



**DALLAS/FORT WORTH INTERNATIONAL AIRPORT**  
3200 EAST AIRFIELD DRIVE, P.O. BOX 619428  
DFW AIRPOR  
T, TEXAS 75261-9428  
T 972-973-5460 F 972-973-5405

**FINANCE**

**FY 2021 Schedule of Charges**  
**Notice of Revision: November 3, 2020**  
**Effective: October 1, 2020**

The attached pages reflect changes and revisions to the Schedule of Charges for Fiscal Year 2021. The revisions are effective as noted on the attached pages and supersede those published in the original document and all subsequent revisions.



DALLAS/FORT WORTH INTERNATIONAL AIRPORT  
P.O. BOX 619428  
DFW AIRPORT, TEXAS 75261-9428  
www.dfwairport.com

# MEMO

FINANCE DEPARTMENT

TO: Sean Donohue  
Christopher A. Poinsatte  
Elaine Rodriguez

FROM: Max Underwood, Vice-President Finance

DATE: **11/3/2020**

SUBJECT: Revision to FY 2021 Schedule of Charges

Attached is a "Notice of Revision" to the FY 2021 Schedule of Charges. The revisions are red-lined in the following pages and are as follows: All the rate changes will go into effect October 1, 2020.

#### **Demand Letter Fees:**

- Waive the demand letter fees from October 1, 2020 to March 31, 2021

#### **Late Payment Fee:**

- Remove note 2 waiving late payment fee from March 1, 2020 – June 30, 2020

Approved

\_\_\_\_\_  
Sean Donohue  
Chief Executive Officer

Approved

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

Approved

\_\_\_\_\_  
Elaine Rodriguez  
General Counsel

cc: Rob Darby

**FY 2021**  
**SCHEDULE OF CHARGES**  
**Revision #2**

Finance Department

P.O. Box 619428  
DFW Airport, Texas 75261-9428

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

4. **Terminal D Keys** – Key request for Terminal D Airport Board facilities including requests by Terminal D common use airline tenants, other Airport Board Terminal D tenants and for Airport Board Common Use areas will be issued through Terminal D Management, with the exception of keys for the MA and EX core series, which will be issued by the Department of Public Safety Access Control Office (ACO). The requestor submits a completed Authorization for Key(s) application that includes the original signature of an Airport Board sponsoring authority who has been authorized by the Department of Public Safety Access Control Office to sponsor Security Identification Display Area (SIDA) badges. Terminal D Management will manage the key distribution and inventory for the Medeco key system in Terminal D, with the exception of keys for the MA and EX core series. The fee is \$85 per key for the keys managed by Terminal D Management. The fee for requests to Terminal D Management for core replacement or change is \$85 per core. Replacement keys for any keys lost or stolen are also \$85 per key for the keys managed by Terminal D Management. The fees for keys are not refundable.

### **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 (25) day payment terms. If payment is not received within payment terms, 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: 1. The late payment charged will be the above calculation or \$30, whichever is greater  
~~2. The late payment charge will be waived effective March 1, 2020 – June 30, 2020~~

### **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 \$15, including NTTA declined credit cards for parking fees.

### **F. DEMAND LETTER FEE**

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

## Demand Letter Fees

All Demand Letter fees will be waived from October 1, 2020 through March 31, 2021.

Demand Letter #1 fee	\$85	#1 Finance Demand Letter issued, with 10 days to cure the delinquency.
Demand Letter #2 fee	\$170	#2 Finance Demand Letter issued after 10 days with 3 days to cure the delinquency.
Demand Letter #3 fee	\$240	#3 Legal Demand Letter issued after 5 days with 10 days to cure the delinquency.

---