



NEW AIR SERVICE START-UP REQUIREMENTS HANDBOOK

The purpose of this handbook is to provide guidance and information, to answer questions, and to identify what information the Department of Aviation will require from a new air carrier seeking to begin operations at McCarran International Airport.



McCarran International Airport

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Welcome to McCarran International Airport

Mention Las Vegas to most anyone anywhere in the world and images of luxurious resorts and world-class dining, pools, spas and lush golf courses quickly come to mind. And when you add in a sizzling nightlife, nonstop excitement, sensational shopping, and a stellar lineup of top entertainers and stage shows, you've got the singular destination that visitors return to over and over again. That's because around every corner, there's always something new to discover. No wonder it's called the Entertainment Capital of the World – there's no place on earth like Las Vegas!



McCarran International Airport serves as the initial visitor gateway to one of the most exciting resort destinations in the world. McCarran is comprised of 2,820 acres of land at an elevation of 2,181 feet above sea level. Terminal 1 is 2.6 million square feet with four concourses (A – D); 89 gates; more than 80 retail shops/kiosks; more than 80 restaurants/lounges; an art gallery; aviation museum; full-service bank; children's play area; massage center; gaming machines; full service post office; and shoeshine service stands.

In June 2012, Las Vegas welcomed Terminal 3 (T3), the latest and most comprehensive expansion in the history of McCarran. As the gateway to Las Vegas for nearly half of the community's annual visitors, the continual goal at McCarran is to provide customers a world-class travel experience whenever they pass through its facilities. We recognize airports shape visitors' first impressions of new destinations, and influence lasting memories at the conclusion of one's vacation or business trip. For these reasons, exceeding travelers' expectations motivates our McCarran employees each day.

The Aviation Business Group ensures that the mix of airlines and numerous Aviation Support Providers reflect the high standards of the visitors and residents of Las Vegas. The Aviation Business Group also oversees the business activities of the General Aviation Airports within the Clark County Airport System.

The following handbook has been assembled for three purposes: first, to provide guidance and information to any prospective airlines seeking to commence new service at McCarran; second, to help answer any questions a new airline might have about starting up operations; and third, to summarize what kind of information the Department of Aviation will need from a new airline seeking to commence service.

Thank you for your interest in starting new service at McCarran. We look forward to working with you.

Please contact Mr. Phillip Detmer, Aviation Affairs Manager at (702) 261-4224 with any questions.

Initial Points of Contact

Below are some helpful initial points of contact for McCarran to assist you with getting started. Please note the Aviation Business Office will be your primary point of contact for coordination of your start-up.

NAME	Department	PHONE	EMAIL
Phillip Detmer Aviation Affairs Manager	Aviation Business Office	(702) 261-4224	PhillipD@mccarran.com
Chris Jones Public Affairs & Marketing Manager	Public Affairs & Marketing	(702) 261-5290	ChrisJo@mccarran.com
Jason Cabrera Airport Service Desk Manager	Airport Service Desk	(702) 261-4075	JasonC@mccarran.com
Edward Babauta Departmental Systems Administrator	Information Systems – Network / Telecommunications	(702) 261-5101	EdwardB@mccarran.com
Celeste Hamner Airport Customer Service Administrator	Terminal Operations	(702) 261-3265	CelesteH@mccarran.com

New Airline – Start-Up Requirements

We are very excited to work with you, and thank you for your interest in starting service at McCarran. We value your investment in Las Vegas and are available to assist you in meeting your goal of starting and growing your business here. We hope, with this guide, start-up of your new air service to McCarran will proceed as smoothly as possible.

All airlines seeking to commence scheduled service at McCarran should initiate the following actions before any aircraft operations are started, and will need to comply with the following requirements after operations have started. A New Airline Start-Up Initial Checklist is provided. See **Attachment A** to assist you.

- ***Start-Up Notification Letter:*** Airlines should first submit a written Start-Up Notification Letter (see **Attachment B**) to the Airport Business Office, describing the type of service, frequency, destinations, projected schedule, requested arrival and departure times, type of aircraft, number of seats, reservation system, ticket counter requirements (number of positions), sky cap / curbside check-in requirements, start date, office space needs, etc. A New Airline Information Form (see **Attachment C**) can be filled out and included with the submittal of your Start-Up Notification Letter.
- ***Operating Permit:*** Airlines have the option to sign an operating permit with the DOA or operate under Clark County Code (Title 20 Airports). If your company chooses to operate under Title 20, then the Airline will be required to utilize one of the approved Aviation Support Providers to act as their agent. The authorized Aviation Support Provider is responsible for paying the County for all fees due from the Airlines they handle, regardless of whether they collect the amounts due. View Clark County Code (Title 20 Airports) at the following link: <http://library.municode.com/index.aspx?clientId=16214>

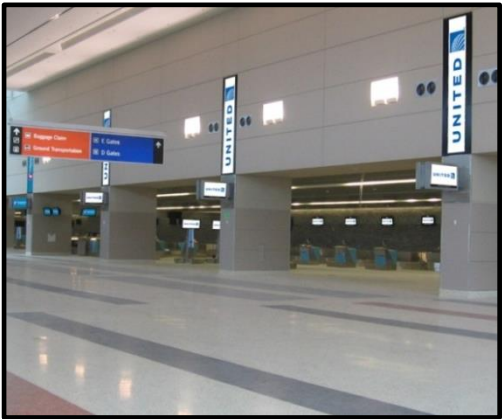
Please contact the Aviation Business Office with any questions related to operating permits. We will be happy to work with you on this.

- ***Signatory Airline:*** Any new Airline entering the LAS market that meets the Signatory criteria established November 22, 2011, may be offered Signatory status. A copy of the Signatory Airline Criteria is included as **Attachment I**.
 - ***Non-Signatory Airline:*** Airlines that do not meet the Signatory requirements, as stated above, will not be offered the Signatory Airline Agreement for execution. All Non-Signatory Airlines will be required to pay the Non-Signatory rates, which are calculated at 125% of the Signatory rates.
- ***Approved Aviation Support Providers for International:*** All international operations are coordinated through the authorized service providers, who acts as the agent for the Department of Aviation (DOA). These authorized ground handlers are responsible for assisting the international airlines that operate at McCarran. International airlines must choose one of the authorized companies, as may change from time to time, to provide all comprehensive Aviation Support Provider Services. See page 10 for their contact information.

- **Approved Aviation Support Service Providers for Domestic:** Domestic airlines can select from multiple Aviation Support Providers. A complete list of approved Aviation Support Provider service companies and the services provided is available on the McCarran website at <https://www.mccarran.com/Business/Aviation>. McCarran requests the names of all Aviation Support Providers that will be handling the Airline's operations (Fuel Supplier, Aircraft Maintenance, Wheelchair Provider, etc.).
- **Certifications:** An up-to-date copy or proof of the airline's Operating Certificate issued by the appropriate national aviation authority.
- **Clark County Business License:** All airlines that occupy and lease space in Clark County are required to obtain a Clark County Business License. Please visit the following Clark County Business License website for information on the licensing process and requirements:

http://www.clarkcountynv.gov/depts/business_license/Pages/default.aspx

- **Nevada State Business License:** State law requires that every entity doing business in the State of Nevada obtain a business license annually. Certain businesses may be exempt from the state business license requirement.
 - To register for a State of Nevada Business License, go to www.nvsilverflume.gov and click **Start Your Business**.
- **Common Use Equipment:** McCarran is 100% Common Use, which allows for more efficient utilization of our terminal facilities. The Aviation Business Group will be your first point of contact for assistance with coordinating your needs for the following:
 - **Gates:** All gates are Common Use and are assigned by our Airport Ramp Control staff. For your start-up, the Aviation Business Group will work with you and Airside Operations to make the appropriate gate assignments.
 - **Ticket Counters:** Ticket Counters are also Common Use and are assigned by Terminal Operations. For your start-up, the Aviation Business Group will work with you and Terminal Operations to arrange the appropriate location and number of ticket counter positions. We will also work with Terminal Operations on your queuing plans. These areas are assigned based on the flight schedule that is submitted.
 - **Operations Space:** All McCarran facilities are managed and assigned by the Aviation Business Office. If an airline wishes to lease Terminal Complex space or utilize ticket counters and other terminal facilities, the Aviation Business Office is available to assist you.
 - **Computers, Kiosks, and Baggage Handling Systems:** All of our Common Use systems (including kiosks) use the IATA CUPPS platform and ARINC is our provider. CUPPS implementation has allowed McCarran to improve the passenger processing experience by moving the ticketing process away from the traditional

- check-in desks, to outside the terminal, such as parking lots, the McCarran Rental Car Center, and even some off-site locations. Any applications that you may want to deploy will need to be compatible with CUPPS. We use an automated baggage handling system (BHS) that includes an imbedded RFID chip in each bag tag. This chip directs the baggage through the BHS and baggage screening process. Therefore you will need to ensure that your bag tags meet the IATA 21” requirement. Please contact our Information Systems team right away to get your IT started. See page 9 for contact information.
- **Network and Communications:** Tenants can make use of McCarran data communications backbone for their communications needs to connect separate operating locations within the McCarran campus (i.e. ticketing, baggage service, operations, maintenance, etc.). If a network switch is required for the operation, this equipment should be ordered and secured at least ninety (90) days in advance of start-up. McCarran also continues to install wireless capabilities for airline operational use, in accordance with Federal Communications Commission (FCC) regulations and/or guidelines. See page 9 for contact information.
 - **Dynamic Signage:** McCarran has a number of LCD and LED dynamic signs provided throughout its facilities. These dynamic signs can be changed by our Information Systems team to reflect different information and helps eliminate the recurring cost and installation time associated with traditional printed signage. Prior to start up, we will require submittal of the airline’s digital logo in the required electronic “vector file” format. Adobe’s EPS format is perhaps the most common vector image format. The Adobe Illustrator (AI) file format is also fairly widely supported. Sample views of the dynamic signage is included as **Attachment D**.
 - **Insurance:** All airlines are required to furnish and maintain satisfactory evidence of insurance as identified in Clark County Code, Title 20, prior to commencement of operations at McCarran. Submit a copy of Insurance Certificate (Sample Form included as **Attachment E**) naming Clark County, its officers, employees and volunteers as additional insured.
 - Visit <http://library.municode.com/index.aspx?clientId=16214> for current Clark County Code, Title 20, Section 10 insurance requirements at McCarran.
 - **Landing Rights:** Las Vegas is a “landing rights” airport. As such, an approval must be obtained from the U.S. Customs and Border Protection (CBP) office when operating international flights. The approved Aviation Support Provider(s) will be able to assist with CBP approvals and coordination.
 - International airlines must deplane international passengers at the T3 Federal Inspection Services (FIS) facilities in order for them to be processed through U.S.

- Customs and Border Protection. CBP published service hours for commercial airlines is 08:00 to 23:00 hours, seven (7) days a week. For cargo the published service hours are 08:00 to 16:00 hours. See page 10 for contact information.
- Global Entry: The Customs and Border Protection Global Entry program is available at McCarran and provides an electronic passport control process for pre-approved travelers enabling users to avoid waiting in line at the immigration checkpoint, making international travel to Las Vegas quicker and easier. Participants may enter the United States by using automated kiosks. Global Entry Application Processing: Monday – Friday, 08:00 to 14:00 hours.
 - CBP has automated the I-94 Form process for all travelers applying for admission at U.S. ports of entry. Visit the Customs and Border Protection website: www.cbp.gov/I94.
 - ***Letter of Credit (LOC)***: In order to guarantee the timely payment of all rentals, fees, and charges, each airline will need to provide a LOC in the total amount of three (3) months estimated rentals, fees, and charges, including Passenger Facility Charges (PFCs). The LOC language must match the Letter of Credit Sample Form, included as **Attachment F**.
 - Any Non-Signatory Airline (Domestic or International) that operates under Clark County Code, Title 20 and is handled by an authorized Aviation Support Provider is not required to post a LOC with the County. The authorized Aviation Support Provider is responsible for paying the County for all fees due from the Airlines they handle, regardless of whether they collect the amounts due.

Information/Requirements After Start-Up

- **Airline Station Manager Meeting and Airport Operators Council (AOC):** McCarran has regular meetings scheduled monthly for airline Station Managers and AOC members. For a copy of the current meeting schedule, please contact the Aviation Business Office. See page 9 for contact information.
- **Badging:** Airport Badging/Fingerprinting Office hours are between 6:00 a.m. – 4:45 p.m., Monday through Friday, excluding weekends and holidays. See page 9 for contact information.
- **Fuel Farm Consortium:** McCarran has an agreement with LASFuel Corporation, to operate the fuel farm and hydrant fueling system for the airline fueling consortium operators at McCarran. All fuel storage arrangements must be made through LASFuel Corporation. The current Fuel Flowage Fees are available on the Rate Sheet (**Attachment G**) and are subject to change. See page 10 for contact information.
- **Monthly Activity Reports:** After start-up, each Airline serving Las Vegas is required to submit a report of its activities at McCarran on or before the fifteenth day of each month for the preceding month's activities together with a check in payment of all activity based fees. Such reports must be on forms prescribed by the DOA and emailed to LASActivity@mccarran.com. A sample form of the Airline Activity and Landing Report Form is included as **Attachment H**.
- **Parking:** Parking for Airline employees is available. Airline is responsible for all employee parking. The DOA provides and maintains all parking facilities located at McCarran. See page 9 for contact information.
- **Passenger Facility Charge:** Monthly payment of Passenger Facility Charges (PFCs) is required. PFCs shall be collected and paid by the airline or Aviation Support Provider, and the Director of Aviation shall enforce the collection and remittance to the County. Visit <http://library.municode.com/index.aspx?clientId=16214> for current Clark County Code, Title 20, PFC requirements for McCarran.
- **Schedule Requirements:** Every thirty (30) days after start-up, each airline will be required to submit its flight schedule for the next ninety (90) day period in an electronic format. McCarran currently requires the schedule formatted as a SSIM file. Schedules must be submitted to lasairskd@mccarran.com. The initial flight schedule can be submitted in the sample form included as **Attachment J**.
- Obtain and review the Airport Rules and Regulations and Operating Directives. Visit <https://www.mccarran.com/Business/Development/OperationRegulations> for copies of this information. Please note this information is subject to change from time to time.

Other McCarran Points of Contact

AIRPORT CONTACTS

McCarran International Airport

Via nationally recognized courier (such as FedEx or UPS):

Terminal 1, Central Services
5757 Wayne Newton Boulevard
Las Vegas, NV 89119

Via certified or registered mail:

P.O. Box 11005
Las Vegas, NV 89111-1005
General: (702) 261-5125
Website: www.mccarran.com

Aviation Business Office

Phillip Detmer
Aviation Affairs Manager
P.O. Box 11005
Las Vegas, NV 89111-1005
(702) 261-4224
PhillipD@mccarran.com

Airport Service Desk

Jason Cabrera
Airport Service Desk Manager
P.O. Box 11005
Las Vegas, NV 89111-1005
(702) 261-4075
JasonC@mccarran.com

Parking

Dan Busch
Airport Parking Manager
P.O. Box 11005
Las Vegas, NV 89111-1005
(702) 261-5707
DanB@mccarran.com

Badging / Fingerprinting

Deborah Jackson
Office Services Manager
P.O. Box 11005
Las Vegas, NV 89111-1005
(702) 261-5779
DeborahJ@mccarran.com

Information Systems – Network / Telecommunications

Gerard Hughes
Airport IT Service Manager
P.O. Box 11005
Las Vegas, NV 89111-1005
(702) 261-5414
GerardH@mccarran.com

Public Affairs & Marketing

Chris Jones
Public Affairs & Marketing Manager
P.O. Box 11005
Las Vegas, NV 89111-1005
(702) 261-5290
ChrisJo@mccarran.com

Terminal Operations

Celeste Hamner
Airport Customer Service Administrator
P.O. Box 11005
Las Vegas, NV 89111-1005
(702) 261-3265
CelesteH@mccarran.com

Information Systems – Network / Telecommunications

Edward Babauta
Departmental Systems Administrator
P.O. Box 11005
Las Vegas, NV 89111-1005
(702) 261-5101
EdwardB@mccarran.com

Public Affairs & Marketing

Paul Bobson
Air Service Development Administrator
P.O. Box 11005
Las Vegas, NV 89111-1005
(702) 261-3030
PaulBo@mccarran.com

*AVIATION SUPPORT PROVIDERS – INTERNATIONAL AIRLINES***SWISSPORT USA**

Mr. Joseph DeKasha, General Manager
1421 E. Sunset Road, Bldg. 1, Suite 1
Las Vegas, NV 89119
Phone: (702) 261-4930
E-Mail: Joseph.Dekasha@swissport.com

DAL GLOBAL SERVICES, LLC

Mr. Tom Farmakis
980 Virginia Avenue, 4th Floor
Atlanta, GA 30354
Phone: (404) 773-1788
E-Mail: Tom.Farmakis@delta.com

WORLDWIDE FLIGHT SERVICES

Ms. Cassie Guillory, General Manager
3095 E. Russell Road, Suite B
Las Vegas, NV 89120-5400
Phone: (702) 891-9696
E-mail: cguillory@worldwideflight.com

*AGENCY CONTACTS***CLARK COUNTY BUSINESS LICENSE**

500 S. Grand Central Pkwy, 3rd Floor Box 551810
Las Vegas, NV 89155-1810
Phone: (702) 455-4252
Fax: (702) 386-2168
Website: www.clarkcountynv.gov/business_license

FEDERAL AVIATION ADMINISTRATION

U.S. Dept. of Transportation
P. O. Box 92007, WWPC
Los Angeles, CA 90009
Control Tower: (702) 388-6559

FUEL FARM CONSORTIUM

Mr. Nolan Getty, Chair
LASFUEL CORPORATION
2702 Love Field Drive
Dallas, TX 75235-1611
Phone: (214) 792-7504
Fax: (214) 792-4982
E-mail: Nolan.getty@wnco.com

TRANSPORTATION SECURITY ADMINISTRATION

Karen Burke, Federal Security Director
6750 Via Austi Parkway, Suite 200
Las Vegas, NV 89119
Phone (702) 577-9402
Fax: (702) 361-4847
E-mail: Karen.Burke@dhs.gov

U.S. CUSTOMS AND BORDER PROTECTION

Warren Eales, Port Director
5757 Wayne Newton Blvd. T-3
Las Vegas, NV 89119
Phone: (702) 730-6020
Main Number: (702) 730-6100
Fax: (702) 730-6199
E-mail: Jon.w.eales@cbp.dhs.gov

ATTACHMENTS

Attachment A – New Airline Start-Up Initial Checklist

This checklist is provided to assist you with the items needed prior to starting service at McCarran. Further details and instructions for each item is provided in this New Air Service Start-Up Requirements Handbook.

- Submit Start-Up Notification Letter on Company Letterhead (**Attachment B**)
- Complete New Airline Information Form (**Attachment C**) and include with Start-Up Notification Letter
- Copy or proof of Air Carrier Operating Certificate
- Copy of Clark County Business License (if applicable)
- Submittal of the airline's digital logo in the required electronic "vector file" format (Sample views provided with **Attachment D**)
- Evidence of Insurance (**Attachment E**) – Required prior to commencement of operations
- Copy of U.S. Customs and Border Protection landing rights approval (if applicable)
- Letter of Credit (**Attachment F**) - Amount required will be determined by DOA subsequent to submission of proposed information and operations schedule
- Proposed Flight Schedules (**Attachment J**)

Attachment B – Info Required in Start-Up Notification Letter

Please provide a Start-Up Notification Letter on Company letterhead and include the following information:

1. **Airline:** Provide the complete legal corporate name and d.b.a. name of company, corporate officers, and corporate and local addresses, telephone and fax numbers of the airline.
2. **Contact Person:** Provide the name, title, address, phone and fax numbers, and e-mail address information of the appropriate corporate (operations, marketing, and properties) and local contact person(s). Include the LAS Station Manager, if different than the designated local contact person.
3. **Intended Commercial Air Operations:** Provide a description of intended operations, including if air operations are passenger or cargo, scheduled or unscheduled, domestic or international, and intended location of operation.
4. **Proposed Flight Schedule:** Provide the proposed flight schedule information (Sample Airline Schedule Submittal Form Attached). After start-up, the airline is required to submit its flight schedule every thirty (30) days for the next ninety (90) day period and formatted as a SSIM file.
5. **Fleet Mix:** Fleet mix, include aircraft model and type along with proposed schedule.
6. **Anticipated Start Date:** Provide the anticipated start date of operations at McCarran.
7. **Space Requirements:** Provide your anticipated requirements for number of gates, number of ticket counter positions, office space (square footage), operations space (square footage), or other requirements.
8. **Vendor Information:** Provide all other pertinent information such as a description of your intended ticketing, aviation support, fueling, in-flight catering arrangements, etc.
9. **Other Information:** Any additional information you wish to include.

Address the Start-Up Notification Letter to:

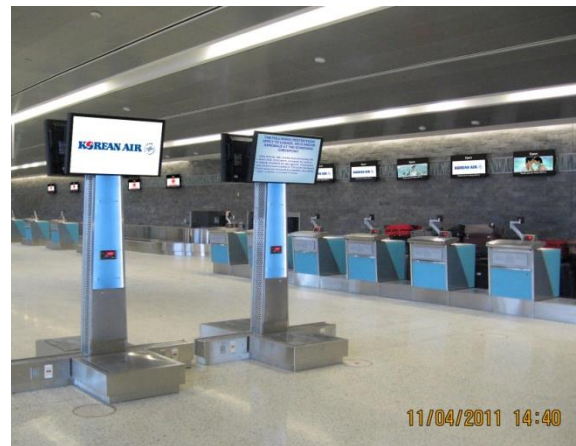
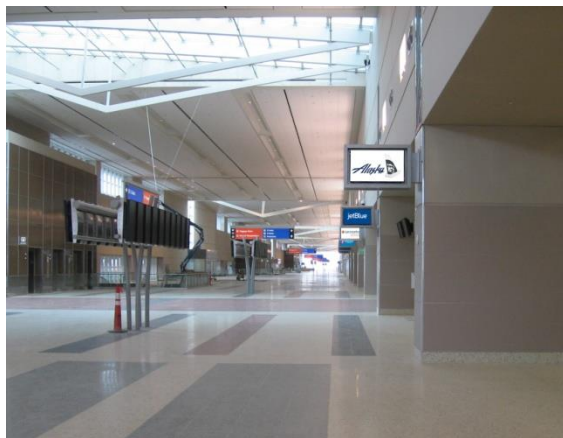
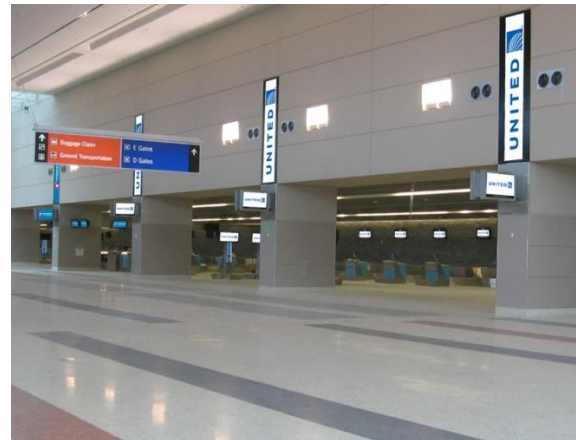
Mr. Phillip A. Detmer
Aviation Affairs Manager
McCARRAN INTERNATIONAL AIRPORT
Department of Aviation
P.O. Box 11005
Las Vegas, NV 89111-1005

Attachment C – New Airline Information Form

Airline / Service Information			
Corporate Contact:		Title:	
Mailing Address:			
Phone:	Fax:	E-Mail:	
Marketing Contact:			
Phone:	Fax:	E-Mail:	
Billing Contact:		Title:	
Mailing Address:			
Phone:	Fax:	E-Mail:	
LAS Operational Information			
Type of Operations: <i>(Check all that apply)</i>	<input type="checkbox"/> Passenger <input type="checkbox"/> Cargo <input type="checkbox"/> Domestic <input type="checkbox"/> International		
Scheduled Service: <input type="checkbox"/> Yes <input type="checkbox"/> No	Charter Service: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Scheduled No. of Flights: <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Unscheduled			
Day(s) of Week: Su <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F <input type="checkbox"/> Sa <input type="checkbox"/>			
Arrive LAS: Time (Local): _____	Origin: _____	Destination: _____	Ferry / Live
Depart LAS: Time (Local): _____	Origin: _____	Destination: _____	Ferry / Live
Start Date:	Equipment Type(s):		
Number of Seats per Aircraft Type:			
Reservation System:			
Ticketing Requirements (# of Positions):		Skycap Requirements:	
Location of Operations:			
Office Space Needs (SF):			
Insurance Requirements:			
Gen. Liability \$150 MIL <input type="checkbox"/> Auto \$5 MIL <input type="checkbox"/> Aircraft Liab. \$150 MIL <input type="checkbox"/> Liquor \$10 MIL <input type="checkbox"/>			
Service Providers*:			
Above Wing:		Below Wing:	
PAX Services:		Fueling:	
Security:		Caterer:	
Wheelchair:		Other:	

*Note: International airlines must use the authorized Aviation Support Provider(s), as may change from time to time.

Attachment D – Sample Views of Dynamic Signage





McCarran Airlines

Domestic & International

- Website
- Phone Number
- Provide logos (see below)

Charter Airlines:

- Provide logos (see below)

Logos:

Provide a vector file (.eps or .ai) of airline logo that will display horizontal or stacked. The vector file will also allow the logo to be easily resized for directional signage if needed.

McCarran.com & Interactive Directories:

Logo for McCarran.com should be 200 X 50 pixels, with a transparent background (.png). The background on the web site is a light grey/blue (rgb 224,226,228). See Examples:



FIDS/BIDS Signage:

FIDS/BIDS images are to be made with the airline code and dimensions in the name. The final files need to be .jpg's. If the vector file (.eps or .ai) is submitted to McCarran, we will create the FIDS/BIDS images with a white background unless another color is specified.

If the airline wants to design a background, the sizes are below along with a sample using the McCarran logo to see how the logo would be oriented and help determine when to use a stacked logo vs. horizontal.

Terminal 1 Sizes:

XX-200x200.jpg
 XX-480x480.jpg
 XX-640x480.jpg
 XX-1366x150.jpg
 XX-200x100.jpg
 XX-800x240.jpg
 XX-1366x768.jpg

Terminal 3 Sizes:

XX-64x384.jpg
 XX-240x30.jpg
 XX-420x120.jpg
 XX-480x1080.jpg
 XX-800x240.jpg
 XX-958x768.jpg
 XX-1920x210.jpg
 XX-1920x768.jpg
 XX-1920x1080.jpg

Gate Pylon

Size: 1164 x 464 pixels

Format: transparent .png (no background, just logo)

Terminal 1 Sizes:

XX-200x200.jpg



XX-480x480.jpg (Reduced to fit this document)



A stacked logo would work best

XX-640x480.jpg (Reduced to fit this document)



A stacked logo would work best

XX-1366x150.jpg (Reduced to fit this document)



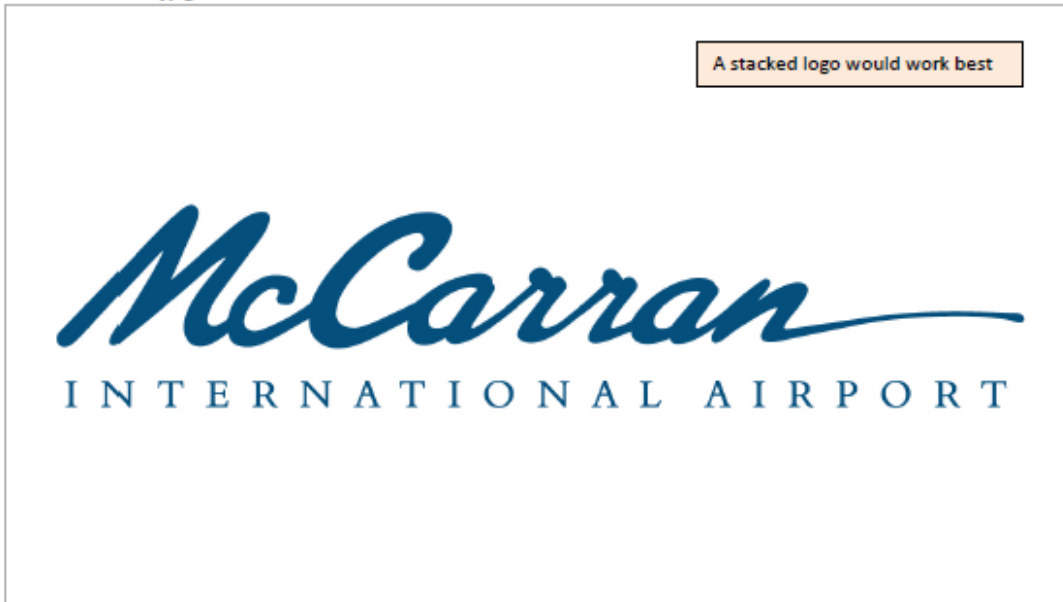
XX-200x100.jpg



XX-800x240.jpg (Reduced to fit this document)



XX-1366x768.jpg (Reduced to fit this document)



Terminal 3 Sizes:

XX-64x384.jpg (Reduced to fit this document)



XX-240x30.jpg



XX-420x120.jpg



XX-480x1080.jpg (Reduced to fit this document)



XX-800x240.jpg (Reduced to fit this document)



XX-958x768.jpg (Reduced to fit this document)



A stacked logo would work best

XX-1920x210.jpg (Reduced to fit this document)



XX-1920x768.jpg (Reduced to fit this document)



XX-1920x1080.jpg (Reduced to fit this document)



A stacked logo would work best

Attachment E – Sample Form Insurance Certificate

				ISSUED DAY (MM/DD/YY)	
PRODUCER		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.			
INSURANCE BROKER'S NAME ADDRESS PHONE & FAX NUMBERS		COMPANIES AFFORDING COVERAGE			
		COMPANY LETTER	A	ENTER "BEST KEY RATING" AFTER COMPANY	
INSURED		COMPANY LETTER	B		
NAME ADDRESS PHONE & FAX NUMBERS		COMPANY LETTER	C		
		COMPANY LETTER	D		
		COMPANY LETTER	E		
COVERAGES					
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.					
CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
	GENERAL LIABILITY <input checked="" type="checkbox"/> Aircraft Liability and Commercial General Public Liability <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN-AL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC.	ACCESS TO AOA REQUIRES EACH OCCURRENCE OF \$5M AND A GENERAL AGGREGATE OF \$10M OR \$5M PER LOCATION			GENERAL AGGREGATE PRODUCTS-COMP/OP AGG. PERSONAL & ADV. INJURY EACH OCCURRENCE \$150,000,000.00 FIRE DAMAGE (Any one fire) MED. EXPENSE (Any one person)
	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> GARAGE LIABILITY	ACCESS TO AOA REQUIRES A MINIMUM CSL OF \$5M			COMBINED SINGLE LIMIT (each accident) \$5,000,000.00 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE
	<input checked="" type="checkbox"/> Liquor Liability <input checked="" type="checkbox"/> Hangar Keepers Liability				Liquor EACH OCCURRENCE \$10,000,000.00 Hangar Keepers EACH OCCURRENCE \$5,000,000.00
	WORKER'S COMPENSATION AND EMPLOYERS' LIABILITY				STATUTORY LIMITS EACH ACCIDENT DISEASE-POLICY LIMIT DISEASE-EACH EMPLOYEE
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS					
Clark County, its officers, employees and volunteers are additional insured with respect to Automobile and General Liability arising out of the activities by or on behalf of the named insured in connection with the use or occupancy of premises of Clark County.					
CERTIFICATE HOLDER		CANCELLATION (OR COVERAGE REDUCED)			
CLARK COUNTY C/O DEPARTMENT OF AVIATION ATTN: INSURANCE 5757 WAYNE NEWTON BOULEVARD P O BOX 11005 LAS VEGAS, NV 89111-1005		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELED OR MATERIALLY ALTERED/BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT. BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE SIGNATURE			

Attachment F – Sample Form Letter of Credit

ISSUE DATE:
L/C NUMBER:
APPLICANT:

BENEFICIARY:
CLARK COUNTY DEPARTMENT OF AVIATION
MCCARRAN INTERNATIONAL AIRPORT
P.O. BOX 11005
LAS VEGAS, NV 89111

EXPIRY DATE: / PLACE

MAXIMUM AMOUNT:
USD

ATTN:

FOR THE ACCOUNT OF (Tenant), WE HEREBY ESTABLISH IN YOUR FAVOR OUR IRREVOCABLE STANDBY LETTER OF CREDIT NO. (LOC Number) WHEREBY WE HEREBY IRREVOCABLY AUTHORIZE YOU TO DRAW ON US A SUM UP TO BUT NOT EXCEEDING USD \$ (LOC Amount) (ONLY US DOLLARS), EFFECTIVE (Start Date), 20__ AND EXPIRING AT (Time) AT (Location) AT THE CLOSE OF BUSINESS ON (Expiry Date), 20__ OR ANY AUTOMATIC EXTENDED DATE AS PROVIDED FOR HEREIN.

FUNDS UNDER THIS LETTER OF CREDIT ARE AVAILABLE IN ONE OR MORE DRAWINGS, WITH THE AMOUNT AVAILABLE HEREUNDER REDUCING BY THE AMOUNT OF EACH DRAWING HONORED BY US AGAINST YOUR SIGHT DRAFT(S), SIGNED BY ONE PURPORTING TO BE YOUR DULY ELECTED OFFICER, DRAWN ON US BEARING THE CLAUSE: "DRAWN UNDER LETTER OF CREDIT NO. (LOC Number)", ACCOMPANIED BY AN OFFICER'S CERTIFICATE STATING:

"THE AMOUNT OF THE DRAFT REPRESENTS PAYMENTS DUE TO THE CLARK COUNTY DEPARTMENT OF AVIATION WHICH ARE UNPAID AND OVERDUE BECAUSE OF (Tenant) FAILURE IN PAYMENT OF RENT AND/OR FEES TO THE CLARK COUNTY DEPARTMENT OF AVIATION."

THE (Tenant) AGREES THAT IT IS WITHIN THE DISCRETION OF THE CLARK COUNTY DEPARTMENT OF AVIATION TO APPLY THE AMOUNT OF SUCH DRAFT TO ANY DELINQUENCY OF (Tenant), REGARDLESS OF WHEN IT MAY HAVE BECOME OVERDUE.

WE HEREBY AGREE THAT DRAFT(S) DRAWN UNDER AND IN COMPLIANCE WITH THE TERMS OF THIS LETTER OF CREDIT WILL BE DULY HONORED BY US ON DELIVERY OF DOCUMENTS AS SPECIFIED IF PRESENTED AT THIS OFFICE ON OR BEFORE THE ABOVE EXPIRY DATE, OR ANY AUTOMATIC EXTENDED DATE AS PROVIDED FOR HEREIN.

IT IS A CONDITION OF THIS LETTER OF CREDIT THAT IT IS DEEMED TO BE AUTOMATICALLY EXTENDED WITHOUT AMENDMENT FOR ONE YEAR FROM THE EXPIRY DATE HEREOF, OR ANY FUTURE EXPIRY DATE, UNLESS 90 DAYS PRIOR TO THE THEN CURRENT EXPIRY DATE, WE NOTIFY YOU BY REGISTERED MAIL OR OVERNIGHT COURIER THAT WE ELECT NOT TO CONSIDER THE LETTER OF CREDIT RENEWED FOR ANY SUCH ADDITIONAL PERIOD. UPON RECEIPT BY YOU OF SUCH NOTICE YOU MAY DRAW HEREUNDER BY MEANS OF YOUR SIGHT DRAFT DRAWN ON US.

TO THE EXTENT NOT INCONSISTENT WITH THE EXPRESS TERMS HEREOF, THIS LETTER OF CREDIT IS SUBJECT TO THE TERMS OF THE INTERNATIONAL STANDBY PRACTICES, 1998, INTERNATIONAL CHAMBER OF COMMERCE, PUBLICATION NO. 590 ("ISP98").

Attachment G – Rentals, Fees, and Charges – FY2019 Rate Sheet

McCarran International Airport

Rentals, Fees, and Charges - Effective July 1, 2018

RENTALS, FEES, AND CHARGES CATEGORIES		ALL TERMINALS FY 2018 Effective 7/1/17	ALL TERMINALS FY 2019 Effective 7/1/18
Landing Fee (All Airlines), Per 1,000 lbs., GCLW	SIGNATORY	\$ 1.73	\$ 1.70
	NON-SIGNATORY	\$ 1.73	\$ 1.70
Terminal Complex Rental	SIGNATORY	\$ 161.83	\$ 167.10
	NON-SIGNATORY	\$ 202.41	\$ 206.88
Aircraft Gate Use Fee	SIGNATORY	\$ 187,821.00	\$ 173,333.00
	NON-SIGNATORY	\$ 234,779.26	\$ 216,886.26
Aircraft Per Turn Fee - Wide Body ^[1] ^[2]	SIGNATORY	\$ 548.00	\$ 636.00
	NON-SIGNATORY	\$ 682.50	\$ 670.00
Aircraft Per Turn Fee - Narrow Body ^[3] ^[7]	SIGNATORY	\$ 364.00	\$ 368.00
	NON-SIGNATORY	\$ 466.00	\$ 447.60
Common Use Ticket Counter Fee - Per Enplanement	SIGNATORY	\$ 1.48	\$ 1.48
	NON-SIGNATORY	\$ 1.86	\$ 1.86
Common Use Baggage Service Office Fee - Per Enplanement	SIGNATORY	\$ 0.04	\$ 0.04
	NON-SIGNATORY	\$ 0.06	\$ 0.06
Apron Storage Fee - Uncovered Apron	SIGNATORY	\$ 16.00	\$ 16.00
	NON-SIGNATORY	\$ 18.76	\$ 18.76
Apron Storage Fee - Covered Apron	SIGNATORY	\$ 30.00	\$ 30.00
	NON-SIGNATORY	\$ 37.60	\$ 37.60
Joint Use Fee	SIGNATORY	90/10 Split	90/10 Split
	NON-SIGNATORY	at 125%	at 125%
International Passenger Processing Facility Use Fee - Per Depanement	SIGNATORY	\$ 8.00	\$ 8.50
	NON-SIGNATORY	\$ 10.00	\$ 10.83
Off-Gate Aircraft Parking Fees - Tier 1	SIGNATORY		
	< 8 hours	\$ 100.00	\$ 100.00
	+8 hrs but <12 hrs	\$ 200.00	\$ 200.00
	+12 hrs but <24 hrs	\$ 400.00	\$ 400.00
	+24 hrs but <48 hrs	\$ 600.00	\$ 600.00
	+48 hrs ^[1]	\$ 600.00	\$ 600.00
	Unauthorized Use	\$1,000 per occurrence	\$1,000 per occurrence
	NON-SIGNATORY		
	< 8 hours	\$ 126.00	\$ 126.00
	+8 hrs but <12 hrs	\$ 260.00	\$ 260.00
	+12 hrs but <24 hrs	\$ 500.00	\$ 500.00
	+24 hrs but <48 hrs	\$ 826.00	\$ 826.00
	+48 hrs ^[1]	\$ 826.00	\$ 826.00
	Unauthorized Use	\$1,000 per occurrence	\$1,000 per occurrence
Off-Gate Aircraft Parking Fees - Tier 2	SIGNATORY		
	< 8 hours	\$ 100.00	\$ 100.00
	+8 hrs but <12 hrs	\$ 200.00	\$ 200.00
	+12 hrs but <24 hrs	\$ 260.00	\$ 260.00
	+24 hrs but <48 hrs	\$ 300.00	\$ 300.00
	+48 hrs ^[1]	\$ 300.00	\$ 300.00
	Unauthorized Use	\$1,000 per occurrence	\$1,000 per occurrence
	NON-SIGNATORY		
	< 8 hours	\$ 126.00	\$ 126.00
	+8 hrs but <12 hrs	\$ 260.00	\$ 260.00
	+12 hrs but <24 hrs	\$ 312.60	\$ 312.60
	+24 hrs but <48 hrs	\$ 376.00	\$ 376.00
	+48 hrs ^[1]	\$ 376.00	\$ 376.00
	Unauthorized Use	\$1,000 per occurrence	\$1,000 per occurrence
Air Cargo Apron Use Fee, Per 1,000 lbs., GCLW		\$ 1.10	\$ 1.10
GSE Building Rent		\$ 18.00	\$ 18.00
Reservoir Storage Fee		\$ 2.00	\$ 2.00
PFC		\$ 4.60	\$ 4.60
Fuel Flowage Fee, per gallon		\$ 0.10	\$ 0.10
Off-Airport Fuel Storage Fee, per gallon		\$ 0.83	\$ 0.83
West Side International Aircraft Facility Use Fee, Per Occurrence ^[4]		\$ 260.00	\$ 260.00
Off-hours reservation - 20 Souls on board or less ^[4]		\$ 800.00	\$ 800.00
Off-hours reservation - More than 20 Souls on board ^[4]		\$ 1,800.00	\$ 1,800.00
Unauthorized Gate Use Fee		\$ 1,000.00	\$ 1,000.00
Unauthorized Ticket Counter Use Fee		\$ 600.00	\$ 600.00
Airline Estimated Cost Per Enplanement (CPE)		\$ 10.24	\$ 10.19

Note [1] = +48 hours or for each subsequent 24 hour period or portion thereof

Note [2] = Aircraft Per Turn Fee is not applicable to West Side International Aircraft Facility

Note [3] = Aircraft Per Turn Fee does not apply to Ferry Flights

Note [4] = 20 or less SOB must use West Side International Facility and pay fee in addition to West Side International Aircraft Facility Use Fee

Note [5] = More than 20 SOB must use Terminal 3 International Facility and pay fee in addition to International Pax Processing Facility Use Fee and per turn fee

Note [6] = Wide Body CAP = 83 Turns (FY2018); 84 Turns (FY2019)

Note [7] = Narrow Body CAP = 124 Turns (FY2018); 126 Turns (FY2019)

CLARK COUNTY DEPARTMENT OF AVIATION
AIRLINE ACTIVITY & LANDING REPORT

PASSENGER STATISTICS			
SCHEDULED	CHARTER	DIVERSIONS	TOTAL
ENPLANED:			
Domestic Connecting:			0
International Connecting:			0
Domestic Revenue:			0
International Revenue:			0
Domestic Non Revenue:			0
International Non Revenue:			0
TOTAL ENPLANED:	0	0	0

* CBP - Int'l are passengers that utilize U.S. Customs & Border Protection Facility

DEPLANED:			
Revenue:	Domestic		0
CBP - International			0
Non Revenue:	Domestic		0
CBP - International			0
TOTAL DEPLANED:	0	0	0
GRAND TOTAL:	0	0	0
THROUGH PASSENGERS		0	0

AIR CARGO STATISTICS IN POUNDS - Domestic			
Mail on:	Express on:	Freight on:	
Mail off:	Express off:	Freight off:	
AIR CARGO STATISTICS IN POUNDS - International			
Mail on:	Express on:	Freight on:	
Mail off:	Express off:	Freight off:	
TOTAL CARGO (pounds): 0			

DAILY FLIGHTS: AVERAGE SCHEDULED ARRIVALS		AVERAGE SCHEDULED DEPARTURES	
TOTAL	0.0	TOTAL	0.0
MONTHLY OPERATIONS:			
DOMESTIC:		Exp. Pax per Plane	#DIV/0!
INTERNATIONAL		#DIV/0!	#DIV/0!
TOTAL		#DIV/0!	#DIV/0!
Load Factor	In	#DIV/0!	#DIV/0!
	out	#DIV/0!	#DIV/0!
		(1) * (2) + (3)	(4)
TOTAL LANDING FEE DUE	\$0.00		
TOTAL ADDITIONAL FEES	\$0.00		
TOTAL AMOUNT REMITTED	\$0.00		

Attachment I – Signatory Airline Criteria

MEMORANDUM

DEPARTMENT OF AVIATION

RANDALL H. WALKER
DirectorROSEMARY A. VASSILIADIS
Deputy Director

TO: RANDALL H. WALKER, DIRECTOR OF AVIATION
ROSEMARY A. VASSILIADIS, DEPUTY DIRECTOR

FROM: BARBARA L. BOLTON, AVIATION BUSINESS MANAGER



SUBJECT: REVISED SIGNATORY AIRLINE CRITERIA

DATE: NOVEMBER 22, 2011

Under the Airline – Airport Use and Lease Agreement that was first effective on July 1, 2010, (Airline Agreement), there is a distinction between Signatory Airlines and Non-Signatory Airlines. Included in the definition of "Signatory Airline," it states that "Such Air Transportation Company must be able to meet specific requirements and/or minimum standards for Signatory Airline status as may be established by the Director."

Effective July 1, 2011, the Department of Aviation (Aviation) has established the following criteria to determine eligibility for Signatory status under the Airline Agreement. Any Air Transportation Company that meets the criteria set forth below, at the time such Air Transportation Company makes the request to become a Signatory Airline under the Airline Agreement, may be offered Signatory status.

Signatory Status – Air Service Criteria:

The following establishes the minimum criteria for air service commitment that an Air Transportation Company must make to the Las Vegas (LAS) market as a Signatory Airline. Domestic air carriers will be subject to Item No. 1 below, whereas international air carriers will be subject to Item No. 2 below. For any Air Transportation Company that provides both domestic and international service, it must meet the criteria for the category that applies to its air carrier operating certificate issued by the FAA or other similar governmental agency.

1. **Scheduled domestic service**, operational at LAS market at the time of request, meeting one of the following criteria:
 - a. 900 arriving seats per day, based on a seven (7) day average; **OR**
 - b. 750 arriving seats per day **plus** 5 arriving flights per day, based on a seven (7) day average; **OR**
 - c. Transoceanic service (requiring ETOPS certification) with 600 arriving seats per day, based on a seven day average, using a Group 4 aircraft or larger.
2. **Scheduled international service**, operational at LAS market at the time of request, meeting one of the following criteria:
 - a. Transoceanic service of 250 arriving seats per day **OR** 1 flight per day, based on a seven (7) day average; **OR**
 - b. Intercontinental service of 400 arriving seats per day **OR** 3 arriving flights per day using a Group 4 aircraft or larger, based on a seven (7) day average; **OR**
 - c. 3 weekly arriving flights of 250 arriving seats or more **and** using a Group 5 aircraft

Signatory Status – Additional Criteria:

The following additional criteria have been established to set other minimum standards that must be met in addition to the air service minimums outlined above, to be eligible for Signatory Airline status.

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1. Air Transportation Company has not been given any notice of default within the previous twelve (12) months.
2. Current Letter of Credit is on file with Aviation, it is in good standing, and it has not been drawn against within the previous twelve (12) month period.
3. Air Transportation Company is not currently in bankruptcy.
4. Current Certificate of Insurance has been continuously maintained on file with Aviation and is in good standing.
5. Current FAA or other similar government issued air carrier operating certificate is on file with Aviation and is in good standing.
6. Air Transportation Company has provided, at the time it is requesting Signatory status, its latest audited financial statements and such statements are acceptable to Aviation.
7. Air Transportation Company has provided a current ninety (90) day published flight schedule at the time it is requesting Signatory status, demonstrating that the Air Transportation Company meets and will continue to meet the applicable air service criteria required above, and as further referenced in Article 6 of the Airline Agreement.
8. Current Clark County business license, Clark County liquor license (as may be applicable), and State of Nevada business registration is in good standing and provided to Aviation at the time Signatory status is requested.
9. Customs and Border Patrol (CBP) Letter of Authorization for Las Vegas (International carriers only)

Non-Signatory Airlines:

Any Air Transportation Company that does not meet the Signatory requirements outlined above will not be offered the Airline Agreement for execution.

New Entrant Airlines:

Any new Air Transportation Company entering the LAS market that meets the Signatory criteria established above, will be offered Signatory status. Aviation will require the execution a Letter of Intent (LOI) between the parties which will include the following, at a minimum:

1. Air Transportation Company shall identify specific period of time that it will take the Air Transportation Company to meet the Signatory criteria. During this period, Air Transportation Company will be charged Rentals, Fees, and Charges at the Signatory Rate.
2. Once Aviation establishes that Air Transportation Company has met the Signatory criteria, Aviation will provide the Airline Agreement for their execution.

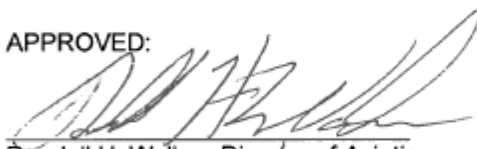
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3. At the time of Air Transportation Company's start-up, Aviation will require that such Air Transportation Company post a Letter of Credit (LOC) in the amount of three (3) months estimated Rentals, Fees, and Charges, including Passenger Facility Charges (PFCs). In the event Aviation offers the Airline Agreement, this LOC will be reduced to exclude PFCs to comply with the initial LOC requirements under the Airline Agreement.
4. In the event that Air Transportation Company does not meet the Signatory criteria within the time frame established in the LOI, and it is determined that Air Transportation Company is not eligible for Signatory status, Air Transportation Company will be charged Rentals, Fees, and Charges at the current Non-Signatory rate retroactive to their operations start date at McCarran International Airport.

This Revised Signatory Airline Criteria Memo replaces the Signatory Airline Criteria Memo, dated July 23, 2010, in its entirety.

cc: Joseph Piurkowski, Manager of Airport Fiscal Services/Budget
Scott Kichline, Manager, Commercial/Business Development
Elaine Sanchez, Public Affairs & Marketing Manager
Greg Gillis, Airline – Airport Affairs Committee Chair

APPROVED:



Randall H. Walker, Director of Aviation

Date: 11/21/11

Attachment J – Sample Form Airline Schedule Submittal

[illegible]