



Colorado Springs Airport Operations  
7770 Milton E. Proby Parkway, Suite 50  
Colorado Springs, CO 80916-4691  
Tel (719)550-1936  
Fax (719)550-1937

---

## **Commercial Ground Transportation Regulation**

### **A. PURPOSE**

1. To regulate the receipt, deposit, removal, and embarkation of passengers or property to or from the Colorado Springs Airport, (hereafter referred to as the Airport), by commercial ground transportation providers to ensure the traveling public access to an efficient and orderly ground transportation system and to ensure efficient use of the limited capacity of Airport roadways, parking, and loading facilities;
2. To regulate required fees, charges, and tolls for commercial ground transportation activities in order to meet the current and future needs of the Airport. To include without limitation the expenses for bonded indebtedness, its operating expenses, maintenance and construction expenses for Airport facilities, to retire debt, and to reasonably apportion these expenses among concessionaires, businesses and other users of the Airport;
3. To assign commercial ground transportation operations space or areas at the Airport roadways;
4. To provide rules and regulations necessary for the safe and efficient operation of commercial ground transportation activities and regulated traffic flow at the Airport.

### **B. LAWFUL AUTHORITY**

**This Regulation is promulgated under the following authority:**

1. Colorado Constitution, Article XX (Home Rule Authority)
2. The Charter of the City of Colorado Springs, as amended, Article I
3. The City Code of the City of Colorado Springs, 1980, as amended, § 19-4-204
4. Title 41, Article 4, Part 2, section 20, Colorado Revised Statutes

In addition, the Department of Homeland Security and Transportation Security Administration may impose security restrictions on the Airport, which may affect Commercial Ground Transportation operations. Such restrictions may include:

mandatory vehicle searches, prohibition of unauthorized vehicle within a defined distance of the terminal building and no unattended vehicles adjacent the terminal building. Failure to comply with these federal regulations will result in immediate suspension of operating privileges at the Airport for a period of not less than one week.

## **DEFINITIONS:**

**Airport:** Colorado Springs Airport, an enterprise activity of the City of Colorado Springs (hereafter referred to as the City).

**Airport Operations Personnel:** Employees of the City assigned to the Airport Operations division who may be identified by the public by nameplates, identification badges, or business cards presented by such persons identifying them as being so employed. Airport Operations personnel are bona fide personnel of the City and act on behalf and with the authority of the Director of Aviation.

**Automated Vehicle Identification (AVI) Tag:** A transponder device issued by the Airport to each commercial ground transportation provider for each motor vehicle in his or her fleet utilizing the Airport system. Tags are used by the Airport to record the number of trips and dwell time of each commercial vehicle.

**Colorado Public Utilities Commission (COPUC):** State of Colorado Regulatory Agency, which issues authorities and registrations regulating commercial transportation carriers within the state and performs inspections for safety and continuing fitness to operate pursuant to state rules and regulations.

**Commercial Operator:** Any person or entity, including its drivers, employees, and representatives, using Airport roadways or operating motor vehicles upon the Airport in furtherance of or on connection with any activity carried on for a profit.

**Commercial Ground Transportation Permit:** A written authorization issued by the Airport to commercial ground transportation providers, which grants the non-exclusive privilege of operating commercial motor vehicles and of conducting certain business activities upon Airport premises.

**Commercial Vehicle Lanes:** Areas located on the arrival and departure roadways to be used for passenger pick up by commercial ground transportation providers.

**Commercial Vehicle Staging Area:** An area located on the arrival roadway that will be used for queuing of all commercial ground transportation providers. Vehicles in this area are not subject to dwell time charges.

**Company Representative:** Anyone employed by or acting on the behalf of a ground transportation provider and representing its interests.

**CSPD Airport Detail:** Officers of the Colorado Springs Police Department assigned to the Airport in either a permanent or a temporary status. Their distinctive uniform can identify these personnel. CSPD are certified State of Colorado Peace Officers with the authority to enforce all Airport, local and state laws and statutes.

**Drop-off Zones:** The upper level commercial vehicle traffic lane in front of the Airport Terminal. Drop-offs may be done in the lower level commercial vehicle traffic lane and a trip fee will be imposed. No charges are assessed for use of the upper level commercial vehicle traffic lane for drop-offs.

**Dwell Time:** The period of time during which a motor vehicle remains in the commercial vehicle pick-up zone.

**Ground Transportation Provider:** Entities engaged in the business of providing scheduled service, on-demand, or charter transportation of passengers and their property to and from the Airport.

**Infrequent User:** A Commercial Operator that does not transport passengers to and from the Airport more frequently than ten trips during a twelve-month period.

**Non-commercial Operators:** Schools, universities, non-profit organizations, and governmental units including local, state, and federal agencies conducting activities upon Airport premises and roadways.

**Non-revenue Operator:** For the purpose of the Regulation, any activity operated at the Airport not for profit by a person or entity other than the City.

**Permittee:** A commercial ground transportation provider who has applied for, paid specified fees, and has been granted a Permit to operate a commercial ground transportation activity at the Airport.

**Parking Enforcement Personnel:** Airport employees who enforce Airport and Transportation Security Administration Rules and Regulations concerning parking adjacent to the Airport Terminal Building.

**Pick-Up Zones:** The area designated within the commercial vehicle lane to provide the maximum allowable passenger pick-up convenience to the traveling public while maintaining the efficiency of the roadway system. Pick-Up Zones are specifically assigned by vehicle classes described in this regulation. Vehicles in this area may be subject to dwell time charges.

**Trip:** Defined as a vehicle passing the inbound and outbound AVI antennas located on the Airport roadways. All charges and dwell times will be determined by this Regulation.

**Vouchers:** A form issued by airport tenants to ground transportation providers that guarantees future payment for services provided by designated carrier.

## **RENTAL CARS**

The operation of rental cars and rental car courtesy vehicles at the Airport shall be set forth by contract or permit between the City and the Rental Car Company. No Rental Car Company shall operate rental cars on Airport property, pick up renters from the Airport, or discharge renters at the Airport, unless and until the company has entered into a contract or permit to do so with the City.

## **TERMS AND CONDITIONS**

No person may operate a commercial ground transportation vehicle upon the parking areas, roadways, or other facilities of the Airport without a valid written permit from the Director of Aviation.

Any ground transportation provider vehicle operating at the Airport shall have valid **motor vehicle insurance in the amount required** for the vehicle and activity by Colorado law. Copies of valid insurance certificates must be provided to Airport prior to issuance of a permit. Further, all commercial ground transportation vehicles under permit shall be operated at the Airport in compliance with Colorado law, including the regulations of the Colorado Public Utilities Commission as well as this Regulation.

Permits shall expire upon the expiration or termination of Permittee's vehicle insurance policy. The Airport may also suspend permits when notified by the PUC or other regulatory agency of non-compliance of regulatory requirements.

Each person operating a commercial ground transportation activity at the Airport shall obtain a single permit for each commercial ground activity. Multiple vehicles for the same activity shall be included under a single permit. For example, John Doe, operating a single touring van, must obtain a permit listing that van. Jane Doe enterprises, Inc. operating 10 hotel shuttle buses as a single business must obtain a single permit listing all ten vehicles. Each vehicle is required to carry a copy of said permit to be presented on demand by Airport Operations personnel, CSPD Airport Detail officers, or other properly identified Airport Officials. The commercial ground transportation provider is responsible for copying said permit.

## **GENERAL OPERATIONAL RULES**

Ground transportation providers are required to comply with the parking zones assigned to their class of vehicle.

Ground transportation provider drivers shall remain in the general vicinity of their vehicles and shall not leave their vehicles unattended unless they are tending to business practices. Unattended vehicles will be subject to ticketing and towing.

Company employees of ground transportation providers will immediately respond to the direction of CSPD Airport Detail, Parking Enforcement and Airport Operations

personnel. Failure to do so may result in the company employee being removed from the Airport premises and the ground transportation provider being subject to administrative action.

Ground transportation providers may have persons holding name boards, approved by Airport Administration, in the baggage claim area, that indicate the name(s) of prearranged pickups. All such persons must remain clear of the pedestrian traffic and not constitute impedance to the orderly flow of customers through the building.

Taxi drivers are to load the first fare in line if more than one fare is waiting. Drivers are not allowed to question others waiting in an effort to take the longer trip and skip the first waiting fare.

Multiple loading of passengers is prohibited except in cases where the first passenger engaging the taxicab agrees to multiple loading (COPUC RULE 723-31-23.1.2). The first passenger shall have exclusive use of the vehicle unless he or she agrees to multiple loading (COPUC RULE 723-31-2.13).

Trip refusals are strictly prohibited. No operator or driver of any taxicab shall refuse to transport any passenger upon request unless the proposed passenger is acting in an unlawful, disorderly, or endangering manner or there is a previous commitment of the taxicab equipment (COPUC RULE 723-31-23.3). A violation of this COPUC RULE may result in the assessment of a penalty up to \$200.00 (COPUC RULE 723-31-40.4.5). Any driver refusing a trip for any reason will be required to depart the loading area without loading a fare and will be suspended from operating at the Airport for 24 hours. Repeat offenders will be suspended from operating at the Airport until a meeting is conducted with a representative of the Airport, a supervisory representative of the ground transportation provider, and the driver involved in the incident.

Passenger loading on the upper level is not authorized without prior authorization from Airport Operations or CSPD. Airline officials are not authorized to approve commercial vehicle loading from the upper level.

## **PERMIT FEE AND TRANSPONDER DEPOSIT**

An initial fee shall be levied upon a ground transportation provider to obtain the appropriate permit and AVI Tags. The fee will be levied on any new provider wanting to service the Airport. The initial fee consists of a deposit for each AVI tag and an application fee for processing said permit. The AVI tag deposit is refundable upon return of the transponder to Airport Operations. One transponder will be issued per vehicle for the ground transportation providers' fleet.

Initial Permit Fee: A one-time application fee of twenty-five dollars (\$25.00).

AVI Transponder Fee: Deposits of fifty dollars (\$50.00) for each AVI Tag issued to commercial ground transportation providers will be collected. AVI tags remain the

property of the airport and must be surrendered upon request by Airport Operations or CSPD. Defacing AVI transponders is not authorized and deposits may be retained in part or full for damaged/defaced transponders at the discretion of Airport Operations.

## **OTHER FEES AND SURCHARGES**

Ground transportation providers are required to pick up and drop off passengers and/or baggage ONLY in the zones assigned to their class of vehicle. Commercial providers that circumvent the Automated Vehicle Identification (AVI) lane will be subject to the following penalties:

1<sup>st</sup> offense:           \$25.00 Surcharge

2<sup>nd</sup> offense:           \$50.00 Surcharge

3<sup>rd</sup> offense:           Confiscation of AVI tag for a designated period not to exceed 30 days.

4<sup>th</sup> offense            Operating Permit will be revoked.

A minimum fee of \$150.00 will be imposed on operators that break AVI gate arms if it is determined by Airport Operations personnel that the operator did not act in an appropriate manner to prevent such damage.

Infrequent users may purchase trip tokens for \$3.00 apiece for access to AVI lanes to conduct business.

Trip fees will be applied at the appropriate rate when an operator is unable to access the commercial lane and access is granted remotely via Communications Center Dispatchers.

## **VEHICLE CLASSIFICATIONS**

### **Class A:** Taxi

A limited number of Taxis may pick up fares at the designated pick-up zone on the arrival roadway. These vehicles are subject to dwell time charges. Additional taxis are required to wait in the queuing lot until space becomes available on the arrival roadway. These vehicles are not subject to dwell time charges. Once a vehicle departs from the arrival roadway pick-up zone, a vehicle from the queuing lot is permitted to fill the zone.

### **Class B:** (1-15 passenger capacity)

A limited number of Class B vehicles may pick up fares at the designated pick-up zone on the arrival roadway. These vehicles are subject to dwell time charges. Additional vehicles of this class are required to wait in the queuing lot until space becomes

available on the arrival roadway. These vehicles are not subject to dwell time charges. Once a vehicle departs from the arrival roadway pick-up zone, a vehicle from the queuing lot is permitted to fill the zone.

**Class C:** (16-24 passenger capacity)

A limited number of Class C vehicles may pick up passengers at the designated pick-up zone on the arrival roadway. These vehicles are subject to dwell time charges. Additional vehicles of this class are required to wait in the queuing lot until space becomes available on the arrival roadway. These vehicles are not subject to dwell time charges. Once a vehicle departs from the arrival roadway pick-up zone, a vehicle from the queuing lot is permitted to fill the zone.

**Class D:** (more than 24-passenger capacity)

A limited number of Class D vehicles may pick up fares at the designated zone on the arrival roadway. These vehicles are subject to dwell time charges. Additional vehicles of this class are required to wait in the queuing lot. These vehicles are not subject to dwell time charges. Once a vehicle departs from the arrival roadway pick-up zone, a vehicle from the queuing lot is permitted to fill the zone.

**Class E:** Non-Revenue Operator

A limited number of Class E vehicles may pick up fares at the designated zone on the arrival roadway. These vehicles are not subject to dwell time charges. Additional vehicles of this class are required to wait in the queuing lot. These vehicles are not subject to dwell time charges. Once a vehicle departs from the arrival roadway pick-up zone, a vehicle from the queuing lot is permitted to fill the zone.

**Class F:** Infrequent User

A limited number of Class F vehicles may pick up fares at the designated zone on the arrival roadway. These vehicles are not subject to dwell time charges. Additional vehicles of this class are required to wait in the queuing lot. These vehicles are not subject to dwell time charges. Once a vehicle departs from the arrival roadway pick-up zone, a vehicle from the queuing lot is permitted to fill the zone.

**TRIP AND DWELL TIME FEES**

**Class A (Taxicabs):** \$1.00 per trip.

❖ Dwell Time Fee: None

**Class B (1-15 capacity vehicles except taxicabs):** \$1.25 per trip.

- ❖ Dwell Time Fee: In addition to the Class B trip charge, vehicles in this class will be subject to the following dwell time charges.
  - 0-25 minutes: No charge
  - 26 minutes and longer: \$ .10/minute

**Class C (16-24 capacity vehicles):** \$2.00 per trip.

- ❖ Dwell Time Fee: In addition to the Class C trip charge, vehicles in this class will be subject to the following dwell time charges:
  - 0-25 minutes No charge
  - 26 minutes and longer \$ .10/minute

**Class D (greater than 24 capacity vehicles):** \$4.00 per trip.

- ❖ Dwell Time Fee: In addition to the Class D trip charge, vehicles in this class will be subject to the following dwell time charges.
  - 0-25 minutes No charge
  - 26 minutes and longer \$ .10/minute

**Class E (non-commercial operators):** No Charge.

- ❖ Dwell Time Fee: None

**Class F (infrequent users):** \$3.00 per trip.

- ❖ Dwell Time Fee: None

Operators in Class F are required to pay trip fees in advance. Operators in this class must also contact Airport Operations (550-1936 or 550-1918) prior to any and all trips to and from the Airport.

## **UNACCEPTABLE BEHAVIOR BY COMPANY EMPLOYEES**

Company employees displaying unacceptable behavior may be immediately removed from Airport premises. Examples of such behavior include but are not limited to the following:

- Failure to respond to directions of Airport Operations or CSPD Airport Detail personnel.
- Solicitation of business inside the building or on the roadway system.
- Calls to the Airport Communication Center requesting paging for customers.
- Disposing of refuse in other than designated locations or containers.
- Unruly behavior on the Airport premises.
- \*While parked in the AVI loading area waiting for a fare or passenger, drivers are not to have vehicle doors open into the roadway, or stand in the roadway blocking roadway access by other vehicles
- Abusive language, physical violence or other offensive behavior directed at other providers, customers, or Airport personnel.

## **ENFORCEMENT OF REGULATION**

Airport Operations personnel as well as CSPD Airport Detail Officers are tasked with enforcement of this regulation and all its provisions. Enforcement procedures include but are not limited to:

Scanning of all commercial vehicles parked landside to determine if AVI tags are installed and operational.

Contacting company employees of commercial ground transportation providers to produce a valid Airport Permit.

Directing company employees of a commercial ground transportation provider to an alternate area(s) if safety or the efficient movement of traffic on the Airport roadways is jeopardized.

Airport Operations personnel have the authority to have an employee of any commercial ground transportation provider removed from the Airport premises. Such action will only be taken for cause, such as a violation of the behavior standards, an unauthorized or untagged vehicle being operated, and other issues as deemed necessary by the said officials.

Ground Transportation providers wishing to make complaints against other operators must do so in writing. No verbal complaints will be acknowledged.

## **VIOLATION OF THIS REGULATION**

It shall be unlawful for any person to violate any provision of this regulation, See City Code § 19-4-211. Violators are subject to the General Penalty, City Code § 1-2-101 and, if a minor, § 1-2-102.

In addition to the foregoing, commercial ground transportation providers that violate any rule or regulation of the Airport, including any provision of this regulation, shall be subject to the following:

- 1<sup>st</sup> offense: Verbal warning or issuance of a summons and complaint.
- 2<sup>nd</sup> offense: Mandatory meeting with a representative of the Airport, a representative of the commercial ground transportation provider, and the individual who violated the regulation.
- 3<sup>rd</sup> offense: Suspension of operating privileges at the Airport for a designated period of time not to exceed 30 days.
- 4<sup>th</sup> offense: Permanent revocation of operating permit.

The Director of Aviation may summarily suspend or revoke any operating permit, for any serious violation of this regulation that constitutes a substantial danger to persons or property on the Airport.

### **TERMINATION OF PERMITS**

Permits may be terminated by a permittee with or without reason upon ten (10) business day's written notice to the Airport Administration.

Permits may be terminated by the Director of Aviation for violation of the permit terms or violation of Airport Regulations. These include, but are not limited to, failure to pay fees or charges, failure to maintain required insurance, failure to follow directions of Airport Operations, Parking Enforcement, or CSPD Airport Detail personnel, or behavior by company employees in holding with Airport policy, without compensation to the permittee.

Permits issued under this Regulation are in the nature of a license as defined in the Colorado Springs, Colorado, City Charter for the use of City property. As such, any permit issued under this Regulation is expressly subject to Section § 10-100 of the Charter of the City of Colorado Springs, and is expressly revocable by the City Council at any time.

The Director of Aviation may terminate any permit issued under this Regulation **for convenience** upon ten (10) days written notice to a permittee without compensation to the permittee.

### **AMENDMENTS AND EFFECTIVE DATE**

This Regulation and the fees and charges herein may be amended from time to time and in writing by the Director of Aviation. All permits issued under this Regulation shall be deemed subject to the Regulation as amended.

This Regulation shall be deemed effective January 1, 2004 and shall remain in effect until revoked by the Director of Aviation. Amendments to the Regulation shall be effective as of the date specified in amendment.

This Regulation supersedes and renders void all previous Regulations issued for this subject.

Receipt of this Regulation by current permit holders at the Airport will serve as written notice for the Termination of Permits as provided for in any other Regulation regarding this subject.