

2019

**AERONAUTICAL
FEES**

at Montréal-Pierre Elliott Trudeau International Airport (Montréal-Trudeau)
and Montréal-Mirabel International Airport (Montréal-Mirabel)

TABLE OF CONTENTS

1. 2019 Aeronautical fees.....	2
2. Application of the rates	3
3. Components of the charges	3
4. Calculation of the charges	4
5. Invoicing frequency	5
6. Electronic invoice transmission.....	6
7. Invoice currency and taxes.....	6
8. Airport Improvement Fees (AIF).....	6
9. Payment terms	7
10. Security deposit	8
11. Definitions.....	8
12. References and contacts.....	9
Appendix 1 :	Aircraft fleet declaration form
Appendix 2 :	Electronic Invoice
Appendix 3 :	AIF Monthly remittance form
Appendix 4 :	AIF Annual remittance form
Appendix 5 :	Letter of credit form
Appendix 6 :	Piston aircraft annual fixed rate subscription form

1. 2019 AERONAUTICAL FEES

Any new service implemented by Aéroports de Montréal (ADM) during 2019 will entail a cost evaluation and invoicing through either one of these charges:

LANDING CHARGE (CAD)

Jet or turboprop aircrafts

Rate \$/1000 kg (based on the MTOW)	\$ 10.29 ¹
Minimum charge	\$ 61.67

Piston aircrafts

	<u>Unit rate</u>	<u>Annual fixed rate²</u>
Montréal-Trudeau	\$ 46.24	\$ 1,280.35/aircraft/year
Montréal-Mirabel	\$ 19.82	\$ 512.16/aircraft/year

Note 1: There is an **incentive program** to get discounts on landing fees. For additional information, please contact ADM Director, Airline Development.

Note 2: The annual fixed rate for piston aircraft is available through **subscription only**. Please complete the form in **Appendix 6**.

GENERAL TERMINAL CHARGE (CAD)

<u>Sector</u>	<u>Rate \$/enplaned passenger</u>
Domestic	\$ 11.56
Transborder	\$ 23.30
International	\$ 20.15

BAGGAGE ROOMS CHARGE (CAD)

Rate \$/enplaned passenger

Maximum rate (ADM share)	\$ 0,3987
Maximum rate (Operators share) ³	\$ 3,1585

As of the 36 001st enplaned passenger, volume discounts are applied on the rate per passenger.

Note 3: ADM has been mandated by the operators of the baggage rooms (Cofely Yul L.P. and Alstef Yul L.P.) for invoicing and collection of their respective share of the baggage rooms costs.

2. APPLICATION OF THE RATES

Rates in effect apply to all aircraft, except:

- (1) State aircraft
- (2) Aircraft owned by the Air Cadet League of Canada
- (3) Aircraft participating in a search and rescue operation under the direction of the Canadian Forces Search and Rescue Service.
- (4) Aircraft in distress
- (5) At the landing of an aircraft:
 - a) at Montréal-Trudeau, if the landing ends a domestic positioning flight from Montréal-Mirabel.
 - b) at Montréal-Mirabel, if the landing ends a domestic positioning flight from Montréal-Trudeau.

3. COMPONENTS OF THE CHARGES

The **landing charge** includes the following fees:

- Aircraft parking charges⁴
- Airside security charges
- Airside garbage disposal charges
- Rent payable to Transport Canada and the property and school taxes related to the de-icing centre

De-icing centre infrastructure costs, de-icing equipment investments and operational de-icing expenses are invoiced by the operator of the de-icing centre at Montréal-Trudeau and at Montréal-Mirabel airports, Aéro Mag 2000 Inc.

The **general terminal charge** includes the following fees:

- Common check-in charges (counters, common use self-service kiosks, hold rooms, as well as property and school taxes related to these facilities)
- Federal Inspection Services (FIS)
- Terminal security charges
- Ground power unit and power conditioning air equipment charges (GPU/PCA)
- Bridge charges⁵
- Passenger transfer vehicle charges (PTV)
- Electric vehicle transportation charges
- Bus services

Note 4: Aircraft parking charges may apply when this is not a usual landing operation.

Note 5: When Accessair employee services are required for bridging operation or withdrawal, additional fees of \$ **95.00** will apply.

The **baggage rooms charge** (ADM share) includes the following fees:

- Common use facilities charges
- Electricity consumption charges

Baggage rooms infrastructure costs, baggage rooms equipment investments and operational baggage rooms expenses are recovered by the baggage rooms operators at Montréal-Trudeau (Engie YUL L.P. and Alstef YUL L.P.).

4. CALCULATION OF THE CHARGES

Landing charge

- (1)**The landing charge is calculated using the MTOW of the aircraft, rounded to the higher 1000kg.
- (2)**Registered owners and operators of aircraft at Montréal-Trudeau and/or at Montréal-Mirabel shall provide to ADM billing department the following information regarding its aircraft fleet: aircraft registration number, aircraft type, aircraft type designation, engine type, MTOW and seating capacity. To that effect, please complete the Aircraft Fleet Declaration Form in **Appendix 1** and send it by email at billing@admtl.com.
- (3)**Where some of the information specified in subsection (1) is omitted, the calculation of the landing charge shall be based on the MTOW as indicated in the JP Airline Fleets-International reference book, or in TP143 (Reference document prepared by Transport Canada) or from any other document which provides such information.
- (4)**Any modification to the information specified in subsection (1) shall be transmitted to ADM billing department as soon as it becomes effective.
- (5)**Where arrangements are made in advance and in writing with ADM, a Canadian air carrier making a flight having for origin and destination one of both airports Montréal-Trudeau or Montréal-Mirabel for a flight conducted for the purpose of improving the skill and knowledge of its aircrew and/or for a technical test flight, may benefit of a reduced landing charge.

General terminal charge

- (1)**The general terminal charge is calculated based on an estimate of the number of enplaned passengers per carrier considering seats offered as per submitted flight schedules. This estimate takes into account load factors per sector, monthly operational fluctuations and exceptional events, having occurred or foreseen, and which impact passenger traffic.
- (2)**The air carrier must ensure ADM receives monthly information as it appears in Statement 2, 4 or 6 reports, as submitted to the Canadian governmental agencies, at the latest by the 10th day of the following month.

- (3) For air carriers who do not submit their monthly actual passengers as required per subsection (2), ADM reserves the right to establish the estimate of the number of enplaned passengers based on 100% of the actual available seats for the concerned month.
- (4) An annual adjustment based on actual enplaned passenger information will be made at the latest by the end of the 1st quarter of the following year. The invoice or credit note resulting from the adjustment will be subject to payment terms detailed at section 9.

Baggage rooms charge

- (1) The baggage rooms charge is calculated based on an estimate of the annual volume of enplaned passengers per carrier. This estimate is based on enplaned passengers statistics per carrier of the last twelve (12) months and adjusted to reflect submitted flight schedules as well as observed or foreseen operational trends.
- (2) The rate per enplaned passenger is calculated respectively per carrier according to the schedule of rates below and based on the estimate of annual volume of enplaned passengers per carrier in (1).

Level	Minimum Passenger	Maximum Passenger	Rate\$/enplaned passenger *	% reduction per level
1	0	36,000	3.5572 \$	0.0%
2	36,001	108,000	3.3793\$	5.0%
3	108,001	252,000	3.2015 \$	10.0%
4	252,001	540,000	3.0236 \$	15.0%
5	540,001	1,116,000	2.8458 \$	20.0%
6	1,116,001		2.6679 \$	25.0%

* The rate \$/enplaned passenger includes both ADM and operators estimated shares.

- (3) The estimated monthly charge per carrier is established by equally dividing the annual charge resulting from the multiplication of the results obtained in (1) and (2) and spread over the number of operational months for the carrier.
- (4) If a carrier ceases its operations or is in default during the invoicing period, the estimated monthly charge in (3) may be revised.
- (5) An annual adjustment based on actual enplaned passenger information and on actual cost per enplaned passenger will be made at the latest by the end of the 1st quarter of the following year. The invoice or credit note resulting from the adjustment will be subject to payment terms detailed at section 9.

5. INVOICING FREQUENCY

Landing charges

Landing charges are invoiced twice per month. The first invoice covers flights which occurred from the 1st to the 15th day of the month and the second invoice covers flights which occurred from the 16th to the last day of the month.

General terminal charges

General terminal charges are invoiced monthly in advance i.e. the 1st day of the month preceding the month to be invoiced. (For example, November 2019 services will be invoiced October 1st, 2019).

Baggage rooms charges

Baggage rooms charges are invoiced monthly in advance i.e. the 1st day of the 2nd month preceding the month to be invoiced. (For example, November 2019 services will be invoiced September 1st, 2019).

6. ELECTRONIC INVOICE TRANSMISSION

ADM has the capability of electronically transmitting invoices. To receive invoices electronically, **Appendix 2** must be completed and sent to the following email address billing@admtl.com.

7. INVOICE CURRENCY AND TAXES

All invoices are in Canadian currency and subject to all applicable taxes.

8. AIRPORT IMPROVEMENT FEES (AIF)

The AIF rate is \$ 30 (plus applicable taxes) for travel scheduled on or after April 1st, 2018. The AIF amount may be modified at any time by ADM upon notice.

ADM is a signatory of the Memorandum of Agreement (MOA). According to this agreement binding the Air Transport Association of Canada (ATAC), the signatory carriers and the signatory airports, the carriers shall collect the AIF on behalf of ADM and remit the total collected amounts, less the handling fee to which they are entitled, and this, in accordance with article 9 of the said MOA.

The 1st day of every month, the carrier shall submit to ADM two (2) reports, as per **Appendix 3**, as well as the corresponding total payment:

- A report representing the estimated number of passengers subject to the AIF for the preceding month.
- and
- A report representing the actual number of passengers subject to AIF for the second preceding month.

Also, according to article 10 of the MOA, the carrier must submit to ADM, at the latest 120 days following its financial year end, an annual report detailing actual monthly sales of AIF for the specific financial year, and if applicable, remit all payment due to ADM. See sample form in **Appendix 4**.

An electronic version of AIF reports can be obtained and submitted electronically to the following email address statement@admtl.com.

9. PAYMENT TERMS

- (1) For any flight identified by Nav Canada with an aircraft registration number, the registered owner of the aircraft is responsible for the payment of all applicable aeronautical charges.
- (2) For any flight identified by Nav Canada with the IATA or ICAO code, the designated air carrier is responsible for the payment of all applicable aeronautical charges, except for a different agreement between ADM and the air carrier.
- (3) All the charges become due and payable immediately upon receipt of an invoice, in total and without any reduction, deduction or compensation whatsoever.
- (4) When payment in full has not been received as required pursuant to subsection (3), ADM reserves the right to invoice interest from the date of the invoice.
- (5) The interest referred to in subsection (4) shall be calculated monthly on the outstanding amount including accrued interest.
- (6) Where a payment is made, the period for which interest is charged in respect of the amount of the payment shall end on the day before the day on which the payment is received by ADM.
- (7) An interest rate of 14% per year is applicable to all outstanding amounts.
- (8) If one of above payment terms is not respected, ADM reserves the right to require a security deposit according to the terms detailed at section 10 and/or refuse or withdraw aeronautical services offered to the carrier at Montréal-Trudeau and Montréal-Mirabel.
- (9) All payments must be made to the order of:

Aéroports de Montréal
800 Leigh-Capreol Place, Suite 1000
Dorval, Québec (Canada) H4Y 0A5

10. SECURITY DEPOSIT

ADM reserves the right to require a security deposit from a carrier who operates or wishes to operate at Montréal-Trudeau and/or at Montréal-Mirabel. The security deposit is calculated on the basis of three months total of aeronautical fees considering the flight information (frequency, sector, type of aircraft, seating capacity) as per submitted flight schedules.

- (1) The security deposit must be submitted in the form of an unconditional, renewable and irrevocable letter of credit issued by a Canadian bank which is a member of the Canadian Payment Association, the whole to the satisfaction of ADM and at the carrier's expense. Refer to **Appendix 5** for accepted letter of credit format.
- (2) The letter of credit must be valid for the total air carrier's period of operations and end at least three months following the end of its operations at Montréal-Trudeau and/or at Montréal-Mirabel.
- (3) The security deposit must be submitted at the latest 30 days after a demand by ADM or 30 days before the beginning of the operations.
- (4) The security deposit amount can be revised at ADM's discretion, in the following circumstances:
 - a) A significant increase of the business volume;
 - b) Not respected payment delay;
 - c) Any risk affecting the aeronautical industry which could have an unfavourable impact on the carrier's financial situation;
 - d) Payment delay regarding AIF remittance.
- (5) If one of the security deposit requirements is not respected by the carrier, ADM reserves the right to refuse or withdraw aeronautical services offered to the carrier at Montréal-Trudeau and Montréal-Mirabel.

11. DEFINITIONS

«MTOW» Maximum take-off weight

The maximum permissible take-off weight specified in the aircraft certificate of airworthiness or in a document referred to in that certificate.

Domestic passenger

Enplaned passenger for a flight destination in Canada.

Transborder passenger

Enplaned passenger for a flight destination in the United States.

International passenger

Enplaned passenger for a flight destination outside of both Canada and the United States.

State aircraft

An aircraft, other than a commercial aircraft, owned and operated by the government of any country or the government of a colony, dependency, province, state, territory or municipality of any country.

Aircraft in distress

An aircraft that is threatened by serious or imminent danger and requires immediate assistance.

Ex: An aircraft that has made an unscheduled landing at an airport as the result of a hijacking or bomb threat.

Positioning flight

Flight made without passenger nor cargo for the purpose of which is to position the aircraft to begin a flight.

Enplaned passengers

Passenger number according to the information appearing in the official monthly reports Statement 2, 4 or 6, such as submitted to the Canadian governmental agencies.

Passenger subject to Airport Improvement Fees

See article 11 of the MOA agreement between ATAC (Air Transport Association of Canada), signatory air carriers and signatory airports.

12. REFERENCES AND CONTACTS

Aéroports de Montréal website : www.admtl.com

Aeronautical fees

Billing department: billing@admtl.com

Treasury department: statement@admtl.com

Contacts

ADM

Passenger statistics: Caroline.Houle@admtl.com

Airline development – Passenger and Cargo: Mark.Ruel@admtl.com

ATAC

MOA/AIF agreement Administrator atac@atac.ca

Aéro Mag 2000 Inc.

De-icing center operator (514) 636-1930

Cofely YUL L.P.

Baggage rooms operator – Domestic and International (514) 876-8780

Alstef YUL L.P.

Baggage room operator – Transborder (514) 633-2670