

MINUTES of  
AIRPORT BOARD MEETING  
November 12, 2020  
6:00 p.m. via ZOOM

I. **CALL TO ORDER:** Chair Jerry Godkin called the meeting to order at 6:00 p.m.

II. **ROLL CALL:**

Members Present:

Dennis Bedford	Jerry Godkin	Chris Peloso
Al Clough	Jerry Kvasnikoff	Angela Rodell
Jodi Garza		

Staff/CBJ Present:

Patty Wahto, Airport Mgr.	Greg Smith, CBJ Assembly Liaison
Catherine Fritz, Airport Architect	Teresa Bowen, CBJ Law
Beth Weldon, CBJ Mayor	Mark Fuelle, CBJ Fire Dept.

Public:

Tom Williams, Ward Air

III. **APPROVAL OF MINUTES:** *Chris Peloso moved approval of the minutes of the October 8, 2020, Board meeting. The motion passed by unanimous consent.*

IV. **APPROVAL OF AGENDA:** Board Member Al Clough asked the agenda day "Tuesday" be corrected to "Thursday" for the record. *Angela Rodell moved adoption of the agenda. The agenda was approved as amended.*

V. **PUBLIC PARTICIPATION ON NON-AGENDA ITEMS:** Tom Williams, Ward Air, said he wanted to discuss the contract to revise the revenue model. He thanked the Manager for trying to streamline the model system to be able to export the City's financials directly into the model. He hoped that when the contract is let and in the development of the new model that there not only be a transparency, but a simplicity of the system. He and Patty designed a model that was an Excel spreadsheet that was simple and straight forward. A few years later, the Manager hired a consultant to extremely complicate that model. Simple is better, less complicated, and less subject to criticism. He said Ward Air still offers their assistance in collaborating with the contractor on that.

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

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drawdown may be made to balance FY20 completely. This means no Airport Fund Balance will be used for FY20.

2. FY21 Airport Tenant Relief. The Airport has received 12 tenant and 5 subtenant requests for rent/tie down relief for FY21. This currently equates to \$1.15M in rent relief. This remains open for others to apply. Chair Godkin thanked Mr. Coleman for taking care of this and keeping everyone in the know.

### 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. Passenger enplanements for 2019 have finalized at 459,191; a new high for Juneau. This will probably not be seen again for a few years. The FAA plans to use 2019 enplanements for entitlements and discretionary funding. The numbers that will probably be seen for 2020 equate to enplanements in the early 1980s. The chart was included to show the trend from 2009.

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

Enplanements are down 45% to 65%. This will be difficult to quantify. The Airport's numbers are based on the national funding, which is not known at this time. The FAA has told the Airport to plan on getting about the same entitlements for FFY2021, which was about \$3M for FFY2020. The CARES Act Fund is two-fold: one is for operations and the other component of CARES Act money is the match for projects (which is unknown if this will continue next year).

#### 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

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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. Ms. Wahto was glad to have them back as seasoned operators.

3. Airport Fund Balance (AFB) and Capital Revolving Account (CIP) Balance (Attachment #1). This has not changed. There are some things that are still floating out there. The sheets should be updated by January 2021 at the latest.

4. Financial Model Update. A Request for Proposals (RFP) for a financial firm to review and build a new budget and financial model went out for solicitation. This is hoped to make it simple and easy to input the downtown financials. Seven proposals were received. Chair Godkin asked when this could be expected. Ms. Wahto said there is a pretty aggressive schedule to have this up and running for the next budget cycle.

5. COVID-19 Airport Testing Site Update. Due to colder temperatures, the COVID testing screening 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 and will be providing drive-up only / by appointment only testing at the Airport during 'off' jet arrivals for other symptomatic/required patient testing. This has not happened at the airport yet. Al Clough said he had been involved in multiple drive-through COVID tests where you don't have to get out of your car. If the individuals running that type of procedures has their act together, it can be run very efficiently.

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.* 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

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information may be found at: <https://covid19.alaska.gov/travelers/> and FAQs: <https://covid19.alaska.gov/faq/>. The City is already at a high level and it is not expected that the City will have to do anything in addition. Assembly Member Greg Smith said the City is operating under the mitigation measures and risk matrix that was approved via ordinance. A lot of the issues that they are hearing were that it's happening kind of at small family gatherings. Things like a hunker-down with businesses may not actually be addressing where the spread is happening. They hope the numbers start to go down.

- *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 annual meeting for all tenants and users will be held within the next week or so.
- *Egan/Yandukin Intersection Improvements Project*. Alaska Department of Transportation (ADOT) held another public meeting in October. Public comments were accepted through the close of business November 12, 2020. Staff has provided comments in the past. They understand that if it deals with Airport property, they will have to work with the FAA.
- *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 (AIP) funding for this type of lighting. If this goes through, not only can AIP dollars pay for this; it means that other money can be used. The bigger part of that is it wouldn't be muddled with ownership because it could be transferred over to the FAA. That was what muddled all of this to begin with because if the Airport pays for something but half of it is owned by the FAA and the other half by the Airport by virtue of who pays for it, it becomes a disjointed project. This project would cost \$3.8M and would move the project up for the ability to finish the installation of the lights.
- *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. Staff is also looking at the whole CIP projects and working with the FAA to

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- spend the FFY21 entitlements. The projects include work on the float pond and purchase of the Channel Flying property. This would bring the Airport into compliance a lot sooner.
- *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.
  - *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.
  - *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.
  - *Honsinger Pond:* Chair Godkin said that Mr. Bicknell reached out and thanked the Airport for getting the authorization on the paperwork for getting the electrical conduits through the Airport property. That is done. The sewer will be done by tunneling under Egan Drive this winter. This will be done by tying in and using a force-fed sewer system.

7. Airport Engineering Projects Report (Attachment #2): Ms. Wahto said the float pond improvements will be done under FFY21. The environmental has already been done and the next phase will start next year. The first phase will be completed by returning some documents.

The Taxiway Rehab project has moved forward so quickly and met the timelines. There are a few punch list items. They will continue working on Phase 9, which is work on the lighting vault and crossing over of the electrical, getting ready to switch the whole power grid over to the northwest development area in the spring. With

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normal traffic, the project would never had been done so quickly. Ms. Wahto gave all participants kudos for all of their hard work.

The Sand Shed Demolition is in progress. It is down to a skeleton. The contractor anticipates having this down at the end of November. Then they will work on the Loken wall.

Staff is working with Haight & Associates on the Ramp Light Upgrades project. This project is for the LED lighting on the Part 121 and 130 ramp area and has been open for a few years waiting for lights that meet the FAA Buy America requirement. The total cost of this project is \$256,000.

8. Airport Architect Report (Attachment #3): Airport Architect Catherine Fritz said good progress is being made on closing out the last of the Sand/Chemical and Fueling Station Project. She hoped to make the final payment by the end of the month. The punch list items are getting addressed and everyone is anxious to close it. It is being used by the Airfield staff.

The Terminal Construction project is starting to look like a building. The steel frame can be seen. The project is pulling together well. A great team is working on it. The big move is trying to be done in May. The communications and data systems are hoped to be done a couple of months prior to that. The exterior wall framing will occur this month.

Chair Godkin thanked Ms. Fritz for her service and appreciated all that she provided for the Airport. He said she will be missed.

VIII. **CORRESPONDENCE**: None.

IX. **COMMITTEE REPORTS**:

A. **Finance Committee**: Committee Chair Angela Rodell had nothing to report.

B. **Operations Committee**: Committee Chair Al Clough had nothing to report.

X. **ASSEMBLY LIAISON COMMENTS**: Assembly Liaison Greg Smith appreciated Mayor Beth Weldon appointing him as Liaison to the Board. He said the agenda shows a lot of interesting and complex issues. He said he was born and raised in Juneau. Graduated from JDHS and Oregon State. He moved back eight years ago. He loves to hunt, fish, boat and run. He was elected to the Assembly in 2019. During the day he works for Representative Andi Story. The big focus for the Assembly is finalizing and appropriating the CARES Act money. The recent retreat set up the Assembly priorities. Information is being received on the budget, which looks difficult due to reduced sales tax and reduced support from the State. He thanked the Board Members for their service. He

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thanked the staff and the Board for everything they do. The testing at the Airport is appreciated by the community. In his first year, he appreciated not having to worry about the airport.

XI. **PUBLIC PARTICIPATION ON NON-AGENDA ITEMS:** None.

XII. **BOARD MEMBER COMMENTS:**

A. Al Clough thanked Ms. Fritz for her hard work the last few years. He said a day does not go by under these current circumstances that he and his wife both don't congratulate themselves for being retired. He said he was sure Ms. Fritz will enjoy her hikes.

B. Jerry Godkin asked where the FY20 Airport budget stands. Ms. Wahto replied that FY20 budget had a draw of \$724,633 (deficit) from the CARES Act. Staff is still making sure that these are the final numbers and another draw does not have to go through the FAA. The Airport had planned to use \$524K of Airport fund balance, but did not need to use those funds. The Assembly looks at the authority for the expenses. She had not reviewed the expenses, but the difference was the \$724K. The \$524K has not gone back into the fund balance yet, but will be done once the final drawdown is done.

XIII. **ANNOUNCEMENTS:** None.

XIV. **TIME AND PLACE OF NEXT MEETING:** The next regular Airport Board meeting will be held on December 10, 2021, at 6:00 p.m. via ZOOM.

XV. **EXECUTIVE SESSION:** None.

XVI. **ADJOURN:** *Al Clough moved to adjourn. The meeting adjourned by unanimous consent at 6:53 p.m.*