



AIRFIELD PERMITS AND LANDING FEE AGREEMENT

Commercial aircraft activity at LAX is subject to certain conditions and restrictions, as specified by the provisions of this section.

1. Airport Operating Permit

- a. No person shall operate as a scheduled air carrier from the Airport unless in possession of a valid Air Carrier Operating Permit for Los Angeles International Airport.
- b. Requests relative to Airport Operating Permits should be directed to the Airport Permits (310) 215-5464.

2. Single Use Operating Certificate

- a. No air carrier shall conduct business at Airport on an on-demand, non-permanent basis, including one-time operations, unless they are in possession of a Single Use Operating Certificate for Los Angeles International Airport.
- b. Requests, relative to Single Use Operating Certificates, should be directed to the Airport Permits (310) 215-5464.

3. Charges and Fees

- a. In accordance with Section 632(a) of the City Charter of Los Angeles, the Board of Airport Commissioners (BOAC) is authorized to fix, regulate and collect rates or charges for the use of buildings, grounds, facilities, utilities, and structures controlled by the City in accommodation of air commerce.
- b. All charges and fees are subject to periodic review and change.
- c. Inquiries of current charges and fees should be directed to the Airport Permits (310) 215-5464.

4. Definitions

- a. Air Carrier - Any person, or persons, including corporations and other legal entities, that undertakes, whether directly or indirectly or by lease or any other arrangement, to engage in air commerce, that is certified by the FAA, and holds a current FAA certificate to transport air passengers or property for hire.



- b.** Fees, Rates and Charges – Include, but are not limited to, landing fees, aircraft parking charges, and passenger facility charges.
- c.** Landing - The actual landing of an aircraft at an Airport, whether such landing be a planned or an emergency landing, but shall not refer to an emergency landing made following takeoff from an airport owned or operated by the City.
- d.** Landing Facility – Common (shared) use areas of the airfield, which include but are not limited to the runways, taxiways, service roads and common use ramps.
- e.** Maximum Gross Landing Weight - The FAA Certificated Maximum Gross Landing Weight or actual gross landing weight of aircraft if no such specification exists. In computing fees prescribed herein, except for aircraft weighing less than 25,000 pounds, 500 pounds, or any larger part of 1,000 pounds shall be counted as if a whole 1,000 pounds and any smaller part shall be disregarded.
- f.** Permit – Non-Exclusive Air Carrier Operating Permit.
- g.** Non-Permitted Air Carrier (Passenger) – An Air Carrier that has not signed an LAX Operating Permit or an itinerant Air Carrier not having any agreement or permit, which transports either passengers and cargo for compensation.
- h.** Non-Permitted Air Carrier (Cargo) – An Air Carrier that has not signed an LAX Operating Permit or an itinerant Air Carrier not having any agreement or permit, which transports cargo but not passengers for compensation.
- i.** Permitted Air Carrier (Passenger) – An Air Carrier that transports either passengers or both cargo and passengers that has executed an LAX Operating Permit under authority granted by the Board which is subject to landing fees as set by the Board in accordance with the compensatory calculations as stated in Board Order AO-5077.
- j.** Permitted Air Carrier (Cargo) – An Air Carrier that transports cargo and that has executed an LAX Operating Permit under authority granted by the Board which is subject to landing fees as set by the Board in accordance with compensatory calculations as stated in Board Order AO-5077.
- k.** Public Aircraft Parking Areas - Those areas which are designated by the Executive Director for the parking of aircraft; subject however, to changes therein at the discretion of the Executive Director at any time.



- i.** Revenue Landings - All landings of aircraft at the Airport except the following:
 - (1) Landings of general aviation aircraft not for hire
 - (2) Landings of aircraft owned and operated by agencies of the U.S. Government
 - (3) Non-scheduled emergency landings

- m.** Single Use Operating Certificate – Will be issued to non-permitted air carriers on a one-time basis. A single use request may be utilized no more than five times in a calendar year. Upon the second request, the air carrier will be required to commence the process to obtain a Non-Exclusive Air Carrier Operating Permit.



5. Revenue Landing Charges

As provided by Resolution of the Board of Airport Commissioners, the air carriers (Permitted and Non-permitted) are required to pay a landing fee to the City for each aircraft operated. The City, after consultation, may adjust the landing fee rate each fiscal year. The current landing fee charges are provided by Board Resolution No. 23849.

a. Permitted Air Carriers

- (1) \$53.00 for each landing of aircraft having a maximum gross landing weight of 12,500 pounds or less.
- (2) \$102.00 for each landing of aircraft having a maximum gross landing weight of more than 12,501 pounds up to and including 25,000 pounds.
- (3) \$3.33 per 1,000 pounds of maximum gross landing weight for each landing of aircraft-cargo having a maximum gross landing weight of more than 25,000 pounds, provided the landing fee payment is received by the Los Angeles World Airports within 20 days following the end of the calendar month of operation.
- (4) \$4.07 per 1,000 pounds of maximum gross landing weight for each landing of aircraft-passenger having a maximum gross landing weight of more than 25,000 pounds, provided the landing fee payment is received by the Los Angeles World Airports within 20 days following the end of the calendar month of operation.

b. Non-Permitted Air Carriers

- (1) \$66.00 for each landing of aircraft having a maximum gross landing weight of 12,500 pounds or less.
- (2) \$128.00 for each landing of aircraft having a maximum gross landing weight of more than 12,501 pounds up to and including 25,000 pounds.
- (3) \$4.16 per 1,000 pounds of maximum gross landing weight for each landing of aircraft-cargo having a maximum gross landing weight of more than 25,000 pounds, provided the landing fee payment is received by the Los Angeles World Airports within 20 days following the end of the calendar month of operation.



- (4) \$5.09 per 1,000 pounds of maximum gross landing weight for each landing of aircraft-passenger having a maximum gross landing weight of more than 25,000 pounds, provided the landing fee payment is received by the Los Angeles World Airports within 20 days following the end of the calendar month of operation.

6. Ramp, Apron and Remote Area Charges

- a. \$100.00 for each 15-minute period or fraction thereof after the air carrier has been given notice by the Executive Director or his/her representative that Airport Operations require that the aircraft leave the area. The period to be used for calculating this charge shall begin 15 minutes after such notice has been given.
- b. \$100.00 for each 10-minute period or fraction thereof when an aircraft is double parked or in a position other than a regular gate position and the air carrier has been given notice by the Executive Director or his/her representative that Airport Operations requires that the aircraft leave the area. The period to be used for calculating this charge shall begin five minutes after such notice has been given.
- c. \$100.00 for each 15-minute period or fraction thereof in excess of 30 minutes for the clean up of fuel spills.

7. Public Aircraft Parking Charges

- a. Parking charges shall be \$0.40 per 1,000 pounds of maximum gross landing weight per day, with a minimum charge of \$10.00 per day except that there shall be no charge for the first three hours of the first 24 hours of parking regardless of the number of continuous days parked.
- b. Aircraft parked for more than three but less than six hours will be charged 1/4 of the total amount of the first 24 hours charges.
- c. Aircraft parked for more than six but less than nine hours will be charged 1/2 of the total amount of the first 24 hours charges.
- d. Aircraft parked for more than nine but less than twelve hours will be charged 3/4 of the total amount of the first 24 hours charges.
- e. Aircraft parked twelve hours or more will be charged the full daily rate.
- f. Weekly parking charges for the same aircraft shall not exceed six times the daily rate.



- g.** Monthly parking charges for the same aircraft shall not exceed 24 times the daily rate.
- h.** Air carriers shall submit a monthly report listing the dates and times their aircraft were parked at the airport. Payment of parking charges shall accompany each report.

8. Security Deposit - Letter of Credit Policy

- a.** In order to guarantee the payment of all fees and charges associated with a permit or authorization to operate, air carriers shall remit for the benefit of LAWA, a security deposit in the amount of ten thousand dollars (\$10,000) or three times the estimated monthly landing fees for said Air Carrier, whichever is greater, as determined by the Executive Director.
- b.** The deposit shall not be in cash but shall take the form of a non-revocable letter of credit, all to be approved as to form by the City Attorney's Office.
- c.** The documents evidencing each deposit must provide that the same shall remain in full force and effect during the term of the permit and for a period of 60 days following the termination as that category of carrier.
- d.** The Executive Director may review the sufficiency of the amount of each security deposit as needed and increase or decrease the required amount to conform to this policy.

9. Reporting Requirements

All landings, together with the number of plane parking days, must be reported on the Monthly Report of Landings by the 10th day of the month following the end of the calendar month of operations, in the name of the Air Carrier under whose FAA Operating Certificate the flight is made. In the event that an Air Carrier hires the services of another Air Carrier through a long or short term wet lease agreement, in which the hiring carrier agrees to pay the landing and parking fees, the ultimate responsibility for the reporting of landings and parking and the payment of landing and parking fees rests with the Air Carrier under whose FAA Operating Certification the flight is made.



NON-EXCLUSIVE LICENSE AGREEMENTS

Any company or air carrier desiring to provide a contract service to another company or air carrier at LAX must obtain a Non-Exclusive License Agreement with Los Angeles World Airports (LAWA). These services may include, but are not limited to: into-plane fueling; parking, towing, pushback, loading and unloading of aircraft; ramp services; baggage handling and porter services; aircraft servicing, repairing, and cleaning; servicing, fueling, and rental of ground equipment; catering commissary or food services; passenger ticketing; weather reporting; flight planning; cargo handling; maintenance and janitorial services, and security services.

1. Non-Exclusive License Agreement

- a. Non-Exclusive License Agreements (NELA) are handled by LAX Airport Permits. Requests should be directed to:

LAX Airport Permits
P.O. Box 92216
Los Angeles, CA 90009-2216
Tel: (310) 215-5464.

- b. Requirements and documentation for obtaining a Permit include, but are not limited to, the following:
- (1) Company Information Form
 - (2) Letter of Intent
 - (3) Letter(s) of Verification
 - (4) Business Tax Registration Certificate (BTRC), Vendor Registration Number (VRN), or Letter of Exemption issued from the City Clerk's Office.
 - (5) Corporate documentation (i.e., articles of organization or Fictitious business name statement).
 - (6) Compliance with LAWA's contract insurance requirements. Questions relative to insurance should be directed to the LAWA Insurance Compliance Unit at (310) 417-0557.



- (7) \$500.00 annual administrative fee.

Packets containing complete instructions and forms for obtaining a Non-Exclusive License Agreement are available through the Airfield Permits Unit.

2. Off-site In-flight Catering and Food Service Permit

An Off-site In-flight Catering and Food Service Permit is a contractual agreement issued through the Airport Permits granting the non-exclusive right to provide in-flight catering services at LAX. The permit is issued to any company providing in-flight catering services to an air carrier at LAX from an off-site location. Requests or questions should be directed to Airport Permits at (310) 215-5464.

3. Non-Exclusive Revocable Fuel Delivery Permit

All petroleum product delivery companies or brokers who engage in the delivery (by hydrant or tanker truck) of fuel to LAWA and tenants' storage facilities or buy and sell fuel from storage facilities shall be required to obtain a fuel delivery permit. A separate permit is required for each LAWA airport. Requests or questions should be directed to Airport Permits at (310) 215-5464

4. Terms and Reporting Requirements

- a. Permits are issued, and will be effective on a month-to-month basis for a term not to exceed five years, subject, however, to prior termination, with or without cause, upon 30 days' written notice by either party.
- b. A monthly accounting report and applicable fees shall be transmitted to the Accounting and Financial Reporting Division by the 10th day of the month for the preceding month's activities. Said report shall include each person or entity for which services were provided during the prior month, the gross amount billed or received for said services, and the total amount owed to the Airport, if applicable.



MOTOR VEHICLE OPERATING PERMITS

A Motor Vehicle Operating Permit and window decals are required when it is necessary to operate motorized vehicles on the Airport Operations Area (AOA), which includes ramps, service roads, cargo aprons, passenger aprons, and other non-public areas at LAX.

The Executive Director may deny anyone the right to drive motor vehicles in the above mentioned areas for any reason including, but not limited to, failure to comply with LAWA's vehicle rules and regulations.

1. Motor Vehicle Operating Permit

- a. Requests relative to Motor Vehicle Operating Permits should be directed to Airport Permits at (310) 215-5464.
- b. No motor vehicle shall be operated on the service roads, passenger aprons, cargo aprons, ramps or other non-public areas at LAX without the owner or operator of such vehicle or vehicles having first obtained a Motor Vehicle Operating Permit through the Airport Permits office.
- c. Window decals will be issued only after the Motor Vehicle Operating Permit has been granted, appropriate fees have been paid, insurance requirements have been met per standards required by LAWA's Insurance Compliance Unit, and there are no outstanding account balances with LAWA.
- d. Vehicles may be inspected for safety and compliance with LAWA Requirements at any time at the request of the Executive Director or his/her designee.

2. Fees and Terms

- a. Fees for window decals shall be collected according to the most recent Board of Airport Commissioners Resolution for motor vehicles requiring AOA access.
- b. A Motor Vehicle Operating Permit will be issued for a period not to exceed five years, subject, however, to termination upon 30 day's written notice by either party.



- c. Every driver of permitted motor vehicles operating on the AOA shall have successfully completed the "Airport Restricted Area Drivers Examination."
- d. All permitted motor vehicles operating on the AOA shall display a valid window decal, issued by the Airfield Permits Unit. These decals are non-transferable, and must be permanently affixed to the lower-left area of the windshield on the driver's side of the vehicle to which it is assigned.

MONTHLY AIRFIELD ACCESS PERMITS

Monthly Airfield Access Permits are required when it is necessary for construction contractors to operate motorized, street-licensed vehicles or equipment on the Airport Operations Area (AOA), which includes ramps, service roads, cargo aprons, passenger aprons, and other non-public areas at LAX.

The Executive Director may deny anyone the right to drive motor vehicles in the above mentioned areas for any reason including, but not limited to, failure to comply with LAWA's vehicle rules and regulations.

- 1. Requests relative to Monthly Airfield Access Permits should be directed to the Engineering and Project Management Division (310) 646-5700.
- 2. No street-licensed vehicle or equipment shall be operated on the service roads, passenger aprons, cargo aprons, ramps or other non-public areas at LAX without the owner or operator of such vehicle or vehicles having obtained a Monthly Airfield Access Permit through EPMD.
- 3. Permits will be issued only after required documentation has been received and insurance requirements have been met per standards required by LAWA's Insurance Compliance Unit.
- 4. Vehicles may be inspected for safety and compliance with LAWA requirements at any time at the request of the Executive Director or his/her designee.
- 5. Monthly Airfield Access Permits are valid only for the period designated.
- 6. Every driver of permitted or non-permitted vehicles operating on the AOA shall have successfully completed the "Airport Restricted Area Driver's Examination."
- 7. All street-licensed vehicles operating on the AOA shall display a Monthly Airfield Access Permit, issued by EPMD. These permits are non-transferable and must be permanently affixed to the lower left area of the windshield on the driver's side of the vehicle to which it is assigned.



8. No vehicle shall be operated on the AOA unless the driver has, in their personal possession, a valid California, other state, or international driver's license and a current and valid LAX Security Photo Identification Badge with "Restricted Area Driver" access.