

MINUTES of  
AIRPORT BOARD MEETING  
December 12, 2024  
6:00 p.m. Alaska Room/ZOOM

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

B. **ROLL CALL:**

Members Present:

Dennis Bedford	Jerry Godkin	Charlie Williams
Jason Custer	Chris Peloso	
Jodi Garza	Eve Soutiere	

Staff/CBJ Present:

Patty Wahto, Airport Manager	Sherri Layne, CBJ Law
Andres Delgado, Airport Sup't	Christopher Storz, CBJ Law
Angelica Lopez-Campos, Bus. Mgr.	Beth Weldon, CBJ Mayor
Ke Mell, Airport Architect	Greg Smith, CBJ Assembly
Miranda McHenry, Admin. Assistant	Mark Fuelle, CBJ Fire Department
Nathan Reddekopp, Airfield Maint.	
Emily Wright, CBJ Law	

Public:

Tami Brown, Public	Sara Lowell, Coastal Helicopters
Wade Hoek, Public	Stephanie Bingham, Public
Karen Brooks, Public	Erica Sjoroos, Alaska Seaplanes
Kristin Hoek, Public	Managers of the Squirrel
Tereza Simonyan, Public	Sean Kveum, Alaska Seaplanes
Jered Gebel, Public	Jennaya Morris, Public
Kent Craford, Alaska Seaplanes	Craig Ohen, Public
Kyllie Ibias, Public	Valerie Hillman, Public
Mark Sabbatini, Juneau Empire	Terra Peters, Flying Squirrel
Molly Fierro, FAA	Hannah Bibb, Public
Max Mertz, Public	Douglas Maller, Public

C. **APPROVAL OF MINUTES:**

1. *Jodi Garza moved to approve the Board minutes from November 14, 2024. The motion passed by unanimous consent.*

D. **APPROVAL OF AGENDA:** *Eve Soutiere moved to approve the agenda. The motion passed by unanimous consent.*

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

- F. **AIRPORT BOARD OFFICERS DISCUSSION:** *Jason Custer moved to suspend the rules for the purpose of electing officers. The motion passed by unanimous consent. Jason Custer moved to appoint Jodi Garza as Chair, if she'll do it. Ms. Garza appreciated the nomination and would accept the nomination if Eve Soutiere does not accept the nomination. The motion failed by unanimous consent. Jodi Garza moved to nominate Eve Soutiere for Chair. The motion passed by unanimous consent. Charlie Williams moved to end the suspension of rules. The motion passed by unanimous consent.*

G. **UNFINISHED BUSINESS:**

2. **Alaska Seaplanes – Flying Squirrel Concession – Federal Aviation Administration (FAA) Compliance Office Determination Letter (Attachment #1).** Acting Chair Dennis Bedford said there will be no Board action or motion taken at this time. Mr. Williams said the Airport is in the middle of a Master Plan update with the Airport Layout Plan. He had an issue with “an ALP [Airport Layout Plan] and Exhibit A update, outside of a project update, requires hiring a consultant for this process. The costs for this process will need to be paid/passing on to the tenant (or concessionaire) since it is specific to the change in land use for this parcel and concession activity.” He asked if it wasn’t the City’s responsibility for the ALP. Airport Manager Patty Wahto said the Airport is in the middle of a Master Plan ALP, Exhibit A and obstruction survey. This will not be done until the end of next year. She noted that Molly Fierro with the FAA was attending via Zoom to summarize her letter and is available for only a short time. Mr. Williams said that part of the ALP has to be updated to allow the Alaska Seaplanes building and the other part is redesignating the area to allow the concessionaire. Ms. Wahto said both have to happen. The building has to be represented on the ALP. The use will change, and it has to be shown on all of the documents. Moving forward, when the Alaska Airlines cargo facility or other cargo facilities have to be on the ALP and then it has to be updated again once it is an as built.

The letter from the FAA is in the packet. Ms. Wahto deferred to Molly Fierro. Ms. Fierro said the FAA has requested an updated Airport Layout Plan to depict the Alaska Seaplanes cargo facility and the mixed-use component for the coffee shop. To be clear, the FAA has no objection to the coffee shop. They are seeking an accurate and updated Layout Plan in accordance with the grant assurances. When the City submitted the request for their consideration of the coffee shop, they took the proposal to the legal staff in Washington, D.C., both to consider the concessionaire issue and the mixed-use issue. FAA Legal made the recommendation for the 90-day timeframe for the ALP update. The FAA will consider a request from the City if it believes there are reasons why an Airport Layout Plan would work better to be achieved later. If such a request is submitted to the FAA, the rationale should be outlined as to why that would better serve the Airport and the flying public at Juneau. The Master Plan may benefit from having a better picture of that Alaska cargo facility on your Airport Layout Plan. She knew there are long-term objectives for far north terminal development. It is currently unclear to the FAA how any connecting concourse of your far north terminal development would mesh with the cargo facility. She

said the ALP update requirement has always been a requirement. Grant Assurance 29 requires the Airport to maintain an updated and current ALP that depicts all of the development on the airport. Typically, they would see development as future on the ALP future sheet. Once the Airport or one of the tenants decides to advance a development, the Airport would come to the FAA for their consideration. As long as it does not conflict with the Airport or with the air space, the FAA would give approval. Once the construction is completed, the ALP would be updated through an as-built process. Mr. Williams asked for forbearance for building the cargo facility. Ms. Wahto said this was done after the fact, because it wasn't so much the building but the request for the coffee shop. This is being done because of the change. Mr. Williams asked the Airport Manager to request an extension of time, and the Manager only consider the cost for the coffee shop be the cost for Alaska Seaplanes, since the addition of the cargo facility is the City's responsibility. Ms. Wahto agreed.

Mr. Custer said he was encouraged by Ms. Fierro's comments that an extension can be sought, and he thought it was totally appropriate for the Airport to do that. If this could be done at the same time as the Master Plan, it would save money and streamline it. Ms. Wahto has requested the cost for adding this to the current consultant, Michael Baker, Inc., for just this piece so it can move forward. This has not been received. Ms. Fierro said this is considered to be a low-cost update and that a six-month extension to accurately depict the footprint of the cargo facility on the ALP was not needed. If this was a significant financial outlay and it made more sense to tie it to the Master Plan, the FAA may be more receptive to that. This is a small update and a probably a small financial investment to get the ALP updated. There may be benefits to the Master Planning efforts to have that footprint depicted on your ALP going into your Master Planning efforts.

Other things to consider is the FAA expects the Airport to treat all aeronautical tenants equitably. If concessions are made for one aeronautical tenant, the FAA's expectation is that the same concession would be made for another aeronautical tenant. She said it would likely not be palatable to the FAA for a significant delay beyond six months. Alaska Seaplanes is likely generating revenue from the coffee shop. For a relatively low expenditure to update that ALP, she felt they should be able to recover the costs just from the coffee shop. The FAA tries not to get into the revenue streams unless they are forced to.

Ms. Soutiere asked if the 90 days would keep running if an extension was requested. Ms. Fierro said the FAA has not taken an aggressive compliance position with this situation. If the Airport requests an extension, the clock will be paused while the expected deliverable for the ALP updates is worked out. Ms. Garza recused herself from the discussion about the Flying Squirrel but had two questions: What happens if the ALP is not complete within 90 days and the extension is not completed? When was the ALP last updated? Ms. Wahto said the last update had to do with intersections and was done in February 2024 and had to do with intersections. There should be an update online. Per legal advice, Ms.

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Soutiere took over as Chair of the meeting. *Jason Custer moved that the Airport request a six-month extension from the FAA.* Mr. Godkin said the Airport is in no man's land here and they need to wait until there is legal advice that say things can be done. There are things that are being discussed that is in documents that is contrary to motions. He objected to the motion. Mr. Williams agreed with requesting the extension. Ms. Layne said there are no more issues to work out between the attorneys. If that involves an extension, the Manager asks for an extension if that is what it takes. If the Board would like the Manager to request an extension, she can request an extension. The FAA has indicated they will make the decision, which is on the FAA.

A five-minute recess was taken.

Ms. Garza recused herself from the vote. *The motion failed on a vote of four to two (Jason Custer and Charlie Williams).*

Chair Soutiere opened up for public comment, limiting testimony to two minutes. Tereza Simonyan, Attorney for Alaska Seaplanes, reiterated an important question: which is what happens if there is non-compliance within the 90-day timeframe that the FAA has required. She said it is great to see a collaborative effort here. It is great to have received the email from the FAA, which is extremely positive and very clear and concise and gives them a very clear roadmap to the conclusion of this matter, which obviously everyone is very interested to see happen. They heard that it went to the FAA headquarters and the legal team put together the letter, which is obvious because of the manner in which it is written. It has distilled some difficult subject into very concise and clear three bullet points as to what is required to be completed in order for Flying Squirrel to move forward. The first requirement is that the rent be adjusted.

Kent Craford, co-owner of Alaska Seaplanes, said he did not share the view that this is a collaborative process. They have been working for some time to get this resolved and they would like to resolve this. They don't want to be doing this any more than you do. Clearly, people who don't want to hear the discussion don't want to resolve it. His question to those who don't want to hear this conversation, what are you afraid of hearing? They got very clear information from the FAA that said the rent needs to be adjusted. Great, they'll adjust the rent. But there was a lot that the Airport Manager read into that letter that isn't there; inferring things that aren't there; processes that aren't even mentioned in that letter. An Airport Layout Plan that is already stale. He showed a picture of a groundbreaking for that building in October '22. Mrs. Wahto is right there in the middle. The Airport Layout Plan should have been updated then as Ms. Fierro told them. Mr. Craford said she said, "The ALP update requirement has always been in place." The Airport Layout Plan should have been updated two years ago and they shouldn't be charging Flying Squirrel to do it now. What is more, they don't need a consultant to do this. It is a simple update and as Ms. Fierro said, it should be inexpensive. Why are you trying to frustrate the resolution of this process. Why are you trying so hard to make this

more complicated than it needs to be? This is very simple. We'd all like to get on with our lives. We'd all like to just get a latte and move on. They are committed to do that. They have devoted tremendous amounts of time and resources to resolving this.

Andy Kline, Alaska Seaplanes, reiterated they are completely wanting to expediate the end of this process as quickly as possible. The FAA laid out incredibly clear directions for them to do that. The FAA asked them for the time and the Airport Manager said they need to build a watch. She invented a procedure that does not need to happen to accommodate for a 10x20 space in a cargo building that is not reflected in the plan that should have been submitted in October of '22 when they had the groundbreaking. They want it expedited and done. They have a lot of work to do that has nothing to do with this and they would like to move forward with supporting a small business in Juneau that is trying to make lattes for people who the public of Juneau loves. That is what they are trying to get done.

Terra Peters, owner of Flying Squirrel, said this is a very small business. It is very new. They opened with plans that had been presented by Alaska Seaplanes and said coffee shop right on it. They were approved by Patty. This whole not being on the plans and unknown that a coffee shop was going to be there is really confusing and it has caused nothing but heartache and disaster. They are not a big profitable business at the moment, and this is financially hurting them.

### **3. Departure Lounge - Americans with Disabilities Act (ADA) Elevator Project:**

Staff is developing a scope for City & Borough of Juneau (CBJ) Contracts to put out a Request for Proposals (RFP) for an architect to conceptually identify possible locations and associated costs for an elevator. Staff estimate that concept design will be less than \$50K. Total design and construction costs will depend on the concept selected, but total cost of the design and installation of an elevator is budgeted at \$2.5M. An elevator serving the Departure Lounge to the 121 Air Carrier apron would facilitate ground boarding for passengers who cannot navigate stairs to board at Gate 6 or at other gates when ground boarding is necessary during maintenance, repairs or out-of-service passenger boarding bridges. The elevator would require a SIDA badge for access and operation. FAA has reviewed the concept and stated that the project would be eligible for Federal funding. The \$50K would be seed money to begin the planning process and get in the queue for an FFY26 project. Staff proposes temporary use of Airport Revolving Account until a grant is received. Ms. Wahto said the seed money is money to start a project before a grant or any other matching funds are received. This is the preliminary pre-planning stage and then the Airport will go for a grant. The grant would reimburse this money. *Jason Custer moved to approve the appropriation of Airport Revolving Account funds not-to-exceed \$50,000 for an architect to conceptually identify possible locations and associated costs for a Departure Lounge Americans with Disability Act elevator, to be reimbursed with future FAA grant funding. The motion passed by unanimous consent.*

H. **NEW BUSINESS:**

4. **JNU Airport Disadvantage Business Enterprise (DBE) Policy** (see link for draft document <https://juneau.org/wp-content/uploads/2024/11/JNU-DBE-Program-DRAFT.pdf>): 49 CFR Part 26 in coordination with FAA Grant Assurances requires that JNU Airport must develop a DBE plan, set goals and report DBE participation for all projects receiving federal funding. As a part of the plan, a Policy Statement regarding DBE must be disseminated to the Airport Board and published online. With the update of JNU's DBE Plan in October 2024, submitted via above link, the Policy Statement (page 4), is referenced for the Airport Board's knowledge. No further action is required as this notification becomes part of the record.

5. **JNU Airport Concession Disadvantage Business Enterprise (ACDBE) Policy** (see link for draft document <https://juneau.org/wp-content/uploads/2024/12/ACDBE-Plan-2024-R2.pdf>): 49 CFR Part 23 in coordination with FAA Grant Assurances requires that JNU Airport must develop an ACDBE plan, set goals and report ACDBE participation for all airport concessions. As a part of the plan, a Policy Statement regarding ACDBE must be disseminated to the Airport Board and published online. With the update of JNU's ACDBE Plan in December 2024, submitted via above link, the Policy Statement (page 4), is referenced for the Airport Board's knowledge. No further action is required as this notification becomes part of the record.

6. **Outgoing Bag Belt Motor and Variable Frequency Drive (VFD) Replacement for T1-04 and T1-17 Conveyors.** The outgoing bag belt was recently replaced using CARES funding for significant sections of the conveyor system. Two conveyors' sections ('T1-04' and 'T1-17') had belt and table (chassis) sections replaced, but the motors and VFD were deleted from the project. Work to replace these motors and VFDs was not done as it was believed they had been replaced recently; they were only rebuilt components and are over 20 years old. They are now in need of replacement. The Airport received a quote from Robson, the same vendor that replaced the outgoing bag belt. The quote for T1-04 and T1-17 motors and VFD is estimated at \$30K (shipping was estimated). The Airport needs to match the conveyor system and is a "No Substitution" in vendor and components (proprietary components). The funding would be provided by the Airport Fund Balance. *Jerry Godkin moved to approve the replacement of the T1-04 and T1-17 outgoing bag belt motors and variable frequency drives at a cost not-to-exceed \$30,000; funding provided by the Airport Fund Balance. The motion passed by unanimous consent.*

7. **Software System for Mandated Safety Management System (SMS).** In 2023, the FAA issued a final rule to mandate the implementation of an SMS to certain categories of airports to improve aviation safety. JNU has a deadline to implement the full program by end of December 2025, and various portions of the SMS phased in before then. A public-facing Hazard Reporting System is one of the components that must be fully

implemented long before the December 2025 deadline. The SMS implementation plan calls for the software plan by January 2025 and be implemented/fine-tuned by April 2025 (this fiscal year), prior to public deployment. JNU staff have met with several vendors that provide this software and support to similarly sized airports across the nation facing this same mandate in a subscription format, with first-year setup costs of approximately \$23K and thereafter \$11K annually (subscription renewal/licensing). While the annual subscription will be accounted for with the budget process, the first year, initial set-up will need to be purchased now to meet compliance. Staff requests the Board approve the additional operational spending authority of \$23,000 for FY25, funding from the Airport Fund Balance, as needed. Ms. Garza asked if this was put into law in 2023 and the Airport knew that it was coming, why wasn't it a part of the budget process. Ms. Wahto said a plan had to be written first. Until it was known what was in the plan, it was not known what the expenditure would be. *Charlie Williams moved to approve the addition of \$23,000 of operational spending authority for a Safety Management System public-facing Hazard Reporting Software System to meet the FAA mandate; and the funding will be through the Airport's Fund Balance. The motion passed on a vote of five to two (Jason Custer and Jodi Garza).* Ms. Garza asked if there were other components of the SMS system that will be implemented in FY25 or part of the budget that should be discussed in a Finance Committee meeting. Andres Delgado, Airport Superintendent, said there would not be further expenditures, just the public-facing component. The rest is training.

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

- a. Coastal Helicopter Light Flights Fundraiser. Coastal Helicopters will sponsor the Annual Christmas Light Flights fundraiser on December 20, 2024, from 4:15 p.m. to 7:30 p.m. People can sign up ahead of time for the slots. She thanked Coastal and everyone for doing this. It takes place in the north end 135 ramp. It is a coordinated effort and is a great project.
- b. FAA Certification Inspection. The inspection took place November 19-21. Two items were corrected immediately and closed out. There were a few other items in the fuel farm regarding some signage and some other things in the Airport Emergency Plan/Certification Manual (AEP/ACM). When the Airport is moving forward and this has to do with a lot of the programs, whenever there is a change, a lot of work, which includes making changes to an ALP or Exhibit A, which are still being done with a consultant, but there are a lot of maps in almost every plan and document that has to be changed every time something is changed. An example was a closed taxiway (Taxiway F-1) which goes to TEMSCO. It has a hole in it, and it cannot be repaired yet as it only goes to one tenant, and they are a helicopter operator. In order to be in compliance, the Airport has to change everything that has this taxiway in it. This could be in the ACM, the Wildlife Hazard Management Program, Security Program, etc. This is more labor intensive than anything. The Airport hopes to get

someone on staff to do this, but in the meantime, all these documents have to be changed. This was the only hiccup with the paperwork. Everything else was in order. The inspection went very well, and she thanked Andres, his crew and ARFF (Aircraft Rescue/Fire Fighting).

c. Transportation Security Administration (TSA) Regulatory Inspection. This audit was long and took about five weeks on and off with TSA. There are a few items listed in the Letter of Correction. A lot of the items are administrative in nature. There are other things that have to be changed, but staff is trying to get a feel for how in depth this is. In order to meet a National Amendment, if a badge had just a middle initial assigned to it, they all have to be changed and reread what is called “RAP Back” (which is related to a security clearance). Every two years, a follow-up is received on every single person listed in the database. If a new alias has been listed, everything has to be changed in the system for that person. When you are dealing with a few thousand badges, this is very time consuming.

d. Snow and Ice Control Plan Priorities. Ms. Wahto brought this before the Board in case they were contacted about snow removal. The Airport has established priorities and does not go outside of that unless there is a medical emergency. The priorities are approved by the FAA and are spelled out in the Certification Manual. Runway is priority, as well as access to the ARFF station so that they can access the runway in case of an emergency. The medivacs are next, and then on to the main ramp. For those flying in the winter, the taxiway is not always done and may necessitate back taxiing. The Airport tries to get to people as they can.

e. Increase in Encampments on Airport Property. Ms. Wahto said the Airport is going to move forward and try to resubmit the request for a waiver to limb the area to the Planning Commission. She thought with the continued encampments and issues in the area, there are things that can be done in addition to the lighting.

f. Airport Staffing. An Airport Board Committee of the Whole meeting will be held tomorrow. The gaps needed for staffing and how to handle the workloads will be discussed. Some of them are a no brainer and will be moved forward. There was a retirement in the terminal staff, a position will be downgraded to a janitorial position.

g. Airport Fund Balance and Capital Revolving Account Balance (Attachment #2). The \$50K has been added to the Capital Revolving Account to reflect the ADA Elevator Project that was approved. No changes have been made on the Fund Balance. The Fund Balance will get updated as the budget process begins.



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

- *Rotary Cost of Parking*: Mr. Custer said he had heard that the charge for Rotary parking was going to double, and they would no longer be able to afford to meet at the Airport. He said the Rotary Club played a role in having the meeting room, fund raising and advocating with the City. He said the club does a lot of good for the community, including the vulnerable populations. He thought this was the type of organization we would want to have around and be a part of the airport community. Mr. Williams said he spoke with Republic Parking about the two gates that have been out of order due to the power outage. They claim that they will have those in order next week. Ms. Wahto said the message was received from Martin Klein, Regional Director for Republic Parking. The club wanted to expand the parking for 2.5 hours because some people stay afterwards and meet. When talking about doubling the fee, it was an adjustment from \$1 to \$2, which has not been adjusted in years.

9. **Airport Projects Report – Ke Mell.** Ke Mell, Airport Architect, asked if anyone had any questions on her report. Mr. Williams said the last bullet on her report was regarding Alaska Seaplanes, which had been on the report for quite a while with no change. As a user delivering products to Alaska Seaplanes cargo building, it is quite difficult to get a large truck in there. He wondered what the process would be to move that forward so that larger trucks can have access to their cargo space. Ms. Mell said this is complicated. The ultimate solution is, as mentioned previously, an upgrade to Shell Simmons and Yandukin. When the parking lots were redone last summer, the Airport had to stop at some point to define the scope of project. Only everything inside of those roads were done in the project. Alaska Seaplanes is on the other side of Shell Simmons. The long-term resolution to the access issue might have something to do with the Shell Simmons/Yandukin project and particularly the early-design stages thereof when such decisions are made.

Ms. Wahto said there are a lot of deliveries at the airport, and they currently use the parking lot in the area out front. Items being delivered to the airport are utilizing the larger area. Alaska Seaplanes customers have the ability to offload ramp-side as long as the company has an AOA permit and driver that is badged for that area. The Airport would push deliveries to those two areas. Ms. Garza asked if Alaska Seaplanes has requested leasing additional area to accommodate having customers to have access to their building? Ms. Wahto said there was discussion that they could lease more and at the time, and it never moved forward. Ms. Wahto said that when she mentioned about pushing out the parking, this would be a temporary thing. The area is prime property for tenants on a fence line. While there could be something temporary as these are all parceled out for future development. She said it would be a temporary solution until something like the long-term Shell Simmons/Yandukin are looked at. If the use of that

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taxi staging area is no longer needed because there is enough on the other side, that is what would be looked at for longer term. The Airport should be preserving the lots for hangars and future buildings that want to go forward.

Ms. Mell updated the Board that on December 9, the Alaska Department of Environmental Conservation (ADEC) approved the site characterization report submitted by Cox Environmental on July 15, 2024. In the letter, ADEC stated “Additional site characterization is required south of JIA-12 and west of CF-12 (which are labels for test wells this spring) to determine the extent of the ground water contamination plume.” Cox Environmental has submitted the budget for the work required. Since the letter was not received from ADEC in time for it to be included in the packet for this meeting, the letter and Cox Environmental’s budget could be included in the Board packet for the January meeting.

Mr. Godkin asked staff to share the important dates for the Master Planning process. Ms. Mell said Michael Baker International visited JNU on December 4-5. They met with JNU staff and members of the Technical Advisory Committee (TAC), toured the facilities and laid the groundwork for their work over the next year. With regard to the schedule, a tentative schedule was shared with the TAC. She expects a revised schedule from Michael Baker. The process will take about one year. They have begun work now and they need to have construction survey information, which cannot be done until spring. That will have to be digested and processed, which will take the project into the fall. The final Master Plan update meeting will occur in the fall. When these dates are finalized, she will distribute them.

Mr. Bedford asked if the property owned by Craig and Aral Loken had been sold. Ms. Mell replied this is still a property that is not owned by the Airport and the FAA wants the Airport to purchase the property. Ms. Wahto said that Coastal had purchased the property.

**10. Airport Projects Report – Mike Greene.** Ms. Wahto reported a meeting was held with RESPEC about the air balancing system for the *Terminal Reconstruction Project*. They are instructing Dawson and Schmolck to proceed with the air balancing work. They know they can balance this without the system. They are now looking at doing this in February. Terminal maintenance is bleeding out the system so it should be ready. Another compressor has been ordered for Heat Pump 1. They are trying to get everything online so they can balance that and get that piece over with. There are a few other items, but this is the big piece.

*Rehabilitate Part 121/135 Apron & Remain Overnight (RON) Parking Apron Project* is on winter shut down. There is just a small section of that to do.

Work is being set up to do the rest of the survey work for the *Runway Shoulder Grading and NAVAIDS Area Project*. Staff is working with the FAA on this as well.

Ms. Wahto said that Mike has been working on organizing a lot of the old records and finding lost treasures, which staff is trying to digitalize. Some very interesting documents have been found.

**I. CORRESPONDENCE:**

**11. Kathleen Porterfield Email re: Parking (Attachment #3)** Mr. Bedford asked if the numbers of vehicles in the parking lots had decreased now that everyone has to pay. Ms. Wahto said she had no updates. This will be looked at as part of the budget process. Mr. Bedford said he had seen a lot more empty spots in the short-term than there had been a month or two ago. Mr. Godkin said the inside pay station is not where the ebb and flow of people is. Ms. Wahto said this was discussed with Republic. There is also a presence of people for Republic Parking directly across from the baggage claim area. The call button should be working now, as well.

**J. COMMITTEE REPORTS:**

**12. Finance Committee:** Chair Jason Custer had no report. He noted there are meetings scheduled in January and February, and everyone is welcome to attend.

**13. Operations Committee:** Chair Dennis Bedford had no updates.

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

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

**M. BOARD MEMBER COMMENTS:**

Dennis Bedford said he was the Board liaison on the Alaska Seaplanes project, and he had no knowledge of the coffee shop until it was built. He said it is incumbent on the Seaplanes architect to dot the eyes and cross the tees. Airport staff should not be beat up on this. If you build a house, it is up to you to see that you meet code.

Jerry Godkin said that a gentleman on Zoom made some comments. He said he was not taking exception to it, but he said he was a small businessman (retired), and he supports small business. His granddaughter works for the Flying Squirrel, and he fully supports it and supports the owner that owns it. It is just that in his short time on the Board, when he read Ms. Layne's comments, it basically put the onus back onto Seaplanes and the Flying Squirrel as he read it if they want to get with it in this 90 days. He shared that if the Airport can help out and ask for an extension, but it was said that they need to request more time. He didn't think anyone was against Flying Squirrel, certainly not him. He supports it as long as the Airport doesn't jeopardize the grant assurances and everything about this airport, he wants to see it happen.

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Dennis Bedford said there was a meeting three months ago. He thought everyone is all for it, the process just needs to be followed to get it done.

Jason Custer asked everyone to use his personal email for Airport correspondence as his Airport email has been nonfunctional. He wanted to get it on the record as it has not been working since the beginning of October. He hasn't been able to get access to it. He's waiting for a new password. He will not be able to attend tomorrow's meeting. Ms. Soutiere said she is in a similar situation and perhaps they could go downtown together and get everything sorted. Mr. Godkin said he had a similar situation. The City changed how they do emails since he departed. He went downtown and a nice lady welcomed him and worked with him to get him hooked up for both his phone and laptop. It only took 15 minutes. Mr. Williams said he receives about half of his emails. He may not know about an email until someone responds to all. He said it is a wonky system.

Eve Soutiere will be attending via Zoom in January.

N. **ANNOUNCEMENTS:** None.

O. **NEXT MEETING DATE:**

Committee of the Whole meeting to discuss staffing will be held on December 13, 2024, at 9:00 a.m. in the Alaska Room/Zoom.

The next regular Airport Board meeting will be held on January 9, 2025, at 6:00 p.m. in the Alaska Room and via Zoom.

P. **EXECUTIVE SESSION:** None.

Q. **ADJOURN:** *Jodi Garza moved to adjourn. The motion passed by unanimous consent and the meeting adjourned at 7:50 p.m.*

# ATTACHMENT #1



U.S. Department  
of Transportation  
Federal Aviation  
Administration

Alaskan Region  
Airports Division (AAL-600)  
222 W. 7th Avenue #14  
Anchorage, AK 99513-7587

December 3, 2024

Ms. Patty Wahto, Airport Manager  
Juneau International Airport  
1873 Shell Simmons Dr., Ste. 200  
Juneau, AK 99801

Dear Ms. Wahto,

This letter is in response to your October 2, 2024, request for approval of a coffee shop currently operating at your airport. The Federal Aviation Administration (FAA) does not object to the proposed non-aeronautical use of airport property if the non-aeronautical use is included as an amendment to the tenant's authorized uses under the airport lease between Juneau International Airport and Kalinin Facilities, LLC, and the following conditions are met:

- The tenant using and/or subleasing the property for non-aeronautical purposes will be required to pay no less than fair market value rent to the Airport Sponsor as required under Grant Assurance 25;
- The increased non-aeronautical use rate shall be charged effective the date of the installation of the coffee shop within the Alaska Seaplanes cargo facility; and
- The Airport Sponsor expressly agrees to update its Airport Layout Plan, and revise its Exhibit A, within 90 days of the date of this letter to depict the completed mixed-use facility by forwarding digital copies of these documents to the FAA Airports Division, Alaskan Region (AAL-600) for review and approval.

The FAA Airports Division, Alaskan Region will not issue a letter of approval/consent as the FAA does not issue approvals or consent to concessions in the terminal building. Per 49 CFR section 23.3, a concession is defined as:

A business, located on an airport subject to this part, that is engaged in the sale of consumer goods or services to the traveling public under an agreement with the recipient, another concessionaire, or the owner or lessee of a terminal, if other than the recipient... A concession may be operated under various types of agreements, including but not limited to the following: (i) Leases; (ii) Subleases; (iii) Permits; (iv) Contracts or subcontracts; or (v) Other instruments or arrangements.

The inclusion of the Alaska Seaplanes hangar as part of the terminal is supported by the language in the Airport Lease that includes "Accommodation of New Entrant Air Carriers" which is a requirement for competition plans for airports receiving federal grants. This is also covered under Grant Assurance 22 – Economic Nondiscrimination. Also please refer to 49 CFR section 23.75.

## ATTACHMENT #1

The FAA Office of Civil Rights concurs with our definition of the coffee shop as a concession so it will have to meet their requirements as well, specifically Grant Assurance 30 – Civil Rights, and Grant Assurance 37 – Disadvantaged Business Enterprises. If you have any questions, please contact me at 907-271-5439.

Sincerely,

**MOLLY C FIERRO**

Digitally signed by MOLLY C  
FIERRO  
Date: 2024.12.03 10:55:11 -09'00'

Molly Fierro  
Compliance Program Lead  
Alaskan Region Airports Division  
Federal Aviation Administration

## Available Fund Balance Summary

**Airport Fund**

Last Update: 4/5/2024

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

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

**ATTACHMENT #2**  
**AIRPORT CAPITAL REVOLVING ACCOUNTS (combined)**

Date	CIP Revolving Balance*	Reimbursed Amount (+)	Forward Fund Amount (-) anticipate reimbursement	Encumbered Amount (-) permanent/ <u>no</u> reimbursement	Description
	<b>\$819,788</b>	-	-	-	<b>BUDGET</b>
Apr-19			(\$477,000)	**	NO LONGER REQ. Termnl Recon
Jan-21			(\$50,000)		Property Acquisition Frwd Fund Specialist
Jun-24		\$25,000	(\$25,000)		RSA Shoulder Grading Design
			(\$5,000)		ARFF Truck
			(\$26,427)		Master Plan Update
			(\$50,000)		SIDA ADA Elevator
	<b>\$211,361</b>				<b>AVAILABLE BUDGET</b> on 560010101-3990 to forward fund Projects

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

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



### **ATTACHMENT #3**

From: Kathleen Porterfield  
Sent: Wednesday, November 13, 2024 10:40 AM  
To: Airport Board <airportboard@juneau.org>  
Subject: Juneau Airport parking

EXTERNAL E-MAIL: BE CAUTIOUS WHEN OPENING FILES OR FOLLOWING LINKS

Hello,  
I'm writing about the parking at the Juneau International Airport.

On 10/18 I arrived to the airport an hour before my flight, planning to park in long-term parking for my 5 day trip. When I arrived, the long term parking lot was full, Mike's Airport Express was also full, and there was nowhere else to safely and legally park other than in short term parking. I ended up paying \$225 for parking instead of the anticipated \$80 parking.

In talking with Republic Parking, I understand that CBJ has lost money in the past from people not paying for parking, that there are plans in the future for a parking garage, and that there is a strict policy of paying for where you park, due to all the lost revenue of others not paying. I feel that this policy punishes those people who are ready to pay for parking but get stuck with much higher fees due to limited parking, and then have to pay for the dishonest actions of others who didn't pay in the past. When I called the office manager's office, the woman I spoke to said that even she doesn't ever park at the airport, she always gets a ride in case the parking lot is full. Is that what all travelers are expected to do, to get a ride to the airport and bypass parking? In the future I will do the same, and will certainly never park at the Juneau airport again for a multi day trip due to the possibility of being charged an exorbitant parking fee.

Due to limited parking at the airport and outside of the airport, the right thing for the airport to do is to charge the long term parking rate in short term whenever the long term parking lot is full. If the board agrees, I appreciate receiving a prorated refund.

Thank you for your time in reading,  
Kathleen Porterfield