



AIRPORT BOARD FINANCE COMMITTEE AGENDA

January 21, 2025 at 9:00 AM

Airport Alaska Room/Zoom

<https://juneau.zoom.us/j/88624676603>

Or Join via audio: 253-215-8782, Webinar ID: 886 2467 6603

**TO TESTIFY: CONTACT PAM CHAPIN, 907-586-0962
BY 8:15 AM ON JANUARY 21, 2025**

- A. CALL TO ORDER
- B. ROLL CALL
- C. NEW BUSINESS

1. FY25 Projected Budget (See Attachments #1, #2, #3 and #7)

EXPENSES –

FY25 Projected Expenses are slightly higher than FY25 Adopted budget by approximately \$35K. This was related to new Automated Badging System (\$40K annual subscription previously approved by Board).

REVENUES –

Projected revenue shortfall of \$332K compared to FY25 Adopted Budget

Decreases:

- a. Air Carrier Fuel Flowage Fee down \$155K - fewer gallons projected; reduced to FY24 gal.
- b. Transportation Security Administration (TSA) Law Enforcement Officer (LEO) Reimb down \$128K – discontinued reimbursement program in FY25.
- c. Alaska Airlines cargo down \$135K – Alaska Air cargo lease put on hold until next budget year.
- d. Interest Income down \$42K - Finance Department adjustment.

Increases:

- a. Advertising Display up \$54K mirroring actual revenues.
- b. Air Carrier Security Fees up \$46K increased passengers through checkpoint.

Other: Residual CARES Grant reimbursement for past expenses trickled into FY25 due to the timing of the drawdown request (after the end of FY24 was closed) seen in Fund Balance. The net projected shortfall of \$309,094 will be absorbed through the residual CARES money draw in FY25.

2. FY26 Revised Budget (See Attachments #1, #2, #3 and #7)

EXPENSES –

A projected increase of \$210K overall for FY26 Revised Budget expenses versus FY26 Approved Budget. Small increases outside of the Airport's control including increases in utilities and contractual agreements (i.e., Wildlife Management and Disadvantaged Business Enterprise/Airport Concession Disadvantaged Business Enterprise (DBE/ACDBE)). Though Full Cost Allocation and Insurances decreased in FY26 Revised Budget per Finance, other larger increases were Board approved (i.e., Aviation Worker Screening (two part-time employees) to meet TSA mandate; Mechanic II for Airfield to maintain equipment; subscription base software contracts for Automated Badging System (save processing time for badges and expedite TSA's audits), and Safety Management System (SMS) software (implementation of SMS mandated by Federal Aviation Administration (FAA)). Some of the changes are outlined below by Cost Center:

Increases:

ADMIN

Overall decrease of \$31K in ADMIN in FY26 Revised Budget compared to FY26 Approved Budget. Although costs for interdepartmental services decreased \$35K and Personnel also decreased \$26K for FY26 Revised Budget, we increased Contractual Services by \$30K to accommodate projected contracts for DBE/ACDBE Program and for Financial Model consulting.

TERMINAL

Overall increase of \$63K in TERMINAL in FY26 Revised Budget compared to FY26 Approved Budget. Although we have a small decrease of \$8K in Personnel due to senior staff retirement, Electricity and Refuse Disposal expenses have increased \$17K each beyond what was previously budgeted due to fee increases. These projections took into account FY24 Actuals and FY25 Actuals thru December 2024. There has been a \$45K increase under Materials and Commodities for paper goods, plastic bags, air filters and cleaning supplies based on increased prices.

AIRFIELD

Overall increase of \$93K in AIRFIELD in FY26 Revised compared to FY26 Approved Budget. Although we have decreases: 1. (\$12K) for Electricity per FY24 Actuals and Actuals thru DEC 2024, and 2. (\$32K) for Insurance per Finance's Budget instructions; we also had net increases in: Personnel \$35K (added one Mechanic II), Fuel Oil and Propane \$15K, Wastewater UB \$37K, Contractual Services \$23K for new SMS software subscription previously approved by Board, and \$20K in Wildlife Management contract (U.S. Department of Agriculture Wildlife Service contract).

ARFF

Overall decrease of \$49K in ARFF in FY26 Revised compared to FY26 Approved Budget. Although we have several small increases, the largest increase of \$16K is under Electricity due to a new boiler installed in FY25 (which increases electricity consumption but reduced Fuel Oil and Propane expense); we also had several decreases. The Most noticeable decrease was in: Fuel Oil and Propane \$31K (see explanation above about Electricity increase), and Contractual Services \$35K for Fire Department employees (due to senior staff retirement).

AIRPORT SECURITY

Overall increase of \$165K in SECURITY in FY26 Revised compared to FY26 Approved Budget. Increase of \$134K in Personnel is due to two part-time employees for Aviation Worker Screening and 50% of Security Manager added to Security Program, plus a \$40K/annual increase under Contractual Services for Auto Badging System/software. We do have a small decrease in Insurance of \$6K per Finance's Budget instructions.

LANDSIDE

Overall decrease of \$31K in LANDSIDE in FY26 Revised compared to FY26 Approved Budget. Landscape charges are calculated downtown as the Airport had a reduction in service after new parking lot.

REVENUES –

FY26 Revised Budget overall Revenues decrease \$45K from FY26 Approved Budget.

A combination of several revenues increasing and several revenues decreasing, with a net decrease of \$45K.

Increases:

- a. Airfield Ground Leases up \$95K based on current leases (assumes Alaska Air cargo lease).
- b. Advertising Display up \$55K based on current sales/FY24 actuals.
- c. Fee Revenue (Car Rental concessions) up \$54K based on current collections/FY24 Actuals.
- d. Fuel Flowage Fees up \$35K based on current gallons/FY24 Actuals.
- e. Security Screening Fees (SSF) up \$47K based on projected passenger counts (this does not include

proposed fee increase, below).

f. Air Traffic Control lease up \$13K for rent adjustments.

g. Taxi, buses, TNC fees up \$43K based on increases in use/FY24 Actuals.

Decreases:

a. Air Carrier Landing Fees down \$155K - projecting less 'landed weight' based on schedules/kept FY24 levels instead.

b. TSA LEO Reimbursement down \$128K – Reimbursement program terminated in FY25.

c. Interest Income down \$52K – per City & Borough of Juneau (CBJ) Finance’s Budget Instruction.

d. Other Terminal Leases (related to ATM, Car Rental and Alaska Seaplanes) down \$50K adjusted per actual monthly billings.

Bottom Line Deficit of Expenses vs. Revenues (see Attachment #3 Expenses vs. Revenue Summary)

FY25 Projected shortfall (\$309,100) to be covered by residual CARES money draw in FY25

FY26 Revised shortfall (\$400,453) see proposed rates/fees increase

FY26 Shortfall Allocation by Cost Center:

Security: \$338,137	(91% \$225,600/ less shared 9% \$112,537)	\$225,600 (91%)	pay w/SSF*
			*Security Screening Fee
Terminal: (\$379,084)	(plus 50% security residual: \$56,269)		(\$322,816)
Airfield: \$441,400	(plus 50% security residual: \$56,269)		\$497,688
	Balance owed on Airfield		\$174,853 below allocations
	Airfield Balance Allocation 85/15		\$174,853
	85% Air Carrier (large)		\$148,625
	15% 135/GA (small)		\$ 26,228

3. Proposed Airport Rates & Fees Regulation Adjustments and Balancing FY26 Revised Budget (Attachments #4, #5, #6, #7 and #8).

a. *SECURITY SCREENING FEES (SSF). Security Program expense increases (personnel and badging system) began mid-FY25, coupled with TSA terminating the LEO Reimbursement agreement starting in FY25, a deficit of \$338,137 shows up in the Security Cost Center. The Screening Fees are determined through 91% allocation for screening checkpoint hours. For FY26, the passenger Security Screening Fees would need to increase from \$2.69 to \$3.35 per pax in FY26, this would generate \$225,600 in additional revenue for this cost center.

The remaining 9% (\$112,537) is 50/50 split with terminal and airfield per allocations.

Airfield shortfall calculated by applying terminal overage credit, and applying the 9% security residual, then applying the 85/15 allocations.

b. *LANDING FEES (LF). The airfield shortfall plus 50% residual security requires \$148,625 in 121/Air carrier 85% contribution. Based on landed weights projected, an increase in LF from \$3.34 to \$3.50 (signatory)/1,000lbs; and \$4.18 to \$4.38 (non-signatory)/1,000 lbs. is required. This anticipates \$148,600 in additional revenue.

c. FUEL FLOWAGE FEES (FFF). The airfield shortfall plus 50% residual security requires \$26,228 in 135/GA 15% contribution. Based on gallons projected, an increase in FFF from \$0.33 to \$0.345 (signatory)/gallon; and \$0.41 to \$0.43 (non-signatory)/gallon is required. This anticipates \$24,900 in additional revenue.

The increase in SSF, LF and FFF, as detailed above, leaves a balance of \$1,353 to cover with fund balance.

***NOTE: IN PAST YEARS, 121 AIR CARRIERS REQUESTED SECURITY SCREENING FEES, FUEL FLOWAGE FEES AND LANDING FEES TO BE IMPLEMENTED AT THE START OF THE SUMMER SEASON RATHER THAN JULY 1. STAFF PROPOSES TO START THESE FEE INCREASES EFFECTIVE MAY 1, 2025.**

Attachment #4: Airport Rates and Fees Regulation proposes increases to balance FY26.

Attachment #5: Proposed Revenues with proposed increases to SSF, LF and FFF.

Attachment #6: Summary of Expenses/Revenues with proposed increases to SSF, LF, FFF.

Attachment #7: Accounting System generated report for FY25 thru DEC 2024 (informational only).

Attachment #8: Available Fund Balance Summary with rate increases.

4. FY26 Revised Budget Approval (Attachments #1, #4, #5, and #6).

Once the budget and any rates/fees increases are approved, the Airport Board Finance Committee will need to forward the budget and the proposed increases to the Airport Rates & Fees Regulation to the Board. While the budget would go to CBJ Assembly Finance Committee, it would be contingent upon the Airport Rates & Fees Regulation public process that includes going out for a 21-day public comment period, then back to the Board to consider any comments. After approval, the regulation would need to go to the Assembly for adoption (one meeting). This would need to parallel the budget process.

Staff proposes approval of the proposed increases to the Airport Rates & Fees shown in Attachment #4 and the corresponding budget with those increased fees for FY26 in Attachments #1, #5 and #6. Staff proposes the balance of \$1,400 to be covered by Airport Fund Balance.

Motion: *“Approve the increases to the Airport Rates & Fees Regulation, shown in Attachment #4 and forward the full Regulation to the Airport Board for approval and to start the public regulation process.”*

Motion: *“Approve the FY25 Projected and FY26 Revised budgets as shown in Attachments # 1, #5 and #6, with the corresponding increases to the Airport Rates & Fees Regulation, and use of Airport Fund Balance for the remaining balance of \$1,400; and forward to the Airport Board for approval.”*

D. NEXT MEETING DATE: January 28, 2025, 9:00 a.m, Alaska Room/Zoom

E. ADJOURNMENT

ADA accommodations available upon request: Please contact the Clerk's office 36 hours prior to any meeting so arrangements can be made for closed captioning or sign language interpreter services depending on the meeting format. The Clerk's office telephone number is 586-5278, TDD 586-5351, e-mail: city.clerk@juneau.gov.

ATTACHMENT #1

Section C, Item 1.

Budget FY26 Revised EXPENSES

ADMIN	Accounting Unit	Acct Code	Account Description	FY2023 Actuals	FY2024 Actuals	FY2025 Amended	FY2025 Projected	FY2026 Approved	FY2026 Revised
Admin	560500101	5110-	(Salaries	555,276	577,295	1,052,500	552,639	1,070,800	1,059,872
Admin	560500101	5111-	(Overtime		89		200		
Admin	560500101	5116-	(Accrued leave	119,670	127,967		120,371		
Admin	560500101	5120-	(Benefits	296,545	315,418	525,500	294,640	534,800	523,983
Admin	560500101	5121-	(Deferred Comp Employer Match		2,434	3,600	3,631	3,600	4,465
Admin	560500101	5130-	(Workers compensation	9,600	13,000	13,200	13,200	14,200	10,700
Admin	560500101	5140-	(ENG & CBJ workforce		156	(608,200)		(620,500)	(621,800)
Admin	560500101	5200-	(Business travel						
Admin	560500101	5202-	(Travel and training						
Admin	560500101	5310-	(Telephone	8,519	8,727	10,000	10,000	10,000	10,000
Admin	560500101	5320-	(Printing	2,861	1,714	2,000	2,000	2,000	2,000
Admin	560500101	5322-	(Advertising	480	1,096	1,000	1,000	1,000	1,000
Admin	560500101	5332-	(Electricity	2,210	3,416	3,500	3,500	3,500	3,500
Admin	560500101	5335-	(Water service						
Admin	560500101	5336-	(Wastewater service						
Admin	560500101	5380-	(Dues and subscriptions	10,805	10,380	12,000	12,000	12,000	12,000
Admin	560500101	5390-	(Contractual services	60,741	35,117	25,000	61,000	25,000	55,000
Admin	560500101	5394-	(Full Cost Allocation	412,600	374,500	358,000	358,000	395,200	359,900
Admin	560500101	5453-	(Insurance premiums						
Admin	560500101	5480-	(Office supplies	741	1,546	1,500	1,500	1,500	1,500
Admin	560500101	5481-	(Postage and parcel post	134	41	400	400	400	400
Admin	560500101	5490-	(Materials and commodities	1,464	870	2,000	2,000	2,000	2,000
Admin	560500101	5494-	(Loss contingency			1,000	1,000	1,000	1,000
Admin	560500101	5496-	(Minor equipment			1,000	1,000	1,000	1,000
Admin	560500101	7005-	(Reimbursable Expense - Externa	(350)					
TOTAL		TOTAL		1,481,296	1,473,766	1,404,000	1,438,081	1,457,500	1,426,520

ATTACHMENT #1

Section C, Item 1.

Terminal	Accounting Unit	Acct Code	Account Description	FY2023 Actuals	FY2024 Actuals	FY2025 Amended	FY2025 Projected	FY2026 Approved	FY2026 Revised
Terminal	560500201	5110-(Salaries	418,353	475,007	631,500	497,852	644,600	638,939
Terminal	560500201	5111-(Overtime	50,530	35,717	15,000	54,000	15,000	15,000
Terminal	560500201	5116-(Accrued leave	63,950	83,590		82,156		
Terminal	560500201	5120-(Benefits	295,070	340,169	414,600	372,778	422,500	420,287
Terminal	560500201	5121-(Deferred Comp Employer Match		5,372	6,700	5,164	6,700	9,030
Terminal	560500201	5130-(Workers compensation	6,700	9,200	9,400	9,400	10,100	7,600
Terminal	560500201	5140-(Engineering workforce						
Terminal	560500201	5202-(Travel and training						2,000
Terminal	560500201	5205-(Contractual training						
Terminal	560500201	5310-(Telephone	5,449	6,183	6,000	7,200	6,000	7,200
Terminal	560500201	5320-(Printing						
Terminal	560500201	5332-(Electricity	185,681	191,229	185,000	200,000	185,000	202,000
Terminal	560500201	5333-(Fuel oil & propane	4,906		4,000		4,000	4,000
Terminal	560500201	5334-(Refuse disposal	16,459	23,865	16,000	33,000	16,000	33,000
Terminal	560500201	5335-(Water service	5,206	5,341	6,000	6,000	6,000	6,000
Terminal	560500201	5336-(Wastewater service	19,622	20,094	20,000	20,000	20,000	20,000
Terminal	560500201	5340-(Repairs	29,622	6,727	35,000	53,000	35,000	35,000
Terminal	560500201	5344-(Maintenance - buildings	182,103	13,297	8,000	8,000	8,000	8,000
Terminal	560500201	5370-(Spec & Prop	110,648	125,889	134,600	134,600	144,400	128,300
Terminal	560500201	5390-(Contractual services	165,485	257,820	220,000	220,000	220,000	220,000
Terminal	560500201	5480-(Office supplies	258					
Terminal	560500201	5490-(Materials and commodities	213,889	179,767	153,200	180,000	128,200	172,800
Terminal	560500201	5494-(Loss contingency			1,000	1,000	1,000	1,000
Terminal	560500201	5496-(Minor equipment			55,000	30,000	40,000	45,000
Terminal	560500201	5510-(Vehicles and equipment	9,108	19,210	9,000	0	20,000	20,000
TOTAL		TOTAL		1,783,037	1,798,476	1,930,000	1,914,150	1,932,500	1,995,156

ATTACHMENT #1

Section C, Item 1.

Airfield	Accounting Acct		FY2023	FY2024	FY2025	FY2025	FY2026	FY2026
	Unit	Code	Actuals	Actuals	Amended	Projected	Approved	Revised
Airfield	560500301	5110-(Salaries	762,858	805,085	1,246,100	882,938	1,263,000	1,304,613
Airfield	560500301	5111-(Overtime	143,722	138,805	200,000	200,000	200,000	200,000
Airfield	560500301	5116-(Accrued leave	106,663	96,209		77,964		
Airfield	560500301	5120-(Benefits	515,285	494,566	809,000	548,594	820,600	778,982
Airfield	560500301	5121-(Deferred Comp Employer Match		8,628	15,600	10,388	15,600	13,345
Airfield	560500301	5130-(Workers compensation	16,900	23,200	23,500	23,500	25,300	19,000
Airfield	560500301	5140-(Engineering workforce			(462,500)		(462,500)	(418,300)
Airfield	560500301	5150-(CBJ OH						
Airfield	560500301	5200-(Business travel	240					
Airfield	560500301	5202-(Travel and training			3,600		3,600	3,600
Airfield	560500301	5310-(Telephone	6,090	6,361	5,000	6,000	5,000	6,000
Airfield	560500301	5332-(Electricity	133,528	116,696	136,500	120,000	136,500	125,000
Airfield	560500301	5333-(Fuel oil & propane	81,721	52,878	30,000	40,000	30,000	45,000
Airfield	560500301	5334-(Refuse disposal	12,637	2,690	5,000	9,000	5,000	9,000
Airfield	560500301	5335-(Water service	13,861	14,246	15,000	15,000	16,000	16,000
Airfield	560500301	5336-(Wastewater service	67,904	81,887	45,000	82,000	45,000	82,000
Airfield	560500301	5340-(Repairs	51,884	27,543	55,000	55,000	55,000	55,000
Airfield	560500301	5344-(Maintenance - buildings	49,925	0	4,000	4,000	4,000	4,000
Airfield	560500301	5360-(Equipment rentals	47,613	94,316	25,000	30,000	25,000	30,000
Airfield	560500301	5362-(Fleet replacement reserve	30,000	30,000	60,000	60,000	60,000	60,000
Airfield	560500301	5370-(Spec & Prop	221,195	251,878	269,300	269,300	288,600	256,300
Airfield	560500301	5375-(General Liab, Auto & EE Pract	7,200	4,900	4,600	4,600	4,800	1,300
Airfield	560500301	5390-(Contractual services	628,765	1,375,767	376,000	387,000	358,000	381,000
Airfield	560500301	5392-(Management and consultant fee:	210,924	197,009	215,000	230,000	215,000	235,000
Airfield	560500301	5480-(Office supplies	5,488	4,951	5,000	5,000	5,000	5,000
Airfield	560500301	5490-(Materials and commodities	1,271,684	1,343,342	1,250,600	1,250,600	1,352,600	1,352,600
Airfield	560500301	5492-(Gasoline and oil	110,949	133,499	130,000	130,000	130,000	130,000
Airfield	560500301	5496-(Minor equipment	3,173	0	2,500	2,500	2,500	2,500
Airfield	560500301	5510-(Vehicles and equipment	48,715	10,000		18,800	0	0
Airfield	560500301	5690-(Construction	271,865	211,397	0	0	0	0
TOTAL		TOTAL	4,825,039	5,531,851	4,468,800	4,462,184	4,603,600	4,696,940

ATTACHMENT #1

Section C, Item 1.

ARFF	Accounting		Account Description	FY2023	FY2024	FY2025	FY2025	FY2026	FY2026
	Unit	Acct Code		Actuals	Actuals	Amended	Projected	Approved	Revised
ARFF	560500401	5202-	Travel and training	22,740	33,363	62,600	62,600	54,700	57,300
ARFF	560500401	5310-	Telephone	1,774	1,845	1,800	1,800	1,800	1,800
ARFF	560500401	5330-	Rental		12,000	24,000	24,000	24,000	24,000
ARFF	560500401	5332-	Electricity	9,605	10,510	9,900	25,500	9,900	25,500
ARFF	560500401	5333-	Fuel oil & propane	28,611	25,270	31,800	400	31,800	500
ARFF	560500401	5334-	Refuse disposal	2,681	2,382	2,900	2,600	3,000	2,600
ARFF	560500401	5335-	Water service	399	388	500	500	500	500
ARFF	560500401	5336-	Wastewater service	1,511	1,465	1,600	1,500	1,700	1,500
ARFF	560500401	5340-	Repairs	13,785	13,297	25,200	25,200	25,200	25,200
ARFF	560500401	5344-	Maintenance - buildings						
ARFF	560500401	5345-	Building Maint Division Charges	27,800	29,100	32,400	32,400	34,700	29,700
ARFF	560500401	5380-	Dues and subscriptions	540	205	300	1,900	300	1,900
ARFF	560500401	5390-	Contractual services	1,064,800	1,206,854	1,358,500	1,358,500	1,365,300	1,330,800
ARFF	560500401	5488-	Uniforms and safety equipment	172	4,984	5,000	5,000	5,000	5,000
ARFF	560500401	5490-	Materials and commodities	620	243	2,000	2,000	2,000	2,000
ARFF	560500401	5491-	Safety programs and equipment						
ARFF	560500401	5492-	Gasoline and oil	5,000	5,000	5,000	5,000	5,000	5,000
ARFF	560500401	5493-	Chemicals	4,994	6,594	5,000	5,000	5,000	7,500
ARFF	560500401	5496-	Minor equipment	17,356	35,761	32,000	32,000	32,000	32,000
TOTAL		TOTAL		1,202,390	1,389,261	1,600,500	1,585,900	1,601,900	1,552,800

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Section C, Item 1.

Security	Accounting Unit	Acct Code	Account Description	FY2023 Actuals	FY2024 Actuals	FY2025 Amended	FY2025 Projected	FY2026 Approved	FY2026 Revised
Security	560500501	5110-	Salaries				32,374		80,935
Security	560500501	5120-	Benefits				21,170		52,926
Security	560500501	5310-	Telephone	1,283	1,330	1,300	1,300	1,300	1,300
Security	560500501	5370-	Spec & Prop	36,916	41,996	44,900	44,900	48,200	42,700
Security	560500501	5390-	Contractual services	767,162	907,305	1,016,600	1,000,700	1,020,200	1,057,100
Security	560500501	5392-	Management and consultant fees	10,000	12,000	10,000	10,000	10,000	10,000
Security	560500501	5489-	Uniform and tool allowance			6,500	6,500	6,500	6,500
Security	560500501	5490-	Materials and commodities	6,270	9,476	6,000	6,000	6,000	6,000
TOTAL		TOTAL		821,632	972,108	1,085,300	1,122,944	1,092,200	1,257,461

Landside	Accounting Unit	Acct Code	Account Description	FY2023 Actuals	FY2024 Actuals	FY2025 Amended	FY2025 Projected	FY2026 Approved	FY2026 Revised
Landside	560500801	5332-	Electricity	1,159	1,097	1,300	1,300	1,300	1,300
Landside	560500801	5350-	Landscape Division Charges	29,000	44,100	39,400	39,400	46,800	15,400
TOTAL		TOTAL		30,159	45,197	40,700	40,700	48,100	16,700

PFAS	Accounting Unit	Acct Code	Account Description	FY2023 Actuals	FY2024 Actuals	FY2025 Amended	FY2025 Projected	FY2026 Approved	FY2026 Revised
PFAS	560501301	5390-	Contractual services	16,589	0	20,000	20,000	20,000	20,000

AIRPORT TOTAL OPERATING EXPENSES: 10,160,142 11,210,659 10,549,300 10,583,959 10,755,800 10,965,577

ATTACHMENT #1

Section C, Item 1.

Non-Ops	Accounting Unit	Acct Code	Account Description	FY2023 Actuals	FY2024 Actuals	FY2025 Amended	FY2025 Projected	FY2026 Approved	FY2026 Revised
Non-Dept	560010101	5950-32	Transfers Out - JIA GO Bond debt svc	660,300	657,100	-	-	-	-
Non-Dept	560010101	5950-46	Transfers Out - Airport projects		822,066				
Debt Serv	560500601	5810	Principal	2,175,000	2,285,000	2,395,000	2,395,000	2,515,000	2,515,000
Debt Serv	560500601	5820	Interest and service charges	158,950	120,269	110,100	110,045	68,400	68,413
Subtotal:				2,994,250	3,884,435	2,505,100	2,505,045	2,583,400	2,583,413
TOTAL CBJ spreadsheet				13,154,392	15,095,094	13,054,400	13,089,004	13,339,200	13,548,990

ATTACHMENT #2

Section C, Item 1.

Budget FY26 Revised REVENUES

Account Code	Account Description	FY2023 Actuals	FY2024 Actuals	FY2025 Amended	FY2025 Projected	FY2026 Approved	FY2026 Revised
4720-0000	Bad debts combo cost center	(34)	4,421				
4799-0000	Miscellaneous revenue	(1,431)					
4800-0000	Interest income	(56,871)	(29,961)	(87,200)	(44,400)	(90,500)	(38,600)
4800-0402	AR interest and fines	(3,884)	(1,326)		(2,000)		(2,000)
4800-0403	UB Fin Chg Rev	(218)	(230)				
4950-0460	Airport projects		(14,620)	-			
4013-0000	State shared revenues	(76,565)	(57,554)	(90,000)	(90,000)	(90,000)	(90,000)
4300-0036	Fingerprinting Fees	(8,400)	(13,150)	(18,000)	(15,000)	(18,000)	(15,000)
4300-0037	Badging Fees	(43,620)	(68,890)	(60,000)	(70,000)	(60,000)	(70,000)
4300-0038	Taxi, Bus Access Fees	(67,194)	(117,608)	(75,000)	(117,600)	(75,000)	(117,600)
4340-0007	Water Services	(21,695)	(23,849)	(23,000)	(23,000)	(23,000)	(23,000)
4340-0008	Sewer Services	(67,349)	(74,769)	(72,500)	(72,500)	(72,500)	(72,500)
4799-0000	Miscellaneous revenue	(1,480)	(12,124)	(500)		(500)	
4300-0029	Fuel Flowage Air Carrier	(633,275)	(884,970)	(1,125,600)	(1,125,600)	(1,125,600)	(1,125,600)
4300-0031	Air carrier Landing Fees	(2,248,968)	(2,837,882)	(3,273,900)	(3,118,500)	(3,273,900)	(3,118,500)
4300-0032	Commercial Aircraft Parking	(1,860)	(11,897)	(130,700)	(140,540)	(130,700)	(127,500)
4300-0033	Transient Fees	(400)					
4300-0043	Small Aircraft Parking/Tiedc	(49,924)	(48,396)	(39,800)	(49,000)	(39,800)	(49,000)
4300-0044	Fuel Flowage GA and Taxi	(209,107)	(314,387)	(352,300)	(365,400)	(352,300)	(365,400)
4300-0045	Fuel Flowage Non-Signatory	(126,722)	(220,438)	(147,300)	(169,100)	(147,300)	(169,100)
4300-0046	Landing Fees Non-Signatory	(86,219)	(87,195)	(105,600)	(94,700)	(105,600)	(94,700)
4300-0048	Air Carrier Security Fee (AK	(305,141)	(726,342)	(872,700)	(919,324)	(872,700)	(919,324)
4549-0001	Fuel Sales/ARFF Budgeted A	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)
4550-0010	FAA-CWO Lease	(12,000)	(12,000)	(12,000)	(12,000)	(12,000)	(12,000)
4550-0011	Airfield Ground Leases	(507,474)	(598,848)	(1,164,200)	(1,029,700)	(1,164,200)	(1,258,800)
4799-0000	Miscellaneous revenue	4,186		-			
4037-0001	TSA LEO Reimb	(74,900)	(148,000)	(127,700)	-	(127,700)	-
4799-0000	Miscellaneous revenue						
4300-0030	Jetway Use (Jetbridge 5 & 2	-		(126,000)	(112,000)	(126,000)	(112,000)
4300-0039	FAA Tower/Equip Rm	(22,014)	(213,804)	(117,900)	(131,200)	(117,900)	(131,200)
4300-0040	Advertising Display	(76,429)	(175,582)	(86,000)	(139,600)	(86,000)	(139,600)
4300-0041	Customs Fees	(124)	(80)	(100)		(100)	
4420-0000	Fee revenues CAR RENTAL	(686,716)	(653,357)	(600,000)	(653,400)	(600,000)	(653,400)
4420-0002	Vending revenue	(46,449)	(50,087)	(52,000)	(52,000)	(52,000)	(52,000)
4450-0001	Minor Violations	(825)	(650)	(2,000)	(1,500)	(2,000)	(1,500)
4550-0000	Facility rental revenue	(3,650)	(2,215)	(1,500)	(2,200)	(1,500)	(2,200)
4550-0001	Federal Terminal Lease	(28,837)	(28,362)	(29,000)	(28,400)	(29,000)	(28,400)
4550-0003	Parking Lot Lease	(451,371)	(285,840)	(480,000)	(400,000)	(480,000)	(480,000)
4550-0004	Air Carrier Terminal Lease (t	-		(803,700)	(788,000)	(803,700)	(788,000)
4550-0005	Rental Car Storage	(107,525)	(151,275)	(125,000)	(151,300)	(125,000)	(151,300)
4550-0006	Other Terminal Leases (ATM	(28,366)	(31,821)	(152,000)	(102,000)	(152,000)	(102,000)
4550-0007	Rest., Bar, Flight Kitchen (C	(155,650)	(161,910)	(165,000)	(161,900)	(165,000)	(161,900)
4550-0008	Gift Shop (Concessions)	(10,229)	(13,263)	(27,500)	(27,500)	(27,500)	(27,500)
4550-0009	Staff Parking Fees	(47,053)	(60,510)	(55,000)	(60,500)	(55,000)	(60,500)
4799-0000	Miscellaneous revenue	-	(540)	(1,000)		(1,000)	
TOTAL OPERATING REVENUES:		(6,270,783)	(8,134,311)	(10,606,700)	(10,274,864)	(10,610,000)	(10,565,124)

ATTACHMENT #3

Section C, Item 1.

EXPENSE - REVENUE SUMMARY FY26 Revised Budget

	FY2023	FY2024	FY2025	FY2025	FY2026	FY2026
	Actuals	Actuals	Amended	Projected	Approved	Revised
OPERATING:						
EXPENSES	10,160,142	11,210,659	10,549,300	10,583,959	10,755,800	10,965,577
REVENUES	(6,270,783)	(8,134,311)	(10,606,700)	(10,274,864)	(10,610,000)	(10,565,124)
EXP/REV SHORTFALL						
/(OVERAGE)	3,889,359	3,076,348	(57,400)	309,094	145,800	400,453

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, ~~2025~~, 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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Juneau International Airport
Rates and Fees Regulation 07/01/~~2025~~, unless otherwise noted

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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.~~345~~ per gallon.
- (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.~~43~~ 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, \$~~3.50~~ per 1,000 lbs., or any fraction thereof, effective May 1, 2024.
- (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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(2) Non-Signatory.

- (A) Under 12,500 lbs., no fee.
- (B) 12,500 lbs. and over: ~~\$4.38~~ per 1,000 lbs., or any fraction thereof, effective May 1, 2023.
- (C) Exemptions to non-signatory landing fees:
 - i. Aircraft engaged in test flights.
 - ii. Aircraft compelled to return after take-off.
 - iii. Aircraft compelled to land under an emergency diversion situation.
 - iv. Public aircraft not engaged in commercial operations.

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

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

Space Type	Rate
Counter (North Wing) plus 7 feet	\$ 31.00
Counter (East Wing)	\$ 39.04
Office (North Wing)	\$ 28.19
Office (East Wing)	\$ 31.45
Office (Admin East)	\$ 31.45
Baggage Claim (Public)	\$ 31.45
Storage/Bag Make Up (Covered Bag Well)	\$ 25.05
Storage/Frt Rm (North Wing)	\$ 25.05
Canopy Storage (North Wing)	\$ 15.58
Hold Room/ Departure Lounge	\$ 39.04

Jetbridge/Passenger Boarding Bridge
(Airport –owned) at Gate 2 & Gate 5 \$3,500/month

(2) Non-Signatory.

- (A) For non-signatory air carriers requiring the use of the terminal for one-time or occasional use (up to four times per month), the following fee schedule shall apply:
- Wide Body Jets: \$1,500 per use or turn
 - Narrow Body Jets: \$1,000 per use or turn
 - Regional Prop (greater than 12,500 lbs.) \$175 per use or turn
 - Small carrier (12,500 lbs. or less) \$50 per use or turn

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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

- (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 ~~\$3.35~~/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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“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 _____, 2025, 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: _____

Yvette Soutiere, Chairman
Juneau International Airport Board

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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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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

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ATTACHMENT #5

Section C, Item 3.

Budget FY26 Revised EXPENSES *(WITH PROPOSED INCREASES)*

Account Code	Account Description	FY2023 Actuals	FY2024 Actuals	FY2025 Amended	FY2025 Projected	FY2026 Approved	FY2026 Revised
4720-0000	Bad debts combo cost center	(34)	4,421				
4799-0000	Miscellaneous revenue	(1,431)					
4800-0000	Interest income	(56,871)	(29,961)	(87,200)	(44,400)	(90,500)	(38,600)
4800-0402	AR interest and fines	(3,884)	(1,326)		(2,000)		(2,000)
4800-0403	UB Fin Chg Rev	(218)	(230)				
4950-0460	Airport projects		(14,620)	-			
4013-0000	State shared revenues	(76,565)	(57,554)	(90,000)	(90,000)	(90,000)	(90,000)
4300-0036	Fingerprinting Fees	(8,400)	(13,150)	(18,000)	(15,000)	(18,000)	(15,000)
4300-0037	Badging Fees	(43,620)	(68,890)	(60,000)	(70,000)	(60,000)	(70,000)
4300-0038	Taxi, Bus Access Fees	(67,194)	(117,608)	(75,000)	(117,600)	(75,000)	(117,600)
4340-0007	Water Services	(21,695)	(23,849)	(23,000)	(23,000)	(23,000)	(23,000)
4340-0008	Sewer Services	(67,349)	(74,769)	(72,500)	(72,500)	(72,500)	(72,500)
4799-0000	Miscellaneous revenue	(1,480)	(12,124)	(500)		(500)	
4300-0029	Fuel Flowage Air Carrier	(633,275)	(884,970)	(1,125,600)	(1,125,600)	(1,125,600)	(1,125,600)
4300-0031	Air carrier Landing Fees	(2,248,968)	(2,837,882)	(3,273,900)	(3,118,500)	(3,273,900)	(3,267,100)
4300-0032	Commercial Aircraft Parking	(1,860)	(11,897)	(130,700)	(140,540)	(130,700)	(127,500)
4300-0033	Transient Fees	(400)					
4300-0043	Small Aircraft Parking/Tiedc	(49,924)	(48,396)	(39,800)	(49,000)	(39,800)	(49,000)
4300-0044	Fuel Flowage GA and Taxi	(209,107)	(314,387)	(352,300)	(365,400)	(352,300)	(382,100)
4300-0045	Fuel Flowage Non-Signatory	(126,722)	(220,438)	(147,300)	(169,100)	(147,300)	(177,300)
4300-0046	Landing Fees Non-Signatory	(86,219)	(87,195)	(105,600)	(94,700)	(105,600)	(94,700)
4300-0048	Air Carrier Security Fee (AK	(305,141)	(726,342)	(872,700)	(919,324)	(872,700)	(1,144,924)
4549-0001	Fuel Sales/ARFF Budgeted A	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)
4550-0010	FAA-CWO Lease	(12,000)	(12,000)	(12,000)	(12,000)	(12,000)	(12,000)
4550-0011	Airfield Ground Leases	(507,474)	(598,848)	(1,164,200)	(1,029,700)	(1,164,200)	(1,258,800)
4799-0000	Miscellaneous revenue	4,186		-			
4037-0001	TSA LEO Reimb	(74,900)	(148,000)	(127,700)	-	(127,700)	-
4799-0000	Miscellaneous revenue						
4300-0030	Jetway Use (Jetbridge 5 & 2	-		(126,000)	(112,000)	(126,000)	(112,000)
4300-0039	FAA Tower/Equip Rm	(22,014)	(213,804)	(117,900)	(131,200)	(117,900)	(131,200)
4300-0040	Advertising Display	(76,429)	(175,582)	(86,000)	(139,600)	(86,000)	(139,600)
4300-0041	Customs Fees	(124)	(80)	(100)		(100)	
4420-0000	Fee revenues CAR RENTAL	(686,716)	(653,357)	(600,000)	(653,400)	(600,000)	(653,400)
4420-0002	Vending revenue	(46,449)	(50,087)	(52,000)	(52,000)	(52,000)	(52,000)
4450-0001	Minor Violations	(825)	(650)	(2,000)	(1,500)	(2,000)	(1,500)
4550-0000	Facility rental revenue	(3,650)	(2,215)	(1,500)	(2,200)	(1,500)	(2,200)
4550-0001	Federal Terminal Lease	(28,837)	(28,362)	(29,000)	(28,400)	(29,000)	(28,400)
4550-0003	Parking Lot Lease	(451,371)	(285,840)	(480,000)	(400,000)	(480,000)	(480,000)
4550-0004	Air Carrier Terminal Lease (t	-		(803,700)	(788,000)	(803,700)	(788,000)
4550-0005	Rental Car Storage	(107,525)	(151,275)	(125,000)	(151,300)	(125,000)	(151,300)
4550-0006	Other Terminal Leases (ATM	(28,366)	(31,821)	(152,000)	(102,000)	(152,000)	(102,000)
4550-0007	Rest., Bar, Flight Kitchen (Cc	(155,650)	(161,910)	(165,000)	(161,900)	(165,000)	(161,900)
4550-0008	Gift Shop (Concessions)	(10,229)	(13,263)	(27,500)	(27,500)	(27,500)	(27,500)
4550-0009	Staff Parking Fees	(47,053)	(60,510)	(55,000)	(60,500)	(55,000)	(60,500)
4799-0000	Miscellaneous revenue	-	(540)	(1,000)		(1,000)	
TOTAL OPERATING REVENUES:		(6,270,783)	(8,134,311)	(10,606,700)	(10,274,864)	(10,610,000)	(10,964,224)

ATTACHMENT #6

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EXPENSE - REVENUE SUMMARY FY26 Revised Budget *(WITH PROPOSED INCREASES)*

	FY2023	FY2024	FY2025	FY2025	FY2026	FY2026
	Actuals	Actuals	Amended	Projected	Approved	Revised
OPERATING:						
EXPENSES	10,160,142	11,210,659	10,549,300	10,583,959	10,755,800	10,965,577
REVENUES	(6,270,783)	(8,134,311)	(10,606,700)	(10,274,864)	(10,610,000)	(10,964,224)
EXP/REV SHORTFALL						
/(OVERAGE)	3,889,359	3,076,348	(57,400)	309,094	145,800	1,353

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Acct Unit	560500101	Airport Administration	Budget 100	2025 Production Budget			
Account	Expenditures	Encumbrances	Commitments	Total	Budget	Budget Balance	
005110 0000	337,275.33	0.00	0.00	337,275.33	1,052,500.00	715,224.67	
Salaries							
005111 0000	84.77	0.00	0.00	84.77	0.00	84.77-	
Overtime							
005116 0000	56,234.10	0.00	0.00	56,234.10	0.00	56,234.10-	
Accrued leave							
005120 0000	193,557.26	0.00	0.00	193,557.26	525,500.00	331,942.74	
Benefits							
005121 0000	1,776.07	0.00	0.00	1,776.07	3,600.00	1,823.93	
Benefits-DefComEmplrMatch							
005130 0000	13,200.00	0.00	0.00	13,200.00	13,200.00	0.00	
Workers compensation							
005140 0000	0.00	0.00	0.00	0.00	608,200.00-	608,200.00-	
Engineering workforce							
005201 0000	36.12	0.00	0.00	36.12	0.00	36.12-	
Mileage							
005310 0000	4,403.11	0.00	0.00	4,403.11	10,000.00	5,596.89	
Telephone							
005320 0000	2,489.08	85.40	0.00	2,574.48	2,000.00	574.48-	
Printing							
005322 0000	0.00	0.00	0.00	0.00	1,000.00	1,000.00	
Advertising							
005332 0000	1,678.26	0.00	0.00	1,678.26	3,500.00	1,821.74	
Electricity							
005380 0000	10,532.00	0.00	0.00	10,532.00	12,000.00	1,468.00	
Dues and subscriptions							
005390 0000	15,350.92	6,106.15	0.00	21,457.07	25,000.00	3,542.93	
Contractual services							
005394 0000	358,000.00	0.00	0.00	358,000.00	358,000.00	0.00	
Interdepartmental							
005480 0000	155.14	0.00	0.00	155.14	1,500.00	1,344.86	
Office supplies							
005481 0000	33.95	0.00	0.00	33.95	400.00	366.05	
Postage and parcel post							
005490 0000	24.75	0.00	0.00	24.75	2,000.00	1,975.25	
Materials and commodities							
005494 0000	0.00	0.00	0.00	0.00	1,000.00	1,000.00	
Loss contingency							

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Acct Unit	560500101 Airport Administration		Budget 100 2025 Production Budget			
Account	Expenditures	Encumbrances	Commitments	Total	Budget	Budget Balance
005496 0000 Minor equipment	0.00	0.00	0.00	0.00	1,000.00	1,000.00
Acct Unit Total	994,830.86	6,191.55	0.00	1,001,022.41	1,404,000.00	402,977.59

Acct Unit	560500201 Terminal Operations		Budget 100 2025 Production Budget			
Account	Expenditures	Encumbrances	Commitments	Total	Budget	Budget Balance
005110 0000 Salaries	268,175.94	0.00	0.00	268,175.94	631,500.00	363,324.06
005111 0000 Overtime	28,539.62	0.00	0.00	28,539.62	15,000.00	13,539.62-
005116 0000 Accrued leave	45,440.97	0.00	0.00	45,440.97	0.00	45,440.97-
005120 0000 Benefits	200,012.55	0.00	0.00	200,012.55	414,600.00	214,587.45
005121 0000 Benefits-DefComEmplrMatch	2,798.57	0.00	0.00	2,798.57	6,700.00	3,901.43
005130 0000 Workers compensation	9,400.00	0.00	0.00	9,400.00	9,400.00	0.00
005310 0000 Telephone	3,912.47	0.00	0.00	3,912.47	6,000.00	2,087.53
005332 0000 Electricity	92,087.57	0.00	0.00	92,087.57	185,000.00	92,912.43
005333 0000 Fuel oil & propane	0.00	0.00	0.00	0.00	4,000.00	4,000.00
005334 0000 Refuse disposal	16,386.01	0.00	0.00	16,386.01	16,000.00	386.01-
005335 0000 Water service	2,854.31	0.00	0.00	2,854.31	6,000.00	3,145.69
005336 0000 Wastewater service	10,743.73	0.00	0.00	10,743.73	20,000.00	9,256.27
005340 0000 Repairs	2,540.00	28,178.56	0.00	30,718.56	35,000.00	4,281.44
005344 0000 Maintenance - buildings	0.00	0.00	0.00	0.00	8,000.00	8,000.00

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Acct Unit	560500201	Terminal Operations	Budget 100	2025 Production Budget			
Account	Expenditures	Encumbrances	Commitments	Total	Budget	Budget Balance	
005370 0000	134,600.00	0.00	0.00	134,600.00	134,600.00	0.00	
Spec & Prop							
005390 0000	73,614.53	21,495.60	0.00	95,110.13	220,000.00	124,889.87	
Contractual services							
005480 0000	60.42	0.00	0.00	60.42	0.00	60.42-	
Office supplies							
005490 0000	145,124.48	0.00	0.00	145,124.48	153,200.00	8,075.52	
Materials and commodities							
005494 0000	0.00	0.00	0.00	0.00	1,000.00	1,000.00	
Loss contingency							
005496 0000	0.00	0.00	0.00	0.00	55,000.00	55,000.00	
Minor equipment							
005510 0000	0.00	0.00	0.00	0.00	9,000.00	9,000.00	
Vehicles and equipment							
Acct Unit Total	1,036,291.17	49,674.16	0.00	1,085,965.33	1,930,000.00	844,034.67	

Acct Unit	560500301	Airfield Maintenance Shop	Budget 100	2025 Production Budget			
Account	Expenditures	Encumbrances	Commitments	Total	Budget	Budget Balance	
005110 0000	380,221.27	0.00	0.00	380,221.27	1,246,100.00	865,878.73	
Salaries							
005111 0000	61,164.97	0.00	0.00	61,164.97	200,000.00	138,835.03	
Overtime							
005116 0000	48,952.73	0.00	0.00	48,952.73	0.00	48,952.73-	
Accrued leave							
005120 0000	247,077.80	0.00	0.00	247,077.80	809,000.00	561,922.20	
Benefits							
005121 0000	5,660.91	0.00	0.00	5,660.91	15,600.00	9,939.09	
Benefits-DefComEmplrMatch							
005130 0000	23,500.00	0.00	0.00	23,500.00	23,500.00	0.00	
Workers compensation							
005140 0000	0.00	0.00	0.00	0.00	462,500.00-	462,500.00-	
Engineering workforce							
005202 0000	0.00	0.00	0.00	0.00	3,600.00	3,600.00	
Travel and training							

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Acct Unit	560500301	Airfield Maintenance Shop	Budget 100	2025 Production Budget			
Account	Expenditures	Encumbrances	Commitments	Total	Budget	Budget Balance	
005310 0000	3,225.46	0.00	0.00	3,225.46	5,000.00	1,774.54	
Telephone							
005332 0000	50,412.63	0.00	0.00	50,412.63	136,500.00	86,087.37	
Electricity							
005333 0000	12,203.54	0.00	0.00	12,203.54	30,000.00	17,796.46	
Fuel oil & propane							
005334 0000	4,369.00	0.00	0.00	4,369.00	5,000.00	631.00	
Refuse disposal							
005335 0000	5,892.26	0.00	0.00	5,892.26	15,000.00	9,107.74	
Water service							
005336 0000	38,732.99	0.00	0.00	38,732.99	45,000.00	6,267.01	
Wastewater service							
005340 0000	8,124.24	0.00	0.00	8,124.24	55,000.00	46,875.76	
Repairs							
005344 0000	0.00	0.00	0.00	0.00	4,000.00	4,000.00	
Maintenance - buildings							
005360 0000	18,839.52	0.00	0.00	18,839.52	25,000.00	6,160.48	
Equipment rentals							
005362 0000	60,000.00	0.00	0.00	60,000.00	60,000.00	0.00	
Fleet replacement reserve							
005370 0000	269,300.00	0.00	0.00	269,300.00	269,300.00	0.00	
Spec & Prop							
005375 0000	4,600.00	0.00	0.00	4,600.00	4,600.00	0.00	
General Liab, Auto & EE Pract Ins							
005390 0000	40,724.16	39,147.56	0.00	79,871.72	376,000.00	296,128.28	
Contractual services							
005392 0000	61,039.61	170,908.23	0.00	231,947.84	215,000.00	16,947.84-	
Management and consultant fees							
005480 0000	1,878.78	0.00	0.00	1,878.78	5,000.00	3,121.22	
Office supplies							
005490 0000	987,709.82	11,807.18	0.00	999,517.00	1,250,600.00	251,083.00	
Materials and commodities							
005492 0000	22,828.51	40,000.00	0.00	62,828.51	130,000.00	67,171.49	
Gasoline and oil							
005496 0000	0.00	0.00	0.00	0.00	2,500.00	2,500.00	
Minor equipment							
005510 0000	18,782.92	0.00	0.00	18,782.92	0.00	18,782.92-	
Vehicles and equipment							
Acct Unit Total	2,375,241.12	261,862.97	0.00	2,637,104.09	4,468,800.00	1,831,695.91	

Acct Unit	560500401	ARFF	Budget 100	2025 Production Budget			
Account	Expenditures	Encumbrances	Commitments	Total	Budget	Budget Balance	

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Acct Unit	560500401	ARFF	Budget 100 2025 Production Budget			
Account	Expenditures	Encumbrances	Commitments	Total	Budget	Budget Balance
005202 0000	16,456.02	0.00	0.00	16,456.02	62,600.00	46,143.98
Travel and training						
005310 0000	918.86	0.00	0.00	918.86	1,800.00	881.14
Telephone						
005320 0000	612.00	0.00	0.00	612.00	0.00	612.00-
Printing						
005330 0000	12,000.00	12,000.00	0.00	24,000.00	24,000.00	0.00
Rents						
005332 0000	10,724.77	0.00	0.00	10,724.77	9,900.00	824.77-
Electricity						
005333 0000	364.32	0.00	0.00	364.32	31,800.00	31,435.68
Fuel oil & propane						
005334 0000	1,289.54	0.00	0.00	1,289.54	2,900.00	1,610.46
Refuse disposal						
005335 0000	267.77	0.00	0.00	267.77	500.00	232.23
Water service						
005336 0000	1,010.72	0.00	0.00	1,010.72	1,600.00	589.28
Wastewater service						
005340 0000	10,965.12	719.07	0.00	11,684.19	25,200.00	13,515.81
Repairs						
005345 0000	32,400.00	0.00	0.00	32,400.00	32,400.00	0.00
Building maint division charges						
005380 0000	10.00	0.00	0.00	10.00	300.00	290.00
Dues and subscriptions						
005390 0000	0.00	0.00	0.00	0.00	1,358,500.00	1,358,500.00
Contractual services						
005488 0000	0.00	0.00	0.00	0.00	5,000.00	5,000.00
Uniforms and safety equipment						
005490 0000	1,260.22	0.00	0.00	1,260.22	2,000.00	739.78
Materials and commodities						
005491 0000	160.00	0.00	0.00	160.00	0.00	160.00-
Safety programs and equipment						
005492 0000	5,000.00	0.00	0.00	5,000.00	5,000.00	0.00
Gasoline and oil						

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Acct Unit	560500401	ARFF	Budget 100 2025 Production Budget			
Account	Expenditures	Encumbrances	Commitments	Total	Budget	Budget Balance
005493 0000 Chemicals	0.00	0.00	0.00	0.00	5,000.00	5,000.00
005496 0000 Minor equipment	24,000.03	0.00	0.00	24,000.03	32,000.00	7,999.97
Acct Unit Total	117,439.37	12,719.07	0.00	130,158.44	1,600,500.00	1,470,341.56

Acct Unit	560500501	Airport Security	Budget 100 2025 Production Budget			
Account	Expenditures	Encumbrances	Commitments	Total	Budget	Budget Balance
005310 0000 Telephone	1,486.16	0.00	0.00	1,486.16	1,300.00	186.16-
005370 0000 Spec & Prop	44,900.00	0.00	0.00	44,900.00	44,900.00	0.00
005390 0000 Contractual services	0.00	0.00	40,000.00	40,000.00	1,016,600.00	976,600.00
005392 0000 Management and consultant fees	2,000.00	0.00	0.00	2,000.00	10,000.00	8,000.00
005489 0000 Uniform and tool allowance	0.00	0.00	0.00	0.00	6,500.00	6,500.00
005490 0000 Materials and commodities	632.32	0.00	0.00	632.32	6,000.00	5,367.68
Acct Unit Total	49,018.48	0.00	40,000.00	89,018.48	1,085,300.00	996,281.52

Acct Unit	560500601	Debt Service	Budget 100 2025 Production Budget			
Account	Expenditures	Encumbrances	Commitments	Total	Budget	Budget Balance
005810 0000 Principal	2,395,000.00	0.00	0.00	2,395,000.00	2,395,000.00	0.00
005820 0000 Interest and service charges	93,326.39	0.00	0.00	93,326.39	110,100.00	16,773.61
Acct Unit Total	2,488,326.39	0.00	0.00	2,488,326.39	2,505,100.00	16,773.61

Acct Unit	560500801	Airport Landside	Budget 100 2025 Production Budget			
Account	Expenditures	Encumbrances	Commitments	Total	Budget	Budget Balance

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Acct Unit	560500801	Airport Landside	Budget 100	2025 Production Budget			
Account	Expenditures	Encumbrances	Commitments	Total	Budget	Budget Balance	
005332 0000	505.20	0.00	0.00	505.20	1,300.00	794.80	
Electricity							
005350 0000	39,400.00	0.00	0.00	39,400.00	39,400.00	0.00	
Landscape division charges							
Acct Unit Total	39,905.20	0.00	0.00	39,905.20	40,700.00	794.80	

Acct Unit	560501301	PFAS Cleanup	Budget 100	2025 Production Budget			
Account	Expenditures	Encumbrances	Commitments	Total	Budget	Budget Balance	
005390 0000	0.00	0.00	0.00	0.00	20,000.00	20,000.00	
Contractual services							
Acct Unit Total	0.00	0.00	0.00	0.00	20,000.00	20,000.00	

Company Total	7,101,052.59	330,447.75	40,000.00	7,471,500.34	13,054,400.00	5,582,899.66	
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Report Total	7,101,052.59	330,447.75	40,000.00	7,471,500.34	13,054,400.00	5,582,899.66	
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Available Fund Balance Summary
Airport Fund

Last Update: 1/17/2025

W/ Rate INCREASEs

	<u>FY23 Actuals</u>	<u>FY24 Actuals</u>	<u>FY25 Amended</u>	<u>FY25 Proj</u>	<u>FY26 Budget</u>	<u>FY26 Budget Revised</u>
Beginning Available FB	2,770,968	3,359,000	3,783,400	3,783,400	7,753,105	7,753,105
Operational Expenses:	(10,586,492)	(11,163,631)	(10,549,300)	(10,583,959)	(10,755,800)	(10,965,577)
Debt Service (OUT):	(2,994,200)	(3,064,200)	(2,505,100)	(2,505,045)	(2,583,400)	(2,583,413)
Transfers to Capital Projects:		(822,066)		-		
Other Non-Oper Expenses:	426,292	-	-	-	-	-
JNU Total Expenses:	(13,154,400)	(15,049,897)	(13,054,400)	(13,089,004)	(13,339,200)	(13,548,990)
Minus Non-operational Exp & Debt Serv:	2,567,908	3,886,266	2,505,100	2,505,045	2,583,400	2,583,413
Operational Expenses:	(10,586,492)	(11,163,631)	(10,549,300)	(10,583,959)	(10,755,800)	(10,965,577)
Operational Revenues:	6,629,028	8,099,119	10,606,700	10,274,864	10,610,000	10,964,224
CARES Reimb (operations):	4,369,641	3,054,045	-	1,910,131	-	-
PFC for Rev Bond Interest:		434,625	317,600	317,600	194,900	194,900
AIP 81&83 Grant for Rev Bond Principal:				2,048,969		
***Other Financing Sources (Uses):	175,855	242	-	2,100	-	-
JNU Total Revenues:	11,174,524	11,588,031	10,924,300	14,553,664	10,804,900	11,159,124
Increase (decrease) in Fund Bal (FB):	588,032	424,400	375,000	3,969,705	49,100	193,547
Ending Avail FB, including Reserve:	3,359,000	3,783,400	4,158,400	7,753,105	7,802,205	7,946,652
Less 3 Mo. Operating Reserve	(2,646,600)	(2,790,900)	(2,637,300)	(2,646,000)	(2,689,000)	(2,741,400)
Ending Available Fund Balance	712,400	992,500	1,521,100	5,107,105	5,113,205	5,205,252

*** Other Financing sources (uses) include: capital outlay, adjustments pertinent to modified accrual accounting, such as A/P, A/R, and leave accruals/deferrals; as well as changes in restrictions of fund balance.

3785000	3783400
426,000	-