



AIRPORT BOARD AGENDA

June 13, 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 JUNE 12, 2024

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF MINUTES

1. May 9, 2024, Minutes

D. APPROVAL OF AGENDA

E. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

F. UNFINISHED BUSINESS

2. Float Pond Access Road.

- a. **Grant Amendment.** Float Pond Access Road Federal Aviation Administration (FAA) Grant (Airport Improvement Project (AIP) 93) requires appropriation of a federal grant amendment in the amount of \$36,712.44 for additional, eligible work during construction on the Float Pond Access Road Project. Local match was previously appropriated for this project.

Board Motion: *“Approve FAA grant amendment in the amount of \$36,712.44 for Float Pond Access Road Project (AIP 93) and forward on to the Assembly for final appropriation.”*

- b. **Transfers of Airport Capital Revolving Match Funds.** The Airport Float Pond Access Road Project originally transferred \$148,000 of Airport Capital Revolving funds to cover a portion of the project match for the Float Pond Access Road Project until Passenger Facility Charges (PFC) and other local funding were appropriated. \$123,000 can be transferred back to the Airport Capital Revolving account, and the remaining \$25,000 can be transferred as match for the Runway Safety Area (RSA) Shoulder Grading Design Project. The PFC funding match for this project will be addressed at a later date to replace the use of temporary sales tax funding once the PFC is amended and approved by the FAA.

Board Motion: *“Approve the transfer of \$123,000 from the Float Pond Access Road Project back to the Airport Capital Revolving account and transfer \$25,000 from the Float Pond Access Road Project to the Runway Safety Area (RSA) Shoulder Grading Design Project.”*

- c. **Transfers of Airport Fund Balance Funds for AIP-Ineligible Costs of the Float Pond Access Road Project.** The Airport Float Pond Access Road Project had \$59,761.34 in AIP-ineligible change orders in the project that can be reimbursed through Airport Fund Balance; from drawdown of FY24 CARES funding (see Gate K Culvert Project below). The ineligible costs consisted of gangway modifications, paved road crossings and additional rock embankment, etc.

Board Motion: *“Approve the transfer of \$59,761.34 from the Gate K Culvert Project-Airport Fund Balance to the Float Pond Access Road Project.”*

- d. **Transfer of Sales Tax Match Funds from the Float Pond Access Road Project.** The Airport Float Pond Access Road Project appropriated \$251,000 in local sales tax for a portion of the local project match funds required. There is \$40,564.80 of sales tax that will not be needed for this project that can be transferred to the Airport Rescue/Fire Fighting (ARFF) Truck Acquisition Project for a portion of the local match.

Board Motion: *“Approve the transfer of \$40,564.80 of sales tax from the Float Pond Access Road Project to the ARFF Truck Acquisition Project.”*

3. **Snow Removal Equipment Building (SREB) Project Local Match Passenger Facility Charge (PFC) Appropriation.** The SREB Project appropriated \$72,750 in PFCs as a portion of local match funds. An additional \$170,660.41 of PFCs needs to be appropriated to this project; Airport had to wait until the remaining PFCs were collected for this project.

Board Motion: *“Approve the appropriation of \$170,660.41 of PFCs to the Snow Removal Equipment Building Project and forward to the Assembly for final appropriation.”*

4. Taxiway Rehabilitation Local Match Transfers.

- a. **Transfer of Sales Tax Match Funds for the Taxiway Rehabilitation Project.** The Taxiway Rehabilitation Project appropriated \$67,192.22 in local sales tax as partial project match. There is \$24,962.99 of sales tax that will not be needed for this project that can be transferred to the ARFF Truck Acquisition Project for local match.

Board Motion: *“Approve the transfer of \$24,962.99 of sales tax from the Taxiway Rehabilitation Project to the ARFF Truck Acquisition Project.”*

- b. **Transfers of Airport Fund Balance Funds for AIP-Ineligible Costs for the Taxiway Rehabilitation Project (Aerial Map Photography).** The Taxiway Rehabilitation Project had \$41,493.28 in AIP-ineligible change orders that can be reimbursed through Airport Fund Balance; from drawdown of FY24 CARES funding (see Gate K Culvert Project below). This consisted of the aerial mapping that was deemed AIP-ineligible.

Board Motion: *“Approve the transfer of \$41,493.28 from the Gate K Culvert Project-Airport Fund Balance to the Taxiway Rehabilitation Project.”*

5. **Ramp Improvement and Remain Overnight (RON) Project.** The Board/Assembly previously approved/appropriated \$312,500 of CARES grant funding as partial match for the Ramp Improvement and RON Project. However, the mechanism for drawing down this funding was through the Airport operating fund. According to the City & Borough of Juneau (CBJ) Finance Department there are three steps required to capture the CARES funding match required for this project. 1) Finance will do a line item to transfer out the \$312,500 CARES grant funds from this project (this is a housekeeping item that is done within Finance and no Board/Assembly action is required). 2) Appropriate a portion of the required match of \$222,065.75 of Airport Fund Balance to the Ramp Project. 3) Transfer \$90,434.25 from the Airport Fund Balance (see Gate K Culvert Project below) into the Ramp Improvement Project to meet the ‘CARES’ portion of the match requirement of \$312,500.

Board Motion: *“Approve the appropriation of \$222,065.75 of Airport Fund Balance to the Ramp Improvement and RON Project and forward to the Assembly for final appropriation.”*

Board Motion: *“Approve the transfer of \$90,434.25 from the Gate K Culvert Project-Airport Fund Balance to the Ramp Improvement and RON Project.”*

6. **Bag Belt Replacement.** The Airport received a CARES project grant for the Bag Belt Replacement Project. The project grant was reduced by staff for the staff time on the project so that it could be captured through the regular CARES funding paying for Airport Operations budget, otherwise, a portion of this would have been project- ineligible. This simply transfers and applies Airport Fund Balance into the

project to cover these costs. A transfer of \$42,943.39 of Airport Fund Balance to the Bag Belt Replacement Project is needed from drawdown of FY24 CARES funding (see Gate K Culvert Project below).

Board Motion: *“Approve the transfer of \$42,943.39 from the Gate K Culvert Project-Airport Fund Balance to the Bag Belt Replacement Project.”*

7. **Parking Lots Rehabilitation.** The Airport received a CARES Project grant for the Parking Lots Rehabilitation Project. The grant was reduced by staff for the staff time and other ineligible expenses (fencing, concrete work and additional work in the rental car lot) on the project so that it could be captured through the regular CARES funding paying for Airport Operations budget. This simply transfers and applies Airport Fund Balance into the Parking Lots Rehabilitation Project to cover these costs. A transfer of \$187,674.72 of Airport Fund Balance to the Parking Lots Rehabilitation Project is needed from drawdown of FY24 CARES funding (see Gate K Culvert Project below).

Board Motion: *“Approve the transfer of \$187,674.72 from the Gate K Culvert Project-Airport Fund Balance to the Parking Lots Rehabilitation Project.”*

8. **Airport Furniture Acquisition Project.** The FAA approved the use of CARES funding for the Airport Furniture Acquisition Project through the Airport Operations budget. The Board approved, and the Assembly appropriated, up to \$450,000 for this project. The Airport Furniture Acquisition was reduced for staff time and is now required to be captured in the project. This simply transfers and applies \$1,153.66 of Airport Fund Balance into the Airport Furniture Acquisition Project to cover these costs. A transfer of \$1,153.66 of Airport Fund Balance to the Airport Furniture Acquisition is needed from drawdown of FY24 CARES funding (see Gate K Culvert Project below).

Board Motion: *“Approve the transfer of \$1,153.66 from the Gate K Culvert Project-Airport Fund Balance to the Airport Furniture Acquisition Project.”*

9. **Gate K Culvert Project.** The Airport approved and the Assembly appropriated \$600,000 of Airport Fund Balance (through CARES Funding) for the anticipated PFAS and related Alaska Department of Environmental Conservation requirements during the Gate K Culvert Project. The Gate K Culvert Project only used \$176,539.36 for this purpose, with a remaining balance of \$423,460.64, that can be transferred out to other projects as detailed in the project motions above. *No further motion is required for this project.*

10. **Airport Master Plan Update.** The Airport Master Plan Update is a new project that requires start-up funding that will translate into match funds for an anticipated FAA grant. This would appropriate \$34,367 in Sales Tax for local match funds.

Board Motion: *“Approve the appropriation of \$34,367 in Sales Tax funds for Airport Master Plan Update local match.”*

G. NEW BUSINESS

11. **Airport Board Bylaws (Attachment #1).** The Airport Bylaws have not been updated since May 2017. Several changes are needed to reflect current practice (day/time of Board meetings, how they are held, and other minor changes). The attached draft shows suggested changes that need to be made. The Law Department has done a review. The draft is before the Board for introduction. This will come before the Board in July for discussion and approval. Upon Board approval, the Bylaws will be forwarded to the Assembly for adoption.

12. **Airport Manager's Report**

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

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

H. CORRESPONDENCE

I. COMMITTEE REPORTS

15. Finance Committee

16. Operations Committee

J. ASSEMBLY LIAISON

K. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

L. BOARD MEMBER COMMENTS

M. ANNOUNCEMENTS

N. NEXT MEETING DATE: July 11, 2024

O. EXECUTIVE SESSION: BOARD MOTION: *The Airport Board moves to go into executive session to discuss a subject that may tend to prejudice the reputation and character of the Airport Manager, provided the Airport Manager may request a public discussion.*

P. ADJOURNMENT

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

MINUTES of
AIRPORT BOARD MEETING
May 9, 2024
6:00 p.m. Alaska Room/ZOOM

A. **CALL TO ORDER:** Chair Al Clough called the meeting to order at 6:01 p.m.

B. **ROLL CALL:**

Members Present:

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

Member Absent:

Chris Peloso

Staff/CBJ Present:

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

Public:

Sarah Lowell, Coastal Helicopters

C. **APPROVAL OF MINUTES:**

1. *Dan Spencer moved approval of the April 11, 2024, Airport Board minutes. The motion passed by unanimous consent.*

D. **APPROVAL OF AGENDA:** *Dennis Bedford moved approval of the agenda. The motion passed by unanimous consent.*

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

F. **PRESENTATION BY LAW DEPARTMENT**

2. **Open Meetings Act/Public Records Act/Conflict of Interest:** Assistant Attorney Sherri Layne said this training is normally given to Board Members and Assembly Members a few times a year. As it has been a few years, the Law Department is trying to make sure all boards are aware of the requirements. The Open Meetings Act requires meetings held must be noticed up. A bunch of Board Members cannot get together outside and talk about items to be acted on in an open meeting. They can pass each other and talk at Fred Meyer but four of the Board Members cannot huddle in the back and discuss what is to come before the Board. In discussing the maximum Board Member number, Ms. Layne said that it has to be under a quorum, which means no more than three Board Members. If there are four members on a committee, two cannot get together and talk. Serial meetings are when Board Members reply all to emails, which is considered a serial meeting. She suggests no one ever hit reply all. Another item is when Board Members

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talk to one person who then talks to another Board Member, and it continues. It is the total number of Board Members when talking about one specific topic. The Open Meetings Act is about transparency so that everyone knows what the government is doing. The public has to have an opportunity to comment, which the Board does great at. Executive session is very limited: it is the law. There is CBJ (City & Borough of Juneau) code and Alaska Statute that covers what can be discussed in executive session. It is about character, things that are confidential, pending litigation, litigation strategy, financial items that would prejudice the Airport. She said most of everything is done in public at the Airport. A meeting can be held anywhere the Board wants as long as it is publicly noticed. If a meeting occurred with four members, it needs to be brought into an open meeting. There is a six-month cure time. No big decisions can be made outside of an open meeting.

Everything is subject to the Public Records Act. There are very few exceptions. For the most part, the Clerk's office deals with these requests day in and day out. It applies to emails, texts, documents and it applies to personal devices as well if Airport Board business is discussed. She said don't have a group text with everybody or have a discussion that will be talked about at a Board meeting. Personal information can be redacted.

The Conflict-of-Interest code is 17 pages long and is the CBJ Municode. A lot of it applies to CBJ employees more. All boards and committees get into issues where there are conflicts, which is normal. The City wants individuals on committees that they are interested in the topic and have some sort of knowledge about the topic. Most people don't want to get on a board that there is no interest. A conflict will be run into every now and again. A person has to be careful and think about personal conflicts of interest and financial conflicts of interest. The code gets in deep about not just you, but also your family. It gets into individuals have complaints lodged against them because they thought this person has a conflict, then the City Attorney's office is obligated to check into that, and it is determined whether or not there is a conflict. For the most part, there is not going to be, or it is going to be a situation where the person is told to disclose the conflict. This was seen in the Airport Board when a Member recused themselves because of financial reasons. If it is a close call, the Member would talk about it and then the Chair will make the decision on whether or not there is a conflict. Everyone on the Board can say there is a conflict or there is no conflict. Ms. Layne said if there is a doubt, she suggested sending an email or making a phone call to CBJ Law Department. or it can just be declared. Most of the time there is no conflict. If the Board votes and says there is no conflict, which is done for things that are not super clear. Personal interest has a definition in the Code. She noted that personal financial interest includes having a material advantage in the form of a promise, service, privilege, exception, patronage or advancement. The municipal officer (Airport Board Members) shall be deemed to have a personal interest in the affairs of any person other than any not-for-profit organization if the officer owes a fiduciary duty to that person or organization. Last night, an Assembly Member was concerned and thought they had a personal conflict of interest with a potential playground that will be built at a school

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and has a child that will be a student going to that school. He had a personal interest in building that playground because that is where his child would be going. He stepped down during this portion of the vote and got back up afterwards. The other thing is if Board Members call the Attorneys and they are told they do not have a conflict, then they cannot be held personally liable for the decisions that the Board makes.

G. **UNFINISHED BUSINESS:** None.

H. **NEW BUSINESS:**

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

a. FAA Alaskan Region Airport Division Director Departing Alaska. The Director for the FAA (Federal Aviation Administration) Airports Region has accepted a new position in Houston, Texas. Kristi Warden has been top notch, and she will be sorely missed. She begins in her new position on June 16. She fights hard for airports. With her departure, the Deputy Director Rodney Clark will be stepping into the position until it is filled.

b. Increase in Encampments on Airport Property. Ms. Wahto said she has never seen the numbers of encampments than what has been seen in the last few weeks. This has always been an issue, but it has become a true epidemic. About the time camps are cleared out, they are right back to setting them up. Airport Superintendent Andres Delgado said they had a community meeting with the Glory Hall and nearby residents and businesses and discussed mitigation and what can be done to help with the mess. The Airport has a good relationship with the Glory Hall. They handle trash in the area through a call to the Glory Hall.

Assistant Attorney Sherri Layne said that it probably has gotten worse as there is no designated campground for unhoused individuals. The cold weather shelter is closed. There were options for locations and there were individuals and companies that came out in force and didn't like those locations. This is why the campgrounds are spreading throughout the city. It is a city-wide issue. There are more challenges for the airport. Private property can kick people off and trespass them. With City public property on the Airport, the direction is to have Juneau Police Department ask them to move. The Rangers with the Parks Department are also doing the same thing around town. A meeting is scheduled for tomorrow with the Chief, Deputy Chief, and Robert Barr to talk about trespass, some of the issues of what can be done while the City waits for the Supreme Court to chime in on things right now. The case law right now is that there isn't a lot that can be done. If an individual has no place to go, as a necessity they have to go somewhere. Hopefully by the end of June, there will be a decision. They predict it will be overruled, very narrow and won't give the City a lot of tools.

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Board Member Eve Soutiere asked if the encampments were spreading. Ms. Wahto said it has spread. It is in the old area, by Flight Service and on the EVAR (emergency vehicle access road). She said another concern is campfires that happened in the past. The Fire Department came out and extinguished those campfires. Ms. Layne said this is a very tough thing. Ms. Wahto said another thing that came up is giving the area to the City. This cannot be done because it was tied to mitigation during the Taxiway Extension and Crest Street Development Project.

c. Aircraft Rescue Fire Fighting (ARFF) Truck Update. This has been delayed due to the E-1 Company and CBJ contract. The contract has not been signed yet due to contract language concerns by E-1. Mark Fuelle, Fire Department, said no one is in town and has been delayed with all of the paperwork. They are trying their best to work with what they have. Both rigs are up and running and doing well.

d. ARFF Program Manager Position. This is a new position that was recommended by the FAA Certification Inspector. Brandon Bagwell has accepted the position. He brings over 21 years of ARFF experience and a background in large and small airports. He worked at FedEx, Reno/Tahoe Airport and was part of the FEMA (Federal Emergency Management Agency) team in New York during the COVID 19 pandemic. He will be a great addition to overseeing some of the project management with the ARFF Department. Mr. Fuelle said he is expected June 2. This position was budgeted. It used a one-half time position and added to one-half to it, as well as union negotiated rates, etc. Ms. Garza asked to get the FY24 savings on the open position back to the Board.

e. Litigation Case. This was brought before the Board in 2022. Ms. Wahto reported that this case went to mediation and was settled. The City was taken out of it as it was covered by the tenant on field through their insurance. The tenant called to let Ms. Wahto know that it had been settled.

f. Aviation Worker Screening Litigation. There has been a lot of paperwork flying back and forth between the TSA (Transportation Security Administration) and the attorney. The Motion to Stay was the last item that the Airport Board was told about at the last Board meeting. TSA answered that. The attorney answered back. The TSA answered again. Oral arguments have not been scheduled yet. This was part of a topic at a Zoom meeting by ACI-NA (Airports Council International - North America), a lobbying group. Ms. Wahto provided more information than any of them had. They were pleased to know it was moving forward and are all anxiously waiting to see what happens with this.

g. Airport Fund Balance and Capital Revolving Account Balance (Attachment #2). The fund balance is based on the FY25 budget with the Airport Rates & Fees

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included. One item was noted: There will be some upcoming transfers and appropriating ordinances to clean up some of the accounting in the CIP and the Revolving Account. A meeting was held earlier in the day with the Finance Director and staff regarding this. Ms. Garza asked if the ending available fund balance numbers include the CIP account. Ms. Wahto said it did not. Ms. Garza said in looking at the available fund balance and the operating reserve amount, it seems to be getting smaller, but also in comparison of what the Airport has to have on hand for the three-month operating reserve, the unrestricted fund balance is a little more than half of the total three-month reserve need projected for FY24. She wondered if the Airport was doing some overcollection. Ms. Wahto said she was not sure what Ms. Garza was talking about. Ms. Garza said for FY24 projected, the three-month operating reserve is \$2.5M and the ending available fund balance after that three-month reserve is taken out of it is \$1.5M, which is \$1M less than what the total operating reserve is. She said it seemed a little high to be carried in addition to the CIP funds. The Airport is required to have a three-month operating reserve on hand. Ms. Wahto said this is a good discussion for a Finance Committee meeting. This will continue to dwindle down as the reserves or anything else that the Airport could use. It might be a really good discussion for the Finance Director and staff to come in to speak on this. Because of how projects will have to be set up, instead of waiting for a grant and kind of floating money out there, they will expect the Airport to appropriate money from the Fund Balance and the Capital Revolving Account. Part of it was the Airport was going to have an emergency reserve, but the other part that the Airport is now facing is to be able to appropriate starting funds. When a project is started, but the Airport does not have the grant yet, the City will make sure the Airport appropriates some money into that account balance to carry that until the grant comes in. Then it goes into a full CIP.

Ms. Garza said it would make sense to calculate the amount that is needed to be on hand and manage to that. Ms. Wahto agreed. She said it can vary any one year from \$50K to several hundred thousand or more just to start the projects. As this is projected out, it will dwindle in the next ten years. She thought the Airport needs to take into consideration some emergency fund or to take that buffer of the three-month operating reserve, this needs to be taken into consideration when the budget is balanced. Ms. Garza said a couple hundred thousand dollars to temporarily set aside a construction project that would be reimbursed later and \$1.5M are very different. Ms. Wahto said the other thing is how it is figured. The Airport is very simplistic. There are different ways to calculate the fund balance. Airport Business Manager Angelica Lopez-Campos said it could be the lower of three things: the cash on hand, the net of receivables and liabilities or fund balance. It is not an exact number.

h. CARES/CRRSAA/ARPA Fund Balance. The final drawdowns will be done soon and will be part of straightening out the CIP appropriations.

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4. Airport Projects Report – Mike Greene. Ms. Wahto reported the *Terminal Reconstruction Project* thorn is the glass guardrail. About the time this is moving forward, five panels were broken in shipping. All panels are needed to move forward. The new panels are expected on May 27, with approximately one week for installation.

Rehabilitate Part 121/135 Apron & Remain Overnight (RON) Parking Apron has taken the most time. Some of Ke Mell's time is also in this due to the Passenger Boarding Bridge (PBB). The Airfield crew is working as Safety Officers. This project is going very well, despite the weather hampering the project. They are moving along with this project. Paving work is expected next week. Coordination efforts with tenants are going well. Secon is already reaching out to the Part 135 operators. Hard stands for Gates 3, 4 and 5 are all being constructed. The batch plant is ready to go in the Northeast Development Area. It will be three days off from when they wanted to begin paving. There have been a lot of deductions for this project, with one addition to getting the culvert changed out at C-1 and putting in the rebar in for the hardstand concrete pour, which is eligible for FAA funding.

The Airport received one proposal from HDR for the *Safety Area Grading Design Project*. It is a good proposal, and negotiations will begin as soon as the grant comes into the funding side. The money is there but it can't be released yet.

5. Airport Projects Report – Ke Mell. Ke Mell, Airport Architect, reported the *Snow Removal Equipment Building* commissioning was completed last week. The commissioning was largely successful in improving the performance of the heating system, but a few issues remain to be resolved. Staff expect the final report in the next couple of weeks.

Gate 5 Passenger Boarding Bridge – The bridge is being manufactured. When it ships, it will take two to three weeks to arrive. It should arrive in the middle of June, and it will be very busy for a couple of weeks. Alaska Airlines and Delta are working with the Airport on this project. It affects Delta more since they are the primary users of Gate 5. They will be using the Remain Over Night Gate 6 area. Alaska Airlines is juggling between their Gates 3 and 4 and Gate 2.

Cox Environmental and their drilling rig have been drilling test wells around the Loken property to determine the extent of contamination. Ms. Mell reported that drilling on both properties – Loken and Airport – has been completed. 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 (which was between the Loken property and the Airport property). The contamination was present to the water table which was encountered at a depth of nine to ten feet below ground surface. The borings

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on the eastern portion of the Loken and Airport properties did not indicate contamination is likely present. Cox Environmental will issue a full report after we complete sampling of the newly installed groundwater wells next week and have the results of the soil and groundwater samples from the lab.” On a related aspect of the Loken property, staff are working with CBJ Contracts on a two-stage process to obtain a contract for the services of an FAA land acquisition specialist to assist with JNU purchase of the property. The first stage will be an initial request for interest and/or qualifications, followed by an RFP (Request for Proposals).

Dawson has agreed to repair the landscaping damage that resulted from their *Alaska Seaplanes hangar* work last year. Topsoil and hydroseed will be done after mid-May on Airport property along Shell Simmons in front of the Alaska Seaplanes building. There is only five feet of Alaska Seaplanes lease lot between the building face and the Airport property. Most of the distance between the Shell Simmons curb and the face of the new cargo facility is Airport property.

- I. **CORRESPONDENCE:** None.
- J. **COMMITTEE REPORTS:**
 - 6. **Finance Committee:** None.
 - 7. **Operations Committee:** None.
- K. **ASSEMBLY LIAISON COMMENTS:** None.
- L. **PUBLIC PARTICIPATION ON NON-AGENDA ITEMS:** None.
- M. **BOARD MEMBER COMMENTS:** None.
- N. **ANNOUNCEMENTS:** Eve Soutiere announced Chris O’Brien and his partner had their baby.
- O. **NEXT MEETING DATE:** The next regular Airport Board meeting will be held on June 13, at 6:00 p.m. in the Alaska Room and via Zoom.
- P. **EXECUTIVE SESSION:** None.
- Q. **ADJOURN:** *Dan Spencer moved to adjourn. The motion passed by unanimous consent and the meeting adjourned at 7:25 p.m.*

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 C, Item 1.

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 #1

BYLAWS
of the
CITY AND BOROUGH OF JUNEAU
INTERNATIONAL AIRPORT BOARD

ARTICLE I - NAME

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

ARTICLE II - PURPOSE

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

ARTICLE III - MEMBERSHIP

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

ARTICLE IV - MEETINGS

1. Regular meetings of the Board will be hybrid meetings and shall be held on the second Thursday of each month at 6:00 p.m. in the Alaska Room of the Airport Terminal and streamed virtually, unless otherwise noticed.

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2. Meetings shall be open to the public and conducted according to Robert's Rules of Order. Notice of the meeting shall appear as published by the City & Borough of Juneau's public notice system. Participation remotely shall be allowed for regular, special, and committee meetings of the Board.

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ATTACHMENT #1

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

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

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

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

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

ARTICLE V – CONFLICT OF INTEREST

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

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ARTICLE VI - OFFICERS

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

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

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

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ATTACHMENT #1

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

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

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

ARTICLE VII – STANDING COMMITTEES

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

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

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

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

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

ARTICLE VIII – AIRPORT MANAGER

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

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ARTICLE IX – EVALUATION OF THE AIRPORT MANAGER

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

ARTICLE X – AMENDMENTS

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

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

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

Al Clough, Chair

Deleted: Joe Heuelsen

Attest:

Jodi Garza, Secretary

- Deleted: Pete Carlson
- Deleted: Angela Rodell

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Bylaws of the Juneau International Airport Board June 2024

Page 4

AIRPORT MANAGER'S REPORT – June 7, 2024

a. Medium Intensity Approach Lighting System with Runway Alignment Indicator Lights (MALSR) Update on Congressional Language. After years of working with our DC Lobbyist and our Congressional Delegation, the language that would include the MALSR in the transfer, ownership and maintenance of approach lighting systems to the FAA was approved in the FY24 Reauthorization Bill even if acquired through Airport Improvement Program funding:

SEC. 728. TRANSFERS OF AIR TRAFFIC SYSTEMS ACQUIRED WITH AIP FUNDING.

(a) *IN GENERAL.*—Section 44502(e) of title 49, United States Code, is amended—

(1) in paragraph (1) by striking “An airport” and inserting “Subject to paragraph (4), an airport in a non-contiguous State”;

(2) in paragraph (3)—

(A) in subparagraph (B) by striking “or” at the end;

(B) in subparagraph (C) by striking the period at the end and inserting “; or”; and

(C) by adding at the end the following new subparagraph:

“(D) a Medium Intensity Approach Lighting System with Runway Alignment Indicator Lights.”; and

(3) by adding at the end the following new paragraph:

“(4) *EXCEPTION.*—The requirement under paragraph (1) that an eligible air traffic system or equipment be purchased in part using a Government airport aid program, airport development aid program, or airport improvement project grant shall not apply if the air traffic system or equipment is installed at an airport that is categorized as a basic or local general aviation airport under the most recently published national plan of integrated airport systems under section 47103.”.

(b) *EFFECTIVE DATE.*—The amendments made by this section shall take effect beginning on October 1, 2024.

Staff will be working on an FAA grant within the next couple of years to start the design for the remaining lights. The Airport has already been reissued a five-year Corps of Engineers wetlands permit in anticipation. Huge thanks to Katie Kachel in DC and our Congressional folks for making this happen.

b. Increase in Encampments on Airport Property. Airfield crew continues to see a number of illegal campsites and trash in the Jordan Creek greenbelt and other areas around the Airport. Juneau Police Department Airport Police are called to assist with the eviction while Airfield cleans out the abandoned items. The Airport will be looking at installing lights in part of the greenbelt for safety thanks to \$150,000 in funding from the CBJ Assembly.

c. Aircraft Rescue Fire Fighting (ARFF) Truck Update. The leased ARFF truck is now online and the Airport will be looking to surplus the old A2 ARFF truck. Additionally, the Airport has an updated quote for a new ARFF truck acquisition that has been forwarded to the FAA with the grant application update. This grant is anticipated shortly so that the Airport may move forward with procurement (still anticipated to be a year-plus out).

d. Aviation Worker Screening and Litigation Update. JNU and approximately ten other airports filed a Joint Petition for Judicial Review of TSA’s worker screening amendment; paralleling the random screening phase-in. Airports Council International – North America (ACI-NA) provided the following summary on the litigation as of May 30, 2024:

“As you may know, ACI-NA joined 15 airports in petitioning the Court to review the TSA Aviation Worker Screening National Amendment and the agency’s denial of our petitions for reconsideration of TSA-NA-23-02 which mandated that airports carry out aviation worker screening (“AWS”).

“In order to provide airports additional time while the court considers the merits of the case, ACI-NA and the 15 airports petitioned the court to issue a motion to stay and thereby postpone the September implementation date of the National Amendment. However, on May 28, the D.C. Circuit Court for the United States Court of Appeals denied our motion.

“There is a high bar for obtaining a motion to stay. The Court must weigh: the likelihood of petitioners’ success on the merits, whether the petitioners will face irreparable harm if relief is denied, whether the respondents will face irreparable harm if relief is granted, and the public interest. It is also notable that the decision was made by a motions panel rather than the merits panel that will ultimately hear the substantive case and take a deeper dive into the legal arguments.

“While disappointing, yesterday’s ruling is by no means the end of the case. A decision from the Court on the merits could come close to or even after the compliance deadline set by TSA through the Notice of Informed Compliance.”

In the meantime, staff continues to work on the random aviation worker screening (AWS) in-house. This phase-in is part of the AWS implementation plan for the informed compliance period, which started September 25, 2023. Trial runs will continue weekly until fully implemented to nine hours/week required by September 2024.

e. Facilities Inspection for Occupational Safety and Health. Staff has reached out the City & Borough of Juneau (CBJ) Risk Management to perform a risk consultation for Occupational Safety and Health requirements. Codes have changed and the Airport wants to make sure it is in compliance with code. Both the Terminal and Airfield Divisions have requested the Airport facilities to be assessed.

f. Request for Taxi/Ground Transportation Extended Canopy. The Airport has been asked if a larger, or extended, canopy could be provided for taxis and ground transportation adjacent to the short-term lot. The current ‘bus’ canopy really only holds about four people with bags. Staff is looking at some ideas and costs before being brought back to the Board.

g. Parking Lot Concession Equipment Upgrades. Republic Parking informed Staff that their updated gates, ticketing and autopayment equipment has been delayed in shipping. It is now anticipated to arrive/install in late July.

h. 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 to reflect the transfer of \$123K back to the Capital Revolving Account from the Float Pond Access Road Project; and a transfer of \$25K from the Float Pond Access

Road Project (originally from CRAB) to the Runway Safety Area Shoulder Grading Design project match. This is pending Board and Assembly approval of transfers.

i. 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 Capital Improvement Program (CIP)/CARES accounts.

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

- **UPDATE** – *Runway 26 Medium Intensity Approach Lighting System with Runway Alignment Indicator Lights (MALSR) approach lighting*. See above.

- **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*.

- **UPDATE** – *TSA Mandate for Employee Screening Going into Secured and Sterile Areas*. See Above.

- **NO CHANGE** – *Alaska Department of Natural Resource (ADNR) Land Conveyance Close-out*. During the Runway Safety Area (RSA) project, the Airport through the Environmental Impact Statement (EIS) public process and mitigation, acquired wetlands parcels from the State for the extension of the RSA on both the RWY 8 and RWY 26 ends, and to accommodate

portions of the approach lighting systems. The Airport is still working with ADNR to convey these parcels to the Airport's property. Once this is completed and recorded, the Airport Layout Plan and 'Exhibit A' will need to be updated to reflect the airport boundaries.

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

ATTACHMENT #2

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)

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

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

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

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

ATTACHMENT #3

CARES/CRRSAA/ARPA Grant Funding Use/Availability

	<u>Description</u>	<u>Amount Proj</u>	<u>Actuals & Encumb</u>	<u>Status</u>
	CARES grant Award (#82, 94, 95 & 99)	21,736,343	21,736,343	
	CRSSA grant Award (#84)	3,324,451	3,324,451	
	ARPA grant Award (#87)	5,430,992	5,430,992	
	TOTAL GRANTS:	30,491,786	30,491,786	
Type of Expense				
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	(238,400)	(217,043)	Final
Ops Deficit	FY23 Tenant Rent Relief	(1,250,000)	(1,250,000)	Final
Ops Deficit	FY23 Operational Expenses	(950,900)	(2,092,716)	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)	(522,502)	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)	(285,836)	Final
Project	NWDA Electrical Upgrades	(296,400)	(247,222)	Final
NOT eligible	Temsco Sewer hookup	(295,000)	0	NOT eligible
Project	Bag Belt Replace - Est; + \$50K design (10/21)	(1,469,716)	(1,360,309)	Final
Project	Parking Lot Design & Construction	(10,454,010)	(10,283,415)	Final
Project	Parking Lot Construction - Quantity Amendment	(600,000)	(569,857)	Final
Project	Gate K Culvert Replace (Design + Constr estimate)	(670,426)	(575,853)	Final
Project	Gate K culvert Replace PFAS/Dewatering & remediation	(600,000)	(176,539)	Final
Project	Sand/Chem bldg Back-up Electric Boiler Design&Trenching	(175,000)	(99,700)	Final
Abandoned	Fuel Station Access Control & Generator	(35,000)	0	Abandoned
Project	Buried Tank Removal & Replacmt (Old Shop UST remove/replace/cleanup)	(254,950)	(288,116)	Final
Project	Man Lift	(20,000)	(19,210)	Final
	Misc expenses approved by the Board in FY24: (like: Cox Environmental for DEC site characterization, Surveying NEDA & NWDA, Leased ARFF truck, AWS Legal Counsel, etc)		(217,799)	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: Ke Mell, Airport Architect

DATE: June 5, 2024

RE: Airport Architect's Report

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

Master Plan Update: *The Request for Proposals (RFP) was advertised on May 18; proposals are due on June 7.*

Channel/Loken/Coastal Land Acquisition: Cox Environmental is under contract for JNU's Alaska Department of Environmental Conservation (ADEC) required Site Assessment Work Plan (SAWP), and under contract with Loken for their parallel SAWP. Drilling on both properties to assess the extent of below grade contamination was completed on May 9. Cox Environmental reported that "Based on field screening, contamination is likely present in soil borings ... located in the vicinity of the decommissioned waste oil burner. The contamination was present down to the water table which was encountered at a depth of 9-10 ft bgs [below ground surface]. 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."

Staff are working with CBJ Contracts to obtain the services of a Federal Aviation Administration (FAA) land acquisition specialist to assist JNU with purchase of the property. The specialist will assist JNU and City & Borough of Juneau Lands in navigating the FAA's airport land acquisition process.

Snow Removal Equipment Buildings (SREB) Commissioning: *Staff received the full commissioning report on May 31 and are reviewing it. Staff will determine what can be done in-house and how best to use existing JNU maintenance contracts to address the outstanding issues.*

The ground source heat pump system serving the SREB was commissioned on April 28 through May 2 by Respec in coordination with JNU staff and Meridian Systems. Commissioning was largely successful in improving performance of the heating system, but there remain a few issues to be resolved. Commissioning was to have included the Sand/Chemical Building, but that commissioning cannot proceed because Ground Source Heat Pump #1 is out of service.

Parking Lots Improvements: *A walk to the employee parking in mid-February with near-freezing conditions, staff noted a slight swale in the concrete sidewalk just to the far side of the yellow tactile warning that was wet ice and extremely slippery. This was brought this to Secon's attention.*



Last week:



JNU staff sincerely thank Secon and Compass Construction for their prompt and thorough attention in remedying this winter hazard.

Gate 5 Passenger Boarding Bridge (PBB) Replacement: *The fixed portion of the new PBB is already in Juneau. The columns are at Alaska Marine Lines in Seattle, with the rotunda, moveable portion, and accessories to follow. All components are expected to be in Juneau on June 18, and to be installed immediately after Secon paves the Gate 4 area as part of the Rehabilitate Part 121/135 Apron & Remain Overnight (RON) Parking Apron Project. Gate 5 is scheduled to be Substantially Complete on June 29, weather permitting. Secon cannot pave in heavy rain and the crane cannot set PBB components with windy conditions. The Ground Power Unit (GPU) and Pre-Conditioned*

Air unit (PCA) are subject to manufacturing delays and expected in Juneau *a few weeks later than anticipated*. The delay of the GPU and PCA will not affect the function or usability of the PBB.

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

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

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 (service animal relief area) fencing (black metal, not chain link), and Dawson has agreed to repair the landscape damage resulting from last summer's construction of the Alaska Seaplanes' building.



MEMORANDUM

TO: Patty Wahto, Airport Manager

FROM: Mike Greene, JNU Airport Project Manager

DATE: June 6, 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:

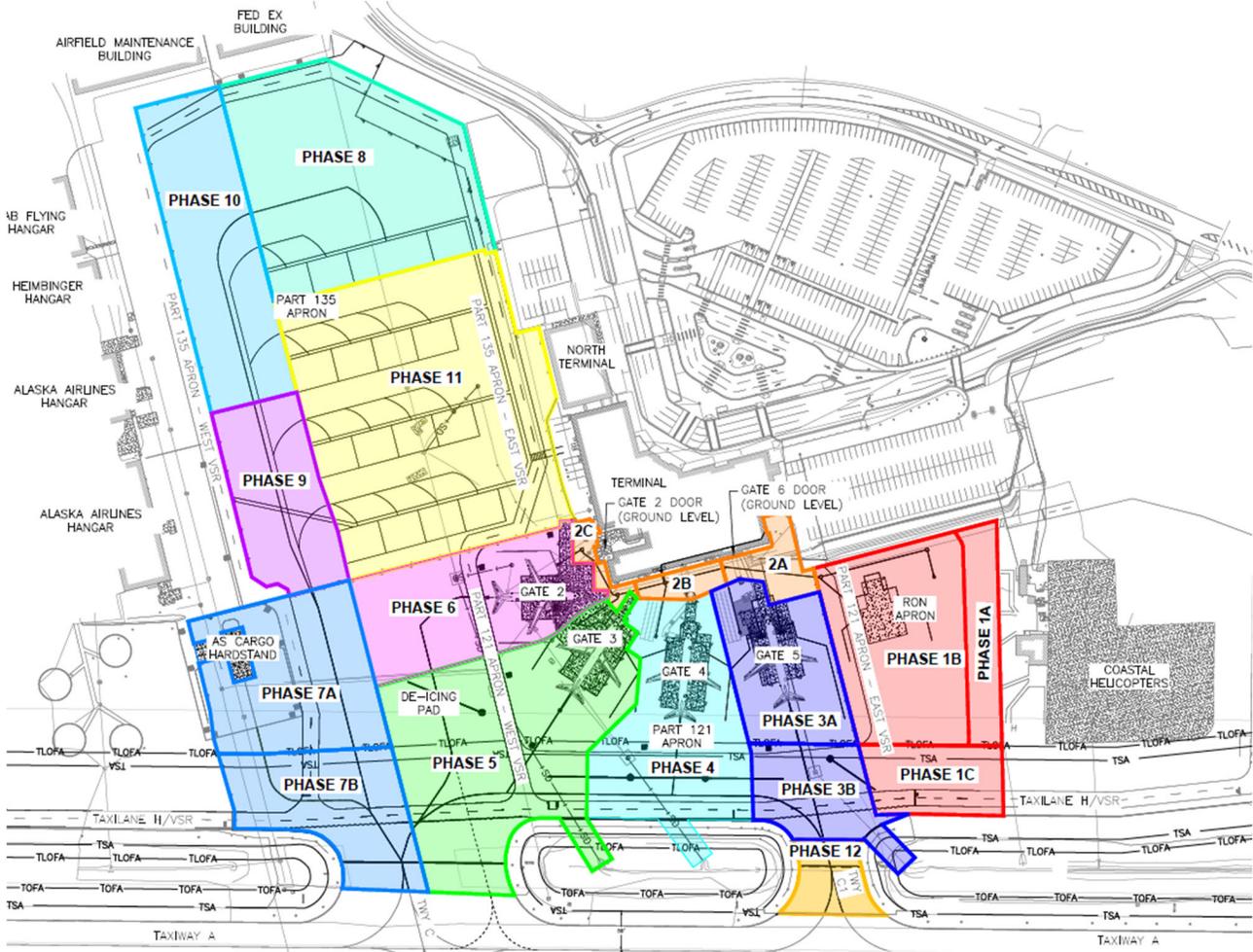
Glass Guardrail: Dawson Construction is currently wrapping up the installation of the new glass guardrail assembly at the second floor through-floor opening. Work remaining includes the installation of one small stair handrail and new trim around the new glass frame. Prior to demobilizing, Dawson Construction will clean the lounge area and reposition the furnishings.

Ground Source Loop Field Methanol Replacement: No change since last report. The finalized version of Request for Proposal (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. SECON has completed work on the placement of asphalt paving and pavement markings within the Phase 1A, Phase 1B, Phase 1C, Phase 2A, Phase 3A, Phase 3B and Phase 12 work areas. With the exception of setting new light poles LP-4, LP-5 and LP-6 (which will occur in early September) the new RON and Gate 5 are now complete and ready for use by aircraft. Taxiway C-1 has been re-opened, and Alaska Airlines has already started using Gate 5 for ground-loading. Temporary pedestrian corridors have been erected to guide/contain passengers between the Terminal's Gate 6 ground-loading door and the Gate 5 and RON hardstands.



SECON is currently working in the Phase 4 (Gate 4) and Phase 2B work areas. Following coordination with Alaska Airlines, SECON has started work to remove the asphalt pavement in these areas and Roger Hickel Contracting has removed the Gate 4 passenger boarding bridge. This has created somewhat of a problem for Alaska Airlines in that they will not have adequate gate access during the short periods of time when the new Gate 5 passenger bridge is being craned into position (by Dawson Construction), and when the new Gate 4 passenger boarding bridge is being craned into position (by Roger Hickel Contracting).

In an “all parties” coordination meeting that was conducted on 06.05.2024, with representatives from Alaska Airlines, Delta Air Lines, Roger Hickel Contracting, Dawson Construction, SECON, DOWL, Jensen Yorba Wall and JNU present, it was determined that the immediate project priority will be for SECON to complete the paving operations in the Gate 4 area before work begins on the installation of the new passenger boarding bridges at Gate 4 and Gate 5. Subsequent work will be scheduled (by Roger Hickel Contracting, SECON

and Dawson Construction) so as to always provide three gates for use by Alaska Airlines and the use of the RON by Delta Air Lines.

For the immediate future, the Apron project, the Dawson Construction Gate 5 passenger boarding bridge replacement project and the Alaska Airlines/Roger Hickel Gate 3 and Gate 4 passenger boarding bridge replacement project schedules are all bound by the following:

- **06.01.2024 – 06.29.2024** No work may begin in the Phase 5 or Phase 6 work areas so that Gate 2 and Gate 3 will remain operational and available for use by Alaska Airlines.
- **06.07.2024** The new RON will be assigned to Delta Air Lines for their single daily flight into Juneau. Delta will arrive in the evening, remain overnight and depart first thing in the morning. Delta will utilize the RON for ground loading operations until the new Gate 5 passenger boarding bridge is ready for their use.
- **06.07.2024** The new RON will be available for use by Alaska Airlines during the day – when not in use by Delta Air Lines.
- **06.18.2024 – 06.21.2024** Dawson Construction will be craning the new passenger boarding bridge into position at Gate 5. This work will close Gate 5 to aircraft. During this time, Gates 2, Gate 3 and the new RON will remain open for use, Gate 4 and Gate 5 will be closed.
- **06.18.2024** SECON will start work on the placement of the new asphalt pavement and new paint markings in the Phase 4 work area (crew availability and weather permitting).
- **06.22.2024** Dawson Construction will remove their crane and will be working on connecting the new Gate 5 passenger boarding bridge to power and finalizing the jet-bridge assembly and trim-out. It has been assumed that Alaska Airlines will be able to resume ground loading operations at Gate 5 by holding short. While possible, there is a chance that there will be times where Dawson’s work will prevent this use.
- **06.29.2024** Dawson Construction will turn over the new Gate 5 Passenger Boarding bridge to JNU. Delta Air Lines will move their single daily flight operations from the RON to Gate 5. This will allow unlimited use of the RON by Alaska Airlines from this point forward.
- **06.29.2024** The new passenger boarding bridge at Gate 5 will become available for use by Alaska Airlines during the day – when not in use by Delta Air Lines.

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

- Alaska Airlines has created the situation in which they may not have enough gates when needed. They are currently working with Roger Hickel Contracting to adjust the Gate 3 and Gate 4 passenger boarding bridge scheduling to minimize impact to Alaska Airlines operations.
- Alaska Airlines will continue to utilize Gate 2 and Gate 3 for their arrivals and departures. Alaska Airlines will use Gate 4 and Gate 5 and the RON, when available. (The use of their cargo hardstand will not be affected.)
- Coastal Helicopters will continue to hold their flight operations to the east. Coastal is currently evaluating the layout of their parking positions on the west side of their lease area.
- Delta Air Lines will be using the RON and ground loading until the Gate 5 passenger boarding bridge is ready for use. JNU staff continues to work with Alaska Airlines, Roger Hickel Contracting,

SECON, Dawson Construction and DOWL to fine-tune the overall project schedule/work phasing plan as the work moves into the Phase 4, Phase 5 and Phase 5 work areas.

JNU staff continues to work with Delta Air Lines in advance of Delta's first summer flight arrival on the evening of June 7. At this time, Delta has accepted the temporary pedestrian corridor between the Gate 6 ground loading door and the new RON, the temporary baggage cart routing between the RON and the terminal bag well and the mobile boarding ramp parking position. When not in use, Delta's ground equipment (baggage belt, tugs and carts) will be staged to the northeast of the RON in order to allow the use of the RON during the day by Alaska Airlines (if needed).

At the writing of this report, JNU, DOWL and SECON are finalizing Construction Notice #11 which will be released to all affected airfield tenants and stakeholders. This notice will advise as to the current status of the work, will advise of the areas under construction, will identify barricaded work areas, will identify the location of detours 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.

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 at Gate 4. The engineers' estimate for this work is a deduct of \$224,930. JNU has not accepted SECON's proposal (a credit of \$231,130) 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 (addition of \$45,432) to complete this work.

JNU/DOWL has issued RFP 06 – UTS Milling in 135 Apron to SECON. 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. 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 has issued RFP 07 – TWY C1 Culvert Replacement to SECON. This RFP asked for a proposal to remove 220 lineal feet of 24-inch culvert galvanized steel culvert at TWY C-1 with 24-inch corrugated

plastic culvert. The engineer’s estimate for this work was \$65,917.50. JNU has subsequently received and accepted a revised proposal in the amount of \$64,760 from SECON.

Pending RFP’s:

- RFP to address the discovery of additional tie-down assemblies within the 135 Apron.
- RFP to address repairs to Runway 8-26.
- RFP to address drainage improvements adjacent to the asphalt test strip.

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.

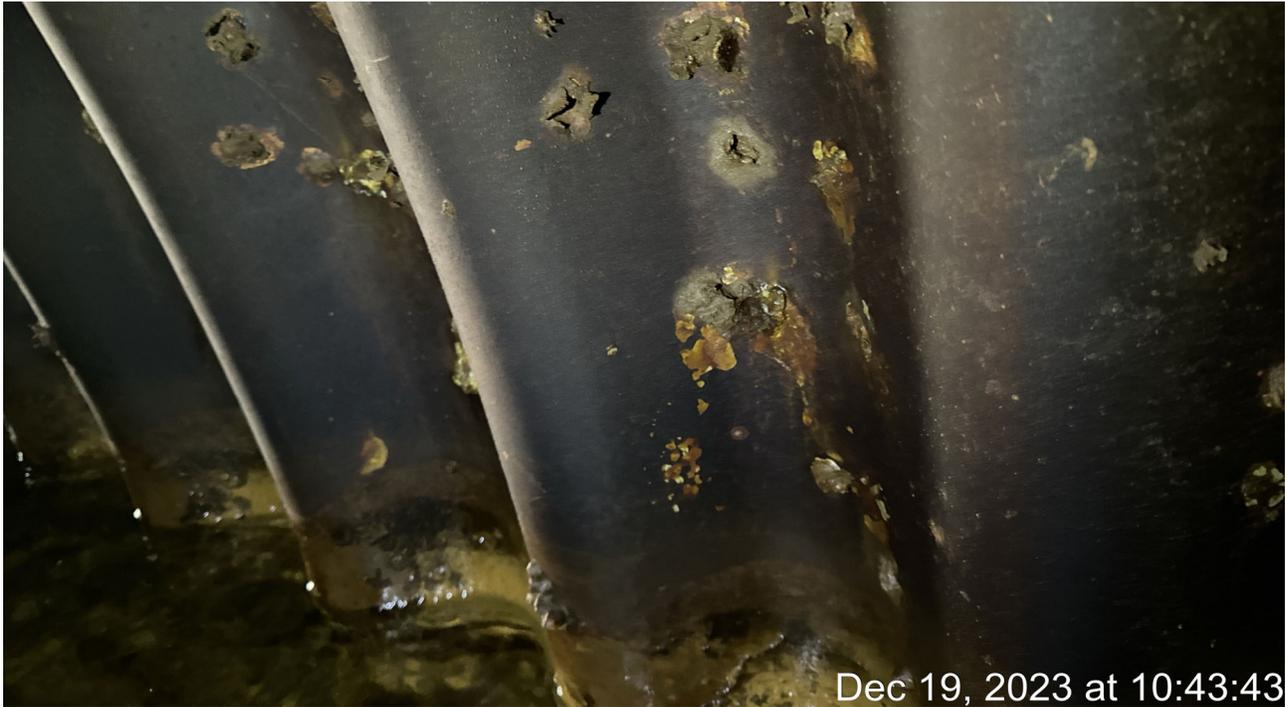


Photo 01: Heavy pitting and holes as observed on a portion of the half-arch culvert sidewalls.

JNU staff has advised the Federal Aviation Administration (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 Navigational Aids (NAVAIDS): JNU has received a revised fee proposal from HDR Engineering to provide design phase services. This fee proposal, in the amount of \$438,426.00, is currently under review by JNU. Per this proposal, HDR Engineering will provide bid-ready construction documents by the first week of January 2025 so that the project can be released for bid early in 2025.

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

being done at no cost to JNU. Carlisle/Dawson Construction has not yet furnished JNU with the manufacturer's roof warranty for this new installation.

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

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

End of Report