



AIRPORT BOARD AGENDA

October 10, 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 OCTOBER 9, 2024

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF MINUTES

1. **Airport Board Minutes for September 12, 2024**

D. APPROVAL OF AGENDA

E. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

F. AIRPORT BOARD OFFICER DISCUSSION

G. UNFINISHED BUSINESS

2. **Airport Board Bylaws (Attachment #1):** At the September Airport Board meeting, City & Borough of Juneau (CBJ) City Clerk Beth McEwen provided testimony and submitted comments on the Airport Board's draft Bylaws. She stated that the City is looking to standardize many of the Board bylaws, but this will take some time. Clerk McEwen's comments and draft are attached for review. These comments were in response to the Board draft Bylaws that had not been publicly adopted. Once the Board approves, the Assembly will adopt them by resolution. The Bylaws are a fluid document which should be reviewed annually, if possible.

Board Action: Review, discuss and accept the suggested changes to the Airport Bylaws draft as shown in Attachment #1.

3. **Taxi/Ground Transportation Additional Shelter:** Staff has been working on additional covered waiting areas near the taxi staging. The current bus canopy (124 sq. ft.) only allows for 3-4 passengers with bags; not nearly sufficient for the numbers of passengers that wait in that area. Staff brought this up to the Board at a few Board meetings (through Project Manager Report – Ke Mell) to discuss viable options and costs. Below is a summary and associated cost estimates for the options. Similar to what the Airport did with first bus shelter, a 'surcharge' fee could be added on to the taxis and shuttle permit fees to recoup the costs over time.

The two options staff considers viable are:

1) Construct a canopy similar to the one at the bus stop, but approximately 10' high rather than 14' high. This would sit in the planting beds so as not to tear up the heated sidewalk. A very rough estimate would be \$500/sq.ft. The existing canopy is 1,972 sq.ft. This estimate is inflated from the 2009 cost by means of the Consumer Price Index; a better estimate would depend on the size and design of the canopy. If half of the existing canopy (1,000 sq. ft.), the rough estimate would be \$500,000; or

2) Purchase one or more shelters similar to the existing smaller bus shelter and install them north and east of the heated sidewalk, so as not to tear it up. In 2021, Capital Transit purchased eleven shelters at a cost of approximately \$360/sq.ft., excluding installation. The Airport would look at larger shelters (136

sq. ft.) at a budget of \$80K each (including shelter, shipping, installation and administrative costs). However, at the north end of the heated sidewalk, where the sidewalk is significantly narrower, a shelter of adequate size would require removal of a couple of jersey barriers and recessing the shelter into the grassy planting bed bordering Shell Simmons. The required site work is estimated at \$100K (in addition to the \$80K budget for the shelter itself), yielding a total cost of \$180K for the north shelter. The existing shelter is in fair condition but may also need replacing. Total for this project would be \$260-\$340K depending on two or three shelters. It is also possible to phase this in, one shelter at a time.

Staff recommends Option 2 - bus shelters for a couple of reasons. Option 1 - 10' canopy is a design/bid/build construction project; while Option 2 is cheaper, less disruptive, and we can buy more than one at different times as budget allows and need requires. Additionally, Option 1's useful life would be 40 years or more, while Option 2's useful life would be 20-years. The twenty-year life span of the less expensive bus shelters would parallel a parking garage project; the Airport would not need the canopy/shelters to last 40 years.

Board Action: *Staff requests that the Board provide direction as to the preferred option and desired size of canopy/shelter to pursue, if any, at this time.*

H. NEW BUSINESS

4. **Airport Manager's Report**
5. **Airport Projects Report - Mike Greene**
6. **Airport Projects Report - Ke Mell**

I. CORRESPONDENCE

J. COMMITTEE REPORTS

7. **Finance Committee:** October 22, 2024, 10:00 a.m., Airport Manager's Conference Room
8. **Operations Committee**
9. **Committee of the Whole:** Airport Staffing and Planning - TBD

K. ASSEMBLY LIAISON

L. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

M. BOARD MEMBER COMMENTS

N. ANNOUNCEMENTS

O. NEXT MEETING DATE: November 14, 2024

P. EXECUTIVE SESSION

Q. 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.