

2023 DULUTH INTERNATIONAL AIRPORT COMMERCIAL VEHICLE OPERATOR AGREEMENT

THIS COMMERCIAL VEHICLE OPERATOR AGREEMENT is entered into between the Duluth Airport Authority, hereafter "Authority," and the undersigned, hereafter "User" for the operating privileges as described herein.

Name/Contact: _____
Company: _____
Address: _____
City: _____
State: _____ Zip: _____
Phone No: (_____) _____
E-mail address: _____
Vehicle Make: _____ Vehicle Model: _____
Vehicle Year: _____ License Plate # _____
Driver's License #: _____

FOR OFFICE USE ONLY	
NEW - <input type="checkbox"/>	REPLACEMENT - <input type="checkbox"/>
DAA Permit #: _____	
City Permit #: _____	
RFID Tag #: _____	
Payment Type (Circle One): Cash/Check/Credit	
Payment Date: _____	
Amount Paid: _____	
Check #: _____	

TERM: The term of this Agreement is February 1, 2023 through January 31, 2024 or shall commence on the date of signature through January 31, 2024, unless sooner terminated.

FEES: Operator agrees to pay a fee to the Authority of \$200 per each vehicle operating at the Airport. Fees are updated and approved annually by the Authority board of directors. The fee is an annual fee and will not be pro-rated.

PERMIT & RFIDS REQUIRED: To be allowed access to the Airport Terminal Commercial Lane for pick-up of passengers at the Duluth International Airport Terminal Building, **EACH** Commercial Vehicle must possess an Airport "Commercial Access Permit" Sticker (Permit) and RFID Tag. Both are required to be fixed to the vehicle's front window and must be displayed so as to be easily seen from the outside of the vehicle. Permits and RFID Tags are vehicle specific and cannot be transferred. Sticker Installation Instructions are available and will be provided upon request.

DRIVERS: Drivers shall not leave their vehicles unattended and shall be in their vehicles at their authorized parking location. ***Soliciting of fares is strictly forbidden.*** Drivers must adhere and acknowledge compliance with the "Commercial Vehicle Customer Service Checklist" on page 3 of this Agreement.

VEHICLES: All vehicles shall be in compliance with all federal, state, and local licensing, and registration regulations. All vehicles shall be maintained in a clean, undamaged condition and present a professional appearance. All vehicles shall be clearly identified by at least the Operator's name or logo. All vehicles must have insurance as required by Federal, State and local law or ordinance.

PASSENGER PICK UP: Commercial vehicles are to use the first available position in the Commercial Lane beginning at the west end of the lane for pick-up and any other purpose other than immediate drop-off of passengers. If all available positions are occupied, the commercial vehicle shall stage in the cell phone parking area until the next position is open. Commercial vehicles shall not remain in the commercial vehicle lane when there is no passenger activity unless the commercial vehicle has a pre-arranged pick up scheduled. Commercial vehicles shall not occupy the lane prior to 60 minutes before a scheduled arrival or 60 minutes after actual arrivals.

Commercial vehicles must be parked in the commercial vehicle lane and shall not park at the terminal curbside unless dropping off passengers. **NO PICK UPS ARE ALLOWED AT THE CURBSIDE AREA OF THE TERMINAL.** Taxis must accept the first request for hire beginning with the westerly most position or vacate the commercial vehicle lane and re-enter and re-queue. Fare requests cannot be delegated to another taxi behind the westerly most taxi in the queue. As the taxi at the front of the queue departs with a fare the next taxi in the Commercial Lane must move up to the furthest available position. Any commercial vehicle found waiting for an extended period of time anywhere besides the designated Commercial Lane will be in violation of this Permit.

PRE-ARRANGED FARES: Drivers who have a pre-arranged agreement to transport will park their vehicle in line with the other waiting vehicles in the commercial vehicle lane. Such pre-arranged commercial vehicles shall not be parked in any other areas. Drivers having such pre-arranged fares must, when asked, freely inform any Airport Authority employee/contractor of the passenger making the pre-arrangements or have visible signage with pick-up name present.

SMOKING: Smoking is strictly forbidden in vehicles and in areas other than designated smoking areas at the Airport.

LITTERING: Littering is illegal and forbidden at the Duluth International Airport.

VIOLATIONS: Violations of the terms of this Permit will follow the enforcement criteria contained in the board adopted Commercial Vehicle Policy and outlined below:

- i. First Offense: Verbal warning by Airport security officer and copy to Permit file if company is permitted.
- ii. Second Offense: Written warning by Airport security officer and copy to Permit file if company is permitted.
- iii. Third Offense: Citation issued by Airport security officer. If citation involves a permitted vehicle, there will be an immediate revocation of Permit to operate at the Airport for a period of one (1) year. Operator may reapply for Permit after a one (1) year period.
- iv. Fourth Offense: If, after revocation pursuant to section iii above, Operator commits a fourth offense, Permit shall be immediately revoked a second time for a period of two (2) years. Operator may reapply for a Permit after the two (2) year period.

The above terms may be subject to change without notice in the event of increased security measures directed by federal and/or local authorities.

THE USER ACKNOWLEDGES THAT THE AUTHORITY AND THE CITY OF DULUTH ASSUME NO LIABILITY FOR ANY LOSS, DAMAGE, CLAIM, VANDALISM, DESTRUCTION, INJURY TO OR SECURITY OF PERSONS, OR PROTECTION OF PROPERTY OR VEHICLES IN ANY WAY ARISING OUT OF THIS AGREEMENT AND ARE HEREBY RELEASED, INDEMNIFIED AND HELD HARMLESS FROM SUCH LIABILITY BY USER.

BY USER SIGNATURE ON THIS AGREEMENT, USER ACKNOWLEDGES THAT USER HAS READ, UNDERSTANDS, AND AGREES TO ABIDE WITH THE TERMS AND CONDITIONS OF THIS AGREEMENT AS WELL AS THE COMMERCIAL VEHICLE POLICY AND COMMERCIAL VEHICLE CUSTOMER SERVICE CHECKLIST AS MAY BE AMENDED FROM TIME TO TIME (COPY OF WHICH IS AVAILABLE IN THE AIRPORT ADMINISTRATION OFFICES).

USER:

DULUTH AIRPORT AUTHORITY:

Print Name

Print Name

Signature

Signature

Date

Date

Commercial Vehicle Customer Service Checklist

Name: _____ Phone: _____

Email: _____ Date of Request: _____

1. The vehicle that I will operate at the Airport requires a City inspection. Yes _____ No _____ Initials _____
2. The vehicle that I will operate at the Airport requires and City license/permit in order to be allowed to operate in the City of Duluth. Yes _____ No _____ Initials _____
 - a. I have the City permit/license displayed in my vehicle Initials: _____
3. If yes, attach a copy of the current City permit/license. Initials _____
4. I will advise DAA within 24 hours if my license is revoked or suspended for any reason. Initials _____
5. I acknowledge that the dress code for all drivers operating outbound vehicles with customers will be professional and clean. Initials _____
6. I will greet passengers and assist them with the storage of luggage. Initials: _____
7. I will not use offensive language in the presence of customers and will treat all customers with professional courtesy. Initials: _____
8. My vehicle will be kept clean when being used for passenger pick-ups from the Airport. "Clean" shall include having the seats clear of debris and paper, the floors clean, and no personal effects posted in the interior. Exterior clean and free of rust. Initials _____
9. I will not solicit riders and will remain with my vehicle in the commercial vehicle lane. Initials _____
10. If I am picking up a prearranged person/business, I will have a white board with person(s)/business name(s) on it showing the arranged pick up and not general solicitation. Initials _____
11. I will not smoke tobacco in the vehicle or in the commercial lane when picking up customers at the Airport. Initials _____
12. I will not abandon my vehicle when parked in the commercial vehicle lane (unless picking up a prearranged passenger(s).) Requirements for this are listed above. Initials _____

The undersigned does hereby acknowledge that the provisions outlined are understood and that failure to comply with any of the provisions is subject to disciplinary action up to revocation of the commercial vehicle permit.

Signature _____

Date: _____