



TENANT DIRECTIVE

BWI: 401.1
DATE: May 20, 2020
DISTRIBUTION: BWI-A

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

I. REFERENCES

- A. This Directive supersedes BWI Marshall Airport Tenant Directive 401.1 dated December 23, 2019. **The rates in this Directive are effective July 1, 2020.**
- B. **Due to the uncertainty of COVID-19, all rates are frozen and will be adjusted during Fiscal Year 2021. The next rate change is expected to be effective January 1, 2021.**
- C. Other
 - 1. Rate clarification: Ticket Counter Kiosk – Section II.C
 - 2. Rate removed: North Cargo Truck Parking – Section II.J.5

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 Department of Transportation Maryland Aviation Administration (MDOT MAA or Administration) may also implement a mid-year adjustment. It is the MDOT 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.

Commercial Tenants - Non-airline tenants with a written lease, concession, or operating Agreement; invoiced by the MDOT 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.

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

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

A. Landing Fees

Landing Fees		
<u>Aircraft</u>	<u>Fee</u>	<u>Minimum Fee</u>
Carriers Operating Under a Written Agreement with the MDOT MAA – Signatory Airline	\$4.23 per 1,000 lbs.	N/A
Carriers Operating Under a Written Agreement with the MDOT MAA – Non-Signatory Airline	\$5.29 per 1,000 lbs.	N/A
Aircraft – All Other: Itinerant Aircraft	\$7.02 per 1,000 lbs.	N/A
General Aviation	\$5.63 per 1,000 lbs.	\$53

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		
<u>Size</u>	<u>With Agreement</u>	<u>Without Agreement</u>
Extra Small Aircraft (less than 40,000 lbs)	\$50	\$70
Small Aircraft (40,000 –80,000 lbs)	\$100	\$130
Medium Aircraft (80,000 - 300,000 lbs)	\$125	\$170
Large Aircraft (more than 300,000 lbs)	\$175	\$230

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

Airline Space Rental Per Square Foot per Annum (psfpa)		
<u>Space</u>	<u>Signatory Airline</u>	<u>Non-Signatory Airline</u>
Ticket Counter	\$194.24	\$242.80
Ticket Counter Kiosk	\$145.68	\$182.10
Passenger Holdroom	\$145.68	\$182.10
Office w/Public Access	\$145.68	\$182.10
Office w/Restricted Access	\$116.54	\$145.68
Operations - Air Conditioned	\$116.54	\$145.68
Commuter Terminal Holdroom	\$116.54	\$145.68
Operations - Unfinished Non-A/C	\$97.12	\$121.40
Bag Makeup - Unfinished Non-A/C	\$97.12	\$121.40
Curbside Check-In	\$97.12	\$121.40
Ticket Counter Queuing	\$38.85	\$48.56

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

Baggage Claim 80/20 Formula		
	<u>With Agreement</u>	<u>Without Agreement</u>
80%	\$1.24 per non-FIS deplaned passenger	\$1.55 per non-FIS deplaned passenger
20%	\$27,973 per non-FIS air 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. Eighty percent (80%) is recovered based on deplaned destination passengers on flights using domestic baggage claim, and 20% is recovered based on the number of air carriers with non-FIS service at the Airport. Only air 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		
	<u>With Agreement</u>	<u>Without Agreement</u>
Boarding Devices – Preferential Use	\$4,595 per month	N/A
Planemate – Inbound or outbound or inbound/outbound	\$75 per flight	\$94 per flight

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

G. International – Other fees

International Per Use Fees		
	<u>With Agreement</u>	<u>Without Agreement</u>
FIS Fee	\$7.00 per deplaned passenger	\$9.00 per deplaned passenger

NOTE: The FIS Area Fee is assessed to air carriers that have deplaned passengers using the FIS facilities. This fee includes fees for use of the baggage claim.

H. Common Use

Common Use		
	<u>With Agreement</u>	<u>Without Agreement</u>
Ticket Counter (CUTE)	\$30 per position per hour, prorated in 20-minute increments	\$40 per position per hour, prorated in 20-minute increments
CUTE Kiosk Use (with Non-CUTE Ticket Counter)	\$15 per departure	N/A
Boarding Device – FIS Arrivals Only	\$75 per arrival	\$94 per arrival
Outbound Baggage without CUTE Ticket Counter (per departure)	\$130 per departure	\$160 per departure
CUTE Equipment Use at Leased Gate	\$1,300 per month*	N/A
CUTE Equipment Use at Leased Ticket Counter	\$650 per month per position*	N/A

*Per month for any leased gate or ticket counter position that has MDOT MAA installed CUTE equipment but is leased preferentially by an airline.

NOTE: Common Use Terminal Equipment (CUTE)

Common Use - Holdroom (All Fees Are Per Use)		
	<u>With Agreement</u>	<u>Without Agreement</u>
Passenger Holdroom Commuter Terminal No Boarding Device	\$90	\$115
Passenger Holdroom 99 Seats or Less and Boarding Device	\$250	\$315
Passenger Holdroom 100 to 199 Seats and Boarding Device	\$425	\$530
Passenger Holdroom 200 Seats or More and Boarding Device	\$600	\$750

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 Per Square Foot Per Annum (psfpa)	
<u>Space</u>	<u>Rate</u>
Public Counter/Kiosk	\$200
Shop Space – Unfinished	\$150
Office with Public Access	\$150
Office with Restricted Access	\$120
Storage/Operations Unfinished Non-A/C	\$100
Public Queuing Space	\$40

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	\$11.55 psfpa \$16.76 psfpa \$1.33 psfpa
2.	Ground Handling Fee From companies having agreements with the MDOT MAA that grant those companies the right to provide ground handling and other technical services to tenant and non-tenant airlines at the Airport.	5% of gross revenue
3.	Airfield Ramp Space	\$1.33 psfpa
4.	Filming Location Fee Movie companies, television shows, etc., which are filmed on Airport property ¹	Up to 4 hours - \$420 4 to 8 hours - \$840 8 to 24 hours - \$1,260
5.	N/A	
6.	Fiber Optic Permit For fiber optic installation and maintenance charges, please refer to the Division of Information Technology Standards & Specifications, S3 SOP and Policy, Section 7: http://www.marylandaviation.com/OTstandards/index.html	\$0.2195 per linear foot of permitted fiber optic cable per annum - paid in lump sum for the term
7.	Special Event Fees ² : Land Rental	\$1.29 psfpa
8.	Terminal Conference Room Rental	\$55 per hour or any portion thereof
9.	Observation Gallery Rental ³	Monday – Thursday: \$1,110 Friday – Sunday: \$1,670 Rates for up to 4 hours, prorated in 2-hour intervals

Miscellaneous Fees		
	Space	Fee
10.	Parking Lot Ground Rent <u>Zone 1- Mathison Way</u> Overflow Lot #13/Pink Lot #14/ Midfield Lot #15 <u>Zone 2</u> Gold Lot #16 <u>Zone 5</u> Old ESP Lot A #5 and Old ESP Lot B #6 <u>Zone 6</u> Elkridge Landing Road Lot #9 and #10 <u>Zone 7</u> Ground Transportation Staging Lot #8 <u>Zone 9</u> East Employee Lot #12 <u>Zone 10</u> West Employee Lot #11 <i>Zones 3, 4, and 8 are not for lease. All zones exclude utility costs. Utility costs are billed separately by MDOT MAA Accounting unless customer separately meters.</i>	All fees below are psfpa \$1.1427 \$0.7329 \$0.6541 \$0.7461 \$0.9783 \$0.6541 \$0.6500
11.	Ground Service Equipment Buildings Building Rental Land Rental	GSEB #123, #129, #134 \$22.38 psfpa \$1.21 psfpa
12.	Ground Transportation	\$2.50 per trip inbound \$2.50 per trip outbound

All questions and/or comments relating to the foregoing standard rates and fees may be directed to the MDOT MAA at 410-859-7930 or by email at twojtulewicz@bwiairport.com.

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John A. Stewart
 Director
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¹ For complex filming, location agreements must be negotiated with the MDOT 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 MDOT MAA, will be reimbursed to the MDOT MAA. Such expenses may be necessary to ensure the safety, security, and smooth operation of the Airport. Compensation to the MDOT MAA employees required to work the filming over and above normal working hours will be reimbursed to the MDOT MAA.

² Any direct expenses incurred by the MDOT MAA as a result of holding a special event will be reimbursed to the MDOT 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 MDOT MAA. Complete procedures can be found in the MDOT MAA *Observation Gallery Fee Collection and Remittance Procedures*.