

MINUTES of  
AIRPORT BOARD MEETING  
October 10, 2007  
Aurora Room, 7:00 p.m.

I. **CALL TO ORDER:** Acting Chair Gordon Evans called the meeting to order at 7:00 p.m.

II. **ROLL CALL:**

Members Present:

Gordon Evans	Jerry Godkin	Steve Zimmerman
Fred Gaffney	Butch Laughlin	

Member Absent:

Eric Forrer	Ron Swanson
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Staff/CBJ Present:

Dave Palmer, Airport Manager	John Coleman, Airport Business Mgr.
Patricia deLaBruere, Dep. Airport Mgr.	Jonathan Anderson, CBJ Assy. Liaison
Ted Anderson, Airport Planner	

Public Present:

Pete Carlson, AOPA/Tenant	Jim Wilson, Coastal Helicopters
Larry DePute, General Aviation	

III. **APPROVAL OF MINUTES:** *Gordon Evans moved, Steve Zimmerman seconded, the adoption of the September 12, 2007, Regular Monthly Meeting minutes. The motion passed by unanimous consent.*

IV. **APPROVAL OF AGENDA:** Airport Manager Dave Palmer asked to move the Landscape Alaska request before the Block "O" discussion under New Business and move the Update on Runway Safety Retained Earnings before New Business. *The agenda, as amended, was approved by unanimous consent.*

V. **PUBLIC COMMENTS:** None.

VI. **INTRODUCTIONS:** Airport Manager Palmer introduced Ted Anderson as the Airport Planner, Patty deLaBruere as the Deputy Airport Manager, John Coleman as the Airport Business Manager. Acting Chair Evans introduced Butch Laughlin and Steve Zimmerman as the newest Board members.

VIII. B. **Update on Runway Safety Area Project:** Airport Manager Palmer said meetings were held with DOWL Engineers for most of the day trying to get the project lined out. Stuart Osgood, DOWL Engineers, said hydrographic and uplands surveys were completed of the float plane pond to get an idea where the material will come from

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for the construction of the runway safety area. This insured that the materials will be suitable for the use for the runway safety area. Planning was done as to how the dredging operation will work to move approximately one million cubic yards of material from the float pond and place it in its final resting places.

The current plan is to prepare a bid package that will include all of the runway safety area and associated improvements to the airport, which will be completed throughout the winter for bidding in the summer of 2008. Construction is expected in 2009 and 2010. The current estimates are \$15 to \$18 million and with all of the other incidentals will probably cost \$25 to \$30 million range for all project costs. Airport Manager Palmer said the time line has changed because full FAA funding is not expected until July 2008. Once all permits are in hand, the \$5 million mitigation payment will be made to SEAL Trust.

Mr. Osgood said the plan is to have an overall depth on the pond and fingers of a minimum of 15 feet (up to 25 feet) and create slide slopes that are two-to-one, which is the about the limit of how the material will stand without sluffing off. This is expected to take two years to complete. Materials will be pumped through a steel pipe around the runway.

### VII. UNFINISHED BUSINESS:

A. **Retained Earnings Transfer Request:** Mr. Palmer said this is a place holder only and will be reported back to the Board in the future.

### VIII. NEW BUSINESS:

A. **Update on Law Department Projects: Jane Sebens:** Ms. Sebens thanked the Board for supporting her participation in the AAAE Conference in Washington, D.C. It was very worthwhile. This was a good network of people for when issues come up, but also a good resource in an organized fashion. This conference discussed many things, but especially the grant assurances that an airport must follow when accepting federal grants. She met the Chief Legal Counsel for TSA and has been in contact with her since the conference.

Ms. Sebens said projects that are ongoing in the Law Department include: a review of Airport leases, off-airport car rental fee issue, a clean up of Titles 3 and 5, encouragement of management to enforce lease terms, a couple of TSA issues, movement of FAA equipment due to an expired lease, a records request for DBE information, and other miscellaneous items as they come up.

B. **Update on Runway Safety Area Project: Dowl Engineers** Discussed earlier in the meeting.

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C. **Landscape Alaska Request:** Landscape Alaska has requested a lease for the area recently vacated by the Juneau Police Department impound lot. Considering the issues in the neighborhood, this would be a very compatible use for the neighborhood with landscaping. This is not an airport use, nor an aviation use, but it is also not a permanent use. The FAA has provided verbal approval with written authorization on the way. Greg Chaney with Community Development felt this would be an excellent use of the area as it is allowed in a residential zone. The Airport Board's approval is now being sought. No permanent structures will be erected. This will be a five-year lease. Concerns were made regarding charging fair market value for this lease. A letter needs to be sent to the neighborhood. The Board was in agreement with moving forward on this project.

D. **Block "O" Executive Hangar Plat:** Our plat indicates room for seven lots for new hangars, but on the ground, the edge of the plat extends beyond the dike. After reviewing several options and discussions with those potential lessees, a new plan has developed.

We will replat the area within the footprint of the original plat, but eliminate one lot and expand the size of the remaining lots. This results in the Airport leasing nearly the same amount of land, but to one less tenant. Alfie Cook has volunteered to drop out of this group if we will place him at the top of the current waiting list for the next lot available.

Had we known going into this that there was insufficient land for seven tenants, we would have offered only six lots, so this change will have no impact on the others on the list.

*Fred Gaffney moved, Jerry Godin seconded, placing Alfie Cook at the #1 position on the current hangar wait list, because he is voluntarily stepping aside to assist the Airport in developing Block "O" within the area available. The motion passed by unanimous consent.*

### E. **Airport Manager's Report**

1. Paul Wescott, our project engineer, will start work October 15. Paul is an airport and project engineer for DOT in Anchorage. He has a lot of experience in both airports and management consultants. He will be located in the old Gute house, which is now the projects office. It will also house Catherine Fritz. The projects are paying for these facilities.

2. Airfield:

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- a. An initial airfield planning meeting is set for November 7 at 7:00 p.m. All airfield tenants and users will be invited to start discussions about airfield issues and opportunities in a workshop setting.
  - b. The FAA is asking that we update the Airport Layout Plan, and the local planning meeting is a way to start discussions here about how we would like to grow. DOWL Engineers will be doing the update.
  - c. The catch basin replacement on the Coastal Helicopters ramp is complete.
  - d. Sand and deice chemicals are being stockpiled in the sand shed now.
3. Terminal Renovation Project Update (Attachment #1): With the passage of the sales tax issue, we are working with CBJ Finance and Engineering departments to establish a finance plan so we can have funding in place anticipating bidding of the terminal project for next Spring even though sales tax revenues are spread more than five years starting October 2008 and PFC funding comes in at about \$1 million per year.
4. Other items: The Airport Board Retreat is scheduled for October 25, 2007, at 8:00 a.m. at the Schaible House.
5. Construction Report:
  - a. East Hangar Asphalt Replacement: The contractor repaved the area with a slightly steeper slope and a one-inch lip at the foundation/floor to keep water out. There is a little more punch list work to do but the work is substantially complete. The contractor also relocated a catch basin near the Delta One taxi lane (between Coastal and Ward Air) to eliminate ponding in that area.
  - b. Main Ramp Improvements: The work is complete and we are waiting for some prices for extra work to make the contractor's final payment. As-built plans should be submitted soon.
  - c. Float Pond Dredging: The contract has been completed to get the survey and geotechnical studies done. The contract for the rest of the design work for placement of dredged material at all the EIS related project sites are nearly ready for signatures. The completion date is scheduled for July 2008.

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- IX. **ASSEMBLY LIAISON COMMENTS:** Assembly Liaison Jonathan Anderson reported the Missile Defense Agency (“MDA”) is setting up a place on Lena Point to track a missile that is fired from Kodiak next March. MDA has said they were in contact with the FAA and it would not interfere with scheduled flights of large air carriers. He understood that at some point there will be a no fly area close to Lena Point at some period in time. He wanted to insure that this was being coordinated with Airport management. Mr. Palmer said they had been in contact with the Airport.

Every year after municipal elections, the Assembly holds a retreat where they set their official goals and objectives. This sets the agenda for what the meetings are supposed to address during the year. Last year one of the main goals was improved transportation and infrastructure and service to the community. One of the ongoing goals was to complete the Airport EIS. The Assembly is proud of the Airport. A second piece of that has been supporting City, State and Federal funding for Juneau’s Airport expansion. He asked if the Board or the Airport Manager had any message they would like him to take into the Assembly retreat.

Mr. Palmer thanked the Assembly for their support with the sales tax. He thought recognition of the Assembly of the value of the airport to the community. Many cruise ship passengers travel through the airport. Once the design is further along, the Airport will be able to show how many square feet of the terminal are being dedicated for cruise ship passengers and tourists. The other large issue is TSA security and the costs to comply with security requirements.

Ideas for public relations were discussed. Some items may be the possible use of a ground source heat pump and the addition of new staff. Capital Chat is an excellent setting for public relations. Help by the City with marketing for a second carrier would be very useful.

- X. **PUBLIC COMMENTS:** None.

- XI. **BOARD MEMBER COMMENTS:**

- A. Butch Laughlin said that he had made plans for November 14 prior to be appointed to the Board and, therefore, would not be able to attend the next meeting. It was suggested he could teleconference into the meeting if he was available.
- B. Fred Gaffney will be traveling in November and not available for the meeting.
- C. Gordon Evans said he will be out of town for the February meeting.

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XII. **ANNOUNCEMENTS:** None.

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

A. The Airport Board Retreat will be held on October 25, 2007, at 8:00 a.m. in the Schaible House. This meeting is open to the public.

B. A planning meeting will be held on November 7, 2007, at 7:00 p.m. in the Aurora Room.

C. The next regular Airport Board meeting will be held on November 14, 2007, at 7:00 p.m. in the Aurora Room.

XIV. **ADJOURN:** *The meeting adjourned by unanimous consent at 8:30 p.m.*