

# LEWISTON-NEZ PERCE COUNTY REGIONAL AIRPORT AUTHORITY



Rate & Fee Policy

January 20, 2026

I. Background

- A. The Joint Powers Agreement that created the Lewiston-Nez Perce County Regional Airport Authority established goals, among which is the creation of administrative efficiencies and fiscal accountability.
- B. FAA Grant Assurance #24 requires the authority to maintain a fee and rental structure for the land, facilities, and services at the airport, which will make it as self-sustaining as possible under the circumstances, taking into account such factors as the volume of traffic and economy of collection.

II. General Guidelines: These fees apply in the absence of any existing contract or lease to the contrary.

III. Lease Rates and Fees for Airport Property

A. Lease Development Fees

A lease development fee shall be assessed to recover administrative, legal, and staff costs associated with the preparation, review, and processing of airport lease documents.

1. Fee Amount:

A non-refundable lease development fee of Three Hundred Fifty Dollars (\$350.00) shall be charged for each of the following actions:

- o New leases
- o Subleases
- o Assignments and/or Amendments of existing leases

2. Timing of Payment:

The lease development fee shall be paid prior to execution of the applicable lease, sublease, or assignment, unless otherwise approved in writing by the Airport Director.

3. Applicability:

This fee applies to all lease documents initiated on or after the effective date of this Policy and is charged per transaction, regardless of lease term or square footage.

4. Exceptions:

The Airport Authority Board of Commissioners reserves the right to waive or modify the lease development fee on a case-by-case basis when deemed to be in the best interest of the Airport Authority.

## B. South Hangar Land Lease Development Fee

In addition to the lease development fee described above, a one-time hangar lot lease development fee shall be assessed to recover planning, administrative, and infrastructure-related costs associated with new hangar development.

### 1. Fee Amount:

For new hangar lot leases, a lease development fee of Seven Dollars and Thirteen Cents (\$7.13) per square foot shall be charged, calculated based on the footprint of the proposed hangar structure as approved by the Airport Authority.

### 2. Timing of Payment:

The hangar lot lease development fee is a one-time, non-refundable fee and shall be paid upon execution of the lease.

### 3. Applicability:

This fee applies only to new hangar lot leases and does not apply to:

- a. Existing hangar leases
  - b. Subleases
  - c. Lease assignments
- unless otherwise approved by the Authority Board of Commissioners.

### 4. Authority Discretion:

The Authority Board of Commissioners retains the discretion to waive or modify this fee when it is determined to be in the best interest of the Airport Authority.

## C. Rental for property designated for such uses by the Airport Master Plan shall be as follows:

1. Effective January 1, 2026, the base annual rental rate for lands designated for and used for private hangar development on the airport shall have a base rate of Twenty-five point two eight six cents (\$0.2586) per square foot, subject to annual adjustment under Section III.A.3.
2. Effective January 1, 2026, the base annual rental rate for a leasehold on the airport designated for and used for commercial aviation and meeting the airport minimum standards for commercial aeronautical activities shall be set as follows:
  - a. The rate for buildings in areas that do not conform with FAA standards (mostly north and east hangar areas), with dimensions defined as the building's footprint plus 5 feet on three sides and 10 feet in front to the taxilane will be Twenty-five point two eight six cents (\$0.2586/sf) per year adjusted annually pursuant to section III.A.3 of this Policy.



- b. The rate for buildings in areas that conform to FAA standards with dimensions defined as the building's footprint plus 5 feet on three sides and the FAA required distance in front to the taxilane will be Twenty-five point two eight six cents (\$0.2586/sf) per year adjusted annually pursuant to section III.A.3 of this Policy.
  - c. The rate for land occupied by Lessee-developed taxiways, taxilanes, aprons, or other bare ground will be 50% of the rate established for buildings or Twelve point ninety three cents per square foot (\$0.1293/sf) per year, adjusted annually pursuant to section III.A.3 of this Policy.
  - d. During the first five years of a lease, the rate for bare ground leased in anticipation of development, or to accommodate other infrastructure will be twenty-five percent (25%) of the rate for buildings in 2.a. Upon the earlier of development of the bare ground or the fifth (5<sup>th</sup>) anniversary of the lease effective date, the annual rent shall be the applicable rate set forth in 2.a or 2.b above.
  - e. Lessee assumes maintenance responsibility for sole use infrastructure including, but not limited to aprons, taxilanes, and driveways.
  - f. Lessees using public facilities which ordinarily have a fee associated with its use shall pay such fees when the facility is being used in conjunction with their commercial operation.
3. The lease rates set forth herein shall be adjusted annually by the average annual percentage change in the "Consumer Price Index" for the previous year. "Consumer Price Index" is defined as the "Pacific Cities and U.S. Average" specified for "All Items," "All Urban Consumers", related to West-B/C published by the Bureau of Labor Statistics, U.S. Department of Labor, subject to modifications, amplifications and changes of methods in making and computing the same as shall be or may be made from time to time. The most recently published CPI that is available shall be used. In the event that the CPI reporting system is changed whereby the percent of increase or decrease from the annual average of the previous year is not published then the most current annual average CPI published shall be used. In the event the Consumer Price Index is no longer published, the Airport shall use a comparable source or index as is available. In no event shall the lease rate rent be less than that for the previous adjustment period.
  4. The lease rate adjustment shall apply to all leases in existence at the time this Policy is adopted, except leases that provide a lease rate adjustment provision independent of the Authority's Fee Policy.
  5. The annual rental for lands developed under the Lease Policy's Planned Tenant Development (PTD) concept shall be set by contract, taking into consideration the lessee's costs for development of infrastructure otherwise constructed by the airport.
  6. Airport property may be leased temporarily (on a year-to-year basis) by the city for recreational and other purposes if:

- a. Temporary use enhances the public acceptance of the airport. The local community desires its use.
    - b. The uses do not adversely impact the airport.
    - c. The recreation use does not preclude future airport development of the property.
    - d. Airport revenue does not subsidize the community use.
    - e. Rent for such uses is established by contract and negotiated annually.
  - 7. Rent for airport property for other municipal purposes (e.g., water wells, easements), private, or commercial purposes shall be set at market value.
  - 8. Proposals for reduced land rental rates at nominal fees shall not be accepted.
  - 9. Lessees shall maintain insurance at minimum coverage(s) established by the Authority Board of Commissioners and provide proof of insurance upon approval of the lease, annually thereafter on the lease anniversary date, and within ten (10) days of request by the Authority Board of Commissioners or the Board's authorized representative.
- D. Airport Terminal Building Rent shall be established at market value.
- 1. In the absence of comparable market information, fees may be established through a Request for Proposal (RFP) process.
  - 2. Fees and rates for short-term use shall be negotiated by the Airport Director as authorized by the Authority Board of Commissioners.
  - 3. Rental fees may be modified in the event of the loss of a commercial air carrier. In such an event the Authority Board of Commissioners shall have the authority to reduce rental fees proportionally to the reduction in the average monthly passenger enplanements over the previous year resulting from the loss of a commercial carrier. In no case shall the fee reduction apply for a period exceeding six months in three years. The reduction in rental fee is at the sole discretion of the Authority Board of Commissioners.

#### IV. Airport Use Fees

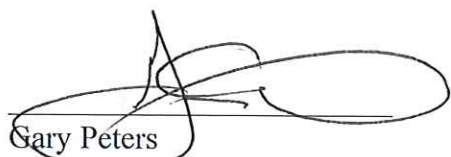
- A. Aircraft Parking: Locally based aircraft shall pay \$50 per month, or \$30 per month if paid annually in advance, to park on Airport Property not otherwise subject to a lease.
  - 1. Aircraft parked in transient parking will be charged \$5.00 per day (see attached map).



2. Aircraft parked on public ramps and areas adjacent to FBOs shall be charged \$5.00 per day.
  3. Large and heavy chartered aircraft (12,500 lbs or more) parked overnight shall pay a \$25 ramp (Remain-Over-Night or RON) fee.
- B. Landing Fees: Commercial aircraft operators subject to Code of Federal Regulations Title 14, Parts 121, 125, and 135 flying passengers and/or cargo for hire and enplaning and/or deplaning cargo and/or passengers shall pay landing fees. Tenant carriers are exempt from landing fees. Landing fees shall be paid prior to departure unless other credit arrangements have been made with the Airport Administration.
1. Signatory Carriers: Landing fees shall be one dollar and 10 cents (\$1.10) per thousand (1,000) pounds of FAA certificated maximum allowable landing weight of each aircraft, with a minimum of \$10.00 per landing.
  2. Non-Signatory Carriers: Landing fees shall be two dollars and nine cents (\$2.09) per thousand (1,000) pounds of FAA certificated maximum allowable landing weight of each aircraft, with a minimum of \$10.00 per landing.
- C. Landside Fees: Business and commercial operators using the landside of the airport on a recurring basis shall pay landside fees.
1. Freight forwarders and/or off-airport cargo companies shall pay \$200.00 per month for the use of the airport.
  2. Public transportation shall be exempt.
  3. Fees for automobile terminal parking shall be \$7.00 per 24-hour calendar day.
  4. On-airport car rental businesses shall pay such fees as set by contract.
- D. Access Cards and Badges: Access Card Fees are levied to help cover the cost of administering the airport security program and maintaining security systems. Badge fees include administrative processing, required training, and system access costs.
1. Fees must be paid when badge cards are issued unless prior billing arrangements have been made. Badge cards expire in 2 (two) years.
    - a. AOA Cardholders: \$95.00
    - b. SIDA Cardholders: \$125.00
    - c. Replacement for lost or stolen cards: \$100.00

- E. Storage Lot: The fenced lot on the southside will provide public vehicle storage options for campers, RVs, and boats. The fees for any unit, in addition to other contract and administrative fees, are as follows:
1. 25' and under = \$59 per month
  2. 26' and over = \$79 per month
- F. Other User Fees:
1. Boarding Bridge use fee: \$100 per use (one "use" is one deplanement and one enplanement).
  2. Fueling fees of seven cents (\$0.07) per gallon shall be paid monthly by any Airport tenant providing commercial fueling, based upon bills of lading from fuel supplier(s) showing all fuel delivered to the Airport Tenant providing commercial fueling during the month. The tenant shall provide the Airport copies of the bills of lading, payment for fueling fees for the prior month, and certification of accuracy by the 10<sup>th</sup> of each month.
- V. Penalties and Fines: Violations of Airport rules, regulations, or best practices as outlined in the Airport Certification Manual (Part 139), Airport Security Program (TSA CFR 1542), or the Key/Cardholder's Agreement shall be investigated by the Airport Director who is authorized to levy the following fines:
1. Vehicle operators or pedestrians creating a runway incursion, movement area violation, or similar safety deviation: Up to \$500.00 per incident.
  2. AOA or SIDA cardholders found to have violated security rules, regulations, or best practices as described in cardholder agreements: Up to \$600.00 per incident.

This policy shall take effect January 20, 2026.

A handwritten signature in black ink, appearing to read "Gary Peters", written over a horizontal line.

Gary Peters  
Airport Authority Board of Commissioners

A handwritten signature in blue ink, appearing to read "Michael Isaacs", written over a horizontal line.

Michael Isaacs  
Airport Director