

MINUTES of
AIRPORT BOARD MEETING
October 8, 2014
Alaska Room, 6:00 p.m.

I. **CALL TO ORDER:** Acting Chair Joe Heueisen called the meeting to order at 6:04 p.m.

II. **ROLL CALL:**

Members Present:

David Epstein	Joe Heueisen	Mal Menzies*
Dennis Harris	Robert Mackey	Martin Myers

*By Telephone

Member Absent:

Jerry Godkin

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 Sup't	Keith Walker, CCF/R
Catherine Fritz, Airport Architect	Travis Goddard, CBJ Community Dev.

Public Present:

John Yarnish, URS	David Brown, JDA
Brooke Walker, Aero Services	John Kobbe, JDA
Ron Swanson, Tenant	Mike Wilson, Coastal Helicopters

III. **APPROVAL OF MINUTES:** *Robert Mackey moved, David Epstein seconded, the adoption of the September 10, 2014, minutes. The motion passed by unanimous consent.*

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

V. **PUBLIC COMMENTS:** None.

VI. **INTRODUCTIONS:** Airport Engineer Ken Nichols introduced John Yarnish with URS. Mr. Yarnish stated that all parties are very close to signing a contract. URS looks forward to working with the Airport.

David Brown, Jacobsen/Daniels Associates (JDA), was in attendance to answer any questions anyone might have about the concessions. There were no questions asked.

VII. **UNFINISHED BUSINESS:**

A. **Water/Wastewater Regulation (Attachment #1):** A draft of the proposed changes to 07 CBJAC 15, Juneau International Airport Water and Wastewater System Regulation (Attachment #1) incorporates the rate changes which will correspond to the City rates,

AIRPORT BOARD MEETING

October 8, 2014

Page 2

and language changes to reflect the City water/sewer code. The Finance Committee approved the changes at the August 5, 2014 meeting, and the Board approved the changes at the August 13, 2014 meeting. The 21-day public comment period for the proposed regulation change commenced on September 5, 2014 and ended on September 29, 2014. The Airport received no public comments. The effective date of the regulation change is January 1, 2015. Staff recommended forwarding the water/wastewater regulation to the Assembly for final regulation action. Airport Manager Patty deLaBruere said that the Airport is working to give the sub-utility back to Public Works. *David Epstein moved, Robert Mackey seconded, approval of the proposed changes to 07 CBJAC 15, Juneau International Airport Water and Wastewater System Regulation, as outlined in Attachment #1, and to forward to the Assembly for final approval and adoption. The motion passed by unanimous consent.*

VIII. NEW BUSINESS:

A. **Capital Improvement Plan (CIP):** Staff has already submitted varying levels of its CIP: State request for special (legislative) grants (DCCED) submitted to the City in August and Airport Capital Improvement Projects (ACIP) to the Federal Aviation Administration (FAA) to move forward on grant applications. The comprehensive CIP is a more in-depth look at all projects, regardless of the funding, as well as a narrative of the projects. This CIP should be reviewed by the Board. A Board meeting will be set for October 22 or 23 to review and finalize the Airport's CIP list prior to final submission to the City. Board Member Robert Mackey asked staff to fit in accommodations in the parking lot for electric vehicles, perhaps metered space. A person would pay a little bit more but would have a fully charged vehicle. Ms. deLaBruere said there is a portion within the CIP that talks about parking upgrades. One was the immediate needs to get things fixed in the parking lot, but then there was a more grand scheme and that would be the place to put an item like this. Board Member Dennis Harris suggested that the Board look very hard at the connections for ground transportation – taxis, buses, limousines and other vans (including charter companies and dropping off a lot of fish) – to keep it all running smoothly and provide parking at the same time. He said the whole traffic flow in front of the building needs to be rethought. It is working, but barely. Ms. deLaBruere replied that staff has talked about intermodal or how to work with the City on a bigger plan. Mr. Harris said the same thing applies on the freight side – particularly if Delta comes in on a regular basis and has a freight facility. The Airport needs to be able to try to accommodate all the ground transportation cargo people and the street and road traffic it generates, and make it smooth and have it drain.

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

1. State of Alaska Department of Environmental Conservation (DEC) Multi-Sector General Permit (Storm Water Discharge): The DEC published their draft discharge permit language and will be taking public comment until October 15, 2014. Airports are only one section (Section 11.S) of this proposed permit. The permit changes are to reflect the EPA standards set in 2012. The Airport has sent in their comments and

AIRPORT BOARD MEETING

October 8, 2014

Page 3

hopes to effect some changes or waivers regarding the use of urea at the airport. Ms. deLaBruere reminded everyone that the Environmental Protection Agency (EPA) passed a rule two years ago that would originally ban urea or ammonia products, then they adjusted it to a very small fraction that has to be met. The permits are now issued through DEC and there has been a delay factor of a couple of years. There are a couple of things going forward, including a request for a waiver or a change to the infrastructure on the field.

2. Parking Lot Exit Booths: Republic Parking has noted extreme disrepair of the exit booths at the parking lot (structural and electrical). The Airport owns these booths and allows Republic to use them. Republic and the Airport will note the deficiencies and see if repairs can be done or if we need to plan for a bigger project. This may be brought before the Board at a later date.

3. Art Policy: The Airport worked with the CBJ Law Department to finalize the art policy and forms at the Airport. This is for two-dimensional art in the meeting rooms. The forms include ownership of the artwork, how long it will be placed and covers liability. The Law Department has approved the form.

4. AIP Grant Funding Audit: During a grant audit a few months ago, the FAA advised the Airport of items that were non-allowable for reimbursement. That is, items that a contractor may purchase for a project, but not an airport (per grant assurance guidelines). The Airport repaid \$36,854.18 from Grant 51 (Snow Removal Equipment Facility) in June. The FAA also advised the Airport that general-use vehicles are non-allowable expenses. The Airport identified five vehicles that were purchased under the Runway Safety Area (RSA) grants that must be reimbursed to the FAA. On the other hand, the airport can purchase these vehicles through other funding mechanisms, then rent or use (and depreciate) them in a project. Rent or use is eligible for reimbursement in an FAA funded project. The Airport is in the process of reimbursing the FAA \$133,585.20 for the five vehicles purchased under the RSA grants. In return, the Airport will bill FAA \$116,140.92 for vehicle rent during the RSA. These vehicles will also be rented to the Runway Rehabilitation project. By the time the bookkeeping is completed, it is estimated that the reimbursement to the FAA will equal the rental payments and we will recoup the full amount, if not more.

5. Snow Removal Equipment Facility (SREF) Relocation Update (see Architect's report): Staff is finalizing the square footage and new proposed location footprint for the FAA. Staff is trying to ascertain property and area that the Airport is trying to lease out to a tenant on the Northeast quadrant to see if it is incidental to the area around it and how much the Airport will have to pay back. There are a number of items on the spreadsheet that the FAA has the Airport take a pro rata share of it so they can pass their audit. This will also give us an idea as to how much RSA grant funding would have to be reimbursed (if any) to the FAA. The Airport plans to move

AIRPORT BOARD MEETING

October 8, 2014

Page 4

forward and lease the property out. The FAA is behind the Airport for the relocation of the SREF.

6. Airport Engineer Report (Attachment #2): Airport Engineer Ken Nichols said he has been working mostly on the Runway Rehabilitation Project and a lot has been completed on it. Pavement has been placed in all areas that needed to be paved before winter shuts the project down. Electrical item installation will continue into mid-November.

One of the reasons the water backs up into the street on Alex Holden Way is because the pipes are undersized and the place where it flows into the airfield gets filled up from airfield drainage and then backs out into the street. That portion that backs up and the pipes would be eligible for AIP funding. He proposed putting together a package that uses FAA AIP funding, some local money and maybe some grants from other locations. The ultimate solution is to replace the old and failing utilities underneath the roadway and then fix the drainage issues associated with the roadway and ultimately create a new surface. Ms. deLaBruere said the Airport's CIP list is balanced so tenuously so that the grants the Airport receives do not compete, which might throw the SREF off or the Airport's proposal for parts of the terminal. Staff is trying to be very careful where projects are put so they don't flip the projects out of the list. This may be something determined when the costs for the project are known. Mr. Nichols said there is no project date at this time but it is in the request for discretionary funding through the Legislature. Board members noted this should be a high priority. Mr. Nichols said the AIP eligible portion is only the drainage portion from the fence to the infield drainage. That would help alleviate some of the drainage problems, but not all of them. He estimated this would be only 20% of the project.

The Airport has 90% documents for the air cargo hard stand. It is too late in the year to complete the project, nor will it be done at the same time the runway rehabilitation is going on next year. They will be brought forward in the spring and have a bid package to be completed later in the construction season next year when most of the runway rehabilitation is done. Board Member David Epstein said the Airport has been surprised by Delta twice before and staff should take the question of needing a hard stand for freight to them.

The 26 MALSR work is dependent on FAA Facilities and Equipment funds so that can be fully funded. The Airport has a State grant that will be transferred to the FAA to utilize during the project. FAA AIP dollars cannot be put into it so it is short of funding.

7. Trees in Batch Plant Area: Ms. deLaBruere said that there have been quite a few people that commented that the trees that were left up on the north side were going to be in an area where the wind and exposure could take them down in the road in that

AIRPORT BOARD MEETING

October 8, 2014

Page 5

area. Mr. Nichols said he contacted the FAA and they had no objections with removing the additional trees. The trees will be removed.

8. Airport Architect Report (Attachments #3 and #4): Airport Architect Catherine Fritz reported that the drawing of the new Northeast quadrant was drawn at the request of the FAA because the original permits and funding for the Runway Safety Area project were based on an earlier version of the Northeast quadrant. Staff illustrated the same general plan/usage of commercial hangars. A lot of the components are the same that were envisioned 12 to 15 years ago in the development of the EIS documents and subsequent permitting documents that led to the funding of the RSA. The big difference is the SREF is not on the attached plan as it would be on the Northwest quadrant. The proposed FBO is in the location the SREF was next to the Wings hangar. The purpose of the attachment is diagrammatic and it is part of the conversation with the FAA to talk about the reimbursement of funding that may or may not be required if the SREF is relocated.

The critical piece of the terminal renovation is funding. A review was done at the last Board meeting and there were positive comments on replacement of the far north wing. In order to move this project forward, more funding will need to be dedicated. There are some funds but not enough. This project is part of the CIP discussion. This will be brought before the Board.

The advertising in the airport is a reliable funding generator. This concession brings in about \$40,000 per year. The program with The Younger Agency has been a very good program. They recently came to Juneau and areas for some new ideas were identified and discussed. There is an area by the main entry that has been a three glass box display area. The second is in the gates owned by the Airport – Gates 2, 5 and 6 for poster board displays. There was also a third area around the new seating area by the main entrance. These areas will be illustrated in a diagram and added as an amendment to their contract. Staff is pleased to continue to work with The Younger Agency. Mr. Harris suggested the touch screen has little advertising and perhaps the vendor could bring down the rates. Ms. Fritz said this was a specific item of discussion. The Younger Agency will change some of the icons and removing those that are not used. They often use the board as a bonus to other advertising in the terminal.

Ms. deLaBruere said a meeting was held with the ad hoc sign committee. Some basic designs were drawn up as a temporary sign. The concept of the sign was sent downtown to make sure they knew the Airport was going to change the sign to a simple and basic sign, and removing the governor and mayor off of the sign. The City Manager asked to reconsider removing these names. Jerry Godkin was going to speak to the City Manager to figure out how to work this out and the City would look for some funds to put their portion of the sign. The project has stopped until more is

AIRPORT BOARD MEETING

October 8, 2014

Page 6

known. Ms. Fritz said a dibond sign is durable and not as expensive or high maintenance as the carved wood signs are and it would fit the bill. This is a common material used by downtown businesses and produced by Commercial Art.

IX. **CORRESPONDENCE:** Ms. deLaBruere said she had one item that was forwarded by the Mayor's office. It noted that there was no ground transportation on Sunday nights and people have to wait for 45 minutes to an hour. Also the fact that people are standing out in the weather and fighting for a cab. If a person stands too far in the shelter, you can't get your turn fast enough. The Mayor asked if there was anything that could be done to elongate the shelter. Mr. Harris said the problem with Sunday nights is there are very few cabs on as it is a very slow night. The cab shifts require the taxi drivers to pay a fixed fee and there are not very many drivers on at nights when they are traditionally slow and there is only business for an hour or two hours. If the cab companies changed how they charged drivers for working just a few hours on a Sunday night, it might help. He did not see that happening. He said he would mention it to other cab drivers. She also suggested that this person make a reservation for a cab.

X. **COMMITTEE REPORTS:**

A. **Finance Committee:** No official meetings. A meeting will be held down the line in preparing for the budget next year.

B. **Operations Committee:** Committee Chair David Epstein said a meeting was held on Monday. Snow removal is emerging as a serious problem at the Airport. As the Airport continues to develop, it cuts into the areas where snow can be stored. Two areas were identified for this winter – part of the north development area and blowing snow into the float pond (which would be a backup).

The west finger float pond assignments were discussed. Staff has asked interested parties if they are still interested. He said that the infrastructure for the space is the responsibility of the tenant, which could run into a couple of thousand dollars.

The FAA's policy on non-aeronautical use of airport hangars was discussed. Examples included in the policy included hangars that had two corporate jets and an RV. The RV is forbidden. There are plenty of examples at this airport. Juneau International Airport has been selected as one of two airports in the Alaskan Region that was selected for further scrutiny on this item. There can be serious consequences. A plea went out at the meeting that if you are one of the people storing things that should not be in the hangar, please find another place for it because they conceivably put into peril the compliance status of the airport. Ms. deLaBruere said the Airport will send something out to all tenants to let them know the link to FAA Order 5190.6b, which includes what is in and around the hangar. This letter will let tenants know that the Airport will have to do random inspections as the FAA has teeth in it now. Mr. Epstein said some items at the airport include the Fire Hall and a utility line that comes across Airport property. Ms. deLaBruere said these items were brought up during the inspection. She noted the example of the Fire Hall is the

AIRPORT BOARD MEETING

October 8, 2014

Page 7

ARFF portion is specifically airport related, the other part is not. They have to get approval from the FAA to have the other section on Airport property and they would be subject to fair market rate. The National Guard is not approved to have it on the airport free of charge. Board Member Mal Menzies said the Fire Hall went back and forth between the Assembly, the Airport and the FAA before it was built. He asked if that wouldn't be an approval for an exemption. Ms. deLaBruere replied that the Airport would tell the FAA it has been here for this amount of time. It has to be disclosed and say it goes back in history stating that it is all cleared and in the Airport Layout Plan (ALP).

C. **Art Committee:** None.

- XI. **PUBLIC COMMENTS:** Ron Swanson, tenant, said he read in his AOPA journal (which is like the NRA for pilots) that there is a Notice for Proposed Rulemaking (on non-aeronautical use of hangars) with comments open through the end of this month. The FAA has gotten a number of complaints. So they have embraced a loosening of the regulation. He said he wouldn't get wrapped around the axle until the new regulation has gone through all of the hoops that it needs to go through. The feeling that was noted in the AOPA magazine was that they were going to loosen up on it. They can't keep going as they are. He said he is in full agreement with keeping an airplane in the hangar, but if he can fit his Jaguar under the wing, who cares. Ms. deLaBruere said that this is the policy which is linked to the Order that is already in place. The policy part of it has to do with the enforcement and the Airport coming up with a compliance plan that if things are not being done right, how the Airport will fix it. She thought the public comment period ended September 5. Order 5190.6b is already in place and it was passed quite a while ago. Mr. Swanson said he thought the comment period had been extended to the end of the month.
- XII. **ASSEMBLY LIAISON COMMENTS:** Assembly Member Jerry Nankervis said the Assembly has mostly focused on housekeeping measures with the elections coming up. Jesse Kiehl was reelected. There will be two new Assembly Members: Deb White and Maria Gladziszewski. They will probably take a few meetings to get up to speed. The Committee of the Whole met on Monday and they met with the group advocating for an increase in the tobacco excise tax. This was referred to the Finance Committee. There was also a presentation from the Engineering Department and the Wastewater Treatment folks regarding possible options to do with the bio solids issue. The previous Monday, the Assembly addressed the wireless telecommunications facilities ordinance, which was finally passed. With the elections, this may or may not be his last meeting as the Assembly Liaison to the Airport Board. He said it was a pleasure to work with the Board and it is obvious that everyone has a vested interest in moving the Airport forward in spite of some obstacles that might be in place and in the best manner possible for the community. He appreciated that and Ron's service. Acting Chair Heuelsen asked if Mr. Nankervis could request coming back to the Airport Board as they have enjoyed his attendance. Mr. Nankervis said he could request the assignment and noted the Board could make the request, too.

AIRPORT BOARD MEETING

October 8, 2014

Page 8

XIII. **BOARD MEMBER COMMENTS:**

A. Dennis Harris noted that he had been very pleased to see staff (at what he thought was their lunch hour) urging people not to park at the sidewalk. All summer long the jam was horrible. He wished they could have had the ability to pull in and drop people off that they had this past week all summer long. It would have been very helpful. He said there is a desperate need. He suggested having a part-time staff member directing traffic as it would really help.

B. Joe Heuelsen said there are times in the late night when the last flights are coming in and the Police are otherwise occupied, he said he counted 12 cars parked in the front. It does make it tough for other cars to pick up their passengers. He realized that at the late night things get a little bit lax, but if there is anything that can be done, it would help. There are a lot of people trying to get off the airplane and to the parking lot and it makes it tough when people are just parked out there.

XIV. **ANNOUNCEMENTS:** None.

XV. **TIME AND PLACE OF NEXT MEETING:** The next regular Airport Board meeting will be held on November 12, 2014, at 6:00 p.m. in the Alaska Room.

XVI. **EXECUTIVE SESSION:** None.

XVII. **ADJOURN:** *Robert Mackey moved, Dennis Harris seconded, to adjourn. The meeting adjourned by unanimous consent at 7:16 p.m.*