



DALLAS/FORT WORTH INTERNATIONAL AIRPORT
3200 EAST AIRFIELD DRIVE, P.O. BOX 619428
DFW AIRPORT, TEXAS 75261-9428
www.dfwairport.com
T 972 973-5409 F 972 573-5405

MEMO

FINANCE DEPARTMENT

TO: Sean Donohue
Christopher A. Poinsatte
Elaine Rodriguez

FROM: Abel Palacios, Assistant Vice-President Finance

DATE: **10/28/2015**

SUBJECT: Revision to FY 2016 Schedule of Charges

Attached is a "Notice of Revision" to the FY 2016 Schedule of Charges. The revisions are red-lined in the following pages and are as follows:

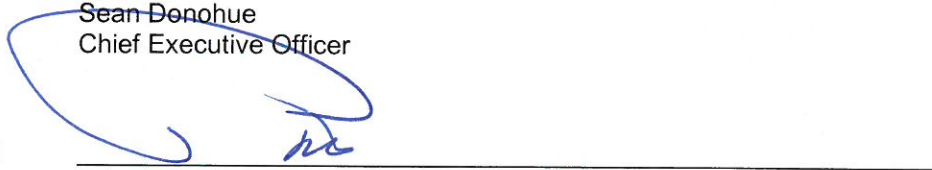
- Payment Arrangements Section: Change the payment term from twenty (20) days to twenty-five (25) days to accommodate international customers.

Approved



Sean Donohue
Chief Executive Officer

Approved



Christopher A. Poinsatte
Executive Vice-President/Chief Financial Officer

Approved



Elaine Rodriguez
General Counsel

cc: Rob Darby
Max Underwood



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FINANCE

FY 2016 Schedule of Charges
Notice of Revision: October 28, 2015
Effective: December 1, 2015

The attached pages reflect changes and revisions to the Schedule of Charges for Fiscal Year 2016. The revisions are effective as noted on the attached pages and supersede those published in the original document and all subsequent revisions.

sponsoring authorities will be authorized to sign the Authorization for Key(s) form for a key to an AOA gate.

C. LATE PAYMENT CHARGE

Except as may otherwise be provided herein or in an applicable lease, permit or other agreement with the Airport Board, charges for airport use fees, goods, or services are due per DFW's twenty-five ~~(20)~~ (25) day payment terms. If payment is not received upon receipt, a late fee will be assessed in accordance with the following formula:

$$\frac{A \times B \times C}{D} = E$$

A = Annual rate of interest, which rate shall be ten (10) percentage points above the rediscount rate charged to banks of the Federal Reserve Bank in Dallas, Texas, in effect on the first day of business each January, April, July, and October.

B = Balance due to the DFW Airport Board

C = Number of days the payment is past due

D = Number of days in the calendar year

E = Late payment charge

Note: The late payment charged will be the above calculation or \$25, whichever is greater.

D. RETURNED CHECK CHARGE

All checks returned for non-payment or insufficient funds shall be assessed an administrative charge of \$30.

E. DECLINED OR REJECTED CREDIT CARD CHARGE

All declined or rejected credit cards presented for payment shall be assessed an administrative charge of \$20, including NTTA declined credit cards for parking fees.

F. DEMAND LETTER FEE

Customers' with account balances beyond DFW's twenty-five ~~(20)~~ (25) day payment terms, who receive a demand letter, will also be assessed a non-compliance fee.

Demand Letter Fees

Demand Letter #1 fee \$75	#1 Finance Demand Letter issued, with 10 days to cure the delinquency.
Demand Letter #2 fee \$150	#2 Finance Demand Letter issued after 10 days with 3 days to cure the delinquency.
Demand Letter #3 fee \$200	#3 Legal Demand Letter issued after 3 days with 10 days to cure the delinquency.