

ADMINISTRATIVE ORDER NO. 58-26-11-F
of the
Airport Director of the City of Eugene

SETTING AIRPORT FEES AND SUPERSEDING THE FEE SCHEDULE
ADOPTED BY ADMINISTRATIVE ORDER NO. 58-25-15-F.

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.

B. Pursuant to the above authority, on June 20, 2025, I issued Administrative Order No. 58-25-15-F making the most recent changes to the airport fees and adopting an updated Airport Fee Schedule (“the Fee Schedule”).

C. On May 7, 2026, I issued Administrative Order No. 58-26-11, 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 May 15, 2026, the publishing and posting date of the Notice. The written comments received during the public comment period are addressed in the Findings attached as Exhibit B to this Order.

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, I find that the fees should be set as proposed. (See Exhibit B to this Order)

E. The unamended Airport fees adopted by Administrative Order No. 58-25-15-F are incorporated into the Fee Schedule attached as Exhibit A to this Order.

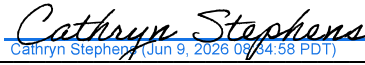
On the basis of these findings, I order that:

1. The Airport Fee Schedule attached as Exhibit A to this Order is the schedule of fees to be charged for the described services effective July 1, 2026.

2. The Fee Schedule attached to Administrative Order No. 58-25-15-F is superseded by the Airport Fee Schedule attached as Exhibit A to this Order, effective July 1, 2026.

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 it is signed.

Dated this 9 day of June, 2026.


Cathryn Stephens (Jun 9, 2026 09:34:58 PDT)

Cathryn Stephens, A.A.E.
Airport Director

Unless reviewed by the City Council pursuant to EC 2.441(5), this Order becomes final on July 1, 2026.


Tammie Hartje

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Airport Fee Schedule
(Effective July 1, 2026)

<u>Fee Description</u>	<u>Fees</u>
1. <u>Airport Tie-Down Fees*</u>:	
<u>Paved Public Aircraft Parking Areas:</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

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>Fee Description</u>	<u>Fees</u>
2. <u>Non-Signatory/Scheduled/Unscheduled Airlines:</u>	
Counter fee (per turn*)	\$100.00
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.)	\$6.20
Non-Signatory (per 1,000 lbs.)	\$7.75

****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.***

Fees

5. Terminal Building Rental Rate:

Exclusive & Preferential Space:

Signatory (per square foot per year)	\$114.15
Non-Signatory (per square foot per year)	\$142.69

Joint Use Space:

Signatory (per enplanement).....	\$2.35
Non-Signatory (per enplanement)	\$3.27

Common Use Fee:

Signatory (per enplanement)	\$4.81
Non-Signatory (per enplanement)	\$6.01

6. Jet Bridge Rental Rates:

Signatory (per turn) (\$2,500 maximum per month)	\$50.00
Non-Signatory (per turn)	\$62.50

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, Transportation Network Companies, and Rental Car 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 Drop-Off/Pick-Up per trip	\$2.00
Vehicle Permit Fee (Initial)	\$160.00
Vehicle Permit Fee (Renewal)	\$130.00

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 Drop-Off/Pick-Up per trip	\$2.00
Vehicle Permit Fee (Initial)	\$160.00

	<u>Fees</u>
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 Drop-Off/Pick-Up per trip	\$2.00
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 Drop-Off/Pick-Up per trip	\$2.00
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%
Rental Car Ready Space Rent (per space, per month)	\$18.50
RFID Disk Replacement Fee	\$5.00
Parking Hangtag Permit Replacement Fee	\$5.00

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

Parking Reservation	\$24.00 per day or \$3.00 per hour
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Affiliate Airline Parking Fee	\$15 per month or \$180 per year
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Daily Charter Permit Rate	\$35.00
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Employee Lot (monthly/no prorate)	\$10.00
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Discount Program:

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

Fees

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.

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. **Hazardous Substance Response Fee**..... \$200.00

12. **Processing Fees for transactions associated with Commercial and Non-Commercial Hangar Site Leases (apply only when not contrary to existing lease provisions):**

Sublease \$300.00

Assignment of Lease..... \$300.00

New Lease/Renewal \$300.00

13. **Badge Fees (non-refundable):**

Badge Replacement – Broken or Defaced..... \$20.00

Badge Replacement – Lost or Stolen, 1st time..... \$25.00

Badge Replacement – Lost or Stolen, 2nd time..... \$50.00

Badge Replacement – Lost or Stolen, 3rd 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. **Miscellaneous Fees:**

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

	<u>Fees</u>
Airport Master Plan (per copy).....	\$50.00*
Airport Rules & Regulations (per copy).....	\$10.00*
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
Push-Back Tractor & Tow Bar Rental (per use)	\$500
Dark Fiber Lease Standard Rate (per strand/per mile/per month).....	\$67.40
Dark Fiber Lease Public Agencies Rate (per strand/per mile/per month)	\$33.70
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 58-25-15 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.

Responses to Public Comments

1. Comment – One commenter said that there should be an overall different fee structure for transportation companies that are based out of town and do not operate at the airport regularly.

Response – Eugene Airport states that the change of rate structure to be a per trip fee increases equitability between transportation providers and ensures that rates remain consistent across all users in relation to their use of the airport facilities and infrastructure. No changes are being made to the proposed Rates and Fees as a result of this comment.

2. Comment – One commenter requested clarification on how the drop-off/pick-up fee would impact rental car concessionaires.

Response – Eugene Airport states that the drop-off/pick-up fee will not impact rental car concessionaires as rental car concessionaires do not operate out of the vehicle-for-hire location and thus will not be assessed a per trip fee.

3. Comment – Two commenters disagreed with Eugene Airport's decision to increase the Exclusive & Preferential Space Rate citing that the increase is high, question the reasoning behind it, and asking for additional transparency regarding the methodology and benchmarking used. The commenters requested that the Airport reconsider the proposed increase to rental car concessionaires.

Response – Eugene Airport states that all rental car concessionaires are billed for 251 square feet of terminal space. Based on the updated Exclusive & Preferential Space Rental Rate, this results in an annual increase of \$12,504.82 in terminal rent annually per rental car concessionaire.

Additionally, under the Airline Agreement in effect from July 2015 through June 2026, rental car concessionaires benefited from terminal rental rates being partially credited by the airline partners. This credit resulted in rental car concessionaires paying less than what would otherwise have been required to cover full operating and maintenance costs. Due to a change in the Airline Rates and Charges methodology, these credits will no longer apply going forward.

When evaluating adjustments to terminal rental fees, the Airport must also consider its obligation to remain financially self-sustaining. Rising costs, including those influenced by inflation, affect the Airport's revenue needs. Additionally, the Airport reviews rates and fees at comparable airports and considers fair market value as determined by professional real estate appraisers.