

COUNTY OF MUSKEGON
MUSKEGON COUNTY AIRPORT
Rates, Charges and Fees for Fiscal Year 2019
October 1, 2018 through September 30, 2019

FY19

GROUND & FACILITY LEASE RATES

Ground Lease Rate	Bare ground for development	Per Individual Lease
Facility Lease Rate	Existing facility	Per Individual Lease

AIRLINES & CHARTER OPERATORS

Terminal Space Rent:

Exclusive Use (885 sf) - Ticket Counter, Baggage Makeup, Office Areas (1-4)		\$16.56/S.F./Annum
Joint Use (2300 sf) - Passenger Concourse		\$14.35/S.F./Annum
Joint Use (2200 sf) - Baggage Claim & Tug Circulation Areas		\$12.14/S.F./Annum
PA System	each	\$50.00/Month
Trash Pick Up	each	\$50.00/Month

Activity Fees:

Landing Fees (Signatory)	Higher of \$.65/1000 lbs or \$12.50 min.	Higher of \$1.25/1000 MGLW or \$25 Min
Landing Fees (Non-Signatory)	Higher of \$.65/1000 lbs or \$12.50 min.	Higher of \$1.50/1000 MGLW or \$31 Min
Overnight Parking Fees (Signatory)	Higher of \$.32/1000 lbs or \$10.00 min.	Higher of \$0.32/1000 MGLW or \$20 Min
Overnight Parking Fees (Non-Signatory)	Higher of \$.32/1000 lbs or \$10.00 min.	Higher of \$0.40/1000 MGLW or \$25 Min
Airport Rescue & Firefighting (ARFF) & Law Enforcement Officer (LEO) fee	Per Round Trip Flight (2 hour minimum)	\$ 75.00
Passenger Facility Charge (PFC)	Per enplaned commercial passenger	\$ 4.50
Charter Operators - Category 1 (1-30 seats)	Terminal Facility Fee - Per Turn	\$ 250.00
Charter Operators - Category 2 (31-90 seats)	Terminal Facility Fee - Per Turn	\$ 500.00
Charter Operators - Category 3 (91+ seats)	Terminal Facility Fee - Per Turn	\$ 1,000.00

FIXED BASED OPERATORS (FBO) & SELF-FUELING OPERATORS (Non-FBO)

Ground & Facility Rent (FBO):

Ground Rent		Per Lease
Facility Rent		Per Lease

Operational Fees (FBO):

Percentage of Gross Receipts		2%
Landing & Parking Fees	(% of Collections)	60%
Fuel Flowage Fee	Cost per gallon fee	\$ 0.10
Fuel Permit Registration Fee	Annual permit fee	\$ 1,000.00

Operational Fees (Non-FBO):

Fuel Flowage Fee	Cost per gallon fee	\$ 0.15
Fuel Permit Registration Fee	Annual permit fee	\$ 1,000.00

RENTAL CAR OPERATORS

Terminal Space Rent:

Counter & Office Areas	Office 1 - 3 (248 sf each)	\$ 20.02
Service Building Areas (450 sf)	2 Wash Bays (450 sf each)	\$ 12.20
Trash Pick Up		\$ 25.53

Service Building/Wash bay Rent:

Vehicle Ready/Storage Vehicle Parking	109 total spaces	\$3.00/Space/Month
Overflow Vehicle Parking		\$5.00/Space/Month
Snow Removal		\$250.00/year

Concession Fee

On-Airport (% of Gross Receipts)		10%
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Customer Facility Charge (CFC):

Customer Facility Charge (CFC)	\$1 Per Vehicle Per Day (Up to \$5 Maximum)	\$ 1.00
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TERMINAL PARKING LOTS & TERMINAL CURB**Short-Term Rates**

Each Hour	(First 60 minutes free)	\$	1.00
Daily Maximum		\$	12.00

Long-Term Rates

Each Hour	(First 60 minutes free)	\$	1.00
Daily Maximum		\$	10.00

Lost Ticket Fee

Lost Ticket Fee	Per Occurrence	\$	70.00
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Unauthorized Vehicle Parking Fine

Parking Violation Fine	Per Approved Policy To Be Developed in FY19	\$	50.00
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TERMINAL RESTAURANT

Percentage Rent	% of Gross Receipts		To Be Negotiated
Minimum Annual Guarantee ("MAG")	Lowest amount of rent to be paid		To Be Negotiated
Lease Rate	Greater of % of Gross Receipts or MAG		To Be Negotiated

COUNTY T-HANGARS & STORAGE (Aeronautical Storage)

South T-Hangars #4804-4840 (10 units)	\$	215.00
South T-Hangars #4852-4888 (10 units)	\$	185.00
South T-Hangars #4900-4952 (14 units)	\$	205.00
South T-Hangars (end storage units)	\$	-
Northeast T-Hangars #1-10 (10 units)	\$	195.00
Northeast T-Hangars (end storage units)	\$	-

COUNTY T-HANGARS & STORAGE (Non-Aeronautical Storage)

South T-Hangars #4804-4840 (10 units)	\$	500.00
Storage S1 & S2	\$	250.00
South T-Hangars #4582-4888 (10 units)	\$	450.00
Storage S3 & S4	\$	225.00
South T-Hangars #4900-4952 (14 units)	\$	450.00
Storage S7 & S8	\$	225.00
Northeast T-Hangars #1-10 (10 units)	\$	450.00
Storage S5 & S6	\$	225.00

OPERATIONS & MAINTENANCE

Airport Personnel Rate	Escort fee	\$	50.00
After Hours/Emergency Call-Out Rate		\$	75.00
Airport Driver's Training Fee		\$	25.00
Runway/Taxiway Safety Area Incursion Fine		\$	1,000.00
Runway/Taxiway Incursion Fine		\$	2,500.00

ADMINISTRATION

Lease Document Transaction Fee		\$	1,000.00
Agreement Transfer Fee		\$	100.00
Re-Key Lock or Replacement of Lock Fee		\$	50.00
Gate Access Card Replacement/Additional		\$	20.00
Airport Zoning Permit Review Fee		\$	100.00
Special Event Permit Fee		\$	25.00
Terminal Advertising Program			
Display Case Advertisements		\$	125.00
Diorama Display (4)		\$	100.00
Advertising Banners		\$	100.00
Advertising - Window Decals		\$	75.00
Airport Film Permit - Motion Picture & Video	per day	\$	250.00
Airport Film Permit - Still Photography	per day	\$	100.00
Airport Film Permit - Non-Commercial	student projects		TBD

Rates & Fees Description

GROUND & FACILITY LEASE RATES

- (1) **Ground Lease Rate.** Cost per square foot to lease unimproved ground for development.
- (2) **Facility Lease Rate.** Cost per square foot to lease existing building and infrastructure.

AIRLINES & CHARTER OPERATIONS

A. Terminal Space Rent. Rental for all space leased in the Terminal Building:

- (1) **Exclusive Space.** Terminal building ticket counter, baggage makeup, and office areas totaling 885 square feet each.
- (2) **Joint Use Passenger Concourse Space.** Common exclusive airline passenger sterile areas totaling 2,300 square feet.
- (3) **Joint Use Baggage Claim Space.** Common baggage claim and tug circulation areas totaling 2,200 square feet.
- (4) **Public Address System.** Use of the terminal Public Address System.
- (5) **Trash Collection Service.** Monthly trash collection and recycling services.

B. Activity Fees. A fee for each calendar month to cover aircraft activities at the airport, excluding those covered by the above rental:

- (1) **Landing Fees (Signatory).** Per landing fee for commercial aircraft being operated on a for profit basis landing with a maximum gross landing weight (MGLW) greater than 12,500 pounds. Signatory Airlines are those airlines with regularly-scheduled service out of the Airport. ***General aviation aircraft weighing less than 12,500 lbs. MGLW are exempt.***
- (2) **Landing Fees (Non-Signatory).** Per landing fee for commercial aircraft being operated on a for profit basis landing with a maximum gross landing weight greater than 12,500 pounds. Non-Signatory Airlines are those with irregular service out of the Airport such as charter service. Because they have not committed to a permanent presence at the Airport, they are charged higher rates. ***General aviation aircraft weighing less than 12,500 lbs. MGLW are exempt.***

- (3) **Overnight Parking Fees (Signatory)**. For aircraft parked on the terminal apron overnight.
- (4) **Overnight Parking Fees (Non-Signatory)**. For aircraft parked on the terminal apron overnight.
- (5) **ARFF & LEO Fees**. An Airport Rescue and Fire Fighting (ARFF) & Law Enforcement Officer (LEO) service fee for the arrival and departure of the same aircraft where the intervening time is two (2) consecutive hours or less. This fee applies to both Signatory and Non-Signatory aircraft and is intended to help off-set the mandatory costs for providing ARFF & LEO services to support airline and charter operations requiring said services.
- (6) **Passenger Facility Charge (PFC)**. 49 USC 40117 and FAA Regulation #14 CFR Part 158 authorizes airports to impose a Passenger Facility Charge (PFC) in order to pay for capital improvements. Federal statute and FAA regulations specify the amounts that can be charged, with \$4.50/enplaned passenger being the maximum PFC that can be charged by any airport. PFC funds cannot be used for operational costs.
- (7) **Charter Operator Rates & Fees**. These rates are applicable for charter operators that use the terminal facilities. The rates include the roundtrip In/Outbound flight use of 1 ticket position, gate with loading bridge, baggage system, and the ARFF & LEO fee (not including extra hours if needed).

FIXED BASE OPERATORS (FBO) & SELF-FUELING OPERATORS (Non-FBO)

A. Ground & Facility Rent (FBO):

- (1) **Ground Rent**. Annual rent paid per square foot for the leasing of land per the terms and conditions of a lease agreement with the County.
- (2) **Facility Rent**. Annual rent paid per square foot for the leasing of facilities per the terms and conditions of a lease agreement with the County.

B. Operational Fees (FBO):

- (1) **Percentage of Gross Receipts**. The FBO will remit payment to the Airport for two (2%) percent of gross receipts received each month.
- (2) **Landing & Parking Fees**. The FBO will collect landing and parking fees and remit sixty (60%) percent of the fees collected to the Airport.
- (3) **Fuel Flowage Fee**. Fee assessed per gallon of fuel delivered to the Airport by an FBO providing fuel services to the public under agreement with the County to provide said services.
- (4) **Fuel Permit Registration Fee**. An annual permit fee for the administration of the fuel permit and inspection of aviation fuel facility/fuel services vehicles and records per the Airport's approved

Minimum Operating Standards.

B. Operational Fees (Non-FBO):

- (1) **Fuel Flowage Fee.** Fee assessed per gallon of fuel that is delivered into an aircraft. Non-FBO indicates an individual or organization that holds a Self-Fueling Permit issued by the Airport.
- (2) **Fuel Permit Registration Fee.** An annual permit fee for the administration of the self-fuel permit and inspection of aviation fuel facility and/or fuel services vehicle(s) and records per the Airport's approved Minimum Operating Standards.

RENTAL CAR OPERATORS

A. Terminal Space Rent. Rental for all space leased in the Terminal Building:

- (1) **Counter & Office Space.** Rental counter and office area totaling (248 sf each).
- (2) **Service Building Area.** Rental of office space and vehicle wash bay (450 sf each)
- (3) **Trash Pickup.** Monthly trash collection and recycling services.

B. Service Building/Wash Bay Rent. Office space and wash bay facility rental.

- (1) **Vehicle Ready/Storage Vehicle Parking Area.** Rental of parking spaces for rental vehicles (109 total) in the terminal rental car lot.
- (2) **Overflow Vehicle Parking.** Additional parking spaces provided to rental car companies during busy travel season for overflow parking when necessary.
- (3) **Snow Removal.** Annual fee for the airport to perform snow removal at the Vehicle Ready/Storage Vehicle Parking Area and Service Building/Wash Bay Facility.

C. Concession Fee.

- (1) **On-Airport (% of Gross Receipts).** A concession fee of ten (10%) percent of all gross receipts for the previous month derived from all vehicle rentals made at the Airport.

D. Customer Facility Charge (CFC). A CFC in the amount of One (\$1.00) Dollar for each vehicle rental day to customers, up to a maximum of Five (\$5.00) Dollars per rental period. The County will use the revenues derived for the future construction of a new service facility, wash facility, fuel farm facility and related parking, together with the operational and maintenance cost of such facilities, and the cost of removal of pre-existing service facilities, for use by on-site rental vehicle agencies and any future on-site rental vehicle agency.

TERMINAL PARKING LOTS & TERMINAL CURB

- A. **Short-Term Rates.** First 60 minutes free, then \$1.00 for every additional hour up to a maximum of \$12.00 per day.
- B. **Long-Term Rates.** First 60 minutes free, then \$1.00 for every additional hour up to a maximum of \$9.00 per day.
- C. **Lost Ticket Fee.** Fee for customers who have lost their ticket prior to being let out of the parking lot. Fee is based upon the maximum daily long-term parking rate for seven days. This fee may be waived at discretion of airport staff on a case-by-case basis.
- D. **Unauthorized Vehicle Parking Fine (RESERVED).** Airport-issued fine to vehicle operators parking vehicles in unauthorized manner to include leaving vehicles unattended along the terminal curb, excessive parking along the terminal curb, or parking in unauthorized locations. This fine is part of the airport security program to prevent parking of vehicles along the terminal curb. ***Note: This fine is to be developed in FY19; currently, the terminal curbside signage listed this potential fine but is not being implemented.***

TERMINAL RESTAURANT

- A. **Percentage Rent.** Concessionaire agrees to pay to County a monthly percentage rent of a Percentage of Gross Receipts (amount to be negotiated), subject to a Minimum Annual Guarantee (“MAG”).
- B. **Minimum Annual Guarantee (“MAG”).** The MAG is the lowest amount of annual rent the Concessionaire will pay regardless of fluctuations in sales levels. The MAG shall be negotiated.
- C. **Lease Rate.** Payment shall be considered rent and not a percentage of gross profits. If Concessionaire’s monthly percentage rent amount is equal to or greater than the monthly MAG, Concessionaire shall pay only the percentage rent amount; If Concessionaire’s monthly percentage rent amount is less than the monthly MAG, Concessionaire shall pay only the monthly MAG amount.

COUNTY T-HANGARS & STORAGE (AERONAUTICAL USE)

- A. **T-Hangars** – Cost per month to rent a County-operated T-Hangar.
- B. **T-Hangar Storage Units** – Cost per month to rent a County-operated T-Hangar end storage unit.

COUNTY T-HANGARS & STORAGE (NON-AERONAUTICAL USE)

- A. **T-Hangars** – Cost per month to rent a County-operated T-Hangar for approved non-aeronautical uses on short-term basis. The monthly lease rate is based upon comparable off-airport fair market value for similar space and not the aeronautical use rate charged for aviation use.
- B. **T-Hangar End Storage Units** – Cost per month to rent a County-operated T-Hangar end storage unit for approved non-aeronautical uses on short-term basis. The monthly lease rate is based upon comparable off-airport fair market value for similar space and not the aeronautical use rate charged for aviation use.

OPERATIONS & MAINTENANCE

- A. **Airport Personnel Rate** – In situations requiring the assistance of airport staff during normal business hours, such as escorting a contractor on the airfield, an hourly fee may be assessed at the discretion of the Airport Manager. Fee is charged to help cover the costs of providing airport staff services.
- B. **After Hours/Emergency Call Out Rate** – In situations requiring airport staff to report to the airport outside normal business hours, an hourly fee maybe assessed at the discretion of the Airport Manager. This 2-hour minimum fee is charged to help cover the costs of providing airport staff services afterhours.
- C. **Airport Driver’s Training Fee** – Fee assessed for an individual to receive airport-provided (and FAA required) airfield driver movement area training and obtains airport authorization to operate vehicles and equipment on the airport. This fee is charged to help cover the costs of airport staff services.
- D. **Runway or Taxiway Safety Area Incursion Fine** – Potential fine assessed when a vehicle or pedestrian enters a runway or taxiway safety area, as described in FAA airport design standards and the Airport Certification Manual, without permission from air traffic control and/or the Airport Manager. Federal Aviation Regulation Part 139.329 requires that certificated airports limit access to the movement area and establish consequences for noncompliance. Certificated airports may be subject to enforcement action by the FAA for failure to comply with FAR Part 139. **Note: this does not apply to aircraft operations.**
- E. **Runway/Taxiway Incursion Fine** – Potential fine assessed when a vehicle or pedestrian enters a runway or taxiway, as described in FAA airport design standards and the Airport Certification Manual, without permission from air traffic control and/or the Airport Manager. Federal Aviation Regulation Part 139.329 requires that certificated airports limit access to the movement area and establish consequences for noncompliance. Certificated airports may be subject to enforcement action by the FAA for failure to comply with FAR Part 139. **Note: this does not apply to aircraft operations.**

ADMINISTRATION

- A. Lease Document Transaction Fee** – Fee applies, if not specified in the contract, when a tenant requests a change to the original lease agreement, including, but not limited to, an amendment, assignment or estoppels certificate. Fee helps to cover the administrative and legal costs to the County for implementing the change to the current agreement.
- B. Agreement Transfer Fee** – Fee assessed when a County-operated hangar or storage room tenant requests to transfer to a different hangar or storage room space or a license/permit. Fee is charged to help cover the administrative costs of implementing the transfer. Transfer fee will be waived by the Airport Manager if transfer is involuntary.
- C. Re-Key Lock or Replacement of Lock Fee** – Fee assessed when County-operated hangar or storage units tenant requests a change in the County key/lock or the County is required to replace a lock due to a tenant’s unauthorized changing of a lock on a County-operated hangar.
- D. Gate Access Card Replacement/Additional.** Fee to replace a previously-issued vehicle gate access card or for each additional card.
- E. Airport Zoning Permit Review Fee** – Fee to process requests to determine if proposed construction in the vicinity of the airport and other tall structures (greater than 200') may obstruct airspace as required under the County’s adopted ordinance *Establishing Airport Zoning Regulations for the Muskegon County Airport*, as may be amended.
- F. Special Event Permit Fee (RESERVED)** - Fee to process requests for special events to occur on airport property. **Note: This fee is to be developed in FY19.**
- G. Terminal Advertising Program.** Rates for advertising in the airport terminal; cost for advertising requests at other airport locations will be determined on a case-by-case basis.
- H. Airport Film Permit – Motion Picture & Video Shoot** – Daily fee for commercial motion picture and video shoot.
- I. Airport Film Permit – Still Photography** – Daily fee for commercial still photography shoot.
- J. Airport Film Permit – Non-Commercial Shoot** – For student film projects, potential costs (if any) to be determined on a case-by-case basis. This will be determined by the level of support needed to assist the student film project.