Key West
International Airport

Ground Transportation Resolution (GTR)

Section 1. Definitions

a. **Airport** means the Key West International Airport owned and operated by Monroe County.

b. **Airport Director** or Director means the County employee charged with managing the Airport or designee.

c. **Car Sharing Service** shall mean any social car sharing service or business in which customers rent vehicles directly from private owners.

d. **Charter Bus** means a motor vehicle that is operated on a regular scheduled route or is chartered for a specific prearranged purpose and is designed to transport more than fifteen persons, including the driver.

e. Commercial Activity shall mean the exchange, trading, buying, hiring, or selling of commodities, goods, information, services, or property of any kind, or any revenue producing activity on the Airport.

f. **Contract Vehicle For Hire (CVH)** means a vehicle engaged in the transportation of persons for compensation, rented or hired by prearranged contractual arrangement for specific passengers on an itinerary list, not capable of carrying more than fifteen passengers, including the driver. CVH shall not have a taximeter installed or engage in any transportation "on demand".

g. **County** means Monroe County, a political subdivision of the State of Florida governed by its Board of County Commissioners (BOCC).

h. **Courtesy Vehicle (CV)** means a vehicle carrying passengers with reservations at a hotel, motel, resort facility, marina, off-site rental company, or local attraction, without a fee charged to the passenger and is owned or leased by the hotel, motel, resort facility, marina, off-site rental company or local attraction. A courtesy vehicle shall not mean a vehicle owned by a transportation or tour company which itself is retained by the hotel, motel, resort facility, marina, off-site rental company or local attraction to perform a courtesy vehicle function.

i. **Delivery Vehicle** means a vehicle delivering goods or services to or from County personnel or tenants at the airport.

j. **Gross Revenues** means the total charges for time, mileage, any and all insurance coverage charged to the renter, any and all fees, plans, charges or surcharges of any kind whatsoever including but not limited to roadside service fees, road side service plans, drop off fees, fuel fees, received or receivable, whether by cash or credit, before any federal, state or local tax and after any discount specifically shown on the car rental agreement for the rental of all motor vehicles by the operator to customers picked up at

the airport for and in connection with the rental of a motor vehicle regardless of where the payment is made or where the vehicle is returned. It is the intent of the County that the definition of gross revenues be construed as broadly as permitted by law and that the only exclusions to the definition of gross revenues shall be state, federal and local taxes.

k. **License Holder** shall mean the individual, partnership, LLC or corporation that holds an occupational license that is properly licensed by the State, the County and the City of Key West if passengers and/or baggage are to be delivered within the city of Key West, for the provision of transportation services as a Charter Bus, Passenger Vehicle for Hire, Contract Vehicle for Hire, Courtesy Vehicle, or Transportation Network Company.

l. **Motor Vehicle** or vehicle shall mean any and all motor driven vehicles.

m. **Off-Site Vehicle Rental Courtesy Vehicle** shall mean a Courtesy Vehicle that provides transportation service to passengers obtaining vehicle rental services at a location other than the Airport.

n. **Operator** means that person actually driving a bus, courtesy vehicle, vehicle for hire, contract vehicle for hire, or delivery vehicle conducting commercial business at the Airport.

o. **Owner of a beneficial interest** means an individual, corporation, LLC or partnership that does not have title to a vehicle but has a right or rights in the vehicle that are normally considered an incident of ownership.

p. **Passenger Vehicle for Hire** shall mean a Taxicab.

q. **Permit** shall mean authorization by the Airport Director to operate at Airport via an Airport issued decal that is affixed to a License Holder's vehicle, or other Airport issued documentation showing evidence that the License Holder is in compliance with all State, County, Airport, and City of Key West (if applicable) regulations and has paid the appropriate fees.

r. **Person** shall mean any individual, partnership, LLC or corporation.

s. **Queuing Area** means that area of the Airport designated as the standing area for taxicabs, as set forth in “Exhibit A”.

t. **Solicit** or solicitation means to ask or advertise, through verbal request, by sign, or by mere physical presence, if a potential customer desires transportation.

u. **Standing** (or stand) shall mean temporary parking during which the driver remains with the vehicle.

v. **Transportation Network Company (TNC)** means a standalone digital network company. A TNC does not own, control, operate, direct, or manage the TNC vehicles or

TNC drivers that connect to its digital network, except where agreed to by written contract. A TNC offers a digital network that people use to summon an available driver who owns, leases or is otherwise authorized to use the vehicle in use and has contracted with the company to provide a ride.

Section 2. Exhibits

Exhibit A is a map depicting the various parking and standing areas at the Airport. Exhibit B contains the insurance requirements for the types of vehicles operating at the Airport under the terms of this Resolution. Exhibit C is a schedule of fees for commercial ground transportation providers. Exhibits A, B, and C are attached to this Resolution and made part of it.

Section 3. Permitting and Fees

A License Holder wishing to obtain an Airport permit or permit renewal must:

- Complete an Airport permit application form for their appropriate service which provides evidence that the applicant is in compliance with Airport, State, County and City laws, ordinances and resolutions that apply to the applicant's operation.

- Provide a copy of current certificate of insurance; vehicle registration; proof of County and City of Key West business tax receipts (if applicable); and a copy of current driver's license for each driver of the vehicle.

- Pay the fee described in the following subsections and Exhibit C of this Resolution.

However, no City permit, or license, is required for license holders who deliver passengers and/or baggage to destinations outside the City of Key West.

Airport permits shall be issued as daily or monthly permits to operate provided that all application and insurance requirements are complete and in effect for the period of time involved. Permit Fees listed in Exhibit C are due prior to providing service to Airport customers. Permit Fees can be paid at the Airport Administrative office Monday through Friday, 9:00 a.m. to 3:00 p.m. excluding County approved holidays. It shall be the responsibility of the ground transportation operator to ensure that a current permit is obtained during the aforementioned Airport Administrative office hours.

If the vehicle operator fails to comply with any applicable requirement of this Resolution, then the offending vehicle operator shall not provide any service at the airport until the permit fee has been paid and, if applicable, any other violation of this Resolution has been corrected.

The applicant must disclose on the application form the ownership of the vehicle for which the permit is sought. If the legal owner and the owner of a beneficial interest in the vehicle are different individuals, corporations, LLCs or partnerships, the applicant must list the legal owner(s) and the owner(s) of any beneficial interests. An owner that is a privately held corporation or LLC must list the officers and directors; an owner that is a partnership must list

the general partner(s); an owner who is an individual must disclose his or her legal name; an applicant doing business as (d.b.a.) must disclose the entity that is using the d.b.a.name.

The following permits are authorized to be issued by the Airport Director according to the operators proposed service.

a. Charter Bus (CB) operators who wish to stop, stand, park, load, or pick up passengers at the Airport must possess an Airport Charter Bus permit from the Airport Director for that privilege.

b. Contract Vehicle for Hire (CVH) operators who wish to stop, stand, park, load and pick up passengers at the Airport must possess an Airport Vehicle for Hire permit from the Airport Director.

c. Courtesy Vehicle (CV) except for Off-Site Vehicle Rental Courtesy Vehicles, who wish to stop, stand, park, load, or pick up passengers at the Airport must possess an Airport Courtesy Vehicle permit from the Airport Director for that privilege.

d. Passenger Vehicle for Hire (PVH) operators who wish to stop, stand, park, load and pick up passengers at the Airport must possess an Airport Vehicle for Hire permit from the Airport Director.

All permit decals issued must be affixed to the vehicle in the lower right front (passenger side) windshield. Expired permit decals must be removed from the vehicle. The Airport will not issue replacement permit decals for lost permit decals.

Car Sharing Service

Car Sharing Service operators who wish to stop, stand, park, load and pick up passengers at the Airport must establish a contractual agreement and fee, as described in Exhibit C, with the County prior to offering service at the Airport.

Car Sharing Service operators shall pay a fee based on a percentage of annual gross revenues at a rate described in Exhibit C of this Resolution for all rental contracts generated from vehicle exchanges occurring at the airport and shall be due and payable on the first day of the month following the generation of the rental contract.

Car Sharing Service operators shall maintain all books, records, and documents directly pertinent to the calculation of the annual gross revenue in accordance with generally accepted accounting principles consistently applied. The County or its designated representative and the Monroe County Clerk of Court or their designated representative shall have reasonable and timely access to such records. If an auditor employed by either the County or Clerk determines that the Car Sharing Service operator fails to remit the correct monthly payments as determined by the audit, the company shall repay the delinquent monies together with interest calculated pursuant to Sec. 55.03, FS, running from the date the monies were due to the County.

Transportation Network Company (TNC)

Transportation Network Company (TNC) operators who wish to stop, stand, park, load and pick up passengers at the Airport must establish a contractual agreement and fee, as described in Exhibit C, with the County prior to offering service at the Airport.

Off-Site Vehicle Rental Courtesy Vehicle,

Off-Site Vehicle Rental Courtesy Vehicle company, for any number of vehicles, shall pay a vehicle permit fee based on a percentage of annual gross revenues at a rate described in Exhibit C of this Resolution for all rental contracts generated from customers picked up at the airport and shall be due and payable on the first day of the month following the generation of the rental contract.

If the permit fee is not paid or if the company fails to comply with any other applicable requirement of this Resolution, then the offending Off-Site Vehicle Rental company shall not provide any service at the Airport until the permit fee has been paid and, if applicable, any other violation of this Resolution has been corrected.

Off-Site Vehicle Rental company shall maintain all books, records, and documents directly pertinent to the calculation of the annual gross revenue in accordance with generally accepted accounting principles consistently applied. The County or its designated representative and the Monroe County Clerk of Court or their designated representative shall have reasonable and timely access to such records. If an auditor employed by either the County or Clerk determines that the Off-Site Vehicle Rental company fails to remit the correct monthly payments as determined by the audit, the company shall repay the delinquent monies together with interest calculated pursuant to Sec. 55.03, FS, running from the date the monies were due to the County.

Temporary Permits

Temporary permits may be issued to a License Holder on a per day per vehicle basis. An applicant for a temporary permit must fill out the appropriate permit form required by the Airport Director, meet all License Holder applicant requirements, and pay the fee described in Exhibit C of this Resolution.

Section 4. Unpermitted Operators

Commercial ground transportation providers without an Airport permit may unload passengers at the Airport departures terminal curbside area designated for general unloading. Unpermitted operators are prohibited from loading, picking up, or soliciting passengers anywhere at the Airport.

Section 5. Parking and Standing of Vehicles

Exhibit “A” identifies different areas on the Airport for the parking and standing of vehicles. Commercial drop-off is permitted at the departures terminal curbside for departing passengers.

Commercial drop-off is permitted at the arrivals terminal curbside only for passengers requiring rental car service counters. Members of the public may load, pickup, and unload passengers at the arrivals and departures terminal curbside or as directed by Airport personnel.

Designated Parking Areas

There shall be nineteen (19) spaces allotted for Passenger Vehicle for Hire; and (11) spaces allotted to all other commercial vehicles including Charter Bus, Courtesy Vehicles, and Contract Vehicles for Hire. Parking areas designated for Delivery Vehicles are depicted on Exhibit A. However, the Airport Director may make other areas available for use by commercial Delivery Vehicles and Charter Buses. All operators must remain with their vehicle, at all times, unless otherwise permitted in this document.

Standing

Operators of the following, whose driver has a manifest for a particular pickup may park or stand in the appropriate area for their operation as designated on Exhibit A.

- Passenger Vehicle for Hire
- Contract Vehicle for Hire
- Courtesy Vehicle
- Charter Bus
- Delivery Vehicle

Additionally, operators of the following, whose driver has a manifest for a particular pickup may enter the terminal arrivals area to meet their passengers.

- Passenger Vehicle for Hire
- Contract Vehicle for Hire
- Courtesy Vehicle

When entering the terminal arrivals area, operators may temporarily park their vehicle In the designated parking area for a period not to exceed 20 minutes. These operators shall display signs identifying themselves or identifying the passengers they are seeking.

Operators with a manifest or their agents, employees, or accompanying personnel or other person, shall not solicit business in any manner whatsoever anywhere at the Airport and shall not accept for transport any individual without a reservation or a reservation request at the hotel, motel, resort facility or vehicle rental agency for which the courtesy vehicle provides transportation. Upon request of the Airport Director, or designee, the operator of a courtesy vehicle, or accompanying personnel, shall furnish the Director or his designee with the names of its customers as may be necessary to determine compliance with this subsection.

Section 6. Passenger Vehicle for Hire

The following shall constitute the standards governing the conduct of operations for taxicabs operating at the Airport:

a. The Airport Director shall establish a first-in, first-out system for taxicabs (passenger vehicles for hire). There shall be a nineteen (19) space waiting area outside the arrivals terminal, together known as the Queuing Area, designated exclusively for taxicab parking. The Queuing Area is specifically described in 'Exhibit A." as Taxicab Parking. All operators in Queuing Area spaces 1 through 6 shall remain with their vehicles unless the operator is actively engaged in assisting a passenger, only operators in spaces 1 through 3 will be allowed to load passengers into their vehicles. All operators in Queuing Area spaces 7 through 19 shall remain with their vehicles unless they are using the airport restroom facilities. If an operator leaves his or her vehicle for any reason at the time a fare is available, then the operator forfeits their right to the fare.

b. When the first operator in line in the Queuing Area obtains a fare, the next operator(s) shall move up in line. Jumping the waiting line or taking fares out of turn is not allowed.

c. Operators shall only load one fare at a time and shall immediately depart the airport to provide transportation service for the fare paying passenger(s). Operators may not re-enter the queuing area with a passenger in the cab.

d. Operators may not refuse a fare.

e. Taxicabs picking up lost baggage by previous arrangement with an airline may park in the area allotted to Delivery Vehicles. In this circumstance, no soliciting or acceptance of other fares is allowed.

f. If a group request for transportation to the first driver in line exceeds the capability of that vehicle, the request shall be referred to the next driver in line that can accommodate the group, or the group may be broken into smaller groups with the permission of the passengers.

g. There shall be no shouting to or soliciting of passengers.

h. No obscene language or rowdy or boisterous behavior by operators shall be allowed.

i. When unloading passengers, an operator shall park the vehicles at the curb. No double parking or parking in pedestrian crosswalks shall be allowed.

j. No double parking is allowed for cabs waiting to move into a taxicab parking spot.

k. If an operator discovers or witnesses an alleged or suspected rule violation, he or she shall submit a written letter or email to Airport Security within 48 hours.

l. While operators are expected to make best efforts to police themselves, they are subject to the direction of any on-site representative of the Monroe County Sheriff's Department

or of the Key West International Airport.

m. Operators shall ensure their taxicab vehicles are clearly marked and identified with the taxicab company in a conspicuous location. Taxicab information shall match the information on record in the Airport Administration Office for the company holding the current GTR permit.

n. All operators shall wear at least one item of clothing or badge identification that clearly identifies them as an operator of the cab company for which they are working for at that moment and thus providing a commercial service at the airport for.

o. All operators shall have a fully operating taximeter system in compliance with County, City, and State requirements when providing commercial service at the airport, if an operator's taximeter system is not functioning, the operator shall not provide service from the queuing area.

p. All operators shall have a fully operating credit card system when providing commercial service at the airport, if an operator's credit card system is not functioning, the operator shall not provide service from the queuing area.

q. In the event that a customer calls an individual taxicab operator to request pick up at the Airport, the operator may pick up that customer at the appropriate area as set forth in Section 7.

Section 7. Violations

All operators of vehicles engaged in commercial activity at the Airport shall comply with this Resolution.

A FIRST offense by an operator shall result in the offending operator being banned from operating on the Airport property for a period of up to three (3) consecutive calendar days. An operator so banned shall not be allowed to conduct commercial activity of any kind including pick up or drop off of passengers. The ban shall not apply to the operator's use of the airport for the operator's personal travel. The Monroe County Sheriff's Office shall prepare a report which shall be provided to the Airport Director detailing the date, time and place of the offense. The Airport Director shall issue written notification to the offending operator informing the operator that they have committed their first offense to the Airport's Ground Transportation Resolution. A copy of the written notification shall also be provided to the License Holder of the vehicle.

A SECOND offense by an operator within a 12-month period of the first offense, shall result in the offending operator being banned from operating on the Airport property for a period of up to fourteen (14) consecutive calendar days. An operator so banned shall not be allowed to conduct commercial activity of any kind including pick up or drop off of passengers. The ban shall not apply to the operator's use of the airport for the operator's personal travel. The Monroe County Sheriffs Office shall prepare a report which shall be provided to the Airport Director detailing

the date, time and place of the offense as well as all previous offenses. The Airport Director shall issue written notification to the offending driver informing the driver that their privilege to operate at the Airport has been suspended and the effective dates of the suspension. A copy of the written notification shall be provided to the License Holder.

A THIRD offense by an operator within a 12-month period of the second offense shall result in the subject having their privilege to operate at the airport revoked immediately. The Airport Director shall issue a written notice to the offending operator informing the offending operator of the immediate revocation of operating privileges at the Airport. An operator so banned shall not be allowed to conduct commercial activity of any kind including pick up or drop off of passengers. The ban shall not apply to the operator's use of the airport for the operator's personal travel. The offending operator can petition, in the form of a letter, for reinstatement of his privileges to operate at the Airport upon the expiration of ninety (90) calendar days from the effective date of revocation of operating privileges. A copy of the written notification shall be provided to the License Holder.

The Airport Director, or designee, may request the Monroe County Sheriffs Office issue a trespass warning to any operator whose privileges to operate at the Airport has been suspended. Any operator who has been issued a trespass warning by the Monroe County Sheriffs Office and returns to the Airport property during the term of the suspension will be subject to arrest Under F.S. 810.09.

An operator cited under subsection b), c) or d) above, may appeal in writing to the Airport Director within 7 calendar days of the written notification of the penalty. The Airport Director or designee shall review the written appeal and may hold a hearing on the appeal within 7 days (holidays and weekends excluded) of receipt of the appeal. Any penalty imposed pursuant to subsection c) or d) above shall remain in force during the pendency of the appeal. All appeals shall be informal in nature and strict rules of evidence shall not apply.

Any written appeal submitted later than 7 calendar days of the written notification of the offense shall not be considered.

Section 8. Authority

The Airport Director shall have the authority to make adjustments to the ground transportation system without obtaining an amendment to this Resolution. This authority is delegated in consideration of the harmonious operation of the Airport. The Airport Director shall consult with those entities that provide transportation services at the Airport before implementing changes to the plan. Any such changes shall be in writing and affixed to this Resolution in the files of the County Clerk.

EXHIBIT A

GTR – Airport Parking & Standing Layout

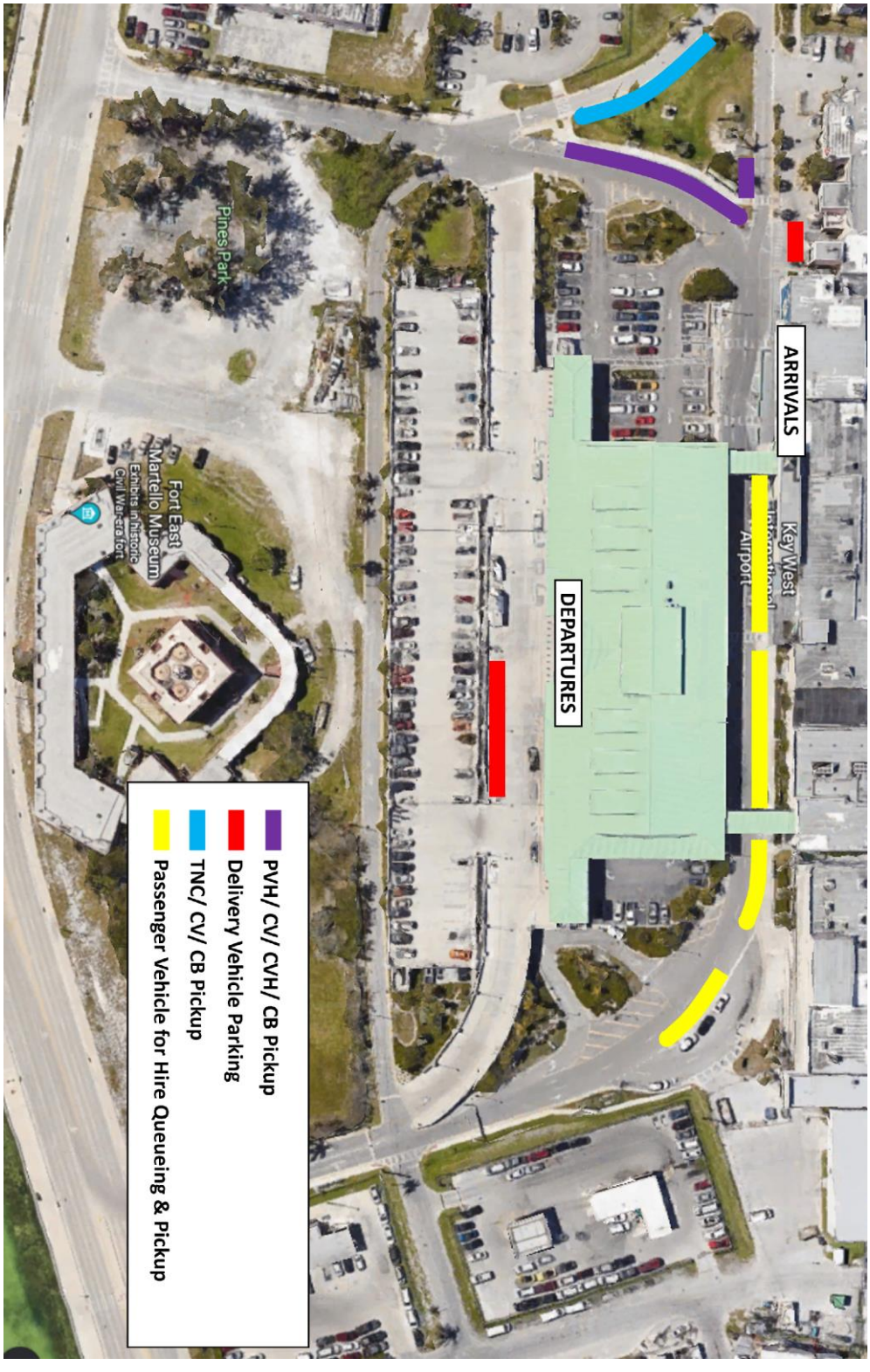

EXHIBIT B
Insurance Requirements

The insurance requirements for vehicles providing ground transportation at Key West International Airport shall be as set forth in this Exhibit. Applicants applying for a permit discussed in Section 4 of this Resolution must provide proof of insurance at least once every six (6) months or as requested by Airport Management. This proof of insurance should be in a form of a Certificate of Insurance issued by a licensed agent for the State of Florida. This certificate should be an original. In the description of operations section, it should clearly state that this is a public livery policy where the insured charges a fee. If the vehicle were a courtesy vehicle, this would not apply. Additionally, at least once per year, applicants will be required to execute the "Indemnification and Hold Harmless" form contained in this Exhibit.

Vehicle Liability Insurance Requirements

Recognizing that the work governed by this contract requires the use of vehicles, the Contractor, prior to the commencement of work, shall obtain Vehicle Liability Insurance, Coverage shall be maintained throughout the life of the contract and include, as a minimum, liability coverage for:

*Owned, Non-Owned, and Hired Vehicles

The minimum limits acceptable shall be:

$300,000 Combined Single Limit (CSL)

If split limits are provided, the minimum limits acceptable shall be:

$125,000 per Person
$250,000 per Occurrence
$ 50,000 Property Damage

The Monroe County Board of County Commissioners shall be named as Additional Insured on all policies issued to satisfy the above requirements.

Administration Instruction **VL2**

EXHIBIT C
Rate Schedule

Vehicle Type	*Daily*	*Monthly*	*Other*
Car Sharing Service*	n/a	n/a	10%
Charter Bus	$10.00	$200.00	n/a
Contract Vehicle for Hire	$10.00	$200.00	n/a
Courtesy Vehicle	$10.00	$400.00	n/a
Delivery Vehicle	n/a	n/a	n/a
Off-Site Vehicle Rental Courtesy Vehicle	n/a	n/a	10%
Passenger Vehicle for Hire	$10.00	$200.00	n/a
Transportation Network Company (TNC)*	n/a	n/a	$3.50/ pick up

*Car Sharing Service and TNC operators require Monroe County BOCC approved contractual agreement to operate at the Key West International Airport.