

**Juneau International Airport
Finance Committee Meeting
April 9, 2013, 1:30 p.m.
Alaska Room**

I. Introduction (meeting participants).

Approved Fee Changes. The Finance Committee approved the following fee changes:

- | | |
|--|------------|
| 1) Parking Lot Rate Increase* | \$ 143,100 |
| Short Term 16-60 | \$ 3.00 |
| Long Term 0-120 | \$ 5.00 |
| Long Term Day | \$14.00 |
| 2) Taxi/Bus Access | \$ 7,400 |
| See Regulation changes-attached | |
| 3) Aircraft Parking/Tie-down See Regulation changes-attached | |
| Large Air Carrier | \$ 10,100 |
| Small aircraft | \$ 20,400 |
| 4) Rental Car Storage/Pkg. | \$ 22,500 |
| See Regulation changes-attached | |
| 5) Badging Fees | \$ 15,200 |
| See Regulation changes-attached | |
| 6) Employee Parking Fees | \$ 3,500 |
| 7) Land Lease Rates (<i>see Proposed Fee Changes, below</i>)* | |
| 8) Float Pond Tie-down (<i>see Proposed Fee Changes, below</i>)* | |

*The Finance Committee approved Land Lease Rates and Float Pond Tie-down rates at the March 28 meeting, however, both these rates were re-opened for discussion and amended rate increases.

Proposed Fee Changes (Attachment #1). The Finance Committee has discussed, but not formally motioned or approved the following changes to Airport Rates and Fees. These rates and fees amendments to be effective July 1, 2013, unless otherwise stated.

- 1) **Land Lease.** Pursuant to discussions at the April 4 meeting, the following amended motion is proposed:

Motion: “*Finance Committee recommends that the Airport Land Lease Rates be amended and established as follows; to begin July 1, 2013, except at noted:*

“*Undeveloped Land Leases @ \$0.19/sf/year,*

“*SIDA Land Leases @ \$0.80/sf/year,*

“*Landside Non-Aviation Land Leases @ \$0.71/sf/year,*

“*Non-commercial Airfield Land Leases @ \$0.47/sf/year,*

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

“*Further, this motion establishes the new categories of Land Leases, as outlined herein, and replaces the current categories of land leases currently outlined in the regulation. Request unanimous approval of this motion.*”

- 2) **Terminal Lease Rates.** As discussed at the April 4, 2013, meeting, the Finance Committee proposed only a one-year CPI increase of 2.2%, for Terminal Lease Rates. The following motion is proposed:

Motion: *“Finance Committee recommends that the Airport Terminal Lease Rates be set as follows to begin July 1, 2013:*

<i>“Counter (North wing) plus 7 feet</i>	<i>@ \$25.16/sf/year,</i>
<i>“Counter (East wing) plus 12 feet</i>	<i>@ \$31.69/sf/year,</i>
<i>“Office (North wing)</i>	<i>@ \$22.88/sf/year,</i>
<i>“Office (East wing)</i>	<i>@ \$25.52/sf/year,</i>
<i>“Office (Tower/Ops/Admin)</i>	<i>@ \$25.52/sf/year,</i>
<i>“Office (AK Maint)</i>	<i>@ \$25.52/sf/year,</i>
<i>“Baggage Claim</i>	<i>@ \$25.52/sf/year,</i>
<i>“Bag Make-up/Storage (east)</i>	<i>@ \$20.34/sf/year,</i>
<i>“Storage/Frt Rm (North wing)</i>	<i>@ \$20.34/sf/year,</i>
<i>“Canopy Storage (North)</i>	<i>@ \$12.71/sf/year,</i>
<i>“Departure Lounge/Hold Room</i>	<i>@ \$31.69/sf/year.</i>
<i>“Request unanimous approval of this motion.”</i>	

- 3) **Float Pond Tie-down.** As mentioned by the Airport Manager at the April 4 meeting, the following amended motion is proposed:

Motion: *“Finance Committee recommends that the Airport Float Pond Tie-down Rates be amended and established as follows; to begin July 1, 2013, except at noted:*

<i>“Privately Owned docks North & South side</i>	<i>@ \$90.00/month to be phased in as follows: \$67.50/month beginning July 1, 2013, then \$90.00/month beginning July 1, 2014;</i>
<i>“Airport Owned docks North & South side</i>	<i>@ \$150.00/month to be phased in as follows: \$105.00/month beginning July 1, 2013, then \$150.00/month beginning July 1, 2014;</i>
<i>“Privately Owned docks West Finger</i>	<i>@ \$150.00/month to be phased in as follows: \$105.00/month beginning July 1, 2013, then \$150.00/month beginning July 1, 2014;</i>
<i>“Further, this motion establishes the new categories of Float Pond Tie-downs, as outlined herein, and replaces the current categories of Float Pond Tie-downs currently outlined in the regulation. Request unanimous approval of this motion.”</i>	

Additional Proposed Fee Changes. Staff recommends the following changes to Airport Rates and Fees:

- 4) **NEW: Filing Fee for Lease Action Request--\$100:** A Lease Action Request (Assignment, New Lease, Extension/Amendment, Collateral Assignment, Cancellation) requires the attention of the following people: Airport Business Manager, Airport Manager, Airport Admin Asst., Accounts Receivable Technician, Assessor’s Admin Asst., and Law Dept. This takes a considerable amount of time and resources. This rate is comparable to what other airports charge. Estimated annual revenue would be \$1,000.

Motion: *“Finance Committee recommends that the Airport establish a new ‘Filing Fee for Lease Action Request’ for any new lease, assignment of lease, extension/amendment of lease, collateral assignment of lease or cancellation of lease at the rate of \$100 per request. Request unanimous approval of this motion.”*

- 5) **NEW: Airport Security Screening Fee.** The cost of airport security has increased, but the reimbursement by TSA has continued to decrease with the possibility that the Federal government will terminate these grants in the near future. Much of the security is dedicated to the screening checkpoint and the SIDA areas by regulation, but is also required on the airfield for general aviation and small commercial. It is recommended that a *per-enplaned*, screened passenger fee be established. Estimated annual revenue would be \$260,000.

Motion: *“Finance Committee recommends that the Airport establish a new ‘Airport Security Fee per Enplaned Screened Passenger’ to be assessed on all passenger screened and enplaning at Juneau International Airport at \$1.00 per enplaned, screened passenger. Request unanimous approval of this motion.”*

- 6) **Aircraft Parking & Tie-down Rates.** Clarification on tie-down rates for commercial operator (air taxi) boxes. Staff recommends removing “main ramp” from the small box and large box categories since there are other air taxi tie-down areas on the airfield that have boxes painted for aircraft. This would not affect the areas that are leased by the square footage; only ‘tie-down’ areas.

Motion: *“Finance Committee recommends that the Airport amend the current Aircraft Parking & Tie-down Rates by removing ‘main ramp’ language to those air taxi categories; so the two categories are now ‘Air Taxi (small box)’ and ‘Air Taxi (large box)’.* Request unanimous approval of this motion.”

- 7) **Fuel Flowage Fees.** The following fuel flowage fees are proposed to increase:

Motion: *“Finance Committee recommends that Airport Fuel Flowage Fees be amended and established as follows:*

“Signatory Aircraft with a maximum certificated gross weight of 12,500 lbs. or less \$0.185/gallon

“Signatory Aircraft with a maximum certificated weight of more than 12,500 lbs. \$0.16/gallon

“All Non-Signatory Aircraft \$0.235/gallon

“Request unanimous approval of this motion.”

8) **Landing Fees.** The following landing fees are proposed to increase

Motion: *“Finance Committee recommends that Airport Landing Fees be amended and established as follows:*

*“Signatory Aircraft 12,500 lbs. and over, for each 1,000 lbs. or any fraction thereof \$2.38/per
1,000 lbs.*

*“Non-Signatory Aircraft 12,500 lbs. and over, for each 1,000 lbs. or any fraction thereof \$2.98/per
1,000 lbs.*

“Request unanimous approval of this motion.”

FY 13/14 Budget. (Attachments #2 through #4). The Airport must finalize the projected FY 13 budget and the updated FY 14 budget. With the approval of the Parking Lot rate increases, and the Rates and Fees increases outlined in the Regulation (and as approved by the Finance Committee including above rate increases), the budget presented requires final approval including the use of \$22,800 in Airport Fund Balance funds to balance FY14. Upon approval, the budget would be forwarded on to the Airport Board for final approval, and subsequently forwarded on to the Assembly for adoption.

Motion: *“Finance Committee recommends approval of the projected FY 13 and updated FY 14 budgets, as presented, including the use of \$22,800 in Airport Fund Balance funds to balance FY 14; and forward on to the Airport Board and subsequently to the Assembly for adoption. Request unanimous approval of this motion.”*

- II. Regulation Process. (Attachment #5)** Staff has prepared a draft of 07 CBJAC 10.020 Airport Rates and Fees Regulation. The draft Regulation incorporates all the rates and fees changes made from the past few months Finance committee meetings in order to balance the FY 14 budget. This would then be forwarded on to the Airport Board to begin the public comment period, as part of the Regulation process. As a reminder, the Parking Lots Rates are a concession rate and not part of the Regulation process. A separate motion was already approved at the March 28, 2013, meeting, to forward the new rates for approval by the Airport Board.

Motion: “Finance committee recommends the changes to the Airport Rates and Fees Regulation 07 CBJAC 10.020, as amended, and to forward on to the Airport Board for approval; and begin the public process/comment period, and subsequent submission to the Assembly for adoption.”

- III. Other items for discussion.**

- IV. Next Finance Meeting, if required (Water/Sewer rates meeting): TBD**

ATTACHMENT #1

POTENTIAL RATES & FEES ADJUSTMENTS & REVENUE:

(note: estimated revenues are the additional revenues generated on an annual basis)

- ✓ Indicates already considered/approved by the Finance Committee.
- ✓ Indicates proposed/modified changes by Finance Committee (from April 4 meeting) or as proposed by Staff for April 9 meeting.

NEW

- ✓ **Filing Fee for Lease Action Request--\$100:** A Lease Action Request (Assignment, New Lease, Extension/Amendment, Collateral Assignment, Cancellation) requires the attention of the following people: Airport Business Manager, Airport Manager, Airport Admin Asst., Accounts Receivable Technician, Assessor's Admin Asst. This takes a considerable amount of time and resources. *Changed per comparison with ANC/FAI both at \$100.*

Estimated Revenue \$1,000

- ✓ **FY14 Security Fee-- \$1.00 per enplaned Screened Passenger:** As stated earlier, the cost of airport security has increased, but the reimbursement by TSA has continued to decrease with the possibility that the Federal government will terminate these grants in the near future. Much of the security is dedicated to the screening checkpoint and the SIDA areas by regulation, but is also required on the airfield for general aviation and small commercial.

Estimated Revenue \$260,000

This new fee category was introduced in February 2012 for airlines to discuss with their corporate office; giving enough time for budget consideration.

CHANGES

- ✓ **Land Lease Rates:**

Currently we have three types of land leases (since 2008)—

\$0.52/sf/yr	Main Ramp
\$0.43/sf/yr	Other Ramp
\$0.17/sf/yr	Undeveloped land
\$0.65/sf/yr	Landside Non-Aviation

- ✓ **Suggested** land leases changes (based on ANC CPI over 4 years)—

\$0.57/sf/yr	Commercial Airfield Land Lease	to be phased in as follows:
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7/1/13 \$0.47/sf/yr; 1/1/14 .52/sf/yr; 7/1/14 \$0.57/sf/yr

\$0.47/sf/yr	Non-Commercial Airfield Land Lease
\$0.19/sf/yr	Undeveloped Land Lease
\$0.71/sf/yr	Landside Non-Aviation Land Lease
\$0.80/sf/yr	SIDA Land Lease

Estimated Additional Revenue =\$121,600

(for all changes/increases)

Phased in increase for FY 14 = \$96,400

- ✓ **Suggested language changes:** “Commercial” Ramp would replace “Main” Ramp, to include commercial leases on the airfield; not just main ramp.

ATTACHMENT #1

✓ **Float Pond Tie Down Rates:**

Currently— (since 2007)

\$45/mo (\$360/yr) for Privately Owned docks.

\$60/mo (\$480/yr) for Airport Owned docks.

✓ ***Suggested Change—***

Float Pond rates were based on annual rate for approximately 8 months of use **which will be phase in over 2 fiscal years.**

\$ 90/month for Privately Owned docks North & South side (\$720/yr)

phased in as follows: 7/1/13 \$67.50/mo; 7/1/14 \$90/mo

\$150/month for Airport Owned docks North & South side (\$1,200/yr)

phased in as follows: 7/1/13 \$105/mo; 7/1/14 \$150/mo

\$150/month Privately Owned docks West Finger (\$1,200/yr)

phased in as follows: 7/1/13 \$105/mo; 7/1/14 \$150/mo

Estimated Revenue Increase \$26,300

Phased in Increase FY14 = \$13,150

✓ **Aircraft Parking & Tie-down Rates:**

	Currently – (since 2007; transient since 2005)	<i>Suggested</i>	<i>Est Revenue Increase</i>
Main Ramp >12,500 lbs.	\$220.00/month	\$500.00/month	\$ 3,360
Overnight Air Carrier Gate/ Cargo)	\$220.00/month	\$500.00/month	\$ 6,720
✓ Main Ramp Air Taxi (small box)	\$ 65.00/month	\$ 75.00/month	\$ 2,160
✓ Main Ramp Air Taxi (large box)		\$100.00/month	\$ 1,680
Hard surface parking	\$ 49.00/month	\$ 60.00/month	\$ 8,844
Gravel surface parking	\$ 38.00/month	\$ 50.00/month	\$ 4,032
Transient < 6,001 lbs (non-commercial)	\$ 5.00/ 24 hours	\$ 10.00/ 24 hours**	\$ 50
Transient < 6,001 lbs (commercial)		\$ 25.00/ 24 hours**	\$ 1,250
Transient 6,001 – 12,500 lbs.	\$ 50.00/ 24 hours	\$ 75.00/ 24 hours	\$ 100
Transient 12,501 – 100,000 lbs	\$135.00/ 24 hours	\$175.00/ 24 hours	\$ 800
Transient > 100,000 lbs	\$200.00/ 24 hours	\$500.00/ 24 hours	\$ 1,500
Jetway 5 Use (excl. Alaska Air)	\$100.00/per use/turn	\$500.00/ 24 hours	rare

✓ Additional language: *All 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 space will be assessed the daily transient fee rate for size/type of aircraft/operation.*

**Reminder: Transient General Aviation is free for first 2 hours

**Commercial operator pays fee upon parking (no grace period).

✓ Remove “Main Ramp” from Air Taxi boxes since there are other areas on the airfield where this applies

ATTACHMENT #1

✓ **Fuel Flowage Fees:**

Currently (signatory) – (note: non-signatory is 25% more currently at \$0.20/gallon)

\$0.155 AV gas (GA, small commercial) *(since 2010)*

\$0.155 Small Jet (& helicopter) *(since 2010)*

\$0.125 Large Commercial Jet *(since 7/1/2012)*

Signatory:

✓ AV gas (GA, small commercial), Small Jet & Helicopter ~~\$0.155~~ **\$0.185/gallon**
Estimated Increase **\$ 35,370**

✓ Large Commercial Jet ~~\$0.125~~ **\$0.16/gallon**
Estimated Increase **\$99,750**

Non-Signatory:

✓ ***Non-signatory Fuel Flowage Fee*** ~~\$0.20~~ **\$0.235/gallon**

✓ **Landing Fees:** *(since 7/1/2012)*

Currently (signatory) – (note: non-signatory is 25% more; currently \$2.73/per 1,000 lbs.)

\$2.18/ per 1,000 lbs (or fraction thereof) for all aircraft 12,500 lbs or more

Signatory:

✓ Aircraft 12,500 lbs and over, for each 1,000 lbs or fraction thereof ~~\$2.18~~ **\$2.38/1,000 lbs or fraction thereof**
Estimated increase **\$140,000**

Non-Signatory:

✓ Aircraft 12,500 lbs and over, for each 1,000 lbs or fraction thereof ~~\$2.73~~ **\$2.98/1,000 lbs or fraction thereof**

✓ **Commercial Vehicle Access Fees:**

Ground Transportation (since 2001):

Currently	<u>1-7 PAX</u>	<u>8-16 PAX</u>	<u>17 or MORE*</u>
Annual	\$125.00	\$165.00	\$200.00

*Company cap for tour buses etc. at \$4,000 *(since 2004)* Note: this change is important since the major tour companies have merged into one company. The one super company now registers 92 buses, van and baggage trucks.

✓ ***Suggested:*** **\$150.00** **\$200.00** **\$250.00***

Estimated Add'l Revenue	\$1,600	\$300	\$200
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✓ ****Company cap suggested increase to \$10,000*** due to the merge in companies several years ago. Airport provides special spaces and areas for baggage staging in terminal at no cost. Currently 92 buses, vans, baggage trucks registered to this company.

Estimated additional revenue: \$6,000

ATTACHMENT #1

Commercial Pick-up/Delivery (since 2001):

Currently	<u>1st Vehicle</u>	<u>Each Add'l Vehicle</u>
	\$125.00	\$15.00

✓ ***Suggested:*** ***\$150.00*** ***\$25.00***

Estimated Add'l Revenue \$225.00 \$190.00

AOA Permits (since 2001):

Currently	<u>1st Vehicle</u>	<u>Each Add'l Vehicle</u>
	\$190.00	\$20.00

✓ ***Suggested:*** ***\$230.00*** ***\$35.00***

Estimated Add'l Revenue \$360.00 \$540.00

Water/Sewer (since 2004):

This is a separate Regulation. Staff suggests that rates be addressed in a special meeting at a later date.

✓ **Rental Car Ready Car Lot (since 2010):**

Currently \$60/month

✓ ***Suggested:*** ***\$75/month*** ***Estimated Additional Revenue \$22,500***

✓ **Employee Parking Fees:**

Currently \$35/month
Suggested: **\$40/month**

Estimated Additional Revenue \$3,500

Note: A 10% discount is given for prepayment of an entire period (Period are: October – April; or May – September). No discount for monthly payments. Already in regulation.

✓ **Badging Fees:** *(since 2010 for badge issuance fees; remaining since 2005)*

	<u>Current</u>	<u>Suggested</u>
Initial Issue (Badge + \$50 deposit)	\$65	\$75
Renewal	\$15	\$25
Re-issue (worn/damaged)	\$15	\$25
Lost Badge	\$200	no change
Contractor Deposit	\$200	no change
Fingerprint fees Airport	\$45	\$50
Fingerprint Fee (non Airport)	\$75	no change
Proximity Gate Card/per issuance	\$5	\$10
Non-Airport ID	\$10	\$25

Estimated Additional Revenue \$15,200

ATTACHMENT #1

✓ **Terminal Lease Rates:**

(since 2001)—

\$24.62/sf/yr	Counter (North wing) plus 7 feet
\$31.01/sf/yr	Counter (East wing) plus 12 feet
\$22.39/sf/yr	Office (North wing)
\$24.87/sf/yr	Office (East wing)
\$24.87/sf/yr	Office (Tower/Ops/Admin)
\$24.87/sf/yr	Office (AK Maint)
\$24.87/sf/yr	Baggage Claim
\$19.90/sf/yr	Bag Make-up/Storage (east)
\$19.90/sf/yr	Storage/Frt Rm (North wing)
\$12.44/sf/yr	Canopy Storage (North)
\$31.01/sf/yr	Departure Lounge/Hold Room

Suggested terminal leases changes (based on ANC CPI since 2001)— **PROPOSED**

✓ *Adjusted to 2.2% increase only for 2012 CPI*

		Estimated Additional Revenue	
\$33.59 25.16/sf/yr	Counter (North wing) plus 7 feet	\$13,670	\$ 823
\$42.30 31.69/sf/yr	Counter (East wing) plus 12 feet	\$13,108	\$ 789
\$30.54 22.88/sf/yr	Office (North wing)	\$26,406	\$1,588
\$33.93 25.52/sf/yr	Office (East wing)	\$ 7,991	\$ 573
\$33.93 25.52/sf/yr	Office (Tower/Ops/Admin)	\$ 4,349	\$ 312
\$33.93 25.52/sf/yr	Office (AK Maint)	\$12,213	\$ 876
\$33.93 25.52/sf/yr	Baggage Claim	\$34,881	\$2,503
\$27.15 20.34/sf/yr	Bag Make-up/Storage (east)	\$48,676	\$2,954
\$27.15 20.34/sf/yr	Storage/Frt Rm (North wing)	\$ 3,038	\$ 184
\$16.97 12.71/sf/yr	Canopy Storage (North)	\$ 7,275	\$ 434
\$42.30 31.69/sf/yr	Departure Lounge/Hold Room	\$79,188	\$4,770

Estimated Additional Revenue = ~~\$250,795~~

Estimated Additional Revenue = \$ 15,806

EXPENSE SUMMARY

	FY 12 ACTUALS	FY 13 APPROVED	FY 13 PROJECTED	FY 14 APPROVED	FY 14 UPDATED
PERSONNEL	2,397,533	2,456,400	2,251,200	2,476,900	2,453,500
SUPPLIES	715,673	636,900	637,500	617,700	796,700
SERVICES/CHARGES	2,182,520	2,202,300	2,352,900	2,228,500	2,592,000
TRAVEL/TRAINING	17,016	25,100	25,100	25,500	30,500
CAPITAL OUTLAY	23,800	0	20,200	0	0
DEBT SERVICE	0	0	0	0	0
TOTALS	5,336,542	5,320,700	5,286,900	5,348,600	5,872,700

REVENUE SUMMARY

	FY 12 ACTUALS	FY 13 APPROVED	FY 13 PROJECTED	FY 14 APPROVED	FY 14 UPDATED
STATE/FED REVENUE	266,595	312,100	274,200	312,100	278,200
FUEL FLOWAGE FEES *	435,538	539,002	572,602	539,002	714,700
LANDING FEES *	1,431,118	1,560,000	1,560,000	1,560,000	1,700,000
USER FEES/SECURITY FEES	95,203	95,300	95,300	95,300	399,000
RENTALS	2,273,561	2,300,600	2,288,600	2,368,100	2,528,600
INTEREST INCOME	93,472	58,300	36,000	75,500	36,500
FINES/MISC./OTHER	136,035	149,300	173,200	149,300	192,900
TRANSFERS/CBJ/MPF	159,100	0	0	0	0
AIPORT FUND BALANCE				0	
TOTALS	4,890,622	5,014,602	4,999,902	5,099,302	5,849,900

Rate increases have been factored into FY14.

EXPENSE vs. REVENUE SUMMARY

	FY 12 ACTUALS	FY 13 APPROVED	FY 13 PROJECTED	FY 14 APPROVED	FY 14 UPDATED
EXPENSES	(5,336,542)	(5,320,700)	(5,286,900)	(5,348,600)	(5,872,700)
REVENUES	4,890,622	5,014,602	4,999,902	5,099,302	5,849,900 ²
DIFFERENCE	(445,920)	(306,098)	(286,998)	(249,298)	(22,800)
AIRPORT FUND BALANCE APPLIED		306,098		0	22,800
TOTAL OVER/(SHORT)	(445,920) ¹	(0)	(286,998) ³	(249,298)	0 ⁴

¹ FY 12 was projected to have (\$371,100) deficit.

² FY 14 Assumes Rates & Fees increases as approved by Finance Committee

³ FY13 Projected shows Airport Fund Balance contribution decreased to \$286,998 (from \$306,098)

⁴ FY 14 deficit remaining; balance with Airport Fund Balance

ATTACHMENT #5

A REGULATION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

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

PURSUANT TO AUTHORITY GRANTED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, THE MANAGER AND THE JUNEAU INTERNATIONAL AIRPORT BOARD HEREBY ADOPT THE FOLLOWING REGULATIONS:

- Section 1. Authority.** These regulations are adopted pursuant to CBJ 01.60 and CBJ 05.01.080.
- Section 2. Amendment of Regulations.** The City and Borough of Juneau Administrative Code is amended by the adoption of a new Title 07, Chapter 10, reading:

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

Sections:

- 010 Policy
- 020 Rates and Fees
- 030 Definitions

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

- (a) The rates and fees charged at the Juneau International Airport shall be structured to assure that the Airport is as financially self-sustaining as possible, while ensuring fair and reasonable rates.
- (b) The Juneau International Airport shall monitor, assess and amend such rates and fees as needed to maintain (a) above.
- (c) Revenue derived from the use of obligated Airport property must be used for the operation, maintenance, or development of the Airport.
- (d) All space designated by the Airport Manager as aviation use at the Juneau International Airport shall be available for leasing on a first-come, first-served basis, but may be allocated by the Airport Manager to insure that the reasonable needs of all users may be met. All other space may be available through competitive bid or other process.

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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 \$ ~~.155~~ \$.185 per gallon.

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

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- (2) Non-signatory.

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

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

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

- (1) Signatory.

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

- (B) 12,500 lbs. and over, for each 1,000 lbs. or any fraction thereof: \$ ~~2.18~~ \$2.38 per 1,000 lbs.

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- (C) Exemptions to signatory landing fees:

ATTACHMENT #5

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

(2) Non-Signatory.

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

(B) 12,500 lbs and over, for each 1,000 lbs. or any fraction thereof: \$ ~~2.73~~
\$2.98 per 1,000 lbs.

(C) Exemptions to non-signatory landing fees:

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

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

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

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

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

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(2) Non-Signatory.

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

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

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

(d) Aircraft Parking Fees.

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

(A) Overnight parking at Air Carrier gate	\$220 500
(B) Main Ramp, >12,500lbs	\$220 500
(C) Main Ramp , Air Taxi (small box)	\$65 75
(C)(D) Main Ramp , Air Taxi (large box)	\$100

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

(G) Privately-owned seaplane floats (North & South)	\$45 90
Privately-owned seaplane floats to be phased in as follows:	
<u>\$67.50/month beginning July 1, 2013, then</u>	
<u>\$90.00/month beginning July 1, 2014</u>	

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(H) Publicly Airport-owned seaplane floats (North & South)	\$60 150
Airport-owned seaplane floats (North & South) to be phased in as follows:	
<u>\$105.00/month beginning July 1, 2013, then</u>	
<u>\$150.00/month beginning July 1, 2014</u>	

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- (I) Privately-owned seaplane floats (West Finger) \$150
Privately-owned seaplane floats (West Finger) to be phased in as follows:
\$105.00/month beginning July 1, 2013, then
\$150.00/month beginning July 1, 2014
(F)
Seaplane floats fee based on 8 months of use/fees annually.

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

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

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

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

- (1) Airfield Land Lease Rates (all rates per square foot, annually):
(1)(2) The lease rate for airfield land is \$.43 per square foot per annum, except:

- (A) Non-Commercial Airfield Land Lease adjacent to the Main Ramp is \$.52 per square foot per annum. \$0.47/sq ft/year
(B) Commercial Airfield Land Lease is \$.17 per square foot per annum. \$0.57/sq ft/year
Commercial Airfield Land Lease to be phased in as follows:

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	<i><u>\$0.47/sf/year beginning July 1, 2013, then</u></i>
	<i><u>\$0.52/sf/year beginning January 1, 2014; then</u></i>
	<i><u>\$0.57/sf/year beginning July 1, 2014.</u></i>
(C)	SIDA Airfield Land Lease \$0.80/sq ft/year
(D)	Landside Non-Aviation Land Lease \$0.71/sq ft/year
(E)	Undeveloped Land Lease \$0.19/sq ft/year

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

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

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

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

(1) ~~\$60~~ \$75 per space, per month or any fraction thereof.

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

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

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

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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 ~~\$4,000~~10,000, whichever is less.

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

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

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

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

Boundary Crossing Fee:	\$200 minimum per year, as negotiated based on Airport land use or boundary activity
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- (i) **International Passenger Processing Fee.** Any passenger arriving or processed through U.S. Customs who has deplaned off of a scheduled or chartered international commercial flight will be assessed an international processing fee.

International Passenger Processing Fee:	\$4 per passenger
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(j) **Employee Parking Fees.**

- (1) A company, business, or government agency conducting business on the Juneau International Airport, or an employee or association of employees thereof may park in the airport employee parking lot while on duty under the following terms and conditions:
 - (A) Parking fees are paid in full prior to the beginning of the calendar month or fraction thereof, for which parking is desired.
 - (B) A 10% discount shall be given for prepayment of an entire period as described in section (3) below.
 - (C) Use of the employee parking lot for any purpose, other than parking while on duty, will forfeit access to, and fees paid for, the employee parking lot for that period.
 - (D) Vehicles may not park in the employee parking lot for more than 24 hours without Airport Management approval. If an employee has been approved for extended parking, the employee must make arrangements to have the vehicle moved upon request of the Airport. Vehicles not in compliance with the subsection will be towed and impounded at the owner's expense.
 - (E) Employee vehicles must be registered with Airport Management. Vehicles parked in the employee parking lot that have not been registered will be towed and impounded at the owner's expense.
- (2) The rate for parking in the employee parking lot is ~~\$35~~ \$40 per space per month, or any fraction thereof.
- (3) There will be two rental periods per year. The first period shall be from October through April, and the second period shall be from May through September.
- (4) Use of a parking space may be shared between two eligible employees and a single fee charged, provided work schedules do not overlap and/or actual use is limited at all times to a single car in the single rented space.

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

- (l) **Governmental Agency Rental Rates.** The Juneau International Airport may enter into an agreement with governmental agencies for the reimbursement of expenses incurred by the airport in providing services (which may include, but not be limited to: maintenance, utilities, supplies and janitorial services) to the "rent-free" space. The

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charge for such reimbursable expenses for services shall be based on the annual per square foot cost of providing such services to the entire area serviced.

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

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

- (1) Employees, tenants, employees of tenants, or those employees of businesses and agencies directly working with/at the Juneau International Airport, the fingerprint fee shall be: \$45-50 per person.
- (2) For all others, the fingerprint fee shall be: \$75 per person.

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

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

(A)	Initial Issuance (\$15) & Deposit (\$50)	\$ <u>6575</u>
(B)	Renewal (Annual)	\$ <u>1525</u>
(C)	Re-issuance for worn or damaged	\$ <u>1025</u>
(D)	Lost badge	\$200
(E)	Contractor Deposit	\$200
(F)	Proximity Gate Card	\$ <u>10</u>
(E) (G)	Non-Airport ID	\$ <u>25</u>

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

In lieu of a deposit, an employer may issue a written letter of guarantee for their employee(s). Such letter will be on company or business letterhead, signed by an authorized agent of the company or business, and guarantee that if an authorized employee of their company or business does not return a badge

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or loses a badge, the company or business shall be responsible for the non-returned/lost badge and remit the \$200 fee to the Airport.

- (2) Proximity Cards (or gate access cards): \$5 per card / issuance
- (3) Non-airport identification media : \$10 per card / issuance

(p) Airport Security Screening Fee. For all passengers that are screened and enplaned at Juneau International Airport.

\$1.00/per screened, enplaned passenger

(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.

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

“Transient Aircraft” means an aircraft which is not assigned to a permanent parking space on the Airport, ~~or~~ which is not owned/leased by a tenant who has a written agreement with the Airport for the purpose of parking, aircraft not parked in designated parking area, or multiple aircraft parked in one 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 March 16, 2012, which is not less than 21 days before the date of adoption of these regulations as set forth below.

Adoption by Agency

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

Date: _____

Jerry Godkin, Chairman
Juneau International Airport Board

Legal Review

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

- (1) Consistency with federal and state law and with the charter, code, and other municipal regulations;
- (2) The existence of code authority and the correctness of the required citation of code authority; and
- (3) Its clarity, simplicity of expression, and absence of possibility of misapplication.

Date: _____

John W. Hartle
City Attorney

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Assembly Review

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

Date: _____

Laurie J. Sica, Clerk

Filing with Clerk

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

1. These regulations were accepted for filing by the office of the clerk at ____:____ a.m./p.m. on the _____ day of _____, _____.
2. After signing I will immediately deliver or cause to be delivered copies of this regulation to the attorney and the director of libraries.
3. A permanent file of the signed originals of these regulations will be maintained in this office for public inspection.
4. Effective date: July 1, 20123, or as otherwise outlined in this Regulation.

Date: _____

Laurie J. Sica, Clerk