



Charter Checklist

Date of Operation _____ ETA _____ ETD _____

Return Flight Date _____ ETA _____ ETD _____

Purpose of Charter _____

Aircraft Operator _____

Contact Name _____ Telephone Number _____

Ground Crew _____

Contact Name _____ Telephone Number _____

Parking Requested/Assigned

Terminal Ramp

East Edge

West Edge

Gate 1 2 3 4 5 6 7 8 9

Jet Bridge Operator Arranged Yes No

West Ramp (Silent Wings Museum, General Aviation, FBO's)

East Ramp (General Aviation, FBO's)

Aircraft Type _____

Flight Origin _____ Destination _____

Passenger Screening:

YES Maximum Take Off Weight (MTOW) Greater than 100,309 Pounds

61 or Greater Seats

Enplaning or Deplaning into the Sterile Area

If the Answer is Yes to One or More of These Questions Screening of the Passengers Must Be Conducted. Coordination with TSA will be Necessary:

TSA Contact _____ Telephone Number _____

Screening Personnel _____ Telephone Number _____

NO Military/Government Charter or Aircraft (Screening Exempt)

Baggage Screening:

YES Public Charter, all passengers are with a group, i.e. Texas Tech University

NO Private Charter, no passengers who purchased public seats

Comments/Special Needs/Narrative of Charter _____

Please Fax to Airport Operations: FAX (806) 775-3134