

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:

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

Section 2. Adoption 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 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.

- (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 \$~~.09.10~~ per gallon.
 - (B) Aircraft with maximum certificated gross weight of more than 12,500 lbs. shall pay fuel flowage fee of \$.0125/gallon.
 - (2) Non-signatory.

All Non-signatory aircraft shall pay a fuel flowage fee of \$~~.09.13~~/gallon.
 - (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: \$~~1.41~~**1.81** per 1,000 lbs.
 - (C) Exemptions to signatory landing fees:
 - i. Aircraft engaged in test flights.
 - ii. Aircraft compelled to return after take-off.
 - iii. Aircraft compelled to land under an emergency diversion situation.
 - iv. Public aircraft not engaged in commercial operations.
 - (2) Non-Signatory.
 - (A) Under 12,500 lbs., no fee.
 - (B) 12,500 lbs and over, for each 1,000 lbs. or any fraction thereof: \$~~1.772~~**1.31** per 1,000 lbs.
 - (C) Exemptions to non-signatory landing fees:
 - i. Aircraft engaged in test flights.

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

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

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

Space Type	Rate
Counter (North Wing) plus 7 feet	\$24.62
Counter (East Wing) plus 20 feet	\$27.36
Office (North Wing)	\$22.39
Office (East Wing)	\$24.87
Office (Old Tower, Ops)	\$24.87
Office (AK Maintenance)	\$24.87
Baggage Claim (Public)	\$24.87
Storage/Bag Make Up (Covered Bag Well)	\$19.90
Storage/Frt Rm (North Wing)	\$19.90
Canopy Storage (North Wing)	\$12.44
Hold Room/ Departure Lounge	\$27.36

- (2) Non-Signatory.

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

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

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

(d) **Aircraft Parking Fees.**

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

(A)	Overnight parking at Air Carrier gate	\$200220
(B)	Parking for Air Taxi	\$6065
(C)	Hard-surfaced parking areas	\$4549
(D)	Gravel-surfaced parking areas	\$3538
(E)	Publicly-owned seaplane floats	\$5060
(F)	Privately-owned seaplane floats	\$3538

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

(A)	Under 6,000 lbs.	\$5 per day
(B)	6,000 lbs. to 12,500 lbs.	\$50 per day
(C)	12,501 lbs to 100,000 lbs.	\$135 per day
(D)	100,001 lbs. and over	\$200 per day
(E)	Parking at Jetway 5 Air Carrier gate	\$100 per use

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

(e) **Land Lease Rates.** Certain property at the Juneau International Airport has been designated by the Assembly as available for airport related uses. The Airport Board directs the Airport Manager to lease available lands to tenants, as appropriate in the following land lease categories:

(1) Aviation Land Lease Rates. Aviation land lease rates are established as follows:

- (A) ~~Commercial~~Developed Land Adjacent to Main Ramp: ~~\$0.41~~0.46 per square foot per annum.
- (B) ~~Commercial Paved~~Developed land adjacent to Street/Taxiway: ~~\$0.34~~0.38 per square foot per annum.
- (C) ~~DELETE Non-Commercial~~Paved Street/Taxiway: ~~\$0.34~~ per square foot per annum.
- (D) ~~DELETE Non-Commercial Unpaved~~ Street/Taxiway: ~~\$0.34~~ per square foot per annum.
- (C) Undeveloped Land: ~~\$0.13~~0.15 per square foot per annum.

(2) **Non-aviation Land Lease Rates.** Non-aviation land lease rates shall be set through competitive bid or other process, but will not be leased at a rate less than those established for Aviation Land Lease Rates.

(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 Land Lease list: \$25/annually
- (B) Non-Commercial Land Lease list for Executive Hangar: \$25/annually
- (C) Non-Commercial Land Lease list for T-Hangar: \$25/annually

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

(1) \$50 per space, per month or any fraction of a month 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>Month Issued</u>	<u>1-7 PAX</u> Rate	<u>8-16 PAX</u> Rate	<u>17 or MORE</u> Rate
January Annual	\$125.00	\$165.00	\$200.00
February	115.00	150.00	185.00
March	105.00	135.00	170.00
April	95.00	125.00	150.00
May	85.00	110.00	135.00
June	75.00	95.00	120.00
July through Dec. (min. of 6 months)	65.00	85.00	100.00

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 \$4,000, whichever is less.

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

<u>Month Issued</u>	<u>1st Vehicle Rate</u>	<u>Each Additional Vehicle Rate</u>
January Annual	\$125.00	\$15.00
February	115.00	all remaining months remain the same as above (no proration)
March	105.00	
April	95.00	
May	85.00	
June	75.00	
July through Dec. (min. of 6 months)	65.00	

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

<u>Month Issued</u>	<u>1st Vehicle Rate</u>	<u>Each Additional Vehicle Rate</u>
January Annual	\$190.00	\$20.00
February	175.00	all remaining months remain the same as above (no proration)
March	160.00	
April	145.00	
May	125.00	
June	110.00	
July through Dec. (min. of 6 months)	95.00	

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

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

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

International Passenger Processing Fee: \$4 per passenger

- (j) **Employee Parking Fees.**

- (1) Companies, businesses or governmental agencies conducting business on the Juneau International Airport, an individual employee or an association of employees of a company, business or governmental agency conducting business on the Juneau International Airport may lease parking spaces in the Airport employee parking lot for use by their Airport badged employees while on duty.

- (2) An Airport employer, an individual employee or an employee association must pay the monthly space lease rate described in subsection (6) below in full prior to the beginning of the month for their employees or members to be allowed access to the employee parking lot.
 - (3) There will be two lease periods: October through April and May through September.
 - (4) Airport Staff will assign leased spaces by employer, individual employee or association, and mark the leased spaces accordingly.
 - (5) An employer or employee who uses the employee parking lot for any purpose other than while on duty will forfeit access to the employee parking lot for that lease period and shall not be entitled to a refund of any lease fees paid. An employee who parks in a space not leased by the employee, the employee's association or the employee's
 - (A) is subject to a \$25 parking fee per instance; and
 - (B) upon a third violation will forfeit access to the employee parking lot for that lease period and shall not be entitled to a refund of any lease fees paid.
 - (6) The monthly employee parking lot space lease rate is \$35 per space per month or any fraction thereof.
 - (7) An Airport employer, an individual employee or employee association who pre-pays a lease payment for the entire lease period shall be entitled to a 10% discount of the fee established in subsection (6) above.
- (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 Aviation 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: \$45 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), or Airport Employee identification badges, the fees shall be:

(A)	Initial Issuance (\$10) & Deposit (\$50)	\$ 60
(B)	Renewal (annual)	\$ 10
(C)	Re-issuance for worn or damaged	\$ 10
(D)	Lost badge	\$200
(E)	Contractor Deposit	\$200

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

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

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

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

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

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

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

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

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

“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.

“Transient Aircraft” means an aircraft which is not assigned to a permanent parking space on the Airport, or which is not owned/leased by a tenant who has a written agreement with the Airport for the purpose of parking.

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 _____, 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 **with an effective date of October 1, 2007**:

Date: _____

Ron Swanson, Chairman
Juneau International Airport Board

Legal Review

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

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

Date: _____

John W. Hartle
City Attorney

Assembly Review

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

Date: _____

Laurie J. Sica, Clerk

Filing with Clerk

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

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

Date: _____

Laurie J. Sica, Clerk