

MINUTES of
AIRPORT BOARD MEETING
October 14, 2021
6:00 p.m. via ZOOM

I. **CALL TO ORDER:** Chair Al Clough called the meeting to order at 6:28 p.m.

II. **ROLL CALL:**

Members Present:

Dennis Bedford	Jodi Garza	Chris Peloso
Al Clough	Jerry Kvasnikoff	Danial Spencer

Member Absent:

Jerry Godkin

Staff/CBJ Present:

Patty Wahto, Airport Mgr.	Greg Smith, CBJ Assembly Liaison
Scott Rinkenberger, Dep. Airport Mgr.	Teresa Bowen, CBJ Law
John Coleman, Airport Business Mgr.	Sherri Layne, CBJ Law
Phillip Adams, Airport Superintendent	

Public:

Sharon Van Valin, Island Air	Dylan Smallcomb, AirBadge
Mike Wilson, Coastal Helicopters	Nathan Smallcomb, AirBadge
Kent Craford, Alaska Seaplanes	

III. **APPROVAL OF MINUTES:** *Jodi Garza moved approval of the minutes of the meeting of September 9, 2021. The motion passed by unanimous consent.*

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

V. **APPOINTMENT TO COMMITTEES:** Operations Committee will be Dennis Bedford as Chair, Jerry Godkin and Jerry Kvasnikoff. The Finance Committee will be Jodi Garza as Chair, Dan Spencer and Chris Peloso.

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

VII. **UNFINISHED BUSINESS:**

A. **Bagwell Gas Detection/Alarm System Mechanical Repair – PDC Design and Contract Administration (CA) Proposal:** Airport Manager Patty Wahto said that at the May 13, 2021, Airport Board meeting, the Board approved \$50K for the estimated cost of repairs for the bag well gas detection and alarm system, which is an OSHA-related item. While working on procurement, the Airport was made aware that the components did not include the mechanical and electrical design, bid documents and project management.

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The Airport went out for solicitation of the design and contract administration as required for this type of work. PDC Engineers was the successful proposer for the design/contract administration services and provided their fees for the projects in addition to the system repair costs. On this type of project, the equipment costs about the same as getting it designed and certified. It is an addition of a little more than \$42K. This is funded by CARES Act funds. This will link the new and old system together and is located in the old bag well. *Chris Peloso moved to approve the design and contract administration for replacement of the bag well gas detection/alarm system mechanical repair, at a cost not-to-exceed \$42,885, funding provided by the Airport operations budget through CARES Act funding. The motion passed by unanimous consent.*

B. Outbound Baggage Conveyor System Replacement. At the May 13, 2021, Airport Board meeting, the Board approved the estimated \$1.56M for the replacement of the outbound baggage conveyor system. While working through the procurement process, it was determined that design related to the electrical components would be required (electrical engineer) in order to bid the project. The Airport is looking at an estimated \$50K for the additional design work. This project includes electrical components and this is to make sure that from the fire doors to the master control panel, that all of that is going to work and integrate properly. It is hoped to get the bid out before the November/December timeframe. Ms. Wahto did not know about the lead time for components, so it is not known how long this will take. The Airport was trying to go out for general procurement and both Engineering and Purchasing understand this needs to be fast-tracked and are standing by. Staff is also ready to get this to the Assembly. *Dan Spencer moved to approve \$50,000 for the design and contract bid specifications for the outbound baggage conveyor system replacement project; funding provided by the Airport CARES Act grant. The motion passed by unanimous consent.*

C. Computerized Security Badging Office Automation. At the July 8, 2021, Airport Board meeting, staff presented a new on-line platform badging system. Deputy Airport Manager Scott Rinkenberger said he and staff have done extensive outreach to tenants and general aviation community. The most attractive to this automation is the prospect of having a two-year renewal instead of a yearly trip to the badging office. This will open the badging office with more availability during the peak summer season. The Badging Office has already started on modern steps with electronic records keeping, on-line appointments, etc. This system would complete the system and make it a perfect system as far as security credentialing is concerned. With the ease of doing Transportation Security Administration (TSA) audits, it will make it easy for the authorized signatories while conducting audits. Audits are extremely time consuming. The automation that AirBadge has makes audits simple. It also makes it simple for the TSA regulators and inspectors when it comes to an audit to show them the outcome of the audit. The audits are required by the TSA and have to be done annually. In talking with FedEx who works throughout the region, JNU is the only airport that does not have a two-year badge

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renewal. A two-year badge would make it very convenient for the Airport's customers. The Airport understands there will be growing pains with this, but it will be the exception and not the rule.

Board Member Jodi Garza asked if there was a savings component in switching to the system in terms of dollars, time or other. Mr. Rinkenberger replied that currently it is \$25 per badge holder annually, and this will raise the cost by \$5 for this level of automation. In terms of productivity recovery, this will be immense. The current process is administratively inefficient with the amount of human fingers that need to be involved with the process. There are errors and issues that things get overlooked. AirBadge prepares the applicant and the authorized signatory. There are numerous appointments rescheduled because applicants show up unprepared. This will save productivity for the Badging Office and the tenants.

Board Member Dennis Bedford said he was concerned that the fee is being raised. He asked how long the \$25 level had been in place. Ms. Wahto said it had been ten years. She said this has to go through the finance process, which includes a public process when updating the Rates and Fees. Chair Clough asked why the fee would be increased to \$60 every two years. Ms. Wahto said Mr. Rinkenberger was trying to compare apples to apples. If the Airport goes to a two-year badge, there is a fee of \$60 every two years. What that equates to is \$30 per year. Chair Clough said it didn't make sense to double the fee when there is less work required. Mr. Rinkenberger said while there is not a badge being reissued every year, everything inside the system has to process the audits anyway. The two-year renewal will require a 100% possession verification audit which is conducted through the badging automation system. On top of the fact that the new badge holders will have the on-line training and the process of the application is all automated and reinforced through the system. Ms. Wahto said part of it is behind the scenes. Continuous vetting is going through the system, as well as producing the audits.

Chair Clough asked why there was not a savings for the customer. Mr. Rinkenberger said the paperwork bogs down the authorized signatory during audits. They get a piece of paper, they then check boxes, and scan and e-mail the results. When an audit is done with this type of automation platform, it is all automated in their computer system. They can do it on their application on their smart phone, lap top or desk top computer. This saves productivity for the tenants. With the increase of \$5 annually, most tenants have indicated the amount of convenience will offset the increase. Ms. Garza said she would like to plug in the cost of this system into the budget model to look at the costs over the next three years. Ms. Wahto said this will be deferred and discussed when the Airport goes through the Rates and Fees. Ms. Garza asked if the two-year badge renewal could be done without this system. Mr. Rinkenberger said this could be done now, but would create a lot more work for Airport staff. Chair Clough asked staff to try to sharpen the pencil that there is actually a savings that can be passed onto the customer.

VIII. **NEW BUSINESS:**

A. **Airport Manager's Report:**

1. Increased Airport Police Activity. Mr. Rinkenberger reported that there is increased police activity at the airport. The documented increase has been seen in suspicious and criminal activity at or around the Airport grounds, particularly with intoxicated and loitering individuals. There were two incidents today where trespass letters were attempted to be served on persons directly and indirectly related to the new Glory Hall. Increased nefarious activity is occurring around the Jordan Creek greenbelt across from the terminal. There was an Alaska Airlines employee followed to their car. That employee felt so unsafe that they returned to the terminal and summoned Airport Police and at that point the suspicious person was gone. This is a serious situation. Juneau Police Department (JPD) and Capital City Fire/Rescue (CCF/R) are responding to the new Glory Hall on multiple types of situations. Vehicle break-ins, rifling and shelter population visiting tenants are being seen. Tower management has concerns about their staff leaving in the late hours. They have been told to contact Airport Police to provide an escort. The TSA management has asked their staff to go to the parking area in groups only. If an individual goes to their vehicle, they have been instructed to contact Airport Police. Ms. Wahto said staff has reached out to the City's Housing Department and JPD to make sure they understand that anything that is happening is creating a bleed-over to the tenants, terminal, and employees. Staff is working with JPD and they are aware of what is going on at the airport. Mr. Bedford said this should be dealt with directly. He thought the Airport has a responsibility to its tenants to pursue a solution, but he did not think it is the Airport's problem. He thought staff should be very adamant and vociferous to the folks downtown that it is their problem and the Airport requests/demands their help.

Chair Clough said he had a conversation with staff earlier this week and the discussion was that the Airport is responsible for the tenants and the traveling public to maintain a safe and orderly place for them to conduct their business and activities. The other issues that are peripheral to this are not in the Airport's wheel house. He also asked staff to communicate with the tenants, especially General Aviation (GA) to make sure they are well aware of the issues and can beef up their own security, as well. He appreciated staff taking this seriously.

2. Title 49 Variance Request. Mr. Rinkenberger reported that staff is working with the City's Attorney's Office to try to draft a response to the application for vegetation removal. This was originally commenced for wildlife mitigation. A number of large mammals were congregating on field in an area near Jordan Creek. Staff has decided to lump this into one variance to address issues on the outside of the fence perimeter along the Jordan Creek greenbelt, near the Glory Hall. Seven encampments were

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removed within the last week that were concealed in the vegetation. If this area were cleaned up through a variance, to make sure it can be seen from the road, it would discourage camping. The privacy that the current vegetation offers is attractive to setting up camps. One camp had evidence that the inhabitants were digging a fire pit for cooking and warming purposes, which was well within the 25-foot no-disturbance zone of Jordan Creek. Other instances included semi-permanent structures with pallets and plywood being lashed together for extra protection from the elements. Staff is waiting for documentation from the JPD and TSA with regard to that side of the variance request. By the Board's next meeting, staff will have some real traction gained with this application preparation. Chair Clough said this is the fourth year of trying to get this variance. It is time to try to get the sister agency to give the Airport a little love, perhaps involving the Mayor, Assembly, and City Manager. Ms. Wahto said she has had conversations with Assembly Liaison Greg Smith. He has been bringing this up and reaching out to Community Development, too. It has been elevated. Chair Clough suggested talking to the Mayor and City Manager, especially given the latest problems out there.

3. Disruptive Passenger Initiative. Mr. Rinkenberger said he attended an FAA (Federal Aviation Administration) working group workshop with regard to the epidemic of disruptive passenger incidents aboard aircraft while in flight or at the airport. He said a recent incident in the Airport's departure lounge resulted in almost every JPD staff member coming to the airport because of a disruptive passenger. The disruptive passenger shoved one of the police officers. It was noted that 60% of the disruptive passenger incidents have some form of alcohol consumption or intoxication involved. Of that 60% of disruptive intoxicated passengers, nearly 85% of those are the result of some confrontation regarding mask usage, which is a federal security directive. Mr. Rinkenberger has commenced an initiative with Alaska Airlines and Tailwind Concession (the concessionaire that provides food and drink services).

The workshop talked about overserving, the use of confederate containers (like people putting drinks in coffee cups and taking them onboard), or the actual smuggling of drinks out of the bar into the departure lounge and ultimately onto the aircraft. There have been bottles found tucked into seat cushions in the departure lounge for someone who smuggled a beer bottle out of the bar. Alaska Airlines frequently finds alcohol containers that they do not serve aboard the aircraft in the seat backs or concealed someplace in the lavatory refuge containers. In reaching out to the airlines and the concessionaire, staff assured that all of their State required CAPS training for their alcohol servers are in place, increased the awareness of confederate containers, overserving alcohol.

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There has been talk that if this doesn't get controlled shortly, the FAA may make some type of a directive that alcohol may not be served on any aircraft while it is in flight. Additionally, there is talk the TSA or other regulatory agencies may prohibit the serving or selling of alcohol in airports, which would have a serious impact on our concessionaire. Mr. Rinkenberger is taking point on it to coordinate with the servers, the TSA partners and the airlines to try to stem this epidemic of disruptive passengers. Additionally, FAA media has been added at the checkpoint about how it is not tolerated. Board Member Jodi Garza thought it was great to get ahead of it, to have a proactive approach and a partnership to try to make sure it doesn't happen in Juneau.

4. Airport Fund Balance (AFB) and Capital Revolving Account Balance

(Attachment #1). Ms. Wahto said this is a regular component of the Board packet, which shows those balances. There has been no changes. There has not been any influx of Airport Improvement Program (AIP) dollars to offset the Float Pond design work, but that is expected within the next few months.

5. CARES/CRRSAA/ARG Fund Balance. Ms. Wahto said there have been no changes to the CARES Act. Additional funding was received last month for the ARG grant. This is a series of three grants totaling about \$30.6M. There have not been any changes, this will be updated with the \$50,000 that the Board approved for the bag belt system design work. Ms. Garza said the bag belt replacement is the largest and it's the highest use of all the CARES Act funds but it has the least users that have access to it. Ms. Wahto said the parking lot will also have some large costs associated with it depending on which direction the Board chooses to go once the design estimates are brought back to the Board.

6. Project List (non-Federally funded). Ms. Wahto said this list keeps having items added onto it. Some estimates are being sought, but more importantly staff is adding onto it. It is a lengthy list. The more she looked at the list, she thought the best thing to do will bring it to a Finance Committee meeting to discuss.

7. 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:

- *Polyfluoroalkyl Substances (PFAS) Testing and Monitoring (Attachment #2)*. This is the newest summary from Cox Environmental Services. Phase 1 did testing on six boring and samples in November/December 2019. Some of the original spots were inside the periphery, including at the Fire Hall. One area near the Fire Station showed positive for PFOS over the clean-up level, but not above the human health clean-up level. There were three ground water areas in the original samples that exceeded PFOS (Perfluorooctane Sulfonate) and PFOA (Perfluorooctanoic Acid). When they were looking at 400ng per liter and they

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were in excess of a little over 400 to about 750. With that and working on the next phase (she noted that the Board had approved \$196,832 for a contract extension to get into the next phase with Cox Environmental), it included 14 additional wells, plus two private wells to test offsite. The summary shows the soil samples and the ground water samples. There were 14 sample sites, with only one of the additional sites that exceeded what Alaska Department of Environmental Conservation (ADEC) migration to ground water cleanup levels for PFOS, but it was still below that health clean-up level. One site tested for PFOA, but it was still below all the levels that ADEC has established. The area was just southeast of the Fire Hall.

It took a little while to get 22 samples of ground water back. They found one site that exceeded the ADEC level for PFOS, but none of them exceeded for PFOA. The site was near the Snow Removal Equipment Facility (SREF), which was an unusual site. Everything south of the airport in the wetlands area did not find areas that exceeded the limits for PFOS and PFOA when they did the additional testing. Another type of testing needed to be done for the U.S. Environmental Protection Agency (EPA) which dropped the level to 70 as opposed to 400 for the State level. There are six areas that tested above those limits. One area registered at 71 ng/liter to another area at 545 for a combined PFOS/PFOA test. It is a little bit different than what the ADEC was requiring. Cox Environmental is submitting this information to find out where we go from there. Chair Clough asked that the cost of this item be brought back to the Board. He thought it was all from general funds. Ms. Wahto said that is correct. The fight continues with the FAA and submitting this through the Risk Management Department to submit it through insurance.

- *Oshkosh Plow Trucks*: Superintendent Phil Adams said all three trucks are back in service. One thing he has been working on is to try to get a Memorandum of Understanding (MOU) with Seaside Diesel, which is in the works. An escalation packet will be sent if the MOU is not provided. Repairs would utilize the vendor's staff in a timely manner. There is a backup in place through Gene Cheeseman. He said he would be willing to lease two trucks to the Airport if needed. Chair Clough asked if these trucks are getting sufficient hours to ensure they will work in the winter. Mr. Adams said the trucks are being worked quite a bit.
- *Terminal Reconstruction*: The north end annex (new area) has been opened, but a tunnel needs to be used to get to the main (older) section. Hopefully it is well marked. One of the elevators is up and running, but the Airport is still waiting for the Lumicore panels for the up escalator and stairs to show up before being opened.

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- *U.S. Customs & Border Protection* has moved into their new area. The last thing is the repositioning and repainting of some of the lines for the parking areas, which will be deferred until springtime.
- *Taxiway A, E and D-1 Construction*. SECON is working on repairing some punch-list items. This will be further discussed under the Projects Report.
- The FAA will be replacing the electrical conduits/wiring for the *Precision Approach Path Indicators (PAPI) for the Runway 26 end*. This has been deferred to the November 1st timeline. This should be transparent to anyone using it unless they are coming in late at night or have a medivac. This work will be done at night and over a very short duration.

8. Airport Projects Report (Attachment #3): Ms. Wahto said there has been a few delays to the *Terminal Project* due to the foreman and some others testing positive to COVID. These delays may be seen toward the end of the project. This project has the demolition of the concrete bunker that served as the vault for the elevator to be done as quietly as possible. This required drilling and installation of expansion foam, which breaks it apart a little quieter and with less dust. This is time consuming. There will be some crane work at the main entrance. The area will remain closed at least until the end of the year before both sections can be tied together. Demolition of the old north annex that housed the 135 operators and Customs will begin soon. There was a little more hazardous abatement to be done. Ms. Garza asked about the leaks in the windows in the new section and whether they are being taken care of. Ms. Wahto said this is a punch list item that is currently being actively worked on.

The *Terminal Fire Alarm Upgrade* has been on hold for a while during which time the electrical subcontractor issue was ironed out. This has been worked out by substituting a new electrical subcontractor. The timeline on this project is being extended.

Sand/Chemical Building Project is just about ready to be closed out. There were a few items with warranty and post-construction issues – ground source heat pump and finding out whether it was defective or the exact problem. It is now working and they are just trying to narrow down what caused it. They are still working on the commissioning of the ground source heat pump for the sand/chemical building and the snow removal equipment building. As they were bringing these systems up and based on the size of the buildings, they realized that these motors were grossly undersized. They are getting replaced. The fuel tanks and system for all vehicles were moved into that area, too. There were some access issues using a padlock system. Staff is looking to do a similar system that was used on the old system – the Gasboy system. This is electronic and codes are put in with keys. This is better for tracking purposes. Staff is working with Haight & Associates to design the system.

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Sand Shed Demolition Project is almost done. There is one item to be done – installation on one of the roof panels; however, in looking at this, if there is a similar insulation panel, you don't want to have a double vapor barrier in there. The architects are looking into that to make sure that it won't be a double vapor barrier. If it is, this will be removed from the contract.

Float Pond, Phase II Project has the 95% bid documents in hand. Staff is reviewing these and has until October 12 to get them back in with comments. While it was said that the bids would go out in the late fall, the bids have to be timed to make sure that there is enough time to hold the bids over to make sure that the AIP (Airport Improvement Program) money can be received. This is holdover money from last year. There is usually a 60-day holdover for bids. Once this is bid, the road work can be done next spring and summer, but the embankment will be held off until next winter, because it will involve lowering the pond water to do that.

Taxiway Project Airfield Lighting Vault is complete. There was going to be an outage to cutover to the new system, but after looking at this, there is no need to do that. This will allow the Airport to have two systems and have a redundant system in case anything ever happens. It takes about 15 to 30 minutes to change from one side to the other. This will work very well for this project and the FAA's Runway Visual Range project. The delays worked to the Airport's advantage.

Parking Lot Repair Project – The Airport is working with DOWL to get their final estimates and getting the contract underway. This will get the estimates for whatever level of paving or repairs that the Airport will do with the short-term, long-term and employee parking lots. One thing that was added was to put in some electrical vehicle charging stations in the lot, which is an IOU from terminal work in lieu of the LEED certification.

9. Airport Superintendent – Airfield Report (Attachment #4): Mr. Adams said the *mowing and grading* has been completed for the year. This was to get ready for the Part 139 inspection scheduled for next week. The *chemical deicing agent* has been received and the Airport is ready for the snow year. The *movement area sign housings* have been falling into disrepair; staff has repainted and fixed the damage panels. The Airfield *wind socks* needed work. One blew down during a wind storm and staff was not able to disconnect it due to being hardwired. Staff is working on getting 110 plugs installed for each of the windsocks to allow a quick disconnect. The *non-movement area training* has been completed. There is currently enough paint in storage for non-movement area painting next year. The *old deicing mixing tanks and fuel tanks* near the old shop are being removed and decommissioned. The

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annual Part 139 training for full-time Operations staff has been completed. Training was done by teams for COVID mitigation reasons.

The *weed harvester* has been repaired. It is being used on the west and east sides of the pond ramp areas. Staff is looking at viable options for future use of the machine. *Tree limbing* in the Glory Hall area has been occurring. This area is being monitored by staff and working in conjunction with the Law Enforcement Officer and with the Glory Hall for the safety of that area. A good portion has been limbed. The *float pond ramp project* is on hold for the time being. Once the float pond is NOTAM (Notice to Airmen) closed, the level will be dropped enough to finish and complete the ramp project. The bottom part of the ramp is currently too buoyant. The *lead-in lines at Taxiway Echo* will be hydroblasted to eliminate confusion for aircraft operators. SPM (Specialized Pavement Management) who paints the airport was unable to get a hydroblaster to the airport to complete the project as quickly as hoped. A tentative date has been set with Pacific Asphalt, but it is hoped to do it in-house by sandblasting.

- IX. **CORRESPONDENCE:** E-mail from Coastal Helicopters (Attachment #5) regarding request for the Airport to pay for inner wall construction in the Loken hangar/property: Ms. Wahto said this was brought to the Board as Mr. Wilson had stated that he wanted to bring it to the Board's attention. The shared wall was replaced and the pictures are areas inside their hangar. Staff has been working with the property owners (the Lokens) and they did not come forward with this. It is Mr. Wilson requesting this directly as a subtenant of the Lokens.

Mike Wilson, Coastal Helicopters, said that in November 2019 while the Airport was removing the sand from their hangar, either a loader or a sandbag came through the wall and disrupted some employees as they were working and broke through the wall. The wall was damaged. Mike Greene came over; Aral Loken was in town, as well. He sent pictures to Patty of the damaged wall. It was stated that they were planning to remove the City hangar at that time and the wall would be repaired then. The work began in the fall of 2020 and the 60-day project lasted over a year. They removed that wall, they removed the hangar wall and in the process discovered that there was another structure in there that had rotted out. The office wall for the pilots was removed, some concrete was removed in the floor for installation of one of the posts for the new wall. They never rebuilt the interior wall.

Basically, it was the exterior wall. They had an office with a functioning wall. Something came through the wall. It was agreed that it was broken and it was their fault. They agreed to repair it and they said ok, it will all be done when the hangar is removed. The hangar has been removed, but the wall didn't get replaced. He has since rebuilt the wall. It is functional again. He believed the City needs to be responsible for breaking it.

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They broke it; they need to fix it; they need to pay for it, please. Board Member Dennis Bedford said it sounds like they are responsible and should be acting on this. Ms. Wahto said she suggested moving this to the next Board meeting and bring in the Lokens, as they are the property owners. Chair Clough agreed to bring it to the next meeting and try to get it resolved.

X. **COMMITTEE REPORTS:**

A. **Finance Committee:** No report.

B. **Operations Committee:** No report.

XI. **ASSEMBLY LIAISON COMMENTS:** Assembly Liaison Greg Smith reported that the Assembly has been a little quieter during the election time. He said he spoke with the Airport Manager, the City Attorney, Director of Community Development, and members of the Planning Commission about the green belt variance. He said his understanding is the variance is the correct process for the Airport to go to try to achieve the goals. There is the connection to the stream-side setback ordinance. The Title 49 Committee of the Planning Commission has had some issues with being able to meet and take action due to schedules, lack of quorum and staff constraints. It is unfortunate that it has taken so long. He appreciated the patience. After election results are in, the Assembly will be reorganizing and having new liaison assignments from the Mayor. He pledged to the Board and staff at the Airport that he will continue to help facilitate those type of conversations and pass on to the next liaison so that area can be kept safe and clean. Chair Clough thanked Mr. Smith for his help.

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

XIII. **BOARD MEMBER COMMENTS:** Dennis Bedford said he had lost Mr. Isturis' e-mail regarding closed hours in the EVAR trail parking and asked if it was being addressed. Chair Clough said he called Rudy earlier and left a message. He will try to contact him again tomorrow.

XIV. **ANNOUNCEMENTS:** None.

XV. **TIME AND PLACE OF NEXT MEETING:** The next regular Airport Board meeting will be held on November 18, 2021, at 6:00 p.m. via ZOOM.

XVI. **EXECUTIVE SESSION:** None.

XVII. **ADJOURN:** *Dan Spencer moved to adjourn. The meeting adjourned by unanimous consent at 8:05 p.m.*