



AIRPORT BOARD AGENDA

August 08, 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 AUGUST 7, 2024

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF MINUTES

1. **July 11, 2024, Airport Board Minutes**

D. APPROVAL OF AGENDA

E. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

F. UNFINISHED BUSINESS

2. **Airport Board Bylaws (Attachment #1).** At the July Board meeting, a motion was made with additional language/changes to the Bylaws. The Bylaws discussion was then tabled. A motion must be made to take the Bylaws from the table to resume the discussion on the motion. The attachment shows the proposed changes as they were drafted for the July Board meeting. The Chair intends to send the Airport Board Bylaws to the Operations Committee for additional work.

G. NEW BUSINESS

3. **Federal Aviation Administration (FAA) Grant Award – Runway Safety Area (RSA) Shoulder Grading Design.** An FAA Airport Improvement Program (AIP) grant in the amount of \$422,353 has been awarded to JNU for RSA Shoulder Grading Design Project. Temporary local match of \$25,000 from the Airport Revolving Account was previously appropriated to start the project, however, this will be replaced with \$125,000 in Passenger Facility Charge (PFC) for project match. Staff requests that the Board approve this \$422,353 FAA grant and the appropriation of \$125,000 in PFC for local match, and forward to the Assembly for appropriation. The \$25,000 from Airport Revolving Account will be transferred back/de-appropriated upon PFC appropriation.

Board Motion: *"Approve the appropriation of an FAA AIP grant award in the amount \$422,353, and PFC local match funds in the amount of \$125,000 for Runway Safety Area Shoulder Grading Design Project."*

4. **Contract Award – Runway Safety Area (RSA) Shoulder Grading Design.** The Airport received one proposal for the RSA Shoulder Grading Design in the amount of \$438,426 from HDR Engineering, Inc. The Airport requests concurrence from the Board to proceed with a contract with HDR upon Assembly appropriation of the FAA grant and PFC local match for this project.

Board Motion: *"Concur award to HDR Engineering, Inc., for the RSA Shoulder Grading Design contract in the amount of \$438,426, upon Assembly appropriation of the FAA grant and PFC local match for this project."*

5. **FAA Grant Award – Aircraft Rescue and Fire Fighting (ARFF) Truck Acquisition.** An FAA AIP grant in the amount of \$1,007,116 has been awarded to JNU for the acquisition of a new 1,500-gallon ARFF truck. This would be for the replacement of ARFF A-2. The Airport is currently leasing an ARFF truck from

Palmer Airport in order to maintain ARFF index. The old A-2 (1993) was no longer able to meet FAA certification requirements, which was sold at public surplus auction for \$5,000. The proceeds from the sale are required to be put back into the CIP. The Airport is using the government cooperative purchasing agreement to acquire a new truck. It is estimated 12-18 months for delivery due to lead times with manufacturing. A local match of \$65,527.74 was previously appropriated from Sales Tax, however, an additional \$10,000 in Airport funds is needed. The \$5,000 from the proceeds from public auction funds will be used plus \$5,000 from Airport Revolving Account, which will need to be appropriated to cover the full grant match. Once future PFC10 funding is in place and collected, the \$65,527.74 sales tax portion of the local funding, as well as the \$5,000 from Airport Revolving Account will be reimbursed. Staff requests that the Board approve this FAA grant of \$1,007,116, approve \$5,000 in Airport funds (from the proceeds of the public auction), and approve \$5,000 from Airport Revolving Account for the additional local match requirement, and forward to the Assembly for appropriation.

Board Motion: *"Approve the appropriation of an FAA AIP grant award in the amount \$1,007,116; approve \$5,000 in Airport funds (from the proceeds of the sale of the old A-2 truck), and \$5,000 from Airport Revolving Account for the additional local match required for Aircraft Rescue and Fire Fighting Truck acquisition and forward to the Assembly for appropriation."*

6. **Tenant/User Insurance Requirements Policy Change (Attachment #2).** The Airport, as part of the City & Borough of Juneau (CBJ), receives an annual independent insurance review for all airport operations (leases, operations, facilities, vehicles, fueling, Aircraft Rescue/Fire Fighting (ARFF), FAA/Occupational Safety & Health Administration (OSHA)/ Americans with Disabilities Act (ADA) code compliance and provides an annual comprehensive report. See January 26, 2024, CHUBB Insurance Report link:

<https://juneau.org/wp-content/uploads/2024/06/Juneau-International-Airport-Chubb-Risk-Engineering-Report-092823.pdf>

The Airport uses this report to correct its discrepancies, as well as tenants'/users' discrepancies. One of the biggest deficiencies is the insurance requirements for tenants. While the Airport works with Risk Management on new agreements, leases and contracts, the older leases and contracts have not been reviewed and updated in many years based on CBJ insurance requirements and industry standards. Chelsea Swick, CBJ Risk Management Officer, met with the Airport staff and called other (similar) Airports for those industry standards. The attached memo from Ms. Swick discusses the insurance minimums that Risk intends to implement for the lowest minimum requirements and increase the standards in accordance with its underwriter. This will be addressed through the Leasing Policy update at the next Operations Committee, then brought back before the Board.

Refer changes to tenant insurance requirements to the Operations Committee for review of policy.

7. **Airport Staffing and Planning.** The Airport has been operating with minimal staffing to handle the increased workload and responsibilities of capital projects, additional federal requirements, new programs (Aviation Worker Screening) and many other operational demands. Airport Administration also has some long-time employees eligible for retirement that have a lot of institutional knowledge of the airport operations. It would benefit the Board to learn the positions in the Airport Administrative staff, review what each position does and see if additional staffing is needed or future planning of administration staff and needs.

Refer Airport staffing and planning to a Committee of the Whole meeting.

8. **Ordinance 2024-32. An Ordinance Establishing a Waiver Process for Airport Board Appointments and Temporarily Waiving the Three Tenant Rule; Board Review (Attachment #4 and #5).** The Airport Board has been asked by the Assembly to provide review and comments on proposed Ordinance 2024-32 that

would allow a waiver process for Airport Board appointments and temporarily waive the 'three tenant rule'.

The Ordinance (Attachment #4) will be introduced at the August 5, 2024, Special Assembly meeting, with the public hearing scheduled for August 19, 2024. In June 2004, a report (Attachment #5) by an independent auditing firm (Elgee, Rehfeld, Mertz) looked at the number of tenant seats on the Board and conflict of interest, including committee seats. This report is attached along with the Assembly COW minutes from June 28, 2004, which subsequently went to the Assembly on August 30, 2004. The CBJ Assembly adopted a limit of three tenants appointed to the Airport Board.

Discussion at the Board meeting with comments to be sent to the Assembly for consideration at the August 19, 2024 Assembly meeting.

9. Airport Manager's Report

10. Airport Projects Report - Mike Greene

11. Airport Projects Report - Ke Mell

H. CORRESPONDENCE

I. COMMITTEE REPORTS

12. Finance Committee

13. Operations Committee: Next Meeting will be August 13, 2024, 9:30 a.m., Alaska Room/Zoom

J. ASSEMBLY LIAISON

K. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

L. BOARD MEMBER COMMENTS

M. ANNOUNCEMENTS

N. NEXT MEETING DATE: September 12, 2024, 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.