

MINUTES of
AIRPORT BOARD MEETING
January 13, 2022
6:00 p.m. via ZOOM

I. **CALL TO ORDER:** Chair Al Clough called the meeting to order at 6:01 p.m.

II. **ROLL CALL:**

Members Present:

Dennis Bedford	Jerry Godkin	Chris Peloso
Al Clough	Jerry Kvasnikoff	Dan Spencer
Jodi Garza		

Staff/CBJ Present:

Patty Wahto, Airport Mgr.	Sherri Layne, CBJ Law
Scott Rinkenberger, Dep. Airport Mgr.	Christopher Storz, CBJ Law
Phil Adams, Airport Superintendent	Mark Fuelle, CBJ Fire Dept.
Wade Bryson, CBJ Assembly Liaison	

III. **APPROVAL OF MINUTES:** *Jerry Godkin moved approval of the minutes from the December 9, 2021, meeting. The motion passed by unanimous consent.*

IV. **APPROVAL OF AGENDA:** *Dan Spencer moved approval of the agenda. The motion passed by unanimous consent.*

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

VI. **UNFINISHED BUSINESS:**

A. **Projects for CARES/CRRSSA/ARG Funding as of 1-3-22** (Attachment #1).
Airport Manager Patty Wahto noted that Attachment #1 was as of January 3, 2022, and then some items were added on January 6, 2022, per the Finance Committee meeting. Ms. Wahto asked Ms. Garza to speak to this item. Finance Committee Chair Jodi Garza said the Committee met last week with a lot of tenant participation. The project list was discussed and additional projects were added. Staff will go through the list of projects and create a schedule for those including the different grants, funding and when those grant funds are going to expire. What is important about these funds is they need to be expended by the date, not obligated. This will be brought back to the Board once it is finalized by the Finance Committee.

Ms. Wahto said the Finance Committee has a dual purpose: go over the special funding with these grants and put something forward to the Board for discussions. The other part that is needed is the operational budget. There will be separate meetings soon for the biennial budget for 2023/2024. No operational items were covered at this meeting. The Committee had one recommendation: to carry forward the tenant relief program similar to what was done in 2021/2022 for approximately \$1.15M and carry that over to FY 2023

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at this time. The motion is needed for the CARES Act and for the operational budget. *Dan Spencer moved, Jerry Godkin seconded, to 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. The motion passed by unanimous consent.*

VII. NEW BUSINESS:

A. **Airport Manager's Report:**

1. Airport Fund Balance (AFB) and Capital Revolving Account Balance (Attachment #2). There have been no changes to this since November 2021.

2. CARES/CRRSAA/ARG Fund Balance. This table is being carried forward and updated for the Board. This will be a little more complex as staff moves into what uses each grant and how each use is applied for each type of grant. This will become its own attachment. The table has been updated to reflect the forklift vehicle from the December meeting, and three areas have been added that do not have amounts in them at this time. One is Tenant Relief, projected FY23 Operational Expenses, and the Parking Lot Construction. She also included the dates the grants sunset. Within the total in the table, the *\$98,347 is dedicated for concession rent relief per the grant and the FAA. Separately, the additional ARG concession grant was received on January 3 in the amount of \$393,387. It will be tracked separately as it is for concessionaire rent relief.

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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	

Ms. Garza asked about the Concessionaire Grant and how it will be used. Ms. Wahto said staff is working with the concessionaires for both of the grants. This is an application process. It takes pro rata shares based on the large concessions and small concessions, which the smaller concessions actually get a larger chunk knowing that every dollar means more to them than maybe a rental car company. It is formula driven. This is similar to the rent relief being given to tenants, they have to make sure that any type of rent relief does not cross over to other types of grants that they may receive.

3. Bipartisan Infrastructure Bill (BIL) Grant \$3.465M for FY22. This grant has been allotted for JNU. Projects will need to be put forward to say how it will be spent similar to what is done with other Airport Improvement Program (AIP) grants. The difference is this will be received for five years, which will equate to almost \$17M of additional entitlement money. This can be rolled over and can be done as one large project or several projects, but staff should let them know fairly soon. The difference is the CARES/CRRSAA funds should be spent on items that are not Federal Aviation Administration (FAA) eligible. This BIL grant will get some of those projects that are on the Airport's Capital Improvement Projects list with the FAA moving forward. Some have been out there for a long time and they are trying to get them to move forward and this is a good way to do it. The FAA is still working out the specifics.

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Chair Clough thanked staff for keeping track of all of these grants. It appears from the information put out, staff will update the CARES Act spreadsheet to reflect the various time lines, which he thought was important for staff to have. As Dennis Bedford and others have pointed out, there are a lot of things on there that may or may not be items that the Board wants to move forward on. Knowing the deadlines will be crucial to making decisions on that.

Ms. Wahto said the BIL funds have to be treated like AIP/PFC (Passenger Facility Charge) type of funding, which will have strings attached and local match. The FAA is fine tuning the language. Line items are being added into the Capital Improvement Projects that we want to move up or is necessary and bring before the Finance Committee. Assembly Liaison Wade Bryson asked if this federal money will require some type of design or can the Airport provide a wish list and hope it is the right price. Ms. Wahto said it will be handled like any other grant. It can be a design grant, which the FAA pays for. It can be a design/construct project. Design can be done one year and then construction a year or two later. The beauty of it is to make sure it is on the capital list that is forwarded onto the FAA. The environmental has to be done, but since the environmental impact study has been done on the majority of the airport, it is pretty straightforward provided it fits within the rules of the environmental. Regarding the paving of the parking lots, it is already previously disturbed land. A lot of the environmental is done. Then staff needs to make sure that the narrative project and its eligibility falls within the criteria of the FAA's Advisory Circulars. There is a basis of what will be done with the funds. Staff will wait to see if any of their catch phrases are outside of the typical AIP or PFC grants.

4. Air North Looking to Resume Service to Juneau. Air North is proposing to resume service between Juneau and Whitehorse three days a week beginning in June. They are working with Alaska Seaplanes to do some of their ground handling and counter work. Staff hopes to see them in February when they bring a team down to go through everything, see the new terminal, and meet with everyone (Alaska Seaplanes, Airport staff, TSA, Customs) to make sure everything is set up. They are planning to bring in the ATR 42 aircraft. The Airport is glad to have them coming back in.

5. State of Alaska's COVID-19 Airport Testing Program Scheduled to Sunset January 31, 2022. The testing program at airports will end at the end of January. Capstone Clinic is currently providing this service to the State under contract. The testing will cease, but they will continue to give vaccines at the airport. Capstone Clinic has opened up a new private testing facility adjacent to the airport in the Airport Shopping Center next to AIH. This has nothing to do with the airport or the

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Department of Health & Social Services.

6. Airfield Update. Ms. Wahto reported that the Airfield has been busy keeping up with everything. Before the last snow storm, the Airport had just under 69” of snow. There was an additional 16-17”. There were only two instances that the runway was closed for poor braking. They were swept, deiced, retested and had good braking again in 45 minutes. This weekend and earlier this week when the City was dealing with a lot of ice, the crew was keeping up on that. The crew would run out and sand right before take-offs and landings.

Airfield has added three seasonal Operator positions. The Airport had four call-in positions that the Airport had trouble keeping filled, but those are now seasonal positions. Two positions have been filled and the third will be filled next year. It was great to have more staff on, particularly with the weather events.

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

- *Mask Mandate*. The mask mandate has been extended at airports and federal transportation facilities until March 18, 2022.
- *Oshkosh Plow Trucks*. The trucks have been staying in service. There were a couple of items but other than that they are working. Airport Superintendent Phil Adams said they are holding up very well and there had been one small hiccup. There was a heater issue with Unit #73, which has been repaired.

8. Airport Engineering Projects Report (Attachment #3): Ms. Wahto said the majority of Mike Greene’s work has been on the terminal. There are a lot of daily changes. There are still some barricades but there is now a clear shot to see through the new terminal section. Walls are up and painting is being done. The main entry is still closed down as they continue to tile and put the ceiling up in that area. They are waiting for the rail system and the safety pieces that go along the ramp side as you come up the escalator and stairwell. This area cannot open until the safety pieces are in place. As soon as the two-week notice is given that they are on the way, Otis and the State inspector will be notified for the final inspection and getting that opened up. Lighting is going up. The main access centerpiece light has been installed. There has been a total of 302 requests for information on the terminal and 152 responses for requests for proposals. There is a lot going on. She applauded Mr. Greene for keeping up with all of this.

The Terminal Fire Alarm Upgrade is being installed. It is moving along quickly as well.

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- VIII. **CORRESPONDENCE**: Chair Clough said a nice e-mail was received from Laurie Craig (Attachment #4) regarding snow removal on the Emergency Vehicle Access Road, which not only makes it suitable for emergency access, but also helps the public that uses that for recreation.
- IX. **COMMITTEE REPORTS**:
- A. **Finance Committee**: Report from the January 6, 2022, meeting on CARES/CRRSAA/ ARG grant use. This item was discussed above under Unfinished Business.
- B. **Operations Committee**: None.
- X. **ASSEMBLY LIAISON COMMENTS**: Assembly Liaison Wade Bryson reported that the City extended the current COVID mitigation strategy until April 30th. Another thing that the Assembly passed was the \$2M for the Civic Center. This absolutely will have an impact on air traffic. While the different groups are commenting on the center, he thought that the Airport might want to have a conversation of what impact an improved Capital Civic Center would actually have on the airport. The Assembly is touting this as an economic move for Juneau.
- XI. **PUBLIC PARTICIPATION ON NON-AGENDA ITEMS**: None.
- XII. **BOARD MEMBER COMMENTS**: Dan Spencer asked when the next Airport Board Finance Committee would be held as he will be traveling at the end of the month. Ms. Wahto said she would make sure it did not conflict with his travel schedule.
- XIII. **ANNOUNCEMENTS**: None.
- XIV. **TIME AND PLACE OF NEXT MEETING**: The next regular Airport Board meeting will be held on February 10, 2022, at 6:00 p.m. via ZOOM.
- XV. **EXECUTIVE SESSION**: None.
- XVI. **ADJOURN**: *Jerry Godkin moved to adjourn. The meeting adjourned by unanimous consent at 6:44 p.m.*