



## **ADMINISTRATIVE ORDER (AO) NO. 3 ( AS AMENDED )**

Pursuant to the relevant provisions of REPUBLIC ACT NO. 6958 creating the **MACTAN CEBU-INTERNATIONAL AIRPORT AUTHORITY (“AUTHORITY”)** VESTING IT WITH POWER TO ADMINISTER AND OPERATE THE MACTAN-CEBU INTERNATIONAL AIRPORT (“AIRPORT”), AND THE CONCESSION AGREEMENT DATED APRIL 22, 2014 GRANTING GMR MEGAWIDE CEBU AIRPORT CORPORATION (GMCAC) THE EXCLUSIVE RIGHT AND AUTHORITY TO OPERATE, MAINTAIN, DEVELOP, DESIGN, CONSTRUCT, UPGRADE, MODERNIZE, FINANCE AND MANAGE THE PASSENGER TERMINAL BUILDINGS AND SPECIFIED SECTIONS OF THE AIRPORT, THE FOLLOWING FEES, CHARGES AND CORRESPONDING RULES AND REGULATIONS ARE HEREBY PRESCRIBED FOR THE PROPERTIES, FACILITIES AND SERVICES AVAILABLE AT THE AIRPORT SPECIFIED HEREIN. GMCAC SHALL HAVE A SEPARATE SET OF FEES AND CHARGES FOR ITS PROPERTIES, FACILITIES AND SERVICES, WHICH ARE NOT COVERED IN THIS ADMINISTRATIVE ORDER, UNLESS AS MAY BE OTHERWISE PROVIDED HEREIN.

### Part I DEFINITION OF TERMS

Sec. 1 For the purpose of this Administrative Order, the terms herein shall mean as follows:

- 1.1 *Authority* - Mactan-Cebu International Airport Authority
- 1.2 *Airport* - The properties and facilities at the Mactan-Cebu International Airport, to include among others, the Passenger and Cargo Terminals and the appurtenant areas that are used or to be used for airport buildings, installation and facilities, other buildings, facilities, right-of-way, aircraft movement areas and facilities located thereon.
- 1.3 *Aircraft* - Any contrivance used or designated for navigation or flight in the air.
- 1.4 **CERTIFICATION** - The aircraft certificated maximum gross weight specified in the license of a particular aircraft granted by the licensing authority.
- 1.5 **CONCESSION AGREEMENT** - **THE AGREEMENT ENTERED INTO BY THE GOVERNMENT OF THE REPUBLIC OF THE PHILIPPINES, ACTING THROUGH THE DEPARTMENT OF TRANSPORTATION AND COMMUNICATIONS (DOTC) AND MACTAN-CEBU INTERNATIONAL AIRPORT AUTHORITY, AND GMR MEGAWIDE CEBU AIRPORT CORPORATION (GMCAC) ON APRIL 22, 2014 GRANTING THE LATTER THE EXCLUSIVE RIGHT AND AUTHORITY TO OPERATE, MAINTAIN, DEVELOP, DESIGN, CONSTRUCT, UPGRADE, MODERNIZE, FINANCE AND MANAGE THE PASSENGER TERMINAL BUILDINGS AND SPECIFIED SECTIONS OF THE AIRPORT.**

- 1.6 **DEVELOPED AREA** - AN AREA THAT HAS AN ACCESS ROAD AND OR WHERE IMPROVEMENTS ARE ALREADY INTRODUCED.
- 1.7 *General Manager* - The General Manager of the Authority.
- 1.8 **GMCAC** - GMR MEGAWIDE CEBU AIRPORT CORPORATION.
- 1.9 **GRANTORS** - REFERS TO MCIAA AND DEPARTMENT OF TRANSPORTATION AND COMMUNICATIONS (DOTC) JOINTLY AS PARTY TO THE CONCESSION AGREEMENT.
- 1.10 *Night time* - The time between 6:00 P.M. and 6:00 A.M.
- 1.11 **PROJECT LAND** - THE PASSENGER TERMINAL BUILDINGS AND SPECIFIED SECTIONS OF THE AIRPORT SPECIFICALLY DESIGNATED FOR EXCLUSIVE POSSESSION AND CONTROL BY GMCAC UNDER THE CONCESSION AGREEMENT AS A RESULT OF THE PUBLIC-PRIVATE PARTNERSHIP (PPP) BIDDING.

## Part II GENERAL PROVISIONS

**SEC. 1 APPLICABILITY.** UNLESS SPECIFICALLY PROVIDED HEREIN, THIS AO SHALL ONLY BE APPLICABLE TO THE FOLLOWING:

- 1.A RATES OF FEES, CHARGES AND REGULATIONS ON THE USAGE OR ENJOYMENT OF THE AUTHORITY'S FACILITIES, SERVICES OR PROPERTIES, OUTSIDE OF THE PROJECT LAND;
- 1.B RATES OF FEES AND CHARGES AS SPECIFIED BELOW REGARDLESS OF THE AREA OF THE ACTIVITY WITHIN THE AIRPORT:
- 1.B.1 PASSENGER SERVICE CHARGES AS PROVIDED IN SECTION 3, PART VII;
- 1.B.2 PARKING FEES AS PROVIDED IN SECTION 2, PART III;
- 1.B.3 LIGHTING CHARGES AS PROVIDED IN SECTION 3, PART III;
- 1.B.4 TACKING FEES AS PROVIDED IN SECTION 1, PART VII; AND
- 1.B.5 MISCELLANEOUS FEES AND CHARGES AS PROVIDED IN SECTION 4, PART VII;
- 1.C EXCEPT FOR THOSE FEES AND CHARGES MENTIONED IN SECTION 1.B PART II ABOVE, FEES AND CHARGES WITHIN THE PROJECT LAND SHALL NOT BE COVERED BY THIS AO AND SUCH RATES OF FEES AND CHARGES INCLUDING THE SETTING OF REGULATIONS SHALL BE DETERMINED BY GMCAC INCLUDING ANY INCREASES AND/OR AMENDMENTS THEREON, PURSUANT TO THE PROVISIONS OF THE CONCESSION AGREEMENT;

**Sec. 2 Other Fees and Charges.** The fees and charges prescribed herein shall not prejudice the levy and collection of such other fees and charges not covered herein subject to the provision of Republic Act No. 6958.

**Sec. 3 Exemptions.** Government agencies operating within the Airport shall pay rentals due including **electric, water,** and **telephone bills** to the Authority, for the use of office space and working area which they are currently

occupying or may hereinafter occupy. However, government offices whose services are essential to the operation of the airport (**I.E., CUSTOMS, IMMIGRATION, SECURITY AND QUARANTINE**) shall be exempted from payment of **rentals only**. Further, should these offices subsequently occupy additional spaces or areas, appropriate **RENTALS** shall be paid.

**Sec. 4 Guarantee of Prompt Payment.** To guarantee prompt payment of fees and charges covered by contract with lessees and/or concessionaires, excluding government agencies whose functions are essential in the operations of the **airport**, a deposit either in the form of a manager's check or cash shall be made **in favor of** the Authority, the amount of which shall be equivalent to three (3) months Rentals and a surety bond from the GSIS or any accredited insurance or bonding company in the amount equivalent to total rentals and **concession privilege fee** ("CPF") during the term of the contract but not exceeding P5 million. The surety bond issued must be callable on demand. This shall be maintained during the duration of the lease/concession and, in the case of default, shall be automatically applied to the back accounts. In lieu of the surety bond, the lessee/concessionaire may issue separate post-dated checks in payment of his monthly/quarterly obligations, payable within the first five (5) days of the month following the reference period; post-dated checks issued shall add up to the total rentals and CPFs due to the **Authority** during the life of the contract less the three (3) months deposit which shall be applied to the last three (3) monthly/quarterly obligations of the lessee/concessionaire. Before any lessee/concessionaire is allowed the beneficial use of the area (privileged), all the aforementioned requirements must first be complied with.

**Sec. 5 Rules of Payment.** The fees and charges prescribed herein shall be due and payable within the first five (5) days of the month for which the charges are due unless provided otherwise. Concessionaires billed on the bases of gross receipts shall be required to submit to the Authority, a sworn statement of their gross receipts from operations for the period required and to maintain a separate book of account for the purposes which shall be subject to the periodic inspection of the Authority. Failure to submit the required statements shall be sufficient ground for termination of the contract, without prejudice to the collection of whatever amount is due the government including interest and penalties.

**Sec. 6 Remedies for Non-Payment.** Remedies for non-payment shall be as provided in Rep. Act No. 6958. In addition, failure on the part of any person, firm or corporation to pay any fees or charges due and payable within the specific date fixed in the contract, permit, bill issued, without the need of any written demand by the General Manager or his duly authorized representatives, shall be considered sufficient ground to deny such person, firm or corporation the further use of the airport or any of its facilities, utilities and services, and shall be basis for cancellation of the contract. Furthermore, should the lessees' concessionaires' cash deposit be insufficient to cover the outstanding obligations of such concessionaires, the **Authority** may hold the lessee'/ concessionaire's property within the leased premises or areas until full payment is made. This shall not prejudice the **Authority** from taking such other actions and/or proceedings as may deem proper and necessary. Unpaid account shall automatically earn penalty interest at the rate of two percent (2%) per month compounded monthly computed from the date immediately following the date the fees and charges are due without need of formal advice.

**Sec 7. Value-Added Tax.** All fees and charges imposed and levied by the Authority shall be subject to 12% EVAT except for Passenger Service Charge.

### **Part III AERONAUTICAL FEES & CHARGES**

Aircrafts that operate at the Mactan-Cebu Airport Complex inclusive of the Mactan International Airport (MIA) and the Mactan Domestic Airport (MDA) shall be levied

the appropriate fees and charges for the use of various facilities such as runways, taxiways, apron areas and lighting facilities.

**Sec 1. Landing and Take-off Fees.** Landing and take-off fees for International or Domestic Operations shall be computed as follows:

Landing and take-off fees for International or Domestic Operations shall be computed as follows:

*1.1 International Operations:*

Basis: Fees are computed based on the maximum take-off weight in Aircraft's certification and per landing and take-off.

CATEGORY		RATES in US \$	
1.1.1	Up to 50,000 kgs.	\$ 2.20	per 500 kgs. or fraction thereof
1.1.2	From 50,001 to 100,00 kgs.	\$ 220.00	plus \$2.75 per 500kgs. or fraction thereof in excess of 50,000 kgs.
1.1.3	From 100,001 kgs. and over	\$ 492.00	plus \$2.75 per 500kgs. or fraction thereof in excess of 100,000 kgs.

*1.2 Domestic Operations:*

Basis: Fees are computed based on the maximum take-off weight in Aircraft's certification and per landing and take-off.

CATEGORY		RATES in Pesos	
1.2.1	Up to 50,000 kgs.	₱ 31.80	per 500 kgs. or fraction thereof
1.2.2	From 50,001 to 100,000 kgs.	₱ 3,178.50	plus ₱39.90 per 500 kgs. or fraction thereof in excess of 50,000 kgs.
1.2.3	From 100,001 kgs. and over	₱ 7,156.50	plus ₱39.90 per 500 kgs. or fraction thereof in excess of 100,000 kgs.

**Sec. 2 Parking Fees.** Parking Fees for International or Domestic operations shall be computed as follows:

*2.1 International Operations:*

Basis: Fees are computed based on the maximum take-off weight in Aircraft's Certification and the number of hours parked after the first two (2) hours free parking period.

CATEGORY		RATES in US \$	
2.1.1	Up to 50,000 kgs.	First Half hour	-- \$ <b>1.76</b>
		Each Additional Half hour thereafter or fraction thereof -	\$ <b>2.70</b>
2.1.2	From 50,001 to 100,000 kgs.	First Half hour	-- \$ <b>17.58</b>
		Each Additional Half hour thereafter or fraction thereof -	\$ <b>3.85</b>
2.1.3	From 100,001 kgs. and over	First Half hour	-- \$ <b>17.58</b>
		Each Additional Half hour thereafter or fraction thereof	\$ <b>5.10</b>

2.2 Domestic Operations:

Basis: Fees are computed based on the maximum take-off weight in Aircraft's certification and the number of hours parked after the first two (2) hours free parking period.

<b>CATEGORY</b>		<b>RATES in Pesos</b>	
2.2.1	Up to 50,000 kgs.	First Half hour --	₱ <b>25.66</b>
		Each Additional Half hour thereafter or fraction thereof	₱ <b>20.53</b>
2.2.2	From 50,001 to 100,000 kgs.	First Half hour --	₱ <b>212.00</b>
		Each Additional Half hour thereafter or fraction thereof	₱ <b>48.75</b>
2.2.3	From 100,001 kgs. And over	First Half hour --	₱ <b>212.00</b>
		Each Additional Half hour thereafter or fraction thereof	₱ <b>56.45</b>

**Sec. 3 Lighting Charges**

Basis: Aircraft that lands and takes off during nighttime shall be levied additional lighting charges. Nighttime is between 6:00 PM to 6:00 AM. Rates quoted in US dollars may be paid in the Philippine PESO equivalent at the prevailing rate of exchange as of the date of billing.

3.1 International Operations:

<b>CATEGORY</b>	<b>RATES in US \$</b>
Landing / Take-off Parking	\$ 7.50 per landing and/or take-off Additional 13% of the rate of the Daytime Parking

3.2 Domestic Operations:

<b>CATEGORY</b>	<b>RATES in Pesos</b>
Landing / Take-off Parking	₱ 250.00 per landing and/or take-off Additional 13% of the rate of the Daytime Parking

**Sec. 4 Special Rates**

Basis: Unless otherwise specifically provided herein, aircraft operating under the following categories shall be granted a 50% discount **ON THE LANDING AND TAKE-OFF RATES, PARKING FEES AND LIGHTING FEES, OF MCIAA:**

- 4.1 *Ferry flights of aircraft and aircraft parts or crew.*
- 4.2 *Technical landing by non-scheduled flights.*
- 4.3 *Training flights operated by duly authorized flying schools.*
- 4.4 *Airmen flight proficiency training or test flights.*
- 4.5 *Aircraft Demonstration flights.*
- 4.6 *Other flights that may be authorized by the General Manager as subject to said special rates, provided however, that it is within the prescribed guidelines approved by the MCIAA Board of Directors.*

**Sec. 5 Exemptions**

Basis: Unless otherwise specifically provided hereby, the fees and charges cited herein shall not apply to the following:

5.1	<b>AIRCRAFTS OPERATED BY THE OFFICE OF THE PRESIDENT OF THE PHILIPPINES.</b>
5.2	<i>Philippine Military Aircraft and other aircrafts, which by law or treaty are</i>

	<i>exempted from the payment of fees and charges, cited herein.</i>
5.3	<i>Foreign-owned aircraft on diplomatic mission.</i>
5.4	<i>Aircraft landings due to in-flight emergency.</i>
5.5	<i>Aircraft on mercy flights.</i>
5.6	<i>Aircraft required to land at the MCIAA due to Air Traffic Control (ATC) or other Administrative requirements.</i>
5.7	<i>Other aircraft that may be authorized by the MCIAA General Manager as exempt from said fees and charges; provided, however, that it is within the prescribed guidelines approved by the MCIAA Board of Directors.</i> <b>WITH REGARDS TO PARKING FEE AND TACKING FEE WITHIN THE PROJECT LAND, THE SAME AS MAY BE SPECIFIED BY THE GRANTORS IN MUTUAL AGREEMENT WITH THE CONCESSIONAIRE.</b>

**Sec. 6 Payment Procedures.** The aeronautical fees and charges prescribed shall be due and payable **TO THE AUTHORITY** through any of the following modes of payment.

- 6.1. *As a general rule, payment of aforementioned fees and charges shall be due and demandable from aircraft operators or commanders prior to aircraft's take-off. Fees and charges quoted in U.S. dollars may be paid in the Philippine Peso equivalent at the prevailing rate of exchange as of the date of billing.*
- 6.2. *Credit arrangements with the Authority may be made in advance, **PROVIDED THAT A CASH BOND** equivalent to estimated one month charges shall be posted and maintained by the airline to guarantee prompt payment of accounts, and provided further, that such airline does not have unsettled accounts with the Authority.*
- 6.3. *Failure on the part of the airline or aircraft operator to pay accounts due shall be sufficient ground for the Authority to detain said aircraft or deny such aircraft further use of the Airport and its facilities.*
- 6.4. *Contracts for the use of the airport and Airport facilities may be required from the airlines or aircraft operators where credit arrangements are approved.*
- 6.5. **THE PARKING FEES AND LIGHTING CHARGES INCURRED WITHIN THE PROJECT LAND SHALL BE DUE AND PAYABLE TO GMCAC THROUGH ANY OF THE MODES OF PAYMENT IT SHALL SEPARATELY PRESCRIBE AND COMMUNICATE TO THE AIRCRAFT OPERATORS.**

**Part IV RENTALS**

**Sec. 1 Other Airport Buildings** – Lease/Rental charges **FOR PROPERTIES AT THE AIRPORT OUTSIDE OF THE PROJECT LAND** shall be in accordance with the following rates:

CATEGORY	RATES
Hangars, Offices, Buildings, Factories, etc.	<b>Offices</b> P 126.00/m2/month <b>Covered Areas (Hangar/Storage)</b> P 109.00/m2/month

**Sec. 2 Land.** Lease/Rental Charges for lands at the Airport under the management and control of the Authority shall be charged the following rates:

CATEGORY	RATE
2.1 Lands located within the MCIA premises and other lands within the Authority's jurisdiction. 1. Aircraft Movement Area 2. Developed Areas 3. Undeveloped Area	P 105.00/m2/month P 68.00/m2/month P 59.00/m2/month
2.2 Lands located at General Aviation Area and other areas with aircraft operations related business, specifically maintenance of hangar, repairs of aircraft, delivery and supply of aviation fuel and lubricant.	P 52.00/m2/month

**Sec. 3 Use of MIADP Staff Houses:**

3.1 Duplex	P 20,000.00 /unit/month
3.2 Single Detached	P 35,000.00 /unit/month

These fees are exclusive of water, electricity, telephone and other utility charges.

**Sec. 4 Use of Container Van:**

Type of Facility	Rate
4.1 Container Van Usage	P 13,000.00/month

**Part V BUSINESS CONCESSIONS**

**Sec. 1 Concession Privilege Fees (CPF)** - All business conducted within the MCIA complex OUTSIDE OF THE PROJECT LAND shall be levied Concession Privilege Fees by the Authority. A CPF shall be charged for each type of business or commercial activity notwithstanding the use of the same space for other business located within its vicinity. It shall be distinct and separate from charges for rentals of buildings and or land spaces and is payable in advance on a monthly, quarterly, or yearly basis working to the following schedule:

1.1 Cargo Buildings:

1.1.1 Passenger Service Concessions:

	RATE
Bank Foreign Exchange Dealer	P 12, 638.00/qtr.
Commercial Cable/ Telegraph	P 7, 583.00/qtr.
Hotel Reservation	P 10, 836.00/qtr.
Insurance Agency	P 7, 583.00/qtr.
Pay Telephone Booth	18% of Gross Revenue
Travel Agency	P 12, 638.00/qtr.
Miscellaneous	P 6, 319.00/qtr.

1.1.2 Food Service Concessions:

Cake House / Pastry Store	P 6,319.00/qtr.
Cigars, Cigarettes & Confectioners	P 6,319.00/qtr.
Cocktail Lounges	P 14,218.00/qtr.
Coffee Shop, Snack Bars and Refreshment Parlors	P 12,638.00/qtr.
Food Catering to Employees	P 5,055.00/qtr.
Frozen Food Products	P 6,319.00/qtr.
Kitchennette or Canteens	P 16,850.00/qtr.

Liquor / Wine Store	P 12,638.00/qtr.
Restaurants	P 25,278.00/qtr.
Miscellaneous	P 6,319.00/qtr.

1.1.3 Transportation Utility Concession:

Car / Sedan / Van	P 1, 258.00/unit/qtr.
Delivery Service	P 810.00/unit/qtr.
Jeepney (PUJ)	P 176.00/unit/qtr.
Public Utility Buses	P 413.00/unit/qtr.
Taxicabs/Accredited Rent-A-Car Service	P 690.00/unit/qtr.
Tourist Buses	P 3, 145.00/unit/qtr.
Tourist Coasters	P 2, 516.00/unit/qtr.
Others	P 1, 264.00/unit/qtr.

1.1.4 Miscellaneous Business Concessions:

Advertising/TV Filming	P5,261.00/2 hours or fraction thereof
Amusement Machines	P 2,528.00/qtr.
Art Gallery	P 6,241.00/qtr.
Baggage Storage Services	P 5,031.00/qtr.
Beauty Shop / Barber Shop	P 4,739.00/qtr.
Bookstore and Office Supplies	P 5,055.00/qtr.
Copying Machines	P 5,055.00/unit/qtr.
Documentary Filming	P 3,924.00/2 hours or fraction thereof
Drugstore & Gift Shop, Curios & Novelty Shop	P 6,319.00/qtr.
Duty-Free Shop	12% of Gross Sales
Flower Shop	P 6,284.00/qtr.
Gift Shop, Curios & Novelty Store	P 6,289.00/qtr.
Hotel / Motel / Inn	P 18,957.00/qtr.
Jukeboxes	
Movie Filming	P 13,058.00/3 hours or fraction thereof
Newspaper, Mags & Periodical Stand	P 3,774.00/qtr.
Packing / Crating Services	P2, 784.00/qtr.
Parking Concession	Bid Price but not less than
Personnel Services	P 3, 773.00/qtr
Photographic Supply and/or Service	P 7, 143.0/qtr
Porterage Service	P 7.50/bag or 30% of prevailing rate whichever is higher
Private Cargo Terminal	<b>7% of Gross Income but not less than _ /qtr.</b>
Public Lockers	P 27.00/locker/mo.
Security Services	P 3,774.00/qtr.
Shoe Cleaning Services	P 1,896.00/qtr.
Supplier	P 1,150.00/qtr.
Vending Machines	P 2,528.00/unit/qtr.
Miscellaneous	P 4,213.00/qtr.



1.2. Other Areas:

Bakery/Cake House/Pastry Store	P 6,032.00/qtr.
Bank Foreign Exchange Dealer	P 9,048.00/qtr.
Barber/Beauty Shop	P 4,524.00/qtr.
Cargo Warehousing	P 18,095.00/qtr.
Cigar, Cigarettes and Confectionery Stand	P 5,031.00/qtr.
Cocktail Lounges / Kitchennette/Canteens	P 13,571.00/qtr.
Coffee Shop /Snack Bars / Refreshment Parlors	P 12,613.00/qtr.
Commercial Cable & Telegraph	
Construction Services	P 6,289.00/qtr.
Food Catering to Employees	P 3,619.00/qtr.
Frozen Food Products	P 6,032.00/qtr.
Garage Services/Motor Repair Shops	P 18,095.00/qtr.
Gasoline/Diesel Fuel Service Stations	P 18,095.00/qtr.
General Merchandise Stores	P 4,524.00/qtr.
Gift Shop, Curios & Novelty Shops	P 7,238.00/qtr.
Hangaring	P 18,095.00/qtr.
Hotel / Motel / Inn	P 18,095.00/qtr.
Insurance Agency	P 5,430.00/qtr.
Jewelry Store	P 18,095.00/qtr.
Liquor / Wine Store	P 12,063.00/qtr.
Packing and Crating Services	P 2,785.00/qtr.
Personnel Services	P 5,031.00/qtr.
Photographic Supply and/or Service Store	P 7,238.00/qtr.
Restaurants	P 18,095.00/qtr.
School	P 18,095.00/qtr.
Security Services	P 5,031.00/qtr.
Tailoring / Dress Shop	P 6,032.00/qtr.
Travel Agency	P 9,048.00/qtr.
Miscellaneous	P 6,032.00/qtr.

**Part VI UTILITIES**

**Sec. 1 Electric Power Charges:** Lessees and/or tenants of the buildings and/or spaces shall be charged for their electrical consumption based on actual meter readings in accordance with MECO rates plus TWELVE AND A HALF PER CENT (12.5%) maintenance and service fees; provided, however, that the minimum charge shall be THREE HUNDRED PESOS (P300.00). **NOTE:** Electrical Maintenance Services covers to fix and restore the electrical facilities to normal condition. All consumable electrical materials involve herein such as assorted types of lightings, ballasts, starters, lighting fixtures, sockets, outlets, receptacles and Kw-Hr/etc. meter shall be shouldered by the Lessee during the maintenance.

**Sec. 1.1 For NORMAL ELECTRICAL Power Charges**

**FOR METERED CONNECTION:**

Based on actual (kW-hR) meter reading plus 12.5% representing maintenance and service fee (MSF).

### FOR PRO-RATED BASIS CONNECTION:

Based on the summation of the connected loads as stipulated in the nameplate rating of every appliance multiplied by the agreed no. of hours usage per day plus 12.5% MSF.

**Note: For both connections, computation of the kW-hR rates per month imposed to the consumer will be based on the current MECO rates billed to MCIAA.**

### Sec. 1.2. BACK-UP ELECTRICAL POWER CHARGES (BEPC)

**Given:**

- **DP** = Diesel Price based on the procurement price of diesel inventory)
- **CDG** = Consumption of the DG (2 x1.5 MVA Diesel Generator=400 liters/hr)
- **RHr** = Running Hours ( based on actual utilization hours)
- **MSF** = 12.5%

Required:

- **BEPC** = Cost to run the two DG per hour Computation (based on the Formula)
- **BEPC** = (DP X CDG X RHr) + MSF

**Note: (MUST BE STIPULATED IN THE BILLING STATEMENT)**

A. Failure to pay electrical bill for two (2) consecutive months shall be subject to disconnection, five (5) days upon the receipt of disconnection notice.

B. All consumable electrical materials involved during maintenance shall be shouldered by the consumer.

### Sec. 2 Easement for Communications and Electrical Facilities

Description	Rates in Pesos
<u>2.1 Joint Pole Attachment (JPA)</u>	P300.00/pole/year
<u>2.2 Joint Manhole Attachment (JMA)</u>	P300.00/manhole/year
<u>2.3 Electrical Facilities</u>	P337.50/pole/month

### SEC. 3 Water, Waste Water & Connection & Sewerage System

Description	Rates in Pesos
3.1 Water Connection Permit	Based on OBO Rates
<u>3.2 Water Consumption Charge</u>	Actual meter reading (cu.m.) plus 12.5% (MSF).
<u>3.3 Waste Water Charge</u>	Sewerage Treatment Plant (STP Charges) P 65.00/cu.m.
<u>3.4 Aircraft Waste Sewage Disposal</u>	Aircraft Waste Sewage Disposal P 800.00/cu-m or a fraction thereof

### SEC. 4 Other Utility Fees and Charges

**Electrical:**

Particulars	Rate
4.1 Installation/Connection Permit for Utilities such as electric	Based on OBO Rates
4.1.1 Commercial	

4.2 Permit Fee for Reconnection, Repair, Renovation, or Improvement of Buildings and similar structures 4.1.2 Commercial	Based on OBO Rates
4.3 Permit fee for Construction of Buildings, Hangars, and similar structures 4.3.1 Commercial	Based on OBO Rates
4.4 Installation/Connection Permit for Telephone 4.4.1 Commercial 4.4..2 Reconnection Fee Permit	Based on OBO Rates

**Telephone:**

Particulars	Rate
4.4 Installation/Connection Permit for Telephone 4.4.1 Commercial	₱ 250.00 /point/terminal
4.4.2 Reconnection Fee Permit	₱ 250.00 /point/terminal

**Others:**

Particulars	Rate
4.5 Permit Fee for Reconnection, Repair, Renovation or improvement of buildings and similar structures 4.5.1 Commercial	Based on OBO Rates
4.6 Permit Fee for construction of buildings, hangars and similar structures: 4.6.1 Commercial	Based on OBO Rates

**SEC. 5 Office of the Building Officials (OBO) Fees and Charges**

Description	Rates in Pesos
5.1 Adoption of NBCDO Memorandum Circular No.03 Series 2016	Refer to National Building Code Development Office (NCBDO) M.C. 03, S.2016
<u>5.2 OBO Filing Fees</u>	P 200.00
<u>5.3 OBO Processing Fees</u>	P 500.00
<u>5.4 OBO Inspection Fees</u>	P 200.00

**Part VII OTHER AIRPORT FEES AND CHARGES**

**Sec. 1 Tacking Fees.** Aircrafts using the various loading bridges shall be charged with the following fees:

Type of Facility	Rate
1.1 Loading Bridge with Single Tube	\$ <b>33.71</b> /bridge/hour

Fees quoted in US Dollars may be paid in Philippine Peso equivalent at the prevailing rate of exchange as of the date of **BILLING**.

**THE PRESCRIBED TACKING FEES SHALL BE DUE AND PAYABLE TO GMCAC THROUGH ANY OF THE MODES OF PAYMENT IT SHALL SEPARATELY PRESCRIBE AND COMMUNICATE TO THE AIRCRAFT OPERATORS.**

**Sec. 2 Advertising Fees.** Business in the form of signboards, displays, billboards, posters, streamers, etc., may be installed within the airport premises subject to the approval of the General Manager. Location signboards of concessionaires within their respective leased premises are exempt from the payment of advertising charges provided that their size, design and location are approved by the General Manager. The advertising rates are exclusive of electricity and other utilities chargeable to the concessionaire.

Description	Rates in Pesos
Indoor and Outdoor Advertising	<p>1. The applicable rate shall be the highest responsive bid offer/price during public bidding.            Bid Price – XXX            The minimum bid amount shall be based on the prevailing market price to be approved by the BDFC;</p> <p>2. While bidding is not yet undertaken or that the same is in progress, the rate shall be based on a sharing scheme of 50-50% sharing of Gross Sales (Contract Price) with guaranteed minimum amount based on prevailing market price as follows: (All expenditures shall be borne by the Lessees including taxes)</p> <p>Billboard located in prime areas shall be 25% higher of the hereunder rates:</p> <p>Ordinary Unlighted BB- P 275.00/sq.m/mo.            Photographic Lighted BB- P 500.00/sq.m/mo.            LED Displays – P 2,500.00/sq.m/mo.</p>

**Sec.3 Passenger Service Charge.** A Passenger Service Charge shall be paid **TO GMCAC** by each departing passenger traveling in any air transport or carrier in accordance with the following rates, except:

**3.1 INTERNATIONAL**

1. <b>CHILDREN BELOW TWO (2) YEARS OLD, WITH OR WITHOUT</b> any airline ticket.
2. Overseas Contract Worker
3. Passenger denied entry.
<b>4. AIRLINE CREW</b>
<b>5. DIPLOMATS</b>
<b>6. ATHLETES WHICH HAVE BEEN OFFICIALLY ENDORSED BY THE PHILIPPINE SPORTS COMMISSION</b>
<b>7. DEPORTEES</b>
<b>8. MUSLIM PASSENGERS TRAVELLING TO MECCA ON HAJ</b>
<b>9. ANY OTHER PERSON AS MAY BE SPECIFIED BY THE GRANTORS IN MUTUAL AGREEMENT WITH THE GMCAC (CONCESSIONAIRE) OR AS MAY BE SPECIFIED BY A LEGAL REQUIREMENT</b>

**3.2 DOMESTIC**

<b>1. CHILDREN BELOW TWO YEARS OLD, WITH OR WITHOUT ANY AIRLINE TICKET.</b>
<b>2. AIRLINE CREW</b>

Passenger Service Charge of cancelled international flights is subject for refund within a period of twenty-four (24) hours from date of issue.

Type of Facility	Rate		
3.1 International Passenger Terminal	P-750.00	/departing passenger effective 01 November 2014	
3.2 Domestic Passenger Terminal	P-220.00	/departing passenger effective 01 November 2014	
	P-300.00	/departing passenger effective 01 January 2016	
3.3 General Aviation Passenger Terminal	P-100.00	/departing passenger	

Any passenger refusing or failing to pay the required passenger service charge shall be prevented from boarding the aircraft.

**Sec. 4 Miscellaneous Fees and Charges.** For the issuance or replacement of Access Cards, Vehicle Permit and Reserved Parking Stickers and other Miscellaneous services, the Authority shall charge the following rates:

NOTE: The issuance of Temporary Pass on individuals/vehicles on cases not falling under the above category shall be determined by the General Manager or his duly authorized representative.

Particulars	Rate
4.1 Issuance of Access Cards/ID -- Concess./airlines/gov't emp -- Manager's Pass	P 300.00/card/year P 400.00/card/year
4.2 Replacement Penalty Fee: -- First Loss -- Second Loss -- Third Loss -- Repair of RAB/TB	P 250.00/card P 500.00/card P 1,000.00/card P 50.00/card
4.3 Reserved Parking Stickers	P 100.00/sticker
4.4 Vehicle Stickers for access to various Airport Restricted Areas	P 150.00/sticker
4.5 Vehicle Stickers for authorized Airport Transportation Concessionaires (TUC)	
4.5.1 Delivery Service	P 150.00/Sticker
4.6 Visitor/Temporary Access Pass	P 50.00/issuance for not more than one (1) month's usage
Temporary Vehicle Pass	P 50.00/issuance for not more than three (3) days usage
4.7 Reproduction of Official Records	P 20.00/page
4.8 Issuance of MCIAA Clearance/Certificate	P 20.00/issuance
4.9 Replacement of Lost Visitor's/Vehicle Temporary Pass: - First Loss - Second Loss	P 100.00/pass P 120.00/pass

**Sec. 5 Garbage Collection.** Garbage Collection Fee shall be for:

**5.1 Non-Food Concessionaires** - P 1.00 per square meter per month multiplied by the lot area occupied by the concessionaire.

**5.2 Food Concessionaires** - P10.00 per square meter per month multiplied by the lot area occupied by the concessionaire.

Minimum Garbage Collection Fee is P500.00/month

**Sec. 6 Oil Spillage.** Oil Spillage Fee will be charged to airlines/ground handling companies on all equipment spilling/ discharging oil in ramp/service road at the rate of **P 250.00 per cubic meter** of spillage on the ramp.

**Sec. 7 Royalty Fee on the Sale of Aviation Fuel, Oil, Grease and Lubricants.** A royalty fee shall be imposed on any person, firm or corporation, selling or delivering, directly or indirectly, aviation fuel, oil, grease or lubricants to any aircraft at the airport. This royalty fee shall be as follows:

<b>PARTICULARS</b>	<b>Rates in Pesos</b>
Aviation Fuel	P 0.09/ltr.
Oil	P 0.27/ltr.
Grease	P 2.31/ltr.

**Sec.8 Use of MCIAA Fire Truck Fees and Charges.** A fee shall be charged to all airlines, ground handling agents, project/ maintenance contractors, sub-contractors and all tenants operating within Airport premises who would avail the services of fire truck/s and is required to comply with all fire safety requirements, safety instructions, permit to work system and hot work procedures required by RFD and as stipulated by MCIAA Safety Management System.

<b>PARTICULARS</b>	<b>Rates in Pesos</b>
8.1 Aircraft Refueling/Defueling/ Fuel Spill	(Per Fire truck) P 3,000.00 per hour or fraction thereof plus cost of water consumption, if any
8.2 Water Cannon Salute (aircraft showering)	Per Request (for 2 Fire Trucks) P 7,500.00 Per Hour or Fraction Thereof

**Part VIII PENALTY PROVISIONS**

**Driver-based Violations:**

<b>Particulars</b>	<b>Rate</b>
Failure to observe Vehicle Lanes	P-2,000.00/violation
Driving without AMA Driver's Permit	P-2,000.00/violation
Driving with expired AMA Driver's Permit/Sticker/GECN DTS/Passing thru Non-loading bearing areas	P-2,000.00/violation
Illegal Transfer/Use of AMA Driver's Permit	P-2,000.00/violation
Illegal Transfer/Use of AMA Sticker/GECN Violation of AMA Color Access Limit Illegal Dumping of Unit Load Device (ULD)	P-2,000.00/violation
Towing Excessive ULD's (6 small maximum) and (4 big maximum)	P-2,000.00/violation
Towing of Defective Dollies	P-2,000.00/violation
Towing of Open Containers	P-2,000.00/violation
Failure to Use Restraining Net	P-2,000.00/violation
Failure to Use Beacon Light	P-2,000.00/violation
Parking within Aerobridge Safety Perimeter Area	P-2,000.00/violation
Unauthorized Driving under Wing of an aircraft	P-2,000.00/violation
Traversing under Terminal 1 Apron (Baggage build-up breakdown areas	P-2,000.00/violation
Obstruction of Vehicular Lane	P-2,000.00/violation

**Parking Violations:**

Improper Parking on Prescribed Slots	ID Confiscation but released upon payment of P500.00
<b>Illegal/Double Parking</b>	
1 <sup>st</sup> Offense	ID shall be confiscated, Access Privilege shall be suspended for 1 week and a fine of P1,000.00
2 <sup>nd</sup> Offense	ID shall be confiscated, Access Privilege shall be suspended for 2 weeks and a fine of P1,000.00
3 <sup>rd</sup> Offense	ID shall be confiscated, Access Privilege shall be suspended for 1 month and a fine of P1,000.00
4 <sup>th</sup> Offense	Banned from the use of Parking Facility, 6 months suspension of Access Privilege and a fine of P1,000.00

<b>Other Violations:</b>	
Prohibition of 2-wheeled and 3-wheeled vehicles	P 2,000.00 /violation
Unescorted Motor Vehicle	P 2,000.00 /violation
Jogging, Loitering, Illegal Vending, Gambling, Playing at GAA	P 2,000.00 /violation + ID Confiscation
Violation of Smoking Ban	P 1,000.00 /violation
Loss of GAA Temporary Visitor Pass	P 500.00 /violation
Loss of GAA Temporary Vehicle Pass	P 1,000.00 /violation

**Part IX REPEALING PROVISIONS**

All previous Administrative Orders, Memorandum Circulars or parts thereof as they pertain to Fees and Charges for Airport area, facilities and other services which are inconsistent with the provisions of **this Administrative Order No. 3** are hereby repealed, amended or modified accordingly.

**Part X SEPARABILITY PROVISIONS**

The provisions of this Administrative Order are hereby declared separable. If any portion thereof shall be held invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the order provisions which shall be in full force and effect.

**Part XI EFFECTIVITY**

This Administrative Order No. 3 as amended shall take effect on **July 1, 2018**.

( SIGNED )

**ATTY. STEVE Y. DICDICAN**  
General Manager & CEO