

Laredo International Airport
Operational Need Access Form
 5210 Bob Bullock Loop 1st Floor, Laredo, Texas 78045
 Phone: (956) 795-2000 (Option 6) Fax: (956) 795-2572
 Email: airportaccesscontrol@ci.laredo.tx.us

Check all that Apply

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> Tenant | <input type="checkbox"/> Airline | <input type="checkbox"/> Government Agency | <input type="checkbox"/> Law Enforcement Agency |
| <input type="checkbox"/> Sub-Tenant | <input type="checkbox"/> Law Enforcement Agency | <input type="checkbox"/> Pilot-Non Commercial | <input type="checkbox"/> Concessionaire |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Flight Training | <input type="checkbox"/> Repair Service Station | <input type="checkbox"/> Cargo |
| <input type="checkbox"/> Line Services(FBO) | <input type="checkbox"/> Vendor/Catering | <input type="checkbox"/> Other _____ | |

 Company Name

 Company Representative

 Company Phone Number

 Company Mailing Address

 City

 State

 Zip Code

 Company/Representative Email Address

Activity Description (See Attachment A) _____

Intended location of Operation _____

Will your company require commercial vehicles to be utilized? Yes No
If Yes, Please Include copies of forms as per Attachment B

Construction and Vendors (Only) Please list Subcontractors below

1.	5.	9.
2.	6.	10.
3.	7.	11.
4.	8.	12.

If Applicable
 List of Based Aircrafts

 Signature

 Printed Name of Representative

 Date

Attachment A

Intended Scope of Activities

As a condition precedent to the granting of an operating privilege on the Airport, the prospective Operator must submit a detailed description of the scope of the intended operation and location, and the means and methods to be employed to accomplish the contemplated operating standards and requirements, in order to provide high-quality service to the aviation and general public in the Laredo air service area, including the following:

- a. The services to be offered.
- b. The amount of land desired to be leased.
- c. The building space to be constructed or leased.
- d. The number and type of aircraft to be provided.
- e. The number of persons to be employed.
- f. The types and amounts of insurance coverage to be maintained.
- g. Evidence of financial and managerial capability to perform and provide the proposed services and facilities.
- h. The intended location and layout plan of the proposed and future development.

Attachment B

Insurance Requirements

The following insurance provisions shall modify Minimum Requirements and Standards for the privilege and right to conduct aeronautical services and activities at the Laredo International Airport, operator shall comply with each and every condition contained herein. The operator shall provide and maintain the minimum insurance coverage set forth below or as may be required on lease agreement during the term of its operations / agreement with the City.

The City of Laredo reserves the right to review and adjust insurance limit requirements which are reasonable and customary as deemed necessary.

The Operator will be required to carry as a minimum the following types and amounts of insurance coverage:

Type of Insurance	Type of Activity	Minimum Limits
Commercial General Liability (coverage shall include bodily injury and property damage & products/completed operations and XCU “Explosion, Collapse, Underground” hazards)	REQUIRED ALL ACTIVITIES Contract Pilots: to include CFI Instruction coverage Construction/Demolition	\$1,000,000 \$5,000,000 (aggregate)
Workers Compensation (statutory limits, including Employers Liability coverage)	REQUIRED ALL ACTIVITIES	\$1,000,000
Commercial Automobile Liability (per occurrence for bodily injury and property damage, including owned, non-owned, and hired car coverage)	REQUIRED ALL ACTIVITIES	\$1,000,000
Umbrella Liability	Aircraft repair, fueling, refueling, flight training/instruction, flight activities/services, air charter/taxi, aircraft rentals	\$10,000,000

Any Subcontractor(s) hired by the operator shall maintain insurance coverage equal to that required of the fixed base operator. It is the responsibility of the operators to assure compliance with this provision. The City of Laredo accepts no responsibility arising from the conduct, or lack of conduct, of the Subcontractor.

With reference to the foregoing insurance requirement, the operators shall specifically endorse applicable insurance policies as follows:

1. The City of Laredo shall be named as an additional insured on all policies, except Workers Compensation.
2. All liability policies shall contain no cross liability exclusions or insured versus insured restrictions.
3. A waiver of subrogation in favor of The City of Laredo shall be contained in the Workers Compensation and all liability policies.
4. All insurance policies shall be endorsed to require the insurer to immediately notify The City of Laredo of any material change in the insurance coverage.
5. All insurance policies shall be endorsed to the effect that The City of Laredo will receive at least sixty (60) days' notice prior to cancellation or non-renewal of the insurance.
6. Insurance must be purchased from insurers that are financially acceptable to the City of Laredo.
7. A copy of certificate of insurance shall be furnished with the City of Laredo Airport Administration at time of application, upon policy renewal/changes, and upon request.