

LACONIA AIRPORT AUTHORITY  
OPERATIONS MANUAL

**Section 10 – FEE SCHEDULE**

1.0 **REPORTING AND PAYMENT:** A full, complete, and accurate accounting of all fees payable to the Laconia Airport Authority shall be submitted each month. This accounting report shall be provided to the Airport Manager no later than 5:00 PM on the second business day following the end of the month. Unless otherwise stated within this Fee Schedule, fees are due and payable within 30 calendar days following the end of the month.

Effective 1/15/98  
Revised 1/20/00, Affirmed 2-08

2.0 **MOTOR VEHICLE RENTAL FEE:** Any person or businesses that rents motor vehicles to the general public at the Laconia Municipal through an agent located within the Airport's terminal building, through a dedicated direct telephone line located at the Laconia Airport, or by having the use of the parking lot at the airport terminal building shall pay the Laconia Airport Authority a motor vehicle rental fee equal to five percent (5%) of the gross revenue resulting from said rental.

Payment shall be made no later than sixty (60) days following receipt by the person or business renting the motor vehicle. Failure to remit fees due within sixty (60) days will result in revocation of privileges. In addition, any person or business that rents motor vehicles to the general public at the Laconia Municipal shall provide the Airport Authority with a Certificate of Insurance showing a minimum of \$1,000,000 in liability coverage and naming the Laconia Airport Authority, the City of Laconia, the Town of Gilford, and Belknap County as additional insureds.

Effective 12/1/82  
Revised 7/21/88, 7/20/95, 08/17/95, 10/19/95  
Affirmed 2-08

3.0 **FUEL FLOWAGE FEE:** The fuel flowage fee is determined by the LAA and is as follows:

100LL	\$ .12 per gallon delivered
Jet A	\$ .12 per gallon delivered

The fuel flowage fee shall apply to all fuel delivered to the Laconia Airport. A full, complete, and accurate accounting of fuel deliveries shall be submitted to the Airport Manager each month no later than 5:00 PM on the second business day following the end of the month. Said accounting shall include the fuel delivery tickets showing the gallons delivered.

A regular audit will be performed by the LAA, and a penalty of 50% of the fee due will be assessed for misreporting fuel deliveries.

LACONIA AIRPORT AUTHORITY  
OPERATIONS MANUAL

*Effective 8/1/83*

*Revised 7/21/88, 5/4/89, 6/11/91, 9/16/93, 10/1/97, 1/15/98, 1/20/00,*

*Affirmed 2-08*

*Revised 5/15/08*

**4.0 VENDING MACHINES:** Vending machines are only permitted in the terminal building. The owners shall pay the Laconia Airport Authority an annual license fee of \$30 per machine. This fee is payable in advance and on each subsequent August 1st.

*Effective 8/1/83, Affirmed 2-08*

**5.0 ADVERTISING:** A bulletin board and a display board are provided in the Airport terminal for advertising. The use of any other advertising form in the terminal is only allowed with the approval and permission of the Airport Manager and upon payment of an appropriate fee.

The bulletin board is to be used for public notices, Airport Authority meeting agendas, memos from the Airport Manager and incidental advertising. Use of the bulletin board is free.

The display board is for commercial advertising by local businesses on a first come first served basis; content to be approved by the Airport Manager. Use of the display board is on an annual basis, and a fee of \$300/yr payable in advance is required.

*Effective 7/1/07, Affirmed 2-08*

**6.0 AUTOMOBILE PARKING - PUBLIC AREAS**

*Effective 8/1/83*

*Revised 9/16/93, 11/18/91, 2/21/08*

*Removed 1/28/10*

**7.0 INTEREST ON OVERDUE BALANCES:** An interest rate of 2% per month will be levied on all balances due over 30 days.

*Effective 7/11/91*

*Revised 9/16/93, Affirmed 2-08*

**8.0 RETURNED CHECK FEE:** The issuer of any returned check will be charged a fee of \$25.00.

LACONIA AIRPORT AUTHORITY  
OPERATIONS MANUAL

Effective 10/1/97, Affirmed 2-08

**9.0 REIMBURSEMENT OF COSTS AND FEES :**

9.1 Upon violation of any of the requirements of the Fee Schedule by a person or entity subject thereto, any fees or costs incurred by the Laconia Airport Authority in collecting or enforcing the Fee Schedule, including, but not limited to, attorneys' fees, shall be reimbursed to the Laconia Airport Authority by this violator.

9.2 Any costs or fees for services incurred by the Laconia Airport Authority, at the request of, or for the benefit of, another party, shall be reimbursed to the Laconia Airport Authority by such requesting or benefited party, within (30) days of billing by the Laconia Airport Authority. Without in any way limiting the foregoing, the following parties shall be considered as a "benefited party" in the following circumstances:

<u>Circumstance</u>	<u>Benefited Party</u>
Notice of Lease(s)	Lessee
Sublease	Sub lessor (s) and Sub lessee (s)
Assignment of Lease	Assignor (s) and Assignee (s)
Requests for LAA approval pursuant to Lease	Lessee (s)
<u>Appraisers at 20-year, 40-year, or Other Reappraisal Window Per Terms of Land Lease:</u>	
Review Appraiser	100% Lessee (s)
Lessee's Appraiser	50% Lessee (s)
Lessors' Appraiser	0% Lessee (s)

9.2.1. Broker's commissions incurred by the Laconia Airport Authority shall not be considered as benefiting Lessee (s).

9.2.2. If there is more than one party responsible for reimbursement, the obligation of each shall be joint and several.

9.3 Should the Airport Authority deem it necessary, in its sole discretion, to engage in enforcement action in connection with any of its promulgated rules or regulations or to enforce the terms of any agreement that it has entered into with any party, including contracts, leases for land or subleases, then it shall be entitled to full reimbursement of all costs and fees incurred in such action including direct expenses, professional services including legal fees and reasonable reimbursement for the efforts of its professional staff.

LACONIA AIRPORT AUTHORITY  
OPERATIONS MANUAL

*Effective 6/10/93  
Revised 12/15/05, Affirmed 2-08*

10.0 **PENALTY FOR VIOLATIONS:** Any violation of the published rules, regulations, and policies of the Laconia Airport Authority relating to the Airport shall be subject to a fine of \$100 per day until the violation is cured.

Reference is made to the following NH Statute pertaining to the Laconia Airport Authority:

**NH Statute 99-0156, HB 244, 13:16 Penalties:** Any violation of the published rules and regulations of the Authority relating to the airport, and any refusal or neglect to pay lawfully prescribed fees for the use of the airport or its facilities, shall be a class B misdemeanor, provided, however, that nothing contained in this section shall be construed as a limitation upon the civil rights of the Authority.

*Affirmed February 2008*