



## RESOLUTION NO.

OF THE BOARD OF SUPERVISORS OF THE COUNTY OF EL DORADO

### RESOLUTION ESTABLISHING CHIEF ADMINISTRATIVE OFFICE, AIRPORTS DIVISION FEE SCHEDULE

**WHEREAS**, pursuant to Government Code Sections 50474 and 66016 and County Ordinance Code Section 1.04.260, the Board of Supervisors of El Dorado County (Board) has established rates, charges, and fees for certain activities; and

**WHEREAS**, Section 18.04.100 of the County Ordinance Code provides for the establishment by resolution a schedule of fees, rates and charges to be imposed for the use of specified airport facilities at the County's airports, and which shall apply to all uses specified therein except as they may be modified by express written contract or permit executed or authorized by the Board of Supervisors; and

**WHEREAS**, once established, rates, charges, and fees may be modified, set, or fixed by the Board by Resolution; and

**WHEREAS**, on December 10, 2024, the Board adopted Resolution **188-2024** establishing an updated Airport Division Fee Schedule;

**WHEREAS**, Resolution **188-2024** also resolved that that the El Dorado County Board of Supervisors adopts, and authorizes the Chief Administrative Officer to implement an annual adjustment to the Airport fees, Categories A, B, and C as set forth in Exhibit A, based on the San Francisco-Oakland-Hayward Area Average, All Urban Consumers, Consumer Price Index of the Bureau of Labor Statistics, rounded up to the nearest whole dollar, effective January 1 of each year.

**NOW, THEREFORE, BE IT RESOLVED**, pursuant to applicable provisions of state law and County Ordinance Code, the new, increased or reduced fees set forth in Exhibit A – Airport Fee Schedule and Exhibit B – Airport Fee Policies, attached hereto and incorporated herein are hereby adopted.

**BE IT FURTHER RESOLVED**, that the El Dorado County Board of Supervisors adopts, and authorizes the Chief Administrative Officer to implement an annual adjustment of 2.5% to the “County Owned Rental – per square foot per month” as set forth in Exhibit A, rounded up to the nearest whole dollar, effective January 1 of each year.

**BE IT FURTHER RESOLVED**, that the El Dorado County Board of Supervisors adopts, and authorizes the Chief Administrative Officer to implement an annual adjustment of 2.5% to Category E – Application Fees as set forth in Exhibit A, rounded up to the nearest whole dollar, effective January 1 of each year.

**BE IT FURTHER RESOLVED**, that the El Dorado County Board of Supervisors adopts, and authorizes the Chief Administrative Officer to implement an annual adjustment of 2.5% to the “Personal Use Ground Leases – per square foot per month (billed annually) for Single “T”, Twin “T”, Heavy Twin/Cabin Class, and Rectangular Hangars” as set forth in Exhibit A, rounded up to the nearest whole dollar, effective July 1 of each year.

**BE IT FURTHER RESOLVED**, that the El Dorado County Board of Supervisors adopts a Film Monitoring Fee that allows staff to recover their staff time as necessary to monitor any authorized filming activities that occur at the County Airports for compliance with local, state, or federal rules, such as safety. The fee shall be charged on an hourly basis, and any fractional hour shall be rounded up to the nearest quarter hour. The amount of that charge is no more than necessary to recover the County’s reasonable costs in performing those necessary monitoring activities.

**BE IT FURTHER RESOLVED**, that any existing County fees not modified in Exhibit A shall remain in full force and effect.

**BE IT FURTHER RESOLVED**, individual fees may be added or modified from time to time by Resolution amending the Chief Administrative Office, Airports Division Fee Schedule in its entirety, incorporating those modifications in Exhibit A, subject to the necessary notice and analysis under the applicable provisions of state law.

**BE IT FURTHER RESOLVED**, all rates, charges, and fees established by either Resolution or Ordinance Code shall be subject to the Board of Supervisors Policy No. B-4 related to Recovery of Funds, and unpaid balances shall be subject to increase to include costs incurred by the County Department responsible for administering Revenue Recovery Services, as updated from time to time.

PASSED AND ADOPTED by the Board of Supervisors of the County of El Dorado at a regular meeting of said Board, held the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by the following vote of said Board:

Attest:  
Kim Dawson  
Clerk of the Board of Supervisors

Ayes:  
Noes:  
Absent:

By: \_\_\_\_\_  
Deputy Clerk

\_\_\_\_\_ Chair, Board of Supervisors

# AIRPORT FEE SCHEDULE

## Exhibit A

Time and Materials Hourly Rate (See Exhibit B)	\$237.00
Film Monitoring Hourly Fee - Regular Rate (Monday-Friday 8 a.m. - 5 p.m., excepting County Holidays)	\$50.00
Film Monitoring Overtime Rate (Monday-Friday before 8 a.m. and after 5 p.m., weekends and County Holidays)	\$75.00
Category A: Transient/Visitor Aircraft Parking (Tie Down) - Fee Per Night	
Single Engine & Small Helicopter	\$11.00
Twin Engine & Medium Helicopter	\$12.00
Heavy Twin Turbine/Cabin Class & Large Helicopter	\$13.00
Large Turbine (Non-transport) Jet	\$26.00
Large Turbine Helicopter	\$34.00
Category B: Aircraft Monthly Parking (Tie Down) - Fee Per Month	
Single Engine & Small Helicopter	\$88.00
Twin Engine & Medium Helicopter	\$119.00
Heavy Twin Turbine/Cabin Class & Large Helicopter	\$154.00
Large Turbine (Non-transport) Jet	\$279.00
Large Turbine Helicopter	\$367.00
Category C: Other Airport Activities and Charges	
Off-site Operator Access Fee, Monthly	\$115.00
Off-site Operator Access Fee, Daily	\$26.00
Long Term Vehicle Parking - Monthly paid in advance	\$40.00
Long Term Vehicle Parking - Annual paid in advance	\$400.00
Short Term Vehicle Parking - per Night (No More than 7 days)	\$7.00
Category D: Hangars/Ground Lease	
County Owned Rental - per square foot per month	\$0.369
Personal Use Ground Leases - per square foot per month (billed annually) for Single "T," Twin "T," Heavy Twin/Cabin Class, & Rectangular Hangars	\$0.084
Commercial (FBO or SSO) Ground Leases - per square foot per month	\$0.084
Hangar Waiting List Application Fee \$25 non-refundable; balance applied to-application fee	\$125.00
Delinquencies - Lease Payments - Percent of Delinquent Amount	10%
Gate Access - Issue, Replacement or Programming	\$50.00
Gate Access Card Loss	\$50.00
Category E: Application Fees*	
New Private Use Hangar Lease Application/Reassignment Transfer Upon Sale	\$711.00
Offsite Operator Access Agreement Application	\$60.00
Commercial (FBO, SSO) Lease Application	\$948.00
*All Application fees subject to conversion to T&M	
Category F: Fueling	
Fuel Flowage Fee, per gallon	\$0.15
Surcharge for Use of County Jet A Fuel Truck, per gallon	\$0.25
Aircraft Oil or Deicer, retail markup	25%

## AIRPORT DIVISION FEE POLICIES & PROCEDURES

The following fee policies are applicable to fees collected or charged by the Airports Division.

### A. APPLICABILITY

Airport users shall promptly pay applicable access fees, flowage fees, lease payments and any other charges. Fees are charged as either: fixed rates, fees, charges, or "Time and Materials." The fixed rates, fees, or charges are intended to cover the ordinary costs of the Airport Division for providing that service. The "Time and Materials" fees listed are an initial deposit and are described in more detail in the "Time and Materials" section. Payments to the County must be paid as follows:

- 1) Fuel: At time of purchase.
- 2) Transient/Visitor Tiedown: Before aircraft departure.
- 3) Tiedowns (Not Transient/Visitor): Within fifteen days of receipt of quarterly billing or on the first of each calendar month.
- 4) Hangar Rentals and Leases:
  - a. Ground Lease: Billed annually
  - b. County Owned Hangar Lease: Billed monthly and payable on the tenth of each month
- 5) Offsite Operator Agreements: Billed monthly and payable on the tenth of each month.

### B. TIME AND MATERIALS

In all of those instances in the adopted Fee Schedule where a dollar amount is provided followed by a reference to "T&M," the dollar amount is the initial minimum deposit, and the T&M means the actual cost to the applicant to process the application or permit is based on a Time and Materials method of billing. For services subject to T&M charges, the applicant will receive a billing statement and/or invoice identifying the remaining deposit balance on account or the amount due if deposited funds have been exhausted. If monies are owed, they shall be paid within thirty (30) days as specified in Board of Supervisors Policy B-4, Collections - Recovery of Public Funds. Any outstanding balances must be paid before action by the approving authority. To make certain there is no misunderstanding regarding the application deposit and billing process, the applicant will be required to sign an "Agreement to Pay" statement with application submittal acknowledging agreement to pay the processing costs regardless of whether the application is approved or denied.

All applications are subject to being converted to time and materials. When the costs of processing an application will significantly exceed the required fixed fee due to the unusual complexity of the application or due to non-responsiveness from the applicant that results in excessive staff time, the Airport Director may convert the application to the Time and Materials billing process.

### C. FEE WAIVERS

Fee waivers cannot be approved by the Airport Division. Pursuant to Board of Supervisors Policy B-2, Fee Waiving, or its equivalent, the CAO has limited authority to waive certain fees.

### D. COLLECTIONS

Unpaid balances are subject to Board of Supervisors Policy B-4, Collections - Recovery of Public Funds. Balances referred to County Revenue Recovery will be assessed an amount equal to the costs incurred by the County for administering revenue recovery services.

### E. REFUNDS

The following applies for refund requests.

- 1) Fixed application fees are not refundable.
- 2) The CAO or Airports Director may authorize a refund of any unexpended Time and Materials deposit upon any of the following circumstances:

- a. The project/application is approved or denied, and no further work will be required, and the Time and Materials account is closed.
  - b. The applicant withdraws the application and requests a refund in writing. The County shall discontinue work on the application within one (1) working day from the receipt of said request, except that the County may continue to process an application involving the violation of a County ordinance.
- 3) Any total refund of \$25.00 or less will not be issued. Any deposit balance of \$25.00 or less will not be eligible for refund and will be retained by the County.
- 4) It is the applicant's responsibility to keep track of the amounts submitted and to inform the Airports Director of all changes in address or ownership, including submission of a successor Agreement to Pay in the event of a change in ownership.
- 5) After all notices have been given and four (4) years have passed the County can follow the County's escheatment process per Government Code Section 50050 - 50057 for disposing of unexpended fees.

#### **F. SEVERABILITY**

If any title, article, section, subsection, sentence, clause, or phrase of these Policies and Procedures or any amendment thereto is for any reason held by a court of competent jurisdiction to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of these Policies and Procedures or amendments thereto. The Board of Supervisors declares that it would have approved these Policies and Procedures and each title, article, section, subsection, sentence, clause, and phrase of these Policies and Procedures irrespective of the fact that any one or more titles, sections, subsections, sentences, clauses, or phrases are declared invalid or unconstitutional.

#### **G. NON-EXCLUSIVITY**

Nothing in these Policies and Procedures or any amendment thereto shall limit or preclude the enforcement of other county ordinances, including penalties therein or any other federal, state, or local laws or regulations. The remedies provided herein are cumulative to all other remedies now or hereafter available to abate or otherwise enforce a fee or permit requirement for conduct described herein. The collection or acceptance of any fee does not constitute and shall not be construed as approval or authorization of any conduct, activity, or condition that violates any federal, state, or local laws or regulations.