August 2, 2018

Dear Airport Managers and Operators,

The Wyoming Department of Transportation, Aeronautics Division would like to invite all airports within Wyoming and its surrounding states to participate in our 2018 Rates and Charges Guide Survey. WYDOT Aeronautics periodically conducts this survey in order to collect information about the various rates, fees and charges you currently assess for many different services and products available at your airport. For the 2018 update of the guide, WYDOT Aeronautics is teaming up with surrounding state’s Aeronautics Divisions so we can distribute the survey to as many airports in the region as possible. Some of the information we hope to capture relates to topics such as:

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| Airport Ownership DetailsAirline FeesTerminal Concessions/AdvertisingLanding FeesTie-Down FeesRamp FeesOther Airport-Owned Building LeasesFBO Owned Rental FacilitiesAirport Owned and Third Party ParkingInsurance Details | Types of Commercial Air Service AvailableCar Rental ServiceGround TransportationFuel Availability and other DetailsAirport Owned Hangar RentalsWait-Lists (Hangars, Tie-Downs, etc.)Airport Ground LeasesThrough-the-Fence AgreementsTemporary Use/Special Event FeesAirport Marketing Details |

While we recognize this is a lot of information each airport will need to supply, our goal is to collect a comprehensive inventory of rates and charges and produce a very useful tool back to you. In order to achieve this goal and provide the best product we can, we need the cooperation from every airport that receives this survey. Please take some time to complete the survey which can be found at the link below. The online survey can be completed in one session, or you can save your progress and return at a later time to finish it. We anticipate the survey will take approximately 1-4 hours to complete depending on the services available at your airport. The survey is constructed to minimize the time it takes to complete by allowing you to skip questions that don’t apply to your airport. It will also allow you to input multiple fees if you charge different rates based on aircraft size or some other criteria. Just in case, there are instructions attached to this email on how to access the survey, how to use the various repeating sections and how to save your progress.

We anticipate this survey and the resulting detail and summary reports of the collected data will serve as a valuable resource for maintaining a competitive and economically viable airport system throughout the region. The more airports that participate in the survey, the more useful the information collected will be. Even the smallest airports will find the results of the survey useful by highlighting potential revenue sources. Larger airports will be able to ensure their rates and charges are at competitive levels. All airports will benefit from seeing what services other airports have available and how they are pricing them.

Thank you very much for your participation and we’re looking forward to providing a summary of the data collected as well as making the raw data available. **We ask that all airports complete the survey by August 31st, 2018.** Once the data is collected and analyzed, it will be published on the WYDOT Aeronautics website. Notice of the results publication will be sent to all survey participants along with a link to the results.

If you have any questions or concerns, please direct them to either AJ Schutzman, adam.schutzman@wyo.gov (307) 777-3972 or Nicholas Humphreys, nicholas.humphreys@wyo.gov (307) 777-4807, at WYDOT Aeronautics.

**Survey Link: https://www.cognitoforms.com/WYDOTAeronautics/WYDOTRatesAndChargesGuide2018UpdateSurvey**