AIRPORT BOARD AGENDA

November 14, 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 NOVEMBER 13, 2024

A. **CALL TO ORDER**

B. **ROLL CALL**

C. **APPROVAL OF MINUTES**

   1. **October 10, 2024**

D. **APPROVAL OF AGENDA**

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

F. **AIRPORT BOARD MEMBERS/OFFICERS**

G. **UNFINISHED BUSINESS**

   2. **Airport Security Requirements and Additional Staffing:** As briefed at previous Airport Board meetings, airport security requirements for aviation worker screening (AWS) has been mandated by the Transportation Security Administration (TSA). Administrative staff has been trying to fill the requirements, which takes away from their daily duties. Some of the requirements are after normal work hours including early mornings, evenings and weekends. U.S. Customs and Border Protection (USCBP) has helped fill those gaps, but they can only assist during certain hours in the winter months (thank you Customs!). Additionally, security responsibilities have increased at airports including badging/access control requirements which takes more time for each badging appointment. The Deputy Airport Manager oversees the security and regulatory which has become more time consuming (mandates, audits, regulatory changes), and takes away from the other duties such as budget and airport oversight. What used to be a 20% allocation of time, has become closer to 80% of time consumed by security. In addition to the staff to assist with AWS, automation of security systems and increased staffing are needed to keep up with the daily security responsibilities. Staff suggests a progressive plan to meet the security requirements and demand:

   a. Addition of two Part-Time Security Specialists to provide compliance with Airport Worker Screening (AWS) during non-business hours, weekends, and holidays. These specialists will also have other duties such as front curb patrol and general security visibility during non-business hours. After working with CBJ (City & Borough of Juneau) Human Resources for the positions needed, the cost of the specialists equates to $92,000/annually for both part-time positions. Since the requirement is directly related to aviation workers to the secured areas (larger air carrier operational areas), staff suggests the funding to be paid through increased passenger screening fees. This would increase those fees by .27 cents per passenger (based on forecast enplanements); from $2.69 to $2.96 per screened passenger (as it stands today if there were no increases to the budget). This increase would parallel the operations budget process and Airport Rates and Fees Regulation. During that process, the fees could increase further based on budgetary need, but this gives an estimate for the increase and a funding source for the additional positions.

b.   Acquire badging software to automate the badging process and increase efficiencies: This system was discussed with the Board a few years ago, but staff elected to wait on this concept. The company that was researched at the time has fine-tuned their software. The costs decreased from the original scope, and they now offer more security options with the package. Badging automation provides efficiencies with the badging process, as well as with some of the time-consuming regulatory requirements such as bi-annual badge audits. The Airport was given a cost estimate of $40,000 annually, by one company. Based on the current number of badges at JNU, time spent per badge, data processing, and badge auditing/reports, the company calculated an estimated 1216.4 hours saved per year. This is equivalent to $48,657 annually. An internal review of their calculations to task ratio proved to be an accurate accounting. Based on JNU's current number of badges, this equates to less than $2/badge increase to badging fees that is required to implement this system. Implementation of a new badging system can take 13-15 weeks and it should be set up before April, when badging numbers increase for the summer season.

The system would also prohibit a badge applicant from making an appointment until all paperwork is complete. Tests are completed on-line in different formats to deter cheating and are graded to ensure a passing score prior to making an appointment. Automation also reduces mistakes, and paperwork scanning and shredding hours are reduced. The system links up with our required Designated Aviation Channeler (DAC), to upload applicant data and continuously vets for security threat assessments.

c.   Hire an Airport Security Manager: This is the progressive step of the plan. The demands for airport security are ever increasing and taxing on airport staff. Hiring the part-time security specialists and automating the badging process are only initial steps. A dedicated airport security manager is needed. Security has become its own classification at other airports of similar size and those airports already have a security manager and/or they have increased staff to manage the demands for the increased security requirements. The pay grade of the new manager position will depend upon the responsibilities assigned and costs to the airport are estimated between $116,000 to $150,000 per year, with benefits. This step will be reassessed after hiring the security specialists and implementing the badging automation.

Staff requests the Board approve: a. Hiring two Part-time Security Specialists and b. Acquire Badging Automation Software, at this time. Both of these will take time to hire/acquire and can parallel the budget process for the funding. Security specialists are needed prior to March (USCBP will no longer be able to assist after that) and install a badging software system prior to April.

BOARD MOTION: "*Approve the addition of two part-time security specialists for aviation worker screening and other security functions at a cost not-to-exceed $92,000; funding to be provided by an increase to the Passenger Screening Fees.*"

BOARD MOTION: "*Approve the acquisition of an automated badging software system at a cost not-to-exceed $40,000/annually; funding provided by an increase to the Badging Fees.*"

H.   NEW BUSINESS

3.   **Passenger Facility Charge (PFC) 10 Projects (Attachments #1 and #2):** Attachment # 1 shows the current Airport Capital Improvement Program (CIP). Attachment #2 shows the PFC10 Project List that the Airport is proposing for the next PFC application. The projects may change based on Federal Aviation Administration (FAA) eligibility/weigh-in and airline comments. This will start the public process for the PFC 10 application. In general, air carriers and airports do not want to see a lapse between PFC collection as this is difficult for ticketing, remittance and auditing. It should seamlessly transition into the next collection and roll any funds over from previous PFC collections. As a reminder, airports may reimburse past projects, but may only program new project collections out two years from the PFC application date.

The green highlighted areas on Attachment #1 are the proposed amounts for PFC10 application. The blue highlighted areas are the project amounts and the highlighted Project Name representing reimbursement from past projects. The idea is to recoup local match (airport funds or flexible sales tax) so that it can be reused for funding other future projects.

The Finance Committee reviewed this at the October 22, 2024, meeting. Staff would like to proceed with the public process for PFC10 based on the projects presented.

BOARD MOTION: "*Approve the proposed PFC10 projects as listed on Attachment #2 and proceed with the public PFC10 process/collection.*"

4. **Airport Manager's Report - November 14, 2024**

5. **Airport Project Report - Ke Mell**

6. **Airport Project Report - Mike Greene**

I.   **CORRESPONDENCE**

J.   **COMMITTEE REPORTS**

7. **Finance Committee:** October 22, 2024, meeting updates.

8. **Operations Committee**

9. **Committee of the Whole:** Airport Staffing and Planning Meeting date: TBD

K.   **ASSEMBLY LIAISON**

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

M.   **BOARD MEMBER COMMENTS**

N.   **ANNOUNCEMENTS**

O.   **NEXT MEETING DATE:** December 12, 2024, 6:00 p.m. in the Alaska Room/Zoom

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.