



AIRPORT BOARD AGENDA

November 14, 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 NOVEMBER 13, 2024

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF MINUTES

1. October 10, 2024

D. APPROVAL OF AGENDA

E. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

F. AIRPORT BOARD MEMBERS/OFFICERS

G. UNFINISHED BUSINESS

2. **Airport Security Requirements and Additional Staffing:** As briefed at previous Airport Board meetings, airport security requirements for aviation worker screening (AWS) has been mandated by the Transportation Security Administration (TSA). Administrative staff has been trying to fill the requirements, which takes away from their daily duties. Some of the requirements are after normal work hours including early mornings, evenings and weekends. U.S. Customs and Border Protection (USCBP) has helped fill those gaps, but they can only assist during certain hours in the winter months (thank you Customs!). Additionally, security responsibilities have increased at airports including badging/access control requirements which takes more time for each badging appointment. The Deputy Airport Manager oversees the security and regulatory which has become more time consuming (mandates, audits, regulatory changes), and takes away from the other duties such as budget and airport oversight. What used to be a 20% allocation of time, has become closer to 80% of time consumed by security. In addition to the staff to assist with AWS, automation of security systems and increased staffing are needed to keep up with the daily security responsibilities. Staff suggests a progressive plan to meet the security requirements and demand:
 - a. Addition of two Part-Time Security Specialists to provide compliance with Airport Worker Screening (AWS) during non-business hours, weekends, and holidays. These specialists will also have other duties such as front curb patrol and general security visibility during non-business hours. After working with CBJ (City & Borough of Juneau) Human Resources for the positions needed, the cost of the specialists equates to \$92,000/annually for both part-time positions. Since the requirement is directly related to aviation workers to the secured areas (larger air carrier operational areas), staff suggests the funding to be paid through increased passenger screening fees. This would increase those fees by .27 cents per passenger (based on forecast enplanements); from \$2.69 to \$2.96 per screened passenger (as it stands today if there were no increases to the budget). This increase would parallel the operations budget process and Airport Rates and Fees Regulation. During that process, the fees could increase further based on budgetary need, but this gives an estimate for the increase and a funding source for the additional positions.

b. Acquire badging software to automate the badging process and increase efficiencies: This system was discussed with the Board a few years ago, but staff elected to wait on this concept. The company that was researched at the time has fine-tuned their software. The costs decreased from the original scope, and they now offer more security options with the package. Badging automation provides efficiencies with the badging process, as well as with some of the time-consuming regulatory requirements such as bi-annual badge audits. The Airport was given a cost estimate of \$40,000 annually, by one company. Based on the current number of badges at JNU, time spent per badge, data processing, and badge auditing/reports, the company calculated an estimated 1216.4 hours saved per year. This is equivalent to \$48,657 annually. An internal review of their calculations to task ratio proved to be an accurate accounting. Based on JNU's current number of badges, this equates to less than \$2/badge increase to badging fees that is required to implement this system. Implementation of a new badging system can take 13-15 weeks and it should be set up before April, when badging numbers increase for the summer season.

The system would also prohibit a badge applicant from making an appointment until all paperwork is complete. Tests are completed on-line in different formats to deter cheating and are graded to ensure a passing score prior to making an appointment. Automation also reduces mistakes, and paperwork scanning and shredding hours are reduced. The system links up with our required Designated Aviation Channeler (DAC), to upload applicant data and continuously vets for security threat assessments.

c. Hire an Airport Security Manager: This is the progressive step of the plan. The demands for airport security are ever increasing and taxing on airport staff. Hiring the part-time security specialists and automating the badging process are only initial steps. A dedicated airport security manager is needed. Security has become its own classification at other airports of similar size and those airports already have a security manager and/or they have increased staff to manage the demands for the increased security requirements. The pay grade of the new manager position will depend upon the responsibilities assigned and costs to the airport are estimated between \$116,000 to \$150,000 per year, with benefits. This step will be reassessed after hiring the security specialists and implementing the badging automation.

Staff requests the Board approve: a. Hiring two Part-time Security Specialists and b. Acquire Badging Automation Software, at this time. Both of these will take time to hire/acquire and can parallel the budget process for the funding. Security specialists are needed prior to March (USCBP will no longer be able to assist after that) and install a badging software system prior to April.

BOARD MOTION: *"Approve the addition of two part-time security specialists for aviation worker screening and other security functions at a cost not-to-exceed \$92,000; funding to be provided by an increase to the Passenger Screening Fees."*

BOARD MOTION: *"Approve the acquisition of an automated badging software system at a cost not-to-exceed \$40,000/annually; funding provided by an increase to the Badging Fees."*

H. NEW BUSINESS

3. **Passenger Facility Charge (PFC) 10 Projects (Attachments #1 and #2):** Attachment # 1 shows the current Airport Capital Improvement Program (CIP). Attachment #2 shows the PFC10 Project List that the Airport is proposing for the next PFC application. The projects may change based on Federal Aviation Administration (FAA) eligibility/weigh-in and airline comments. This will start the public process for the PFC 10 application. In general, air carriers and airports do not want to see a lapse between PFC collection as this is difficult for ticketing, remittance and auditing. It should seamlessly transition into the next collection and roll any funds over from previous PFC collections. As a reminder, airports may reimburse past projects, but may only program new project collections out two years from the PFC application date.

The green highlighted areas on Attachment #1 are the proposed amounts for PFC10 application. The blue highlighted areas are the project amounts and the highlighted Project Name representing reimbursement from past projects. The idea is to recoup local match (airport funds or flexible sales tax) so that it can be reused for funding other future projects.

The Finance Committee reviewed this at the October 22, 2024, meeting. Staff would like to proceed with the public process for PFC10 based on the projects presented.

BOARD MOTION: *“Approve the proposed PFC10 projects as listed on Attachment #2 and proceed with the public PFC10 process/collection.”*

4. Airport Manager's Report - November 14, 2024

5. Airport Project Report - Ke Mell

6. Airport Project Report - Mike Greene

I. CORRESPONDENCE

J. COMMITTEE REPORTS

7. **Finance Committee:** October 22, 2024, meeting updates.

8. **Operations Committee**

9. **Committee of the Whole:** Airport Staffing and Planning Meeting date: TBD

K. ASSEMBLY LIAISON

L. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

M. BOARD MEMBER COMMENTS

N. ANNOUNCEMENTS

O. NEXT MEETING DATE: December 12, 2024, 6:00 p.m. in the Alaska Room/Zoom

P. EXECUTIVE SESSION

Q. ADJOURNMENT

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

MINUTES of
AIRPORT BOARD MEETING
October 10, 2024
6:00 p.m. Alaska Room/ZOOM

A. **CALL TO ORDER:** Acting Chair Dennis Bedford called the meeting to order at 6:03 p.m.

B. **ROLL CALL:**

Members Present:

Dennis Bedford Jodi Garza Charlie Williams
Jason Custer Chris Peloso

Members Absent:

Eve Soutiere Dan Spencer

Staff/CBJ Present:

Patty Wahto, Airport Manager Sherri Layne, CBJ Law
Paul Khera, Deputy Airport Manager Brandon Bagwell, CBJ Fire Dept.
Angelica Lopez-Campos, Bus. Mgr. Mark Fuelle, CBJ Fire Department
Ke Mell, Airport Architect

Public:

Sarah Lowell, Costal Helicopters Mark Sabbatini, Juneau Empire

Chair Bedford welcomed Charlie Williams to the Board.

C. **APPROVAL OF MINUTES:**

1. *Chris Peloso moved the approval of the September 12, 2024, Airport Board minutes. The motion passed by unanimous consent.*

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

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

F. **AIRPORT BOARD OFFICER DISCUSSION:** Chair Bedford said Dan Spencer has resigned his position as Chair. He said this means that he moves up to the Chair position, Jodi moves up to the Vice Chair/Secretary. Unless anyone has a better idea, he thought the Board should ride through this and not elect any officers. Board Member Jason Custer suggested Ms. Garza serve as Chair if others are interested in that. Sherri Layne said that in order to elect a new chair the Board needs to vote to suspend the rules. Once the rules are suspended, the new officer(s) can be elected because according to the Bylaws, new officers cannot be elected until July. Another option is to move Mr. Bedford up, Ms. Garza would be the Vice Chair and the Secretary, and it would stay like that until the

Board suspends the rules and elects new officers. The earliest replacement for Mr. Spencer is expected in November or December. *Jodi Garza moved that the Board accept the resignation of Mr. Spencer as the Chair of the Juneau Airport Board. The motion passed by unanimous consent.*

Jason Custer moved to suspend the rules for the purpose of electing new officers. Board Member Chris Peloso suggested waiting until next month for Eve Soutiere to be back. Chair Dennis Bedford wanted to wait and have time to think about this before. The motion failed by unanimous consent.

Chris Peloso asked that if members were thinking about becoming the chair, it would be nice if they declared at this point. Jodi Garza said she would not be opposed to filling the seat of the Chair position. Chair Bedford said he would be happy if someone else took over the Chair position, but he is also happy to continue. Chair Bedford also noted that there are three tenants on the Operations Committee, and he thought that needed to be addressed at the next meeting, too.

G. **UNFINISHED BUSINESS:**

2. **Airport Board Bylaws (Attachment #1):** Airport Manager Patty Wahto said Attachment #1 shows the proposed changes and recommendations by City Clerk Beth McEwen, as well as her memo about the changes. At the last meeting, Ms. McEwen testified that they are looking to standardize the bylaws for the boards. While Ms. McEwen understood the intent of some of the changes, the proposals by the Board put them in a corner on some of the issues. *Chris Peloso moved to approve the Bylaws as written with the rejection of the Clerk's comments from last month. The motion passed by unanimous consent.* Ms. Layne said the next Assembly meeting is October 21, but it may not make it on this meeting, and it may be November before the Assembly can approve this.

3. **Taxi/Ground Transportation Additional Shelter:** This item has been brought up at the last couple of meetings. This is due to a lot of people waiting in the taxi pickup area. The current shelter that was put up a number of years ago only holds about four people and there are a lot more people that stand in the rain waiting for pickup. This request came from the taxi companies and public to look at shelter ideas. Project Manager Ke Mell said the options considered were constructing a structure similar to the one at the bus stop at a height of 10 feet as the vehicles serving the area would be shorter than buses. The canopy would sit in the planting beds so as not to tear up the heated sidewalk. A very rough estimate is \$500 square foot, or a total cost of \$500K.

The other option would be to purchase one or more shelters similar to the existing smaller shelters at the taxi staging and install them at the north and east ends of the heated sidewalk. The cost is about \$360/square-foot, excluding installation. The Airport would look at larger shelters to accommodate luggage. The budget would be about \$80K a piece,

including buying the shelter, shipping, installation and administrative costs. However, at the north end of the sidewalk where the sidewalk is significantly narrower than the east side, a shelter of adequate size would require removing a couple of the jersey barriers and recessing the shelter into the grassy planting bed bordering Shell Simmons. The site work is estimated at \$100K, in addition to the \$80K for the shelter. The existing shelter is in fair condition. Its lifespan is significantly less than a new shelter.

Ms. Mell recommended Option #2 as Option #1 is a design/bid/build project, which is a significant expense. Option #2 is cheaper, less disruptive and shelters can be bought at different times. The canopy life is 20 years. The 20-year lifespan would roughly parallel the probable timeline of a parking lot project.

Ms. Wahto said the last shelter came with a surcharge on the taxis and anyone who picked up a permit that would help offset that. Once that was paid for, the surcharge was removed. Ms. Garza asked how long would it take to pay this back? Ms. Wahto said she did not currently have the numbers. This would only be direction and not commitment for funds. Ms. Mell said actual action would come back to the Board. Direction of the Board was Option #2.

H. NEW BUSINESS:

4. Airport Manager's Report:

a. CHUBB Insurance Audit. Jim Dubois was in Juneau to inspect the airport for deficiencies and look at things written up in the past few years. It is really good to see things through their eyes as he is the aviation expert. He was actually pleased with a lot of things that he saw; some repairs and deficiencies that had been taken care of. There were a few holdovers that are still being reviewed, but there was nothing significant. The one issue that they are concerned with is the Jordan Creek area. The Airport continues to push people out of the area. The amount of trash in that area is just deplorable. This will again be in the report. This report will be shared with the Board and applicable tenants. It will also be published on the Airport's website. There is a possibility of going back to the Planning Commission. Since there has been a change of people on the Planning Commission and they are rewriting Title 49, maybe the Airport should again request limbing. It is possible that the original packet will be updated with a current date and filed again. The problem is not just associated with the Jordan Creek area. UPS (United Parcel Service) is dealing with package theft. There was a car stolen from one of the medevac operators by someone with an ankle monitor. It was left on the front curb.

b. Parking Lot Upgrades. The new equipment has been installed. They are waiting for a couple more parts. It is expected to open next Wednesday, with a pay on exit system. The update is on the website. People will be in place to help when the gates come down. It is not known what impact the open parking will have on the budget.

- c. FAA Meetings. There have been meetings held with the FAA Air Space folks. They look for obstructions in the air space. Ms. Wahto is working with them and the Airports Division on the extension to the MALSR (Medium Intensity Approach Lighting System with Runway Alignment Indicator Lights). The annual Runway Safety Action Team (RSAT) meeting was held with the Air Traffic Control Tower. A meeting was also held with the Airports Division regarding the Capital Improvement Program (CIP). This also includes an update for the new Passenger Facility Charge (PFC) 10 that will be implemented. An end of season meeting was held by Flight Standards District Office. This is the Airport's time to cover any construction planned. The annual certification inspection is planned for November 19-21. They will go through all aspects of the Part 139 operations.
- d. UPS Thefts. Ms. Wahto said staff is working with the new manager for UPS to get bigger drop boxes, more hours, more people, and whatever they can do to not entice people to go back there and take things.
- e. Airport Staffing. An Airport Board Committee of the Whole needs to be scheduled to look at Airport staffing. Ms. Wahto has not had time as there are many things going on right now. She said there are currently three spots to fill on the Airfield crew.
- f. Aviation Worker Screening (AWS) Employees. This has not been brought back before the Board as the numbers are not available. Ms. Wahto plans to pay for this through Security Screening Fees as these are the areas that are required. This will be a process of not only looking at the costs for additional screeners, and the regulation will have to be modified for security fees. This is an unfunded mandate. The oral arguments are coming up next week for the AWS case. Whatever happens, it will probably not move very fast.
- g. Parking Garage. This has been added on as an item. It is in the Airport's CIP. This will be kept out here to make sure it is kept in everyone's mind. This will cost \$6-7M for design only. This project is not FAA eligible. Staff will continue to try to find a way to fund this project. Mr. Custer recommended that the Airport talk to the CBJ (City & Borough of Juneau) about developing a CAPSYS (Legislative Finance Capital Project Submission and Information System) Request to put on file in the State's CAPSYS system for this legislative session. This is when people begin organizing the priorities for projects. He said persistence in applying allow for better odds as the years go by. Ms. Wahto said this was an excellent suggestion and she asked Mr. Custer to work with staff to get this going.
- h. Airport Fund Balance and Capital Revolving Account Balance. There has been no change to these documents.

i. 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 will a Technical Advisory Committee (TAC) meeting scheduled for October 17 from 4-5 p.m. The Airport is a TAC member.

5. Airport Projects Report – Mike Greene. Ms. Wahto reported the *Rehabilitate Part 121/135 Apron & Remain Overnight (RON) Parking Apron* will wait for spring to do the Alaska Airlines cargo stand. They have run out of time with no weather windows this month. The light poles for Gates 2, 3, 4, 5 and 6 are on back order. They will be installed in the spring of 2025. The alternate lighting will be used in the meantime. RFP 05 (not FAA eligible) will be funded out of the additional residual in the project, initially out of Sales Tax and then out of PFC. When it all balances out, there will be a grant amendment.

6. Airport Projects Report – Ke Mell. Ke Mell, Airport Architect, reported on the *Gate 5 Passenger Boarding Bridge (PBB) Replacement*. Jensen Yorba Wall will prepare the final project close out report that the FAA requires. Their final pay request will likely be in November or December.

Mendenhall Riverbank Stabilization: On October 9, JNU received the Department of Fish & Game permit for that work. The Airport has also applied for the Army Corps of Engineers permit in September, which requires a three-to four-month turnaround. The Airport applied to the Department of Natural Resources permit to work below ordinary high water. This permit has a six- to eight-month lead time.

Jordan Creek Greenbelt Lighting: CBJ Contracts solicited interest from qualified electrical consultants under a term contract. One consultant responded: Begenyi Engineering. Staff will meet with Barry Begenyi to develop the scope of work. Ms. Mell said the Airport has a couple of light fixtures for this project, but they are 30' tall. These may not be the best solution for this area. Light is only part of the solution to the problem. The biggest problem is beyond the direct and immediate control of the airport. Whether decorative pathway lighting is installed or the airfield fixtures in, neither will solve the problem.

Chair Bedford said lighting will not fix this. A cost benefit ratio needs to be done.

Ms. Garza said if the Airport is going to do the lighting right, the Airport should know what the number is and what it wants to do before taking it to the Assembly for additional funding. Ms. Mell's intent in working with the engineer is to get several options: a least cost option using the lighting the Airport already has, keeping it to the path and keeping it

within the \$150K; and the Airport needs one or more other quality options. In talking about people coming out of the dark on Yandukin, one of the things that would help a great deal is to do the Yandukin/Shell Simmons project and improve the lighting along the way.

Parking Garage Project: The Airport will need a parking garage at some point. It is not needed now as the parking lots are new and drain well, with an expected 20-year lifespan. There are current unmet needs at the Airport, which like the Parking Garage cannot be paid for with Federal CIP money. The biggest need is for the Phase IV addition to the SREB (Snow Removal Equipment Building), which would house the staff offices, locker rooms, expanded toilet facilities and a bunch of shop space, including a small welding shop, sign shop, wood shop and workspaces. Those activities are still currently housed in the Airfield Maintenance Building, which is located at the north end of the 135 ramp. This is a need that has been unmet since the FAA said that all of the functions could not be paid by the FAA. The facility is a 60-year-old building with no wall insulation and made of concrete slabs. It has very substandard conditions. She said this is a more pressing need for the Airport than the parking garage. Whatever assistance the Board or others can offer would be appreciated by Ms. Mell.

Ms. Wahto said she has gone to the D.C. Lobbyist and talked with AAAE (American Association of Airport Executives) to request FAA to look at non-hub airports for eligibility on some of the items that are ineligible now. She has asked if they would be eligible in the future on a case-by-case basis. This is not just for the shop, but other things, too.

She said in looking at the parking lot, there is a demand in that every spot is taken out there. She wanted to make sure that everyone keeps that in mind that before the Airport can push out to the east, the first step is to move the rental cars. The idea would be to put them in the parking garage. There are a lot of pieces in the puzzle that have to be moved around.

Ms. Mell said the landside project of redoing Shell Simmons/Yandukin loop needs to be done before expansion. When the parking lot was done last summer, it was noted there are some sink holes. There will be engineering and circulation. There is a water line that is down there, which is 40 years old and cast iron. As culverts have indicated, there seems to be some sort of problem in the area with electrolysis. This should happen before the parking garage happens.

Chair Bedford said people need to think outside the box. If space was leased at Nugget Mall or the prices were increased in the lot, people may take an Uber or have a friend drop them off. The parking garage is a long way out from a finance point of view. It will be expensive.

I. **CORRESPONDENCE:** None.

J. **COMMITTEE REPORTS:**

7. **Finance Committee:** Committee Chair Custer said no meetings have been held. There is another meeting scheduled for October 22 and everyone is welcome.

8. **Operations Committee:** None.

9. **Committee of the Whole:** Committee Chair Peloso said there has not been a lot of progress on this since the last Board meeting.

K. **ASSEMBLY LIAISON COMMENTS:** None.

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

M. **BOARD MEMBER COMMENTS:** None.

N. **ANNOUNCEMENTS:** None.

O. **NEXT MEETING DATE:**

The next meeting of the Airport Board Finance Committee will be held on October 22, 2024, at 9:00 a.m. in the Alaska Room and via Zoom.

The next regular Airport Board meeting will be held on November 14, 2024, at 6:00 p.m. in the Alaska Room and via Zoom.

P. **EXECUTIVE SESSION:** None.

Q. **ADJOURN:** *Jodi Garza moved to adjourn. The motion passed by unanimous consent and the meeting adjourned at 7:35 p.m.*



**OFFICE OF THE MUNICIPAL CLERK/
ELECTION OFFICIAL**

City and Borough of Juneau (CBJ)
155 Heritage Way, Juneau, Alaska 99801
Phone: (907)586-5278 x4175 Fax: (907)586-4552
email: Beth.McEwen@juneau.gov

TO: Airport Board
DATE: September 12, 2024
FROM: Beth McEwen, Municipal Clerk
RE: Proposed Airport Bylaw Changes

The Clerk’s office has been working with the Assembly and our various CBJ Boards to provide an overarching goal to:

Provide consistent, uniform rules of procedure across all CBJ bodies to the greatest extent possible while staying in compliance with the CBJ Charter, Code, Open Meetings Act, and Public Notice requirements, and also addressing the unique needs of the individual bodies.

In an attempt to standardize the various rules of procedure used by all our CBJ elected and appointed bodies we start from the Assembly Rules of Procedure (adopted by Resolution which is amended from time to time) as the base layer upon which to build all other board rules of procedure. Using this framework, I have reviewed the draft Airport Bylaws as found in the September 12, 2024 Airport Board Packet and have provided a marked up revised version for consideration by the Airport Board.

Most of the changes that I suggest are incorporating practices already in place both at the Assembly and at the Airport Board levels but are now memorializing them within the bylaws document. The main substantive change that the Board may want to discuss has to do with the flexibility or rigidity of the language in the current bylaw amendment proposed in the Sept. 12 meeting packet as highlighted below:

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. There shall be a two-year (two one-year terms) limit for the Chair.

The changing of officers is entirely up to the board each year during the election of officers. If the board in general wants to limit officers to a certain number of years in any given office, they can do that organically just by the manner in which the nominations and elections take place. However, having more restrictive language, such as that highlighted above, provides for a very complicated process whenever there is a mid-term vacancy on the board. Since this language doesn’t address mid-term vacancies, I would suggest leaving it out entirely or if you do chose to leave it in, incorporate appropriate language to provide clarity on how this language affects a member who is elected to serve less than a full one-year term.

I’m happy to discuss any of the other suggested changes with the board at this meeting or at a future date.

Attached: Airport Board 9/12/2024 Meeting packet Attachment #1 with suggested Clerk Edits

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

ARTICLE I - NAME

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

ARTICLE II - PURPOSE

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

ARTICLE III - MEMBERSHIP

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

ARTICLE IV - MEETINGS

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

3. Special meetings of the board or the committees may be called at any time by the Chair or at the request of the ~~Board~~ Committee Chairs, provided staffing and meeting resources are available. The scheduling of all meetings should be in consultation with Airport staff to ensure all necessary accommodations can be met. At least two business days' notice shall be given and filed with the CBJ Clerk.
4. Minutes, or recordings, of regular meetings shall be ~~published distributed~~ by Airport staff ~~to members~~ at least seven days prior to the next regular meeting. Minutes, or recordings, of special meetings shall be distributed to members as soon as possible after the meeting. Staff will endeavor to publish draft minutes within the above timeframe but in the event that minutes cannot be made available, a copy of the meeting recording will be sufficient until draft minutes can be published.
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 electronic communication or virtually remote participation as provided for in the Assembly Rules of Procedure.
6. A quorum of the Board shall consist of a majority of the membership, including those present electronically and virtually participating remotely. A quorum must be present for any business to be conducted. A quorum for standing committees shall consist of a majority of the membership of the standing committee.
7. Voting shall take place in accordance with the Assembly Rules of Procedure "Vote Required" section. Voting shall be by roll call vote or by general consent (no objection). In a roll call vote, ~~the Chair all members~~ shall be required to vote audibly so as to be heard by all attendees both present in the room and participating remotely. 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 ~~may~~ 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~~ shall be excused from the discussion and official action on the matter. The presiding officer ~~shall~~ 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.

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. There shall be a two-year (two one-year terms) limit for the Chair. 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.

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

1. Presiding at all regular and special meetings of the Board in person.
2. Ensuring that all correspondence and business of the Board is carried out.
3. Acting as spokesman for the Board.
4. Appointing committees, with ratification by the full board, including ad hoc committees and task forces of the Board as deemed necessary.
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. If the Chair chooses to participate remotely, the Vice Chair shall preside. 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. If the committee chair chooses to participate remotely, the chair shall designate another member, who will be present at the meeting in person, to preside over the meeting. Each standing committee shall consist of at least three members. Standing Committees will meet as needed in accordance with section IV. 3. above.

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

1. Finance Committee: Shall ~~meet quarterly and~~ 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.

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, and upon final ratification by the Assembly by Resolution. ~~provided that~~ The notice of such Airport Board meeting at which the proposed bylaws are to be discussed shall have contained a copy of the proposed amendment or revocation.

Approved and adopted by the Board this ~~8th~~ _____ day of ~~August~~ _____ 2024.

Dan Spencer, Chair

Attest:

Jodi Garza, Secretary

Adopted by Assembly Resolution # _____ on the _____ day of _____, 20____.

Presented by: The Manager
Presented: 04/01/2024
Drafted by: R. Palmer III

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RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2986

A Resolution Repealing and Reestablishing the Assembly Rules of Procedure.

WHEREAS, the Assembly relies on its committees to generate, review, and mature policies for later consideration by the Assembly, including committees that include all nine Assemblymembers; and

WHEREAS, the scope of Assembly committee power and the binding effect of votes taken by committees with all nine Assemblymembers is complicated because of Robert’s Rules of Order; and

WHEREAS, the following general rule of parliamentary law is expressed in various Robert’s Rules: “During the session in which the Assembly has decided a question, another main motion raising the same or substantially same question cannot be introduced.” (136:26-28); and

WHEREAS, Robert’s Rule 52, as applied to a body with less than 50 members like the Assembly, considers a vote taken at a Committee of the Whole a formal decision of the Assembly that is not voted on again (531:2-4); and

WHEREAS, while Robert’s Rule 52 clearly applies to the Committee of the Whole, it does not explicitly apply to the other nine-member committees like the Finance Committee; and

WHEREAS, application of Robert’s Rule 52 creates unnecessary complexities because the City and Borough of Juneau Charter 5.3(a) requires public comment opportunities when an ordinance is up for public hearing, which can be late in the development of a policy and public comment can enlighten a policy issue that necessitates amendments or renewal of previously decided motions without going through the cumbersome process to suspend the Assembly Rules or other procedural escape valves; and

37 WHEREAS, upon balancing the timing of public comment and the Assembly’s scarce
38 meeting time, the Assembly amends the Assembly Rules of Order to reconcile the
39 unnecessary complexities created by Robert’s Rule 52 on the Committee of the Whole and
40 any other nine-member Assembly committee with the public comment requirement of
41 Charter 5.3(a) while recognizing occasionally a motion previously decided by a committee
42 may be renewed at the Assembly without being treated as dilatory; and
43

44 WHEREAS, the following additional amendments would clarify the rules and make
45 necessary changes to maximize public engagement, public body deliberations, and meeting
46 efficiency.
47

48 NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF
49 JUNEAU, ALASKA:
50

51 **Section 1. Rules of Procedure.** The following rules of procedure are adopted:
52

53 **RULE 1. AGENDA.**

54 A. Order of Business. At all regular meetings the order of business shall be:

- 55 I. Call to Order
- 56 II. Flag Salute
- 57 III. Land Acknowledgment
- 58 IV. Roll Call
- 59 V. Special Order of Business
- 60 VI. Approval of Minutes
- 61 VII. Manager’s Requests for Agenda Changes
- 62 VIII. Public Participation on Non-agenda Items (Not to Exceed a Total of 20
63 Minutes, Nor More than Three Minutes for Any Individual)
- 64 IX. Consent Agenda
 - 65 A. Public Requests for Consent Agenda Changes, Other than Ordinances
66 for Introduction
 - 67 B. Assembly Requests for Consent Agenda Changes
 - 68 C. Assembly Action
- 69 X. Ordinances for Public Hearing
 - 70 A. Administrative or Committee Reports
 - 71 B. Public Hearing
 - 72 C. Assembly Action
- 73 XI. Unfinished Business
 - 74 A. Administrative or Committee Reports
 - 75 B. Public Hearing
 - 76 C. Assembly Action
 - 77 D. Potential Issues for Reconsideration
- 78 XII. New Business
 - 79 A. Administrative or Committee Reports
 - 80 B. Public Hearing

- 81 C. Assembly Action
- 82 XIII. Staff Reports
- 83 XIV. Assembly Reports
- 84 A. Mayor’s Report
- 85 B. Committee, Liaison Reports, Assemblymember Comments and
- 86 Questions
- 87 C. Presiding Officer Reports
- 88 XV. Continuation of Public Participation on Public Participation on Non-agenda
- 89 Items
- 90 XVI. Executive Session
- 91 XVII. Supplemental Materials
- 92 XVIII. Adjournment

93 B. Agenda Preparation. The agenda shall be prepared by the Manager subject to
 94 review and revision by the Mayor. The Mayor or the Manager shall brief the Assembly as to
 95 any revisions. Other matters may be considered under administrative reports, unfinished
 96 business, or new business as applicable.

97 C. Consent Agenda. The Manager shall include under the consent agenda:

- 98 1. Ordinances for introduction;
- 99 2. Resolutions;
- 100 3. Bid awards requiring Assembly concurrence; and
- 101 4. Other items requiring Assembly action which do not involve substantial public
- 102 policy questions.

103 The Manager shall include with the agenda such supplemental material or reports as may
 104 be necessary to explain each item on the consent agenda and shall include a specific
 105 recommendation for Assembly action on each item. Material, reports, and recommendations
 106 submitted in writing to each member present and which are available for public inspection
 107 prior to the Assembly meeting need not be read aloud, but the minutes shall reflect the
 108 Manager’s recommendation on each consent agenda item adopted. Upon adoption of a
 109 motion to adopt the consent agenda, all consent agenda items subject to the motion are
 110 adopted as recommended by the Manager. The motion to adopt may not be amended;
 111 provided, upon the request of any member, an item on the consent agenda shall be removed
 112 from the consent agenda and placed under the appropriate regular agenda item for
 113 Assembly action. A notice or motion for reconsideration or a motion to rescind a consent
 114 agenda motion shall contain reference to the specific consent agenda item which is the
 115 subject of the notice or motion and only that item shall be affected by the notice or motion.

116

117 **RULE 2. MEETINGS.**

118 A. Date and Time of Regular Meetings. The Assembly shall regularly meet at 7:00
 119 p.m. every third Monday according to a schedule approved by the Assembly and published
 120 by the Clerk’s office. The Assembly may by motion or otherwise change the date of a
 121 meeting as may be necessary or convenient.

122 B. Place of Regular Meetings. Regular Assembly meetings shall be held in the
123 Assembly Chambers at the Municipal Building at 155 Heritage Way, Juneau, Alaska.
124 However, the location of a regular meeting may be changed (a) up to 24 hours in advance of
125 the meeting by the Assembly, at a preceding regular or special meeting, by motion or
126 otherwise, upon designating a different place for a particular meeting; or (b) if the meeting
127 was previously noticed with remote participation, by the Mayor, the committee chair, or any
128 three Assemblymembers due to extenuating circumstances (i.e. public health requirement,
129 equipment or facility problem in Assembly Chambers, inability to get a quorum in-person,
130 weather) to hold the meeting virtually with only remote participation (i.e. video conferencing
131 technology).

132 C. Special Meetings. Special meetings may be called and held as provided by the
133 Charter.

134 D. Time of Adjournment. Meetings will adjourn at 11:00 p.m. unless extended by a
135 vote of at least six members.

136 E. Public seating area. People in a meeting room must comply with all laws, including
137 occupancy and public health requirements.

138

139 **RULE 3. ASSEMBLYMEMBER ATTENDANCE POLICY FOR REGULAR MEETINGS.**

140 A. Excused Absences. Any absence of an Assemblymember from a regular meeting of
141 the Assembly shall be deemed to be unexcused unless the Assemblymember is absent from
142 the meeting as a result of attending to official business on behalf of the City and Borough of
143 Juneau, for extenuating medical reasons, or for other significant cause, in which case the
144 absence shall be deemed to be excused.

145 B. Attendance Report. Upon request of the Human Resources Committee, the
146 Manager shall direct the Clerk to provide the Assembly quarterly reports on attendance at
147 regular Assembly meetings.

148

149 **RULE 4. LEGISLATION.**

150 A. Drafting. The Attorney shall draft ordinances and resolutions:

- 151 1. For presentation to the Assembly only
 - 152 (a) by vote or consensus of the Assembly,
 - 153 (b) by vote of a standing or ad hoc Assembly committee,
 - 154 (c) by request of the Mayor, the Manager, or any member, or
 - 155 (d) on the Attorney’s own initiative to correct errors not otherwise correctable
156 in any section or to make amendments to Title 01.45 the Conflict of
157 Interest Code, Title 01.50 the Appellate Code, Title 01.60 the Regulation
158 Procedures Code, Title 03.30 the Code Enforcement Code, Title 42 the
159 Penal Code, or any section imposing duties on the Attorney.
- 160 2. For presentation to a standing or ad hoc Assembly committee only by vote of the
161 committee, request of its chair, or by direction of the Assembly.

162 B. Procedure. Upon presentation of an ordinance, any member may move that it be
163 introduced and set for public hearing, referred to committee, deferred, or rejected as
164 provided in Charter section 5.3. If the motion is for referral to committee, the Mayor shall
165 refer the ordinance to the appropriate committee. The Mayor’s referral may be changed by a
166 majority vote of the members of the Assembly. If the motion is for introduction, the motion
167 shall set a date for the public hearing. All such motions may be amended.

168
169

RULE 5. COMMITTEES.

- 170 A. Standing Committees. The Assembly shall have the following standing committees:
- 171 1. Committee of the Whole
- 172 2. Finance Committee
- 173 3. Human Resources Committee
- 174 4. Lands, Housing, and Economic Development Committee
- 175 5. Public Works and Facilities Committee
- 176 6. Joint Assembly/School Facilities Committee (per Charter 13.8)

177 Any member of the Assembly may sit with any committee at all times; such member shall
178 have the right to participate in committee discussion except that members of the committee
179 shall have priority in obtaining the floor and only committee members may vote. Standing
180 committee meetings are work sessions without public testimony unless otherwise noticed at
181 the time of packet publication, or earlier, by the committee chair.

182 B. Special Committees. The Assembly shall have such special committees as may be
183 considered necessary. Special committees automatically terminate upon completion of the
184 committee’s assignment.

- 185 C. Selection, Process, and Duties of Committees of the Assembly.
- 186 1. Standing Committees.
- 187 (a) With the exception of the Committee of the Whole, the Finance Committee,
- 188 and the Human Resources Committee in proceedings pursuant to Rule
- 189 5(C)(2)(f), there shall be not more than four Assemblymembers appointed
- 190 to each standing committee of the Assembly. Each Assemblymember will
- 191 be appointed to at least one, but not more than three, standing committees,
- 192 in addition to the Finance Committee and the Committee of the Whole.
- 193 (b) Nominations for standing committee appointments and for the position of
- 194 chair of each such committee shall be made by the Mayor, and shall be
- 195 subject to ratification by the Assembly. In making nominations for
- 196 committee appointments, the Mayor shall strive to ensure, to the extent
- 197 reasonably possible, that there is a balance and diversity of opinion,
- 198 viewpoints, and perspective among the Assemblymembers nominated for
- 199 committee membership, and that there is at least one Assemblymember
- 200 nominated for appointment to each committee who has expertise in the
- 201 areas assigned to the committee.

- 202 (c) Each year following the regular municipal election, all Assemblymembers
203 will be given an opportunity to indicate in writing which of the standing
204 committees they request to serve on. At least two of the nominations for
205 appointment for each standing committee shall be made from those
206 Assemblymembers, if any, who have requested to serve on the committee
207 for which the appointments are to be made. The nomination for
208 membership and chair positions shall be made by the Mayor and ratified by
209 the Assembly within seven days of the second meeting after the
210 certification of the regular municipal election each year. All committee
211 members shall be appointed to serve for a term expiring upon ratification
212 by the Assembly of the committee appointments following the next regular
213 municipal election. All committee members serve at the pleasure of the
214 Assembly.
- 215 (d) A standing committee may at the call of its chair or the vote of its
216 membership take up any matter within the scope of its charge established
217 by these rules and not pending as legislation authorized by the Assembly.
218 Matters not within the scope of any standing committee, or within the
219 scope of more than one standing committee shall be assigned by the Mayor.
- 220 (e) Each committee shall refer information to and coordinate activities with
221 other appropriate committees. Issues referred to another committee and
222 any directions to the Manager must have the concurrence of a majority of
223 the committee members.
- 224 2. Human Resources Committee. The Human Resources Committee may take up
225 issues relating to the health and well-being of Juneau citizens and their
226 participation in local government. The duties of the Human Resources
227 Committee shall include:
- 228 (a) Nominating citizens to all CBJ boards and commissions. Appointment to
229 such bodies shall be made by the full Assembly;
- 230 (b) Making recommendations to the full Assembly regarding the issuance,
231 renewal or transfer of liquor licenses, restaurant designation permits, and
232 marijuana licenses;
- 233 (c) Reviewing and proposing amendments to these rules;
- 234 (d) Reserved.
- 235 (e) Reserved.
- 236 (f) Membership for Certain Appointments. The full Human Resources
237 Committee shall meet as needed to recommend appointments to the
238 Planning Commission, the Hospital Board, the Ski Area Board, the Docks
239 and Harbors Board, and the Airport Board. The Mayor and all
240 Assemblymembers shall serve as members of the full Committee and the
241 Human Resources chair shall serve as chair at these meetings.
- 242 3. Finance Committee. The Finance Committee may take up issues relevant to
243 the fiscal status of the CBJ. The Mayor and all Assemblymembers shall serve as

- 244 members of the Finance Committee. The duties of the Finance Committee shall
 245 include:
- 246 (a) Review of the Manager's proposed budget and recommendations to the
 247 Assembly for a final budget;
 - 248 (b) Review of the fiscal policies of the CBJ as deemed necessary by the
 249 committee.
- 250 4. Committee of the Whole. The Committee of the Whole may take up those issues
 251 within the jurisdiction of multiple committees and those warranting detailed
 252 review prior to consideration by the Assembly. The Mayor and all
 253 Assemblymembers shall serve as members of the Committee of the Whole.
 254 Generally, the rules of the Assembly shall be followed in the Committee of the
 255 Whole, provided that, at the discretion of the chair, the rules may be relaxed
 256 and the rules relating to participation by the presiding officer and the number
 257 of times a member may speak shall not be in effect unless otherwise ordered by
 258 a majority of the committee. In preparing the committee agenda the chair shall
 259 consult with the Mayor.
- 260 5. Lands, Housing, and Economic Development Committee. The Lands, Housing,
 261 and Economic Development Committee may take up issues relevant to the
 262 lands, housing, economic development, water or air within the City and
 263 Borough. The duties of the Lands, Housing, and Economic Development
 264 Committee shall include recommendations to the Assembly regarding:
- 265 (a) The preparation and revision of a land management plan and the
 266 acquisition and disposal of CBJ lands;
 - 267 (b) The administration of the lands fund and the mineral holdings of the CBJ;
 - 268 (c) Implementation of the Long Range Waterfront Development Plan, and
 269 issues relating to use and development of the CBJ waterfront;
 - 270 (d) Promotion of improved housing availability in the City and Borough; and
 - 271 (e) Promotion of a vibrant and diverse local economy.
- 272 6. Public Works and Facilities Committee. The PWFC may take up issues
 273 relevant to the infrastructure of CBJ, including transportation and utilities.
 274 The duties of the PWFC shall include:
- 275 (a) Making recommendations to the Assembly regarding the capital
 276 improvement program required by Charter section 9.2 and other capital
 277 improvement plans and lists;
 - 278 (b) Advising each newly elected Assembly of unfinished capital projects to be
 279 continued;
 - 280 (c) Making recommendations to the Assembly regarding the preparation and
 281 revision of an areawide transportation plan;
 - 282 (d) Making recommendations related to energy efficiency, renewable resources,
 283 waste reduction and recycling, global warming, and green building.

284 7. Special Committees. Nominations for special committee appointments and the
285 chair position of each special committee shall be made by the Mayor, and shall
286 be subject to ratification by the Assembly. In making nominations for special
287 committee appointments, the Mayor shall strive to ensure, to the extent
288 reasonably possible, that there is a balance of opinion, viewpoints, and
289 perspective among the Assemblymembers nominated for committee
290 membership, and that there is at least one Assemblymember nominated for
291 appointment to each such committee who has expertise in the areas assigned to
292 the committee. All members shall serve at the pleasure of the Assembly.

293 D. Scope of Committees. Committees, including the Committee of the Whole and the
294 Finance Committee, are empowered to only make recommendations. No vote taken at an
295 Assembly committee, including at the Committee of the Whole or at the Finance Committee,
296 is binding on the Assembly. At the Assembly, an Assemblymember is free to move the
297 Assembly to amend a prior adopted motion and renew a failed motion from a committee, and
298 such motions can pass by five votes in favor.

299 E. Quorum of Committees. For the Committee of the Whole and the Finance
300 Committee, a majority of the membership shall constitute a quorum. For committees with
301 seven or eight members, four of the membership shall constitute a quorum, for committees
302 with four, five, or six members, three of the membership shall constitute a quorum.

303 F. Voting. The minimum vote required to take official action shall be the same as that
304 constituting a quorum; provided, however, that in the case of a tie vote, the action fails.

305 G. Role of Board Liaison. Board liaisons shall be recommended by the board to the
306 Assembly for approval. Any board liaison to an Assembly committee should sit with the
307 committee at all times. A board liaison may have the right to participate in committee
308 discussions at the pleasure of the chair of the Assembly committee except that Assembly
309 members of the committee shall have priority in obtaining the floor. Only Assembly
310 members on the committee may vote.

311
312 **RULE 6. ASSEMBLY LIAISONS TO BOARDS AND COMMISSIONS.**

313 A. Appointment of Liaisons. The Mayor shall nominate one member of the Assembly
314 to serve as the liaison to each of the following City and Borough boards and commissions:

- 315 Planning Commission
- 316 Hospital Board
- 317 Docks and Harbors Board
- 318 Airport Board
- 319 School Board
- 320 Ski Area Board

321 The nominations shall be subject to ratification by the Assembly. Liaisons to other entities
322 may be appointed from time to time.

323 B. Role of Assembly Liaison. Assembly liaisons serve as a link between the Assembly
324 and the board or commission to establish and maintain communication between the bodies
325 on issues, projects, and other matters of mutual concern and interest. Assembly liaisons
326 should regularly attend appointed board or commission meetings. Assembly liaisons shall
327 not have the power to vote on the board or commission and are not to be counted in
328 determining whether a quorum of the board or commission is present, unless specifically
329 identified as voting members in the governing legislation of a particular board. An Assembly
330 liaison may participate in board or commission discussions when invited by the board chair.

331 C. Other Meetings. The Assembly encourages its members to attend meetings of other
332 boards, commissions, and citizen groups and inform the Assembly on the activities of those
333 bodies and the issues before them, as appropriate.

334

335 **RULE 7. DEBATE.**

336 A. Speaking on the Question. A member or the Manager may speak more than once to
337 the same question at the same stage of proceedings provided that priority of access to the
338 floor shall be given to members who have not spoken on the question. Members shall
339 endeavor to provide the body with relevant facts and arguments and shall strive to avoid
340 redundancy.

341 B. Asking Questions. After obtaining recognition from the chair, a member may ask
342 direct questions of another member of the Assembly or to a person appearing before the
343 Assembly. The questions should not be argumentative.

344 C. Decorum. Members shall not question the motives, competency, or integrity of any
345 person except as necessary to decide an appeal, personnel evaluation, contract award, or
346 other matter in which such issues are clearly relevant. The chair shall admonish any
347 member violating this rule and if violations are severe or repeated, may without a vote
348 declare a recess not to exceed ten minutes.

349

350 **RULE 8. RULES OF PUBLIC PARTICIPATION.**

351 When permitted by Rule 14, public participation during hearings on ordinances and
352 matters other than appeals will be conducted according to the following rules, which will be
353 posted in the Assembly Chambers and at www.juneau.gov:

354 A. The hearing will be conducted by the Mayor as chair.

355 B. The Mayor will open the hearing by summarizing its purposes and reemphasizing
356 the rules of procedure.

357 C. The Mayor may set a time limit for public testimony, for individual speakers, or
358 both if it appears necessary to gain maximum participation and conserve time, and may for
359 the same reason disallow all questions from the Assembly to members of the public. The
360 time limit may be extended by a majority of the Assembly. The time limit for individual
361 speakers shall be uniform for all speakers, and shall be strictly enforced. Speakers shall not
362 have the right to transfer their unused time to other speakers, but the Mayor may grant
363 additional time to a person speaking on behalf of a group.

364 D. People are encouraged to submit written presentations and exhibits to the
365 Municipal Clerk and the Assembly via email (boroughassembly@juneau.gov).

366 E. The Mayor will set forth the item or subject to be discussed and will rule non-
367 germane speech out of order. A member of the public may not be stopped for speaking
368 because of the viewpoint being expressed. However, a person may be stopped for disrupting,
369 disturbing, or impeding the meeting when speaking longer than the time limit, when being
370 unduly repetitious, or when discussing or presenting irrelevant matters. Such non-germane
371 speech disrupts, disturbs, or impedes public meetings when the Assembly is prevented from
372 accomplishing its business in a reasonably efficient manner or when the speech interferes
373 with the rights of other speakers. A person stopped for non-germane speech during a
374 meeting is welcome to submit a writing, presentation, recording, and exhibit to the
375 Municipal Clerk and to the Assembly via email (boroughassembly@juneau.gov).

376 F. All speakers, members of the public and members of the Assembly, will be
377 recognized by the chair by surname.

378 G. Members of the public will precede their remarks by stating their names and,
379 unless otherwise allowed by the Mayor, the area of town in which they reside.

380 H. Members of the Assembly will not direct questions to each other or to the chair
381 during public participation except as to the conduct of the hearing.

382 I. Members of the Assembly may direct questions to members of the public only to
383 obtain clarification of the material presented. The questions should not be argumentative,
384 nor may they have the purpose or effect of unreasonably extending any time limit applicable
385 to public speakers.

386 J. The public may direct questions to the Assembly or the administration.

387 K. The public may direct questions to the chair only as it pertains to the conduct of the
388 hearing.

389 L. The Manager may participate in the same manner as the members of the Assembly.

390 M. There shall be an opportunity for public participation on non-agenda items at each
391 regular meeting of the Assembly. Such public participation shall be limited to no more than
392 20 minutes, with each speaker limited to a length of time set by the Mayor not to exceed
393 three minutes. Assemblymembers may ask questions of the speaker but should not
394 deliberate at that time on matters raised or answer questions directed to the members.

395 N. Members of the public that want to provide oral public comment via remote
396 participation must notify the Municipal Clerk prior to the meeting (i.e. call the Municipal
397 Clerk Office or register online, when available). A person is not required to notify the
398 Municipal Clerk prior to the meeting when providing in-person oral public comments.

399 O. Reasonable accommodations are available upon request. To the extent allowed by
400 law (i.e. A.S. 15.13.040 and A.S.15.13.145), a spokesperson designated by a person with a
401 disability wishing to provide oral public testimony should advise the Municipal Clerk.
402 Please contact the Clerk's office prior to any meeting, preferably 36 hours ahead, so
403 arrangements can be made if other accommodation requests like closed captioning or sign

404 language interpreter services are desired. The Clerk's office telephone number is 586-5278,
405 TDD 586-5351, e-mail: city.clerk@juneau.gov.

406

407 **RULE 9. MOTIONS.**

408 A. Seconds. Seconds to motions are not required.

409 B. Renewal of Defeated Motions. Defeated motions may be renewed only under
410 suspension of the rules.

411 C. Priority of Privileged Motions. Privileged motions shall have the following priority:

- 412 1. Fix time to adjourn
- 413 2. Give notice of reconsideration
- 414 3. Adjourn
- 415 4. Recess
- 416 5. Question of privilege of the body
- 417 6. Question of personal privilege

418

419 **RULE 10. CLERICAL ERRORS.**

420 Clerical errors that do not affect the substance of an ordinance or resolution, such as
421 errors in numbering or errors in spelling, may be corrected by the Attorney upon discovery
422 of the error.

423

424 **RULE 11. VOTE REQUIRED.**

425 The affirmative vote of five members of the Assembly shall be sufficient to take any
426 action except as otherwise provided by Charter or ordinance and except in the following
427 instances, which require the affirmative vote of at least six members:

- 428 A. Limiting, extending, or closing debates
- 429 B. Suspension of the rules
- 430 C. Setting of or postponement of special orders
- 431 D. Objection to consideration of question
- 432 E. Motion for immediate vote (previous question)
- 433 F. Rescind
- 434 G. To take up a motion for reconsideration at the meeting at which the action to be
435 reconsidered was taken

436

437 **RULE 12. PARLIAMENTARIAN.**

438 The Attorney shall act as the parliamentarian with the Municipal Clerk to act as
439 parliamentarian in the absence of the Attorney.

440

441 **RULE 13. SESSIONS.**

442 Each regular or special meeting of the Assembly constitutes a session for purposes of
443 the rules.

444

445 **RULE 14. PUBLIC PARTICIPATION.**

446 A. Public participation shall be permitted on all items on the agenda, except public
447 participation is not allowed on the following:

- 448 i. for committee meetings advertised as work sessions only;
- 449 ii. items before the body for information purposes only;
- 450 iii. quasi-judicial items (i.e. appeals) after the body decided to accept the quasi-
451 judicial item for further consideration (CBJC 01.50.030(e)(1)). Public
452 participation—including by named parties—is authorized to aid the body in
453 deciding whether to accept an appeal, but public participation—including by
454 parties—is prohibited after the body makes the acceptance decision. This limited
455 public participation rule is necessary to protect the due process rights of the
456 parties.

457

458 B. Despite the prohibitions in Rule 14.A, the committee chair or majority of the body
459 may authorize public participation on a specific agenda item when in the best interest of the
460 community.

461

462 C. Public participation shall be permitted on a motion to recess into executive session
463 prior to the vote on such a motion.

464

465 D. When public participation is provided, public participation is confined to that agenda
466 item. No person except a member or the Manager may participate in Assembly proceedings
467 except as provided in the agenda item for public participation. However, the Attorney or
468 Municipal Clerk may comment on professional or procedural aspects.

469

470 **RULE 15. RECONSIDERATION.**

471 A. What May Be Reconsidered. Main motions, amendments to main motions,
472 privileged motions involving substantive questions, and appeals are subject to
473 reconsideration. Procedural motions may not be reconsidered.

474 B. Who May Reconsider. Any member, whether or not that member voted on the
475 prevailing side, may give notice of or move for reconsideration.

476 C. Effect of Notice. The effect of giving notice of reconsideration is to suspend all
477 action on the subject of the notice until a motion for reconsideration is made and acted upon

478 or until the time within which the motion for reconsideration may be made and acted upon
479 has expired.

480 D. Time in Which Notice Must Be Taken Up. A notice of reconsideration expires
481 unless a motion for reconsideration is made and acted upon prior to adjournment of the next
482 regular meeting succeeding the meeting at which the action to be reconsidered occurred.

483 E. Successive Reconsideration. There may be only one reconsideration even though
484 the action of the Assembly after reconsideration is opposite from the action of the Assembly
485 before reconsideration.

486 F. Precedence. A motion for reconsideration has precedence over every main motion
487 and may be taken up at any time during the meeting when there is no other motion on the
488 floor.

489 G. Effect. A motion for reconsideration completely cancels the previous vote on the
490 question to be reconsidered as though the previous vote had never been taken.

491

492 **RULE 16. REMOTE PARTICIPATION.**

493 When a meeting is conducted entirely remotely (i.e. video conferencing technology), then
494 all members are expected to attend remotely. The following apply to meetings that are held
495 completely in-person or as a hybrid (partially in-person and partially remotely):

496 A. A member may participate remotely in an Assembly meeting, or an Assembly
497 Committee meeting, if the member declares that circumstances prevent physical attendance
498 at the meeting. If the Mayor chooses to participate remotely, the Deputy Mayor shall
499 preside. If a committee chair chooses to participate remotely, they should designate an
500 alternative committee member to chair the meeting unless the entire meeting is held
501 remotely.

502 B. Reserved.

503 C. The member shall notify the Clerk and the presiding officer, if reasonably
504 practicable, at least four hours in advance of a meeting which the member proposes to
505 attend remotely by and shall provide the physical address of the location, the telephone
506 number, and any available facsimile, email, or other document transmission service.

507 D. At the meeting, the Clerk shall establish the remote connection technology when
508 the call to order is imminent.

509 E. A member participating remotely shall be counted as present for purposes of
510 quorum, discussion, and voting.

511 F. The member participating remotely shall make every effort to participate in the
512 entire meeting and must have video turned on except during breaks. From time to time
513 during the meeting the presiding officer shall confirm the connection.

514 G. The member participating remotely may ask to be recognized by the presiding
515 officer to the same extent as any other member.

516 H. To the extent reasonably practicable, the Clerk shall provide backup materials to
517 members participating remotely.

518 I. If the remote technology connection cannot be made or is made then lost, the
519 meeting shall commence or continue as scheduled and the Clerk shall attempt to establish
520 or restore the connection, provided that if the member participating remotely is necessary to
521 achieve a quorum, the meeting shall be at ease, recess, or adjourn as necessary until the
522 remote connection is established or restored.

523 J. Meeting times shall be expressed in Alaska time regardless of the time at the
524 location of any member participating remotely.

525 K. Participation remotely shall be allowed for regular, special, and committee
526 meetings of the Assembly.

527 L. Remarks by members participating remotely shall be transmitted so as to be
528 audible by all members and the public in attendance at the meeting, provided that in
529 executive session the remarks shall be audible only to those included in the executive
530 session.

531 M. Any member of the public present with the member participating remotely shall be
532 allowed to speak to the same extent the person was physically present at the meeting.

533 N. As used in these rules, “remote” means any system for synchronous two-way voice
534 communication (i.e. telephone) or video conferencing technology. If a member needs to
535 participate remotely, video conferencing technology is preferred. “Mayor” includes the
536 Acting Mayor or any other member serving as chair of the meeting.

537 O. Regular and special meetings of the following entities must be recorded and live
538 broadcast in a manner that is reasonably calculated to provide meaningful remote public
539 observance and participation, when allowed, of the public meeting:

- 540 i. Assembly
- 541 ii. Assembly Standing Committees
- 542 iii. Planning Commission
- 543 iv. Hospital Board
- 544 v. Docks and Harbors Board
- 545 vi. Airport Board
- 546 vii. Ski Area Board
- 547 viii. Systemic Racism Review Committee

548 Any other board, commission, or committee meeting with anticipated substantial public
549 interest should be recorded and live broadcast in a manner that is reasonably calculated to
550 provide meaningful remote public observance and participation, when allowed, of the public
551 meeting.

552

553 **RULE 17. ADOPTION OF ROBERT’S RULES OF ORDER.**

554 The conduct of the meetings of Assembly shall be governed by the Mayor according to
555 the current edition of Robert’s Rules of Order, except as otherwise provided by Charter, law,
556 or these rules.

557

558 **Section 2. Repeal of Resolution.** Resolution No. 2976 is repealed.

559 **Section 3. Effective Date.** This resolution shall be effective immediately after its
560 adoption.

561
562 Adopted this 1st day of April 2024.
563



Beth A. Weldon, Mayor

564
565
566 Attest:



567
568
569
570 Elizabeth J. McEwen, Municipal Clerk

10/16/24

Project #	Project Name	Anticipated Project Cost	Prior Years AIP	2023	2024	2025	2026	2027	2028	2029	2030+	FEDERAL				State							
												AIP Entitle	AIP Discretion	Other Federal BIL	Other Federal Funding (Incl CARES/CR RSAA) Sources1	State Leg. Grant	Unidentif. Funds	Passenger Facility Charge (PFC) #9	Passenger Facility Charge (PFC) #10/next	Future PFC	2017 Ballot Measure Sales Tax	M & O Budget	Local Capital Budget3
	Cell Phone Parking/waiting Lot	\$23,900	\$23,900															\$23,900					
	Float Pond Improvement & Access Road	\$3,262,373	\$3,262,373									\$3,058,475						\$203,898					
	Construct NW Apron Ph 2, NE Apron Ph 3	\$9,517,587	\$9,517,587									\$8,922,738						\$594,849					
	DESIGN Terminal Area (121/135) Apron Rehab, RON & N ramp light/fence	\$2,152,407	\$2,152,407									\$2,017,882						\$134,526					
	Construct Terminal Area (121/135) Apron Rehab, RON & N ramp light/fence	\$17,710,467		\$17,710,467								\$5,355,840	\$11,247,723		\$312,500			\$1,136,904		\$794,404			
	DESIGN PBB Gate 5	\$199,937	\$199,937									\$187,441						\$12,496					
2	PBB Gate 5 (new jetbridge)	\$1,914,951		\$1,914,951										\$1,795,267				\$119,684		\$119,684			
3	Design Safety Area Grade; RW Shoulder/NAVAIDs	\$400,000			\$400,000							\$375,000		\$0			\$0	\$25,000		\$25,000			
4	Replace ARFF truck (1993)	\$1,070,116			\$1,070,116							\$1,003,234		\$0				\$63,000		\$66,882			
5	Planning Master Plan/ALP Update	\$972,691			\$972,691									\$911,897				\$60,794		\$60,794			
6	Acquire Wetlands Access Vehicle (ARFF)	\$300,000				\$300,000						\$281,250						\$18,750		\$18,750			
7	Design & RA 26 MALSR	\$900,000				\$900,000								\$843,750			\$0	\$56,250					
8	Const. Safety Area Grade; RW Shoulder/NAVAIDs	\$3,300,000				\$3,300,000						\$3,093,750					\$206,250						
9	Equipment ARFF Tuck (A3) Replacement	\$1,700,000				\$1,700,000								\$1,593,750				\$125,000					
10	Acquire Snow Removal Equip	\$5,000,000					\$5,000,000					\$4,443,750		\$243,750				\$312,500					
11	Construct 26 MALSR	\$6,700,000					\$6,700,000							\$6,281,250	\$93,750			\$418,750					
12	Design E-1 Ramp	\$750,000					\$750,000							\$703,125				\$46,875					

10/16/24

Project #	Project Name	Anticipated Project Cost	Prior Years AIP									FEDERAL				State											
				2023	2024	2025	2026	2027	2028	2029	2030+	AIP Entitle	AIP Discretion	Other Federal BIL	Other Federal Funding (Incl CARES/CR RSAA) Sources1	State Leg. Grant	Unidentif. Funds	Passenger Facility Charge (PFC) #9	Passenger Facility Charge (PFC) #10/next	Future PFC	2017 Ballot Measure Sales Tax	M & O Budget	Local Capital Budget3				
13	Channel Flying Property Acquisition (FAA compliance)	\$3,000,000					\$3,000,000																				
14	ADA Elevator Access Departure Lounge Ground Load Gate 6	\$2,500,000					\$2,500,000								\$2,343,750												
15	Camera/Surveillance Equipment	\$50,000						\$50,000																			
16	Reconstruct E-1 Ramp	\$5,500,000						\$5,500,000							\$3,200,000		\$1,956,250										
17	Runway Edge Light Replacement	\$2,000,000						\$2,000,000							\$1,875,000												
18	Replace Trash Compactors/Pads	\$350,000								\$350,000									\$0					\$350,000			
19	Design Fuel Farm Access Rd (airside fence - RSA phase)	\$500,000								\$500,000							\$468,750									\$31,250	
20	Design Conversion RWY 8/26 to 9/27 - MAGVAR	\$400,000								\$400,000					\$375,000											\$25,000	
21	ARFF Truck Replacement A-1 (2016) 3,000 gallon	\$2,000,000								\$2,000,000					\$1,875,000											\$125,000	
22	Passenger Boarding Bridge Gate 6 Design	\$400,000								\$400,000					\$375,000											\$25,000	
23	Construct Fuel Farm Access Rd	\$1,500,000									\$1,500,000						\$1,406,250									\$93,750	
24	Passenger Boarding Bridge Gate 6 Install	\$4,000,000									\$4,000,000				\$3,750,000											\$250,000	
25	Construct RWY Conversion 8/26 to 9/27 MAGVAR (2030)	\$750,000									\$750,000				\$703,125											\$46,875	
26	Design & Reconstruct Alex Holden Way, Cessna and Renshaw	\$2,200,000									\$2,200,000													\$2,200,000			
27	NE Development Area Sewer Infrastructure	\$300,000									\$300,000														\$300,000		
28	Phase IC SREB (remainder of maint shop) non -FAA elig.	\$12,300,000									\$12,300,000														\$12,300,000		
29	Planning Terminal Expansion Planning - Baggage, Departure Lounge	\$600,000									\$600,000														\$600,000		

10/16/24

Project #	Project Name	Anticipated Project Cost	Prior Years AIP										FEDERAL				State							
				2023	2024	2025	2026	2027	2028	2029	2030+	AIP Entitle	AIP Discretion	Other Federal BIL	Other Federal Funding (Incl CARES/CR RSAA) Sources1	State Leg. Grant	Unidentif. Funds	Passenger Facility Charge (PFC) #9	Passenger Facility Charge (PFC) #10/next	Future PFC	2017 Ballot Measure Sales Tax	M & O Budget	Local Capital Budget3	
30	Terminal Infrastructure Replacement	\$5,000,000															\$5,000,000							
31	Snow Removal Equipment Acquisition 2030	\$5,000,000										\$1,793,750	\$2,893,750							\$312,500				
32	Design Remaining NEDA/TL / F-1 Rehab/Environmental 2030	\$1,000,000										\$937,500								\$62,500				
33	Design Emergency Vehicle Access Road (EVAR) extension 2030	\$1,000,000										\$937,500								\$62,500				
34	Construct Emergency Vehicle Access Road (EVAR) extension 2031	\$3,000,000										\$2,812,500								\$187,500				
35	Construct Remaining NEDA/TL / F-1 Rehab 2031	\$5,000,000										\$4,687,500												
36	Design Taxiway C Reconfiguration (RIM)	\$750,000										\$703,125								\$46,875				
37	Construct TWY C (RIM)	\$5,000,000										\$3,167,793								\$312,500				
38	Replace Bag Claim (2030)	\$5,000,000										\$5,000,000												
39	Airport Master Plan Update (2034)	\$1,200,000										\$1,125,000								\$75,000				
40	ARFF Truck Replacement A2 (2025) 1,500 gallon	\$2,200,000										\$2,062,500								\$137,500				
41	ARFF Truck Replacement 32 (2026) 1,500 gallon	\$2,200,000										\$2,062,500								\$137,500				
42	Parking Garage /Relocate Rental Cars for Term Expan	\$75,000,000										\$75,000,000					\$75,000,000							
43	Terminal Expansion Construct	\$25,000,000										\$25,000,000					\$25,000,000							
44	Landside Access Roads Pavement Rehab	TBD										TBD	TBD											
45	ARFF Truck Replacement	\$1,700,000										\$1,593,750								\$106,250				
46	Snow Removal Equipment Acquisition	\$7,000,000										\$7,000,000												
47	Replace Outbd Baggage belt (2034)	\$4,000,000										\$4,000,000					\$4,000,000							

10/16/24

Project #	Project Name	Anticipated Project Cost	Prior Years AIP									FEDERAL				State								
				2023	2024	2025	2026	2027	2028	2029	2030+	AIP Entitle	AIP Discretion	Other Federal BIL	Other Federal Funding (Incl CARES/CR RSAAs) Sources1	State Leg. Grant	Unidentif. Funds	Passenger Facility Charge (PFC) #9	Passenger Facility Charge (PFC) #10/next	Future PFC	2017 Ballot Measure Sales Tax	M & O Budget	Local Capital Budget3	
48	Runway Rehab (2035)	\$30,000,000									\$30,000,000	\$3,000,000	\$25,125,000						\$1,875,000					
49	NE/NW Apron Rehab	\$25,000,000									\$25,000,000													
50	Taxiway Rehab (2040) A-H	\$30,000,000									\$30,000,000	\$3,000,000	\$25,125,000						\$1,875,000					
51	PBB Gate 2 Replacement (2035)	\$3,500,000									\$3,500,000	\$3,500,000												
52	PBB Gate 5 Replacement (2044)	\$3,500,000									\$3,500,000	\$3,500,000												
53	Main Apron /Gate Rehab (2044)	\$25,000,000									\$25,000,000	\$25,000,000												
54	Terminal Rehab / Extend 2045	\$40,000,000									\$40,000,000					\$40,000,000								
55	Design/ Construct 2nd Parallel RWY & Environ/mitigation	\$250,000,000									\$250,000,000	\$3,000,000	\$231,375,000					\$15,625,000						
56	Relocate/Construct FAA ATCT	\$50,000,000									\$50,000,000				\$50,000,000									
57	Multi-Modal Feasibility Plan	\$100,000																						
58	Sand Chem brine tank ladder	\$20,000																						
59	Block O paving/drainage	\$280,000																						
60	Biffy Dump Station	\$100,000																						
61	Compass Rose	\$50,000																						
62	Sidewalk Plow/blower w/attachments	\$30,000																						
63	Water/Sewer Extension	TBD																						
64	Gate upgrades (chain driven)	TBD																						
65	East end access road	TBD									TBD													
66	Civil Air Patrol Hangar Relocate	TBD									TBD													
67	Fish & Wildlife Service Hangar Relocation	TBD									TBD													
	TOTAL	\$731,337,849										\$119,491,416	\$303,244,598		\$64,518,256	\$93,750	\$164,750,000	\$231,250	\$22,296,003	\$5,787,500	\$1,560,511	\$0	\$0	

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

ATTACHMENT #2

JNU PFC10 Project List 10/07/2024

Section H, Item 3.

Project #	Project Name	PFC Amount	Project Description	Project Justification	Financial Plan (i)	Project Objective	Estimated Project Implementation Date (mm/yy)	Estimated Project Completion Date (mm/yy)
1	Design & Construct Terminal Area (121/135) Apron Rehab, RON & lighting	\$1,271,430	This project provides local match for two AIP grants (91& 100) in the design and construction of the Terminal Area (121/135) Apron Rehabilitation and construct new remain overnight ramp (RON). This project would rehab aging pavement and correct drainage/ponding.	The thirty year-old Part 121 and 135 aprons, drainage/catch basins were deteriorating and creating FOD, and are well beyond their useful life with Index ratings of 'poor'. Areas of ponding, potholes and asphalt spalling were throughout the ramps. In accordance with the Sustainability Master Plan, the Remain Overnight (RON) lage aircraft parking was needed to accommodate large aircraft that were getting towed to the small aircraft parking ramp due to shortage of parking and demaind with increased operations. AIP grants were awarded for Design and Construction phases--local match was temporarily provided from local sales tax, to be reimbursed from PFC.	Total Project Cost--\$19,862,874; AIP--\$18,621,444; PFC Requested--\$1,241,430	This project improves safety, and preserves capacity. The project follows the Master Plan and Pavement Condition Report, as well as further age-related deterioration of the pavement surface.	09/22	12/26
2	Design & Install Passenger Boarding Bridge - Gate 5	\$132,180	This project provides local match for two AIP grants (92& 98) in the design and installation of the Passenger Boarding Bridge at Gate 5.	In December 2013, Delta Air Lines announced it's return to service to JNU, effective May 2014, using B757 aircraft. The 1984 PBB at Gate 5 only served B737 aircraft and would not accommodate larger aircraft. The PBB was also old and beyond it's useful life. Juneau had to procure a used jetbridge quickly, and found a used one available until a new one could be planned in the CIP. By 2022, the used jetbridge was twenty-two years old and was failing; fatigue, metal rot, leaking in the inclement weather, no heat, and operationally failing, including auto-leveler to aircraft and hydraulic/electronic actuators. Lights inside the PBB were also failing. No system integration was viable for this antiquated PBB. A new system would also supply an integrated GPU. A new PBB would also accomodate a variety of aircraft types. AIP grants were awarded for Design and Installation phases--local match was temporarily provided from local sales tax, to be reimbursed from PFC.	Total Project Cost--\$2,114,888; AIP--\$1,982,708; PFC Requested--\$132,180	This project enhances Safety of passengers while boarding the aircraft. Passengers are not ground loading in the elements or around ground equipment operations.	08/22	07/24
3	Construct NW Apron Ph2, NE Apron Ph 3	\$594,849	This project provides local match to AIP grant (AIP73) for the construction of new aprons in the NE/NW areas that were started as part of the RSA project.	JNU was lacking sufficient number of aircraft tie-downs and large aircraft parking and access to hangar development areas to satisfy existing demand for commercial and general aviation aircraft. This project is a continuation of project elements that were planned but not completed in previous Runway Safety Area Improvement projects. The project elements are consistent with the 2007 EIS Record of Decision. FAA staff concurred with this position on August 13, 2015. AIP grant was issued for this project. The Design phase of this project was on PFC 9, but not construction.	Total Project Cost--\$9,517,587; AIP--\$8,922,738; PFC Requested \$594,849	This project enhances capacity. It provide access to new hangar development areas, and increase in aircraft parking.	09/17	01/23
4	Equipment Acquisiton ARFF Truck (1993) A-2	\$63,000	This project provides local match to AIP grant (AIP 101) for the acquisition of an Aircraft Rescue and Firefighting Truck.	This truck replaces the thirty-one year old A-2 ARFF truck that was taken out of service due to it's inability to meet FAA specification for chemical testing, and continuous breakdown and lack of parts. JNU is currently leasing an ARFF truck to meet FAA requirements for our Index C. JNU received an AIP grant for this truck in FFY24.	Total Project Cost--\$1,070,116; AIP--\$1,007,116; PFC Requested \$63,000	This project enhances safety of the flying public by providing an ARFF response vehicle.	07/24	12/24
5	Master Plan Update	\$60,794	This project provides local match to an AIP grant (AIP 102), for an update to the 2014 Sustainability Master Plan study.	This project will provide an update to the 2014 Master Plan for TAF (forecasts), update planning proposed, airport layout plan (ALP), Exhibit A and obstruction survey. The update will provide a plan for future approach corridors for projected increase in capacity and aircraft growth that was not considered with the 2014 plan. The ALP will also include proprietary approach corridors for the Required Navigation Performance (RNP) procedures that are used by JNU's commercial operators. JNU received an AIP grant for this project in FFY24.	Total Project Cost--\$972,691; AIP--\$911,897;PFC Requested--\$60,794	This project preserves or enhances Safety, and preserves Capacity by addressing the approach corridors, and obstruction survey; in a study in accordance with AC 150/5070-6B.	09/24	12/24
6	Float Pond Improvements and Access Road	\$203,898	This project provides local match to two AIP grants (AIP 72/93), to replace the outlet structure for flood control, and raise the south road to prevent embankment erosion.	This project replaces a failing valve with an electric valve outlet to control water levels in the float pond to maintain a specific depth for the docks/and float plane operations. Additionally, wave attenuation on the pond is undermining the access road embankment. Raising the road and adjusting the embankment will preserve the road while also allowing continuous access to the south side of the pond for wildlife mitigation and emergency access to perimeter gates during and aircraft emergency. JNU broke this project up into two phases and received two AIP grants for this project. This project was previously approved for PFC 9, but project/collections were deleted from that PFC application.	Total Project Cost--\$3,262,373;AIP--\$3,058,475; PFC Requested--\$203,898	This project enhances safety, by properly managing float pond levels, protecting the float pond access road and providing access on the south side of the float pond for wildlife mitigation and emergency vehicle access.	09/17	05/24
7	Design & Construct RW 26 MALSR Continuation	\$475,000	This project would provide local match to AIP for the design and construction of thw RW 26 MALSR approach lighting continuation out to 2400 ft.	This project would complete the Medium Intensity Approach Lighting System (MALSR) for Runway 26 approach; increasing accessibility, reliability and safety into JNU. Missed approaches were common into JNU due to weather and terrain, until the development of Required Navigation Performance (RNP) which utilizes the MALSR approach lighting. The project initially began in 2010 with a Congressional Site Survey and the first 800 ft of MALS was commissioned in 2013 which demonstrated improved access and safety. The additional 1600 ft. of approach lights would further reduce minimums (visability and ceiling); improving accessibility and safety. In the FY24 FAA Reauthorization Bill, Congress approved the language to add MALSR to the list of NAVAIDs that Airport's could fund and transition to the FAA for ownership and maintenance.	Total Project Cost--\$7,600,000; AIP--\$7,125,000; PFC Requested--\$475,000	This project enhances safety by providing an additional 1600 ft of approach lighting for RW26; allowing for better visual to RW and lower minimums. Less missed approaches also provides efficiencies/cost-savings.	07/25	12/30
8	Runway Edge Light Replacement	\$125,000	This project would provide local match to AIP grant for the change out of the runway edge lighting to LED. The current incandescent light fixtures will be obsolete.	This project would replace the current incandescent runway edge lights with LED fixtures. The incandescent fixtures are slated to no longer be manufactured and the current edge lights will be at the end of their useful life. The LED fixtures will also last longer than the incandescent lights and maintain their lumens.	Total Project Cost--\$2,000,000; AIP--\$1,875,000; PFC Requested--\$125,000	This project enhances safety for runway edge lighting with higher intesity, longer life and will replace incandescent fixtures that will no longer be manufactured. The LED lights are also slated for replacement.	09/25	12/27
9	Snow Removal Equipment	\$312,500	This project provides local match to anticipated AIP grants to acquire snow removal equipment.	Routine scheduled replacement of SRE, and new SRE acquisitions per advisory circular allowances.	Total Project Cost--\$5,000,000; AIP Anticipated-- \$4,687,500; PFC Requested--\$312,500	This project preserves safety by ensuring appropriate equipment is available for the Airport to adhere to the snow and ice priority plan during winter operations.	07/26	12/29
10	Design & Construct E1 Ramp Rehabilitation	\$390,625	This project provides local match to anticipated AIP grants to design and reconstruct pavement of E1 ramp and E1 access to twy.	This project would rehabilitate the west E1 Ramp and access to taxiway for transient aircraft parking and emergency access. This access to taxiway is a priority access point for ARFF trucks to runway in an emergency, medevac aircraft access to TWY/RWY and access to Northeast Development Ramp aircraft parking and E1 ramp. The E1 ramp and access is 19 years old and is showing signs of deterioration, potholes and spalling. PCI in 2021 were 60 and 65.	Total Project Cost--\$6,250,000; AIP Anticipated-- \$5,859,375; PFC Requested--\$390,625	This project improves safety, and preserves capacity. The project follows the Master Plan and Pavement Condition Report, as well as further age-related deterioration of the pavement surface. This area is the ernaly/priority access for ARFF trucks to rwy and medevac aircraft.	07/26	12/30

ATTACHMENT #2

Section H, Item 3.

11	ADA Elevator for Departure Lounge Gate6/RON Boarding	\$156,250	This project provides local match to anticipated AIP grants to design and construct/install Elevator in the Departure Lounge (post-security) for access to ground boarding at Gate 6/RON	There is currently no passenger boarding bridge that goes to Gate 6/RON. Wheelchair-bound passengers and those with difficulty navigating the stairs at Gate 6 currently require being escorted out of the departure lounge (after screening) and taken through the busy baggage makeup area and out to the tarmac. Anytime a passenger boarding bridge is inoperable/down for maintenance at any gate, this elevator would be used to take screened passenger down to the tarmac directly and loaded using airline DPL, or ADA ramp.	Total Project Cost--\$2,500,000; AIP--\$2,343,750; PFC Requested \$156,250	This project enhances safety by providing safe passage for passengers ground boarding through Gate 6/RON without having to leave departure lounge and transit through busy baggage make-up area	07/26	12/29
12	Equipment Acquisiton ARFF Truck (2003) A-3	\$125,000	This project provides local match to AIP grant for the acquisition of an Aircraft Rescue and Firefighting Truck.	This truck replaces the twenty-one year old A-3 ARFF truck that is reached it's useful life and is required as back-up to meet our Index C.	Total Project Cost--\$1,700,000; AIP--\$1,593,750; PFC Requested \$125,000	This project enhances safety of the flying public by providing an ARFF response vehicle.	07/27	12/28
13	Land Acquisition	\$3,000,000	This project would acquire private land that is surrounded by airport property and direct access to airfield.	This property is surrounded by airport-owned land, and along the perimeter fence giving direct access to the airfield; a 'through-the-fence' property. In 2019, FAA HQ compliance audit found that the airport needed to acquire this property due to the access going to, and through, the airfield.	Total Project Cost--\$3,000,000; PFC Requested \$3,000,000	This project would bring the airport back into compliance for through-the-fence use, and ensure compatibility land use around the airport.	01/25	12/27
14	Wetlands Emergency Access Vehicle (ARFF)	\$18,750	This project provide match to an anticipated AIP grant for the acquisition of a wetlands emergency response vehicle.	JNU has intertidal wetlands on the south and east sides of the airport/airfield making emergency access and rescue difficult with any traditional emergency response apparatus. This vehicle would be able to go in wetlands at any tide to respond to aircraft rescue in these areas.	Total Project Cost--\$300,000; AIP--\$281,250; PFC Requested \$18,750	This project enhances safety by responding to emergencies in the wetland areas off the runways (land and water).	03/25	12/25
15	Camera/Surveillance Equipment	\$50,000	This project upgrades the security surveillance infrastructure on the airport. System includes cameras, DVRs, software, cabling, and transmission components.	Camera surveillance in and around the airport, and on airfield perimeter access gates, is a principal security function. Component replacements and upgrades are often necessary, and ensure the level of safety and security is maintained and improved.	Total Project Cost--\$50,000; PFC Requested--\$50,000	This project preserves or enhances safety and security, by the use of improved system components.	01/18	12/26
16	Cell Phone Parking/waiting lot	\$23,900	This project reimburses Airport for the construction of the cell phone parking/waiting lot.	Vehicle curbside congestion is an ongoing problem in front of the terminal, and can often completely block the terminal access road; drivers often try to wait at the curb for extended periods. The cell phone waiting lot eases the congestion, improves public circulation thereby improving safety and security.	Total Project Cost--\$23,900; PFC Requested--\$23,900	This project enhances safety and security, by reducing the number of stationary vehicles curbside in front of the terminal.	10/14	10/14

Total Revenue PFC Application#10: \$7,003,176
PFC Level: \$4.50
Charge Effective Date: XXXXXX
Estimated Charge Expiration Date: XXXXXXXX

AIRPORT MANAGER'S REPORT – November 14, 2024

- a. Clesson Napiha'a Retirement /Employee Recognition. Long-time Airport Terminal employee, Clesson Napiha'a is retiring this month after more than 24 years with the Airport. Clesson is a Maintenance Mechanic I and has been an integral part of the airport team; always smiling. The Airport wishes him all the best in his retirement and thanks him for his 24 years of service.
- b. FAA Certification Inspection. JNU's annual Federal Aviation Administration (FAA) certification inspection is scheduled for November 19-21, 2024. This inspection covers all aspects of Part 139 requirements including all program manuals, Aircraft Rescue/Fire Fighting (ARFF), Wildlife Hazard Management Plan (WHMP), airfield marking and lighting, inspection logs, Notices to Air Mission (NOTAMs), training records, etc.
- c. Increase in Encampments on Airport Property. Airfield crew continues to see daily illegal campsites, trash and drug needles in the Jordan Creek greenbelt. Juneau Police Department is called to assist (when they can) with the eviction while Airfield cleans out the abandoned items. The Glory Hall experiences this issue as well and calls the Airport for assistance. 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. This is a liability for the Airport/City & Borough of Juneau (CBJ). The number of encampments has escalated with the colder/wetter weather.
- d. Thefts. The Airport continues to see thefts and vandalism around the airport. Most recently, a Hummingbird Hollow employee had their purse/personal belongings stolen from behind their counter in the terminal while they were working. JPD is conducting the investigation. The thefts at the United Parcel Service (UPS) drop box also continue on a daily basis, with packages found in the adjacent wooded areas.
- e. Airport Staffing. The Airport Board will schedule a Committee of the Whole to discuss gaps in staffing needs to handle the increased workload and responsibilities of capital projects, additional federal requirements, new programs (Security Manager and Project staffing) and many other operational demands.
- f. Parking Garage. The Airport has a parking garage added to the Airport CIP, but a project of this magnitude requires a funding source to begin planning. Generally, 10% of project cost is a good estimate for planning and design; \$6-7M is the rough estimate. Parking garages are not FAA eligible, so a local funding source is needed for design and construction. This has been turned over to Project Manager Ke Mell for funding sources.
- g. Airport Fund Balance (AFB) and Capital Revolving Account Balance (CRAB) (Attachment #3). The Capital Revolving Account Balance has not changed since last month. The Airport Fund Balance has not changed and reflects the FY25/26 budgets and what has been submitted to the Assembly. ***The Fund Balance is based on the balanced FY25 budget with increases to the Airport Rates & Fees.***
- h. 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** – *Aviation Worker Screening (AWS) and Litigation Update.* Oral arguments were held on October 17, 2024. It is anticipated that the ruling may take several months. Compliance deadline for airports to have the AWS process in place was September 25. JNU is currently fulfilling the requirements of AWS without further extension of the deadline. AWS must include all random hours including nights and weekends. See request for additional part-time employees in the agenda.

- **UPDATE** - *Parking Lot Equipment.* Republic Parking has installed the new equipment and software for the paid public parking lots, and it is now live. The Airport website provides travelers/users the details on how to pay/exit the lot at: [Airport – Homepage – City and Borough of Juneau](#) and click on the red banner “Parking – Click Here” tab. The system will accept Tap, Applepay and Googlepay. Cash can also be paid inside the terminal at the Parking kiosk located just inside the main doors. A public service announcement went out last month. Republic Parking also has in-person customer support in the terminal near bag claim/tourism desk and will have the capability to push a call button for assistance at all gates. Note that short-term and long-term parking lots are independent. There is no overflow between the two lots. The ticket a patron gets (requires pushing button to dispense ticket; no longer activated by vehicle driving up) corresponds to the lot they are entering. The Airport Board and Assembly have their own assigned QR code or validation process.

- **NO CHANGE** – *Juneau Douglas North Crossing Project.* Alaska Department of Transportation (ADOT) continues with the PEL phase of the second channel crossing project between Juneau and Douglas. A Technical Advisory Committee meeting was held October 17, 2024. The project website: <https://www.jdnorthcrossing.com/> has a ‘What’s New!’ section detailing Level 2 Screening GIS Maps, as well as ‘meetings’ summary and field report ‘documents’. DOWL and the State continue to state: ‘Any alternative that conflicts with the approach surfaces or the ALP will be modified to eliminate conflicts or removed from consideration.’ Please visit the ADOT website for the project www.jdnorthcrossing.com or make comment to the project email JDNorthCrossing@dowl.com.

- **NO CHANGE** – *Runway 26 Medium Intensity Approach Lighting System with Runway Alignment Indicator Lights (MALSR) approach lighting.* With the FAA Reauthorization Bill passed and the language included in the Bill that will allow airports to use AIP funding to complete the MALSR system, Staff will be pursuing design with FAA in the new Federal fiscal year.

- **NO CHANGE** – *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. Cox Environmental was hired to perform a Contamination Characterization Report which was provided to the Board in July. The Airport will continue to work with ADEC and Cox Environmental to close out this site. ADEC’s report is anticipated this fall.

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

- **NO CHANGE** - *Encampments on Airport Property*. The encampments and trash in the Jordan Creek Greenbelt (and other areas on airport) continue. Staff along with JPD monitor the area throughout the day/night; cleanout of the areas continue. This is an ongoing problem for the Airport.
- **NO CHANGE**– *Alaska Department of Natural Resource (ADNR) Land Conveyance Close-out*. During the Runway Safety Area (RSA) project, the Airport through the Environmental Impact Statement (EIS) public process and mitigation, acquired wetlands parcels from the State for the extension of the RSA on both the RWY 8 and RWY 26 ends, and to accommodate portions of the approach lighting systems. The Airport is still working with ADNR to convey these parcels to the Airport’s property. Once this is completed and recorded, the Airport Layout Plan and ‘Exhibit A’ will need to be updated to reflect the airport boundaries.
- **NO CHANGE** – *PFAS Testing and Monitoring*. Cox Environmental continues with their quarterly testing of groundwater, surveying the test wells to determine flow direction, including two private wells within the test radius.
- **NO CHANGE** – *Egan/Yandukin Intersection Improvements Project*. ADOT has narrowed down design alternatives for the project. Please visit ADOT website for the project at <http://dot.alaska.gov/eganyandukin>.
- **NO CHANGE** – *FAA Compliance Land Use/Financial Letter (January 2019)*. Staff continues to work on the remaining compliance items. Staff is looking to acquire the Loken/Channel Flying property as a through-the-fence operation. See Project Manager Report for Property Acquisition Specialist.
- **NO CHANGE** – *Passenger Facility Charge (PFC) cap increase* JNU continues to discuss PFC increases with our DC Lobbyist and Congressional Delegation.
- **NO CHANGE** - *Passenger Facility Charge (PFC10) Application Process*. The Airport has started the public process for PFC10 applications. This is before the Board for consideration, then begin the airlines and public process. PFCs can collect for past eligible projects but not for projects further out than two years.
- **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 #3

Available Fund Balance Summary

Airport Fund

Last Update: 4/5/2024

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

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

Attachment #3

AIRPORT CAPITAL REVOLVING ACCOUNTS (combined)

Section H, Item 4.

Date	CIP Revolving Balance*	Reimbursed Amount (+)	Forward Fund Amount (-) anticipate reimbursement	Encumbered Amount (-) permanent/ <u>no</u> reimbursement	Description
	\$819,788	-	-	-	BUDGET
Apr-19			(\$477,000)	**	NO LONGER REQ. Termnl Recon
Jan-21			(\$50,000)		Property Acquisition Frwd Fund Specialist
Jun-24		\$25,000	(\$25,000)		RSA Shoulder Grading Design
			(\$5,000)		ARFF Truck
			(\$26,427)		Master Plan Update
	\$261,361				AVAILABLE BUDGET on 560010101-3990 to forward fund Projects

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

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



MEMORANDUM

TO: Patty Wahto, Airport Manager

FROM: Ke Mell, Airport Architect

DATE: November 6, 2024

RE: Airport Architect's Report

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

Gate 5 Passenger Boarding Bridge (PBB) Replacement: *(No change)* Jensen Yorba Wall is preparing the final project close out report for the FAA. On this account, their final pay request will likely be in November or December. Dawson has completed all work, and staff have approved their final pay request.

Mendenhall Riverbank Stabilization:

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

1. On September 4, proHNS submitted an application to the Alaska Department of Fish and Game for a permit for work that could affect fish habitat. On October 9, JNU received the permit.
2. On September 3, proHNS submitted an application to the U.S. Army Corp of Engineers for a permit to work in the "Waters of the United States". On *October 21, JNU received the permit.*
3. On August 12, proHNS submitted an application to the State of Alaska Department of Natural Resources for a permit for work below "ordinary high water", in this case the high tide line. Of the permits, this has the longest lead time, possibly as long as 6 or 8 months, pushing the actual construction to the spring/summer of 2025.
4. *On October 23, proHNS submitted an application to the City and Borough of Juneau (CBJ) for a grading permit. The permit will be issued after all other permits are received.*

JNU staff are working with CBJ Contracts to advertise bids for the repair work, with drawings prepared by proHNS engineers. *The bid documents are currently under review by the State of Alaska Department of Military and Veteran's Affairs (DMVA), which is required before bidding.* JNU will seek reimbursement from the Federal Emergency Management Agency (FEMA) and the DMVA for the work.

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

Master Plan Update: *Michael Baker International (MBI) postponed a planned visit to JNU. The postponement is due to contractual changes requested by MBI and the CBJ legal review of those changes. JNU staff expect contractual matters to be resolved and the site visit and TAC meeting to be rescheduled. When they are here, they will meet w/JNU staff and the Technical Advisory Committee (TAC), tour the facilities and lay the groundwork for their work over the next year.*

Michael Baker International submitted and the FAA approved the scope of work, fee, and schedule for the master plan update. The work will include an update to JNU's 2009 Obstruction Survey as well as the Master Plan. This will push completion of the work to *December 2025*, as the aerial photography for the obstruction survey cannot be completed until *early summer 2025*. Michael Baker's fee for all for work except the obstruction survey is \$505,680, which is more or less in line with expectations. The fee for the obstruction survey is \$405,541.

The current Airport Master Plan will be updated with regard to data and forecasts of aviation demands, expansion for future planning consideration Airport Layout Plan, and related Exhibit "A". This update does not look to change the sustainability goals, environmental inventory, nor financial plan.

ADL 107380: Conveyance: During the Runway Safety Area (RSA) project, the Airport, through the Environmental Impact Statement (EIS) public process and mitigation, acquired wetlands parcels from the State for the extension of the RSA on both the RWY 8 and RWY 26 ends, and to accommodate portions of the approach lighting systems. The Airport is still working with ADNR to convey these parcels to the Airport's property. Once this is completed and recorded, the Airport Layout Plan and 'Exhibit A' will need to be updated by Michael Baker to reflect the conveyance in the airport boundaries. *JNU staff have done everything that needs to be done on our end and await processing of the title report, which has been in the queue for over a year. Andrew Miller, Natural Resource Manager, Non-Competitive Land Conveyance provided an update on October 25. He said, "The title report for ADL 107380 is now at position 41 in the title report queue. I expect it will not be too much longer before the report is assigned to an adjudicator and work begins. The Realty Services Section (RSS) is still working on resolving a back log of title report requests and while they are making progress, it is a long process. I will keep an eye on this one and work with RSS so we can move to draft patent as soon as possible after the title report is completed." Mr. Miller stated, "I would estimate it will be a couple months before they begin work on the title report but there are a lot of variables that will determine the exact timeline."*

Jordan Creek Greenbelt Lighting: *JNU has accepted a proposal from Begenyi Engineering schematic lighting design of two options:*

Option 1: Design using existing Owner provided 30-foot poles and floodlights.

Option 2: Pedestrian scale design compliant with IESNA G-1-03, Guideline for Security Lighting for People, Property, and Public Spaces.

It is likely that Option 1 will be less expensive; Option 2 will be nicer. Begenyi Engineering should be under contract shortly. Staff expect the report, including cost options, in about a month.

In an email to the Airport Manager, Bruce Denton of the Glory Hall Board said "In the past leftover funds from completed CIP projects have been re-allocated to augment projects that are short. Given

that this project is an effort to improve safety of folks who are legitimately using the path to transit between the airport and the adjoining neighborhood, and to deter the use of the path as a hangout or camping spot for vagrants, I would think it warrants the funding needed to do it right. I can't help but think that JPD [Juneau Police Department] and the city manager would support this. I believe this needs to be initiated by the city manager. Does anyone have any idea how much is needed to do it right? I'd be happy to follow up with Katie with an increased funding request.”

The \$150K appropriated by the CBJ Assembly appears to be the right order of magnitude to do something, but it will likely not be pretty. Staff have had a couple of conversations with Darrell Wetherall, transmission and distribution engineer for Alaska Electric Light & Power (AEL&P), as to where to draw power. He said AEL&P has programs that might be helpful, but it will be complicated to figure out. Andrés has asked for cameras, so we will try to incorporate some in the project.

Channel/Loken/Coastal Contamination: *(No change)* Cox Environmental submitted the Site Characterization Report for JNU property south of the Loken in-holding to DEC for review and comment on July 15. Our next steps will depend on their response.

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

Channel/Loken Land Acquisition Support: *(No change)* Staff are working with CBJ Contracts to issue a new Request for Proposals (RFP). The first RFP yielded one proposal, from Electric Power Systems (EPS), however EPS admitted that they did not have FAA experience required by the RFP.

JNU requested proposals from qualified consultants to provide land acquisition support services and coordination for a Federal Aviation Administration (FAA) funded acquisition of one parcel, currently owned by Channel Flying, Inc., and identified for acquisition on the Airport Layout Plan. The consultant will assist JNU and the CBJ Lands in navigating the FAA's airport land acquisition process. The parcel is currently listed for sale by the current owner, so this would be a willing sale. FAA funded land acquisition is extremely complicated, and JNU does not have current staff expertise in this.

Departure Lounge Carpet Replacement: *(No change)* Staff continue to work on the project. Carpet in the Transportation Security Administration (TSA) passenger screening area and the Departure Lounge needs replacing; the work must include repair of underlying irregularities in the floor slab that are telegraphing through the carpet and accelerating wear. The FAA will not pay for

this work. Staff are drafting a scope of work and budget. Ideally work would take place in February, when the terminal is relatively quiet. The very rough cost estimate is \$100K. This may come back to the Board in next year's operating budget.

Taxi/Ground Transportation Additional Shelter: *Staff continue to work on the project. At the October 10 meeting, several members of the Board spoke in favor the Option 2, bus shelters, rather than Option 1, 10' canopy. Accordingly staffing will continue to research scope, costs, and revenue for Option 2, and will return to the Board with that information.*

Security Identification Display Area (SIDA) Americans with Disabilities Act (ADA) Elevator: *Staff are developing a scope for CBJ Contracts to put out an RFP for an architect to conceptually identify possible locations and associated costs for an elevator. Staff estimate that concept design will be less than \$50K. Total design and construction costs will depend on the concept selected. An elevator serving the Departure Lounge, Bagwell, and 121 Apron would facilitate ground boarding for passengers who cannot use stairs, and employee access between the floors. The elevator would require a SIDA badge for access and operation. FAA has reviewed the concept and stated that the project would be eligible for AIP or BIL funding.*

North Dog Yard: *The fence is complete, but signage and dog waste disposal station remain to be installed, and CBJ Parks & Recreation must accept the grass for maintenance.*

Shell Simmons/Yandukin Reconstruction: *This project would reconstruct the Shell Simmons/Yandukin road loop that surrounds the parking lots. Remaining portions of Shell Simmons and Yandukin would be a separate project to limit cost and scope. This project should happen before and would lay groundwork for a future parking garage. JNU needs to seek funding for a \$7-10M project.*

The project scope would be similar to that of the 2023 parking lot upgrades: new subbase and base courses, asphalt, and lighting. In addition, it is likely we will need to replace the 12" and 14" ductile iron water main that runs under the length of Shell Simmons and serves the terminal and related facilities. A knowledgeable local civil engineer and Loni VonKirk, CBJ Water Utility Supervisor, both said that ductile iron water lines aren't designed for more than 50 years in any case, and in Juneau one seldom gets that, so it makes sense to include the water line replacement.

Depending on funding pursued, there may be a significant local match; for example, through the State of Alaska administered Community Transportation Program the local match is 9% minimum; increasing the local match to 24% significantly improves the chances of receiving funding.

Parking Garage: *Staff are scoping the work required and order of magnitude capacity. The Capital Improvement Plan (CIP) has a placeholder cost of \$75M. Current planning assumptions include: the garage will occupy the entirety of the current parking and ground transportation areas, but no horizontal expansion beyond is reasonable on account of the locations of the terminal, Shell Simmons, Yandukin, and the Jordan Creek Greenbelt. The garage would be three stories, with possible structural capacity for a fourth story depending on cost and need closer to the time of construction.*

Alaska Seaplanes Cargo Facility: *(No change.)* Alaska Seaplanes has submitted a proposal for truck access to the cargo facility parking lot on lease Lot 2 through the former taxi staging area on the west side of Shell Simmons. Staff are working with them.



MEMORANDUM

TO: Patty Wahto, Airport Manager

FROM: Mike Greene, JNU Airport Project Manager

DATE: November 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:

Ground Source Loop Field System Modifications: Dawson Construction / Harri Plumbing continue to work on the modifications to the terminal's loop field system per Request for Proposal (RFP) 190R3.

Task 3: The work to furnish and introduce Fernox heating, ventilating and air conditioning (HVAC) Protector F1 inhibitor to the 6,700-gallon 15% methanol, 85% water solution at a concentration of 0.5% of the fluid volume or approximately 90 gallons remains incomplete.

Task 4: The work to furnish and introduce methanol as necessary to bring the total building solution to the desired 15% methanol, 85% water by volume mixture remains incomplete.

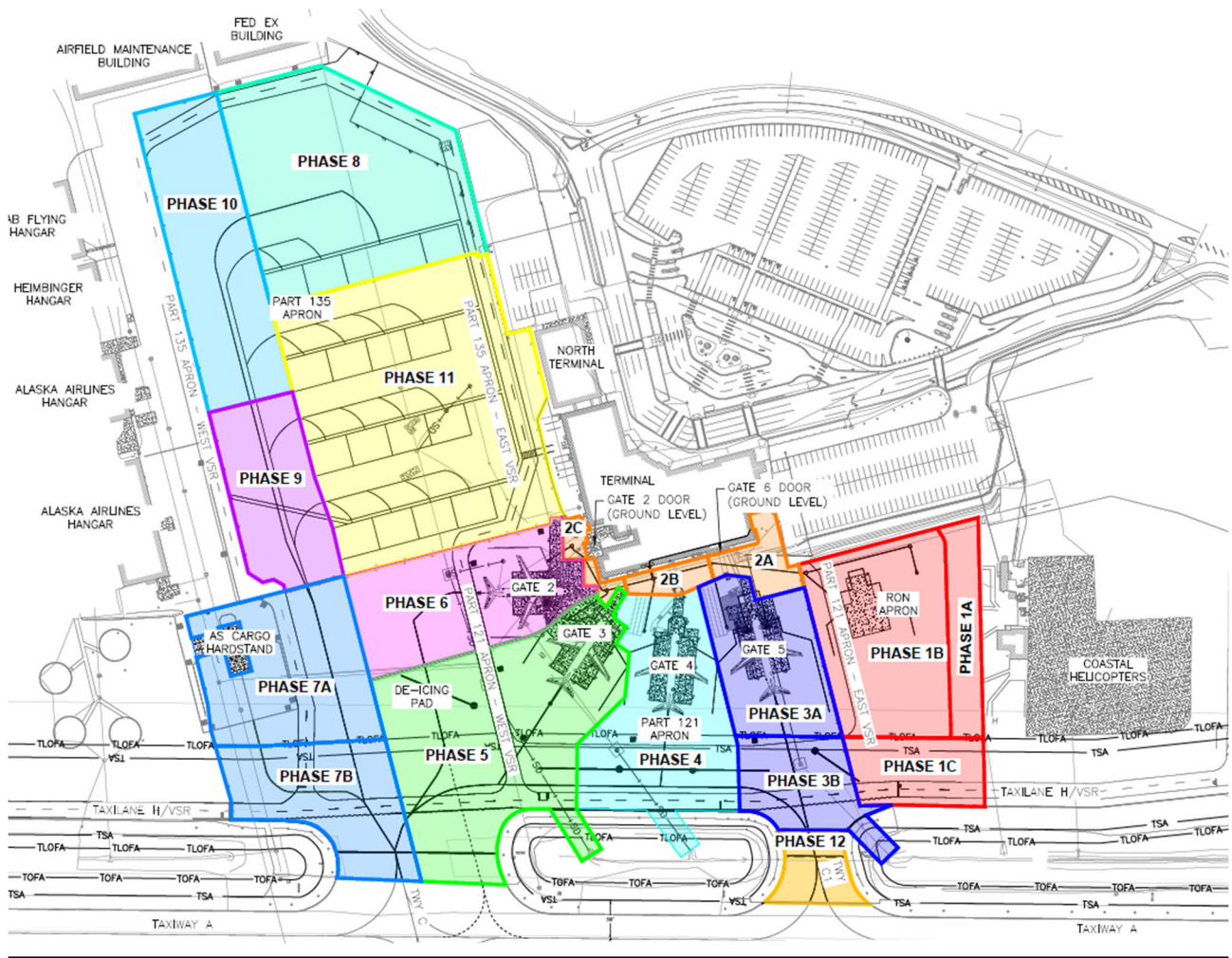
Task 5: The replacement flexible hoses for thirty (30) of the older heat pumps have been furnished to JNU Building Maintenance. The strainer baskets have not yet arrived in Juneau. Building Maintenance has received their new flush cart and has begun work on the replacement of the new flexible hoses. This work remains incomplete.

Lighting Control Replacement: JNU has accepted Dawson Construction's revised proposal, in the amount of \$158,474.83, for RFP 183 – Lighting Control Replacement. This RFP will replace the failing lighting control equipment within the older portion of the terminal. This control equipment is no longer being supported by the manufacturer and the control of much of the interior and exterior lighting in this portion of the terminal is either being done manually or is being left on 24/7. Dawson Construction has not yet furnished a proposed start / completion date for this work.

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

Rehabilitate Part 121/135 Apron and Remain Overnight (RON) Parking Apron. This project is currently in winter shut-down. The project Contractor (SECON) has not demobilized and will resume work on the project in the spring of 2025. Work not yet completed includes the asphalt pavement rehabilitation in

the Phase 7 (Alaska Airlines Air Cargo hardstand area), the runway asphalt repair work per RFP 008 and the installation of the new light poles within the 121 apron.



Project RFP Summary:

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

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

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

JNU/DOWL has issued RFP 04 – Additional Pipe Slurry to SECON. The scope changes include filling the existing storm drain culverts under the Gate 2 and Gate 3 hardstands with controlled low strength material. This change eliminates the requirement to remove these culverts and to remove and replace portions of the existing hardstands at Gate 3 and Gate 4. The engineer's estimate for this work was a deduct of \$224,930. JNU has subsequently received and accepted a proposal from SECON, which identifies a **credit** of \$231,130.

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

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

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

JNU/DOWL has issued a revised version of RFP 08 – Patch Asphalt to SECON. The original version of this RFP asked for a proposal to mill and re-pave four small areas (approximately 100 square feet each) of asphalt paving within the surface of Runway 8-26 and to machine groove the drainage grooves with multi-blade equipment. The initial engineer's estimate for this work is \$30,000.00. SECON's initial proposal for this work came in at \$183,905.00. This very high cost was due to the fact that SECON does not have the required multi-blade equipment, and had explained that purchasing this equipment, or having a subcontractor bring it into Juneau would cost over \$100,000. The revised version of this RFP eliminated the requirement to use multi-blade equipment and allowed the use of standard single-blade saw-cutting equipment with a reduced saw-cut spacing requirement. SECON's revised **proposal** for this work came in at \$28,535.00. JNU has accepted SECON's revised proposal for this work. The FAA has provided a determination that this work will NOT be AIP eligible because it is outside of the scope of the original grant.

JNU/DOWL has issued RFP 09 – Light Pole Bollards to SECON. This RFP asked for a proposal to install four (4) owner furnished bollards around each of the six (6) new light poles that are being installed in the 121 Apron and five (5) bollards around the new electrical panels / disconnects at the Gate 5 PBB. The initial engineer's estimate for this work was \$44,660 and SECON's proposal came in at \$66,700. Further review by DOWL of the Contractor's incurred costs have validated the higher price. JNU has subsequently received and accepted a revised proposal (**addition** of \$66,700) from SECON. This work was determined to be AIP eligible by the FAA.

JNU/DOWL has issued RFP 10 – Conduit Removal in 135 Apron to SECON. This RFP asked for a proposal to remove one (1) abandoned 3-inch steel pipe conduit which was encountered in the 135 Apron. This pipe was found to have been placed directly under and within the asphalt paving, which was creating a large crack in the old asphalt surface. The initial engineer's estimate for this work is \$6,600. SECON's **proposal** came in at \$6,940.00. JNU has subsequently received and accepted SECON's proposal and this work has been determined to be AIP eligible by the FAA.

JNU/DOWL has issued RFP 11 – Conduit Repair to SECON. This RFP asked SECON for a proposal to install a patch to seal a crack that was found in an old existing cementitious conduit that was encountered

within the Phase 5 work area. The initial engineer's estimate for this work is \$550. SECON's **proposal** came in at \$620.00. JNU has subsequently received and accepted SECON's proposal and this work has been determined to be AIP eligible by the FAA.

JNU/DOWL has issued RFP 12 – Vault Drain Repair. This RFP asked SECON for a proposal to re-route an existing 6-inch vault drainpipe and extend it to daylight into the infield. The initial engineer's estimate for this work is \$3,720.00. SECON's **proposal** came in at \$1,540.00. JNU has subsequently received and accepted SECON's proposal and this work has been determined to be AIP eligible by the FAA.

JNU/DOWL has issued RFP 13 – Additional Tie-Down Removal. This RFP asked SECON for a proposal to remove additional tie-downs that have been found below the existing asphalt in the 135 Apron area. The initial engineer's estimate for this work was \$4,720.00 and SECON's **proposal** came in at \$27,870.00. Further review by DOWL of the Contractor's incurred costs have validated the higher price. JNU has subsequently received and accepted SECON's proposal and this work has been determined to be AIP eligible by the FAA.

JNU/DOWL has issued RFP 14 – RON Asphalt Repairs. This RFP asked SECON for a proposal to mill and replace the asphalt paving that had been damaged as a result of the Alaska Airlines baggage train collision with a new light pole base in the RON area. Alaska Airlines indicated that they would prefer to deal with SECON directly to cover the repair costs, so this RFP has been rescinded from the Apron project.

JNU/DOWL has issued RFP 15 – Additional Concrete Removal. This RFP asked SECON for a proposal to remove the previously unknown concrete structures that have been discovered in a portion of the Phase 11 work area within the 135 apron. Upon discovery of these structures, the project engineers determined that the structures could not remain because they represented a direct conflict with the mill and re-pave work. The initial engineer's estimate for this work was \$295,300. Upon receipt of this estimate, JNU immediately advised the FAA of this differing site condition and of the initial estimated cost. The FAA was also advised that this initial estimate represented a "best-case" scenario as it was anticipated that there would be more structures unearthed within the Phase 11 work area. SECON ultimately provided a **proposal** in the amount of \$432,215.00. This proposal accurately reflected the amount of structural concrete removed, the introduction of new structural subbase and the change from mill and pave to the introduction of new asphalt paving. JNU has subsequently received and accepted SECON's proposal and this work has been determined to be AIP eligible by the FAA.

JNU has issued RFP 016 – Additional Concrete Repairs. This RFP asked SECON for a proposal to remove and replace damaged portions of the concrete curbing within the new public and staff parking lot. This concrete was damaged last winter by snow-removal operations. JNU has not yet received a proposal from SECON for this RFP. This work will not be AIP eligible (outside of the scope of the original grant) and will need to be funded by JNU.

JNU has issued RFP 017 – Culvert Zinc Replacement. This RFP asked SECON for a proposal to install new sacrificial zinc anodes within the large diameter Jordan Creek culvert at TWY H and at TWY A. JNU has not yet received a proposal from SECON for this RFP. This work will not be AIP eligible (outside of the scope of the original grant) and will need to be funded by JNU.

Culvert Condition Survey – Jordan Creek @ Runway 8-26: No change since last report. JNU has contracted with proHNS engineering to perform a condition survey of the large half-arch metal culvert which allows Jordan Creek to pass beneath Runway 8-26. This culvert was installed in 2014-2015 as part of the Runway 8-26 Rehabilitation project (E14-259 / AIP 3-02-0133-60-2014). The survey was deemed necessary based on the continued concern that stray electrical current from the airfield lighting system is damaging in-ground metal assemblies through electrolysis. proHNS has completed the initial field work, and has reported that they did observe damage to the culvert and that the damage closely resembled what had been observed

on the Jordan Creek culvert that had failed at Gate K. JNU has not yet received the final inspection report from proHNS.

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

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

Safety Area Grading at Runway Shoulder and Navigational Aids (NAVAIDS): The design contract to HDR Engineering was awarded on October 30, 2024. This award was initially delayed by the FAA's release of the project design grant, and then by a delay in obtaining City & Borough of Juneau (CBJ) Assembly approval. JNU has confirmed with HDR that they will still be able to meet a deliverables schedule that reflects a bid-opening date of July 1, 2025. This revised bid opening date would have an anticipated construction contract award / notice-to-proceed date in late August 2025 or early September 2025. The construction contract will be written to allow the successful bidder the option to complete the project in 2025 or in the spring of 2026.

HDR's survey team will be in Juneau during the week of November 11 – 15 to complete the field survey work needed for the project design effort.

Sand/Chemical Building – Roof Warranty: **No change since last report.** Dawson Construction has reported that a representative from Carlisle SynTec Systems inspected the roof installation during the first week of July 2024, and that a small list of recommended corrections was generated from this inspection. Dawson Construction is currently working on these corrections. This work has not yet been completed and continues to be done at no cost to JNU. Carlisle/Dawson Construction has not yet furnished JNU with the manufacturer's roof warranty for this new installation. Dawson Construction has indicated that they do not yet know whether Carlisle will want to conduct a re-inspection or if they will accept photos of the new work in lieu of re-inspection.

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