

MINUTES of
AIRPORT BOARD MEETING
June 11, 2020
ZOOM Meeting, 6:00 p.m.

I. **CALL TO ORDER:** Chair Jerry Godkin called the meeting to order at 6:00 p.m.

II. **ROLL CALL:**

Members Present:

Dennis Bedford	Jerry Godkin	Chris Peloso
Al Clough	Dennis Harris	Angela Rodell
Jodi Garza		

Staff/CBJ Present:

Patty Wahto, Airport Mgr.	Beth McEwen, City Clerk
John Coleman, Airport Business Mgr.	Di Cathcart, Deputy City Clerk
Catherine Fritz, Airport Architect	Teresa Bowen, CBJ Law
Mike Greene, Airport Project Mgr.	Angelica Lopez-Campos, CBJ Acct. III
Rob Edwardson, CBJ Assembly	Tiara Ward, CBJ Accountant II

III. **APPROVAL OF MINUTES:**

A. *Angela Rodell moved approval of the minutes of the March 10, 2020, Board meeting. The motion passed by unanimous consent.*

B. *Angela Rodell moved approval of the minutes of the March 19, 2020, Board Special meeting. The motion passed by unanimous consent.*

IV. **APPROVAL OF AGENDA:** Al Clough moved approval of the agenda. The motion passed by unanimous consent.

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

VI. **UNFINISHED BUSINESS:** None.

VII. **NEW BUSINESS:**

A. **Airport Manager's Report:**

1. COVID-19 Update. Airport Manager Patty Wahto said this is a topic at almost every meeting. Changes have caused everyone to be very fluid to adapt as the state reopened. The state is currently in a subphase of three for the reopening. There have been meetings with the EOC (Emergency Operations Center) twice a week, as well as once a week with the State Public Health and Department of Health and Social Services, all aimed at trying to get the state open and trying to work with all the airports as the first source of how they work and control anyone who might have COVID coming into the state. When the Airport Task Force was first stood up, there were a lot of volunteers and a lot of folks from Capital City Fire/Rescue coming in.

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They made sure people had the mandate information and collected the information. At the time, they were actually doing voluntary checks and health assessments. They kind of let that go for a while as they did not get a lot of information. As of June 6, the next phase went in for the airport. It changed yet again where there are large serpentine lines coming out of the departure lounge. Then once they come out of the departure lounge, it is ascertained if they have traveled out of state or if they already had their COVID testing regarding Health Mandate 10. They have added portable tents on the front curb for testing.

The biggest question is how long the City will be involved in this from the standpoint of being the contractor for the State doing this. The Airport is providing a venue for the mandates and clearing house. The first day had a person coming off of the jet that tested positive. They have found that people are trying to the extent possible to test before they come in. She said she thought a good percentage were having the test 72 hours before they travel and getting a voucher for the other test for 7 to 14 days after arrival. The other option is to quarantine 14 days.

The Airport is kind of along for the ride on this. The Airport is helping get information out and answering many phone calls. If this continues on into the colder, wetter season, it obviously won't continue on the front curb. The one thing that did come out of this is that both Alaska Airlines and Delta Air Lines are handing the Mandatory Declaration Form out on the aircraft so that people are not standing in line for long periods of time trying to fill out the forms when they get here. This has been a tremendous help.

2. CARES Act and Tenant Rent Relief. Staff continues to gather information to find what is out there so the Airport is not re-inventing the wheel. An amendment to the Leasing Policy is possibly needed, which is why there will be a Committee of the Whole meeting next week to work out the methodology and look at how the Board wants to look at the tenant relief. Ms. Wahto wanted to make sure that when this is discussed that it is set up with the Federal Aviation Administration (FAA) to get their approval on the methodology. Chair Godkin said he would not be opposed to being on the forefront and cutting edge on this.

3. Aqueous Film Forming Foam (AFFF) Polyfluoroalkyl Substances (PFAS) Contamination Testing Update. Ms. Wahto said this is still out there and no movement is occurring. The City has some test sites that they need to discuss. The Airport wants to go into this cooperatively to figure out how to move forward. Part of this is finding out what the nation is doing as this is nationwide. While there is a next step, she wants to work with the City and put the feelers out from the D.C. level to find out what they are doing on a nationwide level. She thought this had been put on the back burner due to COVID.

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4. Airport Fund Balance (AFB) and Capital Revolving Account (CIP) Balance (Attachment #1). This has not changed since the March 10 meeting. There are further changes coming and staff will be working with downtown to decide where it will end up for FY20, FY21 and FY22. This is on hold and no changes from March.

5. Jordan Creek Greenbelt. This was a final product as an I.O.U. from the late 1980's, as mitigation for extending the taxiway. Interpretive signs were needed. Airport Maintenance cleaned up the area. Southeast Alaska Watershed Coalition John Hudson said they would get the signs if the Airport would install them. The signs are up and look great. She has seen people walking in that area and reading the signs. She thanked the Airfield staff and the Southeast Alaska Watershed Coalition for making that happen.

6. Lemon Creek Correctional Center (LCCC) Clean up. The Local Emergency Planning Commission (LEPC) contacted the Airport saying LCCC wanted to have groups of inmates clean up areas. The Airport has listed the Jordan Creek area and areas outside of the fence for clean up. This will help the Airfield crew. The Airport appreciates this help.

7. COVID 19 Community Talks. Ms. Wahto gave talks to Rotary and Chamber of Commerce in May and June. It was nice to get the information out to those folks so that they would know where the information is and spread that information.

8. Snow Plow Trucks. The three new trucks arrived in April. This was \$1.4M of the \$5M equipment grant. There is approximately \$1.2M left. These replace all of the old plow trucks, which will be sold as surplus.

9. 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:

- *Alaska Department of Environmental Conservation (ADEC) Storm Water Pollution Prevention Plan (SWPPP) Multi-sector general permit (MSGP)*. The five years for the original plan are up and the Airport is in the process of rewriting the SWPPP. It has to be approved by ADEC by the end of July. A small contract has been written with DOWL to do some updates to the current SWPPP that will bring it up to a new five-year permit. Meetings will be held with tenants to discuss how they fit in to the Airport's total SWPPP program and how they are co-permittees.

As all of this was happening and at the start of COVID, the Airport had a surprise inspection from ADEC. They inspected paperwork, administrative items, and then they looked at several of the operators around the airport. Some administrative items were caught, such as receipt of 55 gallons of lubricant delivered that were not in a containment area. They wrote things like that up on

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- the Notice of Violation that was just received. Ms. Wahto has spent time to get the paperwork back up and in compliance. The Airport is now working with tenants to see what violations they had and whether it was part of not filing year-end paperwork. She hoped that the new plan would provide clearer responsibilities for the Airport and tenants who are listed on the permit.
- *Egan/Yandukin Intersection Improvements Project*. This has been on hold since last fall. This will start up again with a meeting on July 1. The State is moving forward with this project.
 - *FAA (Federal Aviation Administration) Compliance Land Use/Financial Letter (January 2019)*. Ms. Wahto received a call from the FAA who discussed closing this out despite some of the things that are listed as outstanding. Some items were expected to take time: such as the U.S. Fish & Wildlife hangar and purchase of Loken hangar. They needed a little more information before they close it out.
 - *FAA Disabilities Compliance and Title VI Review*. The Airport completed the self-evaluation programs and the final paperwork has been submitted for one part of the plan. That was approved by the FAA and a close out letter was received. The ADA plan portion, which is the final part of the plan, is still downtown for review, which is the final step before this can be closed out.
 - *Transportation Security Administration (TSA) passenger screening checkpoint equipment* is tentatively scheduled for replacement in September 2020.
 - *TSA will be cancelling janitorial contracts at airports nationwide, however, they have requested COVID Level 2 cleaning through September 2020*. This is still a hot issue at the Congressional level – that the TSA should not walk away from this or expect that it will be cleaned and not paid for.
 - *Air Traffic Control (ATC) COVID Cleaning*. Additional staff have been hired to help with this cleaning.
 - *Alaska Occupational Safety & Health (AKOSH) citation mitigation and safety purchases of \$34,000 in-lieu of penalties*. The close out letter and all documentation was submitted on June 5, 2020.
 - *Exit Lane System* is complete. The new system is a nice system and works very fast. There are two very distinct corridors. Security-wise, it is nice to have it in there, working and very sound. A couple of flights have had 70-some people come through with no problems.
 - *Runway Safety Action Team (RSAT) meeting* normally held in the spring to discuss the safety requirements and letters of agreement with Air Traffic has been delayed until September.

10. Airport Engineer Report (Attachment #2): Mike Greene, Project Manager, said the new French drain covers have been installed in the Snow Removal Equipment Building (SREB). They are very heavy duty and have been tested.

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The Runway Safety Area (RSA) and Float Pond Projects are both still in close out. Staff is still trying to get the engineer's reports fine-tuned to what the FAA would like them to include.

The Taxiway Rehabilitation Project has both Taxilanes H-1 and H extensions finished, with paint occurring tomorrow or at the latest on Saturday. They will be put into operation on Saturday. The Contractor will then move to Taxilane E-1 and then work on Taxiway A. There was a slow start due to COVID, but that time has been made up and then some. The current plan from the contractor is to complete all Phase II work, all civil work on the airfield by September of this year. The remaining work will be the ALRV (airfield light regulator vault) cutover, only because it will take until January to build the ALRV vault and the FAA coordination is carved in stone for next summer. This is all good news.

A snag was paving in front of the Block N and Block O hangars. The FAA said this was an improvement project and not required to be done under the temporary taxilane. Because of the design, the taxilane is higher than the floor levels on Blocks N and O, so there is a drainage issue that staff was trying to address without having them in the contract documents. The FAA did fund some culvert extension under the taxilane that will accommodate a future French drain system, but there is no money for the drains or pavement to lock in the drains. The entire area will be graded and capped with a RAP surface. This will be a slow draining area.

Board Member Al Clough suggested looking into recouping some of the SECON costs as this two-year project is now going to be done in one year. Board Member Dennis Harris said he could argue the other side of the coin in that sometimes contractors lose money and other times they finish early. He did not think they should be penalized.

All airport users are being kept informed through the website. A users' group meeting is being held on a regular basis. There will be a phasing change starting Saturday, which is way ahead of schedule.

Ward Air continues to move forward on their hangar. They are getting ready to work on the exterior painting work.

Mr. Greene said he continues to work on the cost estimate and a scope of work for the Lavatory waste dump site. There is no funding source at this time.

He is working on costs for square yardage of pot hole repairs in the parking lots to see if a small bid package can be in place for those repairs. It is anticipated that the Airport will not have money to do the whole thing.

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Ramp Lighting Upgrades have to go back into design to pull out the work that has been completed by the Terminal Rehabilitation Project and scale it down and add new lights.

11. Airport Architect Report (Attachment #3): Ms. Wahto said the Sand Chemical Building/Fueling Station replacement boiler has been installed. The controls technician still needs to do some of the work. There are a few other punch list items before the building and fueling station can be accepted.

The old sand shed removal has included some meetings with Craig and Aral Loken and there were a couple of options of what will be done with the wall before the sand shed building is taken down. A plan has been designed that will work for everyone. The contract documents are at 80%. It is hoped to have those finished and ready for review by June 23, which is about the same time to have the Lokens review it with their mechanical and structural person to make sure that there is nothing that is missing. It is hoped to have bids out sometime in July, with a September/October timeframe to build the wall and take down the sand shed.

Terminal Reconstruction abatement is just about done. The demolition will start on June 15. There will be a week of ground pounding and loud noises in the area while the structure is brought down. It will be good to have this down and start the next phase of the project.

The secured exit lane cost came in lower than anticipated. There was \$380,000 of Airport Fund Balance. The total construction cost was \$323,000, with some staff time, but she did not think it would equate to \$380,000.

Ms. Wahto said Catherine and Mike have been working on some narratives on some small projects on the CIP list so that if something should come up, the Airport is ready to move forward, especially if things happen with the grant that might open up some timing with AIP (Airport Improvement Program) dollars in the grants. One of the other big projects is the DBE (Disadvantage Business Enterprise) program reports and documents. One staff member has spent quite a bit of time getting the reports. This is mandatory for the construction projects.

VIII. CORRESPONDENCE:

A. Travel Juneau Letter (Attachment #4) dated May 22, 2020 – Chair Godkin would like to wrap this into the COW meeting next week.

B. Mark Morris Letter (Attachment #5) dated June 3, 2020 – Chair Godkin said this was touched upon by Mr. Greene. Ms. Wahto said this has been attacked from several different ways through the FAA. She went to the FAA earlier this week to request use of CARES Act funds and they denied that. The Airport continues to work on this issue.

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Chair Godkin had an issue with Mr. Morris doing the paving for rent credits. Ms. Wahto said this is something that can be done, but one person doing paving would not help the area; it would create more of a problem.

IX. **COMMITTEE REPORTS:**

A. **Finance Committee:** Committee Chair Angela Rodell had nothing to report.

B. **Operations Committee:** Committee Chair Al Clough had nothing to report.

X. **ASSEMBLY LIAISON COMMENTS:** Assembly Liaison Rob Edwardson said he had no report. The Assembly passed the budgets on Monday. He thanked the Airport Board and Airport staff for working with the Assembly and City Finance staff for helping the people of Juneau and the debt service. He asked about the PFAS contamination update specific to what the City is going to do. He asked what the Airport was looking for from the City. Ms. Wahto said the Airport is working with the Manager's office and Engineering where they are doing other PFAS contamination areas at the Hagevig Training Center and another area. The efforts are being coordinated.

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

XII. **BOARD MEMBER COMMENTS:**

A. Dennis Harris said it had been an interesting six years. The Assembly Human Resources Committee is scheduled to meet next week and he said he would not be running for re-election to the Board. He said the Board can anticipate that former Board Member Epstein will be reapplying. He has told Assembly Members and will continue to talk to a few that he was an outstanding Board member and deserves to be back on the Airport Board. He said Mr. Epstein has the knowledge that very few Board Members have having worked as an airport engineer and worked for the FAA. If the Assembly selects him, he would suggest that Mr. Epstein attend the Committee of the Whole and not him. Mr. Harris thanked everyone. Chair Godkin thanked Mr. Harris for his service to the community. Mr. Harris said things have changed a lot in the last six years. He thought that the Airport's finances were in really great shape, either with or without the Corona virus. He thought Patty had been doing a lot of team-building and he thought it shows.

B. Chair Godkin noted that the Airport Manager's evaluation is due this month. She is not entitled to any monetary benefits at this time, so the pressure is off. He asked the City Attorney if doing an evaluation by ZOOM would meet the confidentiality requirement for the employee. Or, could the Board defer until later this fall when they can sit in a room and do the evaluation then. Attorney Teresa Bowen said the answer is both will work. He asked if the Board would like to defer until they can get together. Ms. Wahto noted that she had no preference. Al Clough said he would like to defer to no later than September. Ms. Wahto said September may or may not work due to personal matters.

XIII. **ANNOUNCEMENTS:** None.

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XIV. **TIME AND PLACE OF NEXT MEETING:**

- A. The Committee of the Whole will meet via ZOOM on June 18, 2020, at 6:00 p.m.
- B. The next regular Airport Board meeting will be held via ZOOM on July 16, 2020, at 6:00 p.m.

In discussing the Board meeting to be held in person, City Clerk Beth McEwen said the Assembly Chambers are being designed to work with social distancing, but it is currently not available. A hybrid type of meeting using both ZOOM and meeting in person may be possible. More will be disseminated by the City Clerk's office in the future. Chair Godkin thanked the City Clerk, her team, MIS and anyone that has made it possible for the Board to continue with some functionality. He really appreciated it.

XV. **EXECUTIVE SESSION:** None.

XVI. **ADJOURN:** *Dennis Harris moved to adjourn. The meeting adjourned by unanimous consent at 7:23 p.m.*