

AIRPORT BOARD  
AGENDA  
6:00 P.M., TUESDAY, OCTOBER 10, 2017  
ALASKA ROOM

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF MINUTES: Regular Monthly Meeting of September 12, 2017
- IV. APPROVAL OF AGENDA
- V. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS
- VI. UNFINISHED BUSINESS
  - A. **USDA Wildlife Presentation/Update and Trees on Runway 26 Approach.** The Airport's U.S. Department of Agriculture Wildlife Biologist Tyler Adams will present a brief summary of Juneau International Airport (JNU) Wildlife Management Goals and Achievements of 2017. Additionally, he will discuss issues with some trees on the Runway 26 approach end that are attracting bird activity in the flight path.
  - B. **Sustainability Master Plan Presentation (AECOM).** John Yarnish with AECOM and subconsultant, Steve Horton with Leibowitz & Horton, will present an update on the Airport Sustainability Master Plan.
- VII. NEW BUSINESS
  - A. **Airport Improvement Program (AIP) Grant—Float Pond Repair.** The Federal Aviation Administration (FAA) has issued an AIP grant in the amount \$765,000 for this project. Required local match is \$51,000; local match of \$31,250 was approved for appropriation from Airport Fund Balance at the August 28, 2017, Finance Committee meeting. That approved amount was based on an earlier project estimate, which was subsequently updated. Staff requests the full amount of local match from Fund Balance.  
  
**Board Motion:** *“Approve the appropriation of an Airport Improvement Program grant award in the amount \$765,000, and local match funds in the amount \$51,000 from the Airport Fund Balance to the Float Pond Repair Capital Improvement Project.”*
  - B. **Airport Improvement Program Grant—Runway Safety Area (RSA) IIC NE/NW Quad Apron.** The FAA has issued an AIP grant in the amount \$10,125,000 for this project. Local match is \$675,000, which was approved for appropriation from Airport Fund Balance at the August 28, 2017, Finance Committee meeting. Also approved at the meeting is a contingency of \$400,000 from Fund Balance.  
  
**Board Motion:** *“Approve the appropriation of an Airport Improvement Program grant award in the amount \$10,125,000, local match funds in the amount \$675,000, and*

*contingency funds in the amount \$400,000 from the Airport Fund Balance to the Runway Safety Area IIC Northeast/Northwest Quad Apron Capital Improvement Project.*

**C. Airport Improvement Program Grant—Ramp LED Lighting.** The FAA has issued an AIP grant in the amount \$240,000 for this project. Local match is \$16,000, which was approved for appropriation from Airport Fund Balance at the August 28, 2017, Finance Committee meeting.

**Board Motion:** *“Approve the appropriation of an Airport Improvement Program grant award in the amount \$240,000, and local match funds in the amount \$16,000 from the Airport Fund Balance to the Ramp LED Lighting Capital Improvement Project.*

**D. Airport Improvement Program Grant—Acquire Snow Removal Equipment.** The FAA has issued an AIP grant in the amount \$4,823,551 for this project. Local match is \$321,571, which was approved for appropriation from Airport Fund Balance at the August 28, 2017, Finance Committee meeting.

**Board Motion:** *“Approve the appropriation of an Airport Improvement Program grant award in the amount \$4,823,551, and local match funds in the amount \$321,571 from the Airport Fund Balance to the Snow Removal Equipment Capital Improvement Project.*

**E. Airport Improvement Program Grant Amendment—Snow Removal Equipment Building (SREB).** Staff has requested a SREB grant amendment in the amount \$290,764.65 for SECON, F&W, and ECI/Hyer change orders. Approximately \$261,000 has been approved, with the balance to be approved soon—it was split due to the availability of funds across the federal fiscal years. There is sufficient funding for local match in the project. Staff requests approval to appropriate the federal funds upon receipt of the second approval. Match for this amendment will be met with existing appropriated local funds.

**Board Motion:** *“Approve the appropriation of an Airport Improvement Program grant amendment in the amount \$290,764.65 to the Snow Removal Equipment Building Capital Improvement Project upon receipt of the remaining requested amount from the FAA.”*

**F. Front Curb Enforcement.** At the August 8, 2017, Airport Board meeting, staff briefed the Board on the issues along the front curb of the terminal. The Airport has experienced an increase in the number of vehicles parking at the front curb, and enforcement has led to increased complaints. This matter was referred to the Operations Committee. The Operations Committee met on September 29, 2017, and came up with a list of ideas for consideration.

1. Raise the fine from \$25 to \$100 per violation of parked/unattended vehicles at the front curb. This will require work with downtown/Law Department and may take time.
2. Place an LED sign regarding the increased fines (if/when the fine increases).
3. Utilize U.S. Customs officers during off-season months (Oct-April) to help with random patrols and deterrent.

4. Place an LED sign regarding 'no parking/no waiting' on Shell Simmons as you drive up to the Airport.
5. Use of social media/ads, etc., to alert the public of the curb restrictions.
6. Look into use of Juneau Police Department (JPD) (Community Service Officers) or contract security (through a Request for Proposals (RFP) process) to assist with enforcement efforts/ticketing on a regular basis (7 days/week at peak flight times).

The Committee thought that the Federal restrictions of parking on the front curb was just not hitting home with many of the drivers and perhaps a stricter fine and more education was required. The one action item moved/approved by the Committee was the increase in the fine amount. If the Board approves this increase, the Airport will work with the Law Department on the steps and requirement for increasing this fine. The Committee discussed starting at a minimum of \$100, with an escalation for recurring violations; however, the fine is assessed on the vehicle and not the driver.

**Board Motion:** *"Approve the increase to the front curb parking violation at the Airport terminal to \$100 per violation and begin the public process to adopt this change in code."*

**G. Airport Manager's Report:**

1. Enhanced TSA Passenger Screening Procedures. The Transportation Security Administration (TSA) will be implementing new passenger screening procedures mid-October. These procedures have been tested at several pilot airports around the United States. The new procedure includes removing anything electronic that is larger than a cell phone from your carry-on bags, as well as encouraging passengers to reduce clutter in the bins for faster vetting. This change may increase wait times, and we strongly encourage passengers to arrive two hours before their scheduled flight.
2. Escalator/Elevator Injury Reporting. The Airport has recently been informed that any injury that takes place on an escalator or elevator must be reported to the State of Alaska Labor Standards and Safety Division. This came to light recently due to a fall on the escalator. For minor injuries the escalator/elevator does not need to be put out of service, but there will need to be reporting conducted to the State of Alaska. However, if someone is injured due to mechanical or structural reasons the escalator/elevator will need to be put out of commission until the a safety inspection is conducted by the State of Alaska Mechanical Inspector.
3. Food and Beverage (F&B) Concession Request for Proposal. Staff is finalizing the F&B concession RFP and aiming for a contract start date of April 1, 2018.
4. Emergency Table Top Exercise. The Airport held its annual emergency exercise on September 25, 2017. This year was a table top exercise. Scott Rinkenberger, Airport Superintendent, developed a scenario that had many agencies thinking. It involved a diverted, wide-body foreign aircraft with foreign passengers that turned combative; and eventually turned into a hijack situation with a landing off the runway. It was a good exercise for all from Air Traffic, Fire, JPD, FBI, U.S. Customs,

TSA, airlines, Bartlett Regional Hospital, emergency services, staff and many others. It was well thought out and facilitated by Scott.

5. ‘Ceremonial’ Last Combi-configured Aircraft Flight. Alaska Airlines (ASA) is scheduled to retire their combi-configured 737-400 aircraft this fall. On October 4, ASA Flight 66 was the official ceremonial flight passing through JNU to say farewell to this iconic aircraft. At the same time, Alaska has started their all-cargo service with converted 737-700 cargo configured aircraft.

6. Airport Engineer Report (Attachment #1)

7. Airport Architect Report (Attachment #2)

8. Airport Superintendent Report. Scott Rinkenberger, Airport Superintendent, will give a presentation on this past summer’s work and projects by the airfield crew.

#### VIII. CORRESPONDENCE:

#### IX. COMMITTEE REPORTS

##### A. **Finance Committee:**

**B. Operations Committee:** The Operations Committee met on September 29, 2017, to address several issues. In addition to the Front Curb Enforcement (see above, Unfinished Business), the Committee discussed the following:

Float Pond Improvement: The group discussed the closure timing with a couple of float pond operators. They thought the pond would be too low to operate, as well as congested on the west end during construction. The best time for them would be the December-March time frame during the 2018-19 winter shut down which gives plenty of advanced notice.

Aircraft Push-backs (Gate 2). A diagram of push-back areas and roadways was shown (Attachment #4). There were many comments about the loss of the south road (135 ramp) and the loss of the west road near air cargo, once/if TWY Charlie is reconfigured. People were asked to provide comment on the roads and aircraft push-back.

Northwest (NW) Development/Utilities. The cost to install water/sewer to the current and future tenants in the NW development is estimated at \$422,145 (\$14,556 per tenant). Discussion focused on who would up-front the cost for the utilities, in particular, the future tenants; and how would this be written into their leases to collect. The Committee thought it best to send letters to the current tenants to see whether it was a viable option to move forward or not. The tenant request would need to be unanimous, not some ‘for’ and some ‘against’. Once replies are received, the Airport would know if the funding question would be the next step. Replies would be needed before the December Board meeting (deadline of November 30 for answers) for work to be in the contractor schedule.

- X. ASSEMBLY LIAISON
- XI. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS
- XII. BOARD MEMBER COMMENTS
- XIII. ANNOUNCEMENTS
- XIV. TIME AND PLACE OF NEXT MEETING:
  - A. Airport Board, 6:00 p.m., November 14, 2017, Alaska Room
- XV. EXECUTIVE SESSION
- XVI. ADJOURN