

## AIRPORT MANAGER'S REPORT – October 10, 2024

- a. CHUBB Insurance Audit. CHUBB Insurance inspectors were in Juneau on September 25-26, 2024, to inspect Juneau Airport for deficiencies and safety practices. This inspection also helps with compliance matters prior to the Airport's annual Federal Aviation Administration (FAA) certification inspection (scheduled for November). JNU has a few outstanding discrepancies from the previous year and the ongoing issue with the Jordan Creek greenbelt encampments. A full report will be issued in the next few months and shared with the Board and public.
  
- b. Parking Lot Upgrades. Republic Parking has installed the new equipment and software for the paid public parking lots but waiting for a couple more parts (fiber optic switch) before going live with operations. The Airport website provides travelers/users the details on how to pay/exit the lot at: [Airport – Homepage – City and Borough of Juneau](#) and click on the red banner “Parking – Click Here” tab. The system will accept Tap, Applepay and Googlepay. Cash can also be paid inside the terminal at the Parking kiosk located just inside the main doors. A public service announcement went out the last week of September. Republic Parking also has in-person customer support in the terminal near bag claim/tourism desk and will have the capability to push a call button for assistance at all gates.
  
- c. FAA Meetings. The Airport had several meetings with various lines of business of the FAA in the past month. On September 12, JNU met with FAA Airspace to discuss upcoming projects as they relate to airspace obstructions and impacts to navigational aids (NAVAIDS). On September 17, two meetings were held. The first was with FAA Air Traffic division on the annual Runway Safety Action Team (RSAT) to review the past year runway incursions and any open action items. In the second meeting, staff met with FAA Airport's Division to review upcoming Capital Improvement Projects (CIP) and funding. On September 25, FAA Flight Standards Division sponsored an end of season briefing where JNU updated attendees on construction projects and projects impacting operations and air space.
  
- d. FAA Certification Inspection. JNU's annual FAA certification inspection is scheduled for November 19-21, 2024. This inspection covers all aspects of Part 139 requirements including all program manuals, Aircraft Rescue/Fire Fighting (ARFF), Wildlife Hazard Management Plan (WHMP), airfield marking and lighting, inspection logs, Notices to Air Mission (NOTAMs), training records, etc.
  
- e. Increase in Encampments on Airport Property. Airfield crew continues to see daily illegal campsites, trash and drug needles in the Jordan Creek greenbelt. Juneau Police Department Airport Police are called to assist with the eviction while Airfield cleans out the abandoned items. The Glory Hall has been contacted again to assist with the cleanup. Signs are posted in the greenbelt about airport property and no camping, but these signs are pulled out of the ground and thrown into the creek, along with a lot of trash. This is at an 'epidemic' level and has become a daily clean-out. It is a strain on crew resources and costly for the Airport. FAA is following this problem, as well as our insurance inspectors. This is a liability for the Airport/CBJ.
  
- f. UPS Thefts. The Airport continues to see theft of UPS packages getting dropped off for returns outside of the UPS hours of operations. The bins are full or the packages are too large to fit in the bins and people are just leaving the packages at the door or on the bins. This entices people to pilfer through

packages late at night. Airfield crew finds the unwanted packages or remains of packages in the wooded area of the Airport. After contacting UPS again, they have stated the following actions:

- UPS will work on a newer and bigger drop box for after hours.
- UPS will post signs asking customers not to leave packages outside the UPS box.
- UPS is trying to hire more people, which would mean more hours of operation for the public.
- Possible UPS Store (outlet) would mean alternate drop facility with more hours.

g. Airport Staffing. The Airport Board will schedule a Committee of the Whole to discuss gaps in staffing needs to handle the increased workload and responsibilities of capital projects, additional federal requirements, new programs (Aviation Worker Screening) and many other operational demands. The Airport is recruiting for seven airfield crew (half the crew) that it has lost in the last couple weeks/months.

h. Aviation Worker Screening Employees. Staff continues to work with Human Resource on both temporary and long-term employee recruitment and the impact to the Airport budget. Staff hopes to have this information for the October 22 Airport Finance meeting before it comes to the Board as a whole.

i. Parking Garage. The Airport has a parking garage added to the Airport CIP, but a project of this magnitude requires a funding source to begin planning. Generally, 10% of project cost is a good estimate for planning and design; \$6-7M rough estimate. Parking garages are not FAA eligible, so a local funding source is needed for design and construction.

j. Airport Fund Balance (AFB) and Capital Revolving Account Balance (CRAB) (Attachment #2). The Capital Revolving Account Balance has not changed since last month. 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 the Airport Rates & Fees.***

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

- **UPDATE** – *Aviation Worker Screening (AWS) and Litigation Update.* JNU and approximately ten other airports filed a Joint Petition for Judicial Review of TSA's worker screening amendment, paralleling the random screening phase-in. Oral arguments have been set for October 17, 2024. Compliance deadline for airports to have the AWS process in place was September 25. JNU is currently fulfilling the requirements of AWS without further extension of the deadline. AWS must include all random hours including nights and weekends.

- **UPDATE** – *Juneau Douglas North Crossing Project.* - Alaska Department of Transportation (ADOT) continues with the PEL phase of the second channel crossing project between Juneau and Douglas. The next Technical Advisory Committee meeting is scheduled for October 17, 2024, from 4 - 5 pm. The project website: <https://www.jdnorthcrossing.com/> has a 'What's New!' section detailing Level 2 Screening GIS Maps, as well as 'meetings' summary and field report 'documents'. DOWL and the State continue to state: 'Any alternative that conflicts with the approach surfaces or the ALP will be modified to eliminate conflicts or removed from consideration.' Please visit the ADOT website for

the project [www.jdnorthcrossing.com](http://www.jdnorthcrossing.com) or make comment to the project email [JDNorthCrossing@dowl.com](mailto:JDNorthCrossing@dowl.com).

- **NO CHANGE** – *Runway 26 Medium Intensity Approach Lighting System with Runway Alignment Indicator Lights (MALSR) approach lighting.* With the FAA Reauthorization Bill passed and the language included in the Bill that will allow airports to use AIP funding to complete the MALSR system, Staff will be pursuing design with FAA in the new Federal fiscal year.
- **NO CHANGE** – *Alaska Department of Environmental Conservation (ADEC) Site Contamination.* In 2014 during a project that required paving a drive lane just south of the old sand shed and Channel/Loken (Coastal) hangar, contamination of soil and groundwater was found. Cox Environmental was hired to perform a Contamination Characterization Report which was provided to the Board in July. The Airport will continue to work with ADEC and Cox Environmental to close out this site. ADEC’s report is anticipated this fall.
- **NO CHANGE** – *Title 49 (Jordan Creek) Variance Request.* Staff is still looking to work with the CBJ on Title 49 language for limbing after the Planning Commission denied the Development Department (CDD) during their rewrite of Title 49 for inclusion of safety or other ways to allow limbing in this area. The Assembly has approved \$150,000 in their FY24 Capital Improvement Project plan for: *the Jordan Creek Greenbelt Improvements, for installation of lighting, improve pathway and improve sightlines for Jordan Creek Greenbelt.* See Project Manager Report for Greenbelt Lighting improvements.
- **NO CHANGE** - *Encampments on Airport Property.* The encampments and trash in the Jordan Creek Greenbelt (and other areas on airport) continue. Staff along with JPD monitor the area throughout the day/night; cleanout of the areas continue.
- **NO CHANGE**– *Alaska Department of Natural Resource (ADNR) Land Conveyance Close-out.* During the Runway Safety Area (RSA) project, the Airport through the Environmental Impact Statement (EIS) public process and mitigation, acquired wetlands parcels from the State for the extension of the RSA on both the RWY 8 and RWY 26 ends, and to accommodate portions of the approach lighting systems. The Airport is still working with ADNR to convey these parcels to the Airport’s property. Once this is completed and recorded, the Airport Layout Plan and ‘Exhibit A’ will need to be updated to reflect the airport boundaries.
- **NO CHANGE** – *PFAS Testing and Monitoring.* Cox Environmental continues with their quarterly testing of groundwater, surveying the test wells to determine flow direction, including two private wells within the test radius.
- **NO CHANGE** – *Egan/Yandukin Intersection Improvements Project.* ADOT has narrowed down design alternatives for the project. Please visit ADOT website for the project at <http://dot.alaska.gov/eganyandukin>.
- **NO CHANGE** – *FAA Compliance Land Use/Financial Letter (January 2019).* Staff continues to work on the remaining compliance items. Staff is looking to acquire the Loken/Channel Flying property as a through-the-fence operation. See Project Manager Report for Property Acquisition Specialist.

- **NO CHANGE** – *Passenger Facility Charge (PFC) cap increase* JNU continues to discuss PFC increases with our DC Lobbyist and Congressional Delegation.
  
- **NO CHANGE** - Passenger Facility Charge (PFC10) Application Process. The Airport has started the public process for PFC10 applications. Once FAA has reviewed the preliminary projects for collection, this will go to the Finance Committee meeting before coming back to the Board, then begin the airlines and public process. PFCs can collect for past eligible projects but not for projects further out than two years.
  
- **NO CHANGE** – *Maintenance Programs* (roofs, heat pump equipment, baggage systems, etc.). Staff continues to develop maintenance contracts for specialized systems similar to what we do with airfield lighting and controls.

## ATTACHMENT #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>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
	<b>\$261,361</b>				<b>AVAILABLE BUDGET</b> on 560010101-3990 to forward fund Projects

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

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