

AIRPORT BOARD

AGENDA

6:00 P.M., THURSDAY, JUNE 9, 2022

ALASKA ROOM and ZOOM:

<https://juneau.zoom.us/j/82856995400?pwd=YUNLd2p1OFI3TnY3NUpKa3BRQmFidz09>

or

Dial: 833-548-0276, Meeting ID: 828 5699 5400

**TO TESTIFY: CONTACT PAM CHAPIN, 586-0962
BY 3:00 P.M. ON JUNE 8, 2022**

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES: Regular Monthly Meeting of May 11, 2022

IV. APPROVAL OF AGENDA

V. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

VI. UNFINISHED BUSINESS

A. **Northwest Development Area (NWDA) Electrical Upgrade.** Staff has received a quote from Alaska Electric Light & Power (AEL&P) for the electrical upgrade to 3-phase power to the NWDA at a cost of \$224,011, with inflation, plus 15% contingency and 15% contract administration for a total of \$296,400. Project includes approximately 1,600' trenching for (4) 4"C. Intended use is 12.47KV 3-phase power, power spare, phone and TV. This will complete the tie between JB3-245 and JB3-408. One new road crossing with (4) 4"C to support the relocation of a 75KVA single phase transformer near the fueling station. This includes completing the service conductor relocation to hangars and Civil Air Patrol (CAP) using taxiway conduit crossings installed in previous phases. Second new road crossing to tie JB3-246 to the new 3-phase tie. This item was brought before the Airport Board Finance Committee with an IOU to provide the estimate to the Board for a decision to proceed. Funding for this project is provided by the CARES grant as outlined in the CARES project list summary.

Board Motion: *“Approve the electrical upgrades to the NWDA including 3-phase power at a cost not-to-exceed \$296,400, funding provided by the CARES grant.”*

B. **Electrical to Float Pond.** Another IOU from the Airport Board Finance Committee for project costs is the updated estimate for the electrical to the Float Pond. The Airport received an updated cost estimate / fee proposal from AEL&P to extend a new 15KV 3-phase electrical service to the west end of the float pond for \$137,577 in 2023 dollars. It must be noted that AEL&P continues to warn that their materials costs continue to be affected by COVID related availability, supply-chain issues and that actual costs may

differ. To address this, the Airport has estimated construction contingency cost and contract administration, bringing the anticipated total project cost to \$190,000 (rounded) as outlined in the CARES project list summary.

This work would provide power for the 36-inch valve actuator, lights and heat within the float pond valve vault, as well as run electrical service along the north side of the float pond road, allowing float pond tenants to tie into electrical at their own docks.

Board Motion: *“Approve the electrical installation to Float Pond west end and along north side of the float pond road (for tenant ability to tie-in), at a cost not-to-exceed \$190,000, funding provided by the CARES grant.”*

VII. NEW BUSINESS

A. Airport Manager’s Report:

1. Runway Visual Range (RVR) Replacement. The FAA is on schedule to finalize the replacement of the RVR equipment at JNU. Electrical work was completed last summer. The work and some periodic/brief outages will begin the first week of June, for approximately two weeks. Notice to Air Missions (NOTAMs) will be issued for the work, including any outages.
2. Deputy Airport Manager. Scott Rinkenberger will be retiring from JNU on June 17, 2022. He and his wife will be moving to Arizona. The Airport thanks Scott for his time and dedication at JNU and wish them the best in their new chapter. Phil Adams will be stepping into the Deputy Airport Manager position and the Airport is currently recruiting for the Airport Superintendent position.
3. Airport Triennial Wheels-rolling Emergency Exercise. The Airport will hold its live, wheels rolling drill on Saturday, July 23, 2022. The live drill is required every third year to be in compliance with the Airport’s Operating Certificate. Volunteers are welcome, please see: [Volunteers needed for airport full scale exercise – City and Borough of Juneau](#).
4. LAB Hangar. The Airport has sent over the Lease Action Request Form and requested a description of the potential buyer’s activity/use. This is needed prior to sending a draft lease to the proposed tenant. At this time, the Airport has still not received this information back from the potential buyer.
5. Block M Hangar Flooding/Topo Map. Staff has provided the notice to proceed for DOWL to perform the topo mapping around the Block M hangars. This was the first step the Board requested before other steps are considered. An update was emailed to the tenants in this area on June 2, 2022.
6. MEBA Union Negotiations are ongoing. This will be for a three-year contract – FY23-25.

7. Airport Board Seats. There are three members that are up for renewal: Jodi Garza, Jerry Godkin and Chris Peloso. Two have reapplied, with one new applicant. In addition, the City Clerk will be sending out notification to people who applied last year in case they are still interested.

8. Airport Fund Balance (AFB) and Capital Revolving Account Balance (CRAB) (Attachment #1). NO CHANGE. 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.

9. Budget Impacts. The Airport has briefed the Airport Board on changes to the FY23/24 budgets as they have been reported to staff, post-Board budget approval. This includes increases to insurance, year-end accounting changes; now the inclusion of the General Obligation (GO) Bond coverage (FY23/24), and as of May 2021, CBJ Finance Department has notified the Airport of a negative hit to the interest income for FY22. Instead of \$21,300 in interest income, it is (\$86,600), for a total impact of (\$107,900). Staff is still looking into this, but has included it on the update of the CARES Summary table. Additionally, union negotiations for FY23-25 are still ongoing. This could impact the personnel costs, as well as impact Juneau Police Department (JPD for Airport Security) and Capital City Fire/Rescue (CCFR) Airport Rescue/Fire Fighting (ARFF) costs.

10. CARES/CRRSAA Fund Balance and Project List. (Attachment #2) 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, updates to budget (insurance, interest income-see above), updates to previously approved project estimates, and GO Bond inclusion.

Attachment #2 shows the updated spreadsheet of the projects and expenses for the CARES Act funds. The list shows the projects and funding already in use, as well as projects for consideration. At this time, the Airport is looking at just under \$7M still available and looks to the Board for approval on additional projects, including the electrical installation/upgrades proposed under New Business, above. The spreadsheet provides further detail for the table (below).

CARES/CRRSAA/ARG Act Use		6/2/2022
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 + \$42,885 desgn EE 123k	
(156,200)	SREB Circulation Pump Upgrade *May 22 bids	
(175,000)	Sand/Chem bldg Back-up Boiler system	
(50,000)	Forklift vehicle	
22,283,764	Balance	
	<i>Proposed Use</i>	
(98,347)	Required Concession Relief (not for other use)	
(1,200,000)	FY22 Tenant Rent Relief (est)	
(2,192,800)	FY22 Operational Expenses (est) + 107.9K int hit	
(1,200,000)	FY23 Tenant Rent Relief (est)	
(1,572,100)	FY23 Operational Expenses (est)	
(1,421,500)	FY24 Operational Expenses (est)	
(1,282,000)	*April 2022 Board Project Approvals*	
(660,300)	FY23 Airport GO Bond debt service	
(657,000)	FY24 Airport GO Bond debt service	
(5,000,000)	Parking Lot Construction -TBD -Est (in design)	
6,999,717	Proposed/estimated balance FY22 end	
	Proposed Electrical upgrades to NWDA (296,400) and Electrical to Float Pond (190,000)	

11. 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:

- **UPDATE** - *Title 49 (Jordan Creek) Variance Request*. Title 49 Variance and Permit Applications, along with supporting documentation, were submitted to CBJ Community Development Department (CDD) on March 15, 2022. CDD reviewed the two requests and determined that the request for tree/shrub removal inside the Airport perimeter was already part of an original variance. The Airport has completed the cutting/removal of the trees, and adjusted the berm for easier maintenance. CDD has scheduled the second variance request for outside the fence along Jordan Creek (requesting limbing and vegetation removal along Jordan Creek on Airport property) to the **Planning Commission**. That meeting is set for **July 12, 2022**. The variance request highlights safety, security and law enforcement. While the request for a waiver does not fit current guidelines for a waiver, the Airport is welcome to continue and plead their case to the Planning Commission in-person.

- **UPDATE** – *Runway 26 Medium Intensity Approach Lighting System with Runway Alignment Indicator Lights (MALSR)* approach lighting. Staff has been working with our DC Lobbyist and Congressional Delegation to introduce congressional language into the FY23 FAA Reauthorization Bill which would allow the transfer, ownership and maintenance to the FAA once completed. Senator Sullivan has sent this proposed language in on our behalf (and any other airport that would benefit from this). It would add MALSR equipment to the list of allowable lighting equipment, and allow the transfer of this to the FAA. The Airport has programmed in Airport Improvement Program (AIP) funding for this system completion pending final Senate discussion. As of May 13, 2022, the sample amendment language was submitted for timely filing of amendments. The Airport will wait to see if this will need further vetting, justification (and pleading) with the senate to approve the language.

- **UPDATE** – *Alaska Department of Natural Resources (DNR) Land Conveyance/Easement*. During the Airport Runway Safety Area (RSA) Project, the ends of the runway shifted and required additional land (safety area) at each end of the runway. Additionally, the installation of the Runway 8/26 approach lighting (MALSF (Medium Intensity Approach Light Systems with Sequenced Flashing Lights)/MALS (Medium Approach Light System)) requires easement into State wetlands. Two tracts of land at each end are still in the process of finalizing survey work and conveyance to the Airport. Staff is working on this with DNR to close out this portion of the project. Staff confirmed with DOWL surveyors that there was no change in the original survey documents and that no deviation between proposed work (in permit) and as-built exists. Therefore, the Airport moved into the conveyance process, which is currently in its final DNR review. Airport staff and DNR expect that the final review and recording will occur later this month. A third tract of land (west end) that is currently used for FAA approach lighting is easement only. The cost (mitigation ratio) is cost prohibitive at this time. Paralleling this work, the Airport is looking at acquiring accretion rights in the wetlands for future rebound land.

- **UPDATE** - *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. Those tenants/users that have not filed for NOI or No Exposure are in violation. 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. ***The annual Airport SWPPP Best Practices meeting was held on May 18, 2022, with little tenant/user attendance.***

- **UPDATE** - *Spill Prevention and Control Countermeasure (SPCC) Plan*. The Airport reviewed the draft SPCC plan comments on April 28 and should have the final draft in hand for review by the end of June. This is an ADEC requirement.
- **REMINDER** - *Mask Mandate at Airports*. The federal mask mandate requiring everyone to wear masks on airplanes, at airports, as well as on other forms of public transportation was removed by a Federal judge. The Federal government has filed an appeal, but until such time, **the mask mandate ended April 18, 2022, but is still highly recommended by the CDC.**
- **UPDATE** - *COVID-19 Vaccines at Airports*. Capstone Clinic will continue to administer vaccines at the airport through **June 15, 2022 (LAST DAY)**.
- **NO CHANGE** - *COVID*: The most recent information may be found on the **CBJ website**: <https://juneau.org/covid-19> for local updates.
- **NO CHANGE** –*PFAS Testing and Monitoring*. Cox Environmental Services has completed a draft report for 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 draft work is under review with ADEC and Cox Environmental at this time. A round of groundwater monitoring is planned and proposed additional delineation of soil and groundwater dependent on the ANG findings for spring/summer 2022. More sampling is anticipated this month. See above Manager’s Report for PFAS Insurance Claim money.
- **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** – *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** – *Juneau Douglas North Crossing Project – PEL Study*. Alaska Department of Transportation (ADOT) has started the North Crossing project, for a second crossing over the channel between Juneau and Douglas. The Airport has been asked to participate in the Technical Advisory Committee meeting due to protecting aircraft approach corridors coming down the channel. The first meeting was held April 25, with more meetings including public outreach meetings for this project. Please visit the ADOT website for the project www.idnorthcrossing.com or make comment to the project email JDNorthCrossing@dowl.com.
- **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** – *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, PFC (PFC9) collections may be abbreviated with less match required. Staff is monitoring 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 to start PFC10 application process.

- **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** – *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. At this time, staff is collecting current basic system, and needs. 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.

12. Airport Project Managers Reports (Attachment #3 and #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., July 14, 2022, Alaska Room and ZOOM

XV. EXECUTIVE SESSION

XVI. ADJOURN