



# Boulder City Municipal Airport

## **BANNER TOW PERMIT INSTRUCTIONS**

All parties wishing to conduct banner towing operations at the Boulder City Municipal Airport must obtain prior approval and a permit from the Airport Administration Office.

Boulder City Municipal Airport  
Airport Administration Office  
1201 Airport Road Suite 200  
Boulder City, NV 89005

Phone: (702) 293-9405 x4  
Fax: (702) 293-6242  
E-Mail: [AirportAdmin@bcnv.org](mailto:AirportAdmin@bcnv.org)

Application must be received and approved by Boulder City Airport's Administration Office a **minimum of one week** prior to launch date.

### **Document Requirements**

The following documents must be submitted with this Permit Application:

1. A certificate of insurance, naming the **City of Boulder City as additionally insured**, must be provided. *Certificate must be for a minimum of \$1,000,000 general liability per occurrence.*
2. Copy of Air Worthiness Certificate
3. List of Pilots to fly aircraft and a copy of their pilot license and current medical
4. Copy of Certificate of Waiver or Authorization from FAA (Form 7711-2)

### **Fee Requirements**

1. **Banner Tow Permit Fee: \$100.00 per 7 (seven) days, per Aircraft.** Seven days start on the first scheduled day for Banner Tow operations (e.g. start on a Sunday permit expires on the following Saturday).
2. **Escort Fee:** The permit fee does not include the required escort to the pickup location. Contact BFE, LLC, or Airport Administration for escort fee schedule.

### **Special Provisions for Banner Towing at Boulder City Airport**

1. All payments for fees due to the City of Boulder City shall be made in advance and accompany this permit application. If operations exceed the date(s) or time initially stated, payment must be submitted prior to departure.
2. Banner Tow operations will only be allowed during VFR conditions and between the hours of official sunrise and official sunset.
3. Banner tow operations (pick-up and drop) will only be conducted in a pre-designated, assigned by Airport Management, not closer than 500 feet to a taxiway, runway, person, building, parked automobiles, and other aircraft.
4. The determination as to the necessity of the use of personnel of the Boulder City Airport shall rest with the Airport Manager or his/her designee, whose decision shall be final and conclusive.
5. No person shall drive or walk on the airfield unless under positive escort, or explicit permission is granted by the Airport Manager, or designee.
6. No privately-owned vehicles shall be allowed in the Airport Movement Area unescorted.
7. All banner pickup and drop location(s) shall be left in or restored to the original condition upon completion of banner tow operation.
8. Permittee shall positively control all trash while on Airport property and remove same from Airport property upon departure.
9. Permittee shall appoint a "point person" for contact with the airport. Point person shall be responsible for coordinating escort arrangements.
10. Permittee shall arrive so to provide an adequate amount of time for set-up prior to banner pickup.
11. In the event of inclement weather conditions, or restricted airport access due to security or other unforeseeable circumstances, permission to reschedule permitted use date may be obtained by permittee from the Airport Manager or his/her designee. A permit rider may then be issued for daily permits only.
12. Permittee shall comply with all local, state, and federal laws applicable to Banner Tow Operations.
13. An airport escort **must** be provided for all operations. Either Airport Administration Office or BFE, LLC can provide this service; contact prior to arrival for accommodation and pricing.
  - a. BFE, LLC at (702) 228-0455 or
  - b. Airport Administration Office (702) 293-9405 x4



# Boulder City Municipal Airport BANNER TOW PERMIT APPLICATION

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Date of Application \_\_\_\_\_

(1) Requested Permit Start Date \_\_\_\_\_ End Date \_\_\_\_\_

(2) Requested Permit Start Date \_\_\_\_\_ End Date \_\_\_\_\_

(3) Requested Permit Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Company \_\_\_\_\_

Address/City/Zip code \_\_\_\_\_

Telephone \_\_\_\_\_ FAX \_\_\_\_\_

Email \_\_\_\_\_

Aircraft Type & Registration Number \_\_\_\_\_

Aircraft Type & Registration Number \_\_\_\_\_

Aircraft Type & Registration Number \_\_\_\_\_

List Dates and Time for banner set-up, pick-up, drop-off (estimate for each day if necessary):

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

What will the banner be advertising:

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

Names of personnel, including crew (if available):

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

Will you require ground support for banner set-up and pick-up?

Yes  No – list number of vehicles you will have on site: \_\_\_\_\_

Special Requests: \_\_\_\_\_

I hereby attest that the above information provided by me and my organization is complete and correct and further certify I am authorized to represent the organization identified above. It is understood and agreed that any misrepresentations or inaccuracies, as determined by the City of Boulder City, can result in the immediate revocation of any permits issued based on this application. The City of Boulder City further reserves the right to take any other corrective action it deems appropriate.

I further agree to INDEMNIFY, DEFEND AND SAVE HARMLESS THE CITY OF BOULDER CITY AND ALL OFFICERS AND EMPLOYEES THEREOF CONNECTED WITH THE FILMING ACTIVITIES FROM ALL CLAIMS, SUITS OR ACTIONS OF EVERY NAME, KIND AND DESCRIPTION, BROUGHT FOR, OR ON ACCOUNT OF, INJURIES TO OR DEATH OF ANY PERSON, OR DAMAGE TO PROPERTY, OR ANY NEGLIGENCE (ACTIVE OR PASSIVE), OF COUNTY, OR ITS EMPLOYEES, OR ANY OTHER CONTRACTORS, EXCEPTING ONLY THE SOLE NEGLIGENCE OR WILLFUL MISCONDUCT OF COUNTY, ITS OFFICERS OR EMPLOYEES. SHALL REIMBURSE CITY AND THEIR OFFICERS, AND EMPLOYEES ANY AND ALL COSTS INCURRED BY THEM IN DEFENDING SUCH CLAIM, INCLUDING ATTORNEY FEES, EXPERT WITNESS FEES, INVESTIGATIVE AND COURT COSTS.

Permit will be issued upon approval of this application. Once permit is approved a letter of authorization (or Permit) will be sent to the address listed on this application via USPS, Certified Mail. This Permit must be produced upon request of any Airport or City employee.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Representing – Organization Name

<b>OFFICE USE ONLY</b>	
Week Approved:	Air Worthiness Certificate Received: <input type="checkbox"/> Yes <input type="checkbox"/> No
COI Received: <input type="checkbox"/> Yes <input type="checkbox"/> No	Escort Required: <input type="checkbox"/> Yes <input type="checkbox"/> No Escort Provided by: <input type="checkbox"/> BFE <input type="checkbox"/> City
Pilot license(s), Waiver, and Medical(s) received: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Total Amount Due \$ _____	Payment Method: <input type="checkbox"/> Check <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card
Notes:	
Airport Approved (signature)	