



AIRPORT BOARD AGENDA

January 09, 2025 at 6:00 PM

Airport Alaska Room/Zoom

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

or Dial: 1-833-548-0276 Meeting ID: 828 5699 5400 Passcode: 697369

TO TESTIFY BY ZOOM: CONTACT PAM CHAPIN, 907-586-0962

BY 3:00 PM ON JANUARY 8, 2025

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF MINUTES

1. **Airport Board Minutes December 12, 2024**

D. APPROVAL OF AGENDA

E. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

F. UNFINISHED BUSINESS

2. **Aviation Worker Screening (AWS) Litigation Costs.** AWS attorney, Anderson-Kreiger, has been paid for litigation to-date. There is a small amount remaining on the purchase order (\$1106). Emails with the attorney state that they expect to have an opinion from the D.C. Circuit sometime in early 2025. Unless the airports or TSA seek reconsideration, the opinion may conclude the matter. The attorney suggests reserving an additional \$5K for 2025 to be safe. They would revisit the budget if one of the parties seeks some form of review.

Board: Discuss an additional \$5K in AWS litigation funds.

3. **Airport-Coastal/Loken Contaminated Site Report (Attachment #1, and website link).** Cox Environmental was hired by both CBJ Airport and Coastal Helicopters to perform additional well drilling/testing and submit a "Site Characterization Report" (link: <https://juneau.org/wp-content/uploads/2025/01/ADEC-Site-Characterization-Report-12-09-24-FINAL-Report-Only.pdf> report only; no photos) for the contaminated site that borders Coastal Helicopters (formerly Loken/Channel Flying). This stems from contaminated soil found in 2014-15. The attached letter approves the Report filed jointly to Alaska Department of Environment Conservation (ADEC). ADEC has determined that additional perimeter wells need to be drilled and sampled to determine the extent of contaminated ground water, as well as additional site work plan submitted to ADEC. The cost for this work is quoted at \$43,338 for Cox Environmental (Airport share). The temporary funding source would be Airport Fund Balance, while Risk Management submits the insurance claim.

Board Motion: "Approve the appropriation of \$43,338 for Cox Environmental for an updated site work plan and additional drilling/testing groundwater wells, as required by the Alaska Department of Environmental Conservation, for the contaminated site abutting Airport-Coastal/Loken property; up-front funding provided by Airport Fund Balance and repaid through an insurance claim through CBJ Risk Management."

G. NEW BUSINESS

4. **Staffing Changes.** At the December 13, 2024, Airport Board Committee of the Whole (COW) meeting, the committee reviewed the current staffing positions. Staff is reorganizing some of the staffing positions and adding one.

Terminal Building Maintenance Tech I was vacated by an employee who was promoted to another vacant position. The need is in custodial now. By deleting the Maintenance Tech I position (Range 10) and filling an extra custodial position (Range 8), there will be a savings in the pay differential of approximately \$8,000/annually. This is an administrative change that does not require Board approval or additional spending authority.

With the recent vacancy of the Deputy Airport Manager, staff looked at the needs of the Airport and to reallocate staffing. Rather than filling the Deputy position, duties could be covered with an Airport Security Manager and filling a current full-time (vacant) Architect/Engineering Assistant/Flex position.

Airport Security Manager. At the November Board meeting, the Board was briefed on a need for a Security Manager. The Board motioned to approve the position; however, staff did not have the costs and position description detailed. Based on the vacancy of the Deputy position, no additional spending authority is requested at this time; it is only a reorganization of staffing. This is an administrative change that does not require Board approval or additional spending authority.

Heavy Equipment Mechanic II. The COW approved the justification for the Heavy Equipment Mechanic II, based on immediate need. The Airport has 40 pieces of technical heavy equipment to maintain and 20 attachments; preventative maintenance is not done routinely. Most time is spent on repairs and getting equipment back on-line. Another full-time mechanic to assist with preventative maintenance and lubing would help keep equipment running and within manufacturer operating requirements. This position would need to be funded through the Airfield cost center rates/fees.

Board Motion: *"Approve the addition of a Heavy Equipment Mechanic II position."*

5. **Airport Manager Recruitment Update**
6. **Airport Manager's Report**
7. **Airport Project Report - Mike Greene**
8. **Airport Project Report - Ke Mell**

H. CORRESPONDENCE

9. **Tereza Simonyan Email regarding Flying Squirrel (Attachment #3)**

I. COMMITTEE REPORTS

10. Finance Committee
11. Operations Committee

J. ASSEMBLY LIAISON**K. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS****L. BOARD MEMBER COMMENTS****M. ANNOUNCEMENTS****N. NEXT MEETING DATE**

Airport Board Finance Committee Meeting on January 21, 2025 at 9:00 a.m. in the Alaska Room/Zoom

Airport Board Meeting on February 13, 2025 at 6:00 p.m. in the Alaska Room/Zoom

O. EXECUTIVE SESSION

P. ADJOURNMENT

ADA accommodations available upon request: Please contact the Clerk's office 36 hours prior to any meeting so arrangements can be made for closed captioning or sign language interpreter services depending on the meeting format. The Clerk's office telephone number is 586-5278, TDD 586-5351, e-mail: city.clerk@juneau.gov.