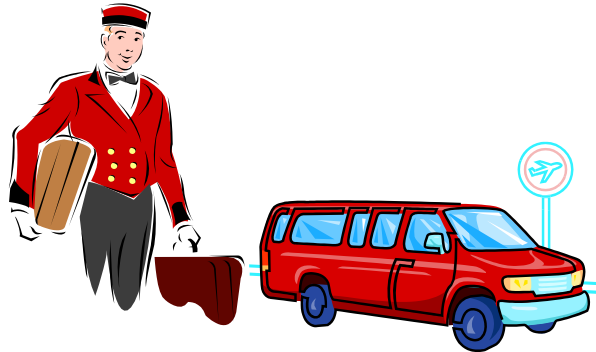


# CHARLESTON COUNTY AVIATION AUTHORITY

## Courtesy Operator Checklist



### Requirements:

To avoid delays in processing the Ground Transportation applications, please provide all listed documents to the Ground Transportation Office. Failure to meet/maintain all requirements will prohibit operations at Charleston International Airport.

#### \_\_\_\_ Vehicle Registration

\_\_\_\_ Insurance Certificate—Courtesy vehicle operators will be required to provide the Ground Transportation Office with a Certificate of Liability Insurance that fulfills the following requirements:

- a) Evidencing the minimum auto coverage of \$500,000 Combined Single Limit (CSL) with the Authority.
- b) Scheduled Auto(s) list: Vehicle description (Year, Make, Model, and VIN).
- c) Include the following statement/clause on the certificate:  
**“Charleston County Aviation Authority, its officials, servants, agents, and employees are named as additional insured.”**
- d) Include the following Certificate Holder information:  
**Charleston County Aviation Authority**  
**5500 International Blvd.**  
**N. Charleston, SC, 29418**

(Any insurance certificate that does not bear the above information as specified will not be accepted.)

(See the next page)

\_\_\_\_ Operators need to verify the preprinted information on the application form provided by Ground Transportation Office and make the necessary changes.

\_\_\_\_ Permit Fees –A fee of \$2.00 per lodging room, per facility. Plus a fee of \$120.00 per vehicle. Example: A hotel with 80 rooms and one vehicle permit cost:  $80 \times 2 = \$160 + \$120 = \$280$

\_\_\_\_ Payments can be made in the following forms: Cash, Major Credit/Debit Cards, and company checks. Checks must be payable to “Charleston County Aviation Authority” or it may be abbreviated to “CCAA”.

-----End of Article-----