

March 19th, 2025

To: Air Carriers shown on Attached List

Dear Sir or Madam:

Re: Bemidji Regional Airport Passenger Facility Charge (PFC) Program  
Notice of Intent to Submit an Application to the Federal Aviation Administration to Impose and Use a PFC at the Bemidji Regional Airport and Notice of Air Carrier Consultation Meeting

The Bemidji Regional Airport (Airport) is hereby informing air carriers operating at the Bemidji Regional Airport of its intent to submit an application for authority to impose and use a Passenger Facility Charge (PFC). The Airport is issuing this notice as part of the application process under 14 CFR § 158.23 and § 158.25 and is providing you with the following information:

- PFC level, proposed charge effective date, estimated charge expiration date
- Class of carriers required to collect the PFC
- Data and location of air carrier consultation meeting
- Attachments as follows:
  - Attachment 1 Air Carrier Notification list
  - Attachment 2 Acknowledgment of Receipt of Air Carrier Consultation Meeting Notice
  - Attachment 3 PFC Project Descriptions, Justifications and Amounts
  - Attachment 4 PFC Project Financial Summary Table

**PFC Charge Level, Effective Date, Expiration Date and Total PFC Revenue**

Proposed PFC charge level for this application: \$4.50

Total PFC Revenue: \$605,521 / \$4.39 (\$4.50 – air carriers \$0.11) = 137,932 passengers  
24,348 passengers / year = 2,029 passengers / month  
68 months (5 years 8 months)

Proposed charge effective date: September 1<sup>st</sup>, 2025

Estimated charge expiration date: May 1<sup>st</sup>, 2031

### **Air Carrier Meeting**

The Airport will hold a meeting via teleconference on **Friday, April 18<sup>th</sup>, 2025 at 10:00 a.m.** to present the proposed PFC projects and answer air carrier questions.

Air carrier representatives may attend via conference call. Please contact Executive Director Kyle Christiansen at (218) 444-2438 at least five (5) days before the meeting date for further instruction. Within 30 days following the meeting, air carriers must provide the Airport with a written certification of agreement or disagreement with the proposed application, including the reason for any disagreement. If timely certification is not provided, air carriers will be considered to have certified their agreement.

### **Acknowledgment of Receipt of Notice**

Please acknowledge receipt of this notice pursuant to 14 CFR §158 23(c)(1) by signing the "Acknowledgment of Receipt" form (enclosed as Attachment 2) and returning it to the address shown on the form.

If you have questions about the proposed PFC or the air carrier consultation meeting, please contact Executive Director Kyle Christiansen at (218) 444-2438 or e-mail [kyle.christiansen@bemidjiairport.org](mailto:kyle.christiansen@bemidjiairport.org). Alternately, you may contact Jerry Bolin, Karvakko Engineering, Inc. at (218) 444-8004 or by e-mail at [jerry.bolin@karvakko.com](mailto:jerry.bolin@karvakko.com). Your attention to this matter is very much appreciated.

Sincerely,  
BEMIDJI REGIONAL AIRPORT

Kyle Christiansen  
Executive Director

Enclosures - Attachments 1, 2, 3, and 4

# ATTACHMENT 1

## Air Carrier List

Sky West Airlines, Inc.  
444 South River Road  
St. George, Utah 84790

Sun Country Airlines  
2005 Cargo Road  
Minneapolis, MN 55450

Swift Air, LLC  
PO Box 522236  
Miami, FL 33152

Allegiant Air, LLC  
PO Box 371730  
Las Vegas, NV 89137

Delta Airlines  
1030 Delta Boulevard  
Atlanta, GA 30354-1989

Fargo Jet Center, LLC  
3802 20th Street North  
Fargo, ND 58102

## ATTACHMENT 2

### Acknowledgment of Receipt

Bemidji Regional Airport - Notice of PFC Application  
Air Carrier Consultation Meeting Notice

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Name (signature)

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Date

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Name of Airline (please print)

Please return to:

Kyle Christiansen  
Executive Director  
Bemidji Regional Airport  
3824 Moberg Drive NW, Suite 101  
Bemidji, MN 56601  
218-444-2438  
[kyle.christiansen@bemidjiairport.org](mailto:kyle.christiansen@bemidjiairport.org)

# ATTACHMENT 3

## PFC Project Descriptions

### Project 1 – Acquire MB2 Snow Removal Equipment

**PFC Level: \$4.50**

Description: This project included the acquisition of MB2 Batwing Plow – Snow Removal Equipment.

Justification: The Bemidji Regional Airport currently administers and performs snow removal operations for all runways, taxilanes, taxiways, aprons, and the airfield. The existing snow removal equipment is approaching the end of its useful life and is unreliable, resulting in costly maintenance efforts having to be performed. It is a necessity that the Bemidji Regional Airport have proper snow removal equipment to ensure safe and efficient airfield operations. Snow removal equipment is eligible through the PFC Program, which eliminates the need for the Buy American requirements, making purchasing SRE equipment easier, and reducing overall equipment costs.

Date: 9/1/2025 – 5/1/2031

Total Project Cost:	\$585,521
FAA AIP Share:	\$0
State Share:	\$0
(PFC) Local Share:	\$585,521
Remaining Local Share:	\$0

### Project 2 – PFC Program Administration

**PFC Level: \$4.50**

Description: This project includes providing for PFC Program Administration for years 2025 – 2031.

Justification: Administrative efforts and costs are incurred during the process of completing, managing, and implementing the PFC Application. This covers the costs for administering the PFC program for years 2025 – 2031.

Date: 2/1/2025 – 5/1/2031

Total Project Cost:	\$20,000
FAA AIP Share:	\$0
State Share:	\$0
(PFC) Local Share:	\$20,000
Remaining Local Share:	\$0

## Financial Summary

Bemidji PFC Proposed Projects								
PFC Project No.	Project Description	AIP Nos.	Total Cost	Federal Share of AIP-Eligible Cost	State Share of AIP-Eligible Cost	Airport Share of AIP-Eligible Cost (PFC)	Other Airport Local Share	Funding Split of AIP Eligible Cost
1	Acquire MB2 Snow Removal Equipment	NA	\$585,521	\$0	\$0	\$0	\$585,521	100% Local, reimbursed through PFCs
2	PFC Program Administration	NA	\$20,000	\$0	\$0	\$0	\$20,000	100% Local, reimbursed through PFCs
<b>Total</b>			\$605,521	\$0	\$0	\$0	\$605,521	