



Los Angeles World Airports

LAX AIRFIELD PERMITS UNIT

INFORMATION AND PROCEDURES FOR OBTAINING A NON-EXCLUSIVE REVOCABLE FUEL DELIVERY SERVICE PERMIT AT LOS ANGELES INTERNATIONAL AIRPORT (LAX)

A Non-Exclusive Revocable Fuel Delivery Permit (Permit) is a contractual agreement, issued through the LAX Airfield Permits Unit, granting the non-exclusive right to provide fuel delivery services under the authority of Los Angeles World Airports (LAWA). This permit is issued between LAWA and any company providing fuel delivery services to another company or air carrier at LAX.

The following items are provided as a guideline to assist you in obtaining a Permit. Other requirements, as determined by the Manager of Airfield Permits, may be required to complete the permit process. Airfield Permits staff will advise you of any additional requirements upon review of your request.

REQUIREMENTS

1. Letter of Intent - On your company letterhead, indicate the following (according to the attached template):
 - a. LAX tenant that will receive and/or store your fuel;
 - b. Contract Number;
 - c. Length of contract, including beginning and ending dates;
 - d. List of airlines to receive fuel from your company;
 - e. Description of fuel delivery methods to be used at LAX;
 - f. If your company has a Right-of-Way lease agreement with LAWA for a pipeline; please indicate such, and state the LAWA contract number;
 - g. If your company requires pedestrian access to the airfield;
 - h. If your company intends to drive motor vehicles on the airfield, and, if so, provide justification for this need; and
 - i. Contact information for this application package.

2. Verification Letter(s) – A letter on company letterhead from LAXFUEL and/or each fixed base operator that is contracted with the fuel company, confirming the following information (*according to the attached template*):
 - a. Name of company contracted to deliver fuel at LAX;
 - b. Contract number(s) between LAX tenant (i.e. LAXFUEL and/or FBOs) and the fuel delivery company;
 - c. Length of contract, including beginning and ending dates;
 - d. List of airlines to receive deliveries from the fuel company;
 - e. Description of delivery methods to be used by the fuel company;
 - f. If the fuel company owns and operates a pipeline that leads to LAX;
 - g. If the company requires pedestrian or vehicle access to the airfield, and provide justification for this need.

h. Contact information for LAXFUEL and/or the fixed based operator(s) that will receive and/or store the fuel.

3. Contact Information Form – Complete enclosed form.

4. Property Leasing/Subleasing – For operations which require a Right-of-Way lease agreement, provide written confirmation from LAWA's Commercial Development Group.
Phone: (424) 646-7200

5. Business Tax Registration Certificate (BTRC) or Vendor Registration Number (VRN) – Provide a copy of your company's BTRC or VRN issued by the City of Los Angeles Office of Finance.
Phone: (213) 473-5901
Web site: <http://finance.lacity.org/>

6. Corporate Documentation – A copy of your business entity's Articles of Incorporation, Limited Liability Partnership, Limited Liability Corporation or Sole Proprietorship documentation is required, documenting the legal name. For DBAs a copy of the Fictitious Business Name Statement is also required. Out-of-state documentation is acceptable. For information regarding these requirements, you may visit the following websites:

7. Insurance – Must be approved by LAWA's Insurance Compliance Section. *(We will request insurance documents at a later date, upon our review of your application.)*
Phone: (424) 646-5480
Web site: http://www.lawa.org/welcome_LAWA.aspx?id=630

8. Security Deposit – Must be irrevocable letter of credit in the amount equaling three times the monthly estimated compensation or \$5,000.00, whichever is greater. *(We will request your security deposit at a later date, upon our review of your application.)*
Phone: (424) 646-7610

FEES

All Permittees are required to report, every month, all aviation fuel delivered to Airport and/or tenants, and submit the appropriate fees. Fees associated with the Fuel Delivery Permit will be calculated as follows:

- a. Annual Administrative Fee:
 - \$500.00 per year, due at commencement of the permit and annually on July 1st, whether or not services have been provided
- b. Fuel delivered to LAX:
 - Aviation gasoline and aviation turbine fuel: three cents (\$0.03) per gallon for all fuel delivered to non-permitted air carriers.

You may either submit the required documents in person, by courier delivery, U.S. Mail, or email. These are the addresses:

In Person or Courier Delivery:

Airfield Permits Unit
7301 World Way West
Room 100
Los Angeles, CA 90045

or

U.S. Mail:

Los Angeles World Airports
Airfield Permits Unit
P.O. Box 92216
Los Angeles, CA 90009-2216

E-mail:

Airfieldpermits@lawa.org

(If you email your documents, you must also forward the original hard copies to our office.)

If you have any questions, please contact the Airfield Permits Unit by phone, (424) 646-5880, FAX, (424) 646-9269, or email, Airfieldpermits@lawa.org

LETTER OF INTENT TEMPLATE (FOR FUEL DELIVERY PERMIT)

[Date]

Comment [a1]: Letter must be on Company Letterhead which should include:
Address, city, state, zip,
Contact Phone #,
Fax #,
Email and/or Web Address

LAX Airfield Permits Office

Attn: [Name of Your Airfield Permits Contract Administrator]
P.O. Box 92216
Los Angeles, CA 90009-2216

Subject: Letter of Intent

[Your Company Name] has been contracted by **[Sponsoring Company(ies), i.e. name of company(ies) who awarded you the contract]**. The **contract** number(s) between **[Your Company Name]** and **[Sponsoring Company Name(s)]** is/are **[00-0000-00000-00]**. The contract(s) **[began/is/are scheduled to begin]** on **[mm/dd/yyyy]** and will terminate on **[mm/dd/yyyy]** (or, until cancellation by either party.)

Comment [GM2]: e.g., LAXFUEL Corporation or a fixed base operator (FBO)

Comment [CoLA3]: Indicate if contract, sub-contract, or at-will agreement. List contract number along with start and end dates, if applicable. If the contract is open-ended and ongoing, please indicate state in letter.

We will provide fuel for the following airlines:

- **[List airline(s) that are to receive fuel from your company. (Your list of airlines should be corroborated by a matching list on the Letter of Verification from LAXFUEL or the fixed base operator[s] [FBO(s)]**

We will provide fuel delivery services by the following method(s):

- **[Describe in detail, e.g., by truck, pipeline, and/or in-tank trading, etc.]**

The fuel will be delivered to the following location(s):

- **[List ALL specific location(s) where the fuel will be provided. (e.g., terminals, ramps, fuel storage facilities, trucking facilities, pipeline, airfield area, etc., including postal addresses where appropriate). Justify why the company requires the desired/requested access (if applicable).]**

Comment [GM4]: Indicate if services are to be provided on-airport property and provide specific work locations.

[Indicate if your company has a Right-of-Way lease agreement for a pipeline, and state the LAWA contract number.]

We **[require/do not require]** pedestrian access to the Airport Operations Area (AOA) to provide fuel at LAX.

Vehicle access to the airfield **[is/is not]** required. Vehicles **[are/are not]** street licensed.

Our designated authorized signer(s) and certified trainer(s) **[is/are] [name(s) of employee(s) and job title(s)]**.

Comment [GM5]: Applicable if airport access badges are required.

Job titles for our employees include **[list job titles (i.e. manager, foreman, technician, laborer, and driver)]**. We are requesting **[number of badges]** badges.

Comment [a6]: Indicate if airport access badges are required. Approximation of required badges is not a firm number and is considered flexible by the Security Badge Office.

If you require any additional information, please contact **[name of employee(s) and job titles]** at **[phone number(s) and email address(es)]**.

Respectfully,

Comment [a7]: Original signature required.

[Name of Highest-Ranking Local Authority]
[Title]
[Phone Number]

LETTER OF VERIFICATION TEMPLATE
(FOR FUEL DELIVERY PERMIT)

[Date]

LAX Airfield Permits Office
Attn: [Name of Your Airfield Permits Contract Administrator]
P.O. Box 92216
Los Angeles, CA 90009-2216

Subject: Letter of Verification

[Your Company Name] has contracted with **[Name of fuel company awarded the contract]**. The **contract** number between **[Your Company Name]** and **[fuel delivery company]** is **[00-0000-00000-00]**. The contract **[began/is scheduled to begin]** on **[mm/dd/yyyy]** and will terminate on **[mm/dd/yyyy]** (or, until cancellation by either party).

[Fuel delivery company] will provide fuel to the following airlines:

- **List airlines that are to receive fuel from the contracted company.]**

They will provide fuel delivery by the following method(s):

- **[Describe methods in detail, e.g. by truck, pipeline, and/or in-tank trading, etc.]**

The fuel will be delivered to the following location(s)

- **[List ALL specific location(s) where the fuel will be provided. (e.g., terminals, ramps, fuel storage facilities, trucking facilities, pipeline, airfield area, etc., including postal address where appropriate).]**

[Indicate if the fuel delivery company owns and operates a pipeline that leads to LAX.]

Pedestrian access to the airfield **[is/is not]** required to deliver fuel under the contract.

Vehicle access to the airfield **[is/is not]** required. Vehicles **[are/are not]** street licensed.

If you require any additional information, please contact **[name of employee(s) and job titles]** at **[phone number(s) and email address(es)]**.

Respectfully,

[Name of Highest Ranking Local Authority]
[Title]
[Phone Number66666]

Comment [a8]: Letter must be on Company Letterhead which should include:
Address, city, state, zip;
Contact Phone #;
Fax #;
Email and/or Web Address

Comment [CoLA9]: Indicate if contract, sub-contract, at-will agreement, maintenance agreement, or warranty.

Comment [GM10]: Indicate if services are to be provided on airport property and provide specific work locations.

Comment [a11]: Signature required.