

AIRPORT BOARD
AGENDA
6:00 P.M., THURSDAY, SEPTEMBER 9, 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 SEPTEMBER 8, 2021

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF MINUTES: Regular Monthly Meeting of August 12, 2021
- IV. APPROVAL OF AGENDA
- V. ELECTION OF OFFICERS
- VI. APPOINTMENT TO COMMITTEES
- VII. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS
- VIII. UNFINISHED BUSINESS
 - A. **Computerized Security Badging Office Automation Follow-Up:** As requested by the airport board, staff is conducting outreach and individual briefings to badge holders and authorized signatories of tenants, companies and air carriers regarding this badging office automation platform. It has so far been positively received and seen as an effective system with regard to ease of the applicant processing to the automated audit procedures. Most attractive to all parties is the potential of going to a bi-annual renewal for all badge holders. Outreach will continue airport wide to include all GA tenants and hangar owners. Staff anticipates having a detailed report on this outreach in the coming months.
 - B. **PFAS Update (Attachment #1):** The Airport received soil and groundwater sample analysis back from the twenty-two test sites, plus the additional private wells. Cox Environmental Services (CES) has provided the summary test results on Attachment #1. CES is writing up the report for DEC with proposed next steps in the monitoring phase of this project.
- IX. NEW BUSINESS
 - A. **Title 49 Variance Request (Attachment #2):** Staff is preparing a Variance Application to the City & Borough of Juneau (CBJ) Community Development Department (CDD) for the removal of vegetation adjacent to Jordan Creek inside of the airport perimeter. The area of concern is between the Alaska Seaplanes hangars and Capital City Fire/Rescue Station 3, just south of Yandukin Drive. United States

Department of Agriculture Wildlife Services (Attachment #2) and Airfield Maintenance have identified this area as a haven for deer and other wildlife. Recently, the Airport received several reports of deer either on or crossing the runway. In those instances, the wildlife have been tracked into this area, which is heavily overgrown with vegetation, making it difficult to discourage its use as a habitat.

B. Airport Manager's Report:

1. Jordan Creek Greenbelt – Increased Crimes. In recent months, the Airport has seen an increase in unauthorized camping in the Jordan Creek greenbelt and other areas of the Airport, as well as related increased crimes. Airfield crew is spending more time cleaning up the trash, and Juneau Police Department (JPD) is responding to more crimes in the area. The Airport is moving forward with additional limbing and brushing in areas that are not within the stream buffer; however, the areas require clearing for safety and security. Staff is urging the Title 49 Committee to adopt ordinance changes as quickly as possible so that limbing can 'legally' occur near streams. However, this has stalled out in Committee. The Airport may look at applying for a variance again based on the long history of the crimes and stall-out of Title 49 changes.
2. Derelict Aircraft: Airfield and Administration staff have been working with the owners of derelict aircraft in their removal from the airport. Many of these derelict aircraft are not airworthy, nor are insured or have been flown in many years, some even decades. The former LAB Flying Service had many derelict aircraft that were salvaged last month and shipped off to Palmer, Alaska. Additionally, some of the LAB aircraft fuselages were donated to the airport for Airport Rescue/Fire Fighting training.



3. Fly Zolo: Zara Rutherford is a 19-year-old woman from Belgium who is attempting to fly around the world solo. This would make her the youngest woman ever to fly solo around the world, as well as the youngest person to fly solo around the world in a microlight aircraft. She is planning an overnight stop in Juneau on or about September 18th. Her aim is to promote flying and STEM (science, technology, engineering, mathematics) opportunities for girls/young women. Ward Air has graciously donated hangar space for her aircraft, and another airport tenant (who requested to remain anonymous) is donating her departure fuel. She will be hosted overnight by a local couple at their residence. Media coordination will be conducted by Yvette Soutiere and Matt Miller at KTOO. You can find more information on this adventure at www.flyzolo.com

4. Airport Fund Balance (AFB) and Capital Revolving Account Balance (CRAB) (Attachment #3). **NO CHANGE** – 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.

5. Federal Airport COVID Relief Grants. Airports nationwide are receiving a third round of FAA (Federal Aviation Administration) COVID Relief grant funds. JNU has received its third grant (the Airport Rescue Grant (ARG)), on August 17, 2021, in the amount of \$5,430,992. This grant has a four-year performance period (until August 16, 2025). Additionally, the Airport has received an amended grant amount for the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) grant of \$663. This was due to unclaimed grant money that was spread between airports. The total COVID relief grant funds that JNU Airport has received to-date is \$30,590,133 (of which \$98,347 is specific to concession relief).

6. CARES/CRRSAA/ARG Fund Balance. The breakdown of CARES Act/CRRSAA/ARG total funds used and proposed to be used/proposed to-date is detailed below. The used/proposed is 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/ARG Act Use		8/25/2021
30,590,133	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	
25,034,407	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)	
19,002,254	<i>Proposed/estimated balance FY22 end</i>	
*\$98,347 concession relief requirement		

7. 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.

8. Hot Topics. The following is a list of on-going topics that staff is working on in addition to the regular Engineering Project Reports:

- **UPDATE:** *Tailwinds Food/Beverage Concession Pre-security*. Tailwinds reopened the pre-security food/beverage concession on Wednesday, August 18th due to an increased demand for concessions on the public side with increased passenger traffic. Some of their food preparation equipment had to be removed due to the terminal construction and they cannot provide hot food, however, they are open for business with bar service and prepared refrigerated food stuffs.
- **UPDATE:** *Taxiway A, E and D-I Construction*. SECON is working on repairing some punch-list items that includes warranty work on asphalt joints of Taxiway A at Taxiway E. Also being worked on is the grading of the Runway Safety Area to condition the area for better drainage and vegetation control (mowing). Also being completed is the preparation work for the airfield lighting control crossover to the new lighting vault, located at the Snow Removal Equipment Building.

- **UPDATE: Mask Mandate at Airports Extended.** 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 from September 13th to January 18, 2022.** Failure to abide by the face mask mandate may result in fines, removal from facilities and/or stricter punishment, including being banned from flying.
- **Covid Update:** 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. Additionally, more information may be found at: <https://covid19.alaska.gov/travelers/> and FAQs: <https://covid19.alaska.gov/faq/>. CBJ requirements require masking in all public areas once again due to rising COVID cases; COVID testing remains on a voluntary basis for travelers. Travelers should continue to check for changes to other areas including requirements for foreign travel. Masking requirements are continuing to rise in other cities and states again.
- **UPDATE – Oshkosh Plow Trucks:** All three of the new plow trucks are out of service. OshKosh has contracted Seaside Diesel here in Juneau to be an authorized service center for these trucks. In July, OshKosh sent a factory service mechanic to Juneau to conduct warranty repairs to all three of the new snow plow trucks. Two of the trucks were repaired and placed back into service but encountered major breakdowns. OshKosh has made arrangements for the factory service mechanic to return to Juneau this month. Airport Superintendent Phil Adams is making arrangements for Seaside to make service of these trucks a priority for service along with sourcing a back-up plow truck.
- **UPDATE – Honsinger Pond/Access (work in progress).** Bicknell has worked out legal access to their Honsinger Pond property with the State Department of Transportation. Airport staff have been brought into discussions for development of the adjacent property due to (helicopter) flight paths and FAA compliance for development near an airport. Bicknell has now applied for rezone of several parcels from Industrial to General Commercial. The Airport continues to work through FAA on land use adjacent to airports for compliance.
- **UPDATE– 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, and now within the main terminal. The main front doors and central section will be closed down to remove the old up escalator, elevator and stairs. One of the two new elevators is in use as of August 6, 2021. The next phase of demolition, including the central section, has started and when completed the up escalator and stairs will be opened. Currently, the

elevator is available for the traveling public that may have mobility concerns.

- Coordination for Relocation. Staff and tenants are beginning to move into the new areas of the terminal as of August 6. The old north end annex is scheduled for demolition to begin on September 15. Staff continues to coordinate with tenants for moving in.
 - Baggage Belt Frame outs for Small Carriers. The Airport and design team (MCG) are looking at the frame outs for bag belts in the small carrier space (leased space is built out by tenants), even if tenants do not install immediately.
- **NO CHANGE** – 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 not mandated for out-of-state travelers. As of June 1, COVID vaccines (Pfizer only) are now offered seven days per week at the Airport from 12:30 p.m. to 9:30 p.m. on the first floor near baggage claim. Anyone getting tested or vaccinated will need to register on the travel portal at www.Alaska.covidsecureapp.com.
 - **NO CHANGE** – Alaska Department of Environmental Conservation (ADEC) Storm Water Pollution Prevention Plan (SWPPP) Multi-sector General Permit (MSGP). A reminder to all businesses to review ‘best practices’ that have been posted on the JNU Airport’s SWPPP webpage. Another reminder is for businesses to file either Notice of Intent (NOIs) or No Exposure forms and receive letters from ADEC. To-date, the Airport has only received a handful of these. The Airport is looking into contracting out services to gather monthly/quarterly samples, assessments, as well as the administrative reporting requirements of the SWPPP program.
 - **NO CHANGE** – 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 on line. Please visit ADOT website for the 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. The Airport (along with comments from the FAA) 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.
 - **NO CHANGE** – Federal Aviation Administration 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 including \$50,000 of forward-funding approved by the Board.

- **NO CHANGE** – 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. FAA still requires periodic updates.
- **NO CHANGE** – Disadvantaged Business Enterprise (DBE)/Airport Concession Disadvantaged Business Enterprise (ACDBE) Consultant. 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.
- **NO CHANGE** – Passenger Facility Charge (PFC) cap increase JNU continues to discuss the increase of PFC with our DC Lobbyist and Congressional Delegation 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. The Airport Manager met with Congressman Young's staff on August 3 to discuss several issues including PFC increases for non- and small-hub airports. Another letter of request will be sent out on this matter.
- **NO CHANGE** – Runway 26 MALSR approach lighting discussions with FAA. Staff continues to work with our DC Lobbyist (and Congressional Delegation) 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. The Airport will be sending out another letter of request.
- **NO CHANGE** – Runway Visual Range (RVR) Update. The FAA began replacing the RVR system (measures visibility for instrument approach aircraft) in July. Staff provided the safety officer and oversight of the project area. The cutover of the new RVR is scheduled for some time in September at the same time as the Airport's ALRV (Airport Lighting Regulator Vault) cutover.
- **NO CHANGE** – 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.

- **NO CHANGE** – Transportation Security Administration (TSA) passenger screening checkpoint equipment. 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.
- **NO CHANGE** – 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** – Air Traffic Control Tower (ATCT) COVID Cleaning. 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. See Manager's Report for update.
- **NO CHANGE** – U.S. Customs and Border Protection (CBP). Staff continues to work with governmental leasing for CBP to move into the new terminal (currently no lease). 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 small international airports. In a recent meeting with CBP, they will be undertaking the move and coordination into the new terminal facility in early September.
- **NO CHANGE** – 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.'

- **NO CHANGE** – Tenant insurance reminders continue to be sent out. 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.
- **NO CHANGE** – 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.

9. Airport Project Manager Report (Attachment #4)

10. Airport Superintendent – Airfield Report (Attachment #5)

X. CORRESPONDENCE:

XI. COMMITTEE REPORTS

A. **Finance Committee:**

B. **Operations Committee:**

XII. ASSEMBLY LIAISON

XIII. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

XIV. BOARD MEMBER COMMENTS

XV. ANNOUNCEMENTS

XVI. TIME AND PLACE OF NEXT MEETING:

A. Airport Board, 6:00 p.m., October 14, 2021, via ZOOM

XVII. EXECUTIVE SESSION

XVIII. ADJOURN