

AIRPORT BOARD
AGENDA
6:00 P.M., WEDNESDAY, MAY 8, 2013
ALASKA ROOM

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES: Regular Monthly Meeting of April 10, 2013

IV. APPROVAL OF AGENDA

V. PUBLIC COMMENTS

VI. UNFINISHED BUSINESS

A. **Draft Airport Rates & Fees Regulation:** Public comment for the regulation began on April 16, 2013, and will end at 4:30 p.m. on May 7, 2013. To date, no comments have been received. Staff will prepare an action item packet if no comments are received by the close of business on May 7, 2013. If comments are received, this item may be delayed to a later Airport Board meeting.

VII. NEW BUSINESS

A. **Pond Road Stop Signs:** As a follow-up to the April 10, 2013, Airport Board meeting, the Airport will be removing the existing “stop” signs at the RWY 8 end of the float pond road. To comply with the RPZ (Runway Protection Zone), vehicles over 10 feet tall will need to give way to aircraft. Staff plans to change the signs to read something like “Vehicles/Equipment over 10’ tall must yield to all aircraft”. We hope to have this completed within the next few weeks.

B. **Airport Manager’s Report:**

1. As a follow-up to the April 10, 2013, Airport Board meeting, measurements for Float Pond Road are as follows:
 - a. North Sea Plane Base Road: **two** 12’ (24’) lanes plus a variable 8’-14’ parking lane
 - b. South Seaplane Base Road: 22’ road section plus an 8’ parking lane
 - c. West Finger Road: 24’ road section plus a 10’ parking lane
2. Airport Engineer Report (Attachment #1)
3. Airport Architect Report (Attachment #2)

VIII. CORRESPONDENCE

- IX. COMMITTEE REPORTS
 - A. **Wildlife Hazards Working Group**
 - B. **Finance Committee**
 - C. **Operations Committee**
- 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., June 12, 2013, Alaska Room
- XV. EXECUTIVE SESSION: Personnel Issues
- XVI. ADJOURN

ATTACHMENT #1



TO: Patricia deLaBruere,
JNU Acting Airport Manager

DATE: May 2, 2013

FROM: Ken Nichols,
JNU Airport Engineer

FILE:

RE: Engineer's Report

General

In the past month construction has continued on two major projects.

RSA Expansion Phase IIA

The project is within a few days of the schedule provided by the general contractor in August 2012.

Significant accomplishments in the last month include:

- Completion of paving on the runway at the new east end.
- Paving at the north float pond road.
- Placement of Recycled Asphalt Pavement (RAP) on the south float pond road.
- Installation of electrical conduit and wiring along Taxiway A
- Installation of the pilings and platform for the Runway 26 MALS shelter.

Some photos of the work in progress are included on the next page.

Anticipated work in May includes:

- Completion of paving on the extended portion of Taxiway A and the new Taxiway G
- Shift of the Runway 8 threshold to Station 8+80
- Begin work on the new Runway 8 approach lighting system
- Begin work on reconfiguration of Taxiway B

We are holding weekly construction meetings at 9:30 Tuesday mornings in the Juneau Room.

ATTACHMENT #1



Construction of the 26 MALS platform at Station 8



C17 doing a touch and go while paving new Taxiway G.

ATTACHMENT #1

Yandukin/Shell Simmons Pavement Rehabilitation

The project is behind schedule by a few days due to weather delays.

Significant accomplishments in the last month include:

- Installation of construction signage.
- Excavation for sidewalk improvements including temporary ramps to access the terminal and pedestrian detour signs.

Some photos of the work in progress are included below and on the next page.

Anticipated work in May includes:

- Completion of the sidewalk
- Begin night work pavement removal and replacement

We are holding informal weekly construction meetings at 11:00 Tuesday mornings at the construction site.



Base rock installed for curb/gutter/sidewalk on outbound Shell Simmons

ATTACHMENT #1



Temporary pedestrian ramp leading to the terminal.

ATTACHMENT #2



TO: Patricia deLaBruere,
Acting JNU Airport Manager

DATE: May 2, 2013

FROM: Catherine Fritz, AIA
JNU Airport Architect

FILE: 1382.16

RE: Terminal Renovation Project Update
Snow Removal Equipment Facility Project Update

Terminal Renovation.

The first phase of 'No Smoking' signs that reflect the requirements of the new ordinance are in place along the front curb of the terminal. Additional signs that will also address illegal vehicle parking and waiting problems are in process and expected to be installed during May.

Thanks to efforts of the Juneau Arts & Humanities Council, and in collaboration with HollandAmerica Princess, there will be an expanded live music program at the airport starting in June. The mission and purpose for "Music on the Fly" is:

- To uplift and soothe travelers as they begin or end their journeys through the Juneau Airport.
- To encourage local residents to visit and enjoy the airport and its amenities as a destination in and of itself.
- To give local entertainers performance opportunities.
- To set a positive tone for Juneau as Alaska's Creative Capital.

During the summer, the airport will host small performance groups on a regularly scheduled, weekly basis; during the winter, the schedule will be monthly and around holidays. Performances in the baggage claim area by local volunteers will offer classical, jazz, and contemporary music appropriate for all ages, and suited to a busy and occasionally stressful environment. We will encourage airport tenants to complement the music with special offerings. The airport will provide minor assistance for set up, as needed.

Local Girl Scout, Nicole Nelson is completing a project at the airport as she pursues the Gold Award, the highest achievement of Girl Scouts in the USA. Nicole is establishing a comprehensive student art program that will fill one of the triple sets of glass display cubes with temporary exhibits of 3-D student art, year round. This program will be self-sustaining through the efforts of local art teachers, and be coordinated through the Juneau Arts & Humanities Council. The airport's role will be to approve the content of each exhibit, and provide minor assistance, as needed.

Local Boy Scout, Morgan Nichols is preparing to complete a landscaping project in an existing raised bed in front of the terminal in pursuit of his Eagle Scout award. Staff is working closely with Morgan on this project, and will have more information in coming weeks. The landscape design will be low maintenance and not attract wildlife.

The Departure Lounge Coffee Bar began operations in late April, and while we are still working out a few irregularities, it has been very well received by customers. We are running a special reduced price of \$2 per cup through May to encourage travelers to give the machine a try. Additional vending options are also being increased in the Departure Lounge until a concession can be built out.

ATTACHMENT #2

Concession planning work began in April, as documents were assembled and tasks were assigned. A passenger incept survey is scheduled for June, and an electronic survey will be broadly distributed to the business community, frequent travelers, and community leaders. Data from these surveys will help inform the development of an RFP for concessionaires, and help prioritize available space for concessions.



Coffee bar is complete with an espresso machine serving travelers a variety of hot drinks. This is expected to remain in operation until a full concession can be opened.

Snow Removal Equipment Facility.

An overview of the SREF project will be provided to the Airport Board on May 8, 2013. Documents are currently being reconciled, contract provisions incorporated, and an updated cost estimate is being prepared to allow advertisement for construction bids to begin in late summer.

ATTACHMENT #3
Juneau International Airport
Rates and Fees Regulation for Airport Board Meeting
May 8, 2013

Rates and Fees Regulation Changes (Attachment #3-1, #3-2, #3-3 and #3-4). A draft of proposed changes to 07 CBJAC 10.020 Airport Rates and Fees Regulation (Attachment #3-4) incorporates all the rates and fees approved by the Airport Finance Committee and the Airport Board. The Airport Board approved the draft at their April 10, 2013, meeting. Public comment period began on April 16, 2013, and ended at close of business on May 7, 2013; meeting the required 21-day public comment period. The FY 14 balanced budget is predicated on a July 1, 2013, effective date of these rates, unless specifically stated otherwise in the regulation.

The Airport received three public comments:

1. A letter from Coastal Helicopter (Attachment #3-1, dated May 7, 2013)
 2. An e-mail from TEMSCO Helicopters (Attachment #3-2, dated May 7, 2013) and
 3. A letter from NorthStar Helicopters (Attachment #3-3, dated May 7, 2013)
- requesting a delay to the airport rates and fees implementation. The Finance Committee considered all public comments, suggestions and testimonies during the four Finance Committee meetings on February 27, 2013; March 28, 2013; April 4, 2013; and April 9, 2013. Based on public comments, the Finance Committee reduced staff's proposed rate increases and implemented a phase-in of rate adjustments. Staff recommends moving forward on the rates and fees regulation as proposed.

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 #3-3, and to forward on to the Assembly for final approval and adoption."



ATTACHMENT 3-1

COASTAL HELICOPTERS, INC.

8995 Yandukin Dr. Juneau, AK 99801
Phone 907-789-5600
Fax 907-789-7076
mwilson@coastalhelicopters.com

May 7, 2013

Re: Airport rates and fees increase 2013

Airport Board members;

I am writing to request the submission of the proposed increase to the airport rates and fees be delayed. I was under the impression that public comments and testimony given during the numerous finance committee meetings and the April airport board meeting would be considered as comment in regard to the proposed rate increase for airport operators. Because of the statement in the May board meeting agenda I am requesting the delay to ensure all parties involved are aware that the verbal comments and discussion during the finance committee meetings and the April airport board meeting will not be documented in the package sent to the Juneau assembly for consideration.

I believe the increase to the rates and fees and the idea of retroactive adjustments needs to be open for further discussion among the airport tenants with the staff and board and with the Juneau assembly.

Thank you for your consideration of this topic.

Michael H Wilson
General Manager
Coastal Helicopters, Inc.

ATTACHMENT #3-2

From: Tim McDonnell [mailto:tim_mcdonnell@temscoair.com]
Sent: Tuesday, May 07, 2013 2:17 PM
To: 'Heueisen@gci.net'; 'godkinm@gci.net'; 'akbyair@gci.net'; 'dave1013@gmail.com'; 'stevezimmerman@gci.net'; 'jackron@att.net'; 'Johan_Dybdahl@ci.juneau.ak.us'; 'jeannie_johnson@ci.juneau.ak.us'; 'pam_chapin@cijuneau.ak.us'
Cc: Eric Schultz (eric_schultz@temscoair.com); eric_main@temscoair.com
Subject: Rates and Fee adjustments airport property

Dear Board members and airport staff,

As I have more questions about the rate increases that were proposed to the airport tenants a month ago I would ask that you reconsider sending the increase to the assembly until we have the airport user meeting on May 9th. Thank you for your consideration.

Tim McDonnell
Vice Pres. Tours & Marketing
Temsko Helicopters Inc.
Juneau, Alaska. 99801
907-789-9501

ATTACHMENT #3-3



JNU Board of Directors
1873 Shell Simmons Dr., Suite 200
Juneau, AK 99801

May 7th, 2013

Dear Chairman Godkin,

I am writing today to comment on the Draft Airport Rates & Fees Regulation. To say that no comments have been to date received is false. I have sat through several meeting where lots of comments against that rate increases were voiced. Seeing that those comments have not been noted I will again share my opposition.

In this current economic climate the thought of filling a budget shortfall through rate/revenue increases without cutting expenses is unacceptable and puts the entire burden back on us, the tenants. I am not writing today with any great solution but with a request for more time to work on this problem before it ends up at the assembly level.

Thank you for your consideration.

Craig Jennison

General Manager
NorthStar Trekking

N o r t h S t a r T r e k k i n g L L C
PO Box 32540 ★ Juneau, Alaska 99803
Phone (907) 790-4530 ★ Fax (907) 790-4419
www.glaciertrekking.com
trekking@ptialaska.net

ATTACHMENT #3-4

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:

- 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:

- 010 Policy
- 020 Rates and Fees
- 030 Definitions

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.

ATTACHMENT #3-4

- (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~~ **\$.185** per gallon.

- (B) Aircraft with maximum certificated gross weight of more than 12,500 lbs. shall pay fuel flowage fee of \$ ~~.125~~ **\$.16** per gallon.

- (2) Non-signatory.

- All Non-signatory aircraft shall pay a fuel flowage fee of \$ ~~.20~~ **\$.235** per gallon.

- (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: \$ ~~2.18~~ **\$2.38** per 1,000 lbs.

- (C) Exemptions to signatory landing fees:

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- 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: \$ ~~2.73~~ \$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:

<u>Space Type</u>	<u>Rate</u>
Counter (North Wing) plus 7 feet	\$24.62 <u>25.16</u>
Counter (East Wing)	\$31.01 <u>31.69</u>
Office (North Wing)	\$22.39 <u>22.88</u>
Office (East Wing)	\$24.87 <u>25.52</u>
Office (Old Tower, Ops)	\$24.87 <u>25.52</u>
Office (AK Maintenance)	\$24.87 <u>25.52</u>
Baggage Claim (Public)	\$24.87 <u>25.52</u>
Storage/Bag Make Up (Covered Bag Well)	\$19.90 <u>20.34</u>
Storage/Frt Rm (North Wing)	\$19.90 <u>20.34</u>
Canopy Storage (North Wing)	\$12.44 <u>12.71</u>
Hold Room/ Departure Lounge	\$ 31.01 <u>31.69</u>

- (A) ~~The amended rental rate for the Counter (East Wing) and Hold Room/Departure Lounge in (c) (1) above, shall apply retroactive to July 1, 2009.~~

ATTACHMENT #3-4

(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.

(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	\$220 500
(B) Main Ramp, >12,500lbs	\$220 500
(C) Main Ramp, Air Taxi (small box)	\$65 75
(C)(D) Main Ramp, Air Taxi (large box)	\$100

(D)(E) Hard-surfaced parking areas	\$49 60
(E)(F) Gravel-surfaced parking areas	\$38 50

(G) Privately-owned seaplane floats (North & South)	\$45 90
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~~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) Publicly Airport-owned seaplane floats(North & South)	\$60 150
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~~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~~

ATTACHMENT #3-4

(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

(F)
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 6,000-001 lbs. (Non-commercial) \$5-10 per day
(A)(B) Under 6,001 lbs. (Commercial) \$25.00 per day
(B)(C) 6,000-001 lbs. to 12,500 lbs. \$50-75 per day
(C)(D) 12,501 lbs to 100,000 lbs. \$135-175 per day
(D)(E) 100,001 lbs. and over \$200-500 per day
(E)(F) Parking at Jetway 5 Air Carrier gate (Non-Signatory) —
\$100-500 per use

All aircraft parking spaces are designated one^[Pd1] 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) Airfield Land Lease Rates (all rates per square foot, annually):
(1)(2) The lease rate for airfield land is \$.43 per square foot per annum, except:

(A) Non-Commercial Airfield Land Lease adjacent to the Main Ramp is \$0.52 per square foot per annum. \$0.47/sq ft/year
(B) Commercial Airfield Land Lease is Undeveloped \$0.17 per square foot per annum. \$0.57/sq ft/year
Commercial Airfield Land Lease to be phased in as follows:

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	<u><i>\$0.47/sf/year beginning July 1, 2013, then</i></u>
	<u><i>\$0.52/sf/year beginning January 1, 2014; then</i></u>
	<u><i>\$0.57/sf/year beginning July 1, 2014.</i></u>
(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)(3) 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)(4) 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) ~~\$60-75~~ 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.)

	<u>1-7 PAX</u>	<u>8-16 PAX</u>	<u>17 or MORE</u>
	<u>Rate</u>	<u>Rate</u>	<u>Rate</u>
Annual	\$125.00	\$165.00	\$200.00
	<u>\$150.00</u>	<u>\$200.00</u>	<u>\$250.00</u>

ATTACHMENT #3-4

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 \$~~4,000~~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.

	<u>1st Vehicle</u> <u>Rate</u>	<u>Each Additional Vehicle</u> <u>Rate</u>
Annual	\$125.00 <u>\$150.00</u>	\$15.00 <u>\$25.00</u>
(3) Airport Operational Area (Commercial freight pick-up/delivery vehicles with inside the fence access.)		

	<u>1st Vehicle</u> <u>Rate</u>	<u>Each Additional Vehicle</u> <u>Rate</u>
Annual	\$190.00 <u>\$230.00</u>	\$20.00 <u>\$35.00</u>

- (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
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- (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
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ATTACHMENT #3-4

(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 ~~\$35~~ \$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

ATTACHMENT #3-4

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: ~~\$45~~\$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 (\$15) & Deposit (\$50)	\$ 65 <u>75</u>
(B)	Renewal (Annual)	\$ 15 <u>25</u>
(C)	Re-issuance for worn or damaged	\$ 10 <u>25</u>
(D)	Lost badge	\$200
(E)	Contractor Deposit	\$200
(F)	Proximity Gate Card	\$ <u>10</u>
(E)(G)	Non-Airport ID	\$ <u>25</u>

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

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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): \$5 per card / issuance

(3) Non-airport identification media : \$10 per card / issuance

~~(p) **Airline Fee for Airport Security Screening.** Airline Fee for Airport Security Screening shall be assessed on the air carrier for each passenger enplaning at Juneau; that is subject to security screening at Juneau.~~

~~_____ \$1.00/per screened, enplaned passenger~~

Airline Fee for Airport Security Screening. Each Air Carrier shall pay \$1.00/per screened, enplaned passenger for that Air Carrier's passengers subject to security screening and enplaning, at Juneau International Airport^[Pd2].

~~(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.

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“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” means an aircraft which is not assigned to a permanent parking space on the Airport, or which is not owned/leased by a tenant who has a written agreement with the Airport for the purpose of parking, which is not parked in its assigned permanent parking space, or multiple aircraft parked in one parking space.~~ “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. [Pd3]

“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 March 16 April 16, 20123, 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.

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Date: _____

John W. Hartle
City Attorney

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: July 1, 20123, or as otherwise outlined in this Regulation.

Date: _____

Laurie J. Sica, Clerk