



Department of Infrastructure
Yellowknife Airport

Operational Directive

Provision of Maintenance and Service Recovery
Fees

1 INTRODUCTION

Yellowknife Airport (YZF) strives to operate and maintain its airport to meet the needs of the users in accordance with regulatory requirements by allocating resources in an efficient and effective manner. YZF has finite resources available to meet this mandate and while it is recognized that full and reasonable access to airport facilities and services should be maintained, any incremental costs of providing these services should be borne by those who require them.

This Operational Directive will ensure that, where possible, the provision of Maintenance and Services Recovery Fees are done in a manner that effectively meets the needs of the user requesting the service while ensuring the airport recovers appropriate costs associated with the delivery of the service.

2 DEFINITIONS

Maintenance Services

Any maintenance action required to address the inspection and reporting of aircraft movement surface conditions on runway, taxiways, & aprons including Canadian Runway Friction Index testing (CRFI), snow and ice control, removal of aircraft or vehicles from movement surfaces, or any other services directly or necessarily incidental operation of the airport in accordance with regulatory requirements.

Hours of Operations

Certified airports are required by federal regulation to publish hours when runway condition and friction index reporting (RCR/CRFI) services are available. Airport maintenance staff are trained and qualified to provide these services in addition to other Maintenance Services. For the purpose of this Directive, and in the interest of providing a clear and simple definition, the time when these services are available as part of normal operations are considered to be the airport's "Hours of Operations" for the airport.

Callback

Maintenance Services requested outside the airport's Hours of Operation and resulting in a return to duty by airport personnel.

Holdover

Maintenance Services requested outside the airport's Hours of Operations and resulting in airport personnel remaining on site beyond their regular scheduled hours.

3 DIRECTIVE

YZF will provide Maintenance or Services on a cost recovery basis according to the approved Maintenance and Service Recovery Fees set out in **Table A** of this directive.

4 PROVISIONS

4.1 Administration

This Directive acknowledges the requirement of YZF users to have facilities and services available and that there are associated incremental costs to the airport for providing these services that must be borne by the user requesting the service.

YZF Airport Manager and Regional Superintendent are the primary points of contact for the ongoing administration of the terms and conditions of this Directive. In addition, YZF is responsible for the collection of all fees in accordance with **Table A**.

As per the Financial Administration Manual, section 610, GNWT Departments and Public Agencies shall charge fees for services rendered to the public.

4.2 Recovery Rate Structure

Labour Costs: Hourly rates for services are aligned with the current Collective Agreement for positions such as Airfield Maintenance Specialists, Electricians, Supervisors, Firefighters, and Airport/Duty Managers.

Equipment Costs: Fees for equipment use are based on the Alberta Roadbuilders & Heavy Construction Association (ARHCA) rental rates.

Northern Considerations: Fees are competitive but adjusted to account for the unique costs of operating in the North.

Cost Recovery: Users who benefit directly from YZF services are expected to bear a portion of the costs associated with providing those services.

All rates will be in accordance with **Table A**, as it may be amended from time to time.

TABLE A

MAINTENANCE AND SERVICE RECOVERY FEES Effective October 13 2024		
	AIRPORT ESCORT FEE	Per Hour
	Escort & Vehicle	135.00
	FLOAT PLANE DOCK FEE	Per event
		40.00
	AIRPORT SECURITY - PASSES	
Employer	Unreturned RAIC, Temporary or Visitor Pass	100.00
	KEYS	
Employer	Unreturned Key	25.00
	Lost Key	25.00
	AVOP	
	Initial Test	100.00
	AVOP No Shows	50.00
	TRAINING	
	First Aid Training	200.00
	Extinguisher Training - individual	115.00
	Extinguisher Training - 2-5 people	250.00
	Extinguisher Training - 6-10 people	400.00
	Extinguisher Training - 11 or more	Rate based on recovery of staff time, plus Supplies (\$15 per person)
	SPILL RECOVERY FEE	
	Groundside	Rate based on the recovery of staff time, equipment & materials used
	MAINTENANCE SERVICES	Per hour
	Airport Maintenance Specialist	89.96
	Electrician	101.12
	Aircraft Firefighter	101.12
	Heavy Equipment Operator	101.12
	Airport Management	145.75
	Dump/Plow Unit	256.96
	Grader	228.21
	Dump/Plow/Sweeper Unit	458.44
	Sweeper	201.48
	Loader	167.26
	Snowblower	201.48
	Snowcat	209.31
	Skid Steer - Wheeled	135.98
	Skid Steer - Tracked	158.75

	Sand Truck	180.64
	Fire Truck	201.48
	Semi with Tandem Axel Dump	187.96
	Light Duty Truck	36.80
	Ford Farm Tractor 81-120hp	78.71
	1 Tonne Truck	43.70
	Ride on Lawnmower	36.80
	8' Wheel Argo	36.80
	Ditch Witch (Trenchers)	139.77
	Steamer	44.28
	Towed Packer 13 wheel (Wobbly Wheel)	17.25
	Flailing Mover 13' and up (batwing)	23.00
	Tractor (small)	36.80
	Sander Unit	24.44
	Trailer 8'	12.36
	tar kettle	36.80
	paint machine	36.80
	Materials (Jet Sand, Solid/Liquid De-icer, etc)	

Notes: All maintenance service requests are subject to an administration charge of 10%
Rates are based on hourly service or any portion thereof.
Callbacks require a minimum 4-hour charge applied for the Equipment Operator utilized.
Holdover rates are based on a minimum rate of 1.5 hours for any portion of each hour immediately following the Hours of Operations up to four hours. After four hours the rate increases to 2.0 hours for any portion of each hour.
All fees are payable in Canadian Funds and subject to GST.