

# **Juneau Airport Board Finance Committee Meeting Minutes**

**October 22, 2024 - 10am**

**10:03am**

## **Committee Members in Attendance:**

Jason Custer - Chair

Jodi Garza

Chris Peloso

## **Board Members in Attendance:**

## **Others in Attendance:**

Dennis Bedford – Chairman, Airport Board

Patty Wahto - Airport Manager

Kent Craford – Alaska Seaplanes

Paul Khera- Deputy Airport Manager

Ke Mell – Airport Architect

Angelica Lopez-Campos - Airport Business Manager

Max Mertz – Alaska Seaplanes

Sherri Layne – CBJ Attorney

## **A. CALL TO ORDER**

The Chair called the meeting to order at 10 am AKT.

Custer inquired who called the meeting. Was it the Airport Board Chair, and if so, was it Spencer or Bedford? Attorney Layne clarified that the Committee Chair can call the meetings. Custer noted this conflicted with prior guidance he received that only the Airport Board Chair can call Committee meetings. Custer noted that whoever calls the meeting should be coordinating with the Chair on the agenda.

## **B. ROLL CALL**

## **APPROVAL OF MINUTES**

Custer suggested adding “Written Financial Policy” to the agenda as follow-up from the September meeting.

**Motion: Garza – “I move to approve the agenda as amended to include Written Financial Policy.”**

**Discussion: None**

**The motion carried via Unanimous Consent**

**1. Capital Improvement Program Update**

Reviewed. No action taken.

Garza emphasized the importance of having capital projects to charge staff time to.

**2. Passenger Facility Charge (PFC) 9 and 10 Projects / Process**

Reviewed. No action taken.

**3. Operating Budget Snapshot FY24 and FY25 To-date**

Reviewed. No action taken. The committee expressed appreciation to staff for the level of detail provided.

**4. Written Financial Policy**

The Committee discussed the importance of having a written Financial Policy, and suggested looking at similar policies of other airports as a starting point. Manager Wahto agreed. After the meeting, Manager Wahto circulated Chapter 10 of the Airport Sustainability Master Plan, which includes a written Financial Policy.

**C. ADJOURNMENT**

**Motion, Peloso - “I move to adjourn.”**

**Discussion: None**

**The motion carried via Unanimous Consent.**

**The meeting adjourned at 10:41pm.**

**Upcoming meetings:**

Tuesday, January 21<sup>st</sup>, 9am

Tuesday, January 28<sup>th</sup>, 9am

February 4<sup>th</sup>, 9am

April 22<sup>nd</sup>, 9am

July 22<sup>nd</sup>, 9am