



AIRPORT BOARD AGENDA

March 13, 2025 at 6:00 PM

Airport Alaska Room/Zoom

<https://juneau.zoom.us/j/81320381493>

Or join via audio: 1-253-215-8782 Webinar ID: 813 2038 1493

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

BY 3:00 PM ON MARCH 12, 2025

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF MINUTES

1. Airport Board Minutes for February 13, 2025

D. APPROVAL OF AGENDA

E. AIRPORT BOARD OFFICER ELECTION: Secretary

F. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

G. UNFINISHED BUSINESS

2. Airport Finance Committee Meeting (February 27, 2025): FY25 Projected and FY26 Revised Budgets Redux (Attachments #1, #2, #3, #4 and #5). The Airport Board Finance Committee met on February 27, 2025, to review 'Airport Finance 101' and how allocations of the cost centers (and revenues) work in the model; and reviewed the budget as was presented and approved at the February 13, 2025, Airport Board meeting. The meeting also confirmed the presented shortfall to each user group that was questioned at the February Board meeting.

Attachment #1: Airport Finance 101 This is a review of airport allocations and how the model is set up.

Attachment #2: FY25 Projected and FY26 Revised EXPENSE REVENUE SUMMARY

Attachment #3: Fund Balance Projections

Attachment #4: CARES Grant Summary

Attachment #5: Capital Improvement Plan (CIP) Overview and Project Match Requirements

The budgets, as presented, assume no rates/fees increases to balance the FY26 shortfall; with the \$400,453 shortfall to be covered through Airport Fund Balance (through final CARES money draw down), as approved by the Airport Board on February 13, 2025. Similarly, FY25 uses \$309,100 of Airport Fund Balance to cover the shortfall.

The shortfall is established through the model (financial model is a tool used for transparency in determining shortfall allocations).

At the February Board meeting, there was confusion about the shortfall for FY26 in the Board packet summary about the 91% Security Cost Expense. The calculation is not a simple 91% / 9% of the amount that was shown. The '91%' represents the large air carrier portion of the security cost center (consider the 91% as a label for 'large carrier'). In the bigger picture of the security cost center, the large carrier (91%) portion of the security budget is \$1,144,290 (of the \$1,257,461 security budget) that needs to be covered by large air carrier's fees (SSF). The \$225,600 is the large carrier (91%) security shortfall based

on current SSF rates and projected enplanements over that portion (\$1,144,290) of the security cost center. The remaining shortfall of \$113,171 is the 9% Security Cost Center Expense that is split 50/50 with the Terminal and Airfield Cost Centers (\$56,585 each cost center). This was NOT a mistake in the Board and Finance packages but was not explained clearly. *Note: there are rounding differences (\$634) due to calculations of a fee with pennies (difference between model and calculations shown on last Board agenda). This is only presented here for clarification and to be on record that this was calculated correctly (no error in the February Board packets).

FY26 \$400,453 budget shortfall is calculated through the model and calculates as:

Security:	\$338,771	(\$225,600 air carrier / \$113,171 residual split 50/50 Terminal/Airfield)
Terminal:	(\$379,084)	((-\$322,499) includes the 50% security residual: \$56,585)
Airfield:	\$441,400	(\$497,688 includes the 50% security residual: \$56,586)
Adjust:	(\$ 634)	*Model rounding / adjustment due to calculations

The largest part of the shortfall correlated to security cost center is for the loss of Transportation Security Administration Law Enforcement Officer reimbursement and additional aviation worker screening.

User Group Shortfall Allocation:

\$374,225 Lg Air Carrier/121 (Security \$225,600 plus 85% Airfield \$148,625)
\$ 26,228 Sm 135 Carrier/GA (15% Airfield \$26,228)

CARES Grant Summary (Attachment #4). Attachment #4 shows a summary of the three CARES Grants' use over the past five years. The Board approved various projects, tenant abatements, General Obligation bond and operational budget use, but a whole summary was never provided.

Capital Improvement Plan (CIP) Overview and Project Match Requirements (Attachment #5).

Attachment #5 shows the most up-to-date CIP and is presented for all capital projects. The CIP plan shows CIP projects well into the future and the required match. This document may change based on higher priorities, emergencies, federal funding availability and eligibility; all are subject to change. The areas in dark green are proposed projects eligible for the new Passenger Facility Charge (PFC) 10. Note that new projects can only be programmed out two years from a new PFC application start, but reimbursement of past eligible projects are allowed. The PFC10 application process has started (meeting with air carriers is scheduled for March 11, 2025), however, collections are not anticipated for PFC10 until spring 2026. The Airport does not want a lapse between PFC collections. In the interim, local match for projects will need to be forward funded by Airport Fund Balance, Capital Revolving Account, local flexible Sales Tax (dedicated to Airport projects) or other means, until the PFC is collected for the project. This is informational only – for planning purposes and funding planning.

No action is required; this is only a recap on the budget and financials.

3. Airport Manager Recruitment Update

H. NEW BUSINESS

4. Riverbank Stabilization: On August 5, 2023, a glacial outburst flood from Mendenhall Glacier caused significant flooding and erosion along the Mendenhall River, affecting areas like the Emergency Vehicle Access Road (EVAR)/Airport Dike Trail. Fortunately, Juneau (JNU) experienced no additional damage from this event. JNU plans to seek reimbursement from FEMA and the State of Alaska's Department of Veterans and Military Affairs (DMVA) for the repairs. DMVA has designated the event as the AK-23-296 Juneau Suicide Basin Flooding Disaster.

To address the erosion, the project will involve constructing a riprap revetment to stabilize the streambank and prevent further damage to the EVAR. JNU has spent \$17,245 on design, bidding, and permitting with proHNS LLC. All necessary permits have been secured, except for the CBJ Grading Permit, which was applied for in October 2024.

The project has not yet been advertised for bids, but the engineer's estimated cost for construction is \$258,405. With a 5% increase in costs, the total construction estimate is \$271,325. ProHNS' proposal for construction administration/inspection is \$17,860, bringing the total project cost to \$289,185. The Airport will need to forward fund this project (to go out for bid) from its Fund Balance, then receive reimbursement from DMVA once the project is completed.

Board Action: *Approve the forward-funding of up to \$290K, from Airport Fund Balance, for the Mendenhall Riverbank Stabilization project; to be reimbursed by a grant from State of Alaska Department of Veterans and Military Affairs upon completion.*

[5. Airport Manager Report](#)

[6. Airport Projects Report - Ke Mell](#)

[7. Airport Projects Report - Mike Greene](#)

I. CORRESPONDENCE

J. COMMITTEE REPORTS

8. Finance Committee

9. Operations Committee

K. ASSEMBLY LIAISON

L. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

M. BOARD MEMBER COMMENTS

N. ANNOUNCEMENTS

O. NEXT MEETING DATE:

10. Assembly Finance Committee – Airport Budget Presentation Saturday, April 5, 2025, Assembly Chambers/Zoom, 8:30a.m.-4:30p.m.

11. Assembly-Airport Board COW Meeting, April 9, 2025, Assembly Chambers/Zoom, 5:30 p.m.

12. Airport Board, April 10, 2025, 6:00 p.m., Alaska Room/Zoom

P. EXECUTIVE SESSION

Q. ADJOURNMENT

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

MINUTES of
AIRPORT BOARD MEETING
February 13, 2025
6:00 p.m. Alaska Room/ZOOM

- A. **CALL TO ORDER:** Vice Chair Dennis Bedford called the meeting to order at 6:01 p.m.

B. **ROLL CALL:**

Members Present:

Dennis Bedford
Jerry Godkin

Chris Peloso
Angela Rodell

Eve Soutiere (Zoom)
Charlie Williams

Member Absent:

David Epstein

Staff/CBJ Present:

Patty Wahto, Airport Manager
Andres Delgado, Airport Sup't
Angelica Lopez-Campos, Bus. Mgr.
Ke Mell, Airport Architect
Emily Wright, Law Department

Sherri Layne, Law Department
Nicole Lynch, Law Department
Alicia Hughes-Skandijis, Assembly
Brandon Bagwell, Fire Department
Dallas Hargrave, Human Resources

Public:

Mark Sabbatini, Juneau Empire
Tom Williams, Ward Air
Dave Palmer, Public

Sarah Lowell, Coastal Helicopters
Max Mertz, Alaska Seaplanes
Chris O'Brien, General Aviation

C. **APPROVAL OF MINUTES:**

1. *Jerry Godkin moved to adopt the minutes from the January 9, 2025, meeting and recommend unanimous consent. The motion passed by unanimous consent.*

FORMER/INCOMING BOARD MEMBERS: Vice Chair Bedford thanked Jodi Garza and Jason Custer for their service. He welcomed the newest Board Member Angela Rodell. David Epstein will be joining the group at the next meeting. Chair Eve Soutiere appreciated their service, too.

- D. **APPROVAL OF AGENDA:** Airport Manager Patty Wahto said she would like to move Item #6, Interim Airport Manager, under New Business above the budget discussion. She noted Mr. Palmer is online, as well as Dallas Hargrave from the Human Resources Department in case there are any questions. *Chris Peloso moved approval of the agenda as amended. The motion passed by unanimous consent.*

E. **PUBLIC PARTICIPATION ON NON-AGENDA ITEMS:**

Tom Williams, Ward Air, said he wanted to make three specific points. He said he was disappointed with the removal of specifically Ms. Garza. He said she had good financial

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background, and it is needed on this board. He appreciated that the Assembly has reappointment Ms. Rodell because she brings a lot of financial background. Mr. Custer also had a lot of financial background, which is sorely needed on this board. He was concerned about how that all came about and disappointed that it came about. Based on their financial experience and the good questions that they asked; it is something that will be missed. He has been on the airport since 2000 and served on the Airport Board. He helped develop a model at that point and has worked with many managers.

Mr. Williams said Mr. Mertz was well aware of assertions of conflict of interest and was part of a group that questioned the manager at the time who wanted an uncompensated taking of the hangars at the airport and was accused of a conflict of interest. They didn't think the airport ought to just own their hangars on the airport when their lease expired. In the process, there were a lot of conflict-of-interest issues raised, and the Assembly followed a report by a local CPA (Certified Public Accountant) firm that ended up limiting the number of Board Members that could be tenants on the Board to three. It was a very hard time. Those sorts of things do not help the Board. The Board needs active participation of people who know what is going on at the airport. Having had a CPA certificate at one point, he appreciated the importance of conflict in actuality but not conflict in appearance. Specifically, to Ms. Garza, he said he did not know all of the details. While he and Ward Air has had some differences with Seaplanes over the years and while they have had some differences with some of the Board decisions, he personally has not seen any instance where Ms. Garza ever exercised any conflict of interest other than asking very good questions. That is not a conflict of interest. He is disappointed that she is no longer on the Board because he thought she was a very valuable asset. He only saw her make very judicious decisions relative to Airport finances.

The second issue is there is a ton of pages and a lot of budget information. He encouraged the Board to look at the fund balance; see what is left after the three months; and then see if the projected going forward exceeds the three months; if it does, leave their rates alone. Don't continue to build a fund balance.

The third issue has to do with the hiring committee for the new manager. He appreciated the City's involvement in recruiting for a new manager. He thought that was a very good thing. What a number of tenants did is sign a letter that encouraged the Assembly to return the hiring decision back to the Airport. He had not seen any sort of response from the Assembly related to that. He understood that they are moving forward with the existing committee. He recommended when it comes to hiring the manager, it is important that they know they work for the entire Board. Consequently, he recommended that the Board request that whatever is forwarded from the hiring committee to the Board has at least two candidates and the actual final candidate is

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selected by the empowered Board, less there be some confusion as to whether the new manager actually works for the Board or works for the City Manager.

Assembly Member Alicia Hughes-Skandijs made a point of order, when comments are made on non-agenda items, the comments need to be limited to things that are not on the agenda.

- F. **CONFLICT OF INTEREST DISCUSSION – LAW DEPARTMENT:** Emily Wright, City Attorney, said that events last week were probably a surprise to many of the Board Members. She highlighted a few items. Board Members serve at the sole discretion of the Assembly. At any point, the Assembly can say thank you very much and ask you to step down. The way that anything like this works is the people who are asked to attend an executive session are given plenty of notice and told what the topics are. They are offered communication with the Mayor, the Assembly and invited into executive session. Both people were given notice that they could come, could make a statement to the Assembly and interact with the Assembly. Also, there were prior communications ahead of time either from the Department of Law or the Mayor's office with both people. She did not want the Board to think that they could be kicked off of the Board without knowing why.

She presented a memorandum on onboarding information (Attachment #20). She said the most important thing on this memo is the Department of Law's contact information. The things they handle the most for boards is Open Meetings Act and Conflict of Interest. It is best to talk to the attorneys.

The Board is bound by the Assembly Rules of Procedure. The Airport can put together their own rules of procedure. In the absence of rules of procedure, the Board is bound by the Assembly Rules of Procedure. If it is not covered by that, you go to Robert's Rules. She will send the Assembly Rules of Procedure to the Board.

The Open Meetings Act is that all meetings should be transparent and open to the public. The Board does a great job on that. Meetings are open. Notice is given. The public must be permitted to participate. The hard part comes when the Board has small committees. The open meetings act says if there are more than three members, they will start getting worried. If board members are in the grocery store and four of the members are in the aisle, they will be separated. With small subcommittees of three, two people constitute a majority. Other things to watch out for are serial meetings. One member texts another, who texts another, who texts another, this would constitute an Open Meetings Act violation. Texting each other is a problem when in small groups. If someone texts about their strong opinions about a point, this is where you start to get into a problem.

The Board Members have notoriously had problems with their City emails. They try to keep everything on the City email. She encouraged members let them know if it is not

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working. They try to keep everything on the City & Borough of Juneau (CBJ) email. The reason for that is public records requests can come up and they don't want them getting into their personal email. They want to make it very succinct and grab it. They don't want to make it where they are asking to go into their personal/work email.

Please do not "Reply All".

Conflict of Interest: A member will always be safe if they ask an attorney. If they ask for the attorney's advice and follow it, then they will be fine. Calling the attorney is always the best bet. The other thing is to declare it. A potential conflict is declared, but the member says they can be fair and impartial, it is small. The Chair says they don't think it is a conflict. If everyone else agrees, the member can move forward. If one of the other board members says there may be a conflict, a vote would be taken. Problems are created when people are not told, the advice of the attorney is not followed or if something is hidden. If the attorneys get information from the public that you haven't polled, that is where there is a problem.

What are the consequences of an Open Meetings Act violation or a conflict of interest, it basically voids anything that is done, and you have to start over from the beginning.

There is a little bit about parliamentary procedures in the memo. They are happy to work with the Board on Rules of Procedures. Robert's Rules of Order are very archaic and can sometimes be frustrating. The Assembly Rules of Procedure make a lot more sense to people.

She encouraged the Board to participate in the Assembly Human Resources Committee (HRC) meeting as they are reviewing all boards and commissions of the city. The Airport Board is on that list. The question is: Is this empowered board process working? As was referenced, Mr. Mertz did a report about 15 years ago regarding conflict of interest, how many tenants should be on the Board and other concerns. Those are the same questions that are being asked today. She thought it was very important that the Board Members who are experts on their field and experts on the Airport Board go and talk to the Assembly and give them feedback, so they are not making a decision in a vacuum. The next meeting is on March 3 at 6:00 p.m. in the Assembly Chambers. Some decisions will be made about all boards.

- G. **AIRPORT BOARD OFFICER DISCUSSION:** Ms. Soutiere said the next secretary needs to be nominated. Vice Chair Bedford said he would like to put this off until the next meeting. Ms. Soutiere said the separate committees need to be appointed as there will need to be a Finance Committee and an Operations Committee.

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She appointed the Finance Committee as Mr. Peloso, Angela Rodell and Charlie Williams. She then appointed Mr. Bedford, David Epstein and Jerry Godkin to the Operations Committee.

H. **UNFINISHED BUSINESS:** None.

I. **NEW BUSINESS:**

6. **Interim Airport Manager Appointment (Attachment #17).** Ms. Wahto said that Dallas Hargrave from HR was in attendance. This memo outlines the requirements to move forward with Dave Palmer as Interim Airport Manager and going through the negotiation process. This included a redacted resume from Mr. Palmer. The Hiring Committee met today at noon and will be further discussed by Ms. Hughes-Skandijs. Ms. Hughes-Skandijs said the memo outlined the condition of employment that had been negotiated, as well as the resume and was presented to the Hiring Committee. It was reviewed, discussed and the Committee made the decision to forward it to the Airport Board with the recommendation to approve the terms of the conditions and to hire the temporary Interim Airport Manager. Board Member Jerry Godkin said he also sits on the Committee and agreed and recommended the Airport Board approve this. He thought Mr. Palmer will be a great asset in the interim. The costs are laid out in the memo. Board Member Chris Peloso said the Board needs to make sure there is continuity of operations and that something is not lost when Ms. Wahto leaves. It is not known how long Mr. Palmer will be interim, but he will be ready to hand off to the person hired as the permanent Airport Manager. Vice Chair Bedford said he was happy to see that the Board is looking at a capable manager. He said this is a very long process and he fully supports the Interim Manager. *Charlie Williams moved to approve the attached tentative agreement appointing Dave Palmer as Interim Airport Manager, pending Airport Manager Hiring Committee approval. The motion passed by unanimous consent.*

2. (Includes Items 2.-6.) **Airport FY26 Budget Update (Attachments #1-#3):** The budget was presented at the last Finance Committee meeting. No motion passed during that meeting. Staff was asked to come before the Committee with two additional scenarios. Scenario A is balancing the budget as it stands. Scenario B included a \$50,000 line item into the budget and then balance based on that additional \$50,000. Scenario C is taking the budget with \$100,000 for emergency line item and then balancing the budget with rates and fees. Attachments #1, #2 and #3 represent the budget as presented before any Rates & Fees adjustments. The rest of the attachments were for Scenarios A, B and C. Vice Chair Bedford asked Mr. Peloso if the Finance Committee was happy with the budget except for the rate increases. Mr. Peloso said it had to do mostly with are the contingencies for the future and how much the contingency fund should be or cross our fingers and hope nothing bad happens. Discussions were held about the different scenarios.

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Max Mertz, CPA in Juneau and co-owner/CFO (Chief Financial Officer) of Alaska Seaplanes, said he had forgotten about the report about conflict of interest, but he thought his father-in-law (who was on the Airport Board at the time) made him do it. He was and also the former external accountant for the CBJ for 25 years. He is familiar with the regulatory environment and accounting structure for the Airport. He said he has gone through the packet, and it is confusing. He said it appears that there is a sufficient fund balance and that no change is needed to the rates. He said there is a fund balance to cover the three-months operating reserve that the Airport has as a matter of policy, but it also has excess fund balance. He said the three-month expense reserve isn't sacrosanct. It is okay to use that. The Airport would still have a positive fund balance. It can always be repaid.

Secondly, on each of Scenarios A, B and C include a listing of shortfalls for the security for the terminal and the airfield. There is no information about how those numbers are derived. There is no public information about why there is a \$338,000 deficit in the security fund, an excess in the terminal fund and a deficit in the airfield. This is important information as the Board is being asked to take action on budget changes and regulation changes based on these deficits. There is a math question in that there is an allocation of the deficit of the security fund of 91% and 9%, but when you do the math of the numbers at \$22,256,100 and \$112,537, that is a $2\frac{1}{3}$ $\frac{1}{3}$. The $\frac{1}{3}$ result of that seems like the \$112,537 should be significantly lower – like \$81,000 over \$31,000 and that amount should be split and shared with the funds. Maybe there is an explanation for that but nothing in the packet speaks to that. It seems that there is a lack of transparency in the amounts. He is a fairly knowledgeable CPA on these matters, and he was not able to identify where they were coming from but would like to see it before the Board takes action on raising the Rates & Fees.

Third, the assumptions are confusing. It looks like maybe everything has not been fully evaluated and when that is used for the basis of the deficit, it seems like that information is incomplete. The regulations all have effective dates for the regulation are May 1, 2023, and May 1, 2024. At a minimum, it seems like they need to be updated to have the correct effective dates. Fourth, U.S. Code Title 49 at its core requires fairness and transparency. This is part of the grant assurances to DOT (Department of Transportation). Transparency requires that the public understand the basis for setting the rates. He did not feel like those were there. There is kind of a fairness of the process. When you look at how the numbers are determined in the various scenarios, it does not seem like they are altogether fair.

In summary, the Airport is about to go through a big management change. Patty has been here forever. She has led the airport for a long time. Things are about to change. Dave Palmer is very experienced, but you will also have a landing spot in a new director. The new director will come in with different ideas. They may want to structure their staff

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potentially different. They will want to look at the way the accounting is done. The Airport has an extremely complex model for allocating costs at this airport that he personally thought should be replaced. It seems like now is the time to pump the brakes a little bit and let the new Board get a footing. Have the Finance Committee get a solid understanding of how the numbers are calculated. Rely on the fund balance that you have for FY26 and don't make any Regulation changes. Then let the new manager make the calls.

Ms. Wahto replied that the words "transparency" came out from someone else within Seaplanes. The model was sent out for everyone to review because that is how things are generated with this. The numbers have to be plugged in. There are certain things that have to be assumed like the changes for the 91%/9%. That is a variable based on security expenses for the time in which JPD (Juneau Police Department) officers are required to be at an open checkpoint. When those are figured out the 91% security goes 100% toward airline costs and the 9% gets split. There are certain things that staff has to generate into the model, but it kicks out these numbers. The 85/15 split has been out there for a number of years.

Mr. Mertz said the dates were on Pages 23 and 24. He said he reviewed the model with the last fiscal year update of FY22. It had not been updated for FY23, FY24, or prospectively for FY25. Ms. Wahto said this was an error. No rate increases would be retroactive and only moving forward to FY25.

As far as the residual from the Security cost center where the 91% is taken out. The 9% is then split to what is required for the Terminal/Airfield portion of that. Mr. Mertz said to look at the \$338,137 and then in parentheses on all scenarios, it had 91% and then a 9% and there's numbers written beside those and it's \$225,600 and \$112,537. Those together equal the shortfall of \$338,137, but \$225,600 is 2/3 of the amount and the 9% is 1/3. So instead of 9%, it's 33% that is being allocated out to both the Terminal and Airfield.

Board Member Charlie Williams said the Fund Balance is very confusing. When he attended the Finance Committee meeting, the Fund Balance was \$5.7M and today it is \$4.416. Given that the three-month reserve is needed at \$2.4M to \$2.5M, he asked if Ms. Wahto felt like the \$1.8M is over and above what is required? Ms. Wahto said that is actually a question for the Board. What do they feel should be a Fund Balance after reserves. This has been an ongoing discussion. It can change between fiscal years as there are a lot of things that go into that.

Airport Business Manager Angelica Lopez-Campos said she used to work in the Finance Department, but she does not now. She did not know if they were changing how they are coming up with Fund Balance. When she worked there, there were three different

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numbers in the financial statements, and they had to determine which one was lower and that would be the beginning Fund Balance. Ms. Rodell said she reviewed the paperwork and noted a significant reimbursement which is driving an unexpectedly high Fund Balance, which is \$1.9M in CARES reimbursement, which is a one-time thing. What it does is substantially improves the Fund Balance position. It is not known today what the federal reimbursement is going to look like under the new administration. There is a tremendous amount of cushion going into this year and this budget year. Her instincts were to not do any fee increases at this time as the Fund Balance is more than sufficient. She thought it would behoove the Board to wait. Ms. Wahto said in a lot of ways, especially with the math errors, she agreed that something needs to be done other than passing the Rates & Fees tonight. Vice Chair Bedford said he was concerned that there needs to be budget for the culverts. He said that a meeting of the Finance Committee needs to be held fairly soon. *Jerry Godkin moved to approve the status quo budget as presented with no Rates & Fees increases and apply Airport Fund Balance to the deficit. The motion passed by unanimous consent.*

7. Transfers of Airport Capital Revolving Match and Contingency Funds

(Attachment #18). This item is a transfer of Airport Capital Revolving Match Funds. Attachment #18 is the reason for the additional request for the ARFF (Aircraft Rescue/Fire Fighting) Truck. It is on order, but there have been some additions to the order. This is eligible for FAA (Federal Aviation Administration) funding. When this is closed out, this would be 93.75% eligible for Federal grant reimbursement. *Chris Peloso moved to approve a transfer of \$10,000 from the Airport Revolving Account for the change order and contingency for the Aircraft Rescue and Fire Fighting Truck acquisition and forward to the Assembly for appropriation. The motion passed by unanimous consent.*

8. Airport Manager Hiring Committee Report: Jerry Godkin said he, Mr. Peloso and Ms. Hughes-Skandijs are in attendance and part of the Hiring Committee. A contract has been entered into with ADK Consulting, an executive search firm. He said they were able to negotiate a cost of \$26,000, which they were able to work in under the CBJ procurement rules without having to go out for a bid. They seem to be very thorough. There is a meeting scheduled for February 25; at which time they will get into a discussion of how the whole process will flow. More details will be provided. He encouraged any Board Members to Zoom into this meeting.

9. Airport Manager's Report:

- a. Assembly-Airport Committee of the Whole (COW) meeting. A date has not been set for this meeting. This is an annual check-in with the Airport Board and the Assembly.

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- b. Airport Triennial Live Emergency Drill. The live drill will occur on Saturday, July 19. There will be several planning meetings and a tabletop exercise. The next meeting is scheduled for March 6 at 1:00 p.m.
- c. Union Negotiations. The Airport has operators that are in MEBA (Marine Engineers' Beneficial Association). Union negotiations are held every three years. This will also affect two other unions (PSEA (Public Safety Employees Association) – Juneau Police Department and IAFF (International Association of Fire Fighters) – Fire Department). These negotiations will go on for the next few months.
- d. Passenger Facility Charge (PFC10) Application Process/Meeting. Notification has been sent to the airlines. A scheduled PFC meeting will be held on March 11, 2025, at 9:00 a.m.
- e. Airport Fund Balance (AFB) and Capital Revolving Account Balance (Attachment #19). There has been no change to the AFB. The Capital Revolving Account Balance reflects the \$10,000 that was proposed and passed tonight.
- 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*. The next Technical Advisory Committee meeting is scheduled for March 4, 2025, from 4:00 – 6:00 p.m.

10. Airport Projects Report – Mike Greene. Ms. Wahto reported the *Terminal Reconstruction Project* is seeing movement on the Terminal Air Balancing (TAB). There has been a lot of fluctuations in temperature during this procedure. They are also finishing up with the lighting control.

Safety Area Grading. Staff is planning for this as the Airport already has a design grant. There will be a bid-ready document ready to go out, but it will be pending federal appropriations as it is unknown where the grants will be for the next several months. There are a few grants that have the Bipartisan Infrastructure Law (BIL) grant funding which has already been appropriated. The Airport will try to extend the bid packet timing so that the Airport knows if it will have the money in this federal fiscal year.

Rehabilitate Part 121/135 Apron & Remain Overnight (RON) Parking Apron. Secon will be doing the light repair work at Gate 6 sometime in March. They will be tentatively starting up work by Alaska Airlines cargo facility in the first week in April.

Culvert Condition Survey. The Airport expects to have preliminary costs for the three different solutions. When the costs are known, funding will be decided.

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11. Airport Projects Report – Ke Mell. *Gate 5 Passenger Boarding Bridge (PBB) Replacement:* Jensen Yorba Wall has completed their work on the final project closeout report, and JNU staff are preparing to submit it to the FAA.

DOWL Manual Exhibit Updates: DOWL has completed final revisions. JNU is in the process of submitting to the FAA for their review.

Master Plan Update (MPU): The April Technical Advisory Committee meeting is scheduled for April 10, 1:00 p.m. to 3:00 p.m. Also on April 10, Michael Baker International (MBI) will present their work to the Board at their regular meeting. Tentatively, MBI will present to the Assembly at their May 12 Committee of the Whole meeting.

Jordan Creek Greenbelt Lighting: The cost estimate provides a base from which to extrapolate the cost of extending the lighting along the path on the north side of Jordan Creek behind the Glory Hall between Teal Street/Jordan Avenue and Alpine Avenue just north of Airport Boulevard. Approximately 15 poles would be required, @ \$20K/pole, totaling \$300K to light the entire path. The current budget is \$150K for which four poles will be installed. The Assembly provided funds for the current scope of work; if funds are provided for additional poles, extended path lighting could be included in the project. The current project will be bid with additive alternates for one or two poles on a per pole basis, and if bids come in below the construction cost estimate, a few poles could be included in the current project, or the unused funds could be returned to the Assembly. If there is interest in the additional 15 poles being included as part of this project, there will need to be a source of funds.

Channel/Loken/Coastal Contamination: Cox Environmental is under contract for the additional work that the Alaska Department of Environmental Conservation has requested. Cox Environmental expects to complete the work and submit all deliverables by August 1, 2025.

J. **CORRESPONDENCE:** None.

K. **COMMITTEE REPORTS:**

12. Finance Committee: Chris Peloso said there were several meetings at which they did not pass the budget. The Finance Committee will be reconstituted.

13. Operations Committee: Committee Chair Dennis Bedford had no report.

L. **ASSEMBLY LIAISON COMMENTS:** Alicia Hughes-Skandijis said she was very pleased that an Interim Airport Manager is now hired. The meat and potatoes of the hiring process will be discussed now that a headhunter is on board. She is pleased with the

AIRPORT BOARD MEETING

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timeline of the whole process. She said the Assembly received a letter from the tenants objecting to the overall structure and requesting that it be returned to the Board.

She thanked Mr. Custer and Ms. Garza for their service to the Airport Board. She thanked Ms. Rodell and Mr. Epstein for being available and stepping up as needed. She emphasized that there will be a joint meeting between the Assembly and the Airport Board. She recommended going back to the last HRC meeting recording for a review of all boards, including empowered boards, to be primed so that people are ready to have a good conversation when the Assembly and the Airport Board meet. One thing that was referenced in that meeting was the Rates & Fees increase. The last increase was a 200% increase to small tenants and a 2000% increase to Alaska Airlines and Delta. She said this may be something to be discussed with the Assembly. She added that someone wanted to justify the budget to the tenants. From the Assembly's perspective, that it would be the Assembly's view that this body wants the Board to be able to justify the budget to the entire community and justify the budget to the Assembly as well. She appreciated this body's desire to be able to get the budget downtown. It is good that the Board has a Fund Balance that they are comfortable with, but it is a deficit budget that will be sent downtown.

Mr. Godkin said the City has provided the Airport Board with the mechanism with City staff, Mr. Hargrave and the City to facilitate getting a new manager. He had not heard anyone say that until they have this future meeting about boards and where it is going. As it stands now, the new hiree will be answering to the Airport Board until it is changed. It will be interesting on how the process will work and facilitating where the Board will be in the process. Technically, the manager will work at the pleasure of the Board. This was not taken away. He asked Ms. Hughes-Skandijs if she had heard anything different. Ms. Hughes-Skandijs agreed that the empowered board is where the manager answers to. The Board is charged with the hiring and firing of the manager.

Ms. Hughes-Skandijs said the other part is the HRC meeting, of which she is not a part and was not in attendance, the Assembly might be thinking we're about to have a new manager, is this the right structure. They should make sure they have the structure they want. They don't want to hire a new manager who is answering to the Board and then say, just kidding, you answer to the City Manager or vice versa. With everything going on, the Assembly needs to get together with the Board and have this conversation.

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

N. **BOARD MEMBER COMMENTS:** Vice Chair Dennis Bedford said he spent a lot of time shuffling through the agenda. He thought it could be color coded to show the old minutes and then it would be easier to get to the attachments for the meeting.

O. **ANNOUNCEMENTS:** None.

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- P. **NEXT MEETING DATE:** The next regular Airport Board meeting will be held on March 13, 2025, at 6:00 p.m. in the Alaska Room and via Zoom.
- Q. **EXECUTIVE SESSION:** None.
- R. **ADJOURN:** *Jerry Godkin moved to adjourn. The motion passed by unanimous consent and the meeting adjourned at 7:45 p.m.*

Budget FY26 Revised EXPENSES

ADMIN	Accounting Unit	Acct Code	Account Description	FY2023 Actuals	FY2024 Actuals	FY2025 Amended	FY2025 Projected	FY2026 Approved	FY2026 Revised
Admin	560500101	5110-(Salaries	555,276	577,295	1,052,500	552,639	1,070,800	1,059,872
Admin	560500101	5111-(Overtime		89		200		
Admin	560500101	5116-(Accrued leave	119,670	127,967		120,371		
Admin	560500101	5120-(Benefits	296,545	315,418	525,500	294,640	534,800	523,983
Admin	560500101	5121-(Deferred Comp Employer Match		2,434	3,600	3,631	3,600	4,465
Admin	560500101	5130-(Workers compensation	9,600	13,000	13,200	13,200	14,200	10,700
Admin	560500101	5140-(ENG & CBJ workforce		156	(608,200)		(620,500)	(621,800)
Admin	560500101	5200-(Business travel						
Admin	560500101	5202-(Travel and training						
Admin	560500101	5310-(Telephone	8,519	8,727	10,000	10,000	10,000	10,000
Admin	560500101	5320-(Printing	2,861	1,714	2,000	2,000	2,000	2,000
Admin	560500101	5322-(Advertising	480	1,096	1,000	1,000	1,000	1,000
Admin	560500101	5332-(Electricity	2,210	3,416	3,500	3,500	3,500	3,500
Admin	560500101	5335-(Water service						
Admin	560500101	5336-(Wastewater service						
Admin	560500101	5380-(Dues and subscriptions	10,805	10,380	12,000	12,000	12,000	12,000
Admin	560500101	5390-(Contractual services	60,741	35,117	25,000	61,000	25,000	55,000
Admin	560500101	5394-(Full Cost Allocation	412,600	374,500	358,000	358,000	395,200	359,900
Admin	560500101	5453-(Insurance premiums						
Admin	560500101	5480-(Office supplies	741	1,546	1,500	1,500	1,500	1,500
Admin	560500101	5481-(Postage and parcel post	134	41	400	400	400	400
Admin	560500101	5490-(Materials and commodities	1,464	870	2,000	2,000	2,000	2,000
Admin	560500101	5494-(Loss contingency			1,000	1,000	1,000	1,000
Admin	560500101	5496-(Minor equipment			1,000	1,000	1,000	1,000
Admin	560500101	7005-(Reimbursable Expense - Externa	(350)					
TOTAL			TOTAL	1,481,296	1,473,766	1,404,000	1,438,081	1,457,500	1,426,520

Terminal	Accounting Unit	Acct Code	Account Description	FY2023 Actuals	FY2024 Actuals	FY2025 Amended	FY2025 Projected	FY2026 Approved	FY2026 Revised
Terminal	560500201	5110-(Salaries	418,353	475,007	631,500	497,852	644,600	638,939
Terminal	560500201	5111-(Overtime	50,530	35,717	15,000	54,000	15,000	15,000
Terminal	560500201	5116-(Accrued leave	63,950	83,590		82,156		
Terminal	560500201	5120-(Benefits	295,070	340,169	414,600	372,778	422,500	420,287
Terminal	560500201	5121-(Deferred Comp Employer Match		5,372	6,700	5,164	6,700	9,030
Terminal	560500201	5130-(Workers compensation	6,700	9,200	9,400	9,400	10,100	7,600
Terminal	560500201	5140-(Engineering workforce						
Terminal	560500201	5202-(Travel and training						2,000
Terminal	560500201	5205-(Contractual training						
Terminal	560500201	5310-(Telephone	5,449	6,183	6,000	7,200	6,000	7,200
Terminal	560500201	5320-(Printing						
Terminal	560500201	5332-(Electricity	185,681	191,229	185,000	200,000	185,000	202,000
Terminal	560500201	5333-(Fuel oil & propane	4,906		4,000		4,000	4,000
Terminal	560500201	5334-(Refuse disposal	16,459	23,865	16,000	33,000	16,000	33,000
Terminal	560500201	5335-(Water service	5,206	5,341	6,000	6,000	6,000	6,000
Terminal	560500201	5336-(Wastewater service	19,622	20,094	20,000	20,000	20,000	20,000
Terminal	560500201	5340-(Repairs	29,622	6,727	35,000	53,000	35,000	35,000
Terminal	560500201	5344-(Maintenance - buildings	182,103	13,297	8,000	8,000	8,000	8,000
Terminal	560500201	5370-(Spec & Prop	110,648	125,889	134,600	134,600	144,400	128,300
Terminal	560500201	5390-(Contractual services	165,485	257,820	220,000	220,000	220,000	220,000
Terminal	560500201	5480-(Office supplies	258					
Terminal	560500201	5490-(Materials and commodities	213,889	179,767	153,200	180,000	128,200	172,800
Terminal	560500201	5494-(Loss contingency			1,000	1,000	1,000	1,000
Terminal	560500201	5496-(Minor equipment			55,000	30,000	40,000	45,000
Terminal	560500201	5510-(Vehicles and equipment	9,108	19,210	9,000	0	20,000	20,000
TOTAL				1,783,037	1,798,476	1,930,000	1,914,150	1,932,500	1,995,156

Airfield	Accounting Unit	Acct Code	Account Description	FY2023 Actuals	FY2024 Actuals	FY2025 Amended	FY2025 Projected	FY2026 Approved	FY2026 Revised
Airfield	560500301	5110-(Salaries	762,858	805,085	1,246,100	882,938	1,263,000	1,304,613
Airfield	560500301	5111-(Overtime	143,722	138,805	200,000	200,000	200,000	200,000
Airfield	560500301	5116-(Accrued leave	106,663	96,209		77,964		
Airfield	560500301	5120-(Benefits	515,285	494,566	809,000	548,594	820,600	778,982
Airfield	560500301	5121-(Deferred Comp Employer Match		8,628	15,600	10,388	15,600	13,345
Airfield	560500301	5130-(Workers compensation	16,900	23,200	23,500	23,500	25,300	19,000
Airfield	560500301	5140-(Engineering workforce			(462,500)		(462,500)	(418,300)
Airfield	560500301	5150-(CBJ OH						
Airfield	560500301	5200-(Business travel	240					
Airfield	560500301	5202-(Travel and training			3,600		3,600	3,600
Airfield	560500301	5310-(Telephone	6,090	6,361	5,000	6,000	5,000	6,000
Airfield	560500301	5332-(Electricity	133,528	116,696	136,500	120,000	136,500	125,000
Airfield	560500301	5333-(Fuel oil & propane	81,721	52,878	30,000	40,000	30,000	45,000
Airfield	560500301	5334-(Refuse disposal	12,637	2,690	5,000	9,000	5,000	9,000
Airfield	560500301	5335-(Water service	13,861	14,246	15,000	15,000	16,000	16,000
Airfield	560500301	5336-(Wastewater service	67,904	81,887	45,000	82,000	45,000	82,000
Airfield	560500301	5340-(Repairs	51,884	27,543	55,000	55,000	55,000	55,000
Airfield	560500301	5344-(Maintenance - buildings	49,925	0	4,000	4,000	4,000	4,000
Airfield	560500301	5360-(Equipment rentals	47,613	94,316	25,000	30,000	25,000	30,000
Airfield	560500301	5362-(Fleet replacement reserve	30,000	30,000	60,000	60,000	60,000	60,000
Airfield	560500301	5370-(Spec & Prop	221,195	251,878	269,300	269,300	288,600	256,300
Airfield	560500301	5375-(General Liab, Auto & EE Pract	7,200	4,900	4,600	4,600	4,800	1,300
Airfield	560500301	5390-(Contractual services	628,765	1,375,767	376,000	387,000	358,000	381,000
Airfield	560500301	5392-(Management and consultant fees	210,924	197,009	215,000	230,000	215,000	235,000
Airfield	560500301	5480-(Office supplies	5,488	4,951	5,000	5,000	5,000	5,000
Airfield	560500301	5490-(Materials and commodities	1,271,684	1,343,342	1,250,600	1,250,600	1,352,600	1,352,600
Airfield	560500301	5492-(Gasoline and oil	110,949	133,499	130,000	130,000	130,000	130,000
Airfield	560500301	5496-(Minor equipment	3,173	0	2,500	2,500	2,500	2,500
Airfield	560500301	5510-(Vehicles and equipment	48,715	10,000		18,800	0	0
Airfield	560500301	5690-(Construction	271,865	211,397	0	0	0	0
TOTAL			TOTAL	4,825,039	5,531,851	4,468,800	4,462,184	4,603,600	4,696,940

ARFF	Accounting Unit	Acct Code	Account Description	FY2023 Actuals	FY2024 Actuals	FY2025 Amended	FY2025 Projected	FY2026 Approved	FY2026 Revised
ARFF	560500401	5202-(Travel and training	22,740	33,363	62,600	62,600	54,700	57,300
ARFF	560500401	5310-(Telephone	1,774	1,845	1,800	1,800	1,800	1,800
ARFF	560500401	5330-(Rental		12,000	24,000	24,000	24,000	24,000
ARFF	560500401	5332-(Electricity	9,605	10,510	9,900	25,500	9,900	25,500
ARFF	560500401	5333-(Fuel oil & propane	28,611	25,270	31,800	400	31,800	500
ARFF	560500401	5334-(Refuse disposal	2,681	2,382	2,900	2,600	3,000	2,600
ARFF	560500401	5335-(Water service	399	388	500	500	500	500
ARFF	560500401	5336-(Wastewater service	1,511	1,465	1,600	1,500	1,700	1,500
ARFF	560500401	5340-(Repairs	13,785	13,297	25,200	25,200	25,200	25,200
ARFF	560500401	5344-(Maintenance - buildings						
ARFF	560500401	5345-(Building Maint Division Charges	27,800	29,100	32,400	32,400	34,700	29,700
ARFF	560500401	5380-(Dues and subscriptions	540	205	300	1,900	300	1,900
ARFF	560500401	5390-(Contractual services	1,064,800	1,206,854	1,358,500	1,358,500	1,365,300	1,330,800
ARFF	560500401	5488-(Uniforms and safety equipment	172	4,984	5,000	5,000	5,000	5,000
ARFF	560500401	5490-(Materials and commodities	620	243	2,000	2,000	2,000	2,000
ARFF	560500401	5491-(Safety programs and equipment						
ARFF	560500401	5492-(Gasoline and oil	5,000	5,000	5,000	5,000	5,000	5,000
ARFF	560500401	5493-(Chemicals	4,994	6,594	5,000	5,000	5,000	7,500
ARFF	560500401	5496-(Minor equipment	17,356	35,761	32,000	32,000	32,000	32,000
TOTAL			TOTAL	1,202,390	1,389,261	1,600,500	1,585,900	1,601,900	1,552,800

Security	Accounting Unit	Acct Code	Account Description	FY2023 Actuals	FY2024 Actuals	FY2025 Amended	FY2025 Projected	FY2026 Approved	FY2026 Revised
Security	560500501	5110-(Salaries				32,374		80,935
Security	560500501	5120-(Benefits				21,170		52,926
Security	560500501	5310-(Telephone	1,283	1,330	1,300	1,300	1,300	1,300
Security	560500501	5370-(Spec & Prop	36,916	41,996	44,900	44,900	48,200	42,700
Security	560500501	5390-(Contractual services	767,162	907,305	1,016,600	1,000,700	1,020,200	1,057,100
Security	560500501	5392-(Management and consultant fees	10,000	12,000	10,000	10,000	10,000	10,000
Security	560500501	5489-(Uniform and tool allowance			6,500	6,500	6,500	6,500
Security	560500501	5490-(Materials and commodities	6,270	9,476	6,000	6,000	6,000	6,000
TOTAL			TOTAL	821,632	972,108	1,085,300	1,122,944	1,092,200	1,257,461

Landside	Accounting Unit	Acct Code	Account Description	FY2023 Actuals	FY2024 Actuals	FY2025 Amended	FY2025 Projected	FY2026 Approved	FY2026 Revised
Landside	560500801	5332-(Electricity	1,159	1,097	1,300	1,300	1,300	1,300
Landside	560500801	5350-(Landscape Division Charges	29,000	44,100	39,400	39,400	46,800	15,400
TOTAL			TOTAL	30,159	45,197	40,700	40,700	48,100	16,700

PFAS	Accounting Unit	Acct Code	Account Description	FY2023 Actuals	FY2024 Actuals	FY2025 Amended	FY2025 Projected	FY2026 Approved	FY2026 Revised
PFAS	560501301	5390-(Contractual services	16,589	0	20,000	20,000	20,000	20,000

AIRPORT TOTAL OPERATING EXPENSES: 10,160,142 11,210,659 10,549,300 10,583,959 10,755,800 10,965,577

Non-Ops	Accounting Unit	Acct Code	Account Description	FY2023 Actuals	FY2024 Actuals	FY2025 Amended	FY2025 Projected	FY2026 Approved	FY2026 Revised
Non-Dept	560010101	5950-32	Transfers Out - JIA GO Bond debt svc	660,300	657,100	-	-	-	-
Non-Dept	560010101	5950-46	Transfers Out - Airport projects		822,066				
Debt Serv	560500601	5810	Principal	2,175,000	2,285,000	2,395,000	2,395,000	2,515,000	2,515,000
Debt Serv	560500601	5820	Interest and service charges	158,950	120,269	110,100	110,045	68,400	68,413
Subtotal:				2,994,250	3,884,435	2,505,100	2,505,045	2,583,400	2,583,413
TOTAL CBJ spreadsheet				13,154,392	15,095,094	13,054,400	13,089,004	13,339,200	13,548,990

ATTACHMENT #2

Budget FY26 Revised REVENUES

Accntint Unit	Account Code	Account Description	FY2023 Actuals	FY2024 Actuals	FY2025 Amended	FY2025 Projected	FY2026 Approved	FY2026 Revised
NON-DEPT	4720-0000	Bad debts combo cost cente	(34)	4,421				
NON-DEPT	4799-0000	Miscellaneous revenue	(1,431)					
NON-DEPT	4800-0000	Interest income	(56,871)	(29,961)	(87,200)	(44,400)	(90,500)	(38,600)
NON-DEPT	4800-0402	AR interest and fines	(3,884)	(1,326)		(2,000)		(2,000)
NON-DEPT	4800-0403	UB Fin Chg Rev	(218)	(230)				
NON-DEPT	4950-0460	Airport projects		(14,620)	-			
ADMIN	4013-0000	State shared revenues	(76,565)	(57,554)	(90,000)	(90,000)	(90,000)	(90,000)
ADMIN	4300-0036	Fingerprinting Fees	(8,400)	(13,150)	(18,000)	(15,000)	(18,000)	(15,000)
ADMIN	4300-0037	Badging Fees	(43,620)	(68,890)	(60,000)	(70,000)	(60,000)	(70,000)
ADMIN	4300-0038	Taxi, Bus Access Fees	(67,194)	(117,608)	(75,000)	(117,600)	(75,000)	(117,600)
ADMIN	4340-0007	Water Services	(21,695)	(23,849)	(23,000)	(23,000)	(23,000)	(23,000)
ADMIN	4340-0008	Sewer Services	(67,349)	(74,769)	(72,500)	(72,500)	(72,500)	(72,500)
ADMIN	4799-0000	Miscellaneous revenue	(1,480)	(12,124)	(500)		(500)	
AIRFIELD	4300-0029	Fuel Flowage Air Carrier	(633,275)	(884,970)	(1,125,600)	(1,125,600)	(1,125,600)	(1,125,600)
AIRFIELD	4300-0031	Air carrier Landing Fees	(2,248,968)	(2,837,882)	(3,273,900)	(3,118,500)	(3,273,900)	(3,118,500)
AIRFIELD	4300-0032	Commercial Aircraft Parking	(1,860)	(11,897)	(130,700)	(140,540)	(130,700)	(127,500)
AIRFIELD	4300-0033	Transient Fees	(400)					
AIRFIELD	4300-0043	Small Aircraft Parking/Tiedo	(49,924)	(48,396)	(39,800)	(49,000)	(39,800)	(49,000)
AIRFIELD	4300-0044	Fuel Flowage GA and Taxi	(209,107)	(314,387)	(352,300)	(365,400)	(352,300)	(365,400)
AIRFIELD	4300-0045	Fuel Flowage Non-Signatory	(126,722)	(220,438)	(147,300)	(169,100)	(147,300)	(169,100)
AIRFIELD	4300-0046	Landing Fees Non-Signatory	(86,219)	(87,195)	(105,600)	(94,700)	(105,600)	(94,700)
AIRFIELD	4300-0048	Air Carrier Security Fee (AK A	(305,141)	(726,342)	(872,700)	(919,324)	(872,700)	(919,324)
AIRFIELD	4549-0001	Fuel Sales/ARFF Budgeted A	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)
AIRFIELD	4550-0010	FAA-CWO Lease	(12,000)	(12,000)	(12,000)	(12,000)	(12,000)	(12,000)
AIRFIELD	4550-0011	Airfield Ground Leases	(507,474)	(598,848)	(1,164,200)	(1,029,700)	(1,164,200)	(1,258,800)
AIRFIELD	4799-0000	Miscellaneous revenue	4,186		-			
SECURITY	4037-0001	TSA LEO Reimb	(74,900)	(148,000)	(127,700)	-	(127,700)	-
PFAS	4799-0000	Miscellaneous revenue						
TERMINAL	4300-0030	Jetway Use (Jetbridge 5 & 2 s	-		(126,000)	(112,000)	(126,000)	(112,000)
TERMINAL	4300-0039	FAA Tower/Equip Rm	(22,014)	(213,804)	(117,900)	(131,200)	(117,900)	(131,200)
TERMINAL	4300-0040	Advertising Display	(76,429)	(175,582)	(86,000)	(139,600)	(86,000)	(139,600)
TERMINAL	4300-0041	Customs Fees	(124)	(80)	(100)		(100)	
TERMINAL	4420-0000	Fee revenues CAR RENTAL	(686,716)	(653,357)	(600,000)	(653,400)	(600,000)	(653,400)
TERMINAL	4420-0002	Vending revenue	(46,449)	(50,087)	(52,000)	(52,000)	(52,000)	(52,000)
TERMINAL	4450-0001	Minor Violations	(825)	(650)	(2,000)	(1,500)	(2,000)	(1,500)
TERMINAL	4550-0000	Facility rental revenue	(3,650)	(2,215)	(1,500)	(2,200)	(1,500)	(2,200)
TERMINAL	4550-0001	Federal Terminal Lease	(28,837)	(28,362)	(29,000)	(28,400)	(29,000)	(28,400)
TERMINAL	4550-0003	Parking Lot Lease	(451,371)	(285,840)	(480,000)	(400,000)	(480,000)	(480,000)
TERMINAL	4550-0004	Air Carrier Terminal Lease (p	-		(803,700)	(788,000)	(803,700)	(788,000)
TERMINAL	4550-0005	Rental Car Storage	(107,525)	(151,275)	(125,000)	(151,300)	(125,000)	(151,300)
TERMINAL	4550-0006	Other Terminal Leases (ATM	(28,366)	(31,821)	(152,000)	(102,000)	(152,000)	(102,000)
TERMINAL	4550-0007	Rest., Bar, Flight Kitchen (Cc	(155,650)	(161,910)	(165,000)	(161,900)	(165,000)	(161,900)
TERMINAL	4550-0008	Gift Shop (Concessions)	(10,229)	(13,263)	(27,500)	(27,500)	(27,500)	(27,500)
TERMINAL	4550-0009	Staff Parking Fees	(47,053)	(60,510)	(55,000)	(60,500)	(55,000)	(60,500)
TERMINAL	4799-0000	Miscellaneous revenue	-	(540)	(1,000)		(1,000)	
TOTAL OPERATING REVENUES:			(6,270,783)	(8,134,311)	(10,606,700)	(10,274,864)	(10,610,000)	(10,565,124)

ATTACHMENT #3

EXPENSE - REVENUE SUMMARY FY26 Revised Budget

	FY2023	FY2024	FY2025	FY2025	FY2026	FY2026
	Actuals	Actuals	Amended	Projected	Approved	Revised
OPERATING:						
EXPENSES	10,160,142	11,210,659	10,549,300	10,583,959	10,755,800	10,965,577
REVENUES	(6,270,783)	(8,134,311)	(10,606,700)	(10,274,864)	(10,610,000)	(10,565,124)
EXP/REV SHORTFALL						
/(OVERAGE)	3,889,359	3,076,348	(57,400)	309,094	145,800	400,453



MEMORANDUM

Date: February 6, 2025

To: Airport Manager Hiring Committee
 Airport Board of Directors

From: Dallas Hargrave, CBJ Human Resources & Risk Management Director

Re: Appointment of Interim Airport Manager

At the January 23, 2025 Airport Manager Hiring Committee meeting, the Committee provided me with direction to attempt to work out a conditional temporary employment agreement with Dave Palmer to be the Interim Airport Manager of the Juneau International Airport. This tentative agreement is conditioned on the approval of the Airport Manager Hiring Committee (as designated in the motion approved by the Assembly that creating the Committee) and approval by the Airport Board of Directors (as designated by CBJ ordinance). Mr. Palmer's resume is included in the packet.

Based on this direction, I have negotiated the following terms and conditions of employment to hire Dave Palmer as the Interim Airport Manager:

1. Appointment to the temporary position on April 16, 2025. This would allow Mr. Palmer to be onsite working with Ms. Wahto for two weeks prior to Ms. Wahto's retirement.
2. Mr. Palmer agrees to remain in the position until a permanent Airport Manager is hired, or until the employer ends his employment, whichever occurs first.
3. Mr. Palmer shall be paid at the rate of a Range 25, Step 13, which is a biweekly pay of \$7508.80 (\$195,228.80 annual salary).
4. Mr. Palmer will receive no CBJ benefits in this temporary position.
5. The CBJ agrees to enter into a sign-on bonus agreement with Mr. Palmer to provide a bonus of \$5500 so that he can use those funds to temporarily relocate to Juneau.
6. The CBJ agrees to provide housing to Mr. Palmer at the Homestead Cabin during the time he is employed as the Interim Airport Manager. Mr. Palmer shall notify the CBJ by March 15, 2025 if he does not intend to use the Homestead Cabin for housing. If Mr. Palmer provides such notification, then the CBJ shall provide Mr. Palmer a monthly payment of \$2000 for temporary housing costs while in Juneau and employed as the Interim Airport Manager.

Requested Action

Because this tentative agreement is condition on Committee and Board approval, I am requesting that the Airport Manager Hiring Committee approve this employment agreement, and recommend to the Airport Board of Directors that they also approve this tentative agreement. With Committee approval and recommendation, I am recommending that the Airport Board also approve this tentative agreement.

David R. Palmer*Experience and Work History*

October 2006-June 2009

Airport Manager, Juneau International Airport

Relevant primary responsibilities:

- Overall supervision of Airport operations and management including assuring completion and approval of the Environmental Impact Study for the Runway Safety Improvement project including completion of the mitigation agreement, project design, and acquisition of permits.
- Oversight and management of the Passenger Terminal Expansion project; staffing, funding, design contracts, public meetings and tenant needs
- Negotiations with contractors, suppliers, tenants, agencies, and consultants

April 1995-July 2002

City Manager, City and Borough of Juneau

Relevant primary responsibilities:

Overall responsibility for City functions including supervision of department heads. Conducted negotiations, participated in settlement conferences and formal mediation; trained City employees in conflict resolution and effective communication. Conducted and participated in public hearings; heard and resolved employment issues.

November 1991-April 1995

Deputy City Manager, City and Borough of Juneau

Relevant primary responsibilities:

Directly supervised the CBJ Engineering Department, providing guidance and leadership to staff engineers, architects, technicians, permit agents, building inspectors and clerical staff. Investigated and resolved conflicts with contractors, vendors, and permitting agencies. Served as acting Airport Manager and participated in recruitment and selection of Airport Manager. Negotiated Airport tenant leases, investigated and resolved employee and tenant issues.

April 1989-November 1991

City Manager, City of Petersburg, Alaska

Provided management and leadership to 80 employees in all city departments, including police, fire, administration, public works, electric utility, harbors, and parks and recreation.

November 1983-March 1989

City Administrator, City of Craig Alaska

Provided hands-on administration and leadership to 40 employees. Obtained funds for, negotiated contracts with consultants and contractors, including developing a new primary water source and access road for significant residential development. Resolved settlement issues with the local Native Corporation regarding contentious ANILCA land claims.

January 1983-May 1983

Legislative Assistant to State Representative Mae Tischer in the 13th Alaska Legislative Session.

July 1978-May 1982

City Manager, Toledo, Oregon

Provided management oversight and leadership to all 50 City employees. Negotiated contracts for the construction of a wastewater treatment plant, negotiated 20 land acquisition agreements with landowners for the construction of a new road through private property.

Education and Training

Bachelor of Science, University of Oregon, 1971 (Political Science and Public Administration)

Duke University, Private Adjudication Center: Formal mediation training and certificate November 2002.

International City Management Association (ICMA) Center for Professional Development, Presentation Skills, 1994,

Harvard University JFK School of Government ICMA Management Training (seminar) 1998

Glaser and Associates, management training for conflict resolution, collaborative problem solving, and effective communication Trainer and presenter, 1999-2009.

State of Alaska and FEMA courses completed for Incident Command System.

Professional Organizations

Past member:

American Public Works Association

American Association of Airport Executives

Alaska Municipal Management Association (President 1998 and 1999)

International City/County Management Association (26 years)

Other Interests:

FAA commercial pilot license, current

FAA Certificated Flight Instructor (non current)

CHANGE ORDER #1



Section C, Item 1.

Body Job #:

106100

DATE: January 13, 2025

Initiated By: Dealer/Customer

BODY CHANGES

	Action	Qty.	QW No.	DESCRIPTION OF CHANGE	PRICE
				Change order #1 has been included in the shop order	
1	DELETE	-1		Remove Bead Locks	(\$2,132)
2	DELETE	-1		Remove dash fans	(\$421)
3	DELETE	-1		Remove continous duty lubrication system	(\$3,894)
4	DELETE	-1		Remove dry chem handline	(\$2,733)
5	DELETE	-1		Remove right side SCBA holders	(\$285)
6	ADD	1		Add Setcom 1350 wired headset system for front two seats	\$10,960
7	DELETE	-1		Delete little giant ladder mounted on rear	(\$1,032)
8	ADD	1		Add manual gantry with 24' extension ladder and 8' pike pole	\$4,981
9	ADD	1		Add 20k fixed Scene lights one (1) each side	\$4,709
10	DELETE	-1		delete onboard air compressor	(\$1,128)
11	CHANGE	1		Remove left pull out shelves and replace with adjustable shelving	(\$425)
12	CHANGE	1		Left crew seat moved to right crew seat position	\$0
13	CHANGE	1		foam transfer pump shipped loose	\$0
14		1			\$0
15		1			\$0
16		1			\$0

We hereby agree to make change(s) specified above at this price \$8,600

PREVIOUS CONTRACT AMOUNT \$1,079,258

REVISED CONTACT AMOUNT \$1,087,858

ACCEPTED - The above price and specifications of the Change Order are satisfactory and are hereby accepted. All work to be performed under same terms and conditions as specified in original contract unless otherwise stipulated.

Authorized Signature (Customer):

Patricia K Wahto

Date:

1/30/2025

AIRPORT CAPITAL REVOLVING ACCOUNTS (combined)

Section C, Item 1.

Date	CIP Revolving Balance*	Reimbursed Amount (+)	Forward Fund Amount (-) anticipate reimbursement	Encumbered Amount (-) permanent/ <u>no</u> reimbursement	Description
	\$819,788	-	-	-	BUDGET
Apr-19			(\$477,000)	**	NO LONGER REQ. Termnl Recon
Jan-21			(\$50,000)		Property Acquisition Frwd Fund Specialist
Jun-24		\$25,000	(\$25,000)		RSA Shoulder Grading Design
FY25			(\$5,000)		ARFF Truck
FY25			(\$26,427)		Master Plan Update
FY25			(\$50,000)		SIDA ADA Elevator
FY25			(\$10,000)	"PENDING"	ARFF Truck
	\$201,361				AVAILABLE BUDGET on 560010101-3990 to forward fund Projects

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

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

MEMORANDUM

DATE: February 13, 2025
TO: Airport Board
FROM: Law Department
SUBJECT: Onboarding Information



155 Heritage Way
 One Sealaska Plaza
 Suite 202
 Juneau, AK 99801
 Phone: (907) 586-5242

Law Department

The Law department is comprised of the City Attorney, an office manager, three civil attorneys, two prosecutors, and three litigation assistants. We provide legal services to the Assembly, all CBJ departments, Docks and Harbors, Eaglecrest, Bartlett Regional Hospital, Juneau International Airport, and the Juneau School District.

Each board or commission will be assigned a primary civil attorney.

Municipal Attorney	Emily Wright	Emily.wright@juneau.gov
Dep. Municipal Attorney	Sherri Layne	Sherri.layne@juneau.gov
Asst. Municipal Attorney	Nicole Lynch	Nicole.lynch@juneau.gov
Asst. Municipal Attorney	Clinton Mitchell	Clinton.mitchell@juneau.gov

Home Rule City and Preemption

Juneau is a home rule city and borough.

Under Alaska statutes, cities and boroughs are categorized into home rule, first class, and second class. Under Alaska Statute 29, home rule cities and boroughs have delegated authority for all aspects of government with a few limited exceptions. This is compared to first and second class, which only have authority that is given. See page 7-8 of the Alaska Municipal League Government Primer for a good table of authority.¹

If the State government has reserved certain powers to themselves, for example, annexing land, then the city and borough cannot act independently. In this instance, the city and borough is “preempted” by state law. AS 29.10.200

Laws to Guide You

Below are the laws that you will rely on when working in local government.

- ✓ CBJ Charter and Code
- ✓ Assembly Rules of Procedure and Board Rules of Procedure
- ✓ Alaska Statute Title 29 (Municipal Government)

¹ <https://www.akml.org/wp-content/uploads/2023/02/AML-Govt-Primer-2023-revise-web.pdf>

Open Meetings Act (OMA) AS 44.62.310-319

The fundamental concept of the Open Meetings Act is that government should be transparent and open to the public.

- ✓ All meetings are open to the public
- ✓ Reasonable notice must be provided for meetings
- ✓ The public must be permitted to participate in meetings through public comment

While the Open Meetings Act seems fairly common-sense and straightforward, there are pitfalls that you need to watch out for, especially in this day and age of technology.

First, when is it a meeting? If MORE THAN THREE of you are present, it is a meeting.

Watch out for:

- ✗ Serial Meetings. Think of this as a game of telephone. You can't get around the OMA by just talking to one person at a time.
- ✗ Texting Each Other. While you may have a text group to coordinate administrative matters, such as meeting times, you may not have a text group where you discuss issues. And see above, no serial texting either. As a word of warning, if there is an allegation of an OMA violation, you may have your phone seized for review.
- ✗ Using non-CBJ emails. Law advises strongly against this practice. If you use your personal email you must cc your CBJ email. And similar to above, if there is an OMA allegation, your personal email may be fully subject to inspection, if used.
- ✗ Reply All: Just don't do it.
- ✗ And remember – for subcommittees OMA is triggered when there is a majority of the board present or communicating (board of 3, 2 people communicating = OMA).

How do you cure an OMA Violation? If an OMA violation occurs, you can hold another meeting and re-do all incorrectly done steps. Note: this cannot be a “going through the motions” meeting, it has to be a true redo.

Executive Sessions are Special

Three main reasons for executive session:

1. To discuss matters the immediate knowledge of which would clearly have an adverse effect upon the finances of the government unit.
2. To discuss matters that tend to prejudice the character or reputation of a person. Note, the person to be discussed has the right to request that the discussion be conducted in public.
3. To discuss pending litigation and litigation strategy.

Caution: Once in the executive session, you are only allowed to consider the subjects of the executive session. And you must come out of executive session to take any official action.

Conflict of Interest CBJ Code 01.45

Conflict of interest questions typically focus on whether there is:

- ✓ A personal or financial interest involved; and
- ✓ Whether that interest is specific to you (substantial and material) or held by a larger group (inconsequential); or
- ✓ Whether there is the appearance of impropriety, violation of public trust, or interference with the discharge of your duties involved.

How do I figure out whether there is a conflict?

- When in Doubt – what do you do? Call the lawyers and declare, declare, declare.
- You must abide by the decision of the attorney and/or the board.

How to declare at a Meeting?

- Let the Chair know that you have a conflict to declare.
- Declare the conflict and explain.
- Indicate whether you believe you can be fair and impartial still.
- If you have indicated that you can be fair and impartial, the Chair will decide.
- If any member of the body does not agree with the Chair, they can call for a vote.
- If you cannot be fair and impartial or there has been a vote which excludes you from participating, you will need to remove yourself from the dais during the topic.

What happens if something takes place in violation of 01.45? All actions are voided.

Violation of any conflict-of-interest code is a class B misdemeanor.

Examples of conflicts:

- Voting on a zoning change that would only benefit a property you own.
- Voting on a measure that would provide funding to a company where you hold stock.
- Awarding a contract with a company where your spouse is employed.
- Advocating for a project that would benefit your or a family member's business.

Parliamentary Procedure

Each body typically has a person or two designated to assist with parliamentary questions. These rules help to keep the meeting running smoothly; do not be intimidated, these rules are not meant to trip you up.

The rules are set forth in the Assembly Rules of Procedure and your individual board rules of procedure. When these rules do not address the issue, then Robert's Rules of Order may be utilized.

If you need help, you can call the municipal clerk or attorney ahead of time. If you run into trouble during a meeting, you can take an at ease and ask for the attorney's assistance.

Sample Motion Process:

- ☐ I move that (followed by a specific statement of proposed action);
- ☐ The Chair restates the motion, formally placing it before the body; the members debate the motion;
- ☐ Amendments to the motion are presented (max two amendments at any time);
- ☐ The vote is called;
- ☐ Members vote on the amendments; and
- ☐ Members vote on the original motion (as amended, if it was amended).

Tips

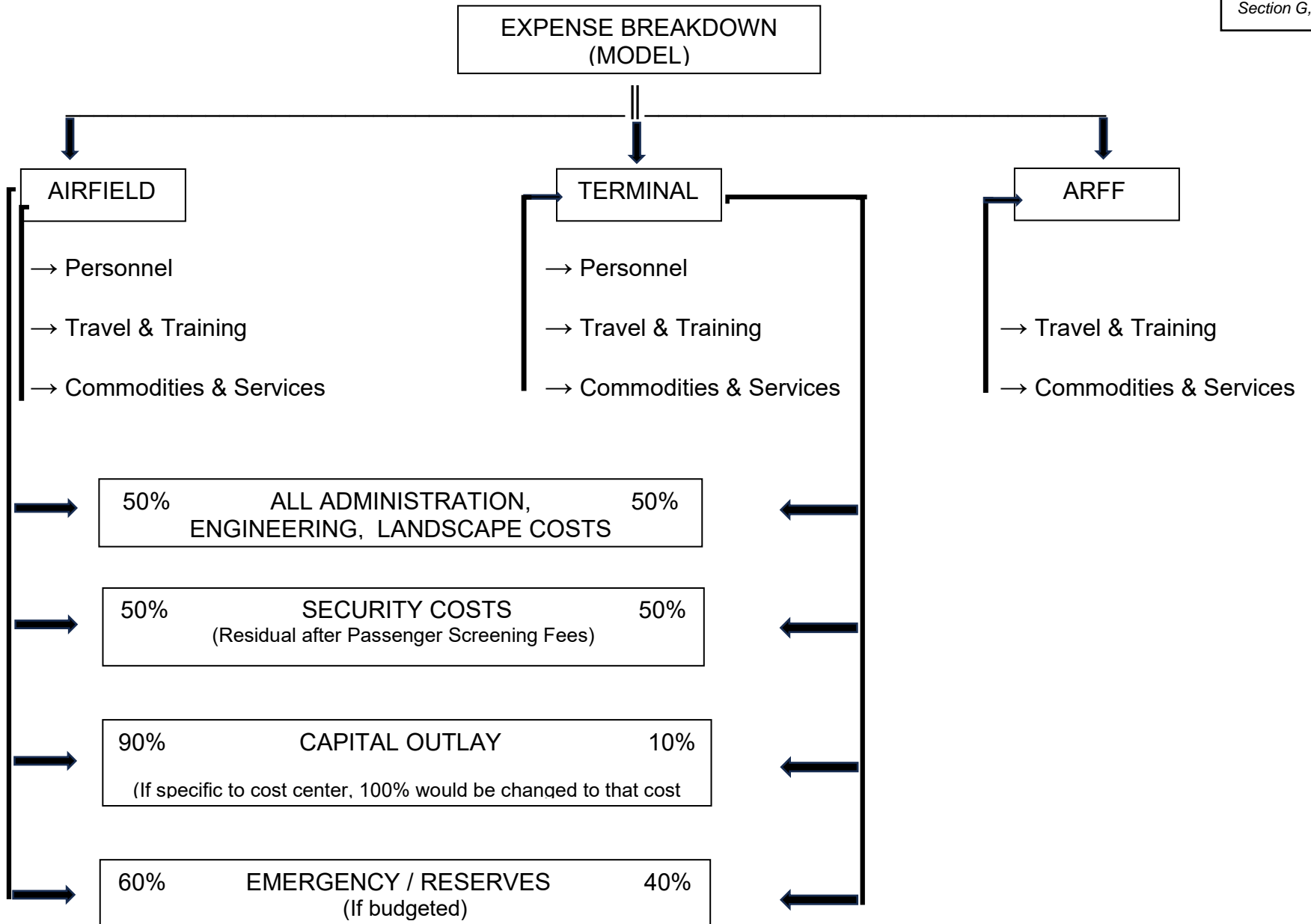
- * The Chair will guide when it is time for questions, motions, debate, and amendments.
- * The Chair should always restate the motion prior to a vote, so everyone is clear what they are voting on.
- * If you need time to craft an amendment, ask for an at ease.
- * If, during debate, it looks like you will not have enough votes for your motion to pass, you can always withdraw your motion.
- * You can, after stating your motion, ask for unanimous consent. If no one objects then the motion passes without having to do a roll call vote; if someone objects then a roll call vote will be held.

KEY BUDGET POINTS

- JNU Airport is a CBJ Enterprise Fund
- Airport Financial Model assists in balancing Revenues and Expenses
- Expenses and Revenues are allocated to cost centers through negotiations
- Airport Rates & Fees are continuously compared against industry standards (other airports)
- Airport must consider equitable balance between Airport and tenants/user; *'fair and not unjustly biased'*
- Establishing Rates/Fees is a public process and set by Regulation

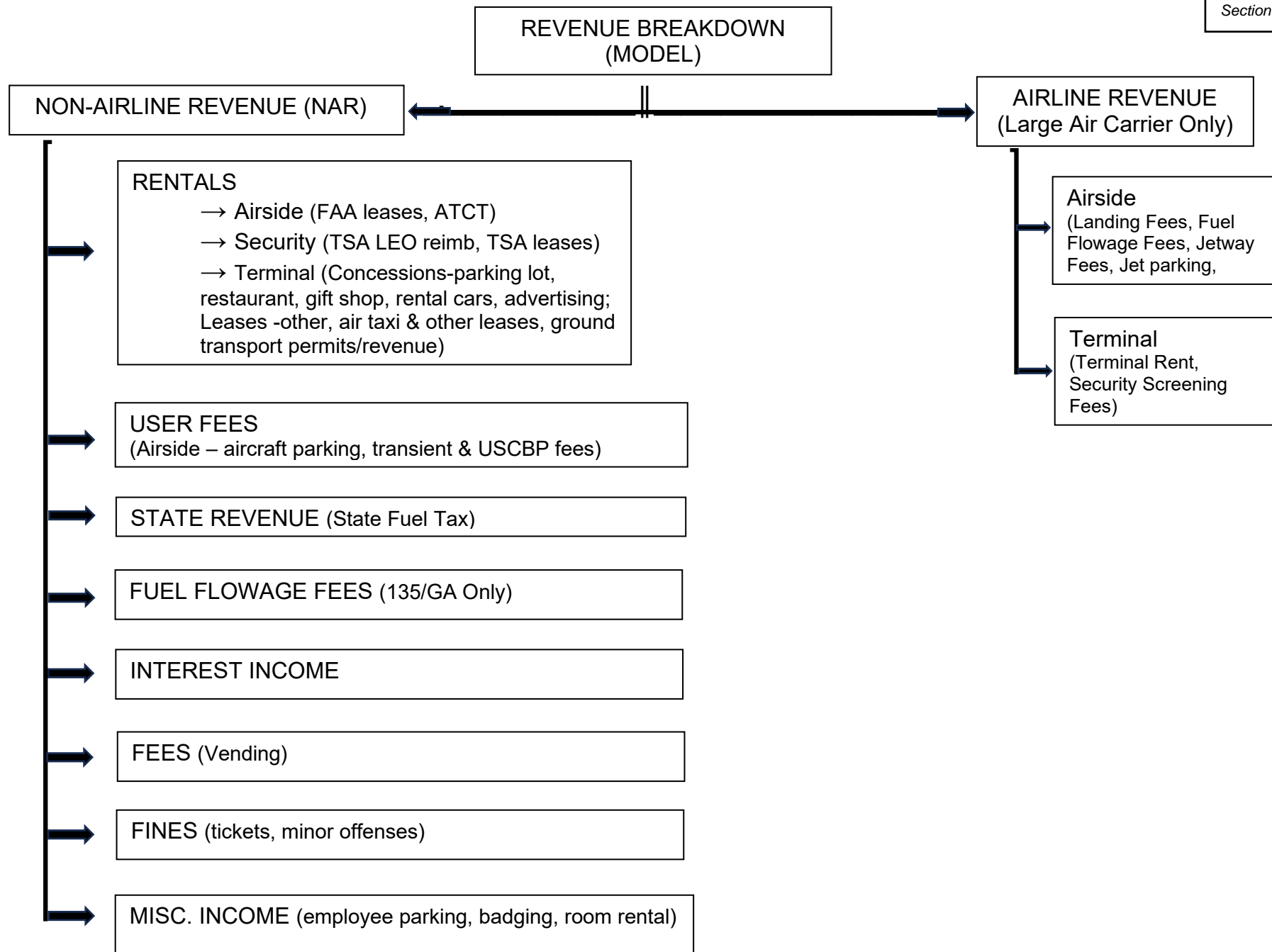
ATTACHMENT #1

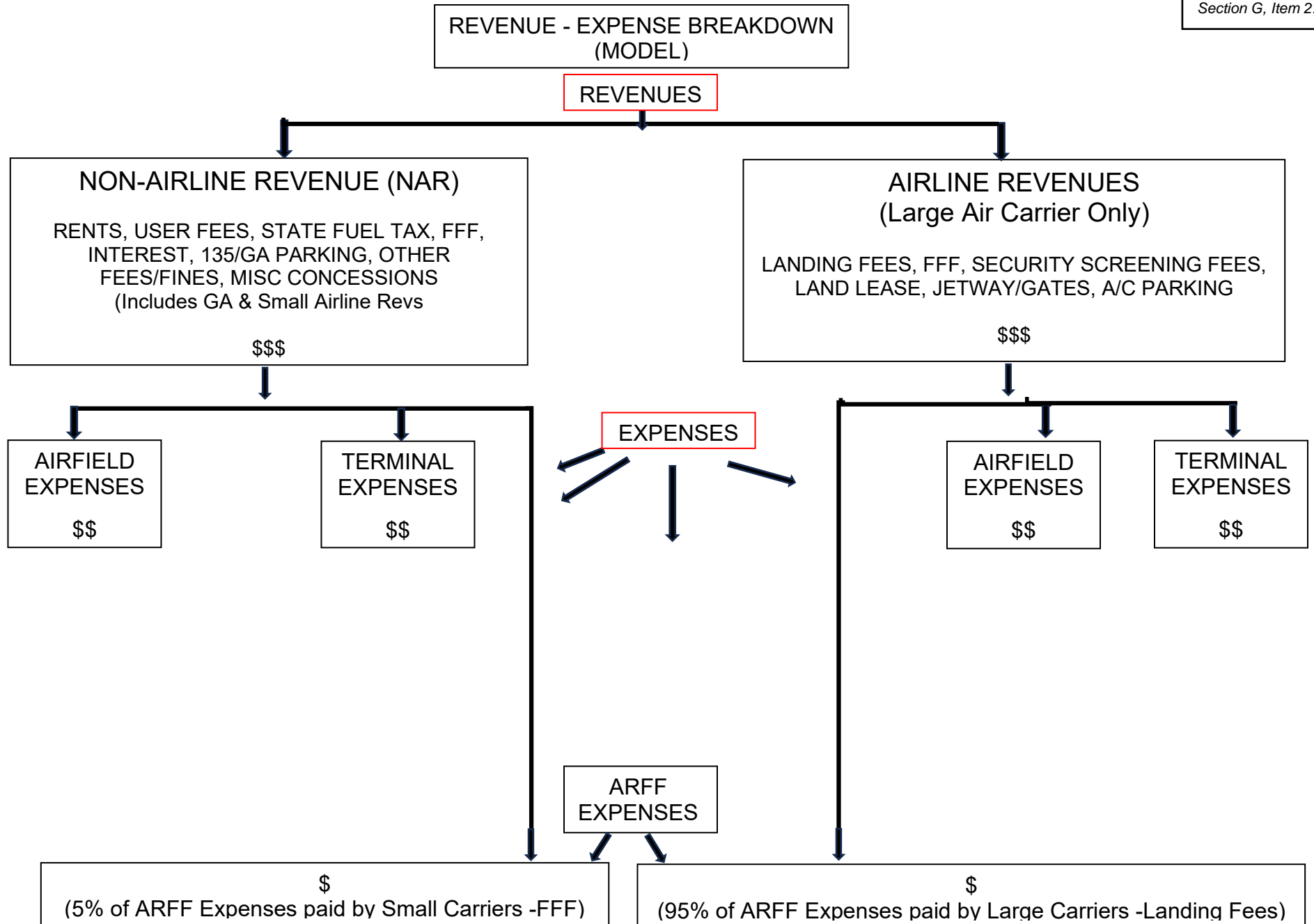
Section G, Item 2.



ATTACHMENT #1

Section G, Item 2.





NON-AIRLINE REVENUE BREAKDOWN

does not include Airline Revenue (Air Carrier)

		Industry Standard Allocations	
		Terminal	Airfield
RENTALS			
Concessions			
	Parking Lot	100%	
	Restaurant	100%	
	Rental Car	100%	
	Rental Car Storage		100%
	Gift Shop	100%	
	Taxi/Access Fees	100%	
	Advertising	100%	
Terminal Leases			
	TSA-LEO Lease/reimb	100%	
	FAA Leases	100%	
	Other Terminal Leases	100%	
Airfield Leases			
	Airfield Ground Leases		100%
USER FEES			
	Terminal Jetway		100%
	Airfield A/C pkg		100%
STATE REVENUE	(State fuel tax)		100%
FUEL FLOWAGE FEES	(non air carrier)		100%
INTEREST INCOME		50%	50%
FEES (vending)		100%	
FINES (tickets, minor offenses)		100%	
MISC. INCOME			
	Phone,	100%	
	Fire Dept fuel reimburse		100%
	Employee parking,	50%	50%
	Badging	50%	50%
	Water/sewer utilities		100%
	Other Misc.	50%	50%

ATTACHMENT #2

EXPENSE - REVENUE SUMMARY FY26 Revised Budget

	FY2023 Actuals	FY2024 Actuals	FY2025 Amended	FY2025 Projected	FY2026 Approved	FY2026 Revised
OPERATING:						
EXPENSES	10,160,142	11,210,659	10,549,300	10,583,959	10,755,800	10,965,577
REVENUES	(6,270,783)	(8,134,311)	(10,606,700)	(10,274,864)	(10,610,000)	(10,565,124)
EXP/REV SHORTFALL /(OVERAGE)	3,889,359	3,076,348	(57,400)	309,094	145,800	400,453

ATTACHMENT #3

Available Fund Balance Summary

Airport Fund

Last Update: 1/17/2025

W/O Rate INCREASEs

	<u>FY24 Actuals</u>	<u>FY25 Amended</u>	<u>FY25 Proj</u>	<u>FY26 Budget</u>	<u>FY26 Budget Revised</u>
Beginning Available FB	3,783,400	2,606,000	2,606,000	4,416,691	4,416,691
Operational Expenses:	(11,199,334)	(10,549,300)	(10,583,959)	(10,755,800)	(10,965,577)
Debt Service (OUT):	(3,064,200)	(2,505,100)	(2,505,045)	(2,583,400)	(2,583,413)
Transfers to Capital Projects:	(822,066)	-	-	-	-
Other Non-Oper Expenses:	-	-	-	-	-
JNU Total Expenses:	(15,085,600)	(13,054,400)	(13,089,004)	(13,339,200)	(13,548,990)
Minus Non-operational Exp & Debt Serv:	3,886,266	2,505,100	2,505,045	2,583,400	2,583,413
Operational Expenses:	(11,199,334)	(10,549,300)	(10,583,959)	(10,755,800)	(10,965,577)
Operational Revenues:	8,134,530	10,606,700	10,274,864	10,610,000	10,565,124
CARES Reimb (operations):	3,054,045	-	1,910,131	-	-
PFC for Rev Bond Interest:	434,625	317,600	317,600	194,900	194,900
***Other Financing Sources (Uses):	-	-	2,100	-	-
JNU Total Revenues:	11,623,200	10,924,300	12,504,695	10,804,900	10,760,024
Minus Non-operational REV & Debt Serv:	(3,488,670)	(317,600)	(2,229,831)	(194,900)	(194,900)
Operational Revenues:	8,134,530	10,606,700	10,274,864	10,610,000	10,565,124
Operating FB Increase(Decrease):	(3,064,804)	57,400	(309,095)	(145,800)	(400,453)
JNU EXP minus REV:	(3,462,400)	(2,130,100)	(584,309)	(2,534,300)	(2,788,966)
Increase (decrease) in Debt Service Reserve:	(2,285,000)	(2,395,000)	(2,395,000)	(2,515,000)	(2,515,000)
Increase (decrease) in Fund Bal (FB):	(1,177,400)	264,900	1,810,691	(19,300)	(273,966)
Ending Avail FB, including Reserve:	2,606,000	2,870,900	4,416,691	4,397,391	4,142,725
Less 3 Mo. Operating Reserve	(2,799,800)	(2,637,300)	(2,646,000)	(2,689,000)	(2,741,400)
Ending Available Fund Balance	(193,800)	233,600	1,770,691	1,708,391	1,401,325
Uses Fund Balance (no rate increases):			309,094		400,453

ATTACHMENT #4

Section G, Item 2.

\$30,491,692.12 TOTAL COVID GRANTS/REVENUES *(does not include Concessions Grants)*

EXPENSES	FY20	FY21	FY22	FY23	FY24	Total
GO BONDS		602,375.00	662,600.00	660,300.00	657,100.00	2,582,375.00
Commercial Tenant ABATEMENET		1,203,398.00	1,243,436.00	1,249,052.00	1,537,305.00	5,233,191.00
Operations Expenses (Budget)	724,663.71	3,119,923.00	1,213,092.00	3,120,589.00	1,749,647.00	9,927,914.71
PROJ on CIP's:						
Gate K Culvert					575,853.00	575,853.00
Parking Lot Rehab					10,095,648.00	10,095,648.00
Bag Belt Replacement					1,317,365.36	1,317,365.36
Terminal Lounge Furniture					427,024.80	427,024.80
Terminal Suspended Ceiling					213,506.25	213,506.25
Airfield Lighting Regulator					118,814.00	118,814.00
	724,663.71	4,925,696.00	3,119,128.00	5,029,941.00	16,692,263.41	30,491,692.12
CONCESSIONS Relief Grants				98,347.00	63,838.61	162,185.61

12/17/24												FEDERAL					State				
Project #	Project Name	Anticipated Project Cost	Prior Years AIP	2023	2024	2025	2026	2027	2028	2029	2030+	AIP Entitle	AIP Discretion	Other Federal BIL	Other Federal Funding (Incl CARES/CR RSAA) Sources1	State Leg. Grant	Unidentif. Funds	Passenger Facility Charge (PFC) #9	Passenger Facility Charge (PFC) #10/next	Future PFC	2017 Ballot Measure Sales Tax
	Cell Phone Parking/waiting Lot	\$23,900	\$23,900																\$23,900		
	Float Pond Improvement & Access Road	\$3,262,373	\$3,262,373									\$3,058,475							\$203,898		
	Construct NW Apron Ph 2, NE Apron Ph 3	\$9,517,587	\$9,517,587									\$8,922,738							\$594,849		
	DESIGN Terminal Area (121/135) Apron Rehab, RON & N ramp light/fence	\$2,152,407	\$2,152,407									\$2,017,882							\$134,526		
1	Construct Terminal Area (121/135) Apron Rehab, RON & N ramp light/fence	\$17,710,467		\$17,710,467								\$5,355,840	\$11,247,723		\$312,500				\$1,136,904		\$794,404
	DESIGN PBB Gate 5	\$199,937	\$199,937									\$187,441							\$12,496		
2	PBB Gate 5 (new jetbridge)	\$1,914,951		\$1,914,951										\$1,795,267					\$119,684		\$119,684
3	Design Safety Area Grade; RW Shoulder/NAVAIDs	\$400,000			\$400,000							\$375,000		\$0			\$0	\$25,000			\$25,000
4	Replace ARFF truck (1993)	\$1,070,116			\$1,070,116							\$1,003,234		\$0					\$63,000		\$66,882
5	Planning Master Plan/ALP Update	\$972,691			\$972,691									\$911,897					\$60,794		\$60,794
6	Acquire Wetlands Access Vehicle (ARFF)	\$300,000				\$300,000						\$281,250							\$18,750		\$18,750
7	Design & RA 26 MALSR	\$900,000				\$900,000								\$843,750			\$0		\$56,250		
8	Const. Safety Area Grade; RW Shoulder/NAVAIDs	\$3,300,000				\$3,300,000						\$3,093,750						\$206,250			
9	Equipment ARFF Tuck (A3) Replacement	\$1,700,000				\$1,700,000								\$1,593,750					\$125,000		
10	Acquire Snow Removal Equip	\$6,000,000					\$6,000,000					\$4,443,750		\$243,750					\$375,000		
11	Construct 26 MALSR	\$6,700,000					\$6,700,000							\$6,281,250		\$93,750			\$418,750		
12	Design E-1 Ramp	\$750,000					\$750,000							\$703,125					\$46,875		

12/17/24												FEDERAL					State				
Project #	Project Name	Anticipated Project Cost	Prior Years AIP	2023	2024	2025	2026	2027	2028	2029	2030+	AIP Entitle	AIP Discretion	Other Federal BIL	Other Federal Funding (Incl CARES/CR RSAA) Sources1	State Leg. Grant	Unidentif. Funds	Passenger Facility Charge (PFC) #9	Passenger Facility Charge (PFC) #10/next	Future PFC	2017 Ballot Measure Sales Tax
13	Channel Flying Property Acquisition (FAA compliance)	\$3,000,000					\$3,000,000							\$2,812,500					\$3,000,000		
14	ADA Elevator Access Departure Lounge Ground Load Gate 6	\$2,500,000					\$2,500,000					\$2,343,750							\$156,250		
15	Camera/Surveillance Equipment	\$50,000						\$50,000											\$50,000		
16	Reconstruct E-1 Ramp	\$5,500,000						\$5,500,000				\$3,200,000		\$1,956,250					\$343,750		
17	Runway Edge Light Replacement	\$2,000,000						\$2,000,000				\$1,875,000							\$125,000		
18	Replace Trash Compactors/Pads	\$350,000							\$350,000							\$0	\$350,000				
19	Design Fuel Farm Access Rd (airside fence - RSA phase)	\$500,000							\$500,000					\$468,750						\$31,250	
20	Design Conversion RWY 8/26 to 9/27 - MAGVAR	\$400,000							\$400,000			\$375,000								\$25,000	
21	ARFF Truck Replacement A-1 (2016) 3,000 gallon	\$2,000,000							\$2,000,000			\$1,875,000								\$125,000	
22	Passenger Boarding Bridge Gate 6 Design	\$400,000							\$400,000			\$375,000								\$25,000	
23	Construct Fuel Farm Access Rd	\$1,500,000								\$1,500,000				\$1,406,250						\$93,750	
24	Passenger Boarding Bridge Gate 6 Install	\$4,000,000								\$4,000,000		\$3,750,000								\$250,000	
25	Construct RWY Conversion 8/26 to 9/27 MAGVAR (2030)	\$750,000								\$750,000		\$703,125								\$46,875	
26	Design & Reconstruct Alex Holden Way, Cessna and Renshaw	\$2,200,000								\$2,200,000							\$2,200,000				
27	NE Development Area Sewer Infrastructure	\$300,000								\$300,000							\$300,000				
28	Phase IC SREB (remainder of maint shop) non -FAA elig.	\$12,300,000								\$12,300,000							\$12,300,000				
29	Planning Terminal Expansion Planning - Baggage, Departure Loounge	\$600,000								\$600,000							\$600,000				

12/17/24												FEDERAL					State				
Project #	Project Name	Anticipated Project Cost	Prior Years AIP	2023	2024	2025	2026	2027	2028	2029	2030+	AIP Entitle	AIP Discretion	Other Federal BIL	Other Federal Funding (Incl CARES/CR RSAA) Sources1	State Leg. Grant	Unidentif. Funds	Passenger Facility Charge (PFC) #9	Passenger Facility Charge (PFC) #10/next	Future PFC	2017 Ballot Measure Sales Tax
30	Terminal Infrastructure Replacement	\$5,000,000									\$5,000,000						\$5,000,000				
31	Snow Removal Equipment Acquisition 2030	\$5,000,000									\$5,000,000	\$1,793,750	\$2,893,750							\$312,500	
32	Design Remaining NEDA/TL / F-1 Rehab/Environmental 2030	\$1,000,000									\$1,000,000	\$937,500								\$62,500	
33	Design Emergency Vehicle Access Road (EVAR) extension 2030	\$1,000,000									\$1,000,000	\$937,500								\$62,500	
34	Construct Emergency Vehicle Access Road (EVAR) extension 2031	\$3,000,000									\$3,000,000	\$2,812,500								\$187,500	
35	Construct Remaining NEDA/TL / F-1 Rehab 2031	\$5,000,000									\$5,000,000	\$4,687,500									
36	Design Taxiway C Reconfiguration (RIM)	\$750,000									\$750,000	\$703,125								\$46,875	
37	Construct TWY C (RIM)	\$5,000,000									\$5,000,000	\$3,167,793								\$312,500	
38	Replace Bag Claim (2030)	\$5,000,000									\$5,000,000										
39	Airport Master Plan Update (2034)	\$1,200,000									\$1,200,000	\$1,125,000								\$75,000	
40	ARFF Truck Replacement A2 (2025) 1,500 gallon	\$2,200,000									\$2,200,000	\$2,062,500								\$137,500	
41	ARFF Truck Replacement 32 (2026) 1,500 gallon	\$2,200,000									\$2,200,000	\$2,062,500								\$137,500	
42	Parking Garage /Relocate Rental Cars for Term Expan	\$75,000,000									\$75,000,000						\$75,000,000				
43	Terminal Expansion Construct	\$25,000,000									\$25,000,000						\$25,000,000				
44	Landside Access Roads Pavement Rehab	\$15,000,000									TBD	TBD									
45	ARFF Truck Replacement	\$1,700,000									\$1,700,000	\$1,593,750								\$106,250	
46	Snow Removal Equipment Acquisition	\$7,000,000									\$7,000,000	\$7,000,000									
47	Replace Outbd Baggage belt (2034)	\$4,000,000									\$4,000,000						\$4,000,000				

12/17/24												FEDERAL					State				
Project #	Project Name	Anticipated Project Cost	Prior Years AIP	2023	2024	2025	2026	2027	2028	2029	2030+	AIP Entitle	AIP Discretion	Other Federal BIL	Other Federal Funding (Incl CARES/CRRSAA) Sources1	State Leg. Grant	Unidentif. Funds	Passenger Facility Charge (PFC) #9	Passenger Facility Charge (PFC) #10/next	Future PFC	2017 Ballot Measure Sales Tax
48	Runway Rehab (2035)	\$30,000,000									\$30,000,000	\$3,000,000	\$25,125,000							\$1,875,000	
49	NE/NW Apron Rehab	\$25,000,000									\$25,000,000										
50	Taxiway Rehab (2040) A-H	\$30,000,000									\$30,000,000	\$3,000,000	\$25,125,000							\$1,875,000	
51	PBB Gate 2 Replacement (2035)	\$3,500,000									\$3,500,000	\$3,500,000									
52	PBB Gate 5 Replacement (2044)	\$3,500,000									\$3,500,000	\$3,500,000									
53	Main Apron /Gate Rehab (2044)	\$25,000,000									\$25,000,000	\$25,000,000									
54	Terminal Rehab / Extend 2045	\$40,000,000									\$40,000,000						\$40,000,000				
55	Design/ Construct 2nd Parallel RWY & Environ/mitigation	\$250,000,000									\$250,000,000	\$3,000,000	\$231,375,000						\$15,625,000		
56	Relocate/Construct FAA ATCT	\$50,000,000									\$50,000,000				\$50,000,000						
57	Multi-Modal Feasibility Plan	\$100,000													\$0						
58	Sand Chem brine tank ladder	\$20,000													\$0						
59	Block O paving/drainage	\$280,000													\$280,000						
60	Biffy Dump Station	\$100,000													\$100,000						
61	Compass Rose	\$50,000													\$50,000						
62	Sidewalk Plow/blower w/attachments	\$30,000													\$30,000						
63	Water/Sewer Extension	TBD																			
64	Gate upgrades (chain driven)	TBD																			
65	East end access road	TBD									TBD										
66	Civil Air Patrol Hangar Relocate	TBD									TBD										
67	Fish & Wildlife Service Hangar Relocation	TBD									TBD										
	TOTAL	\$747,337,849										\$119,491,416	\$303,244,598		\$64,518,256	\$93,750	\$164,750,000	\$231,250	\$22,358,503	\$5,787,500	\$1,560,511

1FAA:Facilities & Equipment, Transportation Security Administration, Homeland Security, Federal Economic Development Agency, CARES/CRRSAA grants, etc.

AIRPORT MANAGER'S REPORT – March 13, 2025

- a. Assembly-Airport Committee of the Whole (COW) meeting. The annual **Assembly-Airport Board COW** ‘check-in’ has been scheduled for **Wednesday, April 9, 2025, at 5:30 p.m. in the Assembly Chambers.** The Board should think about topics and discussion items they want to review with the Assembly. This is the Board’s time to go one-on-one with the Assembly.
- b. Assembly Finance Committee – Airport Budget Presentation meeting. The Airport Board is scheduled to present the annual budget update to the Assembly Finance Committee on **Saturday, April 5, 2025, from 8:30 a.m. to 4:30 p.m. in the Assembly Chambers.**
- c. Airport Triennial Live Emergency Drill (DATE CHANGE). The triennial wheels-rolling emergency exercise has changed to **Saturday, July 26, 2025.** There will be several planning meetings and a ‘tabletop’ exercise prior to the event. This will be a multi-agency, multi-department live drill with a lot of volunteers needed. More updates to come. The date changed due to another exercise that was planned with agencies on July 19.
- d. Juneau Aviation Trade Show. The first annual aviation trade show for JNU is scheduled for Saturday April 19, 2025, from 12pm – 3pm. The event is sponsored by Alaska Airmen’s Association to bring aviation focused awareness and knowledge to the public.
- e. Union Negotiations. The City has started its union negotiations with the three unions that impact the Airport: Marine Engineers’ Beneficial Association (MEBA) (which the Airport Manager sits on the City negotiating committee), Public Safety Employees Association (PSEA) which impacts our Airport Security coverage with the Juneau Police Department (JPD), and International Association of Fire Fighters (IAFF) Local 4303 which impacts our Aircraft Rescue and Fire Fighting (ARFF). It is anticipated that this will take months for negotiations, votes and ratification by the Assembly for a July 1, 2025, contract start.
- f. Alaska Seaplanes/Flying Squirrel Coffee Shop Update. The Airport and Alaska Seaplanes have signed a lease amendment to add the coffee shop to their lease agreement. The final step is for FAA to approve the interim Airport Layout Plan to show the Alaska Seaplanes facility and to allow for mixed used (coffee shop concession). This document is in FAA’s hands for review.
- g. Passenger Facility Charge (PFC10) Application Process/Meeting. The Airport has started the public process for PFC10 applications. Draft projects and costs were sent to the airlines with a PFC meeting scheduled for March 11, 2025, at 9:00 a.m.
- h. Airport Fund Balance (AFB) and Capital Revolving Account Balance (CRAB) (Attachments #3 and #6). There has been no change to the AFB or CRAB since last month.
- i. 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 – Juneau Douglas North Crossing Project.** Alaska Department of Transportation (ADOT) continues with the PEL phase (Level 2 Screening) of the second channel

crossing project between Juneau and Douglas. The project website: <https://www.jdnorthcrossing.com/> has a 'What's New!' section detailing Level 2 Screening GIS Maps, as well as 'meetings' summary and field report 'documents'. DOWL and the State continue to state: *'Any alternative that conflicts with the approach surfaces or the ALP will be modified to eliminate conflicts or removed from consideration.'* Please visit the ADOT website for the project www.jdnorthcrossing.com or make comment to the project email JDNorthCrossing@dowl.com.

- **NO CHANGE** – *Aviation Worker Screening (AWS) and Litigation Update.* Oral arguments were held on October 17, 2024. It is anticipated that the ruling may take several months. Compliance deadline for airports to have the AWS process in place was September 25. JNU is currently fulfilling the requirements of AWS without further extension of the deadline. AWS must include all random hours including nights and weekends.
- **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 or reapply for a waiver (currently working on). The Assembly has approved \$150,000 in their FY24 Capital Improvement Project plan for: *the Jordan Creek Greenbelt Improvements, for installation of lighting, improve pathway and improve sightlines for Jordan Creek Greenbelt.* See Project Manager Report for Greenbelt Lighting improvements.
- **NO CHANGE** - *Encampments on Airport Property.* The encampments and trash in the Jordan Creek Greenbelt (and other areas on airport) continue. Staff along with JPD monitor the area throughout the day/night; cleanout of the areas continue. This is an ongoing problem for the Airport.
- **NO CHANGE** – *PFAS Testing and Monitoring.* Cox Environmental continues with their quarterly testing of groundwater, surveying the test wells to determine flow direction, including two private wells within the test radius.
- **NO CHANGE** – *Egan/Yandukin Intersection Improvements Project.* ADOT has narrowed down design alternatives for the project. Please visit ADOT website for the project at <http://dot.alaska.gov/eganyandukin>.
- **NO CHANGE** – *FAA Compliance Land Use/Financial Letter (January 2019).* Staff continues to work on the remaining compliance items. Staff is looking to acquire the Loken/Channel Flying property as a through-the-fence operation. See Project Manager Report for Property Acquisition Specialist.
- **NO CHANGE** – *Passenger Facility Charge (PFC) cap increase* JNU continues to discuss PFC increases with our DC Lobbyist and Congressional Delegation.
- **NO CHANGE** – *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.

AIRPORT CAPITAL REVOLVING ACCOUNTS (combined)

Section H, Item 5.

Date	CIP Revolving Balance*	Reimbursed Amount (+)	Forward Fund Amount (-) anticipate reimbursement	Encumbered Amount (-) permanent/ <u>no</u> reimbursement	Description
	\$819,788	-	-	-	BUDGET
Apr-19			(\$477,000)	**	NO LONGER REQ. Termnl Recon
Jan-21			(\$50,000)		Property Acquisition Frwd Fund Specialist
Jun-24		\$25,000	(\$25,000)		RSA Shoulder Grading Design
FY25			(\$5,000)		ARFF Truck
FY25			(\$26,427)		Master Plan Update
FY25			(\$50,000)		SIDA ADA Elevator
FY25			(\$10,000)	"PENDING"	ARFF Truck
	\$201,361				AVAILABLE BUDGET on 560010101-3990 to forward fund Projects

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

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



MEMORANDUM

TO: Patty Wahto, Airport Manager

FROM: Ke Mell, Airport Architect

DATE: March 5, 2025

RE: Airport Architect's Report

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

Gate 5 Passenger Boarding Bridge (PBB) Replacement: JYW has completed their work on the final project closeout report, *and staff submitted the report to the Federal Aviation Administration (FAA) on February 18.*

Airport Layout Plan (ALP) Update: *Updates have been submitted to the FAA and are pending approval.*

Mendenhall Riverbank Stabilization: *Terry Kurth and his State of Alaska Department of Military and Veterans Affairs (DMVA) team were in Juneau February 25-28 to meet with the City & Borough of Juneau (CBJ). Staff took them to visit the site.*

Funding will come before the Board. We do not have a bid amount, but the engineer's estimate from February 2024 is \$258,405. Allowing for a 5% increase in construction costs over the past year yields an estimate of \$271,325. ProHNS fee proposal for Construction Administration/Construction Inspection (CA/CI) is \$17,860, Time & Expense T&E, Not-to-Exceed (NTE). This yields a construction phase total of \$289,185 ($\$17,860 + [\$258,405 \times 1.05] = \$289,185$). This does not include staff time.

DMVA continues their review of JNU's pre-bid requirements and eight-month time extension request.

The jökulhlaup occurred on August 5, 2023. Permanent work to repair damage must follow normal City and Borough of Juneau contracting and bidding procedures and permitting by relevant agencies. Eighteen months from August 5, 2023, is February 5, 2025. JNU staff applied for the eight-month extension on November 26, 2024; DMVA staff have assured JNU that the extension will be granted.

On behalf of JNU, proHNS is in the process of applying for permits for stabilization and repair of damage from the 2023 jökulhlaup:

1. On September 4, 2024, proHNS submitted an application to the Alaska Department of Fish and Game for a permit for work that could affect fish habitat. On October 9, JNU received the permit.
2. On September 3, 2024, proHNS submitted an application to the U.S. Army Corp of Engineers for a permit to work in the "Waters of the United States". On October 21, JNU received the permit.
3. On August 12, 2024, proHNS submitted an application to DNR for a permit for work below 'ordinary high water', in this case the high tide line. On January 29, JNU executed an amendment to our existing ADL 107597 avigation easement which granted permission for the work.
4. On October 23, proHNS submitted an application to the City & Borough of Juneau (CBJ) for a grading permit. The permit will be issued after all other permits are received.

JNU staff are working with CBJ Contracts to advertise bids for the repair work, with bid-ready documents and a cost estimate prepared by proHNS in late February 2024. JNU will seek reimbursement from the Federal Emergency Management Agency and the DMVA for the work.

At the August 21 low tide JNU staff and proHNS visited the site of the 2023 damage. There was no damage from the 2024 jökulhlaup additional to the 2023 damage.

Master Plan Update (MPU): *Michael Baker International (MBI) continues their work.* Technical Advisory Committee (TAC) meetings are scheduled as follows:

TAC meeting #2 and TAC meeting #3 are now combined. ***The next JNU MPU TAC meeting is now scheduled for March 12, 1:00 p.m. to 3:00 p.m. This meeting will be virtual on Teams. The meeting will cover Airfield Inventory and Existing Conditions, the Aviation Forecast for JNU, and Airport Capacity and Facility Requirements. MBI will deliver working papers related to these topics for review and comment prior to the meeting.***

The April TAC meeting is scheduled for April 10, 1:00 p.m. to 3:00 p.m. This meeting will be held in person at the Juneau International Airport, Alaska Room and virtually on MS Teams. This chapter covers the refined airport alternatives, the Environmental Action Plan, and a list of suggested capital improvements. MBI will deliver working papers related to these topics for review and comment prior to the meeting. Also on April 10, MBI will present their work to the Board at their regular meeting. Tentatively, MBI will present to the Assembly at their May 12, Committee of the Whole meeting.

The final TAC meeting is scheduled for June 19, 1:00 p.m. to 3:00 p.m. The meeting will be virtual on MS Teams and will cover the complete draft MPU.

MBI visited JNU on December 4 and December 5. They met w/JNU staff and members of the TAC, toured the facilities and laid the groundwork for their work over the next year.

The current Airport Master Plan will be updated with regard to data and forecasts of aviation demands, expansion for future planning consideration, Airport Layout Plan, and related Exhibit

“A”. This update will include an obstruction survey, but does not look to change the sustainability goals, environmental inventory, nor financial plan. Aerial photography for the obstruction survey will take place in early summer 2025, and the final update is expected in December 2025.

Jordan Creek Greenbelt Lighting: *Staff belatedly realized that the project would require a Variance and a Flood Plain Development Permit, both from CBJ Department of Community Development (CDD). CDD processing time on a typical Variance is currently twelve weeks from submission of the complete application. As a consequence, it may not be possible to complete the work this construction season, as the light poles and fixtures have a ten-week lead time for production after submittals are approved. Staff will apply for the Variance and advertise for bids this season, but the contractor will be allowed to install the fixtures when weather permits.*

Begenyi Engineering has submitted 95% drawings and the 95% construction cost estimate. The estimate is \$78,641, a slight increase from the 65% estimate of \$73,565. Of the total construction estimate, just under 40% is for the pole foundations. The ground adjacent to Jordan Creek is very wet and although the poles are only 15' tall, local experience indicates that adequate foundations are essential.

The Flood Plain Development Permit will require work by a licensed civil engineer; a fee proposal for the work has been requested from Begenyi Engineering's subconsultant, PND Engineers. Despite the additional engineering required by the Flood Plain Development Permit, staff are cautiously optimistic that the \$150K budget provided by the Assembly will cover all costs, including JNU staff time. The additional engineering is not included in the total to date of \$38,220 for contracted and estimated construction phase consultant services.

The design will be pedestrian scale, compliant with IESNA (Illuminating Engineering Society of North America) G-1-03, Guideline for Security Lighting for People, Property, and Public Spaces, with a preliminary estimate of slightly less than \$50K for construction cost. Construction cost does not include JNU or CBJ Contracting staff costs. Incidental to the design, costs will be estimated to extend pedestrian scale lighting along the path on the north side of Jordan Creek between Teal Street/Jordan Avenue and Alpine Avenue just north of Airport Boulevard if funding is available, extended path lighting could be included in the project.-

In a September 16 email to the Airport Manager, Bruce Denton of the Glory Hall Board said “In the past leftover funds from completed CIP projects have been re-allocated to augment projects that are short. Given that this project is an effort to improve safety of folks who are legitimately using the path to transit between the airport and the adjoining neighborhood, and to deter the use of the path as a hangout or camping spot for vagrants, I would think it warrants the funding needed to do it right. I can't help but think that JPD [Juneau Police Department] and the city manager would support this. I believe this needs to be initiated by the city manager. Does anyone have any idea how much is needed to do it right? I'd be happy to follow up with Katie with an increased funding request.”

The \$150K appropriated by the CBJ Assembly appears to be the right order of magnitude to do something, but it will likely not be pretty. Staff have had a couple of conversations with Darrell

Wetherall, transmission and distribution engineer for Alaska Electric Light & Power (AEL&P), as to where to draw power. He said AEL&P has programs that might be helpful, but it will be complicated to figure out. Andrés has asked for cameras, so we will try to incorporate some in the project.

Channel/Loken/Coastal Contamination: Cox Environmental is under contract for the additional work that the Alaska Department of Environmental Conservation (ADEC) has requested. ***Drilling is tentatively scheduled for mid-April, and Cox Environmental expects to complete the work and submit all deliverables by August 1, 2025.*** At the January Board meeting the Board approved the appropriation of \$43,338 for Cox Environmental for an updated site work plan and additional drilling/testing groundwater wells, as required by ADEC, for the contaminated site abutting Airport-Coastal/Loken property; up-front funding provided by Airport Fund Balance and repaid through an insurance claim through CBJ Risk Management.

On December 9 ADEC approved the Site Characterization Report submitted by Cox Environmental on July 15, 2024. In the letter ADEC stated, "Additional site characterization is required south of JIA-12 and west of CF-12 to determine the extent of the groundwater contaminant plume." Cox Environmental has submitted a budget for the work required.

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

Secure Identification Display Area (SIDA) Americans with Disabilities Act (ADA) Elevator: *On March 4, 2025, the Assembly appropriated \$50,000 to the Manager for the Departure Lounge ADA Elevator Capital Improvement Project; Funding provided by Airport Revolving Funds.* From the Assembly Agenda at the February 3 meeting at which the ordinance was introduced: "This ordinance would appropriate \$50,000 to the Departure Lounge ADA Elevator CIP. The funds would be used to hire an architect to conceptually identify locations and associated costs for an elevator in the Departure Lounge. This elevator would serve the Departure Lounge to the 121 Air Carrier apron and would facilitate ground boarding for passengers who are unable to navigate stairs to board at Gate 6 or when ground boarding is necessary. The total cost of the design and installation is currently estimated at \$2.5M and has been deemed eligible for Federal FAA funding. The Airport Board of Directors reviewed this at the December 12, 2024, meeting."

Staff thanks Mr. Bedford for participating in review of the two consultant proposals received for design of the elevator installation. CBJ Contracts has not yet released the results of the review. In his email returning his comments, Mr. Bedford noted: "I think that it is important that the elevator installation have minimum impact on the view of the airport from the sterile area. I think that it is

beneficial to the airport and the aviation community as a whole that the traveling public be exposed to and take an interest in airport operations. Both proposals seem to recognize that the area on the ramp level between gates 3 and 5 is extremely congested but I would like to emphasize this point. Although the south wall of the terminal is probably the most logical site for the proposed elevator, that area takes the full brunt of the prevailing southeast wind, and this should be taken into account during the design process."

The work will be in two phases: 1) to conceptually identify possible locations and associated costs for an elevator; and 2) once a location is chosen, the architect and consultants will prepare bid documents. Staff estimate that concept design will be less than \$50K. Total design and construction costs will depend on the concept selected.

An elevator serving the Departure Lounge, Bagwell, and 121 Apron would facilitate ground boarding for passengers who cannot use stairs, and employee access between the floors. The elevator would require a SIDA badge for access and operation. FAA has reviewed the concept and stated that the project would be eligible for AIP or BIL funding.

Parking Garage: *This project is on the CIP list for after 2030; no funds are currently available for planning or construction.*

ADL 107380: Conveyance: *(No change)* Since last checking with the State of Alaska Department of Natural Resources (ADNR) in late November, as of February 5, 2025, the Title Report Request has moved from number 36 to number 31 in the queue but has not yet been assigned to an adjudicator. When ADNR staff receive the Title Report, they can request the tideland patent for JNU. JNU staff will check back with ADNR in a couple of months. JNU's case seems to be moving about five spaces up in the queue per month; on that basis it would reach the top of the queue in about six months. After that, actual processing time is as yet unknown.

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 by Michael Baker International to reflect the conveyance in the airport boundaries.

Channel/Loken Land Acquisition Support: *(No change)* Staff are reviewing CBJ Purchasing's final draft of the second Request for Proposals (RFP).

The first RFP yielded one proposal from Electric Power Systems (EPS); however, EPS admitted that they did not have FAA experience required by the RFP.

JNU seeks a qualified consultant to provide land acquisition support services and coordination for a FAA funded acquisition of one parcel, currently owned by Channel Flying, Inc., and identified for acquisition on the Airport Layout Plan. The consultant will assist JNU and the CBJ Lands in

navigating the FAA's airport land acquisition process. The parcel is currently listed for sale by the current owner, so this would be a willing sale. FAA funded land acquisition is extremely complicated, and JNU does not have current staff expertise in this.

Departure Lounge Carpet Replacement: *(No change)* Staff are drafting a scope of work and have estimated the cost at \$150,000. Staff anticipates funding the work through the local match for the terminal renovation project. When staff have a quote, this will come back to the Board for approval. The work is not included in the FY26 budget.

Carpet in the Transportation Security Administration (TSA) passenger screening area and the Departure Lounge needs replacing and continues to deteriorate; the work must include repair of underlying irregularities in the floor slab that are telegraphing through the carpet and accelerating wear. The FAA will not pay for this work. Staff are drafting a scope of work and budget. Ideally work would take place in February, when the terminal is relatively quiet. The very rough cost estimate is \$100K. This may come back to the Board in FY26's operating budget.

JNU Water & Sewer Systems and Subtractive Billing: *(No change)* JNU staff and CBJ Water and Sewer Utility staff will meet to discuss the water and sewer systems and billing for them. This is complicated, and over time confusion has arisen as to how this works. The airport waterline has jurisdictional issues, as it is owned by JNU, but also serves neighboring private properties through subtractive metering.

Taxi/Ground Transportation Additional Shelter: *(No change)* Per direction of the Board at their October 2024 meeting, staff are researching the size and cost of one or two additional Capital Transit-type pedestrian shelters east of the heated sidewalk. This will come back to the Board when the scope, cost, funding, and potential revenue are established. Shelter north of the heated sidewalk will be significantly more expensive and can be pursued later, if appropriate. The north shelter will need to be recessed into the planting bed as the existing sidewalk is not wide enough.

Shell Simmons/Yandukin Reconstruction: *(No change)* This project would reconstruct the Shell Simmons/ Yandukin road loop that surrounds the parking lots. Remaining portions of Shell Simmons and Yandukin could be separate projects to limit cost and scope. This project should happen before and would lay groundwork for a future parking garage. JNU needs to seek funding for a \$7-10M project.

As with to the 2023 parking lot upgrades, the scope of a Shell Simmons/Yandukin project would address drainage and deterioration of the roadbed (there are sink holes in front of the terminal, in which we periodically dump more asphalt), improve traffic flow and calm traffic to limit speeds on Shell Simmons, improve lighting, provide an 8' truck-plowable sidewalk along Yandukin, provide a crosswalk w/crossing light at the footbridge across Jordan Creek, and modify the very awkward north intersection between Shell Simmons and Yandukin.

In addition, it is likely we will need to replace the 12" and 14" ductile iron water main that serves the terminal and related facilities. It is common engineering knowledge that ductile iron water lines are not designed for more than 50 years in any case, and that in Juneau one seldom gets that—40

years being about the maximum reasonable service life. The water line under Shell Simmons was installed in 1984 and is now 40 years. The airport waterline has jurisdictional issues, as it is owned by JNU, but also serves neighboring private properties through subtractive metering. This situation needs to be clarified and documented; this could take up to a year in advance of design and construction.

Before the 2023-2025 grant cycle, I researched applying for the State sponsored Community Transportation Program (CTP) for Shell Simmons and Yandukin. JNU did not apply, as the local match required started at 9% of project cost, and to buy our way up the queue and significantly improve our chances of receiving funding, the local match would have been about 25% of the project cost, then estimated at \$5M (this was before we knew that the waterline would need replacing), and JNU could not come up with the funds for the local match in a couple of months.

According to Ken Nichols, former JNU Airport Engineer, FAA rules allow them to fund or partially fund one access road; he suggested for JNU that would be Shell Simmons, as it goes directly in front of the terminal. He suggested that Yandukin might be eligible for a different sort of funding, as it is a fire station access road.

Staff are working on the jurisdictional issues relating to the waterline, as those need to be resolved in advance of design or construction.

Alaska Seaplanes Cargo Facility: *(No change.)* Alaska Seaplanes has submitted a proposal for truck access to the cargo facility parking lot on lease Lot 2 through the former taxi staging area on the west side of Shell Simmons. Staff is still waiting to sign off on the final Tenant Improvement Request (TIR) form for the building (TIR #2).



MEMORANDUM

TO: Patty Wahto, Airport Manager

FROM: Mike Greene, JNU Airport Project Manager

DATE: March 5, 2025

RE: Project 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:

Ground Source Loop Field System Modifications: JNU Building Maintenance continues to observe contaminates/sediment within the loop field medium (methanol), even with the equipment strainers, pump strainers, by-pass filter and dirt separators in place. The continuing concern is that the system is not getting any cleaner over time, and that somehow the contaminates/sediment keeps replenishing itself. In a meeting conducted on December 12, with JNU staff, JNU Airport Maintenance and engineers from RESPEC present, it was decided that the samples of these contaminates should be lab-tested to determine what this material is. To that end, JNU has asked RESPEC for a fee proposal to have a sample of the contaminates lab tested, and to provide additional mechanical engineering services to assist with the on-going effort to cleanse the loop field system. Per this request, RESPEC has submitted a proposal in the amount of \$29,910 to contract with a hydronic system fluid treatment specialist to examine the fluid chemistry, analyze the sediment, and inspect some of the piping in order to recommend or implement a treatment, cleaning, or fluid replacement plan for the distributed ground source piping system. This proposal is currently being reviewed by JNU.

JNU Building Maintenance continues to work on blowing out the main pump strainers and the air separator strainers in the piping mains, cleaning branch piping heat pump strainers, and backwashing the heat pump coils. JNU Building Maintenance also continues to work on the replacement of the new flexible hoses for thirty (30) of the older heat pumps.

DOAS-1 (Dedicated Outside Air System) unit: This air-handler, originally installed in 2009, brings in outside air to the older portion of the terminal. Repairs to DOAS-1 were completed as part of the terminal reconstruction project, but additional repairs are now needed. Recent voltage spikes have damaged some of the air-handler components, including the VFD (Variable Frequency Drive) for the DOAS-1 exhaust fan. JNU Building Maintenance continues to look at repair options.

Heat Pumps: The approximately thirty (30) water-air heat pumps within the older portion of the terminal were installed in 2009. Many of these heat pumps have already reached the end of their serviceable life and the rest are nearing the end of their serviceable life. This has resulted in there being a number of these heat pumps that are non-operational at any given time while waiting for replacement parts to arrive and for repairs to be completed. The number of inoperable units is now low enough to allow the TAB

work to proceed. JNU Building Maintenance and JNU staff are continuing to look at funding options for a phased replacement of these older heat pumps.

Terminal Air Balancing (TAB): The TAB work is nearing completion. JNU has not yet seen a final balancing report or determination by the mechanical engineers (RESPEC) as to whether the system is operating within the design parameters or not.

Lighting Control Replacement: Dawson Construction / ALCAN Electric continues to work on Request for Proposal (RFP) 183 – Lighting Control Replacement. The work that is to be completed per this RFP is replacing the failing lighting control equipment within the older portion of the terminal. This control equipment is no longer supported by the manufacturer and the control of much of the interior and exterior lighting in this portion of the terminal is either being done manually or is being left on 24/7. JNU Building Maintenance is working directly with ALCAN Electric to provide a network connection that will allow the new lighting control system to be interconnected to the lighting control system that has been installed in the new north wing. This connection will create a single terminal lighting control system. ALCAN Electric has advised that they intend to have this lighting control work completed by the end of March 2025.

Terminal Power Conditioning: No change since last report. JNU and JNU Building Maintenance continue to look into the need to provide additional power conditioning to protect the electrical systems within the terminal. Following a January 2025 meeting with Ben Haight with RESPEC, JNU Building Maintenance has been tasked with confirming the presence and operational status of the power conditioning equipment that was installed as part of the recent terminal electrical service upgrade project. If this equipment has not been tripped or damaged by utility power surges, then JNU intends to obtain a fee proposal from RESPEC to look into options to provide additional power conditioning to protect the electrical systems that have been recently affected by fluctuations in the utility power. The scope of this work will include a review of the power feed to the Sand-Chem building, with a focus on determining whether or not ground source heat pump GSHP-1 needs power conditioning to protect this unit’s compressors.

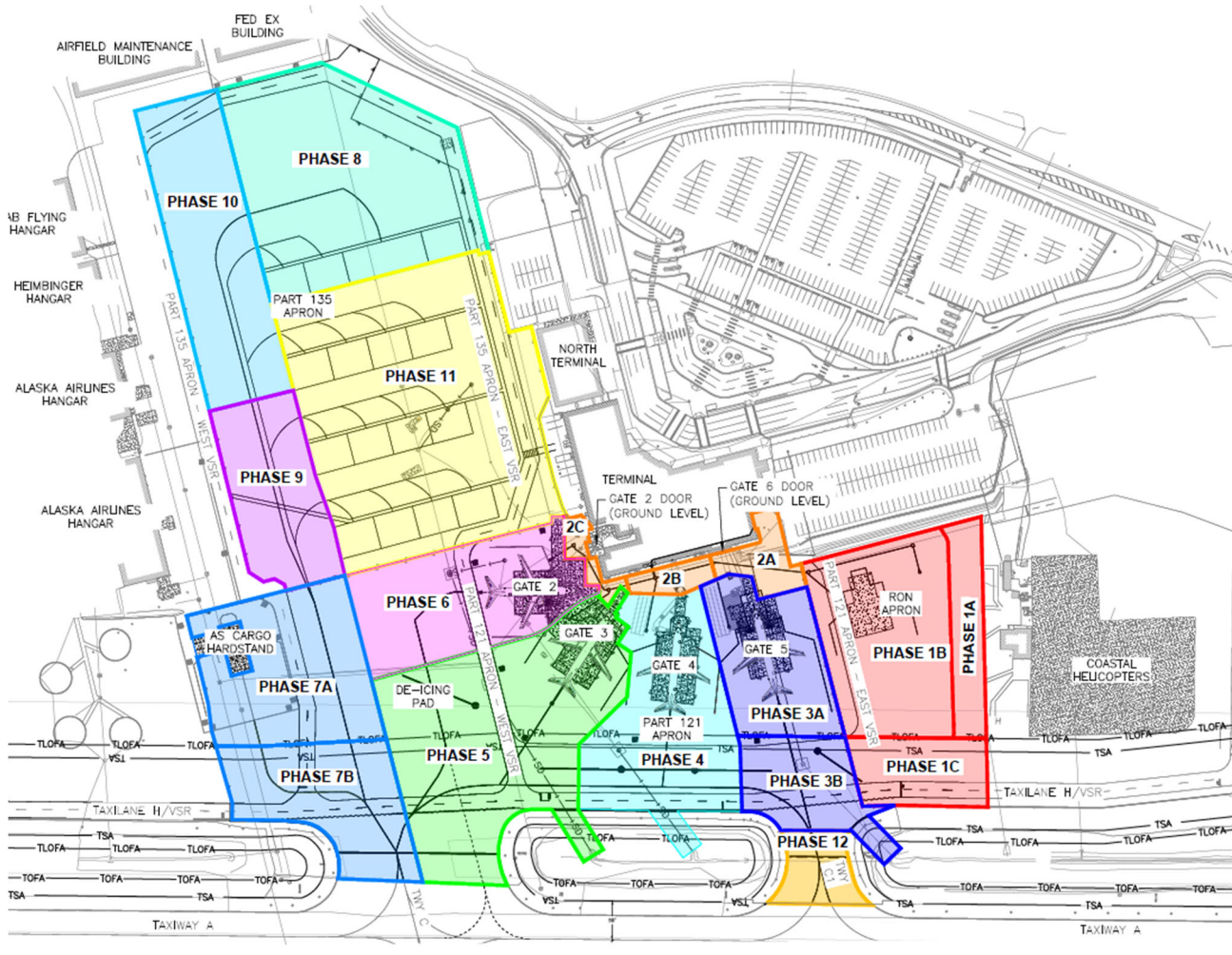
Safety Area Grading at Runway Shoulder and Navigational Aids (NAVAIDS): HDR Engineering is currently working on the development of their 60% design submittal for this project. As reported earlier, they have completed the site survey field work and continue to work on their grading analysis to determine the full extent of the grading work. Per the grading analysis, the project will primarily consist of the placement of borrow (fill) to reduce the runway shoulder slopes within the project work areas. The initial estimate of borrow quantities is as shown below:

ESTIMATE OF QUANTITIES					
(LT,RT)	ITEM NO.	SPECIFICATION ITEM NO.	PAY ITEM	PAY UNIT	QUANTITY
LT	P152	P152.010.0000	UNCLASSIFIED EXCAVATION	CY	750
	P152	P152.190.0000	BORROW	CY	44870
RT	P152	P152.010.0000	UNCLASSIFIED EXCAVATION	CY	335
	P152	P152.190.0000	BORROW	CY	3895

JNU continues to work with HDR on the development of the Construction Safety Phasing Plan (CSPP) and technical specifications, and JNU continues to work on the development of the Division 00 and Division 01 front-end contract documents.

JNU has confirmed with HDR that they will still be able to meet a deliverables schedule that reflects a bid-opening date of July 1, 2025. This revised bid opening date would have an anticipated construction contract award/notice-to-proceed date in late August 2025 or early September 2025. The construction contract will be written to allow the successful bidder to complete the project in the spring of 2026.

Rehabilitate Part 121/135 Apron and Remain Overnight (RON) Parking Apron: SECON has resumed work on the project and are currently working with their electrical subcontractor (Chatham Electric) on the preparation of the new light pole bases for the installation of the new apron lighting. SECON is also working on the repairs to the structural steel piling foundation for light pole LP-6.



SECON has submitted a project completion schedule, which identifies the start and completion dates for the remaining work areas as follows:

- **Repair light pole LP-6 & complete work on the installation of the new exterior apron lighting.**
Start: March 10, 2025 Complete: April 10, 2025
- **Transition Alaska Airlines air cargo operations over to Gate 2.**
Start: April 15, 2025
- **Install concrete hardstand extension at Alaska Air Cargo under contract with Alaska Airlines.**
Start: April 16, 2025 Complete: April 30, 2025
- **Mill existing asphalt surface at Phase 7A and Phase 7B work areas & place asphalt paving.**
Start: April 18, 2025 Complete: May 6, 2025
- **Apply new pavement markings in the Phase 7A and Phase 7B work areas.**
Start: May 6, 2025 Complete: May 7, 2025
- **Transition Alaska Airlines air cargo operations back to the air cargo hardstand.**
Start: May 8, 2025 Complete: May 8, 2025

DOWL conducted a second pre-construction meeting on March 3, 2025, with representatives from SECON, Chatham Electric, DOWL, Alaska Airlines and JNU present. During this meeting, the security and safety measures required by the construction contract were reviewed, as was SECON’s completion schedule. The procedures and protections that are to be put in place at the Gate 2 apron prior to the relocation of air-cargo operations were also discussed. Per prior agreement with JNU, SECON will provide and place temporary steel plates for the Cochran loader to operate on, and both SECON and Alaska Airlines will be held fully responsible for any damage to the new Gate 2 apron surface as a result of air-cargo operations. SECON has requested a second meeting prior to moving air cargo operations to gate 2. This meeting date has not yet been determined.

JNU has coordinated with RESPEC who will soon be releasing a construction update to all stakeholders to advise of the pending start of construction and of the anticipated construction work schedule.

Culvert Condition Survey – Jordan Creek @ Runway 8-26: No change since last report. As previously reported, JNU has received the condition survey as prepared by proHNS engineering for the large half-arch aluminum culvert assembly which allows Jordan Creek to pass beneath Taxiway A and Runway 8-26. In their report, proHNS stated the opinion that an immediate catastrophic failure of the culvert is unlikely. The report goes on to state that continued deterioration is likely, and that repair work is recommended, even if the source of deterioration is determined and eliminated. proHNS has identified three (3) repair-in-place options, recommending them for further study. They would not require open trenching, would not require a closure of Runway 8-26 and would not require extensive permitting.



The three recommended repair-in-place options are:
1. **HDPE (High Density Polyethylene) Slip Lining**

- Pros:
- a. Corrosion resistant structure.
 - b. Local contractors are familiar with construction installation methods.
 - c. Cost effective due to shipping and construction costs.
 - d. Would not require runway closure for construction.
- Cons:
- a. Grouting annular space where lengths are over 100' can be challenging.
 - b. 800' length push and pull resistance on pipe will be significant.
 - c. Requires large area for insertion/jacking/welding pit.
 - d. Potential to reduce flow capacity.

2. Carbon Fiber Lining

- Pros:
- a. Corrosion resistant structure.
 - b. Could be done while maintaining streamflow in existing pipe.
 - c. Wouldn't impact existing stream bed material, which should make for easier permitting process.
 - d. Can be designed to be structurally independent and fully withstand runway loading.
- Cons:
- Specialized equipment and trained personnel required, known installer (National Plant Services, Michels Trenchless), known Manufacturer (Structural Technologies).

3. GeoPolymer Lining

- Pros:
- a. Corrosion resistant structure.
 - b. Could be done while maintaining streamflow in existing pipe.
 - c. Wouldn't impact existing stream bed material, which should make for easier permitting process. Product has extensive research on chemical properties not affecting fish.
- Cons:
- Specialized equipment and trained personnel required, known installer (National Plant Services, Michels Trenchless), known Manufacturer (Structural Technologies, GeoTree)
 - b. Questions on whether this product would be strong enough to fully withstand runway loading.

At this time, JNU does not have estimated construction costs for any of the three repair options. JNU has confirmed with the FAA that replacement / repair costs would not be AIP eligible because the culvert is within the 20-year useful life of grant 60-2014 and because the FAA considers this work to be a maintenance project.

JNU has requested a fee proposal from proHNS Engineering to complete the necessary design phase services and to provide bid-ready construction documents (technical specifications and drawings) based upon one of their three repair-in-place recommendations. The RFP has requested that the design consultant complete a structural analysis of the recommended repair option to verify that the repair would become a permanent load bearing replacement for the culvert in the eventuality that the old culvert fully deteriorated away. The RFP also requested that the design consultant prepare detailed construction cost estimates throughout the design process.

It was JNU's hope that proHNS' services could be obtained through CBJ's Term Consultant Contract – which has a \$50K cap. proHNS has advised that they cannot complete the identified scope for under \$50,000. proHNS also advised that based on their research into the three repair options that would not require runway shutdowns, the project is going to require specialty design services. Based on this communication, it would now appear necessary for JNU to obtain design services for this project by issuance of an official RFP for Consultant Design services through CBJ Contracting.

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

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

Airport Construction Document Archiving: JNU Staff continues to work on sorting / culling the old, archived construction documents, as-built documents and miscellaneous reports.

End of Report