

Departmental Standard Operating Procedure

Miami-Dade Aviation Department

DSOP No. 09-01

Effective: AUGUST 19, 2009

SUBJECT: PROCEDURES TO EFFECT CHANGES TO THE ESTABLISHED SCHEDULE OF FEES, RATES, AND CHARGES PRIOR TO BOARD APPROVAL

PURPOSE AND SCOPE:

The purpose of this Departmental Standard Operating Procedure (DSOP) is to establish a uniform policy and procedure to recommend annual changes to established Aviation fees, rates, and charges prior to Board of County Commission (BCC) approval. This DSOP establishes internal policies and procedures only, and a failure to comply with them does not affect the validity of any rates, fees, and charges whose level or methodology has been approved by the Board of County Commissioners.

I. AUTHORITY

- A. Miami Dade County Code – Chapter 25 – Miami Dade Aviation Department Rules and Regulations
- B. Miami-Dade County Resolution R-336-94 – Revision to Landing Fees and Charges
- C. Miami-Dade County Resolution R-1054-90 – Approving Computation of MIA Terminal Building Rentals, Establishing Class I – VI Space, and Establishing Class I – V Rental Rates
- D. Miami-Dade County Resolution R-1055-90 – Establishing Landing Fee Charges for Various Aircraft and MIA Terminal Building Aircraft Parking Charges (See also R-336-34 which administratively revised Landing Fees, et al.)
- E. Miami-Dade County Resolution R-1056-90 – Establishing Rental Rates for MIA Terminal Building Class VI Properties
- F. Miami-Dade County Resolution R-1057-90 – Establishing Rental Rates for Non-Terminal Buildings
- G. Miami-Dade County Resolution R-1734-82 – Providing for Rental Rates at the County's General Aviation Airports (GAAs) to be reviewed on an Annual Basis.
- H. Miami-Dade County Resolution R-33-03 – Approval of Professional Services Agreement with Slack and Johnson for Real Estate Appraisal Services at all General Aviation Airports

II. POLICY

- A. This policy has been developed to allow for recommended changes to Aviation rates, fees, and charges, in an appropriate and consistent manner with notification to Applicable Aviation Management prior to the BCC approval process. All rates, fees,

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and charges at MIA and the GAAs and their methodology for calculation are approved by the BCC.

- B. The MIA Terminal Building rates for building facilities, equipment and services are adjusted annually each October 1st on a cost based equalized rate setting methodology. The rates are derived by the Department's Financial Planning and Performance Analysis (FPPA) Division and the Miami Airport Affairs Committee (MAAC) who work with the Traffic Engineer to arrive at the fees. The carriers and other airport users' review and any changes to the documents are made before they are sent to the BCC with the Budget for approval. Once BCC approval is obtained, no changes can be made until the next annual review.
- C. With the exception of the Development Leases mentioned below, the MIA Non-Terminal Buildings and GAA rates, fees, and charges are appraised annually prior to each October 1st for Fair Market Value (FMV) by State of Florida Licensed Real Estate Appraisers under contract with Miami-Dade County to perform these services. The appraisals are received by the Department's Properties Division. After internal reviews, meetings are held with the airports' users and comments are received from them prior to being sent for Aviation recommendation and to the BCC Agenda with the Budget for approval. Once BCC approval is obtained, no changes can be made until the next annual review.
- D. There are a number of development leases at MIA and the GAAs. Any requests for changes to these leases must follow the requirements of the individual leases and will require Board approval.
- E. The MIA Landing Fees are adjusted each October 1st based on a residual methodology. In the case of an emergency such as a revenue shortfall, these fees can also be adjusted each April 1st. They are derived by the Department's FPPA Division and the MAAC who work with the Traffic Engineer to arrive at the fees. The carriers and other airport users' review and any changes to the documents are made before they are sent to the BCC with the budget for approval. Once BCC approval is obtained, no changes can be made until the next semi-annual review.
- F. In certain cases, MDAD makes rate changes through an administrative adjustment during a fiscal year. All administrative adjustments must be Board authorized. An example would be the rates resulting from a recertification of an airport building or from a building being given a Certificate of Occupancy. The Department's Properties Division and FPPA Division list a certain rate in the Budget package but add that the rate needs to be modified during the fiscal year as circumstances change. Board authorization is requested to administratively adjust the rates as the changes occur. If the Board approves the Budget package with that authorization, MDAD has the power to make a modification.
- G. All other fees and charges, including but not limited to Aerial Advertising, Auditorium Use, AOA decals, Animal Inspection Facility User Fees, and Loading Bridge Training as well as unit driven factors such as the number of Aircraft Seats, the Aircraft Shadow, and Landed Weight, are reviewed annually among the Department's FPPA Division and the using Divisions and adjusted, if needed, at the next annual October 1st Board budget meeting.

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III. PROCEDURES FOR CHANGES

- A. Rates, fees, and charges can only be established or changed by a resolution of the Board, or by the annual Budget Ordinance, or by any other action taken by the Board indicating Board approval of a particular rate, fee, or charge, or the methodology for calculating a rate, fee, or charge.
- B. Generally, no changes will be accepted for internal processing less than 60 days prior to the proposed BCC Agenda date or other date as may be required by the Department's FPPA Division.
- C. The Division recommending a rate change must clearly identify the location (Airport and location on the Airport) and the rate, fee, or charge to be modified from the currently approved Schedule of Fees, Rates and Charges and its expected impact to the Department.
- D. The requesting Division must formally present the proposed change on County Memorandum reflecting the current and proposed rate, fee or charge.
- E. All proposed changes must be supported by written justification and submitted for approvals as follows in Section IV - Approvals.
- F. The proposed changes must be sent to the Information Systems Division (ISD) Director who will review, advise the impact, if any, on the department's software systems, and quantify the costs for any needed upgrades.

IV. APPROVALS

- A. The Division recommending the change must present the request along with justification on County Memorandum to its Division Director who will review the change with its Deputy Director.
- B. The documents will be resent to the ISD Director who will advise Senior Management (the Deputy Directors of Operations and Business Retention and Chief Financial Officer), within fifteen (15) business days, the feasibility of adopting the change based on the cost of any needed upgrades to the software systems.
- C. Senior Management must approve any requests for change within ten (10) business days. If no consensus can be reached, the documents will be returned to the Using Division with an explanation.
- D. Upon approval by the Deputy Directors and CFO, the change will be forwarded to the Aviation Director for approval and placement on the pertinent BCC Agenda.

V. IMPLEMENTATION

- A. Upon approval by the BCC, the new rates, fees, and charges are entered into PropWorks by the Finance Revenue Division effective October 1st of each fiscal year (or April 1st for Landing Fees). The entry into PropWorks globally effects changes for all Aviation users and new invoices reflecting the changes are generated.

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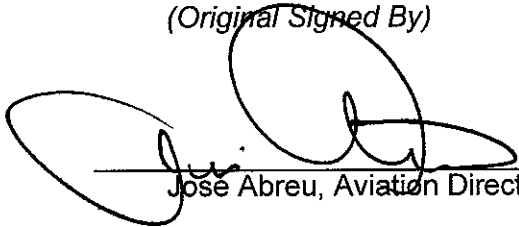
- B. Once the new charges are entered into PropWorks, a letter outlining the Schedule of Fees, Rates and Charges effective with the new fiscal year is prepared by the Finance Revenue Section for the joint signatures of the CFO and Deputy Director of Operations. The letter is sent to all airports' users.

- C. The approved fees cannot be readjusted until the next annual October 1st review or, in the case of Landing Fees, April 1st.

REVOCATION: None

CROSS REFERENCE: None

(Original Signed By)



Jose Abreu, Aviation Director

Date: 8-19-09