FEES

Video Tutorial

Panel **Fees** allows defining **Airport Fees** and **Aircraft Fees**. It is possible to add multiple fees for both: airport & aircraft. You can also **copy** Airport & Aircraft fees by clicking the icon and when a pop-up window appears name new fees and save.

Aircraft Fees

Defining aircraft fees

To define fees to a particular aircraft click **New Aircraft Fees** icon and in the new page you will see on the left-hand side available **items** which can be selected and added into the Aircraft fees list. The order of selected fees can be changed by **drag & dropping** them and the same order will be used in the quote's edition page, where the list of aircraft fees appear.

Is initially added option is explained in a separate article available on the main page of the Manual as the 'Fees' subsection.

With regards to the item **'Discount'**, the value inserted is as an amount in currency and has to be less than zero, e.g. **-€15** for the discount of €15.

Once items are selected you can insert **Price** to each one of them. Choose the currency and name the pricing (it can be i.e. aircraft registration or client).

Once Airport Fees have been defined, you will be able to switch between them in the Quote edition panel by using the button **Recalculate**.

The explanation for some of the fees is below:

- **2nd pilot fee** - number of units applied manually in the quote edit
- **Additional Fee/Discount** - additional percentage fee applied to the total amount of the quote. If percentage is with the negative value, it will apply discount.
- **Aircraft Hangar Fee** - number of units applied manually in the quote edit.
- **Aircraft Parking Fee** - calculation based on the number of total overnights within the trip.
- **Aircraft Parking Full Day Fee** - calculation based on the number of full days outside the aircraft home base.
- **Aircraft VIP Lounge** - calculation based on number of departure PAX (not connected with 'Airport VIP Lounge').
- **Ambulance Transportation** - number of units applied manually in the quote edit.

- **Block Hour Fee** - calculation based on total Block Time of the itinerary.
- **Catering** - fee applies to all PAX on the flight excluding fuel stops.
- **Comission Fee Ferry** - calculation based on total Flight Time of the ferry legs of the quote, with the option to apply discount in percentage after pre-defined block time.
- **Commision Fee PAX** - calculation based on total Flight Time of the PAX legs, with the option to apply discount in percentage after pre-defined block time.
- **Contribution** - calcuation based on aircraft days outside home base.
- **Covid kit fee** - calculation based on PAX number.
- **CPT cost fee** - cost of CPT days outside his/her home base.
- **Credit Card Fee (%)** - additional percentage fee for credit card usage. It is calculated on the final quote price that includes any additional fees and discounts
- **Crew Block Hour Cost Fee** - fee calculated on a total block time of the trip including both Ferry and PAX flights.
- **Crew charge** - fee calculated per day - if i.e. quote's itinerary is of 2 days, this fee will be multiplied by '2'.
- **Crew Costs Fee** - fee for the crew personal costs total for the whole crew. E.g: a trip for 01.01 – 03.01.01 = 3 days which have to be paid. A unit is a number of days within one trip calculated as a difference between the day of the end and the start of the trip.
- **Crew Layover** - fee for a day when the crew have to stay outside the HB during one trip. As an <u>example</u>: flight on 26-01 and return on 28-01. This fee would apply for the 27-01. The unit would be a number of days without a flight within the request.
- **Crew meal PN** - fee calculated per flight day.
- **Day Room Fee** - fee calculated on the total ground time outside ICAO Home Base of the aircraft. **Apply after _hh:mm_h** allows indicating the number of hours after which the calculations should apply.
- **Dangerous Goods Fee** - fixed amount but can be amended manually within the quotation.
- **Discount** - value for the discount of the quote, which applies to the total price/cost of the quote.
- **Discount Ferry Flight** - discount calculated on ferry flight time (_Ferry flight time_ x _discount price = discount amount_).
- **Eurocontrol** - fee calculation per flight hour.
- **Expenses Block Hour Fee** - fee calculated on a total block time of the trip including both Ferry and PAX flights.
- **Extra PAX fee** - based on departing PAX applied over the number of PAX indicated in the 'Apply above' field.
- **Ferry block fee** - based on ferry block hours with possibility to apply percentage discount before pre-defined time of ferry block hour.
- **Ferry flight fee** - based on ferry flight hours with possibility to apply percentage discount before pre-defined flight time.
- **Flight Attendant** - calculated for FA days outside of home base.
- **Flight Hour Fee** - fee for an hour of flight.
- **Flying Days Fee** - fee for the number of days within the trip, e.g. if the trip is spread across 7 days, but there are only 3 days of flying, this fee applies to those 3 days.
- **FO cost fee** - calculated for FO days outside home base.
- **Fuel Block Fee** - calculation based on block hours of the flight, with the option to apply discount in percentage after pre-defined block time.
- **Fuel Flight Fee** - calculation based on flight hours of the flight, with the option to apply discount in percentage after pre-defined flight time.
- **Fuel Stop Fee** - calculation based on max aircraft range (define in its profile), Leon will apply it even if no fuel stop is added to the quote.
- **Fuel Surcharge Fee** - fixed amount but with '0' as a default number of items within the

quotation. The number of items within the quotation has to be amended manually.

- **Leg Fee** - calculation based on number of legs within the quote.
- **Medical Staff Fee** - fixed amount but can be amended manually within the quotation. The number of items within the quotation has to be amended manually.
- **Minimum day charge fee** - fee will apply if quote's block time is shorter than block time value defined in this fee - Leon will apply it for the block time difference between defined block time & quote's block time (i.e. defined fee block time is 01:00, quote's block time is 00:40 - Leon will apply this fee for 00:20).
- **Minimum day charge fee** - set fee for each day with less than a certain amount of block hours of flying selected in the threshold
- **Navigational Block Hour Fee** - fee calculated on a total block time of the trip including both Ferry and PAX flights.
- **Overnight Fee** - calculation based on the number of overnights of the aircraft.
- **Owner Block Hour Fee** - fee calculated on a total block time of the trip including both Ferry and PAX flights.
- **Owner Fee** - fee for an hour of flight with an owner. This fee applies to the trips requested by the owner of the aircraft on which the request is being made. E.g. Requester is an owner of SP-LEON aircraft and makes a request to fly on SP-LEON.
- **Owner Flight Hour Fee** - fee calculated on the total flight time of the trip including both Ferry and PAX flights.
- **PAX Block Fee** - fee based on the block time of the trip, with the option to apply discount in percentage after predefined block time value.
- **PAX Fee** - fee based on the sum of PAX on all the flights within the quote, e.g. if there are 2 flights with 3 PAX on each flight, the fee is calculated based on 6 PAX. This is not a fee based on unique PAX (i.e. PAX 'A' flying on 2 legs and calculated as 1) but a fee based on the total number of PAX.
- **PAX Flight Fee** - fee based on the flight time of the trip, with the option to apply discount in percentage after predefined flight time value.
- **Permits fee** - calculated as a fixed amount of 1 x price indicated.
- **ProParts fee/ h** - calculated base on the number of flight hours.
- **Short sector fee** - fee charged per sector shorter than the distance selected in the threshold.
- **Take off extras aeroportuaires** - number of units inserted manually in the quote edit.
- **Take off extras agent** - number of units inserted manually in the quote edit.
- **Take off extras pilot** - number of units inserted manually in the quote edit.
- **Trip Startup fee** - unit always set to 1 as it applies to single-quoted trip.
- **UK Permit** - applied manually
- **Urgent Fee** - applied manually per units.
- **Urgent Fee 24h** - fee applies when the requested trip begins within 24h since generating the quote.

> **Aircraft Fees labels can be renamed. More information on how to rename the labels can be found [here](#)**

> **Aircraft Fees & Airport Fees need to be connected to particular aircraft in an aircraft profile (section ADMIN > FLEET), tab SALES.**

Catering

Additional elements within **Catering fee** are:

- **Min. block time** - minimum block time to apply catering
- **'Apply after [*hh:mm*] h'** - this option allows selecting the number of ground time hours after which the catering fee should apply. If the time between the flights is less than this value, the flights are considered as one for the Catering purposes. If it is more, the Catering fee is calculated based on the number of PAX on each flight.

Catering fee calculation

The example presented in the screenshot shows that if the 'Catering' minimum block time is set to 1h (as per above) and required ground time is more than 2h, Leon will calculate this as follows:

- the ground time between leg 2 (WAW-AMS) and leg 3 (AMS-RKE) is less than 2h, therefore, these 2 legs are calculated as 1 for catering purposes. Additionally, block time on leg 2 and 3 are over the minimum required (1h). This is giving 3 PAX in total (€300)
- leg 4 is calculated as a separate leg. Block time on this flight is over 1h, therefore, another 3 PAX are calculated for the catering purposes (€300) giving the total of 6 in the whole trip (€600)

If there was **only 1 leg with PAX** within one request, Catering would be calculated based on the number of PAX on this leg.

Adding an extra leg with 2 PAX to our example with the ground time of more than 2h would add extra 2 PAX towards Catering fee calculation. The same would happen if the timeframe between each leg in our example was more than 2h. In this case, the Catering would be calculated based on 9PAX rather than 6.

'Minimum day charge fee' and 'Short sector fee'

EXAMPLES

<u>EXAMPLE 1</u>

Both fees are set up as per below:

Label	Unit	Price	Cost	Unit		
Minimum day charge fee	block time shorter than t...	200	100	EUR	Threshold ⓘ 01:00	h
Short sector fee	sectors distance shorter...	200	100	EUR	Distance ⓘ 800	NM

The setup means that:

- **'Minimum day charge fee'** - daily block time shorter than 1h will be charged €200 or costs €100
- **'Short sector fee'** - a sector with a distance shorter than 800NM will be charged €200 or will cost €100

Calculations - Example 1

As you can see in the example in the screenshot, the 'Minimum day charge fee' equals €0 and 'Short sector fee' equals €600

The calculations are as follow:

'Minimum day charge fee'

The trip happens over 3 days.

3 days multiplied by 1h minimum block time gives us 3h.

The actual block time over 3 days is 11:20.

Because actual block time is longer than minimum block time, the Client is not being charged.

'Short sector fee'

Each of the flights within the trip is of a shorter distance than 800NM.

Since there are 6 sectors in total that meet the criteria, the Client is charged €600, as per below:

6 sectors x €100 cost = €600

EXAMPLE 2

Both fees are set up as per below:

Label		Unit	Price	Cost	Unit		
Minimum day charge fee	block time shorter than t...		200	100	EUR	Threshold ⓘ 04:00	h
Short sector fee	sectors distance shorter...		200	100	EUR	Distance ⓘ 600	NM

The setup means that:

- **'Minimum day charge fee'** - daily block time shorter than 4h will be charged €200 or costs €100
- **'Short sector fee'** - a sector with a distance shorter than 600NM will be charged €200 or will cost €100

Calculations - Example 2

As you can see in the example in the screenshot, the 'Minimum day charge fee' equals €0 and 'Short sector fee' equals €600

The calculations are as follow:

'Minimum day charge fee'

The trip happens over 3 days.

3 days multiplied by 4h minimum block time gives us 12h.

The actual block time over 3 days is 11:20.

Because actual block time is shorter than the minimum block time calculated, the Client is charged €66.67 for the difference, as per below:

12:00 - 11:20 = 00:40

00:40 x €100 = €66.67

'Short sector fee'

Only 3 flights within the trip are of a shorter distance than 600NM.

Since there are 3 sectors in total that meet the criteria, the Client is charged €300, as per below:

3 sectors x €100 cost = €300

Automatic rounding of quotes prices can be set up if you click 3-dot filter (top-right corner of the page) and enter a value to which Leon should round up all quotes prices.

The Cost

It is important to see the **Margin** between trip-related revenues and the cost - this way the operator knows whether to increase fees, or cut cut the cost.

When creating an aircraft pricing in Leon, it is now possible to define the **Cost** for each fee of the aircraft.

In a section Sales > Fees, when creating aircraft fees (or editing existing fees), Leon shows a separate column **Cost**. Here you can insert a value of the cost. The currency of the cost is the same as the price's currency. Items with no cost added will show as No margin


The margin of the quote in Leon sales panel

Label	Unit	Price	Cost	Unit
Trip Startup Fee	trip	1500	1200	EUR
Ferry Block Fee	ferry block hour	4000	3500	EUR
PAX Block Fee	PAX block time	4800	4500	EUR
Fuel Block Fee	block hour	1500	1350	EUR
Pax Leg Fee	PAX leg	200	150	EUR
Fuel Stop Fee	fuel stop	2200	1750	EUR

Once the cost values have been added, in the quote's edition page Leon will show a new column **Margin** with percenage values.

If the cost is **lower** than the price, Leon will show the margin value in green. If the cost is **higher** than the price, Leon will show it in red. Hover the mouse over the margin's value to view details. At the bottom of the page Leon will show a total margin value.

Airport Fees

Sales > Fees - the main view
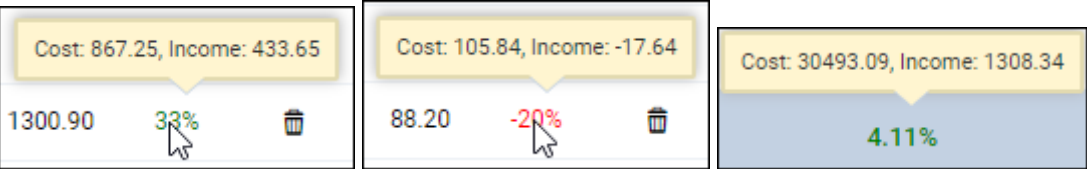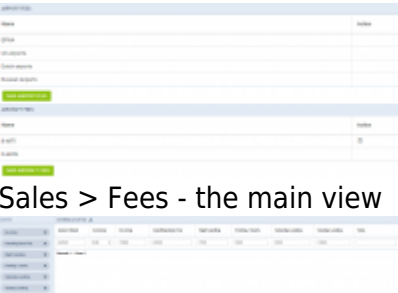
Defining airport fees

Click button **New Airport Fees** and insert an airport ICAO code or airports group (i.e. EG* for England or EH* for Holland).

On the left-hand side choose which **columns** should appear for the particular airport: Airport PAX Fee, Catering Fee, Crew Hotel Fee, De-icing, Handling Basic Fee, Holiday, Night Landing, Parking/hourly, Saturday Landing, Sunday Landing, Total Landings.

Hover the mouse over the column's name to see the meaning.

You can either click on the particular item or drag & drop it inside the section 'Columns'above available items. Here you can always click **X** to remove the item from the airport fees list.

Once columns have been added you can define currency and fees per each column. Click **+** in the top-right corner to add fees for another airport.

Saved Airport pricing is displayed on the main screen - click it to amend it.
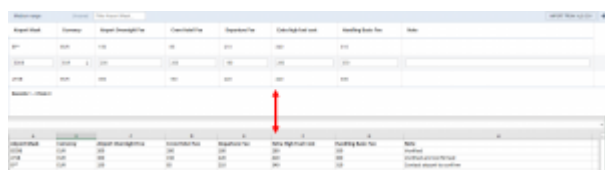
'Airport Fees' import

Option to import airport fees - Update option

It is possible to import aircraft fees from XLS/CSV file to the airport fees section by following below steps:

1. Go to Sales > Fees > Airport Fees
2. Click on **IMPORT FROM XLS/CSV** button located in the top-right corner
3. In the 'Import airport fees' pop-up upload the file
4. Select one of the options available in the Import pop-up window:
   - **UPDATE** - this option will update the existing prices and add extra elements from the file, such as price elements columns, and additional airports (as per screenshot on the right)
   - **REPLACE** - this option will replace the existing pricelist with the new pricelist from the file
5. Once the prices have imported, 'SAVE' the new Airport pricelist

IMPORTANT!

Columns Layout comparison

The columns names in the XLS/CSV file have to match the names of the columns in the 'Aircraft fees' section. Otherwise, the prices will not upload.

'Airport Fees' export

It is also possible to **export** the 'Airpot Fees' to XLS/CSV file.

This option is available in the top-right corner.

Functionality is useful when a set of prices needs to be quickly updated. The export will allow updating it in XLS/CSV and re-importing the prices back to the pricelist

Airport fees calculations

Below you can find the information on calculations of some of the Airport fees:

- **Airport Extension Fee** - applied when operating outside the Airport opening hours. Units are not calculated automatically and need to be inserted manually
- **Airport PAX Fee** - fee for each PAX arriving at an airport calculated as a sum of unique PAX on arrival
- **Basic Handling** - handling fee, not automated. The number of items used needs to be inserted manually within the quote
- **Basic Handling - day** - handling fee, not automated. The number of items used needs to be inserted manually within the quote
- **Basic Handling - night** - handling fee, not automated. The number of items used needs to be inserted manually within the quote
- **Night landing fee** - based on the number of landings at an airport between 2200 and 0600LT of the relevant airport
- **Catering Fee** - the sum of the total number of PAX departing from each airport
- **Catering PAX fee** - based on PAX departing from an airport. Calculated as the number of PAX

departing multiplied by the value

- **Crew Hotel Fee** - number of nights the aircraft spent outside its Home Base. A simplified calculation that assumes that the crew are based at the same home base as an aircraft
- **De-Icing** - fee for De-icing. The default value is set to 0. The sales team insert the value within the quote
- **Fire/Rescue CAT3** - calculated based on the number of landings
- **Fuel Surcharge** - calculated based on the total of block hours
- **Handling ADEP** - calculated based on the number of departures from a specific airport
- **Handling ADES** - calculated based on the number of arrivals to a specific airport
- **Handling Basic Fee** - based on number of landings at airports
- **Holiday** - used for the number of landings during bank holidays. The default value is set to 0 as we're unable to indicate the bank holidays in different countries
- **Landing/Airport fee** - quantity inserted manually
- **PAX Handling Fee** - calculations based on the number of arrivals and departures to an airport with PAX on board. If the arrival and departure happens on the same day, the value is calculated as 1
- **PAX Minimum Arrival Fee** and **PAX Minimum Departure Fee** - minimum fee for the number of PAX landing at a specific airport, calculated as amount multiplied by the number of flights with PAX within the request
- **Navigational fee** - explained below
- **Saturday** - based on the number of landings on Saturday
- **Schengen fees** - explained below
- **Sunday** - based on the number of landings on Sunday

Navigational fee

Example of 'Navigational fee' calculation

'Navigational fee' has been added to 'Airport fees.

It could be used to include the cost of Permits (overflight/landing), Slots etc.

It is calculated based on the number of departures and landings at an airport.

Example

In the screenshot on the right there is the following routing:

LTN-WAW-AMS-RKE-WAW-LTN

Considering that the 'Navigational fee' is set to €200 for each airport, the total will be calculated as per below:

- LTN - 2 x €200
- WAW - 4 x €200

- AMS - 2 x €200
- RKE - 2 x €200

New 'Schengen Fees'

The below fees apply to the new Schengen fees:

- **Departure to Non-Schengen country** - for flights departing to Non-Schengen country
- **Arrival from Non-Schengen country** - for flights arriving from Non-Schengen country
- **Departure to Schengen country** - for flights departing to Schengen country
- **Arrival from Schengen country** - for flights arriving from Schengen country

Example

The abovementioned fees are available in the 'Airport fees' and added as additional columns (example below):

Airport Mask	Currency	Arrival from Non Schengen country	Arrival from Schengen country	Departure to Non Schengen country	Departure to Schengen country
Default	CHF	150	150	150	150
LS*	CHF	100	200	300	400

Label	Unit	x Cost	Currency	Total
Arrival from Non Schengen country			CHF	100.00 ^
LSGS	1	x 100	CHF	100.00
LSGG	0	x 100	CHF	0.00
UKKK	0	x 150	CHF	0.00
Arrival from Schengen country			CHF	350.00 ^
LSGS	0	x 200	CHF	0.00
LSGG	1	x 200	CHF	200.00
UKKK	1	x 150	CHF	150.00
Departure to Non Schengen country			CHF	300.00 ^
UKKK	0	x 150	CHF	0.00
LSGG	0	x 300	CHF	0.00
LSGS	1	x 300	CHF	300.00
Departure to Schengen country			CHF	550.00 ^
UKKK	1	x 150	CHF	150.00
LSGS	1	x 400	CHF	400.00
LSGG	0	x 400	CHF	0.00

Example of calculations

Based on the schedule (below), the fees are calculated as per the screenshot on the right-hand side:

ADEP	ADES	TBA	Departure LT		Arrival LT		Block Time	Flight Time	GCD[NM]	PAX
UKKK	LSGS	☐	23 Apr 2022	10:00	23 Apr 2022	11:40	02:40	02:25	955	2
LSGS	LSGG	☐	23 Apr 2022	15:00	23 Apr 2022	15:35	00:35	00:20	50	2
LSGG	UKKK	☐	24 Apr 2022	16:00	24 Apr 2022	19:35	02:35	02:22	1001	2

- **Arrival from Non-Schengen country**:

- - LSGG=1 - arrival from UKKK on leg 1
- **Arrival from Schengen country**:
  - LSGG=1 - arrival from LSGS on leg 2, and
  - UKKK=1 - arrival from LSGG on leg 3
- **Departure to Non-Schengen country**:
  - LSGG=1 - departure to UKKK on leg 3
- **Departure to Schengen country**:
  - UKKK=1 - departure to LSGS on leg 1, and
  - LSGS=1 - departure to LSGG on leg 2