



# AIRPORT BOARD AGENDA

December 12, 2024 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: CONTACT PAM CHAPIN, 907-586-0962**

**BY 3:00 PM ON DECEMBER 11, 2024**

**A. CALL TO ORDER**

**B. ROLL CALL**

**C. APPROVAL OF MINUTES**

1. **Airport Board Minutes for November 14, 2024**

**D. APPROVAL OF AGENDA**

**E. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS**

**F. AIRPORT BOARD OFFICERS DISCUSSION**

**G. UNFINISHED BUSINESS**

2. **Alaska Seaplanes – Flying Squirrel Concession – Federal Aviation Administration (FAA) Compliance Office Determination Letter (Attachment #1).** The FAA has issued a letter of Non-Objection for a portion of non-aeronautical use of Alaska Seaplanes/Kalinin Facilities, provided several conditions are met including updating the Airport Layout Plan (ALP) and Exhibit A for mixed-use facility on that tract of land (within 90 days); updating the lease to allow for the non-aeronautical use; charge the concessionaire fees/rates for that space no less than fair market value (retroactively); and submit plan/report airport concession disadvantaged business enterprise (ACDBE) revenues in accordance with the Juneau Airport ACDBE program. An ALP and Exhibit A update, outside of a project update, requires hiring a consultant for this process. The costs for this process will need to be paid/passed on to the tenant (or concessionaire) since it is specific to the change in land use for this parcel and concession activity.
3. **Departure Lounge - Americans with Disabilities Act (ADA) Elevator Project:** Staff is developing a scope for City & Borough of Juneau (CBJ) Contracts to put out a Request for Proposals (RFP) for an architect to conceptually identify possible locations and associated costs for an elevator. Staff estimate that concept design will be less than \$50K. Total design and construction costs will depend on the concept selected, but total cost of the design and installation of an elevator is budgeted at \$2.5M. An elevator serving the Departure Lounge to the 121 Air Carrier apron would facilitate ground boarding for passengers who cannot navigate stairs to board at Gate 6 or at other gates when ground boarding is necessary during maintenance, repairs or out-of-service passenger boarding bridges. The elevator would require a SIDA badge for access and operation. FAA has reviewed the concept and stated that the project would be eligible for Federal funding. The \$50K would be seed money to begin the planning process and get in the queue for an FFY26 project. Staff proposes temporary use of Airport Revolving Account until a grant is received.

*BOARD MOTION: "Approve the appropriation of Airport Revolving Account funds not-to-exceed \$50,000 for an architect to conceptually identify possible locations and associated costs for a Departure Lounge Americans with Disability Act elevator, to be reimbursed with future FAA grant funding."*

**H. NEW BUSINESS**

4. **JNU Airport Disadvantage Business Enterprise (DBE) Policy (see link for draft document <https://juneau.org/wp-content/uploads/2024/11/JNU-DBE-Program-DRAFT.pdf>):** 49 CFR Part 26 in coordination with FAA Grant Assurances requires that JNU Airport must develop a DBE plan, set goals and report DBE participation for all projects receiving federal funding. As a part of the plan, a Policy Statement regarding DBE must be disseminated to the Airport Board and published online. With the update of JNU's DBE Plan in October 2024, submitted via above link, the Policy Statement (page 4), is referenced for the Airport Board's knowledge. *No further action is required as this notification becomes part of the record.*
5. **JNU Airport Concession Disadvantage Business Enterprise (ACDBE) Policy (see link for draft document <https://juneau.org/wp-content/uploads/2024/12/ACDBE-Plan-2024-R2.pdf>):** 49 CFR Part 23 in coordination with FAA Grant Assurances requires that JNU Airport must develop an ACDBE plan, set goals and report ACDBE participation for all airport concessions. As a part of the plan, a Policy Statement regarding ACDBE must be disseminated to the Airport Board and published online. With the update of JNU's ACDBE Plan in December 2024, submitted via above link, the Policy Statement (page 4), is referenced for the Airport Board's knowledge. No further action is required as this notification becomes part of the record.
6. **Outgoing Bag Belt Motor and Variable Frequency Drive (VFD) Replacement for T1-04 and T1-17 Conveyors.** The outgoing bag belt was recently replaced using CARES funding for significant sections of the conveyor system. Two conveyors' sections ('T1-04' and 'T1-17') had belt and table (chassis) sections replaced, but the motors and VFD were deleted from the project. Work to replace these motors and VFDs was not done as it was believed they had been replaced recently; they were only rebuilt components and are over 20 years old. They are now in need of replacement. The Airport received a quote from Robson, the same vendor that replaced the outgoing bag belt. The quote for T1-04 and T1-17 motors and VFD is estimated at \$30K (shipping was estimated). The Airport needs to match the conveyor system and is a "No Substitution" in vendor and components (proprietary components). The funding would be provided by the Airport Fund Balance.

Board Motion: *"Approve the replacement of the T1-04 and T1-17 outgoing bag belt motors and variable frequency drives at a cost not-to-exceed \$30,000; funding provided by the Airport Fund Balance."*

7. **Software System for Mandated Safety Management System (SMS).** In 2023, the FAA issued a final rule to mandate the implementation of an SMS to certain categories of airports to improve aviation safety. JNU has a deadline to implement the full program by end of December 2025, and various portions of the SMS phased in before then. A public-facing Hazard Reporting System is one of the components that must be fully implemented long before the December 2025 deadline. The SMS implementation plan calls for the software plan by January 2025 and be implemented/fine-tuned by April 2025 (this fiscal year), prior to public deployment. JNU staff have met with several vendors that provide this software and support to similarly sized airports across the nation facing this same mandate in a subscription format, with first-year setup costs of approximately \$23K and thereafter \$11K annually (subscription renewal/licensing). While the annual subscription will be accounted for with the budget process, the first year, initial set-up will need to be purchased now to meet compliance. Staff requests the Board approve the additional operational spending authority of \$23,000 for FY25, funding from the Airport Fund Balance, as needed.

Board Motion: *"Approve the addition of \$23,000 of operational spending authority for a Safety Management System public-facing Hazard Reporting Software System to meet FAA mandate; funding through the Airport's Fund Balance."*

8. **Airport Manager's Report**

- 9. **Airport Project Report - Ke Mell**
- 10. **Airport Project Report - Mike Greene**

**I. CORRESPONDENCE**

- 11. **Kathleen Porterfield Email re: Parking (Attachment #3)**

**J. COMMITTEE REPORTS**

- 12. **Finance Committee**
- 13. **Operations Committee**
- 14. **Committee of the Whole:** Airport Staffing and Planning, December 13, 2024, at 9:00 a.m. in the Alaska Room/Zoom

**K. ASSEMBLY LIAISON**

**L. BOARD MEMBER COMMENTS**

**M. ANNOUNCEMENTS**

**N. NEXT MEETING DATE:**

Committee of the Whole, December 13, 2024, 9:00 a.m., Alaska Room/Zoom

Regular Board Meeting, January 9, 2025, 6:00 p.m., 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](mailto:city.clerk@juneau.gov).