Ticket Counter/Queue Change Request Form

Harry Reid International Airport (LAS) is a common use facility that requires approvals for use of ticket counters, queue configuration, kiosks and skycap counters, which are assigned accordingly. Changes to these areas require the completion and submission of this form, along with any additional documentation, to Department of Aviation Terminal Operations for review and approval. ***Please submit no less than two weeks prior for consideration.***

Email to: Herbert Tsai - herbertts@lasairport.com and Mark Gilbertson - markg@lasairport.com.

Requester Information

Date: _____   Effective Date: _____

Airline: _____

Applicant Name: _____

Phone: _____   Email: _____

☐ Queue Change

Please briefly describe requested change and attach a queuing diagram, making sure to include what category each lane is for (i.e. Bag Drop, First Class etc.).

_____
_____
_____
_____

Ticket Counter   Please check all that apply

☐ Add

☐ Change

☐ Charter Flight

☐ Skycap

☐ Other

Briefly describe request and attach justification documentation if needed (additional flights, increased capacity, schedule changes, charter information, staffing plan etc.).

_____
_____
_____
_____

Recommendation: _____

_____