

STANDARD PROCEDURE

Hillsborough County  
Aviation Authority

Number: S305.02

Effective: 12/05/02

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

Page: 1 of 1

SUBJECT: COMMERCIAL DELIVERY AND  
DROP OFF

**PURPOSE:** To outline procedures for commercial pick-up and delivery operations.

**GENERAL:** It is not feasible to accommodate commercial delivery service vehicles on the terminal drive curbsides or in the quadrant ground transportation operating areas at the four corners of the landside terminal building.

**PROCEDURES:** All persons engaged in the business of picking up or delivering small packages, expedited mail, or lost baggage will have three options regarding the conduct of their business at the airport:

- A. Park their vehicles in the public parking facilities at the airport and then proceed to the area of the landside building where their pick-up or drop off is to be made.
- B. Establish a procedure with the individual airlines serving the airport whereby such business may be conducted at the respective airside building. Such procedure would require the individual airlines to make the article for pick-up available at airside and provide an area whereby the operator could drop off articles at the airside.
- C. Utilize the air cargo handling facility on the north part of the airport on Hoover Boulevard with access from West Hillsborough Avenue.
- D. With prior approval from the Authority, use the service building loading dock.

In no event will any person attempt to conduct business from any of the terminal drives adjacent to the landside building or from any of the terminal quadrant lots adjacent to the landside building. Violators of this procedure will be subject to citation or vehicle impoundment.

APPROVED: /s/ John Wheat

DATE: 12/10/02