



**MEMORANDUM**

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TO: Patricia deLaBruere,  
JNU Airport Manager

DATE: March 3, 2015

FROM: Catherine Fritz, AIA  
JNU Airport Architect

RE: Architect's Report of February 2015 Activity

Architectural work in the Projects office during February 2015 focused on the Concessions Expansion Project. Renovation of the former Juneau Meeting Room (soon to become Alaska Airlines' administrative offices) is nearly complete. Offices will begin moving on March 6, 2015. Design work for the new Bar and Prep Kitchen was completed in February and forwarded to CBJ Engineering Contracts office for bidding. The current schedule calls for bids to be opened on April 3, 2015. The contractor will have 60 days from the issuance of Notice to Proceed to meet substantial completion of the Bar, and an additional 10 days for all other areas.

Renovation costs for the new Bar and Prep Kitchen are higher than originally expected. This is due to the need for an additional heat pump and electrical panel to serve the area, as well as a general under-estimate of the extent of work that would be needed during conceptual project development. A separate memo will be included in the Airport Board packets to discuss the impacts of the increased cost and options for proceeding with the project.

Based on funding approval by the Airport Board at the February 2015 meeting, the CIP fund has been set up to proceed with the Request for Proposals (RFP) to hire a design team for the ARFF building addition project. The RFP will be drafted during March and forwarded to the CBJ Engineering Contracts office for advertisement.

Other work in the Projects office during February included continued improvements to the Airport website and development of purchasing specifications for the kitchen and bar equipment that will be needed for the Concessions Expansion. Staff was recently told by Commercial Signs & Printing that the mock-up of the Welcome to Juneau / Welcome to JNU Airport sign will be complete by March 6, 2015. We do not yet have a fabrication date.