

MINUTES of  
AIRPORT BOARD MEETING  
May 13, 2015  
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     | Catherine Fritz, Airport Architect |
| Marc Cheatham, Deputy Airport Mgr.    | Ken Nichols, Airport Engineer      |
| Scott Rinkenberger, Airport M&O Sup't | Keith Walker, Fire Department      |
- Public Present:
- Brooke Walker, Aero Services
- III. **APPROVAL OF MINUTES:** *David Epstein moved, Mal Menzies seconded, approval of the minutes as presented. The motion passed by unanimous consent.*
- IV. **APPROVAL OF AGENDA:** *Joe Heueisen moved, David Epstein seconded, approval of the agenda as presented. The motion passed by unanimous consent.*
- V. **PUBLIC COMMENTS:** None.
- VI. **INTRODUCTION:** Airport Manager Patty deLaBruere introduced Scott Rinkenberger as the new Superintendent. He came to the Airport from Wings. Mr. Rinkenberger said he is excited to have been appointed to the position. He said there is a very talented set of men working at the shop. He noted that Mark Lykins and Lamar Riddle are scheduled to retire in about seven months. He is trying to tap into their experience to get up to speed. He comes from a flight operations background, with various operators. He most recently managed the Alaska operations for Wings of Alaska. He is originally from Colorado. He was also a trooper in Colorado for 13 years. He left that to pursue other opportunities. He looks forward to many improvements at the airport.
- VII. **UNFINISHED BUSINESS:**  
A. **Aircraft Rescue Fire Fighting (ARFF) Apparatus and Building Update**  
(Attachment #1): The Airport has been working with the Fire Department and the Federal Aviation Administration (FAA) to determine the procurement of the new ARFF truck and the building modifications necessary to the ARFF bays. The building does not currently meet code for the current vehicles per the FAA Advisory Circular (AC).

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Therefore, staff is looking at how to accommodate the equipment until the long-term picture of modifying the building is done. Airport Architect Catherine Fritz said there is a process that is prescribed by the FAA through the ACs. The initial thought was to buy a truck and make the building longer or perhaps build a new bay on one side the building. It is really more extensive than that because the doors are too small and the apparatus bay is not high enough. If the Airport is able to purchase a 3,000 gallon truck, then some temporary changes will need to be made to the building to bust out a storage area and take part of the mezzanine to get the truck in the building. It will sit there just like the other trucks that are non-complying with clearances. It will get in the building but will not meet the safety and AC requirements. Staff will continue to plan significant modifications to the building, which could be as extensive as demolishing the whole apparatus bay and rebuilding it in a way to accommodate the new and existing equipment. A design team needs to be hired to find out the best option. A Request for Proposals (RFP) is ready to be issued to start the process of getting a design team on board.

Chair Godkin encouraged staff to look to see if there is an ability for a waiver to the AC from the FAA to buy time. Ms. Fritz said this was discussed briefly on page 5 of the memo. Whether the truck is housed in the fire station house or the ARFF side of the house, temporary modifications will be needed. Chair Godkin said that all the options need to be reviewed to see if there is some sort of waiver if Option 2 is used. If the wish is to get Option 1 and 3, a longer bay will be needed. Vice Chair Joe Heuelsen asked what the timing is for a new truck and building. Ms. Fritz said staff is ready to purchase the truck, but if there are strong feelings about the benefits of a specific truck, then those are very critical for staff to understand. The truck is the driver. If long-term changes are the way, staff knows it cannot be done within the current federal fiscal year grant. Staff has asked the FAA to break it into two grants assuming long-term changes to the building.

Chair Godkin said that a 1,500 gallon truck (which is only a couple of more inches longer) could be purchased to replace the 1993 ARFF vehicle, look at the 3,000 gallon truck for the replacement of the 2003 ARFF vehicle and coincide the modification of the building ahead of time. Ms. deLaBruere suggested that a look at the design for the future would be a good idea. Chair Godkin said as a retired firefighter, having a 3,000 gallon truck and a 1,500 gallon truck is a much better idea when fighting an aircraft fire. He would rather see the 3,000 gallon truck. Once the water runs out, it takes a long time to resupply. Keith Walker agreed with the Chair. The more resources the responding individuals can have right away, the more likely they are to be able to affect getting people off, which is their primary concern. The more agent brought to bear in the first few minutes could be significant. Ms. deLaBruere said the FAA Certification Inspector recommended the 3,000 gallon truck at the last certification inspection. If the Airport can purchase the 3,000 gallon truck and make minimal modifications until the design is received and take the time to do it, she thought the Airport would actually be ahead of the

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*game. Joe Heuelsen moved, Mal Menzies, to pass a motion of support for the 3,000 gallon truck and base the architectural planning around that. The motion passed by unanimous consent.*

### VIII. NEW BUSINESS:

- A. Airport Manager's Evaluation:** Chair Godkin said the Airport Manager's evaluation is due in June and she is due a merit increase. Going into executive session in the June meeting will allow the merit increase to occur on time. He will begin the process and plan on having an executive session in the June meeting to discuss the Manager's evaluation.
- B. Transportation Security Administration (TSA) Security Mandate.** The TSA has issued a Security Directive (SD) which requires the Airport to resubmit fingerprints every two years for any Security Identification Display Area (SIDA) and Sterile badge holder. This Directive will impact tenants/users and the Airport for the additional costs of the recurrent fingerprint criminal history records check (CHRC). The Airport has been on national teleconferences and working with local TSA on the issues. Deputy Airport Manager Marc Cheatham said the Airport is required to have this in place by July 27, 2015. People who are grandfathered in will have to get their fingerprints taken and submitted and it will need to be done every two years. The problem with this is the cost associated to process it and staff time. This will create a lot of problems, including unclassifiable prints. Some people do not have prints so every two years the Airport will have to go through an excessive process of filling out their biographical information, sending it out and taking months to get back. This could impact some tenants' operations.

Ms. deLaBruere said the air carrier is not included in this as they have their own security program and do their own fingerprinting. Those people will be taken out of the equation. Mr. Cheatham said this directive was toward the Airport, not the airline. Therefore the airline can do the prints or they can request the Airport to do the prints. For Alaska Airlines this would entail travel to Anchorage, which takes a lot of time and travel to do. This will require a lot of time for the badging office and the Airport Security Coordinators for reviewing the prints and working the FBI to get the prints back in an expeditious time frame. Ms. deLaBruere said this is just an FYI. There are more questions that need clarification from the TSA. She said she wouldn't be surprised if the deadline is extended, but staff is not counting on that.

Staff is going through ACI - NA (Airports Council International -North America) and AAAE (American Association of Airport Executives) for questions. They are on board with this. A lot of airports have questions. Board Member Dennis Harris asked if the TSA was providing funding for this. Mr. Cheatham answered that they are not. Mr. Harris' second concern was that the Badging Office is over scheduled or something because he has always been on time for his appointments and he has

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always had to wait anywhere from 10 to 45 minutes for his appointment. He did not know what kind of problems were involved, but he found it very frustrating dealing with it. If he was a contractor or tenant that has to show up and wait, he would get really antsy about it. He thought that an additional person or space may be necessary. Ms. deLaBruere said staff is doing badging and badging duties outside of the normal hours just to get people in. While there is always the normal influx of badges this time of year, there is more so due to projects. The badging process will need to be reevaluated.

If badging has occurred within one year from July 27, a person is good for another year. But if prints have not been done within two years, the fingerprints will need to be submitted on the renewal date after July 27. This will not be a bulk situation of everyone at once. In addition if a person is arrested for one of the 28 disqualifying offenses, badges will be revoked until the person is proven guilty or innocent. Ms. deLaBruere said that in the past, it was if a person was convicted. Mr. Cheatham said the TSA is working on something called Rap-Back. The Airport will need to do this for four to five years. The FBI has Rap-Back in place where it actually goes back and continuously watches the rap sheet while you are working at an airport. This is done through the TSA. It is very expensive right now and the infrastructure is not in place. Once Rap-Back is in place, everything will go back to the way it is doing fingerprints only once. This will probably include a fee.

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

1. Airport Engineer Report (Attachment #2): Mr. Nichols reported he has been working with the Master Plan consultant. The forecasts and work shop are coming up in June, which are slated for the day before the June Board meeting, and then there will be an update on the Board meeting night, June 10. Things are progressing very fast on the Runway Rehabilitation Project. Some things are behind and some things are ahead, but overall the Airport is on schedule for the reopening of the main runway on the overnight of July 1. Approximately 6,000 to 7,000 tons of asphalt has been laid.

Ms. deLaBruere said that while laying RAP near Ward Air, contaminated soil was located. DEC was called. Carson Dorn is on board to write up the report and plan for the contaminated soil, testing and eventually disposal. It is not a lot so far. It is a smaller area and more will be known once the testing comes back. It is not known what the contaminating factor is. The site is at the edge of Channel Flying and Ward Air. It is in the middle and in a "no man's" area. Both Aral and Craig Loken and the Airport will be addressed in the DEC letter.

Ms. deLaBruere said the notice of violation that occurred during the first phase of the Runway Safety Area has been settled. This was holding up closing out the grant.

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The Airport is going to go forward with a letter to AIC and hopefully the grants can be closed out.

Mr. Nichols said he will have the cost of the repairs for Alaska Airlines caused by the cargo aircraft. It is expected that Alaska Airlines will pay for these repairs. Ms. deLaBruere said that significant ruts have been caused over the course of the years. Their employees have twisted their ankles in these ruts.

Alex Holden Way has been repaved and looks good. The final plan will be to raise the roadway and fix the drainage problems.

The Airport put the Northeast Development Area into federal fiscal year 2016. The Airport will soon know what projects the Airport will be spending this year's funds on. Ms. deLaBruere said that the Airport is looking for F&E (Facilities and Equipment) funds for the 26 MALSR (Medium Intensity Approach Light System with Runway Alignment Indicator Lights). In doing so, the Airport does not put it into the Capital Improvement Program. It can be lobbied for to a point. The Airport needs lobby for these FAA F&E funds. Tom Clark with the FAA said the best bet would be political pressure to get this project finished.

Board Member Mal Menzies asked if the vault work had been completed. Mr. Nichols said the contractor is running over the tops of the lids while paving. The electrical contractor is busy trying to stay ahead of the paving crew. He anticipated as the end of June approaches, there will be some time in the schedule to get them done – before the runway reopening.

Mr. Menzies also asked about the plans for the RAP (reclaimed asphalt pavement). Mr. Nichols said he would auction off the material and put money in the bank for future projects. Board Member Marty Myers said there are areas by the gates that have sand and areas around the hangars that could use the RAP. Mr. Nichols said the areas that RAP has been placed were areas that did not take a lot of prep time and the contractor could get in and out with little problem. Chair Godkin said his concern was that the RAP would have to be moved at some point in time. He said there are four contractors that would be interested in the RAP. He said this should be looked at sooner rather than later. The longer it sits, it will become a real nightmare.

Board Member Dennis Harris noted that a Tongard truck and another he has seen is carrying loads with fine particulates and not covering their loads. He wanted to make sure that if this is being done for the Airport, that the loads are covered as required by law.

2. Airport Architect Report (Attachment #3): Airport Architect Catherine Fritz reported the concession expansion contract is under way. The contractor has been

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excellent. This is Mike Sturrock's first job as a new businessman under Island Contractors and he is doing a great job. He used to work for North Pacific Erectors and has been a carpenter for a long time around Juneau. He is very excited to be starting his business with our project first. Progress meetings are held every two weeks. This has a very short time line and it has taken a lot of work before the construction to make sure that the orchestra was all poised to play when it was time. They are now playing and it is going great. JDA (Jacobsen/Daniels Associates LLC) is aware of the schedule and the work and the part that the Airport staff is doing. The contractor's work is in full force. Staff is optimistic that this will be done on time and within budget.

The Welcome to Juneau/Welcome to the Airport is on the premises. It has arrived and will be framed on Monday. If everything goes as hoped, it is expected to be done on Tuesday.

The roof for the Airfield shop is in bad disrepair. Staff was concerned about the rot. Therefore, staff is working with Mike Sturrock under a separate agreement. He will take a look at it to see if something can be done in the short-term. There are a couple of plans to get it done as a late summer project, if the money can be found or do some kind of patch to go through the winter and then look at replacement first thing next spring. Replacement of the roof is critical and needs to be done soon.

Mr. Harris commented that the signage for the smoking areas needs to be large enough so that people can see it. It is not obvious. He asked staff to please try to do something soon. There also needs to be signage that says shuttle vans and reserve taxis are on this side and available taxis are on this side because people constantly go to the cab waiting for the Alaska Airlines crew. If you just sit out there and watch the behavior of people who don't know anything about this airport, the signage is totally inadequate for anybody to find anything when they first arrive in Juneau.

IX. **CORRESPONDENCE:** None.

X. **COMMITTEE REPORTS:**

A. **Finance Committee:** Committee Chair Joe Heueisen reported no meeting has been held nor anticipated in the near future.

B. **Operations Committee:** Committee Chair David Epstein said there was no report.

XI. **ASSEMBLY LIAISON COMMENTS:** None.

XII. **PUBLIC COMMENTS:** None.

XIII. **BOARD MEMBER COMMENTS:** Mal Menzies asked how the hangar inspections are going. Ms. deLaBruere reported they are going well. It is slow but sure. The Airport's

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and Water's part of the inspection go very rapidly. Staff has not seen anything out of the ordinary. The Water Department has gained a lot of information for what they have to do in order to take that next step of turning the water back over to the City. No major problems have been noted for the Fire Department at this point. These inspections are typically done on Thursday afternoons. Chair Godkin said that an owner of Ward Air had felt very intimidated by so much brass that showed up. Mr. Rinckenberger said it is generally John, Travis and him from the Airport, one from the Water Department (but now two as one is from the Water Department and one is a metering specialist) and generally the Fire Marshal and his deputy. The first couple of weeks were a learning curve. Generally they are non-confrontational. The only thing from the Fire Department is generally the fire extinguishers. There is some regulation that requires a fire extinguisher that is a BC only as A is super corrosive to avionics. The crew is trying to make this very cordial. Chair Godkin suggested communicating what to expect and how many people to expect. Ms. deLaBruere said she thought Ward Air was the very first inspection. Staff told her that they were looking at things with a fine tooth comb. She told them to look at what is in the hangar with the nature of the business, similar to someone who is doing aircraft maintenance and repair, which would have a lot of other things in the hangar. If there is a bike in a hangar, maybe they're using it to run back and forth between hangars. Mr. Menzies said that it had been very cordial when his hangar was inspected. He said the lesson was to outline what would be inspected.

XIV. **ANNOUNCEMENTS:** None.

XV. **TIME AND PLACE OF NEXT MEETING:** The next regular Airport Board meeting will be held on June 10, 2015, at 6:00 p.m. in the Alaska Room.

XVI. **EXECUTIVE SESSION:** None.

XVII. **ADJOURN:** The meeting adjourned by unanimous consent at 7:33 p.m.