

AIRPORT BOARD  
AGENDA  
6:00 P.M., TUESDAY, SEPTEMBER 10, 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 SEPTEMBER 9, 2020**

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF MINUTES:
  - A. Regular Monthly Meeting of July 16, 2020
  - B. Regular Monthly Meeting of August 13, 2020
  - C. Special Meeting of August 28, 2020
- IV. APPROVAL OF AGENDA
- V. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS
- VI. UNFINISHED BUSINESS
  - A. **East Hangars Paving Request Follow-up.** At the August 13, 2020, Airport Board meeting, the Board reviewed the June 11, 2020, request from Mark Morris, as well as other tenants on the east side, 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.

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Block N and Block O hangars....), may not be funded with this Grant, unless and until the Grant Agreement is amended or superseded by a subsequent agreement that addresses and authorizes the use of the CARES funds for the airport development project.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 Board forwarded this matter on to the Operations Committee for consideration. The Operations Committee met on August 26, 2020. While some areas on the airport were paved either by tenants or by a project (federal funding), the east end hangars need a lot more pavement in the area between the hangars (built to the Building Restriction Line) and the taxilane. This ‘in between’ area is more extensive compared to other hangars/taxilanes. The Committee agreed that it is the intent of the airport to pave these

areas for ease of snow removal, as well as aircraft maneuverability, but using CARES Act funds for paving at this time is a lower priority. CARES Act funds should first and foremost keep airport operations solvent for the next few years. The Committee also wanted to ensure that CARES Act funds used for this purpose in the future were done fairly around the Airport and have a paving plan in place.

The Operations Committee made recommendations on this matter:

1. Staff do an inventory on paved area and prioritize. This includes determining which areas are FAA eligible vs non-eligible, with a goal to pave areas over time as funding allows.
2. Add project on to the Capital Improvement Program (CIP) list. (Staff has added this area as a project placeholder.)
3. Put this specific project on the 'back burner' for now until a pavement inventory is complete AND the Airport has an idea as to how much CARES Act will be available for this work in a couple of years (but before the CARES Act grant expires in 2024).

While there is no action necessary at this time, it is a follow-up from previous Board meetings and Operations Committee meeting and will require updates and action at a further date if the Board concurs with the Operations Committee plan.

## VII. NEW BUSINESS

### A. Airport Manager's Report:

1. Southeast Alaska Watershed Coalition Special Permit to Eradicate Invasive Plants (Attachment #1). Southeast Alaska Watershed Coalition (SAWC) applied for a new Special Area Permit to continue eradicating invasive plants in the Mendenhall Wetlands State Game Refuge (MWSGR). This is required to '*protect and preserve the natural habitat and game populations*' and '*restore and protect natural habitat and plant communities consistent with the goals of the MWSGR management plan*'. The attachment includes an email from John Hudson which shows a map of the area they plan to apply herbicide and/or surfactant for the removal of canary grass starting to populate around the airport, as well as the Alaska Department of Fish and Game Special Area Permit for the work. This item is informational only.
2. Deputy Airport Manager Position. The Airport had an open recruitment for the Deputy Airport Manager position and interviewed several good applicants. The Airport is working with Human Resources to hopefully make an offer to one of the applicants within the next week or two.
3. Airport Fund Balance (AFB) and Capital Revolving Account (CIP) Balance (Attachment #2). 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 and August reports.

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*. As of August 11, 2020, the most recent information the State may be found on the **Alaska Travel Portal** at: [www.alaska.covidsecureapp.com](http://www.alaska.covidsecureapp.com). Additionally, more information may be found at: <https://covid19.alaska.gov/travelers/> and FAQs: <https://covid19.alaska.gov/faq/>. The City and Borough of Juneau COVID Airport Screening Team is finding that very few travelers are completing this updated travel declaration on line when they enter Alaska, and it is causing discontent with travelers as well as extra time/work by the COVID Screening Team.
- *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. The Airport is still waiting for forms/notices for either an NOI or No Exposure from several tenants.
- *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. The letter of violation was closed out by ADEC on June 30, 2020, however, ADEC has notified JNU that there may still be fines associated with the violations. JNU does not have a cost magnitude on the fines, but 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. ADOT held another meeting with focus group members (JNU Airport is part of that group) on August 21, 2020 to review the narrowed down alternatives for the intersection. 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](mailto: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 and it has been signed off by the CBJ. The final plan and compliance update has been forwarded to the FAA for review.
- *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 in July.
- *Transportation Security Administration (TSA) passenger screening checkpoint equipment* is tentatively scheduled for replacement in September/October 2020.
- *TSA has cancelled janitorial contracts at airports nationwide.* TSA will pay for utilities associated with equipment use, but the contract requires airports to continue with janitorial - without compensation. 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.
- *Honsinger Pond/Access* (work in progress): Bicknell is still 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 final plat approval for a 15-lot subdivision on August 25. 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 continues to work 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 is reviewing the final contract with Daikin for the heat pump systems routine maintenance.
- *Runway Safety Action Team (RSAT) meeting* was held September 3, 2020. The team reviewed Letters of Agreement between the Airport and Air Traffic Control, as well as best management practices and construction activities. There are a few action items for both Air Traffic and the Airport, but otherwise a good review of overall safety and practices.
- *COVID Misc.* The FAA through Federal Emergency Management Administration (FEMA) has distributed cloth masks to airports nationwide. JNU received their allotment the end of August and will share, as needed, with air carrier employees. The CBJ is also holding weekly meetings for all CBJ employees to hear updates within the City and answer questions.

5. Airport Project Manager Report (Attachment #3)

6. Airport Architect Report (Attachment #4)

VIII. CORRESPONDENCE:

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., October 8, 2020, via ZOOM

XV. EXECUTIVE SESSION

XVI. ADJOURN