



City of  
Campbell  
River

AIRPORT OPERATION,  
MAINTENANCE AND  
MANAGEMENT

**BYLAW Number 3211, 2005**

**Consolidated Version**

# BYLAWS



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Cover photo by Toni Falk



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## **Airport Operation, Maintenance and Management Bylaw No. 3211, 2005,**

**Revised: April 10, 2025**

**Consolidated for Convenience Purposes  
to include Bylaws 3211, 3335, 3485, 3495  
3547, 3666, 3738, 3852, 3902, 3953, 3983**

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### **PURPOSE**

To authorize the administration and operation of the Campbell River Airport, including the imposition of fees and charges.

The Council of the City of Campbell River enacts as follows:

## **PART 1: Title**

This bylaw may be cited for all purposes as **Airport Operation, Maintenance and Management Bylaw No. 3211, 2005**.

## **PART 2: Management**

- 2.1** The Airport Manager is primarily responsible for the operation, maintenance, and management of the Campbell River Airport (the "Airport") in accordance with the provisions of this Bylaw.

Amd Bylaw 3953 May/24

- 2.2** The Airport Manager will provide an annual report on airport operations as well as an annual tactical plan to Council.

## **PART 3: Operation**

- 3.1** No person without permission may:
- a. conduct any business or undertaking, commercial or otherwise at the Airport;
  - b. advertise or solicit anything at the Airport on his own behalf or on behalf of another person;
  - c. fix, install, or place anything at the Airport for the purpose of any business or undertaking; or
  - d. solicit persons at the Airport by any means whatever, to use the ground transportation services provided for hire.
- 3.2** No person shall injure, deface, or remove any flowers, plants, trees, shrubs, runway, road or any building or structures upon the Airport.

## **PART 4: Fees and Charges**

- 4.1** Airport fees and charges shall be levied in accordance with Appendices "A" to "J" attached to and forming part of this Bylaw, as amended from time to time.

Amd Bylaw 3953 May/24

- 4.2** Air Taxi Operations, Commuter Operations, and Airline Operations (as defined in the Canadian Aviation Regulations) that operate a Scheduled Domestic Point Service (as defined in their Air Operating Certification) shall pay a Per Passenger Fee in accordance with Schedule "A".

Amd Bylaw 3983, Apr 10

**4.3** Those Aircraft not covered by Schedule “A” of this Bylaw shall pay landing charges, parking charges and general service charges in accordance with Schedules “B”, “C” and “D”.

**4.4** Rotary Wing Aircraft shall be subject to the same fees as provided for in Appendices “B”, “C” and “D” attached and shall be payable even where:

- a. the aircraft does not land on the Airport runway but rather on other Airport property leased from the City of Campbell River;
- b. the aircraft is loaded or unloaded by means of a sling without touching the ground; or
- c. the aircraft lands only for the purpose of obtaining ground services such as refueling.

Amd Bylaw 3983, Apr 10

## **PART 5: Exceptions from Fees or Reduced Fees**

**5.1** Fuel call out fees for Ministry of Forests (and their contractors) during active forest fire events are waived and replaced with actual cost +25% as per “Miscellaneous services” fees established in Schedule “E” of this bylaw.

**5.2** Landing Fees can be waived at the discretion of the Airport Manager, with prior notification, for:

- a. Transport Canada
- b. Angel Flights (air transport for medical patients) or other charitable organizations
- c. Search and Rescue operations (not including training)
- d. Fly ins or other special events
- e. Military airshows or military training
- f. Amateur-built aircraft less than 2,000kg Maximum Takeoff Weight and which land on leased property

Amd Bylaw 3737 Jun/19, Amd Bylaw 3953 May/24

**5.3** Parking Fees Exempt By Permit for the following:

- a. Airport Committee Members
- b. contractors while working for the City at the air terminal building
- c. employees working at the air terminal building (exempt during work)
- d. City Council, City employees and staff (exempt while on City business)

Amd Bylaw 3983, Apr 10

**5.4** The City’s Director of Economic Development and Indigenous Relations, or their designate, is delegated the authority to waive any of the per passenger fees in Schedule “A” for new scheduled commercial operators and/or routes for a period of up to twelve months.

# PART 6: General

Amd Bylaw 3852 Mar/22

- 6.1 Every person who:
  - (a) violates or who causes or allows any of the provisions of this bylaw to be violated;
  - (b) fails to comply with any of the provisions of this bylaw;
  - (c) neglects or refrains from doing anything required under this bylaw; or
  - (d) who suffers or permits any act or thing to be done in contravention of any of the provisions of this bylaw;

is deemed to have committed an infraction of, or an offence against, this bylaw and is liable on summary conviction to a fine not less than \$5,000 and a maximum of \$50,000, or to imprisonment for not more than six months, or to both.

For continuing offences, each day that such violation is caused, or allowed to continue, constitutes a separate offence.

- 6.2 If any section, subsection, sentence, clause or phrase of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Bylaw.
- 6.3 This Bylaw shall come into effect on March 1, 2006.
- 6.4 Bylaw No. 2873 is hereby repealed.

READ THE FIRST TIME this 16<sup>th</sup> day of January, 2006  
 READ THE SECOND TIME this 16<sup>th</sup> day of January, 2006  
 READ THE THIRD TIME this 16<sup>th</sup> day of January, 2006  
 ADOPTED this 6<sup>th</sup> day of February, 2006

Original Signed by:

Roger McDonell

MAYOR

**W.T. Halstead**

**CITY CLERK**

## SCHEDULE "A"

### PER PASSENGER FEES

**Applied to all scheduled passenger operations, in lieu of landing fees and general service charges**

Passenger Fee	Scheduled passenger flights	\$ 9.00	Per enplaned and deplaned passenger
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Airport Improvement Fee	Scheduled passenger flights	\$ 10.00	Per enplaned passenger
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Regulatory Recovery Fee	Scheduled passenger flights	\$ 3.50	Per enplaned passenger
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- Charges do not include applicable tax.
- Operators must report passenger numbers, on a form provided by the Airport, by the 10th working day following the month just ended. Payments are subject to the City's terms of net 30 days. Late payments will be subject to interest at 2% monthly as per the City's Miscellaneous Fees and Charges Bylaw.

Amd April 2025, bylaw 3983 – last bullet deleted



## SCHEDULE "B"

### AIRCRAFT LANDING FEES

Applied to all non-scheduled aircraft operations

#### DOMESTIC ARRIVALS

Aircraft Weight	Jet or Turboprop Aircraft		
	Based Aircraft	Itinerant Aircraft	
Not more than 21,000 kg	\$ 7.00	\$7.50	per 1,000 kg MTOW (or portion thereof)
More than 21,000 kg but not more than 45,000 kg	\$8.00	\$9.00	per 1,000 kg MTOW (or portion thereof)
More than 45,000 kg	\$9.00	\$10.50	per 1,000 kg MTOW (or portion thereof)

#### INTERNATIONAL ARRIVALS

Aircraft Weight	Jet or Turboprop Aircraft		
	Based Aircraft	Itinerant Aircraft	
Not more than 30,000 kg	\$9.00	\$10.50	per 1,000 kg MTOW (or portion thereof)
More than 30,000 kg but not more than 70,000 kg	\$12.00	\$14.00	per 1,000 kg MTOW (or portion thereof)
More than 70,000 kg	\$14.00	\$16.50	per 1,000 kg MTOW (or portion thereof)

#### TRAINING OR TEST FLIGHTS<sup>1</sup>

Jet or Turboprop aircraft	25% of standard landing fee with minimum charge of \$22 for domestic and \$30 for international. <b>Prior notification to Airport Administration is required.</b>
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- <sup>1</sup>Training rates are for IFR training by commercial operators and test flight rates are for confirmation of on-site maintenance work to aircraft. Prior notification is required, and the discount is at the discretion of the Airport Manager.
- Charges do not include applicable tax.

## SCHEDULE "C"

### AIRCRAFT PARKING

Applied to all aircraft parking on airport lands in excess of 6 hours

Aircraft Weight	Daily Fee		Monthly Fee		Annual Fee	
	Grass	Paved	Grass	Paved <sup>1</sup>	Grass	Paved
Up to 2,000 kg	\$ 9.00	\$ 15.00	\$ 90.00	\$ 150.00	\$ 600.00	N/A
More than 2,000 kg but not more than 5,000 kg	\$ 15.00	\$ 45.00	\$ 150.00	\$ 450.00	\$ 600.00	N/A
More than 5,000 kg but not more than 10,000 kg	\$ 25.00	\$ 70.00	\$ 250.00	\$ 800.00	N/A	N/A
More than 10,000 kg but not more than 30,000 kg	\$ 40.00	\$ 100.00	\$ 400.00	\$1,300.00	N/A	N/A
More than 30,000 kg but not more than 60,000 kg	N/A	\$ 130.00	N/A	N/A	N/A	N/A
More than 60,000 kg	N/A	\$ 160.00	N/A	N/A	N/A	N/A

- <sup>1</sup>Monthly parking on paved surfaces is only available between October and May. From June to September all paved parking is at daily rates only.
- Charges do not include applicable tax.
- Fees are charged per 1,000kg of the aircraft's maximum takeoff weight, or portion thereof.
- Scheduled commercial air carriers may park on assigned operating stands on Apron I without incurring parking charges.
- An additional daily aircraft parking fee of one hundred and twenty dollars (\$120.00) will be charged for any aircraft parked on a paved surface from July 1<sup>st</sup> through August 31<sup>st</sup> annually, with the exception of scheduled commercial air carriers.

## SCHEDULE "D"

### AIRPORT GENERAL SERVICE CHARGE

**Applied to all aircraft for the use of the Air Terminal Building and/or Aprons I or II.**

Seating Capacity	Domestic Arrival	International Arrival
1 - 6	\$14.00	\$40.00
7 - 9	\$29.00	\$80.00
10 - 15	\$52.00	\$115.00
16 - 25	\$75.00	\$155.00
26 - 45	\$120.00	\$270.00
46 - 60	\$200.00	\$480.00
61 - 89	\$280.00	\$650.00
90 - 125	\$420.00	\$820.00
126 - 150	\$530.00	\$1,000.00
151 - 200	\$750.00	\$1,380.00
More than 200	\$1,000.00	\$2,100.00

- Charges do not include applicable tax.
- Piston aircraft with less than 7 seats are exempt from this charge.
- Seating capacity is defined as the maximum permissible for the aircraft.

## SCHEDULE "E"

### MISCELLANEOUS AND ADMINISTRATIVE FEES

Restricted Area Pass	Per badge	\$ 20.00
Airside Vehicle Operator's Permit	Exam fee	\$ 50.00
Airside Vehicle Operator's Permit	Re-exam (due to failure)	\$ 25.00
Aircraft towing <sup>1</sup>	Each tow	\$ 132.00
Key issuance	Per key	\$ 25.00
Aircraft De-Icer Standby	Per month	\$ 560.00
Aircraft Lavatory Service	Per service	\$ 175.00
Miscellaneous services	Per use	Cost + 25%

- <sup>1</sup>Aircraft towing outside regularly staffed hours are subject to call-out fees
- Charges do not include applicable tax.

## SCHEDULE "F"

### LEASE RATES

#### LAND LEASE RATES

Rental rates for airport land leases shall be established by an appraisal of market value conducted in 2014, and every five (5) years thereafter, such appraisal to be conducted by a member of the Appraisal Institute of Canada, provided that in no event shall the rent payable in any five (5) year period during the term of the lease be less than the rent payable during the preceding five (5) year period, despite any decrease in the appraised market value.

Where any airport land lease is currently in force as of the date of the appraisal conducted in 2014, or in force as of the date of any subsequent appraisal, and where the rental rate prescribed in the lease for that calendar year is different than the rate established by the appraisal, the rental rate prescribed in the lease shall prevail until the end of the calendar year, and from and after the beginning of the following year, the rental rate shall be the rate established by the appraisal.

Alternate lease rate calculations may be in effect at the discretion of Council, and will be incorporated into the Fee schedule of the approved lease agreement.

#### AIR TERMINAL BUILDING LEASE RATES

Room No. 115, 117, 117A, 117B (37.0 meters sq.)	\$ 400.00 per sq. meter per year
Room No. 118, 118A, 119, 119A (29.7 meters sq.)	\$ 400.00 per sq. meter per year
Room 109, 109A (17.53 meters sq.)	\$ 400.00 per sq. meter per year

NOTE 1: Any additional areas or rooms, which may be leased, will be charged at a rate of \$400.00 per square meter.

#### APRON EQUIPMENT PARKING/STORAGE CHARGE

Airlines operating from the airport may be provided equipment storage at a cost of \$5.00 per square meter per year in an area designated by the Airport Manager.

## SCHEDULE "G"

### AIRPORT VEHICLE RENTAL CONCESSION

#### ON AIRPORT

1. Concession Fee

The greater of eight percent (8%) of the annual gross revenue or a tendered minimum guarantee.

2. Counter Space

Rooms No. 103 and 104 shall be one thousand dollars (\$1,000.00) per annum each.

3. Vehicle Parking Stalls

Each allocated parking stall shall be thirty dollars (\$30.00) per month and three hundred and sixty dollars (\$360.00) per annum.

#### OFF AIRPORT

1. Concession Fee

Off Airport vehicle rental operators using customer shuttle vehicles shall pay a fee of six and a half percent (6.5%) of the annual gross revenue.

## SCHEDULE "H"

### AIR TERMINAL BUILDING ADVERTISING RATES

- |   |                    |
|---|--------------------|
| 1. Mounting Fee (charged each time a display is put up) | \$ 15.00           |
| 2. Chamber of Commerce Display Rack                     | \$ 500.00 per year |
| 3. Digital Display System                               | Contracted Service |
| 4. Backlight Static Screens                             | Contracted Service |

# SCHEDULE "I"

## AUTOMOBILE PARKING FEES

1.	Drop off/pick up (first 90 minutes)	free
2.	Daily Parking Fee (up to 12 hours)	\$ 6.00
3.	Overnight Parking Charge (up to 24 hours)	\$ 9.00
4.	Weekly Parking Charge	\$ 45.00
4.	Monthly Parking Charge	\$ 115.00
5.	Annual Parking Charge	\$ 700.00

## TAXI, LIMOUSINE AND COURIER LICENSE FEE

1. Each taxi cab company and limousine company shall pay a registration fee of one hundred and fifty dollars (\$150.00) per year. In addition, each individual vehicle must pay fifty dollars (\$50.00) per year operating fee in order to pick up passengers at the Campbell River Airport.
2. Each courier company shall pay a registration fee of one hundred dollars (\$100.00) per year and display valid commercial decal in order to operate at the Campbell River Airport.
3. The City recognizes that some operators may only use the facility on a very few occasions per year. For these operators, a per event fee of twenty dollars (\$20.00) is to be paid in advance.



## SCHEDULE "J"

### JET FUEL DISCOUNTS

Tenants in good standing on Airport Lease Lands and who do not purchase sufficient volume to warrant an intoplane service fee structure are eligible for a discount of 10% off the retail price of jet fuel.

A Volume Discount shall be provided for the purchase of jet fuel at retail prices as follows:

<u>Annual Purchases (calendar year)</u>	<u>Jet A</u>
25,000 - 50,000 Litres	\$ .05 per litre
50,001 - 75,000 Litres	\$ .08 per litre
75,001- 100,000 Litres	\$ .10 per litre

### NEW COMMERCIAL OPERATORS

New Commercial Operators, with aircraft based at the Campbell River Airport and who provide a scheduled or charter service, shall receive a \$ 0.10 per litre discount from the posted price when using an approved Major Credit Card. This discount shall be valid for a maximum period of twelve months.

### LARGE VOLUME USERS INTOPLANE SERVICE (IPS)

<b>IPS rate structure</b>	<b>Intoplane Service Fee</b>
100,001 litres up to 250,000 litres	\$0.70 cents per litre
250,001 litres up to 500,000 litres	\$0.55 cents per litre
500,001 litres up to 750,000 litres	\$0.40 cents per litre
750,001 litres and above	\$0.25 cents per litre

A written agreement is required establishing a guaranteed annual minimum quantity of fuel purchased in a calendar year to be eligible for any available volume-based fuel incentives.

## SCHEDULE "K"

### CALL OUT FEES

After Hours Call-Out Fees	\$495.00
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If a qualified employee remains past the end of their shift, the following rates apply:

1 hour or less	\$165.00
over 1 hour, less than 2 hours	\$290.00
over 2 hours	\$420.00

## SCHEDULE "L"