

AIRPORT BOARD

AGENDA

6:00 P.M., THURSDAY, NOVEMBER 12, 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 9:00 A.M. ON NOVEMBER 12, 2020**

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF MINUTES: Regular Monthly Meeting of October 8, 2020
- IV. APPROVAL OF AGENDA
- V. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS
- VI. UNFINISHED BUSINESS
 - A. **CARES Act Update on Airport Budget.**
 - 1. FY20 Budget. The Airport has sent in a drawdown request for FY20 Expenditures in excess of FY20 Revenues. The preliminary drawdown request of \$724,663 has been sent to the Federal Aviation Administration (FAA) with accompanying expenses from Aircraft Rescue and Fire Fighting (ARFF), Administration and Airfield payroll for the period February through June 2020. Once FY20 is ready to close-out, another drawdown for FY20 may be made to balance FY20 completely. This means no Airport Fund Balance would be needed for FY20.
 - 2. FY21 Airport Tenant Relief. The Airport has received approximately 12 tenant and 5 subtenant requests for rent/tie down relief for FY21. This currently equates to \$1.15M in rent relief for the year. At year end, this will be included in the total drawdown for the FY21 Expenditures in excess of FY21 Revenues.
- VII. NEW BUSINESS
 - A. **Airport Manager's Report:**
 - 1. Passenger Enplanements 2019 FINAL. In August, the Board was provided preliminary passenger enplanements for calendar year 2019. The final numbers have been compiled by the FAA and have come out higher than the preliminary figures. Passenger enplanements for 2019 have finalized at 459,191; a new high for Juneau. This is 18,914 over 2018 numbers. While Juneau International Airport (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	459,191
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

2. Staffing Updates.

Deputy Airport Manager. The Airport is very pleased to announce that Scott Rinkenberger has accepted the position of Deputy Airport Manager. Scott will officially step into the position on November 23. The Airport Superintendent position vacated by Scott will be filled at a later date.

Airport Architect. Catherine Fritz has tendered her letter of resignation effective November 30, 2020. Catherine came out of retirement to help the Airport complete several facility projects at the airport. Staff is looking at the projects Catherine has, and what can be transitioned over to Mike Greene or other staff. The Airport does not plan to recruit another full-time Architect at this time.

Airfield crew. There have been multiple changes with the airfield crew. Rebecca Lyons has been promoted to Senior Equipment Operator which was vacated last spring by Chris Childers. Nathan Barzee has been promoted to an Equipment Operator II. Paul Lingley and Brennon Thomas, who both previously resigned earlier this year, have returned to fill vacancies. Paul has returned as a full-time Equipment Operator I. Brennon has returned as a seasonal Equipment Operator I.

3. 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 previous reports.

4. Financial Model Update. A Request for Proposals (RFP) for a financial firm to review and build a new budget and financial model is out for solicitation. Proposals are due on November 12.

5. COVID-19 Airport Testing Site Update. Due to colder temperatures, the COVID testing screens for airline passenger arrivals has relocated inside the terminal. The number of airline passengers being tested has declined and the type of testing is less invasive, so screening will be done in privacy screens inside the terminal. In-airport testing is only for travelers and traveler retesting.

The City & Borough of Juneau (CBJ) has a need to consolidate resources (spread-thin) and will be providing drive-up only / by appointment only testing at the Airport during ‘off’ jet arrivals for other symptomatic/required patient testing. The drive-up site will be a designated, well-marked spot. None of this type of community testing will be allowed out of their vehicle or allowed to arrive without an appointment.

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:

- *COVID Updates*. As of October 27, 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/>. It is anticipated that more changes in travel declarations and testing requirements will occur over the next couple of months.
- *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 Alaska Department of Environmental Conservation (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 held another public meeting 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.

- *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 toward 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 were forwarded to the FAA for review and the FAA has requested further documentation that staff will provide in the next few weeks. Some of the outstanding items will be in compliance once the terminal remodel is complete.
- *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 our Congressional Delegation and the Airport continues to work with our DC Lobbyist, Katie Kachel, on the matter.
- *Congressman Don Young visit*. On October 9, 2020, Congressman Don Young stopped in to talk to staff about JNU projects, JNU's terminal grant and other issues, as well as take a quick tour of the facilities funded by recent grants. Congressman Young was impressed with the tour and happy to see the result of federal dollars. Congressman Young was also provided sample proposed language (from Katie Kachel) of the FAA reauthorization bill that would apply MALSR (Medium Intensity Approach Lighting System With Runway Alignment Indicator Lights) equipment to the list of allowable lighting equipment transferable to the FAA and allow Airport Improvement Program funding for this type of lighting. Congressman Young went on record with a letter of support for JNU MALSR system in 2015.
- *Runway 26 MALSR approach lighting discussions with FAA*. Staff continues to work with our DC Lobbyist to look for federal facilities and equipment funding (see above discussion with Congressman Young). This was also brought up during a visit with Senator Sullivan.
- *Capital Improvement Program (CIP) and Passenger Facility Charge (PFC) 10*. With FFY20 FAA AIP terminal grants covering the entire amount of FAA-eligible terminal construction, the Airport is adjusting projects up on the CIP list. 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 the PFC10 application process would need to start.

- *Transportation Security Administration (TSA) passenger screening checkpoint equipment* was tentatively scheduled for replacement in this fall. This has been put on hold due to construction requirements for the larger equipment. A new date for equipment has not yet been determined.
- *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. No change since last month.
- *Air Traffic Control Tower (ATCT) 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.
- *Polyfluoroalkyl Substances (PFAS) Testing and Monitoring.* Following Board and Assembly approval of the funding, Cox Environmental has developed the next phase of PFAS Plan documents for ADEC to approve. Staff has reviewed the plan and submitted a few minor comments/questions back to Cox Environmental. Once ADEC has approved, the additional drilling/test sites and monitoring can proceed.
- *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 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 Wayfinding and signage for the public during construction continues to change as needed with the project.
 - o The first cold temperatures were experienced with the construction. Additional weather barriers and insulation were installed and well as adjustments with the terminal heat pump systems.
- *Taxiway A, E and D-1 Construction.* SECON has met the amended (and expedited) work schedule for paving and electrical in movement area for this construction year. They will continue their work on the lighting vault and lighting control cutover this winter into next spring.
- *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. On a related note, Southeast Alaska Watershed Coalition (SAWC) has requested support for an Alaska Clean Water Action grant to implement storm water management best practices in the Jordan Creek urban watershed. One area is located on Airport property in a current settling pond. SAWC project scope is to *'maintain and cleanout the forebay settling pond on the proposed wet biofiltration swale in the Jordan Creek Greenbelt on Juneau International Airport property near the intersection of*

Jordan Avenue and Teal St. Maintenance needs of this settling pond will be similar to the cleanout needed for the currently undersized stormwater retention basin that is located here. CBJ Streets said that they can help with maintenance of this biofiltration pond as well.

- *Tenant insurance reminders* continue to be sent out. Several certificates have lapsed in our records.
- *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.

7. Airport Project Manager Report (Attachment #2)

8. Airport Architect Report (Attachment #3)

VIII. CORRESPONDENCE:

IX. COMMITTEE REPORTS

A. **Finance Committee:**

B. **Operations Committee:**

X. ASSEMBLY LIAISON (Assembly member Greg Smith has been assigned as liaison to the Airport Board.)

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., December 10, 2020, via ZOOM

XV. EXECUTIVE SESSION

XVI. ADJOURN