



Juneau International Airport Airfield/Land Tenant Improvement Request Form

Tenant Name: _____

Signature: _____ Date: _____

Tenant contact information: _____

Requested start date of proposed work: _____

Anticipated completion date of work: _____

Contractor(s) performing work: _____

Contractor contact information: _____

Provide a *detailed* explanation of work (incl. diagrams, as-built, etc.); attach additional sheets as needed.

Indicate land lease changes affected by checking applicable box(es) below:

- ☐ Change the footprint (in ANY way)
- ☐ Penetrate the ground or current surface
- ☐ Effect the current height
- ☐ Change the security (including type of lock or door/gate if on fence line)
- ☐ May impact wildlife/birds
- ☐ Impact the terms of the lease
- ☐ Substantial investments which require a city permit and/or change the terms of the lease.
- ☐ Other. (Describe, e.g. May impact setback to taxi lane, etc.)

All modifications, including signage, made to the Juneau International Airport (JNU) facilities must be approved by the Airport Manager. This request for proposed work must be submitted to the Airport Manager's Office at least two weeks prior to the requested start date. JNU reserves the right to deny or modify tenant requests to best serve the needs of the airport facilities.

Proposed work must be performed in accordance with all regulations and codes of the City and Borough of Juneau. Tenant may be required to obtain a building permit from the Department of Community Development to perform the requested work.

All modifications must comply with the terms of the lease agreement between JNU and the Tenant. Costs associated with work performed are the responsibility of the Tenant unless otherwise noted in the lease agreement between JNU and the Tenant. Tenant is responsible for all clean-up associated with the work performed.

Upon completion of work, Tenant must provide as-built drawings of any modification made to the airfield, land, building or facility, if applicable. This includes, but is not limited to: underground utilities, exterior lighting, parking, interior walls, electrical, plumbing, permanent casework, door modifications, interior finishes, etc.

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Proposed work approved by: _____

Andres Delgado, Airport Manager

_____ Date