

AIRPORT BOARD
AGENDA
6:00 P.M., THURSDAY, FEBRUARY 18, 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 FEBRUARY 17, 2021**

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF MINUTES: Regular Monthly Meeting of January 14, 2021
- IV. APPROVAL OF AGENDA
- V. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS
- VI. PRESENTATION: USDA WILDLIFE SERVICES UPDATE. JD McComas will provide an update on wildlife management at Juneau International Airport for 2020.
- VII. UNFINISHED BUSINESS
 - A. **Terminal Tour (Attachment #1).** At the January 14, 2021, Airport Board meeting, staff was asked to provide a virtual tour of the new terminal construction. Staff looked at doing a video tour, but due to the phase of construction and with little definition and lighting, a video was difficult to envision the spaces. Instead staff is providing several photos of the new construction as an interim update until a good video can be done; hopefully for the March meeting.
 - B. **Baggage Conveyor Repair.** In August 2020, the Board approved the repair of the corner baggage conveyor (section T-04) that goes into the Transportation Security Administration (TSA) screening area at a cost of \$22,000. At the January 14, 2021, Airport Board meeting, staff reported that more issues continue to develop with the entire conveyor system (multiple integrated sections). The entire system is 30-35 years old. Most recently, the Program Logic Control (PLC) has experienced cascading program failures. Staff contacted RMC Engineering to run a diagnostic on the PLC. The PLC requires replacement and programming the system at an estimated cost of \$30,000. It is expected that additional repairs/replacements on other bag conveyor sections will be required over the next few years and this has been added into the FY21/22 budgets (and thereafter). The baggage conveyor system is heavily used every day and wear/tear is expected. Staff will need to take this initial step to replace the PLC immediately at a cost

not to exceed \$30,000. This procurement will have to go out for bid. This cost is also reflected as an increase to the FY21 budget, discussed below.

Board Motion: *“Approve the replacement and reprogramming of the Airport baggage conveyor Program Logic Control at a cost not to exceed \$30,000.”*

VIII. NEW BUSINESS

A. **Budget: Airport Historical Budget Review and FY21/22 Budget Updates**

(Attachments #2, #3, #4 and #5). The Airport Finance Committee met on February 9, 2021, to review the history of allocations, historical data of the financial model and resulting allocations between the 121 and 135/GA user groups. This was a follow up from the May 2020 Board meeting to look at any inequities in the model and Airport Fund Balance. Staff went back to review actual expense/revenues from 2012-2020 and entered the actual land lease revenue data based on user groups in the model. There was a mix of credits with both the 121 and 135/GA user groups with the 135/GA showing the bulk of ‘credit’ during this time period only. This makes up part of the Airport Fund Balance. Staff stated that the land leases were only one part of the allocations in the model. The reallocation of land lease only was a very simplistic breakdown of the ‘old’ model. The historical review did not include items such as three-month operating reserve, contributions for capital projects (\$800,000 for north terminal match), any repairs that used fund balance and does not reflect full governmental accounting; it is not a complete financial picture. It is only a snapshot for this period of time (2012-2020); nothing prior to 2012. Staff believes that all allocations (not just the changes to land leases in the model) should be revisited while we work on a new model. The timing is perfect for this. This historical snapshot was presented to the Finance Committee as informational only. Follow up financial meetings will be scheduled to review allocations as well as the new model.

The Finance Committee also reviewed the FY20 Actuals, FY21 Projected and FY22 Revised budgets (Attachments #2, and #3 for the summaries, Attachments #4 and #5 for the details). The budgets were looked at independently of the new model development since that model will take a little more time (with the Finance Committee) and the model was not needed to balance rates and fees at this time (due to reduced revenues from COVID and use of CARES Act funds to cover expenses).

FY20 Actuals were originally (March 2020) predicted to have a \$290,200 deficit before the impacts of COVID. The Airport drew down \$724,664 of the (\$21.7M) CARES Act grant to balance FY20 budget without the use of Airport Fund Balance (AFB). FY20 ended at \$7,466,591 expenses/revenues.

FY21/FY22 budgets were adopted as deficit budgets during the budget development (March 2020). FY21 anticipated using \$522,800 of AFB to balance, while FY22 proposed increasing approximately \$703K in rates and fees, as well as a small amount of AFB to balance. It was unknown how COVID would truly impact both budgets at that time and a review would be required. The Finance Committee reviewed the updated expenses and the projected revenues shortages.

FY21 Projected Expenses anticipate an increase of \$520,600, in part, due to: PFAS contract at \$196,900, repairs of airfield systems (heat pumps, sewer) and terminal bag belt conveyors at \$130,600 and contractual services (DBE contract service, Financial model, carryover of FY20 paint contract) at \$204,600 and in other areas some decreases are seen, such as Personnel due to vacancies. FY21 Projected anticipate (\$2,320,900) less revenue than originally approved due to lost revenue in almost every category from COVID impacts (rents, landing fees, fuel flowage fees, security/user fees, and misc./other). Note that this revenue does not reflect commercial aviation rent/tie downs abatement that the Board approved (approximately \$1.1M) that is tracked separately from lost revenue. FY21 Projected Expenses are anticipated at \$8,096,700, and FY21 Projected Revenues are anticipated at \$5,053,100 for a budget difference of (\$3,043,600) of required CARES Act contribution, in addition to the \$1.1M for rent abatement.

FY22 Revised Expenses anticipate an increase of \$108,800, in part, due to: repairs to terminal bag belt conveyors, contractual services (DBE contract service), while other contractual services (ARFF) and Personnel will see decreases. FY22 Revised Revenues anticipate (\$1,988,300) less revenues due to continued loss of revenue in almost every category due to continuing COVID impacts (rents, landing fees, fuel flowage fees, security/user fees, and misc./other). Note that this revenue does not reflect proposed continuation of commercial aviation rent/tie downs abatement (approximately \$1.1M) for FY22 that is tracked separately from lost revenue. FY22 Revised Expenses are anticipated at \$7,941,600, and FY22 Revised Revenues are anticipated at \$6,103,600 for a difference of (\$1,838,000) of required CARES Act contribution, in addition to the proposed \$1.1M for rent abatement, if approved.

The Finance Committee approved several recommendations for the budget: cancel the previously Board-approved rates and fees increases for FY22, continue the rent abatement for commercial aviation tenants/support operations for FY22 using CARES Act funds, and approve the budgets as presented using CARES Act funds to cover the expenses not covered by rates and fees revenues. The following are the motions for those recommendations:

- 1) **Board Motion (Rates & Fees):** *“Cancel previously approved Rates & Fees increases scheduled for the FY22 budget.”*
- 2) **Board Motion (Rent Abatement):** *“Approve to accept applications from commercial aviation tenants/subtenants consisting of Part 121 air carriers, Part 135 air carriers and commercial aviation support operators (Fixed Base Operators, fuel farm, maintenance facilities, etc.) for rent abatement of fixed rate land lease, terminal lease and aircraft parking/tie downs at the Juneau International Airport for an additional one-year period from July 1, 2021 through June 30, 2022; and re-assess thereafter for additional abatement period.”*
- 3) **Board Motion (Budgets):** *“Approve the FY21 Projected and FY22 Revised budgets, as shown in Attachments #2, #3, #4 and #5, using CARES Act funds for*

Expenses not covered by Airport Revenues, and forward to the Assembly for adoption.”

The final Airport budgets presented to the Assembly will include the bonds in/out (grants). Since the bonds are part of the airport financials but not included in the operational budget for determining rates/fees, staff has separated these out and left them out of the base operational budget as presented.

The Finance Committee also concurred with staff recommendation that a review of the 20-year old allocations should go hand-in-hand with the development of the new airport financial model. A meeting to review the new model, as well as the allocations, will be held in the near future. Staff also recognizes that while the CARES Act grant is currently helping to pay for operational expenses (due to insufficient revenues), CARES Act funds will only be available until April 2024, and the Airport may need to take serious consideration to cutting expenses, and resulting decreased services will be required if a rebound of revenues is not seen by FY23/24.

B. CARES ACT Funds Summary. The Finance Committee also reviewed the CARES Act funds used/proposed to use to-date. In April 2020, the JNU Airport received \$21,736,343 in Federal CARES Act funds to help offset expenses due to lost revenues from COVID impact on travel. The funding may be used over the four-year grant period and is drawn from the grant with supporting expenses. The grant amount was determined by the Federal Aviation Administration based on each airport’s financials on record (from federal Airport Improvement Program grant applications), established formulas and that no grant may be more than four times that airport’s operational expenses. The grant may also be used for airport bonds/interest during this time.

A sample breakdown of CARES Act fund was presented as follows:

\$14M	Airport revenue supplement/COVID expenses
\$3.1M	CBJ GO bond debt on Terminal (<i>reimburse debt service on/ after April 14, 2020</i>)
\$3.0M	Cares Act relief for tenants
\$1.6M	Airport maintenance/small projects (i.e. pothole repairs, etc.)

In addition to using CARES Act funds for operational expenses, the Airport Board approved the use of CARES Act funds for tenant rent relief as well as the Airports General Obligation (GO) Bond debt service for the terminal reconstruction.

Staff proposes the use of Federal CARES Act funds to cover the projected deficits for FY21 and FY22 budgets; and for the tenant rent relief for FY22.

Based on approval of budget motions, above, the breakdown of CARES Act funds used and proposed is:

CARES Act Use				
21,736,343	Grant award			
(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			
18,593,645	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)			
12,561,492	<i>Proposed/estimated balance FY22 end</i>			

CARES Act grant funds must be fully expended by April 2024, or the balance must be returned to the FAA.

C. Passenger Enplanement Tracking. The Airport, through TSA Screening throughput, has been tracking large carrier (Part 121) passengers processed (enplanements) through the screening checkpoint. *This does not reflect the numbers of travelers on the small (Part 135) operators.* The passenger numbers in April, May, June, and throughout the summer were following projections due to COVID, with travel down as much as 95% in April and continuing to rebound through the summer months and early fall to roughly 40-50% decreases (from previous year). The trend this fall and winter has continued another downward trend with limited travel and restrictions in travel. The expectation of a rebound may be slower than originally projected with repeated spikes in COVID, and now with summer 2021 cruise ship travel restrictions, and that ripple down effect on aviation travel. There may be some increases in independent travel, but projections for summer are still unknown and likely to be lower than anticipated. Staff has captured the most recent (three-month) passenger decreases for the large carriers (Part 121) and presents them here. Official 2020 enplanement numbers will not be available until early fall 2021.

Decreases in Large Carrier Travel (enplanements)							
8-Feb	-57.12%	15-Jan	-65.10%	22-Dec	-44.36%	28-Nov	-68.08%
7-Feb	-60.73%	14-Jan	-58.35%	21-Dec	-60.61%	27-Nov	-50.94%
6-Feb	-50.29%	13-Jan	-61.45%	20-Dec	-51.53%	26-Nov	-72.97%
5-Feb	-66.06%	12-Jan	-47.07%	19-Dec	-50.95%	25-Nov	-53.96%
4-Feb	-76.33%	11-Jan	-57.17%	18-Dec	-56.47%	24-Nov	-54.57%
3-Feb	-67.62%	10-Jan	-59.94%	17-Dec	-53.46%	23-Nov	-50.08%
2-Feb	-58.47%	9-Jan	-46.03%	16-Dec	-40.89%	22-Nov	-60.08%
1-Feb	-54.79%	8-Jan	-50.17%	15-Dec	-54.45%	21-Nov	-64.80%
31-Jan	-48.28%	7-Jan	-53.87%	14-Dec	-59.09%	20-Nov	-58.78%
30-Jan	-53.39%	6-Jan	-57.28%	13-Dec	-54.59%	19-Nov	-56.52%
29-Jan	-63.04%	5-Jan	-40.03%	12-Dec	-63.08%	18-Nov	-57.70%
28-Jan	-65.48%	4-Jan	-40.57%	11-Dec	-62.34%	17-Nov	-56.93%
27-Jan	-49.91%	3-Jan	-44.06%	10-Dec	-70.67%	16-Nov	-56.88%
26-Jan	-57.79%	2-Jan	-34.31%	9-Dec	-64.87%	15-Nov	-64.86%
25-Jan	-58.17%	1-Jan	-69.64%	8-Dec	-63.47%	14-Nov	-49.72%
24-Jan	-68.81%	31-Dec	-61.60%	7-Dec	-69.94%	13-Nov	-65.87%
23-Jan	-42.18%	30-Dec	-19.49%	6-Dec	-70.46%	12-Nov	-62.45%
22-Jan	-71.26%	29-Dec	-52.32%	5-Dec	-42.41%	11-Nov	-46.12%
21-Jan	-64.18%	28-Dec	-55.56%	4-Dec	-64.14%	10-Nov	-57.04%
20-Jan	-49.57%	27-Dec	-56.98%	3-Dec	-56.93%	9-Nov	-58.64%
19-Jan	-61.08%	26-Dec	-53.19%	2-Dec	-56.89%	8-Nov	-61.65%
18-Jan	-59.29%	25-Dec	-91.48%	1-Dec	-67.45%	7-Nov	-66.04%
17-Jan	-58.09%	24-Dec	-59.09%	30-Nov	-53.29%	6-Nov	-68.89%
16-Jan	-49.66%	23-Dec	26.81%	29-Nov	-56.56%	5-Nov	-66.96%

D. Airport Manager's Report:

1. Airport Fund Balance (AFB) and Capital Revolving Account Balance (Attachment #6). 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 spreadsheet also shows the debt service for the Terminal (both GO Bond and Revenue Bond) and the funds that will cover those bonds. The March reports will reflect the updated/revised FY21/22 budget amounts based on Airport Finance Committee/Airport Board approvals this month. While the spreadsheet continues to show the use of Airport Fund Balance for FY21/FY22 budgets, this will change to the use of CARES Act funds upon drawdown. CIP Revolving includes the use of funds to forward fund the CIP projects for the Float Pond (\$40K) and the Property Acquisition (\$50K), until federal grants are awarded. These amounts have been reduced from the \$675K on the balance sheet. These transfers are set to go before the CBJ Assembly at the February 11, 2021 Assembly meeting.

2. Financial Model Update. Staff continues to work with Frasca to fine-tune the new financial model. The structure is mostly complete, so current work consists of responding to questions from the contractor, to ensure they fully understand our accounting and allocations, and can program the model accordingly. The budget will be submitted outside of the model development since no rates/fees changes are

planned at least through FY22. This will also allow the Airport time to work the model. Meetings TBD.

3. Power Outage. The power outage on February 8, 2021, impacted a large portion of Juneau including the Airport. The new Airport terminal generator did not activate as it should have and left the terminal in the dark. Quirks with programming are being looked at, but the generator eventually started. It appeared to be a fuel level device that prohibits starting when too full. The outage also took down a section of the bag conveyor belt, one of the new exit lane doors and some issues with perimeter gates. Staff is continuing to look at all the system shortfalls in case of another power outage.

4. 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 the State may be found on the **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/>. Any recent changes in travel declarations and testing requirements can be found at this site.
- *COVID Testing at Airports*. The State of Alaska (Department of Health and Social Services) awarded a contract to Capstone Clinic to take over the State mandate protocols and testing at the four busiest airports in Alaska (ANC, FAI, JNU, and KTN). The State pays the contractor for these services. The transition from Capital City Fire/Rescue to Capstone occurred February 1, 2021. JNU has also entered into an agreement with Capstone for terminal/space use (rent, parking, etc.). It is a six month contract with the ability to extend up to a year at this time.
- *Mask Mandate at Airports*. A new federal mandate is in place which requires everyone to wear masks on airplanes, at airports, as well as on other forms of public transportation. While this mandate has been in place at a local level, it is now required at the federal level. Failure to abide by the face mask mandate may result in fines, removal from facilities and/or stricter punishment.
- *Alaska Department of Environmental Conservation (ADEC) Storm Water Pollution Prevention Plan (SWPPP) Multi-sector general permit (MSGP)*. The Airport is currently working under a new five-year permit since July 28, 2020. The Airport continues to receive forms/notices for either an NOI or No Exposure from tenants. The 2020 Annual report was submitted in December, and routine monthly and quarterly reports, assessments and lab analyses are ongoing requirements of the permit.
- *Alaska Department of Environmental Conservation Storm Water Pollution Prevention Plan (SWPPP) Multi-Sector General Permit (MSGP) Inspection*. Starting March 9, 2020, the JNU Airport and several tenants underwent SWPPP MSGP inspections. JNU was found to be in violation of several missing reports and annual inspections/year-end reports not timely filed. The letter of violation was closed out by Alaska Department of Environmental Conservation (ADEC) on June 30, 2020. On November 19, 2020, ADEC issued their draft Compliance Order by Consent for fines in excess of \$31K – which is an offer to settle any

found regulatory violations without formal litigation. The Airport in coordination with CBJ Law Department submitted a response. A meeting with DEC regarding the responses and the request for reduced fines was held February 10, 2021. DEC will review notes and consideration, and a final notice of fines will be sent within the next few weeks by DEC. The Board will be notified of the next steps. Fine schedule and weighted violation criteria is established by the Environmental Protection Agency.

- *Egan/Yandukin Intersection Improvements Project.* Alaska Department of Transportation (ADOT) has been holding public open houses and community outreach in the planning of the intersection. 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 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.
- *Federal Aviation Administration (FAA) 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.
- *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. Updates on progress are still required by the FAA. FAA still requires periodic updates.
- *Disadvantaged Business Enterprise (DBE)/Airport Concession Disadvantaged Business Enterprise (ACDBE) Consultant.* The Airport is currently soliciting for a consultant to review, develop, implement and report on the federally required DBE/ACDBE programs. The Board approved the use of \$55,000/annually for five years for this program formerly done by staff. The Proposal for this service are due by February 25, 2021.
- *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.
- *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.

- *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.
- *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 since last month.
- *Air Traffic Control Tower (ATCT) COVID Cleaning.* FAA ATCT requested a special Level 2 Cleaning (federal level of cleaning) for their leased facilities in the terminal. The Airport hired two additional staff to help with this (and TSA) cleaning and their contract was amended to reflect the additional cleaning costs. This contract, as well as the additional staff, ended in January 2021.
- *Polyfluoroalkyl Substances (PFAS) Testing and Monitoring.* Cox Environmental has developed the next phase of PFAS Plan, and ADEC has concurred with the sampling plan for the next round of work. Alaska Department of Natural Resources (ADNR)/Division of Mining has granted the permit for drilling in the Mendenhall Refuge, however ADNR was required to submit the application to other agencies for review. A permit is also required from Alaska Department of Fish & Game (ADFG) Habitat Section who has oversight of the Mendenhall Wetlands State Game Refuge. That permit has an estimated 2 week turnaround. Corps of Engineers (ACOE) permit is already in place. All necessary permits will be in place within the next few weeks (ACOE, ADNR and ADFG). The plan also requires contacting landowners in the area. Private Groundwater Well survey letters will be sent to property owners within the 1/2-mile radius, or calling property owners if their contact information is available. Cox Environmental anticipates a few weeks to finalize the well survey. One well has been identified at this time. With the current weather conditions and final permits and survey to complete, well drilling is now expected to begin in late March or April.
- *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. The Planning Commission granted their request for final plat approval for a 15-lot subdivision on August 25, 2020.

Staff continues to request covenants be placed on the property for Land Use Compliance near Airports. No changes since last month.

- *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.
 - o The exterior walls of the new construction have been constructed which now protect most of the construction from the elements.
 - o More insulation was added to the area between the construction wall and the main terminal. Temperatures were dropping from even the slightest leaks, but the additional insulation has now helped the temps in the main terminal.
 - o *Elevator contingency protocol.* To keep the old elevator in use until the new ones are installed. The freight elevator has been demolished.
- *Taxiway A, E and D-1 Construction.* SECON has met the amended (and expedited) work schedule for paving and electrical in movement area for this construction year. They will continue their work on the lighting vault and lighting control cutover this winter into next spring. No change since last month.
- *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 received the grant last week.
- *Tenant insurance reminders* continue to be sent out. Several certificates have lapsed in our records. This is an ongoing measure.
- *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.

5. Airport Project Manager Report (Attachment #7)

- IX. CORRESPONDENCE: Email from Jeff Martin regarding walkway between main terminal and north terminal annex (Attachment #8).

- X. COMMITTEE REPORTS
 - A. **Finance Committee:** See Budget discussion, Section VIII. A. above. Additional meetings TBD.
 - B. **Operations Committee:**
- 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., March 11, 2021, via ZOOM
- XVI. EXECUTIVE SESSION
- XVII. ADJOURN