



November 1, 2016

Attention: Airport Operators/Tenants/Stakeholders

**RE: Final Rates and Fees Changes Effective January 1, 2017**

We have now concluded the consultation process with the Airline Consultative Committee (ACC); as a result Regina Airport Authority Inc. (RAA) is communicating final rates and fees changes to take effect January 1, 2017 for Baggage Makeup Areas and Hold Baggage Screening.

These fee changes have been established in order to establish base fee recoveries for expanding infrastructure and ongoing annual maintenance.

Taxi-way C Relocation and Apron 3 redevelopments are now complete. General Aviation aircraft parking rate adjustments take effect January 1, 2017.

We have attached a summary and the final revised changes and a new rates and fees schedule as posted to our website ([www.yqr.ca](http://www.yqr.ca)).

RAA continues to look for opportunities to enhance efficiency and our overall performance.

Thank you,

Regina Airport Authority



## **RATES AND FEES NOTICE EFFECTIVE – January 1, 2017**

### **Baggage Makeup Room (Hold baggage Systems) Fees**

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Regina Airport Authority Inc. (RAA) has updated its common use hold baggage screening technology and expanded its common use baggage handling facility to improve efficiencies to accommodate growth now and into the future. The new space and operating system commenced full operation effective September 28<sup>th</sup> 2016. RAA has completed consultations with the Airline Consultative Committee regarding the fee adjustments required to support the new system.

**Effective January 1, 2017** following a sixty (60) day public notice period; the Baggage Makeup Room Fee be commenced as follows:

#### **Regular Scheduled Charters:**

Baggage Makeup Area **Access Fee – fixed cost - \$2,000 per month per carrier;** and  
Baggage makeup Area - **variable cost - \$1.25/per seat on each departing seat**

#### **Charter Carriers:**

Baggage Makeup Area **Access Fee – fixed cost - \$4,800 per month per carrier;** and  
Baggage makeup Area - **variable cost - \$1.25/per seat on each departing seat**

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**Note:** The common use systems and activities associated with hold baggage screening will be **tracked on a cost recovery basis** and will be periodically reviewed to ensure fees are appropriate.

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## **Multi-Tenant Airside Facility – Airside (MTF- AS) Miscellaneous Fees**

### **RATES AND FEES NOTICE EFFECTIVE – NOVEMBER 1, 2016**

(fees apply upon commencement of operations within facility)

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#### **Lavatory Dumping Fee:**

Effective November 1, 2016 upon commencement of operations within the MTF-AS facility a **per use dumping fee of \$30.00** will come into effect. The fee is for the recovery of blue juice, water usage, direct operating costs and maintenance associated with operation of the common use lavatory disposal system.

#### **Equipment Wand Wash Fee:**

Effective November 1, 2016 upon commencement of the operation of the MTF-AS facility a **per use fee of \$1.00** for a three minute wash cycle will come in to effect. The fee is for the recovery of water and soap usage, direct operating costs and maintenance associated with operation of the common use equipment wand wash system.

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**Note:** These common use systems and activities (uses) will be tracked through FOB's assigned to tenants that will activate the systems and track usage. The information (uses) tracked will be provided to RAA administration for monthly billing. These operations **are being tracked on a cost recovery basis** and will be periodically reviewed to ensure fees are appropriate.

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## **RATES AND FEES NOTICE EFFECTIVE – January 1, 2017**

### **General Aviation - Parking Fees**

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Regina Airport Authority Inc. (RAA) has invested in the renewal of several operating surfaces that include Taxi- way C; Taxi-way N; Apron 3; Apron 4 and Apron 5. These improvements will serve the general aviation community for the next twenty five (25) years and beyond; and additionally will accommodate future hangar and airside commercial development. Further, it is noteworthy that RAA has improved lighting to these operating surfaces addressing earlier operational safety concerns on Apron 3 in particular.

In arriving at the fee amounts, RAA benchmarked several airports to arrive at an appropriate and competitive fee (realizing a full cost recovery to the general aviation sector was not achievable). Over the last several years, economic growth within our region has resulted in new demand for airside lot inventory and further RAA needed to update the infrastructure serving the general aviation community as surfaces were reaching the end of their lifecycle. RAA has taken a measured approach by completing these improvements during other airport developments to restrict and or reduce costs to the benefit of the general aviation enthusiasts and business operators.

RAA reviewed general aircraft parking for similar sized operators and airports within our region; the bench- marked results concluded that RAA is currently billing parking at 41% of the benchmarked average. Increasing our fees as proposed below moves us to 67% of the benchmarked average. Over the last number of years, RAA has not increased and/or invested in general aviation. We have now addressed the infrastructure deficit and are aligning our strategies going forward to incorporate general aviation into our day to day plans. As a result of this need and investment, RAA is setting a fee schedule to recognize operator cost concerns balancing these



concerns against the overall needs to see continued growth within this sector into the future.

**Effective January 1, 2017** following a sixty (60) day public notice period; the General Aviation Parking Fees will be commenced as follows:

### **Apron 3 and 4 Parking Rates:**

#### **Aircraft $\leq$ 5,000 kg**

- Increase the **daily rate to \$12.00/day** from \$7.50/day; and
- introduce a new **monthly rate option set at \$150.00**; and/or
- an **annual rate option of \$1,350**.

#### **Aircraft $>$ 5,000 kg and $<$ 15,000 kg**

- Daily rate of **\$20.00/day** from \$15.00/day.

\* During the transition and sixty (60) day public notice period ending December 31, 2016, the existing fee structure as put in place during construction will be continued; in other words, current rates will remain in effect until January 1, 2017.



**SCHEDULE OF AERONAUTICAL RATES AND FEES**

Effective January 1, 2017

*Items shown in red are effective immediately.*

Landing Fees	
All fees are charged per 1000 kg or portion thereof, and are based on the Maximum Take Off Weight of each jet, turboprop or rotary wing aircraft landing at YQR. There is no difference between domestic or international flights. <i>*Minimum landing fee is \$17.35</i>	
Weight Category	Charge per 1,000 kg
0 - 15,000 kg	\$4.47
15,001 - 45,000 kg	\$5.63
over 45,001 kg	\$6.73

Third Party Ground Handling	
<b>License Fees</b>	\$2,000 / annum
<b>Equipment Fees</b>	
- Motorized Vehicles/Equipment	\$100 / annum
- Non-motorized Vehicles/Equipment	\$36 / annum

Glycol Recovery
RAA will recover costs from the airlines for glycol disposal, subject to a 25% administration fee. The recovery will be billed monthly on a seasonal basis.

Apron 3 & 4 - Commercial Hangar Line			
Aircraft parking fees are assessed based on aircraft weight and on length of stay. This new surface with tie down capabilities will generate a daily fee for all aircraft parking in excess of six (6) hours through a revived parking fee structure. <b>Monthly and Annual Maximums will be made available for aircraft up to 5,000 kg (only).</b> Note: Monthly and annual aircraft parking fees are dependent upon availability and location.			
Weight Category	Day	Charge per Month	Annum
0 - 5,000 kg	\$12	\$150	\$1,350
5,001 - 15,000 max	\$20	N/A	N/A
*Airport determines access over 5,000 kg			

General Terminal Fees		
Domestic Flight means a flight between two points in Canada; International flight means a flight between a point outside Canada and a point inside Canada.		
Aircraft Passenger Seating Capacity	Charge per Seat	
	Domestic	International
0 - 36 Seats	\$2.41	\$4.52
over 36 Seats	\$2.73	\$5.59

Airport Infrastructure Levy (AIL)
Applicable to all jet and turboprop aircraft whose operation is currently exempt from airport improvement fees. This fee will be assessed at \$0.75 / 1,000 kg per landed aircraft.

ERS Coverage
Fee: \$300 per hour
A fee will be charged for the provision of Emergency Response Services after scheduled hours. The charge will be allocated among all carriers operating within the same period.

Multi-Tenant Airside Facility	
<b>Lavatory Dumping Fee</b>	<b>\$30/per use</b>
<b>Equipment Wand Wash Fee</b>	<b>\$1/per use</b>

<b>Policing Security Fee</b>	Current Rate: \$0
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Aircraft Parking Fees (Apron 1 & 2 Locations)	
Itinerant parking fees are charged on all aircraft parked for periods of 90 minutes or more. Parking for more than six hours but less than 24 hours is counted as one day.	
Weight Category	Charge
0 - 15,000 kg	\$15 / day
15,001 - 45,000 kg	\$35 / day
over 45,001 kg	\$55 / day

Fuel Concession Fees	
Aviation Gas	10 cents per litre
Crankcase Oils / Lubricants	1.6 cents per litre

International Waste Recovery
RAA will cost recover from airlines on a monthly basis for international waste disposal based on the published flight schedule at \$0.21 per landed seat on each international flight. Upon conclusion of the operating season RAA will issue an adjustment billing reflecting any variances resulting from actual activities

Airport Improvement Fee (AIF)
Passengers departing from Regina International Airport via commercial aircraft are required to pay an Airport Improvement Fee of \$20 per person for inter-provincial, transborder or international flights; and \$5 per person for intra-provincial flights. This fee is collected by the respective airline at the time of ticket purchase and must be remitted to RAA monthly. Passengers exempt from paying the AIF are infants under 2 for whom no ticket was purchased, airline employees travelling on business, customers travelling on passes or travel documents with discount codes, and passengers continuing a journey: (i) less than 4 hours after arrival at the Airport for domestic or transborder itineraries, and (ii) less than 24 hours after arrival at the Airport for international itineraries.



**SCHEDULE OF RATES AND FEES**

Effective January 1, 2017

*Items shown in red are effective immediately.*

Air Terminal Building Fees	
Exclusive Space Rental Rates	
<i>Type of Space</i>	<i>Rate per M<sup>2</sup> per annum</i>
Premium Office	\$450
Baggage Claim Counter	\$350
General Office	\$325
Baggage Claim Storage	\$275
Main Floor Industrial	\$275
Basement (Finished)	\$275
Basement (Unfinished)	\$200
Car Rental Counter	\$400
Car Rental Office	\$300
Car Rental Corridor - Common	\$150
Common Use Space Fees	
<b>Regular Scheduled Carriers:</b>	
CUTE/CUSS/CUPPS Fixed Fee	\$800 per month per carrier
CUTE/CUSS/CUPPS Support Services	\$0.70 per seat on each departing aircraft
Baggage Makeup Area - Access Fee	\$2,000 per month per carrier
Baggage Makeup Area	\$1.25 per seat on each departing aircraft
CUSS Paper Fee	\$0.03 per seat on each departing aircraft
CUSS Bag Tag Paper Fee	\$0.17 per seat on each departing aircraft
Common Use Space Fees	
<b>Charter Carriers:</b>	
CUTE/CUSS/CUPPS Fixed & Support Svces.	\$0.80 per seat on each departing aircraft
Check-In Software Fee	\$0.40 per seat on each departing aircraft
Baggage Makeup Area - Access Fee	\$4,800 per month per carrier
Baggage Makeup Area	\$1.25 per seat on each departing aircraft
CUSS Paper Fee	\$0.03 per seat on each departing aircraft
CUSS Bag Tag Paper Fee	\$0.17 per seat on each departing aircraft
<b>Tour Operators' Counter</b>	
	\$500 per season (max. 6 months)
<b>Electrical plug-ins for Ramp Equipment:</b>	
	<b>\$40 / month</b>
Commercial Airport Filming	
All filming activity is co-ordinated by the Manager Airport Operations, and all affected persons / departments are advised accordingly.	
Filming in the ATB	\$100 / hour
Security / Escort Services	\$40 / hour
RAA Trades Personnel / Equipment	current cost recovery rates
A Location Permit must be executed. A non-refundable deposit of \$250 is required, however it will be applied towards the total charges.	
Room Rental	
Room rental space for training and business activities. All rentals coordinated and subject to approval by Regina Airport Authority. Two-week notice required/subject to availability. Fee only includes room rental.	
Half day rental (maximum 4 hours)	\$110/half day
Full day rental (maximum 8 hours)	\$180/full day



## SCHEDULE OF RATES AND FEES

Effective January 1, 2017

### Administration Fees

Reproduction costs for copies of leases / documents will carry a minimum charge of \$25. Legal and administration costs incurred by RAA to assign or transfer all or any portion of a lease will be recovered from the Tenant.

### Cost Recovery - General

Where RAA has paid for an item and/or provided a service to a Tenant, RAA will assess a flat administration fee of \$50 for each recovery billing. RAA reserves the right to apply additional administration fees for the provision of services beyond the normal scope of responsibility of RAA. Such circumstances include fuel spills and other special services requested by the Tenant. Where property is damaged but not reported by the Tenant in accordance with appropriate procedures, RAA will assess additional administration fees.

### Customer Facility Charge

CFC of \$5.50 per Transaction Day (24-hour period or fraction thereof) on all airport vehicle rental agreements, to a maximum of 7 transaction days per agreement.

### Late Payment Charges

Payment of all invoices for services rendered is due within 30 days of the invoice date. Late payment charges of 1% per month, (12% per annum) will apply to all outstanding invoices.

### Public Parking Fees (includes GST)

<b>Short Term Parking:</b> <i>* Maximum parking of 2 hours</i>	\$2 for each half hour or portion thereof to max. 2 hours <b>* Rates double after 2 hours</b>
<b>Long Term Parking:</b> 1st hour or part thereof Each additional hour or part thereof Maximum per 24-hour period	\$4 \$2 \$15
<b>Economy Parking:</b> 1st hour or part thereof Each additional hour or part thereof Maximum per 24-hour period	\$2 \$2 \$11

### Employee Parking Fees

Monthly rate per stall / employee	\$25
Charge for replacement of lost card	\$25
<i>* Note: electrical plug-ins are available for <b>block heaters only</b> at temperatures below -12 degrees C. Every effort is made to ensure plug-ins are functioning; however, RAA is not responsible in the event of failure due to circuit overload.</i>	

### Other Vehicle Licence Fees

<b>Courier Licence Fee:</b>	\$400 / annum
<b>Ground Transportation Licence Fee:</b>	\$600 / annum
<b>Restricted Area Identification Card (RAIC) Fee:</b>	TBD





**SCHEDULE OF RATES AND FEES**

Effective January 1, 2017

Aircraft Type	Weight (kg.)	Landing Fee	Seating Capacity	Domestic Terminal Fees 01-Aug-15	International Terminal Fees 01-Aug-15	Parking Fees Daily
A310	164,000	1103.72	210	573.30	1173.90	55.00
A319	76,000	511.48	124	338.52	693.16	55.00
A320	77,000	518.21	150	409.50	838.50	55.00
B1900	8,000	35.76	21	50.61	94.92	15.00
B737-200	53,000	356.69	125	341.25	698.75	55.00
B737-600	56,000	376.88	108	294.84	603.72	55.00
B737-700	71,000	477.83	128	349.44	715.52	55.00
B757	109,000	733.57	233	636.09	1302.47	55.00
CRJ2	24,000	135.12	50	136.50	279.50	35.00
CRJ7	35,000	197.05	70	191.10	391.30	35.00
DH8-1	16,000	90.08	37	101.01	206.83	35.00
DH8-3	20,000	112.60	52	141.96	290.68	35.00
E170	34,000	191.42	78	212.94	436.02	35.00
E190	45,000	253.35	106	289.38	592.54	35.00
JS31	7,000	31.29	20	48.20	90.40	15.00

Note: **Sample aircraft only.** Seating configuration and weight will vary from airline to airline.