



Los Angeles World Airports

INFORMATION AND PROCEDURES FOR OBTAINING A NON-EXCLUSIVE LICENSE AGREEMENT (NELA) WITH MOTOR VEHICLE OPERATING PERMIT (MVP)

A Non-Exclusive License Agreement (NELA) is a contractual agreement issued through the Airfield Permits Unit, granting the non-exclusive right to provide contractual services at LAX. This Agreement is issued between Los Angeles World Airports (LAWA) and any company or air carrier providing contractual service to another company or air carrier at LAX. These services may include, *but are not limited to*: delivery; repairing & cleaning; servicing, fueling, & rental of ground equipment; non-aeronautical food and/or beverage services maintenance and janitorial services. The Agreement will be issued for a period not to exceed five years.

All other services, i.e., aircraft line maintenance, airfield transportation, baggage management, cargo handling, aircraft food services, into-plane fueling, wheelchair services, ramp services, security services, aircraft cabin cleaning, cargo screening or terminal service companies providing these services to any company or air carrier will receive a **Certified Service Provider License Agreement (CSPLA)** issued through the Airfield Permits Unit. For the CSPLA application, please go to: <http://www.lawa.org/cspp>.

The following items are provided as a guideline to assist you in obtaining a Non-Exclusive License Agreement; other requirements as determined Airfield Permits may be needed to complete the permit process. Airfield Permits staff will advise you of any additional requirements upon review of your request.

REQUIREMENTS

To obtain an Agreement, please provide the following information/documentation: **Note: the permit process may take up to 60 days to complete.**

Letter of Intent – A contractual agreement with an air carrier, tenant, or a company currently providing services at LAX must be in place **before** an Agreement can be issued.

1. On **company letterhead**, verify a contract, at-will agreement, or maintenance agreement exists between your company and the awarding company/agency;
2. List the contract number, start and end dates (if there is no end date, please indicate whether or not the agreement is an at-will or open-ended agreement);
3. Describe in detail the type of the work or services to be performed;
4. List the postal address(es) and describe the work location(s) (*terminals, rooms, buildings, airfield, Customs areas, etc.*);
5. Indicate if tools and/or equipment will be used;
6. Indicate if the company needs vehicle access to the airfield and areas of access/posts required;
7. Provide justification if the company requires airfield access;
8. List the person(s) designated as the authorized signer(s) and certified trainer(s) for badges;
9. Provide job titles and an estimate of the number of badges requested;
10. Indicate the dollar amount of Estimated Annual Revenue anticipated from the contract(s).

Letter(s) of Verification – on **company letterhead** from each organization to whom you will provide services at LAX, confirming the following information:

1. This letter should include items 1-7 of the Letter of Intent.

(See attached templates for the Letter of Intent and Letter of Verification.)

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NELA Contact Information Form – Complete enclosed form.

Business Tax Registration Certificate (BTRC) – Provide a copy of your company's BTRC, issued by the City of Los Angeles Office of Finance, Tax and Permit Unit. Phone: (213) 473-5901. For information, visit the Office of Finance website at <http://www.lacity.org/finance>

Corporate Documentation – A copy of your business entity's Articles of Incorporation, Limited Liability Partnership, Limited Liability Corporation or Sole Proprietorship documentation is required, documenting the legal name. For dba's a copy of the Fictitious Business Name Statement is also required. Out-of-state documentation is acceptable. For information regarding these requirements, you may visit the following websites:

Corporate Documentation – California
Secretary of State Phone: (916) 657-448
Website: <http://www.sos.ca.gov/business/be/>

Fictitious Business Name Statements –
Los Angeles County Registrar-Recorder/County Clerk
Phone: (800) 815-2666; Recorded Message: (562) 462-2177
Website: <http://lavote.net/Clerk/BusinessName.cfm>

Insurance – Must be approved by LAWA's Risk Management Division. For questions or information regarding insurance, contact the Insurance Compliance Office at (424) 646-5480.

Website: http://www.lawa.org/welcome_LAWA.aspx?id=630

Property Leasing/Subleasing – For operations which require facilities or storage of ground equipment, a Department lease or approved sublease must be in place prior to the issuance of any agreement.

FEES

Fees associated with a Non-Exclusive License Agreement for services provided to tenants, permitted air carriers, and non-permitted air carriers (i.e., charter carriers, prime service contractors, fixed-based operators, etc.), will be calculated as follows:

Annual Administrative Fee (applicable to all Non-Exclusive License Agreements) - \$500.00 payable at contract commencement date *and* \$500 payable on July 1st of each fiscal year thereafter, whether or not services have been provided. The fiscal year is July 1 through June 30. (Example: If your NELA commencement date is May 1, you will owe \$500 at commencement at another \$500 on July 1 of the same year.)

Vehicle Decal Fee (applies to vehicles for airfield use) - \$120.00 per vehicle (Vehicle decals are effective July 1 through June 30 and are renewed annually). The vehicle decal requirement does not apply to ground service equipment.

Contract Services Fee - Ten percent (10%) of all gross revenues derived from all sources for all passenger, ground handling or contract services provided at LAX by Licensee.*

*The contract services fee does not apply to services provided to permitted air carriers; services provided to the military; and services provided to tenants and concessionaires whose lease(s) or concession agreement(s) with LAWA expressly exclude the contract services fee.

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ACTIVITY REPORTS

Licensees are required to self-report their operations and revenues generated at LAX. Submit activity reports on LAWA's forms electronically to our e-mail box at activityreports@lawa.org by the 10th day of each month. Link to forms: <http://www.lawa.aero/aiops.aspx?id=1570>

LAX RULES AND REGULATIONS

The LAX Rules and Regulations are available at the following link:
<http://www.lawa.aero/aiops.aspx?id=862&linkidentifier=id&itemid=862>

FORMS AND DOCUMENTS

The following forms are attached for your use and convenience:

- "Letter of Intent" and "Letter of Verification" templates
- Non-Exclusive License Agreement (NELA) Contact Information Form

To obtain a Non-Exclusive License Agreement with Motor Vehicle Operating Permit, submit the enclosed documentation in completed form, by U.S. Mail, in person; by express delivery, or by email to:

By mail:

Los Angeles World Airports
Airfield Permits Unit
P.O. Box 92216
Los Angeles, CA 90009-2216

or

In Person:

Airfield Permits Unit
7301 World Way West
Room 100
Los Angeles, CA 90045

By E-mail:

Airfieldpermits@lawa.org

If you have any questions, please contact the Airfield Permits Unit:

Phone: (424) 646-5880
FAX: (424) 646-9269
Email: AirfieldPermits@lawa.org

Los Angeles World Airports

NON-EXCLUSIVE LICENSE AGREEMENT CONTACT INFORMATION FORM

NELA

Date Form Completed: _____

BUSINESS INFORMATION

Corporate (or Legal) Name of Company: _____

Business Name (dba): _____

City of L.A. Business Tax Registration Certificate (BTRC) No. #: _____

CORPORATE CONTACT INFORMATION

Corporate Contact: _____ Title: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Work Phone: _____ Cell Phone: _____ Email: _____

BILLING CONTACT INFORMATION

Billing Contact: _____ Title: _____

Billing Address: _____

City: _____ State: _____ Zip Code: _____

Work Phone: _____ Cell Phone: _____ Email: _____

LOCAL CONTACT INFORMATION

Contact Name: _____ Title: _____

Mailing Address: (If different than above) _____

City: _____ State: _____ Zip Code: _____

Work Phone: _____ Cell Phone: _____ Email: _____

OPERATIONAL INFORMATION

Start Date: _____

Description of service(s) to be provided: (Please check all that apply)

Non-Aeronautical Maintenance Delivery Professional Information Technology & Communications

List all companies, air carriers, and/or military for whom contract services will be provided: _____

List facilities/areas on LAWA property, including leased premises, where access is required to conduct business: _____

Will motor vehicles be utilized in restricted or non-public areas of the airport? Yes No

SAMPLE **LETTER OF INTENT**

[Date]

LAX Airfield Permits Office

Attn: [Name of Your Contract Administrator]

P.O. Box 92216

Los Angeles, CA 90009-2216

Subject: Letter of Intent

[Your Legal Company Name] has been contracted by **[Sponsoring Company, i.e. name of company who awarded you the contract]**. The **contract** number between **[Your Legal Company Name]** and **[Sponsoring Company Name]** is **[00-0000-00000-00]**. The contract **[began/is scheduled to begin]** on **[mm/dd/yyyy]** and will terminate on **[mm/dd/yyyy]** (or, until cancellation by either party upon 30-day written notice).

We will provide **[Non-Aeronautical Maintenance/Delivery/Professional/Information Technology & Communication services, etc]**. The duties to be performed are as follows:

- **[List SPECIFIC job duties in detail]**

The services will be performed at:

- **[List ALL specific location(s) where the job will take place. (i.e. buildings, terminals, electrical/telecom rooms, perimeter doors, airfield area, etc., including postal addresses where appropriate). Justify why the company requires the desired/requested access.]**

Pedestrian access to the Airport Operations Area (AOA) **[is/is not]** required to perform the duties of the contract.

Tools/equipment **[will/will not]** be used to fulfill contractual obligations, therefore, vehicle access to the airfield **[is/is not]** required. Vehicles **[are/are not]** street licensed.

Our designated authorized security badge signer(s) **[is/are]** **[name of employee(s), job title(s), phone number(s)]**.

We **[will]** be required to obtain a Motor Vehicle Operating Permit (MVOP) to perform the duties of this contract, therefore our certified trainer(s) **[is/are]** **[name of employee(s), job title(s), phone number(s)]**. We **[will not]** be required to obtain an MVOP.

Job titles for our employees include **[list job titles (i.e. manager, foreman, technician, laborer, and driver)]**. We are requesting **[number of badges]** badges.

[Estimated Annual Revenue from the contract services provided is [\$\$\$].

If you require any additional information, please contact **[name of employee(s) and job titles]** at **[phone number(s) and email address(es)]**.

[Respectfully,

[Name of Highest-Ranking Local Authority]
[Title]
[Phone Number]

SAMPLE **LETTER OF VERIFICATION**

[Date]

LAX Airfield Permits Office
Attn: [Name of Your Contract Administrator]
P.O. Box 92216
Los Angeles, CA 90009-2216

Subject: Letter of Verification

[Your Legal Company Name] has contracted with [Legal Name of Company awarded the contract]. The contract number between [Your Legal Company Name] and [Awarded Legal Company Name] is [00-0000-00000-00]. The contract [began/is scheduled to begin] on [mm/dd/yyyy] and will terminate on [mm/dd/yyyy] (or, until cancellation by either party upon 30-day written notice).

We will provide [Non-Aeronautical Maintenance/Delivery/Professional Services, or Information Technology & Communications]. The duties to be performed are as follows:

- [List SPECIFIC job duties in detail]

The services will be performed at:

- [List ALL specific location(s) where the job will take place. (i.e. buildings, terminals, electrical/telecom rooms, perimeter doors, airfield area, etc., including postal addresses where appropriate)]

Access on the Airport Operations Area (AOA) [is/is not] required to perform the duties of the contract.

Tools/equipment [will/will not] be used to fulfill contractual obligations, therefore, vehicle access to the airfield [is/is not] required.

If you require any additional information, please contact [name of employee(s) and job titles] at [Phone number(s)/email address(es)].

Respectfully,

[Name of Highest Ranking Local Authority]
[Title]
[Phone Number]