

AIRPORT BOARD  
AGENDA  
6:00 P.M., TUESDAY, OCTOBER 8, 2019  
AIRPORT GLACIER FIRE DEPARTMENT TRAINING ROOM  
1700 Crest Avenue, Juneau Valley

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF MINUTES: Regular Monthly Meeting of September 10, 2019
- IV. APPROVAL OF AGENDA
- V. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS
- VI. UNFINISHED BUSINESS
- VII. NEW BUSINESS
  - A. **Taxiway A, E and D-1 Contract Administration & Inspection Service Contract Award.** DOWL has been selected through a Request for Proposals (RFP) process for the contract administration and inspection services for the taxiway project. Staff is negotiating for the services and fee proposal at this time. This is a professional services contract through public solicitation and does not require award approval as long as funding is in place. This is for informational purposes only.
  
  - B. **Passenger Facility Charge (PFC) Appropriation.** The CBJ Finance Director has asked staff to do our annual PFC appropriation early (instead of May/June 2020); this appropriation has \$412,277 for Taxiway matching funds, and \$587,723 for Terminal Reconstruction, for a total of \$1M, as is estimated annually. This would mean that the Taxiway match won't need to be forward-funded from the Airport Capital Improvement Program (CIP) Revolving Account—the PFC is the permanent funding. This would then be forwarded on to the Assembly for appropriation. The PFC9 application will also still need to be amended by the Federal Aviation Administration (FAA), to increase the approved Taxiway amount. Staff has a high degree of confidence that FAA will approve the amendment.
  
  - Board Motion:** *“Approve the appropriation of PFC9 anticipated collections in the amount \$1 million for the Taxiway Construction CIP in the amount of \$412,277, and the Terminal Reconstruction CIP in the amount of \$587,723.”*
  
  - C. **Airport Manager’s Report:**
    - 1. **FAA Annual Certification Inspection.** FAA Airports Inspector Randy Kuehler will be in Juneau for our annual airport certification inspection October 8-11, 2019. Staff requested an extra day to the inspection schedule. There is always a lot to cover in the inspection and this will give us more time for questions and answers.

2. 2018 Annual Passenger Enplanements. The final passenger enplanement numbers have been released for 2018. Once again, JNU had its highest enplanement numbers at 440,277. This is 18,011 over the 2017 enplanements of 422,266, a 4% increase.

3. Guardian Flight Open House. Guardian Flight will be hosting an open house with a BBQ and aircraft static displays at their hangar on Livingston Way. The open house will be held on Saturday, October 12, 2019, from 12 p.m. – 4 p.m.

4. Airport Fund Balance (AFB) and Capital Revolving Account (CIP) Balance (Attachment #1). Attached are the monthly AFB and CIP balances. At the September 10, 2019 Airport Board meeting, the Board approved the return transfer of \$350,000 (of the \$675,000 forwarded funds) from Terminal Reconstruction, and then approved a new transfer of \$350,000 plus \$62,277 (\$412,277 total) of CIP Revolving Account funds to forward fund the additional local match for the Taxiway project until the amendment, collection and appropriation of additional PFC9 funds.

After meeting with City and Borough of Juneau Finance Department, a cleaner way to appropriate the additional \$412,277 local match (for the taxiway project) would be to appropriate the annual PFC9 funds now. This avoids temporary transfers and forward funding. The appropriation will take two Assembly meetings (November appropriation). Until then, the CIP Revolving Account spreadsheet will show this as pending. Once the PFC funds are appropriated, the \$412,277 pending transfer will be deleted and the \$350,000 will remain in the terminal project as originally approved. See New Business, PFC Appropriation, above.

5. DC Lobbyist in Juneau. Katie Kachel, our Washington DC Lobbyist was in Juneau the week of September 30, 2019, for port conference. Staff was able to meet with Katie to address continued concerns on PFC increases, AIP funding and current JNU projects.

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

- FAA Compliance Land Use/Financial Letter (January 2019). The Airport heard back from the FAA and they would like some follow-up reports and update by October 11, 2019. The Airport and Fire Department just finalized their Letter of Agreement (LOA) for services in-lieu of rent. This item will show in compliance. Staff continues to work on the remaining compliance items and will bring items back to the Board for action as necessary.
- The Airport, through Airports Council International – North America, also went on record with the FAA to show our support/need to raise the Passenger Facility Charge (PFC) caps. No further updates are available.
- Transportation Security Administration (TSA) will be replacing their bag screening equipment. It will be a two phase replacement, with the first one this Fall, and the second piece in February. No disruption to screening is anticipated at

this time. Equipment in the passenger screening checkpoint will also be replaced in the near future.

- State of Alaska Department of Environmental Conservation (ADEC) has responded to JNU'S letter regarding Aqueous Film Forming Foam (AFFF) contamination. The contract has been executed with Cox Environmental and Department of Environmental Conservation (DEC) has approved the submitted plan for testing. Some existing monitoring wells will be used for some of the tests (upstream parameters), and some new wells will be drilled for testing will begin after October 20 when contractors are back in town. Staff will provide updates to the Board when the first test results are received.
- As updated, Alaska Occupational Safety & Health (AKOSH) citation mitigation and safety purchases of \$34,000 in-lieu of penalties were approved by AKOSH. Staff has purchased two of the emergency stair evacuation devices that AKOSH has approved. The final acquisition will be next month and close out this citation shortly thereafter.
- Exit Lane System will be procured/installed later this winter. Staff is looking at the possibility of riding another government contract for procurement of this system or other procurement methods (such as paralleling the terminal reconstruction project) which will give the best cost option. As a reminder, the \$380,000 cost for this system was already appropriated using Airport Fund Balance.
- Badging and Security system upgrades: Due to the delays in implementation of Millennium System, the Airport has met with other access control service providers to see if there is an alternate solution. Staff is also looking into its camera/surveillance system due to recent federal restrictions.
- Honsinger Pond/Access (work in progress) with State Department of Transportation, Bicknell, and the CBJ. The City has received a request for preliminary plat approval for a 15-lot subdivision. Comments to CBJ are due by October 7, 2019 or due directly to the Commissioners by October 25, 2019. Public hearing is set for 7pm on October 29, 2019 in Assembly Chambers. Staff intends to comment on covenants to the property for Land Use Compliance near Airports.
- Terminal Reconstruction:
  - o Funding sources are in place for the project and awaiting final construction estimates, bids and FAA AIP grant application for FFY20. Bond sales are up for public hearing at 1 p.m. October 11, 2019, room 224 City Hall.
  - o Staff continues to work with the artists selected for the One Percent for Art and incorporating into the project construction.
  - o FAA equipment relocation: reimbursable agreement with FAA has been executed. Funding is in place and relocation of equipment should start soon.
  - o Gift Shop relocation. A lease amendment with the gift shop has been executed to temporarily relocate during construction to 582 square feet of space across from the Delta Air Lines counter. This lease will be extended

through April 2021. Staff will continue to review the gift shop concept for the new section of the terminal.

- The temporary relocation of space for FAA Air Traffic Control Administration, Airport Administration, Airport Project office, TSA breakroom and Tailwind food storage have been built out and are ready for occupancy/relocation. **REMINDER: *Airport Board meeting location moved to the Glacier Fire Station Training Room in August 2019.***
  - Review of leases and contracts affected by construction.
  - Reconfiguration of lobby space/check-in kiosks for Alaska Airlines.
  - FAA grant application for four years of AIP Entitlement dollars. Staff is working on the grant application now.
- Taxiway A, E and D-1 Construction. The Airport will begin the two-year construction on the rehabilitation/relocate and lighting of Taxiway A, E and D-1. This will be two construction seasons (2020-2021) with the possibility of limited work this fall and ordering parts/equipment. There will be a lot of information and NOTAMs issued. This will cause a lot of congestion on the ramps and require a lot of coordination with contractor, staff, Air Traffic and air carriers. Bid award should be concurrent with the grant appropriation expected at the October 14, 2019 Assembly meeting.
  - An FAA Safety Risk Management (SRM) Review took place on August 28, 2019, for the Taxiway A construction. A final report should be issued within the next few weeks. While risks were identified, many were low probability that could be worked through with safety officers, NOTAMS and good communication. This SRM panel will meet again in fall 2020 for assessing Phase 2 of the construction.
  - CBJ Title 49 (Jordan Creek Greenbelt) allowance to limb/clean-up adjacent to the creek is still in review. Staff hopes to see the adopted changes by the end of the year.
  - Tenant insurance reminders continue to be sent out. Several certificates have lapsed in our records.
  - Notice of Default letters have been sent out for those tenants who have reportedly been using hangars and tie downs for non-aviation purposes. This was also addressed in the September 26, 2019 Operations Committee.
  - Runway 26 Medium Intensity Approach Lighting System with Runway Alignment Indicator Lights (MALSR) approach lighting discussions with FAA. Staff submitted permit continuance requests to State and Corps of Engineers to keep current.
  - Elevator contingency protocol.
  - Maintenance programs refinement (roofs, heat pump equipment, etc.) Staff met to discuss a tracking system for all building component preventative maintenance programs.
7. Airport Project Manager Report (Attachment #2)
  8. Airport Architect Report (Attachment #3)

#### VIII. CORRESPONDENCE:

IX. COMMITTEE REPORTS

A. **Finance Committee:**

B. **Operations Committee:** Operations Committee met September 26, 2019 to discuss Airport (hangar) tenant lease and tie down non-aviation use. The Airport will look at drafting language for outlining primary (aviation) use versus incidental (non-aviation) use while complying with FAA Policy.

X. ASSEMBLY LIAISON

XI. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

XII. BOARD MEMBER COMMENTS

XIII. ANNOUNCEMENTS

XIV. TIME AND PLACE OF NEXT MEETING:

A. Airport Board, 6:00 p.m., November 12, 2019, Glacier Fire Department Training Room

XV. EXECUTIVE SESSION

XVI. ADJOURN