

OPERATING DIRECTIVE

Hillsborough County
Aviation Authority

Number: D310.01.02

Effective: 01/24/08

Revised: 08/13/09

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Subject: Luxury Limousine Operations

PURPOSE: To establish procedures for the operation of Luxury Limousines at Tampa International Airport.

GENERAL: Luxury Limousines are a class of service regulated in Hillsborough County by the Hillsborough County Public Transportation Commission (HCPTC).

Consistent with Authority Policy P310, Commercial Ground Transportation, the Authority establishes operating procedures for commercial ground transportation services at Tampa International Airport for the use of airport facilities and collects fees and charges from the operator. In establishing the fees and charges, the Authority includes the recovery of the costs of constructing the facilities used by each ground transportation service and the Authority's maintenance, operational, administrative and enforcement costs associated with such facilities. The Authority may also charge a privilege fee representative of the special benefit a particular class of business derives from the airport and use thereof. All employees, subcontractors or agents of a limousine company must adhere to these procedures, airport rules and regulations or any subsequent directives issued by the Authority.

PROCEDURE:

A. Dropping off Passengers:

1. There is no requirement for luxury limousine operators to obtain a permit from the Authority to drop off passengers at Tampa International Airport.
2. Luxury limousines dropping off passengers at Tampa International must use the terminal flight departures drives (see Attachment A).
3. Use of the drives will be consistent with regulations for private vehicles using the flight arrival drives.

B. Picking up Passengers:

1. Authority Permit
 - a. All luxury limousines picking up passengers at Tampa International Airport must first obtain a permit from the Authority.

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- b. Application for permits can be obtained from Operations/Parking and Ground Transportation or via the Authority's web site at www.Tampaairport.com.
 - c. Only luxury limousines licensed by the HCPTC may obtain an airport permit and subsequently pick up passengers at Tampa International Airport.
 - d. The cost for obtaining a ground transportation service permit is \$150 per vehicle per year (October 1 to September 30). The permit fee of permits issued after October 1 will be prorated for the remainder of the year on a monthly basis. The permit fee is non-refundable.
 - e. All airport permitted luxury limousine operators must meet all of the airport's insurance requirements and must name the Authority as additionally insured on their insurance policy.
 - f. The airport permit decal must be prominently displayed on the vehicle adjacent to the HCPTC permit decal.
 - g. The permit is only transferable to a permanent replacement vehicle by returning the permit decal and receiving a replacement decal from the Authority.
 - h. Vehicle fleet augmentation permits may be issued on a temporary basis consistent with the term of temporary permits issued by the HCPTC at a rate of \$50 per vehicle.
2. Pre-reserved
- a. Luxury limousine operators may only pick up pre-reserved passengers at the airport. There will be no solicitation of passengers or service of any kind at the airport.
 - b. Permitted operators may have personnel within the terminal to meet pre-reserved passengers. Personnel may not display any type of sign or

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banner except for a hand held sign no larger than 7" x 12" and displaying the name of the pre-reserved passenger or group being picked up. The hand held sign may also display the name of the limousine operator with lettering no larger than 1.5".

3. Loading Areas

Permitted luxury limousine operators may only pick up passengers at either:

- a. The flight arrival drives curbside lanes (see Attachment C) consistent with the operating rules for private vehicles using the flight arrival drives, or
- b. The terminal parking garages standard parking fees will apply.

4. Waiting areas

- a. Permitted luxury limousine operators may wait in the cell phone waiting lot (see Attachment B) consistent with the rules for private vehicles.
- b. Permitted luxury limousine operators may also wait or park in the public parking facilities. Standard parking fees will apply.

C. Luxury limousine operators are prohibited from entering the ground transportation centers (see Attachment C).

The following attachments depicting the facilities are provided for information purposes:

- Attachment A – Level 2, Ground Transportation Facilities Luxury Limousines
- Attachment B – General Layout of Ground Transportation Facilities
- Attachment C – Level 1, Detail View, Ground Transportation Facilities
Luxury Limousine Operations

APPROVED: _____ /s/ John Wheat

DATE: 08/13/09

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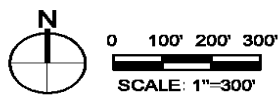
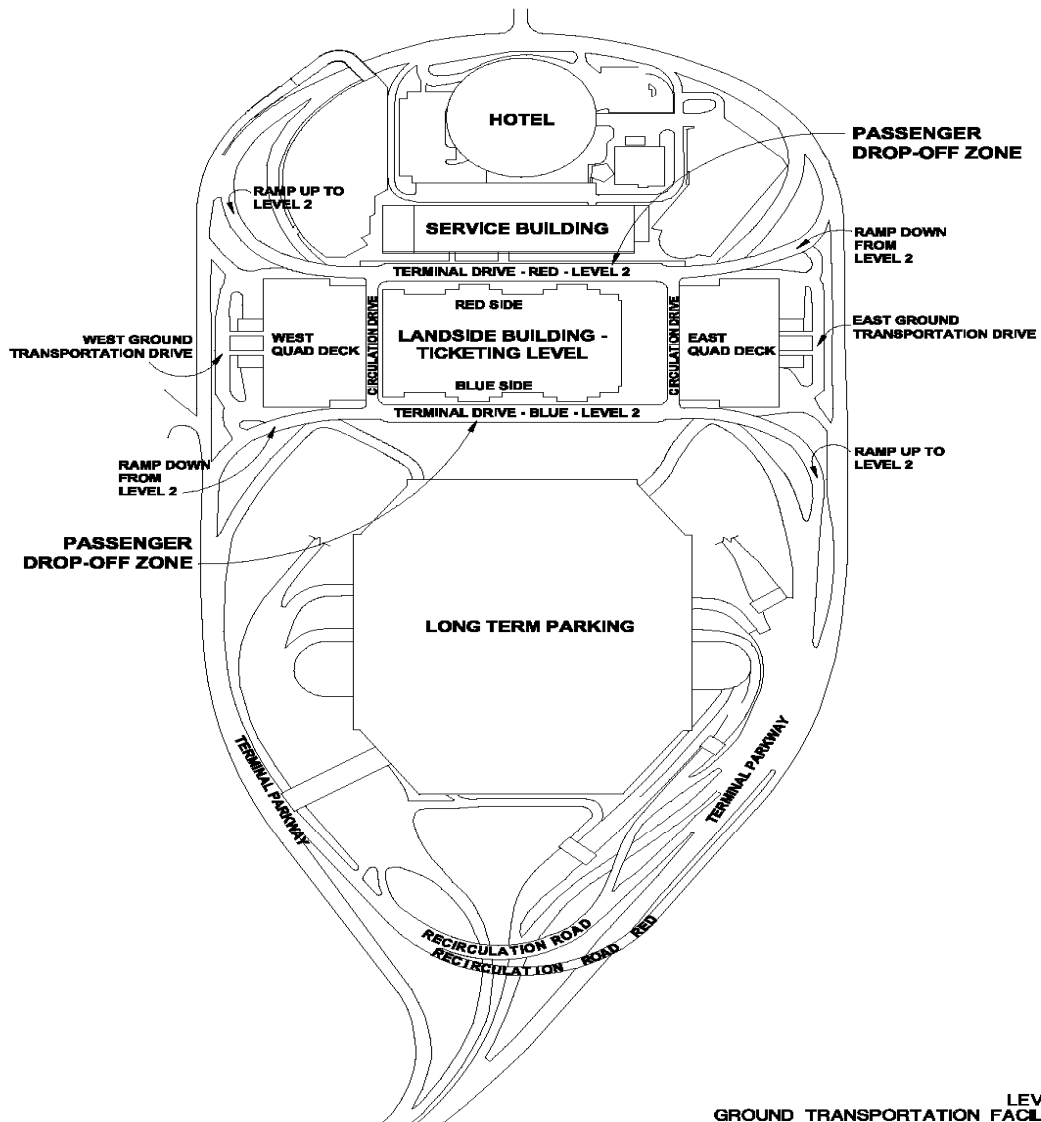
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LEVEL 2
GROUND TRANSPORTATION FACILITIES
LUXURY LIMOUSINES
HILLSBOROUGH COUNTY AVIATION AUTHORITY
TAMPA INTERNATIONAL AIRPORT
TAMPA - FLORIDA
Ground Transportation Operating Procedures
November 2008

Attachment A

OPERATING DIRECTIVE

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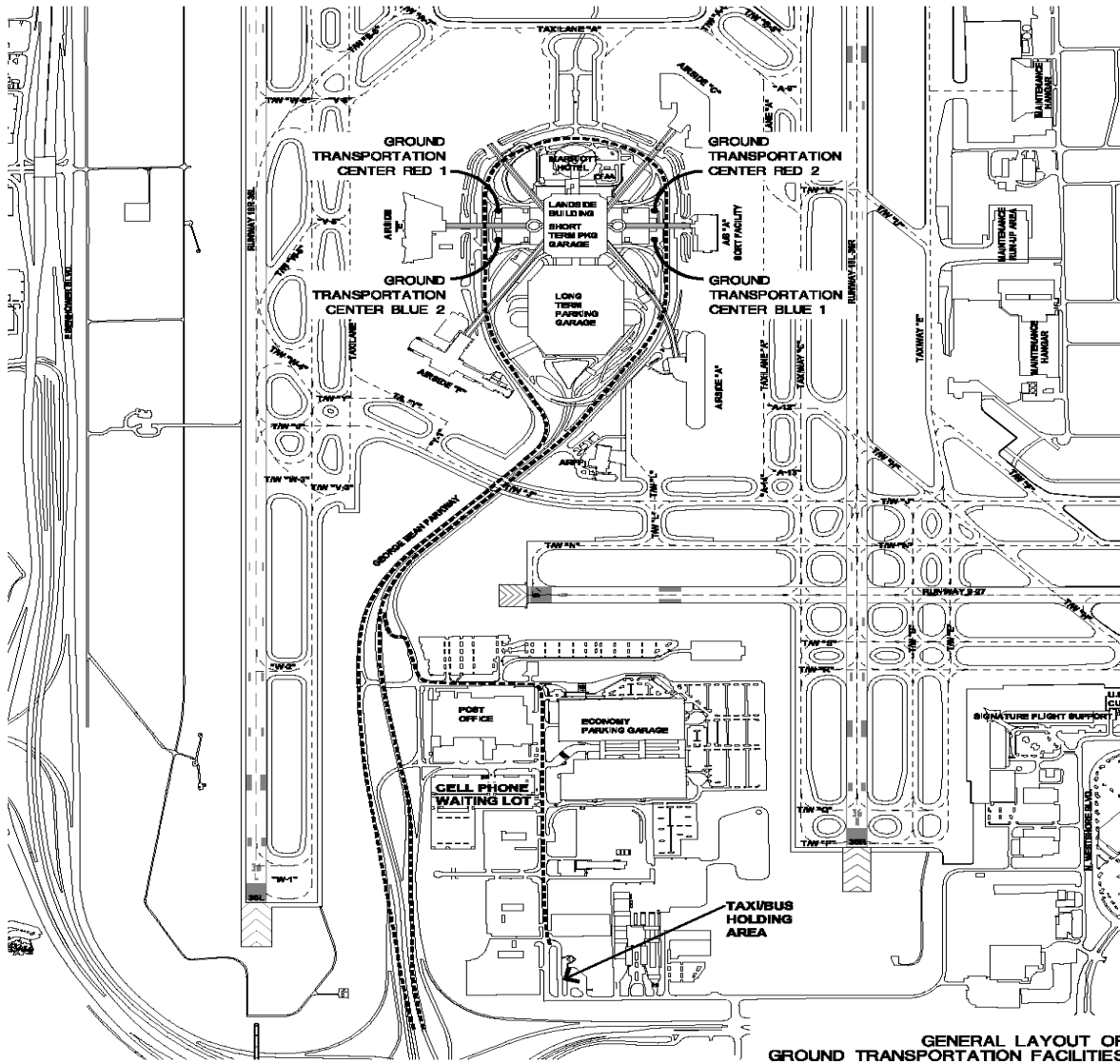
Aviation Authority

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GENERAL LAYOUT OF GROUND TRANSPORTATION FACILITIES



HILLSBOROUGH COUNTY AVIATION AUTHORITY
TAMPA INTERNATIONAL AIRPORT
TAMPA - FLORIDA

Ground Transportation Operating Procedures
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