

MINUTES of  
AIRPORT BOARD OPERATIONS COMMITTEE MEETING  
August 18, 2016  
Alaska Room, 10:00 a.m.

I. **CALL TO ORDER:** Committee Chair Mal Menzies called the meeting to order at 10:00 a.m.

II. **ATTENDANCE:**

Members Present:

Dennis Harris  
Joe Heueisen

Mal Menzies

Martin Myers

Staff/CBJ Present:

Patty Wahto, Airport Manager  
Marc Cheatham, Deputy Airport Mgr.

Scott Rinkenberger, Airport M&O Supt.

Public Present:

Tom Williams, Ward Air

Mike Wilson, Coastal Helicopters

III. **OLD BUSINESS**

A. **Airport Leasing Policy** (Attachments #1, #2, and #3): The attached draft policy (Attachment #1 is a copy showing changes that have been made/Attachment #2 is the final draft) is a corroborative effort between Airport staff and tenants to bring the policy up-to-date with policies and investment-based terms. The meeting was intended as a work session. As directed by the Airport Operations Committee, staff will make (or accept) changes to the Airport Leasing Policy at the meeting and come up with a final draft to forward to the Airport Board for adoption.

As part of the Lease Policy review, the **Investment Term Schedule** (Attachment #3, Leasing Policy Exhibit A) was also reviewed and has proposed investment figures. The figures provided are comparable with airports in the State of Alaska, as well as in the continental United States. Further, the Investment Term Schedule is now separated by Commercial and Non-Commercial. Discussions were held regarding the suggested changes and the Policy was changed or retained accordingly. Investment is defined in Section VII of the Leasing Policy. When leasehold improvements are planned and an extension is needed, the tenant will need to get some sort of buy-in from the Airport. The length of a lease may be driven by the bank. The length of the lease will be dealt on a case-by-case basis. The investment term schedule is based on industry standards. Any lease terms over 35 years will require Airport Board approval. *Board Member Dennis Harris, duly seconded, moved to forward the policy and table, as amended, to the Board for approval. The motion passed by unanimous consent.*

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B. **Airport Lease Action Request** (Attachment #4): This form is used for someone who has purchased or purchasing a new hangar. This information is needed ahead of time. As this requires quite a bit of staff time, the \$100 lease action fee was established. Mrs. Wahto suggested the Finance Committee may take a look at the fee for commercial collateral assignments to a higher rate as they take a lot of time.

C. **Subtenant Application** (Attachment #5): The Airport needs to know who is in a hangar. Any time there is a subtenant, the Airport needs that information. This is for business and badging purposes.

Tom Williams, Ward Air, said he personally and on behalf of his company really appreciate Marc's involvement and willingness to work and accept recommendations. He would also appreciate the Airport reaching out to all tenants a week or two before the Board meeting as the changes are so extensive. He suggested that the tenants read it very carefully.

IV. **ADJOURN**: *The meeting adjourned by unanimous consent at 12:10 p.m.*