

MINUTES of  
AIRPORT BOARD MEETING  
November 9, 2023  
6:00 p.m. Alaska Room/ZOOM

A. **CALL TO ORDER:** Acting Chair Dan Spencer called the meeting to order at 6:01 p.m.

B. **ROLL CALL:**

Members Present:

Dennis Bedford

Jason Custer

Jodi Garza

Eve Soutiere

Dan Spencer

Members Absent:

Al Clough

Chris Peloso

Staff/CBJ Present:

Patty Wahto, Airport Manager

Andres Delgado, Airport Sup't

Angelica Lopez-Campos, Bus. Mgr.

Ke Mell, Airport Architect

Christopher O'Brien, Equip. Op. II

'Waahlaal Giidaak, CBJ Assembly

Sherri Layne, CBJ Law

Mark Fuelle, CBJ Fire

Public:

Alex Wertherma, Public

Ron Sommerville, Public

Matt Robus, Public

Frank Rue, Public

Sarah Lowell, Coastal Helicopters

Steve Pennington, Public

C. **APPROVAL OF MINUTES:** *Eve Soutiere moved approval of the minutes of the October 12, 2023, Board meeting. The motion passed by unanimous consent.*

D. **APPROVAL OF AGENDA:** *Dennis Bedford moved approval of the agenda. The motion passed by unanimous consent.*

E. **PUBLIC PARTICIPATION ON NON-AGENDA ITEMS:** None.

F. **UNFINISHED BUSINESS:** None.

G. **NEW BUSINESS:**

1. **Title VI Plan (Attachment # 1).** Ms. Wahto reported 49 CFR Part 21 provides the requirements for Federal financial assistance programs of the Department of Transportation to comply with Title VI of the Civil Rights Act of 1964. As such, airports are required to have a plan in place which details the provision: *'to assure that no person shall on the grounds of race, color, national origin (including limited English proficiency (LEP)), sex (including sexual orientation and gender identity), creed, or age, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under, any program to which this part applies'*. This applies to contracts,

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agreements, solicitation, leases; and tenants, subtenants, subcontractors, etc., and is included as part of the Federal Aviation Administration (FAA) grant assurances. The Airport was under a transition plan and is now ready to implement the Title VI plan which is detailed to the demographics of Juneau and the Airport. The plan must also be reviewed/presented to the Airport's governing body (Airport Board) and provide the public platform for introducing the Title VI Plan. The attached plan is provided for the Board to review within the public forum and post JNU's plan on non-discrimination. *Eve Soutiere moved that the Board concur with JNU's Title VI plan on non-discrimination, as presented. The motion passed by unanimous consent.*

2. **Airport Wash Station (Attachment #2).** The attached email was received to request the status of the airfield wash station (this was also questioned by Airport Board Member Dennis Bedford at the October 12, 2023, meeting under Board Member comments). The wash station was installed with the intent to set up a payment system for tenants to wash aircraft. The collection system has not been established, but other issues have come up. The discharge of soaps, chemicals and petroleum products (fuel, oil, hydraulics) has not been addressed in the Airport's Storm Water Pollution Prevention Plan (SWPPP). Additionally, during the short time that the wash station was open, more non-aviation (trucks, boats, toys) were being washed than aircraft. The airport will have to come up with a solution for both use and discharge this winter. The use fees can be discussed through the Finance Committee. This would be outlined and part of the Rates & Fees Regulations. Ms. Soutiere agreed with the email that those using the facility don't want to lose it. She thought once the word was out, there would be pressure to wash aircraft only.

### 3. **Airport Manager's Report:**

- a. Phil Adams Resignation. Mr. Adams took a position with the State in Fairbanks. His last day was this afternoon.
- b. Parking Lot Concession Award. A Request for Proposals (RFP) went out for the public parking lots (both long- and short-term), which coincided with the other parking lot work. Republic Parking was the selected choice in that process. They will continue to operate the pay-on-foot stations. The long-term lot is moving back to the permanent location. There will be signage updates, etc. It will take time to get the equipment in as they do not like to install equipment in the winter.
- c. TSA Mandate for Employee Screening Going into Secured and Sterile Areas. This is the Aviation Worker Screening mandate that pulls employees who are going to be going into the departure lounge or downstairs through the bagwell (Alaska Airlines, Delta Air Lines, CBJ employees, concessionaires) through the TSA checkpoint. The Airport did a dry run this week with a few employees. There was

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one miscommunication where someone was told the door was locked and they left. The signage will get better. There is one year for compliance on this phase.

The Airport continues to work with the attorney on the east coast on the multi-airport lawsuit against the Transportation Security Administration (TSA). This was a Congressional mandate for the TSA to do the job and they passed it off on the airports. The State of Alaska is going forward with buying equipment and hiring people. JNU does not have the ability to do this in a couple of months. Jason Custer asked if the complaint can be seen when it has been filed. Ms. Wahto said she would get it to the Board when it is available.

d. Airport Fund Balance and Capital Revolving Account Balance. There has been no change to these documents.

e. CARES/CRRSAA/ARPA Fund Balance. A Finance Committee meeting will be scheduled in December as more numbers have been received. A credit to the CARES will be a good piece of the \$600K that was put forward for the perfluoroalkyl and polyfluoroalkyl substances (PFAS) with Gate K; however, there will be some overage for materials with the parking lot.

f. Hot Topics. The following is a list of on-going topics that staff is working on in addition to the regular Project Reports:

- *Juneau Douglas North Crossing Project.* Ms. Wahto said there were some people in attendance that wanted to speak on this subject. Ron Summerville said he had been in Juneau since 1979. He grew up in Craig. He knew about the aircraft industry coming to Alaska. He is part of the Mendenhall Wetlands Study Group (MWSG). It is primarily a professional group with 26 people on it. This issue is important. The MWSG is part of the whole DOT (Department of Transportation/Assembly/DOWL study group that has been created to do the PEL (Planning and Environmental Linkages). He said their group is not opposed to a crossing. They heard through the grapevine that the Airport Board was concerned about some of the crossing routes. They have participated from the beginning. There are now only about four crossings left. The one that goes around from the peninsula across to North Douglas has been advocated as being too expensive. Two crossings are at Sunny Point, Vanderbilt at Twin Lakes, and then Salmon Creek. Their group has advocated for Salmon Creek due to being outside of the refuge. The Airport Dike Trail is the most used trail in the community for viewing the refuge. Federal funding states you can cross a conservation unit as long as there is no reasonable alternative available. They argue that Salmon Creek is a reasonable alternative. If the Airport has concerns about this particular project, you need to say something. He said Sunny Point is the State's preferred route.

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Frank Rue said their concern is DOT has not been very transparent about concerned citizens. When they first came out with the maps, it did not include the refuge. The Airport's comments were not on the DOT's summary. They are nervous that people are not being heard. They were there to make sure that if the Board has concerns, to get in the public record so that everyone can see what the impact of the options are. He said the airport is the main lifeblood of Juneau for access in and out of the capital city. The ferry system is slowly being dismantled. He thought if people in Juneau found out that some of these crossings are a problem for the airport and the airlines, they would be pretty upset.

Matt Robus said he is part of the MWSG. He said the Mendenhall Wetlands is an unusual habitat. It is very important in the fly way for millions of birds that go up and down the coast every spring and come down in the fall. There are not any habitats equivalent to Mendenhall Refuge or the wetlands anywhere near here. This is a stopping place and is extremely valuable for fishing resources. It is kind of a wildlife and fish factory pumping out the type of things we like to have as Alaskans. The effects of crossing in the wrong spot could have some pretty substantial impacts to use of the wetlands by those species. That is where their group comes from. He thought that their interests and the Board's align in this case because something that gets in the way of a safe approach to the airport in bad weather is also going to be across the heart of the refuge and will have substantial impacts on the resources they really care about. He said the process has been frustrating because even though they have been full participants and have spent a lot of hours on this and written 20-page inputs with technical wildlife and fisheries information, it has never been cited by the study team. It just kind of goes into some silent place. DOT is about to make their second and final screening about alternatives. They gather that they are trying really hard to get rid of the last wildlife refuge alternatives, which then would presumably mean that they would not have to deal with the Federal 4F problem or the State regulations that are attached to the game refuge that say when feasible, they need to go off refuge rather than across the refuge. If there are real problems with getting into the airport with some of these crossings, they need to hear it. Time is getting to be of the essence because they are silent, but they are getting toward this last pick of a process that stalled out in August without telling anyone what was going on. Something is going on and the next shoe is going to drop probably early next year. If the Airport Board has a position, he thought it was very important to express this in a formal way.

Ms. Wahto said comments have been made, but they did not show up in the summary. She questioned DOWL and the State. She has had one-on-one meetings with the State and DOWL to express the Airport's concerns. She went

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online to express concerns. She requested that they get Alaska and Delta Air Lines involved. Those companies got involved, but the letters were not in the public summary. There are a lot of things that are not showing up. When she talked with the Project Manager last week, she asked what had happened with all of these comments. She also spoke to the FAA on this matter, who said to write a letter directly to the State Director Ryan Anderson on this. The wording they requested was how does it stand today; how would this affect. The Airport knows that it is heading towards additional MALSR (Medium Intensity Approach Lighting System with Runway Alignment Indicator Lights) lighting, which would lower minimums. The Airport is concerned about the approach paths as they lower their minimums with equipment. Regardless, those comments were not included in any of the summaries. She thought this needed to go straight to the State.

Alex Wertherma said his view is it is difficult to overstate the ecological, environmental and scenic importance of the Juneau Wetlands State Game Refuge. They want to see the integrity of that maintained. One of the things they are pushing for is to have the DOWL group running these different alternatives in terms of their impact. He suggested the Board include that in terms of the impact to aircraft access and approach. that they should be responsible to rank those and determine which one would have minimal impact on maintaining the integrity of the airport operations. Ms. Wahto said that when the Technical Advisory Group started, she requested that they take the Sunny Point alternative off as she noted it was the Airport's approach. They kept it on. She said as far as she was concerned, it should have been taken off. Ron Summerville asked to get a copy of whatever is mailed.

*Jason Custer moved that the Airport formally object to the Sunny Point alternative and assess the Vanderbilt alternative due to aviation safety concerns during construction and the final product and direct staff to prepare written comments, copied to the City & Borough of Juneau Assembly, Senator Kiehl, Representative Story, Senator Lisa Murkowski, Senator Dan Sullivan and Congresswoman Mary Peltola. The motion passed by unanimous consent. This will be brought back to the Board at the December meeting.*

**4. Airport Projects Report – Mike Greene.** Ms. Wahto reported the *Terminal Reconstruction Project* is seeing some movement on the glass guardrail, which is a floor to ceiling cover in small panels. Staff is making sure of the estimate and making sure it will meet code. The control light replacement price is being sought. The terminal air balancing system is continuing to be worked on. The issue with the ground source heat loop glycol replacement came up at last month's meeting. The Airport is looking to

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install another filtration device at the head of the system that would capture most of the stuff that is going through and include a rust inhibitor that cleans everything out of there. The Airport received a 54-page document from Harri Plumbing about this system.

*Rehabilitate Part 121/135 Apron & Remain Overnight (RON) Parking Apron.* Secon was awarded the contract. They are staging equipment and ordering things. The last piece is finalizing the document to work with DOWL for the contract administration and inspection (CA&I) services. The schedule will likely be a lot more aggressive than the phasing plan, which if they can do it and it works with all tenants, the project will have a faster pace. There will be a tenants meeting to show them when they will be impacted. There have been two change orders, both are deductive change orders. A third one is in the works.

*East / West General Aviation (GA) Taxiways and Apron.* Staff is reviewing a draft RFP for starting the design on this project. Documents are being finalized with the FAA for the environmental and the SHPO (State Historic Preservation Office), which is the historical archives. They are reviewing the data sheet and the environmental. There have also been three other grant applications submitted to the FAA.

*Project Closures.* There are a couple of items pending for Gate K Culvert – last changes and the engineer's report. The Taxiway Project is paid out and the engineer's report has just been submitted. Staff will work on the closeout of the project that started four years ago.

**5. Airport Projects Report – Ke Mell.** Ke Mell, Airport Architect, reported the public will be transitioning the long-term *parking* on Monday. It will take about two weeks to transition back. They have a temporary space in the terminal and will have staff members there during their working hours rather than a staff member in the parking booths.

The Airport enlisted Secon for a couple of other projects. Secon placed a trench between the Snow Removal Equipment Building and the Sand Chemical Building for the *Backup Electric Boiler* and Chatham (Secon's subcontractor) laid conduit between the two buildings. This has been paved. All of the below-grade work has been done. The remainder of the project is not weather dependent, but inside the two buildings. The other project Secon did was poured a concrete pad for the new tank for the old airfield shop. Much of the *underground storage tank removal* can be done regardless of the weather now that the pad has been installed.

*Bagwell mechanical repairs* – JNU has received the notice of completion resolving the Department of Labor's compliance issue. Staff has approved Schmolck's final invoice.

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There is some closeout paperwork still in progress. RESPEC's work was time and materials and there will probably be a little left over in their contract.

H. **CORRESPONDENCE:** None.

I. **COMMITTEE REPORTS:**

6. **Finance Committee:** None. Specific to the budget: Ms. Wahto said downtown would like the Airport to turn in a budget in December. However, the Airport does not have numbers from other departments (Juneau Police Department and Capital City Fire & Rescue, etc.). It affects the rates and fees; the Airport has been able to adapt to what gets handed to it because of CARES money. If the Airport didn't balance to a "T", the money came out of CARES. Ms. Wahto has explained that this cannot happen anymore. The Airport needs exact numbers for revenue changes or any rates and fees changes, etc. Maybe by February, the Airport will have something. One of the things is that the budget does not have to be vetted by the City Manager. When it is given to the City, it has been vetted and gone through the tenants.

7. **Operations Committee:** Chair Dennis Bedford asked about a fall meeting. Ms. Wahto said this was specific to the road that goes out in front on the ramp. Nothing has been moved off the ramp. This meeting is predicated on Alaska Seaplanes getting back into normal use. The ramp has not returned to normal yet. Normal operations will need to be back before the next meeting.

J. **ASSEMBLY LIAISON COMMENTS:** 'Waahlaal Giidaak said she will be attending in person next meeting. She appreciated joining the meeting.

K. **PUBLIC PARTICIPATION ON NON-AGENDA ITEMS:** None.

L. **BOARD MEMBER COMMENTS:** None.

M. **ANNOUNCEMENTS:** None.

N. **NEXT MEETING DATE:** The next regular Airport Board meeting will be held on December 14, 2023, at 6:00 p.m. in the Alaska Room and via Zoom.

O. **EXECUTIVE SESSION:** None.

P. **ADJOURN:** *Jason Custer moved to adjourn. The motion passed by unanimous consent and the meeting adjourned at 7:10 p.m.*

# ATTACHMENT #1

## Juneau International Airport Sponsor Title VI Plan

### 1. Title VI Policy Statement<sup>1</sup>

**Juneau International Airport (JNU)** assures that no person shall on the grounds of race, color, national origin (including limited English proficiency (LEP)), sex (including sexual orientation and gender identity), creed, or age, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 (PL 100.259), Section 520 of the Airport and Airway Improvement Act of 1982, and related authorities (hereafter, “Title VI and related requirements”), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity that receives U.S. Department of Transportation (DOT) funding. Title VI also prohibits retaliation for asserting or otherwise participating in claims of discrimination.

JNU further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs are federally funded or not. The Airport Sponsor agrees, among other things, to understand the communities surrounding or in the flight path, as well as customers that use the airport. Anytime communities may be impacted by programs or activities the JNU will take action to involve them and the general public in the decision making process.

JNU requires nondiscrimination assurances, as prescribed by FAA, from each tenant, contractor, and concessionaire providing an activity, service, or facility at the airport. Assurances must be included in any related lease, contract, or franchise agreement between JNU and each tenant, contractor, and concessionaire, as well as in any similar agreements with their own sub-tenants and sub-contractors.

Patricia Wahto, is available at 907-789-7821 and [jnu\\_airport@jnuairport.com](mailto:jnu_airport@jnuairport.com), is responsible for overseeing the Airport Sponsor’s compliance with Title VI and the point of contact for all airport Title VI matters and related responsibilities, including those required by 49 CFR Part 21.

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***Signature***  
**Patricia K. Wahto**  
**Airport Manager**

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December 1, 2023

**Effective Date**

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November 30, 2026

**3-Year Expiration Date**

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<sup>1</sup> This policy statement will be translated into languages other than English, upon request and based on patron and local language demographics.



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## **2. Administration**

JNU Airport Board will review and adopt this Title VI Plan for JNU. This plan will be updated no less than once every 3 years. The plan will not be re-adopted following minor changes, such as updating the Airport Director, supporting staff, current projects, etc. or Coordinator's name. Significant revisions to our policies or federal guidelines may warrant re-adoption by the Airport Board and resubmittal to FAA.

JNU has the following airport program sub-recipients: none

As of the date of this plan, JNU has the following pending applications for Federal financial assistance:

| <b>Federal Source</b> | <b>Grant Number/Project</b>                      | <b>Amount</b> |
|-----------------------|--|---------------|
| FAA AIP               | Design East/West GA TL/Apron                     | \$1,000,000   |
| FAA AIP               | Design Safety Area Shoulder/Grading              | \$400,000     |
| FAA AIP               | Equipment: Replace ARFF truck                    | \$1,000,000   |
| FAA AIP               | Equipment: Acquire Wetland Access vehicle (ARFF) | \$300,000     |

“In addition, JNU sub-recipients have the following pending applications for Federal financial assistance (either directly from the FAA, or passed through the State DOT): none

Updated information for pending and awarded grant applications will be available through the following methods: online at [Airport Improvement Program \(AIP\) | Federal Aviation Administration \(faa.gov\)](https://www.faa.gov/airports/aip/)

| <b>Federal Source</b> | <b>Grant Award Information Available at:</b>                                      |
|-----------------------|---|
| FAA AIP               | <a href="https://www.faa.gov/airports/aip/">https://www.faa.gov/airports/aip/</a> |

## **3. Grant and Procurement Assurances**

49 CFR § 21.7 (a)(1); 49 CFR Part 21 Appendix C (b)

JNU will complete standard grant assurances for Title VI and related requirements, in the form prescribed by FAA. See [https://www.faa.gov/airports/aip/grant\\_assurances/#current-assurances](https://www.faa.gov/airports/aip/grant_assurances/#current-assurances).

### Clauses/Covenants

- a. All contracts, leases, deeds, licenses, permits, and other similar instruments, must contain the contractual requirements and clauses, in the form prescribed by FAA. See [https://www.faa.gov/airports/aip/procurement/federal\\_contract\\_provisions/](https://www.faa.gov/airports/aip/procurement/federal_contract_provisions/). Note that unlike many other clauses, Civil Rights clauses are required in all contracts. Note also special clauses that are required for certain types of contracts, such as land acquisition.
- b. JNU requires Civil Rights clauses to be included in solicitations and contracts for all

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subcontractors, subleases, and any other agreements. The City and Borough of Juneau (CBJ), (through various solicitations for bids, Request for Proposals), via the Engineering Contract or Purchasing Departments, subject to these requirements and Assurances, and all proposal or agreements, including concessions, solicitations, contracts, etc., that JNU is a party as owner, lessor, grantor or authority. JNU has the final review of these documents prior to advertising or final execution to ensure all grant assurances are included.

### Description of Oversight Methods for Subcontracts

JNU will randomly select two contracts per year, and review subcontracts awarded over the last year, under the scope of the primary contract, for compliance.

### **4. Title VI Coordinator Responsibilities**

The Coordinator is responsible for ensuring that they and other staff supporting the Title VI are trained in Title VI requirements. Essential training topics include:

- Basic Title VI requirements
- Airport language assistance resources and practices
- Collecting and assessing demographic data
- Reporting Title VI complaints and other required FAA notifications.

See Training Section for more information for expected training for all staff.

Among other responsibilities, the Coordinator:

- Proactively ensures that the Airport Sponsor is in compliance with nondiscrimination requirements of Title VI and reports to JNU leadership on the status of Title VI compliances.
- Responds promptly to requests by FAA for data and records and for the scheduling of compliance reviews and other FAA meetings to determine compliance with Title VI and related requirements.
- Receives discrimination complaints covered by Title VI and related requirements, and forwards them to the FAA, within 15 days of receipt, together with any actions taken to resolve the matter.
- Provides the FAA with updates regarding its response and status of early resolution efforts to complaints concerning Title VI and related requirements (49 CFR Part 21, Appendix C(b)(3)), including resolution efforts.
- Annually reviews the airport's Title VI plan and disseminates information throughout staff and the Airport Sponsor's leadership.
- Coordinates data collection to evaluate whether racial or ethnic groups are unequally benefited or impacted by airport programs. The data will be regularly assessed and readily available upon request (49 CFR § 21.9(b) & (c)). Data collection methods will include any airport customer complaints, including bids/proposals for airport contracts,

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and other methods.

- Maintains demographic data for members of appointed planning and advisory bodies for the airport. Identifies any disparities compared to the community. Provides information to the membership selecting official/committee, particularly when vacancies occur.
- Maintains a copy of 49 CFR Part 21 for inspection by any person asking for it during normal working hours (49 CFR 21, Appendix C (b)(2)(i)).

See Notice, Compliance reviews, Audits, Lawsuits, and Other Investigations, and Complaints Sections of this Plan.

The Coordinator has requested and received access to the Title VI portion of the FAA Civil Rights Connect System (<https://faa.civilrightsconnect.com/>).

### **5. Notice**

49 CFR Part 21 Appendix C(b)(2)(ii)

JNU will conspicuously display the FAA-provided Unlawful Discrimination Poster in all public areas on airport property, including those with pedestrian activity. The Coordinator ensures that these posters are visible, accessible,<sup>2</sup> and maintained. The poster template is available at [https://www.faa.gov/about/office\\_org/headquarters\\_offices/acr/com\\_civ\\_support/non\\_disc\\_pr/](https://www.faa.gov/about/office_org/headquarters_offices/acr/com_civ_support/non_disc_pr/) and a completed copy is attached. See Section 15 Appendix.

JNU will post the above Title VI policy statement at its staff offices and on its website.

JNU will distribute this Title VI Plan among its employees and airport contractors, concessionaires, lessees, and tenants. This plan will be made available by December 31, 2023, via the Airport's website and included via link to tenants, contractors and concessions.

Posters are displayed in the terminal and other areas on airport property, including the following public locations:

| <b>Terminal/FBO/Concessions/<br/>Other Locations</b> | <b>Quantity in<br/>Pre-Security<br/>Area</b> | <b>Quantity in<br/>Post-Security<br/>Area</b> | <b>Additional<br/>Quantities</b> |
|--|--|---|----------------------------------|
| Main Terminal 1 <sup>st</sup> Floor (AS/DL)          | 2  |   |                                  |
| Bag Claim  | 2  |   |                                  |
| Rental Cars  | 4  |   |                                  |
| Departure Lounge                                     |  | 5   |                                  |
| 2 <sup>nd</sup> Floor                                | 3  |   |                                  |
| North Terminal                                       | 4  |   |                                  |

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<sup>2</sup> For more information about website accessibility, please visit ADA.gov.

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## Outreach to Affected Communities

CBJ Clerks Office ensures that notices for public meetings reach all segments of the impacted community. The Title VI coordinator will identify the effective media platforms to share announcement and notices. Announcements are made in social media, general circulation newspapers, community newspapers, email broadcast, and CBJ website. The CBJ Clerks Office will respond when contacted by any leaders and representatives in Affected Communities regarding effective media platforms to reach an Affected Community<sup>3</sup>, if the need arises, and provide translated materials. The office will maintain records of all such requests and the efforts made to reach an Affected Community.

To ensure that the community is effectively informed of and able to participate in public hearings, CBJ Clerks Office will provide public notices translated into appropriate languages, upon request. Additionally, an interpreter, or translation text, for public hearings would be made available upon request. 28 CFR § 42.405(d). See Limited English Proficiency (LEP) Section.

## **6. Community Statistics**

Title VI regulations require Federal grant recipients to know their community demographics. See 49 CFR § 21.9(b). By knowing this information, JNU will be able to identify, understand, and engage with any affected communities. In doing so, JNU needs to know about communities eligible to be served, actually or potentially affected, benefited or burdened by JNU's airport program. No Affected Communities, by demographic group, have been identified around the airport, or an airport project, or operation.

(Hereafter, the above communities will be referred to collectively as “the Affected Communities”).

We have identified the following facts about the Affected Communities:

### Low Income Communities<sup>4</sup>.

A low-income area is an identifiable group of persons living in geographic proximity, whose median household income is at or below the Department of Health and Human Services poverty guidelines. Pursuant to Executive Order 12898, “Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations,” **JNU uses the American Community Survey statistics on the CBJ as a whole. (U.S. Census Report, report *S1701: Poverty Status in the Past 12 Months*], as attached in Section 14. of this plan.** The overall poverty level for the City and Borough of Juneau is approximately 7.2 %. The poverty rate remains low compared with the rest of the City and Borough of Juneau. Poverty rates for the

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<sup>3</sup> We will not subject any persons to discrimination based on race, color, national origin, age, sex, or creed. The term “protected communities” is used within this Title VI Plan to highlight the requirements of Title VI, 49 U.S.C. § 47123, the Age Discrimination Act of 1975, and in some instances, includes low-income populations under Executive Order 12898.

<sup>4</sup> Low-income data must be collected to assist in our compliance with Environmental Justice requirements (not Title VI requirements).

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specific Affected Communities have not been identified by specific area or Affected Communities, and has only been determined by the community as a whole.

### Racial and Ethnic Communities.

Demographic data for race, color, and national origin was evaluated to identify racial and ethnic communities and populations in each Affected Community. The demographic composition by race, color, or national origin have not identified any specific area or Affected Communities, and has only been determined by the community as a whole.

### Limited English Proficiency (LEP).

The goal of all language access planning and implementation is to ensure that JNU communicates effectively with limited English proficient (LEP) individuals. Effective language access requires self-assessment and planning. Section 14. Language Data table lists non-English languages<sup>5</sup> that are spoken in LEP households by the community as a whole. The data source is the *American Community Survey*.

The threshold we have used for identifying the languages with significant LEP populations is the DOT LEP Policy Guidance safe harbor threshold, which is 5% or 1,000, whichever is less.<sup>6</sup> JNU safe harbor threshold is 1,000. Please refer to Section 14 Language Data: Language Spoken at Home by Ability to Speak English. of this document to find data for all languages in our community. While the only data compiled for JNU is through the American Community Survey for ‘spoken’ English for LEP, it does not distinguish between ‘written’ and ‘spoken’ English.

Based on the language data and safe harbor threshold of 1,000 per language group, no language group exceeds the threshold for the community as a whole in JNU.

There is zero frequency of contact with LEP individuals at the airport and airport-related activities (all languages).

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<sup>5</sup> Recommend using language groups from the U.S. Census, and using data for the “Speak English less than ‘very well’” category for each language over the threshold.

<sup>6</sup> See the DOT LEP Policy Guidance at <https://www.federalregister.gov/d/05-23972/p-133>. The safe harbor provisions apply to the translation of written documents only; however, it provides a consistent starting point for identifying significant LEP populations.

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This information is updated annually<sup>7</sup> through checking the following resources:

| <b>Data Sources for Languages Spoken in Affected Community</b> | <b>Website link to Data Source</b>   |
|--|--|
| <i>U.S. Census Bureau</i>                                      | <i><a href="https://data.census.gov/cedsci/table?q=B16001&amp;tid=ACSDT1Y2019.B16001">https://data.census.gov/cedsci/table?q=B16001&amp;tid=ACSDT1Y2019.B16001</a></i> |

### Beneficiary Diversity.

Demographic information is collected from businesses seeking opportunities at the airport, through voluntary disclosures.

#### **Description of Beneficiary Demographic Information Collection Methods**

- *Businesses that submit bids or offers are asked to complete an anonymous survey that includes demographic information, submitted through a data collection website.*

### Staff and Advisory Board Diversity.

Demographic information is collected from airport program employees and members of planning and advisory boards, through voluntary disclosures.

#### **Description of Employee and Advisory Board Demographic Information Collection Methods**

- *During the hiring process, employees are asked to submit voluntary confidential demographic information. Job applicants are asked to submit the same information when submitting their job application through the job application website.*
- *During the application process, board members seeking a seat are asked to provide demographic information.*

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<sup>7</sup> Data should be kept up-to-date, but this plan does not need to be updated for incremental data changes during the Plan's 3-year period.

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### 7. Potential or Known Community Impacts

Projects or services receiving federal financial assistance have the potential to touch so many aspects of American life. Thus, in general, no JNU activity must have a discriminatory disparate impact on the basis of race, color, national origin (including LEP), sex (including sexual orientation and gender identity), creed, or age. This means that policies or procedures that have a disparate impact would require a well-documented substantial legitimate nondiscriminatory justification, summarized below. Impacts to protected communities must be avoided or minimized to the extent possible. No project with a discriminatory impact on protected communities will be undertaken.<sup>8</sup>

The following airport facilities are already in planned or under construction and expected to be in use within the next 3 years:

| Existing Airport Facilities      | Affected Community Impacted by Operation of the Facility |
|----------------------------------|--|
| <i>JNU Terminal and Airfield</i> | <i>None</i>  |

The following airport facility projects (including all alternatives) are in construction or expected to be in construction within the next 3 years:

| Airport Facility Construction Projects              | Affected Community Impacted by Construction of the Facility |
|---|---|
| <i>RON/121/135 Ramp Rehab</i>                       | <i>None</i>   |
| <i>Jetbridge/PBB Gate 5</i>                         | <i>None</i>   |
| <i>Outbound Baggage Conveyor System</i>             | <i>None</i>   |
| <i>Public/Rental car/Employee Parking Lot Rehab</i> | <i>None</i>   |
| <i>East/West GA TL/Apron Rehab</i>                  | <i>None</i>   |
| <i>RSA grading shoulder/navaids</i>                 | <i>None</i>   |
| <i>Acquire ARFF truck</i>                           | <i>None</i>   |
| <i>Acquire ARFF Wetland Rescue vehicle</i>          | <i>None</i>   |
| <i>MALSR RW26 extension</i>                         | <i>None</i>   |
| <i>Acquire snow removal equipment</i>               | <i>None</i>   |
| <i>Acquire Adjacent Loken Flying hangar land</i>    | <i>None</i>   |
| <i>E-1 Ramp Rehab</i>                               | <i>None</i>   |

JNU has analyzed the above existing facilities and facility construction projects for disparate impacts on the basis of race, color, or national origin (including LEP) in Affected Communities. The following have disparate impacts: none

**Justifications:** none required.

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<sup>8</sup> In order to carry out an alternative with a discriminatory impact, the airport sponsor must demonstrate that there was a substantial legitimate justification for the decision. The sponsor must also show that alternatives with less discriminatory impacts were meaningfully considered and rejected for legitimate reasons.

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### **8. Limited English Proficiency (LEP)**

Executive Order 13166

In creating a Language Assistance Plan, JNU will consider the volume, proportion, or frequency of contact with LEP persons in determining the appropriate language assistance to provide.

In Community Statistics section, we identified that no language group exceeds the threshold for the community as a whole in JNU.

JNU does not collect data for languages spoken by airport guests.

The Title VI Coordinator will engage with community educators, community groups, places of work, business groups, social groups, and the like to confirm that translation and interpretation services are accurate and effective. Additionally, the Title VI Coordinator will inform leadership and staff of JNU of the responsibility to provide language access. We have made the following plans to provide translation services free of charge to ensure that individuals with LEP have access to the benefits of the airport:

#### **Translation Services:**

- The following vendors have been identified for written translations: none
- Information regarding translation services can be obtained at: none.

#### **Interpretation Services:**

- The following vendors have been identified for interpretation services: none
- Information regarding interpretation services can be obtained at: none

#### **Description of Interpretation Assistance Processes**

- 
- *Airport Administration has limited staff that can translate/interpret that may be available during their scheduled work hours. The airlines have employees that may be proficient to provide interpretation and/or translation services upon request through their management team. Since the employees are dynamic and changing, talking to management as needed is the most reliable, during their normal business hours.*
  - *The airport uses Google Translate to communicate, as needed, with public with limited English proficiency, when a translator is not available.*
- 

### **9. Transportation**

49 Part CFR 21 Appendix C (a)(1)(ix)

In the Community Statistics section of this plan, we identified that no language group exceeds the threshold for the community as a whole in JNU. JNU does not identify a specific area or Affected Community for minority and disadvantaged community areas located within the



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community as a whole; no Affected Communities are identified below. No minority or disadvantaged community are identified near the airport.

### **10. Minority Businesses**

49 CFR 21 Appendix C (a)(1)(x)

Bids for airport concessions and other business opportunities are solicited from area minority and woman-owned businesses through the Airport Concessionaire Disadvantage Business Enterprise (ACDBE) program.

Selections are in compliance with Title VI, Part 21, and related requirements. Information on the award process and documentation for specific bid decisions is kept with CBJ Purchasing Office.

### **11. Training**

New employee orientation for specific classifications of Airport Administration incorporates Title VI training. Topics include:

- Title VI and related laws prohibit discrimination on the basis of race, color, national origin (including LEP), sex (including sexual orientation and gender identity), creed, or age (also CBJ-wide new hire training)
- Title VI complaints must be forwarded to the Coordinator
- Protections against retaliation for filing civil rights complaints or related actions
- Title VI notices must be displayed throughout the airport public facilities
- All contracts must include Title VI clauses
- Language interpretation and translation services
- Cultural and community relations sensitivity training (CBJ-wide new hire training)
- Anti-harassment training (CBJ-wide new hire training)

JNU utilizes FAA Office of Civil Rights ADA and Title VI Programs training.

## **12. Compliance Reviews, Audits, Complaints, Lawsuits, and Other Investigations**

FAA Notification. The Coordinator will notify FAA of any pending investigations and reviews, including:

- Compliance reviews or audits concerning civil rights requirements<sup>9</sup>
- Complaints, lawsuits, or other investigations alleging noncompliance with civil rights requirements<sup>10</sup>

As discussed in the Title VI Complaints Section, Title VI complaints must be forwarded to FAA contacts within 15 days of receipt. For all other civil rights investigations, JNU must notify FAA contacts of any new investigations prior to grant execution.

At regular intervals, the Coordinator will provide FAA contacts with status updates for the investigations and reviews, until completed. For each existing investigation or review completed within 5 years of this plan, the Coordinator will also provide a statement about the outcome, unless previously provided.

## **13. Title VI Complaints**

49 CFR 21.11; 49 CFR 21 Appendix C (b)(3); 28 CFR 42.406(d)

Scope. These procedures are for complaints of discrimination under Title VI and related laws (hereafter “Title VI Complaints.” In order to be a Title VI Complaint, the complaint must:

1. Allege discrimination on the basis of race, color, national origin (including LEP), sex (including sexual orientation and gender identity), creed, or age or violations administrative requirements under Title VI or related laws.
2. Not only be for employment matters<sup>11</sup>
3. Allege misconduct by JNU, including airport employees, contractors, concessionaires, lessees, or tenants.
4. Concern an airport facility or actions by JNU including airport employees, contractors, concessionaires, lessees, or tenants.

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<sup>9</sup> Includes any Title VI, ADA, Sec. 504, Title VII/EEO, or other civil rights program compliance review or audit to be performed on the airport sponsor or any of its sub-recipients by any State, local or Federal agency.

<sup>10</sup> Includes allegations of discrimination based on race, color, national origin (including LEP), sex (including sexual orientation and gender identity), creed, or age, whether because of actions of the airport sponsor itself, or its employees, contractors, or tenants. Includes noncompliance with related administrative requirements under civil rights laws.

<sup>11</sup> Complaints of employment discrimination must be addressed as required by EEOC and other applicable authorities with jurisdiction over employment matters. If an Airport sponsor employment activity is supported by FAA-provided financial assistance or it is alleged that the employment discrimination affects the broader airport program, complaints about that activity must also be reported to FAA.

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**Rights.** Any person who believes that he or she has been subjected to discrimination on the basis of race, color, national origin (including LEP), sex (including sexual orientation and gender identity), creed, or age has the right to file a complaint with JNU through the Airport website: [Airport – Passenger Services – City and Borough of Juneau](#) under Title VI Complaints.<sup>12</sup> Alternatively, they can file a formal complaint with an outside agency, such as the U.S. Departments of Justice or Transportation, or the Federal Aviation Administration (FAA), or seek other legal remedies.

**Receipt of Complaint.** The Coordinator will log in the complaint and promptly send copies of the complaint to CBJ Deputy City Manager, CBJ Human Resources and CBJ Law Department.

Complaints must be filed within 180 days of the discriminatory event, must be in writing, and must be delivered to:

Juneau International Airport  
Attn: Airport Manager (Title VI Coordinator)  
1873 Shell Simmons Drive, Suite 200  
Juneau, AK 99801

If a complaint is initially made by phone, it must be supplemented with a written complaint before 180 days after the discriminatory event has passed. If a verbal complaint is received, the complainant should be given a copy of the Title VI Complaint Procedures and instructed to submit a written complaint. Accommodation will be provided upon request to individuals unable to file a written complaint due to a disability.

**Initial Procedure.** The Coordinator may meet with the complainant to clarify the issues, obtain additional information, and determine if informal resolution might be possible in lieu of an investigation. If successfully resolved, the Coordinator will issue a closure letter to the complainant, record the disposition in the complaints log, and report the resolution to FAA.

### **Discrimination Complaint Referral Procedure**

**Internal Complaint Referral.** All Title VI complaints must be promptly forwarded to the Coordinator within three business days.

**Initial FAA Notification.** A copy of each Title VI complaint will be forwarded to the FAA within 15 days of initial receipt (not the date that the Coordinator was notified). The Coordinator will forward a copy of the complaint and a statement describing all actions taken to resolve the matter, and the results thereof to the FAA Civil Rights staff. (Note: complaints based on disability do not have to be forwarded to FAA.) To transmit complaint information to the FAA, the Coordinator will forward a copy of the complaint along with a statement describing all actions taken to resolve the matter and the results of such actions. The Coordinator will also seek technical assistance from FAA, as needed, throughout complaint intake, investigation and resolution process.

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## **Investigation Procedure**

Assignment of Investigator. The Coordinator will immediately begin the investigation or designate an investigator.

Cooperation with FAA. The Coordinator will promptly investigate all Title VI complaints, including those referred by the FAA for investigation. If the FAA is investigating a complaint against JNU, the Coordinator will avoid interfering with the FAA investigation, cooperate with the FAA when needed, and share factual information with the FAA.

Prompt Investigation. The Coordinator will make every effort to complete discrimination complaint investigations within 60 calendar days after the complaint is received. Some investigations may take longer with a justification for the delay and assurance that the investigation is being completed as quickly as possible.

Contact with Complainant. The Coordinator will meet with the complainant to clarify the issues and obtain additional information, and also speak with community members and potential witnesses, as appropriate.

Investigation Report. After completing the investigation, the Coordinator will prepare a written report.

Consultation with Legal Counsel. In each case, the Coordinator will consult with Legal Counsel regarding the investigation and the report. Airport Legal Counsel will ensure that the report is consistent with the DOT and FAA Title VI nondiscrimination requirements.

Prompt Resolution of Disputes. The Coordinator will emphasize voluntary compliance and quickly and fairly resolve disputes with complainants, or with contractors, tenants, or other persons, through dispute resolution, negotiation, and/or mediation.

Forwarding Report and Response to Complainant. At the completion of the investigation, the complainant and respondent will receive a letter of findings and determination of the investigation and any applicable resolution. The letter transmitting the findings and any applicable resolution will state JNU's conclusion regarding whether unlawful discrimination occurred, and will describe the complainant's appeal rights. A summary of the investigation report, any appeal, or follow-up actions will be sent to the FAA via FAA Civil Rights Connect System.

Appeal Rights. The complainant must be notified of their right to appeal the findings or determinations, and of the procedures and requirements for an appeal:

- The complainant may appeal in writing to the FAA-Office of Civil Rights
- The written appeal must be received within fourteen (14) business days after receipt of the written decision.
- The written appeal must contain all arguments, evidence, and documents supporting the

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basis for the appeal.

- The FAA – Office of Civil Rights will issue a final written decision in response to the appeal.

Avoiding Future Discrimination. In addition to taking action with respect to any specific instances of discrimination, the JNU will identify and implement measures to reduce the chances of similar discrimination in the future.

Intimidation and Retaliation Prohibited. JNU employees, contractors, and tenants will not intimidate or retaliate against a person who has filed a complaint alleging discrimination.

For information on filing a complaint with DOT/FAA, please contact JNU Airport Manager, Title VI Coordinator.

This complaint procedure is shared with the public through the following methods: JNU Airport website, *Title VI Complaints at* [Airport – Passenger Services – City and Borough of Juneau](#)

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## 14. Population / Language Data

### Poverty Data

#### City and Borough of Juneau, Alaska

Source: American Community Survey, 2021: Poverty Status in the Past 12 Months

|  | Total    |                 | Below poverty level |                 | Percent below poverty level |                 |
|--|----------|-----------------|---------------------|-----------------|-----------------------------|-----------------|
| Label  | Estimate | Margin of Error | Estimate            | Margin of Error | Estimate                    | Margin of Error |
| Population for whom poverty status is determined | 31,813   | ±142            | 2,293               | ±424            | 7.2%                        | ±1.3            |
| AGE  |          |                 |                     |                 |                             |                 |
| Under 18 years                                   | 6,595    | ±136            | 558                 | ±140            | 8.5%                        | ±2.1            |
| Under 5 years                                    | 1,750    | ±64             | 111                 | ±57             | 6.3%                        | ±3.3            |
| 5 to 17 years                                    | 4,845    | ±106            | 447                 | ±119            | 9.2%                        | ±2.5            |
| Related children of householder under 18 years   | 6,563    | ±136            | 526                 | ±145            | 8.0%                        | ±2.2            |
| 18 to 64 years                                   | 20,789   | ±161            | 1,614               | ±341            | 7.8%                        | ±1.6            |
| 18 to 34 years                                   | 7,627    | ±198            | 694                 | ±222            | 9.1%                        | ±2.9            |
| 35 to 64 years                                   | 13,162   | ±220            | 920                 | ±232            | 7.0%                        | ±1.8            |
| 60 years and over                                | 6,617    | ±266            | 200                 | ±74             | 3.0%                        | ±1.1            |
| 65 years and over                                | 4,429    | ±100            | 121                 | ±65             | 2.7%                        | ±1.5            |
| SEX  |          |                 |                     |                 |                             |                 |
| Male   | 16,166   | ±170            | 1,360               | ±307            | 8.4%                        | ±1.9            |
| Female   | 15,647   | ±173            | 933                 | ±220            | 6.0%                        | ±1.4            |
| RACE AND HISPANIC OR LATINO ORIGIN               |          |                 |                     |                 |                             |                 |
| White alone                                      | 20,678   | ±301            | 905                 | ±277            | 4.4%                        | ±1.3            |
| Black or African American alone                  | 288      | ±88             | 11                  | ±20             | 3.8%                        | ±7.1            |
| American Indian and Alaska Native alone          | 3,172    | ±396            | 447                 | ±148            | 14.1%                       | ±4.6            |
| Asian alone                                      | 2,137    | ±232            | 152                 | ±95             | 7.1%                        | ±4.3            |
| Native Hawaiian and Other Pacific Islander alone | 435      | ±20             | 40                  | ±55             | 9.2%                        | ±12.9           |
| Some other race alone                            | 585      | ±282            | 59                  | ±65             | 10.1%                       | ±11.3           |
| Two or more races                                | 4,518    | ±603            | 679                 | ±209            | 15.0%                       | ±4.5            |
| Hispanic or Latino origin (of any race)          | 2,229    | ±50             | 500                 | ±187            | 22.4%                       | ±8.4            |
| White alone, not Hispanic or Latino              | 19,961   | ±262            | 865                 | ±277            | 4.3%                        | ±1.4            |
| EDUCATIONAL ATTAINMENT                           |          |                 |                     |                 |                             |                 |
| Population 25 years and over                     | 22,602   | ±177            | 1,353               | ±298            | 6.0%                        | ±1.3            |
| Less than high school graduate                   | 1,015    | ±297            | 157                 | ±89             | 15.5%                       | ±8.7            |
| High school graduate (includes equivalency)      | 4,693    | ±486            | 631                 | ±185            | 13.4%                       | ±3.7            |
| Some college, associate's degree                 | 7,757    | ±587            | 339                 | ±108            | 4.4%                        | ±1.5            |
| Bachelor's degree or higher                      | 9,137    | ±556            | 226                 | ±122            | 2.5%                        | ±1.3            |

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|   |        |        |       |      |        |       |
|---|--------|--------|-------|------|--------|-------|
| EMPLOYMENT STATUS   |        |        |       |      |        |       |
| Civilian labor force 16 years and over                            | 17,213 | ±592   | 916   | ±222 | 5.3%   | ±1.3  |
| Employed  | 16,341 | ±550   | 800   | ±205 | 4.9%   | ±1.3  |
| Male  | 8,505  | ±389   | 391   | ±121 | 4.6%   | ±1.5  |
| Female  | 7,836  | ±369   | 409   | ±154 | 5.2%   | ±2.0  |
| Unemployed  | 872    | ±247   | 116   | ±66  | 13.3%  | ±7.9  |
| Male  | 523    | ±198   | 90    | ±65  | 17.2%  | ±12.5 |
| Female  | 349    | ±127   | 26    | ±19  | 7.4%   | ±6.6  |
| WORK EXPERIENCE   |        |        |       |      |        |       |
| Population 16 years and over                                      | 25,933 | ±165   | 1,776 | ±356 | 6.8%   | ±1.4  |
| Worked full-time, year-round in the past 12 months                | 11,532 | ±609   | 261   | ±139 | 2.3%   | ±1.2  |
| Worked part-time or part-year in the past 12 months               | 7,339  | ±569   | 705   | ±172 | 9.6%   | ±2.2  |
| Did not work  | 7,062  | ±501   | 810   | ±245 | 11.5%  | ±3.1  |
| ALL INDIVIDUALS WITH INCOME BELOW THE FOLLOWING POVERTY RATIOS    |        |        |       |      |        |       |
| 50 percent of poverty level                                       | 1,142  | ±344   | (X)   | (X)  | (X)    | (X)   |
| 125 percent of poverty level                                      | 2,798  | ±452   | (X)   | (X)  | (X)    | (X)   |
| 150 percent of poverty level                                      | 3,808  | ±491   | (X)   | (X)  | (X)    | (X)   |
| 185 percent of poverty level                                      | 4,907  | ±640   | (X)   | (X)  | (X)    | (X)   |
| 200 percent of poverty level                                      | 5,357  | ±642   | (X)   | (X)  | (X)    | (X)   |
| 300 percent of poverty level                                      | 9,695  | ±821   | (X)   | (X)  | (X)    | (X)   |
| 400 percent of poverty level                                      | 14,221 | ±849   | (X)   | (X)  | (X)    | (X)   |
| 500 percent of poverty level                                      | 17,911 | ±915   | (X)   | (X)  | (X)    | (X)   |
| UNRELATED INDIVIDUALS FOR WHOM POVERTY STATUS IS DETERMINED       | 8,295  | ±694   | 1,228 | ±287 | 14.8%  | ±2.9  |
| Male  | 4,417  | ±438   | 807   | ±245 | 18.3%  | ±4.9  |
| Female  | 3,878  | ±388   | 421   | ±131 | 10.9%  | ±3.0  |
| 15 years  | 0      | ±21    | 0     | ±21  | -      | **    |
| 16 to 17 years  | 32     | ±42    | 32    | ±42  | 100.0% | ±43.6 |
| 18 to 24 years  | 715    | ±209   | 312   | ±176 | 43.6%  | ±19.3 |
| 25 to 34 years  | 2,081  | ±311   | 153   | ±75  | 7.4%   | ±3.7  |
| 35 to 44 years  | 1,005  | ±190   | 228   | ±94  | 22.7%  | ±8.8  |
| 45 to 54 years  | 967    | ±179   | 113   | ±73  | 11.7%  | ±7.2  |
| 55 to 64 years  | 1,733  | ±286   | 306   | ±124 | 17.7%  | ±5.9  |
| 65 to 74 years  | 1,123  | ±226   | 37    | ±30  | 3.3%   | ±2.7  |
| 75 years and over   | 639    | ±147   | 47    | ±39  | 7.4%   | ±6.2  |
| Mean income deficit for unrelated individuals (dollars)           | 8,007  | ±1,129 | (X)   | (X)  | (X)    | (X)   |
| Worked full-time, year-round in the past 12 months                | 3,751  | ±424   | 152   | ±97  | 4.1%   | ±2.5  |
| Worked less than full-time, year-round in the past 12 months      | 2,259  | ±365   | 454   | ±135 | 20.1%  | ±4.9  |
| Did not work  | 2,285  | ±371   | 622   | ±234 | 27.2%  | ±7.7  |
| Population in housing units for whom poverty status is determined | 31,652 | ±159   | 2,227 | ±421 | 7.0%   | ±1.3  |

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## Language Data

### City and Borough of Juneau, Alaska

Source: American Community Survey, 2015 Language Spoken at Home by Ability to Speak English for the Population over 5 Years and Older

| Language & Ability Level            | Estimate | Margin of Error |
|-------------------------------------|----------|-----------------|
| Total:                              | 30,540   | ±17             |
| Speak only English                  | 27,237   | ±356            |
| Spanish or Spanish Creole:          | 751      | ±225            |
| Speak English "very well"           | 587      | ±194            |
| Speak English less than "very well" | 164      | ±56             |
| French (incl. Patois, Cajun):       | 96       | ±66             |
| Speak English "very well"           | 96       | ±66             |
| Speak English less than "very well" | 0        | ±18             |
| French Creole:                      | 0        | ±18             |
| Speak English "very well"           | 0        | ±18             |
| Speak English less than "very well" | 0        | ±18             |
| Italian:                            | 0        | ±18             |
| Speak English "very well"           | 0        | ±18             |
| Speak English less than "very well" | 0        | ±18             |
| Portuguese or Portuguese Creole:    | 0        | ±18             |
| Speak English "very well"           | 0        | ±18             |
| Speak English less than "very well" | 0        | ±18             |
| German:                             | 122      | ±100            |
| Speak English "very well"           | 92       | ±71             |
| Speak English less than "very well" | 30       | ±47             |
| Yiddish:                            | 0        | ±18             |
| Speak English "very well"           | 0        | ±18             |
| Speak English less than "very well" | 0        | ±18             |
| Other West Germanic languages:      | 25       | ±40             |
| Speak English "very well"           | 25       | ±40             |
| Speak English less than "very well" | 0        | ±18             |
| Scandinavian languages:             | 71       | ±47             |
| Speak English "very well"           | 69       | ±47             |
| Speak English less than "very well" | 2        | ±3              |
| Greek:                              | 0        | ±18             |
| Speak English "very well"           | 0        | ±18             |
| Speak English less than "very well" | 0        | ±18             |
| Russian:                            | 15       | ±17             |
| Speak English "very well"           | 7        | ±11             |
| Speak English less than "very well" | 8        | ±13             |
| Polish:                             | 0        | ±18             |



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|                                     |     |      |
|-------------------------------------|-----|------|
| Speak English "very well"           | 0   | ±18  |
| Speak English less than "very well" | 0   | ±18  |
| Serbo-Croatian:                     | 3   | ±5   |
| Speak English "very well"           | 3   | ±5   |
| Speak English less than "very well" | 0   | ±18  |
| Other Slavic languages:             | 42  | ±65  |
| Speak English "very well"           | 36  | ±65  |
| Speak English less than "very well" | 6   | ±9   |
| Armenian:                           | 0   | ±18  |
| Speak English "very well"           | 0   | ±18  |
| Speak English less than "very well" | 0   | ±18  |
| Persian:                            | 30  | ±48  |
| Speak English "very well"           | 0   | ±18  |
| Speak English less than "very well" | 30  | ±48  |
| Gujarati:                           | 0   | ±18  |
| Speak English "very well"           | 0   | ±18  |
| Speak English less than "very well" | 0   | ±18  |
| Hindi:                              | 112 | ±89  |
| Speak English "very well"           | 112 | ±89  |
| Speak English less than "very well" | 0   | ±18  |
| Urdu:                               | 7   | ±11  |
| Speak English "very well"           | 7   | ±11  |
| Speak English less than "very well" | 0   | ±18  |
| Other Indic languages:              | 10  | ±16  |
| Speak English "very well"           | 10  | ±16  |
| Speak English less than "very well" | 0   | ±18  |
| Other Indo-European languages:      | 7   | ±12  |
| Speak English "very well"           | 7   | ±12  |
| Speak English less than "very well" | 0   | ±18  |
| Chinese:                            | 176 | ±142 |
| Speak English "very well"           | 115 | ±97  |
| Speak English less than "very well" | 61  | ±49  |
| Japanese:                           | 41  | ±36  |
| Speak English "very well"           | 23  | ±23  |
| Speak English less than "very well" | 18  | ±21  |
| Korean:                             | 64  | ±41  |
| Speak English "very well"           | 50  | ±35  |
| Speak English less than "very well" | 14  | ±21  |
| Mon-Khmer, Cambodian:               | 0   | ±18  |
| Speak English "very well"           | 0   | ±18  |
| Speak English less than "very well" | 0   | ±18  |
| Hmong:                              | 0   | ±18  |
| Speak English "very well"           | 0   | ±18  |

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|  |     |      |
|--|-----|------|
| Speak English less than "very well"    | 0   | ±18  |
| Thai:                                  | 0   | ±18  |
| Speak English "very well"              | 0   | ±18  |
| Speak English less than "very well"    | 0   | ±18  |
| Laotian:                               | 0   | ±18  |
| Speak English "very well"              | 0   | ±18  |
| Speak English less than "very well"    | 0   | ±18  |
| Vietnamese:                            | 176 | ±116 |
| Speak English "very well"              | 113 | ±72  |
| Speak English less than "very well"    | 63  | ±51  |
| Other Asian languages:                 | 15  | ±15  |
| Speak English "very well"              | 3   | ±6   |
| Speak English less than "very well"    | 12  | ±14  |
| Tagalog:                               | 731 | ±229 |
| Speak English "very well"              | 385 | ±150 |
| Speak English less than "very well"    | 346 | ±128 |
| Other Pacific Island languages:        | 336 | ±161 |
| Speak English "very well"              | 130 | ±42  |
| Speak English less than "very well"    | 206 | ±150 |
| Navajo:                                | 12  | ±15  |
| Speak English "very well"              | 12  | ±15  |
| Speak English less than "very well"    | 0   | ±18  |
| Other Native North American languages: | 299 | ±108 |
| Speak English "very well"              | 260 | ±98  |
| Speak English less than "very well"    | 39  | ±40  |
| Hungarian:                             | 75  | ±63  |
| Speak English "very well"              | 75  | ±63  |
| Speak English less than "very well"    | 0   | ±18  |
| Arabic:                                | 0   | ±18  |
| Speak English "very well"              | 0   | ±18  |
| Speak English less than "very well"    | 0   | ±18  |
| Hebrew:                                | 9   | ±13  |
| Speak English "very well"              | 9   | ±13  |
| Speak English less than "very well"    | 0   | ±18  |
| African languages:                     | 54  | ±63  |
| Speak English "very well"              | 54  | ±63  |
| Speak English less than "very well"    | 0   | ±18  |
| Other and unspecified languages:       | 24  | ±31  |
| Speak English "very well"              | 24  | ±31  |
| Speak English less than "very well"    | 0   | ±18  |

**15. Completed Unlawful Discrimination Poster**

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**Unlawful Discrimination**

It is unlawful for airport operators and their lessees, tenants, concessionaires and contractors to discriminate against any person because of race, color, national origin, sex, creed, or disability in public services and employment opportunities. Allegations of discrimination should be promptly reported to the Airport Manager or:

Federal Aviation Administration  
Office of Civil Rights, ACR-1  
800 Independence Avenue, S.W.  
Washington, D.C. 20591

Federal regulations on unlawful discrimination are available for review in the Airport Manager's Office.

**Coordinator:** Patty Wahto, Airport Manager  
**Phone:** (907) 789-7821  
**Address:** 1873 Shell Simmons Dr. #200  
Juneau, AK 99801

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**Discriminacion Illegal**

Se prohíbe a los operadores de aeropuertos y a sus arrendatarios, inquilinos, concesionarios y contratistas discriminar contra cualquier persona por motivo de raza, color, nacionalidad de origen, sexo, creencias religiosas, impedimento físico o discapacidad en lo que respecta a servicios públicos y oportunidades de empleo. Las alegaciones de discriminación deberán ser dirigidas inmediatamente al Administrador del Aeropuerto o a:

Federal Aviation Administration  
Office of Civil Rights, ACR-1  
800 Independence Avenue, S.W.  
Washington, D.C. 20591

Los reglamentos sobre discriminación ilegal están a la disposición de los interesados para su examen en la oficina del Administrador del Aeropuerto.

**Coordinador:** Patty Wahto, Airport Manager  
**Teléfono:** (907) 789-7821  
**Dirección:** 1873 Shell Simmons Dr. #200  
Juneau, AK 99801



U.S. Department of Transportation  
Federal Aviation Administration

HQ-10/008

## ATTACHMENT #2

**From:** Scott Harris @ Harris Air <scott@harrisair.com>  
**Sent:** Friday, October 27, 2023 8:41 AM  
**To:** Airport Board  
**Subject:** Aircraft wash area

**Follow Up Flag:** Follow up  
**Due By:** Tuesday, October 31, 2023 4:00 PM  
**Flag Status:** Flagged

Greetings Airport Board members,

If I may suggest to the Board to think beyond the cost per use of the aircraft wash area and consider it an allowable use by the GA tenants. The airport provides many services and amenities that benefit the GA community such as:

- Snow removal around private hangars
- Sanding of taxi lanes in winter
- Sand removal of taxi lanes in spring
- Float plane launch/retrieval area

Without trying to break everything down into categories I believe it is safe to say that the GA tenants of the airport pay for services and amenities through leasing. Why, then would the Airport consider the airplane wash area as anything other than an amenity to be paid for through leasing. Even if the Board saw the need to cover the cost of water use, how much water do you think is used in washing an airplane? Residential water rates are around \$28.00/month with an allowable water use of 4000 gallons so.....factor in a cost for sewer or storm (where ever the drain leads) to be thorough and where are we? .5 cents per gallon? 1 penny?

In closing, I am asking the Board to consider the wash area to be an authorized use by the tenants and not focus on cost per use. If you impose a per-use cost I don't believe the space will get any use. As for the concerns mentioned about washing of cars and boats? I've never seen it and I am not sure it should be a concern. The wash area is out in the open, CBJ staff passing by could easily ask those washing cars or boats to cease and, over time it wouldn't be anything at all and the fact that it is a topic is surprising. There are cars and boats all over this airport.

Thank you all for your consideration on this matter.

Scott Harris  
Harris Aircraft Maintenance  
PO Box 34453 Juneau, AK 99803  
400 Airport Road, Sitka, AK 99835  
Cell: 907-752-0220