



CITY OF NAPLES AIRPORT AUTHORITY

NAPLES MUNICIPAL AIRPORT

RATES AND CHARGES

FISCAL YEAR 2017 (1 October 2016 – 30 September 2017)

Corrected and Revised January 5, 2017

**NAPLES MUNICIPAL AIRPORT RULES AND
REGULATIONS – ATTACHMENT A**

NOTE: This document may be revised at any time. Please check our Website www.flynaples.com for the most current rates and charges.

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I. INTRODUCTION

In 1995, Staff reviewed the City of Naples Airport Authority's existing rates and charges in order to prepare a detailed rates and charges study for Authority information. A number of basic strategies were evaluated in an attempt to establish a balanced rates and charges philosophy in accordance with Authority policy.

We developed our rates and charges considering the 8% rate of return, as established by the Authority, in addition to meeting the requirements of maintenance, operating costs and capital recovery. Our rates and charges, **as a package**, will maintain and enhance the healthy financial condition of the City of Naples Airport Authority.

Any Rates and Charges now in effect or hereafter adopted or revised, upon adoption or revision, are incorporated into the Rules and Regulations by reference. The administration of these rules and regulations shall be under the authority, responsibility, and control of the Executive Director.

It should be noted that there are significant regulatory guidelines that must be considered when developing airport rates and charges.

At a minimum, the Authority's rates and charges are updated annually.

II. AVIATION FUEL – FUEL PROGRAM SUMMARY

The Authority has maintained the proprietary exclusive right to provide aviation fuel at the Naples Municipal Airport (“the Airport”). Nothing contained in the fuel program shall be interpreted to be a waiver, abrogation, or otherwise inconsistent with such exclusive right.

The Authority occasionally reviews its aviation fuel program to offer advantageous fuel purchase options to meet Airport customers’ needs. Any person who participates in any Authority fuel program does so subject to the explicit condition and understanding that the Authority may modify its fuel program pricing structures at any time and may promulgate additional rules, regulations and ordinances or amend existing fuel licenses and permits at any time with or without prior notice. In addition, the Authority maintains the right to audit the books and records of any customer participating in any of the Authority’s fuel programs. Pursuant to that reservation of rights, effective the date hereof, the Authority promulgates five (5) programs for aviation fuel service at the Airport. These programs are:

- A. Private Self-Fueling Program;
- B. Prepaid Full Service Fuel Program;
- C. Annual Volume Discount Fuel Program;
- D. Public Self-Fueling Program; and
- E. Full Service Fuel Program.

Rates for each of the five (5) fuel programs are listed on Table 1.

A. Private Self-Fueling Program

Private self-fueling is allowed under license and strict compliance with the Naples Municipal Airport Rules and Regulations. There is an initial one-time fee of One Thousand and No/100 Dollars (\$1,000.00), payable to the Authority upon application for a license. A Fuel Flowage Fee is paid to the Authority by the tenant, calculated on the net gallons delivered into the tenant’s fuel facility.

B. Prepaid Full Service Fuel Program

The Prepaid Full Service Fuel Program offers a reduced aviation fuel charge for Airport customers who prepay the Authority for their aviation fuel purchases. Only aircraft owned by the customer, or under the customer’s exclusive control, may be fueled under this program.

In order to participate, customers prepay the Authority Ten Thousand and No/100 Dollars (\$10,000.00), which is credited to the customer’s Prepaid Fuel Account. Prepayments received by the Authority Monday through Thursday of each week will be credited to participant’s account the following business day. Prepayments received Friday through Sunday will be credited to Purchaser’s account on Monday. Intervening holidays could delay the credit for one day. All prepayments must be made by check or money order. Credit card payments are not accepted under this program. A list of the participant’s aircraft must be provided upon beginning this

program. Once participants have purchased an initial 50,000 gallons during the Authority's fiscal year (October 1 – September 30), the per-gallon rate will be discounted \$0.05 per-gallon.

Participants that have met the 50,000 gallon minimum in the prior fiscal year will continue at the discounted 50,000 gallon rate for the new year as long as other requirements under this program have been met. In the new year, since the participant is receiving the discounted rate for the initial 50,000 gallons purchased in the new year, no additional discount will be applied.

To the extent permitted by applicable law, the Authority reserves a right of setoff in all its customer's accounts with the Authority for all obligations of the customer, its principals, affiliates, subsidiaries and the related entities (collectively "Airport Users") doing business at Naples Municipal Airport (the "Airport"), including without limitation the right to set off the balance in any Prepaid Fuel Account against delinquent obligations of the Airport Users, including amounts due the Authority for rent, tie-down fees, fuel charges and other Airport services provided to the Airport Users. The Airport Users authorize the Authority, to the extent permitted by applicable law, to charge or setoff all sums owing against any and all such accounts, and at the Authority's option, to administratively freeze all such accounts and deposits to allow the Authority to protect the Authority's charge and setoff rights provided herein.

Participants are required to monitor the balance of their prepaid fuel account and remit subsequent prepayments in order to continue to participate uninterrupted in this fuel program. Participants are allowed sixty (60) days to dispute their account balance. After such time, all balances will be considered correct. Upon exhaustion of the customer's prepaid fuel account balance, the customer will be charged the appropriate Full Service rate.

There is a \$10.00 minimum charge for the fueling of fixed wing aircraft and a minimum cancellation charge of \$10.00 for any aviation fuel order not cancelled prior to the time the Authority's fuel truck is dispatched to perform fueling services or for fuel orders that cannot be performed due to the condition of the aircraft.

The per-gallon rate is determined by the following classifications:

- i. Commercial Aviation (Non-Scheduled) – Customers operating under a commercial certificate issued by the FAA and have a current, signed Airport Use Agreement with the Authority, pay monthly landing fees (currently all landing fees have been suspended), and report enplaned passengers on a monthly basis. The report of enplaned passengers must be made on the customer's letterhead and signed by an authorized representative. Commercial Aviation operators do not always provide "scheduled air service" from the Naples Municipal Airport Commercial Airline Terminal.

Customers that from time to time operate under a commercial certificate issued by the FAA and Part 91 (commercial and non-commercial) are required to inform Authority Customer Service staff upon requesting fuel at Naples, whether the aircraft is operating as commercial or non-commercial, in order to determine fuel price. In instances where staff is not informed as to the type of operation, our pricing system will default to the applicable non-commercial fuel rate.

- ii. Non-Commercial/Based Aviation – Customers with aircraft that have a lease with the Authority for six (6) months or more.

- iii. Non-Commercial/Non-Based Aviation – Customers with aircraft that do not meet the requirements set forth for Commercial Aviation or Non-Commercial/Based Aviation. Participants will receive a discounted per-gallon rate on fuel purchases exceeding 50,000 gallons during the Authority’s fiscal year (October 1 – September 30).
- iv. Scheduled Airlines – Scheduled airlines operating out of the Commercial Terminal under a current signed Commercial Terminal Lease Agreement and having a current, signed Airport Use Agreement, pay various monthly fees and report enplaned passengers on a monthly basis. The scheduled airline must participate directly with the Authority in the Prepaid Program or in the “Avfuel Contract Fuel Program.”
- v. Self-Service Fueling of 400 Gallons or More – Airport customers fueling their own aircraft, including flight schools, and holding an active lease who purchase 400 gallons or more of AvGas fuel in one purchase. These fuel purchasers shall have an approved fuel truck.

C. **Annual Volume Discount Fuel Program**

The Annual Volume Discount Fuel Program offers a reduced aviation fuel price for large purchasers of fuel at the Airport who guarantee to purchase a minimum of 100,000 gallons of aviation fuel from the Authority under this program during the Authority’s fiscal year (October 1 through September 30). Only aircraft owned by the customer, or under the customer’s exclusive control, may be fueled under this program.

Participants will be billed directly by the Authority for their purchases. **Payments for purchases are due to the Authority within ten (10) days of date of purchase (net 10). Failure to comply with the payment terms may result in the removal from this program and/or loss of the discount provided under this program. The Authority maintains the right, when in its best interest, to require the participant to provide a letter of credit or similar instrument acceptable to the Authority to secure payment.** Credit card payments are not accepted under this program. A list of the participant’s operated aircraft must be provided upon beginning this program. Once participants have purchased the initial 100,000 gallons, the per-gallon rate will be discounted, and a credit of \$.10 per-gallon for the initial 100,000 gallons will be applied to the participant’s account. This credit must be used for future purchases from the Authority during the remainder of the fiscal year. Credit balances remaining at the end of the fiscal year will revert back to the Authority.

Participants that have met the 100,000 gallon minimum in the prior year will continue at the discounted 100,000 gallon rate for the new year as long as other requirements under this program have been met. In the new year, since the participant is receiving the discounted rate for the initial 100,000 gallons purchased in the new year, no credit will be issued or applied to the participant’s account after the initial purchase of the 100,000 gallons.

Participants whose fuel purchases exceed 300,000 gallons of Jet A during the Authority’s fiscal year (October 1 – September 30) will receive additional discounts per-gallon at each 100,000 gallon increment exceeding 300,000 (see Table 1 - C). Also once the 500,000 gallons have been purchased, lavatory cart, ground power unit (GPU), potable water and dishwashing services will be complimentary.

D. **Public Self-Fueling Program**

The Authority has constructed two (2) public self-service aviation fuel facilities on the East Ramp of the Airport.

E. **Full Service Fuel Program**

Rates are based on the volume per fueling. There is a \$10.00 minimum charge for the fueling of fixed wing aircraft and a minimum cancellation charge of \$10.00 for any aviation fuel order not cancelled prior to the time the Authority's fuel truck is dispatched to perform fueling services or for fuel orders that cannot be performed due to the condition of the aircraft.

TABLE 1 – AVIATION FUEL RATES

A. <u>Flowage/Inspection Fee (Private Self Fueling)</u>		\$ 0.30	per-gallon
B. <u>Prepaid Full Service</u>		<u>AvGas</u>	<u>Jet A</u>
Scheduled Airlines	Cost +	\$ 0.31	\$ 0.10 per gallon
Commercial Aviation	Cost + Flowage +	0.34	0.76 per gallon
Non-Commercial/Based Aviation	Cost + Flowage +	0.44	0.81 per gallon*
Non-Commercial/Non-Based Aviation	Cost + Flowage +	0.54	1.11 per gallon*
Self-fueling 400 gallons or more	Cost + Flowage +	0.37	per gallon

*Additional discount of \$0.05 per-gallon for purchases in excess of 50,000 gallons annually

C. **Annual Volume Discount (Jet A only)**

1 - 100,000 gallons	Cost + Flowage +	0.96	per-gallon
> 100,000 gallons	Cost + Flowage +	0.86	per-gallon*
> 300,000 gallons	Cost + Flowage +	0.81	per-gallon
> 400,000 gallons	Cost + Flowage +	0.76	per-gallon
> 500,000 gallons	Cost + Flowage +	0.71	per-gallon**
> 600,000 gallons	Cost + Flowage +	0.66	per-gallon
> 700,000 gallons	Cost + Flowage +	0.61	per-gallon
> 800,000 gallons	Cost + Flowage +	0.56	per-gallon
> 900,000 gallons	Cost + Flowage +	0.51	per-gallon
>1,000,000 gallons	Cost + Flowage +	0.46	per-gallon

*A credit of \$0.10 per-gallon will be issued to the participant’s account for the initial 100,000 gallons

**Includes complimentary lavatory cart, ground power unit, potable water and dishwashing services

D. <u>Public Self-Fueling (AvGas only)</u>	Cost + Flowage +	0.20	per-gallon
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E. **Full Service Fueling**

AvGas	> 249.9 gallons	Cost + Flowage +	0.50 per-gallon
	100 – 249.9 gallons	Cost + Flowage +	0.54 per-gallon
	25 – 99.9 gallons	Cost + Flowage +	0.58 per-gallon
	< 25 gallons	Cost + Flowage +	0.68 per-gallon
Jet A	< 250 gallons	Cost + Flowage +	1.80 per-gallon
	250 – 749 gallons	Cost + Flowage +	1.70 per-gallon
	750 – 1,249 gallons	Cost + Flowage +	1.60 per-gallon
	1250 – 1,999 gallons	Cost + Flowage +	1.50 per-gallon
	> 1,999 gallons	Cost + Flowage +	1.40 per-gallon

F. **Aviation Oil**

Regular	Cost x 2 per quart
Turbine	Cost x 1.3 per quart

There is a \$10.00 minimum charge for the fueling of fixed wing aircraft and a minimum cancellation charge of \$10.00 for any aviation fuel order not cancelled prior to the time the Authority’s fuel truck is dispatched to perform fueling services or for fuel orders that cannot be performed due to the condition of the aircraft. Prices and above rates are subject to change throughout the year. Price adjustments will be made without notice to customer. For current prices contact Customer Service at 239-643-0404.

III. HANGARS/TIEDOWNS/RAMP FEES

Rates are established for T-Shelters, T-Hangars, executive hangar storage, storage units associated with T-Hangars, and General Aviation Multiplex Hangars that are utilized by two of our tenants in conjunction with land rental through a long term lease agreement. All leases require the payment of the first and last months' rent.

Rates are listed in Table 2.

A. T-Shelters, T-Hangars, Executive Hangars and Storage Units

Rates were established for T-Shelters, T-Hangars, executive hangar storage and storage units associated with T-Hangars based on historical cost, rate of return, comparable hangars by size, associated maintenance and additional services provided. Rates are reviewed annually.

Customers wanting to lease aircraft storage space shall contact the Administration Department. The Administration Department will keep a current list of all available aircraft storage spaces. All efforts will be made to immediately place the customer in an available space. Customers wanting to lease aircraft storage space that is not yet available must first apply to be placed on the "Hangar Waiting List." A non-refundable fee of \$100.00 per aircraft/per type request form is required. Customers must have an aircraft within ninety (90) days of leasing a hangar.

B. General Aviation Multiplex Hangars

General Aviation Multiplex Hangars are owned by the Authority and are leased to the tenant along with land and/or office space. Hangar lease rates may be established by appraisal on a case-by-case basis. Maintenance and utilities are the responsibility of the tenant.

C. Tiedowns

Tiedown fees are charged per size of aircraft and space occupied.¹ Customers wishing to lease long term aircraft storage space should contact the Administration Department. Tenants wishing to base aircraft long term at the airport are required to sign a lease and provide a certificate of insurance.

D. Ramp Fees

Ramp fees have been established for all transient aircraft utilizing the airport.¹ Ramp fees will be waived with minimum fuel purchase.

¹ Ramp space and airspace capacity in Southwest Florida is demand driven and occasionally ramp space is not available during peak season for all aircraft that wish to utilize the airport for short durations regardless of services received.

TABLE 2 - HANGARS/TIEDOWNS/RAMP FEES²

A. <u>T-Shelters</u>	Annual Lease	\$0.163	per square foot per month
	Transient	\$44.00	daily
		\$187.00	weekly
		\$532.00	monthly
		\$243.00	monthly (6 - month minimum)
<u>T-Hangars</u>	Annual Lease		
	Hangars w/Sliding Doors	\$0.297	per square foot per month
	Hangars w/Power Doors	\$0.364	per square foot per month
	Large Hangars w/Power Doors	\$0.491	per square foot per month (includes towing)
	Transient	\$76.00	daily
		\$320.00	weekly
		\$960.00	monthly or \$1,169 if over 1,400 s.f.
	\$480.00	monthly or \$681 if over 1,400 s.f. (6 - month minimum)	
<u>Executive Hangar</u>	Monthly	\$0.750	per square foot per month
	Transient		
	Single Engine	\$81.00	daily/overnight
		\$1,250.00	monthly
	Twin Engine	\$107.00	daily/overnight
		\$1,701.00	monthly
	Turbo Prop	\$160.00	daily/overnight
	\$2,497.00	monthly	
	\$188.00	daily/overnight	
	\$2,896.00	monthly	
<u>Storage Units</u>		\$0.349	per square foot per month
B. <u>General Aviation Multiplex Hangars</u>			Rates established by appraisal on a case-by-case basis
C. <u>Tiedowns</u>	Monthly	Based	Transient
		(3 - Month Minimum)	
	Single	\$86.00	\$200.00
	Twin	\$139.00	\$350.00
	Turbo-Prop	\$331.00	\$500.00
	Jet – Small (<42' wing)	\$399.00	\$744.00
	Jet – Medium (42' – 57' wing)	\$442.00	\$798.00
	Jet – Large (58' – 64' wing)	\$495.00	\$1,042.00
	Jet – XLarge (>64' wing)	\$554.00	\$1,594.00
	Helicopter	\$86.00	\$399.00
	Transient		
	Single		\$20.00
	Twin		\$35.00
	Turbo-Prop		\$50.00
	Jet – Small (<42' wing)		\$75.00
	Jet – Medium (42' – 57' wing)		\$100.00
	Jet – Large (58' – 64' wing)		\$150.00
	Jet – XLarge (>64' wing)		\$200.00
	Helicopter		\$50.00

² Monthly minimum term for based tiedown rate changed as of 12/29/2016

D. **Ramp Fees**
(Ramp Fee waived with minimum fuel purchase)

Single	\$20.00/10 gal.
Twin	\$30.00/20 gal.
Turbo-Prop	\$100.00/70 gal.
Jet – Small (<42' wing)	\$125.00/80 gal.
Jet – Medium (42' – 57' wing)	\$225.00/220 gal.
Jet – Large (58' – 64' wing)	\$350.00/300 gal.
Jet – XLarge (>64'wing)	\$450.00/400 gal.
Helicopter	\$50.00/20 gal.

IV. BUILDINGS

Rates are established for the following areas:

- A. Airport Office Building Offices
- B. Commercial Terminal Offices and Ticket Counters
- C. General Aviation Terminal Rental Car Counters
- D. General Aviation Multiplex Offices

Rates are listed in Table 3.

A. **Airport Office Building Offices**

The Authority completed the Airport Office Building in the summer of 1995. Rates were developed based on the cost of the facility as well as consideration for the cost of comparable office space in the local area. Basic utility service is included in the lease rate.

B. **Commercial Terminal Offices and Ticket Counters**

Rates for exclusive use areas of the Commercial Terminal were established through negotiations with commercial airline tenants, surveys of other comparable airports, existing lease agreements, and historical costs.

C. **General Aviation Terminal Rental Car Counters**

Rates for Rental Car Counters in the General Aviation Terminal were established for four (4) rental car counters at a flat rate per counter.

D. **General Aviation Multiplex Office**

General Aviation Multiplex Offices are owned by the Authority and are leased to the tenant along with land and/or hangar space. Maintenance and utilities are the responsibility of the tenant.

E. **General Information**

It is the policy of the Authority to make the facilities and services of the Naples Municipal Airport available to the general public on reasonable terms without unjust discrimination. Parties interested in leasing office space should contact the Administration Department.

The Authority's standard lease will be used in leasing facilities. Lease rates will be in accordance with the City of Naples Airport Authority Rates and Charges, which may be changed from time to time at the sole discretion of the NAA. All leases require the payment of the first and last months' rent. See also "Reimbursement of Legal Fees" on page 29.

All Lessees are responsible for strict compliance with the City of Naples Airport Authority Rules and Regulations and all Local, State and Federal laws pertaining to their operations.

Subleasing: Approval for subleasing must be obtained in advance from the Authority. Subleases for two (2) years or less may be approved by the Executive Director. Subleases for more than two (2) years require Board approval. See also “Reimbursement of Legal Fees” on page 29.

TABLE 3 – BUILDINGS RATES³

A. <u>Airport Office Building</u>	\$ 18.57	per square foot per year
B. <u>Commercial Terminal</u>		
Office	17.00	per square foot per year
Ticket Counter	25.00	per square foot per year
C. <u>General Aviation Terminal</u>		
Rental Car Counter	272.88	per month
D. <u>General Aviation Multiplex Office</u>		Rates established by appraisal on a case-by-case basis

³ Schedule corrected 10/20/2016

V. LAND

Federal law implemented by the Federal Aviation Administration through grant assurances requires the Authority to maintain consistent rates for comparable leased property and facilities. Staff analyzed existing land rates at the Naples Municipal Airport, obtained an appraisal of three representative parcels on the Naples Municipal Airport and conducted a survey of comparable Florida airports to determine a fair value for land leases. The results of the 1995 survey determined that there is no standard per square foot rate. Some of the surveyed rates were established using the 10% of market value method and/or on a cost basis at 6 - 12%. In addition, other airports are affected substantially by the level of activity, proximity to other existing airports and location; therefore these airports do not provide an easy comparison as a basis for land rates.

The land lease areas at the Naples Municipal Airport are located on the North, South, East and West Quadrants. The Authority also established a rate structure for Options to Lease Land.

Rates are listed in Table 4.

A. North, South and East Quadrants

Specific land parcels on each of the North, South and East Quadrants were appraised in 1994 to establish fair market value.

The appraiser was very conservative in the appraisals, not considering the added value to the land provided by the benefits of access to several hundred acres of area maintained for aircraft operations. Many airport appraisals assume that the value of each developable acre of land on an airport should cover some of the value of the non-developable land, thus raising the land values above comparable commercial properties in the community.

It is accepted practice that the rental rate per square foot is ten percent (10%) of the fair market per square foot value of the property. In the aviation industry one acceptable method used to establish land lease rates is to take 50% of the market value and charge 12% - 18% of that price. For example:

$$\$6.25 \times 0.50 = \$3.125$$

$$\$3.125 \times 0.12 = \$0.375$$

The lease rate in this case would be \$0.375 per square foot per year.

Staff analyzed each of the methods and determined the 50%/12% method was fair and reasonable and would not have a negative impact on our existing tenants or on our financial position.

Previously existing long-term agreements that do not fall within the parameters of the established rates and charges will be renegotiated upon termination of the existing agreements.

B. West Quadrant

The only existing rate for the West Quadrant was established in 2014 for the Mosquito Control facility. The Authority's current Utilization Plan does not indicate any short-term development in this area. When this area becomes available for leasing, a rate will be established.

C. Options to Lease⁴

The Authority will consider options on property as a means for private developers to establish financing, perform due diligence, etc. An Option will be offered for no more than six (6) months duration. The cost will be 50% of the then current lease rate for that six (6) month period. The Option Fee is a one-time, non-reimbursable fee paid at the time of the execution of the Option Agreement. In addition, there is a fee for the site sketch and legal description on the requested Option property.

D. General Information

It is the policy of the Authority to make the facilities and services of the Naples Municipal Airport available to the general public on reasonable terms without unjust discrimination.

The Authority's standard lease will be used in leasing facilities. Lease rates will be in accordance with the City of Naples Airport Authority Rates and Charges, which may be changed from time to time at the sole discretion of the NAA. In addition, there is a one-time charge for the preparation of the site sketch and legal description for the requested parcel. All leases require the payment of the first and last months' rent. See also "Reimbursement of Legal Fees" on page 29. All Lessees are responsible for strict compliance with the City of Naples Airport Authority Rules and Regulations and all Local, State and Federal laws pertaining to their operations.

Subleasing: Approval for subleasing must be obtained in advance from the Authority. Subleases for two (2) years or less may be approved by the Executive Director. Subleases for more than two (2) years require Board approval. See also "Reimbursement of Legal Fees" on page 29.

E. Assessed System Cost Fee – North Quadrant

During FY 2006, the Authority completed utility improvements in the North Quadrant which included a sanitary sewer collection system and a storm sewer system. Tenants are responsible for their proportionate share of the system cost plus 100% of the cost of connection from the stubout to their facility. Existing tenants without sewer or septic systems are exempt, however, upon the sale of their facility, the new tenant will be required to connect within 90 days of purchase and reimburse the Authority 100% of assessed system fees. See Table 4.

⁴ Revised 12/29/2016

F. **Lease Term Buy-Back Program**

Under certain qualifying events, tenants **may** be provided on a one-time basis, the opportunity to extend their land leases by purchasing additional term provided the new land lease will not exceed 30 years, and the total term of the initial lease term and extension lease term does not exceed a total of 50 years. Tenants must have at least five years remaining on their existing land lease to be considered for this program. The qualifying events include substantial damage to a tenant's facility with tenant's commitment to rebuild to equal or better quality, transfer of ownership (legitimate sale), or refinancing. Tenant participation in this program must be pre-approved by the Naples Airport Authority Board of Commissioners. See Table 4.

TABLE 4 – LAND RATES⁵

A. <u>North Quadrant</u>	\$ 0.2862	per square foot per year
<u>South Quadrant</u>	\$0.4269	per square foot per year
<u>East Quadrant</u>	\$0.4905	per square foot per year
B. <u>West Quadrant</u>		Not established
C. <u>Options to Lease (6 months)</u>		50% of ½ annual rent
D. <u>Site Sketch and Legal Description Fee⁶</u>	\$1,200.00	Regular Parcel
	\$1,600.00	Large or Irregular Parcel
E. <u>Assessed System Cost Fee – North Quadrant</u> New tenants (leases approved since June 2004)	100%	Of assessed connection fee prior to receiving Certificate of Occupancy
F. <u>Lease Term Buy-Back Program</u>	100%	Of appraised value and reimbursement of all Authority costs.

⁵ Schedule corrected 10/20/2016

⁶ If actual survey cost is less, the Authority will reimburse the difference to the customer.

VI. LINE SERVICES

Line Services include various aircraft services, dishwashing and car rental in the General Aviation Terminal.

Rates are listed in Table 5.

A. Towing

Towing creates liability, labor and maintenance costs. Our rates and charges for the Executive Hangar and for the Cabin Class Hangars include towing services. Maximum utilization of ramp space is derived by our Line Service towing and parking these aircraft and therefore, we do not impose a charge for this service when it is for our benefit. It is appropriate, however, to charge a reasonable fee to cover labor and equipment costs for pilot requested towing, towing to the washrack, towing hangar tenant aircraft and towing commercial operators. Tenants who own a corporate hangar may also contract on a monthly basis for towing services at the established square foot rate. Contracts for towing services may be re-negotiated annually.

B. Lavatory Cart

The operation of the lavatory cart includes labor, depreciation and purchase of chemicals. The cost to operate and maintain this equipment is not covered by fuel prices.

C. Ground Power Unit (GPU) 28V

The Authority currently owns three (3) 28V, DC ground power units to assist aircraft by providing fully regulated electrical power to aircraft with minimal noise while on the ground, without running the auxiliary power unit. The cost to operate and maintain this equipment is not covered by fuel prices.

D. Ground Power Unit (GPU) 60 KVA

The Authority currently owns one (1) 60 KVA, 400 Hertz, 115V, AC ground power unit which is needed for larger aircraft. The cost to operate and maintain this equipment is not covered by fuel prices.

E. Air Conditioner Unit

The Authority currently owns one (1) air conditioning unit which is designed to supply preconditioned hot or cold air to an aircraft in order to maintain comfortable aircraft cabin temperature. The cost to operate and maintain this equipment is not covered by fuel prices.

F. Air Start

The Authority currently owns one (1) air start unit that is used to provide a positive pressure air source for jet aircraft engine starting. The cost to operate and maintain this equipment is not covered by fuel prices.

G. **Baggage Belt Loader**

The Authority currently owns one (1) unit that is used to load large and/or heavy amounts of baggage into an aircraft. The use of this equipment by Authority staff involved in loading large amounts or exceedingly heavy baggage at our discretion will be at no cost to the customer. A fee will be charged to cover labor and equipment costs for pilot or company requested use of this equipment.

H. **Telehandler**

The Authority currently owns one (1) telehandler, an all-terrain, high-reach forklift, which can be used to move goods or equipment.

I. **Scissorlift**

The Authority currently owns one (1) scissorlift which can be used to safely elevate personnel for off-the-ground tasks.

J. **Articulating Boom Lift**

The Authority currently owns one (1) articulating boom lift which can be used to safely elevate personnel for off-the-ground tasks.

K. **Potable Water**

Water is provided to aircraft as requested to refill the water tank for potable usage.

L. **Dishwashing**

The Authority currently charges a fee for dishwashing service. Customers requiring dishes to be handwashed will be charged a higher rate.

M. **Laundering**

Linens and other small washable items will be laundered and folded and returned to the customer the following day.

TABLE 5 – LINE SERVICES RATES

A.	<u>Towing</u>	\$ 50.00 \$0.12	per requested service per sq. ft. of hangar space
B.	<u>Lavatory Cart Service</u>	\$45.00	per service
C.	<u>Ground Power Unit 28V</u>	\$30.00	per 2-hour service
D.	<u>Ground Power Unit 60 KVA</u>	\$75.00	per 2-hour service
E.	<u>Air Conditioner Unit</u>	\$100.00	per 2-hour service
F.	<u>Air Start</u>	\$100.00	per service
G.	<u>Baggage Belt Loader</u>	\$100.00	per requested service
H.	<u>Telehandler</u>	\$250.00	per hour 1 hour minimum
I.	<u>Scissorlift</u>	\$150.00	per hour 1 hour minimum
J.	<u>Articulating Boom Lift</u>	\$150.00	per hour 1 hour minimum
K.	<u>Potable Water</u>	\$35.00	per service
L.	<u>Dishwashing</u>	\$25.00 \$50.00	per bin per bin (handwashed)
M.	<u>Laundering</u>	\$25.00	per load

VII. CONCESSION FEES

Concession Fees are charged for the following services on the airport: Car rental, vending, catering, aircraft detailing and advertising. Rental car, vending, and advertising concessionaires are selected through a competitive selection process conducted from time to time. The basic Concession Fee established on the airport is consistent with regional and national rates.

Rates are listed in Table 6.

A. Rental Cars

There are four (4) rental car counters located within the Commercial Terminal and the General Aviation Terminal. Each rental car agency has an agreement with the Authority that requires them to pay 10% of gross revenues. In addition there are agencies serving other facilities on the airport. Each of these agencies is required to have an agreement with the Authority. The Off-Airport Rental Car Concession Agreements provide for a fee of 10% of gross revenues. Please see Page 26, F. Customer Facility Charges (CFCs).

B. Vending

The vending rates are currently 30.5% of the monthly gross revenue earned by the concessionaire for income from the vending machines located within the General Aviation Terminal, Commercial Terminal and the Pilot's Lounge. This rate was established through the open bidding process.

C. Catering

The existing rate is 10% of gross revenues directly billed by the vendor and 13% of gross revenues collected by the Authority for the vendor. Catering is provided as a service for the General Aviation customers. This practice will be maintained.

D. Aircraft Detailing

The existing rate is 10% of gross revenues directly billed by the vendor and 13% of gross revenues collected by the Authority for the vendor. Aircraft detailing and washing is provided as a concession for the General Aviation customer.

E. Advertising

The Authority currently does not contract for outside advertising.

TABLE 6 – CONCESSION FEES

A. <u>Rental Cars</u>	
Commercial Terminal	10%
General Aviation Terminal	10%
Off Airport	10%
B. <u>Vending</u>	30.5%
C. <u>Catering</u>	10% / 13%
D. <u>Aircraft Detailing</u>	10% / 13%
E. <u>Advertising</u>	N/A

VIII. COMMERCIAL AIR TRANSPORTATION

Commercial Air Transportation fees include Landing Fees and Joint Use in Common Fees.

Current rates are listed in Table 7.

A. Landing Fees

Landing fees are charged to all commercial air transportation companies, scheduled or non-scheduled. Standard agreements are in place for all commercial operators.

The current established landing fee of \$1.25 per 1,000 pounds of maximum gross landing weight (MGLW) will assist in the costs of future improvements to the Commercial Terminal Public Areas.

Landing Fees have been waived since March 1, 2002.

B. Joint Use in Common Fees

The Joint Use in Common area at the Commercial Terminal includes all public areas. This area is 13,672 +/- square feet.

The allocation of the Joint Use in Common fee is based on an 80/20 formula. Eighty percent (80%) of the fee is allocated to each airline based on their amount of enplanements as compared to the total enplanements. Twenty percent (20%) of the fee is allocated evenly among each airline. The Authority defines a signatory airline as one with an executed Commercial Terminal Agreement in addition to an executed Commercial Air Transportation Use Agreement.

The current rate is \$5.02 per square foot per annum.

Joint Use in Common Fees have been waived since October 10, 2005.

C. Passenger Facility Charges (PFCs)

The Authority began collecting passenger facility charges effective 01 February of 1995, in accordance with the Aviation Safety and Capacity Expansion Act of 1990 and 14 CFR, Part 158, dated 29 May 1991. The Authority anticipated the need to expand the Commercial Terminal Apron and also to purchase a passenger access lift to be used for handicapped passengers. The Authority was approved to collect up to a total of \$735,000 for both projects. The access lift was purchased early in 1995 and the Commercial Terminal Apron was completed in 1997. An additional PFC application was approved on 1 November 1999 for the purchase of Commute-A-Walks for the Commercial Terminal. The purchase and installation of the Commute-A-Walks was completed in August 2000. The Authority was approved to collect up to \$250,000 for this project. The Authority submitted an "Impose Only" PFC Application in October 2000 for the Rehabilitation of Taxiway "B". The FAA approved this application on 30 November 2001. With the loss of consistent scheduled air carrier service, the Authority with the approval of the FAA, stopped collection of the PFCs in FY 2004.

D. **Air Service Incentive Program**

Because we believe that our community is underserved, both year-round and seasonally, the Authority has implemented an Air Service Incentive Program. Scheduled air carriers providing a minimum of six (6) months continuous service at Naples Municipal Airport to a major hub with connecting service will receive: 1) a waiver of rent for counter and office space, 2) a waiver of landing fees, 3) a waiver of security background investigation (CHRC) fees, and 4) negotiated personnel support including above and below wing services.

Scheduled air carriers not providing continuous service to a major hub or not providing connecting service will receive the same waiver of fees; however, personnel support will be negotiated and based on availability of staff and equipment.

The Incentive Program does **NOT** include an exemption from Passenger Facility Charges, should PFCs be reinstated. All air carriers will continue to be responsible for their security costs associated with 14 CFR Part 1542/1544, including screening and baggage inspection.

TABLE 7 – COMMERCIAL AIR TRANSPORTATION FEES

A.	<u>Landing Fees</u>	\$1.25	per 1,000 # MGLW
B.	<u>Joint Use in Common Fee</u>	\$5.02	per square foot per year
	Allocated to each Signatory Airline based on:		
	Share of enplanements	80%	
	Evenly shared	20%	

Landing Fees and Joint Use in Common Fees waived during Airline Incentive Program

C.	<u>Passenger Facility Charges</u>	suspended
D.	<u>Air Service Incentive Program</u>	See Section VIII, Item D for information

IX. RENTAL CAR FACILITIES

In March 2002, the Authority completed construction of a Rental Car Facility located in the south quadrant, near the Commercial Terminal. This facility eliminated the multiple wash and fueling sites and created a single facility for these companies, therefore reducing exposure to environmental liabilities. In addition to car washing and fueling equipment, a vehicular staging area and an overflow parking area were constructed.

During early FY 2007, the Authority completed improvements in the General Aviation Terminal for four (4) rental car counters and constructed a ready return lot near the General Aviation Terminal. During FY 2009 through early FY 2010, a complete renovation of the General Aviation Terminal was completed, including the rental car counter area. In FY 2013 the Rental Car Wash and Fueling Facility was renovated.

Rates are listed in Table 8.

A. Fuel (Auto Gas)

The Authority established a cost plus formula. Rental car companies wishing to use the fueling facility must have an approved on-airport or off-airport rental car agreement with the Authority.

B. Car Wash

The Authority established a per-wash rate that includes cost associated with operating the wash facility. This rate does not cover depreciation or damage repair. Individual car rental companies will be billed for any damage caused by their company. If an individual company cannot be identified, all rental car companies will share the cost equally.

C. Ready Return Parking

The 94 ready return parking spaces are located directly adjacent to the Commercial Terminal. These spaces may be allocated annually based upon the volume and activity reported by the rental car companies operating out of the Commercial Terminal for the previous year.

During early FY 2007, a new ready return parking lot with 50 parking spaces was completed. This lot serves the rental car companies operating out of the General Aviation Terminal. The 15,800 +/- square foot area is leased at the North Quad land rate.

Each of the rental car companies operating out of the General Aviation Terminal is allotted two (2) additional parking spaces located landside adjacent to or in close proximity to the General Aviation Terminal.

D. Overflow Parking – Commercial Terminal

A 168-space parking area was constructed as a part of the Rental Car Facility project. The 69,559 square foot area is leased at the South Quad land rate and allocated based upon the volume and activity report for the previous year, or as otherwise determined by mutual agreement.

E. **Equipment Storage Units**

Equipment storage units were constructed as part of the Rental Car Facility project. The units are leased at the same rate as the storage units associated with T-hangars.

F. **Fuel and Car Wash Access Keys**⁷

Each Rental Car Company operating under a concession agreement with the Authority may be provided access to the fueling and car wash facility. Access is obtained through the use of an Authority issued electronic key system. The Rental Car Company will be issued two (2) keys at no charge. Additional or replacement keys shall be purchased for a non-refundable fee of \$25.00 each.

G. **Customer Facility Charges (CFCs)**

The cost of the Rental Car Facility is reimbursed to the Authority through Customer Facility Charges collected by the rental car companies. The cost of the General Aviation Terminal Rental Car Improvements (counters, ready return lot, and Wash/Fueling Facility renovation) have also been reimbursed to the Authority through Customer Facility Charges. Both the on- and off-airport rental car companies are required to collect \$2.50 for each rental transaction day, up to a maximum of seven (7) days per rental.

⁷ Added 12/29/2016

TABLE 8 – RENTAL CAR FACILITY FEES⁸

A.	<u>Fuel (Auto Gas)</u>	Cost +	\$ 0.25	per-gallon
B.	<u>Car Wash</u>		\$0.75	per wash
C.	<u>Ready Return Parking</u>			
	Commercial Terminal		\$17.55	per space per month
	General Aviation Terminal – Ready Return		\$12.93	per space per month
	General Aviation Terminal – Landside		\$27.29	per space per month
D.	<u>Overflow Parking</u>			
	Commercial Terminal		\$0.425	per square foot per year
E.	<u>Equipment Storage Units</u>		\$4.18	per square foot per year
F.	<u>Fuel and Car Wash Access Keys</u>			
	First 2 Keys		No Charge	
	Additional and Replacement Keys		\$25.00	per key
G.	<u>Customer Facility Charges</u>		\$2.50	per day (max. 7 days)

⁸ Schedule corrected 12/19/2016

X. OTHER

Other fees include income from miscellaneous items, such as fees for faxes, copies, badges and keys. Rates are listed on Table 9.

A. Faxes and Copies

The Authority charges customers for faxes at \$1.00 per page for outgoing long distance faxes. There is no charge for incoming faxes.

The Authority charges customers for copies. The established rate is \$0.05 per copy.

These rates are comparable with rates charged in the local community by others providing these services. These rates will cover the operating and maintenance costs of the fax machine and the copier.

B. Tenant Badges

Every airfield lease tenant is issued up to two (2) badges at no charge to allow them access to their hangar or other leasehold. Additional or replacement badges for authorized individuals shall be purchased for a non-refundable fee of \$50.00 each. Each tenant/leaseholder must provide evidence of aircraft ownership, partnership, club membership or spousal relationship.

C. Keys

Every tenant is issued two (2) keys at no charge to allow them access to their hangar or other leasehold. Additional or replacement keys shall be purchased for a non-refundable fee of \$25.00 each. Upon termination of a hangar lease, all keys issued to tenants will be returned to the Authority. If all keys are not returned, a charge of \$40.00 for a lock change, tax included, will be charged. If the tenant requests a lock change, there will be a charge of \$40.00 for the lock change and \$25.00 per key, tax included.

D. Construction Badges

In accordance with Authority security procedures, the Authority issues construction badges to individuals that have passed specific training and background checks and who will be in the movement/non-movement area for construction projects or other work. This fee has been established to cover personnel, equipment and materials costs.

E. Escort Fee

From time to time, tenants request Authority staff to escort their contractors, vendors, etc. to and from their hangar. The Authority provides this service based on the availability of Authority staff. This fee has been established to cover personnel and vehicle costs. Tenants should contact the Duty Officer in advance to schedule this service.

F. **Fuel Spill Cleanup Fee**

The Authority maintains the necessary equipment and materials to respond immediately to fuel spills on the airport. The customer is responsible for any costs associated with the cleanup of any fuel spill due to the customer's operations or condition of the customer's aircraft. A flat fee will be charged to the customers for fuel spills of five (5) gallons or less and for fuel spills of ten (10) gallons or less. The customer will be charged the direct cost (materials, labor, disposal fee, etc.) of spills greater than ten (10) gallons. This fee is based on historical cost.

G. **Public Information Requests**

The Authority adopted the copying charges as provided in the Florida Statutes as the established rate for Public Information Requests. In addition, the Authority maintains the right to charge for extensive staff time (15 minutes or more) to access and copy requested information. Copying charges are exempt from sales tax.

H. **Reimbursement of Legal Fees**

Legal fees for documents prepared, modified, or reviewed by the Authority's legal counsel will be reimbursed to the Authority by the initiating party, regardless of the outcome of the proposed transaction.

I. **Recovery Fees**

In dealing with an aircraft incident or excursion from the runway, the Authority may charge for recovery of costs of employees and equipment on an hourly basis and direct costs of outside resources.

J. **US Customs User Fees**

The Authority opened a U.S. Customs and Border Protection General Aviation Facility in November 2010. In order to recoup Authority borne expenses for this facility, the Authority established User Fees for clearing customs based on the size of the aircraft. Customers wishing to clear customs after-hours will be responsible for the overtime charges. This is a fixed amount per hour with a minimum charge of two (2) hours. Overtime hours include the Customs Officer's travel time to and from the airport.

Galley refuse and garbage from international arriving aircraft is accepted at the Naples Municipal Airport and must be disposed in accordance with federal regulations. A per aircraft fee has been established for each aircraft requiring this service.

K. **Special Events⁹**

Non-aeronautical special events that are held on airport grounds will incur a \$1,500 fee for each day of the event. Non-profit organizations may be exempted from the event fee on a case-by-case basis. The Authority's Special Event Agreement will be required. Ninety (90) days advance notice

⁹ Added 12/29/2016

is requested. The Authority may limit the number of non-aeronautical special events to no more than one (1) per month.

Special Event – Helpful Hints

Please make sure you have the proper approvals prior to any promotion of your event.

You may need a Special Event permit issued by the City of Naples so please contact the City of Naples Community Service Department as soon as possible. If required, a Special Event permit application must be submitted to the City's Community Services Department at least 60 days prior to the event.

In most cases you will need to provide:

1. The address of the facility.
2. A legible site plan showing fire access, parking, cooking, generators, and hydrant locations.
3. A scaled floor plan that shows interior measurements, location of all exits and any other items that will occupy the space.
4. Number of people anticipated to be in attendance.
5. A scaled seating plan that complies with the life safety code.
6. A narrative of the event description and what will occur during the event. Will the hangar door be open during the event?
7. Description of the decorations to be used and copies of flame resistive certificates for any curtains, drapes, etc.
8. Description of the equipment to be used for cooking?
9. Copies of two certified crowd managers certificates. (Number of crowd managers to be determined based on description of event, and occupancy load expected.
10. Other information may be required.
11. All events are evaluated on a case by case basis, as events are unique, and may require payment of a fire inspector's fee. This is determined when the event is submitted to the Fire-Rescue Department for approval.

TABLE 9 – OTHER FEES¹⁰

A. <u>Faxes and Copies</u>			
	Faxes	\$1.00	per page
	Copies	\$0.05	per page
B. <u>Tenant Badges</u>			
	Up to 2 Badges	No Charge	
	Additional and Replacement Badges	\$50.00	per badge
	Non-Returned Badges	\$50.00	per badge
C. <u>Keys</u>			
	First 2 Keys	No Charge	
	Additional and Replacement Keys	\$25.00	per key
	Lock Change	\$40.00	per change
D. <u>Construction Badges</u>			
	Administration Fee – Full ID	\$50.00	per badge
	Administration Fee – Non-Photo	\$20.00	per badge
	Replacement Badge	\$50.00	per badge
E. <u>Escort Fee (1 Hour Minimum)</u>			
		\$50.00	per hour
F. <u>Fuel Spill Cleanup</u>			
	Up to 5 gallons	\$250.00	
	Over 5 gallons to 10 gallons	\$500.00	
	Over 10 gallons	Direct Cost	
G. <u>Public Information Requests</u>			
	Standard Copies – one sided	\$0.15	per page
	Standard Copies – two sided	\$0.20	per page
	Certified Copies	\$1.00	per page
	Staff Cost	Staff Time x Hourly Wage	
	Aerial Maps, Blueprints and/or Cassette Tapes – based on sizes and current costs		
H. <u>Reimbursement for Legal Fees</u>			
		As invoiced by Authority Legal Counsel	
I. <u>Recovery Fees</u>			
		Time and materials	
J. <u>US Customs User Fees</u>			
	Single Engine	\$50.00	per clearing
	Twin Engine	\$100.00	per clearing
	Turbo-Prop (SE of TE)	\$150.00	per clearing
	Jet – Small (<42' wing)	\$200.00	per clearing
	Jet – Medium (42' – 57' wing)	\$300.00	per clearing
	Jet – Large (58' – 64' wing)	\$350.00	per clearing
	Jet – XLarge (>64' wing)	\$400.00	per clearing
	After Hours/Overtime Fee	\$140.00	per hour (2 hour minimum)
	International Garbage Fee	\$75.00	per aircraft
K. <u>Special Events</u>			
		\$1,500	each day of the event

¹⁰ Schedule updated 12/29/2016