



## **CITY OF NAPLES AIRPORT AUTHORITY**

### **NAPLES MUNICIPAL AIRPORT**

### **RATES AND CHARGES**

**FISCAL YEAR 2019 (1 October 2018 – 30 September 2019)**

*Updated November 13, 2018*

*Updated December 17, 2018*

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

**NOTE: This document may be revised at any time. Please visit our website at [www.flynapples.com](http://www.flynapples.com) for the most current rates and charges.**

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## I. INTRODUCTION

These rates and charges have been established by the City of Naples Airport Authority (the “Authority”) by taking into account the costs associated with the operation and maintenance of the airport, as well as the necessary recovery of capital investment into its facilities.

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.

## II. AVIATION FUEL PRICING

### A. General

In accordance with federal regulations, an airport sponsor, including the Naples Airport Authority (the “Authority”), may elect to provide certain aeronautical services directly using its own employees, vehicles, equipment and resources. In this case, the sponsor can exercise its proprietary exclusive right. **The Authority, as the owner and operator of the Naples Airport (the “Airport”), declares its proprietary exclusive right to provide the sale of aviation fuels.** 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.

For current prices, contact Customer Service at (239) 643-0404 or visit [www.flynaples.com](http://www.flynaples.com).

### B. Fuel Pricing Components

Fuel pricing for the various programs is based on a number of factors related to the costs of providing the service and includes a return on the investment made by the Naples Airport Authority. These components include:

Cost of Goods Sold – (COGS) is the actual cost of the fuel product delivered to the Airport and the primary determinant of all programs except the Contract Fuel Program.

Expenses – Annual direct and allocated indirect labor, operational expenses, and capital recovery costs associated with the operation of the FBO. The FBO expense rate per gallon is derived by dividing total annual FBO expenses by total annual fuel volumes.

Margin – Set fee established for various programs that represents the Airport Authority’s return for

assuming the inherent risks to provide fuel services including the investment in FBO facilities and equipment. The current margin for full service Jet A sales is \$1.00 per gallon. Similarly, the margin for AvGas has been set by the Authority at \$0.60 per gallon. All discounts extended to customers are taken from the margin. The Authority reserves the right to adjust the margin from time-to-time to reflect changing economic conditions and/or other factors.

Airfield Cost Recovery (ACR) – A separately calculated fee determined using a compensatory rate methodology that includes the previous fiscal year’s annual operating and capital recovery cost related to the airfield and divided by the total annual fuel volume. The ACR may be considered an alternative to a landing fee and was formerly known as the Fuel Flowage Fee. For the 2019 fiscal year, the ACR was calculated to be \$0.44 per gallon of fuel, but has been discounted to \$0.30.

C. **Fuel Pricing Programs**

Pursuant to the reservation of proprietary exclusive rights, the Authority currently promulgates nine (9) distinctive programs for various aviation fuel services at the airport. These programs are:

1. Jet A Full-Service Retail
2. Jet A Prepaid Full-Service\*
3. Jet A Contract
4. Jet A Annual Volume Contract
5. AvGas Full Service Retail
6. AvGas Prepaid Full-Service\*\*
7. AvGas Direct Bill Full-Service
8. AvGas Public Self-Fueling Facilities
9. Tenant Self-Fueling

\* *Jet A Prepaid Accounts will be phased out effective May 31, 2019.*

\*\* *AvGas Prepaid Accounts will be phased out TBD no later than May 31, 2019.*

**1. Jet A Full-Service Retail Fuel Program**

The price for non-discounted full-service retail Jet A is based on the aforementioned components and applied as follows:

$$\text{Jet A Retail \$} = \text{COGS} + \text{Expenses} + \text{Jet A Margin} + \text{ACR}$$

There is a discount based on the volume of fuel purchased per each transaction as shown in **Table 1**. A separate discount off the full retail price is available to established full-time and seasonal tenants of the Airport regardless of uplift volume. The discounts for transaction or tenant status are not cumulative to any other discounts. In the example below, COGS equals \$3.00 per gallon.

<b>Table 1</b>		
<b>Jet A Full Service Program</b>		
<b><u>Discount</u></b> <sup>1</sup>	<b><u>Retail</u></b>	<b><u>Price</u></b> <sup>2</sup>
-	Less than 350 gal	\$ 5.10
(0.10)	350 – 749 gal	\$ 5.00
(0.20)	750 – 1,499 gal	\$ 4.90
(0.30)	1,500 gal or more	\$ 4.80
<b><u>Tenants</u></b>		
(0.70)	Based Tenant <sup>3</sup>	\$ 4.40
(0.50)	Seasonal Tenant <sup>4</sup>	\$ 4.60
<sup>1</sup> discount taken from Jet A margin <sup>2</sup> example based on Jet A COGS = \$3.00/gal <sup>3</sup> requires minimum 12-month lease <sup>4</sup> requires minimum 3-month lease		

## 2. Jet A Prepaid Full-Service Fuel Program

Included in Table 2 below are the prices available for existing full-time tenants of the Airport and non-based aircraft owners who have prepaid the Authority for their Jet A fuel purchases. No new accounts are being accepted for the Prepaid program, nor will inactive accounts be reactivated. The prepaid program is currently being phased out and will be terminated effective May 31, 2019 and balances will either be (1) refunded to the account owners or (2) applied to their hangar rent at the customer’s discretion. Discounts for Prepaid Accounts are not cumulative with any other discount.

Only aircraft owned by the customer, or under the customer’s exclusive control, may be fueled under this program, a list of which must be provided to the Authority. The Authority, in its sole discretion, reserves the right to request additional information regarding aircraft ownership or exclusive control agreements and to reject any aircraft from the program that it deems ineligible.

Participants are responsible for monitoring the balance of their prepaid fuel accounts and must maintain a prepaid balance on their accounts in order to preserve uninterrupted participation in this program. When prepaying their account, Jet A customers are required to replenish funds to a minimum ten thousand dollar (\$10,000) balance. If the customer’s prepaid fuel account balance is insufficient to complete any fuel purchase transaction, the customer will be charged the appropriate Full-Service Retail rate less any appropriate discount.

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 the following Monday. Intervening holidays could delay the credit. All prepayments must be made by check or money order. Credit card payments are not accepted under this program. Account holders have sixty (60) days to dispute their account balance. After such time, all balances will be considered correct.

To the extent permitted by applicable law, the Authority reserves a right of offset in all of its customers' accounts with the Authority for all obligations of the customer doing business at the airport, including without limitation the right to set off the balance in any Prepaid Fuel Account against delinquent obligations of the customer, including amounts due the Authority for rent, tie-down fees, fuel charges and other airport services provided to the customer.

Prepaid account holders shall authorize the Authority, to the extent permitted by applicable law, to charge or offset 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.

<b>Table 2</b>		
<b>Jet A Prepaid<sup>1</sup> Full-Service Program</b>		
<u>Discount</u>		<u>Price<sup>2</sup></u>
(0.70)	Tenant	\$ 4.40
(0.40)	Non-Based Owner	\$ 4.70

<sup>1</sup> Jet A prepaid accounts to be phased out effective May 31, 2019  
<sup>2</sup> example based on Jet A COGS = \$3.00/gal

### 3. Jet A Contract Fuel Program

The Authority has entered into an agreement with its fuel provider to offer customers the option to purchase fuel directly from them using a proprietary credit card as outlined in **Table 3** below. The Authority will provide the into plane fuel service, but the customer will be billed by the fuel supplier under a separate agreement between the customer and fuel supplier. The Authority's price under the Contract Fuel Program, referred to as the Into Plane Fee (ITP), is based on each pricing component with the exception of the cost of the fuel product (COGS) and is applied as follows:

$$\text{Jet A ITP \$} = \text{Expenses} + \text{Margin} + \text{ACR}$$

<b>Table 3</b>		
<b>Jet A Contract Fuel Program</b>		
<u>Discount</u> <sup>1</sup>	<u>Retail</u>	<u>ITP</u>
-	Less than 350 gal	\$ 2.00
(0.10)	350 – 749 gal	\$ 1.90
(0.20)	750 – 1,499 gal	\$ 1.80
(0.30)	1,500 gal or more	\$ 1.70
	<b><u>Tenants</u></b>	
(0.70)	Based Tenant <sup>2</sup>	\$ 1.30
(0.50)	Seasonal Tenant <sup>3</sup>	\$ 1.50

<sup>1</sup> discount taken from Jet A margin  
<sup>2</sup> requires minimum 12-month lease  
<sup>3</sup> requires minimum 3-month lease

#### 4. Jet A Annual Volume Discount Fuel (Contract)

The Annual Volume Discount Fuel program offers a significant discount in the retail Jet A fuel price for customers participating in the Contract Fuel Program with large annual purchases of fuel. Only aircraft owned by the customer, or under the customer’s exclusive control, may be fueled under this program, a list of which must be provided to the Authority. The Authority, in its sole discretion, reserves the right to request additional information regarding aircraft ownership/exclusive control and to reject any aircraft from the program that it deems ineligible.

The threshold for eligibility for Annual Volume program participation is 10,000 gallons or more over the previous 12-month period. **Table 4** presents the various levels of volume and the discounts conveyed for each level.

<u>Discount</u>	<u>Annual Volume</u> <sup>1</sup>	<u>ITP</u>
-	Less than 10,000 gal	<i>See Table 3</i>
(0.30)	10,000 – 49,999 gal	\$ 1.70
(0.50)	50,000 – 99,999 gal	\$ 1.50
(0.60)	100,000 – 349,999 gal	\$ 1.40
(0.70)	350,000 – 749,999 gal	\$ 1.30
(0.75)	750,000 – 1,249,999 gal	\$ 1.25
(0.80)	1,250,000 gal or more <sup>2,3</sup>	\$ 1.20

<sup>1</sup> based on previous 12-month period (reviewed monthly)  
<sup>2</sup> includes complimentary ground support services & equipment  
<sup>3</sup> first night parking waived with purchase of fuel (no min uplift)

The Annual Volume Discount program is not cumulative with any other discount program. Customers who purchase more than 1,250,000 gallons annually are offered complementary ground support services and equipment, which includes the use of the lavatory cart, ground power unit (GPU), potable water, and dishwashing services.

#### 5. AvGas Full Service Retail

The price for non-discounted Full-Service Retail AvGas is based using a methodology similar to that of Jet A and applied as follows:

$$\text{AvGas Retail Price} = \text{COGS} + \text{Expenses} + \text{AvGas Margin} + \text{ACR}$$

As shown in Table 5, a discount off the full-service AvGas retail price is available to existing full-time and seasonal tenants of the Airport. A Tenant Discount will be offered to those with a minimum 12- month lease with the Authority. A seasonal tenant must hold a minimum 3-month lease with the Authority. The discount for tenant status is not cumulative to any other discounts. In the example below, COGS equals \$3.55 per gallon.



**Table 5  
AvGas Full-Service Retail and Self-Fueling Program**

<u>Discount</u> <sup>1</sup>	<u>Discount Program</u>	<u>Price</u> <sup>2</sup>
	<b>Full Service Retail AvGas (100LL)</b>	\$5.25
	<b><u>Tenant Discount</u></b>	
(0.50)	Tenant Discount <sup>3</sup>	\$4.75
(0.25)	Seasonal Tenant Discount <sup>4</sup>	\$5.00
	<b><u>AvGas Prepaid Account</u></b> <sup>5</sup>	
(0.60)	Tenant	\$4.65
(0.25)	Non-Based Owner	\$5.00
	<b><u>AvGas Direct Bill Account</u></b> <sup>6</sup>	
(TBD)	Eligible Customers Only	\$ TBD
(1.00)	<b><u>AvGas (100LL) Self-Fueling</u></b> Facilities located north and south of the General Aviation Terminal	\$4.25
<sup>1</sup> discount taken from AvGas margin <sup>2</sup> example based on AvGas COGS = \$3.55/gal <sup>3</sup> requires minimum 12-month lease <sup>4</sup> requires minimum 3-month lease <sup>5</sup> Prepaid discount program to be discontinued effective TBD <sup>6</sup> Subject to credit application. Payment terms TBD		

**6. AvGas Prepaid Full-Service Fuel Program**

Table 3 also shows the discount available for existing full-time tenants of the Airport and non-based aircraft owners who have prepaid the Authority for their AvGas fuel purchases. No new accounts are being accepted for the Prepaid program, and inactive accounts will not be reactivated. The prepaid program is currently being phased out and will be terminated on a date to be determined (TBD) in 2019. Balances will be (1) refunded to the account owners or (2) applied to their hangar rent at the customer’s discretion. The discount for Prepaid Accounts is not cumulative with any other discount.

Similar to the Jet A Prepaid program, only aircraft owned by the customer, or under the customer’s exclusive control, may be fueled under this program, a list of which must be provided to the Authority.

Also, participants must maintain a prepaid balance on their accounts in order to preserve uninterrupted participation in this program. When prepaying their account, AvGas customers are required to replenish funds to a minimum five thousand dollar (\$5,000) balance. If the customer’s prepaid fuel account balance is insufficient to complete any fuel purchase transaction, the customer will be charged the appropriate Full-Service Retail rate less any other appropriate discount.

## 7. AvGas Direct Bill Full-Service Fuel Program (effective Date to be determined)

The discount available to eligible customers subject to a credit application enrolling in the Authority's program where each fuel purchase are paid through direct billing to the customer is also shown on **Table 3**. The eligibility threshold and payment terms will be published at a date to be determined. Late payments will be assessed late fees and interest and, if on-time payments become a recurring problem, the participant will be denied further participation in the discount program.

## 8. AvGas Public Self-Fueling Facilities

There are two (2) AvGas Authority owned and operated Public Self-Fueling Facilities available for customers, one located on the north and south sides of the General Aviation Terminal. Public Self-Fueling pricing is set to provide the lowest cost fuel option for AvGas customers and is based on the following formula:

$$\text{Avgas Public Self-Fueling \$} = \text{COGS} + 50\% \text{ of Expenses} + \text{ACR}$$

The AvGas margin rate is waived for Self-Serve AvGas.

## 9. Tenant Self-Fueling Program

Self-Fueling (not to be confused with Public Self-Fueling) by airport tenants is permitted under the Private Self Fueling License and strict compliance with the Airport Rules and Regulations. There is an initial, one-time nonrefundable fee of one thousand dollars (\$1,000), payable to the Authority upon application for a license. The Private Self Fueling License requires that the tenant pay the established Airfield Cost Recovery (ACR) Fee to the Authority, which is calculated based on the net gallons delivered into the tenant's fuel storage facility. The tenant is responsible for promptly providing the Authority with the bill of lading for each fuel delivery.

### D. Minimum Charge

For any full-service fuel order, there is a \$25.00 minimum charge and a minimum cancellation charge of \$25.00 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 or location of the aircraft.

### E. Aviation Oil

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

**Rates and charges are subject to change without notice. For current prices, contact Customer Service at (239) 643-0404 or visit [www.flynapples.com](http://www.flynapples.com).**

### **III. HANGARS / TIE-DOWNS / 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.

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 interested in leasing aircraft storage space shall contact the Leasing Department. The Leasing 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 interested in leasing aircraft storage space that is not yet available must first apply to be placed on the "Hangar Waiting List." A non-refundable fee of an amount equal to the current one-month's rent per aircraft/per type request form is required. Customers must have an aircraft within ninety (90) days of leasing a storage space. The Authority may return the fee to a customer, if the customer requests removal from the list prior to being offered a storage space.

#### **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. Tie-downs**

Tie-down fees are charged per size of aircraft and space occupied.<sup>1</sup> Customers wishing to lease aircraft storage space should contact the Leasing Department. Tenants wishing to base aircraft at the airport (minimum 3-months) 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.<sup>1</sup> Ramp fees will be waived with minimum fuel purchase.

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<sup>1</sup> 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/TIE-DOWNS/RAMP FEES**

A.	<b><u>T-Shelters</u></b>		<b>Annual Lease</b>	\$0.171	per square foot per month
			<b>Transient</b>	\$45.00	daily
				\$192.00	weekly
				\$547.00	monthly
				\$250.00	monthly (6 - month minimum)
	<b><u>T-Hangars</u></b>		<b>Annual Lease</b>		
			Hangars w/Sliding Doors	\$0.311	per square foot per month
			Hangars w/Power Doors	\$0.381	per square foot per month
			Large Hangars w/Power Doors	\$0.515	per square foot per month (includes towing)
			<b>Transient</b>	\$78.00	daily
			\$329.00	weekly	
			\$987.00	monthly or \$1,202 if over 1,400 sf	
			\$493.00	monthly or \$700 if over 1,400 sf (6 - month minimum)	
<b><u>Executive Hangar</u></b>		Monthly	\$0.950	per square foot per month	
		<b>Transient</b>			
		Single Engine	\$83.00	daily/overnight	
			\$1,285.00	monthly	
		Twin Engine	\$110.00	daily/overnight	
			\$1,749.00	monthly	
		Turbo Prop	\$164.00	daily/overnight	
			\$2,567.00	monthly	
		Jet	\$193.00	daily/overnight	
			\$2,977.00	monthly	
<b><u>Storage Units</u></b>			\$0.600	per square foot per month	
B.	<b><u>General Aviation Multiplex Hangars</u></b>			Rates established by appraisal on a case-by-case basis	

**C. Tie-downs**

**Leases must be signed at the beginning of the term. If no lease has been executed, then the Transient Rate will apply.**

<u>Annual Leases (12 mos. +)</u>		<u>Short-Term Leases (3 mos. +)</u>	
Single	\$ 90.00	Single	\$ 110.00
Twin	\$ 145.00	Twin	\$ 190.00
Turbo	\$ 345.00	Turbo	\$ 400.00
Jet - SM (<42' wing)	\$ 415.00	Jet - SM (<42' wing)	\$ 475.00
Jet - MED (42' - 57' wing)	\$ 465.00	Jet - MED (42' - 57' wing)	\$ 525.00
Jet - LRG (58' - 64' wing)	\$ 520.00	Jet - LRG (58' - 64' wing)	\$ 600.00
Jet - XLRG (>64' wing)	\$ 580.00	Jet - XLRG (>64' wing)	\$ 750.00
Helicopter	\$ 145.00	Helicopter	\$ 190.00

**Monthly TRANSIENT Rate - NO LEASE**

Single	\$ 200.00
Twin	\$ 350.00
Turbo	\$ 500.00
Jet - SM (<42' wing)	\$ 800.00
Jet - MED (42' - 57' wing)	\$ 1,000.00
Jet - LRG (58' - 64' wing)	\$ 1,200.00
Jet - XLRG (>64' wing)	\$ 1,700.00
Helicopter	\$ 500.00

**Daily TRANSIENT Rate**

Single	\$ 20.00
Twin	\$ 35.00
Turbo	\$ 50.00
Jet - SM (<42' wing)	\$ 80.00
Jet - MED (42' - 57' wing)	\$ 110.00
Jet - LRG (58' - 64' wing)	\$ 165.00
Jet - XLRG (>64' wing)	\$ 225.00
Helicopter	\$ 55.00

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

Single	\$ 20.00/10 gal.
Twin	\$ 30.00/20 gal.
Turbo	\$ 100.00/70 gal.
Jet - SM (<42' wing)	\$ 125.00/80 gal.
Jet - MED (42' - 57' wing)	\$ 225.00/220 gal.
Jet - LRG (58' - 64' wing)	\$ 350.00/300 gal.
Jet - XLRG (>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 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 in effect at the time of signing, 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".

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 having (i.) an initial term of more than three (3) years; or (ii.) a provision to extend the initial term beyond two (2) years require Board approval. Shorter term subleases may be approved by the Executive Director. See also “Reimbursement of Legal Fees”.

**TABLE 3 – BUILDINGS RATES\***

A. <b><u>Airport Office Building</u></b>	\$ 19.47	per square foot per year
B. <b><u>Commercial Terminal</u></b>		
Office	17.83	per square foot per year
Ticket Counter	26.21	per square foot per year
C. <b><u>General Aviation Terminal</u></b>		
Rental Car Counter	286.13	per month
D. <b><u>General Aviation Multiplex Office</u></b>	Rates established by appraisal on a case-by-case basis	

\*Other rates may be negotiated on a case-by-case basis through a competitive solicitation or other similar process.

## 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.

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.

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. **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 24. 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 having (i.) an initial term of more than three (3) years; or (ii.) a provision to extend the initial term beyond two (2) years require Board approval. Shorter term subleases may be approved by the Executive Director. See also “Reimbursement of Legal Fees”.

**TABLE 4 – LAND RATES\***

A. <b><u>North Quadrant</u></b>	\$ 0.300	per square foot per year
<b><u>South Quadrant</u></b>	\$0.448	per square foot per year
<b><u>East Quadrant</u></b>	\$0.515	per square foot per year
B. <b><u>West Quadrant</u></b>		Not established
C. <b><u>Site Sketch and Legal Description Fee</u></b> <sup>2</sup>	\$1,200.00	Regular Parcel
	\$1,600.00	Large or Irregular Parcel

\*Other rates may be negotiated on a case-by-case basis through a competitive solicitation or other similar process.

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<sup>2</sup> If actual 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. The Authority's 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 recover 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 owns several 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 the Authority's 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. **Scissor Lift**

The Authority currently owns one (1) scissor lift 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 hand washed will be charged a higher rate.

M. **Laundry**

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

N. **Dry Cleaning**

Dry cleaning is available through a third party vendor. Prices will vary by service.

**TABLE 5 – LINE SERVICES RATES**

A.	<b><u>Towing</u></b>	\$ 50.00	per requested service
		\$ 0.134	per sq. ft. of hangar space w/lease
B.	<b><u>Lavatory Cart Service</u></b>	\$45.00	per service
C.	<b><u>Ground Power Unit 28V</u></b>	\$30.00	per 2-hour service
D.	<b><u>Ground Power Unit 60 KVA</u></b>	\$75.00	per 2-hour service
E.	<b><u>Air Conditioner Unit</u></b>	\$100.00	per 2-hour service
F.	<b><u>Air Start</u></b>	\$200.00	per service
G.	<b><u>Baggage Belt Loader</u></b>	\$100.00	per requested service
H.	<b><u>Telehandler</u></b>	\$250.00	per hour 1 hour minimum
I.	<b><u>Scissor Lift</u></b>	\$150.00	per hour 1 hour minimum
J.	<b><u>Articulating Boom Lift</u></b>	\$150.00	per hour 1 hour minimum
K.	<b><u>Potable Water</u></b>	\$35.00	per service
L.	<b><u>Dishwashing</u></b>	\$25.00	per bin
		\$50.00	per bin (hand-washed)
M.	<b><u>Laundering</u></b>	\$25.00	per load
N.	<b><u>Dry Cleaning</u></b>	Price varies by service provided	

## **VII. CONCESSION FEES**

Concession Fees are charged for the following services on the airport: Car rental, vending, catering, aircraft detailing, mobile aircraft maintenance and advertising. Rental car and vending 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. Rental car agencies in the Commercial Terminal are required to pay 10% of gross revenues and rental car agencies in the General Aviation Terminal are required to pay a minimum annual guarantee (MAG), or 10% of gross revenues, whichever is greater. In addition, agencies serving other facilities on the airport are required to pay the Authority 10% of gross revenues. Please see Page 21, G. Customer Facility Charges (CFCs).

### **B. Vending**

Concessionaires shall pay to the Authority 20% of their monthly gross revenues for income generated from the vending machines located within the General Aviation Terminal, Commercial Terminal and the Pilot's Lounge. This rate was established through an open bidding process.

### **C. Catering**

Catering is provided as a service for the General Aviation customers. Concessionaires shall pay to the Authority 10% of gross revenues directly billed by the vendor and 13% of gross revenues collected by the Authority on behalf of the vendor.

### **D. Aircraft Detailing**

Aircraft detailing and washing is provided as a concession for the General Aviation customer. Concessionaires shall pay to the Authority 10% of gross revenues directly billed by the vendor and 13% of gross revenues collected by the Authority for the vendor.

### **E. Mobile Aircraft Maintenance for Aircraft on Ground (AOG)**

Mobile Aircraft Maintenance concessionaires are limited to performing work specifically related to an AOG, and shall not engage in general aircraft maintenance or repair. Concessionaires shall pay to the Authority 10% of gross revenues directly billed by the vendor. This shall not apply to warranty work performed or contracted for by the manufacturer at no charge to the customer.

**TABLE 6 – CONCESSION FEES**

A. <b><u>Rental Cars</u></b>	
Commercial Terminal	10%
General Aviation Terminal	10% or MAG
Off Airport	10%
B. <b><u>Vending</u></b>	20%
C. <b><u>Catering</u></b>	10% / 13%
D. <b><u>Aircraft Detailing</u></b>	10% / 13%
E. <b><u>Mobile Aircraft Maintenance for AOG</u></b>	10%

## **VIII. RENTAL CAR FACILITIES**

A Rental Car Facility is located in the south quadrant of the airport, near the Commercial Terminal. It includes car washing and fueling equipment, a vehicular staging area and an overflow parking area.

There are four (4) rental car counters and a ready return parking near the General Aviation Terminal.

Rates are listed in Table 7.

### **A. Fuel (Auto Gas)**

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

### **B. Car Wash**

The Authority has established a per-wash rate that includes costs associated with operating the car 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**

There are ready return parking spaces located directly adjacent to the Commercial Terminal, which 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.

An additional lot serves the rental car companies operating out of the General Aviation Terminal.

Each of the rental car companies operating out of the General Aviation Terminal is also allotted two (2) curbside parking spaces in close proximity to the General Aviation Terminal.

### **D. Overflow Parking – Commercial Terminal**

A 69,559 square foot area is available for lease in the South Quadrant of the airport. Space is 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 are available for lease by

### **F. Fuel and Car Wash Access Keys**

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. Two (2) keys will be issued at no charge. Additional or replacement keys shall be purchased for a non-refundable fee of \$30.00 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.

**TABLE 7 – RENTAL CAR FACILITY FEES**

A. <b><u>Fuel (Auto Gas)</u></b>	Cost +	\$ 0.25	per-gallon
B. <b><u>Car Wash</u></b>		\$0.75	per wash
C. <b><u>Ready Return Parking</u></b>			
Commercial Terminal		\$18.40	per space per month
General Aviation Terminal – Long-Term		\$13.56	per space per month
General Aviation Terminal – Curbside Ready Return		\$28.62	per space per month
D. <b><u>Overflow Parking</u></b>			
Commercial Terminal		\$0.446	per square foot per year
E. <b><u>Equipment Storage Units</u></b>		\$4.38	per square foot per year
F. <b><u>Fuel and Car Wash Access Keys</u></b>			
First 2 Keys		No Charge	
Additional and Replacement Keys		\$30.00	per key
G. <b><u>Customer Facility Charges</u></b>		\$2.50	per day (max. 7 days)



## **IX. OTHER**

Other fees include income from miscellaneous items, such as fees for faxes, copies, badges and keys. Rates are listed on Table 8.

### **A. Faxes and Copies**

Faxes may be sent at a rate of \$1.00 per page. There is no charge for incoming faxes.

Photocopies are available at a rate of \$0.15 per one-sided 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. There is a \$50.00 fee for each non-returned badge. 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 \$30.00 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 \$50.00 for a lock change, tax included, will be charged. If the tenant requests a lock change, there will be a charge of \$50.00 for the lock change and \$30.00 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**

In order to recover 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 Events**

Non-aeronautical special events that are held on airport grounds will incur a fee for each day of the event, which shall be negotiated on a case-by-case basis. Non-profit organizations may be exempted from the event fee, which eligibility will be determined on a case-by-case basis. A Special Event Agreement must be executed with a minimum of ninety (90) days advance notice. In order to meet the operational needs of the airport, the Authority may place limits on the quantity, duration and/or timing of non-aeronautical special events.

## **Special Event – Helpful Hints**

Please make sure you have the all of the required approvals prior to any promotion of the event.

In addition to the Authority's Special Event Agreement, some events require a City of Naples Special Event permit. 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, detailed 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 (tables, chairs, stage, etc.).
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. Include details such as whether a hangar door be open or closed 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, if applicable.
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 8 – OTHER FEES**

<b>A. <u>Faxes and Copies</u></b>			
	Faxes	\$1.00	per page
	Copies	\$0.15	per page
<b>B. <u>Tenant Badges</u></b>			
	Up to 2 Badges	No Charge	
	Additional and Replacement Badges	\$50.00	per badge
	Non-Returned Badges	\$50.00	per badge
<b>C. <u>Keys</u></b>			
	First 2 Keys	No Charge	
	Additional and Replacement Keys	\$30.00	per key
	Lock Change	\$50.00	per change
<b>D. <u>Construction Badges</u></b>			
	Administration Fee – Full ID	\$50.00	per badge
	Administration Fee – Non-Photo	\$20.00	per badge
	Replacement Badge	\$50.00	per badge
	Non-Returned Badges	\$50.00	per badge
<b>E. <u>Escort Fee (1 Hour Minimum)</u></b>			
		\$50.00	per hour
<b>F. <u>Fuel Spill Cleanup</u></b>			
	Up to 5 gallons	\$250.00	
	Over 5 gallons to 10 gallons	\$500.00	
	Over 10 gallons	Direct Cost	
<b>G. <u>Public Information Requests</u></b>			
	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 Video Tapes – based on sizes and current costs		
<b>H. <u>Reimbursement for Legal Fees</u></b>			
		As invoiced by Authority Legal Counsel	
<b>I. <u>Recovery Fees</u></b>			
		Time and materials	
<b>J. <u>US Customs User Fees</u></b>			
	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
<b>K. <u>Special Events</u></b>			
		As negotiated on a case-by-case basis	