

MINUTES of
AIRPORT BOARD MEETING
April 11, 2024
6:00 p.m. Alaska Room/ZOOM

A. **CALL TO ORDER:** Chair Al Clough called the meeting to order at 6:02 p.m.

B. **ROLL CALL:**

Members Present:

Al Clough	Jodi Garza	Dan Spencer
Dennis Bedford	Chris Peloso	
Jason Custer	Eve Soutiere	

Staff/CBJ Present:

Patty Wahto, Airport Manager	Mike Greene, Airport Project Mgr.
Andres Delgado, Airport Sup't	Wàahlaal Giidaak, CBJ Assembly
Angelica Lopez-Campos, Bus. Mgr.	Sherri Layne, CBJ Law
Ke Mell, Airport Architect	Mark Fuelle, CBJ Fire Department

Public:

Paul Khera, DOT&PF	Sarah Lowell, Coastal Helicopters
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C. **APPROVAL OF MINUTES:**

1. *Dan Spencer moved to approve the minutes of March 14, 2024. The motion passed by unanimous consent.*

D. **APPROVAL OF AGENDA:** Airport Manager Patty Wahto asked to move the Introduction of Paul Khera up from the Manager's Report to right after Public Participation. *Eve Soutiere moved approval of the agenda. The motion passed by unanimous consent.*

E. **PUBLIC PARTICIPATION ON NON-AGENDA ITEMS:** None.

INTRODUCTION OF DEPUTY AIRPORT MANAGER: Ms. Wahto introduced Paul Khera as the new Deputy Airport Manager. Paul comes to the Airport from the State. He has worked in Aviation Planning and has also done the Airport Safety and Security Officer duties. She thanked Mr. Khera for not only accepting the job, but for coming in before his May 20 start date.

Mr. Khera said he started in the industry as a flight attendant, dispatch, and pilot in rural Alaska. He went back into dispatch and dispatch management and then found his way into airports safety/security for DOT (Department of Transportation). He was there for ten years. There was a short time that he was an occupational safety officer and then went into planning, which he has done for five years with airports. He has had about 15 years of airports. He said he likes Juneau. Chair Clough said he had the pleasure of working

with Paul a number of years ago when he was with DOT and Southeast. He thought he would be a great addition to the team at the Airport. He is glad to have not only a very qualified person but a local person moving over to take that position. He welcomed Paul aboard and told Patty good efforts working out a deal to have him come over to our side of the fence.

F. **UNFINISHED BUSINESS:**

2. **Aviation Worker Screening.** Ms. Wahto said the Board approved \$10K at a Board meeting for litigation costs with several other airports that are going up against the TSA (Transportation Security Administration) on the national amendment that was put through. The Airport is still working toward compliance with the idea that it is still going to fight this. She said she had the Stay Implementation document that was submitted to the courts today.

CBJ Attorney Sherri Layne said there has been a lot of work. The law firm did a long mediation and tried hard to get the government to budge on this. They said the mediation was a waste of time. They filed a number of things that have gone nowhere. The Motion to Stay was filed today. It is 137 pages. It has a lot of good stuff in there and makes excellent arguments. She talked to the head attorney, as did Patty. He anticipates an oral argument on the Motion to Stay and then see where it goes. He said it is unfortunate that TSA has nothing to lose, so they are going to push for it as much as they can. If they lose, they will ask Congress for more money. She said unfortunately the money has run out, and slightly over. She said the attorney estimated it will cost approximately \$5K more to do an oral argument. Ms. Layne thought the estimate was low and would probably take \$7K to \$8K more to get it done. It will probably be into the fall before there are any answers. Ultimately, the Airport would still see the benefits whether or not it continued on the lawsuit. The other option is to stay in it but be unrepresented for the most part. She said Mr. Palmer is the only one that is able to practice in federal court right now. *Dan Spencer moved to approve an additional amount not to exceed \$10,000, for professional attorney fees, to continue the litigation on the aviation worker screening.* Board Member Jodi Garza asked if the Airport is just throwing the money out there if we think that TSA is just going to push it through anyways? If it does get pushed through and the other participants stay on the case, would the City still reap the benefit? Ms. Layne said yes, if the City was not part of the case, it would still have the benefits in the end of whatever happens should we win. Ms. Garza then asked the amount of the outstanding invoice. Airport Business Manager Angelica Lopez-Campos reported \$300. Ms. Garza said is this divided between 12 airports not based on size? Ms. Layne said it is all divided equally amongst how many airports there are. Ms. Garza asked what funding will this come from. Ms. Wahto said this will be out of the maintenance and operations budget. *The motion passed unanimously.* Chair Clough asked the monthly invoice and status of this comes to Patty so she can keep the Board apprised of where things are.

3. **Airport Rates & Fees Regulation (Attachment #1).** The Airport Rates & Fees (Attachment #1) were brought before the Board last month. The attachment was as it was

presented to the Board last month. This went out for public comment for the regulation. No public comments were received. At this time, it comes back before the Board and then to the Assembly, which would be scheduled for the end of the month and would parallel the budget process. Board Member Dan Spencer said he was able to join the Assembly on April 6. The Deputy City Manager did his thing on the budget, brief presentation. There was a recommendation related to some of our administrative processes, rates and fees and capital for the Airport to do the same types of processes that the Assembly is used to. There was only one question and it related to revenues and how they are going. He informed the Assembly that there had been no comments on the Rates and Fees Regulation, and he assumed that the Board would be approving the fees today. *Jason Custer moved to approve the proposed Airport Rates and Fees Regulation (Attachment #1), and forward to the Assembly for consideration and adoption; for an effective date of July 1, 2024, except as noted for air carrier fuel flowage fees, landing fees and security screening fees which would become effective May 1, 2024. Jodi Garza recused herself as an employee/owner of a tenant that is affected. The motion passed unanimously.*

G. **NEW BUSINESS:**

4. **Alaska Department of Environmental Conservation (ADEC) Site**

Contamination. This item has to do with the area in front of the Loken hangar, which is private property but straddles private property and Airport property. A few years back (2014/2015) when the area was being dug up to place a road during construction, contaminated soil was noted on the airfield-side of things, but it went to the north towards Loken hangar. At that time, with ADEC doing their reports and some testing, they elected to leave it as a contaminated site, but let the Airport move forward with the project. New fill was added, and the area was paved. It has now come up as an open contamination site. Both the Airport and the Loken hangar are dealing with this before anything can happen with that property. ADEC said a plan has to be worked out, and it has to be in tandem with the private property owner.

The Airport has received a price from Cox Environmental to work on a plan for this area that will be acceptable with ADEC and how the Airport will deal with this on the Airport-side of things, while Coastal and Lokens work independently, but side by side, on a separate plan for the private property. There is a lot that gets tied in on this. As the Airport looks to purchase the property in the future, something has to be done with this site, regardless of whether it is now or later. ADEC said it has to be done now. This project is before the Board now as it has to be done. The mobilization of the drill is the largest cost for this because test wells were not put in at the time. They did soil sampling and water sampling while it was open, but then it had to be closed back up. It is better to have it mobilized one time between two parties than for them to bring them up and the Airport to bring them up later, which means it will increase by \$20K to \$30K. The test wells are planned for May. They will have to settle in order to do water samples. When it was originally opened, contaminated soil was removed but the plume edge was not found. It was opened to rebuild a road in that area. When ADEC came out, they took some samples, but realized it would hold up the project. Because it wasn't an active spill

and had already happened. The source of funding is from the Maintenance and Operations budget; however, Ms. Wahto will ask Risk Management to get involved to see if it can be covered from a contaminated site fund. Chair Clough that this \$50K hopefully characterizes the extent of the problem that the Airport has or has not on the Airport's side of the line. It does not account for what any clean up costs may be. Stand by for a future request. *Chris Peloso moved to approve the Airport-Loken contamination site work plan by Cox Environmental at a cost of \$49,609. The motion passed unanimously.*

5. Airport Manager's Report:

a. Aircraft Rescue Fire Fighting (ARFF) Foam Replacement. Ms. Wahto turned this over to Mark Fuelle, Capital City Fire Rescue. Mr. Fuelle said the foam has been ordered for the truck that has been borrowed from Palmer. It should be in town next week. The E-1 system that goes on the ARFF truck will be installed on April 22. This allows testing of water (not foam) and calibrates it like the foam. This is used on the other two pieces of equipment. The F3 (fluorine free foam) foam will be installed on the truck from Palmer. The plan is to have the Palmer truck up and running by April 23.

Ms. Wahto said the AFFF will be changed over in the next couple of budget cycles. Mr. Fuelle said when the other F3 foam is received for the other two vehicles, the AFFF foam will have to be removed out of them, placed in a container, and cleaned/flushed out before the new F3 foam is added.

The old ARFF truck that was removed from service will be taken to the Fire Training Center and used for training. Mr. Fuelle noted testing will be held on April 16/17 for the ARFF Manager position at CCFR. Mr. Fuelle said of the two vehicles on field, the oldest one has power steering problems. They are currently babying it trying to save the power steering pump, which has been ordered.

b. Personnel. The Airport has hired Jake Eames as the new Maintenance Mechanic II. He started March 25 and has already been repairing heat pumps on the fly. The Airport may be getting closer to balancing the Terminal air system.

c. Airport Fund Balance and Capital Revolving Account Balance. The Airport Fund Balance has been updated to reflect what was required by the City. Formerly, when the Airport showed the budget, it concentrated on the operations budget because that is how the rates and fees are implemented. There is a bigger piece to that, the capital side, which is what the Assembly sees and why downtown was saying the numbers did not match. That was because capital projects could be in there, or debt service, and it is not shown, because the Airport does not want to throw that in and pretty soon have to have another \$3M in rates and fees because Debt Service was added into a category. This is put in and taken out, so it is represented. This will now be the same as they see downtown. The operating expenses and revenues are still separated, but it

adds in the component that downtown was concerned about. It also shows the fund balance with the operating reserve.

d. CARES/CRRSAA/ARPA Fund Balance. Ms. Wahto reported that Angelica has been working with the FAA (Federal Aviation Administration) and the Project Managers to get all of the reports finalized and get the drawdowns. She said the drawdown of \$10M for the parking lot project is awaiting her signature. The next few weeks will be rather crazy with trying to get all of the expenses in to get the drawdowns in so that all of the CARES money will be used.

e. Hot Topics. The following is a list of on-going topics that staff is working on in addition to the regular Project Reports:

- *Juneau Douglas North Crossing Project*. There have been additional meetings with DOT and DOWL. DOT did release the GIS information for the draft Level II Screening Evaluation. She encouraged anyone looking at that to take time to get online and look at everything that DOT has posted to the North Douglas Crossing website. The Airport is happy with the statement that came out from DOT and DOWL not jeopardizing airport approaches.

6. **Airport Projects Report – Ke Mell**. Ke Mell, Airport Architect, reported the final close-out report for the *Parking Lot Project* was submitted to the FAA. Board Member Eve Soutiere asked if anyone had been monitoring the Juneau Community Collective as people have questions/concerns about the payment for parking. Board Member Dan Spencer said the machines do not seem to work. Ms. Mell said that Republic Parking is preparing to install the parking kiosks in the exit lanes. Ms. Wahto said complaints have been received directly and they are supposed to have people downstairs and staffed all the time. These people can take payments. She said staff will follow-up on that.

The Airport received the consultant's final invoice for the *Buried Fuel Tank Removal and Replacement*. This project is closed out.

7. **Airport Projects Report – Mike Greene**. Project Manager Mike Greene reported the *Terminal Reconstruction Project* is making headway. The glass guardrail system has approved shop drawings and submittal data. The ball is now in Dawson Construction's court to start the fabrication and give the Airport an installation schedule. The Airport has issued an RFP (Request for Proposal) for ground source loop field methanol replacement to Dawson Construction. This has been broken out in two parts to try to expedite the terminal air balancing effort. Using the new in-house staffing, completion of the new dedicated outside air system is trying to be done so that the TAB (terminal air balancing) work can be done, which is now scheduled for late April. This is a moving target. The lighting control replacement work needs to be finished. Staff believes the price is high and they are trying to negotiate it down.

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The *Terminal Fire Alarm Upgrade Project* is finally complete. All project punch list items have been completed. The As Built and O&M (Operations and Maintenance) Manual have been received. Final payment has not been made to the contractor.

The *Rehabilitate Part 121/135 Apron & Remain Overnight (RON) Parking Apron* project has begun. The project is already ahead of schedule. Through coordination with Alaska Airlines, the contractor has taken a much larger area than scheduled. There are a lot of moving parts to this project. Coordination is continuing on a weekly basis with the stakeholders to keep them in the loop of what is happening and when. Secon is still struggling with their Conditional Use Permit to get approval to start up the batch plant on site, which is forcing them to use the Lemon Creek plant when they start paving on May 1.

The Airport is moving forward on the *Mendenhall River Rock Repairs*. A meeting was held with the State Emergency Management people who evidently have funding to contribute to the project. Staff is working with proHNS to get them the package that is needed to begin that process working with CBJ (City & Borough of Juneau).

H. **CORRESPONDENCE:** None.

I. **COMMITTEE REPORTS:**

8. **Finance Committee:** None.

9. **Operations Committee:** None.

J. **ASSEMBLY LIAISON COMMENTS:** 'Wàahlaal Giidaak said she had no big updates. She was glad to be in attendance and is always available if people would like to have a chat.

K. **PUBLIC PARTICIPATION ON NON-AGENDA ITEMS:** None.

L. **BOARD MEMBER COMMENTS:** Dan Spencer said he had asked the Attorney if the Board could have a conflict of interest training, possibly in a separate meeting, as he had not seen it before. He thought it would be helpful for the Board.

M. **ANNOUNCEMENTS:** None.

N. **NEXT MEETING DATE:** The next regular Airport Board meeting will be held on May 9, at 6:00 p.m. in the Alaska Room and via Zoom.

O. **EXECUTIVE SESSION:** None.

P. **ADJOURN:** *Dan Spencer moved to adjourn. The motion passed by unanimous consent and the meeting adjourned at 6:56 p.m.*

ATTACHMENT #1

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 AND EFFECTIVE JULY 1, ~~2024~~, UNLESS OTHERWISE NOTED:

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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.
- (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

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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 \$0.~~33~~ 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 \$0.~~30~~ per gallon, effective May 1, ~~2024~~.

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- (2) Non-signatory.

All Non-signatory aircraft shall pay a fuel flowage fee of \$0.~~41~~ per gallon, effective May 1, ~~2024~~.

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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, \$~~3.34~~ per 1,000 lbs., or any fraction thereof, effective May 1, ~~2024~~.

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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.

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- (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	\$1,000
(B) Main Ramp, >12,500 lbs.	\$750
(C) Air Taxi (small box)	\$90
(D) Air Taxi (large box)	\$125
(E) Hard-surfaced parking areas	\$75
(F) Gravel-surfaced parking areas	\$60
(G) Privately-owned seaplane floats (North & South)	\$110
(H) Airport-owned seaplane floats(North & South)	\$180
(I) Privately-owned seaplane floats (West Finger)	\$180

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

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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	\$0.57/sq ft/year
(B) Commercial Airfield Land Lease	\$0.70/sq ft/year
(C) SIDA Airfield Land Lease	\$0.97/sq ft/year
(D) Landside Non-Aviation Land Lease	\$0.86/sq ft/year
(E) 1st Right of Refusal	\$0.05/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) \$100 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

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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>Rate</u>	<u>8-16 PAX</u> <u>Rate</u>	<u>17 or MORE</u> <u>Rate</u>
Annual	\$200.00	\$250.00	\$350.00

For each calendar year, each tour operator permitting multiple large buses, shuttles and/or vans, may purchase as many annual vehicle permits as needed to conduct business on the Airport premises and pay the actual cost of permits per vehicle in accordance with the above table, or \$10,000, whichever is less.

- (2) Commercial Freight Pick-up/Delivery Vehicles. Off-Airport businesses performing a commercial pick-up or delivery of freight transitting the Airport shall be required to purchase and display a Commercial Freight Pick-up/Delivery permit on their vehicle prior to conducting such business on the airport premises. The permit entitles the vehicle to free parking in the Short-Term lot during pick-up and delivery only.

	<u>1st Vehicle</u> <u>Rate</u>	<u>Each Additional Vehicle</u> <u>Rate</u>
Annual	\$200.00	\$50.00

- (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	\$300.00	\$75.00

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

Boundary Crossing Fee:	\$200 minimum per year, as negotiated based on Airport land use or boundary activity
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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 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 may be towed and impounded at the owner's expense.
- (2) The rate for parking in the employee parking lot is \$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.

(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.

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- (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: \$75 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 (\$50) & Deposit (\$50)	\$100
(B) Renewal (Annual)	\$40
(C) Re-issuance for worn or damaged	\$40
(D) Lost badge	\$200
(E) Contractor Deposit	\$200
(F) Proximity Gate Card	\$15
(G) Non-Airport ID	\$50

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 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).

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): \$15 per card / issuance

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(3) Non-airport identification media : \$50 per card / issuance

(p) **Airline Fee for Airport Security Screening.** Each Air Carrier shall pay \$~~2.69~~/per screened enplaned passenger effective May 1, ~~2024~~, for that Air Carrier's passengers subject to security screening and enplaning, at Juneau International Airport.

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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.

“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.

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ATTACHMENT #1

“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 March 16, 2024, which is not less than 21 days before the date of adoption of these regulations as set forth below.

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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: _____

Al Clough, 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: _____

Sherri Layne
Municipal Attorney

Assembly Review

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

Date: _____

Elizabeth J. McEwen, Municipal Clerk

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ATTACHMENT #1

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, or later, as noted in the regulation.

Date: _____

Elizabeth J. McEwen, Municipal Clerk