




COMMERCIAL GROUND TRANSPORTATION RULES AND REGULATIONS

CMAA President Signature: 

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I. Purpose

This document supersedes Chattanooga Metropolitan Airport Authority (CMAA) Board Resolutions 006, 007, 031, and 040 pertaining to commercial ground transportation at the Chattanooga Metropolitan Airport Authority. Once approved by the CMAA Board, this document (including fares and fees) may be updated and/or modified with the approval of the Airport President.

The Chattanooga Metropolitan Airport Authority (CMAA) was created in July of 1985 by the Chattanooga City Commission, acting pursuant to the Tennessee Metropolitan Airport Authority Act, originally enacted in 1969. This act provides that CMAA's basic operations are governed by the terms set forth in the Metropolitan Airport Authority act, as well as by the CMAA By-Laws. As a separate legal entity, the CMAA is authorized to adopt operating procedures, policies and requirements separate from those in use by the City of Chattanooga. Additionally, the Tennessee Passenger Transportation Services Act provides explicit authority for the CMAA's regulation, by Resolution, of each private passenger for hire vehicle providing transportation services.

In addition to the requirements of the CMAA by-laws, 49 U.S.C. 47107(a) (13) (federal airport grant assurances), requires airports that accept federal money to be as self-sustaining as possible under the circumstances at the airport. Because the CMAA does not receive local tax dollars, CMAA must raise money through other means. This is done through contracts, licenses, permits and leases issued by CMAA to both aeronautical and non-aeronautical airport users, and through fees charged to offset the cost of regulation of certain activities.

Fees will be charged by the CMAA for any business providing commercial ground transportation services originating at the airport. This includes, but is not limited to, providing courtesy car service, taxi, charter vehicles, motor bus, and baggage delivery service. These fees will assist in covering the cost of regulation of these commercial activities, and assist in defraying the expense of providing certain facilities, benefits, and services to the parties paying the fees, including but not limited to, the airport roads, curbs, special parking facilities, traffic control, snow removal, lights and other related facilities and services used directly and indirectly by and which directly and indirectly benefit Commercial Ground Transportation Vehicles.

Any person conducting a commercial ground transportation function originating at the airport must have authorization for such activities under terms of a lease, contract or permit with the CMAA. Such operations are limited to parking locations and procedures as set forth in these regulations and specific written agreements with the CMAA.

II. General Operating Requirements

1. General Guidelines

- a. All Commercial Ground Transportation Operators (drivers and owners) will be required to sign a disclaimer stating they have received, read, and agrees to comply with the CMAA Commercial Ground Transportation Rules and Regulations.
- b. Passenger complaints will be reviewed by the CMAA Chief of Police and Security Manager and may result in disciplinary action.
- c. It is the responsibility of each Commercial Ground Transportation Operator to report any violation of these rules and regulations to airport police dispatch at 423.855.2204.

2. Good Standing

All Commercial Ground Transportation Operators must remain in good standing. The CMAA may, in its sole discretion, deny any Application to Provide Commercial Ground Transportation (Appendix B) if, in its opinion, the CMAA Chief of Police and Security Manager or his/her designee finds any one or more of the following:

- a. The applicant/operator has either intentionally or unintentionally misrepresented or omitted any material fact in the application or in supporting documents.
- b. The applicant/operator has a record of violating the rules and regulations of this or any other airport.
- c. The applicant/operator has defaulted in the performance of an agreement with the CMAA.
- d. The applicant/operator has not been convicted, or found guilty by reason of insanity, of a felony in any jurisdiction during the ten years before the date of application.
- e. The applicant/operator has, in the opinion of CMAA, not satisfactorily resolved or explained any complaint lodged with the CMAA regarding applicant's service.
- f. The applicant/operator has violated, on one or more occasions, any existing rule or regulation of the CMAA.

3. Inspection of Vehicles

All taxi cabs will be inspected by the CMAA Ground Transportation Coordinator to verify compliance with the below requirements. Vehicles that fail to pass inspection will be immediately removed from service at the airport, and may not be utilized until such inspection is passed. Failed vehicles must wait 72 hours before re-inspection.

4. Condition of Vehicles

All vehicles shall be maintained in good condition at all times. This shall include, but is not limited to, all of the following:

- a. Any vehicle older than 10 years will be evaluated on a case-by-case basis by the CMAA Ground Transportation Coordinator.
- b. Operable horn.
- c. Rear view mirror.
- d. No foul odor.
- e. Paint must match (be of the same color).
- f. No rust.

- g. Free of exterior body damage, and cracks in the windshield greater than 1".
- h. Properly functioning headlights, tail lights, turn signals, brake lights, emergency flashers, and windshield wipers.
- i. Properly functioning environmental control system (heat/air conditioning).
- j. Properly functioning seatbelts/safety restraints for all seating positions, including driver's seat.
- k. No fluid leaks of any kind (excluding the condensation caused by the air conditioner), nor any obvious pollution control problems.
- l. Tires shall have a minimum tread depth of 3/32 inch, with no steel, wire, or other such reinforcing material visible.
- m. Trunk areas are to be kept clean, and available for storage of luggage. They must be secure at all times.
- n. Clean and tear-free interior.
- o. Proper exhaust system, muffler.

Vehicles with minor body damage may be allowed to continue operating at the discretion of the inspecting official if arrangements for repair have been made.

All vehicles are to be maintained in a clean condition, both interior and exterior, free of any dirt or debris, except such as is normal due to certain weather conditions.

5. Valid License

Any driver of a vehicle providing transportation for hire, or operating a courtesy vehicle must possess and maintain a valid driver's license with the proper endorsements for the type of commercial ground transportation service being provided. In the case of a class D vehicle, the driver is required to have a regular driver's license with an F endorsement. Drivers of class B vehicles (such as buses) require a CDL. This license must be on the driver's person at all times while conducting a commercial ground transportation function.

6. Display of Permit/Decal

Any vehicle engaged in revenue producing activity (passenger pick-up from the curb, baggage delivery, etc.) at the airport is required to display a valid CMAA permit/decal on the vehicle's upper right (passenger side) corner of the windshield. This permit is non-transferable, and must be removed if the vehicle is sold or removed from service. Arrangements can be made through the Ground Transportation Coordinator for a replacement permit/decal. The cost for each replacement decal is \$10.00. TNC vehicles are not required to display a decal.

7. Operating Fees

The following fee schedule will be applied to all Commercial Ground Transportation Vehicles conducting pick-ups from the curb at the Chattanooga Metropolitan Airport:

Taxi Cabs	\$105.00 per vehicle per quarter
Limousines	\$105.00 per vehicle per quarter
Courtesy Cars/Vans	\$105.00 per company per quarter
Shared Ride	\$105.00 per vehicle per quarter
Buses	\$105.00 per vehicle per quarter

Non-registered Vehicles	\$52.50 per vehicle per day
Baggage Delivery	\$105.00 per vehicle per quarter
Transportation Network Operator	Yearly contracted fee
Peer-to-Peer Vehicles	TBD

Operating fees and inspections are due on or before 3:30 p.m. the first day of each quarter (January 1st, April 1st, July 1st and October 1st). If the first day of the new quarter falls on a holiday or a weekend, then payment is due before close of business on the last business day of the current quarter. The permit/decal will be valid for a period of one quarter, and will be color coded for ease of recognition. All companies are subject to a financial audit by CMAA. These fees are imposed both for the purpose of regulating commercial activity on CMAA property, and in order to defray the costs of providing services and benefits to the parties paying the fees.

8. Identification of Vehicles

- a. Each taxi cab shall have permanent markings on each side of the vehicle indicating both the name and telephone number of the taxi company, and a cab number displayed on the rear.
- b. Limos and Sedans are required per Tennessee Code Annotated 55-4-112 to display commercial bus plates which range from commercial bus plate 1 through commercial bus plate 5.
- c. Shared ride vehicle must display on the outside of the vehicle the name of the company and the vehicle number. A US DOT number must also be clearly marked if applicable.

9. Meters/Fare Rates

Limousine and taxi cab operators must have published rates. A copy of the current rates must be provided to CMAA.

- a. Drivers are prohibited from overcharging fares, refusing fares due to the length of trip, or refusing voucher fares.
- b. Drivers shall have the right to refuse transport to abusive, disorderly, or otherwise potentially dangerous subjects. Airport Police should be called so as to document the incident for the driver's legal protection.

10. Operation of Vehicles

Commercial Ground Transportation Vehicles shall be operated in strict compliance with all applicable traffic/parking regulations and security protocols in effect at CMAA including, but not limited to, stop signs, speed limits, and use of restricted/reserved parking areas.

No person shall park a vehicle in a manner so as to obstruct roadways, passenger flow, or in any location other than a designated parking space/lot.

11. Queuing Area

Any permitted vehicle picking up passengers shall use only the hold area or loading area assigned to them as designated (Appendix D). These areas are for the exclusive use of Commercial Ground Transportation Vehicles registered with CMAA. Non-registered taxi cabs may drop off passengers on the curb, but are prohibited from picking up passengers on the

curb. Drivers are prohibited from parking in any areas other than those which have been specifically designated for their operations. No driver shall stop or park a vehicle in a manner to interfere with traffic, both vehicle and pedestrian, while on airport property. A TNC Operator not picking up a passenger shall at all times use the Auxiliary Parking Lot or pay parking until a Transportation Network Service has been initiated.

There are a limited number of queuing slots available. If there are no queuing spots available when a driver enters the airport roadway system, the driver is to return at a later time. Double parking or parking in a spot that is not designated as a taxi queuing area is not permitted. Drivers may utilize any of the airport parking lots to wait for a spot in the queue to open, however the driver will be responsible for the parking fee. Under no circumstances may a queuing slot be used by a non-registered taxicab.

All vehicles must advance to the next spot in the queue when the first vehicle in line departs. Any vehicle departing the queue line must re-enter the queue at the back of the line.

12. Disciplinary Action

It is the goal of the CMAA administration to work with all Commercial Ground Transportation Operators to address any issue that may arise. However, it is the responsibility of the CMAA Chief of Police and Security Manager/Airport Police to enforce the rules and regulations outlined in this document, and take corrective action should he/she witness, or be made aware of a violation. Any violation of the rules and regulations outlined in this document may result in disciplinary action. The type of disciplinary action taken will depend on the situation and the circumstances surrounding the violation, to include security procedures in place at the time of the violation. The progressive discipline process is outlined below.

First Offense:	Verbal warning and/or 24-hour suspension
Second Offense:	7-day suspension
Third Offense:	30-day suspension

The disciplinary steps above should be considered a guideline only. Depending on the details of the violation, it is up to the CMAA Chief of Police and Security Manager to determine the appropriate disciplinary action for any given offense. Offense records will remain on file. All records on file are subject to review when a disciplinary action is being considered.

Appeals to disciplinary action must be in writing to the individual hearing the appeal. The request for appeal must specify the reason for the appeal and must provide all necessary supporting documentation (if applicable). Appeals to the decision of the CMAA Chief of Police and Security Manager will be heard by the CMAA Vice President of Operations or his/her designee. Appeals to the decision of the CMAA Vice President of Operations will be heard by the CMAA President. Appeals to the decision of the CMAA President will be heard by CMAA Board of Commissioners. Non-registered taxicabs are subject to the issuance of citations, as appropriate.

13. Aviation Security

Any of the rules and regulations described in this document may be immediately altered should airport administration receive security guidance from the Transportation Security Administration. Drivers and operators will be notified of any change in procedure if this occurs.

14. Loitering

Upon entry into the Airport without a passenger(s) or after discharging a passenger(s) at the airport, each vehicle shall proceed at once by the most direct route to the proper queuing area, parking lot or stand or immediately leave the airport. No vehicle operator and associated vehicle may loiter on the curb. This includes waiting for delayed passengers.

Drivers are not permitted to loiter inside the terminal building. However, this does not preclude drivers from manning rented booth/counter space in baggage claim, checking in with airline ticket counters, or checking the status of a flight on the monitors. Drivers of courtesy vehicles may wait for arriving flights as long as they have a professional looking sign with the name of the company or event and the passenger's name. Drivers may enter the terminal for use of bathroom facilities, to visit the Airport restaurant or gift shop, or to visit CMAA offices. They are specifically prohibited from loitering anywhere inside the baggage claim area, in the entrance ways to the baggage claim area, or at the counters of other ground transportation providers.

15. Soliciting

No owner or operator of a Commercial Ground Transportation Vehicle may at any time while on Airport property, by words, gestures, or otherwise, solicit, persuade or urge any person to use or hire any type of commercial ground transportation. If a passenger initiates a conversation with a Commercial Ground Transportation Operator, other providers are prohibited from approaching the passenger. No Commercial Ground Transportation Operator may initiate any contact with a passenger unless the following conditions are met:

- a. Driver/operator is manning leasehold.
- b. Driver/operator is within 10' of his/her Commercial Ground Transportation Vehicle.
- c. Driver of a courtesy vehicle is displaying a sign with the name of an event or passenger's name and is approached by a passenger.

16. Repairs

No person shall clean or make any repairs to motor vehicles anywhere on the airport property other than in designated shop areas, except minor repairs necessary to remove such motor vehicle(s) from the airport property. Nor shall any person move, interfere with or tamper with any motor vehicle part, instrument, or tool thereof, without permission of the owner or satisfactory evidence of the right to do so duly presented to the CMAA Chief of Police and Security Manager or his/her designee.

17. Littering

Placing, throwing, or dropping of waste, refuse or rubbish upon the grounds or roadways of the airport is prohibited.

18. Abandoned Vehicles
No person shall abandon any motor vehicle on airport property.
19. Towing of Vehicles
The Airport President or his/her designee shall have the authority to tow or otherwise move vehicles which are parked by their owners or operators on the airport property in violation of the regulations of the authority, state or local laws or with disregard for safety, at the operator's expense and without liability for damage which may result in the course of such moving. This includes towing for any security related reason.
20. Accidents
The driver of any vehicle involved in an accident on Airport property resulting in injury to any person or damage to any vehicle or property shall immediately stop such vehicle at the scene of the accident and report such to Airport police dispatch at 423.855.2204. The operator of such vehicle, within a reasonable time after the occurrence, shall make other reports as may be required by and in accordance with federal, state and municipal laws and regulations.
21. Replacement Vehicles
If a CMAA approved vehicle is in the shop, a temporary replacement vehicle meeting the standards outlined in this document may be used. The Ground Transportation Coordinator must be notified of the situation and will set up an appointment to conduct an inspection on the temporary vehicle. A "Temporary Vehicle Authorization" form (see Appendix E) will be provided to the vehicle owner/operator and must be displayed at all times while conducting business at CMAA.
22. Non-Discrimination
No Commercial Ground Transportation Operator may refuse or neglect to transport to any location any passenger requesting service on the basis of race, sex, national origin, religion, age, disability, short haul, or location of destination, so long as the person(s) are orderly and willing and able to pay the prescribed fare. Airline vouchers are considered a legitimate form of payment.
23. Non-registered Vehicles
Non-registered vehicles shall be required to comply with rules and regulations listed within this document. Non-registered taxi cabs are prohibited from conducting pick-ups on the curb. If a company that is not registered with CMAA is requested to provide transportation, the driver must park the vehicle in one of the on-site parking lots. The driver may meet his/her passenger(s) at the bottom of the escalators with a professional looking sign with the name of the company, the passenger's name, and the passenger's airline and flight number
24. Conduct of Driver
 - a. Loud or disorderly conduct is prohibited. This specifically includes disagreements or altercations with other ground transportation providers.
 - b. Profane, abusive, sexually explicit or racially offensive language is deemed to be unprofessional behavior, and will not be tolerated on airport property or while carrying passengers to and from the airport.

- c. Commercial Ground Transportation Operators are to maintain a professional manner at all times.
- d. Drivers are to cooperate with CMAA staff, and to obey all lawful orders given by airport police, including the display of licenses, permits, and proof of insurance, upon request.

25. Driver Appearance

All drivers should be well-groomed and neat in appearance. No t-shirts, cut-off jeans, or tank tops will be permitted. CMAA reserves the right to make a driver leave CMAA property if, in the opinion of the CMAA representative, the clothing does not present a professional image.

26. Drinking/Gambling/Other Illegal Substances

No Commercial Vehicle Driver shall be or become intoxicated or drunk, commit any act of nuisance, engage in or conduct of any form of gambling. The use of intoxicants, controlled substances, or any drug/product impairing the driver's ability to drive while on duty is forbidden, and may result in arrest and prosecution.

27. Insurance

Commercial Ground Transportation Operators shall maintain minimum insurance requirements established by the Authority in APPENDIX F 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.

III. Taxi Cabs

These requirements shall be in addition to any basic and minimum requirements established for taxis generally by the Passenger Vehicle for Hire Board of the City of Chattanooga. Nothing in this document is intended to replace, annul, or in any other manner circumvent regulations for taxicab operation as promulgated by the Passenger Vehicle for Hire Board of the City of Chattanooga. These policies will become specific part of any future exclusive taxicab operating contract or legal agreement entered into between the Chattanooga Metropolitan Airport Authority and a taxicab company. Nothing in these policies is intended in any way to interfere with the lawful operation of business and/or the legitimate pursuit of commercial operations by non-registered taxicabs at the Chattanooga Airport.

1. Operating Guidelines

All taxi cab vehicle operators must comply with the General Operating Requirements contained in Section II above.

2. Fares

No owner or driver of a taxicab shall charge greater sum for the use of a taxicab than the rates set forth in the City of Chattanooga City Code, Chapter 35, Article III, Division 1, Section 35-26. The rates established shall apply to all fares originating and terminating at the Chattanooga Metropolitan Airport. Additionally, all taxicab drivers shall drive the shortest and most direct route in transporting a passenger from the point of pick-up to the point of destination unless requested otherwise by the passenger.

No taxi cab driver shall permit any other person to occupy or ride in such taxicab unless the person first employing the taxicab shall consent to the acceptance of additional passengers. There is hereby authorized a charge for additional passengers not to exceed five dollars (\$5.00) per passenger when such passenger is accompanying the original passenger and proceeding to the same destination. When the additional passenger rides beyond the original passenger's destination he shall be charged only for the additional distance so traveled.

IV. Limousine and Sedan Service

Commercial motor vehicle means any self-propelled or towed motor vehicle used on a highway in interstate commerce to transport passengers or property when the vehicle:

- a. Has a gross vehicle weight rating or gross combination weight rating, or gross vehicle weight or gross combination weight, of 4,536 kg (10,001 pounds) or more, whichever is greater; or
- b. Is designed or used to transport more than 8 passengers (including the driver) for compensation; or
- c. Is designed or used to transport more than 15 passengers, including the driver, and is not used to transport passengers for compensation; or
- d. Is used in transporting material found by the Secretary of Transportation to be hazardous under 49 U.S.C. 5103 and transported in a quantity requiring placarding under regulations prescribed by the Secretary under 49 CFR, subtitle B, chapter I, subchapter C.

Any vehicle or operation falling under this definition must meet the federal requirements including, but not limited to:

- a. Carry the federally mandated insurance (a certificate of insurance must be provided to CMAA for each inspection period)
- b. Maintain an MC and DOT number (to include proper documentation of such numbers in each vehicle)

1. Operating Guidelines

All limousine and sedan vehicle operators must comply with the General Operating Requirements contained in Section II above.

2. Rates

All limo and sedan rates are based on an hourly charge. The rates schedules (below) represent the maximum allowable charge per hour (to include minimum charges), and rates for transportation of stranded airline passengers where request for transportation is initiated by the airline. These rates schedules are not intended to prevent operators from charging less. All rates are per trip, not per passenger. If a destination is not included on the list of approved flat rates, the fare for a destination with similar travel time must be used.

	Hourly Charge	Minimum Charge May Not Exceed	
Sedan	\$60	2 hours	
8 Passenger Limo	\$90	3 hours	
14 Passenger Limo	\$150	4 hours	
	Sedan	8 Passenger Limo	14 Passenger Limo
Atlanta, GA	\$250	\$360	\$600
Birmingham, AL	\$250	\$360	\$600
Knoxville, TN	\$250	\$315	\$525
Nashville, TN	\$250	\$360	\$600

V. Shared Ride

Commercial motor vehicle means any self-propelled or towed motor vehicle used on a highway in interstate commerce to transport passengers or property when the vehicle:

- a. Has a gross vehicle weight rating or gross combination weight rating, or gross vehicle weight or gross combination weight, of 4,536 kg (10,001 pounds) or more, whichever is greater; or
- b. Is designed or used to transport more than 8 passengers (including the driver) for compensation; or
- c. Is designed or used to transport more than 15 passengers, including the driver, and is not used to transport passengers for compensation; or
- d. Is used in transporting material found by the Secretary of Transportation to be hazardous under 49 U.S.C. 5103 and transported in a quantity requiring placarding under regulations prescribed by the Secretary under 49 CFR, subtitle B, chapter I, subchapter C.

Any vehicle or operation falling under this definition must meet the federal requirements including, but not limited to:

- a. Carry the federally mandated insurance (a certificate of insurance must be provided to CMAA for each inspection period)
- b. Maintain an MC and DOT number (to include proper documentation of such numbers in each vehicle)

1. Operating Guidelines

All shared ride vehicle operators must comply with the General Operating Requirements contained in Section II above.

2. Rates

The rates schedules (below) represent the maximum allowable charge per vehicle for transportation of stranded airline passengers where request for transportation is initiated by the airline, or an offer of transportation is initiated by the shared ride operator (to include drivers of shared ride vehicles). This rates schedule is not intended to prevent operators from charging less. All rates are per trip, not per passenger.

Atlanta, GA (123 miles)	\$475
Huntsville, AL (125 miles)	\$475
Knoxville, TN (105 miles)	\$430
Nashville, TN (144 miles)	\$525

VI. Courtesy Vehicle (Hotel/Motel/Car Rental Shuttle vehicles, etc.)

1. Operating Guidelines

All courtesy vehicle operators must comply with the General Operating Requirements contained in Section II above.

2. Identification of Vehicles

Each courtesy vehicle shall have permanent markings on each side indicating both the name and logo of the company.

VII. Corporate Shuttle

1. Operating Guidelines

All corporate shuttle operators must comply with the General Operating Requirements contained in Section II above.

VIII. Baggage Delivery

1. Operating Guidelines

All baggage delivery operators must comply with the General Operating Requirements contained in Section II above.

IX. Delivery Network Company

1. Operating Guidelines

All baggage delivery operators must comply with the General Operating Requirements contained in Section II above.

2. Identification of Vehicles

Any DNC Operator must clearly display a placard with the DNC's logo or brand on their DNC vehicle when acting as a DNC Operator.

X. Transportation Network Companies (TNC)

1. Operating Guidelines

All TNC vehicle operators must comply with the General Operating Requirements contained in Section II above.

2. Identification of Vehicles

Any TNC Operator must clearly display a placard with the TNC's logo or brand on their TNC vehicle when acting as a TNC Operator.

3. Staging of TNC Operators

A TNC Operator shall not wait curbside for a passenger unless a Transportation Network Service has been initiated by a customer. A TNC Operator not picking up a passenger shall at all times use the Auxiliary Parking Lot or pay parking until a Transportation Network Service has been initiated.

XI. On-Airport/Off-Airport Based Peer-to-Peer Car Sharing

1. Operating Guidelines
All Peer-to-Peer vehicle owners must comply with the General Operating Requirements contained in Section II above.
2. Identification of Vehicles
(Placeholder for future use)
3. Staging of Operators
(Placeholder for future use)

Appendix A

Definitions

Access Permit or Permit (Ground Transportation Permit Agreement):

A written contract in the form of a permit and/or a decal issued by CMAA. An Access Permit authorizes the Commercial Ground Transportation Operator to have access to airport property including, but not limited to, the airline terminal and the airport roadway system for the purpose of picking up passengers and/or property in designated areas for the purpose of providing the transport of persons or property in a commercial vehicle.

Airport:

The lands and developments known as Lovell Field owned by the Chattanooga Metropolitan Airport Authority, and said airport consisting of runways, taxiways, hangars, aprons, buildings, structures, roads, streets, parking and storage areas, improvements, facilities, or other real property necessary or convenient or desirable for the landing, takeoff, accommodations and servicing of aircraft of all types.

Airport Roadways:

Those vehicular ways on airport property designated and made available temporarily or permanently by the Authority as ways to which the public has the right of access, within the meaning of the laws of the State of Tennessee, applicable to regulations of motor vehicles.

Authority:

The Chattanooga Metropolitan Airport Authority

Baggage Delivery Vehicle:

Any vehicle used solely for the purpose of delivering baggage.

Bus:

A motor vehicle with capacity for not less than thirteen (13) passengers, authorized to transport passengers for hire over public ways by way of specified routes and on a specific schedule with the Airport as a designated intermediate stop and with Certificates of Convenience and Necessity issued by the Tennessee Public Service Commission and having an operating agreement with the Authority.

Charter:

Any motor vehicle making prearranged casual trips under contract with the party served for the carrying of passengers, provided that on said casual trips no operator shall be allowed to pick up any additional passengers along the route, nor be permitted on the return trip to carry any passenger other than those prearranged and scheduled in the original trip plan.

Commercial Ground Transportation Operator or "Operator":

The owner or other person, firm, or corporation, or its agents, servants or employees, operating or engaging in any type of commercial ground transportation services or any person who has rented commercial vehicle(s) for the purpose of providing commercial ground transportation services by him/her, his/her own agents, or employees.

Commercial Ground Transportation Service:

The act of providing the carriage of persons or property for a commercial entity, regardless of whether the charge for such service is paid for, either directly or indirectly, by the customer being serviced.

Commercial Vehicle or Vehicle:

Any vehicle engaged in transporting persons or property for a commercial entity, regardless of whether the charge for such service is paid for, either directly or indirectly, by the customer being served. Such vehicles shall include, without limitation, taxicabs, shuttle vehicles, buses, vans, limousines, courtesy vehicles, baggage delivery service vehicles, and rental vehicles.

Commercial Vehicle Staging Area:

The area designated by the Airport President or his/her designee for the parking or queuing of commercial vehicles.

Commercial Vehicle Loading/Unloading Areas:

The areas designated by the Airport President for loading and unloading passengers and/or property.

Corporate Shuttle:

A vehicle owned/leased and operated by employees of a company, used solely for the purpose of transporting employees and/or customers of the company at no cost to the individual.

Courtesy Vehicle:

Any motor vehicle not otherwise defined herein being used regularly for the transportation of customers or baggage between the airport and any motel, hotel, auto rental office or parking lot as a courtesy provided by such facilities which are not located on airport property.

Decal:

The visible evidence of an Access Permit, issued in the form of a sticker to be affixed to a commercial vehicle on the area of the vehicle designated by the Commercial Ground Transportation Rules and Regulations, for the purpose of identifying the vehicle as being a Commercial Ground Transportation Vehicle which is authorized to have access to airport property for the purposes of providing the transport of persons or property to or from the airport.

Delivery Network Company ("DNC"):

A company operating at the Chattanooga Airport that uses a digital network or software application to connect a passenger to the Delivery Network Services provided by a Delivery Network Operator.

Delivery Network Operator ("DNC Operator"):

An individual who operates a motor vehicle that is:

- (a) Owned, leased, or otherwise authorized for use by the individual;
- (b) Not licensed as a public vehicle-for-hire under Art. III et seq. of this Code of Ordinances;
- (c) Used to provide Transportation Network Services.

Driver:

The person operating a commercial vehicle.

Ground Transportation Coordinator:

The CMAA staff person assigned by the Chief of Police and Security Manager to oversee Commercial Ground Transportation Operations.

Limousine: Every vehicle designed and/or constructed to accommodate and transport passengers, not more than 12 in number exclusive of the driver.

Operator:

Shall mean and include the owner or other person, firm, or corporation operating or controlling the operations of one or more vehicles or any person who has rented such vehicle(s) for the purpose of operation by his or her own agents.

Peer-to-Peer Car Sharing:

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.

Person:

Any individual, firm, partnership, corporation, association or company (including any assignee, receiver, trustee or similar representative thereof) of the United States of America or a foreign government, or any state or political sub-division thereof, or the United States.

President:

The CMAA President appointed by the CMAA Board of Directors and charged with the duty to administer, protect, control, govern, and superintend Lovell Field, or his/her duly-authorized representative.

Shared Ride:

A company that operates a vehicle for hire on a fixed route with pre-established stops for a fixed price.

Solicitation:

Written or verbal communicating, approaching or initiating a conversation with any person on airport property, or in any way employing or inducing any other person to approach or initiate a conversation with any person on airport property, other than a person whose transportation by a Commercial Ground Transportation Operator has been arranged prior to that operator's entry onto airport property, for the purpose of seeking passengers or customers for the business of a Commercial Ground Transportation Operator.

Taxicab:

Every motor vehicle designed and/or constructed to accommodate and transport passengers, not more than six (6) in number, exclusive of the driver, and fitted with a taximeter and/or using or having some other device, method or system, to indicate and determine the passenger fare charged for distance traveled, and the principal operations of which taxicabs are confined to the area within the corporate limits of cities and suburban territories adjacent thereto.

Taximeter:

A mechanical instrument or device by which the charge for hire is calculated, either for distance traveled or by waiting time or both, and upon which such charge shall be indicated by figures, such meter to be illuminated so that such charge is clearly and conveniently visible to the passenger.

Terminal:

The passenger terminal building at the airport.

Transportation Network Company (“TNC”):

A company operating at the Chattanooga Airport that uses a digital network or software application to connect a passenger to the Transportation Network Services provided by a Transportation Network Operator.

Transportation Network Operator (“TNC Operator”):

An individual who operates a motor vehicle that is:

- (a) Owned, leased, or otherwise authorized for use by the individual;
- (b) Not licensed as a public vehicle-for-hire under Art. III et seq. of this Code of Ordinances;
- (c) Used to provide Transportation Network Services

Transportation Network Vehicle:

Any vehicle used to provide a transportation network service.

Vehicle:

Shall mean and include automobiles, trucks, buses, motorcycles, and any other devices in or upon or by which any person or property is or may be transported, carried or drawn upon land, except railroad rolling equipment or other device running on rails or tracks, on the airport roadway system or parking lots (to include queuing areas).

Appendix B

CMAA Commercial Ground Transportation Application Form



Date of Application: _____

Company Name: _____

Company Address: _____

Billing Address: _____
(if different) _____

Manager's Name: _____

e-mail: _____

Phone: _____

Cell: _____

Fax: _____

Type of Operation (circle one): Taxi Limo Bus Courtesy Shared Ride Delivery

Other: _____

Do any of your drivers have a hand gun carry permit? If so, please provide their names below:

I certify that all of the information I have provided above is true and I have received and reviewed a copy of the current Commercial Ground Transportation Rules and Regulations. I agree to thoroughly brief all individuals servicing the airport regarding these rules and regulations. I understand that my company and employees will be held accountable to abide by these rules and regulations.

Manager Signature

Date

Appendix C

CMAA Vehicle Inspection Form



Date: _____
 Make/Model: _____
 Company Name: _____
 VIN#: _____
 Decal Color: _____

Inspector: _____
 Year Model: _____
 Tag#: _____
 DOT#: _____
 Decal #: _____

Item	S/U	Exterior	Notes
1		No Rust	
2		Paint Matches	
3		No Body Damage	
4		No Cracks in Windshield > 1 "	
5		No Fluid Leaks/No Pollution Control Issues	
6		Proper Exhaust System	
7		Tires (minimum tread of 3/32")	
8		Properly Functioning Headlights, Tail Lights, Turn Signals, Brake Lights, Emergency Flashers, Windshield Wipers	
9		Trunk Area Clean/Available/Secure	
		Interior	
10		Operable Horn	
11		No Foul Odor	
12		Interior Clean and Tear Free	
13		Rear View Mirror	
14		Properly Functioning Seatbelts	
		Documents/Driver	
15		Driver's License on Person	
16		Current Proof of Insurance and Registration	
17		Certificate of Insurance on Hand (Shared Ride/Limousine)	
18		Review Driver's Log (Shared Ride/Limousine)	
19		Company Name on Vehicle (Shared Ride / TNC/Courtesy Vehicle) Vehicle # on Shared Ride	
20		Driver Appearance (No T-shirts, Cut-offs, etc.)	
21		City Taxi Permit Number (Taxi's only)	

Legal Disclaimer – “Commercial vehicle inspections performed by CMAA are conducted to satisfy certain regulatory requirements of the Authority relative to operating privileges for Commercial Ground Transportation Vehicles. The inspectors are not trained automotive mechanics. Approval of a vehicle for operation does not necessarily imply that said vehicle is in fact mechanically sound, nor is this inspection certificate intended to serve as legal or technical proof of sound mechanical condition of any vehicle.

By signing below, I hereby certify that I have not been convicted, or found guilty by reason of insanity, of a felony in any jurisdiction during the ten years before the date of my application.

Owner/Operator's Name Printed: _____

Owner/Operator's Signature: _____

Appendix D

CMAA Designated Queuing Locations



Appendix E

CMAA Temporary Vehicle Authorization



THIS VEHICLE:

Company Name: _____

Cab# / Vehicle#: _____

License Plate#: _____

IS TEMPORARILY REPLACING:

Company Name: _____

Cab# / Vehicle#: _____

License Plate#: _____

This temporary authorization is valid through: _____

Authorizing Signature: _____

APPENDIX F

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 Two Hundred Thousand Dollars (\$200,000).

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 One Hundred Thousand Dollars (\$100,000) for each driver.

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 contain indemnification and hold harmless language that covers the Authority, its Board of Commissioners, officers and employees and also include a waiver of subrogation against the Authority, its Board of Commissioners, officers and employees.
3. Insurance certificates 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 Chattanooga Metropolitan 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 of CMAA issued Operator Permits shall be rated as "Excellent" (A-) or better 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 G

CMAA Acknowledgement of Receipt and Compliance



I, (print name clearly) _____ have received and read a copy of the Chattanooga Metropolitan Airport Commercial Ground Transportation Rules and Regulations (hereby referred to as the “document”), updated on _____.

I agree to abide by the policies in this document. I understand that any violation of the rules and regulations outlined in this document may result in disciplinary action which may include revocation of my privilege to operate a Commercial Ground Transportation Vehicle at the airport.

Signature

Date