

AIRPORT BOARD
AGENDA

6:00 P.M., THURSDAY, JANUARY 14, 2021

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 JANUARY 13, 2021**

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF MINUTES: Regular Monthly Meeting of December 10, 2020
- IV. APPROVAL OF AGENDA
- V. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS
- VI. UNFINISHED BUSINESS
- VII. NEW BUSINESS
 - A. **Disadvantaged Business Enterprise/Airport Concession Disadvantaged Business Enterprise (DBE/ACDBE) Consultant.** Staff is preparing a Request for Proposals (RFP) for a qualified consultant to review, develop, and implement the Disadvantaged Business Enterprise (DBE) and Airport Concessions Disadvantaged Business Enterprise (ACDBE) programs at the Airport. These programs are federally mandated for recipients of USDOT (Federal Aviation Administration (FAA)) funding, to provide small businesses owned and controlled by socially and economically disadvantaged individuals a fair opportunity to compete for federally funded transportation contracts. Staff proposes to fund this contract from Operations, since the program oversight costs are not eligible for federal funding. Tulsa Airport undertook a similar “full-service” contract last year that cost approximately \$52,000 per year. Staff would expect a similar cost for JNU for a 5-year contract, and proposes a not-to-exceed contract amount of \$55,000 per year. This work was formerly done by staff, two of which have/will retire.

***Board Motion:** “Approve the funding for a selected contractor to review, develop, and implement the Disadvantaged Business Enterprise and Airport Concessions Disadvantaged Business Enterprise programs at the Airport, at a cost not-to-exceed \$55,000 per year, for five years.”*

B. Float Pond Phase 2. PND has proposed a design effort to address bank erosion on the west end of the pond due to wave action during heavy weather events. Design documents would cover raising the road, placing additional armor rock to a new shoulder elevation, and resetting the gangway slabs on deeper concrete foundations. A new AIP grant for design and construction is anticipated in spring 2021; in the meantime, staff proposes to forward-fund the design effort with \$40,000 from Airport Capital Improvement Program (CIP) Revolving Funds.

Board Motion: “Approve the transfer of \$40,000 of Airport CIP Revolving Funds to the Float Pond Improvements CIP until grant funding is received.”

C. Property Acquisition Specialist. Staff is preparing an RFP for an Airport Property Acquisition Specialist to guide the Airport through the Acquisition of the Channel Flying property. This will ensure that an airport-specific process is followed with regard to the appraisal and federal requirements. An AIP grant is anticipated in spring 2021; in the meantime, staff proposes to forward-fund the design effort with \$50,000 from Airport CIP Revolving Funds.

Board Motion: “Approve the transfer of \$50,000 of Airport CIP Revolving Funds to the Float Pond Improvements CIP until grant funding is received.”

D. Airport Manager’s Report:

1. Airport Fund Balance (AFB) and Capital Revolving Account Balance (Attachment #1). The Airport Fund Balance was updated to more accurately reflect what is reported to/adopted by the Assembly, and align with the City’s Comprehensive Annual Financial Reports (CAFR). AFB FY20 was adjusted to show CARES Act funding covering operational expenses during COVID instead of the projected use of Fund Balance. The spreadsheet also shows the debt service for the Terminal (both GO Bond and Revenue Bond) and the funds that will cover those bonds. The spreadsheets will be updated for subsequent years as actuals are reported and as CARES Act funds are applied (FY21 and FY22). CIP Revolving includes the proposed use of funds to forward fund the CIP projects as outlined above for the Float Pond and the Property Acquisition, until federal grants are awarded. Since the \$675K has not yet been transferred back to CIP Revolving Account (by the City & Borough of Juneau (CBJ) Finance), the proposed funding transfers for the Float Pond (\$40K) and Property Acquisition (\$50K) have been reduced from the \$675K on the balance sheet.

2. Financial Model & Budget Update. Staff anticipates a progress meeting with Matt Townsend (Frasca & Associates LLC) the week of January 11th. A draft model and training session is expected at the end of January for use during Airport Finance Committee meetings in February. Staff has begun the budget process which includes the City’s new financial worksheet (simplifies submittals to CBJ Finance). While the model will continue to be refined, the Airport does not anticipate using it to recalculate rates/fees this year due to the financial impacts from COVID. The plan is to submit the budget with minor expense updates and projected revenue impacts, but

use CARES Act funds to balance. This will also allow the Airport time to work the model. Meetings TBD.

3. Baggage Conveyor Repair. In August 2020, the Board approved the repair of the corner baggage conveyor (section T-04) that goes into the Transportation Security Administration (TSA) screening area at a cost of \$22,000. As this section was replaced, more issues with the entire conveyor system (multiple integrated sections) have developed. The Program Logic Control (PLC) is 30 years old and terminal maintenance has been working on cascading program failures. RMC Engineering has been contacted to run a diagnostic on the PLC. Staff hopes to get a prognosis within the next week. If this is a 'simple fix' of replacing/programming a new PLC, staff will proceed and update the Board. Otherwise, a more comprehensive repair/replacement of the conveyor system may be needed. This could be a substantial project. Regardless, staff will need to explore replacement of the aging system if not immediately then in the near future.

4. Cynthia Johnson Retirement. Engineer/Architect Associate Cynthia Johnson will be retiring at the end of January. Cynthia has been with the Airport on a part-time basis for over 8 years, and has over 35 years with the CBJ. The Airport has been very fortunate to have Cynthia work on multiple projects including the DBE program, contracts and alternate procurement process for concessions, historical documents/archives/research and other specialty capital improvement projects. The Airport wishes Cynthia the best in her well-deserved retirement.

5. SREB Heat Pump Repairs. Staff has contracted with Daikin for repairs to the SREB Heat Pumps; some of the control units were damaged during a power surge in early December. The units are out of warranty, and repairs are not covered by the Preventive Maintenance Agreement with Daikin. Staff believes that the equipment manufacturer is best qualified to do the repairs. The cost is \$22,140. Staff will pursue the insurance coverage with Risk Management, otherwise the required repair costs will be included in the FY21 operating expenses.

6. South Float Pond Erosion. The recent erosion areas on the south side of the float pond appear to be the result of wind driven wave action combined with a very high water level (recent storms). After consulting with Mike Greene, the Airfield Maintenance crew repaired the areas using shot rock capped with D1 at each of the two wash-out locations, with small breakwaters which extend directly out from the shore to help break-up / dissipate wave action and minimize future erosion. This does not eliminate the Float Pond Improvement Phase 2 project scheduled this year which will propose to raise part of the road bed; it is only a stop-gap for imminent erosion. Kudos to the Airfield crew for jumping on this before further damage occurred.

South Float Pond erosion and repair



Before repairs/wash-out



After repairs

7. 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. Additionally, more information may be found at: <https://covid19.alaska.gov/travelers/> and FAQs: <https://covid19.alaska.gov/faq/>. Any recent changes in travel declarations and testing requirements can be found at this site.
- *COVID Testing at Airports*. The State of Alaska (Department of Health and Social Services) has issued an RFP for contractor(s) to assume the State mandate protocols and testing at the four busiest airports in Alaska (ANC, FAI, JNU, and KTN). The State would pay the contractor for these services. Currently the CBJ (with Capital City Fire/Rescue) is providing the services for reimbursement by the State. Since JNU is not a State airport, an agreement would be entered between JNU and the selected contractor for items such as: space, insurance, parking, etc. The apparent contract award should be announced within the next few weeks. The contract will be in place as long as mandates and COVID measures are in place. The CBJ will work with the contractor to ensure a smooth transition.
- *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 held an annual stakeholder/user meeting on November 23, 2020, as required by the program, to go over the new plan requirements and best

management practices. The Airport continues to receive forms/notices for either an NOI or No Exposure from tenants. The 2020 Annual report was submitted in December. Routine monthly and quarterly reports, assessments and lab analyses are ongoing requirements of the permit.

- *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 underwent SWPPP MSGP inspections. JNU was found to be in violation of several missing reports and annual inspections/year-end reports not timely filed. The letter of violation was closed out by Alaska Department of Environmental Conservation (ADEC) on June 30, 2020. On November 19, 2020, ADEC issued their draft Compliance Order by Consent for fines in excess of \$31K – which is an offer to settle any found regulatory violations without formal litigation. The Airport asked for an extension until January 19, 2021, to provide written comment on the report and fine assessment. This is informational only. The Airport is working with CBJ Law Department on a response. The Board will be notified of the next steps. Of note, the fine schedule and weighted violation criteria is established by the Environmental Protection Agency.
- *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 narrowed down design alternatives 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. The Airport is registered as one of the stakeholder panelists due to adjacent property and impact to traffic to/from the Airport. Another telephonic/online meeting is scheduled with the panelist group on January 7, 2021. The Airport will be asked to comment on any alternatives that may have Airport or FAA consideration/impact.
- *Federal Aviation Administration (FAA) Compliance Land Use/Financial Letter (January 2019).* 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 was noted as a non-compliant through-the-fence operator. While this is a compliance matter, property acquisition is eligible for federal funding. The process has started for procuring a property acquisition specialist.
- *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, however, some of the outstanding items will not be in compliance until the terminal remodel is complete. Updates on progress are still required by the FAA.
- *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. We continue to discuss with our DC Lobbyist to keep it in the queue.

- *Runway 26 MALSR* approach lighting discussions with FAA. Staff continues to work with our DC Lobbyist to look for federal funding to complete the system. In working with Katie Kachel, our DC Lobbyist, Congressman Young was provided sample proposed language of the FAA reauthorization bill that would add MALSR (Medium Intensity Approach Lighting System with Runway Alignment Indicator Lights) equipment to the list of allowable lighting equipment and allow the transfer of this to the FAA. This means that Airport Improvement Program (AIP) funding could be used as an additional source for this type of lighting.
- *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 continuing to monitor 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 passenger screening checkpoint equipment* 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 into 2021.
- *Polyfluoroalkyl Substances (PFAS) Testing and Monitoring.* Cox Environmental has developed the next phase of PFAS Plan, and ADEC has concurred with the sampling plan for the next round of work. Cox is waiting for access approval from Alaska Department of Natural Resources (DNR)/Division of Mining, Land & Water for the additional drilling/test sites and monitoring before the work can proceed. DNR has provided their review to Alaska Department of Fish & Game who has oversight of the Mendenhall Wetlands State Game Refuge. The plan also requires contacting landowners in the area. Private Groundwater Well survey letters will be sent to property owners within the 1/2-mile radius, or calling property owners if their contact information is available.
- *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, 2020. Staff continues to request covenants be placed on the property for Land Use Compliance near Airports. No changes since last month.

- *Terminal Reconstruction:*
 - o Wayfinding and signage for the public during construction continues to change as needed with the project.
 - o The exterior walls of the new construction have been constructed which now protect most of the construction from the elements.
 - o *Elevator contingency protocol.* To keep the old elevator in use until the new ones are installed. The freight elevator has been demolished.
- *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. No change since last month.
- *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. Reminder: 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 storm water retention basin that is located here.'* SAWC hopes to hear more about the grant in February 2021. No change since last month.
- *Glory Hall Request for Electrical Service through Airport Property.* The Glory Hall has begun construction of their facility on their property abutting the north side of Airport property (Jordan Creek). They have requested, through their permit application to Community Development, to bring electrical service through the shortest (least expensive) route cutting through an Airport parcel along Jordan Creek (not in a right-of-way or utility corridor). The Airport, through comments from the FAA Compliance Program and Engineering division, has denied this request based on Grant Assurances. If non-aviation use is requested, this would come in the form of a land release from federal obligation; both expensive and extensive. This request, as well as Airport and CBJ Community Development comments, will go before the Planning Commission for consideration.
- *Tenant insurance reminders* continue to be sent out. Several certificates have lapsed in our records. This is an ongoing measure.
- *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 continues to look at maintenance contracts for specialized systems similar to what we do with airfield lighting and controls. Staff has contracted with Daikin for the heat pump systems routine maintenance.

8. Airport Project Manager Report (Attachment #2)

VIII. CORRESPONDENCE:

IX. COMMITTEE REPORTS

A. **Finance Committee:** TBD

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., February 11, 2021, via ZOOM

XV. EXECUTIVE SESSION

XVI. ADJOURN