

ADMINISTRATIVE ORDER NO. 58-24-02-F
of the
City Manager of the City of Eugene

SETTING AIRPORT FEES AND SUPERSEDING THE FEE SCHEDULE
ADOPTED BY ADMINISTRATIVE ORDER NO. 58-22-26-F.

The City Manager of the City of Eugene finds as follows:

A. Sections 2.440 to 2.442 of the Eugene Code, 1971 (“EC”) authorize the City Manager to determine and set fees and charges for the use of the Eugene Airport. On May 16, 2019, the City Manager issued Administrative Order No. 58-19-07 delegating the authority to set Airport fees to the Airport Director.

B. Pursuant to the above authority, on October 31, 2022, I issued Administrative Order No. 58-22-26-F adopting an updated Airport Fee Schedule (“the Fee Schedule”).

C. On January 26, 2024, I issued Administrative Order No. 58-24-02, ordering that notice be given of the opportunity to submit written comments on my proposal to set new Airport fees. The Notice specified that comments on the proposed amendments would be received for 15 days from January 31, 2024, the publishing and posting date of the Notice. No comments were received within the time or in the manner described in the Notice.

D. Based on my investigation pursuant to the provisions of Sections 2.020, 2.440, and 2.442 of the Eugene Code, 1971, and Section G.VII.e of the Eugene Airport Administrative Rules as set forth in Administrative Order No. 58-22-27-F (See Exhibit B to this Order), I find that the fees should be set as proposed.

E. The unamended Airport fees adopted by Administrative Order No. 58-22-26-F are incorporated into the Airport Fee Schedule attached as Exhibit A to this Order.


On the basis of these findings, I order that:

1. The Airport Fee Schedule attached as Exhibit A to this Order is the schedule of fees to be charged for the described services as of the effective date of this Order.

2. The Fee Schedule attached to Administrative Order No. 58-22-26-F is superseded by the Airport Fee Schedule attached as Exhibit A to this Order, as of the effective date of this Order.

3. A copy of this Order shall be promptly forwarded to the Mayor and City Councilors. Unless reviewed by the City Council pursuant to EC 2.441(5), this Order shall become final on the 11th day after the date it is signed.

Dated this 22 day of February, 2024.


Andrew Martz (Feb 22, 2024 11:27 PST)

Andrew Martz, A.A.E.
AIC Airport Director

PIN
PIN

Unless reviewed by the City Council pursuant to EC 2.441(5), this Order becomes final on March 4, 2024.

Airport Fee Schedule
(Effective March 4, 2024)

<u>Fee Description</u>	<u>Fees</u>
1. <u>Airport Tie-Down Fees*:</u>	
<u>Paved Public Aircraft Parking Areas:</u>	<u>Daily</u>
Type of Aircraft:	
Single Engine	\$10.00
Multi Engine/Jet (up to 12,500 lbs.)	\$10.00
Multi Engine/Jet (12,500 – 29,999 lbs.)	\$20.00
Multi Engine/Jet (30,000 – 59,999 lbs.)	\$30.00
Multi Engine/Jet (60,000 – 99,999 lbs.)	\$75.00
Multi Engine/Jet (over 100,000 lbs.)	\$100.00
Helicopter.....	\$10.00
*Tie Down fees shall be charged for aircraft parked on the ramp between midnight and 5:00 a.m. Maintenance planes shall have City-approved maintenance tags on them and will not be charged a tie-down fee. Aircraft are limited to 30 days tie-down fee abatement for maintenance purposes within a 12 month period.	
	<u>Fees</u>
2. <u>Non-Signatory/Scheduled/Unscheduled Airlines:</u>	
Counter fee (per turn*).....	\$61.00
Ramp parking - remote pad (per day*)	\$34.00
*Use is guaranteed for three hours with the same aircraft. If beyond three hours, Airport Manager can direct user to move. After the first 24 hours, parking for more than 14 hours in any 24-hour period shall constitute one day. If not moved, user subject to penalty of \$250 per day.	
3. <u>Terminal Area Ramp Storage/Parking</u> (per aircraft/per day)	\$100.00
<i>(After the first 24 hours, parking for more than 14 hours in any 24 hour period shall constitute one day.)</i>	
4. <u>Landing Fees:</u>	
Signatory (per 1,000 lbs.).....	\$2.92
Non-Signatory (per 1,000 lbs.)	\$3.65

Fees

5. Terminal Building Rental Rate:

Exclusive & Preferential Space:

Signatory (per square foot per year).....	\$41.63
Non-Signatory (per square foot per year) (125% of signatory)	\$52.01

Joint Use Space:

Signatory (per enplanement)	\$0.99
Non-Signatory (per enplanement) (125% of Signatory)	\$1.24

Customer Use Space:

Signatory (per enplanement)	\$1.72
Non-Signatory (per enplanement) (125% of Signatory)	\$2.15

Supplemental Security Fee:

Signatory (per enplanement)	\$1.06
Non-Signatory (per enplanement) (125% of Signatory)	\$1.33

Gate Use Fee:

Signatory (per enplanement)	\$0.75
Non-Signatory (per enplanement) (125% of Signatory)	\$0.93

6. Jet Bridge Rental Rates:

Signatory (per turn) (\$2,000 maximum per month).....	\$40.00
Non-Signatory (per turn) (125% of Signatory)	\$50.00

7. Airport Fees for Vehicles-for-Hire, Airport Door to Door Shuttle, (as defined in Administrative Rule R-3.345), Limited Passenger Transportation, Executive Town Car/Limousine and Transportation Network Companies:

Vehicle-for-Hire Fees:

(Vehicle-for-hire must have and maintain a valid/current Public Passenger Vehicle license with City of Eugene)

Company Application Fee (Initial).....	\$175.00
Company Permit Fee (Initial/Renewal)	\$350.00
Vehicle Permit Fee (Initial)	\$160.00
Vehicle Permit Fee (Renewal)	\$130.00

Fees

Airport Door to Door Shuttle Fees:

(As defined in Administrative Rule R-3.345)

Company Application Fee (Initial).....	\$175.00
Company Permit Fee (Initial/Renewal).....	\$350.00
Vehicle Permit Fee (Initial).....	\$160.00
Vehicle Permit Fee (Renewal)	\$130.00

Limited Passenger Transportation (shuttles) Fees:

Company Application Fee (Initial).....	\$175.00
Company Permit Fee (Initial/Renewal).....	\$350.00
Vehicle Permit Fee (Initial).....	\$160.00
Vehicle Permit Fee (Renewal)	\$130.00

Executive Town Car/Limousine Fees:

Company Application Fee (Initial).....	\$175.00
Company Permit Fee (Initial/Renewal).....	\$350.00
Vehicle Permit Fee (Initial).....	\$160.00
Vehicle Permit Fee (Renewal)	\$130.00

Transportation Network Company Fees:

Company Application Fee (Initial).....	\$175.00
Company Permit Fee (Initial/Renewal).....	\$2500.00
Vehicle Drop-Off/Pick-Up per trip	\$2.00

Peer-to-Peer Fees:

An amount equal to % of Operator's Gross Revenues	10%
---	-----

8. Facility Charge:

Passenger Facility Charge (per passenger)	\$4.50
Customer Facility Charge for Car Rentals (per customer/per rental day)	\$4.00

9. Fuel Flowage Fee* (per gallon)..... \$0.08

*Applicable to all aircraft fuel and oil distributors, or any person, firm, business, partnership or corporation selling or delivering aviation fuels to airplanes of private and/or commercial operators at the Airport. Suppliers may be exempted from the fee upon substantiation that the aircraft fuels are supplied to military aircraft, signatory, new signatory, or non-signatory air carriers, or to governmentally owned or operated aircraft.

Fees

10. Automobile Parking Rates:

Short-Term (first 30 mins. free):

Per hour	\$3.00
Daily Maximum	\$28.00
Lost Ticket.....	\$28.00

Long-Term (first 30 mins. free):

Per hour	\$3.00
Daily Maximum	\$19.00
Lost Ticket.....	\$19.00

Economy Lot (first 30 mins. free):

Per hour	\$2.00
Daily Maximum	\$13.00
Lost Ticket.....	\$13.00

Affiliate Airline Parking Fee..... \$15 per month or \$180 per year

Daily Charter Permit Rate

Employee Lot (monthly/no prorate)..... \$10.00

Discount Program:

ADA (with valid placard)..... Economy Lot Rate

Disabled Veteran..... 14 days free then Economy Lot Rate
(Must meet one requirement below)

1. A valid, state issued, Disabled Veterans License Plate; or
2. A valid Veteran Health Identification Card with the designation "Service-Connected" on the card identifying a service-connected disability; or

3. Military ID (DD Form 2765/1173) with a "DAVPRM" or "DAVTMP" code on the form; or

4. Department of Veterans Affairs Benefits Summary Letter summarizing current benefits received from the VA for service-related disability.

Please note, all other forms of military or veteran status, such as a Veteran Health Identification Card, that do not have "Service-Connected" printed on the card, are not accepted to receive the validated parking.

	<u>Fees</u>
Wounded Warrior (with valid placard).....	14 days free then Economy Lot Rate
Premiere Parking Program (12 months dedicated spot in Short Term Lot).....	\$5,897.00
11. <u>Hazardous Substance Response Fee</u>.....	\$200.00
12. <u>Processing Fees for transactions associated with Commercial and Non-Commercial Hangar Site Leases (apply only when not contrary to existing lease provisions):</u>	
Sublease	\$300.00
Assignment of Lease.....	\$300.00
Upon expiration, a negotiated 5-year lease requiring minimal or no improvements to the structure	\$300.00
13. <u>Badge Fees (non-refundable):</u>	
Badge Replacement – Broken or Defaced.....	\$20.00
Badge Replacement – Lost or Stolen, 1 st time.....	\$25.00
Badge Replacement – Lost or Stolen, 2 nd time.....	\$50.00
Badge Replacement – Lost or Stolen, 3 rd time	\$100.00
Authorized Signatory Authority Fee for Non-Returned Badge	\$100.00
Secured Area/Cargo Security Identification Display Area Sterile Badge (per person) Initial and Annual Renewal.....	\$50.00
Hangar/Contractor Badge (per person) Initial and Annual Renewal.....	\$25.00
Aviation Worker Screening Fee (Per Secured SIDA/Sterile Badge per person) Initial and Renewal	\$50.00
14. <u>Miscellaneous Fees:</u>	
Air Cargo Industrial Rent (per square foot/per year) (with small offices)	\$8.40
Air Cargo Industrial Rent (per square foot/per year) (with finished office space)	\$14.40
Airport Master Plan (per copy).....	\$50.00*
Airport Rules & Regulations (per copy).....	\$10.00*

	<u>Fees</u>
Industrial/Agricultural Land Lease (undeveloped outside the fence) (per acre per year)	\$85.00
Industrial/Agricultural Land Lease (undeveloped inside the fence) (per acre per year).....	\$80.00
Non-Commercial Ground Lease Rate (per square foot/per year)	\$0.43
Commercial Ground Lease Rate (per square foot/per year)	\$0.47
Dark Fiber Lease Rate (per strand/per mile/per month)	\$34.87
Key Replacement..... <i>(For keys lost by tenants, vendors and contractors who require access to Airport facilities)</i>	\$25.00
SASO Permit (Specialized Aviation Service Operations) Application & Annual Renewal.....	\$100.00
Room Rental Rate	
Terminal Mezzanine ¹	\$200 for 4 hours, \$300 for 8 hours, \$100 for each additional 2 hours.
Cleaning Fee	\$100.00
Setup Fee ²	\$150.00
IT Charge ³	\$100.00

¹ Free of Charge for 5 days of each calendar month for City of Eugene Employees, Other Government Agencies and Airport Tenants

² Fee will be waived if room is returned to original state

³ Free of Charge for City of Eugene Employees, Other Government Agencies and Airport Tenants

**Pursuant to the Public Records Request Fees' Administrative Order, these fees represent the actual printing cost of the document.*

Findings
Proposed Airport Fee Schedule Amendments

● Pursuant to Section 2.020(2), 2.440(2) and 2.442(1) of the Eugene Code, 1971, the following factors have been investigated/considered in determining the proposed Airport fees:

(a) Applicable policies, enactments, and directives of the Council.

Findings: All applicable policies, enactments & directives of Council have been reviewed and met. The airport reviewed rates and charges established in Admin Order 58-22-26-F and determined the need to update. Rates are set either based on fair market value, per FAA regulation, through other city processes, or other NGO processes that have already been reviewed through a public process. The change in rates is driven by changes in costs incurred by the airport.

(b) The amount charged by the City in the past.

Findings: Amounts charged in the past have been reviewed. Updated fees and charges are proposed to maintain self-supporting revenue for the airport. Fees for services charged at the airport are based on industry standards.

(c) The full costs of providing the service supported by the fee.

Findings: Proposed fees and charges are calculated for full recovery of costs for services provided and at a level to remain competitive with other airports in the region.

(d) Comparable rates charged by other airports.

Findings: Where appropriate airport fees and rates were compared with other airports of similar size as well as comparatives with airports within our geographical region to remain competitive.

(e) The revenue needs of the airport.

Findings: Airport calculates rates based on actual cost of doing business as well as maintenance of the facilities, runways, and taxiways.

(f) The amounts or rates and other municipal benefits agreed to by comparable users of the airport in a contract, lease, or permit.

Findings: All airport rates and fees require substantially comparable fees for all tenants, lessors and customers per federal regulations and federal grant assurances. Contract and Lease rates at the airport are set either through RFP processes, by establishing Fair Market Value through appraisals, or comparatives with other airports.

Factors listed above that are irrelevant or inapplicable in determining the amount of the fees, if any: N/A

● Pursuant to Airport Administrative Rule Section 11.1, in determining the amount of the fee for Ground Transportation Permits, the Airport Director has considered:

(g) The amount charged for such permits in the past.

Findings: Prior rates are taken into consideration when setting future rates and adjusted for increased airport expense.

(h) Comparable amounts or rates, of any, charged by other Airports.

Findings: Rates were looked at across the nation as were contracts of other airports to arrive at a rate that is comparable, fair, and competitive in our region.

(i) The consideration paid to the City by comparable users of the Airport.

Findings: All airport rates and fees require substantially comparable fees for all tenants, lessors and customers per federal regulations and federal grant assurances. Contract and Lease rates at the airport are set either through RFP processes, by establishing Fair Market Value through appraisals, or comparisons with other airports.

(j) The revenue needs of the Airport.

Findings: Airport rates and fees are calculated to keep the airport self-sustaining. All commercial users of the airport are required to pay fees and charges to cover the wear and tear on the facilities by business conducted on site.

(k) The need to create incentives for businesses to locate and operate at the Airport.

Findings: This fee is not an undue burden that would be a barrier for a business providing this service to operate at the airport. Our passengers are a natural incentive to do business at the airport and provide additional business/revenue for our transportation partners.

(l) The benefits obtained by the business from its operations at the Airport.

Findings: The business will be exposed to large numbers of customers at one location by operating from the airport.

(m) The need for a variety of economically viable transportation activities at the Airport.

Findings: These services provide easily accessible and variable rates for our customers to find economically viable transportation from the airport to activities within our community during their stay. The airport seeks to engage transportation partners for all of our customers at varied levels of service desired by them.

Additional Findings:

(n) Affiliate Airline Parking Fee.

Airport has identified the need for Affiliate Airline Parking Fee, offering our airline partners, such as pilots and flight attendants who frequently travel, discounted rates for parking at Eugene Airport. This fee, which is in a prime location near the terminal, contributes to covering the expenses associated with maintaining dedicated parking facilities at the airport.

(o) Daily Charter Permit Fee.

Airport has identified the need for a new Daily Charter Permit, permitting out-of-area and out-of-state charter companies to operate at Eugene Airport for passenger pick-up and drop-off occurring less than five (5) times annually. This will be a per trip permit.

(p) Aviation Worker Screening Fee.

Airport has identified a need for a new Aviation Worker Screening fee. TSA requires airport operators to set up and pay for an independent security checkpoint to screen airport employees. This per badge fee will help defer personnel and equipment costs associated to this recently imposed TSA mandate.

(q) **Room Rental Rates.**

The Airport has renovated a previously unused space in the Terminal building to allow for a space that can be used by Airport staff, Airport tenants, and the general public for small to medium-sized meetings. Previously there has not been a suitable space for these types of meetings at the airport. The fees for the use of this space are meant to provide additional airport revenue and cover the costs of maintenance and cleaning. The initial fees are based on the results of a comparative analysis of meeting spaces in other airports of similar size.