

MINUTES of  
AIRPORT BOARD MEETING  
June 13, 2024  
6:00 p.m. Alaska Room/ZOOM

A. **CALL TO ORDER:** Chair Al Clough called the meeting to order at 6:00 p.m.

B. **ROLL CALL:**

Members Present:

Dennis Bedford  
Al Clough  
Jason Custer

Jodi Garza  
Chris Peloso  
Eve Soutiere

Dan Spencer

Staff/CBJ Present:

Patty Wahto, Airport Manager  
Paul Khera, Deputy Airport Manager  
Angelica Lopez-Campos, Bus. Mgr.  
Ke Mell, Airport Architect

Mike Greene, Airport Project Mgr.  
Sherri Layne, CBJ Law  
Ed Quinto, CBJ Fire Department  
Brandon Bagwell, CBJ Fire Dept.

Public:

Aral Loken, Tenant  
Craig Loken, Tenant  
Laurie Craig, Public

Andy Kline, Alaska Seaplanes  
Kyle Schweissing, AK Airmen's

C. **APPROVAL OF MINUTES:**

1. *Chris Peloso moved to approve the May 9, 2024, Airport Board minutes. The motion passed by unanimous consent.*

D. **APPROVAL OF AGENDA:** Airport Manager Patty Wahto asked Chief Quinto to introduce the new ARFF (Aircraft Rescue/Fire Fighting) Manager Brandon Bagwell following Public Participation on Non-Agenda Items. *The agenda was approved.*

E. **PUBLIC PARTICIPATION ON NON-AGENDA ITEMS:** Kyle Schweissing, Alaska Airmen's Association, said he is proposing a Juneau Aviation Trade Show in April 2025. He was proposing with the Alaska Airmen's Association, that the Board host a Juneau Aviation Trade Show in April 2025. He felt it was a good opportunity for the Board, Airport and the community to get in touch with each other and learn a lot more about aviation. He is a pilot with Guardian Flight Alaska. He has worked with Guardian Flight Alaska, Airlift Northwest and the National Guard to try to set up a trade show for next April depending on the recommendations of this Board. It is a static display only that gives the opportunity for all operators on the airfield to show off what they do to the public and give the public a chance to attend and ask questions. It will also give kids a chance to understand what goes into aviation and what kind of career opportunities are available to them at this airport. There are a lot of jobs associated with this airport. He thought that as

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a general community member and aviation lover that it would be a great idea for the Board to look into. He has a four-page email with the information. One of the main hurdles is looking at insurance. He has worked with the City's Risk Assessment Department and the Alaska Airmen's Association to have the Alaska Airmen's Association provide event insurance, which is a big hurdle. He thought if it was held in late April, it would be a chance for all of the operators to have all of their employees here and set up for the season but to not be quite busy yet. He was asking the Board to sponsor the event in terms of the Board helping him in coordinating the event. In particular, coordinating with Aero Services and their use of that area. He proposed it would take place near the three hangars: commonly known as medivac alley. He is also asking the Board to help him work with the City on their risk insurance requirements and all the other things to get the event off of the ground. He is open to any and all suggestions. It doesn't have to happen next year, but he would like to see something like this take off of the ground as an annual event. Chair Clough said staff could review the proposal to see if it is something that can be done.

**ARFF UPDATES/INTRODUCTION OF NEW ARFF MANAGER:** Chief Ed Quinto, Capital City Fire Rescue (CCFR), said the leased ARFF truck, currently called A-2, from Palmer is in service. He gave big kudos to Justin Swick, Airport Mechanic, who helped while their mechanic was out of town. They are keeping the drivers to a minimum for this vehicle as it is a leased vehicle. A-3 currently has a broken spring, and it will not be available until June 18. It will be shipped as soon as possible, and then they will have to find a company to install it.

Chief Quinto introduced his counterpart from Memphis – Brandon Bagwell is now the ARFF Manager for Capital City Fire Rescue and will be replacing some of his duties. This was optimal because as of July 31, Chief Quinto will be retired. Mr. Bagwell said this is an entirely new position and they are figuring out roles/responsibilities. He is originally from Memphis, spent 18 years with FedEx Fire Service at the world hub and the last three years were spent at Reno/Tahoe International and worked for the RTAA. He had an opportunity to work with ARFF in a small backup field up north of Memphis city limits, but they also did runway inspections and serviced the USDA Division permit. He has been around the industry for 20 years and looks forward to the opportunity to do the best he can for them. Chair Clough welcomed Mr. Bagwell aboard. He congratulated Chief Quinto on his retirement. He will be missed. Ms. Wahto said Chief Quinto was the longest-term employee at 44 years of service. She wished him a happy retirement.

### F. **UNFINISHED BUSINESS:**

Ms. Wahto said that the following are a lot of housekeeping items that need to occur between accounts to shift things around when it comes to local funds, but there are also some appropriations that need to be done to make projects whole.

2. **Float Pond Access Road.** There are a number of motions that have to do with the Float Pond Access Road Phase II.

a. **Grant Amendment.** Ms. Wahto said this is to increase the FAA (Federal Aviation Administration) grant by \$36,712.44. These were eligible expenses to make the project whole, and it already has the local match. *Dan Spencer moved to approve the FAA grant amendment in the amount of \$36,712.44 for Float Pond Access Road Project (AIP 93) and forward on to the Assembly for final appropriation. The motion passed by unanimous consent.*

b. **Transfers of Airport Capital Revolving Match Funds.** This is a transfer of capital revolving match funds. The Board transferred \$148K from the capital revolving account into this project until some of the funds from FAA could be reimbursed. Most of this (\$123K) will be transferred back to the capital revolving account. Then because the Airport is starting up new projects, \$25K will be transferred from this project to the Runway Safety Area Shoulder Grading Design as match. *Eve Soutiere moved to approve the transfer of \$123,000 from the Float Pond Access Road Project back to the Airport Capital Revolving account and transfer \$25,000 from the Float Pond Access Road Project to the Runway Safety Area (RSA) Shoulder Grading Design Project. The motion passed by unanimous consent.*

c. **Transfers of Airport Fund Balance Funds for AIP-Ineligible Costs of the Float Pond Access Road Project.** The Airport has \$59,761.34 in AIP (Airport Improvement Program) ineligible costs for this project. The Board and the Assembly appropriated \$600K for the Gate K Culvert as a separate issue of Airport funds (CARES operating costs) for work toward the PFAS (per- and polyfluoroalkyl substances) work. As it turned out, only \$173K of that was used. A balance of \$423,460 is leftover that can now be transferred to other projects as a match. This will set up the next few transfers. This transfer will cover AIP ineligible expenses of \$59,761.34 that comes from the Airport funds from Gate K to the project ineligible costs. *Dennis Bedford moved to approve the transfer of \$59,761.34 from the Gate K Culvert Project-Airport Fund Balance to the Float Pond Access Road Project.* Board Member Jodi Garza said just to be clear with what is being done with the money. These were CARES Act funds that were drawn down for the use of the Gate K Culvert that were in excess of the project that are now being repurposed for the Float Pond Access Road Project. Ms. Wahto said that is correct. They passed as Airport funds which is the same as the CARES money for this purpose. It was put in as Airport funds, but it is being repurposed. When asked about ineligible costs, Project Manager Mike Green said ineligible costs were modifications that the FAA deemed ineligible, which is anything that will correct something within the design documents which makes an improvement or modification. Modifications must be based on certain criteria. If a site condition is different, this would be AIP eligible. But during construction, something is shifted over, this is not AIP eligible, specifically if it should have been addressed in the design documents. Staff tries to avoid this at all

costs. Chair Clough asked that Mr. Greene provide a report to the Board of the ineligible items on this project. *The motion passed by unanimous consent.*

**d. Transfer of Sales Tax Match Funds from the Float Pond Access Road Project.** There was \$251K appropriated from Sales Tax for some local match, but there is still \$40,564.80 remaining out there. Staff wants to repurpose that because those Sales Tax Match dollars can be put in other places and the Airport can keep using it. There will probably be other transfers in the future because whenever money can come from a different source for that money for the local match, the Sales Tax and other things have a wider range of use. This transfers the \$40,564.80 out of the Float Pond Access Road Project to the ARFF Truck Acquisition for the local match. *Chris Peloso moved to approve the transfer of \$40,564.80 of sales tax from the Float Pond Access Road Project to the ARFF Truck Acquisition Project.* This is part of \$3M of general match funds to be used how the Airport saw fit on any of the capital projects. This stemmed a few years back from the City wanting to help the Airport when the State cancelled their match (3 1/8 to the Airport's 3 1/8 match). The Airport now has to pay the 6.25% match. There was about \$35K left, however, as this project is being looked at, there is a possibility of getting more back by applying PFCs (Passenger Facility Charge). *The motion passed by unanimous consent.*

**3. Snow Removal Equipment Building (SREB) Project Local Match PFC Appropriation.** The Snow Removal Equipment Building had PFC matches associated with it with PFC 9. \$72,750 has been appropriated. This PFC 9 application had a lot of different projects in it, with the biggest one as the Terminal Bond Revenue Interest. So that is being paid off as it is due, as well as pay offs for other projects. The collection has been slow because of COVID. There is \$170K that needs to go into this project as approved by the FAA for PFC use. *Jodi Garza moved to approve the appropriation of \$170,660.41 of PFCs to the Snow Removal Equipment Building Project and forward to the Assembly for final appropriation.* *The motion passed by unanimous consent.*

**4. Taxiway Rehabilitation Local Match Transfers.**

**a. Transfer of Sales Tax Match Funds for the Taxiway Rehabilitation Project.** There was Sales Tax appropriated to this project. Staff would like to transfer \$24,963 from the Taxiway Project to the ARFF Truck Acquisition local match. It does need an additional match to get the truck and set up as a CIP. *Jason Custer moved to approve the transfer of \$24,962.99 of sales tax from the Taxiway Rehabilitation Project to the ARFF Truck Acquisition Project.* *The motion passed by unanimous consent.*

**b. Transfers of Airport Fund Balance Funds for AIP-Ineligible Costs for the Taxiway Rehabilitation Project (Aerial Map Photography).** This is a transfer of Airport Funds from the Gate K Culvert for AIP ineligible costs associated with the Taxiway Rehabilitation, specifically aerial mapping. The FAA will not pay for aerial

mapping associated with getting some updated drawings. The Airport is repurposing those funds to pay for ineligible costs, which equates to a little under \$45K. *Dan Spencer moved to approve the transfer of \$41,493.28 from the Gate K Culvert Project-Airport Fund Balance to the Taxiway Rehabilitation Project. The motion passed by unanimous consent.*

**5. Ramp Improvement and Remain Overnight (RON) Project.** This is the current Ramp Improvement and Remain Overnight Area. There is currently \$312,500 in CARES/Airport funds that were appropriated for this project as part of the local match. The mechanism for Finance to do this is it has to go through the Airport Fund Balance, not just through a grant. Therefore, there are a few steps that have to be taken. The first step is done in house as a line-item transfer from CARES grant out of the CIP, which has already been drawn down for operations. The next two steps to make the project whole are appropriating the match now of \$222,065.75 from the Airport Balance Fund to the project and then the remaining balance of the \$90,424.25 needs to be transferred from the Gate K Culvert Project. *Eve Soutiere moved to approve the appropriation of \$222,065.75 of Airport Fund Balance to the Ramp Improvement and RON Project and forward to the Assembly for final appropriation. The motion passed by unanimous consent. Dennis Bedford moved to approve the transfer of \$90,434.25 from the Gate K Culvert Project-Airport Fund Balance to the Ramp Improvement and RON Project. The motion passed by unanimous consent.*

**6. Bag Belt Replacement.** This was a separate CARES project grant for the replacement of the Bag Belt. Staff reduced some of the time on that project and put it back into operations through the CARES grant. This needs to be made part of the CIP and bring it back over. By doing that, a transfer of \$42,943.39 from the Gate K Culvert to pay for those within the CIP grant instead of leaving it in operations. The mechanism for that is to do it from any one of these, but it happened to be Gate K, which is easier to clean up since it is a drawn down. *Chris Peloso moved to approve the transfer of \$42,943.39 from the Gate K Culvert Project-Airport Fund Balance to the Bag Belt Replacement Project. The motion passed by unanimous consent.*

**7. Parking Lots Rehabilitation.** Staff time and a few ineligible items were backed out on the project so that it could be captured through the regular CARES funding paying for Airport Operations budget. *Jodi Garza moved to approve the transfer of \$187,674.72 from the Gate K Culvert Project-Airport Fund Balance to the Parking Lots Rehabilitation Project. The motion passed by unanimous consent.*

**8. Airport Furniture Acquisition Project.** Staff reduced the grant by a little over \$1,100. The Board had approved \$450K for this project and it was spent. It was reduced by \$1,100 and put into the operations. They want it put back into the CIP and draw down some additional CARES through the Gate K Culvert. *Jason Custer moved to approve the*

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*transfer of \$1,153.66 from the Gate K Culvert Project-Airport Fund Balance to the Airport Furniture Acquisition Project. The motion passed by unanimous consent.*

**9. Gate K Culvert Project.** There is no action for this as it was done throughout the previous motions.

**10. Airport Master Plan Update.** This is a new project that requires some start-up funding that will translate into match funds when the FAA grant is received. The Airport would like to appropriate \$34,367 in Sales Tax Funds to this project for match start-up. More funds will probably be needed, but this will get the project started. Before the next PFC is started, perhaps within the next year, the Airport can always apply retroactively for PFCs and transfer the Sales Tax out to continue using them. *Dan Spencer moved to approve the appropriation of \$34,367 in Sales Tax funds for Airport Master Plan Update local match.* This is a 10-year update to the Master Plan. There are a couple of things that need to be done. The FAA stated one of the things that wasn't on was 1) an update for the data (Exhibit A), which is straight-forward; 2) to look at the continuation of lengthening the runway into the channel that would be based on larger aircraft but the continuation of the additional MALSR (Medium Intensity Approach Light System with Runway Alignment Indicator Lights) system; and 3) Master Plan updates. Things are moving forward, but plans need to be made for lengthening the runway for larger aircraft. As far as the percentage the Airport costs, the project was anticipated to be \$400K to \$500K. The Airport will go into negotiations for the contract. The Airport's percentage will be 6.25% match. The RFP will be circulated to the Board. *The motion passed by unanimous consent.*

Chair Clough thanked Patty and staff for all of the efforts for the cleanup. He knew it was a balancing act of trying to put the money where it gets the most good for the Airport, especially the portable monies like Sales Tax.

Board Member Dan Spencer asked if it was possible to run these through a Finance Committee meeting. Ms. Wahto said all of these were cleanup, especially with the CARES funds, which was the driving force to get it done this year. Hopefully you won't see this many transfers and, in the future, they will trickle in. This was a lot of transfers with a lot of the CARES money. Staff knew this was coming, but they were working with Finance to get the exact numbers. By the time the spreadsheets upon spreadsheets, she and Angelica spent five and a half hours going through them to make sense of it. This was being pushed so that it could get to the Assembly by the 17<sup>th</sup> with all the transfers because of the CARES money. Normally there would be enough time, but not in this case.

### G. NEW BUSINESS:

**11. Airport Board Bylaws (Attachment #1).** The Airport Board Bylaws have not been updated since 2017. Changes noted were made by staff and the Law Department. This is

for the Board's review. If there are changes, please get them to staff to bring back for the July meeting for adoption. It will have to go to the Assembly for adoption.

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

a. Medium Intensity Approach Lighting System with Runway Alignment Indicator Lights (MALSR) Update on Congressional Language. After years of working on this Congressional language (which added one sentence) with the DC Lobbyist and Congressional delegation, the language has been included and passed by Congress. The sentence allows the Airport to move forward with the remaining MALSRs using AIP money or BIL money and transfer ownership and maintenance to the FAA. The MALSR on Runway 26 is currently owned and operated by the FAA. This was installed from a \$1M grant from Senator Murkowski's office years ago. This allows the Airport to complete the system and turn it over. Design work will begin next year.

b. Increase in Encampments on Airport Property. The Airport is seeing a plethora of encampments everywhere, not just at the Airport. The Airport has to do its due diligence to get the camping and the folks that are in the greenbelt area moved to keep it safe for everyone. This is occurring basically daily. The Assembly has given the Airport \$150K for lighting, which has been moved to Ke Mell's desk to make it visible in the dark.

c. Aviation Worker Screening and Litigation Update. The summary provided in the report came from the Airports Council International/North America (ACI/NA). While the stay was not approved, the litigation will continue forward to argue the point of the whole national amendment. In the meantime, random screening is continuing to as TSA (Transportation Security Administration) calls it "informed compliance". Hiccups continue to be found with people going through the checkpoint. If a contractor has access through the Bagwell, but during screening, they have to go through the checkpoint to get screened and they can't scan in there because they don't have access to the Departure Lounge.

d. Facilities Inspection for Occupational Safety and Health. Alaska Occupational Safety and Health for Alaska have been doing City-wide inspections. The Airport has been proactive in reaching out to the City Risk Management department and worked with them to get a pre-inspection. There are things that will be cleaned up due to this inspection. Bobby Dilg from the Terminal Maintenance is doing the same thing.

e. Request for Taxi/Ground Transportation Extended Canopy. One of the larger taxi operators has requested a larger shelter installation as the current one can only hold four passengers and bags. The other 25-30 people are out in the weather. This

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has been turned over to Ke Mell to review. It will be brought back to the Board as a project.

f. Parking Lot Concession Equipment Upgrades. Republic Parking has told staff that the gates and automatic pay station installation is delayed once again. They have met with the supplier, and it will be a little later than July for installation.

g. Airport Fund Balance and Capital Revolving Account Balance (Attachment #2). The update to the Capital Revolving Account shows the updates. There was no change to the Fund Balance.

**13. Airport Projects Report – Ke Mell.** Ke Mell, Airport Architect, reported that Mike Greene handed off the Mendenhall Riverbank Stabilization project to her. She was not yet up to speed on it. Ms. Wahto reported that the design plans by proHNS have been submitted with the estimated cost to the State. The next steps are taking place.

Jordan Creek Greenbelt Lighting: The \$150K appropriated by the CBJ Assembly appears to be the right order of magnitude to do something, but it will likely not be pretty. She has had a couple of conversations with Darrell Wetherall with AEL&P (Alaska Electric Light and Power) because the beginning of any exterior lighting project is how to get power there. AEL&P has programs that might be helpful with the distribution of costs, i.e., up-front costs versus a monthly usage cost to pay for the electricity. It is fairly complicated.

Taxi/Ground Transportation Extended Canopy: Ms. Mell noted this could be quite expensive. Exterior canopies that are exposed to wind uplift have to be structurally designed to meet the wind loads. Another option might be to buy more of the bus shelters similar to what the Airport has.

Masterplan Update: JNU received one proposal on June 7 from Michael Baker International. The first meeting is scheduled for June 17 to discuss the details of their scope of work. After this meeting, they will give the Airport their fee proposal and negotiations will begin.

Gate 5 Passenger Boarding Bridge (PBB) Replacement: Part of the plan for Gate 5 PBB is the Airport had to have the Gate 6 Remain Over Night Area fully functional, which it is. The fixed walkway, columns, and rotunda have been delivered to JNU and are currently staged in the Northeast Development Area (NEDA). The moveable portion of the PBB is on the barge and will be delivered on June 19.

Before Gate 5 PBB can be installed, Secon must pave Gate 4, so that Alaska Airlines can park short at that location and ground board. Alaska Airlines is currently using Gate 5 to park an airplane and ground board. If both Gates 4 and 5 are unavailable, there are not



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enough gates (four are needed) to accommodate all the aircraft that must park overnight. Secon's paving at Gate 4 has been delayed, and is currently scheduled for June 18 through June 20, followed by striping on June 21.

This afternoon—in response to Secon's paving schedule--Dawson provided a tentative updated schedule:

“22nd – Mobilize to site, set up temp barricades, spot (locate on site) first flat of equipment, and locate the crane.

23rd – No work

24th, 25th, 26th – Install columns, Rotunda, walkway, PBB and large ancillary equipment.

27th – Demobilize crane and continue PBB ancillary equipment install. (Crane demobilization could be on the 26th if install is smooth.)

28th, 29th - Continue ancillary equipment install and electrical work.

30th – No work

1st-3rd – Finish electrical and mechanical scope, preliminary PBB testing.

4th-7th – Holiday weekend, may have skeleton crew onsite.

8th, 9th – Commissioning and training

This schedule is contingent as Secon cannot pave in heavy rain and Dawson's crane cannot set PBB components in winds over 15 miles per hour.

**14. Airport Projects Report – Mike Greene.** Mike Greene, Project Manager, reported the Terminal Reconstruction Project has the glass guardrail in place and it is very stout. The remaining work is touchup paint and minor trim work, the second stairwell is now in place and useable. People can now look through that space as it was intended, and it looks really good. Staff has a revised proposal from Dawson Construction for the Ground Source Loop Field Replacement for \$60K, which is significantly less than the original amount of \$400K. The project has been done mostly in-house. The current proposal is for a 24/7 filtration system that as the glycol comes out of the loop field, it goes through the filter, into the building, and back to the loop field, where the system is constantly being cleaned. Methanol will be added to get it back up to 15% and rust inhibitors will be added. This will mean that the system is clean and no longer being contaminated. Mr. Greene said this is moving forward, which will get the project closer to the point where the entire building can be tested and balanced. Ms. Wahto said this is where the contingency money and local funds will be used, which have already been approved and appropriated.

Rehabilitate Part 121/135 Apron & Remain Overnight (RON) Parking Apron.

Coordination continues with Alaska Airlines and Delta Air Lines. Alaska and Roger Hickel Contracting are responsible for the Gate 4 and Gate 3 replacement. Secon is the contractor for both projects, which makes coordination much easier. They have decided

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to move forward with the Gate 4 replacement, which will start tomorrow. This was agreed to as Gate 4 was already down and unusable. They think they can get in and set the two parts of the PBB and Dawson only had to be pushed back a couple of days to make that happen. Secon is going to pave the Gate 4 area next week, which is weather dependent. Two cranes are standing by to do the PBB installations. Procedures are in place for the crane usage. Coordination continues with stakeholders and tenants. Starting next week, Secon will head into the Part 135 area. Secon has already removed some tiedowns, which were originally numbered at 50+, but are actually 124 that were hiding under the asphalt. This will be a changed condition and submitted to the FAA to see if they will allow the City to pay more for that.

H. **CORRESPONDENCE:** None.

I. **COMMITTEE REPORTS:**

15. **Finance Committee:** None. Committee Chair Jodi Garza would like to have a Finance Committee meeting in the next month.

16. **Operations Committee:** None.

J. **ASSEMBLY LIAISON COMMENTS:** None.

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

L. **BOARD MEMBER COMMENTS:**

Jodi Garza asked about the soap in the downstairs restrooms in jugs instead of the dispensers. Mr. Greene said the soap dispensers would pump themselves dry because they were sensor activated and when anyone came into the room, they would get a four-gun salute with soap. Ms. Wahto will follow-up with staff to get them changed.

Jason Custer said that in discussing the Bylaws the City Attorney said that the 2017 version was never approved by the CBJ. He said when this comes back, he wanted to see the affected Bylaws are if the ones before the Board were not the ones that were actually adopted by the Assembly. That means they are actually making a whole lot more changes than in the draft. Ms. Layne said the changes reflected in the Bylaws were similar to those made in 2017. Mr. Custer said he wanted to look at the current affected Bylaws and then seeing the changes to them. The one tonight was dated 2017, but the CBJ Attorney made a comment that the Assembly never approved the 2017 updates to the Bylaws. Ms. Wahto said that the change was taken from the 2004 Assembly approved Bylaws. There were just a few changes made in 2017 that were not approved by the Assembly. Things like the nights the Airport Board would meet, which got changed to Thursday. Otherwise, the changes noted were from both 2017 and now. Staff will forward the 2004 Bylaws to the Board.

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M.     **ANNOUNCEMENTS:** None.

N.     **NEXT MEETING DATE:** The next regular Airport Board meeting will be held on July 11, at 6:00 p.m. in the Alaska Room and via Zoom.

O.     **EXECUTIVE SESSION:** *Eve Soutiere moved the Airport Board go into executive session to discuss a subject that may tend to prejudice the reputation and character of the Airport Manager, provided the Airport Manager may request a public discussion. The Board went into executive session at 7:53 p.m.*

The Board came out of executive session after discussing various management topics as part of the annual evaluation with the Airport Manager at 9:06 p.m.

P.     **ADJOURN:** *Dan Spencer moved to adjourn the meeting. The motion passed by unanimous consent and the meeting adjourned at 9:06 p.m.*

## ATTACHMENT #1

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

### ARTICLE I - NAME

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

### ARTICLE II - PURPOSE

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

### ARTICLE III - MEMBERSHIP

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

### ARTICLE IV - MEETINGS

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

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## ATTACHMENT #1

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

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

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

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

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

## ARTICLE V – CONFLICT OF INTEREST

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

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## ARTICLE VI - OFFICERS

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

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

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

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## ATTACHMENT #1

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

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

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

### ARTICLE VII – STANDING COMMITTEES

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

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

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

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

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

### ARTICLE VIII – AIRPORT MANAGER

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

Deleted: May 2017

ATTACHMENT #1

ARTICLE IX – EVALUATION OF THE AIRPORT MANAGER

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

ARTICLE X – AMENDMENTS

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

Approved and adopted by the Board this 13<sup>th</sup> day of June, 2024.

Deleted: 11th of February 2004

Deleted: 9<sup>th</sup> of May 20

Deleted: 17

Al Clough, Chair

Deleted: Joe Heuelsen

Attest:

Jodi Garza, Secretary

Deleted: Pete Carlson

Deleted: Angela Rodell

Deleted: May 2017

## ATTACHMENT #2

### 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>4,057,215</b>	<b>4,057,215</b>	<b>4,057,215</b>	<b>4,057,215</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):	175,855				
<b>JNU Total Revenues:</b>	<b>11,174,524</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>1,286,247</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(145,800)</b>
<b>Ending Avail FB, including Reserve:</b>	<b>4,057,215</b>	<b>4,057,215</b>	<b>4,057,215</b>	<b>4,057,215</b>	<b>3,911,415</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>1,585,115</b>	<b>1,629,415</b>	<b>1,556,415</b>	<b>1,405,515</b>	<b>1,222,415</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>\$819,246</b>	-	-	-	<b>BUDGET</b>
Apr-19			(\$477,000)	**	NO LONGER REQ. Termnl Recon
Jan-21			(\$50,000)		Property Acquisition Frwd Fund Specialist
Jan-21		\$40,000	(\$40,000)	***	Float Pond Fwrđ Fund Design
May-21		\$108,000	(\$108,000)	***	Float Pond Fwrđ Fund Design
Jan-05		\$542			\$541.95 adjustment
Jun-24			(\$25,000)	***	RSA Shoulder Grading Design
	<b>\$267,788</b>				<b>AVAILABLE BUDGET</b> on A50-001 to forward fund Projects

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

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

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