

**ADMINISTRATIVE ORDER NO. 58-26-11**  
**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 June 20, 2025, I issued Administrative Order No. 58-25-15-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 amend the Fee Schedule effective July 1, 2026, 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 7 day of May, 2026.

*Cathryn Stephens*

Cathryn Stephens (May 7, 2026 08:08:59 PDT)

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**Cathryn Stephens, A.A.E.**  
**Airport Director**

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Andrew Martz

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Tamara Harje

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

Pursuant to the provisions of Sections 2.020 and 2.440 through 2.442 of the Eugene Code, 1971, Airport Administrative Rule Section G.VII.e, 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 2, 4, 5, 6, 7, 10, 12, and 14 of the Airport Fee Schedule effective July 1, 2026. The current fees and proposed amendments are set out below. Changes to fee descriptions are shown in legislative format (i.e., deletions in ~~strike through~~; additions in **bold italics**.)

	<u><b>Current Fees</b></u>	<u><b>Proposed Fees</b></u>
<b>2. <u>Non-Signatory/Scheduled/Unscheduled Airlines:</u></b>		
Counter Fee (per turn) .....	\$61.00	\$100.00
<b>4. <u>Landing Fees*:</u></b>		
Signatory (per 1,000 lbs.) .....	\$4.22	\$6.20
Non-Signatory (per 1,000 lbs.) .....	\$5.28	\$7.75
<i>*Aircraft 8,000 lbs. and over, excluding aircraft based with a hangar at the City of Eugene Airport or aircraft owned by the US Government or official aircraft of any State Department.</i>		
<b>5. <u>Terminal Building Rental Rate:</u></b>		
<u>Exclusive &amp; Preferential Space:</u>		
Signatory (per square foot per year) .....	\$64.33	\$114.15
Non-Signatory (per square foot per year) <del>(125% of Signatory)</del> ...	\$80.41	\$142.69
<u>Joint Use Space:</u>		
Signatory (per enplanement) .....	\$1.34	\$2.35
Non-Signatory (per enplanement) <del>(125% of Signatory)</del> .....	\$1.67	\$3.27
<u>Common Use Fee:</u>		
Signatory (per enplanement) .....	\$3.91	\$4.81
Non-Signatory (per enplanement) <del>(125% of Signatory)</del> .....	\$4.89	\$6.01
<b>6. <u>Jet Bridge Rental Rates:</u></b>		
Non-Signatory (per turn) <del>(125% of Signatory)</del> .....	\$62.50	No Change

	<u>Current Fees</u>	<u>Proposed Fees</u>
<b>7. <u>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, Transportation Network Companies, and Rental Car Companies:</u></b>		
Vehicle-for-Hire Fees: <i>(Vehicle-for-hire must have and maintain a valid/current Public Passenger Vehicle license with City of Eugene)</i>		
Vehicle Drop-Off/Pick-Up per trip .....	New Fee	\$2.00
Airport Door to Door Shuttle Fees: <i>(As defined in Administrative Rule R-3.345)</i>		
Vehicle Drop-Off/Pick-Up per trip .....	New Fee	\$2.00
Limited Passenger Transportation (shuttles) Fees:		
Vehicle Drop-Off/Pick-Up per trip .....	New Fee	\$2.00
Executive Town Car/Limousine Fees:		
Vehicle Drop-Off/Pick-Up per trip .....	New Fee	\$2.00
Rental Car Ready Space Rent (per space, per month) .....	New Fee	\$18.50
<b>10. <u>Automobile Parking Rates:</u></b>		
Parking Reservation .....	New Fee	\$24.00 per day or \$3.00 per hour
<b>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></b>		
<del>Upon expiration, a negotiated 5-year lease requiring minimal or no improvements to the structure</del> <i>New Lease/Renewal</i>	\$300.00	No Change
<b>14. <u>Miscellaneous Fees:</u></b>		
Push-Back Tractor & Tow Bar Rental (per use).....	New Fee	\$500
Dark Fiber Lease Standard Rate (per strand/per mile/per month) ..	\$65.82	\$67.40
Dark Fiber Lease Public Agencies Rate (per strand/per mile/per month).....	\$32.91	\$33.70

The investigation applied all the applicable standards set out at EC 2.020, 2.440, 2.442, and Airport Administrative Rule Section G.VII.e, 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. 58-26-11 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](http://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](mailto: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 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: May 15, 2026**

**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 58-25-15 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 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: Prior rates are taken into consideration when setting future rates and adjusted for increased airport expense.

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

Findings: Rates were looked at across the nation 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: Not applicable

**(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: Not applicable

**Additional Findings:**

**(n) Rental Car Ready Space Rent**

Establishing the Rental Car Ready Space Rent ensures appropriate cost recovery and reflects current operating and maintenance expenses.

**(o) Vehicle Drop-Off/Pick-Up per trip**

To promote fairness and consistency across all commercial operators, the Airport is implementing a per-trip Vehicle Drop-Off/Pick-Up fee for all ground transportation companies.

**(p) Parking Reservation**

Establishing Parking Reservation allows Eugene Airport to actively manage limited parking capacity during peak demand periods while maintaining availability for customers. This approach improves customer experience by providing a guaranteed parking option, enhances operational efficiency during high-volume events, and ensures appropriate cost recovery for the Airport.

**(q) Push-Back Tractor & Tow Bar Rental**

Current ground handling tenants lack the specialized equipment needed to service large charter aircraft such as the Boeing 777 and Airbus 330, limiting the Airport's ability to efficiently and safely accommodate widebody operations. To maintain operational readiness and support charter, diversion, and irregular operations, the Airport is acquiring a pushback trailer and tow bar for rental to tenants. This provides an immediate and cost-effective solution that enhances safety, efficiency, and capacity for future widebody activity.