



**Ernest A. Love Field  
Prescott Municipal Airport  
City of Prescott**

6546 Crystal Lane      Prescott, AZ 86301  
Phone: (928) 777-1114      Fax: (928) 771-5861

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**DATE:**            April 25, 2013

**TO:**              City-Operated Hangar, Shade, Tie-down and Storage Unit Tenants  
Commercial Business Tenants  
Ground Lease Tenants

**FROM:**          Jeffrey S. Tripp, A.A.E.  
Airport Manager

**RE:**              **Rates and Fees Schedules A & B – Effective August 1, 2013**

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Dear Airport Customers and Tenants,

The primary goal of the City of Prescott is to operate, develop and maintain the Airport at the highest possible levels of safety and security while operating the facility in a fiscally-responsible manner. It is our policy to provide you, our customers, with a quality facility and excellent customer service while striving to keep operating costs as low as possible.

Recognizing the economic downturn which has negatively impacted our customers the previous four fiscal years (July 1, 2009 through June 30, 2013) the City had purposefully not raised airport rates and fees. While this freeze in the rates & fees has resulted in the loss of potential revenue to help fund the airport operating budget, we nevertheless felt that it was the appropriate action to take during these difficult economic times.

The primary driver of the budget preparation is to maintain the same level of funding for the operating budget as the current fiscal year. As the Airport Manager, it is my responsibility to take a top-to-bottom review of the airport's finances, both the revenue side as well as the expenditure side, and prepare the annual budget based upon our anticipated operating costs and revenues.

With regards to the rental rates for the open tie-downs, hangars and covered tie-downs, staff is proposing to City Council that the rates be increased 5% from their current levels. A review of the current rental rates for the storage units shows an average price per square foot of \$0.1541 SF; the average cost per square foot for the hangars is \$0.2628 SF. Staff further researched what the private sector is charging for storage units in the tri-city area.

The average price per square foot for off-airport storage is \$0.5207 SF with a low of \$0.3350 SF and a high of \$0.6950 SF. It is staff's recommendation to raise the city storage units to be consistent with the (proposed) aircraft hangar rental rate of \$0.2760 SF. While the proposed rate adjustment to these units is large, this new rate will still be approximately half of the average price charged by the private sector.

State requirements for posting a new or increase tax or fee include a 60-day posting requirement on the City's website before it is approved or disapproved by Council. At the present time, it is anticipated that that the Rates & Fees will be brought before City Council for approval on June 25<sup>th</sup>.

Because the Aircraft Storage Rental Agreement requires "Any increases shall take effect not less than thirty (30) days after adoption of each such resolution." the proposed rate increases will not take effect until August 1<sup>st</sup> if approved by Council.

The City will host two public meetings on the budget. The first meeting is a Council workshop at which time the various city departments will present their respective budgets to Council for their review. The acceptance of public comment at this workshop will be at the sole discretion of the Council. The second meeting will occur on June 25, 2013 at which time comments will be accepted by Council.

You may also provide direct feedback to the City/Airport at any time during the next two months through the attached comment form or please feel free to contact the Airport Administration office at 928-777-1114 to arrange for a meeting if you wish to discuss the proposed rates & fees with me directly.

As always, thank you for choosing to base your business and/or aircraft at Prescott Airport.

Sincerely,

*Jeffrey S. Tripp*

Jeffrey S. Tripp, A.A.E.  
Airport Manager

Attachments:

Prescott Airport Rates and Fees SCHEDULE A  
Prescott Airport Rates and Fees SCHEDULE B  
Customer Comment Form



**Prescott Municipal Airport  
Rates & Fees - Schedule 'A'  
August 1, 2013 through June 30, 2014**

DESCRIPTION	Current Fees		New Fees	
	July 2012 - June 2013		1-Aug-13	Frequency
<b>Transient Aircraft Overnight Parking Fees - City Operated Ramps</b>				
Single Engine & Light Helicopters	\$ 25.00	per night	\$ 10.00	per night (including tax)
Twin Engine & Turbine Helicopters	\$ 30.00		\$ 20.00	per night (including tax)
Aircraft greater than 5,000 pounds	\$ 50.00		\$ 50.00	per night (including tax)
<b>Commercial Landing Fee</b> (Aircraft Over 12,500 lbs Max. Gross Landing Weight)	\$ 1.20	per landing	\$ 1.20	per 1,000 pounds (US) MGLW per landing
<b>Operational Fees</b>				
Re-Key Lock or Replacement of Lock	\$ 150.00	per lock	\$ 150.00	per lock
Replacement/Additional Hangar Key	\$ 25.00	per key	\$ 25.00	per key
Airport Personnel Rate	\$ 61.00	per hour	\$ 61.00	per hour
After Hours/Emergency Call Out Fee	\$ 122.00	per incident	\$ 122.00	per incident
<b>Administrative Fees</b>				
Fingerprinting Fee	\$ 44.00		\$ 110.00	per time; Non-Refundable
Airport Driver Training Fee	\$ 20.00	per badge	\$ 25.00	per badge; Non-Refundable
Badge Replacement Fee	\$ 50.00	per badge	\$ 75.00	per badge; Non-Refundable
Non-Aeronautical Vehicle Storage Permit Fee	\$ 70.00	per month	\$ 100.00	per month
Lease/License Document Transaction Fee	\$ -		\$ 100.00	per transaction
Storage Agreement Transfer Fee	\$ -		\$ 50.00	per transaction
Fuel Flowage Fee - (FBO) Jet A	\$ 0.10	per gallon	\$ 0.10	per gallon
Fuel Flowage Fee - (FBO) AvGas	\$ 0.10	per gallon	\$ 0.10	per gallon
Fuel Flowage Fee - (Non-FBO) Jet A & AvGas	\$ 0.12	per gallon	\$ 0.12	per gallon
Self-Fueling Permit Review	\$ 100.00	per year	\$ 50.00	per month
Self-Fueling Permit Application Fee	\$1,500.00	per permit	\$1,500.00	per permit
<b>Fines and Penalties</b>				
Runway or Taxiway Safety Area Incursion	None	per incident	\$1,000.00	Up to (amount) per person per occurrence
Runway/Taxiway Incursion; Security Violation	None	per incident	\$2,500.00	



**Prescott Municipal Airport  
Rates & Fees - Schedule 'B'**

August 1, 2013 through June 30, 2014

Storage Revenues		Sq Feet	Current Rate per SqFt	Current Monthly RATE since 7/1/2009	New rate per sq ft	Increase rate by	New monthly rate	New monthly rate INCLUDING tax (2%)
	Tie Down (Nested)	1010	0.0463	\$ 46.81	0.0487	\$ 2.34	49.15	50.13
	Tie Down (Pull Through)	1386	0.0637	\$ 88.30	0.0669	\$ 4.42	92.72	94.57
	Shade Hangar	1010	0.1064	\$ 107.45	0.1117	\$ 5.37	112.82	115.08
T	Hangar "A"	954	0.2628	\$ 250.75	0.2760	\$ 12.54	263.29	268.55
T	Hangar "B"	1195	0.2628	\$ 314.09	0.2760	\$ 15.70	329.79	336.39
T	Hangar "C"	985	0.2628	\$ 258.89	0.2760	\$ 12.94	271.83	277.27
T	Hangar "D"	1724	0.2521	\$ 434.68	0.2647	\$ 21.73	456.41	465.54
T	Hangar "F"	985	0.2628	\$ 258.89	0.2760	\$ 12.94	271.83	277.27
T	Hangar "G"	1127	0.2628	\$ 296.22	0.2760	\$ 14.81	311.03	317.25
T	Hangar "H"	1036	0.2628	\$ 272.30	0.2760	\$ 13.62	285.92	291.63
T	Hangar "I"	1036	0.2628	\$ 272.30	0.2760	\$ 13.62	285.92	291.63
T	Hangar "J"	1156	0.2628	\$ 303.84	0.2760	\$ 15.19	319.03	325.41
Box	Hangar "K"	2780	0.2521	\$ 700.93	0.2647	\$ 35.05	735.98	750.70
T	Hangar "L"	1156	0.2628	\$ 303.84	0.2760	\$ 15.19	319.03	325.41
T	Hangar "M"	1052	0.2628	\$ 276.50	0.2760	\$ 13.83	290.33	296.13
T	Hangar "N"	1052	0.2628	\$ 276.50	0.2760	\$ 13.83	290.33	296.13
T	Hangar "O"	1052	0.2628	\$ 276.50	0.2760	\$ 13.83	290.33	296.13
Exec	Hangar "P"	3900	0.3042	\$ 1,186.20	0.3194	\$ 59.31	1,245.51	1,270.42
<b>STORAGE UNITS</b>								
A	NORTH (EAST)	512	0.1683	\$ 86.17	0.2760	\$ 55.14	141.31	144.14
	SOUTH (WEST)	512	0.1683	\$ 86.17	0.2760	\$ 55.14	141.31	144.14
B	NORTH (EAST)	649	0.1574	\$ 102.13	0.2760	\$ 76.99	179.12	182.71
	SOUTH (WEST)	649	0.1574	\$ 102.13	0.2760	\$ 76.99	179.12	182.71
C	NORTH (EAST)	536	0.1608	\$ 86.17	0.2760	\$ 61.77	147.94	150.89
	SOUTH (WEST)	536	0.1608	\$ 86.17	0.2760	\$ 61.77	147.94	150.89
D		893	0.1453	\$ 129.79	0.2760	\$ 116.68	246.47	251.40
F	NORTH	434	0.1691	\$ 73.41	0.2760	\$ 46.37	119.78	122.18
	SOUTH	506	0.1703	\$ 86.17	0.2760	\$ 53.49	139.66	142.45
G	NORTH	490	0.1693	\$ 82.98	0.2760	\$ 52.26	135.24	137.94
	SOUTH	573	0.1634	\$ 93.62	0.2760	\$ 64.53	158.15	161.31
H	NORTH	536	0.1370	\$ 73.41	0.2760	\$ 74.53	147.94	150.89
	SOUTH	536	0.1608	\$ 86.17	0.2760	\$ 61.77	147.94	150.89
I	NORTH	536	0.1370	\$ 73.41	0.2760	\$ 74.53	147.94	150.89
	SOUTH	536	0.1608	\$ 86.17	0.2760	\$ 61.77	147.94	150.89
J	NORTH	583	0.1533	\$ 89.36	0.2760	\$ 71.55	160.91	164.13
	SOUTH	514	0.1490	\$ 76.60	0.2760	\$ 65.26	141.86	144.70
L	NORTH (WEST)	623	0.1230	\$ 76.60	0.2760	\$ 95.35	171.95	175.39
	SOUTH (EAST)	623	0.1434	\$ 89.36	0.2760	\$ 82.59	171.95	175.39
M	NORTH (WEST)	493	0.1467	\$ 72.34	0.2760	\$ 63.73	136.07	138.79
	SOUTH (EAST)	541	0.1593	\$ 86.17	0.2760	\$ 63.15	149.32	152.30
N	NORTH (WEST)	378	0.1520	\$ 57.45	0.2760	\$ 46.88	104.33	106.41
	SOUTH (EAST)	549	0.1570	\$ 86.17	0.2760	\$ 65.35	151.52	154.55
O	NORTH (WEST)	493	0.1467	\$ 72.34	0.2760	\$ 63.73	136.07	138.79
	SOUTH (EAST)	541	0.1593	\$ 86.17	0.2760	\$ 63.15	149.32	152.30
<b>HANGAR WAITING LIST APPLICATION DEPOSIT</b>								
REGULAR HANGAR LIST DEPOSIT							\$ 200.00	\$ 200.00
Regular Hangar Deposit Refundable Amount							\$ 100.00	\$ 100.00
LARGE HANGAR LIST DEPOSIT							\$ 500.00	\$ 500.00
Larger Hangar Deposit Refundable Amount							\$ 400.00	\$ 400.00



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## Description of Rates and Fees

### Schedule A

**Transient Aircraft Overnight Fees - City Operated Ramps** – Nightly fees for uncovered aircraft parking spaces on ramps not under contract with an airport tenant. Fees vary depending on the size of the aircraft and corresponding parking space size.

**Commercial Landing Fee (aircraft over 12,500 lbs Max. Gross Landing Weight)** – Per landing fee for those commercial aircraft being operated on a for profit basis landing at the airport with a maximum gross landing weight greater than 12,500 pounds. Examples include, but are not limited to airline and air cargo operations.

**Re-Key Lock or Replacement of Lock Rate** – Charge assessed when a city-operated hangar or storage unit tenant requests a change in the city key/lock. Typically this is completed prior to a new tenant taking possession of a space; therefore, this charge is applied when a tenant requests a change after moving into a space.

**Replacement/Additional Key Rate** – Charge assessed when a city hangar or storage unit tenant requests an additional key for the city-issued lock on their facility.

**Airport Personnel Rate** – In the case of unusual circumstances requiring the assistance of City staff, an hourly fee may be assessed, at the discretion of the Airport Manager, for the first half-hour and every quarter hour thereafter, and varies depending on whether regular or overtime labor rates apply. Fee is charged to help cover the costs of providing City staff services outside the scope of their regularly-assigned duties.

**After Hours/Emergency Call Out Rate** – In the case of unusual or emergency circumstances requiring the assistance of City staff, and requiring airport staff to report to the airport during off-shift time. Fee is charged to help cover the costs of providing City staff services outside the scope of their regularly-assigned duties. (2-hour minimum).

**Fingerprinting Fee** – Charge assessed when City staff fingerprints an individual for an aviation-related purpose to obtain a criminal history records check. Fee is charged to help cover the costs of providing City staff services, equipment and ancillary services.

**Airport Driver Training Fee** – Charge assessed when an individual goes through the airport provided (and FAA required) airfield driver movement area training and obtains an airport-issued badge to authorize driving privileges on the airport. Fee is charged to help cover the costs of City staff services, equipment and ancillary services.

**Badge Replacement Fee** – Charge assessed when a replacement Airport Driver Badge is re-issued or is not returned to the Airport. Fee is charged to help cover the costs of City staff services, ancillary services and supplies.

**Non-Aeronautical Vehicle Storage Permit Fee** – Charge assessed when an individual parks a vehicle or trailer, which is not an aircraft, in areas not under contract with an airport tenant.

**Lease/License Document Transaction Fee** – Charge applies, if not specified in the contract, when a City lease or license agreement tenant requests a change to the original lease or license agreement, including, but not limited to, an amendment, assignment or estoppels certificate. Fee helps to cover the administrative and legal costs to the City for implementing the change to the current agreement.

**Storage Agreement Transfer Fee** – Charge assessed when a city-operated hangar, storage room, or tie down tenant requests to be transferred to a different hangar, tie-down, or storage room space. Fee is charged to help cover the administrative costs of implementing the transfer. Transfer fee may be waived by the Airport Manager if transfer is involuntary.

**Fuel Flowage Fee (FBO)** – Charge assessed per gallon of fuel that is delivered to the Airport. Rate of assessment may depend upon fuel type – AvGas or Jet A. FBO indicates a business providing fuel services to the public, on the airport, with an agreement with the City to provide said services.

**Fuel Flowage Fee (Non-FBO)** -- Charge assessed per gallon of fuel that is delivered into an aircraft. Rate of assessment may depend upon fuel type – AvGas or Jet A. Non-FBO indicates an individual or organization that holds a Self-Fueling Permit issued by the Airport.

**Self-Fueling Permit Review Fee** – Monthly fee charged for City staff to review an individual/organizations' self-fueling permit and ensure compliance with the policy.

**Self-Fueling Permit Application Fee** – Charged when an individual/organization makes application to the City for a self-fueling permit. If application is for a limited term, application fee may be pro-rated or waived, at the discretion of the Airport Manager.

**Runway or Taxiway Safety Area Incursion Fine** – Fine assessed when an aircraft, vehicle, or person enters the protected area of a runway or taxiway safety area, as defined by FAA, without permission from air traffic control and/or the Airport Manager. FAA has various levels of incursion and requires the airport to have an established penalty system for such. FAA may also fine the airport and/or individual for such an incursion.

**Runway/Taxiway Incursion or Security Violation Fine** – Fine assessed when an aircraft, vehicle, or person enters the protected area of a runway or taxiway, as defined by FAA, without permission from air traffic control and/or the Airport Manager. FAA has various levels of incursion and requires the airport to have an established penalty system for such. FAA may also fine the airport and/or individual for such an incursion. Fine may also be assessed for violations of the Airport Security Program.

## Description of Rates and Fees

### Schedule B

**Tie Down Rate (Nested)** – Monthly rental fee for assigned, uncovered aircraft parking spaces on the ramps not under contract with an airport tenant. Fees vary depending on the configuration of the tie down.

**Tie Down Rate (Pull Through)** – Monthly rental fee for assigned, uncovered aircraft parking spaces on the ramps not under contract with an airport tenant. A higher monthly fee is charged because the pull-through spaces allow aircraft the benefit of not having to be pushed/pulled into the individual parking space.

**Shade Hangar Rate** – Monthly rental fee for assigned covered aircraft parking spaces operated by the City.

**Hangar Rate** – Monthly rental fee for t-hangars and square hangars for the storage of aircraft. Fees vary depending on the size of the hangar.

**Storage Unit Rate** – Monthly rental fee for storage units located on the ends of most hangar rows. Fees vary depending on the size of the storage unit.

**Regular Hangar Waiting List Application Deposit** – Deposit for placement on the city hangar waiting list for a covered tie-down or standard “t-hangar”. Applicants who request to be removed from the waiting list receive a refund of \$100.

**Large Hangar Waiting List Application Deposit** – Deposit for placement on the city hangar waiting list for a “large” hangar to house an aircraft that will not fit into a 43-foot door opening or the tail or propeller exceeds 11 feet in height above the ground. Applicants who request to be removed from the waiting list receive a refund of \$400.



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**Prescott Municipal Airport**  
City of Prescott

6546 Crystal Lane      Prescott, AZ 86301  
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**FY2014 Airport Rates & Fees**  
**Comment Card**

The primary goal of the City is to operate, develop and maintain the Airport at the highest possible levels of safety and security while operating the facility in a fiscally-responsible manner. It is our policy to provide you, our customers, with a quality facility and excellent customer service while striving to keep operating costs as low as possible.

As a valued customer, your input regarding the proposed rates & fees for the next fiscal year is important to the City of Prescott and the staff of the Airport.

CUSTOMER NAME (Optional): \_\_\_\_\_

Comments may be submitted to:

- |  |  |
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| <p>1. Airport Administration Office<br/>6546 Crystal Lane<br/>Prescott, AZ 86301<br/>E: <a href="mailto:airport.admin@prescott-az.gov">airport.admin@prescott-az.gov</a><br/>F: 928-771-5861</p> | <p>2. City Council/City Manager<br/>City of Prescott<br/>201 S. Cortez Street<br/>Prescott, AZ 86302<br/>E: <a href="mailto:patti.crouse@prescott-az.gov">patti.crouse@prescott-az.gov</a></p> |
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