

**JACKSONVILLE AVIATION AUTHORITY  
JACKSONVILLE INTERNATIONAL AIRPORT  
COMMERCIAL GROUND TRANSPORTATION OPERATORS  
PERMIT APPLICATION  
OCTOBER 1, 2020 – SEPTEMBER 30, 2021**



*PERMIT APPLICATION DEADLINE DUE BY: SEPTEMBER 16, 2020*

Please read all the items listed below.  
Follow all instructions and provide all documents or information requested.

New Permit Application       Renewal Permit Application       Type of Permit \_\_\_\_\_

**1. COMPANY DATA:**

Name of Company: \_\_\_\_\_

d.b.a. Name (If applicable): \_\_\_\_\_

Business Address: \_\_\_\_\_

(Must be Physical address  
NO P.O. BOX):

Mailing/Billing Address same as above: Yes       No

If No, Please Indicate Mailing/Billing Address:

\_\_\_\_\_  
\_\_\_\_\_

Owner's or Registered Agent (President/Vice President) \_\_\_\_\_

List Other Owners, Officers, Partners: \_\_\_\_\_

Manager's Name: \_\_\_\_\_

Business Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Fax #: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Note: The Permit Holder shall be responsible for providing immediate written notice to the Authority for any and all company and vehicle changes. The written notice shall be delivered by fax, email or hand delivered to the Parking Office.**

2. **APPLICATION FEE:** For new or renewal Permit, or for any ownership change of an existing Permit, there will be a non-refundable application fee of \$50.00. Make checks payable to the "Jacksonville Aviation Authority" (JAA).
3. **VEHICLE INFORMATION:**
  - A. Provide the information requested on the attached "Vehicle Schedule" form for each vehicle for which you desire a permit and Proximity Card. Complete additional forms, as required. Information must also be provided in writing each time a vehicle is added or deleted from the fleet;
  - B. Provide (email, deliver, fax or mail) a copy of the current vehicle registration for EACH VEHICLE listed on your attached schedule;
  - C. Vehicle **MUST** be registered under the company name listed above as a commercial vehicle; or
  - D. If vehicle is leased, attach a copy of the leasing agreement (contract or notarized document required) for each leased vehicle including the term of the lease;
  - E. Permit Holder must provide a valid driver's license for each driver.
4. **INSURANCE:** Provide a copy of the Certificate of Insurance covering every vehicle described in your vehicle schedule that meets the following requirements:
  - A. Unless "Any Auto" is specified, a schedule (year, make, entire VIN) of each vehicle covered by the policy must accompany the Certificate of Insurance;
  - B. Minimum coverage for each vehicle shall be \$125,000/\$250,000/\$50,000;
  - C. The company name, as listed above, must be stated on the Certificate of Insurance, as well as, the policy number;
  - D. The Jacksonville Aviation Authority must be listed as additionally insured on the Certificate of Insurance;
  - E. Each insurance policy shall provide that it may not be canceled until the expiration of thirty (30) days after the notice of its intended cancellation has been given in writing to the Authority by registered mail or personal delivery.
  - F. Insurance Violations. Upon the expiration or cancellation without renewal of a Permit Holder's policy of insurance the Chief Executive Officer/CEO of the Airport, or his designee, immediately suspend the Permit Holder's Permit. The Chief Executive Officer/CEO or his designee shall notify the Permit Holder of the suspension by telephone and email. Any unexpired Permit shall be immediately reinstated upon providing proof, satisfactory to the Chief Executive Officer/CEO or his designee, that the Permit Holder has the insurance required by these Rules and Regulations.
5. **GOOD STANDING:** If the Permit Holder is a corporation or limited partnership, the Authority will verify a certificate evidencing that the Permit Holder is either a Florida corporation or limited partnership in good standing in the State of Florida or is a foreign corporation or limited partnership authorized to transact business in the State of Florida.
6. **FICTITIOUS NAME:** If the Permit Holder (including a sole proprietorship) operates under a fictitious name, the Authority will verify the Permit Holder's fictitious name registration with the State of Florida.
7. **SECURITY DEPOSIT:** The Permit Holder must be in full compliance with the security deposit required by the Commercial Ground Transportation Policy. In the event of the sale or transfer of a company who is a Permit Holder, the exact security deposit amount on file with the Jacksonville Aviation Authority must be

listed in the contract for such sale or ownership transfer and will include legal verbiage that specifies the person(s) or company that will retain ownership of the security deposit. Further, the new Permit holder or company owner(s) must provide the security deposit specified in the Authority's Commercial Ground Transportation Policy to the Jacksonville Aviation Authority prior to being authorized to operate as a valid Permit holder.

8. **AFFIXING PERMIT DECALS AND PROXIMITY CARDS:** Permit decals issued pursuant to this application are to be affixed to vehicles on the inside lower corner of the windshield on the driver side. Proximity cards must be presented each time a vehicle enters and exits the facilities. Permit decals and Proximity cards are assigned to a specific vehicle and are non-transferable. Contact the Parking Office for additional or replacement permit decals or proximity cards.
9. **IDENTIFICATION OF PERMIT HOLDER ON VEHICLE:** All vehicles must display identification of the name or the fictitious name registered with the State of Florida of the Permit Holder on the exterior side of the vehicle or on the front license plate of the commercial vehicle. In the case of a Vehicle displaying the name of another Operator or Permit Holder that contracted transportation services from the Permit Holder, the name, or the fictitious name registered with the State of Florida, of the permit Holder of the Vehicle providing transportation must be displayed on the Vehicle dashboard, adjacent to the Permit Decal, and must be visible from the outside the Vehicle.
10. **PAYMENT OF FEES:** No Permit holder may operate at the Airport unless the Permit holder has timely paid all applicable fees. A non-refundable fee will be charged for non-sufficient fund checks and Permit Holder will be immediately placed on suspension until all applicable fees, late fees, and penalties are paid in full.
11. **The mailing address of the Authority is:**

Jacksonville Aviation Authority  
Business Development Department  
14201 Pecan Park Road  
Jacksonville, FL 32218

12. **NONDISCRIMINATION REQUIREMENTS:** Permit Holder shall not on the grounds of race, color, gender, age, sexual orientation, marital status or national origin discriminate or permit discrimination against any person or group of persons in any manner prohibited by federal, state or local laws or regulations. The Permit Holder shall notify all Drivers that they are to accept any and all passengers desiring transportation services without discrimination of any kind. The Permit Holder agrees that any violation by Drivers operating under this Permit shall be cause for denying such Drivers the privilege to come upon the Airport to do business providing transportation services. Permit Holder agrees to comply with the nondiscrimination requirements set forth in Attachment I, attached hereto and made a part hereof, to the extent these requirements apply to the Permit Holder as a matter of law.

**NOTE: Failure to complete the permit process prior to the due date of (SEPTEMBER 16, 2020) will result in a non-refundable late fee of \$50.00.**

**Complete the attached "Statement of Receipt, Acknowledgement and Understanding of the Ground Transportation Rules & Regulations.**

The above named company, its representatives and the employees agree to operate within the guidelines of the Rules and Regulations at Jacksonville International Airport, Jacksonville, Florida, as established and adopted by the Jacksonville Aviation Authority Board on or as thereafter amended. As the authorized representative of the permitted ground transportation company listed below, I acknowledge that I have a responsibility to obtain the latest version of the Commercial Ground Transportation Rules and Regulations at Jacksonville International Airport. I certify that I have received a copy of the above referenced Commercial Ground Transportation Rules and Regulations and I understand it is the Permit Holder's responsibility to inform all current and future employees of these Rules and Regulations. Furthermore, as the authorized representative, I acknowledge that the below listed ground transportation company (Permit Holder) is responsible for the actions of its drivers, employees, affiliates or any other person provided or attempting to provide ground transportation service.

I understand any violations of the Commercial Ground Transportation Rules and Regulations, or the contractual obligations contained in the agreement, may result in financial penalties and/or in the suspension and/or revocation of my company's operating privileges at Jacksonville International Airport.

Further, I understand it is my obligation to pay all fees, late fees, financial penalties, interest and security deposit requirements as required in the Commercial Ground Transportation Rules and Regulations. I acknowledge failure to fulfill financial obligations will result in the suspension of operating privileges for my company.

I certify that all information provided on this application is true and correct.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Printed Name of Permit Holder

\_\_\_\_\_  
Signature of Permit Holder

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

**MUST BE TYPED OR PRINTED**

\*Please note wheelchair accessible (ADA) vehicles with an asterisk (\*) adjacent to the Year  
JAA will complete the Decal column.

Provide the following information for each vehicle to be used to provide service.  
Use additional pages if necessary.

Year	Make	Model	State & License Plate #	#Seats	USDOT Number	PROX#	Decal # JAA Use



**Attachment I**  
**Nondiscrimination Requirements**

**I. NONDISCRIMINATION - 49 CFR PART 21 REQUIREMENTS**

During the performance of this contract, the Company for itself, its personal representatives, assigns and successors in interest (hereinafter referred to collectively as the "Contractor") agrees as follows:

- (a) Compliance with Regulations. The Contractor shall comply with the Regulations relative to nondiscrimination in Federally Assisted Programs of the Department of Transportation (hereinafter, "DOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
- (b) Nondiscrimination. The Contractor shall not discriminate on the grounds of race, color, religion, gender, national origin, age, marital status, political affiliation, familial status, physical or mental disability, or sexual orientation in the selection and retention of subconsultants, including procurement of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- (c) Solicitation for Subconsultants, Including Procurement of Materials and Equipment. In all solicitation either by competitive bidding or negotiation made by the Contractor for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subconsultant or supplier shall be notified by the Contractor of the Contractor's obligation under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, religion, gender, national origin, age, marital status, political affiliation, familial status, physical or mental disability, or sexual orientation.
- (d) Information and Reports. The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Authority or the Federal Aviation Administration (FAA) to be pertinent to ascertain compliance with such Regulations, orders, and instructions. Where any information required of Contractor is in the exclusive possession of another who fails or refuses to furnish this information, the Contractor shall so certify to the Authority or the FAA, as appropriate, and shall set forth what efforts it has made to obtain the information.
- (e) Sanctions for Noncompliance. In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, the Authority shall impose such contract sanctions as it or the FAA may determine to be appropriate, including, but not limited to: (1) withholding of payments under the contract until there is compliance, and/or (2)

cancellation, termination, or suspension of the contract, in whole or in part. In the event of cancellation or termination of the contract (if such contract is a lease), the Authority shall have the right to re-enter the Premises as if said lease had never been made or issued. These provisions shall not be effective until the procedures of Title 49 CFR Part 21 are followed and completed, including exercise or expiration of appeal rights.

- (f) Incorporation of Provisions. The Contractor shall include the provisions of paragraphs (a) through (e), above, in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the Authority or the FAA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event Contractor becomes involved in, or is threatened with, litigation with a subconsultant or supplier as a result of such direction, the Contractor may request the Authority to enter into such litigation to protect the interests of the Authority and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.
- (g) The Contractor, as a part of the consideration hereof, does hereby covenant and agree that in the event facilities are constructed, maintained, or otherwise operated on the said property described in this contract, for a purpose for which a DOT program or activity is extended or for another purpose involving the provision of similar services or benefits, the Contractor shall maintain and operate such facilities and services in compliance with all other requirements imposed pursuant to 49 CFR Part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation, and as said Regulation may be amended.
- (h) The Contractor, as a part of the consideration hereof, does hereby covenant and agree that: (1) no person on the grounds of race, color, religion, gender, national origin, age, marital status, political affiliation, familial status, physical or mental disability, or sexual orientation shall be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under the premises and the furnishing of services thereon, no person on the grounds of race, color, religion, gender, national origin, age, marital status, political affiliation, familial status, physical or mental disability, or sexual orientation shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, and (3) that the Contractor shall use the premises in compliance with all other requirements imposed by or pursuant to 49 CFR Part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation, and as said Regulations may be amended.



## **II. NONDISCRIMINATION - 14 CFR PART 152 REQUIREMENTS**

During the performance of this contract, the Contractor, for itself, its assignees and successors in interest agrees as follows:

The Contractor agrees to undertake an affirmative action program as required by 14 CFR Part 152, Subpart E, to insure that no person shall on the grounds of race, color, religion, gender, national origin, age, marital status, political affiliation, familial status, physical or mental disability, or sexual orientation be excluded from participation in any employment, contracting, or leasing activities covered in 14 CFR Part 152, Subpart E. The Contractor agrees that no person shall be excluded on these grounds from participating in or receiving the services or benefits of any program or activity covered by this Subpart. The Contractor agrees that it will require its covered suborganizations to provide assurances to the Contractor that they similarly will undertake affirmative action programs and that they will require assurances from their suborganizations as required by 14 CFR Part 152, Subpart E, to the same effect.

The Contractor agrees to comply with any affirmative action plan or steps for equal employment opportunity required by 14 CFR Part 152, Subpart E, as part of the affirmative action program, and by any federal, state, Authority or local agency or court, including those resulting from a conciliation agreement, a consent decree, court order or similar mechanism. The Contractor agrees that state or Authority affirmative action plans will be used in lieu of any affirmative action plan or steps required by 14 CFR Part 152, Subpart E, only when they fully meet the standards set forth in 14 CFR 152.409. The Contractor agrees to obtain a similar assurance from its covered organizations, and to cause them to require a similar assurance of their covered suborganizations, as required by 14 CFR Part 152, Subpart E.

If required by 14 CFR Part 152, Contractor shall prepare and keep on file for review by the FAA Office of Civil Rights an affirmative action plan developed in accordance with the standards in Part 152. The Contractor shall similarly require each of its covered suborganizations (if required under Part 152) to prepare and to keep on file for review by the FAA Office of Civil Rights, an affirmative action plan developed in accordance with the standards in Part 152.

If Contractor is not subject to an affirmative action plan, regulatory goals and timetables, or other mechanism providing for short and long-range goals for equal employment opportunity under Part 152, then Contractor shall nevertheless make good faith efforts to recruit and hire minorities and women for its aviation workforce as vacancies occur, by taking any affirmative action steps required by Part 152. Contractor shall similarly require such affirmative action steps of any of its covered suborganizations, as required under Part 152.

Contractor shall keep on file, for the period set forth in Part 152, reports (other than those submitted to the FAA), records, and affirmative action plans, if applicable, that will enable the FAA Office of Civil Rights to ascertain if there has been and is compliance with this subpart, and Contractor shall require its covered suborganizations to keep similar records as applicable.

Contractor shall, if required by Part 152, annually submit to the Authority the reports required by Section 152.415 and Contractor shall cause each of its covered suborganizations that are covered by Part 152 to annually submit the reports required by Section 152.415 to the Contractor who shall, in turn, submit same to the Authority for transmittal to the FAA.

**III. NONDISCRIMINATION - GENERAL CIVIL RIGHTS PROVISIONS**

The Contractor, for itself, its assignees and successors in interest agrees that it will comply with pertinent statutes, Executive Orders and such rules as are promulgated to assure that no person shall, on the grounds of race, color, religion, gender, national origin, age, marital status, political affiliation, familial status, physical or mental disability, or sexual orientation be excluded from participating in any activity conducted with or benefiting from Federal assistance. This Provision obligates the Contractor or its transferee, for the period during which Federal assistance is extended to the airport program, except where Federal assistance is to provide, or is in the form of personal property or real property or interest therein or structures or improvements thereon. In these cases, the Provision obligates the party or any transferee for the longer of the following periods: (a) the period during which the property is used by the sponsor or any transferee for a purpose for which Federal assistance is extended, or for another purpose involving the provision of similar services or benefits; or (b) the period during which the airport sponsor or any transferee retains ownership or possession of the property. In the case of contractors, this Provision binds the contractors from the bid solicitation period through the completion of the contract.

**IV. NONDISCRIMINATION - 49 CFR PART 26**

Contractors shall not discriminate on the basis of race, color, religion, gender, national origin, age, marital status, political affiliation, familial status, physical or mental disability, or sexual orientation in the performance of this contract. Failure by the Contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the Authority deems appropriate.