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CLERK, CIRCUIT COURT, COUNTY COURTS
DADE COUNTY, FLA.

OPERATIONAL DIRECTIVE NO. 90-24

Last Amended: June 9, 2002

Effective: July 25, 2002

SUBJECT: GROUND TRANSPORTATION SERVICE PERMITS

PURPOSE: To address service classifications, user fee collection, pickup zones, holding areas, and traffic routes for commercial vehicles providing certain ground transportation and other expedite services to or from the Miami International Airport (Airport) through the issuance of Ground Transportation Service Permits (Permits). These Permits will be issued by the Miami-Dade Aviation Department (MDAD), pursuant to Chapter 25 of the Code of Metropolitan Dade County, Florida.

I. AUTHORITY:

The authority for this Operational Directive (OD) is [Chapter 25 of the County Code, Aviation Department Rules and Regulations](#), Section 25-1.1.

II. DEFINITIONS:

Permit – What authorizes the holder to conduct certain commercial activities within prescribed areas of the Airport during the term of the permit and subject to the General Terms and Conditions specified in Annex A incorporated herein by reference.

Permittee – Commercial entity holding a Permit to do business at the Airport.

III. MIAMI INTERMODAL CENTER – PROPOSED CONSTRUCTION:

MDAD has a current proposal to construct a Miami Intermodal Center (MIC) at a location east of LeJeune Road for the purpose of alleviating roadway traffic to and from MIA.

IV. POLICY:

A. If the MIC is constructed and it is determined that it is necessary to move the Permittees' transportation operation from MIA to the new MIC location, each Permittee of such transportation general class or sub-class agrees to comply with the relocation and with the rules and regulations that will be established for their operation at the MIC site.

- B. All companies conducting the services described herein, to or from the Airport, excluding taxicabs, government vehicles, public transportation services, and those companies providing ground transportation services under contract authorization from the Aviation Department, shall be required to comply with the provisions of this OD.
- C. Authorized departmental personnel or law enforcement officers will administer and enforce the applicable ground transportation provisions of Chapter 25, and this OD.
- D. Miami-Dade County has entered into a contract with a company to provide exclusive demand ground transportation service. Nothing in this OD shall permit or be deemed to permit any other company to provide demand ground transportation service from the Airport.
- E. Limitations contained in this OD are designed to assure an orderly and safe ground transportation intermix of private vehicles, non-passenger commercial service vehicles, Airport provided 24-hour demand passenger and baggage service, and off-Airport non-demand service. Compliance with this OD is essential for the benefit of all concerned to provide the best total ground transportation services under expected traffic, environmental, and other conditions at the Airport.
- F. MDAD reserves the right to limit the size of Permittee vehicles and to specify the types of fuels that may be used on Airport property by Permittee vehicles to protect Airport facilities and to maintain acceptable air quality levels.
- G. Issuance of a Permit creates no vested or exclusive rights. Failure to comply with this OD, Chapter 25 of the County Code, or the Terms and Conditions of the Permit, may result in the suspension or revocation of the permit.
- H. If necessary, the Airport may limit the number of permits issued or renewed hereunder through a competitive bidding process or other qualifying process determined by the Airport and based upon standards that assure the continued efficient and economic operation and use of the Airport roadways, curbsides and ground transportation facilities.
- I. Permit fees for this OD have been established by the Board of County Commissioners - Annex B, incorporated herein by reference.

- J. Cruising is prohibited because it leads to unnecessary vehicle congestion and vehicle emissions and shall be grounds for suspension and/or revocation of the Permit. Cruising involves any commercial vehicle that repeatedly enters the Landside area with no passengers and then leaves the Landside area with no passengers, and is generally for the purpose of advertising the company's services rather than picking up or discharging customers.

V. PERMIT CLASSIFICATIONS:

To apply for a permit, use the Application Form in Annex C, incorporated herein by reference.

A. General Service Permit Classifications

Permits issued to a commercial entity (Permittee) to provide ground transportation services to or from the Landside of the Terminal area and on the public roadways of the Airport, will be issued in one of the following ground transportation service classifications.

GENERAL CLASS A – Prearranged Service
GENERAL CLASS B – Commercial Service
GENERAL CLASS C – Crew Service
GENERAL CLASS D – Delivery Service
GENERAL CLASS E – Expedite Service

B. General Class A – Prearranged Service

This service is defined as commercial ground transportation provided by a single vehicle or, in the case of large groups, by multiple vehicles, either to MIA or to a predetermined specific location, when such service is contracted for in advance of the arrival at the Airport of both the passenger and the Permittee providing such service.

Permittees under sub-classes A-1, A-2, and A-3 must have appropriate For Hire or Passenger Motor Carrier certificates under the Miami-Dade County Code, including [Chapter 31](#) thereof. The Permit will be issued to the company based upon the passenger capacity of the equipment used, and will be sub-classed as follows:

Sub-class A1 – Bus
Sub-class A2 – Van
Sub-class A3 – Limo

1. *Sub-class A1 – Bus Permit:* Will be issued to a Permittee providing such prearranged service and using vehicles with a rated seating

capacity in excess of 25 to provide such service.

2. *Sub-class A2 – Van Permit:* Will be issued to a Permittee providing such prearranged service and using vehicles with a rated seating capacity of not more than 25 and not less than 10 to provide such service.
3. *Sub-class A3 – Limo Permit:* Will be issued to a Permittee providing such prearranged service generally with a limousine having a valid for-hire permit issued under Chapter 31, of the Miami-Dade County Code.

C. **General Class B – Commercial Service**

This service is defined as ground transportation provided in the off-Airport commercial operation of any hotel, motel, or other commercial activity whereby the company uses a company vehicle to transport the public to the airport or to its business location, whether or not a direct fee is paid by the passenger, the cost of which may or may not be absorbed in other payments to the Permittee by the passenger. If a direct fee is charged, the company must be properly certified under the Miami-Dade County Code. Class B Permits will be sub-classed as follows:

- Sub-class B1 - Hotel/Motel (small) Commercial Permit
- Sub-class B2 - Hotel/Motel (large) Commercial Permit
- Sub-class B3 - Commercial Permit (small)
- Sub-class B4 - Commercial Permit (large)

1. *Sub-class B1 – Hotel/Motel (small) Commercial Permit:* Will be issued to those local area hotels and motels providing such courtesy vehicle service to the public, between the Airport and their respective business locations in vehicles owned and/or operated by the companies and should not exceed a rated seating capacity of 15 persons.
2. *Sub-class B2 – Hotel/Motel (large) Commercial Permit:* Will be issued to those local area hotels and motels providing such courtesy vehicle service to the public, between the Airport and their respective business locations, in vehicles owned and/or operated by the companies and having a rated seating capacity of 16 or more persons.
3. *Sub-class B3 – Commercial Permit (small):* Will be issued to companies providing such courtesy vehicle service to the public between the Airport and their respective business locations, in vehicles owned and/or operated by the companies and should not exceed a rated seating capacity of 15 persons, as a part of the commercial service extended or to be extended by the company at such location

and largely in conjunction with travel arrangements established prior to the passenger's arrival at the Airport.

4. *Sub-class B4 – Commercial Permit (large)*: Will be issued to companies providing such courtesy vehicle service to the public between the Airport and their respective business locations, in vehicles owned and/or operated by the companies and should not exceed a rated seating capacity of **16 or more** persons, as a part of the commercial service extended or to be extended by the company at such location and largely in conjunction with travel arrangements established prior to the passenger's arrival at the Airport.

D. General Class C – Crew Service

Class C Permit will be sub-classed as follows:

Sub-class C-1 – Crew Service Permit (small)

Sub-class C-2 – Crew Service Permit (large)

1. *Sub-class C-1 – Crew Service Permit (small)*: Defined as ground transportation services provided by a commercial entity under the written authorization of an air carrier or cruise line including, but not limited to, the transporting of company crew members or passenger baggage and property between the Airport and a location designated by the air carrier or cruise line. Vehicles used by such company operating into the Airport shall not exceed a rated seating capacity of **15** persons.
2. *Sub-class C-2 – Crew Service Permit (large)*: Defined as ground transportation services provided by a commercial entity under the written authorization of an air carrier or cruise line including, but not limited to, the transporting of company crew members or passenger baggage and property between the Airport and a location designated by the air carrier or cruise line in vehicles used by such company operating into the Airport with a rated seating capacity of **16 or more** persons.

E. General Class D – Delivery Service

This service is defined as both aeronautical and non-aeronautical routine delivery activities to, on or from the Airport which are not included under the provisions of any other permitted service. Permittees under this classification, must comply with the delivery times and zones established by Landside Operations.

F. General Class E – Expedite Service

This service is defined to include those commercial entities providing services such as expedited mail, baggage, message or small package courier, armored car services, non-emergency medical, etc., whether for aeronautical or non-aeronautical purposes. It does not include the transport of people, and which is not a service otherwise performed under the provisions of any other permitted service.

G. Temporary Delivery Permit

A Temporary Delivery Permit will be issued to those companies providing incidental and non-routine direct service to Airport tenants, MDAD buildings or others operating at the Airport.

VI. PICKUP ZONES:

- A. Vehicle Pickup Zones are designated to provide the maximum allowable convenience to the traveling public and to maintain the efficiency of the roadway system. Pickup Zones are specifically assigned by general service classification and may also be assigned by service sub-classification within a general class.
- B. The location of these Zones is subject to change from time to time, without notice, due to construction, weather, unusual traffic situations or environmental and operational requirements. Vehicle Service Zones for each classification are shown on Annexes D, E, and F.
- C. Permittees' vehicles are required to pick up passengers and/or baggage ONLY in the Zones assigned to their general and/or sub-classification of service.
- D. Each Pickup Zone is appropriately posted to identify the type of service allowed in such Zone. Vehicles shall not remain in a Pickup Zone in excess of two minutes, unless otherwise posted.

VII. PICKUP REQUIREMENTS:

- A. Prearranged and Crew Permit vehicles may proceed to the Bus Holding Lot for staging (Annex D) and will not proceed to the Pickup Zones until passengers and baggage are ready for loading. Commercial vehicles shall not load passengers on the upper (departure) level of the Terminal unless specifically authorized by Landside Operations.

- B. Expedite services shall limit their use of the designated Pickup Zone to a maximum of ten minutes unless otherwise specifically approved by Landside Operations.
- C. All commercial vehicle drivers shall turn off engines unless engaged in active loading of passengers or baggage.
- D. Drivers shall remain in the general vicinity of their vehicles and shall not leave their vehicle unattended.
- E. Unattended vehicles will be towed at owner's expense.

VIII. EFFECTIVE DATE:

This OD shall become effective 15 days subsequent to its being filed with the Clerk of the Circuit Court as required by Sections 2-3 and 2-4 of the County Code.

IX. AMENDMENTS:

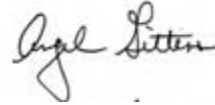
MDAD reserves the right to amend this OD at any time and from time to time, and notice of such amendments will be mailed to all affected permit holders and other interested parties who register with MDAD. The terms of such amendments shall be applicable to all present and prospective Permittees as of the effective date of such amendment.

X. SEVERABILITY:

If any court of competent jurisdiction determines that any provision in this OD is illegal or void, the remainder of this OD shall continue in full force and effect. If such court rules that any charge, fee, or security deposit requirement is illegal or void, the Aviation Director is authorized and directed to impose a charge, fee or security deposit requirement that complies with the court order or applicable provisions of law, which shall become effective on the date of imposition and shall continue until modified by the Board of County Commissioners.

REVOCACTION: None.

CROSS REFERENCE: None.



Angela Gittens, Aviation Director

Date: July 9, 2002

ANNEXES:

Annex A - General Terms and Conditions

Annex B - Fees and Charges

Annex B1 – Memorandum of Understanding Between the Hotel Industry Serving MIA
and Miami-Dade County Aviation Department

Annex C – Application Form for Ground Service Transportation Permit