# AIRPORT BOARD AGENDA

**October 10, 2024 at 6:00 PM**

**Airport Alaska Room/Zoom**

*https://juneau.zoom.us/j/82856995400?pwd=YUNLd2p1OFI3TnY3NUpKa3BRQmFidz09*
or Dial: 1-833-548-0276 Meeting ID: 828 5699 5400 Passcode: 697369

**TO TESTIFY: CONTACT PAM CHAPIN, 907-586-0962**
**BY 3:00 PM ON OCTOBER 9, 2024**

**A. CALL TO ORDER**

**B. ROLL CALL**

**C. APPROVAL OF MINUTES**

1. **Airport Board Minutes for September 12, 2024**

**D. APPROVAL OF AGENDA**

**E. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS**

**F. AIRPORT BOARD OFFICER DISCUSSION**

**G. UNFINISHED BUSINESS**

2. **Airport Board Bylaws (Attachment #1):** At the September Airport Board meeting, City & Borough of Juneau (CBJ) City Clerk Beth McEwen provided testimony and submitted comments on the Airport Board's draft Bylaws. She stated that the City is looking to standardize many of the Board bylaws, but this will take some time. Clerk McEwen's comments and draft are attached for review. These comments were in response to the Board draft Bylaws that had not been publicly adopted. Once the Board approves, the Assembly will adopt them by resolution. The Bylaws are a fluid document which should be reviewed annually, if possible.

   Board Action: *Review, discuss and accept the suggested changes to the Airport Bylaws draft as shown in Attachment #1.*

3. **Taxi/Ground Transportation Additional Shelter:** Staff has been working on additional covered waiting areas near the taxi staging. The current bus canopy (124 sq. ft.) only allows for 3-4 passengers with bags; not nearly sufficient for the numbers of passengers that wait in that area. Staff brought this up to the Board at a few Board meetings (through Project Manager Report – Ke Mell) to discuss viable options and costs. Below is a summary and associated cost estimates for the options. Similar to what the Airport did with first bus shelter, a 'surcharge' fee could be added on to the taxis and shuttle permit fees to recoup the costs over time.

   The two options staff considers viable are:

   1) Construct a canopy similar to the one at the bus stop, but approximately 10' high rather than 14' high. This would sit in the planting beds so as not to tear up the heated sidewalk. A very rough estimate would be $500/sq.ft. The existing canopy is 1,972 sq.ft. This estimate is inflated from the 2009 cost by means of the Consumer Price Index; a better estimate would depend on the size and design of the canopy. If half of the existing canopy (1,000 sq. ft.), the rough estimate would be $500,000; or

   2) Purchase one or more shelters similar to the existing smaller bus shelter and install them north and east of the heated sidewalk, so as not to tear it up. In 2021, Capital Transit purchased eleven shelters at a cost of approximately $360/sq.ft., excluding installation. The Airport would look at larger shelters (136

sq. ft.) at a budget of $80K each (including shelter, shipping, installation and administrative costs). However, at the north end of the heated sidewalk, where the sidewalk is significantly narrower, a shelter of adequate size would require removal of a couple of jersey barriers and recessing the shelter into the grassy planting bed bordering Shell Simmons. The required site work is estimated at $100K (in addition to the $80K budget for the shelter itself), yielding a total cost of $180K for the north shelter. The existing shelter is in fair condition but may also need replacing. Total for this project would be $260-$340K depending on two or three shelters. It is also possible to phase this in, one shelter at a time.

Staff recommends Option 2 - bus shelters for a couple of reasons. Option 1 - 10' canopy is a design/bid/build construction project; while Option 2 is cheaper, less disruptive, and we can buy more than one at different times as budget allows and need requires. Additionally, Option 1's useful life would be 40 years or more, while Option 2's useful life would be 20-years. The twenty-year life span of the less expensive bus shelters would parallel a parking garage project; the Airport would not need the canopy/shelters to last 40 years.

Board Action: *Staff requests that the Board provide direction as to the preferred option and desired size of canopy/shelter to pursue, if any, at this time.*

**H. NEW BUSINESS**

4. **Airport Manager's Report**
5. **Airport Projects Report - Mike Greene**
6. **Airport Projects Report - Ke Mell**

**I. CORRESPONDENCE**

**J. COMMITTEE REPORTS**

7. **Finance Committee:** October 22, 2024, 10:00 a.m., Airport Manager's Conference Room
8. **Operations Committee**
9. **Committee of the Whole:** Airport Staffing and Planning - TBD

**K. ASSEMBLY LIAISON**

**L. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS**

**M. BOARD MEMBER COMMENTS**

**N. ANNOUNCEMENTS**

**O. NEXT MEETING DATE:** November 14, 2024

**P. EXECUTIVE SESSION**

**Q. ADJOURNMENT**

ADA accommodations available upon request: Please contact the Clerk's office 36 hours prior to any meeting so arrangements can be made for closed captioning or sign language interpreter services depending on the meeting format. The Clerk's office telephone number is 586-5278, TDD 586-5351, e-mail: city.clerk@juneau.gov.

MINUTES of
AIRPORT BOARD MEETING
September 12, 2024
6:00 p.m. Alaska Room/ZOOM

A. **CALL TO ORDER**: Acting Chair Dennis Bedford called the meeting to order at 6:03 p.m.

B. **ROLL CALL**:
Members Present:

| | | |
|---|---|---|
| Dennis Bedford | Chris Peloso | Eve Soutiere |
| Jason Custer | | |

Members Absent:

| | |
|---|---|
| Jodi Garza | Dan Spencer |

Staff/CBJ Present:

| | |
|---|---|
| Patty Wahto, Airport Manager | Greg Smith, CBJ Assembly |
| Paul Khera, Deputy Airport Manager | Beth McEwen, CBJ Clerk |
| Andres Delgado, Airport Sup't. | Sherri Layne, CBJ Law |
| Angelica Lopez-Campos, Bus. Mgr. | Chris Storz, CBJ Law |
| Ke Mell, Airport Architect | Brandon Bagwell, CBJ Fire Dept. |
| Mike Greene, Airport Project Mgr. | Mark Fuette, CBJ Fire Dept. |

Public:
Kevin Passa, Alaska Airlines

C. **APPROVAL OF MINUTES**:
1. *Jason Custer moved to approve the minutes of the August 8, 2024, Board meeting as presented. The motion passed by unanimous consent.*

D. **APPROVAL OF AGENDA**: Airport Manager Patty Wahto asked for the following changes:
Move Ke Mell's report to the beginning of Unfinished Business
Bylaws discussion next
Move Item C from Manager's Report to Unfinished Business
*Chris Peloso moved approval of the agenda as amended. The motion passed by unanimous consent.*

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

F. **UNFINISHED BUSINESS**:
2. **Airport Projects Report - Ke Mell:** Project Manager Ke Mell said she had no changes to her report. Ms. Wahto noted the close out of the tank removal from behind the old shop. There were no major issues, and the Airport received a clean bill of health

from the DEC (Alaska Department of Environmental Conservation) and so it is closed out.

Ms. Mell noted a couple of options had been reviewed for the ground transportation extended canopy. She looked into a couple of options and asked the Board to weigh in with their thoughts as to the preferred option. Ms. Wahto suggested moving this to Unfinished Business at the October meeting. Mr. Custer noted that one of the options is a parking garage in the next decade or so. He thought this was needed and should be planning and designing for now. He said he was a fan of building the second thing first. If more parking is needed and a garage is on the horizon, he thought this should be planned and developed along those lines. Board Member Chris Peloso agreed with Mr. Custer. Ms. Mell said the parking garage is being looked at for the 10- to 20-year timeframe.

3. **Airport Board Bylaws:** City Clerk Beth McEwen apologized she sent her changes (see Attachment #3) to the Board this evening on Bylaws amendments. She said that a process to standardize all rules and procedures for all various different CBJ (City & Borough of Juneau) boards, commissions, committees and the Assembly rules of procedure began in 2004. At that time, the Assembly decided to carve out the advisory board rules of procedure but exempt the empowered boards from having the same standardized rules of procedure. They did say they wanted the empowered boards to follow the Assembly's rules of procedure as much as possible. Since that time, various bylaw changes have happened from various empowered boards. The Clerk's office has tried to chase down each one of those as they come about to try to review and, as much as possible, try to keep them standard while still allowing for the unique needs and situations for each empowered body. As such, she sent a memo, along with some proposed changes taking in the edits that are in tonight's packet and then made some additional recommendations. The foundational basis for this is to provide consistent uniform rules of procedure across all CBJ boards to the greatest extent possible while staying in compliance with the CBJ Charter, Code, Open Meetings Act and public notice requirements and also addressing the unique needs of the individual bodies. Using that as the foundation from which they look at the bylaws for the different empowered boards, there are mostly procedural changes in her suggested bylaw changes that pretty much align the Airport Board's bylaws with those of the Assembly rules of procedure and/or similar rules and bylaws used by the other empowered boards.

The main substantive change that the Board might want to address at this meeting or an additional meeting is the proposed change under "Officers", which has a clause of "There shall be a two one-year term limit for the Chair." She suggested that would hamstring the board and make it go very sideways very quick in the event of mid-term vacancies. Organically, the Board can decide how many times you want a chair or other officer to serve in any given position during their three three-year terms. Organically these positions are elected once a year and those decisions can be made without imposing restrictive language and hamstringing the board. When it comes to a mid-term vacancy where an officer steps down, as the bylaws currently stand in the packet, it does not address what to do in the instance of a mid-term vacancy. Does this mean that someone filling an unexpired portion of that one-year term, does it count toward the term as one of their two years or does it not? She suggested if it was left in, additional language should be added to clarify what happens in the event of a vacancy mid-term, or just take that out and care for it organically when the nominations and election process occurs. The other changes are streamlined in accordance with the Assembly's rules of procedure. All of the bylaws are generally approved by the Assembly by resolution. The Airport is one of the few that have never been adopted by resolution. The most recently signed version was from 2004.

Ms. McEwen said these are her comments as the Municipal Clerk. They manage all of the boards and commissions on behalf of the Assembly in that they have to provide board training, answer questions from individual board members and members of the public. They are the ones responsible for insuring that all of the public notice requirements are met, that people understand what the Open Meetings Act and the Assembly rules of procedures are. This is being provided as public comment during the public comment period. Whatever is done should then be forwarded to the Assembly for adoption through resolution. Her recommendation was to take a look at her suggestions and take them up at the next meeting. That way, anyone from the public that wanted to see the changes would have an opportunity to see them in advance of the meeting. *Chris Peloso moved to push this issue until the next board meeting. The motion passed by unanimous consent.*

4. **Tenant/User Insurance Requirements Policy Change:** Ms. Wahto said the Operations Committee met on this item and asked for more information from Risk Management. There was proposed information that was submitted to the Airport Board and was discussed before the Operations Committee. In talking with the City Manager's Office, as well as Risk Management, these are not up for discussion. The minimums are as stated. Although they are hefty increases, they are not at the highest level that was suggested. This was not just from the Risk Manager, but also from CHUBB Insurance who does the audits. There is a lot of work that goes into looking at the insurance rates. Therefore, staff has been told by the Manager's Office they are set to protect the Airport and the City. Trying to phase them in or make changes that were set by the Risk Manager will not be something that is done. This should be going into the leases and agreements. The biggest one is the general liability going up to $1M from the $250K current requirement. Ms. Swick had stated that this is at the lowest end of general liability. Ms. Wahto is letting the Board know that this is coming down from the City. Chair Bedford said one of his concerns was what was happening to the other tenants. Ms. Wahto said the information from Risk Management has been sent and this can go directly into the minimum standards document that outlines in the appendix what those are. When you get away from general aviation and get into commercial use, the rates and

types of insurance change. Ms. Wahto said this will be distributed and put in the minimum standards document. She said they were not concerned with the large carriers. The biggest issue was the rates were not changed with the general aviation. This will come back to the Board for the minimum standards.

5. **Aviation Worker Screening (AWS) Requirements:** Deputy Airport Manager Paul Khera said the deadline is September 25. TSA (Transportation Security Administration) is concerned with aviation workers smuggling guns and drugs onto the airplanes. They are worried about insider threat, terrorist threat or threat to security and they are moving towards screening of aviation workers. Right now, it is random so that an employee going to work has a reasonable expectation that they may be screened that day. Staff is walking them over to the TSA checkpoint. Eventually, the Airport will have to make their own checkpoints by buying the equipment and have a minimum of two screeners when people are being screened. He said the Airport needs to hire at least two people because there are not enough staff. These two people will be working off hours. As this spools up, it will be 100% workers screening. For every place they can get in, the employees will be screened. It may be expanded. The additional employees can also manage the traffic control outside the front curb after hours. There is also a directive for random vehicle inspections on the secured area. Right now, the Police do that. There are random identification checks, which is also done by the Police. There are occasionally door alarms, fire alarms, etc., and they could be the first to respond to these. They can station at bag claim to prevent theft; do perimeter checks, etc. They can have a rudimentary idea of how to troubleshoot problems or get the correct people there instead of calling the Airport Manager.

Mr. Custer asked how long it would take to hire new employees. Ms. Khera said it could be as long as one year. Fairbanks and Anchorage got a grant from the Governor to hire new people. Mr. Custer asked how long it would take to get the funding source? Ms. Wahto said the whole thing is getting a position description – what will this position be called. There are vacancies, temporary short-term people can be hired. She said the fees would be security screening fees, since this is related to those areas that the airlines have access to. This is specifically for Alaska Airlines, Delta Air Lines and a few contractors. This would be a regulation process. They are very aware of this mandate. It would take a few months to get through that. Mr. Custer suggested this cost should be submitted to the State, as well. Ms. Wahto said the cost of these positions is unknown at this time. It also depends on how much time is assigned to these positions. She said the next component that has to be in place by April 2026 is to have the ability to screen for explosives and metals at these alternate doors. Some of this equipment will take retrofitting of the building. Ms. Wahto said the Airport had looked at contracting this out and the cost was well over a few hundred thousand dollars, which would be far higher than hiring in-house. This is informational only.

G. **NEW BUSINESS**:

6. **Federal Aviation Administration (FAA) Grant Award – Master Plan Update:** The last federal grant for the federal fiscal year 2024 is for a Master Plan Update. As this was reviewed, the FAA increased the scope of work by one item – the obstruction survey that is required. They immediately increased the grant and issued a grant in the amount of $911,897. A little more than $34K of Sales Tax has been appropriated. An additional $26,427 match will need to be pulled from the revolving account to match this grant and make the project whole. The Airport received one proposal from Baker and they are ready to move forward as soon as this goes through the Assembly. This update will provide a much larger approach corridor at the ends of each runway due to the required navigation procedures (RNP) used by Alaska Airlines, Delta Air Lines and some of the small carriers. *Chris Peloso moved to approve the appropriation of the FAA AIP grant award in the amount $911,897, and additional Airport Revolving Account local match funds in the amount of $26,427 for Master Plan Update Project. The entire local match will be reimbursed through future PFC collections. The motion passed by unanimous consent.*

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

a. CHUBB Insurance Audit. The CHUBB insurance audit will be taking place again this year on September 25 and 26. This helps the Airport to look at any deficiencies. They also look at things from the FAA point of view for anything that could affect the FAA certification. A detailed report is provided every year.

b. Parking Lot Upgrades. Ms. Wahto met with Martin Klein and the Regional Republic Parking Manager who stated there were some delays with some switches. They are expected to arrive soon, and it will hopefully be completed the week of the 23rd. A public service announcement will be issued on how to use the system. There will also be a few other things before the gates go down and it comes online.

c. Airport Staffing. The Airport has had a setback in staffing. Eight people have been lost on the Airfield crew, with most of them in the last few weeks. They are going to federal or other jobs. This is half of the Airfield staff and all winter crew. This hasn't been an easy choice for those who have left, but money talks.

d. Airport Fund Balance and Capital Revolving Account Balance. There has been no change to the Airport Fund Balance. The Capital Revolving Account has been updated to reflect the money used for the Master Plan Update.

e. Hot Topics. The following is a list of on-going topics that staff is working on in addition to the regular Project Reports:

- *Aviation Worker Screening (AWS) and Litigation Update*. Oral arguments in the litigation case have been set for October 17, 2024. This begins at 5:00 a.m. Alaska time.
- *Juneau Douglas North Crossing Project.* A letter was forwarded with information and updating the "What's New" on the https://www.jdnorthcrossing.com/ web page. For anyone that wants to look at the Level 2 screening, the GIS maps are now out.
- *Flying Squirrel Status*. Ms. Wahto said a corrected insurance has just been received. Staff is waiting for the information to submit to the FAA. It has not been resolved. The insurance was just the preliminary piece. Paralleling this is the whole process to look at their agreement but to also submit what they are doing and what their process was to get a concessionaire in there, and what the fees are. This has not been provided yet and this request has been sent to their attorney. When asked about the timeline, Ms. Wahto felt the FAA would turn this around quite quickly, ask the questions or tell them what it takes to be in compliance. Ms. Wahto wants it resolved as soon as possible. This has to go back and forth. Mr. Custer said the FAA has a voluntary mediation process that can be elected to be used if any issues get high-centered. They have used those processes with other federal aviation. He asked if this would be something that could be used. Ms. Wahto said the City is waiting for the submittals. Since it is the FAA looking at this for compliance, she did not know that anything further would have to be done with the process at this time.

8. **Airport Projects Report – Mike Greene**. Project Manager Mike Greene said his primary project is the *Rehabilitate Part 121/135 Apron & Remain Overnight (RON) Parking Apron.* The contractor is finishing up the area outside of Alaska Seaplanes and Gate 1. There are two structures that need to be finished around area drains. On Saturday, the new marking will be painted. The area will be opened up to Alaska Seaplanes. The Contractor then wants to move over to the Phase 7 work area. With fall approaching and bad weather on our heels, he is holding them to one area or the other without having to wait for a weather window. They will fall back and place aircraft tie downs. Then punch list items and items that were introduced into the contract by Requests for Proposal will be done. If winter approaches, there is still a completion date of 2026. He anticipated that this project would be finished up in the spring. It will still be done well within the anticipated completion date.

H. **CORRESPONDENCE**: None.

I. **COMMITTEE REPORTS**:

9. **Finance Committee**: Committee Chair Jason Custer said a meeting was held on September 4. He circulated minutes to the Board (Attachment #4). He said the

committee preselected dates for upcoming meetings in January, February, April and July. This will have regular meetings, predictable and everyone can plan their schedules well in advance.

10. **Operations Committee**: Committee Chair Dennis Bedford said they had a productive meeting about taxilane paving. The area between what the FAA will pave and what the tenants have to take care of. He wished that during COVID funds, that everyone could have gotten on an equal basis, but that didn't happen. He reminded everyone that several years ago, the Lease Policy was changed, which made it clear they were responsible. One of the things that was loud and clear to him is their costs due to competitive bidding are quite a bit higher.

Jet blast was discussed. Aero Services will work on this. Transient helicopter parking was also discussed, and it was decided to use an area on the east side.

11. **Committee of the Whole:** Committee Chair Chris Peloso said he met with the Airport Manager last week, at which time they discussed the goals of this committee. It is to make sure that if there are openings or vacancies that happen at the higher levels, they do not lose everything and everything gets covered. He thought there needed to be some generalized recommendations on how transitions should occur. A meeting of the Board will be held to discuss this.

J. **ASSEMBLY LIAISON COMMENTS**: None.

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

L. **BOARD MEMBER COMMENTS**:

12. Jason Custer said he was traveling through the airport recently and when he got in at 7:41 a.m., there was a sign up at Tailwind that they were closed until 8:50 a.m. There were four or five people working that that he saw stationed there. They were turning people away but continued to serve some of the airline personnel who were coming through. He thought their lease said they had to be open certain hours and available to travelers. He was disappointed to see people turned away like that. He did not think it was very fair or equitable. He thought it left a bad impression of the airport, too. Ms. Wahto said staff was advised of this. Tailwind staff does restocking of items and there was a sign posted. The Airport is aware of their timing. They have a huge volume in the morning that they have to restock. They do try to take care of airline personnel who are also having some down time, too. This is done as a courtesy. In their contract, their operations are in serving the public at least one hour prior to the scheduled first departure each morning until at least 7:30 p.m. in the evening or earlier closing in the winter may be negotiated. They also have the ability to talk with the Administration to adjust things. They have been doing this one-hour closure probably since they took over the contract.

Mr. Custer said it was 7:41a.m. when he got there and the sign said 8:50, which is more than an hour. When he asked them why they were closed, they said they needed a break.

13. Eve Soutiere said she will not be attending next month's meeting as she will be out of the country.

M. **ANNOUNCEMENTS**: None.

N. **NEXT MEETING DATE**: The next regular Airport Board meeting will be held on October 10, 2024, at 6:00 p.m. in the Alaska Room and via Zoom.

O. **EXECUTIVE SESSION**: None.

P. **ADJOURN**: *Chris Peloso moved to adjourn. The motion passed by unanimous consent and the meeting adjourned at 7:17 p.m.*

**OFFICE OF THE MUNICIPAL CLERK/**
**ELECTION OFFICIAL**
City and Borough of Juneau (CBJ)
155 Heritage Way, Juneau, Alaska 99801
Phone: (907)586-5278 x4175 Fax: (907)586-4552
email: Beth.McEwen@juneau.gov

TO: Airport Board

DATE: September 12, 2024

FROM: Beth McEwen, Municipal Clerk

RE: Proposed Airport Bylaw Changes

The Clerk's office has been working with the Assembly and our various CBJ Boards to provide an overarching goal to:

> ***Provide consistent, uniform rules of procedure across all CBJ bodies to the greatest extent possible while staying in compliance with the CBJ Charter, Code, Open Meetings Act, and Public Notice requirements, and also addressing the unique needs of the individual bodies.***

In an attempt to standardize the various rules of procedure used by all our CBJ elected and appointed bodies we start from the Assembly Rules of Procedure (adopted by Resolution which is amended from time to time) as the base layer upon which to build all other board rules of procedure. Using this framework, I have reviewed the draft Airport Bylaws as found in the September 12, 2024 Airport Board Packet and have provided a marked up revised version for consideration by the Airport Board.

Most of the changes that I suggest are incorporating practices already in place both at the Assembly and at the Airport Board levels but are now memorializing them within the bylaws document. The main substantive change that the Board may want to discuss has to do with the flexibility or rigidity of the language in the current bylaw amendment proposed in the Sept. 12 meeting packet as highlighted below:

> **The officers of the Board shall consist of a Chair, Vice Chair, and Secretary. Officers shall hold offices for one year or until their successors are elected. There shall be a two-year (two one-year terms) limit for the Chair.**

The changing of officers is entirely up to the board each year during the election of officers. If the board in general wants to limit officers to a certain number of years in any given office, they can do that organically just by the manner in which the nominations and elections take place. However, having more restrictive language, such as that highlighted above, provides for a very complicated process whenever there is a mid-term vacancy on the board. Since this language doesn't address mid-term vacancies, I would suggest leaving it out entirely or if you do chose to leave it in, incorporate appropriate language to provide clarity on how this language affects a member who is elected to serve less than a full one-year term.

I'm happy to discuss any of the other suggested changes with the board at this meeting or at a future date.

Attached: Airport Board 9/12/2024 Meeting packet Attachment #1 with suggested Clerk Edits

# BYLAWS
# of the
# CITY AND BOROUGH OF JUNEAU
# INTERNATIONAL AIRPORT BOARD

## ARTICLE I - NAME

The name of this Board shall be the City and Borough of Juneau International Airport Board ("the Board").

## ARTICLE II - PURPOSE

The Board was established by Title 5 of the CBJ Municipal Code pursuant to the CBJ Charter to exercise all powers necessary and incidental to operation and maintenance of all airport facilities in the public interest and in a sound business manner. The Board establishes financial and operational policy and appoints the Airport Manager. The Board operates the Airport as an enterprise fund, which means it is self-supporting.

## ARTICLE III - MEMBERSHIP

1. The Board shall consist of a maximum of seven members who will be appointed by and serve at the pleasure of the Assembly.

2. Members of the Board are appointed for staggered three-year terms and shall serve without compensation. A member shall serve until his or her successor is appointed by the Assembly.

3. Other qualifying factors related to qualifications for membership are contained in CBJ Municipal Code sections 05.01.010 and .030.

## ARTICLE IV - MEETINGS

1. Regular meetings of the Board will be hybrid meetings and shall be held on the second Thursday of each month at 6:00 p.m. in the Alaska Room of the Airport Terminal and streamed virtually, unless otherwise noticed.

2. Meetings shall be open to the public and conducted according to Robert's Rules of Order, as modified by the Assembly Rules of Procedure and these bylaws. Notice of the meeting shall appear as published by the City & Borough of Juneau's public notice system ~~in the local newspaper.~~ Participation remotely shall be allowed for regular, special, and committee meetings of the Board.

3. Special meetings of the board or the committees may be called at any time by the Chair or at the request of the ~~Board~~ Committee Chairs, provided staffing and meeting resources are available. The scheduling of all meetings should be in consultation with Airport staff to ensure all necessary accommodations can be met. At least two business days' notice shall be given and filed with the CBJ Clerk.

4. Minutes, or recordings, of regular meetings shall be published ~~distributed~~ by Airport staff ~~to members~~ at least seven days prior to the next regular meeting. Minutes, or recordings, of special meetings shall be distributed to members as soon as possible after the meeting. Staff will endeavor to publish draft minutes within the above timeframe but in the event that minutes cannot be made available, a copy of the meeting recording will be sufficient until draft minutes can be published.

5. Upon advising the Board or Committee Chair in sufficient time for Airport staff to make the necessary technical arrangements, a member who is unable to physically attend a meeting may attend a regular or special Board meeting or a committee meeting by ~~telephone electronic communication or virtually.~~ remote participation as provided for in the Assembly Rules of Procedure.

6. A quorum of the Board shall consist of a majority of the membership, including those ~~present electronically and virtually.~~ participating remotely. A quorum must be present for any business to be conducted. A quorum for standing committees shall consist of a majority of the membership of the standing committee.

7. Voting shall take place in accordinance with the Assembly Rules of Procedure "Vote Required" section. Voting shall be by roll call vote or by general consent (no objection). In a roll call vote, ~~the Chair~~ all members shall be required to vote audibly so as to be heard by all attendees both present in the room and participating remotely. A majority vote of the Board membership is needed to approve any action.

## ARTICLE V – CONFLICT OF INTEREST

If a member has either a financial or a personal conflict of interest, the member ~~may~~ shall not deliberate or vote on any matter in which he or she has such an interest. A member who is involved in a matter that may result in a conflict of interest shall disclose the matter on the public record and ask~~ed~~ to be excused from the discussion and official action on the matter. The presiding officer ~~shall~~ may determine whether the member's involvement would be a conflict of interest. The presiding officer's decision may be overridden by a majority vote of the Board. See CBJ Conflict of Interest Code, Sections 01.45.010 - .080 and 01.45.100.

## ARTICLE VI - OFFICERS

The officers of the Board shall consist of a Chair, Vice Chair, and Secretary. Officers shall hold offices for one year or until their successors are elected. ~~There shall be a two-year (two one-year terms) limit for the Chair.~~ The election of officers shall take place in

July (or as soon as new Board Members are appointed) with the officers to begin their duties at their first meeting after their election.

Duties of the **Chair** shall include, but are not limited to, the following:

1. Presiding at all regular and special meetings of the Board in person.
2. Ensuring that all correspondence and business of the Board is carried out.
3. Acting as spokesman for the Board.
4. Appointing committees, with ratification by the full board, including ad hoc committees and task forces of the Board as deemed necessary.
5. Acting as liaison between the Board and the CBJ Assembly.
6. In consultation with the Airport Manager, preparing the agenda for each meeting.

Duties of the **Vice Chair** shall be to preside in the absence of the Chair and perform all the duties of that office. If the Chair chooses to participate remotely, the Vice Chair shall preside. In the absence of the Secretary, the Vice Chair will perform the duties of the Secretary.

Duties of the **Secretary** shall include reviewing and giving tentative approval to minutes of all regular and special meetings of the Board, as prepared by Airport staff, prior to the distribution of the draft minutes to other members of the Board and the public.

## ARTICLE VII – STANDING COMMITTEES

The standing Committees of the Board shall be the Finance Committee and the Operations Committee and any other committee designated and approved by a majority of the Board.

The Chair shall appoint the members of the standing committees of the Board, designating one member to serve as the chair of each committee. If the committee chair chooses to participate remotely, the chair shall designate another member, who will be present at the meeting in person, to preside over the meeting. Each standing committee shall consist of at least three members. Standing Committees will meet as needed in accordance with section IV. 3. above.

Duties of the standing committees shall include, but not be limited to, the following:

1. Finance Committee: Shall ~~meet quarterly and~~ consider and make recommendations to the full Board regarding:

    a. The Airport Manager's proposed operating and capital budgets;
    b. Airport rates and charges; and
    c. All other items that have or may have a financial impact on the Airport.

2. Operations Committee: Consider and make recommendations to the full Board regarding any issue that has or may have an operational impact on the Airport.

Action(s) recommended by the standing committees shall be subject to approval by a majority of the Board members at a Regular or Special meeting.

## ARTICLE VIII – AIRPORT MANAGER

The Airport Manager serves at the pleasure of the Board and shall be responsible for the hiring and/or firing of airport personnel. Subject to direction from the Board, the Airport Manager shall be responsible for the general supervision and the administration of the business and affairs of the Juneau International Airport.

## ARTICLE IX – EVALUATION OF THE AIRPORT MANAGER

The Board, meeting in executive session, shall evaluate the performance of the Airport Manager at least once each year, prior to the anniversary date of the Airport Manager's employment. Results of the evaluation shall then be discussed with the Airport Manager, either in executive or public session as desired by the Airport Manager, who may concur or disagree with the Board's evaluation. The Board's evaluation shall determine whether the Airport Manager is entitled to an increase in salary.

## ARTICLE X – AMENDMENTS

These bylaws may be amended or revoked by the affirmative vote of not less than a majority of the Board in any regular meeting, and upon final ratification by the Assembly by Resolution. ~~provided t~~The notice of such Airport Board meeting at which the proposed bylaws are to be discussed shall have contained a copy of the proposed amendment or revocation.

Approved and adopted by the Board this ~~8th~~ _____ day of ~~August~~ ___________2024.

______________________________
Dan Spencer, Chair

Attest:

______________________________
Jodi Garza, Secretary

*Adopted by Assembly Resolution # _________ on the _________ day of _____________, 20____.*

Presented by: The Manager
Presented: 04/01/2024
Drafted by: R. Palmer III

**RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA**

**Serial No. 2986**

**A Resolution Repealing and Reestablishing the Assembly Rules of Procedure.**

WHEREAS, the Assembly relies on its committees to generate, review, and mature policies for later consideration by the Assembly, including committees that include all nine Assemblymembers; and

WHEREAS, the scope of Assembly committee power and the binding effect of votes taken by committees with all nine Assemblymembers is complicated because of Robert's Rules of Order; and

WHEREAS, the following general rule of parliamentary law is expressed in various Robert's Rules: "During the session in which the Assembly has decided a question, another main motion raising the same or substantially same question cannot be introduced." (136:26-28); and

WHEREAS, Robert's Rule 52, as applied to a body with less than 50 members like the Assembly, considers a vote taken at a Committee of the Whole a formal decision of the Assembly that is not voted on again (531:2-4); and

WHEREAS, while Robert's Rule 52 clearly applies to the Committee of the Whole, it does not explicitly apply to the other nine-member committees like the Finance Committee; and

WHEREAS, application of Robert's Rule 52 creates unnecessary complexities because the City and Borough of Juneau Charter 5.3(a) requires public comment opportunities when an ordinance is up for public hearing, which can be late in the development of a policy and public comment can enlighten a policy issue that necessitates amendments or renewal of previously decided motions without going through the cumbersome process to suspend the Assembly Rules or other procedural escape valves; and

WHEREAS, upon balancing the timing of public comment and the Assembly's scarce meeting time, the Assembly amends the Assembly Rules of Order to reconcile the unnecessary complexities created by Robert's Rule 52 on the Committee of the Whole and any other nine-member Assembly committee with the public comment requirement of Charter 5.3(a) while recognizing occasionally a motion previously decided by a committee may be renewed at the Assembly without being treated as dilatory; and

WHEREAS, the following additional amendments would clarify the rules and make necessary changes to maximize public engagement, public body deliberations, and meeting efficiency.

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

**Section 1. Rules of Procedure.** The following rules of procedure are adopted:

**RULE 1. AGENDA.**

A. Order of Business. At all regular meetings the order of business shall be:

- I. Call to Order
- II. Flag Salute
- III. Land Acknowledgment
- IV. Roll Call
- V. Special Order of Business
- VI. Approval of Minutes
- VII. Manager's Requests for Agenda Changes
- VIII. Public Participation on Non-agenda Items (Not to Exceed a Total of 20 Minutes, Nor More than Three Minutes for Any Individual)
- IX. Consent Agenda
  - A. Public Requests for Consent Agenda Changes, Other than Ordinances for Introduction
  - B. Assembly Requests for Consent Agenda Changes
  - C. Assembly Action
- X. Ordinances for Public Hearing
  - A. Administrative or Committee Reports
  - B. Public Hearing
  - C. Assembly Action
- XI. Unfinished Business
  - A. Administrative or Committee Reports
  - B. Public Hearing
  - C. Assembly Action
  - D. Potential Issues for Reconsideration
- XII. New Business
  - A. Administrative or Committee Reports
  - B. Public Hearing

C. Assembly Action

XIII. Staff Reports

XIV. Assembly Reports

A. Mayor's Report

B. Committee, Liaison Reports, Assemblymember Comments and Questions

C. Presiding Officer Reports

XV. Continuation of Public Participation on Public Participation on Non-agenda Items

XVI. Executive Session

XVII. Supplemental Materials

XVIII. Adjournment

B. Agenda Preparation. The agenda shall be prepared by the Manager subject to review and revision by the Mayor. The Mayor or the Manager shall brief the Assembly as to any revisions. Other matters may be considered under administrative reports, unfinished business, or new business as applicable.

C. Consent Agenda. The Manager shall include under the consent agenda:

1. Ordinances for introduction;
2. Resolutions;
3. Bid awards requiring Assembly concurrence; and
4. Other items requiring Assembly action which do not involve substantial public policy questions.

The Manager shall include with the agenda such supplemental material or reports as may be necessary to explain each item on the consent agenda and shall include a specific recommendation for Assembly action on each item. Material, reports, and recommendations submitted in writing to each member present and which are available for public inspection prior to the Assembly meeting need not be read aloud, but the minutes shall reflect the Manager's recommendation on each consent agenda item adopted. Upon adoption of a motion to adopt the consent agenda, all consent agenda items subject to the motion are adopted as recommended by the Manager. The motion to adopt may not be amended; provided, upon the request of any member, an item on the consent agenda shall be removed from the consent agenda and placed under the appropriate regular agenda item for Assembly action. A notice or motion for reconsideration or a motion to rescind a consent agenda motion shall contain reference to the specific consent agenda item which is the subject of the notice or motion and only that item shall be affected by the notice or motion.

**RULE 2. MEETINGS.**

A. Date and Time of Regular Meetings. The Assembly shall regularly meet at 7:00 p.m. every third Monday according to a schedule approved by the Assembly and published by the Clerk's office. The Assembly may by motion or otherwise change the date of a meeting as may be necessary or convenient.

B. Place of Regular Meetings. Regular Assembly meetings shall be held in the Assembly Chambers at the Municipal Building at 155 Heritage Way, Juneau, Alaska. However, the location of a regular meeting may be changed (a) up to 24 hours in advance of the meeting by the Assembly, at a preceding regular or special meeting, by motion or otherwise, upon designating a different place for a particular meeting; or (b) if the meeting was previously noticed with remote participation, by the Mayor, the committee chair, or any three Assemblymembers due to extenuating circumstances (i.e. public health requirement, equipment or facility problem in Assembly Chambers, inability to get a quorum in-person, weather) to hold the meeting virtually with only remote participation (i.e. video conferencing technology).

C. Special Meetings. Special meetings may be called and held as provided by the Charter.

D. Time of Adjournment. Meetings will adjourn at 11:00 p.m. unless extended by a vote of at least six members.

E. Public seating area. People in a meeting room must comply with all laws, including occupancy and public health requirements.

**RULE 3. ASSEMBLYMEMBER ATTENDANCE POLICY FOR REGULAR MEETINGS.**

A. Excused Absences. Any absence of an Assemblymember from a regular meeting of the Assembly shall be deemed to be unexcused unless the Assemblymember is absent from the meeting as a result of attending to official business on behalf of the City and Borough of Juneau, for extenuating medical reasons, or for other significant cause, in which case the absence shall be deemed to be excused.

B. Attendance Report. Upon request of the Human Resources Committee, the Manager shall direct the Clerk to provide the Assembly quarterly reports on attendance at regular Assembly meetings.

**RULE 4. LEGISLATION.**

A. Drafting. The Attorney shall draft ordinances and resolutions:

1. For presentation to the Assembly only
   (a) by vote or consensus of the Assembly,
   (b) by vote of a standing or ad hoc Assembly committee,
   (c) by request of the Mayor, the Manager, or any member, or
   (d) on the Attorney's own initiative to correct errors not otherwise correctable in any section or to make amendments to Title 01.45 the Conflict of Interest Code, Title 01.50 the Appellate Code, Title 01.60 the Regulation Procedures Code, Title 03.30 the Code Enforcement Code, Title 42 the Penal Code, or any section imposing duties on the Attorney.
2. For presentation to a standing or ad hoc Assembly committee only by vote of the committee, request of its chair, or by direction of the Assembly.

B. Procedure. Upon presentation of an ordinance, any member may move that it be introduced and set for public hearing, referred to committee, deferred, or rejected as provided in Charter section 5.3. If the motion is for referral to committee, the Mayor shall refer the ordinance to the appropriate committee. The Mayor's referral may be changed by a majority vote of the members of the Assembly. If the motion is for introduction, the motion shall set a date for the public hearing. All such motions may be amended.

**RULE 5. COMMITTEES.**

A. Standing Committees. The Assembly shall have the following standing committees:

1. Committee of the Whole
2. Finance Committee
3. Human Resources Committee
4. Lands, Housing, and Economic Development Committee
5. Public Works and Facilities Committee
6. Joint Assembly/School Facilities Committee (per Charter 13.8)

Any member of the Assembly may sit with any committee at all times; such member shall have the right to participate in committee discussion except that members of the committee shall have priority in obtaining the floor and only committee members may vote. Standing committee meetings are work sessions without public testimony unless otherwise noticed at the time of packet publication, or earlier, by the committee chair.

B. Special Committees. The Assembly shall have such special committees as may be considered necessary. Special committees automatically terminate upon completion of the committee's assignment.

C. Selection, Process, and Duties of Committees of the Assembly.

1. Standing Committees.

(a) With the exception of the Committee of the Whole, the Finance Committee, and the Human Resources Committee in proceedings pursuant to Rule 5(C)(2)(f), there shall be not more than four Assemblymembers appointed to each standing committee of the Assembly. Each Assemblymember will be appointed to at least one, but not more than three, standing committees, in addition to the Finance Committee and the Committee of the Whole.

(b) Nominations for standing committee appointments and for the position of chair of each such committee shall be made by the Mayor, and shall be subject to ratification by the Assembly. In making nominations for committee appointments, the Mayor shall strive to ensure, to the extent reasonably possible, that there is a balance and diversity of opinion, viewpoints, and perspective among the Assemblymembers nominated for committee membership, and that there is at least one Assemblymember nominated for appointment to each committee who has expertise in the areas assigned to the committee.

(c) Each year following the regular municipal election, all Assemblymembers will be given an opportunity to indicate in writing which of the standing committees they request to serve on. At least two of the nominations for appointment for each standing committee shall be made from those Assemblymembers, if any, who have requested to serve on the committee for which the appointments are to be made. The nomination for membership and chair positions shall be made by the Mayor and ratified by the Assembly within seven days of the second meeting after the certification of the regular municipal election each year. All committee members shall be appointed to serve for a term expiring upon ratification by the Assembly of the committee appointments following the next regular municipal election. All committee members serve at the pleasure of the Assembly.

(d) A standing committee may at the call of its chair or the vote of its membership take up any matter within the scope of its charge established by these rules and not pending as legislation authorized by the Assembly. Matters not within the scope of any standing committee, or within the scope of more than one standing committee shall be assigned by the Mayor.

(e) Each committee shall refer information to and coordinate activities with other appropriate committees. Issues referred to another committee and any directions to the Manager must have the concurrence of a majority of the committee members.

2. Human Resources Committee. The Human Resources Committee may take up issues relating to the health and well-being of Juneau citizens and their participation in local government. The duties of the Human Resources Committee shall include:

(a) Nominating citizens to all CBJ boards and commissions. Appointment to such bodies shall be made by the full Assembly;

(b) Making recommendations to the full Assembly regarding the issuance, renewal or transfer of liquor licenses, restaurant designation permits, and marijuana licenses;

(c) Reviewing and proposing amendments to these rules;

(d) Reserved.

(e) Reserved.

(f) Membership for Certain Appointments. The full Human Resources Committee shall meet as needed to recommend appointments to the Planning Commission, the Hospital Board, the Ski Area Board, the Docks and Harbors Board, and the Airport Board. The Mayor and all Assemblymembers shall serve as members of the full Committee and the Human Resources chair shall serve as chair at these meetings.

3. Finance Committee. The Finance Committee may take up issues relevant to the fiscal status of the CBJ. The Mayor and all Assemblymembers shall serve as

members of the Finance Committee. The duties of the Finance Committee shall include:

(a) Review of the Manager's proposed budget and recommendations to the Assembly for a final budget;

(b) Review of the fiscal policies of the CBJ as deemed necessary by the committee.

4. Committee of the Whole. The Committee of the Whole may take up those issues within the jurisdiction of multiple committees and those warranting detailed review prior to consideration by the Assembly. The Mayor and all Assemblymembers shall serve as members of the Committee of the Whole. Generally, the rules of the Assembly shall be followed in the Committee of the Whole, provided that, at the discretion of the chair, the rules may be relaxed and the rules relating to participation by the presiding officer and the number of times a member may speak shall not be in effect unless otherwise ordered by a majority of the committee. In preparing the committee agenda the chair shall consult with the Mayor.

5. Lands, Housing, and Economic Development Committee. The Lands, Housing, and Economic Development Committee may take up issues relevant to the lands, housing, economic development, water or air within the City and Borough. The duties of the Lands, Housing, and Economic Development Committee shall include recommendations to the Assembly regarding:

(a) The preparation and revision of a land management plan and the acquisition and disposal of CBJ lands;

(b) The administration of the lands fund and the mineral holdings of the CBJ;

(c) Implementation of the Long Range Waterfront Development Plan, and issues relating to use and development of the CBJ waterfront;

(d) Promotion of improved housing availability in the City and Borough; and

(e) Promotion of a vibrant and diverse local economy.

6. Public Works and Facilities Committee. The PWFC may take up issues relevant to the infrastructure of CBJ, including transportation and utilities. The duties of the PWFC shall include:

(a) Making recommendations to the Assembly regarding the capital improvement program required by Charter section 9.2 and other capital improvement plans and lists;

(b) Advising each newly elected Assembly of unfinished capital projects to be continued;

(c) Making recommendations to the Assembly regarding the preparation and revision of an areawide transportation plan;

(d) Making recommendations related to energy efficiency, renewable resources, waste reduction and recycling, global warming, and green building.

7. Special Committees. Nominations for special committee appointments and the chair position of each special committee shall be made by the Mayor, and shall be subject to ratification by the Assembly. In making nominations for special committee appointments, the Mayor shall strive to ensure, to the extent reasonably possible, that there is a balance of opinion, viewpoints, and perspective among the Assemblymembers nominated for committee membership, and that there is at least one Assemblymember nominated for appointment to each such committee who has expertise in the areas assigned to the committee. All members shall serve at the pleasure of the Assembly.

D. Scope of Committees. Committees, including the Committee of the Whole and the Finance Committee, are empowered to only make recommendations. No vote taken at an Assembly committee, including at the Committee of the Whole or at the Finance Committee, is binding on the Assembly. At the Assembly, an Assemblymember is free to move the Assembly to amend a prior adopted motion and renew a failed motion from a committee, and such motions can pass by five votes in favor.

E. Quorum of Committees. For the Committee of the Whole and the Finance Committee, a majority of the membership shall constitute a quorum. For committees with seven or eight members, four of the membership shall constitute a quorum, for committees with four, five, or six members, three of the membership shall constitute a quorum.

F. Voting. The minimum vote required to take official action shall be the same as that constituting a quorum; provided, however, that in the case of a tie vote, the action fails.

G. Role of Board Liaison. Board liaisons shall be recommended by the board to the Assembly for approval. Any board liaison to an Assembly committee should sit with the committee at all times. A board liaison may have the right to participate in committee discussions at the pleasure of the chair of the Assembly committee except that Assembly members of the committee shall have priority in obtaining the floor. Only Assembly members on the committee may vote.

**RULE 6. ASSEMBLY LIAISONS TO BOARDS AND COMMISSIONS.**

A. Appointment of Liaisons. The Mayor shall nominate one member of the Assembly to serve as the liaison to each of the following City and Borough boards and commissions:

Planning Commission

Hospital Board

Docks and Harbors Board

Airport Board

School Board

Ski Area Board

The nominations shall be subject to ratification by the Assembly. Liaisons to other entities may be appointed from time to time.

B. Role of Assembly Liaison. Assembly liaisons serve as a link between the Assembly and the board or commission to establish and maintain communication between the bodies on issues, projects, and other matters of mutual concern and interest. Assembly liaisons should regularly attend appointed board or commission meetings. Assembly liaisons shall not have the power to vote on the board or commission and are not to be counted in determining whether a quorum of the board or commission is present, unless specifically identified as voting members in the governing legislation of a particular board. An Assembly liaison may participate in board or commission discussions when invited by the board chair.

C. Other Meetings. The Assembly encourages its members to attend meetings of other boards, commissions, and citizen groups and inform the Assembly on the activities of those bodies and the issues before them, as appropriate.

**RULE 7. DEBATE.**

A. Speaking on the Question. A member or the Manager may speak more than once to the same question at the same stage of proceedings provided that priority of access to the floor shall be given to members who have not spoken on the question. Members shall endeavor to provide the body with relevant facts and arguments and shall strive to avoid redundancy.

B. Asking Questions. After obtaining recognition from the chair, a member may ask direct questions of another member of the Assembly or to a person appearing before the Assembly. The questions should not be argumentative.

C. Decorum. Members shall not question the motives, competency, or integrity of any person except as necessary to decide an appeal, personnel evaluation, contract award, or other matter in which such issues are clearly relevant. The chair shall admonish any member violating this rule and if violations are severe or repeated, may without a vote declare a recess not to exceed ten minutes.

**RULE 8. RULES OF PUBLIC PARTICIPATION.**

When permitted by Rule 14, public participation during hearings on ordinances and matters other than appeals will be conducted according to the following rules, which will be posted in the Assembly Chambers and at www.juneau.gov:

A. The hearing will be conducted by the Mayor as chair.

B. The Mayor will open the hearing by summarizing its purposes and reemphasizing the rules of procedure.

C. The Mayor may set a time limit for public testimony, for individual speakers, or both if it appears necessary to gain maximum participation and conserve time, and may for the same reason disallow all questions from the Assembly to members of the public. The time limit may be extended by a majority of the Assembly. The time limit for individual speakers shall be uniform for all speakers, and shall be strictly enforced. Speakers shall not have the right to transfer their unused time to other speakers, but the Mayor may grant additional time to a person speaking on behalf of a group.

D. People are encouraged to submit written presentations and exhibits to the Municipal Clerk and the Assembly via email (boroughassembly@juneau.gov).

E. The Mayor will set forth the item or subject to be discussed and will rule non-germane speech out of order. A member of the public may not be stopped for speaking because of the viewpoint being expressed. However, a person may be stopped for disrupting, disturbing, or impeding the meeting when speaking longer than the time limit, when being unduly repetitious, or when discussing or presenting irrelevant matters. Such non-germane speech disrupts, disturbs, or impedes public meetings when the Assembly is prevented from accomplishing its business in a reasonably efficient manner or when the speech interferes with the rights of other speakers. A person stopped for non-germane speech during a meeting is welcome to submit a writing, presentation, recording, and exhibit to the Municipal Clerk and to the Assembly via email (boroughassembly@juneau.gov).

F. All speakers, members of the public and members of the Assembly, will be recognized by the chair by surname.

G. Members of the public will precede their remarks by stating their names and, unless otherwise allowed by the Mayor, the area of town in which they reside.

H. Members of the Assembly will not direct questions to each other or to the chair during public participation except as to the conduct of the hearing.

I. Members of the Assembly may direct questions to members of the public only to obtain clarification of the material presented. The questions should not be argumentative, nor may they have the purpose or effect of unreasonably extending any time limit applicable to public speakers.

J. The public may direct questions to the Assembly or the administration.

K. The public may direct questions to the chair only as it pertains to the conduct of the hearing.

L. The Manager may participate in the same manner as the members of the Assembly.

M. There shall be an opportunity for public participation on non-agenda items at each regular meeting of the Assembly. Such public participation shall be limited to no more than 20 minutes, with each speaker limited to a length of time set by the Mayor not to exceed three minutes. Assemblymembers may ask questions of the speaker but should not deliberate at that time on matters raised or answer questions directed to the members.

N. Members of the public that want to provide oral public comment via remote participation must notify the Municipal Clerk prior to the meeting (i.e. call the Municipal Clerk Office or register online, when available). A person is not required to notify the Municipal Clerk prior to the meeting when providing in-person oral public comments.

O. Reasonable accommodations are available upon request. To the extent allowed by law (i.e. A.S. 15.13.040 and A.S.15.13.145), a spokesperson designated by a person with a disability wishing to provide oral public testimony should advise the Municipal Clerk. Please contact the Clerk's office prior to any meeting, preferably 36 hours ahead, so arrangements can be made if other accommodation requests like closed captioning or sign language interpreter services are desired. The Clerk's office telephone number is 586-5278, TDD 586-5351, e-mail: city.clerk@juneau.gov.

**RULE 9. MOTIONS.**

A. Seconds. Seconds to motions are not required.

B. Renewal of Defeated Motions. Defeated motions may be renewed only under suspension of the rules.

C. Priority of Privileged Motions. Privileged motions shall have the following priority:

1. Fix time to adjourn
2. Give notice of reconsideration
3. Adjourn
4. Recess
5. Question of privilege of the body
6. Question of personal privilege

**RULE 10. CLERICAL ERRORS.**

Clerical errors that do not affect the substance of an ordinance or resolution, such as errors in numbering or errors in spelling, may be corrected by the Attorney upon discovery of the error.

**RULE 11. VOTE REQUIRED.**

The affirmative vote of five members of the Assembly shall be sufficient to take any action except as otherwise provided by Charter or ordinance and except in the following instances, which require the affirmative vote of at least six members:

A. Limiting, extending, or closing debates

B. Suspension of the rules

C. Setting of or postponement of special orders

D. Objection to consideration of question

E. Motion for immediate vote (previous question)

F. Rescind

G. To take up a motion for reconsideration at the meeting at which the action to be reconsidered was taken

**RULE 12. PARLIAMENTARIAN.**

The Attorney shall act as the parliamentarian with the Municipal Clerk to act as parliamentarian in the absence of the Attorney.

**RULE 13. SESSIONS.**

Each regular or special meeting of the Assembly constitutes a session for purposes of the rules.

**RULE 14. PUBLIC PARTICIPATION.**

A. Public participation shall be permitted on all items on the agenda, except public participation is not allowed on the following:

i. for committee meetings advertised as work sessions only;
ii. items before the body for information purposes only;
iii. quasi-judicial items (i.e. appeals) after the body decided to accept the quasi-judicial item for further consideration (CBJC 01.50.030(e)(1)). Public participation—including by named parties—is authorized to aid the body in deciding whether to accept an appeal, but public participation—including by parties—is prohibited after the body makes the acceptance decision. This limited public participation rule is necessary to protect the due process rights of the parties.

B. Despite the prohibitions in Rule 14.A, the committee chair or majority of the body may authorize public participation on a specific agenda item when in the best interest of the community.

C. Public participation shall be permitted on a motion to recess into executive session prior to the vote on such a motion.

D. When public participation is provided, public participation is confined to that agenda item. No person except a member or the Manager may participate in Assembly proceedings except as provided in the agenda item for public participation. However, the Attorney or Municipal Clerk may comment on professional or procedural aspects.

**RULE 15. RECONSIDERATION.**

A. What May Be Reconsidered. Main motions, amendments to main motions, privileged motions involving substantive questions, and appeals are subject to reconsideration. Procedural motions may not be reconsidered.

B. Who May Reconsider. Any member, whether or not that member voted on the prevailing side, may give notice of or move for reconsideration.

C. Effect of Notice. The effect of giving notice of reconsideration is to suspend all action on the subject of the notice until a motion for reconsideration is made and acted upon or until the time within which the motion for reconsideration may be made and acted upon has expired.

D. Time in Which Notice Must Be Taken Up. A notice of reconsideration expires unless a motion for reconsideration is made and acted upon prior to adjournment of the next regular meeting succeeding the meeting at which the action to be reconsidered occurred.

E. Successive Reconsideration. There may be only one reconsideration even though the action of the Assembly after reconsideration is opposite from the action of the Assembly before reconsideration.

F. Precedence. A motion for reconsideration has precedence over every main motion and may be taken up at any time during the meeting when there is no other motion on the floor.

G. Effect. A motion for reconsideration completely cancels the previous vote on the question to be reconsidered as though the previous vote had never been taken.

**RULE 16. REMOTE PARTICIPATION.**

When a meeting is conducted entirely remotely (i.e. video conferencing technology), then all members are expected to attend remotely. The following apply to meetings that are held completely in-person or as a hybrid (partially in-person and partially remotely):

A. A member may participate remotely in an Assembly meeting, or an Assembly Committee meeting, if the member declares that circumstances prevent physical attendance at the meeting. If the Mayor chooses to participate remotely, the Deputy Mayor shall preside. If a committee chair chooses to participate remotely, they should designate an alternative committee member to chair the meeting unless the entire meeting is held remotely.

B. Reserved.

C. The member shall notify the Clerk and the presiding officer, if reasonably practicable, at least four hours in advance of a meeting which the member proposes to attend remotely by and shall provide the physical address of the location, the telephone number, and any available facsimile, email, or other document transmission service.

D. At the meeting, the Clerk shall establish the remote connection technology when the call to order is imminent.

E. A member participating remotely shall be counted as present for purposes of quorum, discussion, and voting.

F. The member participating remotely shall make every effort to participate in the entire meeting and must have video turned on except during breaks. From time to time during the meeting the presiding officer shall confirm the connection.

G. The member participating remotely may ask to be recognized by the presiding officer to the same extent as any other member.

H. To the extent reasonably practicable, the Clerk shall provide backup materials to members participating remotely.

I. If the remote technology connection cannot be made or is made then lost, the meeting shall commence or continue as scheduled and the Clerk shall attempt to establish or restore the connection, provided that if the member participating remotely is necessary to achieve a quorum, the meeting shall be at ease, recess, or adjourn as necessary until the remote connection is established or restored.

J. Meeting times shall be expressed in Alaska time regardless of the time at the location of any member participating remotely.

K. Participation remotely shall be allowed for regular, special, and committee meetings of the Assembly.

L. Remarks by members participating remotely shall be transmitted so as to be audible by all members and the public in attendance at the meeting, provided that in executive session the remarks shall be audible only to those included in the executive session.

M. Any member of the public present with the member participating remotely shall be allowed to speak to the same extent the person was physically present at the meeting.

N. As used in these rules, "remote" means any system for synchronous two-way voice communication (i.e. telephone) or video conferencing technology. If a member needs to participate remotely, video conferencing technology is preferred. "Mayor" includes the Acting Mayor or any other member serving as chair of the meeting.

O. Regular and special meetings of the following entities must be recorded and live broadcast in a manner that is reasonably calculated to provide meaningful remote public observance and participation, when allowed, of the public meeting:

i. Assembly
ii. Assembly Standing Committees
iii. Planning Commission
iv. Hospital Board
v. Docks and Harbors Board
vi. Airport Board
vii. Ski Area Board
viii. Systemic Racism Review Committee

Any other board, commission, or committee meeting with anticipated substantial public interest should be recorded and live broadcast in a manner that is reasonably calculated to provide meaningful remote public observance and participation, when allowed, of the public meeting.

### RULE 17. ADOPTION OF ROBERT'S RULES OF ORDER.

The conduct of the meetings of Assembly shall be governed by the Mayor according to the current edition of Robert's Rules of Order, except as otherwise provided by Charter, law, or these rules.

**Section 2. Repeal of Resolution.** Resolution No. 2976 is repealed.

**Section 3. Effective Date.** This resolution shall be effective immediately after its adoption.

Adopted this 1st day of April 2024.

Beth A. Weldon, Mayor

Attest:

Elizabeth J. McEwen, Municipal Clerk

# Juneau Airport Board Finance Committee Meeting Minutes

## September 4th, 2024 - 11am

**Committee Members in Attendance:**

Jason Custer - Chair

Jodi Garza

Chris Peloso

**Others in Attendance:**

Dennis Bedford - Airport Board

Patty Wahto - Airport Manager

Tom Williams – Ward Air

Kent Craford – Alaska Seaplanes

Paul Khera- Deputy Airport Manager

Andres Degaldo - Airport Maintenance and Operations Superintendent

Angelica Lopez-Campos - Airport Business Manager

**A. CALL TO ORDER**

The Chair called the meeting to order at 11.01 am AKT.

**B. ROLL CALL**

See above. It was stated that Airport Board Chair Dan Spencer was not in attendance due to a family emergency.

***Motion, Garza/Custer: "I move to approve the agenda as presented."***

***Discussion: None***

***The motion was carried by unanimous consent.***

**C. New Business**

**1. High-level Committee Objectives**

Committee members discussed expectations and objectives for the Finance Committee. Resulting items included:

1. **Standing Item – Review of Financial Statements** at each meeting. Current financial statements are needed.
2. **Standing Item – Review of Transactions** so that they can be approved by the board as a consent calendar-type item. Custer noted the airport board requested a process of this type.
3. **Meeting Minutes –** The Committee should record the minutes of each meeting, and present meeting minutes to the board.

   Garza noted this was called out by the airport's auditors.

   Custer agreed to keep meeting minutes.

4. **Written Financial Policy –** Garza requested the airport present or develop a written financial policy, noting this item is specified by the airport's bylaws.
5. **Airport Financial Model –** Wahto will provide the committee members with access to the Excel spreadsheet that the airport uses for modelling fees and charges. Wahto clarified this can be made available to members of the public.
   a. **Alaska Airlines Report –** Wahto agreed to ask Alaska Airlines for the 3rd party study it previously performed, examining the airport's apportionment of rates and fees.

Custer asked Peloso (an attorney) to opine on whether airport board members are fiduciaries of the airport, with an obligation to put the airport's interest before their own. Peloso clarified that airport board members have a Duty of Care and a Duty of Loyalty that places them under legal obligation to the airport.

## D. NEXT MEETING DATE

The airport board members scheduled a year's worth of meetings on the following dates:

Tuesday, January 21st, 9am

Tuesday, January 28th, 9am

February 4th, 9am

April 22nd, 9am

July 22nd, 9am

The committee members noted the importance of maintaining a regular cadence of meetings, but that meeting dates may be moved for good cause.

## E. ADJOURNMENT

***Motion, Custer/Peloso: "I move to adjourn."***

***Discussion: None***

***The motion was carried by unanimous consent.***

**The meeting was adjourned at 12.07pm.**

**OFFICE OF THE MUNICIPAL CLERK/
ELECTION OFFICIAL**
City and Borough of Juneau (CBJ)
155 Heritage Way, Juneau, Alaska 99801
Phone: (907)586-5278 x4175 Fax: (907)586-4552
email: Beth.McEwen@juneau.gov

TO: Airport Board

DATE: September 12, 2024

FROM: Beth McEwen, Municipal Clerk

RE: Proposed Airport Bylaw Changes

The Clerk's office has been working with the Assembly and our various CBJ Boards to provide an overarching goal to:

> ***Provide consistent, uniform rules of procedure across all CBJ bodies to the greatest extent possible while staying in compliance with the CBJ Charter, Code, Open Meetings Act, and Public Notice requirements, and also addressing the unique needs of the individual bodies.***

In an attempt to standardize the various rules of procedure used by all our CBJ elected and appointed bodies we start from the Assembly Rules of Procedure (adopted by Resolution which is amended from time to time) as the base layer upon which to build all other board rules of procedure. Using this framework, I have reviewed the draft Airport Bylaws as found in the September 12, 2024 Airport Board Packet and have provided a marked up revised version for consideration by the Airport Board.

Most of the changes that I suggest are incorporating practices already in place both at the Assembly and at the Airport Board levels but are now memorializing them within the bylaws document. The main substantive change that the Board may want to discuss has to do with the flexibility or rigidity of the language in the current bylaw amendment proposed in the Sept. 12 meeting packet as highlighted below:

> **The officers of the Board shall consist of a Chair, Vice Chair, and Secretary. Officers shall hold offices for one year or until their successors are elected. There shall be a two-year (two one-year terms) limit for the Chair.**

The changing of officers is entirely up to the board each year during the election of officers. If the board in general wants to limit officers to a certain number of years in any given office, they can do that organically just by the manner in which the nominations and elections take place. However, having more restrictive language, such as that highlighted above, provides for a very complicated process whenever there is a mid-term vacancy on the board. Since this language doesn't address mid-term vacancies, I would suggest leaving it out entirely or if you do chose to leave it in, incorporate appropriate language to provide clarity on how this language affects a member who is elected to serve less than a full one-year term.

I'm happy to discuss any of the other suggested changes with the board at this meeting or at a future date.

Attached: Airport Board 9/12/2024 Meeting packet Attachment #1 with suggested Clerk Edits

**ATTACHMENT #1**



# BYLAWS
# of the
# CITY AND BOROUGH OF JUNEAU
# INTERNATIONAL AIRPORT BOARD

## ARTICLE I - NAME

The name of this Board shall be the City and Borough of Juneau International Airport Board ("the Board").

## ARTICLE II - PURPOSE

The Board was established by Title 5 of the CBJ Municipal Code pursuant to the CBJ Charter to exercise all powers necessary and incidental to operation and maintenance of all airport facilities in the public interest and in a sound business manner. The Board establishes financial and operational policy and appoints the Airport Manager. The Board operates the Airport as an enterprise fund, which means it is self-supporting.

## ARTICLE III - MEMBERSHIP

1. The Board shall consist of a maximum of seven members who will be appointed by and serve at the pleasure of the Assembly.

2. Members of the Board are appointed for staggered three-year terms and shall serve without compensation. A member shall serve until his or her successor is appointed by the Assembly.

3. Other qualifying factors related to qualifications for membership are contained in CBJ Municipal Code sections 05.01.010 and .030.

## ARTICLE IV - MEETINGS

1. Regular meetings of the Board will be hybrid meetings and shall be held on the second Thursday of each month at 6:00 p.m. in the Alaska Room of the Airport Terminal and streamed virtually, unless otherwise noticed.

2. Meetings shall be open to the public and conducted according to Robert's Rules of Order, as modified by the Assembly Rules of Procedure and these bylaws. Notice of the meeting shall appear as published by the City & Borough of Juneau's public notice system ~~in the local newspaper.~~ Participation remotely shall be allowed for regular, special, and committee meetings of the Board.

**ATTACHMENT #1**



3. Special meetings of the board or the committees may be called at any time by the Chair or at the request of the ~~Board~~ Committee Chairs, provided staffing and meeting resources are available. The scheduling of all meetings should be in consultation with Airport staff to ensure all necessary accommodations can be met. At least two business days' notice shall be given and filed with the CBJ Clerk.

4. Minutes, or recordings, of regular meetings shall be published ~~distributed~~ by Airport staff ~~to members~~ at least seven days prior to the next regular meeting. Minutes, or recordings, of special meetings shall be distributed to members as soon as possible after the meeting. Staff will endeavor to publish draft minutes within the above timeframe but in the event that minutes cannot be made available, a copy of the meeting recording will be sufficient until draft minutes can be published.

5. Upon advising the Board or Committee Chair in sufficient time for Airport staff to make the necessary technical arrangements, a member who is unable to physically attend a meeting may attend a regular or special Board meeting or a committee meeting by ~~telephone electronic communication or virtually.~~ remote participation as provided for in the Assembly Rules of Procedure.

6. A quorum of the Board shall consist of a majority of the membership, including those ~~present electronically and virtually.~~ participating remotely. A quorum must be present for any business to be conducted. A quorum for standing committees shall consist of a majority of the membership of the standing committee.

7. Voting shall take place in accordinance with the Assembly Rules of Procedure "Vote Required" section. Voting shall be by roll call vote or by general consent (no objection). In a roll call vote, ~~the Chair~~ all members shall be required to vote audibly so as to be heard by all attendees both present in the room and participating remotely. A majority vote of the Board membership is needed to approve any action.

## ARTICLE V – CONFLICT OF INTEREST

If a member has either a financial or a personal conflict of interest, the member ~~may~~ shall not deliberate or vote on any matter in which he or she has such an interest. A member who is involved in a matter that may result in a conflict of interest shall disclose the matter on the public record and ask~~ed~~ to be excused from the discussion and official action on the matter. The presiding officer ~~shall~~ may determine whether the member's involvement would be a conflict of interest. The presiding officer's decision may be overridden by a majority vote of the Board. See CBJ Conflict of Interest Code, Sections 01.45.010 - .080 and 01.45.100.

## ARTICLE VI - OFFICERS

The officers of the Board shall consist of a Chair, Vice Chair, and Secretary. Officers shall hold offices for one year or until their successors are elected. ~~There shall be a two-year (two one-year terms) limit for the Chair.~~ The election of officers shall take place in

ATTACHMENT #1


July (or as soon as new Board Members are appointed) with the officers to begin their duties at their first meeting after their election.

Duties of the **Chair** shall include, but are not limited to, the following:

1. Presiding at all regular and special meetings of the Board in person.
2. Ensuring that all correspondence and business of the Board is carried out.
3. Acting as spokesman for the Board.
4. Appointing committees, with ratification by the full board, including ad hoc committees and task forces of the Board as deemed necessary.
5. Acting as liaison between the Board and the CBJ Assembly.
6. In consultation with the Airport Manager, preparing the agenda for each meeting.

Duties of the **Vice Chair** shall be to preside in the absence of the Chair and perform all the duties of that office. If the Chair chooses to participate remotely, the Vice Chair shall preside. In the absence of the Secretary, the Vice Chair will perform the duties of the Secretary.

Duties of the **Secretary** shall include reviewing and giving tentative approval to minutes of all regular and special meetings of the Board, as prepared by Airport staff, prior to the distribution of the draft minutes to other members of the Board and the public.

## ARTICLE VII – STANDING COMMITTEES

The standing Committees of the Board shall be the Finance Committee and the Operations Committee and any other committee designated and approved by a majority of the Board.

The Chair shall appoint the members of the standing committees of the Board, designating one member to serve as the chair of each committee. If the committee chair chooses to participate remotely, the chair shall designate another member, who will be present at the meeting in person, to preside over the meeting. Each standing committee shall consist of at least three members. Standing Committees will meet as needed in accordance with section IV. 3. above.

Duties of the standing committees shall include, but not be limited to, the following:

1. Finance Committee: Shall ~~meet quarterly and~~ consider and make recommendations to the full Board regarding:

    a. The Airport Manager's proposed operating and capital budgets;
    b. Airport rates and charges; and
    c. All other items that have or may have a financial impact on the Airport.

2. Operations Committee: Consider and make recommendations to the full Board regarding any issue that has or may have an operational impact on the Airport.

Action(s) recommended by the standing committees shall be subject to approval by a majority of the Board members at a Regular or Special meeting.

## ARTICLE VIII – AIRPORT MANAGER

The Airport Manager serves at the pleasure of the Board and shall be responsible for the hiring and/or firing of airport personnel. Subject to direction from the Board, the Airport Manager shall be responsible for the general supervision and the administration of the business and affairs of the Juneau International Airport.

## ARTICLE IX – EVALUATION OF THE AIRPORT MANAGER

The Board, meeting in executive session, shall evaluate the performance of the Airport Manager at least once each year, prior to the anniversary date of the Airport Manager's employment. Results of the evaluation shall then be discussed with the Airport Manager, either in executive or public session as desired by the Airport Manager, who may concur or disagree with the Board's evaluation. The Board's evaluation shall determine whether the Airport Manager is entitled to an increase in salary.

## ARTICLE X – AMENDMENTS

These bylaws may be amended or revoked by the affirmative vote of not less than a majority of the Board in any regular meeting, and upon final ratification by the Assembly by Resolution. ~~provided t~~The notice of such Airport Board meeting at which the proposed bylaws are to be discussed shall have contained a copy of the proposed amendment or revocation.

Approved and adopted by the Board this ~~8th~~ _____ day of ~~August~~ ___________2024.

____________________________________
Dan Spencer, Chair

Attest:

____________________________________
Jodi Garza, Secretary

*Adopted by Assembly Resolution #__________ on the _________ day of _______________, 20____.*

Presented by: The Manager
Presented: 04/01/2024
Drafted by: R. Palmer III

**RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA**

**Serial No. 2986**

**A Resolution Repealing and Reestablishing the Assembly Rules of Procedure.**

WHEREAS, the Assembly relies on its committees to generate, review, and mature policies for later consideration by the Assembly, including committees that include all nine Assemblymembers; and

WHEREAS, the scope of Assembly committee power and the binding effect of votes taken by committees with all nine Assemblymembers is complicated because of Robert's Rules of Order; and

WHEREAS, the following general rule of parliamentary law is expressed in various Robert's Rules: "During the session in which the Assembly has decided a question, another main motion raising the same or substantially same question cannot be introduced." (136:26-28); and

WHEREAS, Robert's Rule 52, as applied to a body with less than 50 members like the Assembly, considers a vote taken at a Committee of the Whole a formal decision of the Assembly that is not voted on again (531:2-4); and

WHEREAS, while Robert's Rule 52 clearly applies to the Committee of the Whole, it does not explicitly apply to the other nine-member committees like the Finance Committee; and

WHEREAS, application of Robert's Rule 52 creates unnecessary complexities because the City and Borough of Juneau Charter 5.3(a) requires public comment opportunities when an ordinance is up for public hearing, which can be late in the development of a policy and public comment can enlighten a policy issue that necessitates amendments or renewal of previously decided motions without going through the cumbersome process to suspend the Assembly Rules or other procedural escape valves; and

WHEREAS, upon balancing the timing of public comment and the Assembly's scarce meeting time, the Assembly amends the Assembly Rules of Order to reconcile the unnecessary complexities created by Robert's Rule 52 on the Committee of the Whole and any other nine-member Assembly committee with the public comment requirement of Charter 5.3(a) while recognizing occasionally a motion previously decided by a committee may be renewed at the Assembly without being treated as dilatory; and

WHEREAS, the following additional amendments would clarify the rules and make necessary changes to maximize public engagement, public body deliberations, and meeting efficiency.

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

**Section 1. Rules of Procedure.** The following rules of procedure are adopted:

**RULE 1. AGENDA.**

A. Order of Business. At all regular meetings the order of business shall be:

- I. Call to Order
- II. Flag Salute
- III. Land Acknowledgment
- IV. Roll Call
- V. Special Order of Business
- VI. Approval of Minutes
- VII. Manager's Requests for Agenda Changes
- VIII. Public Participation on Non-agenda Items (Not to Exceed a Total of 20 Minutes, Nor More than Three Minutes for Any Individual)
- IX. Consent Agenda
    - A. Public Requests for Consent Agenda Changes, Other than Ordinances for Introduction
    - B. Assembly Requests for Consent Agenda Changes
    - C. Assembly Action
- X. Ordinances for Public Hearing
    - A. Administrative or Committee Reports
    - B. Public Hearing
    - C. Assembly Action
- XI. Unfinished Business
    - A. Administrative or Committee Reports
    - B. Public Hearing
    - C. Assembly Action
    - D. Potential Issues for Reconsideration
- XII. New Business
    - A. Administrative or Committee Reports
    - B. Public Hearing

C. Assembly Action

XIII. Staff Reports

XIV. Assembly Reports

A. Mayor's Report

B. Committee, Liaison Reports, Assemblymember Comments and Questions

C. Presiding Officer Reports

XV. Continuation of Public Participation on Public Participation on Non-agenda Items

XVI. Executive Session

XVII. Supplemental Materials

XVIII. Adjournment

B. Agenda Preparation. The agenda shall be prepared by the Manager subject to review and revision by the Mayor. The Mayor or the Manager shall brief the Assembly as to any revisions. Other matters may be considered under administrative reports, unfinished business, or new business as applicable.

C. Consent Agenda. The Manager shall include under the consent agenda:

1. Ordinances for introduction;
2. Resolutions;
3. Bid awards requiring Assembly concurrence; and
4. Other items requiring Assembly action which do not involve substantial public policy questions.

The Manager shall include with the agenda such supplemental material or reports as may be necessary to explain each item on the consent agenda and shall include a specific recommendation for Assembly action on each item. Material, reports, and recommendations submitted in writing to each member present and which are available for public inspection prior to the Assembly meeting need not be read aloud, but the minutes shall reflect the Manager's recommendation on each consent agenda item adopted. Upon adoption of a motion to adopt the consent agenda, all consent agenda items subject to the motion are adopted as recommended by the Manager. The motion to adopt may not be amended; provided, upon the request of any member, an item on the consent agenda shall be removed from the consent agenda and placed under the appropriate regular agenda item for Assembly action. A notice or motion for reconsideration or a motion to rescind a consent agenda motion shall contain reference to the specific consent agenda item which is the subject of the notice or motion and only that item shall be affected by the notice or motion.

**RULE 2. MEETINGS.**

A. Date and Time of Regular Meetings. The Assembly shall regularly meet at 7:00 p.m. every third Monday according to a schedule approved by the Assembly and published by the Clerk's office. The Assembly may by motion or otherwise change the date of a meeting as may be necessary or convenient.

B. Place of Regular Meetings. Regular Assembly meetings shall be held in the Assembly Chambers at the Municipal Building at 155 Heritage Way, Juneau, Alaska. However, the location of a regular meeting may be changed (a) up to 24 hours in advance of the meeting by the Assembly, at a preceding regular or special meeting, by motion or otherwise, upon designating a different place for a particular meeting; or (b) if the meeting was previously noticed with remote participation, by the Mayor, the committee chair, or any three Assemblymembers due to extenuating circumstances (i.e. public health requirement, equipment or facility problem in Assembly Chambers, inability to get a quorum in-person, weather) to hold the meeting virtually with only remote participation (i.e. video conferencing technology).

C. Special Meetings. Special meetings may be called and held as provided by the Charter.

D. Time of Adjournment. Meetings will adjourn at 11:00 p.m. unless extended by a vote of at least six members.

E. Public seating area. People in a meeting room must comply with all laws, including occupancy and public health requirements.

**RULE 3. ASSEMBLYMEMBER ATTENDANCE POLICY FOR REGULAR MEETINGS.**

A. Excused Absences. Any absence of an Assemblymember from a regular meeting of the Assembly shall be deemed to be unexcused unless the Assemblymember is absent from the meeting as a result of attending to official business on behalf of the City and Borough of Juneau, for extenuating medical reasons, or for other significant cause, in which case the absence shall be deemed to be excused.

B. Attendance Report. Upon request of the Human Resources Committee, the Manager shall direct the Clerk to provide the Assembly quarterly reports on attendance at regular Assembly meetings.

**RULE 4. LEGISLATION.**

A. Drafting. The Attorney shall draft ordinances and resolutions:

1. For presentation to the Assembly only
    (a) by vote or consensus of the Assembly,
    (b) by vote of a standing or ad hoc Assembly committee,
    (c) by request of the Mayor, the Manager, or any member, or
    (d) on the Attorney's own initiative to correct errors not otherwise correctable in any section or to make amendments to Title 01.45 the Conflict of Interest Code, Title 01.50 the Appellate Code, Title 01.60 the Regulation Procedures Code, Title 03.30 the Code Enforcement Code, Title 42 the Penal Code, or any section imposing duties on the Attorney.
2. For presentation to a standing or ad hoc Assembly committee only by vote of the committee, request of its chair, or by direction of the Assembly.

B. Procedure. Upon presentation of an ordinance, any member may move that it be introduced and set for public hearing, referred to committee, deferred, or rejected as provided in Charter section 5.3. If the motion is for referral to committee, the Mayor shall refer the ordinance to the appropriate committee. The Mayor's referral may be changed by a majority vote of the members of the Assembly. If the motion is for introduction, the motion shall set a date for the public hearing. All such motions may be amended.

**RULE 5. COMMITTEES.**

A. Standing Committees. The Assembly shall have the following standing committees:

1. Committee of the Whole
2. Finance Committee
3. Human Resources Committee
4. Lands, Housing, and Economic Development Committee
5. Public Works and Facilities Committee
6. Joint Assembly/School Facilities Committee (per Charter 13.8)

Any member of the Assembly may sit with any committee at all times; such member shall have the right to participate in committee discussion except that members of the committee shall have priority in obtaining the floor and only committee members may vote. Standing committee meetings are work sessions without public testimony unless otherwise noticed at the time of packet publication, or earlier, by the committee chair.

B. Special Committees. The Assembly shall have such special committees as may be considered necessary. Special committees automatically terminate upon completion of the committee's assignment.

C. Selection, Process, and Duties of Committees of the Assembly.

1. Standing Committees.

(a) With the exception of the Committee of the Whole, the Finance Committee, and the Human Resources Committee in proceedings pursuant to Rule 5(C)(2)(f), there shall be not more than four Assemblymembers appointed to each standing committee of the Assembly. Each Assemblymember will be appointed to at least one, but not more than three, standing committees, in addition to the Finance Committee and the Committee of the Whole.

(b) Nominations for standing committee appointments and for the position of chair of each such committee shall be made by the Mayor, and shall be subject to ratification by the Assembly. In making nominations for committee appointments, the Mayor shall strive to ensure, to the extent reasonably possible, that there is a balance and diversity of opinion, viewpoints, and perspective among the Assemblymembers nominated for committee membership, and that there is at least one Assemblymember nominated for appointment to each committee who has expertise in the areas assigned to the committee.

(c) Each year following the regular municipal election, all Assemblymembers will be given an opportunity to indicate in writing which of the standing committees they request to serve on. At least two of the nominations for appointment for each standing committee shall be made from those Assemblymembers, if any, who have requested to serve on the committee for which the appointments are to be made. The nomination for membership and chair positions shall be made by the Mayor and ratified by the Assembly within seven days of the second meeting after the certification of the regular municipal election each year. All committee members shall be appointed to serve for a term expiring upon ratification by the Assembly of the committee appointments following the next regular municipal election. All committee members serve at the pleasure of the Assembly.

(d) A standing committee may at the call of its chair or the vote of its membership take up any matter within the scope of its charge established by these rules and not pending as legislation authorized by the Assembly. Matters not within the scope of any standing committee, or within the scope of more than one standing committee shall be assigned by the Mayor.

(e) Each committee shall refer information to and coordinate activities with other appropriate committees. Issues referred to another committee and any directions to the Manager must have the concurrence of a majority of the committee members.

2. Human Resources Committee. The Human Resources Committee may take up issues relating to the health and well-being of Juneau citizens and their participation in local government. The duties of the Human Resources Committee shall include:

(a) Nominating citizens to all CBJ boards and commissions. Appointment to such bodies shall be made by the full Assembly;

(b) Making recommendations to the full Assembly regarding the issuance, renewal or transfer of liquor licenses, restaurant designation permits, and marijuana licenses;

(c) Reviewing and proposing amendments to these rules;

(d) Reserved.

(e) Reserved.

(f) Membership for Certain Appointments. The full Human Resources Committee shall meet as needed to recommend appointments to the Planning Commission, the Hospital Board, the Ski Area Board, the Docks and Harbors Board, and the Airport Board. The Mayor and all Assemblymembers shall serve as members of the full Committee and the Human Resources chair shall serve as chair at these meetings.

3. Finance Committee. The Finance Committee may take up issues relevant to the fiscal status of the CBJ. The Mayor and all Assemblymembers shall serve as

members of the Finance Committee. The duties of the Finance Committee shall include:

(a) Review of the Manager's proposed budget and recommendations to the Assembly for a final budget;

(b) Review of the fiscal policies of the CBJ as deemed necessary by the committee.

4. Committee of the Whole. The Committee of the Whole may take up those issues within the jurisdiction of multiple committees and those warranting detailed review prior to consideration by the Assembly. The Mayor and all Assemblymembers shall serve as members of the Committee of the Whole. Generally, the rules of the Assembly shall be followed in the Committee of the Whole, provided that, at the discretion of the chair, the rules may be relaxed and the rules relating to participation by the presiding officer and the number of times a member may speak shall not be in effect unless otherwise ordered by a majority of the committee. In preparing the committee agenda the chair shall consult with the Mayor.

5. Lands, Housing, and Economic Development Committee. The Lands, Housing, and Economic Development Committee may take up issues relevant to the lands, housing, economic development, water or air within the City and Borough. The duties of the Lands, Housing, and Economic Development Committee shall include recommendations to the Assembly regarding:

(a) The preparation and revision of a land management plan and the acquisition and disposal of CBJ lands;

(b) The administration of the lands fund and the mineral holdings of the CBJ;

(c) Implementation of the Long Range Waterfront Development Plan, and issues relating to use and development of the CBJ waterfront;

(d) Promotion of improved housing availability in the City and Borough; and

(e) Promotion of a vibrant and diverse local economy.

6. Public Works and Facilities Committee. The PWFC may take up issues relevant to the infrastructure of CBJ, including transportation and utilities. The duties of the PWFC shall include:

(a) Making recommendations to the Assembly regarding the capital improvement program required by Charter section 9.2 and other capital improvement plans and lists;

(b) Advising each newly elected Assembly of unfinished capital projects to be continued;

(c) Making recommendations to the Assembly regarding the preparation and revision of an areawide transportation plan;

(d) Making recommendations related to energy efficiency, renewable resources, waste reduction and recycling, global warming, and green building.

7. Special Committees. Nominations for special committee appointments and the chair position of each special committee shall be made by the Mayor, and shall be subject to ratification by the Assembly. In making nominations for special committee appointments, the Mayor shall strive to ensure, to the extent reasonably possible, that there is a balance of opinion, viewpoints, and perspective among the Assemblymembers nominated for committee membership, and that there is at least one Assemblymember nominated for appointment to each such committee who has expertise in the areas assigned to the committee. All members shall serve at the pleasure of the Assembly.

D. Scope of Committees. Committees, including the Committee of the Whole and the Finance Committee, are empowered to only make recommendations. No vote taken at an Assembly committee, including at the Committee of the Whole or at the Finance Committee, is binding on the Assembly. At the Assembly, an Assemblymember is free to move the Assembly to amend a prior adopted motion and renew a failed motion from a committee, and such motions can pass by five votes in favor.

E. Quorum of Committees. For the Committee of the Whole and the Finance Committee, a majority of the membership shall constitute a quorum. For committees with seven or eight members, four of the membership shall constitute a quorum, for committees with four, five, or six members, three of the membership shall constitute a quorum.

F. Voting. The minimum vote required to take official action shall be the same as that constituting a quorum; provided, however, that in the case of a tie vote, the action fails.

G. Role of Board Liaison. Board liaisons shall be recommended by the board to the Assembly for approval. Any board liaison to an Assembly committee should sit with the committee at all times. A board liaison may have the right to participate in committee discussions at the pleasure of the chair of the Assembly committee except that Assembly members of the committee shall have priority in obtaining the floor. Only Assembly members on the committee may vote.

**RULE 6. ASSEMBLY LIAISONS TO BOARDS AND COMMISSIONS.**

A. Appointment of Liaisons. The Mayor shall nominate one member of the Assembly to serve as the liaison to each of the following City and Borough boards and commissions:

Planning Commission

Hospital Board

Docks and Harbors Board

Airport Board

School Board

Ski Area Board

The nominations shall be subject to ratification by the Assembly. Liaisons to other entities may be appointed from time to time.

B. Role of Assembly Liaison. Assembly liaisons serve as a link between the Assembly and the board or commission to establish and maintain communication between the bodies on issues, projects, and other matters of mutual concern and interest. Assembly liaisons should regularly attend appointed board or commission meetings. Assembly liaisons shall not have the power to vote on the board or commission and are not to be counted in determining whether a quorum of the board or commission is present, unless specifically identified as voting members in the governing legislation of a particular board. An Assembly liaison may participate in board or commission discussions when invited by the board chair.

C. Other Meetings. The Assembly encourages its members to attend meetings of other boards, commissions, and citizen groups and inform the Assembly on the activities of those bodies and the issues before them, as appropriate.

### RULE 7. DEBATE.

A. Speaking on the Question. A member or the Manager may speak more than once to the same question at the same stage of proceedings provided that priority of access to the floor shall be given to members who have not spoken on the question. Members shall endeavor to provide the body with relevant facts and arguments and shall strive to avoid redundancy.

B. Asking Questions. After obtaining recognition from the chair, a member may ask direct questions of another member of the Assembly or to a person appearing before the Assembly. The questions should not be argumentative.

C. Decorum. Members shall not question the motives, competency, or integrity of any person except as necessary to decide an appeal, personnel evaluation, contract award, or other matter in which such issues are clearly relevant. The chair shall admonish any member violating this rule and if violations are severe or repeated, may without a vote declare a recess not to exceed ten minutes.

### RULE 8. RULES OF PUBLIC PARTICIPATION.

When permitted by Rule 14, public participation during hearings on ordinances and matters other than appeals will be conducted according to the following rules, which will be posted in the Assembly Chambers and at www.juneau.gov:

A. The hearing will be conducted by the Mayor as chair.

B. The Mayor will open the hearing by summarizing its purposes and reemphasizing the rules of procedure.

C. The Mayor may set a time limit for public testimony, for individual speakers, or both if it appears necessary to gain maximum participation and conserve time, and may for the same reason disallow all questions from the Assembly to members of the public. The time limit may be extended by a majority of the Assembly. The time limit for individual speakers shall be uniform for all speakers, and shall be strictly enforced. Speakers shall not have the right to transfer their unused time to other speakers, but the Mayor may grant additional time to a person speaking on behalf of a group.

D. People are encouraged to submit written presentations and exhibits to the Municipal Clerk and the Assembly via email (boroughassembly@juneau.gov).

E. The Mayor will set forth the item or subject to be discussed and will rule non-germane speech out of order. A member of the public may not be stopped for speaking because of the viewpoint being expressed. However, a person may be stopped for disrupting, disturbing, or impeding the meeting when speaking longer than the time limit, when being unduly repetitious, or when discussing or presenting irrelevant matters. Such non-germane speech disrupts, disturbs, or impedes public meetings when the Assembly is prevented from accomplishing its business in a reasonably efficient manner or when the speech interferes with the rights of other speakers. A person stopped for non-germane speech during a meeting is welcome to submit a writing, presentation, recording, and exhibit to the Municipal Clerk and to the Assembly via email (boroughassembly@juneau.gov).

F. All speakers, members of the public and members of the Assembly, will be recognized by the chair by surname.

G. Members of the public will precede their remarks by stating their names and, unless otherwise allowed by the Mayor, the area of town in which they reside.

H. Members of the Assembly will not direct questions to each other or to the chair during public participation except as to the conduct of the hearing.

I. Members of the Assembly may direct questions to members of the public only to obtain clarification of the material presented. The questions should not be argumentative, nor may they have the purpose or effect of unreasonably extending any time limit applicable to public speakers.

J. The public may direct questions to the Assembly or the administration.

K. The public may direct questions to the chair only as it pertains to the conduct of the hearing.

L. The Manager may participate in the same manner as the members of the Assembly.

M. There shall be an opportunity for public participation on non-agenda items at each regular meeting of the Assembly. Such public participation shall be limited to no more than 20 minutes, with each speaker limited to a length of time set by the Mayor not to exceed three minutes. Assemblymembers may ask questions of the speaker but should not deliberate at that time on matters raised or answer questions directed to the members.

N. Members of the public that want to provide oral public comment via remote participation must notify the Municipal Clerk prior to the meeting (i.e. call the Municipal Clerk Office or register online, when available). A person is not required to notify the Municipal Clerk prior to the meeting when providing in-person oral public comments.

O. Reasonable accommodations are available upon request. To the extent allowed by law (i.e. A.S. 15.13.040 and A.S.15.13.145), a spokesperson designated by a person with a disability wishing to provide oral public testimony should advise the Municipal Clerk. Please contact the Clerk's office prior to any meeting, preferably 36 hours ahead, so arrangements can be made if other accommodation requests like closed captioning or sign language interpreter services are desired. The Clerk's office telephone number is 586-5278, TDD 586-5351, e-mail: city.clerk@juneau.gov.

**RULE 9. MOTIONS.**

A. Seconds. Seconds to motions are not required.

B. Renewal of Defeated Motions. Defeated motions may be renewed only under suspension of the rules.

C. Priority of Privileged Motions. Privileged motions shall have the following priority:

1. Fix time to adjourn
2. Give notice of reconsideration
3. Adjourn
4. Recess
5. Question of privilege of the body
6. Question of personal privilege

**RULE 10. CLERICAL ERRORS.**

Clerical errors that do not affect the substance of an ordinance or resolution, such as errors in numbering or errors in spelling, may be corrected by the Attorney upon discovery of the error.

**RULE 11. VOTE REQUIRED.**

The affirmative vote of five members of the Assembly shall be sufficient to take any action except as otherwise provided by Charter or ordinance and except in the following instances, which require the affirmative vote of at least six members:

A. Limiting, extending, or closing debates

B. Suspension of the rules

C. Setting of or postponement of special orders

D. Objection to consideration of question

E. Motion for immediate vote (previous question)

F. Rescind

G. To take up a motion for reconsideration at the meeting at which the action to be reconsidered was taken

**RULE 12. PARLIAMENTARIAN.**

The Attorney shall act as the parliamentarian with the Municipal Clerk to act as parliamentarian in the absence of the Attorney.

**RULE 13. SESSIONS.**

Each regular or special meeting of the Assembly constitutes a session for purposes of the rules.

**RULE 14. PUBLIC PARTICIPATION.**

A. Public participation shall be permitted on all items on the agenda, except public participation is not allowed on the following:

i. for committee meetings advertised as work sessions only;
ii. items before the body for information purposes only;
iii. quasi-judicial items (i.e. appeals) after the body decided to accept the quasi-judicial item for further consideration (CBJC 01.50.030(e)(1)). Public participation—including by named parties—is authorized to aid the body in deciding whether to accept an appeal, but public participation—including by parties—is prohibited after the body makes the acceptance decision. This limited public participation rule is necessary to protect the due process rights of the parties.

B. Despite the prohibitions in Rule 14.A, the committee chair or majority of the body may authorize public participation on a specific agenda item when in the best interest of the community.

C. Public participation shall be permitted on a motion to recess into executive session prior to the vote on such a motion.

D. When public participation is provided, public participation is confined to that agenda item. No person except a member or the Manager may participate in Assembly proceedings except as provided in the agenda item for public participation. However, the Attorney or Municipal Clerk may comment on professional or procedural aspects.

**RULE 15. RECONSIDERATION.**

A. What May Be Reconsidered. Main motions, amendments to main motions, privileged motions involving substantive questions, and appeals are subject to reconsideration. Procedural motions may not be reconsidered.

B. Who May Reconsider. Any member, whether or not that member voted on the prevailing side, may give notice of or move for reconsideration.

C. Effect of Notice. The effect of giving notice of reconsideration is to suspend all action on the subject of the notice until a motion for reconsideration is made and acted upon or until the time within which the motion for reconsideration may be made and acted upon has expired.

D. Time in Which Notice Must Be Taken Up. A notice of reconsideration expires unless a motion for reconsideration is made and acted upon prior to adjournment of the next regular meeting succeeding the meeting at which the action to be reconsidered occurred.

E. Successive Reconsideration. There may be only one reconsideration even though the action of the Assembly after reconsideration is opposite from the action of the Assembly before reconsideration.

F. Precedence. A motion for reconsideration has precedence over every main motion and may be taken up at any time during the meeting when there is no other motion on the floor.

G. Effect. A motion for reconsideration completely cancels the previous vote on the question to be reconsidered as though the previous vote had never been taken.

**RULE 16. REMOTE PARTICIPATION.**

When a meeting is conducted entirely remotely (i.e. video conferencing technology), then all members are expected to attend remotely. The following apply to meetings that are held completely in-person or as a hybrid (partially in-person and partially remotely):

A. A member may participate remotely in an Assembly meeting, or an Assembly Committee meeting, if the member declares that circumstances prevent physical attendance at the meeting. If the Mayor chooses to participate remotely, the Deputy Mayor shall preside. If a committee chair chooses to participate remotely, they should designate an alternative committee member to chair the meeting unless the entire meeting is held remotely.

B. Reserved.

C. The member shall notify the Clerk and the presiding officer, if reasonably practicable, at least four hours in advance of a meeting which the member proposes to attend remotely by and shall provide the physical address of the location, the telephone number, and any available facsimile, email, or other document transmission service.

D. At the meeting, the Clerk shall establish the remote connection technology when the call to order is imminent.

E. A member participating remotely shall be counted as present for purposes of quorum, discussion, and voting.

F. The member participating remotely shall make every effort to participate in the entire meeting and must have video turned on except during breaks. From time to time during the meeting the presiding officer shall confirm the connection.

G. The member participating remotely may ask to be recognized by the presiding officer to the same extent as any other member.

H. To the extent reasonably practicable, the Clerk shall provide backup materials to members participating remotely.

I. If the remote technology connection cannot be made or is made then lost, the meeting shall commence or continue as scheduled and the Clerk shall attempt to establish or restore the connection, provided that if the member participating remotely is necessary to achieve a quorum, the meeting shall be at ease, recess, or adjourn as necessary until the remote connection is established or restored.

J. Meeting times shall be expressed in Alaska time regardless of the time at the location of any member participating remotely.

K. Participation remotely shall be allowed for regular, special, and committee meetings of the Assembly.

L. Remarks by members participating remotely shall be transmitted so as to be audible by all members and the public in attendance at the meeting, provided that in executive session the remarks shall be audible only to those included in the executive session.

M. Any member of the public present with the member participating remotely shall be allowed to speak to the same extent the person was physically present at the meeting.

N. As used in these rules, “remote” means any system for synchronous two-way voice communication (i.e. telephone) or video conferencing technology. If a member needs to participate remotely, video conferencing technology is preferred. “Mayor” includes the Acting Mayor or any other member serving as chair of the meeting.

O. Regular and special meetings of the following entities must be recorded and live broadcast in a manner that is reasonably calculated to provide meaningful remote public observance and participation, when allowed, of the public meeting:

i. Assembly
ii. Assembly Standing Committees
iii. Planning Commission
iv. Hospital Board
v. Docks and Harbors Board
vi. Airport Board
vii. Ski Area Board
viii. Systemic Racism Review Committee

Any other board, commission, or committee meeting with anticipated substantial public interest should be recorded and live broadcast in a manner that is reasonably calculated to provide meaningful remote public observance and participation, when allowed, of the public meeting.

## RULE 17. ADOPTION OF ROBERT’S RULES OF ORDER.

The conduct of the meetings of Assembly shall be governed by the Mayor according to the current edition of Robert’s Rules of Order, except as otherwise provided by Charter, law, or these rules.

**Section 2. Repeal of Resolution.** Resolution No. 2976 is repealed.

**Section 3. Effective Date.** This resolution shall be effective immediately after its adoption.

Adopted this 1st day of April 2024.

Beth A. Weldon, Mayor

Attest:

Elizabeth J. McEwen, Municipal Clerk

# AIRPORT MANAGER'S REPORT – October 10, 2024

a. CHUBB Insurance Audit. CHUBB Insurance inspectors were in Juneau on September 25-26, 2024, to inspect Juneau Airport for deficiencies and safety practices. This inspection also helps with compliance matters prior to the Airport's annual Federal Aviation Administration (FAA) certification inspection (scheduled for November). JNU has a few outstanding discrepancies from the previous year and the ongoing issue with the Jordan Creek greenbelt encampments. A full report will be issued in the next few months and shared with the Board and public.

b. Parking Lot Upgrades. Republic Parking has installed the new equipment and software for the paid public parking lots but waiting for a couple more parts (fiber optic switch) before going live with operations. The Airport website provides travelers/users the details on how to pay/exit the lot at: Airport – Homepage – City and Borough of Juneau and click on the red banner "Parking – Click Here" tab. The system will accept Tap, Applepay and Googlepay. Cash can also be paid inside the terminal at the Parking kiosk located just inside the main doors. A public service announcement went out the last week of September. Republic Parking also has in-person customer support in the terminal near bag claim/tourism desk and will have the capability to push a call button for assistance at all gates.

c. FAA Meetings. The Airport had several meetings with various lines of business of the FAA in the past month. On September 12, JNU met with FAA Airspace to discuss upcoming projects as they relate to airspace obstructions and impacts to navigational aids (NAVAIDS). On September 17, two meetings were held. The first was with FAA Air Traffic division on the annual Runway Safety Action Team (RSAT) to review the past year runway incursions and any open action items. In the second meeting, staff met with FAA Airport's Division to review upcoming Capital Improvement Projects (CIP) and funding. On September 25, FAA Flight Standards Division sponsored an end of season briefing where JNU updated attendees on construction projects and projects impacting operations and air space.

d. FAA Certification Inspection. JNU's annual FAA certification inspection is scheduled for November 19-21, 2024. This inspection covers all aspects of Part 139 requirements including all program manuals, Aircraft Rescue/Fire Fighting (ARFF), Wildlife Hazard Management Plan (WHMP), airfield marking and lighting, inspection logs, Notices to Air Mission (NOTAMs), training records, etc.

e. Increase in Encampments on Airport Property. Airfield crew continues to see daily illegal campsites, trash and drug needles in the Jordan Creek greenbelt. Juneau Police Department Airport Police are called to assist with the eviction while Airfield cleans out the abandoned items. The Glory Hall has been contacted again to assist with the cleanup. Signs are posted in the greenbelt about airport property and no camping, but these signs are pulled out of the ground and thrown into the creek, along with a lot of trash. This is at an 'epidemic' level and has become a daily clean-out. It is a strain on crew resources and costly for the Airport. FAA is following this problem, as well as our insurance inspectors. This is a liability for the Airport/CBJ.

f. UPS Thefts. The Airport continues to see theft of UPS packages getting dropped off for returns outside of the UPS hours of operations. The bins are full or the packages are too large to fit in the bins and people are just leaving the packages at the door or on the bins. This entices people to pilfer through packages late at night. Airfield crew finds the unwanted packages or remains of packages in the wooded area of the Airport. After contacting UPS again, the have stated the following actions:

- UPS will work on a newer and bigger drop box for after hours.
- UPS will post signs asking customers not to leave packages outside the UPS box.
- UPS is trying to hire more people, which would mean more hours of operation for the public.
- Possible UPS Store (outlet) would mean alternate drop facility with more hours.

g. Airport Staffing. The Airport Board will schedule a Committee of the Whole to discuss gaps in staffing needs to handle the increased workload and responsibilities of capital projects, additional federal requirements, new programs (Aviation Worker Screening) and many other operational demands. The Airport is recruiting for seven airfield crew (half the crew) that it has lost in the last couple weeks/months.

h. Aviation Worker Screening Employees. Staff continues to work with Human Resource on both temporary and long-term employee recruitment and the impact to the Airport budget. Staff hopes to have this information for the October 22 Airport Finance meeting before it comes to the Board as a whole.

i. Parking Garage. The Airport has a parking garage added to the Airport CIP, but a project of this magnitude requires a funding source to begin planning. Generally, 10% of project cost is a good estimate for planning and design; $6-7M rough estimate. Parking garages are not FAA eligible, so a local funding source is needed for design and construction.

j. Airport Fund Balance (AFB) and Capital Revolving Account Balance (CRAB) (Attachment #2). The Capital Revolving Account Balance has not changed since last month. The Airport Fund Balance page reflects updates to the proposed FY25/26 budgets and reflects what has been submitted to the Assembly and approved by the Board. ***The Fund Balance is based on the balanced FY25 budget with increases to the Airport Rates & Fees.***

k. Hot Topics. The following is a list of on-going topics that staff is working on in addition to the regular Airport Project Reports:

- **UPDATE –** *Aviation Worker Screening (AWS) and Litigation Update*. JNU and approximately ten other airports filed a Joint Petition for Judicial Review of TSA's worker screening amendment, paralleling the random screening phase-in. Oral arguments have been set for October 17, 2024. Compliance deadline for airports to have the AWS process in place was September 25. JNU is currently fulfilling the requirements of AWS without further extension of the deadline. AWS must include all random hours including nights and weekends.

- **UPDATE –** *Juneau Douglas North Crossing Project*. - Alaska Department of Transportation (ADOT) continues with the PEL phase of the second channel crossing project between Juneau and Douglas. The next Technical Advisory Committee meeting is scheduled for October 17, 2024, from 4 - 5 pm. The project website: https://www.jdnorthcrossing.com/ has a *'What's New!'* section detailing Level 2 Screening GIS Maps, as well as 'meetings' summary and field report 'documents'. DOWL and the State continue to state: *'Any alternative that conflicts with the approach surfaces or the ALP will be modified to eliminate conflicts or removed from consideration.'* Please visit the ADOT website for the project **www.jdnorthcrossing.com** or make comment to the project email **JDNorthCrossing@dowl.com**.

- **NO CHANGE –** *Runway 26 Medium Intensity Approach Lighting System with Runway Alignment Indicator Lights* (MALSR) *approach lighting*. With the FAA Reauthorization Bill passed and the language included in the Bill that will allow airports to use AIP funding to complete the MALSR system, Staff will be pursuing design with FAA in the new Federal fiscal year.

- **NO CHANGE** – *Alaska Department of Environmental Conservation (ADEC) Site Contamination*. In 2014 during a project that required paving a drive lane just south of the old sand shed and Channel/Loken (Coastal) hangar, contamination of soil and groundwater was found. Cox Environmental was hired to perform a Contamination Characterization Report which was provided to the Board in July. The Airport will continue to work with ADEC and Cox Environmental to close out this site. ADEC's report is anticipated this fall.

- **NO CHANGE** – *Title 49 (Jordan Creek) Variance Request.* Staff is still looking to work with the CBJ on Title 49 language for limbing after the Planning Commission denied the Development Department (CDD) during their rewrite of Title 49 for inclusion of safety or other ways to allow limbing in this area. The Assembly has approved $150,000 in their FY24 Capital Improvement Project plan for: *the Jordan Creek Greenbelt Improvements, for installation of lighting, improve pathway and improve sightlines for Jordan Creek Greenbelt.* See Project Manager Report for Greenbelt Lighting improvements.

- **NO CHANGE** - *Encampments on Airport Property.* The encampments and trash in the Jordan Creek Greenbelt (and other areas on airport) continue. Staff along with JPD monitor the area throughout the day/night; cleanout of the areas continue.

- **NO CHANGE**– *Alaska Department of Natural Resource (ADNR) Land Conveyance Close-out.* During the Runway Safety Area (RSA) project, the Airport through the Environmental Impact Statement (EIS) public process and mitigation, acquired wetlands parcels from the State for the extension of the RSA on both the RWY 8 and RWY 26 ends, and to accommodate portions of the approach lighting systems. The Airport is still working with ADNR to convey these parcels to the Airport's property. Once this is completed and recorded, the Airport Layout Plan and 'Exhibit A' will need to be updated to reflect the airport boundaries.

- **NO CHANGE** – *PFAS Testing and Monitoring*. Cox Environmental continues with their quarterly testing of groundwater, surveying the test wells to determine flow direction, including two private wells within the test radius.

- **NO CHANGE –** *Egan/Yandukin Intersection Improvements Project*. ADOT has narrowed down design alternatives for the project. Please visit ADOT website for the project at http://dot.alaska.gov/eganyandukin.

- **NO CHANGE –** *FAA Compliance Land Use/Financial Letter (January 2019)*. Staff continues to work on the remaining compliance items. Staff is looking to acquire the Loken/Channel Flying property as a through-the-fence operation. See Project Manager Report for Property Acquisition Specialist.

- **NO CHANGE –** *Passenger Facility Charge (PFC) cap increase* JNU continues to discuss PFC increases with our DC Lobbyist and Congressional Delegation.

- **NO CHANGE** - Passenger Facility Charge (PFC10) Application Process. The Airport has started the public process for PFC10 applications. Once FAA has reviewed the preliminary projects for collection, this will go to the Finance Committee meeting before coming back to the Board, then begin the airlines and public process. PFCs can collect for past eligible projects but not for projects further out than two years.

- **NO CHANGE –** *Maintenance Programs* (roofs, heat pump equipment, baggage systems, etc.). Staff continues to develop maintenance contracts for specialized systems similar to what we do with airfield lighting and controls.

Available Fund Balance Summary

## Airport Fund

Last Update: 4/5/2024

| | FY23 Actuals | FY24 Amended | FY24 Proj | FY25 Budget | FY26 Budget |
|---|---|---|---|---|---|
| **Beginning Available FB** | **2,770,968** | **3,785,000** | **3,785,000** | **3,785,000** | **3,785,000** |
| Operational Expenses: | (9,888,277) | (9,711,100) | (10,003,300) | (10,606,700) | (10,755,800) |
| Debt Service (OUT): | (2,994,200) | (3,091,200) | (3,091,200) | (2,505,100) | (2,583,400) |
| Transfers to Capital Projects: | | (600,000) | (600,000) | | |
| Other Non-Oper Expenses: | (271,923) | (541,400) | (1,266,300) | 51,400 | 51,400 |
| **JNU Total Expenses:** | **(13,154,400)** | **(13,943,700)** | **(14,960,800)** | **(13,060,400)** | **(13,287,800)** |
| Minus Non-operational Exp & Debt Serv: | 3,266,123 | 4,232,600 | 4,957,500 | 2,453,700 | 2,532,000 |
| Operational Expenses: | **(9,888,277)** | **(9,711,100)** | **(10,003,300)** | **(10,606,700)** | **(10,755,800)** |
| Operational Revenues: | 6,629,028 | 7,510,200 | 7,872,900 | 10,606,700 | 10,610,000 |
| CARES Reimb (operations): | 4,369,641 | 2,200,900 | 2,130,400 | - | - |
| ***Other Financing Sources (Uses): | (96,360) | | | | |
| **JNU Total Revenues:** | **10,902,309** | **9,711,100** | **10,003,300** | **10,606,700** | **10,610,000** |
| **Increase (decrease) in Fund Bal (FB):** | **1,014,032** | **-** | **-** | **-** | **(145,800)** |
| **Ending Avail FB, including Reserve:** | **3,785,000** | **3,785,000** | **3,785,000** | **3,785,000** | **3,639,200** |
| Less 3 Mo. Operating Reserve | (2,472,100) | (2,427,800) | (2,500,800) | (2,651,700) | (2,689,000) |
| **Ending Available Fund Balance** | **1,312,900** | **1,357,200** | **1,284,200** | **1,133,300** | **950,200** |

*** Other Financing sources (uses) include: capital outlay, adjustments pertinent to modified accrual accounting, such as A/P, A/R, and leave accruals/deferrals; as well as changes in restrictions of fund balance.

# ATTACHMENT #2
## AIRPORT CAPITAL REVOLVING ACCOUNTS (combined)

Section H, Item 4.

| Date | CIP Revolving Balance* | Reimbursed Amount (+) | Forward Fund Amount (-) anticipate reimbursement | Encumbered Amount (-) permanent/**no** reimbursement | Description |
|---|---|---|---|---|---|
| | **$819,788** | - | - | - | **BUDGET** |
| Apr-19 | | | ($477,000) | ** | NO LONGER REQ. Termnl Recon |
| Jan-21 | | | ($50,000) | | Property Acquisition Frwd Fund Specialist |
| Jun-24 | | $25,000 | ($25,000) | | RSA Shoulder Grading Design |
| | | | ($5,000) | | ARFF Truck |
| | | | ($26,427) | | Master Plan Update |
| | | | | | |
| | **$261,361** | | | | **AVAILABLE BUDGET** on 560010101-3990 to forward fund Projects |

* Represents all 3 Capital Accounts: Airport Revolving Captial Reservce Acct (ARCRA), Airport Construction Contingency Reserve, Project Design

** Temp forward funded $477K to be credited once Controller's complete transfer back to acct

# MEMORANDUM

TO: Patty Wahto, Airport Manager

FROM: Mike Greene, JNU Airport Project Manager

DATE: October 2, 2024

RE: Projects Office Monthly Report

Project specific summaries of project status and activity are presented below.

**Terminal Reconstruction**: JNU continues to work on finalizing the following outstanding work items:

**Ground Source Loop Field System Modifications:** Dawson Construction / Harri Plumbing continue to work on the modifications to the terminal's loop field system per Request for Proposal (RFP) 190R3.

Task 3: The work to furnish and introduce Fernox heating, ventilating and air conditioning (HVAC) Protector F1 inhibitor to the 6,700-gallon 15% methanol, 85% water solution at a concentration of 0.5% of the fluid volume or approximately 90 gallons remains incomplete.

Task 4: The work to furnish and introduce methanol as necessary to bring the total building solution to the desired 15% methanol, 85% water by volume mixture remains incomplete.

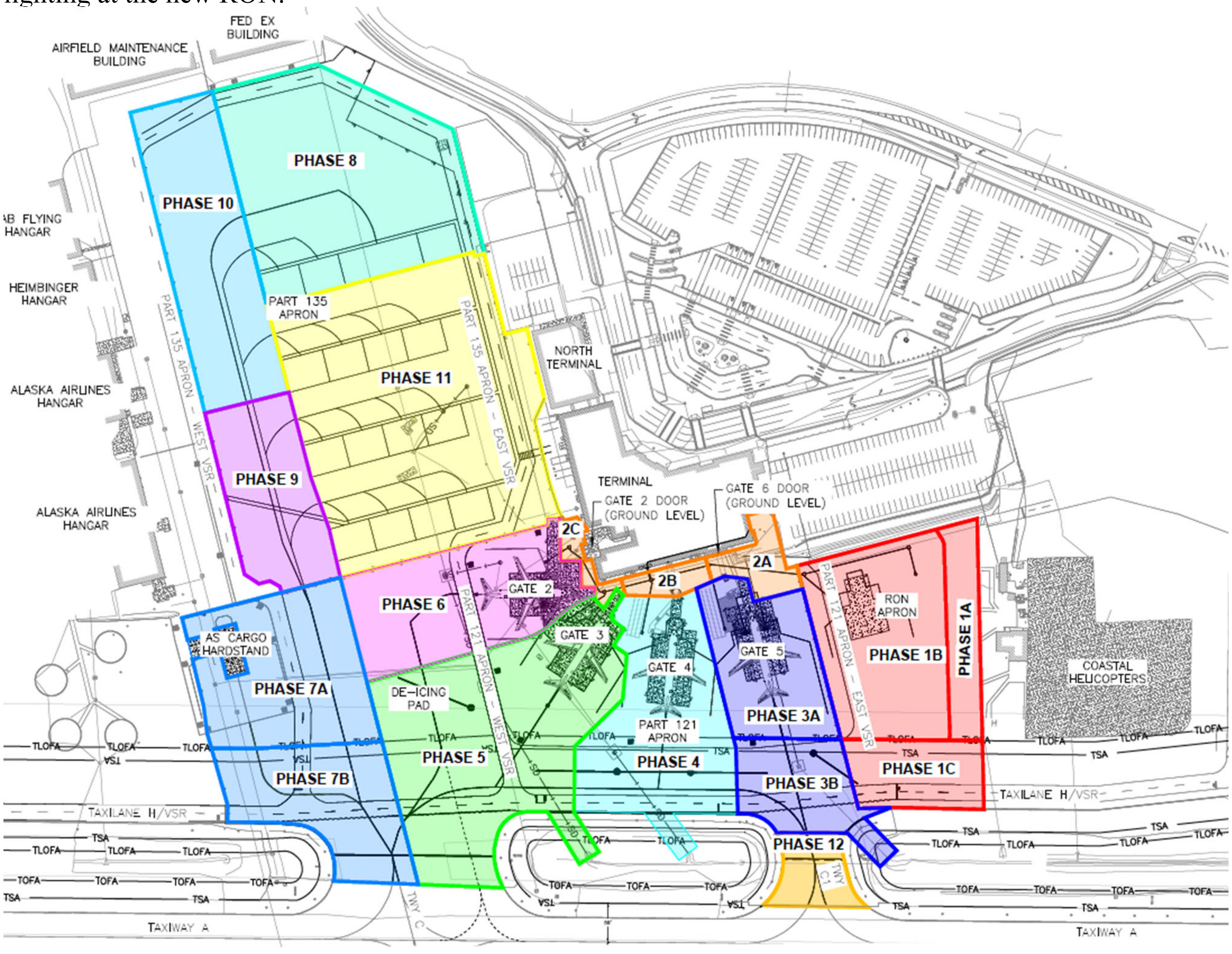
Task 5: The replacement flexible hoses for thirty (30) of the older heat pumps have been furnished to JNU Building Maintenance. The strainer baskets have not yet arrived in Juneau. Building Maintenance has received their new flush cart and has begun work on the replacement of the new flexible hoses. This work remains incomplete.

**Lighting Control Replacement**: JNU has accepted Dawson Construction's revised proposal, in the amount of $158,474.83, for RFP 183 – Lighting Control Replacement. This RFP will replace the failing lighting control equipment within the older portion of the terminal. This control equipment is no longer being supported by the manufacturer and the control of much of the interior and exterior lighting in this portion of the terminal is either being done manually or is being left on 24/7. Dawson Construction has not yet furnished a proposed start / completion date for this work.

**Terminal Air Balancing (TAB)**: The final balancing of the terminal's new and old mechanical HVAC systems cannot be completed until the work associated with RFP 190R3 has been completed, and the known repairs to DOAS-1 (Dedicated Outside Air System) and five of the terminal heat pumps have also been completed. JNU continues to work with JNU Building Maintenance staff to address these continuing problems.

**Rehabilitate Part 121/135 Apron & Remain Overnight (RON) Parking Apron**. As of October 1, Phase 7 (Alaska Airlines Air Cargo hardstand area) is the only area in which the asphalt pavement rehabilitation work has not yet started. SECON has completed the asphalt pavement rehabilitation, the application of new pavement markings, and where called for by the contract, the installation of the aircraft tie-downs within all of the other eleven work areas.

Work not yet completed includes the completion of the new light pole installations in the Phase 1B, Phase 3A, Phase 4, Phase 5 and Phase 6 work areas. The installation of the new light poles and fixtures has now been pushed back until the Spring of 2025. The existing terminal mounted ramp lighting will remain in use through this coming winter, and SECON is currently working on the installation of temporary pole mounted lighting at the new RON.




As of September 1, the passenger boarding bridges (PBB) at Gate 2, Gate 3 and Gate 5 are in use. The Gate 4 apron (Phase 4 work area) has been closed to all aircraft while Alaska Airlines / Roger Hickel / SECON work on the installation of the reinforced concrete hardstand for the new PBB. Alaska Airlines / Roger Hickel also continue to work on the punch-list items associated with the new PBB installation. The new RON (Gate 6) remains available and is being used on an as-needed basis.

The temporary pedestrian corridor remains in place to guide/contain passengers between the Terminal's Gate 6 ground-loading door and the new RON. JNU's mobile boarding ramp and Alaska Airlines air-stair units remain staged to facilitate ground loading operations.

SECON would still like to complete the asphalt paving rehabilitation work within the Phase 7 (Cargo Hardstand) work area this fall but continues to be hampered by poor weather conditions. They would like to address Phase 7A and Phase 7B concurrently which would require Alaska Airlines to vacate the cargo hardstand for the estimated 7-day construction period. Per JNU's request, SECON and Alaska Airlines have submitted a plan to use Gate 2 on a temporary basis for air-cargo operations. Per this plan, SECON would furnish and place steel plates for the cargo equipment to operate on. SECON would assume responsibility for any asphalt damage resulting from the use of the steel plates on the Gate 2 ramp. Alaska Airlines would assume responsibility for any asphalt damage resulting from the use of their cargo equipment on the Gate 2 ramp. JNU has accepted this proposal.

At the writing of this report, JNU, DOWL and SECON are finalizing Construction Notice #28 which will be released to all affected airfield tenants and stakeholders. This notice will advise as to the current status of the work, and will advise of the areas under construction, will identify barricaded work areas, will identify the location of detours, of any temporary closures of Taxiway (TWY) H and the Vehicle Service Road (VSR) and of any need for aircraft under power and aircraft under tow to coordinate escort with Airfield Maintenace to utilize TWY A to detour around the work area. DOWL will continue to issue weekly Construction Notices to advise of upcoming construction activities and any schedule revisions.

JNU/DOWL has issued RFP 01 Ramp Lighting Modifications to SECON. This RFP asked for a deductive proposal to reduce the height of the six (6) new ramp light poles from 60 feet to 57 feet and to remove the obstruction lights from the contract scope of work. The engineers' estimate for this work was a deduct of $15,325. JNU has subsequently received and accepted a revised proposal from SECON, which identifies a **credit** in the amount of $12,677.00.

JNU/DOWL has issued RFP 02 Remove Low Strength Concrete to SECON. This RFP had asked for a deductive proposal to delete the contract requirement to slurry 67 feet of 24-inch culvert in the Phase 2A work area. This culvert was to have been filled with grout and abandoned in place but must remain in use following changes made to the adjacent Parking Lot Improvement project. The engineers' estimate for this work was a deduct of $6,200. This RFP has subsequently been rescinded.

JNU/DOWL has issued RFP 03 – Ramp Marking Reductions, which addressed the elimination of the project asphalt markings in the 135 Apron from the project scope of work because Additive Alternate 1 (mill and pave the 135 apron) had been awarded. The revised engineers estimate for this work was a deduct of $158,400. JNU has subsequently received and accepted a proposal from SECON, which identifies a **credit** in the amount of $158,400.

JNU/DOWL has issued RFP 04 – Additional Pipe Slurry to SECON. The scope changes include filling the existing storm drain culverts under the Gate 2 and Gate 3 hardstands with controlled low strength material. This change eliminates the requirement to remove these culverts and to remove and replace portions of the existing hardstands at Gate 3 and Gate 4. The engineer's estimate for this work was a deduct of $224,930. JNU has subsequently received and accepted a proposal from SECON, which identifies a **credit** of $231,130.

JNU/DOWL has issued RFP 05 – Hardstand Reinforcing to SECON. The scope changes include the addition of rebar within the cast-in-place concrete hardstands to resist cracking. JNU has accepted SECON's proposal (addition of $45,432) to complete this work. This work was determined to NOT be Airport Improvement Program (AIP) eligible because it represented an Owner initiated betterment to the contract documents.

JNU/DOWL has issued RFP 06 – UTS Milling in 135 Apron to SECON. This RFP changed the asphalt milling method in the 135 apron from uniform milling to UTS (profile) milling. This change will better address the reduction of the ponding within the asphalt surface. The engineer's estimate for this work was $400,000. JNU has accepted SECON's proposal (addition of $403,754.00) to complete this work. This work has been determined to be AIP eligible by the Federal Aviation Administration (FAA).

JNU/DOWL has issued RFP 07 – TWY C1 Culvert Replacement to SECON. This RFP asked for a proposal to remove 220 lineal feet of 24-inch culvert galvanized steel culvert ay TWY C-1 with 24-inch corrugated plastic culvert. The engineer's estimate for this work was $65,917.50. JNU has subsequently received and accepted a revised proposal (addition of $64,760) from SECON. This work has been determined to be AIP eligible by the FAA.

JNU/DOWL has issued a revised version of RFP 08 – Patch Asphalt to SECON. The original version of this RFP asked for a proposal to mill and re-pave four small areas (approximately 100 square feet each) of asphalt paving within the surface of Runway 8-26 and to machine groove the drainage grooves with multi-blade equipment. The initial engineer's estimate for this work is $30,000.00. SECON's initial proposal for this work came in at $183,905.00. This very high cost was due to the fact that SECON does not have the required multi-blade equipment, and had explained that purchasing this equipment, or having a subcontractor bring it into Juneau would cost over $100,000. The revised version of this RFP eliminated the requirement to use multi-blade equipment and allowed the use of standard single-blade saw-cutting equipment with a reduced saw-cut spacing requirement. SECON's revised proposal for this work came in at $28,535.00. JNU has not yet accepted SECON's revised proposal for this work. The FAA has provided a determination that this work will NOT be AIP eligible because it is outside of the scope of the original grant.

JNU/DOWL has issued RFP 09 – Light Pole Bollards to SECON. This RFP asked for a proposal to install four (4) owner furnished bollards around each of the six (6) new light poles that are being installed in the 121 Apron and five (5) bollards around the new electrical panels / disconnects at the Gate 5 PBB. The initial engineer's estimate for this work was $44,660 and SECON's proposal came in at $66,700. Further review by DOWL of the Contractor's incurred costs have validated the higher price. JNU has subsequently received and accepted a revised proposal (addition of $66,700) from SECON. This work was determined to be AIP eligible by the FAA.

JNU/DOWL has issued RFP 10 – Conduit Removal in 135 Apron to SECON. This RFP asked for a proposal to remove one (1) abandoned 3-inch steel pipe conduit which was encountered in the 135 Apron. This pipe was found to have been placed directly under and within the asphalt paving, which was creating a large crack in the old asphalt surface. The initial engineer's estimate for this work is $6,600. SECON's proposal came in at $6,940.00. JNU has subsequently received and accepted SECON's proposal and this work has been determined to be AIP eligible by the FAA.

JNU/DOWL has issued RFP 11 – Conduit Repair to SECON. This RFP asked SECON for a proposal to install a patch to seal a crack that was found in an old existing cementitious conduit that was encountered within the Phase 5 work area. The initial engineer's estimate for this work is $550. SECON's proposal came in at $620.00. JNU has subsequently received and accepted SECON's proposal and this work has been determined to be AIP eligible by the FAA.

JNU/DOWL has issued RFP 12 – Vault Drain Repair. This RFP asked SECON for a proposal to re-route an existing 6-inch vault drainpipe and extend it to daylight into the infield. The initial engineer's estimate for this work is $3,720.00. SECON's proposal came in at $1,540.00. JNU has subsequently received and accepted SECON's proposal and this work has been determined to be AIP eligible by the FAA.

JNU/DOWL has issued RFP 13 – Additional Tie-Down Removal. This RFP asked SECON for a proposal to remove additional tie-downs that have been found below the existing asphalt in the 135 Apron area. The initial engineer's estimate for this work was $4,720.00 and SECON's proposal came in at $27,870.00. Further review by DOWL of the Contractor's incurred costs have validated the higher price. JNU has subsequently received and accepted SECON's proposal and this work has been determined to be AIP eligible by the FAA.

JNU/DOWL has issued RFP 14 – RON Asphalt Repairs. This RFP asked SECON for a proposal to mill and replace the asphalt paving that had been damaged as a result of the Alaska Airlines baggage train collision with a new light pole base in the RON area. Alaska Airlines indicated that they would prefer to deal with SECON directly to cover the repair costs, so this RFP has been rescinded from the Apron project.

JNU/DOWL has issued RFP 15 – Additional Concrete Removal. This RFP asked SECON for a proposal to remove the previously unknown concrete structures that have been discovered in a portion of the Phase 11 work area within the 135 apron. Upon discovery of these structures, the project engineers determined that the structures could not remain because they represented a direct conflict with the mill and re-pave work. The initial engineer's estimate for this work was $295,300. Upon receipt of this estimate, JNU immediately advised the FAA of this differing site condition and of the initial estimated cost. The FAA was also advised that this initial estimate represented a "best-case" scenario as it was anticipated that there would be more structures unearthed within the Phase 11 work area. SECON ultimately provided a proposal for RFP 15 in the amount of $432,215.00. This proposal accurately reflected the amount of structural concrete removed, the introduction of new structural subbase and the change from mill and pave to the introduction of new asphalt paving. JNU has subsequently received and accepted SECON's proposal and this work has been determined to be AIP eligible by the FAA.

*Portion of the Phase 11 work area in which the previously unknown concrete slabs and footings were found.*

Pending RFP's:

- RFP 016 – Additional Concrete Repairs: This RFP will ask SECON for a proposal to remove and replace damaged portions of the concrete curb within the new public and staff parking lot. This concrete was damaged last winter by snow-removal operations. This work will not be AIP eligible (outside of the scope of the original grant) and will need to be funded by JNU.

- RFP 017 – Culvert Zinc Replacement: This RFP will ask SECON for a proposal to install new sacrificial zinc anodes within the large diameter Jordan Creek culvert at TWY A and at the Runway. This work will not be AIP eligible (outside of the scope of the original grant) and will need to be funded by JNU.

**Culvert Condition Survey – Jordan Creek @ Runway 8-26: No change since last report**. JNU has contracted with proHNS engineering to perform a condition survey of the large half-arch metal culvert which allows Jordan Creek to pass beneath Runway 8-26. This culvert was installed in 2014-2015 as part of the

Runway 8-26 Rehabilitation project (E14-259 / AIP 3-02-0133-60-2014). The survey was deemed necessary based on the continued concern that stray electrical current from the airfield lighting system is damaging in-ground metal assemblies through electrolysis. proHNS has completed the initial field work, and has reported that they did observe damage to the culvert and that the damage closely resembled what had been observed on the Jordan Creek culvert that had failed at Gate K. JNU has not yet received the final inspection report from proHNS.

JNU staff met with proHNS on February 14, 2024, and was advised that proHNS had identified a potential in-place repair for the existing culvert. This repair would consist of the application of a spray-on polymer / carbon fiber lining that would be applied to the entire inside face of the old culvert. This lining would harden and become a permanent load bearing and weatherproof installation. This lining would become the culvert in the eventuality that the old culvert fully deteriorated away. This lining option would allow the culvert to be repaired without having to close Runway 8-26 at any time and would avoid disruption to airfield operations.

JNU has asked proHNS to investigate this repair option with respect to environmental and application limitation, as well as estimated construction cost.

**Safety Area Grading at Runway Shoulder and Navigational Aids (NAVAIDS)**: The design contract to HDR Engineering has still not yet been awarded. This award was initially delayed by the FAA's release of the project design grant, and then by a delay in obtaining City & Borough of Juneau (CBJ) Assembly approval. The award is currently in the hands of CBJ Engineering / Contracts who has asked for a revised design completion date. JNU has asked for and has received a revised deliverables schedule from HDR Engineering that reflects a work start date of October 1, 2024. JNU is currently working with HDR to revise and shorten this deliverables schedule to reflect a bid-opening date of July 1, 2025. This revised bid opening date would have an anticipated construction contract award / notice-to-proceed date in late August 2025 or early September 2025. The construction contract will be written to allow the successful bidder the option to complete the project in 2025 or in the spring of 2026.

**Sand/Chemical Building – Roof Warranty: No change since last report.** Dawson Construction has reported that a representative from Carlisle SynTec Systems inspected the roof installation during the first week of July 2024, and that a small list of recommended corrections was generated from this inspection. Dawson Construction is currently working on these corrections. This work has not yet been completed and continues to be done at no cost to JNU. Carlisle/Dawson Construction has not yet furnished JNU with the manufacturer's roof warranty for this new installation. Dawson Construction has indicated that they do not yet know whether Carlisle will want to conduct a re-inspection or if they will accept photos of the new work in lieu of re-inspection.

**Fuel Station Access Control/Fuel Monitoring/Tracking**: **No change since last report.** In July 2022 JNU, working through CBJ Engineering - Contracts, released an RFP for design services under CBJ's term contract for design consultant services to develop design and construction documents for the introduction of an access control system for the airfield fuel station. The RFP had identified a scope of work that included the introduction of an access control / fuel theft-prevention system, fuel monitoring and usage tracking, and the introduction of a back-up generator to provide emergency stand-by power for the fuel station.

On September 1, 2022, CBJ Engineering - Contracts advised JNU that no responses to the RFP had been received. This indicated that, at that time, there was no interest (or availability) within the design community to work on this project. JNU is currently soliciting interest from local electrical engineers to provide a fee proposal for this project. This funding was previously approved for CARES funding by the Board.

End of Report

# MEMORANDUM

TO: Patty Wahto, Airport Manager

FROM: Ke Mell, Airport Architect

DATE: October 2, 2024

RE: Airport Architect's Report

*Updates since last report in italics. Look ahead in **bold italics.***

**Gate 5 Passenger Boarding Bridge (PBB) Replacement:** *Dawson has completed all work, and staff have approved their final pay request. Jensen Yorba Wall will submit their final pay request in October.*

**Mendenhall Riverbank Stabilization:** *(No change)*
On behalf of JNU, proHNS is in the process of applying for permits for stabilization and repair of damage from the 2023 jökulhlaup:

1. On September 4 proHNS submitted an application to the Alaska Department of Fish and Game for a permit for work that could affect fish habitat.
2. On September 3 proHNS submitted an application to the U.S. Army Corp of Engineers for a permit to work in the "Waters of the United States".
3. On August 12 proHNS submitted an application to the State of Alaska Department of Natural Resources for a permit for work below 'ordinary high water", in this case the high tide line. Of the permits, this has the longest lead time, possibly as long as 6 or 8 months, pushing the actual construction to the spring/summer of 2025.

ProHNS will prepare the remaining permit application, for a City and Borough of Juneau (CBJ) grading permit. JNU staff are working with CBJ Contracts to advertise bids for the repair work, with drawings prepared by proHNS engineers. JNU will seek reimbursement from the Federal Emergency Management Agency (FEMA) and the State of Alaska Department of Military and Veteran's Affairs (DMVA) for the work.

At the August 21 low tide JNU staff and proHNS visited the site of the 2023 damage. There was no damage from the 2024 jökulhlaup additional to the 2023 damage.

**Masterplan Update:**
*At its September 12 meeting, the JNU Airport Board approved the appropriation of the Federal Aviation Administration (FAA) Airport Improvement Program (AIP) grant award and local match. At its September 16 meeting, the CBJ Assembly introduced the ordinance appropriating the grant award and local match; the ordinance is scheduled for public hearing at the Assembly's October 21 meeting. Staff expect the ordinance to pass at that meeting, and for Michael Baker International to*

*be under contract shortly thereafter. Michael Baker International will provide an updated schedule for their services after the Assembly passes the ordinance.*

Michael Baker International submitted and the FAA approved the scope of work, fee, and schedule for the master plan update. The work will include an update to JNU’s 2009 Obstruction Survey; the FAA has stated that they will not approve our grant application without the obstruction survey. This will push completion of the work into early summer 2025, as the aerial photography for the obstruction survey cannot be completed this fall. Michael Baker’s fee for all for work except the obstruction survey is $505,680, which is more or less in line with expectations. The fee for the obstruction survey is $405,541. JNU’s grant application is due to the FAA on or before September 11.

The current Airport Master Plan will be updated with regard to data and forecasts of aviation demands, expansion for future planning consideration Airport Layout Plan and related Exhibit “A”. This update does not look to change the sustainability goals, environmental inventory, nor financial plan.

**Channel/Loken/Coastal Contamination:** *(No change)* Cox Environmental submitted the Site Characterization Report for JNU property south of the Loken in-holding to DEC for review and comment on July 15. Our next steps will depend on their response.

Cox Environmental is under contract for JNU’s Alaska Department of Environmental Conservation (ADEC) required Site Assessment Work Plan (SAWP), and under contract with Loken for their parallel SAWP. Drilling on both properties to assess the extent of below grade contamination was completed on May 9. Cox Environmental reported that “Based on field screening, contamination is likely present in soil borings … located in the vicinity of the decommissioned waste oil burner. The contamination was present down to the water table which was encountered at a depth of 9-10 ft. below ground surface (bgs). The borings on the eastern portion of the Coastal/JIA properties did not indicate contamination is likely present. We will issue a full report after we complete sampling of the newly installed groundwater wells next week and have the results of the soil/groundwater samples from the lab.”

**Channel/Loken Land Acquisition Support:** *(No change)* Staff are working with CBJ Contracts to issue a new Request for Proposals (RFP). The first RFP yielded one proposal, from Electric Power Systems (EPS), however EPS admitted that they did not have FAA experience required by the RFP.

JNU requested proposals from qualified consultants to provide land acquisition support services and coordination for a Federal Aviation Administration (FAA) funded acquisition of one parcel, currently owned by Channel Flying, Inc., and identified for acquisition on the Airport Layout Plan. The consultant will assist JNU and the CBJ Lands in navigating the FAA’s airport land acquisition process. The parcel is currently listed for sale by the current owner, so this would be a willing sale. FAA funded land acquisition is extremely complicated, and JNU does not have current staff expertise in this.

**Departure Lounge Carpet Replacement:** *Staff continue to work on the project.* Carpet in the Transportation Security Administration (TSA) passenger screening area and the Departure Lounge needs replacing; the work must include repair of underlying irregularities in the floor slab that are telegraphing through the carpet and accelerating wear. The FAA will not pay for this work. Staff are drafting a scope of work and budget. Ideally work would take place in February, when the terminal is relatively quiet. The very rough cost estimate is $100K. This may come back to the Board in next year's operating budget.

**Taxi/Ground Transportation Additional Shelter:** See Board agenda.

**Security Identification Display Area (SIDA) Americans with Disabilities Act (ADA) Elevator:** *Staff are developing a scope for CBJ Contracts to put out an RFP for an architect to identify conceptually possible locations and associated costs for an elevator. Staff estimate that concept design will be less than $50K. Total design and construction costs will depend on the concept selected.* An elevator serving the Departure Lounge, Bagwell, and 121 Apron would facilitate ground boarding for passengers who cannot use stairs, and employee access between the floors. The elevator would require a SIDA badge for access and operation. FAA has reviewed the concept and stated that the project would be eligible for AIP or BIL funding.

**Jordan Creek Greenbelt Lighting:** *CBJ Contracts is soliciting interest from qualified electrical consultants under the term contract.*

*In an email to the Airport Manager, Bruce Denton of the Glory Hall Board said, "In the past leftover funds from completed CIP projects have been re-allocated to augment projects that are short. Given that this project is an effort to improve safety of folks who are legitimately using the path to transit between the airport and the adjoining neighborhood, and to deter the use of the path as a hangout or camping spot for vagrants, I would think it warrants the funding needed to do it right. I can't help but think that JPD [Juneau Police Department] and the city manager would support this. I believe this needs to be initiated by the city manager. Does anyone have any idea how much is needed to do it right? I'd be happy to follow up with Katie with an increased funding request."*

The $150K appropriated by the CBJ Assembly appears to be the right order of magnitude to do something, but it will likely not be pretty. Staff have had a couple of conversations with Darrell Wetherall, transmission and distribution engineer for Alaska Electric Light & Power (AEL&P), as to where to draw power. He said AEL&P has programs that might be helpful, but it will be complicated to figure out. Andrés has asked for cameras, so we will try to incorporate some in the project.

**North Dog Yard:** *The gate and part of the fence have been installed.* Most of the fencing is in Juneau and will be installed this fall, however the yard will not be opened for use until the grass seed sprouts and establishes itself in the spring.

**Shell Simmons/Yandukin Reconstruction:** *This project would reconstruct the Shell Simmons/ Yandukin road loop that surrounds the parking lots. Remaining portions of Shell Simmons and*

*Yandukin would not be included to limit the size and cost of the project, as their condition is adequate. This project should happen before and would lay groundwork for a future parking garage. JNU needs to seek funding for a $5-10M project. Depending on funding pursued, there may be a significant local match; for example, through the State of Alaska administered Community Transportation Program the local match is 9% minimum; increasing the local match to 24% significantly improves the chances of receiving funding.*

**Alaska Seaplanes Cargo Facility:** *(No change.)* Alaska Seaplanes has submitted a proposal for truck access to the cargo facility parking lot on lease Lot 2 through the former taxi staging area on the west side of Shell Simmons. Staff are working with them.