



AIRPORT BOARD AGENDA

December 14, 2023 at 6:00 PM

Airport Alaska Room/Zoom

<https://juneau.zoom.us/j/82856995400?pwd=YUNLd2p1OFI3TnY3NUpKa3BRQmFidz09>

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

TO TESTIFY: CONTACT PAM CHAPIN, 907-586-0962

BY 3:00 PM ON DECEMBER 13, 2023

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF MINUTES

1. November 9, 2023

2. November 30, 2023

D. APPROVAL OF AGENDA

E. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

F. UNFINISHED BUSINESS

3. **Parking Lot Improvements Update.** Funds approved to date do not include any construction contingency (to cover unanticipated changes during construction). Any project of this size will have changes during construction, but JNU staff, DOWL, and Secon have been working closely to keep changes to a minimum. Three change orders (CO) have been drafted: Change Order #1 is a 45 day time extension with no change in contract sum. Change Order #2 is a list of necessary changes which could not have reasonably been foreseen in advance. The total is \$97,611.18. (see Project Manager summary; Ke Mell). Change Order #3 is the quantities reconciliation. In most construction projects items (asphalt, base course, sub-base, excavation, etc.) are paid by installed quantity, which is not known until actual quantities are reconciled with those in the bid documents at the end of the project. According to DOWL, the total for CO #3 is less than \$500K, although the actual amount is being resolved. JNU requests the Board approve a not-to-exceed amount of \$600,000, however, JNU staff will have the final amount before the Board meeting and may adjust this amount down at the time of the meeting.

Board Action: "Approve an increase to Secon's construction contract for the JNU Parking Lot project at an amount not-to-exceed \$600,000. Funding provided by Airport CARES funding."

G. NEW BUSINESS

4. **Aircraft Rescue and Fire Fighting (ARFF) Truck A-2 Permanently Out of Service.** During the annual certification inspection, FAA Inspectors noted that A-2, a 1500 gallon ARFF truck still flowed water, however, due to its age (1993), parts were no longer available that allowed for the mandatory chemical testing using the closed-system ecological cart. Refractometer testing would be the only way which is essentially free-flow; the City is not approved for this. This means that if either of the other ARFF trucks (A-1, a 3,000 gallon truck; A-3, a 1,500 gallon truck) goes out of service, JNU will not meet the ARFF Index required by Alaska and Delta for the 737-800/900 (of five flights or more per day). JNU is scheduled to replace an ARFF truck this year using FAA AIP funds, but delivery will take time. Staff is working with Capital City Fire and Rescue to obtain/lease another truck for the interim until a new truck

is in JNU. This is mandatory to keep scheduled jet service. Airport staff wanted the Airport Board to know about this matter of importance and will continue to update the Board and air carriers.

5. Airport Manager's Report

6. Airport Projects Report - Mike Greene

7. Airport Projects Report - Ke Mell

H. CORRESPONDENCE

I. COMMITTEE REPORTS

- 8. Finance Committee
- 9. Operations Committee

J. ASSEMBLY LIAISON

K. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

L. BOARD MEMBER COMMENTS

M. ANNOUNCEMENTS

N. NEXT MEETING DATE: January 11, 2024

O. EXECUTIVE SESSION

P. ADJOURNMENT

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

MINUTES of
AIRPORT BOARD MEETING
November 9, 2023
6:00 p.m. Alaska Room/ZOOM

- A. **CALL TO ORDER:** Acting Chair Dan Spencer called the meeting to order at 6:01 p.m.
- B. **ROLL CALL:**
- | | | |
|------------------|--------------|-------------|
| Members Present: | | |
| Dennis Bedford | Jodi Garza | Dan Spencer |
| Jason Custer | Eve Soutiere | |
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- | | |
|-----------------|--------------|
| Members Absent: | |
| Al Clough | Chris Peloso |
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- | | |
|----------------------------------|------------------------------------|
| Staff/CBJ Present: | |
| Patty Wahto, Airport Manager | Christopher O'Brien, Equip. Op. II |
| Andres Delgado, Airport Sup't | 'Waahlaal Giidaak, CBJ Assembly |
| Angelica Lopez-Campos, Bus. Mgr. | Sherri Layne, CBJ Law |
| Ke Mell, Airport Architect | Mark Fuelle, CBJ Fire |
-
- | | |
|-------------------------|-----------------------------------|
| Public: | |
| Alex Wertherma, Public | Frank Rue, Public |
| Ron Sommerville, Public | Sarah Lowell, Coastal Helicopters |
| Matt Robus, Public | Steve Pennington, Public |
- C. **APPROVAL OF MINUTES:** *Eve Soutiere moved approval of the minutes of the October 12, 2023, Board meeting. The motion passed by unanimous consent.*
- D. **APPROVAL OF AGENDA:** *Dennis Bedford moved approval of the agenda. The motion passed by unanimous consent.*
- E. **PUBLIC PARTICIPATION ON NON-AGENDA ITEMS:** None.
- F. **UNFINISHED BUSINESS:** None.
- G. **NEW BUSINESS:**
1. **Title VI Plan (Attachment # 1).** Ms. Wahto reported 49 CFR Part 21 provides the requirements for Federal financial assistance programs of the Department of Transportation to comply with Title VI of the Civil Rights Act of 1964. As such, airports are required to have a plan in place which details the provision: *'to assure that no person shall on the grounds of race, color, national origin (including limited English proficiency (LEP)), sex (including sexual orientation and gender identity), creed, or age, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under, any program to which this part applies'*. This applies to contracts,

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agreements, solicitation, leases; and tenants, subtenants, subcontractors, etc., and is included as part of the Federal Aviation Administration (FAA) grant assurances. The Airport was under a transition plan and is now ready to implement the Title VI plan which is detailed to the demographics of Juneau and the Airport. The plan must also be reviewed/presented to the Airport's governing body (Airport Board) and provide the public platform for introducing the Title VI Plan. The attached plan is provided for the Board to review within the public forum and post JNU's plan on non-discrimination. *Eve Soutiere moved that the Board concur with JNU's Title VI plan on non-discrimination, as presented. The motion passed by unanimous consent.*

2. **Airport Wash Station (Attachment #2).** The attached email was received to request the status of the airfield wash station (this was also questioned by Airport Board Member Dennis Bedford at the October 12, 2023, meeting under Board Member comments). The wash station was installed with the intent to set up a payment system for tenants to wash aircraft. The collection system has not been established, but other issues have come up. The discharge of soaps, chemicals and petroleum products (fuel, oil, hydraulics) has not been addressed in the Airport's Storm Water Pollution Prevention Plan (SWPPP). Additionally, during the short time that the wash station was open, more non-aviation (trucks, boats, toys) were being washed than aircraft. The airport will have to come up with a solution for both use and discharge this winter. The use fees can be discussed through the Finance Committee. This would be outlined and part of the Rates & Fees Regulations. Ms. Soutiere agreed with the email that those using the facility don't want to lose it. She thought once the word was out, there would be pressure to wash aircraft only.

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

a. Phil Adams Resignation. Mr. Adams took a position with the State in Fairbanks. His last day was this afternoon.

b. Parking Lot Concession Award. A Request for Proposals (RFP) went out for the public parking lots (both long- and short-term), which coincided with the other parking lot work. Republic Parking was the selected choice in that process. They will continue to operate the pay-on-foot stations. The long-term lot is moving back to the permanent location. There will be signage updates, etc. It will take time to get the equipment in as they do not like to install equipment in the winter.

c. TSA Mandate for Employee Screening Going into Secured and Sterile Areas. This is the Aviation Worker Screening mandate that pulls employees who are going to be going into the departure lounge or downstairs through the bagwell (Alaska Airlines, Delta Air Lines, CBJ employees, concessionaires) through the TSA checkpoint. The Airport did a dry run this week with a few employees. There was

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one miscommunication where someone was told the door was locked and they left. The signage will get better. There is one year for compliance on this phase.

The Airport continues to work with the attorney on the east coast on the multi-airport lawsuit against the Transportation Security Administration (TSA). This was a Congressional mandate for the TSA to do the job and they passed it off on the airports. The State of Alaska is going forward with buying equipment and hiring people. JNU does not have the ability to do this in a couple of months. Jason Custer asked if the complaint can be seen when it has been filed. Ms. Wahto said she would get it to the Board when it is available.

d. Airport Fund Balance and Capital Revolving Account Balance. There has been no change to these documents.

e. CARES/CRRSAA/ARPA Fund Balance. A Finance Committee meeting will be scheduled in December as more numbers have been received. A credit to the CARES will be a good piece of the \$600K that was put forward for the perfluoroalkyl and polyfluoroalkyl substances (PFAS) with Gate K; however, there will be some overage for materials with the parking lot.

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

- *Juneau Douglas North Crossing Project.* Ms. Wahto said there were some people in attendance that wanted to speak on this subject. Ron Summerville said he had been in Juneau since 1979. He grew up in Craig. He knew about the aircraft industry coming to Alaska. He is part of the Mendenhall Wetlands Study Group (MWSG). It is primarily a professional group with 26 people on it. This issue is important. The MWSG is part of the whole DOT (Department of Transportation/Assembly/DOWL study group that has been created to do the PEL (Planning and Environmental Linkages). He said their group is not opposed to a crossing. They heard through the grapevine that the Airport Board was concerned about some of the crossing routes. They have participated from the beginning. There are now only about four crossings left. The one that goes around from the peninsula across to North Douglas has been advocated as being too expensive. Two crossings are at Sunny Point, Vanderbilt at Twin Lakes, and then Salmon Creek. Their group has advocated for Salmon Creek due to being outside of the refuge. The Airport Dike Trail is the most used trail in the community for viewing the refuge. Federal funding states you can cross a conservation unit as long as there is no reasonable alternative available. They argue that Salmon Creek is a reasonable alternative. If the Airport has concerns about this particular project, you need to say something. He said Sunny Point is the State's preferred route.

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Frank Rue said their concern is DOT has not been very transparent about concerned citizens. When they first came out with the maps, it did not include the refuge. The Airport's comments were not on the DOT's summary. They are nervous that people are not being heard. They were there to make sure that if the Board has concerns, to get in the public record so that everyone can see what the impact of the options are. He said the airport is the main lifeblood of Juneau for access in and out of the capital city. The ferry system is slowly being dismantled. He thought if people in Juneau found out that some of these crossings are a problem for the airport and the airlines, they would be pretty upset.

Matt Robus said he is part of the MWSG. He said the Mendenhall Wetlands is an unusual habitat. It is very important in the fly way for millions of birds that go up and down the coast every spring and come down in the fall. There are not any habitats equivalent to Mendenhall Refuge or the wetlands anywhere near here. This is a stopping place and is extremely valuable for fishing resources. It is kind of a wildlife and fish factory pumping out the type of things we like to have as Alaskans. The effects of crossing in the wrong spot could have some pretty substantial impacts to use of the wetlands by those species. That is where their group comes from. He thought that their interests and the Board's align in this case because something that gets in the way of a safe approach to the airport in bad weather is also going to be across the heart of the refuge and will have substantial impacts on the resources they really care about. He said the process has been frustrating because even though they have been full participants and have spent a lot of hours on this and written 20-page inputs with technical wildlife and fisheries information, it has never been cited by the study team. It just kind of goes into some silent place. DOT is about to make their second and final screening about alternatives. They gather that they are trying really hard to get rid of the last wildlife refuge alternatives, which then would presumably mean that they would not have to deal with the Federal 4F problem or the State regulations that are attached to the game refuge that say when feasible, they need to go off refuge rather than across the refuge. If there are real problems with getting into the airport with some of these crossings, they need to hear it. Time is getting to be of the essence because they are silent, but they are getting toward this last pick of a process that stalled out in August without telling anyone what was going on. Something is going on and the next shoe is going to drop probably early next year. If the Airport Board has a position, he thought it was very important to express this in a formal way.

Ms. Wahto said comments have been made, but they did not show up in the summary. She questioned DOWL and the State. She has had one-on-one meetings with the State and DOWL to express the Airport's concerns. She went

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online to express concerns. She requested that they get Alaska and Delta Air Lines involved. Those companies got involved, but the letters were not in the public summary. There are a lot of things that are not showing up. When she talked with the Project Manager last week, she asked what had happened with all of these comments. She also spoke to the FAA on this matter, who said to write a letter directly to the State Director Ryan Anderson on this. The wording they requested was how does it stand today; how would this affect. The Airport knows that it is heading towards additional MALSR (Medium Intensity Approach Lighting System with Runway Alignment Indicator Lights) lighting, which would lower minimums. The Airport is concerned about the approach paths as they lower their minimums with equipment. Regardless, those comments were not included in any of the summaries. She thought this needed to go straight to the State.

Alex Wertherma said his view is it is difficult to overstate the ecological, environmental and scenic importance of the Juneau Wetlands State Game Refuge. They want to see the integrity of that maintained. One of the things they are pushing for is to have the DOWL group running these different alternatives in terms of their impact. He suggested the Board include that in terms of the impact to aircraft access and approach. that they should be responsible to rank those and determine which one would have minimal impact on maintaining the integrity of the airport operations. Ms. Wahto said that when the Technical Advisory Group started, she requested that they take the Sunny Point alternative off as she noted it was the Airport's approach. They kept it on. She said as far as she was concerned, it should have been taken off. Ron Summerville asked to get a copy of whatever is mailed.

Jason Custer moved that the Airport formally object to the Sunny Point alternative and assess the Vanderbilt alternative due to aviation safety concerns during construction and the final product and direct staff to prepare written comments, copied to the City & Borough of Juneau Assembly, Senator Kiehl, Representative Story, Senator Lisa Murkowski, Senator Dan Sullivan and Congresswoman Mary Peltola. The motion passed by unanimous consent. This will be brought back to the Board at the December meeting.

4. Airport Projects Report – Mike Greene. Ms. Wahto reported the *Terminal Reconstruction Project* is seeing some movement on the glass guardrail, which is a floor to ceiling cover in small panels. Staff is making sure of the estimate and making sure it will meet code. The control light replacement price is being sought. The terminal air balancing system is continuing to be worked on. The issue with the ground source heat loop glycol replacement came up at last month's meeting. The Airport is looking to

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install another filtration device at the head of the system that would capture most of the stuff that is going through and include a rust inhibitor that cleans everything out of there. The Airport received a 54-page document from Harri Plumbing about this system.

Rehabilitate Part 121/135 Apron & Remain Overnight (RON) Parking Apron. Secon was awarded the contract. They are staging equipment and ordering things. The last piece is finalizing the document to work with DOWL for the contract administration and inspection (CA&I) services. The schedule will likely be a lot more aggressive than the phasing plan, which if they can do it and it works with all tenants, the project will have a faster pace. There will be a tenants meeting to show them when they will be impacted. There have been two change orders, both are deductive change orders. A third one is in the works.

East / West General Aviation (GA) Taxiways and Apron. Staff is reviewing a draft RFP for starting the design on this project. Documents are being finalized with the FAA for the environmental and the SHPO (State Historic Preservation Office), which is the historical archives. They are reviewing the data sheet and the environmental. There have also been three other grant applications submitted to the FAA.

Project Closures. There are a couple of items pending for Gate K Culvert – last changes and the engineer's report. The Taxiway Project is paid out and the engineer's report has just been submitted. Staff will work on the closeout of the project that started four years ago.

5. Airport Projects Report – Ke Mell. Ke Mell, Airport Architect, reported the public will be transitioning the long-term *parking* on Monday. It will take about two weeks to transition back. They have a temporary space in the terminal and will have staff members there during their working hours rather than a staff member in the parking booths.

The Airport enlisted Secon for a couple of other projects. Secon placed a trench between the Snow Removal Equipment Building and the Sand Chemical Building for the *Backup Electric Boiler* and Chatham (Secon's subcontractor) laid conduit between the two buildings. This has been paved. All of the below-grade work has been done. The remainder of the project is not weather dependent, but inside the two buildings. The other project Secon did was poured a concrete pad for the new tank for the old airfield shop. Much of the *underground storage tank removal* can be done regardless of the weather now that the pad has been installed.

Bagwell mechanical repairs – JNU has received the notice of completion resolving the Department of Labor's compliance issue. Staff has approved Schmolck's final invoice.

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There is some closeout paperwork still in progress. RESPEC's work was time and materials and there will probably be a little left over in their contract.

H. **CORRESPONDENCE:** None.

I. **COMMITTEE REPORTS:**

6. **Finance Committee:** None. Specific to the budget: Ms. Wahto said downtown would like the Airport to turn in a budget in December. However, the Airport does not have numbers from other departments (Juneau Police Department and Capital City Fire & Rescue, etc.). It affects the rates and fees; the Airport has been able to adapt to what gets handed to it because of CARES money. If the Airport didn't balance to a "T", the money came out of CARES. Ms. Wahto has explained that this cannot happen anymore. The Airport needs exact numbers for revenue changes or any rates and fees changes, etc. Maybe by February, the Airport will have something. One of the things is that the budget does not have to be vetted by the City Manager. When it is given to the City, it has been vetted and gone through the tenants.

7. **Operations Committee:** Chair Dennis Bedford asked about a fall meeting. Ms. Wahto said this was specific to the road that goes out in front on the ramp. Nothing has been moved off the ramp. This meeting is predicated on Alaska Seaplanes getting back into normal use. The ramp has not returned to normal yet. Normal operations will need to be back before the next meeting.

J. **ASSEMBLY LIAISON COMMENTS:** 'Waahlaal Giidaak said she will be attending in person next meeting. She appreciated joining the meeting.

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

L. **BOARD MEMBER COMMENTS:** None.

M. **ANNOUNCEMENTS:** None.

N. **NEXT MEETING DATE:** The next regular Airport Board meeting will be held on December 14, 2023, at 6:00 p.m. in the Alaska Room and via Zoom.

O. **EXECUTIVE SESSION:** None.

P. **ADJOURN:** *Jason Custer moved to adjourn. The motion passed by unanimous consent and the meeting adjourned at 7:10 p.m.*

Juneau International Airport Sponsor Title VI Plan

1. Title VI Policy Statement¹

Juneau International Airport (JNU) assures that no person shall on the grounds of race, color, national origin (including limited English proficiency (LEP)), sex (including sexual orientation and gender identity), creed, or age, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 (PL 100.259), Section 520 of the Airport and Airway Improvement Act of 1982, and related authorities (hereafter, “Title VI and related requirements”), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity that receives U.S. Department of Transportation (DOT) funding. Title VI also prohibits retaliation for asserting or otherwise participating in claims of discrimination.

JNU further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs are federally funded or not. The Airport Sponsor agrees, among other things, to understand the communities surrounding or in the flight path, as well as customers that use the airport. Anytime communities may be impacted by programs or activities the JNU will take action to involve them and the general public in the decision making process.

JNU requires nondiscrimination assurances, as prescribed by FAA, from each tenant, contractor, and concessionaire providing an activity, service, or facility at the airport. Assurances must be included in any related lease, contract, or franchise agreement between JNU and each tenant, contractor, and concessionaire, as well as in any similar agreements with their own sub-tenants and sub-contractors.

Patricia Wahto, is available at 907-789-7821 and jnu_airport@jnuairport.com, is responsible for overseeing the Airport Sponsor’s compliance with Title VI and the point of contact for all airport Title VI matters and related responsibilities, including those required by 49 CFR Part 21.

Signature
Patricia K. Wahto
Airport Manager

 December 1, 2023

Effective Date

 November 30, 2026

3-Year Expiration Date

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

2. Administration

JNU Airport Board will review and adopt this Title VI Plan for JNU. This plan will be updated no less than once every 3 years. The plan will not be re-adopted following minor changes, such as updating the Airport Director, supporting staff, current projects, etc. or Coordinator's name. Significant revisions to our policies or federal guidelines may warrant re-adoption by the Airport Board and resubmittal to FAA.

JNU has the following airport program sub-recipients: none

As of the date of this plan, JNU has the following pending applications for Federal financial assistance:

Federal Source	Grant Number/Project	Amount
FAA AIP	Design East/West GA TL/Apron	\$1,000,000
FAA AIP	Design Safety Area Shoulder/Grading	\$400,000
FAA AIP	Equipment: Replace ARFF truck	\$1,000,000
FAA AIP	Equipment: Acquire Wetland Access vehicle (ARFF)	\$300,000

“In addition, JNU sub-recipients have the following pending applications for Federal financial assistance (either directly from the FAA, or passed through the State DOT): none

Updated information for pending and awarded grant applications will be available through the following methods: online at [Airport Improvement Program \(AIP\) | Federal Aviation Administration \(faa.gov\)](https://www.faa.gov/airports/aip/)

Federal Source	Grant Award Information Available at:
FAA AIP	https://www.faa.gov/airports/aip/

3. Grant and Procurement Assurances

49 CFR § 21.7 (a)(1); 49 CFR Part 21 Appendix C (b)

JNU will complete standard grant assurances for Title VI and related requirements, in the form prescribed by FAA. See https://www.faa.gov/airports/aip/grant_assurances/#current-assurances.

Clauses/Covenants

- a. All contracts, leases, deeds, licenses, permits, and other similar instruments, must contain the contractual requirements and clauses, in the form prescribed by FAA. See https://www.faa.gov/airports/aip/procurement/federal_contract_provisions/. Note that unlike many other clauses, Civil Rights clauses are required in all contracts. Note also special clauses that are required for certain types of contracts, such as land acquisition.
- b. JNU requires Civil Rights clauses to be included in solicitations and contracts for all

subcontractors, subleases, and any other agreements. The City and Borough of Juneau (CBJ), (through various solicitations for bids, Request for Proposals), via the Engineering Contract or Purchasing Departments, subject to these requirements and Assurances, and all proposal or agreements, including concessions, solicitations, contracts, etc., that JNU is a party as owner, lessor, grantor or authority. JNU has the final review of these documents prior to advertising or final execution to ensure all grant assurances are included.

Description of Oversight Methods for Subcontracts

JNU will randomly select two contracts per year, and review subcontracts awarded over the last year, under the scope of the primary contract, for compliance.

4. Title VI Coordinator Responsibilities

The Coordinator is responsible for ensuring that they and other staff supporting the Title VI are trained in Title VI requirements. Essential training topics include:

- Basic Title VI requirements
- Airport language assistance resources and practices
- Collecting and assessing demographic data
- Reporting Title VI complaints and other required FAA notifications.

See Training Section for more information for expected training for all staff.

Among other responsibilities, the Coordinator:

- Proactively ensures that the Airport Sponsor is in compliance with nondiscrimination requirements of Title VI and reports to JNU leadership on the status of Title VI compliances.
- Responds promptly to requests by FAA for data and records and for the scheduling of compliance reviews and other FAA meetings to determine compliance with Title VI and related requirements.
- Receives discrimination complaints covered by Title VI and related requirements, and forwards them to the FAA, within 15 days of receipt, together with any actions taken to resolve the matter.
- Provides the FAA with updates regarding its response and status of early resolution efforts to complaints concerning Title VI and related requirements (49 CFR Part 21, Appendix C(b)(3)), including resolution efforts.
- Annually reviews the airport's Title VI plan and disseminates information throughout staff and the Airport Sponsor's leadership.
- Coordinates data collection to evaluate whether racial or ethnic groups are unequally benefited or impacted by airport programs. The data will be regularly assessed and readily available upon request (49 CFR § 21.9(b) & (c)). Data collection methods will include any airport customer complaints, including bids/proposals for airport contracts,

and other methods.

- Maintains demographic data for members of appointed planning and advisory bodies for the airport. Identifies any disparities compared to the community. Provides information to the membership selecting official/committee, particularly when vacancies occur.
- Maintains a copy of 49 CFR Part 21 for inspection by any person asking for it during normal working hours (49 CFR 21, Appendix C (b)(2)(i)).

See Notice, Compliance reviews, Audits, Lawsuits, and Other Investigations, and Complaints Sections of this Plan.

The Coordinator has requested and received access to the Title VI portion of the FAA Civil Rights Connect System (<https://faa.civilrightsconnect.com/>).

5. Notice

49 CFR Part 21 Appendix C(b)(2)(ii)

JNU will conspicuously display the FAA-provided Unlawful Discrimination Poster in all public areas on airport property, including those with pedestrian activity. The Coordinator ensures that these posters are visible, accessible,² and maintained. The poster template is available at https://www.faa.gov/about/office_org/headquarters_offices/acr/com_civ_support/non_disc_pr/ and a completed copy is attached. See Section 15 Appendix.

JNU will post the above Title VI policy statement at its staff offices and on its website.

JNU will distribute this Title VI Plan among its employees and airport contractors, concessionaires, lessees, and tenants. This plan will be made available by December 31, 2023, via the Airport's website and included via link to tenants, contractors and concessions.

Posters are displayed in the terminal and other areas on airport property, including the following public locations:

Terminal/FBO/Concessions/ Other Locations	Quantity in Pre-Security Area	Quantity in Post-Security Area	Additional Quantities
Main Terminal 1 st Floor (AS/DL)	2		
Bag Claim	2		
Rental Cars	4		
Departure Lounge		5	
2 nd Floor	3		
North Terminal	4		

² For more information about website accessibility, please visit ADA.gov.

Outreach to Affected Communities

CBJ Clerks Office ensures that notices for public meetings reach all segments of the impacted community. The Title VI coordinator will identify the effective media platforms to share announcement and notices. Announcements are made in social media, general circulation newspapers, community newspapers, email broadcast, and CBJ website. The CBJ Clerks Office will respond when contacted by any leaders and representatives in Affected Communities regarding effective media platforms to reach an Affected Community³, if the need arises, and provide translated materials. The office will maintain records of all such requests and the efforts made to reach an Affected Community.

To ensure that the community is effectively informed of and able to participate in public hearings, CBJ Clerks Office will provide public notices translated into appropriate languages, upon request. Additionally, an interpreter, or translation text, for public hearings would be made available upon request. 28 CFR § 42.405(d). See Limited English Proficiency (LEP) Section.

6. Community Statistics

Title VI regulations require Federal grant recipients to know their community demographics. See 49 CFR § 21.9(b). By knowing this information, JNU will be able to identify, understand, and engage with any affected communities. In doing so, JNU needs to know about communities eligible to be served, actually or potentially affected, benefited or burdened by JNU's airport program. No Affected Communities, by demographic group, have been identified around the airport, or an airport project, or operation.

(Hereafter, the above communities will be referred to collectively as “the Affected Communities”).

We have identified the following facts about the Affected Communities:

Low Income Communities⁴.

A low-income area is an identifiable group of persons living in geographic proximity, whose median household income is at or below the Department of Health and Human Services poverty guidelines. Pursuant to Executive Order 12898, “Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations,” **JNU uses the American Community Survey statistics on the CBJ as a whole. (U.S. Census Report, report *S1701: Poverty Status in the Past 12 Months*], as attached in Section 14. of this plan. The overall poverty level for the City and Borough of Juneau is approximately 7.2 %. The poverty rate remains low compared with the rest of the City and Borough of Juneau. Poverty rates for the**

³ We will not subject any persons to discrimination based on race, color, national origin, age, sex, or creed. The term “protected communities” is used within this Title VI Plan to highlight the requirements of Title VI, 49 U.S.C. § 47123, the Age Discrimination Act of 1975, and in some instances, includes low-income populations under Executive Order 12898.

⁴ Low-income data must be collected to assist in our compliance with Environmental Justice requirements (not Title VI requirements).

specific Affected Communities have not been identified by specific area or Affected Communities, and has only been determined by the community as a whole.

Racial and Ethnic Communities.

Demographic data for race, color, and national origin was evaluated to identify racial and ethnic communities and populations in each Affected Community. The demographic composition by race, color, or national origin have not identified any specific area or Affected Communities, and has only been determined by the community as a whole.

Limited English Proficiency (LEP).

The goal of all language access planning and implementation is to ensure that JNU communicates effectively with limited English proficient (LEP) individuals. Effective language access requires self-assessment and planning. Section 14. Language Data table lists non-English languages⁵ that are spoken in LEP households by the community as a whole. The data source is the *American Community Survey*.

The threshold we have used for identifying the languages with significant LEP populations is the DOT LEP Policy Guidance safe harbor threshold, which is 5% or 1,000, whichever is less.⁶ JNU safe harbor threshold is 1,000. Please refer to Section 14 Language Data: Language Spoken at Home by Ability to Speak English. of this document to find data for all languages in our community. While the only data compiled for JNU is through the American Community Survey for ‘spoken’ English for LEP, it does not distinguish between ‘written’ and ‘spoken’ English.

Based on the language data and safe harbor threshold of 1,000 per language group, no language group exceeds the threshold for the community as a whole in JNU.

There is zero frequency of contact with LEP individuals at the airport and airport-related activities (all languages).

⁵ Recommend using language groups from the U.S. Census, and using data for the “Speak English less than ‘very well’” category for each language over the threshold.

⁶ See the DOT LEP Policy Guidance at <https://www.federalregister.gov/d/05-23972/p-133>. The safe harbor provisions apply to the translation of written documents only; however, it provides a consistent starting point for identifying significant LEP populations.

This information is updated annually⁷ through checking the following resources:

Data Sources for Languages Spoken in Affected Community	Website link to Data Source
<i>U.S. Census Bureau</i>	<i>https://data.census.gov/cedsci/table?q=B16001&tid=ACSDT1Y2019.B16001</i>

Beneficiary Diversity.

Demographic information is collected from businesses seeking opportunities at the airport, through voluntary disclosures.

Description of Beneficiary Demographic Information Collection Methods

- *Businesses that submit bids or offers are asked to complete an anonymous survey that includes demographic information, submitted through a data collection website.*

Staff and Advisory Board Diversity.

Demographic information is collected from airport program employees and members of planning and advisory boards, through voluntary disclosures.

Description of Employee and Advisory Board Demographic Information Collection Methods

- *During the hiring process, employees are asked to submit voluntary confidential demographic information. Job applicants are asked to submit the same information when submitting their job application through the job application website.*
- *During the application process, board members seeking a seat are asked to provide demographic information.*

⁷ Data should be kept up-to-date, but this plan does not need to be updated for incremental data changes during the Plan's 3-year period.

7. Potential or Known Community Impacts

Projects or services receiving federal financial assistance have the potential to touch so many aspects of American life. Thus, in general, no JNU activity must have a discriminatory disparate impact on the basis of race, color, national origin (including LEP), sex (including sexual orientation and gender identity), creed, or age. This means that policies or procedures that have a disparate impact would require a well-documented substantial legitimate nondiscriminatory justification, summarized below. Impacts to protected communities must be avoided or minimized to the extent possible. No project with a discriminatory impact on protected communities will be undertaken.⁸

The following airport facilities are already in planned or under construction and expected to be in use within the next 3 years:

Existing Airport Facilities	Affected Community Impacted by Operation of the Facility
<i>JNU Terminal and Airfield</i>	<i>None</i>

The following airport facility projects (including all alternatives) are in construction or expected to be in construction within the next 3 years:

Airport Facility Construction Projects	Affected Community Impacted by Construction of the Facility
<i>RON/121/135 Ramp Rehab</i>	<i>None</i>
<i>Jetbridge/PBB Gate 5</i>	<i>None</i>
<i>Outbound Baggage Conveyor System</i>	<i>None</i>
<i>Public/Rental car/Employee Parking Lot Rehab</i>	<i>None</i>
<i>East/West GA TL/Apron Rehab</i>	<i>None</i>
<i>RSA grading shoulder/navaids</i>	<i>None</i>
<i>Acquire ARFF truck</i>	<i>None</i>
<i>Acquire ARFF Wetland Rescue vehicle</i>	<i>None</i>
<i>MALSR RW26 extension</i>	<i>None</i>
<i>Acquire snow removal equipment</i>	<i>None</i>
<i>Acquire Adjacent Loken Flying hangar land</i>	<i>None</i>
<i>E-1 Ramp Rehab</i>	<i>None</i>

JNU has analyzed the above existing facilities and facility construction projects for disparate impacts on the basis of race, color, or national origin (including LEP) in Affected Communities. The following have disparate impacts: none

Justifications: none required.

⁸ In order to carry out an alternative with a discriminatory impact, the airport sponsor must demonstrate that there was a substantial legitimate justification for the decision. The sponsor must also show that alternatives with less discriminatory impacts were meaningfully considered and rejected for legitimate reasons.

8. Limited English Proficiency (LEP)

Executive Order 13166

In creating a Language Assistance Plan, JNU will consider the volume, proportion, or frequency of contact with LEP persons in determining the appropriate language assistance to provide.

In Community Statistics section, we identified that no language group exceeds the threshold for the community as a whole in JNU.

JNU does not collect data for languages spoken by airport guests.

The Title VI Coordinator will engage with community educators, community groups, places of work, business groups, social groups, and the like to confirm that translation and interpretation services are accurate and effective. Additionally, the Title VI Coordinator will inform leadership and staff of JNU of the responsibility to provide language access. We have made the following plans to provide translation services free of charge to ensure that individuals with LEP have access to the benefits of the airport:

Translation Services:

- The following vendors have been identified for written translations: none
- Information regarding translation services can be obtained at: none.

Interpretation Services:

- The following vendors have been identified for interpretation services: none
- Information regarding interpretation services can be obtained at: none

Description of Interpretation Assistance Processes

-
- *Airport Administration has limited staff that can translate/interpret that may be available during their scheduled work hours. The airlines have employees that may be proficient to provide interpretation and/or translation services upon request through their management team. Since the employees are dynamic and changing, talking to management as needed is the most reliable, during their normal business hours.*
 - *The airport uses Google Translate to communicate, as needed, with public with limited English proficiency, when a translator is not available.*
-

9. Transportation

49 Part CFR 21 Appendix C (a)(1)(ix)

In the Community Statistics section of this plan, we identified that no language group exceeds the threshold for the community as a whole in JNU. JNU does not identify a specific area or Affected Community for minority and disadvantaged community areas located within the

community as a whole; no Affected Communities are identified below. No minority or disadvantaged community are identified near the airport.

10. Minority Businesses

49 CFR 21 Appendix C (a)(1)(x)

Bids for airport concessions and other business opportunities are solicited from area minority and woman-owned businesses through the Airport Concessionaire Disadvantage Business Enterprise (ACDBE) program.

Selections are in compliance with Title VI, Part 21, and related requirements. Information on the award process and documentation for specific bid decisions is kept with CBJ Purchasing Office.

11. Training

New employee orientation for specific classifications of Airport Administration incorporates Title VI training. Topics include:

- Title VI and related laws prohibit discrimination on the basis of race, color, national origin (including LEP), sex (including sexual orientation and gender identity), creed, or age (also CBJ-wide new hire training)
- Title VI complaints must be forwarded to the Coordinator
- Protections against retaliation for filing civil rights complaints or related actions
- Title VI notices must be displayed throughout the airport public facilities
- All contracts must include Title VI clauses
- Language interpretation and translation services
- Cultural and community relations sensitivity training (CBJ-wide new hire training)
- Anti-harassment training (CBJ-wide new hire training)

JNU utilizes FAA Office of Civil Rights ADA and Title VI Programs training.

12. Compliance Reviews, Audits, Complaints, Lawsuits, and Other Investigations

FAA Notification. The Coordinator will notify FAA of any pending investigations and reviews, including:

- Compliance reviews or audits concerning civil rights requirements⁹
- Complaints, lawsuits, or other investigations alleging noncompliance with civil rights requirements¹⁰

As discussed in the Title VI Complaints Section, Title VI complaints must be forwarded to FAA contacts within 15 days of receipt. For all other civil rights investigations, JNU must notify FAA contacts of any new investigations prior to grant execution.

At regular intervals, the Coordinator will provide FAA contacts with status updates for the investigations and reviews, until completed. For each existing investigation or review completed within 5 years of this plan, the Coordinator will also provide a statement about the outcome, unless previously provided.

13. Title VI Complaints

49 CFR 21.11; 49 CFR 21 Appendix C (b)(3); 28 CFR 42.406(d)

Scope. These procedures are for complaints of discrimination under Title VI and related laws (hereafter “Title VI Complaints.” In order to be a Title VI Complaint, the complaint must:

1. Allege discrimination on the basis of race, color, national origin (including LEP), sex (including sexual orientation and gender identity), creed, or age or violations administrative requirements under Title VI or related laws.
2. Not only be for employment matters¹¹
3. Allege misconduct by JNU, including airport employees, contractors, concessionaires, lessees, or tenants.
4. Concern an airport facility or actions by JNU including airport employees, contractors, concessionaires, lessees, or tenants.

⁹ Includes any Title VI, ADA, Sec. 504, Title VII/EEO, or other civil rights program compliance review or audit to be performed on the airport sponsor or any of its sub-recipients by any State, local or Federal agency.

¹⁰ Includes allegations of discrimination based on race, color, national origin (including LEP), sex (including sexual orientation and gender identity), creed, or age, whether because of actions of the airport sponsor itself, or its employees, contractors, or tenants. Includes noncompliance with related administrative requirements under civil rights laws.

¹¹ Complaints of employment discrimination must be addressed as required by EEOC and other applicable authorities with jurisdiction over employment matters. If an Airport sponsor employment activity is supported by FAA-provided financial assistance or it is alleged that the employment discrimination affects the broader airport program, complaints about that activity must also be reported to FAA.

Rights. Any person who believes that he or she has been subjected to discrimination on the basis of race, color, national origin (including LEP), sex (including sexual orientation and gender identity), creed, or age has the right to file a complaint with JNU through the Airport website: [Airport – Passenger Services – City and Borough of Juneau](#) under Title VI Complaints.¹² Alternatively, they can file a formal complaint with an outside agency, such as the U.S. Departments of Justice or Transportation, or the Federal Aviation Administration (FAA), or seek other legal remedies.

Receipt of Complaint. The Coordinator will log in the complaint and promptly send copies of the complaint to CBJ Deputy City Manager, CBJ Human Resources and CBJ Law Department.

Complaints must be filed within 180 days of the discriminatory event, must be in writing, and must be delivered to:

Juneau International Airport
Attn: Airport Manager (Title VI Coordinator)
1873 Shell Simmons Drive, Suite 200
Juneau, AK 99801

If a complaint is initially made by phone, it must be supplemented with a written complaint before 180 days after the discriminatory event has passed. If a verbal complaint is received, the complainant should be given a copy of the Title VI Complaint Procedures and instructed to submit a written complaint. Accommodation will be provided upon request to individuals unable to file a written complaint due to a disability.

Initial Procedure. The Coordinator may meet with the complainant to clarify the issues, obtain additional information, and determine if informal resolution might be possible in lieu of an investigation. If successfully resolved, the Coordinator will issue a closure letter to the complainant, record the disposition in the complaints log, and report the resolution to FAA.

Discrimination Complaint Referral Procedure

Internal Complaint Referral. All Title VI complaints must be promptly forwarded to the Coordinator within three business days.

Initial FAA Notification. A copy of each Title VI complaint will be forwarded to the FAA within 15 days of initial receipt (not the date that the Coordinator was notified). The Coordinator will forward a copy of the complaint and a statement describing all actions taken to resolve the matter, and the results thereof to the FAA Civil Rights staff. (Note: complaints based on disability do not have to be forwarded to FAA.) To transmit complaint information to the FAA, the Coordinator will forward a copy of the complaint along with a statement describing all actions taken to resolve the matter and the results of such actions. The Coordinator will also seek technical assistance from FAA, as needed, throughout complaint intake, investigation and resolution process.

¹²

Investigation Procedure

Assignment of Investigator. The Coordinator will immediately begin the investigation or designate an investigator.

Cooperation with FAA. The Coordinator will promptly investigate all Title VI complaints, including those referred by the FAA for investigation. If the FAA is investigating a complaint against JNU, the Coordinator will avoid interfering with the FAA investigation, cooperate with the FAA when needed, and share factual information with the FAA.

Prompt Investigation. The Coordinator will make every effort to complete discrimination complaint investigations within 60 calendar days after the complaint is received. Some investigations may take longer with a justification for the delay and assurance that the investigation is being completed as quickly as possible.

Contact with Complainant. The Coordinator will meet with the complainant to clarify the issues and obtain additional information, and also speak with community members and potential witnesses, as appropriate.

Investigation Report. After completing the investigation, the Coordinator will prepare a written report.

Consultation with Legal Counsel. In each case, the Coordinator will consult with Legal Counsel regarding the investigation and the report. Airport Legal Counsel will ensure that the report is consistent with the DOT and FAA Title VI nondiscrimination requirements.

Prompt Resolution of Disputes. The Coordinator will emphasize voluntary compliance and quickly and fairly resolve disputes with complainants, or with contractors, tenants, or other persons, through dispute resolution, negotiation, and/or mediation.

Forwarding Report and Response to Complainant. At the completion of the investigation, the complainant and respondent will receive a letter of findings and determination of the investigation and any applicable resolution. The letter transmitting the findings and any applicable resolution will state JNU's conclusion regarding whether unlawful discrimination occurred, and will describe the complainant's appeal rights. A summary of the investigation report, any appeal, or follow-up actions will be sent to the FAA via FAA Civil Rights Connect System.

Appeal Rights. The complainant must be notified of their right to appeal the findings or determinations, and of the procedures and requirements for an appeal:

- The complainant may appeal in writing to the FAA-Office of Civil Rights
- The written appeal must be received within fourteen (14) business days after receipt of the written decision.
- The written appeal must contain all arguments, evidence, and documents supporting the

basis for the appeal.

- The FAA – Office of Civil Rights will issue a final written decision in response to the appeal.

Avoiding Future Discrimination. In addition to taking action with respect to any specific instances of discrimination, the JNU will identify and implement measures to reduce the chances of similar discrimination in the future.

Intimidation and Retaliation Prohibited. JNU employees, contractors, and tenants will not intimidate or retaliate against a person who has filed a complaint alleging discrimination.

For information on filing a complaint with DOT/FAA, please contact JNU Airport Manager, Title VI Coordinator.

This complaint procedure is shared with the public through the following methods: JNU Airport website, *Title VI Complaints at* [Airport – Passenger Services – City and Borough of Juneau](#)

14. Population / Language Data

Poverty Data

City and Borough of Juneau, Alaska

Source: American Community Survey, 2021: Poverty Status in the Past 12 Months

	Total		Below poverty level		Percent below poverty level	
Label	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Population for whom poverty status is determined	31,813	±142	2,293	±424	7.2%	±1.3
AGE						
Under 18 years	6,595	±136	558	±140	8.5%	±2.1
Under 5 years	1,750	±64	111	±57	6.3%	±3.3
5 to 17 years	4,845	±106	447	±119	9.2%	±2.5
Related children of householder under 18 years	6,563	±136	526	±145	8.0%	±2.2
18 to 64 years	20,789	±161	1,614	±341	7.8%	±1.6
18 to 34 years	7,627	±198	694	±222	9.1%	±2.9
35 to 64 years	13,162	±220	920	±232	7.0%	±1.8
60 years and over	6,617	±266	200	±74	3.0%	±1.1
65 years and over	4,429	±100	121	±65	2.7%	±1.5
SEX						
Male	16,166	±170	1,360	±307	8.4%	±1.9
Female	15,647	±173	933	±220	6.0%	±1.4
RACE AND HISPANIC OR LATINO ORIGIN						
White alone	20,678	±301	905	±277	4.4%	±1.3
Black or African American alone	288	±88	11	±20	3.8%	±7.1
American Indian and Alaska Native alone	3,172	±396	447	±148	14.1%	±4.6
Asian alone	2,137	±232	152	±95	7.1%	±4.3
Native Hawaiian and Other Pacific Islander alone	435	±20	40	±55	9.2%	±12.9
Some other race alone	585	±282	59	±65	10.1%	±11.3
Two or more races	4,518	±603	679	±209	15.0%	±4.5
Hispanic or Latino origin (of any race)	2,229	±50	500	±187	22.4%	±8.4
White alone, not Hispanic or Latino	19,961	±262	865	±277	4.3%	±1.4
EDUCATIONAL ATTAINMENT						
Population 25 years and over	22,602	±177	1,353	±298	6.0%	±1.3
Less than high school graduate	1,015	±297	157	±89	15.5%	±8.7
High school graduate (includes equivalency)	4,693	±486	631	±185	13.4%	±3.7
Some college, associate's degree	7,757	±587	339	±108	4.4%	±1.5
Bachelor's degree or higher	9,137	±556	226	±122	2.5%	±1.3

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EMPLOYMENT STATUS						
Civilian labor force 16 years and over	17,213	±592	916	±222	5.3%	±1.3
Employed	16,341	±550	800	±205	4.9%	±1.3
Male	8,505	±389	391	±121	4.6%	±1.5
Female	7,836	±369	409	±154	5.2%	±2.0
Unemployed	872	±247	116	±66	13.3%	±7.9
Male	523	±198	90	±65	17.2%	±12.5
Female	349	±127	26	±19	7.4%	±6.6
WORK EXPERIENCE						
Population 16 years and over	25,933	±165	1,776	±356	6.8%	±1.4
Worked full-time, year-round in the past 12 months	11,532	±609	261	±139	2.3%	±1.2
Worked part-time or part-year in the past 12 months	7,339	±569	705	±172	9.6%	±2.2
Did not work	7,062	±501	810	±245	11.5%	±3.1
ALL INDIVIDUALS WITH INCOME BELOW THE FOLLOWING POVERTY RATIOS						
50 percent of poverty level	1,142	±344	(X)	(X)	(X)	(X)
125 percent of poverty level	2,798	±452	(X)	(X)	(X)	(X)
150 percent of poverty level	3,808	±491	(X)	(X)	(X)	(X)
185 percent of poverty level	4,907	±640	(X)	(X)	(X)	(X)
200 percent of poverty level	5,357	±642	(X)	(X)	(X)	(X)
300 percent of poverty level	9,695	±821	(X)	(X)	(X)	(X)
400 percent of poverty level	14,221	±849	(X)	(X)	(X)	(X)
500 percent of poverty level	17,911	±915	(X)	(X)	(X)	(X)
UNRELATED INDIVIDUALS FOR WHOM POVERTY STATUS IS DETERMINED	8,295	±694	1,228	±287	14.8%	±2.9
Male	4,417	±438	807	±245	18.3%	±4.9
Female	3,878	±388	421	±131	10.9%	±3.0
15 years	0	±21	0	±21	-	**
16 to 17 years	32	±42	32	±42	100.0%	±43.6
18 to 24 years	715	±209	312	±176	43.6%	±19.3
25 to 34 years	2,081	±311	153	±75	7.4%	±3.7
35 to 44 years	1,005	±190	228	±94	22.7%	±8.8
45 to 54 years	967	±179	113	±73	11.7%	±7.2
55 to 64 years	1,733	±286	306	±124	17.7%	±5.9
65 to 74 years	1,123	±226	37	±30	3.3%	±2.7
75 years and over	639	±147	47	±39	7.4%	±6.2
Mean income deficit for unrelated individuals (dollars)	8,007	±1,129	(X)	(X)	(X)	(X)
Worked full-time, year-round in the past 12 months	3,751	±424	152	±97	4.1%	±2.5
Worked less than full-time, year-round in the past 12 months	2,259	±365	454	±135	20.1%	±4.9
Did not work	2,285	±371	622	±234	27.2%	±7.7
Population in housing units for whom poverty status is determined	31,652	±159	2,227	±421	7.0%	±1.3

Language Data
City and Borough of Juneau, Alaska

Source: American Community Survey, 2015 Language Spoken at Home by Ability to Speak English for the Population over 5 Years and Older

Language & Ability Level	Estimate	Margin of Error
Total:	30,540	±17
Speak only English	27,237	±356
Spanish or Spanish Creole:	751	±225
Speak English "very well"	587	±194
Speak English less than "very well"	164	±56
French (incl. Patois, Cajun):	96	±66
Speak English "very well"	96	±66
Speak English less than "very well"	0	±18
French Creole:	0	±18
Speak English "very well"	0	±18
Speak English less than "very well"	0	±18
Italian:	0	±18
Speak English "very well"	0	±18
Speak English less than "very well"	0	±18
Portuguese or Portuguese Creole:	0	±18
Speak English "very well"	0	±18
Speak English less than "very well"	0	±18
German:	122	±100
Speak English "very well"	92	±71
Speak English less than "very well"	30	±47
Yiddish:	0	±18
Speak English "very well"	0	±18
Speak English less than "very well"	0	±18
Other West Germanic languages:	25	±40
Speak English "very well"	25	±40
Speak English less than "very well"	0	±18
Scandinavian languages:	71	±47
Speak English "very well"	69	±47
Speak English less than "very well"	2	±3
Greek:	0	±18
Speak English "very well"	0	±18
Speak English less than "very well"	0	±18
Russian:	15	±17
Speak English "very well"	7	±11
Speak English less than "very well"	8	±13
Polish:	0	±18

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Speak English "very well"	0	±18
Speak English less than "very well"	0	±18
Serbo-Croatian:	3	±5
Speak English "very well"	3	±5
Speak English less than "very well"	0	±18
Other Slavic languages:	42	±65
Speak English "very well"	36	±65
Speak English less than "very well"	6	±9
Armenian:	0	±18
Speak English "very well"	0	±18
Speak English less than "very well"	0	±18
Persian:	30	±48
Speak English "very well"	0	±18
Speak English less than "very well"	30	±48
Gujarati:	0	±18
Speak English "very well"	0	±18
Speak English less than "very well"	0	±18
Hindi:	112	±89
Speak English "very well"	112	±89
Speak English less than "very well"	0	±18
Urdu:	7	±11
Speak English "very well"	7	±11
Speak English less than "very well"	0	±18
Other Indic languages:	10	±16
Speak English "very well"	10	±16
Speak English less than "very well"	0	±18
Other Indo-European languages:	7	±12
Speak English "very well"	7	±12
Speak English less than "very well"	0	±18
Chinese:	176	±142
Speak English "very well"	115	±97
Speak English less than "very well"	61	±49
Japanese:	41	±36
Speak English "very well"	23	±23
Speak English less than "very well"	18	±21
Korean:	64	±41
Speak English "very well"	50	±35
Speak English less than "very well"	14	±21
Mon-Khmer, Cambodian:	0	±18
Speak English "very well"	0	±18
Speak English less than "very well"	0	±18
Hmong:	0	±18
Speak English "very well"	0	±18

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Speak English less than "very well"	0	±18
Thai:	0	±18
Speak English "very well"	0	±18
Speak English less than "very well"	0	±18
Laotian:	0	±18
Speak English "very well"	0	±18
Speak English less than "very well"	0	±18
Vietnamese:	176	±116
Speak English "very well"	113	±72
Speak English less than "very well"	63	±51
Other Asian languages:	15	±15
Speak English "very well"	3	±6
Speak English less than "very well"	12	±14
Tagalog:	731	±229
Speak English "very well"	385	±150
Speak English less than "very well"	346	±128
Other Pacific Island languages:	336	±161
Speak English "very well"	130	±42
Speak English less than "very well"	206	±150
Navajo:	12	±15
Speak English "very well"	12	±15
Speak English less than "very well"	0	±18
Other Native North American languages:	299	±108
Speak English "very well"	260	±98
Speak English less than "very well"	39	±40
Hungarian:	75	±63
Speak English "very well"	75	±63
Speak English less than "very well"	0	±18
Arabic:	0	±18
Speak English "very well"	0	±18
Speak English less than "very well"	0	±18
Hebrew:	9	±13
Speak English "very well"	9	±13
Speak English less than "very well"	0	±18
African languages:	54	±63
Speak English "very well"	54	±63
Speak English less than "very well"	0	±18
Other and unspecified languages:	24	±31
Speak English "very well"	24	±31
Speak English less than "very well"	0	±18

15. Completed Unlawful Discrimination Poster

Unlawful Discrimination

It is unlawful for airport operators and their lessees, tenants, concessionaires and contractors to discriminate against any person because of race, color, national origin, sex, creed, or disability in public services and employment opportunities. Allegations of discrimination should be promptly reported to the Airport Manager or:

Federal Aviation Administration
Office of Civil Rights, ACR-1
800 Independence Avenue, S.W.
Washington, D.C. 20591

Federal regulations on unlawful discrimination are available for review in the Airport Manager's Office.

Coordinator: Patty Wahto, Airport Manager
Phone: (907) 789-7821
Address: 1873 Shell Simmons Dr. #200
Juneau, AK 99801

Discriminacion Illegal

Se prohíbe a los operadores de aeropuertos y a sus arrendatarios, inquilinos, concesionarios y contratistas discriminar contra cualquier persona por motivo de raza, color, nacionalidad de origen, sexo, creencias religiosas, impedimento físico o discapacidad en lo que respecta a servicios públicos y oportunidades de empleo. Las alegaciones de discriminación deberán ser dirigidas inmediatamente al Administrador del Aeropuerto o a:

Federal Aviation Administration
Office of Civil Rights, ACR-1
800 Independence Avenue, S.W.
Washington, D.C. 20591

Los reglamentos sobre discriminación ilegal están a la disposición de los interesados para su examen en la oficina del Administrador del Aeropuerto.

Coordinador: Patty Wahto, Airport Manager
Teléfono: (907) 789-7821
Dirección: 1873 Shell Simmons Dr. #200
Juneau, AK 99801



U.S. Department of Transportation
Federal Aviation Administration

HQ-10/008

From: Scott Harris @ Harris Air <scott@harrisair.com>
Sent: Friday, October 27, 2023 8:41 AM
To: Airport Board
Subject: Aircraft wash area

Follow Up Flag: Follow up
Due By: Tuesday, October 31, 2023 4:00 PM
Flag Status: Flagged

Greetings Airport Board members,

If I may suggest to the Board to think beyond the cost per use of the aircraft wash area and consider it an allowable use by the GA tenants. The airport provides many services and amenities that benefit the GA community such as:

- Snow removal around private hangars
- Sanding of taxi lanes in winter
- Sand removal of taxi lanes in spring
- Float plane launch/retrieval area

Without trying to break everything down into categories I believe it is safe to say that the GA tenants of the airport pay for services and amenities through leasing. Why, then would the Airport consider the airplane wash area as anything other than an amenity to be paid for through leasing. Even if the Board saw the need to cover the cost of water use, how much water do you think is used in washing an airplane? Residential water rates are around \$28.00/month with an allowable water use of 4000 gallons so.....factor in a cost for sewer or storm (where ever the drain leads) to be thorough and where are we? .5 cents per gallon? 1 penny?

In closing, I am asking the Board to consider the wash area to be an authorized use by the tenants and not focus on cost per use. If you impose a per-use cost I don't believe the space will get any use. As for the concerns mentioned about washing of cars and boats? I've never seen it and I am not sure it should be a concern. The wash area is out in the open, CBJ staff passing by could easily ask those washing cars or boats to cease and, over time it wouldn't be anything at all and the fact that it is a topic is surprising. There are cars and boats all over this airport.

Thank you all for your consideration on this matter.

Scott Harris
Harris Aircraft Maintenance
PO Box 34453 Juneau, AK 99803
400 Airport Road, Sitka, AK 99835
Cell: 907-752-0220

MINUTES of
AIRPORT BOARD SPECIAL MEETING
November 30, 2023
11:30 a.m. Alaska Room/ZOOM

A. **CALL TO ORDER:** Vice Chair Dan Spencer called the meeting to order at 11:37 a.m.

B. **ROLL CALL:**

Members Present:

Al Clough	Jason Custer	Eve Soutiere
Dennis Bedford	Chris Peloso	Dan Spencer

Members Absent:

Jodi Garza

Staff/CBJ Present:

Patty Wahto, Airport Manager	Ke Mell, Airport Architect
Angelica Lopez-Campos, Bus. Mgr.	John Nesmith, CBJ Finance

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

D. **UNFINISHED BUSINESS:**

1. **Underground Storage Tank (UST) Replacement Bid Award.** Airport Manager Patty Wahto said the special meeting is for approval of the bid award for the underground storage tank replacement. This item has been before the Board for the last 1.5 years. At the September meeting, the Airport Board approved funding for this project using CARES money, but increased the amount up to \$254,950 for the total project based on design costs and the estimated project construction cost. One bid was received from Alaska Fuel Systems. While it is higher than the estimate for construction, it still fits within the budget. It was \$175K for the construction piece. Staff still does not know about contamination and a couple of other small components that did not fall under design. Until contamination is known, staff is requesting approval of the bid award. *Dan Spencer moved to approve the bid from Alaska Fuel Systems, Inc., in the amount of \$175,000, for the removal of the existing 1,200-gallon underground fuel storage tank at the old shop maintenance building, and replacement with a new above-ground fuel tank; funding provided by the Airport CARES funding. The motion passed by unanimous consent.* When asked how soon this construction would occur, Ms. Wahto said one piece of the construction was done, which was placement of the concrete pad. Ke Mell, Airport Project Manager, said City & Borough of Juneau Contracts is in the process of awarding the bid to Alaska Fuel Systems. She said she would find out where they were and would forward the information to the Board.

Chair Clough asked how the Certification Inspection was going. Ms. Wahto said the final meeting has not been held. Some changes were made to the Certification Manual and Emergency Plan, which are typical updates that are done every year. She said

AIRPORT BOARD MEETING

November 9, 2023

Page 2

Andres Delgado has been working with the inspectors both night and day. She thought the Airport side of things were going well, but the meeting will be held this afternoon.

- E. **PUBLIC PARTICIPATION ON NON-AGENDA ITEMS:** None.
- F. **NEXT MEETING DATE:** The next regular Airport Board meeting will be held on December 14, 2023, at 6:00 p.m. in the Alaska Room and via Zoom.
- G. **ADJOURN:** *Jason Custer moved to adjourn. The motion passed by unanimous consent and the meeting adjourned at 11:45 a.m.*

AIRPORT MANAGER'S REPORT – December 14, 2023

a. Federal Aviation Administration (FAA) Annual Certification Inspection. FAA Certification Inspectors Matt Stearns and Rachel Webb were in Juneau November 28-30, 2023, for the annual airport certification inspection. Overall, the Inspectors were pleased with the inspection. There were a few 'write ups' that were either noted and closed out during the inspection, or that needed to be corrected within the next few months; specifically: recordkeeping, fueling inspections and a taxiway sign. One major issue came up which is not necessarily compliance but resulted in taking an Aircraft Rescue and Fire Fighting (ARFF) truck out of service (see New Business). The Inspectors also noted some recommendations including writing a standard operating procedure for the daily self-inspection reports and adopting current fire codes (the City follows the State fire marshal and newer codes have not yet been adopted). All-in-all, these annual inspections are used as a learning experience, not just compliance, and staff appreciate the Inspectors' time in Juneau.

b. Coastal Helicopter Light Flights Fundraiser. Coastal Helicopters will sponsor the Annual Christmas Light Flights fundraiser on **December 15, 2022, from 4:30 p.m. to 7:30 p.m.** All proceeds benefit the Mendenhall Flying Lions and Cancer Connection. Additionally, they will host a food drive for the Southeast Alaska Food Bank, and other fund raiser groups. The flights depart from the new north wing of the Airport Terminal. The Airport will provide free parking for this event. Coastal Helicopters donates aircraft, pilots, mechanics and logistics. As always, this event is weather permitting.

c. Transportation Security Administration (TSA) Mandate for Employee Screening Going into Secured and Sterile Areas. Staff completed the first trial of the aviation workers screening (AWS) plan. This trial is part of the AWS implementation plan for the first quarter of the informed compliance period, which started September 25, 2023. Trial runs will continue once a week during the second quarter (Jan. – Mar.). This plan is presuming that the lawsuit filed in the D.C. Circuit Court of Appeals would be unsuccessful. JNU and approximately ten other airports filed a Joint Petition for Judicial Review of TSA's worker screening amendment. The Court's order also gave TSA a deadline of December 7th to submit a Certified Index to the Record, and December 7th is also the deadline for any dispositive motions. The Court will enter a schedule for briefing on the merits after these initial deadlines have passed, which would be in January at the earliest (and later if any preliminary motions are filed).

d. Airport Fund Balance (AFB) and Capital Revolving Account Balance (CRAB) (Attachment #1). **NO CHANGE** The Airport Fund Balance page reflects updates to the FY23/24 budgets and reflects what has been submitted to the Assembly and approved by the Board.

e. CARES/CRRSAA/ARG Fund Balance (Attachment #2). **No change** at this time from the October meeting.

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

- **NO CHANGE**– *Alaska Department of Natural Resource (ADNR) Land Conveyance Close-out.* During the Runway Safety Area (RSA) project, the Airport through the Environmental

Impact Statement (EIS) public process and mitigation, acquired wetlands parcels from the State for the extension of the RSA on both the RWY 8 and RWY 26 ends, and to accommodate portions of the approach lighting systems. The Airport is still working with ADNR to convey these parcels to the Airport's property. Once this is completed and recorded, the Airport Layout Plan and 'Exhibit A' will need to be updated to reflect the airport boundaries.

- **NO CHANGE**- Mendenhall River Flooding Damage to Airport. On August 25, 2023, CBJ Engineering and Airport Airfield Maintenance staff assessed the downstream end of the existing riprap that was damaged in the recent flood event. Approximately 110 linear feet of riverbank has lost riprap, exposing the original geotextile that was beneath the rock. The loss of riprap has left the top of bank undermined in places. It is estimated that the cost of repairing the damage (i.e., replacing riprap) at \$110,000 (based on 110 LF @ \$1K/LF). Staff is working with emergency services (CBJ/State) to document the repairs needed.
- **NO CHANGE**- *Juneau Douglas North Crossing Project*. Alaska Department of Transportation (ADOT) continues with the second crossing project over the channel between Juneau and Douglas. The Airport participates in the Technical Advisory Committee due to protection of aircraft approach corridors coming down the channel. JNU Airport will continue to voice concerns with any bridge option that will impact airport approaches, departures or future development. Please visit the ADOT website for the project www.jdnorthcrossing.com or make comment to the project email JDNorthCrossing@dowl.com. No Change, however, see Unfinished Business for Airport Board letter on matter.
- **NO CHANGE** – *Runway 26 Medium Intensity Approach Lighting System with Runway Alignment Indicator Lights (MALSR) approach lighting*. After introduction by Senator Sullivan, the language that would include the MALSR in the FY23 Reauthorization Bill (that would allow the transfer, ownership and maintenance of approach lighting systems to the FAA upon completion) has gained support from the House. The language would add MALSR equipment to the list of allowable lighting equipment and allow the transfer of this to the FAA even if paid for through Airport Improvement Program (AIP) funding. This is now pending final approval within the Reauthorization Bill. A new five-year Corps of Engineers wetlands permit has been issued.
- **NO CHANGE** - *Title 49 (Jordan Creek) Variance Request*. Staff is still looking to work with the CBJ on Title 49 language for limbing after the Planning Commission denied the Development Department (CDD) during their rewrite of Title 49 for inclusion of safety or other ways to allow limbing in this area.
- **NO CHANGE** - *Encampments on Airport Property*. Airfield crew continues to clean up the illegal campsites and trash in the greenbelt areas around the creeks. They perform weekly clean-outs of these sites and belongings. Of safety concern are the number of drug needles they are finding in the greenbelt. Ongoing.
- **NO CHANGE** – *Transportation Security Administration (TSA) passenger screening checkpoint equipment*. This project is on hold due to construction requirements for the larger equipment.

- **NO CHANGE** – *PFAS Testing and Monitoring*. Cox Environmental continues with their quarterly testing of groundwater, surveying the test wells to determine flow direction, including two private wells within the test radius.
- **NO CHANGE** – *Egan/Yandukin Intersection Improvements Project*. ADOT has narrowed down design alternatives for the project. Please visit ADOT website for the project at <http://dot.alaska.gov/eganyandukin>.
- **NO CHANGE** – *FAA Compliance Land Use/Financial Letter (January 2019)*. Staff continues to work on the remaining compliance items. Staff is looking to acquire the Loken/Channel Flying property due to through-the-fence operations.
- **NO CHANGE** – *Passenger Facility Charge (PFC) cap increase* JNU continues to discuss PFC increases with our DC Lobbyist and Congressional Delegation.
- **NO CHANGE** – *Capital Improvement Program (CIP) and Passenger Facility Charge (PFC) 10*. With FFY20 FAA AIP terminal grants covering the entire amount of FAA-eligible terminal construction, PFC (PFC9) collections may be abbreviated with less match required. Staff is monitoring the amount needed for the terminal project to assess when to start PFC10 application process.
- **NO CHANGE** – *Maintenance Programs* (roofs, heat pump equipment, baggage systems, etc.). Staff continues to develop maintenance contracts for specialized systems similar to what we do with airfield lighting and controls.

ATTACHMENT #1

Section G, Item 5.

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

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

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

ATTACHMENT #1

NET REVENUES v EXPENSES

Juneau International Airport
For Fiscal Years ending June 30

Section G, Item 5.

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

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

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

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

Note 2:

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

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

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

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

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

ATTACHMENT #2
CARES/CRRSAA/ARPA Grant Funding Use/Availability

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

Actuals Lower than expected



MEMORANDUM

TO: Patty Wahto, Airport Manager

FROM: Mike Greene, JNU Airport Project Manager

DATE: December 5, 2023

RE: Projects Office Monthly Report

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

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

Glass Guardrail: JNU has received a revised draft of Request for Proposal (RFP) 188 from project architects McCool Carlson and Green (MCG) which outlines the introduction of full height (floor-to-ceiling) glass wall assembly to replace the glass guardrail assembly around the second floor through-floor opening. In this draft, MCG has identified a new glass partition manufacturer as the basis of design. JNU has reviewed this draft and has asked MCG to address a number of concerns in the final version of the RFP. The primary revision is the addition of language which requires the Contractor / Manufacturer to warrant that the full height glass **assembly** (partition system and glass) will meet all applicable codes; specifically, IBC 1607.8 and all of IBC Chapter 24. The final version of this RFP will be released by JNU to Dawson Construction for pricing as soon as it is received from MCG.

Ground Source Loop Field Glycol Replacement: JNU has received Dawson Construction's proposal for RFP 190 - Loop Field Glycol Replacement, in the amount of \$489,474.20. This amount has been deemed by JNU to be excessive, and the project mechanical engineer (RESPEC) has been asked to develop a simpler scope of work that will filter the contaminants out of the loop field / terminal heat pump system without removing and replacing the existing methanol. This revised scope of work will still replace the failing braided stainless-steel supply / return hoses at each of the older heat pumps and will also replace the strainer / filter assemblies on the affected heat pumps. Rust inhibitors will be added to the existing methanol and a permanent filtration by-pass system will be introduced using side stream filters. The revised version of this RFP will be released by JNU to Dawson Construction for pricing as soon as it is received from RESPEC. Estimated cost: \$150,000.

Lighting Control Replacement: JNU has received Dawson Construction's proposal for RFP 183 – Lighting Control Replacement, in the amount of \$163,215.25. This proposal is currently under review by RESPEC. The work to be addressed includes the replacement of the failing lighting control equipment within the older portion of the terminal. The interior lighting in this portion of the terminal is either being controlled manually or is being left on due to the failure of the old lighting control equipment.

Terminal Air Balancing (TAB): The final balancing of the new and old mechanical heating, ventilating and air conditioning (HVAC) systems remains incomplete. This is the last large work component to be completed, and it has been delayed as work to repair more of the existing heating and cooling systems components are identified and completed. The balancing work cannot (should not) proceed until all of

the heat pumps and fan units are operating and under building automation system (BAS) control. As of the writing of this report, there are still HVAC equipment items that are non-operational. JNU continues to work with the Terminal project engineers (RESPEC) and with JNU Building Maintenance staff to address these continuing problems.

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

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

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

SECON has submitted their proposed project schedule / work phasing plan, which is currently being reviewed by JNU and by DOWL. The SECON schedule is aggressive as it is proposing to complete the bulk of the project in the summer of 2024 and to reduce the number of work phasing areas from twelve (12) to eight (8). Per this proposed schedule / work phasing plan, SECON is asking to work in more than one of the original work phase areas at a time. This approach was expected and is being reviewed to ensure that tenant and airfield operations are not adversely / unnecessarily impacted.

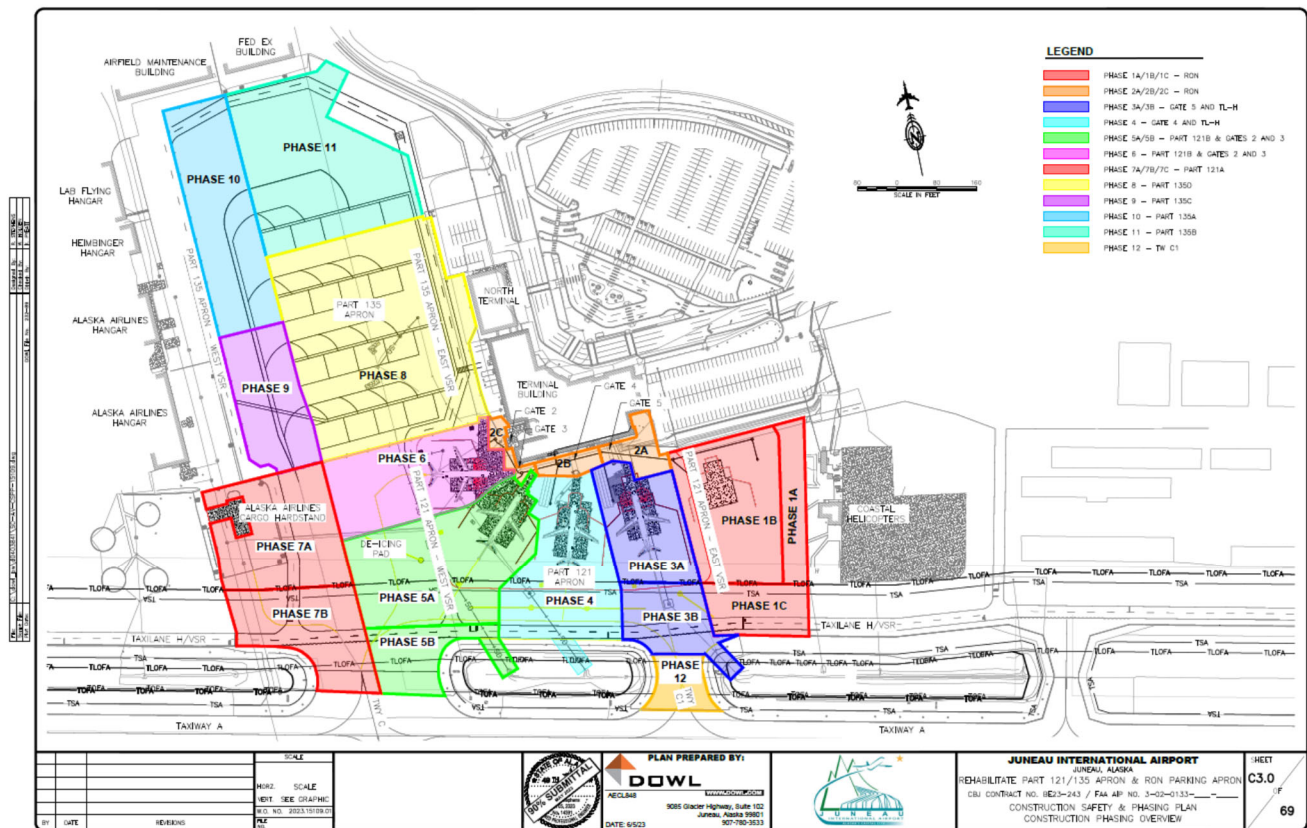


Diagram 01: The Construction Safety & Phasing Plan Construction Phasing Overview as presented within the BE23-243 project documents.

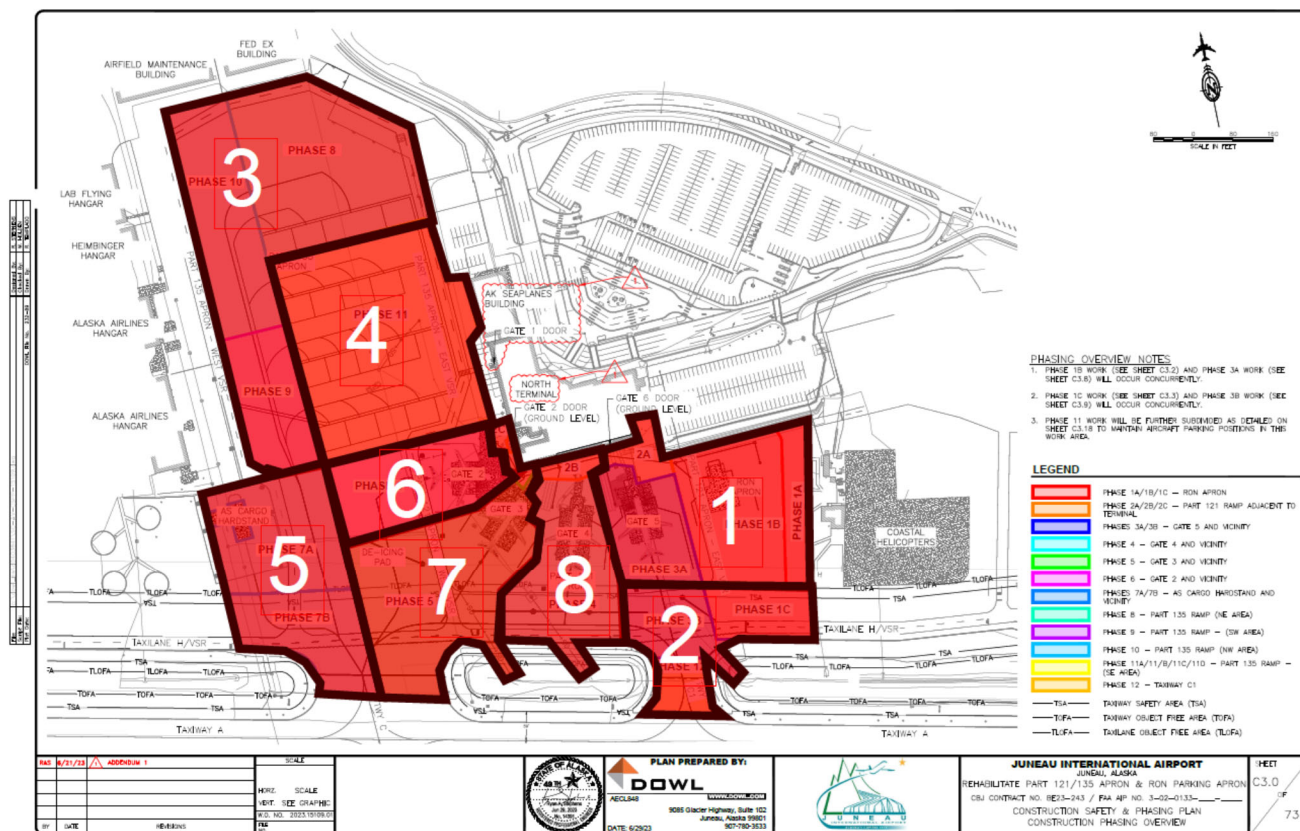


Diagram 02: SECON's proposed Construction Phasing Plan Overview.

The proposed SECON schedule is proposing to complete construction in the following original work phase areas during the 2024 summer construction season:

- Phase 1A, Phase 1B, Phase 1C, Phase 2A, Phase 3A, Phase 3B, Phase 6, Phase 7A, Phase 7B, Phase 8, Phase 9, Phase 10, Phase 11 and Phase 12

The proposed SECON schedule is proposing to complete construction in the following original work phase areas during the 2025 summer construction season:

- Phase 2B, Phase 2C, Phase 4 and Phase 5

While the BE23-243 construction contract calls for a Substantial Completion date of September 30, 2026, based on SECON's aggressive scheduling, there is a very good chance that SECON will achieve the substantial completion milestone in the late fall of 2025.

JNU and DOWL will be meeting with SECON in mid-December 2023 to review the proposed schedule. In this meeting, the SECON schedule will be adjusted to avoid potential conflicts that appear within the proposed schedule. These potential conflicts include:

- SECON's Phase 1 shows work occurring at the new RON site and at Gate 5 at the same time. This work sequencing must be separated so that Gate 5 can remain in service until aircraft can be shifted over to the completed RON.
- SECON's Phase 1 does not provide aircraft access to the new RON or Gate 5 areas when needed.

- SECON's Phase 3 combines the original project Phase 9, Phase 10 and Phase 11. This approach must be reviewed with the 135 ramp tenants as this differs from their current understanding of the work sequencing.
- SECON's Phase 5 combines the original project Phase 7A and Phase 7B, which had been separated to provide an area where Alaska Air cargo operations could continue to operate. SECON's Phase 5 will only work if broken into two parts per the original phasing plan.
- SECON's Phase 7 combines the original project Phase 5A and Phase 5B. This work cannot be addressed at the same time.
- SECON's proposed phasing revisions have delayed the completion of original phases Phase 2B and Phase 2C. The work in these phases was identified to provide a secondary pedestrian route over to Gate 1 in case the use of the Gate 6 stairs (the primary terminal ground loading access point) becomes unavailable.

The proposed SECON work phasing is also not entirely clear on how airport operations are to continue throughout the course of construction. In the December meeting, revisions to aircraft movement in and out of the 121 and 135 aprons will be specifically reviewed. Construction operations within the 121 ramp cannot be allowed to prevent or restrict access in and out of the 135 ramp. Pedestrian routing and safety concerns will also be reviewed in this meeting since ground loading will be necessary until the new Gate 5 PBB can be put into service.

SECON's asphalt batch plant remains staged within the Northeast Development Area (NEDA). They do not plan on assembling this plant until spring. Secon has also staged other materials and equipment items within the NEDA.

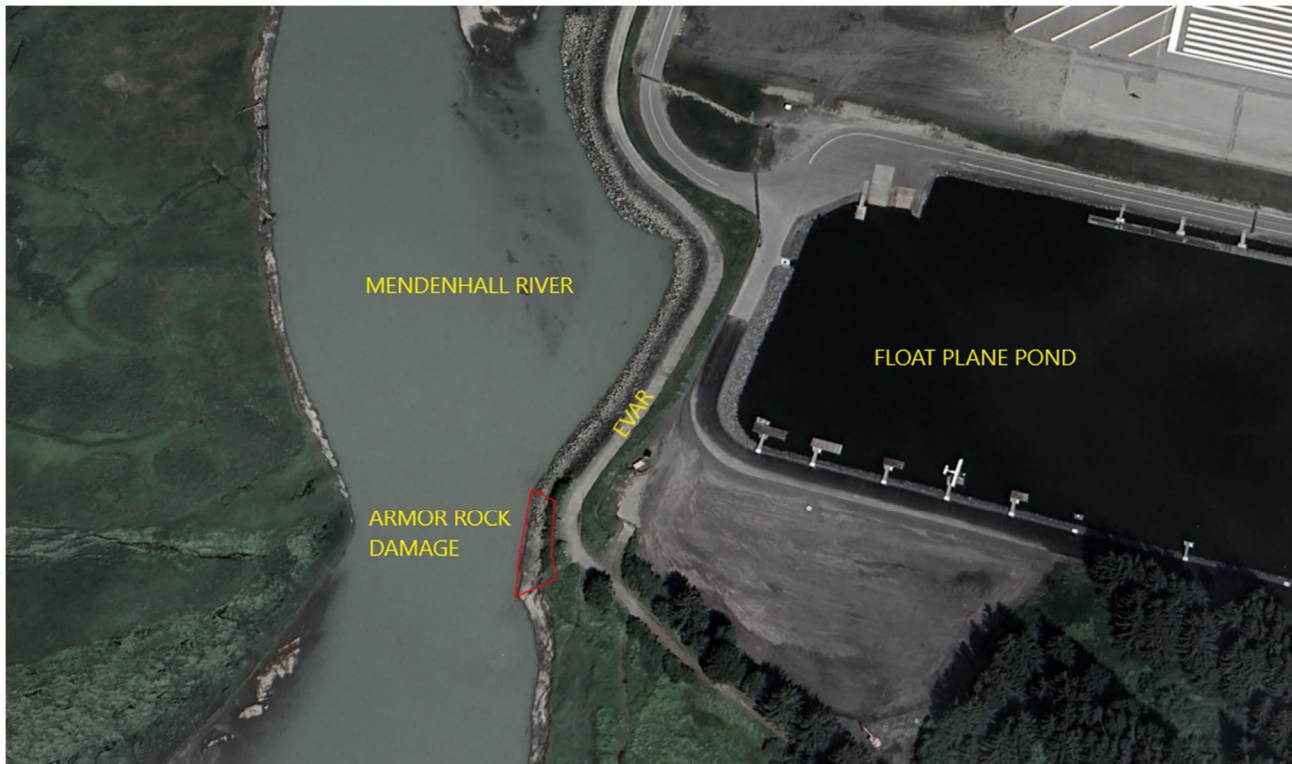
JNU / DOWL has issued RFP 01 Ramp Lighting Modifications to SECON. This RFP is asking for a deductive proposal to reduce the height of the six (6) new ramp light poles from 60 feet to 57 feet and to remove the obstruction lights from the contract scope of work. The engineers estimate for this work is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

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

JNU / DOWL is working on the development of RFP 03 – Ramp Marking Reductions, which will address the elimination of some of the project asphalt markings because Additive Alternate 1 was awarded. This deductive RFP will be issued to SECON as soon as it has been finalized by DOWL.

Mendenhall River Armor Rock Repairs: JNU continues to work with the State of Alaska / Emergency Management and the City and Borough of Juneau (CBJ) to address armor rock repairs through the State's Disaster Recovery Program. This rock was lost during the August 2023 high water event, and JNU is seeking funding to replace it.

The rock was lost along a portion of the east bank of the Mendenhall River, where the Emergency Vehicle Access Road (EVAR) turns away from the river and extends towards the south side of the float plane pond. The damaged area measures approximately 110 feet long (parallel to the river) x 50 feet wide. This area is shown in red in the image below.



This rock had been placed as part of the 2010 Runway Safety Area (RSA) construction project to prevent erosion of the riverbank material and to address concerns about the potential loss of a portion of the Emergency Vehicle Access Road (EVAR). The EVAR represents a mandated emergency accessway around the west end of Runway 8-26 and around the south side of the float plane pond.



Photo 01: Damaged area looking to the north (upriver). Rock loss begins below the signs shown at upper right.



Photo 02: Damaged area looking down river. Rock loss ends near the tree root ball shown at top of photo.

JNU has requested a fee proposal from proHNS Engineers to develop a scope of work document for the repairs to the armor rock. proHNS will determine the size of rock that is to be placed and provide construction documents to be used to obtain contractor quotes and for permitting purposes if necessary.

JNU staff has contacted the Alaska Department of Fish and Game (ADF&G) and has been advised that ADF&G has no objection to this repair work. JNU will be submitting a fish permit application and a scope of work description shortly.



At this time, the construction start and end dates are unknown. It is assumed that the construction period will be approximately one week. It is also assumed that the EVAR will be closed to public access during this work period.

Safety Area Grading at Runway Shoulder and NAVAIDS: JNU is currently working on finalizing the RFP document that will be used to obtain proposals from interested design consultants. When complete, the RFP will be submitted to CBJ Contracting for release / publication. The current schedule calls for consultant proposals to be submitted by the end of January 2024.

East / West General Aviation (GA) Taxilanes and Apron: The initial design effort for this project has been put on indefinite hold following the determination by the FAA on November 20, 2023, that the majority of the taxilane and apron areas in the east/west GA areas are NOT eligible for FAA funding. Out of the projected \$10M in anticipated construction costs, more than \$7M has been deemed ineligible.

Land Acquisition – Loken Property: JNU staff are currently working with DOWL to finalize the scope of work specification document that will be used to obtain the services of an airport land acquisition specialist. The specialist will be obtained through the formal RFP process and will assist JNU and CBJ Lands in navigating through the Federal Aviation Administration’s (FAA’s) airport land acquisition process.

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.

Gate K (Crest Street) Culvert at Jordan Creek: In November, SECON collected all of the contaminated materials that had been captured as part of the excavation dewatering work and shipped the containers off to an approved waste collection site. No further work was attempted to redistribute the streambank material and stream substrate material within the new culvert to bring this installation into compliance with the contract requirements. This work remains incomplete as a punch-list item to the construction contract.

JNU, working with proHNS, has identified all materials quantity adjustments which have been incorporated into the BE23-223 construction contract in Change Order 03. Final payment has not yet been made to SECON and will be held pending the completion of the redistribution of the streambank material and stream substrate material within the new culvert.

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

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

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

End of Report



MEMORANDUM

TO: Patty Wahto, Airport Manager

FROM: Ke Mell, Airport Architect

DATE: December 6, 2023

RE: Airport Architect's Report

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

Parking Lots Improvements: *Substantial Completion was reached on November 14, 2023. A few light poles remain to be installed, as the manufacturer could not supply all the fixtures at once. Loose ends remain, including signage and activation of the gates at the rental car lot. JNU airfield crew and JPD worked with Republic to remove all abandoned vehicles from the temporary long-term lot so JNU can take down the temporary fencing and store snow there this winter. All parking and ground transportation areas are in use. Republic is operating both long- and short-term parking with payment kiosks in front of the terminal.*

Funds approved to date do not include any construction contingency (to cover unanticipated changes during construction). Any project of this size will have changes during construction, but JNU staff, DOWL, and Secon have been working closely to keep changes to a minimum. *Three additional change orders have been drafted (Change Order #1 was a 45-day time extension with no change in contract sum.) Change Order #2 is necessary changes which could not have reasonably been foreseen in advance; which includes removal of some duct bank, old septic tank, change in piping, tree removal, additional signage, employee lot access control system, and vault work. Change Order #2 total is \$97,611.18. Change Order #3 is the quantities reconciliation. As with most construction work, items (asphalt, base course, sub-base, excavation, etc.) are paid by installed quantity, which is not known until actual quantities are reconciled with those in the bid documents at the end of the project. According to DOWL, the total for CO #3 is less than \$500K, although the actual amount is not yet final. The Board is being asked to approve additional CARES on a not-to-exceed amount of \$600,000 for the balance of this project. Final quantities numbers may be known and updated at the December Board meeting.*

Quantity reconciliations on civil projects are typically 10-15% of contract value. Secon's current contract is for \$8.28M, of which \$600K is 7.2%. CARES funds must be expended by late April 2024.

Contractual Substantial Completion has been extended from October 15 to December 1. The choice was between many loose ends at Substantial and many fewer; staff chose the latter. Postponement of Substantial Completion will not adversely affect project closeout or use of CARES funds.

Additional security cameras will be a future project.

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

Outgoing Baggage Belt Repair/Replacement: *Robson is on schedule for installation in mid- to late-January. According to Robson "The equipment for the conveyor upgrades for Juneau has shipped, as of November 30th. The container should arrive right before Christmas." JNU staff will coordinate the installation schedule with Transportation Security Administration (TSA) and Alaska Airlines. A future project will work with TSA through their planning and design process to upgrade the system as a whole.*

Gate 5 Passenger Boarding Bridge (PBB) Replacement: *Dawson's updated schedule shows the PBB arriving in Juneau on May 21 and the installation being Substantially Complete by June 7, 2024. The work will take place in close coordination with TSA, Alaska Airlines, Delta Air Lines, and the Main Ramp project.*

Terminal Furnishings: *JNU staff are working with Arconas to layout in-seat charging stations for the Departure Lounge. A contractor will provide electricity through the floor from the bagwell. Funds remaining from the furnishing budget will pay for the electrical contract—now being finalized—and as many charging stations as possible.*

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

Alaska Seaplanes Building: *Dawson has connected the Alaska Seaplanes building to the Terminal. The buildings are separated by grilles in the terminal wall and fire doors in Seaplanes' wall. Dawson's work is almost complete, and they have turned the building over to Seaplanes.*

Landscaping on 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 spring 2024.

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.

NorthStar Trekking Addition: *Exterior siding is going up, and work is proceeding inside. The building is structurally separate from NorthStar's hangar building on Lot 6A and occupies a portion of their former parking area.*

Sand/Chemical Back-up Electric Boiler: *JNU received 100% bid documents and construction cost estimates from the consultants. The estimates are based on the 95% documents. The mechanical estimate is \$334,733; the electrical estimate is \$125,971. This totals \$461K, excluding minor*

architectural work estimated at \$10-30K. The Board approved total project budget is \$175,000, of which \$44,835 has already been contracted for design, and \$99,700 to Secon to trench and lay conduit between the buildings. Since the currently available budget after design and trenching is \$30,463, the Airport Manager recommends that this project not be advertised for bid, and that instead JNU investigate the purchase of a new, temporary oil-fired boiler comparable to the one we have been renting for the past several years. The power and data conduits in the completed trench between buildings can still be used for any future purpose.

In October, Secon and Chatham trenched between the Snow Removal Equipment Building (SREB) and the Sand/Chemical building in order to provide sufficient electrical capacity for the new boiler. The trench was paved and the conduit terminated at each end of the trench. The remainder of the project (electrical conduit and wire in SREB and Sand/Chem, the boiler itself, and minor architectural work) can be done during the winter.

JNU is again renting Harri Plumbing's temporary boiler, pending completion of this project.

JNU Buried Tank Removal & Replacement (formerly Old Shop UST): *Alaska Fuel Systems Inc. was the only bidder, with a bid of \$175,000 which the Airport Board accepted at their November 30 special meeting. As the tank itself has a long lead time, CBJ Contracts has issued a Limited Notice to Proceed for review of the tank submittal, the submittal has been approved, and the tank has been ordered. Substantial Completion is scheduled for February 29, 2024.*

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

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

Bagwell Mechanical Repairs: *A couple minor closeout items remain. RESPEC's work was time and materials, and there will be \$5K-10K that they won't use under their contract. JNU received the Notice of Completion (NOC) resolving the Department of Labor's compliance issue and approved Schmolck's final invoice.*