

MINUTES of
AIRPORT BOARD MEETING
January 12, 2005
Aurora Room, 7:00 p.m.

I. **CALL TO ORDER**: Chair Ron Swanson called the meeting to order at 7:02 p.m.

II. **ROLL CALL**:

Members Present:

Pete Carlson
Gordon Evans
Fred Gaffney
Joe Heueisen
Ron Swanson
Tom Williams

Member Absent:

Linda Snyder

Staff/CBJ Present:

Allan Heese, Airport Manager
Patricia deLaBruere, Arpt Business Mgr.
Ben Mello, Airport Planner
Pam Chapin, Airport Secretary
Jerry Mahle, Airfield M&O Supervisor
Merrill Sanford, CBJ Assembly Liaison
Catherine Wilkins, CBJ Engineering

Public Present:

Ella Rogers, Glacier Restaurant
Dave Heimbigner, R&D Leasing
Jeremy Millsaps, Wingnut Aviation
Tony Yorba, Jensen Yorba Lott
Laurie Craig, Public
Alison deLaBruere, Public
Dick Rountree, R&L Leasing/Aero Svcs.

III. **APPROVAL OF MINUTES**: *Pete Carlson moved, Joe Heueisen seconded, the adoption of the December 8, 2004, minutes as presented. The motion passed by unanimous consent.*

IV. **APPROVAL OF AGENDA**: *Pete Carlson moved, Gordon Evans seconded, to approve the agenda. The agenda was approved by unanimous consent.*

V. **PUBLIC COMMENTS**: None.

VI. **UNFINISHED BUSINESS:**

A. **Terminal Planning Priorities:** The fourth Committee meeting was held on January 7, 2005. All information from previous meetings has been posted on the Airport's website at <http://www.juneau.org/airport/>. Tony Yorba, Jensen Yorba Lott, said the Committee had developed a series of priorities that ranked high, medium, and low. These priorities will be turned over to the design team to use as benchmarks or guidelines in the development of the various terminal conceptual plans that are the next step in the process. The Committee reviewed the priorities, shifted some things around, and achieved a consensus. The design team is developing conceptual designs and different ways of achieving the priorities as ranked. They will be presented in a public forum on February 3/4 in the Airport Terminal. The Project Team will meet on February 4 at 1:30 p.m. to have an opportunity as a group to have a first run through the terminal conceptual plans and decide whether or not they are hitting the mark. The plans will be edited, the financial plan will begin to be developed and the basis for implementing the projects, which is planned to be completed by the middle of March. Chair Swanson said that the meetings had been well attended by members that are on the committee and by members of the Airport Board that are not on the committee. He felt there has been good participation in the planning process.

B. **Update on Employee Parking Fees.** Airport Business Manager Patty deLaBruere said that there is a total of 67 paid spaces (a total of \$2,212) as of January 1, 2005. There are an additional 24 persons that require a parking space at variable times/days, but due to contract terms or union contracts, they are not charged at this time. There is a total of 125 spaces in the employee parking lot. The FAA Tower is currently under a contract which includes free parking until the end of the contract. When the contract comes up for renewal, the Airport will negotiate the paid parking into their new contract. FAA FSDO is paying for their employees to use the lot. Chair Swanson asked if the barriers could be moved in the employee lot to help improve the short-term parking situation. Short-term parking is full many times when three jets are on the ground at the same time. He wished to see something done in the short-term lot. Ms. deLaBruere said that moving the barricades in the employee lot would take two full rows, which would lose 44 spaces and not allow sufficient parking in the summer months.

Tom Williams asked how it was known whether more than the paid spaces are being used as they are not assigned. Ms. deLaBruere said that badges for employees that have not paid have been turned off and access is not allowed into the employee lot. She said that Skagway Air has named six people that are sharing three spots. There are only three people that have cars but they have people that come down from Skagway and use one of those three cars. If there is a problem or more spaces are being used than sold, the license plates will be looked at as they need to register their cars. Pete Carlson said that the summer months would bring many more employees using the parking lot and said that caution should be used in any reduction in the lot.

Joe Heuelsen said that any changes in the parking lot configuration should include ADA parking. Chair Swanson said he thought something could be done to expand the short-term lot. He suggested the Operations Committee should look at both the lot

reconfiguration and becoming ADA parking friendly. Ms deLaBruere said that increasing the short-term lot would be a lot of work/money to move the grass barriers and lighting. She suggested this should be handled through the Terminal Planning Committee. Airfield Maintenance & Operations Supervisor Jerry Mahle noted that some places are widening their parking spaces due to the size of SUVs.

VII. **NEW BUSINESS:**

A. **Delta-1 Ramp Variance and Design:** Airport Manager Heese said that the Delta-1 Ramp is located across the taxiway from the National Guard Hangars and the area where ERA Helicopters had operated this past year. The Airport would like to fill the hole and pave it. To maximize the amount of space to park aircraft, the Airport would like to build as close to the creek as possible and lower the dike that is between the hole and the creek. R&M Engineering has prepared and submitted a Variance Request to the CBJ for the work on this project that we wish to accomplish with the 50-foot setback from Jordan Creek. The variance is expected to come before the Planning Commission in early February.

The design engineers are at a stop-work point because of the uncertainty about the outcome of the variance discussion. This work stoppage will cause a slippage in the work schedule to later in the summer, possibly into the fall. We could direct the designers to continue to work on the project, but we could lose significant amounts of work effort if our preferred work scheme is not approved. Redesign work due to an amended or failed variance could cost several thousands of dollars depending on what level of the variance is approved.

Chair Swanson said that cutting the berm of the dike down would allow large aircraft wings to go over the dike. He felt that it should be allowed by the Planning Commission as this is an Airport and not much will be done to the creek. Pete Carlson agreed that the design work should continue. He took some pictures of Jordan Creek on a 20.1 tide on December 13 behind his hangar. He said there is 15 feet from the high tide to the top of the berm. To cut it down two to three feet will have no impact on Jordan Creek. Mr. Heese said that worse case scenario would be the biologists and wildlife people saying that this area is habitat and this would affect the habitat and this should not be done. The Wetlands Review Board will meet next week to discuss the issues of altering the berm. Dick Rountree, R&L Leasing, suggested removing the stumps in the area at the same time and planting the area with fireweed and lupine plants.

Gordon Evans moved, Joe Heueisen seconded, to direct the Airport Manager to continue planning to the optimum use of that area betting that the variance will be approved by the Planning Commission to allow the optimum use of that area with the possibility of increased costs. The motion passed by unanimous consent.

B. **Update on Gate Proximity Cards.** Mr. Heese said that tenants and users of the new proximity card systems have passed along positive comments on the ease of use. The annual update of the cards has gone very well. Renewal forms were sent out to all current card sponsors on November 5. Those people who have not filled out the annual update

may still do so by coming to the Manager's office during weekdays. Original signatures are needed. We have found that this update has been very beneficial in tracking the proximity cards. People have discovered that cards have been misplaced, but that it is easy to deactivate and issue replacement cards without compromising security. Pete Carlson asked if Security had noted a large difference of unauthorized users accessing the airport. Mr. Heese replied that this item has not been quantified, but TSA is happy with the system.

C. **Airport Manager's Report:** Airport Manager Heese reviewed the Airport Manager's Report (Attachment #1).

VIII. **ASSEMBLY LIAISON COMMENTS:** Assembly Liaison Merrill Sanford said the City's Washington, D.C., lobbyists received a long list of items from the City as prioritized by each Department head. There are 13 different funding segments and the lobbyists push for those items under each segment as they apply. He said airports tend to get funding, although there are many airports asking for funds. Mr. Sanford suggested writing a letter to the City with the Airport's priorities stated in it.

IX. **PUBLIC COMMENTS:** Dick Rountree, R&L Leasing, said that his lease extension for the FedEx building had originally been denied. He said that he had met with the Airport Manager to discuss his concerns and a compromise has been formed that will work for both parties.

X. **BOARD MEMBER COMMENTS:**

A. Pete Carlson said that a Finance Committee meeting will be held on January 20, 2005, at 9:00 a.m. to discuss the FY 2006 budget cycle.

B. Joe Heueisen said an Operations Committee meeting will be held soon to discuss the parking lot configuration and ADA parking/access.

C. Tom Williams said he has attended some of the Terminal Committee meetings and he is pleased and impressed with the attitudes of the consultants and where it seems to be heading right now. This team will get the Airport the most that everyone can buy into, which is really encouraging. Mr. Heueisen said he agreed the consultants are doing a good job and City staff – Catherine Wilkins and Ben Mello – are doing a great job coordinating the whole thing.

D. Gordon Evans said he had distributed packets to the Board members that contain information about the Airport Manager's evaluation and forms. Joan Wilkerson, Personnel Director, asked the Board to use the City's form, which was not used last year. Chair Swanson felt the entire Board should be in attendance to rate the Airport Manager. It was decided to meet on Wednesday, February 2, 2005, to evaluate the Airport Manager.

E. Tom Williams said that a Goals and Objectives Committee meeting will be held and announced soon.

F. Chair Swanson asked if the Board wanted to hold a retreat this year and if so, when does everyone want to have it. Ms. deLaBruere said that there is no money in the FY 05 budget. It was noted that the most expensive part of the meeting is the facilitator. Mr. Swanson suggested holding the meeting at his house. No decision needs to be made but perhaps the Finance Committee come up with the money for a retreat. Tom Williams asked what the purpose of the retreat would be.

XI. **ANNOUNCEMENTS:** None.

XII. **TIME AND PLACE OF NEXT MEETING:**

A. An Airport Board Finance Committee meeting will be held on January 20, 2005, at 9:00 a.m. in the Aurora Room.

B. A Special Airport Board meeting will be held on February 2, 2005, at 7:00 p.m. in the Aurora Room to evaluate the Airport Manager.

C. The next regular Airport Board meeting will be held on February 9, 2005, at 7:00 p.m. in the Aurora Room.

XIII. **ADJOURN:** *Gordon Evans moved, Tom Williams seconded, to adjourn the meeting. The meeting adjourned by unanimous consent at 8:15 p.m.*

ATTACHMENT #1
JUNEAU INTERNATIONAL AIRPORT
MANAGER'S REPORT
January 12, 2005

1. The Alaska Committee has written a letter to the CBJ Assembly in support of our preferred alternative for the runway safety area project (Attachment #2). The letter also expresses support for our application to use Mendenhall Wetlands State Game Refuge land to avoid having to use engineered material arresting system (emas) to construct the safety area.
2. JNU experienced a runway incursion on December 8, 2004. An ARFF truck returning to the station after a drill crossed the runway without clearance. We have since received a letter warning of impending enforcement should there be "recurring Vehicle/Pedestrian Deviations" creating runway incursions (Attachment #3). JNU was not singled out by FAA Alaska Airports Division; the State of Alaska was also in receipt of a similar letter. Discussions have been held with Deputy Commissioner Kip Knudson and he was also disappointed in the tone of the letter and the secrecy of the proceedings if they choose to fine an airport. This was the first incursion in several years, yet it was considered a trend. A meeting was held with ARFF and the Tower and the solution to this was that the ARFF responders would stay on one frequency – ground – so it would be easier to work. Tower's procedures will be to try to suspend all activity on the runway, but expediency of ARFF personnel and equipment may not allow that to happen.

3. I have been in contact with a representative of Gustavus; they have expressed an interest in our surplus ARFF truck for use as a community fire fighting vehicle. As this is the only request I have received to date, it is my intent to continue discussions with them with a transfer to Gustavus being the anticipated outcome.

4. The Airport recently took delivery of a new Caterpillar loader to replace a 22-year-old loader. This is a newer, safer model. The old loader will be placed in the surplus sale. It will first be offered to other City departments and then out to auction if no other department wants it.

5. The City's Washington, D.C., lobbyist has been in town for the past few days talking with City Department heads, City Manager, and the Assembly about what kind of things the City wants them to be working on back in Washington, D.C., over the next several months. The Airport requested continued funding for the snow removal equipment building and support by the lobbyist regarding the EIS. Other projects included some money that would possibly go into the U.S. Fish and Wildlife Service with the possibility of them relocating their hangar to a new site on the airport in order to open up that area by Gate E and improvements to the emergency vehicle access road. One of the things that came out of the recent certification inspection is that this is an emergency vehicle access road and by federal regulation the road should be accessible in all weather conditions for emergency vehicle access. The challenge is that the FAA requires the Airport to maintain the road but the Airport does not have a lot of money for that. Jerry Mahle noted that the Airfield crew had to change broom tufts in -6EF weather. When the crew pulled the cores out and tried to put the new cores in, the grease was solidified. They had to pound the new cores in with 2'x4's because the grease was not warm enough. The only place this change could occur was in the sand shed.

6. Ben Mello, Airport Planner, has tendered his resignation effective February 4, 2005. He has been here since August 2003 and has done an excellent job during his time here. His plans are to move back to the east coast (possibly Rhode Island) to be closer to his parents. He will be missed very much. We will be advertising soon to fill this position as quickly as we can.

7. Representatives of the Honeywell Corporation visited us on January 5, 2005, to conduct a LAAS Site scouting visit. They were looking for and selected a couple of suitable sites to set up equipment to collect data on GPS signal strength, numbers of visible satellites in the constellation, water and terrain impacts, etc. They will return on approximately February 1, 2005, to actually set up antennae; we anticipate they will be here for approximately three weeks. This is another step toward the possible installation of a LAAS station here at JNU.

8. We have been notified that ERA Helicopters will not be operating from the Airport this coming season. They wish to leave their options open for future operations. We will be working out the particulars of the lease over the next few weeks.

9. We have received FAA approval for our PFC Application #7. All projects were approved as submitted. We anticipate we will begin collections under this application on May 1, 2005, which is also the end date for PFC App #6. Therefore, there will be no lapse in collections.

10. I will be out of town on personal leave from the afternoon of January 21 through February 6, back in the office on February 7. Jerry Mahle and Patty deLaBruere will be acting managers on my behalf during my absence.

11. Construction Projects:

A. Environmental Impact Study (EIS). SWCA plans to distribute the Draft EIS in February or possibly March. We are requesting that the document be provided to JNU and CBJ prior to public distribution. Permit applications are being completed for all JNU preferred alternatives.

B. Snow Removal Equipment Facility. No change - The conceptual plan is ready for inclusion in the draft EIS.

C. Utility Expansion. No Change - Construction is complete and final payment pending.

D. Terminal Access Road Rehabilitation. No Change - Construction is complete except for seeding which will occur next spring.

E. Taxiways C-1 and W-2. No Change - Completion of the work will occur in April and May.

F. Delta Ramp Expansion. Design work is underway (although on hold). The variance to the stream set-back will be heard by the Wetland Review Board and Planning Commission in January and February. The design will be adjusted to incorporate variance application results. Design meetings will then begin, including a tenant's meeting for design review.

G. Terminal Project. The forth Committee meeting will be held on January 7, 2005, in the Aurora Room. The consultants (JYL Team) will recap the project process to date and they plan to present the recommended improvement prioritization (Task 4). All information from previous meetings has been posted on the Airports website at <http://www.juneau.org/airport/>.

H. Fencing Upgrades. Work is complete except for the area between the terminal and the sand shed, which will be completed in the Spring once the ground thaws.

I. Airfield Maintenance Shop Water Line. This is the line that goes under the UREA tanks, which has caused the pipes to corrode. This water is used to fill the UREA tanks and if the water line breaks, it would make deicing very difficult. Cameron Plumbing is

still working on a fee proposal; the proposal was delayed due to subcontractor delay in getting Cameron a cost estimate.

J. Dike Repair. All permits for the work have been received. A pre-bid meeting for contractors will be held January 14, and a low bid approved by January 20, 2005. The work will be completed as soon as warmer weather and low tides occur together, but hopefully no later than March 15, 2005, for the in-water work. The repair area is being kept under observation; erosion continues, but at a slow rate. There appears to be no danger of a catastrophic failure in the dike at this time.