

AIRPORT BOARD
AGENDA
6:00 P.M., TUESDAY, **SEPTEMBER 6, 2016**
ALASKA ROOM

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF MINUTES:
 - A. Regular Monthly Meeting of August 9, 2016
- IV. APPROVAL OF AGENDA
- V. PUBLIC COMMENTS
- VI. COMMITTEE APPOINTMENTS
- VII. UNFINISHED BUSINESS
 - A. **Airport Leasing Policy (Attachment #1).** The current Airport Leasing Policy (2002) was in need of an update to reflect the current policies of the Airport. Staff presented a draft leasing policy to the Airport Operations Committee at two meetings (August 12, 2016 and August 18, 2016) to work on the policy in detail. Attachment #1 is the result of those meetings. The Law Department reviewed the final draft and made minor grammatical changes. A link to the current and old Policy also went out to tenants (via email) for public review/comment from August 22, 2016 to September 1, 2016. No further comments were received. Some of the major policy changes (as presented in Attachment #1) include (but are not limited to): full restructuring of the format to make it easier to follow, airport land use defined, development in areas designated for future need, procedures for leasing property, term schedule for both commercial and non-commercial land leases, tenant and airport responsibility for disposal of leasehold improvements, subtenant/assignment language, and defines investment to include purchase of hangar/improvements. A special thanks to Tom Williams, Ward Air, for his time to review and provide draft and guidance on the Policy.

The current (2002) Airport Leasing Policy may be found on the Juneau Airport's website at: <http://www.juneau.org/airport/documents/LeasingPolicy.pdf> for comparison.

Board Motion: *Approve the adoption of the Airport Leasing Policy, as shown in Attachment #1, for immediate implementation.*
- VIII. NEW BUSINESS
 - A. **Juneau International Airport (JNU) Runway Safety Area (RSA) Improvements – Phase IIB (2B) Bid Summary.** JNU Runway Safety Area Improvements - Phase IIB

(which includes the Geothermal Loop Field work), Contract E17-045, construction bids were opened at 2:00 p.m. on August 24, 2016, with the following results:

BIDDERS	TOTAL BID
SECON	\$3,974,321.00
Miller Construction Co., Ltd.	\$4,020,072.00
Admiralty Construction, Inc.	\$4,243,578.00
Glacier State Contractors, Inc.	\$4,514,412.90
<i>Engineer's Estimate</i>	<i>\$4,362,263.20</i>

The protest period ended Friday, August 26, 2016. Following Airport Board approval of the bid, a recommendation to award the total bid in the amount of \$3,974,321.00 will be forwarded to the CBJ Assembly for approval on September 12, 2016. The contractor is also required to submit all subcontractor and Disadvantaged Business Enterprises (DBE) documents by September 1, 2016, to be deemed responsible. Approval of contract award is also pending Federal Aviation Administration (FAA) grant award and appropriation. Please note that this bid covers the *construction costs* for the RSA Phase IIB design/construct project which includes the design/construction component for the Geothermal Loop Field for Snow Removal Equipment Facilities (SREF).

Board Motion: *“Approval of contract award to SECON in the amount of \$3,974,321 for Contract E17-045 JNU Runway Safety Area Improvements, Phase IIB, pending acceptance of final contract documentation and appropriation of Airport Improvement Program grant, and forward to the Assembly for final bid acceptance.”*

B. Juneau International Airport Runway Safety Area Improvements – Phase IIB Grant Appropriation. Staff has applied for an FAA Airport Improvement Project (AIP) grant for the design and construction of the RSA Phase IIB; total project cost for this phase is \$3,556,000. The FAA will participate at 93.75% (\$3,333,750). At the July 18, 2016, Airport Finance Committee meeting, the Committee approved to forward fund up to \$450,000 of Airport Fund Balance for the remaining 6.25% match (local match, and forward fund state match), plus \$190,000 in contingency funding for this project and Taxiway A/RIM project. The Airport will apply for the Alaska State Department of Transportation (ADOT) match (3.125%) separately, once the FAA grant has been received. The Airport will pursue any eligible grant reimbursement for the contingency funds, as well as apply for reimbursement of local match through a future Passenger Facility Charge (PFC) application for their share (3.125%) of the total project. The Airport anticipates the Federal grant in-hand within the next week or two.

Board Motion: *“Appropriate a Federal Aviation Administration Airport Improvement Program grant in the amount \$3,333,750; and up to \$412,250 of Airport Fund Balance for local match, forward-funded Alaska State Department of Transportation match and*

contingency funds, to the Juneau International Airport Runway Safety Area Phase IIB Capital Improvement Project, and forward to the Assembly for final appropriation process. Staff will pursue any eligible reimbursement for contingency funds used.”

C. Juneau International Airport Design and Construct Geothermal Loop Field for Snow Removal Equipment Facilities Grant Appropriation. Staff has applied for an FAA AIP grant for the design and construction of a geothermal loop field in the northwest development area to support the SREF; total project cost \$2,465,300. The FAA will participate at 93.75% (\$2,311,219). The Airport/Assembly previously appropriated a special State of Alaska Legislative Grant and CBJ Sales Tax for this project that will be, in part, used for local participation (3.215%) and to forward fund the ADOT portion (3.125%), as well as future phases not eligible for Federal grant. The Airport Finance Committee approved this at their July 18, 2016 meeting. Note that the FAA plans to issue one grant for the SREF and Geothermal Loop Field as one grant project. The Airport anticipates the Federal grant in-hand within the next week or two.

Board Motion: *“Appropriate a Federal Aviation Administration Airport Improvement Program grant in the amount \$2,311,219 to the Juneau International Airport Geothermal Loop Field for Snow Removal Equipment Facilities Capital Improvement Project, and forward to the Assembly for final appropriation process.”*

D. Juneau International Airport Taxiway A and Runway Incursion Mitigation (RIM) Planning Grant Appropriation. Staff has applied for an FAA Airport Improvement Project (AIP) grant for the planning of the Taxiway A rehabilitation project and Runway Incursion Mitigation (RIM); total cost \$360,000. This planning work is prior to design and construction which is scheduled to take place in 2017-18. The FAA will participate at 93.75%. The remaining 6.25% will be funded with local Airport Fund Balance, which the Airport plans to be reimbursed through a future Passenger Facility Charge (PFC) application. The Airport Finance Committee approved this at their July 18, 2016 meeting. The Airport anticipates the Federal grant in-hand within the next week or two. **NOTE: The figures for this grant appropriation may be updated at the time of the meeting pending scope of services for this Request for Proposal (RFP), and in coordination with FAA Planning.**

(Draft) Board Motion: *“Appropriate a Federal Aviation Administration Airport Improvement Program grant in the amount \$337,500, and local funding match of \$22,500 from the Airport Fund Balance to the Juneau International Airport Taxiway A and Runway Incursion Mitigation Capital Improvement Project, and forward to the Assembly for final appropriation process.”*

E. Juneau International Airport Geothermal Loop Field for the Snow Removal Equipment Facilities State Matching Grant. Upon receipt of FAA grant award, staff will submit the request for ADOT grant match in the amount \$77,040 for the Geothermal Loop Field for the SREF CIP. This grant is anticipated within the next few weeks and will be forwarded to the Assembly for appropriation.

Board Motion: *“Appropriate a State of Alaska Department of Transportation grant in the amount \$77,040 to the Geothermal Loop Field for the Snow Removal Equipment Facilities Capital Improvement Project, and forward on to the Assembly for final appropriation, pending grant receipt.”*

F. Juneau International Airport Runway Safety Area Improvements – Phase IIB State Matching Grant. Upon receipt of FAA grant award, staff will submit the request for ADOT match in the amount \$111,125 for the JNU RSA Phase IIB CIP. This grant is anticipated within the next few weeks and will be forwarded to the Assembly for appropriation. The ADOT grant award, as well as reimbursed contingency funds, will be de-appropriated (credit Airport Fund Balance) at a future date.

Board Motion: *“Appropriate a State of Alaska Department of Transportation grant in the amount \$111,125 to the JNU Runway Safety Area Phase IIB Capital Improvement Project, and forward on to the Assembly for final appropriation, pending grant receipt.”*

G. Funding Transfer – Geothermal CIP. Prior to receiving the ADOT match, staff intends to use Sales Tax funds from the SREF CIP, previously appropriated, as the ADOT match share, and replace the funds when the ADOT grant is awarded.

Board Motion: *“Transfer \$77,040 of Sales Tax funds from Snow Removal Equipment Facilities Capital Improvement Project to the Geothermal Capital Improvement Project to temporarily cover the ADOT match share; to be replaced upon receipt of the Alaska Department of Transportation grant award.”*

H. Airport Manager’s Report:

1. Airport Live “Wheels Rolling” Emergency Drill. A reminder that the Airport will be holding its triennial live disaster drill on Saturday, September 17, 2016. The Airport is still looking for volunteers to participate in the drill. If anyone is interested, please email the Airport directly at volunteer@jnuairport.com or contact Scott at 789-4001.
2. Airport Incident. On Friday, August 26, 2016, at approximately 6:00 p.m., an Alaska Seaplanes Services Cessna 207 made an emergency landing approximately 1500 feet short of Runway 26 in the wetlands. There were four persons on board the aircraft and all were able to walk away from the scene without injury. The Fire Department responded to assess the passengers and pilot and give them a ride to the terminal. Coastal Helicopters assisted in the recovery by slinging the aircraft back to the apron prior to the tide coming in. The FAA Flight Standards District Office has taken over the investigation.
3. Delta Air Lines Seasonal Service. September 1, 2016, marked the departure of Delta Air Lines for the season. They anticipate returning to Juneau for the summer

season in May 2017. Staff will continue to work with Delta to see about year-round service or lengthening their season.

4. Airport Engineer Report (Attachment #2)

5. Airport Architect Report (Attachment #3)

IX. CORRESPONDENCE:

X. COMMITTEE REPORTS

A. **Finance Committee:**

B. **Operations Committee:** Meetings were held on August 12, 2016 and August 18, 2016.

XI. ASSEMBLY LIAISON

XII. PUBLIC COMMENTS

XIII. BOARD MEMBER COMMENTS

XIV. ANNOUNCEMENTS

XV. TIME AND PLACE OF NEXT MEETING:

A. Airport Board, 6:00 p.m., October 13, 2016, Alaska Room

XVI. EXECUTIVE SESSION

XVII. ADJOURN