



## John Glenn Columbus International Airport 2023 Commercial Ground Transportation Permit Application

Thank you for your interest in becoming a ground transportation provider at John Glenn Columbus International Airport ("CMH"), operated by the Columbus Regional Airport Authority (the "Authority" or "CRAA"). Per the Rules and Regulations of the Authority (the "CRAA Rules"), and Commercial Ground Transportation Company, as defined in the CRAA Rules, engaged in transporting individuals or property to or from CMH, 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. Pick-up and Drop-off fees are assessed in accordance with the current Schedule of Fees, Rates and Charges, as approved by the CRAA Board of Directors. A copy of the current Schedule of Fees, Rates and Charges is available online at: <https://columbusairports.com/about-us/investor-relations>. There is a \$20 fee for each Automatic Vehicle Identification ("AVI") sticker issued to all new vehicles in any fleet.

Please complete sections A - H of this application as required. The Authority reserves the right to request any additional information as it deems, in its' sole discretion, to ensure the safety and security of our customers and facilities. The original application may be submitted in person at the Parking & Ground Transportation office located at 1441 Stelzer Road, Columbus, or by mail to the address below, or be email to [pgtcmh@columbusairports.com](mailto:pgtcmh@columbusairports.com). 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, Ohio 43219

**Renewal applications by current permitted vendors are due by November 30, 2022.**

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

<b>A</b>	Business and Contact Information	<b>E</b>	ADA Questionnaire (and policy if required)
<b>B</b>	Permit Type(s) (including any required attachments)	<b>F</b>	Vehicle Schedule
<b>C</b>	Acord Certificate of Insurance	<b>G</b>	Credit Card Authorization
<b>D</b>	Workers' Compensation Certificate,if required	<b>H</b>	Applicant Affidavit

Questions regarding this permit may be directed to Vicki Miller, Manager, Parking & Ground Transportation Operations at [vmiller@columbusairports.com](mailto:vmiller@columbusairports.com) or (614)239-3088.

**A Business and Contact Information**

Company Name (Legal business name)	
DBA/Trade Name (If different)	
Business Address	
City, State and Zip	
Mailing Address (If different)	
City, State and Zip	
Business Phone	
Business Website	

**Primary Contact Person**

Name/Title	
Email	
Phone/Fax	

**Secondary Contact Person**

Name/Title	
Email	
Phone/Fax	

**CRAA Website Listing**

Commercial Ground Transportation Permit-Holders may choose to have their company name and phone number listed on the FlyColumbus.com website at <https://flycolumbus.com/getting-to-from/shuttles-limos>. Please indicate below if you would like to participate. **Permit application must be submitted by November 30, 2022 to qualify for listing in 2023.**

List as Limo/Livery \_\_\_\_\_ List as Charter Bus \_\_\_\_\_ Do Not List \_\_\_\_\_

**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
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Commercial	_____ 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 Section 593 of the Columbus City Code.
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_____	Ambulette	Transportation service utilizing a vehicle registered as an ambulette for medical use.  *Certification by Ohio Medical Transportation Board must be <b>attached</b> .
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_____	Educational Institution	Transportation service operated by, and using vehicles owned or leased by an educational institution solely for students, staff or visitors of that institution.
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Charter	_____ Charter Bus	Transportation service of any type using a vehicle designed to carry 25 or more passengers.  <b>USDOT#</b> _____ <b>PUCO#</b> _____
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Courtesy	_____ 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.
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_____	Off-Site Parking	Transportation service provided by an off-site parking or rental car company that has an active operating agreement with CRAA.
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Special Event	_____ Special Event	Transportation provided by the organizer of a special event, where all transportation will occur during a period not to exceed 30 days.  <b>Transportation provided between these dates:</b> <b>Start</b> _____ <b>End</b> _____
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**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 Columbus Regional Airport Authority 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 Worker's 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 Worker's 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 Q2

\_\_\_\_\_ No - Skip to Q3

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

\_\_\_\_\_ Yes - Skip to Q4

\_\_\_\_\_ No, we only operate automobiles carrying fewer than 8 passengers - skip to Q8

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

\_\_\_\_\_ Yes - Skip to Q5

\_\_\_\_\_ No - Skip to Q7

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

\_\_\_\_\_ Yes - Proceed to Q5

\_\_\_\_\_ No, all such vehicles were purchased pre-owned - skip to Q8

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 Q6

\_\_\_\_\_ No, we only offer service in response to a demand by the customer - skip to Q7

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

\_\_\_\_\_ Yes - Skip to 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 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 proficiently assist people with disabilities (including sight, hearing and mobility disabilities)?

\_\_\_\_\_ Yes - Please attach a copy of your company's ADA policy outlining this training.

\_\_\_\_\_ 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.

\_\_\_\_\_ No - per FAA regulations, your permit will not be approved until this policy is provided.

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

The Federal Aviation Administration (FAA) requires that all airport services comply with the American Disabilities Act (ADA) to accommodate passengers with disabilities. This includes 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 and 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 the 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 if 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.



**G Credit Card Authorization**

To ensure prompt billing and accurate access charges, the below form will authorize John Glenn Columbus International Airport Parking and Ground Transportation Department to charge the primary credit card nightly, for all access charges to and from 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 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 our daily charges; please ensure 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	
DBA Name	
Address	
City, State, Zip	
Billing Contact/Title	
Email	
Phone/Fax	

**Office Use**

Permit Type	
Notes	

**Primary Credit Card**

Name on Card	
Card Number	
Expiration	CVV:
Card Type	

**Secondary Credit Card**

Name on Card	
Card Number	
Expiration	CVV:
Card Type	

Credit or debit cards only. Prepaid 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, \_\_\_\_\_ (Name of Signatory), am applying for a Ground Transportation Permit at John Glenn Columbus International Airport ("CMH") on behalf of \_\_\_\_\_ (Legal Name of Company), being duly sworn to law, do hereby certify as follows:

1. I am the \_\_\_\_\_ (Title), of \_\_\_\_\_ (Legal Name of Company, the "Applicant") and authorized to make this Affidavit on behalf of said organization; and
2. All vehicles to be utilized in service to or from CMH by the Applicant have been inspected pursuant to, and are in compliance with, all applicable state motor vehicle codes and those regulations promulgated pursuant thereto; and
3. All drivers to be utilized in Ground Transportation service by the Applicant are currently in possession of a valid operator's license for the type of vehicle operated and meet the requirements for operators of motor vehicles in Ohio and (if different) 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 Applicant agrees to comply with the terms and conditions of the Rules and Regulations of the Columbus Regional Airport Authority, as well as any subsequent changes or amendments thereto which are incorporated herein by reference and further agrees to operate within the scope of the Authority granted it by the Public Utilities Commission of Ohio, Interstate Commerce Commission, or the City of Columbus, as applicable; and
5. The Applicant, in its' operation at and use of Authority Airports, covenants that (i) 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 (ii) 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.
6. With respect to any license, permits or other covenants, the Authority shall have the right to terminate said licenses, permits or other authority in its sole descretion and without notice; and
7. To the fullest extent permitted by law, the Applicant shall indemnify, defend, and hold harmless the Authority, and its directors, officers, employees, agents, contractors, subcontractors, lessees, and sublessees ("the Indemnified Parties") from and against all liabilities, claims, costs, suits, demands, actions, damages, judgements, 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 any Ground Transportation Permit issued to the Applicant by the Authority, provided that such liabilities, claims, costs, suits, demands, actions, damages, judgements, 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 ommissions of the Applicant, anyone directly or indirectly employed by it, anyone it allows to act on its behalf including driving vehicles operating under the name of the Applicant, or anyone whose acts for whom it may be liable, regardless of whether or not such liabilities, claims, costs, suits, demands, actions, damages, judgements, fines, losses and expenses are caused in whole or in part by a party indemnified hereunder. Such obligation shall not be construed or negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to a party or person described herein.



The Applicant shall promptly reimburse the Authority, the other Indemnified Parties, 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, judgements, fines, losses and expenses, or incurred in enforcing the terms of the license, permit or this Affidavit. The indemnification obligations herein are not limited by a limitation on amount or type of damages, compensation or benefits payable by or for the Applicant under worker's 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 any Ground Transportation Permit issued by the Authority to the Applicant; and

8. Any vehicle decals issued by the Authority will be immediately and permanently attached to the rear window of the vehicle for which they are assigned and may not be transferred from the vehicle to which they are assigned. Decals are the sole property of the Authority and shall not 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 Applicant agrees to pay within thirty (30) days of the invoice date, any fees assessed by the Authority. The Applicant 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 Applicant to pre-pay for future activity at Authority facilities; and

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

\_\_\_\_\_ I acknowledge that the Applicant is a sole proprietorship, partnership, LLC operating as a sole partnership, or an LLC acting as a sole proprietorship, or an individual incorporated as a corporation, and that the Applicant has no employees and is not required to carry Worker's Compensation Insurance under Ohio Law;

**OR**

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

10. The above-named individual on behalf of the Applicant avers under the 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

## Commercial Ground Transportation Permit FAQ's

Application forms, maps and Rules & Regulations are available online at:  
<http://columbusairports.com/doing-business/ground-transportation-services/>

### Adding/Removing Vehicles

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

### 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 of temporary usage. Requests exceeding 30 days must be pre-approved by CRAA.

### Acord Certificate of Insurance/Worker's Compensation Certificate

All vendors are required to provide updated copies of their Acord Certificate of Insurance and their Worker's Compensation Certificate prior to the expiration date.

### Damaged, Lost or Stolen Decals

For damaged decals, mail or drop off the damaged decal and a new one will be issued. **CRAA WILL CHARGE A \$5.00 REPLACEMENT FEE.** If you sell a vehicle, the decal must be removed and returned to the airport.

### Billing Updates

Please direct all billing inquiries to Vicki Miller, Manager, Parking & Ground Transportation at 614.239.3088 or [vmiller@columbusairports.com](mailto:vmiller@columbusairports.com).

### 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 certification. **Commercial vendors are required to provide their drivers with maps of the commercial lane and departure area as well as the Authority Rules and Regulations including, but not limited to, Section 502.**

### 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 614-239-3088 if company ownership changes have occurred.