SALT LAKE CITY INTERNATIONAL AIRPORT

NEW AIRLINE/CHARTER INFORMATION

Salt Lake City
Department of Airports

SALT LAKE CITY INTERNATIONAL AIRPORT

BASIC REQUIREMENTS

The following basic requirements must be met prior to start up:

1. Letter of Request

   Submit written request of your proposed service to Joel Nelson, Airport Property Manager, Salt Lake City International Airport, P.O. Box 145550, Salt Lake City, Utah 84114-5550.

2. Operating Agreement

   Provide a signed Operating Agreement, provided following receipt and acceptance of the Letter of Request in #1 above. Signed agreements shall be returned to Cole Hobbs, Airport Contracts Manager, Salt Lake City International Airport, P.O. Box 145550, Salt Lake City, Utah 84114-5550. They shall include the following:

   A. FAA Operating Certificate

   B. Insurance Certificates in compliance with the attached Insurance Checklist and Operating Agreement

   C. Letter of Credit in compliance with the attached LOC Checklist and Operating Agreement.

3. Parking and Gate Availability

   Prospective air carriers must contact Al Stuart, Airport Operations Superintendent, before beginning operations at Salt Lake International Airport. Carriers shall provide Airport Operations with a schedule for coordination of gate use and ramp space. Mr. Stuart can be reached at (801) 575-2463.

All air carriers at Salt Lake City International Airport (SLCIA) will pay fees based on location and usage of facilities and services as shown in attached Terminal Rents and Air Carrier Fees.

1. Airfield Operations / Aircraft Parking Requirements

   Aircraft, which originate from an unsecured airport, may only use the General Aviation (East) side of the SLCIA. To coordinate aircraft parking requirements and gate use please contact Al Stuart, Superintendent Airport Operations, at (801) 575-2463.

   - Gates A1, A2, A6, & A8, are for commercial/charter use, contact Airfield Operations for use (see attached Air Carrier Fees).
   - IT – International Terminal must be utilized by incoming international flights.
   - East Side/General Aviation – no access to major terminals, General Aviation access only.

2. Gate Use Requirements and Rates

   - Gate use requirements are regulated by either Salt Lake City Ordinance and Operating Agreement.

   - Contact Joel Nelson, Airport Property Manager at (801) 575-3433

3. Ticket Counters and Office Space

   - Contact Joel Nelson, Airport Property Manager at (801) 575-3433

4. Questions or Concerns Regarding Leasing Arrangements

   - The Department of Airports works with prospective and current tenants at their request to resolve questions, concerns or disputes that may arise. We encourage you to contact the Tenant Relations Coordinator for assistance. It is our policy to facilitate working relationships that will be beneficial to the public, to prospective and current tenants, and to the administration of the Airport

   - Contact Mike Rawson, Airport Customer/Tenant Relations Coordinator (801) 575-2894

5. Security & Badging

- Contact Connie Proctor, Superintendent Airport Security at (801) 575-2467

6. Placement on EVIDS

    - Contact Scott Fuhriman, MS Network Administrator at (801) 575-2618
    - A current schedule is required
    - Your two-letter FAA identifier is required.

7. Signage Requests

    - Contact Mike Rawson, Airport Customer/Tenant Relations Coordinator at (801) 575-2894

8. Monthly Activity Report

    - Contact Derek Anderson, Airport Finance, at (801) 575-2778 or Reports@slcgov.com
    - A monthly activity report must be submitted to Derek Anderson no later than the 10th of each month for activity during the previous month.

9. Passenger Facility Charges (PFC)

    Currently, the Salt Lake City Department of Airports has been approved by the Federal Aviation Administration to impose a Passenger Facility Charge, in the amount of $4.50. The SLCDA will notify all carriers of any revision necessary because of the PFC expiration date.

SALT LAKE CITY INTERNATIONAL AIRPORT

SLCDA DIRECTORY

The following is a directory of Airport personnel involved in air carrier start-up.

Airfield Operations/Aircraft Parking – Al Stuart (801) 575-2463
Airport Control Center – Maintenance & Janitorial Needs – 575-2401
Airport Emergency – 575-2405
EVID System – (Electronic Visual Information Display) – Scott Fuhriman (801) 575-2618
Insurance, Letters of Credit, FAA Operating Certificate – Debbie Tinker (801) 575-2922
Marketing Director – Barbara Gann (801) 575-2992
Monthly Activity Reports – Derek Anderson (801) 575-2778 or Reports@slcgov.com
Operating Agreements – Cole Hobbs - (801) 575-2984
Other Carrier Needs – Joel Nelson (801) 575-3433
PFC Information – Janine Christiansen (801) 575-2721
Security & Badging – Connie Proctor (801) 575-2467
Signage Requests – Mike Rawson (801) 575-2894
Telecommunications Manager – Alan Rohlfing (801) 575-2495
Terminal Space – Joel Nelson (801) 575-3433
US Customs – (801) 524-3445

SALT LAKE CITY INTERNATIONAL AIRPORT

TERMINAL RENTS
AIR CARRIER FEES
Effective July 1, 2012

Fees and Other Charges	Rates	Description
Landing Fee	$ 1.82	Per 1,000 lbs gross certified landing weights
Terminal Rents Conditioned Unconditioned	 $ 73.82 $ 36.91	 Per Square Feet / Per Year Per Square Feet / Per Year
Common Use Gates and Boarding Bridge Charges Common Use Gates Boarding Bridge	 $ 137.00 $ 33.00	 Per Use / Use Equals Three Hours Per Use / Use Equals Three Hours
Common Use Ticket Counter and Bag Make-up Charges	$ 289.00	Per Use / Use Equals Three Hours
Common Use Bag Claim Charges	$ 0.42	Per Enplaned Passenger
FIS Facility and International Bag Claim Area	$ 3.63	Per Deplaned International Passenger
Remain Overnight Charge (RON) Group 1 and 2 Group 3 and Higher	 $ 50.00 $ 100.00	Aircraft remaining overnight and parked beyond the bounds of each leased terminal aircraft apron
GSE Storage Area Charges (GSE)	$ 0.30	120% of prevailing ground rent per square foot
Stacking Charges Group 1 and 2 Group 3 and Higher	 $ 50.00 $ 100.00	Airline stack aircraft beyond the bounds of each leased terminal aircraft apron
Preferential Use Boarding Bridges Boarding Bridges Maintenance Boarding Bridges Parts and Supplies	 $ 1,357.00 $ 575.00	 Mo. Charge Per Bridge (includes a $20 credit) Monthly Charge Per Bridge
Passenger Facility Charge (PFC)	$ 4.50	Per Enplaned Passenger
Cargo Fees Cargo Ramp Use Fee Cargo Ramp Weight Fee	$ 10.69 $ 0.16	Per Use Fee Per 1,000 lbs gross certified landing weights
Letter of Credit	20%	20% of Annual Fees

SALT LAKE CITY CORPORATION
DEPARTMENT OF AIRPORTS
PO BOX 145550
SALT LAKE CITY, UTAH 84114-5550

CERTIFICATE OF INSURANCE CHECKLIST

Certificates of Insurance must meet the required coverage and modifications. These special provisions are required by the Salt Lake City Attorney's Office. If these provisions are not included on the certificate from your insurance agent, they will have to be returned for corrections and could delay contract execution.

The following information must be included on the certificate:

1. COVERAGE:
Commercial Aircraft Liability insurance with the limits described in the Operating Agreement.

2. CERTIFICATE HOLDER:
Salt Lake City Corporation must be named as the Certificate Holder.

3. ADDITIONAL INSURED:
Salt Lake City Corporation must be named as additional insured. ISO endorsement is required with the certificate.

4. CANCELLATION PARAGRAPH:
Thirty Days notice of cancellation is required.

5. RATING
Insurance companies **must** be listed on the Department of the Treasury's Fiscal Service List 570 **or** have an "A-" rating or better in Best's Key Rating Guide.

6. ORIGINAL CERTIFICATE:
The Certificate must bear the original signature of an authorized agent with any changes made on the certificate initialed.

Please forward a copy of this information to your insurance agent. If you or your agent has any questions, please feel free to contact Debbie Tinker, Airport Property Specialist, at 801-575-2922, or by fax 801-575-2041, or e-mail: Deborah.Tinker@slcgov.com.

SALT LAKE CITY CORPORATION
SALT LAKE CITY DEPARTMENT OF AIRPORTS
P.O. BOX 145550
SALT LAKE CITY, UTAH 84114-5550

LETTER OF CREDIT CHECKLIST

The Salt Lake City Department of Airports requires 20% of estimated annual fees in the form of a Letter of Credit (LOC). The following provisions are required by the Salt Lake City Attorney's Office for all Letters of Credit:

1. An original Letter of Credit with a seal and associated Power of Attorney.

2. Letter of Credit shall indicate that it is redeemable due to lack of performance or payment or fees in connection with landing and operating at the SLC International Airport pursuant to the Operating Agreement dated _____.

3. Authorized signatures.

4. The Letter of Credit should be available for total or partial draws in the event of default under the terms of the Operating Agreement or City Ordinance.

5. The Letter of Credit must be irrevocable without possibility of cancellation.

6. Salt Lake City Corporation must be named as the beneficiary.

7. All letters of credit must be redeemable at a local Salt Lake City location or by registered mail.

Failure to meet any of the preceding provisions will result in the return of the Letter of Credit for corrective action.

Salt Lake City
Department of Airports

ACTIVITY REPORT

TO: **SALT LAKE CITY DEPARTMENT OF AIRPORTS**
ATTN: DEREK ANDERSON
PO BOX 145550, SALT LAKE CITY, UT 84114-5550
PHONE: (801) 575-2778
FAX : (801) 575-2817
E-MAIL: reports@slcgov.com

CARRIER:

PLEASE CHECK:

SCHEDULED	
CHARTER	
ALL-CARGO	

SUBJECT: **STATION ACTIVITY FOR THE MONTH OF:** **Jun-12**

	(2) AIRCRAFT TYPE	(3) NUMBER OF LANDINGS	(4) GROSS CERTIFIED LANDING WEIGHT	(5) TOTAL WEIGHT (3) x (4)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
TOTALS				

CARGO (IN POUNDS):

	ENPLANED MAIL	DEPLANED MAIL	ENPLANED FREIGHT	DEPLANED FREIGHT	ENPLANED EXPRESS	DEPLANED EXPRESS
AIR DOMESTIC						
*TRUCKED TO OTHER AIRPORTS						
*TRUCKED FROM OTHER AIRPORTS						
AIR INTERNATIONAL						
TOTALS						

NUMBER OF PASSENGERS:

	ENPLANED REVENUE	ENPLANED NON-REVENUE	CONNECTIONS	DEPLANED REVENUE
SCHEDULED DOMESTIC				
CHARTER DOMESTIC				
SCHEDULED INTL				
CHARTER INTL				
TOTALS				