



## City Council Policy #38 Airport Billing & Collection

Date Approved: December 16, 1996

Dates Amended: 09/17/2001; 06/27/2005; 06/02/2008; 12/21/2008; 12/16/2013; 12/17/2018;  
12/21/2020; 12/18/2023

It is the policy of the City of Kirksville to make available for sale, aviation fuels and oil at the Kirksville Regional Airport. Such fuels and oil shall be sold at a reasonable markup to provide for a portion of the operations costs with an incentive for volume sales at the Kirksville Regional Airport. This Airport Billing and Collection Policy outlines the various fuel price markups and volume fuel price discounts at the Kirksville Regional Airport.

### **I. BILLING AND COLLECTIONS**

Invoices shall be issued to all charge customers with approved credit by the 5th of each month. Payment in full is due by the 20th of each month. City charge customers are subject to approval by the Airport Director and are allowed to charge fuel monthly only.

All accounts that are unpaid by the 30th of the month will be assessed an interest charge of 1.5% per month (18% per year).

The City will accept a variety of credit cards. Acceptable credit cards will include, but not be limited to, Mastercard, Visa, Multi-Service, Discover, Phillips 66, American Express, Avfuel, government, and contact fuel cards.

### **II. PRICING**

Minimum pump price markups for fuel at the Kirksville Regional Airport shall be established as follows. The Airport Director has the authority to adjust pricing beyond the markups established. Additional markups must be competitive with regional and local markets and will be monitored closely so as to not affect volume sales.

100LL (AVGAS) - FULL SERVICE. 100 LL will be marked up .75 cents per gallon over the price per gallon charged to the City of Kirksville by the bulk fuel provider.

JET A - FULL SERVICE. Jet A will be marked up .85 cents per gallon over the price per gallon charged to the City of Kirksville by the bulk fuel provider.

### **III. FUEL DISCOUNTS**

Discounts shall be allowed for large-volume users as follows:

DISCOUNTS. Appendix A of this policy defines the fuel discount structure for Kirksville Regional Airport. The discounts shall apply to the purchase of fuel from the Kirksville Regional Airport.

JET A. The discount structure shown in Appendix A shall apply to all JET A fuel sales as a reduction of the then-current standard retail posted price before the application of State sales taxes.

100LL. The discount structure shown in Appendix B shall apply to all 100LL fuel sales as a reduction off of the then current standard retail posted price before the application of State sales tax.

**BASED CUSTOMERS.** Based customer is defined for the purpose of this policy as those aircraft legally stored in hangers and tie-downs of the Kirksville Regional Airport or its tenants, paying legal tenants of licensed FBO's, and aircraft owned and/or operated by licensed FBOs located on the Kirksville Regional Airport.

**ANGEL FLIGHT CUSTOMERS.** Angel Flight customer is defined for this chapter as those customers providing benevolent, not-for-profit medical transportation. Discounts will be determined on a case-by-case basis by the Airport Director for these types of flights. Any discount must ensure that the city is reimbursed for fuel costs and labor.

**VETERAN/MILITARY SUPPORT FLIGHTS.** Veteran and military not-for-profit flights may receive discounts. Discounts will be determined on a case-by-case basis by the Airport Director for these types of flights. Any discount must ensure that the City is reimbursed for fuel costs and labor.

Discount prices will be determined on an annual basis before the start of each fiscal year. Volume is determined using the customer's past 12-month usage at the Kirksville Regional Airport.

New high-volume users may be considered for the above described discount prices by providing documentation that large volumes of fuel will be required for their operation(s) which will be based at the Kirksville Regional Airport.

#### **KIRKSVILLE REGIONAL AIRPORT EAS PROVIDER**

Discount prices for any commercial air carrier will be per Appendix A or B

#### **IV. SPECIAL EVENT DISCOUNTS**

During the week of the Oshkosh Fly-In, the Airport Director shall have the authorization to discount all fuels up to \$.25 per gallon from the current pump price.

During the Kirksville Regional Air Festival, the Airport Director shall have the authorization and discretion to provide fuel at cost to the performers, ride giving aircraft, skydiving aircraft, or any associated operation for the benefit of the Kirksville Regional Air Festival.

**IN THE PLANE CONTRACT FUEL SALES.** In the plane contract fuel sale prices and profits are determined in the contract between the City and fuel provider.

Kirksville Regional Airport  
**Fuel Discount Structure**  
**Appendix A**

**Section 1. Jet A**

- (a) Itinerant Customers – The following are on a per-transaction basis:
  - 1 - 300 gallons posted price per gallon
  - 300-500 gallons minus \$.03 per gallon
  - 500-1000 gallons minus \$.05 per gallon
  - 1000-up gallons minus \$.07 per gallon
  
- (b) Based Customers
  - minus \$.03 per gallon
  - After 5,000 gallon annual usage minus .10 per gallon
  
- (c) Pre-Purchase Customers
  - 5,000 gallons or more minus \$.10 per gallon
  - 10,000 gallons minus \$.15 per gallon
  - 25,000 gallons minus \$.20 per gallon
  
- (d) “Angel Flight” Customers (non-profit)
  - Any purchase minus \$.20 per gallon
  
- (e) Veteran/Military support (non-profit)
  - Any purchase minus \$.20 per gallon
  
- (f) IRK EAS Provider
  - Any amount minus \$.25 per gallon

Kirksville Regional Airport  
**Fuel Discount Structure**  
**Appendix B**

**Section 2. 100LL Avgas**

(a) Itinerant Customers – The following are on a per-transaction basis:

1 - 100	gallons	posted price per gallon
100-200	gallons	minus \$.03 per gallon
200-500	gallons	minus \$.05 per gallon
500-up	gallons	minus \$.07 per gallon

(b) Based Customers  
5,000 gallon or more annual usage

		minus \$.03 per gallon
		minus \$.10 per gallon

(c) Pre-Purchase Customers\*

5,000	gallons	minus \$.15 per gallon
10,000	gallons	minus \$.20 per gallon
25,000	gallons	minus \$.25 per gallon

(d) “Angel Flight” Customers  
Any purchase

		minus \$.10 per gallon
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(e) IRK EAS Provider  
Any amount

		minus \$.50 per gallon
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\*The Pre-Purchase rate shall only apply if payment is made by check, cash, or Phillips 66 credit card.