Cork Airport Miscellaneous Fees and Charges 2014

2014

AERFORT CHORCAÍ
CORK AIRPORT

Cork Airport Miscellaneous Fees and Charges 2014

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Introduction

This booklet summarizes the main non-aeronautical charges for Cork Airport.

- The charges in this document apply from January 1st 2014 to December 31st 2014.
- All charges in this booklet are set out in euro.
- All charges in this booklet are annual charges unless stated otherwise.
- Value Added Tax will be applied to charges at the prevailing rates of Irish VAT. Charges listed in this booklet exclude VAT unless stated otherwise.
- All users must observe Cork Airport's Terms and Conditions of operation at the airport. Specifically, users are obliged to abide by the specified Financial, Insurance and Information terms. In particular where specified it will be necessary to provide a valid purchase order in advance.
- Details of Cork Airport's airport charges as well as the Terms and Conditions of operation may be found on the airport charges pages of the Cork Airport website (www.corkairport.com).
- Information on charges not listed in this document such as property rentals can be obtained on request from Cork Airport.
- Inter alia, Sections 39, 40 and 41 of the Air Navigation and Transport (Amendment) Act 1998 apply.
- The company reserves the right to vary the terms, conditions and charges at any time. A minimum of 1 calendar month's notice on the Cork Airport's website (www.corkairport.com) will normally apply.

Operational

1.1 Access Permits:
All personnel working at the airport are required to hold a valid airport identity/security card. A permit is valid for 29 months and an escorted pass is valid up to a maximum of 5 days.

Service	Charge €	Description
Permanent Card	**21.95**	**Per card**
Replacement of lost Card	**42.28**	**Per card**

Where card replacement is necessary due to wear and tear, and the original card is returned, no charge will be levied for card re-issue.
Note that companies operating at the airport may specify that the charge for replacement of a lost card must be paid by the cardholder.
For compliance reasons Cork Airport may insist that a fully refundable deposit be paid at the time of issuance of the access permit. The deposit will be returned when the access permit is physically returned to the Cork Airport - Access & ID Centre. This should happen within 1 month after the contract of employment between the employee and the employer is terminated.

Service	Charge €	Description
Access Permit Deposit	**30.00**	**Per Permit.**

All enquiries can be addressed to:
Ray Shananan 353 21 4329640
ray.shanahan@daa.ie

1.2 Vehicle Permit:
An annual charge applies for vehicles operating airside. A permit is valid for 24 months from date of issue. Private vehicles will not be permitted airside.

Service	Charge €	Description
Private Vehicle (PV)	**225.00**	**Per vehicle**
Liveried Vehicle (LV)	**26.00**	**Per vehicle**
Replacement LV permit	**45.00**	**Per vehicle**

All enquiries can be addressed to:
Eibhlin McGrath, Airside Operations Manager 353 21 432 9747
eibhlin.mcgrath@daa.ie

1.3 Vehicle Escorts:
Mandatory vehicle escorts are required in circumstances where airport users are not authorised/insured to operate in airside areas. At other times, users may ask for vehicle escorts to supplement their own operations (i.e. to provide extra security personnel). Customers are requested to contact the Airport Police in advance for such escorts.

Service	Charge €	Description
Private Escort	**37.00**	**Per APF vehicle per hour or part thereof**

If a second or third officer is required then an additional charge will apply.
All enquiries can be addressed to:
Jim Johnson, CFO 353 21 432 9614
jimE.johnson@daa.ie

1.4 Aircraft Security:
Additional aircraft security is available by arrangement.

Service	Charge €	Description
Police call-out	**245.00**	**Minimum Charge (Per APF per 8hr period)**

The company requesting this service must provide a valid purchase order in advance.
All enquiries can be addressed to:
Ray Shananan 353 21 4329640
ray.shanahan@daa.ie

1.5 Fire Service Active Stand-by:
Where an airline or handler requests the provision of a Fire Service Active Stand-by unit the following charge will apply:

Service	Charge €	Description
Fire Service Active Call-out*	**295.00**	**Per hour or part Thereof**

***This charge is zero rated for VAT.**
Note: No charge will apply in respect of fire vehicles attending emergencies.
In respect of any request for the provision of the fire service active stand-by the company requesting the service must provide a purchase order.
All enquiries can be addressed to:
Jim Johnson, CFO 353 21 432 9614
jimE.johnson@daa.ie

1.6 Fire Category Upgrade:
Requests for a fire category upgrade will be charged at the following rates:

Service	Charge €	Description
Category 9 Fire Cover	**630.00**	**Minimum Charge (8 hour cover)**

All enquiries can be addressed to:
Jim Johnson, CFO 353 21 432 9614
jimE.johnson@daa.ie

1.7 Clamp Removal:
A vehicle that has been found illegally parked on airport property will have its wheel clamped in accordance with airport byelaws. The clamp removal fee is inclusive of the first day's charge. An additional charge applies for each subsequent 24-hour period. No liability will be accepted for any damage caused to a vehicle as a result of a clamp having been fitted to the wheel of a vehicle other than that attributable to wilful misconduct on the part of the company.

Service	Charge €	Description
Clamp removal fee*	**63.00**	**Per vehicle**
Additional fee per 24-hour period*	**35.00**	**Per vehicle**

***This charge does not attract VAT.**
All enquiries can be addressed to:
Ray Shananan 353 21 4329640
ray.shanahan@daa.ie

1.8 Fixed Electrical Ground Power
Fixed electrical ground power (FEGP) points are available on certain stands at the airport. The charge for using this service will be composed of a connection charge and electrical consumption which will be charged per kWh. This direct electrical consumption charge is aligned with the charge levied on all 3rd party electrical consumers at Cork Airport.

Service	Charge €	Description
FEGP Connection Charge*	**10.00**	**Per connection**

***This charge is zero rated for VAT**
Charge for FEGP electrical consumption may be adjusted from time to time, based on supplied rates, VAT levels and include an administration charge. Rate changes are notified to customers on their monthly/bi-monthly bills as they occur.
All enquiries can be addressed to:
Bill Daly, Facilities Manager 353 21 432 9613
bill.daly@daa.ie

Environmental

2.1 Aircraft Sewage Disposal
Facilities for the removal of aircraft sewage are available. The total annual charge will be recovered from users of the airport, based on users' profile in the previous year. Users will be notified of their constituent charge on an annual basis in February, once the previous year's data has been reviewed. This charge is made up of local authority rates plus an administration charge which will include wear and tear costs for the sewage disposal system.

Service	Charge €	Description
Total fee in 2012 (all users)*	**TBA**	

***This charge is zero rated for VAT.**
All enquiries can be addressed to:
Bill Daly, Facilities Manager 353 21 432 9613 bill.daly@daa.ie

2.2 Spillage Clean-up:
This charge is to encourage users to minimise environmental damage and assist in the conservation of the environment. Airlines, tenants or concessionaires causing, permitting or failing to report pollution will be liable for the full cost of the clean up and disposal or making good any damage caused. A minimum fee applies in all cases and further fees will be charged at labour rates plus materials.

Service	Charge €	Description
Spillage Call-out	**200.00**	**Per spillage**
Abandoned rubbish call-out	**80.00**	**Per incident**

The minimum fee includes the use of one sweeper truck, one bag of dry oil and one hour's labour. Should extra equipment, labour and/or materials be needed, the following charges will apply:

Service	Charge €	Description
Sweeper truck/equipment	**80.00**	**Per vehicle/hour**
Bag of Oil Dri	**19.00**	**Per 18kg bag**
Labour	**25.00**	**Per hour/part thereof**
Sample Water Analysis	**630.00**	**Per sample analysed**
OilDri Bag Enviromental Disposal	**9.00**	**Per 18kg bag**

Any user responsible for recurring incidents due to neglect or wilful misconduct may be subject to additional charges.
All enquiries can be addressed to:
Bill Daly, Facilities Manager 353 21 432 9613
bill.daly@daa.ie

Training

3.1 Airside Training:
To assist in the safe and efficient management of the ramp area, Cork Airport offers a range of training courses. Charges for these courses are as follows:

Service	Charge €	Description
Instructor's Training Course*	**380.00**	**Per instructor trained**
Multimedia CD with notes	**120.00**	**Per CD-ROM**
Updated/Refresher CD	**29.00**	**Per CD-ROM**
General Safety & Security Course*	**70.00**	**Per employee trained**
Airside Safety Refresher Module	**26.00**	**Per employee trained**
Airfield & Radio Telephony Course*	**120.00**	**Per employee trained**
Airside Driving Course*	**120.00**	**Per employee trained**
Airside Driving Refresher Module	**26.00**	**Per employee trained**
Airbridge Operations Course*	**600.00**	**Per instructor trained**

***This charge is exempt from VAT (please note that the training materials provided on CD-ROM which are listed separately from any course fees are liable for VAT)**

All enquiries can be addressed to:-
Eibhlin McGrath – Airside Operations Manager 353 21 4329747
eibhlin.mcgrath@daa.ie

Facilities

4.1 Staff Car Parking Charges
An annual car parking charge will be charged to airport operators for access by their staff to staff car parks. A charge of €10.00 per month, or part of a month, will apply to new or casual staff. Full details of eligibility and charging policy are available in the Cork Airport Staff Car Park Eligibility and Charge Policy. For any staff member authorised to park in Staff P4, a replacement card charge of €30.00 will apply for any lost, stolen or damaged cards.

Service	Charge €	Description
Staff Car Parking Charge Per Permit	100.00	Per Annum
P4 Replacement Cotag Charge	30.00	Per card

All enquiries can be addressed to:
Ray Shanahan 353 21 432 9640
ray.shanahan@daa.ie

4.2 Persons with Reduced Mobility (PRM) Service:
Under EC Regulation 1107/2006, the Airport has responsibility for the facilitation of Persons with Reduced Mobility. The Airport has engaged a third party to perform this service on it's behalf, based on a public tender process and levies a specific charge on air carriers to recover the costs of provision of these services in line with the regulation. This charge is levied on a departing passenger basis for all commercial passenger air services as set out below:-

Service	Charge €	Description
PRM Charge*	**0.59**	**Per Passenger**

***This Charge is zero rated for VAT**
All enquiries can be addressed to:-
Ciaran Carton, General Manager Operations 353 21 4328888
ciaran.carton@daa.ie

4.3 VIP Services:
Access to VIP services to passengers on departure and/or arrival at Cork Airport are subject to a range of charges based on the number of people involved and the access required
All enquiries can be addressed to:
Ciaran Carton, General Manager Operations 353 21 4328888
ciaran.carton@daa.ie

4.4 Executive Lounge:
An executive lounge is available for use by passengers subject to payment of the following charge

Service	Charge €	Description
Executive Lounge Service	**20.58**	**Per passenger**

All enquiries can be addressed to:
John Bruen, Property Manager 353 21 432 9642
john.bruen@daa.ie

Technical/Communications

5.1 Technical Call-out:
The quoted charges for the call-out of a Cork Airport technician (purchase order required) do not include charges for vehicles, equipment and/or materials, which will be charged additionally if required. Charges for labour will be levied on an hourly basis, with a minimum charge for 1 hour. In respect of any request for technical assistance, the company requesting the call-out must provide a purchase order. Calls outside the normal working day will attract additional charges.

Service	Charge €	Description
Technician call-out	**50.00**	**Per technician Per hour or part thereof** (Materials extra)

Technical call-out charges apply to the call-out of electricians, maintenance operatives and I.T. support officers.
All enquiries can be addressed to:
Bill Daly, Facilities Manager 353 21 432 9613
bill.daly@daa.ie

5.2 IT&T Engineer Call-Out:
This covers any calls for an engineer call-out on weekends, bank holidays and on weekdays when the call out is required outside of normal working hours. The quoted charges for the call-out of a Cork Airport IT&T engineer do not include charges for equipment and/or materials, which will be charged additionally if required. IT&T engineer call outs that take place between 09:00hrs – 17:00 hrs on a normal working weekday will not attract the IT&T Engineer call-out charges:

Service	Charge €	Description
Engineer call-out	**135.00**	**Per IT&T engineer call out (materials extra)**

All enquiries can be addressed to:
Conor O'Driscoll Airport Systems Manager 353 21 432 8838
conor.odriscoll@daa.ie

5.3 IT/Communications:
The company offers a range of products covering voice and data services. In respect of any work/services requested a purchase order will be required in advance.

Telephony Services
The schedule of installation and rental charges for telephony services is detailed below:

Service	Installation Charge €	Rental Charge Per Month €
Analogue, Digital, or Fax/Modem Line	**100.00**	**26.00**
Minor moves/alterations	**100.00**	
Analogue Handset	**-**	**5.25**
IP/Digital Handset – Small display	**-**	**8.50**
IP/Digital Handset – Large display	**-**	**21.00**
Quick dial set up	**50.00**	
Private Pin set up	**50.00**	
Itemised Billing Report (per report, per extension)	**11.00**	

Notes:
1. All call charges are based on external service provider's rates. (Currently Eircom).
2. All charges detailed above are exclusive of VAT
3. Further communication services can be offered. Details can be provided on request.
4. Service and rental charges are subject to review on a regular basis.
5. Further details of all services and charges can be provided on request.

Communications Infrastructure
The schedule of installation and rental charges for communications cabling is detailed in the table below:

Service	Installation Charge €	Rental Charges per Quarter €
Fibre Pair Internal	**300.00**	**116.48**
Fibre Pair External	**300.00**	**230.72**
2 Wire Internal Circuit	**100.00**	**14.56**
UTP Internal Circuit	**100.00**	**28.00**
2 Wire External circuit	**100.00**	**41.44**
UTP External circuit	**100.00**	**84.00**
RJ45 Outlet	**464.80**	
Rack Space per 2U (Min Charge)		**57.14**
Per additional U		**28.57**
Cat 5 Link	**95.20**	

Notes:

1. Customers are responsible for the maintenance of their own equipment.
2. The Communications Cabling Charges do not apply to analogue and digital lines from Cork Airports PABX as these services are charged at different rates- see telephony services.
3. An installation charge will apply for each RJ45 outlet. This charge is for:
   a) A new outlet in an area where there is no structured cabling system in place.
   b) An additional RJ45 outlet over and above the normal outlet density where there is a structured cabling system in operation.
4. Where ducts are not in place or where duct capacity is not available additional charges will apply. These charges will be agreed with the customer following a site survey.
5. Cat 5 link is the cost of providing a UTP patch lead(s) from customers network equipment to a wall/floor port.

All enquiries can be addressed to:
Conor O'Driscoll, Airport Systems Manager 353 21 432 8838
conor.odriscoll@daa.ie

Supplementary AOMS Client Access

To supplement the standard Airport Operations Management System, AMOSS client PC's are provided to customers on the basis that they will input information into the system. Where customers input information into AMOSS, the first two AMOSS client PC's are provided free of charge to offset this. For any additional PC clients required (in excess of 2), or if customers require AMOSS workstations for information only the annual charge as outlined below applies for each additional PC requested by a client. This optional service includes the provision, installation, user training and maintenance of the system.

Service	Rental € Charge Per Annum or part thereof	Description
Provision of additional AMOSS PC	**€2,500.00**	**Per PC**

All enquiries can be addressed to:
Conor O'Driscoll Airport Systems Manager
353 21 432 8838
conor.odriscoll@daa.ie

Utilities

Charges for water, gas and electricity may be adjusted from time-to-time based on supplied rates and VAT levels and includes an administration charge. Rate changes are notified to customers as they occur. For the most up-to-date information on the current charges please contact:
Bill Daly Facilities Manager 353 21 432 9613
bill.daly@daa.ie

Commercial Property

7.1 Desk RentalServices:
Check-in desk units are available for rental on either an annual basis or a half hourly basis. The following charges have been approved by the Commission for Aviation Regulation:

Service	Charge €	Description
Annual check-in desk rental from January 1st 2010	**13,075.00**	**Per Annum**
Check- in desk rental charge per 30 minutes.	**5.23**	**Per half hour (or part thereof)**

All enquiries can be addressed to:
John Bruen, Property Manager 353 21 432 9642
john.bruen@daa.ie

7.2 Common User Terminal Equipment (C.U.T.E)
A charge is levied against all airlines using the common user terminal equipment provided at check-in/departure gates.

Service	Charge €	Description
C.U.T.E Charge*	0.24	Per embarking passenger

***This rate, per embarking passenger for CUTE, has been approved by the Commission for Aviation Regulation and is applicable from January 1st 2007.**
All enquiries can be addressed to:
Ciaran Carton, General Manager Operations 353 21 4328888
ciaran.carton@daa.ie

7.3 Self-Service Kiosks:
Designated areas for self-service kiosks (SSKs) on DAA property may be rented on an annual basis.

Service	Charge €	Description
Designated area for SSK use.	TBA	Per Annum

All enquires re available locations and applicable annual charges should be addressed to:
John Bruen Property Manager
John.bruen@daa.ie 353 21 4329642

7.4 Office Rental:
The Company has a range of facilities available for tenancy.
For current levels of charges please contact:
John Bruen, Property Manager 353 21 432 9642
john.bruen@daa.ie

Sundry

8.1 Ground Handling Administration:
All ground-handling companies are subject to an annual administration charge. New ground handling companies entering the market in 2010 will be charged an Initial Administration Charge. Existing ground handling companies will be liable to a Renewal Charge for 2010.

Service	Charge €	Description
Initial Administration charge	**550.00**	**Per Application**
Renewal Charge	**275.00**	**Per Application**

All enquiries can be addressed to:
Eibhlin McGrath, Airside Operations Manager 353 21 432 9747
eibhlin.mcgrath@daa.ie

8.2 Commercial Photography & Filming:
Approval must be obtained from the Head of Communications to carry out photography, filming and/or sound recording for commercial TV programmes or cinema, or for advertising campaigns for third party products at Cork Airport. Usually a minimum of 48 hours advance notice is required for approval.

Service	Charge €	Description
Commercial fee	**250.00**	**Per hour or part thereof**

All enquiries can be addressed to:
Kevin Cullinane Head of Communications 353 21 432 9611
kevin.cullinane@daa.ie

8.3 Key Holding Charge:
A secure key holding service is available on request.

Service	Charge €	Description
Keys	**3.00**	**Per set**

All enquiries can be addressed to:
Information Desk 313 21 4313131

8.4 Lost Property:
The Lost and Found Office is located at the Car Park Services Bureau at Cork Airport. No liability is accepted for items damaged or destroyed while in the office.

Service	Charge €	Description
Lost property*	**6.00**	**Per item**

***This charge does not attract VAT**
All enquiries can be addressed to:
Information Desk 353 21 4313131

Terms and Conditions

Enquiries and requests for additional copies of this booklet should be addressed to:

Mary Daly,
Finance Department,
Cork Airport,
Co.Cork.
Ireland.
Phone: 00 353 21 4329741