



<i>Office Use Only</i>	
App Received	_____
Received By	_____

# John Glenn Columbus International Airport

## 2019 Commercial Ground Transportation Annual Permit Application

Thank you for your interest in becoming a ground transportation provider at John Glenn Columbus International Airport, operated by the Columbus Regional Airport Authority. Per Authority regulations, any organization operating a vehicle engaged in transporting individuals or property from the airport for a commercial entity, regardless of whether the charge for such service is paid directly or indirectly by the customer being served, must have a permit issued by the Authority.

There is no annual or application fee for a Commercial Ground Transportation Permit. Trip fees are assessed to commercial operators in accordance with the table of rates and charges as approved by the CRAA Board of Directors. There is currently a \$30 deposit for each AVI transponder.

Please complete sections A-H of this application as required. The Authority reserves the right to request any additional information deemed necessary to ensure the safety of our customers as it pertains to the commercial provider. The original application must be submitted in person at the Parking & Ground Transportation Office located near the north loading dock at the CMH terminal, or by mail to the address below. Copies of applicable documents must be legible. A fillable PDF version of this application is available online at:

<https://columbusairports.com/doing-business-with-us/ground-transportation-services/>

Applications submitted by mail should be sent to the following address:

John Glenn Columbus International Airport  
Attn: Parking & Ground Transportation, GT Permit  
4600 International Gateway  
Columbus, OH 43219

**Renewal applications by current permitted vendors are due by November 30, 2018!**

Please confirm that all sections of the application are completed and attached:

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; text-align: center;"><b>A</b></td><td>Business and Contact Information</td></tr> <tr><td style="text-align: center;"><b>B</b></td><td>Permit Type(s) (including any required attachments)</td></tr> <tr><td style="text-align: center;"><b>C</b></td><td>Certificate of Insurance</td></tr> <tr><td style="text-align: center;"><b>D</b></td><td>Workers' Compensation Certificate</td></tr> </table>	<b>A</b>	Business and Contact Information	<b>B</b>	Permit Type(s) (including any required attachments)	<b>C</b>	Certificate of Insurance	<b>D</b>	Workers' Compensation Certificate	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; text-align: center;"><b>E</b></td><td>ADA Questionnaire (and policy if req'd)</td></tr> <tr><td style="text-align: center;"><b>F</b></td><td>Vehicle Schedule</td></tr> <tr><td style="text-align: center;"><b>G</b></td><td>Credit Card Authorization (if required)</td></tr> <tr><td style="text-align: center;"><b>H</b></td><td>Affidavit</td></tr> <tr><td style="width: 20px;"></td><td></td></tr> </table>	<b>E</b>	ADA Questionnaire (and policy if req'd)	<b>F</b>	Vehicle Schedule	<b>G</b>	Credit Card Authorization (if required)	<b>H</b>	Affidavit		
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Any questions regarding this permit may be directed to Tim Krock, Manager, Parking & Ground Transportation Operations at [tkrock@columbusairports.com](mailto:tkrock@columbusairports.com) or (614) 239-3087.

**A Business Information**

Company Name <small>(Legal name of business)</small>					
DBA/Trade Name <small>(If different from legal name)</small>					
Business Address					
City		State		Zip	
Mailing Address <small>(If different from Business Address)</small>					
City		State		Zip	
Business Phone		Fax			
Business Website					

**Primary Contact Person**

Name		Title			
Email					
Phone		Fax			

**Secondary Contact Person**

Name		Title			
Email					
Phone		Fax			

**CRAA Website Listing**

For-hire transportation companies can optionally have their company name and phone number listed on the FlyColumbus.com website's list of ground transportation operators. Please indicate below if you would like to participate. **Permit Application must be submitted by November 30, 2018 to qualify for listing in 2019.**

<input type="checkbox"/> List as Limo/Livery	<input type="checkbox"/> List as Charter Bus	<input type="checkbox"/> Do Not List
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**B Permit Type**

Select all categories applicable to your organization, and complete all required information for each selected permit type, including any additional attachments as required.

Permit Type	Category	Description and Additional Requirements			
Commercial	<input type="checkbox"/> Pre-Arranged	Transportation service utilizing a vehicle designed to carry fewer than 25 passengers that does not qualify under any other category listed below.  *Vehicles licensed as livery vehicles must <b>attach</b> a valid City of Columbus Vehicle for hire license, or must demonstrate that they meet an exception as listed in <u>Section 593 of the Columbus City Code</u> .			
	<input type="checkbox"/> Ambulette	Transportation service utilizing a vehicle registered as as an ambulette for medical use.  *Certification by Ohio Medical Transportation Board must be <b>attached</b> .			
	<input type="checkbox"/> Educational Inst.	Transportation service operated by, and using vehicles owned or leased by an educational institution solely for students, staff, or visitors of that institution.			
Charter	<input type="checkbox"/> Charter Bus	Transportation service of any type using a vehicle designed to carry 25 or more passengers.			
		<table border="1"> <tr> <td><b>USDOT #</b></td> <td></td> <td><b>PUCO #</b></td> <td></td> </tr> </table>	<b>USDOT #</b>		<b>PUCO #</b>
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Courtesy	<input type="checkbox"/> Hotel	Transportation service operated by a hotel or other entity primarily in the business of providing lodging to customers, for the purpose of transporting customers of said business.			
	<input type="checkbox"/> Off-site Parking	Transportation service provided by an off-site parking or rental car company who has an active operating agreement with CRAA.			
Special Event	<input type="checkbox"/> Special Event	Transportation provided by the organizer of a special event, where all transportation will occur during a period not to exceed 30 days.			
		Transportation provided between these dates: <table border="1"> <tr> <td><b>Start</b></td> <td></td> <td><b>End</b></td> <td></td> </tr> </table>	<b>Start</b>		<b>End</b>
<b>Start</b>		<b>End</b>			

**C Certificate of Insurance**

Please provide an ACORD® certificate meeting the following criteria:

- Includes Commercial General Liability Coverage of no less than \$500,000
- Includes Automobile Liability Coverage of no less than \$300,000 (\$500,000 if vehicles are registered outside Ohio)
- Certificate Holder must be listed as John Glenn Columbus International Airport using the address on the first page of this application
- Must indicate that the certificate holder is listed as an additional insured
- Must detail that a minimum 10-days' notice of policy cancellation will be provided
- Must include a vehicle schedule including all vehicles listed in section F unless the "Any Auto" box is checked.

**D Workers' Compensation**

Proof of Worker's Compensation Insurance is required, **unless** the applicant has indicated on the Affidavit in Section H that they are exempt from Workers' Compensation Requirements.

## E ADA Questionnaire

Please answer the following questions, proceeding as instructed based on your answers.

Q1: Is your organization primarily in the business of transporting passengers? See page 5 for details.

- Yes** - proceed to question Q2  
 **No** - skip to question Q3

Q2: Does your fleet include vehicles with a capacity equal to or greater than 8 people including the driver?

- Yes** - skip to question Q4  
 **No, we only operate automobiles carrying fewer than 8 passengers** - skip to question Q8.

Q3: Does your fleet include vehicles with a capacity greater than 16 people including the driver?

- Yes** - skip to question Q5  
 **No** - skip to question Q7

Q4: For vehicles with a capacity greater than 8 (including driver), were any vehicles purchased new?

- Yes** - proceed to question Q5  
 **No, all such vehicles were purchased pre-owned** - skip to question Q9

Q5: Do you operate any fixed route service to or from John Glenn International Airport (CMH)?

- Yes, we offer scheduled or continuous service to or from CMH** - proceed to question Q6  
 **No, we only offer service in response to a demand by the customer** - skip to question Q7

Q6: Do all vehicles servicing CMH comply with ADA standards for accessibility? See page 5 for details.

- Yes** - skip to question Q9  
 **No** - per FAA regulations, your permit will not be approved until all vehicles are accessible.

Q7: Do you offer equivalent service to persons with disabilities? See page 5 for details.

- Yes** - skip to question Q9  
 **No** - per FAA regulations, your permit will not be approved until equivalent service is offered.

Q8: Do you allow passengers to bring service animals into your vehicle(s), and are drivers trained to proficiency in assisting people with disabilities (including sight, hearing, and mobility disabilities)?

- Yes** - *Please describe the ADA specific training provided to your drivers/representatives, or attach a copy of your company's ADA policy outlining this training.* -END

- No** - per FAA regulations, your permit will not be approved.

Q9: Does your company have a policy document which meets the requirements outlined on page 5?

- Yes** - *please attach a copy of this policy to your application.* -END  
 **No** - per FAA regulations, your permit will not be approved until this policy is provided.

By signing the affidavit in Section H, you affirm that all of the above information is correct. Failure to meet ADA requirements is grounds for the immediate suspension and/or termination of your operating authority at CMH.

## **E ADA (Additional Info)**

The Federal Aviation Administration (FAA) requires that all airport services comply with the Americans with Disabilities Act (ADA) to accommodate passengers with disabilities. This includes all private entities providing ground transportation services at the airport.

Q1: Examples of entities primarily engaged in the business of transporting passengers include: charter bus companies, door-to-door shuttle services, taxis, limousines, transportation network companies. Examples of entities *not* primarily engaged in transporting passengers include: rental car company shuttles, hotel shuttles, private parking lot shuttles, amusement park or resort shuttles, and contractors operating on behalf of any of the above.

Q5: Fixed route service includes any transportation operating either continuously or on a fixed schedule where the passenger does not need to make any type of advanced reservation.

Q6: Accessibility standards for vehicles can be found at 49 CFR Part 38. They include specifications and requirements for lifts/ramps, seating, securement devices, lighting, signage, PA systems, etc.

Q7: "Equivalent Service" prohibits discrimination against persons with disabilities with respect to the following criteria:

- Schedule/Response Time
- Fares
- Geographic Area of Service
- Hours and Days of Service
- Availability of Information
- Reservations Capability
- Capacity
- Priority or Trip Purpose Restrictions

Additional information can be found at 49 CFR §37.105

Q9: Your ADA policy must address the following:

- ADA specific training provided to your drivers/representatives for assisting people with disabilities (including sight, hearing, and mobility) as well as operation of any ADA accessible devices installed in vehicles.
- Procedures for meeting obligations to provide accessibility or equivalent service to:
  - Persons in wheelchairs and mobility devices who are able to transfer from the wheelchair or mobility device, including the separate boarding of the wheelchair or device;
  - Persons in wheelchairs and mobility devices who are NOT able to transfer from the wheelchair or mobility device;
  - Persons with comfort or service animals;
  - Persons with visual and/or hearing disabilities
- Process for addressing ADA related complaints.

**F Vehicle Schedule**

Please list all vehicles in your fleet that will be used at CMH. Vehicle Number is any identifying number assigned to the vehicle by your company and displayed on the exterior of the vehicle. If this does not apply, please leave this column blank. Please complete the vehicle's license plate number, state of registration, model year, make, model, VIN, and passenger capacity including the driver.

Company Name								
	Veh. No.	Lic. Plate	State	Year	Make	Model	VIN	Cap.
Ex.	101	AAA0000	OH	2017	Lincoln	Continental	1AAAA111AAAA11111	5
1								
2								
3								
4								
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\*Organizations with large fleets may optionally download a Microsoft Excel template for this section at <http://columbusairports.com/doing-business/ground-transportation-services/>, so that fleet info can be exported from your software and copied to this sheet. We respectfully ask that any organization utilizing the Excel template email the completed file to [tkrock@columbusairports.com](mailto:tkrock@columbusairports.com) to assist with our data entry process.

**G Credit Card Authorization**

To ensure prompt billing and accurate access charges, the above form will authorize the John Glenn Columbus International Airport Parking and Ground Transportation Division to charge the Primary Credit Card nightly, for all access charges to the Ground Transportation area for the previous day. **Please be advised, the number of trips will correspond to the number of charges (4 trips = 4 charges). Two (2) Credit Cards are required;** however, the secondary credit card will only be used if the primary card is unable to accept the charges for any reason. In the event that both credit cards are unable to be charged, the commercial operator may be subject to deactivation of all AVI devices until payment is received. All AVI devices issued to the commercial operator will be included in this system regardless of the access fee associated with the device or the frequency of use. Your activity for the previous month will be emailed. Please contact the Parking & Ground Transportation office with any Credit Card changes as soon as possible. Be advised that your primary and secondary credit cards must be able to accept your daily charges; please ensure that both cards have enough credit availability each day. Frequent denied transactions may result in the suspension or termination of your Ground Transportation permit.

**Billing Information**

Company Name <small>(Legal name of business)</small>				
DBA Name <small>(If different from legal name)</small>				
Address <small>(must match cardholder data)</small>				
City		State	Zip	
Billing Contact Name		Title		
Email				
Phone		Fax		

**Office Use**

Permit Type:	
Notes:	

**Primary Credit Card**

Name on Card			
Card Number			
Expiration (mm/yy)	Card Type	<input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> Diners <input type="checkbox"/> Discover <input type="checkbox"/> American Express	
Select One:	<input type="checkbox"/> Personal Account <input type="checkbox"/> Corporate Account		

**Secondary Credit Card**

Name on Card			
Card Number			
Expiration (mm/yy)	Card Type	<input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> Diners <input type="checkbox"/> Discover <input type="checkbox"/> American Express	
Select One:	<input type="checkbox"/> Personal Account <input type="checkbox"/> Corporate Account		

Credit or Debit cards only. Prepaid debit cards do not work with our system.

**For the security of your payment information, please do not email credit card information!**

**H Affidavit**

STATE OF \_\_\_\_\_:  
COUNTY OF \_\_\_\_\_:

I, \_\_\_\_\_, being duly sworn to law, do hereby certify as follows:

1. I am the \_\_\_\_\_, of \_\_\_\_\_ (Legal name of "Permit Holder") and authorized to make this Affidavit on behalf of said organization; and
2. All vehicles to be utilized in service at John Glenn Columbus International Airport ("Authority") facilities by the above-named Permit Holder have been inspected pursuant to and are in compliance with, the applicable state motor vehicle code and those regulations promulgated pursuant thereto; and
3. All drivers to be utilized in Ground Transportation service by the above named Permit Holder are currently in possession of a valid Operator's License for the type of vehicle operated and meet the requirements for operator of motor vehicles in the state in which they reside as established by the vehicle code applicable for the state and those regulations promulgated pursuant thereto; and
4. The above-named organization agrees to comply with the terms and conditions of the Rules of the Authority, as well as any subsequent changes or amendments thereto which are incorporated herein by reference and further agree to operate within the scope of the authority granted by the Public Utility Commission of Ohio, Interstate Commerce Commission, or the City of Columbus, as applicable; and
5. Above-named Permit Holder, in its operation at and use of Authority Airports, covenants that (1) no person on the grounds of race, color, or national origin shall be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, and (2) that the Permit Holder shall comply with all other requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Subtitle A, Office of the Secretary of Transportation, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation Effectuations of Title VI of the Civil Rights Act of 1964, and as said regulations may be amended. With respect to any license, permits or other authority granted to Permit Holder hereunder, in the event of breach of any of the above nondiscrimination covenants, then Authority shall have the right to terminate said licenses, permits or other authority; and
6. To the fullest extent permitted by law, the above named Permit Holder shall indemnify, defend, and hold harmless the Authority, and its directors, officers, employees, agents, contractors, subcontractors, lessees, and sublessees from and against all liabilities, claims, costs, suits, demands, actions, damages, judgments, fines, losses, and expenses including, but not limited to, fees of attorneys or other professional consultants of the Authority's own choosing, arising out of, caused by, incidental to, or resulting from the use or exercise of the rights authorized by this Ground Transportation Permit, provided that such liabilities, claims, costs, suits, demands, actions, damages, judgments, fines, losses, and expenses are (i) attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property, and (ii) is caused in whole or in part by any negligent acts or omissions of the Permit Holder, anyone directly or indirectly employed by it, anyone it allows to act on its behalf including by driving vehicles operating under the name of the Permit Holder, or anyone for whose acts it may be liable, regardless of whether or not such liabilities, claims, costs, suits, demands, actions, damages, judgments, fines, losses, and expenses are caused in whole or in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to a party or person described herein.

The Permit Holder shall promptly reimburse the Authority, and its successors and assigns, for any cost, expense, or fees of attorneys or other professional consultants of the Authority's own choosing incurred on account of any such liabilities, claims, costs, suits, demands, actions, damages, judgments, fines, losses, and expenses, or incurred in enforcing the terms of the Agreement. The indemnification obligations herein are not limited by a limitation on amount or type of damages, compensation, or benefits payable by or for the Permit Holder under workers' compensation acts, disability benefit acts, other employee benefit acts, or under any insurance coverage required or provided in the use or exercise of the rights authorized by this Ground Transportation Permit; and



7. Any vehicle decals issued by the Authority will be immediately and permanently attached to the rear window and may not be transferred from the vehicle to which they are assigned. Decals are the sole property of the Authority and cannot be sold or conveyed to another party. Any person who fails to return a decal upon the request of Authority personnel, or upon the sale or transfer of the vehicle and/or Permit Holder, may be charged with petty theft pursuant to Section 2913.02(A) (2), Ohio Revised Code; and

8. The above-named Permit Holder agrees to pay within thirty (30) days of the invoice date, any fees assessed by the Authority. The above named Permit Holder also agrees that if at any time the account exceeds thirty (30) days past due, access to the Ground Transportation area will be restricted until the account is paid in full. The Authority may require the above named Permit Holder to pre-pay for future activity at Authority facilities; and

**9. Initial the applicable statement below (must initial ONLY one):**

\_\_\_\_\_ I acknowledge that the above-named Permit Holder is a sole proprietorship, partnership, LLC operating as a sole proprietorship or partnership, or an individual incorporated as a corporation, and that the above-named Permit Holder has no employees and is not required to carry Workers' Compensation insurance under Ohio Law;

*or*

\_\_\_\_\_ I have attached proof of Workers' Compensation Insurance to this application.

10. The above-named individual on behalf of the Permit Holder avers under penalties of perjury that the information submitted in the Ground Transportation Permit Application attached hereto is correct to the best of his/her knowledge and belief.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Sworn to and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary

## Permit Reminders & Revision Instructions

Application forms, maps and rules & regulations are available online at [columbusairports.com/doing-business-with-us/ground-transportation-services/](http://columbusairports.com/doing-business-with-us/ground-transportation-services/)

### Adding/Removing Permanent Vehicles

A form for adding or removing vehicles is available at the website listed above, or from the Parking & Ground Transportation Office. Every request to add a new vehicle(s) must be accompanied by an updated Certificate of Insurance which includes the new vehicle(s). Vehicles will only be permanently added to a permit after they have been assigned a license plate from the BMV. Vehicles with temporary tags must request a temporary permit (see below).

### Temporary Permit Requests

Vendors may submit a request via email, fax, mail or in person at least 48-hours in advance. If utilizing a rental car/truck/van, you must provide a clear copy of the rental agreement, proof of insurance and the date range for the temporary usage. **Requests exceeding (30) thirty days must be pre-approved by CRAA Ground Transportation Management.**

### Updating Workers Compensation Certificate/Certificate of Insurance

All vendors are required to provide updated copies of their Worker's Compensation and/or Certificates of Insurance prior to their expiration date.

### Damaged, Lost or Stolen Decals

Please provide a written statement explaining how the decal was lost or stolen. For damaged decals, mail or drop off the damaged decal and a new one will be issued for your vehicle. **CRAA will charge a \$5.00 decal replacement fee. If you sell a vehicle, the decal must be removed and returned to the airport.**

### Billing Updates

**Please direct all billing related inquiries, charge disputes and credit card updates to the Revenue Management Access Coordinator at 614-239-3126.**

### Commercial Lane Audits/Notices of Violation

Ground Transportation Coordinators will conduct random commercial lane audits. Please remind your drivers they may be asked to produce a valid driver's license and permit certificate. **Commercial vendors are required to provide their drivers with maps of the commercial lane and departure areas, as well as the Section 502 Rules and Regulations.**

### Updating Contact Information

Commercial Vendors are required to provide CRAA written notification of internal changes, new ownership or cancellation of their permit within (72) seventy-two hours of such changes. This includes updating contact persons, email addresses, phone/fax numbers, and changes of ownership. Please contact the Ground Transportation Manager directly at 614-239-3087 if company ownership changes have occurred.