

Single Use Operating Certificate Instructions

Air Carriers requesting to conduct business at Los Angeles International Airport (LAX) on an on-demand, non-permanent basis, including one-time operations, are required to obtain a Single Use Operating Certificate.

A new Single Use Operating Certificate is required for each request to utilize LAX. A Single Use Operating Certificate may be issued to an Air Carrier no more than five times in a calendar year. Upon request for a second Single Use Operating Certificate, said Air Carrier shall commence with the procedure to obtain a Non-Exclusive Air Carrier Operating Permit which must be fully executed prior to said Air Carrier's sixth facility use.*

Complete and/or submit the following items by fax, mail or email to:

LAWA- LAX-Airfield Permits Unit
P.O. Box 92216
Los Angeles, CA 90009-2216
(424) 646-5880 - Voice (424) 646-9269 - FAX

- 1) **Completed Notice of Intent Form** (page 1)
If more space is needed to provide information, please provide on company letterhead.
- 2) **Evidence of Insurance Form** (page 2)
See Items 1 and 2 of Evidence of Insurance Form (attached).
Also please attach a copy of your insurance certificate.
- 3) **Affidavit of Compliance Form** (page 3)
Air Carrier must provide a signed original of the Affidavit of Compliance (attached).
- 4) **Air Carrier Certificate**
Air Carriers must provide a copy of their Air Carrier Certificate issued by the U.S. Department of Transportation, Federal Aviation Administration.
- 5) **Landing Fee and Parking Fee**
The landing fee and parking fee must be paid in advance by company check or cashier's check made payable to "Los Angeles World Airports."
- 6) **Air Traffic Report**
The attached report must be received within ten (10) days following the end of the calendar month of operation. Mailing instructions are listed on the report.

*Note: All air carriers, including single use carriers, at LAX are required to operate Stage 3 aircraft per Ordinance 168852 (LAX). The issuance of any Single Use Operating Certificate shall be at the Department's discretion based on factors that include but are not limited to, the Air Carrier's past compliance with Department Rules and Regulations.

Notice of Intent

1. Air Carrier Provide below the complete legal name and corporate business address of the Air Carrier	2. Contact Person Provide below the name, title, address, and phone numbers of the appropriate contact person(s)
Air Carrier 2 Letter Code: _____	

3. Reason For Single Use Certificate Request and Details of Proposed Use Provide below an explanation of why the request is being made, i.e., transporting passengers or delivering goods for a particular event or circumstance. In addition, provide a complete description of proposed facility use, including dates and times of arrival and departure, ground handling arrangements, FBO arrangements, and any other pertinent information.
Description of Operations: _____ <hr/> <hr/> <p> Arrive LAX Date:_____ Time:_____ Local Origin:_____ Destination:_____ Ferry / Live Depart LAX Date:_____ Time:_____ Local Origin:_____ Destination:_____ Ferry / Live FBO/Terminal Arrangement: _____ Ground Handler: _____ PAX/CARGO Contact: _____ Phone: _____ </p> <p> All landing and parking fees are due in advance by company or cashiers check in U.S. Dollars. Activity Reports are due upon arrival. </p>

4. Description of Aircraft A complete description of the aircraft(s) being utilized, including the tail number. Indicate whether each aircraft being utilized is certified by the FAA as complying with Stage 3 or better of the Noise Standards of Appendix C, Part 36 of Federal Aviation Regulations (14 CFR 36), or an affected airplane certificated by the country of registry as complying with the noise standards of Chapter 3, Volume 1 of Annex 16 to the Convention on International Civil Aviation. All aircraft to be utilized must be listed on the Air Carrier's Operating Specifications, Section D73.
Aircraft Description: _____ FAR Part (circle one): 91 108 121 135 Type: _____ Tail Number: _____ Maximum Gross Landing Weight: _____

1. Insurance

Air Carriers wanting to obtain a Single Use Certificate shall demonstrate that it currently has possession of, at a minimum, the types and amounts of insurance specified below: For additional Information, contact Risk Management at (424) 646-5480.

Limits
Statutory

Workers' Compensation (Statutory)/Employer's Liability
Broad Form All States Endorsement
Voluntary Compensation Endorsement
Longshoremen's and Harbor Workers' Compensation Act Endorsement
Waiver of Subrogation (Specifically naming LAWA.
Blanket endorsements are not acceptable.)

Automobile Liability - covering owned, non-owned & hired autos \$10,000,000CSL

Aviation/Airport Liability or Commercial General Liability including: \$10,000,000CSL

Premises and Operations
Contractual (Blanket/Schedule)
Independent Contractors
Broad Form Property Damage
Personal Injury
Aircraft Liability (including passenger liability)
Additional Insured Endorsement, specifically naming LAWA
(Blanket endorsements are not acceptable)

Limit of Liability must meet Federal requirements or as follows, whichever is greater:

Commuters with 60 or fewer passengers or Cargo only,
with payload less than 18,000 lbs. 50,000,000CSL

Air Carriers with more than 60 passengers or Cargo only,
With payload greater than 18,000 lbs. 200,000,000CSL

2. City of Los Angeles Held Harmless

The following statement must be signed by the company's authorized person such as the Chairman of the Board, President, or Vice President. (Insert the Air Carrier's Name on the remaining blank lines)

_____ shall indemnify, defend, keep and hold the City of Los Angeles, including the Board of Airport Commissioners, and the City of Los Angeles' officers, agents, and employees, harmless from any and all costs, liability, damage or expense (including costs of suit and fees and reasonable expenses of legal services) claimed by anyone by reason of injury to or death of persons, or damage to or destruction of property, including property of _____, sustained in, on or about a City of Los Angeles, Los Angeles World Airports facility, or arising out of _____'s use or occupancy thereof, as a proximate result of the acts or omissions of _____, its officers, employees or agents, their successors or assigns.

X _____
Signature Date

Print Name and Title

Telephone Number

Affidavit of Compliance

The Affidavit of Compliance requires an original signature of any one of the following: Chairman of the Board, President, or Vice President.

I, the undersigned, attest that to the best of my knowledge, the information provided on this Single Use Operating Certificate Notice of Intent Form and any supplemental pages, the Evidences of Insurance, and Air Carrier Certificate are true and correct.

I, the undersigned, agree to be responsible to assure my company abides by all Federal, State, County, and City laws, regulations, and or rules for operating an aircraft and on noise and the environment.

I, the undersigned, am aware that my company may only utilize aircraft identified and listed on our Operations Specifications, Section D73, with the U.S. Department of Transportation, Federal Aviation Administration, Flight Standards District Office.

I, the undersigned, further attest that I will be responsible to assure my company remits the appropriate payment to LAWA or the fixed base operator, ground handling service company, tenant, etc. within thirty (30) days of the facility use.*

X _____
Signature Date

Print Name and Title Telephone/FAX

Address (If different from the company's contact person)

*Please contact LAWA'S Airfield Permits Unit at (424) 646-5880 with questions regarding the current landing fees and parking charges.