AIRPORT BOARD REGULAR MEETING

July 10, 2025 at 6:00 PM

Airport Alaska Room/Zoom

https://juneau.zoom.us/j/81320381493
Or join via audio: 1-253-215-8782 Webinar ID: 813 2038 1493

TO TESTIFY: CONTACT Shannon VanValin, 907-586-0962

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF MINUTES**
   A. **Juneau 26, 2025 Special Airport Board Minutes**
4. **APPROVAL OF AGENDA**
5. **PUBLIC PARTICIPATION ON NON-AGENDA ITEMS**
6. **UNFINISHED BUSINESS**
   A. **Airport Manager hiring progress report from Dallas Hargrave (verbal update)**
7. **NEW BUSINESS**
   A. **New Business**

1. Approve the increase of FTE funds for Construction Inspector.
This is a request to approve the expenditure of $77,000 from the operating reserve to increase the Construction Inspector position vacated by Greg Jerue (PCN 116003) from part-time (.38FTE) to a full-time position. $77,000 added to the existing budgeted $36,905 brings the total personnel cost to $108,794 from the fund balance to be divided equally between Terminal and Airfield Maintenance.
Recommended Motion: Approve $77,000 increase to create one full-time equivalent position for the Construction Inspector position.

2. Approve a new position for Deputy Airport Manager.
This is a request to authorize the position of Deputy Airport Manager. The former position was eliminated in favor of the creation of the Security Manager position. This position is in recognition of both the loss of experienced personnel and the addition of duties related to Airport administration. The Airport has a need for business development, grant writing, tenant and business enterprise recruitment and development. The position supports the Airport Manager in all aspects of Airport administration and fills the Manager's position during absences. The position provides depth of staff for compliance, purchasing, contracting, and personnel issues. The Deputy Airport Manager will relieve our Business

Manager of tasks that have been assumed simply because there were no other staff here. Airport policies, rates, and regulations need to be reviewed, updated, and implemented in an overall consistent manner, a project that has not been possible while dealing with current issues as they arise.
This position is a range 22 position. The estimated cost for middle step placement is $108,800 and $54,400 for benefits for a total of $163,200. Funds would come from the fund balance.
Recommended Motion: Approve the expenditure from the fund balance of $163,200 for the Deputy Airport Manager position.

3. Rates and charges.
The CBJ Finance and Manager's office objects to the use of the fund balance for the above recurring operational expenditures. These expenditures should be included in the annual operating budget. To that end, the Airport's rates will need to be increased. Already, going into FY 26, their projections show expenditures above revenues.
As an indication of the Board's resolve to propose a rate structure that will fund operations with Airport revenue.
Recommended Motion: Move to direct the Airport Manager to review the Airport's rates and charges and develop a proposal to generate sufficient revenue to cover the Airport's budgeted expenditures. Adoption of the rates and charges will be scheduled for the December 11, 2025, Airport Board meeting.

8. EXECUTIVE SESSION (IF NEEDED) I move that the board recess into executive session to discuss confidential recruitment information for the Airport Manager position.

9. STAFF REPORTS

A. Airport Manager's Report

B. Airport Project Manager's Report - Ke Mell

C. Airport Project Manager's Report - Mike Greene

10. CORRESPONDENCE

11. COMMITTEE REPORTS

12. ASSEMBLY LIAISON

13. BOARD MEMBER COMMENTS

14. ANNOUNCEMENTS

15. NEXT MEETING DATE

16. ADJOURNMENT

MINUTES of
AIRPORT BOARD MEETING
June 26, 2025
6:00 p.m. Alaska Room/ZOOM

A. **CALL TO ORDER**: Chair Eve Soutiere called the meeting to order at 6:02 p.m.

B. **ROLL CALL**:

Members Present:

David Epstein	Eve Soutiere	Chris Peloso
Charlie Williams	Dennis Bedford	Jerry Godkin
Angela Rodell		

Member Absent: None

Staff/CBJ Present:

David Palmer, Airport Manager	Sherri Layne, CBJ Law
Andres Delgado, Airport Sup't.	Alicia Hughes-Skandijs, CBJ Assembly
Angelica Lopez-Campos, Bus. Mgr.	Dallas Hargrave, Human Resources & Risk Management Director (HRRM)
Ke Mell, Airport Architect	
Mike Greene, Airport Project Mgr.	
Nathan Reddekopp, Airfield Maintenance	

C. **APPROVAL OF AGENDA**: *David Epstein moved to approve the agenda as presented. The motion passed by unanimous consent.*

D. **Executive Session-Discuss Candidates for Airport Manager**.

E. *David Epstein made a motion to move the board to an executive session and 6:03pm and the board reconvened into open session again at 6:55pm.*

F. **Update From Dallas Hargrave- Re: Airport Manager Candidates.**

Mr. Hargrave referenced the one-page memo and stated that the two airport manager finalists that were under consideration are no longer options anymore and that there will not be a hire made from those two finalists. Since there were other worthy applicants being considered, the plan is to go back to the original applicant pool and not repost the position to get new candidates at this time. He hopes they will have a sense of what that will look like by the next board meeting on July 10th.

G. **PUBLIC PARTICIPATION ON NON-AGENDA ITEMS:** *None*

H. **NEXT MEETING DATE**: The next regular Airport Board meeting will be held on July 10, 2025, at 6:00 p.m. in the Alaska Room and via Zoom.

I. **ADJOURN**: *Mr. Epstein adjourned the meeting at 7:00 p.m.*

a. **ARFF.**

In July 2024, JNU was awarded an Airport Improvement Program (AIP) grant of $1,007,116 to purchase a 1500-gallon Airport Rescue Fire Fighting (ARFF) truck to replace A3, our 2003 Oshkosh truck. The Anchorage Federal Aviation Administration (FAA) district office informs me that FAA does not recognize Sourcewell, the public cooperative we used for the procurement process, and therefore they will not honor the grant.

The truck was ordered last September. Rosenbauer had begun the build, and the truck will be delivered no later than March 2026. This truck is essential to maintaining our index "C" rating that allows commercial jet service here. The ARFF truck can be purchased with PFC 10 funds. The draft PFC 10 application will be updated after consultation with the airlines. As PFC funds are received the fund balance will be restored.

As a temporary measure, it is necessary to approve this expenditure from fund balance and request the Assembly deappropriate the previously approved expenditure of AIP grant funds.

Because we could not use the AIP grant funds for the ARFF truck, the grant has been amended to fund a motor grader, the amphibious rescue vehicle, and minor airfield equipment. With the loss of the grant, it is required that the Assembly deappropriate the funds and authorize the expenditure from the airport's operational reserve.

Recommended motion: Approve the request for the CBJ Assembly to deappropriate FAA Grant # 3-02-0133-101-2024 of $1,007,116 and appropriate $1,007,116 from the Airport's operational reserve to purchase a 1500-gallon Rosenbauer Airport Rescue Fire Fighting vehicle.

b. **New Hires.**

Account Tech II, a position vacated by Travis Dybdahl is being filled by Bruce Malazarte who starts work on July 14. He comes from the East Coast, but has lived in Juneau, and is established here.

Security Manager. Kathy Mancini is moving here from Florida, where she is a law enforcement, parole, and corrections officer, now retired. She will start on September 22.

c. **Runway Safety Area.**

The Runway Safety Area grading project was ready to go to bid until the FAA demanded we enter into a Reimbursable Service Agreement (RSA), to hire FAA engineers to evaluate whether the grading (1" to 6" of fill) might encroach on FAA lights, conduits or other equipment in the runway environment. They are asking for a payment of about $78,000 up front. The funds may or may not be reimbursed with AIP funds; FAA won't commit until all the work is completed. I have referred the draft agreement to the CBJ Department of Law for advice. There is no project without the RSA agreement, but perhaps we can fine tune the scope of work.

CBJ now requires a flood plain development permit based on the Federal Emergency Management Agency (FEMA) maps. There are errors on the map, and we are working with Michael Baker International (MBI) to correct the map with Letters of Map Amendment (LOMA). Meanwhile, we will submit a flood plain development permit application to the Community Development Department (CDD).

e. Apron Lighting Project.

The apron lighting project was on track to remove the over-height pole sections and replace them with shorter sections to meet the FAA's 50' height limit. On June 2nd, 2025, during a special Board meeting, the Board approved a transfer of $45,000 for that work. After the transfer, the FAA informed us that we cannot wait for the new, shorter pole sections but must remove the tall sections now. This requires a second mobilization with a crane and crew adds another $28,450 to the project cost. A final accounting of the project costs will be done at the close-out of the project; we don't need to appropriate additional funds now.

f. Airfield Leases.

a. The survey for Lot 3 and 3A for Alaska Seaplanes' terminal and cargo area has been surveyed and the lease is being prepared. We will meet to identify desired fence locations, then solicit a fencing contractor through CBJ purchasing. JNU and Seaplanes will share fencing costs.

b. We will renew Temsco's lease for their offices and hangar area for a term of 35 years. We will renew their lease of lot 18, adjacent to their landing area, for 5 years, based on an adopted lease policy where no infrastructure is required.

Available Fund Balance Summary

Airport Fund

Fund Balance at end of FY26 includes requests on Agenda

	FY24 Actuals	FY25 Amended	FY25 Proj	FY26 Budget Revised
Beginning Available FB	**3,783,400**	**2,606,000**	**2,606,000**	**3,821,691**
Operational Expenses:	(11,199,334)	(10,844,300)	(10,878,959)	(11,205,777)
Debt Service (OUT):	(3,064,200)	(2,505,100)	(2,505,045)	(2,583,413)
Transfers to Capital Projects:	(822,066)	(300,000)	(300,000)	
Other Non-Oper Expenses:	-	-	-	(1,007,116)
JNU Total Expenses:	**(15,085,600)**	**(13,649,400)**	**(13,684,004)**	**(14,796,306)**
Minus Non-operational Exp & Debt Serv:	3,886,266	2,805,100	2,805,045	3,590,529
Operational Expenses:	**(11,199,334)**	**(10,844,300)**	**(10,878,959)**	**(11,205,777)**
Operational Revenues:	8,134,530	10,808,061	10,476,225	10,565,124
CARES Reimb (operations):	3,054,045	-	1,910,131	-
PFC for Rev Bond Interest:	434,625	317,600	317,600	194,900
***Other Financing Sources (Uses):		-	2,100	-
JNU Total Revenues:	**11,623,200**	**11,125,661**	**12,706,056**	**10,760,024**
Minus Non-operational REV & Debt Serv:	(3,488,670)	(317,600)	(2,229,831)	(194,900)
Operational Revenues:	**8,134,530**	**10,808,061**	**10,476,225**	**10,565,124**
Operating FB Increase(Decrease):	**(3,064,804)**	**(36,239)**	**(402,734)**	**(640,653)**
JNU EXP minus REV:	(3,462,400)	(2,523,739)	(977,948)	(4,036,282)
Increase (decrease) in Debt Service Reserve:	(2,285,000)	(2,395,000)	(2,395,000)	(2,515,000)
Increase (decrease) in JNU Capital Reserve:		201,361	201,361	
Increase (decrease) in Fund Bal (FB):	(1,177,400)	(330,100)	1,215,691	(1,521,282)
Ending Avail FB, including Reserve:	**2,606,000**	**2,275,900**	**3,821,691**	**2,300,409**
Less 3 Mo. Operating Reserve	(2,799,800)	(2,711,100)	(2,719,700)	(2,801,400)
Ending Available Fund Balance	**(193,800)**	**(435,200)**	**1,101,991**	**(500,991)**

AIRPORT CAPITAL REVOLVING ACCOUNTS (combined)

Date	CIP Revolving Balance*	Reimbursed Amount (+)	Forward Fund Amount (-) anticipate reimbursement	Encumbered Amount (-) permanent/**no** reimbursement	Description
	$819,788	-	-	-	**BUDGET**
Apr-19			($477,000)	**	NO LONGER REQ. Termnl Recon
Jan-21			($50,000)		Property Acquisition Frwd Fund Specialist
FY25			($5,000)		ARFF Truck
FY25			($26,427)		Master Plan Update
FY25			($50,000)		SIDA ADA Elevator
FY25			($10,000)		ARFF Truck
	$201,361				**AVAILABLE BUDGET** on 560010101-3990 to forward fund Projects

* Represents all 3 Capital Accounts: Airport Revolving Captial Reserve Acct (ARCRA), Airport Construction Contingency Reserve, Project Design

** Temp forward funded $477K to be credited once Controller's complete transfer back to acct

MEMORANDUM

TO: Dave Palmer, Airport Manager

FROM: Ke Mell, Airport Architect

DATE: July 1, 2025

RE: Airport Architect's Report

*Updates since last report in italics. Look ahead in **bold italics.***

Mendenhall Riverbank Stabilization

Island Contractors is under contract, turning in submittals, and has been asked for a schedule for the work.. There are low tides in late July, which would facilitate the work. Per the National Oceanic and Atmospheric Administration (NOAA), our cold spring and early summer means that Suicide Basin is filling more slowly than it has for the past two years, and NOAA expects the annual jökulhlaup "around August 14". ***Staff anticipate completion of the work before the 2025 jökulhlaup.***

On June 30 staff emailed DMVA requesting an update as to the status of the State of Alaska Department of Military & Veterans' Affairs (DMVA) funds to cover JNU's grant application. Terry Kurth, Public Assistance Branch Chief at DMVA responded:

"I talked to Tiffany, our deputy director (at DMVA), and she indicated that the new fiscal funds take time to be available in IRIS (state accounting system). I'm translating the process as best as I can so bear with me. The division will submit our spending plan per disaster to the Governor's office and the legislature for approval before we can have the funds loaded into IRIS. She estimated the funds could be available in September. AK-23-296 is in the line up but it's not at the top. She's aware of the need to fund the disaster, but there are disasters with a higher priority in funding."

On April 16, JNU received an email from Terry Kurth. He stated, "I learned yesterday that (the State Division of Homeland Security & Emergency Management (DHS&EM) is unable to obligate (Project Worksheet) PW 0003 for AK-23-296 due to insufficient Disaster Relief Funds (DRF) for that disaster. The remaining disaster funds available are less than the amount needed to award PW 0003 for $276,230.00. This shortfall of funds is a temporary issue, and we anticipate additional funds becoming available after the current state legislative session. Sorry for this bit of bad news, but it is a temporary setback. This only applies to this disaster for CBJ. Please proceed with the work on PW 0003. We will notify you of any changes to this DRF as they become available." JNU staff followed up and determined that DHS&EM obligates the entire amount of the grant at once; they will not obligate the grant unless they have all the funds required to do so.

Due to the uncertain status of DMVA reimbursement, staff requested and the JNU Board (May 8) and the City and Borough of Juneau (CBJ) Assembly (June 9) approved an appropriation of $300,000 to the project from airport funds, preferably to be reimbursed by a grant from DMVA upon completion.

The total project cost—excluding JNU staff time—is likely to exceed the $276,230 that was submitted to DMVA for reimbursement, as JNU staff did not include the engineer’s fees for permitting, and for Construction Administration and Construction Inspection (CA&CI). The $276,230 was based on the engineer’s construction cost estimate of $258,405 and the engineer’s fee of $12,245 to produce bid documents. ($258,405 + $12,245 = $276,230) To that should be added $5,000 for permitting and *$17,950 for CA&CI, yielding a total project budget of $299,180, assuming no changes during construction. Of this total, ($12,245 + $5,000 =) $17,245 has already be contracted for and paid; the project budget to complete the work is ($299,180 - $17,245 =) $281,934.*

Four bids were received on April 9, but the two lowest bidders were deemed non-responsive. One of the non-responsive bidders, RNB Construction, LLC, protested the bid results. The City and Borough of Juneau (CBJ) did not uphold the protest to the declaration of Island Contractors as the apparent successful bidder. RNB Construction did not appeal CBJ’s response. The protest and response have been sent to the Department of Military and Veterans’ Affairs) DMVA for their review before contract award.

On behalf of JNU, proHNS *has applied for and received* all permits required for stabilization and repair of damage from the 2023 jökulhlaup:

1. On September 4, 2024, proHNS submitted an application to the Alaska Department of Fish and Game for a permit for work that could affect fish habitat. On October 9, JNU received the permit.
2. On September 3, 2024, proHNS submitted an application to the U.S. Army Corp of Engineers for a permit to work in the “Waters of the United States”. On October 21, JNU received the permit.
3. On August 12, 2024, proHNS submitted an application to DNR for a permit for work below ‘ordinary high water”, in this case the high tide line. On January 29, JNU executed an amendment to our existing ADL 107597 avigation easement which granted permission for the work.
4. On October 23, 2024 proHNS submitted an application to the City & Borough of Juneau (CBJ) for a Floodplain Development Permit and a grading permit. The Floodplain Development permit was received on May 15, 2025. *On June 25, 2025, JNU received the grading permit.*

At the August 21, 2024, low tide JNU staff and proHNS visited the site of the 2023 damage. There was no damage from the 2024 jökulhlaup additional to the 2023 damage.

The jökulhlaup that occurred on August 5, 2023 stripped approximately 110 lineal feet of rip rap from the Mendenhall River embankment just southwest of the float plane pond. Permanent work to repair damage must follow normal City and Borough of Juneau contracting and bidding procedures and permitting by relevant agencies. Eighteen months from August 5, 2023, is February 5, 2025. JNU staff applied for the eight-month extension on November 26, 2024; DMVA staff assured JNU that the extension would be granted.

Master Plan Update (MPU): *The final Technical Advisory Committee (TAC) meeting took place on June 19 virtually on MS Teams and covered the complete draft MPU, focusing on Alternatives Refinement, Environmental Considerations and the Implementation Plan. Comments on the plan were due to Michael Baker International (MBI) by July 3 but will be accepted later.*

The aeronautical obstruction survey was flown June 24 and 25, however it will take three to four months to process the resulting data.

Michael Baker expects to submit the Draft Master Plan Update in late November, and the final Master Plan Update in late December, after FAA review.

MBI presented an overview of their work to the CBJ Assembly Public Works and Facilities Committee at the Committee's June 2 regular meeting.

MBI presented an overview of their work to the JNU Airport Board at the April 10 regular meeting. Also on April 10, a TAC meeting took place from 1:00 p.m. to 3:00 p.m. Both meetings were held in person at Juneau International Airport and virtually on MS Teams. The Working Paper presented at the TAC meeting covered the refined airport alternatives, the Environmental Action Plan, and a list of suggested capital improvements.

On April 9 MBI held a public open house in the Alaska Room at JNU.

The second TAC meeting took place by videoconference on March 11. The meeting covered Airfield Inventory and Existing Conditions, the Aviation Forecast for JNU, and Airport Capacity and Facility Requirements. Not all members of the TAC were able to attend, so MBI will provide the slide show and recording of the meeting, which will also be available to the public. MBI would appreciate any comments on the presentation at the earliest convenience.

MBI visited JNU on December 4 and December 5. They met w/JNU staff and members of the TAC, toured the facilities and laid the groundwork for their work over the following year.

The current Airport Master Plan will be updated with regard to data and forecasts of aviation demands, expansion for future planning consideration, Airport Layout Plan, and related Exhibit "A". This update will include an obstruction survey, but does not look to change the sustainability goals, environmental inventory, nor financial plan.

Channel/Loken/Coastal Contamination: *On June 30 JNU received the Site Characterization Report. Cox Environmental provided this summary:*

- *Soil: No Gasoline Range Organics (GRO) detected; one Diesel Range Organic (DRO) detection below cleanup levels; arsenic detected above migration to groundwater cleanup levels but below human health standards (considered naturally occurring).*

- *Groundwater: DRO detected below cleanup levels; arsenic detected above cleanup levels in three wells (considered naturally occurring); lead detected below cleanup levels.*
- *Extent delineated: Horizontal and vertical extent of GRO, DRO, and arsenic contamination delineated; lead plume delineated with additional wells installed.*

CES recommends the site be evaluated for "Cleanup Complete with Institutional Controls" now that lead groundwater contamination extent has been delineated. DEC has not yet responded to the report.

At the January Board meeting the Board approved the appropriation of $43,338 for Cox Environmental for an updated site work plan and additional drilling/testing groundwater wells, as required by ADEC, for the contaminated site abutting Airport-Coastal/Loken property; up-front funding provided by Airport Fund Balance and repaid through an insurance claim through CBJ Risk Management.

On December 9 ADEC approved the Site Characterization Report submitted by Cox Environmental on July 15, 2024. In the letter ADEC stated, "Additional site characterization is required south of JIA-12 and west of CF-12 to determine the extent of the groundwater contaminant plume." Cox Environmental has submitted a budget for the work required.

Cox Environmental is under contract for JNU's ADEC required Site Assessment Work Plan (SAWP), and under contract with Loken for their parallel SAWP. Drilling on both properties to assess the extent of below grade contamination was completed on May 9, 2024. Cox Environmental reported that "Based on field screening, contamination is likely present in soil borings … located in the vicinity of the decommissioned waste oil burner. The contamination was present down to the water table which was encountered at a depth of 9-10 ft. below ground surface (bgs). The borings on the eastern portion of the Coastal/JIA properties did not indicate contamination is likely present. We will issue a full report after we complete sampling of the newly installed groundwater wells next week and have the results of the soil/groundwater samples from the lab."

Channel/Loken Land Acquisition Support: *(No change)* Staff are reviewing CBJ Purchasing's final draft of the second Request for Proposals (RFP).

The first RFP yielded one proposal from Electric Power Systems (EPS); however, EPS admitted that they did not have FAA experience required by the RFP.

JNU seeks a qualified consultant to provide land acquisition support services and coordination for a FAA funded acquisition of one parcel, currently owned by Channel Flying, Inc., and identified for acquisition on the Airport Layout Plan. The consultant will assist JNU and the CBJ Lands in navigating the FAA's airport land acquisition process. The parcel is currently listed for sale by the current owner, so this would be a willing sale. FAA funded land acquisition is extremely complicated, and JNU does not have current staff expertise in this.

ADL 107380 Conveyance: *On June 30 the State of Alaska Department of Natural Resources (ADNR) reported that, "The Title Report is complete. However, the Realty Section needs to reach out to BLM to try to get some records from them but haven't heard back yet. The Realty Section has* *asked us to hold off on submitting a patent request until they receive those records from BLM." The time to complete processing remains unknown.*

On May 8 the State of Alaska Department of Natural Resources (ADNR) reported that, "the Title Report for ADL 107980 is actively being processed by the DMLW Realty Section." When ADNR staff receive the Title Report, they can request the tideland patent for JNU. Actual processing time is as yet unknown.

During the Runway Safety Area (RSA) project in 2009, the Airport, through the Environmental Impact Statement (EIS) public process and mitigation, acquired wetlands parcels from the State for the extension of the RSA on both the RWY 8 and RWY 26 ends, and to accommodate portions of the approach lighting systems. The Airport is still working with ADNR to convey these parcels to the Airport's property. Once this is completed and recorded, the Airport Layout Plan and 'Exhibit A' will need to be updated by Michael Baker International to reflect the conveyance in the airport boundaries.

Secure Identification Display Area (SIDA) Americans with Disabilities Act (ADA) Elevator: *(No change)* On May 8 Northwind Architects submitted their fee proposal; staff are reviewing it.

On February 14, JNU received proposals from two design consultants, Jensen Yorba Wall and Northwind Architects. On March 24 Northwind Architects was selected and will begin contract negotiations with JNU shortly.

On March 4, 2025, the Assembly appropriated $50,000 to the Manager for the Departure Lounge ADA Elevator Capital Improvement Project, funding provided by Airport Revolving Funds. The Airport Board reviewed and approved this at the December 12, 2024, meeting.

Staff thanks Mr. Bedford for participating in review of the two consultant proposals received for design of the elevator installation. In his email returning his comments, he noted: "I think that it is important that the elevator installation have minimum impact on the view of the airport from the sterile area. I think that it is beneficial to the airport and the aviation community as a whole that the traveling public be exposed to and take an interest in airport operations. Both proposals seem to recognize that the area on the ramp level between gates 3 and 5 is extremely congested but I would like to emphasize this point. Although the south wall of the terminal is probably the most logical site for the proposed elevator, that area takes the full brunt of the prevailing southeast wind, and this should be taken into account during the design process."

The work will be in two phases: 1) to conceptually identify possible locations and associated costs for an elevator; and 2) once a location is chosen, the architect and consultants will prepare bid documents. Staff estimate that concept design will be less than $50K. Total design and construction costs will depend on the concept selected.

An elevator serving the Departure Lounge, Bagwell, and 121 Apron would facilitate ground boarding for passengers who cannot use stairs, and employee access between the floors. The elevator would require a SIDA badge for access and operation. Federal Aviation Administration

(FAA) has reviewed the concept and stated that the project would be eligible for AIP or BIL funding.

E-1 Ramp Rehab: *(No change)* Staff have registered with the Alaska Heritage Resources Survey as a "qualified professional" and are editing the concurrence letters per Federal Aviation Administration (FAA) direction.

When the Categorical Exclusion (CATEX) application was submitted to the FAA in December of 2024, the FAA requested State Historic Preservation Office (SHPO) concurrence that no additional sites eligible for listing have been found or buildings have aged in (become 50 years old) since 2003. This requires a search of the Alaska Heritage Resources Survey website. Within the past year SHPO has restricted access to the website to "qualified professionals". This would typically require CBJ to issue a Request for Proposals (RFP) for a qualified professional, evaluate their submissions, and contract for the services. For a small project like this, the administrative overhead—both time and money–to obtain the search is considerable. However, "qualified professionals" includes registered architects. JNU staff include registered architects, and staff have been granted access to the website. Normally the concurrence is a two-step process, but in this case—with the limited scope of the project and JNU having a qualified professional on staff, the FAA will approve a direct to findings process, skipping the first step.

Jordan Creek Greenbelt Lighting: *(No change)* Staff are reviewing requirements and considering options. In February staff belatedly realized that the project would require a Variance and a Flood Plain Development Permit, both from CBJ Department of Community Development (CDD). CDD processing time on a typical Variance is currently twelve weeks from submission of the complete application. The Flood Plain Development Permit may also be time consuming, as the Mendenhall River jökulhlaups and resulting flooding have made this a "hot topic" in Juneau. As a consequence, it may not be possible to complete the work this construction season, as the light poles and fixtures have a ten-week lead time for production after submittals are approved. Staff will apply for the Variance and Flood Plain Permit and advertise for bids this season, but the contractor will be allowed to install the fixtures when weather permits. Despite the additional engineering required by the Flood Plain Development Permit, staff are cautiously optimistic that the $150K budget provided by the Assembly will cover all costs, including JNU staff time.

The Flood Plain Development Permit will require work by a licensed civil engineer; Begenyi Engineering's subconsultant, PND Engineers declined to provide a proposal. Staff will ask CBJ Contracts to solicit interest from qualified engineering consultants under term contract.

Begenyi Engineering has submitted bid documents (100% drawings) and the 95% construction cost estimate. The estimate is $78,641, a slight increase from the 65% estimate of $73,565. Of the total construction estimate, just under 40% is for the pole foundations. The ground adjacent to Jordan Creek is very wet and although the poles are only 15' tall, local experience indicates that adequate foundations are essential.

The design will be pedestrian scale, compliant with IESNA (Illuminating Engineering Society of North America) G-1-03, Guideline for Security Lighting for People, Property, and Public Spaces, with a preliminary estimate of slightly less than $50K for construction cost. Construction cost does not include JNU or CBJ Contracting staff costs. Incidental to the design, costs will be estimated to extend pedestrian scale lighting along the path on the north side of Jordan Creek between Teal Street/Jordan Avenue and Alpine Avenue just north of Airport Boulevard if funding is available, extended path lighting could be included in the project.-

In a September 16 email to the Airport Manager, Bruce Denton of the Glory Hall Board said “In the past leftover funds from completed CIP projects have been re-allocated to augment projects that are short. Given that this project is an effort to improve safety of folks who are legitimately using the path to transit between the airport and the adjoining neighborhood, and to deter the use of the path as a hangout or camping spot for vagrants, I would think it warrants the funding needed to do it right. I can't help but think that JPD [Juneau Police Department] and the city manager would support this. I believe this needs to be initiated by the city manager. Does anyone have any idea how much is needed to do it right? I'd be happy to follow up with Katie with an increased funding request.”

The $150K appropriated by the CBJ Assembly appears to be the right order of magnitude. the project will allow for installation of JNU-owned cameras.

Departure Lounge Carpet Replacement: *(No change)* Staff are drafting a scope of work and have estimated the cost at $150,000. Staff anticipates funding the work through the local match for the terminal renovation project. When staff have a quote, this will come back to the Board for approval. The work is not included in the FY26 budget.

Carpet in the Transportation Security Administration (TSA) passenger screening area and the Departure Lounge needs replacing and continues to deteriorate; the work must include repair of underlying irregularities in the floor slab that are telegraphing through the carpet and accelerating wear. The FAA will not pay for this work. Staff are drafting a scope of work and budget. Ideally work would take place in February, when the terminal is relatively quiet.

JNU Water & Sewer Systems and Subtractive Billing: *(No change)* JNU staff and CBJ Water and Sewer Utility staff will meet to discuss the water and sewer systems and billing for them. This is complicated, and over time confusion has arisen as to how this works. The airport waterline has jurisdictional issues, as it is owned by JNU, but also serves neighboring private properties through subtractive metering.

MEMORANDUM

TO: Dave Palmer, Airport Manager

FROM: Mike Greene, JNU Airport Project Manager

DATE: July 2, 2025

RE: Project Office Monthly Report

Project specific summaries of project status and activity are presented below.

Outstanding Terminal Work Items: JNU continues to work with RESPEC (under contract with McCool Carlson Green (MCG) – designers for the Terminal Reconstruction project) on finalizing the following outstanding work items:

> **Ground Source Loop Field System and HVAC Modifications: No change since last report.** JNU Building Maintenance continues to observe contaminates/sediment within the loop field medium (methanol), even with the equipment strainers, pump strainers, by-pass filter and dirt separators in place. The continuing concern is that the system is not getting any cleaner over time, and that somehow the contaminates/sediment keeps replenishing itself. In a meeting with JNU staff, JNU Airport Maintenance and engineers from RESPEC conducted on December 12, it was decided that the samples of these contaminates should be lab-tested to determine what this material is. JNU has asked RESPEC to coordinate with MCG and utilize their remaining contract fund balance to contract with a hydronic system fluid treatment specialist to examine the fluid chemistry, analyze the sediment, and inspect some of the piping in order to recommend or implement a treatment, cleaning, or fluid replacement plan for the distributed ground source piping system.

Terminal Surge Protection: RESPEC continues to work on the following work tasks:

- Review JNU's field investigation that was intended to verify the presence of existing power surge suppression equipment in the Terminal, Snow Removal Equipment Building (SREB) and Sand-Chemical buildings.
- Provide recommendations for additional surge suppression equipment that might be needed to protect / prevent continued damage to sensitive electronic components within these three facilities. Include an estimate of cost with these recommendations.
- Provide a recommendation to implement additional surge suppressions or power conditioning as may be needed to protect Ground Source Heat Pump-1 (GSHP-1) within the Sand-Chemical Building. Include an estimate of cost with this recommendation.
- Provide 100% construction documents as needed to obtain bids for the additional power conditioning or surge suppression work.
- RESPEC has advised that they will have their final report completed before July 4.

Runway Shoulder Grading and Navigational Aids (NAVAIDS): While JNU has received the 100% bid-ready design package (drawings and technical specifications) from HDR Engineering, it has been decided not to proceed with bidding this project this year. This decision has reluctantly been made based upon the following:

- Following standard procedure, JNU / HDR had submitted the final set of project documents to the FAA prior to taking this project out for bid. The FAA initially provided review comments to add two cautionary notes on the project documents advising the Contractor of the presence of the FAA owned NAVAIDS. These notes were added to the drawings, and then the FAA indicated that the drawings were "unclear" as to whether the project work would impact their NAVAIDS.
- The Federal Aviation Administration's Air Traffic Organization (FAA-ATO) is requesting that they conduct an in-house engineering review of the project – prior to bid - to determine whether the grade slope adjustments within the Runway Safety Areas (RSA's) will adversely impact the FAA owned NAVAIDS that are located on both ends of Runway 8-26. FAA-ATO is requesting that JNU contract with the FAA using their standard Reimbursable Agreement (RA) which in this case requires JNU to pre-pay for the FAA's review work (in the amount of $78,101.54) and which indicates that these up-front costs are not AIP-eligible. FAA-ATO has indicated that this review could take as long as 18 months but could be expedited somewhat by prompt execution of the RA and prompt pre-payment by JNU. FAA-ATO also indicated that any scope of work revisions deemed necessary by the FAA's review would need to be incorporated into the JNU / HDR final set of project documents.
- In a meeting with FAA-ATO and FAA Alaska Region Airports on Friday June 27, JNU was advised that a second RA would also be needed, also pre-paid for by JNU, to cover the FAA's costs during construction. The cost of this second RA is not yet known.
- In this meeting, the FAA indicated that work completed under an RA "could be" deemed AIP-eligible (even though the DRAFT RA specifically indicates otherwise) and that this work "could be" deemed AIP-eligible with Sponsor reimbursement – but only after the award of the project construction grant and once the project has been completed. At no point in this meeting did the FAA indicate that JNU would be reimbursed for either RA.
- In addition to the requirement to pre-pay the up-front costs without subsequent reimbursement, JNU has concerns with the language within the DRAFT RA as provided by the FAA. This language:
    - commits the Sponsor to fund any cost overruns by the FAA.
    - commits the Sponsor to pay for any claims made by the project Contractor against action or inaction by the FAA.
    - requires the Sponsor to indemnify and hold the FAA harmless against all liability to third parties. The FAA assumes no liability for any losses arising out of any action and assumes no liability for claims for consequential, punitive, special and incidental damages. The FAA assumes no liability for claims for lost profits or other indirect damages.
    - indicates that the "Each party acknowledges participation in the negotiations and drafting of this (RA) Agreement and any amendments thereto, and accordingly that this Agreement will not be construed more stringently against one party that against another."
- In the June 27 meeting, the FAA urged JNU to provide any review comments or suggested edits to the DRAFT RA – but when asked if there was any room for negotiation on the RA language, JNU was told "no".
- Lastly, in this meeting, the FAA also advised that the removal of their Visual Approach Slope Indicator (VASI) on the west end of the runway has been on their to-do list as it is now obsolete. This FAA owned equipment is to be removed and replaced with an FAA owned Precision Approach Path Indicator (PAPI) system. The FAA advised that should their engineering review of the RSA Grading project determine that the work would / could impact this equipment, the FAA would require JNU to remove the VASI and to install the PAPI as part of the RSA project. FAA-ATO indicated that the FAA would furnish the new PAPI equipment. FAA Alaska Region Airports indicated that the costs for this work "should" be AIP-eligible.
- The FAA is currently working on updating the DRAFT RA for the engineering review and will submit this document back to JNU for review.

In addition to the delays associated with executing the FAA's RA's, JNU has been advised by CBJ's Community Development Department (CDD) that the RSA Grading project will now need to obtain a Floodplain Development Permit. This determination follows repeated attempts to explain that the "development" is essentially maintenance along the sides of the runway and the work will consist of placing fill and re-grading the surface slopes to meet FAA RSA surface slope requirements.

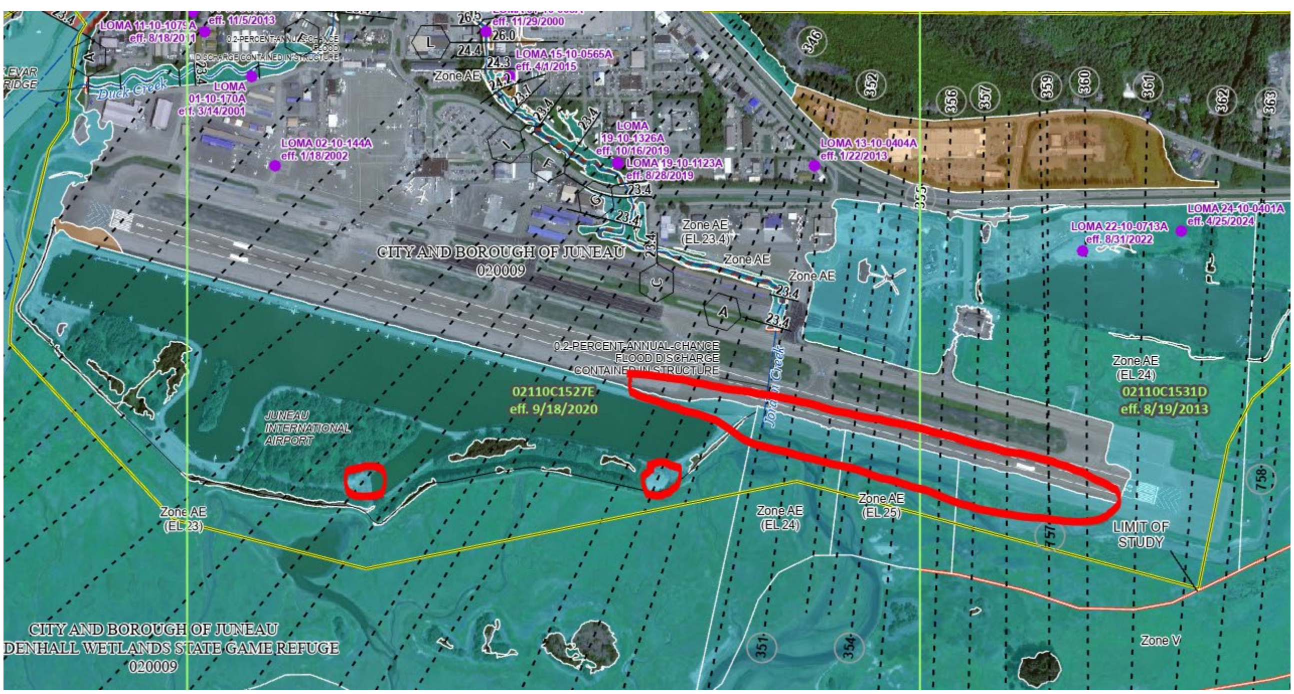
CDD insists that the permitting is required, basing this determination on their definition of "development" - which reads as follows:
***Development* means any of the following: (11) For the purposes of chapter 49.70, article IV, flood hazard areas, means any man-made change to improved or unimproved real estate, including, but not limited to, buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials.**

CDD has pointed out the following to support the request for a Floodplain Development permit:

- A portion of the Phase 6 work area (circled in red on the map below) is located within the flood plain.
- The airport's suitable soils stockpile (circled in red) is located within the flood plain.
- The airport's unsuitable soils disposal site (also circled in red) is located within the flood plain.*
- The Contractor staging area is located within the flood plain.**
- The existing airport RAP stockpile is located within the flood plain.**

*While identified on the RSA project drawings, the unsuitable soils stockpile will not be used as part of the RSA project.
**CDD has been advised that their flood plain mapping is outdated as the NEDA area has been developed since this map was developed. CDD replied that this is the map that they use in conjunction with FEMA, and they are going to adhere to it whether it is out of date or not.

JNU has instructed HDR to proceed with the completion of the permit application.



Outdated FEMA map as used by CBJ-CDD.

The current plan is to now bid the project in the early spring of 2026 and to line up the project schedule to establish two construction phases. The first phase will allow work to begin as soon as the weather allows in the spring, ahead of the increase in Alaska Airlines summer night flight schedule. The second phase will resume work following the suspension of the increase in Alaska Airlines summer night flight schedule and will end when all work has been completed. The FAA has been advised of this scheduling revision and will delay the construction grant by one year.

Rehabilitate Part 121/135 Apron and Remain Overnight (RON) Parking Apron: SECON has completed all apron rehabilitation work within the twelve project work phases and has just completed work on cutting in the drainage grooves within the asphalt patches that were installed on the runway per RFP 08A. Remaining work includes the apron light pole revisions per RFP 022 and RFP 022A and some minor striping revisions at TWY C.

Roger Hickel Construction and SECON have also completed all work associated with their separate contracts with Alaska Airlines.

Apron Lighting Installation:

On June 4, 2025, JNU submitted the following message to the FAA:
"Following a lengthy process to obtain local funds and necessary approvals, JNU accepted SECON's proposal to reduce the heights of the six (6) new light pole assemblies yesterday.
SECON / AIRSIDE SOLUTIONS / MUSCO has advised that the fabrication and delivery process could take up to 18 weeks or longer, but both SECON and their electrical subcontractor are working to shorten that lead time. Once fabricated, the new pole sections will be air-freighted to Juneau."

On June 5, 2025, the FAA responded with the following message:
"The poles remaining as-is for eighteen weeks in unacceptable."

On June 5, 2025, JNU responded to the FAA with the following message,
"We had not planned on mobilizing twice to bring the uppermost pole sections down in advance of receipt of the new shorter sections. That represented additional cost and increased potential to damage the light assemblies. But per your direction we will do so."

JNU subsequently issued RFP 022A to SECON, which requested a proposal to accelerate the removal of the uppermost section of the light pole assemblies in advance of the receipt of the new shorter pole sections. The work to be addressed per this RFP included salvaging the existing upper pole sections to JNU and securely storing the light assemblies off site until they can be re-installed.

On June 23, 2025, SECON submitted their proposal, in the amount of $28,450.00, for RFP 022A. Faced with a directive from the FAA to get the tops of the light poles down as soon as possible, JNU accepted this proposal.

On June 23, 2025, JNU submitted the following message to the FAA:
"JNU has just accepted a proposal from the Apron project contractor to remove the uppermost sections of the six (6) apron light poles with the stipulation that the work be accomplished as soon as possible. Our Contractor has advised of the following:

- *The earliest that the pole section can all be brought down is July 15. This is due in part to the upcoming July 4th holiday and the fact that a set of pole separating tools must be obtained from Airside Solutions. These tools will be air-freighted to Juneau."*

On July 1, 2025, the FAA requested an update:
"*Will you please confirm that the poles are still scheduled to be lowered on July 15th?"*

On July 1, 2025, JNU responded with:
"Yes – I can confirm that the uppermost sections of the six new apron light poles will be removed by the end of the day on July 15th."

Current Status: SECON has requested that a NOTAM be put in place from July 7 to July 12 to address the use of the boom truck needed to remove the upper pole sections and light assemblies. SECON reports that the new shorter pole sections are scheduled to ship out of Seattle during the first week of August, and the work to install these sections will begin as soon as they arrive.

Culvert Condition Survey – Jordan Creek @ Runway 8-26: **No change since last report.** As previously reported, JNU has received the condition survey as prepared by proHNS engineering for the large half-arch aluminum culvert assembly which allows Jordan Creek to pass beneath Taxiway A and Runway 8-26. In their report, proHNS stated the opinion that an immediate catastrophic failure of the culvert is unlikely. The report goes on to state that continued deterioration is likely, and that repair work is recommended, even if the source of deterioration is determined and eliminated. proHNS has identified three (3) repair-in-place options, recommending them for further study. They would not require open trenching, would not require a closure of Runway 8-26 and would not require extensive permitting.

At this time, JNU does not have estimated construction costs for any of the three repair options. JNU has confirmed with the FAA that replacement / repair costs would not be AIP eligible because the culvert is within the 20-year useful life of grant 60-2014 and because the FAA considers this work to be a maintenance project.

JNU has requested a fee proposal from proHNS Engineering to complete the necessary design phase services and to provide bid-ready construction documents (technical specifications and drawings) based upon one of their three repair-in-place recommendations. The RFP has requested that the design consultant complete a structural analysis of the recommended repair option to verify that the repair would become a permanent load bearing replacement for the culvert in the eventuality that the old culvert fully deteriorated away. The RFP also requested that the design consultant prepare detailed construction cost estimates throughout the design process.

It was JNU's hope that proHNS' services could be obtained through CBJ's Term Consultant Contract – which has a $50K cap. proHNS has advised that they cannot complete the identified scope for under $50,000. proHNS also advised that based on their research into the three repair options that would not require runway shutdowns, the project is going to require specialty design services. Based on this communication, it would now appear necessary for JNU to obtain design services for this project by issuance of an official RFP for Consultant Design services through CBJ Contracting.

Parking Lot Concrete Repairs: **No change since last report**. Portions of the concrete curb and gutter within the public short term parking lot, the taxi waiting lot and the secure employee parking lot have been damaged by snow removal operations.

JNU had initially attempted to address this work by RFP 016 through the current construction contract with SECON but is now planning on running this work through CBJ's small civil term contract. JNU is currently preparing the scope of work package for this small project. A funding source for this work has not yet been identified.

Airport Construction Document Archiving: JNU Staff continues to work on sorting / culling the old, archived construction documents, as-built documents and miscellaneous reports.

End of Report