

MINUTES of
AIRPORT BOARD MEETING
July 8, 2015
Alaska Room, 6:00 p.m.

I. **CALL TO ORDER:** Acting Chair Joe Heueisen called the meeting to order at 6:00 p.m.

II. **ROLL CALL:**

Members Present:

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| David Epstein | Joe Heueisen | Martin Myers |
| Dennis Harris | Robert Mackey | |

Members Absent:

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| Mal Menzies | Angela Rodell |
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Staff/CBJ Present:

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| Patty deLaBruere, Airport Manager | Debbie White, Assembly |
| Marc Cheatham, Deputy Airport Mgr. | Teri Camery, Community Development |
| Catherine Fritz, Airport Architect | Eric Feldt, Community Development |
| Ken Nichols, Airport Engineer | Keith Walker, Fire Department |
| Scott Rinkenberger, Airport M&O Sup't | |

Public Present:

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| Mike Wilson, Coastal Helicopters | Craig Loken, Inian Inc. |
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III. **APPROVAL OF MINUTES:**

A. *David Epstein moved, Robert Mackey seconded, approval of the minutes of the June 10, 2015, meeting as presented. The motion passed by unanimous consent.*

B. *David Epstein moved, Marty Myers seconded, approval of the minutes of the special meeting of June 23, 2015, as presented. The motion passed by unanimous consent.*

IV. **APPROVAL OF AGENDA:** Airport Manager Patty deLaBruere noted two items that were to be carried over from the last month were moved to the August meeting. These items were the election of officers as well the tabled items and due to the number of people absent for this meeting, they have been moved to the August meeting. Board Member David Epstein said he had an item for New Business, regarding naming a street within the Airport property for Pete Carlson. *The agenda as amended was approved.*

V. **PUBLIC COMMENTS:** None.

VI. **UNFINISHED BUSINESS:**

A. **Clean Up Violation of Jordan Creek Greenbelt** (Attachment # 1): Ms. deLaBruere said Attachment #1 is a letter from Community Development (CDD). She noted Teri and Eric were in attendance for further questions. Last summer and into fall, there were

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problems in the greenbelt area on Yandukin. A letter was written by the Juneau Police Department (JPD) in July regarding the problems they had encountered there. It was the wish of the Board at that time to have that area cleaned up pursuant to JPD's request. At that time, the Superintendent started working with Ms. Camery to move forward with the Planning Commission to do some sort of cleanup in the area. That Superintendent left in October and staff got into the winter months and recently hired a new Superintendent. There was a complaint about some limbs and sharp objects and other things that occurred in June. Mr. Rinkenberger went out there to do some cleaning without knowing all the processes. It was stopped very quickly and CDD was contacted. CDD went out and then issued the letter. Staff plans to respond to the letter and formulate a plan for the area. Mr. Epstein said it appeared there was a gap in communications between Ken and the new Superintendent. Ms. deLaBruere said that by the time Scott began, staff was wrapped into seven-days-a-week of runway rehabilitation. Scott took the helm on a lot of things so she did not blame either one of them.

Mr. Epstein asked the CDD representatives to speak on what penalties may be levied on the Airport. Teri Camery, Senior Planner with CBJ Community Development Department, said as far as penalties, she hoped there will not be any penalty. They are following the enforcement letter under the guidance of the Manager's Office and the CBJ Law Department at this point. The letter requires a draft mitigation plan to be submitted by July 25th. She said they appreciate the public safety concerns that the Airport faces and it is certainly a very difficult situation. At the same time, they have been instructed to implement the code with the Airport in the same way it is done with anyone else. She hoped to work with the Airport and the Juneau Police Department to find some broader solution for the issues that are in the area that also protects the creek. She was sorry that it has come to the circumstance of enforcement.

Board Member Dennis Harris said he was concerned that this is going to be an ongoing problem. He asked if a written plan with maps detailing how the Airport will maintain the area and still not violate the setback requirement and still keep it so that things are visible in order to maintain a secure area. Ms. Camery said she agreed with the need for a long-term solution. She cannot state at this point what it would be but would need to work together to figure it out. If the trimming needs to be done on a regular basis, then a variance could be crafted in such a way to allow that.

Acting Chair Heueisen asked to define a mitigation plan. Ms. Camery said the letter describes it as a plan that addresses the functions and values lost from the trimming. CDD does not develop mitigation plans for situations like this. It has been deliberately left up to the Airport to develop the plan with a landscape architect or any number of people that you might have on staff or find within the community to look at the functions of the 25-foot no disturbance zone and find a way to address what was lost while still meeting the public safety concerns.

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Mr. Epstein suggested there are scores of airports that have dealt with the same issue. He suggested that the AAAE (American Association of Airport Executives) networking can be drawn upon to help get to where the Airport needs to be.

B. Capital Improvement Project (CIP) Review. Ms. deLaBruere said the Airport went before the Assembly Committee of the Whole to request assistance in local match funding for a few CIP projects. Part of this came about when the Airport was working with Bob Bartholomew from Finance and Rorie Watt to put a plan together, then found out that a memo put out by the Finance Department didn't meet what the Assembly wanted to see for a new General Obligation Bond at this time. The projects are not gone forever, staff may have to formulate something different or restructure the schedule within the CIP. The Airport does not want to miss out on the AIP (Airport Improvement Program) dollars that are out there or miss out on a year that it is not using entitlements or possible discretionary funds. Staff wants to move forward in some fashion, whether it is restructuring the three projects or moving other things around. Staff would like to put together a group to help champion the projects. She suggested holding an Airport Board Committee of the Whole meeting, as well as public awareness.

VII. NEW BUSINESS:

A. Economic Impact Study of Juneau International Airport Proposal (Attachment #2): A proposal was received from Sheinberg and Associates (S&A), who is a subcontractor for URS as part of the Master Plan. When the Master Plan started, several Board members asked to get an updated Economic Impact Statement (EcIS). The FAA will not pay for this, but S&A is already working the data and it would be another step to get pull together an EcIS. The cost is \$8,500, which is a deal because the last time it cost approximately \$25,000 by The McDowell Group. This will have to come out of the M&O (maintenance and operations) budget. Ms. deLaBruere said this would be an update of numbers that haven't been done since 2000 or 2001. There have been bits and pieces but not specific to Juneau. Staff is interested in how the Airport sits right now, what is the value of JNU and update the numbers as to how it fits into the community and the Southeast. She said one report said there are about 950 jobs at the airport directly. There is a lot more data and specifics they can gather to give a good solid document that can be handed out for years. Acting Chair Heueisen said there are a lot of misconception in the community about the Airport and the way the Airport is run and the Airport's economic impact on the community. He thought these numbers are vital and need to be current to present to the Assembly and to the rest of the people who read the paper. Ms. deLaBruere said there are two ways to go about this report. Although she understood McDowell Group has done an excellent job in the past, but the project may cost in excess of \$25,000 if it goes out to bid. She felt the proposal was provided at such a good rate as S&A is already gathering a lot of the data for the Master Plan. There will still be more to data to retrieve. If the Board wishes to go out for an RFP or put it on the back burner, that can be done as well. *Marty Myers moved, Robert Mackey seconded, to approve the use of Fiscal Year 2016 Airport Operating funds in the amount of \$8,500 for an updated*

Airport Economic Impact Study through a supplemental agreement with URS. The motion passed by unanimous consent.

B. Appropriate Aircraft Rescue/Fire Fighting (ARFF) Truck Grant and Match:

Staff has applied for an FAA Airport Improvement Program (AIP) FFY15 grant in the amount \$850,000 for the purchase of a 3,000 gallon Airport Rescue Fire Fighting truck. Staff requests approval to appropriate this grant and Alaska Department of Transportation (ADOT) matching funds of \$28,333. Local match funds of \$28,334 provided by CBJ FY16 CIP area wide sales tax (through Resolution 2713(d) dated May 18, 2015). *David Epstein moved, Robert Mackey seconded, to approve appropriation of FAA AIP grant in the amount \$850,000; ADOT match in the amount \$28,333, and local match of \$28,334 from the CBJ CIP 2016 (area wide sales tax) to a new CIP for the purchase of a 3,000 gallon ARFF truck. The motion passed by unanimous consent.*

C. Appropriate Aircraft Rescue/Fire Fighting (ARFF) Building Modification

Design and Environmental Phase I A and B: Staff has applied for two FAA Airport Improvement Program (AIP) FFY 15 grants for Phase I (parts A and B) in the amounts of \$325,000 and \$75,000 (total \$400,000) for design and environmental review of the ARFF building modification to meet FAA Advisory Circular (AC) for the acquisition of a 3,000 gallon ARFF truck. The FAA has requested that the Airport break the design and environmental grant requests into two separate grants. Staff requested Board appropriation of these FAA AIP grant amounts. Staff also requested approval to appropriate the Alaska Department of Transportation (ADOT) matching amounts of \$10,833 and \$2,500, respectively. Local match funds will be provided by the CBJ FY 16 CIP area wide sales tax (through Resolution 2713(d) dated May 18, 2015), for the amounts of \$10,834 and \$2,500. *“Dennis Harris moved, Robert Mackey seconded, to approve appropriation of two FAA AIP grants in the amounts of \$325,000 and \$75,000; ADOT match grants in the amounts of \$10,833 and \$2,500, and local matches of \$10,834 and \$2,500 from the CBJ CIP 2016 (area wide sales tax) to a new CIP for ARFF building modification design and environmental review. The motion passed by unanimous consent.*

D. Appropriate Revenue from the Sale of Sand, Reclaimed Asphalt Pavement (RAP), Auctioned Float Dock, and Auctioned Aircraft, to Airport Revolving Capital Reserve Account.

Staff requested approval to appropriate revenue from the sale of sand (\$26,800 invoiced to Miller Construction for use on CBJ Harbor project), RAP (unknown revenue), auctioned aircraft (\$2,600), and the auctioned float dock (\$8,100) to the Capital Reserve Account, for use as local match on Capital Improvement Projects (CIP) revolving fund. Further, staff requests approval to transfer \$9,000 of these funds into the Master Plan CIP to account for minor overages and continuing administrative costs (mostly staff time and CBJ overhead). This work is not AIP eligible. *“David Epstein moved, Robert Mackey seconded, to approve the appropriation of revenues from the sale of sand, RAP, auctioned aircraft, and auctioned float dock, to the Airport Capital*

Reserve Account, and transfer \$9,000 from the Airport Capital Reserve Account to the Master Plan CIP. The motion passed by unanimous consent.

E. Runway Safety Area (RSA) Phase II B Design Northeast (NE)/Northwest (NW) Apron and Continued Perimeter Fencing. The next phase of the RSA is to design the (filled/permitted) aprons and continue the fencing on the south side of the Airport. At this time, the FAA 2015 Reauthorization bill allows for continuing 2011 projects under a 95% federal participation. The RSA is one of these projects. Staff has applied for an FAA Airport Improvement Program (AIP) grant in the amount of \$824,624 for the design of the NE/NW aprons and continued fencing. Staff requests approval to appropriate this grant and Alaska Department of Transportation (ADOT) matching funds of \$21,700. Local match of \$21,701 to be forward funded from the Airport Operating Fund Balance Reserve to be reimbursed with a future PFC application. *Robert Mackey moved, Dennis Harris seconded, to approve appropriation of FAA AIP grant in the amount \$824,624, ADOT match in the amount \$21,700, and local match of \$21,701 from the Airport Operating Fund Balance Reserve (to be reimbursed with a future PFC application), for the RSA Phase II B design of NE/NW Apron and continued perimeter fencing. The motion passed by unanimous consent.*

F. Naming Airport Street After Pete Carlson, Former Airport Board Member and Tenant: Mr. Epstein said he had been contacted by a local member of the aviation community, Albert Clough, about bringing to the Board the concept of naming a street or some other facility within the Airport boundary in honor of the late Pete Carlson. Ms. deLaBruere said she wanted to research this as far as guidance from the City and follow the protocol for taking the first step on this project. Acting Chair Heueisen asked staff to give a list of potential roads they could dedicate and put this on the agenda for the next meeting. Ms. deLaBruere said it may go to the September meeting as they may take a little time.

G. Airport Manager's Report:

1. Airport Engineer Report (Attachment #3): Airport Engineer Ken Nichols reported that he had been working seven days a week finishing up the Runway Rehabilitation Project. The runway was reopened on July 1 with a big effort from the contractor, safety officers and everyone involved.

DEC's multi-sector storm water permit was issued earlier this year and became effective April 1 with a compliance date of the end of September to develop a storm water pollution prevention plan update with the tenants and then submit the revised notice of intent. There is coverage under the previous permit. There will need to be some discussion about best management practices are utilized, snow storage areas, where snow is blown and pushed that might be contaminated with chemicals, what chemicals are used, how the drainage system has been changed (which was done with the runway rehabilitation project) and there are future plans to do more changes. All

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of this plays into the factors. The current process for the aircraft deicing chemicals (the smallest deicing chemicals used at the airport) is routed to the drainage system that goes into a ditch which currently flows into Jordan Creek which allows for some attenuation and biological treatment of those fluids. The future plans as the taxiway rehab is completed will be to capture those chemicals that run off and route them to the float pond for passive treatment in the pond rather than into Jordan Creek. This is in compliance with the permit.

2. Airport Architect Report (Attachment #4): Airport Architect Catherine Fritz reported the concessions expansion project is very close to completion. The final inspections have occurred. It is up to the concessionaire to get all of the final permitting so that they can operate. They said they are planning on being at the Assembly meeting on July 20 where their liquor license will be heard. They are considering moving into the prep kitchen area before the liquor license, which requires a Department of Environmental Conservation approval. Staff is excited. The Maintenance crew will do a once over cleaning prior to opening. Both spaces should be open within a couple of weeks. This project includes a real bar with a bar that can be sat at and there are tables and chairs next to the windows to look out and it will be fully open to the departure lounge. The concessionaire has purchased a couple of big screen TVs so they are planning to have it look like a real bar. The beer will be on tap and they will minimize their use of bottles and cans to virtually none.

The hot food that will be offered on the secure side only will be prepped in the prep kitchen and will include items like barbeque pork sandwiches. It also has a greaseless fryer which will make French fries and chicken strips and traditionally fried foods that are not actually fried. In addition, they will use the prep kitchen to make salads, wraps and sandwiches during their off hours to supplement what is currently provided entirely offsite from other vendors. Those will be sold on both the secure and non-secure sides.

Progress has been made on the roof investigation of the Maintenance Shop during June. The Engineering Department issued a modified proposal using their term contractors to get a designer hired for the Airport. They selected Jensen Yorba Lott Architects. Ms. Fritz had a meeting with Tony Yorba and they drafted a project agreement, which was sent to the Engineering Department last week. Hopefully the contract will be signed with a designer in place soon. She has discussed a couple of different roof systems but as soon as the contract is in place, they will look into it quickly. They also discussed adding a clause in the contract that allows a winter shut-down if there is not good weather or possibly bid it as to items: Bid scenario A would be get the roof done by November 30 or Bid Item 2 would be get the roof done by May 30. They are both concerned about trying to pull the roof in October or November especially if there is a harsh winter as there is so little room to operate over

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there. The plan is to advertise in early August. Hopefully a contractor will be on board by the end of August.

After requesting clarification from the FAA on exactly what had to be completed to receive grant monies for this current grant year, staff realized that the ARFF projects had to accelerate significantly. Keith Walker and Ms. Fritz completed the specification and got it off to the Purchasing Department. Ms. Fritz has been working with the Purchasing Department to make sure there were on board with the tight timeline. They are pulling out the stops to get it on the streets. This will include any type of ARFF truck that meets the specification, which both Rosenbauer and Oshkosh meets the needs. There will be a slight delay in the award as the Airport does not have \$850,000 in the bank to encumber funds. The Finance Department has allowed the Airport to advertise and the bids can be opened, but it cannot be awarded until the money comes through. It is expected to have the contract signed in September or the first of October.

The design modification RFP for the ARFF building is also down in the Purchasing Department and will be going out for an RFP similar to the Northwest development areas. A design team will be hired to look at possible concepts for modifying the Glacier Valley Fire Station, both for the immediate term and then for the longer term. An environmental analysis will be done before the FAA can release the funds for the construction. At the end of the design contract, the Airport will have bid-ready plans and specifications to be able to build whatever the Airport decides needs to be done to modify the building. The construction funding will be in a future AIP request.

VIII. **CORRESPONDENCE:** None.

IX. **COMMITTEE REPORTS:**

A. **Finance Committee:** None.

B. **Operations Committee:** None.

X. **ASSEMBLY LIAISON COMMENTS:** Assembly Member Debbie White said the Human Resources Committee and Assembly chose to keep Joe Heueisen and appointed Angela Rodell. Ms. White said Ms. Rodell has worked on a lot of large grants and was very involved with the Ted Stevens International Airport, with a heavy accounting background. She came to Juneau as a Commissioner of the Department of Revenue. She has fallen in love with the community and is looking forward to doing her part to make it better. Ms. White said she thought that Ms. Rodell will be a good addition. There was at least one other person that would have been a good addition to the Board, but it was a very tight decision.

XI. **PUBLIC COMMENTS:** Mr. Rinkenberger said that a member of his crew, Aaron Dean, was inspecting the runway on June 21 when he saw a piece of debris in the runway and obviously picked it up for FOD (foreign object debris). Mr. Dean recognized this FOD as

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a bolt and he suspected that it might be a part of an aircraft. He subsequently went over to Delta and then to Alaska Airlines. Alaska Airlines recognized it as a part to a Boeing aircraft and recognized it as a part of the landing gear for a 737. Alaska Airlines immediately conducted an inspection of all of their aircraft on the ground. The freighter, which was getting ready to depart and was delayed for the inspection, was found to be missing the part, which was a piece of the linkage that shuts the bay door when the gear retracts. If that wasn't detected, there was a possibility of very likely causing major damage to the aircraft or the possibility of the gear failing to extend upon its next landing. Mr. Dean was instrumental in preventing a very serious problem for Alaska Airlines. Mr. Rinkenberger recognized Mr. Dean in a letter of accommodation. He wanted to bring this up to the Board.

XII. **BOARD MEMBER COMMENTS:**

A. David Epstein commended Patty, Ken and everyone involved with the Runway Rehabilitation Project. From all appearances, it went off like clockwork and the runway is back in business. He recognized all involved for a job well done.

B. Robert Mackey said Mr. Dean's discovery was a very important disclosure. He was curious of a standard of recognition that the Board can do for something like that? He said it was an outstanding example of someone taking ownership from the security of the Airport, recognizing a problem and reporting it. That should be role modeled throughout the airport. He asked if there was an appropriate way that has been established in order to do this recognition without causing undue concern at the same time. Ms. deLaBruere said that things have been done through the City. She said the Board could do a similar letter. Mr. Harris hoped the Airport would check with the Mayor's office, because he was sure Mayor Sanford would also be interested in commending this employee. It was really outstanding.

C. Dennis Harris thought that the Airport Board was behind the eight ball on the bond issue. It was blindsided by Mr. Bartholomew's comments. It appeared to him that some of the comments that some of the Assembly Members made that the Airport has not been doing a good job in keeping the Assembly informed about the various issues involved with things like the SREF (Snow Removal Equipment Facility) movement and some of the other issues that have gone on. He said he was particularly upset at the Empire's editorial which he thought was quite unfair. He thought that all of the Airport Board members should take an opportunity over the next few months to informally talk to Assembly Members about the Airport and their particular concerns about getting the SREF building built and how the Airport fits into the City's overall financial plans. If the Airport has to be totally self-supporting, it cannot be and he thought this point needed to be made. This is partly because of the restrictions on the land that is owned. He felt that talking to the Assembly Members would help them understand what the Airport has to deal with.

Mr. Harris asked when the meeting times will be discussed because this meeting cost him about \$70 or \$80 in lost business. He would like to change the meeting time to 7:00 p.m.

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Acting Chair Heueisen said his intention as Acting Chair was to defer both election of officers and the decision on the meeting date and time until the next meeting when hopefully all members will be present to voice their concerns.

XIII. **ANNOUNCEMENTS**: None.

XIV. **TIME AND PLACE OF NEXT MEETING**: The next regular Airport Board meeting will be held on August 12, 2015, at 6:00 p.m. in the Alaska Room.

XV. **EXECUTIVE SESSION**: None.

XVI. **ADJOURN**: *Robert Mackey moved to adjourn. The meeting adjourned by unanimous consent at 7:19 p.m.*