Juneau International Airport
Finance Committee Meeting
February 29, 2016, 11:00 a.m.
Alaska Room

I. **Introduction** (meeting participants).

II. **FY16 Projected Update. (See Attachments #1, #2 and #3.)** FY16 was originally approved showing a deficit budget of ($400,787), with the idea that this would be revisited mid-way through the biennial budget, and adjust or use Airport Fund Balance. In February 2015, staff updated the budget, and once again, strong revenues were predicted. It was projected that FY16 would end in the black by $182,782. While revenues look to be right on track for FY16, expenses look to be slightly higher. This is partly due to the schedule for Aircraft Rescue Fire Fighting (ARFF) to increase to an Index C this spring and the Airfield Shop Roof Repairs of $300,000 (which the Board approved in June 2015). The Shop Roof Repairs were approved to be funded from the Airport Fund Balance. An update to the FY16 budget is projected to come in at a deficit of ($117,200), but the Airport Fund Balance is planned to cover this through a supplemental appropriation. Also, see discussion on Jetbridge 5 repair in section V.

III. **FY 17 and FY 18 Proposed. (See Attachments #1, #2, and #3.)** Final numbers for ARFF, Juneau Police Department (JPD) and the City interdepartmental fees were received and updated in the financial model. FY17 Proposed budget now estimates a ($482,500) deficit at this time (down from the $603,600 deficit at the February 11 meeting). FY 18 Proposed budget is anticipating a ($499,400) deficit (down from the $627,500 deficit at the February 11 meeting). The following reiterates the major changes in the budget since the last biennial (FY15/16) budget.

EXPENSES:
Expenses for FY17 and FY18 show increases projected in the Personnel costs (and related Full Cost Allocation) and Services/Charges:

PERSONNEL: No Change since last finance meeting. FY17 Personnel expenses show an increase of $114,300 over the FY16 Updated budget and FY18 Personnel expenses show an increase of $149,800 over FY16 Updated budget. Please note that the costs do include the increase for the Badging Officer to a full-time (or two part-time) employees, as discussed last year during budget cycle and again at the September 8, 2015 Airport Board meeting. Staff is also looking at an Operator In-Training position (change, not addition) due to the number of experienced operators expected to retire over the next year or two. This has been a looming concern from the Airfield and Board.

SERVICES & CHARGES: Update of the major Services and Charges line items are highlighted below. ARFF, Airport (JPD) Security and Full Cost Allocation are now updated in the budget. The projected increases are slightly lower than estimated at the February 11 finance meeting:

FULL COST ALLOCATION: Costs are projected lower for FY 17/18. Annual costs have dropped ($51,500). This represents a reapportionment of the costs with other departments.

ARFF: Final Fire Department (ARFF) budget numbers are in the budget. The final numbers are slightly lower for the contractual ARFF compared to our February 11 estimates. ARFF contractual is still nearly double due to the increase to Index C coverage. The increase is $487,400 for FY17 and $477,800 for FY18.

AIRPORT SECURITY (JPD): Budget numbers are now final for Juneau Police Department Officers. FY17 JPD costs reflect an increase of $70,400 over the Updated FY16 budget and FY18 shows an increase of $71,300 over the Updated FY16 budget. These costs may go down slightly in the future. Once the recruitment balances out, the Airport will only pay a pro rata share of any future recruitment and training (number of airport officers/total number of department officers).

OTHER/CONTRACTUAL: For several years (through FY16), the Airport was able to defer runway/taxiway painting/markings into capital project costs. Runway Rehab and Runway Safety Area projects made changes to these movement areas that captured the costs of this Service/Charge into those capital projects, thus removing the expense from the Maintenance and Operations budget. With those projects completed, the cost of painting/marking the full runway/taxiway fall back into our budget. This 'deferred' cost is back in FY17 budget at an annual cost of $69,000, and $78,000 for FY 18. At the February 11 Finance meeting, it was noted that the Airport will have another (federal) project which will require repainting the numbers for the RWY 9/27 conversion for FY 17. This project will only pay for the 'numbers' to be painted; the remaining paint markings will still be required through the airport budget. In the scope of the painting requirements, it is small. The Taxiway is scheduled for rehab in 2019, which will be a savings for that budget year.

Overall proposed budget expense increases are $711,300 for FY17 and $747,600 for FY 18 as compared to FY16 Approved. Total proposed budget expenses are $6,937,000 for FY17 and $6,973,300 for FY18.

REVENUES:

There are no changes to the projected revenues since the February 11 Finance meeting. At this time, the Revenues are slightly increased for both FY17 and FY18 due to an increased number of proposed landed aircraft. Fee increases are necessary to cover the increase to ARFF Index C and JPD costs at the passenger screening checkpoint.

Overall proposed budget revenues are $6,454,500 for FY17 and $6,473,900 for FY18.

Budget Shortfall Suggestions and Discussions. The Airport has set up a worksheet which would generate the estimated revenue for each category of fee increase.

Reminder: the Airport Revenue Surplus funds cannot be used to balance the budget due to pension liability. The financial model breaks out the shortfall as follows:

FY 17 ($484,500 deficit)
$266,167 GA/135 portion
$218,333 Air Carrier (121)

FY 18 ($499,400 deficit)
$272,272 GA/135 portion
$227,128 Air Carrier (121)

<u>Air Carrier (121) Discussions</u>:
The shortfall on the JPD/security end is calculated by the number of hours required at the checkpoint (75%) which is all air carrier compared to the remaining (25%) as calculated based on financial model computations (50/50 to each terminal and airfield cost center, then the 85/15 split for the airfield portion). The majority of this security cost center is borne by the large air carriers. After calculating the 75% portion of security costs, applying the TSA LEO reimbursement of $131,400 annually, the balance remaining is paid through a per passenger security screening fee. This was calculated at $1.08 in FY 15, but due to cost increases, this now equates to $1.43 per screened passenger. Staff suggests this fee be increased for the 121 air carriers. This would generate an additional $104,800 for FY 17 and $105,400 for FY 18. This would still leave a funding gap on the 121 air carrier portion of $113,533 for FY 17 and $121,728 for FY 18. Additionally, the regulation should differentiate between signatory and non-signatory airline fees for airport security screening.

Finance Committee Motion: *Approve the addition of the word 'Signatory' to the Airline Fee for Airport Security Screening category; and increase the Signatory Airline Fee for Airport Security Screening rate to $1.43/per screened, enplaned passenger for air carrier passengers.*

While it has only occurred once since this fee was established, the Airport proposes a non-signatory rate for security screened passengers at 25% higher than the signatory fee. This is a standard practice in all of our rates and fees.

Finance Committee Motion: *Approve the establishment of the Non-signatory rate to the Airline Fee for Airport Security Screening at a rate of 25% more than the than the published signatory rate for Airline security screened, enplaned passengers.*

The balance for the Air Carrier (121) portion of the budget deficit would be $113,500 for FY 17 and $121,728 for FY 18. This would require an increase of $0.18 to the Landing Fee rates (from $2.38 to $2.56); and populate a non-signatory landing fee of $3.20.

Any changes to the 135/GA fuel flowage fees (FFF) will also change the non-signatory fuel flowage rate. The non-signatory revenues are allocated 85/15 between the Air Carrier (121) and 135/GA and therefore, could impact the bottom line Air Carrier requirement. The increase of the Landing Fee rates will wait until FFF (or other rate increases) is established.

135/GA Discussions:
As stated at the February 11 meeting, normally the split between Air Carrier (121) and GA/135 is an 85/15 ratio. As a reminder, during FY15/16 budget negotiations (February 19, 2014), the tenants and Finance Committee agreed to use Airport Fund Balance (*Revenue Surplus* was the term used at the time) to offset approximately 50% of the deficit, while adjusting Fuel Flowage Fees (to all groups: 121, 135, GA) for the other 50%. The Fund Balance was applied equally to 121 air carriers and 135/GA, rather than the allocated 85/15 that the expenses are based on. This created an inequity of allocations for the two types of operators within the financial model. In other words, the 135/GA still had a deficit in their share of costs regardless of the budget balancing. We 'pushed' the model to accept the 50/50 split, but the 135/GA expenses were still hanging out there as 'unmet'.

SUGGESTED CHANGES:
In addition to the proposed motion on the Airline Fee for Airport Security Screening (presented earlier in this meeting), staff will bring the suggestions for Rates and Fees increases to the Finance meeting, as well as resulting revenues that each fee change generates. Staff will also have the worksheets and models so that any fee changes proposed can be manipulated during the meeting. Motions for rates/fees increases may be made/approved at the Finance meeting. The Rates and Fees Regulation will also be available at the meeting for suggested changes. This may include 135/GA fuel flowage fee increases, land leases increases, other non-aviation increases, etc.

The Finance Committee will need to:
1) Approve a balanced FY17 (and proposed FY18) budget;
2) Establish any rate changes (within the proposed FY 17/18 budget) in the form of a Rates and Fee Regulation amendment.

If this is not accomplished at this Finance meeting, another meeting may be required. The budget and Rates/Fees Regulation amendment requires full Board approval (and subsequent public process for the regulation) before final approval/adoption by the CBJ Assembly.

IV. Revenue Surplus Account/Airport Fund Balance. This is updated to reflect the current proposed budget for FY 17. The Revenue Surplus Account would *currently* require $1.734 million. This is an increase to the $1.5 million previously established in FY16.

At the February 11 Finance meeting, staff briefed the committee on the State Retirement System deficiency for Public Employees Retirement System (PERS). Essentially, these retirement systems were underfunded for years and now see 'unfunded' pension liability.

While the Airport had creeped back up on its Fund Balance (Revenue Surplus) to $3.738M at the close-out of FY15, roughly $1.9 million must be accounted for as a pension liability. This means only $1.825 million remains in the Airport Fund Balance at FY15 year-end. Based on FY16 projected budget deficit and pension liability, FY16 year-end would only show $1.579 million in Fund Balance. This is short of the $1.734 million that would be required for FY17 3-month reserves.

After discussing this with the Finance Committee, we do not believe any drastic changes or an increase to the budget needs to occur at this time to make up the difference with the 3-month reserve. It should be monitored over the next couple of budget cycles. In order to maintain some reserve, no further use of the fund balance should be used to balance the budget. The reserve should continue to be a source for emergency repairs, to be replenished with subsequent year's budget.

V. **Jetbridge 5 Repairs.** The jetbridge is operational now after replacing the power board. Staff is still moving forward on long-term solutions to avoid power interruption issues as well as local/quick support. AMS (contractor that works with Alaska Air jetbridges) came to JNU on February 19 and reviewed the system. The cost of a long-term solution (when known) will be proposed to be funded from the Revenue Surplus Account (Airport Fund Balance). This may be briefed at a Board meeting.

VI. **State Funding Match.** Recap: In October 2015, the State of Alaska sent Juneau International Airport a letter stating that they were terminating the State match portion on JNU AIP (Airport Improvement Program) projects. After discussing this with the State, and the short notice received, the State agreed to participate with $734,400 worth of Federal Fiscal Year (FFY) 2016 projects (details given at the January 2016 Board meeting). Staff continues researching this match. Regardless, JNU will look at ways to match AIP grants for FFY 17 and beyond if the State does not budge. Capital match in the M & O budget or Passenger Facility Charge (PFC) collection for match are a couple of suggestions for future match if JNU is completely cut from these matches.

VII. **Other items for discussion.**

VIII. **Next Finance Meeting: <u>TBD</u>**

ATTACHMENT #1

EXPENSE SUMMARY

2/29/2016

	FY 15 APPROVED	FY 15 ACTUALS	FY 16 UPDATED	FY 16 PROJECTED	FY 17 PROPOSED	FY 18 PROPOSED
PERSONNEL	2,733,800	2,438,400	2,639,700	2,502,300	2,754,000	2,789,500
SUPPLIES	731,900	777,800	706,800	845,200	758,600	724,000
SERVICES/CHARGES	2,604,300	2,427,400	2,855,600	2,904,100	3,393,600	3,429,500
TRAVEL/TRAINING	27,900	15,000	23,600	20,600	32,800	30,300
CAPITAL OUTLAY	104,800	205,200	0	325,000	0	0
DEBT SERVICE	0	0	0	0	0	0
TOTALS	6,202,700	5,863,800	6,225,700	6,597,200	6,939,000	6,973,300

ATTACHMENT #2

REVENUE SUMMARY

2/29/2016

	FY 14 APPROVED	FY 15 APPROVED	FY 15 ACTUALS	FY 16 UPDATED	FY 16 PROJECTED	FY 17 PROPOSED	FY 18 PROPOSED
STATE/FED REVENUE		352,200	236,732	526,100	268,600	288,700	288,700
FUEL FLOWAGE FEES		654,214	822,663	691,582	829,000	791,200	791,200
LANDING FEES		1,737,100	1,865,125	1,679,600	1,885,000	1,891,400	1,907,800
USER FEES/SECURITY FEES		423,500	487,549	532,700	523,900	526,900	529,900
RENTALS		2,582,000	2,662,774	2,766,600	2,739,800	2,739,800	2,739,800
INTEREST/PENALTIES		30,000	37,249	18,800	43,300	26,100	26,100
FINES/MISC./OTHER		190,400	208,117	193,100	190,400	190,400	190,400
TRANSFERS/CBJ/MPF		0	0	0	0	0	0
AIPORT FUND BALANCE		0	0	0	0	0	0
TOTALS		5,969,414	6,320,209	6,408,482	6,480,000	6,454,500	6,473,900

ATTACHMENT #3

EXPENSE vs. REVENUE SUMMARY 2/29/2016

	FY 15 APPROVED	FY 15 ACTUALS	FY 16 UPDATED	FY 16 PROJECTED	FY 17 PROPOSED	FY 18 PROPOSED
EXPENSES	(6,202,700)	(5,863,800)	(6,225,700)	(6,597,200)	(6,939,000)	(6,973,300)
REVENUES	5,969,414	6,320,209	6,408,482	6,480,000	6,454,500	6,473,900
DIFFERENCE	(233,287)	456,409	182,782	(117,200)	(484,500)	(499,400)
AIRPORT FUND BALANCE APPLIED	0	0	0	0	0	0
TOTAL OVER/(SHORT)	**(233,287)**	**456,409**	**182,782**	**(117,200)**	**(484,500)**	**(499,400)**

ATTACHMENT #4

SUMMARY OF RATES & FEES REGULATION CHANGES AIRPORT BOARD FINANCE MEETING FEBRUARY 29, 2016

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

$1.08 per screened, enplaned Passenger

Proposed

$1.43 per screened, enplaned Passenger
beginning May 1, 2016

Estimate $104,800 for FY 17 budget and $105,400 FY 18

Proposed

Establish Non-signatory Airport Security Screening Fee at a rate of 25% more than the then established signatory Airport Security Screening Fee.

beginning May 1, 2016.

Fuel Flowage Fees:

Signatory:

Aircraft 12,500 lbs and under (AV or Jet)	$0.17/gallon
Suggested	$0..22/gallon

Estimate $35,670 for FY 17/18 budgets

Aircraft greater than 12,500 lbs. (Large Commercial Jet)	$0.155/gallon
Proposed ***NO CHANGE***	$0.155/gallon

Non-Signatory:

Non-signatory	$0.215/gallon
Suggested	$0..28/gallon

Estimate $22,815 for FY 17/18 budgets

Landing Fees:

Signatory:

Aircraft 12,500 lbs and over, for each 1,000 lbs or fraction thereof	$2.38/1,000 lbs or fraction thereof
Suggested	$2.56/1,000 lbs or fraction thereof

Estimate $113,500 for FY 17 budget and $121,700 FY 18

Non-Signatory:

Aircraft 12,500 lbs and over, for each 1,000 lbs or fraction thereof	$2.98/1,000 lbs or fraction thereof

ATTACHMENT #4

Suggested	$3.20/1,000 lbs or fraction thereof

Estimate $6,744 for FY 17 budget and $6,744 FY 18 (additional revenue) note that this revenue is split 85/15 between 121 and 135/GA

Land Lease Rates:

Currently we have three types of land leases (since 2014)—

$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

Suggested land leases changes (based on ANC CPI over 2 years)—

$0.58/sf/yr	Commercial Airfield and Landside (Aviation use)
$0.48/sf/yr	Non-commercial airfield
$0.73/sf/yr	Landside non-aviation
$0.82/sf/yr	SIDA land lease

Estimated Additional Revenue *$11,810*

Taxi/Ground Commercial Vehicle Permits:

Ground:

Current:

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

Suggested

1-7 Pax	*$160/annually*
8-16 Pax	*$225/annually*
17 or more	*$300/annually*

Estimate $1,000 for FY 17/18 budgets

Commercial Delivery:

Current:

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

Suggested

1st Vehicle	*$160/annually*
Each Additional vehicle	*$ 40/annually*

Estimate $300 for FY 17/18 budgets

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Airport Operational Area (AOA):

Current:	
1st Vehicle	$230/annually
Each Additional vehicle	$ 35/annually
Suggested	
1st Vehicle	*$250/annually*
Each Additional vehicle	*$ 50/annually*

Estimate $600 for FY 17/18 budgets

Rental Car Lot:

Current:	
Per Space	$75/month
Suggested	
Per Space	*$80/month*

Estimate $7,500 for FY 17/18 budgets

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ATTACHMENT #5

A REGULATION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Field Code Changed

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

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

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

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

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

Sections:

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

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

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

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

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

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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* ~~$.17~~ *($.~~XX~~22)* 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 ~~$.155~~ *($.0)* per gallon.

(2) Non-signatory.

All Non-signatory aircraft shall pay a fuel flowage fee *of* ~~$.215~~ *($.~~XX~~28)* 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: ~~$2.38~~ ($2.56) per 1,000 lbs., *effective July 1, 2016*

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(C) Exemptions to signatory landing fees:

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

(2) Non-Signatory.

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

(B) 12,500 lbs and over, for each 1,000 lbs. or any fraction thereof: ~~$2.98~~ ($3.20) per 1,000 lbs, *effective July 1, 2016*

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(C) Exemptions to non-signatory landing fees:

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

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

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

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

(2) Non-Signatory.

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

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

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

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

(d) **Aircraft Parking Fees.**

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

(A)	Overnight parking at Air Carrier gate	$500
(B)	Main Ramp, >12,500lbs	$500
(C)	Air Taxi (small box)	$75
(D)	Air Taxi (large box)	$100
(E)	Hard-surfaced parking areas	$60
(F)	Gravel-surfaced parking areas	$50
(G)	Privately-owned seaplane floats (North & South)	$90
	Airport-owned seaplane floats(North & South)	$150
	Privately-owned seaplane floats (West Finger)	$150

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

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

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

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

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

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

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

(A) Non-Commercial Airfield Land Lease
~~$0.47~~($0.48)/sq ft/year, *effective July 1, 2016*

(B) Commercial Airfield Land Lease
~~$0.57~~ ($0.58)/sq ft/year, *effective July 1, 2016*

(C) SIDA Airfield Land Lease
~~$0.80~~($0.82)/sq ft/year, *effective July 1, 2016*

(D) Landside Non-Aviation Land Lease
~~$0.71~~($0.73)/sq ft/year, *effective July 1, 2016*

(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%.

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ATTACHMENT #5

(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~~ ($80)per space, per month or any fraction thereof, *effective July 1, 2016.*

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

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

	1-7 PAX Rate	8-16 PAX Rate	17 or MORE Rate
Annual	~~$150.00~~($160.00)	~~$200.00~~($225.00)	~~$250.00~~ $300.00)

effective July 1, 2016

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.

ATTACHMENT #5

	1st Vehicle Rate	Each Additional Vehicle Rate
Annual	$~~150.00~~($160.00)	$~~25.00~~($40.00) *effective July 1, 2016*

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

	1st Vehicle Rate	Each Additional Vehicle Rate
Annual	$~~230.00~~($250.00)	$~~35.00~~($50.00) *effective July 1, 2016*

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

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

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

International Passenger Processing Fee: $4 per passenger

(j) **Employee Parking Fees.**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(p) **Airline Fee for Airport Security Screening.** Each Air Carrier shall pay ~~$1.08~~ ($1.43)/per screened, enplaned passenger for that Air Carrier's passengers subject to security screening and enplaning, at Juneau International Airport.

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.

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

$100/per Lease Action Request

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

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

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

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

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

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

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

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

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

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

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

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

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Section 3. Notice of Proposed Adoption of a Regulation. The notice requirements of CBJ 01.60.200 were followed by the agency. The notice period began on __________, ~~2014~~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: ______________

~~Jerry Godkin~~Joe Heuiesen, Chairman

Juneau International Airport Board

Legal Review

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

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

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

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

Date: ________________________

Amy Mead
City Attorney

Assembly Review

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

Date: ________________________

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Laurie J. Sica, Clerk

Filing with Clerk

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

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

Date: _________________________

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Laurie J. Sica, Clerk