

MINUTES of
AIRPORT BOARD MEETING
August 12, 2021
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	Jerry Godkin	Jerry Kvasnikoff
Al Clough	Jodi Garza	Chris Peloso

Member Absent:

Angela Rodell

Staff/CBJ Present:

Patty Wahto, Airport Mgr.	Greg Smith, CBJ Assembly Liaison
Scott Rinkenberger, Dep. Airport Mgr.	Teresa Bowen, CBJ Law
John Coleman, Airport Business Mgr.	

Public:

Dylan Smallcomb, Public	Nathan, Public
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III. **APPROVAL OF MINUTES:** *Chris Peloso moved the minutes of the July 8, 2021, Board meeting be accepted. The motion passed by unanimous consent.*

IV. **APPROVAL OF AGENDA:** Chair Godkin noted that the Airport Manager's evaluation would be handled under an executive session. *Jodi Garza moved to approve the agenda as presented. The motion passed by unanimous consent.*

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

VI. **UNFINISHED BUSINESS:** None.

VII. **NEW BUSINESS:**

A. **Computerized Security Badging Office Automation** (Attachment #5): Airport Manager Patty Wahto said Scott Rinkenberger, Deputy Airport Manager, has been researching a computerized security badging office automation system and had a brief presentation. Mr. Rinkenberger said the Airport is entertaining the possibility of bringing on some automation to badging through a vendor. He found that the badging office, procedures and processes are highly inefficient and very administratively heavy. He asserted a lot of the turnover with the Badging Office staff has been because they are overwhelmed with the administrative aspects of the job. There is a lot of paperwork, interaction with the public, records storage, billing, etc. The Airport is in the primary phase of considering an automation software platform. He has spoken to an airport

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similar in size to Juneau International Airport (JNU). They use this particular software platform for the automation and management of their badging process and they are in love with it. The system manages the badges, the badge holders, and the authorized signatories. Training and testing can be automated for efficiency and legitimacy. Something that can be added is security sensitive information into the training platform, which is some of the nuts and bolts of the security program, but it cannot be put out in the public with the current way things are done. He went through the presentation (Attachment #5).

Board Member Jodi Garza asked how this would integrate with the current scheduling system. Mr. Rinkenberger said this program would be turbocharged compared to what the Airport is currently using. Board Member Al Clough appreciated Mr. Rinkenberger's efforts. He asked him to reach out to the various long-time tenants on field and give them the opportunity to buy into this system. He said although it may provide significant opportunities for the Airport; he is yet to be convinced that it provides the same level of improvement to the companies and the individual badge holders. He said he needs to explain what it will cost their staff in time. If it is a legitimate lift, it may very well be the way to go. Ms. Garza asked what the implementation date might be. Mr. Rinkenberger replied that he would like to implement it as soon as possible. It would take two to three months to get fully up to speed. Ms. Garza agreed about reaching out to tenants. Chair Godkin said that staff should read this as moving forward but reaching out to the stakeholders and signatories and doing the presentation for them.

B. Airport Manager's Report:

1. Polyfluoroalkyl Substances (PFAS) Update: The Airport is still waiting for the test results, which will be available tomorrow morning. An update will be provided to the Board at the September meeting. There has been a lot of Congressional language floating around about the Federal government responsibility for PFAS. Staff is closely monitoring that.
2. Airport Fund Balance (AFB) and Capital Revolving Account Balance (Attachment #1). There has not been any changes to either sheet.
3. CARES/CRRSAA Fund Balance. There has been no change to these balances. Staff will keep the Board updated as things change or another grant is received. Staff is moving forward on the Request for Proposals for the Parking Lot Design. Staff is still updating the project list.
4. 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*. There were another 30 cases today and a mask mandate is now in effect throughout the City & Borough of Juneau. The most recent information

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

Capstone Clinic is currently offering testing and vaccines at the airport. They vacated the upstairs area. Capstone employees continue to meet the flights. Everything is happening on the lower level near baggage claim. Part of that was to clean out the area that they had used as a breakroom for the restaurant so the restaurant can open up pre-security. The Airport does not want people to show up at the airport that are symptomatic. The Airport testing area is for people for travel-related purposes. They have been turning people around that may have symptoms.

- *Meeting with staffers from Congressman Young's Office.* A meeting was held on August 3rd to discuss Customs and Border Protection and some language that needs to go into a Congressional bill and discussing Passenger Facility Charges (PFCs). A lot of airlines have fought the increase to PFCs. While the Airport has the luxury of CARES Act funds and having funding at 100% on the Airport Improvement Program (AIP) grants during COVID, it will not always be that way. The Airport will get behind the eight ball again for projects as it is collecting at such a slow rate. If the Airport had not received the full amount for the Terminal, it would have collected PFCs for 9.5 years just to meet the needs for the terminal. It will still be there for the bond interest. This was made clear to the staffers that the increase should be done for small or non-hub airports. They asked to have a letter that was previously sent dusted off and resent. Hopefully this can be moved along.
- *MALSR (Medium Intensity Approach Lighting System with Runway Alignment Indicator Lights) Equipment.* Ms. Wahto also talked to the Congressional staff about this item and urged language be placed into the 2023 FAA (Federal Aviation Administration) authorization bill (not so much for the funding of the FAA) but even if the Airport uses the AIP dollars, it is the mechanism that transfers ownership of the MALSR system to the FAA. They asked to have the white paper cleaned up and sent to Congressman Young. This is not to be sent as an informational item but as a request. The DC Lobbyist Katie Kachel is also working on this.
- *Oshkosh Plow Truck Update:* Mr. Rinckenberger said that there have been mechanical breakdowns of these new plow units. A factory service mechanic was sent from Oshkosh. He was able to put two of the units back in service. The third vehicle remains out of service. When he left toward the middle of July, he said the trucks could be used. They were used, but all three vehicles are again out of

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service. Oshkosh indicated they would be back to repair the third unit and will address the two additional breakdowns. The problems include major hydraulic leaks, uncommanded steering issues, etc. Some of the crew said they don't feel comfortable driving the vehicles. At this point, staff is talking to Purchasing and the City Attorney's office as far as where to go with the trucks. Ms. Wahto said there is money left on the Snow Removal Equipment grant; however, the grant is going to sunset before the truck can be built and paid for. Staff is looking at trying to lease something to get this resolved. Mr. Clough repeated that the Airport does not have operational equipment on field for this winter. Ms. Wahto said that is correct for the plow trucks; although one old piece can be converted.

Mr. Clough said he is glad the Law Department is involved. He asked if there are other people that have been hosed like this. Mr. Rinkenberger said he has reached out to counterparts in Alaska. Elmendorf has 16 of the units and 11 are out of service for similar design flaws. Other counterparts steer clear of Oshkosh. He said that one of the old front-mounted brooms that was due to be surplus and one of the Oshkosh plows from the old Oshkosh plows truck can be attached to work as a plow. The Airport surplus a couple of the old Oshkosh plow trucks to Eaglecrest. The Airport is reaching out to them to see if they can spare one. Mr. Clough encouraged staff to have a backup plan. Mr. Rinkenberger is checking every option.

- *Terminal Reconstruction:*

- The Airport received beneficial occupancy last Thursday for most of the office/public areas of the new section. Juneau Police Department and Badging are in place. The Manager's Office, FAA, Weather Service, Capstone, and Customs & Border Protection will be moving in the next few weeks.
- The main entrance to the terminal has been blocked off for the next phase. People are walking through corridors.
- Wayfinding and signage for the public during construction continues to change as needed with the project.
- One of the new elevators is up and running.
- 135 operators are able to move in. They are getting their offices and counters designed and worked out before they move in. The old north end annex is scheduled for demolition to begin on September 15. A lot of meetings have been held with the 135 operators and staff. She said based on e-mails, everyone is happy with the subdivision.
- Some issues occurred with Customs & Border Protection (CBP). After a few meetings on the phone, staff let them know that the Airport will not be paying for anything. The big takeaway is that they are moving and purchasing new furniture. They are scheduled to move around September 6. The local CBP people are great to work with.

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- There is still a lot to do with the next two phases. A ribbon cutting can be scheduled for January.
- Alaska Room was hoped to be ready for September, but it is now scheduled for October before meetings can be held in there.
- *Loken Acquisition*: The Board approved \$50K of the Capital Revolving Account to get the ball rolling. Staff has not moved any further at this time. Airport Business Manager John Coleman has put out some feelers for this specific type of consultant. As the FAA has told the Airport, land acquisition is different in that it is money you can get regardless if it is a year where the Airport is doing other projects. All the steps have to be gone through to acquire the property and then ask for reimbursement. An RFP will have to be put out.

5. Airport Engineering Projects Report (Attachment #2): Terminal Fire Alarm Upgrade – Johnson Controls had issues with the subcontractor for electrical dropping out on them. They found a local company – Alaska Electric – and they will be working with them to bring them in as an alternate within the bid. Hopefully that will be finalized and this project can move forward.

Sand Shed Demolition – Southeast Earth Movers has finished everything that was project related; however, the Lokens and Mike Wilson from Coastal Helicopters said they have some leaks in the existing roof. This was not part of the construction, so they may try to work out something with Southeast Earth Movers. This is under review. Staff is trying to make sure it is not related.

Taxiway Project – The FAA Runway Visual Range (RVR) and this project are starting to come together for the cutover hopefully in September. Staff will hold another meeting. The FAA was hoping to have a two-week outage and staff said no. If they are requesting that long of an outage, they will have to wait until next year.

Electrical Work on PAPIs (Precision Approach Path Indicators) – The FAA said they will be doing some electrical work on the PAPIs on the 26 end. They will have to go through a full safety risk management panel because it is in the runway safety area and will require outages. This is a major safety area for the Airport.

Parking Lot Repairs – A proposal has been received for the design. The City will be negotiating with this single proposer (DOWL). This is planned for spring work.

VIII. CORRESPONDENCE:

- A. Laurie Craig e-mail regarding Dike Trail Improvements (Attachment #3): Chair Godkin thanked Ms. Craig for this nice, positive feedback e-mail.
- B. Jacob Resnek e-mail regarding Short-Term Free Parking Period (Attachment #4): Ms. Wahto said the Board has been around and around on specific parking rates. Mr.

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Resneck was talking about COVID 19 testing and it took him 20 minutes. Right now the Airport is helping to validate parking for people coming in for vaccines but not follow-up COVID testing as it is not known why they are testing. The Airport would be handing out free parking left and right. The discussion years ago was when the free time was at 30 minutes, more complaints were received. When the longer time is used, people have less time management than they do with 15 minutes. They were angrier because the price went up higher. This is up to the Board to reconsider. People just want free parking. Chair Godkin said this could be discussed during budget times. Hopefully COVID will start to dwindle again and the issue will not be there. He thanked Mr. Resneck for submitting the e-mail.

IX. COMMITTEE REPORTS:

A. **Finance Committee:** No report. Chair Godkin said the Assembly Human Resources Committee was supposed to interview Airport Board candidates, but they rescheduled to August 17 at 5:30 p.m. There were technical difficulties that caused this meeting to be rescheduled. Committee assignments and officers will occur once these appointments are made.

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

X. ASSEMBLY LIAISON COMMENTS: Assembly Liaison Greg Smith apologized for some past absences. He said the Human Resources Committee was rescheduled for August 17 due to technical issues. He thanked the Board Members for their service to the community. The Assembly is looking at voting by mail and driving the cost down. They have found a good facility to use on Thane. The Assembly is moving forward with NCL tideland leasing for their new dock near the Coast Guard Station. A couple of things on taxes is the Assembly has a potential ordinance that would allow property taxes to be paid in a couple of installments.

There is an incentive on sales tax when it is paid on time. The incentive would apply now if they pay on time and on line. This will cut down the paperwork. The Finance Department is happy to help with problems. Mr. Smith said it is great news to hear that the number of enplanements are up. He said there is tourism downtown with a ship a day and a lot of independent travelers. It is still not nearly the numbers the City is used to. The Assembly approved funding for a Tourism Manager to coordinate and work with various groups and the public to hopefully keep good experiences for people who visit and reduce impacts on those who live here.

The Assembly is working a lot with Community Development on Title 49 revisions. They are looking at how to reduce unnecessary barriers to development, and especially development of housing. Ms. Wahto said the Airport has had a pending item for doing cleanup in areas, specifically Jordan Creek for safety reasons. This has been pending for many years. The Airport would go to meetings to discuss this and it would be dropped off.

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The whole idea is they had added some items in like limbing trees (not removing trees) so that there can be a clear visual for safety reasons. People would come before the Board and say they were taking a short-cut from the Airport and they were assaulted. This area is actually getting worse. There is an increase in trash and camping. This can be assumed that it is from the Glory Hall nearby, but regardless, the issue started years ago and it is not going away. The Airport needs to at least keep a good, clear pathway for safety reasons underneath the canopy. There have been a lot of people who have already testified on this and it has just stalled out with the Title 49 Committee. Mr. Smith suggested sending an e-mail and he will talk with the Title 49 Committee Chair and get it back on the radar.

Mr. Smith said there are continued issues with COVID. It is a frustrating topic as everyone was feeling good a month or so ago and then the mitigation strategies had to be reinstated. There are a lot of mixed feelings and frustration by everyone. He thanked the Airport for everything it does and the testing there.

- XI. **PUBLIC PARTICIPATION ON NON-AGENDA ITEMS:** None.
- XII. **BOARD MEMBER COMMENTS:** None.
- XIII. **ANNOUNCEMENTS:** Ms. Wahto reminded everyone that she will not be attending the Board meeting in September due to annual leave. Deputy Airport Manager will handle this meeting.
- XIV. **TIME AND PLACE OF NEXT MEETING:** The next regular Airport Board meeting will be held on September 9, 2021, at 6:00 p.m. via ZOOM.
- XV. **EXECUTIVE SESSION:** Airport Manager Annual Evaluation: *Al Clough moved the Airport Board to go into executive session to discuss a subject that may tend to prejudice the reputation and character of the Airport Manager, provided the Airport Manager may request a public discussion. The motion passed by unanimous consent. The Board took a five minute break at 7:25 p.m. and went back into executive session at 7:30 p.m. The Board came out of executive session at 8:12 p.m.*
- XVI. **ADJOURN:** *Chris Peloso moved to adjourn. The meeting adjourned by unanimous consent at 8:12 p.m.*