

AIRPORT BOARD

AGENDA

6:00 P.M., THURSDAY, NOVEMBER 18, 2021

ZOOM WEBINAR:

<https://juneau.zoom.us/j/83530343030>

Or Telephone: 1-253-215-8782, Meeting ID: 835 3034 3030, Passcode: 268448

**TO TESTIFY: CONTACT PAM CHAPIN, 586-0962
BY 3:00 P.M. ON NOVEMBER 17, 2021**

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES: Regular Monthly Meeting of October 14, 2021

IV. APPROVAL OF AGENDA

V. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

VI. UNFINISHED BUSINESS

A. **Coastal Helicopters Request for Wall Reimbursement** (Attachment #1). At the October 14, 2021, Airport Board meeting, the Board received an email correspondence from Mike Wilson, Coastal Helicopters, to have the Airport pay for replacement of an interior wall removed during the sand shed demolition. The plans called for the interior wall to be replaced with the new, single wall along the entire west face of the hangar. Coastal Helicopters is a subtenant to the Lokens, who own the hangar, which is also on private (non-airport) property. This item was moved to the November Board meeting so that the property owners (Lokens) and project manager could weigh in on the discussions with the Airport Board. Staff has no recommendation.

VII. NEW BUSINESS

A. **Airfield Forklift Acquisition.** Staff requests use of CARES funding to purchase a forklift for use in the Sand/Chemical Building. This would be a 7,000 lb.-capacity unit to unload and stack the one-ton bags of runway and roadway deicer (340 bags in a normal year), move them when needed for use, and re-stack at the end of season to make room for the new delivery. Currently, Airfield rents a forklift each season from Tyler Rental for \$890/month. The cost is anticipated to be under \$50,000 for the new unit, which would be a liquid-propane powered, wheeled lift truck. The Federal Aviation Administration (FAA) has stated that this piece of equipment is not eligible for Airport Improvement Program (AIP) funding.

Board Motion: *“Approve the purchase of a forklift vehicle for use in the Sand/Chemical Building, at a cost not-to-exceed \$50,000, to be reimbursed from the CARES Act grant.”*

B. Snow Removal Equipment Building (SREB) Circulation Pump Upgrade. As staff has mentioned the past few months (Project Manager Report), JNU continues to have issues with the circulation pumps for the ground source heat to both the SREB and the Sand/Chem building. The pumps were undersized (15 horsepower) and, after PDC Engineers looked at the design, two 25 horsepower pumps are required, as well as the system updated (drives); see Project Manager report in Attachment #4. The upgrades to this system were also listed on Staff's 'wish list' for CARES Act funding. However, this has become more urgent with loss of heat to the facilities. The cost of the pump upgrades, drives, contract administration, temporary heating during installation and administrative costs is estimated at \$115,000. PDC will deliver the completed 100% set of documents on the week of November 8-12. Since this is an upgrade to the system, the Airport will be responsible for the cost of the system upgrades.

BOARD MOTION: *"Approve the purchase and installation of two 25-horsepower pumps and associated system drives for the snow removal equipment building heat pump system at a cost not-to-exceed \$115,000; funding from the Juneau Airport CARES Act grant."*

C. Sand/Chemical Building Back-up Boiler. Also mentioned in the last few month (Project Manager Report) is the need for a redundant heating system should the heat pump system fail or during maintenance periods. This is another project listed on Staff's 'wish list' for CARES Act funding. Critical area heating systems such as in the sand/chem building would typically have a redundant system. This was not part of the design but has become a major concern that a back-up system is needed. The Airport had to bring in temporary heating systems last winter when the heat pump system was down. The redundant system would design and install an 80KW electric back-up boiler to the Sand-Chem Building. The cost estimate, including design, electrical work, contract administration and administration costs is \$175,000.

BOARD MOTION: *"Approve the design, purchase and installation of an electric back-up boiler system for the Sand/Chemical building at a cost not-to-exceed \$175,000; funding from the Juneau Airport CARES Act grant."*

D. Civil Air Patrol (CAP) Rent Request (Attachment #2). The Alaska Wing of the Civil Air Patrol (CAP) has provided the attached letter requesting a continuation of the rent waiver originally granted by the Assembly in 1993. The CAP is experiencing severe funding restrictions, described in the attached letter. Their existing lease has been in holdover since 2012—the Airport had chosen to holdover rather than renew the lease, in the expectation that the CAP facility would be relocated, at their expense, to a location more favorable to the Airport. The issue of the relocation has not been revisited for some years, and staff would like to renew the lease in the short term (five years), at the nominal \$1/year rent (per the request) which is allowable (CAP letter includes Federal Register excerpt).

Board Motion: *"Approve the five-year continuation of the one-dollar per year nominal rent for the Civil Air Patrol leased area."*

E. Airport Manager's Report:

1. Airport Certification Inspection. FAA Certification Inspector Randy Kuehler was in town October 19-22, 2021, for the Airport's annual certification inspection. The Airport has infractions related to fuel truck and Airport Rescue/Fire Fighting (ARFF) truck inspection paperwork and documentation, but these items were closed out at the time of inspections. Capital City Fire/Rescue (CCFR)/ARFF is looking at ways to capture inspections on-line and have the Airport Superintendent review on a monthly or quarterly basis to ensure inspection documentation is tracked. Otherwise, Inspector Kuehler was happy with the inspection. Inspections are also a good time for staff to learn more and ask questions from the experts.
2. Aircraft Accident October 22. On October 22, 2021, an Alaska Seaplanes Caravan went off the runway and into the runway safety area (RSA) during take-off. No injuries were reported. The full length of the runway was closed for almost four hours until the aircraft could be removed from the RSA, but a shortened runway was available for small aircraft shortly after the incident. The FAA and National Transportation Safety Board (NTSB) are conducting the investigation.
3. Airport Fund Balance (AFB) and Capital Revolving Account Balance (CRAB) (Attachment #3). 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 now reflects the close out of FY21. Note (see ** on spreadsheet) the final deficit for FY21 was not fully determined until after closeout. The final \$266,210 for FY21 will be collected from CARES funds (as shown) in FY22. 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.
4. 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 the October Board approval of design costs for the bag belt replacement (\$50K), and bagwell gas detection/alarm system design (\$42,885); all estimates until bid award, but does not include the requisition of the forklift, the upgraded heat pumps and back-up boiler, proposed above. The FY21 operational expenses and tenant rent relief are now final numbers and combined into one line item for a total of \$3,427,111. This total is slightly less than the estimated \$4,194,153 for both tenant relief and operational expenses for FY21.

CARES/CRRSAA/ARG Act Use		10/22/2021	
30,590,133	Grant awards *		
(727,145)	FY20 Operational Expenses		
(3,427,111)	FY21 Operational Exp incl tenant relief; yearend		
(602,375)	FY21 Airport GO Bond debt service		
(662,625)	FY22 Airport GO Bond debt service		
(203,028)	TWY Regulator Upgrade (appropriated)		
(1,610,000)	Bag Belt Replace - Est; + \$50K design (10/21)		
(600,000)	Parking Lot Design (max) - Estimate		
(92,885)	Bagwell Gas Detect/Alarm - est; + \$42,885 design		
22,664,964	Balance		
	<i>Proposed Use</i>		
(1,150,553)	FY22 Tenant Rent Relief (est)		
(1,838,000)	FY22 Operational Expenses (est)		
19,676,411	<i>Proposed/estimated balance FY22 end</i>		
*\$98,347 concession relief requirement			

5. Title 49 Variance Request. Staff continues to work on the variance application for trimming of vegetation along Jordan Creek (Airport property) for aviation safety and security. There are two issues: 1) inside the fence is a haven for wildlife to bed down including deer and birds, requiring additional patrol and mitigation; and 2) outside the fence between Yandukin and the new Glory Hall which see a lot of camps for many of our unsheltered population, as well as criminal/drug activity. Much of the second issue bleeds over to the terminal, parking lots and tenant lease lots. In discussions with our FAA certification inspector, this is a safety and security issue that needs to be mitigated immediately; especially the one inside the fence. His verbal recommendation was to level the brush and berm inside the fence as recommended by our U.S. Department of Agriculture (USDA) Wildlife Biologist and with guidance/concurrence from the State/Alaska Habitat Biologist. Staff has been on-hold for years with the Title 49 Committee to adopt language change. Staff will continue to look at the fastest way to resolve this.

6. Emergency Vehicle Access Road (EVAR)/Dike Trail Partnership. The Airport would like to thank Laurie Craig for donating her time to removing alders and willows that have grown into the chain link fence along the EVAR. As Ms. Craig states: *"...it is labor-intensive to remove brush that has become entwined in the fence. That's why I have tackled this chore; it's to save the airport staff from a tedious task...."* She has done what she can reach and do from the public side including larger diameter brush and small spruce tree growth, but not the seasonal growth. Ms. Craig also wishes us to: *"Please convey trail users' appreciation for the snowplowing and grading of the trail. When I see baby strollers, toddlers on trikes, elders with hiking poles, hunters on bikes, and friends in wheelchairs, I am grateful for the continued public access the airport allows."*

Likewise, the Airport appreciates the partnership. EVAR/Trail users provide additional eyes/ears on the safety and security of the Airport.



Before and after picture of fencing clean up.

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

- **UPDATE** – *Polyfluoroalkyl Substances (PFAS) Testing and Monitoring*. Cox Environmental Services has completed a draft report for Alaska Department of Environmental Conservation (ADEC) with proposed next steps in the monitoring phase of this project. The soil and groundwater sample results were provided at the October Board meeting. Staff was asked how much money was spent on PFAS to-date. Out of the two contract/appropriations totaling \$236,232, the Airport has spent \$145,786. The report filed with ADEC recommends quarterly testing of groundwater, survey the test wells to determine flow direction, and coordinate with Army National Guard for the testing of their drill sites (six) on airport property (notified in October 2021).
- **UPDATE** – *Oshkosh Plow Trucks*. All three of the new plow trucks are back in service. The new warranty period started the end of September and will be valid until Oct. 1 2022. Oshkosh had hoped to contract with Seaside Diesel in Juneau as an authorized service center for these trucks, but that contract fell through. Oshkosh will send an escalation packet that states that Oshkosh will send a service representative if Seaside Diesel fails to do the warranty work in a timely manner.
- **UPDATE** – *Taxiway A, E and D-1 Construction*. See Project Manager report.

- **NEW/UPDATE – Program Updates.** With the completion of the Taxiway Project, several of the Airport maps and diagrams in the Airport Layout Plan, Airport Facility Diagram (and 5010), Airport Certification Manual, Airport Emergency Plan, Wildlife Hazard Management Plan, Storm Water Pollution Prevention Program, Spill Prevention, Control & Countermeasure Plan and several Letters of Agreement (LOAs) with agencies require updates due to changes in airfield geometry. This will take several months to complete. The Airport aerial and mapping will also need to be updated and incorporated into many of these plans.
- **UPDATE - 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. Until the budget cycle, staff continues to bring the more urgent requisitions to the Board requiring CARES funding.
- **UPDATE – 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. COVID vaccines are 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. Pfizer, Moderna (full and boosters) and Johnson & Johnson are available. Pediatric vaccines are NOT offered at the Airport. Anyone getting tested or vaccinated will need to register on the travel portal at www.Alaska.covidsecureapp.com.
- **NO CHANGE –** The FAA is in the process of replacing the electrical conduits/wiring for the *Precision Approach Path Indicators (PAPI) for the Runway 26 end*. This work began November 1 and is expected to be complete by November 13. Due to location of the work in the runway safety area, the FAA is working at night to minimize air traffic disruptions to airspace. Airfield crew is provided the safety officer for this work.
- **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 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** – *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**– *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.
- **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** – *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 has brought this up with our Congressional Delegation in the hopes of including PFC increases for non- and small-hub airports.
- **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 or congressional language to complete the system. Sample language was provided to Congressman Young to incorporate into the FAA reauthorization bill that would add MALSR 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** – *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** – *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.
- **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 #4)

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., December 9, 2021, via ZOOM

XV. EXECUTIVE SESSION

XVI. ADJOURN