

## 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 within 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  
Mikayla McWilliams, City Clerk

APPROVED:

Thomas Ross  
Thomas Ross, Mayor