

OPERATING DIRECTIVE

Hillsborough County  
Aviation Authority

Number: D310.02.02

Effective: 01/24/08

Revised: \_\_\_\_\_

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Subject: Luxury Taxicab and Non-Contracted  
Taxicab Operations

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**PURPOSE:** To establish procedures for the operation of Luxury and Non-Contracted Taxicabs at Tampa International Airport.

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

The Authority has entered into contracts with two taxicab companies to provide on-demand taxicab service from Tampa International Airport. This directive applies to other (Non-Contract) Taxicab operators.

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 company must adhere to these procedures, airport rules and regulations or any subsequent directives issued by the Authority.

**PROCEDURES:**

A. Dropping off passengers:

1. There is no requirement for Luxury and Non-Contracted Taxicabs operators to obtain a permit from the Authority to drop off passengers at Tampa International Airport.
2. Luxury and Non-Contracted Taxicabs dropping off passengers at Tampa International must use the terminal flight departures drives. Use of the drives will be consistent with regulations for private vehicles using the flight arrival drives.

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B. Picking up passengers:

1. Authority Permit

- a. All Luxury and Non-Contracted Taxicabs picking up passengers at Tampa International Airport must first obtain a permit from the Authority.
- b. Applications for permits can be obtained from the Authority Operations /Parking and Ground Transportation or via the Authority's web site at [www.tampaairport.com](http://www.tampaairport.com).
- c. Only Luxury and Non-Contracted Taxicabs 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 \$100 per vehicle per year (January 1 through December 31). The permit fee of permits issued after January 1 will be prorated for remainder of the year on a monthly basis.
- e. All airport permitted Luxury and Non-Contracted Taxicab 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.

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2. Pre-reserved

- a. Luxury and Non-Contracted Taxicab 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. Permit operators may have personnel within the terminal to meet pre-reserved passengers. Personnel may not display any type of sign or 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 Luxury Or Non-Contracted Taxicab operator with lettering no larger than 1.5".

3. Loading Areas

Permitted Luxury and Non-Contracted Taxicab operators may only pick up passengers at one of the terminal parking garages. Standard parking fees will apply.

4. Waiting areas

- a. Permitted Luxury and Non-Contracted Taxicab operators may wait in the cell phone waiting lot (see Exhibit 1) consistent with the rules for private vehicles.
- b. Permitted Luxury and Non-Contracted Taxicab operators may also wait or park in the public parking facilities. Standard parking fees will apply.

C. Luxury and Non-Contracted Taxicab operators are prohibited from entering the ground transportation quadrant service lots. These areas are shown on Exhibit 2, 3 and 4.

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The following exhibits depicting the facilities are attached for information purposes:

- Exhibit 1 – General Layout of Ground Transportation Facilities
- Exhibit 2 – Ground Transportation Facilities, Level 1
- Exhibit 3 – Ground Transportation Facilities, Level 2
- Exhibit 4 – Ground Transportation Facilities, Level 1

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

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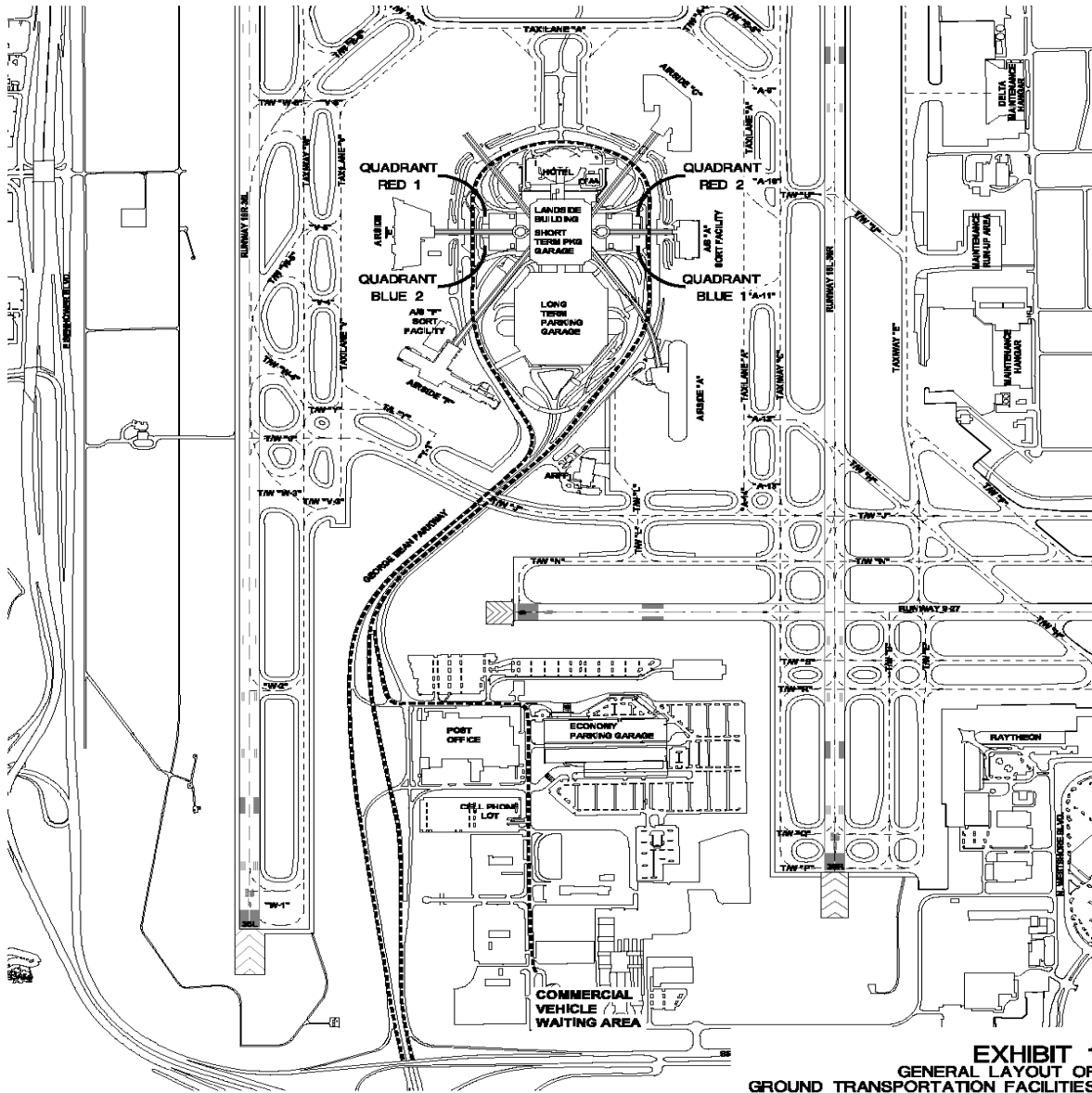
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**EXHIBIT 1**  
**GENERAL LAYOUT OF**  
**GROUND TRANSPORTATION FACILITIES**

HILLSBOROUGH COUNTY AVIATION AUTHORITY  
TAMPA INTERNATIONAL AIRPORT  
TAMPA - FLORIDA

Ground Transportation Operating Procedures  
November 2007

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Hillsborough County  
Aviation Authority

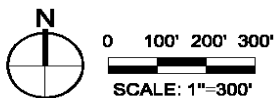
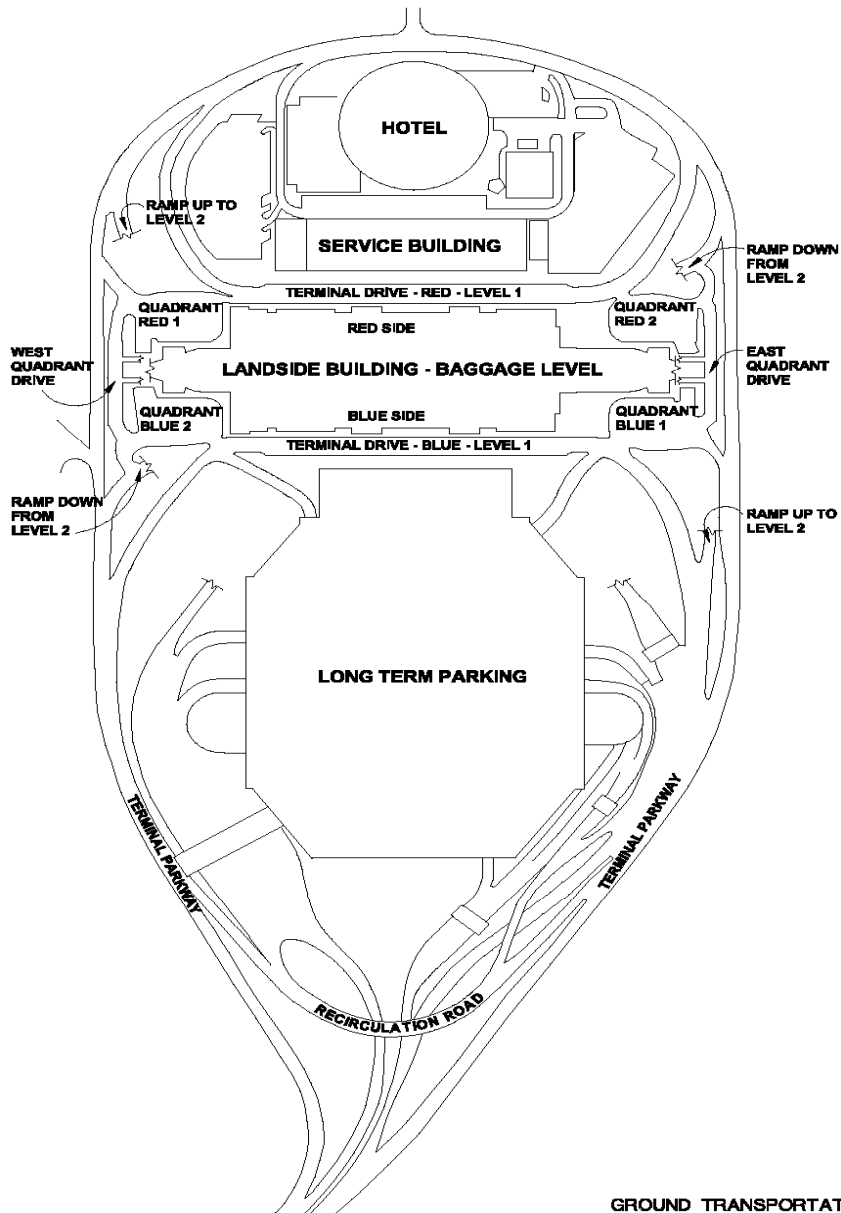
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**EXHIBIT 2**  
**LEVEL 1**  
**GROUND TRANSPORTATION FACILITIES**



Ground Transportation Operating Procedures  
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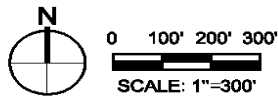
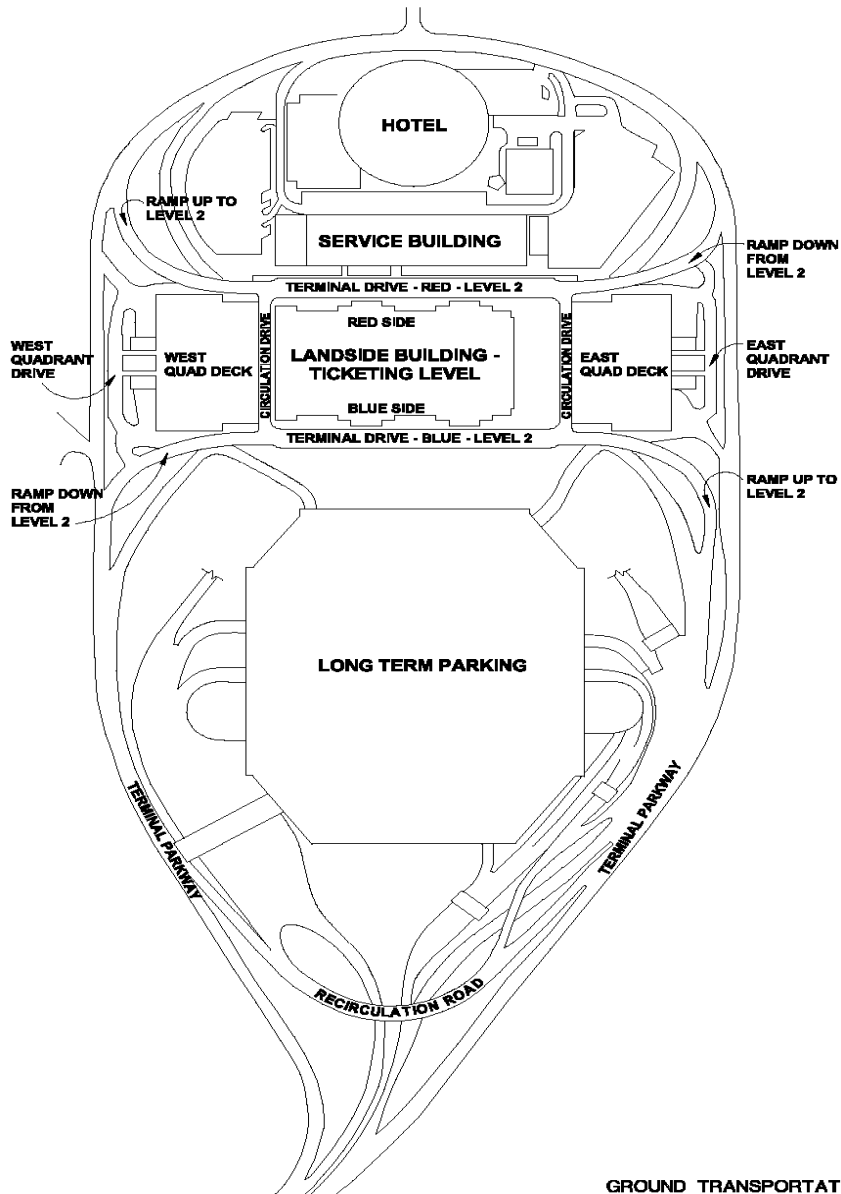
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**EXHIBIT 3**  
LEVEL 2  
GROUND TRANSPORTATION FACILITIES



Ground Transportation Operating Procedures  
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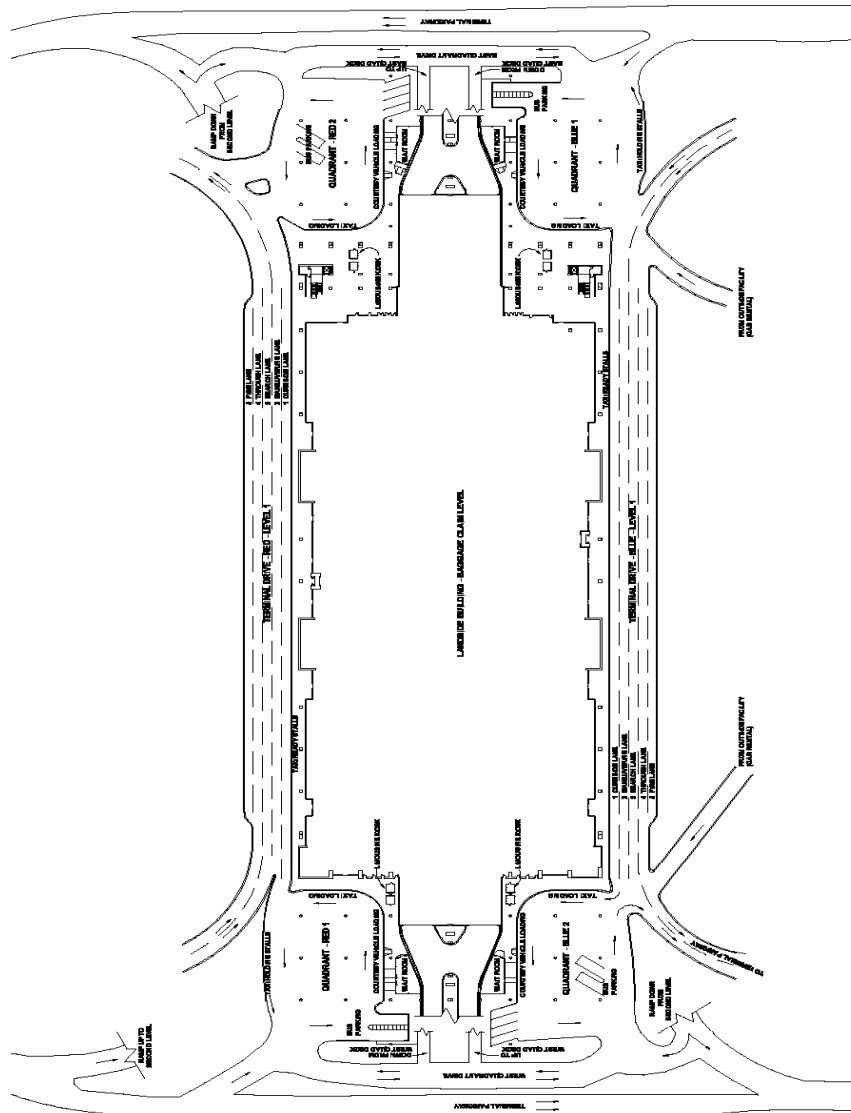
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**EXHIBIT 4**  
**LEVEL 1, DETAIL VIEW**  
**GROUND TRANSPORTATION FACILITIES**



HILLSBOROUGH COUNTY AVIATION AUTHORITY  
**TAMPA INTERNATIONAL AIRPORT**  
TAMPA - FLORIDA

Ground Transportation Operating Procedures  
November 2007