

MINUTES of
AIRPORT BOARD MEETING
December 9, 2021
6:00 p.m. via ZOOM

I. **CALL TO ORDER:** Chair Al Clough called the meeting to order at 6:00 p.m.

II. **ROLL CALL:**

Members Present:

Dennis Bedford
Al Clough

Jerry Kvasnikoff
Chris Peloso

Danial Spencer

Members Absent:

Jodi Garza

Jerry Godkin

Staff/CBJ Present:

Patty Wahto, Airport Manager

Phil Adams, Airport Superintendent

Scott Rinkenberger, Dep. Airport Mgr. Wade Bryson, CBJ Assembly Liaison

John Coleman, Airport Business Mgr.

III. **APPROVAL OF MINUTES:** *Chris Peloso moved approval of the minutes of the November 18, 2021, Board meeting. The motion passed by unanimous consent.*

IV. **APPROVAL OF AGENDA:** *Jerry Kvasnikoff moved approval of the agenda. The motion passed by unanimous consent.*

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

VI. **UNFINISHED BUSINESS:**

A. **Airfield Forklift Revisited (from November):** Airport Manager Patty Wahto said this was brought up in the November Airport Board meeting. The Board asked staff to look into this more and bring it back to the Board. Deputy Airport Manager Scott Rinkenberger said the Airport is currently renting an industrial forklift at the cost of \$890 per month. This has been rented for a total of \$23,140 to date. This forklift is used frequently to load and unload palletized items, heavy cutting edges, etc. The other piece of equipment the Airport owns is too large to maneuver inside of the Snow Removal Equipment Building (SREB). Ms. Wahto said this is normally purchased through the Fleet Account, which purchases anything non-FAA eligible items. This item is non-FAA eligible. This would be scheduled out a few years through the Fleet Account and the Airport would need to rent the equipment until the funds become available.

Board Member Dennis Bedford said he was surprised that the Airport did not own the machine. He was underwhelmed on the justification. He wanted to know the timeframe for delivery of this item. Mr. Rinkenberger said this is an off-the-shelf item, but it is a moving target as the Airport would be working with the dealership. Mr. Bedford said the

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Airport was planning on turning the rental forklift in after the spring. If the new equipment would not be available before then, he would prefer to defer it, put it on a wish list, and prioritize. Chair Clough said he had no quarrel whatsoever that this is a necessary piece of equipment. He said that the purchase versus rental is about a five-year payback. He asked if the equipment was better off being owned or leased. Mr. Rinkenberger said in some of the preliminary budgetary work, this piece of equipment has a useful life-span of 15 to 20 years. It is a long-range investment, but renting for 15 to 20 years would allow the Airport to buy two or three machines. Chair Clough said they have a similar size piece of equipment at his place of employment and it is old enough to vote now. Board Member Jerry Kvasnikoff asked if this would be a propane piece of equipment. When that was noted to be the case, he said it has been his observation that propane-powered forklifts seem to require less maintenance. Board Member Dan Spencer asked about other costs associated with this rental. Mr. Rinkenberger replied that the Airport has to supply propane; otherwise, when maintenance is required, Tyler Rental switches out the equipment. *Jerry Kvasnikoff moved to approve the purchase of a forklift vehicle, at a cost not-to-exceed \$50,000, funding providing from the CARES Act grant. The motion passed by unanimous consent.*

VII. NEW BUSINESS:

A. Airport Manager's Report:

1. Airport Fund Balance (AFB) and Capital Revolving Account Balance (Attachment #1). There have been no changes since November.

2. CARES/CRRSAA Fund Balance. This includes three different grants. The summary table includes the funds awarded to date, what has been spent or proposed to be spent (including two items from last month; the \$50K will be added in), and the bottom line is what remains based on proposed or estimated balances. The balance is approximately \$19.4M.

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 design	
(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		

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The asterisk at the bottom of the table indicates that \$98,347 must be used for concession relief. This grant was set aside to give the concessionaires, such as the gift shop, restaurant, etc., some relief. This needs to be distributed in a pro-rata share based on what they have brought in or been short and credit them somehow. The Airport is still working that out. The CARES Act (original grant received for \$21.7M) has a sunset of April 2024. The CRRSAA Grant has a sunset of March 2025. The ARG Grant sunsets in August of 2025. Ms. Wahto asked the Board to keep those dates in mind. Whether it is for operational use, offset expenses or the capital projects (which may take up to a couple of years), staff needs to make sure that solid decisions are being made early enough so that the grants are used. Chair Clough suggested looking at placeholders where CARES money can be pumped in if the Airport comes into the position of having to use it or lose it. For instance, can Fleet items be paid for from CARES funds that are not eligible for items that have a short lead time? This will still maintain the fleet reserve. He wanted staff to look at the fallback if the Airport finds itself in that position. Ms. Wahto said the Fleet items can be a little quicker to procure. Staff wants to make sure that the money is spent and given to the vendor before that date, not just going through the procurement process.

3. Channel Flying/Coastal Helicopter Wall Resolution. This item is a follow-up to last month's Board discussion. Ms. Wahto met with Aral and Craig Loken and Mike Wilson on November 30. There was a very good conversation. This matter has been closed out with an agreement of a little more than \$5K and payment being made to the Lokens for the work that was done.

4. Architect/Engineer Vacancy Recruitment. Catherine Fritz retired at the end of October 2020 and the position was vacant. The Airport was recruiting for part-time help and in the meantime, Mike Greene has been inundated with everything project. There is more work coming up so the Airport is recruiting for full-time help. These positions are project-oriented and project-funded and if the projects dwindle, the position will go away. We hope to have this position filled in early 2022.

5. Assembly Retreat. The Assembly retreat was held last Saturday. She deferred further comment to Assembly Liaison Wade Bryson and his report.

6. Project List (non-Federally funded) (Attachment #2). Ms. Wahto said she was going to hold this off until the Finance meetings, but this gives a snap shot of what staff is looking at for projects that are not generally funded. This is an ever-evolving list and there are more items that can be added. Some items have been removed because they were operational. This is a springboard for the Board to get an idea of what staff is looking at by the time this is brought before the Finance Committee. Mr. Bedford said he did not see the cost of the parking lot repaving project other than

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\$600K for planning. He said it would cost a lot more than that. Ms. Wahto said this project will go somewhere, but it not known whether it will be \$1.5M to \$5M. Until the planning work is done, the cost is unknown. She will add that back on with a big spread since the amount is not known. Chair Clough encouraged Board Members to take a look at this and not be bashful about bringing items forward that they think shouldn't be on there or should be.

7. Human Trafficking. Mr. Rinkenberger said that a Memo of Understanding was signed by the Juneau Airport and the Homeland Security, along with the U.S. Department of Transportation. There is a public outreach campaign called the "Blue Campaign" and when it comes to the commercial aviation industry, the "Blue Lighting Initiative", which is the initiative to combat human trafficking. No airport is immune to human trafficking. It provides the airport a partnership with these federal partners to do outreach and training of airline and airport employees to recognize the signs of human trafficking – not necessarily to intervene, but to recognize the signs that somebody is being trafficked or they are being forced to travel against their will and to notify authorities. The Airport is waiting for a couple of quotes from the Undersecretary of the Department of Homeland Security announcing the partnership with the Juneau Airport.

The Juneau Airport is the first airport in Alaska to join this partnership with the Department of Homeland Security. There are many airports throughout the United States that are members of this partnership along with several airlines. Alaska Seaplanes is already a member of this partnership and provides initial employee training to look for the signs of human trafficking. He has already spoken to Alaska Seaplanes and the Airport will be joining forces to provide this training. He will be coordinating the program and training the populous of the airport staff – rental car people, concession people in the restaurant or gift shop – to provide them training to recognize the signs that someone is being trafficked or is a victim of human trafficking. Some prototype signs will be installed in bathroom stalls saying this airport is a safe place, sexual assault is a criminal act, and human trafficking is a crime to get some outreach. Many times people of human trafficking are isolated in the women's room and they would see the sign and give them an option to call for help.

Mr. Rinkenberger is coordinating/collaborating with the Tlingit and Haida Central Council, Native American women are underreported when it comes to human trafficking, mainly because when they happen to disappear, no one reports that. Native Americans have been found trafficked in the sex industry in Indonesia and Thailand and they are specifically targeted because of this under-reporting. Mr. Rinkenberger is working with the Central Council to involve and insure that Alaska

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Natives are represented in this partnership that the Airport has with the Department of Homeland Security and the Blue Lighting Initiative out of the Blue Campaign.

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:

- *Mask Mandates at Airports*. The Federal government is extending the mask mandate for federal and transportation, etc. (airports) to March 18, 2022.
- *Polyfluoroalkyl Substances (PFAS) Testing and Monitoring*. The Airport has received the results and are awaiting the final review with the Alaska Department of Environmental Conservation (DEC), but along with that and independently, the Army National Guard is doing their own test on the property that they lease because they have done their own small mini PFAS area where they did some training. They have six test sites on their leased property and the Airport is awaiting those results, expected in January or February. Once that is all together, everything will be sent to DEC, they will come up with a plan in conjunction with the Army National Guard in one package. They will look at additional ground water sampling probably on a quarterly basis, determine if test well flow and direction and some other things, but they may have to wait until spring to get more information. At this point in time, the Airport is waiting for the test results to find out if more delineation and flow measures need to be done for the Army National Guard area before we do any more testing.
- *Oshkosh Plow Trucks*. These trucks have been in and out of maintenance since they were received. They finally sent up the Oshkosh maintenance people to do work and they have been put to the test during the last month. They are passing the test and have been work horses. The warranty has been extended until October 1, 2022. They will be given a full workout to make sure that everything is falling within the warranty. There is a positive side to getting all the snow when the equipment is still under warranty.
- *COVID Testing and Vaccines at Airports*. Capstone Clinic hours of operation is from 8:00 a.m. to 11:00 p.m. at the airport. They will be closed Christmas and New Year's holidays.
- *Title 49 (Jordan Creek) Variance Request*. Chair Clough asked if the amount of nefarious behavior has been more or less in the Jordan Creek area or other airport areas. Ms. Wahto said discussions have been held with the Juneau Police Department (JPD) and while further upticks have not been seen, nothing has continued to climb. There are a few incidents but not like they were a month ago.

9. Airport Engineering Projects Report (Attachment #3): Ms. Wahto reported staff is trying to finalize some phase 1 items for the Terminal Project. The old elevator shaft was removed and concrete has been poured in the area. The steel has been fire proofed. Some of the glass partitions and walls are ready to be put up. Things are progressing very quickly. The tunnel is still being used between the north section and

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the main part of the terminal to get to either side. Restrooms are open. One of the new elevators is operating. It is hoped by early January that the new section and main door will open and possibly the new stairs and escalator in the new area. More changes are happening. The old north terminal has been demolished and is ready for Alaska Seaplanes to build on.

The Fire Alarm Upgrade Project began at the end of November. A lot of it was taking inventory on what is there and what is needed. They will move forward with getting the new alarm system in, including tying in the Air Traffic Control Tower, which is an independent building of the terminal.

The Board approved getting the two 25-HP circulation pumps and the system drives for the SREB. Staff is working on finalizing the Division 0 and Division 1 specifications to get into the bid specification to go out for this project to get it moving along to get the pumps ordered and get the building back up to the capacity that it needs.

The heat is down in the Sand/Chem building again. The Airport has contracts with Meridian and Daikin that provide the controls for that building. Staff is working with them to find out why the circulation pumps and compressors aren't working. In the meantime, staff is working to get temporary heat with Harri Plumbing. The other thing staff is working on is getting the redundant boiler system hooked up so the Airport is not renting a temporary boiler.

The Airport is waiting for as-builts for the Taxiway Project. This is kind of the last holdout for updating a lot of the plans with diagrams.

VIII. **CORRESPONDENCE:** None.

IX. **COMMITTEE REPORTS:**

A. **Finance Committee:** No report. Finance Committee meetings will begin in January.

B. **Operations Committee:** Committee Chair Dennis Bedford had nothing to report.

X. **ASSEMBLY LIAISON COMMENTS:** Assembly Liaison Wade Bryson reported that he attended the Assembly retreat and noted they have been working with the same goal list for the last four years. They are being fine-tuned and whittled down so that they have a few very actionable items. They did not focus on individual projects, but looked at taking a bigger look at what are all the possible projects. They talked about the potential for Build Back Better funds, which will need 30% design and community match. There are fewer goals. They eliminated things like homelessness, but there have been so many actions towards helping make that problem better, that what they can do now is wait for the United Services Building to be built and wait for Bartlett to finish all of their treatment

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facilities. They also eliminated keep and maintain industrial land. They tried to take specific things off the goal list and have it really high-level that this is what they will look at in the next couple of years. That was the primary basis for the retreat.

Chair Clough asked if the increased crime in the Airport area since the relocation of the Glory Hole had been discussed. Mr. Bryson said not at the Retreat. He said he shared that the Airport was having an uptick in criminal behavior, homeless activities and people were being trespassed from the Airport at a previous Assembly meeting. The Mayor heard that and confirmed that she had also heard that same information. The City Manager took it from hearsay to now he has to act on it. Mr. Bryson also spoke to Director Lovishchuk and let her know that the Airport was experiencing upticks in high criminal activity, debris left around, and it is happening to the entirety of the valley commercial district of the Nugget Mall area. They are aware of that and are taking direct action. They have increased Police patrols. Ms. Wahto said the Mayor had asked that the letter that had been circulated to tenants be sent to all Assembly Members, which was done.

Mr. Bryson said he had dug into the variance that Ms. Wahto referenced at the last meeting. He started peeling back the layers of that onion. He will have a couple of discussions with Ms. Wahto. He brought it to the City Manager's attention. He said he had an initial discussion with Director Maclean.

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

XII. **BOARD MEMBER COMMENTS:** Dennis Bedford said he is uncomfortable where they have a little emergency and they get out the COVID checkbook, everybody's happy, the problem goes away. He is a little uncomfortable with that. The COVID money is not going to be here forever. He realizes the Airport is down in revenue, but he just wondered if when these little emergencies come up, they should not step back and take a look at how it might be handled without the COVID money. Chair Clough said his comments were noted. He thought the comments with regards to being more judicious with the project list have been heard and he thought they would definitely do some thinking along those lines.

XIII. **ANNOUNCEMENTS:** None.

XIV. **TIME AND PLACE OF NEXT MEETING:** The next regular Airport Board meeting will be held on January 13, 2022, at 6:00 p.m. via ZOOM.

XV. **EXECUTIVE SESSION:** None.

XVI. **ADJOURN:** Chair Clough wished everyone Merry Christmas and Happy Holidays. *Dan Spencer moved to adjourn. The meeting adjourned by unanimous consent at 6:56 p.m.*