

AIRPORT BOARD
AGENDA
6:00 P.M., THURSDAY, JULY 8, 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 JULY 7, 2021**

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF MINUTES: Regular Monthly Meeting of June 10, 2021
- IV. APPROVAL OF AGENDA
- V. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS
- VI. UNFINISHED BUSINESS
- VII. NEW BUSINESS
 - A. **Online Airport Security Badging Appointment Scheduling System:** The Airport's badging office recently converted to an online appointment scheduling system, which saw immediate improvements to the efficiency of managing badge initial issue and renewal appointments. The system went live on June 24th for appointments starting July 1st and going forward. All training and testing for security badging was overhauled and went into effect on July 1st. (Presentation by Deputy Airport Manager Scott Rinkenberger)
 - B. **Airport Manager's Report:**
 - 1. Airport Fund Balance (AFB) and Capital Revolving Account Balance (CRAB) (Attachment #1). **NO CHANGE** - 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 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.
 - 2. CARES/CRRSAA Fund Balance. **NO CHANGE** - 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).

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

3. Airport Table Top Exercise / Airport Emergency Plan Review (via Zoom). On Wednesday, July 21st at 9 AM, Airport Superintendent Phil Adams will be conducting a Table Top Exercise with a review of the Airport Emergency Plan. This exercise and review will be attended by representatives of agencies and organizations that have any response, rescue, medical and support function. Such agencies include Capital City Fire/Rescue, Juneau Police Department, Bartlett Regional Hospital, Federal Aviation Administration (FAA), Transportation Security Administration (TSA), City & Borough of Juneau (CBJ) Emergency Programs, Red Cross, National Transportation Safety Board, U.S. Coast Guard, Alaska State Troopers, et al. Board Members are encouraged to attend and observe. Email phil.adams@jnuairport.com to request an invite, which has the Zoom meeting link.

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. An annual line item in the budget for Maintenance and Operations repairs/replacement of systems will be introduced again with the upcoming budget cycle.

5. Increased Passenger Throughput. The Airport and the TSA Screening Checkpoint are seeing a vast increase in passenger traffic in the last month as statistics are approaching pre-pandemic numbers. The following are the above/below percentages of Alaska and Delta Airlines passenger throughput currently at Juneau vs. pre-pandemic numbers.

1-Mar	-29.18%	17-Mar	-27.35%	1-Apr	-16.04	17-Apr	-36.23%
2-Mar	-47.97%	18-Mar	-19.47%	2-Apr	-32.50	18-Apr	-39.23%
3-Mar	-44.28%	19-Mar	-10.68%	3-Apr	-48.74	19-Apr	-21.59%
4-Mar	-46.68%	20-Mar	-19.53%	4-Apr	-46.54	20-Apr	-13.09%
5-Mar	-45.17%	21-Mar	-28.66	5-Apr	11.98	21-Apr	-9.65%
6-Mar	-59.42%	22-Mar	-13.07	6-Apr	1.45	22-Apr	-14.29%
7-Mar	-64.34%	23-Mar	-20.00	7-Apr	-35.07	23-Apr	-10.81%
8-Mar	-50.91%	24-Mar	-16.99	8-Apr	-39.08	24-Apr	-45.54%
9-Mar	-40.24%	25-Mar	-31.29	9-Apr	-20.25%	25-Apr	-36.71%
10-Mar	-21.81%	26-Mar		10-Apr	-40.47%	26-Apr	-26.11%
11-Mar	-31.91%	27-Mar	-35.18	11-Apr	-42.03%	27-Apr	-39.26%
12-Mar	-29.01%	28-Mar	-52.24	12-Apr	-29.06%	28-Apr	-27.88%
13-Mar	-52.34%	29-Mar	-39.65	13-Apr	-39.12%	29-Apr	-38.50%
14-Mar	-58.58%	30-Mar	-36.49	14-Apr	-35.64%	30-Apr	-12.45%
15-Mar	-49.39%	31-Mar	-34.57	15-Apr	-27.74%		
16-Mar	-37.03%			16-Apr	-7.46%		
1-May	-26.55%	17-May	-26.54%	1-Jun	-8.17%	17-Jun	-12.23%
2-May	-29.19%	18-May	-21.10%	2-Jun	-14.33%	18-Jun	-6.40%
3-May	-13.33%	19-May	-26.23%	3-Jun	-15.05%	19-Jun	-18.74%
4-May	-34.91%	20-May	-29.19%	4-Jun	-13.88%	20-Jun	-15.57%
5-May	-34.01%	21-May	-14.58%	5-Jun	-15.61%	21-Jun	-14.78%
6-May	-29.48%	22-May	-26.86%	6-Jun	-22.39%	22-Jun	-25.77%
7-May	-24.80%	23-May	-19.06%	7-Jun	-10.70%	23-Jun	-17.45%
8-May	-42.17%	24-May	-19.90%	8-Jun	-37.56%	24-Jun	-4.34%
9-May	-24.80%	25-May	-15.37%	9-Jun	-20.25%	25-Jun	-4.17%
10-May	-26.62%	26-May	-31.53%	10-Jun	-13.96%	26-Jun	-18.63%
11-May	-28.88%	27-May	-20.88%	11-Jun	-18.81%	27-Jun	-7.41%
12-May	-8.06%	28-May	-19.43%	12-Jun	-24.29%	28-Jun	-22.37%
13-May	-20.36%	29-May	-34.22%	13-Jun	-19.40%	29-Jun	-2.10%
14-May	-17.55%	30-May	-35.02%	14-Jun	-21.33%	30-Jun	3.70%
15-May	-37.16%	31-May	-13.89%	15-Jun	-24.33%		
16-May	-34.92%			16-Jun	-3.91%		

At a national level, all TSA Checkpoint travel numbers are increasing. This website from the TSA is information that is available to the public at:

<https://www.tsa.gov/coronavirus/passenger-throughput>

6. 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 Oshkosh Plow Trucks**. As discussed in the April 8th Airport Board meeting, the three brand-new Oshkosh Plow Trucks have been constantly plagued with mechanical problems since they arrived in Juneau. The Airfield Maintenance Division was faced with very little technical and warranty support from Oshkosh and Yukon Equipment (authorized service dealer) in Anchorage. After many meetings with Oshkosh senior leadership, they are sending a team of mechanics and technical representatives to Juneau the week of July 12th to effect warranty repairs and service, along with extended operator training. Oshkosh is also making arrangements with Seaside Diesel in Juneau to be a local authorized

service center for the plow trucks. The trucks were purchased with Airport Improvement Program funds in the amount of approximately \$1.7 million. Staff has been working with City Purchasing, the City Attorney's Office and FAA Airports Division (Anchorage) on this situation with Oshkosh. Once repaired and if accepted by the airport, the one-year warranty window will be reset to that date.

- *COVID Updates. **NO CHANGE.*** 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 for travelers now mirrors State 'advisories'; COVID testing is on a voluntary basis for travelers now. Travelers should continue to check for changes to other areas including requirements for foreign travel.
- *COVID Testing and Vaccines at Airports. **NO CHANGE.*** Capstone Clinic continues to provide COVID testing for *passengers* who *want* to COVID test at the Airport. It is no longer mandatory for out of state travelers. As of June 1, COVID vaccines are now offered seven days per week from 12:30 p.m. to 9:30 p.m. Pfizer and Johnson & Johnson vaccines are being currently being offered, but Moderna will soon be offered as well. Anyone getting tested or vaccinated will need to register on the travel portal at www.Alaska.covidsecureapp.com. Vaccines are open to travelers, as well as the public.
- *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. The Airport is seeing a lot of people not following the mandate in the north annex (135 operations). Airport Police and staff are periodically inspecting and reminding passengers and staff in that area.
- *Alaska Department of Environmental Conservation (ADEC) Storm Water Pollution Prevention Plan (SWPPP) Multi-sector General Permit (MSGP).* Staff continues to remind tenant businesses that they are required to file Notice of Intent (NOIs) or No Exposure and receive letters from ADEC. To-date, the Airport has only received a handful of these. The Airport is also 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. ADOT website for this project: <http://dot.alaska.gov/eganyandukin>. Also any comments or concerns may be emailed to eganyandukin@alaska.gov. 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.* **NO CHANGE.** JNU continues to discuss the increase of PFC with our DC Lobbyist 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 virtually with the Alaska Congressional Delegation in June on this and other items.
- *Runway 26 MALSR approach lighting discussions with FAA.* **NO CHANGE.** Staff continues to work with our DC Lobbyist 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 Manager met virtually with the Alaska Congressional Delegation in June on this and other items.
- *Runway Visual Range (RVR) Update.* The FAA will be replacing the airports RVR system (measures visibility for instrument approach aircraft) in July, although this project may be delayed due to required safety management system

review, as well as the construction safety and phasing plan. Staff will standby for escorts in the movement area, as needed.

- *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.
- ***UPDATE** Polyfluoroalkyl Substances (PFAS) Testing and Monitoring.* Cox Environmental has completed installation of new soil borings and monitoring wells. They developed the wells the week of June 28th and will be sampling the groundwater wells beginning next week on Tuesday, July 5th. Cox will also be sampling the two off-site drinking water wells identified during the well survey the week of July 5th and expect those results at approximately the end of July (three week turnaround time from the lab). The soil results are back and PFOS was detected in MW-16 (located to the west of the Fire Station) at 3.3 ug/kg compared to the cleanup standard of 3 ug/kg. The soil samples in the wetlands were “non-detect” with the exception of MW-11 (due south of MW-16 and MW-6 where PFOS was detected in the first set of wells), in which PFOS was detected at 1.5 ug/kg, which is below the cleanup standard of 3 ug/kg. All other soil detections on-site and in the wetlands are also below cleanup levels.
- *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. The main front doors will be closed down for a period of time beginning this

- summer to build second floor supports and remove the old up escalator, elevator and stairs once the new ones are in use.
 - *Elevator/Escalator contingency protocol. **NO CHANGE***. The old elevator remains in use until the new ones are installed, which should be ready in August. The old up escalator would need extensive work (became inoperative the end of April); repairs will not be done due to costs.
 - *Coordination for Relocation*. Staff and tenants are poised to move into the new areas of the terminal *now delayed until August 5*, barring any further change orders or design deficiencies. Staff is also looking at the date that the Alaska Room will be available for meetings again.
 - *Coordination with Artists. **NO CHANGE*** Staff is working with artists to review final installation of work with the contractor.
- *U.S. Customs and Border Protection (CBP)*. Staff continues to work with governmental leasing for CBP to move into the new terminal (no lease currently). 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 met virtually with the Congressional delegation to review this in June. The concern is the lack of transparency and reasonableness of the demands. This is also a national problem but a high impact at small international airports.
- *Tailwinds Food/Beverage Concession Pre-security*. Staff is working with Tailwinds to reopen the pre-security food/beverage concession. There has been an increased demand for concessions on the public side with business picking up and increased travelers. Staff is working to relocate the Capstone (COVID testing/ vaccine contractor) break area out of the restaurant area. Staff anticipates service sometime by late July. The mobile operations office (MOO) trailer previously used for the terminal construction project has been relocated to a corner of the rental car parking lot and staff has made arrangements for the Capstone personnel to use for storage, breakroom and administrative offices. It is nearly move-in ready and staff is awaiting a bid from an electrical company to connect the MOO to city utility power.
- *Taxiway A, E and D-1 Construction. **NO CHANGE***. SECON is working on the final phase of electrical and lighting control cutover this summer 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. SAWC has received the grant and start of work TBD.

- *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.

7. Airport Superintendent Report / Airfield Operations (Attachment #2)

8. Airport Project Manager Report (Attachment #3)

VIII. CORRESPONDENCE: Alaska Seaplanes Email letter to Board dated June 28, 2021 (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., August 12, 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

AIRPORT CAPITAL REVOLVING ACCOUNTS (combined)

Date	CIP Revolving Balance*	Reimbursed Amount (+)	Forward Fund Amount (-) anticipate reimbursement	Encumbered Amount (-) permanent/ <u>no</u> reimbursement	Description
	\$819,246	-	-	-	BUDGET
Aug-18		\$23,438	(\$23,438)		PFC9 reimburse Master Plan match (portion)
Feb-16		\$3,000	(\$3,000)		SREF Geothermal remaining encumbrance
Jan-14		\$39,063	(\$39,063)		RWY Rehab match (portion) anticipate 2019 reimbur
Apr-15		\$32,849	(\$32,849)		RWY Rehab match (portion) anticipate 2019 reimbur
Jul-18		\$310,000	(\$310,000)		Sand/Chem/Fuel Design.
Nov-18		\$21,988	(\$21,988)		Sand/Chem/Fuel Construct match antic 2019 reimb (org \$106,250)
Apr-19			(\$477,000)	**	<i>NO LONGER REQ.Termnl Recon -less Float Pond Design (\$40k and \$108K) / Property Acq (\$50k)</i>
Jan-21			(\$50,000)		Property Acquisition Frwd Fund Specialist
Jan-21			(\$40,000)		Float Pond Frwd Fund Design
May-21			(\$108,000)		Float Pond Frwd Fund Design
	\$144,246				AVAILABLE BUDGET

*Represents all three Capital Accounts: Airport Revolving Capital Reserve Acct (ARCRA), Airport Construction Contingency Reserve, Project Design

**Terminal bonds have been sold; all funding is in place; temp forward funded \$675K to be credited once Controller's completes transfer back to acct

Available Fund Balance Summary

Airport Fund

Last Update: 3/1/21

	FY20 Actuals	FY21 Projected	FY22 Budget
Revenues:	6,602,372	5,053,100	6,103,600
Expenditures:	(7,466,591)	(8,096,700)	(7,941,600)
Transfers (to)/from Capital Projects:	(800,000)		
CARES Reimb (operations):	724,664	3,043,600	1,838,000
PFC For Debt	285,007		
Debt Service (Rev):	(285,007)	(2,451,700)	(2,722,300)
*Other Financing Sources (Uses):	151,133	2,451,700	2,722,300
Increase (decrease) in Fund Bal (FB):	(788,422)	-	-
Beginning Available FB	4,488,200	3,699,778	3,699,778
Ending Avail FB, including Reserve:	3,699,778	3,699,778	3,699,778
Less 3 Mo. Operating Reserve	(1,866,600)	(2,024,200)	(1,985,400)
Ending Available Fund Balance	1,833,178	1,675,578	1,714,378

*Other Financing sources (uses) include: capital expenditures, transfer of Sales tax to Airport fund, and transfers between Airport operations and CIP projects, other changes in restrictions of fund balance.

ATTACHMENT #2



MEMORANDUM

TO: Patty Wahto, Airport Manager

FROM: Phillip Adams, Airport Superintendent

DATE: July 1, 2021

SUBJECT: Airfield Update

The following is an update of the completed and in progress projects for the JNU Airfield Maintenance and Operations staff:

- The RAP (recycled asphalt product) area to the south of N and O block hangars has been graded, leveled, and compacted. This should help keep FOD (foreign object debris) to a minimum in the hangars and to the drive lane to the south. (Completed)
- The airfield movement area painting was completed by SPM in June. The runway painting was completed on 6/23/21. (Completed)
- Corrugated plastic sheets were installed along the east and west walls in the SREB (snow removal equipment building) to prevent further water damage from high pressure water and moisture damage. (Completed)
- Parking lot repairs were made to the employee and rental car lots for areas that had degraded. The areas were filled with cold patch and compacted. These areas will be monitored closely for signs of wear and deterioration. (Completed/ongoing)
- Non-movement area painting is coming along well. The only area that is in progress is red, white and blue lead in line to Customs and Border Protection. After the terminal construction area is de-mobilized, the drive lane will be repainted on the west side of the new terminal wing. (Near completion)
- Float pond ramp project is getting close to being installed. A wooden ramp is being built to be installed to the east of the existing concrete ramp on the west end of the float pond. (Near completion)
- Lead-in-lines at TWY E will be hydro blasted to eliminate confusion for aircraft. We will be working with SPM to get this completed as soon as possible. The lines are currently blacked out until they can be eliminated. (TBD)
- The annual table top exercise (TTX) will be taking place July 21, 2021, at 9 AM. This will be held virtually due to construction/limited space constraints. An in depth Airport Emergency Plan (AEP) review was completed in February, so this TTX will be a more focused look at what potential emergencies (e.g., active shooter) need to be added to our current AEP. (Scheduled 7-21-21)

ATTACHMENT #3



MEMORANDUM

TO: Patty Wahto, Airport Manager

FROM: Mike Greene, JNU Airport Project Manager

RE: Projects Office Monthly Report

DATE: July 1, 2021

Project specific summaries of project status and activity are presented below.

Terminal Reconstruction – Phase 1: In June, Dawson Construction continued work on the installation of the exterior metal siding and flashing on the north and east sides of the addition. This work remains incomplete pending the arrival of additional materials. On the interior of the building, crews continued work on the installation of the suspended ceiling assemblies, light fixtures, interior door assemblies, handrails and guardrails, ceramic wall tile, carpet tiles and cabinetry within the first and second floor levels. Dawson Construction also started work on the demolition of the old Telecomm room.

Crews continued work on the installation of the building automation system and on the installation of the air-handling equipment and heat pumps within the new north mechanical penthouse and in the air traffic control tower. The plumbers continued work on the installation of the plumbing fixtures within the new restrooms on the first and second floor levels and the electricians continued work on the installation of new light fixtures and electrical trim-out.

The Contractor's current (June 24, 2021) project schedule had been revised and submitted to reflect a Phase 1 beneficial occupancy date of July 15, 2021, but this date quickly proved inaccurate because of concerns relating to the start-up of the building automation system, and start-up of the mechanical systems and life safety systems. This schedule is currently being reviewed and it is anticipated that the Phase 1 beneficial occupancy date will remain August 5, 2021 as previously reported.

Look Ahead to Upcoming Activity. The Contractor's schedule for July calls for the continuation of work on the installation of the exterior metal panel siding, continuing work on the installation of interior ceiling, wall and floor finishes. Dawson Construction also plans on completing the installation of the new 8-inch waterline into the terminal. Crews will continue work on the installation of interior casework, interior doors, door hardware and access/door control system. Work will also continue on plumbing and electrical trim-out, and on the installation and start-up of the HVAC (heating, ventilation and air conditioning) equipment within the penthouse.

Terminal Fire Alarm Upgrade: City & Borough of Juneau (CBJ) Contracts issued the project Notice-to-Proceed for this project to Johnson Controls on May 11, 2021.

On May 19, 2021, JNU issued notice to Johnson Controls advising them of the contract requirements relating to the submission of the project administrative submittals, which included their project schedule, schedule of values, materials submittal schedule, list of key personnel, quality control program, security program and fire prevention and fire protection programs.

ATTACHMENT #3

On June 30, 2021, JNU issued notice to Johnson Controls that the required administrative submittals had not been received. In this notice, JNU noted that in the absence of a proposed construction schedule or a proposed submittal schedule, JNU had no way of knowing whether this delay in project start-up has been built into Johnson Controls overall project schedule or not. JNU also asked Johnson Controls whether the time lost can be made up in time to meet the September 28, 2021 substantial completion deadline.

Johnson Controls advised JNU on June 30, 2021, that their listed electrical subcontractor would no longer be available to work on the project, and that was the reason why Johnson Controls has been unable to provide the administrative submittals. Johnson Controls indicated that they still wanted to complete the project and that they were contacting other electrical subcontractors that had submitted bid pricing to see if they would be available. Johnson Controls advised that the use of another electrical subcontractor would result in additional cost. JNU has advised CBJ Contracts of this notification and has requested direction on how to address the loss of a listed subcontractor.

Haight & Associates (Electrical Engineer & Designer of Record) remains under contract to provide construction administration services for this project.

Work on this project has not yet started.

Sand/Chemical Building & Fueling Station: No change since last report. JNU continues to work with Dawson Construction and with the project design team on closing out this project and on the resolution of warranty issues.

GSHP-1 (ground source heat pump #1) remains operational and JNU continues to work with Daikin, Meridian Controls, and the project design team to determine whether the heat pump itself was defective, or whether the compressor failures were the result of outside influences. JNU has filed a warranty deficiency with Dawson Construction under the project's one-year construction warranty to recover the costs incurred to introduce and maintain temporary heat and to switch-out the compressors in GSHP-1.

JNU continues to work with PDC Engineers on the commissioning effort for the shared GHSP system for the Snow Removal Equipment Building (SREB) and Sand-Chemical building. In their initial report, PDC Engineers confirmed the suspicion that the primary circulation pumps (P-1A and P-1B) in the SREB are undersized. PDC reports that the head loss associated with the overall supply and return system (SREB plus Sand-Chemical) is much higher than originally anticipated, and these pumps cannot meet the needed design flow rate. This determination confirms the suspicions that these pumps were the cause of the flow issues that were automatically turning off the heat pumps and initiating errors in the Direct Digital Controls (DDC) and heating plants. JNU concurs with the PDC recommendation to replace the existing pumps, which have 15 HP (horse power) motors, with larger pumps that would be driven by 25 HP motors. The initial cost estimate for the replacement of these two pumps is currently \$26,500.

Sand Shed Demolition: Southeast Earthmovers (SEEMS) has only to complete the interior repair work within the Channel Flying / Loken hangar. All other work items required by the original construction contract have been completed. JNU has asked SEEMS for a completion schedule for the repair work, and is retaining project funding to insure that these repairs are completed.

SEEMS and JNU continue to coordinate directly with Aral and Craig Loken, and with Mike Wilson with Coastal Helicopters, on project status, project scheduling and site access.

Float Pond Improvements – Phase 2: JNU continues to work with PND Engineers on the development of the design/bid documents for the second phase of this project. Work that is to be completed in this phase will include raising a portion of the existing roadbed, the introduction of a drainage ditch, armoring a portion of the southern pond bank with rock and reconstructing/re-positioning 14 of the existing concrete float plane dock headwalls. CBJ Engineering Department has amended the current contract with PND for the second phase of

ATTACHMENT #3

design work and PND has been advised of the need to have bid-ready documents completed by mid-August 2021.

Runway Safety Area (RSA) Expansion Phase IIC: No change since last report. The project has been determined to be Substantially Complete, and both JNU and DOWL continue to work with the Contractor (SECON) on finalizing the project close-out documentation. Final payment has not yet been made to SECON. DOWL continues to finalize the project as-built record documents and the final engineer's report based on JNU review comments.

Taxiway (TWY) A Rehabilitation, Taxiway D-1 Relocation and Taxiway E Realignment: The project Contractor SECON, along with their subcontractors (Alaska Commercial Contractors, Ever Electric, and Behrends Mechanical) continue to work on the completion of the new Airfield Lighting Regulator Vault (ALRV) addition to the Snow Removal Equipment Building (SREB). Crews also continue work on the installation of the electrical distribution system, the installation of the building controls, the installation of the heat pumps and the installation of the fire suppression system.

SECON and their electrical subcontractor (Ever Electric) have set the new back-up generator within the SREB and continue to work the installation of the generator controls, exhaust system and load bank. Crew has also started work on the installation of the new fiber optic runs which will interconnect the Airfield Lighting Control and Monitoring System (ALCMS) to the new ALRV.

Remaining work includes: the relocation of the airfield lighting regulators to the new ALRV, the relocation of the Runway Lighting Intensity Monitor (RLIM) and its communication cabinet within the new ALRV, the installation of the ALCMS within the new ALRV and the cut-over and commissioning of the new ALRV and lighting control system.

Construction Administration & Inspection (CA&I) services continue to be provided by DOWL who is serving as the Project Engineer.

As the Engineers of Record, PDC Engineers continues to provide Limited Construction Administration services, coordinating with JNU and with DOWL to insure that all work completed by the construction Contractor complies with the requirements outlined within the project construction documents. PDC Engineers continue to coordinate with JNU, DOWL, and SECON on responding to questions raised by the Contractor and to review materials submittals for items that had previously been scheduled to be installed in Phase 2 (Summer 2021).

Lavatory Waste Dump Site: No change since last report. JNU has updated the project construction cost estimate (\$94K), and the overall project budget (\$128K) based on a budgetary fee estimate (\$19K) provided by PDC Engineers to complete the design work and the associated bidding and construction documents. This project remains on hold pending the identification of a funding source for the design component.

Parking Lot Repairs: At the May 13, 2021, Airport Board meeting, the Board approved a not-to-exceed amount of \$600K for engineering design services for parking lot repair/repave investigation, testing and design. In this approval, the Board made the recommendation that the design effort include soils investigations to get a better idea of what sub-surface conditions are contributing to the asphalt failures. The Board also made the recommendation that JNU investigate the complete re-paving of one or more of these parking lots instead of just completing patchwork repairs. The Board will revisit the project construction approach once estimates are determined for the full or phased lot repair/repave.

JNU continues to coordinate with CBJ Contracts to prepare and advertise a Request for Quote (RFQ) for professional design services and construction administration services for this project. The scope of work that will be outlined within this RFQ will include subsurface soils investigative work for each work area, and the preparation of bidding and construction documents which reflect a phased construction plan to complete the replacement of the asphalt paving, concrete curbs and gutters, surface and subsurface drainage systems, striping, exterior lighting and exterior directional and regulatory signage in each parking lot. JNU is also looking into the

ATTACHMENT #3

introduction of Electric Vehicle (EV) charging stations. Installation of EVs was one of the IOUs from the Terminal Reconstruction project Community Development/Planning Commission requirement in-lieu of LEED, besides being a good idea.

All repair/replacement work is to be designed in accordance with the American's with Disabilities Act Accessibility Guidelines (ADAAG). The proposed schedule for this work will be to complete the Consultant selection process in the fall of 2021, complete the design work during the winter of 2021/2022, and bid the first construction phase in the spring of 2022.

JNU staff is also coordinating with Republic Parking who has provided a preliminary schematic for proposed improvements to the short-term parking lot area, the proposed replacement of the attendant booths and the replacement/upgrade of the automated ticketing and payment equipment.

In the meantime, JNU has placed temporary asphalt (cold-patch) in the worst of the damaged asphalt areas within these parking lots.

Ramp Lighting Upgrades: JNU has issued a Request for Proposals as part of the Terminal Reconstruction project to introduce lighting mounting brackets on the west (airside) roof parapets of the new north wing. These mounting brackets, and the associated conduit feeds, will be installed by the Terminal Reconstruction contractor because the completion of this work by another contractor would adversely impact the warranty associated with the new terminal roof installation.

Haight & Associates is currently working on revising the construction documents to expand the project scope of work to introduce additional building mounted high-efficiency LED light fixtures on the west side of the new north terminal and to identify the lighting mounting brackets and conduit feeds as existing. As reported earlier, these revision area necessary because of the elimination of the free-standing light poles that were to have been installed within the 135 apron as part of the Terminal Reconstruction project. JNU continues to work with Haight & Associates on completing a final review before submitting this project to CBJ Engineering for release for competitive bid. This project is currently scheduled to be bid later this summer.

Haight & Associates provided confirmation from the manufacturer that the proposed high efficiency LED flood light fixtures meet the Federal Aviation Administration's (FAA) Buy American requirements.

The costs associated with this work have been determined by the FAA to be Airport Improvement Program (AIP) eligible and allowable for AIP participation. The grant has already been received and appropriated (including Airport match funds). However, in trying to abide by the Buy American clause, and other design delays, this grant will sunset on September 30, 2021. Any funds not expended will need to be returned to the FAA (no extension). Staff is working to see if these ramp lights could be incorporated into the terminal project.

ATTACHMENT #4

From: Carl Ramseth <carl@flyalaskaseaplanes.com>
Sent: Monday, June 28, 2021 5:24 PM
To: Airport Board <airportboard@juneau.org>
Cc: Patty Wahto <Patty.Wahto@jnuairport.com>; Kent Craford <kentcraford@hotmail.com>
Subject: North Terminal Project

EXTERNAL E-MAIL: BE CAUTIOUS WHEN OPENING FILES OR FOLLOWING LINKS

Dear Juneau Airport Board,

I'm writing to let you know about Alaska Seaplanes' concerns as they continue to mount approaching the end of the project. Things came to a head for me early last week when I was able to get an updated walk-through of the new facility on Monday 6/21/21 with Ron Reed, Dawson's Project Manager. My previous walk-through was 3/19/21...both of these walk-throughs were coordinated with Ron Reed of Dawson. Progress is being made, but a few new things came to light and they're great examples of the poor communication from the Juneau Airport Staff to the Tenants...or at least to Alaska Seaplanes. Please see my list of items below.

Date of Beneficial Occupancy for tenants

- Original target date when project started was 4/15/21
- Around the first of the year (2021) this shifted to the middle of May
- In early April this shifted to about June 20
- On May 5th we were informed it would be July 1
- And on June 3, we were informed of the current (official) date of Beneficial Occupancy is August 5
- I understand from recent vague, non-committal communication with Airport Staff and the Contractor – the two parties have been discussing new work-order changes and a new date of Beneficial Occupancy is expected soon (pushing back even further!)

We are in the high season passenger traffic-wise...and the terminal annex does not provide adequate space for our "normal" operations...and on weather days like Friday 6/25, it does not provide the space necessary for all the passengers waiting for flights. The influx of Independent travelers to SE Alaska and the local traffic we serve year round for medical, business and personal travel needs has brought our traffic levels this summer to those of 2019...operating in very limited space leased from the Airport and supplemented with trailers and our own source of Electrical service that has totaled in the hundreds of thousands of dollars of expense for us to put in place so we have room to operate. And now trying to plan a move (with a moving target date) in the middle of the busy summer season is next to impossible.

New Terminal Facility shortcomings

- How could a \$30MM project not include a bag belt for the Part 135 operators? Even the old 135 terminal had that going for it
 - Oh, the plans did include a "hole" framed in the North wall so we could install a bag belt at our own expense, but this didn't come to light until after my first walk-through in March and the contractor had to go back and frame in this opening.
 - One of the quotes I received from a vendor for a bag belt to be used in this space was \$250K (not including installation)...but I guess that makes sense when I hear there's been approval for a \$1.56MM bag belt to replace what is currently used to take baggage through TSA – is this accurate? And who is paying for that?

ATTACHMENT #4

- There is no provision for flooring and Data/IT ports for 1st floor tenants according to the plans. This is what has pushed me to communicate with you. On my walk-through Monday 6/25, I got to see the 2nd Floor space and the progress made to date. Looked to me like the Airport Staff, TSA, FAA, Airport Security (JPD) could move in this week. Carpets were being vacuumed, the last of the baseboard was being installed and the Data Ports/phone lines looked plug-in ready to me.
- The state of the floors and Phone/IT connectivity for the 1st Floor tenant space is going to further delay our occupancy once the Beneficial Occupancy date finally stops being pushed back.
 - This project was partially funded (\$6M) with bonds by public vote and was sold to the voters as a much needed replacement for an aging, outdated and unsafe Part 135 terminal space...not an avenue to build a Taj Mahal for airport administrative offices and other government agencies – and building out these 2nd floor tenant spaces to move in ready, while leaving the 1st floor tenant space needing 10's of thousands of dollars of time and material invested before they can even be used to serve the traveling public. Look through the records and I bet you'll find plenty of Letters of Support from communities we serve that use Juneau as a Hub, Chamber organizations, Travel Juneau and other DMO's, and medical organizations like SEARHC for this project. It's ironic that the Part 135 airlines (tenants) that cater to most of this local traffic have not been provided with a facility to accommodate this segment of travelers.

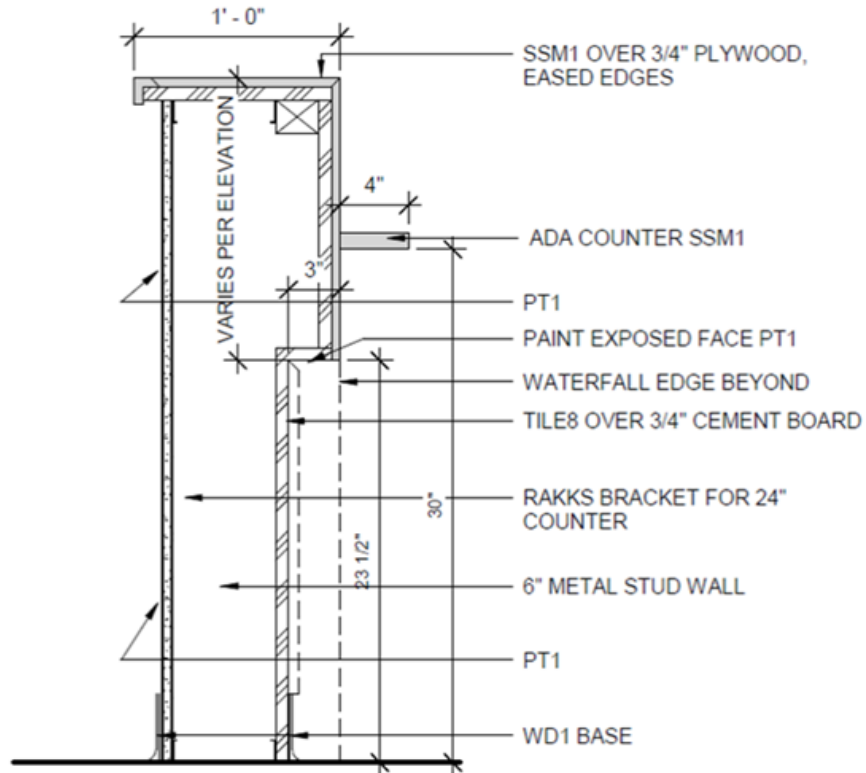
When complete, this project will bring the Juneau Airport into the 21st century. It will be something to be proud of and will make a great impression on locals and visitors alike as they arrive, depart and pass through Juneau. But complete is building out the first floor tenant spaces to the same specs as the 2nd floor including the flooring and comm work. It's providing a bag belt for the tenants to use, and to have ticket counters installed that are functional and built out to receive baggage scales. I emailed Mike Greene early Tuesday about my concerns and this is part of his response:

FLOORING & WALL BASE: I am not sure why the construction documents do not include the installation of finished flooring in the first floor Tenant 1, Tenant 2 or Tenant 3 spaces or why the project scope of work includes flooring in the second floor tenant spaces. This scoping decision was made back in late 2019, and I had assumed that Alaska Seaplanes had been consulted in this matter.

TICKET COUNTERS: The ticket counters (counter fronts) have been installed in the location shown on the construction documents. So per the construction contract, the counters have been placed where they are supposed to be. Does the resulting clear area of 9'-2" behind these counters create a specific problem for your operations?

As to the configuration of the ticket counters, please see the following section-detail. This is the only detail provided within the construction documents for the tenant transaction counters.

ATTACHMENT #4



6

179 TICKETING COUNTER SECTION

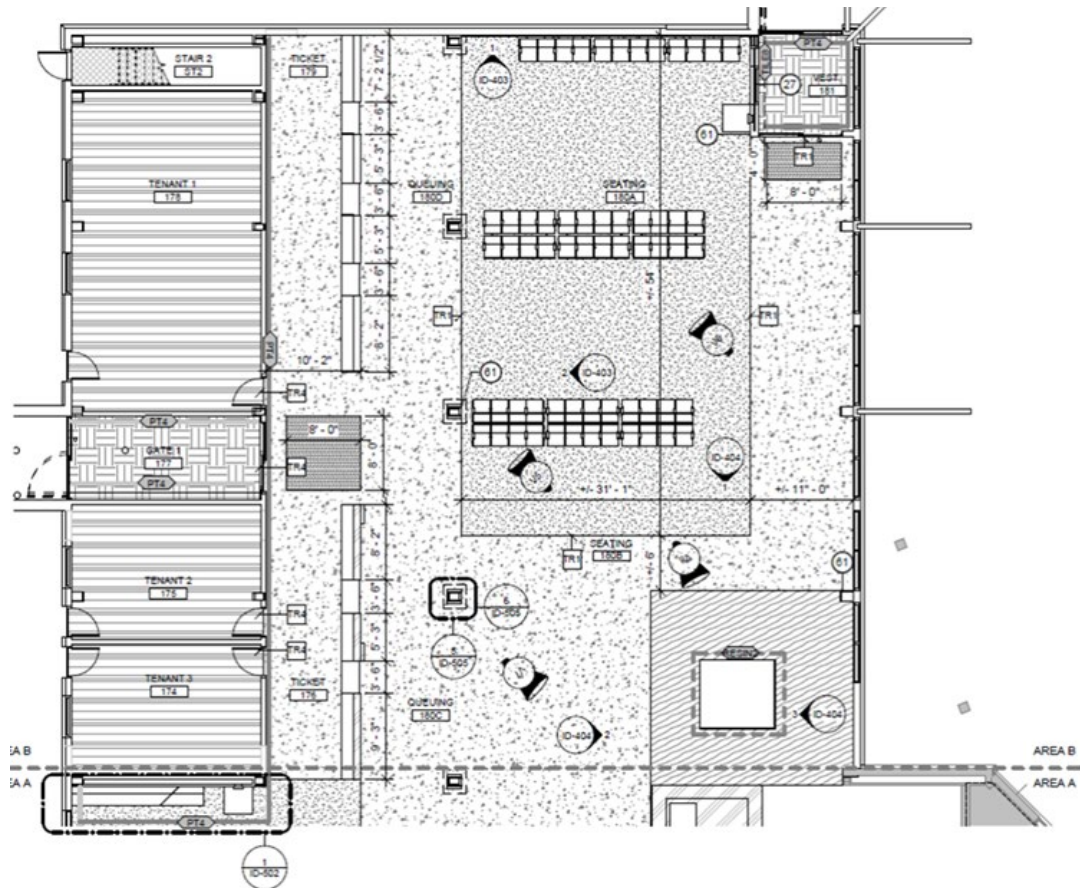
ID-501

1 1/2" = 1'-0"

This detail includes the note; "RAKKS Bracket for 24-inch Counter". This suggests that a 24-inch wide counter is to be / could be installed on the inside of the counter front detailed above. The installation of this 24-inch counter is not addressed within the construction contract.

Per the partial plan below, these counter fronts are to be installed in a straight line and are to be spaced 3-feet apart. This 3 foot space is intended to accommodate the baggage scales.

ATTACHMENT #4



The construction contract does not include, or address the installation of baggage scales or the re-installation of baggage scales that may have been salvaged from the old terminal. The construction contract also does not address the installation of the counter base assemblies that will be needed to support each of these the scales.

I followed up with an email to the Airport Manager on Thursday 6/24 asking is this was accurate and have not received a response...another reason for my email to you. We need flooring, we need the comms built out...a baggage belt should be included in the Part 135 area of the terminal and the ticket counters need to be functional, with a base for the **scales we provide**. And Ideally we'd have a firm move-in date with adequate lead time...especially moving into the new space at a time of peak passenger traffic.

Thanks for reading to the end of my email and I look forward to hearing from you.

Carl

Carl Ramseth, General Manager
Alaska Seaplanes
8907 Yandukin Drive, Juneau, Alaska 99801
P 907.789.3344 / C 907.957.7590





AIRPORT SECURITY BADGING

ONLINE APPOINTMENT SCHEDULING

AIRPORT BOARD MEETING

JULY 8, 2021

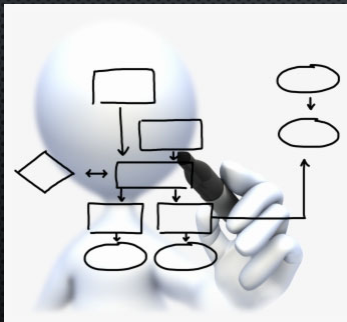
APPOINTMENTS BY PHONE

- CONFIDENTIAL INFORMATION
- VERY TIME CONSUMING
- DISRUPTIVE
- PAPER RECORDS
- DISTRACTING
- REPEATED CALLS
 - RESCHEDULES
 - CANCELATIONS



BADGING TAB – AIRPORT WEBSITE

- APPOINTMENT ONLY
- NO WALK-IN'S ACCEPTED
- EMAIL
- PHONE
- BADGING EMERGENCIES



» BOOK BADGING APPOINTMENTS HERE

- **NEW LOCATION:** Second Floor, when at top of stairs, elevator/escalator — go right until you get to the bottom of the ramp
- **NO WALK-IN APPOINTMENTS** – Monday-Friday, 8am-3:00pm (closed Noon to 1:00pm)
- <mailto:badging@jnuaairport.com> Please e-mail Shannon with questions. In emergencies, please call Scott at 789-7821.
- **BADGE RENEWALS** can be scheduled 90 days prior to expiration for an appointment up to 30 days prior to expiration.
- **BADGE PAPERWORK AND TESTS** have changed.

BADGING TAB – AIRPORT WEBSITE

- OUTREACH
- APPOINTMENT ONLY
- NO WALK-IN'S ACCEPTED
- EMAIL
- PHONE
- BADGING EMERGENCIES

MEMORANDUM

DATE: June 24, 2021

TO: All Airport Tenants and Employees

FROM: Scott Rinkenberg, Deputy Airport Manager

SUBJECT: On-Line Badging Appointments - New

USE/NOTE: The airport's badging office is offering on-line badging appointments starting from July 1st going forward. It is no longer necessary to call the badging office by telephone to schedule an appointment. Only On-Line Appointments will be accepted for the badging office.

Simply go to the airport's website www.jnuaairport.com, click the badging tab and you will find the "BOOK BADGING APPOINTMENTS HERE" button. The airport's badging office is the badging@jnuaairport.com and does not accept correspondence via email. Please refer to the badging@jnuaairport.com for appointment information. Appointments should be made weekly badging or any other day of the week.

Also starting July 1st, new tests for restricted areas, vehicle drive and test transfer will be required for all badging appointments (except 64).

401 SCAN ME BOOK BADGING APPOINTMENTS HERE	401 SCAN ME SCAN ME
--	-----------------------------------

If you have a badging emergency, contact the Airport Manager's Office at 807-789-7821.

1171 Scott Tammes Drive, Suite 205, Evans, AZ 85801
807-789-7821

» BOOK BADGING APPOINTMENTS HERE

- **NEW LOCATION:** Second Floor, when at top of stairs, elevator/escalator — go right until you get to the bottom of the ramp
- **NO WALK-IN APPOINTMENTS** – Monday-Friday, 8am-3:00pm (closed Noon to 1:00pm)
- <mailto:badging@jnuaairport.com> Please e-mail Shannon with questions. In emergencies, please call Scott at 789-7821.
- **BADGE RENEWALS** can be scheduled 90 days prior to expiration for an appointment up to 30 days prior to expiration.
- **BADGE PAPERWORK AND TESTS** have changed.

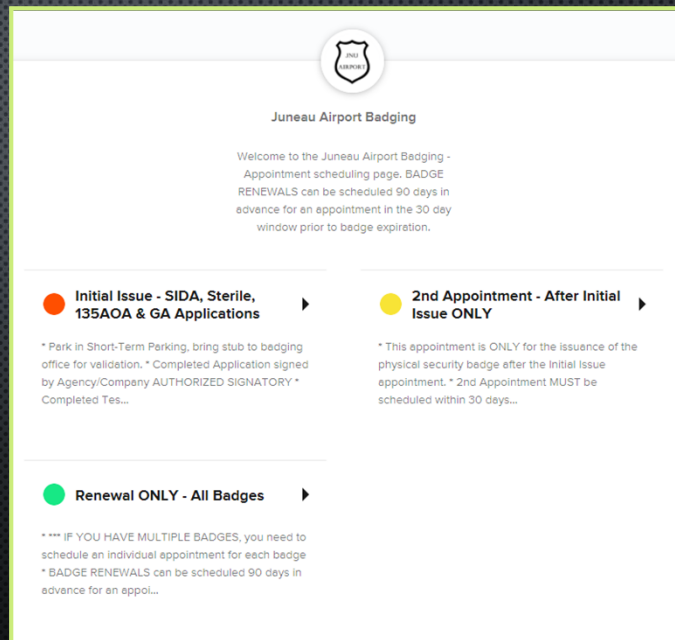


ATTACHMENT #5

ONLINE APPOINTMENT SCHEDULING

- **WHAT TYPE OF APPOINTMENT**

- INITIAL ISSUE
- SECOND APPT. AFTER INITIAL
- RENEWAL – ALL BADGES

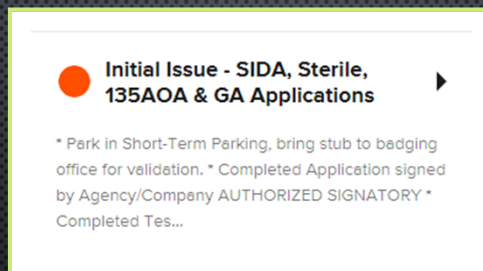


The screenshot shows the Juneau Airport Badging website. At the top is the Juneau Airport logo. Below it, the text reads: "Welcome to the Juneau Airport Badging - Appointment scheduling page, BADGE RENEWALS can be scheduled 90 days in advance for an appointment in the 30 day window prior to badge expiration." There are three main sections for appointments:

- Initial Issue - SIDA, Sterile, 135AOA & GA Applications** (indicated by an orange dot). Below this, it says: "* Park in Short-Term Parking, bring stub to badging office for validation. * Completed Application signed by Agency/Company AUTHORIZED SIGNATORY * Completed Tes..."
- 2nd Appointment - After Initial Issue ONLY** (indicated by a yellow dot). Below this, it says: "* This appointment is ONLY for the issuance of the physical security badge after the initial issue appointment. * 2nd Appointment MUST be scheduled within 30 days..."
- Renewal ONLY - All Badges** (indicated by a green dot). Below this, it says: "* *** IF YOU HAVE MULTIPLE BADGES, you need to schedule an individual appointment for each badge * BADGE RENEWALS can be scheduled 90 days in advance for an appoi..."

INITIAL ISSUE APPOINTMENT

- SIDA
- STERILE
- 135AOA
- GA



This screenshot shows the details for the "Initial Issue - SIDA, Sterile, 135AOA & GA Applications" appointment. It includes the same text as the previous screenshot: "* Park in Short-Term Parking, bring stub to badging office for validation. * Completed Application signed by Agency/Company AUTHORIZED SIGNATORY * Completed Tes..."



ATTACHMENT #5

INITIAL ISSUE APPOINTMENT

- APPOINTMENT INFORMATION
- 30 MIN. APPT.
- PICK A DATE
- CHOOSE TIME



Juneau Airport Badging

Initial Issue - SIDA, Sterile, 135AOA & GA Applications

30 min

Badging Appointment

- Park in Short-Term Parking, bring stub to badging office for validation.
- Completed Application signed by Agency/Company AUTHORIZED SIGNATORY
- Completed Testing (Except GA)
- Two (2) Forms of Identification (Examples: Driver's License or State

Select a Date & Time

July 2021

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Tuesday, July 20

8:30am

9:00am

9:30am **Confirm**

11:00am

1:00pm

1:30pm

2:00pm

Alaska Time (8:41am)

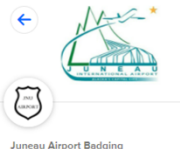
Troubleshoot

NOW SERVING

168

INITIAL ISSUE APPOINTMENT

- NAME
- EMAIL
- CONTACT PHONE #
- QUESTIONS
- COMMENTS / SPECIAL REQUESTS
- TEXT MESSAGE
- **SCHEDULE EVENT**



Juneau Airport Badging

Initial Issue - SIDA, Sterile, 135AOA & GA Applications

30 min

Badging Appointment

9:30am - 10:00am, Tuesday, July 20, 2021

Alaska Time

Enter Details

Name *

Scott Rinkenberger

Email *

scott.rinkenberger@jnuairport.com

Contact Phone Number *

+1 907-789-7821

Who is your employer? (For General Aviation, enter "GA") *

Juneau Airport Manager's Office

Have you ever had your fingerprints taken at the Juneau Airport before?

☒ YES

☐ NO

☐ Can't remember

Comments / Special Requests?

I will bring chocolate...

Send text messages to

+1 907-957-7774

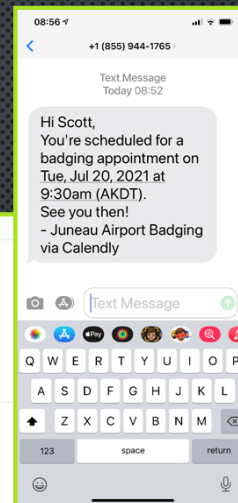
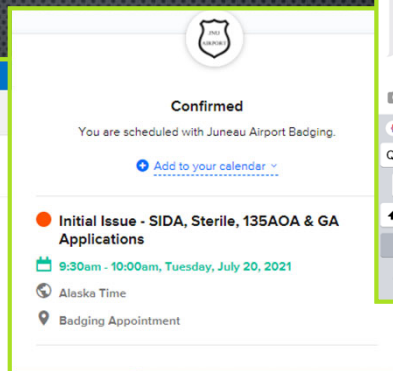
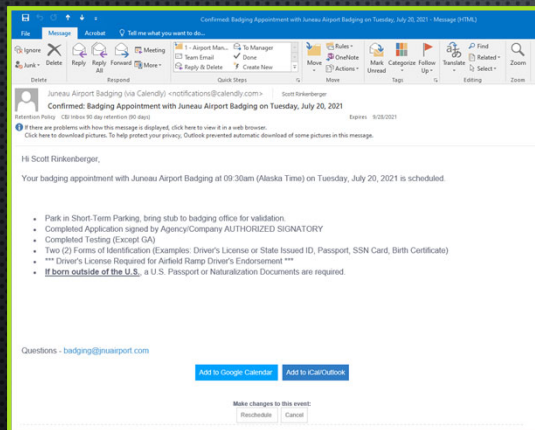
You will opt in to text messages for this event. Message and data rates may apply. Reply STOP to opt out.

Schedule Event

ATTACHMENT #5

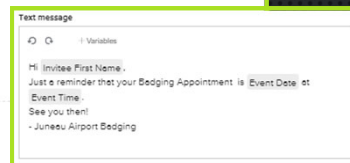
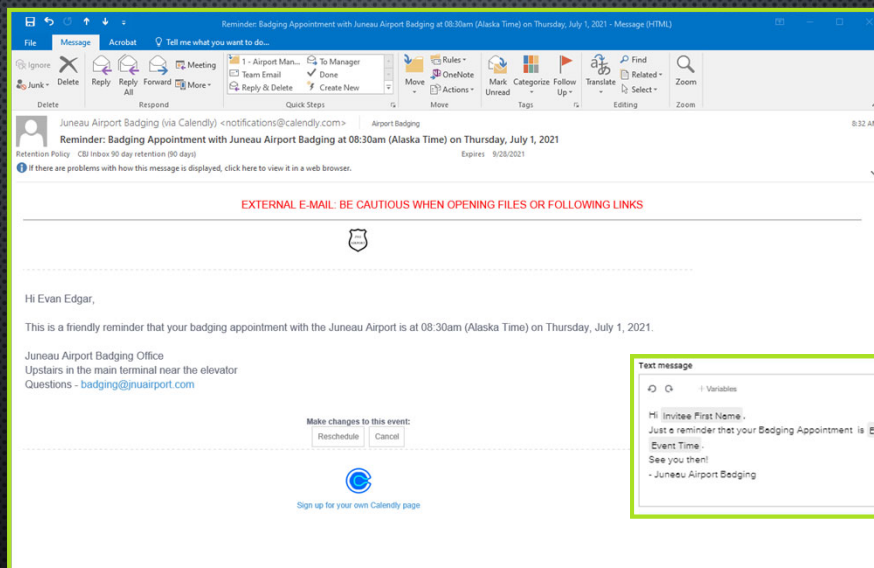
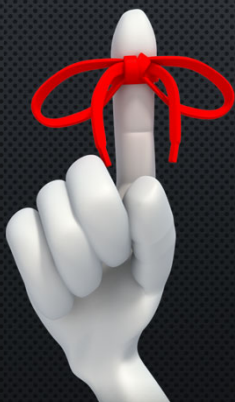
INITIAL ISSUE APPOINTMENT

- ONLINE CONFIRMATION
- EMAIL
- TEXT MESSAGE



INITIAL ISSUE APPOINTMENT REMINDER

- REMINDER
- ONE DAY PRIOR
- EMAIL
- TEXT MESSAGE
- 1 HOUR TEXT



RENEWAL APPOINTMENT

- DATE / TIME
- INDIVIDUAL APPT. / BADGE
- RENEWAL WINDOW – 30 DAY
- APPT. SCHEDULE – 90 DAY
- RENEWAL INFORMATION REMINDERS



Renewal ONLY - All Badges

15 min

Badging Appointment

- *** IF YOU HAVE MULTIPLE BADGES, you need to schedule an individual appointment for each badge
- BADGE RENEWALS can be scheduled 90 days in advance for an appointment in the 30 day window prior to badge expiration.
- Park in Short-Term parking. Bring stub to badging office for validation
- Completed Renewal Application
- Completed Testing (Except GA)
- Two (2) Forms of Identification (Examples: Driver's License or State Issued ID, Passport, SSN Card, Birth Certificate)
- *** Driver's License Required for Airfield Ramp Driver's Endorsement ***
- If born outside of the U.S., a U.S. Passport or Naturalization Documents

Select a Date & Time

July 2021

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Alaska Time (9:24am)

Tuesday, July 20

8:30am

8:45am

9:00am

9:15am

9:30am

9:45am

10:45am

11:00am

11:15am

Confirm

Troubleshoot

RENEWAL APPOINTMENT

- NAME
- EMAIL
- CONTACT PHONE #
- QUESTIONS
 - EXPIRED BADGE
 - WHAT TYPE OF BADGE
- COMMENTS / SPECIAL REQUESTS
- TEXT MESSAGE
- **SCHEDULE EVENT**



Juneau Airport Badging

Renewal ONLY - All Badges

15 min

Badging Appointment

9:30am - 9:45am, Tuesday, July 20, 2021

Alaska Time

Enter Details

Name *

Scott Rinkenberger

Email *

scott.rinkenberger@juneairport.com

Contact Phone Number *

+1 907-789-7821

Who is your employer? (For General Aviation, enter "GA") *

Alaska Seaplanes

Is your badge expired? *

☒ NO

☐ YES, LESS than 30 days

☐ YES, MORE than 30 days must make an initial Issue Appointment

What type of badge to you need to renew? *

☒ SIDA

☐ Sterile

☐ ISS-AOA

☐ GA

Comments / Special Request?

Bringing chocolate, coffee and flowers

Send text messages to

+1 907-867-7774

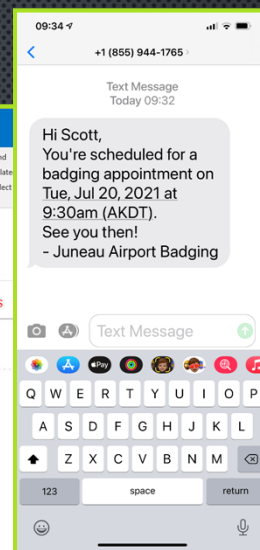
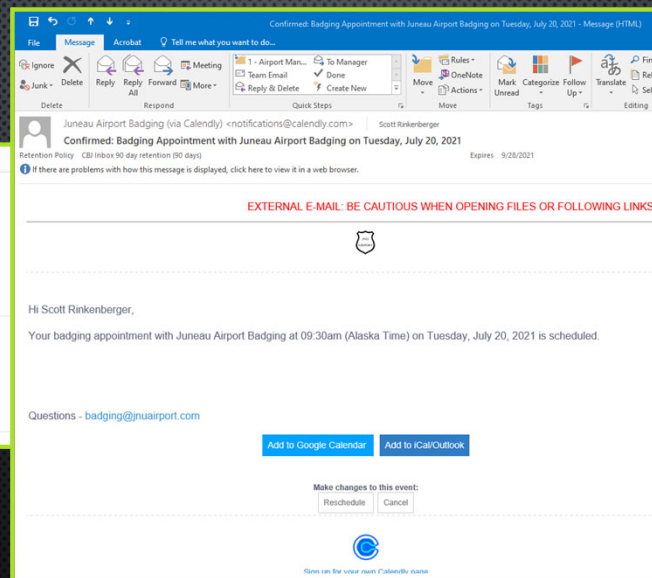
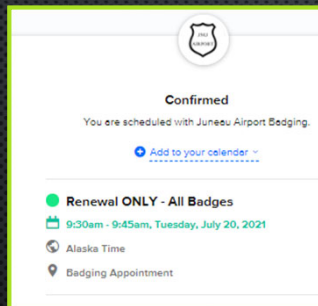
You will opt in to text messages for this event. Message and data rates may apply. Reply STOP to opt out.

Schedule Event

ATTACHMENT #5

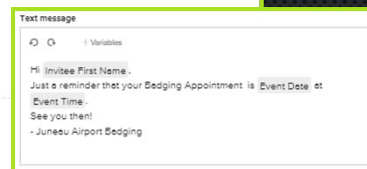
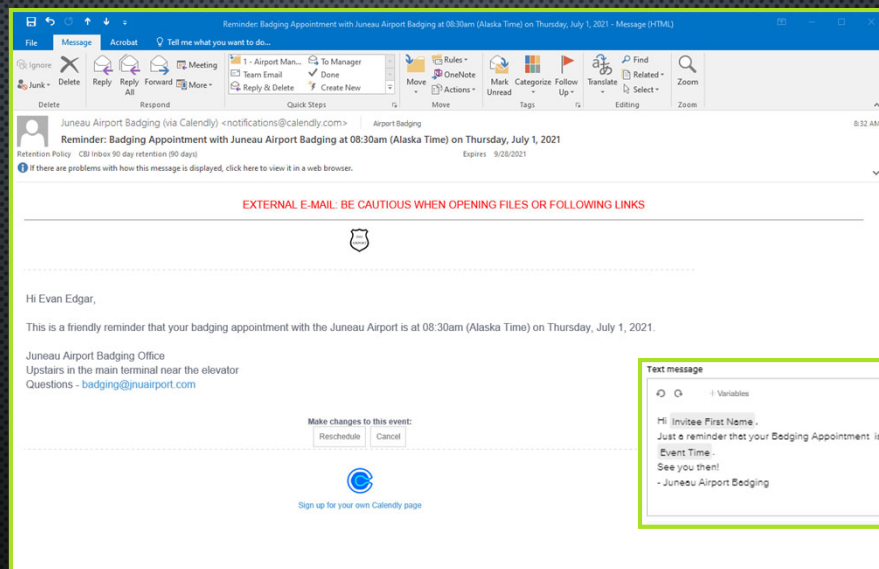
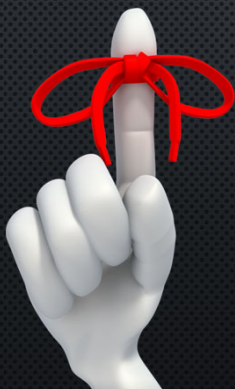
RENEWAL APPOINTMENT

- ONLINE CONFIRMATION
- EMAIL
- TEXT MESSAGE



RENEWAL APPOINTMENT REMINDER

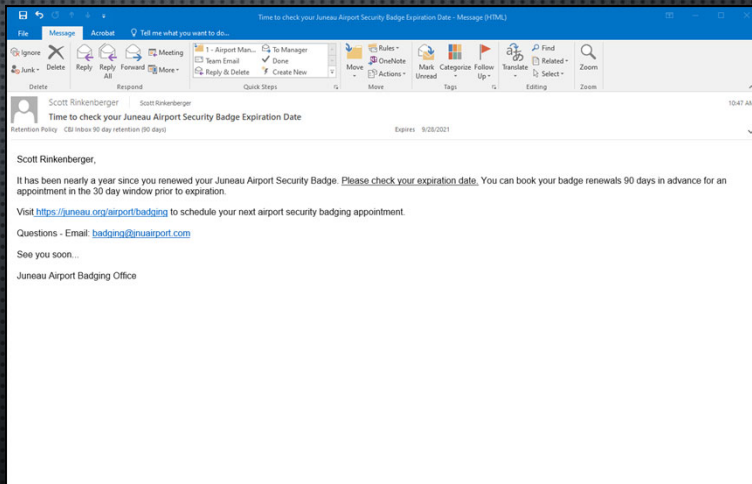
- REMINDER
- ONE DAY PRIOR
- EMAIL
- TEXT MESSAGE
- 1 HOUR TEXT



ATTACHMENT #5

YEARLY EXPIRATION & APPOINTMENT REMINDER

- ANNUAL REMINDER
- 280 DAYS AFTER RENEWAL
- EMAIL
 - CHECK EXPIRATION DATE
 - SCHEDULE APPOINTMENT



PHONE APPOINTMENT SCHEDULING - COSTS



- APPOINTMENTS BY PHONE
 - \$18,660.54 / YEAR (PERSONNEL)
 - APPROXIMATELY 515 HOURS / YEAR
 - SUMMER MONTHS
 - APRIL – JULY
 - AVG. 2.54 HOURS / DAILY
 - 223.52 HOURS / SEASON
 - OFF-PEAK MONTHS
 - AUGUST – MARCH
 - AVG. 1.68 HOURS / DAILY
 - 292.32 HOURS
 - **26.25% PERSONNEL COSTS**

**Breakdown of Personnel Cost
Scheduling Badging Appointments by Phone**

	#'s Work Days	
Year	Off-Peak	Summer
262	174	88

Total Hrs: Appointments by Phone

Average Hours / Day (SWAG)	
Off-Peak	Summer
1.68	2.54

	Scheduled Hours	
Year	Off-Peak	Summer
1965	1305	660

Average Hours / Year	
Off-Peak	Summer
292.32	223.52

Costs per hour / Phone Scheduling	
	\$ 10,574.69 Off-Peak
	\$ 8,085.85 Summer
	\$ 18,660.54 Yearly
Percentage of Personnel Costs	
	26.25%

Total Hours / Year	
515.84	

Cost Differences: Phone vs. Online	
	\$ 18,660.54 Phone/Yr.
	\$ 144.00 Online/Yr.
	\$ 982.50 Online Admin/Yr.
	\$ 1,126.50 Online Total/Yr.

Budgeted Badging Office	
Personnel Costs:	
\$ 71,084.00	Year
\$ 36.18	per hour

Total Savings with Online Scheduling / Year	
\$ 17,534.04	
93.96%	

Summer Months / #'s Work Days							
April	May	June	July				
22	22	22	22				
Off-Peak Months / #'s Work Days							
January	February	March	August	September	October	November	December
21	20	23	22	22	21	22	23

ONLINE APPOINTMENT SCHEDULING - SAVINGS



- LOWERED WORK LOAD
 - 98.6% REDUCTION IN PHONE CALLS
 - FREE UP APPROX. 2 HOURS DAILY
 - ADDITIONAL APPOINTMENT AVAILABILITY (14/20)
 - ADMINISTRATIVE HOUSEKEEPING
- SAVINGS \$\$\$
 - REALLOCATION VS. MONETARY
 - \$71,000 BUDGET (PERSONNEL)
 - \$12 PER MONTH / SUBSCRIPTION
 - \$982.50 (EST. - ONLINE SYS. ADMIN / YR.)
 - 93.96% SAVINGS / YR.

Breakdown of Personnel Cost
Scheduling Badging Appointments by Phone

#'s Work Days		
Year	Off-Peak	Summer
262	174	88

Scheduled Hours		
Year	Off-Peak	Summer
1965	1305	660

Costs per hour / Phone Scheduling	
\$ 10,574.69	Off-Peak
\$ 8,085.85	Summer
\$ 18,660.54	Yearly
Percentage of Personnel Costs	
26.25%	

Cost Differences: Phone vs. Online	
\$ 18,660.54	Phone/Yr.
\$ 144.00	Online/Yr.
\$ 982.50	Online Admin/Yr.
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Total Hrs: Appointments by Phone	
Average Hours / Day (SWAG)	
Off-Peak	Summer
1.68	2.54
Average Hours / Year	
Off-Peak	Summer
292.32	223.52
Total Hours / Year	
515.84	
Budgeted Badging Office Personnel Costs:	
\$ 71,084.00	Year
\$ 36.18	per hour

Total Savings with Online Scheduling / Year	
\$ 17,534.04	
93.96%	

Summer Months / #'s Work Days	
April 22	May 22
June 22	July 22

Off-Peak Months / #'s Work Days	
January 21	February 20
March 23	August 22
September 22	October 21
November 22	December 23

NEW BADGING TESTS

- ALL TESTS AND STUDY MATERIAL
- JULY 1, 2021
 - RESTRICTED AREA (SIDA, STERILE, 135AOA)
 - WAS 25 – NOW 30 QUESTIONS
 - AIRFIELD RAMP DRIVER
 - RAMP SAFETY & TRAFFIC REGULATIONS HANDBOOK
 - WAS 25 – NOW 40 QUESTIONS
 - FUEL HANDLER
 - REMAINS WITH 25 QUESTIONS
- COMING SOON – ONLINE TESTING



QUESTIONS





Front (east facing) of new terminal along Shell Simmons w/canopy



Casework fronts installed to receive tenant furnished ticket counters behind.



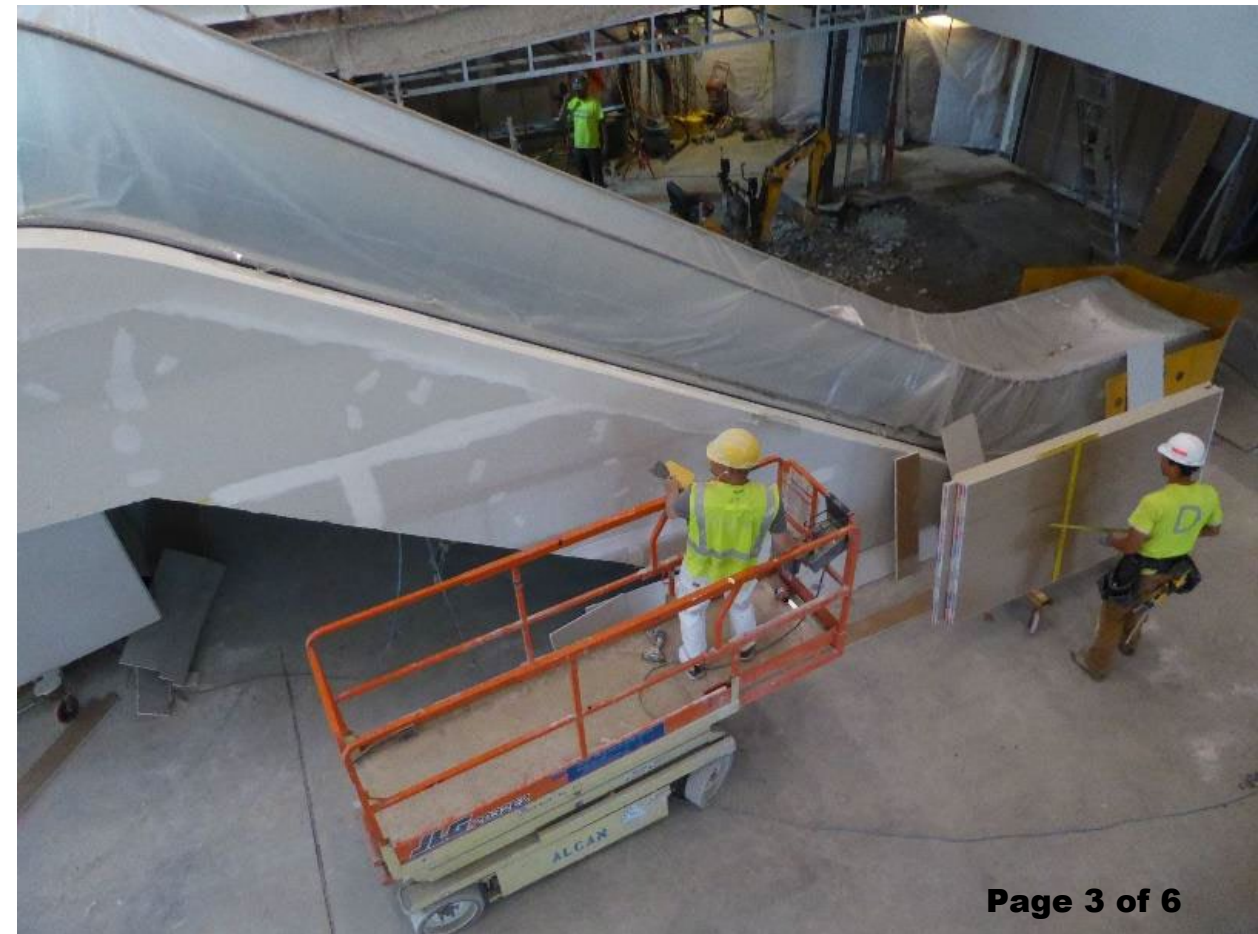
Lap top counter installation in process in seating area.



Railing installation in process at stair and ramp.

Note: escalator side panels will have artist design as part of the art program

Drywall finisher prepping escalator sidewall for paint.





ATTACHMENT #6



Three of the four artwork pieces shown as part of the 1% for Art Program.

Top Left: Artist installing mural near toilet room entrance (*Alison Bremmer*).

Top Right: Mobile art pieces herring/net hung from ceiling (*Rachael Juzeler*).

Left: Native carving along balcony wall above Gate 1 (*Robert Mills*).

As noted: Art panels on escalator & mezzanine currently under production; not installed yet (*Crystal Worl*).



Balcony w/ wood & glass railing installed; admin suites off balcony.

Airport Admin conference room looking out toward balcony.



Airport Admin project office with glass partitioned offices beyond. Allows natural light into inner admin hallway, rooms.



Excavation for ramp paving along west (airfield/ramp) side of building.