

AIRPORT BOARD
AGENDA
6:00 P.M., THURSDAY, AUGUST 12, 2021
ZOOM WEBINAR: <https://juneau.zoom.us/j/96699462037>
Or Telephone: 669 900 6833 Webinar ID: 966 9946 2037

**TO TESTIFY: CONTACT PAM CHAPIN, 586-0962
BY 3:00 P.M. ON AUGUST 11, 2021**

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF MINUTES: Regular Monthly Meeting of July 8, 2021
- IV. APPROVAL OF AGENDA
- V. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS
- VI. UNFINISHED BUSINESS
- VII. NEW BUSINESS
 - A. **Computerized Security Badging Office Automation:** Airport staff have been in the preliminary phases of considering an automation software platform to increase the efficiency of the badging office. This system manages badges, badge holders and authorized signatories with an automated badge application process. Training and testing can be conducted securely with Transportation Security Administration-approved (TSA) training course remotely while remaining in compliance, protecting security sensitive information and increasing the effectiveness of TSA required badge auditing, which indicates a great benefit to the airport badge holders. (Presentation by Deputy Airport Manager Scott Rinkenberger.)
 - B. **Airport Manager's Report:**
 - 1. Polyfluoroalkyl Substances (PFAS) Update: Cox Environmental reports that all soil and groundwater testing is complete as of July 27th. The Airport is still awaiting results of this sample testing; however, the laboratory is experiencing an approximate three to four week turnaround time for testing due to the summer season and a high demand for PFAS test sampling. The Airport anticipates those results by the next Airport Board meeting. Additionally, the Airport is closely monitoring Congressional language proposing federal government responsibility for the PFAS mitigation.
 - 2. 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 also reflects updated/revised FY21/22 budget amounts based on the February 18, 2021, Airport

5. **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:
 - **COVID Updates.** The most recent information may be found on the **CBJ website: <https://uneau.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/faq/>, <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.
 - **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. As of June 1, COVID vaccines (Pfizer only) are now 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. Anyone getting tested or vaccinated will need to register on the travel portal at www.alaska.covidsecureapp.com.

4. **Project List (non-Federally funded).** 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 is still gathering estimated costs of these items and hopes to have a comprehensive, albeit fluid list available to the Board within the next couple months. Additionally, these items will require a funding source long after CARES funds are no longer available.

13,570,599	Proposed/estimated balance FY22 end
(1,838,000)	FY22 Operational Expenses (est)
(3,043,600)	FY21 Operational Expenses (est)
(1,150,553)	FY22 Tenant Rent Relief (est)
	Proposed Use
19,602,752	Balance
(50,000)	Bagwell Gas Detection/Alarm - estimate
(600,000)	Parking Lot Design (max) - Estimate
(1,560,000)	Bag Belt Replacement - Estimate
(203,028)	TWV Regulator Upgrade (appropriated)
(662,625)	FY22 Airport GO Bond debt service
(602,375)	FY21 Airport GO Bond debt service
(1,150,553)	FY21 Tenant Rent Relief
(727,145)	FY20 Operational Expenses
25,158,478	Grant awards
5/13/2021	CARES/CRRSAA Act Use

3. **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 May Board motions for parking lot pavement design, outbound baggage belt conveyor, and bag well gas detection alarm system (all estimates until bid award).
- Board meeting, including the proposed use of CARES Act funds to cover the projected operational budget deficits. 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.

- *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 has been extended through September 13, 2021.** Failure to abide by the face mask mandate may result in fines, removal from facilities and/or stricter punishment, including being banned from flying.
- *Alaska Department of Environmental Conservation (ADEC) Storm Water Pollution Prevention Plan (SWPPP) Multi-sector General Permit (MSGP).* **NO CHANGE.** 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.
- *Egan/Yandukin Intersection Improvements Project.* **NO CHANGE.** Alaska Department of Transportation (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 (Federal Aviation Administration)) 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.
- *Federal Aviation Administration Compliance Land Use/Financial Letter (January 2019).* **NO CHANGE.** 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.
- *FAA Disabilities Compliance and Title VI Review.* **NO CHANGE.** 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.
- *Disadvantaged Business Enterprise (DBE)/Airport Concession Disadvantaged Business Enterprise (ACDBE) Consultant.* **NO CHANGE.** The Airport is under contract with DOWL to review, develop, implement and report on the federally required DBE/ACDBE programs. The Airport has a five-year contract with DOWL for this program which was formerly done by staff.
- *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 Manager met with Congressman Young's staff on August 3 to discuss several issues including PFC increases for non- and small-hub airports. Another letter of request will be sent out on this matter.

- *Runway 26 MALSR approach lighting discussions with FAA. **NO CHANGE.*** Staff continues to work with our DC Lobbyist (and Congressional Delegation) to look for federal funding to complete the system. Sample language was provided to Congressman Young to incorporate into the FAA reauthorization bill that would add MALSR (Medium Intensity Approach Lighting System with Runway Alignment Indicator Lights) 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. The Airport will be sending out another letter of request.
- *Runway Visual Range (RVR) Update.* The FAA began replacing the RVR system (measures visibility for instrument approach aircraft) in July. Staff provided the safety officer and oversight of the project area. The cutover of the new RVR is scheduled for some time in September at the same time as the Airport's ALRV (Airport Lighting Regulator Vault) cutover.
- *Capital Improvement Program (CIP) and Passenger Facility Charge (PFC) 10. **NO CHANGE.*** 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.
- *Transportation Security Administration (TSA) passenger screening checkpoint equipment. **NO CHANGE.*** 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.
- *TSA has cancelled janitorial contracts at airports nationwide. **NO CHANGE.*** 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.
- *Air Traffic Control Tower (ATCT) COVID Cleaning. **NO CHANGE*** FAA ATCT remains at a special Level 2 Cleaning (federal level of cleaning) for their leased facilities in the terminal. The ATC contract has been amended to reflect the additional cleaning.
- *Polyfluoroalkyl Substances (PFAS) Testing and Monitoring.* See Manager's Report for update.
- *Oshkosh Plow Truck Update:* All three of the new plow trucks are out of service. In July, OshKosh sent a factory service mechanic to Juneau to conduct warranty repairs to all three of the new snow plow trucks. Two of the trucks were repaired and placed back into service. The third truck continues to have mechanical issues with the drive train. Shortly after the repairs, the trucks again encountered several major breakdowns including hydraulic leaks and steering failures. OshKosh is planning on returning later this month to conduct repairs again. OshKosh is also making

arrangements with Sea Side Diesel here in Juneau to be a factory authorized service center for repairs and warranty coverage.

- *Honsinger Pond/Access* (work in progress). **NO CHANGE**. Bicknell continues to work with State Department of Transportation for legal access to their Honsinger Pond property, and working with the CBJ on development. Airport staff has been brought into discussions for development of the adjacent property due to (helicopter) flight paths and FAA compliance for development near an airport.
- *Terminal Reconstruction*:
 - o 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. The main front doors and central section will be closed down to remove the old up escalator, elevator and stairs. The new escalator, stairs and one of the elevators will be in use as of August 6, 2021. This will start the next phase of demolition.
 - o *Coordination for Relocation*. Staff and tenants are beginning to move into the new areas of the terminal *as of August 6*. The old north end annex is scheduled for demolition to begin on September 15.
 - o *Baggage Belt Frame outs for Small Carriers*. The Airport and design team (MCG) are looking at the frame outs for bag belts in the small carrier space (leased space is built out by tenants), even if tenants do not install immediately.
- *U.S. Customs and Border Protection (CBP)*. Staff continues to work with governmental leasing for CBP to move into the new terminal (currently no lease). There is specific guidance in place for CBP facilities, however, these have extremely high costs from both a build out and annual maintenance requirements. CBP does not pay 'rent' or a percentage of costs for using the terminal as other federal agencies do. Staff has elevated this situation to the Congressional level through our DC Lobbyist. This is also a national problem but a high impact at small international airports. In a recent meeting with CBP, they will be undertaking the move and coordination into the new terminal facility in early September.
- *Tailwinds Food/Beverage Concession Pre-security*. Tailwinds plans to reopen the pre-security food/beverage concession in the very near future. There has been an increased demand for concessions on the public side with business picking up and increased travelers. Capstone (COVID testing/ vaccine contractor) has vacated the restaurant area and is now leasing a work trailer for this purpose.
- *Taxiway A, E and D-1 Construction*. **NO CHANGE**. SECON is working on the final phase of electrical and lighting control cutover in September prior to close out this project.
- *CBJ Title 49 (Jordan Creek Greenbelt)* allowance to limb/clean-up adjacent to the creek is still in review. **NO CHANGE**. The implementation of the changes has been delayed due to committee meeting cancellations and full agendas. Reminder: Southeast Alaska Watershed Coalition (SAWC) has requested support for an Alaska Clean Water Action grant to implement storm water management best practices in the Jordan Creek urban watershed. One area is located on Airport property in a current settling pond. SAWC project scope is to *'maintain and cleanout the forebay settling pond on the proposed wet biofiltration swale in the Jordan Creek Greenbelt*

on Juneau International Airport property near the intersection of Jordan Avenue and Teal St. Maintenance needs of this settling pond will be similar to the cleanout needed for the currently undersized storm water retention basin that is located here.'

- *Tenant insurance reminders* continue to be sent out. **NO CHANGE**. Several certificates have lapsed in our records. This is an ongoing measure. Staff also met virtually with insurer/underwriter to perform an audit of records and management practices.
- *Maintenance Programs Refinement (roofs, heat pump equipment, baggage systems, etc.)*. **NO CHANGE**. 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.

6. Airport Project Manager Report (Attachment #2)

VIII. CORRESPONDENCE:

- A. Laurie Craig e-mail regarding Dike Trail Improvements (Attachment #3)
- B. Jacob Resnek e-mail regarding Short-Term Free Parking Period (Attachment #4)

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., September 9, 2021, via ZOOM

XV. EXECUTIVE SESSION Airport Manager Annual Evaluation: *The Airport Board moves to go into executive session to discuss a subject that may tend to prejudice the reputation and character of the Airport Manager, provided the Airport Manager may request a public discussion.*

XVI. ADJOURN