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To: All Ground Transportation Companies

From: Michael W. Conner – Director of Aviation *mc*

Re: Ground Transportation Fees & Permitting Process

The Amarillo City Council recently approved the \$1.00 per trip fee for all ground transportation companies serving the Rick Husband Amarillo International Airport. This approval was made official by change to City Ordinance. The ability to regulate ground transportation at the Airport was granted to Airports and their associated municipalities by the Texas State Legislature. The fees and the associated rules and regulations will apply to all taxi cabs, hotel shuttle buses, limousines, and other ground transportation operators including transportation network companies.

Over the next several weeks, the Airport will be installing a new gate on the commercial entrance lane near the front of the terminal building. This lane must be used by all commercial ground transportation companies, except for the transportation network companies who utilize an electronic geo-fence to track all of their Airport trips. By accessing the commercial lane gate, all operators will be logged and charged the \$1.00 per trip fee. This fee is only applicable to customer pick up trips. Customer drop off's for departures will still be via the upper drive, which does not have a commercial lane or gate. Customer pick-ups are prohibited on the upper drive level.

In order for this access, tracking, and billing process to work correctly, we ask that you complete the accompanying Ground Transportation Permit form prior to attempting to access the commercial lane gate. After completion of the permit form, you will be issued an appropriate number of access 'hang tags' to be placed on the rear view mirrors of your company's vehicles that require access to the Airport. The number of 'hang tags' you receive will be based on the number of vehicles your company has and that you report on the permit form.

Once you receive the 'hang tags,' your company vehicles will have access through the commercial lane gate. We ask that the drivers slowly pull up to the gate to allow the system time to process the 'hang tag' and lift the gate arm. Since each 'hang tag' has a unique number and electronic "signature," your company will be billed monthly for each time the commercial lane gate is accessed by one of your company's vehicles.

As the gate will soon be installed, we ask that you complete the permit form and obtain your access 'hang tags' as soon as possible. We estimate that the gate will be installed and active on November 1, 2018. If you have any questions about this process, please contact Kiley Navarrete at (806) 335-1671 between the hours of 8AM and 4PM. Thank you for your cooperation.

Application Process and Rules:

- All Applications and Rules and Regulations can be found online at www.fly-ama.com
- Please fill out application clearly and return to the Airport Admin Office for review and approval.

Return Address: Airport Administration
 Rick Husband Amarillo International Airport
 10801 Airport Blvd
 Amarillo, TX 79111

Hand delivered applications are accepted Monday through Friday, 8AM to 4PM.

Once application is reviewed and approval has been made we will contact the company to return to the Airport Admin Office to obtain vehicle permits.

- All permits are free of charge when approved, damaged permits will be replaced free of charge.

Lost or stolen permits will need to be reported as soon as possible and will cost \$25.00 for replacement.

- Invoices will be sent out on the 5th of each month. Payment must be received 10 business days after receiving the invoice. Late fees will occur after this time period, \$25.00 late fee will be applied. If payment is not received within 30 days all permits will be deactivated and will not allow access into the Airport Commercial Vehicle Lane.

- All Rules and Regulations must be followed as written in the Airport Rules and Regulations Section 6 Commercial Vehicle Rules and Regulations.

Please see all sections:

6.1 – Legal requirements

6.2 – Commercial Vehicle and Operator Licensing

6.3 – Non-Transferable

6.4 – Insurance

6.5 – Parking or Stopping

6.6 – Commercial Vehicle Operator Conduct and Appearance

6.7 – Passenger Loading or Unloading

6.8 – Commercial Vehicle Operations

6.9 – Commercial Vehicle Equipment and Condition

6.10 – Fees

6.11 – Complaints

6.12 – Penalties

- If violations occur, there will be a minor or major violation given. Penalties will be addressed as stated in section 6.12 Penalties.

6. COMMERCIAL VEHICLE RULES AND REGULATIONS

6.1. Legal Requirements

All Commercial ground transportation companies and car rental companies shall comply with these Rules and Regulations, Texas Occupations Code Chapter 2402, Amarillo Municipal Code Title XVI Section 16-2-69 Transportation Network Companies (Ordinance 7712), Amarillo Municipal Code Title XVI Chapter 16-4 Vehicle for Hire, and other applicable Legal Requirements.

6.2. Commercial Vehicle and Operator Licensing

All Commercial ground transportation companies (e.g., taxi, Limousines, charter party carrier/passenger stage carrier, Transportation Network Companies, and Courtesy Vehicle operators) providing Commercial ground transportation services must follow Amarillo Municipal Code Title XVI Section 16-2-69 Transportation Network Companies (Ordinance 7712), Amarillo Municipal Code Title XVI Chapter 16-4 Vehicle for Hire, and other applicable Legal Requirements.

To conduct commercial activities at the Airport, each vehicle operator shall apply for a Commercial Ground Transportation Permit through Airport Administration. This application may be downloaded from the Airport's website at fly-ama.com, Airport Info, Airport Publications or requested as a paper copy through the Department of Aviation, Airport Administration offices.

Commercial ground transportation companies shall (at its own cost and expense) obtain from all applicable Agencies having jurisdiction, all licenses, permits, consents, approvals, authorizations, and insurance (in a form and amount stipulated by the City) that may be required for the provision of Commercial ground transportation services at the Airport. Such documentation shall be produced for examination immediately upon request by the City.

Commercial Vehicle shall be clearly identified with the name of the Commercial ground transportation companies on the outside of the Vehicle visible to passengers. Commercial ground transportation companies shall maintain financial records in accordance with accepted accounting practices, ownership records (e.g., articles of incorporate, identification of corporate officers, and registration with the State of Texas), and operating records (e.g., radio dispatch records and activity log beginning and terminating at the Airport) which shall be made available to the City upon request.

1. Records shall be maintained for at least three years.

6.3. Non-Transferable

Commercial Ground Transportation Permit, vehicle decal or hand tag, or vehicle transponder shall not be assigned or transferred without prior written approval of the City.

6.4. Insurance

Commercial ground transportation companies shall procure, maintain, and pay all insurance premiums throughout the term of the Commercial Ground Transportation Permit for the insurance coverages and amounts required by Legal Requirements and set forth by the City.

1. The insurance company or companies underwriting the required policy shall be authorized to write such insurance in the State of Texas (with a Best rating of A or above) or be approved in writing by the City.
2. Required terms and limits shall be established by the City.
 - Insurance terms shall, at a minimum, assume financial responsibility for injuries to persons, employees, and property caused by Commercial ground transportation companies' activities.
 - Commercial ground transportation companies shall maintain worker's compensation for all employees.
3. Insurance shall identify the City, individually and collectively, and its representatives, officers, officials, employees, agents, and volunteers as additional insured.

6.5. Parking or Stopping

Only authorized Commercial Vehicles shall use the Commercial lane for parking. After discharging passengers, each Commercial Vehicle shall immediately leave the Airport (not Loiter) or proceed by the most direct route to the designated area for passenger pickup. Commercial Vehicles shall not be parked, staged, or stopped in such a manner as to interfere with vehicular or pedestrian traffic.

Except as otherwise permitted in this Section, no Commercial Vehicle shall be parked on the first and second level drives adjacent to the Passenger Terminal Building without prior written approval from the Director of Aviation. Commercial Vehicles shall be attended at all times while parked on the first and second level drives adjacent to the Passenger Terminal Building only in the marked passenger loading and unloading zone. Transportation Network Companies are not authorized to use the commercial lane. As determined by the Airport, Transportation Network Companies shall utilize the appropriately designated area for vehicle staging.

6.6. Commercial Vehicle Operator Conduct and Appearance

Commercial Vehicle Operator shall remain in its Vehicle or immediately adjacent to its Vehicle.

1. Commercial Vehicle Operator is prohibited from Loitering.

Commercial Vehicle Operator is prohibited from standing inside the Passenger Terminal Building while the Commercial Vehicle is in position in the designated area for passenger pickup.

Commercial Vehicle Operator shall not:

1. solicit, persuade or urge any person (by words, gestures, or other form of communication) to use or hire any Commercial Vehicle Operator.
2. use offensive, abusive, or obscene language, gestures, or other forms of communication.

Commercial Vehicle Operator shall maintain a professional look and appearance (i.e., clean shirt and pants, shoes, and socks). Commercial Vehicle Operator shall conduct themselves in a courteous and professional manner and treat members of the traveling public with the utmost respect.

6.7. *Passenger Loading or Unloading*

Commercial ground transportation companies shall only receive passengers for hire in an area designated by the City following authorized procedures. Commercial ground transportation companies may not refuse a passenger for any reason unless stipulated herein.

1. Commercial ground transportation companies may refuse service if the Commercial Vehicle Operator has been dispatched on another call, or if passenger(s) appear to be intoxicated or under the influence of drugs or alcohol, or is disorderly.

Nothing in these Rules and Regulations shall be construed to prevent a passenger from boarding the Commercial Vehicle of the passenger's choice. Commercial ground transportation companies shall be trained and provide transportation services for disabled or handicap passengers.

Commercial Vehicles shall be permitted to be parked on the first and second level drives adjacent to the Passenger Terminal Building only for the purpose of loading and unloading passengers.

6.8. *Commercial Vehicle Operations*

Commercial ground transportation companies shall use the most direct available route on all trips unless otherwise specifically requested by the passenger. Commercial ground transportation companies shall provide a receipt identifying the amount paid, persons' name, vehicle license number, and City Commercial Vehicle Permit number to the passenger.

6.9. *Commercial Vehicle Equipment and Condition*

All Commercial Vehicles shall be kept in good operating condition and appearance. Each Commercial Vehicle shall be subject to inspection by the City at any time to determine compliance with these Rules and Regulations.

1. Failure to pass any portion of the inspection may result in the Commercial Vehicle being prohibited from picking up and/or dropping off passengers until the discrepancies have been corrected to the satisfaction of the City.

If a Commercial Vehicle is required to have a taximeter, the Commercial Vehicle Operator shall ensure the taximeter is in proper recording position and visible to all passengers as well as a meter light burning during the hours of darkness.

6.10. Fees

Nothing in these Rules and Regulations shall be construed as granting any Commercial ground transportation companies the right to operate at the Airport without first obtaining written authorization from the City and without paying the fees which may be established and assessed by the City. Fees shall be established by City Council, in accordance with Amarillo Municipal Code Title XVI Section 16-2-69 Transportation Network Companies (Ordinance 7712) and Amarillo Municipal Code Title XVI Chapter 16-4. At the discretion of the Airport, approved fees shall be assessed and collected through direct contracts and agreements or through an approved third-party vendor designated commercial vehicle management system.

6.11. Complaints

Commercial ground transportation companies shall respond fully in writing and/or as otherwise requested by the City within 14 calendar days to any written customer complaint to or from the Airport and shall assist the City to investigate and resolve customer complaints. Commercial ground transportation companies shall respond fully in writing and/or as otherwise requested by the City within 14 calendar days to any inquiry by the City.

6.12. Penalties

The penalties for Commercial Vehicle Operators who are determined by the City to be in violation of these Rules and Regulations or the Amarillo Municipal Code follow:

1. Unsafe Commercial Vehicle
 - Suspension of privileges pending compliance
2. Minor violation (including, but not limited to, picking up passengers in unauthorized areas, the Commercial Vehicle Operator not remaining in or adjacent to the Commercial Vehicle, and Loitering in the Passenger Terminal Building)
 - First Offense – 24 Hour Suspension of Commercial Vehicle Permit
 - Second Offense – 30 Day Suspension of Commercial Vehicle Permit
 - Third Offense – Permanent revocation of Commercial Vehicle Permit
3. Major violation (including, but not limited to, attempt to induce another to commit an illegal act or violation of these Rules and Regulations, failure to obey a directive of the City, offensive language, gestures, or other actions, or conduct that is discourteous or unprofessional)

COMMERCIAL VEHICLE RULES AND REGULATIONS

- First Offense – Seven (7) Day Suspension of Commercial Vehicle Permit
 - Second Offense – 30 Day Suspension of Commercial Vehicle Permit
 - Third Offense – Permanent revocation of Commercial Vehicle Permit
4. Reckless driving, arrest at the Airport for any criminal action, and driving under the influence of alcohol and/or drugs
- First Offense – Permanent revocation of Commercial Vehicle Permit

Any combination of offenses in excess of three may result in the permanent revocation of Commercial Vehicle Permit.