



# TENANT DIRECTIVE

**BWI:** 401.1  
**DATE:** May 24, 2017  
**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 1, 2016. All rates are effective July 1, 2017.
- B. Summary of changes – All sections have been updated.

## **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**

<b>Landing Fees</b>		
<b><u>Aircraft</u></b>	<b><u>Fee</u></b>	<b><u>Minimum Fee</u></b>
All Helicopters	\$35	N/A
Aircraft – Single Engine	\$45	N/A
Carriers Operating Under a Written Agreement with the MAA – Signatory Airline	\$4.14 per 1,000 lbs.	\$45
Carriers Operating Under a Written Agreement with the MAA – Non-Signatory Airline	\$5.18 per 1,000 lbs.	\$56
Aircraft – All Other: Itinerant Aircraft	\$6.87 per 1,000 lbs.	\$75
General Aviation	\$5.51 per 1,000 lbs.	\$60

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**

<b>Daily Parking Rate</b>		
<b>Size</b>	<b><u>With Agreement</u></b>	<b><u>Without Agreement</u></b>
Small Aircraft (less than 80,000 lbs)	\$80	\$110
Medium Aircraft (80,000-300,000 lbs)	\$115	\$150
Large Aircraft (more than 300,000 lbs)	\$160	\$210

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)

<b>Airline Space Rental (psfpa)</b>		
<b>Space</b>	<b>Signatory Airline</b>	<b>Non-Signatory Airline</b>
Ticket counter	\$158.53	\$198.16
Passenger holdroom	\$118.90	\$148.62
Office w/public access	\$118.90	\$148.62
Office w/restricted access	\$95.12	\$118.90
Operations - air conditioned	\$95.12	\$118.90
Commuter terminal holdroom	\$95.12	\$118.90
Operations - unfinished non-a/c	\$79.27	\$99.08
Bag makeup - unfinished non-a/c	\$79.27	\$99.08
Curbside Check-In	\$79.27	\$99.08
Ticket counter queuing	\$31.71	\$39.63

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

<b>Baggage Claim 80/20 Formula</b>		
	<b><u>With Agreement</u></b>	<b><u>Without Agreement</u></b>
80%	\$1.06 per non-FIS deplaned passenger	\$1.33 per non-FIS deplaned passenger
20%	\$24,904 per non-FIS air carrier per month	

Notes:

- 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**

<b>Boarding Device Fees</b>		
	<b><u>With Agreement</u></b>	<b><u>Without Agreement</u></b>
Boarding Devices – Preferential Use	\$5,750 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**

<b>International Per Use Fees</b>		
	<b><u>With Agreement</u></b>	<b><u>Without Agreement</u></b>
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**

<b>Common Use</b>		
	<b><u>With Agreement</u></b>	<b><u>Without Agreement</u></b>
Ticket Counter (CUTE) (per position)	\$16 per hour, prorated in 20 minute increments	\$20 per hour, prorated in 20 minute increments
CUTE Kiosk Use (with non-CUTE ticket counter)	\$10 per departure	N/A
Boarding Device – FIS Arrivals Only	\$88 per arrival	\$110 per arrival
Outbound Baggage without CUTE ticket counter (per departure)	\$68 per departure	\$85 per departure
CUTE Equipment Use at Leased Gate	\$1,000 per month*	N/A
CUTE Equipment Use at Leased Ticket Counter	\$500 per month per position*	N/A

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

<b>Common Use - Holdroom</b>		
	<b><u>With Agreement</u></b>	<b><u>Without Agreement</u></b>
Passenger Holdroom Commuter terminal no boarding device	\$70 per use	\$88 per use
Passenger Holdroom 99 seats or less and boarding device	\$229 per use	\$286 per use
Passenger Holdroom 100 to 199 seats and boarding device	\$370 per use	\$463 per use
Passenger Holdroom 200 seats or more and boarding device	\$511 per use	\$639 per use

Notes:

- 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**

Space Rental per square foot per annum (psfpa)

<b>Non-Airline Passenger Terminal Fees (psfpa)</b>		
	<b>Space</b>	<b>Rate</b>
1.	Shop Space - Unfinished	\$124
2.	Office with Public Access	\$124
3.	Office with Restricted Access	\$100
4.	Storage – Unfinished non-air-conditioned	\$84

**J. Miscellaneous Fees**

<b>Miscellaneous Fees</b>		
	<b>Space</b>	<b>Fee</b>
1.	Elm Road Air Cargo Building Non-air-conditioned warehouse space  Air-conditioned office space  Truck parking/ramp space Ground rent	\$11.00 psfpa  \$16.00 psfpa  \$1.23 psfpa
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	\$1.23 psfpa
4.	Filming Location Fee (movie companies, television shows, etc., which are filmed on Airport property) <sup>1</sup>	Up to 4 hours - \$400 4 to 8 hours - \$800 8 to 24 hours - \$1,200
5.	Assigned Truck Parking Spaces/North Cargo	\$90 per space per month

<b>Miscellaneous Fees</b>		
	<b>Space</b>	<b>Fee</b>
6.	Fiber Optic Lease:	\$0.21 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: <a href="http://www.marylandaviation.com/content/doingbusinesswithmaa/telecom/index.html">http://www.marylandaviation.com/content/doingbusinesswithmaa/telecom/index.html</a>
7.	Special Event Fees <sup>2</sup> : Land Rental	\$1.23 psfpa
8.	Conference Room Use Fee	<u>LOC Conference Room:</u> \$53 per hour or any portion thereof
9.	Observation Gallery Rental <sup>3</sup>	<u>Observation Gallery:</u> Monday – Thursday: \$1,060 Friday – Sunday: \$1,590 Rates for up to 4 hours, prorated in 2 hour intervals
10.	Mathison Overflow Lot Truck Parking	\$100 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 Pink Lot Ground Transportation Staging	All fees below are psfpa  \$0.64 \$0.72 \$0.63 \$0.63 \$0.50 \$1.44 \$0.56 \$0.63 \$0.7693 \$0.9357
12.	Ground Service Equipment Buildings  Building Rental Land Rental	GSEB #123, #129, #134 and GSEB portion of Elm Rd Cargo Bldg #107  \$21.41 psfpa \$1.15 psfpa
13.	Ground Transportation Website Link Fee	\$350 per month/minimum 6 month buy
14.	Ground Transportation - Per trip fee	\$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 MAA Office of Finance at 410-859-7930.

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John A. Stewart  
Director  
Office of Airport Operations

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<sup>1</sup> 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.

<sup>2</sup> 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.

<sup>3</sup> 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*.