



AIRPORT BOARD AGENDA

May 09, 2024 at 6:00 PM

Airport Alaska Room/Zoom

<https://juneau.zoom.us/j/82856995400?pwd=YUNLd2p1OFI3TnY3NUpKa3BRQmFidzO9>

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

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

BY 3:00 PM ON MAY 8, 2024

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF MINUTES

1. April 11, 2024, Airport Board Minutes

D. APPROVAL OF AGENDA

E. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

F. PRESENTATION BY LAW DEPARTMENT

2. Open Meetings Act/Public Records Act/Conflict of Interest

G. UNFINISHED BUSINESS

H. NEW BUSINESS

3. Airport Manager Report

4. Airport Project Report - Mike Greene

5. Airport Project Report - Ke Mell

I. CORRESPONDENCE

J. COMMITTEE REPORTS

6. Finance Committee

7. Operations Committee

K. ASSEMBLY LIAISON

L. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

M. BOARD MEMBER COMMENTS

N. ANNOUNCEMENTS

O. NEXT MEETING DATE: June 13, 2024, 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, TDD 586-5351, e-mail: city.clerk@juneau.gov.

MINUTES of
AIRPORT BOARD MEETING
April 11, 2024
6:00 p.m. Alaska Room/ZOOM

A. **CALL TO ORDER:** Chair Al Clough called the meeting to order at 6:02 p.m.

B. **ROLL CALL:**

Members Present:

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

Staff/CBJ Present:

Patty Wahto, Airport Manager	Mike Greene, Airport Project Mgr.
Andres Delgado, Airport Sup't	Wàahlaal Giidaak, CBJ Assembly
Angelica Lopez-Campos, Bus. Mgr.	Sherri Layne, CBJ Law
Ke Mell, Airport Architect	Mark Fuelle, CBJ Fire Department

Public:

Paul Khera, DOT&PF	Sarah Lowell, Coastal Helicopters
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C. **APPROVAL OF MINUTES:**

1. *Dan Spencer moved to approve the minutes of March 14, 2024. The motion passed by unanimous consent.*

D. **APPROVAL OF AGENDA:** Airport Manager Patty Wahto asked to move the Introduction of Paul Khera up from the Manager’s Report to right after Public Participation. *Eve Soutiere moved approval of the agenda. The motion passed by unanimous consent.*

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

INTRODUCTION OF DEPUTY AIRPORT MANAGER: Ms. Wahto introduced Paul Khera as the new Deputy Airport Manager. Paul comes to the Airport from the State. He has worked in Aviation Planning and has also done the Airport Safety and Security Officer duties. She thanked Mr. Khera for not only accepting the job, but for coming in before his May 20 start date.

Mr. Khera said he started in the industry as a flight attendant, dispatch, and pilot in rural Alaska. He went back into dispatch and dispatch management and then found his way into airports safety/security for DOT (Department of Transportation). He was there for ten years. There was a short time that he was an occupational safety officer and then went into planning, which he has done for five years with airports. He has had about 15 years of airports. He said he likes Juneau. Chair Clough said he had the pleasure of working

with Paul a number of years ago when he was with DOT and Southeast. He thought he would be a great addition to the team at the Airport. He is glad to have not only a very qualified person but a local person moving over to take that position. He welcomed Paul aboard and told Patty good efforts working out a deal to have him come over to our side of the fence.

F. **UNFINISHED BUSINESS:**

2. **Aviation Worker Screening.** Ms. Wahto said the Board approved \$10K at a Board meeting for litigation costs with several other airports that are going up against the TSA (Transportation Security Administration) on the national amendment that was put through. The Airport is still working toward compliance with the idea that it is still going to fight this. She said she had the Stay Implementation document that was submitted to the courts today.

CBJ Attorney Sherri Layne said there has been a lot of work. The law firm did a long mediation and tried hard to get the government to budge on this. They said the mediation was a waste of time. They filed a number of things that have gone nowhere. The Motion to Stay was filed today. It is 137 pages. It has a lot of good stuff in there and makes excellent arguments. She talked to the head attorney, as did Patty. He anticipates an oral argument on the Motion to Stay and then see where it goes. He said it is unfortunate that TSA has nothing to lose, so they are going to push for it as much as they can. If they lose, they will ask Congress for more money. She said unfortunately the money has run out, and slightly over. She said the attorney estimated it will cost approximately \$5K more to do an oral argument. Ms. Layne thought the estimate was low and would probably take \$7K to \$8K more to get it done. It will probably be into the fall before there are any answers. Ultimately, the Airport would still see the benefits whether or not it continued on the lawsuit. The other option is to stay in it but be unrepresented for the most part. She said Mr. Palmer is the only one that is able to practice in federal court right now. *Dan Spencer moved to approve an additional amount not to exceed \$10,000, for professional attorney fees, to continue the litigation on the aviation worker screening.* Board Member Jodi Garza asked if the Airport is just throwing the money out there if we think that TSA is just going to push it through anyways? If it does get pushed through and the other participants stay on the case, would the City still reap the benefit? Ms. Layne said yes, if the City was not part of the case, it would still have the benefits in the end of whatever happens should we win. Ms. Garza then asked the amount of the outstanding invoice. Airport Business Manager Angelica Lopez-Campos reported \$300. Ms. Garza said is this divided between 12 airports not based on size? Ms. Layne said it is all divided equally amongst how many airports there are. Ms. Garza asked what funding will this come from. Ms. Wahto said this will be out of the maintenance and operations budget. *The motion passed unanimously.* Chair Clough asked the monthly invoice and status of this comes to Patty so she can keep the Board apprised of where things are.

3. **Airport Rates & Fees Regulation (Attachment #1).** The Airport Rates & Fees (Attachment #1) were brought before the Board last month. The attachment was as it was

presented to the Board last month. This went out for public comment for the regulation. No public comments were received. At this time, it comes back before the Board and then to the Assembly, which would be scheduled for the end of the month and would parallel the budget process. Board Member Dan Spencer said he was able to join the Assembly on April 6. The Deputy City Manager did his thing on the budget, brief presentation. There was a recommendation related to some of our administrative processes, rates and fees and capital for the Airport to do the same types of processes that the Assembly is used to. There was only one question and it related to revenues and how they are going. He informed the Assembly that there had been no comments on the Rates and Fees Regulation, and he assumed that the Board would be approving the fees today. *Jason Custer moved to approve the proposed Airport Rates and Fees Regulation (Attachment #1), and forward to the Assembly for consideration and adoption; for an effective date of July 1, 2024, except as noted for air carrier fuel flowage fees, landing fees and security screening fees which would become effective May 1, 2024. Jodi Garza recused herself as an employee/owner of a tenant that is affected. The motion passed unanimously.*

G. **NEW BUSINESS:**

4. **Alaska Department of Environmental Conservation (ADEC) Site**

Contamination. This item has to do with the area in front of the Loken hangar, which is private property but straddles private property and Airport property. A few years back (2014/2015) when the area was being dug up to place a road during construction, contaminated soil was noted on the airfield-side of things, but it went to the north towards Loken hangar. At that time, with ADEC doing their reports and some testing, they elected to leave it as a contaminated site, but let the Airport move forward with the project. New fill was added, and the area was paved. It has now come up as an open contamination site. Both the Airport and the Loken hangar are dealing with this before anything can happen with that property. ADEC said a plan has to be worked out, and it has to be in tandem with the private property owner.

The Airport has received a price from Cox Environmental to work on a plan for this area that will be acceptable with ADEC and how the Airport will deal with this on the Airport-side of things, while Coastal and Lokens work independently, but side by side, on a separate plan for the private property. There is a lot that gets tied in on this. As the Airport looks to purchase the property in the future, something has to be done with this site, regardless of whether it is now or later. ADEC said it has to be done now. This project is before the Board now as it has to be done. The mobilization of the drill is the largest cost for this because test wells were not put in at the time. They did soil sampling and water sampling while it was open, but then it had to be closed back up. It is better to have it mobilized one time between two parties than for them to bring them up and the Airport to bring them up later, which means it will increase by \$20K to \$30K. The test wells are planned for May. They will have to settle in order to do water samples. When it was originally opened, contaminated soil was removed but the plume edge was not found. It was opened to rebuild a road in that area. When ADEC came out, they took some samples, but realized it would hold up the project. Because it wasn't an active spill

and had already happened. The source of funding is from the Maintenance and Operations budget; however, Ms. Wahto will ask Risk Management to get involved to see if it can be covered from a contaminated site fund. Chair Clough that this \$50K hopefully characterizes the extent of the problem that the Airport has or has not on the Airport's side of the line. It does not account for what any clean up costs may be. Stand by for a future request. *Chris Peloso moved to approve the Airport-Loken contamination site work plan by Cox Environmental at a cost of \$49,609. The motion passed unanimously.*

5. Airport Manager's Report:

a. Aircraft Rescue Fire Fighting (ARFF) Foam Replacement. Ms. Wahto turned this over to Mark Fuelle, Capital City Fire Rescue. Mr. Fuelle said the foam has been ordered for the truck that has been borrowed from Palmer. It should be in town next week. The E-1 system that goes on the ARFF truck will be installed on April 22. This allows testing of water (not foam) and calibrates it like the foam. This is used on the other two pieces of equipment. The F3 (fluorine free foam) foam will be installed on the truck from Palmer. The plan is to have the Palmer truck up and running by April 23.

Ms. Wahto said the AFFF will be changed over in the next couple of budget cycles. Mr. Fuelle said when the other F3 foam is received for the other two vehicles, the AFFF foam will have to be removed out of them, placed in a container, and cleaned/flushed out before the new F3 foam is added.

The old ARFF truck that was removed from service will be taken to the Fire Training Center and used for training. Mr. Fuelle noted testing will be held on April 16/17 for the ARFF Manager position at CCFR. Mr. Fuelle said of the two vehicles on field, the oldest one has power steering problems. They are currently babying it trying to save the power steering pump, which has been ordered.

b. Personnel. The Airport has hired Jake Eames as the new Maintenance Mechanic II. He started March 25 and has already been repairing heat pumps on the fly. The Airport may be getting closer to balancing the Terminal air system.

c. Airport Fund Balance and Capital Revolving Account Balance. The Airport Fund Balance has been updated to reflect what was required by the City. Formerly, when the Airport showed the budget, it concentrated on the operations budget because that is how the rates and fees are implemented. There is a bigger piece to that, the capital side, which is what the Assembly sees and why downtown was saying the numbers did not match. That was because capital projects could be in there, or debt service, and it is not shown, because the Airport does not want to throw that in and pretty soon have to have another \$3M in rates and fees because Debt Service was added into a category. This is put in and taken out, so it is represented. This will now be the same as they see downtown. The operating expenses and revenues are still separated, but it

adds in the component that downtown was concerned about. It also shows the fund balance with the operating reserve.

d. CARES/CRRSAA/ARPA Fund Balance. Ms. Wahto reported that Angelica has been working with the FAA (Federal Aviation Administration) and the Project Managers to get all of the reports finalized and get the drawdowns. She said the drawdown of \$10M for the parking lot project is awaiting her signature. The next few weeks will be rather crazy with trying to get all of the expenses in to get the drawdowns in so that all of the CARES money will be used.

e. 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*. There have been additional meetings with DOT and DOWL. DOT did release the GIS information for the draft Level II Screening Evaluation. She encouraged anyone looking at that to take time to get online and look at everything that DOT has posted to the North Douglas Crossing website. The Airport is happy with the statement that came out from DOT and DOWL not jeopardizing airport approaches.

6. **Airport Projects Report – Ke Mell**. Ke Mell, Airport Architect, reported the final close-out report for the *Parking Lot Project* was submitted to the FAA. Board Member Eve Soutiere asked if anyone had been monitoring the Juneau Community Collective as people have questions/concerns about the payment for parking. Board Member Dan Spencer said the machines do not seem to work. Ms. Mell said that Republic Parking is preparing to install the parking kiosks in the exit lanes. Ms. Wahto said complaints have been received directly and they are supposed to have people downstairs and staffed all the time. These people can take payments. She said staff will follow-up on that.

The Airport received the consultant's final invoice for the *Buried Fuel Tank Removal and Replacement*. This project is closed out.

7. **Airport Projects Report – Mike Greene**. Project Manager Mike Greene reported the *Terminal Reconstruction Project* is making headway. The glass guardrail system has approved shop drawings and submittal data. The ball is now in Dawson Construction's court to start the fabrication and give the Airport an installation schedule. The Airport has issued an RFP (Request for Proposal) for ground source loop field methanol replacement to Dawson Construction. This has been broken out in two parts to try to expedite the terminal air balancing effort. Using the new in-house staffing, completion of the new dedicated outside air system is trying to be done so that the TAB (terminal air balancing) work can be done, which is now scheduled for late April. This is a moving target. The lighting control replacement work needs to be finished. Staff believes the price is high and they are trying to negotiate it down.

The *Terminal Fire Alarm Upgrade Project* is finally complete. All project punch list items have been completed. The As Built and O&M (Operations and Maintenance) Manual have been received. Final payment has not been made to the contractor.

The *Rehabilitate Part 121/135 Apron & Remain Overnight (RON) Parking Apron* project has begun. The project is already ahead of schedule. Through coordination with Alaska Airlines, the contractor has taken a much larger area than scheduled. There are a lot of moving parts to this project. Coordination is continuing on a weekly basis with the stakeholders to keep them in the loop of what is happening and when. Secon is still struggling with their Conditional Use Permit to get approval to start up the batch plant on site, which is forcing them to use the Lemon Creek plant when they start paving on May 1.

The Airport is moving forward on the *Mendenhall River Rock Repairs*. A meeting was held with the State Emergency Management people who evidently have funding to contribute to the project. Staff is working with proHNS to get them the package that is needed to begin that process working with CBJ (City & Borough of Juneau).

H. **CORRESPONDENCE:** None.

I. **COMMITTEE REPORTS:**

8. **Finance Committee:** None.

9. **Operations Committee:** None.

J. **ASSEMBLY LIAISON COMMENTS:** 'Wàahlaal Giidaak said she had no big updates. She was glad to be in attendance and is always available if people would like to have a chat.

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

L. **BOARD MEMBER COMMENTS:** Dan Spencer said he had asked the Attorney if the Board could have a conflict of interest training, possibly in a separate meeting, as he had not seen it before. He thought it would be helpful for the Board.

M. **ANNOUNCEMENTS:** None.

N. **NEXT MEETING DATE:** The next regular Airport Board meeting will be held on May 9, at 6:00 p.m. in the Alaska Room and via Zoom.

O. **EXECUTIVE SESSION:** None.

P. **ADJOURN:** *Dan Spencer moved to adjourn. The motion passed by unanimous consent and the meeting adjourned at 6:56 p.m.*

ATTACHMENT #1

A REGULATION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Adoption of Title 07, Juneau International Airport
Chapter 10, Rates and Fees

PURSUANT TO AUTHORITY GRANTED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, THE MANAGER AND THE JUNEAU INTERNATIONAL AIRPORT BOARD HEREBY ADOPT THE FOLLOWING REGULATIONS WHICH SUPERCEDE AND REPLACE THOSE REGULATIONS ADOPTED BY THE ASSEMBLY AND EFFECTIVE JULY 1, 2024, UNLESS OTHERWISE NOTED:

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Section 1. Authority. These regulations are adopted pursuant to CBJ 01.60 and CBJ 05.01.080.

Section 2. Amendment of Regulations. The City and Borough of Juneau Administrative Code is amended by the adoption of a new Title 07, Chapter 10, reading:

City and Borough of Juneau Administrative Code
Title 07: Juneau International Airport
Chapter 10: Rates and Fees

Sections:

- 010 Policy
- 020 Rates and Fees
- 030 Definitions

07 CBJAC 10.010 Policy. The policy of the City and Borough of Juneau, Juneau International Airport Board establishing the rates and fees for the Juneau International Airport are as follows:

- (a) The rates and fees charged at the Juneau International Airport shall be structured to assure that the Airport is as financially self-sustaining as possible, while ensuring fair and reasonable rates.
- (b) The Juneau International Airport shall monitor, assess and amend such rates and fees as needed to maintain (a) above.
- (c) Revenue derived from the use of obligated Airport property must be used for the operation, maintenance, or development of the Airport.
- (d) All space designated by the Airport Manager as aviation use at the Juneau International Airport shall be available for leasing on a first-come, first-served basis, but may be allocated by the Airport Manager to insure that the reasonable needs of all users may be met. All other space may be available through competitive bid or other process.
- (e) The Juneau International Airport may be required to furnish space to a governmental agency on a "rent-free" basis in order to obtain the services of a governmental agency, or to obtain a

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Juneau International Airport
Rates and Fees Regulation 07/01/2024, unless otherwise noted

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grant or other governmental participation in the operation or cost of improving or operating the airport facility, or to honor prior grant or participation agreements.

- (f) Failure to pay applicable rates and fees outlined in this Regulation, shall be subject to citation, fines and interest on past due amount.

07 CBJAC 10.020 Rates and Fees. The following are rates and fees established by the Airport Board. These rates and fees may be subject to change by amendment and may be subject to City and Borough of Juneau Sales Tax.

- (a) **Fuel Flowage Fees.** For sales of aviation fuel and aviation fuel delivery services at the Juneau International Airport, the following fees shall apply:

- (1) Signatory.

- (A) Aircraft with maximum certificated gross weight of 12,500 lbs. or less shall pay fuel flowage fee of \$0.~~33~~ per gallon.

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- (B) Aircraft with maximum certificated gross weight of more than 12,500 lbs. shall pay fuel flowage fee of \$0.~~30~~ per gallon, effective May 1, ~~2024~~.

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- (2) Non-signatory.

All Non-signatory aircraft shall pay a fuel flowage fee of \$0.~~41~~ per gallon, effective May 1, ~~2024~~.

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- (3) Exemption to Fuel Flowage Fees: The Civil Air Patrol (CAP) shall be exempt from Fuel Flowage Fees on missions, practice missions and fuel purchased in bulk by the CAP.

- (b) **Landing Fees.** Landing Fees shall be based on maximum take-off weight as certified by the FAA, for all types of aircraft whether empty or loaded, as follows:

- (1) Signatory.

- (A) Under 12,500 lbs., no fee.

- (B) 12,500 lbs. and over, \$~~3.34~~ per 1,000 lbs., or any fraction thereof, effective May 1, ~~2024~~.

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- (C) Exemptions to signatory landing fees:
 - i. Aircraft engaged in test flights.
 - ii. Aircraft compelled to return after take-off.
 - iii. Aircraft compelled to land under an emergency diversion situation.
 - iv. Public aircraft not engaged in commercial operations.

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(2) Non-Signatory.

(A) Under 12,500 lbs., no fee.

(B) 12,500 lbs. and over: ~~\$4.18~~ per 1,000 lbs., or any fraction thereof, effective May 1, 2023.

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(C) Exemptions to non-signatory landing fees:

- i. Aircraft engaged in test flights.
- ii. Aircraft compelled to return after take-off.
- iii. Aircraft compelled to land under an emergency diversion situation.
- iv. Public aircraft not engaged in commercial operations.

(c) Air Carrier Terminal Lease Rates.

(1) Signatory. Terminal rental rates for air carriers are established by the Airport Board. Lease of terminal space preference shall be given to air carriers. The rates are per Square Foot, Annually, as follows:

Space Type	Rate
Counter (North Wing) plus 7 feet	\$31.00
Counter (East Wing)	\$39.04
Office (North Wing)	\$28.19
Office (East Wing)	\$31.45
Office (Admin East)	\$31.45
Baggage Claim (Public)	\$31.45
Storage/Bag Make Up (Covered Bag Well)	\$25.05
Storage/Frt Rm (North Wing)	\$25.05
Canopy Storage (North Wing)	\$15.58
Hold Room/ Departure Lounge	\$39.04

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Jetbridge/Passenger Boarding Bridge
(Airport –owned) at Gate 2 & Gate 5 \$3,500/month

(2) Non-Signatory.

(A) For non-signatory air carriers requiring the use of the terminal for one-time or occasional use (up to four times per month), the following fee schedule shall apply:

- Wide Body Jets: \$1,500 per use or turn
- Narrow Body Jets: \$1,000 per use or turn
- Regional Prop (greater than 12,500 lbs.) \$175 per use or turn
- Small carrier (12,500 lbs. or less) \$50 per use or turn

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- (B) Wide Body and Narrow Body jet use of the terminal shall be limited to departure lounge, available counter space, available jetway, bag claim, bag make-up and public circulation areas. Regional prop aircraft and small carrier use of terminal shall be limited to available counter space and public circulation area. Other non-signatory fees for airside use shall apply, such as landing fees, fuel flowage fees and parking or gate use also apply.
- (C) Terminal Space rent shall be charged at 25% more than the published Signatory rate.

(d) **Aircraft Parking Fees.**

(1) Assigned Parking per Month. Fees for all types of aircraft, regardless of size or weight, per month or any fraction thereof, for parking or tiedown privileges in areas designated by the Airport Manager are as follows:

(A) Overnight parking at Air Carrier gate	\$1,000
(B) Main Ramp, >12,500 lbs.	\$750
(C) Air Taxi (small box)	\$90
(D) Air Taxi (large box)	\$125
(E) Hard-surfaced parking areas	\$75
(F) Gravel-surfaced parking areas	\$60
(G) Privately-owned seaplane floats (North & South)	\$110
(H) Airport-owned seaplane floats(North & South)	\$180
(I) Privately-owned seaplane floats (West Finger)	\$180

Seaplane floats fee based on 8 months of use/fees annually.

(2) Transient Parking. The parking fee for transient aircraft is determined by the maximum take-off weight as certified by the FAA, as follows:

(A) Under 6,001 lbs. (Non-commercial)	\$15 per day
(B) Under 6,001 lbs. (Commercial)	\$50 per day
(C) 6,001 lbs. to 12,500 lbs.	\$100 per day
(D) 12,501 lbs. to 100,000 lbs.	\$250 per day
(E) 100,001 lbs. and over	\$1,000per day/lg aircraft ramp, per turn/terminal gate
(F) Jetway Use Gate 2, 5 (Non-Signatory)	\$1,000 per turn/use

All aircraft parking spaces are designated one aircraft per space. Any additional aircraft parked in/near/around a parking spot, or any aircraft not within an aircraft designated space will be assessed the daily transient rate for size/type of aircraft/operation.

Aircraft parking fees are assessed for the first 24 hours or any fraction thereof. Subsequent days are charged for each 24 hour period or any fraction thereof. Non-

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commercial aircraft are exempt for the initial two hours of aircraft parking. Rates apply to the public parking areas of the airport.

- (3) **Storage Fees.** Property that remains on a tiedown or other location after termination of the agreement, shall be charged a storage fee of \$200 per month, except that ownership of a dock on the float pond shall revert to the Airport if not removed upon termination of the agreement.

(e) **Land Lease Rates.** Certain property at the Juneau International Airport has been designated by the Assembly as available for airport related purposes. CBJ Chapter 05.20 “Airport Lands,” provides for the administration of such property and authorizes the Airport Manager to negotiate certain leases subject to Airport Board approval, and according to certain terms provided therein. Airport land lease rates shall be according to airport land type and/or use as follows:

- (1) Land Lease Rates (all rates per square foot, annually):

(A) Non-Commercial Airfield Land Lease	\$0.57/sq ft/year
(B) Commercial Airfield Land Lease	\$0.70/sq ft/year
(C) SIDA Airfield Land Lease	\$0.97/sq ft/year
(D) Landside Non-Aviation Land Lease	\$0.86/sq ft/year
(E) 1st Right of Refusal	\$0.05/sq ft/year

- (2) **Non-aviation Land Lease Rates.** Non-aviation land lease rates shall be set through competitive bid or other process, but shall not be less than the highest Airfield land lease rate plus 25%.

- (3) **Land Lease Wait List Fees.** The Juneau International Airport has established wait lists and application fees based on the land lease types and proposed construction types. Tenants wishing to apply for land lease space shall fill out an annual wait list application and pay the following annual application fees:

(A) Commercial Leases:	\$25/annually
(B) Executive Hangar Leases:	\$25/annually
(C) T-Hangar Leases:	\$25/annually

(f) **Rental Car Lot.** Rental car lot spaces shall be charged at the following rate:

- (1) \$100 per space, per month or any fraction thereof,

(g) **Commercial Vehicle Access Fees.** Access fees are per vehicle, per calendar year. A numerically sequenced permit/sticker is issued for each fee paid. Permit/sticker must be properly displayed and permanently affixed to the vehicle windshield prior to operating on the Airport premises. Failure to display and affix permit to the vehicle will be considered as conducting business at the airport without a valid permit. Prior year(s) permits must be

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removed or current year permit will be invalid. The following fee structure applies to the categories of Ground Transportation and Access users as indicated:

- (1) Ground Transportation Fees. (Taxicab, bus, airporter, courtesy van, or limo.)

	<u>1-7 PAX</u> <u>Rate</u>	<u>8-16 PAX</u> <u>Rate</u>	<u>17 or MORE</u> <u>Rate</u>
Annual	\$200.00	\$250.00	\$350.00

For each calendar year, each tour operator permitting multiple large buses, shuttles and/or vans, may purchase as many annual vehicle permits as needed to conduct business on the Airport premises and pay the actual cost of permits per vehicle in accordance with the above table, or \$10,000, whichever is less.

- (2) Commercial Freight Pick-up/Delivery Vehicles. Off-Airport businesses performing a commercial pick-up or delivery of freight transiting the Airport shall be required to purchase and display a Commercial Freight Pick-up/Delivery permit on their vehicle prior to conducting such business on the airport premises. The permit entitles the vehicle to free parking in the Short-Term lot during pick-up and delivery only.

	<u>1st Vehicle</u> <u>Rate</u>	<u>Each Additional Vehicle</u> <u>Rate</u>
Annual	\$200.00	\$50.00

- (3) Airport Operational Area (Commercial freight pick-up/delivery vehicles with inside the fence access.)

	<u>1st Vehicle</u> <u>Rate</u>	<u>Each Additional Vehicle</u> <u>Rate</u>
Annual	\$300.00	\$75.00

- (h) **Boundary Crossing Fee.** Companies or businesses conducting business within the boundaries of the Airport that do not lease property on the Airport are subject to an annual boundary crossing fee. (Separate from public ground transportation access fees and commercial access delivery fees outlined in (g) above).

Boundary Crossing Fee:	\$200 minimum per year, as negotiated based on Airport land use or boundary activity
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- (i) **International Passenger Processing Fee.** Any passenger arriving or processed through U.S. Customs who has deplaned off of a scheduled or chartered international commercial flight will be assessed an international processing fee.

International Passenger Processing Fee:	\$4 per passenger
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(j) **Employee Parking Fees.**

- (1) A company, business, or government agency conducting business on the Juneau International Airport, or an employee or association of employees thereof may park in the airport employee parking lot while on duty under the following terms and conditions:
 - (A) Parking fees are paid in full prior to the beginning of the calendar month or fraction thereof, for which parking is desired.
 - (B) A 10% discount shall be given for prepayment of an entire period as described in section (3) below.
 - (C) Use of the employee parking lot for any purpose, other than parking while on duty, will forfeit access to, and fees paid for, the employee parking lot for that period.
 - (D) Vehicles may not park in the employee parking lot for more than 24 hours without Airport Management approval. If an employee has been approved for extended parking, the employee must make arrangements to have the vehicle moved upon request of the Airport. Vehicles not in compliance with the subsection may be towed and impounded at the owner's expense.
 - (E) Employee vehicles must be registered with Airport Management. Vehicles parked in the employee parking lot that have not been registered may be towed and impounded at the owner's expense.
- (2) The rate for parking in the employee parking lot is \$50 per space per month, or any fraction thereof.
- (3) There will be two rental periods per year. The first period shall be from October through April (7 months), and the second period shall be from May through September (5 months).
- (4) Use of a parking space may be shared between two eligible employees and a single fee charged, provided work schedules do not overlap and/or actual use is limited at all times to a single car in the single rented space.

(k) **Concession Fees.** Concessions which operate at the airport shall be awarded through Bid process, Request for Proposal (RFP) process or as a sole responder with a Letter of Interest. Concession fees are established through contract negotiations, but will not be leased at a rate less than those established for Airfield/Aviation Use Land Lease Rates.

(l) **Governmental Agency Rental Rates.** The Juneau International Airport may enter into an agreement with governmental agencies for the reimbursement of expenses incurred by the airport in providing services (which may include, but not be limited to: maintenance, utilities, supplies and janitorial services) to the "rent-free" space. The charge for such reimbursable expenses for services shall be based on the annual per square foot cost of providing such services to the entire area serviced.

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(m) **Airport Reimbursable Costs.** The Juneau International Airport may charge tenants, users or patrons of the Airport for costs associated with reimbursement of personnel costs, equipment costs or supplies for which a tenant, user or patron requests a special service which is not covered by a tenant or user agreement or is not a normally provided function of Airport operations. This may include damage to airport property for which the tenant, user or patron is responsible and whereby additional cost has been incurred by the Airport. A detailed breakdown of all costs will be provided after an emergency situation or an estimate will be supplied in advance to a request if appropriate.

(n) **Fingerprint Fees.** For fingerprinting and electronic submission to the Federal Bureau of Investigation (FBI) for criminal history records check, the following fees shall apply:

- (1) Employees, tenants, employees of tenants, or those employees of businesses and agencies directly working with/at the Juneau International Airport, the fingerprint fee shall be: \$75 per person.
- (2) For all others, the fingerprint fee shall be: \$75 per person.

(o) **Badging Fees.** For access and identification badges issued at the Juneau International Airport, the following fees shall apply:

(1) Security Identification Display Area (SIDA), 135 ramp (Non-SIDA), General Aviation AOA badges, or Airport Employee identification badges, the fees shall be:

(A) Initial Issuance (\$50) & Deposit (\$50)	\$100
(B) Renewal (Annual)	\$40
(C) Re-issuance for worn or damaged	\$40
(D) Lost badge	\$200
(E) Contractor Deposit	\$200
(F) Proximity Gate Card	\$15
(G) Non-Airport ID	\$50

Deposits shall only be refunded upon the timely return of an individual’s current access badge to Airport Security or Airport Administration. If a “lost” badge is later recovered, a refund may be issued, minus the fees associated with the replacement badge, only if the lost badge is of the current issuance lot (color, badge design).

In lieu of a deposit, an employer may issue a written letter of guarantee for their employee(s). Such letter will be on company or business letterhead, signed by an authorized agent of the company or business, and guarantee that if an authorized employee of their company or business does not return a badge or loses a badge, the company or business shall be responsible for the non-returned/lost badge and remit the \$200 fee to the Airport.

- (2) Proximity Cards (or gate access cards): \$15 per card / issuance

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ATTACHMENT #1

(3) Non-airport identification media : \$50 per card / issuance

(p) **Airline Fee for Airport Security Screening.** Each Air Carrier shall pay \$~~2.69~~/per screened enplaned passenger effective May 1, 2024, for that Air Carrier's passengers subject to security screening and enplaning, at Juneau International Airport.

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The Non-signatory rate for Airline Fee for Airport Security Screening shall be at a rate of 25% more than the established signatory rate for Airport Security Screening Fee.

(q) **Lease Action Filing Fee.** For any Lease Action Request (Assignment, New Lease, Extension/Amendment, Collateral Assignment, Cancellation) at the Juneau International Airport. \$100/per Lease Action Request

07 CBJAC 10.030 Definitions. For purposes of this chapter, unless the context plainly requires otherwise:

“Aviation Use” means the storage, operation, maintenance, or servicing of aircraft, or a use directly ancillary to such aviation use.

“Employee” a person employed by a company, business or governmental agency and who is stationed to work at the Juneau International Airport for that company, business or agency.

“Juneau International Airport” or “Airport” means the facilities and lands owned by the City and Borough of Juneau, and designated as Airport properties, or the administration which oversees the facilities and lands at the Airport, subject to this regulation.

“Signatory” means air carriers or aircraft owners/operators who have a written lease agreement with the Airport.

“Non-Signatory” means air carriers or aircraft owners/operators who do not have a written lease agreement with the Airport. A sublease agreement does not qualify at the “signatory” rate.

“Commercial Land” means that area of the Airport which is designed for businesses and commercial activity, but may be leased to private individuals at the commercial rate.

“Landside Non-Aviation Land” means that area of the Airport which is outside the airfield perimeter fence, and designated for any non-aviation related use.

“Non-Commercial Land” means that area of the Airport which is designed for private, non-business activities, but may be leased to commercial businesses at the commercial rate.

“SIDA Land” (or Security Identification Display Area) means that area of the Airport which is designated for SIDA activities/business, pursuant to 49 CFR 1500 series.

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ATTACHMENT #1

“Transient Aircraft” at the Airport means an aircraft that is not assigned to a permanent parking space, that is not subject to a written parking agreement with the Airport, that is not parked in its assigned permanent parking space, or that is double parked in an aircraft parking space.

“Undeveloped Land” means raw land that has not been filled to grade or been permitted for development.

Section 3. Notice of Proposed Adoption of a Regulation. The notice requirements of CBJ 01.60.200 were followed by the agency. The notice period began on March 16, 2024, which is not less than 21 days before the date of adoption of these regulations as set forth below.

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Adoption by Agency

After considering all relevant matter presented to it, the agency hereby amends these regulations as set forth above. The agency will next seek Assembly review and approval.

Date: _____

Al Clough, Chairman
Juneau International Airport Board

Legal Review

These regulations have been reviewed and approved in accordance with the following standards set forth in CBJ 01.60.250:

- (1) Consistency with federal and state law and with the charter, code, and other municipal regulations;
- (2) The existence of code authority and the correctness of the required citation of code authority; and
- (3) Its clarity, simplicity of expression, and absence of possibility of misapplication.

Date: _____

Sherri Layne
Municipal Attorney

Assembly Review

These regulations were presented to the Assembly at its meeting of _____. They were adopted by the Assembly.

Date: _____

Elizabeth J. McEwen, Municipal Clerk

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ATTACHMENT #1

Filing with Clerk

I certify, as the clerk of the City and Borough of Juneau, that the following statements are true:

1. These regulations were accepted for filing by the office of the clerk at ___:___ a.m./p.m. on the ___ day of _____, _____.
2. After signing I will immediately deliver or cause to be delivered copies of this regulation to the attorney and the director of libraries.
3. A permanent file of the signed originals of these regulations will be maintained in this office for public inspection.
4. Effective date shall be the seventh day after the date of filing with the clerk, per CBJ 01.60.330, or later, as noted in the regulation.

Date: _____

Elizabeth J. McEwen, Municipal Clerk

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Airport Board Training

Law Department

Topics

- Open Meetings Act
- Public Records Act
- Conflict of Interest

Open Meetings Act

- **A.S. 29.20.020, A.S. 44.62.310, Charter 3.12(d)**
 - ❖ All meetings to be public
 - ❖ Public have an opportunity to comment at regular and special meetings
 - ❖ Executive session (very limited on topics – mainly litigation related or other confidential item) *See the notes below.*

OMA: Best Practices

- ❖ OMA purpose is to ensure deliberations of a board are done in public.
- ❖ Minimize private Board member discussions.
- ❖ **“Serial” meetings: Avoid using “reply all” in email.**
- ❖ Reasonable notice of meeting.
 - *24 hrs. min., more notice for complex issues*
- ❖ Make sure agendas include location and time.
- ❖ **Cure by completely redoing illegal action.**

Public Records Act

- **A.S. 40.25.110, Charter 15.7, CBJ 01.70**
- Two big rules:
 - 1) Every person has the right to inspect public record unless an exception applies.
 - 2) Strong presumption in favor of disclosure
- **Applies to emails, texts, documents, even if on your personal devices**

Conflict of Interest

You are a municipal officer

You are prohibited from using your position to:

- ❖ Gain a benefit
- ❖ Secure employment or contracts
- ❖ **Take or withhold action if you have personal/ financial (P/F) interest**
- ❖ Use CBJ time or equipment for P/F interest
- ❖ **Vote or deliberate if you have a P/F interest**

Conflict of Interest: **Best Practice**

- ❖ If in doubt, contact your attorney, before the meeting.
 - If you act consistent with attorney advice, then you are immune from personal liability - CBJ 01.45.145(b)
- ❖ Close calls, go ahead and disclose in meeting. The board can vote to determine if it is a conflict, wherein you would remove yourself from the table for those deliberations and discussions. (*The chair can ask if there are any members that believe there is a conflict. Note – this are the close calls, not the clear conflicts.*)

AIRPORT MANAGER'S REPORT – May 9, 2024

- a. FAA Alaskan Region Airport Division Director Departing Alaska. Director Kristi Warden has accepted a new position within the Federal Aviation Administration (FAA) – Tech Ops in Houston, starting June 16. It has been an absolute pleasure working with Kristi and her support of Alaska Airports on many issues and building airport infrastructure/funding. JNU sincerely wishes the best to Kristi in her new position. Current Deputy Director Rodney Clark will be acting Director until the position is permanently filled.
- b. Increase in Encampments on Airport Property. Airfield crew has seen a significant increase in the number of illegal campsites, trash and drug needles in the Jordan Creek greenbelt. Juneau Police Department Airport Police are called to assist with the eviction while Airfield cleans out the abandoned items. Signs are posted but these signs are pulled out of the ground and thrown into the creek, along with a lot of trash. This is at an ‘epidemic’ level and has become a daily clean-out. It is a strain on crew resources and costly for the Airport. Staff has alerted the City Manager’s office and the Law Department.
- c. Aircraft Rescue Fire Fighting (ARFF) Truck Update. The date to bring the leased ARFF truck online has been delayed due to contract language between the E-one company and CBJ. The Airport/Capital City Fire Rescue (CCFR) is hopeful that this is resolved quickly to bring the truck online.
- d. ARFF Program Manager Position. Brandon Bagwell has accepted the position of ARFF Program Manager for CCFR, starting in June. Brandon brings an impressive 21 years of ARFF experience to the team, with a diverse background in both large and small airports. He previously worked at the FedEx ARFF hub and is currently assigned to ARFF at Reno Tahoe Airport. Notably, Brandon deployed with Federal Emergency Management Agency to New York at the onset of the COVID-19 pandemic, where he managed supply logistics for six stations and 350 ambulances.
- e. Litigation Case. In the Fall of 2022, the Board was informed of pending litigation involving Fed Ex, R & L Leasing and the CBJ-Airport. In Spring 2023, the Airport was notified that R & L Leasing’s insurance would defend the CBJ Airport in this case. CBJ Law was notified April 17, 2024, that the case went to mediation and had been settled.
- f. Aviation Worker Screening Litigation. At the April 11, 2024, Airport Board meeting, the Board approved up to an additional \$10,000 toward the litigation costs with other airports nationwide, to appeal the Transportation Security Administration (TSA) (unfunded) mandate in implementing employee screening through a third-party law firm handling the federal case. The Stay of Implementation was filed with the U.S. Court of Appeals on April 11, 2024; and TSA filed their Opposition to the Stay on April 22, 2024. Attorney for the airports filed their support for a Stay on April 29, 2024; with TSA counsel basically filing their same opposition to the Stay on May 2, 2024. A date for oral arguments has not been set, but this case is finally seeing some movement.
- g. Airport Fund Balance (AFB) and Capital Revolving Account Balance (CRAB) (Attachment #2). The Airport Fund Balance page reflects updates to the proposed FY25/26 budgets and

reflects what has been submitted to the Assembly and approved by the Board. ***The Fund Balance is based on the balanced FY25 budget with increases to Airport Rates & Fees.*** The CRAB has been updated in format only and shows the remaining forward-funded projects and balance. The Board and Assembly will see some upcoming transfers and appropriating ordinances as the Airport cleans up the accounting on some of its projects and CIP/Revolving accounts.

h. CARES/CRRSAA/ARG Fund Balance (Attachment #3). This shows the update for actuals. The Airport will be doing final drawdowns and closing out these grants/funding. The Board and Assembly will see some upcoming transfers and appropriating ordinances as the Airport cleans up the accounting on some of its projects and other CIP/CARES accounts.

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 second channel crossing project between Juneau and Douglas. ADOT has released the GIS information used in the draft level 2 screening evaluation. A link to the mapper will also be made publicly available on the website:

<https://www.jdnorthcrossing.com/>. DOWL and the State continue to state: *‘Any alternative that conflicts with the approach surfaces or the ALP will be modified to eliminate conflicts or removed from consideration.’* Please visit the ADOT website for the project

www.jdnorthcrossing.com or make comment to the project email **JDNorthCrossing@dowl.com**.

- **NO CHANGE** – *Alaska Department of Environmental Conservation (ADEC) Site Contamination*. In 2014 during a project that required paving a drive lane just south of the old sand shed and Channel/Loken (Coastal) hangar, contamination of soil and groundwater was found. This contamination record was never mitigated, nor further testing done, and remained an open contamination case for both the Airport and Loken/Channel Flying. The Airport will continue to work with ADEC and Cox Environmental to close out this site, which may take some time.

- **NO CHANGE** – *Title 49 (Jordan Creek) Variance Request*. Staff is still looking to work with the CBJ on Title 49 language for limbing after the Planning Commission denied the Development Department (CDD) during their rewrite of Title 49 for inclusion of safety or other ways to allow limbing in this area. The Assembly has approved \$150,000 in their FY24 Capital Improvement Project plan for: *the Jordan Creek Greenbelt Improvements, for installation of lighting, improve pathway and improve sightlines for Jordan Creek Greenbelt.*

- **NO CHANGE** – *TSA Mandate for Employee Screening Going into Secured and Sterile Areas*. Staff continues to phase in the aviation workers screening (AWS) plan. This phase-in is part of the AWS implementation plan for the informed compliance period, which started September 25, 2023. Trial runs will continue weekly until fully implemented to nine hours/week. JNU and approximately ten other airports filed a Joint Petition for Judicial Review of TSA’s worker screening amendment; paralleling the random screening.

- **NO CHANGE**– *Alaska Department of Natural Resource (ADNR) Land Conveyance Close-out*. During the Runway Safety Area (RSA) project, the Airport through the Environmental Impact Statement (EIS) public process and mitigation, acquired wetlands parcels from the State for the extension of the RSA on both the RWY 8 and RWY 26 ends, and to accommodate portions of the approach lighting systems. The Airport is still working with ADNR to convey these parcels to the Airport’s property. Once this is completed and recorded, the Airport Layout Plan and ‘Exhibit A’ will need to be updated to reflect the airport boundaries.
- **NO CHANGE** – *Runway 26 Medium Intensity Approach Lighting System with Runway Alignment Indicator Lights (MALSR) approach lighting*. After introduction by Senator Sullivan, the language that would include the MALSR in the FY24 Reauthorization Bill (that would allow the transfer, ownership and maintenance of approach lighting systems to the FAA upon completion) has support from the House. The language would add MALSR equipment to the list of allowable lighting equipment and allow the transfer of this to the FAA even if paid for through Airport Improvement Program (AIP) funding. This is now pending final approval within the Reauthorization Bill. A five-year Corps of Engineers wetlands permit has been issued.
- **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.
- **NO CHANGE** – *Passenger Facility Charge (PFC) cap increase* JNU continues to discuss PFC increases with our DC Lobbyist and Congressional Delegation.
- **NO CHANGE** – *Capital Improvement Program (CIP) and Passenger Facility Charge (PFC) 10*. With FFY20 FAA AIP terminal grants covering the entire amount of FAA-eligible terminal construction, PFC (PFC9) collections may be abbreviated with less match required. Staff is monitoring the amount needed for the terminal project to assess when to start PFC10 application process.
- **NO CHANGE** – *Maintenance Programs* (roofs, heat pump equipment, baggage systems, etc.). Staff continues to develop maintenance contracts for specialized systems similar to what we do with airfield lighting and controls.

Available Fund Balance Summary

Airport Fund

Last Update: 4/5/2024

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

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

ATTACHMENT #2
AIRPORT CAPITAL REVOLVING ACCOUNTS (combined)

Section H, Item 3.

Date	CIP Revolving Balance*	Reimbursed Amount (+)	Forward Fund Amount (-) anticipate reimbursement	Encumbered Amount (-) permanent/ <u>no</u> reimbursement	Description
	\$819,246	-	-	-	BUDGET
Apr-19			(\$477,000)	**	NO LONGER REQ. Termnl Recon
Jan-21			(\$50,000)		Property Acquisition Frwd Fund Specialist
Jan-21			(\$40,000)		Float Pond Fwr Fund Design
May-21			(\$108,000)		Float Pond Fwr Fund Design
Jan-05		\$542			\$541.95 adjustment
	\$144,788				AVAILABLE BUDGET on A50-001 to forward fund Projects

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

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

ATTACHMENT #3

CARES/CRRSAA/ARPA Grant Funding Use/Availability

<u>Type of Expense</u>	<u>Description</u>	<u>Amount Proj</u>	<u>Actuals & Encumb</u>	<u>Status</u>
	CARES grant Award (#82, 94, 95 & 99)	21,736,343	21,736,343	
	CRSSA grant Award (#84)	3,324,451	3,324,451	
	ARPA grant Award (#87)	5,430,992	5,430,992	
	TOTAL GRANTS:	30,491,786	30,491,786	
Ops Deficit	FY20 Operational Expenses	(724,664)	(724,664)	Final
Ops Deficit	FY21 Operational Exp incl tenant relief; yearend	(3,693,321)	(3,693,321)	Final
Ops Deficit	FY22 Operational Exp incl tenant relief+ 107.9K int hit	(2,456,528)	(2,456,528)	Final
Debt Service	FY21 Airport GO Bond debt service	(602,375)	(602,375)	Final
Debt Service	FY22 Airport GO Bond debt service	(662,600)	(662,600)	Final
Debt Service	FY23 Airport GO Bond debt service	(660,300)	(660,300)	Final
Project	TWY Regulator Upgrade (appropriated)	(118,814)	(118,814)	Final
Project	Terminal Suspended Ceiling Tile Replac	(350,000)	(213,506)	Final
Project	Terminal Seating portion in FY23	(145,000)	(145,000)	Final
Project	SREB Circulation Pump Upgrade	(165,000)	(183,949)	Final
Project	SREB Wash Bay Protection	(49,925)	(49,925)	Final
Project	Float Pond Electrical Upgrades	(190,000)	(156,348)	Final
Project	Forklift vehicle	(48,715)	(48,715)	Final
Project	Bagwell Gas Detect \$43k desgn, CA+construct 195.4k pend	(238,400)	(217,043)	Final
Ops Deficit	FY23 Tenant Rent Relief	(1,250,000)		Final
Ops Deficit	FY23 Operational Expenses	(950,900)	(3,342,716)	Final
	Exp thru FY23	(12,306,542)	(13,275,804)	
Ops Deficit	FY24 Tenant Rent Relief (est)	(1,600,000)	(1,600,000)	Final
Ops Deficit	FY24 Operational Expenses (est)	(118,700)	(403,229)	Final
Debt Service	FY24 Airport GO Bond debt service	(657,125)	(657,125)	Final
Project - Match	Ramp Project Match	(312,500)	(312,500)	Final
Project	Terminal Seating portion in FY24	(305,000)	(305,000)	Final
Project	NWDA Electrical Upgrades	(296,400)	(296,400)	Final
Project	Temsco Sewer hookup	(295,000)	0	NOT eligible
Project	Bag Belt Replace - Est; + \$50K design (10/21)	(1,469,716)	(1,469,716)	Final
Project	Parking Lot Design & Construction	(10,454,010)	(10,454,010)	Final
Project	Parking Lot Construction - Quantity Amendment	(600,000)	(460,857)	Final
Project	Gate K Culvert Replace (Design + Constr estimate)	(670,426)	(670,426)	Final
PENDING	Gate K culvert Replace PFAS/Dewatering & remediation	(600,000)	(137,559)	Final
Project	Sand/Chem bldg Back-up Electric Boiler Design&Trenching	(175,000)	(175,000)	Final
	Sand/Chem bldg Portable oil-fired Boiler		0	Final
Project	Fuel Station Access Control & Generator	(35,000)	0	Abandoned
Project	1 Buried Tank Removal & Replacmt (Old Shop UST remove/replace/cleanup)	(254,950)	(254,950)	Final
Project	Man Lift	(20,000)	(19,210)	Final
	FY24 Expenses	(17,863,827)	(17,215,982)	

Available CARES: 321,417 0

Actuals Lower than expected



MEMORANDUM

TO: Patty Wahto, Airport Manager

FROM: Mike Greene, JNU Airport Project Manager

DATE: May 1, 2024

RE: Projects Office Monthly Report

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

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

Glass Guardrail: Dawson Construction has advised that the new glass guardrail assembly is now in production and will arrive in Juneau in mid to late May. To facilitate this work, Dawson will need to close the adjacent second floor seating area and erect a temporary barricade on the first floor, beneath the second floor through-floor opening just inside the terminal main entrance. This work will take less than one week to complete.

Ground Source Loop Field Methanol Replacement: No change since last report. The finalized version of RFP 190 has been released to Dawson Construction. This RFP has been broken out into two parts, the first part is asking Dawson to proceed with the repairs of DOAS-1 (Dedicated Outside Air System) on a T&M (time and materials) basis. The second part is asking for a lump sum proposal to install a permanent filtration system to remove contaminants from the loop field/terminal heat pump system without removing and replacing the existing methanol. Additional methanol will be added to the system to raise the percentage to 15%, and rust inhibitors will be added to reduce pipe corrosion. This revised scope of work will still replace the failing braided stainless-steel supply/return hoses and flow-setters at each of the older heat pumps and will also replace the strainer/filter assemblies on the affected heat pumps.

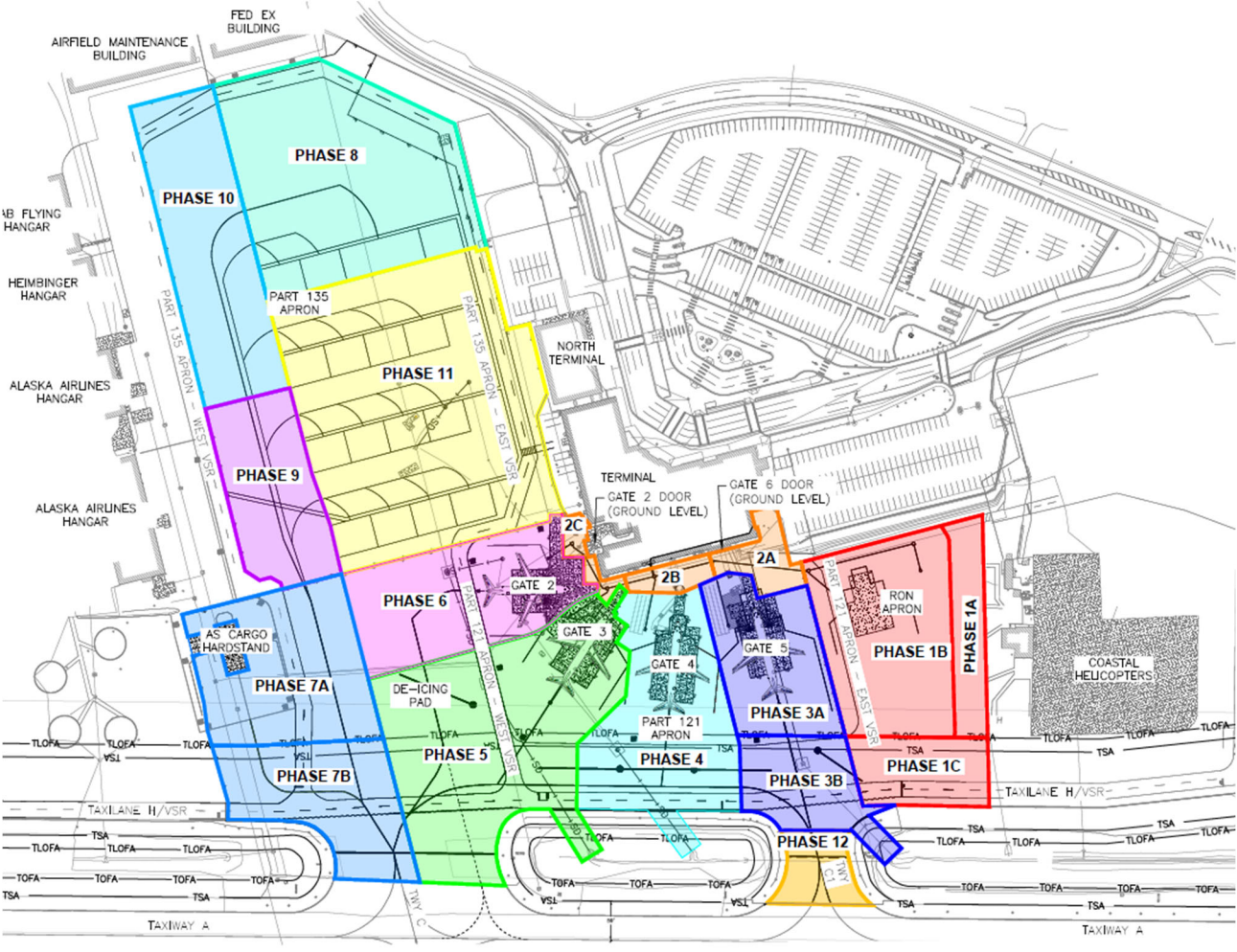
Lighting Control Replacement: No change since last report. Dawson Construction’s proposal for RFP 183 – Lighting Control Replacement, in the amount of \$163,215.25, has been reviewed by RESPEC and has been returned for revision. The RESPEC review identified work items within the Dawson proposal that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

Terminal Air Balancing (TAB): No change since last report. The final balancing of the new and old mechanical heating, ventilating and air conditioning (HVAC) systems has tentatively been scheduled to take place in mid-April 2024. At this time, DOAS-1 (Dedicated Outside Air System) and five of the terminal heat pumps are in need of repairs, which may push the balancing work back again. JNU continues to work with the Terminal project engineers (RESPEC) and with JNU Building Maintenance staff to address these continuing problems.

Rehabilitate Part 121/135 Apron & Remain Overnight (RON) Parking Apron. Construction operations continue within Phase 1A, Phase 1B, Phase 1C, Phase 3A, Phase 3B and Phase 12 work areas. In the Phase 1A, 1B and 1C work areas, the excavation work relating to the new RON has been completed and the placement of the structural fill will be completed this week. The pilings for the two new light poles (LP5 and LP6) in the RON area have been installed and the conduit runs to these pilings have been installed. Per SECON’s current schedule, the 5-inch-thick asphalt pavement underlayer is to be installed in the RON on Friday, May 3, and then the work to form, reinforce and pour the new RON concrete hardstand will begin.

In Phase 3A, 3B and 12 work areas, the asphalt milling work has been completed and the piling for the new light pole (LP4) at the base of Gate 5 PBB (passenger boarding bridge) has been installed. The new hardstand at the base of Gate 5 PBB has been formed and the rebar reinforcing and rebar epoxy dowels have been installed, inspected and accepted. The concrete for this large structural slab was placed last week. SECON will start work on paving these areas on Tuesday, May 21.

Barring any delay, all work in these areas (including asphalt paving and new asphalt markings) is scheduled to be complete by Wednesday, May 22, 2024.



Following coordination with Alaska Airlines, SECON has removed the asphalt pavement within the Phase 2A work area. Alaska Airlines access into the bag well has not been impeded by this work.

SECON (working directly with Alaska Airlines and Roger Hickel Contracting) has started work on the installation of the new PBB foundation at Gate 4. This work is not adversely impacting Alaska Airlines ground operations or the JNU Apron project.

Primary impacts to tenants, primarily Alaska Airlines and Coastal Helicopters, remain as follows:

- Alaska Airlines will continue to utilize Gate 2, Gate 3 and Gate 4 for their arrivals and departures. (The use of their cargo hardstand will not be affected.)
- Coastal Helicopters will continue to hold their flight operations to the east – away from the RON area during this work.
- Delta Air Lines will not be impacted in this initial construction phase as their first arrival is not until the first week in June.

The SECON schedule has work on the Phase 4 / Gate 4 apron area beginning on May 22, immediately following the completion of the initial construction phase. By May 22, the new RON will be finished, the apron work at the Gate 5 apron will be completed, and both of these areas will be available for ground loading.

JNU staff continues to work with DOWL, SECON and Alaska Airlines to fine-tune the overall project schedule/work phasing plan. SECON now has an executed a contract with Alaska Airlines/and their PBB Contractor (Roger Hickel Contracting). SECON has not yet provided a schedule which identifies how they intend to integrate the Gate 3 and Gate 4 PBB replacements into the overall project schedule for the JNU Rehabilitate Part 121/135 Apron & RON Parking Apron Project. This does not change the fact that JNU's priorities remain the completion of the Apron project and the completion of the Gate 5 PBB replacement. JNU staff is monitoring this and will continue to work with SECON and Alaska Airlines/Roger Hickel Contracting to integrate their PBB replacement work into the JNU Apron project, the JNU Gate 5 PBB replacement project and their associated construction schedules.

JNU staff continues to work with DOWL, SECON and Delta Air Lines in advance of Delta's first summer flight arrival on the evening of June 7. At that time, the new Gate 5 PBB will not yet be ready for use, but the new RON will be completed and ready to receive aircraft. JNU/DOWL continue to work with Delta on issues such as the configuration of the passenger ground-loading pathway, the pathway barricade configuration, baggage cart routing and mobile boarding ramp placement. Delta will utilize the RON until Gate 5 PBB is available for their use.

At the writing of this report, JNU, DOWL and SECON are finalizing Construction Notice #05 which will be released to all affected airfield tenants and stakeholders. This notice will advise as to the current status of the work, the areas under construction, barricaded work areas, the location of detours, and will advise operators of the temporary closure of TWY C1 and the temporary closure of a portion of TWY H/Vehicle Service Road (VSR) and the need for aircraft under power and aircraft under tow to coordinate escort with Airfield Maintenance to utilize TWY A to detour around the work area. DOWL will continue to issue weekly Construction Notices to advise of upcoming construction activities and any schedule revisions.

SECON's asphalt batch plant remains staged within the Northeast Development Area (NEDA). This plant has been assembled and will be put into operation as soon as their conditional use permit application has been approved by the City Assembly in their May 14 meeting. Per SECON's construction schedule, they were planning on starting paving operations on May 11. While seemingly minor, this delay will affect the project paving schedule and will impact when the initial paving test strip can be placed and tested. SECON has advised that they are looking into hauling asphalt from their Lemon Creek plant until the temporary batch plant can be used.

JNU/DOWL has issued RFP 01 Ramp Lighting Modifications to SECON. This RFP asked for a deductive proposal to reduce the height of the six (6) new ramp light poles from 60 feet to 57 feet and to remove the obstruction lights from the contract scope of work. The engineers' estimate for this work was a deduct of \$15,325. JNU has subsequently received and accepted a revised proposal from SECON, which identifies a credit in the amount of \$12,677.00.

JNU/DOWL has issued RFP 02 Remove Low Strength Concrete to SECON. This RFP had asked for a deductive proposal to delete the contract requirement to slurry 67 feet of 24-inch culvert in the Phase 2A work area. This culvert was to have been filled with grout and abandoned in place but must remain in use following changes made to the adjacent Parking Lot Improvement project. The engineers' estimate for this work was a deduct of \$6,200. This RFP has subsequently been rescinded.

JNU/DOWL has issued RFP 03 – Ramp Marking Reductions, which will address the elimination of some of the project asphalt markings because Additive Alternate 1 was awarded. The engineers estimate for this work is a deduct of \$114,640. JNU has not yet received SECON's proposal for this RFP.

JNU/DOWL has issued RFP 04 – Additional Pipe Slurry to SECON. The scope changes include filling the existing storm drain culverts under the Gate 2 and Gate 3 hardstands with controlled low strength material. This change eliminates the requirement to remove these culverts and to remove and replace portions of the existing hardstands at Gate 3 and Gate 4. The engineers' estimate for this work is a deduct of \$224,930. JNU has not yet received SECON's proposal for this RFP.


JNU/DOWL has issued RFP 05 – Hardstand Reinforcing to SECON. The scope changes include the addition of rebar within the cast-in-place concrete hardstands to resist cracking. JNU has accepted SECON's proposal, in the amount of \$45,432.00, to complete this work.

JNU/DOWL continues to work on the development of RFP 06 – UTS Milling in 135 Apron. This RFP will change the asphalt milling method in the 135 apron from uniform milling to UTS (profile) milling. This change will better address the elimination of the ponding within the asphalt surface. This RFP has not yet been finalized or issued to SECON. The initial estimate for this work was \$150,000 but has increased to \$400,000 following the development of the surface profile. JNU has secured an initial determination of Airport Improvement Program (AIP) eligibility from the Federal Aviation Administration (FAA) for this work.

JNU/DOWL are working on the development of RFP 07 – TWY C1 Culvert Replacement. At the request of JNU Airfield Maintenance, the existing galvanized steel culvert at TWY C1 will be replaced before the placement of new asphalt paving at C1. DOWL is currently looking at an option to replace the culvert with a new CPP (corrugated plastic pipe) culvert or to install a structural slip-line within the existing culvert. JNU has secured an initial determination of Airport Improvement Program (AIP) eligibility from the FAA for this work.

Mendenhall River Armor Rock Repairs: No change since last report. proHNS engineering has completed their analysis of the original armor rock installation and have completed their design recommendation for the riverbank stabilization repair work. proHNS has submitted their final drawings which JNU will soon be submitting to the State of Alaska / Emergency Management and the City and Borough of Juneau (CBJ). JNU continues to seek funding assistance for this work through the State's Disaster Recovery Program.

The estimated construction cost for this work is as follows:

Engineer's Estimate					
Project:	JNU Riverbank Stabilization (MR24-087)				
Owner:	Juneau International Airport				
Date:	2/22/2023				
Prepared By:	C. Bydlon				
Checked By:	L. Chambers				
Pay Item	Pay Item Description	Pay Unit	Quantity	Unit Price	Amount
G-105.001	Mobilization & Demobilization	Lump Sum	All Req'd	\$19,000.00	\$19,000.00
G-105.002	Rehabilitate Existing Gravel Access Road	Lump Sum	All Req'd	\$5,000.00	\$5,000.00
G-135.001	Construction Surveying by the Contractor	Lump Sum	All Req'd	\$10,000.00	\$10,000.00
G-700.001	Traffic Control	Lump Sum	All Req'd	\$5,000.00	\$5,000.00
P-152.001	Unclassified Excavation and Onsite Disposal or Reuse	CY	990	\$15.00	\$14,850.00
P-157.001	Erosion and Sediment Control	Lump Sum	All Req'd	\$8,000.00	\$8,000.00
P-185.001	Primary Armor Stone - Class C	Ton	2219	\$80.00	\$177,520.00
P-185.002	Underlayer Stone, Class C	Ton	423	\$45.00	\$19,035.00
Total =					\$258,405.00

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

JNU has asked proHNS to provide a fee proposal to assist with permitting for this work from the following:

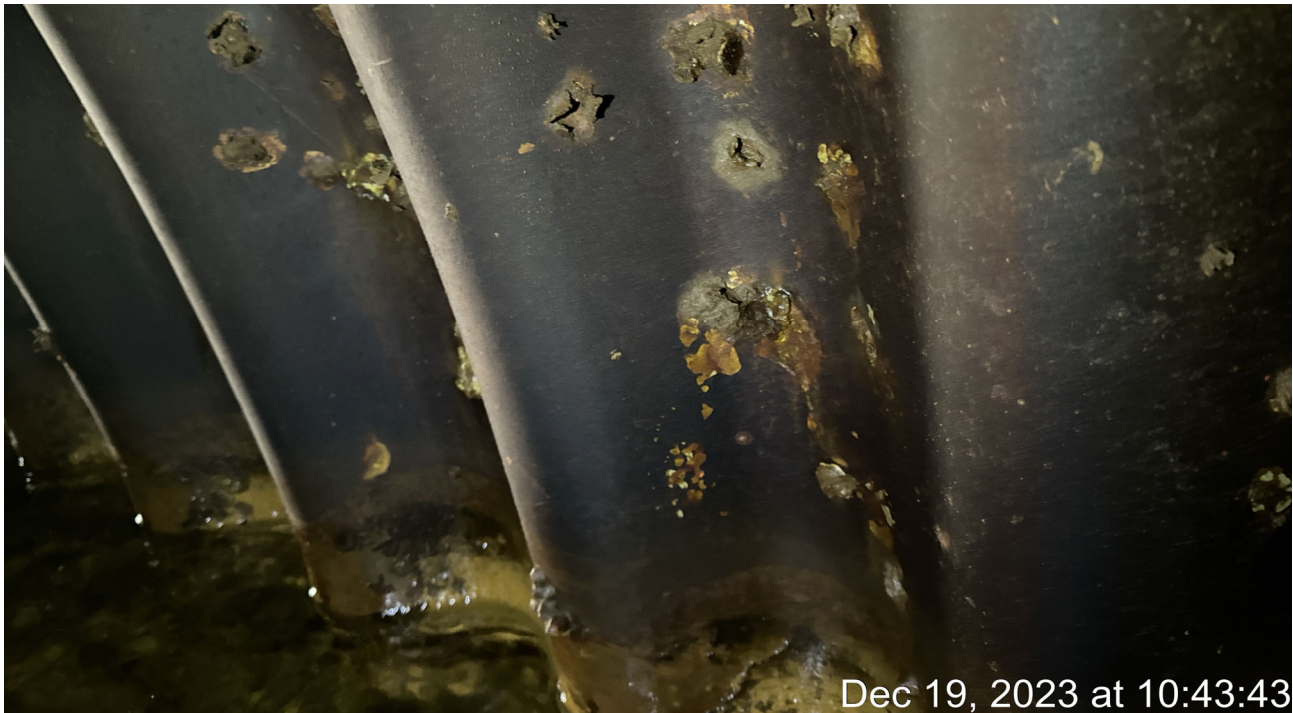
- United States Army Corps of Engineers
- State of Alaska Department of Natural Resources Division of Mining, Land and Water
- State of Alaska Fish & Game
- City and Borough of Juneau

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

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

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

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



Dec 19, 2023 at 10:43:43

Photo 01: Heavy pitting and holes as observed on a portion of the half-arch culvert sidewalls.

JNU staff has advised the FAA of the damage to this culvert, and of the very real possibility that it will need to be repaired or replaced. JNU has subsequently been advised that the work to repair or replace this culvert will **not** be AIP (Airport Improvement Project) eligible.

Safety Area Grading at Runway Shoulder and NAVAIDS: A single proposal was received by CBJ Contracting, and the design contract for this project has been awarded to HDR Engineering. An initial meeting was held on Thursday, May 2, with JNU and HDR present, to begin fee negotiations. The successful consultant will be required to provide bid-ready construction documents by December 20, 2024, so that the project can be released for bid in early 2025.

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

Gate K (Crest Street) Culvert at Jordan Creek: SECON has completed all remaining work on the redistribution of the streambank material and stream substrate material within the new culvert at Gate K. This project has now been completed and final payment has been made to SECON.

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

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

End of Report



MEMORANDUM

TO: Patty Wahto, Airport Manager
FROM: Ke Mell, Airport Architect
DATE: May 1, 2024
RE: Airport Architect's Report

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

Snow Removal Equipment Buildings (SREB) Commissioning: *The ground-source heat pump system serving the SREB is being commissioned by Respec in coordination with JNU staff and Meridian Systems.*

This commissioning work was to have included the Sand/Chemical Building, but that commissioning cannot proceed because Ground Source Heat Pump #1 is out of service.

Gate 5 Passenger Boarding Bridge (PBB) Replacement: *The new PBB is expected to arrive in Juneau on June 18, and the installation is expected to be Substantially Complete on June 29. The Ground Power Unit (GPU) and Pre-Conditioned Air unit (PCA) are subject to manufacturing delay and expected in Juneau in late August. The delay of the GPU and PCA will not affect the function or usability of the PBB.*

Demolition of Gate 5 PBB is complete, and Dawson has demobilized from the site. Dawson does not anticipate returning to the site until June 18, when the new PBB arrives. Alaska Electric, Dawson's electrical subcontractor, will begin work in the terminal several weeks before the PBB arrives, but that is not expected to affect operations on the ramp. Until Gate 5 PBB is installed, Delta will use the Remain Over Night (RON) aircraft parking space just east of Gate; access will be via the Gate 6 stairs. The work will take place in close coordination with TSA, Alaska Airlines, Delta Air Lines, and the Main Ramp Project.

On February 28, TK Airport, manufacturer of the new PBB, informed the contractor, Dawson Construction, that delivery of the new PBB will be delayed from May 21 to June 17, with Substantial Completion now scheduled for June 29. The new PBB will not be in service when Delta's summer flights begin on June 7.

Channel/Loken/Coastal Land Acquisition: *Mike Greene has handed this project off to me; I am reviewing the file history and getting up to speed on it. Cox Environmental is under contract for JNU's Alaska Department of Environmental Conservation (ADEC) required Site Assessment Work Plan (SAWP), and under contract with Loken for their parallel SAWP. Drilling on both properties to assess the extent of below grade contamination is scheduled to start on Monday, May 6.*

From Mike Greene's April 2024 staff report: JNU staff continues to work with DOWL to finalize the scope of work specification document that will be used to obtain the services of an airport land acquisition specialist. The specialist will be obtained through the formal RFP process and will assist JNU and City & Borough of Juneau Lands in navigating through the Federal Aviation Administration's airport land acquisition process. JNU staff is also coordinating with the ADEC which has identified the Loken property as an active contaminated site.

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

Alaska Seaplanes has submitted an informal proposal for access to the cargo facility through the former taxi staging area on the west side of Shell Simmons. Staff have tentatively accepted the proposal on a trial basis and are awaiting more detail from Alaska Seaplanes. Alaska Seaplanes submitted an Airfield Tenant Improvement Request (ATIR) for Lease Lot 2, just north of their building. Staff responded with comments but have not yet received a response.