



## Los Angeles World Airports

### INFORMATION AND PROCEDURES FOR OBTAINING A NON-EXCLUSIVE LICENSE AGREEMENT (NELA) WITH MOTOR VEHICLE OPERATING PERMIT (MVP)

A Non-Exclusive License Agreement (NELA) is a contractual agreement issued through the Airfield Permits Unit, granting the non-exclusive right to provide contractual services at LAX. This Agreement is issued between Los Angeles World Airports (LAWA) and any company or air carrier providing contractual service to another company or air carrier at LAX. These services may include, *but are not limited to*: delivery; repairing & cleaning; servicing, fueling, & rental of ground equipment; non-aeronautical food and/or beverage services maintenance and janitorial services. The Agreement will be issued for a period not to exceed five years.

All other services, i.e., food and/or beverage services to/or for aircraft; into-plane fueling; parking, towing, pushback, loading & unloading of aircraft; ramp services; baggage handling & porter services; aircraft servicing; passenger ticketing; weather reporting; flight planning; cargo handling; and security services, companies providing these services to any company or air carrier will receive a **Certified Service Provider License Agreement (CSPLA)** issued through the Airfield Permits Unit. For the CSPLA application, please go to: <http://www.lawa.org/airops.aspx?id=8138>.

The following items are provided as a guideline to assist you in obtaining a Non-Exclusive License Agreement; other requirements as determined Airfield Permits may be needed to complete the permit process. Airfield Permits staff will advise you of any additional requirements upon review of your request.

#### REQUIREMENTS

To obtain an Agreement, please provide the following information/documentation: **Note: the permit process may take up to 60 days to complete.**

**Letter of Intent** – A contractual agreement with an air carrier, tenant, or a company currently providing services at LAX must be in place **before** an Agreement can be issued.

1. On **company letterhead**, verify a contract, at-will agreement, or maintenance agreement exists between your company and the awarding company/agency;
2. List the contract number, start and end dates (if there is no end date, please indicate whether or not the agreement is an at-will or open-ended agreement);
3. Describe in detail the type of the work or services to be performed;
4. List the postal address(es) and describe the work location(s) (*terminals, rooms, buildings, airfield, Customs areas, etc.*);
5. Indicate if tools and/or equipment will be used;
6. Indicate if the company needs vehicle access to the airfield and areas of access/posts required;
7. Provide justification if the company requires airfield access;
8. List the person(s) designated as the authorized signer(s) and certified trainer(s) for badges;
9. Provide job titles and an estimate of the number of badges requested;
10. Indicate the dollar amount of Estimated Annual Revenue anticipated from the contract(s).

**Letter(s) of Verification** – on **company letterhead** from each organization to whom you will provide services at LAX, confirming the following information:

1. This letter should include items 1-7 of the Letter of Intent.

(See attached templates for the Letter of Intent and Letter of Verification.)

# INFORMATION AND PROCEDURES FOR OBTAINING A NON-EXCLUSIVE LICENSE AGREEMENT (NELA) WITH MOTOR VEHICLE OPERATING PERMIT (MVP)

**NELA Contact Information Form** – Complete enclosed form.

**Business Tax Registration Certificate (BTRC)** – Provide a copy of your company's BTRC, issued by the City of Los Angeles Office of Finance, Tax and Permit Unit. Phone: (213) 473-5901. For information, visit the Office of Finance website at <http://www.lacity.org/finance>

**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 dba's 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:

Corporate Documentation – California  
Secretary of State Phone: (916) 657-448  
Website: <http://www.sos.ca.gov/business/be/>

Fictitious Business Name Statements –  
Los Angeles County Registrar-Recorder/County Clerk  
Phone: (800) 815-2666; Recorded Message: (562) 462-2177  
Website: <http://lavote.net/Clerk/BusinessName.cfm>

**Insurance** – Must be approved by LAWA's Risk Management Division. For questions or information regarding insurance, contact the Insurance Compliance Office at (424) 646-5480.

Website: [http://www.lawa.org/welcome\\_LAWA.aspx?id=630](http://www.lawa.org/welcome_LAWA.aspx?id=630)

**Property Leasing/Subleasing** – For operations which require facilities or storage of ground equipment, a Department lease or approved sublease must be in place prior to the issuance of any agreement.

## FEES

Fees associated with a Non-Exclusive License Agreement for services provided to tenants, permitted air carriers, and non-permitted air carriers (i.e., charter carriers, prime service contractors, fixed-based operators, etc.), will be calculated as follows:

**Annual Administrative Fee (applicable to all Non-Exclusive License Agreements)** - \$500.00 payable at contract commencement date *and* \$500 payable on July 1<sup>st</sup> of each fiscal year thereafter, whether or not services have been provided. The fiscal year is July 1 through June 30. (Example: If your NELA commencement date is May 1, you will owe \$500 at commencement at another \$500 on July 1 of the same year.)

**Vehicle Decal Fee (applies to vehicles for airfield use)** - \$120.00 per vehicle (Vehicle decals are effective July 1 through June 30 and are renewed annually). The vehicle decal requirement does not apply to ground service equipment.

**Contract Services Fee** - Ten percent (10%) of all gross revenues derived from all sources for all passenger, ground handling or contract services provided at LAX by Licensee.\*

\*The contract services fee does not apply to services provided to permitted air carriers; services provided to the military; and services provided to tenants and concessionaires whose lease(s) or concession agreement(s) with LAWA expressly exclude the contract services fee.

# INFORMATION AND PROCEDURES FOR OBTAINING A NON-EXCLUSIVE LICENSE AGREEMENT (NELA) WITH MOTOR VEHICLE OPERATING PERMIT (MVP)

## ACTIVITY REPORTS

Licensees are required to self-report their operations and revenues generated at LAX. Submit activity reports on LAWA's forms electronically to our e-mail box at [activityreports@lawa.org](mailto:activityreports@lawa.org) by the 10<sup>th</sup> day of each month. Link to forms: <http://www.lawa.aero/aiops.aspx?id=1570>

## LAX RULES AND REGULATIONS

The LAX Rules and Regulations are available at the following link:  
<http://www.lawa.aero/aiops.aspx?id=862&linkidentifier=id&itemid=862>

## FORMS AND DOCUMENTS

The following forms are attached for your use and convenience:

- "Letter of Intent" and "Letter of Verification" templates
- Non-Exclusive License Agreement (NELA) Contact Information Form

To obtain a Non-Exclusive License Agreement with Motor Vehicle Operating Permit, submit the enclosed documentation in completed form, by U.S. Mail, in person; by express delivery, or by email to:

**By mail:**

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

or

**In Person:**

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

**By E-mail:**

[Airfieldpermits@lawa.org](mailto:Airfieldpermits@lawa.org)

If you have any questions, please contact the Airfield Permits Unit:

Phone: (424) 646-5880  
FAX: (424) 646-9269  
Email: [AirfieldPermits@lawa.org](mailto:AirfieldPermits@lawa.org)

# Los Angeles World Airports

## NON-EXCLUSIVE LICENSE AGREEMENT CONTACT INFORMATION FORM

**NELA**

Date Form Completed \_\_\_\_\_

### BUSINESS INFORMATION

Corporate (or Legal) Name of Company: \_\_\_\_\_

Business Name (dba): \_\_\_\_\_

City of L.A. Business Tax Registration Certificate (BTRC) No. #: \_\_\_\_\_

### CORPORATE CONTACT INFORMATION

Corporate Contact \_\_\_\_\_ Title \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

### BILLING CONTACT INFORMATION

Billing Contact: \_\_\_\_\_ Title \_\_\_\_\_

Billing Address: \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

### LOCAL CONTACT INFORMATION

Contact Name: \_\_\_\_\_ Title \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

### OPERATIONAL INFORMATION

Start Date: \_\_\_\_\_

Description of service(s) to be provided: \_\_\_\_\_

Leasing/Subleasing Space at LAX? Yes / No From: \_\_\_\_\_

List all companies, air carriers, and/or military for whom contract services will be provided: \_\_\_\_\_

List facilities/areas on LAWA property, including leased premises, where access is required to conduct business: \_\_\_\_\_

Will motor vehicles be utilized on restricted or non-public areas of the airport?  Yes  No

**SAMPLE**  
**LETTER OF INTENT**

**[Date]**

**Comment [a1]:** Letter must be on Company Letterhead.  
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/Analyst]

P.O. Box 92216

Los Angeles, CA 90009-2216

LAX Security Badge Office

**Attn:** [Name of Your Security Badge Coordinator]

P. O. Box 92216

Los Angeles, CA 90009-2216

**Subject: Letter of Intent**

**[Your Company Name]** has been contracted by **[Sponsoring Company, i.e. name of company who awarded you the contract]**. The contract number between **[Your Company Name]** and **[Sponsoring Company Name]** 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 upon 30-day written notice).

**Comment [CoLA2]:** Indicate if contract, sub-contract, at-will agreement, maintenance agreement, or warranty. List contract number along with start and end dates.

We will provide **[generalized services, i.e. architectural design, plumbing, electrical services, etc.]**. The duties to be performed are as follows:

- **[List SPECIFIC job duties in detail]**

The services will be performed at:

- **[List ALL specific location(s) where the job will take place. (i.e. buildings, terminals, electrical/telecom rooms, perimeter doors, airfield area, etc., including postal addresses where appropriate). Justify why the company requires the desired/requested access.]**

Pedestrian access to the Airport Operations Area (AOA) **[is/is not]** required to perform the duties of the contract.

Tools/equipment **[will/will not]** be used to fulfill contractual obligations, therefore, vehicle access to the airfield **[is/is not]** required. Vehicles **[are/are not]** street licensed.

Our designated authorized security badge signer(s) **[is/are]** **[name of employee(s), job title(s), phone number(s)]**.

We **[will]** be required to obtain a Motor Vehicle Operating Permit (MVOP) to perform the duties of this contract, therefore our certified trainer(s) **[is/are]** **[name of employee(s), job title(s), phone number(s)]**. We **[will not]** be required to obtain an MVOP.

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 [a3]:** Approximation of required badges is not a firm number and is considered flexible by the Security Badge Office.

Estimated Annual Revenue from the contract services provided is **[\$\$\$]**.

**Comment [CoLA4]:** Submit information required only if a Permit is required.

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 [a5]:** Original signature required.

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

# SAMPLE LETTER OF VERIFICATION

[Date]

**Comment [a1]:** Letter must be on Company Letterhead.  
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/Analyst]  
P.O. Box 92216  
Los Angeles, CA 90009-2216

LAX Security Badge Office  
**Attn:** [Name of Your Security Badge Coordinator]  
P. O. Box 92216  
Los Angeles, CA 90009-2216

**Subject: Letter of Verification**

[Your Company Name] has contracted with [Name of Company awarded the contract]. The contract number between [Your Company Name] and [Awarded Company Name] 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 upon 30-day written notice).

**Comment [CoLA2]:** Indicate if contract, sub-contract, at-will agreement, maintenance agreement, or warranty.

They will provide [generalized services, i.e. architectural design, plumbing, electrical services, etc.]. The duties to be performed are as follows:

- [List SPECIFIC job duties]

The services will be performed at:

- [List ALL specific location(s) where the job will take place. (i.e. buildings, terminals, electrical/telecom rooms, perimeter doors, airfield area, etc., including postal addresses where appropriate)]

Access on the Airport Operations Area (AOA) [is/is not] required to perform the duties of the contract.

Tools/equipment [will/will not] be used to fulfill contractual obligations, therefore, vehicle access to the airfield [is/is not] required.

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

Respectfully,

**Comment [a3]:** Signature required.

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