

<i>The Town of Fort Frances</i>	<b>SECTION</b> OPERATIONS AND FACILITIES
<b><u>DISCOUNTING OF AVIATION FUEL AT AIRPORT</u></b>  <b><u>POLICY</u></b>	<b>REVISED</b> June 2006
Resolution No. 222 (consent) 06/06	Supercedes Resolution No.
Policy Number 4.20	<b>PAGE 1 of 1</b>

**POLICY STATEMENT**

That the Airport & Parks Superintendent does not have the authority to negotiate and establish aviation fuel discounts to any Airport facility users.

**RESPONSIBILITIES**

- 1) That when an Airport Facility customer requests a fuel discount below the pump price, the customer will be instructed to submit a letter through the Clerk's office requesting the fuel discount and the reasons why. The letter will be referred to the Operations & Facilities Executive Committee, where the request will be reviewed and recommendations will be forwarded to Council for approval. In other words Council will approve all fuel discount requests.
- 2) That the Airport and Parks Superintendent will complete a quarterly survey on the pump prices of aviation fuels sold at the four (4) surrounding Airports; Dryden, Kenora, Red Lake and Thunder Bay. This will ensure the Town's pump prices for aviation fuels are in-line with the surrounding Airports.
- 3) That the Town's 2006 fee schedule is revised to reflect a 44.6% mark-up above the cost on 100LL fuel and a 52.4% mark-up above cost on Jet A1 fuel. Where the mark-up percentage could be adjusted based on the results of the quarterly pump price survey. A report prepared by the Operations & Facilities Executive Committee will be presented to Council for approval in order to adjust the mark-up formula. The Town's mark-up formula is based on matching the highest pump price at any of the four (4) surrounding Airports for each product.
- 4) That a tender be prepared on an annual basis for the supply and delivery of aviation fuels to the Airport facility.