



## TENANT DIRECTIVE

**Tenant Directive No.: BWI 401.1**

**Distribution List: BWI A**

**Effective Date: July 1, 2025**

**Original Date: May 29, 2024**

**Revised: May 27, 2025**

Approved by: \_\_\_\_\_

*Gregory W. Foltz*  
Director, Office of Airport Operations

Date: 5/27/25

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### STANDARD RATES AND FEES AT BALTIMORE/WASHINGTON INTERNATIONAL THURGOOD MARSHALL (BWI MARSHALL) AIRPORT

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#### Purpose

The purpose of this Directive is to publish the Standard Rates and Fees for FY 2026.

#### Reference(s)

#### Summary of changes

1. Section A Landing Fees
2. Section B Aircraft Parking Fees
3. Section C Airline Space Rental
4. Section D Baggage Claim
5. Section E Boarding Device Fees
6. Section H Common Use
7. Section I Common Use Holdroom Fees
8. Section J Non-Airline Passenger Terminal Fees
9. Section K Miscellaneous Fees

#### Scope

Unless otherwise stated, all rates and fees are subject to adjustment on July 1 of each year. The Maryland Aviation Administration (MAA) may also implement a mid-year adjustment. It is the MAA's policy that space is leased in an "as is" condition. Improvements or modifications of leasehold areas to accommodate the special needs of tenants will not be undertaken at the Administration's expense.

This Directive supersedes BWI Marshall Airport Tenant Directive 401.1 dated May 29, 2024. **The rates in this Directive are effective July 1, 2025.**

#### Definitions

See page 7

#### Responsible Party:

Office of Commercial Management  
410-859-7921

## DIRECTIVE

### I. Directive Statement

#### A. Landing Fees

Aircraft	Fee per 1,000 lbs.	Minimum Fee
Signatory Airline	\$4.45	N/A
Non-Signatory with Agreement	\$5.56	N/A
Itinerant without Agreement	\$7.39	N/A
General Aviation	\$5.92	\$62.00

NOTE: Landing Fees are based on FAA Certificated Maximum Gross Landing Weight (MGLW) as established by the PASSUR Landing Fee Management Program. Based aircraft are exempt from landing fees whenever such aircraft are not used for revenue-producing purposes.

#### B. Aircraft Parking Fees

Aircraft Size	Daily, with Agreement	Daily, without Agreement
Extra Small Aircraft (less than 40,000 lbs)	\$60.00	\$80.00
Small Aircraft (40,000 – less than 80,000 lbs)	\$120.00	\$160.00
Medium Aircraft (80,000 - 300,000 lbs)	\$150.00	\$200.00
Large Aircraft (more than 300,000 lbs)	\$210.00	\$280.00

NOTE: There is a three-hour grace period before parking fees are charged. The parking fee is applied after three hours and for each 24-hour block time of occupancy at a gate or hardstand position. Aircraft parking fees are reset after each departure.

#### C. Airline Space Rental

Space	Signatory Airline per square foot per annum (psfpa)	Non-Signatory Airline psfpa
Ticket counter	\$256.52	\$320.65
Ticket counter kiosk	\$192.39	\$240.49
Passenger holdroom	\$192.39	\$240.49
Office with public access	\$192.39	\$240.49
Office with restricted access	\$153.91	\$192.39
Operations – air-conditioned	\$153.91	\$192.39
Commuter terminal holdroom	\$153.91	\$192.39
Operations - unfinished non-a/c	\$128.26	\$160.33
Bag makeup - unfinished non-a/c	\$128.26	\$160.33

Space	Signatory Airline per square foot per annum (psfpa)	Non-Signatory Airline psfpa
Curbside check-in	\$128.26	\$160.33
Ticket counter queuing	\$51.30	\$64.13

**D. Baggage Claim – Non-FIS Deplaned Passenger and Pre-Cleared International**

	With Agreement	Without Agreement
80%	\$1.90 per non-FIS deplaned passenger	\$2.38 per non-FIS deplaned passenger
20%	\$44,377.00 per non-FIS air carrier per month	

**NOTE:**

- 1) Federal Inspection Service (FIS).
- 2) The Baggage Claim Area Use Fees are charged monthly for the cost of providing Baggage Claim services at the Airport. Eighty percent (80%) is recovered based on deplaned destination passengers on flights using non-FIS baggage claim, and 20% is recovered based on the number of air carriers with non-FIS service at the Airport. Only air carriers handling 4,000 or more monthly deplaned destination passengers on flights using domestic baggage claim are assessed the 20% portion of the fee.

**E. Boarding Device Fees**

	With Agreement	Without Agreement
Boarding Devices – Preferential Use	\$4,195.00 monthly	N/A

**F. Passenger Facility Charges - \$4.50 collected (14 CFR Part 158)**

**G. International FIS Fees**

	With Agreement	Without Agreement
FIS Fee	\$8.00 per deplaned passenger	\$10.00 per deplaned passenger

**NOTE:** The FIS Area Fee is assessed to air carriers that have deplaned passengers using the FIS facilities.

**H. Common Use**

	With Agreement	Without Agreement
Ticket Counter (CUTE) (per position)	\$35.00 per hour, prorated in 20-minute increments	\$40.00 per hour, prorated in 20-minute increments
CUTE Kiosk Use (with non-CUTE ticket counter)	\$25.00 per departure	N/A
Boarding Device – FIS Arrivals Only	\$70.00 per arrival	\$90.00 per arrival

	<b>With Agreement</b>	<b>Without Agreement</b>
Outbound Baggage without CUTE ticket counter (per departure)	\$180.00 per departure	\$225.00 per departure
CUTE Equipment Use at leased gate	\$1,900.00 per month*	N/A
CUTE Equipment Use at leased ticket counter	\$950.00 per month per position*	N/A

\* Per month for any leased gate or ticket counter position that has MAA installed CUTE equipment but is leased preferentially by an airline.

NOTE: Common Use Terminal Equipment (CUTE)

#### I. Common Use Holdroom Fees

	<b>With Agreement</b>	<b>Without Agreement</b>
Commuter terminal with no boarding device	\$115.00	\$145.00
Aircraft with 99 seats or less and boarding device	\$305.00	\$380.00
Aircraft with 100 to 199 seats and boarding device	\$535.00	\$670.00
Aircraft with 200 seats or more and boarding device	\$770.00	\$965.00

NOTE:

- 1) Covers per turn, departure, or non-FIS Arrivals.
- 2) If parking longer than three hours, aircraft parking fees (Section B) apply in addition to the holdroom fee.

#### J. Non-Airline Passenger Terminal Fees

<b>Space</b>	<b>Rate psfpa</b>
Public counter/kiosk	\$262.00
Shop space – unfinished	\$197.00
Office with public access	\$197.00
Office with restricted access	\$159.00
Operations air-conditioned	\$159.00
Storage/operations unfinished non-air-conditioned	\$133.00
Public queuing space	\$56.00

**K. Miscellaneous Fees**

	<b>Space</b>	<b>Fee</b>
1.	Elm Road Air Cargo Building Non-air-conditioned warehouse space Air-conditioned office space Truck parking/ramp space/ground rent	\$13.81 psfpa \$20.04 psfpa \$1.60 psfpa
2.	Ground Handling Fee From companies having agreements with the MAA that grant those companies the right to provide ground handling and other technical services to tenant and non-tenant airlines at the Airport.	5% of gross revenue
3.	Airfield Ramp Space	\$1.60 psfpa
4.	Filming Location Fee Movie companies, television shows, etc., which are filmed on Airport property <sup>1</sup>  Application Fee  Crew/Staff Size 1 - 5 People 5 - 15 People More than 15 People  Additional Airport Labor/Staff Up to 8 hours (reg pay) More than 8 hours (OT pay) Airport Police  Additional Fees Runway Access Apron Access Taxiway Access ATCT Coordination Terminal Building Fee Ancillary Space Rental Fee	\$300.00  \$575.00 / hr \$1,700.00 / hr \$2,800.00 / hr  \$30.00 / hr per employee \$55.00 / hr per employee \$80.00 / hr per officer  \$1,150.00 / hr \$160.00 / hr \$575.00 / hr \$185.00 / hr \$225.00 / day \$30.00 / sq ft.

<sup>1</sup> Requests to film must be negotiated with the MAA Office of Communications (410-859-7027). Location fees include location/property rental and electrical power and water if available. Any additional expenses incurred as a result of filming, as determined necessary by the MAA, will be reimbursed to the MAA. Such expenses may be necessary to ensure the safety, security, and smooth operation of the Airport. Compensation to the MAA employees required to work the filming over and above normal working hours will be reimbursed to the MAA.

	Space	Fee
5.	Fiber Optic Permit	\$0.26 per linear foot of permitted fiber optic cable per annum - paid in lump sum for the term
	Fiber Optic Installation & Deinstallation Fee	\$600.00
6.	Special Event Fees <sup>2</sup> : Event Space Deposit Cleaning Fee (1 hour min.) Land Rental	\$500.00 \$200.00 / hr \$1.55 psfpa
7.	Col. Solomon Harp III Conference Room	\$150.00 per hour or prorated in 20-minute increments
8.	Gallery Rental <sup>3</sup>  Gallery Rental Deposit Cleaning Fee (1 hour min.)  Observation Gallery Rates for up to 4 hours, prorated in 2-hour intervals.  Art Gallery 4 hours or less 4 to 8 hours Additional hours	\$500.00 \$200.00 / hr  Monday – Thursday: \$1,550.00 Friday – Sunday: \$2,320.00  \$1,990.00 \$3,990.00 \$500.00 / hr

<sup>2</sup> Any direct expenses incurred by the MAA as a result of holding a special event will be reimbursed to the MAA. Such expenses may include, but are not limited to, labor, cost of supplies, materials, security, etc.

<sup>3</sup> Observation Gallery & Art Gallery rental requests for use must be made through the MAA Office of Customer Experience (410-859-7035)

	Space	Fee
9.	Parking Lot Ground Rent Zone 1- Mathison Way/Overflow Lot #13/Pink Lot #14/ Midfield Lot #15 Zone 2 - Gold Lot #16 Zone 5 - Old ESP Lot A #5 and Old ESP Lot B #6 Zone 6 - Elkridge Landing Road Lot #9 and #10 Zone 9 - East Employee Lot #12 Zone 10 - West Employee Lot #11 Zone 11 - Amtrak Way Lot #22  <i>Zones 3, 4, and 8 are not for lease.            All zones exclude utility costs. Utility costs are billed separately by MAA Accounting unless the customer separately meters.</i>	\$1.37 psfpa  \$1.00 psfpa \$1.00 psfpa \$1.03 psfpa \$1.33 psfpa \$1.03 psfpa \$1.37 psfpa
10.	Ground Service Equipment Buildings Building Rental Land Rental	GSEB #123, 129, 134 \$26.77 psfpa \$1.44 psfpa
11.	Ground Transportation - per trip fee	\$3.50 per trip inbound \$3.50 per trip outbound

## II. Definitions

For the purposes of this Directive, the following words have the following meanings:

- A. Itinerant without Agreement means carriers operating at BWI Marshall Airport without a written Agreement; invoiced by an approved BWI Marshall Airport Ground Handling Services company.
- B. Non-Signatory with Agreement means carriers operating at BWI Marshall Airport with a written Agreement other than the Use and Lease Agreement; invoiced by the MAA.
- C. Signatory Airline means an air transportation company operating at BWI Marshall Airport that has a fully executed Use and Lease Agreement with the MAA; invoiced by the MAA.

## ADDITIONAL INFORMATION

### Contact Information:

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