

ORDINANCE NO. 14- 01

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF OKALOOSA COUNTY, FLORIDA, AMENDING SUBSECTION (D) OF SECTION 3-53 OF THE OKALOOSA COUNTY CODE OF ORDINANCES; REPEALING THE OKALOOSA REGIONAL AIRPORT GROUND TRANSPORTATION POLICY AS ADOPTED BY ORDINANCE 77-11, AS SUBSEQUENTLY AMENDED BY ORDINANCE 07-29, AND ADOPTING A NORTHWEST FLORIDA REGIONAL AIRPORT GROUND TRANSPORTATION POLICY; REGULATING COMMERCIAL VEHICLES; ESTABLISHING OPERATIONAL PROCEDURES FOR GROUND TRANSPORTATION SERVICES AT THE NORTHWEST FLORIDA REGIONAL AIRPORT; ESTABLISHING A FEE STRUCTURE; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, on April 26, 1977, the Okaloosa County Board of County Commissioners ("Board") adopted Ordinance 77-11, which established rules and regulations governing operations at the Okaloosa Regional Airport; and

WHEREAS, included as Attachment #1 to Ordinance 77-11 was a Ground Transportation Policy ("Ground Transportation Policy"); and

WHEREAS, on June 19, 2007, the Board adopted Ordinance 07-29, which amended certain provisions of Ordinance 77-11 including the Ground Transportation Policy; and

WHEREAS, the Board hereby finds that it is necessary to repeal and replace the Ground Transportation Policy originally adopted by Ordinance 77-11, as subsequently amended by Ordinance 07-29.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF OKALOOSA COUNTY, FLORIDA:

SECTION 1. REPEAL OF THE GROUND TRANSPORTATION POLICY.

The Board hereby repeals the Okaloosa Regional Airport Ground Transportation Policy, which was originally adopted as Attachment #1 to Ordinance 77-11, as subsequently amended by Ordinance 07-29, and replaces it with the attached Policy.

SECTION 2. ADOPTION AND REPLACEMENT OF THE GROUND TRANSPORTATION POLICY.

The Board hereby adopts the Northwest Florida Regional Airport Ground Transportation Policy in its entirety and which is attached hereto as Attachment "1" to this Ordinance.

SECTION 3. AMENDMENT OF SUBSECTION (D) OF SECTION 3-53 OF THE OKALOOSA COUNTY CODE OF ORDINANCES.

Subsection (d) of Section 3-53 of the Okaloosa County Code of Ordinances is hereby amended to read:

(d) *Additional and supplementary regulations.* Designated representatives of the board with the approval of the board, shall have the power to enforce the regulations and instructions, not inconsistent with the provisions of these rules and regulations, state and federal law, pertaining to the use and operation of the air terminal owned by the board, which rules and regulations, when made, approved and published, shall have the force and effect of law, including but not limited to the Northwest Florida Regional Airport Ground Transportation Policy, as amended from time to time.


SECTION 4. SEVERABILITY.

Should any section or provision of this Ordinance or any portion thereof, or any paragraph, sentence, or word be declared by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the remainder hereof other than the part declared to be invalid.

SECTION 5. EFFECTIVE DATE. This Ordinance shall take effect March 1, 2014.


PASSED AND ADOPTED in Regular Session this 21 day of January, 2014.

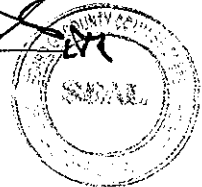
ATTEST:


DON HOWARD
Clerk of Court



BOARD OF COUNTY COMMISSIONERS
OF OKALOOSA COUNTY, FLORIDA


CHARLES K. WINDES, JR.
Chairman



NORTHWEST FLORIDA REGIONAL AIRPORT
GROUND TRANSPORTATION POLICY

REVISED 1/21/14

ADOPTION 3/1/14

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THE NORTHWEST FLORIDA REGIONAL AIRPORT GROUND TRANSPORTATION POLICY ("POLICY") PERTAINS TO AND COVERS INTRASTATE TRAVEL ONLY. DIFFERENT RULES, REGULATIONS, AND INSURANCE REQUIREMENTS APPLY TO INTERSTATE TRAVEL. PLEASE SEE FLORIDA STATUTES FOR MORE INFORMATION ON INTERSTATE TRAVEL.

GENERAL

All Commercial Vehicles utilized to pick up passengers, pick up or drop off baggage, packages, or any item or object in general, shall be required to comply with this Policy. Commercial Vehicles shall have valid Airport Permits and shall observe all rules and regulations of Northwest Florida Regional Airport ("Airport") and the laws of the State of Florida.

This Policy is not applicable to the following unless specified herein:

1. Air Cargo transportation vehicles.
2. Military owned vehicles.
3. Operators who discharge passengers and baggage only.
4. Church vans or buses with proper church signage and registration.
5. Private passenger vehicles (i.e., non-commercial vehicles).

ARTICLE 1 DEFINITIONS

The following words and phrases when used in this ordinance have the meaning as set out herein:

AIRPORT: All land encompassed by the Northwest Florida Regional Airport, including, but not limited to, streets, parking areas, and approaches.

AIRPORT PERMIT: A color coded decal which has been lawfully obtained from the Airports Director and affixed in accordance with Article 2, Section 2.3, to the Commercial Vehicle, which allows the operator to conduct business at the Airport. A recipient of a permit may be referred to as "Permittee".

BACKGROUND CHECKS: The ground transportation company is responsible to provide Airport Administration a background check on all Operators (including owners). Please see Article 11 for more information and Article 12 for disqualifications.

BUS: A large motor-driven passenger vehicle, fifteen passenger and above.

CELL PHONE LOT: The cell phone lot is for passenger pick up use only. Commercial Vehicles are prohibited from entering or waiting in the cell phone lot.

CHILD RESTRAINT REQUIREMENTS: Every operator of a motor vehicle, while transporting a child in a motor vehicle operated on the roadways, streets, or highways of this state, shall, if the child is five (5) years of age or younger, provide protection of the child by properly using a crash-tested, federally approved child restraint device. For children aged through three (3) years, the device must be a separate carrier or a vehicle manufacturer's integrated child seat. For children aged four (4) through five (5) years, a separate carrier, and integrated child seat, or a seat belt may be used. FL Statute 316.613.

COMMERCIAL VEHICLE: All vehicles, except private passenger vehicles, engaged in the business of transporting passengers or packages. Commercial vehicles shall include, but is not limited to, taxicabs, vans, shuttles, limousines, buses, courier/delivery vehicles, etc.

COURIER/DELIVERY SERVICE: An operator who transports supplies, baggage, small packages, etc. for hire from Northwest Florida Regional Airport to various places.

COURTESY VEHICLE: A vehicle which carries persons between the airport and off airport businesses (such as valet parking lots, hotels, motels, and attractions) for which the passenger pays no charge. It is not a "for hire" vehicle. Also, the vehicles must be identified with permanent company logo of the off-airport business. Vehicles shall be owned by the off-airport business and operated by employees of the off-airport business.

CRUISING: The driving of a Commercial Vehicle at the Airport in search of or soliciting prospective passengers for hire. Cruising is prohibited.

DISPATCHER: An employee who directs the movement of ground transportation services at the Airport. Directs, controls, coordinates, all departures of all personnel (except pre-arranged) for all ground transportation companies that work the ready and queuing lines. The dispatcher will be the direct link between the passenger(s) and the ground transportation company. Disputes shall be settled by the dispatcher, coordinator, Airport Director or designated representative. Additional rules and regulations will be forthcoming when the dispatcher is hired. The Airport Director reserves the right to contract for a ground transportation dispatcher.

FARE: Monetary compensation received from/for any person, baggage, package, or any item accepted for delivery or to be transported off the airport property. This term is also synonymous with the term "passenger."

HOURS: It is unlawful for any Operator to operate a Commercial Vehicle for more than fifteen (15) hours within any twenty-four (24) hour period. All City, County, State and Federal rules must be adhered to. FL Statutes 316.302 2 (b)

IDENTIFICATION BADGE: The ground transportation company is responsible for providing each Operator an identification badge. Please see Article 2, item 2.16.

INSPECTION: Commercial Vehicle inspection at the Airport. The Airport Director or designee may inspect a Commercial Vehicle at any time while it is at the Airport.

LIMOUSINE: A large luxurious chauffeur-driven stretch sedan that sometimes has a glass partition separating the driver's seat from the passenger compartment for hire that is not configured with a taximeter and which charges unmetered rates predetermined on a contractual basis for carrying passengers by pre-arrangement or contract. Limousines signage shall be a license plate on the front of the vehicle with the name of the company listed. SUV's and Town Cars are not considered limousines if they work the ready line or queue line. These vehicles must have signage on both sides of the vehicle. Magnetic signs will not be allowed.

OPERATOR: The owner or other person, firm or corporation operating or controlling the operations of one or more vehicles or any person who has rented such vehicle for the purpose of operation by its own agents.

PASSENGER: (See FARE)

PRE-ARRANGED TRANSPORTATION: Transportation that has been arranged or prepaid for a passenger prior to the passenger's arrival to the Airport. Pre-arranged pickups cannot be conducted from the Ready Line. A separate parking and pickup area shall be designated by the Airport Director. Operators must stand by their vehicles at all times unless conducting silent paging outside the Terminal Baggage Claim area or adjacent to the vehicle. Vehicles shall not arrive for their pre-arranged pick up any earlier than 30 minutes.

QUEUE AREA: A location designated by the Airport Director that is within reasonable proximity to the entrance of the Airport terminal where authorized Commercial Vehicles may wait for eventual access to the ready line. This area is not for passenger pick up. Vehicles may not be on Airport property while the Airport is closed. The Airport officially opens at 4:30 a.m. and all vehicles shall be off Airport property thirty (30) minutes after the last flight.

RATE SHEET: The rate sheet shall include a complete schedule of all rates and charges for transportation in the Commercial Vehicle of persons, packages, and baggage.

READY LINE: The ready line shall be located on the front curb adjacent to the baggage claim exit.

REFUNDS: Refunds for permits are not usually given under normal circumstances. Please see article 2, item 2.18.

REVOCATION: The discontinuance of an Operator's or firm's privilege to operate at the Airport. Reinstatement of operating privileges may be applied for after one year's time. Subsequent revocations or suspensions shall result in permanent loss of privileges to conduct business at the Airport.

SILENT PAGING: Holding or displaying a sign, which has been constructed of materials and design that have been approved by the Airport Director and upon which a customer's name is imprinted.

SOLICITING: Attempting to or seeking to entice or persuade a passenger(s) to use a particular Commercial Vehicle. Business promotional items such as business cards, pens, key chains, etc. cannot be left or posted in or near the terminal. Company name and telephone number on shirt or hat is not considered soliciting unless the driver is inside or outside the terminal walking around looking for business. Soliciting is prohibited.

SUSPENSION: The temporary discontinuance of a company's or Operator's right to conduct business at the Airport for a period to be determined by the Airport Director.

TAXICAB/SHUTTLE: A public passenger vehicle which carries passengers, baggage and parcels for hire at lawful rates of fare and is licensed by the proper governmental authority.

UNITED STATES MILITARY OWNED VEHICLES: Military owned vehicles will be allowed to pick up or discharge passengers at the front entrance. The vehicle operator must stay with the vehicle.

ARTICLE 2 COMMERCIAL VEHICLES

2.1 GENERAL: All Commercial Vehicles operating at the Airport shall comply with all applicable local, state and federal laws, codes, and regulations. There shall be no limit to the number of vehicles permitted by an Operator. However, each vehicle shall have a valid permit.

2.2 APPLICATION FORM: Each Operator desiring to obtain a new Airport Permit or renew an existing permit shall fill out a permit application in Airport Administration during the hours of 8:00 A.M. - 10:00 A.M. and 1:00 P.M. - 3:00 P.M., Monday thru Friday, except holidays. Each vehicle for which a permit is requested must have a current registration listed as class code 9, a title listed as taxi and insurance as

required before the application form will be processed. Full payment of the required Airport Permit fee must accompany each application form or the application will not be processed. Fees must be paid by cash or check.

2.3 PERMITS: Operators desiring to conduct business at the Airport shall obtain an Airport Permit, which includes a color-coded decal, before engaging in picking up passengers, baggage, parcels, or any other person or thing for which the Operator will receive a Fare or any other type of compensation. Permits will not be required to discharge passengers at the Airport. Permit applicants must sign a statement (see Attachment "A") acknowledging they have received a copy and agree to comply with this Policy. The signed acknowledgment will be kept on file in Airport Administration. Any person who refuses to sign such the acknowledgment will not be eligible for a permit. The issuance of a permit to the Operator is not to be construed as permission to perform any other commercial activity at the Airport. Operators are strictly prohibited from entering into contracts with Airport tenants for delivery of baggage and/or passengers without acquiring a permit from the County. Permits shall be issued by Airport Administration upon all permitting requirements being met. Permitting fees are set forth in Schedule A, attached hereto. Permits shall expire one (1) year from the date of issuance. No Commercial Vehicle shall be allowed to pick up passengers and/or baggage, packages, or any item from the Airport without a valid permit. Out-of-town companies shall be charged a one-time fee for any pick up. Such authorization shall be limited to one pick up per quarter. Registration and inspection of the vehicle will be required. However, background checks and motor vehicle records will not be required. To qualify as an out-of-town company, the company must be located at least seventy-five (75) miles from the Airport. There are annual, quarterly and one-time permits.

2.4 DECALS: Upon full payment of all permit fees and compliance with all permitting requirements, a permit decal shall be issued for each Commercial Vehicle listed on the Airport Permit. Only those Commercial Vehicles displaying valid permit decals shall be allowed to pick up passengers, baggage, parcels or conduct business at the Airport. Decals shall be permanently affixed on the left side of the rear bumper or in an upright position to the left side of the rear window and shall be clearly visible at all times. Temporary permits shall be clearly visible and legible at all times. No decal shall be purposely defaced, changed, altered or obstructed. No decal shall be required to enter the Airport to discharge passengers. All letters and numerals on decals must be legible at all times. In the event a decal is lost or damaged beyond recognition, a replacement decal may be obtained at no charge by the Operator upon submitting a statement in writing setting forth the circumstances resulting in the loss or damage of the original decal.

2.5 Intentionally Left Blank.

2.6 VEHICLE EXTERIOR AND INTERIOR APPEARANCE: Vehicles shall be maintained appropriately. The exterior and interior shall be fully operational, safe, neat, clean and presentable at all times. Airport Administration shall have the right to require the Permittee to clean and repair any vehicle found in violation of this section. Further, Airport Administration shall require that any equipment that is not fully operational or that has sustained exterior or interior damage, which adversely affects the safety, appearance, comfort or performance, be removed from service immediately and repaired. Prior to such vehicle resuming its operations at the Airport, the vehicle shall be re-inspected.

2.7 VEHICLES UNDER REPAIR: If the company uses a replacement vehicle, the company must transfer the permit from the disabled vehicle, or obtain a temporary permit for the new or temporary vehicle. All requirements necessary for the issuance of permits or transfer of permits will apply.

2.8 TRANSFER OF PERMITS: Permits may be transferred to another vehicle upon successful completion of the safety inspection and payment of the transfer fee established in Schedule A. All other rules and regulations of this Policy must be strictly adhered to.

2.9 EQUIPMENT: All Commercial Vehicles shall be air-conditioned and heated and shall have three (3) or more doors. Commercial Vehicles must be vehicles with sufficient seats for each passenger and capable of carrying passengers and baggage with comfort and safety. Child restraint devices are required to transport children. Child restraints must be in accordance with Florida Statutes. Commercial Vehicles shall be equipped with communications capability to contact someone in an emergency situation. Commercial Vehicles shall display the name of the company with signage, which clearly defines the permitted vehicle as a Commercial Vehicle.

(1) Each Commercial Vehicle shall carry, within the passenger compartment of the vehicle, an up to date and fully charged, United Laboratories tested or National Fire Protection Association (NFPA) approved ABC fire extinguisher and each Operator shall be proficient in its operation and use.

(2) Each Commercial Vehicle shall be equipped with a trash or refuse receptacle to be utilized by Operator and passengers for refuse, trash, etc. It is expressly prohibited for anyone to throw or dump trash, as defined in FL Statute 403, from a motor vehicle onto roads, rights of way, or any County property. FL Statute 403.413, also known as the Florida Litter Law shall be strictly enforced. Okaloosa County Ordinance No. 87-33 Section 11-132.

(3) Commercial Vehicles shall contain two (2) road side flares or reflector type warning devices, all equipment necessary to change a tire, and an adequately inflated operational spare tire designed for the vehicle in which it is carried.

2.10 INSURANCE: Permittee shall obtain and maintain continuously in effect at all times during the term of the permit, automobile liability insurance covering ground transportation operations at the Airport. All automobile liability insurance shall provide not less than THREE HUNDRED THOUSAND (\$300,000) dollars Combined Single Limit (CSL) bodily injury and property damage liability. Workers Compensation insurance shall be included, unless expressly exempted by law. All insurance shall name Okaloosa County as an additional insured. Permittee shall give the County thirty (30) days prior written notice of any cancellations of insurance, or any reduction in coverage or any other major changes in insurance. Permittees shall provide to County proof of insurance in the term of an original certificate of insurance including a schedule of covered vehicles evidencing all insurance and a current list of authorized drivers under their policy. The County reserves the right to increase the minimum liability and public liability insurance requirements as circumstances may warrant.

2.11 HOLD HARMLESS: Each Operator must sign a Hold Harmless Agreement prior to permitting which shall be kept on file in Airport Administration. Please see Attachment B.

Hold Harmless Agreement. To the fullest extent permitted by law, Permittee shall indemnify and hold harmless OKALOOSA COUNTY, its officers and employees from liabilities, damages, losses, and costs including but not limited to reasonable attorney fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the Permittee and other persons employed or utilized by the Permittee in the performance of this Agreement.

2.12 VEHICLE INSPECTIONS: The Airport Director, designee, or any Airport Police Officer may inspect a Commercial Vehicle at any time while on Airport. property All permit applicants must have their vehicles inspected. Inspections are conducted by the Airport Police Officer or a designated representative of the Airport Director. Vehicles shall be inspected for air conditioning and heating, cellular phone, ABC fire extinguisher, first aid kit, flares or triangles, proper signage on the vehicle, proper proof of insurance, proof of vehicle registration, cleanliness, appearance, and vehicle safety equipment, i.e., head lights, turn signals, horn, brakes, brake lights, seat belts, windshield wipers, tires, windshield, muffler(s), mirrors and proper attire. Windshields shall be free of cracks in excess of one (1) inch in length. All vehicles shall be free of damage, both interior and exterior, which may pose a threat to the public. All door locks shall be in working order. All equipment shall be operated in accordance with Florida State Law. Any Commercial Vehicle in violation of this Policy or Florida Law while at the Airport shall be required to immediately leave the Airport until the noted defects are corrected. Upon re-entering the Airport and before conducting any business, the Operator shall contact Airport Administration or the Airport Police for re-inspection of the defective Commercial Vehicle. A vehicle lacking the proper equipment must leave the Airport until such discrepancy is corrected. Vehicles will only be inspected in the pre-arranged parking area. No-notice random inspections may be conducted anywhere on the Airport.

Okaloosa County, Northwest Florida Regional Airport, and Airport Police shall not be held liable for any vehicle's mechanical failures. The vehicle inspection is a safety inspection and not a mechanical inspection. Okaloosa County, Northwest Florida Regional Airport, and Airport Police do not warrant, guarantee, or make any representations regarding the mechanical condition of the vehicle.

2.13 PASSENGER RATES: Fees are established by individual companies as set forth in its rate sheet. The rate sheet shall include a complete schedule of all rates and charges for transportation, additional personnel, and/or baggage. The rate sheet shall include all charges. There shall be no hidden costs. The rate sheet shall be displayed inside the vehicle in plain sight for the passenger(s) to review. Rate sheets shall measure a minimum of seven (7) inches by nine (9) inches in dimension with minimum size lettering of 12 font on a computer. The rate sheets will be kept on file in Airport Administration. The rates shall not be changed until a new copy of the rate sheet is filed with Airport Administration (please see Example 1). If the vehicle is equipped with a meter the rates shall be posted inside the vehicle in plain sight and a copy of the rates will be kept on file in Airport Administration. The rates shall not be changed until a copy of the new rates is filed with Airport Administration. In addition to the rate sheet, each vehicle shall post on the back passenger window, in plain view within sight of the customer, the top ten destinations (as determined by Airport Administration). Please see Example 2 to include pricing. Vehicles must display in plain view if the company only accepts cash or checks (i.e., no credit cards, vouchers, etc.) and the company shall also advise Airport Administration of same.

2.14 CARE OF PREMISES: Operators shall keep the Queuing Area and the Ready Line of the Airport neat, clean and orderly at all times. Drivers/companies shall not leave anything on Airport property (trash bags, vehicle parts, tires, etc.). Smoking shall be allowed only in designated areas. Cigarette butts shall be placed in the appropriate containers. No smoking will be permitted on the Ready Line.

2.15 DRESS: While on duty, each Operator shall practice good hygiene. Hair, including facial hair, shall be neat, trimmed and present a groomed appearance. Operators shall be clean and neatly dressed at all times while conducting business at the Airport. Operators shall wear business clothing, a button down, polo, or collared shirt with sleeves with the company name and/or logo listed (pin on name tag or embroidery). Slacks or jeans shall be clean and in good condition. Pants cannot have holes in them (knees or pockets). Shorts may be worn. Shorts must be no more than three (3) inches above the knee. Operators must wear shoes. Flip flops (thong type) shoes are not authorized. Any attire which may be deemed offensive or improper or attire which is deemed offensive or improper by the Airport Director or designee is prohibited. Three (3) violations of this dress code may result in suspension and/or revocation of the Airport Permit(s).

2.16 IDENTIFICATION BADGE: The ground transportation company is responsible for providing each Operator an identification badge. The ID badge will be issued after the favorable background check is provided to Airport Administration. The ID badge shall be worn by the Operator and be visible at all times while conducting business on Airport property. The ID badge shall be no smaller than 3.5" X 2" and shall have the Company's name listed along with the individual's name, picture, height, weight, color eyes, and color hair.

2.17 BUSINESS TAX RECEIPT: It shall be unlawful for any person to be engaged in or carry on the business of operating a Commercial Vehicle without first obtaining a Business Tax Receipt from the Okaloosa County Tax Collector to do so.

2.18 REFUNDS: Refunds for permits are not usually given under normal circumstances. The Airport Director or designee may authorize a refund in extreme cases. The refund, if approved, shall be pro-rated depending on the amount of time that the permit was issued. The request for a refund shall be made in writing and submitted to the Airport Director. Refund requests shall be reviewed on a case by case basis.

2.19 SIGNAGE: All Commercial Vehicles shall have proper signage. Proper signage shall include the name of the company. The signs shall be at a minimum of 12 inches by 18 inches or 216 square inches with the name of the company in letters no smaller than 2 inches in height. Any other wording may be in smaller letters. Each vehicle shall have at least two signs, one posted on each side of the vehicle. Signs must be permanent on the vehicle. Magnetic signs can be used on the vehicle for additional information but not in lieu of the required signs. Magnetic signs can be used as the main sign (temporarily) in the case of a replacement vehicle (due to accident or regular vehicle in shop for maintenance) and the replacement vehicle is registered with Airport Administration. Magnetic signs on temporary vehicles may not last more than thirty (30) days. Limousines are exempt from the above signage policy as written. Limousines must have the name of the company on the front license plate.

2.20 SUBCONTRACTING VEHICLES: Subcontracting Commercial Vehicles for short term events or special pick ups must obtain an Airport Permit. Types of vehicles include rental cars/trucks, U-hauls, trailers, etc. Insurance requirements shall be the same as regular vehicles. Rental agreements or vehicle registration must be presented at time of obtaining the permit. Permits must be obtained prior to pick up. See Schedule A for subcontract vehicle and trailer fees.

ARTICLE 3 OPERATIONAL PROCEDURES

3.1 **PASSENGER PICKUP:** Passenger pickup shall be on a first-come, first-out basis, however, passengers are permitted to select a Commercial Vehicle of their choice. No Commercial Vehicle shall carry a passenger while in the process of carrying another paying passenger unless mutually agreed upon by both passengers. A scheduled pre-arranged passenger may request another passenger that is not currently pre-arranged to ride with them. No Commercial Vehicle shall take two voucher passengers at the same time, except if the same family has two vouchers. (Example: If the Mother and child have one voucher and the father is on a separate voucher.) No Operator shall permit more persons to be carried in a vehicle than the rated seating capacity of the vehicle. Children must be positioned in an approved child restraint device/seat. In accepting passengers, Operators shall not discriminate on the grounds of race, color, national origin, gender, religion, creed, politics, or affiliation with any group. Operators shall not refuse a passenger desiring service because of short or long haul destination. Operators are prohibited from loitering or standing inside the Airport terminal. Operators are not allowed to solicit prospective customers.

Example: If a prospective passenger approaches a Operator while the Operator is in the terminal, the Operator is not allowed to take that passenger. The Operator must refer that passenger to the front curb, first vehicle in the ready line.

3.2 **PASSENGER DROP OFF:** Commercial Vehicles, which are dropping off passengers at the Airport, may proceed directly to the terminal entrance for drop off. If a Commercial Vehicle is dropping off a passenger at the Airport and is requested by the passenger to wait so the passenger can continue to their final destination in the same Commercial Vehicle are not required to enter the Queue Area. They may proceed to the pre-arranged parking area. Passengers may be charged for waiting time. Commercial Vehicles waiting for passengers to continue on their original journey may not pick up passengers and shall leave the Airport only with their original passenger.

3.3 **READY LINE:** A maximum of two (2) Commercial Vehicles at any one time will be allowed in the Commercial Vehicle ready line. Operators must stay with their vehicles at all times. When necessary for use of restroom facilities or the terminals restaurants, Operators may be absent from their taxicab for not more than five (5) consecutive minutes. Commercial Vehicles are not committed unless they have baggage or an individual in their vehicle. Once the passenger(s) are loaded in the vehicle the Operator shall push the button for the next Commercial Vehicle in the queuing line to proceed to the front curb. The Airport Director may change the location of the Ready Line or the number of vehicles allowed to occupy the ready line. Notification to companies may be provided verbally or in writing. The Ready Line may be temporarily relocated by enforcing authorities, without written notice, during emergencies or when deemed appropriate. Vehicles that leave the ready line with a passenger, and the

passenger informs the driver that he/she does not have money for the fare, while still on Airport property may return to the ready line. The driver must contact the Airport Operations Center (AOC) prior to approaching the ready line.

3.4 **QUEUE:** Commercial Vehicles with valid Airport Permits wishing to pick up passengers must enter the Queue Line then proceed to the Ready Line. Commercial Vehicles may not pickup passengers without first entering the Queue line unless a pre-arranged pick up is made under 3.8 below. All passenger pickups shall be made at the front curb. Acceptance of any baggage, package, parcel, or any item for delivery or transport constitutes a fare and the taxicab will leave immediately. Operators may be absent from their vehicles for not more than five (5) consecutive minutes.

3.5 **REFUSAL OF FARE:** Commercial Vehicles shall not refuse a passenger fare while at the front curb. Commercial Vehicles refusing a fare shall immediately leave the curb without picking up any other fare and either leave the airport or move to the rear of the Queuing Line (Holding Area). Commercial Vehicles shall not be required to accept a fare that desires to have the bill placed on a charge basis, whether it is an individual, company, or other charge basis if that company does not accept credit cards and/or vouchers. Companies must notify Airport Administration in writing if they do not accept credit cards or vouchers. If companies accept credit cards, there shall not be a self-imposed limit. In the event the Operator refuses such a fare, the passenger shall be referred by the Dispatcher to the next Commercial Vehicle in line. Operators may refuse a fare (prospective passenger) who is disorderly, belligerent, vulgar, violent or intoxicated or has children that require child restraint devices and their vehicle is not equipped with these devices. In such cases, the Airport Police will be notified immediately. Such refusal will not jeopardize a taxicab's place in the Ready Line.

3.6 **PARKING:** Limousines, buses, or trucks picking up parcels or passengers shall park in designated spaces only.

3.7 **SILENT PAGING:** Operators will be allowed to conduct Silent Paging as long as they are parked in the pre-arranged area outside the terminal baggage claim area. Operators may hold a sign, with the pre-arranged customer's name imprinted upon it. The sign can have the Operator's company's name listed for large parties along with the name of the event. The list of names for the event shall be provided to Airport Administration at least twenty four (24) hours in advance. Silent Paging may be conducted in the baggage claim area no closer than the first column or in the pre-arranged area outside the terminal baggage claim area.

3.8 **PRE-ARRANGED PICK UPS:** Commercial Vehicles with a valid permit issued under this Ordinance shall be allowed to pick-up passengers, baggage, or parcels with a pre-arranged agreement and shall be allowed to park at areas designated for pre-arranged pick-up parking areas. Pre-arranged, not from Terminal, pick-ups must be

scheduled prior to arrival at the Airport for the pick-up with the name of the passenger(s). Pre-arranged pickups can come from the queuing line.

3.9 AIRPORT HOURS OF OPERATION: The Airport terminal opens one hour prior to the first departure. Commercial Vehicles are not allowed on Airport property when the Airport is closed. Commercial Vehicles may enter the Queue Line starting at 4:30 a.m. and shall leave the Airport no later than 30 minutes after the last flight.

3.10 ENFORCEMENT: Airport Police are responsible for enforcing these rules, regulations, and procedures and maintaining orderly operations as specified above. Violations of these operational procedures may result in a fine and/or suspension, or revocation of a permit as determined in accordance with Article 13 & 14 of this Ordinance.

ARTICLE 4 COURTESY VEHICLES

4.1 GENERAL: Operation of any not for-hire Courtesy Vehicle shall be allowed only by a valid Airport Permit, which includes a color-coded decal as required by this Article. Holders of such permits shall observe all applicable laws, codes, and regulations of this Policy. The issuance of a permit to the Operator is not to be construed as permission to perform any other commercial act at the Airport. Operators are strictly prohibited from entering into contracts with airport tenants for delivery of baggage and passengers without express written consent of the County. Permit applicants must sign a statement (see Attachment "A") acknowledging they have read and agree to comply with this Policy. The signed acknowledgment will be kept on file in Airport Administration. Any person who refuses to sign such the acknowledgment will not be eligible for a permit. All other requirements necessary for the issuance of the annual airport permit shall be met. Permits are issued by Airport Administration under the direct supervision of the Airport Director.

4.2 PERMIT FEE: An annual fee is established by the County (see Schedule A) for each Courtesy Vehicle for the privilege of picking up passengers at the airport. Fees shall be paid in advance. All other requirements necessary for the issuance of the airport permit must be met. No courtesy vehicle will be allowed to pick-up passengers from the airport without a valid permit. Permits are issued by Airport Administration.

* Please see Article 2 and 3 of this Ordinance for rules and operational procedures.

ARTICLE 5 BUS PERMITS

5.1 GENERAL: Operator is permitted to conduct operations from date of formal execution of this permit by County. Operator shall load and unload passengers from their pre-arranged parking area. The Airport public paging system shall not be used in the conduct of this business. Operators shall have a valid commercial driver's license. All other requirements necessary for the issuance of the Airport Permit shall be met.

5.2 PERMIT FEE: An annual fee is established by the County (see Schedule A) for each bus for the privilege of picking up passengers at the airport. Fees shall be paid in advance. All other requirements necessary for the issuance of the airport permit must be met. No bus will be allowed to pick-up passengers from the airport without a valid permit. Permits are issued by Airport Administration.

** Please see Article 2 and 3 of this ordinance for rules and operational procedures.

ARTICLE 6 COURIER/DELIVERY SERVICES

A permit is required for courier/delivery services.

6.1 Commercial Vehicle Operators may perform courier/delivery services of small packages shipped by airlines to businesses, hospitals and individuals as emergency need with a valid permit.

6.2 Commercial Vehicle Operators are not permitted to pick up passengers when performing a courier/delivery service.

ARTICLE 7 EXEMPT ACTIVITIES

A permit is not required for United States Postal Service, UPS, FedEx, or Airborne Express to pickup small packages when prior arrangements have been made for packages to be picked up for delivery to off airport destinations.

ARTICLE 8 GENERAL RULES

8.1 Operators waiting on the Queue Line must remain alert (no sleeping).

8.2 Operators waiting in the Queue Line are not permitted to conduct any maintenance on their vehicles.

8.3 Operators are prohibited from engaging in loud noisy, boisterous, offensive, or objectionable behavior while at the Airport.

8.4 Obscene, vulgar, abusive language or language which could be offensive to others is prohibited.

8.5 No gambling of any kind is allowed.

8.6 Operators are prohibited from using/ingesting any intoxicant or any substance that may impair the driver's judgment or ability to operate a motor vehicle for eight (8) hours before reporting for work and during any work period.

8.7 No Operator shall consume, possess, purchase, sell or knowingly allow any of his/her passengers to consume, possess, purchase or sell any illegal or controlled substance while in the Commercial Vehicle or on County property.

8.8 No Operator shall use tobacco products of any kind while transporting passengers. Smoking on Airport property is allowed in designated areas only.

8.9 Solicitation, advertising or similar activities are prohibited.

8.10 Operators are authorized to have a weapon in their vehicle if the driver has a valid concealed weapons permit and it is in compliance with their company's policies. Operators must comply with FL Statute Chapter 790 at all times.

ARTICLE 9 ADVERTISEMENTS ON VEHICLES

9.1 ADVERTISEMENTS: Companies may pursue advertising on vehicles. Advertisements must be from reputable businesses. There shall be no advertisements that could be offensive to any other person or group as determined by the Airport Director or designee. Any aggrieved Company may appeal the Airports Director's decision to the County Administrator within five (5) business days. If the Company is not satisfied with the County Administrator's decision the Company may appeal to the Board of County Commissioners at the next regular scheduled meeting.

9.2 APPROVALS: Companies must submit a request for approval to the Airport Director prior to posting advertisement on any vehicle. Requests for approval must include a complete sample of the proposed advertisement.

9.3 DISPLAY: Display of advertisements must not interfere with the signage that is required under Article 2.19 of this ordinance. Display must also adhere to County and State requirements/laws pertaining to covering of vehicle windows.

ARTICLE 10
COMMERCIAL OPERATORS PERFORMING FOR
CHARITABLE AND RELIGIOUS EVENTS

Commercial Vehicle Operators sometimes provide ground transportation for charitable and religious events by transporting VIP's and celebrities from the Airport to their destination without charge. In this event, Operators shall comply with the following:

10.1 Permit is not required when transportation is without charge.

10.2 Operator shall apply to the Airport Director for prior approval to pick up the persons involved in the event. The application shall identify the event, name of the passenger, flight, and arrival time.

10.3 The Airport Director shall be authorized to grant a waiver of permit if it is determined that events are charitable or religious.

10.4 Application for a waiver of permit shall be made three (3) or more days in advance of passenger arrival.

10.5 The designated parking space for this activity shall be in the short/long term parking area or any place so designated by the Airport Director.

10.6 Operator shall coordinate with Airport Police on each pick-up.

ARTICLE 11
BACKGROUND CHECKS

The ground transportation company is responsible to provide Airport Administration a background check on all of its Operators (including owners) before issuance of the identification badge. This has to be accomplished before the Operator can operate at the Airport. The background check shall include a criminal records fifty states (Department of Corrections Records, County Records, Court Records, Sheriff Records) databases, convictions only, which shall include felonies, misdemeanors, parole, supervision and incarceration. The background check shall also include a sexual offender/predator search. A three (3) year Florida Driver's License history is required initially and annually by October 1st. Please see disqualifications under Article 11. Background checks shall be updated every three (3) years or whenever an individual has taken extended time off from driving and turned into Airport Administration. Operators are required to report to Airport Administration any arrests on any Operators immediately. The Airport Director or designee reserves the right to request a background check on any Operator at any time.

ARTICLE 12 DISQUALIFICATIONS

Any conviction for any felony conviction for any crime or prior conviction or revocation of a license anywhere shall disqualify any Operator from operating a Commercial Vehicle at the Airport. If the felony is over ten (10) years old and the Operator's record has been clean since, they may work at the Airport.

ARTICLE 13 SUSPENSION AND REVOCATION

13.1 CONDUCT: Operators shall be governed by all rules, regulations, ordinances, and laws in effect at the Airport.

13.2 SUSPENSION:

a. Upon establishment of facts indicating an owner, operator or driver's failure to comply with the provisions of this Article while at the Airport, a Law Enforcement Officer is authorized to order the person to depart the Airport, issue a citation to such a person, or arrest such person for violation of this Policy. A detailed report shall be submitted to the Airport Director setting forth the circumstances of the ordered departure, citation or arrest.

b. The Airport Director or designee is hereby authorized to suspend any Airport Permit for violation of this Ordinance. Such suspension to last for a period of not more than thirty (30) days; provided, however, that the Airport Director or designee provide the permit holder with a written statement of the reason for suspension and a reasonable opportunity to respond prior to the effective date of suspension.

13.3 REVOCATION: The Airport Director or designee is authorized to revoke any Airport Permit for failure to comply with the provisions of this Ordinance. However, a permit may not be revoked unless the Operator has received written notice of intent to revoke and has had an opportunity to present evidence on its behalf to the Airport Director within three (3) working days. Any aggrieved permit holder may appeal the Airports Director's decision to the County Administrator within five (5) business days. If the permit holder is not satisfied with the County Administrator's decision the permit holder may appeal to the Board of County Commissioners at the next regular scheduled meeting.

ARTICLE 14 ENFORCEMENT

14.1 AUTHORITY: The requirements of this Ordinance are established by the Okaloosa County Florida Board of County Commissioners and enforced by its appointed

or authorized representatives, Airport Police, County Courts or other Courts of the State of Florida.

The Airport Police duties include the enforcement of Florida Statutes, the inspection and enforcement of this Policy relative to monitoring all Commercial, Public, and Private Ground Transportation at the Northwest Florida Regional Airport and has the authority to inspect all vehicles, permits, insurance, licenses, vehicle registrations, and all company dispatch and driver logs. All Operators shall be required to surrender for inspection all documents requested by any officer or designated representative, relating to the routine operation and control of all vehicles on County property.

Prohibited activities as addressed in this Ordinance may be enforced by any sworn law enforcement officer, County Code Enforcement Officer, or other designated individual specially empowered by the Board of County Commissioners, to enforce the contents of this Ordinance.

The power to confiscate, permits, decals, permits and licenses, shall be vested in any sworn law enforcement officer. Individuals or companies whose permits, licenses or vehicles have been impounded, will be cited and required to appear before a Judge of the County Court, Okaloosa County, for disposition of the offense. Penalties for violation of this Ordinance shall be in accordance with Laws of the State of Florida, its Motor Vehicle Statutes, and any County Ordinance. Penalties may include fines, suspension of licenses, and/or incarceration at the Okaloosa County Department of Corrections.

14.2 PENALTIES: A violation of any part of this Ordinance, except as provided for in Florida Statutes, may result in a warning, a fine and/or suspension from serving the Airport, a notice to appear, and/or suspension or revocation of the Operator's Airport Permit for any subsequent violation. Officers may for the first violation send the violator off premises for two (2) hours, second offense for eight (8) hours and third offense for twenty four (24) hours.

ARTICLE 15

AUTHORITY OF AIRPORT DIRECTOR TO ESTABLISH ADDITIONAL RULES, REGULATIONS, AND FINES

The Airport Director is hereby authorized to establish additional rules, regulations, and fines governing the operational procedure of vehicles conducting business at the Airport. The rules and regulations so established shall become effective on approval by the Board of County Commissioners, copies of which shall be placed on file with the Airport Director. Notification by telephone to the company, verbal communication to Operators, or written notification by mail or e-mail shall constitute adequate notification of changes. Copies of rule changes shall be available in Airport Administration during normal business hours.

Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) rules and regulations shall take precedence over this Ordinance. All Ground Transportation Companies shall be notified of any changes in writing.

Attachment "A"

Date

To: Airports Administration

From: _____
Company

Valid Drivers License No.

Individuals Name (Printed)

Re: Northwest Florida Regional Airport Ground Transportation Policy

I hereby acknowledge that I have read the Ground Transportation Policy and agree to comply with all its policies and procedures.

Signature

Attachment "B"

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

To the fullest extent permitted by law, PERMITTEE shall indemnify and hold harmless OKALOOSA COUNTY, its officers and employees from liabilities, damages, losses, and costs including, but not limited to, reasonable attorney fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the PERMITTEE and other persons employed or utilized by the PERMITTEE in the performance of this Agreement.

Permittee's Company Name

Signature

Physical Address

Printed Name

Mailing Address

Title

Phone Number

FAX Number

Cell Number

After-Hours Number

EXAMPLE "1"

RATE SHEET

Name of Business _____ Date _____

FROM	TO	RATE
VPS	Ft. Walton Beach	XXXX
VPS	Okaloosa Island	XXXX
VPS	Eglin AFB	XXXX
VPS	Shalimar	XXXX
VPS	Crestview	XXXX
VPS	Valparaiso	XXXX
VPS	Destin	XXXX
VPS	Sandestin	XXXX
VPS	Hurlburt Field	XXXX
VPS	Navarre	XXXX
VPS	Pensacola	XXXX
VPS	Panama City	XXXX

- As you can see, this is not a complete list. This is just an example. Your list shall have all destinations that you travel to.
- If you charge for additional people or baggage, you must include that on your sheet.

YOU MUST LIST EVERYTING THAT YOU CHARGE FOR. THERE SHALL NOT BE ANY HIDDEN COSTS.

Schedule A

FEES

Permits:

Vans/Shuttles/Taxicabs	\$400.00 per year/per vehicle
Limousines/SUVs/Trucks	
Trailers	\$75.00 per year/per trailer
Temporary Quarterly Permit	\$225.00 per vehicle Ninety day period
Courtesy Vehicles	\$200.00 per year/per vehicle
Busses	\$200.00 per year/per vehicle
Subcontracted Vehicles	
permit	\$50.00 per day/per vehicle
trailers	\$25.00 per day/per trailer
Transfer of Permits	\$50.00
Out of Town Company (One Time Pick-up Quarterly)	\$25.00