

Unit:	CCO	Date Updated:	October 2022
Title:	Miscellaneous Airport Fees Policy	Effective Date:	1 February 2023



# Miscellaneous Airport Fees Policy

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## 1. DISTRIBUTION

This Policy is distributed to all airport users at Aeropuerto Internacional Reina Beatrix (AIRB) who in one way or the other use certain airport services provided by Aruba Airport Authority N.V. (AAA) at Aeropuerto Internacional Reina Beatrix and for which AAA charges certain rates, fees, and charges. This policy does not entail the charges related to aeronautical fees (passenger related charges, aircraft charges) nor rental rates or other rates and charges that are determined based on an agreement signed between an airport user and AAA for the operation of its business at the airport. The latter are determined and arranged in the Schedule of Charges Regulation and in lease agreements, lease and concession agreements, ground transportation agreements, off airport shuttle bus concession agreements, taxi operation agreements, or any other concession agreement.

This policy should be used as the official price list for the receipt of certain services and /or incurrence of certain fees. Each airport user is responsible for the adherence to the requirements set forth in this document.

## 2. GENERAL DEFINITIONS

**Aruba Airport Authority NV (AAA)** - Operator of Aeropuerto Internacional Reina Beatrix (AIRB/the Airport)

**Airport User** - An individual that operates here at the airport and uses services provided at the airport by AAA

**Tenant** - A tenant, as used throughout this Policy, is an individual that represents a company with a contractual agreement to lease from AAA an office, retail and/or F&B outlet, Cargo area, car rental area or any other area at AIRB.

**Employer** - An employer, as used throughout this document, is the Company's assigned representative, who is responsible for his/her organization's activities at the Airport.

## 3. GENERAL TERMS AND CONDITIONS

The current Miscellaneous Airport Fees described in this policy will be adjusted annually on January 1, with a percentage equal to the cost-of-living index percentage as published by the Government of Aruba over the period January through July of the year immediately preceding. The Authority reserves the right to adjust the Miscellaneous Airport Fees in case of any general increase of the Miscellaneous Airport Fees at the airport, and the Airport User shall be informed of such adjustment at least three (3) months in advance.

All current airport fees described in this policy are invoiced and must be settled by means of a bank transfer or by means of Maestro/Debit/Credit Card.

All rates, fees and charges described in this policy, of which most are currently already being charged, are applicable as of February 1, 2020, unless otherwise indicated, and include the applicable local taxes such as BBO/BAVP and BAZV. AAA may adjust all fees and amounts mentioned in this Miscellaneous Airport Fees Policy with two months' prior notice. Amendments, modifications, and supplements of this Miscellaneous Airport Fees Policy by AAA shall be binding on the airport user/tenant four weeks after

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same have been made known to the airport user/tenant at the billing address or email address provided to AAA.

#### 4. AIRPORT ID BADGE FEES

Only pre-approved exempted Government entities will be exempted for charges of Airport ID Badges. Replacement of a defective/inoperable AIRB ID Badge will be free of charge.

Description	Issue detail	Applicable Fee (AWG)	Remark
Regular Airport ID Badge	Initial Issue	34.00	* Replacement of a lost or stolen Airport ID Badge
	Replacement Fee*	44.00	
	Annual renewal	28.00	
Temporary Airport ID Badge	Initial Issue	50.00**	* Replacement of a lost or stolen Airport ID Badge
	Replacement Fee*	44.00	
			** No fee will be charged to replace a Temporary Airport ID Badge with a Regular Airport ID Badge provided that this change takes place within the 6 months validity period of the Temporary ID Badge
Visitor Pass	One-week Issue	28.00***	* Replacement of a lost or stolen Airport ID Badge
	Replacement Fee*	42.00	
			*** fee for Visitor pass does not apply for Exempted Entities

#### 5. TRAINING ROOM AND TRAINING FEES

The applicable General term and Conditions for the applicable training room fees and other training fees are delineated in Appendix A of this policy,

Lease Period	Training Room Beatrix (max 28) (AWG)	Training Room Snip (max 12) (AWG)	Training Room Dakota (max 21) (AWG)
0 -2 hrs	140.00	163.00	111.00
2 -4 hrs	251.00	322.00	223.00
4 – 6 hrs	390.00	484.00	334.00
6 – 8 hrs	529.00	646.00	445.00
1 week	2,244.00	2,787.00	1,669.00
2 weeks	3,990.00	5,008.00	2,835.00

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- Training rooms are only available during office hours
- Contract must be signed by both parties prior the date of the lease
- ATU Management must receive copy of payment prior the date of the lease
- Request for the lease of any training **room(s) must be done at least two (2) days in advance**

The applicable fees are further described in Appendix B of this policy.

## 6. PARKING AND TOWING FEES

### 6.1 Parking Fees for Public Parking

Hourly rates indicated below are applicable hourly rates. After 9 hours of parking on the first (1st) day the applicable rate is AWG 30.00. The hourly rate for the second (2nd) day will then be calculated on the next day starting at 0 hours of parking. A daily rate of AWG 30.00 is thus applicable for the first two (2) days of parking (periods of 24 hours each). After the first 4 hours of parking, on the 3rd day of parking, a maximum fee of AWG 75.00 will apply.

Hours of parking	Applicable Fee (AWG)	Hours of Parking	Applicable Fee (AWG)
< 1 hour	3.00	26 – 27 hours	39.00
1 – 2 hours	6.00	27 – 28 hours	42.00
2 – 3 hours	9.00	28 - 29 hours	45.00
3 – 4 hours	12.00	29 – 30 hours	48.00
4 – 5 hours	15.00	30 – 31 hours	51.00
5 – 6 hours	18.00	31 – 32 hours	54.00
6 – 7 hours	21.00	32 – 33 hours	57.00
7 – 8 hours	24.00	33 – 48 hours	60.00
8 – 9 hours	27.00	48 – 49 hours	63.00
9 – 24 hours	30.00	49 – 50 hours	66.00
24 - 25 hours	33.00	50 – 51 hours	69.00
25 – 26 hours	36.00	51 – 52 hours	72.00
		> 52 hours	75.00

In case the parking ticket for the Public Parking area is Lost a Lost Ticket Fee will be charged of AWG 75.00.

General terms & conditions apply hereto as stated at the sign on the entrance to the Public Staff parking area at AIRB.

### 6.2 Parking Fees for Staff Parking

Parking within the staff parking areas can either be done within the covered parking area (solar panel parking area) or within the uncovered parking area. Appendix C delineates the applicable General terms

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and Conditions for AAA Parking Card Passes. The following fees apply for the available parking areas for staff:

Parking Area	Applicable Fee (AWG)	Remark
Covered	117.00 per month	
Uncovered	58.00 per month	

General Terms and Conditions apply hereto as further delineated in Appendix A hereto.

For certain Government Entities other rates may apply.

### 6.3 Other related fees

Description	Applicable fee (AWG)	Remark
Towing Fee	75.00	For the release of a towed vehicle from the Towed Vehicle Parking Area
Lost Parking Card	53.00	
Lost Taxi Card	53.00	
Lost Public parking ticket	75.00	
Broken/Damaged Parking Boom	804.00	In case driver of vehicle damaged or broke the parking boom and this needs to be replaced in its entirety

## 7. KEY MANAGEMENT FEES

Description	Applicable Fee (AWG)	Remark
Change of new core key	44.00	
Additional (cutting) keys	8.00	

Replacement of a defective / inoperable Key Cores and Keys will be free of charge.

## 8. VLAN (NETWORK CONNECTION) AND NEW DATA PORT FEES

Replacement of a defective / inoperable VLAN (Network Connection) and/or New Data Port will be free of charge.

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Description	Applicable Fee (AWG)	Remark
Monthly connection fee per port/per VLAN	50.00	
Installation fee per copper data port (one-time)	2,003.00	Estimated fee based on basic works that have to be done for the installation of one (1) new Data Port in a leased area. Pricing subject to change. Updated pricing will be given at the time of the request
Installation fee per fiber connection (one-time)	Based on market price at time of request	
Relocation of a data port		Relocation of a data port, depending on the distance and cabling installed, may require additional charges. Charges may vary up to the same as a new data port installation.
Installation for 1 Access Point with a WiFi-network connection (SSID) using AAA's infrastructure (no internet access and no internet subscription is included)	2,310.00 (one-time) 10.00 (per Month)	The tenant is responsible to provide an internet subscription by a local provider. Replacement of a defective/inoperable Wifi Access Point will be free of charge
FIDS screen deployed at tenant location	4,947.00 (per FIDS allocated) Additional Data & Power (as per charges above) Additional VLAN charges (as per charges above)	
Escort of third-party vendors for works to be performed in wiring closet	AWG 111.00 per hour (business hours 07:30 – 12:00 / 13:00 – 16:30) AWG 167.00 per hour (after business hours)	

No Fee will be charged to replace a faulty VLAN (Network Connection) or new Data Port, provided that this notice of the connection or port being faulty has been notified to AAA by tenant within 30 days of detection by tenant/airport user of this faulty connection or port. After this period the applicable fees for these infrastructures will apply as stated in article 8 of this policy.

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## 9. OIL SPILL FEE

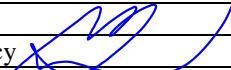
Description	Applicable Fee (AWG)	Remark
<b>Manpower:</b>		
- Apron Officer	42.00 per hour	
- Air Service Officer	25.00 per hour	
- Manager On duty	51.00 per hour	
<b>Replacement of Damaged Area:</b>		
- Painting/markings	24.00 per 0.15 m <sup>2</sup>	
- Reflective beads	14.00 per 0.15 m <sup>2</sup>	
- Asphalt/concrete	540.00 per 1.00 m <sup>2</sup>	
- Cleaning material	84.00 per 1.00m <sup>2</sup>	
<b>Miscellaneous (spill size):</b>		
- Small (less than 6.00 m <sup>2</sup> )	334.00	
- Medium (6.00 m <sup>2</sup> up to 12.00 m <sup>2</sup> )	668.00	
- Large (12.00 m <sup>2</sup> and up)	1,002.00	

The oil spill fee is calculated based on the following:

- Number of Apron Officers at site for supervision during the cleanup of the area and also the number of hours at site.
- Number of Airside Services Officers at site to clean up the area and also the number of hours needed/used to clean up the area.
- If applicable, the number of Managers at site.
- Areas marked in red above are only applicable if there is visible damage done where replacement is needed.
- Type of spill and the approximate dimensions of the spill. (Square/Rectangular = (L x W), Circle =  $(\frac{1}{4}\pi.d^2)$ )
- For other services it is important to mention any other services provided by third parties or AAA.
- Complete description of the spill. (time of incident, location, reason, persons and company involved, name of witness and also good pictures to be used as illustration)
- Pictures of the scenario with a ruler indicator for our records. (Impression of the spill size)

**Note:** the calculation of the officer together with the representative on site is final for determining the dimensions for the applicable charges.



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10. AIRSIDE VEHICLE/EQUIPMENT PERMIT/PRM SERVICE/PORTABLE ELECTRONIC DEVICE (PED) PERMIT

Description	Applicable Fee (AWG)	Remark
Initial Inspection:		
- Motorized	59.00	
- Non-Motorized	30.00	
Re-inspection:		
- Motorized	30.00	
- Non-Motorized	18.00	
PRM Service	157.00 per hour or part thereof	
PED Permit per person and/or device	30.00	

11. FILMING/RECORDING FEE

The production of advertisements, film, video, or any other commercially geared recording activities to be performed at the airport by third parties will incur charges. The following fees apply:

Description	Applicable Fee (AWG)	Remark
Filming/recording non-restricted areas	111.00 per hour or part thereof	
Filming/recording restricted areas	167.00 per hour of part thereof	

Aruba Airport Authority N.V.



Joost Meijs  
 Chief Executive Officer  
 Aeropuerto Internacional Reina Beatrix


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## Appendix A

### GENERAL TERMS AND CONDITIONS FOR AAA PARKING CARD PASSES

Effective January 1, 2022, the following General Terms and Conditions apply to the use of a Parking Card Pass ("Card") issued by Aruba Airport Authority N.V. ("AAA"), providing access to the Cardholders parking area known as "Covered and Uncovered Parking areas / P5 Staff" at Aeropuerto Internacional Reina Beatrix.

1. Airport community companies and their employees, local companies and the general public may purchase a Card against a deposit and fee.
2. The Card is strictly for use by the designated Cardholder. The Cardholder remains responsible at all times for the correct use of the Card. After entry with a vehicle, the Card must be used to exit before another entry is possible. Resale or rental to others is strictly forbidden.
3. All vehicles must be correctly parked in the designated parking area. Each vehicle may use only one parking space at a time. Incorrectly parked vehicles will be stickered and may be towed by AAA for the risk and expense of the Cardholder.
4. At all times vehicles parked in AAA's parking lot are at the owner's sole risk and liability in all respects. AAA does not accept liability for any theft, accident, loss or damage to persons or vehicles or accessories or contents however caused.
5. At all times the Cardholder must follow all instructions given by AAA personnel to ensure the safety and security regulations of the airport.
6. The Card remains property of AAA and must be returned to AAA when notice has been given that the Card is no longer in use. The deposit per Card amounts to AWG 50.00 and must be paid before initial issue of the Card. Only upon proper return of the Card to AAA, the deposit is paid back after deducting any outstanding amounts due to AAA. If the Card is not returned to AAA in good working condition or not returned at all, a penalty fee of AWG 50.00 is due to AAA, which is settled against the deposit. If the Card is not returned to AAA, the Card holder(user) remains responsible for the monthly fee regardless of whether parking or the Card has been used or not.
7. The Card usage fee for Uncovered Parking as of January 1, 2022, amounts to AWG 576.00 per year. The Card usage fee for Uncovered Parking as of January 1, 2023, amounts to AWG 696.00. In case a Card is purchased during the year a fee of AWG 48.00 per calendar month or part thereof will be charged as of January 1, 2022, and a fee of AWG 58.00 per calendar month or part thereof will be charged as of January 1, 2023. The monthly fee must be paid in advance.
8. The Card usage fee for Covered Parking amounts to AWG 1,404.00 per year. In case a Card is purchased during the year a fee of AWG 117.00 per calendar month or part thereof will be charged.
9. If the yearly fee is paid in full by the due date of a full year's invoice (payment terms 30 days) the Company or Cardholder is entitled to a 10% discount. Payment of the yearly usage fee can be made in 4 quarterly installments but must be paid in advance. If payment is not received timely, AAA retains the right to deactivate the Card. A Card will only be reactivated after any overdue amounts are brought fully up to date.
10. Companies or governmental agencies that provide Cards to their employees remain responsible at all times for timely payment of the requested Cards. Regardless of actual usage or employment, the monthly Card fee is due up to the end of the calendar month when the Card is returned to AAA. Refunds on prepaid amounts will only be made upon proper return of the Card to AAA with an accompanying letter stating the name of cardholder, parking card pass number and vehicle license plate number.
11. The Cardholder must take proper care of the Card. A malfunctioning Card will be replaced free of charge unless the Card is physically damaged. If a damaged Card is replaced, the deposit on the damaged Card is forfeited and a replacement Card will be issued against payment of a new deposit of AWG 50.00. The replacement Card is then valid for the remainder of the validity period of the damaged Card and subject to timely receipt of payment.
12. To prevent misuse, lost or stolen Cards must be reported immediately to AAA Collections (tel: 524-2178, 524-2129, or 524-2279) for deactivation. After deactivation of the Card, a replacement Card may be issued against payment of a new deposit of AWG 50.00. The replacement Card is then valid for the remainder of the validity period of the lost Card and subject to timely receipt of payment.

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- 13 AAA reserves the right to refuse issue of a Card or to withdraw, cancel and deactivate a Card if any of the stipulations in these general terms and conditions are breached or have been breached in the past.
- 14 AAA may adjust all amounts mentioned in these General Terms and Conditions with two months' prior notice. Amendments, modifications and supplements of these General Terms and Conditions by AAA shall be binding on the Cardholder four weeks after same have been emailed to the Cardholder at the email address provided to AAA. If the Cardholder does not agree with the changes, he/she may terminate the contractual relationship with AAA by providing written notice and returning the Card(s) to AAA.
- 15 In case there are changes in (any) local taxes as of 2022 due to reforms AAA may further amend all amounts mentioned in these General Terms and Conditions.


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## Appendix B

### GENERAL TERMS AND CONDITIONS AIRPORT TRAINING FEES

The following General Terms and Conditions apply to each training confirmation e-mail(s) submitted by the Airport Training Unit.

1. A company's Authorizing Officer must enroll an employee to attend training by using AAA's training website ([www.airportaruba.com](http://www.airportaruba.com)). Without enrolment, the employee will not be permitted to follow the training. The Authorizing Officer is the one who is/are authorized to commit the company for training fees.
2. The requested training and/or exam by the company will be confirmed by AAA including the cost of the subscribed training and/or exam. Training fees are published on AAA's website per training and includes applicable taxes.
3. Invoice will be sent by AAA's financial department to the company on the day of the training with a short detail (Name, description of training/exam and training/exam date). Payment of the invoice must take place by the due date of the invoice.
4. Definition of training fee: Training fee covers the theoretical training with one (1) Computer Based Test (CBT). By failing the exam, the participant has two (2) more opportunities to re-take the CBT to pass the theoretical exam which will be invoiced separately per attempt. The training fee depends on the amount of training hours and material needed for the training and are published on AAA's training website.
5. To be allowed to the training, the Instructor of AAA must verify if the participant attending the training matches with information on the attendance list by requesting the participant a valid Local Identification Card / Aeropuerto Internacional Reina Beatrix ID Badge (or passport/Local license).
6. Cancellation is possible latest at 23.59 hrs. prior to date of the training session; no invoice will be issued if aforementioned is adhered to.
7. For **NO SHOW** or **LATE REPORT**, the company will be charged the full training fee; a new enrollment for the training will be again invoiced against the full training fee.
8. Re-take of the CBT for the 2<sup>nd</sup> / 3<sup>rd</sup> attempt can only be taken once a week according to the monthly training calendar on Thursdays between 9.00 am — 12.00 pm. The 2<sup>nd</sup> and 3<sup>rd</sup> re-take attempt costs AWG. 37.00 per attempt and the invoice will be sent to the company.
9. Recurrent VDA/VO process has been combined with the mandatory classroom for Airside Safety Security Training (ASST) or Terminal Safety Security Training (TSST) once every three (3) years. An invoice will be sent to the company for training class session.
10. If no recurrent VDA/VO is required in a year, article 9 is not applicable. Participant must complete the CBT for ASST or TSST and the cost is AWG. 53.00. It is always at discretion of the company to enroll the participant to attend an ASST or TSST session instead of only CBT.
11. After each training and/or exam, the Instructor must give the participant an "Airport Training Unit Result" voucher with his/her exam score, date of the test and his signature as approval. If the participant failed the exam, the voucher remains with ATU for his/her next attempt. This voucher is free of charge, but if the participant lost this voucher, the process to collect his/her AIRB Security ID Badge or attend the practical training cannot continue. The company shall request a duplicate by submitting a request to the AAA Training Manager, Mr. Gregory Falconi at [g.falconi@airportaruba.com](mailto:g.falconi@airportaruba.com). This will be processed and an invoice of AWG. 27.00 will be sent to the company.
12. AAA reserves the right to revoke AIRB Security ID Badges or any Airside Operating Permits if any of the stipulations in these General Terms and Conditions have not been adhered.
13. AAA may adjust all amounts mentioned in this General Terms and Conditions with two (2) months prior notice. If a company does not agree with the changes, the training and/or exam remains valid until expire date of the training.

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Appendix C

APPLICABLE TRAINING FEES

COURSE	Coure fee (initial) 2020	Coure fee (renewal) 2020
Aerodrome Emergency Plan		
Aerodrome Manual		
Aeronautical Radio Communications (ARC)	AWG 398	AWG 398
Airport Fuelling Regulation training practical - FA PR	AWG 157	AWG 157
Airport Fuelling Regulation training theory - FA TH & EX	AWG 157	AWG 157
Airport Traffic Attendant Initial Training	AWG 175	
Airside Apron Driving Permit Training (AADP)	AWG 138	AWG 138
Airside General Driving Permit (AGDP)	AWG 157	
Airside Safety and Security Training - Yearly CBT	AWG 53	
Airside Security & Safety Training (ASST) incl. EX	AWG 138	
Basic Instructor Techniques Training - TTT	AWG 324	AWG 324
Basic Radio Communication Procedures	AWG 138	AWG 138
Bomb Threat Workshop	AWG 138	AWG 138
Dangerous Goods Module 1	AWG 1,511	
Dangerous Goods Module 1 - Renewal		AWG 324
Dangerous Goods Module 2	AWG 621	
Dangerous Goods Module 3	AWG 621	
Dangerous Goods Module 4	AWG 621	
Dangerous Goods Module 4 - Refresher		AWG 324
Emergency Response Team (ERT) - Refresher		
Emergency Response Training - Ploegleider		
Emergency Response Training (ERT)		
ETD Ionscan basic operation training	AWG 138	AWG 138
Evacuation Plan workshop	AWG 101	AWG 101
First Aid, AED & CPR training		
FOD training	AWG 101	AWG 101
Fuel Overseer theoretical - FO TH & EX	AWG 157	AWG 157
Fueling Overseer practical - FO PR	AWG 157	AWG 157
HHMD/FBPD & PSOP Combination Training (CEA)	AWG 324	
HHMD/FBPD & PSOP Combination Training Recurrent (CEA)	AWG 138	
Initial Checkpoint Screening Course (ICSC)	AWG 1,299	AWG 1,299
Initial STP 123 Basic Course	AWG 1,511	
Initial X-ray Threat Image Interpretation	AWG 334	
Marshalling Training - Ground Agent TH	AWG 194	AWG 194
Marshalling Training - Wingmen TH	AWG 157	AWG 157
Marshalling Training Full Package - Ground Agent	AWG 491	
Marshalling Training Full Package - Wingmen	AWG 454	
Marshalling TTT Certification	AWG 583	AWG 583
Passenger Boarding Bridge (PBB) - Initial incl. EX & check-out	AWG 387	
Passenger Boarding Bridge (PBB) - Recurrent incl. EX & check-out		AWG 250
Passenger Boarding Bridge (PBB) - Train the Trainer course	AWG 1,781	AWG 276
Phone Skills, Etiquette, and Customer Service Training		
Recurrent STP 123 course	AWG 138	
Surface Movement & Guidance Control - Recurrent		AWG 917
Retake exam for ALL trainings	AWG 38	
Safety Management System (SMS) training		
Security Access Control Training	AWG 138	
Security Awareness Program - Passenger Boarding Bridge Recurrent exam	AWG 138	AWG 138
Security Return to Duty Training	AWG 138	
Security Supervisor Skills Training	AWG 250	
Surface Movement and Guidance Control (SMGC)	AWG 5,963	
Terminal Safety and Security Training (TSST) & EX	AWG 101	AWG 53
Terminal Safety and Security Training (TSST) Yearly CBT	AWG 53	
Tow Tractor Practical check out	AWG 212	
Tow Tractor Theoretical Exam	AWG 53	AWG 53
TSA Checkpoint Screener Initial Training	AWG 1,325	
TSA Checkpoint Screener Remedial Training	AWG 138	
TSA Divestiture Officer Training	AWG 157	AWG 157
TSA return to duty training	AWG 138	
TSA Screener On The Job training	AWG -	
TSA Security Screening Recurrent Training	AWG 157	
X-ray Threat Image Interpretation - remedial	AWG 138	