

AIRPORT BOARD

AGENDA

6:00 P.M., THURSDAY, AUGUST 13, 2020

ZOOM WEBINAR: <https://juneau.zoom.us/j/96699462037>

Or Telephone: 669 900 6833 Webinar ID: 966 9946 2037

**TO TESTIFY: CONTACT PAM CHAPIN, 586-0962
BY 3:00 P.M. ON AUGUST 12, 2020**

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF AGENDA
- IV. COMMITTEE ASSIGNMENTS
- V. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS
- VI. UNFINISHED BUSINESS

A. East Hangars Paving (Attachment #1 and #2). At the June 11, 2020, the Airport Board discussed a request from Mark Morris to pave in front of the east hangars (Block O). The Federal Aviation Administration (FAA) stated that this paving was not eligible as part of the Taxiway Project (Airport Improvement Project (AIP) funds), so local operating funds would need to be used. Mr. Morris has requested the Board to reconsider. Staff has researched similar paving around the airport for historical reference, but could not find all paving history for lease lots/taxilanes. See Attachment #2 for a summary of paving around some of the lease lots.

Staff also reached out to the FAA again for determination of CARES Act funds for this project. On July 28, 2020, FAA responded: *“Funds provided under the CARES Grant are governed by the same principles that govern “airport revenue”, however, airport development projects (such as the apron paving in front of Block N and Block O hangars....), may not be funded with this Grant, unless and until the Grant Agreement is amended or superseded by a subsequent agreement that addresses and authorizes the use of the CARES funds for the airport development project. If you wish to use your CARES funds for the Block N and Block O Hangar Apron Paving, please make a formal request to do so, including the scope of work and estimated cost.”*

The most recent estimate to pave the 65ft strip (approx. 990ft long) is \$195,000. This would include grading and installation of three catch basins (not trench drains) for drainage. Staff has collected the information for the Board to consider and discuss at the meeting, and awaits guidance.

VII. NEW BUSINESS

A. Aircraft Rescue & Fire Fighting (ARFF) Emergency Ring-down Repair (Attachment #3). The ring-down system from Air Traffic Control Tower (ATCT) and Flight Service Station (FSS), to the Glacier Station – ARFF station continues to fail. This system provides the real time dispatch to the station for personal to begin their response (for the required three-minute response time) and not wait until 911 dispatcher relays the information. This antiquated system was first installed in 1976 and is no longer compatible or ‘repairable’. The attached Update from Capital City Fire and Rescue Assistant Chief Chad Cameron outlines the system, why it is needed, the problem and the proposal for fixing the system. The system is estimated to cost \$22,400 to repair. The funding source is the Airport operations budget.

Board Motion: *“Approve the replacement of the Aircraft Rescue & Fire Fighting ringdown system at a cost not-to-exceed \$22,400.”*

B. Section T1-04 Baggage Handling Conveyor Replacement. A 90-degree section of the outbound bag belt needs replacing where it turns to carry baggage into the Transportation Security Administration (TSA) bag screening room. Noises, performance issues and continued downtime is indicating that it is on its last legs. The Airport has received an estimate as a starting point to replace the entire section which includes: conveyor assembly and housing, motor, gear box, program logic control integration, and installation. The estimate for new 90-degree section installed is just under \$22,000. The funding for this system would come from Airport operations budget.

Board Motion: *“Approve the replacement of the 90-degree outbound baggage handling conveyor section at a cost not-to-exceed \$22,000.”*

C. Duck Creek Vegetation/Tree Growth Removal (Attachment #4). As a part of the 2007 Environmental Impact Statement (EIS) Record of Decision (ROD), Duck Creek was relocated within Airport property and vegetation added. The trees and vegetation on the south side (toward the airfield) have now become a wildlife hazard concern due to the attraction of mammals and birds to the area. Alaska Department of Fish and Game (ADFG) was consulted and asked to come out to assess the area. This report addresses the Habitat Biologist’s findings and recommendations to remove certain vegetation/trees while adhering to the EIS ROD. The Airport will proceed under the guidance.

D. Airport Manager’s Report:

1. Airport Fund Balance (AFB) and Capital Revolving Account (CIP) Balance (Attachment #5). The Airport Fund Balance was updated to reflect more accurately what is reported to/adopted by the Assembly, and align with City’s Comprehensive Annual Financial Reports (CAFR). The attached spreadsheet only shows what was adopted by the Board and Assembly. The figures do not show anticipated operational impacts from COVID (such as decreased revenues), nor does it show the CARES Act funding that will cover operating expenses during COVID. However, the spreadsheet does show the debt service for the Terminal (both GO Bond and Revenue Bond) as well as the funds that will cover those bonds. The spreadsheets will be updated as

actuals are reported and as CARES Act funds are applied. FY20 budget is preliminary as well, and has a trickle-down effect on the subsequent bottom line Airport Fund Balance. These bottom line numbers will change as CARES Act funds are applied to the operations budget. This is no change from July report.

2. Passenger Enplanements 2019. The preliminary passenger enplanements for calendar year 2019 show a total of 453,761; a new high for Juneau. This is 13,484 over 2018 counts of 440,277. While JNU has shown steady growth in the past 10 years, 2020 is expected to show very low passenger enplanements (not seen since the early 1980s) due to the COVID pandemic; similar to airports nationwide.

Year	Passenger Enplanements
2019*	453,761
2018	440,277
2017	422,266
2016	420,442
2015	403,538
2014	375,828
2013	359,291
2012	353,048
2011	355,499
2010	344,057
2009	337,038

**preliminary*

3. Employee Updates. Airfield Equipment Operator Brennon Thomas has accepted a new position outside of the CBJ. Brennon has worked for the Airport for a little more than nine years, working his way up to an Equipment Operator. The Airport wishes him all the best in his new job. Nathan Barzee recently transferred from City Streets as an Airport Equipment Operator filling a previous vacancy. The Airfield crew will have a Senior Equipment Operator vacancy as well as the Equipment Operator vacancy that will both need to be filled before fall/winter operations. The Airport is also currently recruiting for the Deputy Airport Manager. This position will continue to recruit until filled.

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:

- *COVID Updates*. State mandates for travel to Alaska have changed. As of August 11, 2020, the most recent information the State may be found on the **Alaska Travel Portal** at: www.alaska.covidsecureapp.com Additionally, more information may be found at: <https://covid19.alaska.gov/travelers/> and FAQs: <https://covid19.alaska.gov/faq/>
- *Alaska Department of Environmental Conservation (ADEC) Storm Water Pollution Prevention Plan (SWPPP) Multi-sector general permit (MSGP)*. The Airport submitted its new five-year permit with a Notice of Intent (NOI) on July

- 28, 2020. Forms/notices for either an NOI or No Exposure have also been forwarded on to commercial tenants for their submittals to ADEC.
- *Alaska Department of Environmental Conservation Storm Water Pollution Prevention Plan (SWPPP) Multi-sector general permit (MSGP) Inspection.* Starting March 9, 2020, the JNU Airport and several tenants have undergone SWPPP MSGP inspections. JNU was found to be in violation of several missing reports and annual inspections/year-end reports. JNU had many of the annual reports but failed to submit online timely. JNU filed these as non-compliance and uploaded all missing annual reports/inspections, as well as quarterly reports that were on-file. The letter of violation was closed out by ADEC on June 30, 2020. While the deficiencies were closed out, ADEC has notified JNU that there may still be fines associated with the violations through their Compliance Order by Consent (COBC) process. JNU does not have a cost magnitude on the fines, however, ADEC states that JNU may be able to mitigate some portion of the penalty with a Supplemental Environmental Project (SEP). Staff will update the Board with the fines and further SEP efforts and costs, when known.
 - *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. On July 1, ADOT held another meeting with focus group members (JNU Airport is part of that group) to review several alternatives for the intersection. The Airport provided comments for consideration of the alternatives. **The next stakeholder focus group meeting is planned for Friday, August 21, 2020, to discuss the next steps.** 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.
 - *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/Channel 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 (USFWS) lease. USFWS and FAA attorneys stated that the USFWS may not require lease payments. On July 13, 2020, a letter from the FAA Office of Compliance was received and this compliance matter may be removed from the non-compliance letter. At this time, the FAA has concluded that JNU is working toward compliance on all of these issues.
 - *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 Americans with Disabilities Act (ADA) and Title VI review. This is now under review with the CBJ for integrating with the overall CBJ ADA plan. Once complete, this will close-out one of the compliance matters with FAA.

- *Passenger Facility Charge (PFC) cap increase.* While this is not off the table at this time, the discussions of the cap have been put on hold. This was also brought up during a visit with Senator Sullivan.
- *Transportation Security Administration (TSA) passenger screening checkpoint equipment* is tentatively scheduled for replacement in September/October 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 Washington, D.C., Lobbyist for Congressional weigh-in.
- *Air Traffic Control Tower COVID Cleaning.* FAA ATCT has requested a special Level 2 Cleaning (federal level of cleaning) for their leased facilities in the terminal. The Airport hired two additional staff to help with this (and TSA) cleaning and their contract has been amended to reflect the additional cleaning costs. This is expected to continue through September 2020 at this time.
- *Alaska Occupational Safety & Health (AKOSH) citation mitigation and safety purchases of \$34,000 in-lieu of penalties* were approved by AKOSH. The final purchases and installation occurred the end of May and all documentation was submitted to AKOSH on June 5, 2020, for close out of this violation/citation. The Airport received an email from AKOSH accepting the work and considers this inspection closed-out.
- *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. **On Tuesday, August 25, the Planning Commission will consider the final plat approval.** Staff continues to request covenants be placed on the property for Land Use Compliance near Airports.
- *Terminal Reconstruction:*
 - o Staff has submitted the application for the FAA AIP grant for FFY20, and updated to reflect 100% match of local funds (from CARES Act). This is currently programmed for a four-year use of AIP entitlement dollars. The grant has not been received, however, a special Airport Board meeting may be required to approve the grant, once it is received, for current federal fiscal year appropriations.
 - o Wayfinding and signage for the public during construction continues to change as needed with the project.
- *Taxiway A, E and D-1 Construction.* SECON is making excellent progress with the minimal traffic due to COVID. SECON is well into next season's work already. It is anticipated that most of the movement area work could be completed this year leaving minimal work for next construction season. We have had a couple of vehicle-pedestrian deviations with the contractor into the movement area (runway/taxiway). These have been investigated with the FAA and closed out through mitigation or reeducation.
- *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. This was also brought up during a visit with Senator Sullivan.
 - *Elevator contingency protocol.* To keep the old elevator in use until the new ones are installed. The freight elevator has been demolished.
 - *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. Staff anticipates a contract with Daikin for the heat pump systems routine maintenance.
 - *Runway Safety Action Team (RSAT) meeting* has been postponed until September 3, 2020.
 - *COVID Misc.* The FAA through Federal Emergency Management Administration (FEMA) will be distributing cloth masks to airports nationwide. JNU is anticipating some of these soon. The CBJ will hold weekly meetings for all CBJ employees to hear updates within the City and answer questions.
5. Airport Project Manager Report (Attachment #6)
 6. Airport Architect Report (Attachment #7)

VIII. CORRESPONDENCE:

- A. Juneau Urgent & Family Care Letter re: COVID-19 Testing (Attachment #8)

IX. COMMITTEE REPORTS

- A. **Finance Committee:**
- 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. Airport Board, 6:00 p.m., Thursday, September 10, 2020, via Zoom meeting.

XV. EXECUTIVE SESSION: Airport Manager Annual Evaluation: *The Airport Board moves to go into executive session to discuss a subject that may tend to prejudice the reputation and character of the Airport Manager, provided the Airport Manager may request a public discussion.*

XVI. ADJOURN