



AIRPORT BOARD AGENDA

April 11, 2024 at 6:30 PM

Airport Alaska Room/Zoom

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

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

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

BY 3:00 PM ON APRIL 10, 2024

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF MINUTES

1. March 14, 2024, Minutes

D. APPROVAL OF AGENDA

E. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

F. UNFINISHED BUSINESS

2. **Aviation Worker Screening.** At the October 12, 2023, Airport Board meeting, the Board approved \$10,000 toward the litigation costs with other airports nationwide, to appeal the TSA (unfunded) mandate in implementing employee screening through a third-party law firm handling the federal case. While a few more airports joined the litigation, additional costs have occurred. The attorneys did not anticipate the mediation time and the need to file the motion to stay. There are three items left– the motion to stay, a reply brief, and an oral argument. The attorney anticipates each airport needing \$5000 more to stay in the lawsuit with his representation.

Alternatives are - file something with the federal court to completely withdraw from the case or stay in the case, but without legal representation. In this case, ask CBJ law if they have the capacity to represent the airport, however, only Mr. Palmer, CBJ Attorney, is able to practice law in federal court. Staff recommends staying the course with the current attorney at this time.

Board Motion: *“Approve the additional \$5,000, for professional attorney fees, to continue the litigation on the aviation worker screening.”*

3. **Airport Rates & Fees Regulation (Attachment #1).** At the March 14, 2024, Airport Board meeting, the Board approved the presented budget and corresponding increases to the Airport Rates & Fees Regulation which was required to pass the FY25 proposed budget. The proposed increases would impact Security Screening Fees, Terminal Rental Rates, Fuel Flowage Fees (all including non-signatory) and Landing Fees (large carrier and non-signatory). The estimated additional revenue anticipated from the increases is \$648,000. The changes are outlined in the attached Airport Rates and Fees Regulation, with an effective date of July 1, 2024, except as noted for air carrier fuel flowage fees, landing fees and security screening fees which would become effective May 1, 2024. The Regulation was advertised for public comment from March 15, 2024, through April 5, 2024. The Airport did not receive any comments on the proposed changes to the regulation. The Airport Rates and Fees Regulation is now back to the Airport Board for final approval, then forward to the CBJ Assembly for final adoption and to parallel the budget process.

Board Motion: *“Approve the proposed Airport Rates and Fees Regulation (Attachment #1), and forward to the Assembly for consideration and adoption; for an effective date of July 1, 2024, except as noted for*

air carrier fuel flowage fees, landing fees and security screening fees which would become effective May 1, 2024."

G. NEW BUSINESS

4. **Alaska Department of Environmental Conservation (ADEC) Site Contamination.** In 2014 during a project that required paving a drive lane just south of the old sand shed and Channel/Loken (Coastal) hangar, contamination of soil and groundwater was found. This contamination record straddles two properties and was never mitigated, nor further testing done, and remained an open contamination case for both the Airport and Loken/Channel Flying. ADEC has stated that this needs to move forward with a plan for the area especially prior to the property changing ownership. Cox Environmental has provided a cost for the Airport's portion of the work which includes a work plan to ADEC, investigation and history of area, 10 geotech borings and 4 groundwater wells, sampling, testing, disposal and report. The cost is based on mobilizing the drill rig once for both responsible parties to save costs; Airport cost is \$49,609. The Airport will continue to work with the Alaska Department of Environmental Conservation (ADEC) to close out this site, which may take some time. This is a 'must do' for the Airport, and Loken-Channel Flying site.

Board Motion: *"Approve the Airport-Loken contamination site work plan by Cox Environmental at a cost of \$49,609."*

- [5. Airport Manager's Report](#)
- [6. Airport Projects Report - Ke Mell](#)
- [7. Airport Projects Report - Mike Greene](#)

H. CORRESPONDENCE

I. COMMITTEE REPORTS

8. Finance Committee
9. Operations Committee

J. ASSEMBLY LIAISON

K. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

L. BOARD MEMBER COMMENTS

M. ANNOUNCEMENTS

N. NEXT MEETING DATE: May 9, 2024, 6:00 p.m., Alaska Room/Zoom

O. EXECUTIVE SESSION

P. ADJOURNMENT

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

MINUTES of
 AIRPORT BOARD MEETING
 March 14, 2024
 6:00 p.m. Alaska Room/ZOOM

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

B. **ROLL CALL:**

Members Present:

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

Staff/CBJ Present:

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

C. **APPROVAL OF MINUTES:**

1. *Dan Spencer moved to approve the minutes of February 8, 2024. The motion passed by unanimous consent.*

D. **APPROVAL OF AGENDA:** *The agenda was approved.*

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

F. **UNFINISHED BUSINESS:**

2. Sand/Chemical Back-up Electric Boiler. Airport Manager Patty Wahto said this item is also detailed in Ke Mell's report. This includes a slight increase for the design, which requires stamped, approved documents. Airport Project Manager Ke Mell said some of this stems from a miscalculation on how complicated the work would be and what it would take to get it done. Ms. Mell originally said she would do the architect work, but there was a lot going on last year and she did not have the time. Someone else was engaged to do the architectural work. Meanwhile, the project was more involved than the electrical and mechanical design consultants had anticipated. It took more effort to do this than anticipated. When it was sent to CBJ (City & Borough of Juneau) Contracts, it was not something they were comfortable putting out. Ms. Wahto said some of this stemmed back to the electrical that needed more clarification in the documents. *Jodi Garza moved to discuss and approve an additional \$19,015 in CARES funding to complete the design bid documents. Upon completion of design documents and identifying a funding source, advertise and bid before being brought back to the Board. The motion passed by unanimous consent.*

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3. FY25/26 Proposed Budget (Attachments #0 through #8). Ms. Wahto asked the Board to refer to Attachments #0 through #8. Attachment #0 was the Finance Committee agenda and was added earlier in the week. Attachments #7 and #8 detail out the Fund Balance that was discussed at the Finance meeting. In bringing this back to the Board, most of the Finance Committee meeting discussed methodology and not so much the expenses that were noted. On Page 2 of the agenda, it breaks down the 121 and the GA/135 component of the shortage as the Airport goes into FY25. There is still a deficit for FY26, but this will be reevaluated next year. The Finance Committee packet discussed where the additional fees come from. Alaska Airlines and Delta Air Lines commented at the Finance Committee. Chair Clough said there are quite a few attachments that went with this. There was not a recommendation from the Finance Committee. His goal was to hopefully move this forward tonight.

Board Member Jodi Garza said they spent some time going through the Rates & Fees discussion and they went through revenues and expenses and for the most part, all of the things that were asked made sense. What is still unclear and the reason the Finance Committee didn't move forward is because there is still uncertainty as it relates to the methodology. She thought what they were looking for is an assurance that the Rates & Fees and how they are split is done in a fair way and it is by agreement and split between the different user groups done as they agreed to do. There was not a fund balance present at the Finance Committee meeting in the packet. The packet was received the day before the Finance Committee meeting so there wasn't a whole lot of time to review the material. She said she had additional questions on the material. Chair Clough said there were definitely some procedural problems at the Finance Committee meeting. He was briefed on the meeting and there were some issues going on. He said everyone on the Board needs to be cognizant that they are wearing their Board of Director's hat and not the hat of their employer or anyone else.

Board Member Dennis Bedford said he saw what was being questioned – the allocation of funds. He thought it should be addressed or should be addressed periodically rather than at a Finance Committee meeting. Perhaps it should be visited every five years. Board Member Chris Peloso said he thought that no one was questioning the split. They did not understand the nuances that went into it. So, it was impossible for them to look at the documents and make sure that what was actually happening was what had been agreed to. He said it was suggested for the Airport to have an information session for any stakeholder to say we don't know where this number is coming from, and the Airport can show where it is coming from. As long as they understood where the numbers were coming from, no one had a problem with that. But they were sort of doing the math in the margins and it wasn't adding up the way they thought it should. It caused a little confusion, and he was concerned that the stakeholders weren't understanding what was going on. Chair Clough said these discussions go back a long time of trying to figure out the appropriate way to charge the Airport's tenants.

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Chair Clough asked if the Board Members as a whole were ready to move the budget forward or does there need to be more scheduled deliberation on it. Board Member Dan Spencer said he did not view it as something that has to be done before the budget is passed. Cost allocation plans and rate making methodology are typically not rocket science and there are standards that go into those things. He thought it was more a matter of explanation than it is discovery. Even if the Board were to alter it, it would still be the 6,000-pound gorilla on the one side and the 20-pound chickadee on the other side. He thought that a particular methodology of the rates should not stop the Board from doing something. They could always do mid-term corrections if the Board had to.

Ms. Garza said the question about the methodology has existed the entire time she was on the Board. It was set a long time ago and, to her recollection, has not been changed. The model that was purchased and installed in 2021 was supposed to plug this data in and give information to ensure that the methodology that was being used for the rates and fees split was solid. She went back to the 2021 minutes in the meeting with Frasca and they said this is what this model will do for you. Even before that, that was what the tenants were asking. Do we need to revisit the split and is this the correct split. One of the drivers of that question was the land use fees. She said this had been discussed with Patty, but it has not been transparent or brought back to the tenants in any way. She thought that question still existed.

Ms. Wahto said this is a different discussion than we are in right now. The allocations are not something that comes from the Airport. That is an agreement between all of the users. It was revisited about eight years ago and no one came up with any suggestions or the suggestions were discarded because no one could agree that there were any better splits than the 95/5 ARFF (Airport Rescue Fight Fighting) and the 85/15 Airfield. The security clause that has a whole different complexity. When the Airport went back in 2021 as this was brought up in the Finance Committee, she was asked to revisit the land lease fees and how that showed, but there is a much bigger picture. The land lease was brought up by Mr. Craford as if the staff had done a huge wrong, and that is not correct. She said it took weeks to go back into the records to show what had happened. But it doesn't show that over the years somebody added more lease area to say the 135 operator or a GA operator or that there were switches from a GA/135 operator that went commercial. There are a lot of changes. As time passed, it was based on the merit of the land leases at that moment. Through time, staff attributed a lot of the Fund Balance to balancing the budget for years, about 10-years-plus that some amount of the Fund Balance was applied to balance the budget. In truth, what that came out to was if you have a deficit, the Fund Balance was applied and then the allocation was done. In reality it should have been done on an 85/15 split of that, which meant a larger amount could have been attributed to the deficit on the large carrier side. The large carriers agreed to just apply it and not take the lion's share of the credit. They thought it was fair. Ms. Wahto thought it was pretty generous. That's the piece that got dropped out of the whole discussion on the land lease dispute. When it was said in the Finance Committee meeting that there was a year that there was \$100K deficit,

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it was probably made up that first year of deficit that Alaska Airlines agreed to attribute the lion's share of that deficit through Fund Balance. Just because the numbers were presented, that doesn't tell the whole story. Again, that is going back in history. She thought they had moved forward with using the model. Allocations have not changed. Frasca put in the allocations, which can be changed, but staff is not the person who makes that change. It is up to the tenants to negotiate. The last time this was negotiated, the door was locked for two or three days to figure it out. It was a long, arduous process and they finally agreed, but it wasn't pretty. It was brought up another time and Alaska said, "No."

Board Member Justin Custer asked when the last time a cost-of-service study was done, if ever. He said the cost-of-service study looks at the costs that go into serving different customers or people using facilities. That way you can see that this person is causing these costs, and therefore, this is how we spread out our costs across the customers. Ms. Wahto said there have been two independent parties (paid by Alaska Airlines) that have looked at everything: expense, line item – and they found no issues. Mr. Custer suggested that it might be something to look at investing in if there is disagreement about how the costs are shared to get somebody to come and look and see who is creating what costs and how to recover your costs from the people who cause it.

Ms. Garza said that is sort of what the model is supposed to do. You plug in your revenues and expenses and the model does that. The model can also adjust your rates and fees as described by Mr. Frasca. She said there are a lot of things that need to be talked about before passing the budget. One of them is the Fund Balance and what an appropriate amount is for a Fund Balance, not just for the operating reserve but also for deferred maintenance and maintenance items. With COVID money going away this year and FY25, think back to all of these one-time surprises that have occurred. They talked about potentially having a deferred maintenance amount that is added into the Fund Balance reserve so that the Airport is covered when those things come up. When the budget is discussed, the Fund Balance has to be part of that. Part of that also has to be how much is needed to set aside for these maintenance items that come up to make sure they are not left holding the bag. With the absence of those things and not having a lot of time to review it, she personally was not comfortable pushing it forward. It is not about the rates and fees, especially for her employer. If you look at the amount of impact that her employer would have had for the increase of the fuel flow fees, it is nominal. She will not compromise that, let alone her character be judged on how the meeting was run. She spoke to the attorney after the meeting, and they talked through the conflict of interest. There was no conflict of interest at the meeting. The Finance Committee meetings have always been informal. They have been more like a workshop, which she stated at the meeting. She stated that in the meeting, "Let's not do this formal, please. Let's have a discussion." So, the meeting was run on that basis. She did Zoom the meeting from her office, but otherwise she was going to be late. There is nothing in the bylaws that say this cannot be done. She wanted to address this as it was addressed at the beginning of the meeting. She checked with the Law Department downtown and she watched the meeting

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twice. She did not feel that she was out of line. Mr. Craford did speak for a long time during the meeting, but that is just what he does.

Ms. Wahto said the model will tell you certain things. It is trying to set up who has some responsibility in each cost center. There are still some things that staff has to do, such as some sort of balancing. The security fees are a fine example. The model does not know how many hours that JPD (Juneau Police Department) is required to be at the checkpoint. That changes and has to be looked at every year. It also does not know the enplanements. Based on that, there is a formula that generates what piece of the security costs end up being the large carrier. This has to be done independently. The other thing is that the model is going to push one fee or the other. It usually defaults to the fuel flow fee. There are things that are in that and after talking with Alaska Airlines, the Airport does not push 100% of that balance on the large carrier to all fuel flowage fees. Staff looks at proposing a few different things. In this case, it was a combination of fuel flowage fees and landing fees for them. It is a lot of back and forth but knowing that you don't put all of your eggs in one basket, because if you charge too high of fuel flowage fees, they will get their fuel elsewhere. Staff is careful not to look at that as the sole area to raise fees. Last year, the costs were spread across the board. Staff did CPI adjustments. A lot of the fees have not been increased. The model is a tool, but it is not the magic that all of a sudden balances your budget.

Chair Clough said he was reminded that no good deed goes unpunished. During the COVID downturn, the Board working with staff made conscious decisions not to raise rates as there was COVID money to offset those things. Tenant relief was given for three years. Now that those things are going away and the tools were used so effectively during COVID, they are not only having to get caught up this year, but for those issues, there would have been modest increases for the last three or four years. This is making up for the three or four years with no increases without the COVID money and, of course, your Fund Balance goes into this, which is certainly pertinent. It puts the Board in kind of a difficult position where there would have normally had an orderly evolution of the structure. Now, the Board had to make up for the years they couldn't do it.

Ms. Wahto explained that when the fuel flow fees began, it was in lieu of sales tax. The idea at the time was to maintain something that was level (roughly 5%). It was almost transparent or less at the time than paying sales tax on fuel. Chair Clough noted that the dollars all go to the Airport.

Ms. Garza said that in the May 13, 2021, minutes for the presentation on the model, and the guy from Frasca said, "The biggest difference between this model and the prior model is that this is not only a budget model for the upcoming two budget years, it is a long-term financial forecasting model that currently projects financial results through 2030." He also went on to say, "The model will allow the Airport to evaluate potential changes in operating expense allocations percentages to cross center, non-airline revenue credit

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percentage cost centers, and allocation of rate base requirements between 121 and 135, and the Finance Committee has not gotten into using this part of the model at least from a Finance Committee transparency or understanding.

Ms. Wahto said the Airport has flat fees. There are some costs that are much higher, like the fuel cost allocation or hiring another person. The model projects a slight growth in every category. It is a projection tool for looking ahead to say in five years, you can plan this, which means you're going to need this for your Fund Balance to take care of reserves. In reality, every cost center is a little different. The Airport may see where the security, terminal and JPD were much higher than what was projected, but others were flat. Instead of taking the projection, staff is taking what they are projecting on every single line item on their budget. Staff goes into more detail than just a projection. The model is a tool for looking at that and staff looks at it to see where the budget will be, for the very reason Ms. Garza discussed when talking about Fund Balance and looking at what is needed for emergency balances. When staff is projecting out for five years, the Fund Balance, less the three-month reserve, is going to dwindle down and there is not enough to pay for a \$100K repair on a plow truck. The Fund Balance was included in the agenda showing the deficit and showing the balance. At the same time, she cautioned everyone to be careful of saying that the Fund Balance will stay flat and not do anything for the very reason pointed out, it needs to be looked at. The Airport needs to possibly make sure there is a bigger fund balance not just for the reserves, but for emergencies.

Ms. Garza said it is not that there is a distrust or anything of the numbers provided and the methodology. It is a transparency thing. She came onto the Board just before COVID and there were all these questions right before COVID going into the budget season and then in March COVID hit, and it was decided not to do anything. Nothing has been done since COVID. She thought it made sense on a regular schedule to get into the numbers, especially when there are new Board Members that haven't been in it. As complex as it is, how can they feel assured what they don't understand to pass a budget on to the Assembly. She thought a workshop or something so everyone understands what they are passing, how it works, and how it affects the user groups and have the user groups as part of the work session. She didn't know what needed to be changed if anything.

Chair Clough said the Board was very generous to their user groups because they had the ability to be so. Those times have come to a screeching halt. If the information can go back and forth so that the user groups and the Board realize nobody is trying to hose anybody here. This is the new reality. The Airport does not have millions of dollars of free money coming in that can be used all over the map. The Airport needs to have a balanced budget. He said a meeting can be held with the user groups on why the Airport budget is where it is at. Some of the players are still here and some are not. This would give a history of where we're at, how the split is right now and the budget realities that are having to be faced without free extra money. This would give them the opportunity to ask questions. This would not be just for the Board, but also the public and some user groups.

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Board Member Eve Soutiere said that it needs to be clear on whether this is a work session or an information session. If it is clear, this will set the tone for the whole meeting. Chair Clough thought it would be an informational exchange from the staff to provide an a-to-z on how we got to where we're at, the history behind it, the methodologies that are being used, why those are used, and to remind everybody how the model works – what it can and cannot do, and the realities of the budget climate the Airport is now facing. This is to push out information and get an exchange to make sure that everybody who chooses to participate can be heard and understand where some of this stuff came from, which would be Step A. If after all that, the Board feels like we need to do some of the things like Jason threw out there or anything else or staff wants to try something, that is a turn of the page. It is not to reinvent the wheel tonight. He wanted public users to understand how the Airport got to where it is and the reality that it is facing for the next few years. Hopefully when it is all said and done, they will remember why it got there.

Chair Clough said he hoped to move with the recommended Board motions. The informational exchange with the users needs to be scheduled. It would be nice to have it within the next six weeks. Ms. Garza said she reached out to the Mayor to let her know the Airport may be behind with the budget, who said that's fine. If the Board is not comfortable passing a budget, then she is not comfortable receiving a budget. She said there is a little bit of additional time. In terms of the work session, she thought future forecasting is something they should do. What is needed in the Fund Balance, looking at different types of revenue sources. There is a lot more cargo coming through the airport. Some airports are charging for that. She said it is a difficult thing to do but would be a self-report for airlines. She thought in the new atmosphere that getting creative is going to be worth it.

Mr. Spencer said he was concerned about current staff shortages. If these sessions are held, preparation is needed. There needs to be some time. Chair Clough asked the Airport Manager to come up with a time frame for this meeting. He said we want to give people the history of where the Airport is at, understand the model, why the model is used, what it provides, and let people know what the budget challenges are for the next five years. He said to remind them what was done for them during COVID. Ms. Garza said she would be happy to work with Ms. Wahto and thought it would be better if they all were in agreement prior to having a public meeting. Perhaps it would be a Finance Committee work session and then a public meeting that would be informational. Ms. Garza said one more comment to note is that the City has not published the final financial audited statements for the previous year. If there are changes that come through for that, would it change the budget? Airport Business Manager Angelica Lopez Campos said this will be done by March 31, 2024. *Chris Peloso moved to approve the FY25/26 budgets as attached in Attachments # 1, #5 and #6, shown with the increases to the Airport Rates and Fees Regulation, and forward to the Assembly for approval.* Ms. Garza noted that the recommendation from the Finance Committee was a work session to get into the numbers. There was not a lot of time to work through the numbers. For those reasons she had not

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been able to look at the numbers. Mr. Spencer noted this is a budget, which is all it is. It is not an accounting document, but a plan for how to approach. It can be changed. He did not view this as something in stone. *The motion passed on a roll call vote of five to two (Jason Custer, Jodi Garza).*

Chris Peloso moved to approve the increases to the Airport Rates and Fees Regulation, as summarized in Attachment #4 and begin the public regulation process, then bring the regulation back to the Airport Board for consideration of public comment, approval and forward to Assembly for final adoption. Jodi Garza abstained from voting on the motion as the rates and fees affect her employer. Mr. Custer said he would vote against it because he is used to seeing a process of studying the cost of service first with a cost-of-service study, then the rate design is proposed based on the cost-of-service study and then there is an opportunity for public input. After all of that, the rates are established. He liked a cleaner process. The motion passed on a roll call vote of five to one (Jason Custer).

A five-minute break was taken.

G. **NEW BUSINESS:**4. **Airport Manager's Report:**

- a. Federal Aviation Administration (FAA) Meeting. Staff attended a meeting with Airports Division Planners, Project Managers, and Aviation Tech. Systems Specialist with the National Air Space. They went over a lot of the projects with staff to ensure everything is in the system so that they know what is coming down the line, including anything that could affect their navigational aids or airspace, etc. A lot of the projects were discussed with them. There was a discussion about the new air traffic control tower, which staff has been trying to look at. There is a lot that goes into that: from being on the 100-year plan, to the 50-year plan, to the 35-year plan, when you get a new tower and how much it will cost. One of the things is that this is an interesting setting where it is FAA personnel in a tower that is actually owned by the airport.

Ms. Wahto said staff has been looking at trying to push it forward and get some funding. It is separate than the regular AIP (Airport Improvement Program) dollars, but it is also a lot of work. One of the things that was questioned was if the Airport could have the FAA take over ownership of the tower and build it somewhere and the Airport has a place for it. They said they don't normally do that, but based on the fact that it is FAA staffed, we would probably have a pretty good leg on that. She is going to move forward with finding out how this could happen. All it would do is basically shift the ownership and the responsibility of doing the siting project. The Airport would provide the space, but they would do the siting and design, instead of having to go through the Airport and having to touch a lot of documents and spend a lot of time, staff is going to try to shift this back to the FAA.

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- b. Assembly Committee of the Whole (COW) Meeting. The COW was held on March 6. It was attended by Dan Spencer, Jodi Garza and Chris Peloso who presented the update to the Assembly. There were a lot of topics covered. There were a lot of good questions. They did a great job at presenting information. Mr. Peloso said some of the Assembly Members came up to them afterwards and said they really appreciate the Airport Board as one that has their act together, more than most of the other boards in town. He passed that compliment on.
- c. Snow Removal Kudos. During the COW meeting, Laurie Craig gave kudos to the Airfield staff for the snow removal efforts. Not only was the whole city dealing with a lot of snow removal, but the crew also kept the Airport open. She did mention that they even kept the EVAR (Emergency Vehicle Access Road) plowed. The ulterior motive was to get emergency vehicles out there, but the walkers appreciated it.
- d. Deputy Airport Manager Recruitment. The recruitment is still ongoing and working with a recruiter. The contract with the recruiter states that payment will only be made if they find someone, and they are employed. Ms. Wahto said this recruitment was for a flat fee under \$5K to fill this position. Because the recruiter wanted to branch into more of a government type of recruitment, this is kind of a first-time.
- e. Aircraft Rescue Fire Fighting (ARFF) Truck Update. Ms. Wahto said the truck should be seen operational in the next few weeks. This will be an interim truck while the Airport is waiting for the grant for the new truck and the manufacturing time for that truck.
- f. Canagold Mining Operations. Canagold has discussed opening a mine down the Taku River. They have determined that the best way to run their operations is to run it via aviation. They will fly the ore out, rather than doing anything different. They are still on track. They are going through their environmental up at the mine site and to get an extended runway put in to handle ATR72s. On a good day, they expect to average nine to ten flights a day to bring ore in. This is in the future.
- g. CARES/CRRSAA/ARPA Fund Balance. No update.
- h. 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.* A Technical Advisory Committee meeting as well as a public outreach meeting was held on March 7. It provided an update where State Department of Transportation (DOT) are in the process. There is information out there right now that is open for public comment on their website. She encouraged all to look at the site and review the information

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provided and make sure they don't have any questions. During the Technical Advisory Committee meeting, the airport and safety came up. Ms. Wahto felt confident that is in their records now. Jason Custer asked if the Airport would provide comments that would not disappear. Chair Clough said no. In discussions with the Mayor and Assembly and the long and the short of that was that the contractor, with DOT shaking their head yes, assured the Airport that any alternative that infringes upon the current or future approaches to the airport will fall off as infeasible.

5. Airport Projects Report – Mike Greene. Mr. Greene reported the Airport has accepted Dawson's proposal for the glass guard rail assembly for the *Terminal Reconstruction Project* and asked Dawson to move forward with their preparation of submittal documents that will be brought over to the design team for their review. This is finally moving forward. The ground source heat loop glycol replacement is no longer replacing the methanol as the efforts to clean it have been successful. The effort will continue. This RFP (Request for Proposal) is being simplified to introduce a filtration system. This work is no longer critical to the balancing effort but will be pursued. It is a long-term fix for a long-term problem. Staff is still asking Dawson to verify the numbers. Staff believes this should come down and Dawson's electrical contractor is looking to see if that can be done. The terminal air balancing work is finally having a date set (April 1 through 13) as a target goal to get this work completed. There is one piece of equipment that is no longer running that needs to be up and running, so efforts are being coordinated with JNU Maintenance staff to see if it can be brought on-line by then.

Fire Alarm Upgrade had a substantial completion inspection on March 2. The report has been given to Johnson Controls. They are currently working on the punch list, and it is expected that will be done fairly soon. Final payment will then be made, and the project closed out.

Mr. Greene reported that the bulk of his time has been spent on the *Rehabilitate Part 121/135 Apron & Remain Overnight (RON) Parking Apron Project*. Endless meetings have been held with Secon and Alaska Airlines. A tentative schedule has been made to start this project. Secon wants to mobilize into the RON area on April 1 and begin construction on April 8. They will come out of the gate very aggressively and will try to do multiple phases overlapping and be completed by the end of May. There was a small phasing plan that was provided in the report. This initial effort will complete Phases 1A, 1B, 1C, 2A, 2B, 3A, 3B, and 12 essentially at the same time. This is necessary in order to get aircraft into the RON. There is no point in completing the RON if aircraft cannot use it. Tenant outreach has been held with both Coastal Helicopters and Alaska Airlines. Delta has also been told that they will not use Gate 5, but will use the RON, which will be ready when they show up. The rest of the project schedule has kind of bogged down

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with Alaska Airlines, who still wants to do the Gate 3 and Gate 4 PBB (Passenger Boarding Bridge) replacements. In a preconstruction meeting, Secon still does not have a contract with Alaska Airlines to do that work.

As far as Secon is concerned, the project priority is the ramps project and Gate 5, which is what their contractual obligation to the Airport is. Staff agreed in the meeting that if Secon gets done with the Phase 3A area and the RON is completed, then the project will continue to move forward until they work into the 135 area. He expected Alaska Airlines would be upset about that, but if they are late to the party, there is nothing that can be done. The importance of coordinating with Alaska Airlines is that if the project doesn't try to combine the work, their gates will be down while Secon is doing the civil work, it will reopen, and then Alaska Airlines will show up and the gate will have to go down again. It's a huge inconvenience for passengers if it is closed twice. Secon wants to get everything done this year except for the Alaska Airlines cargo area. This will be updated as the project moves forward. Constant updates will be made.

Staff has received proHNS' analysis and recommendations for the *Mendenhall River Rock Repairs Project*. These will be forwarded to the City & Borough of Juneau and the State of Alaska Emergency Management for review. This will be put into the queue for funding for that project. Ms. Wahto said she believed that while they keep track of it, the City has to come up with the funding.

Culvert Condition Survey for the Jordan Creek Culvert at Runway 8/26. Mr. Greene met with proHNS to review what they discovered. They could not help but jump into looking at repair possibilities, which wasn't part of their scope of work. He appreciated the fact that they were super interested and looked into a way to repair the culvert without ripping it out of the ground or having to dig down and close the runway, which would trickle into using the taxiway as the runway and a month or two of having no runway. They came up with an idea of a lining that is a spray-on polymer or carbon fiber lining could be done while the runway was in use and would not require any runway shutdown. He has asked proHNS to look into that and come up with a rough estimate of cost. As far as cost goes, he thought the cost in relation to runway shutdown/taxiway conversions and all of the impacts, it might be well worth it.

Ms. Garza asked about the land acquisition purchase of the Loken property. She was concerned the purchase was approved and paid out of CARES funds. Ms. Wahto said it was approved from the Capital Revolving Account. Ms. Garza asked if \$50K was still sufficient. Ms. Wahto replied that it was a guesstimate to get a property acquisition specialist on. This is on hold because of the environmental agreement. This is independent of CARES.

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6. **Airport Projects Report – Ke Mell.** Ke Mell, Airport Architect, reported the FAA has approved the preliminary close-out report for the *Parking Lot Project*. DOWL's final payment request has been approved. There are a couple of minor warranty items under Secon's contract – hydroseeding, painting a couple of parking spaces – that will be completed this spring. There is a one-year warranty on the project, but generally the project is complete.

Substantial completion walk through for the *Outgoing Baggage Belt Project* is scheduled tomorrow. The work is complete. The system is functioning. Everyone is happy.

Paperwork is closing out for the *Buried Fuel Tank Removal and Replacement Project* in the next few weeks. The work is done. The new tank is in, hooked up and heating the building.

Dawson has been asked to remove *Gate 5 PBB* as soon as possible. They will begin removal the week of March 25. Coordination is occurring with Alaska Airlines to minimize the impacts to their operation.

The commissioning for the *Snow Removal Equipment Building* has been handed over to Ms. Mell. The ground source heat pump system is finally operational after a number of repairs. It is ready for commissioning. This will be done by Respec in coordination with Juneau staff and Meridian Control Systems at a future date.

H. **CORRESPONDENCE:** None.

I. **COMMITTEE REPORTS:**

7. **Finance Committee:** None.

8. **Operations Committee:** None.

J. **ASSEMBLY LIAISON COMMENTS:** 'Wàahlaal Giidaak said the joint Committee of the Whole meeting with the Board was a good meeting. She appreciated everyone that was able to show up. She appreciated the conversation about the budget and finance. She will report what she heard during this meeting back to the Assembly.

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

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

M. **ANNOUNCEMENTS:** None.

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- N. **NEXT MEETING DATE:** Ms. Wahto said downtown had asked if any Board Member would be able to attend the April 6, 2024, Assembly Finance Committee meeting. She will give the City a Power Point presentation, some notes and have it read into the record.

The next regular Airport Board meeting will be held on April 11, 2024, at 6:00 p.m. in the Alaska Room and via Zoom.

- O. **EXECUTIVE SESSION:** None.
- P. **ADJOURN:** *Dan Spencer moved to adjourn. The motion passed by unanimous consent and the meeting adjourned at 7:47 p.m.*



AIRPORT BOARD FINANCE COMMITTEE AGENDA

February 28, 2024 at 10:30 AM

Airport Manager Conference Room/Zoom

<https://juneau.zoom.us/j/88511250221?pwd=bP5oyTILQMTS7IUWn1gdnatTbFpCZ1.1>

Dial: 888 475 4499 US Toll-free

Meeting ID: 885 1125 0221

Passcode: 823406

**TO TESTIFY: CONTACT PAM CHAPIN, 907-586-0962
BY 3:00 PM ON FEBRUARY 27, 2024**

A. CALL TO ORDER

B. ROLL CALL

C. NEW BUSINESS

1. **FY24 Projected (see Attachments #1, #2 and #3).** FY24 Expenses are projected to be slightly higher than budgeted by approximately \$292K. This was related to CARES approved project costs and acquisition of a forklift added to the budget (paid by CARES). Additionally, there is a projected revenue shortfall compared to budgeted for security screening fees (fewer passengers through checkpoint) at a decrease of \$112K, a decrease to the projected interest income by \$131K, and other fees lower than anticipated. The Airport continued with Commercial aviation leases/rents abatement at a cost of \$1.5M for FY24. This shows lower revenue but is covered with CARES funding. The amount for FY24 operational expenses covered by CARES is \$2.1M for the fiscal year.

2. **FY25 and FY26 Proposed Narrative of Changes (See Attachments #1, #2 and #3)**
EXPENSES – There are increases in many areas outside of the Airport’s control including salary increases, insurance increases and contractual agreements. Other increases were Board approved such as increases to Terminal janitorial and Aircraft Rescue Fire Fighting (ARFF) full-time Chief position (as recommended by Federal Aviation Administration (FAA) Certification Inspector). Some of the changes are outlined below:

ADMINISTRATION

Full Cost Allocations – The costs for interdepartmental services have increased \$20,700 for both FY25/26 full cost allocation.

TERMINAL

Personnel – Terminal added two janitorial positions and a maintenance mechanic (for the heat pump systems, etc., which would replace the contractual preventative maintenance contract). Increase \$271,000 (FY25), \$288,100 (FY26).

Contractual – Contract for preventative maintenance contracts (jetways, electrical). Increase \$36,000 for both FY 25/26.

Materials/Commodities – general increase in supplies and FY25 wheels rolling live emergency drill provides volunteer food and additional supplies. Increase \$44,200 (FY25), \$19,000 (FY26).

Minor Equipment/Vehicles – snow blowers, floor cleaner replacement, computers, etc. Increase \$42,500 (FY25), \$38,500 (FY26).

AIRFIELD

Personnel – Airfield had some shifting of personnel (operators/mechanic) which would have shown a

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decrease, however, Airfield shows a reduction in the manpower credit associated with federally funded grant projects (less time changed to projects). The net will show as an increase to personnel costs. Increase \$86,400 (FY25), \$110,200 (FY26)

Fleet Contribution – This has been programmed for the past twenty-five years at \$30,000, which does not cover the cost of vehicles and equipment purchased within City Fleet. This was increased to \$60,000 for FY25/26, for an increase of \$30,000 for both years.

Materials/Commodities – Increased pricing for runway deicer, sand, broom cassettes, and snow removal maintenance. Increase \$43,500 (FY25), \$145,500 (FY26).

Contract Management – Wildlife hazard management, electrical contracts. Increase \$53,400 (FY25), \$35,400 (FY26).

Miscellaneous – Miscellaneous increases in equipment rentals, repairs, fuel, etc. Increase approximately. \$29,000 (FY25).

ARFF

Contractual ARFF – An approved increase by the Board (per FAA recommendation) to support a full-time supervisory position (instead of 50%) to oversee training, recordkeeping, etc. Increase \$65,900 (FY25), \$72,700 (FY26)

Training increase \$13,000 (FY25), \$5,100 (FY26).

Rents – Lease of interim, back-up ARFF apparatus. Increase \$24,000 (both FY25 and FY26).

AIRPORT SECURITY

Contractual Juneau Police Department (JPD) – A shortage of officers/sergeants has pushed more overtime coverage to the Airport, in addition to union increases/longevity increases. Increase \$115,600 (FY25), \$119,200 (FY26). Note that the cost center itself increased as a whole, but the contractual was the bulk of the increase.

OVERALL

Insurance – This is on all cost centers and includes increases in special policies and properties. Increase \$20,000 (FY25), \$59,600 (FY26).

Net Expense increases as compared to FY24 Amended budget:

FY25 Proposed up \$895,600

FY26 Proposed up \$1,044,700

REVENUES

Security Screening Fees look to fall short of the requirement for the allocation of contractual screening (officer coverage at 91% based on checkpoint open). Projected enplanements fell short of predicted numbers. Coupled with the increase in contractual expenses for FY25 and FY26, short fall now looks to be \$139,700 (FY25), \$165,500 (FY26). Cost allocations would require an increase to SSF to \$2.69/pax for FY25 (FY26 increases will be addressed next year).

Fuel Flowage Fees (GA/135) increases proposed for FY24 were negotiated down from the proposed \$0.30/gallon to \$0.26/gallon. Total revenue shortage was just under \$50,000, which was covered by CARES for FY24 ONLY. This would give time for small carriers to plan for increases in FY25, and forward. Fuel Flowage Fees (air carrier) were slightly lower than projected for FY24 as well as non-signatory reports.

As FY24 amended budget was presented, increases in every category of Airport Rates and Fees was programmed. However, increased expenses for FY25/26, as outlined above, as well as shortfalls on some projected revenues in FY24 (security screening fees, fuel flowage, interest income), carry forward to FY25/26 budget.

Net Revenues, as shown in the deficit budget (as compared to FY24 amended budget):

FY25 Proposed up \$287,400

FY26 Proposed up \$290,700

The FY25/26 Revenues are still well short of the proposed Expense increases, above.

Bottom Line Deficit of Expenses vs. Revenues (see attached Expenses vs. Revenue Summary)

FY25 shortfall (\$648,100)

FY26 shortfall (\$793,900)

3. **Determination of Shortfall.** Before determining rates and fees required, staff determined which cost centers showed deficits. The major ones are outlined below.

AIRPORT SECURITY – This is two-fold and a bit more complicated to compute than other rates. First, determining the percentage of hours that an officer is required at the checkpoint, then allocating residual costs between the user groups (Air carrier/135-GA). Based on percentage and cost of officers, less TSA reimbursement, air carriers are responsible for \$871,400 of security costs (which is the calculation number used for cost per passenger/per airline request); of this, \$139,700 is the shortfall, mentioned above. The 135/GA has a residual security increase of \$10,800 that is calculated through the airfield cost allocation for that user group.

ARFF – This is a straightforward calculation; the allocation for ARFF is at 95/5%. The ARFF cost center expenses are up to \$101,700 (\$96,600/\$5100 split).

TERMINAL – With the additional personnel, the terminal cost center increased \$401,400. Staff applied one year (2023) CPI to terminal rates (\$17,700), and the residual would be calculated with rates and fees increases after applying anticipated concession fee increases.

AIRFIELD – As detailed above, the increased expenses for FY25 are up \$254,300. Airfield costs are calculated based on the 85/15 allocation. Residual costs are calculated through rates and fees increases after applying anticipated increase revenue from other sources (such as increased landings, gallons or additional leased land).

4. **Rates and Fees Discussion (Attachments #4, #5 and #6)**

*SECURITY SCREENING FEES. This is a straightforward calculation based on units (passengers), as mentioned above. A fee increase from \$2.26 to \$2.69 would generate \$139,500 in additional revenue for this cost center to balance. EFFECTIVE MAY 1, 2024

TERMINAL RENTS – With the terminal cost center increases, staff applied a 1.8% CPI increase to all terminal rents for FY25. This would generate \$17,700 in increased revenue. See attached summary. Residual terminal expenses would be paid through fuel flowage fees (FFF).

FUEL FLOWAGE FEES 135/General Aviation (GA) – As stated earlier, the fuel flowage fees for 135/GA were only raised by half of what was required for FY24 (only raised to \$0.26/gallon instead of the required \$0.30/gallon which was deferred to FY25). Raising to \$0.30 would make up the shortfall that was projected for FY24 but would not cover the increases FY25 and beyond. To cover the 135/GA

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allocations, this would now need to be \$0.33 for FY25. This would also equate to a non-signatory FFF of \$0.41. Additional revenue anticipated from 135/GA FFF increase is \$66,700, and from non-signatory an increase of \$27,000.

A split of expense cost allocations for air carriers (121) was calculated between both the FFF and Landing Fees (LF):

*FUEL FLOWAGE FEES Air Carrier (121) – An increase from \$0.265 to \$0.30/gallon would generate \$115,600 EFFECTIVE MAY 1, 2024

*LANDING FEES Air Carrier (121) – An increase from \$3.06 to \$3.34/1,000 lbs. would generate \$270,900 EFFECTIVE MAY 1, 2024

*LANDING FEES (LF) Non-Signatory – An increase from \$3.83 to \$4.18/1,000 lbs. would generate \$10,600 EFFECTIVE MAY 1, 2024

Attachment #4: Summary of Rates and Fees Increases which would be applied to the Airport Rates and Fees Regulation if approved. Attachment #5: Proposed Revenues increases and Attachment # 6: Summary of Expenses/Revenues with proposed increases.

***NOTE: IN PAST YEARS, AIR CARRIERS REQUESTED SECURITY SCREENING FEES, FUEL FLOWAGE FEES AND LANDING FEES TO BE IMPLEMENTED AT THE START OF THE SUMMER SEASON RATHER THAN JULY 1. STAFF PROPOSES TO START THESE FEE INCREASES EFFECTIVE MAY 1, 2024.**

5. **Budget Approval (Attachments #1, #5 and #6).** Once the budget and any rates/fees increases are approved, the Airport Finance Committee will need to move the budget and the proposed increases to the rates and fees regulation forward to the Board. While the budget would go to City & Borough of Juneau (CBJ) Finance Committee, it would be contingent upon the Airport Rates and Fees Regulation public process that includes going out for a 21-day public comment period, then back to the Board to consider any comments. After approval, the regulation would need to go to the Assembly for adoption (one meeting). This would need to parallel the budget process.

Finance Committee Motion: *“Approve the FY25/26 budgets at attached in Attachments # 1, #5 and #6, shown with the increases to the Airport Rates and Fees Regulation, and forward to the Airport Board for approval.”*

Finance Committee Motion: *“Approve the increases to the Airport Rates and Fees Regulation, as summarized in Attachment #4 and forward the full Regulation on to the Airport Board for approval and to start the public regulation process.”*

D. NEXT MEETING DATE: To Be Determined

E. 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.

ATTACHMENT #1 FY 25 / FY 26 EXPENSES

2/23/2024

ADMIN	Accounting Unit	Acct Code	Account Description	FY2022 Actuals	FY2023 Actuals	FY2024 Amended	FY2024 Projected	FY2025 Proposed	FY2026 Proposed
Admin	560500101	5110-(Salaries	437,851	555,276	977,300	551,000	1,052,500	1,070,800
Admin	560500101	5111-(Overtime	1,044					
Admin	560500101	5116-(Accrued leave	91,469	119,670		110,000		
Admin	560500101	5120-(Benefits	256,711	296,545	496,800	296,400	529,300	534,800
Admin	560500101	5121-(Deferred Comp Employer Match			3,600	2,500	3,600	3,600
Admin	560500101	5130-(Workers compensation	15,100	9,600	13,000	13,000	13,200	14,200
Admin	560500101	5140-(Engineering workforce			(479,000)		(608,200)	(620,500)
Admin	560500101	5200-(Business travel						
Admin	560500101	5202-(Travel and training	220					
Admin	560500101	5310-(Telephone	9,383	8,519	9,000	9,000	10,000	10,000
Admin	560500101	5320-(Printing	610	2,861	600	2,000	2,000	2,000
Admin	560500101	5322-(Advertising	300	480	200	600	1,000	1,000
Admin	560500101	5332-(Electricity	997	2,210	1,100	3,500	3,500	3,500
Admin	560500101	5335-(Water service						
Admin	560500101	5336-(Wastewater service						
Admin	560500101	5380-(Dues and subscriptions	8,909	10,805	11,000	11,000	12,000	12,000
Admin	560500101	5390-(Contractual services	15,551	60,741	15,000	25,000	25,000	25,000
Admin	560500101	5394-(Full Cost Allocation	372,800	412,600	374,500	374,500	395,200	395,200
Admin	560500101	5453-(Insurance premiums	154					
Admin	560500101	5480-(Office supplies	389	741	400	1,500	1,500	1,500
Admin	560500101	5481-(Postage and parcel post	186	134	400	400	400	400
Admin	560500101	5490-(Materials and commodities	3,396	1,464	1,500	2,000	2,000	2,000
Admin	560500101	5494-(Loss contingency			1,000	1,000	1,000	1,000
Admin	560500101	5496-(Minor equipment			1,000	1,000	1,000	1,000
Admin	560500101	7005-(Reimbursable Expense - Externa		(350)				
TOTAL		TOTAL		1,215,071	1,481,296	1,427,400	1,404,400	1,445,000	1,457,500

Terminal	Accounting Acct		FY2022	FY2023	FY2024	FY2024	FY2025	FY2026	
	Unit	Code	Account Description	Actuals	Actuals	Amended	Projected	Proposed	Proposed
Terminal	560500201	5110-(Salaries	377,948	418,353	472,100	409,000	631,500	644,600
Terminal	560500201	5111-(Overtime	37,584	50,530	15,000	41,000	15,000	15,000
Terminal	560500201	5116-(Accrued leave	70,945	63,950		68,000		
Terminal	560500201	5120-(Benefits	266,966	295,070	306,900	305,000	418,500	422,500
Terminal	560500201	5121-(Deferred Comp Employer Match			6,700	5,500	6,700	6,700
Terminal	560500201	5130-(Workers compensation	10,700	6,700	9,200	9,200	9,400	10,100
Terminal	560500201	5140-(Engineering workforce						
Terminal	560500201	5202-(Travel and training	770					
Terminal	560500201	5205-(Contractual training						
Terminal	560500201	5310-(Telephone	5,174	5,449	6,000	6,000	6,000	6,000
Terminal	560500201	5320-(Printing	103					
Terminal	560500201	5332-(Electricity	173,886	185,681	191,100	185,000	185,000	185,000
Terminal	560500201	5333-(Fuel oil & propane	12,676	4,906	5,000	3,000	4,000	4,000
Terminal	560500201	5334-(Refuse disposal	14,043	16,459	16,000	16,000	16,000	16,000
Terminal	560500201	5335-(Water service	3,922	5,206	5,000	6,000	6,000	6,000
Terminal	560500201	5336-(Wastewater service	14,781	19,622	18,000	20,000	20,000	20,000
Terminal	560500201	5340-(Repairs	4,213	29,622	33,000	35,000	35,000	35,000
Terminal	560500201	5344-(Maintenance - buildings		182,103	5,000	20,000	8,000	8,000
Terminal	560500201	5370-(Spec & Prop	59,135	110,648	127,900	127,900	134,600	144,400
Terminal	560500201	5390-(Contractual services	147,892	165,485	184,000	210,000	220,000	220,000
Terminal	560500201	5480-(Office supplies		258				
Terminal	560500201	5490-(Materials and commodities	160,632	213,889	109,000	110,000	153,200	128,200
Terminal	560500201	5494-(Loss contingency			1,000	1,000	1,000	1,000
Terminal	560500201	5496-(Minor equipment	2,973		21,500		55,000	40,000
Terminal	560500201	5510-(Vehicles and equipment	38,390	9,108		19,200	9,000	20,000
TOTAL		TOTAL		1,402,736	1,783,037	1,532,400	1,596,800	1,933,900	1,932,500

Airfield	Accounting Unit	Acct Code	Account Description	FY2022 Actuals	FY2023 Actuals	FY2024 Amended	FY2024 Projected	FY2025 Proposed	FY2026 Proposed
Airfield	560500301	5110-(Salaries	777,523	762,858	1,302,200	950,000	1,246,100	1,263,000
Airfield	560500301	5111-(Overtime	170,011	143,722	200,000	150,000	200,000	200,000
Airfield	560500301	5116-(Accrued leave	98,911	106,663		110,000		
Airfield	560500301	5120-(Benefits	531,559	515,285	819,500	560,000	815,500	820,600
Airfield	560500301	5121-(Deferred Comp Employer Match			15,600	12,000	15,600	15,600
Airfield	560500301	5130-(Workers compensation	26,900	16,900	23,200	23,200	23,500	25,300
Airfield	560500301	5140-(Engineering workforce			(608,700)		(462,500)	(462,500)
Airfield	560500301	5150-(CBJ OH				26,000		
Airfield	560500301	5200-(Business travel	120	240				
Airfield	560500301	5202-(Travel and training	1,230				3,600	3,600
Airfield	560500301	5310-(Telephone	4,870	6,090	5,000	6,000	5,000	5,000
Airfield	560500301	5320-(Printing		73		1,100		
Airfield	560500301	5322-(Advertising	198	176				
Airfield	560500301	5332-(Electricity	143,995	133,528	136,500	136,500	136,500	136,500
Airfield	560500301	5333-(Fuel oil & propane	28,870	81,721	30,000	30,000	30,000	30,000
Airfield	560500301	5334-(Refuse disposal	4,462	12,637	5,000	5,000	5,000	5,000
Airfield	560500301	5335-(Water service	12,264	13,861	13,000	14,000	15,000	16,000
Airfield	560500301	5336-(Wastewater service	43,033	67,904	45,000	45,000	45,000	45,000
Airfield	560500301	5340-(Repairs	48,444	51,884	50,000	55,000	55,000	55,000
Airfield	560500301	5344-(Maintenance - buildings	8,358	49,925	4,000		4,000	4,000
Airfield	560500301	5360-(Equipment rentals	25,699	47,613	25,700	75,000	25,000	25,000
Airfield	560500301	5362-(Fleet replacement reserve	30,000	30,000	30,000	30,000	60,000	60,000
Airfield	560500301	5370-(Spec & Prop	118,270	221,195	255,900	255,900	269,300	288,600
Airfield	560500301	5375-(General Liab, Auto & EE Pract	6,800	7,200	4,900	4,900	4,600	4,800
Airfield	560500301	5380-(Dues and subscriptions		4,000				
Airfield	560500301	5390-(Contractual services	189,857	628,765	322,600	411,000	376,000	358,000
Airfield	560500301	5392-(Management and consultant fee	172,258	210,924	210,000	215,000	215,000	215,000
Airfield	560500301	5480-(Office supplies	2,265	5,488	2,000	4,000	5,000	5,000
Airfield	560500301	5490-(Materials and commodities	1,087,778	1,271,684	1,207,100	1,208,300	1,250,600	1,352,600
Airfield	560500301	5492-(Gasoline and oil	136,782	110,949	120,000	120,000	130,000	130,000
Airfield	560500301	5496-(Minor equipment		3,173	2,500	2,500	2,500	2,500
Airfield	560500301	5510-(Vehicles and equipment		48,715				
Airfield	560500301	5830-(Fees	1,322					
TOTAL		TOTAL		3,671,779	4,553,174	4,221,000	4,450,400	4,475,300	4,603,600

ARFF	Accounting Acct		FY2022	FY2023	FY2024	FY2024	FY2025	FY2026	
	Unit	Code	Account Description	Actuals	Actuals	Amended	Projected	Proposed	Proposed
ARFF	560500401	5202-	(Travel and training	35,186	22,740	49,600	49,600	62,600	54,700
ARFF	560500401	5310-	(Telephone	1,797	1,774	1,800	1,800	1,800	1,800
ARFF	560500401	5330-	(Rental				12,000	24,000	24,000
ARFF	560500401	5332-	(Electricity	9,021	9,605	9,800	9,800	9,900	9,900
ARFF	560500401	5333-	(Fuel oil & propane	22,701	28,611	36,600	29,400	31,800	31,800
ARFF	560500401	5334-	(Refuse disposal	1,939	2,681	2,800	2,700	2,900	3,000
ARFF	560500401	5335-	(Water service	356	399	500	400	500	500
ARFF	560500401	5336-	(Wastewater service	1,349	1,511	1,500	1,600	1,600	1,700
ARFF	560500401	5340-	(Repairs	27,123	13,785	25,200	25,200	25,200	25,200
ARFF	560500401	5344-	(Maintenance - buildings	686					
ARFF	560500401	5345-	(Building Maint Division Charges	28,200	27,800	29,100	29,100	32,400	34,700
ARFF	560500401	5380-	(Dues and subscriptions	195	540	300	300	300	300
ARFF	560500401	5390-	(Contractual services	1,042,010	1,064,800	1,292,600	1,292,600	1,358,500	1,365,300
ARFF	560500401	5488-	(Uniforms and safety equipment	190	172	5,000	5,000	5,000	5,000
ARFF	560500401	5490-	(Materials and commodities	6,391	620	2,000	2,000	2,000	2,000
ARFF	560500401	5491-	(Safety programs and equipment						
ARFF	560500401	5492-	(Gasoline and oil	4,000	5,000	5,000	5,000	5,000	5,000
ARFF	560500401	5493-	(Chemicals	(955)	4,994	5,000	13,000	5,000	5,000
ARFF	560500401	5496-	(Minor equipment	30,322	17,356	32,000	41,500	32,000	32,000
TOTAL		TOTAL		1,210,511	1,202,390	1,498,800	1,521,000	1,600,500	1,601,900

ATTACHMENT #2 FY25/26 REVENUES

Section C, Item 1.

4

Account Code	Account Description	FY2022 Actuals	FY2023 Actuals	FY2024 Amended	FY2024 Projected	FY2025 Proposed	FY2026 Proposed
4720-0000	Bad debts combo cost cente	(6,410)	(34)				
4799-0000	Miscellaneous revenue		(1,431)				
4800-0000	Interest income	231,110	56,871	(203,600)	(72,700)	(87,200)	(90,500)
4800-0300	Lease Interest Income	(65,904)					
4800-0402	AR interest and fines	(1,425)	(3,884)	-	(4,000)		
4800-0403	UB Fin Chg Rev	(231)	(218)	-	(300)		
4870-0000	Proceeds disposal of asse	(5,600)					
4950-0460	Airport projects			(14,620)	(14,600)		
4013-0000	State shared revenues	(54,275)	(76,565)	(80,000)	(80,000)	(90,000)	(90,000)
4300-0036	Fingerprinting Fees	(8,018)	(8,400)	(18,000)	(15,400)	(18,000)	(18,000)
4300-0037	Badging Fees	(40,230)	(43,620)	(84,900)	(56,800)	(60,000)	(60,000)
4300-0038	Taxi, Bus Access Fees	(42,737)	(67,194)	(53,800)	(75,000)	(75,000)	(75,000)
4340-0007	Water Services	(17,135)	(21,695)	(18,000)	(23,000)	(23,000)	(23,000)
4340-0008	Sewer Services	(36,365)	(67,349)	(38,000)	(72,500)	(72,500)	(72,500)
4799-0000	Miscellaneous revenue	(134)	(1,480)	(500)	(2,000)	(500)	(500)
4300-0029	Fuel Flowage Air Carrier	(480,614)	(633,275)	(1,043,400)	(990,000)	(1,010,000)	(1,010,000)
4300-0031	Air carrier Landing Fees	(2,085,619)	(2,248,968)	(2,698,600)	(2,903,000)	(3,003,000)	(3,003,000)
4300-0032	Commercial Aircraft Parking	(23,580)	(1,860)	(130,700)	-	(130,700)	(130,700)
4300-0033	Transient Fees		(400)				
4300-0043	Small Aircraft Parking	(34,109)	(49,924)	(39,800)	(36,200)	(39,800)	(39,800)
4300-0044	Fuel Flowage GA and Taxi	(196,524)	(209,107)	(285,600)	(275,400)	(285,600)	(285,600)
4300-0045	Fuel Flowage Non-Signatory	(102,871)	(126,722)	(139,400)	(115,200)	(120,200)	(120,200)
4300-0046	Landing Fees Non-Signatory	(93,417)	(86,219)	(83,300)	(90,000)	(95,000)	(95,000)
4300-0048	Air Carrier Security Fee	(456,461)	(305,141)	(845,200)	(733,200)	(733,200)	(733,200)
4549-0001	Fuel Sales	(4,000)	(5,000)	(4,000)	(5,000)	(5,000)	(5,000)
4550-0010	FAA-CWO Lease	(12,000)	(12,000)	(12,000)	(12,000)	(12,000)	(12,000)
4550-0011	Airfield Ground Leases	(385,710)	(507,474)	(988,200)	(507,000)	(1,164,200)	(1,164,200)
4799-0000	Miscellaneous revenue	(9,352)	4,186	(500)			
4037-0001	TSA LEO Reimb	(74,100)	(74,900)	(127,700)	(127,700)	(127,700)	(127,700)
4799-0000	Miscellaneous revenue	(171,200)					
4300-0030	Jetway Use		-	(126,000)	-	(126,000)	(126,000)
4300-0039	FAA Tower/Equip Rm	(131,205)	(22,014)	(117,900)	(117,900)	(117,900)	(117,900)
4300-0040	Advertising Display	(86,152)	(76,429)	(86,000)	(86,000)	(86,000)	(86,000)
4300-0041	Customs Fees	(24)	(124)	(200)	(200)	(100)	(100)
4420-0000	Fee revenues	(549,009)	(686,716)	(550,000)	(550,000)	(600,000)	(600,000)
4420-0002	Vending revenue	(50,960)	(46,449)	(52,000)	(50,000)	(52,000)	(52,000)
4450-0001	Minor Violations	(2,350)	(825)	(2,000)	(1,000)	(2,000)	(2,000)
4550-0000	Facility rental revenue	(700)	(3,650)	(3,500)	(1,000)	(1,500)	(1,500)
4550-0001	Federal Terminal Lease	(27,814)	(28,837)	(19,800)	(29,000)	(29,000)	(29,000)
4550-0003	Parking Lot Lease	(353,340)	(451,371)	(450,000)	(450,000)	(480,000)	(480,000)
4550-0004	Air Carrier Terminal Lease		-	(801,900)	-	(788,000)	(788,000)
4550-0005	Rental Car Storage	(108,825)	(107,525)	(146,700)	(120,000)	(125,000)	(125,000)
4550-0006	Other Terminal Leases	(59,696)	(28,366)	(150,300)	(30,000)	(150,000)	(150,000)
4550-0007	Rest., Bar, Flight Kitchen	(121,446)	(155,650)	(160,000)	(160,000)	(165,000)	(165,000)
4550-0008	Gift Shop	(14,084)	(10,229)	(25,000)	(14,100)	(27,500)	(27,500)
4550-0009	Staff Parking Fees	(58,658)	(47,053)	(69,600)	(52,000)	(55,000)	(55,000)
4799-0000	Miscellaneous revenue	(355)	-	(500)	(700)	(1,000)	(1,000)
		(5,741,528)	(6,157,042)	(9,671,220)	(7,872,900)	(9,958,600)	(9,961,900)

**ATTACHMENT #3
EXPENSE - REVENUE SUMMARY FY25/26**

2/23/2024

	FY2022	FY2023	FY2024	FY2024	FY2025	FY2026
	Actuals	Actuals	Amended	Projected	Proposed	Proposed
EXPENSES	8,354,890	9,888,277	9,711,100	10,003,300	10,606,700	10,755,800
REVENUES	(5,741,528)	(6,157,042)	(9,671,220)	(7,872,900)	(9,958,600)	(9,961,900)
EXP/REV SHORTFALL /(OVERAGE)	2,613,362	3,731,235	39,880	2,130,400	648,100	793,900
CARES GRANT APPLIED	(2,613,362)	(3,731,235)	(39,880)	(2,130,400)		
ADJUSTED EXP/REV SHORTAGE /(OVERAGE)	0	0	0	0	648,100	793,900

SUMMARY OF RATES & FEES REGULATION CHANGES
AIRPORT BOARD FINANCE MEETING
FEBRUARY 28, 2024

Airport Security Screening Fee: For all passengers that are screened and enplaned at Juneau International Airport

Current: \$2.26 per screened, enplaned Passenger

Proposed: \$2.69 per screened, enplaned Passenger
Request May 1, 2024 effective date

*Estimated additional revenue for FY25 budget: \$139,500
(based on 324,435 screened pax, 91% sec expenses)*

Landing Fees:

Signatory:

Current:
Aircraft 12,500 lbs and over, for each 1,000 lbs *or fraction thereof \$3.06/1,000 lbs*

Proposed:
*Aircraft 12,500 lbs and over, for each 1,000 lbs *or fraction thereof \$3.34/1,000 lbs**
Request May 1, 2024 effective date

Estimated additional revenue for FY25 budget: \$270,900

Non-Signatory:

Current:
Aircraft 12,500 lbs and over, for each 1,000 lbs *or fraction thereof \$3.83/1,000 lbs*

Proposed
*Aircraft 12,500 lbs and over, for each 1,000 lbs *or fraction thereof \$4.18/1,000 lbs**
Request May 1, 2024 effective date

Estimated additional revenue for FY25 budget: \$10,600

Fuel Flowage Fees:

Signatory:

Aircraft 12,500 lbs and under (AV or Jet) \$0.26/gallon
 FY24 required rate to be \$0.30/gallon to balance budget; Board approved to only implement half the increase (from \$0.22 to \$0.26/gallon)

Proposed \$0.33/gallon

Estimate additional revenue for FY25 budget: \$66,700

Aircraft greater than 12,500 lbs. (Large Commercial Jet) \$0.265/gallon
****Proposed*** \$0.30/gallon

****Request May 1, 2024 effective date***

Estimate additional revenue for FY25 budget: \$115,600

Non-Signatory:

Non-signatory \$0.3325/gallon
****Proposed*** \$0.41/gallon

****Request May 1, 2024 effective date***

Estimate additional revenue for FY25 budget: \$27,000

Terminal Lease: (sf/yr)

Currently:		<i>Proposed:</i>
\$30.45	Counter North (+7 ft)	<i>\$31.00</i>
\$38.35	Counter East (+12ft)	<i>\$39.04</i>
\$27.69	Office North	<i>\$28.19</i>
\$30.89	Office East	<i>\$31.45</i>
\$30.89	Office Admin East	<i>\$31.45</i>
\$30.89	Bag Claim (public)	<i>\$31.45</i>
\$24.61	Bag Make-up/Storage	<i>\$25.05</i>
\$24.61	Storage Frt Room North	<i>\$25.05</i>
\$15.30	Canopy North	<i>\$15.58</i>
\$38.35	Departure/Hold Room	<i>\$39.04</i>

Estimated additional revenue for FY25 budget: \$17,700

*Airport Rates & Fees increases are effective July 1, 2024, unless otherwise stated.
 Airlines typically request May 1 start date for Fuel Flowage Fees, Landing Fees and Security Screening Fees.

Account Code	Account Description	FY2022 Actuals	FY2023 Actuals	FY2024 Amended	FY2024 Projected	FY2025 Proposed	FY2026 Proposed
4720-0000	Bad debts combo cost center	(6,410)	(34)				
4799-0000	Miscellaneous revenue		(1,431)				
4800-0000	Interest income	231,110	56,871	(203,600)	(72,700)	(87,200)	(90,500)
4800-0300	Lease Interest Income	(65,904)					
4800-0402	AR interest and fines	(1,425)	(3,884)	-	(4,000)		
4800-0403	UB Fin Chg Rev	(231)	(218)	-	(300)		
4870-0000	Proceeds disposal of asse	(5,600)					
4950-0460	Airport projects			(14,620)	(14,600)		
4013-0000	State shared revenues	(54,275)	(76,565)	(80,000)	(80,000)	(90,000)	(90,000)
4300-0036	Fingerprinting Fees	(8,018)	(8,400)	(18,000)	(15,400)	(18,000)	(18,000)
4300-0037	Badging Fees	(40,230)	(43,620)	(84,900)	(56,800)	(60,000)	(60,000)
4300-0038	Taxi, Bus Access Fees	(42,737)	(67,194)	(53,800)	(75,000)	(75,000)	(75,000)
4340-0007	Water Services	(17,135)	(21,695)	(18,000)	(23,000)	(23,000)	(23,000)
4340-0008	Sewer Services	(36,365)	(67,349)	(38,000)	(72,500)	(72,500)	(72,500)
4799-0000	Miscellaneous revenue	(134)	(1,480)	(500)	(2,000)	(500)	(500)
4300-0029	Fuel Flowage Air Carrier	(480,614)	(633,275)	(1,043,400)	(990,000)	(1,125,600)	(1,125,600)
4300-0031	Air carrier Landing Fees	(2,085,619)	(2,248,968)	(2,698,600)	(2,903,000)	(3,273,900)	(3,273,900)
4300-0032	Commercial Aircraft Parking	(23,580)	(1,860)	(130,700)	-	(130,700)	(130,700)
4300-0033	Transient Fees		(400)				
4300-0043	Small Aircraft Parking	(34,109)	(49,924)	(39,800)	(36,200)	(39,800)	(39,800)
4300-0044	Fuel Flowage GA and Taxi	(196,524)	(209,107)	(285,600)	(275,400)	(352,300)	(352,300)
4300-0045	Fuel Flowage Non-Signatory	(102,871)	(126,722)	(139,400)	(115,200)	(147,300)	(147,300)
4300-0046	Landing Fees Non-Signatory	(93,417)	(86,219)	(83,300)	(90,000)	(105,600)	(105,600)
4300-0048	Air Carrier Security Fee	(456,461)	(305,141)	(845,200)	(733,200)	(872,700)	(872,700)
4549-0001	Fuel Sales	(4,000)	(5,000)	(4,000)	(5,000)	(5,000)	(5,000)
4550-0010	FAA-CWO Lease	(12,000)	(12,000)	(12,000)	(12,000)	(12,000)	(12,000)
4550-0011	Airfield Ground Leases	(385,710)	(507,474)	(988,200)	(507,000)	(1,164,200)	(1,164,200)
4799-0000	Miscellaneous revenue	(9,352)	4,186	(500)			
4037-0001	TSA LEO Reimb	(74,100)	(74,900)	(127,700)	(127,700)	(127,700)	(127,700)
4799-0000	Miscellaneous revenue	(171,200)					
4300-0030	Jetway Use		-	(126,000)	-	(126,000)	(126,000)
4300-0039	FAA Tower/Equip Rm	(131,205)	(22,014)	(117,900)	(117,900)	(117,900)	(117,900)
4300-0040	Advertising Display	(86,152)	(76,429)	(86,000)	(86,000)	(86,000)	(86,000)
4300-0041	Customs Fees	(24)	(124)	(200)	(200)	(100)	(100)
4420-0000	Fee revenues	(549,009)	(686,716)	(550,000)	(550,000)	(600,000)	(600,000)
4420-0002	Vending revenue	(50,960)	(46,449)	(52,000)	(50,000)	(52,000)	(52,000)
4450-0001	Minor Violations	(2,350)	(825)	(2,000)	(1,000)	(2,000)	(2,000)
4550-0000	Facility rental revenue	(700)	(3,650)	(3,500)	(1,000)	(1,500)	(1,500)
4550-0001	Federal Terminal Lease	(27,814)	(28,837)	(19,800)	(29,000)	(29,000)	(29,000)
4550-0003	Parking Lot Lease	(353,340)	(451,371)	(450,000)	(450,000)	(480,000)	(480,000)
4550-0004	Air Carrier Terminal Lease		-	(801,900)	-	(803,700)	(803,700)
4550-0005	Rental Car Storage	(108,825)	(107,525)	(146,700)	(120,000)	(125,000)	(125,000)
4550-0006	Other Terminal Leases	(59,696)	(28,366)	(150,300)	(30,000)	(152,000)	(152,000)
4550-0007	Rest., Bar, Flight Kitchen	(121,446)	(155,650)	(160,000)	(160,000)	(165,000)	(165,000)
4550-0008	Gift Shop	(14,084)	(10,229)	(25,000)	(14,100)	(27,500)	(27,500)
4550-0009	Staff Parking Fees	(58,658)	(47,053)	(69,600)	(52,000)	(55,000)	(55,000)
4799-0000	Miscellaneous revenue	(355)	-	(500)	(700)	(1,000)	(1,000)
		(5,741,528)	(6,157,042)	(9,671,220)	(7,872,900)	(10,606,700)	(10,610,000)

ATTACHMENT # 6

2/23/2024

EXPENSE - REVENUE SUMMARY FY25/26

w/proposed Increases

	FY2022	FY2023	FY2024	FY2024	FY2025	FY2026
	Actuals	Actuals	Amended	Projected	Proposed*	Proposed
EXPENSES	8,354,890	9,888,277	9,711,100	10,003,300	10,606,700	10,755,800
REVENUES	(5,741,528)	(6,157,042)	(9,671,220)	(7,872,900)	(10,606,700)	(10,610,000)
EXP/REV SHORTFALL /(OVERAGE)	2,613,362	3,731,235	39,880	2,130,400	0	145,800
CARES GRANT APPLIED	(2,613,362)	(3,731,235)	(39,880)	(2,130,400)		
ADJUSTED EXP/REV SHORTAGE /(OVERAGE)	(0)	0	(0)	0	0	145,800

* with proposed rates/fees increase for FY25/26 as detailed

ATTACHMENT #7

Section C, Item 1.

Available Fund Balance Summary

Airport Fund without Rate Increases (Deficit Budget)

Last Update: 3/6/2024

	<u>FY21 Actuals</u>	<u>FY22 Actuals</u>	<u>FY23 Actuals</u>	<u>FY24 Proj</u>	<u>FY25 Budget</u>	<u>FY26 Budget</u>
Beginning Available FB	3,699,778	3,433,568	2,770,968	3,785,000	3,785,000	3,136,900
Revenues:	4,591,010	5,525,164	6,629,028	7,872,900	9,958,600	9,961,900
CARES Reimb (operations):	3,427,111	2,456,528	4,369,641	2,130,400	-	-
Expenditures:	(8,015,383)	(8,376,776)	(10,160,492)	(10,003,300)	(10,606,700)	(10,755,800)
Transfers from/(to) to Capital Projects:						
***Other Financing Sources (Uses):	(268,948)	(267,516)	175,855			
Increase (decrease) in Fund Bal (FB):	(266,210)	(662,600)	1,014,032	0	(648,100)	(793,900)
Ending Avail FB, including Reserve:	3,433,568	2,770,968	3,785,000	3,785,000	3,136,900	2,343,000
Less 3 Mo. Operating Reserve	(2,003,800)	(2,094,200)	(2,540,100)	(2,500,800)	(2,651,700)	(2,689,000)
Ending Available Fund Balance	1,429,768	676,768	1,244,900	1,284,200	485,200	(346,000)

*** 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 #8

Available Fund Balance Summary

Airport Fund with Rate Increases (Balance FY25 Budget)

Last Update: 3/6/2024

	<u>FY21 Actuals</u>	<u>FY22 Actuals</u>	<u>FY23 Actuals</u>	<u>FY24 Proj</u>	<u>FY25 Budget</u>	<u>FY26 Budget</u>
Beginning Available FB	3,699,778	3,433,568	2,770,968	3,785,000	3,785,000	3,785,000
Revenues:	4,591,010	5,525,164	6,629,028	7,872,900	10,606,700	10,755,800
CARES Reimb (operations):	3,427,111	2,456,528	4,369,641	2,130,400	-	-
Expenditures:	(8,015,383)	(8,376,776)	(10,160,492)	(10,003,300)	(10,606,700)	(10,610,000)
Transfers from/(to) to Capital Projects:						
***Other Financing Sources (Uses):	(268,948)	(267,516)	175,855			
Increase (decrease) in Fund Bal (FB):	(266,210)	(662,600)	1,014,032	0	-	145,800
Ending Avail FB, including Reserve:	3,433,568	2,770,968	3,785,000	3,785,000	3,785,000	3,930,800
Less 3 Mo. Operating Reserve	(2,003,800)	(2,094,200)	(2,540,100)	(2,500,800)	(2,651,700)	(2,652,500)
Ending Available Fund Balance	1,429,768	676,768	1,244,900	1,284,200	1,133,300	1,278,300

*** 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 #1

A REGULATION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

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

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

Deleted: 2023

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

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

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

Sections:

- 010 Policy
- 020 Rates and Fees
- 030 Definitions

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

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

Deleted: 2023

Juneau International Airport
Rates and Fees Regulation 07/01/2024, unless otherwise noted 1

ATTACHMENT #1

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

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

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

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

- (1) Signatory.

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

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

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- (2) Non-signatory.

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

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

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

- (1) Signatory.

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

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

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

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(2) Non-Signatory.

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

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

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(C) Exemptions to non-signatory landing fees:

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

(c) Air Carrier Terminal Lease Rates.

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

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

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

(2) Non-Signatory.

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

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

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

(d) **Aircraft Parking Fees.**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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Adoption by Agency

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

Date: _____

Al Clough, Chairman
Juneau International Airport Board

Legal Review

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

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

Date: _____

Sherri Layne
Municipal Attorney

Assembly Review

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

Date: _____

Elizabeth J. McEwen, Municipal Clerk

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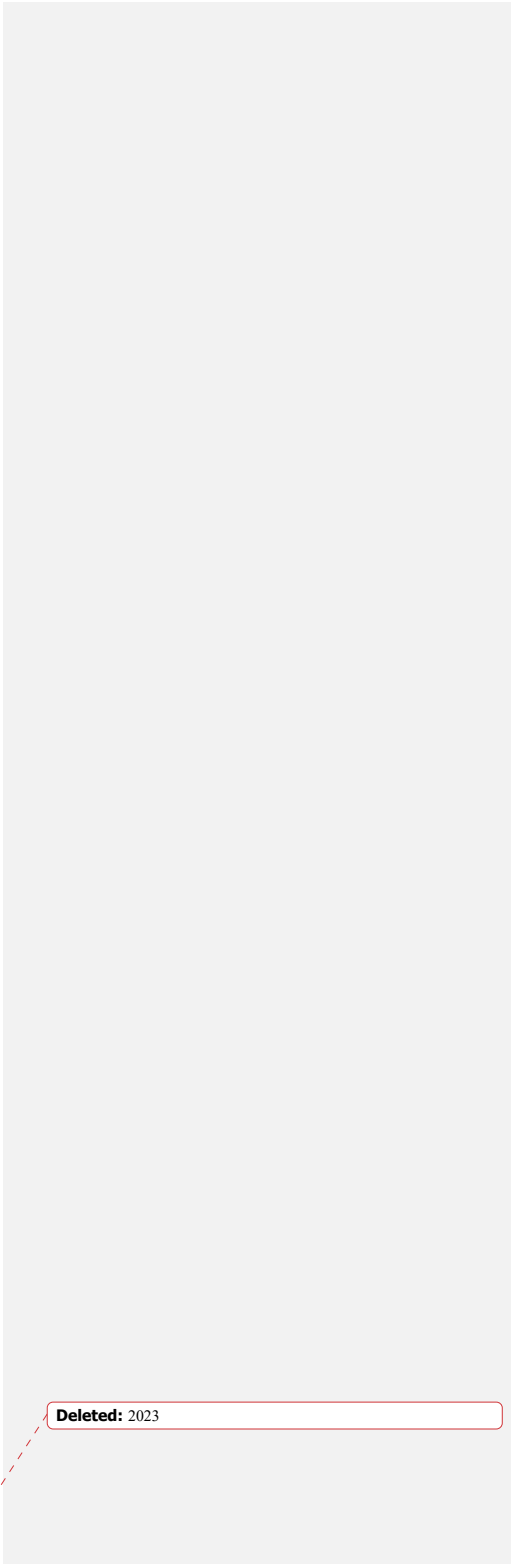
Filing with Clerk

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

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

Date: _____

Elizabeth J. McEwen, Municipal Clerk



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AIRPORT MANAGER'S REPORT – April 11, 2024

a. Aircraft Rescue Fire Fighting (ARFF) Foam Replacement. Capital City Fire/Rescue (CCFR) plans to change over from Class B (PFAS) foam to the new Fluorine Free Foam (F3). The temporary leased ARFF truck (A-2) should be in-service by the end of April. It will have the Bioex F3 and the E-one test unit installed. The Airport was informed that this leased truck had the old (aqueous film-forming foam (AFFF)) foam system rinsed out at the Anchorage Elmendorf base before it was shipped to Juneau.

A-1 and A-2 Primary ARFF Trucks: In fiscal year 2025, one of the primary ARFF trucks will be rinsed and converted to F3. It will be cleaned out based on the Part 139 CertAlert 24-04 dated 03/18/2024. In fiscal year 2026, the other primary ARFF truck will be rinsed out and converted to the F3. By FY2026 we will be fully converted to Bioex F3 and will also have backup foam for each primary apparatus. The plan is to split the primary ARFF truck conversions due to budget constraints. Approximately 400 gallons of foam is required for each rig: 200 gallons for the truck and 200 gallons for backup, at a cost of \$24K (to fill and backup supply) for each truck, which will be in the annual budget for the next couple years.

When the Airport receives the new ARFF truck (in grant process right now), it will only have the Bioex F3; no need to rinse it since it will be a new truck never exposed to the old foam. The back-up F3 foam for the temporary leased A-2 truck will remain in Juneau for the Airport to use with the new ARFF truck.

The Airport should be completely transitioned to the F3 by Fall 2025. All of the Class B foam with PFAS will be disposed of properly by that time.

b. Personnel.

1. Deputy Airport Manager Recruitment. The Airport is pleased to announce the hiring of Paul Khera as the new Deputy Airport Manager. Paul received his degree in Air Transportation Management Technology and his Masters in Aeronautical Science and Aviation Safety. Paul has been with the State of Alaska, Department of Transportation for 20 years in various capacities including Aviation Planner and Regional Airport Safety and Security Officer. He also worked in the private sector with Ravn and Northern Air Cargo in Dispatch and Ground Training. Paul's official first day will be May 20. The Airport welcomes Paul to the Airport team.
2. Building Maintenance Mechanic II. The Airport is also pleased to announce the hiring of Jake Eames as the new Maintenance Mechanic II. Jake started at the Airport on March 25 and hit the ground running repairing heat pumps and prepping for the Terminal Air Balancing. Jake spent the last four years as a contractor for the Federal Building, and almost six years with Northern Refrigeration.

c. Airport Fund Balance (AFB) and Capital Revolving Account Balance (CRAB) (Attachment #2). The Airport Fund Balance page reflects updates to the proposed FY25/26 budgets and reflects what has been submitted to the Assembly and approved by the Board. ***The Fund Balance is based on the balanced FY25 budget with increases to Airport Rates & Fees.***

d. CARES/CRRSAA/ARG Fund Balance (Attachment #3). **NO CHANGE** since the January update. This will be updated as actuals come in.

e. 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** – *Juneau Douglas North Crossing Project*. - Alaska Department of Transportation (ADOT) continues with the second channel crossing project between Juneau and Douglas. ADOT has released the GIS information used in the draft level 2 screening evaluation. A link to the mapper will also be made publicly available on the website:

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

- **UPDATE** – *Alaska Department of Environmental Conservation (ADEC) Site Contamination*. In 2014 during a project that required paving a drive lane just south of the old sand shed and Channel/Loken (Coastal) hangar, contamination of soil and groundwater was found. This contamination record was never mitigated, nor further testing done, and remained an open contamination case for both the Airport and Loken/Channel Flying. See agenda item G.4. The Airport will continue to work with ADEC and Cox Environmental to close out this site, which may take some time.

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

- **NO CHANGE** – *Transportation Security Administration (TSA) Mandate for Employee Screening Going into Secured and Sterile Areas*. Staff completed the first trial of the aviation workers screening (AWS) plan. This trial is part of the AWS implementation plan for the first quarter of the informed compliance period, which started September 25, 2023. Trial runs will continue once a week during the second quarter (Jan. – Mar.). JNU and approximately ten other airports filed a Joint Petition for Judicial Review of TSA’s worker screening amendment. See agenda.

- **NO CHANGE**– *Alaska Department of Natural Resource (ADNR) Land Conveyance Close-out*. During the Runway Safety Area (RSA) project, the Airport through the Environmental Impact Statement (EIS) public process and mitigation, acquired wetlands parcels from the State for the extension of the RSA on both the RWY 8 and RWY 26 ends, and to accommodate portions of the approach lighting systems. The Airport is still working with ADNR to convey these parcels to the Airport’s property. Once this is completed and recorded, the Airport Layout Plan and ‘Exhibit A’ will need to be updated to reflect the airport boundaries.

- **NO CHANGE** – Mendenhall River Flooding Damage to Airport. On August 25, 2023, CBJ Engineering and Airport Airfield Maintenance staff assessed the downstream end of the existing riprap that was damaged in the recent flood event. Approximately 110 linear feet of riverbank has lost riprap, exposing the original geotextile that was beneath the rock. The loss of riprap has left the top of bank undermined in places. Estimated repair costs for the damage (i.e., replacing riprap) is \$110,000 (based on 110 LF @ \$1K/LF). Staff is working with emergency services (CBJ/State) to document the repairs needed. See Project Manager Greene report.
- **NO CHANGE** – *Runway 26 Medium Intensity Approach Lighting System with Runway Alignment Indicator Lights (MALSR) approach lighting*. After introduction by Senator Sullivan, the language that would include the MALSR in the FY24 Reauthorization Bill (that would allow the transfer, ownership and maintenance of approach lighting systems to the FAA upon completion) has support from the House. The language would add MALSR equipment to the list of allowable lighting equipment and allow the transfer of this to the FAA even if paid for through Airport Improvement Program (AIP) funding. This is now pending final approval within the Reauthorization Bill. A new five-year Corps of Engineers wetlands permit has been issued.
- **NO CHANGE** – *Encampments on Airport Property*. Airfield crew continues to clean up the illegal campsites and trash in the greenbelt areas around the creeks. They perform weekly clean-outs of these sites and belongings. Of safety concern are the number of drug needles they are finding in the greenbelt. Ongoing.
- **NO CHANGE** – *PFAS Testing and Monitoring*. Cox Environmental continues with their quarterly testing of groundwater, surveying the test wells to determine flow direction, including two private wells within the test radius.
- **NO CHANGE** – *Egan/Yandukin Intersection Improvements Project*. ADOT has narrowed down design alternatives for the project. Please visit ADOT website for the project at <http://dot.alaska.gov/eganyandukin>.
- **NO CHANGE** – *FAA Compliance Land Use/Financial Letter (January 2019)*. Staff continues to work on the remaining compliance items. Staff is looking to acquire the Loken/Channel Flying property due to through-the-fence operations. See Greene Report.
- **NO CHANGE** – *Passenger Facility Charge (PFC) cap increase* JNU continues to discuss PFC increases with our DC Lobbyist and Congressional Delegation.
- **NO CHANGE** – *Capital Improvement Program (CIP) and Passenger Facility Charge (PFC) 10*. With FFY20 FAA AIP terminal grants covering the entire amount of FAA-eligible terminal construction, PFC (PFC9) collections may be abbreviated with less match required. Staff is monitoring the amount needed for the terminal project to assess when to start PFC10 application process.
- **NO CHANGE** – *Maintenance Programs* (roofs, heat pump equipment, baggage systems, etc.). Staff continues to develop maintenance contracts for specialized systems similar to what we do with airfield lighting and controls.

ATTACHMENT #2

Available Fund Balance Summary

Airport Fund

Last Update: 4/5/2024

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

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

ATTACHMENT #2

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

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

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

ATTACHMENT #3

CARES/CRRSAA/ARPA Grant Funding Use/Availability

<u>Type of Expense</u>	<u>Description</u>	<u>Amount Proj</u>	<u>Actuals & Encumb</u>	<u>Status</u>
	CARES grant Award (#82, 94, 95 & 99)	21,736,343	21,736,343	
	CRSSA grant Award (#84)	3,324,451	3,324,451	
	ARPA grant Award (#87)	5,430,992	5,430,992	
	TOTAL GRANTS:	30,491,786	30,491,786	
Ops Deficit	FY20 Operational Expenses	(724,664)	(724,664)	Final
Ops Deficit	FY21 Operational Exp incl tenant relief; yearend	(3,693,321)	(3,693,321)	Final
Ops Deficit	FY22 Operational Exp incl tenant relief+ 107.9K int hit	(2,456,528)	(2,456,528)	Final
Debt Service	FY21 Airport GO Bond debt service	(602,375)	(602,375)	Final
Debt Service	FY22 Airport GO Bond debt service	(662,600)	(662,600)	Final
Debt Service	FY23 Airport GO Bond debt service	(660,300)	(660,300)	Final
Project	TWY Regulator Upgrade (appropriated)	(118,814)	(118,814)	Final
Project	Terminal Suspended Ceiling Tile Replac	(350,000)	(213,506)	Final
Project	Terminal Seating portion in FY23	(145,000)	(145,000)	Final
Project	SREB Circulation Pump Upgrade	(165,000)	(183,949)	Final
Project	SREB Wash Bay Protection	(49,925)	(49,925)	Final
Project	Float Pond Electrical Upgrades	(190,000)	(156,348)	Final
Project	Forklift vehicle	(48,715)	(48,715)	Final
Project	Bagwell Gas Detect \$43k desgn, CA+construct 195.4k pend	(238,400)	(217,043)	Final
Ops Deficit	FY23 Tenant Rent Relief	(1,250,000)		Final
Ops Deficit	FY23 Operational Expenses	(950,900)	(3,342,716)	Final
	Exp thru FY23	(12,306,542)	(13,275,804)	
Ops Deficit	FY24 Tenant Rent Relief (est)	(1,600,000)	(1,600,000)	In Progress
Ops Deficit	FY24 Operational Expenses (est)	(118,700)	(118,700)	In Progress
Debt Service	FY24 Airport GO Bond debt service	(657,125)	(657,125)	In Progress
Project - Match	Ramp Project Match	(312,500)	(312,500)	Final
Project	Terminal Seating portion in FY24	(305,000)	(305,000)	Final
Project	NWDA Electrical Upgrades	(296,400)	(296,400)	In Progress
Project	Temsco Sewer hookup	(295,000)	0	NOT eligible
Project	Bag Belt Replace - Est; + \$50K design (10/21)	(1,469,716)	(1,469,716)	In Progress
Project	Parking Lot Design & Construction	(10,454,010)	(10,454,010)	Final
Project	Gate K Culvert Replace (Design + Constr estimate)	(670,426)	(670,426)	In Progress
PENDING	Gate K culvert Replace PFAS/Dewatering & remediation	(600,000)	(123,000)	In Progress
Project	Parking Lot Construction - Quantity Amendment	(600,000)	(460,745)	In Progress
Project	Sand/Chem bldg Back-up Electric Boiler Design&Trenching	(175,000)	(175,000)	In Progress
	Sand/Chem bldg Portable oil-fired Boiler		0	In Progress
Project	Fuel Station Access Control & Generator	(35,000)	0	Abandoned
Project	Buried Tank Removal & Replacmt (Old Shop UST remove/replace/cleanup)	(254,950)	(254,950)	In Progress
Project	Man Lift	(20,000)	(19,210)	Final
	FY24 Expenses	(17,863,827)	(16,916,782)	
	Available CARES:	321,417	299,200	

Actuals Lower than expected



MEMORANDUM

TO: Patty Wahto, Airport Manager
FROM: Ke Mell, Airport Architect
DATE: April 3, 2024
RE: Airport Architect's Report

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

Parking Lots Improvements: The Federal Aviation Administration (FAA) has approved the Preliminary Closeout Report. *The Final Closeout Report will be submitted shortly.* There are a couple of minor warranty items (hydroseeding and painting small areas) that Secon will complete this spring, but in general the project is complete.

Additional security cameras for the parking lots will be a future project.

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

Outgoing Baggage Belt Repair/Replacement: *The project is complete. Substantial Completion was March 15, and Final Completion was March 27. Closeout paperwork has been completed, and both the contractor (Robson) and the consultant (Jensen Yorba Wall) have been paid.*

A future project will work with Transportation Security Administration (TSA) through their planning and design process to upgrade the system as a whole.

JNU Buried Tank (UST) Removal & Replacement (formerly Old Shop UST): *Lab testing confirmed field sampling; all contaminated soil was removed. Closeout paperwork has been completed, and the final report has been submitted to the Alaska Department of Environmental Conservation. The contractor (Alaska Fuel Systems) has been paid, and the consultant's (Nortech's) invoice is expected shortly.*

Gate 5 Passenger Boarding Bridge (PBB) Replacement: *Demolition of Gate 5 PBB is complete, and Dawson has demobilized from the site. Dawson does not anticipate returning to the site until June 18, when the new PBB arrives. Alaska Electric, Dawson's electrical subcontractor, will begin work in the terminal several weeks before the PBB arrives, but that is not expected to affect operations on the ramp.*

TK Airport, manufacturer of the new PBB, informed the contractor, Dawson Construction, that delivery of the new PBB will be delayed from May 21 to June 17, with Substantial Completion now scheduled for June 29. The new PBB will not be in service when Delta's summer flights begin on June 7. *Until Gate 5 PBB is installed, Delta will use the Remain Over Night (RON) aircraft parking space just east of Gate; access will be via the Gate 6 stairs.* The work will take place in close coordination with TSA, Alaska Airlines, Delta Air Lines, and the Main Ramp Project.

Snow Removal Equipment Buildings (SREB) Commissioning: The ground-source heat pump system serving the SREB is finally operational and ready for commissioning. This will be done by Respec, in coordination with JNU staff and Meridian Systems. *Commissioning is scheduled for the week of April 29.*

Sand/Chemical Back-up Electric Boiler: *At the March 14 meeting, the Board approved an increase of \$19,015 to the project budget for additional architectural and electrical consultant fees to provide bid documents acceptable to CBJ Contracts. Contracts was asked to modify the consultant contracts accordingly but is unable to do so while remaining in compliance with CBJ procurement regulations. Modification Request and special approval would be required by the CBJ to increase the threshold of the term contract (\$50K) as well as the letter of agreement (\$5K) and justification for not going out for an RFP originally. Since the total construction cost for this project has escalated and no funding source has been identified, Staff is putting this project on hold for now. The FAA has determined that the costs are not Airport Improvement Program eligible.*

The original design of the Sand/Chemical building relied exclusively on the heat pump system shared with the Snow Removal Equipment Building (SREB) to heat the Sand/Chemical building. This was not designed with a redundant system. The Board approved \$175K to design and install a back-up boiler system, which was thought to be fairly straight-forward.

Morris Engineering and Modern Mechanical provided a fee proposal under a City & Borough of Juneau (CBJ) consultant term contract (\$50K per project maximum) for the electrical and mechanical design and construction phase services. Staff would provide architectural drawings—sealed and signed if necessary, and any minor construction phase architectural services required—for JNU. Due to time commitments of other projects, staff was unable to provide the architectural work, so ECI (original architect for the Sand/Chemical building) was asked to provide minimal unsigned architectural work—essentially drafting—at a cost of \$5,000. *In fact, drafting to date has only required \$2,125, leaving the balance of the \$5,000 available for use during bidding and construction.*

During design, it became clear that the Sand/Chemical building did not have adequate electrical capacity to support a back-up boiler; the capacity would need to come from the SREB. But the SREB would still need to have future electrical capacity for a planned expansion. Morris Engineering and Modern Mechanical were granted a contract amendment for \$16,000 to analyze the matter. Additional conduits between the SREB and Sand/Chemical would be needed and were added to the project. By fall 2023, JNU had not received final design documents from the consultants, but the design of the trenching and conduits was complete, so staff moved forward on

this work to ensure CARES funds would cover this work. The conduits were installed by SECON in October 2023 for \$99,700.

The work that remains to be bid and constructed has three components: 1) Mechanical: installation of the new electric boiler; 2) Electrical: provision of power to the new boiler from the main electrical panel in SREB; and 3) Architectural: minor modifications required by the new boiler. The design documents were sent to CBJ Contracts for advertising. CBJ Contracts accepted the mechanical design documents but will not advertise the project without modifications to the architectural and electrical design documents as submitted.

CBJ Contracts requires signed and sealed drawings and a cost estimate for each of the three disciplines: 1) Mechanical: complete - signed and sealed drawings and a cost estimate are complete; 2) Electrical: signed and sealed drawings and a cost estimate are in hand, however, CBJ Contracts is concerned that the drawings may confuse potential bidders and asked that the drawings be revised to minimize potential graphic confusion on the part of bidders; 3) Architectural: drawings are not signed or sealed and no cost estimate received (staff was originally going to do this in-house).

Architectural: ECI submitted a fee proposal of \$4,380 to sign and seal the architectural drawings, and \$1,980 for a professional cost estimate of the architectural work, for a total fee of \$6,360.

Electrical: Morris Engineering submitted a fee proposal of \$17,120 to revise the electrical drawings per request of CBJ Contracts.

The additional Architecture and Electrical costs to provide bid documents acceptable to CBJ Contracts are \$23,480.

Initially the Board approved a total project budget of \$175,000, of which \$70,835 has already been contracted for design, and \$99,700 contracted to Secon to trench and lay conduit between the buildings. The current available budget after previously contracted design and trenching is \$4,465. The additional work for \$23,480, less \$4,465 remaining from original design contract leaves a balance of \$19,015. This is only design and bid documents, not construction.

Based on the 95% documents, the Engineer's construction cost estimate is approximately \$490,000. The mechanical estimate is \$334,733; the electrical estimate is \$125,971, plus architectural estimated at \$30K; total construction cost now approximately \$980K.

At their January 11, 2024, meeting the Board directed that the project be advertised for bids. When bids are received, the Board will decide whether to proceed with the project. The Board may decide to 1) accept the bid; 2) reduce the scope to a portable boiler at an estimated \$175K; or 3) continue to lease a boiler unit at \$40K/year.

JNU staff investigated the purchase of a new, temporary oil-fired boiler comparable to the one we have been renting for the past several years. Harri Plumbing, from whom JNU is currently renting a portable boiler, said that the lead time would be about four months. Harri's believes that "a budget

of \$165,000 would cover the procurement and assembly of a portable heating trailer, fuel tank and hoses similar to what we are using now but with approximately 300 MBH capacity.”

In October 2023, Secon and Chatham trenched between the Snow Removal Equipment Building (SREB) and the Sand/Chemical building in order to provide sufficient electrical capacity for the new boiler. The trench was paved, and the conduit terminated at each end of the trench. Spare power and data conduits--for any future purpose--were laid in the completed trench.

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

Alaska Seaplanes Building: *(No change)* Landscaping of JNU property along Shell Simmons and installation of the Service Animal Relief Area fence at the north end of the terminal will be completed in spring 2024.

Alaska Seaplanes submitted an Airfield Tenant Improvement Request (ATIR) for Lease Lot 2, just north of their building. Staff responded with comments but have not yet received a response.



MEMORANDUM

TO: Patty Wahto, Airport Manager

FROM: Mike Greene, JNU Airport Project Manager

DATE: April 3, 2024

RE: Projects Office Monthly Report

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

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

Glass Guardrail: JNU has accepted Dawson Construction's proposal, in the amount of \$114,640, to replace the glass guardrail assembly around the second floor through-floor opening per Request for Proposal (RFP) 188R. The submittal data/shop drawings for the full-height glass assembly have been received from Dawson Construction and have been forwarded on to the design team for review. An installation schedule will be developed following the approval of the submittal data.

Ground Source Loop Field Methanol Replacement: The finalized version of RFP 190 has been released to Dawson Construction. This RFP has been broken out into two parts, the first part is asking Dawson to proceed with the repairs of DOAS-1 (Dedicated Outside Air System) on a T&M (time and materials) basis. The second part is asking for a lump sum proposal to install a permanent filtration system to remove contaminants from the loop field/terminal heat pump system without removing and replacing the existing methanol. Additional methanol will be added to the system to raise the percentage to 15%, and rust inhibitors will be added to reduce pipe corrosion. This revised scope of work will still replace the failing braided stainless-steel supply/return hoses and flow-setters at each of the older heat pumps and will also replace the strainer/filter assemblies on the affected heat pumps.

Lighting Control Replacement: Dawson Construction's proposal for RFP 183 – Lighting Control Replacement, in the amount of \$163,215.25, has been reviewed by RESPEC and has been returned for revision. The RESPEC review identified work items within the Dawson proposal that were not required and that will need to be removed from the proposal. JNU is standing by to receive the revised proposal. The work to be addressed includes the replacement of the failing lighting control equipment within the older portion of the terminal. The interior and exterior lighting in this portion of the terminal is either being controlled manually or is being left on due to the failure of the old lighting control equipment.

Terminal Air Balancing (TAB): The final balancing of the new and old mechanical heating, ventilating and air conditioning (HVAC) systems has tentatively been scheduled to take place in mid-April 2024. At this time, DOAS-1 (Dedicated Outside Air System) and five of the terminal heat pumps are in need of repairs, which may push the balancing work back again. JNU continues to work with the Terminal project engineers (RESPEC) and with JNU Building Maintenance staff to address these continuing problems.

Terminal Fire Alarm Upgrade: This project is now complete. All project punch list items have been completed and the Contractor’s as-built documents and Operating & Maintenance (O&M) manuals have been received. The project Certificate of Substantial Completion, which identifies the project Substantial Completion date as March 26, 2024, has been issued to the Contractor.

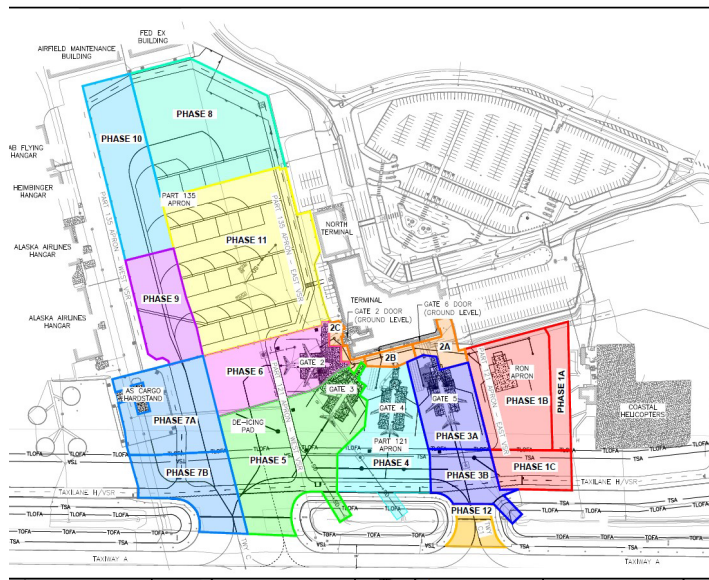
JNU will release final payment to the Contractor upon receipt of their last invoice.

Rehabilitate Part 121/135 Apron & Remain Overnight (RON) Parking Apron. On Wednesday March 27, 2024, DOWL conducted a construction update meeting (Construction Update #01) in which the initial work phase and associated construction schedule was presented. Present at this meeting were representatives from the following: Alaska Airlines (facilities and operations), Coastal Helicopters (operations and safety), Delta Air Lines (operations), Alaska Seaplanes, NANA, SECON (General Contractor), DOWL (Engineer of Record), Federal Aviation Administration (FAA) Air Traffic Control Tower (ATCT) and JNU.

In this initial Construction Update, DOWL presented the following:

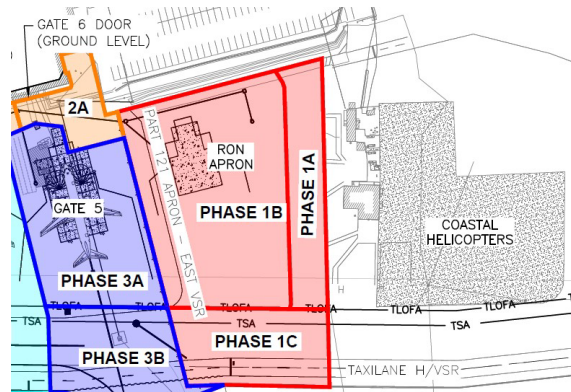
The Project

- The project has been broken down into 12 phases.
- Several phases are broken down into sub-phases.
- Some phases will be performed concurrently.
- SECON has been selected as the Contractor for this project.
- Contractor mobilization is scheduled to start April 1, 2024.
- Project completion is anticipated late summer of 2025.



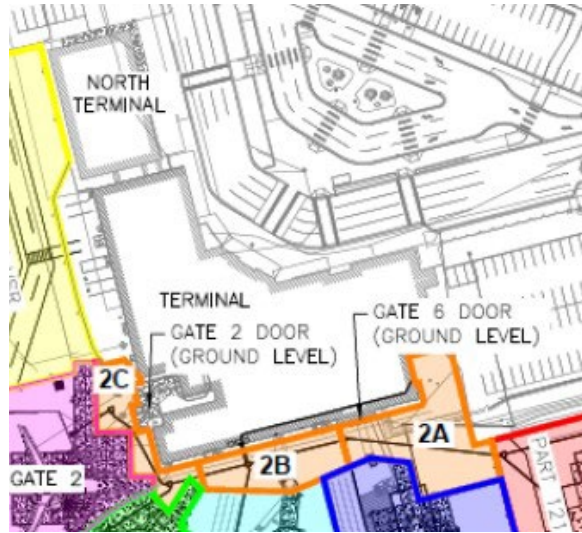
Phase 1

- Phase 1 includes Phases 1A, 1B, and 1C. It consists of creating a Remain Overnight Ramp, including removing existing surfacing and soil, backfilling with new soils, new asphalt surfacing, construction a concrete hardstand, and installation of new apron lighting.
- Phase 1 work will begin April 8, 2024, and is scheduled to be completed May 25, 2024.
- Work area will be enclosed with low level barricades.
- The current vehicle service road adjacent to Gate 5 will be removed.
- Taxilane H will be closed to Aircraft. Taxi and tow operations to use Taxiway A.
- Vehicle Service Road will be maintained through the construction area or relocated around it with signs and traffic control devices such as orange cones, traffic barrels, low level barricades, or other methods.



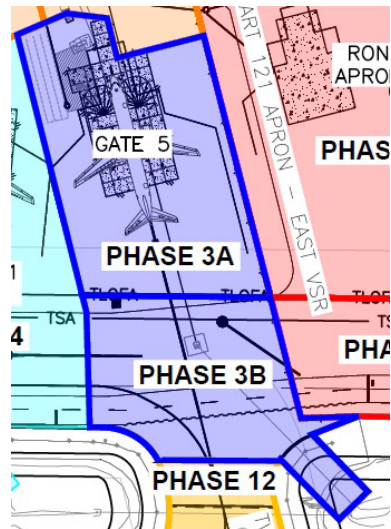
Phase 2

- Phase 2 includes Phases 2A, 2B, and 2C. It consists of rehabilitating the ramp adjacent to the Terminal Building. Drainage and electrical work will also be performed.
- Phases 2A and 2B will begin April 15, 2024 and are scheduled to be completed May 30, 2024.
- Phase 2C will be completed later in the project.
- Access to bag well doors will be maintained to the maximum extent practical. However, there will be a 72 hour (maximum) closure to work directly in front of the bag well door.
- No more than one bag well door will be taken out of service at a time.



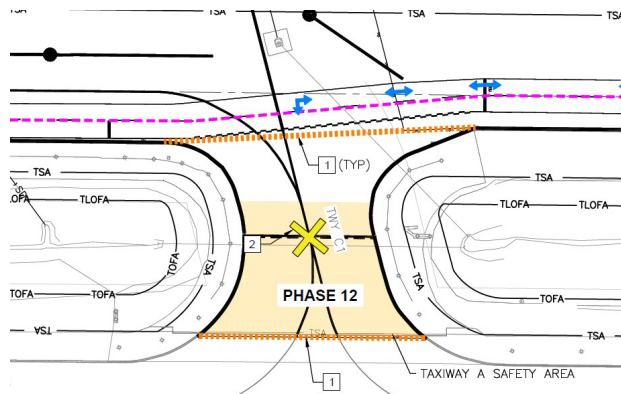
Phase 3

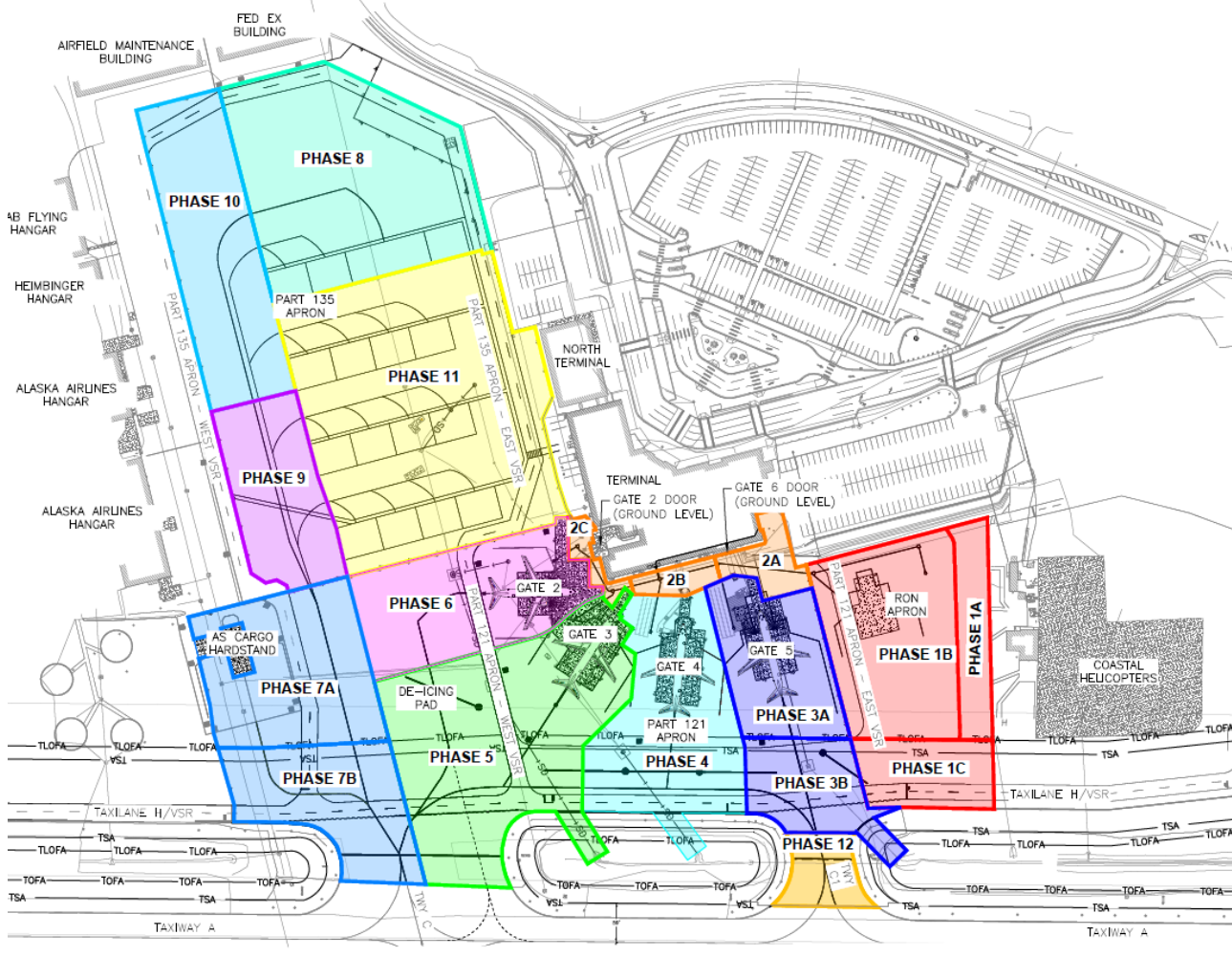
- Phase 3 Includes Phases 3A and 3B. It consists of rehabilitating Gate 5 and replacing the current passenger boarding bridge.
- Phases 3A and 3B will begin April 25, 2024, and are scheduled to be completed June 26, 2024.
- Ground loading will be required at Gate 5 after this area is reopened until the new passenger boarding bridge can be installed.
- Taxilane H will be closed to Aircraft. Taxi and tow operations are to use Taxiway A.
- Vehicle Service Road will be maintained through the construction area or relocated around it with signs and traffic control devices such as orange cones, traffic barrels, low level barricades, or other methods.



Phase 12

- Phase 12 includes a single phase that will rehabilitate Taxiway C1.
- Phase 12 will begin April 26, 2024, and is scheduled to be completed May 25, 2024.
- Taxiway C1 will be closed during this phase.
- Taxiway A will remain open during this phase. However, there may be temporary closures of Taxiway A between Taxiway C and Taxiway D after the last flight of the night and before first flight if construction is performed in the Taxiway Safety Area.
- Vehicle Service Road will be open.





Per SECON’s project schedule, this initial construction phase will address the work in Phase 1A, Phase 1B, Phase 1C, Phase 2A, Phase 2B, Phase 3A, Phase 3B and Phase 12. Barring delay, all work in these areas (including asphalt paving and new asphalt markings) is scheduled to be complete by Wednesday, May 22, 2024.

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

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

JNU staff continues to work with DOWL, SECON and Alaska Airlines to fine-tune the overall project schedule/work phasing plan. As of the writing of this report, SECON does not yet have an executed contract with Alaska Airlines or with their Passenger Boarding Bridge (PBB) Contractor (Roger Hickle Contracting) As such, SECON does not yet have a schedule which identifies how they intend to integrate the Gate 3 and

Gate 4 PBB replacements into the overall project schedule for the JNU Rehabilitate Part 121/135 Apron & RON Parking Apron Project. This is unfortunate but does not change the fact that the JNU project is going to move forward with, or without, the Gate 3/Gate 4 PBB work. JNU staff is monitoring this and will continue to work with SECON and Alaska Airlines/Roger Hickle Contracting to integrate their PBB replacement work into the JNU Apron project, the JNU Gate 5 PBB replacement project and their associated construction schedules.

At the writing of this report, JNU, DOWL and SECON are finalizing Construction Notice #02 which will be released to all affected airfield tenants and stakeholders prior to the start of construction activities. This notice will advise as to SECON's April 8 construction start date, will advise of the initial areas of construction, will identify barricaded work area, will identify the location of detours and will advise operators of the temporary closure of TWY C1 and the temporary closure of a portion of TWY H/Vehicle Service Road (VSR) and the need for aircraft under power and aircraft under tow to coordinate escort with Airfield Maintenance to utilize TWY A to detour around the work area. Airfield Maintenance will issue the necessary NOTAM for the TWY C-1 closure and will assign an ASO (Airport Safety Officer) to the project. DOWL will continue to issue weekly Construction Notices to advise of upcoming construction activities and any schedule revisions.

SECON's asphalt batch plant remains staged within the Northeast Development Area (NEDA). They plan on assembling this plant early in May. SECON has recently been advised that their conditional use permit application for the operation of the temporary asphalt batch plant on airport property will not be presented to the City Assembly until May 14. Per SECON's construction schedule, they were planning on starting paving operations on May 11. While seemingly minor, this delay will affect the project paving schedule and will impact when the initial paving test strip can be placed and tested. SECON has advised that they are looking into hauling asphalt from their Lemon Creek plant until the temporary batch plant can be used.

JNU/DOWL has issued RFP 01 Ramp Lighting Modifications to SECON. This RFP is asking for a deductive proposal to reduce the height of the six (6) new ramp light poles from 60 feet to 57 feet and to remove the obstruction lights from the contract scope of work. The engineers' estimate for this work is a deduct of \$15,325. JNU has received a proposal from SECON in the amount of \$6,000, which has not been accepted. SECON has been asked to revise their proposal to reflect a total credit for the work that has been deleted.

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

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


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

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

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

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

The estimated construction cost for this work is as follows:

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

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

- JNU has asked proHNS to provide a fee proposal to assist with permitting for this work from the following:
- United States Army Corps of Engineers
 - State of Alaska Department of Natural Resources Division of Mining, Land and Water
 - State of Alaska Fish & Game
 - City and Borough of Juneau

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

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

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

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

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

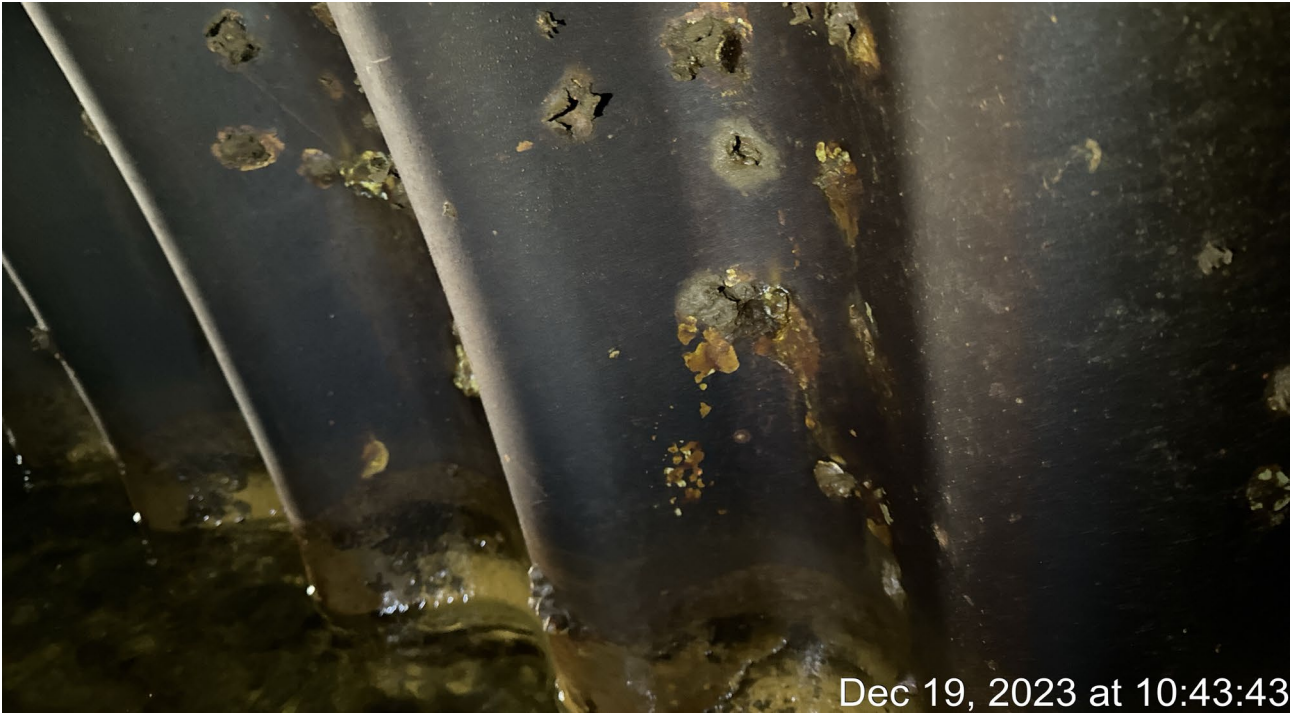


Photo 01: Heavy pitting and holes as observed on a portion of the half-arch culvert sidewalls. JNU staff has advised the Federal Aviation Administration (FAA) of the damage to this culvert, and of the very real possibility that it will need to be repaired or replaced. JNU has subsequently been advised that the work to repair or replace this culvert will **not** be AIP (Airport Improvement Project) eligible.

Safety Area Grading at Runway Shoulder and NAVAIDS: CBJ Contracting has released the RFP document that will be used to obtain proposals from interested design consultants. This RFP calls for proposals to be submitted by April 24, 2024, with a contract award within 120 days. The successful consultant will be required to provide bid-ready construction documents by December 20, 2024, so that the project can be released for bid early in 2025.

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

JNU staff is also coordinating with the Alaska Department of Environmental Conservation (ADEC) which has identified the Loken property as an active contaminated site.

JNU has received a fee proposal from Cox Environmental, in the amount of \$49,609 to complete the ADEC Site Assessment work associated with the purchase of the old Channel Flying/Loken parcel. A contract with Cox Environmental has not yet been executed.

Snow Removal Equipment Building (SREB) Mechanical Commissioning: No change since last report.

JNU staff met with the mechanical engineering team from RESPEC this week to review the current status of the SREB HVAC systems and the next steps to be taken by RESPECT to complete the commissioning work. This work was started at the tail-end of the initial SREB construction project and was subsequently halted because of operating issues with one or more of the HVAC components. Following the recent completion of the ground source loop field pump replacement, the building systems are now all up and running and the system is ready for commissioning.

This commissioning work was to have included the Sand/Chemical Building but cannot proceed because Ground Source Heat Pump GSHP-1 is out of service. JNU staff has asked RESPEC to evaluate the following:

- Is GSHP-1 the right equipment item to provide the primary heat source for the Sand-Chem Building?
- If GSHP-1 is the right equipment item, why does it keep burning up compressors? To date, GSHP-1 has gone through three sets of compressors.

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

Gate K (Crest Street) Culvert at Jordan Creek: SECON has re-mobilized and has resumed work on the redistribution of the streambank material and stream substrate material within the new culvert at Gate K. This work is necessary to bring this installation into compliance with the contract requirements. This work remains incomplete as a punch-list item to the construction contract. Final payment has not yet been made to SECON and will be held pending the completion of the redistribution of the streambank material and stream substrate material within the new culvert.

proHNS Engineers continue to provide limited CA&I services for this project.

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