

MINUTES of  
AIRPORT BOARD MEETING  
December 10, 2020  
6:00 p.m. via ZOOM

I. **CALL TO ORDER**: Chair Jerry Godkin called the meeting to order at 6:02 p.m.

II. **ROLL CALL**:

Members Present:

Dennis Bedford  
Al Clough  
Jodi Garza

Jerry Godkin  
Jerry Kvasnikoff

Chris Peloso  
Angela Rodell

Staff/CBJ Present:

Patty Wahto, Airport Mgr.  
Scott Rinkenberger, Dep. Airport Mgr.  
John Coleman, Airport Business Mgr.  
Tiara Ward, CBJ Finance

Beth McEwen, CBJ Clerk  
Greg Smith, CBJ Assembly Liaison  
Teresa Bowen, CBJ Law

Public:

Mike Wilson, Coastal Helicopters

III. **APPROVAL OF MINUTES**: *Al Clough moved approval of the minutes of the November 12, 2020, Board meeting. The motion passed by unanimous consent.*

IV. **APPROVAL OF AGENDA**: *The agenda was approved as submitted.*

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

VI. **UNFINISHED BUSINESS**: None.

VII. **NEW BUSINESS**:

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

1. **Airport Fund Balance (AFB) and Capital Revolving Account Balance** (Attachment #1). The Airport Fund Balance has been updated. FY20 has been closed out to reflect the operational impacts due to COVID through June 30, 2020. There is a line item of \$724,664 of CARES Act Funds that has been pulled from the CARES Act Grant to cover expenses for FY20. This is for expenses from the end of January through June 30. Both of the bonds are shown. The Airport will go through the budget process soon. She asked the Board to stay tuned as there are a few items to be brought to the Board for some upcoming Capital Improvement Projects (CIP) on the Federal Aviation Administration's (FAA) Airport Improvement Program (AIP) for Federal Fiscal Year (FFY) 2021. The Airport is looking at a couple of smaller grants for Phase II of the Float Pond Work and Property Acquisition of Loken property. The project will start with an updated appraisal and follow the FAA guidelines. No huge projects or matches will be needed for this year. The Airport will need to use the revolving account to get the projects forward funded and started before the grants are awarded in FFY21.

2. Financial Model Update. The Airport went out for a Request for Proposals (RFP) for a financial model update. After evaluating seven proposals, Frasca & Associates (Frasca) was the awarded proposer. The Airport has held a few meetings with Frasca to get a feel for what they know and getting information. Ms. Wahto reported that Matt Townsend with Frasca is also working with downtown on finances. He has already gone through the current financial model and rate structure. He had a few more questions. A meeting will be held next week to keep the process moving. He plans to have a memo to us at the end of the month, in accordance with the contract. It will outline what his findings are so far and how he intends to work with the Airport. There have been no surprises to him insofar as the current model. He was told it was kind of onerous and the Airport wants the new one to be transparent. He understood the current model and said it was a very in-depth model but was very difficult to navigate. He understood the need for a new model and had some good ideas on how the Airport can simplify it with some samples. He said he will take the simplistic models and very easy to navigate models and make sure that it is tailored to Juneau. He will work with downtown and the Finance Department to make sure he has everything he needs before he presents a draft model.

Ms. Wahto said he is looking at the first part of January, but it wouldn't surprise her if the model wasn't ready for review by the end of the month. Staff wants to make sure the kinks are out of it before Finance or someone else reviews it. Amy Fuller Lyman with Alaska Airlines sent an e-mail saying she had worked with this group and knew of work they had done at other airports. Ms. Wahto said Matt Townsend knew Ken Surra, who worked on the previous model. Ken was no longer with the company but had been with them before he branched out on his own. Staff feels comfortable with the consultant as he has asked good questions and has solutions.

3. Taxiway/Guard Light Outage. Ms. Wahto reported that one of the old regulators in the old vault blew another capacitor on Thanksgiving eve. The Airport had one on the shelf. An electrician was called in that evening and Josh Anderson had it fixed within about two hours. The Airport was very happy that he was able to come out immediately and repair the system. This affected the guard lights and the taxiway lights.

4. Power Outages. During one of the power outages, the terminal generator did not kick in. This was early in the morning and people were just coming into the terminal for the first flight of the day. Bobby Dilg responded right away. It was a simple fix (someone had put the generator in manual mode and not auto mode) and was taken care of readily.

5. Aircraft Incident. On December 2, 2020, approximately 4:10pm, a small aircraft overturned while taxiing in, presumably weather related. There were no injuries. The incident is under investigation. Airfield crew, as well as ARFF, responded to the scene and helped right the aircraft and get it to the hangar.

## AIRPORT BOARD MEETING

December 10, 2020

Page 3

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 from 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/>. Ms. Wahto encouraged everyone to stay in tune with what is going on with State travel mandates and the changes that occur on a fairly regular basis.

An RFP has gone out for the four main airports – Anchorage, Fairbanks, Juneau and Ketchikan – to act as the meeters, greeters and testers at the airport through May or June (with a possibility of an extension through December of 2021). The State is currently paying for the services that the City through Capital City Fire & Rescue are providing at the Juneau Airport. This would be a contract through the State to pay a contractor directly. The City was not interested in going out for this contract any longer. The contractor would have a contract with the Airport, as there are insurance requirements, leasing, etc., that would be specific to the Juneau Airport. It gives the Airport the ability to have a handle in that contract even though the State is paying for it. More information will be provided as it is provided by the State.

The vaccines may possibly start as early as next week with first responders and medical providers, but there will still be a need for meeters and greeters at the Airport. It will take a long time for the vaccines to be given, perhaps several months. Along with all of this, the terminal construction is continuing.

The numbers of passengers are down again. People in Southeast appeared to be heeding the recommendation regarding not traveling. Passenger count was down by 50% and sometimes lower. It is now going down to a steady 60% to 65% drop from where it was a year ago. The numbers are coming from the Transportation Security Administration (TSA). It is not where we want to be, but it is understood that people are trying to be safe around COVID.

- *Alaska Department of Environmental Conservation (ADEC) Storm Water Pollution Prevention Plan (SWPPP) Multi-sector General Permit (MSGP)*. Ms. Wahto said she was able to get the annual reports done. The violations on paperwork submissions Compliance Order by Consent paperwork has been received and staff has requested an extension to January 19, 2021, for comments. This will be a review by staff and the Law Department. This is a way to settle instead of formal litigation.
- *Egan/Yandukin Intersection Improvements Project*. The Alaska Department of Transportation (ADOT) will hold another stakeholder meeting for panelists on January 7. Ms. Wahto will plan on attending this meeting.
- *MALSR (Medium Intensity Approach Lighting System with Runway Alignment Indicator Lights) Equipment*. Staff has worked with Katie Kachel, the DC Lobbyist, to get some language into FAA reauthorization bill. In an indirect way, it approves the MALSR as part of the equipment, which then allows the lighting to be eligible for

## AIRPORT BOARD MEETING

December 10, 2020

Page 4

Airport Improvement Program (AIP) funding, which then also allows it to be transferred to the FAA. There were two hiccups in that for why AIP funds could not be used. This is another way to be able to do this. The Airport has been waiting for Facilities & Equipment Fees for years, but there is not a whole lot of extra money that goes into those funds for the FAA. Staff hopes to get this language approved and then at least look at getting the project completed.

- *Power Outages and Generator for 26 MALSR.* During the last power outage, the generator did not start. This leads to a concern of what would happen if this occurred when an aircraft was on approach. Therefore, both Scott Rinkenberger and FAA Air Traffic Control reached out to the FAA Technicians to see what could be done to insure the generators can be repaired. The Airport cannot do without these lights.
- *Polyfluoroalkyl Substances (PFAS) Testing and Monitoring.* ADEC has approved the sampling plan for the next phase of the PFAS sampling. Cox Environmental is waiting for the access approval from Alaska Department of Natural Resources (ADNR) to do the drilling. This is just on the outskirts of Airport property and on the wetlands. In trying to find the edges of the area, 15 additional wells will be drilled for soil and groundwater sampling for a total of 23 wells. The plan also calls for the Airport to notify property owners within ½ mile radius of any of the sights. Cox Environmental already has this list and will be in touch with the property owners to make sure they are on City water and not well water. This will be a long process.
- *CBJ Title 49 (Jordan Creek Greenbelt)* allowance to limb/clean-up adjacent to the creek is still in review. Community Development reported this is still delayed either due to personnel turnover or too many items. It is still in the queue but it is unknown when it will be acted on.
- *Short Staffing.* Deputy Airport Manager Scott Rinkenberger reported that the Airfield Maintenance crew is in critical staffing. There has been an on-the-job injury to an equipment operator that may have this person out for several weeks. Another seasonal equipment operator has an on-the-job injury from her summer job which required surgery and will keep her out for six weeks or better. There are also a couple of family emergencies for full-time staffers that will require them to be away from the airport. If there is a winter storm event, staff will be adjusted from nights to days. One of the staffer's wife had surgery and he has just returned to Juneau. He will be going through the COVID testing and five-day quarantine.

7. Airport Engineering Projects Report (Attachment #2): Ms. Wahto reported that Mr. Greene will be doing all future reports as Catherine has submitted her last report. She said Mike is currently working with the contractor on the terminal roof project and was not able to attend this evening's meeting. Ms. Wahto said regarding the Taxiway Rehabilitation Project, the work has been completed on the installation of the last new duct bank, manholes, and communication in there. This will complete the lines that will go between the new lighting vault, Air Traffic Control and the Flight Service Station. This leaves the Airport to do the switchover this spring to cut over the lighting to the new lighting vault, which should be done within a couple of months. Relocation of the regulators, runway lighting and new lighting controls will all be in the new vault. This

project was done very fast, which is normally not seen in this size of project. She appreciated SECON and all of the contractors for this work.

The Sand Shed Demolition is being done by Southeast Earthmovers. Most of the Sand Shed is down, but some large columns remain up. They are now working on the primary and secondary structure of the outer skin of Loken's hangar. The work on the interior wall removal is just beginning. There have been a few little surprises. There was some rot found on the Loken's building. The coordination on this project has been excellent, which has headed off a lot of issues that could have come up. She applauded everyone for working together.

PFAS is discussed in more detail in Mike's report. The plan is available to anyone interested in reviewing it.

The Ramp Lighting Upgrades has a limited contract with Haight & Associated to develop the scope for the project. This has not moved forward until recently due to the inability to meet the FAA's Buy American clause as these are federal funds. A vendor has been found that meets the requirement and the project is moving forward.

8. Airport Architect Report (Attachment #3): The Sand/Chemical Building Project is down to some punch list items. This grant will not be closed out until the Sand Shed Demolition is complete.

Some of the insulation and roofing is being done on the Terminal Project. They are concentrating on getting everything enclosed so that they can start in on the rough-ins on everything. All of these contractors have people traveling into Juneau and they all have COVID plans. They are very attuned to what is going on and they do not want a project shut down any more than the Airport does, nor do they want COVID in the community. They have adjusted some of their schedules and have a very strict COVID plan in place with the State for how their folks travel. They have people in place to take temperatures before they start their shift for the day. They also mandate masks.

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 reported the Assembly passed the ordinance for the Terminal Construction using the Terminal Construction Bond Debt. Another big issue the Assembly is working on is to appropriate the last of the CARES Act money by having some individual and family assistance, as well as a new business hardship program. It may be of some interest to tenants at the airport. It will help a lot of businesses that are hurting. The latter is through JEDC. JEDC also reopened the

## AIRPORT BOARD MEETING

December 10, 2020

Page 6

Sustainability Grant Program in case anyone missed a shot there. The Assembly Finance Committee got their first look at a proposed list of projects to be funded by the bonds that the voters approved in October. One is Crest Street Reconstruction, which runs by Juneau Armory and at the edge of the Nugget Mall; some school roofs; Parks and Recreation facilities; working on and maintaining and improving what the City has. There have been joint sessions held with the School Board, the Hospital Board, and the Planning Commission. Mr. Smith said to let him know if he could help get something scheduled for a joint meeting with the Assembly and the Airport Board.

Some COVID changes include vaccine arrival in Juneau as soon as next week – up to 1,000 doses. A bunch of those will go to Bartlett to get those providers the first round of vaccinations and then also to the Pioneer Home, Pioneer Home staff and first responders. The Assembly introduced an ordinance to fund testing and all of the complexities that go into that. The Governor is planning to extend the disaster declaration that would end on December 15.

Ms. Garza asked why the City did not want to continue the COVID operations at the Airport. Mr. Smith said he would get back to Ms. Garza.

- XI. **PUBLIC PARTICIPATION ON NON-AGENDA ITEMS:** None.
- XII. **BOARD MEMBER COMMENTS:** None.
- XIII. **ANNOUNCEMENTS:** None.
- XIV. **TIME AND PLACE OF NEXT MEETING:** The next regular Airport Board meeting will be held on January 14, 2021, at 6:00 p.m. via ZOOM.
- XV. **EXECUTIVE SESSION:** None.
- XVI. **ADJOURN:** *Angela Rodell moved to adjourn. The meeting adjourned by unanimous consent at 6:57 p.m.*