



AIRPORT BOARD AGENDA

July 11, 2024 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, 907-586-0962

BY 3:00 PM ON JULY 10, 2024

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF MINUTES

1. Airport Board Minutes for June 13, 2024

D. APPROVAL OF AGENDA

E. ELECTION OF OFFICERS

F. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

G. UNFINISHED BUSINESS

- 2. Float Pond Access Road Follow-up on Airport Improvement Program (AIP) Ineligible Costs.** At the June Airport Board meeting, the Board asked staff to provide the details on the AIP-ineligible costs for the Float Pond Access Road project. The Board approved transfers of Airport Fund Balance Funds from the drawdown of FY24 CARES funding (Gate K Culvert Project). The Airport Float Pond Access Road Project had \$59,761.34 in AIP-ineligible change orders.

Project Manager Mike Greene provided the following to the Airport Board's inquiry of AIP-ineligible costs for BE22-127 JNU Rehabilitate Access Road (Float Pond Ph II) project. These were through Requests for Proposal (RFP) / Change Order items:

\$ 1,250.00 Block Stands for Chain Link Fence (ACME FENCE CO.)

The construction contract called for the Contractor to use JNU's chain link fence panels for the creation of a temporary revised perimeter fence line. The project needed more of the concrete block stands than were in inventory, so JNU purchased more of the concrete block stands. These stands have since been retained for use on future projects. This cost was not run through the Contractor, which avoided overhead and profit mark-ups.

\$ 3,711.34 Gangway Embed Modifications

This was RFP 001 which was issued by JNU to the Contractor to address differing gangway hinge connections found in the field which were different from those shown on the construction documents. The RFP was issued to obtain the correct gangway hinge connections. This additional cost was not AIP eligible because it addressed an oversight within the construction documents.

\$48,500.00 Pave Roadway Crossings

This was RFP 002 which was issued by JNU to the Contractor to address additional asphalt paving work associated with the Alaska Electric Light & Power (AEL&P) utility work to bring electrical service over to the float pond valve vault and to extend this power along the north side of the pond to the primary tenant floats. AELP's work was done the previous summer, and their quote to JNU did not include the replacement of asphalt paving over the nine (9) trench lines that they had introduced as crossings across

the float pond access road. JNU incorporated the asphalt repair work into the Rehab Access Road project because of the availability of a paving Contractor and favorable unit pricing based on a competitive bid. This additional cost was not AIP eligible because the utility work had been deemed non-eligible the year before by the Federal Aviation Administration (FAA).

\$ 4,000.00 Rock at Existing Culvert

This was RFP 003 which was issued by JNU to the Contractor to address the removal of sediment from the outfall of an existing culvert, and to place additional armor rock to prevent the future accumulation of more sediment by wave action. This additional cost was not AIP eligible because it represented maintenance / repair work which the FAA expects JNU to be doing as part of its routine operations.

\$ 2,300.00 Concrete Clean-Up Slab

This was RFP 004 which was issued by JNU to the Contractor to address the introduction of a new clean-up / topping slab over the outfall structure of the float pond valve vault. This slab represented a repair and betterment to the existing slab which was showing signs of deterioration. This additional cost was not AIP eligible because it represented maintenance / repair work which the FAA expects JNU to be doing as part of its routine operations.

\$59,761.34 in total additional costs. \$58,511.34 of which was run through the BE22-127 project and that had been deemed non-AIP eligible by FAA.

Total Project Construction Cost: \$ 2,330,974.34 (includes RFP's 001, 002, 003 and 004)

Note that almost every capital project that the Airport has done has had AIP-ineligible components, either by FAA design standards during planning or through change orders during a project. The purpose of local contingency is to fund these in a project and not have delays, unless the costs are more than what is in the contingency. This is normal.

No action; informational only.

3. **Airport Board Bylaws (Attachment #1).** The Airport Bylaws have not been updated and adopted since 2004. In May 2017, the Board approved some 'housekeeping' changes to the Bylaws, but they were never forwarded to the Assembly for adoption. Attachment #1 shows the consolidated changes (in track changes) since 2004, provided by staff to the Airport Board for review. The changes reflect current practice (day/time of Board meetings, how they are held, and other minor changes). The draft was provided at the June meeting for the Board for introduction and initial review. The updated Airport Bylaws July 2024 draft are now before the Board for discussion and approval. Upon Board approval, the Bylaws will be forwarded to the Assembly for adoption.

Board Motion: *"Approve the Airport Bylaws, dated July 2024, as amended, and forward to the Assembly for final adoption."*

4. **Cox Environmental Draft Channel Flying Contamination Report.** In 2014 during a project that required paving a drive lane just south of the old sand shed and Channel/Loken (Coastal) hangar property (off airport), contamination of soil and groundwater was found. Alaska Department of Environmental Conservation (ADEC) Site Contamination responded and opened a case (Channel Flying Juneau Airport, ADEC File #: 1513.38.095). While testing was done initially on the airport side, contamination was never mitigated, nor further testing done, and remained an open contamination case for both the Airport and Loken/Channel Flying property. Cox Environmental was hired by both parties to perform testing on each property. The [draft Site Characterization Report](#) is provided for review. A link to the download may be found here: ADEC Site Characterization Report for property located at 8995 Yandukin Drive and Airport property to the south. Jolene Cox, Cox Environmental, will be in attendance at the meeting to review and answer any questions. A summary of the report is provided below:

The scope of work consisted of:

Channel Flying (CF) Property:

- Installation of twelve (12) on-site soil borings to delineate impacts to on-site soil.
- Installation of three (3) on-site groundwater monitoring wells to delineate impacts to on-site groundwater.
- Collection of soil samples (plus field duplicates) for laboratory analysis.
- Collection of groundwater samples (plus field duplicates) from the three (3) groundwater monitoring wells for laboratory analysis.

JIA (JNU) Property:

- Installation of twelve (12) on-site soil borings to delineate impacts to on-site soil.
- Installation of three (3) on-site groundwater monitoring wells to delineate impacts to on-site groundwater.
- Collection of soil samples (plus field duplicates) for laboratory analysis.
- Collection of groundwater samples (plus field duplicates) from the three (3) groundwater monitoring wells for laboratory analysis.

Summary Report refer to soil borings & monitoring well locations are depicted on Figure 3. Soil Borings & Groundwater Monitoring Well Locations.

- GRO soil contamination is present above the ADEC Method 2 Ingestion and Inhalation Cleanup Levels of 1,400 mg/kg in CF-11-4 and JIA-5-4.5.
- DRO soil contamination is present above the Migration to Groundwater Cleanup Level of 260 mg/kg in CF-1-06, CF-1-6, CF-10-8, CF-11-4, CF-11-8, CF-11-10, CF-12-06, CF-12-8, JIA-2-6, JIA-2-8, JIA-2-10, and JIA-5-4.5.
- RRO soil contamination is present above the ADEC Method 2 Ingestion Cleanup Level of 8,300 mg/kg in CF-11-4.
- Arsenic soil contamination is present above the ADEC Method 2 Migration to Groundwater Cleanup Level of 0.2 mg/kg in all soil samples.
- 1,3,5-Trimethylbenzene soil contamination is present above the ADEC Method 2 Migration to Groundwater Cleanup Level of 0.66 mg/kg in CF-11-4.
- Arsenic groundwater contamination is present above the ADEC Groundwater Human Health Cleanup Level of 0.52 µg/L in all six groundwater monitoring wells.
- Lead groundwater contamination is present above the ADEC Groundwater Human Health Cleanup Level of 15 µg/L in CF-12 and JIA-12.
- GRO, DRO, RRO, and 1,3,5-Trimethylbenzene soil contamination above the ADEC Method 2 Ingestion and Inhalation (GRO), Migration to Groundwater (DRO), Ingestion (DRO), and Migration to Groundwater (1,3,5-Trimethylbenzene) Cleanup Levels remains in the vicinity of the historic waste oil burner on the Channel Flying Property and the JIA property to the south. The horizontal & vertical extent of the GRO, DRO, RRO, and 1,3,5-Trimethylbenzene soil contamination has been delineated.
- GRO, DRO, RRO, and 1,3,5-Trimethylbenzene groundwater contamination is not present above ADEC Groundwater Human Health Cleanup Levels in the vicinity of the historic waste oil burner on the Channel Flying Property and the JIA property to the south. The horizontal extent of the GRO, DRO, RRO, and 1,3,5-Trimethylbenzene groundwater contamination has been delineated.
- Arsenic soil and groundwater contamination is present across the entire subject property. Arsenic is not a typical component of petroleum fuels, and it is not intentionally added to gasoline or diesel fuel as

part of the refining process. However, trace amounts of arsenic can sometimes be found in petroleum and petroleum products as contaminants. These trace amounts can originate from the crude oil itself or from the refining process if the crude oil came from arsenic-containing geological formations. Additionally, Arsenic is a naturally occurring metal in Alaska. It is often found in concentrations above ADEC Method 2 Cleanup Levels. These concentrations are typically referred to as “background.” The presence of arsenic may be considered naturally occurring if a site has no known or suspected anthropogenic arsenic sources. Naturally occurring arsenic is released into the environment by volcanoes and through weathering of arsenic-containing minerals and ores.

- Lead groundwater contamination is present above the ADEC Groundwater Human Health Cleanup Level in the vicinity of the historic waste oil burner on the Channel Flying Property and the JIA property to the south. The horizontal extent of the Lead groundwater contamination has not been delineated.
- CES recommends additional groundwater wells be installed on the JIA property to delineate the extent of the lead groundwater contamination plume to the south and west.
- CES recommends a long-term groundwater monitoring plan be developed to monitor lead groundwater contamination on the JIA property to determine if concentrations are increasing/decreasing/or have reached steady-state conditions.
- CES recommends after the extent of the lead groundwater contamination plume is delineated the site be evaluated by ADEC for Site Closure with a determination of “Cleanup Complete with Institutional Controls”.
 - o At sites where residual hazardous substances do not currently pose an unacceptable risk to human health, safety, welfare or to the environment, but where ADEC determines limitations on future land or water use are necessary to prevent activities that could result in exposure and increased risk or the spread of contaminants, institutional controls (ICs) will be required (18 AAC 75.375(a) and 18 AAC 78.625(a)).
 - o ICs must be applied to sites where a cleanup complete decision is being made and current or potential future exposure to contaminated media (soil, groundwater, sediment, surface water and/or air) could pose an unacceptable risk to human health, safety, or welfare, or to the environment. This includes sites where contamination remains in place above applicable cleanup levels in soil and/or groundwater; sites with approved alternative cleanup levels developed under Methods 3 or 4 that are based on assumed limitations on future land or groundwater use; sites where groundwater is determined not to be a current or reasonably expected future drinking water source (350 determination); and sites where maintenance of engineering controls such as a cap over contaminated soil, signs or fencing are necessary.
 - o If ICs are required, they must be established in an environmental covenant, notice of activity and use limitation, and/or another approved IC mechanism, and ADEC must validate their effectiveness through periodic reporting by the responsible person or landowner.
 - o Any determination that a cleanup is complete may be subject to a future determination that the cleanup or applicable ICs are not protective of human health, safety, or welfare, or of the environment, per 18 AAC 75.380(d)(2) and/or 18 AAC 78.276(£)(2).
 - o If ADEC makes a determination that conditions at a site are no longer protective, the site will be reopened, and additional action will be necessary to meet the requirements of the UST regulations or Site Cleanup Rules.

Staff will continue to work with Cox and ADEC on the next steps. Informational only.

H. NEW BUSINESS

5. **Alaska Seaplanes North Concourse Concession (Attachment #2).** In June, the Airport discovered that Alaska Seaplanes was allowing a third-party concession in the new concourse/cargo building at the end of the Airport terminal. There is no tenant or subtenant agreement for this operation. Additionally, the facility is an extension of the Airport terminal and in competition with the Airport's food/beverage concessionaire. Essentially, the business is in violation of airport-use (see Airport Leasing Policy, Attachment #2) and it benefits from the passenger and facilities in the Airport terminal without paying for that use. An excerpt from their lease for Authorized Use of Property is included.

5. AUTHORIZED USE OF PROPERTY

The Leased Premises shall be used exclusively for the processing of passengers and their baggage, cargo, mail, offices related to the aviation business, and related aviation purposes including reasonable and customary uses existing historically or at present elsewhere on the airport property, and pursuant to 14 CFR 135 Operations. For this purpose, Lessee is authorized to construct and/or maintain a facility, at no cost to the City, as provided in this Lease.

Vehicle(s) used to access the Leased Premises must be parked entirely on the Leased Premises so as not to obstruct adjoining roadways, loading areas, maintenance vehicle routes, and taxi lanes. Parking or storage of boats, trailers, additional vehicles or non-aviation related equipment is strictly prohibited, unless specifically authorized in writing by the Airport Manager.

No use, storage or distribution of heating fuel, aircraft fuel or other flammable liquids or hazardous substances in a manner that violates city, state or federal law or regulation or that disregards the warnings, directions or other specifications for the substance shall be permitted on the Leased Premises. Bulk storage of fuel for distribution is prohibited on the Leased Premises.

CBJ Code includes the following:

CBJ Title 05

Under 05.05.100

"(k) Conduct of business or commercial activity. No person shall engage in any business or commercial activity of any nature whatsoever on the airport except with the approval of the airport manager, and under such terms and conditions as may be prescribed."

Under 05.20.020

"(g) Classes of land use or privilege. Land uses and privileges are divided into ... classes:

(1) ...

(2) "Nonaeronautical" such as automobile parking, restaurant, rental car agency, cocktail lounge, gift shop, barber shop, hair dresser salon, cafe, skytel, hotel-motel, newsstand, airline catering, and generally any business or service not included in "aeronautical function" which is located and operated for the convenience of the air-transient public and employees necessary to the maintenance and operation of the airport."

"(i) Leases for nonaeronautical uses. Exclusive franchise or grant may be extended for the right to conduct or engage in nonaeronautical services, and awards will be made only after public auction or by some other appropriate method of determining who will provide the best service for the public and for the airport."

The FAA stated as this was presented, it is not in compliance with permitted use. It will require CBJ and FAA approval, of which there are no guarantees. This includes non-aeronautical rates and use fees.

Further discussion at meeting.

6. **Airport Manager's Report**
7. **Airport Projects Report - Ke Mell**
8. **Airport Projects Report - Mike Greene**

I. CORRESPONDENCE

9. Letter from Kyle Schweissing and the Alaska Airmen's Association regarding Juneau Aviation Trade Show 2025, Attachment #4

J. COMMITTEE REPORTS

10. Finance Committee
11. Operations Committee

K. ASSEMBLY LIAISON

L. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

M. BOARD MEMBER COMMENTS

N. ANNOUNCEMENTS

- O. NEXT MEETING DATE:** August 8, 2024, 6:00 p.m. in the Alaska Room/Zoom

P. EXECUTIVE SESSION

Q. 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.gov.

MINUTES of
AIRPORT BOARD MEETING
June 13, 2024
6:00 p.m. Alaska Room/ZOOM

A. **CALL TO ORDER:** Chair Al Clough called the meeting to order at 6:00 p.m.

B. **ROLL CALL:**

Members Present:

Dennis Bedford
Al Clough
Jason Custer

Jodi Garza
Chris Peloso
Eve Soutiere

Dan Spencer

Staff/CBJ Present:

Patty Wahto, Airport Manager
Paul Khera, Deputy Airport Manager
Angelica Lopez-Campos, Bus. Mgr.
Ke Mell, Airport Architect

Mike Greene, Airport Project Mgr.
Sherri Layne, CBJ Law
Ed Quinto, CBJ Fire Department
Brandon Bagwell, CBJ Fire Dept.

Public:

Aral Loken, Tenant
Craig Loken, Tenant
Laurie Craig, Public

Andy Kline, Alaska Seaplanes
Kyle Schweissing, AK Airmen's

C. **APPROVAL OF MINUTES:**

1. *Chris Peloso moved to approve the May 9, 2024, Airport Board minutes. The motion passed by unanimous consent.*

D. **APPROVAL OF AGENDA:** Airport Manager Patty Wahto asked Chief Quinto to introduce the new ARFF (Aircraft Rescue/Fire Fighting) Manager Brandon Bagwell following Public Participation on Non-Agenda Items. *The agenda was approved.*

E. **PUBLIC PARTICIPATION ON NON-AGENDA ITEMS:** Kyle Schweissing, Alaska Airmen's Association, said he is proposing a Juneau Aviation Trade Show in April 2025. He was proposing with the Alaska Airmen's Association, that the Board host a Juneau Aviation Trade Show in April 2025. He felt it was a good opportunity for the Board, Airport and the community to get in touch with each other and learn a lot more about aviation. He is a pilot with Guardian Flight Alaska. He has worked with Guardian Flight Alaska, Airlift Northwest and the National Guard to try to set up a trade show for next April depending on the recommendations of this Board. It is a static display only that gives the opportunity for all operators on the airfield to show off what they do to the public and give the public a chance to attend and ask questions. It will also give kids a chance to understand what goes into aviation and what kind of career opportunities are available to them at this airport. There are a lot of jobs associated with this airport. He thought that as

AIRPORT BOARD MEETING

June 13, 2024

Page 2

a general community member and aviation lover that it would be a great idea for the Board to look into. He has a four-page email with the information. One of the main hurdles is looking at insurance. He has worked with the City's Risk Assessment Department and the Alaska Airmen's Association to have the Alaska Airmen's Association provide event insurance, which is a big hurdle. He thought if it was held in late April, it would be a chance for all of the operators to have all of their employees here and set up for the season but to not be quite busy yet. He was asking the Board to sponsor the event in terms of the Board helping him in coordinating the event. In particular, coordinating with Aero Services and their use of that area. He proposed it would take place near the three hangars: commonly known as medivac alley. He is also asking the Board to help him work with the City on their risk insurance requirements and all the other things to get the event off of the ground. He is open to any and all suggestions. It doesn't have to happen next year, but he would like to see something like this take off of the ground as an annual event. Chair Clough said staff could review the proposal to see if it is something that can be done.

ARFF UPDATES/INTRODUCTION OF NEW ARFF MANAGER: Chief Ed Quinto, Capital City Fire Rescue (CCFR), said the leased ARFF truck, currently called A-2, from Palmer is in service. He gave big kudos to Justin Swick, Airport Mechanic, who helped while their mechanic was out of town. They are keeping the drivers to a minimum for this vehicle as it is a leased vehicle. A-3 currently has a broken spring, and it will not be available until June 18. It will be shipped as soon as possible, and then they will have to find a company to install it.

Chief Quinto introduced his counterpart from Memphis – Brandon Bagwell is now the ARFF Manager for Capital City Fire Rescue and will be replacing some of his duties. This was optimal because as of July 31, Chief Quinto will be retired. Mr. Bagwell said this is an entirely new position and they are figuring out roles/responsibilities. He is originally from Memphis, spent 18 years with FedEx Fire Service at the world hub and the last three years were spent at Reno/Tahoe International and worked for the RTAA. He had an opportunity to work with ARFF in a small backup field up north of Memphis city limits, but they also did runway inspections and serviced the USDA Division permit. He has been around the industry for 20 years and looks forward to the opportunity to do the best he can for them. Chair Clough welcomed Mr. Bagwell aboard. He congratulated Chief Quinto on his retirement. He will be missed. Ms. Wahto said Chief Quinto was the longest-term employee at 44 years of service. She wished him a happy retirement.

F. UNFINISHED BUSINESS:

Ms. Wahto said that the following are a lot of housekeeping items that need to occur between accounts to shift things around when it comes to local funds, but there are also some appropriations that need to be done to make projects whole.

AIRPORT BOARD MEETING

June 13, 2024

Page 3

2. **Float Pond Access Road.** There are a number of motions that have to do with the Float Pond Access Road Phase II.

a. **Grant Amendment.** Ms. Wahto said this is to increase the FAA (Federal Aviation Administration) grant by \$36,712.44. These were eligible expenses to make the project whole, and it already has the local match. *Dan Spencer moved to approve the FAA grant amendment in the amount of \$36,712.44 for Float Pond Access Road Project (AIP 93) and forward on to the Assembly for final appropriation. The motion passed by unanimous consent.*

b. **Transfers of Airport Capital Revolving Match Funds.** This is a transfer of capital revolving match funds. The Board transferred \$148K from the capital revolving account into this project until some of the funds from FAA could be reimbursed. Most of this (\$123K) will be transferred back to the capital revolving account. Then because the Airport is starting up new projects, \$25K will be transferred from this project to the Runway Safety Area Shoulder Grading Design as match. *Eve Soutiere moved to approve the transfer of \$123,000 from the Float Pond Access Road Project back to the Airport Capital Revolving account and transfer \$25,000 from the Float Pond Access Road Project to the Runway Safety Area (RSA) Shoulder Grading Design Project. The motion passed by unanimous consent.*

c. **Transfers of Airport Fund Balance Funds for AIP-Ineligible Costs of the Float Pond Access Road Project.** The Airport has \$59,761.34 in AIP (Airport Improvement Program) ineligible costs for this project. The Board and the Assembly appropriated \$600K for the Gate K Culvert as a separate issue of Airport funds (CARES operating costs) for work toward the PFAS (per- and polyfluoroalkyl substances) work. As it turned out, only \$173K of that was used. A balance of \$423,460 is leftover that can now be transferred to other projects as a match. This will set up the next few transfers. This transfer will cover AIP ineligible expenses of \$59,761.34 that comes from the Airport funds from Gate K to the project ineligible costs. *Dennis Bedford moved to approve the transfer of \$59,761.34 from the Gate K Culvert Project-Airport Fund Balance to the Float Pond Access Road Project.* Board Member Jodi Garza said just to be clear with what is being done with the money. These were CARES Act funds that were drawn down for the use of the Gate K Culvert that were in excess of the project that are now being repurposed for the Float Pond Access Road Project. Ms. Wahto said that is correct. They passed as Airport funds which is the same as the CARES money for this purpose. It was put in as Airport funds, but it is being repurposed. When asked about ineligible costs, Project Manager Mike Green said ineligible costs were modifications that the FAA deemed ineligible, which is anything that will correct something within the design documents which makes an improvement or modification. Modifications must be based on certain criteria. If a site condition is different, this would be AIP eligible. But during construction, something is shifted over, this is not AIP eligible, specifically if it should have been addressed in the design documents. Staff tries to avoid this at all

AIRPORT BOARD MEETING

June 13, 2024

Page 4

costs. Chair Clough asked that Mr. Greene provide a report to the Board of the ineligible items on this project. *The motion passed by unanimous consent.*

d. Transfer of Sales Tax Match Funds from the Float Pond Access Road Project. There was \$251K appropriated from Sales Tax for some local match, but there is still \$40,564.80 remaining out there. Staff wants to repurpose that because those Sales Tax Match dollars can be put in other places and the Airport can keep using it. There will probably be other transfers in the future because whenever money can come from a different source for that money for the local match, the Sales Tax and other things have a wider range of use. This transfers the \$40,564.80 out of the Float Pond Access Road Project to the ARFF Truck Acquisition for the local match. *Chris Peloso moved to approve the transfer of \$40,564.80 of sales tax from the Float Pond Access Road Project to the ARFF Truck Acquisition Project.* This is part of \$3M of general match funds to be used how the Airport saw fit on any of the capital projects. This stemmed a few years back from the City wanting to help the Airport when the State cancelled their match (3 1/8 to the Airport's 3 1/8 match). The Airport now has to pay the 6.25% match. There was about \$35K left, however, as this project is being looked at, there is a possibility of getting more back by applying PFCs (Passenger Facility Charge). *The motion passed by unanimous consent.*

3. Snow Removal Equipment Building (SREB) Project Local Match PFC Appropriation. The Snow Removal Equipment Building had PFC matches associated with it with PFC 9. \$72,750 has been appropriated. This PFC 9 application had a lot of different projects in it, with the biggest one as the Terminal Bond Revenue Interest. So that is being paid off as it is due, as well as pay offs for other projects. The collection has been slow because of COVID. There is \$170K that needs to go into this project as approved by the FAA for PFC use. *Jodi Garza moved to approve the appropriation of \$170,660.41 of PFCs to the Snow Removal Equipment Building Project and forward to the Assembly for final appropriation.* *The motion passed by unanimous consent.*

4. Taxiway Rehabilitation Local Match Transfers.

a. Transfer of Sales Tax Match Funds for the Taxiway Rehabilitation Project. There was Sales Tax appropriated to this project. Staff would like to transfer \$24,963 from the Taxiway Project to the ARFF Truck Acquisition local match. It does need an additional match to get the truck and set up as a CIP. *Jason Custer moved to approve the transfer of \$24,962.99 of sales tax from the Taxiway Rehabilitation Project to the ARFF Truck Acquisition Project.* *The motion passed by unanimous consent.*

b. Transfers of Airport Fund Balance Funds for AIP-Ineligible Costs for the Taxiway Rehabilitation Project (Aerial Map Photography). This is a transfer of Airport Funds from the Gate K Culvert for AIP ineligible costs associated with the Taxiway Rehabilitation, specifically aerial mapping. The FAA will not pay for aerial

AIRPORT BOARD MEETING

June 13, 2024

Page 5

mapping associated with getting some updated drawings. The Airport is repurposing those funds to pay for ineligible costs, which equates to a little under \$45K. *Dan Spencer moved to approve the transfer of \$41,493.28 from the Gate K Culvert Project-Airport Fund Balance to the Taxiway Rehabilitation Project. The motion passed by unanimous consent.*

5. Ramp Improvement and Remain Overnight (RON) Project. This is the current Ramp Improvement and Remain Overnight Area. There is currently \$312,500 in CARES/Airport funds that were appropriated for this project as part of the local match. The mechanism for Finance to do this is it has to go through the Airport Fund Balance, not just through a grant. Therefore, there are a few steps that have to be taken. The first step is done in house as a line-item transfer from CARES grant out of the CIP, which has already been drawn down for operations. The next two steps to make the project whole are appropriating the match now of \$222,065.75 from the Airport Balance Fund to the project and then the remaining balance of the \$90,424.25 needs to be transferred from the Gate K Culvert Project. *Eve Soutiere moved to approve the appropriation of \$222,065.75 of Airport Fund Balance to the Ramp Improvement and RON Project and forward to the Assembly for final appropriation. The motion passed by unanimous consent. Dennis Bedford moved to approve the transfer of \$90,434.25 from the Gate K Culvert Project-Airport Fund Balance to the Ramp Improvement and RON Project. The motion passed by unanimous consent.*

6. Bag Belt Replacement. This was a separate CARES project grant for the replacement of the Bag Belt. Staff reduced some of the time on that project and put it back into operations through the CARES grant. This needs to be made part of the CIP and bring it back over. By doing that, a transfer of \$42,943.39 from the Gate K Culvert to pay for those within the CIP grant instead of leaving it in operations. The mechanism for that is to do it from any one of these, but it happened to be Gate K, which is easier to clean up since it is a drawn down. *Chris Peloso moved to approve the transfer of \$42,943.39 from the Gate K Culvert Project-Airport Fund Balance to the Bag Belt Replacement Project. The motion passed by unanimous consent.*

7. Parking Lots Rehabilitation. Staff time and a few ineligible items were backed out on the project so that it could be captured through the regular CARES funding paying for Airport Operations budget. *Jodi Garza moved to approve the transfer of \$187,674.72 from the Gate K Culvert Project-Airport Fund Balance to the Parking Lots Rehabilitation Project. The motion passed by unanimous consent.*

8. Airport Furniture Acquisition Project. Staff reduced the grant by a little over \$1,100. The Board had approved \$450K for this project and it was spent. It was reduced by \$1,100 and put into the operations. They want it put back into the CIP and draw down some additional CARES through the Gate K Culvert. *Jason Custer moved to approve the*

AIRPORT BOARD MEETING

June 13, 2024

Page 6

transfer of \$1,153.66 from the Gate K Culvert Project-Airport Fund Balance to the Airport Furniture Acquisition Project. The motion passed by unanimous consent.

9. Gate K Culvert Project. There is no action for this as it was done throughout the previous motions.

10. Airport Master Plan Update. This is a new project that requires some start-up funding that will translate into match funds when the FAA grant is received. The Airport would like to appropriate \$34,367 in Sales Tax Funds to this project for match start-up. More funds will probably be needed, but this will get the project started. Before the next PFC is started, perhaps within the next year, the Airport can always apply retroactively for PFCs and transfer the Sales Tax out to continue using them. *Dan Spencer moved to approve the appropriation of \$34,367 in Sales Tax funds for Airport Master Plan Update local match.* This is a 10-year update to the Master Plan. There are a couple of things that need to be done. The FAA stated one of the things that wasn't on was 1) an update for the data (Exhibit A), which is straight-forward; 2) to look at the continuation of lengthening the runway into the channel that would be based on larger aircraft but the continuation of the additional MALSR (Medium Intensity Approach Light System with Runway Alignment Indicator Lights) system; and 3) Master Plan updates. Things are moving forward, but plans need to be made for lengthening the runway for larger aircraft. As far as the percentage the Airport costs, the project was anticipated to be \$400K to \$500K. The Airport will go into negotiations for the contract. The Airport's percentage will be 6.25% match. The RFP will be circulated to the Board. *The motion passed by unanimous consent.*

Chair Clough thanked Patty and staff for all of the efforts for the cleanup. He knew it was a balancing act of trying to put the money where it gets the most good for the Airport, especially the portable monies like Sales Tax.

Board Member Dan Spencer asked if it was possible to run these through a Finance Committee meeting. Ms. Wahto said all of these were cleanup, especially with the CARES funds, which was the driving force to get it done this year. Hopefully you won't see this many transfers and, in the future, they will trickle in. This was a lot of transfers with a lot of the CARES money. Staff knew this was coming, but they were working with Finance to get the exact numbers. By the time the spreadsheets upon spreadsheets, she and Angelica spent five and a half hours going through them to make sense of it. This was being pushed so that it could get to the Assembly by the 17th with all the transfers because of the CARES money. Normally there would be enough time, but not in this case.

G. NEW BUSINESS:

11. Airport Board Bylaws (Attachment #1). The Airport Board Bylaws have not been updated since 2017. Changes noted were made by staff and the Law Department. This is

AIRPORT BOARD MEETING

June 13, 2024

Page 7

for the Board's review. If there are changes, please get them to staff to bring back for the July meeting for adoption. It will have to go to the Assembly for adoption.

12. Airport Manager's Report:

- a. Medium Intensity Approach Lighting System with Runway Alignment Indicator Lights (MALSR) Update on Congressional Language. After years of working on this Congressional language (which added one sentence) with the DC Lobbyist and Congressional delegation, the language has been included and passed by Congress. The sentence allows the Airport to move forward with the remaining MALSRs using AIP money or BIL money and transfer ownership and maintenance to the FAA. The MALSR on Runway 26 is currently owned and operated by the FAA. This was installed from a \$1M grant from Senator Murkowski's office years ago. This allows the Airport to complete the system and turn it over. Design work will begin next year.
- b. Increase in Encampments on Airport Property. The Airport is seeing a plethora of encampments everywhere, not just at the Airport. The Airport has to do its due diligence to get the camping and the folks that are in the greenbelt area moved to keep it safe for everyone. This is occurring basically daily. The Assembly has given the Airport \$150K for lighting, which has been moved to Ke Mell's desk to make it visible in the dark.
- c. Aviation Worker Screening and Litigation Update. The summary provided in the report came from the Airports Council International/North America (ACI/NA). While the stay was not approved, the litigation will continue forward to argue the point of the whole national amendment. In the meantime, random screening is continuing to as TSA (Transportation Security Administration) calls it "informed compliance". Hiccups continue to be found with people going through the checkpoint. If a contractor has access through the Bagwell, but during screening, they have to go through the checkpoint to get screened and they can't scan in there because they don't have access to the Departure Lounge.
- d. Facilities Inspection for Occupational Safety and Health. Alaska Occupational Safety and Health for Alaska have been doing City-wide inspections. The Airport has been proactive in reaching out to the City Risk Management department and worked with them to get a pre-inspection. There are things that will be cleaned up due to this inspection. Bobby Dilg from the Terminal Maintenance is doing the same thing.
- e. Request for Taxi/Ground Transportation Extended Canopy. One of the larger taxi operators has requested a larger shelter installation as the current one can only hold four passengers and bags. The other 25-30 people are out in the weather. This

AIRPORT BOARD MEETING

June 13, 2024

Page 8

has been turned over to Ke Mell to review. It will be brought back to the Board as a project.

f. Parking Lot Concession Equipment Upgrades. Republic Parking has told staff that the gates and automatic pay station installation is delayed once again. They have met with the supplier, and it will be a little later than July for installation.

g. Airport Fund Balance and Capital Revolving Account Balance (Attachment #2). The update to the Capital Revolving Account shows the updates. There was no change to the Fund Balance.

13. Airport Projects Report – Ke Mell. Ke Mell, Airport Architect, reported that Mike Greene handed off the Mendenhall Riverbank Stabilization project to her. She was not yet up to speed on it. Ms. Wahto reported that the design plans by proHNS have been submitted with the estimated cost to the State. The next steps are taking place.

Jordan Creek Greenbelt Lighting: The \$150K appropriated by the CBJ Assembly appears to be the right order of magnitude to do something, but it will likely not be pretty. She has had a couple of conversations with Darrell Wetherall with AEL&P (Alaska Electric Light and Power) because the beginning of any exterior lighting project is how to get power there. AEL&P has programs that might be helpful with the distribution of costs, i.e., up-front costs versus a monthly usage cost to pay for the electricity. It is fairly complicated.

Taxi/Ground Transportation Extended Canopy: Ms. Mell noted this could be quite expensive. Exterior canopies that are exposed to wind uplift have to be structurally designed to meet the wind loads. Another option might be to buy more of the bus shelters similar to what the Airport has.

Masterplan Update: JNU received one proposal on June 7 from Michael Baker International. The first meeting is scheduled for June 17 to discuss the details of their scope of work. After this meeting, they will give the Airport their fee proposal and negotiations will begin.

Gate 5 Passenger Boarding Bridge (PBB) Replacement: Part of the plan for Gate 5 PBB is the Airport had to have the Gate 6 Remain Over Night Area fully functional, which it is. The fixed walkway, columns, and rotunda have been delivered to JNU and are currently staged in the Northeast Development Area (NEDA). The moveable portion of the PBB is on the barge and will be delivered on June 19.

Before Gate 5 PBB can be installed, Secon must pave Gate 4, so that Alaska Airlines can park short at that location and ground board. Alaska Airlines is currently using Gate 5 to park an airplane and ground board. If both Gates 4 and 5 are unavailable, there are not

AIRPORT BOARD MEETING

June 13, 2024

Page 9

enough gates (four are needed) to accommodate all the aircraft that must park overnight. Secon's paving at Gate 4 has been delayed, and is currently scheduled for June 18 through June 20, followed by striping on June 21.

This afternoon—in response to Secon's paving schedule--Dawson provided a tentative updated schedule:

“22nd – Mobilize to site, set up temp barricades, spot (locate on site) first flat of equipment, and locate the crane.

23rd – No work

24th, 25th, 26th – Install columns, Rotunda, walkway, PBB and large ancillary equipment.

27th – Demobilize crane and continue PBB ancillary equipment install. (Crane demobilization could be on the 26th if install is smooth.)

28th, 29th - Continue ancillary equipment install and electrical work.

30th – No work

1st-3rd – Finish electrical and mechanical scope, preliminary PBB testing.

4th-7th – Holiday weekend, may have skeleton crew onsite.

8th, 9th – Commissioning and training

This schedule is contingent as Secon cannot pave in heavy rain and Dawson's crane cannot set PBB components in winds over 15 miles per hour.

14. Airport Projects Report – Mike Greene. Mike Greene, Project Manager, reported the Terminal Reconstruction Project has the glass guardrail in place and it is very stout. The remaining work is touchup paint and minor trim work, the second stairwell is now in place and useable. People can now look through that space as it was intended, and it looks really good. Staff has a revised proposal from Dawson Construction for the Ground Source Loop Field Replacement for \$60K, which is significantly less than the original amount of \$400K. The project has been done mostly in-house. The current proposal is for a 24/7 filtration system that as the glycol comes out of the loop field, it goes through the filter, into the building, and back to the loop field, where the system is constantly being cleaned. Methanol will be added to get it back up to 15% and rust inhibitors will be added. This will mean that the system is clean and no longer being contaminated. Mr. Greene said this is moving forward, which will get the project closer to the point where the entire building can be tested and balanced. Ms. Wahto said this is where the contingency money and local funds will be used, which have already been approved and appropriated.

Rehabilitate Part 121/135 Apron & Remain Overnight (RON) Parking Apron.

Coordination continues with Alaska Airlines and Delta Air Lines. Alaska and Roger Hickel Contracting are responsible for the Gate 4 and Gate 3 replacement. Secon is the contractor for both projects, which makes coordination much easier. They have decided

AIRPORT BOARD MEETING

June 13, 2024

Page 10

to move forward with the Gate 4 replacement, which will start tomorrow. This was agreed to as Gate 4 was already down and unusable. They think they can get in and set the two parts of the PBB and Dawson only had to be pushed back a couple of days to make that happen. Secon is going to pave the Gate 4 area next week, which is weather dependent. Two cranes are standing by to do the PBB installations. Procedures are in place for the crane usage. Coordination continues with stakeholders and tenants. Starting next week, Secon will head into the Part 135 area. Secon has already removed some tiedowns, which were originally numbered at 50+, but are actually 124 that were hiding under the asphalt. This will be a changed condition and submitted to the FAA to see if they will allow the City to pay more for that.

H. **CORRESPONDENCE:** None.

I. **COMMITTEE REPORTS:**

15. **Finance Committee:** None. Committee Chair Jodi Garza would like to have a Finance Committee meeting in the next month.

16. **Operations Committee:** None.

J. **ASSEMBLY LIAISON COMMENTS:** None.

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

L. **BOARD MEMBER COMMENTS:**

Jodi Garza asked about the soap in the downstairs restrooms in jugs instead of the dispensers. Mr. Greene said the soap dispensers would pump themselves dry because they were sensor activated and when anyone came into the room, they would get a four-gun salute with soap. Ms. Wahto will follow-up with staff to get them changed.

Jason Custer said that in discussing the Bylaws the City Attorney said that the 2017 version was never approved by the CBJ. He said when this comes back, he wanted to see the affected Bylaws are if the ones before the Board were not the ones that were actually adopted by the Assembly. That means they are actually making a whole lot more changes than in the draft. Ms. Layne said the changes reflected in the Bylaws were similar to those made in 2017. Mr. Custer said he wanted to look at the current affected Bylaws and then seeing the changes to them. The one tonight was dated 2017, but the CBJ Attorney made a comment that the Assembly never approved the 2017 updates to the Bylaws. Ms. Wahto said that the change was taken from the 2004 Assembly approved Bylaws. There were just a few changes made in 2017 that were not approved by the Assembly. Things like the nights the Airport Board would meet, which got changed to Thursday. Otherwise, the changes noted were from both 2017 and now. Staff will forward the 2004 Bylaws to the Board.

AIRPORT BOARD MEETING

June 13, 2024

Page 11

- M. **ANNOUNCEMENTS:** None.
- N. **NEXT MEETING DATE:** The next regular Airport Board meeting will be held on July 11, at 6:00 p.m. in the Alaska Room and via Zoom.
- O. **EXECUTIVE SESSION:** *Eve Soutiere moved the Airport Board go into executive session to discuss a subject that may tend to prejudice the reputation and character of the Airport Manager, provided the Airport Manager may request a public discussion. The Board went into executive session at 7:53 p.m.*
- The Board came out of executive session after discussing various management topics as part of the annual evaluation with the Airport Manager at 9:06 p.m.
- P. **ADJOURN:** *Dan Spencer moved to adjourn the meeting. The motion passed by unanimous consent and the meeting adjourned at 9:06 p.m.*

ATTACHMENT #1

BYLAWS
of the
CITY AND BOROUGH OF JUNEAU
INTERNATIONAL AIRPORT BOARD

ARTICLE I - NAME

The name of this Board shall be the City and Borough of Juneau International Airport Board ("the Board").

ARTICLE II - PURPOSE

The Board was established by Title 5 of the CBJ Municipal Code pursuant to the CBJ Charter to exercise all powers necessary and incidental to operation and maintenance of all airport facilities in the public interest and in a sound business manner. The Board establishes financial and operational policy and appoints the Airport Manager. The Board operates the Airport as an enterprise fund, which means it is self-supporting.

ARTICLE III - MEMBERSHIP

1. The Board shall consist of a maximum of seven members who will be appointed by and serve at the pleasure of the Assembly.
2. Members of the Board are appointed for staggered three-year terms and shall serve without compensation. A member shall serve until his or her successor is appointed by the Assembly.
3. Other qualifying factors related to qualifications for membership are contained in CBJ Municipal Code sections 05.01.010 and .030.

ARTICLE IV - MEETINGS

1. Regular meetings of the Board will be hybrid meetings and shall be held on the second Thursday of each month at 6:00 p.m. in the Alaska Room of the Airport Terminal and streamed virtually, unless otherwise noticed.
2. Meetings shall be open to the public and conducted according to Robert's Rules of Order. Notice of the meeting shall appear as published by the City & Borough of Juneau's public notice system. Participation remotely shall be allowed for regular, special, and committee meetings of the Board.

Deleted: Wednesday
Deleted: 7:00
Deleted: Aurora Room

Deleted: .
Deleted: in the weekly borough calendar
Deleted: in the local newspaper

Deleted: May 2017

ATTACHMENT #1

3. Special meetings may be called at any time by the Chair or at the request of the Committee Chairs. At least two business days' notice shall be given and filed with the CBJ Clerk.

Deleted: Board.

Deleted: Subc

4. Minutes of regular meetings shall be distributed by Airport staff to members at least seven days prior to the next regular meeting. Minutes of special meetings shall be distributed to members as soon as possible after the meeting.

5. Upon advising the Board or Committee Chair in sufficient time for Airport staff to make the necessary technical arrangements, a member who is unable to physically attend a meeting may attend a regular or special Board meeting or a committee meeting by telephone or virtually.

Deleted: by

Deleted: electronic communication

6. A quorum of the Board shall consist of a majority of the membership, including those present electronically and virtually. A quorum must be present for any business to be conducted.

7. Voting shall be by roll call vote or by general consent (no objection). In a roll call vote the Chair shall be required to vote. A majority vote of the Board membership is needed to approve any action.

ARTICLE V – CONFLICT OF INTEREST

If a member has either a financial or a personal conflict of interest, the member shall not deliberate or vote on any matter in which he or she has such an interest. A member who is involved in a matter that may result in a conflict of interest shall disclose the matter on the public record and asked to be excused from the discussion and official action on the matter. The presiding officer may determine whether the member's involvement would be a conflict of interest. The presiding officer's decision may be overridden by a majority vote of the Board. See CBJ Conflict of Interest Code, Sections 01.45.010 - .080 and 01.45.100.

Deleted: may

Deleted: shall

ARTICLE VI - OFFICERS

The officers of the Board shall consist of a Chair, Vice Chair, and Secretary. Officers shall hold offices for one year or until their successors are elected. The election of officers shall take place in July (or as soon as new Board Members are appointed), with the officers to begin their duties at their first meeting after their election.

Deleted: Election

Duties of the **Chair** shall include, but are not limited to, the following:

1. Presiding at all regular and special meetings of the Board.
2. Ensuring that all correspondence and business of the Board is carried out.
3. Acting as spokesman for the Board.
4. Appointing committees, including ad hoc committees and task forces of the Board as deemed necessary.

Deleted: Insuring

Deleted: May 2017

ATTACHMENT #1

5. Acting as liaison between the Board and the CBJ Assembly.
6. In consultation with the Airport Manager, preparing the agenda for each meeting.

Duties of the **Vice Chair** shall be to preside in the absence of the Chair and perform all the duties of that office. In the absence of the Secretary, the Vice Chair will perform the duties of the Secretary.

Duties of the **Secretary** shall include reviewing and giving tentative approval to minutes of all regular and special meetings of the Board, as prepared by Airport staff, prior to the distribution of the draft minutes to other members of the Board and the public.

ARTICLE VII – STANDING COMMITTEES

The standing Committees of the Board shall be the Finance Committee and the Operations Committee and any other committee designated and approved by a majority of the Board.

The Chair shall appoint the members of the standing committees of the Board, designating one member to serve as the chair of each committee. Each standing committee shall consist of at least three members.

Duties of the standing committees shall include, but not be limited to, the following:

1. Finance Committee: Consider and make recommendations to the full Board regarding:
 - a. the Airport Manager's proposed operating and capital budgets;
 - b. Airport rates and charges; and
 - c. All other items that have or may have a financial impact on the Airport.
2. Operations Committee: Consider and make recommendations to the full Board regarding any issue that has or may have an operational impact on the Airport.

Action(s) recommended by the standing committees shall be subject to approval by a majority of the Board members [at a Regular or Special meeting](#).

ARTICLE VIII – AIRPORT MANAGER

The Airport Manager serves at the pleasure of the Board and shall be responsible for the hiring and/or firing of airport personnel. Subject to direction from the Board, the Airport Manager shall be responsible for the general supervision and the administration of the business and affairs of the Juneau International Airport.

Deleted: May 2017

ATTACHMENT #1

ARTICLE IX – EVALUATION OF THE AIRPORT MANAGER

The Board, meeting in executive session, shall evaluate the performance of the Airport Manager at least once each year, prior to the anniversary date of the Airport Manager’s employment. Results of the evaluation shall then be discussed with the Airport Manager, either in executive or public session as desired by the Airport Manager, who may concur or disagree with the Board’s evaluation. The Board’s evaluation shall determine whether the Airport Manager is entitled to an increase in salary.

ARTICLE X – AMENDMENTS

These bylaws may be amended or revoked by the affirmative vote of not less than a majority of the Board in any regular meeting, provided the notice of such meeting shall have contained a copy of the proposed amendment or revocation.

Approved and adopted by the Board this 13th day of June, 2024.

Deleted: 11th of February 2004
Deleted: 9th of May 20
Deleted: 17

Al Clough, Chair

Deleted: Joe Heueisen

Attest:

Jodi Garza, Secretary

Deleted: Pete Carlson
Deleted: Angela Rodell

Deleted: May 2017

ATTACHMENT #2

Section C, Item 1.

Available Fund Balance Summary

Airport Fund

Last Update: 4/5/2024

	FY23 Actuals	FY24 Amended	FY24 Proj	FY25 Budget	FY26 Budget
Beginning Available FB	2,770,968	4,057,215	4,057,215	4,057,215	4,057,215
Operational Expenses:	(9,888,277)	(9,711,100)	(10,003,300)	(10,606,700)	(10,755,800)
Debt Service (OUT):	(2,994,200)	(3,091,200)	(3,091,200)	(2,505,100)	(2,583,400)
Transfers to Capital Projects:		(600,000)	(600,000)		
Other Non-Oper Expenses:	(271,923)	(541,400)	(1,266,300)	51,400	51,400
JNU Total Expenses:	(13,154,400)	(13,943,700)	(14,960,800)	(13,060,400)	(13,287,800)
Minus Non-operational Exp & Debt Serv:	3,266,123	4,232,600	4,957,500	2,453,700	2,532,000
Operational Expenses:	(9,888,277)	(9,711,100)	(10,003,300)	(10,606,700)	(10,755,800)
Operational Revenues:	6,629,028	7,510,200	7,872,900	10,606,700	10,610,000
CARES Reimb (operations):	4,369,641	2,200,900	2,130,400	-	-
***Other Financing Sources (Uses):	175,855				
JNU Total Revenues:	11,174,524	9,711,100	10,003,300	10,606,700	10,610,000
Increase (decrease) in Fund Bal (FB):	1,286,247	-	-	-	(145,800)
Ending Avail FB, including Reserve:	4,057,215	4,057,215	4,057,215	4,057,215	3,911,415
Less 3 Mo. Operating Reserve	(2,472,100)	(2,427,800)	(2,500,800)	(2,651,700)	(2,689,000)
Ending Available Fund Balance	1,585,115	1,629,415	1,556,415	1,405,515	1,222,415

*** Other Financing sources (uses) include: capital outlay, adjustments pertinent to modified accrual accounting, such as A/P, A/R, and leave accruals/deferrals; as well as changes in restrictions of fund balance.

ATTACHMENT #2

Section C, Item 1.

AIRPORT CAPITAL REVOLVING ACCOUNTS (combined)

Date	CIP Revolving Balance*	Reimbursed Amount (+)	Forward Fund Amount (-) anticipate reimbursement	Encumbered Amount (-) permanent/ <u>no</u> reimbursement	Description
	\$819,246	-	-	-	BUDGET
Apr-19			(\$477,000)	**	NO LONGER REQ. Termnl Recon
Jan-21			(\$50,000)		Property Acquisition Frwd Fund Specialist
Jan-21		\$40,000	(\$40,000)	***	Float Pond Fwrđ Fund Design
May-21		\$108,000	(\$108,000)	***	Float Pond Fwrđ Fund Design
Jan-05		\$542			\$541.95 adjustment
Jun-24			(\$25,000)	***	RSA Shoulder Grading Design
	\$267,788				AVAILABLE BUDGET on A50-001 to forward fund Projects

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

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

*** Pending Board & Assembly Approval June/July 2024

ATTACHMENT #1

**BYLAWS
of the
CITY AND BOROUGH OF JUNEAU
INTERNATIONAL AIRPORT BOARD**

ARTICLE I - NAME

The name of this Board shall be the City and Borough of Juneau International Airport Board ('the Board').

ARTICLE II - PURPOSE

The Board was established by Title 5 of the CBJ Municipal Code pursuant to the CBJ Charter to exercise all powers necessary and incidental to operation and maintenance of all airport facilities in the public interest and in a sound business manner. The Board establishes financial and operational policy and appoints the Airport Manager. The Board operates the Airport as an enterprise fund, which means it is self-supporting.

ARTICLE III - MEMBERSHIP

1. The Board shall consist of a maximum of seven members who will be appointed by and serve at the pleasure of the Assembly.
2. Members of the Board are appointed for staggered three-year terms and shall serve without compensation. A member shall serve until his or her successor is appointed by the Assembly.
3. Other qualifying factors related to qualifications for membership are contained in CBJ Municipal Code sections 05.01.010 and .030.

ARTICLE IV - MEETINGS

1. Regular meetings of the Board will be hybrid meetings and shall be held on the second Thursday of each month at 6:00 p.m. in the Alaska Room of the Airport Terminal and streamed virtually, unless otherwise noticed.
2. Meetings shall be open to the public and conducted according to Robert's Rules of Order. Notice of the meeting shall appear as published by the City & Borough of Juneau's public notice system. Participation remotely shall be allowed for regular, special, and committee meetings of the Board.

Deleted: Wednesday

Deleted: 7:00

Deleted: Aurora Room

Deleted: .

Deleted: in the weekly borough calendar

Deleted: in the local newspaper

Deleted: May 2017

ATTACHMENT #1

3. Special meetings may be called at any time by the Chair or at the request of the Committee Chairs. At least two business days' notice shall be given and filed with the CBJ Clerk.

Deleted: Board.

Deleted: Subc

4. Minutes of regular meetings shall be distributed by Airport staff to members at least seven days prior to the next regular meeting. Minutes of special meetings shall be distributed to members as soon as possible after the meeting.

5. Upon advising the Board or Committee Chair in sufficient time for Airport staff to make the necessary technical arrangements, a member who is unable to physically attend a meeting may attend a regular or special Board meeting or a committee meeting by telephone or virtually.

Deleted: by

Deleted: electronic communication

6. A quorum of the Board shall consist of a majority of the membership, including those present electronically and virtually. A quorum must be present for any business to be conducted.

7. Voting shall be by roll call vote or by general consent (no objection). In a roll call vote the Chair shall be required to vote. A majority vote of the Board membership is needed to approve any action.

ARTICLE V – CONFLICT OF INTEREST

If a member has either a financial or a personal conflict of interest, the member shall not deliberate or vote on any matter in which he or she has such an interest. A member who is involved in a matter that may result in a conflict of interest shall disclose the matter on the public record and asked to be excused from the discussion and official action on the matter. The presiding officer may determine whether the member's involvement would be a conflict of interest. The presiding officer's decision may be overridden by a majority vote of the Board. See CBJ Conflict of Interest Code, Sections 01.45.010 - .080 and 01.45.100.

Deleted: may

Deleted: shall

ARTICLE VI - OFFICERS

The officers of the Board shall consist of a Chair, Vice Chair, and Secretary. Officers shall hold offices for one year or until their successors are elected. The election of officers shall take place in July (or as soon as new Board Members are appointed), with the officers to begin their duties at their first meeting after their election.

Deleted: Election

Duties of the **Chair** shall include, but are not limited to, the following:

1. Presiding at all regular and special meetings of the Board.
2. Ensuring that all correspondence and business of the Board is carried out.
3. Acting as spokesman for the Board.
4. Appointing committees, including ad hoc committees and task forces of the Board as deemed necessary.

Deleted: Insuring

Deleted: May 2017

ATTACHMENT #1

5. Acting as liaison between the Board and the CBJ Assembly.
6. In consultation with the Airport Manager, preparing the agenda for each meeting.

Duties of the **Vice Chair** shall be to preside in the absence of the Chair and perform all the duties of that office. In the absence of the Secretary, the Vice Chair will perform the duties of the Secretary.

Duties of the **Secretary** shall include reviewing and giving tentative approval to minutes of all regular and special meetings of the Board, as prepared by Airport staff, prior to the distribution of the draft minutes to other members of the Board and the public.

ARTICLE VII – STANDING COMMITTEES

The standing Committees of the Board shall be the Finance Committee and the Operations Committee and any other committee designated and approved by a majority of the Board.

The Chair shall appoint the members of the standing committees of the Board, designating one member to serve as the chair of each committee. Each standing committee shall consist of at least three members.

Duties of the standing committees shall include, but not be limited to, the following:

1. Finance Committee: Consider and make recommendations to the full Board regarding:
 - a. the Airport Manager's proposed operating and capital budgets;
 - b. Airport rates and charges; and
 - c. All other items that have or may have a financial impact on the Airport.
2. Operations Committee: Consider and make recommendations to the full Board regarding any issue that has or may have an operational impact on the Airport.

Action(s) recommended by the standing committees shall be subject to approval by a majority of the Board members [at a Regular or Special meeting](#).

ARTICLE VIII – AIRPORT MANAGER

The Airport Manager serves at the pleasure of the Board and shall be responsible for the hiring and/or firing of airport personnel. Subject to direction from the Board, the Airport Manager shall be responsible for the general supervision and the administration of the business and affairs of the Juneau International Airport.

Deleted: May 2017

ATTACHMENT #1

ARTICLE IX – EVALUATION OF THE AIRPORT MANAGER

The Board, meeting in executive session, shall evaluate the performance of the Airport Manager at least once each year, prior to the anniversary date of the Airport Manager's employment. Results of the evaluation shall then be discussed with the Airport Manager, either in executive or public session as desired by the Airport Manager, who may concur or disagree with the Board's evaluation. The Board's evaluation shall determine whether the Airport Manager is entitled to an increase in salary.

ARTICLE X – AMENDMENTS

These bylaws may be amended or revoked by the affirmative vote of not less than a majority of the Board in any regular meeting, provided the notice of such meeting shall have contained a copy of the proposed amendment or revocation.

Approved and adopted by the Board this 13th day of June, 2024.

Deleted: 11th of February 2004

Deleted: 9th of May 20

Deleted: 17

Al Clough, Chair

Deleted: Joe Heuelsen

Attest:

Jodi Garza, Secretary

Deleted: Pete Carlson

Deleted: Angela Rodell

Deleted: May 2017



JUNEAU INTERNATIONAL AIRPORT

LEASING POLICY

As approved by the Airport Board on September 6, 2016

I. Purpose

The Federal Aviation Administration (FAA), by way of its Airport Sponsor Grant Assurances, requires any airport developed with Federal grant assistance to operate for the use and benefit of the public and for the airport to be made available to all types, kinds, and classes of aeronautical activity on fair and reasonable terms and without unjust discrimination. In addition, these Airport Sponsor Grant Assurances require an airport sponsor to maintain a fee and rental structure for the facilities and services at the airport which will make the airport as self-sustaining as possible under the circumstances existing at the airport and to avoid unjust economic discrimination within classes of users, taking into account such factors as the volume of traffic and economy of collection.

The purpose of the Juneau International Airport (Airport) Leasing Policy is to (1) provide sound, consistent guidelines through which the Airport can respond to the interests of financially stable and responsible lessees; (2) administer Airport leaseholds in accordance with its grant assurances; (3) insure the Airport's ability to meet its obligation to provide a stable revenue source for the Airport; and (4) provide guidelines for Airport related business decisions.

The leasing of Airport land is regulated and influenced by City, State, and Federal law including, but not limited to, the policies and rules of the FAA, formal policies adopted by the Airport, input from the tenants, users, community, and precedent set by the Airport Board.

II. Rates, Fees and Charges

FAA guidelines¹ require the Airport to make the airport as financially self-sustaining as possible.

To the extent feasible, aeronautical use² charges must be established on a cost recovery basis, while use of airport property for non-aeronautical facilities and/or services must be based on fair market value.

In specific circumstances which are not covered by established rates, fair market value will be determined by an independent appraisal of the specific parcel and the rental rate will be negotiated to achieve Airport's intended return.

The Airport assesses rates and fees each year through the budget process and may adjust lease rates

¹ 49 U.S.C. §47107(a)(13)

² Aeronautical uses include air taxi and charter, air carrier service, pilot training, aircraft rental, aerial photography, crop dusting, aerial advertising and surveying, aircraft sales and service, aircraft storage, sale of aviation petroleum products, repair and maintenance of aircraft, sale of aircraft parts, parachute and ultralight activities.

in accordance with the budget needs and tenant negotiations.

III. Land Uses

An Airport Master Plan (AMP) and an Airport Layout Plan (ALP) have been developed for the Airport and are periodically updated. These plans, which are reviewed and approved by the FAA and the Airport following public review and input, provide guidance to Airport staff and the Airport tenants in land use leasing decisions. The Airport lease documents specify permitted uses of Airport property and any land use restrictions which may apply. Please see CBJ Code 53.20 and 05.20.

IV. Authority to Lease

The Airport is owned and operated by the City and Borough of Juneau (CBJ). CBJ provides the Airport land, under CBJ Code Title 49 Lands, and the land is leased by the Airport, under CBJ Code Title 5 Juneau International Airport.

V. New Lease Requests

Airport property is leased on a first come, first served basis in accordance with the AMP, the ALP, the prospective lessee's proposed use or operation, and with the best financial interests of the Airport. Potential lessees shall submit a fully completed Lease Application with associated fees to the Airport together with such additional information as may be required for review by the Airport Manager. All commercial applicants must provide a business use and activity plan that meets airport minimum standards, as reflected in the Airport's Minimum Standards Document.

All applicants who submit a fully completed application for lease property with the associated fees will be put on the Airport Lease Wait List. The list is categorized by type of request (commercial, executive hangar, t-hangar, tie-down, and/or float pond). When space is available for a specific type of lease, in accordance with the AMP and the ALP, the applicants on the Airport Lease Wait List will be contacted in the order of application submission date. If the an applicant does not wish to pursue the available lease space, the next applicant who desires the same type of lease will be offered the available space for lease. Any applicant that chooses not to pursue the available lease property will not be removed from the Airport Lease Wait List or lose their rank on the Airport Lease Wait List and will be contacted the next time lease space becomes available for the requested lease type.

The Airport will issue a lease to an applicant only if the application meets the requirements of this leasing policy and provided:

- A. The proposed use is consistent with the AMP, the ALP, and the Airport Terminal Plan, if applicable, and other relevant CBJ land use planning documents;
- B. Approval will not constitute a violation of the FAA Grant Assurances;
- C. An applicant's commercial use of the property will comply with the requirements of the approved Airport Minimum Standards document; and
- D. The applicant and any proposed sublessees, are in good standing with the CBJ including, but not limited to, the timely payment of all CBJ taxes.

From time to time, the Airport and CBJ Law Department may review lease terms and update the Airport's lease template as required, and as approved by the Airport Board.

VI. Lease Agreements and Legal Review

The Airport leases may contain more restrictive clauses than private sector leases. Lessees will be required to assume the liabilities associated with possession and control of real property including, but not limited to, compliance with all Federal, State and CBJ laws and regulations pertaining to the use, storage and disposal of hazardous materials and storm water pollution prevention regulations, air space protection and security of the airport through lessee parcel.

The Airport leases are approved by CBJ and shall, at a minimum, conform to local standards of tenant responsibility and liability. Lease language is periodically updated to reflect changes in FAA regulations and real estate law.

VII. Lease Term**A. Airfield Standard Lease Term**

The term of an airfield lease is determined by property designation in the AMP, the ALP, the prospective lessee's proposed use or operation, and the best financial interests of the Airport. Consideration shall also be given to a lessee's substantial capital investment in facilities and the requirement of a lender for a specific lease term. The standard lease term for a new stand-alone lease is based on the term investment schedule (Exhibit A).

Investment is defined as:

1. Construction and improvement costs on the lease parcel; or
2. The purchase or refinancing of the leasehold improvements on the property.

At expiration of a lease, a current lessee who is in compliance with all provisions of the current lease shall have the right to execute a new lease under the provisions of Section VIII.

A lessee may request a conditional lease and construct leasehold improvement in an area designated for other future development in accordance with the AMP and/or ALP. In such case a lease may expressly stipulate that at the expiration, termination or cancelation of the lease, the lessee will be required to remove the leasehold improvements (see section X.) or that ownership of the leasehold improvements revert to the Airport or the CBJ.

B. Terminal Standard Lease Term

The length of terminal lease term is determined by the Terminal Plan, the prospective lessee's proposed use or operation, and is in the best financial interests of the Airport. Generally, space in the terminal is leased for five years. If the Airport has plans to change the terminal, through renovation, strategic design, etc., leases may be offered on a month-to-month basis.

Concession leases are through CBJ contract bid or proposal for up to five years, with renewal options. Federal Government leases must comply with Federal procurement rules.

C. Exception to Standard Term

On a case by case basis, the Airport Board may consider a significantly longer lease term to support Airport property development and to allow a lessee to amortize its investment based on the

following criteria:

1. Significant initial capital investment;
2. Significant additional capital investment in current leasehold improvements;
3. Requirements of a lender for minimum lease term for those leases upon which leasehold improvements are used to collateralize loans, including the refinancing of an existing business operations;
4. Services provided to other Airport tenants and users;
5. Significant job creation;
6. Public infrastructure extensions which will benefit other parcels, such as roads, water, or sewer; or
7. Potential to attract other new aviation businesses.

VIII. Extensions of Existing Leases

A. General

1. At the end of a lease term, if a lessee is not in default of its existing lease, and if the leasehold improvements satisfy maintenance and appearance standards approved by the Airport, a new standard form lease shall be granted to the lessee, subject to the following exceptions:
 - a. If the lease is located in an area needed for future Airport development as outlined in the AMP (please see Section X. Disposal of Improvements).
 - b. If the Airport determines that a shorter term is necessary or appropriate in accordance with the AMP, the ALP, and is in the best financial interest of the Airport, the Airport may elect to approve a new lease for less than the standard term then in effect for similar property use.
2. At the expiration of the lease, the current Lessee shall have the option to execute a new lease under new lease provisions (as long as the lease complies with the exceptions stated in section VIII.A.1).
3. A private hangar lessee may request the Airport to convert its lease to a commercial lease if the leasehold improvements meet the Airport's Minimum Standards for the proposed commercial activity. If approved by the Airport Board, that parcel shall be converted to the commercial lease rate, rules and requirements of commercial tenants.
4. A commercial hangar lessee may request the Airport to reconvert its lease to a private hangar lease if the lease was originally a private hangar and conforms with the AMP and ALP.

B. Commercial

1. At the expiration of an existing commercial lease, or at any time during the lease term, a lessee may submit a proposal to the Airport for a new lease agreement or an extension of its existing lease. The Airport shall grant a new lease provided:
 - a. The lessee is in full compliance with the existing lease terms and conditions;

- b. The Airport determines that there is no immediate need to use the property for Airport purposes when the current lease expires;
 - c. The existing/proposed property use is consistent with the ALP, AMP, and other relevant land use planning documents;
 - d. Lessee demonstrates its commitment to maintain or improve the leasehold improvements to the Airport's Minimum Standards.
2. The term of a new lease or lease extension(s) will be established, and approved, by the Airport, based on its determination of the following issues:
 - a. If the Airport's financial or operational interest is best served by a new or extended lease or expiration of the existing lease;
 - b. The value of proposed new and/or improved aviation or industrial facilities;
 - c. Whether the time needed to amortize lessee's investment is longer than lessee's remaining lease term;
 - d. The reasonable period of time needed to amortize lessee's proposed investment in improvements to its facilities and Airport property.
 3. If no new capital investment is proposed, a new lease shall be executed, subject to the current standard commercial lease terms and conditions.
 4. In areas established as general aviation or private hangar lease lots, a business lease (or assignment) may be approved by the Airport Manager, so long as the purpose of the lease remains as aircraft storage. No commercial activity (public for hire) or heavy maintenance may occur in these sites. This includes CBJ building code and lease insurance provisions.
- C. Leases of Adjacent Property
 - D. Provided an applicant meets all other requirements of the leasing policy, lease of airfield property adjacent to a current lessee's existing airfield lease shall be considered an addition to the original lease and will be afforded the same term as the lessee's existing lease, unless the lessee applies for a longer term based on additional capital investment.

IX. Construction of Leasehold Improvements

Leasehold improvements must be constructed in accordance with the FAA, CBJ and Airport guidelines. Height restrictions, lot-line setbacks, appropriate parking, building design, quality of construction, and other requirements are controlled by the FAA, CBJ building code, and the Airport. Prior to making substantial changes to the footprint or height of a leasehold improvement, a tenant shall first acquire the written approval of the Airport Manager.

X. Disposal of Land Lease Improvements

The lessee owns the title to the leasehold improvements that they construct or purchase during the term of the lease, unless, at the time of construction, the lease expressly provides that the Airport (or the CBJ) is the owner of the leasehold improvements at the expiration of the lease.

At the expiration, termination, or cancellation of a lease:

- A. The lessee may sell the leasehold improvements to a new lessee provided the new lessee is in good standing with the CBJ (see Section V). and The lease may be assigned or a new lease generated with the new lessee as outlined in Section VII; or
- B. The lessee shall remove the leasehold improvements at the lessee's sole expense if:
1. The leasehold improvements do not comply with written Airport policies or are inconsistent with the AMP or ALP, at the time of construction; or
 2. The leasehold improvements are not sold under X.A. of this section; or
 3. The Airport makes written findings that the leasehold improvements are a safety hazard to the public.

Upon removal of leasehold improvements, Lessee shall return the Leased Premises to its unimproved condition; or

- C. . If in accordance with the AMP, ALP, and CBJ code the leased property are required for future development, the lease was executed prior to the determination of a future need for the leased property, and the Airport declines to renew a lease, the Airport will either purchase or relocate the leasehold improvements. The Airport, at the Airport's discretion, may either:
1. Purchase the leasehold improvements. . The purchase price would be at the cost of replacement of the leasehold improvements at a new location at the Juneau International Airport. If the lessee has no intention to continue leasing at the Juneau International Airport, the Airport will purchase the leasehold improvements at fair market value as determined by an independent appraisal; or
 2. Relocate the leasehold improvements to a new location at the Juneau International Airport

XI. Subtenant Approval

A. Private Hangars - Sublease Occupants

Upon the Airport approval, non-commercial lessees may utilize a sublease arrangement to offset hangar ownership expenses provided the lessee:

1. Stores at least one of its owned aircraft in the hangar;
2. Shall not allow any use of, or activity, on the leased premises by the sublessee that is not in full compliance with the terms and conditions of the lease; and
3. Has provided the Airport Manager with a copy of its sublease agreement, in which the financial terms may be redacted.

If the private hangar owner does not utilize the hangar for its owned aircraft, the owner must apply for and obtain a commercial lease to be able to sublease its hangar. (See Section VIII.A.4.).

B. Commercial Sublease

Upon the Airport approval, a lessee may sublease a portion of its leasehold improvements to provide additional aviation related services at the airport. Terminal subleases are not allowed, except by written permission of the Airport Manager, who may approve a short-term sublease in

unusual circumstances such as a shortage of office or counter space. All sublessees are bound by Regulation 07 CBJAC 10 Rates & Fees, for all applicable fees and reporting, and shall be required to provide proof of insurance under the appropriate section of the lease. The Airport Manager shall have the authority to immediately revoke approval of any sublease, if a sublessee is out of compliance with the Airport, CBJ or FAA use, and reporting or fee payment requirements.

C. Review and Approval

The commercial lessee shall submit a fully completed Sublessee Application to the Airport Manager together with such additional information as may be required for review by the Airport Manager. The sublease will be approved if:

1. The proposed use is appropriate and consistent with the AMP, the ALP, and CBJ code;
2. Approval will not constitute a violation of FAA Grant Assurances;
3. The use of the property will comply with the requirements of the Airport Minimum Standards; and
4. The lessee and sublease have provided written acknowledgement that they will comply with all provisions of the original lease.

XII. Assignment of a Lease

A. Assignment of Private Hangar Lease

A lessee who intends to sell its leasehold improvements to another party shall provide 30-day written notice to the Airport Manager of the lessee's desire to assign its lease due to pending sale or transfer of its leasehold improvements and pay the administrative assignment fee established in the current Airport rates, fees and charges. The written notice must comply with section X.C.

The Airport shall not approve a lease assignment until the Airport staff inspects the hangar and determines the hangar is in compliance with the Airport and CBJ codes. Assignees must be in good standing with the CBJ.

B. Assignment of Commercial Lease

A lessee who intends to sell its leasehold improvements to another party or otherwise assign its commercial lease shall submit a completed Airport Lease Action Request to the Airport Manager at least thirty (30) days prior the request assignment and pay the administrative assignment fee established in the current Airport rates, fees and charges.

The Airport shall not approve any assignment of a commercial lease which would cause the Airport to violate its Grant Assurances. A commercial assignee must be registered with the CBJ and be in good standing.

C. Assignment Action Request Form

All assignments must provide an action request form that includes the following:

1. The name of the proposed assignee, including the names of the controlling interest owners if a limited liability company, corporation, partnership, or other association;
2. Contact information for the assignee; and
3. A copy of the proposed or actual document to be used to convey ownership, such as a sales agreement or a bill of sale, in which the financial terms may be redacted.

AIRPORT MANAGER'S REPORT – July 11, 2024

- a. Aircraft Rescue Fire Fighting (ARFF) Operating Budget Credit FY24. At the May 2024 Board meeting, staff was asked to look at the credit for the full-time budget ARFF Manager that was not filled until June. The Fire Department got back to staff with the adjusted budget showing a credit of \$102,700 for FY24 ARFF Cost Center Expenses. The Airport should see this at year-end close-out of ARFF.

- b. Gift Shop Concessions Update. Staff had not updated the Board on last year's gift shop concessions request for proposals. After solicitation, the two companies that submitted proposals were both chosen by the evaluation committee to enter into contract negotiations. Hummingbird Hollow will continue concessions under a new five-year contract, with a permanent build-out in their first-floor location across from baggage claim. Tailwind Concessions, current food/ beverage concession, has negotiated the gift shop/retail concessions within the two spaces they currently have on the second floor: pre-security and departure lounge.

- c. Aviation Worker Screening (AWS) and Litigation Update. JNU and approximately ten other airports filed a Joint Petition for Judicial Review of TSA's worker screening amendment, paralleling the random screening phase-in. Staff continues to work on the random AWS in-house. This phase-in is part of the AWS implementation plan for the informed compliance period, which started September 25, 2023. Trial runs will continue weekly until fully implemented to nine hours/week required by September 2024.

- d. Airport Fund Balance (AFB) and Capital Revolving Account Balance (CRAB) (Attachment #3). The Airport Fund Balance page reflects updates to the proposed FY25/26 budgets and reflects what has been submitted to the Assembly and approved by the Board. ***The Fund Balance is based on the balanced FY25 budget with increases to Airport Rates & Fees.*** No change since last month.

- e. 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** – *Runway 26 Medium Intensity Approach Lighting System with Runway Alignment Indicator Lights (MALSR) approach lighting.* With the FAA Reauthorization Bill passed and the language included in the Bill that will allow airports to use AIP funding to complete the MALSR system, Staff will be pursuing design with FAA in the new Federal fiscal year.

 - **NO CHANGE** – *Juneau Douglas North Crossing Project.* - Alaska Department of Transportation (ADOT) continues with the second channel crossing project between Juneau and Douglas. ADOT has released the GIS information used in the draft level 2 screening evaluation. A link to the mapper will also be made publicly available on the website: <https://www.jdnorthcrossing.com/>. DOWL and the State continue to state: 'Any alternative that conflicts with the approach surfaces or the ALP will be modified to eliminate conflicts or removed from consideration.' Please visit the ADOT website for the project www.jdnorthcrossing.com or make comment to the project email JDNorthCrossing@dowl.com.

 - **UPDATE** – *Alaska Department of Environmental Conservation (ADEC) Site Contamination.* In 2014 during a project that required paving a drive lane just south of the old sand shed and Channel/Loken (Coastal) hangar, contamination of soil and groundwater was found. This contamination record was never mitigated, nor further testing done, and remained an open

contamination case for both the Airport and Loken/Channel Flying. The Airport will continue to work with ADEC and Cox Environmental to close out this site, which may take some time. See *Contamination Characterization Report in body of agenda.*

- **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. The Assembly has approved \$150,000 in their FY24 Capital Improvement Project plan for: *the Jordan Creek Greenbelt Improvements, for installation of lighting, improve pathway and improve sightlines for Jordan Creek Greenbelt.*
- **NO CHANGE** – *TSA Mandate for Employee Screening Going into Secured and Sterile Areas.* See Above.
- **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** – *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 as a through-the-fence operation. See Project Manager Report for Property Acquisition Specialist.
- **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.

Available Fund Balance Summary
Airport Fund

Last Update: 4/5/2024

ATTACHMENT #3

	<u>FY23 Actuals</u>	<u>FY24 Amended</u>	<u>FY24 Proj</u>	<u>FY25 Budget</u>	<u>FY26 Budget</u>
Beginning Available FB	2,770,968	3,785,000	3,785,000	3,785,000	3,785,000
Operational Expenses:	(9,888,277)	(9,711,100)	(10,003,300)	(10,606,700)	(10,755,800)
Debt Service (OUT):	(2,994,200)	(3,091,200)	(3,091,200)	(2,505,100)	(2,583,400)
Transfers to Capital Projects:		(600,000)	(600,000)		
Other Non-Oper Expenses:	(271,923)	(541,400)	(1,266,300)	51,400	51,400
JNU Total Expenses:	(13,154,400)	(13,943,700)	(14,960,800)	(13,060,400)	(13,287,800)
Minus Non-operational Exp & Debt Serv:	3,266,123	4,232,600	4,957,500	2,453,700	2,532,000
Operational Expenses:	(9,888,277)	(9,711,100)	(10,003,300)	(10,606,700)	(10,755,800)
Operational Revenues:	6,629,028	7,510,200	7,872,900	10,606,700	10,610,000
CARES Reimb (operations):	4,369,641	2,200,900	2,130,400	-	-
***Other Financing Sources (Uses):	(96,360)				
JNU Total Revenues:	10,902,309	9,711,100	10,003,300	10,606,700	10,610,000
Increase (decrease) in Fund Bal (FB):	1,014,032	-	-	-	(145,800)
Ending Avail FB, including Reserve:	3,785,000	3,785,000	3,785,000	3,785,000	3,639,200
Less 3 Mo. Operating Reserve	(2,472,100)	(2,427,800)	(2,500,800)	(2,651,700)	(2,689,000)
Ending Available Fund Balance	1,312,900	1,357,200	1,284,200	1,133,300	950,200

*** Other Financing sources (uses) include: capital outlay, adjustments pertinent to modified accrual accounting, such as A/P, A/R, and leave accruals/deferrals; as well as changes in restrictions of fund balance.

Date	CIP Revolving Balance*	Reimbursed Amount (+)	Forward Fund Amount (-) anticipate reimbursement	Encumbered Amount (-) permanent/ <u>no</u> reimbursement	Description
	\$819,246	-	-	-	BUDGET
Apr-19			(\$477,000)	**	NO LONGER REQ. Termnl Recon
Jan-21			(\$50,000)		Property Acquisition Frwd Fund Specialist
Jan-21		\$40,000	(\$40,000)		Float Pond Frwd Fund Design
May-21		\$108,000	(\$108,000)		Float Pond Frwd Fund Design
Jan-05		\$542			\$541.95 adjustment
Jun-24			(\$25,000)		RSA Shoulder Grading Design
	\$267,788				AVAILABLE BUDGET on A50-001 to forward fund Projects

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

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



MEMORANDUM

TO: Patty Wahto, Airport Manager

FROM: Ke Mell, Airport Architect

DATE: July 3, 2024

RE: Airport Architect's Report

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

Gate 5 Passenger Boarding Bridge (PBB) Replacement: *The PBB components were placed by crane on June 22 and June 24. Since then, Dawson Construction and subcontractors have been assembling, attaching, and connecting ancillary equipment that does not require a crane. Dawson anticipates relinquishing most of the Gate 5 apron on July 3, retaining a small footprint to complete their work. The intent is to allow Alaska Airlines to park an aircraft at Gate 5, holding short, for ground boarding. Electrical and mechanical connections, testing and commissioning are in progress, and will be followed by Substantial Completion, scheduled for July 11. After that, Gate 5 will be available for use.*



Until Substantial Completion, Delta continues to use the Remain Over Night (RON) aircraft parking space just east of Gate 5; access is via the Gate 6 stairs. Work is taking place in close coordination with Transportation Security Administration (TSA), Alaska Airlines, Delta Air Lines, and the Main Ramp Project. All parties are working together to minimize the inevitable disruption of multiple major projects at the same time in the same area. To date, cooperation has been exceptionally good, and staff looks for that to continue.

Channel/Loken/Coastal Land Acquisition: *Cox Environmental submitted the Site Characterization Report for JNU property south of the Loken in-holding. Please refer to the agenda for a link to the report. Staff are digesting the information and working with Cox Environmental on the next steps.*

Cox Environmental is under contract for JNU's Alaska Department of Environmental Conservation (ADEC) required Site Assessment Work Plan (SAWP), and under contract with Loken for their parallel SAWP. Drilling on both properties to assess the extent of below grade contamination was completed on May 9. Cox Environmental reported that "Based on field screening, contamination is likely present in soil borings ... located in the vicinity of the decommissioned waste oil burner. The contamination was present down to the water table which was encountered at a depth of 9-10 ft. below ground surface (bgs). The borings on the eastern portion of the Coastal/JIA properties did not indicate contamination is likely present. We will issue a full report after we complete sampling of the newly installed groundwater wells next week and have the results of the soil/groundwater samples from the lab."

Land Acquisition Support: *JNU is requesting proposals from qualified consultants to provide land acquisition support services and coordination for a Federal Aviation Administration (FAA) funded acquisition of one parcel, currently owned by Channel Flying, Inc., and identified for acquisition on the Airport Layout Plan. The consultant will assist JNU and the City & Borough of Juneau (CBJ) Lands in navigating the FAA's airport land acquisition process. The parcel is currently listed for sale by the current owner, so this would be a willing sale. FAA funded land acquisition is extremely complicated, and JNU does not have current staff expertise in this. A pre-proposal meeting was held on July 3. One prospective proposer attended. Proposals are due on July 17.*

Mendenhall Riverbank Stabilization: *Staff are working with CBJ Contracts to advertise bids for the repair work, with drawings prepared by proHNS engineers. JNU will seek reimbursement from the Federal Emergency Management Agency (FEMA) and the State of Alaska Department of Military and Veteran's Affairs (DMVA) for the work.*

Masterplan Update: *The current Airport Master Plan will be updated with regard to data and forecasts of aviation demands, expansion for future planning consideration Airport Layout Plan and related Exhibit "A". This update does not look to change the sustainability goals, environmental inventory, nor financial plan. Michael Baker International submitted their proposed scope. Staff are reviewing it.*

Departure Lounge Carpet: *Carpet in the TSA passenger screening area and the Departure Lounge needs replacing; the work must include repair of underlying irregularities in the floor slab that are telegraphing through the carpet and accelerating wear. Mike Greene will run the work through Dawson's contract for the terminal, but it will be paid for with local match, not FAA funds.*

Jordan Creek Greenbelt Lighting: *The \$150K appropriated by the CBJ Assembly appears to be the right order of magnitude to do something, but it will likely not be pretty. Staff have had a couple of conversations with Darrell Wetherall, transmission and distribution engineer for Alaska Electric Light & Power (AEL&P), as to where to draw power. He said AEL&P has programs that might be*

helpful, but it will be complicated to figure out. Andrés has asked for cameras, so we will try to incorporate some in the project.

Alaska Seaplanes Cargo Facility: Alaska Seaplanes has submitted a proposal for access to the cargo facility through the former taxi staging area on the west side of Shell Simmons. Staff are working with them.

Landscaping of JNU property along Shell Simmons and installation of the Service Animal Relief Area fence at the north end of the terminal will be completed in summer 2024. JNU is researching fencing similar to the previous north SARA fencing (black metal, not chain link), and *Dawson has provided topsoil and seed* to repair the landscape damage resulting from last summer's construction of the Alaska Seaplanes' building.

Alaska Seaplanes submitted an Airfield Tenant Improvement Request (ATIR) for Lease Lot 2, just north of their building. Staff responded with comments but have not yet received a response.

Taxi/Ground Transportation Extended Canopy: Something similar to the bus canopy (except shorter) would likely be quite expensive on account of the design wind loads. It might be possible to provide additional shelters similar to the one we have. Staff will explore options.



MEMORANDUM

TO: Patty Wahto, Airport Manager

FROM: Mike Greene, JNU Airport Project Manager

DATE: July 2, 2024

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: Dawson Construction has completed work on the installation of the new glass guardrail assembly at the second floor through-floor opening. Dawson has cleaned the lounge area and has repositioned the furnishings.

Ground Source Loop Field System Modifications: JNU has received and accepted Dawson Construction's proposal, in the amount of \$55,000, for RFP 190R3. RFP 190R3 further reduced the extent of modifications to the terminal's loop field system into the following work tasks:

Task 2: Furnish and install a side stream filter. Filter is to be an axiom SFP-20 filter pack complete with sight flow indicator. Supply with two (2) 25 micron cartridges and two (2) 5 micron cartridges initially for 2-month period. Supply one (1) 1" L Griswold model 3818HD Automatic Flow Limiting K Valve set for 16gpm. Assume four (4) filter changeouts over a 2-month period starting with the 25-micron media. During this 2-month period also perform a regular weekly blow down of air/dirt separator, and a once-monthly clean out of the main pump strainers. Furnish (6) 5-micron cartridges as spares for future maintenance. Work to occur in Terminal PUMP ROOM.

Task 3: Furnish and introduce Fernox heating, ventilating and air conditioning (HVAC) Protector F1 inhibitor to the 6,700-gallon 15% methanol, 85% water solution at a concentration of 0.5% of the fluid volume or approximately 90 gallons. Work to occur in Terminal PUMP ROOM.

Task 4: A recent hydrometer test shows that the current system is operating at between a 10% and 13% methanol concentration. Contractor to furnish and introduce methanol as necessary to bring the total building solution to the desired 15% methanol, 85% water by volume mixture. Submit chemical introduction plan prior to procurement. Work to occur in Terminal PUMP ROOM.

Task 5: Furnish replacement strainer baskets and flexible hoses for the following heat pumps. Strainer baskets and flexible hoses are to be installed by the Owner. Flexible hoses to be provided shall be Metraflex SFLXTU12 Superflex Stainless Steel Flexible Unions (see the attached data sheet), as recommended by the heat pump manufacturer. Verify flex hose length on-site. Strainer basket types to match existing and shall be verified on-site. This is a parts order only. Installation is not included in the scope of WORK.

Unit	LOCATION	PIPE SIZE	MAKE	MODEL
HP-1	TICKETING LOBBY E111	¾	CLIMATE MASTER	TSH/024
HP-2	PASSENGER CIRC E124	¾	CLIMATE MASTER	TSH/036
HP-3	LOBBY E110	¾	CLIMATE MASTER	TSH/036
HP-4	BAGGAGE CLAIM E120	1	CLIMATE MASTER	TSH/048
HP-5	ALASKA AIRLINES ADMIN	¾	CLIMATE MASTER	TSH/036
HP-6	CAR RENTAL E117	¾	CLIMATE MASTER	TSH/036
HP-7	BAGGAGE CLAIM E120	1	CLIMATE MASTER	TSH/048
HP-8	ALASKA AIRLINES E113	1	CLIMATE MASTER	TSH/048
HP-9	LOBBY E201	¾	CLIMATE MASTER	TSH/024
HP-10	LOBBY E201	1	CLIMATE MASTER	TSH/048
HP-11	LOBBY E201	¾	CLIMATE MASTER	TSH/036
HP-12	LOUNGE E204A	1	CLIMATE MASTER	TSH/070
HP-13	LOBBY E201	1	CLIMATE MASTER	TSH/060
HP-14	GREETING E231	1	CLIMATE MASTER	TSH/042
HP-15	KITCHEN E216A	¾	CLIMATE MASTER	TSH/018
HP-16	ALASKA AIRLINES ADMIN	¾	CLIMATE MASTER	TSH/018
HP-17	ALASKA ROOM E217	¾	CLIMATE MASTER	TSH/024
HP-18	HALL E214	¾	CLIMATE MASTER	TSH/018
HP-19	TSA SCREENING E210	1	CLIMATE MASTER	TSH/060
HP-20	DEPARTURE E212	¾	CLIMATE MASTER	TSH/018
HP-21	DEPARTURE E212	1	CLIMATE MASTER	TSH/060
HP-22	DEPARTURE E212	1	CLIMATE MASTER	TSH/060
HP-23	DEPARTURE E212	1	CLIMATE MASTER	TSH/060
HP-24	LOBBY E201	¾	CLIMATE MASTER	TSH/024
HP-25	TSA SCREENING E112	¾	CLIMATE MASTER	TSH/036
HP-27	PASSENGER CIRC E124	¾	CLIMATE MASTER	TSH/024
HP-28	VISITOR E119	¾	CLIMATE MASTER	TSH/018
HP-29	LOBBY E110	¾	CLIMATE MASTER	TSH/018
HP-32	FAA COMM TR2A E239	1	CLIMATE MASTER	TSH/060
HP-34	ENTRY VESTIBULE	1	CLIMATE MASTER	TSH/042
HP-35	KITCHEN E216A	¾	CLIMATE MASTER	TSH/036

Dawson Construction has reported that the materials associated with this RFP will begin arriving in Juneau in mid-July and the work will begin shortly thereafter.

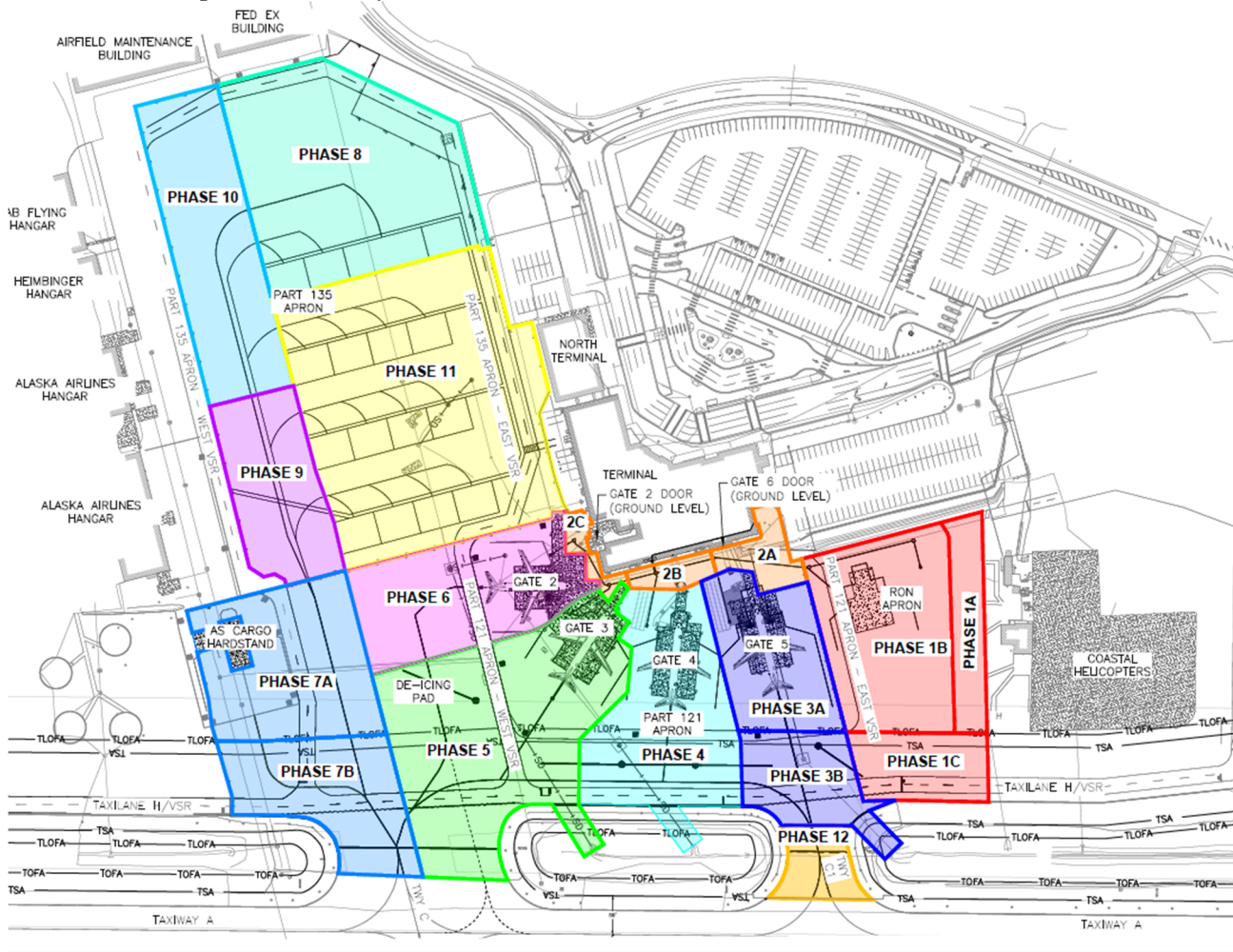
Lighting Control Replacement: No change since last report. Dawson Construction's proposal for RFP 183 – Lighting Control Replacement, in the amount of \$163,215.25, has been reviewed by RESPEC and has been returned for revision. The RESPEC review identified work items within the Dawson proposal that were not required and that will need to be removed from the proposal. JNU is standing by to receive the revised proposal. The work to be addressed includes the replacement of the failing lighting control equipment within the older portion of the terminal. The interior and exterior 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.

Terminal Air Balancing (TAB): The final balancing of the terminal's new and old mechanical HVAC systems cannot be completed until the work associated with RFP 190R3 has been completed, and the known repairs to DOAS-1 (Dedicated Outside Air System) and five of the terminal heat pumps have also

been completed. JNU continues to work with the Terminal project engineers (RESPEC) and with JNU Building Maintenance staff to address these continuing problems.

Rehabilitate Part 121/135 Apron & Remain Overnight (RON) Parking Apron. As of July 1, SECON has completed work on the placement of asphalt paving and new pavement markings within Phase 1A, Phase 1B, Phase 1C, Phase 2A, Phase 3A, Phase 3B, Phase 4, Phase 8, Phase 10 and Phase 12 work areas.

Work not yet completed in these work areas includes the installation of the aircraft tie-downs in the Phase 8 work area, and the installation of new light poles LP-4, LP-5 and LP-6 in the Phase 1B, Phase 3A and Phase 4 work areas. The tie-downs will be installed later this summer, or early next spring, and the light poles will be installed in September of this year.



As of July 1, the new passenger boarding bridge (PBB) at gate 5 has been set into position and Dawson Construction continues work on finalizing its installation. The new PBB at gate 4 has also been set into position and Alaska Airlines/Roger Hickel Contracting continues work on finalizing its installation. Both of these new PBB's are scheduled to be completed and put into service by July 11.

As of July 1, both Alaska Airlines and Delta Air Lines are ground loading at the new RON and Alaska Airlines is holding short and ground loading at Gate 4 while the new PBB is being installed by Alaska Airlines/Roger Hickel. Gate 5 remains out of service while Dawson Construction completes work on the installation of the new Gate 5 PBB. The PBB at Gate 2 and the PBB at Gate 3 remain in service and are being used daily by Alaska Airlines.

Two temporary pedestrian corridors remain in place to guide/contain passengers between the Terminal's Gate 6 ground-loading door and the Gate 5 and RON hardstands, and between the Terminal's Gate 2 ground-loading door and the Gate 4 hardstand. JNU's mobile boarding ramp and both of Alaska Airlines air-stair units are currently being used to facilitate ground loading operations.



Photos above and below: SECON paving the top lift of asphalt paving within the Phase 8 and Phase 10 (north end of the 135 apron) work areas.



Per the following revised project schedule, SECON will begin work on milling and re-paving within the Phase 5 / Gate 3 work area on July 8, 2024. During the anticipated 21-day work period, Alaska Airlines / Roger Hickel are planning on removing Gate 3 PBB. Alaska Airlines will continue to use the Gate 2 PBB, the new Gate 4 PBB and the new Gate 5 PBB when it is not being used by Delta Air Lines. Alaska Airlines will also be able to ground board at the new RON (Gate 6) if needed.

Once the Phase 5 / Gate 3 work has been completed and accepted by JNU (estimated to occur on August 5, 2024), SECON will move into the Phase 6 / Gate 2 work area to begin milling and re-paving work.

During the anticipated 12-day work period, Alaska Airlines will continue to use the new Gate 4 PBB and the new Gate 5 PBB when it is not being used by Delta Air Lines. Alaska Airlines will also be able to hold short and ground-board at Gate 3 and ground-board at the new RON (Gate 6) if needed.

ID	 Task Mode	Task Name	Duration	Start	Finish	Notes
1		JNU Rehab Apron - Gate Phasing	68 days	Sat 6/22/24	Wed 9/25/2	
2		Secon - 135 Apron	7 days	Sat 6/22/24	Mon 7/1/24	
3		Secon @ Gate 3	21 days	Mon 7/8/24	Mon 8/5/24	Gates 2, 4, 5 & 6 available. Ground loading at Gate 6
4		Secon @ Gate 2	12 days	Mon 8/5/24	Tue 8/20/24	Gates 3, 4, 5 & 6 available. Ground loading at Gate 3 & 6
5		Roger Hickel Construction - Gate 3 PBB	15 days	Wed 8/21/2	Tue 9/10/24	Gates 2, 4, 5 & 6 available. Ground loading at Gate 6
6		Secon @ 135 Apron	20 days	Tue 8/20/24	Sat 9/14/24	Gates 2, 3, 4, 5 & 6 available. Ground loading at Gate 6
7		Secon @ Alaska AirCargo	8 days	Mon 9/16/2	Wed 9/25/2	All Gates Available

Once the Phase 6 / Gate 2 work has been completed and accepted by JNU (estimated to occur on August 20, 2024), SECON will move into the Phase 9 and Phase 11 work areas to begin milling and re-paving work. During the anticipated 20-day work period, Alaska Airlines will continue to use the Gate 2 PBB, the new Gate 4 PBB and the new Gate 5 PBB when it is not being used by Delta Air Lines. Alaska Airlines will also be able to ground load at the new RON if needed. Alaska Seaplanes will move its apron operations to the north end of the 135 apron and U.S. Customs and Border Protection will continue to use the Aero Services ramp.

While SECON is working in the Phase 9 and Phase 11 work areas, Alaska Airlines / Roger Hickel will start work on the installation of the new PBB at Gate 3.

Primary project impacts to tenants, primarily Alaska Airlines, Delta Air Lines and Alaska Seaplanes, remain as follows:

- Alaska Airlines continues to deal with the situation in which they may not have enough gates when needed. They continue to work with Roger Hickel Contracting / SECON to adjust their Gate 3 and Gate 4 PBB replacement work scheduling to minimize impact to Alaska Airlines operations.
- Alaska Airlines continues to utilize the PBB’s at Gate 2 and Gate 3 for their arrivals and departures. They also continue to hold short and ground-load at Gate 4 and use the new RON when it is available.
- Delta Air Lines continues to ground load at the new RON. They will shift their operations to Gate 5 as soon as the new PBB has been completed by Dawson Construction and accepted by JNU.
- Alaska Seaplanes is currently holding their flight operations to the south end of the 135 apron while SECON completes work within the Phase 8 work area. They will shift their flight operations to the north end of the 135 apron when SECON shifts into the Phase 11 work area.
- U.S. Customs and Border Protection has temporarily relocated their apron operations out of the 135-apron area to the Aero Services ramp. They will return as soon as SECON completes work in the Phase 9 and Phase 11 work areas.

JNU staff continues to work with Delta Air Lines following their first summer flight arrival on the evening of June 7. At this time, Delta continues to use the temporary pedestrian corridor between the Gate 6 ground loading door and the new RON. They also continue to use the temporary baggage cart routing between the RON and the terminal bag well, and JNU’s mobile boarding ramp. When not in use, Delta’s ground equipment (baggage belt, tugs and carts) is being staged in the northeast of the RON in order to allow the use of the RON during the day by Alaska Airlines.

At the writing of this report, JNU, DOWL and SECON are finalizing Construction Notice #15 which will be released to all affected airfield tenants and stakeholders. This notice will advise as to the current status of the work, will advise of the areas under construction, will identify barricaded work areas, will identify the location of detours, of any temporary closures of TWY H and the Vehicle Service Road (VSR) and of any need for aircraft under power and aircraft under tow to coordinate escort with Airfield Maintenance to utilize TWY A to detour around the work area. DOWL will continue to issue weekly Construction Notices to advise of upcoming construction activities and any schedule revisions.

JNU/DOWL has issued RFP 01 Ramp Lighting Modifications to SECON. This RFP asked 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 was a deduct of \$15,325. JNU has subsequently received and accepted a revised proposal from SECON, which identifies a **credit** in the amount of \$12,677.00.

JNU/DOWL has issued RFP 02 Remove Low Strength Concrete to SECON. This RFP had asked 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 was a deduct of \$6,200. This RFP has subsequently been rescinded.

JNU/DOWL has issued RFP 03 – Ramp Marking Reductions, which addressed the elimination of the project asphalt markings in the 135 Apron from the project scope of work because Additive Alternate 1 (mill and pave the 135 apron) had been awarded. The revised engineers estimate for this work was a deduct of \$158,400. JNU has subsequently received and accepted a proposal from SECON, which identifies a **credit** in the amount of \$158,400.

JNU/DOWL has issued RFP 04 – Additional Pipe Slurry to SECON. The scope changes include filling the existing storm drain culverts under the Gate 2 and Gate 3 hardstands with controlled low strength material. This change eliminates the requirement to remove these culverts and to remove and replace portions of the existing hardstands at Gate 3 and at Gate 4. The engineer's estimate for this work was a deduct of \$224,930. JNU has subsequently received and accepted a proposal from SECON, which identifies a **credit** of \$231,130.00.

JNU/DOWL has issued RFP 05 – Hardstand Reinforcing to SECON. The scope changes include the addition of rebar within the cast-in-place concrete hardstands to resist cracking. JNU has accepted SECON's proposal (addition of \$45,432) to complete this work. This work was determined to NOT be Airport Improvement Program (AIP) eligible because it represented an Owner initiated betterment to the contract documents.

JNU/DOWL has issued RFP 06 – UTS Milling in 135 Apron to SECON. This RFP changed the asphalt milling method in the 135 apron from uniform milling to UTS (profile) milling. This change will better address the reduction of the ponding within the asphalt surface. The engineer's estimate for this work was \$400,000. JNU has accepted SECON's proposal (addition of \$403,754.00) to complete this work. This work was determined to be AIP eligible by the Federal Aviation Administration (FAA).

JNU/DOWL has issued RFP 07 – TWY C1 Culvert Replacement to SECON. This RFP asked for a proposal to remove 220 lineal feet of 24-inch culvert galvanized steel culvert at TWY C-1 with 24-inch corrugated plastic culvert. The engineer's estimate for this work was \$65,917.50. JNU has subsequently received and accepted a revised proposal (addition of \$64,760) from SECON. This work was determined to be AIP eligible by the FAA.

JNU/DOWL are currently working on the development of RFP 08 – Patch Asphalt. This RFP will be asking SECON to provide a proposal to mill and re-pave four small area (approximately 100 square feet each) of

asphalt paving within the surface of Runway 8-26. The initial engineer's estimate for this work is \$30,000. The FAA has provided a determination that this work will NOT be AIP eligible.

JNU/DOWL are currently working on the development of RFP 09 – Light Pole Bollards. This RFP will be asking SECON to provide a proposal to install four (4) owner furnished bollards around each of the six (6) new light poles that are being installed in the 121 Apron. This betterment followed the incident in which an Alaska Airlines baggage tug was driven into one of the new RON light pole bases. JNU does not yet have an engineer's estimate for this work, and the FAA has not yet provided a determination as to whether this work will be AIP eligible or not.



JNU/DOWL are currently working on the development of RFP 10 – Conduit Removal in 135 Apron. This RFP will be asking SECON to provide a proposal to remove one (1) abandoned 3-inch steel pipe conduit which was encountered in the 135 Apron. This pipe was found to have been placed directly under and within the asphalt paving, which was creating a large crack in the old asphalt surface. JNU does not yet have an engineer's estimate for this work, and the FAA has not yet provided a determination as to whether this work will be AIP eligible or not.



JNU/DOWL are currently working on the development of RFP 11 – Additional Tie-Down Removal. This RFP will be asking SECON to provide a proposal to remove additional tie-downs that have been found below the existing asphalt in the 135 Apron area. JNU does not yet have an engineer's estimate for this work, and the FAA has not yet provided a determination as to whether this work will be AIP eligible or not.

Pending RFP's:

- RFP to address drainage improvements adjacent to the asphalt test strip.

Culvert Condition Survey – Jordan Creek @ Runway 8-26: No change since last report. JNU has contracted with proHNS engineering to perform a condition survey of the large half-arch metal culvert which allows Jordan Creek to pass beneath Runway 8-26. This culvert was installed in 2014-2015 as part of the Runway 8-26 Rehabilitation project (E14-259 / AIP 3-02-0133-60-2014). The survey was deemed necessary based on the continued concern that stray electrical current from the airfield lighting system is damaging in-ground metal assemblies through electrolysis. proHNS has completed the initial field work, and has reported that they did observe damage to the culvert and that the damage closely resembled what had been observed on the Jordan Creek culvert that had failed at Gate K. JNU has not yet received the final inspection report from proHNS.

JNU staff met with proHNS on February 14, 2024, and was advised that proHNS had identified a potential in-place repair for the existing culvert. This repair would consist of the application of a spray-on polymer / carbon fiber lining that would be applied to the entire inside face of the old culvert. This lining would harden and become a permanent load bearing and weatherproof installation. This lining would become the culvert in the eventuality that the old culvert fully deteriorated away. This lining option would allow the culvert to be repaired without having to close Runway 8-26 at any time and would avoid disruption to airfield operations.

JNU has asked proHNS to investigate this repair option with respect to environmental and application limitation, as well as estimated construction cost.

Safety Area Grading at Runway Shoulder and Navigational Aids (NAVAIDS): No change since last report. JNU has received a revised fee proposal from HDR Engineering to provide design phase services. This fee proposal, in the amount of \$438,426.00, is currently under review by JNU. Per this proposal, HDR Engineering will provide bid-ready construction documents by the first week of January 2025 so that the project can be released for bid early in 2025.

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.

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 previously approved for CARES funding by the Board.

End of Report

To: Juneau Airport Board and Airport Administration

From: Kyle Schweissing and the Alaska Airmen's Association

Subject: Juneau Aviation Trade Show 2025

Proposed Date: Late April 2025 (4/19 or 4/26) 12pm-3pm

Proposal and Background

I, Kyle Schweissing, am proposing that the Alaskan Airmen's Association and the Juneau Airport Board co sponsor an aviation trade show consisting of a static aircraft and airport apparatus display along with informational booths. I am proposing that the event take place in Silver Bay (the area around the Airlift, Guardian, and National Guard hangars) in late April 2025.

The goal behind the event is to give the general public a better understanding of airport operations and careers in aviation. Our community relies on the airport heavily and most of the general public probably doesn't understand how much is going on at our airport or about the many careers behind making our airport run. This event would be a great chance for young and old to learn more about everything to do with aviation at our airport.

I am asking for the Board's help in several areas. These areas include airport security, ramp use coordination with Aero Services, and general coordination of the event.

Location

My proposed plan would be for the event to take place inside and ramp-side of the National Guard hangar, the Guardian Flight hangar, and the Airlift Northwest hangar. The static displays would be inside all three hangars and outside on the shared ramp space between each hangar. One area where I need assistance

from the board, is to coordinate with Aero Services on ramp usage as they commonly park aircraft in and use this area.

Airport Security

The security plan for the event would be to create a barrier ramp-side of the three hangars that encompasses the hangars and have GA badged representatives from each organization monitoring the barrier. Access to the event would be through all three hangars. All three organizations have given tentative approval to this proposal.

Advertisement

I had not planned on proposing a budget for advertising as I feel we have many free options available, especially since this is the first time we are holding the event. Having the airport co-sponsor this event would provide more free methods of advertisement.

Parking

One of the reasons why using the proposed space I outlined above for the event is convenient is because there is a lot of parking available along Livingston Avenue in front of the hangars. The airport wouldn't have to figure out how to provide parking at the terminal or somewhere else for this event. We would just need to coordinate with the three hangars to make sure parking remains available to employees during the event.

Insurance

The city's risk management department will require event insurance for this event to take place. This insurance would cost anywhere from \$5,000 - \$10,000 if purchased outright. However, the Alaska Airmen's Association is really interested in establishing

an event like this in Juneau and has offered to sponsor the event and provide event insurance under their current insurance policy.

The city will also require those with aircraft displayed to have at least a 1 million dollar insurance policy with the event named on their policy. This will be a large hurdle to any general aviation aircraft displayed at the event, and a hurdle to get the event named on commercial operator's insurance policies.

Ready Aircraft Staging

Guardian and Airlift will have aircraft displayed during the event but will also have other aircraft that need to remain available for potential missions during the event. An aircraft staging area near their hangars but outside of the event will need to be established.

Safety

All aircraft and equipment will be deactivated via battery disconnect unless approved by the CBJ risk assessment office. Static wicks will be removed or flagged and other safety areas will be protected via safety flagging where necessary. Each participant in the event will be in charge of monitoring and restricting access to safety sensitive areas of aircraft and apparatus.

Participant List

Below are tentative lists of operators to be invited to bring an aircraft or apparatus to the event and then there is a separate list of organizations that would be invited to have an informational or promotional booth at the event. This list is preliminary in nature and not representative of those organizations that have been contacted.

Aircraft/Equipment Displayed:

- Guardian Flight
- Airlift Northwest
- Army National Guard
- Alaska State Troopers
- Alaska Seaplanes
- Temsco
- Ward Air
- ARFF
- Airport Ops (Loader, and Some snow removal equipment perhaps?)

Booths:

- Alaska Airmen's Association
- Air Traffic Control
- National Weather Service
- Civil Air Patrol
- Airport Board
- TSA
- Aircraft maintenance technicians
- Alaska Airlines
- Airport Police

In summary, my proposal is that the Juneau Airport Board co-sponsor this event with the Alaskan Airmen's Association in order to get this event off the ground. I am willing to help coordinate the event, but will need help with many of the items listed above.

I hope to be there to present this information and answer any questions at the next airport board meeting.

Thank you for your consideration,

Kyle Schweissing