



**KALAMAZOO COUNTY AERONAUTICS
BOARD OF TRUSTEES**

2024 RATES AND CHARGES RESOLUTION

ADOPTED NOVEMBER 9, 2023

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KALAMAZOO COUNTY AERONAUTICS

BOARD OF TRUSTEES'

2024 RATES AND CHARGES RESOLUTION

WHEREAS the Kalamazoo County Board of Commissioners, and the Michigan Aeronautics Code, authorize the Kalamazoo County Aeronautics Board of Trustees (Board) to determine, and establish, the appropriate terms, charges, rentals, and fees the Board shall assess for the use of facilities under its control, for the services the Board renders and the privileges the Board grants,

NOW, THEREFORE, the Board determines and establishes the following charges, rents and fees the Board will assess against, and impose upon, the users and tenants of the Kalamazoo/Battle Creek International Airport (Airport):

1) **PURPOSE**

This Resolution establishes rates and charges for the Airport, which are intended to acquire Airport revenues to support expenditures.

2) **DEFINITIONS**

As used in this Resolution:

- a) *Aeronautical Activity* means any activity which involves, makes possible or is required for the operation of aircraft, or which contributes to or is required for the safety of such operations.
- b) *Affiliated Air Transportation Company* means an Airline that is owned by (in whole or in part), or has common ownership with, an Airline holding a valid, current, Airport Operating Permit; or an Airline that has a contract to serve as a regional carrier for an Airline holding a valid, current, Airport Operating permit; or an Airline that has a code-sharing marketing arrangement with an Airline holding a valid, current, Airport Operating Permit in which the Affiliated Air Transportation Company Airline places its designator code on a flight operated by another airline, and sells and issues tickets for that flight.
- c) *Aircraft* means any contrivance invented, used, or designed for navigation of, or flight in, the air.
- d) *Aircraft Operator* means any person exercising control of an aircraft.
- e) *Airline* means scheduled and/or non-scheduled commercial air carrier.
- f) *Airline Apron* means the aircraft apron that is adjacent to the terminal building.

- g) *Airport* means the Kalamazoo/Battle Creek International Airport, together with all improvements and facilities, of whatever nature, located thereon.
- h) *Board or Board of Trustees'* means the Kalamazoo County Aeronautics Board of Trustees.
- i) *Commercial Activity* is any revenue producing activity including the exchange, trading, buying, hiring, or selling of commodities, goods, services, or property of any kind conducted at or from the Airport for the purpose of securing earnings, income, compensation, or profit, whether or not such objectives are actually accomplished. Examples of commercial activity include, but are not limited to fueling, aircraft maintenance, charter, and flight instruction.
- j) *Commercial Air Carrier* means any person or business entity that undertakes directly by hire, lease, or other arrangement to engage in the carriage by aircraft of persons, or property for compensation. This definition includes, but is not limited to, the following: all classes of air carriers as defined by the Federal Aviation Administration, commuter and air taxi operators, and commercial operators of large and small aircraft.
- k) *Commercial Transporter* means any entity engaged in the business of operating a commercial vehicle, or vehicles, for the purpose of soliciting or transporting persons and/or baggage either to or from the Airport. Examples of commercial transporters include, but are not limited to: taxicabs, limousines, hotel/motel courtesy vehicles, rental car courtesy vehicles, off-airport courtesy vehicles, delivery vehicles and charter or scheduled busses. Commercial Transporter does not mean a company that permits its employees to use a company owned or leased vehicle for the employee's personal use.
- l) *Commercial Vehicle* means any motor vehicle used for the transportation of passengers, for hire; or so constructed, or used, to transport goods, wares or merchandise; and/or all motor vehicles used for drawing other vehicles and constructed to carry any load thereon, whether independently or not.
- m) *Commercial Vehicle Lane* means a designated traffic lane, generally located in front of or adjacent to the Terminal Building, separated by a median and another traffic lane adjacent to the Terminal Building. The Commercial Vehicle lane is reserved for the use of commercial transporter vehicles and/or rental car returns.
- n) *Common Use Space* means Terminal Building space used by commercial air carriers in common with each other. This space includes, but is not limited to, the outbound baggage area and baggage claim area.
- o) *Cost Recovery Rate* means a schedule of rates and charges applied to entities that use Airport facilities and is designed to recover, from each user, its proportionate share of the cost that the Board/Airport incurs in providing, maintaining, operating and administering the facilities.

- p) *Curb Front* means the area along the vehicle traffic lane, adjacent to the Airport Terminal, designated for the loading/unloading of passengers and baggage into and out of vehicles.
- q) *Derelict Equipment* means any equipment that is not used on a regular basis for its intended purpose that is not reasonably required to be available for unscheduled use (i.e. seasonally needed/used ground support equipment). Equipment is not being used on a regular basis if the equipment is not used for its intended purpose for more than sixty (60) consecutive days.
- r) *Director* means the Director of the Airport or her/his designee.
- s) *Enplaned Revenue Passenger* means any fare paying passenger boarding an aircraft at the Airport, including those flying on frequent flyer certificates or similar programs.
- t) *Exclusive Use Space* means an area within the Airport's grounds, including the Terminal Building, designated for a tenant's exclusive use.
- u) *Fixed Base Operator (FBO)* means any person or business entity that undertakes/conducts commercial aeronautical activities/service on the Airport in accordance with Airport minimum criteria for FBO operations (may also be known as "Kalamazoo/Battle Creek International Airport Minimum Standards"). This definition includes, but is not limited to, the following: flight training, aircraft rental, aircraft sales, aircraft charter or taxi, airplane and power plant repair, aircraft line services and certain specialized activities.
- v) *Fueling Agent* means any entity, including entity's employees and agents, authorized by the Airport Director to dispense aviation or motor vehicle fuels at the Airport.
- w) *Ground Transportation* means a person, company, corporation, or other business entity operating a commercial transportation system by motor vehicle for the purpose of carriage of person and/or baggage. This definition includes corporations or other business entities operating or providing taxis, buses, limousines, or rental cars.
- x) *Joint Use Space* means Terminal Building space commercial air carriers use in concert with other commercial air carriers. Joint Use Space includes, but is not limited to, the corridors of concourse(s).
- y) *Nonscheduled Airline* means any airline operating on an unscheduled, on-demand basis to or from the Airport.
- z) *Off-Airport Parking Business* means any person, firm, corporation or other entity engaged in the business of providing Airport patrons with parking space, for a fee, at a location outside of the Airport's premises.

- aa) *Off-Airport Rental Car Company* means any person, firm, corporation or other entity, engaged in the business of renting motor vehicles to, and for the use by, the public; and, who conducts no part of its business operations, other than advertising, inside of the Terminal Building.
- bb) *Person* means every natural person and every firm, association, partnership, corporation, society, or other organization.
- cc) *Preferential Use Space* means hold room space an airline(s) uses on a priority, non-exclusive basis.
- dd) *Rental car* means any motor vehicle, including but not limited to, automobiles, trucks, vans or motorcycles, whose owner holds such vehicles out for hire to the general public.
- ee) *Scheduled Airline* means any airline operating according to a published schedule to or from the Airport.
- ff) *Specialized Aviation Service Operator or SASO* means any person or business entity undertaking or conducting commercial Aeronautical Activities or services on the Airport, in accordance with the Airport's minimum criteria for SASO operations. Examples of these services include, but are not limited to: aircraft rental; flight training; aircraft maintenance; air ambulance; aircraft sales; avionics, instrument or propeller services; or other specialized commercial flight support businesses.
- gg) *Tenant* means a person who occupies or rents property on the Airport, or who conducts business operations of any kind upon the Airport premises, regardless of whether there exists a written agreement with the Board.
- hh) *Terminal Building* means the main airline terminal building at the Airport.
- ii) *Transitional Landing* means any landing made at the Airport to acquaint pilots with aircraft or the Airport's landing facilities.
- jj) *Vehicle Traffic Lane* means the designated traffic lane, immediately adjacent to the front of the Airport Terminal Building, and generally reserved for the use of non-commercial transportation vehicles, Airport shuttle buses, valet service, and private vehicles; unless the Airport or appropriate law enforcement/fire/rescue personnel directs otherwise.

3) **ADMINISTRATION AND OVERSIGHT**

Administration of the terms of this Resolution shall be by the Airport Director and airport staff. Policy making aspects of this Resolution shall be performed by the Airport Director with ultimate authority residing in the Board.

The Board shall apply the fees, rates and charges, in this Resolution to all of the Airport's Tenants and Users and use the fees, rates, and charges, to develop written agreements with the Airport's tenants and users.

4) AIRLINE FEES, RATES AND CHARGES

A Scheduled Airline is required to fully execute a current Airport Operating and Terminal Building Occupancy Permit, and the airline shall pay the rates and charges established below for the period January 1, 2024 to December 31, 2024.

a) Landing Fees

- i) For the period January 1, 2024 through December 31, 2024, each permitted Commercial Air Carrier utilizing the Airport shall pay landing fees of One Dollar (s) and Sixty-Four Cents (\$1.64) per 1,000 pounds of certified maximum gross landing weight for each of its aircraft. Non-permitted, unscheduled Commercial Air Carrier shall pay Two Dollars and Ninety-Eight Cents (\$2.98) per 1,000 pounds of certified maximum gross landing weight for each of its aircraft. This fee does not apply to Transitional Landings or to flights that depart from the Airport and then return to the Airport due to emergencies, weather or other reasons, without landing at another airport.
- ii) For the purpose of calculating landing fees, the Airport shall use an aircraft's certified maximum gross landing weight as computed by the aircraft's manufacturer and the Federal Aviation Administration.
- iii) Every Commercial Air Carrier to use the Airport shall grant the Director, or his/her designee, with access to the Carrier's records and allow the Director, or his/her designee, to examine the Carrier's records for the purpose of validating any records the Carrier is required to report to the Airport under this Resolution.
- iv) Commercial Air Carriers shall furnish a report to the Director, on or before the 10th day of each month, containing the number of its flights that landed at the Airport during the preceding month; the manufacturer, type and landing weight of each of its aircraft landing at the Airport during the preceding month; the volume of cargo, mail and express carried during the preceding month; and the number of passengers on its flights during the preceding month. The Carrier shall submit the report on a form created or approved by the Airport Director, and the person the Carrier designates as its office representative shall duly certify the report as true and correct. If a Carrier under-reports, or fails to report, the Airport shall have the right to payment of any amounts due (including interest) to the Airport and to seek reimbursement from the Carrier for the Airport for the costs the Airport incurred in identifying and rectifying the under-reporting/non-reporting.
- v) Within ten (10) days after receiving the report described in Subsection iv), or as soon thereafter as practicable, the Director shall send an invoice to the Commercial Air Carrier that submitted the report. The Carrier shall pay the invoice within Thirty (30) days of the date of the invoice.

vi) No person shall operate an Aircraft of a Commercial Air Carrier at the Airport unless the person provides the Director with adequate assurance(s) that the Carrier will pay the fees described in this Section.

b) Apron Fee

For the period January 1, 2024 through December 31, 2024, each permitted Commercial Air Carriers shall pay a fee of Five Dollar(s) and Fifty-Seven Cents (\$ 5.57) for each aircraft utilizing the Airport's Air Carrier Apron (Apron Fee). Non-permitted, unscheduled Commercial Air Carriers shall pay a fee of Seven Dollar(s) and Ninety-Five Cents (\$7.95). The Apron Fee shall be first assessed when an aircraft enters onto the Apron until the aircraft leaves the Apron. The Airport shall not assess additional Apron Fee against aircraft remaining on the Apron if the aircraft cannot leave the Apron due to mechanical difficulties or because the Airport has directed the aircraft to remain on the Apron.

c) Terminal Building Rental Rates

i) For the period January 1, 2024 through December 31, 2024, the Terminal Building rental rate shall be Twenty-Seven Dollars and Fourteen Cents (\$27.14) per square foot, per annum for airline exclusive office and ticket counter space.

ii) For the period January 1, 2024 through December 31, 2024, the Terminal building rental rate shall be Twenty Two Dollars and Four Cents (\$22.04) per square foot per annum for exclusive baggage makeup space.

iii) In addition to payment for space used exclusively by it, a Commercial Air Carrier shall pay the following fees:

For common use space Passenger Holdroom, Baggage Claim, Tug Circulation and Baggage Makeup space a monthly payment equal to:

(1) Twenty percent (20%) of the total monthly rental of all common use space divided by the number of all Commercial Air Carriers using the space during the previous month; plus

(2) Eighty percent (80%) of the total monthly rental of all common use space times the quotient of the Commercial Air Carrier's enplaned revenue passengers during the previous month divided by the total number of enplaned revenue passengers of all Commercial Air Carriers during the previous month.

(a) For the period January 1, 2024 through December 31, 2024, the fee for the Passenger Holdroom is Thirty-Three Dollars and Forty-Five Cents, (\$33.45) per square foot per annum.

(b) For the period January 13, 2024 through December 31, 2024, the fee for the Baggage Claim is Thirty-Three Dollars and Forty-Five Cents, (\$33.45) per square foot per annum.

(c) For the period January 1, 2024 through December 31, 2024, the fee for the Tug Circulation area is Eighteen Dollars and Sixty-One Cents, (\$18.61) per square foot per annum.

(d) For the period January 1, 2024 through December 31, 2024, the fee for the Baggage Makeup area is Twenty-Two Dollars and Four Cents (\$22.04) per square foot per annum.

(3) Airlines may elect to utilize a per-turn fee in lieu of shared rents and passenger board bridge fees, as specified in the Operating Agreement. For the Period of January 1, 2024 through December 31, 2024, the Per-Turn Fee is \$386.47.

iv) Rentals for Terminal Building space shall be paid within 30-days of the date of the invoice.

d) Passenger Boarding Bridge Fees

For the period January 1, 2024 through December 31, 2024, all Scheduled Commercial Air Carriers shall pay a fee of Six Dollars and Sixty Eight Cents (\$6.68) each time the Scheduled Commercial Air Carrier uses a vacant passenger boarding bridge, not exclusively assigned to the Air Carrier, in order to access an aircraft. Non-Permitted Air Carriers shall pay a fee of Eleven Dollars and Thirteen Cents (\$11.13) each time a Non-Scheduled Air Carrier uses a vacant passenger boarding bridge, not exclusively assigned to the Air Carrier, in order to access an aircraft.

5) FUEL FLOWAGE FEES

a) During the calendar year 2024, in lieu of a general aviation landing fee, fixed base operators shall pay an Airport usage fee in the sum of Seven and one-half Cents (\$.075 [7 ½ cents]) for each gallon of aviation fuel (jet and/or avgas) delivered to the fixed base operator less two percent (2%) shrinkage, exclusive of fuel delivered for the use by Commercial Air Carriers paying landing fees under section 4) AIRLINE FEES, RATES AND CHARGES of this Resolution.

b) During calendar year 2024, in lieu of a landing fee for general aviation aircraft, private fueling agents operating on the Airport (corporate and private fueling operations) shall pay an Airport usage fee in the sum of Seven and one-half Cents (\$.075 [7 ½ cents]) for each gallon of aviation fuel (jet and/or avgas) delivered to the fueling agent less two percent (2%) shrinkage exclusive of fuel delivered for the use by Commercial Air Carriers paying landing fees under section 4) AIRLINE FEES, RATES AND CHARGES of this Resolution.

6) DISABLED AIRCRAFT OVERNIGHT PARKING FEE

For the period of January 1, 2024 through December 31, 2024, the following Aircraft Parking fees shall apply to any Commercial Air Carrier or any person who parks a

disabled aircraft overnight on any aircraft parking ramp at the Airport:

- a) Twenty-Five Dollars (\$25) per day or portion thereof for any aircraft weighing less than twenty thousand (20,000) pounds.
- b) Fifty Dollars (\$50) per day or portion thereof for any aircraft weighing more than twenty thousand pounds.

Notwithstanding the foregoing, the Aircraft Parking Fee does not apply to the Airport's FBO(s), its (their) subtenant(s) or the Airport's other direct tenants who have a short-term need to park aircraft outside of their lease areas, provided that such use is coordinated in advance with the Airport.

7) COMMERCIAL AERONAUTICAL ACTIVITY FEES

For the period January 1, 2024 through December 31, 2024, all commercial aeronautical operators shall pay a permit fee, according to the following schedule, payable in advance of the provision of any aeronautical activity:

	Application	Annual Renewal
Specialized Commercial Aeronautical	\$200.00	\$200.00

Startup Application Fees apply to commercial aeronautical operators who initiate operations during the period of January 1, 2024 through December 31, 2024. Renewal Fees apply to all existing commercial aeronautical operators at subsequent (annual) operating permit renewal.

Permit Fees do not apply to a FBO conducting SASO activities in addition to FBO requirements, unless otherwise stated.

8) PUBLIC PARKING RATES

Parking Rates effective as of January 1, 2024:

	Rate – Per Hour	Maximum Per Day	Per Week
Short Term Parking	\$2.00 each ½ hr.	\$15.00	X
Long Term Parking	\$4.00 each hour	\$10.00	\$63.00

9) COMMERCIAL GROUND TRANSPORTATION

a) On-Demand Ground Transportation Provider

On-demand ground transportation providers shall enter into a lease or other agreement with the Board. Such operators shall pay an annual permit fee each January of Two Hundred Dollars (\$200.00).

b) Taxicabs, Ride-Booking Services/Vehicles, Limousines, and off-Airport vehicle parking

Operators of these types of vehicles shall pay an annual permit fee each January of Two-Hundred Dollars (\$200.00). Agreements signed after January in any given year, shall have the annual permit fee prorated for the remaining months of that year.

c) Off-Airport Car Rental companies must pay an activity fee of 8% of Gross Airport Revenue or \$3,000.00 minimum, whichever is greater. All activity-based fees are payable monthly, in accordance with procedures and forms established by the Director.

10) AIRCRAFT HANGARS

Leases are a month-to-month agreement. Rental amounts are due the first day of the month. For the period January 1, 2024 through December 31, 2024, the following rates apply per month:

Hangar Building Units	Lease Rate
Building 5	\$186.00
Buildings 2 & 3	\$212.00
Buildings 10 & 11	\$286.00
Building 8	\$726.00
Building 12	\$1,018.00
Building 6	\$954.00

11) FIXED BASE OPERATOR (FBO)/AERONAUTICAL CONCESSIONAIRES FEES

The FBO/Concessionaires fees to the Airport apply annually:

- 4% of the first \$500,000 of gross sales
- 2% of the next \$500,000 of gross sales
- 1% of the next \$1,000,000 of gross sales
- ½% of gross sales over \$2,000,000, but less than \$10,000,000
- ¼% of gross sales in excess of \$10,000,000

Off-Site Access to Airport:

Access fees to the airport are 2% of the first \$1,000,000.00 of gross sales.
1% of the next \$999,999.00 up to \$2,000,000.00 maximum of gross sales.

12) SPECIALIZED AERONAUTICAL SERVICE OPERATOR (SASO) FEES

The Specialized Aeronautical Service Operator fee is applied per permit:

- 4% of the first \$500,000 of gross sales
- 2% of gross sales in excess of above \$500,000
- A permit application fee of \$25. There is no fee for a renewal of an existing permit.

13) TERMINAL COMMUNICATIONS RACK SPACE

For the period of January 1, 2024 through December 31, 2024, the following rates apply:

\$250.00 per 4-inch tall opening per annum.

14) BADGES

The Department of Homeland Security through the Transportation Security Administration requires the Airport to regulate access to certain areas with Security Access and Identification Badges. The Airport recovers the cost of administering and processing background checks and fingerprinting through a charge for each badge. For the period January 1, 2024 through December 31, 2024, the following rates apply:

Badge	Badge Rate
Secured / SIDA (Security Identification Display Area) / Sterile	\$65.00
AOA	\$35.00
Add Driving	\$15.00
Lost/Unrecoverable Badge	Badge Rate
First Occurrence*	\$150.00
Second Occurrence*	\$250.00
Use Violation	Fee Rate
First Occurrence*	\$0.00
Second Occurrence*	\$150.00
*May be subject to other disciplinary measures.	

15) **PENALTIES**

a) Late Fee Penalties

For any charges or fees due to the Airport, a person, firm or corporation, possessing a Permit, Lease or Agreement shall pay a penalty for late or delinquent payments of no less than one and one-half percent (1 1/2%) per calendar month on any past due balance calculated from the date the amount is due until the close of the business day upon which the delinquent payment is received by the Airport.

b) Returned Check Fee

Whenever a bank-issued check is presented for payment to the Airport, and said check is returned because of insufficient funds, a closed account, or other similar reason, the County shall charge the person presenting such check an additional fee per County policy. If the initial charges and returned check fees are not paid after notification to the person, the Airport has the option to suspend, revoke, or place in default all of the person's permits, agreements, or leases in force at that time, according to the terms specified in such contract.

c) Audit and Inspection of Books and Records

i) Airport through its duly authorized agents or representatives, has the right to examine and audit said books of account and records of the person, firm or corporation, possessing a Permit, Lease or Agreement with a percentage rent, fuel flowage, access, tie down, or other revenue based fees at the Airport for the purpose of determining the accuracy of the statements submitted, pursuant to the Permit, Lease or Agreement.

ii) The person, firm or corporation, possessing a Permit, Lease or Agreement with a percentage rent, fuel flowage, access, tie down, or other revenue-based fees at the Airport shall grant the Airport reasonable access to its applicable equipment, fuel storage, books, records and accounts.

iii) If an inspection or audit discloses that the person, firm or corporation, did not accurately report its Airport Revenues to the Airport, the person, firm or corporation, shall pay to the Airport any amounts due within Fifteen (15) calendar days of receiving an invoice from the Airport. The cost of said audit shall be borne by the Airport unless the audit confirms a discrepancy of more than 10 percent (10%) annually between the rent due as reported and the rent due as determined by said audit. In the event of a discrepancy of more than ten percent (10%), the full cost of the audit shall be paid by the person, firm or corporation, possessing a Permit, Lease or Agreement.

iv) Late fee penalties will be applied to all past due amounts as described in Section a) "Late Fee Penalties" above.

v) In the event the Board determines it is necessary to utilize the services of internal or external legal counsel in connection with collecting the

reimbursement from the person, firm or corporation, for an audit, the person, firm or corporation, shall reimburse the Board for the reasonable attorney fees and litigation expenses the board incurred.

vi) Nothing contained in this Section shall preclude the Board, in lieu of imposing the one-time penalties described in this Section, from revoking the person's, firm's or corporation's, ability to operate at the Airport in the event an inspection or audit discloses that the person, firm or corporation, has under-reported its revenues.

16) FAILURE TO PAY/DELINQUENT PAYMENTS

The Director shall have the authority to suspend or revoke a persons, firms or corporations ability to operate a business at, or conduct any activity upon, the Airport if the person, firm or corporation fails to secure a proper Permit to operate a business at, or conduct any activity upon, the Airport; or if the person, firm or corporation fails to pay any fee, charge, rate, rental or other payment, when due. Further, any fee, charge, rate, rental or other payment, whether due under written agreement, the provisions of this resolution, or otherwise, shall be paid as of the established due date.

THIS RESOLUTION SHALL TAKE EFFECT ON JANUARY 1, 2024. THE PROVISIONS OF ANY EXISTING RESOLUTION THAT MAY BE IN CONFLICT WITH THE PROVISIONS OF THIS RESOLUTION ARE HEREBY REPEALED TO THE EXTENT OF ANY SUCH CONFLICT.

For KALAMAZOO COUNTY AERONAUTICS BOARD OF TRUSTEES

By: _____
Gil Collver
Chair

Date: _____

By: _____
Craig Williams, AAE
Secretary

Date: _____

Appendix 1

Rates and Charges – Schedule of Other Fees

<u>Terminal Fees</u>	
Boarding Security (LEO)	\$33.00/hour
<u>Landing Fees</u>	
Non-permitted Commercial Air Carrier Rate	\$2.98
Permitted Commercial Air Carrier Rate	\$1.64
<u>Board Room/Emergency Operations Center Rental</u>	
Hourly Rate (Non-Tenants)	\$35.00
Projector Rental (per-day)	\$50.00
**Room Rental Fees Waived with Purchase of Food from Terminal	
<u>Rental Fees for Promotions, Movies, etc.</u>	
Areas beyond TSA Checkpoint (hourly rate)	\$200.00
Areas before TSA checkpoint (hourly rate)	\$150.00
Escort for Security	\$75.00 (per hour per escort)
<u>Airline Crew Parking</u>	
Parking Tag for Crews to Park in Long-Term Parking (annual)	\$120.00
<u>Ground Transportation</u>	
Taxicab, Ride-Booking Service Vehicles, Limousines, and off-Airport vehicle	\$200.00
<u>Disabled Aircraft Overnight Parking Fees (per day or any portion thereof)</u>	
Aircraft < 20,000 pounds	\$25.00
Aircraft > 20,000 pounds	\$50.00
<u>Miscellaneous Fees</u>	
Maintenance Labor per hour; 2-hour minimum (tenants only)	\$60.00

Maintenance Labor per hour; 2-hour minimum (after hours)	\$90.00
Lost or Replacement Key Fee (per key)	\$9.00
Lock Core Replacement Fee (per core)	\$150.00
Notary (per signature page)	\$10.00
Air Stair Usage	\$50 + min 2 hrs staff time