

# Commercial Ground Transportation Policy

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**Policy #61-003**

**Effective: September 01, 2023**

Nashville International Airport  
140 BNA Park Drive, Suite 520  
Nashville, TN 37214

**BNA**<sup>®</sup>

# Commercial Ground Transportation Policy

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Effective: September 01, 2023

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## SECTION I

### INTRODUCTION AND OBJECTIVES

Enactment of reasonable standards, regulations, procedures and fees for conducting commercial ground transportation operations at the Nashville International Airport helps promote the safe and efficient use of limited airport facilities, including alleviation of congestion on airport roadways and terminal curbsides; the preservation and generation of revenues needed for airport development, maintenance, and operations; and the development of reliable and convenient ground transportation options for the traveling and shipping public.

Under federal airport grant assurances, the Authority is obligated to establish a fee and rental structure designed to make the Airport as self-sustaining as possible under the circumstances at the airport [49 U.S.C. 47107(a)(13)]. Because the Authority receives no general tax dollars from the community, the Authority must seek to raise revenues from contracts, licenses, permits, and leases issued by the Authority to both aeronautical and non-aeronautical users of the Airport.

Imposition of fees for operations at the Airport by Commercial Ground Transportation Operators helps raise revenues in two ways. First, such fees directly provide additional revenues to the Airport. Second, airport access fees can help preserve existing revenues at the Airport, such as those obtained from on-airport car rental concessions, by making it less likely that such concessions will re-locate off Airport in a manner that siphons revenues away from the Airport.

Commercial Ground Transportation Operators benefit from the operation and development of the Airport as a whole, as the flow of air travelers who use Airport facilities creates a pool of potential customers for such ground transportation operators. In setting fees, the Authority considers the benefit conferred on various classes of Commercial Ground Transportation Operators due to the development, operation, and maintenance of the entire Airport. The Authority may also consider the nature of the businesses that provide commercial ground transportation services, the use of airport facilities by particular types- of commercial ground transportation providers, and the direct and indirect impact on airport revenues from imposing fees on various ground transportation providers. While the Authority will establish fee structures that apply consistently within categories of users, consideration of the various factors may well lead to differences in fee structures among different types of users, consistent with federal and state requirements.

Pursuant to the federal "self-sustaining" mandate and the power granted to it by the Metropolitan Airport Authority Act (TCA 42-4-101 et seq.), the Authority has established charges for the use of the Airport by Commercial Ground Transportation Operators.

- A. The Authority's "Rules and Regulations for the Use of Airport Facilities", which may be revised from time to time, shall apply to all Commercial Ground Transportation Operators.
- B. Access to Airport facilities will be available without unjust discrimination, subject to limitations established by the Operations Division of the Authority, to promote convenient and efficient operations to all Commercial Ground Transportation Operators holding the appropriate permit from the Authority. Operators must first obtain any applicable license, permit, or authorization required by any other governmental entity.
- C. The Authority will charge a fee and will require insurance for the issuance of a Permit. Permits for Commercial Ground Transportation Operators will be issued based on classifications set forth in Appendix "D" of this Policy.
- D. Authority rates and charges for Commercial Ground Transportation Operators shall be reviewed and maintained by the Authority's Operation's Department Department with the approval of the President, Chief Operating Officer, and legal counsel. Rates and charges shall be applied to each class of operator in a nondiscriminatory manner as set forth in Appendix "F" of this Policy. Rates and charges shall be subject to periodic review and adjustment in accordance with the Authority's policy of review and notification.
- E. Rates charged to the public, points of service and scheduled operations will be at the discretion of each Commercial Ground Transportation Operator. A copy of charges to the public, points of services, and scheduled ground transportation operations for Class I Operators based at the airport shall be provided to the Authority.
- F. The adoption of this Commercial Ground Transportation Policy is not intended, nor should it be construed, to grant any property right or expectation to any person or company whatsoever. The Authority expressly reserves the right to amend this Policy at any time and in any respect, as well as reserving the right to amend any agreements entered into pursuant to its terms. The Authority reserves the right to limit or restrict access to any area of the Airport, without the issuance of prior notice, for reasons including, but not limited to, safety and security of the general public, construction or renovation work at the Airport, acts of God, or nonpayment of fees.
- G. Any person who invests time or financial resources in the provision of Commercial Ground Transportation Service at the Airport does so at its own risk, and shall have no right or standing to make any claim whatsoever against the Authority by reason of any subsequent amendment to this Commercial Ground Transportation Policy, any amendment to an agreement, or any limitations or restriction of access to the Airport.

## SECTION II

### RULES AND REGULATIONS

The policy establishes operating rules and regulations for all types of Commercial Ground Transportation Services at the Airport, including but not limited to Charter Buses, Courier/Package Delivery Services, Courtesy Vehicles, Fixed Base Operator (FBO) Shuttles, Hotel/Motel/Corporate Shuttles, Limousines, Occasional Users, Public Transit Systems, Rental Car Shuttles, Shuttle Service Operators, Sightseeing Services, Special Event Transporters, Taxicabs, Transportation Network Companies, Peer-to-Peer Car Sharing, Entertainment Transportation Vehicles, and Valet Parking Shuttles.

The provision of Commercial Ground Transportation Services at the Airport shall be governed by all applicable laws and ordinances, executed licenses, agreements and permits, by the Authority's Rules and Regulations For The Use of Airport Facilities (as revised from time to time) and by the provisions of these Rules and Regulations, as the same may be amended from time to time. All persons engaged in Commercial Ground Transportation Service at the Airport, whether as Operator, Driver, employee or representative of an operator, or otherwise, shall at all times comply with the provisions of these Rules and Regulations. Any person who in any capacity engages in Commercial Ground Transportation Service at the Airport in such a manner as to violate any provision of these Rules and Regulations is subject to enforcement actions as herein provided, in addition to any civil, criminal or administrative sanctions otherwise established.

Commercial Ground Transportation Operators shall not engage in any discrimination, either in employment or in providing ground transportation service, on the basis of race, color, religion, sex, age, socioeconomic status, handicapping condition, or national origin as provided in Title 49, C.F.R. Part 21, Non-Discrimination in Federally Assisted Programs of the Department of Transportation, Title VI of the Civil Rights Act of 1964, and all federal regulations promulgated to achieve non-discrimination with respect to such services.

Commercial Ground Transportation Operators are responsible for the conduct and actions of their drivers, including compliance with all rules of conduct, regardless of whether such drivers are deemed by the Operator to be an employee or an independent contractor of the Operator. In considering any fine, suspension or revocation of operating privileges, the Authority may consider actions taken by the Operator to act responsibly, take disciplinary measures, mitigate damage, or otherwise take appropriate corrective action. Nevertheless, Commercial Ground Transportation Operators are ultimately accountable for the actions of their drivers as it relates to this Commercial Ground Transportation Policy.

## SECTION III

### CLASSIFICATION OF OPERATORS

Commercial Ground Transportation Operators who provide Commercial Ground Transportation Service at the Airport are required to obtain a Permit issued by the Authority if an Operator's vehicle(s) access the Airport, the Ground Transportation Center or any parking facility of the Airport more than two (2) times per month during any given month.

Prior to engaging in the transportation of passengers or property at the Airport, Commercial Ground Transportation Operators are required to obtain a Permit authorizing the specific activity to be engaged in by the Commercial Ground Transportation Operator according to classifications set forth in Appendix "D" of this Commercial Ground Transportation Policy.

## SECTION IV

### FEES AND CHARGES

The Authority has set fees in accordance with principles outlined in the introduction of this policy for various categories of commercial providers. It is the policy of the Authority to review the fees and charges set forth in Appendix "F" of this Policy on an annual basis and to adjust such fees as deemed appropriate. Factors considered by the Authority in conducting such review include, but are not limited to, the following:

- A. Promoting safe and efficient use of limited Airport facilities;
- B. The benefit conferred on the various classes of Commercial Ground Transportation Operators due to the development, operation, and maintenance of the entire Airport;
- C. The use of the Airport by the various classes of ground transportation providers (not limited to use of roadways on which their vehicles traverse, but use of the entire airport that generates the pool of customers for the providers);
- D. Increases or decreases in the use of Airport facilities by various categories of commercial ground transportation providers;
- E. Congestion on Airport roadways;
- F. The need to preserve or generate revenues for the Airport; and
- G. Not discriminating against interstate commerce.

The Authority has implemented an Automated Vehicle Identification (AVI) System which identifies trips made by permitted Commercial Ground Transportation Operators. The Authority provides Commercial Ground Transportation Operators two (2) options for the payment of the fees and charges due under the Commercial Ground Transportation Policy. Each Commercial Ground Transportation Operator, excluding TNC Operators that report vehicle activity utilizing an Authority approved Geo-fence and Peer-to-Peer Car Sharing Operators who submit a Monthly Report are required to have an AVI account. As part of the application process for an AVI account, Commercial Ground Transportation Operators must pay a nonrefundable application fee of \$50.00, plus a registration fee of \$50.00 (consisting of a Decal Fee of \$5.00, an AVI Transponder Tag Fee of \$25.00 and a Commercial Vehicle Registration Fee of \$20.00) for each Commercial Vehicle to be operated at the Airport.

Billing for the payment of the fees and charges due by Commercial Ground Transportation Operators shall be based on an Automated Payment (Auto-Pay) Option or a Self-Pay Option. Auto-Pay Operators who elect to pay their account by credit card or designated bank account, to be charged on or about the 5<sup>th</sup> of the month following the AVI activity, are eligible for a 5% discount on fees incurred during that month. Self-Pay Operators will be invoiced immediately following the end of the month with payment due on or before the 15<sup>th</sup> of the month following the AVI activity. The Authority reserves the right to require a Deposit of a Commercial Ground Transportation Operator that fails to maintain a valid credit card of record, active bank account with sufficient funds at the time of draw, or to remit payment in a timely manner. "Timely manner" is considered receipt of payment on or before the 15<sup>th</sup> of the month following the AVI or Geo-fence activity.

If a Commercial Ground Transportation Operator's account balance becomes past due, the operator's ground transportation privileges will be suspended. Accounts that have been suspended will be re-evaluated for any additional deposit or minimum balance requirement prior to being reinstated. Suspended accounts will not be reinstated until delinquent amounts have been paid and deposit requirements have been met. Commercial Ground Transportation Operators who continue to make trips from the Airport after being suspended shall be fined and/or subject to revocation, as provided in Appendix "C", sections 3 and 4.



## SECTION V

### MINIMUM INSURANCE REQUIREMENTS

Commercial Ground Transportation Operators shall maintain minimum insurance requirements established by the Authority in Appendix "E" of this Policy; however, should agencies of the United States Federal Government, the State of Tennessee or other governmental agencies require or modify insurance requirements to amounts greater than those set by the Authority, it shall be the Commercial Ground Transportation Operator's responsibility to obtain such coverage as may be required without notification from the Authority.

In addition to minimum insurance requirements established by the Authority, Commercial Ground Transportation Operators and Individual Taxicab Drivers shall be in compliance with rules and regulations established by the Transportation Licensing Commission of the Metropolitan Government of Nashville and Davidson County (MTLC), including minimum insurance requirements. The Authority does not regulate individual drivers for Commercial Ground Transportation Operators, including Individual Taxicab Drivers. MTLC has regulatory authority for the licensing and permitting of drivers for Commercial Ground Transportation Operators and Individual Taxicab Drivers. The Authority shall not abridge MTLC's regulatory authority, including the enforcement of minimum insurance requirements for Individual Taxicab Drivers. Nevertheless, the Authority requires that all Commercial Ground Transportation Operators, including Taxi Operators, meet the minimum insurance requirements established by the Authority.

## SECTION VI

### APPLICATION

Prior to engaging in the transportation of passengers or property at the Airport, Commercial Ground Transportation Operators are required to submit a completed application described in Appendix "H" of this Commercial Ground Transportation Policy, and, except for TNC and Peer-to-Peer Car Sharing Operators, submit a list of vehicles which will be providing Airport services, including vehicle make, model, color, year of manufacture, vehicle length, seating capacity, license number and vehicle identification number (VIN).

With regard to TNC Operators utilizing an Authority approved Geo-fence to report vehicle activity, the Operator shall demonstrate to Authority that the Operator's TNC mobile application technology ("Mobile App"), used for its business operations at the Airport, has incorporated a virtual perimeter of all Airport property together with TNC's Authority approved Geo-Fence in the Mobile App to alert TNC Drivers as to when they have entered upon Airport property and when they have entered and exited TNC's Geo-fence area at the Airport.

## SECTION VII

### REFERENCES & REVISION HISTORY

#### References

49 U.S.C. 47107	Project grant application approval conditioned on assurances about airport operations
TCA 42-4-101	Metropolitan Airport Authority Act
24-004	Rules and Regulations for the Use of Airport Facilities
Title 49, C.F.R. Part 21	Non-Discrimination in Federally Assisted Programs of the Department of Transportation
Title VI	Civil Rights Act of 1964

#### Revision History

1/1/17	Prior Issue
1/1/20	Updated Format, Titles & Descriptions Revised Appendix “C” - Fine Amounts and Subsequent Actions Revised Appendix “E” - Insurance Requirements Revised Appendix “F” - Class III, Class V, Class XI Revised Appendix “H” - Application Instructions
10/1/20	Updated Format, Titles & Descriptions Revised Appendix “A” – Definitions Revised Appendix “D” – Class XII Revised Appendix “F” – Class I, Class XII Added Appendix “I” – Ground Transportation Maps
9/1/22	Revised Appendix “A”- Definitions Revised Appendix “B”- Rules of Conduct
8/1/23	Revised Appendix “F”- Class XII

## APPENDIX "A"

### DEFINITIONS

When used in this Commercial Ground Transportation Policy the following words and phrases shall have the meaning set forth in this section unless the context clearly indicates that a different meaning is intended:

<u>Administrative Action</u>	Any Fine, Suspension or Revocation of Driver or Commercial Ground Transportation Operator privileges imposed for the violation of Rules or Regulations or other law, statute or ordinance of Governmental Agencies.
<u>Airport</u>	Nashville International Airport.
<u>Airport Based Operator</u>	Commercial Ground Transportation Operators leasing space in the Terminal or Terminal adjacent facilities, including but not limited to the Consolidated Rental Car Facility, Ground Transportation Center, and parking facilities.
<u>Arrivals Level Drive</u>	The center level roadway of the Terminal.
<u>Authority</u>	The Metropolitan Nashville Airport Authority
<u>Automated Payment ("Auto-Pay") Option</u>	This payment option authorizes the Authority to charge the Commercial Ground Transportation Operator's credit card or bank account on file for all fees, charges or other costs incurred by the Commercial Ground Transportation Operator during the preceding month. These Operators are eligible for a 5% discount on the invoice amount provided electronic payment is successfully processed. This discount will not apply should the automated payment fail to process due to insufficient funds, failure to maintain an active credit card on file, or for other fault of the Commercial Ground Transportation Operator.
<u>Automatic Vehicle Identification (AVI) System</u>	A computerized automatic vehicle identification system installed by the Authority which monitors Commercial Vehicle activity on Airport roadways, in the Ground Transportation Center, and parking facilities.
<u>AVI Transponder Tag</u>	A device owned and installed by the Authority on each Commercial Vehicle associated with and under the control of Commercial Ground Transportation Operators authorized to provide Commercial Ground Transportation Services at the Airport for the purpose of recording vehicle trip activity.

<u>Chief Operating Officer (COO)</u>	The designated representative of the Authority, with direct responsibility for day-to-day operations of the Airport.
<u>Commercial Ground Transportation Operator</u>	Any entity engaged in any type of Commercial Ground Transportation Service as classified in Appendix "D" of this Commercial Ground Transportation Policy.
<u>Commercial Ground Transportation Service</u>	The act of providing the carriage of persons or property to or from the Terminal in a Commercial Vehicle.
<u>Commercial Loading Zones</u>	Designated areas for the loading or unloading of passengers and property for Commercial Vehicles.
<u>Commercial Vehicle</u>	Any motor vehicle engaged in transporting persons or property as a business activity, regardless of whether the customer pays a charge for such service directly or indirectly. Examples of Commercial Vehicles include, but are not limited to, taxicabs, limousines, courtesy vehicles, delivery vehicles, shuttle service vehicles, vehicles operated by TNC Drivers and chartered or scheduled buses or motor coaches.
<u>Courtesy Vehicle</u>	A Commercial Vehicle, regardless of size, utilized by off- Airport businesses, including, but not limited to, parking facilities, hotels, motels, rental car companies, corporate operators, fixed base operators, food service facilities, shopping centers and attractions, for the carriage of persons between the Airport and such business or some other destination, whether or not the passenger pays a direct charge for the service.
<u>Courier/Package Service Operator</u>	Operators of Commercial Vehicles for transportation of small packages, parcels, and/or luggage to or from the Airport.
<u>Cruising</u>	The unauthorized act of picking up or attempting to pick up passengers or fares in any location other than Commercial Loading Zones.
<u>Customer Service Representative</u>	An Authority employee empowered to supervise and control Commercial Vehicle activities, enforce rules and regulations of the Authority, and assist the traveling public in utilizing Commercial Ground Transportation

Services.

Decal

A sticker issued by the Authority for the purpose of identifying various Commercial Vehicles.

<u>Deposit</u>	Security required for Operator's full, faithful and prompt performance of and compliance with all covenants, terms and conditions of an agreement with the Authority. The amount of the Deposit shall be an amount determined by the Authority sufficient to protect the interests of the Authority in the event of nonpayment by the Commercial Ground Transportation Operator. The Authority will review all deposits held no less than annually and adjust the deposit amount to meet these requirements. Any adjustment to the Deposit will be debited or credited through the operators account and invoiced accordingly. A Commercial Ground Transportation Operator who fails to pay his account in a timely manner shall be required to provide a Deposit in the form of cash or a cashier's check to guarantee payment of all fees, charges and other costs in accordance with the Commercial Ground Transportation Policy. "Timely manner" is considered receipt of payment on or before the 15 <sup>th</sup> of the month following the AVI activity.
<u>Driver</u>	The person operating a Commercial Vehicle.
<u>Entertainment Transportation Vehicle</u>	Commercial Vehicle that is designated or constructed to accommodate and transport more than one passenger for hire, and where the passengers hire the motor vehicle not only as a means of transportation but also for some entertainment or social purpose. "Entertainment transportation" includes, but is not limited to, trucks, buses, wagons/trailers pulled by a motor vehicle, and electric assist pedal carriages. In the event that a Commercial Vehicle falls under another classification in addition to Entertainment Transportation Vehicle, such Commercial Vehicle will be classified as an Entertainment Transportation Vehicle.
<u>Excessive Dwell Time Charge</u>	An additional fee assessed of a Commercial Ground Transportation Operator for exceeding the authorized limit of twenty (20) minutes for use of the Ground Transportation Center, or such other period of time as may be established by the Authority for use of these facilities.
<u>Excess Vehicle Charge</u>	An additional charge assessed of a Commercial Ground Transportation Operator, excluding Taxis and TNCs, for exceeding the maximum number of two (2) Commercial Vehicles authorized in the Ground Transportation Center at any one time.
<u>Extra-Large Commercial Vehicle</u>	A Commercial Vehicle measuring 24 feet or more in length or 9 feet or more in width and/or having a seating capacity for more than thirty-one (31) occupants, inclusive of the Driver.

<u>Geo-Fence</u>	A virtual perimeter or perimeters for TNC Operators. A TNC Operator shall at all times be able to demonstrate to Authority that it has installed Authority-approved Geo-fence monitoring software that is triggered by or with the TNC Mobile App that allows Authority to track TNC Drivers upon entrance and travel within the Geo-Fence area of the Airport.
<u>Governmental Agency</u>	Any governmental office, legislative body or agency with jurisdiction over activities of Drivers, Commercial Ground Transportation Operators of the Airport.
<u>Gross Revenues</u>	All sums paid or payable to Commercial Ground Transportation Operators for services provided to patrons picked up at or delivered to the Airport. Gross Revenues shall <u>not</u> include federal, state, or municipal sales or other similar taxes separately stated and collected from such customers; nor insurance proceeds or other amounts received on account of loss, conversion, or abandonment of vehicles or other property of Operator; nor any sums received from disposal of capital assets and/or trade fixtures. No deduction shall be allowed from Gross Revenues for Airport user-fees, bad debts, or any other operating expense, including franchise taxes, or taxes levied on activities, facilities, equipment, or real or personal property of Operator. No deductions from Gross Revenues other than those specifically authorized by a written agreement or permit with the Authority will be allowed.
<u>Ground Transportation Center (GTC)</u>	Located on Level 1 of Terminal Garage 2, the Ground Transportation Center (GTC) consists of multiple lanes designated by the Authority as Commercial Loading Zones for use by Commercial Ground Transportation Operators. The current layout of the GTC in Appendix "I" identifies those areas designated by the Authority for specific Commercial Ground Transportation Operators.
<u>Holding Areas</u>	Designated locations where authorized Commercial Vehicles may wait for eventual access to designated Commercial Loading Zones.
<u>Large Commercial Vehicle</u>	A Commercial Vehicle measuring 24 feet or more in length or 9 feet or more in width and/or having a seating capacity of not less than sixteen (16) nor more than thirty (30) occupants, inclusive of the Driver.
<u>Limousine</u>	A Commercial Vehicle for hire which may have an extended wheelbase and seating capacity for up to fifteen (15) occupants, inclusive of the Driver, with unmetered rates predetermined on a point-to-point basis, and licensed as a Limousine by the MTLC and operated pursuant to a Permit issued by the Authority on routes from the Airport to specified destinations on a prearranged basis.

<u>Mid-Size Commercial Vehicle</u>	A Commercial Vehicle measuring 24 feet or more in length or 9 feet or more in width with a seating capacity of not less than seven (7) nor more than fifteen (15) occupants, inclusive of the driver.
<u>Monthly Report</u>	Shall mean a monthly report prepared by a Commercial Ground Transportation Operator, and submitted to the Authority, containing data including but not limited to date, origin, destination, trips, trip duration, and Gross Revenues.
<u>MTLC</u>	The Transportation Licensing Commission of the Metropolitan Government of Nashville and Davidson County
<u>Occasional Operators</u>	Commercial Ground Transportation Operators who use the Airport or access the Ground Transportation Center at a frequency of not more than two (2) times during any given month.
<u>Off-Airport Commercial Ground Transportation Operator</u>	Any entity, other than an Airport Based Operator, engaged in Commercial Ground Transportation Services as classified in Appendix "D" of this Commercial Ground Transportation Policy.
<u>On-Call or On-Demand</u>	Shall mean transportation arrangements made indiscriminately and instantaneously with a request for service which includes, but is not limited to, the hailing of a taxicab or any other oral request for transportation service made from a public vehicular holding or waiting area. No passenger vehicle for hire, other than a Taxicab, may be operated at the Airport on an On-call or On-demand basis.
<u>Peer-to-Peer Car Sharing</u>	The authorized use of a vehicle by an individual other than the vehicle's owner through a platform that connects motor vehicle owners with drivers to enable the sharing of motor vehicles for financial consideration.
<u>Permit</u>	Permit or License issued by the Authority authorizing a Commercial Ground Transportation Operator to engage in specific Commercial Ground Transportation Services.
<u>Person</u>	Any corporation, person, partnership, joint venture, or other legal entity.
<u>Pre-approved Route</u>	Means a fixed route, with predetermined fixed pick-up and drop-off points, approved in advance by and on file with the Authority.



Pre-arrangement Shall mean a request for transportation of a specific passenger by registration in advance of boarding from a specified location, including pre-arrangement directly with a passenger vehicle for hire service or pre-arrangement through a third-party guest service desk, concierge desk or internet based technology application. Such registration must have been made by contacting the passenger vehicle for hire service before the vehicle for hire was dispatched to render the transportation service.

President The President of the Authority or their designated representative.

Private Vehicle A vehicle transporting persons or property, for which no charge is paid directly or indirectly by the passenger or by any other person, and the operation of which is not associated with the business purpose of such operator.

Revocation The discontinuance of a Commercial Ground Transportation Operator's Permit.

Rules and Regulations The Authority's Rules and Regulations For The Use Of Airport Facilities, and the Rules and Regulations set forth in Section II of this Policy implemented to carry out the purpose and intent of this Policy, as may be amended from time to time.

Service Drive Restricted area for authorized users to conduct deliveries for airport tenants and/or vendors. Authorization for use of the Service Drive will be at the discretion of the Chief Operating Officer or Director of the Department of Public Safety and/or their duly designated representative.

Self-Pay Option Self-Pay Operators will be invoiced immediately following the end of the month with payment due on or before the 15<sup>th</sup> of the month following the AVI activity. The Authority reserves the right to require a Deposit of a Commercial Ground Transportation Operator that fails to remit payment in a timely manner. "Timely manner" is considered receipt of payment on or before the 15<sup>th</sup> of the month following the AVI activity.

Shared Car Driver An individual who has been authorized to drive a shared car by a Shared Car Owner under a car sharing agreement.

Shared Car Owner The registered owner(s), or a person designated by the registered owner, of a vehicle made available for sharing to Shared Car Drivers through a peer-to-peer car sharing program.

<u>Shuttle Service</u>	A passenger vehicle for hire service that provides only shuttle transportation to or from prescribed locations on a pre-approved route with unmetered rates predetermined on a point-to-point basis and operating under a Permit issued by the Authority.
<u>Shuttle Vehicle</u>	A Commercial Shuttle Service Vehicle having a seating capacity of not more than 15 persons, inclusive of the Driver, limited to a shuttle vehicle lettered as a shuttle which uses routes pre-approved by the Authority.
<u>Small Commercial Vehicle</u>	Commercial Vehicle measuring less than 24 feet in length or 9 feet in width and having a seating capacity for up to six (6) persons, inclusive of the Driver.
<u>Solicitation</u>	Initiating a conversation with any person while on Airport property for the purpose of seeking to obtain passengers for a Commercial Ground Transportation Service.
<u>Special Event Transporters</u>	Operators of motor vehicles, regardless of vehicle size, who transport passengers to and/or from the Airport and prearranged special events off the Airport, conducted by parties other than the host of the special event.
<u>Suspension</u>	The non-permanent discontinuance of a Commercial Ground Transportation Operator's Permit.
<u>Taxicab</u>	A chauffeur-driven Commercial Vehicle, measuring less than 24 feet in length or 9 feet in width with a seating capacity for up to six (6) persons, inclusive of the Driver, which is equipped with a meter to determine passenger fares, and which provides on demand service over routes determined by the destination of the passenger pursuant to a license issued by the MTLC.
<u>Terminal</u>	The main landside passenger terminal building of the Airport.
<u>Ticketing or Departure Level Drive</u>	The upper third-level roadway of the Terminal.
<u>Trade Dress</u>	A visual image and specific design, approved by the Authority, utilized by Commercial Ground Transportation Operators to distinguish its' product or service and identify the Commercial Ground Transportation Operator.

<u>Transportation Network Company (TNC)</u>	A company or organization, duly licensed as a TNC by the MTLC and the Authority, which uses a digital platform to connect passengers with prearranged transportation services for hire provided by drivers using their personal vehicles.
<u>TNC Driver</u>	Shall mean a person who meets the qualifications for a driver's permit under guidelines established by the MTLC and the Authority, who is under contract with a TNC to provide transportation services for hire, by use of their personal vehicle, to passengers connected to the TNC Operator by pre- arrangement through the TNC's digital platform
<u>TNC Driver Digital ID</u>	TNC Drivers shall obtain a TNC issued Digital ID which shall be available on the Driver's mobile device which shall allow the Authority to confirm driver identity by color photo, vehicle make, model and color photo, license plate number, certificate of insurance, vehicle location on street map in real time and the electronic equivalent of a waybill that meets criteria set forth in the License Agreement or Permit issued by Authority to TNC.
<u>TNC Mobile App</u>	Shall mean the smart phone mobile application technology ("Mobile App") utilized by a TNC to conduct business operations at the Airport subject to Authority's review and approval.
<u>TNC Vehicle</u>	A passenger vehicle for hire that is a personal vehicle measuring less than 24 feet in length and 9 feet in width, having a seating capacity for up to eight (8) persons, inclusive of the Driver, and under the legal control of a TNC Operator to provide prearranged transportation for hire to passengers connected to the TNC Operator using the TNC's digital platform.
<u>Trip Charge</u>	The fee, as referenced in Appendix "F", that is assessed for a trip to and/or from the Airport.
<u>Timely Payment</u>	Receipt of payment on or before the 15 <sup>th</sup> of the month following the AVI/Geo-fence activity.
<u>Waybill</u>	As evidence of pre-arrangement of transportation pickup service for a specific passenger, Commercial Drivers shall be in possession of, and willing to produce, a physical or electronic Waybill generated prior to accessing the Airport, or in the case of TNC Drivers the Geo-fence area, which contains the following information: (i) name of the party to be transported, (ii) pick up location, (iii) the arrival time of the party and (iv) the date and time the charter was originally arranged.

## APPENDIX "B"

### RULES OF CONDUCT

The Authority's "Rules and Regulations for the Use of Airport Facilities", which may be revised from time to time, shall apply to all Commercial Ground Transportation Operators.

1. Permit Required

All Commercial Ground Transportation Operators conducting Commercial Ground Transportation Services at the Airport are required to obtain a Permit issued by the Authority if an Operator's vehicle or vehicles, taken in aggregate, are operated on the Airport or access the Ground Transportation Center in excess of two (2) times per month during any given month. Permits issued by the Authority shall authorize the specific activity to be engaged in by the Commercial Ground Transportation Operator. Any Driver providing services under a License or Permit issued to a Commercial Ground Transportation Operator shall be deemed by the Authority to be an agent of the Commercial Ground Transportation Operator, regardless of the driver's status (i.e. employee, independent contractor, agent, etc.) with the Commercial Ground Transportation Operator.

2. Insurance Required

Commercial Ground Transportation Operators will maintain minimum insurance requirements as set forth in Appendix "E" of this Policy; however, should agencies of the United States Government, the State of Tennessee or other Governmental Agencies require insurance amounts greater than those listed therein, it shall be the Commercial Ground Transportation Operator's responsibility to obtain and maintain such coverage as may become required.

3. Automatic Vehicle Identification (AVI)/Geo-Fence System Compliance

Commercial Ground Transportation Operators, other than TNC Operators and Peer-to-Peer Car Sharing Operators must comply with all procedures established by the Authority with respect to the use of an AVI System installed by the Authority. Prior to commencement of service an AVI Transponder-Tag will be installed by the Authority on each Commercial Vehicle, other than TNC Vehicles, providing Ground Transportation Services at the Airport. Commercial Ground Transportation Operators shall not modify, adjust, or otherwise tamper with the AVI Transponder-Tag after installation. Each vehicle outfitted with an AVI Transponder-Tag is to be assessed a charge at the Authority's then current rate. All Commercial Ground Transportation Operators are responsible for the safety and security of each AVI Transponder-Tag assigned to their vehicle(s) and shall be required to pay a replacement fee for lost or stolen transponders. All Commercial Ground Transportation Operators and their agents shall promptly report any Transponder-Tag which is malfunctioning or not properly operating.

Commercial Ground Transportation Operators, other than TNC Operators and Peer-to-Peer Car Sharing Operators shall keep the Authority advised of any and all changes in Commercial Vehicles serving the Airport Operators shall call or email the Operations Landside Coordinator at (615) 275-1657 or AVI@flynashville.com to coordinate installation or removal of AVI Transponder-Tags.

TNCs and all TNC Drivers, employees, and/or agents shall at all times comply with the rules set forth in the License Agreement issued by Authority regarding entrance into and from the Geo-fence area at the Airport. TNCs will use the Geo-fence to monitor and track TNC Drivers using the TNC Mobile App to service Airport related passengers. TNCs will ensure that each TNC Driver shall leave the Geo-fence area expeditiously after discharging a passenger.

4. Licenses/Permits/Certificates

Each Commercial Ground Transportation Operator, where applicable, shall obtain any license, permit or authorization required by any other Governmental Agency prior to applying for a Permit with the Authority. Failure to obtain or maintain any required license, permit or authorization required by any other Governmental Agency shall be grounds to revoke or deny privileges to conduct ground transportation operations with the Authority.

5. Display of Decals, Transponders and/or Trade Dress on Vehicles

Prior to commencement of service, Commercial Ground Transportation Operators, must have the required Decals, Transponders or Trade Dress, issued by Authority or the Commercial Ground Transportation Operator, affixed to Commercial Vehicles at all times in the manner prescribed by the Authority. Temporary permits issued by the Authority will be displayed in the front windshield at all times.

Prior to commencement of service at the Airport, the Commercial Ground Transportation Operator must provide Authority with proposed graphics and a description of the Operator's Trade Dress and/or decal, along with the location on the vehicles; all of which must be approved by Authority.

6. Failure to Maintain or Tampering with AVI Transponders and/or Mobile Apps

Commercial Ground Transportation Operators are required to maintain an operating Authority issued AVI transponder or Authority approved vehicle trade dress and TNC Digital ID on the TNC Driver's mobile device, on or within, each vehicle operated at the Airport. Operators are required to immediately report any transponder or TNC Digital ID that is not operating properly. Failure to maintain a transponder or TNC Digital ID in a Commercial Vehicle may be subject to a \$500 fine, plus Authority's estimate of any lost revenues. In addition, the Authority may take other administrative action as it deems appropriate, including suspension or permanent revocation of all ground transportation privileges.

7. Continued Operation after Suspension

Any Operator who continues to conduct ground transportation operations at the Airport while under suspension shall not be entitled to the five percent (5%) discount on AVI fees. In addition, the Authority may take such other administrative action as Authority deems appropriate, including, but not limited to further suspension, fines or permanent revocation of all ground transportation privileges.

8. Traffic Control and Enforcement

Commercial Ground Transportation Operators must obey all rules of driving courtesy, speed, and safe operation at all times. All Commercial Ground Transportation Operators shall be subject to on-site traffic control and enforcement directives issued by Department of Public Safety Officers, Operations Management and staff, Customer Service Agents, or such other personnel as may be designated by the President or his or her designated representative

9. Loading Requirements

All Commercial Vehicles waiting to load passengers must be positioned in spaces designated by the Authority for vehicles of that type. Drivers are prohibited from loading/unloading in crosswalks and in through lanes. Drivers are expressly prohibited from double parking to load or unload passengers and their luggage. While occupying designated loading areas in the Ground Transportation Center all Commercial Vehicle Drivers shall turn off their vehicle engines unless they are engaged in active loading.

10. Loading/Unloading in Ground Transportation Center

Access to the Ground Transportation Center is limited to Commercial Vehicles authorized by the Authority. Loading and unloading of passengers in this area is permissible.

11. Loading on Arriving Level Drive

The Arriving Level Drive shall only be used for loading by non-commercial Private Vehicles. The COO, or his designee, may authorize Commercial Vehicles to load on the Arriving Level Drive under extraordinary circumstances on terms and conditions to be uniformly applied.

12. Unloading on Arriving Level Drive

Unloading of Commercial Vehicles is prohibited on the Arriving Level Drive.

13. Loading on Ticketing Level Drive

Commercial Vehicles shall not be permitted to load passengers on the Ticketing Level Drive, except upon specific authorization of the COO or his designee on terms and conditions to be uniformly applied.

14. Unloading on Ticketing Level Drive

The Ticketing Level Drive is used for unloading of passengers by Private and Commercial Vehicles. However, unloading by Commercial Vehicles, including TNC Vehicles, is restricted to Commercial Loading Zones

15. Maximum Number of Vehicles

Commercial Ground Transportation Operators who operate more than two (2) Commercial Vehicles in the Ground Transportation Center at any one time, are subject to an Excess Vehicle Charge, as outlined in Appendix “F”, except upon specific authorization of the Chief Operating Officer or his designee on terms and conditions to be uniformly applied.

16. Exterior Condition of Vehicle

The exterior of Commercial Vehicles shall be maintained in a clean, undamaged condition and present a favorable appearance. Exterior shall include body paint, all glass, tires, hubcaps, head and taillights, grills, bumpers and body trim. Commercial Vehicles that have been damaged and remain drivable shall be given a two (2) week grace period to perform needed repairs, after which time the vehicle will be restricted from operating at the Airport until proper repairs are made.

17. Interior Condition of Vehicle

The interior of approved Commercial Vehicles, including the trunk, shall be maintained in a condition so as to be free of grease, dirt and trash. Passengers shall be able to use the seats and trunk of the vehicles without fear of soiling or damaging either their wearing apparel or their luggage. Interior seat fabric must not be ripped. Commercial Vehicles shall be equipped with a fire extinguisher and functioning heating and air conditioning systems.

19. Driver to Remain with Vehicle

Drivers of Commercial Vehicles shall not leave their vehicles unattended when parked in the Ground Transportation Center at the Airport.

20. Personal Hygiene and Proper Dress for Driver

Driver and driver's clothing must conform to standards of personal hygiene and be clean, neat and sanitary. Drivers shall keep their hair, including facial hair, clean and neatly groomed at all times. Drivers shall be attired in a clean shirt or blouse with collar and slacks or skirt. Driver(s) shall wear shoes or dress boots with socks (sandals and shower clogs are not permitted).

21. Conduct of Driver and Occupancy

Commercial Ground Transportation Operators and their employees, including all Drivers, shall conduct operations in an orderly and proper manner so as not to annoy, disturb, or be offensive to customers, patrons, or tenants at the Airport.

22. Courtesy of Driver

Drivers will be courteous at all times and will assist passengers with their luggage in and out of their Commercial Vehicle. Drivers must be able to communicate effectively in English.

23. Drinking/Gambling/Other Illegal Activities

No Commercial Vehicle Driver shall be or become intoxicated or drunk, commit any act of nuisance, engage in or conduct any form of gambling, nor violate any federal, state, or local law on the Airport property.

24. Cruising

Cruising shall not be permitted. No Driver shall cruise Airport roadways in search of passengers and/or to await a space designated for Commercial Vehicles to become available.

25. Loitering

No Commercial Vehicle Driver may loiter or sleep on any part of Airport property.

26. Disposal of Wastes

Commercial Vehicle Drivers disposing of garbage, papers, refuse or other material on Airport property shall do so only in receptacles provided for that purpose; shall dispose of bodily wastes only in comfort stations and in a clean and sanitary manner; and shall not expectorate on floors, walls, or other surfaces of any Airport facility.

27. Guidelines for Meet and Greet Services

The Authority does hereby establish the following guidelines for Meet and Greet services to provide for expeditious movement of passengers through the Terminal.

- a. All Commercial Ground Transportation Operators and companies providing Commercial Ground Transportation Services may meet and greet individuals or groups by the use of handheld signs within designated areas of the Terminal.
- b. All services of this nature must be conducted in a manner that does not obstruct the normal flow of pedestrian traffic through the Terminal. Drivers must remain with their vehicles while in the Ground Transportation Center and are not permitted to help meet and greet personnel inside the Terminal building unless



the Commercial Ground Transportation Operator has an employee remaining with the vehicle. Drivers may hold signs within the immediate vicinity of their vehicles provided the sign is consistent with handheld sign guidelines.

- c. Handheld signs may not exceed 10" x 12" in size. Signs must have either the name of the individual or group being met. It must also have the name and logo of the ground transportation company, tour operator, etc., which shall not exceed 25% of the sign. The sign is to be of professional quality; computer-generated signs are acceptable.
- d. Individuals conducting meet and greet services shall be prepared to provide information to Authority and law enforcement personnel about the individual or group being met (passenger's name, flight number, arrival time, etc. is required). Individuals found violating the meet and greet services will be required to discontinue their activities immediately.

28. Entertainment Transportation Vehicles

Entertainment Transportation Vehicles are prohibited from operating on Airport Premises.

## APPENDIX "C"

### FINES, SUSPENSION AND REVOCATION OF OPERATING PRIVILEGES

Commercial Ground Transportation Operators are responsible for the conduct and actions of their drivers, including compliance with all rules of conduct. In considering any fine, suspension or revocation of operating privileges, the Authority may consider actions taken by the operator to act responsibly, take disciplinary measures, mitigate damage, or otherwise take appropriate corrective action. Nevertheless, Commercial Ground Transportation Operators are ultimately accountable for the action of their employees and drivers as it relates to this Commercial Ground Transportation Policy.

The Authority's Chief Operating Officer or their designee(s) may impose a fine, suspension, or revocation upon any Commercial Ground Transportation Operator or Driver of any Commercial Vehicle who, after due investigation, is found to have violated any of the rules and regulations contained herein.

1. Violation of Permit. Any violation of the Ground Transportation Policy, and the Rules and Regulations contained herein, will be considered a violation of the terms of the Permit issued by the Authority.
2. Fines/Suspension. In addition to all remedies provided by law, fines and/or suspensions may be imposed at the discretion of the Authority's Chief Operating Officer or their designee(s) for any violation of this Commercial Ground Transportation Policy including, but not limited to, all of the following:
  - a. Loading/unloading in unauthorized zones.
  - b. Unauthorized staging or waiting in loading zones.
  - c. Soliciting fares, stationing or waiting in loading zones.
  - d. Cruising.
  - e. Disobeying regulatory signs.
  - f. Refusal of fares, except under authorized conditions.
  - g. Unprofessional or discourteous conduct and or use of profane language.
  - h. Providing misleading information as to other ground transportation services or Commercial Ground Transportation Operators or altering or attempting to alter passenger's choice of service.
  - i. Failure to pay applicable fees.
  - j. Failure to obtain/maintain required Permits and licenses.
  - k. Failure to obey the instructions of the Authority's representatives or agents or law enforcement personnel.

- l. Obstructing roadways/double parking.
- m. Driving in an unsafe manner, including without limitation, speeding, backing of vehicles on airport roads, stopping in crosswalks to load or unload, or failure to yield to pedestrians.
- n. Violation of meet/greet rules.
- o. Continuing to conduct commercial ground transportation operations when privileges have been suspended.
- p. Any other violation of the policy, the Rules and Regulations, laws, statutes, or ordinances of any Governmental Agency.

3. Guidelines for Administrative Actions. Administrative actions of the Commercial Ground Transportation Policy will be evaluated based on the specific circumstances of each violation. The severity, potential impact and number of offenses will be considered in any administrative action. Violations that have a potential negative impact upon safety, business operations or customer satisfaction are considered serious infractions and will be dealt with more severely. Violations can result in the Authority imposing fines, suspension or revocation of Drivers or Commercial Ground Transportation Operators, or a combination thereof. Unless otherwise stated in individual operating permits or agreements, the Authority has established the following guidelines for fines and or suspension.

First offense ..... \$50 fine and/or Suspension  
 Second offense ..... \$100 fine and/or Suspension  
 Third offense..... \$250 fine and/or Revocation

Note: The above listed fines are general guidelines for offenses. Depending on the severity of an incident, the Authority may impose a higher fine or other penalty for an offense. A Commercial Ground Transportation Service Company shall be responsible for payment of the fines of its Drivers which will be debited through the operators account and invoiced accordingly. Offense records will be kept on file for a minimum of twelve (12) months.

4. Revocation. In addition to all other available remedies, revocation may be imposed at the discretion of the Authority's Chief Operating Officer or their designee(s) for any of the following:

- a. Any violation of these Rules and Regulations.
- b. Failure to pay applicable fines within ten (10) days of imposition or to abide by a Suspension of privileges.
- c. Failure to maintain all applicable permits and licenses.

- d. Failure to maintain required insurance or to provide satisfactory evidence of coverage.
- e. Failure of Driver to remain with a vehicle.
- f. Overcharging customers.
- g. Conduct detrimental to the orderly operation of the Airport.
- h. Conducting illegal activities on Airport grounds that constitute a misdemeanor or a felony.
- i. Conviction of a felony to the extent federal, state, or local laws, regulations or policy require such Revocation.
- j. Failure to comply with rules and regulations established by the Transportation Licensing Commission of the Metropolitan Government of Nashville and Davidson County, including any minimum insurance requirements.

5. Imposition and review of Administrative Actions and Revocations.

Upon the imposition of an Administrative Action or the Revocation of an operating privilege, the Operator may dispute the imposition of the Administrative Action or Revocation of the operating privilege in writing to the Chief Operating Officer (COO) of the Airport, or his designee, provided that notice of such dispute is provided within three (3) business days of the imposition of the Administrative Action or Revocation. The COO of the Airport, or his designee, will advise the Operator or Driver of the time, date and place of the review, will review any matters submitted by the Operator or Driver and will thereafter provide notice to the Operator or Driver of any action taken after the review, which may include a decision not to impose any Administrative Action, imposition of a lesser Administrative Action, or other action appropriate under the circumstances. The determination of the COO shall constitute the final decision of the Authority.

6. Operator- Requested Temporary Suspension of Permit.

An Operator may request a temporary suspension of their Ground Transportation Permit for a period not to exceed 60 days, which is effective upon written approval from the Authority, which may approve or deny the request in its sole discretion.

## APPENDIX "D"

### OPERATOR CLASSIFICATIONS

Prior to engaging in the transportation of passengers or property at the Airport, Commercial Ground Transportation Operators are required to obtain a Permit authorizing the specific activity to be engaged in by the Commercial Ground Transportation Operator according to the following classifications:

1. Airport Based Limousine and Shuttle Operators

Airport Based Operator of limousines and/or shuttles for hire operate pursuant to a concession or lease agreement issued by the Authority. Such Operators are required to enter into a space lease in the terminal or terminal adjacent facilities, and to pay the greater of a Minimum Annual Guarantee (MAG) or a percentage of gross revenue. The Authority, however, is under no obligation to provide counter space if none is available.

Airport based limousine and shuttle operators are classified by the Authority as Class I Operators and are prohibited from holding any other class of permit or from sub-contracting, partnering or joint-venturing with any other class of Commercial Ground Transportation Operator without the express written approval of the Authority, which approval may be denied at the sole discretion of the Authority.

2. Off-Airport Limousine Operators

Off-Airport based operators of Commercial Limousines for hire, operated pursuant to a License issued by the MTLC and the Authority, with unmetered rates predetermined on a point-to-point basis

Note: Vehicles having a seating capacity of more than fifteen (15) seats, inclusive of the driver, shall be classified as Special Event Transporters.

3. Occasional Operators

Commercial Ground Transportation Operators who conduct Commercial Operations at the Airport at a frequency of not more than two (2) times per month. Occasional Operators must submit an application for a temporary permit in order to conduct commercial operations at the Airport. A temporary permit and/or an AVI Transponder Tag will be issued for an Occasional Operator at the sole discretion of the Authority.

4. Off-Airport Parking Operators

Operators of Off-Airport parking facilities who operate Courtesy Vehicles which transport patrons to and/or from the Airport.

5. Off-Airport Rental Car Operators

Operators of Off-airport based rental car agencies that operate Courtesy Vehicles which transport patrons to and/or from the Airport.

6. Hotel/Motel/Corporate Operators

Operators of Courtesy Vehicles owned and/or operated by hotels, motels, or corporations that transport patrons to or from the Airport.

Note: In the event a Hotel/Motel Operator elects to offer paid automobile parking to Airport passengers absent an overnight's stay at the Hotel/Motel, the Operator shall disclose such information in the appropriate section of the Permit Application Form as referenced in Appendix "H"; and, in addition to monthly permit fees and Trip Charges applicable to Hotel/Motel Operators, the Operator shall pay the Authority ten percent (10%) of Gross Revenues derived from such parking. In the event the Authority subsequently determines the Operator is offering paid parking to Airport passengers who were not an overnight guest at the Hotel/Motel, and the Operator has failed to report this fact to the Authority, the Operator shall be assessed Trip Charges applicable to Off-Airport Parking Operators retroactive to the effective date of its Permit.

7. Special Event Transporters

Prearranged operators of motor vehicles that transport passengers between the Airport and special events off the Airport, conducted by a party other than the party hosting" the event. A temporary permit or an AVI Transponder Tag may be issued for a Special Event Transporter at the sole discretion of the Authority.

8. Taxicab Operators

Motor vehicles equipped with a meter to determine passenger fares that operate on demand over routes determined by the destination of the passenger and licensed by the MTLT. As a condition to conducting business at the Airport, Taxicabs must be equipped to electronically accept, and must accept, all major credit cards, as well as airline vouchers for payment of fares to and from the Airport.

9. Off-Airport Shuttle Service Operators

Off-Airport based operators of commercial Shuttle Service Vehicles for hire having a seating capacity of up to fifteen (15) seats, inclusive of the driver, operated pursuant to a license issued by the MTLT and a permit issued by the Authority, with unmetered rates predetermined on a point-to-point basis.

Note: Vehicles having a seating capacity of more than fifteen (15) seats, inclusive of the driver, shall be classified as Special Event Transporters.

10. Public Transit System

Motor vehicles operated directly by a non-profit governmental entity on a fixed route, fixed schedule, and fixed passenger fare, whose sole purpose is to provide public transportation for a confined area within the corporate limits of cities and suburban territory adjacent thereto. Public Transit Systems will operate vehicles in the Ground Transportation Center as prescribed by the Authority but are not assessed a fee to operate on the Airport.

11. Courier/Package Delivery Service

Contract operators of motor vehicles that transport small packages, parcels, and/or luggage to or from the airport.

Note: Authorization for use of the Service Drive will at all times be at the discretion of the COO or his designee.

12. Transportation Network Company (TNC)

A company or organization that uses a digital platform to connect passengers with pre-arranged transportation services for hire provided by drivers using their personal vehicles.

13. Peer-to-Peer Car Sharing Operator

A company or organization that uses a digital platform to connect passengers with vehicle owners to enable the sharing of motor vehicles for financial consideration. area

14. Other Providers of Commercial Ground Transportation Service

Prior to engaging in the transportation of passengers or property at the Airport, Other Providers of Commercial Ground Transportation Services which are not classified under the existing Policy must submit a written proposal to the Authority's COO stating the type of service proposed and appropriate certificate, permits, etc., from federal, state, or local governmental agencies, as required. The Authority will review such proposal and provide a written response. Other Providers of Commercial Ground Transportation Service may not operate without prior written approval by the Authority.

In the event a Commercial Ground Transportation Operator offers services to the public which fall into more than one of the above defined Operator Classifications, the Authority reserves the right to reclassify the Operator and/or impose Trip Charges or such other user fees as may be applicable to the other activity offered or engaged in.

Approval, disapproval and/or classification of the proposed service shall be made solely by the Authority.

## APPENDIX "E"

### MINIMUM INSURANCE REQUIREMENTS

1. All Commercial Ground Transportation Operators, with the exception of taxicab operators, shall maintain Commercial General Liability and Property Damage Insurance, inclusive of Contractual Liability, in an amount of not less than One Million Dollars (\$1,000,000) and Automobile Liability Insurance in an amount of not less than Five Hundred Thousand Dollars (\$500,000.00).

All taxicab operators shall maintain Commercial General Liability and Property Damage Insurance, inclusive of Contractual Liability, in an amount of not less than One Million Dollars (\$1,000,000) and provide evidence of Automobile Liability Insurance in an amount of not less than Three Hundred Thousand Dollars (\$300,000.00) for each driver.

The foregoing coverages shall be written on a combined single limit per occurrence basis.

2. Such insurance policies and endorsements must name the Authority, its Board of Commissioners, its officers, and its employees as an additional insured to the full extent of the Commercial Ground Transportation Operator's insurance coverage, but in no event less than the required minimum amount, and shall contain severability of interest or cross liability provision endorsement. All policies, endorsements, and Certificates of Insurance must include a waiver of subrogation against the Authority, its Board of Commissioners, officers and employees.
3. A Certificate of Insurance must be on file with the Authority prior to commencement of Airport service. The insurance certificate must include a schedule of covered vehicles or include blanket coverage for all vehicles operating pursuant to and under a valid permit and shall contain a severability of interest clause. The insurance certificate, endorsements and policies must name the Metropolitan Nashville Airport Authority, its Board of Commissioners, its officers, and its employees as additional insured. The insurance provider shall provide a thirty (30) day notice to the Authority prior to any decrease below the minimum required coverage, cancellation in coverage, or nonrenewal of coverage. The insurance company for holders MNAA issued Operator Permits shall be rated as "Excellent" (A-) or better (or as approved by the Authority's Chief Financial Officer) in the latest edition of Best's Key Rating Guide and be licensed to do business in the State of Tennessee.
4. The Commercial Ground Transportation Operator shall be responsible for providing a new Certificate of Insurance to the Authority prior to the expiration date of any previously provided Certificate of Insurance so as to prevent any lapse of coverage. If a lapse in coverage does occur, the Authority may fine, suspend, or revoke all operating privileges and require that the Commercial Ground Transportation Operator re-apply for permission to do business with the Authority.



## APPENDIX "F"

### SCHEDULE OF FEES AND CHARGES

Note: Terms for the payment of fees set forth in this schedule will be incorporated in the Permit issued to the Commercial Ground Transportation Operator.

#### **Class I, Airport Based Limousine and Shuttle Operators**

Airport Based Limousine and Shuttle Operators shall pay space rentals, **plus** the greater of a Minimum Annual Guarantee or Eight Percent (8%) of the Operator's monthly Gross Revenues as contractually established with the Authority.

#### **Class II, Off-Airport Limousine Operators**

The Commercial Ground Transportation Operator shall pay a per trip fee of \$1.50 for Small Commercial Vehicles and \$1.75 for Mid-Size Commercial Vehicles to transport passengers **from** the Airport. The Commercial Ground Transportation Operator shall pay \$0.00 for each trip to transport passengers to the Airport.

Note: Vehicles having a seating capacity of more than fifteen (15) seats, inclusive of the Driver, shall be classified as a Class VII, Special Event Transporter.

#### **Class III, Occasional Operators**

The Commercial Ground Transportation Operator shall pay a trip fee for each Commercial Vehicle operated at the Airport pursuant to a temporary permit equal to \$25.00 for each trip to transport passengers **from** the Airport. The Commercial Ground Transportation Operator shall pay \$0.00 for each trip to transport passengers to the Airport.

#### **Class IV, Off-Airport Parking Operators**

The Off-Airport Parking Operator shall pay a trip fee based on the average preceding calendar year Hotel/Motel Operator trip fee, plus a \$2.94 differential, for each trip to transport passengers **from** the Airport. The Commercial Ground Transportation Operator shall pay \$0.00 for each trip to transport passengers to the Airport.

## **Class V, Off-Airport Rental Car Operators**

The Commercial Ground Transportation Operator shall pay a per trip fee of \$1.50 for Commercial Vehicles to transport passengers **from** the Airport. The Commercial Ground Transportation Operator shall pay \$1.00 for trips to transport passengers **to** the Airport.; **plus**

Ten Percent (10%) of the Operator's monthly Gross Revenues as contractually established with the Authority.

## **Class VI, Hotel/Motel/Corporate Operators**

The Commercial Ground Transportation Operator shall pay a monthly fee for each Commercial Vehicle operated by the Commercial Ground Transportation Operator at the Airport pursuant to a Permit equal to \$75.00 per month per Small Commercial Vehicle, \$150.00 per month per Mid-Size Commercial Vehicle or \$200.00 per month per Large Commercial Vehicle. Additionally, the Commercial Ground Transportation Operator shall pay a trip fee of \$0.25 for each trip to transport passengers **from** the Airport. The Commercial Ground Transportation Operator shall pay \$0.00 for trips to transport passengers to the Airport.

In the event a Hotel/Motel Operator elects to offer paid automobile parking to Airport passengers absent an overnight's stay at the Hotel/Motel, the Operator shall disclose such information on the Permit Application Form as referenced in Appendix "H" of Authority's Commercial Ground Transportation Policy; and in addition to applicable monthly permit fees and Trip Charges, the Operator shall pay the Authority Ten Percent (10%) of Gross Revenues derived from such parking. In the event the Operator fails to report this information and the Authority subsequently determines the Operator is offering paid parking to Airport passengers who are not overnight guests of the Operator, the Operator shall be assessed Trip Charges applicable to Off-Airport Parking Operators.

## **Class VII - Special Event Transporters**

The Commercial Ground Transportation Operator shall pay a trip fee for each Commercial Vehicle operated at the Airport pursuant to a Permit equal to \$7.50 per trip for a Commercial Vehicle and \$13.25 per trip for an Extra-Large Commercial Vehicle for each trip to transport passengers from the Airport. The Commercial Ground Transportation Operator shall pay \$0.00 for each trip to transport passengers to the Airport.

## **Class VIII- Taxicab Operators**

The Commercial Ground Transportation Operator shall pay \$1.50 for each trip to transport passengers **from** the Airport. The Commercial Ground Transportation Operator shall pay \$0.00 for each trip to transport passengers to the Airport.

### **Class IX, Off-Airport Shuttle Service Operators**

The Commercial Ground Transportation Operator shall pay a per trip fee of \$1.50 for Small Shuttle Service Vehicles or \$2.00 per trip for Mid-Size Shuttle Service Vehicles to transport passengers **from** the Airport. The Commercial Ground Transportation Operator shall pay \$0.00 for trips to transport passengers to the Airport.

### **Class X, Courier/Package Delivery Service**

The Commercial Ground Transportation Operator shall pay a per trip fee of \$1.00 for each trip to transport small packages, and/or parcels **from** the Airport. The Commercial Ground Transportation Operator shall pay \$0.00 for each trip to transport packages, and/or parcels to the Airport.

### **Class XI, Transportation Network Company**

The Commercial Ground Transportation Operator shall pay a per trip fee, inclusive of Excess Dwell Time and Excess Vehicle Charges, of \$4.00 to transport passengers **from** the Airport, and shall pay a per trip fee of \$2.00 to transport passengers **to** the Airport. Effective January 1, 2021 the per trip fee to transport passengers **to** the Airport will increase to \$3.00. Effective January 1, 2022 the per trip fee to transport passengers **to** the Airport will increase to \$4.00.

### **Class XII, Airport Based Peer-to-Peer Car Sharing**

Airport Based Peer-to-Peer Car Sharing Operators shall pay space rentals, plus the greater of a Minimum Annual Guarantee or Ten Percent (10%) of the Operator's monthly Gross Revenues as contractually established with the Authority.

### **Class XII, Off-Airport Peer-to-Peer Car Sharing**

Off-Airport Peer-to-Peer Car Sharing Operators shall pay the greater of a Minimum Annual Guarantee or Ten Percent (10%) of the Operator's monthly Gross Revenues as contractually established with the Authority.

## Other Fees and Charges

APPLICATION FEE..... \$50.00/Operator

DECALS..... \$5.00/Vehicle

AVI TRANSPONDER TAG ..... \$25.00/Vehicle

VEHICLE REGISTRATION FEE..... \$20.00/Vehicle

FAILURE OF AUTOMATED PAYMENT (for Auto-Pay Customers)..... \$30.00/Event

LATE PAYMENT FEE (for Self-Pay Operators) ..... \$30.00/Event

EXCESSIVE DWELL TIME CHARGE..... Trip Charge multiplied by 2  
for each 10-minute increment exceeding 20 minutes for the use of the Ground Transportation Center.

EXCESS VEHICLE CHARGE ..... **Double the Trip Charge**

FINANCE CHARGES - In the event, any amount due and properly invoiced by the Authority is not received in a timely manner, finance charges shall be assessed beginning with the date of invoice at an annual percentage rate of 18% or the maximum amount allowed by law.

## Appendix "G"

<b><u>Maximum Size and Seating Capacity for Commercial Vehicles</u></b>			
<b><u>Class</u></b>	<b><u>Length</u></b>	<b><u>Width</u></b>	<b><u>Seating Capacity (Including Driver)</u></b>
Small	Under 24 ft.	Under 9 ft.	6
Mid-Size	24 ft. and Greater	9 ft. and Greater	7-15
Large	24 ft. and Greater	9 ft. and Greater	16-30
Extra-Large	24 ft. and Greater	9 ft. and Greater	31+
Taxicab	Under 24 ft.	Under 9 ft.	6
TNC	Under 24 ft.	Under 9 ft.	8

## APPENDIX "H"

### APPLICATION INSTRUCTIONS

#### Steps

1. Complete application and vehicle information forms located on the airport website. <https://www.flynashville.com/ground-transportation/Pages/Permits.aspx>

(Note: Only one class per application). The Airport Authority has final decision in determining the class of a Commercial Ground Transportation Operator.

2. Attach appropriate city, state, or federal license/certificate required to provide specified ground transportation service. Operators exempt from city, state, federal licensing and/or certification must attach appropriate documentation stating such exemption.
3. Attach certificate of insurance or copy of certificate as evidence of coverage in the amounts specified on Appendix "E", MINIMUM INSURANCE REQUIREMENTS.
4. Return all items as specified in Steps 1 - 3 above to:

Attn: Landside Operations  
Metropolitan Nashville Airport Authority  
140 BNA Park Drive, Suite 520  
Nashville, Tennessee 37214

