



City of  
Campbell  
River

AIRPORT OPERATION,  
MAINTENANCE AND  
MANAGEMENT

**BYLAW Number 3211, 2005**

**Consolidated Version**

# BYLAWS



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

**Revised: June 24, 2019**

### **Consolidated for Convenience Purposes to include Bylaws 3211, 3335, 3485, 3495 3547, 3666, 3738**

This bylaw is a 'consolidated' version and includes amendments up to the date listed in the bylaw heading. It is placed on the Internet for convenience only, is not the official or legal version, and should not be used in place of certified copies which can be obtained through the Office of the City Clerk at City Hall. Plans, pictures, other graphics or text in the legal version may be missing or altered in the electronic version.

## **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.
- 2.2** The Campbell River Airport Committee, through the Airport Manager, shall provide semiannual reports to Council on the operations of the airport.

## **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.
- 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 Appendix "A".
- 4.3** Those Aircraft not covered by Section 7 of this Bylaw shall pay landing charges, parking charges and general service charges in accordance with Appendices "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.

## PART 5: Exceptions from Fees or Reduced Fees

### 5.1 Fuel

- a. No fuel call out fee for Ministry of Forests (and their contractors) during active forest fire events.

### 5.2 No Landing Fees for:

- a. Transport Canada
- b. Angel Flights (air transportation for cancer patients)
- c. Search and Rescue operations (not including training unless preapproved by the Airport Manager).
- d. Military air shows or military training for air shows (e.g. Snowbirds)

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### 5.3 Canadian Military Flight Landing Fee

- a. From the dates October 1<sup>st</sup> to May 31<sup>st</sup> (fully exempt)
- b. From the dates June 1<sup>st</sup> to September 30<sup>th</sup>, (exempt between the hours of 17:30-09:30; full fee between the hours of 09:30-17:30).

### 5.4 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).

## PART 6: General

**6.1** Every person who violates any of the provisions of this Bylaw is guilty of an offence against this Bylaw and liable on summary conviction to a fine not exceeding Two Thousand Dollars (\$2,000.00).

**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"

### PASSENGER FEES

January 1, 2018

#### Per Passenger Fee (PPF)

Per Passenger Fee (PPF) for every passenger enplaning and deplaning at the Campbell River Airport.

**\$7.50**

This fee shall not apply to airline employees traveling for business or personal purposes or to passengers traveling with complimentary passes, but shall apply to frequent flyers, Air Miles travelers and all other categories of "incentive" travelers.

#### Airport Improvement Fee (AIF)

Airport Improvement Fee (AIF) for every regularly Scheduled enplaned passenger.

**\$8.50**

#### Regulatory Recovery Fee (RRF)

Regulatory Recovery Fee (RRF) for every regularly Scheduled enplaned passenger.

**\$2.50**

Operators must remit the fees plus applicable tax by the 10<sup>th</sup> working day following the month just ended less a five percent (5%) prompt payment discount. A five percent (5%) late payment surcharge shall be required for payments made after the 20<sup>th</sup> working day following the month just ended. All payments must be accompanied by the appropriate reporting form certified by the carrier as correctly stating the number of passengers enplaned and deplaned for the month just ended.

## SCHEDULE "B"

### AIRCRAFT LANDING FEES

#### DOMESTIC FLIGHTS

<u>AIRCRAFT WEIGHT</u>	<u>FEES FOR JET OR TURBOPROP</u>
1) Not more than 21,000 kg	\$5.00
2) More than 21,000 kg but not more than 45,000 kg	\$6.00
3) More than 45,000 kg	\$6.00

#### INTERNATIONAL FLIGHTS

<u>AIRCRAFT WEIGHT</u>	<u>FEES FOR JET OR TURBOPROP AIRCRAFT</u>
1) Not more than 30,000 kg	\$6.00
2) More than 30,000 kg but not more than 70,000 kg	\$7.00
3) More than 70,000 kg	\$8.50

#### TEST FLIGHTS (FOR CONFIRMATION OF ONSITE MAINTENANCE WORK TO AIRCRAFT)

- |  |  |
|--|--|
| 1) 25% of standard landing fee   |  |
| <ul style="list-style-type: none"> <li>• Fees are charged at the above rate per 1000 kg of the aircraft's maximum permissible take-off weight (or portion thereof).</li> <li>• Minimum charge to Domestic Aircraft <span style="float: right;">\$13.00</span></li> <li>• Minimum charge to International Aircraft <span style="float: right;">\$15.00</span></li> <li>• All Charges do <b>not</b> include applicable tax.</li> </ul> |  |



## SCHEDULE "C"

### AIRCRAFT PARKING

	AIRCRAFT WEIGHT	DAILY FEE	MONTHLY FEE	ANNUAL FEE
A)	up to 5,000 kg	\$ 7.50	\$ 60.00	\$ 480.00
B)	More than 5,000 kg but not more than 10,000 kg	\$12.50	\$ 262.00	N/A
C)	More than 10,000 kg but not more than 30,000 kg	\$ 24.00	\$ 500.00	N/A
D)	More than 30,000 kg but not more than 60,000 kg	\$ 37.00	\$ 750.00	N/A
E)	More than 60,000 kg but not more than 100,000 kg	\$ 57.00	\$ 1,200.00	N/A

- Fees are charged at the above rate based on the aircraft's maximum permissible take-off weight.
- An additional daily aircraft parking fee of twenty-five dollars (\$25.00) shall be levied for those aircraft that park on a paved surface from June 15th through September 15th annually, with the exception of the scheduled commercial air carriers.
- All charges do **not** include applicable tax.

## SCHEDULE "D"

### AIRPORT GENERAL SERVICE CHARGES

	SEATING CAPACITY	CHARGE FOR DOMESTIC FLIGHT, PER AIRCRAFT	CHARGE FOR INTERNATIONAL FLIGHT, PER AIRCRAFT
1)	7 - 9	\$15.00	\$ 25.00
2)	10 - 15	\$25.00	\$ 50.00
3)	16 - 25	\$45.00	\$ 85.00
4)	26 - 45	\$75.00	\$ 150.00
5)	46 - 60	\$115.00	\$ 210.00
6)	61 - 89	\$170.00	\$ 340.00
7)	90 - 125	\$225.00	\$ 470.00
8)	126 - 150	\$310.00	\$ 550.00
9)	151 - 200	\$ 332.00	\$ 750.00
10)	201 - 250	\$ 433.00	\$ 1000.00

- Seating Capacity is defined as the maximum permissible for the aircraft.
- These fees shall be charged for each use of the Air Terminal Building and/or Apron I.
- All charges do **not** include applicable tax.

## SCHEDULE "E"

### 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 "F"

### 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 "G"

### 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 "H"

### AUTOMOBILE PARKING FEES

1.	Drop off/pick up (first hour)	free
2.	Daily Parking Fee (up to 12 hours)	\$ 5.00
3.	Overnight Parking Charge (up to 24 hours)	\$ 8.00
4.	Weekly Parking Charge	\$ 40.00
4.	Monthly Parking Charge	\$ 100.00
5.	Annual Parking Charge	\$ 600.00

### 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 "I"

### PAY TELEPHONE CONCESSION FEE

1. Coin in Box Telephones \$ 12.00 per month each
2. Card/Coin Telephones \$ 22.00 per month each
3. Eleven percent (11%) of the coin deposited in the equipment.
4. One and six tenths percent (1.6%) of the toll charges

## SCHEDULE "J"

### VOLUME DISCOUNTS

A Volume Discount shall be provided in the year following the purchase of aviation fuels as follows:

<u>Annual Purchases (calendar year)</u>	<u>Jet A</u>
25,000 - 50,000 Litres	\$ .01 per litre
50,001 - 75,000 Litres	\$ .03 per litre
75,001- 100,000 Litres	\$ .04 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 \$ .04 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>Suggested IPS (Cost Plus)</b>
100,001 litres up to 250,000 litres	\$0.35 cents per litre
250,001 litres up to 500,000 litres	\$0.30 cents per litre
500,001 litres up to 750,000 litres	\$0.25 cents per litre
750,001 litres and above	\$0.20 cents per litre



## SCHEDULE "K"

### CALL OUT FEES

After Hours Call-Out Fees	\$250.00
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If a qualified employee remains past the end of his shift, the following rates apply:

1 hour or less	\$85.00
over 1 hour, less than 2 hours	\$160.00
over 2 hours	\$210.00