

Instructions: Wireless Concept Request

Introduction:

LAWA Information Management and Technology Group has created this Wireless Concept Request Form for Radio Frequency (RF) / Wi-Fi design review, Antenna Site/Access Point selection to support a wireless friendly environment for all of our guests in the Airport.

The Wireless Concept Request Form is to be completed by the Applicant/Tenant and mailed to ProjectApprovals@lawa.org in order to initiate a Concept Review. If assistance is needed completing the form or providing supporting documents, please email at LAWAWireless@lawa.org. In order to ensure timely processing, please ensure that all fields are completed and the required documents are attached.

Wireless Concept Request Form, Page 1:

Project Name: Enter a concise name for the project including the Tenant's name, project location and project scope. For example: ABC Airlines - LAX Terminal 1 - Office Relocation.

Tenant Lease/Agreement Number: Enter the number associated with your lease or agreement with LAWA.

Project Address: Enter the address of the structure where the project will take place. The address should be indicated on your lease/agreement. If unknown, please contact your designated LAWA Business Relations Manager (BRM).

Project Location: Check the appropriate box to indicate the airport location.

Is This Request for a: Please indicate if the Concept Request is for a Wi-Fi installation or Antenna installation.

Tenant Contact Information: This field should indicate the Authorized Agent from the Tenant Company, to be copied on all correspondence related to this project. Include the Authorized Agent's name, address, email, and phone number.

Project Element: Check all boxes that apply to the project. If the Project Element involves Airside, Landside, or, Other, please specify/explain.

Designated Representative Contact Information: This field should indicate a Project Representative, if different from the Tenant Contact above, to be copied on all correspondence related to this project. Include the Designated Representative's company, name, address, email, and phone number.

Estimated Milestones: Include estimated start and completion dates for design and construction.

Estimated Project Cost: Include the estimate costs associated with the project.

The lower grayed portion of the form is for internal use only. Please do not mark this area.

Wireless Concept Request Form, Page 2:

Project Scope: Please include a thorough description of the project, which clearly communicates the project scope. This narrative should describe existing conditions; identify what is being changed, and why the change is taking place. Provide explanation as necessary regarding the project impacts and any unique attributes (variances, waivers, etc).

Purpose: Check all the boxes that apply.

Wi-Fi Equipment: Click the link for approved Wi-Fi equipment list

LAWA-to-Tenant Wireless Transport Option: Select as applicable. A block diagram is attached for Option 1 and 2

List of Attachments: List all attachments to the Wireless Concept Request Form.

Utilities: Check all the boxes that apply.

Affected agencies/Tenants: Check all the boxes that apply.

WAN connection provider: Provide the name of the Internet Service Provider (ISP) and equipment location.

Licensed frequency and/or roof-mounted antenna: If the project includes the use of licensed frequency and/or antenna installation on the roof, please fill out the antenna request form.

Laydown Area: Indicate if a laydown area (Length X Width) outside of your leasehold will be requested to complete the project. If yes, indicate the approximate area (in square feet) that will be necessary.

For more information regarding tenant projects, please visit our website here: http://www.lawa.org/welcome_LAWA.aspx?id=4162

Project Scope:

Purpose:

- Internet/Wi-Fi
- Point of Sale
- Printers
- Baggage Scanning
- Queuing Management
- Wait-Time Management
- Others _____

Wi-Fi Equipment:

For the approved Wi-Fi equipment list, Please see Section 27 21 33 of Design & Construction Handbook link: [LAWA Guide Specification](#)

LAWA-to-Tenant Wireless Transport Option:

- Option 1- Tunnel handoff
- Option 2- L3 handoff

List of **Attachments:

- Antenna Application
- Heatmap with RSSI
- Wireless Design
- Conduit/Cable Plan
- Equipment Spec Sheet
- ***Master Lease Exhibit
- Wireless Architecture (Single-line-Diagram)

Utilities:

- Electrical
- Telecommunications/IT
 - Tenant LAWA
- Conduit
 - Existing New
- Others _____

Affected Agencies/Tenants:

- TSA
- CBP
- FAA
- Airlines _____
- Concessions _____
- Others _____

***Wi-Fi Configurations:** Please check the link for LAWA IT Wi-Fi requirement: [LAWA IMTG Wi-Fi Policy](#)

****Attachments:** Each attachment must be ≤ 10 MB. Readable PDF files preferred.

*****Master Lease Exhibit:** Include a drawing clearly detailing the lease boundaries and indicate the area of proposed work.

Name of the WAN connection provider:

(Primary ISP) (Secondary ISP) (ISP/WAN Circuit Number)

Equipment Location in MPOE

- Room # _____
- Rack # _____

Equipment Location in Tenant Wiring Closet

- Room # _____
- Rack # _____

Does this project include the use of licensed frequency and/or antenna installation on the roof?

- No Yes If Yes, fill out the Antenna Application Form at the link: [LAWA IMTG Antenna Application Form](#)

Please check the link for LAWA Antenna Policy: [LAWA IMTG Tenant Antenna Policy](#)

Does this project require a laydown area outside of your leasehold?

- No Yes If Yes, provide approximate area (Length X Width) required _____

Note: This is not a request for a laydown area. The applicant shall coordinate any laydown areas.

This form is available electronically at: http://www.lawa.org/welcome_LAWA.aspx?id=4162

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