



Offsite Operator Access License Process and Checklist

El Dorado County Airports Division

PROCESS:

- Complete Offsite Operator Access License.
- Sign and date on page 7.
- Submit completed Offsite Operator Access License and required documents (**see Checklist below**).
- Pay Offsite Operator Access Agreement Application Fee listed on County's [Airport Fee Schedule](#) (currently \$60).
 - Payment may be made via [Point & Pay Payment Portal](#).
 - Processing fees apply: \$0.75 per ACH or 2.2% for credit cards.
 - Provide copy of payment receipt with completed Access License.
- Access Licenses, evidence of insurance, other required documents, and payments can be sent to or delivered to the Placerville Airport office or submitted via email to airportoperations@edcgov.us.
- County's Risk Management Division will review insurance documents.
- Upon County approval, Airports Division will sign Offsite Operator Access License.
- Pay applicable Offsite Operator Access Fee (currently \$25 daily or \$112 monthly) and Gate Access Device Fee, if needed, listed on County's [Airport Fee Schedule](#).
- A copy of the final signed Offsite Operator Access License will be provided to the Offsite Operator.

CHECKLIST – SUBMIT THE FOLLOWING:

- Completed and signed Offsite Operator Access License.
- Evidence of required insurance coverages (**see Section 11 of the Offsite Operator Access License for required coverages**).
- Current FAA licenses and certificates.
- Currency records which would be required for the conduct of business, including for any employees who will be accessing the Airport.
- Payment of Offsite Operator Access Agreement Application Fee.
- Upon County approval, payment of applicable daily or monthly Offsite Operator Access Fee and Gate Access Device Fee, if needed.

OFFSITE OPERATOR ACCESS LICENSE MUST BE COMPLETE.

**OFFSITE OPERATOR ACCESS LICENSE WILL NOT BE ACCEPTED
WITHOUT PAYMENT AND THE ABOVE-REFERENCED
DOCUMENTS.**