

AIRPORT BOARD

AGENDA

6:00 P.M., THURSDAY, DECEMBER 9, 2021

ZOOM WEBINAR: <https://juneau.zoom.us/j/89264042977?pwd=aXJxY3l4aXRSU1JCKzBOZkRheUhlQT09>

Or Telephone: 253 215 8782 Webinar ID: 892 6404 2977

TO TESTIFY: CONTACT PAM CHAPIN, 907-789-7821

BY 3:00 P.M. ON DECEMBER 8, 2021

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES: Regular Monthly Meeting of November 18, 2021

IV. APPROVAL OF AGENDA

V. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

VI. UNFINISHED BUSINESS

A. **Airfield Forklift Revisited (from November):** At the November 18, 2021, Airport Board meeting, Staff presented a request to use CARES funding for the purchase of a forklift that could be used inside the sand/chem building and small enough to offload chemical bags from delivery trailers. The Board asked for more details and economic justification. Staff has assessed forklift those needs and costs. Currently, the airport rents a forklift, or use airport-owned heavy equipment ‘loaders’. The loaders do not work in these areas nor have the maneuverability that the forklift has. This forklift is essential for ground handling the 2,200 lbs. “Super-Sac’s” of aggregate runway de-icing chemicals for mixing (both offloading and positioning for mixing); offloading, moving, delivering repair parts for snow removal equipment that are palletized for delivery. The ‘rented’ forklift is also trailered and moved around for other Airport offloading requirements such as Aircraft Rescue and Fire Fighting chemicals and for terminal supplies that come in pallets. The forklift is also used for lifting/downloading the supplies in the upper mezzanine of the Snow Removal Equipment Building (SREB) which is the supplies storage area. Most of the supplies used in support of airfield maintenance and snow removal operations are delivered in some sort of palletized means. Procurement of a forklift was in fleet reserve, but was scheduled several years out (fleet funding is from operations budget). Without purchasing a forklift, Airfield Maintenance will need to continue renting equipment. Currently the rental forklift costs \$890 per month and has been rented for 26 months at a total cost of \$23,140, to-date. If not procured now, the purchase of a forklift will wait its turn in fleet and the airport will continue to rent a forklift until it can be procured through fleet.

Board Motion: *“Approve the purchase of a forklift vehicle, at a cost not-to-exceed \$50,000, funding providing from the CARES Act grant.”*

VII. NEW BUSINESS

A. Airport Manager's Report:

1. Airport Fund Balance (AFB) and Capital Revolving Account Balance (CRAB) (Attachment #1). The Airport Fund Balance was updated to more accurately reflect what is reported to/adopted by the Assembly, and align with the City & Borough of Juneau's (CBJ) Comprehensive Annual Financial Reports (CAFR). The report now reflects the close out of FY21. The CRAB continues to reflect the approved use of \$108K for funding the Float Pond Phase 2 Design work until the grant is awarded after bidding (2022). *No change since last month.*
2. CARES/CRRSAA Fund Balance. The breakdown of CARES Act/CRRSAA funds used and proposed to be used/proposed to-date is detailed below. This is an update based on the November Board approval for Snow Removal Equipment Building circulation pump update and the Sand/Chem building back-up boiler system (all estimates until bid award).

CARES/CRRSAA/ARG Act Use		12/1/2021
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 desgn	
(115,000)	SREB Circulation Pump Upgrade	
(175,000)	Sand/Chem bldg Back-up Boiler system	
22,374,964	Balance	
	<i>Proposed Use</i>	
(1,150,553)	FY22 Tenant Rent Relief (est)	
(1,838,000)	FY22 Operational Expenses (est)	
19,386,411	<i>Proposed/estimated balance FY22 end</i>	
*\$98,347 concession relief requirement		

Also as a reminder for the grants, the CARES grant sunsets in April 2024, the CRRSAA grant sunsets in March 2025 and the ARG grant sunsets in August 2025. This means grant funds must be completely expended by those dates. Capital projects can take up to a couple years to complete once a project starts conceptual.

3. Channel Flying/Coastal Helicopter Wall Resolution. The Airport met with Aral and Craig Loken, and Mike Wilson, to discuss the inner wall construction, and came to an agreement on the cost for the inner wall. This matter will be closed out with a final payment to Lokens (Channel Flying) as invoiced.

4. Architect/Engineer Vacancy Recruitment. With the departure of Catherine Fritz in 2020, the Airport has had a vacancy with Project Management. Airport Project Management has fallen on our one Architect/Project Manager, Mike Greene, to oversee all airport projects. The Airport attempted to recruit for a part-time position, however no applications had been received after several months. Recruitment for full-time is now underway. The Airport hopes to fill this vacancy by early 2022.
5. Assembly Retreat. The Assembly has planned their annual retreat and goal-setting for Saturday, December 4, 2021, at Centennial Hall. Department Heads have been asked to attend in case the Assembly has questions.
6. Project List (non-Federally funded). (Attachment #2). At the May Airport Board meeting, the Board asked staff to compile a list of project wishes that would be a good use of CARES Act funds. Staff has begun an extensive list but continues to gather estimated costs of these items. The attachment shows a draft for the Board to review. Staff plans to bring this list to the Finance Committee meeting during budget discussions in early 2022. Until the budget cycle discussions, staff continues to bring the more urgent requisitions to the Board requiring CARES funding.
7. Juneau Airport is the first in Alaska to formally join federal campaign against human trafficking. A Memorandum of Understanding was signed last month between the Juneau Airport, the U.S. Department of Homeland Security and the U.S. Department of Transportation, forging a public outreach campaign to combat human trafficking through a program called the “Blue Lightning Initiative” or BLI. This campaign will be coordinated by Deputy Airport Manager Scott Rinkenberger to train airport and airline personnel to combat human trafficking with the commercial aviation industry. Additionally, coordination and collaboration with the Central Council of the Tlingit and Haida Indian Tribes of Alaska is also underway to ensure that Alaska Natives are represented in the Juneau Airport – BLI partnership.
8. Hot Topics. The following is a list of on-going topics that staff is working on in addition to the regular Project Report:
- **UPDATE** – *Mask Mandate at Airports Extended.* 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 is now expected to extend to March 18, 2022.** Failure to abide by the face mask mandate may result in fines, removal from facilities and/or stricter punishment, including being banned from flying.
 - **UPDATE** – *Polyfluoroalkyl Substances (PFAS) Testing and Monitoring.* Cox Environmental Services has completed a draft report for Alaska Department of Environmental Conservation (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 work is anticipated by the end of January or early February with their final draft to ADEC thereafter. ADEC comment on the Airport plan should be received by then as well. A round of groundwater monitoring is planned for this winter and then proposed additional delineation of soil and groundwater dependent on the ANG work in the Spring or Summer of 2022.

- **UPDATE – Oshkosh Plow Trucks.** All three of the new plow trucks are back in service AND staying in service during the snow events we have had lately. The new warranty period started the end of September and will be valid until Oct. 1 2022. The Airport continues to work with Oshkosh for a local service warranty, or a to send an Oshkosh service representative if none are available in the local area to perform repairs in a timely manner.
- **NO CHANGE – COVID Testing and Vaccines at Airports.** Capstone Clinic continues to provide COVID testing for passengers who want to COVID test at the Airport. It is not mandated for out-of-state travelers. COVID vaccines are offered seven days per week at the Airport from 12:30 p.m. to 9:30 p.m. on the first floor near baggage claim. Pfizer, Moderna (full and boosters) and Johnson & Johnson are available. Pediatric vaccines are NOT offered at the Airport. Anyone getting tested or vaccinated will need to register on the travel portal at www.Alaska.covidsecureapp.com.
- **NO CHANGE - Title 49 (Jordan Creek) Variance Request.** Title 49 changes to allow limbing and clean-up adjacent to the creek is still in review with the Title 49 Committee. Staff continues to work on the variance application for the immediate trimming of vegetation along Jordan Creek (Airport property) for aviation safety and security. There are two issues: 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 see a lot of camps for many of our unsheltered population, as well as criminal/drug activity. Staff will continue to look at the fastest way to resolve this.
- **NO CHANGE – Program Updates.** With the completion of the Taxiway Project, several of the Airport maps and diagrams in the Airport Layout Plan, Airport Facility Diagram (and 5010), Airport Certification Manual, Airport Emergency Plan, Wildlife Hazard Management Plan, Storm Water Pollution Prevention Program, Spill Prevention, Control & Countermeasure Plan and several Letters of Agreement (LOAs) with agencies require updates due to changes in airfield geometry. This will take several months to complete. The Airport aerial and mapping will also need to be updated and incorporated into many of these plans.
- **COVID Update:** The most recent information may be found on the **CBJ website:** <https://juneau.org/covid-19/covid-19-travel> for local requirements; and Alaska Travel Portal at: www.alaska.covidsecureapp.com. Additionally, more information may be found at: <https://covid19.alaska.gov/travelers/> and FAQs: <https://covid19.alaska.gov/faq/>. CBJ requirements require masking in all public

areas once again due to rising COVID cases; COVID testing remains on a voluntary basis for travelers. Travelers should continue to check for changes to other areas including requirements for foreign travel. Masking requirements are continuing to rise in other cities and states again.

- **NO CHANGE** – *Honsinger Pond/Access (work in progress)*. Bicknell has worked out legal access to their Honsinger Pond property with the 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** – *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. Another reminder is for businesses 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.
- **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**– *Terminal Reconstruction*: Wayfinding and signage for the public during construction continues to change as needed with the project. This includes clear signage/directions for passengers transiting between the main terminal and north annex, and now within the main terminal. A pass-through tunnel was established between the main and annex terminals. Passengers can remain inside the terminal building while transiting between the large and small air carriers.
- **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 for federal funding or congressional language to complete the system. Sample language was provided to 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.
- **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, the Airport is adjusting projects up on the CIP list. Additionally, PFC (PFC9) collections may be abbreviated due to less match required. Staff is continuing to monitor 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 the PFC10 application process would need to start.
- **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. There are several companies that offer similar cloud based systems. At this time, staff is collecting current basic system, and needs, and will plan to talk to each of the companies to see what they offer and the cost per year or per user for the system. 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. An annual line item in the budget for Maintenance and Operations repairs/replacement of systems will be introduced again with the upcoming budget cycle.

9. Airport Project Manager Report (Attachment #3)

VIII. CORRESPONDENCE:

IX. COMMITTEE REPORTS

A. **Finance Committee:**

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. Airport Board, 6:00 p.m., January 13, 2022, via ZOOM

XV. EXECUTIVE SESSION

XVI. ADJOURN