

MINUTES of
AIRPORT BOARD MEETING
March 9, 2023
6:00 p.m. via ZOOM

A. **CALL TO ORDER:** Chair Al Clough called the meeting to order at 6:04 p.m.

B. **ROLL CALL:**

Members Present:

Al Clough	Jerry Kvasnikoff	Dan Spencer
Jodi Garza	Eve Soutiere	

Members Absent:

Dennis Bedford	Chris Peloso
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Staff/CBJ Present:

Patty Wahto, Airport Manager	Michelle Hale, CBJ Assembly
Phil Adams, Deputy Airport Mgr.	Sherri Layne, CBJ Law
Andres Delgado, Airport Sup't	Renee Loree, CBJ Purchasing
John Coleman, Airport Business Mgr.	Shelly Klawonn, CBJ Purchasing
Ke Mell, Airport Architect	Mark Fuelle, CBJ CCF/R
Nathan Barzee, Equip. Op. II	

Public:

Mike Wilson, Coastal Helicopters	Tom Williams, Ward Air
Kristi Elliott, Hummingbird Hollow	KTOO

C. **APPROVAL OF MINUTES:** *Dan Spencer moved the approval of the minutes of the February 9, 2023, Board meeting. The motion passed by unanimous consent.*

D. **APPROVAL OF AGENDA:** Airport Manager Patty Wahto noted that Addendum A Rates and Fees and Addendum B Outgoing Bag Belt were added to the Board agenda. *The agenda was approved by unanimous consent.*

E. **PUBLIC PARTICIPATION ON NON-AGENDA ITEMS:** Airport Manager Patty Wahto said if Ms. Elliott's testimony pertains to the current solicitation, it is not available for the Board or staff to discuss since it is in the middle of the solicitation. She noted Purchasing and Law were also in attendance. Kristi Elliott, Hummingbird Hollow Gift Shop, testified that by changing the concept of the gift shop in the airport, a grave mistake is being made by not stopping or at least altering the RFP (request for proposals) to include the traditional gift shop space. Not only is it putting her family (a long time Juneau family) out of business, but it is also destroying business that has had a proven track record of 65 years. It is completely ignoring what the local community members, friends, families, neighbors and taxpayers completely support. She said there has been a

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post on Juneau Community Collective with over 500 comments in support of keeping the gift shop as it is. If the comments weren't seen, she was positive that they received the 67 pages e-mailed to the Board. She said the community has spoken and the Board is choosing to ignore them and their letters, just like it ignored her. As a matter of fact, the only person that has responded is Pam, the Admin Assistant, claiming that legal counsel has advised them not to speak to her. Why is legal counsel involved? Did the Airport Board do something wrong such as not following procedure protocol to make the changes. This is an Airport policy related question and she did not know why she was not getting a response.

What policies and procedures are in place to make such changes to an Airport concession in general? She was not referring to RFP #23146, but just in general. What policies and procedures are in place and where could she find them?

She asked who makes the decisions to change common sense within the airport and how do they get approved? Who makes decisions to change concepts within the airport and how do they get approved? This is a general airport policy question and has nothing to do with RFP #23146. She was unable to locate any discussion in the Airport Board minutes regarding the approval of the change of the concept of the gift shop. She asked if there was a discussion regarding the gift shop behind the scenes or did just one person decide that it was a good idea and roll with it without any consent. When changing a concept in general terms at the airport, is data collected to make the determination that the concept change is better than the one in place? She pointed out that she had been the sole bookkeeper, buyer, manager and worker in a retail establishment in this airport for over ten years and never once was she asked for any data regarding sales in the airport. She did not think that the Airport Business Manager had ever stepped foot in the gift shop.

She asked how public comment was collected to better understand what the public wants and how is it taken into consideration. It seemed to her that the public is upset that a good thriving restaurant was replaced with an overpriced cafeteria owned by an out-of-state nationwide company who takes their dollars out of town. The public is upset that the restaurant is never open before security, or at least it appears that way, because they do not follow their hours. They are upset that they can't even get a cup of coffee in the morning. She hears about it all day long. Now the Airport is going to replace the gift shop with a kiosk without any consideration or discussion.

Essentially what is slowly happening over time is all of the viable services for the public are being removed and replaced while focusing more on nice admin offices and art. She said it makes more sense to her to move the restaurant to a kiosk concept outside of security by the big windows where table seating can surround it and have a nice view for people to relax while having coffee, a drink or a snack, much like SeaTac. It would be more manageable for the restaurant who appears to struggle with employees and hours, plus much easier to secure than high-end art. The idea makes way for the original plan

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which, at one point, was to relocate the gift shop in the restaurant location. The gift shop needs wall space, floor space, and to be in a secure area, more than it needs a view. Ms. Elliott said but what did she know. She did not have a college degree. She has just operated three businesses in town for over 20 years, all of which have been successful.

She said the bottom line is they have been good tenants. They pay their rent every month and on time, even through COVID, even when the Airport deemed them ineligible for any type of COVID assistance, they kept up with all payments. They were told over a year ago that they were entitled to COVID funding for rent. They haven't seen or complained about that. They follow their hours and adjust them to accommodate travelers. They even keep longer hours than what is required in the contract. They were accommodating to the last-minute change of plans during construction to move them to a plywood box. Didn't complain about it. They were just happy to have a space. They pay their CBJ (City & Borough of Juneau) taxes every quarter and on time. At some point, she hoped that someone would come to their senses and reassess this. She knew some Board Members were business people or assisting in operating local businesses. Some of them even shop with them, and she appreciated that. She thought they would understand her frustrations and struggles. She asked for the opportunity to remain in business and the Board does have the power to make that happen.

Ms. Elliott said another thing she failed to mention is that everyone is being told that because this bid is under contract, that no one can answer questions and it cannot be changed. She said that you are hiding behind this excuse because it is an open bid and out of the Airport's hands and cannot be altered or changed at this point. Yet, she witnessed firsthand at the meeting, to discuss the RFP, John Coleman on the spot gave specific directive to Shelly in procurement to alter the RFP. By the time she got home from the meeting, the RFP was altered and she already had an email in her inbox saying so.

City Assistant Attorney Sherri Layne said her direction is the normal process that when there is an ongoing RFP, the Board should not discuss anything in the RFP. Once proposals come in and the proposal has closed (March 15), then the Board is welcome to discuss those subjects. Right now, it is premature to discuss anything contained in the RFP or the process. City Purchasing Officer Renee Loree said there is a solicitation on the street for concessions. The solicitation is a requirement of both the CBJ code and FAA (Federal Aviation Administration) requirements. It would be on the street regardless of the setup. Anyone is welcome to propose on the solicitation. With regard to changes, there are changes that are allowable, but they are facilitated through the Purchasing Division. If there are any changes to scope of work, an addenda is issued that allows all proposers and public to see the changes. It is not appropriate for the Board to discuss the scope of change within an RFP. If there is something that the Board or the Airport feels needs to be changed, those changes need to be brought directly to Purchasing. There will be a discussion between the Airport and Purchasing, specifically Shelly Klawonn, the Buyer. An addenda would be issued from Purchasing to the public. The public process

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needs to stay public in that regard. With regard to how the City got to where it is and the RFP on the street, she said the Board is welcome to answer those questions on how the concept came to be. Those concepts were brought to Purchasing and filtered through the RFP and put out on the street.

Ms. Elliott suggested removing one sentence “However, retail space is not available for a traditional storefront model.” If that was taken out of there, everyone that applied for a kiosk would remain and it would open up a larger audience for a storefront. Ms. Loree said this is something that the Airport could consider. She said if there is a question or something is not sitting well with Ms. Elliott, the easiest thing to do is funnel it through Purchasing at purchasing@juneau.org. That information is discussed with the Airport and then a determination is made. It could be issued as an addenda, a clarification or something like that.

Dan Spencer said that a discussion could be held on how the proposal came to be in the RFP. Ms. Loree agreed that the discussion could be how the Airport got to where it was and then that would be the stopping point. Mr. Spencer asked when the process started. Chair Clough asked the Airport Manager to walk the Board through the process, not the solicitation. Ms. Wahto said the current solicitation went out for an RFP process in 2012. The RFP process is no different than what is used for any concessionaire in an airport. The Airport can have a maximum of ten years, in this case this was extended a little bit more for construction. This is both City and FAA rules. The Airport is required to go out for competitive solicitation. That part is pretty clear to everyone. The design the Airport is looking at was during the terminal design process, putting up a storefront was not covered with FAA dollars because it is leased space. The second thing was where the store would go. It is in a temporary space downstairs. It was moved several times and the Airport revenues went from a percentage to a flat monthly rate that allowed Ms. Elliott to continue operating but at a very minimum cost, while design and construction were done. The current contract goes through September 30, 2023.

During the design, a lot of meetings were held with McCool Carlson Green and Ms. Fritz who was heading the design of the terminal in looking at different concepts and knowing that a face front could not be built out with FAA dollars. The Airport also knew that there would be a third phase of the terminal at some point in time in the future. The idea was to minimize what a storefront would look like until it could be moved upstairs to the second floor, which would be a bigger local share, because it is not FAA dollars. The third phase of the terminal would shift the restaurant out so it served a dual front and back (security/non security) and move the gift shop into the current non security restaurant. This is way in the future. Until then, the storefront (currently a temporary space built from plywood) was taken from the baggage claim area. It was looked at doing something until something can be done for the long term. It wouldn't necessarily be the Airport doing the build out. This was a future phase with gift shop and food concessions.

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Ms. Elliott said the person will be responsible for providing the kiosk. Why not be responsible for the kiosk or build walls? Ms. Wahto said this has to do with the full-terminal buildout. When the whole terminal was designed, it got into complex numbers and matrixes that the FAA figures what will be allowed using FAA funds. The Airport was back and forth for almost two years figuring out what percentage would be allowed. An example, a runway is 100% allowed and then they participate at 92.75%. In the terminal, by the time they took in all of the space – restrooms, circulation, anything in the 135 areas – that cannot be counted and came out of local dollars. The Airport actually downscaled the size of the terminal and what could be built out as afforded by local money and went from there. The percentage was roughly 70% FAA participation and then they contributed 92.75% of that. Not everything in the terminal is necessarily FAA dollars. Board Member Jodi Garza asked if the tenant could construct space at their own cost. Ms. Wahto replied not yet. When the Airport put out the uses, the FAA dollars paid for circulation, but not tenant leased areas. Is that always going to be the case? We're not going to do it a year after it was built. The FAA will continue to audit. Space could be built out in a few years. The current store is a temporary piece and was meant to be temporary because of circulation for baggage claim.

Ms. Garza asked if the temporary space could continue to be used. Ms. Wahto said this is possible as the area was technically paid for by local participation. Ms. Elliott said if there are multiple kiosks, how is it different than having a storefront. Ms. Wahto said she would not answer the question as it pertains to the solicitation. Chair Clough said the space that is available for the kiosk type gift shop was derived during the design of the modifications on the terminal. Some of the space is allocated as FAA-eligible or paid for out of other funds. In the future, a yet-to-be-designed improvement, one would hope some of the concessionaire space to include the restaurant would be much better than it is right now. Right now, the space is what the Airport has, there is no other square footage available. Ms. Wahto confirmed this. She said she followed Ms. Loree's comment, if there is a request or something within the current RFP, it should go through Purchasing.

Dan Spencer said he is familiar with the State's process and said if there is a substantial change proposed and accepted, the date can be moved. He suggested if Ms. Elliott wanted to contact Purchasing do it really, really soon.

Ms. Elliott felt she should have been involved in the process before it got to this. That was the information she was seeking. How did this come to be without any public comments, anybody consulting her who has been operating the gift shop for ten years? It does not appear that the Board has much knowledge of it. All of this could have been avoided if there would have been a discussion prior to it, which she attempted to have a couple of times. She testified in front of the Board at one point and the Board complimented the gift shop and recommended they remain. There were a couple of meetings after that and it just laid flat until this popped.

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Chair Clough said her comments are noted. He said per Purchasing, staff and others, by all means please work the process. Get a hold of Purchasing, put the questions and comments you have in writing and you will get a response and this will move forward. The Board is not in the position to debate the procurement right now. The staff down there is ready, able and willing to listen to what you have to say in relation to the solicitation and hopefully answer your questions. If things need to be clarified, it would make it a better process for everybody.

F. UNFINISHED BUSINESS:

1. **Airport Rates and Fees Regulation** (Addendum A and Attachments #1 through #3): Ms. Wahto said after the February 9 Airport Board meeting, the Airport went out for the 21-day public comment period on the Rates and Fees as marked up in Attachment #1 (included in that is the summary as Attachment #2). There were three comments received (Attachment #3): Alaska Airlines, Coastal Helicopters, and Ward Air/RED Leasing. She turned this over for review and discussion of comments.

Ms. Garza said she reviewed the public comments. Alaska Airlines agrees to all of them. Ward Air and Coastal Helicopters both requested changes to the fuel flowage fees for aircraft under 12,500. She said the fuel flow rates were discussed at the last meeting and their relation to the 5% sales tax staying with the Airport. There was public testimony at that time. The Board decided to go through the comment period and take the rates up again. She noted that Mr. Williams from Ward Air suggested \$.26 per gallon and Mr. Wilson of Coastal Helicopters suggested \$.27 per gallon as opposed to the \$.30 as suggested in the Airport rates and fees.

Mr. Spencer asked what the impact would be. Ms. Wahto did not have the answer. Chair Clough said the main comments are to change the fuel flowage rates with a modest reduction and then Mr. Wilson or Tom Williams asked that in the future the Board try to phase some of the fee changes in rather than all at once. He noted that this was kind of punted due to COVID and the Airport is trying to catch up. They probably would have been phased in if it hadn't been for COVID. He asked if the Finance Committee had any comments to those specific requests. Tom Williams, Ward Air, thought the amount was around \$40K and that was based on the last meeting where he was trying to supplement that with cost reductions.

Chair Clough pointed out that the recommendation from the Finance Committee and staff was to continue the rent abatement for another fiscal year, which is certainly of benefit to the leaseholders. Mr. Spencer said he saw new requirements for recordkeeping wasn't a part of the last discussion. Is there an estimated fiscal impact to that? Ms. Wahto said that was correct. She said as a point of clarification, if there are changes, the budget has to be reconsidered and the bottom line and how it will be handled if there are changes. Most changes are scheduled to go into effect on July 1st with the exception of large air carrier: landing fees, fuel flowage fees and security fees

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will take place May 1st. She said if changes were made it would involve non-signatory fees, too.

In talking about upcoming changes, Deputy Airport Manager Phil Adams said one is from the TSA (Transportation Security Administration) as an amendment to the Airport Security Program (ASP), but due to the fact that City IT is not able to interface with the Airport's servers for the Badging Department and a few others, they haven't been able to help the Airport fully integrate the plan. There isn't a full cybersecurity plan available for the Airport to build off of. This requirement is due in September. The other major one is an FAA mandate that was just passed down and mandates the Airport have a Safety Management System (SMS) program. There is a significant amount of work that will come from that to the Airport, specifically to planning and recordkeeping. The plan is due in 18 months and full implementation of that is one year from the time they accept our application. It is roughly about two year's total. Ms. Garza asked if there are funds available for these programs, have they been discussed with Mr. Sullivan or Katie Kachel. Ms. Wahto said it is an unfunded mandate, especially when looking at the operational means. This is a nationwide thing and has to do with safety. She said it had been in the making for a long time (over ten years ago as an idea). Chair Clough said this is certainly not the only unfunded mandate the FAA has given the Airport. Ms. Wahto said the plans need to be written sooner than later. Mr. Adams said the cybersecurity begins in September. He started this and hit a dead end with the IT Department. The Airport is not able to share some of the sensitive security information with IT, so this is where there was a breakdown. This was unforeseen: 1) when it came down, and 2) the block that was hit. Mr. Adams said his former employer used a consultant at a cost of \$25K. They built the plan from ground zero. He has done a little of the leg work, so it is hoped that the cost will be kept down.

Jodi Garza moved, Jerry Kvasnikoff seconded, that the Board amend the fuel flow fee for the small signatory aircraft to \$.26 per gallon, down from the \$.30 per gallon as proposed. Ms. Garza said companies are still coming out of COVID with a lot of head wind. It was a large jump in fuel flow fees, but not a significant impact overall to the Airport budget. There are still COVID relief funds that cover the \$40K and it can be revisited again next year. The motion passed with a vote of four to one (Al Clough). Ms. Wahto said this will affect the non-signatory rate, as well. It will now be \$.33125 for the non-signatory. Dan Spencer moved to make a conforming amendment to the regulation as well. The motion passed by unanimous consent. Dan Spencer moved, Jodi Garza seconded, to adopt the entire package as amended. The motion passed by unanimous consent. Chair Clough thanked the Finance Committee, staff and others who took the time to give meaningful input on this.

Ms. Wahto asked to have an amendment in place on how to cover the decrease for the revenue. *Dan Spencer moved to use CARES Act funds to cover the deficit. The motion passed by unanimous consent.*

2. **Outgoing Baggage Belt Repair/Replacement (Addendum B).** Ms. Wahto said the City received two bids for the project, with a third bid that was deemed non-responsive. The engineer's estimate was \$1.2127M and the low bid came in from Robson at \$1.275M, the project was estimated by staff at \$1.5M. There will still be administrative costs. The bid that staff is asking the Board to approve using CARES funds to move forward is the \$1,275,924 with the award to Robson Handling Technology USA, Inc. pending the protest period, which ended today. *Eve Soutiere moved, Dan Spencer seconded, to accept the bid of \$1,275,924 from Robson Handling Technology USA, Inc., for the Outgoing Baggage Belt Repair/Replacement project; funding through the FAA Airport CARES grant; and forward to the Assembly for appropriation and award, pending protest period. The motion passed by unanimous consent.*
3. **Gate K Culvert Replacement.** Ms. Wahto said this is the replacement for the failing culvert at Gate K that has been discussed for several months. The bid was opened on March 1. One bid was received from SECON. The original estimate was \$523,100, the engineer's estimate was \$488,827. SECON bid \$555,213, which is slightly up from the estimate. Staff recommends moving forward with this project. This will be funded through Airport operations and reimbursed through CARES. *Dan Spencer moved, Eve Soutiere seconded, to accept the bid of \$555,213 from Colaska dba SECON for the Gate K Culvert Replacement; funding through the Airport operations budget and provided by CARES grant.* Board Member Jerry Kvasnikoff said the difference between the engineer's estimate and the only bid received was significant. He asked if there was any explanation. Ms. Wahto said this was explained on page 3 of Mr. Greene's report. The initial review of SECON'S bid shows that they were very concerned about the existing ductile water line that crosses over the old culvert and they submitted a number that was higher for this work. *The motion passed by unanimous consent.*

G. **NEW BUSINESS:**

4. **Unfunded Mandates:** Ms. Wahto said a lot of these were discussed earlier. Mr. Adams wanted to address the dates the following items are due:
 - TSA Airport Security Program (ASP) Amendment - Cybersecurity Upgrades - staff training, annual exercise, reporting, and record keeping will be due September.
 - TSA Security Directive – Random screening at sterile and secure area access points – reporting and record keeping is due April 1. They have mandated the screenings be updated for employees going into the sterile and secured areas. The plan is to figure out a way to have the officer on duty report in such a way it can be disseminated to TSA.

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- FAA Part 139 update – Airport Safety Management System (SMS) Program – Staff and stakeholder training, manual updates, annual risk assessment, reporting and record keeping. This is about two years away. The plan is due in 18 months and it is a robust plan.

Ms. Garza said that the Part 135 operators are going through the same thing. It is mandatory and is costing everyone more money.

- City and Borough of Juneau (CBJ) – Cybersecurity Updates – training and reporting. This is happening now.
- (Proposed) TSA ASP Amendment – Employee Screening – training, reporting, and record keeping. This is to be determined. This will include 100% employee screening and some more significant training.

5. Airport Manager's Report:

a. Staff Kudos. Ms. Wahto handed out kudos for the Airfield and Terminal Maintenance staff. The last snowstorm closed things down early, but they were out there in blizzard conditions and could not see the centerline. It was greasy out there. She said she appreciated everyone keeping it open. She said the Airport has a good team and operators. The airlines called uncle before the Airport did.

b. Congressional Discussions. Meetings were held with the DC Lobbyists Katie Kachel and David Jansen. There have also been several phone conversations, which opened up a line to talk with the Congressional delegation, as well as House Chair of Transportation and Infrastructure and House Chair for Commerce. Two items were discussed: getting the MALSR (Medium Intensity Approach Lighting System with Runway Alignment Indicator Lights) language so that the ownership can go to the FAA. The Airport told them that it was going to provide the funding; all they need to do is put in the language to make sure the FAA can own and operate it. They said this was a no brainer to get this language into the reauthorization bill.

The next item was the PFCs (Passenger Facility Charges). They were a little quieter on that one, but asked Ms. Wahto to reach out to the airlines. She held discussions with the airlines, she asked about both the overall PFC increase and specific to Juneau and that may help other smaller Alaska airports and raising it based on the size of the airport or small to non-hub airport and EAS (essential air service) service, and the fact that Alaska does not collect PFCs on commercial aircraft under 60 seats. They had no idea this was the case. The airlines did not necessarily write a letter of support, but they would not stop the permissive language. A little ground may have been gained.

A talk was held with the President of ACI-NA (Airports Council International-North America) and this was discussed. He had heard about these and this was discussed. He was quite shocked to hear about not having PFCs collected on commercial carriers

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under 60 seats. She noted that the waiver had gone through a few months after the PFCs were issued. She stated the part that she was arguing was why PFCs cannot be raised for our airport. The PFC rate has not been raised in 22 years and knowing what it does for our projects, when some airports can collect what they need for a project in a matter of months and the Airport may take nine or ten years to collect. She was pleased to say she has been reaching out and getting somewhere. She thanked the DC lobbyists for helping to set up these meetings. When asked about PFCs applying to less than 60 seats, Ms. Wahto said that a waiver was not in affect for the first few months and aircraft with less than 60 seats had to pay the PFC. Shortly thereafter, a waiver went in for the 60 seat capacity and it went into effect.

c. Airport Fund Balance and Capital Revolving Account Balance (Attachment #4). There was an update to the Airport Fund Balance. It will be adjusted slightly for next month. The FY23 includes the increase of \$32,100 for Gate K Culvert. There are two new CBJ recruitment and retention programs that are included in the budget that staff found out about two weeks ago. They are dependent care assistant at \$28,600 and deferred compensation employee match at \$25,900. That is an increase of \$54,500, which will be applied to CARES. Staff asked the Finance Department to let the Airport know about increases well in advance because it affects the Airport's rates and fees.

d. CARES/CRRSAA/ARPA Fund Balance (Attachment #5). This has been updated to include current projects and estimates. The Airport is currently looking at a \$5.5M balance. As projects are discussed, the Airport needs to pay close attention to bids, including the parking lot bid. The Airport wants to spend every penny of this. This chart will change rapidly.

Ms. Garza asked about Ms. Elliott's comments about the concession relief. She asked for an update on the status. Ms. Wahto said John has worked through this for a couple of years. The guidance on this was so specific on who could and who could not be given concession relief. She said the gift shop has not paid a concession fee. They are paying a flat rent. Airport Business Manager John Coleman said that the \$98K grant has taken a long time as the rules were difficult to follow and it was submitted several times to the FAA Civil Rights people. He said he believed that four or five concessions are eligible for this grant. There are check requests ready to go, but staff is waiting for FAA final approval. The downtown Finance office said they thought it had been finalized. He expected checks will be mailed as soon as confirmation is received.

Ms. Wahto said there was a separate grant in the amount of \$300+K. She did not know if the Airport has delved into this yet. Mr. Coleman replied he is ready with that, but wanted to get the first one successful before he started going back and forth

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on the second one. He thought the second one should go faster than the first. Ms. Wahto said because you are a concession in the airport (in broad terms), it doesn't mean that you get a percentage of that. There are a lot of things that they have to go through and prove and paperwork that follows up. The Airport oversees it, but it is per the guidance of the FAA. It is actually more complicated than doing the regular grant amendments or handling the operating expenses. These are four-year grants. Mr. Coleman said they go to 2024 and 2025.

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*. The Airport has been following the meetings. There was a recent Technical Advisory Committee meeting. Some of the comments were discussed and how they are narrowing the list down. There was some excellent questions by the group. The Airport has concerns, as well. The Airport is looking at it from the Airport standpoint and protecting the approach corridors and any growth that is out there. There are a couple of alternatives that could be problematic as they are moved forward.

6. Airport Projects Report – Mike Greene: Ms. Wahto reported the **Terminal Reconstruction Project** continues with upgrades and looking at terminal heat pumps, the Lumacor panels that need adjustments, looking at solutions to make the glass guardrail and open the area, and balancing the HVAC (heating ventilation air conditioning).

The **Terminal Fire Alarm Project** is pretty much done. The public announcement system is giving a headache with Delta's phone as they are using a cell phone to make the announcements. They continue to work on the feedback issue.

The **Main Ramp 121/135** has the geo and soil status worked on. They continue to review the phasing and projects and how it will all be put together while working around the jet bridge project. The parking lot project that brings part of the drainage field into the airfield. Staff is looking at reducing the scope by looking at only parts of the 135 ramp being done; reducing some of the ramp lighting that was scheduled; and some of the other storm drains. It doesn't mean that it won't ever get done, they will just have to be marked well for when they were last done. The FAA has told the Airport that there is no additional money. The Remain over Night (RON) ramp will be built first to the east of the building. There may be some shifting to the north. This project will be done in phases. Part of this with the movement was the vehicle service road, which means the north end of the road is a moot point. It was asked if the operations could be moved closer to the fence, remove six tie downs (only one being used), condense the operations and move things farther north so that the south portion of the vehicle service road is not impacted. Part of that includes Coastal

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moving their tank operations into the tank farm where they would have a fuel truck on site rather than having a fixed tank outside and above ground. This makes the area truly usable space for the helicopter operations and the fueling can just come and go in the truck. The cost of moving the tank is at the cost of the tenant.

The bid for this work is scheduled to go out in May, with project award in late July or early August and possible get a little bit of work in on the RON. If they cannot pave and have a good area, they will not do the work. Once it is awarded and the Airport has the grant, the timing will be better known.

Float Pond Improvements Project has the float pond back up to the 15' level. They have a little work to do on the outside and they will have to pave the road on the south side. It is all above ground and will not affect the seaplane base. The seaplane base will open when the weather cooperates. The project should be done by June. Ms. Wahto thanked Secon as they kind of thought outside the box on how to do it without causing too many more interruptions.

7. Airport Projects Report – Ke Mell: Airport Architect Ke Mell reported JNU received signed 100% documents for the **Parking Lots Project** from DOWL and forwarded them to CBJ Contracts. They will be advertised on March 14; with a pre-bid meeting and site visit on March 21; bids to be opened on April 4; approved at the April JNU Board meeting on Thursday, April 13; introduced and approved by the CBJ Assembly on April 17 and appropriated on May 8; and construction to start June 1. DOWL's estimate at 100% completion is \$6,516,219 for the Base Bid, and \$312,145 for Additive Alternate #1, which is the western portion of rental car lot, totaling \$6,828,364. Part of the rental car lot was built out as an alternate to save money if the Board so elected. Part of the rental car lot includes the drainage taken over to the airfield through the car rental lot. This area will be paved as part of the project. The rest of the lot is in much better shape than most of the parking lots.

Ms. Wahto said that in looking at the breakdown for CARES, this project is just repairs and getting the lighting fixed. The \$6.8M construction does not include consultant fees during construction and staff time. Ms. Wahto said the estimate has not been changed as they have been all over the place. The money is available in the CARES funds, but it is more. She wanted to make sure the Board agrees with this project. It will be about \$2M more. It is based on the engineer's estimate and not bids. This will be brought before the Board when the bids are opened. Ms. Garza asked if this would be an upgrade to the parking system. It was noted the Airport will be going out to bid for a new concessionaire who will provide new equipment in the new lot provided by the Airport.

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Airport staff posted signs to the entrances to the long-term and short-term lots to inform the public that long-term parking will be closing May 31st and that temporary long-term will be provided. This is because the maximum stay in long-term parking is 90 days. During construction, Republic/REEF will be operating temporary long-term parking on the airfield north of the terminal near FEDEX. The area will be fenced off. There is not enough space to provide the current long-term parking. The spaces need to turnover so Republic has proposed a 10-14 day maximum. The construction project will be approximately June 1 through November 1. Dan Spencer asked if there is data for how long cars stay at one time. Ms. Mell said she would get this information and forward it to the Board. Assembly Member Michelle Hale asked about public outreach for towing and short parking. Ms. Mell said public outreach is planned. The next task is to figure out the community outreach and get it out there.

Staff does not suggest the **TSA Bag Screening Floor** be replaced at this time. Staff recommends a thorough cleaning. In the CARES budget, page 27, there is \$27K for TSA Bag Screening Floor. Ms. Mell noted the Board appropriated \$20K more for the removal of the underground storage tank at the old shop at the last meeting. She could prepare a motion for the next meeting, if required.

Terminal Furnishings: Staff was working with two furniture manufacturers (Herman Miller and Arconas). Herman Miller made all of the black and silver sling back seating currently in the terminal. They are rock solid and great. Herman Miller cannot comply with the Buy American requirements imposed by CARES funding, so JNU asked Arconas (the other manufacturer, who does comply with Buy American) to revise their quote to include the furniture staff had intended to buy from Herman Miller. Provided the FAA approves Arconas and the CBJ Assembly appropriates the funds at its March meeting, the Airport will buy all the furniture from Arconas. There will be a slight stylistic difference between some of the furnishings, but they are beam lounges with individual seats and upholstery. Ms. Wahto said the one issue is the electronic components, the in-seating charging stations. To date they have not found any American made components, so not as many or any components may be purchased. Staff will continue to work on this. Ms. Garza asked if there was a cost savings in going to one vendor for all of the seating. Ms. Mell said there was a cost savings, but not due to volume. If you take comparable units from both manufacturers, Herman Miller's seats are much more expensive than the Arconas for the same thing. The Herman Miller purchase was to match current seating.

Dawson continues work on the structural steel for the **Alaska Seaplanes Building**. With temperatures in the teens and twenties the past couple of weeks it has largely halted work at grade, as the building is not yet enclosed.

Nortech has received their notice to proceed for the **Underground Storage Tank Removal at the Old Shop**. Staff has reached out for their proposed schedule for the design and replacement of the tank this summer.

H. **CORRESPONDENCE:** None.

I. **COMMITTEE REPORTS:**

8. Finance Committee: None.

9. Operations Committee: None.

J. **ASSEMBLY LIAISON COMMENTS:** Ms. Hale said the Board is truly amazing as it deals with some hefty topics with incredibly knowledgeable staff. She mentioned the recruitment and retention programs – dependent care and deferred compensation programs. She said she will pass on the comments to the Assembly and to staff. She appreciated the Airport’s concerns about unfunded mandates. Part of the assumption the Assembly was operating on is everybody is having trouble being fully staffed so the changes will obviously have to be incorporated in the CBJ budget coming up, but also some of the changes will be able to be addressed with not enough staff right now. She did not know how Airport staffing was, but CBJ is having a really hard time across the board. She spoke to someone at CCF/R and they are having a hard time recruiting and retaining. She will pass on Ms. Wahto’s comments about needing to know as soon as possible when these things come up.

Mr. Spencer said it is related to the timing of getting word from downtown, it is not about the underlying reason for the change. He thought the change was a very good change. It is just the sooner the Board knows about it, the more they can incorporate it and get it into our numbers. Ms. Hale appreciated that. She said she was sure they could have given the Airport better notification. Chair Clough said that this is not the first time that changes were made by the Finance group that they chose to not promptly share with the Airport. It may be a right and proper thing to do, but when it gets sprung on us after the fact, it makes all of their jobs harder.

Ms. Hale also appreciated that Ms. Wahto is paying close attention to the second crossing. The Public Works and Facilities Committee had an opportunity for members of the public to testify last week. It was really interesting in that there was a big range of testimony. Because they were not sitting in a decision-making capacity, they did not get the usual really strongly worded opinion. There were a lot of interesting ideas – concerns about the wetlands. People didn’t particularly voice concerns about the airport, but she knew the Technical Advisory Group and contractor knows those. It was productive and they will have more.

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Chair Clough had one final comment about the approach to Runway 26 (approach from the south). He said he was sure people remembered what it was like before the approach. The Airport would like to lower the minimums, not have to raise them. His hope would be that any traction on a second crossing that would impact the ability to improve that approach would be a total non-starter from the Assembly standpoint, not just the Airport.

Ms. Hale reported that at the last Assembly meeting, they had a presentation on the digital equity across the state and that is increasing broadband across the state. It was definitely mentioned that there are holes in Juneau. Downtown, when the cruise ships are in, it is really hard to have good cell phone reception. This might be something that would benefit all of Juneau, as well.

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

L. **BOARD MEMBER COMMENTS:**

10. Jodi Garza asked if Air North was still planning to come to Juneau this summer. Ms. Wahto said Mr. Adams has been in contact with them. They are still looking at a couple of flights a week and starting in mid-May.

11. Dan Spencer made a sort of “tongue in cheek” comment about lowering the minimums coming over the Salmon Creek area ... that will have the duck hunters mad at us.

M. **ANNOUNCEMENTS:** None.

N. **NEXT MEETING DATE:** The next regular Airport Board meeting will be held on April 13, 2023, 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 by unanimous consent at 8:17 p.m.*

ADDENDUM A

AIRPORT BOARD AGENDA THURSDAY, MARCH 9, 2023, 6:00 P.M.

F. UNFINISHED BUSINESS

1. **Rates and Fees Regulation** (Attachment #1 through #3): At the February 9, 2023, Airport Board meeting, the Board accepted the recommendation from the Finance Committee to forward the proposed Rates and Fees Regulation through the public process (see Attachment #1). The regulation was advertised from February 12, 2023, through March 6, 2023. The updated Rates and Fees Regulation would see increases in almost every category, as summarized in Attachment #2. These increases reflect \$1.8M in additional revenue required to balance the budget, which was passed concurrently with the rates and fees proposed increases on February 9.

Staff received three comments during the public comment period that ended March 6, 2023. These comments are included as Attachment #3. The Board will need to review public comments and decide if any changes to the proposed Rates and Fees Regulation, and subsequently the budget, are warranted. The Board approved the FY24 budget based on the rates and fees increases, as presented.

Board Action: *“Approve the proposed Airport Rates and Fees Regulation (Attachment #1), and forward to the Assembly for consideration and adoption at their March 20, 2023, meeting, for an effective date of July 1, 2023, except as noted for air carrier fuel flowage fees, landing fees and security screening fees which would become effective May 1, 2023.*”

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, 2023, UNLESS OTHERWISE NOTED:

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

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

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

Sections:

- 010 Policy
- 020 Rates and Fees
- 030 Definitions

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

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

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- (e) The Juneau International Airport may be required to furnish space to a governmental agency on a “rent-free” basis in order to obtain the services of a governmental agency, or to obtain a grant or other governmental participation in the operation or cost of improving or operating the airport facility, or to honor prior grant or participation agreements.
- (f) Failure to pay applicable rates and fees outlined in this Regulation, shall be subject to citation, fines and interest on past due amount.

07 CBJAC 10.020 Rates and Fees. The following are rates and fees established by the Airport Board. These rates and fees may be subject to change by amendment and may be subject to City and Borough of Juneau Sales Tax.

- (a) **Fuel Flowage Fees.** For sales of aviation fuel and aviation fuel delivery services at the Juneau International Airport, the following fees shall apply:
 - (1) Signatory.
 - (A) Aircraft with maximum certificated gross weight of 12,500 lbs. or less shall pay fuel flowage fee of \$.~~22-26~~ 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~~265 per gallon, effective May 1, 2023.
 - (2) Non-signatory.

All Non-signatory aircraft shall pay a fuel flowage fee of \$.~~28~~3325 per gallon, ~~effective July 1, 2016~~, effective May 1, 2023.
 - (3) Exemption to Fuel Flowage Fees: The Civil Air Patrol (CAP) shall be exempt from Fuel Flowage Fees on missions, practice missions and fuel purchased in bulk by the CAP.
- (b) **Landing Fees.** Landing Fees shall be based on maximum take-off weight as certified by the FAA, for all types of aircraft whether empty or loaded, as follows:
 - (1) Signatory.
 - (A) Under 12,500 lbs., no fee.
 - (B) 12,500 lbs. and over, ~~for each 1,000 lbs. or any fraction thereof: \$2.45~~ 3.06 per 1,000 lbs., ~~or any fraction thereof, effective July 1, 2016~~ May 1, 2023.
 - (C) Exemptions to signatory landing fees:
 - i. Aircraft engaged in test flights.
 - ii. Aircraft compelled to return after take-off.

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Narrow Body Jets:	\$ 500 <u>1,000</u> per use or turn
Regional Prop (greater than 12,500 lbs.)	\$ 75 <u>175</u> per use or turn
Small carrier (12,500 lbs. or less)	\$ 25 <u>50</u> 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 <u>1,000</u>
(B) Main Ramp, >12,500 lbs.	\$ 500 <u>750</u>
(C) Air Taxi (small box)	\$ 75 <u>90</u>
(D) Air Taxi (large box)	\$ 100 <u>125</u>
(E) Hard-surfaced parking areas	\$ 60 <u>75</u>
(F) Gravel-surfaced parking areas	\$ 50 <u>60</u>
(G) Privately-owned seaplane floats (North & South)	\$ 90 <u>110</u>
(H) Airport-owned seaplane floats(North & South)	\$ 150 <u>180</u>
(I) Privately-owned seaplane floats (West Finger)	\$ 150 <u>180</u>

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)	\$ 40 <u>15</u> per day
(B) Under 6,001 lbs. (Commercial)	\$ 25 <u>50</u> per day
(C) 6,001 lbs. to 12,500 lbs.	\$ 75 <u>100</u> per day
(D) 12,501 lbs. to 100,000 lbs.	\$ 175 <u>250</u> per day
(E) 100,001 lbs. and over	\$ 500 <u>1,000</u> per day/ <u>lg aircraft ramp, per turn/terminal gate</u>
(F) Jetway Use 5 Air Carrier g Gate <u>2, 5</u> (Non-Signatory)	\$ 500 <u>1,000</u> per <u>turn/use</u>

All aircraft parking spaces are designated one aircraft per space. Any additional aircraft parked in/near/around a parking spot, or any aircraft not

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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.

- (3) Storage Fees. Property that remains on a tiedown or other location after termination of the agreement, shall be charged a storage fee of \$200 per month, except that ownership of a dock on the float pond shall revert to the Airport if not removed upon termination of the agreement.

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

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

(A) Non-Commercial Airfield Land Lease	\$0. 47 <u>57</u> /sq ft/year
(B) Commercial Airfield Land Lease	\$0. 57 <u>70</u> /sq ft/year
(C) SIDA Airfield Land Lease	\$0. 80 <u>97</u> /sq ft/year
(D) Landside Non-Aviation Land Lease	\$0. 71 <u>86</u> /sq ft/year
(E) <u>Undeveloped Land Lease 1st Right of Refusal</u>	\$0. 19 <u>05</u> /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:

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(1) ~~\$75-100~~ 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 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	\$150 <u>200.00</u>	\$200 <u>250.00</u>	\$250 <u>350.00</u>

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

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

	<u>1st Vehicle</u> <u>Rate</u>	<u>Each Additional Vehicle</u> <u>Rate</u>
Annual	\$150 <u>200.00</u>	\$25 <u>50.00</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	\$230 <u>300.00</u>	\$35 <u>75.00</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).

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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~~may be towed and impounded at the owner's expense.
 - (E) Employee vehicles must be registered with Airport Management. Vehicles parked in the employee parking lot that have not been registered ~~will~~may be towed and impounded at the owner's expense.
- (2) The rate for parking in the employee parking lot is ~~\$40~~\$50 per space per month, or any fraction thereof.
- (3) There will be two rental periods per year. The first period shall be from October through April (7 months), and the second period shall be from May through September (5 months).
- (4) Use of a parking space may be shared between two eligible employees and a single fee charged, provided work schedules do not overlap and/or actual use is limited at all times to a single car in the single rented space.

- (k) **Concession Fees.** Concessions which operate at the airport shall be awarded through Bid process, Request for Proposal (RFP) process or as a sole responder with a Letter of Interest.

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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:
- (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~~ 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 (\$25 <u>50</u>) & Deposit (\$50) | \$ 75 <u>100</u> |
| (B) Renewal (Annual) | \$ 25 <u>40</u> |
| (C) Re-issuance for worn or damaged | \$ 25 <u>40</u> |
| (D) Lost badge | \$200 |
| (E) Contractor Deposit | \$200 |
| (F) Proximity Gate Card | \$ 40 <u>15</u> |
| (G) Non-Airport ID | \$ 25 <u>50</u> |

Deposits shall only be refunded upon the timely return of an individual’s current access badge to Airport Security or Airport Administration. If a “lost” badge is later recovered, a refund ~~of \$190~~ may be issued, minus the fees associated with the

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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): ~~\$10~~ 15 per card / issuance

(3) Non-airport identification media : ~~\$25~~ 50 per card / issuance

(p) **Airline Fee for Airport Security Screening.** Each Air Carrier shall pay ~~\$1.43~~ 2.26/per screened enplaned passenger effective May 1, 2023, ~~enplaned passenger~~; for that Air Carrier's passengers subject to security screening and enplaning, at Juneau International Airport, ~~retroactive to May 1, 2016~~.

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

(q) **Lease Action Filing Fee.** For any Lease Action Request (Assignment, New Lease, Extension/Amendment, Collateral Assignment, Cancellation) at the Juneau International Airport.
\$100/per Lease Action Request

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

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

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

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

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

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

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

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

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

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

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

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

Section 3. Notice of Proposed Adoption of a Regulation. The notice requirements of CBJ 01.60.200 were followed by the agency. The notice period began on ~~April 5, 2016~~ _____, which is not less than 21 days before the date of adoption of these regulations as set forth below.

Adoption by Agency

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

Date: _____

~~Joe Heuelsen~~ 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: _____

~~Amy Mead~~ Robert Palmer

ATTACHMENT #1

City Attorney

Assembly Review

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

Date: _____

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

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: _____

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

Clerk

ATTACHMENT #2
SUMMARY OF RATES & FEES REGULATION CHANGES
AIRPORT BOARD FINANCE MEETING (as amended at meeting)
MARCH 9, 2023

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

Current: \$1.43 per screened, enplaned Passenger

Suggested: **\$2.26 per screened, enplaned Passenger**
beginning May 1, 2023

Estimate additional revenue for FY24 budget: \$310,420

(based on 374,000 screened pax, 87.5% sec expenses)

Note: Suggested increase for FY21/22 were \$1.83/\$1.86

Taxi/Ground Commercial Vehicle Permits:

Ground:

Current:

1-7 Pax	\$150/annually
8-16 Pax	\$200/annually
17 or more	\$250/annually
Tour Company	\$10,000 flat fee/yr

Suggested:

1-7 Pax	\$200/annually
8-16 Pax	\$250/annually
17 or more	\$350/annually
Tour Company	No Change

Estimate additional revenue for FY 24 budget: \$8,550

Note: suggested increase for FY21/22 were: 1-7 Pax \$175yr, 8-16 Pax \$250yr, 17+ \$300/yr

Commercial Delivery:

Current:

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

Suggested:

1 st Vehicle	\$200/annually
Each Additional vehicle	\$ 50/annually

Estimate additional revenue for FY 24 budget: \$1,025

Note: suggested increase for FY21/22 were: \$175/yr 1st vehicle, \$50/yr each additional

ATTACHMENT #2

Airport Operational Area (AOA):

Current:

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

Suggested:

<i>1st Vehicle</i>	<i>\$300/annually</i>
<i>Each Additional vehicle</i>	<i>\$ 75/annually</i>

Estimate additional revenue for FY 24 budget: \$1,510

Note: suggested increase for FY21/22 were: \$275/yr 1st vehicle, \$75/yr each additional

Rental Car Lot:

Current:

Per Space	\$75/month
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Suggested:

<i>Per Space</i>	<i>\$100/month</i>
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Estimate additional revenue for FY 24 budgets: \$36,900

Note: Suggested increase for FY21/22 were \$85/mo

Land Lease Rates:

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

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

Suggested land leases changes (based on ANC CPI 2014 - 2022)—

<i>\$0.70/sf/yr</i>	<i>Commercial Airfield and Landside (Aviation use)</i>
<i>\$0.57/sf/yr</i>	<i>Non-commercial airfield</i>
<i>\$0.86/sf/yr</i>	<i>Landside non-aviation; or as negotiated for long term non-aviation</i>
<i>\$0.97/sf/yr</i>	<i>SIDA land lease</i>
<i>\$0.05/sf/yr</i>	<i>1st Right of Refusal</i>

Estimated Additional Revenue for FY 24 budget \$149,203

Note: Suggested increase for FY21/22 were (based on ANC CPI over 5 years only)—

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

ATTACHMENT #2

Tiedown:

Currently:

\$50/mo	Gravel
\$60/mo	Asphalt
\$75/mo	Main-small
\$100/mo	Main-large

Suggested:

<i>\$60/mo</i>	<i>Gravel</i>
<i>\$75/mo</i>	<i>Asphalt</i>
<i>\$90/mo</i>	<i>Main-small</i>
<i>\$125/mo</i>	<i>Main-large</i>

Estimated Additional Revenue for FY 24 budget: \$12,120

Note: Suggested increase for FY21/22 were (based on ANC CPI over 5 years only)—

<i>\$60/mo</i>	<i>Gravel</i>
<i>\$75/mo</i>	<i>Asphalt</i>
<i>\$85/mo</i>	<i>Main-small</i>
<i>\$110/mo</i>	<i>Main-large</i>

Float Pond:

Currently:

\$90/mo	Private
\$150/mo	Airport
\$150/mo	West finger

Suggested:

<i>\$110/mo</i>	<i>Private</i>
<i>\$180/mo</i>	<i>Airport</i>
<i>\$180/mo</i>	<i>West finger</i>

Estimated Additional Revenue for FY 24 budget: \$7,440 (only billed for 8 months/yr)

Note: Suggested increase for FY21/22 were (based on ANC CPI over 5 years only)—

<i>\$100/mo</i>	<i>Private</i>
<i>\$175/mo</i>	<i>Airport</i>
<i>\$175/mo</i>	<i>West finger</i>

ATTACHMENT #2

Signatory Jet/Jetway Parking/Use:

Currently:

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

Suggested:

<i>\$750/mo</i>	<i>Main ramp > 12,500</i>
<i>\$1,000/mo</i>	<i>Air Carrier Gate/Cargo parking</i>
<i>\$3,500/mo</i>	<i>Jetbridge/PBB Use (Gates 2 &5)</i>

Estimated Additional Revenue for FY 24 budget: \$33,000

Note: Suggested increase for FY21/22 were

<i>\$500/mo</i>	<i>Main ramp > 12,500</i>
<i>\$1,000/mo</i>	<i>Air Carrier Gate/Cargo parking</i>
<i>\$3,500/mo</i>	<i>Jetbridge/PBB Use (Gates 2 &5)</i>

Transient A/C Tiedown:

Currently: per 'use'

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

Suggested:

<i>\$15/day</i>	<i><6,000 lbs. non commercial</i>
<i>\$50/day</i>	<i><6,000 lbs. commercial</i>
<i>\$100/day</i>	<i>6,001 – 12,500 lbs.</i>
<i>\$250/day</i>	<i>12 501 – 100,000 lbs.</i>
<i>\$1000/turn (terminal)/day (lg aircraft ramp)</i>	<i>>100,000 lbs.</i>
<i>\$1,000/turn/use</i>	<i>Jetway Use –Gate 2, 5 (non-signatory)</i>

Estimated Additional Revenue for FY 24 budget \$0

Note: Suggested increase for FY21/22 were

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

ATTACHMENT #2

Terminal Lease: (sf/yr)

Currently:

\$25.16	Counter North (+7 ft)
\$31.69	Counter East (+12ft)
\$22.88	Office North
\$25.52	Office East
\$25.52	Office Admin East
\$25.52	Bag Claim (public)
\$20.34	Bag Make-up/Storage
\$20.34	Storage Frt Room North
\$12.71	Canopy North
\$31.69	Departure/Hold Room

Suggested:

(based on ANC CPI 2014-2022)—

<i>\$30.45</i>	<i>Counter North (+7 ft)</i>
<i>\$38.35</i>	<i>Counter East (+12ft)</i>
<i>\$27.69</i>	<i>Office North</i>
<i>\$30.89</i>	<i>Office East</i>
<i>\$30.89</i>	<i>Office Admin East</i>
<i>\$30.89</i>	<i>Bag Claim (public)</i>
<i>\$24.61</i>	<i>Bag Make-up/Storage</i>
<i>\$24.61</i>	<i>Storage Frt Room North</i>
<i>\$15.30</i>	<i>Canopy North</i>
<i>\$38.35</i>	<i>Departure/Hold Room</i>

Estimated Additional Revenue for FY 24 budget: \$170,131

Note: Suggested increase for FY21/22 were (based on ANC CPI over 6 years only)—

<i>\$25.16</i>	<i>Counter North (+7 ft)</i>
<i>\$34.45</i>	<i>Counter East (+12ft)</i>
<i>\$22.88</i>	<i>Office North</i>
<i>\$27.74</i>	<i>Office East</i>
<i>\$27.74</i>	<i>Office Admin East</i>
<i>\$27.74</i>	<i>Bag Claim (public)</i>
<i>\$22.10</i>	<i>Bag Make-up/Storage</i>
<i>\$20.34</i>	<i>Storage Frt Room North</i>
<i>\$12.71</i>	<i>Canopy North</i>
<i>\$34.45</i>	<i>Departure/Hold Room</i>

ATTACHMENT #2

Employee Parking:

Current:

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

Suggested:

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

Estimate additional revenue for FY 24 budget: \$10,900

Note suggested increase for FY21/22 was \$50; no change

Fuel Flowage Fees:

Signatory:

Aircraft 12,500 lbs and under (AV or Jet)	\$0.22/gallon
<i>Suggested</i>	<i>\$0.26/gallon</i>

Estimate additional revenue for FY 24 budget: \$38,100

*Note suggested increase for FY21/22 were \$0.27/gallon **FY21**, \$0.29/gallon **FY22***

Aircraft greater than 12,500 lbs. (Large Commercial Jet)	\$0.155/gallon
<i>Suggested</i>	<i>\$0.265/gallon</i>

****Airlines typically request May 1 start date***

Estimate additional revenue for FY 24 budget: \$363,363

*Note suggested increase for FY21/22 were \$0.175/gallon **FY21**; \$0.18/gallon **FY22***

Non-Signatory:

Non-signatory	\$0.28/gallon
<i>Suggested</i>	<i>\$0.3325/gallon</i>

****Request May 1 start date***

Estimate additional revenue for FY 24 budget: \$15,700

*Note suggested increase for FY21/22 were \$0.337/gallon **FY21**; \$0.363/gallon **FY22***

ATTACHMENT #2

Landing Fees:

Signatory:

Aircraft 12,500 lbs and over, for each 1,000 lbs *or fraction thereof \$2.45/1,000 lbs*

Suggested

*Aircraft 12,500 lbs and over, for each 1,000 lbs *or fraction thereof \$3.06/1,000 lbs**

**Airlines typically request May 1 start date*

Estimate additional revenue for FY 24 budget: \$533,713

*Note suggested increase for FY21/22 were \$2.47/1,000 lbs **FY21**; \$2.60/1,000 lbs **FY22***

Non-Signatory:

Aircraft 12,500 lbs and over, for each 1,000 lbs *or fraction thereof \$3.06/1,000 lbs*

Suggested

*Aircraft 12,500 lbs and over, for each 1,000 lbs *or fraction thereof \$3.83/1,000 lbs**

**Airlines typically request May 1 start date*

Estimate additional revenue for FY 24 budget: \$16,622

*Note suggested increase for FY21/22 were \$3.09/1,000 lbs **FY21**; \$3.25/1,000 lbs **FY22***

Badging Fees:

Currently: per 'use'

- \$75 Initial Badge
- \$25 Renewal Badge
- \$25 Reissuance (worn/damage/replacement)
- \$50 Fingerprint Fees (Airport)
- \$10 Prox/gate card
- \$25 Non-airport ID issue

Suggested:

- \$100 Initial Badge*
- \$40 Renewal Badge*
- \$40 Reissuance (worn/damage/replacement)*
- \$75 Fingerprint Fees (Airport)*
- \$15 Prox/gate card*
- \$50 Non-airport ID issue*

Estimate additional revenue for FY 24 budget: \$29,280

Note: no increases were suggested for FY21/22

ATTACHMENT #3



February 23, 2023

Patty Wahto
1873 Shell Simmons Dr.
Juneau, AK 99801

Via Email

Dear Patty,

I wanted to reach out to you and thank you for taking the time to discuss the upcoming FY2024 budget and next steps in the budgeting and capital programs. I have reviewed the Board Meeting Packet, including the Budget and proposed changes to the Airport Rates & Fees Regulation. It is my understanding that these rates have not been updated since July 2016 when the proposed 2020 updates were put on hold due to COVID-19.

Alaska Airlines supports the proposed Draft Airport Rates & Fees Regulation (Attachment #5) changes. The proposed new rates and fees are in line with our goals of working with airports to be fiscally responsible while ensuring that needed capital and operating programs are supported.

We truly value the partnership with the airports and communities we serve and look forward to continuing to work together.

Regards,


Amy Fuller Lyman
Portfolio Manager, Airport Affairs

ATTACHMENT #3



COASTAL HELICOPTERS, INC.

8995 Yandukin Dr. Juneau, AK 99801
907-789-5600 Fax 907-789-5528
mwilson@coastalhelicopters.com

March 3, 2023

Patty Wahto and the Juneau International Airport Board

RE: FY 2024 proposed Rates and Fees increase

First of all, thank you for your consideration of rent abatement for FY 2024. As you are all aware the transportation and tour industries suffered greatly during the COVID-19 pandemic shutdown. We are struggling to get our business and financial situation back to pre-pandemic levels. We are fighting the availability and cost of employees and the continuing supply chain problems causing delays in completing required maintenance. The cost of insurance, materials and components have increased exponentially in last 2 years. Now we are faced with increased cost of operating at the Juneau International airport.

Fall 2019 and Winter 2020 we were involved with the discussions to increase the airport Rates and Fees. These increases were deemed fair and practical at the time, and I believe the Board, in your efforts to continue to support local businesses on the airport, should consider a few approaches to the extreme rate increases.

First, as we all discussed during the 2019/2020 finance process, the operating budget finance model (85% 121 operators/15% 135 operators and GA) should be reviewed and modified to meet the current operating division, I believe it is closer to 90/10.

Second, the proposed Fuel Flowage Fees in the new Rates and Fees proposed increase should be reduced to \$0.27/gallon as was agreed in the 2019/2020 budget process.

Third, we would like to see the airport explore more revenue streams, such as cargo and GSE that are not currently in the JNU Rates and Fees. This was brought up during the recent Finance Committee meeting and should be considered and revisited often, at least annually.

I suggest revisiting the Rates and Fees annually so we can make small adjustments to keep up with the true operational costs of the airport compared to making large changes to the Rates and Fees that cause tenants to have to significantly adjust rates to customers all at once.

**Michael H
Wilson**

Digitally signed by Michael H Wilson
DN: cn=Michael H Wilson, o=Coastal
Helicopters, Inc., ou,
email=mwilson@coastalhelicopters.co
m, c=US
Date: 2023.03.03 09:09:41 -09'00'

Michael Wilson
General Manager
Coastal Helicopters, Inc.

ATTACHMENT #3

From: Tom Williams <Tom@wardair.com>
Sent: Friday, March 3, 2023 7:43 PM
To: Airport Board <airportboard@juneau.gov>
Cc: Patty Wahto <Patty.Wahto@jnuairport.com>; Edward K. Kiesel <Ed@wardair.com>; Mike Wilson (MWilson@CoastalHelicopters.com) <MWilson@CoastalHelicopters.com>; Kent Craford (KentCraford@hotmail.com) <KentCraford@hotmail.com>
Subject: Proposed CBJ Airport Rates and Fee Changes
Importance: High

Dear CBJ Airport Board Members:

As I testified at your February 9, 2023 Airport Board meeting, Ward Air does not object to the proposed changes to the Airport's rates and charges, with one exception. For the several reasons I explained at that Board meeting, we recommend and request you adopt a flowage fee rate for signatory aircraft of 12,500 lbs. or less of \$.26 per gallon (up from the current \$.22 per gallon) to be effective July 1, 2023 and not increasing the fuel flowage fee to \$.30 per gallon until at least July 1, 2024.

I was recently reminded that back in 2020 or 2021 the Airport Manager had identified a problem with the Airport financial model that over several years resulted in the Part 135 operators contributing more to the Airport's revenues than what they should have. This is an additional reason why we think you should support our request to increase fuel flowage fees evenly over two years instead of one.

As I also recall, rather than conduct an audit of the discovered overcharges, it was the intention of the Airport instead to have their financial model re-designed to allow more transparency as well as making it easier to use and understand for both airport staff and tenants, thereby avoid such problems prospectively. To do that the relationships between the cost centers and the allocation formulas imbedded in the model needed some clarity and transparency. As I recall the tenants wanted to be involved in the formulation of an updated model. However, I do not recall that occurring. In addition, as part of that process, I believe the agreed allocation of costs between the Part 121 carriers and the Part 135 operators were to be reviewed and amended as appropriate.

I realize I may have missed a Board Finance Committee meeting or meetings where a new model was presented to the Board and tenants. Nevertheless, at the upcoming Board meeting we would appreciate it the Manager would provide the Board and tenants an update (or perhaps in my case, just a reminder) of the status of the attempt to simplify the Airport's financial model.

Thank you for your consideration. I will look forward to this coming Thursday's Board meeting.

Sincerely,

Tom Williams
Ward Air, Inc.
8991 Yandukin Drive
Juneau, AK 99801
(907) 789-0890 Phone
(907) 789-0990 Fax
Tom@WardAir.com

"Communication is the lifeblood of every organization and relationship."

ADDENDUM B

**AIRPORT BOARD
AGENDA**

THURSDAY, MARCH 9, 2023, 6:00 P.M.

F. UNFINISHED BUSINESS

2. **Outgoing Baggage Belt Repair/Replacement.** The bids for this project were opened on Tuesday, March 7. The Airport had estimated \$1.5M for project costs; engineer’s estimate was \$1,127,610. Two responsive bids were received with the apparent low bid of \$1,275,924 by Robson Handling Technology USA, Inc. A bid submitted by Five Star Airport Alliance, Inc. was deemed non-responsive.

The total bid includes the alternate for a portion of the Alaska Airlines bag conveyor belt behind their check-in counter at a cost of \$106,912. Staff requests the Board accept the bid of \$1,275,924 from Robson Handling Technology USA, Inc., and forward to the Assembly for appropriation and bid award, pending protest period. Funding for this project is through the FAA CARES grant.

Bidders	Total Bid
<i>Robson Handling Technology USA, Inc.</i>	\$1,275,924.00
Dawson Construction, LLC	\$1,542,000.00
<i>Engineer’s Estimate</i>	\$1,127,610.00

Board Motion: “Accept the bid of \$1,275,924 from Robson Handling Technology USA, Inc., for the Outgoing Baggage Belt Repair/Replacement project; funding through the FAA Airport CARES grant; and forward to the Assembly for appropriation and award, pending protest period.”

ATTACHMENT #4

Date	CIP Revolving Balance*	Reimbursed Amount (+)	Forward Fund Amount (-) anticipate reimbursement	Encumbered Amount (-) permanent/ <u>no</u> reimbursement	Description
	\$819,246	-	-	-	BUDGET
Aug-18		\$23,438	(\$23,438)		PFC9 reimburse Master Plan match (portion)
Feb-16		\$3,000	(\$3,000)		SREF Geothermal remaining encumbrance
Jan-14		\$39,063	(\$39,063)		RWY Rehab match (portion) anticipate 2019 reimb
Apr-15		\$32,849	(\$32,849)		RWY Rehab match (portion) anticipate 2019 reimb
Jul-18		\$310,000	(\$310,000)		Sand/Chem/Fuel Design.
Nov-18		\$21,988	(\$21,988)		Sand/Chem/Fuel Construct match antic 2019 reimb (org \$106,250)
Apr-19			(\$477,000)	**	<i>NO LONGER REQ.Termnl Recon -less Float Pond Design (\$40k and \$108K) / Property Acq (\$50k)</i>
Jan-21			(\$50,000)		Property Acquisition Frwd Fund Specialist
Jan-21			(\$40,000)		Float Pond Frwd Fund Design
May-21			(\$108,000)		Float Pond Frwd Fund Design
	\$144,246				AVAILABLE BUDGET

*Represents all three Capital Accounts: Airport Revolving Captial Reservec Acct (ARCRA), Airport Construction Contingency Reserve, Project Design

**Terminal bonds have been sold; all funding is in place; temp forward funded \$675K to be credited once Controller's completes transfer back to acct

Updates at 3/2/23--
 FY23--\$32.1K increase to Gate K Culvert Repair
 FY24--\$54.5K increase for dependent care
 assistance and deferred compensation employer
 match.

Attachment 4

Juneau International Airport
 For Fiscal Years ending June 30

	Revised 2022	Actual 2022	Revised 2023	Projected 2023	Adopted 2024	Revised 2024 with increases	Revised 2024 No increases
Operations Revenues (a)	\$6,103,600	\$5,922,987	\$7,260,000	\$7,591,900	\$7,498,000	\$9,656,600	\$7,854,500
O&M Expenses (b)	(\$7,941,600)	(\$8,376,776)	(\$9,045,200)	(\$9,203,100)	(\$8,919,500)	(\$9,656,600) (\$9,711,100)	(\$9,656,600) (\$9,711,100)
Operations Surplus (Deficit)	(\$1,838,000)	(\$2,453,789)	(\$1,785,200)	(\$1,611,200)	(\$1,421,500)	\$0	(\$1,802,100)
Non-Operational Expenses							
Other (c)	\$0	\$0	\$0	(\$2,274,000)	\$0	\$0	\$0
GO Bond debt service--Expense	(662,625)	(662,600)	-	(660,375)	-	(657,125)	(657,125)
Total	(\$662,625)	(\$662,600)	\$0	(\$2,934,375)	\$0	(\$657,125)	(\$657,125)
Non-Operational Revenues							
Airport fund balance applied	\$0	\$0	\$0	\$0	\$0	\$0	\$0
COVID-19 relief grants drawn							
CARES	\$0	\$0	\$0	\$0	\$0	\$657,125	\$860,585
CRRSA	-	1,559,564	-	1,764,887	-	-	-
ARPA	-	1,559,564	-	2,780,688	-	-	1,598,640
Total (d)	\$0	\$3,119,128	\$0	\$4,545,575 (\$4,577,688)	\$0	\$657,125	\$2,459,225
Net Surplus (Deficit)	(\$2,500,625)	\$2,739	(\$1,785,200)	\$0	(\$1,421,500)	\$0 (\$2,427,775)	\$0 \$2,427,775)
3-month Operating Reserve:	(\$1,985,400)	(\$2,094,194)	(\$2,261,300)	(\$2,300,775)	(\$2,229,875)	(\$2,414,150)	(\$2,414,150)

Rent Abatements: Revenue not collected due to Abatements (approx. \$1.25m) is not factored into the Budget Revenue line (a) for Adopted, Revised, Projected

Note 1: budgets, but is reflected in Actuals for FY22. i.e. budget lines for FY23 & FY24 are shown "whole" so that rates and fees can be accurately derived.

\$2,306,113

Board-Approved CARES Expenditures: \$2,274,000 of Board-approved, grant-funded, expenditures are projected for FY23. These expenses are not included in the

Note 2: O&M expense line (b), so that they do not inflate the FY23 deficit for Rates and Fees calculations. The grant-funded expenses are shown on the Non-Operational Expenses line, Other (c).

Note 3: **Non-Operational Revenues, Total (d):** The CARES/CRSSA/ARPA grant draw for FY23 is projected at \$4.5M; this includes the operational deficit \$1.6M, GO Bond debt service \$660K, and Board-approved projects \$2.3M.

(a) See Attachment 1 for summary and Attachment 4 for detail by account.

(b) See Attachment 1 for summary and Attachment 3 for detail by account.

(c) Other includes: capital expenditures, transfer of sales tax to Airport fund, and transfers between Airport operations and

CIP projects, and other changes in restrictions of fund balance. At year end, the audited financial statements are not on a cash basis but on accrual--The Airport budgets/reports are revenues & expenditures – which are cash basis.

Projects for CARES Funding (DOES NOT INCLUDE OPERATIONAL USE)

3/2/23

Project #	Project Name	Cost Est.	Board Approved	Description	Status
	Public Parking Rehab - Design	\$600,000	\$600,000	Design Long, short, employee, rental car	Board approved
	SREB Circulation Pump Replace	\$165,000	\$165,000	Updated May 2022 Board meeting bid \$156.2K	Board approved
	Outbound Bag Belt/ Conveyor Sys	\$1,610,000	\$1,610,000	Design/Construct motor,belts, fire door, MCP	Board approved
	Sand/Chem Back-up Boiler	\$175,000	\$175,000	in design, tbb in July 2022	Board approved
	TWY Regulator Upgrade	\$203,028	\$203,028	cost	Board approved
	Bagwell Gas Detection System	\$238,400	\$238,400	Design and Replace pend bid approv \$195.4K	Board approved - pending
	Forklift for SREB/SCAB Chem	\$48,715	\$50,000	Approved Dec 2021	Board approved
1	Public Parking Rehab	\$5,500,000		LT, ST, employee, rental car, lighting, drainage ADA	incr 500K for drainage
2	Terminal Seating	\$450,000	\$450,000		Board approved
3	Terminal Lighting Replacement	\$0	\$75,000	LED replace fluorescent old/remaining terminal	FAA Elig now
4	Acquire Man Lift	\$20,000	\$20,000	In-terminal Man Lift for maintenance/cleaninng	Board approved
5	Fuel Station Access Control	\$20,000	\$20,000	Automated fuel access control	Board approved
6	Fuel Station Back-up Generator	\$15,000	\$15,000	In-Line and portable generator + enclosure cost ??	Board approved
7	TSA Bag Screening Floor Replace	\$20,000	\$20,000		Board approved
8	Ceiling Tiles Replacement Old/DL	\$350,000	\$350,000	350k-1M Bulk tile order replace all remaining	Board approved
9	SREB Wash Bay Protection	\$32,000	\$32,000	Ext curtains, ceiling protect, seal/paint dr	Board approved
10	Compactor Relocation / Replace	\$350,000		\$250k design/pad electrical \$100K compact	
11	Blk M, N, O trench drain/paving	\$1,000,000		Est for trench drains and paving	
12	Blk O paving behind hangars	\$280,000		may combine with above	
13	North AK Seaplane/Ward Paving	\$150,000		between tenant lease and TL, TL repair work	
14	Power/Electric to Float Pond	\$190,000	\$190,000	est only to extend down north rd, not to each dock	Board approved
15	Water/Sewer Float Pond/Other			TBD	
16	NWDA Electrical 3-Phase Site Only	\$296,400	\$296,400	brought to box only, not to lease lots update 6/22	Board approved
17	Gate K Culvert Replacement	\$572,200	\$604,313	culvert/pavement failure \$49.1K eng/CA, \$523.1K est	Pending bid approval
18	Old Shop UST remove/replace	\$120,000	\$147,150	remove UST/replace above tank/cleanup; desn \$47.150	Incr design/Pending bids
19	Biffy Dump Station	\$90,000		DOES NOT INCLUDE DESIGN/CA	
20	Compass Rose	\$10,500		Siting only; not include painting	
21	Penthouse (2009) DOAS Repair	\$100,000		est for entropy wheel compressors, etc	
22	Alex Holden Re-design/Repave	\$2,100,000		Cargo Road, raise bed, curb gutter, drainage, pave	
23	Sidewalk Blower/Plow	\$30,000			
24	SREB Maintenance /Addition	\$12,300,000		Est ECI, FAA ineligible maintenace bays/shops	
25	Penthouse (2009) Cooling System	\$30,000		erminal project	
26	Sand/Chem Ship Ladder - Mix Tank	\$15,000		plus shipping??? 2019 quote	
27	Floor Tile Replacment Dep. Lounge	\$10,000			
28	Lighting&Cameras/Security Upgrade			no est yet	
29	Coastal Helicopter Paving			TBD...part of RON parking in master plan	
30	Chain Drive Security Gates			tenant request	
31	Anchor West End Pull-out				
32	Power to N Terminal Ramp Side			tenant request	
33	Water to N Terminal Ramp Side			tenant request	
34	Lactation Pods North End			tenant request; not federal requirement	
35	Food Concession 1st Floor			tenant request; concessionaire viability	
		\$27,091,243	\$5,261,291		
	Total Project		Approved spending	NOTE: Projects only, not operational uses	