

STANDARD PROCEDURE

Aviation Authority

SUBJECT: COMMERCIAL DELIVERY AND  
PICK-UPS

Number: S305.02

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Revised: 04/06/16

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

**GENERAL:** It is not feasible to accommodate commercial delivery and pick-up service vehicles on the terminal drive curbsides or in the ground transportation centers, which are located at the four corners of the Main Terminal Building.

**PROCEDURES:** All persons engaged in the business of delivering or picking up 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 Main Terminal building where their delivery or pick-up 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 deliver articles at the airside.
- C. With prior approval from the Authority, use the Administrative building loading dock.
- D. The Authority constructed a Concessions Receiving and Distribution Center (CRDC), which the Concessionaires are required to use. The Authority has contracted with a Logistics Management Company to operate the CRDC and provide distribution and delivery services to the Airport terminals. The CRDC will receive deliveries, except where delivery is to a third party, which is prohibited by law or as otherwise approved in writing by the Authority.

The Authority and/or Logistics Management Company have established rules and regulations regarding the operations of the CRDC. Such rules and regulations are incorporated into the Concessions Handbook, which may be modified from time to time.

In no event will any person attempt to make a commercial delivery or pickup from any of the terminal drives adjacent to the Main Terminal Building or from any of the terminal ground transportation centers adjacent to the Main Terminal Building. Violators of this Standard Procedure will be subject to citation or vehicle impoundment.

APPROVED: Joe Lopano

DATE: 4/6/16