

STANDARD OPERATING PROCEDURE NO. 34



WICHITA DWIGHT D. EISENHOWER NATIONAL AIRPORT

COMMERCIAL GROUND TRANSPORTATION PROCEDURES, RULES & REGULATIONS

Approved By:

WICHITA AIRPORT AUTHORITY

Original document signed by Victor D. White on 12/16/2015

Victor D. White,
Director of Airports

Date

PURPOSE

The purpose of these rules and regulations is to provide for the safe and efficient operation of ground transportation activities and services at the Wichita Eisenhower National Airport (Airport), to ensure a high quality of public service, to establish permit application and permitting procedures, and to establish standard and consistent regulatory policies among all ground transportation providers. In addition to general rules that are applicable to all ground transportation providers, specific rules applying to types of commercial ground transportation providers are addressed in these rules and regulations. Additionally, the Code of the City of Wichita sets forth and establishes regulations under Chapters 3.84, 3.85, and 3.88 within the City of Wichita. The Wichita Eisenhower National Airport is located within the Wichita city limits, and as such, commercial ground transportation providers and operators are subject to compliance with applicable City Code, and as may be duly amended, while operating on Airport property.

APPLICABILITY

These rules and regulations apply to all ground transportation providers and operators that provide courtesy/complimentary service, “for hire” prearranged charter bus, van or limousine, transportation network company, or taxicab or shuttle ground transportation services from and upon Airport property. These rules govern all public areas of the Airport, including, without limitation, its terminal buildings, roadways, parking facilities, and all other surface areas on Airport property. Commercial ground transportation providers are not required to hold a permit with the Airport Authority solely for passenger drop-off.

LAWFUL AUTHORITY

The Wichita Airport Authority (WAA), pursuant to the provisions of the Code of the City of Wichita, shall implement and enforce these rules and regulations. These rules and regulations shall be in addition to the licensing, maintenance, and inspection requirements set forth in Chapters 3.84, 3.85, 3.88, and Airport rules and regulations set forth in Chapter 9.35 of the City Code, and as may be duly amended. Pursuant to the Code of the City of Wichita, the Director of Airports and his/her designee has the express authority to enforce all provisions of the City Code relating to commercial ground transportation providers while on Airport property.

If these rules and regulations are found to be in conflict with, contrary or contradictory to any current state of Kansas statutes or code of the City of Wichita, or as they may be amended, then the state statutes and/or code of the of Wichita shall supersede and take precedence over these rules and regulations.

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SECTION 1 DEFINITIONS

Airport. Wichita Dwight D. Eisenhower National Airport, Col. James Jabara Airport, and any other airport owned by and under the control and jurisdiction of the Wichita Airport Authority.

Airport Authority. The Wichita Airport Authority (WAA) as established by Section 2.12.1040 of the Code of the City of Wichita, Kansas.

Airport Motor Vehicle Parking Facility. Any surface or enclosed facility used or intended to be used for nonexclusive (public) use of revenue producing or nonrevenue producing parking of private motor vehicles on Airport property. Such term does not include leased premises parking facilities under a tenant lease agreement.

Airport Police and Fire Officer. A person holding a State of Kansas law enforcement commission and a member of the Airport Police and Fire Division of the City of Wichita Airport Department established pursuant to Section 2.12.1051 of the Code of the City of Wichita, Kansas.

Airport Property. Any property, facilities, and improvements owned, leased, and/or under the control and jurisdiction of the Wichita Airport Authority and roads and streets contained thereon.

Airport Tenant. Any person holding a duly executed and current lease or license agreement with the Wichita Airport Authority for the lease of property and/or the conduct of certain specified commercial activities.

Authorized. Acting under or pursuant to a written contract, permit, authorization or other evidence of right issued by the Director of Airports.

Automated Vehicle Information (AVI) access media/transponder, “AVI access media,” or AVI “transponder.” A microchip embedded plastic card issued to authorized and permitted commercial ground transportation companies or operators used for access to the commercial vehicle lanes.

Commercial Ground Transportation Management System. A software-based automated vehicle information (AVI) system used by the Wichita Airport Authority for the purpose of managing commercial vehicle access, operational use data, record-keeping and payment accounts for the commercial vehicle lanes (CVL). This system consists of a network of proximity antenna receivers, gate controllers and gates, and related ancillary hardware and software support components.

Commercial Activity. Is defined as:

- 1) the exchange, trading, buying, hiring or selling of commodities, goods, services or property of any kind on Airport property; or
- 2) engaging in any conduct on Airport property for revenue producing purposes, whether or not currency, monetary exchange or other forms of monetary instruments ultimately are exchanged, obtained, or transferred on Airport property; or
- 3) the offering or exchange of any service on Airport property as a part of, or condition to, other revenue producing activities or services on or off Airport property; or

- 4) intended for the purpose of securing revenue, earnings, income, and/or compensation (including exchange for service), and/or profit, whether or not such objectives are accomplished;
- 5) service offering is considered to be service as a part of, a condition to, ancillary to, or in support of other revenue producing activities or services on or off Airport property.

Commercial Ground Transportation Designated Loading Areas and Staging Areas, or also referred to as Commercial Vehicle Lanes (CVL). Located on the roadways adjacent to the commercial passenger terminal to be used for passenger pick-up by commercial ground transportation operators as depicted in **APPENDIX B**.

Commercial Ground Transportation Operating Permit or “Permit”. A written authorization issued by the WAA granting the nonexclusive privilege of operating motor vehicles upon Airport premises for the sole purpose of providing commercial ground transportation services in the transportation service category or categories as set forth in these regulations and as authorized under the permit issued.

Commercial Ground Transportation Permittee or “Permittee”. The commercial ground transportation permittee is the party (*person, company or legal entity*), who has sought through application, received, and maintains from the WAA a permit to provide commercial ground transportation services in the transportation category or categories as set forth in these regulations and as authorized under the permit issued.

Commercial Passenger Terminal or Airline Passenger Terminal. Any passenger terminal facility or facilities operated for the purpose of boarding and de-boarding of commercial air travelers, including tenant, concession, security, and other support facilities including all ramps, roadways, vehicular, and pedestrian circulation areas and parking facilities associated therewith.

Common Use Area. Any area, whether leased or non-leased, used in common with, concurrent or in conjunction with, and by multiple parties. Such term shall include “nonexclusive area”.

Courtesy Vehicle. Any vehicle permitted to transport its customers on Airport property as a “courtesy” service only, not for hire, and not a commercial service provided for direct compensation or hire. Courtesy vehicle service is further defined as a transportation service offered as a “courtesy” or “complimentary” service only to patrons incidental to and supporting another commercial service. This definition excludes, and therefore permits, the acceptance of gratuities by drivers. This service offering is considered to be service as a part of, a condition to, ancillary to, or in support of other revenue producing activities or services on or off Airport property.

Curbside Area. For the purposes of these rules and regulations, shall mean the street curb of the public traffic lane(s) of the commercial passenger terminal area immediately outside and adjacent to the terminal and used for the purpose of passenger drop-off and pick-up only. Commercial Ground Transportation Permittees are prohibited from picking up passengers in the Curbside Area.

Director. The Director of Airports of the City of Wichita or his or her duly authorized and designated representative(s).

Exclusive Ride. The exclusive use of a taxicab by one or more passengers at a time having common origins and destinations.

Fares or Customers. Any person who arrives at or departs from the commercial passenger terminal by means of any category of commercial ground transportation.

Group Ride. The use of a taxicab by a group of passengers who generally enter the taxicab at the same location and disembark at the same destination, and pay a single fare for the trip.

Law Enforcement Officer (LEO). Any City of Wichita employee holding a State of Kansas law enforcement commission or other officer vested with the power of arrest under federal or state authority.

Limousine. A sedan, “stretch” or “luxury” vehicle, van or other motor vehicle that has a seating capacity of not more than fifteen passengers including the driver, and that is used for the transportation of persons on a prearranged basis. Not a “walk-up” or “on-demand” service. (See also definition of *Prearranged Services*.)

Loading Zone. An area or areas specifically designated for the loading/pickup of passengers for specified commercial ground transportation service categories.

Loiter. The actions or conduct of a commercial ground transportation provider or operator parking or lingering in any area of Airport property, except for the specific purpose or objective of obtaining an “on-demand” fare, meeting a prearranged customer, or loading or unloading passengers and/or baggage.

Motor Vehicle. A device in, upon or by which a person or property may be propelled, moved, or drawn upon land, except a device moved by human or animal power and except aircraft or devices moved exclusively upon stationary rails or tracks. The term “vehicle” shall include taxicabs, cars, buses, vans, shuttles, trucks, buses, limousines, and courtesy vehicles of any type or kind.

Nonregistered Operators. Not registered with the WAA, not holding a commercial ground transportation operating permit issued by the WAA, and not authorized or permitted to engage in commercial ground transportation services on Airport property except by express prior approval of the Director and operating in compliance with the provisions of these rules and regulations.

On-Demand Services. On-demand type commercial operations shall be defined as a customer fare “walk-up” who requests ground transportation services without prior arrangement or reservation for such services. Not a prearranged service.

Operator. Any person who is in actual physical control of a motor vehicle. Driver.

Other Authorized Officer. Any noncommissioned officer and authorized representative of the Director of Airports, including Airport Services Officers and Airport Operations Officers of the City of Wichita Airport Department.

Owner. A person, company or other legal entity in whose name the legal title of a motor vehicle is held or vested. If any motor vehicle is the subject of a conditional sale or lease, with the right of purchase upon performance of the conditions stated in the agreement, and with the immediate right of possession vested in the conditional vendee or lessee or anyone in possession of a motor vehicle on the Airport, or in the event a mortgagor of a motor vehicle is entitled to the possession, then the conditional vendee, lessee or mortgagor shall be deemed the owner for the purpose of this chapter.

Park. To put, leave or let a motor vehicle stand or stop in any location whether the operator thereof leaves or remains in such vehicle, when such standing or stopping is not required by traffic control or conditions beyond the control of the operator.

Person. Any individual, firm, partnership, corporation, company, association or joint stock association, and includes any trustee, receiver, assignee or similar representative thereof.

Permittee. The holder of a commercial ground transportation operating permit.

Prearranged Services. A prearranged commercial operation shall be defined as ground transportation services provided through prior communication, arrangement or reservation for such services. Not a “walk-up” on-demand service. “Prior” is defined as communications that shall have been initiated by a person contacting a service provider in person, by telephone or other written or electronic communications prior to the customer(s) arrival at the Airport. A “prearranged” service may also be defined as an arrangement or reservation for services from/at a leased ground transportation transaction counter within the airline passenger terminal.

Subject to prior approval of the WAA and the specific conditions of an operating permit, a prearranged service may also be defined as an arrangement or reservation for services from/at a leased ground transportation transaction counter within the airline passenger terminal.

Public Area. Any real estate, building or facility on Airport property, including grounds, roadways, streets and sidewalks which are not designated as an AOA, SIDA, Secured Area, Sterile Area or Restricted Area, not leased premises, or not specifically signed as a Restricted Area.

Public Vehicle Lanes. The public traffic lanes of the commercial passenger terminal area immediately outside and adjacent to the Terminal and used for public pick-up and drop-off of arriving/departing passengers by private motor vehicle, and not permitted for use for commercial ground transportation customer pick-up.

Restricted Area. Any area of an airport that is fenced, locked or posted by sign to prohibit or limit entry or access to only specific authorized persons.

Revenue Producing or Paid Parking. Those designated motor vehicle parking areas available to the general public, employees, and invitees in which the Airport Authority or its contractor assesses a published parking fee for such parking services.

Shared Ride. The nonexclusive use of a motor vehicle by two or more passengers, generally traveling between different points of origin and/or destination, but in the same general direction, and each paying an individual fare for the trip.

Short Fare. A “short fare” is defined as a circumstance, in violation of these rules and regulations, in which an owner or operator refuses service, removes, directs the removal of or causes to be removed a customer or customers from a commercial ground transportation vehicle at any location commencing at the point of departure.

Shuttle. A van or other motor vehicle that has a seating capacity of not more than fifteen passengers including the driver, and that is used for the transportation of persons on a specified and published route and schedule.

Solicit or Solicitation. To orally or visually, directly or indirectly, actively or passively, openly or subtly, ask or endeavor to obtain by asking, requesting, gesturing, exhibiting, imploring, pleading for or trying to obtain, or any verbal or physical actions initiated by an operator intended to draw, entice, encourage, induce or attract an individual to one operators' services over another.

Staging Zone. An area or areas specifically designated for the staging of specified commercial ground transportation service categories when a Loading Area is not available. Passengers may not be loaded from a Staging Area.

Standard Operating Procedure or Airport Standard Operating Procedure. A written order, procedure or directive issued by the Director of Airports. Requires specific operational procedures or prohibits specific operations or types of operations, onto or from Airport property; or establishes designated and restricted uses of various areas of Airport property.

Taxicab. Any motor vehicle which is furnished for hire on a call or demand basis to transport persons, packages or messages where the route traveled and trip destination are controlled by the passenger, and a charge or fare is based upon time and mileage recorded and indicated on a taximeter except that the following shall not be considered to be taxicabs:

- 1) Motor buses operated by Wichita Transit of the City of Wichita;
- 2) Motor buses and motor vehicles engaged exclusively in the transportation of students to and from school, commonly known as school buses;
- 3) Vehicles operated by a person or company used to transport persons who are the employees, patrons, guests, residents or customers of the person or company, where the provision of such transportation is incidental to the business of such person or company and no fee is charged;
- 4) Group riding or an arrangement between individuals whereby they pool their private transportation resources either by using the personal automobile of one member of the group with the others contributing to the costs of operating the same, or by rotating the use of their personal automobiles with joint contributions to the cost by the other members of the group or when any employer provides transportation for its employees and for no other individuals;
- 5) Vehicles which are licensed as shuttles, limousines, or courtesy vehicles by the City of Wichita and/or the Wichita Airport Authority.

Transportation Network Company. A corporation, partnership, sole proprietorship, or other entity, operating in the City of Wichita, Kansas, which uses a digital network to connect riders to transportation network company (TNC) authorized drivers for the purpose of providing a transportation service. A transportation network company (TNC) does not provide taxi, shuttle or limousine service, as defined by Chapters 3.84, 3.85 or 3.88 of the Code of the City of Wichita.

Transportation Service Category. A transportation service category defines a "user group" of commercial ground transportation providers based solely on the type of service or services provided to the public and/or the type and size of vehicles provided for such service.

SECTION 2 APPLICATION PROCESS AND FEES

2.1 Application for Permit. Applicants for new or renewal Commercial Ground Transportation Operating Permit(s) shall obtain, fill out, and submit to the WAA an application for a Commercial Ground Transportation Operating Permit(s) with associated documentation. (See **APPENDIX A-1, A-2.**)

2.1.1 Transportation Service Categories. A single operating permit may be issued for one or more of the following transportation service categories:

- 2.1.1.1 Taxi
- 2.1.1.2 Limousine
- 2.1.1.3 Shuttle
- 2.1.1.4 Courtesy
- 2.1.1.5 TNC

2.2 Application Form. Parties seeking to provide ground transportation services on Airport property must obtain the appropriate application form, complete and submit such form for a single operating permit for each category of commercial ground transportation service sought. (See **APPENDIX A-1, A-2.**) Multiple operators (*drivers*) and vehicles for the same category of service may be included under a single application and permit. (See **APPENDIX A-1, A-2.**)

2.3 Renewal. Commercial ground transportation operating permits are valid for twenty-four (24) calendar months from the anniversary date of permit issuance, and shall expire at 11:59 p.m. on the anniversary date of issuance.

2.4 Initial and Renewal Application Requirements. The procedures contained in this Section shall be followed whether seeking an initial or renewal of the commercial ground transportation operating permit.

2.4.1 Completed and signed application form. (See **APPENDIX A-1, A-2.**)

2.4.2 Payment of fees. (See **APPENDIX D**)

2.4.3 Proof of current and valid motor vehicle insurance.

2.4.4 Proof of City of Wichita licensing if required by City code.

2.4.5 Proof of current and valid Kansas driver's license (*with applicable endorsements if appropriate*).

2.4.6 Proof of current City of Wichita vehicle inspection if required by City code.

2.5 Eligibility. An applicant for commercial ground transportation permit may, upon WAA acceptance of proper application, documentation, payment and insurance, be eligible for one (1) commercial ground transportation AVI access media for each operator (*driver*) applied for and listed on the Commercial Ground Transportation Operating Permit. Similarly, an applicant for commercial ground transportation permit (courtesy) may, upon WAA acceptance of proper application, documentation, payment and insurance, be eligible for one (1) commercial ground transportation AVI access media for

each vehicle applied for and listed on the Commercial Ground Transportation Operating Permit. (See **APPENDIX A-1, A-2.**)

2.6 Nontransferable. AVI access media issued to permittees shall be assigned to a specific individual operator or vehicle as defined in 2.5 above, and shall not be transferred, sold, shared or loaned to or among other operators or vehicles.

2.7 Payment of Fees. Prior to issuance of an operating permit and AVI access media, payment of fees as set forth under this Section shall be made.

2.8 Place of Application. Application for Commercial Ground Transportation Operating Permits may be made at the Airport Administration Building, 2173 Air Cargo Road, between the hours of 8:30 a.m. and 4:30 p.m. Monday through Friday, excepting government holidays. Call-ahead appointment is recommended; phone number (316) 946-4700.

2.9 Denial of Application. A Commercial Ground Transportation Operating Permit may not be issued to any applicant who:

2.9.1 Is known to have made a false statement on the application for permit; or

2.9.2 Does not hold a valid taxicab company license, vehicle license or driver license issued by the City of Wichita pursuant to Chapter 3.84 of the Code of the City of Wichita;

2.9.3 Fails to comply with the insurance requirements as required by these rules and regulations; or

2.9.4 Fails to make payment as required by these rules and regulations; or

2.9.5 Has previously had a Commercial Ground Transportation Operating Permit permanently revoked under these rules and regulations, or Chapters 3.84, 3.85, 3.88 or 9.35 of the Code of the City of Wichita.

2.10 Permit Fees (New and Renewal). As established in the most recent/current version of **APPENDIX D** Rates and Charges.

2.11 Vehicle Per-Trip Fees. As established in the most recent/current version of **APPENDIX D** Rates and Charges.

2.11.1 At the Owner, Operator or Permittee's discretion, vehicle per-trip fees may be passed-through to customers as an "airport user fee surcharge" if such pass-through surcharge does not conflict with, and is not contrary or contradictory to any current codes of the City of Wichita. If such "airport user fee surcharge" is to be passed-through to customers, then such surcharge shall be in the exact and equal amount of the per-trip fee and without additional administrative, handling or related add-on fees by the Owner, Operator or Permittee.

2.12 Lost, Stolen or Damaged AVI Access Media Fees. As established in the most recent/current version of **APPENDIX D** Rates and Charges.

2.13 Property of the Wichita Airport Authority. Commercial ground transportation operating AVI access media shall remain the property of the Wichita Airport Authority.

2.14 Commercial Ground Transportation Management and AVI System Use.

2.14.1 The commercial ground transportation management system is a software-based automated vehicle information (AVI) system used by the Wichita Airport Authority for the purpose of managing commercial vehicle access, operational use data, record-keeping and payment accounts for the commercial vehicle lanes (CVL). This system consists of a network of proximity antenna receivers, gate controllers and gates, video cameras, and related ancillary hardware and software support components.

2.14.2 A microchip embedded AVI access media card is issued to ground transportation companies or operators after receiving a permit for access to and operation from the commercial vehicle lanes. Each AVI access media card is uniquely identified and issued to a specific user. User groups in the commercial ground transportation management system are organized according to the Transportation Service Categories defined in this section: Taxi, Limousine, Shuttle, Courtesy, and TNC.

2.14.3 Upon receiving a commercial ground operating permit and AVI access media, permittees will be provided information and instructions on setting up a user account for payment of fees, or provided instructions on other methods of payment to replenish the user account. The AVI access media will enable access to the CVL for authorized users, assuming no punitive revocations or suspensions have been issued to the user and account has sufficient funds balance.

SECTION 3 GENERAL OPERATING RULES AND REGULATIONS

3.1 Operating Privileges and Right to Deny Commercial Service. The WAA reserves the right to determine the public need, necessity or demand for commercial ground transportation services on Airport property and whether staging and loading space is or can be made available for such new, renewal or expanded service. The WAA further reserves the right to impose and enforce reasonable rates, charges and operating limitations, including but not limited to operating location and maximum dwell times. Such restrictions or limitations, if any, shall be incorporated into and made a condition of an operating permit issued to a Permittee.

3.2 Commercial Ground Transportation Operating Permit. No person or party may operate a commercial ground transportation motor vehicle engaged in passenger pick-up upon Airport property without a valid written operating permit issued by the WAA. Permits or permit photocopies must be present and available for inspection in commercial ground transportation vehicles at all times while on Airport property. *(Not required for passenger drop-off.)*

Class B Penalty

3.2.1 Permit Expiration. Permits shall expire every twenty-four (24) calendar months at 11:59 p.m. on the permit issuance two year anniversary date; or upon the expiration or termination of the commercial ground transportation permittee's vehicle insurance policy; or upon the expiration, suspension or revocation of permittee's City of Wichita issued license.

3.3 Commercial Ground Transportation Permit and AVI Access Media. No person or party may operate a commercial ground transportation motor vehicle engaged in passenger pick-up upon Airport property without a valid permit and AVI access media issued by the WAA. *(Not required for passenger drop-off.)*

Class B Penalty

3.3.1 AVI Access Media Expiration. AVI access media shall expire every twenty-four (24) calendar months commensurate with and corresponding to the conditions specified in Section 3.2.1 Permit Expiration above.

3.3.2 AVI access media are issued to the holder of a commercial ground transportation operating permit (*permittee*). Each access media issued to a permittee shall be assigned to a specific vehicle operator or vehicle as defined in SECTION 2 (See **APPENDIX A-1, A-2**).

3.3.3 AVI access media may be deprogrammed/deactivated for noncompliance with these rules and regulations by the WAA. Punitive deactivation of AVI access media may temporarily or permanently suspend or revoke passenger pickup commercial operating privileges for that specific permittee and/or operator on Airport property.

3.3.4 AVI Access Media Non-Transferable. AVI access media are nontransferable, and no person shall transfer, loan, share, sell, or otherwise permit the use of the AVI access media by other than the operator or vehicle in which the access media was issued.

Class C Penalty

3.3.5 Notification Required. Permittee shall notify the WAA within seventy-two (72) hours when an operator, who has been issued an AVI access media under the permittee's operating permit authority, is permanently or indefinitely dismissed, discharged, released, or otherwise separated from his or her contract or employment as a commercial ground transportation operator. Similarly, permittee shall notify the WAA within seventy-two (72) hours when a vehicle, that has been issued an AVI access media under the permittee's operating permit authority, is removed from the permittee's fleet. In such cases, AVI access media shall be returned to the WAA upon request within ten (10) business days.

Class C Penalty

3.3.6 Replacement AVI Access Media. In the event AVI access media are lost or stolen, the permittee shall give prompt notice of such occurrence to the WAA. A replacement access media shall not be reissued until such notice is received by the WAA, and the fees have been paid for the issuance of replacement access media.

Class C Penalty

3.3.7 Payment Required. All permittees shall pay to the WAA the most recent and current established fee for the issuance of original, renewal or replacement operating permit and AVI access media as established in the most recent/current version of **APPENDIX D** Rates and Charges.

Class B Penalty

3.4 Motor Vehicle Insurance. Permittees operating on Airport property shall maintain valid motor vehicle insurance in the amount required for the vehicle and activity as required in Chapters 3.84, 3.85 or

3.88 of the Code of the City of Wichita. Such insurance must be maintained throughout the period of time the permit is authorized.

3.4.1 TNC permittees operating on Airport property shall maintain the minimum liability insurance as may be required by State Law at all times while engaged in the carriage of passengers for compensation while on Airport property.

3.4.2 Copies of valid insurance certificates must be provided to the WAA prior to issuance of a permit. Further, a copy of current insurance and registration is to be in the vehicle at all times. *(Courtesy vehicle providers and TNCs shall carry no less than the minimum required by law.)*

Class B Penalty

3.5 City of Wichita Licensing. No person shall be eligible to apply for a new/initial or renewal operating permit, nor shall engage in commercial ground transportation activity on Airport property that does not hold current and valid company, vehicle, and driver's licenses issued by the City of Wichita and in accordance with the Code of the City of Wichita if such licensing is required by code.

Class B Penalty

3.6 Driver's License. All operators shall have on his or her person at all times while operating on Airport property a current and valid driver's license issued by the state of Kansas with all appropriate endorsements for the operation and type of vehicle being operated.

Class B Penalty

3.7 Regulatory Authority. Commercial ground transportation permittees and operators will immediately respond to and comply with the lawful directions and instructions of commissioned officers of the Airport Police and Fire Division, Wichita Police Department, and other WAA authorized officers.

Class B Penalty

3.8 Loitering. Upon entry onto Airport property without a passenger(s), or after discharging a passenger(s) at the commercial passenger terminal, each commercial ground transportation vehicle shall proceed at once by the most direct route to the commercial vehicle lanes (CVL) or immediately depart the commercial passenger terminal area. No vehicle operator or vehicle may park, loiter, delay or stop on the commercial passenger terminal public curbside unless actively unloading passengers and their property. No vehicle operator or vehicle may park, loiter, delay or stop in any location except as those areas that may be designated by the WAA.

Class B Penalty

3.9 Temporary Sign Display. Commercial ground transportation operators may hold a professional looking sign with the name of the ground transportation service, the customer's name, and/or the customer's airline and flight number in public areas of the commercial passenger terminal for prearranged customer pick-ups only. All such operators shall remain clear of pedestrian traffic and not constitute impedance to the orderly flow of customers through the building. No loitering on the curbside or within other terminal areas shall be permitted unless directly engaged in meeting a prearranged customer and only for the minimum necessary time required to do so.

Class B Penalty

3.10 Loading/Unloading Passengers. Commercial ground transportation operators may unload passengers at the airline passenger terminal public traffic lane(s), ticketing/departures curbside or other location specifically designated and marked for such purposes. Meeting fares and passenger pick-up, either prearranged or not, is prohibited from the airline passenger terminal public traffic lane(s). Loading of passengers and their baggage shall be performed only at the designated commercial vehicle queuing/loading areas as indicated in **APPENDIX B**. *(No parking/no unattended vehicles/active unloading only regulations apply to the terminal public traffic lanes/curb and are enforceable under Section 9.35 of the Code of the City of Wichita.)*

Class B Penalty

3.11 Fare Refusal. Fare refusals are prohibited. No commercial ground transportation operator conducting commercial ground transportation services at or upon Airport property shall refuse to transport any person upon such person's request for ground transportation services unless:

3.11.1 The potential/proposed customer is acting in an unlawful, disorderly, threatening or endangering manner; or

3.11.2 If the operator demonstrates proof to the satisfaction of the WAA that there was a vehicle or equipment failure that reasonably precluded the operator from accepting or continuing service; or

3.11.3 If the operator demonstrates proof to the satisfaction of the WAA that there was a previous business commitment of the operator that reasonably precluded the operator from accepting the customer's request for services; or

3.11.4 If a customer requests or demands a discontinuation of services and requests or demands to exit the vehicle.

Class A Penalty

3.12 Short Fare. "Short fares" are prohibited from/upon Airport property. Except in the case of vehicle failure, it shall be prohibited for an operator to demand or cause the removal of a customer from a vehicle at any point in transit commencing at the point of departure and the intended drop-off destination.

Class A Penalty

3.13 Parking Zones. Commercial ground transportation operators are required to comply with the designated parking zones in the CVL assigned to their Transportation Service Category as shown in **APPENDIX B**.

Class B Penalty

3.14 Customer Information Notices. Commercial ground transportation operators shall continuously display, while conducting business on Airport property, a notice to customers acceptable to the WAA in the passenger seating area(s). The purpose of such customer notice(s) is to advise customers of the contact information and means by which they may communicate praise, complaints, or problems with the level or quality of ground transportation services they have received to, from or upon the Airport. Such customer notice(s) may either be provided by the Airport Authority, or a permittee may present a proposed notice for WAA review and approval. Notices shall not be altered or changed without the prior review and consent of the WAA. Customer notice(s) shall be clearly and conspicuously displayed in the passenger compartment of the vehicle and shall not be blocked or shielded from customer view at any time while

operating on Airport property. (*Prearranged Limousine, Courtesy vehicle providers and TNCs are exempt from this requirement.*)

Class B Penalty

3.15 Unauthorized Access and Use. Under no circumstances shall a Loading Area, Staging Area or queuing intended for such purposes be used by a non-permitted party and/or vehicle, or an operator whose and operating privileges have been temporarily or permanently suspended or revoked. Under no circumstances shall any person or party, other than an authorized representative of the WAA, loiter within a Loading Area, Staging Area or queuing intended for such purposes.

Class A Penalty

SECTION 4 CODES OF CONDUCT

4.1 Conduct. Commercial ground transportation operators shall, at all times while on Airport property, conduct themselves in a professional, respectful, and courteous manner in dealing with the public, customer(s), other ground transportation operators, Airport tenants, and WAA representatives.

Class C Penalty

4.2 No operator shall use profane, abusive, derogatory or obscene language while operating a commercial ground transportation vehicle, be discourteous to a passenger or fail to accede to a passenger's reasonable requests or engage in disorderly conduct as defined by the Code of the City of Wichita. Operators shall not engage in open verbal argument, quarrel or dispute among other operators or patrons on Airport property and in the presence of the public.

Class A Penalty

4.3 Appearance. Ground transportation operators shall maintain a clean, sanitary and well-groomed appearance and shall be appropriately attired at all times while engaged in commercial ground transportation services on Airport property. Clothing articles shall be clean and in good repair without holes, rips or tears. The following clothing articles are prohibited while engaged in commercial ground transportation services when worn as outer garments:

- Undergarments
- T-shirts that have been cut or altered
- Tank-tops
- Swimwear
- Jogging suits
- Body suits
- Body shirts
- Cut-off pants
- Sandals, “flip-flops” or other open-toed footwear
- Clogs
- Offensive and distasteful words or symbols on clothing articles

Class C Penalty

4.4 No Solicitation. No ground transportation operator shall engage in solicitation or cause the solicitation of passenger fares either directly, indirectly or through a second party.

Class B Penalty

4.5 No Pets. Persons in possession of and carriage of any animal or pet in vehicles is prohibited while engaged in commercial ground transportation services unless such possession and carriage complies with the requirements of Section 9.35.390 of the Code of the City of Wichita.

Class C Penalty

4.6 Accidents. Any person operating a commercial vehicle on Airport property which is involved in an accident resulting in injury to any person or damage to any property shall:

4.6.1 Immediately stop such vehicle or equipment at the scene of such accident or as close thereto as possible;

4.6.2 Notify the Airport Police and Fire Division;

4.6.3 Return to and/or remain at the scene of the accident until Airport Police and Fire has arrived at the scene. To the greatest extent possible and practical, the accident vehicle(s) shall be stopped and parked so as to minimize any obstructions to aircraft and other vehicles;

4.6.4 Make a full report of such accident to the Airport Police and Fire Division.

Class A Penalty

4.7 No Maintenance. Ground transportation operators are prohibited from performing maintenance or repair on vehicles anywhere on Airport property. This prohibition excludes the changing of a flat tire.

Class C Penalty

4.8 Traffic Interference. Ground transportation operators are prohibited from driving, stopping or parking, or causing or permitting to be driven, stopped or parked any motor vehicle contrary to WAA sign or marking. Ground transportation operators are prohibited from parking in any areas other than those areas and locations which have been specifically designated by the WAA for their operations. No operator shall operate, stop or park a vehicle in a manner which blocks or interferes with traffic, both vehicle and pedestrian, while on Airport property.

Class B Penalty

4.9 Garbage and Waste. Ground transportation operators shall not dispose of garbage, papers, refuse, waste or other forms of trash, including debris, cigarettes, cigars, and matches on Airport property, except in receptacles provided for such purpose.

Class C Penalty

4.10 No Smoking. Ground transportation operators or their passengers shall not ignite any smoking material, including but not limited to cigarettes or cigars, within any commercial ground transportation vehicle which is issued a commercial ground transportation operating permit and engages in commercial ground transportation services on Airport property.

Class C Penalty

4.11 No Sleeping. Ground transportation operators shall not sleep on Airport property, in vehicles or elsewhere, in an unprofessional, undignified or unseemly manner and as determined in the reasonable opinion of a law enforcement officer. Examples may include, but are not limited to: sleeping outside of the

vehicle; sleeping stretched full-length in the vehicle front or back seat; feet, legs or head extended out a window; sleeping in a sleeping bag or under covering.

Class C Penalty

4.12 No Tamper. Ground transportation operators may not sit upon, tamper with or manipulate airport fixtures, equipment or apparatus other than for their intended purpose. This sub-section includes the use of wheelchairs, except for the use of and/or when assisting persons with physical injuries, physical challenges or disabilities.

Class C Penalty

4.13 Intentional Destruction, Damage or Abuse of Property. Ground transportation operators shall not intentionally destroy, damage, deface, abuse or misuse public or private property or facilities.

Class A Penalty

SECTION 5 MOTOR VEHICLE REQUIREMENTS

5.1 Condition of Vehicles. All motor vehicles shall be maintained in a good, safe, clean, and orderly condition at all times while engaged in commercial ground transportation services on Airport property, including, but not limited to, all of the following:

5.1.1 Operable rear-view mirrors.

5.1.2 No foul, offensive or objectionable odors, including, but not limited to, tobacco products odors. An objectionable odor is defined as one that adversely affects an individual or individuals of normal sensibilities.

5.1.3 Paint must match (*be of the same color, unless it is part of the design*).

5.1.4 No visible exterior rust.

5.1.5 Free of major exterior body damage and cracks in the windshield greater than 1". Vehicles with minor body damage may be allowed to continue operating at the discretion of the Director if it can be demonstrated to the Director that arrangements for repair have been made within a reasonable time period. "Major body damage" means substantial damage to a vehicle's fender(s), hood, quarter panel(s), door(s) or trunk lid.

5.1.6 Properly functioning headlights, tail lights, turn signals, brake lights, emergency flashers, and windshield wipers.

5.1.7 Properly functioning environmental control system (heat/air conditioning).

5.1.8 Properly functioning seatbelts/safety restraints for all seating positions, including the driver's seat.

5.1.9 No fluid leaks of any kind (excluding the condensation caused by the air conditioner), nor any obvious pollution control problems.

5.1.10 Tires shall have a minimum tread depth of 3/32 inch, with no steel, wire, or other such reinforcing material visible.

5.1.11 Trunk areas are to be kept secure, clean, and available for storage of luggage.

5.1.12 Clean and tear-free interior.

5.1.13 Proper exhaust system, muffler.

5.1.14 Meet all other vehicle and safety standards as required by the Kansas Department of Motor Vehicle Code and state statute.

Class C Penalty

5.2 Vehicle Cleanliness. All vehicles are to be maintained in a clean condition, both interior and exterior, free of any dirt or debris, except such as is normal due to certain weather conditions.

Class C Penalty

5.3 Vehicle Inspections. All commercial ground transportation vehicles operating on Airport property shall be subject to routine and random inspections, or inspected at the time of initial or renewal application for permit, and performed by Wichita Police Officers, Airport Police and Fire Officers or other authorized officers of the City of Wichita and the Wichita Airport Authority, as deemed necessary to ensure compliance with these rules and regulations and the provisions of Chapters 3.84, 3.85, 3.88, and 9.35 of the Code of the City of Wichita. Compliance with the regulations, standards and provisions of this part, as well as Chapters 3.84, 3.85, 3.88, and 9.35 of the Code of the City of Wichita shall be applied and enforced jointly and collectively, or individually and exclusively by the Wichita Airport Authority and/or the City of Wichita for commercial ground transportation operations on Airport property. Permittees or operators shall not block, obstruct, hinder or delay vehicle inspections by an authorized officer of the City of Wichita or Wichita Airport Authority.

Class B Penalty

5.4 Proof of City Inspection. The City of Wichita Public Works and Utilities Department is responsible for inspection of all taxicabs permitted to operate within the City of Wichita, including on Airport property. Taxicab motor vehicle inspections for initial and renewal operating permits shall comply with Chapter 3.84.150 of the Code of the City of Wichita. Inspection decals or other proof acceptable to the WAA must be presented to the WAA upon application for initial or annual renewal operating permit. Operating permits shall not be issued prior to presenting proof of successful completion of a taxicab vehicle inspection if such inspection is required by City code.

SECTION 6 TAXICABS

6.1 Loading and Staging Zones. Taxicabs shall stage vehicles and pick up passengers in the designated Loading Zone and Staging Zone as shown in **APPENDIX B**.

Class B Penalty

6.1.1 The vehicle queued at the front of the Loading Zone line shall serve the next available walk-up customer, regardless of the customer's requested destination. As the vehicle leaves the Loading Zone, the next vehicle in line shall move forward in the queue and be available for the

next fare. All vehicles must advance to the next spot in the Loading and Staging Zones when the preceding vehicle in line departs or advances.

Class B Penalty

6.1.2 Any vehicle departing the commercial vehicle lanes (CVL) for any reason surrenders their position and must re-enter the queue at the back of the Staging or Loading line as applicable.

Class B Penalty

6.1.3 The intent is for customers to use the (*then current*) first taxicab in the queue line of the Loading Zone, and consequently, for taxicab operators to accept the (*then current*) first customer in the queue line. However, without coercion or influence from an operator, customers have the right to select the next or other subsequent taxicabs in line at their sole option and discretion without obstruction, interference or recourse. Operators shall not have rights to pre-determine or pre-select customers, and if a potential customer will or will not receive services, based upon the destination.

Class B Penalty

6.2 Regulation of Loading and Staging Zones

6.2.1 If Loading Zone or Staging Zone spots are occupied or otherwise unavailable when an operator enters the CVL, the operator shall depart the area and return at a later time as loading or staging slots are available. Double parking in a queuing slot or parking in an area that is not designated as a taxicab loading or staging is not permitted.

Class B Penalty

6.2.2 Both passenger Loading and vehicle Staging Zone waiting are provided in the CVL as identified on **APPENDIX B**. The Staging Zone is intended only for taxicab waiting (overflow parking) if the passenger Loading Zone queue is fully occupied. As taxicabs depart the Loading Zone, the next vehicle in line shall move forward in the queue and be available for the next fare. As vehicles in the Loading Zone depart, taxicabs in the Staging Zone shall then advance to the Loading Zone queue. Passenger fares shall not be loaded from the Staging Zone.

Class B Penalty

6.3 Taximeters. All taxicabs shall be equipped with a taximeter meeting the standards and requirements of Section 3.84.190 – Taximeters of the Code of the City of Wichita.

Class A Penalty

6.4 Markings

6.4.1 Each taxicab shall have permanent markings on each side of the vehicle indicating at a minimum the taxicab company. Taxicab number shall be displayed on the rear of the vehicle at a minimum.

Class C Penalty

6.4.2 Each taxicab shall have the published fares printed on each side of the vehicle and/or conspicuously displayed in the passenger compartment(s) of the vehicle, or other manner so required by Chapter 3.84 of the Code of the City of Wichita.

Class C Penalty

6.5 Multiple Loading of Passengers – Shared Ride. Multiple loading of passengers is prohibited except in cases where the first customer engaging the taxicab requests multiple loading/shared fare, or agrees to multiple loading, and without coercion, solicitation or influence by the taxicab operator. The first customer/passenger/fare shall have exclusive use of the vehicle service unless he or she agrees to multiple “shared fare” loading without direct or indirect suggestion or solicitation by the operator.

Class B Penalty

SECTION 7 LIMOUSINES AND SHUTTLES

7.1 Limousines. Except with the prior written authorization of the Director of Airports, all commercial limousine service shall be operated on a prearranged basis only. Except with the Director’s authorization, and based on the public demand for services and CVL capacity availability, all arrangements for limousine service shall be made prior to the vehicle entering into the CVL of the Airport. Unless as specified in this part, a ground transportation operator offering limousine service shall not accept any customer on Airport property except those with whom service has been prearranged. At the sole discretion of and subject to prior approval of the WAA and the specific conditions of an operating permit, a “prearranged” service may also be defined as an arrangement or reservation for services from/at a leased ground transportation transaction counter within the airline passenger terminal.

Class B Penalty

7.2 Markings. At the permittee’s discretion, limousines may or may not have permanent markings on each side of the vehicle indicating the company name.

Class B Penalty

7.3 Shuttles. Commercial shuttle service is that used for the transportation of persons on a specified and published route and schedule. This transportation service category may provide scheduled and “prearranged” services. If/when shuttle service is to be provided on a specified and published route and schedule, then the vehicle shall have the published fares printed on each side of the vehicle and/or conspicuously displayed in the passenger compartment(s) of the vehicle, or other manner so required by Chapter 3.88 of the Code of the City of Wichita. At the sole discretion of and subject to prior approval of the WAA and the specific conditions of an operating permit, a “prearranged” service may also be defined as an arrangement or reservation for services from/at a leased ground transportation transaction counter within the airline passenger terminal.

Class B Penalty

7.4 Markings. Shuttles shall have permanent markings on each side of the vehicle indicating the company name.

Class B Penalty

7.5 Loading Zone. Limousines and shuttles shall pick up passengers in the designated Loading Zone as shown in **APPENDIX B**.

Class B Penalty

7.6 Regulation of Loading Zone

7.6.1 Passenger loading in the limousine and shuttle Loading Zone is not company-specific designated or assigned. Access to the Loading Zone is on a first come, first serve bases. If Loading

Zone spaces are occupied or otherwise unavailable when an operator enters the CVL, the operator shall depart the area and return at a later time as spaces are available. Double parking or parking in an area that is not designated as a shuttle/limousine Loading Zone is not permitted.

7.6.2 Limousines and shuttles shall stage and load in the ground transportation Loading Zone for minimum durations necessary only for business arrangements and passenger(s) and baggage loading. Such durations shall not exceed a maximum of one-half (1/2) hour. Anticipated durations exceeding one-half (1/2) hour must be approved in advance by the Director.

Class B Penalty

SECTION 8 COURTESY VEHICLES

8.1 Courtesy Vehicles. Courtesy vehicle providers shall comply with the provisions of these rules and regulations as defined and applicable to such operations and activities. References made to “commercial ground transportation providers,” “permittees,” or “operators” shall have the same binding effect and shall be enforceable upon courtesy vehicle providers/operators in the same fashion as other commercial ground transportation permittees and operators defined in these regulations unless otherwise noted or specifically identified as excluded.

8.2 Courtesy Vehicles Prearranged Only. Courtesy vehicle service shall be operated on a prearranged basis only. Arrangements for courtesy vehicle service shall be made prior to the vehicle entering into the CVL of the Airport. A service provider/operator offering courtesy transportation service shall not solicit or engage in ground transportation on Airport property for compensation or hire, gratuities excluded.

Class B Penalty

8.3 Loading Zone. Courtesy vehicles shall pick up guests in the designated Loading Zone as shown in **APPENDIX B**.

Class B Penalty

8.4 Regulation of Loading Zone

8.4.1 Passenger loading in the courtesy vehicle Loading Zone is not company-specific designated or assigned. Access is on a first come, first serve basis. If Loading Zone spaces are occupied or otherwise unavailable when an operator enters the CVL, the operator shall depart the area and return at a later time as spaces are available. Double parking or parking in an area that is not designated as a courtesy vehicle Loading Zone is not permitted.

8.4.2 Courtesy vehicle service providers/operators shall load in the ground transportation Loading Area only for minimum durations necessary for passenger(s) and baggage loading. Such durations shall not exceed a maximum of one-half (1/2) hour. Anticipated durations exceeding one-half (1/2) hour must be approved in advance by the Director.

Class B Penalty

8.5 Markings. Courtesy vehicles shall have permanent markings on each side of the vehicle indicating the company name.

Class C Penalty

SECTION 9 TRANSPORTATION NETWORK COMPANIES

9.1 TNC Vehicles. Transportation network companies (TNC) are authorized to conduct commercial ground transportation business to/from/upon Airport property. Such activity must comply with state and/or local statutes and codes if or when these may apply to this category of transportation service. TNC or their drivers may, at their option, determine if they wish to access and utilize the CVL. If TNC or their drivers elect to access and utilize the CVL, then all guidelines, procedures, rules and regulations of this *STANDARD OPERATING PROCEDURE NO. 34 Commercial Ground Transportation Procedures, Rules, and Regulations* shall be complied with as it applies to the TNC transportation service category. If TNC or their drivers elect to not access and utilize the CVL, then TNC may pick up/load passengers from any one of the airport paid parking lots available to the public and the operator shall be responsible to pay all applicable parking fees.

9.2 Passenger Pick up Prohibited. Commercial ground transportation operators may unload passengers at the airline passenger terminal public traffic lane(s), ticketing/departures curbside or other location specifically designated and marked for such purposes. Passenger pick-up is prohibited from the airline passenger terminal public traffic lane(s). *(No parking/no unattended vehicles/active unloading only regulations apply to the terminal public traffic lanes/curb and are enforceable under Section 9.35 of the Code of the City of Wichita.)*

Class B Penalty

9.3 TNC Vehicles Prearranged Only. Except with the prior written authorization of the Director of Airports, all commercial TNC service shall be operated on a prearranged basis only. Except with the Director's authorization, and based on the public demand for services and CVL capacity availability, all arrangements for TNC service shall be made prior to the vehicle entering onto the Airport. Unless as specified in this part, a ground transportation operator offering TNC service shall not accept any customer on Airport property except those with whom service has been prearranged. At the sole discretion of and subject to prior approval of the WAA and the specific conditions of an operating permit, a "prearranged" service may also be defined as an arrangement or reservation for services from/at a leased ground transportation transaction counter within the airline passenger terminal.

Class B Penalty

9.4 Loading Zone. If picking up passengers in the CVL, TNC vehicles shall pick up passengers in the designated Loading Zone as shown in **APPENDIX B**.

Class B Penalty

9.5 Regulations of Loading Zone

9.5.1 Passenger loading in the TNC Loading Zone is not company-specific designated or assigned. Access is on a first come, first serve basis. If Loading Zone spaces are occupied or otherwise unavailable when an operator enters the CVL, the operator shall depart the area and return at a later time as spaces are available. Double parking or parking in a zone that is not designated as a TNC vehicle Loading Zone is not permitted. Operators may park in any of the Airport paid parking lots to wait for Loading Zone availability; however, the operator shall be responsible for any applicable parking fees.

9.5.2 TNC vehicle service providers/operators shall load in the ground transportation Loading Zone only for minimum durations necessary for passenger(s) and baggage loading. Such durations

shall not exceed a maximum of one-half (1/2) hour. Anticipated durations exceeding one-half (1/2) hour must be approved in advance by the Director.

Class B Penalty

9.6 Markings. TNC vehicles shall have permanent or temporary markings, signs or placards displayed on or within the vehicle which indicates the company name, and shall be easily visible and distinguishable from the exterior of the vehicle. The WAA shall be the sole party with authority to determine if such markings, signs or placards are “easily visible and distinguishable from the exterior of the vehicle.” Signs/placards mounted and displayed from the vehicle rear-view mirror is generally considered acceptable as long as it is easily visible and distinguishable from the exterior of the vehicle.

Class C Penalty

SECTION 10 NONREGISTERED OPERATORS AND SERVICES

10.1 Permit Not Required. The Director may authorize commercial ground transportation services to be provided from and upon Airport property without the requirement to hold a WAA issued commercial ground transportation operating permit. Examples of such cases may include, but are not limited to out-of-town providers, motor coach charters, special events transportation, nonprofit, governmental or public transit, infrequent and irregular providers, or taxicabs, vans or limousines serving urgent or critical transportation demand. Infrequent and irregular providers are defined for these purposes as six (6) or less annual pick-up events. Urgent or critical transportation demand is defined as those circumstances in which a demand for transportation services exists beyond the capacity available at a given time, at an irregular hour critical demand, or when summoned by a representative of the WAA.

10.2 Non-Registered, Non-Permitted Providers/Operators. Except urgent or critical demand transportation, all nonregistered providers/operators and vehicles shall be operated on a prearranged basis only. Nonregistered providers/operators shall first obtain the Director’s prior authorization before engaging in commercial ground transportation customer pick-up on Airport property. All arrangements for transportation services shall be made prior to the vehicle entering upon Airport property. A nonregistered provider shall not accept any customer on Airport property except those for whom service has been prearranged. Nonregistered commercial ground transportation providers that do not hold a commercial operating permit with the WAA shall park their vehicle(s) in one of the revenue producing “paid” parking lots, or in a specific location as may be designated by the WAA. Nonregistered providers/operators shall not be entitled to access or operate within the CVL unless by prior approval of the WAA; such durations shall not exceed a maximum of one-half (1/2) hour unless approved in advance by the Director. Providers/operators may meet customers in the commercial passenger terminal building with a sign (if desired) meeting the requirements of these regulations. The WAA shall not waive or reimburse any parking fees.

Class A Penalty

10.3 No Walk-up Back-Haul. Nonregistered providers/operators and vehicles are specifically prohibited, either directly or indirectly, from soliciting, seeking, inquiring or otherwise engaging in commercial ground transportation passenger pick-up “back-haul” from Airport property following a passenger drop-off.

Class A Penalty

10.4 Passenger Drop-off. Nonregistered providers/operators may unload passengers at the commercial passenger terminal public traffic lane(s), ticketing/departures curbside or other location specifically designated and marked for such purposes. Commercial ground transportation providers are not required to hold a permit with the Airport Authority solely for passenger drop-off.

Class B Penalty

SECTION 11 VIOLATIONS, PENALTIES, AND ENFORCEMENT

11.1 Violations

11.1.1 It is the goal of the Wichita Airport Authority to provide assistance, support, and resources to all permitted commercial ground transportation permittees and operators in providing safe, clean, efficient, and courteous ground transportation services to Airport patrons. It is the obligation and responsibility of the WAA to promulgate and enforce fair, reasonable, and nondiscriminatory commercial ground transportation rules and regulations.

11.1.2 Any violation of the rules and regulations outlined in this document may result in enforcement action taken against ground transportation permittees and/or operators singularly or collectively. The duration of sanctions and enforcement action(s) taken may depend on the class of violation, violation history, prior written warnings issued, circumstances involving the violation as described in this Section, or a combination thereof.

11.2 Penalties

11.2.1 Penalties for violation of these rules and regulations shall be categorized into three (3) types depending on the relative severity of the violation(s) and the previous history of violations of the same class. Penalties shall be grouped into **Class A, B, or C** category violations with the following commensurate and progressive penalties applied:

11.2.1.1 Class A Penalty

First Offense	5 to 19 days suspension
Second Offense	20 to 45 day suspension
Third Offense	Permanent revocation of permit

11.2.1.2 Class B Penalty

First Offense	1 to 5 day suspension
Second Offense	6 to 21 day suspension
Third Offense	30 to 180 day suspension

11.2.1.3 Class C Penalty

First Offense	Written warning
Second Offense	1 to 3 day suspension
Third Offense	4 to 10 day suspension
Fourth Offense	30 to 180 day suspension

11.2.2 When determining the duration of a penalty suspension, the second and subsequent penalty suspensions may be determined based on previous offenses of the same class.

11.3 Enforcement

11.3.1 The penalties set forth in this Section shall be applied and enforced upon commercial ground transportation permittees and/or operators who violate these rules and regulations. The specific length of penalty suspension shall be determined by either of the Director's designees including the Assistant Director of Airports or the Chief of Airport Police and Fire. Copies of all written warnings, violations, penalty and enforcement history, and written witness and complaint statements shall remain on file with the Airport Authority for no more than five (5) years. All records on file are subject to review and reference when suspension violations are being considered. Copies of all official records shall be provided or made available on request to the Parking and Private Transportation Coordinator or other official designated to enforce the provisions of Chapters 3.84, 3.85, and 3.88 of the Code of the City of Wichita.

11.3.2 Airport Police and Fire Officers, Airport Services Officers, and Airport Operations Officers shall have the primary responsibility and authority to observe, inspect, investigate, take witness statements, question alleged violators, enforce penalty suspensions, and other such actions involving and associated with enforcement. The Director's designated representatives including the Assistant Director of Airports and the Chief of Airport Police and Fire shall determine and assess suspension durations or revocations.

11.3.3 When investigating reported or alleged violations, written witness and complaint statements of customers, tenant or Airport Authority employees, or other witnesses to alleged violation(s) may be evaluated and considered by the Director's representative in determining factual content and circumstances of alleged violations. Alleged violators of rules and regulations also have the right to submit or cause to be submitted to the Director's representative written witness statements which shall also be evaluated and considered. Alleged violators of rules and regulations shall also be provided copies of written witness and complaint statements upon request.

11.4 Appeals Process

11.4.1 A commercial ground transportation permittee and/or operator whose commercial operating privileges have been revoked or suspended on Airport property may appeal the violation and penalty to the Director of Airports in writing no later than three (3) business days after the date of the notice of suspension or revocation. The Director shall notify the appellant of his/her decision

on the appeal in writing, and shall copy the City of Wichita Parking and Private Transportation Coordinator.

11.4.2 Further appeals may be made to the City Manager of the City of Wichita in writing, no later than five (5) business days after the notice of initial judgment has been received from the Director of Airports. The City Manager shall notify the appellant of the decision on the appeal in writing and shall copy the City of Wichita Parking and Private Transportation Coordinator or official designated to enforce these provisions and/or Chapters 3.84, 3.85, 3.88, and 9.35 of the Code of the City of Wichita. All decisions on appeals made by the City Manager are final.

SECTION 12 ACKNOWLEDGMENT

12.1 As a condition of and prior to receiving a commercial operating permit, all commercial ground transportation permittees shall be required to sign an acknowledgment stating they have received and agree to comply with the Wichita Airport Authority *STANDARD OPERATING PROCEDURE NO. 34 Commercial Ground Transportation Procedures, Rules, and Regulations*.

12.2 As a condition of and prior to receiving AVI access media, all commercial ground transportation operators shall be required to sign an acknowledgment stating they have received and agree to comply with the Wichita Airport Authority *Commercial Ground Transportation Procedures, Rules, and Regulations*.

Permit No. _____

Expiration Date _____



WICHITA AIRPORT AUTHORITY

Commercial Ground Transportation Application/Permit

Type of Permit:

- ☐ New Permit Application
☐ Renewal Permit Application

Transportation Service Category:

- ☐ Taxi ☐ Shuttle
☐ Limousine ☐ Other _____

Company/Permittee Data:

Name of Company: _____

Business Address: _____

Owner(s) Name(s): _____

Business Telephone: _____ Cellular Phone(s): _____

Email Address(s): _____

Provide brief description of proposed services (*example - courtesy, on-demand "walk-up," prearranged, scheduled shuttle, etc.*): _____

Acceptance of Terms:

☐

I have been provided a copy of the Wichita Dwight D. Eisenhower National Airport Commercial Ground Transportation Procedures, Rules, and Regulations, and agree to all of the terms, provisions, and limitations contained in this document.

Company (Permittee)

Date

FOR OFFICIAL USE ONLY – DO NOT WRITE IN THIS BOX

____ Complete Application

____ Fee Due \$____. Amount Collected \$____.

____ Proof of Current and Valid Motor Vehicle Insurance

____ Proof of Current and Valid Kansas Driver's License
(with applicable endorsements)

____ Proof of City of Wichita Licensing
(*taxicabs only*)

____ Proof of Current City of Wichita Vehicle Inspection
(*taxicabs only*)

Specify restrictions, limitations, or other special operating conditions of this permit if any:

Approved By: _____ Date Approved: _____



VEHICLE INFORMATION

***Please note: All updates to the VEHICLE INFORMATION list must be submitted to the WAA , including the proof of insurance.**



WICHITA AIRPORT AUTHORITY

Commercial Ground Transportation Operating Permit

DRIVER INFORMATION

Driver Name	Kansas Driver's License Number	Driver AVI Transponder No. <i>(To be completed by WAA)</i>	Driver Contact Phone Number

*Please note: All updates to the DRIVER INFORMATION list must be submitted to the WAA.

Permit No. _____

Expiration Date _____



WICHITA AIRPORT AUTHORITY

Commercial Ground Transportation Application/Permit

Type of Permit:

- ☐ New Permit Application
☐ Renewal Permit Application

Transportation Service Category:

☐ Courtesy

Company/Permittee Data:

Name of Company: _____

Business Address: _____

Owner(s) Name(s): _____

Business Telephone: _____ Cellular Phone(s): _____

Email Address(s): _____

Provide brief description of proposed services (*example - courtesy, on-demand "walk-up," prearranged, scheduled shuttle, etc.*): _____

Acceptance of Terms:

☐

I have been provided a copy of the Wichita Dwight D. Eisenhower National Airport Commercial Ground Transportation Procedures, Rules, and Regulations, and agree to all of the terms, provisions, and limitations contained in this document.

Company (Permittee)

Date

FOR OFFICIAL USE ONLY – DO NOT WRITE IN THIS BOX

____ Complete Application

____ Fee Due \$____. Amount Collected \$____.

____ Proof of Current and Valid Motor Vehicle Insurance

____ Completed Self Authorization Form

Specify restrictions, limitations, or other special operating conditions of this permit if any:

Approved By: _____ Date Approved: _____

Commercial Ground Transportation Operating Permit

Self Authorization Form

***This form requires initials on items 1 and 2, as well as a signature from an authorized representative.**

1. Driver's License

____ All drivers to be utilized in Ground Transportation service will be in possession of a valid Kansas Driver's License for the type of vehicle operated, and will be in compliance with all restrictions imposed on that license at all times.

2. Vehicle AVI Transponders

____ AVI Transponders will be numbered and issued to individual vehicles. Vehicle AVI Transponders must be immediately installed and may not be transferred from the vehicle to which they are assigned. AVI Transponders are the sole property of the Authority and cannot be sold or conveyed to another party. Before a vehicle is allowed to use an AVI Transponder for Wichita Dwight D. Eisenhower National Airport access, the Permit Holder must identify the vehicle to which it will be assigned, and demonstrate proof of insurance acceptable to WAA.

Should a new vehicle be added/removed from the Permit Holder's fleet:

Added: Permit Holder is required to notify WAA of changes at the time they occur. WAA will issue a new AVI Transponder to the vehicle.

Removed: AVI Transponders are the property of the WAA and are to be returned. AVI Transponder assignment for new vehicles will be processed by the WAA.

I hereby authorize the WAA and its authorized representative(s) to verify all statements, documents and information submitted to substantiate our eligibility to receive a Commercial Ground Transportation Operating Permit for Wichita Dwight D. Eisenhower National Airport, granted by the Wichita Airport Authority, In accordance with SOP No. 34 and its rules and regulations.

I certify that all information that I have given is accurate and complete, and adheres to SOP No. 34.

Name of Company / Permit Holder

By:

Name and Signature of Authorized Representative of Company / Permit Holder

Position / Designation : _____

Date : _____



WICHITA AIRPORT AUTHORITY

Commercial Ground Transportation Operating Permit

VEHICLE INFORMATION



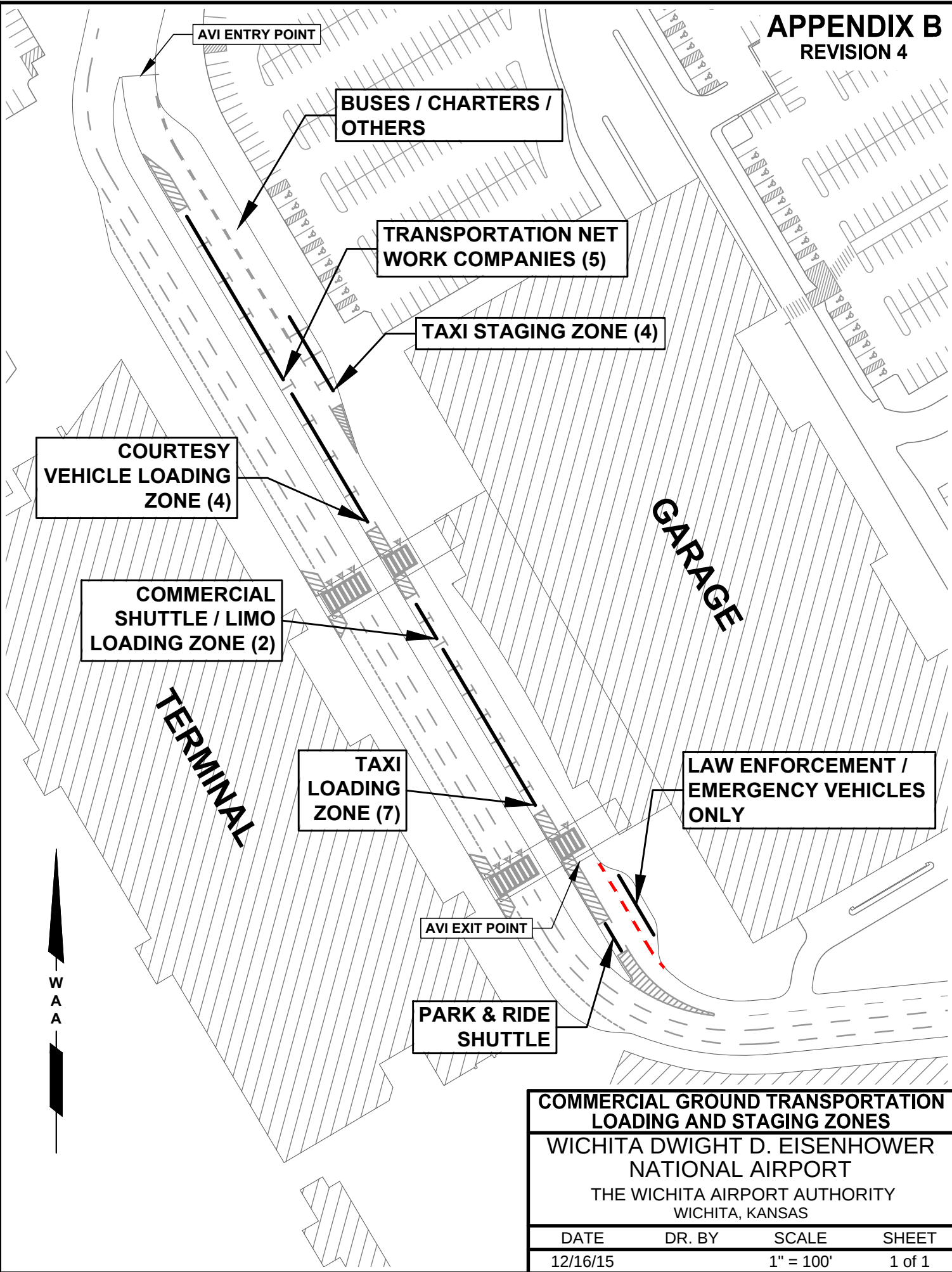
WICHITA AIRPORT AUTHORITY

Commercial Ground Transportation Operating Permit

DRIVER INFORMATION

Driver Name	Contact Phone Number

***Please note: All updates to the DRIVER INFORMATION list must be submitted to the WAA, including the Company Issued Badge Number.**



COMMERCIAL GROUND TRANSPORTATION LOADING AND STAGING ZONES			
WICHITA DWIGHT D. EISENHOWER NATIONAL AIRPORT			
THE WICHITA AIRPORT AUTHORITY WICHITA, KANSAS			
DATE	DR. BY	SCALE	SHEET
12/16/15		1" = 100'	1 of 1

**Commercial Ground Transportation Checklist
For
New or Renewal Permit Applications
Taxicab, Limousine, and Shuttle Services**

Instructions to Applicants This checklist is provided only as a guide to aid commercial ground transportation applicants seeking new or renewal annual operating permits. Following this checklist should result in an efficient permit application or renewal process. This checklist is offered as a helpful guide in making your application process quick and easy. This checklist is intended to reference everything you will need for the application process; however, applicants are also encouraged to review “**SECTION 2 APPLICATION PROCESS**” to ensure you have a thorough understanding of the application requirements.

- ☐ Complete and sign **Appendix A-1** Commercial Ground Transportation Application/Permit. Do not write in the box “**FOR OFFICIAL USE ONLY – DO NOT WRITE IN THE BOX**”
- ☐ Fees
 - ☐ Initial Permit Fee \$150.00
 - ☐ Renewal Permit Fee (every 24 calendar months) \$150.00
- ☐ Provide proof of current and valid motor vehicle insurance as required under **SECTION 3.4** *It is not necessary that we retain a copy of insurance cards or certificates, only that you provide proof of coverage for vehicles listed in **Appendix A-1**.*
- ☐ Provide proof of current and valid Kansas driver’s license with applicable endorsements if appropriate and as required under **SECTION 3.6**. *It is not necessary that we retain a copy of driver’s license, only that you provide proof of current licensing for all drivers/operators listed under **Appendix A-1**.*
- ☐ Provide proof of current City of Wichita licensing as required under **SECTION 3.5**. *It is not necessary that we retain a copy of license, only that you provide proof of current licensing. (Taxicabs only)*
- ☐ Provide proof of current City of Wichita vehicle inspections. *It is not necessary that we retain a copy of vehicle inspection forms, only that you provide proof of passing inspections for all vehicles listed under **Appendix A-1**. (Taxicabs only)*
- ☐ Completed and signed applications may be submitted in person or via mail, fax, or emailed PDF. Original signed applications and other supporting documents are not required; copies are sufficient.
- ☐ Upon receiving all documents and information required for application, and subject to application approval, operating permits may be mailed to permittees upon request. However, AVI Transponders must be picked up at the Wichita Airport Authority office.

Applications for new or renewal Commercial Ground Transportation Operating Permits may be made in person at the Airport Administration Building between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday (except government holidays). Call-ahead appointments are recommended.

Address

Wichita Airport Authority
2173 Air Cargo Road
Wichita, Kansas 67209-1958

Phone: 316-946-4700

Fax: 316-946-4793

Email: EisenhowerAirport@wichita.gov

**Commercial Ground Transportation Checklist
For
New or Renewal Permit Applications**

Courtesy Vehicle Services

Instructions to Applicants This checklist is provided only as a guide to aid commercial ground transportation applicants seeking new or renewal annual operating permits. Following this checklist should result in an efficient permit application or renewal process. This checklist is offered as a helpful guide in making your application process quick and easy. This checklist is intended to reference everything you will need for the application process; however, applicants are also encouraged to review “**SECTION 2 APPLICATION PROCESS**” to ensure you have a thorough understanding of the application requirements.

- ☐ Complete and sign **Appendix A-2** Commercial Ground Transportation Application/Permit. Do not write in the box “**FOR OFFICIAL USE ONLY – DO NOT WRITE IN THE BOX**”
- ☐ Fees
 - ☐ Initial Permit Fee \$150.00
 - ☐ Renewal Permit Fee (every 24 calendar months) \$150.00
- ☐ Provide proof of current and valid motor vehicle insurance as required under **SECTION 3.4** *It is not necessary that we retain a copy of insurance cards or certificates, only that you provide proof of coverage for vehicles listed in **Appendix A-2**.*
- ☐ Initial and sign Self Authorization Form.
- ☐ Completed and signed applications may be submitted in person or via mail, fax, or emailed PDF. Original signed applications and other supporting documents are not required; copies are sufficient.
- ☐ Upon receiving all documents and information required for application, and subject to application approval, operating permits may be mailed to permittees upon request. However, AVI Transponders must be picked up at the Wichita Airport Authority administrative offices.

Applications for new or renewal Commercial Ground Transportation Operating Permits may be made in person at the Airport Administration Building between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday (except government holidays). Call-ahead appointments are recommended.

Address

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Email: EisenhowerAirport@wichita.gov

SECTION 2**RATES & CHARGES****2.10 Permit Fees****EFFECTIVE OCTOBER 15, 2015**

Initial permit fee	\$150.00
Renewal permit fee (<i>every 24 calendar months</i>)	\$150.00

2.11 Vehicle Per-Trip Fees**EFFECTIVE MAY 1, 2016**

Each Owner, Operator or Permittee shall pay a per-trip fee each time the Operator enters the Commercial Ground Transportation Designated Loading/Staging Areas. The per-trip fee assessed against Owner, Operator or Permittee shall be determined by the number of seating positions specified by the vehicle manufacturer's seating capacity for that vehicle in a "standard" configuration, including the driver. Owners, Operators or Permittees shall pay a per-trip fee according to the following schedule:

<u>Seating Capacity</u> (<i>including driver</i>)	<u>Per-Trip Fee</u>
1-7	\$0.50
8-15	\$1.00
>16	\$4.00

At Owner, Operator, or Permittee's discretion, vehicle per-trip fees may be passed-through to customers as an "airport user fee surcharge" if such pass-through surcharge does not conflict with and is not contrary or contradictory to any current codes of the City of Wichita. If such "airport user fee surcharge" is to be passed-through to customers, then such surcharge shall be in the exact and equal amount of the per-trip fee and without additional administrative, handling or related add-on fees by the Owner, Operator or Permittee.

2.12 AVI Access Media Replacement Fee (*Lost, Stolen or Damaged Access Media*)

1st	\$20.00
2nd	\$30.00
3rd and all subsequent	\$40.00