



Rules for Operating

Ground Transportation Services

at the Minot International Airport

THESE RULES AND REGULATIONS SUPPLEMENT THE RELEVANT CITY CODE, AND SUPERCEDE ALL EARLIER PUBLISHED/NON-PUBLISHED GROUND TRANSPORTATION POLICIES AND RULES AND REGULATIONS.

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Introduction

The purpose of these rules and regulations at the Minot International Airport are to promote high quality and reasonably priced ground transportation services to the public for safety and convenience to ensure a safe transport of passengers and property to and from Airport property. This also creates competition among the ground transportation Owners / Drivers to deliver the highest quality service possible.

NOTE: Each customer has the right to choose their mode of transportation and their operator and/or driver.

Applicability

The following rules and regulations apply to all commercial ground transportation providers including owners of all buses, courtesy vans, limousines, vans, taxicabs, and rental car agencies, providing passenger pick-up service for a fee or monetary reward and accessing the Minot International Airport property, and to their agents and employees unless alternative arrangement is authorized by Airport Administration.

The Owner shall share the information, and/or provide a copy of the rules and regulations, of Airport ground transportation policies and procedures to their Drivers and employees for full understanding and compliance.

Section I

Definitions

Airport. Minot International Airport.

Bus. A vehicle providing ground transportation for a fee, with a seating capacity of at least twenty-one (21) persons, including the driver.

Courtesy Van. A vehicle providing ground transportation to guests or customers of a hotel, condominium or other lodging business as a courtesy service only, not for hire.

Customer. Any person or persons on Airport property (terminal/roadways/parking areas) requiring a service. Customer will be referred to interchangeably as “Passenger.”

Driver. The person operating a commercial vehicle.

LEO. Law enforcement officers from the Minot Police Department.

Limousine/Van. A vehicle providing ground transportation for a fee, without a meter, operating and charging on a per-seat basis, with a seating capacity of nine (9) to twenty (20) persons, including driver. Luxury Limousines are limousines providing services solely to individuals, families, or groups on a pre-booked basis.

Loading Zone. Loading zones are to be used for the purpose of, and while actually engaged in, loading or unloading property or passengers. Loading zones are not considered parking places and will be enforced accordingly.

Non-Reserved Taxicab. Commercial passenger vehicle for hire used to accommodate and transport passengers no more than eight (8) people that is equipped with a taximeter or any device to determine a passenger's fare for the distance traveled. They are engaged in transport of persons not on a regular schedule with routes and destinations determined by the passenger.

Owner. The owner or operator of a bus, courtesy van, limousine, van, or taxicab required by these rules and regulations to be permitted.

Reserved Taxicab. Commercial passenger vehicle for hire used to accommodate and transport passengers no more than eight (8) people, not including the operator and/or Driver that is equipped with a taximeter or any device to determine a passenger's fare for the distance traveled. They are engaged in the transport of persons or property on a reserved basis only.

Taxicab. A vehicle with a meter providing ground transportation for a fee with a maximum seating capacity of seven (7) or fewer persons including the driver.

Security Officer. A person who is paid to protect property, assets, or people. They are usually privately and formally employed civilian personnel.

Solicitation. Any physical or verbal conduct by Owners and their employees and agents to attract attention of or initiate conversation with potential customers for business purposes.

Staging. The time reserved for a commercial vehicle that is parked with the intent of resting in-between service.

Standing. Parking of a commercial vehicle while the operator is in the immediate vicinity of the vehicle.

Rules and Regulations - Effective August 5, 2014, the following rules will be in force. The Authority reserves the right to make changes to these rules at any time.

Section II

Airport Permits

1. Owners and Drivers of all taxicabs, vans, limousines, buses, courtesy vans, and rental car agencies providing passenger pickup service to the Minot International Airport shall strictly comply with all Federal, State, County and local laws, ordinances, rules and regulations and the written and verbal orders and directives hereunder.
2. Each company providing passenger pickup services for a fee to the Airport must have a permit application issued and approved by Airport Administration which authorizes operations at the Minot International Airport. Permitted companies are entitled to conduct commercial ground transportation business at the Airport during the time the permit is valid and in accordance with these rules and regulations.
 - a. Permits are not transferrable to another company.
 - b. All information as may be required on the application for a permit shall be submitted prior to issuance of the permit and shall be promptly updated as changes occur.

The Permit Year shall run from January 1 of each calendar year through December 31 of the same calendar year.

- i. The remainder 2014 year will be Pro-Rated effective in August
3. Outside companies that do not have a valid City and Airport permit are not allowed to enter the queue line of current providers. Any companies without a valid permit will be asked to leave the premises.
4. All Drivers must have and carry a current valid North Dakota Driver's License with the appropriate class and endorsements for the operations performed and in accordance with State Law and local ordinance.
5. Non-profit churches, schools, agencies or political subdivisions of the State of North Dakota, City of Minot provided shuttle or bus services, or military services of the United States and any shuttle service provided that does not charge a fee shall be exempt from this permitting process, but must otherwise comply with these regulations.

6. Insurance. Owner shall maintain a Comprehensive General Liability (CGL) insurance policy and automobile insurance coverage acceptable by State, County or City Laws and Ordinances for the type of operation performed.
 - a. Owner shall furnish a certificate to Airport Administration prior to commencing operations evidencing that said insurance is in full force and effect during the term of the permit and that the Airport shall be notified, in writing, by the insurer at least ten (10) days prior to any cancellation of said policy.
 - b. Owner shall maintain the statutorily required workman's compensation insurance coverage on all employees.
 - c. Failure to maintain the proper insurance coverage will result in the automatic termination of the Airport Ground Transportation Permit and immediate suspension of services provided.
 - d. **Owner will name the Airport as an additional insured party on the certificate of Comprehensive General Liability (CGL) insurance policy.**
7. The Minot City Council has delegated authority to Airport Administration to act on its behalf in administering the Airport, regulating the use of the facilities and services of the Airport, determining and collecting use charges therefore, and in carrying out such other duties and responsibilities as may be determined.

Section III

Ground Transportation Registration Fees

Annual Airport permit fee of \$600 per company, will be assessed to each fee-based company registered to operate at the Airport. Payments made to the Minot International Airport.

Section IV

Owner / Driver Conduct

1. Owners shall adhere to all State and local laws and regulatory requirements in addition to the following requirements while operating on Airport property.
2. Owners / Drivers may only pick up passengers in designated areas as indicated in Exhibit 1. Staging/standing/parking in unauthorized areas such as the frontage road or passenger loading areas is prohibited and will be enforced accordingly. The queue line is assigned to one passenger vehicle per company on a first-come, first-serve basis.

3. Owners / Drivers are not permitted to enter into the Terminal Building with the intent to solicit business, good or services. This includes stocking/leaving business cards, posters, stickers, leaflets, or any advertisements on the Airport property.
4. Owners / Drivers shall conduct themselves in an orderly and proper manner at all times so as not to annoy, disturb or be offensive to passengers and others at the Airport.
5. Solicitation of ground transportation services is strictly prohibited and includes the following:
 - a. Whistling, hawking, light-flashing or any other means to divert attention of passengers for service through verbal communication.
 - b. Clipboards, signboards, visual aids, props, or any other means of advertising other than standard company identification and logos on vehicles.
6. Fights, foul language, gestures, threats, intentional rudeness, loud and boisterous verbal displays are prohibited and subject to violation of these rules.
7. Owners / Drivers shall not interfere with other Owners / Drivers business or operations.
8. Owners / Drivers shall not provide misleading information to any person.
9. Owners / Drivers shall not allow their vehicles to be used for sleeping, unnecessary lounging or gathering of persons other than passengers on Airport property.
10. Owners / Drivers shall stay within ten-feet (10') of their vehicle.
11. Any Owner / Driver providing a "courier" service shall park in a designated parking area, determined by Airport Administration, for the purpose of delivering or picking-up courier items.
12. Horseplay, games, gambling and contests are prohibited.
13. **Handguns and weapons of any kind, other than passengers, are not permitted on Minot International Airport property regardless of possession of a concealed weapons permit.** Owners / Drivers found in possession of weapons of any kind will result in suspension of access to the Airport, in addition to any citations, charges, or fines determined by the Minot Police Department.
14. Use or possession of alcoholic beverages or controlled substances is prohibited by Operators / Drivers while on duty and while in or around Owner vehicles and facilities on the Airport.

15. Owners / Drivers must be clean and neatly attired and groomed.
16. All ground transportation vehicles must be clean (internal and external), sanitary and free from trash and debris.
17. Owner / Driver is obligated to immediately comply with any directive requested by Airport Administration. This includes any regulatory agencies responsible for the safety of air travel including agents of the Transportation Security Administration (TSA) and the Federal Aviation Administration (FAA).
 - a. If an Owner / Driver protest such directive, they may file a protest with Airport Administration within seven (7) days. The protest will be timely resolved by Airport Administration.
 - b. If the Owner / Driver desire to appeal a directive made by Airport Administration or designee, they may do so by writing a letter to the City Manager within seven (7) days stating the reasons the decision is unfair or improper. The City Manager may ask for additional information and may hold a conference with the interested persons before making a judgment, which judgment shall be final.
18. All drivers shall comply with all traffic control and parking signage and those instructions issued by Airport Administration.
19. **All incidents, accidents, or damage to Airport property must be reported immediately to the following:**
 - a. **Airport Administration at 701-857-4724**
 - b. **Airport Operations at 701-857-4795**
 - c. Failure to report will result in suspension or revocation of Ground Transportation Permit.
20. Emergencies/Security Threat Level Condition Changes.
 - a. In the event of an emergency or change in the Department of Homeland Security Threat Level Condition the Airport may be required to change the designated loading and unloading zones.
 - b. Airport Administration will notify each company of such changes as soon as conditions permit.
 - c. All operators are required to follow all posted and verbal directions given by the Airport Administration or designee.
 - d. Failure to comply will result in immediate suspension or revocation of permit and civil/criminal penalties.

Section V

Penalties

1. Owners / Drivers violating any of these Ground Transportation Rules and Regulations will be subject to reprimand, suspension, or revocation of permit, prosecution or civil penalties as provided by other applicable North Dakota law, in addition to any penalties provided for herein. Every Owner / Driver offense also will be deemed a violation by the Owner for whom the Owner / Driver works.
2. Owners / Drivers operating on the Airport property without a valid Ground Transportation Permit will be asked to leave the premises. **Refusal will result in a complaint of trespassing filed with the City of Minot.**
3. Infractions will be cumulative. Companies receiving three (3) written notices of infractions during a Permit Year may be denied access to the Airport for a period of time to be determined by Airport Administration effective from date of the third notice.
4. Permits may be suspended or revoked for violation considered especially serious, including but not limited to the following:
 - a. Commission of a violent act against another person or active participation in a violent incident on the Airport.
 - b. Possession of a weapon or firearm on the Airport property.
 - c. Conviction of a misdemeanor or felony for conduct occurring on Airport property.
 - d. Conviction or guilty plea on a charge of careless or reckless driving on Airport property.
 - e. Driving a taxicab, limousine, bus or courtesy van while under the influence of alcohol or drugs, or driving the same while ability is impaired by alcohol or drugs on the Airport.
 - f. Violating any State or local requirements with respect to fare and meter displays.
 - g. Damaging property, equipment, improvements or facilities on Airport property.
 - h. Behavior indicating disregard of life, health or safety or persons on the Airport.

5. Should the Owner / Driver disagree with a written notice of violation, they may file a written protest with Airport Administration or the City Manager within seven (7) days of the date the notice of violation was mailed or delivered. Airport Administration or the City Manager may ask for additional information and may hold a conference of the interested persons before making a judgment, which judgment shall be final. The decision will be made within thirty (30) days of receipt of the protest which decision shall be final.