

AIRPORT BOARD
AGENDA

6:00 P.M., THURSDAY, JANUARY 13, 2022

ZOOM WEBINAR:

<https://juneau.zoom.us/j/85855122451?pwd=aHJSWG9lMVgrczFUWS9rTkZPdG1RUT09>

Or Dial: 1-253-215-8782, Meeting ID: 858 5512 2451

**TO TESTIFY: CONTACT PAM CHAPIN, 586-0962
BY 3:00 P.M. ON JANUARY 12, 2022**

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES:

IV. APPROVAL OF AGENDA

V. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

VI. UNFINISHED BUSINESS

A. Projects for CARES/CRRSSA/ARG Funding as of 1-3-22 (Attachment #1). At the January 6, 2022, Airport Board Finance Committee meeting, the attached draft Capital Improvement Projects (CIP) Wish List was further developed. Some projects suggested by tenants at the meeting will need time to develop estimates and timelines. The grant funding sources are unique in that they may be used for projects not normally eligible for Airport Improvement Project (AIP) funding. A more in-depth table with allowable grant uses will also need to accompany the wish list. It is crucial that projects start early so that federal funding does not have to be sent back before the grant sunsets.

At the January 6 Finance Committee meeting, the committee reviewed the draft projects. These projects will be revisited by the Committee once staff gets cost estimates and timelines. The Finance Committee also discussed balancing these projects with future tenant rent relief and approved continuing the tenant rent relief for FY23 (similar to FY21/22). It is estimated that the rent relief will equate to roughly \$1.15M, similar to previous years. Both the rent relief and anticipated operations expense coverage for FY23 will be covered by the CARES grant and will be reflected on the CARES/CRRSAA/ARG use table.

Board Motion: *“Approve to accept applications from commercial aviation tenants/subtenants consisting of Part 121 air carriers, Part 135 air carriers and commercial aviation support operators (Fixed Base Operators, fuel farm, maintenance facilities, etc.) for rent abatement of fixed rate land lease, terminal lease and aircraft parking/tie downs at the Juneau International Airport for an additional one-year period from July 1, 2022 through June 30, 2023; and re-assess thereafter for an additional abatement period.”*

VII. NEW BUSINESS

A. Airport Manager’s Report:

1. Airport Fund Balance (AFB) and Capital Revolving Account Balance (CRAB) (Attachment #2). 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. The CRAB continues to reflect the approved use of \$108K for funding the Float Pond Phase 2 Design work until the grant is awarded after bidding (2022). *No change since November 2021.*

2. CARES/CRRSAA/ARG Fund Balance. The breakdown of CARES Act/CRRSAA/ARG funds used and proposed to be used/proposed to-date is detailed below. This is an update based on the December Board approval for the Forklift acquisition (all estimates until bid award).

CARES/CRRSAA/ARG Act Use		1/6/2022
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 desgn	
(115,000)	SREB Circulation Pump Upgrade	
(175,000)	Sand/Chem bldg Back-up Boiler system	
(50,000)	Forklift vehicle	
22,324,964	Balance	
	<i>Proposed Use</i>	
(1,150,553)	FY22 Tenant Rent Relief (est)	
(1,838,000)	FY22 Operational Expenses (est)	
	FY23 Tenant Rent Relief (proposed to Board)	
	FY23 Operational Expenses - TBD	
	Parking Lot Construction - TBD	
19,336,411	<i>Proposed/estimated balance FY22 end</i>	
	*\$98,347 concession relief requirement	
Note: Add'l Concession grant \$393,387 signed 1/3/22, not incl in total		

Also as a reminder for the grants, the CARES grant sunsets in April 2024, the CRRSAA grant sunsets in March 2025 and the ARG grant sunsets in August 2025. This means grant funds must be completely expended by those dates. Capital projects can take up to a couple years to complete once a project starts conceptual.

Note that \$98,347 of the CRRSAA grant total must be dedicated toward concession rent relief. Additionally, as of January 3, 2022, another concession relief grant (in this case, a separate grant) of \$393,387 was signed. Staff is working on the concession rent relief per grant requirements.

3. Bipartisan Infrastructure Bill (BIL) Grant \$3.465M for FY22. The Airport has been advised that \$3,465,548 in BIL AIP funding will be released to JNU. The Airport is still gathering the requirements and allowable use of this funding. The funding is to be used for infrastructure improvement that are AIP/PFC (Passenger Facility Charge) eligible, that may be further out on our CIP, or new projects. More information will be gathered from the Federal Aviation Administration (FAA), but it appears that this special BIL grant will provide additional AIP funding for five years.

4. Air North Looking to Resume Service to Juneau. Air North has contacted staff about resuming scheduled air service between Juneau and Whitehorse this spring. At this time they are looking at three days per week from June through September, but will assess for future year-round service again. Air North is working with Alaska Seaplanes for ground handling, U.S. Customs for international arrivals, and the Transportation Security Administration (TSA) for outbound screening. They plan to utilize ATR42 aircraft. The Airport welcomes Air North back to Juneau; it has been about 17 years since Air North ran schedules into Juneau. They are planning a trip to Juneau for meetings in February.

5. State of Alaska's COVID-19 Airport Testing Program Scheduled to Sunset January 31, 2022. At this time, the State of Alaska is not looking to continue COVID-19 testing at airports. This service is currently under contract with Capstone Clinic. Capstone has submitted their notice to vacate the trailer at Juneau Airport by February 5, 2022 (although the last day of testing at the airport will be January 31, 2022). Capstone will continue to provide vaccinations at the airport in their current location.

Capstone Clinic has opened a new private testing site in the Airport Shopping Center adjacent to Alaska Industrial Hardware. This is not associated with the Airport or State of Alaska Department of Health and Social Services. These are not rapid tests. Asymptomatic people can go inside for a test; symptomatic individuals should stay in their vehicle and call to have a tester come out to administer the test. Hours for this location are 10 a.m. to 6 p.m. seven days a week. Capstone will collect insurance information at this testing site. Results are returned within two to three days.

6. Airfield Update. The winter has been a challenging one for snow removal operations with the amount of snow that Juneau has received so far this season. The latest data from NOAA shows the airport receiving 68.5 inches of snow (as of January 6, 2022). The Airfield crew has done a great job keeping up on the snow. There were two instances where the runway closed for poor braking action; subsequently swept, deiced and re-opened with good braking action in less than 45 minutes.

Airfield added three seasonal equipment operator positions by getting rid of the four call-in positions previously on the staffing schedule (the Airport has had a difficult time filling call-in positions over the years). With the new equipment and great maintenance team, there have been very few major equipment issues.

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** – *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 is extended to March 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.

- **UPDATE** – *Oshkosh Plow Trucks*. All three of the new plow trucks are back in service AND staying in service during the snow events. The new warranty period started the end of September and will be valid until Oct. 1 2022. The Airport continues to work with Oshkosh for a local service warranty, or to send an Oshkosh service representative if none are available in the local area to perform repairs in a timely manner. There is still one outstanding repair to the lines/fittings for the auto-lubricating on the plow hitches, but Oshkosh is aware and working with the Airport on that repair.

- **UPDATE** – *COVID-19 Testing and Vaccines at Airports* (see Airport Manager’s report #5). Capstone Clinic will continue to administer vaccines at the airport in their current location. The contract to provide State COVID-19 testing at airports is scheduled to terminate January 31, 2022. Capstone Clinic has opened a new private testing site in the Airport Shopping Center adjacent to Alaska Industrial Hardware. This is not associated with the Juneau Airport or Department of Health and Social Services. These are not rapid tests. Asymptomatic people can go inside for a test; symptomatic individuals should stay in their vehicle and call to have a tester come out to administer the test. Hours for this location are 10 a.m. to 6 p.m. seven days a week.

- **NO CHANGE** – *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 report filed with ADEC recommends quarterly testing of groundwater, survey the test wells to determine flow direction, and coordinate with Army National Guard (ANG) for the testing of their drill sites (six) on airport property. ADEC is still reviewing the report but the Airport will wait until the results of the ANG testing to plan further delineation. The ANG work is anticipated by the end of January or early February with their final draft to ADEC thereafter. ADEC comment on the Airport plan should be received by then as well. A round of groundwater monitoring is planned for this winter and then proposed additional delineation of soil and groundwater dependent on the ANG work in the spring or summer of 2022.

- **NO CHANGE** - *Title 49 (Jordan Creek) Variance Request*. Title 49 changes to allow limbing and clean-up adjacent to the creek is still in review with the Title 49 Committee. Staff continues to work on the variance application for the

immediate 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. Staff will continue to look at the fastest way to resolve this.

- **NO CHANGE** – *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.
- *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, but will no longer be offered at the Juneau Airport. 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 legal access to their Honsinger Pond property through 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. Businesses need 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** – *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.
- **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. 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, but does not look like this will happen this year.
- **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** – *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. 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. Airport Project Manager Report (Attachment #3).

VIII. CORRESPONDENCE: Laurie Craig e-mail (Attachment #4) regarding snow removal on the Emergency Vehicle Access Road.

IX. COMMITTEE REPORTS

A. **Finance Committee:** Report from the January 6, 2022, meeting on CARES/CRRSAA/ARG grant use; and upcoming operational budget meetings TBD.

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., February 10, 2022, via ZOOM

- XV. EXECUTIVE SESSION

- XVI. ADJOURN