

MINUTES of
AIRPORT BOARD MEETING
April 10, 2025
6:00 p.m. Alaska Room/ZOOM

A. **CALL TO ORDER:** Chair Eve Soutiere called the meeting to order at 6:01 p.m.

B. **ROLL CALL:**

Members Present:

Dennis Bedford
David Epstein

Chris Peloso
Angela Rodell

Eve Soutiere
Charlie Williams

Member Absent:

Jerry Godkin

Staff/CBJ Present:

Patty Wahto, Airport Manager
Andres Delgado, Airport Sup't.
Angelica Lopez-Campos, Bus. Mgr.
Ke Mell, Airport Architect
Mike Greene, Airport Project Mgr.

Sherri Layne, CBJ Law
Nicole Lynch, CBJ Law
Sam Russell, CBJ Fire Dept.
Mark Fuelle, CBJ Fire Dept.

Public:

Sarah Lowell, Coastal Helicopters
Justin Corbin, Aero Air
Jodi Garza, Tenant Liaison

RaeAnne Hebnes, Michael Baker Intl.
Philip Jufko, Michael Baker Intl.

C. **APPROVAL OF MINUTES:**

1. *David Epstein moved to approve the minutes of March 13, 2025. The motion passed by unanimous consent.*

D. **APPROVAL OF AGENDA:** *David Epstein moved to approve the agenda as presented. The motion passed by unanimous consent.*

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

F. **SPECIAL PRESENTATION:** Michael Baker International regarding Airport Master Plan Update: Phillip Jufko, Michael Baker International (MBI), gave a PowerPoint presentation (Attachment #2). David Epstein asked as far as the runway extension goes, what is the anticipated classification. Is it environmental assessment (EA) or EIS (environment impact statement)? Mr. Jufko stated that they are working on the next step of getting through the airspace procedures, making sure that the airlines are comfortable and what they are proposing isn't going to impact the airlines privately developed runway procedures. Once they have the results of that study, they would interact with DOT&PF (Department of Transportation and Public Facilities) about what their finding of results

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are. With regard to the environmental, it could go either way depending on the support from the community.

Board Member Charlie Williams asked approximately how much time will the Board be given to review the Plan once they are nearing completion? Mr. Jufko stated that the draft analysis will be ready by the middle of June. Board Member Dennis Bedford asked if there were any alternatives for the paid parking area. Mr. Jufko answered no because it is tied to the expansion of the terminal. When the expansion of the terminal needs to move forward, the Board needs to think about the parking situation. It is costly and it is constrained with no where else it could go. Because the last time the terminal area was studied was more than 20 years ago, MBI is recommending that there is an update to that study for the purpose of phasing facilities, cost/need for the facilities and, most importantly, the trigger points.

G. UNFINISHED BUSINESS:

2. **Mendenhall Riverbank Stabilization Bid Award.** Airport Project Manager Ke Mell said the bids were received April 9, but the apparent low bidder is unresponsive and will not be known before Monday. When the apparent low bid is known, it will be brought before the Airport Board for their concurrence. If the bid is not awarded, the project will be rebid as soon as possible. The Department of Military and Veterans Affairs will need to approve the contract before award. A special Board meeting may be needed later this month. Bids require a tremendous amount of paperwork when submitting a bid. For a bid to be considered valid, all the paperwork has to be in order. Some things are unresolved; therefore, the names of the bidders and the amounts cannot be released until resolved.

H. NEW BUSINESS:

3. **Transfer of Local Match Funds ‘Gate 5 Passenger Boarding Bridge’ Capital Improvement Project (CIP) to ‘Runway Safety Area (RSA) Grading’ CIP.** All work and grant for CIP ‘Gate 5 Passenger Boarding Bridge (PBB)’ has concluded. There is \$1,354.50 of remaining local match (Airport dedicated Sales Tax) in this project that needs to be transferred to another project before Gate 5 PBB can close out. This will transfer local funds into RSA CIP for match. *Angela Rodell moved to approve the transfer of \$1,354.50 of local match from ‘Gate 5 Passenger Boarding Bridge’ to ‘Runway Safety Area Grading’ CIP. The motion passed by unanimous consent.*

I. STAFF REPORTS

4. **Airport Manager Recruitment Update:** Board Member Chris Peloso said a meeting was held today. The recruiting agency is working and there have been over 20 applicants. It is hoped to do two rounds of interviews. Screening interviews will be done in the month of May. Some finalists will be chosen, and some final interviews will be done in the middle of June. A couple of issues have come up. The Committee wanted to know how involved the Board wants to be in the interview process. Are Board Members

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interested in the screening interviews? Are Board Members interested in being there for the finalists? What is the Board expecting to get at the end of the day? Are they expecting to have one candidate that the Hiring Committee has selected and put that person up for a yes or no vote? Is the Board expecting two or three candidates and then have a Board decision about which one is the best?

Mr. Peloso said Human Resources Dallas Hargrave will provide all of the candidates with some questions. He wanted to get some questions from the Board as to what they are looking for, what skill set, etc. The questions can be funneled through Mr. Peloso who will then funnel them to Mr. Hargrave. This would hit all the points that the Board thinks a good Airport Manager should have.

The third question is does the Board want to give stakeholders any kind of say, voice or opportunity to comment on the candidates? A public process could allow people to say what they like or don't like. The Hiring Committee will make those decisions if no one on the Board has any strong feelings on it. He will take feedback to the Committee.

Board Member Angela Rodell said she believed it is one of the most important activities that the Board will undertake this year. It has a very long-term impact. She would personally like to be involved as much as she can because of the importance of that. She appreciated the request from the City to understand how much Board Members want to be involved. As for stakeholders, it has been her experience that when Bartlett Hospital went through CEO searches, when Eaglecrest went through a new manager/CEO search, there were public meet and greets with the final candidates. In a perfect world, it would be great if there was one candidate that outshined everyone else and it didn't need to interview beyond that candidate, but she said as a hiring manager, she never had that experience, especially at this level. Candidates have very different strengths and bring that to bear in the interview process. She thought they should have two or three candidates, with an opportunity for the public to meet the potential candidates before a decision is made.

Mr. Williams thought that there should be at least three candidates. He said it would be great to first have a list of questions that the Board might edit or add to, which would save a lot of effort. Interviews should be available for Board Members to attend both sets of interviews, but the most important interviews would be the final interviews. He thought the stakeholders should be invited to be able to not participate but at least listen to the candidates during both of the interviews, as well.

5. Airport Manager's Report:

- a. Resignations: Pam Chapin is retiring as well. After 34 years of working at the Airport, she has submitted her resignation for April 30. Greg Jerue has also resigned

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who has been at the Airport for over 40 years. He will be done at the end of the month.

b. Interim Airport Manager Dave Palmer will be here next week. This will give him two weeks to work with current staff.

c. The Juneau Aviation Trade Show has been cancelled as they could not execute the agreement.

d. Mount Spur Volcano Preparedness: A lot of phone calls have been received about JNU's preparedness when it comes to the volcano that is imminently erupting and what impacts it would have on JNU especially for any diverted flights. There is more to it. Assistant Fire Chief Sam Russell reported that to a large degree it is what they already do. They have looked at the flights that go through Anchorage and through the air space and familiarizing themselves with what could potentially land here. There have been some training programs on those aircraft. He said the ladder truck has been moved into the area and it could be used for removing passengers from aircraft. It is a full platform that can be stepped off on and lower people to the ground. Airport Superintendent Andres Delgado said that it is pretty straightforward, and they can really handle anything up to a 747 based on weight and runway length alone. The hard line is drawn with the 777 because the airport does not have the runway length. In the event aircraft do come in, it is planned to stage the aircraft in the northeast development area and Taxiway A for overflow. A portion of the Taxiway would be shut down in order to accommodate them. The struggle comes with the ability to deplane some of the aircraft. There would be a lot of coordination with Aero Services.

Mr. Epstein asked about Customs should the aircraft be foreign based. Mr. Delgado replied it would take advance notice with the Customs and Border Protection personnel in Juneau. This has happened where they were isolated on the northeast development area and processed through there. Air traffic will notify the Airport of any diverted aircraft as a result of an eruption.

e. Jordan Creek Green Belt Cleanup. Ms. Wahto noted the amount of effort and cost going into the cleanup is growing. It was cleaned up on Tuesday and again today, it is a pig sty. This is costing the Airport a lot of money. Staff has other work to do, and it is absorbing staff time. Ms. Delgado said it is a huge expenditure in both time, labor, and money. It costs well over \$1,000 for each hour of cleanup time. Over the course of a year, it is well over \$100K. This is money better spent on Airport facilities, operations, equipment, etc. It is also hundreds of hours of time that is also better spent inside the airfield fence performing airfield maintenance and operations. It is a huge burden that exposes the crew to feces, waste, needles and a lot of things

that are hazardous. It does jeopardize the Airport's federal obligation as part of that area is involved in the Corps permit.

Mr. Williams said the Chief of Police spoke at Rotary yesterday and they learned some things about this. He was not sure about City policy, including being able to relocate and do other things to deal with this problem. He asked if staff had reached out to the Chief or Community Service Officers (CSO), because those are the folks that enforce any rules. Mr. Delgado said that staff coordinates with JPD (Juneau Police Department) officers at the airport. Each time they are out there, they do not want to risk employees coming into bodily harm for liability reasons. They are on site strictly to keep the peace. People have been issued trespass orders for routine offenders.

Mr. Williams suggested holding a meeting with CSO and maybe the Chief of Police to get some of a formal plan. Part of the CSOs response team is to develop relationships with these people and work through different methods of getting them to be in compliance. They are having some success. He suggested a meeting be held specifically to deal with the corridor along the creek. The solution has to involve the police and the CSOs, an organization that was formed to deal with these people.

Chair Soutiere asked if it would be helpful to have a committee hold a working session on how to address this. There are a lot of players in town that if they were all in the same room, some sort of solution might be developed. Mr. Delgado said the more help and eyes that the Airport can get on this, the better it will be. Garnering the visibility it deserves would be beneficial not only to the Airport but to the surrounding community. She said she would be willing to volunteer. Mr. Williams also volunteered. Mr. Epstein also volunteered.

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

- *Passenger Facility Charge (PFC) 10*. The air carrier comments are due tomorrow. The application will then be forwarded to the FAA (Federal Aviation Administration) for their review. Alaska Airlines approved the projects. We are waiting for Delta Air Lines comments.

6. Airport Projects Report – Mike Greene. Project Manager Mike Greene reported the *Terminal Reconstruction Project* lighting control replacement has been completed. With that completion, the Airport is now finished with the contractor's obligation. They are now looking for closeout and submittal of final payment. In the meantime, staff continues to look at the heat pumps, heat pump replacement work, repair of the dedicated outside air system unit, heat pump conditions, the heat pump medium within the glycol

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system, which are still being looked at but is outside of the Dawson Construction contract. This is a huge milestone.

Staff is looking at power conditioning and working with CBJ Contracts, who will issue a letter of interest to electrical engineering firms and see if they can't come up with someone willing to work with the Airport on this project. The preferred contractor is waiting to respond to that letter. Hopefully that works.

Runway Safety Area Project. Staff Continues to work with HDR Engineering. They have submitted a set of 60% design documents which has been submitted to Airfield Maintenance, JNU and FAA for review. As soon as those review comments are assembled, they will be sent back to HDR. They continue to work on the Construction Safety and Phasing Plan. They are looking for a bid opening date of July 1.

Rehabilitate Part 121/135 Apron & Remain Overnight (RON) Parking Apron. This project is now coming back to life. Chatham Electric, working under Secon, has been working on getting the light pole bases installed, pouring the concrete around those pilings and work will start setting the light poles next week. Secon will start next Monday and will move air cargo operations to Gate 2 until the end of the first week of May. This allows them to work on the expansion of the Alaska Airlines cargo stand, which is contracted outside of the Airport's work and directly with Alaska Airlines. They have also got work going on at Gate 3 to put an expanded hardstand over there, again part of work done by Alaska Airlines. The Airport's work will be finishing Phase 7A and 7B areas, which surrounds the hardstand and finishes out the 135 area at Hotel and Charlie. This will be the last operation on this project. Stakeholder notification has been made. The Tower has been advised. This will begin on Monday.

Very Big Doors on SREB (Snow Removal Equipment Building) and Sand and Chemical Building. These doors are massive. They are a specialty door. There is only one outfit that will work on the doors and that is the manufacturer. The doors need adjusting from time to time and while staff has been trained on minor adjustments, they are outside of the scope that staff thinks they can do in house. Staff has reached out to International Door and requested a quote to get them to come up, inspect and provide a repair quote for those doors. The last time this was done, the quote came back at over \$100K for the repairs. Until the revised quote is received, it is not known what will be needed. Mr. Williams thought this was a lot of money for doors that are not very old. He asked if they were repaired now, would there be another repair in three to five years similar to this? Mr. Greene said the doors are bullet proof. The problem is that they use a cable hoisting system and those cables stretch. Staff knows how to adjust the doors to address cable stretch, but if they stretch unevenly, then all of a sudden you have a door that is crooked within the frame and that is outside of staff's expertise. There are limit switches that are going bad, motor drives that are cutting in and out, and while conceivably you can have

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an electrician look at those things, again, there is no one to work on these doors. These doors are four to five years old. He thought if they were repaired again, it is hoped that staff could stay on it, and it shouldn't be a horrible routine maintenance problem. Mr. Williams asked if there was any upgrade that wouldn't stretch as much. He thought it would be an ongoing thing that seems expensive. Mr. Greene did not think there was an upgrade. These are super heavy doors.

The Airport has an RFP (Request for Proposal) out to Secon that is being run through the Apron Project that is some *repairs of asphalt on the runway*. It started out with an RFP issued last fall in which four areas (approximately 20 square feet each) were identified that parallel the centerline of the runway about 8 feet off to the north and these spots are areas where the asphalt deteriorated. This is to treat divots that can be as deep as three inches. This ran into winter and had to be held until spring. When these areas were reinspected, it was found that the 20-foot square areas are now much bigger, and the damage is worse. Secon was asked what it would cost to expand the scope of work, and they replied \$100K to \$120K in rough numbers. This is money that is not laying around. This is another reason why money laid away for these types of things is hugely important for this airfield. Ms. Wahto said that when the Airport looked at this and it was only \$20K, the current Apron Project has local funds that had been appropriated as there is always a little more for contingency purposes or for things like change orders that go up or down. The other question is what the remaining local funds in that account is, as local funds can be used in any way.

7. Airport Projects Report – Ke Mell. Ke Mell, Airport Architect, reported on the *Channel/Loken/Coastal Contamination*. Drilling in support of the additional work requested by the Alaska Department of Environmental Conservation is tentatively scheduled for April 21.

Secure Identification Display Area (SIDA) Americans with Disabilities Act (ADA) Elevator: Northwind has requested a site visit on April 24 to familiarize themselves with the airport.

Since last checking with the State of Alaska Department of Natural Resources (ADNR) Division of *Land Conveyance ADL 107380* in early February, as of April 4, 2025, the Title Report Request has moved from number 31 to number 6 in the queue but has not yet been acted upon.

J. COMMITTEE REPORTS:

8. Finance Committee: Committee Chair Angela Rodell said the Finance Committee has not met. She and Mr. Williams were in attendance at the Saturday Assembly Finance Committee meeting to present the budget. Some good questions were asked and hopefully they got all the answers they need, and they will say yes.

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9. **Operations Committee:** No report.

K. **ASSEMBLY LIAISON COMMENTS:** None.

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

M. **BOARD MEMBER COMMENTS:** Dennis Bedford said he listened to Mr. Mertz' presentation last month. He has done some research. He was concerned that the numbers are higher. If questions are asked, they should have good answers. There are some things that have come up. He said fuel flowage fees compared to Ketchikan are \$.41 versus \$.23. He said landing fees are higher. He said they need to at least have an explanation as to why they are so high. He said Ketchikan Airport is owned by the State and operated by the Borough. There may be a difference, but he thought they should look into it. Ms. Wahto said there are some major differences. When you look at airports that are run 24/7 versus one that is open for a limited time, and they are a different size/category airport where law enforcement is a whole different bag compared to what is required here. There are a lot of differences throughout. There are answers. It is finding what is their total budget, how is it divided out and what are their percentages. It isn't just one airport that you can compare to. There are a lot of subtleties between all airports and what they charge or don't charge. There are differences between us and State airports like Anchorage with their cargo fees that we don't charge, but they have a tremendous amount of cargo fees that they charge. At one point, it was suggested that a study be done for this comparison.

Mr. Williams thanked Ms. Wahto for her tenure and her efforts. He wished her well. Chair Soutiere also thanked Ms. Wahto.

N. **ANNOUNCEMENTS:**

O. **NEXT MEETING DATE:** The next regular Airport Board meeting will be held on May 8, 2025, at 6:00 p.m. in the Alaska Room and via Zoom.

P. **ADJOURN:** *Chair Soutiere adjourned the meeting at 7:00 p.m.*

Available Fund Balance Summary
Airport Fund

	<u>FY24 Actuals</u>	<u>FY25 Amended</u>	<u>FY25 Proj</u>	<u>FY26 Budget</u>	<u>FY26 Budget Revised</u>
Beginning Available FB	3,783,400	2,606,000	2,606,000	4,416,691	4,416,691
Operational Expenses:	(11,199,334)	(10,549,300)	(10,583,959)	(10,755,800)	(10,965,577)
Debt Service (OUT):	(3,064,200)	(2,505,100)	(2,505,045)	(2,583,400)	(2,583,413)
Transfers to Capital Projects:	(822,066)		-		
Other Non-Oper Expenses:	-	-	-	-	-
JNU Total Expenses:	(15,085,600)	(13,054,400)	(13,089,004)	(13,339,200)	(13,548,990)
Minus Non-operational Exp & Debt Serv:	3,886,266	2,505,100	2,505,045	2,583,400	2,583,413
Operational Expenses:	(11,199,334)	(10,549,300)	(10,583,959)	(10,755,800)	(10,965,577)
Operational Revenues:	8,134,530	10,606,700	10,274,864	10,610,000	10,565,124
CARES Reimb (operations):	3,054,045	-	1,910,131	-	-
PFC for Rev Bond Interest:	434,625	317,600	317,600	194,900	194,900
***Other Financing Sources (Uses):		-	2,100	-	-
JNU Total Revenues:	11,623,200	10,924,300	12,504,695	10,804,900	10,760,024
Minus Non-operational REV & Debt Serv:	(3,488,670)	(317,600)	(2,229,831)	(194,900)	(194,900)
Operational Revenues:	8,134,530	10,606,700	10,274,864	10,610,000	10,565,124
Operating FB Increase(Decrease):	(3,064,804)	57,400	(309,095)	(145,800)	(400,453)
JNU EXP minus REV:	(3,462,400)	(2,130,100)	(584,309)	(2,534,300)	(2,788,966)
Increase (decrease) in Debt Service Reserve:	(2,285,000)	(2,395,000)	(2,395,000)	(2,515,000)	(2,515,000)
Increase (decrease) in Fund Bal (FB):	(1,177,400)	264,900	1,810,691	(19,300)	(273,966)
Ending Avail FB, including Reserve:	2,606,000	2,870,900	4,416,691	4,397,391	4,142,725
Less 3 Mo. Operating Reserve	(2,799,800)	(2,637,300)	(2,646,000)	(2,689,000)	(2,741,400)
Ending Available Fund Balance	(193,800)	233,600	1,770,691	1,708,391	1,401,325
Uses Fund Balance (no rate increases):			309,094		400,453

AIRPORT CAPITAL REVOLVING ACCOUNTS (combined)

ATTACHMENT #1

Date	CIP Revolving Balance*	Reimbursed Amount (+)	Forward Fund Amount (-) anticipate reimbursement	Encumbered Amount (-) permanent/ <u>no</u> reimbursement	Description
	\$819,788	-	-	-	BUDGET
Apr-19			(\$477,000)	**	NO LONGER REQ. Termnl Recon
Jan-21			(\$50,000)		Property Acquisition Frwd Fund Specialist
FY25			(\$5,000)		ARFF Truck
FY25			(\$26,427)		Master Plan Update
FY25			(\$50,000)		SIDA ADA Elevator
FY25			(\$10,000)	"PENDING"	ARFF Truck
	\$201,361				AVAILABLE BUDGET on 560010101-3990 to forward fund Projects

* Represents all 3 Capital Accounts: Airport Revolving Captial Reserve Acct (ARCRA), Airport Construction Contingency Reserve, Project Design

** Temp forward funded \$477K to be credited once Controller's complete transfer back to acct

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We Make a Difference



Juneau International Airport Master Plan Update



Juneau International Airport Board
April 10, 2025

Michael Baker
INTERNATIONAL



Agenda

- Welcome and Introductions
- Master Planning Process
- Schedule
- Work Completed
- Public Involvement
 - Website
 - Technical Advisory Committee
 - Public Open House
 - CBJ Assembly
- Work Underway/Work Remaining
 - Aeronautical Survey
 - Airport Layout Plan Drawing Set/
Exhibit "A" Property Inventory Map Update
- Questions



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Master Planning Process



Juneau International Airport

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What is a Master Plan?

- Projection of the Airport's ultimate growth over a 20-year timeframe
- Plan for the ultimate development of physical facilities
- Development guide, including timing and costs, that considers adjacent land uses and environmental issues
- Step-by-step description of the logic used in formulating the plan
- Display of the plan in graphical and written form
- Positions the Airport to compete for FAA funding

Major Objectives

- Optimize the operational efficiency, effectiveness, capability and safety of the airport
- Enhance the economic and social value of the airport
- Meet the long-range aviation needs of the community
- Ensure that current and future airport plans are environmentally compatible and in harmony with local and regional plans and objectives
- Provide planning options that are consistent with these project goals



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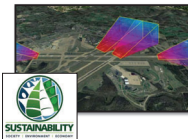
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04/10/2024

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Airport Master Planning Issues

- Recommendations from previous planning efforts
- Changes since previous master plan
- Changes in FAA Airport Design guidance
- Aerial survey and mapping IAW FAA's Airports Geographic Information System
- Airspace and land use compatibility
- Optimize land utilization
- Maximize revenue opportunities
- Sustainable solutions for the future



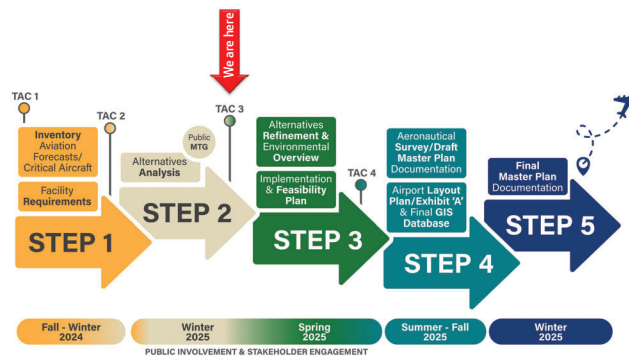
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Master Planning Process



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Work Completed

Juneau International Airport

Overview of Airport Facility

- Small-hub commercial service airport
 - 662 acres
- Runways capable of handling commercial and float plane aircraft
 - Runway 8-26 – 8,857' x 150'
 - Runway 8W-26W – 4,000 x 150'
- Airport Traffic Control Tower
- Non-precision instrument approaches
- Cargo/ground handling, fueling, Fixed Base Operator and aircraft maintenance services
- Air cargo service to meet logistics and distribution needs
- General aviation facilities

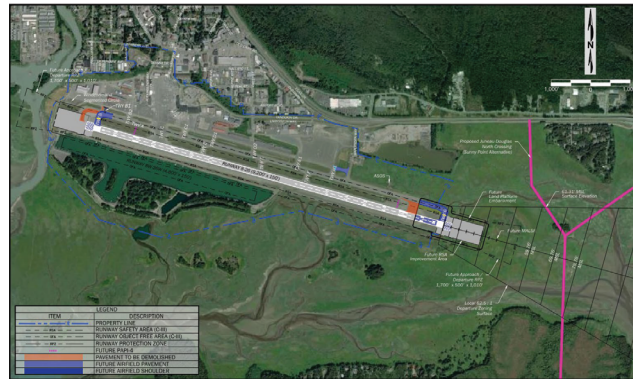


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Airfield Analysis





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 **Public Involvement Process**
Juneau International Airport

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Public Involvement

- Technical Advisory Committee
 - Diverse group of key stakeholders
 - Review meetings at key milestones
 - Role: Provide advisory input related to aviation, community, planning and legal issues
- Public Open House Meeting
- Project Status Briefings
 - Airport Board
 - City/Burrough of Juneau
 - Local Organizations



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 **Remaining Work**
Juneau International Airport

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Working Papers

- Working Paper 4
 - Alternative Refinement
 - Environmental Overview
- Working Paper 5
 - Implementation Plan
- Final Technical Report



ALP/Exhibit "A" Update

- Aeronautical Survey and Mapping
 - June 2025 – Dictated by Weather Conditions
 - Required by FAA to maintain updated Airport Geographic Information System (AGIS)
- Airport Layout Plan Drawing Set Update
- Exhibit "A" Property Inventory Map Update
- ALP is approved by the FAA



Your thoughts . . .

