



## EXHIBIT C

# GROUND TRANSPORTATION OPERATING RULES & REGULATIONS Dated August 28, 2017

### Section 1 Introduction

The Sarasota Manatee Airport Authority has established Ground Transportation Operating Rules and Regulations (hereafter Rules and Regulations) for all Commercial Vehicle and Transportation Network companies operating at the Sarasota Bradenton International Airport. These Rules and Regulations are to ensure the most fair and consistent ground transportation service. It will provide the public with the safest and most convenient passenger movement.

All Commercial Vehicle and Transportation Network operators shall abide by these Rules and Regulations. Under the powers granted by Chapter 2003-309, Laws of Florida as amended, Commercial Vehicle and transportation network operators and drivers are subject to on site supervision and direction by any personnel so designated by the Authority or its authorized representative as set forth in these Rules and Regulations. Any person who violates these Rules and Regulations will, at the discretion of the Authority or its authorized representative, be denied use of the Airport and its facilities.

The Authority reserves the right to change these Rules and Regulations at any time, for any reason and in any respect. Commercial Vehicle and transportation network operators will be notified of any changes in these Rules and Regulations by the issuance of either revised pages of this document or separate directives.

Any regulations or parts of regulations specifically relating to Commercial Vehicles or Transportation Network vehicles at the Airport that are in conflict with these regulations, are hereby superseded by these regulations, but only to the extent of the conflict.

These Rules and Regulations are enacted under the powers of Chapter 2003-309, Laws of Florida as amended, and in accordance with the requirements of Florida Statute § 627.748 governing transportation network companies and differentiating them from other common carriers.

### Section 2 Definitions

Unless specifically defined otherwise herein, or unless a different meaning is apparent from the context, the terms used in these Rules and Regulations shall have the following definitions:

**Airport** - shall mean Sarasota Bradenton International Airport, located in Sarasota and Manatee Counties, Florida.

**Airport Circle** - shall mean the roadway circling the public parking lots and passing in front of the terminal building.

**Authority** - shall mean the Sarasota Manatee Airport Authority, a special district created by the Legislature of the State of Florida, pursuant to Chapter 2003-309, Laws of Florida as amended, which owns and operates the Airport

**Arrival Flight Time** - The actual time the flight lands at the Airport.

**Arriving Passenger** - shall mean any person who arrives at the Airport by way of a flight.

**Commercial Vehicle** - shall mean all vehicles where compensation from the passenger or the expectation of compensation or tip from the passenger, is provided in exchange for transportation. Commercial Vehicles for hire include:

- Courtesy vehicles provided at no charge by hotels, motels, rental car companies, etc. for the convenience of their patrons.
  - Baggage Delivery Service: vehicles used for the exclusive purpose of carrying baggage to/from the airport; no passengers may be carried.
  - Buses: vehicles over 25 feet, seating capacity of more than 15.
  - Limousines and Sedans: non metered vehicle, less than 25 feet in length, seating capacity of 14 or less.
  - Taxicabs: fares determined by meter, less than 25 feet in length, seating capacity of 6 or less.
  - Vans/Shuttles: non metered vehicle, less than 25 feet in length, seating capacity of 15 or less, used for single or multi-passenger pickups for one or more destinations.
- Under Florida Statutes § 627.748, this definition of Commercial Vehicle does not include:
- Transportation Network Companies (TNC's): personal vehicles operated by drivers partnered with a TNC.

**Commercial Vehicle Queuing Area** - shall mean the three lanes on the West end of the terminal building which are specifically designated for passenger pick up by Commercial Vehicles except for TNC's.

**Cruising** - shall mean the repetitive circling of the airport access roads for advertisement or to attract potential unauthorized pickups.

**Departing Passenger** - shall mean any person who is leaving the Airport by way of a flight.

**Driver** - shall mean any person who drives or is in actual physical control of a vehicle on a roadway, parking lot or any other location on Airport property; or one who is exercising control of a vehicle or steering a vehicle being towed by another motor vehicle.

**Flight** – shall mean a trip made by or in an airplane.

**Ground Transportation Permit** - shall mean an authorization by the Authority or its representative to conduct commercial ground transportation activities at the Airport. TNCs are not required to obtain a Ground Transportation Permit.

**Ground Transportation Operating Rules and Regulations** - shall mean all procedures, rules, and regulations established by the Authority or its representative, relating to commercial ground transportation activities.

**Non-Tenant Car Rental** - shall mean any individual or company engaged in the business of renting or leasing passenger vehicles to passengers using the Airport that does not have a tenant concession agreement in effect with the Authority. The operation of shuttle vehicles shall be governed by these Rules and Regulations; however, non-tenant car rental organizations must also comply with all provisions of the Non Tenant Rental Car Business Permit.

**One-time Pickup Authorization** – shall mean an authorization by the Authority or its representative for Operators not regularly operating at the Airport to pick up pre-arranged passengers on a one-time basis on a specified date.

**Operator** - shall mean any company or person engaged in any type of commercial ground transportation service, except for TNCs.

**Park** - shall mean to put or leave or let a motor vehicle stand or stop in any location, whether the driver thereof leaves or remains in the vehicle.

**Permit Sticker** - shall mean an Authority approved sticker to be affixed to a vehicle. This sticker shall have a number and permit year printed on it.

**Solicitation or "to solicit"** - shall mean to directly or indirectly, actively or passively, openly or subtly, ask, request, seek, or try to obtain the purchase, sale, lease or exchange of goods or services, professional or otherwise, or to induce the public to enter into any obligation relating to such property or services, or any form of paid advertising.

**Transportation Network Company (TNC)** – shall mean an entity operating in Florida pursuant to Florida Statutes § 627.748 using a digital network to connect a rider to a TNC driver, who provides prearranged rides. A TNC is not a taxicab association or for-hire vehicle owner. An individual, corporation, partnership, sole proprietorship, or other entity that arranges medical transportation for individuals qualifying for Medicaid or Medicare pursuant to a contract with the state or a managed care organization is not a TNC. This definition shall also include “TNC drivers,” as that term is defined in Florida Statutes § 627.748.

### **Section 3** **Operating Rules And Regulations**

#### **3.1 Conditions Of Commercial Vehicles And Drivers**

- 3.1.1 All Commercial Vehicles serving the Airport shall be of high quality, ten (10) years in age or newer, properly maintained in an excellent state of repair and operated in a clean, safe, and businesslike manner as determined by the Authority or its authorized representative. Vehicles older than ten (10) years and in excellent condition may apply for a temporary one (1) year waiver of restriction, which may be provided at the sole discretion of the Authority after a physical inspection by Properties Dept. staff.
- 3.1.2 All Commercial Vehicles shall be properly identifiable with company name and/or logo on the outside of the vehicle to enable passengers to identify the company name. Posting of company name and/or logo on license plates or in other discrete locations is acceptable.
- 3.1.3 All Commercial Vehicles shall be validly registered with the Florida Department of Motor Vehicles.
- 3.1.4 All drivers operating Commercial Vehicles at the Airport shall be clean and neat in their personal appearance and shall be courteous to passengers loading or unloading at the Airport.
- 3.1.5 All personnel of the Operator shall be properly licensed and adequately trained.
- 3.1.6 The Operator shall provide the Authority with adequate evidence of the fact that it carries Automobile Liability insurance with a reputable insurance company or companies in such amounts as are required for valid operation under all state or local laws or under permit with Authority, with specific coverage or endorsement making such insurance applicable to its operations at the Airport. A certificate of insurance or other verification of vehicle insurance must be carried within the vehicle and produced upon request.
- 3.1.7 Vehicle insurance shall cover all automobiles owned, leased, hired, rented, borrowed or otherwise used by or on behalf of the Operator and an endorsement shall require that the Authority be named as additional insured and the Authority shall be notified thirty (30) days prior to cancellation or non-renewal of said endorsement.
- 3.1.8 Failure to abide by the above regulations may result in driver’s Airport operating privileges being revoked at the discretion of the Authority or its authorized representative.

#### **3.2 Regulations And Licenses – Commercial Vehicles**

- 3.2.1 The Operator shall comply with all applicable local, state and federal laws and regulations and to abide by the rules and regulations of the Authority now in effect, or that may be promulgated from time to time, including but not limited to the utilization of Commercial Vehicle queuing areas, and other such traffic control arrangements as designated by the Authority. The Operator will provide the Authority with current copies of all applicable licenses from state or local authorities for areas the Operator proposes to serve.
- 3.2.2 The Operator shall secure and pay the costs of all required licenses, supplementary equipment, permits, and franchises, both of its employees and vehicles. The Operator will pay all taxes, fees,

licenses, and moneys required by the Federal, state, or local governments for its operations at the Airport.

- 3.2.3 The Operator shall maintain and operate its service in compliance with all requirements imposed pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, and Part 21 Nondiscrimination in Federally Assisted Programs of the Department of Transportation-Effectuation of Title 6 of the Civil Rights Act of 1964, as said regulations may be amended.

### **3.3 Access And Parking – Commercial Vehicles**

- 3.3.1 Commercial Vehicles may use those lanes of Airport Circle that are closest to the main terminal building for departing passengers only. Commercial Vehicles stopping at the curbside of the Airport's terminal building shall be restricted specifically to active unloading of passengers and their baggage. No pickup or parking shall be allowed in this area. Baggage delivery service vehicles must use the Commercial Vehicle queuing area for both loading and unloading baggage. Commercial Vehicles in violation of this rule may be cited and towed away in accordance with Florida State Statute 316-1945. Commercial Vehicles not having a Ground Transportation Permit with the Authority are authorized to enter Airport property only to discharge passengers in accordance with this paragraph.
- 3.3.2 All Commercial Vehicles desiring to pick up passengers must obtain a Ground Transportation Permit and display the Authority approved permit sticker in the lower left corner of the front windshield for access to the commercial queuing area (County Transit Authority buses are exempt from this requirement). Authorized Commercial Vehicles entering the Airport without passengers shall access the Commercial Vehicle queuing area via the outside lane of Airport Circle or from US Highway 41/General Spatz.
- 3.3.3 Passenger pickup by Commercial Vehicles is permitted only in the Commercial Vehicle queuing area. Pickups by Operators other than Taxicab Concession Operator may be made on a prearranged basis only. Pickups of celebrities and politicians who wish to remain anonymous may be arranged by contacting the Airport Police in advance of the date of the pickup.
- 3.3.4 Commercial Vehicles not regularly operating at the Airport that have a pre-arranged passenger pick up scheduled on a specified date may request a One Time Pickup Authorization for a one-time fee of \$35.00. This authorization must be requested in advance of the pickup date and evidence of insurance must be provided by the Operator. Sedans and limousines must use the paid parking lot and charter/tour buses must use lane 3 of the queuing area. If passenger pickups become regular, a Ground Transportation Permit will be required.
- 3.3.5 Parking in the Commercial Vehicle queuing area is designated as follows:
- Lane 1 - Taxicab Concession Operator Only;
  - Lane 2 – Commercial Vehicles other than buses and TNC's;
  - Lane 3 – Buses Only (vehicles over 25 feet, carrying more than 15 passengers).
- 3.3.6 Authorized Commercial Vehicles shall only enter the Commercial Vehicle queuing area for the purpose of loading customers or passengers.
- 3.3.7 Parking in lanes 2 and 3 of the Commercial Vehicle queuing area shall be limited to 30 minutes.
- 3.3.8 Vehicles may not be left unattended in the Commercial Vehicle queuing area unless the driver contacts the Airport Police Department to inspect their vehicle. Upon clearance by the police officer, the driver may enter the airport terminal to meet arriving passengers at the designated

area near the down escalator. Drivers may hold a small sign (no more than 8 1/2" x 11") with the prearranged passenger's name.

### **3.4 Miscellaneous Provisions – Commercial Vehicles**

- 3.4.1 The Operator shall repair promptly, and at no cost to the Authority, any damages to property of the Authority which have been caused by the Operator or its representatives.
- 3.4.2 No signs (except as designated in Section 3.3.8), posters or similar devices shall be erected, displayed, or maintained by the Operator on Airport premises without prior written approval of the Authority or its authorized representative.
- 3.4.3 The Operator's unauthorized solicitation of business in any manner whatsoever upon Airport property is strictly prohibited. Cruising by Commercial Vehicles is specifically prohibited.
- 3.4.4 The Authority or its representatives shall have the right to restrict drivers of Commercial Vehicles who do not comply with these Rules and Regulations or any applicable statutes, ordinances, rules, or regulations from operating at the Airport.
- 3.4.5 Airport Police have the authority to cite unauthorized Commercial Vehicles.
- 3.4.6 Special events (tours, etc.) should be coordinated through the Properties Department.
- 3.4.7 The Operator shall not cause or permit to occur upon any portion of the Airport any illegal waste, any public or private nuisance, or any other act or thing which may disturb the quiet enjoyment of any other tenant, licensee, invitee, or person using or occupying any portion of the Airport.
- 3.4.8 Ground Transportation Permits are personal to permittee and permittee may not assign, transfer, license, convey, or sell their permit, or any rights of permittee provided by that permit, whether voluntarily or by operation of law, without the prior written approval of Authority.

### **3.5 TNC Provisions**

- 3.5.1 TNCs may load passengers only in the TNC loading area specifically designated by Authority signage.
- 3.5.2 Prior to picking up passengers, TNCs may park only in TNC parking areas specifically designated by Authority signage.
- 3.5.3 TNCs shall pay a pick-up fee for the passengers that are picked up by TNCs at the Airport. The amount of this fee may be adjusted from time to time, and shall be set by Authority resolution. TNCs may contact the Authority to ascertain the amount of the current fee.
- 3.5.4 TNCs shall comply with any and all requirements imposed by applicable law, including those found in Section 627.748, Florida Statutes.
- 3.5.5 The Authority or its representatives reserves the right to restrict TNC drivers who do not comply with these Rules and Regulations or any applicable statutes, ordinances, rules, or regulations from operating at the Airport.
- 3.5.6 Unauthorized solicitation of business in any manner whatsoever by TNCs upon Airport property is strictly prohibited. Cruising by TNCs is specifically prohibited.