



GREATER ORLANDO AVIATION AUTHORITY

Air Carrier Guide



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Summary of Charges and Requirements

General Requirements

Welcome to Orlando International Airport (MCO). We are pleased to welcome your airline to the Orlando market and look forward to supporting the successful launch of your new service. To help ensure a smooth startup and position your operation for long-term success, all new entrant carriers are required to comply with a series of general operational, administrative, safety, security, and facility-related requirements established by the Greater Orlando Aviation Authority (GOAA). In order to ensure that your new service in the Orlando market realizes the greatest likelihood of success, the following general requirements will need to be addressed prior to commencement of operations. Our team is committed to working closely with your organization throughout this process and serving as a resource as you prepare to begin service at MCO.

- Operating Agreement
- Operating Permit
- Letter of Authorization
- Fuel System Fees
- Security for Performance
- Certificates of Insurance
- Air Carrier Certificate
- Flight Schedule Submission Form
- Landing Rights Approval – International Flights Only
- Digital Graphics
- Service Provider Notification Form

Operating Agreement - Resolution

As a condition of operating at Orlando International Airport (MCO), all airlines are subject to the provisions of the Greater Orlando Aviation Authority's Rate Resolution. Originally adopted by the Authority on October 16, 2013, and effective November 1, 2013, as subsequently amended from time to time, the Rate Resolution establishes the authorized activities, operating terms and conditions, and the rates, fees, and charges applicable to airlines utilizing airport facilities and services. The Rate Resolution serves as the governing framework for airline operations at the Airport and outlines the rights, obligations, and financial responsibilities associated with the use and occupancy of space at MCO.

Airlines must execute one of the following:

- **Letter of Authorization –**

The Letter of Authorization (“LOA”) between the Greater Orlando Aviation Authority (the “Authority”) and Airline for use of certain terminal space at Orlando International Airport (“MCO”), on an exclusive or preferential basis referred to as the “Committed Premises” and all of Airlines’ operations at MCO, whether or not such operations are conducted in the Committed Premises solely in connection with Airlines’ Air Transportation Business.

- **Operating Permit –**

Airlines that choose to pay for facility use and occupancy based on activity need only execute an Operating Permit.

Airlines are classified as follows:

- Airlines providing scheduled service to the Airport
- Airlines operating from the Authority’s Common Facilities
- Airlines operating from the facilities of a Fixed Base Operator (FBO)
- Cargo carriers using facilities other than the Terminal Facilities

Performance Security

The Airline shall furnish and maintain Performance Security throughout the term of the Agreement in a form satisfactory to the Authority, including a contract bond, irrevocable letter of credit, or other security approved by the Authority. The value of the Performance Security shall be no less than the greater of: (a) three (3) months of the maximum aggregate fees and charges projected for any twelve (12)-month period; or (b) \$5,000.

Letters of credit on U.S. banks are the preferred form of security. For more information, call the Airline Affairs Department, (407) 825-3835.

Certificates of Insurance

An Airline is required to provide the Authority with an original copy of an insurance certificate with evidence of:

- \$200,000,000 – Airline Liability/Commercial General Liability
- \$1,000,000 – Liquor Liability
- \$5,000,000 – Hangar keepers Liability
- \$5,000,000 – Comprehensive Automobile Liability
- \$50,000,000 – Terrorism or War Risk
- \$10,000,000 – Environmental Liability
- \$200,000,000 – Aircraft Liability
- \$1,000,000 – Business Automobile Liability
- Workers' Compensation – Florida Statutory
- Employer's Liability - \$1,000,000 / \$1,000,000 / \$1,000,000
- Umbrella Liability or Excess Liability

The insurance certificate will also be required to name the *Greater Orlando Aviation Authority* as additional insured

For further details, please contact the Airline Affairs Department at (407) 825-3835.

Air Carrier Operating Certificate

Provide a copy of government required Airline Operating Certificate or Authority:

An airline must hold all necessary certificates or permits from appropriate federal or state agencies having jurisdiction to provide air transportation services on the routes it is serving to and from Orlando International Airport.

Flight Scheduling Requirements

Confirmation of flight schedules is contingent upon the timely submission of schedule requests in the format prescribed in the Authority's Terminal Operations - Airline Operations Procedures.

Additional scheduling information can be found in the Terminal Operating Procedures or by contacting Airline Operations at (407) 825-2052, via SITA: MCOAPXH, or by email at MCOSchedules@goaa.org. Airlines are encouraged to coordinate closely with Airline Operations to ensure schedule submissions are complete, accurate, and processed in a timely manner.

Landing Rights – International Flights Only

Airlines proposing international service at Orlando International Airport (MCO) must adhere to the applicable IATA Seasonal Scheduling Calendar (Summer or Winter season) when submitting proposed flight schedules to the Authority.

In accordance with U.S. Customs and Border Protection (CBP) requirements, airlines operating either Pre-Cleared or Post-Cleared international flights must submit a Landing Rights Submittal Form to the Authority at MCOSchedules@goaa.org for review. This review enables the Authority to verify the availability of gates and supporting landside facilities prior to the airline's submission of a landing rights request to CBP.

Once facility availability has been confirmed, the Authority will forward the airline's Landing Rights Request to CBP for consideration. A flight will be considered approved only after receiving authorization from both the Greater Orlando Aviation Authority (GOAA) Airline Operations Division and U.S. Customs and Border Protection (CBP).

Any revisions to an approved schedule must be submitted to both GOAA and CBP no later than 30 days prior to the first day of the month, in which the revised flight operation is proposed to begin.

For additional information regarding Landing Rights requirements, airlines may contact the U.S. Customs and Border Protection (CBP) Supervisor at 407-825-4360, via fax at 407-825-4369, or by email at landingrights-mco@cbp.dhs.gov.

Monthly Landing Reports

Airlines operating at the Airport are required to submit a Monthly Landing Report (see Page 21) to the Authority. The report must include the total number of domestic and international enplaning and deplaning passengers, including both on-line and interline passengers, as well as the total pounds of domestic and international mail, express shipments, and freight transported. In addition, airlines must report the number of aircraft landings by aircraft type and series.

These reports are essential for the calculation of applicable rates and charges and for maintaining accurate operational records. For additional information or assistance regarding Monthly Landing Report requirements, please contact the Greater Orlando Aviation Authority's Finance Department at (407) 825-2004.

Airline Graphics Requirements

Airlines must submit logo information to allow for proper display of the Airline information on all Airport displays including the ticket counter video wall, FIDS and GIDS. Contact the GOAA Wayfinding and Signage Group at signage@goaa.org for required formats.

There are several different display requirements to include the ticket counter video wall and GIDS and FIDS.

The airline video technology at MCO offers exciting possibilities for customized airline branding; however, it requires 16 weeks to develop which comes at a cost. Therefore, airlines new to MCO are offered a free generic backwall at start-up, which consists of the airline logo and the airline name in plain text. To start the process, we will need a digital image of your logo, with a minimum resolution of 1920W x 1080H. (pixel)

The fully dynamic package, referred to as the “base package”, will be available when an airline has met a minimum service commitment which requires at least 156 operations over a 12-month period (the equivalent of 3 flights per week). This service commitment will be evaluated at the end of the first year of operation. Alternatively, in order to have the base package dynamic backwall prior to meeting the service commitment the airline may post a deposit (\$30,000) with the Authority, until the service commitment is met, to cover the cost of developing the airline content. Required formats to display the carrier’s logo on GIDS, FIDS and www.FlyMCO.com are as follows:

- Website – 156 x 28 .png format and be in color and non-transparent
- FIDS – 240 x 38 .png format and be transparent and white
- GIDS – 798 x 225 .png format and be transparent and white
- GIDS FULL – 1920 x 1080 .png and be full color and non-transparent
- Video Wall Logo – 1920w x 1080h
- Terminal-C FIDS – 940 x 360 .png (Transparent) or .svg (vector)
- Terminal-C GIDS – 1920 x 1080 .png (Transparent) or .svg (vector)
- Terminal-C Video Wall Logo – 1920 x 1080 .png (Transparent) or .svg (vector)

The Greater Orlando Aviation Authority (GOAA) has created guidelines for consistent treatment of corporate identification and related signage and messages for the airline tenants and airline service providers (Companies), please refer to the Airline Tenant and Airline Service Providers [Graphic Standards](http://www.FlyMCO.com) found on the www.FlyMCO.com website.

Fuel System Fees

The Orlando International Airport (MCO) Fuel System is owned by the Greater Orlando Aviation Authority (GOAA) and operated by Orlando Fuel Facilities, LLC on behalf of the Authority and its participating airlines. Any airline intending to store fuel within the system or receive fuel through the system must execute the appropriate agreement with Orlando Fuel Facilities, LLC prior to commencing operations.

The day-to-day operation and maintenance of the MCO Fuel System is performed by Menzies Aviation under contract with Orlando Fuel Facilities, LLC. For information regarding fuel system access, membership requirements, operational procedures, or fueling services, airlines should contact the MCO Fuel Facility Manager at (407) 825-2529 or via email at mco.fueling@menziesaviation.com.

The Fuel System is governed by the MCO Fuel System Lease Agreement between Orlando Fuel Facilities, LLC and the Greater Orlando Aviation Authority, which became effective on March 1, 2009. Applicable fees and charges for both Members and Non-Contracting Users are set forth in the current Fuel System Fee Schedule. Airlines should review these requirements and associated costs prior to initiating fuel system participation at MCO.

Aeronautical Service Providers at MCO

As a new air carrier starting service in Orlando, you have a variety of options in the handling of your operation(s) at MCO. You may:

1. Elect to handle your own operations with your own personnel
2. Elect to use an Airline currently operating at MCO (handled at an Authority approved gate)
3. Choose an Authority approved Specialized Aeronautical Service Operator(s)

Authority approved Specialized Aeronautical Service Operator(s) may provide the following services:

1. Air Carrier Fueling
2. Line Maintenance Services
3. Ramp Services (above & below-the-wing)
4. Passenger Services
5. Air Cargo Services
6. Misplaced Baggage Delivery

Services, charges and other contractual items may be negotiated directly with the Aeronautical Service Operator(s). List of Authority approved Service Providers and contact information is provided on page 20.

Station Representation

The Authority strongly encourages all carriers to maintain local station management representation at Orlando International Airport (MCO). As a large, dynamic, and operationally complex airport environment, MCO requires airline management to remain informed of ongoing construction activities, operational initiatives, regulatory requirements, and other matters that may affect airline operations and customer service. Local airline representation enhances communication and coordination between the airline and the Authority, strengthens the tenant relationship, and contributes to the safe, efficient, and successful operation of airport facilities.

Airline representatives are encouraged to participate in the various airport committees, meetings, and stakeholder forums through which operational concerns, construction impacts, regulatory updates, and airline interests are discussed and addressed. Active participation in these forums helps ensure airlines remain informed and engaged in issues affecting day-to-day operations and future airport development. For additional information, please refer to the Terminal Operating Procedures.

Employee Parking

The Authority provides designated remote parking facilities for airline employees, including both locally based personnel and non-based flight crews. Parking permits and billing arrangements are administered through the Authority's Parking and Ground Transportation Office. Airlines and their employees requiring parking accommodation should coordinate directly with this office to establish the appropriate parking arrangements prior to the start of operations. For additional information, please contact the Parking and Ground Transportation Office at (407) 825-2622.

Employee ID Badges

Information regarding airport identification badges, access credentials, and associated training requirements may be obtained by contacting GOAA Security at (407) 825-2130. Personnel requiring access to secured areas of Orlando International Airport (MCO) must complete the required Airfield Safety & Security Program (ASSP) training prior to the issuance of an airport identification badge.

Completion of all applicable security and safety training is mandatory before access privileges will be granted. Additional information regarding badging requirements, access control procedures, and training resources can be found on the Authority's website at www.flymco.com under Airport Business > Access Control.

Permit Program

Any company or individual requiring unescorted access to conduct business at Orlando International Airport (MCO) must obtain the appropriate authorization and execute a permit agreement with the Greater Orlando Aviation Authority (GOAA). This requirement applies to organizations and personnel that require routine access to airport facilities and operational areas in support of their business activities.

For information regarding permit requirements, application procedures, and associated fees, please contact the Commercial Properties Department at (407) 825-2345 or (407) 825-2369.

Please note that this requirement does not apply to vendors, contractors, or service providers requiring only occasional or infrequent access to the airport. Such entities should coordinate access through their airport sponsor or authorized tenant, as applicable.

Cargo Information

Orlando International Airport offers a well-established cargo infrastructure with plans to expand service offerings and modernize existing facilities. More than 45 passengers and dedicated cargo carriers provide service to 170 destinations worldwide, supporting global connectivity. Compared to other international airports in the region, MCO has less congestion, enabling more efficient operations, and offers convenient access to Florida's major Interstate and Turnpike road networks.

The following services are available:

- a) Runways capable of accommodating group VI aircraft and the ability to load/unload main deck positions
- b) Freighter stands with direct warehouse access
- c) Fueling for all-cargo aircraft fuel including a fuel consortium.
- d) Bonded warehousing, including handling, temperature-controlled capabilities.
- e) U.S. Customs/Agriculture inspection.
- f) U.S. Department of Agriculture Plant Inspection Station.
- g) Foreign Trade Zone (FTZ) No. 42 offers a secured location near MCO, allowing certain commodities to be imported into the United States without undergoing formal Customs procedures or the immediate payment of import duties.
- h) Largest catchment area in Florida (13.5 million)

Services and other terms are negotiated directly with service providers. Ramp handling, warehouse and other commercial spaces are available for lease from the Greater Orlando Aviation Authority and third-party developers.

Central Receiving and Distribution Center (CRDC)

The Central Receiving and Distribution Center (CRDC) is the designated facility for processing deliveries to airport tenants at the Orlando International Airport (MCO). Airport stakeholders, including air carriers, concessions, tenants, and other vendors, are required to route all deliveries through CRDC.

For information regarding delivery information, procedures or hours of operation, please contact CRDC Operations at 407-544-0138 or MCO@airportlogistics.org.

Telephones and IT Structured Cabling

The airport's telephone system is owned and operated by the Greater Orlando Aviation Authority (GOAA) and supported by the Information Technology Department. Connection to the GOAA telephone system is required to ensure accurate 911 location identification and support timely emergency response.

To establish telephone service or for assistance with GOAA telephone services or IT structured cabling, internet access, VoIP, or related technology needs, please contact itc@goaa.org or itc@goaa.org. To report a telephone service outage or technical issue, contact the GOAA support line at (407) 825-4500.

Schedule of Rates and Charges
Effective October 1, 2026

Rates and Charges

LANDING FEE

- All Airlines \$2.2342 per 1,000 lbs. Maximum Gross Landed Weight

PASSENGER FACILITY CHARGE

- \$4.50 per enplaned passenger

SECURITY SCREENING CHECKPOINT FEE

- \$1.16 per enplaned passenger

AIRPORT BAGGAGE SYSTEM FEE

- \$2.17 per passenger (enplaned and deplaned)

TERMINAL FACILITY FEES

	Narrow Body (Groups I-IV)	Jumbo (Group V)	Super Jumbo (Group VI)
Base Facility – Airside & Landside	\$910.00	\$1,365.00	\$1,820.00
Airside Only - Turn	\$567.00	\$850.50	\$1,134.00
Airside Only - Arrival	\$283.50	\$425.25	\$567.00
Airside Only - Departure	\$283.50	\$425.25	\$567.00
Landside Only	\$343.00	\$514.50	\$686.00
Arrival Only	\$284.00	\$426.00	\$568.00
Departure Only	\$626.00	\$939.00	\$1,252.00

TERMINAL FACILITY DESCRIPTIONS

- **Base Facilities** – Landside – contiguous ticketing positions, queue space, bag make-up, curbside and CUTE/CUSS for up to 3 hours; Airside – holdroom, apron, jetway, CUTE/CUSS, PC air and 400hz
- **Airside Only–Turn** – Holdroom, apron, jetway, CUTE/CUSS, PC air and 400hz
- **Airside Only–Arrival** – Holdroom, apron, jetway, CUTE/CUSS, PC air and 400hz
- **Airside Only–Departure** – Holdroom, apron, jetway, CUTE/CUSS, PC air and 400hz
- **Landside Only** – Contiguous ticketing positions, queue space, bag make-up, curbside, CUTE/CUSS
- **Arrival Only** – Holdroom, apron, jetway, CUTE/CUSS, PC air, 400hz
- **Departure Only** – Contiguous ticketing positions, queue space, bag make-up, curbside and CUTE/CUSS for up to 3 hours. Along with holdroom, apron, jetway, CUTE/CUSS, PC air and 400hz
- **Facility Occupancy times and/or units** may vary by Aircraft Group Class. Refer to the Airline Operations Procedures for details.

ADDITIONAL TERMINAL FACILITIES, EXTENDED USE AND PENALTY FEES

Terminal Facilities and Extended Use Fees

	Narrow Body (Groups I-IV)	Jumbo (Group V)	Super Jumbo (Group VI)
One Ticketing Position (per half hour)	\$33.00	\$33.00	\$33.00
Pier/bag make-up (per hour)	\$209.00	\$209.00	\$209.00
Extended Gate Occupancy (per hour)	\$284.00	\$426.00	\$568.00
Terminal Apron –Arrival	\$249.75	\$374.63	\$499.50
Terminal Apron –Departure	\$592.75	\$889.13	\$1,185.50

Additional facilities requested: Assignment is based upon availability and the Authority's approval.

PENALTY FEES

	Narrow Body (Groups I-IV)	Jumbo (Group V)	Super Jumbo (Group VI)
Extended Gate Penalty Fee – Every 10 Min (Section 7.1e, 7.6h & 12.8c)	\$284.00	\$426.00	\$568.00
FIS Penalty Fee Per Occurrence (Section 11)	\$1,000.00	\$1,000.00	\$1,000.00
Baggage Penalty Fee Per Occurrence (Section 9)	\$1,000.00	\$1,000.00	\$1,000.00

Refer to the [Airline Operations Procedures](#) for further details.

AIRCRAFT PARKING FEES

- Terminal Gate and Apron Parking

	Narrow Body (Groups I-IV)	Jumbo (Group V)	Super Jumbo (Group VI)
RON on Gate (2200-1000)	\$536.00	\$804.00	\$1,072.00
Terminal Apron Parking (12-hour increments)	\$133.00	\$199.50	\$266.00

- Remote Aircraft Parking (Non-Terminal - North & West Ramp Areas)

	Narrow Body (Groups I-IV)	Jumbo (Group V)	Super Jumbo (Group VI)
Remote Parking (12-hour increments)	\$100.00	\$150.00	\$200.00

- Long Term** – The current Long-term rate is \$1.15 per square foot. Long-term aircraft parking, if available, may be leased through a separate agreement with the Authority at the North and West airfield ramp areas. The Authority reserves the right to adjust Long-term rates based on appraisal.

FEDERAL INSPECTION SERVICES FEES

- **FIS Fee** - \$7.00 per person on board, including but not limited to infants, crew, non-revenue, etc. This fee is charged to all international flights using the Federal Inspection Station facilities. There may be additional charges imposed by US Customs and Border Protection.
- **OFF-SCHEDULE FEE** – Federal Inspection Station Overtime Charges for Off-Schedule International Flights.

From Scheduled Arrival	Narrow Body	Jumbo	Super Jumbo
00 – 59 minutes	\$0.00	\$0.00	\$0.00
60 – 119 minutes	\$440.00	\$660.00	\$880.00
120 – 179 minutes	\$660.00	\$990.00	\$1,320.00
180 minutes and over	\$880.00	\$1,320.00	\$1,760.00

Off-schedule notification must be received at least 48 hours prior to scheduled arrival to avoid the above charges.

ANNUAL ACCESS GATE (Participating Airlines' Committed Gates)

	Narrow Body (Groups I-IV)	Jumbo (Group V)	Super Jumbo (Group VI)
Airline Equipment	\$110,804.00	\$166,206.00	\$221,608.00
Apron	\$84,844.00	\$127,266.00	\$169,688.00
Holdroom	\$632,327.00	\$948,490.50	\$1,264,654.00
Common Use Ticketing/Bag Makeup (per gate, Terminal C only)	\$495,046.00	\$742,569.00	\$990,092.00

NON-TERMINAL – REMOTE OPERATIONS TURN FEE (Part 135 Operators)

Aircraft Size Category	Category 1 1 – 60 seats	Category 2 61 – 100 seats	Category 3 101 – 250 seats
Fee per Operation	\$105.00	\$277.00	\$ 604.00

For Part 135 Operators with Part 380 approval to conduct commercial passenger flights through the FBO.

TERMINAL PREMISES RATES

	Annual Rate Per Square Foot
Terminal Premises – Enclosed Space	\$217.89
Terminal Premises – Unenclosed Space	\$20.00

Fuel System Fees

- **Hydrant Fuel System Fee** - a per gallon fee to utilize the hydrant fuel system at the Terminal gates. The current rate for non-members is \$0.125 per gallon and collected by the fuel facility management company as an agent for the Aviation Authority.
- **Non-Hydrant Fuel System Fee** - The fuel facility management company is required to charge both Members and Non-Contracting Users a fee of \$0.025 per gallon for direct (into-plane) fueling through the Fuel System other than through use of the hydrant system. This fee is not applicable to FBO retail fuel sales.

For additional information on Rates and Charges, contact Commercial Properties at (407) 825-2345.

Service Provider Permits

All companies providing aeronautical and/or non-aeronautical services on airport property are required to enter into a contractual-use agreement with the Aviation Authority. For aeronautical services please refer to the Aeronautical Service Operator Minimum Standards on our website at www.flymco.com in the Airline Business section.

Airport Services

- Administrative Fee \$ 250 (per application)
- Annual Airport Access Fee \$1,500
- Monthly Concession Fee 10% of gross revenue (certain exemptions apply)
- Security Deposit The greater of 3 months of Concession Fee or \$2,500

In Flight Catering Services

- Administrative Fee \$ 250 (per application)
- Annual Airport Access Fee \$1,500
- Monthly Concession Fee 7% of gross revenue
- Security Deposit the greater of 3 months of Concession Fee or \$2,500

Baggage Handling and Delivery Services from Off-Airport Locations

- Administrative Fee \$ 250 (per application)
- Annual Airport Access Fee \$1,500
- Monthly Concession Fee 5% of gross revenue (certain exemptions apply)
- Security Deposit the greater of 3 months of Concession Fee or \$2,500

All fees are subject to change with notice

For additional information, please refer to the Airline Business section of the Airport website at www.flymco.com or contact the Aviation Authority's Airline Affairs Department at 407-825-3835.

Passenger Facility Charge

Summary of Collection and Remittance Procedures

This document is intended to advise air carriers and their agents of the required and recommended procedures for the collection and remittance of Passenger Facility Charges (PFC) to Orlando International Airport. This document is intended only as a guide; the Code of Federal Regulations (CFR 14 Part 158) as implemented by the Federal Aviation Administration is the standard for administering the PFC program, which governs in all respects.

1. Amount of PFC:

\$4.50 per enplaning passenger.

2. Collection period:

Beginning February 1, 1993, and continuing for a period in which the total authorized collection amount has been reached. Notice of the charge expiration date is provided in each of the PFC Application Notifications that are sent to each airline. The current charge expiration date is July 1, 2046, as indicated in the Notice to Collect Passenger Facility Charge # 24-22-C-00-MCO (PFC #22).

3. Collection of PFCs on tickets:

For each one-way trip shown on the complete itinerary of an air travel ticket, issuing air carriers and their agents shall collect a PFC from a passenger only for the first two airports where PFCs are imposed. For each round trip, a PFC shall be collected only for enplanements at the first two enplaning airports and the last two enplaning airports where PFCs are imposed. On international travel, the carrier is required to collect PFCs on tickets only for the last airport at which the passenger is enplaned prior to departure from the U.S. The air carrier and their agents shall collect the PFC based on the itinerary at the time of issuance. Any changes in the itinerary initiated by the passenger that require an adjustment of the amount paid by the passenger are subject to collection and refund of the PFC as appropriate.

4. Handling of PFCs:

Collecting carriers and their collecting agents (PFC collectors) shall be responsible for all funds from the time of collection to remittance. PFC collectors shall establish and maintain a financial management system to account for PFCs. PFC revenue must be accounted for separately by PFC collectors, although the revenue may be comingled with the company's other sources of revenue. The PFC revenue is to be regarded as trust funds held by PFC collectors as agents, for the beneficial interest of the public agencies imposing PFCs. All PFC revenue collected and held by the PFC collectors is property in which the collectors hold only a possessory interest and not an equitable interest. Each PFC collector shall be required to disclose the existence and amount of funds regarded as trust funds in its financial statements.

5. Collection compensation:

As compensation for collecting, handling and remitting the PFC revenue, the PFC collector shall be entitled to retain:

- (a) \$0.11 of each \$4.50 PFC remitted
- (b) Any interest or other investment return earned on PFC revenue between the time of collection and remittance to the public agency.

6. Remittance of PFC funds:

PFCs are to be remitted on a monthly basis no later than the last day of the following calendar month in which they were collected (or if that date falls on a weekend or holiday, the first business day thereafter). Remittances should be sent to the following address:

GOAA - Greater Orlando Aviation Authority
P.O. Box 109425
Atlanta GA, 30348

Wire instructions for PFC's are as follows:

ABA # 026009593
Account # 898138735514
GOAA PFC Account
Bank of America, N.A.
222 Broadway
New York, NY 10038

ACH Payment instructions for PFCs are as follows:

ABA # 063100277
Account # 898138735514
GOAA PFC Account
Bank of America, N.A.
222 Broadway
New York, NY 10038

SWIFT Code for International Wires is BOFAUS3N

The above information is for **PFC payments only**.

All remittances are to be made in U.S. dollars payable to the Greater Orlando Aviation Authority (GOAA) with "PFC funds" referenced on the remittance advise or check. Attached is a blank "Monthly Reporting Form" that should be submitted with each remittance. If a tour operator or air carrier agent is remitting PFC payments for an air carrier(s), the name(s) and amount collected for each air carrier should be indicated.

7. Reporting requirements:

Each air carrier and their agents that collect PFCs shall file quarterly reports with GOAA. A blank copy of a quarterly reporting form is attached. The report shall be filed on or before the last day of the calendar month following the end of each calendar quarter. The report may be faxed to the attention of the PFC Accountant, Revenue Control, Finance Department, Greater Orlando Aviation Authority, fax number (407) 825-2259.

8. Annual PFC Audits:

Each collecting carrier or carrier's agents that collect more than 50,000 PFCs annually shall provide for an audit at least annually of its PFC account. The audit shall be performed by an accredited independent public accountant and may be of limited scope. The accountant shall express an opinion on the fairness and reasonableness of the carrier's procedure for collecting, holding and dispersing PFC revenue. The opinion shall also address whether the quarterly reports fairly represent the net transactions in the PFC account.

The Greater Orlando Aviation Authority hereby requests a copy of each PFC audit that is performed on an annual basis. The audits should be sent to the attention of the PFC Accountant, Greater Orlando Aviation Authority, One Airport Blvd., Orlando, FL 32827.

9. Amendments to this policy:

The Authority has the right to supplement, amend or terminate this guide at any time.

10. Communication:

Please contact your Account Receivables representatives or e-mail GOAA-AR-Reporting@goaa.org if you have any questions

Passenger Facility Charge Monthly Report

PFC MONTHLY REPORT

Schedule of Passenger Facility Charge Revenue Collected, Refunded, Withheld, and Remitted for Orlando International Airport

For Month Ending _____

Carrier Name _____

Address _____

Contact Name _____

Phone Number () _____

Fax Number () _____

Amount Collected	Less Refunds Refunds	Net Amount Collected	Less Compensation	Net Amount Remitted
\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

ORLANDO INTERNATIONAL AIRPORT
GREATER ORLANDO AVIATION AUTHORITY

Revised April 14, 1998

Passenger Facility Charge Quarterly Report

PFC QUARTERLY REPORT

Schedule of Passenger Facility Charge Revenue Collected, Refunded, Withheld, and Remitted for Orlando International Airport

For Quarter Ending _____

Carrier Name _____

Address _____

Contact Name _____

Phone Number () _____

Fax Number () _____

Month	Amount Collected	Less Refunds Refunds	Net Amount Collected	Less Compensation	Net Amount Remitted
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Total Remitted for the Quarter					\$ _____

ORLANDO INTERNATIONAL AIRPORT
GREATER ORLANDO AVIATION AUTHORITY

Revised April 14, 1998

Landing Report Form

ORLANDO INTERNATIONAL AIRPORT MONTHLY LANDING REPORT (MLR 01) Due by the 10th of each month

1. Airline Code (3 letter ICAO): _____ Airline Name: _____
Month, Year : _____ Handling Agent: _____

2. LANDINGS: (Please use form MLR_02 to report landing information if additional space is required)

		Number of Landings					Total Landings (B+C+D+E)	Total Landing Weight (A * F)
Type of Aircraft	Aircraft Series	Landing Weight * (Pounds) (A)	Scheduled (B)	Charter (C)	Non-Rev (D)	FBO** (E)	(F)	(A * F)
TERMINAL A/B								
A. DOMESTIC								
_____	_____	_____	_____	_____	_____	_____	-	-
_____	_____	_____	_____	_____	_____	_____	-	-
_____	_____	_____	_____	_____	_____	_____	-	-
Total Domestic - Terminal A/B			-	-	-	-	-	-
B. INTERNATIONAL								
_____	_____	_____	_____	_____	_____	_____	-	-
_____	_____	_____	_____	_____	_____	_____	-	-
_____	_____	_____	_____	_____	_____	_____	-	-
Total International - Terminal A/B			-	-	-	-	-	-
TERMINAL C								
C. DOMESTIC								
_____	_____	_____	_____	_____	_____	_____	-	-
_____	_____	_____	_____	_____	_____	_____	-	-
_____	_____	_____	_____	_____	_____	_____	-	-
Total Domestic - Terminal C			-	-	-	-	-	-
D. INTERNATIONAL								
_____	_____	_____	_____	_____	_____	_____	-	-
_____	_____	_____	_____	_____	_____	_____	-	-
_____	_____	_____	_____	_____	_____	_____	-	-
Total International - Terminal C			-	-	-	-	-	-
TOTAL DOMESTIC & INTERNATIONAL							-	-

* Certified Maximum Gross Landing Weight to the nearest 1,000 pounds

3. PASSENGER COUNTS:

	SCHEDULED				CHARTER				**FBO	
	TERMINAL A/B (Gates 1 to 129)		TERMINAL C (Gates 200 plus)		TERMINAL A/B (Gates 1 to 129)		TERMINAL C (Gates 200 plus)		Enplaned	Deplaned
	Enplaned	Deplaned	Enplaned	Deplaned	Enplaned	Deplaned	Enplaned	Deplaned		
Domestic Rev.	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Domestic Non-Rev.	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Domestic Infants	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
International Rev.	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
International Non-Rev.	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
International Infants	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Crew Members*	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Totals*	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

** Enter number of landings or passenger counts handled by an FBO Operator. The passengers or landing were not processed thru our main terminal building.

4. CARGO WEIGHTS:

	Scheduled		Please Report in Pounds		Charter	
	Enplaned	Deplaned	Enplaned	Deplaned	Enplaned	Deplaned
Domestic						
Mail	_____	_____			_____	_____
Freight & Express	_____	_____			_____	_____
International						
Mail	_____	_____			_____	_____
Freight & Express	_____	_____			_____	_____
Total Cargo	-	-			-	-
Perishables Cargo	(please indicate the amount of perishable cargo included in the above cargo figures)					
Domestic	_____	_____			_____	_____
International	_____	_____			_____	_____

Prepared by (signature): _____
Print Name of Preparer: _____

Date: _____ Phone #: _____
Fax Number: _____

Please send the form to GOAA- Accounts Receivables Department,
by fax 407-825-2259 or via email to GOAA-AR-Reporting@goaa.org
Direct any questions to 407-825-2096

*Crew Members will not be counted in the monthly Baggage billing. Please ensure that the total number of enplaned and deplaned passengers and crew on this report is equal to the total number of individuals who are counted on your daily counts that are sent to Airline Operations.

Aeronautical Service Providers

Commercial Aviation

Fixed Base Operators (FBO)

Company Name	Point of Contact	Phone	E Mail
Atlantic Aviation	Cody Patterson	407-851-8304	cody.patterson@atlanticaviation.com
Signature Flight Support	Eddie Cabrera	407-825-6999	eddie.cabrera@signatureflight.com

Airline (ITP) Fueler (Terminal Gates)

Company Name	Point of Contact	Phone	E Mail
Menzies Aviation	Eric Hamilton	407-810-3903	eric.hamilton@menziesaviation.com
PrimeFlight Aviation	Kenneth Reaves	808-651-4026	kreaves@primeflight.com

Airline Line Maintenance

Company Name	Point of Contact	Phone	E Mail
Alpha-Tech Aviation Services	Guillermo Pichardo	305-582-9850	gpichardo@alphatechaviation.com
Certified Aviation Services	Brad Cary	951-452-3972	bcary@certifiedaviation.com
EPC Aerospace Aircraft Maintenance Services	Jack Bojinov	407-669-3041	jack.bojinov@epcaerospace.com
F & E Aircraft Maintenance (FEAM)	Adam Maska	689-339-4244	amaska@feam.aero
Jet Aircraft Maintenance	Richard Reynolds	407-825-6405	rreynolds@jetgroup.net
Professional Ocean Services	Janette Suarez	786-286-9957	janette.suarez@professionalocean.com
Flight Tech Worldwide	Michael Borda	786-448-9968	Mborda@flighttechworldwide.com
STS Line Maintenance	Samuel Archer	352-256-5471	samuel.archer@stslm.com

Ramp Services - Note: MCO is not currently accepting new ground handling entrants

Company Name	Point of Contact	Phone	E Mail
AGI Ground	Jose Lozano	321-350-6769	jlozano@agi.aero
Falcon Airport Services	Juan Carlos Martinez	407-404-8903	jc.martinez@falconairportservices.com
D'nata	Chris Combis	703-223-4613	chris.combis@dnata.us
Menzies Aviation	Eric Hamilton	407-810-3903	eric.hamilton@menziesaviation.com
Quantem Aviation Services	Mike Hoffman	407-488-9731	mhoffman@qasllc.aero
Swissport USA	Troy Wollenbecker	857- 205-9468	troy.wollenbecker@swissport.com
Triangle Services of Florida	Teresita Toro Gutierrez	407-205-3797	tgutierrez@triangleservices.com

Passenger Services

Company Name	Point of Contact	Phone	E Mail
AGI Ground	Jose Lozano	321-350-6769	jlozano@agi.aero
D'nata	Chris Combis	703-223-4613	chris.combis@dnata.us
Falcon Airport Services	Juan Carlos Martinez	407-404-8903	jc.martinez@falconairportservices.com
Matrix Aviation Services	Rossana Hurtado	407-404-9147	rossana@matrix-aviation.com
Menzies Aviation	Eric Hamilton	407-810-3903	eric.hamilton@menziesaviation.com
Quantem Aviation Services	Mike Hoffman	407-488-9731	mhoffman@qasllc.aero
Swissport USA	Troy Wollenbecker	857- 205-9468	troy.wollenbecker@swissport.com
Triangle Services of Florida	Teresita Toro Gutierrez	407-205-3797	tgutierrez@triangleservices.com
Professional Aviation Marketing	Pamela Gundelach	305-593-5050	pgundelach@professional1.com
Unifi Aviation	Dakota Bonnell	843-360-2681	dakota.bonnell@unifiservice.com

Aircraft Cleaning Services (interior cabin cleaning, exterior wash, engine & APU wash)

Company Name	Point of Contact	Phone	E Mail
ABM Aviation	Michael Clupper	386-473-5130	Michael.clupper@abm.com
AeroCore Technologies	Kira Emerson	760-694-0799	aerocoretech@aerocore.com
Certified Aviation Services	Brad Cary	951-452-3972	bcary@certifiedaviation.com
DASH Aero	David Allen	317-439-5000	david@dash-aero.com
D'nata	Chris Combis	703-223-4613	chris.combis@dnata.us
EcoServices	Richard Leon	407-825-3473	ricardo.leon@ecopower.aero
Eulen America	Jonathan Jimenez	305-527-5397	jjimenez1@eulen.com
Falcon Airport Services	Juan Carlos Martinez	407-404-8903	jc.martinez@falconairportservices.com
Flightline Support Group	Robert Frongillo	908-514-1494	robert.frongillo@flightlineSG.com
Industrial Cleaners	Sam Avola	407-823-8967	sam6510@msn.com
Mai Boat Service	Kenny Mai	321-440-8542	kennymai99@yahoo.com
Menzies Aviation	Eric Hamilton	407-810-3903	eric.hamilton@menziesaviation.com
National Aviation Services	Jose Gomez	407-968-4048	jgomez@nataviation.com
PrimeFlight Aviation	Kenneth Reaves	808-651-4026	kreaves@primeflight.com
Prospect of Orlando	John Voyles	407-282-0670	john.voyles@prospectair.com
Triangle Services of Florida	Teresita Toro Gutierrez	407-205-3797	tgutierrez@triangleservices.com

Catering Services

Company Name	Point of Contact	Phone	E Mail
Flying Food Group	Roger Raghunath	407-851-8297 ext 16	rraghunath@flyingfood.com
Gate Gourmet	William Restituto	407-530-6491	brestituto@gategroup.com
Sky Chef	Gary Whittaker	407-851-7590	gary.whittaker@lsgskyschefs.com

Air Cargo Services

Company Name	Point of Contact	Phone	E Mail
Air General	Andy Reeves	407-924-7110	andy.reeves@airgeneral.com
AGI Cargo	Angel Rosario	407-230-1076	arosario@agi.aero
Crane Worldwide Logistic	Jorge Andino	407-813-1109	jorge.andino@craneairfreight.com
MBM Delivery & Logistics	Amir Danesh	703-661-4802 ext 150	amirdanesh@mbmllogisticsllc.com
Quantem Aviation Services	Mike Hoffman	407-488-9731	mhoffman@qasllc.aero
Tri-Star Airport Handling	Rita Boregas	321-732-8070 x 606	rita@tristarcarco.us

Communications

Company Name	Point of Contact	Phone	E Mail
ARINC	Teresa Armiger	410-266-4108	teresa.armiger@collins.com
SITA	Edmund Smolinski	470-927-1947	edmund.smolinski@sitaaero.com

Aircraft Ground Services Equipment Maintenance (GSE)

Company Name	Point of Contact	Phone	E Mail
AGI Ground	Jose Lozano	321-350-6769	jlozano@agi.aero
Fortbrand Services	Shawn Love	516-576-3200 x208	shawn@fortbrand.com
LGSTX Services	Vernal Archie	312-444-0247	vernal.archie@lgstx.com
Swissport USA	Juan Ramia	407-825-2882	juan.ramia@swissport.com
Textron GSE	John Gautreau	321-289-6214	jgautreau@textron.com

Mishandled Baggage Delivery

Company Name	Point of Contact	Phone	E Mail
Baggage Airline Guest Services	John Romantic	407-849-0670	jromantic@maketravelasasier.com
Roadie	Matt Finger	404-310-3139	mfinger@roadie.com

Off Airport Baggage Check-in

Company Name	Point of Contact	Phone	E Mail
Baggage Airline Guest Services	John Romantic	407-849-0670	jromantic@maketraveleasier.com

Security Services

Company Name	Point of Contact	Phone	E Mail
ACTS Aviation Security	Deborah Young	407-801-4805	dyoung@acts-sec.com
Allied Universal	Fabio Martinez	407-209-7445	fabio.martinez@aus.com
Falcon Airport Services	Juan Carlos Martinez	407-404-8903	jc.martinez@falconairportservices.com
Global Security Associates	Angelo Santiago	516-647-8858	asantiago@globaleliteinc.com
Master Lightning Security Solutions	Pedro Suarez	626-337-2915	pedro.suarez@mlsscorp.com
Prospect of Orlando	John Voyles	407-282-0670	john.voyles@prospectair.com
SCIS Air Security Corporation	Sean Dookie	786-556-2976	sdookie1@scisairsecurity.com
Unifi Aviation	Dakota Bonnell	843-360-2681	dakota.bonnell@unifiservice.com

Skycap Services & Wheelchair Services - Note: MCO is not currently accepting new ground handling entrants

Company Name	Point of Contact	Phone	E Mail
ABM Aviation	Chad Ford	813-508-6602	chad.ford@abm.com
Baggage Airline Guest Services	John Romantic	407-849-0670	jromantic@maketraveleasier.com
Falcon Airport Services	Juan Carlos Martinez	407-404-8903	jc.martinez@falconairportservices.com
G2 Secure Staff	Brian Haskin	407-704-0246	bhaskin@g2securestaff.com
Maximus Global Services (MGS)	Geovanni Rivera	786-874-0232	grivera@mgs-holdings.com
Prospect of Orlando	John Voyles	407-963-6188	john.voyles@prospectair.com

Other Aeronautical Related Services

(includes avionics, drug/alcohol testing, hazmat handling, GSE preventative Mtx., cargo screening, airline lounge mgmt., etc.)

Company Name	Point of Contact	Phone	E Mail
24/7 On Site	Steve Heuel	361-353-4647	sheuel@247onsite.net
American K-9 Detection Services	Hector Joglar Garcia	386-479-6592	hector.joglar@constellis.com
AGI Post	Ryan McKenzie	786-731-3758	rmckenzie@agi.aero
ERMC Aviation	Billy Tyler Lee Mahan	623-374-1692	billytyler.mahan@unifiservice.com
Exam Services of Central Florida	Lynn Blank	407-721-6117	lynn.examservices@cfl.rr.com
Florida Flight	Billy Rumzi	407-438-6615	rumzi.b@gmail.com
Foxtrot Aviation Services	Joshua Wiseman	321-429-8628	joshua.wiseman@foxtrotaviation.com
Global K9 Protection Group	Jeff Koehl	334-487-1727	jkoehl@gk9ng.com
Midlands Testing Services	Lorelee Byrd	402-983-9590	midlandstestingqservices@yahoo.com
MSA Security	Lawrence Alfano	212-509-1336	lalfano@msasecurity.net
Sodexo Operations	Jessica Corsetti	904-646-7856	jessica.corsetti@sodexo.com
SodexoMagic	Doris Freeman	813-758-3409	doris.freeman@sodexo.com
Thales Avionics	Alisa Marsingill	407-812-2681	alisa.marsingill@us.thalesgroup.com
Univar Solutions USA	Jennifer Yruegas	303 829-7951	jennifer.yruegas@UnivarSolutions.com

General Aviation

Mobile Aircraft Repair and Maintenance

Company Name	Point of Contact	Phone	E Mail
Big Sky Aviation	Jesse Bryan Garner	561-615-4033	bryan.garner@bigskyaviation.com
Constant Aviation	Nathan Romney	469-323-4081	nromney@contantaviation.com
Empire Aviation	William Sullivan	561-215-5774	william.sullivan@empireaviationUSA.com
Just Jets Services	William Damm	407-342-2752	bill.damm@justjetsservices.com
Stevens Aerospace & Defense Systems	Dendall Wood	864-678-6257	dwood@stevensaerospace.com
Rapid AOG	Kelvin Cordero	816-727-4369	k.cordero@rapidaog.net

Aircraft Detailing

Company Name	Point of Contact	Phone	E Mail
Immaculate Flight	Tim Bloch	980-297-8615	tbloch@immaculateflight.com