



2024 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 Year/Make/Model: _____ License Plate # _____

Driver's License #: _____

FOR OFFICE USE ONLY	
DAA Permit:	_____
RFID Tag:	_____
City Permit/tag:	_____
Received By:	_____
Payment Type:	_____
Payment Date:	_____
Amount Paid:	_____

FEES: Operator agrees to pay **\$200 per EACH vehicle** operating at the Airport. Fees are updated and approved annually by the Authority. This fee is annual and will not be pro-rated.

PERMIT & RFID REQUIRED: To be in the Airport Terminal Commercial Lane for passenger pick-up at the Duluth International Airport, each Commercial Vehicle must fix a Commercial Access Permit Sticker (Permit) and RFID Tag to the vehicle's front window which must be easily seen from outside of the vehicle. Permits and RFIDs are vehicle specific and cannot be transferred.

VEHICLES: All vehicles shall comply with federal/state/local licensing, registration, and insurance regulations. All vehicles shall be clean, undamaged, professional and display Operator's name/logo.

TERM: This Agreement begins on the later of February 1, 2024 or the signature date and ends January 31, 2025, unless terminated.

DRIVERS: Drivers shall stay in their vehicles at the authorized location. Drivers must adhere to the "Commercial Vehicle Checklist".

PASSENGER PICK UP: Commercial vehicles must be parked in the commercial vehicle lane for any other purpose other than immediate drop-off of passengers and shall not park at the terminal curbside unless dropping off passengers. **No pick-ups are allowed at the curbside area of the terminal.** Commercial vehicles are to use the first available position in the Commercial Lane beginning at the west end of the lane and move up as other vehicles depart. If all available positions are occupied, the commercial vehicle shall stage in the cell phone parking area. Commercial vehicles shall not occupy the lane prior to 60 minutes before a scheduled arrival or 60 minutes after actual arrivals unless they have a pre-arranged pick-up scheduled. Taxis must accept the first request for hire beginning with the westerly most position or vacate the commercial vehicle lane and re-queue. Fare requests cannot be delegated to another taxi behind the westerly most taxi. **Soliciting of fares is strictly prohibited.**

PRE-ARRANGED FARES: Drivers who have a pre-arranged fare will park their vehicle in the commercial vehicle lane. Drivers must have visible signage with the pick-up name and freely inform any Authority employee/contractor of the fare.

VIOLATIONS: Violations of these terms will follow the enforcement criteria outlined in DAA's Commercial Vehicle Policy:

- 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.
- iv. Fourth Offense: Permit shall be immediately revoked a second time for a period of two (2) years.

INDEMNITIES: 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.

Terms may be subject to change without notice in the event of increased security measures as directed by the federal or local authorities.

BY SIGNATURE ON THIS AGREEMENT, USER ACKNOWLEDGES THAT USER HAS READ, UNDERSTANDS, AND AGREES TO ABIDE WITH THE TERMS AND CONDITIONS OF THIS AGREEMENT, THE COMMERCIAL VEHICLE POLICY AND COMMERCIAL VEHICLE CHECKLIST.

Printed Name

Signature

Date

Commercial Vehicle Checklist

Name: _____ Company: _____

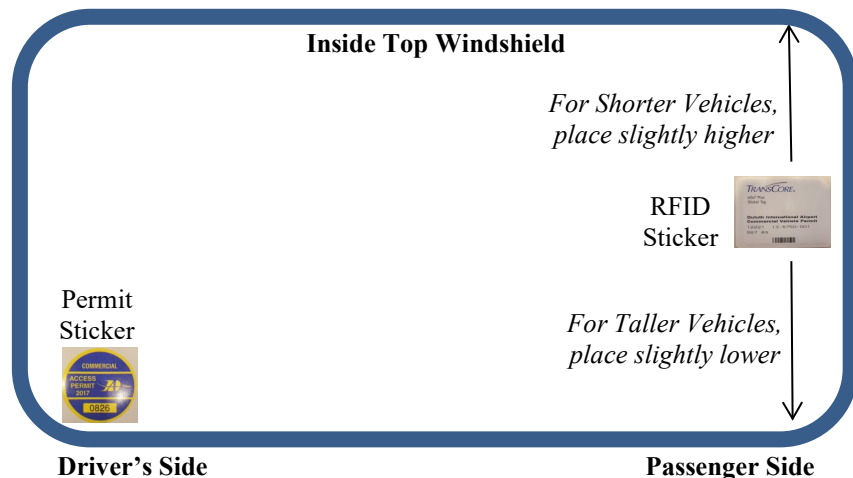
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|--|--------------------|----------------|
| 1. The vehicle that I will operate at the Airport requires a City inspection. | Yes _____ No _____ | Initials _____ |
| 2. The vehicle that I will operate at the Airport requires a City license/permit in order to be allowed to operate in the City of Duluth. | Yes _____ No _____ | Initials _____ |
| a. If yes, <u>attach a copy of the current City permit/license.</u> | | Initials _____ |
| b. I have the City permit/license displayed in my vehicle | | Initials _____ |
| 3. I will advise DAA within 24 hours if my license is revoked or suspended for any reason. | | Initials _____ |
| 4. I will treat all customers with professional courtesy, including not using offensive language. | | Initials _____ |
| 5. I will greet passengers and assist them with the storage of luggage. | | Initials _____ |
| 6. My dress while operating outbound vehicles with customers will be professional and clean. | | Initials _____ |
| 7. My vehicle will be kept clean when being used for passenger pick-ups from the Airport, including the seats and floors clear of debris and paper, no personal effects posted in the interior, and exterior clean and free of rust. | | Initials _____ |
| 8. I will not solicit riders and will remain in/with my vehicle in the commercial vehicle lane. | | Initials _____ |
| 9. I will not abandon my vehicle in the commercial vehicle lane (unless picking up a prearranged fare). | | Initials _____ |
| 10. If I am picking up a prearranged fare, I will have a sign with the person's/business name(s). | | Initials _____ |
| 11. Smoking is strictly forbidden in vehicles or any area other than designated smoking areas at the Airport. | | Initials _____ |
| 12. Littering is illegal and forbidden at the Duluth International Airport. | | 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: _____

Sticker Installation

- Both Stickers are to be installed on the inside of the windshield.
- Place the Permit on the bottom driver's side.
- Place RFID in middle of the passenger side.
 - For shorter vehicles, place slightly higher.
 - For taller vehicles, place slightly lower.





**DULUTH
INTERNATIONAL
AIRPORT**

Commercial Map

