



JIA AIRPORT BOARD MINUTES

January 8, 2026 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 VAN VALIN, 907-586-0962

1. **CALL TO ORDER** Ms. Soutiere called the meeting to order at 6:04 p.m.

2. **ROLL CALL**

Members Present: (Zoom)

Eve Soutiere

David Epstein

Dennis Bedford

Jeff Redmond

Jerry Godkin

Charlie Williams

Angela Rodell

Staff Present:

Andres Delgado, Airport Manager

Angelica Lopez-Campos, Airport Business Manager

Kathy Mancini, Security Manager

Zoom:

Ke Mell, Airport Architect

Christine Woll - Assembly Liaison

Sherri Layne, CBJ Law

Public: (Zoom)

Amy Fuller Lyman - Alaska Airlines

Jodi Garza, AK Seaplanes

Sarah Lowell - Coastal Helicopters

Danielle Alston

Kathleen Samalon

3. **APPROVAL OF MINUTES**

A. December 11, 2025 Airport Board Minutes

Motion to approve minutes made by Ms. Rodell. Motion passed by unanimous consent.

4. **APPROVAL OF AGENDA**

Motion to approve agenda made by Ms. Rodell. Motion passed by unanimous consent.

5. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

None.

6. NEW BUSINESS

A. Law Department Presentation on Open Meetings Act and Conflict of Interest

Ms. Layne presented on the Open Meetings Act and Conflict of Interest. She stated that CBJ is a home rule city and borough and the main things they need to know are the CBJ code, Assembly Rules of Procedure, Airport Board Bylaws, and Alaska Statute Title 29. She discussed the Open Meetings Act (OMA), which requires all government meetings be open to the public, the public must be given reasonable notice of the meeting and have the opportunity to be heard, and limited topics are to be discussed in executive session. She noted that OMA requires that most everything be talked about in public except for those limited discussions in executive session. She explained there can be no more than 3 members getting together or else it is considered a meeting, in which regular meeting protocols would need to be followed. She also went over OMA best practices.

Ms. Layne talked about the Public Records Act, explaining that it consists of two big rules, which are that every person has the right to inspect public record unless there is an exemption, and a strong presumption in favor of disclosure. She noted this applies to emails, texts, documents, and personal devices, and advised the committee to keep work at work and not use text messages for substance.

Ms. Layne then discussed Conflict of Interest, which prohibits using their position to gain a benefit, secure employment or contracts, take or withhold action for personal or financial interest, use CBK time or equipment for personal or financial interest, and vote or deliberate if there is a personal or financial interest. She advised that if any member believes they may have a conflict, to contact the attorney for protection and declare it at a meeting. She said if a member feels like they do not have a conflict, the board can decide on if there is one or not. She voiced that if someone does not declare or talk to an attorney and are found to have a personal or financial interest that is a conflict and make any decision, they could be charged with a crime. She went over Conflict of Interest best practices.

Mr. Bedford commented his understanding was that this presentation was triggered by an event in the last Finance Committee Meeting. He said since they have committee members and staff with a lot of experience and expertise that contribute to meetings, how do they stay within the rules and have them participate.

Ms. Layne responded this presentation was not triggered by that, as they are required to give all of their boards and commissions annual training in January, and they have new documents to give out to everyone. She said with respect to the subcommittees, they are not required to give the public an opportunity to speak since it is not a regular meeting and more like a work session; however, the chair gets to decide if the public participates. She felt that part of the issue with that meeting was there was no real control over the situation, as the public should not get to participate in a meeting the

same way the board would and would need to be called on to participate.

Ms. Soutiere shared that since there are new people on the board and some who have never chaired before, it may be helpful to set the agenda up as a script with a specific time for public comment.

Ms. Layne added that part of that is because the public is watching and very important decisions are being made, so the appearance does not need to be that someone is getting more time than others and that they are letting somebody outside of their group influence them more than others.

Mr. Godkin gave a friendly suggestion that Human Resources entertain discussing things like that when interviewing candidates.

Ms. Layne agreed and said that is what the interview process is for.

B. JNU Budget Presentation

Mr. Delgado explained they would no longer be making a motion on the budget at this meeting. He first stated there was a last minute meeting with Alaska Airlines who requested making a few adjustments that will change the Capital Reserve Contribution, as well as rates and fees. He said they will also elect to take off the explosive detection equipment out of the Passenger Security fee. He stated they were assuming a 3% increase to the CCFR Budget and it came in at 16% instead, which was mostly due to personnel cost. He shared that the JPD Budget is still out there, which they are hoping to get an update soon on when they might see it and what an increase might look like. He requested to table the budget approval and discussion. He stated that once they have the JPD numbers, they will set up another Finance Committee Meeting and then push it to a special board meeting before the end of the January.

Ms. Lyman expressed they worked well in November and December working up to the budget time, but things changed over the last few weeks. She said that after getting the budget earlier this week, they are looking at a 63% increase in landing fees and 74% increase in security screening fees. She stated that increase is too much in one hit and they want to look at it with a finer tooth comb and see how they can spread that out over the next 3 to 5 years, which they understand could be a risk. She voiced they will work together over the next couple weeks to get a tighter and better budget.

Mr. Epstein shared he was under the impression that the budget had been being developed and they were working with all parties involved, so it was surprising that Alaska Airlines have come up now and said they could not absorb such a large landing fee increase.

Ms. Lyman responded that a lot of it happened over the holiday time. She noted the last budget she saw in mid-December had them at about a 40-45% land fee increase, which was still large, but they understood and were okay with that, but when she saw the new budget had increased again, it was past what they could accept. She added the project has been pretty transparent, but the last minute changes were bigger than anticipated.

Mr. Godkin was also perplexed about this, as he came into the meeting tonight thinking everything was ready to get to the Assembly. He stated that if CCR was this late in getting their budget, he would encourage them that if they cannot get it in a timely fashion, they need to go to the city manager for help. He added that waiting until the last minute to submit the budget to Mr. Delgado is unacceptable.

Mr. Redmond voiced that while it is a large increase in cost, they had not done it in a while, and felt it would be healthy to do small increases more regularly. He was interested in a comparison with a similar size airport.

Ms. Lyman answered she could provide that information and send it to the board or Mr. Delgado. She added that all that information is public. She said their landing fees for a midsize airport is a little on the high side, but terminal rents are less. She also agreed that rates and fees had not been changed in quite a while, which is why she was not too concerned with the first increase number she saw in December, but a 70% increase is way beyond their budget. However, she did understand that for the next few years, they would be in a catch up mode and expect an increase over the next 2 to 5 years.

Mr. Godkin shared that when he finished a term with another board, they were sitting flush with \$80 million of COVID money, and he forewarned them that the money would start to run out and taper off so they needed to start educating the tenants to get the budget back to where it was little by little.

Mr. Delgado voiced there would be further discussion with Alaska Airlines on Monday to discuss the CCFR budget increase. He said the JPD budget is still influx, but once they have a better idea of that, they will hold a Finance Committee Meeting to go through things and then push it to a special board meeting before the end of January. However, the timing of that depends on JPD's budget timeline.

Ms. Rodell asked if there was any sense from Downtown as to when JPD would be giving that information and if they were still looking at the 3% for JPD.

Ms. Lopez-Campos expressed that Downtown asked all the other departments to submit their budgets by today, but said they could ask for an extension if needed, and she did not know if JPD requested an extension. She explained just because the airport started their budget early, all the other departments did not have to do that. She stated that she asked JPD for an update but she had not heard back from them, but would reach out to them again tomorrow or ask Downtown if they asked for an extension.

7. STAFF REPORTS

A. Airport Manager's Report - Andres Delgado

Mr. Delgado reported that Rich Ross is their new airport superintendent and has been amazing and helping with the snow removal. He stated that the Aviation Worker Screening requirement was cancelled; however, four days later, they reversed that decision and said it was still in effect. He expressed that December was Juneau's second

snowiest month on record, with just over 80 inches, and condition stressed equipment and schedules produced periods of very low braking. He said on starting on December 30th, they closed the runway down for about six hours, so crews could catch up. He was proud of the airfield and terminal crew, as they have been showing up to work every day, working long hours, and have been amazing. He noted that for any tenants requesting help accessing their hangars, they will do their best to provide that access, but it is not at the top of their list with this kind of snowfall. He asked that they be patient and not be afraid to call for help or reach out for any service requests.

Ms. Soutiere stated that Mr. Delgado and the crew did an incredible job of notifying the public about what was going on and squashing the rumor mill that the airport was closed for 24 hours, as they only closed for 6 hours to deal with stuff that needed to be done so they did not have to close for longer.

Mr. Epstein agreed.

B. Airport Project Manager's Report - Ke Mell

Ms. Mell updated that on January 5th, JNU received a letter from the Federal Aviation Administration stating that the FAA approved the baseline scenario through year 10 in the Juneau International Airport Master Plan Update Aviation Forecast. She read the findings of the letter to the committee and a quote from Michael Baker stating that they are working on finishing the draft report and getting the approved forecast incorporated and doing one last review, as well as waiting on base mapping to draft the airport layout plan and provide figures with the most recent aerial photo.

C. Airport Project Manager's Report - Mike Greene

Mr. Delgado shared that Mr. Greene did not have any new updates to provide, but he mentioned that the NOFO for air traffic control tower grants are still in progress. They had in three separate grant applications for both the tower and terminal for electrical upgrades and a roof replacement for the air traffic control tower.

8. CORRESPONDENCE

None.

9. COMMITTEE REPORTS

Mr. Bedford commented that he keeps seeing references about the Operations Committee Meeting to prioritize the projects list. He stated that he was willing anytime.

10. ASSEMBLY LIAISON

Ms. Woll reported there has not been a lot of action related to the Airport Board at the last Assembly Meeting. She said the big things for them are responding to their local emergency, given the last two weeks of weather and what is coming. She stated that staff is focused on working on the streets, as they are expecting some localized flooding.

She added that structures are a big focus right now, and all CBJ facilities and schools will be closed tomorrow to make sure all those buildings stay safe as they get significant rain on top of the snow. They also expect to see evacuations tomorrow in avalanche areas. She shared the other big thing for them is the budget, and are trying to get the process started earlier and do as much work as they can over the next three months before receiving the final proposed budget from the manager, as well as doing more in depth public process than normal, including a community wide survey and workshops. She mentioned they are looking at scheduling a joint meeting with them toward the end of January to go over the budget.

11. BOARD MEMBER COMMENTS

None.

12. ANNOUNCEMENTS

None.

13. NEXT MEETING DATE

The next regular Airport Board Meeting is February 12, 2026, at 6:00 p.m., in the Alaska Room and Zoom.

14. EXECUTIVE SESSION

15. ADJOURNMENT Mr. Epstein moved for adjournment, meeting adjourned at 7:08 p.m.