

**PULLMAN-MOSCOW REGIONAL AIRPORT  
AIRPORT USE REQUEST AND OPERATING PROCEDURES**

COMPANY MAKING REQUEST (OPERATOR) \_\_\_\_\_

BILLING ADDRESS \_\_\_\_\_

ARRIVAL DATE: \_\_\_\_\_ TIME: in \_\_\_\_\_ out \_\_\_\_\_

DEPARTURE DATE: \_\_\_\_\_ TIME: in \_\_\_\_\_ out \_\_\_\_\_

AIRCRAFT TO BE UTILIZED \_\_\_\_\_ AIRCRAFT GROSS LANDING WEIGHT: \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ EMAIL \_\_\_\_\_

PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

RETURN FORM TO: [tony.bean@pullman-wa.gov](mailto:tony.bean@pullman-wa.gov) and [alex.aegerter@pullman-wa.gov](mailto:alex.aegerter@pullman-wa.gov) or fax:509-334-5217

**OPERATOR AGREES TO:**

**1. GIVE NOTICE OF ARRIVAL, DEPARTURE, & LAYOVER TIMES AND ANY CHANGES**

Operator will provide airport with arrival, departure, & any layovers at least 2 days prior to anticipated arrival date and will give at least 3 hours notice of any time change from those noted and 12 hours notice of any cancellations or date changes.

**2. CARRY INSURANCE**

Operator shall carry and maintain liability insurance covering property damage, death, bodily injury and fire liability with a limit of at least \$2,000,000.00. Additionally, operator must carry a combined single limit, bodily injury and property damage coverage for aircraft in motion claims, whether on airport property or in flight in amounts/limits meeting FAA requirements.

**3. ARRANGE GROUND HANDLING**

Operator is responsible for, and has arranged appropriate ground handling equipment and personnel while at airport.

**4. PAY LANDING AND FACILITY USE FEES (AS NECESSARY)**

Operator acknowledges and agrees to pay to airport a landing fee of \$1.75 per 1,000 lbs maximum gross landing weight per landing at airport. Landing fees shall be billed by the Airport through the City of Pullman. Furthermore, operator agrees to pay fees for use of various airport facilities if utilized or needed. As indicated below, please note needed/requested services.

Furthermore, if during actual operation services or facilities are needed or utilized a fee will be assessed whether requested or not.

**5. COLLECT PFC**

Operator acknowledges that they are responsible for collecting and submitting to airport appropriate passenger facility charges (\$4.50 per passenger) if applicable.

**6. ACKNOWLEDGE OWN RISK**

Operator acknowledges that they are utilizing the airport at their own risk and have appropriately planned the flight considering airport non-standard design conditions as published in the Airport Facility Directory, runway length, airport elevation, terrain surrounding airport, weather, and aircraft & crew capabilities. Furthermore, operator acknowledges that they are responsible for any damage to the airport, its facilities and structures caused as a result of their aircraft and/or operation on the airport.

**7. HOLD AIRPORT HARMLESS**

Operator will indemnify and hold the Pullman-Moscow airport, airport board, cities of Moscow and Pullman, port of Whitman county, Latah county, University of Idaho, and Washington State University, their agents, governing bodies, employees, and officers harmless against liability, costs and expense arising out of any and all claims or for loss or damage to property and for injuries to or deaths of any and all persons arising out of any and all claims of any negligent act or omission on the part of operator or the operators negligent use or occupancy of all portions of the airport, except a loss, liability or expense caused by the negligence or willful misconduct of the airport, its agents or employees.

**I hereby understand, agree, accept, and will comply with the above stated terms, conditions, & fees as noted.**

ACCEPTED: \_\_\_\_\_  
Signature of authorized agent of Operator

\_\_\_\_\_  
Date:

**The following services/facilities are requested and it is understood that the noted fees will be assessed (please initial after each service/facility needed/requested).**

TERMINAL GATE (\$ 50.00) \_\_\_\_\_

TICKET COUNTER (\$100.00) \_\_\_\_\_

RAMP PARKING (FREE) \_\_\_\_\_

TERMINAL PARKING (FREE) \_\_\_\_\_

DESIGNATED RAMP OBSERVER (\$25.00/HR) \_\_\_\_\_

FIRE SERVICES (FREE) \_\_\_\_\_

AIRSTAIRS (\$200) \_\_\_\_\_

SCREENING ROOM (\$50) \_\_\_\_\_