

MINUTES of
AIRPORT BOARD MEETING
August 13, 2020
6:00 p.m. via ZOOM

I. **CALL TO ORDER:** Chair Jerry Godkin called the meeting to order at 6:05 p.m.

II. **ROLL CALL:**

Members Present:

Dennis Bedford	Jerry Godkin	Chris Peloso
Jodi Garza	Jerry Kvasnikoff	Angela Rodell

Member Absent:

Al Clough

Staff/CBJ Present:

Patty Wahto, Airport Mgr.	Rob Edwardson, CBJ Assembly
John Coleman, Airport Business Mgr.	Teresa Bowen, CBJ Law
Catherine Fritz, Airport Architect	Chad Cameron, Fire Department
Scott Rinkenberger, Airport Sup't	Tiara Ward, CBJ Controller

Public Present:

Mark Morris, Tenant	Chris Cunningham, Tenant
Vern Fiehler, Tenant	

III. **APPROVAL OF AGENDA:** *The agenda was approved as presented.*

IV. **COMMITTEE ASSIGNMENTS:** Finance Committee will remain with Angela Rodell, Jodi Garza and Chris Peloso. The Operations Committee will be Al Clough, Dennis Bedford, and Jerry Kvasnikoff.

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

VI. **UNFINISHED BUSINESS:**

A. **East Hangars Paving (Attachment #1, #2 and #9).** Airport Manager Patty Wahto said that the June 11 Airport Board meeting, the Board considered a letter from Mr. Morris regarding paving in front of the east hangars, Block O. At the time, direction was based on prior FAA (Federal Aviation Administration) guidance on CARES Act funds. The Board considered this and did not elect to move forward on this. Since that meeting, Mr. Morris and others have asked the Board to reconsider the paving issue using the CARES Act funds. Attachment #1 is the request from Mr. Morris. Attachment #2 is what staff found for history of paving at the airport and was found either through tenants or in the file. It varied whether there were projects that went into the area, costs were considered or tenants that paved out to a certain point or a taxi lane. Staff tried to get this paving in up to the hangars as part of the Taxiway A project that is currently being done.

AIRPORT BOARD MEETING

August 13, 2020

Page 2

This was to be a temporary Taxiway H for a full two-year project. It would allow 737 traffic to taxi eastbound while the Taxiway was under construction. Since that did not happen because the phases were done quite rapidly, a lot of the paving was removed and is not eligible as part of the Taxiway Project using federal AIP (Airport Improvement Program) dollars. Staff reached out to the FAA to ask about CARES Act funds for the funding for this. The FAA replied that it could be used but the Airport would have to apply and amend the grant. If the Board wants to move forward with this, the scope of the project has to be put together and submitted to the FAA. If they felt that it fits into the rules, the Airport would have to amend the grant application for the CARES Act.

Ms. Wahto also reminded everyone of the timing. Because of the cost of this project, it would have to go before the Assembly for approval as a supplemental. It would involve scoping, getting information from the FAA, coming back to the Board and if approved at that time, the Airport would move forward with the Assembly process, as well as amending the grant application. This may take it very far into the fall. Attachment #9, an aerial map, shows where the Block O hangars are at. An estimate from SECON was \$195,000, which was significantly less than the June estimate. As pictures have shown, there are low points in this area where it does not drain. The June estimate showed the cost of the trench drain alone at almost \$300,000.

Mark Morris, general aviation tenant, thanked the Board for the opportunity to speak. He bought his hangar from Vern Fiehler, who is also calling in. Mr. Morris said he owns a hangar in Block O and owns a Super Cub that is on amphibious (“amphib”) floats. Having hydraulic actuators that lift the wheels inside floats so that they can land on water and then putting them back down so they can land on land requires hydraulic rams, gaskets, and seals. All of that wears out a lot faster when dirt gets in it. The problem with operating at a hangar that is not paved, whether he wants to or not, he gets dirt in his gear. He washes it off as best he can. He hired a mechanic to replace the seals, the rams and the o-rings that failed because of all the dirt. There is an operational cost of having dirt in front of his hangar, instead of asphalt. The hard part for him to understand as a tenant is that he pays the same rate as a friend that has an amphib Cub a few buildings down. His is paved and he does not have those issues with his amphib because he’s on asphalt. He asked the Airport to pave in front of their hangars so that it is the same as everybody else as they pay the same lease rate. They should have the same amenities – asphalt up to their hangar – or give them a lower lease rate. He needs some way to compensate for the extra operational costs that he has because he does not have asphalt.

Vern Fiehler, general aviation tenant, said he was one of the original four on the Block O hangar roughly 20 years ago. He said they were told they would get paving from a couple of the past paving projects but were told it couldn’t come together. He said Mark pointed out the fairness issue and Dennis [Bedford] pointed out to him that there are other hangars on field that have similar situations than us, so he wouldn’t say they are better or deserve any special treatment over them, but he said the front of their hangars has been used for a taxiway for jets in the past. That is why it was beefed up and raised up. He

AIRPORT BOARD MEETING

August 13, 2020

Page 3

hoped that the pictures of the puddles that are accumulating now in front of their hangars would help. He said Mark had addressed the maintenance of the dirt that is part of their lives down there. The other factors for him would be because of the fragile nature of the RAP and the stuff that has been there in the past, they are the last people to get snow removal because the non-trained snow removal people are not allowed there because they have to be very gentle with that material and it takes a more experienced snow removal crew at the end of the day. He said they have been the last to get done for the last 20 years for snow removal and it is a factor of it not being paved. The other part is the idea of being on a Master Plan or part of an Emergency Plan, they all know that if there is a bomb scare or an aircraft crash or a fire that would maybe shut down the taxiway or runway, in an emergency situation they would be diverting to that taxiway in front of their hangar. With it not being complete and having the rough material all about sucking up the stuff, it seems like it should have been corrected a while back just as far as the Master Plan, if not the Emergency Plan. He said they don't want to be whiners, but Alan Heese promised this to them. Just pay the same rate as everyone else and the next time they had a paving crew in, he said he was going to make every effort to do it. He realized it had not happened. He thought it was time to do it and would appreciate the Board's consideration.

Chris Cunningham, general aviation tenant, said he was surprised it was not done sooner. When the hangars were built in 2008, someone said at some point in time in the near future they would get paving on this apron. It seems like it is about time for that to happen now.

Board Member Dennis Bedford said the \$195,000 price amounts to ten years' worth of lease payments. He said the way forward is to establish a clear and concise asphalt policy or whatever so that any lessee gets the same accommodation and knows what he or she can expect going forward. He thought there should be some research done on how other airports handle it. There needs to be a fair and equitable policy going forward and take care of those that were not treated fairly over the years. There are a lot of discrepancies in the way the policy is applied. He thought there needs to be a clear policy about who, why, what, and where on asphalt. Who will maintain it; how and when it will be installed; and at whose expense. Then from there, take a look back and see who has been treated unfairly over the years and make amends as best we can.

Chair Godkin said he is open to assigning this to the Operations Committee. In his view with regard to the paperwork shuffle, it does not seem viable from the standpoint that the City & Borough of Juneau (CBJ) does not like these types of things added on. Therefore, he thought that the people who have paid for their own asphalt, the Board needs to find out their position and make sure that the Airport is not opening itself up to upset some tenants because they paid for it and the Airport didn't. He said the starting point is to talk about asphalt on the whole airport. It is not on the master plan to do. He thought this would need to be discussed in the Operations Committee. Although SECON will be paving until October 31. It was his understanding that anything with the CBJ needs to be

wrapped up the first of October. He did not see how this could run through all of the processes this calendar year.

Mark Morris did not know about the details of the funding, but he is a consulting engineer and works on airports for a living. What he has before him with the CARES Act, if the FAA will let the Airport use CARES Act money with this particular chunk of asphalt, it is an absolute gift of heaven. The AIP funding process for airport work will not ever fund in front of hangars. Prior administrations have tried it. Patty has tried it multiple times. The FAA will not fund paving in front of a hangar that is on Taxilane H that is used for turbo prop aircraft. He said that if the CARES Act money is not used, it will probably never be able to be paved. He understands process, but if there is any possible way that something could happen to use the CARES Act money, he would hate to lose this opportunity because it may never come again.

VII. **NEW BUSINESS:**

A. **Aircraft Rescue & Fire Fighting (ARFF) Emergency Ring-down Repair (Attachment #3).** Ms. Wahto said Attachment #3 is a memo that outlines the system, why it is required, what is wrong with the system, and what needs to be done to repair it. Chief Cameron said the system that is currently being used is a party-line that goes between the Tower, Flight Services, to the Glacier Station and Dispatch. Currently that system goes through an old Valcomm speaker system that was installed when the building was constructed in 1976. It is still going through the speakers and has had problems in the past. Capital City Fire and Rescue installed a new station alerting system a few years ago through new speakers and intercoms. The problem was that the ARFF ring down system was unable to be brought over due to various complications with ACS and the FAA. The system has been patched through various employees and agencies to the point where it cannot be fixed. In June the system went down for about four weeks. It involved some relays that had to be sourced. The system goes down two to three times a year.

At Chief Cameron's request, Alcan Electric said they can accomplish this. The request is to clear out the old, and modernize it so that repairs can be made when needed. It will be moved to the new station alerting system. Other than run speakers into the ARFF bay, it is just modernizing the wires and fixing them. Mr. Bedford was concerned that this would not be another patch. Chief Cameron said the phone line system is a party line that will not be touched. It appears to be functioning properly. It will help to take the voice away from Glacier Station as Glacier Station will only receive audio. The wiring will be modernized and installed into the new speaker system. *Dennis Bedford moved to approve the replacement of the Aircraft Rescue & Fire Fighting ring-down system at a cost not-to-exceed \$22,400. The motion passed by unanimous consent.*

B. **Section T1-04 Baggage Handling Conveyor Replacement.** A 90-degree section of the outbound bag belt needs replacing where it turns to carry baggage into the Transportation Security Administration (TSA) bag screening room. There is grinding

noises that say this item is on its last legs. The Airport has received an estimate as a starting point to replace the entire section which includes: conveyor assembly and housing, motor, gear box, program logic control integration, and installation. The estimate for the new 90-degree section installed is just under \$22,000. *Angel Rodell moved to approve the replacement of the 90-degree outbound baggage handling conveyor section at a cost not-to-exceed \$22,000. The motion passed by unanimous consent.*

C. Duck Creek Vegetation/Tree Growth Removal (Attachment #4). Attachment #4 is a letter from the Alaska Department of Fish & Game. This discusses that portion of Duck Creek that had to have trees and other items specifically planted in the area due to the Record of Decision (ROD). This vegetation is now taking over the area and creating a problem of a lot of birds and mammals bedding down in this area. Ms. Wahto said Scott Rinkenberger, Airport Superintendent, asked Fish & Game to look at this area to see what could be done. A full investigation of the area was done and Attachment #4 is their report. They found that some of the vegetation could be removed – anything outside of the buffered area. There is an area that can be cleaned up and they encouraged the Airport to do that to keep that attractant down. This is just an informational item so that Board Members will know that there will be clearing going on under the guidance of Fish & Game. Mr. Rinkenberger said that part of the problem with this area is that bears and other larger creatures are making their entrance onto the Airport through this corridor. It is their intention to manage the vegetation so that the Wildlife Officers have a better ability to monitor the area and to haze wildlife to discourage them from setting up any type of permanent habitat in the alder forest in the Duck Creek area. Fish & Game gave them the green light to make modifications in this area.

D. Airport Manager's Report:

1. Airport Fund Balance (AFB) and Capital Revolving Account (CIP) Balance (Attachment #5). There has been no change since last month. They are scheduled to meet with the Finance Department to handle CARES Act money not only for this year but also close out of FY20. There should be some changes seen as FY20 is closed out.

2. Passenger Enplanements 2019. The preliminary passenger enplanements for calendar year 2019 show a total of 453,761; a new high for Juneau. Ms. Wahto said she looked at month to month. In 2019, August 2019 enplanements were down compared to 2018 and 2017, but the rest of the year went even higher. Enplanements for 2020 will go down. One of the things that the FAA is considering in some of their bills is that when they look at future AIP dollars for FY21 and FY22, the FAA is looking at using FY19 numbers for giving out AIP entitlement funds. If that holds true, the Airport would potentially be getting the same this year and the following years instead of taking a nosedive.

AIRPORT BOARD MEETING

August 13, 2020

Page 6

3. Employee Updates. Airfield Equipment Operator Brennon Thomas has moved on. He was with the Airport for almost ten years. The Airport wishes him all the best. Nathan Barzee recently transferred from City Streets as an Airport Equipment Operator filling a previous vacancy. The Airfield crew will have a Senior Equipment Operator vacancy as well as the Equipment Operator vacancy that will both need to be filled before fall/winter operations. The Airport is also currently recruiting for the Deputy Airport Manager. This position will continue to recruit until filled.

Dennis Bedford asked about the slight downward trend on the employee survey and about some people moving on. He said he thought it was something to be concerned about. Ms. Wahto said the Culture Survey is an in-house survey and the exact numbers cannot be discussed. The trends can be talked about. She performs exit interviews and the people who have moved on have had very legitimate reasons such as for family, etc. She said she cannot go into details but the reasons for moving on are personal.

4. Hot Topics. The following is a list of ongoing topics that staff is working on in addition to the regular Architect and Engineering Project Reports:

- *COVID Updates*. State mandates for travel to Alaska have changed. As of August 11, 2020, 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/>.
- *Letter from Juneau Urgent & Family Care (Attachment #8)*. Ms. Wahto said Dr. Perez asked to have this put in the packet for consideration. This letter has been forwarded to the Emergency Operations Center for CBJ and the Alaska Team Response that is in the lobby so they have the information. Certainly if people are not getting the free test for residents, this may be a place to go for out of state travelers. This has been forwarded to the CBJ.
- *Alaska Department of Environmental Conservation (ADEC) Storm Water Pollution Prevention Plan (SWPPP) Multi-sector General Permit (MSGP)*. The new five-year permit for the multi-sector general permit was submitted to the ADEC on July 28. The tenants that were listed in the MSGP have been forwarded the link to the website and notified that they need to determine whether they file a Notice of Intent or a Notice of No Exposure. A good example of a No Exposure permit is Wings Airways as they do not operate in the winter months. This is still being processed but the Airport is running off of the new permit.

The former permit investigation with ADEC had a lot of paperwork that had not been filed properly. All of that was caught up by the deadline of June 30. A close-out letter was received; however, the Airport was notified of a Compliance Order by Consent, which will be fines. The Airport does not have a cost for the fines. Ms. Wahto had asked ADEC if something similar to the fines that were

AIRPORT BOARD MEETING

August 13, 2020

Page 7

- assessed by Alaska Occupational Safety & Health (AKOSH) could be done wherein the Airport proposes some kind of environmental thing that the Airport would like to move forward. Staff is looking at some possible things to do in lieu of, but part of this will be the actual fines.
- *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. The next stakeholder focus group meeting is planned for Friday, August 21, 2020, to discuss the next steps.
 - *FAA Compliance Land Use/Financial Letter (January 2019)*. This has been ongoing since January 2019. Some items include the Loken Hangar and acquisition of it; the Fire Station property was taken care of with a Letter of Agreement; and the Fish & Wildlife Services Hangar. The latter was brought to the Airport's attention; however, when the attorneys got together they determined that this does not require payments. The letter received from the FAA is that they are removing the Fish & Wildlife Services Hangar from the non-compliance letter.
 - *FAA Disabilities Compliance and Title VI Review*. The Airport is still awaiting the plan that is being reviewed downtown. When that is done, it will get uploaded to the Airport's website and this will be closed out.
 - *AKOSH citation mitigation and safety purchases of \$34,000 in-lieu of penalties* were approved by AKOSH. The final purchases and installation occurred the end of May and all documentation was submitted to AKOSH on June 5, 2020, for close out of this violation/citation. The Airport received an email from AKOSH accepting the work and considers this inspection closed-out.
 - *Honsinger Pond/Access* (work in progress): In February, the preliminary plat went before the Planning Commission for approval, which approval was received. Now this plat is going before the Planning Commission for final approval on August 25, 2020. Chair Godkin said that infrastructure is being installed. Rumor has it that a couple of lots have already been sold. He asked where the sewer and water is going to. Ms. Wahto was not aware of any of this.
 - *Terminal Reconstruction*: The grant has not been received. It is hoped that in the very near future, a special meeting will need to be held to approve the grant when it is received. The amount of the grant is still unknown.
 - *COVID Misc*. The FAA through Federal Emergency Management Administration (FEMA) will be distributing cloth masks to airports nationwide; however, they have not been received yet.
5. Airport Project Manager Report (Attachment #6): Ms. Wahto reported the Airport is waiting for the as-built documents for the Runway Safety Area. When those are received, the project will be closed out.

AIRPORT BOARD MEETING

August 13, 2020

Page 8

The Float Pond Improvements final payment has been made. The documents are in but there was feedback on some of the documents, so staff is awaiting the final word on those comments. When received, this project will be closed out.

The Taxiway Project has moved full-speed ahead. Phase 1 was done a long time ago. They moved into Phase 2, which would have been done next summer, but they divided Phase 2 into eight parts, S-1 to S-8, and are currently moving into S-7. Pages 2 and 3 of Mike's report explains the various phases of the project. S-6 is mostly done, but there is electrical that needs to be done between C Intersection and B Intersection on the north side. The electrical will be finishing up in the next two weeks or so. S-7 will be a three-week project. S-8 will be a 53-day piece of work. The culvert work near Taxiway E is the last piece of the ROD from the Environment Impact Study. All of these phases has systematically replaced culverts. The Taxiway will be repaved and Taxiway E will be perpendicular realigned. This will finish the civil work in one construction season. It is hoped to be done by October 30. This will leave the last phase of the lighting vault and tying in all of the regulators, which won't involve any civil disturbance as far as movement areas. This project has gone smooth. There have been a couple of incidents with tenants either because of an incursion on the runway because barriers were moved; another went out to Taxiway A; and another went out and started driving down Taxiway H. There is a lot of work to write up reports to the FAA on incursions. The quicker the construction is over, the incursions into the movement area by unauthorized drivers will end.

Page 4 notes the link to the website for any questions – www.juneautaxiways.com. If there are any questions, the contract administrators (and Mike) may be contacted at info@juneautaxiways.com.

The Board approved moving forward with Phase II on the Polyfluoroalkyl Substances (PFAS) with Cox Environmental. Staff is currently working on getting the spending authority through the Assembly. This will be up for introduction on August 24, and then up for public hearing at the September 21 Assembly meeting. The Airport is jumping ahead by giving Cox Environmental \$2,400 to get things rolling.

6. Airport Architect Report (Attachment #7): Catherine Fritz, Airport Architect, said no changes have been made on the Sand/Chemical Building. Dawson is very anxious to get this wrapped up. They have dedicated a new Project Manager to troubleshoot the boiler issues, training and O&M manuals. She was optimistic that something will be reported next month.

The bidding process has begun for the demolition of the old Sand Shed. Bids will be opened on August 26. A special Board meeting will be needed (assuming it is within budget). It will not need Assembly review as it will be under \$1M. The protest period will last until the close of business on August 27. The base bid is \$.5M, with

AIRPORT BOARD MEETING

August 13, 2020

Page 9

funding from the Sand/Chemical Building Project. There is one additive alternate of a change to security fencing that would be more of the vacant property on the airside, rather than the landside. This is a wild card item due to logistics issues of building a new wall to support the adjacent Channel Flying hangar building. The demolition is pretty straight-forward. It is hoped to have enough money for the additive alternate.

The Terminal Construction has demolished the middle section of the building. There is a portion of the building called the North Terminal Annex that houses Alaska Seaplanes, Island Air Express and Customs & Border Protection. Things are going smoothly in this area. Most of the demolition is complete. The first footings have been poured. The first batch of structural steel is arriving in Juneau next week. More time has been added due to COVID and unexpected items, with a substantial completion date for the first phase of about May 7. The Administrative staff will move into their new offices.

VIII. **CORRESPONDENCE:** Juneau Urgent & Family Care Letter re: COVID-19 Testing (Attachment #8): Discussed above.

IX. **COMMITTEE REPORTS:**

A. **Finance Committee:** Committee Chair Angela Rodell had nothing to report. A meeting will be scheduled when CBJ Finance staff and Airport staff when a good third-party consultant is determined. This meeting will be delayed until this gets squared away.

B. **Operations Committee:** Board Chair Godkin said the Operations Committee will be taking up the paving discussion.

X. **ASSEMBLY LIAISON COMMENTS:** None.

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

XII. **BOARD MEMBER COMMENTS:**

A. Angela Rodell said the Board and staff has worked very hard to maximize the use of the CARES Act money. One of the things that was discussed was fee increases versus CARES Act money for tenants versus CARES Act money for the General Obligation Bond Debt. She said she was disappointed that the Assembly took on additional debt when they provided relief for the community by allocating some of the CARES Act money for the debt relief so that they would not have to take the action of increasing the mill rates. She asked Mr. Edwardson to pass her message to the Assembly that she found the action of approving \$15M in additional debt to go before the voters in October to be very disappointing.

AIRPORT BOARD MEETING

August 13, 2020

Page 10

- XIII. **ANNOUNCEMENTS:** Ms. Wahto said her daughter will be married the week of September 12. She plans to travel September 10 and then be available for the Board meeting via ZOOM.
- XIV. **TIME AND PLACE OF NEXT MEETING:** The next regular Airport Board meeting will be held on September 10, 2020, at 6:00 p.m. via ZOOM.
- XV. **EXECUTIVE SESSION:** *Angela Rodell moved that the Airport Board go into executive session for a subject that may tend to prejudice the reputation and character of the airport manager, provided that the airport manager may request a public discussion should she choose. The motion passed by unanimous consent.* The Board Chair said the Board will go off record, discuss the evaluation, bring the Manager back in, and then go back on record to record the Board adjourning. The Board went into executive session at 7:35 p.m. The Board came out of executive session at 8:22 p.m.
- XVI. **ADJOURN:** *Chris Peloso moved to end the session. The meeting adjourned by unanimous consent at 8:22 p.m.*