

AIRPORT BOARD  
AGENDA  
6:00 P.M., THURSDAY, JUNE 10, 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 JUNE 9, 2021**

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF MINUTES: Regular Monthly Meeting of May 13, 2021
- IV. APPROVAL OF AGENDA
- V. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS
- VI. UNFINISHED BUSINESS
- VII. NEW BUSINESS
  - A. **Airport Manager's Report:**
    - 1. Airport Fund Balance (AFB) and Capital Revolving Account Balance (CRAB) (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 & Borough of Juneau's (CBJ) Comprehensive Annual Financial Reports (CAFR). The report also reflects updated/revised FY21/22 budget amounts based on the February 18, 2021, Airport Board meeting, including the proposed use of CARES Act funds to cover the projected operational budget deficits. The CRAB reflects the approved use of the additional \$108K for funding the Float Pond Phase 2 Design work until the grant is awarded after bidding.
    - 2. CARES/CRRSAA Fund Balance. The breakdown of CARES Act/CRRSAA funds used and proposed to be used/proposed to-date is detailed below. This is an update based on May Board motions for parking lot pavement design, outbound baggage belt conveyor, and bag well gas detection alarm system (all estimates until bid award).

CARES/CRRSAA Act Use		5/13/2021
25,158,478	Grant awards	
(727,145)	FY20 Operational Expenses	
(1,150,553)	FY21 Tenant Rent Relief	
(602,375)	FY21 Airport GO Bond debt service	
(662,625)	FY22 Airport GO Bond debt service	
(203,028)	TWY Regulator Upgrade (appropriated)	
(1,560,000)	Bag Belt Replacement - Estimate	
(600,000)	Parking Lot Design (max) - Estimate	
(50,000)	Bagwell Gas Detection/Alarm - estimate	
19,602,752	Balance	
	<i>Proposed Use</i>	
(1,150,553)	FY22 Tenant Rent Relief (est)	
(3,043,600)	FY21 Operational Expenses (est)	
(1,838,000)	FY22 Operational Expenses (est)	
13,570,599	<i>Proposed/estimated balance FY22 end</i>	

3. Project List (non-Federally funded). At the May Airport Board meeting, the Board asked staff to compile a list of project wishes that would be a good use of CARES Act funds. Staff has begun an extensive list but is still gathering estimated costs of these items and hopes to have a comprehensive, albeit fluid list available to the Board within the next couple months. Additionally, these items will require a funding source long after CARES funds are no longer available. An annual line item in the budget for Maintenance and Operations repairs/replacement of systems will be introduced again with the upcoming budget cycle.

4. In-Person Meetings Update. The CBJ Assembly began in-person meetings again on May 24, 2021, but limited the number of people (staff and public) allowed in the assembly chambers (first-come, first-served). The remaining public/staff could still attend via Zoom, call-in, or listen via Facebook live. Staff contacted the CBJ Clerk's office regarding in-person meetings for the Airport Board. This is also a topic to be discussed at the next Leadership Team (department head) meeting. There are a couple of options:

a. Airport Conference Room (Alaska Room). When the room is available again (August), meetings could be held in the Alaska Room with a zoom link open for members of the public or traveling Board members. Using the 'Airport' zoom account, this would make it a meeting vs. a webinar. A laptop with camera that shows the participants on zoom and who is in the room would be needed. A reminder would be made that masks are federally required in the Alaska Room since this is in the Airport.

b. Assembly Chambers. If the Airport stays with Thursday's, July (and beyond) is open at this time. If the Airport Board is looking at going back to Tuesday's, it would be a little trickier if Planning Commission moves to in-person meetings (currently the 2<sup>nd</sup> & 4<sup>th</sup> Tuesday of the month). Staff would need to be trained if meeting are in Chambers.

c. Continue with Zoom meetings for a few more months.

Staff defers to the Board for discussion.

5. Aqueous Film Forming Foam (AFFF) Accidental Discharge (Attachment #2). On April 15, Capital City Fire/Rescue accidentally discharged diluted (mixed) AFFF out of Aircraft Rescue/Fire Fighting Truck engine A3. Approximately 2.25 gallons of AFFF chemical concentrate was discharged near the fire station in a flume about 20 yards from Jordan Creek. Alaska Department of Environmental Conservation (ADEC) was notified and responded for investigation. This letter summarizes the incident and the cost recovery that ADEC may recoup for the investigation and reporting. A separate letter will be forthcoming addressing the cleanup, mitigation and specific actions that will be required, as well as any fines.

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. NO CHANGE*. The most recent information may be found on the **CBJ website**: <https://juneau.org/covid-19/covid-19-travel> for local requirements; and **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/>. CBJ requirements for travelers now mirrors State ‘advisories’; COVID testing is on a voluntary basis for travelers now. Travelers should continue to check for changes to other areas including requirements for foreign travel.
- *COVID Testing and Vaccines at Airports*. Capstone Clinic continues to provide COVID testing for *passengers* who *want* to COVID test at the Airport. It is no longer mandatory for out of state travelers. As of June 1, COVID vaccines are now offered seven days per week from 12:30 p.m. to 9:30 p.m. Pfizer and Johnson & Johnson vaccines are being currently being offered, but Moderna will soon be offered as well. Anyone getting tested or vaccinated will need to register on the travel portal at [www.Alaska.covidsecureapp.com](http://www.Alaska.covidsecureapp.com). Vaccines are open to travelers, as well as the public.
- *Mask Mandate at Airports*. A federal mandate is in place which requires everyone to wear masks on airplanes, at airports, as well as on other forms of public transportation. **This mandate has been extended through September 13, 2021**. Failure to abide by the face mask mandate may result in fines, removal from facilities and/or stricter punishment, including being banned from flying.
- *Alaska Department of Environmental Conservation (ADEC) Storm Water Pollution Prevention Plan (SWPPP) Multi-sector General Permit (MSGP)*. The Airport held an airport-wide tenant meeting on May 20 (Thursday). This meeting is a requirement for the Airport and businesses listed in the Airport’s SWPPP program to attend. Unfortunately only a few attended. The Airport sent out meeting minutes to all businesses to review ‘*best practices*’ and it has been posted on the JNU Airport’s SWPPP webpage. The other reminder at the meeting was the businesses are required to file Notice of Intent (NOIs) or No Exposure and receive letters from ADEC. To-date, the Airport has only received a handful of these. The Airport is also looking into contracting out services to gather monthly/quarterly samples, assessments, as well as the administrative reporting requirements of the SWPPP program.

- *Egan/Yandukin Intersection Improvements Project.* Alaska Department of Transportation (ADOT) has narrowed down design alternatives for the project. The Planning and Environmental Linkage (PEL) Study is also now available for public comment until **June 16, 2021**. 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). The Airport is registered as one of the stakeholder panelists due to adjacent property and impact to traffic to/from the airport. The Airport (along with comments from the FAA (Federal Aviation Administration)) previously submitted comments to ADOT regarding the complexity and costs of two of the three alternatives that both proposed to use airport property. The third alternative did not impinge on airport property.
- *Federal Aviation Administration Compliance Land Use/Financial Letter (January 2019).* **NO CHANGE.** 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 including \$50,000 of forward-funding approved by the Board.
- *FAA Disabilities Compliance and Title VI Review.* **NO CHANGE.** 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. FAA still requires periodic updates.
- *Disadvantaged Business Enterprise (DBE)/Airport Concession Disadvantaged Business Enterprise (ACDBE) Consultant.* **NO CHANGE.** The Airport is under contract with DOWL to review, develop, implement and report on the federally required DBE/ACDBE programs. The Airport has a five-year contract with DOWL for this program which was formerly done by staff.
- *Passenger Facility Charge (PFC) cap increase.* **NO CHANGE.** JNU continues to discuss the increase of PFC with our DC Lobbyist to keep it in the queue. Many large airports are also backing this increase due to capital projects relying primarily on PFCs, not impacted by COVID.
- *Runway 26 MALSR approach lighting discussions with FAA.* **NO CHANGE.** Staff continues to work with our DC Lobbyist to look for federal funding to complete the system. Sample language was provided to Congressman Young to incorporate into 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.
- *Runway Visual Range (RVR) Update.* The FAA will be replacing the airports RVR system (measures visibility for instrument approach aircraft) in July. Staff will standby for escorts in the movement area, as needed.

- *Capital Improvement Program (CIP) and Passenger Facility Charge (PFC) 10. **NO CHANGE.*** 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 (TSA) passenger screening checkpoint equipment. **NO CHANGE.*** This project 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. **NO CHANGE.*** 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 (ATCT) COVID Cleaning. **NO CHANGE*** FAA ATCT remains at a special Level 2 Cleaning (federal level of cleaning) for their leased facilities in the terminal. The ATC contract has been amended to reflect the additional cleaning.
- *Polyfluoroalkyl Substances (PFAS) Testing and Monitoring.* Cox Environmental has overseen the drilling of the fifteen additional wells. Cox has completed contacting landowners for wells in the area. Two wells were identified for testing. Cox will coordinate the groundwater and soil testing in the new wells in addition to the original wells, as needed. Test reports will be shared upon completion.
- *Honsinger Pond/Access (work in progress). **NO CHANGE.*** Bicknell continues to work with State Department of Transportation for legal access to their Honsinger Pond property, and working with the CBJ on development. Airport staff has been brought into discussions for development of the adjacent property due to (helicopter) flight paths and FAA compliance for development near an airport.
- *Terminal Reconstruction:*
  - o Wayfinding and signage for the public during construction continues to change as needed with the project. This includes clear signage/directions for passengers transiting between the main terminal and north annex. The main front doors will be closed down for a period of time beginning this summer to build second floor supports and remove the old up escalator, elevator and stairs once the new ones are in use.
  - o *Elevator/Escalator contingency protocol. **NO CHANGE.*** The old elevator remains in use until the new ones are installed, which should be ready in August. The old up escalator would need extensive work (became inoperative the end of April); repairs will not be done due to costs.
  - o *Coordination for Relocation.* Staff and tenants are poised to move into the new areas of the terminal *now delayed until August 5*, barring any further change orders or design deficiencies. Staff is also looking at the date that the Alaska Room will be available for meetings again.
  - o *Coordination with Artists. **NO CHANGE*** Staff is working with artists to review final installation of work with the contractor.

- *U.S. Customs and Border Protection (CBP)*. Staff continues to work with governmental leasing for CBP to move into the new terminal (no lease currently). There is specific guidance in place for CBP facilities, however, these have extremely high costs from both a build out and annual maintenance requirements. CBP does not pay ‘rent’ or a percentage of costs for using the terminal as other federal agencies do. Staff has elevated this situation to the Congressional level through our DC Lobbyist. This is also a national problem but a high impact at a small international airports.
- *Tailwinds Food/Beverage Concession Pre-security*. Staff is working with Tailwinds to reopen the pre-security food/beverage concession. There has been an increased demand for concessions on the public side with business picking up and increased travelers. Staff is working to relocate the Capstone (COVID testing/ vaccine contractor) break area out of the restaurant area.
- *Taxiway A, E and D-1 Construction*. **NO CHANGE**. SECON is working on the final phase of electrical and lighting control cutover this summer to close out this project.
- *CBJ Title 49 (Jordan Creek Greenbelt)* allowance to limb/clean-up adjacent to the creek is still in review. **NO CHANGE**. 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 has received the grant and start of work TBD.
- *Tenant insurance reminders* continue to be sent out. **NO CHANGE**. Several certificates have lapsed in our records. This is an ongoing measure. Staff also met virtually with insurer/underwriter to perform an audit of records and management practices.
- *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 the cost per year or per user for the system. Staff continues to look at maintenance contracts for specialized systems similar to what we do with airfield lighting and controls. Until a complete tracking system is set up, the Airport looks at continuing maintenance contracts with new systems as they come off warranties.

7. Airport Project Manager 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., July 8, 2021, via ZOOM
- XV. EXECUTIVE SESSION
- XVI. ADJOURN