

**Juneau International Airport Board
Finance Committee Meeting
March 12, 2020, 4:00 p.m.
Glacier Valley Fire Station Training Room
1700 Crest Avenue, Juneau Valley
Conference Bridge Line (907) 789-2014**

- I. Introduction** (meeting participants).
- II. FY20 Projected.** (See Attachments #1, #2 and #3 for summaries; and Attachments #4 and #5 for details.) FY20 Project budget was approved at the March 4, 2020, Finance Committee meeting using \$290,200 in Airport Fund Balance (AFB) to cover the projected deficit. This will be forwarded to the Airport Board.
- III. FY21 and FY22 Proposed.** (See Attachments #1, #2 and #3 for summaries; and Attachments #4 and #5 for details.) At the March 4, 2020, Airport Board Finance meeting, staff presented the draft FY21 and FY22 proposed budgets, as attached. There have been no further changes to the proposed budgets.

Total proposed Expenses are \$7,896,800 for FY21 and \$8,098,500 for FY22.

Total proposed Revenues are \$7,374,000 for FY21 and \$7,364,900 for FY22.

- IV. FY21/22 Deficits and Breakdown.** As discussed at the March 4, 2020, Airport Board Finance meeting, there are a couple of very distinct cost center deficits that show in the base analysis. The following items were discussed:

Airport Security shows a deficit (\$218,000) for FY21 and (\$230,300) for FY22. This is after applying the TSA reimbursement for Law Enforcement Officers and the current revenue for the screened passenger security fees. In the past, the air carriers requested this fee change (increase) start May 1, prior to the busy season.

Terminal shows a total deficit of (\$72,500) for FY21 and (\$95,400) for FY22. It has been years since the terminal showed a deficit and it typically supported the airfield with residual revenue. Due to reconstruction and flux in the terminal for FY21/22, staff would like to see where the Terminal costs center 'shake out' after construction before any major rate adjustments.

ARFF (Aircraft Rescue Fire Fighting) increases are \$113,500 for FY21 and \$158,400 for FY22 from increases to personnel and travel/training. ARFF has a 95/5 allocation (Air Carrier/GA-135). These get calculated through airfield rates/fees.

Airfield shows the remaining deficit of (\$118,800) for FY21, and (\$249,500) for FY22.

Budget Deficit Breakdown. The breakdown of the deficit is as follows between the user groups (no change since March 4 meeting):

FY 21 (\$522,800) deficit

GA/135 portion \$261,830

Air Carrier (121) portion \$260,970

FY 22 (\$733,600) deficit

GA/135 portion \$288,960

Air Carrier (121) portion \$444,640

- V. **Airport Fund Balance & Operating Reserve.** At the March 4, 2020, Airport Board Finance meeting, staff corrected the usable (unrestricted) Airport Fund Balance (AFB) bottom line, noting that there is no requirement to use AFB for our terminal project revenue bonds.

Based on project FY20 use of AFB, less the current three-month operating reserve, the Airport has approximately **\$1.54M of usable AFB funds** going into FY21/22. *Future budgeting, based on the FY21 proposed budget, the three-month operating reserve would now require \$1.974M, and FY22 would require \$2.02M.*

Staff also looked at other airports for establishing operating reserves. The results have varied so far, but range between three-months (on the low end) to over a year (on the high end). The average is probably around six-months. Operating reserves should be revisited in the future for extending the duration of operating reserves.

- VI. **Balancing FY21/22 Budgets.** At the March 4, 2020, Airport Board Finance Committee meeting, staff proposed a combination of Airport Fund Balance (AFB) use, User Group Allocation change and Rates/Fees increases to balance the FY21/22 budgets. While one suggestion was to balance FY21 using all AFB (\$522,800), there was no discussion to balance FY22. As a reminder, this is a biennial budget process and both FY21/22 budgets must be presented as balanced budgets. No further public suggestions have been made. Staff proposes a combination (as proposed at the March 4 meeting) to balance FY21/22 budgets:

- a. **Use of Airport Fund Balance.** Apply AFB to *roughly* half of the deficit for each year; \$282,100 applied to FY21 and \$365,000 applied to FY22. This decreases the deficits to (\$240,700) for FY21 and (\$368,600) for FY22.
- b. **Discussion of Allocations.** For the past several budget years, there have been discussions about revisiting the allocations that were set approximately 20 years ago. Current allocations were set at **85/15**: 85% Air Carrier (121) / 15% GA-135, and ARFF allocation at **95/5**: 95% Air Carrier (121) / 5% GA-135. Staff calculated a *change of 86/14*: 86% Air Carrier (121) / 14% GA-135, with no change to ARFF allocations.

Below is the ratio of deficit with applying the 50% split in AFB (VI.a. above) and an allocation change of **86/14** into the model:

FY 21 (\$240,700) deficit w/\$282,100 AFB

GA/135 portion \$ 99,171

Air Carrier (121) portion \$163,629

FY 22 (\$368,600) deficit w/ \$365,000 AFB

GA/135 portion \$ 72,142

Air Carrier (121) portion \$296,458

~and~

- c. **Rates and Fees Increases.** Attachment #6 summarizes the proposed increases to airport rates and fees that meet the requirements to balance the allocated deficit outlined in VI.b. above.

- VII. Rates and Fees Regulation (Attachment #7).** The current Airport Rates and Fees Regulation (07 CBJAC Chapter 10), was last updated July 1, 2016. The Airport has also compiled a comprehensive list of the History of Juneau Airport Rates and Fees showing when rates were established or last changed. These will be available at the meeting for reference. These are important references if the Committee looks at raising specific rates/fees to cover corresponding deficit.

As summarized in Attachment #6, Attachment #7 is the Juneau Airport Rates and Fees Regulation showing the proposed increases/changes. If the Airport Board Finance Committee approves the proposed budget, which includes use of AFB, change in allocation and increases to rates and fees, the FY21/22 budgets would be forwarded to the Airport Board for approval, and begin the Regulation process for the increased rates and fees

- VIII. FY21/22 Balanced Budgets (Attachment #8, #9 and #10).** By applying all three measures outlined in VI.a. through c., the Airport would be applying balanced budgets for FY21/22. This combination of AFB, allocation change and Rates/Fees increases is inputted into the model to balance as outlined in Attachments #8, #9 and #10.

Airport Staff recommends the following motions:

Finance Committee Motion: *“Approve the Rates & Fees Regulation changes, as shown in Attachment #7, for increases to the FY21 and FY22 Proposed Budgets, and forward to the Airport Board for approval, and begin the public Regulation Process.”*

Finance Committee Motion: *“Approve the FY21 and FY22 Proposed Budgets, as shown in Attachments #8, #9 and #10, with the use of \$282,100 of Airport Fund Balance for FY21, and the use of \$365,000 of Airport Fund Balance for FY22, and forward to the Airport Board for approval.”*

- IX. Next Finance Meeting: TBD**

ATTACHMENT #1**EXPENSE SUMMARY**

3/4/2020

	FY 18 ACTUALS	FY 19 PROJECTED	FY 19 ACTUALS	FY 20 UPDATED	FY 20 PROJECTED	FY 21 PROPOSED	FY 22 PROPOSED
PERSONNEL	2,770,952	2,981,300	2,901,361	3,070,100	3,105,100	3,141,200	3,255,000
SUPPLIES	915,063	1,179,700	1,247,587	1,114,200	1,111,500	1,058,600	1,063,600
SERVICES/CHARGES	3,208,361	3,340,800	3,303,835	3,406,600	3,363,600	3,651,200	3,732,000
TRAVEL/TRAINING	12,091	34,300	28,547	32,300	30,200	45,800	47,900
CAPITAL OUTLAY	15,086	0	25,690	0	0	0	0
DEBT SERVICE	0	0	0	0	0	0	0
TOTALS	6,921,553	7,536,100	7,507,020	7,623,200	7,610,400	7,896,800	8,098,500

ATTACHMENT #2 REVENUE SUMMARY

3/4/2020

	FY 18 ACTUALS	FY 19 PROJECTED	FY 19 ACTUALS	FY 20 UPDATED	FY 20 PROJECTED	FY 21 PROPOSED	FY 22 PROPOSED
STATE/FED REVENUE	273,203	265,700	248,719	286,700	254,700	209,500	200,400
FUEL FLOWAGE FEES	924,720	920,000	1,034,418	920,000	1,004,700	1,039,100	1,039,100
LANDING FEES	2,266,776	2,335,000	2,214,125	2,335,000	2,292,500	2,371,400	2,371,400
USER FEES/SECURITY FEES	655,562	688,600	664,439	700,400	677,800	693,200	693,200
RENTALS	2,795,107	2,910,100	2,933,413	2,869,800	2,805,000	2,775,300	2,775,300
INTEREST/PENALTIES	25,872	54,700	162,322	59,300	61,000	61,000	61,000
FINES/MISC./OTHER	254,985	226,000	250,882	217,500	224,500	224,500	224,500
TRANSFERS/CBJ/MPF	0	0	0	0	0	0	0
TOTALS	7,196,225	7,400,100	7,508,318	7,388,700	7,320,200	7,374,000	7,364,900
AIRPORT FUND BALANCE	136,000 234,500						
TOTALS AFTER FUND BALANCE APPLIED	7,196,225	7,536,100	7,508,318	7,623,200	7,320,200	7,374,000	7,364,900

EXPENSE vs. REVENUE SUMMARY

	FY 18 ACTUALS	FY 19 PROJECTED	FY 19 ACTUALS	FY 20 UPDATED	FY 20 PROJECTED	FY 21 PROPOSED	FY 22 PROPOSED
EXPENSES	(6,921,553)	(7,536,100)	(7,507,020)	(7,623,200)	(7,610,400)	(7,896,800)	(8,098,500)
REVENUES	7,196,225	7,400,100	7,508,318	7,388,700	7,320,200	7,374,000	7,364,900
DIFFERENCE	274,672	(136,000)	1,298	(234,500)	(290,200)	(522,800)	(733,600)
AIRPORT FUND BALANCE APPLIED (to REVENUES)		136,000		234,500			
TOTAL OVER/(SHORT)	274,672	0	1,298	0	(290,200)	(522,800)	(733,600)

ATTACHMENT # 4**AIRPORT EXPENSES FY21 / FY22****3/4/2020****Page 1**

560500101	Airport Administration	FY18	FY19	FY19	FY20	FY20	FY21	FY22
Account	Description	Actuals	Projected	Actuals	Updated	Projected	Proposed	Proposed
5110-0000	Salaries	374,876	657,200	447,958	930,400	721,500	972400	1002500
5116-0000	Accrued leave	85,487		102,663				
5120-0000	Benefits	212,083	381,600	247,103	449,700	422,700	464400	482000
5130-0000	Workers compensation	9,000	16,600	20,900	16,600	16,600	12100	12100
5140-0000	Engineering workforce	1,019	(248,000)	316	(507,900)	(267,800)	-551200	-570600
5150-0000	CBJ Overhead							
	Total Personnel	682,465	807,400	818,940	888,800	893000	897700	926000
	Commodities & Services							
5200-0000	Business travel	470	4,900	4,853		1500		
5202-0000	Travel and training	100			500	200	500	500
5390-0000	Contractual services	20,817	10,000	7,040	4,000	4,000	4000	4000
5394-0000	Interdepartmental	291,300	332,700	332,700	332,700	332,700	372900	372900
5397-0000	Bank card fees							
5322-0000	Advertising							
5320-0000	Printing	2,857	1,000	229	1,000	1,500	1000	1000
5375-0000	General Liab, Auto & EE Pract In:	2,300	2,300	2,300	2,300	2,300		
5494-0000	Loss contingency						1000	1000
5360-0000	Equipment rentals							
5310-0000	Telephone	12,600	11,000	13,415	11,000	12,000	12000	12000
5332-0000	Electricity	1,077	500	894	1,000	1,000	1000	1000
5335-0000	Water service		11,100		11,100		11100	11100
5336-0000	Wastewater service		20,200		20,200		20200	20200
5380-0000	Dues and subscriptions	12,407	12,500	12,664	12,500	11,800	12000	12000
5481-0000	Postage and parcel post	538	700	599	700	500	500	500
5480-0000	Office supplies	541	700	428	700	700	700	700
5490-0000	Materials and commodities	368	2,700	3,339	2,000	1,500	2000	2000
5496-0000	Minor equipment		2,000	1,850	2,200	5,000	3800	2600
	Total Commodities & Services	345,375	412,300	380,311	401,900	374700	442700	441500
	Total Expenditures	1,027,840	1,219,700	1,199,251	1,290,700	1267700	1340400	1367500

ATTACHMENT # 4
AIRPORT EXPENSES FY21 / FY22

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Account	Description	FY18 Actuals	FY19 Projected	FY19 Actuals	FY20 Updated	FY20 Projected	FY21 Proposed	FY22 Proposed
560500201	Terminal Operations							
	Administration							
5110-0000	Salaries	348,282	390,500	341,530	387,600	403,200	437800	448300
5111-0000	Overtime	14,111	15,000	23,298	15,000	15,000	15000	15000
5116-0000	Accrued leave	61,433		60,178				
5120-0000	Benefits	230,815	274,400	229,664	248,700	286,200	257700	267200
5130-0000	Workers compensation	12,400	22,400	28,800	22,400	22,400	16300	16300
5140-0000	Engineering workforce		(15,800)		(31,800)	(15,900)	-32500	-33100
	Total Personnel	667,041	686,500	683,470	641,900	710900	694300	713700
	Commodities & Services							
5202-0000	Travel and training		1,000	688	1,000		500	500
5390-0000	Contractual services	62,384	75,000	54,258	93,500	85,000	95100	95100
5370-0000	Spec & Prop	27,866	42,900	42,001	42,900	42,900	58200	58200
5494-0000	Loss contingency	4,109	-		1,000		1000	1000
5340-0000	Repairs	29,566	25,000	13,969	40,500	10,000	40500	40500
5310-0000	Telephone	2,534	3,000	2,693	3,000	3,000	3000	3000
5332-0000	Electricity	170,222	150,000	197,910	150,000	175,000	175000	175000
5333-0000	Fuel oil & propane	91,547	70,000	77,156	70,000	60,000	50000	20000
5334-0000	Refuse disposal	14,815	14,000	14,655	14,000	14,000	14000	14000
5335-0000	Water service	4,593	5,000	4,771	5,000	5,000	5000	5000
5336-0000	Wastewater service	17,005	18,000	17,935	18,000	18,000	18000	18000
5480-0000	Office supplies			1,000				
5490-0000	Materials and commodities	182,777	100,000	189,664	102,500	102,500	105800	106000
5496-0000	Minor equipment	1,979	2,000		11,500	6,000	13700	14700
5344-0000	Maintenance - Building		2,000		3,500		5000	8500
	Total Commodities & Services	609,397	507,900	616,700	556,400	521400	584800	559500
	Total Expenditures	1,276,438	1,194,400	1,300,170	1,198,300	1232300	1279100	1273200

ATTACHMENT # 4
AIRPORT EXPENSES FY21 / FY22

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Account		FY18 Actuals	FY19 Projected	FY19 Actuals	FY20 Updated	FY20 Projected	FY21 Proposed	FY22 Proposed
560500301	Airfield Maintenance Shop							
5110-0000	Salaries	726,948	892,300	730,972	1,078,100	1,020,800	1276800	1311900
5111-0000	Overtime	144,169	170,000	103,024	150,000	150,000	150000	150000
5116-0000	Accrued leave	84,189		82,991				
5120-0000	Benefits	447,721	564,300	439,564	584,300	598600	695700	720600
5130-0000	Workers compensation	18,300	33,200	42,400	33,200	33,200	24300	24300
5140-0000	Engineering workforce	119	(172,400)		(306,200)	(301,400)	-597600	-591500
	Total Personnel	1,421,446	1,487,400	1,398,951	1,539,400	1501200	1549200	1615300
	Commodities & Services							
5200-0000	Business travel	200	2,500	2,330	3,000	2,700		
5202-0000	Travel and training			174	2,000		1000	1000
5390-0000	Contractual services	140,752	195,000	174,426	175,000	175,000	145000	195000
5391-000	janitorial		200	106				
5392-0000	Management and consultant fee	153,904	197,900	160,331	187,600	185,000	210600	215600
5397-0000	Bank card fees							
5320-0000	Printing							
5370-0000	Spec & Prop	87,900	85,700	85,700	85,700	85,700	116300	116300
5375-0000	General Liab, Auto & EE Pract In:	2,700	6,500	6,500	6,500	6,500	6800	6800
5340-0000	Repairs	74,718	40,000	12,798	45,000	20,000	51300	48500
5341-0000	Electronic repairs	2,077		905				
5342-0000	Equipm Maint Contract		800					
5344-0000	Maintenance - buildings	943			2,000	2,000	4000	4000
5360-0000	Equipment rentals	21,976	20,000	28,271	20,000	18,000	20000	20000
5362-0000	Fleet replacement reserve	30,000	30,000	30,000	30,000	30,000	30000	30000
5310-0000	Telephone	4,457	4,000	4,715	4,000	4,500	4500	4500
5332-0000	Electricity	85,159	70,000	111,302	70,000	85,000	90000	90000
5333-0000	Fuel oil & propane	15,725	12,000	13,484	12,000	14,000	14000	14000
5334-0000	Refuse disposal	2,562	3,000	2,787	3,000	3,000	3000	3000
5335-0000	Water service	11,851	15,000	12,916	15,000	13,000	13000	13000
5336-0000	Wastewater service	54,153	70,000	75,561	70,000	75,000	75000	75000
5480-0000	Office supplies	1,945	2,000	2,054	2,000	2,000	2000	2000
5490-0000	Materials and commodities	532,040	830,000	907,986	800,000	800,000	740900	745900
5492-0000	Gasoline and oil	123,644	150,000	85,320	150,000	130,000	132800	132800
5496-0000	Minor equipment	24,268		5,767	600	6,000	6000	6000
	Total Commodities & Services	1,370,974	1,734,600	1,723,433	1,683,400	1657400	1666200	1723400
5690-0000	Constructions	15,086		25,690				
	Total Expenditures	2,807,506	3,222,000	3,148,074	3,222,800	3158600	3215400	3338700

ATTACHMENT # 4
AIRPORT EXPENSES FY21 / FY22

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Account	Description	FY18 Actuals	FY19 Projected	FY19 Actuals	FY20 Updated	FY20 Projected	FY21 Proposed	FY22 Proposed
560500401	ARFF							
	Commodities & Services							
5202-0000	Travel and training	11,321	25,900	20,502	25,800	25,800	43800	45900
5205-0000	Contractual training							
5390-0000	Contractual services	944,300	945,800	945,947	959,100	984,700	1037800	1080200
5340-0000	Repairs	3,946	3,800	4,154	3,800	3,800	3800	3800
5344-0000	Maintenance - buildings	1,554	1,000	303	1,000	1,000	1000	1000
5345-0000	Building maint division charges	10,028	15,500	15,500	15,500	15,500	23000	23000
5310-0000	Telephone	1,705	1,700	1,695	1,900	1,900	1900	1900
5332-0000	Electricity	7,509	7,900	8,327	8,200	8,200	8400	8400
5333-0000	Fuel oil & propane	19,121	15,100	15,698	15,100	15,100	16000	16000
5334-0000	Refuse disposal	2,216	2,700	2,225	2,700	2,700	2700	2700
5335-0000	Water service	492	600	886	700	700	700	700
5336-0000	Wastewater service	1,830	1,600	2,017	1,700	1,700	1700	2100
5380-0000	Dues and subscriptions		200	235	200	200	200	200
5488-0000	Uniforms and safety equipment	1,799	2,000		2,000	2,000	3000	3000
5490-0000	Materials and commodities	5,743	2,000	2,629	2,000	2,000	2000	2000
5492-0000	Gasoline and oil	7,378	5,500	3,998	5,600	5,600	7800	7800
5493-0000	Chemicals	17,454	19,700	(8,066)	5,000	5,000	5000	5000
5496-0000	Minor equipment	10,245	59,100	45,021	25,100	39,200	30100	30100
	Total Commodities & Services	1,046,641	1,110,100	1,061,071	1,075,400	1115100	1188900	1233800
	Total Expenditures	1,046,641	1,110,100	1,061,071	1,075,400	1115100	1188900	1233800

ATTACHMENT # 4
AIRPORT EXPENSES FY21 / FY22

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560500501	Airport Security	FY18 Actuals	FY19 Projected	FY19 Actuals	FY20 Updated	FY20 Projected	FY21 Proposed	FY22 Proposed
Account	Description	-----	-----	-----	-----	-----	-----	-----
	Commodities & Services							
5390-0000	Contractual services	699,530	732,000	730,856	773,900	777,900	806500	818800
5392-0000	Management and consultant fee	14,000	6,000	16,000	6,000	6,000	6000	6000
5370-0000	Spec & Prop	14,700	14,300	14,300	14,300	14,300	19400	19400
5310-0000	Telephone	1,951	2,000	1,213	2,000	1,300	1300	1300
5320-0000	Printing		2,000	1,252				
5480-0000	Office supplies							
5490-0000	Materials and commodities	6,681	4,000	4,002	6,000	6,000	6000	6000
5489-0000	Uniforms & Tools5496 min eqp		2,300	3,595	6,500	3,900	6500	6500
	Total Commodities & Services	736,862	762,600	771,218	808,700	809400	845700	858000
	Total Expenditures	736,862	762,600	771,218	808,700	809400	845700	858000
AIRPORT	EXPENSE	FY18	FY19	FY19	FY20	FY20	FY21	FY22
560500801	Airport Landside	Actuals	Projected	Actuals	Updated	Projected	Proposed	Proposed
Account	Description	-----	-----	-----	-----	-----	-----	-----
	Commodities & Services							
5350-0000	Landscape division charges	25,000	25,800	25,800	25,800	25,800	25800	25800
5332-0000	Electricity	1,266	1,500	1,436	1,500	1,500	1500	1500
	Total Commodities & Services	26,266	27,300	27,236	27,300	27300	27300	27300
	Total Expenditures	26,266	27,300	27,236	27,300	27300	27300	27300
560501201	Shop Roof Replacement	Actuals	Projected	Actuals	Updated	Projected	Proposed	Proposed
Account	Description	-----	-----	-----	-----	-----	-----	-----
	Total Expenditures							
Total All Cost Centers		6,921,553	7,536,100	7,507,020	7,623,200	7610400	7896800	8098500

ATTACHMENT #5 REVENUE DETAIL

ARPRTRV
3/4/2020

FY21 & FY22

560010101 Account	Airport Non-operational Description	FY19 Actuals -----	FY20 Amd Budget -----	FY20 Proj Actuals -----	FY21 Requested -----	FY22 Requested -----
4720-0000	Bad debts	12,352.00				
4799-0000	Miscellaneous revenue	(24.00)				
	Other Revenues Total	12,328.00	-	-	-	-
4800-0000	Interest income in Lawson	(136,453.00)	(54,300.00)	56,000.00	56,000.00	56,000.00
4800-0402	AR interest and fines	(1,501.00)	(5,000.00)	1,500.00	1,500.00	1,500.00
	Investment&Intrst Income Total	(137,954.00)	(59,300.00)	57,500.00	57,500.00	57,500.00
4870-0000	Proceeds from disposal of assets	(25,869.00)	(5,000.00)	5,000.00	5,000.00	5,000.00
	Gain/Loss-Sales of AssetsTotal	(25,869.00)	(5,000.00)	5,000.00	5,000.00	5,000.00
	Grand Total	(151,495.00)	(64,300.00)	62,500.00	62,500.00	62,500.00

560500101 Account	Airport Administration Description	FY19 Actuals -----	FY20 Amd Budget -----	FY20 Proj Actuals -----	FY21 Requested -----	FY22 Requested -----
4013-0000	State shared revenues	(43,929.00)	(76,000.00)	44,000.00	44,000.00	44,000.00
	State Revenue Total	(43,929.00)	(76,000.00)	44,000.00	44,000.00	44,000.00
4300-0036	Fingerprinting Fees	(22,075.00)	(18,000.00)	12,000.00	12,000.00	12,000.00
4300-0037	Badging Fees	(57,193.00)	(50,000.00)	55,000.00	55,000.00	55,000.00
4300-0038	Taxi, Bus Access Fees	(41,000.00)	(35,000.00)	41,000.00	41,000.00	41,000.00
4340-0007	Water Services	(19,181.00)	(20,000.00)	19,000.00	19,000.00	19,000.00
4340-0008	Sewer Services	(42,149.00)	(40,000.00)	42,000.00	42,000.00	42,000.00
	Charges for Services Total	(181,598.00)	(163,000.00)	169,000.00	169,000.00	169,000.00

4720-0000	Bad debts	(13,746.00)		-	-	-
4799-0000	Miscellaneous revenue	(2,431.00)	(5,000.00)	2,500.00	2,500.00	2,500.00
4799-0011	Self-Reports Clearing	(1.00)		-	-	-
Other Revenues Total		(16,178.00)	(5,000.00)	2,500.00	2,500.00	2,500.00
Grand Total		(241,705.00)	(244,000.00)	215,500.00	215,500.00	215,500.00

560500201 Account	Terminal Operations Description	FY19 Actuals -----	FY20 Amd Budget -----	FY20 Proj Actuals -----	FY21 Requested -----	FY22 Requested -----
4300-0000	User fees		(200.00)			
4300-0030	Jetway Use	(42,800.00)	(84,000.00)	81,000.00	81,000.00	81,000.00
4300-0039	FAA Tower/Equip Rm	(80,688.00)	(80,600.00)	80,700.00	80,700.00	80,700.00
4300-0040	Advertising Display	(51,145.00)	(65,000.00)	70,000.00	70,000.00	70,000.00
4300-0041	Customs Fees	(320.00)	(100.00)	500.00	500.00	500.00
Charges for Services Total		(174,953.00)	(229,900.00)	232,200.00	232,200.00	232,200.00
4420-0000	Fee revenues	(451,489.00)	(440,000.00)	450,000.00	450,000.00	450,000.00
4420-0002	Vending revenue	(30,559.00)	(21,000.00)	30,000.00	30,000.00	30,000.00
Licenses, Permits, Fees Total		(482,048.00)	(461,000.00)	480,000.00	480,000.00	480,000.00
4450-0001	Minor Violations	(8,260.00)	(5,000.00)	8,000.00	8,000.00	8,000.00
Fines and Forfeitures Total		(8,260.00)	(5,000.00)	8,000.00	8,000.00	8,000.00
4550-0000	Facility rental revenue	(6,050.00)		-	-	-
4550-0001	Federal Terminal Lease	(77,040.00)	(83,000.00)	83,000.00	37,800.00	28,700.00
4550-0003	Parking Lot Lease	(459,885.00)	(460,000.00)	460,000.00	460,000.00	460,000.00
4550-0004	Air Carrier Terminal Lease	(697,654.00)	(656,600.00)	651,100.00	645,200.00	645,200.00
4550-0005	Rental Car Storage	(109,800.00)	(109,800.00)	109,800.00	109,800.00	109,800.00
4550-0006	Other Terminal Leases	(215,665.00)	(209,500.00)	110,900.00	97,800.00	97,800.00
4550-0007	Rest., Bar, Flight Kitchen	(123,832.00)	(110,000.00)	120,000.00	120,000.00	120,000.00
4550-0008	Gift Shop	(40,912.00)	(41,000.00)	24,800.00	14,100.00	14,100.00
4550-0009	Staff Parking Fees	(48,440.00)	(36,000.00)	48,000.00	48,000.00	48,000.00
Rentals & Leases Rev Total		(1,779,278.00)	(1,705,900.00)	1,607,600.00	1,532,700.00	1,523,600.00
4799-0000	Miscellaneous revenue	(876.00)	(500.00)	500.00	500.00	500.00

Other Revenues Total	(876.00)	(500.00)	500.00	500.00	500.00
Grand Total	(2,445,415.00)	(2,402,300.00)	2,328,300.00	2,253,400.00	2,244,300.00

560500301 Account	Airfield Maintenance Shop Description	FY19 Actuals -----	FY20 Amd Budget -----	FY20 Proj Actuals -----	FY21 Requested -----	FY22 Requested -----
4300-0029	Fuel Flowage Air Carrier	(678,566.00)	(580,000.00)	657,600.00	692,000.00	692,000.00
4300-0031	Air carrier Landing Fees	(2,159,351.00)	(2,250,000.00)	2,219,300.00	2,298,200.00	2,298,200.00
4300-0032	Commercial Aircraft Parking	(118,979.00)	(86,300.00)	73,300.00	73,300.00	73,300.00
4300-0033	Transient Fees	(100.00)		-	-	-
4300-0043	Small Aircraft Parking	(30,734.00)	(33,800.00)	38,400.00	38,400.00	38,400.00
4300-0044	Fuel Flowage GA and Taxi	(241,214.00)	(240,000.00)	247,100.00	247,100.00	247,100.00
4300-0045	Fuel Flowage Non-Signatory	(114,638.00)	(100,000.00)	100,000.00	100,000.00	100,000.00
4300-0046	Landing Fees Non-Signatory	(54,774.00)	(85,000.00)	73,200.00	73,200.00	73,200.00
4300-0048	Air Carrier Security Fee	(471,506.00)	(496,000.00)	484,600.00	500,000.00	500,000.00
	Charges for Services Total	(3,869,862.00)	(3,871,100.00)	3,893,500.00	4,022,200.00	4,022,200.00
4549-0001	Fuel Sales	(9,075.00)	(15,000.00)	4,000.00	4,000.00	4,000.00
	Sales Total	(9,075.00)	(15,000.00)	4,000.00	4,000.00	4,000.00
4550-0010	FAA-CWO Lease	(12,000.00)	(12,000.00)	12,000.00	12,000.00	12,000.00
4550-0011	Airfield Ground Leases	(649,343.00)	(650,300.00)	674,700.00	674,700.00	674,700.00
	Rentals & Leases Rev Total	(661,343.00)	(662,300.00)	686,700.00	686,700.00	686,700.00
4799-0000	Miscellaneous revenue	(1,674.00)	(2,000.00)	2,000.00	2,000.00	2,000.00
	Other Revenues Total	(1,674.00)	(2,000.00)	2,000.00	2,000.00	2,000.00
	Grand Total	(4,541,954.00)	(4,550,400.00)	4,586,200.00	4,714,900.00	4,714,900.00

560500501 Account	Airport Security Description	FY19 Actuals -----	FY20 Amd Budget -----	FY20 Proj Actuals -----	FY21 Requested -----	FY22 Requested -----
4037-0001	TSA LEO Reimb	(127,750.00)	(127,700.00)	127,700.00	127,700.00	127,700.00

Federal Revenue Total		(127,750.00)	(127,700.00)	127,700.00	127,700.00	127,700.00
Grand Total		(127,750.00)	(127,700.00)	127,700.00	127,700.00	127,700.00
		(7,508,319.00)	(7,388,700.00)	7,320,200.00	7,374,000.00	7,364,900.00
	0	(127,750.00)	(127,700.00)	127,700.00	127,700.00	127,700.00
Other Revenues Total		(6,400.00)	(7,500.00)	5,000.00	5,000.00	5,000.00
Investment&Intrst Income Total		(137,954.00)	(59,300.00)	57,500.00	57,500.00	57,500.00
Gain/Loss-Sales of AssetsTotal		(25,869.00)	(5,000.00)	5,000.00	5,000.00	5,000.00
	0	-	-	-	-	-
State Revenue Total		(43,929.00)	(76,000.00)	44,000.00	44,000.00	44,000.00
Charges for Services Total		(4,226,413.00)	(4,264,000.00)	4,294,700.00	4,423,400.00	4,423,400.00
Licenses, Permits, Fees Total		(482,048.00)	(461,000.00)	480,000.00	480,000.00	480,000.00
Fines and Forfeitures Total		(8,260.00)	(5,000.00)	8,000.00	8,000.00	8,000.00
Rentals & Leases Rev Total		(2,440,621.00)	(2,368,200.00)	2,294,300.00	2,219,400.00	2,210,300.00
Sales Total		(9,075.00)	(15,000.00)	4,000.00	4,000.00	4,000.00
		(7,508,318.00)	(7,388,700.00)	7,320,200.00	7,374,000.00	7,364,900.00

ATTACHMENT #6

SUMMARY OF RATES & FEES REGULATION CHANGES
AIRPORT BOARD FINANCE MEETING
March 4, 2020

If Allocations 86/14 and ARFF 95/5, FY21 uses \$260K AFB and FY22 uses \$365K AFB, FY21/22 budgets would require:

Airport Security Screening Fee: For all passengers that are screened and enplaned at Juneau International Airport

Current: \$1.43 per screened, enplaned Passenger

Suggested: \$1.63 per screened, enplaned Passenger
beginning May 1, 2020

Suggested: \$1.83 per screened, enplaned Passenger
beginning May 1, 2021

Estimate additional revenue for FY 21 budget: \$69,900

Estimate additional revenue for FY 22 budget: \$139,900

Taxi/Ground Commercial Vehicle Permits:

Ground:

Current:

1-7 Pax	\$150/annually
8-16 Pax	\$200/annually
17 or more	\$250/annually

Suggested:

<i>1-7 Pax</i>	<i>\$175/annually</i>
<i>8-16 Pax</i>	<i>\$250/annually</i>
<i>17 or more</i>	<i>\$300/annually</i>

Estimate additional revenue for FY 21/22 budgets: \$5,600

Commercial Delivery:

Current:

1 st Vehicle	\$150/annually
Each Additional vehicle	\$ 25/annually

Suggested:

<i>1st Vehicle</i>	<i>\$175/annually</i>
<i>Each Additional vehicle</i>	<i>\$ 50/annually</i>

Estimate additional revenue for FY 21/22 budgets: \$600

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Airport Operational Area (AOA):

Current:

1 st Vehicle	\$230/annually
Each Additional vehicle	\$ 35/annually

Suggested:

<i>1st Vehicle</i>	<i>\$275/annually</i>
<i>Each Additional vehicle</i>	<i>\$ 75/annually</i>

Estimate additional revenue for FY 21/22 budgets: \$2,200

Note total Taxi/Ground, Comm'l Delivery, AOA would be \$8,400 for both FY21/22

Rental Car Lot:

Current:

Per Space	\$75/month
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Suggested:

<i>Per Space</i>	<i>\$85/month</i>
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Estimate additional revenue for FY 21/22 budgets: \$14,600

Land Lease Rates:

Currently we have three types of land leases (since 2013)—

\$0.57/sf/yr	Commercial Airfield and Landside (Aviation use)
\$0.47/sf/yr	Non-commercial airfield
\$0.71/sf/yr	Landside non-aviation
\$0.80/sf/yr	SIDA land lease
\$0.01/sf/yr	1 st Right of Refusal

Suggested land leases changes (*based on ANC CPI over 5 years*)—

<i>\$0.61/sf/yr</i>	<i>Commercial Airfield and Landside (Aviation use)</i>
<i>\$0.50/sf/yr</i>	<i>Non-commercial airfield</i>
<i>\$0.76/sf/yr</i>	<i>Landside non-aviation; or as negotiated for long term non-aviation</i>
<i>\$0.85/sf/yr</i>	<i>SIDA land lease</i>

Estimated Additional Revenue for FY 21/22 budgets \$45,500

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Signatory Jet Parking (commercial) /Jetway Use:

Currently:

\$500/mo	Main ramp > 12,500
\$500/mo	Air Carrier Gate/Cargo parking
\$3,000/mo	Jetbridge/PBB Use (Gates 2 &5)

Suggested:

\$500/mo	Main ramp > 12,500	
\$750/mo	Air Carrier Gate/Cargo parking	estimated revenue \$9,000/yr
\$3,200/mo	Jetbridge/PBB Use (Gates 2 &5)	estimated revenue \$5,500/yr

Estimated Additional Revenue for FY 21/22 budgets \$14,500

Transient A/C Tiedown:

Currently: per 'use'

\$10	<6,000 lbs. non commercial
\$25	<6,000 lbs. commercial
\$75	6,001 – 12,500 lbs.
\$175	12 501 – 100,000 lbs.
\$500	>100,000 lbs.
\$500	Jetway 5 (exec ASA/Delta)

Suggested:

\$15/day	<6,000 lbs. non commercial
\$50/day	<6,000 lbs. commercial
\$100/day	6,001 – 12,500 lbs.
\$250/day	12 501 – 100,000 lbs.
\$500/turn (terminal)/day (lg aircraft ramp)	>100,000 lbs.
\$1,000/turn/use	Jetway Use –Gate 2, 5 (non-signatory)

Estimated Additional Revenue for FY 21/22 budgets \$2,900

Employee Parking:

Current:

\$40/month
\$180/ summer months May – September
\$252/ winter months October – April

Suggested:

\$50/month
\$225/ summer months May – September
\$315/ winter months October – April

Estimate additional revenue for FY 21/22 budgets: \$9,800

Note suggest discontinue sharing spaces

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Fuel Flowage Fees:

Signatory:

Aircraft 12,500 lbs and under (AV or Jet)

\$0.22/gallon

Suggested

\$0.27/gallon FY21

Estimate additional revenue for FY21/FY22 budgets: \$54,500

Non-Signatory:

Non-signatory

\$0.28/gallon

Suggested

\$0.34/gallon FY21

Estimate additional revenue for FY21/ FY22 budgets: \$20,600

Landing Fees:

Signatory:

Aircraft 12,500 lbs and over, for each 1,000 lbs *or fraction thereof

\$2.45/1,000 lbs*

Suggested

Aircraft 12,500 lbs and over, for each 1,000 lbs *or fraction thereof

\$2.51/1,000 lbs* FY22 ONLY

Estimate additional revenue for FY22 budget ONLY: \$56,300

Non-Signatory:

Aircraft 12,500 lbs and over, for each 1,000 lbs *or fraction thereof

\$3.06/1,000 lbs*

Suggested

Aircraft 12,500 lbs and over, for each 1,000 lbs *or fraction thereof

\$3.14/1,000 lbs* FY22 ONLY

Estimate additional revenue for FY22 budget ONLY: \$1,600

ATTACHMENT #7

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 1, 2014~~, AND EFFECTIVE JULY 1, 2020, UNLESS OTHERWISE NOTED:

- 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.

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- (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 \$.~~22-27~~ per gallon, ~~effective July 1, 2016~~.
 - (B) Aircraft with maximum certificated gross weight of more than 12,500 lbs. shall pay fuel flowage fee of \$.155 per gallon.
 - (2) Non-signatory.

All Non-signatory aircraft shall pay a fuel flowage fee of \$.~~28-34~~ per gallon, ~~effective July 1, 2016~~.
 - (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: \$ 2.45~~ 2.51 per 1,000 lbs, ~~or any fraction thereof, effective July 1, 2016~~2021.
 - (C) Exemptions to signatory landing fees:
 - i. Aircraft engaged in test flights.
 - ii. Aircraft compelled to return after take-off.

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- 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: \$ 3.06~~ 3.14 per 1,000 lbs, ~~or any fraction thereof,~~ effective July 1, ~~2016~~2021.
- (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

Jetbridge/Passenger Boarding Bridge
(Airport –owned) at Gate 2 & Gate 5 \$3,200/month

(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

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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	\$500 750
(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
(H)	Airport-owned seaplane floats(North & South)	\$150
(I)	Privately-owned seaplane floats (West Finger)	\$150

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)	\$10-15 per day
(B)	Under 6,001 lbs. (Commercial)	\$25-50 per day
(C)	6,001 lbs. to 12,500 lbs.	\$75-100 per day
(D)	12,501 lbs to 100,000 lbs.	\$175-250 per day
(E)	100,001 lbs. and over	\$500 per day/ <u>lg aircraft ramp,</u> <u>per turn/terminal gate</u>
(F)	Jetway Use 5 Air Carrier g Gate <u>2, 5</u> (Non-Signatory)	\$500-1,000 per <u>turn</u> /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.

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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.

- (3) *Storage Fees. Property that remains on a tiedown or other location after termination of the agreement, shall be charged a storage fee of \$200 per month, except that ownership of a dock on the float pond shall revert to the Airport if not removed upon termination of the agreement.*
- (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 <u>50</u> /sq ft/year |
| (B) Commercial Airfield Land Lease | \$0. 57 <u>61</u> /sq ft/year |
| (C) SIDA Airfield Land Lease | \$0. 80 <u>85</u> /sq ft/year |
| (D) Landside Non-Aviation Land Lease | \$0. 71 <u>76</u> /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~~ 85 per space, per month or any fraction thereof,

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- (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	\$150 175.00	\$200 250.00	\$250 300.00
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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. The permit entitles the vehicle to free parking in the Short-Term lot during pick-up and delivery only.~~

<u>1st Vehicle</u>	<u>Each Additional Vehicle</u>
<u>Rate</u>	<u>Rate</u>

Annual	\$150 175.00	\$25 50.00
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- (3) **Airport Operational Area** (Commercial freight pick-up/delivery vehicles with inside the fence access.)

<u>1st Vehicle</u>	<u>Each Additional Vehicle</u>
<u>Rate</u>	<u>Rate</u>

Annual	\$230 275.00	\$35 75.00
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- (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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ATTACHMENT #7

- (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~~may 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~~may be towed and impounded at the owner's expense.
- (2) The rate for parking in the employee parking lot is ~~\$40-50~~ 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 (7 months), and the second period shall be from May through September (5 months).
- (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.

ATTACHMENT #7

- (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 the timely 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, minus the fees associated with the replacement badge, only if the lost badge is of the current issuance lot (color, badge design).

ATTACHMENT #7

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 ~~\$1.431.63~~/per screened enplaned passenger effective May 1, 2020, and \$1.83/per screened enplaned passenger effective May1, 2021; for that Air Carrier's passengers subject to security screening and enplaning, at Juneau International Airport, ~~retroactive to May 1, 2016.~~

The Non-signatory rate for Airline Fee for Airport Security Screening shall be at a rate of 25% more than the established signatory rate for Airport Security Screening Fee.

(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, and designated as Airport properties, 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.

ATTACHMENT #7

“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 ~~April 5,~~ 2016, 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: _____

~~Joe Heuelsen~~ 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~~ Robert Palmer
City Attorney

ATTACHMENT #7

Assembly Review

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

Date: _____

Clerk

~~Laurie J. Sica~~Elizabeth J. McEwen,

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: _____

Clerk

~~Laurie J. Sica~~Elizabeth J. McEwen,

ATTACHMENT #8**EXPENSE SUMMARY**

3/4/2020

	FY 18 ACTUALS	FY 19 PROJECTED	FY 19 ACTUALS	FY 20 UPDATED	FY 20 PROJECTED	FY 21 PROPOSED	FY 22 PROPOSED
PERSONNEL	2,770,952	2,981,300	2,901,361	3,070,100	3,105,100	3,141,200	3,255,000
SUPPLIES	915,063	1,179,700	1,247,587	1,114,200	1,111,500	1,058,600	1,063,600
SERVICES/CHARGES	3,208,361	3,340,800	3,303,835	3,406,600	3,363,600	3,651,200	3,732,000
TRAVEL/TRAINING	12,091	34,300	28,547	32,300	30,200	45,800	47,900
CAPITAL OUTLAY	15,086	0	25,690	0	0	0	0
DEBT SERVICE	0	0	0	0	0	0	0
TOTALS	6,921,553	7,536,100	7,507,020	7,623,200	7,610,400	7,896,800	8,098,500

ATTACHMENT #9 REVENUE SUMMARY

3/4/2020

	FY 18 ACTUALS	FY 19 PROJECTED	FY 19 ACTUALS	FY 20 UPDATED	FY 20 PROJECTED	FY 21 PROPOSED	FY 22 PROPOSED
STATE/FED REVENUE	273,203	265,700	248,719	286,700	254,700	209,500	200,400
FUEL FLOWAGE FEES	924,720	920,000	1,034,418	920,000	1,004,700	1,114,200	1,114,200
LANDING FEES	2,266,776	2,335,000	2,214,125	2,335,000	2,292,500	2,371,400	2,429,300
USER FEES/SECURITY FEES	655,562	688,600	664,439	700,400	677,800	780,500	850,500
RENTALS	2,795,107	2,910,100	2,933,413	2,869,800	2,805,000	2,843,800	2,843,800
INTEREST/PENALTIES	25,872	54,700	162,322	59,300	61,000	61,000	61,000
FINES/MISC./OTHER	254,985	226,000	250,882	217,500	224,500	234,300	234,300
TRANSFERS/CBJ/MPF	0	0	0	0	0	0	0
TOTALS	7,196,225	7,400,100	7,508,318	7,388,700	7,320,200	7,614,700	7,733,500
AIRPORT FUND BALANCE		136,000		234,500		282,100	365,000
TOTALS AFTER FUND BALANCE APPLIED	7,196,225	7,536,100	7,508,318	7,623,200	7,320,200	7,896,800	8,098,500

ATTACHMENT #10

EXPENSE vs. REVENUE SUMMARY

3/4/2020

	FY 18 ACTUALS	FY 19 PROJECTED	FY 19 ACTUALS	FY 20 UPDATED	FY 20 PROJECTED	FY 21 PROPOSED	FY 22 PROPOSED
EXPENSES	(6,921,553)	(7,536,100)	(7,507,020)	(7,623,200)	(7,610,400)	(7,896,800)	(8,098,500)
REVENUES	7,196,225	7,400,100	7,508,318	7,388,700	7,320,200	7,614,700	7,733,500
DIFFERENCE	274,672	(136,000)	1,298	(234,500)	(290,200)	(282,100)	(365,000)
AIRPORT FUND BALANCE APPLIED (to REVENUES)		136,000		234,500		282,100	365,000
TOTAL OVER/(SHORT)	274,672	0	1,298	0	(290,200)	0	0

*Note: FY21/22 assume proposed increases in Rates and Fees Regulation.