

MINUTES of
AIRPORT BOARD MEETING
November 10, 2022
6:00 p.m. via ZOOM

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

B. **ROLL CALL:**

Members Present:

Dennis Bedford
Al Clough

Jerry Kvasnikoff
Chris Peloso

Eve Soutiere
Dan Spencer

Member Absent

Jodi Garza

Staff/CBJ Present:

Patty Wahto, Airport Manager
Phil Adams, Deputy Airport Mgr.
Andres Delgado, Airport Sup't
John Coleman, Airport Business Mgr.

Ke Mell, Airport Architect
Sherri Layne, CBJ Law
Mark Fuelle, Fire Department

C. **APPROVAL OF MINUTES:** *Jerry Kvasnikoff moved the approval of the minutes of the October 13, 2022, Board meeting. The motion passed by unanimous consent.*

D. **APPROVAL OF AGENDA:** Airport Manager Patty Wahto asked to add Item P., Setbacks for Alaska Seaplanes New Building. *Chris Peloso moved to approve the agenda as amended. The motion passed by unanimous consent.*

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

F. **UNFINISHED BUSINESS:**

1. **Public Seating for the Terminal.** Ms. Wahto reported that when staff came to the Board in April, the Board approved some of the items on the miscellaneous list for CARES Act funding, which included terminal seating. The Airport now has a lot of space and it needs to be filled with seats. It became abundantly clear that the Airport is short seats even in the departure lounge today. Some reorganization has been done and staff has configured the seating to determine how many seats are needed. Airport Architect Ke Mell said furnishings are extremely expensive. High quality furnishings for high-volume spaces are more expensive. The first task was to figure out how far the \$100K would go. Quotes were sent to manufacturers. The answer is the high quality, long-lasting furniture is the Herman Miller sling back chairs. These are very high quality and have the ability to have the upholstery replaced every ten years. The quote received from Herman Miller was about \$380K, with the trade discounts available to the Airport as a government entity. The other manufacturer quoted four different lines from \$200K to the same as Herman Miller. Ms. Mell recommended

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buying what the Airport needs and make it the best quality so it will not have to be worried about for a very long time. Board Member Dan Spencer asked how many total seats would be in the departure lounge and what is the Fire Marshal's listed capacity for that room? Ms. Mell said she did not know the exact number, but believed it was about 280. Ms. Wahto said the configuration currently in the departure lounge allowed an additional 135 seats above what is in the departure lounge now. Ms. Mell said with regard to the Fire Marshal question, the code capacity is based on the assumption that people are not all sitting, so adding seats to the space will not run into code exiting problems. Ms. Wahto said some of the seating will include an electrical component at a cost of \$1,200 between two seats. There are already some parts of the lounge where there is electric in the floor and it can be added to the rows of seating. Other places in the departure lounge would require new wiring from the departure lounge to the floor and this is not included in the scope. It is assumed that this will make use of the electrical capacity in the departure lounge that is currently there. *Jerry Kvasnikoff moved the Board approve an additional \$350K in funding for the slingback terminal seating and charging features, funding provided by the Airport CARES funds. The motion passed by unanimous consent.*

G. NEW BUSINESS:

2. Airport Manager's Report:

a. Underground Storage Tank (UST) Follow-up. Staff has reviewed the USTs through the Storm Water Pollution Prevention Plan (SWPPP) that were detailed out. The only tank that is Airport-owned is the one behind the shop. The rest belong to other tenants. Staff is following up on that to find out if they have been decommissioned.

b. Federal Aviation Administration (FAA) Annual Certification Inspection. Matt Stearns, Lead Inspector for the FAA Alaska Region, will be the Airport's inspector for the next three years. He was in town October 31-November 2 and did a very thorough review. Mr. Stearns said he felt completely safe at this airport and that it is well run. There was only one item that was written up having to do with the Aircraft Rescue Fire Fighting (ARFF) and that was with the turret and getting the curriculum for recurrent training, as well as the prop set up. The deadline for this is June 1, 2023. He said everything else looked great.

c. Airport Fund Balance and Capital Revolving Account Balance (Attachment #1). There has been no change on these documents. The budget preliminary meetings will begin in December to start the budget process. It is hoped to have this done around Christmas time and presented to the Assembly in January. This is the second year of a biennial budget; however, as seen with the FY22 and the ending of CARES Act money, raises in rates will need to occur as this has not occurred since 2016. She hoped that some of the increases will be phased in.

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- d. CARES/CRRSAA/ARPA Fund Balance (Attachment #2). There has been no change on this document. Updates will be made based on tonight's action. A Finance Committee meeting needs to be held to review some of the information on there and see if more projects can be moved forward.
 - e. FY 2022 FAA Contract Tower (FCT) Competitive Grant Program projects under the Bipartisan Infrastructure Law (BIL) were announced August 4, 2022. An application for a new control tower was sent in and denied.
 - f. Hot Topics. The following is a list of on-going topics that staff is working on in addition to the regular Project Reports:
 - *Title 49 (Jordan Creek) Variance Request*. The waiver is slated to go before the Planning Commission on November 22 at 7:00 p.m. in Assembly Chambers (with an available ZOOM link). Ms. Wahto and Phil Adams will be attending this with a prepared presentation. It is already known that the Community Development Department (CDD) is going to recommend against the waiver because they did not see a basis for it, but that doesn't mean that the Planning Commission cannot hear this through and do something different than what the staff recommendations are. She welcomed Board Members to attend.
 - *Juneau Douglas North Crossing Project*. The next Technical Advisory Committee meeting, which involves the Airport, is Thursday, November 17 at 1:30 p.m. The Airport has a place at the table because staff wants to know where the crossing will be and if it will impact the extended Medium Intensity Approach Light System with Runway Alignment Indicator Lights (MALSR) lighting system in the channel. The person working with the State from DOWL is also working with the Airport on several other projects.
3. Projects Update – Mike Greene: Ms. Wahto reported the Terminal Reconstruction Project continues with the punch list items. The new ramp lighting for the 135 area has been installed. These are great lights and they provide a lot more light. The new tile in the bag claim area has brightened up the area. They are working with the HVAC (heating, ventilation and air conditioning) system. They still have a heat pump waiting for the FAA to finalize because the whole system needs to be balanced into one. The center section that is still closed off is awaiting one panel of glass. The area cannot be opened until the glass and handrails are installed. It will be a beautiful seating area.

The Terminal Fire Alarm Project has Johnson Controls finishing up the last piece of this project. They have taken everything off of the old system with a lot of testing. Some balancing is being done for the PA (public address) system. Trouble alarms need to be zeroed out before the project can be complete.

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DOWL is the design consultant on the Main Ramp. They are running behind on this project. They have separated it into two phases because they are working around the Passenger Boarding Bridge (PBB) and now Alaska Airlines is going to replace their two jet bridges at Gates 3 and 4. All of this will be coordinated. This project will hopefully start next summer or early fall. The grant will not be issued until then because it is a combination of entitlement and discretionary funds.

The Sand/Chemical building is nearing completion with getting the pumps commissioned.

The Float Pond Access Road has begun with hauling of rocks. This project has changed a little bit as Secon did not need to shut down the float pond on December 1. It will close down when it freezes over. They can do a lot of their work offsite and use the month of March to do most of their work in the area, with the float pond opening at the end of March.

Gate K design documents are being drawn up. The bid is planned for February/March for 2023 work.

The Airport is still waiting for Alaska Electric Light & Power to receive more conductors. The Airport is also working with Ward Air, Alaska Seaplanes and Wings Airways to connect power, but the power needs to be run down the north side first.

4. Projects Update – Ke Mell. Ms. Mell reported the Snow Removal Equipment Building (SREB) pump replacement is complete. Mechanical substantial completion was on November 8. The electrical engineer visited the site today but needs to follow-up on a couple of things before he can declare the work substantially complete. The pumps are running and the heat pumps are operational. The heat pump system for the Sand/Chemical Building and the SREB are conjoined.

The Sand Chemical Backup Electric Boiler – ECI is providing architectural support and the drawings are due November 16.

The Airport expects the Parking Lot Repairs Project to be constructed in one season (2024) rather than split between 2023/2024. The reason is to better coordinate with the airfield work. Staff is exploring parking logistics to minimize the impact of doing all of the work in one season.

The Airport has accepted Jensen Yorba Wall Architects and RESPEC Aviation Planners recommended a Passenger Boarding Bridge for Gate 5. It will accommodate all anticipated models of the Air Bus and Boeing 737, as well as

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smaller Embraer and Bombardier. It will not accommodate ATR42's which Air North plans to fly from Whitehorse twice a week. Those passengers will need to clear Customs and Border Protection anyway, so disembarking onto the apron at Gate 2A is easier than using a passenger boarding bridge and having to be escorted through the departure lounge, into the terminal and downstairs to Customs and Border Protection. Demolition of the existing and installation of the new PBB will occur in 2024, because this item has a one-year lead time.

The old shop UST has two qualified consultants who have expressed interest in providing design and construction oversight, with preliminary design due December 15 and bid documents due by February 1, 2023, for construction in the spring and summer. Staff expects to have a consultant on board in the next couple of weeks. The Engineering Director Katie Koester is the person who makes the decision between the two consultants.

5. Airfield Update – Andres Delgado. Airport Superintendent Andres Delgado said he hit the ground running three months ago. He appreciated Phil's and Patty's help. He read his report into the record.
- H. **CORRESPONDENCE:** Ms. Wahto said that she wanted to make sure that the Board had notification that the City and Airport have been named, although not the only ones, in a lawsuit that is being worked on with Law. This is a head's up. If more is known, it will be discussed in an executive session.
- I. **COMMITTEE REPORTS:**
 6. Finance Committee: Possible meeting on December 15 at 2:00 p.m. None.
 7. Operations Committee: None.
- J. **ASSEMBLY LIAISON COMMENTS:** Chair Clough welcomed Michelle Hale to the Board. Assembly Member Michelle Hale did not have anything to pass on. She is eager to work with the Airport Board. The Assembly is having its retreat on December 11, a Sunday, and they will talk about their priorities, with a very high priority being housing. If there is anything the Board wants her to talk about at that meeting, let her know. The new Assembly is composed of everyone that was on the old Assembly. She said they are looking forward to getting some of the things that are important to them done.
- K. **PUBLIC PARTICIPATION ON NON-AGENDA ITEMS:** None.
- L. **BOARD MEMBER COMMENTS:** None.
- M. **ANNOUNCEMENTS:** None.

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N. **NEXT MEETING DATE:** The next regular Airport Board meeting will be held on December 8, 2022, at 6:00 p.m. in the Alaska Room and via Zoom.

O. **EXECUTIVE SESSION:** None.

P. **RED FOLDER: SUPPLEMENTAL MATERIAL**

8. **Setbacks for Alaska Seaplanes New Hangar:** Ms. Wahto said by CBJ Title 05.20.020(l), the Airport has five foot setbacks. With that, the Airport, through the Airport Board, can waive those setbacks. Specifically for Alaska Seaplanes as they are building adjacent to the terminal, there are a couple of areas where the Airport wants them to be closer to the edge of their property line as it abuts to the sidewalk. It will still meet the fire codes and it will be close and not reach it on the south end, but it will on the sidewalk section as they marry up to the canopy that they purchased (instead of the Airport demolishing it). Therefore, the Airport wants to waive the lease lot setback lines and anything between. In order to do this, it requires Airport Board approval. While the Airport Manager can approve development, the Airport Board by ordinance has to approve a waiver to the five foot setback. This is a good thing in this case.

Airport Board Member Dennis Bedford said he had a problem with this, although he realized it was a different situation but the Airport has been very adamant about the five foot setback for the Block M hangars. He said the ceremonial groundbreaking has occurred. They have had an architect working on it for two years and now it all of a sudden comes up. He wanted more time to think about it. Ms. Wahto said this is very different than the hangar situation. The five foot setbacks are set for the hangar doors, or some would be building in the building restriction line for obstruction of Part 77 airspace. In this case, they will maintain the area, but they are building up to the canopy that was sold to them. Ms. Wahto said there are times setbacks are waived that are allowed by code and not waived by the Board. One of them has to do with condo style setbacks where each one has a hangar plat, but you are talking front and back. In between the hangars, because it is a condo style, there is no setback between them. In this case, it has to be approved by the Board. The Block M hangars could not have moved forward as they would have hit the building restriction line. There will be a connector between the two buildings. Mr. Kvasnikoff said he leaned on the side that it makes sense to waive the set back and the Board approve the adjusted easement. *Jerry Kvasnikoff moved that the Airport Board approve to waive the 5 foot setback from lease lot lines for Lease Lots 1 and 2 leased by Alaska Seaplanes for their new building immediately north of the JNU terminal building, per CBJ Title 5 Chapter 5.20 Airport Lands [05.20.020(l)]. The motion passed on a five to one vote. The Board Chair encouraged staff to work with Alaska Seaplanes and the architect to bring any issues to the Board sooner rather than later.*

Q. **ADJOURN:** *Dan Spencer moved to adjourn. The motion passed by unanimous consent and the meeting adjourned by unanimous consent at 7:27 p.m.*

ATTACHMENT #1

Date	CIP Revolving Balance*	Reimbursed Amount (+)	Forward Fund Amount (-) anticipate reimbursement	Encumbered Amount (-) permanent/ <u>no</u> reimbursement	Description
	\$819,246	-	-	-	BUDGET
Aug-18		\$23,438	(\$23,438)		PFC9 reimburse Master Plan match (portion)
Feb-16		\$3,000	(\$3,000)		SREF Geothermal remaining encumbrance
Jan-14		\$39,063	(\$39,063)		RWY Rehab match (portion) anticipate 2019 reimb
Apr-15		\$32,849	(\$32,849)		RWY Rehab match (portion) anticipate 2019 reimb
Jul-18		\$310,000	(\$310,000)		Sand/Chem/Fuel Design.
Nov-18		\$21,988	(\$21,988)		Sand/Chem/Fuel Construct match antic 2019 reimb (org \$106,250)
Apr-19			(\$477,000)	**	<i>NO LONGER REQ.Termnl Recon -less Float Pond Design (\$40k and \$108K) / Property Acq (\$50k)</i>
Jan-21			(\$50,000)		Property Acquisition Frwd Fund Specialist
Jan-21			(\$40,000)		Float Pond Frwd Fund Design
May-21			(\$108,000)		Float Pond Frwd Fund Design
	\$144,246				AVAILABLE BUDGET

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

**Terminal bonds have been sold; all funding is in place; temp forward funded \$675K to be credited once Controller's completes transfer back to acct

ATTACHMENT #1**AIRPORT**

	FY21 Actuals	FY22		FY23 Adopted Budget	FY24 Approved Budget
		Amended Budget	Projected Actuals		
EXPENDITURES					
Personnel Services	\$ 2,892,100	2,988,200	2,837,700	3,261,400	3,295,600
Commodities and Services	5,095,700	5,065,700	5,360,900	5,570,700	5,623,900
Capital Outlay	27,600	-	433,000	-	-
Debt Service	2,073,500	2,722,300	2,722,300	2,721,100	2,719,600
Support to:					
Debt Service	602,400	662,600	662,600	660,300	657,000
Total Expenditures	10,691,300	11,438,800	12,016,500	12,213,500	12,296,100
FUNDING SOURCES					
Charges for Services	2,892,900	3,368,200	3,633,300	4,173,900	4,326,900
Licenses, Permits, and Fees	336,800	342,000	451,000	455,000	480,000
Sales	4,000	4,000	4,000	4,000	4,000
Fines and Forfeitures	1,800	8,000	5,000	8,000	8,000
Rentals and Leases	945,300	1,039,200	2,243,400	2,359,100	2,419,100
Federal Revenue	16,111,900	3,779,300	3,249,300	2,360,100	2,206,200
State Shared Revenue	112,400	-	50,000	100,000	100,000
Investment and Interest Income/(Loss)	90,900	54,000	(85,100)	22,800	22,800
Other Revenue	79,500	9,500	9,500	9,500	9,500
Total Funding Sources	20,575,500	8,604,200	9,560,400	9,492,400	9,576,500
FUND BALANCE					
Debt Reserve					
Beginning Reserve Balance	1,412,800	11,563,200	11,563,200	8,840,900	6,119,800
Increase (Decrease) in Reserve	10,150,400	(2,722,300)	(2,722,300)	(2,721,100)	(2,719,600)
End of Period Reserve	\$ 11,563,200	8,840,900	8,840,900	6,119,800	3,400,200
Available Fund Balance					
Beginning of Period	3,699,800	3,433,600	3,433,600	3,699,800	3,699,800
Increase (Decrease) in Fund Balance	(266,200)	(112,300)	266,200	-	-
End of Period Available Fund Balance	\$ 3,433,600	3,321,300	3,699,800	3,699,800	3,699,800

*FY22 not closed out yet

ATTACHMENT #2					
Projects for CARES Funding					
10/6/22					
Project #	Project Name	Cost Est.	Board Approved	Description	Status
	Public Parking Rehab - Design	\$600,000	\$600,000	Design Long, short, employee, rental car	Board approved
	SREB Circulation Pump Replace	\$165,000	\$165,000	Updated May 2022 Board meeting bid \$156.2K	Board approved
	Outbound Bag Belt/ Conveyor Sys	\$1,610,000	\$1,610,000	Design/Construct motor,belts, fire door, MCP	Board approved
	Sand/Chem Back-up Boiler	\$175,000	\$175,000	in design, tbb in July 2022	Board approved
	TWY Regulator Upgrade	\$203,028	\$203,028	cost	Board approved
	Bagwell Gas Detection System	\$238,400	\$238,400	Design and Replace pend bid approv \$195.4K	Board approved - pending
	Forklift for SREB/SCAB Chem	\$48,715	\$50,000	Approved Dec 2021	Board approved
1	Public Parking Rehab	\$5,000,000		LT, ST, employee, rental car, lighting, drainage ADA	
2	Terminal Seating	\$100,000	\$100,000		Board approved
3	Terminal Lighting Replacement	\$0	\$75,000	LED replace fluorescent old/remaining terminal	FAA Elig now
4	Acquire Man Lift	\$20,000	\$20,000	In-terminal Man Lift for maintenance/cleaninng	Board approved
5	Fuel Station Access Control	\$20,000	\$20,000	Automated fuel access control	Board approved
6	Fuel Station Back-up Generator	\$15,000	\$15,000	In-Line and portable generator + enclosure cost ??	Board approved
7	TSA Bag Screening Floor Replace	\$20,000	\$20,000		Board approved
8	Ceiling Tiles Replacement Old/DL	\$350,000	\$350,000	350k-1M Bulk tile order replace all remaining	Board approved
9	SREB Wash Bay Protection	\$32,000	\$32,000	Ext curtains, ceiling protect, seal/paint dr	Board approved
10	Compactor Relocation / Replace	\$350,000		\$250k design/pad electrical \$100K compact	
11	Blk M, N, O trench drain/paving	\$1,000,000		Est for trench drains and paving	
12	Blk O paving behind hangars	\$280,000		may combine with above	
13	North AK Seaplane/Ward Paving	\$150,000		between tenant lease and TL, TL repair work	
14	Power/Electric to Float Pond	\$190,000	\$190,000	est only to extend down north rd, not to each dock	Board approved
15	Water/Sewer Float Pond/Other			TBD	
16	NWDA Electrical 3-Phase Site Only	\$296,400	\$296,400	brought to box only, not to lease lots update 6/22	Board approved
17	Gate K Culvert Replacement	\$572,200		culvert/pavement failure \$49.1K eng/CA, \$523.1K est	New Pending
18	Old Shop UST remove/replace	\$120,000		remove UST/replace above ground tank/cleanup	New Pending
19	Biffy Dump Station	\$90,000		DOES NOT INCLUDE DESIGN/CA	
20	Compass Rose	\$10,500		Siting only; not include painting	
21	Penthouse (2009) DOAS Repair	\$100,000		est for entropy wheel compressors, etc	
22	Alex Holden Re-design/Repave	\$2,100,000		Cargo Road, raise bed, curb gutter, drainage, pave	
23	Sidewalk Blower/Plow	\$30,000			
24	SREB Maintenance /Addition	\$12,300,000		Est ECI, FAA ineligible maintenace bays/shops	
25	Penthouse (2009) Cooling System	\$30,000		erminal project	
26	Sand/Chem Ship Ladder - Mix Tank	\$15,000		plus shipping??? 2019 quote	
27	Floor Tile Replacment Dep. Lounge	\$10,000			
28	Lighting&Cameras/Security Upgrade			no est yet	
29	Coastal Helicopter Paving			TBD...part of RON parking in master plan	
30	Chain Drive Security Gates			tenant request	
31	Anchor West End Pull-out				
32	Power to N Terminal Ramp Side			tenant request	
33	Water to N Terminal Ramp Side			tenant request	
34	Lactation Pods North End			tenant request; not federal requirement	
35	Food Concession 1st Floor			tenant request; concessionaire viability	
		\$26,241,243	\$4,159,828		
		Total Project	Approved spending	NOTE: Projects only, not operational uses	



MEMORANDUM

TO: Patty Wahto, Airport Manager

FROM: Andres Delgado, Airport Superintendent

DATE: November 2, 2022

SUBJECT: Airfield Operations Update

The following is an update of the completed and in-progress projects for the JNU Airfield Operations and Maintenance (AFM) staff:

- RAP (recycled asphalt product) area between Gate 5 and Coastal Helicopter ramp has been cleared of excess sand, and coated with sealant, GSB-88. This will help with FOD (foreign object debris) mitigation throughout the winter months or until the RON (remain overnight) project is underway or completed. (Completed)
- Painting has been completed for the year. The airport access roads, runway and taxiway edge and center lines have all received a fresh coat of paint, which includes new Type 3B reflective beads on movement areas. This should greatly improve low-light visibility. Additionally, the red stop and SIDA (security identification display area) boundaries have been repainted, and the majority of the rental lot as well. (Completed)
- Float pond weed harvester has been winterized and removed from the water in preparation for the winter season. With high winds and anticipation of inclement weather in the next month, AFM staff thought it prudent to place this equipment into winter storage sooner rather than later. (Completed)
- Brush removal, berm modification/grading near the fuel pump area and behind the SCAB building have been completed, allowing for improved mowing and maintenance operations. (Completed)
- At the request of Assistant Chief Quinto, AFM crew placed RAP for trailer parking area, located abeam of the ARFF (aircraft rescue and firefighting) station. This improves vehicle maneuverability, and lessens risk of collision. (Completed)
- Sand, CG-90 salt, and New Deal deicing materials have been successfully delivered in full, and the airfield maintenance department is now fully stocked for the winter season. AFM crew is now on duty 24/7 and ready for snow operations to begin in earnest. (Completed)

- Tree limbing and removal has been completed adjacent to the Juneau FSS (Flight Service Station). This area had been increasingly used by bears to tear apart trash bags and by transients who have stolen UPS (United Parcel Service) packages as a prime hiding area in the last several months. It is anticipated that the cleared underbrush and installation of “no camping” signage will increasingly discourage camping and littering in this area. (Completed) *Update: It has been 1.5 months since completion and no stolen UPS packages or bear activity have been noted.*
- Decommissioning of old fuel storage tanks and pumps behind the AFM office has begun with demolition and removal of electrical infrastructure. Fuel tanks and pumps are now unpowered and ready for removal. (Completed)
- Additionally, tree limbing and removal is continuing on airport property near the Glory Hall area outside of the protected stream buffer. This will further improve visibility and safety for users of the walking paths. Airport operations staff are monitoring this area closely and working in conjunction with JPD (Juneau Police Department) and the Manager of the Glory Hall to improve safety in this area. (In Progress)
- Our new maintenance chief, Mike Roggenkamp, has encouraged AFM crew to continue to perform weekly multipoint inspections for all assigned vehicles, including fluid checks, in addition to the accustomed weekly washes. This is done in hopes of eliminating maintenance “blind spots” and address issues that would otherwise escalate into major maintenance items. (In Progress)
- ALRV (airport lighting regulator vault) construction and fire suppression system training has been completed, and we now await availability of the electrical contractor that will initiate swap-over from the old system to the new. (In Progress)
- Float Pond Valve vault is now powered and operable. Moisture mitigation is now the primary concern, and both a heater and a fan have been installed. A sump pump has been installed and options for its subsequent automation are currently being explored in an effort to reliably prevent the vault from flooding during periods of heavy rain or snow. (In Progress)