

MINUTES of
AIRPORT BOARD MEETING
March 10, 2020
Glacier Fire Department Training Room, 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	Jodi Garza	Dennis Harris
Al Clough	Jerry Godkin	Angela Rodell

Member Absent:

Chris Peloso

Staff/CBJ Present:

Patty Wahto, Airport Mgr.	Rob Edwardson, CBJ Assembly
Marc Cheatham, Deputy Airport Mgr.	Teresa Bowen, CBJ Law
Catherine Fritz, Airport Architect	Mark Fuelle, Fire Department
Scott Rinkenberger, Airport Sup't	

Public Present:

David Epstein, Public	Ron Radcliffe, Coastal Helicopters
Mike Wilson, Coastal Helicopters	Megan Rinkenberger, BRH/Public

III. **APPROVAL OF MINUTES:** *Dennis Harris moved approval of the minutes of the February 11, 2020, Board meeting. The motion passed by unanimous consent.*

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

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

VI. **UNFINISHED BUSINESS:**

A. **Authorized Use of Property Language in Leases.** Airport Manager Patty Wahto said this goes back to an Operations Committee meeting held on September 26, 2019, regarding what is allowable. This is a follow-up that was brought to the Operations Committee Chair and it would change the language in leases to follow what the Federal Aviation Administration (FAA) now allows for incidental use of hangars. Before the language was for aviation purposes only.

The suggested change was:

5. AUTHORIZED USE OF PROPERTY

The Leased Premises shall be used ~~exclusively~~ principally for the indoor parking, storage and routine, light-duty maintenance of private aircraft, and related aviation purposes. For this purpose, Lessee is authorized to construct and/or maintain a hangar facility, at no cost to the City, as provided in this Lease.

Vehicle(s) used to access the Leased Premises must be parked entirely on the Leased Premises so as not to obstruct adjoining roadways and taxi lanes. The incidental storage of non-aeronautical items shall not interfere with, displace, or otherwise minimize hangar availability for aeronautical use. ~~- Parking or storage of boats, trailers, additional vehicles or non-aviation related equipment is strictly prohibited, unless specifically authorized in writing by the Airport Manager.~~

No use, storage or distribution of heating fuel, aircraft fuel or other flammable liquids or hazardous substances in a manner that violates city, state or federal law or regulation or that disregards the warnings, directions or other specifications for the substance shall be permitted on the Leased Premises. Bulk storage of fuel for distribution is prohibited on the Leased Premises.

Operations Committee Chair Al Clough said this language is consistent with the FAA policy directive and it is simple language. It does not expressly prohibit things like heavy maintenance; it just says routine things like light maintenance. So if someone is doing an annual inspection or rebuilding an aircraft that would be within the purview of this language. *Mr. Clough moved to approve the changes to the Authorized Use of Property section of the leases, as written above, and incorporate into Airport leases. The motion passed by unanimous consent.*

VII. NEW BUSINESS:

A. Airport Manager's Report:

1. Coronavirus (COVID19). The City & Borough of Juneau (CBJ) has begun an outreach with all departments and gathering information. The Assembly Committee of the Whole held a meeting on Monday night to discuss what the City is doing. There were several things discussed: What citizens can do to prepare themselves; what the local government is doing; and the Westerdam coming into Juneau. The Airport is working with the City, too. Staff has reached out to TSA (Transportation Security Administration) and the airlines to get information from them so that there can be links where passengers can get information from those agencies or companies directly.

Staff keeps up on the cleanliness of the terminal normally, but have ramped up their service. The bathrooms are done more often. The public areas – ledges, railings, doors – are being wiped and disinfected on a constant basis. They are using spray disinfectants on chairs. This is being done several times per shift. Signage has been placed in the restrooms to remind people to wash hands for 20 seconds and notes the CDC website. The hand sanitizers were placed in public areas. There has been a run on items, so the Airport is partnering with other City departments to put in a large order. Staff will do what they can and will work with the airlines.

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The Airport is already looking at a deficit budget for FY21 and FY22. There are currently no projections on the impact to revenues from this virus. There is a request to Alaska Airlines about what they are seeing for their flights. This will not be just from the airlines but also from the helicopters and tourists that normally arrive on cruise ships. The Airport operating revenue and AIP (Airport Improvement Program) dollars, which will impact the projects, will be affected.

Rob Edwardson, CBJ Assembly Liaison, said the Committee of the Whole met last night. One of the things they wanted to do was to convey to the public (because there is a lot of excitement on social media) was: what is the threat? What is the risk? What are the City's capabilities? What are the gaps and what will be done to fill the gaps until COVID 19 hits? He thought people were pretty comfortable with the fact that COVID 19 is going to hit Juneau, if it hasn't already. They had Sarah Hargrave, a nurse who handles this kind of stuff for the Department of Health and Social Services, Commissioner Adam Crum from the Department of Health and Social Services, Juneau School District, the cruise industry and the Chuck Bill from the hospital.

Sarah Hargrave went over the gestation particulars of the virus. She reported that it is transmitted through bodily fluid transfer. It is contagious, but is not transmitted automatically between one person to another. He said that is why the precautions that can be taken are so important. The other thing about easy precautions, it was noted that if people take precautions like washing hands, sneezing into hankies or into their sleeves, practicing social distancing, isolating themselves when they become sick, this can slow the transmission. It does not necessarily mean that it will die out. If you are looking at the capabilities right now, rather than slamming the hospital and care givers all at one time, if the spread is more metered, then people may not wear them out and may not crowd the hospital and the resources that we have. He said there are basic responsibilities for the community: wash your hands, sneeze into a hanky, and do the very simple stuff that CDC recommends people do.

This meeting was basically the building blocks leading up to the Westerdam. Questions like, "Why isn't it going to be a threat when it gets here." He said it is probably going to be one of the safest ships when it gets here. It doesn't mean that it will stay that way when it gets here, but the crew has been isolated and will continue to be isolated. When they show up, it will be after weeks of cleaning, cleaning and cleaning on the ship. When they get here they will be cleaning, cleaning and cleaning, which is what is done on ships. Another question was, "Why is it coming here". They are coming here because they have cancelled a lot of their other routes and this is one of the places that they go. There are some pretty practical reasons why it is coming here. One of the most practical is we are not under a state of emergency, so they can come here.

He hoped the Westerdam thing kind of died out because the message he really wants the City to get across is “wash your hands.” Cough into a hanky and all the other stuff that will help instead of talking about a ship that is fairly safe. They also talked about the upcoming cruise ship season, which discussed the actual threats and what actions can be taken to head off the actual threats. They are fairly simple. Is Juneau at risk for a bunch of people coming in with corona virus? The cruise ships are taking steps to check their prescreening, which will cut down the risk. There are already established procedures that require cruise ships to call CDC if there are people showing certain symptoms over a very short period of time, which has been in place for a very long time.

If a cruise ship shows up that has COVID 19, which has a very slight chance of happening, the City will know about it. The people who handle this will make decisions about what to do with the passengers. Will they be trapped here; no, they’ll get back on the ship. Mr. Edwardson said that Juneau is a cruise port. A very large portion of the population depends on the cruise industry. We have an industry that we invite in and we have responsibilities to them, just as much as we do to the people in Juneau. The Assembly has to make decisions based on the best information available. The Assembly is acting on the best information available, with expected updates.

Mr. Edwardson came to Juneau after his service in the Coast Guard. The Local Emergency Planning Commission includes people that were on it in the 1990’s. People know how to work together, use their resources and get things done. This is being looked at. It is being followed. Changes will occur based on the information.

2. Aqueous Film Forming Foam (AFFF) Polyfluoroalkyl Substances (PFAS) Contamination Testing Update. As reported last month, the report is in and was sent to Alaska Department of Environmental Conservation (DEC) last month, including the status of the groundwater testing and the soil samples. The report came back with comments and questions from DEC, so it is still sitting out there waiting for additional information. At this point in time, we asked for an estimate to do the additional monitoring, test wells, and work that gets the Airport into additional testing and monitoring, which was just under \$200,000. Ms. Wahto is still working with the DC Lobbyist to find out what the government is going to do. She thought JNU was one of the earlier ones to get involved in this. This is lot of money for just the next step and no mitigation. It is wondered what kind of costs will be borne when this was an approved substance for airports. Stay tuned.

3. Airport Fund Balance (AFB) and Capital Revolving Account (CIP) Balance (Attachment #1). As mentioned at the July 9, 2019, Airport Board meeting (and

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subsequent Board meetings) CBJ Finance would be updating our Airport Fund Balance to reflect more accurately what resources were available to draw upon in the near term. This meant that the fund balance that staff had been presenting each month would likely change (a little lower). The updated AFB was presented at the March 4, 2020, Airport Finance Committee meeting and shows the proper calculations of Airport Fund Balance. This projects a usable (unrestricted) AFB of \$1.5M at the close of FY20.

The CIP Revolving account continues to show a balance of \$144,246 which is still pending the transfer back of \$675,000 that was not needed for the Terminal Reconstruction project.

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:

- *Alaska Department of Environmental Conservation (ADEC) Storm Water Pollution Prevention Plan (SWPPP) Multi-sector general permit (MSGP)*. The MSGP has been in place for five years. The new permit needs to be written. The Airport had a DEC inspection on Monday. This was a fairly lengthy visit. There were a couple of missing items. Then he met with Scott Rinkenberger and Paul Lingley, who performs the sampling and inspections for the Airport. It will all come out as part of the inspection report.
- *Continuity of Operations Plan (COOP)*. The CBJ is looking to have city-wide COOP for all departments in the event of a major disaster or event. The Airport Manager will be attending planning events over the next couple weeks with other City departments. The Airport has Continuity of Operations, so any type of emergency, aircraft emergency incident, natural disaster, terrorist acts, etc., the Airport has to make sure it does not expend all of its resources or personnel in one day. The City wants to make sure it meshes with their plan. This is an extension of the Airport's already designed Emergency Plan.
- *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 ADA and Title VI review. This is now under review with the CBJ for integrating with the overall CBJ ADA plan. This will then be sent to the FAA, which will close out the compliance audit.
- *Transportation Security Administration (TSA) passenger screening checkpoint equipment* is tentatively scheduled for replacement in September 2020 so that the right equipment is sent and done during the off-season.
- *TSA will be cancelling janitorial contracts at airports nationwide*. The Airports and TSA are trying to work through this to be able to continue the service.
- *Honsinger Pond/Access*: The preliminary plat for a 15-lot subdivision was granted by the Planning Commission. They are moving on to the next steps, which include legal access. They know it is contingent upon the access. Ms.

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Wahto asked about the covenants and she was told that it does not come up until they apply for conditional use permits. Anything that gets built around an airport will have to go through obstruction of air space requirements.

- *Terminal Reconstruction:*
 - o Dawson Construction has officially started the project and staging for work.
 - o The Airport has applied for the grant for Federal Fiscal Year 2020. This will be a multi-year grant that will be amended. Staff is waiting to hear back on this.
- *Taxiway A, E and D-1 Construction.* The preliminary work for this project is expected to begin on April 1. A pre-construction meeting will be held on March 31 at 10:00 a.m. There are a lot of players involved. There will also be meetings held on March 26 and 27 to talk with the Runway Safety Action Team (RSAT) on March 27 and have preliminary discussions for that group and anyone who shows up on the construction and the impacts. The RSAT meeting will be held on March 27 at 8 a.m. at the Hagevig Training Center on Sherwood Lane [please note location change]. There is a lot of things going on with the project and a lot of moving parts. In doing so, there will be a public outreach on this. There will be so much going on with this project and the Terminal Project.

5. Airport Engineer Report (Attachment #2): Ms. Wahto said at the last Board meeting that the Community Development Department (CDD) was going to extend the conditional use permit for the temporary batch plant for the Taxiway Project. CDD said they made a mistake. They said that a new conditional use permit had to be filed for as it is a new project. She commended CDD as they are putting this on a fast track and trying to move it as quickly as possible allowing the public process. Phase 1 of the work will be some of the preliminary things, with an actual start date of April 20. The first phase should be done by the middle to end of July, with the exception of the lighting vault that will be attached to the Snow Removal Equipment Building (SREB) at the far west end, which will be completed in January 2021. A lot of work will be going on, with a new Taxiway Hotel that will be between Charlie and Delta-2 and this will remain in there as a controlled surface area. The Airport is working with tenants to have pilots or airport employees that can take towed aircraft or vehicles that are not road worthy to move on the airport as quickly as possible.

When discussing access for aircraft (and hangar doors) in the area of the construction, Ms. Wahto said there will not be a problem during the first phase because of the type of aircraft that will be using that area. It will go down slightly for three days, but it should not impact people during the first stage. Although doors can be opened, vehicles will not be able to be driven around without permission. It will allow walking and opening doors. This information will be disseminated. The second phase will be a little tricky, but that will be next year. Coordination will be needed

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next year. Information will be through e-mails and the FAA has ways to disseminate information, too.

DOWL is setting up a website at www.JNUtaxiways.com. This will include schedule updates and an e-mail address (info@JNUtaxiways.com) that goes specifically to the Project Manager and DOWL, as the contract administrator, for questions or concerns. This will start up this week. The Pre-Season meeting on March 26, 12p-4p, will cover as many general aviation, 135 operators and air carriers as possible. This project is starting to ramp up. She encouraged people to check out the website.

International Door replaced the door roller bearing guides on both the SREB and the Sand/Chemical Building. They also repaired the wash rack. There is a Request for Quotes going out for replacement of the grate that goes into the wash bay.

The Runway Safety Area (RSA) Phase IIC is substantially complete and will be closed out.

Mike Greene, Project Manager, is working with Ward Air for a drainage system for the roof system on their new hangar to make sure that everything drains properly in the area.

6. Airport Architect Report (Attachment #3): Airport Architect Catherine Fritz reported that the report focusses on the Terminal Project in February. Dawson is doing a good job of getting organized. The contracts are all executed. Temporary fencing has gone up on the airfield side. There is another section that will be done later this week. The first phase is abatement and the abatement contractor arrived on site yesterday. All of the planning, protocols and all the submittals that had to be submitted before they get going is under way and they are getting started in areas where they can.

Substantial completion was met on the new electrical service on the east end. It has been excellent to have that power set up and being used. Some as-builts and paper documents are still needed before that project is finished.

Ms. Fritz met with FAA staff last month. It was very rewarding and they basically agreed to the planned financing the Airport has for the terminal and the eligible shares, which was put into our grant application. They are continuing to try to advocate for us on the national level for possible discretionary funds. In the meantime, the Airport has a sound plan, an eligibility plan and are ready to go.

The exit lane project has had staff approving submittals. The equipment is scheduled to arrive around the first of May. Staff will need to be used for the temporary exit

lane while the new exit lane is being built. There is also a potential for temporary staffing along the curve as people are helped cross the curve and get down around to the end of the building for two to four weeks.

VIII. **CORRESPONDENCE:** None.

IX. **COMMITTEE REPORTS:**

A. **Finance Committee:** Committee Chair Angela Rodell said the Finance Committee met twice, February 21 and March 4, to discuss the budgets. There are some sizeable deficits over the next two years, which has led to some very robust discussions about how to use Airport Fund Balance and balanced out with rate increases and everything else that is going on. The Finance Committee will meet on Thursday to continue the discussion and hopefully come to a resolution.

One of the things that came out of the March 4 meeting was a request was made of the Committee as to what the Fund Balance is – what does it need to be or stay at or grow to and how to articulate that. Ms. Rodell said she did not think it was a philosophy that had been articulated in quite some time. She said at some point the Board needs to start to think about whether more of the Fund Balance needs to be used or to hit a target number and what the rationale is for the Fund Balance number. Ms. Rodell said that Amy Fuller-Lyman had said she would get together some different types of calculations, whether the three-month reserve (is it appropriate; should it be more or less). When the three-month operating reserve is looked at, that is designed for times when, for example, if the Airport had to be shut down for the COVID virus or for some reason to help cover standard operating costs. Whereas, the excess over that \$3.5 million, how should the Airport be thinking about that. She said she knows from her perspective there are a lot of different projects that the Airport Fund Balance needs to be looked at and manage wisely because getting money from the State is not going to be an option. Chair Godkin said the next Finance Committee will be on Thursday at 4:00 p.m. in the Valley Fire Department Training Room.

B. **Operations Committee:** Committee Chair Al Clough said he was glad to see the lease language get finalized. He thought this met the intent of the FAA's new recommendation.

X. **ASSEMBLY LIAISON COMMENTS:** Mr. Edwardson reported that budget meetings are going to be starting at the beginning of April and April 8 for the Airport Board. One of the things he would like is for reviewing a paragraph he wrote explaining to the Assembly the financial woes that the Airport is looking at so he can bring it up at the next Assembly meeting. The other thing that is coming up is elections in October. He will not be on the ballot. Whoever decides to run, needs to put in a letter of intent in May. The actual registration deadline is in August. After that is when the campaigning starts through early October. The new members will be seated in mid-October.

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

XII. **BOARD MEMBER COMMENTS:**

A. Dennis Harris thanked Mr. Edwardson for his service and particularly his outstanding service with the Airport Board. Mr. Harris said he will not run for the office.

XIII. **ANNOUNCEMENTS:** None.

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

A. Airport Board Finance Committee, March 12, 2020, 4:00 p.m., Glacier Fire Station Training Room.

B. Airport Board, April 14, 2020, 6:00 p.m., Glacier Fire Station Training Room.

XV. **EXECUTIVE SESSION:** None.

XVI. **ADJOURN:** *Angela Rodell moved to adjourn. The meeting adjourned by unanimous consent at 7:04 p.m.*