



AIRPORT BOARD AGENDA

June 13, 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 JUNE 12, 2024

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF MINUTES

1. May 9, 2024, Minutes

D. APPROVAL OF AGENDA

E. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

F. UNFINISHED BUSINESS

2. Float Pond Access Road.

- a. **Grant Amendment.** Float Pond Access Road Federal Aviation Administration (FAA) Grant (Airport Improvement Project (AIP) 93) requires appropriation of a federal grant amendment in the amount of \$36,712.44 for additional, eligible work during construction on the Float Pond Access Road Project. Local match was previously appropriated for this project.

Board Motion: *"Approve FAA grant amendment in the amount of \$36,712.44 for Float Pond Access Road Project (AIP 93) and forward on to the Assembly for final appropriation."*

- b. **Transfers of Airport Capital Revolving Match Funds.** The Airport Float Pond Access Road Project originally transferred \$148,000 of Airport Capital Revolving funds to cover a portion of the project match for the Float Pond Access Road Project until Passenger Facility Charges (PFC) and other local funding were appropriated. \$123,000 can be transferred back to the Airport Capital Revolving account, and the remaining \$25,000 can be transferred as match for the Runway Safety Area (RSA) Shoulder Grading Design Project. The PFC funding match for this project will be addressed at a later date to replace the use of temporary sales tax funding once the PFC is amended and approved by the FAA.

Board Motion: *"Approve the transfer of \$123,000 from the Float Pond Access Road Project back to the Airport Capital Revolving account and transfer \$25,000 from the Float Pond Access Road Project to the Runway Safety Area (RSA) Shoulder Grading Design Project."*

- c. **Transfers of Airport Fund Balance Funds for AIP-Ineligible Costs of the Float Pond Access Road Project.** The Airport Float Pond Access Road Project had \$59,761.34 in AIP-ineligible change orders in the project that can be reimbursed through Airport Fund Balance; from drawdown of FY24 CARES funding (see Gate K Culvert Project below). The ineligible costs consisted of gangway modifications, paved road crossings and additional rock embankment, etc.

Board Motion: *"Approve the transfer of \$59,761.34 from the Gate K Culvert Project-Airport Fund Balance to the Float Pond Access Road Project."*

- d. **Transfer of Sales Tax Match Funds from the Float Pond Access Road Project.** The Airport Float Pond Access Road Project appropriated \$251,000 in local sales tax for a portion of the local project match funds required. There is \$40,564.80 of sales tax that will not be needed for this project that can be transferred to the Airport Rescue/Fire Fighting (ARFF) Truck Acquisition Project for a portion of the local match.

Board Motion: *“Approve the transfer of \$40,564.80 of sales tax from the Float Pond Access Road Project to the ARFF Truck Acquisition Project.”*

3. **Snow Removal Equipment Building (SREB) Project Local Match Passenger Facility Charge (PFC)**

Appropriation. The SREB Project appropriated \$72,750 in PFCs as a portion of local match funds. An additional \$170,660.41 of PFCs needs to be appropriated to this project; Airport had to wait until the remaining PFCs were collected for this project.

Board Motion: *“Approve the appropriation of \$170,660.41 of PFCs to the Snow Removal Equipment Building Project and forward to the Assembly for final appropriation.”*

4. **Taxiway Rehabilitation Local Match Transfers.**

- a. **Transfer of Sales Tax Match Funds for the Taxiway Rehabilitation Project.** The Taxiway Rehabilitation Project appropriated \$67,192.22 in local sales tax as partial project match. There is \$24,962.99 of sales tax that will not be needed for this project that can be transferred to the ARFF Truck Acquisition Project for local match.

Board Motion: *“Approve the transfer of \$24,962.99 of sales tax from the Taxiway Rehabilitation Project to the ARFF Truck Acquisition Project.”*

- b. **Transfers of Airport Fund Balance Funds for AIP-Ineligible Costs for the Taxiway Rehabilitation Project (Aerial Map Photography).** The Taxiway Rehabilitation Project had \$41,493.28 in AIP-ineligible change orders that can be reimbursed through Airport Fund Balance; from drawdown of FY24 CARES funding (see Gate K Culvert Project below). This consisted of the aerial mapping that was deemed AIP-ineligible.

Board Motion: *“Approve the transfer of \$41,493.28 from the Gate K Culvert Project-Airport Fund Balance to the Taxiway Rehabilitation Project.”*

- 5. **Ramp Improvement and Remain Overnight (RON) Project.** The Board/Assembly previously approved/appropriated \$312,500 of CARES grant funding as partial match for the Ramp Improvement and RON Project. However, the mechanism for drawing down this funding was through the Airport operating fund. According to the City & Borough of Juneau (CBJ) Finance Department there are three steps required to capture the CARES funding match required for this project. 1) Finance will do a line item to transfer out the \$312,500 CARES grant funds from this project (this is a housekeeping item that is done within Finance and no Board/Assembly action is required). 2) Appropriate a portion of the required match of \$222,065.75 of Airport Fund Balance to the Ramp Project. 3) Transfer \$90,434.25 from the Airport Fund Balance (see Gate K Culvert Project below) into the Ramp Improvement Project to meet the ‘CARES’ portion of the match requirement of \$312,500.

Board Motion: *“Approve the appropriation of \$222,065.75 of Airport Fund Balance to the Ramp Improvement and RON Project and forward to the Assembly for final appropriation.”*

Board Motion: *“Approve the transfer of \$90,434.25 from the Gate K Culvert Project-Airport Fund Balance to the Ramp Improvement and RON Project.”*

- 6. **Bag Belt Replacement.** The Airport received a CARES project grant for the Bag Belt Replacement Project. The project grant was reduced by staff for the staff time on the project so that it could be captured through the regular CARES funding paying for Airport Operations budget, otherwise, a portion of this would have been project- ineligible. This simply transfers and applies Airport Fund Balance into the

project to cover these costs. A transfer of \$42,943.39 of Airport Fund Balance to the Bag Belt Replacement Project is needed from drawdown of FY24 CARES funding (see Gate K Culvert Project below).

Board Motion: *“Approve the transfer of \$42,943.39 from the Gate K Culvert Project-Airport Fund Balance to the Bag Belt Replacement Project.”*

7. **Parking Lots Rehabilitation.** The Airport received a CARES Project grant for the Parking Lots Rehabilitation Project. The grant was reduced by staff for the staff time and other ineligible expenses (fencing, concrete work and additional work in the rental car lot) on the project so that it could be captured through the regular CARES funding paying for Airport Operations budget. This simply transfers and applies Airport Fund Balance into the Parking Lots Rehabilitation Project to cover these costs. A transfer of \$187,674.72 of Airport Fund Balance to the Parking Lots Rehabilitation Project is needed from drawdown of FY24 CARES funding (see Gate K Culvert Project below).

Board Motion: *“Approve the transfer of \$187,674.72 from the Gate K Culvert Project-Airport Fund Balance to the Parking Lots Rehabilitation Project.”*

8. **Airport Furniture Acquisition Project.** The FAA approved the use of CARES funding for the Airport Furniture Acquisition Project through the Airport Operations budget. The Board approved, and the Assembly appropriated, up to \$450,000 for this project. The Airport Furniture Acquisition was reduced for staff time and is now required to be captured in the project. This simply transfers and applies \$1,153.66 of Airport Fund Balance into the Airport Furniture Acquisition Project to cover these costs. A transfer of \$1,153.66 of Airport Fund Balance to the Airport Furniture Acquisition is needed from drawdown of FY24 CARES funding (see Gate K Culvert Project below).

Board Motion: *“Approve the transfer of \$1,153.66 from the Gate K Culvert Project-Airport Fund Balance to the Airport Furniture Acquisition Project.”*

9. **Gate K Culvert Project.** The Airport approved and the Assembly appropriated \$600,000 of Airport Fund Balance (through CARES Funding) for the anticipated PFAS and related Alaska Department of Environmental Conservation requirements during the Gate K Culvert Project. The Gate K Culvert Project only used \$176,539.36 for this purpose, with a remaining balance of \$423,460.64, that can be transferred out to other projects as detailed in the project motions above. *No further motion is required for this project.*
10. **Airport Master Plan Update.** The Airport Master Plan Update is a new project that requires start-up funding that will translate into match funds for an anticipated FAA grant. This would appropriate \$34,367 in Sales Tax for local match funds.

Board Motion: *“Approve the appropriation of \$34,367 in Sales Tax funds for Airport Master Plan Update local match.”*

G. NEW BUSINESS

11. **Airport Board Bylaws (Attachment #1).** The Airport Bylaws have not been updated since May 2017. Several changes are needed to reflect current practice (day/time of Board meetings, how they are held, and other minor changes). The attached draft shows suggested changes that need to be made. The Law Department has done a review. The draft is before the Board for introduction. This will come before the Board in July for discussion and approval. Upon Board approval, the Bylaws will be forwarded to the Assembly for adoption.
12. **Airport Manager's Report**
13. **Airport Projects Report - Ke Mell**
14. **Airport Projects Report - Mike Greene**

H. CORRESPONDENCE

I. COMMITTEE REPORTS

15. Finance Committee

16. Operations Committee

J. ASSEMBLY LIAISON

K. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

L. BOARD MEMBER COMMENTS

M. ANNOUNCEMENTS

N. NEXT MEETING DATE: July 11, 2024

O. EXECUTIVE SESSION: BOARD MOTION: *The Airport Board moves to go into executive session to discuss a subject that may tend to prejudice the reputation and character of the Airport Manager, provided the Airport Manager may request a public discussion.*

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.