AIRPORT BOARD
AGENDA
7:00 P.M., WEDNESDAY, MARCH 12, 2014
ALASKA ROOM

I. CALL TO ORDER

II. ROLL CALL

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

IV. APPROVAL OF AGENDA

V. PUBLIC COMMENTS

VI. UNFINISHED BUSINESS

VII. NEW BUSINESS

A. **Airport FY 15 and FY 16 Budgets (Attachments # 1 through #3).** The Airport Board Finance Committee held two meetings on January 31, 2014, and February 19, 2014, to discuss the projected FY 14 budget (current) and the proposed FY 15 and FY 16 budgets. FY 14 budget is projected to come in at a deficit of -$119,300, under the original projected deficit of -$157,920. This means that less Revenue Surplus funds will be required in order to balance the budget. Prior to applying rates/fees increases and a portion of Revenue Surplus funds, proposed FY 15 and FY 16 budgets were short -$255,354 and -$527,654. The Committee passed motions to increase Fuel Flowage Fees and Security Screening fees, as outlined in B., below, as well as apply a portion of the Airport Revenue Surplus funds to balance FY 15. While the revenue increase also impacts subsequent years, FY 16 still shows a deficit. It was agreed to re-evaluate FY 16 next year. To finalize these budgets, the bottom line budget (expense and revenues) will need to be approved, the use of Revenue Surplus funds to balance the budget will need to be approved, and the changes to the Airport Rates and Fees Regulation will need to be approved (the latter is a separate discussion and motion). It was also noted that the Revenue Surplus account would have approximately $1.8 million remaining after the proposed FY 15 budget. This amount is still within the approved 3-month threshold of Revenue Surplus to have on hand. These funds would need to remain around $1.6 million into FY 16.

BOARD ACTION: *Board moves approval of the FY 15 and FY 16 proposed budgets as presented in Attachments #1, #2 and #3, and correspondingly approve the use of $128,487 in Airport Revenue Surplus funds to supplement the FY 15 budget in order to balance.*

B. **Airport Rates and Fees Regulation (Attachment #4).** As a part of the Airport FY 15 and FY 16 budget process, the Finance Committee re-assessed the Airport Rates and Fees and the Airport Revenue Surplus funds. Approximately half of the deficit would be supported through the use of Revenue Surplus funds, the remaining balance would need to be supported through revenues generated by increasing the Airport Rates and Fees (as presented in the proposed budgets, above). Based on the model allocation requirements for each user group, General Aviation/135 Operators would need to generate $19,030 in additional revenues and the Air Carrier/121 Operators would need to generate $107,837 in revenues, of which $21,600 is directly related to Airport Security cost of officers at the checkpoint during screening. The Committee approved to increase the Security Screening Fees to $1.08/per enplaned, screened passenger (up $0.08). The Committee also approved the increases to the Fuel Flowage Fees for the General Aviation/135 Operators (aircraft 12,500 lbs. or less) to $0.17/gallon (an increase of $0.015); and the increase to the Fuel Flowage Fees for the Signatory Air Carrier/121 Operators (aircraft 12,501 lbs. or greater) to $0.155/gallon (an increase of $0.03). Correspondingly, the Non-signatory Fuel Flowage Fees would increase to $0.215/gallon. Additionally, the Air Carrier Terminal Rents did not specify a corresponding non-signatory rate, so a line was added to that category to reflect a 25% increase over signatory rates. These increases and language changes were approved by the Finance Committee at the February 19, 2014, Finance meeting, and are reflected in the proposed budget, above.

BOARD ACTION: *Board moves approval of the updated Airport Rates and Fees Regulation 07 CBJAC 10.020, as presented in Attachment #4, and to begin the public process/comment period before coming back before the Airport Board for final approval and submission to the Assembly.*

C. **Runway Rehabilitation:** The Engineer's Estimate for construction is $22,361,958.50; staff expects construction bids to be ready for Board review on April 9, after which it will be possible to apply for the Airport Improvement Program (AIP) grant based on the actual bid amount. Staff would like to introduce the funding appropriation at the April 7 Assembly meeting using the Engineer's Estimate, and follow up with the Public Hearing at the April 28 Assembly meeting using the actual amount of the AIP grant request and appropriate matching amounts.

BOARD ACTION: *"Board moves approval of the appropriation of the AIP grant, Alaska Department of Transportation matching grant, and Airport matching funds from dirt royalties, using the Engineer's Estimate for Introduction, and actual amount of the grant requests for Public Hearing."*

D. **Airport Terminal Phase II Renovation:** On February 19th, the Airport Board met in a work session to review design concepts for the terminal renovation. Comments from that meeting were incorporated into two schemes that were presented to the tenants and general public on February 27, 2014. Jensen Yorba Lott Architects will give a presentation on the two concepts at the March 12, 2014 meeting. Board approval of one of the concepts will allow the project to move into Schematic Design.

BOARD ACTION: *"Board moves approval of Concept __ for Phase II Terminal Renovation, and request the Concept be further developed, then be brought back to the Board as a Schematic Design with cost estimate and construction schedule."*

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

1. TSA Baggage Screening Update. After receiving the Assembly's letter on the issues, Senator Begich sent a letter directly to the TSA reiterating the public concern. We also know that Congressman Young's office has been in communications with the TSA. We are standing by for more updates or additional information when needed.

2. Airport Engineer Report (Attachment #5)

3. Airport Architect Report (Attachments #6 and #7)

VIII. CORRESPONDENCE:

IX. COMMITTEE REPORTS

A. **Finance Committee**: Update. See New Business, above.

B. **Operations Committee**:

C. **Art Committee**: Update

X. ASSEMBLY LIAISON

XI. PUBLIC COMMENTS

XII. BOARD MEMBER COMMENTS

XIII. ANNOUNCEMENTS

XIV. TIME AND PLACE OF NEXT MEETING:

A. Airport Board, 6:00 p.m., April 9, 2014, Alaska Room

XV. EXECUTIVE SESSION

XVI. ADJOURN

ATTACHMENT #1

as approved

EXPENSE SUMMARY

2/19/2014

	FY 14 APPROVED	FY 14 PROJECTED	FY 15 PROPOSED	FY 16 PROPOSED
PERSONNEL	2,453,500	2,626,500	2,733,800	2,859,000
SUPPLIES	796,700	695,100	731,900	727,700
SERVICES/CHARGES	2,592,000	2,532,300	2,604,300	2,779,500
TRAVEL/TRAINING	30,500	13,800	27,900	29,600
TOTALS	5,872,700	5,867,700	6,097,900	6,395,800

ATTACHMENT #2

as approved

REVENUE SUMMARY

2/19/2014

	FY 14 APPROVED	FY 14 PROJECTED	FY 15 PROPOSED	FY 16 PROPOSED
STATE/FED REVENUE	316,200	337,200	352,200	372,200
FUEL FLOWAGE FEES	541,159	548,100	654,214	654,214
LANDING FEES	1,700,000	1,704,500	1,737,100	1,737,100
USER FEES/SECURITY FEES	399,000	383,100	423,500	423,500
RENTALS	2,528,600	2,560,000	2,582,000	2,582,000
INTEREST INCOME	36,500	25,100	30,000	35,600
FINES/MISC./OTHER	192,900	190,400	190,400	190,400
TOTALS	5,714,359	5,748,400	5,969,414	5,995,014

ATTACHMENT #3

as approved
2/19/2014

EXPENSE vs. REVENUE SUMMARY

	FY 13 ACTUALS	FY 14 APPROVED	FY 14 PROJECTED	FY 15 PROPOSED	FY 16 PROPOSED
EXPENSES	(5,663,323)	(5,872,700)	(5,867,700)	(6,097,900)	(6,395,800)
REVENUES	5,361,050	5,714,780	5,748,400	5,969,414	5,995,014
DIFFERENCE	(302,273)	(157,920)	(119,300)	(128,487)	(400,787)
AIRPORT REVENUE SURPLUS APPLIED				128,487	0
TOTAL OVER/(SHORT)	**(302,273)**	**(157,920)**	**(119,300)**	**0**	**(400,787)**

FY 15 applies $128,487 in Airport Revenue Surplus to balance

ATTACHMENT #4

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 #4

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 #5

JUNEAU INTERNATIONAL AIRPORT
ALASKA'S CAPITAL CITY

TO:	Patricia deLaBruere, JNU Airport Manager	DATE: March 5, 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. In addition, 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 two current tenants wishing to build new hangars.

Airport Sustainability Master Plan
The Request for Proposals for consultant selection has been advertised locally and nationally. There has been much interest from several consultants. A non-mandatory pre-proposal meeting will be held next Wednesday at 3:00 p.m. Proposals are due on March 26, 2014. A selection committee will be determined prior to the proposal due date. I expect the selection committee will have reviewed the submittals prior to the April 9, 2014, board meeting.

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 expected to be complete in the next month. FAA and their contractors will return in mid-April to continue their remaining work, which will continue through May.

Three firms responded to my request to provide permit close-out services for the numerous permits associated with this project. Carson Dorn was selected to continue providing permit services. I anticipate these services will continue for at least two years until the final habitat monitoring is completed as specified in our permits.

Runway 8/26 Rehabilitation
A final package of plans, specifications, and estimates (PS&E) is nearing completion. The documents received from the consultant after the last board meeting needed minor adjustments prior to bidding.

A meeting will be held today to determine the need for a Project Labor Agreement (PLA) for the project. If a determination is made that a PLA is required by CBJ, labor agreements may be incorporated into the project specifications. FAA does not require, nor do they encourage PLA use on FAA funded projects. PLA use is allowed if the sponsor desires to do so.

Air Cargo Hard Stand
The pavement condition at the parking position for the Alaska Airlines Cargo plane is in very poor condition due to stresses from heavy loads. I have received specifications from Alaska Airlines on the dimensions for a concrete hardstand to be used by their 737 Cargo fleet. This project will be funded by Passenger Facility Charge #7 funds.

ATTACHMENT #6

TO:	Patricia deLaBruere, JNU Airport Manager	DATE: March 6, 2014
FROM:	Catherine Fritz, AIA JNU Airport Architect	

Terminal Renovation.

Public design review meetings for Phase II of the terminal renovation were held in February. Two concepts (Attachment #7) were developed, both of which offer the same spaces, but vary in arrangement. The primary difference is the location of the food and beverage concession on the second floor. The concept presentation boards are on display in the terminal (first floor lobby area).

> Concept 1 aligns food and beverage along the west exterior wall and provides the most opportunity for public views to the airfield. The negative aspect of this concept is that it locates food and beverage services at the far west end of the secure Departure Lounge, making it less visible to the departure Gates and contributing to current circulation and crowding problems.
>
> Concept 2 locates food and beverage near the east exterior wall and requires conversion of the Alaska Room to dining space. This concept is preferable for the long-term planning of the terminal, as it provides a more centralized location for the food and beverage concession. It allows the west exterior views to the airfield to be given to tenant lease spaces.

Both concepts will have equal impacts to current operations during construction, and both require that some tenants be displaced until the remaining renovation of the old North wing of the terminal is complete. The design team and project staff are currently analyzing the specific issues and developing a plan to minimize impacts. We are confident that all current tenants and terminal functions will be able to be accommodated.

The preferred concept will be forwarded to the consultant cost estimator. I am continuing to refine the project schedule, and am working with the design team to identify construction sequencing. This will allow us to work with tenants to resolve specific impacts and give adequate lead time for relocations.

Project staff is continuing to work with Delta Air Lines to meet their facility needs. Their check-in counter and office area will be located where Smarte Cartes are currently found on the first floor (Smarte Cartes will be relocated to a nearby new wall that will frame the Delta Air Lines offices. This summer's operation will rely on baggage being delivered to the Bag Screening room via carts or passenger drop off. A longer term solution will involve extension of the baggage belt that is located behind check-in agents; this is expected to be constructed next winter. Delta Air Lines facilities staff is developing detailed drawings that we expect to have submitted along with our tenant improvement application in the near future. During a visit on March 5, 2014, Delta officials expressed interest in working with Alaska Airlines to refurbish the jetway that serves Gate 5.

A layout diagram to accommodate TSA's CT80 Bag Screening machine in a stand-alone configuration has been developed. The temporary location will be adjacent to the TSA Screening Room entrance, next to the check-in area. The set up will be similar to the temporary bag screening operation that was used in 2011 during the renovation project. The only construction related work that will be necessary will be electrical power drops, so implementation of this set up can be done quickly, once the CT80 is received on site.

ATTACHMENT #6

JNU Project staff has continued to work on concession issues, both immediate and long term. Surplus items are being organized for a sale in April, and a partition wall is being added in the Departure Lounge to separate the coffee café from Gate 5. To address the ongoing challenges of securing concessionaires, we are working with CBJ Law and Purchasing departments to create a more efficient and effective method of procurement for the long-term operation of food and beverage. The current system uses a modified Request for Proposals (RFP) process, and has consumed an extensive amount of staff time, yet resulted in few responses that align with airport needs.

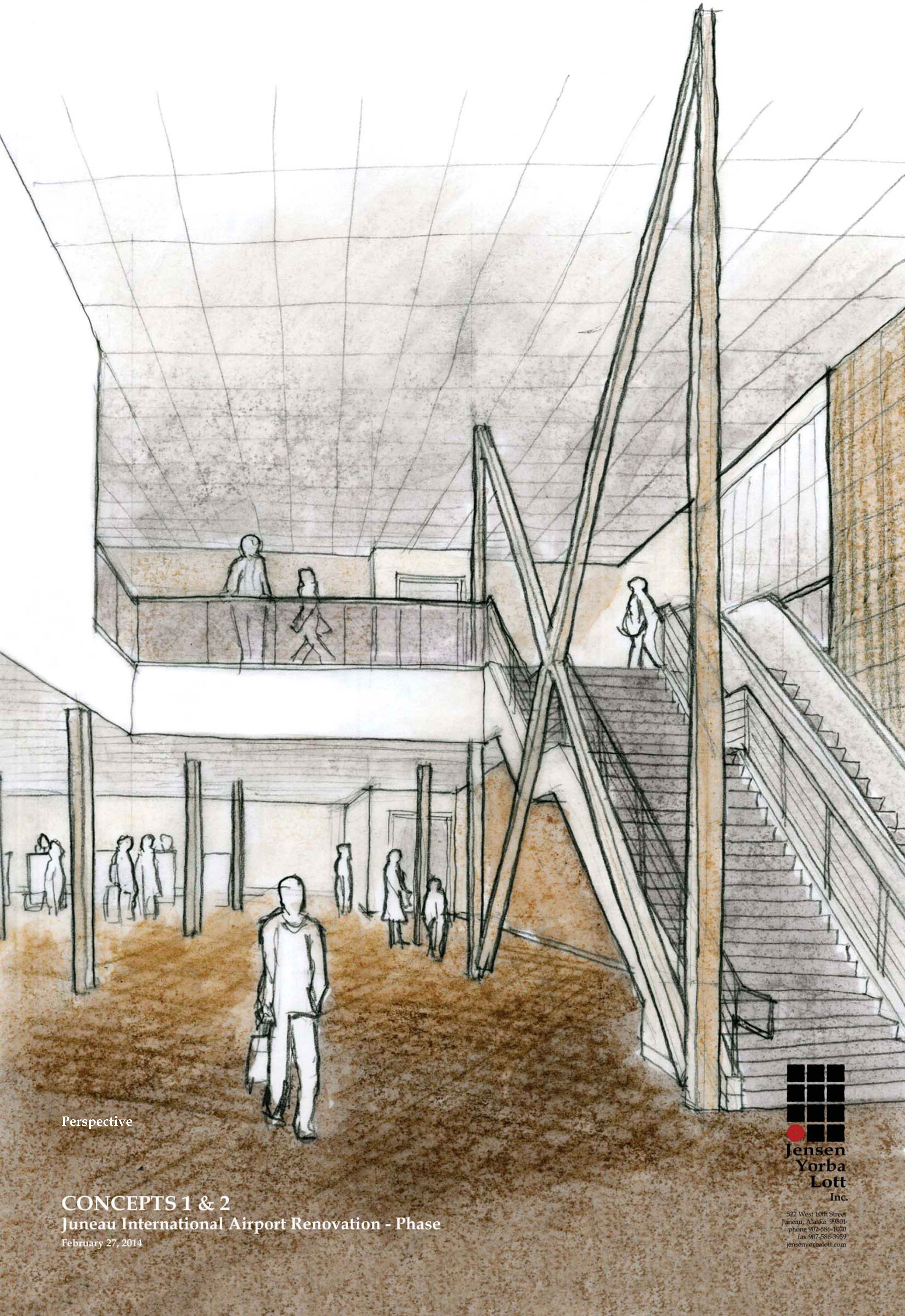
Finding a long-term concessionaire that meets the airport's customer service and revenue goals will require a new model of procurement. We have studied several other airports' concessions programs and are looking at creative ways to procure that meet City code. With design of the next phase of renovation currently underway, it is beneficial to both the Airport and the long-term concessionaire that spaces be designed with a selected concession in mind. Therefore, the procurement process needs to begin as soon as possible.

CBJ 05.20.020(i) "Leases for nonaeronautical uses" is the code section being developed for the new procurement process. It reads, "Exclusive franchise or grant may be extended for the right to conduct or engage in nonaeronautical services, and awards will be made only after public auction *or by some other appropriate method* of determining who will provide the best service for the public and the airport." (*emphasis added*). The first step of a new concessions procurement program is to adopt policy that will lay out the "other appropriate method" to be used. JNU projects staff is working closely with CBJ Law department to develop the policy, and hopes to have it for Airport Board review at their April meeting.

Snow Removal Equipment Facility.

Throughout February, JNU Projects staff worked diligently on the request to relocate the SREF to the NW Development Area.

ATTACHMENT #7

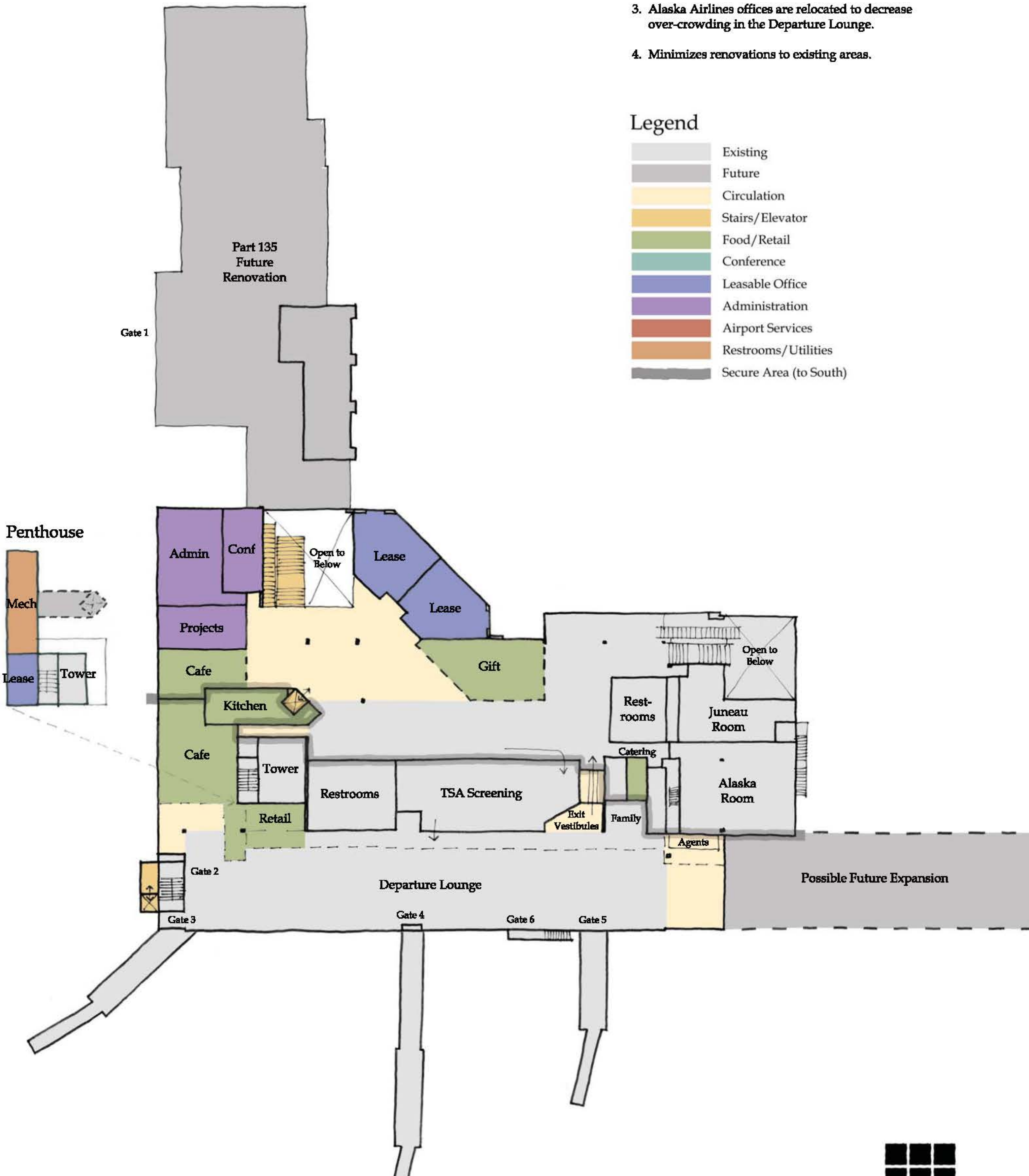


Key Points

1. Food/Beverage/Concession placed on the west to provide direct views to the airfield and to minimize construction in existing areas.
2. A single kitchen serves both secure and non-secure side dining areas. It's located off of the exterior so as to not occupy window space and to provide greater future flexibility of the dining spaces.
3. Alaska Airlines offices are relocated to decrease over-crowding in the Departure Lounge.
4. Minimizes renovations to existing areas.

Legend

- Existing
- Future
- Circulation
- Stairs/Elevator
- Food/Retail
- Conference
- Leasable Office
- Administration
- Airport Services
- Restrooms/Utilities
- Secure Area (to South)



Second Level

CONCEPT 1 - WEST RESTAURANT

Juneau International Airport Renovation - Phase II

February 27, 2014

0 5 10 20 40

Jensen Yorba Lott Inc.

522 West 10th Street
Juneau, Alaska 99801
phone 907-586-1070
fax 907-586-3959
jensenyorbalott.com

Key Points

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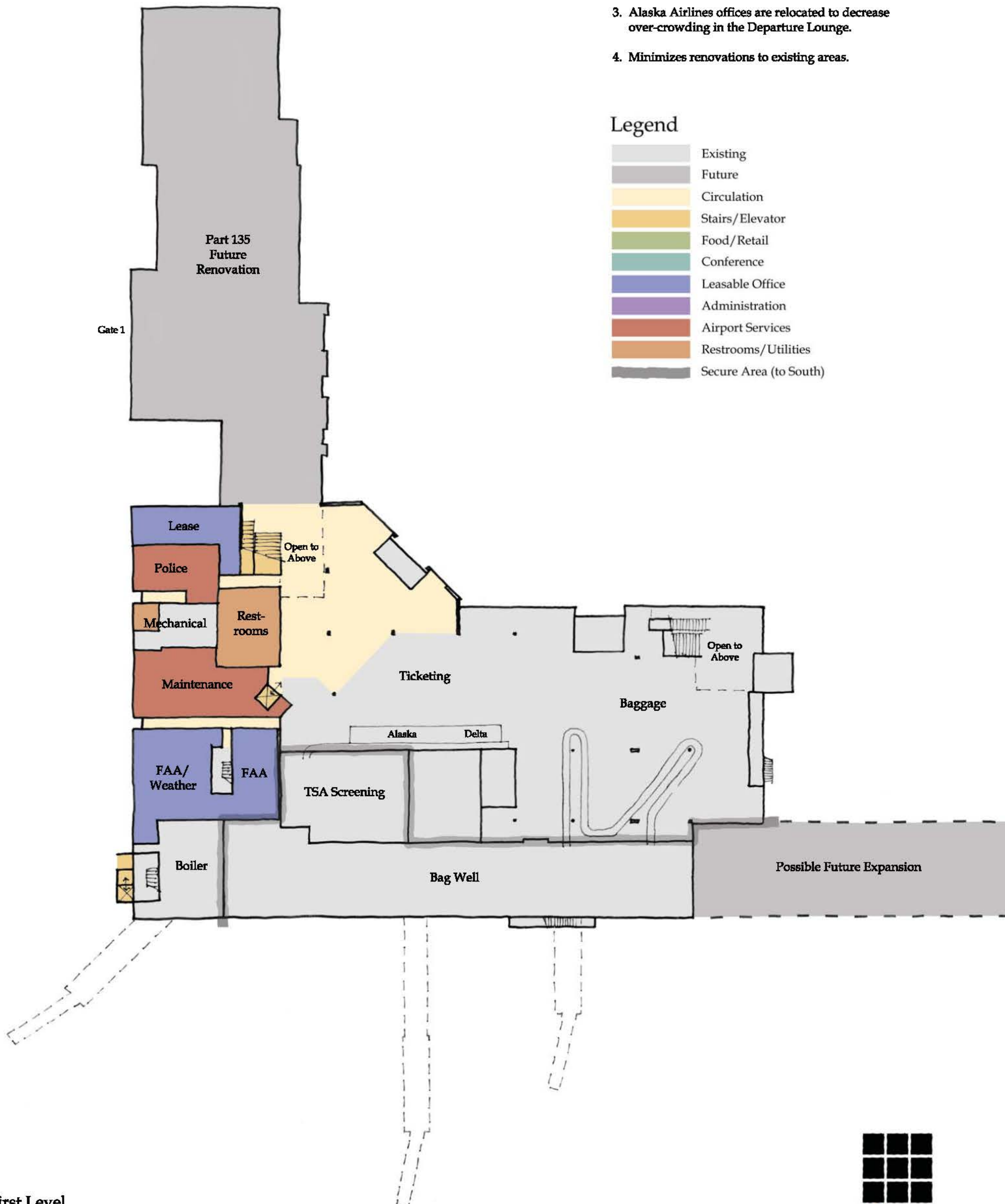

First Level

CONCEPT 1 - WEST RESTAURANT

Juneau International Airport Renovation - Phase II

February 27, 2014

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Juneau, Alaska 99801
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Key Points

1. Food/Beverage/Concession placed on the east to provide a central location for when Departure Lounge is expanded in the future. The dining area takes advantage of the current Alaska Room views.

2. A single kitchen serves both secure and non-secure side dining areas.

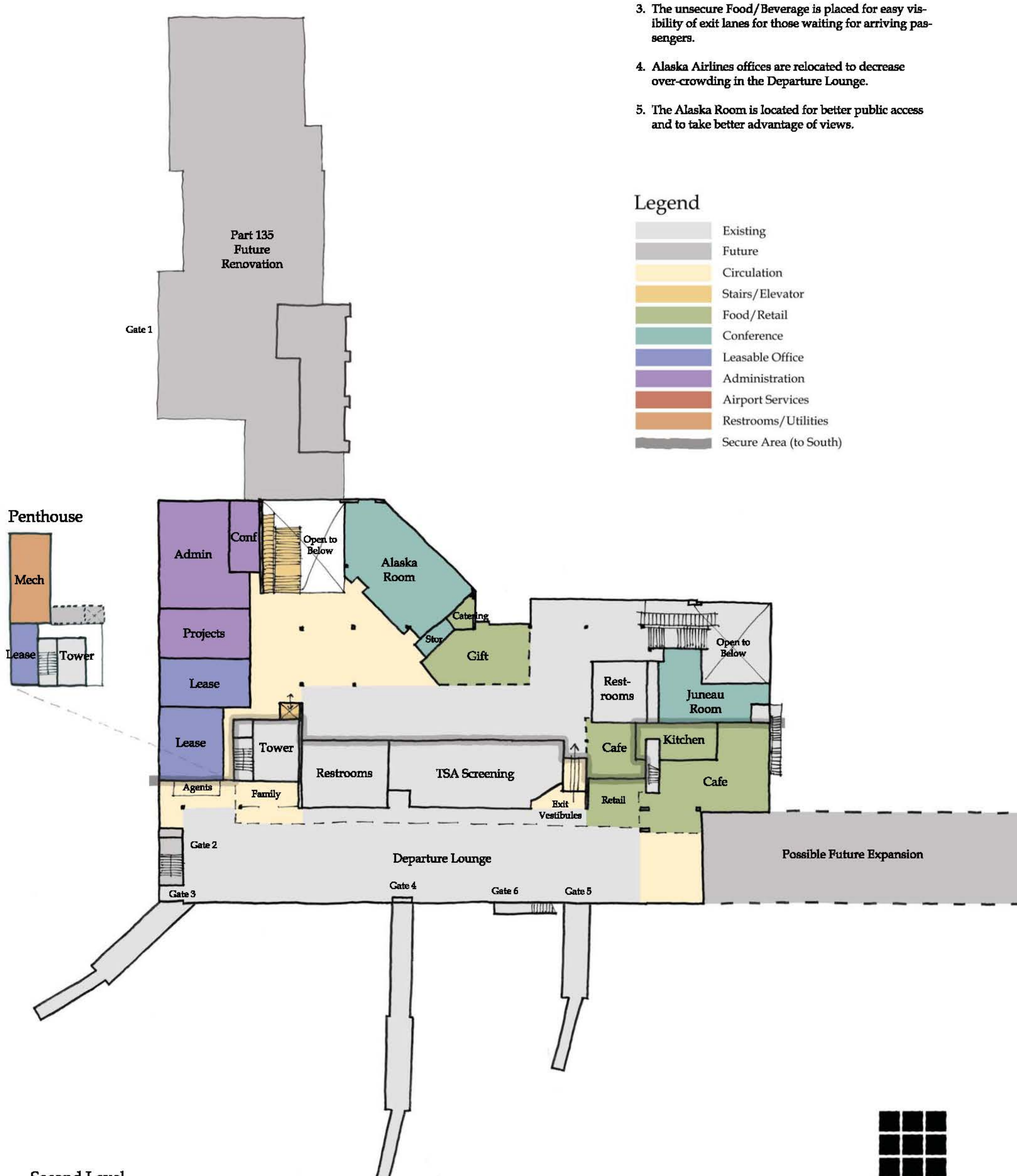
3. The unsecure Food/Beverage is placed for easy visibility of exit lanes for those waiting for arriving passengers.

4. Alaska Airlines offices are relocated to decrease over-crowding in the Departure Lounge.

5. The Alaska Room is located for better public access and to take better advantage of views.

Legend

- Existing
- Future
- Circulation
- Stairs/Elevator
- Food/Retail
- Conference
- Leasable Office
- Administration
- Airport Services
- Restrooms/Utilities
- Secure Area (to South)



CONCEPT 2 - EAST RESTAURANT

Juneau International Airport Renovation - Phase II

February 27, 2014

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Key Points

1. Food/Beverage/Concession placed on the east to provide a central location for when Departure Lounge is expanded in the future. The dining area takes advantage of the current Alaska Room views.

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Legend

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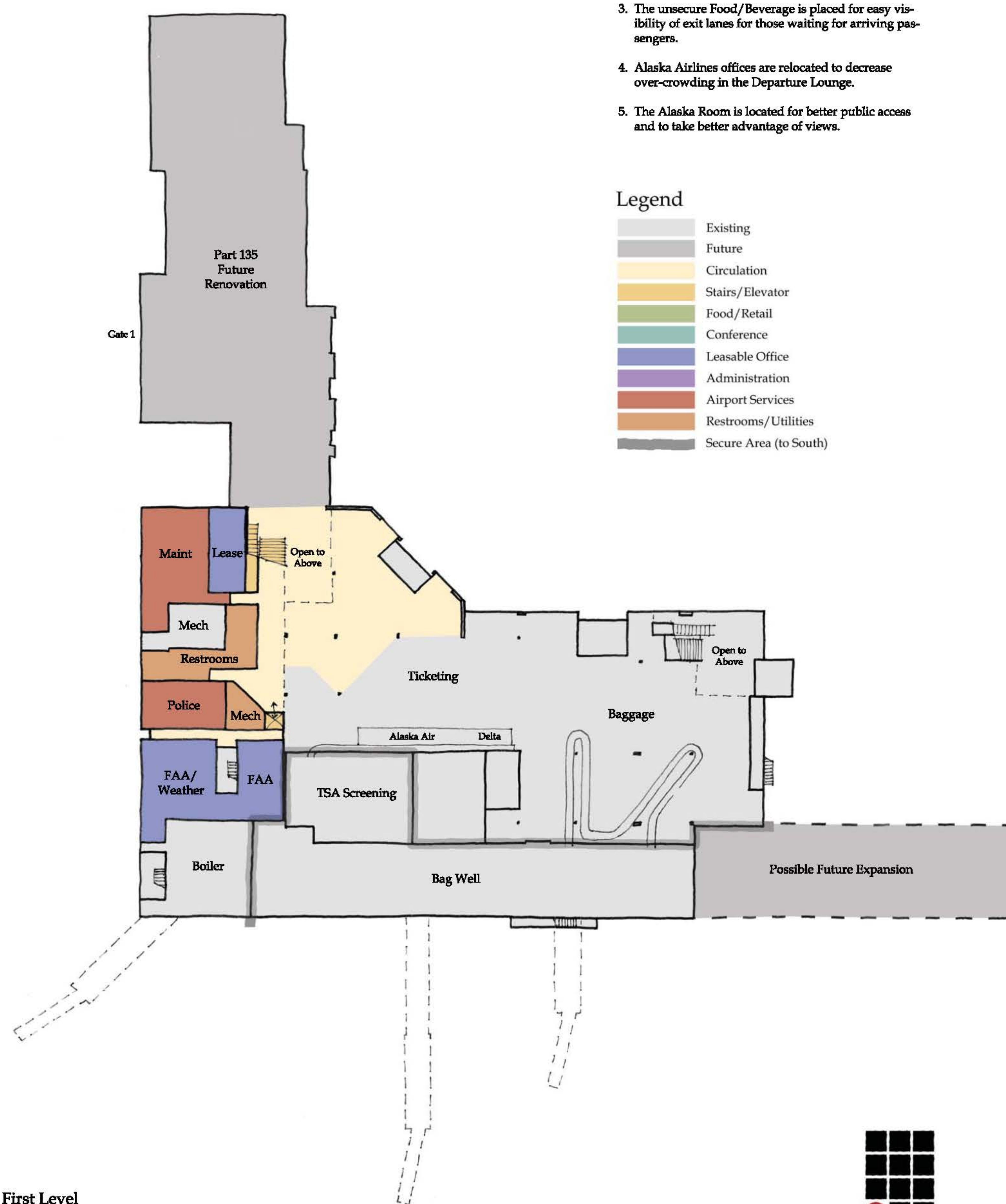
- Future
- Circulation
- Stairs/Elevator
- Food/Retail
- Conference
- Leasable Office
- Administration
- Airport Services
- Restrooms/Utilities
- Secure Area (to South)



First Level

CONCEPT 2 - EAST RESTAURANT

Juneau International Airport Renovation - Phase II

February 27, 2014

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