TENANT DIRECTIVE

BWI: 401.1
DATE: December 1, 2016
DISTRIBUTION: BWI-A

TITLE: **STANDARD RATES AND FEES AT BALTIMORE/WASHINGTON INTERNATIONAL THURGOOD MARSHALL AIRPORT ("BWI MARSHALL AIRPORT" OR "AIRPORT")**

I. REFERENCES

A. This Directive supersedes BWI Marshall Airport Tenant Directive 401.1 dated October 3, 2016. All rates are effective January 1, 2017.

B. Summary of updates
- Section D – Bag Claim

II. SCHEDULE OF RENTAL RATES AND OTHER FEES

Unless otherwise stated, all Rental Rates and Fees are subject to adjustment on July 1 of each year. The Maryland Aviation Administration ("MAA" or "Administration") may also implement a mid-year adjustment. It is the MAA's policy that space is leased in an "as is" condition. Improvements or modifications of leasehold areas to accommodate the special needs of tenants will not be undertaken at the Administration's expense.

Signatory Airline = Air transportation company operating at BWI Marshall Airport that has a fully executed Use and Lease Agreement with the MAA; invoiced by the MAA.

Non-Signatory with Agreement = Carriers operating at BWI Marshall Airport with a written Agreement other than the Use and Lease Agreement; invoiced by the MAA.

Itinerant without Agreement = Carriers operating at BWI Marshall Airport without a written Agreement; invoiced by an approved BWI Marshall Airport Ground Handling Services company.

Commercial Tenants = Non-airline tenants with a written lease or operating Agreement; invoiced by the MAA.

A. Landing Fees

Landing Fees		
Aircraft	**Fee**	**Minimum Fee**
All Helicopters	$34	N/A
Aircraft – Single Engine	$44	N/A
Carriers Operating Under a Written Agreement with the MAA – Signatory Airline	$4.19 per 1,000 lbs.	$44
Carriers Operating Under a Written Agreement with the MAA – Non-Signatory Airline	$5.24 per 1,000 lbs.	$44
Aircraft – All Other: Itinerant Aircraft	$6.96 per 1,000 lbs.	$44
General Aviation	$5.57 per 1,000 lbs.	$44

NOTE: Landing Fees are based on FAA Certificated Maximum Gross Landing Weight (MGLW) as established by the PASSUR Landing Fee Management Program. Based aircraft are exempt from landing fees whenever such aircraft are not used for revenue-producing purposes.

B. Aircraft Parking Fees

Daily Parking Rate		
Size	**With Agreement**	**Without Agreement**
Small Aircraft (less than 80,000 lbs)	$55	$73
Medium Aircraft (80,000-300,000 lbs)	$75	$100
Large Aircraft (more than 300,000 lbs)	$105	$140

NOTE: There is a three-hour grace period before parking fees are charged. The parking fee is applied after three hours and for each 24-hour block time of occupancy. Aircraft parking fees are reset after each departure.

C. Airline Space Rental

Space Rental per square foot per annum (psfpa)

Airline Space Rental (psfpa)		
Space	**Signatory Airline**	**Non-Signatory Airline**
Ticket Counter	$157.02	$196.27
Passenger Holdroom	$117.76	$147.20
Office w/Public Access	$117.76	$147.20
Office w/Restricted Access	$94.21	$117.76
Operations – Air-conditioned	$94.21	$117.76
Operations – Unfinished/Non-air-conditioned	$78.51	$98.13
Bag Make-up – Unfinished/ Non-air-conditioned	$78.51	$98.13
Curbside Check-in	$78.51	$98.13
Ticket Counter Queuing Space	$31.40	$39.25

D. Baggage Claim – Non-FIS Deplaned Passenger & Pre-Cleared International

Baggage Claim 80/20 Formula		
	With Agreement	**Without Agreement**
80%	$0.93 per non-FIS deplaned passenger	$1.16 per non-FIS deplaned passenger
20%	$20,595 per non-FIS scheduled service carrier per month	

NOTE: 1) Federal Inspection Service (FIS).
2) The Baggage Claim Area Use Fees are charged monthly for the cost of providing Baggage Claim services at the Airport. The current amount to be recovered annually is $11,316,782 of which 80% is recovered based on deplaned destination passengers on flights using domestic baggage claim, and 20% is recovered based on the number of carriers with non-FIS scheduled service at the Airport. Only carriers handling 4,000 or more monthly deplaned destination passengers on flights using domestic baggage claim are assessed the 20% portion of the fee.

E. Boarding Device Fees

Boarding Device Fees		
	With Agreement	**Without Agreement**
Boarding Devices – Preferential Use	$5,836 per month	N/A
Planemate – Inbound or outbound or inbound/outbound	$75 per flight	$94 per flight

F. Passenger Facility Charges (PFC) – $4.50 collected (14 CFR Part 158)

G. International – Other fees

International Per Use Fees		
	With Agreement	**Without Agreement**
FIS Fee	$6.00 per deplaned passenger	$7.50 per deplaned passenger

NOTE: The FIS Area Fee is assessed to air carriers that have deplaned passengers using the FIS facilities.

H. Common Use – Per Use Fees

Common Use - Per Use Fees		
	With Agreement	**Without Agreement**
Ticket Counter (CUTE) (per position)	$15 per hour, prorated in 20 minute increments	$20 per hour, prorated in 20 minute increments
Boarding Device – FIS Arrivals Only	$90 per arrival	$110 per arrival

Common Use - Holdroom Per Use Fees		
	With Agreement	**Without Agreement**
Passenger Holdroom Commuter terminal no boarding device	$60 per use	$75 per use
Passenger Holdroom 99 seats or less and boarding device	$215 per use	$270 per use
Passenger Holdroom 100 to 199 seats and boarding device	$340 per use	$425 per use
Passenger Holdroom 200 seats or more and boarding device	$460 per use	$575 per use

NOTE: 1) Covers per turn, departure or non-FIS Arrivals.
2) If parking longer than three hours, aircraft parking fees (Section B) apply in addition to the holdroom fee.

I. Non-Airline Passenger Terminal Fees

Non-Airline Passenger Terminal Fees		
	Space	**Fee**
1.	Retail Shop Space – Unfinished	$123
2.	Office with Public Access	$123
3.	Office with Restricted Access	$99
4.	Storage – Unfinished non-air-conditioned	$84

J. Miscellaneous Fees

Miscellaneous Fees		
	Space	**Fee**
1.	Elm Road Air Cargo Building Non-air-conditioned warehouse space Air-conditioned office space Truck parking/ramp space Ground rent	 $10.74 per square foot per annum $15.69 per square foot per annum $1.21 per square foot per annum
2.	Ground Handling Fee	5% of gross revenue from companies having agreements with the MAA that grant those companies the right to provide ground handling and other technical services to tenant and non-tenant airlines at the Airport.
3.	Airfield Ramp Space	$1.21 per square foot per annum
4.	Filming Location Fee (Movie companies, television shows, etc., which are filmed on Airport property) [1]	Up to 4 hours - $391 4 to 8 hours - $782 8 to 24 hours - $1,172
5.	Assigned Truck Parking Spaces/North Cargo	$86 per space per month

Miscellaneous Fees		
	Space	**Fee**
6.	Fiber Optic Lease:	$0.20 per linear foot of leased fiber optic cable per annum For fiber optic installation and maintenance charges, please refer to the Office of Technology's Standards & Specifications, S3 SOP and Policy, Section 7: http://www.marylandaviation.com/content/doingbusinesswithmaa/telecom/index.html.
7.	Special Event Fees[2]: Land Rental	 $1.21 per square foot per annum
8.	Conference Room Use Fee	LOC Conference Room: $52 per hour or any portion thereof
9.	Observation Gallery Rental[3]	Observation Gallery: Monday – Thursday: $1,039 Friday – Sunday: $1,559 Rates for up to 4 hours, prorated in 2 hour intervals
10.	Mathison Overflow Lot Truck Parking	$94 per space per month
11.	Parking Lot Ground Rent Mathison Midfield Mathison Overflow East employee lot West employee lot Overflow Gold Lot Amtrak Way Lot Old ESP Lot A Old ESP Lot B Ground Transportation Staging	All fees below are per square foot per annum $0.62 $0.71 $0.61 $0.61 $0.49 $1.40 $0.55 $0.61 $0.9147
12.	Ground Service Equipment Buildings Building Rental Land Rental	GSEB #123, #129, #134 and GSEB portion of Elm Rd Cargo Bldg #107 $20.93 per square foot per annum $1.12 per square foot per annum
13.	Ground Transportation Website Link Fee	$332 per month/minimum 6 month buy

All questions and/or comments relating to the foregoing standard rates and fees may be directed to the MAA Office of Finance at 410-859-7930.

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John A. Stewart
Director
Office of Airport Operations

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[1] For complex filming, location agreements must be negotiated with the MAA Filming Coordinator. Location fees include location/property rental, electrical power and water, if available. Any additional expenses incurred as a result of filming, as determined necessary by the MAA, will be reimbursed to the MAA. Such expenses may be necessary to ensure the safety, security, and smooth operation of the Airport. Compensation to the MAA employees required to work the filming over and above normal working hours will be reimbursed to the MAA.

[2] Any direct expenses incurred by the MAA as a result of holding a special event will be reimbursed to the MAA. Such expenses may include, but are not limited to, labor, cost of supplies, materials, security, etc.

[3] Requests for use must be made to AeroService Group (410-850-4846) and require an executed licensee agreement with the MAA. Complete procedures can be found in the MAA *Observation Gallery Fee Collection and Remittance Procedures.*