

CHARLESTON REGIONAL AVIATION AUTHORITY Landside Operation **Charter** Operator Checklist (Pre-arranged passenger pick-up only)

All charter operators are subject to Ordinance 2018-01- Municipalities and State Licensing Regulations.

To avoid any delays in renewal processing Landside Operation permit applications, **all documents must bear the Company's name authorized by the State of SC and all account must be current before renewal process will be completed.**

It is mandatory to have all necessary documents to the Landside Operation Office.

____ Proof of compliance with the Office of Regulatory Staff (ORS). Vehicle must be listed on ORS website registry as current.

____ Vehicle Registration(s) -Commercial License Plate - LS, BC, or BU.

____ **Ordinance -Section 5.03 -Permit fees.** -Annual Landside Operation permit fee of \$120.00 per vehicle. Permits purchased between January and June will be \$120.00. Permits purchased between July and December will be \$60.00 due at time of the application. No refunds are available for unused permits.

____ **Insurance** – Mandatory each Transporter will be required to provide the Landside Operation Office with a Certificate of Liability Insurance that fulfills the following requirements: **Insurance cards will not be accepted, as proof of insurance.**

- 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 (verbatim) on the certificate: **“Charleston Regional Aviation Authority, its officials, servants, agents, and employees are named as additional insured.”**
- d) Include the following Certificate Holder information:
Charleston Regional Aviation Authority
5500 International Blvd.
N. Charleston, SC, 29418
(See the next page)

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

____ **Company owner's and Driver's License copy.**

____ **Operators all permits are issued for each vehicle and not to be transferred to another company.**

____ **Operators need to verify the preprinted information on the application form provided by Landside Operation Office and make the necessary changes.**

____ **Charter Pickup fee is \$1.00/pickup. The accrued monthly total is due on the 30th day of each month.** This fee can be paid at the Landside Operation Office, Mon-Fri 8:00-4:30 pm. (Closed on Holidays).

____ **Payments can be made in the following forms: Cash, Major Credit/Debit Cards, and checks. Checks must be payable to "Charleston Regional Aviation Authority", or it may be abbreviated to "CRAA".**

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