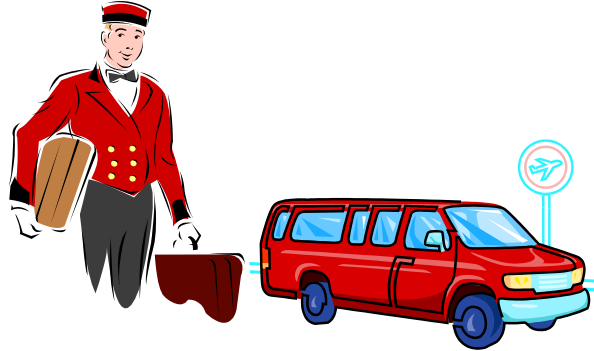


CHARLESTON REGIONAL AVIATION AUTHORITY

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 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

(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 Regional Aviation Authority” or it may be abbreviated to “CRAA”.

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