Ground Handling Information Form Instructions

Header Info – Page 1

- Date Submitted; Date the form was completed and returned to Universal Weather and Aviation, Inc.
- Expiration Date: Date when prices are normally changed (i.e. End of Calendar or Fiscal Year) or 12 months from the Submitted Date.
- For the Currency Type Used, list all currencies used. In order to help us differentiate between all currencies listed, ensure you enter the currency used in the Information Field of each service.
- Please enter as much information into the first section in order to update our databases with the most accurate information available.

Airport Fees (Third Party) – Page 1

- The first column either identifies the main service categories or contains a pull down menu with a list of most basic services (i.e. Runway Charges, Runway Charges – Small Aircraft, Runway Charges – Medium Aircraft, Runway Charges – Large Aircraft). Users may select the same service from the pull down menu for multiple entries if there are significant changes in price from one category of service (i.e. Small vs. Large Aircraft, 1 to 10 Passengers vs. 10 to 20 Passengers, etc.).
- Parameters – Text field to enter the base unit of measure for determining the price. For example, MTOW in Tonnes, Passengers on Board, or Total Aircraft Passenger Capability. Please include the unit of measurement (if applicable) for this category (i.e. Kgs., Lbs., Tonnes, etc.)
- Range – Enter the minimum and maximum range for the category of service.
- Price Formula – The calculations used to determine the corresponding fee. The calculation could be on a per-unit of weight, per hour, a percentage, or per service basis.
    - Example - To determine the Landing Charges for an aircraft weighing 20 Metric Tons, you might use the following formula:

      Weight (metric tons) x 1.5 € (per metric ton) = Total Landing Charges
      20 Metric Ton Aircraft x **€1.5** (per metric ton) = **€30** Total Landing Charges
- Price – Price per unit or percentage amount.
- Waived? – If the service fee is waived as part of a packaged deal (i.e. if you fuel 500 gallons, the hander will waiver the Parking Charge), please place a check mark in the box.
- Information – Due to the multiple definitions for the same service throughout the Aviation World, this field provides room for further description/information to be provided.
- Airport Fees (Third Party) – Fees charged by Third Parties (i.e. ATC, Customs, etc.)
- Additional Services/Fees Required to Turn an Aircraft – Please list any Airport Fees (Third Party) not listed or that do not fit into the categories on this page.

FBO and Ground Support Fees - Page 2

FBO and Ground Support Fees are defined as fees for any service arranged prior to the start of a trip.

The remainder of the fields are similar to what was used on page one of the form, with minor changes to the fee categories.

Ramp Services and Equipment - Page 3

Ramp Services and Equipment are items or services used once the aircraft has arrived at the location. These Items may include Towing, Stairs, Lavatory Services, and Follow Me Vehicle use during arrival or departure at a location.

The remainder of the fields is similar to what was used on page one of the form, with minor changes to the fee categories.

Standard Handling, Parking Fee, and Hangar Fee - Page 4

- Main Categories include Standard Handling, Parking, or Hangar Fees (such as After Hours or Holiday Surcharges) that may be incurred during a stay at a location.
- For the specific category of aircraft (i.e. Helicopters, Light Aircraft, Business Jets, or Commercial Size Aircraft) you support, enter the weights that determine the cost category of the aircraft. For example, if an aircraft is between 10 and 20 metric tons, the Parking Fee is $500 USD per 24 hr. period. If an aircraft is between 20 and 30 metric tons, the Parking Fee is $550 USD per 24 hr. period.
- Standard Handling Fee – The fee for handling an aircraft, divided into weight categories. Please enter the formula and unit price used to calculate the cost.
- Parking Fee – Fees for parking the different types and sizes of aircraft and the unit price.
- Hangar Fee - Fees for parking the different types and sizes of aircraft in a hangar and the unit price.

Special Circumstance - Page 5

- Main Categories include any extra Handling, Parking, or Hangar Fees due to Overtime, After Hours Arrival/Departure or Holiday Surcharges that may be incurred during a stay at a location.
- The Additional Fee / Service Requested allows you to select items as “Additional” because they are not listed in the categories listed in the first pages of the document. Additional items or services should be described in detail the text field, with costs and formulas provided if applicable.
- Clear Form Button removes all entries in the document.
- Submit Form will prepare an e-mail for the form to be sent to Universal’s Trip Cost Estimate Team.

Ground Handling Information Form

UNIVERSAL Weather & Aviation, Inc.

Date Submitted: **18-May-2017**	Expiration Date:	
ICAO:	Company Name:	Physical Address:
IATA:	Preferred Contact Method: e-mail	
ALL PRICES ARE IN WHAT CURRENCY:	Phone:	City:
	E-mail:	State / Province:
THE CURRENT EXCHANGE TO US DOLLARS:	Pricing Point of Contact:	Country:
		Postal Code:

Airport Fees (Third Party)	**Parameters**	**Range**	**Price Formula**	**Price**	Waived?	**Information**
Airport Charges		:	Per Tier		☐	
Runway Charges		:	Per Tier		☐	
Runway Charges - Small Aircraft		:	Per Tier		☐	
Runway Charges - Medium Aircraft		:	Per Tier		☐	
Runway Charges - Large Aircraft		:	Per Tier		☐	
Landing Charges		:	Per Tier		☐	
Landing Charges - Medium Aircraft		:	Per Tier		☐	
Landing Charges - Large Aircraft		:	Per Tier		☐	
Landing Charges - Large Aircraft		:	Per Tier		☐	
Take Off Charges		:	Per Tier		☐	
Take Off Charges - Small Aircraft		:	Per Tier		☐	
Take Off Charges - Medium Aircraft		:	Per Tier		☐	
Take Off Charges - Large Aircraft		:	Per Tier		☐	
Parking Charges		:	Per Tier		☐	
Parking Charges - Small Aircraft		:	Per Tier		☐	
Parking Charges - Medium Aircraft		:	Per Tier		☐	
Parking Charges - Large Aircraft		:	Per Tier		☐	
Terminal Navigation Charges - General		:	Per Tier		☐	
Terminal Navigation Charges - International		:	Per Tier		☐	
Terminal Navigation Charges - Domestic Flig		:	Per Tier		☐	
ATC Fees		:	Per Tier		☐	
Additional -		:	Per Tier		☐	
Airport Fees (Third Party)	**Parameters**	**Range**	**Price Formula**	**Price**	Waived?	**Information**
Passenger Charges		:	Per Passenger		☐	
Service Fee		:	Per Passenger		☐	
Infrastructure Charges		:	Per Landing		☐	
Additional -		:	Per Tier		☐	
Additional -		:	Per Tier		☐	
Additional -		:	Per Tier		☐	
Additional -		:	Per Tier		☐	
Additional Services/Fees Required	**Parameters**	**Range**	**Price Formula**	**Price**	Waived?	**Information**
Additional -		:	Per Tier		☐	
Additional -		:	Per Tier		☐	

Ground Handling Information Form

UNIVERSAL Weather & Aviation, Inc.

FBO and Ground Support Fees	Parameters	Range	Price Formula	Price	Waived?	Information
Flight Plan Filing		:	Flat Rate		☐	
Supervision Fee		:	Flat Rate		☐	
Permit Arrangement		:	Flat Rate Each		☐	
Permit Arrangement - Outlying Stations		:	Flat Rate Each		☐	
Permit Revision		:	Additional		☐	
Landing Permit		:	Flat Rate Each		☐	
Landing Permit - Revision		:	Flat Rate Each		☐	
Landing Permit - Short Notice		:	Flat Rate Each		☐	
Landing Permit - Cancellation Fee		:	Flat Rate Each		☐	
Overflight Permit		:	Flat Rate		☐	
Overflight Permit - Cancellation Fee		:	Flat Rate		☐	
Airport Slot		:	Flat Rate Each		☐	
Prior Permission Required (PPR)		:	Flat Rate		☐	
Communications - Phone		:	Flat Rate		☐	
Communications - General		:	Flat Rate		☐	
Communications - SITA		:	Flat Rate		☐	
Communications - Other		:	Flat Rate Each		☐	
Coordination		:	Percentage		☐	
Coordination - Outlying Stations		:	Percentage		☐	
Coordination - Third Party Vendors		:	Percentage		☐	
Additional -		:	Per Tier		☐	
FBO and Ground Support Fees	**Parameters**	**Range**	**Price Formula**	**Price**	**Waived?**	**Information**
Transportation Setup - Passenger		:	Flat Rate		☐	
Transportation Setup - Crew		:	Flat Rate		☐	
Hotel - Reservations		:	Flat Rate Each		☐	
Hotel - Setup		:	Flat Rate Each		☐	
Hangar - Setup		:	Flat Rate		☐	
Handling Setup		:	Flat Rate		☐	
Maintenance Setup		:	Additional		☐	
Ground Equipment - Setup		:	Per Tier		☐	
Parking - Setup		:	Per Tier		☐	
Catering - Setup		:	Flat Rate		☐	
Floral Arrangement - Setup		:	Flat Rate		☐	
Security - Setup		:	Per Tier		☐	
VIP Lounge		:	Per 60 Min Increment		☐	
FBO and Ground Support - Special Circumstance	**Parameters**	**Range**	**Price Formula**	**Price**	**Waived?**	**Information**
Overtime (Employee)		:	Percentage		☐	
After Hours Fee		:	Percentage		☐	
Special Event Fee		:	Percentage		☐	
Holiday Fee		:	Percentage		☐	
Weekend Fee		:	Percentage		☐	
Additional Services/Fees Required	**Parameters**	**Range**	**Price Formula**	**Price**	**Waived?**	**Information**
Delayed Flight		:	Percentage		☐	
Cancelled Flight		:	Additional		☐	

Ground Handling Information Form

UNIVERSAL Weather & Aviation, Inc.

Ramp Services and Equipment	Parameters	Range	Price Formula	Price	Waived?	Information
Aircraft Towing		:	Per Tow		☐	
Pushback		:	Per Pushback		☐	
Marshalling		:	Per Tier		☐	
Lavatory Services		:	Per Tier		☐	
Other -		:	Per Tier		☐	
Other -		:	Per Tier		☐	
Other -		:	Per Tier		☐	
Ground Power Unit (GPU)		:	Per 30 Min Increment		☐	
Air Start		:	Per Air Start		☐	
Potable Water Service		:	Per Tier		☐	
Other -		:	Per Tier		☐	
Other -		:	Per Tier		☐	
Other -		:	Per Tier		☐	
Stairs		:	Per 60 Min Increment		☐	
Stairs - Passenger Stairs		:	Per 60 Min Increment		☐	
Stairs - Electric Stairs		:	Per 60 Min Increment		☐	
Stairs - Uncovered with Operator		:	Per 60 Min Increment		☐	
Stairs - Covered with Operator		:	Per 60 Min Increment		☐	
Security Screening		:	Flat Rate		☐	
Ramp Transportation		:	Flat Rate		☐	
Waste Disposal and Transportation		:	Flat Rate		☐	
Baggage Handling, Clearance and Equipme		:	Flat Rate Per 60 Min Increment		☐	
Belt Loader		:	Flat Rate Per 60 Min Increment		☐	
Follow Me		:	Flat Rate Each		☐	
Fumigation		:	Per Tier		☐	
Additional Services/Fees Required	**Parameters**	**Range**	**Price Formula**	**Price**	**Waived?**	**Information**
Conveyor Belt		:	Flat Rate Each		☐	
Tow Bar		:	Flat Rate		☐	
Wheel Chair Service		:	Per Passenger		☐	
Air Conditioning Unit		:	Per 60 Min Increment		☐	
Aircraft Cabin Cleaning		:	Flat Rate Each		☐	
Additional -		:	Per Tier		☐	
Additional -		:	Per Tier		☐	
Additional -		:	Per Tier		☐	
Additional -		:	Per Tier		☐	
Additional -		:	Per Tier		☐	
Additional -		:	Per Tier		☐	
Additional -		:	Per Tier		☐	
Other -		:	Other		☐	
Other -		:	Other		☐	
Other -		:	Other		☐	

Ground Handling Information Form

Standard Handling	Parameters	Range	Price Formula	Price	Waived	Information
Handling Fees		:	Per Tier		☐	
Handling Fees		:	Per Tier		☐	
Handling Fees		:	Per Tier		☐	
Handling Fees		:	Per Tier		☐	
Handling Fees		:	Per Tier		☐	
Handling Fees		:	Per Tier		☐	
Handling Fees		:	Per Tier		☐	
Handling Fees		:	Per Tier		☐	
Handling Fees		:	Per Tier		☐	
Handling Fees		:	Per Tier		☐	
Handling Fees		:	Per Tier		☐	
Handling Fees		:	Per Tier		☐	
Handling Fees		:	Per Tier		☐	
Handling Fees		:	Per Tier		☐	
Handling Fees		:	Per Tier		☐	

Parking Fee	Parameters	Range	Price Formula	Price	Waived	Information
Parking Fees		:	Per Tier		☐	
Parking Fees		:	Per Tier		☐	
Parking Fees		:	Per Tier		☐	
Parking Fees		:	Per Tier		☐	
Parking Fees		:	Per Tier		☐	
Parking Fees		:	Per Tier		☐	
Parking Fees		:	Per Tier		☐	
Parking Fees		:	Per Tier		☐	
Parking Fees		:	Per Tier		☐	
Parking Fees		:	Per Tier		☐	
Parking Fees		:	Per Tier		☐	

Hangar Fee	Parameters	Range	Price Formula	Price	Waived	Information
Hangar Fees		:	Per Tier		☐	
Hangar Fees		:	Per Tier		☐	
Hangar Fees		:	Per Tier		☐	
Hangar Fees		:	Per Tier		☐	
Hangar Fees		:	Per Tier		☐	
Hangar Fees		:	Per Tier		☐	
Hangar Fees		:	Per Tier		☐	
Hangar Fees		:	Per Tier		☐	
Hangar Fees		:	Per Tier		☐	
Hangar Fees		:	Per Tier		☐	
Hangar Fees		:	Per Tier		☐	

Ground Handling Information Form

UNIVERSAL Weather & Aviation, Inc.

Special Circumstance

Handling	Parameters	Range	Price Formula	Price	Waived	Information
Handling - After Hours Surcharge		:	Percentage		☐	
Handling - Holiday Surcharge		:	Percentage		☐	
Handling - Special Event		:	Percentage		☐	
Handling - Overtime		:	Percentage		☐	
Handling - Split Charge (>XX Hours)		:	Percentage		☐	
Handling Fees		:	Per Tier		☐	
Handling Fees		:	Per Tier		☐	
Handling Fees		:	Per Tier		☐	
Parking	**Parameters**	**Range**	**Price Formula**	**Price**	**Waived**	**Information**
Parking - After Hours		:	Percentage		☐	
Parking - Holiday Surcharge		:	Percentage		☐	
Parking - Special Event		:	Percentage		☐	
Parking Fees		:	Per Tier		☐	
Parking Fees		:	Per Tier		☐	
Hangar Fee	**Parameters**	**Range**	**Price Formula**	**Price**	**Waived**	**Information**
Hangar - After Hours Surcharge		:	Additional		☐	
Hangar - Holiday Surcharge		:	Percentage		☐	
Hangar - Special Event		:	Additional		☐	
Hangar Fees		:	Per Tier		☐	
Hangar Fees		:	Per Tier		☐	
Additional Fee / Service Required	**Parameters**	**Range**	**Price Formula**	**Price**	**Waived**	**Information**
Additional –		:	Per Tier		☐	
Additional –		:	Per Tier		☐	
Additional –		:	Per Tier		☐	
Additional –		:	Per Tier		☐	
Additional –		:	Per Tier		☐	
Additional –		:	Per Tier		☐	
Additional –		:	Per Tier		☐	
Additional –		:	Per Tier		☐	
Additional –		:	Per Tier		☐	
Additional –		:	Per Tier		☐	
Additional –		:	Per Tier		☐	
Additional –		:	Per Tier		☐	
Other -		:	Per Tier		☐	
Other -		:	Per Tier		☐	
Other -		:	Per Tier		☐	
Other -		:	Per Tier		☐	

Clear Form

Submit Form