

AIRPORT BOARD
AGENDA
6:00 P.M., THURSDAY, APRIL 14, 2022
ZOOM WEBINAR: <https://juneau.zoom.us/j/96699462037>
Or Telephone: 253-215-8782, Webinar ID: 966 9946 2037

**TO TESTIFY: CONTACT PAM CHAPIN, 586-0962
BY 3:00 P.M. ON APRIL 13, 2022**

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF MINUTES: Regular Monthly Meeting of March 10, 2022
- IV. APPROVAL OF AGENDA
- V. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS
- VI. UNFINISHED BUSINESS
 - A. **Project List Priorities (Attachment #1).** The Airport Board Finance Committee met on April 7 to review and prioritize the list of federally ineligible projects that are candidates for the CARES funding. The Finance Committee approved several of the projects on the list for CARES funding use to be moved forward for Board approval.
 - 1. Public Seating for the Terminal – Estimate \$100,000
 - 2. Replace Lighting Fixtures (from old fluorescent to LED in the remaining sections of the terminal) – Estimate \$75,000
 - 3. Acquire Man Lift (ceiling work, cleaning windows, lighting and fire suppression maintenance) – Estimate \$20,000
 - 4. Fuel Station Access Control – Estimate \$20,000
 - 5. Fuel Station Back-up Generator – Estimate \$15,000 + enclosure
 - 6. TSA Bag Screening Flooring Replacement – Estimate \$20,000
 - 7. Ceiling Tile Replacement (remaining old in bag claim, departure lounge, meeting area) – Estimate \$350,000 to \$1M
 - 8. SREB Wash Bay Water Protection – Estimate \$32,000
 - Board Motion:** *“Approve the above listed eight projects from the Airport’s CARES Project Wish List, and funding from the Airport’s CARES act grant.”*
 - The Finance Committee also requested that a spreadsheet be developed for these projects for easier tracking purposes (Attachment #1).
 - B. **Airport Board Meetings.** The Airport anticipates having the Alaska Room ready and set-up for hybrid Airport Board meetings by the end of April. The City requires the ability for public/others to attend remotely. Staff is working with the City & Borough of

Juneau's (CBJ) IT Department to configure "Zoom Room" conferencing to go along with in-person meetings. This is a similar set up to the CBJ Assembly Chambers. The Airport is looking at in-person meetings again beginning as early as the May 2022 Airport Board meeting. This is being brought to the Board for discussion about future meetings if needed.

VII. NEW BUSINESS

A. Airport Manager's Report:

1. Passing of Congressman Don Young. The Airport extends its sincerest condolences to the family of Congressman Don Young. Congressman Young not only supported all of Alaska at a national level, but has been instrumental in helping JNU on many specialized matters such as the Medium Intensity Approach Light System with Runway Alignment Indicator Lights (MALSR) approach lighting system and Passenger Facility Charge (PFC) support. The list of aviation support and accomplishments by Congressman Young is just a small accounting of his legacy in Alaska.
2. Alaska Seaplanes Safety Management System (SMS) Certification. On March 15, 2022, Alaska Seaplanes was presented their SMS certificate by Federal Aviation Administration (FAA) Flight Standards. This Safety Certificate was several years in process and shows their commitment to flying at a higher standard, as their slogan states. This certificate is only held by a handful of air carriers in the United States.
3. Hangar Flooding Update. Staff was directed to obtain the grade of the area around the Block M hangars prior further direction on any trench drains or repaving. Staff is waiting for the survey points that were done during the Taxiway project before bringing this back to the Board/Operations Committee.
4. Badging Office Staff. The Airport is still looking to hire a full-time badging officer. Until then, Travis Dybdahl, Airport Accounting Technician, is stepping in for half days. Staff also received approval to bring back Shannon Van Valin as a temporary fill-in to assist during evenings.
5. Airport Fund Balance (AFB) and Capital Revolving Account Balance (CRAB) (Attachment #2). The Airport Fund Balance reflects what is reported to/adopted by the Assembly, and align with the CBJ Comprehensive Annual Financial Reports (CAFR). Once the CBJ budget is adopted, this will be updated for the FY23/24 budgets. The CRAB reflects the approved use of the additional \$108K for funding the Float Pond Phase 2 Design work until the grant is awarded after bidding.
6. CARES/CRRSAA Fund Balance. Airport staff has updated the CARES Use Summary table to reflect the additional \$80,300 in insurance costs passed down by the City, and the additional CARES funding required to balance the budget for FY23 and FY24. Staff has also shown the \$98,347 for concession relief that is required for the CARES grant (previously just a footnote). Staff has also put a \$5M placeholder in

for the parking lot construction. These changes give a more realistic balance of available grant money remaining.

CARES/CRRSAA/ARG Act Use		3/10/2022
30,590,133	Grant awards*	
(727,145)	FY20 Operational Expenses	
(3,427,111)	FY21 Operational Exp incl tenant relief; yearend	
(602,375)	FY21 Airport GO Bond debt service	
(662,625)	FY22 Airport GO Bond debt service	
(203,028)	TWY Regulator Upgrade (appropriated)	
(1,610,000)	Bag Belt Replace - Est; + \$50K design (10/21)	
(600,000)	Parking Lot Design (max) - Estimate	
(92,885)	Bagwell Gas Detect/Alarm - est; + \$42,885 design	
(115,000)	SREB Circulation Pump Upgrade	
(175,000)	Sand/Chem bldg Back-up Boiler system	
(50,000)	Forklift vehicle	
22,324,964	Balance	
	<i>Proposed Use</i>	
(98,347)	Required Concession Relief (not for other use)	
(1,200,000)	FY22 Tenant Rent Relief (est)	
(2,084,900)	FY22 Operational Expenses (est)	
(1,200,000)	FY23 Tenant Rent Relief (est)	
(1,572,100)	FY23 Operational Expenses (est)	
(1,421,500)	FY24 Operational Expenses (est)	
	GO bond debt service FY23/24 TBD	
(5,000,000)	Parking Lot Construction -TBD -Est (in design)	
9,748,117	<i>Proposed/estimated balance FY22 end</i>	
*\$98,347 concession relief requirement, see above		
Note: Add'l Concession grant \$393,387 signed 1/3/22, not incl in total		

7. Alaska Room Update. The Airport has let Rotary know that their meetings may resume at the Airport beginning in May.

8. Hot Topics. The following is a list of on-going topics that staff is working on in addition to the regular Architect and Engineering Project Reports:

- **UPDATE** - *Title 49 (Jordan Creek) Variance Request*. Title 49 Variance and Permit Applications, along with supporting documentation, were submitted to CBJ Community Development Department on March 15, 2022. Staff is awaiting the Airport's application and permit to be assigned to a Planner and has requested to be placed on the next/earliest Planning Commission meeting agenda. Two separate variance and permit applications were submitted to allow limbing and immediate trimming of vegetation along Jordan Creek area on Airport property for aviation safety, security and law enforcement. Separate applications address two different areas of concern: 1) inside the fence is a haven for wildlife to bed down including deer and birds, requiring additional patrol and mitigation; and 2)

outside the fence between Yandukin and the new Glory Hall, which sees a lot of camps for many of our unsheltered population, as well as criminal/drug activity.

- **UPDATE** - *Alaska Department of Environmental Conservation (ADEC) Storm Water Pollution Prevention Plan (SWPPP) Multi-sector General Permit (MSGP)*. A reminder to all businesses to review ‘best practices’ that have been posted on the JNU Airport’s SWPPP webpage. Businesses need to file either Notice of Intent (NOIs) or No Exposure forms and receive letters from ADEC. To-date, the Airport has only received a handful of these. The Airport is looking into contracting out services to gather monthly/quarterly samples, assessments, as well as the administrative reporting requirements of the SWPPP program. ***The annual Airport SWPPP Best Practices meeting will be scheduled for some time in May.***
- **UPDATE** - *Spill Prevention and Control Countermeasure (SPCC) Plan*. The Airport has a draft SPCC plan in hand for review and anticipates having this plan updated before summer. This is an ADEC requirement.
- **UPDATE** - *COVID*: The most recent information may be found on the **CBJ website**: <https://juneau.org/covid-19> for local requirements. The Alaska Travel Portal has been shut down. The CBJ has determined the COVID Risk level at Level 1-Minimal with masking in public areas recommended. This does not apply to airports and aircraft.
- *Mask Mandate at Airports*. A federal mandate is in place which requires everyone to wear masks on airplanes, at airports, as well as on other forms of public transportation. **This mandate was extended and is set to expire April 18, 2022 unless the mandate is extended.** Failure to abide by the facemask mandate may result in fines, removal from facilities and/or stricter punishment, including being banned from flying.
- *COVID-19 Testing and Vaccines at Airports*. Capstone Clinic continues to administer vaccines at the airport. This is currently scheduled to continue through June 2022. COVID testing at the Airport discontinued January 31, 2022.
- **NO CHANGE** - *DNR Land Conveyance/Easement*. During the Airport Runway Safety Area (RSA) Project, the ends of the runway shifted and required additional land (safety area) at each end of the runway. Additionally, the installation of the Runway 8/26 approach lighting (MALSF/MALS) requires easement into State wetlands. Two tracts of land at each end are still in the process of finalizing survey work and conveyance to the Airport. Staff is working on this with State of Alaska Department of Natural Resources (DNR) to close out this portion of the project. A third tract of land (west end) that currently used for FAA approach lighting is easement only. The cost (mitigation ratio) is cost prohibitive at this time. Paralleling this work, the Airport is looking at acquiring accretion rights in the wetland for future rebound land.

- **NO CHANGE** – *Polyfluoroalkyl Substances (PFAS) Testing and Monitoring.* Cox Environmental Services has completed a draft report for ADEC with proposed next steps in the monitoring phase of this project. The report filed with ADEC recommends quarterly testing of groundwater, survey the test wells to determine flow direction, and coordinate with Army National Guard (ANG) for the testing of their drill sites (six) on airport property. ADEC is still reviewing the report but the Airport will wait until the results of the ANG testing to plan further delineation. The ANG draft work is under review with ADEC and Cox Environmental at this time. A round of groundwater monitoring is planned and proposed additional delineation of soil and groundwater dependent on the ANG findings for spring/summer 2022.

- **NO CHANGE** – *Honsinger Pond/Access (work in progress).* Bicknell has legal access to their Honsinger Pond property through Alaska Department of Transportation (ADOT). Airport staff have been brought into discussions for development of the adjacent property due to (helicopter) flight paths and FAA compliance for development near an airport. Bicknell has now applied for rezone of several parcels from Industrial to General Commercial. The Airport continues to work through FAA on land use adjacent to airports for compliance.

- **NO CHANGE** – *Egan/Yandukin Intersection Improvements Project.* ADOT has narrowed down design alternatives for the project. The Planning and Environmental Linkage (PEL) Study is also now available on line. Please visit ADOT website for the project at <http://dot.alaska.gov/eganyandukin>. Also any comments or concerns may be emailed to eganyandukin@alaska.gov. The Airport is registered as one of the stakeholder panelists due to adjacent property and impact to traffic to/from the airport. The Airport (along with comments from the FAA) previously submitted comments to ADOT regarding the complexity and costs of two of the three alternatives that both proposed to use airport property. The third alternative did not impinge on airport property.

- **NO CHANGE** – *FAA Compliance Land Use/Financial Letter (January 2019).* Staff continues to work on the remaining compliance items and will bring items back to the Board for action as necessary. Staff continues toward acquisition of the Loken/Channel Flying property which was noted as a non-compliant through-the-fence operator. While this is a compliance matter, property acquisition is eligible for federal funding. The process has started for procuring a property acquisition specialist including \$50,000 of forward-funding approved by the Board.

- **NO CHANGE** – *FAA Disabilities Compliance and Title VI Review.* Staff has completed the plan and self-evaluation programs for the final part of the 2017 FAA compliance audit for Americans with Disabilities Act (ADA) and Title VI review and it has been signed off by the CBJ. The final plan and compliance update were forwarded to the FAA for review, however, some of the outstanding

items will not be in compliance until the terminal remodel is complete. FAA still requires periodic updates.

- **NO CHANGE** – *Passenger Facility Charge (PFC) cap increase* JNU continues to discuss the increase of PFC with our DC Lobbyist and Congressional Delegation to keep it in the queue. Many large airports are also backing this increase due to capital projects relying primarily on PFCs, not impacted by COVID. The Airport has brought this up with our Congressional Delegation in the hopes of including PFC increases for non- and small-hub airports.
- **NO CHANGE** – *Runway 26 Medium Intensity Approach Lighting System with Runway Alignment Indicator Lights (MALSR)* approach lighting discussions with FAA. Staff continues to work with our DC Lobbyist (and Congressional Delegation) to look congressional language to complete the system. Sample language was provided to the late Congressman Young to incorporate into the FAA reauthorization bill that would add MALSR equipment to the list of allowable lighting equipment, and allow the transfer of this to the FAA. This means that Airport Improvement Program (AIP) funding could be used as an additional source for this type of lighting. *Staff is working with FAA to review the language in the current bill to see if this system fits the regulatory requires outside of the contiguous states (exemption).*
- **NO CHANGE** – *Capital Improvement Program (CIP) and Passenger Facility Charge (PFC) 10.* With FFY20 FAA AIP terminal grants covering the entire amount of FAA-eligible terminal construction, PFC (PFC9) collections may be abbreviated with less match required. Staff is monitoring the amount needed for the terminal project (match and bond interest), as well as other projects listed in the PFC9 application; and look at when to start PFC10 application process.
- **NO CHANGE** – *TSA passenger screening checkpoint equipment.* This project has been put on hold due to construction requirements for the larger equipment. A new date for equipment has not yet been determined.
- **NO CHANGE** – *TSA has cancelled janitorial contracts* at airports nationwide. TSA will pay for utilities associated with equipment use, but the contract requires airports to continue with janitorial - without compensation. This issue has been forwarded to our Washington, D.C. Lobbyist for Congressional weigh-in.
- **NO CHANGE** – *Maintenance Programs Refinement* (roofs, heat pump equipment, baggage systems, etc.). Staff continues to look at a tracking system for all building component preventative maintenance programs. At this time, staff is collecting current basic system, and needs. Staff continues to look at maintenance contracts for specialized systems similar to what we do with airfield lighting and controls. Until a complete tracking system is set up, the Airport looks at continuing maintenance contracts with new systems as they come off warranties.

9. Airport Project Managers Reports (Attachments #3 and #4)

VIII. CORRESPONDENCE:

IX. COMMITTEE REPORTS

A. **Finance Committee:** Meeting held on April 7, 2022 (see above motion).

B. **Operations Committee**

X. ASSEMBLY LIAISON

XI. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

XII. BOARD MEMBER COMMENTS

XIII. ANNOUNCEMENTS

XIV. TIME AND PLACE OF NEXT MEETING:

A. Assembly Finance Committee Budget Presentation April 27, 2022, in Assembly Chambers

B. Airport Board, 6:00 p.m., May 12, 2022, in the Airport Alaska Room and via ZOOM

XV. EXECUTIVE SESSION

XVI. ADJOURN