

MINUTES of
AIRPORT BOARD MEETING
July 13, 2023
6:00 p.m. via ZOOM

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

B. **ROLL CALL:**

Members Present:

Dennis Bedford
Al Clough

Jason Custer
Jodi Garza

Chris Peloso
Dan Spencer

Member Absent:

Eve Soutiere

Staff/CBJ Present:

Patty Wahto, Airport Manager
Phil Adams, Deputy Airport Mgr.
Andres Delgado, Airport Sup't
Ke Mell, Airport Architect

Michelle Hale, CBJ Assembly
Sherri Layne, CBJ Attorney
Mark Fuelle, Fire Department

Public:

Joel Kain, TEMSCO/Coastal/
NorthStar

Eric Main, TEMSCO Helicopters

C. **ELECTION OF OFFICERS:** Moved to the last item of the agenda.

D. **APPROVAL OF MINUTES:** *Dan Spencer moved the approval of the minutes of the June 8, 2023, Board meeting. The motion passed by unanimous consent.*

E. **APPROVAL OF AGENDA:** *The agenda was approved by unanimous consent.*

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

G. **UNFINISHED BUSINESS:**

1. **TEMSCO Request for Wastewater Tie-in Reimbursement.** Airport Manager Patty Wahto reported that this was brought before the Board in the May and June Airport Board meetings. Staff followed up with the Federal Aviation Administration (FAA) about using the CARES funds. This certainly could be an allowable cost, but an application would need to be submitted like for Gate K, etc., but it cannot be done until after October 1. The answer comes from FAA headquarters. From the City & Borough of Juneau (CBJ) standpoint, the Purchasing Department said that since it's not going through the procurement process, the Airport would have to request a check. The decision lies with the FAA. If the FAA does not accept this for some reason, it would have to be done through rent credits. Eric Main, TEMSCO Helicopters, said their first choice would be to

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get reimbursed and then rent credits if the reimbursement did not work out. Board Member Jason Custer asked if the project is subject to NEPA? Ms. Wahto said it could be, but she would have to work with the FAA because that area was part of the EIS (Environmental Impact Study) a number of years ago. Ms. Wahto said the project was estimated at \$281K. Mr. Main said the City Engineers have stamped the project. He said the price is barring the price of materials going up. This cannot move forward until after October 1 through an application to the FAA. Board Member Jodi Garza was concerned about ownership of the project. Ms. Wahto said these details have not been worked through. Yes, it is on Airport property and somehow it will get turned over. It becomes part of the Airport's system. *Jodi Garza moved to approve staff to pursue a CARES grant for the reimbursement of the TEMSCO wastewater system. If a grant is not approved by FAA, work with TEMSCO for rent credits for the project commensurate with similar project rent credits in an amount not-to-exceed \$295,000. The motion passed by unanimous consent.*

H. NEW BUSINESS:

2. Capital Improvement Project (CIP) Match Transfers (Attachment #1). Ms. Wahto referred to Board to Attachment #1, a summary of the transfers. The Airport is closing out some CIP projects while other projects are being started. This is for CBJ Sales Tax money that was to be used to apply to Airport projects. Transfers are before the Airport Board that will need to be sent to the Assembly for their approval. The projects were discussed. She noted that there is additional Sales Tax money for matches but wanted to match the funds to the projects coming up. These transfers will make the new projects whole for the local match. This is technically housekeeping. *Dan Spencer moved the Board approve the transfer of \$185,604.96 from RSA2C (A50-091), \$200,000 from Land Acquisition (A50-100) and \$14,157.22 from Ramp LED Lighting (A50-094) to the Ramp Improvements project (total transfer of \$399,762.18); and transfer of \$57,304.17 from Snow Removal Equipment (A50-103), \$9,877.62 from Design Taxiway Rehab (A50-090) and \$20,365.25 from Construct Sand/Chem/Fuel Facility (A50-097) to the Gate 5 Passenger Boarding Bridge project (total transfer of \$87,557.04); all local match sales tax, and forward to the Assembly for final approval. The motion passed by unanimous consent.*

3. Ramp Improvement Airport Improvement Program (AIP) Design Grant Additional Appropriation. When the FAA issued the grant, they gave the grant that included the local match as the bottom line. They gave the City too much money, which is causing grief with the accounting department because the grant does not match what was appropriated. Even though the project will probably be closed out and money given back, the Airport is trying to match everything. The difference of \$134,526 needs to be appropriated. *Chris Peloso moved to approve the additional FAA AIP grant amount of \$134,526 for the Design Ramp Improvement CIP (A50-104) to match FAA grant award and forward to the Assembly for final approval. The motion passed by unanimous consent.*

4. **Airport Manager's Report:**

a. Recruitment Updates:

Angelica Lopez-Campos has been hired as the new Airport Business Manager. She has been working with CBJ for almost 20 years in finance, accounting and doing grants. She is very familiar with FAA grants. She will be joining the Airport team next week.

Justin Swick has been hired as the new Airfield Senior Mechanic. He is replacing Mike Roggenkamp. Justin has almost 20 years working on specialized equipment.

b. Airport Fund Balance and Capital Revolving Account Balance. There has been no change on these documents. Staff continues to work with the Finance Department to get updated numbers.

c. CARES/CRRSAA/ARPA Fund Balance. There has been no change on this document. A placeholder will be added for the TEMSCO project. The Board needs to start thinking over the next few months on what it wants to do with the remaining \$1.5M. She did not expect any more projects will come from this money. It can be used for the Airport's revenue bond interest or things like that. This would free up PFCs (passenger facility charges). This needs to be brought before the Finance Committee in a month or so.

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

- *Land Conveyance Closeout.* Staff continues to work on this with Alaska Division of Natural Resources (DNR). There are two parcels of land off of Runway 8/26 that became the Airport's as part of the runway safety area mitigation. This got tied up as DNR closed out the project by accident. After this has finalized, it will generate another Airport Layout Plan and Exhibit A update that has to be done with land acquisitions. There are also avigation easements, but those are with the FAA. The Airport is hoping to do the same thing once the MALSRs (Medium Intensity Approach Lighting System with Runway Alignment Indicator Lights) are extended into the wetlands on the east end (Runway 26), which is planned to hand the equipment over to the FAA.
- *Alaska Department of Environmental Conservation (ADEC) Compliance Order by Consent (COBC) Close-out.* The Airport was fined a few years ago for the SWPPP (Storm Water Pollution Prevention Plan) for not submitting all reports timely. Staff is working to close this out. The paperwork has been sent to ADEC.
- *Juneau Douglas North Crossing Project.* A discussion was held with the FAA Airports Division staff. The concern for the crossing location of Sunny Point was noted. The peninsula crossing was also noted as an issue. They had seen

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comments from Alaska Airlines and Delta Air Lines with their concerns about Sunny Point. FAA said the Airports Division was concerned for the approaches. More discussions have been held with DOWL. DOWL will be moving their preferred road forward. She hoped that the locations would not be on the table.

- *Possible UPS (United Parcel Service) Strike.* This may result in packages in the area. Things that don't impact the Airport will impact the city. It has a trickle-down effect.

5. Airport Projects Report – Ke Mell. Ke Mell, Airport Architect, reported on the *Parking Lot Renovation Project*. On June 12, Secon started work in the rental car lot with asphalt removal and trenching for new lighting, and on June 14 they started on the airfield, laying the new main storm drain line. Secon has Substantially Completed the airfield work, although they will be returning in September to install an oil/water separator that has a lead time of several months. JNU staff and Secon closely coordinated with Coastal Helicopters to minimize the impact on their operations. Secon replaced a section of the main water line serving Capital City Fire & Rescue and the hangars of Coastal, Ward Air, and Alaska Seaplanes east of the terminal on the night of June 29. Work that was anticipated to take 4 hours actually took 10 hours, as the existing ductile iron water main was gently curved and the water line bypass (which was fabricated straight based on available drawings) required considerable effort to install. Rental cars moved back into their lot on July 10 and 11. On July 13, the trash compactors came back to the east end of the rental car lot and the temporary dumpster is gone from the taxi staging area.

Work in the employee lot is moving slowly, as the electrical subcontractor is receiving the light pole bases and electrical boxes they need to complete their below-grade work. Short-term parking has moved temporarily to the long-term lot and payment for short-term has transitioned to pre-pay kiosks just outside the terminal entrance. Ground transportation is picking up in the taxi staging area and along the west side of Shell Simmons by Alaska Seaplanes' new building. She noted that Pam Chapin, Administrative Assistant, has done an amazing job coordinating the impacts of all of this with everyone Ms. Mell had not had time to contact. Secon said they originally were scheduled to finish by November 1, but now it is the first week in October.

6. Airport Projects Report – Mike Greene. Ms. Wahto reported the *Terminal Reconstruction Project* continues with the punch list items. Dawson Construction expects to have two people working on this next week. They will not be working on the central glass area as that awaits final direction from McCool Carlson Green.

Ms. Wahto said that most of Mike's time has been spent on the *Main Ramp (Part 121/135) Rehabilitation and Remain Overnight (RON) Jet Parking Design*. He has been

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trying to get the bids out. The bids are due on July 19. Because there will be an amendment to the documents, the bid opening date will be extended a little bit.

Rehabilitate Access Road (Float Pond Improvements): The project has been completed. Secon did a great job.

Gate K (Crest Street) Culvert at Jordan Creek: Secon was awarded this project. They are waiting for a few things that have to go into place before the diversion can be done for the stream. A detour will be available for anyone using Gate K.

I. **CORRESPONDENCE:** None.

J. **COMMITTEE REPORTS:**

7. **Finance Committee:** None.

8. **Operations Committee:** July 14, 2023, 10:00 a.m. - Alaska Room/Zoom regarding Part 135 Ramp Parking and Vehicle Service Road

K. **ASSEMBLY LIAISON COMMENTS:** Assembly Member Michelle Hale reported that Loren Jones will be standing in for Carole Triem until the elections. There are two seats open for the election. The new City Hall will be on the ballot. City Manager recruitment is under way. The Finance Director position has been filled. The Police Chief is moving on to another job that will benefit Juneau and Southeast Alaska, but there will be a recruitment for that position, too.

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

M. **BOARD MEMBER COMMENTS:**

9. Chris Peloso noticed a grumbling the other day on the web about the lack of water fountains at the airport and calling out some Board Members by name. It said, "there was no water in the terminal because the water fountain was broken." He said he had full faith that the Board will be able to handle this, but people were suggesting that people call the Board Members because they were not able to get water from the water fountains.

10. Chair Clough introduced Jason Custer as the new Board Member. He said Jerry Kvasnikoff will be missed. Jason Custer thanked everyone for welcoming him to the group. He is looking forward to serving the community in this position and learning more about everyone. He said he was totally into a get-to-know-you coffee if anyone would like. He would appreciate others helping him to get things up to snuff on his understanding of the airport.

N. **ANNOUNCEMENTS:** None.

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- O. **NEXT MEETING DATE:** The next regular Airport Board meeting will be held on August 10, 2023, at 6:00 p.m. in the Alaska Room and via Zoom.
- P. **EXECUTIVE SESSION:** None.
- C. **ELECTION OF OFFICERS:** *Chris Peloso moved to reelect Mr. Clough as Chairman, Mr. Spencer as Vice Chairman and Jodi Garza as Secretary. The motion passed by unanimous consent.*
- Q. **ADJOURN:** *Jodi Garza moved to adjourn. The motion passed by unanimous consent and the meeting adjourned by unanimous consent at 7:09 p.m.*

ATTACHMENT #1

Capital Improvement Project (CIP) Match Transfers

SUMMARY TABLE for Sales Tax Local Match Transfer

7/7/2023:

<u>Action</u>	<u>CIP</u>	<u>Title</u>	<u>Transfer OUT</u>	<u>Transfer IN</u>	<u>Transfer TO</u>
CLOSE	A50-091	RSA2C	\$185,604.96		Ramp Improve
	A50-100	Land Acquisition--Planning	\$200,000.00		Ramp Improve
CLOSE	A50-094	Ramp LED Lighting	\$14,157.22		Ramp Improve
CLOSE	A50-103	Snow Removal Equipment	\$57,304.17		Gate 5 PBB
CLOSE	A50-090	Design Twy Rehab	\$9,887.62		Gate 5 PBB
CLOSE	A50-097	Construct Sand/Chem/Fuel Facility	\$20,365.25		Gate 5 PBB
	A50-104	Ramp Improvements--121/RON Ramp Rehab/135		\$399,762.18	
	A50-107	Gate 5 PBB		\$87,557.04	
				\$0.00	
			<u>\$487,319.22</u>	<u>\$487,319.22</u>	