

AIRPORT BOARD
AGENDA
6:00 P.M., TUESDAY, JUNE 14, 2016
ALASKA ROOM

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES: Regular Monthly Meeting of May 10, 2016

IV. APPROVAL OF AGENDA

V. PUBLIC COMMENTS

VI. UNFINISHED BUSINESS

A. **Jet Bridge 5 Update/Repairs:** At the April 12, 2016 Airport Board meeting, staff briefed the Board on the repairs to jet bridge 5. Airport Mechanical Services (AMS) was hired to repair the jet bridge and bring it back to manufacturer specifications. The repairs to get the jet bridge working were completed mid-April. While performing the repairs, AMS technicians discovered that a safety system was missing/de-activated on the jet bridge. This system controls the speed of the jet bridge and slows the jet bridge down when it gets within a certain distance of the jet. While the system now works, it only operates at one (fast) speed. The cost to put this safety system back on the jet bridge is \$19,765. We are moving forward with the safety repairs. Costs can be managed within the current (bottom line) budget based on vacancies and year-end savings. Staff is also gathering the repair costs, repair information and chronology on the repair events to-date, and will contact Jetbridge America. Staff is also working with CBJ Law Department to keep them in the loop and review the contract.

Board Motion: *“Approve the jet bridge 5 safety system repairs, at a cost not to exceed \$19,765.”*

VII. NEW BUSINESS

A. **Airport Manager’s Evaluation**

B. **De-Appropriation:** The Federal Aviation Administration (FAA) has refunded \$40,356.43 to the Runway Safety Area Capital Improvement Plan (CIP), for Reimbursable Services Agreement #AJO-FN-WSA-08-0001 – this was one of several Reimbursable Agreements for FAA technical teams to relocate navigation and weather facilities. The refund comes from the FAA Mike Monroney Aeronautical Center (which manages the Agreement and dispatches the technical teams), and must be returned to FAA Alaska Region (which provided the Airport Improvement Program (AIP) grant to fund the Agreement). The AIP grant must be reduced and reimbursed accordingly, along with the corresponding Alaska Department of Transportation (ADOT) match amount.

Motion: *“Approve the de-appropriation of AIP and ADOT grants for Reimbursable Services Agreement AJO-FN-WSA-08-0001, in the amounts of \$38,338.61 and \$984.70 respectively, and return those funds to the granting agencies.”*

C. Endicott Aviation, LLC Hangar Assignment (Attachment #1): Land lease tenants Michael Sprenger and Justin Chaput have requested an assignment of their private hangar lease, Block O Lot 7, to Endicott Aviation LLC – members Michael, Larry, and Karla Sprenger (see accompanying letter). Endicott Aviation LLC was established to "provide hangar space rentals," and subsequently amended to "provide hangar space for personal aviation use"; essentially sublease space to private aircraft owners. Because of the business aspect of this lease assignment, their request is being referred to the Board for consideration of their business/commercial activity at a non-commercial site.

Board Motion: *“Approve the assignment of Block O, Lot 7 land lease to Endicott Aviation, LLC, as a commercial/business entity for the purpose subleasing space for personal aviation use.”*

D. Airport Manager’s Report:

1. Board Information Item Only: RED Leasing/Alaska Seaplanes Request for Same Land Lease Lots. Both RED Leasing (Ward Air) and Alaska Seaplanes have submitted requests to lease the same lease lots situated between the two tenants. Staff is reviewing certain contract/legal issues with CBJ Law and the FAA, and will be responding to the tenants upon completion of this review.
2. Senator Lisa Murkowski Visit: I had the privilege of hosting a ‘walking’ meeting with Senator Lisa Murkowski on May 27. It was a beautiful day and the Senator was able to see the Airport, Emergency Vehicle Access Road and wetlands from a different viewpoint.
3. Security Updates: The administration staff is still actively pursuing a full-time badging assistant. During the interim, the badging office will be covered by the administrative staff. During the week of June 6th, the Transportation Security Administration Regulatory Inspector (TSI) David Guzman conducted a comprehensive annual review/audit of the airport security program and the badging office. Overall, the review/audit went very well. There are two housecleaning items identified by the inspector that will be corrected within the month. In addition, a TSI identified several vehicles not complying with gate rules/procedures. As a corrective measure, the Airport sent out a reminder to all tenants to follow proper gate rules and procedures to ensure no unauthorized individuals gain access to the restricted areas of the airport. The exit lane between the sterile area and the public area of the terminal has created several false alarms in the past month and will need to be upgraded or overhauled in the near future. Further, the Gate 1 infrastructure on the north end of the terminal is wearing out exponentially with the increased summer use. Terminal Maintenance continues to find creative ways to keep everything running smoothly; however, the infrastructure may need to be addressed prior to the remodel.

4. Action Line with Pete Carran: I have been asked to be a guest on Action Line later this month. In this case, the show will be pre-recorded and aired at a later date. Once known, I will inform the Board the date it is scheduled to be aired.

5. Aircraft Rescue and Fire Fighting (ARFF) Truck: The new Rosenbauer 3000 gallon ARFF truck has arrived (months earlier than anticipated). A trainer from Rosenbauer will be in town (as part of the contract) and the truck will be fully examined prior to acceptance.

6. Airport Engineer Report (Attachment #2)

7. Airport Architect Report (Attachment #3)

VIII. CORRESPONDENCE:

IX. COMMITTEE REPORTS

A. **Finance Committee**

B. **Operations Committee**: TBD. Staff recently received comments on the Leasing Policy and has been working on incorporating these comments in the draft Leasing Policy. Once the changes are in, we hope to set up a meeting by the end of June.

X. ASSEMBLY LIAISON

XI. PUBLIC COMMENTS

XII. BOARD MEMBER COMMENTS

XIII. ANNOUNCEMENTS

XIV. TIME AND PLACE OF NEXT MEETING:

A. Airport Board, 6:00 p.m., July 12, 2016, Alaska Room

XV. EXECUTIVE SESSION

XVI. ADJOURN