

MUNICIPAL AIRPORTS AVIATION ADVISORY COMMISSION  
MEETING MINUTES  
Thursday, February 2, 2023  
Anchorage Fire Training Center, 1140 Airport Heights Rd., Bldg. A, Rm 1  
Anchorage, Alaska

ATTENDANCE

COMMISSION MEMBERS PRESENT

Stormy Jarvis, Chair  
Marty Edwards  
Keenan Zerkel  
John Pratt  
David Frazier

COMMISSION MEMBERS ABSENT

Michael Williams  
Philip Logan

AIRPORT STAFF PRESENT

Rich Sewell, Airport Manager  
Julie Hixenbaugh, Commission Secretary

**1. CALL TO ORDER/ ROLL CALL**

Commission Chair Stormy Jarvis called the meeting to order at 12:02 PM.  
Roll Call taken. Quorum 5 of 7 members present.

**2. MINUTES OF THE PREVIOUS MEETING**

January 5, 2023, minutes tabled until the March Meeting.

**3. INFORMATIONAL REPORT-**

**A. CHAIR**

No Report

**B. AIRPORT MANAGER'S REPORT**

**I. Community Relations**

Rich is trying to attend the Community Council meetings with Rogers Park, Airport Heights, and Fairview.

## **II. AIP Grant Funds/Projects**

Rich read over a handout (attached exhibit A) of the recently closed grants, currently processing grants and open grants.

Rich was notified by FAA that MRI was eligible for a 1.1 million dollar bi-lateral infrastructure grant. He will research what the grant can be used for before accepting it.

MRI was able to surplus the old snow blower to street maintenance.

Marty Edwards inquired if MRI has to pay up front for the projects. Rich said, yes, MRI does and has to pay interest to the Municipality coffer, thus an incentive to MRI to apply for the reimbursements from the FAA in a timely manner.

Stormy asked how much the Inspector General has denied in CARES reimbursement funds to MRI. Rich said that about 2 million has been denied. It is among several categories and is not yet reflected in the budget and could hurt MRI financially. Rich will put together a list of specific items that have been disallowed to date.

## **III. Cares Act Funds/Projects**

- a) Rich provided a handout (attached exhibit B) and discussed the details.

He reported the CARES dollars are set to expire in April 2024. There are congressional talks on getting them extended.

Rich said the CARES money can be used as matching funds.

Keenan asked if the 7.2 million on building repairs needs to be spent before April 2024? Rich said it does but the projects that includes Orca Street buildings are about 95% complete with the architectural and engineering work. Roger Hickel Contractors are putting together the bid for the work but are challenged with the supply chain problems for a firm cost for the project. It will be done in phases and hopefully be able to get them all done before time runs out.

## **IV. Financial Position**

- a) Rich passed out a line-item budget handout (attached exhibit C).
- b) Keenan asked if there is a priority list on the repair project.

Rich listed the priority of the projects

- 1)Managers Office roof
- 2)1025 Orca Street
- 3)Snow equipment building
- 4)USGS Building

#### 5) Pilot shelters – three units

The assembly approved Roger Hickel Contractors for the work. The deadline of April 2024 was not known at the time of award. Keenan suggested it could be a good idea to incentivize the contractor to finish the job.

FAA has delayed the rehab project to date, Rich said it should have started last summer. If one building is finished completely MRI can be reimbursed for all the design work. HDL is working with Hickel to get all the jobs done simultaneously. Rich will invite Mark Swenson from HDL to the March meeting for an update.

Keenan asked Rich to explain the purpose of the rehab of the 7-25 design.

Rich explained the FAA needs to have a set of plans in hand before any work is done. That work is in part for an antiquated system of lights, Runway End Identifier Lights (REIL) and Precision Approach Path Indicators (PAPI) on 7-25.

Stormy asked if AIP 61 from 2016 was just closed out? Rich said that it is correct.

Stormy asked what encumbrance meant, on the CARES spending categories sheet. Rich explained that the money has been encumbered to be spent on a particular project. It's a financial term that locks the money to a project and is available to that project.

#### **IV. Old Business**

- a) Rich received a notification there are obstructions in the approach procedure at MRI from the FAA this week. FAA has canceled the circling approach procedure at night for all runways except for RNY 5. NOTAM has been issued.

FAA sent a spreadsheet of ninety-four obstructions by latitude and longitude coordinates. Rich reached out to the Municipal GIS department, and they were able to map the location of the obstructions. Rich believes most all the obstructions will be able to be fixed by MRI maintenance crew. The last aeronautical survey was done in 2015.

Keenan was concerned that this data could be old and is this not a relevant report. Rich said we still need to mitigate the obstructions.

Rich stated that most of the obstructions are vegetation related and is hoping they can be charge to regular airport operating expenses and that will be reimbursed with CARES funds. He hopes to have them all taken care of by end of summer.

These obstructions will need to be address before the new approach procedures, developed by Hughes, can be implemented. Stormy asked

when Hughes will flight check the new approaches, Rich believes it will be late this summer.

Rich will invite Kyle Christiansen, Sr. Aeronautical Specialist, from FAA to answer any questions on this topic at the March meeting.

The ALP is being updated by R&M and hopes to have the obstructions addressed so they don't show up on the new ALP.

- b) Merrill Field is not responsible for garbage being dumped on private property but will dispose of any that is on MRI land.

The City Electric property is completely off the table for acquisition, it is contaminated, and the FAA will not fund it, however if the owners re-mediate the property it will re-evaluated for acquisition.

#### **4. ORGANIZATION REPORTS**

**A. MRI ATCT** – Caleb Newville shared the RSAT meeting will be held April 18, 2023. Meeting time and place will be announced.

**B. CAP** – None

**C. AOPA** – Joe Darnell shared the Spring Safety Seminar will be held April 15, 2023, 8:30 am until 1:30pm, at the UAA Tech Center auditorium. 35 year and running.

**D. Lake Hood** -None

**E. AACA** – Will Day said AACA is looking for aeronautical tenants for two of their office suites on Merrill Field. The AACA convention will be March 1<sup>st</sup> – 3<sup>rd</sup>.

**F. Fairview Community Counsel** -None

#### **5. BUSINESS ITEMS**

None

#### **6. PUBLIC COMMENTS**

Rich reported the FEDEX jet has been sold to a private individual. Their plan is to remove the wings and drive it off the field with zero impacted to MRI. The jet will be relocated to the valley.

#### **7. COMMISSION COMMENTS**

None

#### **8. UPCOMING MEETINGS**

Next Airport User Group Meeting April 5, 2023, 5:00PM, at the Airport Manager's office

The next MAAAC meeting will be Thursday (First Thursday of the month) March 2, 2023 (Anchorage Fire Training Center, 1140 Airport Heights Rd., Bldg. C, Rm 9)

**9. ADJOURNMENT** at 1:12 p.m.

## EXHIBIT "A"

### Recently CLOSED FAA grants:

AIP 61 – Conduct Airport Master Plan Study Update, Phase 2

Total Project cost \$593,255.13

AIP 71 – Install Taxiway C Lighting & Signage

Total Project cost \$1,122,211.88

AIP 82 – Acquire Snow Removal Equipment (Snowblower)

Total Project cost \$639,422.98

### Currently processing for final closure, all work is complete:

AIP 73 – Rehabilitate Quebec Apron, Phase 7

Project cost \$12,894,651

AIP 77 – Reconstruct Taxiway Golf

Project cost \$1,625,412

### Open Grants:

AIP 74 – Conduct Miscellaneous Study (RIM study with ALP update)

Project Budget \$306,951

Actuals \$97,180.98

Encumbrance \$130,012.70

AIP 79 – Reconstruct Airport Access Road

Project Budget \$8,700,000

Actuals \$7,316,793.06

Encumbrance \$1,127,966.64

AIP 86 – Rehabilitate Runway 07/25 Design

Project Budget \$1,008,324

Actuals \$0

Encumbrance      \$816,239

**CARES/ACRGP/ARPA Open Grants:**

AIP 80 – CARES grant

Project budget      \$17,898,468

(See separate report for budget update)

AIP 83 – Airports Coronavirus Response Grant Program (ACRGP)

Project Budget      \$1,009,042

AIP 85 – Airport Rescue Grant (ARPA)

Project Budget      \$1,130,634

## EXHIBIT "B"

CARES Spending Categories:	BUDGET	ACTUALS	Encumbrance	Unspent	2023 plan for unspent budget:
			*** see below		
Airport Expenses	8,464,247.00	4,714,382.28	1,824,976.50	1,924,888.22	payroll/oper expenses, Whiskey grooming equip and other needs in 2023, MX shop trucks
Precision Approach Project	371,200.00	223,125.00	148,075.00		
Building Repairs Project	9,000,000.00	536,061.63	1,246,034.37	7,217,904.00	Roger Hickel construction contract - waiting on FAA Dev Grant
FAA AIP Grant Match	63,021.00	-	63,021.00	-	Rehab Rwy 7/25 Design grant
Totals:	17,898,468.00	5,473,568.91	3,282,106.87	9,142,792.22	
				12,424,899.09	

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Airport Expenses encumbrance PO's:

(2) Two CAT 966 Wheel Loaders	~ 1,000,000
CAT D3 Track Type Tractor	~ 200,000
Billing system improvements	~ 50,000
various repairs, parts orders & engineering services	~ 550,000



## EXHIBIT "C"

Description	Current Budget
501010 Straight Time Labor	839,255.00
501020 Overtime	8,442.00
501035 Leave/Holiday Accruals-Enterprise Funds	79,000.00
501080 Retirement	174,859.00
501090 Life Insurance	205.00
501100 Medical/Dental	258,168.00
501105 FICA/Medicare Taxes/Social Security	67,797.00
501115 Employee Assistance	264.00
501118 Other Benefits	3,744.00
501130 Unemployment Insurance	1,747.00
501140 Long Term Disability	654.00
<b>FULL Labor</b>	<b>1,434,135.00</b>
511000 Operating Supplies	59,000.00
511010 Office Supplies	4,000.00
511160 Petroleum Oil & Lube	5,000.00
511170 Fuel	13,000.00
511380 Repair & Maint Supplies	35,000.00
530020 Laundry & Sanitation Svcs	4,000.00
530360 Repair and Maintenance Contract Services	73,000.00
530380 Other Professional Services	-
540010 Bank Fees/Other Financial Institution Charges	22,000.00
540050 Tuition/Registration Anch Area	2,000.00
540170 Communications	7,000.00
540280 Rentals	10,000.00
540440 Boards Commission Expense	1,000.00
540640 Contractual Svcs Other	82,000.00
540650 Miscellaneous Expense	75,000.00
550010 Wireless Airtime Only	2,000.00
550080 Public Utility Services	218,000.00
560010 Insurance	4,000.00
590200 M&E < \$5,000 Except HW & SW	2,000.00
<b>Non Labor</b>	<b>618,000.00</b>
580510 Muni Util Svc Assessment	63,073.00
<b>Transfer to Other Funds</b>	<b>63,073.00</b>
<b>Direct Cost Full Accrual</b>	<b>2,115,208.00</b>
<b>Intra Governmental Charges</b>	<b>57,115.00</b>
<b>Function Cost Full Accrual</b>	<b>2,172,323.00</b>
572010 Depreciation	3,040,323.00
<b>Depreciation Amortization</b>	<b>3,040,323.00</b>
405020 State Aviation Fuel Fees	(24,000.00)
405100 Federal Grant Revenue-Direct	(1,257,946.00)
406640 Parking Garages & Lots	-
408470 Leaseholder Land	(664,000.00)
408471 Building Rental	(359,000.00)
408480 Monthly-Fuel Fees	(101,000.00)
408490 Transient Aircraft Parking	(8,500.00)

408500 Permanent Aircraft Parking	(278,000.00)
408505 Vehicle Parking	(76,000.00)
408510 Medivac Taxiway	(58,000.00)
408515 Rental Revenue	-
408520 MRI Property Damage Recovery	(1,000.00)
408525 MRI Admin Doc Prep Fees	(1,500.00)
408526 Reimburse Recording Fees	(1,000.00)
408530 Aircraft Impounds	(2,500.00)
408534 MRI Miscellaneous Operating Revenue	-
440010 GCP Cash Pools Short-Term Int	(69,000.00)
<b>Revenue Accounts</b>	<b>(2,901,446.00)</b>
<b>BALANCE</b>	<b>2,311,200.00</b>