the ability to bump personnel at the Airport. This one instance has cost the Airport \$13,000. The Airport budget was balanced. He was frustrated that the Airport has to absorb it and the other department gets off scott free. He thought there was something wrong with the system. He thinks something needs to be looked at if the unintended consequences of the Assembly's actions are that the Airport's budget goes up when it is trying to keep a tight belt to the Airport's constituents – the tenants. He said this is his personal opinion. Mr. Nankervis said this is personnel rules. He said he didn't know if there is any way to predict the costs.

He said Ralph Sanford is back on the job and is sending pictures. The pictures speak a lot as he does not travel the areas where Ralph does. He thanked him for his photos and the updates that keep everyone updated.

B. Robert Mackey spoke to the art issue and said that one of the things that this exposes is an issue where the Airport has art that may be insecure, under secured and another number of issues that would encumber the Airport to protect the art or assume some sort of liability – if not a liability, at least an ethical responsibility. He suggested contracting out exhibits to entities such as the State Museum with a traveling exhibit.

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They would be in charge of curating it, security, etc. In a way, the Airport would outsource it to a partner that does art better than the Airport. He thought partnering would provide a more secure environment, would unencumber the Airport for a lot of responsibility, and possibly create a more effective art display that would create a happier constituency that may utilize the airport once every five years. Maybe future travel would be based on future exhibits. He said he likes going to major airports that have this kind of thing. As long as the art doesn't interfere with advertising and other things that the Airport creates revenue off of. Ms. deLaBruere said that there are displays that are handled/rotated through the school system. She said he was right that it does take staff time to put together displays or think of a theme. It was kind of coming down through this policy as to what would be allowed – aviation related, Alaska related, southeast related, or a mixture of all those.

C. Dennis Harris thanked everyone for their welcome. He is learning. He does have and has had some long-term concerns about some things at the airport. The staff is well aware of his concerns about signage – particularly smoking signage. He noticed it was in Catherine's comments. It has been a long time coming and cannot come too soon. Every day he sees people trying to smoke in the non-smoking shelter and smoking just about anywhere out there. It is because it is not evident where the smoking or dog walking areas are. He said he has had a number of comments about what side is available taxis and the other side is shuttles and reserved taxis.

He hoped that the Chairman would not mind if he wrote a short memo to the staff expressing some of those concerns as relayed to him by some of the ground transportation folks. He understood that communications normally go through the Board and it is a Board action. He had been collecting a lot of the comments for a long time and would like to write one short memo on some suggestions that have been offered that would help clarify things for our visitors. He said when he goes through the Airport, he looks at it as if he was coming to Juneau for the first time and he finds it confusing. He hoped that maybe interviews could be done with people who were here for the first time and get their perceptions on what would work better. They get a lot of comments about visitors not knowing the cabs only picked people up over there [across the street].

As far as the art, he said the City Museum has some very good curators and have done some amazing exhibits on very low budgets. He volunteers in the winter time at the City Museum. He liked the idea of putting some Juneau historical exhibits in the airport – even if it is just photographic items. He suggested funding could come from the State Council on the Arts, the National Endowment or State Humanities Forum and maybe partner with the City Museum.

He appreciated Patty taking time to update him on the things that are going on. He hoped he wouldn't be a thorn in people's side, but he will be doing some thinking out of the box on occasion.

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Chair Godkin followed-up on the memo and asked that all correspondence go through him. He thought some of the items would be ideal for the Operations Committee, to be brought forward as a group. He said staff has so much going on that he tries not to have every Board Member go in individually.

Mr. Harris requested having committee meetings start at 7:00 p.m. as he works until 7:00 p.m. He also noted he would have a conflict for the September meeting and would not be able to attend.

D. Joe Heuelsen noted that retreats had been held in the past and he found this to be very beneficial. He suggested the Board think about that.

E. Mal Menzies asked if there was anything that can be done on Alex Holden Way, short of the legislative appropriation, to ease the access for those tenants and users. Chair Godkin thought there was more of a D1 rap surface road that could be graded, but it is a paved road. The totality of the project and the way things are sloped, he did not see a lot of short-term things that can be done. He's always open for suggestions. He welcomed Mr. Menzies to meet with staff and give any ideas he may have. Mr. Nankervis said the Assembly is aware of the issue. He has relayed the information and they know it is really bad. He thought they were going to try to get a CIP because it shouldn't be under water.

Mr. Menzies said there was a series of double parking in a taxiway and he had to taxi way around. One word to Ralph Sanford and he cleared the contractor, inspector and City staff trucks.

XVI. **ANNOUNCEMENTS:** None.

XVII. **TIME AND PLACE OF NEXT MEETING:** The next regular Airport Board meeting will be held on September 10, 2014, at 6:00 p.m. in the Alaska Room.

XVIII. **EXECUTIVE SESSION:** None.

XIX. **ADJOURN:** *Robert Mackey moved to adjourn. The meeting adjourned by unanimous consent at 7:58 p.m.*