



Duluth Airport Authority

Commercial Vehicle Policy

Duluth International Airport

This document supersedes and replaces any and all Commercial or Ground Transportation Policies.

Michael Henderson

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Duluth Airport Authority
Board President Signature

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POLICY BACKGROUND & PURPOSE

The Airport's Commercial Vehicle Lane will be used to control commercial ground transportation vehicular traffic to provide a safe environment for pedestrians and to promote a high level of customer service. The Authority's program will comply with the City ordinance requirements regarding licenses for taxis and the Authority's Commercial Vehicle Ordinance NO.001. For other affected vehicles, vehicle registration/inspection standards will be limited to the applicable City requirements. A fee schedule will be adopted and updated annually as appropriate and included in the Rates and Charges Schedule.

SECTION 1: DEFINITIONS

- A. **Airport:** Shall mean the Duluth International Airport.
- B. **Airport Infrastructure:** Shall mean any capital improvement that has been provided by Authority to support the operation of the Airport and used by the Operator in providing commercial service to Airport customers. This includes the funding, maintenance, and operation of the public roadway system accessing the terminal, the public parking ramp, the public parking surface lot, and the Commercial Vehicle Lane.
- C. **Authority:** Shall mean Duluth Airport Authority.
- D. **Cell Phone Lot:** Shall mean the small parking area labeled "Cell Phone Lot" located on north side of Grinden Drive before Terminal as shown on Exhibit A.
- E. **City:** Shall mean the city of Duluth, Minnesota.
- F. **Commercial Vehicle Operator (Operator):** Shall mean any private entity which uses the Airport Infrastructure to provide vehicle transportation services at the Airport, or that transports customers. This includes but is not limited to taxicabs, limousines, shuttles, TNC, Peer-To-Peer, and off-airport rental car companies.
- G. **Commercial Vehicle Permit Fee:** A fee assessed annually to the Operator for the right to operate at the Airport.
- H. **Commercial Vehicle:** Shall mean any individual vehicle used by the Operator for service provided on the Airport excluding Unregulated Vehicles, Delivery Vehicles, and public transportation vehicles provided by the City or the Duluth Transit Authority.
- I. **Commercial Vehicle Lane:** Shall mean the southern lane of the Airport inbound roadway dedicated for Commercial Vehicle traffic as shown on Exhibit A.
- J. **Commercial Vehicle Permit (Permit):** Shall mean the permit issued by the Authority for the privilege of utilizing the Airport Infrastructure to conduct business.
- K. **Delivery Dock:** Shall mean the loading area located on the northeast side of the terminal and the commensurate roadway access.
- L. **Delivery Vehicles:** Shall mean all vehicles which make (non-passenger) deliveries to the Airport.

- M. **Enforcement:** Shall mean the actions by the Authority or Authority's agents or contractors, to ensure that the Commercial Vehicle Policy is being followed. Enforcement shall consist of verbal warnings, written warnings and revocation of Permit.
- N. **Executive Director:** Shall mean the Executive Director of the Duluth Airport Authority or his or her designee.
- O. **Peer-To-Peer Car Sharing Company (i.e. Turo):** Shall mean an arms-length, remote, web-based, or mobile transaction where a Shared Vehicle Owner allows a third party to use the Shared Vehicle(s) for a fee. This includes, but is not limited to, reservations made through website, mobile application, or any other platform that connects Shared Vehicle Owners with airport customers seeking to reserve the Shared Vehicle(s), with the Shared Vehicle(s) being dropped off to the airport customer on Airport property.
- P. **Permit Decal:** A sticker issued by the Authority for the purpose of identifying various Commercial Vehicles excluding TNC and Peer-To-Peer operators.
- Q. **Per Trip Fee:** A fee for each instance in which a Commercial Vehicle picks up or drops off one or more passengers at the Airport.
- R. **Rates and Charges Schedule:** Shall mean the list of fees charged by the Duluth Airport Authority approved annually by the Duluth Airport Authority Board of Directors.
- S. **RFID Tag:** (Radio Frequency Identification Tag) is a small label/sticker/sensor owned and installed by the Authority or Operator on each Commercial Vehicle that contains a computer chip and antenna that uses radio waves to store and transmit data. The installed RFID tag signals when Vehicles enter or exit the Commercial Vehicle Lane. The Per Trip Fee is based on data collected from RFID Tags.
- T. **Staging:** The time reserved for a Commercial Vehicle that is parked with the intent of resting in-between service.
- U. **Transportation Network Company (TNC):** Shall mean a service provider which pairs passengers via websites and mobile apps with drivers who provide transportation services (i.e. Uber, Lyft, etc.). Transportation Network Companies are examples of the sharing economy and shared mobility also known as ride sharing.
- V. **Unregulated Vehicles:** Shall mean vehicles which shall include public transit, tour and/or charter buses and emergency vehicles.

SECTION 2: SCOPE

This policy applies to all Commercial Vehicle Operators and other transportation vehicles using Airport Infrastructure for their operations, including the vehicles and drivers used in their operations. This policy does not apply to parking access control for federal employees or other vehicles assigned by the Executive Director to use the Commercial Vehicle Lane that do not meet the definition of Commercial Vehicle.

SECTION 3: AUTHORITY TO OPERATE

- A. Authorized Vehicles

Only Commercial Vehicles which are permitted by the Airport and licensed by the City of Duluth, if applicable, or off airport rental car vehicles, under separate agreement with the Authority may pick up passengers at the Airport, subject to compliance with the other provisions of this Policy. 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.

B. Permits

All Commercial Vehicles will be required to have a Commercial Vehicle Permit, by application and payment at the Authority administrative office or Airport website. Each Commercial Vehicle will be required to visibly display a current Permit Decal at all times when operating on the Airport in the location as set forth in the Commercial Vehicle Permit application.

C. City License

All Commercial Vehicles and other transportation vehicles must obey all laws, rules and regulations of the City, including completing their licensing program and vehicle inspections, if applicable. The current City license, if held, must be displayed on all Commercial Vehicles.

D. RFID Tags

RFID Tags are required in every Commercial Vehicle excluding TNC and Peer-To-Peer operators in order to operate within the Commercial Vehicle Lane. The RFID Tag shall at all times be affixed to the Vehicle in a location installed by the Authority.

i. No Unauthorized Transfer

An RFID Tag shall only be used in the Commercial Vehicle for which it is authorized by the Authority.

E. Insurance Requirements

Insurance requirements are set by the Authority and will be included in the Commercial Vehicle Permit application or separate operator agreement where applicable.

F. Customer Service Requirements

The Commercial Vehicle Operator, including all drivers assigned to operate at the Airport, must complete the Authority's customer service checklist prior to the commencement of service. The Authority reserves the right to revisit the customer service expectations at its sole discretion. Failure to participate will be grounds for the immediate termination of the Permit and forfeiture of all fees paid to the Authority. Exclusions to this requirement are TNC and Peer-To-Peer operators and drivers only.

SECTION 4: COMMERCIAL VEHICLE OPERATIONS FOR TAXIS, LIMOUSINES, AND HOTEL SHUTTLES

A. Display of RFID Tag and Permit Decal

Prior to commencement of service, Operators must be permitted and have the required RFID TAG and Permit Decal issued by the Authority affixed to Commercial Vehicles at all times in the manner prescribed by the Authority.

B. Commercial Lane

Commercial Vehicles shall only use the Commercial Lane or other areas established by

the Executive Director to pick up and drop off passengers at the Airport. Commercial Vehicles must not be parked in the Commercial Vehicle Lane for any other purpose other than immediate pick-up or drop-off of passengers and shall not park at the terminal curbside at any time. **No pick-ups or drop-offs are allowed at the curbside area of the terminal.** Commercial Vehicles are to use the first available position in the Commercial Vehicle Lane beginning at the west end and move up as other vehicles depart. If all available positions are occupied, the Commercial Vehicle shall stage in the Cell Phone Lot. Commercial Vehicles shall not occupy the lane prior to sixty (60) minutes before a scheduled arrival or sixty (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.

C. 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.

D. Drivers Remain with Vehicles

Each driver must remain in his or her Commercial Vehicle while in the passenger loading area unless they are assisting a passenger. Commercial Vehicles shall not be left unattended.

SECTION 5: DELIVERY VEHICLE OPERATIONS

A. Authorized Delivery Location

All Delivery Vehicles must use the Delivery Dock in the East terminal lot, which is the air cargo/receiving area.

SECTION 6: OFF AIRPORT RENTAL CAR OPERATIONS

A. Off Airport Rental Car Operator Agreement Requirements

Off Airport Rental Car Companies within a twenty-five (25) mile radius of the Airport are required to have an operator agreement with the Authority if conducting business at the Airport. The operator agreement is required to include a concession on gross receipts consistent with that charged to on airport car rental companies, as well as a minimum access fee.

B. Authorized Locations

Off airport rental car shuttles or vehicles shall only be allowed in designated areas and will operate in accordance with those requirements set forth in their separate operator agreement.

SECTION 7: PEER-TO-PEER CAR SHARING OPERATIONS

A. Peer-to-Peer Car Sharing Operator Agreement Requirements

Peer-to-Peer Car Sharing Companies are required to have an operator agreement with the Authority if any part of their car sharing transaction takes place at Airport. The operator agreement is required to include a concession on gross receipts consistent with that charged to on-airport car rental companies.

B. Authorized Locations

Peer-to-Peer Car Sharing Operators shall only be allowed in designated areas and will operate in accordance with those requirements set forth in their separate operator agreement.

SECTION 7: TRANSPORTATION NETWORK COMPANY OPERATIONS

- A. TNC Operator Agreement Requirements
TNC Operators operating any portion of their business at the Airport are required to have an operator agreement with the Authority. The operator agreement is required to include an annual Permit Fee as well as a per trip fee as approved in the Rates and Charges Schedule annually adopted by the Authority.
- B. Authorized Locations
TNC Vehicles shall only be allowed in designated areas and will operate in accordance with those requirements set forth in their separate operator agreement.

SECTION 8: DRIVERS

- A. Valid Driver's License
Every driver of a Commercial Vehicle or other transportation vehicle shall have a valid state driver's license with proper endorsements to operate in the state of Minnesota.
- B. Solicitation
No person shall solicit the business of carrying passengers for hire in any Commercial Vehicle and no Commercial Vehicle shall be driven within the limits of the Airport for the purpose of soliciting the carrying of passengers for hire. No driver of a Commercial Vehicle shall provide any payment to any person in return for the referral of passengers or preferential treatment.

"Solicit" means to directly or indirectly, actively or passively, openly or subtly, ask, request, plead for, seek, or try to obtain passengers for hire in a Commercial Vehicle, whether or not by the Operator or driver of such Commercial Vehicle. This includes any effort by use of voice, movement of body or by mechanical contrivance of whatever sort to call attention to the availability of a Commercial Vehicle to carry a passenger.
- C. Alcohol or Controlled Substance Use
No driver shall possess, consume or be under the influence of alcohol or a controlled substance while on duty at the Airport. "Controlled substance" has the meaning given in Minnesota Statutes Section 152.01, subd. 4, as may be amended from time to time.

SECTION 9: ENFORCEMENT

The Authority shall enforce the Commercial Vehicle Policy through Airport Security, which will serve as the primary point of contact for enforcement activities. Airport staff will assist by monitoring commercial traffic during the course of their regular duties and reporting any violations to Airport Security for further action.

The Airport may utilize a range of enforcement tools, including but not limited to surveillance cameras and license plate recognition technology. Enforcement actions will be administered in

accordance with Duluth Airport Authority Commercial Vehicle Ordinance NO.001, which governs the issuance of citations for both permitted and non-permitted operators.

The following procedures apply specifically to taxicabs, limousines, and shuttle services. All other commercial vehicle operators will be subject to the terms outlined in their individual operating agreements.

A. Enforcement Procedures for Permitted Operators

1. **First Offense:**
A verbal warning will be issued by an Airport Security Officer and recorded in the operator's permit file.
2. **Second Offense:**
A written warning will be issued and documented in the permit file.
3. **Third Offense:**
A citation will be issued pursuant to Duluth Airport Authority Commercial Vehicle Ordinance NO. 001. This citation will include a monetary fine as specified in the Rates and Charges Schedule adopted annually by the Authority, which may be amended. The operator's permit to operate at the Airport will be revoked for a period of one (1) year. The operator may reapply for a permit following the one-year revocation period.
4. **Fourth Offense (following reinstatement after the third offense):**
If a subsequent violation occurs, the operator's permit will be revoked for a period of two (2) years. Reapplication will be permitted after the two-year revocation period.

B. Enforcement Procedures for Non-Permitted Operators

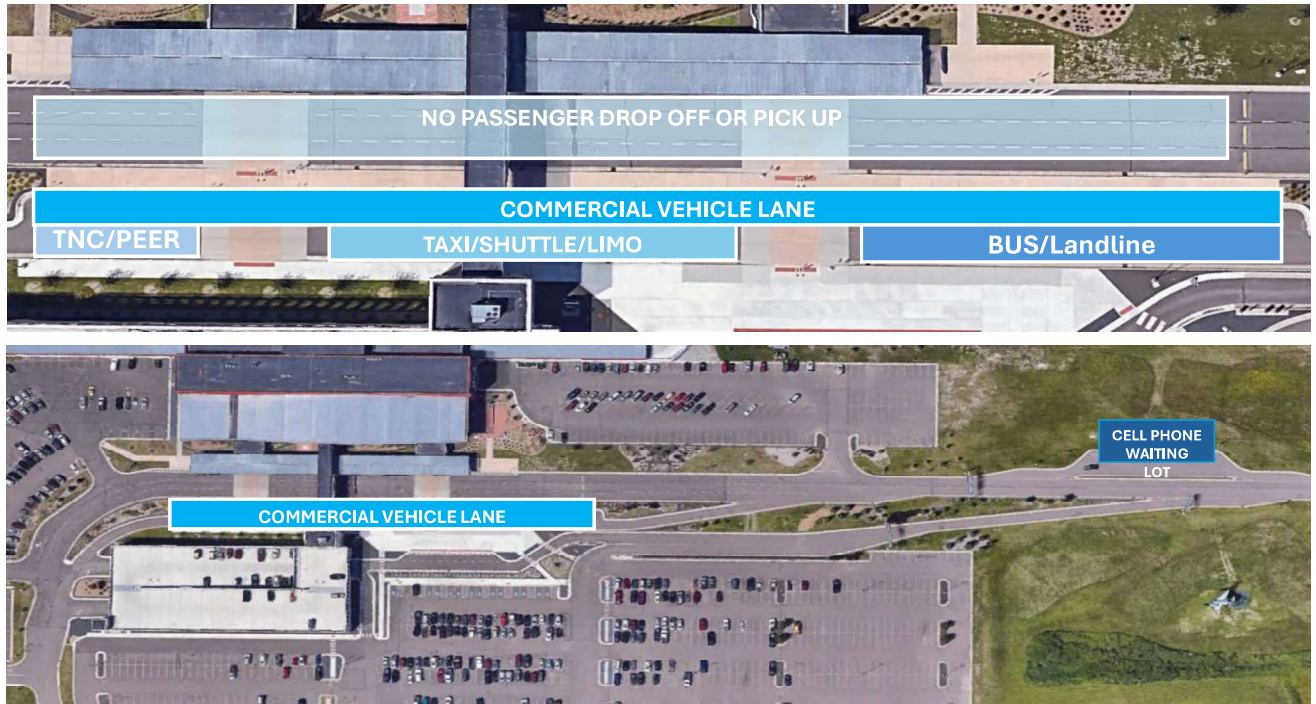
1. **First Offense:**
A verbal warning will be issued by an Airport Security Officer.
2. **Second Offense:**
A citation will be issued pursuant to Duluth Airport Authority Commercial Vehicle Ordinance NO. 001. This citation will include a monetary fine as specified in the Rates and Charges Schedule adopted annually by the Authority, which may be amended.
3. **Third Offense (and following):**
A second citation will be issued, including a monetary fine as specified in the Rates and Charges Schedule adopted annually by the Authority, which may be amended.

SECTION 10: COMMERCIAL VEHICLE FEES

All fees will be updated and approved annually by the Authority as part of the adoption of the Rates and Charges Schedule unless specified by separate agreement. Examples of fees that may be charged:

- A. Permit Fee
- B. Per Trip Fee

EXHIBIT A








DAA Commercial Vehicle Policy 1.20.26 to be signed

Final Audit Report

2026-01-20

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