

SFO Aviation Support Services Permit Sponsor Form

Airline sponsor to fill out form completely for Airport internal review (enter "N/A" for any non-applicable fields). SFO Aviation Management will advise if Support Services Provider receives authorization to submit application.

Sponsor

Airline Sponsor

Sponsor Contact Name

Email Address

Phone Number

Support Services Provider

Company Name

Contact Name

Email Address

Phone Number

Will Support Services Provider replace existing service provider? Yes No

If Yes, who is CURRENT service provider: _____

Proposed contract beginning date / term: _____

Services Provided

Future application will require sponsorship letter on airline letterhead, outlining specific services to be provided, locations, contract term dates and any work/break spaces provided by airline sponsor.

Identify specific services under applicable category (pursuant to attached Exhibit A):

Aircraft Servicing

Cargo and Mail

Custodial

Maintenance - Aircraft/GSE

Maintenance - PBB/BHS

Operations

Passengers and Baggage

Ramp Scrubbing

Ramp Service

Security

Other

On-Site Operations

Service Locations

List all locations where access is required to conduct business. To avoid delay, please include all specifics - including terminals, boarding areas, buildings, floors, ramp spaces, roadways, etc.

*Required: Will Service Provider operate on the Air Operations Area (AOA)?



Ground Support Equipment (GSE)

Will motorized vehicles or non-motorized equipment be utilized on restricted or non-public areas of Airport?

Yes No

Will Airline Sponsor provide GSE for Service Provider use?

Yes No

If Yes, please describe equipment, ownership and if GSE is currently in operation at SFO:

Will Service Provider use GSE not currently at SFO?

Yes No

If Yes, please specifically describe equipment types and amounts planned to bring to SFO:

Motorized GSE:

Type: _____ Number: _____
Type: _____ Number: _____
Type: _____ Number: _____
Type: _____ Number: _____
Type: _____ Number: _____
Type: _____ Number: _____

Non-Motorized GSE:

Type: _____ Number: _____
Type: _____ Number: _____
Type: _____ Number: _____
Type: _____ Number: _____
Type: _____ Number: _____
Type: _____ Number: _____

Space Needs

Exclusive Space Required:

New (Square Feet)

Sponsor Providing (specify location, size, details)

Office: _____
Maintenance: _____
Cargo: _____
Employee Break Room: _____
Other: _____

Ramp Space Required:

New

Sponsor Providing

Identify all ramp space required for operations, equipment storage, vehicles, etc.

Specify all details - acreage, location, parking stalls, etc.

The person identified below hereby verifies they are authorized to represent the airline sponsor and they have prepared this sponsor form and that its contents are true and correct to the best of their knowledge:

Authorized Representative Name: _____
Authorized Representative Title: _____
Date Digitally Signed: _____

Submit fully completed form to: SFO-AvSupportServices@flysf.com



EXHIBIT A

PERMITTED SERVICES CATEGORIES & DESCRIPTIONS

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Aircraft Servicing

Aircraft Cleaning – Clean and tidy the interior and exterior of aircraft

Water Services – Replenish water tanks with drinking water

Lavatory Services – Empty, clean, flush and replenish lavatory fluids

Cooling/Heating Service – Provide heating and cooling to aircraft, as required

Cabin Equipment Service – Provisioning of cabin equipment items provided by carrier

Catering service – Unload, load and stow catering loads on/off aircraft

Cargo and Mail

Post Office Mail – Mail handling and the distribution of documentation, in accordance with the US Postal Service and the International Air Transport Association regulations

Cargo Handling – Export/Import Cargo – Breakdown / Buildup of cargo, security screening, document processing and US Customs control

Transfer Cargo – Accept/prepare transfer cargo for onward carriage

Custodial

Custodial Services – Services related to the routine and non-routine cleaning of space in the ramp areas, terminal areas, and outlying non-terminal Airport buildings and locations.

Maintenance – Aircraft and General Services Equipment

Aircraft Maintenance – Routine and non-routing maintenance of aircraft including repairs and inspections.

Ground Service Equipment Maintenance – Services related to the maintenance and repair of ground service equipment.

Maintenance – Jetbridge and Baggage Handling System Equipment

Equipment Maintenance – Services related to the maintenance and repair of baggage handling systems, passenger boarding bridges, and associated equipment.

EXHIBIT A

PERMITTED SERVICES CATEGORIES & DESCRIPTIONS

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Operations

Load Control – Convey and deliver flight documents, load sheets, balance charts and manifests

Communications – Dispatch and receive all messages in connection with services performed by Service Provider

Flight Operations and Crew Administration – Provision meteorological documentation and aeronautical information for each flight. Prepare and make available operational flight plan. Maintain trip file by collecting all documents specified by Carrier.

Passengers and Baggage

Passenger Check-in / Skycap Services – Examination of tickets and other documents, assignment of seats and the receipt and dispatch of baggage

Ticketing – Same day and future issuance of tickets

Baggage Service – Handle claims of passenger lost and damaged articles and bags

Wheelchair Services – Transfer of passengers on Airport via wheelchair or other personal mobility devices

Lounge Services – Staffing and operation of an airport lounge

Ramp Scrubbing

Ramp Scrubbing Maintenance Services – Services related to the routine and non-routine scrubbing and related maintenance of the ramp areas.

Ramp Service

Marshaling – Provide for marshaling at arrival and/or departure

Parking – Position and provide parking equipment as required

Load and Unload – Provide equipment and personnel necessary to load and unload passengers, cargo and baggage from carriers' aircraft

Receipt and Dispatch – Tow in and /or push out aircraft

Fueling – The delivery, quality control and/or into plane of aviation fuel

Security

Checkpoint Screening – Arrange for security clearance of passengers and unchecked baggage prior to boarding aircraft

Airport Operations Area Perimeter Control – Arrange for the control of access to the Airport Operations Area