

MINUTES of
AIRPORT BOARD MEETING
August 12, 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:

David Epstein*	Robert Mackey	Martin Myers*
Dennis Harris	Mal Menzies	Angela Rodell
Joe Heueisen		*via phone

Staff/CBJ Present:

Patty deLaBruere, Airport Manager	Ken Nichols, Airport Engineer
Marc Cheatham, Deputy Airport Mgr.	Debbie White, CBJ Assembly
Scott Rinkenberger, Airport M&O Sup't	Keith Walker, Fire Department
Catherine Fritz, Airport Architect	

Public Present:

Tom Williams, Ward Air	Ken Nestler, Tenant
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III. **APPROVAL OF MINUTES:** *Mal Menzies moved, Robert Mackey seconded, approval of the July 8, 2015, minutes. The motion passed by unanimous consent.*

IV. **APPROVAL OF AGENDA:** *Mal Menzies asked to move item VI, the Election of the Officers, up to this item so that staff and public will know who the permanent officers will be and can speak before them. The motion passed by unanimous consent.*

V. **ELECTION OF OFFICERS:** *Mal Menzies moved, Marty Myers seconded, that the slate of officers be offered to this Board of Joe Heueisen as Chairman, David Epstein as Vice Chairman, and Robert Mackey as Secretary. The motion passed by unanimous consent.*

IV. **APPROVAL OF AGENDA (cont'd):** Ms. deLaBruere noted an addendum (updated about 5:30 p.m.) had been added to the agenda. This addendum has to do with the appropriation of a grant amendment. *Mal Menzies moved, Robert Mackey seconded, for approval of the agenda as modified. The motion passed by unanimous consent.*

VI. **PUBLIC COMMENTS:** Tom Williams, Ward Air, thought it was a good idea to have a signup sheet for public comments similar to what the Assembly does. Sometimes the Board gets involved in a discussion and it is easy to forget that there might be someone out there that would like to comment on particular items on the agenda.

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VII. UNFINISHED BUSINESS:

A. **Board Meeting Night Discussion** (tabled from June 2015 Airport Board meeting): Assembly Member Debbie White said the Assembly works through the budget for several months of the year on Wednesday nights, which means she cannot be at Airport Board meetings on Wednesday nights. *Robert Mackey moved, David Epstein seconded, to move the regular meeting day to the second Tuesday of every month beginning September 8. The motion passed by unanimous consent. Dennis Harris moved, Robert Mackey seconded, that the regular meeting time be 7:00 p.m.* Board Member Dennis Harris said he loses money as the end of his shift is 7:00 p.m. Angela Rodell was concerned about the time being late for staff. She asked what the impact and cost of asking staff to come back to work at 7:00 at night before the Board goes forward. Ms. deLaBruere said it is a big concern for all staff. She said it becomes a very long day because their days can start very early if coordination needs to be done with people on the East Coast. She said consultants are paid to stay or come back and there would be costs associated there. Mr. Harris noted the Assembly, Planning Commission and a lot of other City boards meet at 7:00. Normally what happens is staff adjusts their hours accordingly so they aren't working overtime. Ms. deLaBruere said it doesn't work that way. Staff has to put in a day regardless due to meetings, etc., and said she had only adjusted her time once in the past 18 years. She said personally her brain does not function very well after about 8:00 at night. Mr. Williams said he had spoken to a number of tenants who really appreciated meeting at 6:00. Years ago when the Board met at 7:00, the meetings drug on really late. He said they hoped that the meeting would be kept at 6:00 as it works better for the tenants. David Epstein called for the question. *The motion failed.*

B. **Proposed Street Named After Former Airport Board Member Peter Carlson:** Ms. deLaBruere said another item brought forward from the July meeting was naming a street after former Airport Board Member Pete Carlson. He was active in the aviation community and the Board and had done quite a bit of work with the Airport. Several names were brought before the City Community Development Department (CDD), which names would not bring any conflict within the City & Borough. One of the areas is the south perimeter float pond road as this was a road Mr. Carlson enjoyed going out on. Once the area and name are decided, she will follow through with a City Planner. *David Epstein moved, duly seconded, to go forward with the request for naming the RAP side of the South Float Pond Road to Pete Carlson Way. The motion passed by unanimous consent.* Ms. deLaBruere said she will get this approved by a Planner and dedicate and name the South Float Pond Road Pete Carlson Way.

C. **Snow Removal Equipment Facility (SREF) Update/Capital Improvement Plan (CIP):** Ms. deLaBruere said as discussed at the Committee of the Whole meeting on July 28, the whole CIP list had been looked at. The SREF location and lack of funding were to be revisited to come up with some items to think outside the box. Staff worked with a group and made some headway to keep it on the Northwest side. In particular, the \$2 million that the public would not be pleased to pay. One of the ways to do this was to

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work on the funding the Federal Aviation Administration (FAA) is programming for 2016 and work backward, including the \$1.9 million to be repaid that could potentially be paid back through the Sales Tax or the special legislative grant and, therefore, opening it up for PFCs or some other eligible funding source. Staff intends to move forward and probably meet again in the next few weeks or month. Board Member Mal Menzies said Tom Williams, Airport Tenants and Users Group, really came through on his budget analysis experience. They boiled it down to the main equipment maintenance facility. It is how much money is left for other portions of the building. They needed Scott Rinkenberger at the meeting to help in the discussion and selection of what else the Airport has funds for or may possibly have funds for and what to prioritize those funds for. The next meeting will hopefully be the same group, with the addition of Scott to have his input as to how to move forward with the facility.

Ms. deLaBruere said the group discussed revenue bonds, but it is getting down to what size building that is 100% eligible that the Airport can get and then moving into other parts. If the building cannot be done to the best possible build design that allows either addition or the Airport absolutely has to have the other components, the Airport will look at revenue bond source. She said bond percentages are all over the charts, but until the next meeting is held, it is still a possibility.

Board Member Robert Mackey said the first priority is to make sure that a building is put together that basically meets all the needs the Airport has but is as lean as possible without needing revenue bonds and without hurting the functionality of it, which is the first priority. Revenue bonds will only be there if they are necessary, but he did not think they would be necessary at this point.

D. Aircraft Rescue and Fire Fighting (ARFF) Truck Bid: The Airport had two bids on a new 3,000 gallon ARFF truck. Rosenbauer America, Inc. is the apparent low bidder at \$654,638. The estimate for the truck was \$720,000, which was previously approved by the Airport Board.

<u>Bidder</u>	<u>Total Base Vehicle Bid</u>
Rosenbauer America, Inc.	\$654,638.00
Oshkosh Airport Products, Inc.	\$672,855.00

Final award will be based on receipt and appropriation of the federal, state, and local funding for this procurement. The grant application of \$690,638 includes administration, staff time and procurement. The award and appropriation of the grant have been forwarded on to the Assembly for action. This will lessen the amounts of entitlements used. In discussing the manufacturer of the equipment, Ms. Fritz stated that staff had discussed the use of one company over the other both internally and with the FAA. No one was convinced that there were compelling reasons to choose any particular company. In fact, the competitive bid process is based on the very thing that happened. The bids that were received were significantly lower than bids that were let two years ago for the

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State for the same trucks (which did not include shipping from Seattle). There was a lot of competition and the Airport got the truck for a very good price. Staff is confident in the product.

VIII. NEW BUSINESS:

A. Badging Office Changes: Ms. deLaBruere said that Marc Cheatham, Deputy Airport Manager, is now supervising the Badging Office, which falls more in line with the regulatory things that have to be done. As the regulatory changes run through Marc, it makes sense to have Marc as the supervisor. John Coleman will continue to be in charge of the business part. The second change to look at is possibly adding another position due to the demand on that office. This could be two part-time positions rather than one full-time. The work in this office is almost overwhelming, with the number of people that come through and keeping up with everything. Staff will look at the budget to possibly start the next season. She wanted the Board to be aware of this for future budget discussions.

The part time employee is benefited based on the number of hours worked. Board Member Angela Rodell asked for a cost comparison between having one full-time employee versus two part-time employees, listing the advantages and costs of each option. Ms. deLaBruere said the cost is forefront but the two people option is mostly because of the intensity of what goes on in this office. Mr. Harris said he supported having a second person so that appointments can be done on a timely basis. Chair Heueisen asked staff to consider the size and layout of the office. It is very inefficient as it is so small. He asked if both people would work in there at the same time. Mr. Cheatham said it would be 8 to Noon and 12:30 to 4:30 shifts. Ms. deLaBruere said the area has been recently remodeled and laid out to be more efficient. She said discussions have been held to moving the badging office upstairs and closer to the Manager's office, which would make it more efficient and larger.

B. Aircraft Rescue and Fire Fighting (ARFF) Increase to Index C: Staff is moving forward to getting the ARFF index changed to "C". The question came up of how fast the change would need to occur. Ms. deLaBruere said the day it happens is when it changes. The Airport is right on the cusp. This will be built into the budget and may change mid-cycle as the airline schedules are known. Personnel costs are estimated at \$976,000 to staff at the Index C versus the current cost of \$571,200. This would be for an increase of one staff member (from the current one staff member) around the clock. If this needs to change mid-stream, it will be brought before the Board and the Finance Committee. The ARFF charges are 95% charged to the 121 carrier and 5% to the GA/135 operators.

C. (Originally Item D.) Runway Rehabilitation Grant Amendment. (Runway Rehabilitation Work and Runway 8/26 Conversion to Runway 9/27): The addendum was changed just before the meeting due to some late afternoon discussions with the

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FAA. The Airport was originally going to apply for this year's entitlement funds to change the magnetic variance for the conversion of Runway 8/26 to Runway 9/27. After talking with the FAA, they said it was close enough to the Runway Rehabilitation Project that it could be run through it as a grant amendment and use discretionary money, saving the entitlements and rolling them over into the next year. This is a plus, plus for everyone. This will be a grant amendment to the Runway Rehabilitation Project. The first motion was appropriating the money and it was appropriated back in June at a special meeting at \$500,000 to get the Airport through until the grant was amended for the Runway Rehabilitation Project. This was for known costs, such as runway lights, etc. The money is in place, but it was forward funding and only temporary until the amendment was done.

Technically, the first motion is a housekeeping item – to match the grant to what the Airport knows is being spent. The second part is the actual grant amendment for the conversion of Runway 8/26 to Runway 9/27. This is very important. It will also go to the Assembly on August 31. The first amendment will be for the roughly \$500,000 that has already been appropriated, but to get it into the grant format, breaking it down into the federal, state and local portions, and the local portion will remain forward funded from operations but then get reimbursed down the line with a Passenger Facility Charge (PFC). The first motion appropriates the grant amendment and reimburses the operating funds for the State and Federal portions as soon as the grant is awarded. *Robert Mackey moved, Angela Rodell seconded, to approve appropriation of additional funds to Airport CIP A50-079 (Runway 8/26 Rehabilitation Project) previously forward funded from Airport Operating Revenues for: FAA AIP grant amendment amount not-to-exceed \$468,750, ADOT match not-to-exceed \$15,625, and local match not-to-exceed \$15,625 from the Airport Operating Fund Balance Reserve (to be reimbursed with a future PFC application), for the change orders related to the runway rehabilitation project previously forward funded by Airport Operating Revenue; and upon grant reimbursement, the Federal and DOT amounts to be reimbursed to the Airport Operating Revenue. The motion passed by unanimous consent. Robert Mackey moved, Angela Rodell seconded, to approve appropriation of additional funds to Airport CIP A50-079 (Runway 8/26 Rehabilitation) from: FAA AIP grant amendment in the amount of \$267,187, ADOT match in the amount of \$8,906, and local match of \$8,907 from the Airport Operating Fund Balance Reserve (to be reimbursed with a future PFC application), for the design and construction of Runway 8/26 Conversion to Runway 9/27. The motion passed by unanimous consent.*

D. Airport Manager's Report:

1. Jordan Creek Greenbelt Mitigation Update: Ms. deLaBruere said she met with CDD and the Deputy City Manager to discuss the draft plan that was submitted. Staff is moving forward and trying to get some other things in place. Until some conclusions are drawn on a lot of items, there are still things to iron out with downtown, including the history of that area. The discussion was based on the

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chicken and egg theory. The Airport still stands on its ability to do work in the area based on a mitigation plan that was set up back in the 1980's. They said the Airport still has to set up something to comply with code. Discussions are still occurring. CDD understands the safety part of it. They were hoping some lights could be added, which would not help if the brushing is not done. CDD knows where the Airport is coming from and that it looks through the aviation set of eyes with the FAA as the Airport's parent. Staff will work toward getting this resolved. Part of the work will be with the USDA Wildlife Biologist to see if the trimming of the limbs would have a scientific impact on the creek itself.

2. Soil Contamination Site Update: Department of Environmental Conservation (DEC) has done a preliminary investigation. The Airport is working with Carson Dorn. There continue to be some high numbers. DEC has turned the case over to Contaminated Sites Program Division. The Airport is still working with DEC. It may be necessary to pave the area, which is what DEC initially suggested. Because the numbers are too high, more digging may be necessary or some test well sites that would help mitigate the soil contamination. This is an ongoing process.

3. Hangar Inspection Update: It is expected to have most of the normal inspections done by the end of the month. There are a few inspections that will take place into September. The inspections are going well and it is hoped to wrap up the inspections by the end of September, including any significant findings. That report will be sent to the FAA. The next step will be for the water portion of the study, which will allow the Airport to give the water/sewer utility back to the City. The Airport is also working on an updated Title Opinion, which is a legal document. The last one was done in 1985 and is now long overdue.

4. Airport Engineer Report (Attachment #1): Airport Engineer Ken Nichols reported the Master Plan is moving forward. There are a handful of documents that will be posted to the website after he reviews them. The final forecasts will be brought before the Board at the next meeting before they are submitted to the FAA. There will be a Technical Advisory meeting and a staff meeting in the next few weeks to talk about facility needs.

The Airport completed the final pay estimate for Runway Safety Area Phase IIA. Punch list items are being reviewed with the contractor for the Runway Rehabilitation Project. Seccon has until the end of August for final completion, however, there will be some ongoing work after the end of the month. Some lighting installed at Taxiway C was installed incorrectly and this is on the punch list.

The paving patch for the air cargo parking position will occur next week. The hard stand will continue to be discussed in the Master Plan meetings. The MALSR (Medium Intensity Approach Lighting System with Runway Alignment Indicator

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Lights) project has not had any action for quite some time. This has been submitted as part of the State and Federal funding requests through the Assembly. Ms. deLaBruere reminded the Board that it is hopeful the MALSR funding would use the FAA Facilities and Equipment money. She has received letters from both Delta and Alaska Airlines about what the full system would do for them. She thought the next step is to go up the chain to see what the Airport can get to finish out the lighting and approach system. This needs to be pushed forward and finished.

Mr. Nichols said the Airport has been putting together grant applications for the FAA. The Storm Water Permit is looming ahead of the Airport and will be worked on.

5. Airport Architect Report (Attachment #2): Airport Architect Catherine Fritz reported the concession expansion punch list is complete. The concessionaire is fully operating in both the bar and the prep kitchen.

A contract was issued to Jensen Yorba Lott Architects for the existing shop roof. Various options were discussed and a solution was found for appropriate roofing for the facility. Drawings and specifications are expected by the end of October for a bid with a first thing in the spring type of construction. In the meanwhile, a contractor has been hired to do some mopping of the areas that have obvious problems to hopefully minimize the amount of leaking.

The contractor also looked at Gate 6 and some problematic areas were found. They have been fixed.

Staff is working on the ARFF building modifications Request for Proposals. Purchasing will be posting the notice of that and negotiations will be able to begin soon. Staff will be limited to proceeding with planning and environmental assessment on that project. A second grant will be sought for design and construction work in the future.

Staff will meet with the Transportation Security Administration (TSA) on possible areas in the old dining and serving area for possible office lease space. Some preliminary work has been done, but there are potential areas for offices or other uses for the airport.

She thanked the Board Members and Tom Williams for participating in the SREF review meeting. It was very helpful and has given staff good direction on some possible approaches. She said the FAA will pay for the garage that stores the trucks, but not the maintenance portion of the building. There is a limited amount of maintenance area that is allowed and staff will capture that. They will work with establishing some priorities of additional types of spaces that might make sense for the initial phase, hoping they can either build a future phase with the pieces that don't

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make the cut or keep the existing facility. All of the uses for the SREF are critical aspects of good snow removal operations at the airport. FAA has applauded staff for designing a building that addresses the needs, but now staff is deciding how to break it down. Staff is bringing forward more options through a new type of discussion. Having the group to work with is very helpful. Mr. Mackey said he would like to laud the consultants for being very good facilitators. Mr. Williams was also very helpful in presenting a budgetary plan, which he thought was sustainable and responsible. He thanked staff for their work.

IX. **CORRESPONDENCE**: None.

X. **COMMITTEE REPORTS**:

A. **Finance Committee**: None.

B. **Operations Committee**: None

XI. **ASSEMBLY LIAISON COMMENTS**: Assembly Member Debbie White thanked the Board for moving the meetings to Tuesday night. It meant a lot to her. She looked forward to being able to participate more.

XII. **PUBLIC COMMENTS**: None.

XIII. **BOARD MEMBER COMMENTS**: Dennis Harris said he had not seen significant shrinkage in the RAP pile. He wondered how it was going before it becomes a solid mass and hard to remove. He asked if contact has been made with apartment complexes, trailer courts, etc. Ms. deLaBruere has been contacting the contractors who have the equipment and badges to get in. She said the Airport is selling both the RAP and the sand on the southeast quadrant. Mr. Harris suggested writing letters to all of the trailer courts in Juneau because he said there are at least three of them that can really use the repairs.

XIV. **ANNOUNCEMENTS**: None.

XV. **TIME AND PLACE OF NEXT MEETING**: The next regular Airport Board meeting will be held on September 8, 2015, at 6:00 p.m. in the Alaska Room.

XVI. **EXECUTIVE SESSION**: None.

XVII. **ADJOURN**: *Dennis Harris moved, Robert Mackey seconded, to adjourn. The meeting adjourned by unanimous consent at 7:27 p.m.*