

AIRPORT BOARD  
AGENDA  
6:00 P.M., THURSDAY, OCTOBER 8, 2020  
ZOOM WEBINAR: <https://juneau.zoom.us/j/96699462037>  
Or Telephone: 669 900 6833 Webinar ID: 966 9946 2037

**TO TESTIFY: CONTACT JOHN COLEMAN 907-586-0960  
BY 3:00 P.M. ON OCTOBER 7, 2020**

- I. CALL TO ORDER
  - II. ROLL CALL
  - III. APPROVAL OF MINUTES: Regular Monthly Meeting of September 10, 2020
  - IV. APPROVAL OF AGENDA
  - V. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS
  - VI. UNFINISHED BUSINESS
  - VII. NEW BUSINESS
    - A. **Airport Terminal Reconstruction Airport Improvement Program Grant.** The Airport, in coordination with City & Borough of Juneau (CBJ) and FAA, developed a funding plan for the Terminal Reconstruction project for the north end and central section of the terminal. The plan included an Airport Revenue bond of \$15,785,000 as part of the forward-funding of the project (to make it whole)—it was to be paid off with four years of AIP Entitlement grants plus multi-year collections of Passenger Facility Charge (PFC) fees (which would also pay bond interest). Instead, the FAA has awarded two FFY20 AIP grants for this project; one for \$6,847,402 which is 100% federal funding and includes CARES Act match (no local match required), and one for \$8,010,825 (which is 93.75% and requires local match); for a total of \$14,858,227. These grants represent the full federally eligible portion of the terminal, rather than just four years of AIP grant funds. Passenger Facility Charge (PFC) fees were originally going to be collected for the remaining eligible portion, plus match and bond interest (estimated at \$1.4m). PFCs are now only needed for the match on the \$8,010,825 grant plus the bond interest. The match amount for this grant is \$534,055, which was previously appropriated as part of the PFC9 collections on November 4, 2019, as well as some of the bond interest.
- Board Motion:** *“Approve the appropriation of FAA Airport Improvement Program grant awards in the amount \$6,847,402 (100%, no match required), and \$8,010,825, for a total of \$14,858,227; for the Airport Terminal Reconstruction Capital Improvement Project; funds to reimburse CBJ Airport Revenue Bonds. PFC match for the \$8,010,825 previously appropriated.”*

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

1. Deputy Airport Manager Position. The Airport has an open recruitment for the Deputy Airport Manager position and continues to interview applicants.
2. Airport Fund Balance (AFB) and Capital Revolving Account (CIP) Balance (Attachment #1). 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.
3. Financial Model Update. Staff continues to work with Purchasing to hire an airport financial firm for reviewing airport budget and financial model.
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 most travelers are still not completing their 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 continues to receive forms/notices for either an NOI or No Exposure from 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. No change since last month.

- *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 plans to hold another focus group meeting (JNU Airport is part of that group) on **October 14, 2020** to review the narrowed down alternatives and weighting criteria for the project. 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).
- *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. No change from last month.
- *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. No change.
- *Capital Improvement Program (CIP) and Passenger Facility Charge (PFC)10.* The FFY20 FAA AIP terminal grants covered the entire amount of FAA eligible terminal construction, rather than four years of AIP funds originally scheduled. This will now move projects up on the CIP list. Staff is working to coordinate those projects. Additionally, PFC (PFC9) collections may be abbreviated due to less match required. Staff is currently working on computing the amount needed for the terminal project (match and bond interest) as well as other projects listed in the PFC9 application; and look at when PFC10 application process would need to start.
- *Transportation Security Administration (TSA) passenger screening checkpoint equipment* was tentatively scheduled for replacement in September/October 2020. This has been put on hold due to construction requirements for the larger equipment.
- *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 contract as well as the additional staff will continue through December 2020, and possibly longer, 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 FAA AIP grant for FFY20 has been received, as detailed in the above grant approval. This covers the full federally eligible portion of the project in one year.
  - 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. It is anticipated that most of the movement area work could be completed the end of October.
- *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 has contracted with Daikin for the heat pump systems routine maintenance.

5. Airport Project Manager Report (Attachment #2)

6. Airport Architect Report (Attachment #3)

#### 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., November 12, 2020, via ZOOM
- XV. EXECUTIVE SESSION
- XVI. ADJOURN