

MINUTES of  
AIRPORT BOARD MEETING  
August 8, 2017  
Alaska Room, 6:00 p.m.

I. **CALL TO ORDER:** Chair David Epstein called the meeting to order at 6:00 p.m.

II. **ROLL CALL:**

Members Present:

Dennis Bedford  
David Epstein

Jerry Godkin  
Dennis Harris

Martin Myers  
Angela Rodell

Member Absent:

Joe Heueisen

Staff/CBJ Present:

Patty Wahto, Airport Manager  
Marc Cheatham, Dep. Airport Mgr.  
Catherine Fritz, Airport Architect  
Ken Nichols, Airport Engineer

Scott Rinkenberger, Airport M&O Sup't  
Loren Jones, CBJ Assembly Liaison  
Keith Walker, Fire Department

Public Present:

Irene Gallion, DOWL  
Kent Craford, Alaska Seaplanes

Tom Williams, Ward Air

III. **APPROVAL OF MINUTES:** *Marty Myers moved to approve the minutes of the July 11, 2017, meeting. The motion passed by unanimous consent.*

IV. **APPROVAL OF AGENDA:** *Marty Myers moved to approve the agenda for tonight's meeting. The motion passed by unanimous consent.*

V. **PUBLIC COMMENTS:** None.

VI. **COMMITTEE APPOINTMENTS:**

A. Operations Committee: Chair Marty Myers, Dennis Bedford and Dennis Harris

B. Finance Committee: Chair Angela Rodell, Joe Heueisen and Jerry Godkin

VII. **UNFINISHED BUSINESS:**

A. **Airport Economic Impact Flyer:** Airport Manager Patty Wahto said staff looked into getting this information out to the public by mail. The Project Office staff found that it would be just under \$10,000. She noted that in a phone conversation with Tom Williams, he stated that as a tenant, he did not support this. He thought it was a waste of money. Board Member Angela Rodell suggested this should be presented through social media. She suggested partnering with Travel Juneau to help distribute this type of information. Mrs. Wahto said she could check with them to see if they would help. Board

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Member Dennis Harris said that he felt the Airport should establish a public relations and information program. He said he realized that the Airport cannot afford to have a full-time staff person, but he thought that \$25,000 should be allocated to handle a number of different things. He said while social media is important, the kind of people the Airport depends on to vote for sales tax, for instance, are people who do not participate on the internet at all nor do they do social media. He felt it was important to do a mailing. He thought this should be done before September 15 with the upcoming election in October. Mrs. Wahto said the City has a public relations person (Lisa Phu). She is working with Ms. Phu on front curb issues and she is happy to get the word out on things. *Dennis Harris moved to approve the publication and distribution of an Airport Economic Impact Flyer to the citizens of Juneau, at a cost not-to-exceed \$10,000 and to be mailed no later than September 15. The motion failed.*

### VIII. NEW BUSINESS:

A. **Front Curb Patrol:** The Airport is experiencing a number of vehicles trying to park on the curb, causing congestion. There are also problems with enforcement. The Transportation Security Administration (TSA) mandates no parking in front of airports. A public meeting was held last week regarding this issue. There were Board members, three from Juneau Police Department, Assembly members and three staff. The only public present was Assembly Member Jones' wife. The Airport is working with Lisa Phu to let people know that this is a TSA mandate and alternatives. The PowerPoint at this meeting was very good. Board Member Jerry Godkin said that pictures speak volumes. He understood the constraints with JPD (Juneau Police Department) and it is a lot to put on Pam at lunchtime, but that only reaches a certain niche of people. He said he did not put a lot of credence in social media. He wondered if Terminal Maintenance or Field Maintenance personnel could be used to re-educate people and keep people moving. If this is federally mandated, the Airport will need to go out of the box.

Board Member Marty Myers asked if the 15 minutes free parking was sufficient to meet people coming in on planes. Mrs. Wahto said that it had been 15 minutes, was stretched to 30 minutes (with a lot of complaints received as people wanted 31 minutes), and brought back to 15 minutes. It may only help a few people but probably result in complaints due to time management.

Board Member Dennis Harris said he had never seen the cell phone lot full. Perhaps more emphasis needs to be put on the cell phone waiting lot. He also thought some appearances on the various talk shows would help. It needs to be made very clear why people cannot wait. The worst times appear to be the 9:00 p.m. timeframe. Board Member Myers said that multiple people need to be out there at various times. It is the only way to handle it.

Board Member Angela Rodell said thinking outside of the box is necessary. She said that perhaps only people dropping off can work off of the curb and the rest could be pushed through the short-term lot. She suggested thinking about different traffic patterns. Mrs.

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Wahto said that this should be sent through the Operations Committee to think outside the box.

Chair Epstein said the cell parking lot signs on Yandukin are small. He said that the sign for the Anchorage airport is larger. He said the dimensions were 24 x 36. Regarding social media, he was proud to see engagement to try to educate the folks on there and he thought some in-roads had been made. He thanked Mr. Harris and Mr. Cheatham for their efforts. He referred this issue to the Operations Committee.

**B. Cat 980 Front-end Loader (Unit 20) Repairs:** The 2005 Loader is in need of major repairs. Of the six components listed, only one can be done in the shop. The others need to be done at the dealer. Airport Superintendent Scott Rinkenberger said Airfield Maintenance staff is going through every piece of equipment individually. This piece of equipment is the most used front end loader for snow removal. These items need to be taken care of before damage occurs to the lifting arms, frame and major components. These repairs are attributed to a lot of use and the way it is stored (in the weather). This maintenance needs to be done before the winter season. Mr. Godkin suggested increasing the lubrication up a bit so the high cost items do not happen. *Jerry Godkin moved to approve the repairs and maintenance outlined above for the 2005 Cat 980 Loader, at a cost not to exceed \$75,000; funds for the repairs to be absorbed within the FY18 budget. The motion passed by unanimous consent.*

**C. Taxiway A Rehabilitation and Taxiway E Realignment Forward Funding/Transfer:** The Airport appropriated \$190,000 for the Runway Safety Area (RSA) IIB contingencies. This funding has not been used. Staff would like to get this project moving forward for preliminary works so that it can be done before winter hits. This will save time to forward fund money that is currently in as contingency funds for the other project, transfer into this one to work through until the grant comes through and pays it back and then it can be transferred back. If it is not needed, it can go back into the Airport Fund Balance. *Jerry Godkin moved to approve the transfer of \$100,000 of Airport contingency funds from the Runway Safety Area IIB Capital Improvement Project, to forward fund preliminary field work for the Taxiway Alpha Rehabilitation/ Taxiway Echo Realignment CIP. These funds shall be transferred back upon receipt of Airport Improvement Project grant funding (for Taxiway A/Taxiway E CIP), or de-appropriated if no longer required for the Runway Safety Area IIB project. The motion passed by unanimous consent.*

### **D. Airport Manager's Report:**

1. Transportation Security Administration (TSA) Baggage Screening and Passenger Screening Delays. The Airport is looking into the comments made by Alaska Airlines regarding delays by TSA (baggage and passenger screening). The baggage machines have been repaired and things seem to be running smoother. The Airport is trying to get TSA to install newer screening equipment. There is something in place

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to get the machines fixed as soon as they break down. As far as the passenger queuing lines, the best thing to do is get people educated to arrive two hours ahead of flight time. In the meantime, the Airport will see what they can do about Pre-Check and the ability to get the extra line. The TSA says we do not have the numbers but people won't sign up locally until they know it is here.

2. 2016 Enplanements (Preliminary). The preliminary 2016 enplanements are up 4.2% and equate to over 420,000 passengers, which is a record high. This would put the Airport at the 2025 growth point in the Master Plan.

3. City & Borough of Juneau 1% Temporary Sales Tax Update. The Assembly Finance Committee recommended and the Assembly introduced an ordinance that would place the question of placing the 1% temporary sales tax on the ballot in 2017. There are quite a few projects for the five-year collection period. The Assembly included \$3 million for the Airport as match funds for projects over the next several years.

4. Tenant Improvement Reminder: This was just a reminder that any modifications that are going to be made to buildings or property on the Airport need to be done by filling out a Tenant Improvement Form. Tom Williams, Ward Air, said he had several recommendations. He was unaware that this was necessary. In looking at the form, he recommended that there be a separate form relative to improvements made in the terminal as there were certain things that may apply, such as wall coverings, etc., that when it is in the terminal the Airport may want to approve. However, he thought the Airport would not have any interest in what paint was used on the interior of the Ward Air hangar. In addition, for ones that affect the air carrier, he would like to see some sort of basic authority or why is it being done. The form is currently a shot-gun approach to get notification and approval, which leads to some unnecessary overreach. There are things that need to be complied with, such as ground disturbances that the FAA (Federal Aviation Administration) is requiring Airports to report.

5. Airport Engineer Report (Attachment #1): Airport Engineer Ken Nichols reported the enplanements exceeded the forecast. Discussions will be held with the consultants to see if an adjustment should be made to the Master Plan before it is finalized.

Staff is working to get a bunch of grants ready for the FAA. The Runway Safety Area Phase 2C is the completion of the northwest development area, apron, taxiway and the northeast development area apron. The FAA has said this will receive full funding. It is expected to open bids on the first week of December. The closeout of the Runway Rehabilitation Project is still hanging out there. He contacted Secon to try to move this forward.

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The next storm water inspection will be in November (the deicing season). This year will be a little different as the deicer has changed. The Airport will be able to get away from the permit required hard permit limits for urea discharge. Other indicators of deicing fluids and chemicals will need to be sampled, but they are benchmarks; they are not hard limits.

Another grant project staff is working on is the Taxiway Alpha Rehabilitation and Taxiway Echo Realignment Design. Mr. Nichols is working with PDC to get a contract so the Airport can get a grant. The Airport submitted a preliminary package to replace the area lighting outside the terminal building and along the north and south ramps with LED lights. The Airport was told this was approved. The FAA also said if the Airport can tag along on another bid, the Airport can purchase one piece of snow removal equipment this year. There is a piece of equipment that will remove snow away from the edge lights in a very efficient fashion, which is the highest priority.

The waste dump station has been delayed due to a lot of competing priorities. Mrs. Wahto said the Airport is looking at somewhere between \$17 to \$18 million in grants for Federal fiscal year 2017.

6. Airport Architect Report (Attachment #2): Airport Architect Catherine Fritz reported most areas of the Airport Rescue and Fire Fighting station are being used. Mr. Godkin asked about the ability to store the equipment inside while waiting for the exhaust system. Ms. Fritz said that talks are being held with the Fire Chief on monitoring equipment to make sure it is safe. Mr. Godkin was very unhappy to have the equipment sitting out in the rain. He felt the equipment should be housed. The bulk of the work in July was spent in the Snow Removal Equipment Building construction. This is going very well; however, it is not on the schedule that was originally anticipated because of so much unforeseen conditions. The contractor decided to move the paving schedule forward to take advantage of more summer paving than waiting until maybe one of the last paving jobs of the year.

A lot of time was spent on getting Gate 2 to bid on July 31. A pre-bid conference will be held this week, with an opening in late August. This will keep this project in line for this year's grant cycle. The radio coverage project will start soon. The "Juneau International Airport" sign has been installed. Dawson will be starting work on the east entry to abandon to double acting doors below the Alaska Room and convert it into a more durable, weather-resistant area.

IX. **CORRESPONDENCE:** None

X. **COMMITTEE REPORTS:**

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A. **Finance Committee:** None.

B. **Operations Committee:** None.

- XI. **ASSEMBLY LIAISON COMMENTS:** Assembly Member Loren Jones said the Chamber and JEDC have websites and are assisting the City on updating progress on the Juneau economic plan that the Assembly adopted. He thought they could put links to the Airport website regarding the economics and working with Lisa will be very helpful. If people are complaining about not being able to drive or park at the airport, pulling a meeting at the Airport is counterproductive. It should be held at the Valley Library where the parking is free. The Assembly Finance Committee meeting is on Wednesday night. The Assembly Committee of the Whole (COW) meeting is on Thursday night. They will talk about the legislative session. The COW will talk about the potential bed tax going on the ballot. The Sales Tax will be done on the following Assembly meeting.
- XII. **PUBLIC COMMENTS:** None.
- XIII. **BOARD MEMBER COMMENTS:** Dennis Harris said the recent social media issue stuff raised the issue he has had for a long time that we are not communicating with the public. The Board holds meetings and no one comes. A strong effort needs to be made (perhaps tagging some Board members to go be on talk shows) to get the word out about how important the Airport is to this community and some of the issues that have to be dealt with. This should be done on a regular basis. Other City agencies do this on a regular basis. He suggested that the Airport try to get scheduled once in a while as a speaker at the Chamber of Commerce. If the Manager doesn't feel up to it, he was sure there are one or two Board members who have public speaking experience that could step up to do it. He thought it was important to come up with a plan for public relations. He is disappointed that the brochure will not be printed and mailed. He would like to see a little more outreach to the public.
- XIV. **ANNOUNCEMENTS:** None.
- XV. **TIME AND PLACE OF NEXT MEETING:** The next regular Airport Board meeting will be held on September 12, 2017, at 6:00 p.m. in the Alaska Room.
- XVI. **EXECUTIVE SESSION:** None.
- XVII. **ADJOURN:** *Dennis Harris moved to adjourn. The meeting adjourned by unanimous consent at 7:16 p.m.*