

AIRPORT BOARD
AGENDA

6:00 P.M., THURSDAY, OCTOBER 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 OCTOBER 13, 2021**

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF MINUTES: Regular Monthly Meeting of September 9, 2021
- IV. APPROVAL OF AGENDA
- V. APPOINTMENT TO COMMITTEES
- VI. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS
- VII. UNFINISHED BUSINESS
 - A. **Bagwell Gas Detection/Alarm System Mechanical Repair – PDC Design and Contract Administration (CA) Proposal:** At the May 13, 2021, Airport Board meeting, the Board approved \$50K for the estimated cost of repairs for the bagwell gas detection and alarm system. The system was found to be inoperable during terminal construction. While working on procurement, the airport was made aware that the components did not include the mechanical and electrical design, bid documents and project management. The Airport went out for solicitation of the design and contract administration as required for this type of work. PDC Engineers was the successful proposer for the design/contract administration services and provided their fees for the projects in addition to the system repair costs:
 - Construction Documents – Mechanical & Electrical (Lump Sum) - \$14,567
 - Bidding Services (T&E) - \$2,111
 - Construction Management (CM) Services (T&E) – \$16,120
 - CA Services (T&E) - \$10,087
 - TOTAL DESIGN and CA SERVICES - \$ 42,885

This is the additional amount that requires Board approval for the project and includes expanded Construction Administration Services to address the fact that the Airport will not be able to commit staff time to administer this project. PDC will bill actual hours, so there is the potential for the CM and CA costs to be less than proposed. This system is not eligible for the terminal construction grant since it is not in the scope and considered

maintenance. The costs for this system through the Airport operations budget will be provided through CARES funding.

This work is needed, as the existing installation is non-operational and represents a code violation and Occupational Safety & Health Administration safety issue.

Board Motion: *“Approve the design and contract administration for replacement of the bagwell gas detection/alarm system mechanical repair, at a cost not-to-exceed \$42,885, funding provided by the Airport operations budget through CARES Act funding.”*

B. Outbound Baggage Conveyor System Replacement. At the May 13, 2021, Airport Board meeting, the Board approved the estimated \$1.56M for the replacement of the outbound baggage conveyor system (including sections of the bases, conveyor belts, motions sensors, motors, drive, program logic board, master control panel and the fire/security doors); funding through the Airport’s CARES Act grant. While working through the procurement process, it was determined that design related to the electrical components would be required (electrical engineer) in order to bid the project. The Airport is looking at an estimated \$50K for the additional design work.

Board Motion: *“Approve \$50,000 for the design and contract bid specifications for the outbound baggage conveyor system replacement project; funding provided by the Airport CARES Act grant.”*

C. Computerized Security Badging Office Automation. At the July 8, 2021, Airport Board meeting, staff presented a new on-line platform badging system. The Board requested that staff provide some tenant outreach on the costs and what the system could do, and report back. Staff has conducted outreach to General Aviation tenants along with many of the larger company tenants regarding the computerized security badging office automation, known as AirBadge. Most attractive to this automation is the prospect of having a two-year renewal instead of a yearly trip to the badging office. This will open the badging office with more availability during the peak summer season that gets nearly overrun with new badge applicants. Also found favorable is the ease and simplicity of badge audits by authorized signatories, prevention of unprepared applicants and unannounced walk-ins. Required Transportation Security Administration (TSA) audits of badge holders is currently extremely time-consuming for the Airport’s Security Coordinator and all authorized signatories. The AirBadge automation platform will streamline the auditing process and save countless hours of lost productivity.

Current JNU badge issuance fees are \$25/annually, which is the responsibility of the individual badge holder or company. With implementation of the AirBadge automation platform, the cost of badge issuance fees will increase to \$30/annually (\$60/biennially) with approval of a two-year badge. A change to the Airport’s Rates and Fees for badging would need to occur with the annual budget process. The cost of the system equates to \$60,000/year based on the current number of badges issued at JNU, and an additional \$15,000/year if the badge holder threshold is passed. The funding for the system would be recovered through an increase to the Airport Rates and Fees badging fees.

Board Motion: “Approve the funding for the AirBadge Automation Platform in the amount of \$60,000 per year for three years, with the contingency of an additional \$15,000 if needed due to exceeding the badge holder threshold, funding to be recovered in the Airport operations budget through an increase in the Airport Rates and Fees regulation for badging fees.”

VIII. NEW BUSINESS

A. Airport Manager’s Report:

1. Increased Airport Police Activity. Law enforcement is documenting increased encounters with intoxicated and loitering individuals on the airport grounds and terminal. Many of the encounters occur in the late evening and early morning times. On several of the encounters, the individual was denied lodging in the New Glory Hall, which opened in July. According to the City & Borough of Juneau (CBJ) Housing Officer Scott Ciambor, the New Glory Hall is over capacity a majority of the time and frequently alcohol/drug intoxicated individuals are turned away. Staff will continue to work with Juneau Police Department, CCF/R and CBJ Housing regarding this safety and security situation. The Airport is also receiving increased complaints from tenants/employees when transiting between the employee parking lot and the terminal, as well as tenant lease lots. The Airport will need to look at some long-term mitigation including fencing, better lighting, cameras or increased patrols. This is a high priority for the Airport at this time.
2. Title 49 Variance Request. Staff has gathered and documented information in support of the variance application for trimming of vegetation along Jordan Creek inside the airport’s perimeter for aviation safety and wildlife control. However, with increased camping and criminal activity occurring in the Jordan Creek greenbelt across from the terminal, staff is awaiting documentation from law enforcement. Staff’s intention is to include that problem area into the same variance application since it is a threat to the airport and public safety.
3. Disruptive Passenger Initiative. At the recommendation of the Federal Aviation Administration (FAA), staff is commencing an initiative with Alaska Airlines and Tailwinds (food concessionaire) to help stem the continuing increase in disruptive passengers aboard aircraft. Nearly 60% of disruptive passenger incidents involve some form of alcohol consumption combined with nearly 85% of incidents involving mask usage. This initiative involves detection of intoxicated passengers, preventing overserving of passengers and the use of “confederate” beverage containers to take alcohol on board the aircraft. On many occasions, alcoholic beverages are intercepted at the TSA screening checkpoint, however, a few instances of empty beer bottles have been found in the departure lounge, which were apparently taken out of the bar area. In early September, an Anchorage bound flight from Seattle diverted into Juneau due to several passengers fighting with each other and disregarding instructions of the flight crew.

4. 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. No further changes.

5. 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). The total ‘CARES’ grant (three grants) were updated to reflect the total amount in grant awards last month. The breakdown shown does not include requested Board approval for the Bagwell Gas Detection/Alarm design work (\$42,885), or the addition to the Outbound Baggage Belt System Replacement design (\$50,000).

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		

6. 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.

7. 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** – *Polyfluoroalkyl Substances (PFAS) Testing and Monitoring*. Cox Environmental Services has completed a draft report (Attachment #2) for ADEC with proposed next steps in the monitoring phase of this project.

- **UPDATE** – *Oshkosh Plow Trucks*: All three of the new plow trucks are back in service. Oshkosh has contracted Seaside Diesel here in Juneau to be an authorized service center for these trucks. In late August, Oshkosh sent another factory service mechanic to Juneau to conduct warranty repairs to all three of the new snow plow trucks. Two of the trucks that encountered major breakdowns this summer have been repaired. The third truck has finally been put back into service. Airport Superintendent Phil Adams has made arrangements for Seaside to make service of these trucks a priority for service. Back-up plow trucks is a contingency that Airfield Maintenance is continuing to look at.

- **UPDATE**– *Terminal Reconstruction*: 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. A pass-through tunnel was established between the main and annex terminals. Passengers can remain inside the terminal building while transiting between the large and small air carriers.

- **UPDATE** – U.S. Customs and Border Protection (CBP) has moved into their office in the new terminal. Staff assisted with coordinating the installation of computer networks by the I.T. staff from DHS. What remains with CBP is what location they will use for international arrivals. Generally, most of the larger aircraft are parked at the National Guard ramp or at Aero Services. With the new location, the prior “Customs Box” for arriving aircraft is very far away from the office. Airport Superintendent Phil Adams will be working on this issue from an airport operations stand point.

- **UPDATE** – *Taxiway A, E and D-1 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. A redundant system on both the west and east sides will remain in place now, so the cutover timeline is no longer an issue.

- **UPDATE/NEW** – The FAA will be replacing the electrical conduits/wiring for the *Precision Approach Path Indicators (PAPI) for the Runway 26 end*. This work is planned for early November and due to work in the runway safety area, the FAA will be working at night to minimize air traffic disruptions to airspace. The work is expected to take approximately a week to week and a half.

- **NO CHANGE** – *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.
- **NO CHANGE** – *Honsinger Pond/Access (work in progress)*. Bicknell has worked out legal access to their Honsinger Pond property with the Alaska Department of Transportation (ADOT). 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.
- **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*. 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** – 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 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 Medium Intensity Approach Lighting System with Runway Alignment Indicator Lights (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 MALSRS 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** – *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.
- **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.

8. Airport Project Manager Report (Attachment #3)

9. Airport Superintendent – Airfield Report (Attachment #4)

IX. CORRESPONDENCE: E-mail from Coastal Helicopters (Attachment #5) regarding request for the Airport to pay for inner wall construction in the Loken hangar/property

X. COMMITTEE REPORTS

A. **Finance Committee:**

B. **Operations Committee:**

XI. ASSEMBLY LIAISON

XII. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

XIII. BOARD MEMBER COMMENTS

XIV. ANNOUNCEMENTS

XV. TIME AND PLACE OF NEXT MEETING:

A. ***Airport Board, 6:00 p.m., **November 18, 2021**, via ZOOM ***

XVI. EXECUTIVE SESSION

XVII. ADJOURN