AIRPORT BOARD
AGENDA
6:00 P.M., WEDNESDAY, APRIL 9, 2014
ALASKA ROOM

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES: Regular Monthly Meeting of March 12, 2014

IV. APPROVAL OF AGENDA

V. PUBLIC COMMENTS

VI. UNFINISHED BUSINESS

A. **Airport Rates and Fees Regulation (Attachments #1 and 2).** A draft of proposed changes to 07 CBJAC 10.020 Airport Rates and Fees Regulation (Attachment #1) incorporates all the rates and fees approved by the Airport Finance Committee and the Airport Board. The Airport Board approved the draft at their March 12, 2014, meeting. Public comment period began on March 14, 2014, and ended at the close of business on April 3, 2014; meeting the required 21-day public comment period. The FY 15 balanced budget is predicated on a June 1, 2014, effective date of these rates, unless specifically stated otherwise in the regulation. The Airport received one public comment (Attachment #2); an email dated March 20, 2014, from Douglas resident, Mike Peterson, regarding cost of using JPD officers at the Airport. Staff addressed the comments directly with Mr. Peterson to his satisfaction. Staff recommends moving forward on the rates and fees regulation as proposed.

Board Motion: *"Airport Board moves for approval of the proposed changes to the Airport Rates and Fees Regulation 07 CBJAC 10.020, as outlined in Attachment #1, and to forward on to the Assembly for final approval and adoption."*

B. **Food/Beverage Concession Update.** On March 20, 2014, the Airport discontinued negotiations with the sole proposer of RFP #14-186 Interim Food/Beverage Concessions at Juneau International Airport, Alaska Promotions, LLC d/b/a Brandi's Airport Bar, for services commencing May 1, 2014. After consulting with CBJ Law Department and Purchasing Department, it was determined by Ordinance that the Airport could directly negotiate with another interested party for these services.

The Airport is currently working with Jacobsen/Daniels Associates (JDA), LLC, d/b/a DJ's Tap Room and The Annex for food/beverage service. JDA is currently reviewing the Airport lease and finalizing their financial pro-forma, working with local bakeries for resale of packaged food, have applied for their liquor licenses (x2) for both the departure lounge and non-secure area, have advertised the liquor license applications, and have applied for the ‘other’ food/restaurant permits. They are on a very aggressive schedule and we look to continue negotiations over the next few weeks.

C. **Terminal Renovations Conceptual Designs Discussions (Attachment #3).** This item was previously tabled from the March Board meeting. Two concepts for the next phase of terminal renovations will be presented to the Board at the meeting. Cost estimates for either option exceed current available funds. However, if one option is selected it will assist the Airport in moving forward to look at specific funding strategies. These may include a reduced scope, new funding sources or a more comprehensive look at the entire terminal renovation funding needs (including north wing). The attachment provides more detail and history of the current funding and renovation concepts for Board consideration and discussion.

Board Motion: *Approve Terminal Renovation Concept # ____, and move forward to a Terminal Renovation scope and budget work session within the next month.*

VII. NEW BUSINESS

A. **Southeast Alaska Land (SEAL) Trust Land Transfer (Attachment #4).** As part of requirements for the Runway Safety Area expansion into the wetlands (2009), the Airport received 4.76 acres of State of Alaska tidelands in the Mendenhall Refuge. Mitigation dollars were set aside for the purchase of future refuge lands to replace those taken. SEAL Trust has worked with the State of Alaska (DNR and ADFG Wildlife Conservation & Habitat) to find suitable replacement lands on the Mendenhall Peninsula. As required in the Tideland Conveyance and the Real Estate Contingency Agreement (RECA), the Airport (and State agencies) must concur with the transfer to fulfill the conditions of the agreement within 5 years (by April 15, 2014). The mitigation land to transfer under this agreement is a 6.45 acre parcel and accreted land on the Mendenhall Peninsula known as Wigeon Ponds Lot 2. This transfer would fulfill this obligation. Additionally, under the requirements, a letter/agreement would document the transfer and the obligation under the RECA for the 4.76 acres conveyed to the City/Airport.

Board Motion: *Concur with the Transfer of Land from SEAL Trust to the State of Alaska, as outlined in Attachment #4, for the 6.45 acre parcel of land known as Wigeon Ponds Lot 2 on the Mendenhall Peninsula, to fulfill the condition of ADL 107380 (Tideland Conveyance to the City and Borough of Juneau) and the 2009 Real Estate Contingency Agreement. Furthermore, concur that the Juneau International Airport enter into letter/agreement documenting that the City and Borough of Juneau, Juneau International Airport has fulfilled its obligation under the 2009 RECA to replace 4.76 acres conveyed to the CBJ for the Juneau International Airport.*

B. **Jetway 5 Replacement (Attachment #5).** With the entrance of Delta Air Lines, the Airport was concerned about the condition of Jetway 5 and its ability to adjust to the 757-200ER that Delta is scheduled to use for JNU. This jetway is estimated to be 40+ years old and was in place when Western/Delta operated at Juneau in the mid 1980’s. This became the Airport’s property when Delta pulled out in 1997. There has been limited maintenance performed on this jetway and the age as well as the exposure to coastal elements have entered into the replacement equation.

As the Airport would like to maintain control of at least one jetway, staff began to search for used jetways. JetBridge America out of Texas sells refurbished jetways and has a couple of options, including some that are ready to ship. A representative came to Juneau March 29-31 to assess our jetway segments. We anticipate the proposals soon based on that site assessment. The Airport had preliminary discussions with FAA on Airport Improvement Program (AIP) eligibility, and this would still need to be finalized in the CIP update. Additionally, some site modification (platforms) would be needed. The Airport hopes to have answers soon.

The attached memo (Attachment #5) outlines the jetway history and additional details that staff have looked at. Staff would like to modify the CIP list with the FAA to reflect the addition of a jetway, move forward on the acquisition of the jetway based on FAA approval, and forward fund with terminal project funds until AIP funds can reimburse per updated CIP schedule.

Board Motion: *Approve the addition of a refurbished jet bridge in the Airport Capital Improvement Project (CIP) list, and based on Airport Improvement Program eligibility, acquire and install refurbished jet bridge components using current terminal project funding at a cost not to exceed $400,000, and reimburse the terminal project funding when FAA funds are received.*

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

1. New CT-80 Baggage Screening Machine. TSA has approved an additional CT-80 baggage screening machine (and related staffing) for the Juneau Airport. The Airport had a lot of support on this including our Congressional Delegation, Assembly, Alaska State Legislature, Alaska Committee, City Manager, Alaska Airlines and our DC Lobbyist. Staff met with the engineering contractor for TSA (Leidos) the week of April 1 regarding the placement and installation of the CT-80. The equipment is anticipated to be shipped in early May and be fully installed by May 22. Staff and contractor are still assessing the final placement of the screening equipment, but we may be able to place it in the baggage screening room. This was a huge accomplishment for the Airport and we would like to express our gratitude for everyone's support and hard work on this.

2. City Budget. The CBJ has been tasked with balancing their FY 15 budget with less revenues (such as sales tax), less grants, and potentially more expenses. While unknown at this time, the State may be assessing an estimated 2% increase to the PERS (Public Employees Retirement System) to make up the liability deficit in the State's retirement system. This would have an effect on the Airport budget (previously approved). We await word on this, but it may require going back to the Finance Committee to make a determination on how the Airport will handle the additional expense impact. Staff will advise the Board when more information is

available. The Airport will be presenting their budget, as passed at the March Board meeting, to the Assembly Finance Committee on April 16.

3. Airport Engineer Report (Attachment #6)

4. Airport Architect Report (Attachment #7)

VIII. CORRESPONDENCE:

IX. COMMITTEE REPORTS

A. **Finance Committee**

B. **Operations Committee**

C. **Art Committee**

X. ASSEMBLY LIAISON

XI. PUBLIC COMMENTS

XII. BOARD MEMBER COMMENTS

XIII. ANNOUNCEMENTS Airport Budget presentation to the Assembly Finance Committee 5:30 p.m., April 16, 2014.

XIV. TIME AND PLACE OF NEXT MEETING:

A. Airport Board, 6:00 p.m., May 14, 2014, Alaska Room

XV. EXECUTIVE SESSION

XVI. ADJOURN

ATTACHMENT #1

A REGULATION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

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

PURSUANT TO AUTHORITY GRANTED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, THE MANAGER AND THE JUNEAU INTERNATIONAL AIRPORT BOARD HEREBY ADOPT THE FOLLOWING REGULATIONS WHICH SUPERCEDE AND REPLACE THOSE REGULATIONS ADOPTED BY THE ASSEMBLY JUNE 3, 2013:

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

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

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

Sections:

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

(a) The rates and fees charged at the Juneau International Airport shall be structured to assure that the Airport is as financially self-sustaining as possible, while ensuring fair and reasonable rates.

(b) The Juneau International Airport shall monitor, assess and amend such rates and fees as needed to maintain (a) above.

(c) Revenue derived from the use of obligated Airport property must be used for the operation, maintenance, or development of the Airport.

(d) All space designated by the Airport Manager as aviation use at the Juneau International Airport shall be available for leasing on a first-come, first-served basis, but may be allocated by the Airport Manager to insure that the reasonable needs of all users may be met. All other space may be available through competitive bid or other process.

(e) The Juneau International Airport may be required to furnish space to a governmental agency on a "rent-free" basis in order to obtain the services of a governmental agency, or to obtain a grant or other governmental participation in the operation or cost of improving or operating the airport facility, or to honor prior grant or participation agreements.

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

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

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

(1) Signatory.

(A) Aircraft with maximum certificated gross weight of 12,500 lbs. or less shall pay fuel flowage fee *of* ~~*$.155*~~ *($.17)* per gallon*, effective July 1, 2014.*

(B) Aircraft with maximum certificated gross weight of more than 12,500 lbs. shall pay fuel flowage fee of ~~*$.125*~~ *($.155)* per gallon, *effective July 1, 2014.*

(2) Non-signatory.

All Non-signatory aircraft shall pay a fuel flowage fee *of* ~~*$.195*~~ *($.215)* per gallon, *effective July 1, 2014.*

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

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

(1) Signatory.

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

(B) 12,500 lbs. and over, for each 1,000 lbs. or any fraction thereof: $2.38 per 1,000 lbs.

(C) Exemptions to signatory landing fees:

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

(2) Non-Signatory.

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

(B) 12,500 lbs and over, for each 1,000 lbs. or any fraction thereof: $2.98 per 1,000 lbs.

(C) Exemptions to non-signatory landing fees:

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

(c) **Air Carrier Terminal Lease Rates.**

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

Space Type	**Rate**
Counter (North Wing) plus 7 feet	$25.16
Counter (East Wing)	$31.69
Office (North Wing)	$22.88
Office (East Wing)	$25.52
Office (Old Tower, Ops)	$25.52
Office (AK Maintenance)	$25.52
Baggage Claim (Public)	$25.52
Storage/Bag Make Up (Covered Bag Well)	$20.34
Storage/Frt Rm (North Wing)	$20.34
Canopy Storage (North Wing)	$12.71
Hold Room/ Departure Lounge	$31.69

(2) Non-Signatory.

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

Wide Body Jets:	$1,500 per use or turn
Narrow Body Jets:	$ 500 per use or turn
Regional Prop (greater than 12,500 lbs)	$ 75 per use or turn
Small carrier (12,500 lbs. or less)	$ 25 per use or turn

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

(C) Terminal Space rent shall be charged at 25% more than the published Signatory rate.

(d) **Aircraft Parking Fees.**

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

(A)	Overnight parking at Air Carrier gate	$500
(B)	Main Ramp, >12,500lbs	$500
(C)	Air Taxi (small box)	$75
(D)	Air Taxi (large box)	$100
(E)	Hard-surfaced parking areas	$60
(F)	Gravel-surfaced parking areas	$50
(G)	Privately-owned seaplane floats (North & South)	$90
	Privately-owned seaplane floats to be phased in as follows: ***$67.50/month beginning July 1, 2013, then $90.00/month beginning July 1, 2014***	
(H)	Airport-owned seaplane floats(North & South)	$150
	Airport-owned seaplane floats (North& South) to be phased in as follows: ***$105.00/month beginning July 1, 2013, then $150.00/month beginning July 1, 2014***	
(I)	Privately-owned seaplane floats (West Finger)	$150

Privately-owned seaplane floats (West Finger) to be phased in as follows:
$105.00/month beginning July 1, 2013, then
$150.00/month beginning July 1, 2014

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

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

(A)	Under 6,001 lbs. (Non-commercial)	$10 per day
(B)	Under 6,001 lbs. (Commercial)	$25 per day
(C)	6,001 lbs. to 12,500 lbs.	$75 per day
(D)	12,501 lbs to 100,000 lbs.	$175 per day
(E)	100,001 lbs. and over	$500 per day
(F)	Jetway 5 Air Carrier gate (Non-Signatory)	$500 per use

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

Aircraft parking fees are assessed for the first 24 hours or any fraction thereof. Subsequent days are charged for each 24 hour period or any fraction thereof. Non-commercial aircraft are exempt for the initial two hours of aircraft parking. Rates apply to the public parking areas of the airport.

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

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

(A) Non-Commercial Airfield Land Lease
$0.47/sq ft/year

(B) Commercial Airfield Land Lease
$0.57/sq ft/year

Commercial Airfield Land Lease to be phased in as follows:
~~***$0.47/sf/year beginning July 1, 2013, then***~~
$0.52/sf/year beginning January 1, 2014; then
$0.57/sf/year beginning July 1, 2014.

(C) SIDA Airfield Land Lease
$0.80/sq ft/year

(D) Landside Non-Aviation Land Lease
$0.71/sq ft/year

(E) Undeveloped Land Lease
$0.19/sq ft/year

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

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

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

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

(1) $75 per space, per month or any fraction thereof.

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

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

	1-7 PAX Rate	8-16 PAX Rate	17 or MORE Rate
Annual	$150.00	$200.00	$250.00

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

(2) Commercial Freight Pick-up/Delivery Vehicles. Off-Airport businesses performing a commercial pick-up or delivery of freight transitting the Airport shall be required to purchase and display a Commercial Freight Pick-up/Delivery permit on their vehicle prior to conducting such business on the airport premises. This excludes any item that an airport tenant may use or consume for their own personal or business purposes.

	1st Vehicle Rate	Each Additional Vehicle Rate
Annual	$150.00	$25.00

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

	1st Vehicle Rate	Each Additional Vehicle Rate
Annual	$230.00	$35.00

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

Boundary Crossing Fee:	$200 minimum per year, as negotiated based on Airport land use or boundary activity

(i) **International Passenger Processing Fee.** Any passenger arriving or processed through U.S. Customs who has deplaned off of a scheduled or chartered international commercial flight will be assessed an international processing fee.

International Passenger Processing Fee:	$4 per passenger

(j) **Employee Parking Fees**.

(1) A company, business, or government agency conducting business on the Juneau International Airport, or an employee or association of employees thereof may park in the airport employee parking lot while on duty under the following terms and conditions:.

(A) Parking fees are paid in full prior to the beginning of the calendar month or fraction thereof, for which parking is desired.

(B) A 10% discount shall be given for prepayment of an entire period as described in section (3) below.

(C) Use of the employee parking lot for any purpose, other than parking while on duty, will forfeit access to, and fees paid for, the employee parking lot for that period.

(D) Vehicles may not park in the employee parking lot for more than 24 hours without Airport Management approval. If an employee has been approved for extended parking, the employee must make arrangements to have the vehicle moved upon request of the Airport. Vehicles not in compliance with the subsection will be towed and impounded at the owner's expense.

(E) Employee vehicles must be registered with Airport Management. Vehicles parked in the employee parking lot that have not been registered will be towed and impounded at the owner's expense.

(2) The rate for parking in the employee parking lot is $ $40 per space per month, or any fraction thereof.

(3) There will be two rental periods per year. The first period shall be from October through April, and the second period shall be from May through September.

(4) Use of a parking space may be shared between two eligible employees and a single fee charged, provided work schedules do not overlap and/or actual use is limited at all times to a single car in the single rented space.

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

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

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

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

(1) Employees, tenants, employees of tenants, or those employees of businesses and agencies directly working with/at the Juneau International Airport, the fingerprint fee shall be: $50 per person.

(2) For all others, the fingerprint fee shall be: $75 per person.

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

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

(A)	Initial Issuance ($25) & Deposit ($50)	$ 75
(B)	Renewal (Annual)	$ 25
(C)	Re-issuance for worn or damaged	$ 25
(D)	Lost badge	$200
(E)	Contractor Deposit	$200
(F)	Proximity Gate Card	$ 10
(G)	Non-Airport ID	$ 25

Deposits shall only be refunded upon return of an individual's current access badge to Airport Security or Airport Administration. If a "lost" badge is later recovered, a refund of $190 may be issued only if the lost badge is of the current issuance lot (color, badge design).

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

(2) Proximity Cards (or gate access cards): $10 per card / issuance

(3) Non-airport identification media : $25 per card / issuance

(p) **Airline Fee for Airport Security Screening**. Each Air Carrier shall pay *~~$1.00~~ $1.08*/per screened, enplaned passenger for that Air Carrier's passengers subject to security screening and enplaning, at Juneau International Airport. *This fee change shall be effective June 1, 2014.*

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

$100/per Lease Action Request

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

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

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

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

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

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

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

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

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

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

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

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

Section 3. Notice of Proposed Adoption of a Regulation. The notice requirements of CBJ 01.60.200 were followed by the agency. The notice period began on ___________, 2014, which is not less than 21 days before the date of adoption of these regulations as set forth below.

Adoption by Agency

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

Date: _______________

____

Jerry Godkin, Chairman
Juneau International Airport Board

Legal Review

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

(1) Consistency with federal and state law and with the charter, code, and other municipal regulations;

(2) The existence of code authority and the correctness of the required citation of code authority; and

(3) Its clarity, simplicity of expression, and absence of possibility of misapplication.

Date: __________________________

____

Amy Mead
City Attorney

ATTACHMENT #1

Assembly Review

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

Date: ___________________________

____

Laurie J. Sica, Clerk

Filing with Clerk

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

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

Date: ___________________________

____

Laurie J. Sica, Clerk

ATTACHMENT #2

From: Mike Peterson [mailto:mp1@gci.net]
Sent: Thursday, March 20, 2014 1:24 PM
To: Pam Chapin
Subject: 5 Airport Security Officers

Airport Board & Airport Manager,

This email is prompted by the Empire article dated Thursday March 13th"...JPD struggles to recruit". When referencing the 5 new created security positions for the airport, JPD spokesman Lt. David Campbell is quoted "The thing is what you don't want to do is you don't want to lower your standards to fill positions. The standards are in place for a reason". While I appreciate the standards associated within an accredited police agency, I respectfully disagree with the implication that the 5 Airport Security Officers being mandated by the Federal Government to provide security to the airport 24/7 must meet the same standards.

I believe its fair to ask what are the qualifications within the federal regulation governing these newly created positions? Is there new classification that might allow JPD to fill these 5 Security Officers in a more ready manner? Could a VSPO qualified person perform this task? Could the Airport Security Officer become an entry level position into the JPD?

I also noted in the Empire article that the Juneau Airport will be billed for the cost of providing the 5 Security Officers. As budget cuts continue to occur within Federal, State, and CBJ departments, a natural tendency is to maintain the status quo, let the cuts happen with another dept. Before you know it there is the smell of acrimony in the air. I suggest the billable costs to the Airport for JPD providing personnel to fill these 5 Airport Security Officers gets shared between the two departments.

Thank you for your time in reading my thoughts.

Respectfully,
Mike Peterson
Douglas resident
723-8369

ATTACHMENT #3

TO: Patricia deLaBruere, DATE: April 03, 2014
JNU Airport Manager

FROM: Catherine Fritz, AIA
JNU Airport Architect

RE: Terminal Renovation Next Steps

During the past several months, the design team and JNU staff have worked closely together to refine concepts for the next phase of terminal renovation. The consultants developed as-built drawings so as to understand the details of possible renovation impacts to existing infrastructure that must remain operational. Airport staff conducted interviews with tenants about their current and future space needs. At this time, we have substantial understanding of the needs and existing conditions (design parameters) for the next phase of renovation.

You'll recall that the original decision about terminal renovation (made in 2006 after completion of the Terminal's Master Plan) divided the project into two general phases: Phase 1 would be to improve the Part 121 air service areas of the building, and Phase 2 would address the Part 135 air service areas. The terminal renovation and expansion project completed in 2012 accomplished most of the work envisioned in Phase 1. Unfortunately, we did not receive sufficient funding to complete Phase 2, so we have been faced with the very difficult task of trying to proceed with renovating only a portion of remaining terminal areas.

The current project scope has needed to work around, over, under, and through existing building infrastructure. This is challenging and costly. We have developed two viable concepts that address the highest priorities for the next phase of work, but neither of these concepts can be constructed within existing funding that is currently in place for terminal renovation.

This does not mean that we should stop moving forward. The airport has approximately $9M in current CIP funding that is dedicated to terminal renovation. The important question is, "How can we best use these funds?" And how will we address completion of the remaining (oldest) portions of the terminal?

I have attached a summary of the two concept designs (Attachment #3-1) that are ready for Airport Board review and actions. While there are still many issues to resolve, providing a clear direction would help project staff direct time and effort toward a single design concept.

I have also attached a summary of scope and funding discussions (Attachment #3-2) that shaped the current renovation project. This is background information that may be helpful to the Board, especially to members who were not aware of this history. I recommend that a work session be schedule with the Board to analyze the options for moving forward and to develop a clearer roadmap for all of the terminal's remaining renovation needs.

ATTACHMENT #3-1

TO:	Patricia deLaBruere, JNU Airport Manager	DATE: April 03, 2014
FROM:	Catherine Fritz, AIA JNU Airport Architect	
RE:	Phase II Terminal Renovation Conceptual Design Review	

The primary goal of this Terminal Master Plan is to create an efficient, highly functional, and economically and financially sound development program for JNU through the year 2025."

Airport Master Plan – Terminal Study December 2005

PROJECT OBJECTIVES: The two conceptual design options currently under review for the next phase of renovation were developed in response to the following objectives:

- Maximize opportunities for Food & Beverage Concessions, especially on the secure side.
- Modernize infrastructure including first floor restrooms, elevator, up-direction escalator, plumbing, and electrical.
- Consider future expansion of the terminal in both the northerly and easterly directions.
- Maximize views to the airfield along exterior walls and bring natural light into the building.
- Locate offices to allow flexible modifications and changes in tenant leases over time.
- Address overcrowding/circulation problems in second floor secure Departure Lounge.
- Address circulation/congestion problems at first floor Main Entry.
- Consolidate FAA functions in and around the tower to the extent feasible.
- Improve secure exit lane out of Departure Lounge.

CONCEPT 1 – West Food/Beverage:

- This concept places the Food/Beverage concession spaces along the West exterior wall of the second floor. This location provides exterior views to the airfield from the concession spaces.
- A single kitchen that serves both the secure and non-secure side dining areas has been located away from the exterior wall so as not to occupy valuable window space.
- The Alaska and Juneau meeting rooms are not modified in this concept.
- A catering kitchen is added near the public meeting rooms.
- Alaska Airlines offices are relocated to the current dining area, with exterior views to the northeast.
- Additional office lease space is available on both the first and second floors.
- The construction cost for this concept is approximately $14.1M.

CONCEPT 2 – East Food/Beverage:

- This concept places the Food/Beverage concession spaces toward the East portion of the second floor. This position allows food/beverage in the most centralized location, given long-term design assumptions that the terminal would expand toward the East in the future. Existing exterior views to the airfield would be maintained, but could be impacted by future Departure Lounge expansion.

- This concept requires that the Alaska Room be relocated to the current dining area. The Juneau Room is not modified by this concept.
- A catering kitchen is added near the meeting rooms to simplify service for community uses.
- A single kitchen serves both the secure and non-secure side dining areas.
- All offices (Airport Administration and Leased offices) are located together along the west exterior wall (similar to current location). This location offers good flexibility for future office reconfigurations and provides desired airfield views from offices.
- The construction cost of this concept is approximately $15.1M.

ATTACHMENT 3-2

TO: Patricia deLaBruere,
JNU Airport Manager

DATE: April 02, 2014

FROM: Catherine Fritz, AIA
JNU Airport Architect

RE: Summary of Phase II Terminal Renovation Budget and Scope Review

December, 2011: With the first phase of terminal renovation and expansion nearly complete, the Airport began working with consultant team JYL Architects and HNTB to articulate concepts for the remaining renovation of the terminal. On January 17, 2012 a public review and work session of the Airport Board was conducted that brought forward three options. The option that was selected (estimated project cost of $28M) was then forwarded to the CBJ Public Works & Facilities Committee for funding consideration.

February 6, 2012: Phase II Renovation scope was presented to the CBJ Public Works & Facilities Committee. PWFC members expressed concern about the available funding for a project scope of approximately $28M. The Airport's funding request was forwarded to the Assembly's Finance Committee.

April 11, 2012: Assembly Finance Committee reviewed draft Resolution 2610, CIP Priorities for FY13. The Airport Terminal Renovation was not included in the CBJ project priorities.

May 9, 2012: Airport Board discussed the options available for requesting funding through the upcoming Sales Tax measure to voters. A May 3, 2012 memo in the Board packet from Catherine Fritz outlined a reduced scope for the next phase of construction (estimated cost $9.3M) that would replace the 1957 portion of the building and relocate the main stair/escalator/elevator. The Board approved the Manager's request to work with the City to try to get $10M for airport projects from sales tax. Both the SREF and the terminal renovation were projects in need of funding.

June 29, 2012: Memo from Catherine Fritz, through Jeannie Johnson, to Kim Kiefer for use by CBJ Finance Committee that reduced the scope of the funding request for the terminal to $6.9M (and requested $3.1M for the SREF). The reduction in scope was achieved by leaving areas unfinished, which were estimated to cost approximately $2-$3M to later complete. The idea was to get as much sales tax as possible, then continue to seek other sources of funding to complete the construction.

July 2, 2012: Assembly Finance Committee developed two project funding lists for Assembly consideration, one that would use Sales Tax funds, and the other that would use bonds. The terminal renovation was on the Bond list in the amount of $6.9, which was approved by voters in October 2012.

October 2012-November 2013: Conceptual Design work was placed on hold to address food and beverage concession issues. The Airport needed to understand many aspects of concession needs and opportunities, as well as the impacts to facilities and operations before proceeding with terminal renovation designs. Concessions planning included conducting surveys and interviews with a variety of stakeholders, local businesses, and the general public.

Fall 2013 to present: The immediate food and beverage concession needs were addressed through the award of a short-term interim concessionaire agreement to operate from January 1-April 30, 2014. At the same time, the project team developed as-built documents that will be the basis for work in the next phase of renovation. Programming work was completed in February 2014 that identified the specific needs of spaces that are scheduled to be impacted by construction. Renovation concepts were then developed, and vetted through public review sessions. Comments and design suggestions have been consolidated into two Design Options that are now ready for Airport Board review.

Transfer of Land from Southeast Alaska Land Trust to the State of Alaska To Fulfill a Condition of *ADL 107380 (Tideland Conveyance to City and Borough of Juneau*) and *Real Estate Contingency Agreement* For the Juneau Airport Expansion Project

In March 2009, the Alaska Department of Natural Resources (ADNR), with Alaska Department of Fish & Game (ADFG) approval, issued a *Final Findings and Decision* to convey 4.76 acres of State of Alaska tidelands within the Mendenhall Wetlands State Game Refuge (MWSGR) to the City and Borough of Juneau (CBJ) to accommodate the expansion of the Juneau International Airport. Further, the *MWSGR Management Plan* (1990) requires that land taken from the Refuge be replaced.

Under the conditions of the DNR decision and the accompanying *Real Estate Contingency Agreement* (RECA), executed 2/4/2009 by ADFG (Habitat Division) and the Juneau International Airport (JIA), the CBJ agreed to provide land to the State to replace those acres conveyed. The CBJ agreed to provide replacement land within or adjacent to the Refuge having the equivalent "functional capacity units" (FCU) to the lands conveyed to CBJ for Juneau Airport expansion. The FCUs are a measure of the biological productivity and other values of the wetlands and was the wetlands "currency" identified as part of the mitigation plan for the Juneau International Airport project (Corps Permit POA-1981-320-M22).

Under the terms of the RECA and the Juneau Airport project mitigation plan, Southeast Alaska Land Trust (SEAL Trust) was tasked with acquisition of the replacement lands on behalf of the CBJ and as part of SEAL Trust's overall responsibility as the In-lieu Fee sponsor that assumed CBJ's Juneau Airport project mitigation debt. The timeframe for action was identified in the RECA as five (5) years from the issuance date of the DNR Early Entry Permit (April 15, 2009). The action required is the actual transfer of the replacement lands to the State, or SEAL Trust has "substantially progressed toward State ownership in accordance with DNR procedures" (§ 5 RECA, page 2).

At this time, SEAL Trust proposes to transfer to the State a 6.45 acre parcel of accreted land on the Mendenhall Peninsula as replacement land for the 2009 conveyance to CBJ. The SEAL Trust has fee-simple title to "Wigeon Ponds Lot 2" which also carries a deed restriction establishing it as a Conservation Lot with a prohibition on building development of any kind.[1] The "Wigeon Ponds Lot 2" parcel meets the above-identified conditions, as follows:

1. Wigeon Ponds Lot 2 is located adjacent to the MWSGR, which is immediately to the east across Casa del Sol Creek and also to the north (U.S. Survey 4573 Lot 1).

[1] The legal description is: Lot 2, Wigeon Ponds Subdivision, (a subdivision of Lot 2E1 within U.S. Survey 2901), according to Plat 2010-7, Juneau Recording district, First Judicial district, State of Alaska.

2. SEAL Trust used In-lieu Fee mitigation monies from the Juneau Airport project to acquire fee-simple title to Wigeon Ponds Lot 2.
3. The U.S. Army Corps of Engineers (Corps) approved acquisition of Wigeon Ponds Lot 2 on 12/3/2009, with the concurrence of the Interagency Review Team in accordance with the federal compensatory mitigation rules. As part of that approval, the Corps recognized the Wigeon Ponds Lot 2 parcel as having 100% equivalent wetlands that provide on-site and in-kind mitigation for the wetlands impacted by Juneau Airport project. Therefore, the parcel provides the FCU equivalent of 6.45 acres of wetlands, which is 136% of the replacement land requirement established in the 2009 actions.

<u>Action Needed</u>: Table 1 identifies the tasks to be accomplished and the responsible parties to complete the proposed transfer of Wigeon Ponds Lot 2 to the State of Alaska in order to fulfill the CBJ/JIA obligation under the RECA.

At this time, SEAL Trust seeks the concurrence of ADNR, ADFG, and CBJ/JIA that:

- Wigeon Ponds Lot 2 is an appropriate parcel to transfer to the State, and
- Table 1 adequately identifies the tasks to be taken and parties involved in the foreseeable future to complete the land transfer and satisfy the 2009 RECA.

With the parties concurrence, SEAL Trust will work with the ADNR and ADFG, and subsequently submit information to the Corps for its review and approval prior to executing the land transfer.

<u>Attachments</u>:

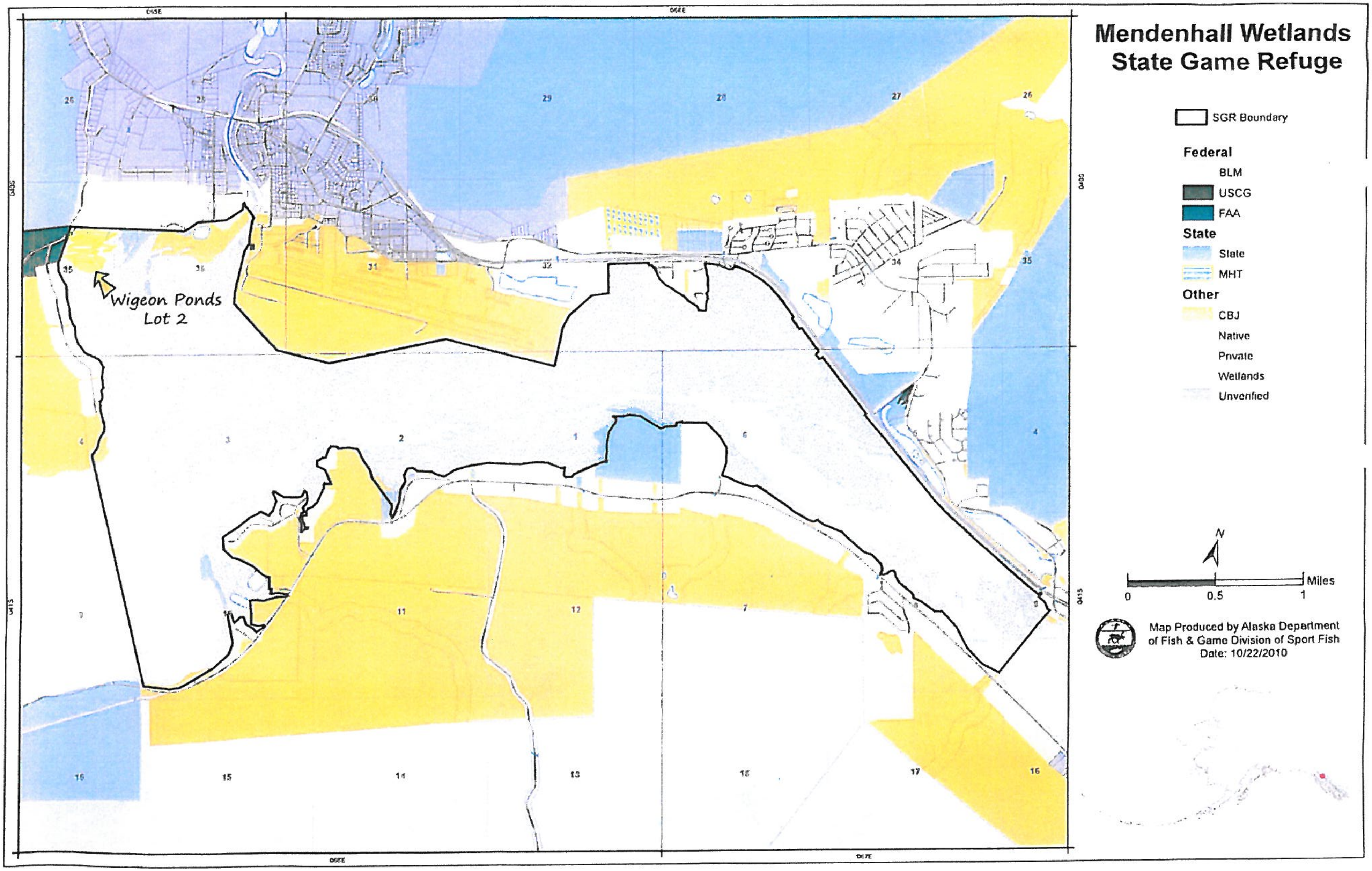
1. ADNR ADL 107480 - *Final Finding & Decision for Juneau Airport Expansion* (includes *Preliminary Finding* & *Real Estate Contingency Agreement*)
2. ADNR/DMLW/SERO *Land Use Permit for Early Entry - Permit # ADL 107380*
3. Wigeon Ponds Lot 2 – Location Map (Note: the ADFG 2010 base map is outdated, as the western boundary of MWSGR is farther east at MHW where several landowners including SEAL Trust now own accretions along the Mendenhall Peninsula.)
4. Wigeon Ponds Lot 2 – Plat 2010-7 and Deed Restriction
5. Status Map of SEAL Trust properties and current projects along Mendenhall Peninsula
6. SEAL Trust's *Mendenhall Wetlands Management Plan for the Mendenhall Peninsula & Amendment #1 Wigeon Ponds Lot 2* (2013)
7. Excerpt - *Instrument Between the Southeast Alaska Land Trust and the U.S. Army Corps of Engineers, Alaska District for the Southeast Alaska Land Trust In-lieu Fee Program* (2011) §VIII. Responsibilities & Financial Arrangements for Long-Term Management

<u>Provided to</u>:

- ADNR: Jerri Sansome, Steve Winker, Ashlee Adoko
- ADFG: Mark Fink, Jackie Timothy
- Jnu Airport: Patty de LaBruere
- Corps: Randy Vigil

Table 1. Actions, Lead Entity and Responsible Parties to Transfer an In-lieu Fee-acquired Parcel to the State of Alaska for Inclusion in the Mendenhall Wetlands State Game Refuge

TASK	ACTION	Lead & Responsible Parties
1	Establish concurrence that Wigeon Ponds Lot 2 satisfies the requirement for replacement land under the 2009 DNR decision and RECA	SEAL Trust, ADNR/Realty, ADFG/Wildlife Cons & Habitat, CBJ/JIA
2	Identify DNR procedures for SEAL Trust transfer of parcel to the State	ADNR/Realty; SEAL Trust
3	Prepare Deed Restriction to Wigeon Ponds Lot 2 that identifies the In-lieu Fee funding, mitigation, preservation purpose, and Corps 60-day notice requirement	SEAL Trust, ADNR/Realty, ADFG/Wildlife Cons., Corps
4	Determine whether the State wants SEAL Trust to provide on-site monitoring or other management services for Wigeon Ponds Lot 2, on an interim basis under SEAL Trust's *Management Plan for Mendenhall Peninsula*, until all ILF-funded accreted parcels on Mendenhall Peninsula are acquired and transferred to the State	ADFG/Wildlife Conservation, ADNR/Realty, SEAL Trust
5	Provide formal, 60-day advance notice to the Corps and obtain Corps approval before action taken to transfer title to the State, in accordance with 33 CFR 332.7(a)(3) & *SEAL Trust & Corps ILF Instrument* (2011)	SEAL Trust, Corps of Engineers
6	Execute the land transfer to the State	SEAL Trust, ADNR/Realty
7	Execute an Interagency Land Management Assignment to allow ADFG management of Wigeon Ponds Lot 2 until formally designated as part of the MWSGR by Legislative action	ADNR/DMLW- SE Region; ADFG/Wildlife Conservation
8	Depending on outcome of Task #4, execute the transfer of Wigeon Ponds Lot 2 ILF Management Fee for deposit in ADFG's Fish & Game Fund for a special purpose of managing Wigeon Ponds Lot 2	SEAL Trust, ADFG/Wildlife Conservation
9	Execute letter/agreement documenting that CBJ/JIA has fulfilled its obligation under the 2009 RECA to replace 4.76 acres conveyed to CBJ for the Juneau Airport project.	CBJ/JIA, ADFG/Admin
10	Obtain Legislative designation of Wigeon Ponds Lot 2 as part of MWSGR	ADNR, ADFG/Wildlife Conservation



ATTACHMENT #4

ATTACHMENT #5

TO:	Patricia deLaBruere, JNU Airport Manager	DATE: April 3, 2014
FROM:	Catherine Fritz, AIA JNU Airport Architect	
RE:	Gate 5 Jet Bridge.	

The existing Jet Bridge at Gate 5 was installed in 1984 as part of the terminal expansion project. It was purchased as used equipment and is estimated to have been constructed in the 1970's. It is assembled as two distinct pieces. The first section projects out of the building approximately 40 feet as a walkway – it has no moving parts. The second section is about 60 feet long and extends out to meet the jet with a rotating nose portion. This section has the ability to move vertically and horizontally to accommodate various jet front door designs. For many years, this jet bridge has only been used by Alaska Airlines for a single style of jet (737) and has not needed to be adjusted. As part of their use agreement, Alaska Airlines has provided a limited amount of maintenance to the jet bridge to keep it in safe operating condition for their use.

Delta Air Lines will be using Gate 5. They plan to bring 757 aircraft to Juneau. This aircraft's forward passenger door threshold is approximately 13'-2" above the ground. The same measurement on a 737 is approximately 8'-5". This vertical difference (4'-9") means that the adjustable portion of the jet bridge must move to accommodate the two different types of aircraft. JNU Maintenance staff has tested the moving parts of the existing bridge. They currently operate, but visual inspection illustrates extensive rust and poor general condition throughout the jet bridge assembly. The cosmetic rust, especially that associated with the fixed walkway can be reduced by grinding and then painted. This will extend the life of those sections of the bridge by several years.

The more unpredictable components are those related to the moving jet bridge parts. Given the age and condition of the existing jet bridge, we are pursuing replacement. Ken and I have been working with consultant Roland Hill from JetBridge America (Fort Worth, TX http://jetbridgeamerica.com) on possible replacement of a portion of Gate 5 JetBridge. Roland sells and installs both used (refurbished) and new jet bridges across the US. His company also does maintenance, repair, and relocation of jet bridges.

Roland agrees that we should keep section 1 (walkway) for now, due to complications associated with replacing the component that extends into the building. This section could be replaced in the future, especially if associated with an expansion of the Hold Room and Gates. There are at least two options for replacing section 2 (moveable sections) with used equipment. Used equipment is easy for the Airport to procure, and is significantly less costly than new. The used equipment we would be interested in is typically about 10 years old and very basic in design. The first replacement option is to remove the rotating end piece and add a new nose loader that will adjust as needed to connect to both a 757 and a 737. A second option is to purchase a used ramp bridge that would extend from the existing support column and telescope out to meet the jet.

Both options need further exploration and are worthy of considering. I have spoken with FAA Pat Zettler, Project Engineer at FAA, who has confirmed that jet bridge replacement is eligible for AIP funds, and that we can request entitlement funds for such use. We need to promptly modify our CIP list to include this new project, including justification of our request. If we are able to meet Delta Air Lines' arrival date of May 29th, we would also need to request FAA authorization to use existing terminal funding immediately, then receive FAA reimbursement per their program schedule (approximately July).

ATTACHMENT #5

While this is not an expense that we had scheduled in our CIP, it seems important from both a facilities maintenance and airport operations perspective. Since we are still narrowing the scope of the project, I suggest that we ask the Airport Board to authorize up to $400,000 for this project. It is my hope that we can establish a less costly solution, and I will continue to use creative and cost effect problem solving.

Existing Gate 5 jet bridge

Underside of rotating headpiece.

Existing stairway is too short for 757 jet bridge settings.

Option 1 Used nose loader

Option 2 Used ramp bridge.

ATTACHMENT #6

MEMO

TO:	Patricia deLaBruere, JNU Airport Manager	DATE: April 3, 2014
FROM:	Ken Nichols, P.E. JNU Airport Engineer	
RE:	Engineer's Report	

General
In the past month, I oversaw three capital projects and one planning project. Project specific summaries are presented below for each project.

Special Projects
EVAR
We have received a request to saw the end off of a log near the current turn around on the EVAR. The log is about 8 feet across. The proponent would like to expose the end so that people can count the rings and see how old the tree was.

Tenant Coordination
I have provided information and coordination to Delta Air Lines for their service, which begins in May 2014. I have also provided information and coordination for three current tenants wishing to build new hangars.

Summer Intern
We have selected Ori Miller as a summer intern. Mr. Miller is a student at University of Alaska – Fairbanks studying Civil Engineering. He will start May 19 and work through mid-August.

Airport Sustainability Master Plan
Five Proposals were received on March 26, 2014. The selection committee is reviewing the proposals and will meet on April 8 to review the scoring. Proposals were received from: DOWL HKM, HDR Alaska Inc., Jacobsen/Daniels Associates, LeighFisher Inc., and URS Corporation.

RSA Expansion Phase IIA
As-built drawings have been received from PND. The contractor still has some remaining punchlist items including submittal of spare parts and warrantees. The work contracted through Secon is continuing. FAA and their contractors will return in mid-April to continue their remaining work, which will continue through May.

ATTACHMENT #6

Carson Dorn is working on revising property boundaries through DNR and in conjunction with South East Alaska Land (SEAL) Trust.

Runway 8/26 Rehabilitation
A final package of plans, specifications, and estimates (PS&E) is complete. Engineering Contracts staff is preparing the Project Labor Agreement and setting the project up to bid.

The project must be bid before a grant can be issued. It is expected that the project will be bid in April, bids opened in May and construction of the first phase will begin in June. The first phase will continue through August 2014 and will include construction of several components to make everything ready to use the temporary runway configuration. I expect to begin using temporary runway configuration in April 2015 so that the major runway work can be completed by June 30, 2015.

Air Cargo Hard Stand
I have sent a request to Engineering Contracts to do a term agreement solicitation for a design firm to prepare a bid package for the project. My intent is to use a design firm for design, then use summer intern staff under my supervision for construction inspection of the project.

ATTACHMENT #7

TO:	Patricia deLaBruere JNU Airport Manager	DATE: April 3, 2014
FROM:	Catherine Fritz, AIA JNU Airport Architect	

Terminal Renovation.

The Departure Lounge café opened in March, and construction of the decorative wall to separate the Gate 5 boarding area from the café was completed. The metal fish sculpture was reconfigured from its previous location in the non-secure dining area. The new area is being actively used and the services are much appreciated by travelers.

Gate 5 is being developed as a JNU owned and operated gate. The 1970-era jet bridge will be renovated to allow both 757 and 737 jets to access the terminal. The walkway (non-moving) portion that connects to the building will be washed and painted; the interior will be cleaned and new lighting is being considered. Two options are being considered for the moveable section of the existing jet bridge: a refurbished nose loader that would replace the most deteriorated portion of the existing equipment, and a refurbished moveable ramp bridge that would replace the longer middle and end sections. Inside the building, a custom gate podium is being designed and constructed to serve both Delta and Alaska gate needs.

Public design review meetings for Phase II of the terminal renovation were held in February. The two concepts are ready for Airport Board review and are elaborated upon under a separate agenda item in the April 9, 2014 meeting packet.

A layout design for Bag Screening with the new CT80 machine has been presented by TSA. The scanner and associated loose components such as hand-inspection tables and equipment will be set up inside the existing Bag Screening room. This configuration will be most efficient for TSA staffing and will keep the Lobby area clear for passenger circulation. The air carriers may provide staffing assistance to input baggage into the scanner; procedures are currently being developed to ensure efficient and safe operations. TSA will begin the CT80 installation on May 13, 2014; they expect it to be operational by May 22, 2014.

JNU Project staff has continued to sift through surplus equipment and furnishings obtained from the former ESS concession operation. Many good items have been be retained by the Airport for use. These include desks, file cabinets, office supplies, storage shelves, stackable chairs, kitchen equipment such as stainless steel tables, and a limited amount of catering equipment. When the current short term food and beverage concession ends, there will be additional kitchen equipment to surplus.

We are working closely with the proposed new concessionaire to develop a design concept to remodel the existing Bar/Lounge space beginning in May. The proposal is a reduced overall food and beverage concession space that will provide fresh ‘grab and go’ foods and limited hot foods. Both the secure and non-secure locations would have similar offerings, including full service bars. The Airport expects significantly less operational costs under this concessions proposal.

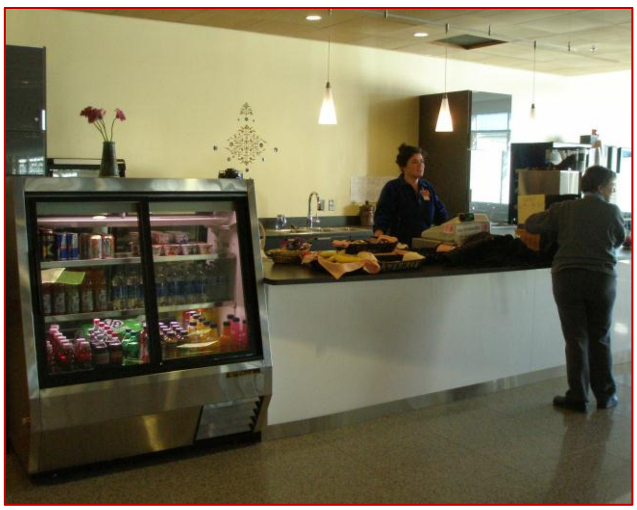
Development of an alternative procurement process for airport concessions is underway. Staff is working closely with CBJ Law and Purchasing departments. The concept is to maintain a public competitive solicitation process per CBJ code, but to do so in a way that allows business opportunities to be presented and developed in a flexible and creative manner. A final draft document is currently in process and expected to be ready for Airport Board review in May.

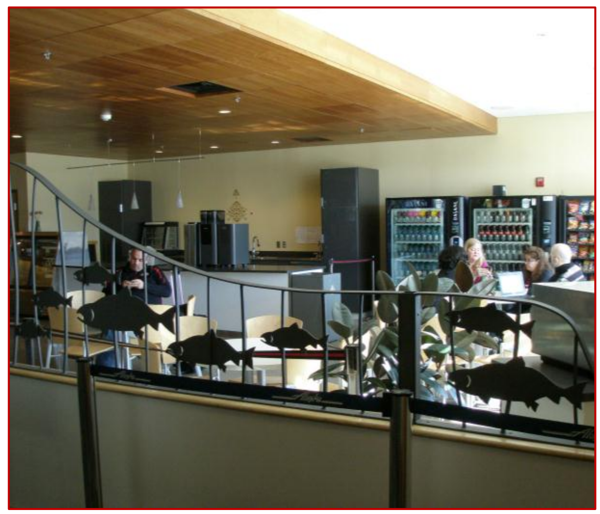
ATTACHMENT #7

Delta Air Lines is developing design and construction documents for the interior build-out of spaces on the first floor. We are awaiting the construction schedule, but expect work to begin in early May. The design is being prepared by JensenYorbaLott Architects (JYL), with mechanical engineering services from Doug Murray and electrical engineering from Ben Haight. This is the same design team that has developed our terminal renovation, so we expect the documents to be well coordinated with existing conditions and to reflect the Airport's needs. The construction contractor will also work closely with JYL Architects and is aware of Airport requirements for safety, security, and minimizing impacts to existing operations during construction.

Snow Removal Equipment Facility.

FAA has requested additional information regarding the expenditures of AIP grant 51 that covers the SREF Infrastructure project. It is not unusual for FAA to periodically identify AIPs for audit; this request appears to be related to such. The CBJ General Ledger reporting system is not set up to automatically provide the detailed information requested by FAA, but our expense records can retrieve the requested information. We are working closely with CBJ grant accountant and expect to forward the information to FAA soon.





Departure Lounge Café is open for morning service.