



AVIATION AUTHORITY PERMIT APPLICATION



*Tampa International Airport Peter O. Knight Airport Plant City Airport Vandenberg Airport
P.O. Box 22287, Tampa, FL 33622-2287*

Scope/Nature of Request: (Provide summary of request, activities involved and any other required or pertinent information to fully describe scope, submit drawings and specification if needed. Additional pages may be used if necessary.)

OFF-AIRPORT PARKING -- PRE-RESERVED PASSENGER PICKUP AT TIA.

Exact address of lot(s) _____

Number of parking spaces _____

Parking fee/Day \$ _____

Request Date: _____ Airport: Tampa International Airport

Permit Required Date From _____ to September 30, _____

Applicant acknowledges receipt of the applicable procedures and/or provisions pertaining to the above request and agrees that, in consideration of issuance of this permit, applicant will be bound by the terms and conditions of the Ground Transportation Operating Procedures Manual and all other applicable laws, Rules and Regulations. A copy of the Manual is provided with this permit application and can also be found on the Authority's web site at www.tampaairport.com.

Name/Company/Organization: _____

Contact Person for Requested Activity: _____ Title: _____

Mailing address: _____

City: _____ State: _____ Zip Code: _____

Phone No. _____ Fax No. _____ E-mail Address: _____

I hereby certify that the above statements are true and correct and I have full power and authority to act on behalf of the above named firm, corporation or organization in the submission of this application.

Printed Name of Authorized Representative: _____

Signature of Authorized Representative: _____ Date: _____

All activities performed under this permit is at applicants own expense and risk, the Authority shall not be held liable for any damages, losses or injuries resulting from or connected with this activity.

This Section to be Completed By Aviation Authority Representative

Permission is hereby authorized for the requested activity.

Permit No. _____ Department: OPS/GT

Authority Representative

Date

Indemnification: Permittee will at all times exonerate, protect, defend, reimburse, hold harmless, indemnify and keep indemnified the Hillsborough County Aviation Authority (“Authority”), its agents, employees, and officers harmless from and against, any and all suits, claims liability, expenses, losses, costs, fines, damages and causes of actions of any character, including reasonable attorney fees, brought because of any damages or injuries (including death) received or sustained by any person, persons, property or the environment, which in whole or in part, arise on account of, or related to, the operations of the Permittee; the use or occupancy of the premises; any act, omission, neglect, or misconduct of the Permittee, its agents, employees, and officers; any law, ordinance, order or decree; regardless of whether such injuries or damage are caused in part by the negligence of the parties indemnified herein under. The Permittee will reimburse the Authority and its agents, officers and employees any and all costs incurred in defending or investigating any such suit, action, or claim, including attorney’s fees, expert witness fees, investigative and court costs. This clause shall survive the termination of this Agreement. Compliance with the insurance requirements associated with this permit shall not relieve Permittee of its liability or obligation to indemnify the Authority as set forth in this provision.

Insurance: Permittee agrees, at its own expense, to carry and keep in force from the effective date of the permit, liability insurance covering bodily injury, property damage and such other insurance as may be necessary to protect the Authority from such claims and actions set forth in the indemnity clause. The insurance coverage shall include the Authority as an additional insured and if the activity is at the location of a fixed based operator (FBO), the FBO will be added as an additional insured under the policies. The naming of these parties as additional insured shall not thereby cause either party to be deemed a partner or joint venture with the Permittee in the activities covered under this permit. The required specific type and minimum amount of coverage will be determined on a case-by-case basis by the Authority’s insurance consultant after review and evaluation of the proposed activity.

Airport Damage: It is the sole responsibility and obligation of the Permittee to repair, or incur those cost necessary to repair, any damage that is caused as a result of authorized or unauthorized activity. This includes the Permittee, its employees, agents, invitees, customers, and guests. Permittee will promptly notify the Authority of any damage. All repairs must be approved by the Authority.

Grant of Permission: This grant of permission is not a deed or grant of an easement by the Authority. It is not transferable or assignable. It is non-exclusive and is subject to the expressed terms and conditions contained herein and all applicable laws, rules, regulations, directives and procedures.

Withdrawal of Permit: This permit may be suspended at any time, at the sole discretion of the Authority, if the Permittee fails to comply with any law, rule, regulation, policy, directive, and/or procedure. The Permittee may be subject to issuance of a cease and desist order and may be denied access to, or removal from, the airport.

Maintenance and Clean-up Requirements: Permittee is responsible for the clean-up and removal of any trash or debris resulting from the permitted activity. Failure to do so may result in a permanent loss of privilege to use Authority property/facilities in the future and/or forfeiture of any clean-up and repair deposit.

Incident or Accident: If any person is involved in an accident or other incident, including, but not limited to, injury or property damages, the Authority and the Airport Police Department will be notified immediately.

Airport Provisions: Permittee agrees to comply with applicable Ground Transportation Operating Procedures (GTOPS) Manual.

Other Specific Conditions (if applicable): Off-Airport Parking Operators will be subject to Authority Rules, Regulations, Standard Procedures and Policies relating to off-Airport Parking Operations.

Permittee(s) agree to comply with the terms and conditions of this permit and all applicable rules, regulations, directives and procedures. Failure to comply with these provisions will result in permit suspension or revocation.

Signature of Authorized Representative

Date

**TAMPA INTERNATIONAL AIRPORT
GROUND TRANSPORTATION PERMIT APPLICATION
OFF-AIRPORT PARKING COURTESY VEHICLE LISTING**

Company Name			
Address			
Telephone Number		Fax #:	
Contact Name/Title			

VEHICLE LIST			Office Use Only
Year/Make/Model	Tag #	VIN #	Permit Number
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

The applicant, by submitting this application, contractually agrees upon the issuance of the Courtesy Vehicle Permit to abide by the terms and conditions of the Ground Transportation Operating Procedures (GTOPS) Manual for Tampa International Airport and pertinent Rules and Regulations of the Hillsborough County Aviation Authority.

Authorized Signature _____

**TAMPA INTERNATIONAL AIRPORT
GROUND TRANSPORTATION
VEHICLE SAFETY AND QUALITY
INSPECTION CHECKLIST**

COMPANY NAME: _____ VEHICLE TAG #: _____

ANNUAL INSPECTION

OPERATING CONDITIONS:

	Checked		
1. Steering	_____	8. Headlights/Tail lights	_____
2. Brakes	_____	9. Stop Lights/Turn Signal	_____
3. Tires	_____	10. Wipers/Wash system	_____
4. Suspension	_____	11. Horn	_____
5. Exhaust System	_____	12. Speedometer	_____
6. Transmission	_____	13. Inside Lights	_____
7. Fluid Leaks	_____	14. Air Conditions	_____

Comments: _____

I certify all the above items were inspected and found to be in safe operating condition, conforming to all applicable vehicle directives/requirements.

Signed _____
ASE Certified Mechanic
Date

INTERIOR:

	Checked
1. Upholstery	_____
2. Flooring – Headliner, Etc.	_____
3. Free of any hazard (i.e. Sharp corners)	_____

EXTERIOR:

	Checked
1. Body condition-Dents, etc.	_____
2. Glass	_____
3. Paint Condition	_____
4. Side and rearview Mirrors	_____

Comments: _____

I certify all the above items are in good condition and meet all company and TPA Airport requirements.

Signed: _____
Company Representative
Date



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Name of Agent Address Phone Number	CONTACT NAME:		
	PHONE (A/C, No, Ext):	FAX (A/C, No):	
INSURED Name of Insured Address	E-MAIL ADDRESS:		
	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : ACME INSURANCE		AM BEST RATING
	INSURER B :		MUST BE A- OR BETTER
	INSURER C :		
	INSURER D :		
INSURER E :			
INSURER F :			

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea occurrence) \$ 500,000.00 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDED? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input checked="" type="checkbox"/> N/A If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

sample

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 Off Airport Parking Operations
 Hillsborough County Aviation Authority, members of the Authority's governing body, and the Authority's officers, volunteers and employees are included as additional insureds.
 Auto Deductible
 Vehicle Year, Make, Model, VIN#

CERTIFICATE HOLDER Hillsborough County Aviation Authority P.O. Box 22287 Tampa, FL 33622	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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COMMERCIAL GROUND TRANSPORTATION QUAD LOTS

Effective August 12, 2015

The following ground transportation quad lot listing shows the most convenient pickup/loading areas for all charter bus, shared ride, and courtesy vehicle passengers/guests. The passenger pickup/loading location is dependent on the baggage claim belt number assigned to the airline and are designated as “Red 1” and “Blue 2” quad lots.

Red 1

Air Canada
Alaska Airlines
British Airways
Cayman
COPA Air
Edelweiss air
Frontier
Lufthansa
Silver Air
Southwest
Spirit
*Sun country
WestJet
*World Atlantic

* = Cuba travel

Blue 2

American
Delta
*Jet Blue
United
US Airways

Airline Legends

AS Alaska	B6 Jet Blue
AC Air Canada	LH Lufthansa
AA American	3M Silver Air
BA British Airlines	WN Southwest
KX Cayman	NK Spirit
CM COPA Air	SY Sun country
DL Delta	UA United Airlines
WK Edelweiss	US US Airways
F9 Frontier	YX WestJet

**EXHIBIT A:
CIVIL RIGHTS / NONDISCRIMINATION**

During the performance under this permit, the permittee, for itself, its assignees, and successors in interest agrees to comply with pertinent statutes, Executive Orders and such rules as are promulgated to ensure that no person shall, on the grounds of race, creed, color, national origin, sex, age, or handicap be excluded from participating in any activity conducted with or benefiting from Federal assistance and with the following requirements. Failure to comply with the following requirements may be sufficient grounds to Terminate the Permit, Seek suspension/debarment, or any other action determined to be appropriate by the Authority or the FAA.

1. **Compliance with Statutes, Rules and Regulations:** The Permittee (including contractors, subcontractors, employees and agents) will comply with the Title VI List of Pertinent Nondiscrimination Statutes and Authorities, and all regulations related thereto, as they may be amended from time to time, which are herein incorporated by reference and made a part of this permit.
2. **Non-discrimination:** The Permittee, with regard to the work performed by it during the permit, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Permittee will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the permit covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the Permittee for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or Permittee will be notified by the Permittee of the Permittee's obligations under this permit and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The Permittee will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the sponsor or the Federal Aviation Administration to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a Permittee is in the exclusive possession of another who fails or refuses to furnish the information, the Permittee will so certify to the sponsor or the Federal Aviation Administration, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a Permittee's noncompliance with the Non-discrimination provisions of this permit, the sponsor will impose such permit sanctions as it or the Federal Aviation Administration may determine to be appropriate, including, but not limited to cancelling, terminating, or suspending a Permit, in whole or in part.
6. **Incorporation of Provisions:** The Permittee will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless

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CIVIL RIGHTS / NONDISCRIMINATION**

exempt by the Acts, the Regulations and directives issued pursuant thereto. The Permittee will take action with respect to any subcontract or procurement as the sponsor or the Federal Aviation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the Permittee becomes involved in, or is threatened with litigation by a subcontractor, or Permittee because of such direction, the Permittee may request the sponsor to enter into any litigation to protect the interests of the sponsor. In addition, the Permittee may request the United States to enter into the litigation to protect the interests of the United States.

7. **Subordination to Grant Assurances:** This Permit shall be subordinate to the provisions of any existing or future agreements between the owner/operator of the Airport and the United States of America, relative to the operation and maintenance of the Airport, the terms and execution of which have been or may be required as a condition precedent to the expenditure or reimbursement to Airport of Federal funds for the development of the Airport ("Grant Assurances"). In the event that this Agreement, either on its own terms or by any other reason, conflicts with or violates such Grant Assurances, Airport has the right to amend, alter or otherwise modify the terms of this Agreement in order to resolve such conflict or violation.
8. **Pertinent Nondiscrimination Statutes and Authorities:** As stated above, during the performance of this permit, the Permittee, for itself, its assignees, and successors in interest (hereinafter referred to as the "Permittee") agrees that it will not discriminate on the basis of to ensure that no person shall, on the grounds of race, creed, color, national origin, sex, age, or handicap and to comply with the following non-discrimination statutes and authorities (the "Title VI List of Pertinent Nondiscrimination Statutes and Authorities"):
 - Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
 - 49 CFR part 21 (Non-discrimination In Federally-Assisted Programs of The Department of Transportation—Effectuation of Title VI of The Civil Rights Act of 1964);
 - The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
 - Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR part 27;
 - The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
 - Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
 - The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975

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and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and Permittees, whether such programs or activities are Federally funded or not);

- Titles II and III of the Americans with Disabilities Act of 1990, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 – 12189) as implemented by Department of Transportation regulations at 49 CFR parts 37 and 38;
- The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).