

ADMINISTRATIVE ORDER NO. 58-24-40
of the
Airport Director of the City of Eugene

**REGARDING THE OPPORTUNITY TO COMMENT ON A PROPOSAL
TO AMEND THE AIRPORT FEE SCHEDULE.**

The Airport Director 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 (“the 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. Pursuant to that authority, on September 18, 2024, I issued Administrative Order No. 58-24-34-F establishing the current Airport Fee Schedule (“the Fee Schedule”).

B. In determining whether to amend the Fee Schedule, in accordance with EC 2.020, 2.440, 2.442, and Section G.VII.e of the Eugene Airport Administrative Rules as set forth in Administrative Order No. 58-22-27-F, I have conducted an investigation considering the following factors: applicable policies, enactments and directives of the City Council; the amount charged for these services by the City in the past; the full costs of providing the services supported by the fees; comparable rates charged by other airports; the revenue needs of the Airport; the amounts or rates and other municipal benefits agreed to by comparable users of the Airport in a contract, lease, or permit; the amount charged for such permits in the past; comparable amounts or rates, if any, charged by other airports; the consideration paid to the City by comparable users of the Airport; the need to create incentives for businesses to locate and operate at the Airport; the benefits obtained by the business from its operations at the Airport; and the need for a variety of economically viable transportation activities at the Airport. See Exhibit B.

C. Based on my consideration of the factors listed above, I propose to replace the Fee Schedule with an updated fee schedule to be effective January 1, 2025, as set forth in the Notice attached as Exhibit A to this Order.

On the basis of these findings, I order that a Notice substantially conforming to the Notice attached as Exhibit A shall be:

- 1.** Provided to the Mayor and City Councilors;
- 2.** Made available to any persons who have requested such notice and persons who are currently paying such charges;
- 3.** Posted publicly at two locations at the Airport, including at the office of the Airport Director at 28855 Lockheed Drive, Eugene, OR 97402, and posted at two locations at City Hall; and

4. Published in the Register-Guard Newspaper.

Dated this 25 day of November, 2024.

Cathryn Stephens

Cathryn Stephens (Nov 25, 2024 08:57 PST)

Cathryn Stephens, A.A.E.
Airport Director

SBP 00
SBP

NOTICE OF OPPORTUNITY TO COMMENT ON PROPOSED CHANGES TO THE AIRPORT FEE SCHEDULE.

Pursuant to the provisions of Sections 2.440 through 2.442 of the Eugene Code, 1971, Airport Administrative Rule Section 11.1, and as a result of an investigation of past fees, fees charged by other airports, City policies, and revenue needs of the City in providing airport services, the Airport Director is proposing to amend the following fees contained in Sections 1, 4, 5, 6 and 14 of the Airport Fee Schedule effective January 1, 2025. The current fees and proposed amendments are set out below. Deletions to fee descriptions are shown in ~~strikethrough~~.

	<u>Current</u> <u>Fees</u>	<u>Proposed</u> <u>Fees</u>
1. <u>Airport Tie-Down Fees</u>*:		

* 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.		
4. <u>Landing Fees</u>:		
Signatory (per 1,000 lbs.)	\$3.46	\$4.02
Non-Signatory (per 1,000 lbs.)	\$4.33	\$5.03
5. <u>Terminal Building Rental Rate</u>:		
<u>Exclusive & Preferential Space:</u>		
Signatory (per square foot per year)	\$49.96	\$59.37
Non-Signatory (per square foot per year) (125% of Signatory)	\$62.45	\$74.21
<u>Joint Use Space:</u>		
Signatory (per enplanement)	\$0.99	\$1.18
Non-Signatory (per enplanement) (125% of Signatory)	\$1.24	\$1.48
<u>Customer Use Space:</u>		
Signatory (per enplanement)	\$1.98	Discontinue
Non-Signatory (per enplanement) (125% of Signatory)	\$2.48	Discontinue
<u>Supplemental Security Fee:</u>		
Signatory (per enplanement)	\$1.24	Discontinue
Non-Signatory (per enplanement) (125% of Signatory)	\$1.55	Discontinue
<u>Gate Use Fee:</u>		

	<u>Current Fees</u>	<u>Proposed Fees</u>
Signatory (per enplanement)	\$0.85	Discontinue
Non-Signatory (per enplanement) (125% of Signatory)	\$1.06	Discontinue
<u>Common Use Fee¹:</u>		
Signatory (per enplanement)	N/A	\$3.94
Non-Signatory (per enplanement) (125% of Signatory)	N/A	\$4.93

6. Jet Bridge Rental Rates:

Signatory (per enplanement) (\$2,000 maximum per month)	\$40.00	\$50.00
Non-Signatory (per enplanement) (125% of Signatory)	\$50.00	\$62.50

14. Miscellaneous Fees:

Dark Fiber Lease Rate (per strand/per mile/per month).....	\$34.87	Discontinue
Dark Fiber Lease Standard Rate (per strand/per mile/per month)	N/A	\$65.82
Dark Fiber Lease Public Agencies Rate (per strand/per mile/per month)	N/A	\$32.91

¹The new Common Use Fee is a combination of the Customer Use Space, Supplemental Security Fee and Gate Use Fee to simplify our rate structure.

The investigation applied all the applicable standards set out at EC 2.020, 2.440, 2.442, and Airport Administrative Rule Section 11.1 and it supports the proposed fee adjustment to more accurately recover the City's costs in providing the service. Documentation of the investigation is attached as Exhibit B to Administrative Order No. 58-24-40 and may be reviewed at two locations at the Airport at 28855 Lockheed Drive, Eugene, Oregon, at two locations at City Hall, and on the City's website at www.eugene-or.gov/520/Administrative-Order.

Comments on the proposed amendments may be submitted in writing to Assistant Airport Director Stephanie Picotte, 28855 Lockheed Drive, Eugene, Oregon 97402, or via e-mail to Stephanie@FlyEUG.com. To be considered, written and e-mail comments must be received within 15 days from the date of publication as indicated below. If the Airport Director chooses to take action after considering the comments received, the proposed or modified fees will be adopted by

Exhibit A
to Administrative Order No. 58-24-40

administrative order, unless the amendments are reviewed and modified or disallowed by the City Council pursuant to Section 2.441(5) of the Eugene Code, 1971.

Cathryn Stephens A.A.E., Airport Director

Date of Posting and Publishing: November 29, 2024

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 58-24-34 and determined the need to update. Rates are set by updating our fee and rental structure for the facilities and services at the airport which will make the airport as self-sustaining as possible per Federal Aviation Administration (FAA) regulations and grant assurances. 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 determined based on the updated cost centers and allocation method used for its operational and maintenance expenses, as well as financing costs.

(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 budgeted 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. Fees for services at the airport are set by updating our fee and rental structure for the facilities and services at the airport which will make the airport as self-sustaining as possible.

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: Not applicable

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

Findings: Not applicable

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

Findings: Not applicable

(j) The revenue needs of the Airport.

Findings: Not applicable

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

Findings: Not applicable

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

Findings: Not applicable

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

Findings: Not applicable

Additional Findings:

(n) Tiered Pricing for Dark Fiber Lease Rates.

Airport has identified the need for a Tiered Pricing of Dark Fiber Lease Rates. Establishing a standard rate for dark fiber ensures the financial sustainability of the network by enabling cost recovery for installation, maintenance, and operational expenses. Establishing a discounted rate for public agencies ensure that they benefit from affordable access to essential infrastructure, promoting digital equity and bridging the digital divide.