

AIRPORT BOARD
AGENDA
6:00 P.M., TUESDAY, MARCH 10, 2020
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 February 11, 2020
- IV. APPROVAL OF AGENDA
- V. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS
- VI. UNFINISHED BUSINESS

A. **Authorized Use of Property Language in Leases.** On September 26, 2019, the Airport Board Operations Committee met to review allowable use of non-aviation related items on the leased premises. The FAA (Federal Aviation Administration) had changed its policy from no allowance of non-aeronautical, to allowing 'some incidental use' in hangars.

From 14 CFR Chapter 1 Policy on the Non-Aeronautical Use of Airport Hangars (final):
"This policy allows some incidental storage of non-aeronautical items in hangars that do not interfere with aeronautical use. However, the policy neither creates nor constitutes a right to store non-aeronautical items in hangars. Airport sponsors may restrict or prohibit storage of non-aeronautical items."

Staff was asked to draft a change to the authorized use of property that is currently in leases. The following change was drafted for the Board's consideration:

5. AUTHORIZED USE OF PROPERTY

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

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

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

Board Motion: “Approve the changes to the Authorized Use of Property section of the leases, as written above, and incorporate into Airport leases.”

VII. NEW BUSINESS

A. Airport Manager’s Report:

1. Coronavirus (COVID19). The CBJ has begun planning for the potential impact on our community. The Assembly has scheduled a special Committee of the Whole meeting on Monday, March 9th, beginning at 6:00 pm. The meeting will be held in Assembly Chambers and will be broadcast live by KTOO. Public Testimony will not be taken. The CBJ is encouraging people to take the opportunity to practice social distancing and listen in on the radio.

Topics of the meeting will include:

- General information about COVID19 and what individual citizens can do to prepare and protect themselves,
- What local government as well as regional, state and federal partners are doing to prepare, and
- Information about the Westerdam (coming to dock in Juneau) as well as the upcoming tourist season.

Citizens have been sending in their questions and every effort will be made to answer them. If you have an additional question please send it to

BoroughAssembly@juneau.org

The public can also go to the Juneau.org website for more information on COVID19. After the meeting on Monday night, answers to the questions received will be posted there in writing.

Staff will continue to update the Board, tenants and public if operations at JNU Airport are impacted or require changes.

2. Aqueous Film Forming Foam (AFFF) Polyfluoroalkyl Substances (PFAS) Contamination Testing Update. As a reminder, JNU’s (Juneau International Airport) PFAS Sampling and Analysis Plan (SAP) sampled for the suite of six PFAS in soil and groundwater:

- Perfluorobutanesulfonic acid (PFBS)
- Perfluorohexanesulfonic acid (PFHxS)
- Perfluoroheptanoic acid (PFHpA)
- Perfluorooctanoic acid (PFOA)
- Perfluorooctane sulfonate (PFOS)
- Perfluorononanoic acid (PFNA)

Juneau International Airport (JNU) was advised that one soil sample location (MW-6) tested above the Migration to Groundwater Cleanup Level. Groundwater is in excess of the ADEC groundwater cleanup levels at three sites. The results indicate groundwater exceeds the ADEC cleanup level of 400 ng/L for PFOS at MW-3 and

MW-6, and PFOA at MW-4. The detected concentration of PFOS is 750 ng/L at MW-3, and 50 ng/L at MW-6; and PFOA is 410 ng/L at MW-4.

Cox Environmental submitted a draft report of the findings and recommendations to ADEC. ADEC has replied with their comments. Staff has received an estimate on monitoring and further testing based on the draft report at just under \$200,000. There is no federal funding available for this at this time.

3. Airport Fund Balance (AFB) and Capital Revolving Account (CIP) Balance (Attachment #1). As mentioned at the July 9, 2019 Airport Board meeting (and subsequent Board meetings) CBJ Finance would be updating our Airport Fund Balance to reflect more accurately what resources were available to draw upon in the near term. This meant that the fund balance that Staff had been presenting each month would likely change (a little lower). The updated AFB was presented at the March 4, 2020 Airport Finance Committee Meeting and shows the proper calculations of Airport Fund Balance. This projects a usable (unrestricted) AFB of \$1.5M at the close of FY20.

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

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

- *Alaska Department of Environmental Conservation (ADEC) Storm Water Pollution Prevention Plan (SWPPP) Multi-sector general permit (MSGP)*. The Airport has submitted changes and updates for the new five-year renewal on the permit which should go into effect April 1, 2020.
- *Continuity of Operations Plan (COOP)*. The CBJ is looking to have city-wide COOP for all departments in the event of a major disaster or event. The Airport Manager will be attending planning events over the next couple weeks with other City departments.
- *Egan/Yandukin Intersection Improvements Project*. Alaska Department of Transportation (ADOT) has been holding public open houses and community outreach in the planning of the intersection. ADOT has updated traffic accident statistics for 2013-2017. Please visit ADOT website on this project at <http://dot.alaska.gov/eganyandukin>. Also any comments or concerns may be emailed to eganyandukin@alaska.gov. No new updates at this time.
- *FAA Compliance Land Use/Financial Letter (January 2019)*. The Airport submitted follow-up reports and updates on October 7, 2019. The Airport and Fire Department finalized their Letter of Agreement (LOA) for services in-lieu of rent. This item is in compliance. Staff continues to work on the remaining compliance items and will bring items back to the Board for action as necessary. Staff continues to work on possible acquisition of the Loken/Chanel Flying property which is also tied with the old Sand Shed demolition (Snow Removal Equipment Facility Sand/Chemical grant), as well as U.S. Fish and Wildlife lease.

- *FAA Disabilities Compliance and Title VI Review.* Staff has completed the plan and self-evaluation programs for the final part of the 2017 FAA compliance audit for ADA and Title VI review. This is now under review with the CBJ for integrating with the overall CBJ ADA plan.
- *Passenger Facility Charge (PFC) cap increase.* Staff continues to work through our DC Lobbyist on this increase. It is a nationwide issue.
- *Transportation Security Administration (TSA) passenger screening checkpoint equipment* is tentatively scheduled for replacement in September 2020.
- *TSA will be cancelling janitorial contracts at airports nationwide.* TSA will still be required to pay for utilities associated with equipment use. This issue has been forwarded to our Lobbyist for Congressional weigh-in.
- *Alaska Occupational Safety & Health (AKOSH) citation mitigation and safety purchases of \$34,000 in-lieu of penalties* were approved by AKOSH. The last emergency stair evacuation track has been purchased/received. The total purchases have come up short (less expensive), so the Airport has some suggested items to make up the difference. This will be submitted to AKOSH for approval prior to purchase. It means that close-out of this violation is delayed by a couple of months.
- *Honsinger Pond/Access* (work in progress) Bicknell is working with State Department of Transportation for legal access to their Honsinger Pond property, and working with the City & Borough of Juneau (CBJ) on development. The Planning Commission granted their request for preliminary plat approval for a 15-lot subdivision. Staff continues to request covenants be placed on the property for Land Use Compliance near Airports.
- *Terminal Reconstruction:*
 - o Dawson Construction has officially started the project and staging for work.
 - o Staff has submitted the application for the FAA Airport Improvement Program (AIP) grant for FFY20. This will be a four-year use of AIP entitlement dollars.
 - o FAA equipment has been relocated.
 - o New Generator and Electrical feed have been tested and transferred over.
 - o Temporary relocation of space for affected parties is complete.
 - o Working on wayfinding and signage for public during construction.
 - o Reconfiguration of lobby space/check-in kiosks for Alaska Airlines for Phase II of terminal construction.
- *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. Secon will begin the project approximately April 1, 2020. This will be two construction seasons (2020-2021). There will be a lot of information and NOTAMs (Notices to Airmen) 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. FAA grant and all match funds (PFC) have been appropriated.
- A second *FAA Safety Risk Management (SRM) Review* will take place this fall 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. The implementation of the changes has been delayed due to committee meeting cancellations and full agendas.
- *Tenant insurance reminders* continue to be sent out. Several certificates have lapsed in our records.
- *Runway 26 Medium Intensity Approach Lighting System with Runway Alignment Indicator Lights (MALSR)* approach lighting discussions with FAA. Staff is working with our DC Lobbyist to look for federal facilities and equipment funding.
- *Elevator contingency protocol.* To keep the old elevator in use until the new ones are installed. The freight elevator has been taken out of service.
- *Maintenance Programs Refinement (roofs, heat pump equipment, baggage systems, etc.).* Staff continues to look at a tracking system for all building component preventative maintenance programs. There are several companies that offer similar cloud based systems. At this time, staff is collecting current basic system, and needs, and will plan to talk to each of the companies to see what they offer and how much per year or per user of the system. Staff is also looking at maintenance contracts for specialized systems (heat pumps) similar to what we do with airfield lighting and controls.
- *Exit Lane System.* Notice to Proceed has been given to Island Contractors to begin the replacement of the exit lane system. The system will take a few months to manufacture and ship. It is estimated the project will take two weeks to modify the opening and install this spring.
- *Runway Safety Action Team (RSAT) meeting* will be taking place on Friday, March 27 starting at 8 a.m. at the Glacier Valley Fire Station training room. This is a combined meeting for annual runway safety (required) along with information on upcoming construction on the Airport provided by the Airport.

5. Airport Project Manager Report (Attachment #2)

6. Airport Architect Report (Attachment #3)

VIII. CORRESPONDENCE:

IX. COMMITTEE REPORTS

A. **Finance Committee:** The Finance Committee met on February 21, 2020, and March 4, 2020 to discuss the FY21/22 budgets. Another meeting is anticipated before bringing back to the Airport Board at a special meeting this month. A tremendous amount of discussions so far have revolved around the deficits in FY20, FY21 and FY22. The discussions included the use of Fund Balance and rate increases, and the share of the deficits between Air Carriers and Air Taxi/GA.

B. **Operations Committee:**

X. ASSEMBLY LIAISON

XI. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

XII. BOARD MEMBER COMMENTS

XIII. ANNOUNCEMENTS

XIV. TIME AND PLACE OF NEXT MEETING:

A. A special meeting will be required in March to approve the FY21/22 Airport Budget with anticipated rates/fees increases. TBD

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

XV. EXECUTIVE SESSION

XVI. ADJOURN