



# AIRPORT BOARD AGENDA

November 09, 2023 at 6:00 PM

Airport Alaska Room/Zoom

<https://juneau.zoom.us/j/82856995400?pwd=YUNld2p1OFI3TnY3NUpKa3BRQmFidz09>

or Dial: 1-833-548-0276, Meeting ID: 828 5699 5400, Passcode: 697369

**TO TESTIFY: CONTACT PAM CHAPIN, 586-0962**

**BY 3:00 PM ON NOVEMBER 8, 2023**

- A. CALL TO ORDER
- B. ROLL CALL
- C. APPROVAL OF MINUTES: October 12, 2023
- D. APPROVAL OF AGENDA
- E. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS
- F. UNFINISHED BUSINESS
- G. NEW BUSINESS

1. **Title VI Plan (Attachment # 1).** 49 CFR Part 21 provides the requirements for Federal financial assistance programs of the Department of Transportation to comply with the 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, agreements, solicitation, leases; and tenants, subtenants, subcontractors, etc., and included as part of the Federal Aviation Administration (FAA) grant assurances. The Airport was under a transition plan and 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.

Board Motion: *"Concur with JNU's Title VI plan on non-discrimination, as presented."*

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.

3. **Airport Manager's Report**

4. **Airport Projects Report - Mike Greene**

**5. Airport Projects Report - Ke Mell**

**H. CORRESPONDENCE**

**I. COMMITTEE REPORTS**

6. Finance Committee

7. Operations Committee

**J. ASSEMBLY LIAISON**

**K. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS**

**L. BOARD MEMBER COMMENTS**

**M. ANNOUNCEMENTS**

**N. NEXT MEETING DATE:** December 14, 2023

**O. EXECUTIVE SESSION**

**P. ADJOURNMENT**

ADA accommodations available upon request: Please contact the Clerk's office 36 hours prior to any meeting so arrangements can be made for closed captioning or sign language interpreter services depending on the meeting format. The Clerk's office telephone number is 586-5278, TDD 586-5351, e-mail: [city.clerk@juneau.org](mailto:city.clerk@juneau.org).

## **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.

---

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

---

**December 1, 2023**

**Effective Date**

---

**November 30, 2026**

**3-Year Expiration Date**

---

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

## **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/federalaviationadministration)

<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

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,

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/ Other Locations</b>	<b>Quantity in Pre-Security Area</b>	<b>Quantity in Post-Security Area</b>	<b>Additional 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		

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

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

<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).

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).

---

<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.

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.*

<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.

## **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:

<b>Existing Airport Facilities</b>	<b>Affected Community Impacted by Operation of the Facility</b>
<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:

<b>Airport Facility Construction Projects</b>	<b>Affected Community Impacted by Construction of the Facility</b>
<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.

<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.

**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

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.

---

<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.

**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.

---

<sup>12</sup>

## **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

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](#)

## **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

# ATTACHMENT #1

Section G, Item 1.

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

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

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

**ATTACHMENT #1**

Section G, Item 1.

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

### **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

### **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

**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

## AIRPORT MANAGER'S REPORT – November 9, 2023

a. Phil Adams Resignation. Deputy Airport Manager Phil Adams tendered his resignation to accept a position with the State of Alaska (Fairbanks). Phil's last day is November 9. Phil leaves a big hole in the Administration department. Staff wishes Phil the best in his new position. The position is out for recruitment in the hopes of filling it quickly.

b. Parking Lot Concession Award. The Airport went out for Request for Proposals for the Airport public parking lots (long-term and short-term) concession. Three proposals were received. Republic Parking has been awarded the new contract and staff will be working to transition to the new contract (and new equipment) over the winter months. Staff look forward to continuing work with Republic Parking.

c. TSA Mandate for Employee Screening Going into Secured and Sterile Areas. Staff have been working with the local Transportation Security Administration (TSA) and stakeholders to prepare for the first trial of the aviation workers screening (AWS) plan. This trial is part of the AWS implementation plan for the first quarter of the informed compliance period, which started September 25, 2023.

The next quarter would be to discuss lessons learned from the trial run and to revamp the screening procedures as necessary and approved by the Federal Security Director. Notice and training would continue with all affected stakeholders on any changes to the screening plan. Trial runs will continue once a week during the second quarter (Jan. – Mar.). This plan is presuming that the lawsuit filed in the D.C. Circuit Court of Appeals would be unsuccessful.

d. Airport Fund Balance (AFB) and Capital Revolving Account Balance (CRAB) (Attachment #3). NO CHANGE since last month. The Airport Fund Balance page reflects updates to the FY23/24 budgets and reflects what has been submitted to the Assembly and approved by the Board.

e. CARES/CRRSAA/ARG Fund Balance (Attachment #4). No change at this time from the October meeting.

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

- **NO CHANGE**– *Alaska Department of Natural Resource (ADNR) Land Conveyance Close-out.* During the Runway Safety Area (RSA) project, the Airport through the Environmental Impact Statement (EIS) public process and mitigation, acquired wetlands parcels from the State for the extension of the RSA on both the RWY 8 and RWY 26 ends, and to accommodate portions of the approach lighting systems. The Airport is still working with ADNR to convey these parcels to the Airport's property. Once this is completed and recorded, the Airport Layout Plan and 'Exhibit A' will need to be updated to reflect the airport boundaries.

- **NO CHANGE**– *Mendenhall River Flooding Damage to Airport.* On August 25, 2023, CBJ Engineering and Airport Airfield Maintenance staff assessed the downstream end of the existing riprap that was damaged in the recent flood event. Approximately 110 linear feet of riverbank

has lost riprap, exposing the original geotextile that was beneath the rock. The loss of riprap has left the top of bank undermined in places. It is estimated that the cost of repairing the damage (i.e., replacing riprap) at \$110,000 (based on 110 LF @ \$1K/LF). The Airport will need to proceed with repairs.

- **NO CHANGE**– *Juneau Douglas North Crossing Project*. Alaska Department of Transportation (ADOT) continues with the second crossing project over the channel between Juneau and Douglas. The Airport participates in the Technical Advisory Committee due to protection of aircraft approach corridors coming down the channel. JNU Airport will continue to voice concerns with any bridge option that will impact airport approaches, departures or future development. Please visit the ADOT website for the project [www.jdnorthcrossing.com](http://www.jdnorthcrossing.com) or make comment to the project email [JDNorthCrossing@dowl.com](mailto:JDNorthCrossing@dowl.com).
- **NO CHANGE** – *Runway 26 Medium Intensity Approach Lighting System with Runway Alignment Indicator Lights (MALSR) approach lighting*. After introduction by Senator Sullivan, the language that would include the MALSR in the FY23 Reauthorization Bill (that would allow the transfer, ownership and maintenance of approach lighting systems to the FAA upon completion) has gained support from the House. The language would add MALSR equipment to the list of allowable lighting equipment and allow the transfer of this to the FAA even if paid for through Airport Improvement Program (AIP) funding. This is now pending final approval within the Reauthorization Bill. A new five-year Corps of Engineers wetlands permit has been issued.
- **NO CHANGE** - *Title 49 (Jordan Creek) Variance Request*. Staff is still looking to work with the CBJ on Title 49 language for limbing after the Planning Commission denied the Development Department (CDD) during their rewrite of Title 49 for inclusion of safety or other ways to allow limbing in this area.
- **NO CHANGE** - *Encampments on Airport Property*. Airfield crew continues to clean up the illegal campsites and trash in the greenbelt areas around the creeks. They perform weekly clean-outs of these sites and belongings. Of safety concern are the number of drug needles they are finding in the greenbelt.
- **NO CHANGE** – *Transportation Security Administration (TSA) passenger screening checkpoint equipment*. This project is on hold due to construction requirements for the larger equipment.
- **NO CHANGE** – *PFAS Testing and Monitoring*. Cox Environmental continues with their quarterly testing of groundwater, surveying the test wells to determine flow direction, including two private wells within the test radius.
- **NO CHANGE** – *Egan/Yandukin Intersection Improvements Project*. ADOT has narrowed down design alternatives for the project. Please visit ADOT website for the project at <http://dot.alaska.gov/eganyandukin>.
- **NO CHANGE** – *FAA Compliance Land Use/Financial Letter (January 2019)*. Staff continues to work on the remaining compliance items. Staff is looking to acquire the Loken/Channel Flying property due to through-the-fence operations.

- **NO CHANGE** – *Passenger Facility Charge (PFC) cap increase* JNU continues to discuss PFC increases with our DC Lobbyist and Congressional Delegation.
- **NO CHANGE** – *Capital Improvement Program (CIP) and Passenger Facility Charge (PFC) 10.* With FFY20 FAA AIP terminal grants covering the entire amount of FAA-eligible terminal construction, PFC (PFC9) collections may be abbreviated with less match required. Staff is monitoring the amount needed for the terminal project to assess when to start PFC10 application process.
- **NO CHANGE** – *Maintenance Programs* (roofs, heat pump equipment, baggage systems, etc.). Staff continues to develop maintenance contracts for specialized systems similar to what we do with airfield lighting and controls.

# ATTACHMENT #3

Section G, Item 3.

Date	CIP Revolving Balance*	Reimbursed Amount (+)	Forward Fund Amount (-) anticipate reimbursement	Encumbered Amount (-) permanent/ <u>no</u> reimbursement	Description
	<b>\$819,246</b>	-	-	-	<b>BUDGET</b>
Aug-18		\$23,438	(\$23,438)		PFC9 reimburse Master Plan match (portion)
Feb-16		\$3,000	(\$3,000)		SREF Geothermal remaining encumbrance
Jan-14		\$39,063	(\$39,063)		RWY Rehab match (portion) anticipate 2019 reimbur
Apr-15		\$32,849	(\$32,849)		RWY Rehab match (portion) anticipate 2019 reimbur
Jul-18		\$310,000	(\$310,000)		Sand/Chem/Fuel Design.
Nov-18		\$21,988	(\$21,988)		Sand/Chem/Fuel Construct match antic 2019 reimb (org \$106,250)
Apr-19			(\$477,000)	**	<i>NO LONGER REQ.Termnl Recon -less Float Pond Design (\$40k and \$108K) / Property Acq (\$50k)</i>
Jan-21			(\$50,000)		Property Acquisition Frwd Fund Specialist
Jan-21			(\$40,000)		Float Pond Frwd Fund Design
May-21			(\$108,000)		Float Pond Frwd Fund Design
	<b>\$144,246</b>				<b>AVAILABLE BUDGET</b>

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

\*\*Terminal bonds have been sold; all funding is in place; temp forward funded \$675K to be credited once Controller's completes transfer back to acct

# ATTACHMENT #3

## NET REVENUES v EXPENSES

Juneau International Airport  
For Fiscal Years ending June 30

Section G, Item 3.

	Revised 2022	Actual 2022	Revised 2023	Projected 2023	Adopted 2024	Revised 2024	-
<b>Operations Revenues (a)</b>	<b>\$6,103,600</b>	<b>\$5,922,987</b>	<b>\$7,260,000</b>	<b>\$7,591,900</b>	<b>\$7,498,000</b>	<b>\$9,592,400</b>	<b>\$0</b>
<b>O&amp;M Expenses (b)</b>	<b>(\$7,941,600)</b>	<b>(\$8,376,776)</b>	<b>(\$9,045,200)</b>	<b>(\$9,203,100)</b>	<b>(\$8,919,500)</b>	<b>(\$9,711,100)</b>	<b>\$0</b>
<b>Operations Surplus (Deficit)</b>	<b>(\$1,838,000)</b>	<b>(\$2,453,789)</b>	<b>(\$1,785,200)</b>	<b>(\$1,611,200)</b>	<b>(\$1,421,500)</b>	<b>(\$118,700)</b>	<b>\$0</b>
<b>Non-Operational Expenses</b>							
Other (c)	\$0	\$0	\$0	(\$2,340,400)	\$0	\$0	\$0
GO Bond debt service--Expense	(662,625)	(662,600)	-	(660,375)	-	(657,125)	-
<b>Total</b>	<b>(\$662,625)</b>	<b>(\$662,600)</b>	<b>\$0</b>	<b>(\$3,000,775)</b>	<b>\$0</b>	<b>(\$657,125)</b>	<b>\$0</b>
<b>Non-Operational Revenues</b>							
Airport fund balance applied	\$0	\$0	\$0	\$0	\$0	\$0	\$0
COVID-19 relief grants drawn							
CARES	\$0	\$0	\$0	\$0	\$0	\$775,825	\$0
CRRSA	-	1,559,564	-	1,764,887	-	-	-
ARPA	-	1,559,564	-	2,847,088	-	-	-
<b>Total (d)</b>	<b>\$0</b>	<b>\$3,119,128</b>	<b>\$0</b>	<b>\$4,611,975</b>	<b>\$0</b>	<b>\$775,825</b>	<b>\$0</b>
<b>Net Surplus (Deficit)</b>	<b>(\$2,500,625)</b>	<b>\$2,739</b>	<b>(\$1,785,200)</b>	<b>\$0</b>	<b>(\$1,421,500)</b>	<b>\$0</b>	<b>\$0</b>
<b>3-month Operating Reserve:</b>	<b>(\$1,985,400)</b>	<b>(\$2,094,194)</b>	<b>(\$2,261,300)</b>	<b>(\$2,300,775)</b>	<b>(\$2,229,875)</b>	<b>(\$2,427,775)</b>	<b>\$0</b>

**Rent Abatements:** Revenue not collected due to Abatements (approx. \$1.25m) is not factored into the Budget Revenue line (a) for Adopted, Revised,

**Note 1:** Projected budgets, but is reflected in Actuals for FY22. i.e. budget lines for FY23 & FY24 are shown "whole" so that rates and fees can be accurately derived.

**Board-Approved CARES Expenditures:** \$2,340,400 of Board-approved, grant-funded, expenditures are projected for FY23. These expenses are not included in the O&M expense line (b), so that they do not inflate the FY23 deficit for Rates and Fees calculations. The grant-funded expenses are shown on the Non-Operational Expenses line, Other (c).

**Note 2:**

**Note 3:** **Non-Operational Revenues, Total (d):** The CARES/CRSSA/ARPA grant draw for FY23 is projected at \$4.6M; this includes the operational deficit \$1.6M, GO Bond debt service \$660K, and Board-approved projects \$2.3M.

(a) See Attachment 1 for summary and Attachment 4 for detail by account.

(b) See Attachment 1 for summary and Attachment 3 for detail by account.

(c) Other includes: capital expenditures, transfer of sales tax to Airport fund, and transfers between Airport operations and

CIP projects, and other changes in restrictions of fund balance. At year end, the audited financial statements are not on a cash basis but on accrual--The Airport budgets/reports are revenues & expenditures – which are cash basis.

**ATTACHMENT #4**  
**CARES/CRRSAA/ARPA Grant Funding Use/Availability**

	<u>Description</u>	<u>Amount Proj</u>	<u>Actuals &amp; Encumb</u>	<u>Status</u>
	CARES grant Award (#82, 94, 95 & 99)	21,736,343	21,736,343	
	CRSSA grant Award (#84)	3,324,451	3,324,451	
	ARPA grant Award (#87)	5,430,992	5,430,992	
<b>Type of Expense</b>	<b>TOTAL GRANTS:</b>	<b>30,491,786</b>	<b>30,491,786</b>	
Ops Deficit	FY20 Operational Expenses	(724,664)	(724,664)	Final
Ops Deficit	FY21 Operational Exp incl tenant relief; yearend	(3,693,321)	(3,693,321)	Final
Ops Deficit	FY22 Operational Exp incl tenant relief+ 107.9K int hit	(2,456,528)	(2,456,528)	Final
Debt Service	FY21 Airport GO Bond debt service	(602,375)	(602,375)	Final
Debt Service	FY22 Airport GO Bond debt service	(662,600)	(662,600)	Final
Debt Service	FY23 Airport GO Bond debt service	(660,300)	(660,300)	Final
Project	TWY Regulator Upgrade (appropriated)	(118,814)	(118,814)	Final
Project	Terminal Suspended Ceiling Tile Replac	(350,000)	(213,506)	Final
Project	Terminal Seating	(450,000)	(450,000)	Final
Project	SREB Circulation Pump Upgrade	(165,000)	(183,949)	Final
Project	SREB Wash Bay Protection	(49,925)	(49,925)	Final
Project	Float Pond Electrical Upgrades	(190,000)	(156,348)	Final
Project	Forklift vehicle	(48,715)	(48,715)	Final
Project	Bagwell Gas Detect \$43k desgn+construct 195.4k pend	(238,400)	(210,766)	Final
Project	Parking Lot Design (max) - Estimate	(767,783)	(767,783)	In Progress
Project	NWDA Electrical Upgrades	(296,400)	(296,400)	In Progress
Ops Deficit	FY23 Tenant Rent Relief (est)	(1,250,000)	(1,250,000)	In Progress
Ops Deficit	FY23 Operational Expenses (est)	(950,900)	(950,900)	In Progress
Ops Deficit	FY24 Tenant Rent Relief (est)	(1,600,000)	(1,600,000)	In Progress
Ops Deficit	FY24 Operational Expenses (est)	(118,700)	(118,700)	In Progress
Debt Service	FY24 Airport GO Bond debt service	(657,125)	(657,125)	In Progress
Project - Match	Ramp Project Match	(312,500)	(312,500)	Final
Project	Temsco Sewer hookup	(295,000)	(295,000)	PENDING FAA
Project	Bag Belt Replace - Est; + \$50K design (10/21)	(1,469,716)	(1,469,716)	In Progress
Project	Parking Lot Construction -TBD -Est (in design)	(9,686,227)	(9,686,227)	In Progress
Project	Sand/Chem bldg Back-up Electric Boiler	(175,000)	(175,000)	In Progress
Project	Fuel Station Access Control & Generator	(35,000)	(35,000)	In Progress
Project	Gate K Culvert Replace (Design + Constr estimate)	(670,426)	(670,426)	In Progress
PENDING	Gate K culvert Replace PFAS/Dewatering addendum	(600,000)	(600,000)	PENDING FAA
Project	J Buried Tank Removal & Replacmt (Old Shop UST remove/replace/cleanup)	(254,950)	(254,950)	In Progress
Project	Man Lift	(20,000)	(20,000)	Final
Debt Service	FY24 & FY25 Airport Rev Bond Interest	(752,250)	(752,250)	In Progress
		<b>169,167</b>	<b>347,999</b>	

Actuals Lower than expected



## MEMORANDUM

TO: Patty Wahto, Airport Manager

FROM: Mike Greene, JNU Airport Project Manager

DATE: November 1, 2023

RE: Projects Office Monthly Report

Project specific summaries of project status and activity are presented below.

**Terminal Reconstruction:** JNU continues to work on finalizing the following outstanding work items:

**Glass Guardrail:** JNU has received a conceptual plan from project architects McCool Carlson and Green (MCG) / Capital Office for the introduction of full height (floor-to-ceiling) glass wall assembly to replace the glass guardrail assembly around the second floor through-floor opening. The full height option has been deemed the best way to address code compliance, safety concerns and concerns relating to potential vandalism to the suspended light fixtures. MCG has been asked to verify the estimated cost of this new assembly prior to finalizing the Request for Proposals (RFP) package and submitting it to Dawson Construction for pricing.

**Lighting Control Replacement:** JNU has issued RFP 183 to Dawson Construction to provide a price to replace the failing lighting control equipment within the older portion of the terminal. The interior lighting in this portion of the terminal is either being controlled manually or is being left on due to the failure of the old lighting control equipment. JNU has not yet received a price from Dawson Construction for RFP 183.

**Terminal Air Balancing (TAB):** The final balancing of the new and old mechanical heating, ventilating and air conditioning (HVAC) systems remains incomplete. This is the last large work component to be completed, and it has been delayed as work to repair more of the existing heating and cooling systems components are identified and completed. The balancing work cannot (should not) proceed until all of the heat pumps and fan units are operating and under building automation system (BAS) control. As of the writing of this report, there are still HVAC equipment items that are non-operational. JNU continues to work with the Terminal project engineers (RESPEC) and with JNU Building Maintenance staff to address these continuing problems.

**Ground Source Loop Field Glycol Replacement:** JNU has issued RFP 190 - Loop Field Glycol Replacement to Dawson Construction to provide a price to filter the contaminants out of the loop field / terminal heat pump system and to replace the braided stainless-steel supply / return hoses at each of the older heat pumps. Work will include the replacement of the strainer / filter assemblies on the affected heat pumps, and the introduction of rust inhibitors within the glycol. JNU has not yet received a price from Dawson Construction for RFP 190.

**Terminal Fire Alarm Upgrade:** No change since last report. This project is now substantially complete, and the Contractor's remaining work items include Owner training and the submission of the project as-built documents and the Operating & Maintenance (O&M) manuals.

RESPEC (formerly Haight & Associates), electrical engineer and designer of record, remains under contract and is providing construction administration (CA) services for this project.

**Rehabilitate Part 121/135 Apron & Remain Overnight (RON) Parking Apron.** The Federal Aviation Administration (FAA) grant has been received and the contract with SECON was fully executed on October 4, 2023. JNU will soon be executing the construction administration and inspection (CA&I) contract with DOWL.

SECON continues to work on the preparation and submission of the administrative and materials submittals. SECON has not yet completed or submitted their project schedule, and it remains their intent to start work in the early spring of 2024. It is anticipated that SECON will want to consolidate/overlap the project work phases and sub-phases to introduce efficiencies in completing the work. While the contract calls for a Substantial Completion date of September 30, 2026, there is a good chance that SECON will achieve the substantial completion milestone before then.

SECON has staged their asphalt batch plant within the Northeast Development Area (NEDA). They do not plan on assembling this plant until spring.

JNU / DOWL has issued RFP 01 to SECON. This RFP is asking for a deductive proposal to reduce the height of the six (6) new ramp light poles from 60 feet to 57 feet and to remove the obstruction lights from the contract scope of work. The engineers estimate for this work is a deduct of \$15,325. JNU has not yet received SECON's proposal for this RFP.

JNU / DOWL has issued RFP 02 to SECON. This RFP is asking for a deductive proposal to delete the contract requirement to slurry 67 feet of 24-inch culvert in the Phase 2A work area. This culvert was to have been filled with grout and abandoned in place but must remain in use following changes made to the adjacent Parking Lot Improvement project. The engineers estimate for this work is a deduct of \$6,200. JNU has not yet received SECON's proposal for this RFP.

**Sand/Chemical Building – Roof Warranty:** No change since last report. Dawson Construction returned during the week of September 25–29 to address the additional work items that had been identified in the September 30, 2022, inspection by Carlisle SynTec Systems. Per this inspection, the Carlisle representative did not accept the installation and advised Dawson Construction that the heat-welded membrane seams within the two large roof valleys required additional attention. This work has not yet been completed and is being done at no cost to JNU. Carlisle/Dawson Construction has not yet furnished JNU with the manufacturer's roof warranty for this new installation.

**East / West General Aviation (GA) Taxilanes and Apron:** This project is intended to address the repair and/or replacement of asphalt paving within the Northwest (NW) GA Area and Northeast (NE) GA Areas.

NW GA Taxilanes: The west apron was constructed in 1997-1999. According to the 2021 Alaska Department of Transportation (ADOT) Airport Pavement Inspection report, the pavement condition index (PCI) for this apron varies by age from 21 to 51, average of 36 PCI. The taxilanes leading from the hangars up to Taxiway (TWY) B2 vary in age from 1981, 1997, 1997, 1999, 2000 to 2004. PCI varies from 11.9 to 48.9, with an average PCI of 28.8. The existing asphalt pavement is deteriorating in many spots and drainage is non-existent which has contributed to the pavement deterioration and frost heave activity. JNU's initial scoping effort has identified five (5) work areas in this area, which will include a portion of the GA transient parking and the taxilanes between the west GA hangar rows.

NE GA Taxilanes: The East GA Taxilanes includes the north and central taxilanes between the GA hangar rows and up to the north small commercial hangars. The east GA taxilanes were constructed in 1997-1998. According to the 2021 ADOT Airport Pavement Inspection report, the PCI for these taxilanes varies from 34-60, with an average of 49.6 PCI. Pavement is deteriorating along edges and key engine spots and drainage is non-existent which has contributed to the pavement deterioration along with frost heave activity. JNU's initial scoping effort has identified two (2) work areas in this area, which will include a portion of the GA transient parking and the taxilanes between the west GA hangar rows.

The seven (7) work areas, shown within the following partial plans, identify approximately 25,000 square yards of existing asphalt paving that will need to be repaired and/or replaced. The estimated cost of design for the East/West GA Taxilanes and Apron is estimated at \$1,000,000 and the estimated cost of construction (FFY25 start) is \$10,000,000.

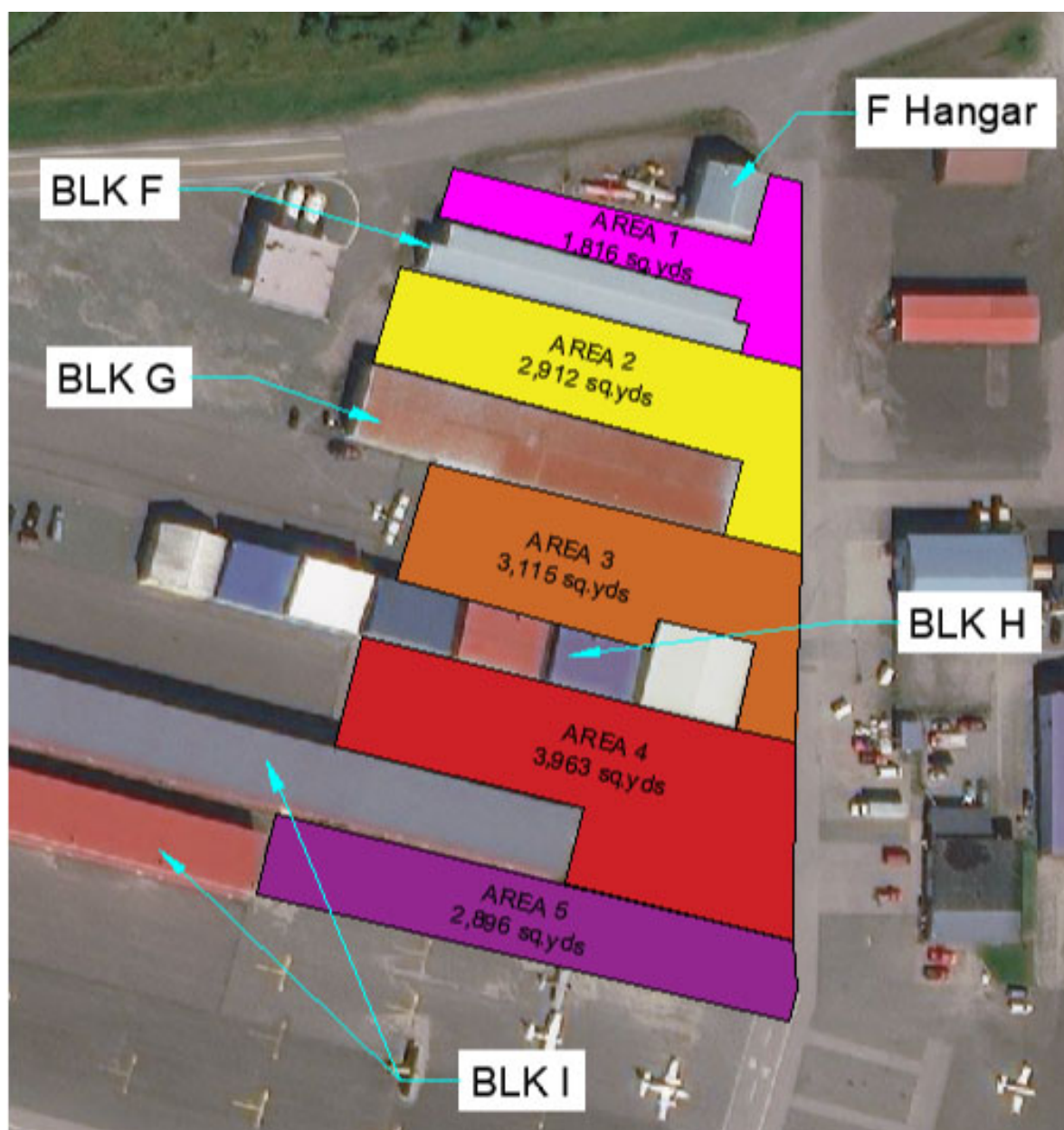


Figure 1-1: The five work areas that have been identified within the Northwest GA area.

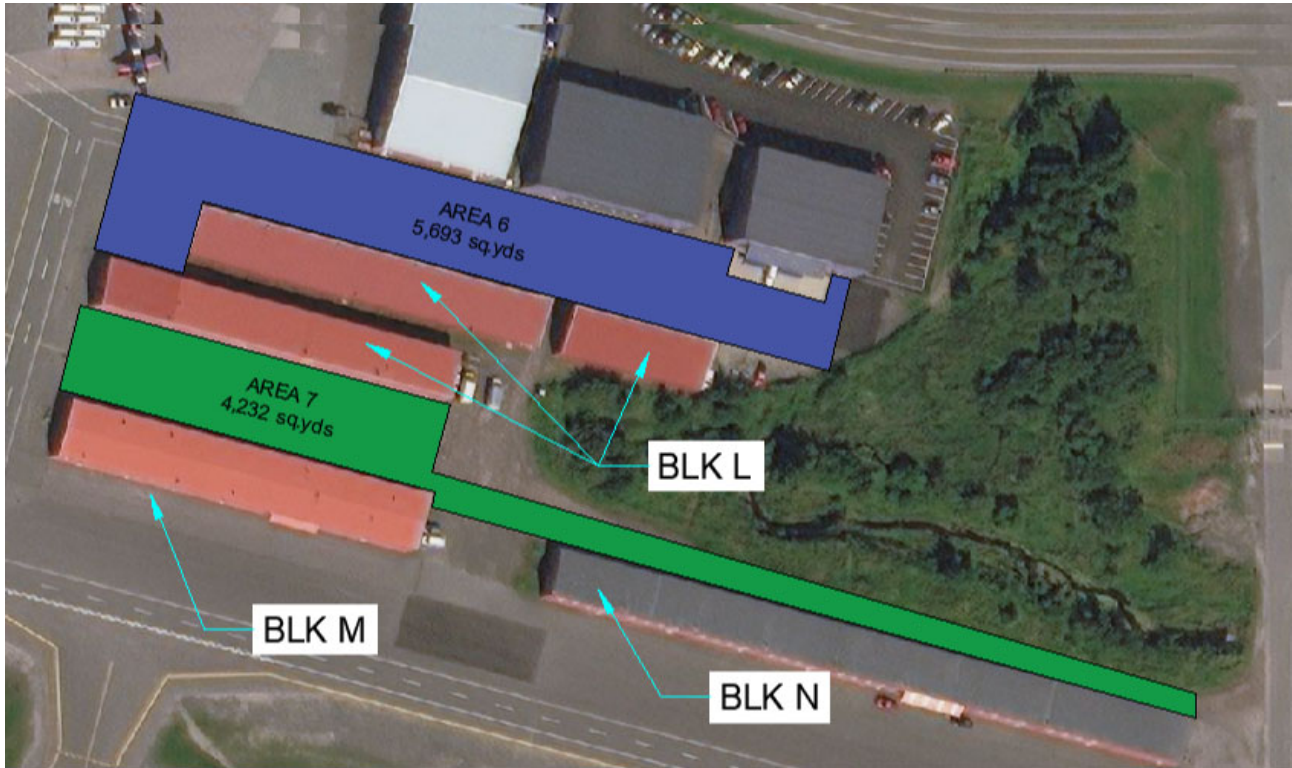


Figure 2-2: The two work areas that have been identified within the Northeast GA Area.

JNU is currently working on the RFP document that will be issued by City & Borough of Juneau (CBJ) Contracting in November 2023 to obtain proposals from design consultants to provide design and bidding phase services. Per this RFP, the 100% design documents are to be completed in December 2024 and the project is to be released for competitive bid in February 2025. Construction will take place in the summer of 2025.

**Rehabilitate Access Road (Float Pond Improvements – Phase 2):** The project punch list work has been completed and accepted, JNU has accepted SECON's final request for payment and the Engineer's Report has been submitted to the FAA.

**Taxiway A Rehabilitation, Taxiway D-1 Relocation and Taxiway E Realignment:** JNU has finalized the last of the outstanding project RFPs, Change Orders and Contractor Pay Requests and has officially closed out the BE19-218 construction contract with SECON. Final payment has been made to DOWL and the Engineers Report has been submitted to the FAA.

**Gate K (Crest Street) Culvert at Jordan Creek:** In October, SECON attempted to redistribute the streambank material and stream substrate material within the new culvert to bring this installation into compliance with the contract requirements. High water in Jordan Creek continued to hamper this punch-list work, and while the streambank and substrate materials were more evenly placed, this installation will require additional work. JNU has agreed to allow SECON to hold off on any further efforts until the water level in Jordan Creek drops – whenever that may occur. Jordan Creek continues to flow freely through the culvert, and water is not backing up upstream of the new culvert.

The test results from the sampling during the pumping and filtering of the groundwater that was removed during excavation proved positive for trace amounts of PFAS. JNU subsequently issued RFP 04 –

Remediation to SECON to address the effort to collect and dispose of all contaminated materials in an off-site disposal area / facility. JNU received SECON's proposal for RFP 04, in the amount of \$32,900, on 10.27.2023. JNU accepted this proposal issued Change Order 02 to SECON on 10.30.2023.

**PROJECT COST:** This project was awarded through a CARES grant for \$670,426. This amount covered the design, construction and contract administration costs. The project bid / award amount was \$555,213. RFP 01 was issued to introduce the FAA's Buy American requirements into the construction contract. Cost: \$3,850.

RFP 02 was issued to address the ADEC requirements for a project specific PFAS plan, testing and filtration during dewatering. Cost: \$88,000.00.

RFP 03 was issued to introduce zinc anode protection on the new culvert. Cost: \$2,100.

RFP 04 was issued to address the remediation of contaminated materials. Cost \$32,900.

The remaining costs to be identified and addressed will include the following:

- The cost of materials quantity adjustments. JNU and proHNS are currently working with SECON to identify all quantity adjustments and associated costs.

proHNS Engineers continue to provide limited CA&I services for this project. They are standing by to help JNU with the project close-out process.

**Fuel Station Access Control/Fuel Monitoring/Tracking:** No change since last report. In July 2022 JNU, working through CBJ Engineering - Contracts, released an RFP for design services under CBJ's term contract for design consultant services to develop design and construction documents for the introduction of an access control system for the airfield fuel station. The RFP had identified a scope of work that included the introduction of an access control / fuel theft-prevention system, fuel monitoring and usage tracking, and the introduction of a back-up generator to provide emergency stand-by power for the fuel station.

On September 1, 2022, CBJ Engineering - Contracts advised JNU that no responses to the RFP had been received. This indicated that, at that time, there was no interest (or availability) within the design community to work on this project. JNU is currently soliciting interest from local electrical engineers to provide a fee proposal for this project. This funding was approved for CARES funding by the Board earlier this year.

End of Report



# MEMORANDUM

TO: Patty Wahto, Airport Manager

FROM: Ke Mell, Airport Architect

DATE: November 1, 2023

RE: Airport Architect's Report

*Updates since last report in italics. Look ahead in **bold italics**.*

**Parking Lot Repairs:** *The light poles are up! The rest of the work is winding down. Today Secon released the permanent long-term lot; **Republic will advise when they are ready to accept parking in it. Long-term parking will then transition back from the temporary lot on the airfield by FedEx.** Republic has moved one of their long-term parking pre-pay kiosks to the front of the terminal. **As parking in the temporary long-term lot is capped at two weeks duration, it will take approximately that length of time to clear the lot.** All asphalt paving and nearly all concrete work is complete. All parking and ground transportation areas have now been released for JNU use. Republic is operating short-term parking with payment kiosks in front of the terminal.*

Contractual Substantial Completion has been extended from November 1 to December 1. The choice was between many loose ends at Substantial and many fewer; staff chose the latter. Postponement of Substantial Completion will not adversely affect project closeout or use of CARES funds.

Funds approved to date do not include any construction contingency (to cover unanticipated changes during construction). Any project of this size will have changes during construction, but JNU staff, DOWL, and Secon have been working closely to keep changes to a minimum. However, this is a civil project, where most items (asphalt, base course, sub-base, excavation, etc.) are paid by installed quantity, which will not be known until actual quantities are reconciled with those in the bid documents at the end of the project. At this point, DOWL anticipates that quantity reconciliation will increase the contract total *by at least \$600K; **final quantities have not yet been received.*** Quantity reconciliations on civil projects are typically 10-15% of contract value. Secon's current contract is for \$8.28M, of which \$700K is 8.5%. The Board will likely be asked to approve additional CARES funds to that end. CARES funds must be expended by late April 2024.

JNU staff have been working closely with Secon, DOWL (engineering consultants), Republic/REEF Parking, and stakeholders to minimize the inevitable disruption of a major improvement to airport parking. Staff appreciate the patience of all during the process.

The temporary long-term parking lot is operating on the airfield north of Alaska Seaplanes' new building, near FedEx. JNU has only had one complaint, which was addressed. Temporary long-term

parking has close to 200 spaces. There is a 14-day limit (rather than the normal 30 days). During construction, there will be no long-term weekly rate; just the daily rate of \$16/day. Parking will be pre-paid at payment kiosks in the temporary long-term lot, or by application.

The project is being coordinated with the solicitation for an automated parking lot payment system. Additional security cameras will be a future project.

During the course of the project, it has become increasingly clear that there are design, utility, and paving issues that will need to be addressed in a future reconstruction of Shell Simmons and Yandukin.

**Outgoing Baggage Belt Repair/Replacement:** Robson is turning in submittals which are being reviewed. Robson has submitted a tentative schedule with installation in *mid- to late-January*. Staff will coordinate the installation schedule with Transportation Security Administration (TSA) and Alaska Airlines. A future project will work with TSA through their planning and design process to upgrade the system as a whole.

**Gate 5 Passenger Boarding Bridge (PBB) Replacement:** In early October Dawson said, "We have been told (by the PBB manufacturer) that the PBB should be able to make it to Juneau in mid-to late-May." Dawson has received full Notice to Proceed and is sending in submittals, which are being reviewed by consultants. In early August the estimated lead time for the PBB was 9 to 16 months. When the shop drawings are approved and the order is placed, we will have a firm schedule. Preparation of shop drawings may take two to three months. The work will take place in close coordination with the Main Ramp (Part 121/135) Rehabilitation and Remain Overnight (RON) Jet Parking project.

**Terminal Furnishings:** *The departure lounge has been entirely furnished with new seating by Arconas. New hardwood benches have been assembled and placed on the first floor, near the front entrance and baggage claim. Seating removed from the departure lounge has been moved to other locations in the terminal. The soft, brown lounge seating has been concentrated in the 2<sup>nd</sup> floor lounge over the main entrance overlooking Shell Simmons.*

**Alaska Seaplanes Building:** Dawson has brought the passenger connection tunnel through the terminal north wall, but there is a construction wall preventing direct access. Alaska Seaplanes expects to take occupancy this month. The baggage belt has been installed but will not operate until Alaska Seaplanes occupies their building, anticipated later this month. The connections between the buildings are mostly complete, with details like parapet flashings still outstanding. JNU staff are closely monitoring the work. Dawson continues to work on the building's exterior and interior. Alaska Seaplanes has submitted an Airfield Tenant Improvement Request (ATIR) for Lease Lot 2, just north of their building. Staff have responded with comments but have not yet received a response.

Alaska Seaplanes submitted their Tenant Improvement Request (TIR) for the entire building; JNU staff are reviewing. In October 2022, JNU approved the TIR for foundations only. Drainage is being closely coordinated with the Main Ramp Rehabilitation and Parking Lot Repairs projects.

**NorthStar Trekking Addition:** *The building is enclosed, roofed, and awaiting siding. Interior walls are being framed. The building is structurally separate from NorthStar's hangar building on Lot 6A and occupies a portion of their former parking area.*

**Sand/Chemical Back-up Electric Boiler:** *Secon and Chatham have trenched between the Snow Removal Equipment Building (SREB) and the Sand/Chemical building in order to provide sufficient electrical capacity for the new boiler. The trench has been paved. A small amount of concrete remains to be poured at each end of the trench. The remainder of the project (electrical conduit and wire in SREB and Sand/Chem, the boiler itself, and minor architectural work can be done during the winter.*

*JNU has again contracted w/Harri Plumbing for their temporary boiler, pending completion of this project.*

**JNU Buried Tank Removal & Replacement** (formerly Old Shop UST): *CBJ Contracts advertised the project on October 28, the pre-bid is scheduled for Friday, November 1, and bids will be opened on Thursday, November 16. To facilitate the work, JNU has contracted with Secon under the parking lots project to pour the concrete slab for the new tank. The work is underway and should be complete the next few days. The new above-ground tank can be installed on its slab when the ground is frozen, although removal of the old buried tank may **be winter work**, and may require ground thawing blankets. The revised cost estimate is slightly reduced from \$148,439 to \$145,358, which does not include a winter work premium if the ground should be frozen when the old, buried tank is being removed. Potential additional costs for winter work have not yet been determined.*

On April 6, under Nortech's supervision, "Three test pits were excavated to the north, east and west of the buried tank, within approximately five to ten feet of the tank. The test pits were dug to the water level, which was 4.5-5.5 feet below the ground surface at the time. No signs of an oil release from the buried tank were noted through field screening and visual observations, and laboratory samples will be sent to confirm." The reduced uncertainty re potential contamination will favorably affect the cost estimate, which we have not yet received.

JNU's Old Shop Building (constructed in 1962) has a buried fuel tank feeding the oil-fired boiler which heats the building. Both the buried tank and the boiler were shown in the original drawings, and there is no evidence that the tank was ever replaced.

**Bagwell Mechanical Repairs:** JNU is awaiting the Notice of Completion (NOC) and final invoice from Schmolck. In June, CBJ Engineering Contracts Administrator Greg Smith was informed by the State of Alaska Department of Labor (DOL) that they have wage and hour compliance issues with the project. Strictly speaking, this is between DOL and Schmolck, however, JNU cannot approve payment of the final invoice without the NOC, which will be issued when the compliance issues are resolved. The final payment will be \$13,297; the contract was for \$195,400.00.