

## SITE ACTIVITY PERMIT APPLICATION

For use on all Bishop International Airport Authority (BIAA) Facilities and Property

- All applications must be entirely completed.
- By applying for a permit, the applicant acknowledges that it is aware of, and will comply with, all applicable federal, state and local laws and airport regulations when conducting activities on BIAA property.
- All applications must be submitted to the BIAA Administration Offices at least 14 days prior to the requested activity date.
- BIAA will notify applicant if the project is approved or declined within two weeks of receiving the completed application and insurance certificate.
- All applicants must meet all insurance requirements. These include:
  - Liability insurance in the minimum amount of one million dollars (\$1,000,000) If ramp access, the liability insurance minimum amount increases to five million dollars (\$5,000,000).
  - The insured must furnish to the BIAA a certificate of insurance naming the BIAA as additional insured for the day(s) the activity is scheduled. This certificate must be furnished with the application.
  - Language for the insurance certificates should read as follows: “The City of Flint, Genesee County, and the Bishop International Airport Authority, its employees, the BIAA’s Board of Directors and officers shall be an additional insured from all claims arising out of, or in connection with, any operations conducted in connection with the insured’s activity.”
  - BIAA reserves the right to alter insurance requirements depending on circumstances and requirements of the permit.
  - In the event there is damage to airport property, the applicant will be held responsible for the cost of all repairs.
- All aviation security requirements will be upheld, as well as the safety and security of all airport users and tenants.
  - In the event the permit is issued for a Sterile or secured/SIDA area, all individuals must be escorted at all times and prior approval for the activity must be coordinated with the Transportation Security Administration (TSA).
  - Vehicles are prohibited from being parked or left unattended on the terminal curb.
  - All vehicles and equipment are subject to search.
  - Equipment, bags and/or cases may not be left unattended.
  - During the review process, the BIAA staff will determine if the desired activity requires the assistance of airport police officers for additional security concerns. If so, the cost is \$37.50 per hour for each officer assigned.
- The permit does not grant any right to conduct filming in preferential or exclusive leasehold tenant area.

- The applicant will not use the name, logo and/or insignia of Bishop International Airport Authority or “FNT” without prior express written consent. The same also applies to airport tenants, i.e., airlines, rental car agencies, concessionaires, etc.
- At no time, is any activity allowed in any areas that could obstruct passenger walkways or aviation travel.
- BIAA reserves the right to apply additional restrictions on the day of filming, if circumstances warrant.
- BIAA reserves the right to deny permission for activities on airport property for any reason.
- The permit must be carried at all times while on airport premises.
- If the permit expires before the activity is complete, the applicant will remove all equipment and personnel from airport property, unless BIAA agrees to a written extension of the permit.

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Legal Name of person or organization sponsoring or conducting proposed activity:

\_\_\_\_\_

Mailing Address (Please note: Post office box numbers will not be accepted.)

\_\_\_\_\_  
 \_\_\_\_\_

Email Address \_\_\_\_\_

Telephone number \_\_\_\_\_ Fax number \_\_\_\_\_

Legal Name of person who will supervise and be responsible for proposed activity and who will act as a liaison with the BIAA. (Please note: this person must be present on the day of the activity. If same as above, indicate as such.)

\_\_\_\_\_

Mailing Address (Please note: Post office box numbers will not be accepted. If same as above, indicate as such.)

\_\_\_\_\_  
 \_\_\_\_\_

Email Address \_\_\_\_\_

Telephone number \_\_\_\_\_ Fax number \_\_\_\_\_

Date(s) and time of proposed activity: \_\_\_\_\_

Location(s) requested: \_\_\_\_\_

Briefly describe the nature of the activity:

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## AGREEMENT for AIRPORT SITE ACTIVITY

Should this application be granted, the applicant agrees to indemnify and to hold the Bishop International Airport Authority, its agents, its employees and Board of Directors harmless from any and all claims, demands, cost and expenses, whether for injuries to person, or loss of life, or for damage or loss of property arising out of the use of the facilities or property owned by the Bishop International Airport Authority; or arising out of the use of the facilities or property owned by the Bishop International Airport.

The applicant agrees to comply with all applicable federal, state and local laws, ordinances, rules and regulations, including but not limited to, those of the Bishop International Airport Authority and the Transportation Security Administration. The applicant also agrees to maintain a clean working area, and to restore the working area to the same condition in which it was found. The applicant acknowledges that approval of this application shall not be assigned to another party without the prior written consent of the Bishop International Airport Authority, and the BIAA may elect to terminate the activity when such action is necessary for the safety of the public or for the protection of resources when the activity unreasonably disrupts public use of the property, in its sole discretion. The Bishop International Airport Authority reserves the right to cancel this permit without incurring any liability whatsoever from the applicant.

The applicant further acknowledges that, unless the proposed activity is for the purpose of major benefit to the air transportation industry or Flint's trade area economic development, the applicant shall be charged a fee, to be paid in advance, to reimburse the BIAA for any personnel cost deemed necessary by the BIAA to provide assistance, to maintain safety and security or to keep air transportation free of interruption at all Bishop International Airport Authority facilities.

## COST FORM

A waiver of processing and some permit fees may be granted if the project is a non-profit and/or a public service advisory.

Non-refundable processing fee (submitted with application)	\$100
Site-tours and pre-filming meetings	\$ 50/hour
<b>Public areas of terminal</b>	
Filming	\$200/hour
Photography	\$ 50/hour
<b>Airside – Beyond security checkpoint with TSA approval</b>	
Filming	\$300/hour
Photography	\$100/hour

**Damage Deposit**

A cleanup and damage deposit may be required if activity involves site alteration or as deemed necessary by BIAA. The deposit must be made by check drawn on a bank acceptable to BIAA and payable to Bishop International Airport Authority. Deposits will be returned to the applicant upon completion of the activity and after BIAA inspects the area and verifies that no damage has occurred. Damages incurred that are not covered by the deposit will be repaired at the applicant's expense.

Additional costs may be applied to applicant depending on the need for airport police to provide security.

Signature of applicant \_\_\_\_\_

Printed Legal Name \_\_\_\_\_

Title \_\_\_\_\_

Company \_\_\_\_\_

Date \_\_\_\_\_

**AIRPORT USE ONLY**

**APPROVED or DENIED**

(CIRCLE ONE)

Airport Representative \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

Special Instructions \_\_\_\_\_

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Distribute to these departments:

Administration    ARFF    POLICE    Maintenance    TSA