



**TALLAHASSEE**  
INTERNATIONAL AIRPORT

# SCHEDULE OF RATES AND CHARGES

Effective: October 1, 2021



To All Airport Tenants and Users:

The City of Tallahassee owns and operates the Tallahassee International Airport as a public-use, commercial service airport. Section 1 of the *Airport Rules and Regulations* and *Minimum Standards* has charged the Aviation Department and the Director of Aviation with the responsibility for the safe and efficient operation of the Airport, the daily management of the Airport, as well as the authority to establish necessary Airport rates and charges as needed to meet this charge.

Accordingly, this Schedule of Rates and Charges for Airport Tenants, Air Carriers, and other users is established and assessed against any person or entity conducting, carrying on, or engaging in activities or services at the Airport without discrimination. Any questions should be directed to:

Tallahassee International Airport  
Attention: Deputy Director, Airport Finance and Administration  
3300 Capital Circle, S.W. – Suite 1  
Tallahassee, FL 32310

This Schedule of Rates and Charges supersedes previous rates and charges and hereby becomes effective on October 1, 2021 and may be adjusted as required.

  
\_\_\_\_\_  
David J. Pollard, C.M.  
Director of Aviation

10/1/21  
\_\_\_\_\_  
Date

## TABLE OF CONTENTS

	Page
Airlines (With Agreement).....	4
Airlines (Without Agreement).....	5
Passenger Facility Charge .....	5
Badges and Security .....	6
Cargo .....	6
Concessions .....	7
FBO/SASO .....	7
Fuel Flowage .....	7
General Aviation Landing Fee .....	8
General Aviation Services .....	9
Land Leases .....	10
Ground Support Equipment .....	10
Miscellaneous Fees and Other Charges .....	11
Non-Tenant Businesses .....	11
Ground Transportation .....	11
Parking .....	12
Rental Car and Peer-to-Peer Vehicle Sharing.....	13
Specialized Operations .....	13
Through the Fence Operators .....	14

**AIRLINES (With Use and Lease Agreement):**

Description	Signatory	Non-Signatory	Comments
<b><u>Airfield</u></b>			
Landing Fee	\$2.52	\$3.14	Per 1,000 pounds certified maximum gross landing weight
<b><u>Terminal</u></b>			
Average Terminal Rental	\$36.38	\$45.47	Per Sq. Ft. Per Yr.
<b><u>Preferential Use</u></b>			
Airline Ticket Counter	\$36.38	\$45.47	Per Sq. Ft. Per Yr.
Airline Ticket Office	\$36.38	\$45.47	Per Sq. Ft. Per Yr.
Bag Service Office	\$36.38	\$45.47	Per Sq. Ft. Per Yr.
Airline Operations Area	\$36.38	\$45.47	Per Sq. Ft. Per Yr.
Holdroom	\$36.38	\$45.47	Per Sq. Ft. Per Yr.
Commuter Gate	\$36.38	\$45.47	Per Sq. Ft. Per Yr.
Passenger Boarding Bridge	\$46,481.00	\$58,101.80	Per Year
<b><u>Joint Use</u></b>			
Baggage Claim	\$36.38	\$36.38	Per Sq. Ft. Per Yr.
Bag Make-up	\$36.38	\$36.38	Per Sq. Ft. Per Yr.
Other Airline	\$36.38	\$36.38	Per Sq. Ft. Per Yr.
<b><u>Security</u></b>			
Passenger Security	\$3.13	\$3.91	Per Enplaned Passenger
<b><u>Baggage Handling System</u></b>			
Baggage Handling System Fee	\$0.09	\$0.09	Per Enplaned Passenger
<b><u>Remote Hardstand Parking</u></b>			
	<b>Rate</b>		
Aircraft under 50,000 MGLW	\$50.00		Per Use / Flight / 24 hrs.
Aircraft 50,000 to 100,000 MGLW	\$75.00		Per Use / Flight / 24 hrs.
Aircraft over 100,000 MGLW	\$100.00		Per Use / Flight / 24 hrs.

**NOTE:** Airline Rates and Charges are subject to annual updates on October 1st or sooner as may be required pursuant to the *Signatory Airline-Airport Use Agreements*.

**AIRLINES (Without Use and Lease Agreement) including Charters/Unscheduled Operations at City Gate:**

<b>Description</b>	<b>Rate</b>	<b>Comments</b>
Landing Fee*	\$4.12	Per 1,000 pounds certified maximum gross landing weight
Commuter Gate	\$34.39	Per Use / Flight / Not to Exceed 2 hrs.
Passenger Boarding Bridge	\$99.19	Per Use / Flight / Not to Exceed 2 hrs.
Ticket Counter	\$16.61	Per Use / Flight / Not to Exceed 2 hrs.
Baggage Handling System Fee	\$0.09	Per Enplaned Passenger
<b><u>Remote Hardstand Parking</u></b>	<b>Rate</b>	
Aircraft under 50,000 MGLW	\$50.00	Per Use / Flight / 24 hrs.
Aircraft 50,000 to 100,000 MGLW	\$75.00	Per Use / Flight / 24 hrs.
Aircraft over 100,000 MGLW	\$100.00	Per Use / Flight / 24 hrs.

\* Also, applicable to charters/nonscheduled operations not handled at Terminal.

**PASSENGER FACILITY CHARGE (PFC):**

<b>Description</b>	<b>Fee</b>	<b>Comments</b>
PFC Imposed	\$4.50	Per Enplaned Passenger

**PFC Remittance** is to be on a monthly basis and no later than the last day of the following calendar month in which they were collected. Send PFC remittances to:

Tallahassee International Airport  
 Attention: Finance & Administration Division  
 3300 Capital Circle, S.W. – Suite 1  
 Tallahassee, FL 32310

**BADGES AND SECURITY:**

Fee	Rate	Comments
Security Identification Badge (Initial)	\$35.00	Per Person, Per Badge
Security Identification Badge (Reissue/Reprint)	\$35.00	Per Person, Per Badge. Note: Assessed for reissuing or reprinting of badge.
Badge Reinstatement	\$100.00	Per Person, Per Badge. <b>Note:</b> Assessed for failure to attend mandatory re-training or mandatory meeting upon issuance of a <i>Notice of Violation</i> .
Criminal History Record Check	\$35.00	Per Person
Late Renewal	\$35.00	Per Badge. <b>Note:</b> Assessed when Security Identification Badge is <i>not</i> renewed prior to its expiration date. If badge has been expired for more than 30 days, individual will be considered a <i>new badge applicant</i> .
Lost/Replacement Badge	\$75.00	Per Badge; \$25 refund if found and returned within five calendar days.
Lost/Unreturned Key	\$150.00	Per Key
Unreturned Badge	\$75.00	Employer Charge
Air Operations Area (AOA) Vehicle Permit (Annual)	\$20.00	Per Vehicle. <b>Note:</b> Does not apply to Government vehicles, Airline Ground Support vehicles or Construction equipment. AOA Vehicle Permit is required for all vehicles parked within the AOA/Perimeter Fence.

**CARGO:**

Facility	Signatory	Non Signatory	Comments
Landing Fee	\$2.52	\$3.14	Per 1,000 pounds certified maximum gross landing weight
	<b>Rate</b>		
Ramp Area	\$0.38		Per square foot per year, or as negotiated.
Cargo Building	\$14.07		Per square foot per year, or as negotiated.
Land Lease	\$0.33		Per square foot per year, or as negotiated.
Freight Charge	**		Per cwt [enplaned and deplaned cargo]

\*\* A Freight Charge is not imposed on Cargo Carriers at this time. TLH reserves the right to institute a Freight Charge in the future with proper notification to the Cargo Carriers.

**CONCESSIONS:**

**NOTE:** Concession Agreements are let by competitive Bid or Request for Proposal (RFP) and generally include monthly payments of the greater of a percentage (%) Concession Fee or a Minimum Annual Guarantee (MAG). Required facilities, capital investment, term, audit and reporting requirements, and customer service standards are incorporated into the Agreements.

Description	Concession Fee	Comments
Automatic Teller Machine (ATM)	60%	of Transaction Fees
Cash To Card Kiosk	10%	of Card Issuance Fees or Minimum Annual Guarantee
Food and Beverage	9%-13%	of Gross Receipts or Minimum Annual Guarantee
Game Vending Machines	40%	of Gross Receipts
Luggage Carts	15%	of Gross Receipts
Off-Airport Parking	12.5%	of Gross Receipts
Peer-to-Peer Vehicle Sharing	*10%	of Gross Receipts or as negotiated *In addition to standard Airport parking fees
Personal Services	9%	of Gross Receipts
Rental Car Agencies	10%-12.5%	of Gross Receipts or Minimum Annual Guarantee
Retail/Gift Shop	11%	of Gross Receipts or Minimum Annual Guarantee
Terminal Advertising	30%-60%	of Gross Receipts or Minimum Annual Guarantee

**FBO/SASO:**

**NOTE:** See Airport website <http://www.talgov.com/airport/doingbusiness.aspx> for *Minimum Standards* and requirements for Fixed Base Operators [FBO] and Specialized Aeronautical Services Operators [SASO].

**FUEL FLOWAGE:**

Fueling	Rate	Comments
Retail	\$0.13	Per gallon
Commercial Carriers	\$0.02	Per gallon Under-wing
Self-Fueling (Avgas, Mogas & Unleaded)	\$0.13	Per gallon [ <u>See:</u> Minimum Standards, Section 6]

## **GENERAL AVIATION LANDING FEES:**

Effective October 1, 2021, the Tallahassee International Airport (“TLH”) has authorized Vector Airport Systems, LLC (“Vector”) to begin billing and collecting General Aviation (“GA”) landing fees and security fees (collectively, “Landing Fees”) for GA and commercial charter operations on our behalf. [please visit this link](#)

### **Exemptions:**

The Airport will waive Landing Fees (not fuel flowage fees\*) for:

- Based aircraft
- Government-Owned (Federal, State of Florida, and Leon County) and Military Aircraft registered as owned by the government according to the Federal Aviation Administration (“FAA”) Registry
- GA transient aircraft weighing less than 6,000 pounds MLW

\* Fuel flowage fees are paid to the FBO/Million Air Tallahassee (not to Vector).

<b>Fee</b>	<b>Rate</b>	<b>Comments</b>
Landing Fee	\$4.12	Per 1,000 pounds certified maximum gross landing weight. Breakdown of Fee = [(\$3.77 landing fee) + (\$0.35 security fee)]

### **Payment Options:**

- **Credit Cards Accepted:** American Express, Visa, MasterCard, and Discover are acceptable forms of payment. There is a service provider processing fee of 3% of the total amount paid.
- **Checks:** Mail checks to the remittance address shown in the upper left corner of any Vector invoice. Checks MUST include the Invoice Number or Operator ID.
- **ACH/Wire Payments:** Please email [billing@vector-us.com](mailto:billing@vector-us.com) for banking details. Remittance information should also be sent to this email address.
- **Cash is not accepted, nor can cash or check be directly paid to TLH.**

The Vector Customer Portal is a self-service payment portal that allows aircraft operators to manage their accounts and may be accessed by visiting: <https://myaccount.vector-us.com/CustomerPortalLogin.aspx>

To log-into the portal, please use the operator ID and invoice number shown on the Vector invoice. Vector accepts credit cards, checks and ACH/wire payments. Cash is not accepted, nor can cash or check be directly paid to TLH.

### **Contact Vector:**

For payment or billing inquiries, please contact Vector at (888) 588-0028 Option 1 or X700 or by email at [billing@vector-us.com](mailto:billing@vector-us.com). Vector’s office hours are Monday through Friday 9AM to 5PM ET with most federal holidays observed as well as Christmas Eve and the Friday after Thanksgiving.

### **Authorization to Bill:**

To view Vector’s Authorization to Bill, [please visit this link](#).



## **GENERAL AVIATION SERVICES:**

**NOTE:** Flightline Group, Million Air, FL Aviation Center and Dade GSE offer an array of services [by Agreement with the Airport] through the Airport's General Aviation facilities. Services include:

Fueling, towing, tie down, and T-hangars,  
wash/vacuum and detailing, lavatory service,  
pull-in/pull-out, de-icing, aircraft maintenance,  
ground equipment rental/sales and maintenance,  
rental and flight instruction, charters, and conference rooms

**CONTACT** service providers for their most current rates and charges:

Flightline Group – Phone: 850-574-4444  
3256 Capital Circle, S.W. – Tallahassee, FL 32310  
<http://www.flightlinegroup.com>

Million Air – Phone: 850-574-5671  
3254 Capital Circle, S.W. – Tallahassee, FL 32310  
E-mail: [info.tlh@millionair.com](mailto:info.tlh@millionair.com)  
<https://www.millionair.com/locations/tlh>

FL Aviation Center – Phone: 850-778-FLY1 (3591)  
3254 Capital Circle, S.W. – Tallahassee, FL 32310  
E-mail: [admin@flaviationcenter.com](mailto:admin@flaviationcenter.com)  
<http://www.flaviationcenter.com>

Dade GSE, Inc. – Phone: 850-210-0227  
3308 Capital Circle, S.W. – Tallahassee, FL 32310

**LAND LEASES:**

**NOTE:** Land lease rates are determined by independent appraisal(s) and/or by direct comparison with the prevailing rental rate of comparable property for similar uses of the Airport. Land lease rates may be set differently for individual Tenants based on the value of the property to be leased, amount and kind of the Tenant’s investment, value of the business opportunity (for those providing services to the public), amount of use projected of common facilities, type of use/activity being conducted, degree of competition for the facility being leased and location, visibility and access to the runway. Rates are subject to changes in the consumer price index [CPI] or market conditions.

**Improved** – Access to utilities, nominal site improvements, airfield and/or road access

**Unimproved/Raw Land** – properties requiring significant improvement and/or site development

Description	Rate	Comments
Land Lease	\$0.33	Per Square Foot Per Year, or as negotiated.
Ramp Area	\$0.38	Per Square Foot Per Year, or as negotiated.
Concourse Covered Ramp Area Parking Space	\$0.38	Per Square Foot Per Month, or as negotiated.
Terminal Commercial Office Space	\$45.47	Per Square Foot Per Year
Terminal Retail Space	\$56.33	Per Square Foot Per Year, or as negotiated.
Terminal Storage Space	\$15.00	Per Square Foot Per Year

**Ground Support Equipment:**

Equipment	Half-Day Rate (4 Hrs.)	Daily Rate (8 Hrs.)
Baggage Tractor	\$200.00	\$300.00
Baggage Cart (Each)	\$100.00	\$150.00
Belt Loader	\$150.00	\$250.00
Ground Power Unit	\$300.00	\$500.00
PC Air Cart	\$300.00	\$500.00
Push Back Tractor	\$500.00	\$800.00

**MISCELLANEOUS FEES – AND OTHER CHARGES:**

Service	Rate	Comments
Credit Card Convenience Fee	2.35%	Percentage of sales
Debit Card Convenience Fee	\$3.95	Flat fee
Administrative and Oversight Fee	25%	Added to actual cost of work performed by Airport on behalf of the Tenant
Escorts	\$50.00	Per hour, two hour minimum
Special Event Fee	\$250.00	Special Event Permit Application is required for events held on Airport property and the expected attendance is 150 people or more and/or alcohol is being served
Notary	\$10.00	Per signature page
Copy/Print	\$0.25	Per sheet
Fax	\$0.25	Per sheet

Conference Room Rental	Rate*		Comments
	1 to 4 hours	4 to 8 hours	
Public Waiting Area	\$100.00	\$200.00	Maximum 25 people
Observation Room	\$150.00	\$300.00	Maximum 40 people
Boeing Room	\$200.00	\$400.00	Maximum 62 people

\* Subject to 7.0% State sales tax

**NON-TENANT BUSINESSES:**

**NOTE:** Non-Tenant Businesses shall *not* be allowed to conduct business at the Airport without first obtaining a **Non-Tenant Business Permit** and may be required to make escort arrangements with the Airport [See Operating Permits]. Non-Tenant Businesses shall be charged fees consistent with tenants who have concession or permanent facilities at the Airport. See Airport website for *Minimum Standards*, Section 16  
<http://www.talgov.com/airport/doingbusiness.aspx>

**What is a Non-Tenant Business?** Any person or entity, *not* having an agreement, concession, or other contract with the Tallahassee International Airport governing its operations such as (a) hotels and motels providing passenger service to or from the Airport, (b) limousines for hire, (c) food services, (d) ground handling, (e) Through The Fence Operations, and (f) others who perform operations without permanent facilities on Airport property.

**Ground Transportation:**

Business	Rate	Comments
Courier Vehicle	\$100.00	Access Charge: per vehicle decal per year
Hotel Shuttles	\$100.00	Access Charge: per vehicle decal per year
Limousines	\$100.00	Access Charge: per vehicle decal per year
Rental Car Shuttle	\$100.00	Access Charge: per vehicle decal per year
Taxicabs and Transportation Network Company (TNCs)	\$3.00	Per pick-up on Airport property (Airline Terminal & General Aviation); Vehicles 10 years or older will not be permitted.

**PARKING:****Short Term Lot:**

Rate	Comments
FREE	0 to 30 Minutes
\$3.00	31 to 60 Minutes
\$3.00	Each Additional 30 Minutes
\$13.00	Daily Maximum

**Long Term Lot:**

Rate	Comments
FREE	0 to 30 Minutes
\$3.00	31 to 60 Minutes
\$3.00	Each Additional 30 Minutes
\$11.00	Daily Maximum

**Curbside Valet Service:**

Rate	Comments
\$12.00	0 to 8 Hours
\$17.00	8 to 24 Hours

**Employee Parking:**

Rate	Comments
\$15.00	Monthly; Employee Parking Lot. No refunds for partial use.
\$180.00	6 Month Minimum; Short/Long Term Parking Lot. No refunds for partial use. Access Sticker is non-transferable and must be permanently affixed to vehicle. Parking shall be west of the western cross walk in Short/Long Term Parking Lot.

**Non-Based Airline Employee Parking:**

Rate	Comments
\$240.00	Per Year
\$30.00	Monthly

**Parking Fines:**

Fine	Comments
\$50.00	Per Vehicle; Illegally Parked
\$250.00	Per Vehicle; Handicap Parking

**NOTE:** Except as otherwise provided, parking fines shall be \$50.00 for each offense if paid within seven days of the violation. If not paid within seven days, each fine shall be \$75.00 per offense, if paid prior to the issuance of a notice of delinquency. Upon the issuance of a notice of delinquency, each fine will be \$100.00 per offense. Section 17-74, City of Tallahassee Code.

**RENTAL CAR AND PEER-TO-PEER VEHICLE SHARING:**

<u>Terminal</u>	<u>Rate</u>	<u>Comments</u>
Rental Car Counter/Office	\$56.33	Per Square Foot Per Year
Ready/Return Spaces	\$39.54	Per Vehicle Space; Per Month
Premium Ready/Return Spaces	\$45.03	Per Vehicle Space; Per Month
Long-term Parking Spaces	\$39.54	Per Vehicle Space; Per Month
<b><u>Service Facility</u></b>		
Building	\$5.49	Per Square Foot Per Year
Parking - Improved	\$0.35	Per Square Foot Per Year
Parking - Unimproved	\$0.21	Per Square Foot Per Year
<b><u>Concession Fee</u></b>		
On-Airport Rental Cars	10%	of Gross Receipts or Minimum Annual Guarantee [the greater of % or MAG]
Off-Airport Rental Cars	12.5%	of Gross Receipts from Airport Customers
Peer-to-Peer Vehicle Sharing	*10%	of Gross Receipts or as negotiated *In addition to standard Airport parking fees
<b><u>Customer Facility Charge (CFC)</u></b>	\$5.50	Per Rental Car Transaction Day

**NOTE:** Rental Car concessions are awarded according to 5-year competitive *Bid* effective February 1, 2017 due to expire on January 31, 2022.

**SPECIALIZED OPERATIONS:**

Specialized Operations	\$250.00	Access Charge: Per Day
------------------------	----------	------------------------

**Specialized Operations** are commercial flying services for hire for the purpose of providing, but are not limited to:

- (a) non-stop sightseeing flights that begin and end at Tallahassee International Airport,
- (b) crop dusting, seeding, spraying, and bird chasing,
- (c) banner towing or aerial advertising,
- (d) aerial photography or survey,
- (e) power line or pipe line patrol,
- (f) fire fighting,
- (g) hot air balloon or blimp operations,
- (h) cargo flights by non-tenants, and
- (i) carrier services.

Specialized Operators that are not authorized to provide services as part of a FBO/SASO agreement with the Airport must secure a permit. See Airport website <http://www.tal.gov.com/airport/doingbusiness.aspx> for *Minimum Standards*, Section 17.

## **THROUGH THE FENCE OPERATIONS:**

### **Through the Fence Operations** are:

- (a) independent operators offering an aeronautical activity who do not maintain permanent facilities on the airport; however, they are allowed by Agreement to access the AOA, or
- (b) aircraft based on land adjacent to, but not part of the Airport property who are allowed by Agreement to access the AOA.

These Operators will be authorized the use of Airport property, but will not be required to occupy space at the Airport. See Airport website <http://www.tal.gov.com/airport/doingbusiness.aspx> for Minimum Standards, Section 18.

The providers will be required to pay a fee:

- (a) aeronautical providers pay 12% of the gross revenue derived from the Airport service.