

AIRPORT BOARD
AGENDA
6:00 P.M., THURSDAY, MAY 13, 2021
ZOOM WEBINAR: <https://juneau.zoom.us/j/96699462037>
Or Telephone: 669 900 6833 Webinar ID: 966 9946 2037

**TO TESTIFY: CONTACT TRAVIS DYBDAHL, 789-2740
BY 3:00 P.M. ON MAY 12, 2021**

- I. CALL TO ORDER
 - II. ROLL CALL
 - III. APPROVAL OF MINUTES: Regular Monthly Meeting of April 8, 2021
 - IV. APPROVAL OF AGENDA
 - V. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS
 - VI. FINANCE MODEL PRESENTATION. At the April 29, 2021 Finance Committee meeting, staff presented Frasca & Associates' PowerPoint and the financial model for review. Staff was asked to present this to the full Board. Matt Townsend, Frasca & Associates, will be available at the meeting (zoom) to answer questions on the new financial model.
 - VII. UNFINISHED BUSINESS
 - A. **Float Pond Phase II Design.** In 2017, the Airport separated the float pond project into two phases due to costs. The first phase replaced the inlet valve. The second phase will raise the south road, address bank erosion on the southwest end of the pond due to wave action during heavy weather events, and reset gangway slabs on deeper concrete foundations. The design will also look at paving the south road and west finger as additive alternates to the project. At the January 14, 2021, Airport Board meeting, the board approved a transfer of \$40,000 from the CIP revolving account into this project to start the design process.
- PND began the work on the float pond project when it was scoped in 2017. PND has submitted a fee proposal for design services for Phase 2 of the Float Pond Improvements – design services to survey and design the float pond road and shore protection (\$95K), as well as additive alternates for design engineering of the access road (\$7K) and west finger road (\$40K), for a total design services cost of \$142K. There is currently \$34K available in this CIP account (previously transferred in by the Board). Staff requests the temporary transfer of \$108K of CIP revolving funds to this project, which are currently available in the Terminal project. This project is Federal Aviation Administration (FAA) Airport Improvement Program (AIP) eligible, which would be transferred back to the revolving account upon grant award.

Board Motion: *“Approve the transfer of an additional \$108,000 from the Terminal Improvements Capital Improvement Project to the Float Pond Improvements Capital Improvement Project, until the award of an Airport Improvement Program grant for these costs.”*

B. Outbound Baggage Conveyor Belt Replacement. At the January 14, 2021, Airport Board meeting, staff reported on the issues that continue to develop with the outbound baggage conveyor system (multiple integrated sections). In February 2021, staff informed the Board of an issue with the Program Logic Control (PLC) experiencing ‘cascading program failures’, however, this only integrated into the old equipment/relay system. This did not include equipment, conveyor, motor or the master control panel repairs. The Board was also notified at that time that additional repairs/replacements on other bag conveyor sections will be required over the next few years. The baggage conveyor system is heavily used every day and wear/tear is normal and expected. The Board elected *not* to replace the PLC or ‘piecemeal’ the system replacements; rather, to get a full estimate for the sections/equipment in need of replacement. At the April 29, 2021, Airport Board Finance Committee meeting, staff presented an estimate that would replace seven full sections (including four cover/curved sections), motors/drivers of those sections, conveyor belts, shrouds, master control panel and fire/security shutter doors entering, and exiting the bag screening area. The Airport is also requesting the ability to have a company remote access in for diagnostics. The system in place has some complex ‘waterfalls’ and turns in order to move bags through imaging and out to bag make-up, in a very condensed footprint. The Airport plans to replace stainless bases, conveyor belts, motion sensors, motors, drivers, PLC, Master Control Panel and the fire/security doors. Some of the sections have been replaced and do not need to be changed out, but still need integration into the entire system. The baggage conveyor system, at an estimate of \$1.56M installed, is eligible for CARES Act funds per FAA, but the Airport will need to go out for bid. At the April 29, 2021, meeting, the Finance Committee approved the replacement of the outlined system, controls and integration at a cost of \$1.56M and to forward on to the Airport Board for approval.

Board Motion: *“Approve the replacement of baggage conveyor sections, reprogramming and integration of the outbound baggage conveyor system, and associated fire/security doors, at a cost not-to-exceed \$1.56M, funding provided by the Airport’s CARES Act grant.”*

VIII. NEW BUSINESS

A. Parking Lot(s) Pavement Maintenance (Attachment #1). At the April Board meeting, staff brought up the failing pavement at the Airport, including the employee parking lot, public parking lot, rental car lot and roadway which are deteriorating and becoming a hazard for vehicles and pedestrians. This was sent to the Finance Committee to consider repairs. Staff requested DOWL (through a Letter of Agreement) assess the pavement conditions on the landside parking lots, drainage and catch basins, and roadways, and provide an estimate for the maintenance work. Attachment #1 shows the general areas of pavement potholes and severe deterioration on the public side of the

airport (parking lots and roadways). A rough estimate for the design, repairs, contract administration, other (legal/engineering bid), contingency and staff time of \$1.5M was presented at the Airport Finance Committee meeting on April 29, 2021.

While the Finance Committee agreed that these areas required repairs, the committee also wanted to consider the possibility of repaving the lots in their entirety and asked staff to look at the bigger picture; whereby some lots would be entirely paved, while others may just need localized repair; a more phased approach to look at during design including a look at the subbase. Staff estimated about \$4M for paving all lots (plus costs for design, contract administration and contingency). The FAA has said that the pavement repairs are eligible maintenance under the CARES Act funds. The parking lots are not eligible for FAA funds under normal AIP grants.



Taxi staging lot entry



Taxi staging lot entry



Long term parking lot



Long term parking lot failing vault



Employee parking lot



short term parking lot entrance



Rental Car lot entry

These are all preliminary guestimates by staff. Staff will defer to the Board regarding the Finance Committee recommendations on how to approach this maintenance by either:

1. *“Approve the design and repair of pavement/catch basins in the employee and public parking lots and the front terminal road at a cost of \$1.5M, funding provided by the CARES Act funds; or*
2. *“Approve the design, repair of pavement/catch basins, and repave in their entirety the employee and public parking lots, as needed, and the front of the terminal road at a not-to-exceed cost \$5M, funding provided by the CARES Act funds; or*
3. *“Approve to procure an engineering consultant for project scoping (including paving, subsurface design, catch basins/drainage, lighting, curbs, ADA, etc.), project design, prepare bid documents and provide construction administration (post construction bid award) and explore repaving all lots, in phases, at a cost not-to-exceed \$600K for the engineering consultant, and return to the Board with the estimated construction costs prior to bid.”*

B. COVID Stand-down; In-person Meetings. Staff is working with the City & Borough of Juneau (CBJ) to resume in-person meetings and whether zoom, or other remote access, would continue for public participation. The Assembly will be discussing their rules of procedure at the May 10, 2021, Committee of the Whole (COW) meeting. According to the Deputy City Manager, Boards can meet in person but must maintain the ability for the public to participate remotely. All in-person CBJ Board meetings must follow the COVID mitigation measures. Until CBJ reaches a 70% vaccination rate, all individuals participating in meetings must be masked if an unvaccinated individual *may be* present. Meeting rooms should allow for proper social distancing as well. The Board may want to consider this once the Alaska Room is available again (July timeframe), or consider using CBJ Assembly chambers as an alternate meeting area, which meets spacing and CBJ requirements for in-person meetings.

C. Airport Manager's Report:

1. Airport Fund Balance (AFB) and Capital Revolving Account Balance (CRAB) (Attachment #2). The Airport Fund Balance was updated to more accurately reflect what is reported to/adopted by the Assembly, and align with the City's 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 proposed use of an additional \$108K (from the unused Terminal project transfer) for funding the Float Pond Phase 2 Design work until the grant is awarded after bidding.
2. Aircraft Rescue and Fire Fighting (ARFF) Unit A-4 Surplus. The Airport will surplus ARFF Unit A-4 that was donated to JNU Airport a few years ago from BP (Prudhoe Bay truck). The truck served the airport well for training, and using the new tires on the apparatus saved the airport an estimated \$35K.
3. CARES/CRRSAA Fund Balance. The breakdown of CARES Act/CRRSAA funds used and proposed to be used to-date is detailed below. This does not account for any of the proposed project work for the pavement repairs or baggage conveyor replacement.

CARES/CRRSAA Act Use				
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)			
21,812,752	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)			
15,780,599	<i>Proposed/estimated balance FY22 end</i>			

4. Hot Topics. The following is a list of on-going topics that staff is working on in addition to the regular Engineering Projects Report:
- *COVID Updates*. 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 at Airports*. Capstone Clinic is still providing COVID testing to anyone who wants to take the test at the Airport. It is no longer mandatory for out of state travelers.
 - *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)*. The Airport has scheduled an **airport-wide tenant meeting for May 20 (Thursday) at 10:00 a.m. via phone (713-2140, participant #921757)**. The Airport is required to hold this meeting for ‘best practices’ with tenants operating under our SWPPP. The Airport is also looking at contracting out services to gather monthly/quarterly samples, assessments, and reporting for requirements of the SWPPP program.
 - *Egan/Yandukin Intersection Improvements Project*. Alaska Department of Transportation (ADOT) has narrowed down design alternatives for the project. Please visit ADOT website on this 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) 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. ADOT completed their Unmanned Aircraft Systems (UAS or drones) operations in April to perform 3D scanning of the corridor.
 - *Federal Aviation Administration Compliance Land Use/Financial Letter (January 2019)*. Staff continues to work on the remaining compliance items and will bring items back to the Board for action as necessary. Staff continues toward acquisition of the Loken/Channel Flying property which was noted as a non-compliant through-the-fence operator. While this is a compliance matter, property acquisition is eligible for federal funding. The process has started for procuring a property acquisition specialist including \$50,000 of forward-funding approved by the Board. No further updates.

- *FAA Disabilities Compliance and Title VI Review.* Staff has completed the plan and self-evaluation programs for the final part of the 2017 FAA compliance audit for Americans with Disabilities Act (ADA) and Title VI review and it has been signed off by the CBJ. The final plan and compliance update were forwarded to the FAA for review, however, some of the outstanding items will not be in compliance until the terminal remodel is complete. FAA still requires periodic updates. No changes.
- *Disadvantaged Business Enterprise (DBE)/Airport Concession Disadvantaged Business Enterprise (ACDBE) Consultant.* 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 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. No change.
- *Runway 26 MALSR approach lighting discussions with FAA.* 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. No further update.
- *Capital Improvement Program (CIP) and Passenger Facility Charge (PFC) 10.* With FFY20 FAA AIP terminal grants covering the entire amount of FAA-eligible terminal construction, the Airport is adjusting projects up on the CIP list. Additionally, PFC (PFC9) collections may be abbreviated due to less match required. Staff is continuing to monitor the amount needed for the terminal project (match and bond interest), as well as other projects listed in the PFC9 application; and look at when the PFC10 application process would need to start. This is complicated by the impacts of COVID and the rate of collections. No change.
- *Transportation Security Administration (TSA) passenger screening checkpoint equipment* 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.* TSA will pay for utilities associated with equipment use, but the contract requires airports to continue with janitorial - without compensation. This issue has been forwarded to our Washington, D.C. Lobbyist for Congressional weigh-in. No change.
- *Air Traffic Control Tower (ATCT) COVID Cleaning.* FAA ATCT is back to 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.* Cox Environmental is working on the next phase of PFAS Plan, as approved by ADEC. All permits are in place for the drilling (Corps of Engineers (ACOE), Alaska Department of Natural Resources (ADNR)/Division of Mining and Alaska Department of Fish &

Game (ADFG) Habitat Section). Cox has completed contacting landowners for wells in the area. Only one well has been identified for testing. Cox is also coordinating with the drillers for the additional well drilling around the week of May 17.

- *Honsinger Pond/Access* (work in progress): Bicknell is still working 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 this summer to build second floor supports and remove the old up escalator, elevator and stairs once the new ones are in use.
 - o *Elevator/Escalator contingency protocol*. The old elevator remains in use until the new ones are installed, which should be ready in June/July. The old up escalator would need extensive work (became inoperative the end of April); repairs will not be done since the new escalator will be operational soon.
 - o *Coordination for Relocation*. Staff and tenants are poised to move into the new areas of the terminal in June. Staff is also looking at the date that the Alaska Room will be transformed back into a meeting room and available for lease again.
 - o *Coordination with Artists*. Staff is working with artists to review final installation of work with the contractor.
- *Taxiway A, E and D-1 Construction*. 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. 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. No changes.
- *Tenant insurance reminders* continue to be sent out. Several certificates have lapsed in our records. This is an ongoing measure. Staff also met virtually with insurer/underwriter to do a remote audit of records and management practices.

- *Maintenance Programs Refinement (roofs, heat pump equipment, baggage systems, etc.).* Staff continues to look at a tracking system for all building component preventative maintenance programs. There are several companies that offer similar cloud based systems. At this time, staff is collecting current basic system, and needs, and will plan to talk to each of the companies to see what they offer and how much per year or per user of 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.

5. Airport Project Manager Report (Attachment #3)

IX. CORRESPONDENCE:

X. COMMITTEE REPORTS

A. **Finance Committee:** Meeting held on April 29, 2021, to discuss pavement maintenance in parking lots/roadway, outbound baggage conveyor system, and introduce the new financial model; all addressed earlier in the agenda.

B. **Operations Committee:** TBD

XI. ASSEMBLY LIAISON

XII. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

XIII. BOARD MEMBER COMMENTS

XIV. ANNOUNCEMENTS

XV. TIME AND PLACE OF NEXT MEETING:

A. Airport Board, 6:00 p.m., June 10, 2021, via ZOOM

XVI. 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.*

XVII. ADJOURN