



Ground Transportation Rules and Regulations

Approved August 18, 2014

*In Accordance with Section 10.28.110(B.) of Title 10 of Pitkin County Code
Supersedes All Previous Versions*

A handwritten signature in black ink, appearing to read "Jim Elwood".

**Jim Elwood, AAE
Director of Aviation**

Aspen/Pitkin County Airport
Ground Transportation Rules and Regulations

**THESE RULES AND REGULATIONS SUPPLEMENT THE RELEVANT AIRPORT REGULATIONS
FOUND IN TITLE 10, PITKIN COUNTY CODE, AND SUPERSEDE ALL EARLIER PUBLISHED
GROUND TRANSPORTATION RULES AND REGULATIONS.**

1. Owners and drivers of all taxicabs, limousines, luxury limousines, buses, and hotel/lodge/resort and other courtesy vans and vehicles, off-airport rental car operators, and freight handlers using the commercial air carriers operating at and on the Aspen/Pitkin County Airport shall strictly comply with all applicable Federal, State and County laws and regulations.

2. Written and verbal directives given or issued under these Ground Transportation Rules and Regulations and interpretations thereof of the Director of Aviation or his/her authorized representatives, including any County Airport employee, and all Pitkin County Sheriff's deputies and other law enforcement officers shall be followed and acted upon in an expeditious manner.
 - a. If a driver disagrees with a directive, he/she shall be obligated to comply immediately with the directive, but may thereafter file a protest with the Director of Aviation. The protest will be resolved at the earliest possible time by the Director of Aviation.
 - b. All complaints by drivers or management shall be directed initially to an Airport Safety Officer or other airport employee if there is not an Security and Landside Specialist on duty.
 - c. The Director of Aviation (or his authorized representative(s)) shall have the right at any and all times to inspect licensed areas and vehicles for compliance with these Rules and Regulations and to demand production of documentation which may be required pursuant to relevant permits, licenses, and agreements.

3. All drivers must have and carry on his/her person a current, valid state driver's license for his/her class of operation.

4. Each licensee or Permittee shall file and keep current with the Director of Aviation the published schedule with rates and charges for that service recognized and published to be "scheduled/on-schedule service".

5. In order to qualify for use of the Commercial Traffic Circle for the pick-up of passengers or customers, each vehicle must be currently on file with the Airport (including identifying information as required in the Application Form) and must have current complying inspections and markings as required under current operating authorities.

Aspen/Pitkin County Airport
Ground Transportation Rules and Regulations

6. For purposes of these Rules and Regulations, the following Pitkin County definitions are applicable and shall be enforced by the County:
- a. a "Taxicab" shall be defined as any passenger-carrying vehicle with a maximum seating capacity of seven (7) passengers plus the driver holding a Certificate of Public Convenience and Necessity issued by the Colorado Public Utilities Commission for transportation of passengers and their baggage in taxicab service operation on a "Call and Demand" basis, the first passenger: (1) having exclusive use of the vehicle unless he/she agrees to "Multiple Loading"; and, (2) having the ability to designate any destination, route, or stops desired on the route;
 - b. a "Limousine/Van/Shuttle" shall be defined as any passenger-carrying vehicle with a maximum seating capacity of fourteen (14) passengers plus the driver operating on a "Call and Demand" basis, transporting passengers at a per-person rate, the use of said vehicle not being exclusive to any individual or group;
 - c. a "Bus" shall be defined as any passenger vehicle with dual rear axles capable of carrying fifteen (15) or more passengers not including the driver;
 - d. a "Courtesy Vehicle" shall be defined as any vehicle permitted to transport its customers as a "Courtesy" service only, not for hire/not for compensation;
 - e. a "Luxury Limousine" shall be defined as a vehicle for hire on a charter basis which shall offer luxury features including, but not limited to, television, telephone, and beverages and has at least four doors, two on each side of the vehicle (this does not include the front or rear of the vehicle) all of which must be designated for entry and exit by its occupant. Luxury limousine does not include a taxicab;
 - f. "On Schedule/Scheduled" service means the transportation of passengers or property between fixed points and over designated routes at established times as specified in the carrier's time schedule as filed and approved by the appropriate jurisdictional authority;
 - g. "On Call and Demand/Call and Demand" means the transportation of passengers or property not "On Schedule";
 - h. "Charter Service", "Pre-Book/Prearrangement" means the transportation of passengers who are traveling together in a group under a single contract, at a fixed charge for the vehicle having acquired the exclusive use of that vehicle;
 - i. a "Common Carrier" means every person directly or indirectly affording a means of transportation, or any service or facility in connection therewith, within this state by motor vehicle or other vehicle whatever by indiscriminately accepting and carrying passengers for compensation.

Aspen/Pitkin County Airport Ground Transportation Rules and Regulations

- j. "Commercial Traffic Circle" refers to the roadway area that provides vehicular access to the Commercial Airport Terminal arrivals area. The area operates as a controlled area.
- k. "Terminal Traffic circle" refers to the roadway area that provides vehicular access to the arrivals and departures areas of the Commercial Terminal.
- l. "Commercial Ground Transportation Provider" refers to any individual or entity that provides vehicular transportation and receives monetary compensation for the transport activity.
- m. "Rental Car Ready Lot" refers to the area leased to rental car operators to receive and release cars to the public from.
- n. "PUC" refers to the Colorado Public Utilities Commission
- o. "ICC" refers to the US Department of Transportation Interstate Commerce Commission.
- p. "Private Vehicles" means any privately owned vehicle that is not operated by a Commercial Ground Transportation Provider or government agency.
- q. "Permittee" refers to the business that has completed the required annual permit application process and has been authorized by the Director of Aviation to operate their Ground Transportation business or service on Airport property.

7. All vehicles shall be operated from only those areas specifically marked, and permitted for passenger unloading, staging, stacking/queuing, and loading/pick-up as identified in the Public and Commercial Traffic Circles.

8. All commercial ground transportation activities, including those operations conducted under proper PUC and/or ICC authority, are prohibited on the Airport, unless expressly permitted to operate on the Airport in writing, in advance, and under permit by the Director of Aviation.

9. Operating Procedures

a. **General:** The Terminal Traffic Circle includes the entrance and exit to these areas from Airport Road that parallels Highway 82.

b. **Passenger Drop-Off: Terminal Traffic Circle:** Movement through this circle shall always flow in a north-to-south (counter-clockwise) direction.

Departure Operations:

Aspen/Pitkin County Airport Ground Transportation Rules and Regulations

The term “Departing Passenger” identifies any passenger who is involved in departing the airport in a commercial/airline/air carrier aircraft. All departing passengers in any commercial and/or private vehicle must be delivered in the Public Traffic Circle in front of the Ticketing/Departures side of the terminal.

Under no circumstances will commercial transportation operators be permitted to pick-up arriving passengers in this area unless specifically approved in advance by the Director of Aviation.

c. **Passenger Pick-up: Terminal Traffic Circle:** Movement through this circle shall always flow in a north-to-south (counter-clockwise) direction.

Arrival Operations:

The term “Arriving Passenger” identifies any passenger who has just arrived at the airport on a commercial/airline/air carrier aircraft.

Private Vehicles: In the southerly end of the Terminal Traffic Circle, private vehicles may be authorized to pick up arriving passengers exiting through the south arrivals/baggage claim doors. Such pick-ups in this area are totally dependent upon space available at that time of year at the discretion of the Security and Landside Specialist on duty.

Within this is an area marked for use by handicapped persons, regardless of disability. This area is for use by handicapped persons and marked with appropriate signage and with blue and yellow striping on the asphalt. The requirement for the use of this area is an appropriately marked “handicapped” vehicle.

To make maximum use of this space and using extreme care and vigilance, vehicles should be backed diagonally into the parking space facing outwards towards the circle.

Commercial Vehicles are prohibited from using the Terminal Traffic Circle to use the parking spaces within the Terminal Traffic Circle for passenger pick-up.

Commercial Operations:

The Commercial Traffic Circle is the only area in which Ground Transportation Providers, courtesy vehicle operators, signatory off-airport rental car vehicles, are authorized to receive arriving passengers for transport. To make maximum

Aspen/Pitkin County Airport Ground Transportation Rules and Regulations

use of these spaces, vehicles should be backed into the appropriately marked spots facing outwards towards the circle.

Those “on-call & demand”/“call & demand” operators who operate more than one vehicle are authorized to stage more than one vehicle in the four spaces designated for “on-call & demand”/“call & demand” operators up to a total of three vehicles to allow for additional operators to stage their vehicles in the space.

The Airport reserves the right to have access to and view upon verbal request a manifest or booking/charter reservation sheet used by any ground transportation operator to ensure that: (1) the vehicle is actually to be used in “charter service” or “pre-book arrangement”; (2) and to verify the time of pickup with pre-positioning in the area.

At the time of permit application, operators operating under “on schedule” service shall provide to the Airport an exact and current copy of the schedule of operation, most specifically the published times of departure from the Airport. It shall be the responsibility of the operator to update and keep current this schedule with the Airport at any time the schedule is changed for any reason.

Those Courtesy Vehicle operators who operate more than one Courtesy Vehicle are authorized to stage more than one vehicle in this area only if they have enough guests/passengers arriving to fully utilize multiple vehicles in the transport of guests and/or baggage at that specific time. The intent is to preclude those courtesy vehicle operators with multiple vehicle fleets from pre-staging/parking vehicles at the airport that might deny other operators the opportunity to appropriately use the courtesy vehicle parking spots. The Security and Landside Specialist on duty may, at any time, request the vehicle driver verify such multi-vehicle staging and operation through a manifest or other appropriate documentation.

Vehicle Staging/Queuing area: In an effort to facilitate the staging of vehicles for the limited number of spots in the Commercial Traffic Circle only, a staging/queuing area has been designated as a Vehicle Staging area on the right side of the Commercial Traffic. The vehicle staging area will work on a “first-come / first-served basis” for available spaces in the Commercial Traffic Circle passenger pick-up area. Vehicles using this area must not block or impede access to the Commercial Traffic Circle.

Vehicles becoming stuck or inoperable in the Commercial Traffic Circle shall be the sole responsibility of the operator/driver and moved/towed out of the area in the most expeditious manner possible. One notice via phone or personal

Aspen/Pitkin County Airport Ground Transportation Rules and Regulations

notification will be attempted by the Airport after which time the Airport may have the vehicle moved or towed at its discretion at the sole expense of that owner/operator.

The Security and Landside Specialist or other County Airport Employees have the discretion to temporarily change any and all vehicle staging area designations to adapt to unforeseen weather, security and/or operational situations that necessitate changes to maintain the safe flow of vehicles and passengers through the area.

10. Dual rear axle or larger buses shall park in designated areas on the south end of the Public Traffic Circle. Buses shall not use the Commercial Traffic Circle under any circumstances without the express prior permission of the Director of Aviation. In general, the turning radius required of buses in this area and the small size of the area does not permit use of the area by buses.

11. Under no circumstances shall any vehicle operator block or hinder access through any emergency access vehicle gate located within the Terminal or Commercial Traffic Circle that provides access directly onto the commercial terminal aircraft ramp.

12. Under certain circumstances, such as charter service operations under contract with the commercial airlines due to airline flight cancellation, the Director of Aviation or his authorized representative shall have the right and authority to allow passenger pick-up and drop-off in areas other than designated herein.

13. All drivers shall comply with all traffic control and parking signage and those instructions issued by the Security and Landside Specialist on duty. The maximum speed limit on the Terminal Traffic Circle, in the parking lots and traffic circles is 10 MPH. Under no circumstances shall any vehicle operator operate his/her vehicle so as to endanger any person or property on the airport. Airport infractions/summonses may be written by the on-duty Security and Landside Specialist and/or airport staff for any careless operation by a Commercial Ground Transportation Operator or rental car agent or employee and prosecuted under this section.

14. All operators using the Commercial Traffic Circle shall obtain an Airport-issued transponder, which allows the airport to monitor, count and invoice the operator for their use of the Commercial Traffic Circle.

15. There shall be no idling of parked vehicles.

16. DRIVER/VEHICLE OPERATORS

Aspen/Pitkin County Airport
Ground Transportation Rules and Regulations

a. Common Carrier and Taxi Drivers shall remain within five (5) feet of their vehicles at all times, except:

- 1) when using the commercial terminal bathroom and eating facilities; and/or,
- 2) when checking with representatives of Guest Services staffing the Information Booth concerning flight schedules & arrivals; or,
- 3) when assisting in the curbside loading and unloading of passengers and their baggage; or,
- 4) when picking up delayed baggage under contract with the airlines or hotels/lodges; or,
- 5) when briefly consulting with their company's terminal booth personnel, if any, on the coordination of service; or,
- 6) when meeting chartered passengers in the terminal with an appropriate nameplate/sign and passenger manifest; and,
- 7) thereafter shall promptly return to his/her vehicle without lingering in the terminal or in front of the terminal.

b. Drivers shall not stand beyond 5 feet from outside their vehicle or move in and around that vehicle except for the loading of passengers and/or baggage or to make the required safety and/or maintenance checks on the vehicle.

c. Luxury limousine service providers and operators under Colorado Public Utilities Commission or United States Department of Transportation authority that are not licensed to provide common carrier "on-call and demand/call-and-demand" or taxicab service at the Aspen/Pitkin County Airport shall not enter the Commercial Traffic Circle or enter the airport terminal without possessing a valid and current passenger manifest. A passenger manifest is considered valid and current if the scheduled pickup of arriving passengers is within ½ hour of the scheduled arrival of the flight.

d. No driver or employee of any Ground Transportation Provider or Courtesy Vehicle shall porter passenger(s) baggage for arriving passengers unless: (1) curbside porter service is not reasonably available, (2) the passenger has, without solicitation by the driver, so requested such assistance, (3) leaving an unattended vehicle for this purpose would not cause or aggravate traffic

Aspen/Pitkin County Airport
Ground Transportation Rules and Regulations

congestion; and/or, (4) the driver or employee is claiming and delivering delayed baggage under contract.

g. Any Company operating a ground transportation booth in the Commercial Terminal may have two (2) employees of that Company behind the counter for the purpose of operating the office/counter space. Drivers are prohibited from gathering, lounging or loitering in or near the booth area.

h. No employee of a ground transportation company shall engage potential customers on airport property, with the exception of the company's booth counter or as a driver of a Common Carrier vehicle or a Taxi that is within 5 feet of his/her vehicle, for the purposes of promoting or marketing the company without written permission from the Director of Aviation.

i. Direct solicitation to transport people on the Airport and in the Airport Terminal is prohibited, including, but not limited to, the following: personal solicitations, whistling, waving, unauthorized signs, honking, light flashing, etc. Operators of Taxicabs or Limousines shall not solicit patronage by initiating direct verbal communications with potential fares.

j. Fights, foul language, gestures, threats, threatening displays or any loud or rude display are prohibited.

k. Horseplay, games (ball-throwing, running, etc.) and contests are prohibited in and around any of the commercial traffic facilities.

l. The use or possession of alcoholic beverages or illegal drugs is prohibited by drivers and employees while on duty, and in or around any of that company's vehicles on the airport. Consumption of alcoholic beverages within the terminal is prohibited except on the premises of the airport food and beverage vendor.

m. Drivers shall be clean, neatly attired, and groomed. Ground transportation vehicles must be clean, both internally and externally, sanitary and free from trash and debris.

17. PASSENGER GREETING/SIGNAGE

Appropriate greeting nameplates/signage for the meeting and greeting of passengers inside the terminal building shall not be excessive in size, shall be professionally lettered or neatly handwritten, and shall be hand-carried by the driver/operator or representative from the operator.

The inclusion of the greeting party's name on the greeting nameplate/signage is

Aspen/Pitkin County Airport
Ground Transportation Rules and Regulations

acceptable, as is the hotel/resort name, the name of the incoming passenger or the company's name of the incoming passenger or party, etc. The listing of the ground transportation operator's name on the greeting nameplate/signage is not acceptable, shall be considered direct solicitation and the owner/management may subject to penalties and fines pursuant to Section 18 of this document.

Likewise, the setting up of greeting tables and chairs and information signs on an easel is not permitted anywhere inside or outside the terminal building without the express approval of the Director of Aviation prior to the event.

18. PENALTIES AND FINES

a. Commercial Ground Transportation Providers and Courtesy Vehicle operators violating any of the Airport Rules and Regulations or these Airport Ground Transportation Rules and Regulations will be subject to criminal or traffic prosecution or civil penalties as provided by law.

b. Penalties will be cumulative for repeat offenses and every driver offense will also be recorded as a parent company violation.

c. Mandatory minimum suspensions of one year are provided for violations considered especially serious, as follows:

1) Commission of a violent act (e.g. striking or fighting) against another person or active participation (except in a peace-keeping capacity) in a violent incident at the Airport;

2) Conviction under the Colorado Criminal Code of misdemeanor or felony status for conduct taking place on the Airport;

3) A conviction or guilty plea on a charge of careless or reckless driving on the Airport;

4) Driving any type vehicle while under the influence of alcohol or drugs, or driving the same while ability is impaired by alcohol or drugs on the Airport.

5) Operation of any vehicle without proper Colorado Public Utilities Commission and/or Federal Department of Transportation markings, without current and appropriate Colorado Public Utilities Commission and/or Federal Department of Transportation inspections or in an unsafe condition at the Airport;

6) Knowingly overcharging for carriage, or services to passengers to or from the Airport or violating Colorado Public Utilities Commission and/or Federal Department of Transportation regulations with respect to

Aspen/Pitkin County Airport
Ground Transportation Rules and Regulations

fare and meter displays as determined by the appropriate state or Federal agency;

- 7) Failing to pay fees to Pitkin County.
- 8) Damaging property, equipment, improvements or facilities at the Airport owned by any person;
- 9) Unauthorized commercial pickup of passengers;
- 10) Attempting to elicit or contributing to “Kickbacks”, paybacks, payoffs, schemes, or any payment in any form for the diversion or direction in any manner of passengers to any particular or specific type of service and/or driver;
- 11) Behavior indicating willful disregard of life, health or safety of persons on the Airport.

d. A formal charge of violation of these Ground Transportation Rules and Regulations may be commenced by the issuance of a Summons or Penalty Assessment as provided for in Title 10 of the Pitkin County Code.

e. If a vehicle is required to be towed for any reason as so ordered by the Airport, that towing and all other expenses will be at the immediate, sole expense of the owner of the vehicle, including any and all impound and/or storage charges.

19. OWNER/OPERATOR TO INFORM SELF

Each owner/operator shall carefully review these Airport Rules & Regulations and the physical layout of the Terminal and Commercial Traffic Circles to become fully informed of the conditions to be encountered, of the character and quality of the services expected to be performed at this first-class international resort destination, and of the operational activities of the Airport, which shall be maintained with minimum interference. Failure on the part of any owner to make such examination shall constitute grounds for declaration of not understanding the conditions with respect to conducting its operations and activities under these Ground Transportation Rules and Regulations.

20. INDEMNITY/INSURANCE

a. The Permittee (including, by definition here and herein-after, its officers, employees, agents and representatives, subcontractors and suppliers), shall and hereby

Aspen/Pitkin County Airport
Ground Transportation Rules and Regulations

does release, discharge, indemnify and hold harmless the County of Pitkin and the Pitkin County Airport and their officials, employees, agents and representatives from and against liability for any claim, demand, loss, damages, penalties, judgment, expenses, costs (including cost of investigation and defense), fees, or compensation in any form or kind whatsoever for any bodily injury, death, personal injury or property damage arising out of or in connection with any negligent act, intentional act, error or omission by the Permittee, and for any consequential liability alleged to accrue against the County caused by the Permittee's acts, errors or omissions; provided, however, that such indemnity shall not be construed as an indemnity for bodily injury or property damage arising from the negligence of the County, the Airport or its employees.

b. The Permittee further shall investigate, process, respond to, adjust, provide defense for and defend, pay or settle all claims, demands or lawsuits related hereto at its sole expense and shall bear all other costs and expenses related thereto, even if the claim, demand or lawsuit is groundless, false or fraudulent.

c. To fund this indemnity, in whole or in part, the Permittee shall secure and maintain for the term of its contractual relationship with the County such insurance policies, from companies licensed in the State of Colorado as will protect itself, the County and others as specified, from claims for bodily injuries, death, personal injury or property damage, which may arise out of or result from the Permittee's negligent acts, errors or omissions. The following insurance coverage, at or above the limits indicated and including such endorsements as are indicated by an "X", are required:

- 1) Statutory Workman's Compensation: Colorado statutory minimums.
- 2) Commercial General Liability: Commercial General Liability:
Bodily Injury/Property Damage Combined Single Limit:
\$1,000,000

Endorsements (check as appropriate):

- Comprehensive Form (All Risks)
- Premises/Operations
- Broad Form Blanket Contractual (Hold Harmless Coverage)
- Independent Contractors/Permittees and Subcontractors, if such are used in the operation.
- Personal Injury, with Employment Exclusion Deleted

- 3) Comprehensive Motor Vehicle Liability Insurance; Bodily Injury/Property Damage Combined Single Limit:

**Aspen/Pitkin County Airport
Ground Transportation Rules and Regulations**

\$1,500,000 seating capacity of 15 or less

\$5,000,000 seating capacity of 16 or more

Endorsements (check as appropriate);

Any Auto

All Owned Autos

Hired Autos

Non-Owned Autos

Garage Liability

4) Special Coverage (check as appropriate):

Loss of use insurance

Fidelity bonds

- d. To provide evidence of the required insurance coverage, copies of Certificates of Insurance in a form acceptable to the County shall be filed with the County (through the Director of Aviation) no later than ten (10) calendar days prior to commencement of operations affecting the County. Failure to file or maintain acceptable Certificates of Insurance with the County is agreed to be a material breach of any contract and grounds for rescission or termination. These Certificates of Insurance shall contain a provision that coverage afforded under the policies will not be canceled unless at least thirty (30) calendar days' prior written notice by certified mail, return receipt requested (effective upon proper mailing), has been sent to the County (through the Director of Aviation). Permittee shall notify the Director of Aviation immediately if any insurance has been suspended or revoked. Simultaneously with the Certificates, Permittee shall file and maintain current a certified statement as to policy limits, claims pending against required coverage, reserves established on account of such claims, defense costs expended and amounts remaining in policy limits.
- e. In addition, these Certificates of Insurance shall contain the following clauses:
- 1) The clause "other insurance provisions," in a policy in which the County of Pitkin holds a Certificate, shall not apply to the County of Pitkin.
 - 2) The insurance companies issuing the policy or policies hereunder shall have no recourse against the County of Pitkin for payment of any premiums or for assessments under any form of policy.

**Aspen/Pitkin County Airport
Ground Transportation Rules and Regulations**

- 3) Any and all deductibles in the above-described insurance policies shall be assumed by and be for the amount of, and at the sole expense of the Permittee.
- 4) Location of operations shall be: “all operations and locations on the Pitkin County Airport or in connection with operations originating from or terminating there”.

f. Certificates of Insurance for all renewal policies shall be delivered to the Director of Aviation at least fifteen (15) days prior to a policy’s expiration date except for any policy expiring on the expiration of this Agreement or thereafter.

21. These rules and Regulations are subject to change at any time with five (5) days prior written notification by the Director of Aviation. Notification will be posted in the Commercial Terminal and sent by email (to the billing address) of each taxicab, limousine, bus company, and lodging company courtesy vehicles authorized to operate at the airport.

**Aspen/Pitkin County Airport
Ground Transportation Rules and Regulations**

RECORD of REVISIONS

1. Approval Date: February 8, 2010
Page: 8
Description:
 - Item c- Added *for arriving passengers*
 - Item d- Added *section d*
 - Item f- Added *Operators of Taxicabs or Limousines shall not solicit patronage by instigating direct oral communications with potential fares.* Re-lettered section to reflect additional section
2. Approval Date: February 14, 2014
Page: 13
Description:
 - Changed the Comprehensive Motor Vehicle Liability Insurance Bodily Injury/Property Damage required insurance coverage amounts to meet new Colorado Public Utilities Commission minimum standards that go into effect 2/14/2014.
3. Approval Date: February 14, 2014
Updated all references to Airport Safety Officers (ASO) to Security and Landside Specialist
4. Approval Date: August 18, 2014
Page: 9
Description: Added Section 16 Item h.
Section 21
Description: Updated the notification from USPS to email.