

**RESOLUTION NO. 3787**

**RESOLUTION ESTABLISHING THE 2023 RATES, FEES, AND CHARGES PERTAINING TO MINOT INTERNATIONAL AIRPORT**

**Whereas**, the City of Minot seeks to establish uniform rates, fees and charges at the Minot International Airport

**Therefore, now be it resolved**, that the following rates, fees and charges are established at the Minot International Airport **EFFECTIVE JANUARY 1, 2023**

**SECTION 1. TERMINAL AIRLINE RENT AND PER USE FEES**

Signatory Airline Rental Fees shall be as follows:

January 1, 2023 – December 31, 2023

Cost per square foot (Exclusive & Joint Space): \$18.70 / sq. ft.

***CHANGED FROM \$17.34 to \$18.70 / SQUARE FOOT***

**SECTION 2. RENTAL CAR TERMINAL RENT AND PER USE FEES**

(a) Rental Car Designated Parking Space Fees shall be as follows:

January 1, 2023 – December 31, 2023

Cost per parking space: \$9.00

***NO CHANGE***

**SECTION 3: AIRPORT GROUND RENT FEES**

Airport Ground Rent Fees shall be as follows:

- (a) Applies to all NEW, EXTENDED OPTION, OR RENEWED leases
- (b) Ground Rent fees are based on lot location and type of use on airport property and compared to land rent values associated with similarly situated airports
- (c) Must comply with Airport Minimum Standards and requirements
- (d) For all new, renewed, or term extension leases, the following annual GROUND RENTAL fees shall apply:
  - a. Southeast General Aviation Lots – Improved Area (Electricity and Access)  
\$0.22 per square foot
  - b. Southeast General Aviation Lots – Unimproved Area (Bare Land)  
\$0.11 per square foot

***CHANGED FROM \$0.00 to \$.11 / SQUARE FOOT***

- c. Northwest General Aviation Lots – Improved Area (General utilities and Access)  
\$0.26 per square foot
- d. Northwest General Aviation Lots – Unimproved Area (Bare Land)  
\$0.13 per square foot

**CHANGED FROM \$0.00 to \$.13 / SQUARE FOOT**

- e. West-Side General Aviation Lots – Improved Area (All Utilities and Accesses)  
\$0.30 per square foot
- (e) All new, extended option, or renewed Aeronautical Service Provider (Single Service Operator, this includes Cargo Operators; Multiple Service Operator; and Full Service Operator) shall apply:  
\$0.30 per square foot

**NO CHANGE**

**SECTION 4: AIRPORT OWNED T-HANGAR RENTAL FEES**

Airport Owned T-Hangars shall be as follows:

Tenant shall pay the City rent in the amount of \$75.00 a month, with each month's payment to be made in advance.

The tenant may use the hangar only for the purpose of storing an aircraft owned by him/her or in which he/she has an ownership interest.

The term of the agreement shall continue on a month-to-month basis.

**NO CHANGE**

**SECTION 5. LANDING FEES AND ARFF CHARGES**

- (a) Signatory Airline Landing Fees shall be as follows:  
January 1, 2023 – December 31, 2023  
\$2.35 / 1,000 lbs. / landing

**NO CHANGE**

- (B) Non-Signatory Airline Landing fees shall be as follows:  
January 1, 2023 – December 31, 2023  
\$3.61 / 1,000 lbs. / landing

**NO CHANGE**

- (b) ARFF Fees  
\$0.54 / 1,000 lbs. / landing

**NO CHANGE**

**SECTION 6. NON-SIGNATORY RATE PREMIUM**

All airlines not executing a Signatory Airline Use and Lease Agreement shall be charged four-hundred dollars (\$444.42) per turn for terminal building use in addition to 125% of the signatory landing fees and ARFF fees.

***CHANGED FROM \$412.00 TO \$444.42 PER LANDING***

**SECTION 7. LANDING FEES FOR COMMERCIAL GENERAL AVIATION**

Airport Commercial General Aviation Landing Fees shall be as follows:

- (a) All aircraft weighing 12,500 pounds or more:  
January 1, 2023 – December 31, 2023  
125% of the signatory landing fees and ARFF fees.

***CHANGED FROM \$18.93 TO \$20.42 PER LANDING***

- (b) All commercial air freight operator aircraft and all commercial commuter aircraft weighing LESS than 12,500 pounds  
January 1, 2023 – December 31, 2023  
\$20.42 per landing
- (C) Non-signatory airlines shall be charged 125% of this rate  
January 1, 2023 – December 31, 2023  
\$25.52 per landing

***CHANGED FROM \$18.93 TO \$25.52 PER LANDING NON-SIGNATORY***

**SECTION 8. COMMERCIAL AERONAUTICAL SERVICE PROVIDER LICENSE FEE**

Airport Commercial Aeronautical Services License Fees shall be as follows:

Commercial Aeronautical Service providers (i.e. Single Service Operator, Multiple Service Operator, and Full Service Operator) that are conducting business on the Minot International Airport shall pay a yearly license fee.

- (a) All based (lease property on the airport) SSO, MSO, and FSO shall pay the airport a license fee of \$325 per year.
- (b) All transient companies shall pay the airport a license fee of \$1,000 per year per company.

***NO CHANGE***

**SECTION 9: AIRPORT RAMP PARKING FEES**

Airport Ramp Parking Fees shall be as follows:

Cost per aircraft per day parked on the ramp:

- \$5.00 / aircraft / day up to a maximum of \$60.00 / aircraft / month for aircraft under 12,500 pounds.
- \$15.00 / aircraft / day for aircraft weighing 12,500 pounds or more

***NO CHANGE***

#### **SECTION 10. AIRPORT PAY PARKING FEES**

Airport Parking Fees shall be as follows:

- |     |                    |          |                                  |
|-----|--------------------|----------|----------------------------------|
| (a) | Short-Term Parking |          |                                  |
|     |                    | \$ 1.00  | Zero (0) – One (1) Hour          |
|     |                    | \$ 5.00  | One (1) – Three (3) Hours        |
|     |                    | \$ 8.00  | Four (4) – Six (6) Hours         |
|     |                    | \$ 14.00 | Six (6) – Twenty-Four (24) Hours |
| (b) | Long-Term Parking  |          |                                  |
|     |                    | \$ 12.00 | Daily Rate                       |
|     |                    | \$ 72.00 | Weekly Rate                      |
|     |                    | \$ 30.00 | Airline Crew Pass (per month)    |

***NO CHANGE***

#### **SECTION 11. GROUND TRANSPORTATION FEES**

All Airport fees for the operation of Taxis / Shuttles / Vans or other ground transportation for the purpose of dropping off or picking up customers at the airport shall be Fifty Dollars (\$50) per month which equates to Six Hundred Dollars (\$600) per year.

Hotel shuttles/vans will be charged \$100 per year for a windshield sticker as proof of payment.

***NO CHANGE***

#### **SECTION 12: SELF FUELING PERMIT**

All Airport fees for the Self Fueling shall be \$325.00 Per Year

***CHANGED FROM \$0.00 to \$325.00/PER YEAR***

#### **SECTION 13: AIRPORT TENANT EMPLOYEE PARKING**

Airport tenant employees will be charged \$200 each year for parking in the employee parking lot at the airport.

***NO CHANGE***

#### **SECTION 14. CONFERENCE ROOM RENTAL FEES**

The Airport's Conference Rooms may be available for rent on an hourly basis. The room rental rates are as follows:

- \$40.00 per hour for the 2<sup>nd</sup> Floor Conference Room at the Airport Terminal
- \$20.00 per hour for the 1<sup>st</sup> Floor Conference Rooms at the Airport Terminal
- A fifty percent (50%) discount for Airport tenants.

***NO CHANGE***

## **SECTION 15. BADGE, KEYS AND SECURITY**

### **1. Badge Fees Shall be as Follows:**

- (a) New Badge
  - \$40.00 AOA Badge
  - \$80.00 SIDA Badge
  - \$20.00 Renewal

***CHANGED FROM \$30.00 TO \$40.00 PER AOA BADGE***  
***CHANGED FROM \$70.00 TO \$80.00 PER SIDA BADGE***

- (b) Lost/Stolen Badge Replacements
  - 1<sup>st</sup> Offense \$50.00
  - 2<sup>nd</sup> Offense \$100.00
  - 3<sup>rd</sup> Offense \$150.00

***NO CHANGE***

- (c) Damaged Badge \$30.00

***NO CHANGE***

- (d) Security Violation Fines are as follows:
  - \$500.00: 1<sup>st</sup> Fine; Three Offenses in 60 Days
  - \$1,500.00: 2<sup>nd</sup> Fine; Subsequent offense withing 60 days of first fine
  - \$2,500.00: 3<sup>rd</sup> Fine; Subsequent offense within 60 days of 2<sup>nd</sup> Fine

***CHANGED FROM \$0.00 TO \$500.00-\$2,500.00 PER OFFENSE***

### **2. Key Fees Shall be as Follows:**

- (a) Post Office Key \$20.00

***NO CHANGE***

- (b) Lost Key: \$50.00-\$150.00 depending on number of offenses

***CHANGED FROM \$0.00 TO \$50.00-150.00 PER OFFENSE***

- (c) Rekey Lock: \$200.00

**CHANGED FROM \$0.00 TO \$200.00**

- (d) Rental: \$20.00/per year

**CHANGED FROM \$0.00 TO \$20.00/PER YEAR**

#### **SECTION 16. MISCELLANEOUS CHARGES**

- (a) Special Operator Permit Fee \$500.00-\$1,000.00/per Occurrence

**CHANGED FROM \$0.00 TO \$500.00-\$1,000.00/PER OCCURANCE**

- (b) Security Video Request Fee \$50.00/per Video – Labor Rate Charges after one hour

**CHANGED FROM \$0.00 TO \$50.00/PER VIDEO – LABOR RATE CHARNGES AFTER ONE HOUR**

- (c) Mobile Runway Closure X's Monthly Rental Fee \$1,500.00

**CHANGED FROM \$0.00 TO \$1,500.00/PER MONTH**

- (d) Mobile Runway Closure X's Daily Rental Fee \$50.00

**CHANGED FROM \$0.00 TO \$50.00/PER DAY**

- (e) GSE Repair Area (Maintenance Bay) \$400.00/Per Bay/Month

**CHANGED FROM \$300.00/PER BAY TO \$400.00/PER BAY**

- (f) Glycol Storage \$18.70/per Square Foot

**CHANGED FROM \$17.34/PER SQUARE FOOT**

- (g) Labor Rates \$85.00/Per Hour

**CHANGED FROM \$0.00 TO \$85.00/PER HOUR**

- (h) Labor with Equipment Usage \$120.00/Per Hour

**CHANGED FROM \$0.00 TO \$120.00/PER HOUR**

- (i) Advertising Upload Fee \$25.00/Per Occurrence

**CHANGED FROM \$0.00 TO \$25.00/PER OCCURRENCE**

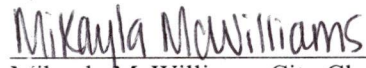
- (j) Airport Administrative Fee; Actual Cost plus 15%  
(k) Repair Fees; Actual cost of materials plus 15% and labor rates  
(l) Sales Tax will be charged when Applicable

(m) Finance Charges on Overdue Payments; Based on City of Minot finance fee schedule

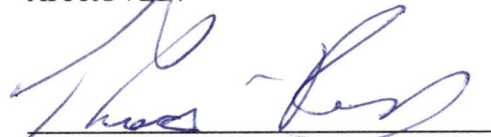
This resolution shall become effective JANUARY 1, 2023 with special provisions under Section 9 of this Resolution.

Passed and adopted this 3<sup>rd</sup> day of October, 2022.

ATTEST:

  
Mikayla McWilliams, City Clerk

APPROVED:

  
Thomas Ross, Mayor