

# Cork Airport

Miscellaneous Fees and Charges Booklet 2009 -01



**Valid from January 1<sup>st</sup> to December 31st 2009.**

**CORK AIRPORT**  
AERFORT CHORCAÍ

Version 1.0

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## Introduction

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

The charges in this document apply from January 1<sup>st</sup> 2009 to December 31<sup>st</sup> 2009.

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](http://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](http://www.corkairport.com)) will normally apply.

## 1. Operational Charges

### 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	€22.00	Per card
Replacement of lost Card	€42.00	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:

Gerard Harvey, CAPFO  
[gerard.harvey@daa.ie](mailto:gerard.harvey@daa.ie)

353 21 4329 614

### 1.2 Vehicle Permit:

A charge applies for vehicles operating airside. A permit is valid for 24 months from date of issue.

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, Operations Project Executive  
[eibhlin.mcgrath@daa.ie](mailto:eibhlin.mcgrath@daa.ie)

353 21 432 9747

### **1.3 Vehicle Escorts:**

Airfield vehicle escorts are available by arrangement. A vehicle escort comprises of one officer and a vehicle.

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:

Ger Harvey, CAPFO

353 21 432 9614

[gerard.harvey@daa.ie](mailto:gerard.harvey@daa.ie)

### **1.4 Ground Handling Administration:**

All ground-handling companies are subject to an annual administration charge. New ground handling companies entering the market in 2009 will be charged an Initial Administration Charge. Existing ground handling companies will be liable to a Renewal Charge for 2009.

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

All enquiries can be addressed to:

Eibhlin McGrath, Operation Project Executive

353 21 432 9747

[eibhlin.mcgrath@daa.ie](mailto:eibhlin.mcgrath@daa.ie)

### **1.5 Aircraft Security:**

Additional aircraft security is available by arrangement.

Service	Charge	Description
Police call-out	€365.00	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:

Gerard Harvey, CAPFO

353 21 432 9614

[gerard.harvey@daa.ie](mailto:gerard.harvey@daa.ie)

## 1.6 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:

Gerard Harvey, CAPFO

353 21 432 9614

[gerard.harvey@daa.ie](mailto:gerard.harvey@daa.ie)

## 1.7 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:

Gerard Harvey, CAPFO

353 21 432 9614

[gerard.harvey@daa.ie](mailto:gerard.harvey@daa.ie)

## **1.8 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	€145.00	Per spillage
Abandoned rubbish call out charge	€ 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:

Sweeper truck/equipment	€ 80.00	Per vehicle
Bag of Oil Dri	€ 19.00	Per 18kg bag
Labour	€ 25.00	Per hour/part thereof
Sample Water Analysis	€630.00	Per sample analysed
Oil Dri Bag Environmental 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](mailto:bill.daly@daa.ie)

## **1.9 Fixed Electrical Ground Power**

Fixed electrical ground power points are available on certain stands at the airport. A standard charge applies per flight for FEGP usage regardless of duration on the stand. This charge is zero rated for VAT.

Service	Charge	Description
Fixed Electrical Ground Power Charge	€26.00	Per flight

All enquiries can be addressed to:

Bill Daly, Operations & Facilities Manager

353 21 432 9613

[bill.daly@daa.ie](mailto:bill.daly@daa.ie)

### 1.10 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. Therefore the 2009 charge will be based on the users profile in 2008. Users will be notified of their charge on an annual basis in February once the 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. This charge is zero rated for VAT

All enquiries can be addressed to:

Bill Daly, Operations & Facilities Manager

353 21 432 9613

[bill.daly@daa.ie](mailto:bill.daly@daa.ie)

### 1.11 Staff Car Parking Charges

An annual car parking charge will be charged to airport operators for access by their staff to staff car parks.

Service	Charge	Description
Staff Car Parking Charge Per Permit	€ 100.00	Per Annum

All enquiries can be addressed to:

Sheila Murphy

353 21 432 9639

[sheila.murphy@daa.ie](mailto:sheila.murphy@daa.ie)

## 2. Miscellaneous Charges

### 2.1 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	Fine	Description
Lost property	€6.00*	Per item

\*This charge does not attract VAT

All enquiries can be addressed to:

Sean Cronin, Car Parks Supervisor

353 21 432 9708

[sean.cronin@daa.ie](mailto:sean.cronin@daa.ie)

### 2.2 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	€70.00*	Per vehicle
Additional fee per 24-hour period	€35.00*	Per vehicle

\*This charge does not attract VAT.

All enquiries can be addressed to:

Ger Harvey, CAPFO

353 21 432 9614

[gerard.harvey@daa.ie](mailto:gerard.harvey@daa.ie)

### 2.3 Commercial Photography & Filming:

Approval must be obtained from the Assistant General Manager 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:

Sheila Murphy, Assistant General Manager

353 21 432 9639

[sheila.murphy@daa.ie](mailto:sheila.murphy@daa.ie)

## 2.4 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	€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, Operations & Facilities Manager

353 21 432 9613

[bill.daly@daa.ie](mailto:bill.daly@daa.ie)

## 2.5 General 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	€120.00	Per CD-ROM
General Safety & Security Course	€90.00*	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:

Regina Collins-O'Neill, HR Manager

353 21 432 962

[regina.collins-o'neill@daa.ie](mailto:regina.collins-o'neill@daa.ie)

## 2.6 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. The schedule of installation and rental charges for telephony services is detailed below:

Service	Description	Installation Charge	Rental Charge Per Month
Analog, Digital, or Fax/Modem Line		€100.00	€26.00
Minor moves/alterations		€100.00	
Analog Handset		-	€5.25
Digital Handset - Small display		-	€8.50
Digital Handset - Large display		-	€21.00
Voicemail			€4.75
Group Pick-up (per extn.)		-	€2.50
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.

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

Service	Connectivity Charge	Rental Charges per Month
Internal Connection	€100.00	€17.00
External Connection	€175.00	€34.00

Notes:

1. Customers are responsible for the maintenance of their own equipment.
2. These charges apply as follows:
  - a) A new outlet in an area where there is no structured cabling system in place.
  - b) Additional points are required over and above the normal outlet density where there is a structured cabling system in operation.
3. 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.

All enquiries can be addressed to:

John Bruen, Property Manager  
[john.bruen@daa.ie](mailto:john.bruen@daa.ie)

353 21 432 9642

## **2.7 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:  
 Sean Cronin, Car Park Supervisor  
[sean.cronin@daa.ie](mailto:sean.cronin@daa.ie)

353 21 432 9708

## 2.8 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*	<b>0.45</b>	Per Passenger

- This Charge is zero rated for VAT

All enquiries can be addressed to:-

Eibhlin McGrath - Operations Project Executive                      353 21 4329747  
e-mail: [eibhlin.mcgrath@daa.ie](mailto:eibhlin.mcgrath@daa.ie)

## 3. Utility Charges

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, Operations & Facilities Manager                      353 21 432 9613  
[bill.daly@daa.ie](mailto:bill.daly@daa.ie)

## 4. Property Charges

### 4.1 Check-in Desk Unit Rental:

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
<b>Annual check-in desk rental from January 1<sup>st</sup> 2009</b>	<b>€13,075</b>	<b>Per Annum</b>
<b>Check- in desk rental charge per 30 minutes.</b>	<b>€5.23</b>	<b>Per half hour (or part thereof)</b>

All enquiries can be addressed to:  
John Bruen, Property Manager  
[john.bruen@daa.ie](mailto:john.bruen@daa.ie)

353 21 432 9642

## **4.2 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 1<sup>st</sup> 2007.

All enquiries can be addressed to:

Ciaran O'Connell

353 87 050 5977

[ciaran.o'connell@daa.ie](mailto:ciaran.o'connell@daa.ie)

## **4.3 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.	T.B.D.	Per Annum

All enquires re available locations and applicable annual charges should be addressed to:

John Bruen

Phone: 353 21 4329642

[John.bruen@daa.ie](mailto:John.bruen@daa.ie)

## **4.4 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](mailto:john.bruen@daa.ie)

**4.5 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:

Sheila Murphy

353 21 432 9639

[sheila.murphy@daa.ie](mailto:sheila.murphy@daa.ie)

**4.6 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](mailto:john.bruen@daa.ie)

**5. Charges Enquiries**

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

Edward Fitzgibbon,

Finance Manager,

Cork Airport,

Co. Cork.

Ireland.

Phone: 00 353 21 4329707