

September 24, 2019

RE: Pre-arranged ground transportation operating at the Punta Gorda Airport

To whom it may concern,

All Taxi / Limousine / Shuttle services conducting pre-arranged ground transportation services must have a CCAA Permit Sticker to operate at PGD.

Details are listed below:

- There is a \$100.00 per vehicle annual fee.
- The cost for each CCAA permit sticker is \$20.00 per vehicle.
- Taxis will stage only in the designated 'Taxi-Cab Staging Area' the lot across the Administration Building.
- Taxis may only pick up at the terminal curb when the customer is physically at the curb, no waiting is permitted at the terminal curb.
- Use of Short-Term parking lot is not permitted
- Your company name and contact information will be added to our website as a pre-arranged operator.

This letter shall also serve as notice that as of October 1st, 2019, you will not be able to operate with an Airport Access Card at the Punta Gorda Airport. You will need to complete a new application and bring that to the administration office along with the following:

- Payment
- Copies of your Business License
- Copies of County Vehicle Permits
- Copies of County Driver Permits
- Copy of Driver's License
- Copy of current insurance certificate naming CCAA (Charlotte County Airport Authority) as additional insured.

Thank you for your interest in serving the Punta Gorda Airport.
Charlotte County Airport Authority (CCAA) Administration

TAXICAB/LIMO PERMIT CHECKLIST RQUIREMENTS

- Application signed and notarized
- Certificate of liability insurance with Charlotte County Airport Authority listed as the Additionally Insured
- Charlotte County Licensing Professional Vehicle for Hire/Taxi Permit (see link below)
- Charlotte County Licensing Professional Vehicle for Hire/Taxi Drivers Permit (see link below)
- <https://www.charlottecountyfl.gov/services/buildingconstruction/Documents/TaxiDriverVehicleForHirePacketRev07.02.2014.pdf>
- Drivers License
- Charlotte County Business License
(<http://taxcollector.charlottecountyfl.gov/business-tax>)
- Annual Payment of \$100 per vehicle and Annual Permit fee of \$20 per vehicle by check made payable to Charlotte County Airport Authority (CCAA)
- Must renew on or before September 30 every year (Contracts run 10/1 to 9/30)
- Solicitation not allowed



**CHARLOTTE COUNTY AIRPORT AUTHORITY
PRE-ARRANGED TAXI-CAB/LIMOUSINE APPLICATION**

For The Operation of Taxi-cabs/Limousines At The
Punta Gorda Airport

Name of Applicant: _____

- Individual
- Partnership (name State of formation: _____)
- Corporation (name State of Incorporation: _____)

Trade Name _____

Business Address: _____

Telephone: _____ Fax: _____ Email: _____

The undersigned ("Applicant"), as the owner or lessee of the following vehicle(s), requests a Taxi-cab/Limousine Permit Sticker from the Charlotte County Airport Authority ("Authority") to operate said vehicle(s) as taxi-cabs/limousine(s) at the Charlotte County Airport ("Airport"):

<u>Year/Make</u>	<u>Model</u>	<u>State License Plate #'s</u>	<u>Decal #</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(ATTACH SEPARATE SHEET FOR ADDITIONAL VEHICLES)

As a condition of the issuance of a Permit Sticker, the undersigned Applicant agrees to comply with the following conditions. Violation of any condition is grounds for immediate revocation of this access. This Permit Sticker will allow Applicant the privilege of utilizing the above-listed vehicles at the Airport to pick-up passengers.

1. Requested additions or deletions to the vehicle list must be made to the Authority in advance and in writing. Operation on the Airport of a vehicle not listed above or approved in writing by the Authority for addition to this access, may result in immediate revocation of this access.
2. Each vehicle must be covered by valid comprehensive general liability and automobile liability insurance policies covering all owned, non-owned and hired vehicles, in an amount equal to or greater than \$100,000.00 for bodily injury to any one person, \$300,000.00 for injuries to more than one person which are sustained in the same accident, and \$100,000.00 for property damage sustained in one accident. Said insurance shall name the Charlotte County Airport Authority as a certificate holder and provide for thirty (30) days advance written notice to Authority of any material change or cancellation. Said insurance shall name CCAA as additional insured on the Insurance Certificate. Certificates evidencing same shall be attached to this form.
3. Applicant will pay the Authority a \$100.00 per vehicle fee for the Permit. Along with a \$20.00 fee for each Permit Sticker. There will be Permit Sticker assigned to each vehicle. An
4. Applicant certifies that each driver has gone through a background check (copy attached) and the company owner/manager applying for this access will sign and turn in to the Charlotte County Airport Authority the

attached affidavit of background check. Applicant shall verify at least every twelve months thereafter that each driver has not been found guilty or convicted of any crime listed.

5. Each company is responsible for insuring that its drivers and other representatives are aware of and comply with all of the Airport rules.
6. Each vehicle will be operated in accordance with the laws of the State of Florida, Charlotte County Ordinances, and all rules, regulations, ordinances, resolutions, and directives of the Authority or its authorized representatives. Each vehicle and each driver shall have a current Charlotte County vehicle and driver access.
7. Each company shall have a current Charlotte County Business License and abide by the Charlotte County Taxicab Ordinance No. 97
8. Taxis will stage only in the designated "Taxi-Cab Staging Areas" as depicted on attached maps".
9. Taxis may only pick up at the terminal curb when the customer is physically at the curb, no waiting is permitted at the terminal curb.
10. Use of the Short-Term parking lot is not permitted.
11. No person on the grounds of race, color, age, religion, sex, national origin, or handicap will be excluded from participation in or denied the use or benefits or otherwise be subjected to discrimination.
12. The Airport will be used in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation Effectuation of Title VI of the Civil Rights Act of 1964, as may be amended.
13. If the airport receives 3 or more complaints against the driver, their Permit may be revoked at the discretion of the airport.
14. This Permit Application will be valid only if signed by the Authority's Chief Executive Officer (CEO) or his/her designee. The term of this access card is one (1) year from the effective date set forth below, unless a different expiration date is listed, or unless terminated sooner by revocation or by voluntary surrender.
15. This is for a revocable permit. The Permit may be revoked or otherwise terminated without notice and with or without cause at the absolute discretion of the Authority.

APPLICANT

By: _____(Name)

_____(Title)

_____(Date)

Approved by

CHARLOTTE COUNTY AIRPORT AUTHORITY

BY: _____ (Name)

_____(Title)

_____(Date)

Effective Date: _____

Expiration Date: _____

Please send applications back to: Charlotte County Airport Authority, Airport Operations, 28000 Airport Road A-1, Punta Gorda, FL 33982 or fax to 941-639-4792.

COMPANY AFFIDAVIT OF DRIVER'S BACKGROUND CHECK

BEFORE ME, appeared the undersigned affiant who being duly sworn upon his or her oath deposes and states that:

- 1) The Affiant, _____, manages drivers of a vehicle that works as a shuttle service to/from the Airport with _____, who will be the access holder.
- 2) The Affiant is submitting this affidavit as a condition precedent for the access holder to verify that the Affiant's drivers have not been found guilty or convicted, regardless of adjudication, of any of the following crimes within the then past three years:
 - a) Murder, manslaughter, armed robbery, assault with a deadly weapon, or aggravated assault;
 - b) Any crime involving the sale or possession of any controlled substance as defined by §893.03, Florida Statutes;
 - c) The Florida RICO Act §§895.01 through 895.06, Florida Statutes;
 - d) Driving while intoxicated or under the influence of drugs or any other alcohol or drug related offense;
 - e) Vehicular manslaughter;
 - f) Reckless driving;
 - g) Exposure of the sexual organs or any crime defined under Ch. 796, Florida Statutes, pertaining to prostitution.
- 3) Affiant agrees that if he or she or any of the company drivers are convicted of any of the aforesaid crimes within the next twelve months of the date of this affidavit, he or she will notify the access holder and will not allow the operation of any vehicle under his authority on Charlotte County Airport Authority property.
- 4) Affiant shall comply with and abide by all terms, provisions and conditions of the Charlotte County Airport Authority Ground Transportation Policy and amendments thereto.

FURTHER AFFIANT SAYETH NAUGHT.

BY: _____

STATE OF FLORIDA) ss:
COUNTY OF CHARLOTTE)

BEFORE ME, the undersigned authority, personally appeared _____, who is known to me personally (or provided proof of identification) in the form of a driver's license # _____ and upon being first sworn acknowledged that he/she executed the foregoing document freely and voluntarily and for the purpose therein expressed.

WITNESS my hand and official seal in the County and State last aforesaid this _____ day of _____, 20 ____.
