

# DOING BUSINESS AT THE CLARK COUNTY GENERAL AVIATION AIRPORTS



# Clark County General Aviation Airports

- \* The Clark County Department of Aviation owns and operates four General Aviation Airports in the Las Vegas area. North Las Vegas Airport and Henderson Executive Airport serve as reliever airports to Harry Reid International Airport in the Las Vegas metropolitan area. Overton-Perkins Field Airport and Jean Airport are located outside of the metropolitan area and provide aviation services to the rural communities.
- \* We hope this guide will assist you with the start-up of your business at one or more of the General Aviation Airports and look forward to working with you through the process.
- \* Thank you for your interest in the Clark County General Aviation Airports.

# Department of Aviation Business & Development Group

- \* The Aviation Business & Development Group located at Harry Reid International Airport, oversees the administration and management of business activities at the General Aviation Airports including the issuance of Operating Permits or Lease Agreement to aviation companies wishing to do business at the General Aviation Airports.
- \* The Operating Permits and Lease Agreements are issued in accordance with Title 20.04.040 of Clark County Code of Ordinances. The Ordinance requires all companies wishing to do business on one or more of the Clark County Airports to first obtain an Operating Permit or Lease Agreement.
- \* ***The issuance or non-issuance of a permit and the choice of the types of business activities allowed on airport property are within the sole discretion of the Board of County Commissioners or the Director of Aviation.***

# Criteria for Operating

- \* The company will be required to lease adequate facilities for customers and staff from which to operate. The terminal buildings at the General Aviation Airports may not be used to conduct commercial aviation business.
- \* The company is not currently or has not been in default in the past 12 months for any non-payment of rents and fees or violations at any of the Clark County Airports.
- \* The company is not currently in bankruptcy or in the process of filing for bankruptcy.
- \* The company must have the financial capability to comply with the obligations in the Operating Permit.
- \* The company shall provide all required documents listed within thirty days from the date the Operating Permit is sent to the company for signature.



# Obtaining a Permit

\* To begin the Permitting process, please fill out the request for General Aviation Operating Permits Form which can be downloaded from the Harry Reid International Airport website at <https://www.harryreidairport.com/Business/Aviation> or from one of the General Aviation websites. Once the form is complete email the form to [GAsupport@lasairport.com](mailto:GAsupport@lasairport.com). A sample of this form is provided in Appendix A.

\* If you have any questions regarding the form or the Permitting Process, please email [GAsupport@lasairport.com](mailto:GAsupport@lasairport.com).

\* The information provided will be reviewed by several departments and may take up to three weeks to complete.

# Documents to Submit

- \* Three copies of the signed Permit.
- \* Certificate of Insurance. The names on the Certificate of Insurance must match exactly with the name on the Permit and Business License
- \* Letter of Credit or if approved by the Director, a Security Deposit in the requested amount. The amount will be provided in the Permit and is equal to three (3) months of estimated rents and fees.
- \* Disclosure Form.
- \* Business license from the applicable jurisdiction. The contacts and websites for the Business License offices can be found in Appendix B.

# Appendix A

## \* Sample copy of the Request for a General Aviation Operating Permit.

### REQUEST FOR GENERAL AVIATION OPERATING PERMIT

Please submit to [GAsupport@lasairport.com](mailto:GAsupport@lasairport.com).

Airport: ☐ NORTH LAS VEGAS ☐ HENDERSON EXECUTIVE ☐ JEAN SPORT ☐ OVERTON PERKINS FIELD

Company Name : \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

#### PROPOSED SERVICES TO BE PROVIDED: (Please check all that apply)

<input type="checkbox"/> Aircraft Detailing	<input type="checkbox"/> Air Tours	<input type="checkbox"/> Flight Training	<input type="checkbox"/> Skydiving
<input type="checkbox"/> Aircraft Maintenance	<input type="checkbox"/> Catering	<input type="checkbox"/> Flying Club	<input type="checkbox"/> Specialized Flying Services
<input type="checkbox"/> Aircraft Management	<input type="checkbox"/> Charter Flights	<input type="checkbox"/> Sales and Rental - Aircraft	<input type="checkbox"/> Other _____

**PLEASE NOTE A SEPARATE BUSINESS LICENSE WILL BE REQUIRED FOR EACH JURISDICTION WHERE BUSINESS IS CONDUCTED.**

DOES COMPANY HOLD A CURRENT BUSINESS LICENSE: ☐ YES ☐ NO

JURISDICTION OF LICENSE: ☐ NORTH LAS VEGAS ☐ HENDERSON EXECUTIVE ☐ CLARK COUNTY

**CLARK COUNTY BUSINESS LICENSE OFFICE FOR JEAN AND OVERTON AIRPORTS - 702-455-4252**  
**CITY OF NORTH LAS VEGAS BUSINESS LICENSE OFFICE - 702-633-1520**  
**CITY OF HENDERSON BUSINESS LICENSE OFFICE- 702-267-1730**

IS COMPANY REQUESTING PREMISES: ☐ YES ☐ NO TYPE OF PREMISES: ☐ HANGAR ☐ OFFICE

LOCATION: \_\_\_\_\_

**ALL PROPOSED SERVICES WILL REQUIRE ADEQUATE SPACE FROM WHICH TO OPERATE WITH THE EXCEPTION OF CATERING AND AIRCRAFT DETAILING.**

PLEASE DESCRIBE YOUR  
EXPERIENCE IN THIS TYPE OF  
BUSINESS:

KEY PERSONNEL:

# Appendix B

- \* Phone numbers and Emails for the Business License Offices.
- \* City of North Las Vegas – 702-633-1520  
<https://www.cityofnorthlasvegas.com/business/business-licenses>
- \* City of Henderson – 702-267-1730  
<https://www.cityofhenderson.com/government/departments/finance/business-licensing/manage-your-business>
- \* Clark County for unincorporated cities – 702-455-4252  
[https://www.clarkcountynv.gov/business/doing\\_business\\_with\\_clark\\_county/business\\_license\\_search.php](https://www.clarkcountynv.gov/business/doing_business_with_clark_county/business_license_search.php)