



# CITY OF LONG BEACH

# C-15

## LONG BEACH AIRPORT

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June 19, 2018

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

### RECOMMENDATION:

Authorize the City Manager, or designee, to adopt Ground Transportation Rules and Regulations at Long Beach Airport as an extension of the Airport's Rules and Regulations. (District 5)

### DISCUSSION

In 2017, the Long Beach Airport (Airport) retained InterVISTAS Consulting Group (InterVISTAS), a leading management consulting company with extensive expertise in aviation, transportation, and tourism, to conduct a ground transportation study and provide recommendations for the Airport's ground transportation program. InterVISTAS made several recommendations that the Airport has already implemented, including allowing Transportation Network Companies (TNCs) to operate at the Airport and adopting per-trip fees for all commercial ground transportation providers. InterVISTAS also recommended developing a formal document to centralize ground transportation rules and regulations. According to Section 16.144.130 of the Long Beach Municipal Code (LBMC), the Airport Director may establish regulations relating to "all activities" at the Airport, provided that such regulations are approved by the City Council. The Ground Transportation Rules and Regulations (Attachment), developed by InterVISTAS, comply with the LBMC and are based on industry best practices. They include Airport-approved operating procedures and safety and security requirements for ground transportation services at the Airport.

The Ground Transportation Rules and Regulations (Attachment) will apply to all commercial ground transportation providers at the Airport, including TNCs, taxis, reservation-based providers, non-reservation based providers, and courtesy vehicles. The Ground Transportation Rules and Regulations consist of general rules and regulations for all commercial vehicle operators, and rules and regulations that apply to the specific category of transportation (e.g., taxi, hotel courtesy vehicle operator, etc.). These rules ensure that ground transportation providers understand and follow operationally-focused rules and business-focused regulations when providing service at the Airport. The Ground Transportation Rules and Regulations reflect industry best practices and support an enhanced traveler experience.

This matter was reviewed by Deputy City Attorney Richard F. Anthony on May 29, 2018 and by Budget Management Officer Rhutu Amin Gharib on May 31, 2018.

TIMING CONSIDERATIONS

City Council action is requested on June 19, 2018, to adopt the Ground Transportation Rules and Regulations in a timely manner.

FISCAL IMPACT

There is no fiscal or local job impact associated with this recommendation.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



JESS L. ROMO, A.A.E.  
DIRECTOR, LONG BEACH AIRPORT

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Attachment

APPROVED:



PATRICK H. WEST  
CITY MANAGER

**Attachment**



**Long Beach Airport Ground Transportation Rules and Regulations**

eff. July 2018

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## **Section 1: Basis and Purpose**

- A. This document describes the Rules and Regulations, Airport-approved operating procedures, and safety and security requirements for ground transportation services at Long Beach Airport, including but not limited to:
  - i. Taxicabs
  - ii. Airline Crew Vehicles
  - iii. Car rental operators
  - iv. Charter Party carriers
  - v. Courier operators
  - vi. Hotel/motel Courtesy Vehicle operators
  - vii. Off-airport parking businesses
  - viii. Passenger stage carriers
  - ix. Transportation network companies
- B. Nothing in these Rules and Regulations shall limit or constrain the legitimate authority of the Airport Director or designee.
- C. This document complies with the LBMC and applicable portions of Federal Aviation Regulation (FAR) 14 CFR Part 139, FAA Advisory Circulars, and TSA Regulation Parts 1540 and 1542.
- D. The Airport Director of Long Beach Airport or his/her designee(s) has the authority to enforce the provisions of Chapter 16.44 of the LBMC and these Rules and Regulations.
- E. Violations of these Rules and Regulations may constitute violations or misdemeanors punishable as set forth in Appendix B.

## Section 2: Definitions

- a. Airline Crew Vehicle: Charter Party Operators having agreements with a permitted air carrier to conduct airline crew transporter services.
- b. Airport: Long Beach Municipal Airport (see LBMC Section 16.44.010.C).
- c. Airport Director: The Director of Aeronautics, Airport Manager (16.44.010.D).
- d. Automated Vehicle Identification System (AVI): The automatic vehicle identification system for the tracking of vehicle movements on Airport roadways.
- e. AVI Tag (or "AVI Transponder"): A City-issued device that transmits a signal for automatic vehicle identification.
- f. California Public Utilities Commission (or "CPUC"): The California Public Utilities Commission, or its successor state agency.
- g. Cell Phone Waiting Lot: An area designated by the Airport Director for non-commercial motorists to wait until their passenger is available for pick-up at the Airport.
- h. Charter Party: A Licensee holding Transportation Charter Party (TCP) or Transportation Network Company (TNC) permit or certificate issued by the CPUC.
- i. City: The City of Long Beach.
- j. Commercial Vehicle: A vehicle that is of the type required to be registered by the DMV; and which is used or maintained for the transportation of persons or luggage. Commercial Vehicles include, but are not limited to, PSC Vehicles, Charter Party Vehicles, TNC Vehicles, USDOT-authorized vehicles, Courtesy Vehicles, and Airline Crew Vehicles. The following are not Commercial Vehicles under these Rules and Regulations: airline companies; air freight and cargo companies utilizing air cargo terminals; schools; universities; non-profit organizations; organ donor companies; hospitals; ambulance services; governmental units including local, state and federal agencies; Airport tenants not primarily engaged in the ground transportation business; and construction and maintenance contractors, suppliers and service providers of the Airport or its tenants.
- h. Company Representative: Anyone employed by or acting on behalf of a Licensee or Commercial Operator, including persons who are independent contractors of a Licensee.
- i. Concessionaire: An Operator operating under the terms and conditions of a fully executed concession agreement with the Airport.
- j. Concession Agreement: A contractual agreement between the Airport and a Licensee granting the right to exclusive use of premises at the Airport together with the non-exclusive privilege of operating commercial vehicles and conducting certain business activities at the Airport.
- k. Courtesy Vehicle: A vehicle that is operated by or on behalf of a business in the purpose of transporting passengers to or from such business to or from the Airport without direct charge to the passengers. A hotel/motel courtesy shuttle is an example of a Courtesy Vehicle.
- l. Courier: A business using the Airport to transport property, baggage, or parcels for business purposes and not for use or consumption on Airport property. Couriers do not include (1) any person only transporting property, baggage, or parcels incidental to transporting airline passengers, or (2) any governmental entity which provides ground transportation service at the Airport.
- m. Cruising: Operation of a vehicle on Airport roadways by a Licensee for the purpose of picking up or attempting to pick up passengers in any location other than in the loading area specifically authorized for such use in these Rules and Regulations.
- n. Double Parking: Parking parallel to and alongside another vehicle.

- o. DMV: California Department of Motor Vehicles, or its successor state agency.
- p. Driver: Every person driving, operating or in charge of any Commercial Vehicle. {Chapter 5.80}
- q. Fee Types
  - i. Concession Fee: A fee charged a Licensee having an exclusive or semi-exclusive concession agreement with the Airport to operate Commercial Vehicles and conduct certain business activities at the Airport; with the amount and type fees negotiated.
  - ii. Per-Trip Fee: A fee levied on certain Licensees for each trip made to pick-up and/or drop-off of passengers at the Airport as monitored by the Airport's AVI System, with the amount of fee varying according to the number of seats in such vehicle.
  - iii. Permit Fee: An annual fee levied upon all Licensees to indicate that they (1) have entered into a formal business relationship with the Airport and (2) agree to obey all these Rules and Regulations, with the amount of fee varying according to the number of vehicles operated or owned by the Licensee.
  - iv. Permit Application Fee: A one-time fee paid by Licensees at the time of their application for a License.
  - v. Privilege Fee: A fee charged rental car businesses and off-airport parking businesses calculated as a percent of their airport-related gross revenues.
- x. Ground Transportation Holding Lot: An area designated by the Airport Director for the staging of Commercial Vehicles providing ground transportation services from the Airport.
- y. Hotel/motel: A Licensee or Commercial Operator engaged in the business of providing temporary or short-term lodging and associated services to the public and transporting passengers to facilities used for temporary or short-term lodging.
- z. LBMC: The Municipal Code of the City of Long Beach, as the same may be amended from time to time.
- aa. Licensee: A corporation, company, association, entity, or individual holding a License from the City to operate Commercial Vehicles at the Airport.
- bb. Limousine: A vehicle used for the transportation of passengers for hire along public streets, not over a defined route, but a route under the control of the person hiring such a vehicle. The transportation shall be hired prior to the passengers arriving at the Airport. A limousine shall not bear any distinguishing insignia or monogram or top lights, and shall operate and be dispatched from a fixed location, and shall be hired by contract on a minimum hourly basis only. {Chapter 5.80.010}
- cc. Loading and Unloading Areas or Locations: Areas or locations authorized by the Airport Director for passenger and parcel loading and unloading as shown on Appendix A.
- dd. Non-Exclusive License Agreement (or "NELA"): A license, awarded by the City, for the right to provide certain services (e.g., transport airline passengers and their baggage into and out of the Airport) with the right to provide these services not restricted to the license holder.
- ee. Non-Commercial Users: Persons or entities using Airport roadways or operating vehicles upon Airport premises and roadways, who are not Commercial Operators..
- ff. Non-Reservation Based Ground Transportation Permit: Permit issued to ground transportation operator having PSC authority but who elect to only serve walk-up customers who have not made prior reservations.
- gg. One-Day Permit User (or "Infrequent User"): Permit issued to ground transportation operator who conducts business at the Airport fewer than 12 times per year.

- hh. Operator: A corporation, company, association, entity, or individual holding a License from the City to operate Commercial Vehicles at the Airport. A corporation, company, association, entity, or individual shall be deemed by the City as a separate business and unique Operator for each type of operating authority granted by the City. (e.g., Charter/TCP, Courtesy).
- ii. Operator Type: Airport classification of Licensee or commercial operator for tracking and assessment of fees. Types may be Charter Party, Hotel/Motel, Parking Operator, Rental Car Company, PSC, Airline Crew Vehicle operator, TNC, or other classifications determined by the Airport Director.
- jj. Parking Operators: Licensee or Commercial Operators that engage in the business of operating off-airport facilities for the parking of vehicles and transporting passengers to and from these facilities.
- kk. Passenger Stage Corporation (or "PSC"): Passenger Stage Corporation as defined in Section 226 of the California Public Utilities Code. [The CPUC "Rules and Regulations Governing the Operations of Passenger Stage Corporations and the Construction and Filing of Tariffs and Timetables", as may be amended. (aka General Order Series 158)]
- ll. Permit: A decal or sticker issued by the Airport Director evidencing a Licensee's authority to operate a commercial vehicle at the Airport.
- mm. Prearranged Transportation: Transportation on or from the Airport that has been contracted, arranged for, or booked prior to the passenger's entry upon the Airport.
- nn. Rental Car Company: Any business that, directly or indirectly, provides, procures, and/or brokers rental vehicles as part of its business and/or conducts, facilitates, and/or manages vehicle rental activities as part of its business. This includes, but is not limited to, traditional rental car businesses, brokers for rental car businesses, peer-to—peer rental businesses and car sharing businesses.
- oo. Reservation-Based Ground Transportation Permit: Permit issued to ground transportation operator having TCP authority who enter the Airport for the purpose of passenger pick-up and possess a waybill as required by CPUC regulations.
- pp. Revocation: The discontinuance of a Licensee's Agreement or License and its authorization to operate vehicles at the Airport roadways and to otherwise conduct commercial activities on Airport premises.
- qq. Schedule of Charges (list of fees)
- rr. Scheduled Service: Transportation to and from the Airport conducted by a PSC Licensee authorized by the CPUC and the City to operate scheduled service to specific places at specific times. Scheduled Service does not pick up or drop off at private residences.
- ss. Service Animal: Any guide dog, signal dog, or other animal trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to emotional support animal, guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheel chair, or fetching dropped items.
- tt. Solicit/Solicitation: The uninvited initiation of a conversation with any potential customer for the purpose of enticing or persuading said customer to use any service or facilities provided by any Licensee.
- uu. Suspension: Prohibition of entering the Airport property for the purpose of conducting ground transportation operations, including the drop-off and pick-up of passengers, and operating a vehicle in a commercial ground transportation capacity.



- vv. Taxicab, Taxi: A Commercial Vehicle equipped with a taxi meter authorized to operate as a taxicab by the City and the Airport under Chapter 5.80 of the LBMC.
- ww. Terminal Area, Terminal: The airline terminal building and related curbside roadway adjacent to the building.
- xx. Transportation Charter Party (or "TCP"): A Licensee holding a Transportation Charter Party (TCP) permit or certificate issued by the CPUC.
- yy. Transportation Network Company (or "TNC"). An organization, whether a corporation, partnership, sole proprietor, or other form, operating in California that provides transportation services for compensation using an online enabled application or platform to connect passengers with drivers who are using their personal vehicles.
- zz. Vehicle: Every motor-propelled vehicle used for the transportation of persons over the public streets and not on rails or tracks.
- aaa. Vehicle Class: Classification of Commercial Vehicle depending on the passenger seating capacity, including the driver, as defined by and subject to modification by the City:
  - Class I: Vehicle configured to seat five (5) passengers or fewer
  - Class II: Vehicle configured to seat six (6) to fourteen (14) passengers
  - Class III: Vehicle configured to seat more than fifteen (15) passengers
- bbb. Walk-Up Passenger: A passenger for whom reservations have not been made for ground transportation service prior to the passenger's entry upon the Airport.
- ccc. Waybill: A document or electronic form containing the passenger's name, the number of persons in the party, the location of the pick-up, and the airline and flight number on which the passenger arrived or will arrive.

### **Section 3: General Rules and Regulations Applicable to All Commercial Vehicle Operators**

- A. Compliance with the LBMC. All taxicab, van, limousine, bus, and other commercial ground transportation services for hire are required to comply with Section 16.44.040 of the LBMC and all applicable sections of Chapter 5.66 of the LBMC in obtaining the license agreements, and as otherwise specified by the Airport Director. Only those ground transportation services that have obtained the required permits are authorized to conduct business at the Airport, unless exempted by Subsections A, C, D, E or F of Section 5.80.020 of the LBMC.
- B. Airport Permits Required. It is the responsibility of Licensees to maintain current and valid Airport permits to operate at the Airport.
- C. Required Parking and Loading/Unloading Locations. Ground transportation services authorized to conduct business at the Airport shall park and load/unload passengers in the location(s) designated by the Airport Director. Only ground transportation services authorized to conduct business at the Airport may park and load/unload passengers in such location(s). No person or entity providing ground transportation services shall park vehicles and load/unload passengers in any location other than the locations designated by the Airport Director.
- D. Licensee Compliance with Laws and Directives. Licensees shall, at their sole cost and expense, abide by any and all:
  - i. Applicable rules, regulations, orders, and restrictions which are now in force or which may be hereafter adopted by City with respect to the operation of the Airport;
  - ii. Orders, directives, or conditions issued, given or imposed by the Airport Director with respect to the use of roadways, curbs, sidewalks, and parking areas in and about the Airport; and
  - iii. Applicable laws, ordinances, statutes, rules, regulations or orders of any governmental authority, federal, state or municipal, lawfully exercising jurisdiction over the Airport or Licensee's occupation or use of Airport. City shall not be liable to Licensee for any damage to, or for any diminution or deprivation of, Licensee's rights hereunder on account of the exercise of any such authority, or as may arise from Airport development or operation.
- E. Driver and Employee Compliance with Laws and Directives. Licensees shall cause their drivers, employees, agents, contractors, and licensees to comply with all laws and directives, including but not limited to the California Public Utilities Code, the California Vehicle Code, the LBMC and any others that are applicable.
- F. Precedence of Airport rules. Airport rules and regulations, when legally permissible, shall take precedence over any other existing code, rule, or regulation. Immediate suspension of Operator and/or vehicles will result from violations of safety and non-compliance with laws, including anti-discrimination laws, and/or operating authority revoked by the CPUC.
- G. Airport Security Requirements. The security status of the Airport is subject to change without notice from time to time. As a result of a change in security status or in response to an emergency, changes may be made without advance notice in the operations of the Airport affecting ground transportation,

notwithstanding the specific content of these Rules and Regulations. The operations affected may include, without limitation, designated loading and unloading areas; the issuance or duration of driver's passes; permission for drivers to leave vehicles at curbside; meeting and greeting of passengers inside the terminal; and the amount of time allowed for vehicles to stand or dwell at the curbside. Directives issued to Licensees and Non-Commercial users by any police officer, Airport employee, or agent appointed by the Airport Director pursuant to any such changed security status or emergency shall be obeyed.

- H. Badging of Company Representatives. Drivers and Company Representatives, excluding Charter Party drivers, shall either (1) wear a Licensee-issued identification badge above the waist, visible to members of the public, while on Airport premises, or (ii) display a Licensee-issued identification card inside their Commercial Vehicle (a) in a location visible to the passenger(s) of the Commercial Vehicle, and (b) with a font size large enough for passenger(s) of the vehicle to be able to read. The identification badge and identification card shall indicate the first and last name of the Driver and the Licensee the driver represents. Courtesy Vehicle Drivers may list their first name only on such identification badge or card. All non-Driver personnel of Licensee shall wear Licensee-issued identification badges while on Airport premises.
- I. Access to Terminal. No Commercial Vehicle, other than Transportation Network Company vehicles, will be allowed to enter the designated passenger drop-off and pickup areas unless the vehicle has a valid Airport permit and AVI Tag (after implementation of an AVI system by the Airport).
- J. Solicitation Prohibited.
  - i. Drivers, employees, agents, and third persons representing Licensees shall not solicit passengers at the Airport for any reason.
  - ii. Licensees are prohibited from: entering into or attempting to make any arrangement with any person, including skycaps, maintenance employees, airline or other tenant or vendor employees, or City employees, whether or not for compensation, whereby such person undertakes or agrees to engage, at any location at the Airport, in solicitation for a Licensee.
  - iii. Licensees shall not place advertisements, telephones or other facilities of any nature or type whatsoever at the Airport unless otherwise authorized in writing by the Airport Director.
- K. Fees. Licensees shall pay to the City fees for the rights granted for services rendered at the Airport as stipulated in their Agreement with City. Licensees shall pay fees in accordance with the master fee schedule as adopted by the City Council of City from time to time. Licensees shall pay all other charges, penalties, or fees occasioned by its operation or activities on or about the Airport.
- L. Required Insurance. Licensees shall procure at their expense, and keep in effect at all times, (i) automobile liability insurance covering all vehicles operating at the Airport in an amount not less than the amount set by the Public Utilities Commission of the State of California or as otherwise required by the City's Risk Manager, and (ii) such other insurance as may be required by written agreement between Licensee and City or as required by the City's Risk Manager.

- M. Right of Examination. Licensees and their drivers shall allow any law enforcement officer, Airport official or designee thereof to examine their Waybills, and any other written or electronic evidence of authorization to operate.
- N. Transportation of Disabled Passengers and Service Animals. Licensees and their drivers shall comply with City, state, and federal regulations concerning the transportation of disabled passengers, and shall agree to transport service animals accompanying airline passengers.
- O. Dual Authority.
  - i. TNC Drivers with TNC Vehicles operating under TNC authority who also operate under a separate CPUC license or permit and a separate License Agreement, shall abide by the terms pursuant to the non-TNC agreements, including but not limited to payment of fees, Airport access, these Rules and Regulations and license requirements by the CPUC, DMV, and City.
- P. Dual Service. No Licensees shall conduct both passenger stage service and Charter Party service at the Airport unless such operations are authorized by both the CPUC and the Airport Director. Licensees when dually authorized by the CPUC to operate both as TCP and PSC, shall operate at the Airport and pay fees as either a PSC, TCP, or TNC but not any combination thereof. Licensees shall select only one method of operation and obtain separate Licenses for the type of service it shall operate at the Airport. Licensee shall be deemed by the Airport as a separate business and unique Licensee for each of type of License granted by the Airport.

#### **Section 4: General Rules for Commercial Vehicle Drivers**

- A. Driver qualifications. Licensees shall employ only qualified, competent and experienced personnel and shall control the conduct, demeanor, and appearance of said personnel. Upon notice from the Airport Director concerning objectionable conduct, demeanor, or appearance of said personnel, Licensees shall immediately remove and/or correct the cause of said objection.
- B. Obedience to Airport Personnel and Officers. No person shall willfully disobey or refuse to comply with any lawful order, direction, or signal of police officer or Airport personnel. No person shall willfully disobey or refuse to comply with any lawful order, direction, or signal of an Airport official or agent appointed by the Airport Director who displays proper identification.
- C. Obedience to Signs. Commercial Vehicle Drivers shall obey all posted signs located on Airport property.
- D. Driver Appearance. Drivers of Commercial Vehicles shall present a neat and clean appearance while on Airport premises.
- E. Driver Courtesy and Behavior. Drivers and agents of Licensees shall:
  - i. Be courteous to members of the public, other drivers, all City and Airport personnel, all Airport, state, and local law enforcement personnel, and all agents appointed by the Airport Director.
  - ii. Not use threatening or abusive language towards any person, and refrain from engaging in loud, boisterous, threatening, or violent behavior, while at the Airport.
  - iii. Not use threatening or abusive language towards any Airport employee via electronic transmission (i.e. email, text message, tweets), parcel post (including but not limited to U.S. Mail, Fed Ex, UPS or similar means), telephone (including but not limited to voice message), or written message.
  - iv. Not deceive or attempt to deceive the public through false representations concerning its prices or services or those of any other ground transportation provider.
  - v. Not litter while at the Airport.
  - vi. Not carry any weapons at the Airport.
  - vii. Not gamble while at the Airport.
  - viii. Not use, possess, have ability impaired, or be under the influence of any alcoholic beverage, illegal drug, or narcotic while on duty at the Airport or while operating any vehicle at the Airport.
  - ix. Not use sound amplifying or public-address equipment at the Airport.
  - x. Not engage in any criminal activity.

#### **1. Use of Ground Transportation Vehicles**

- A. Permit Requirements.
  - i. All vehicles operated by Licensees or their employee, contractor, representative, or agent shall have a current Airport Permit. Should the Airport issue decals to signify that the vehicle has a current permit, the operator shall assure that the decal is displayed in the manner and location prescribed by the Airport Director.

- ii. All Permits issued by the City shall at all times remain the property of the City and shall be returned to the City on demand.
  - iii. Permits shall not be transferrable or assignable.
  - iv. Permits shall not be forged, altered, or counterfeited.
  - v. When a Commercial Vehicle is removed from service, Licensee shall return the Permit within 30 days of change in service.
- B. Vehicle Safety. All Commercial Vehicles used in operations at the Airport shall be in safe and clean operating condition. The vehicle shall be in good repair in compliance with applicable laws and regulations relative to motor safety and both the interior and exterior of the vehicle shall be in a clean condition.
- C. Vehicle Markings.
  - i. Licensees are prohibited from operating at the Airport using a name, logo, and/or color scheme which is identical or similar to another authorized Licensee doing business at the Airport, or the name, logo, and/or color schemes of the City or Airport in a manner which may confuse the public.
  - ii. Licensees shall file a written description and photograph of the name, logo, and/or color scheme adequate to identify the color scheme, marking, and logo prior to obtaining an agreement, and obtain approval from the Airport Director of any change to the color scheme, markings, and/or logo prior to operating vehicles at the Airport.
  - iii. The Airport Director reserves the right to deny the use of any name, logo, or color scheme.
- D. Vehicle Appearance. All vehicles operated by Licensees at the Airport shall be kept clean, inside and out, free of dents and other body damage. The Airport Director will notify Licensee of complaints received concerning the condition or appearance of Licensee's vehicles, and Licensee shall respond to such notice within ten days.
- E. Movement of Vehicles. Airport employees shall have the authority, at their sole discretion, to require Licensee drivers to move their vehicles to maintain efficient traffic movement in any area of the Airport.
- F. Designated Traffic Routes. Licensees' drivers shall not circulate through Airport roadways along any route other than those shown upon the attached Exhibits. Drivers may be required to stop at designated locations or use designated entry or departure routes so that City may inspect or count said vehicles and determine passenger loads.
- G. Use of Airport and Demised Premises. Licensees shall use Airport only in connection with their transport business between Airport and such points the CPUC shall duly and regularly designate through the issuance of Certificates of Convenience and Necessity or route approval.
- H. Use of Vehicle Loading and Unloading Zones. Licensees' drivers, employees, contractors, and agents shall:
  - iv. Not park their Commercial Vehicle(s) on any road in the Airport except for such period of time as may be necessary for the immediate loading and unloading of their passengers and their baggage.
  - v. Remain in the immediate vicinity of the vehicle holding area provided for herein.

- vi. Not park or leave a vehicle unattended at curb, or unloading or loading zone.
- vii. Not solicit fares from Airport patrons.
- viii. Not stop their Commercial Vehicle(s) and load or unload passengers at any vehicle loading zone at the Airport other than as designated for their Commercial Vehicle, or as otherwise directed by the Airport Director.
- ix. Not stop, stand, or park any Commercial Vehicle at any designated loading zone for a period longer than 45 seconds unless it is actively engaged in unloading or loading of passengers.
- x. Advance their Commercial Vehicle(s) to the furthestmost available front position of the applicable unloading or loading zone, and shall not use their Commercial Vehicle(s) to unreasonably block or restrict the movement of a private vehicle, government-owned vehicle, or vehicle of another Licensee.
- I. Double Parking Prohibited. Double parking of vehicles by Commercial Vehicle Drivers upon Airport roadways and at the terminal curbside areas is prohibited.
- J. Meeting and Loading Pre-Arranged Passengers. Licensees and their Drivers shall:
  - i. Only meet passengers curbside as permitted in these Rules and Regulations, and as and when allowed by the current security status of the Airport.
  - ii. Not retrieve baggage from airline baggage carousel or other areas of the Airport for their passengers.
  - iii. Drivers may park in the Parking Structure and pay the parking fee if it is necessary for Drivers to leave their vehicle to meet the traveler.
- K. Use of Ground Transportation Holding Lot
  - i. Licensees shall not load or unload passengers in the designated Airport Ground Transportation Holding Lot or Airport public parking facilities.
  - ii. Only Licensees with a valid Airport Permit may park in the Ground Transportation Holding Lot. Unauthorized parking or unauthorized use of the Ground Transportation Holding Lot will result in the immediate towing and relocation of such vehicle at the owner's expense.
  - iii. Use of the staging area shall be limited to such times as the Airport Director may allow.
  - iv. The Airport Director reserves the right to charge a fee for use of the Ground Transportation Holding Lot.
  - v. No passengers are allowed in the Ground Transportation Holding Lot at any time.
  - vi. Drivers shall maintain the Ground Transportation Holding Lot in clean, neat and sanitary condition, free from any and all litter and debris.
  - vii. Sales of goods or services and/or performance of services shall not be conducted at the Ground Transportation Holding Lot without the written consent of the Airport Director.
  - viii. No Personal Business is to be conducted in the Ground Transportation Holding Lot or unloading/loading zones.

- ix. No vehicle maintenance is to be performed in the Ground Transportation Holding Lot.
- L. Use of Cell Phone Waiting Lot. Drivers shall not use or stage their Commercial Vehicle in the Cell Phone Waiting Lot without the written consent of the Airport Director.
- M. Use of Airport Parking Garage and Lots. Licensees shall not conduct any business or park Commercial Vehicles in the Airport's public parking facilities. It is the intent of this rule that such exceptions shall be granted on a one-time basis and not for multiple occasions. It shall be the responsibility of the owner and/or operator of any such vehicle to request such an exception in advance from the Airport Director, and to furnish the license number of the vehicle which is to be parked in an Airport public parking facility to the Airport Director if the request is granted. When parking at the Airport under such an exception, the operator of the vehicle shall enter the Airport public parking facility by taking a parking ticket at an entrance lane and displaying the ticket on the dashboard of the vehicle. The vehicle operator shall then pay for the parking at regular Airport rates by surrendering the parking ticket at a regular exit booth upon exiting the public parking facility. TNC vehicle drivers who enter the Airport's parking facilities for personal reasons and are not conducting business (i.e., drivers who are not on their company's app) need not obtain an exception from the Airport Director.
- N. Cruising Prohibited. Commercial Vehicle Drivers are prohibited from engaging in Cruising on Airport property.
- O. No Food Deliveries. Licensees and their representatives shall not deliver or hire for delivery upon Airport property any food and beverages for use in the conduct of their business or for any other purpose except through Concessionaires.

## **2. Automated Vehicle Identification System**

- a. Should the City install an Automated Vehicle Identification system, Licensees shall obtain and install an AVI Tag on each of its vehicles as required by the Airport Director.



## Section 5: Rules and Regulations Applicable to Taxicabs

- A. License. Licensees shall obtain from the City a Non-Exclusive License Agreement to transport passengers and baggage by taxi into and out of the Airport, and provide service in accordance with Licensee's rights and duties under its Revocable Permit authorizing passenger taxi operations in the City.
- B. Operational Requirements. Licensees shall:
  - i. Maintain a degree of service which adequately meets the needs of the public during the Airport's normal operating hours (6:00 a.m. to 11:00 p.m.).
  - ii. Provide taxicab service whenever needed.
  - iii. Provide taxicab service as needed to minimize customer waiting time which shall in no event exceed fifteen (15) minutes.
  - iv. Not deny or delay any fare or trip because of distance, or charge a multiple rate for delivering more than one passenger to the same destination.
  - v. Not refuse to transport a person who request service unless the person is (1) disorderly, (2) the driver is engaged in answering a previous request for service, (3) the driver has reason to believe the person is engaged in unlawful conduct, or (4) the driver is in fear of the driver's personal safety.
  - vi. Conduct its operations in a manner that provides the public with first class professional service and so as not to annoy, disturb, or be offensive to customers or other users of the Airport.
  - vii. Assure its employees, representatives, contractors, and agents:
    - 1. Are appropriately dressed, in clothing which is clean and neat, and which complies with the LBMC and the requirements established by the company for whom the driver does business.
    - 2. Do not leave doors of their taxicabs open into any lane of traffic or stand in the roadway or in the Ground Transportation Holding Lot so as to interfere with traffic.
    - 3. Queue in the Ground Transportation Holding Lot on a first-come, first go basis or as directed by the Airport Director.
    - 4. Remain in the immediate vicinity of the taxicab holding area and shall not solicit fares from the public.
    - 5. Obey all directions and instructions issued by the Airport Director, police, or agents of the Airport Director.
  - viii. Maintain the interior and exterior of all taxicabs in a neat and clean condition at its own cost and expense. Vehicles which the Airport Director determines (a) exhibit visible or audible indications of mechanical problems or (b) are determined to be dirty or littered shall not be allowed to load passengers at the Airport, and shall leave the Airport when directed to do so by the Airport Director, a police officer, or other Airport staff.

## Section 6: Rules and Regulations Applicable to Commercial Vehicles Other than Taxicabs

- A. License. Licensees shall obtain from the City a Non-Exclusive License Agreement to transport passengers and baggage by shuttle van, sedan, bus, or limousine into and out of the Airport, and be the holder of a permit to operate as a Passenger Stage Corporation, Charter Party Carrier of Passengers, or Transportation Network Company issued by the CPUC authorizing Licensee to transport passengers over the public highways of the State of California.
- B. Airline Crew Vehicle. Charter Party Operators having an agreement with an air carrier to conduct airline crew transportation may obtain a Permit for such specific activities, upon the submission of a letter of verification from the air carrier. Charter Party Operators cannot operate both airline crew transportation and pre-arranged charter services for the general public under the same Permit.
- C. Car Rental Operators ("On-Airport"). Car Rental Operators which have Concession Agreements granting the exclusive use of counter space and/or premises at the Airport, along with a concession right to operate a Rental Car business at such Airport location(s) (sometimes referred to as "On-Airport" Car Rental Operators), shall:
  - ix. Pay to the City concession fees in the amount of ten percent of the gross revenues derived by the Car Rental Operator from its operations at the Airport.
  - x. Only transport customers renting a vehicle.
  - xi. Comply with other requirements as outlined in the Rental Car Agreement.
- a. Car Rental Operators ("Off-Airport"). Car Rental Operators which do not have Concession Agreements granting the exclusive use of any Airport premises, and have Permits granting the privilege of operating vehicles and conducting business activities at the Airport (sometimes referred to as "Off-Airport" Car Rental Operators), shall:
  - i. Pay to the City privilege fees in the amount of eight percent of the gross revenues derived by such Car Rental Operators from their operations at the Airport and pay the City additional fees as listed in Section 8.
  - ii. Only transport customers renting a vehicle at their place of business.
- b. Charter Party Carrier (TCP)—Limousine, TNC, Reservation-Based Ground Transportation and Chartered bus/van operators shall:
  - i. Possess Waybills completed in advance, for each pre-arranged pick-up and drop-off trip. The Waybill, which shall include the customer's name, airline, and scheduled arrival or departure time, may be in an electronic or hardcopy format.
  - ii. Show their Waybills to any Airport enforcement officer, agent of the Airport Director or to any official of the City or State authorized to inspect Waybills pursuant to CPUC Code §5371.4(h). Failure or refusal of a driver to make a valid Waybill available the Driver's display of a document showing a time not reasonable in relation to the time when the Driver is present at the Airport, or failure of the Driver to provide information confirming his or her presence at the Airport for other business shall

- constitute prima facie evidence that the Driver is at the Airport for purposes of engaging in solicitation.
- iii. Immediately proceed to exit the Airport after discharging or picking up a passenger fare.
  - iv. Not drive on any Airport road and stop or slow in front of the terminal seeking an arrangement to transport one or more passengers from Airport for compensation or profit without a prearranged charter or agreement to transport the passenger(s) made prior to entry of the Airport.
  - v. Apply at least twenty-four (24) hours in advance to the Airport Director for authorization for if a Licensee wishes to have a representative meet one or more large groups of pre-arranged passengers arriving on the same day. The request should state the location and time where the group members are expected to arrive. The decision whether to issue any such authorization is within the sole discretion of the Airport Director, and the existence of this rule does not confer any Licensee the right to the issuance of such discretionary pass.
- c. Courier Operators. Courier operators shall load parcels upon Airport property only in public parking areas at the terminal curbside, and in such areas as may be directed by the Airport Director.
  - d. Hotel and Motel Courtesy Vehicle Operators. Operators of Courtesy Vehicles serving hotels and motels may only provide transportation to customers of facilities used for temporary or short-term lodging.
  - e. Off-Airport Parking Business. Operators of Courtesy Vehicles serving parking facilities located off the Airport shall:
    - i. Pay to the City privilege fees in the amount of ten percent of the gross revenues derived by such Off-Airport Parking Business from their operations at the Airport and pay the City additional fees listed in Section 8.
    - ii. Only transport customers parking a vehicle at their place of business.
  - f. Passenger Stage Carriers (PSC) and USDOT Carriers. PSC operators and drivers shall:
    - i. Not operate both Non-Reservation Ground Transportation and Scheduled Services under the same License.
    - ii. Not transport any passenger to a destination or area of operations not approved for driver's operator by the CPUC or the USDOT.
    - iii. Display destination sign visible from the front of each vehicle. Words, logos, or signs stating a destination not approved for that vehicle's operator by the CPUC or USDOT, whichever is applicable, are prohibited.
    - iv. Not announce a destination or load any passenger for any destination other than the destination displayed on the destination sign of their vehicle.
    - v. Exit their vehicle while stopped at the designated loading zone only to actively load passengers or to announce a specific area of service.
    - vi. Post inside each PSC Commercial Vehicle, in a location clearly visible to seated customers, the company name, vehicle fleet number, and a

representative list of tariffs (filed with the CPUC) to the key sectors within its authorized areas of operation.

- vii. Issue customers a completed receipt, upon request. Each receipt shall indicate the date, destination, number of passengers, fee collected, drivers' name and signature, company name, and fleet number.
- g. Transportation Network Company (TNC). Licensees shall:
  - i. Obtain a License from the Airport Director and comply with the requirements of these Rules and Regulations.
  - ii. Inform its TNC Drivers of the provisions of these Rules and Regulations prior to any initial service at the Airport.
  - iii. Notify TNC Drivers of any and all current and changed License conditions and/or Rules and Regulations and shall promptly notify City, in writing, that it has done so.
  - iv. Not authorize the operation of any TNC Vehicle without CPUC certification or at any time during which Licensee's CPUC authority is suspended or revoked.

## **Section 7: Procedures for Obtaining a License Agreement**

Instructions for applying for a License Agreement to conduct Ground Transportation Service from Long Beach Airport: <http://lgb.org/civicax/filebank/blobdload.aspx?blobid=2544>

## **Section 8: Airport Fees and Charges**

Licensees shall pay fees according to their vehicle category:  
<http://www.longbeach.gov/finance/services-and-permits/fees-and-charges/>

## **Section 9: Violations**

Appendix B lists applicable violation and the associated penalty

## **Section 10: Appeals Process**

Explanation of the City's Hearing and Appeals Process:

<http://www.longbeach.gov/finance/business-info/business-licenses/administrative-citations/>

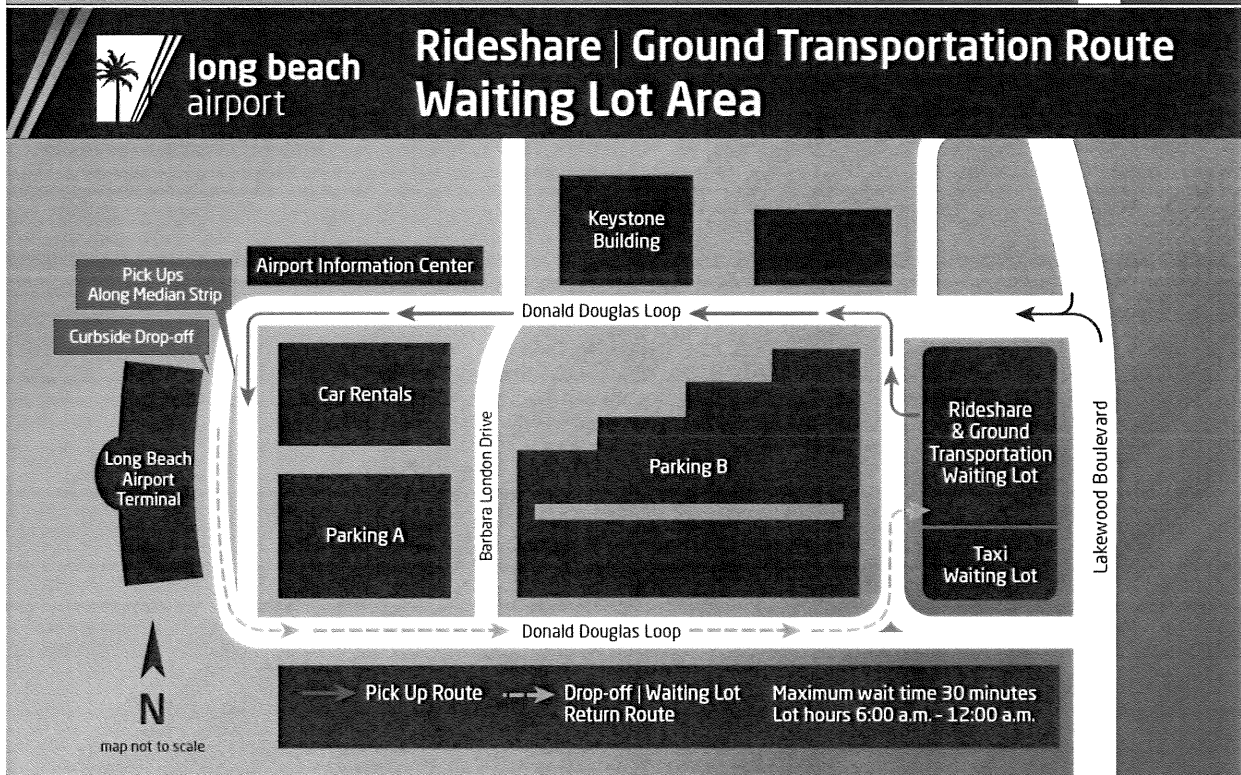
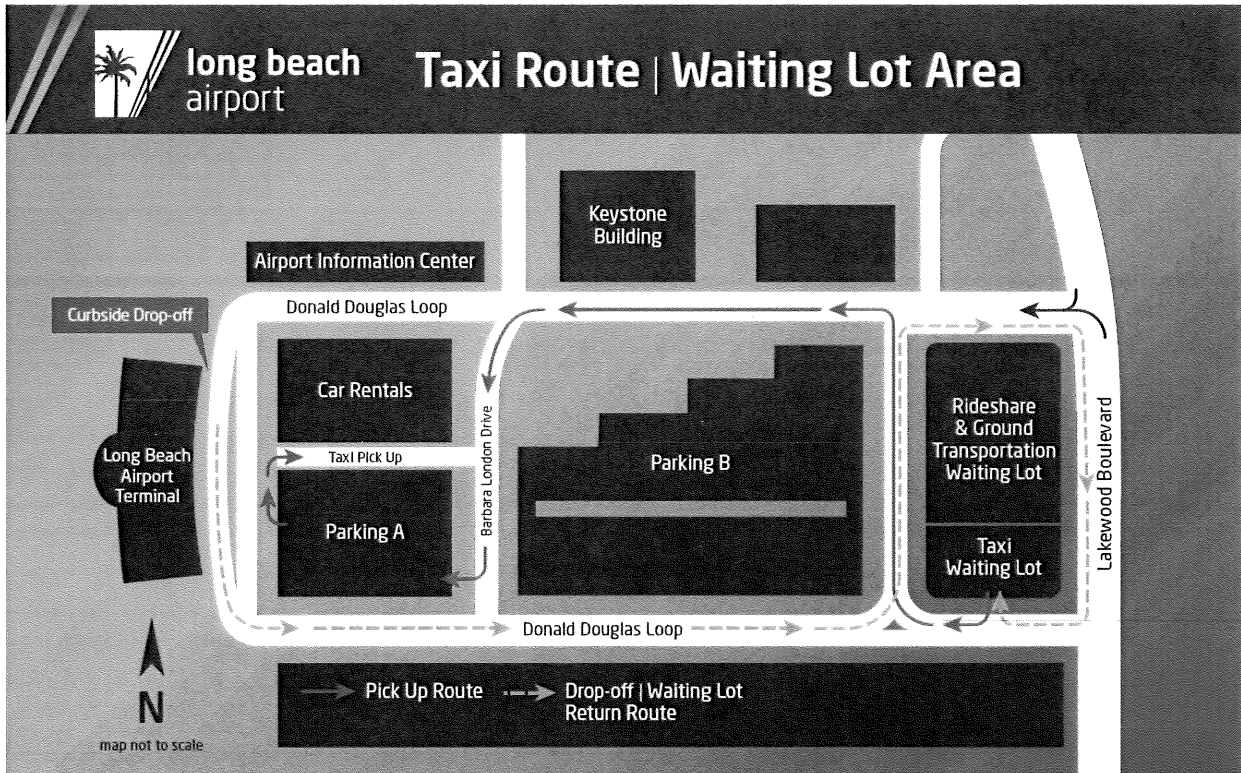
## **Section 11: Severability**

If any one or more provision of these Rules and Regulations are declared invalid by a court of competent jurisdiction, the validity of other provisions herein which are severable shall be unaffected.

## **Section 12: Construction**

As used in these Rules and Regulations, the singular includes the plural, and the plural includes the singular. Every word importing the masculine gender only may extend to and be applied to females and things as well as males; every word importing the feminine gender only may extend to and be applied to males and things as well as females; and every word importing the neuter gender only may extend to and be applied to natural persons as well as things.

**Appendix A – Curbside Allocation Plan (designated passenger drop-off and pick up areas)**



**Appendix B – Table of Citation**

**CITY OF LONG BEACH**  
**NOTICE OF PARKING VIOLATION**

<b>6155433</b>		VIOLATION DATE <b>8-5-17</b>	TIME
DMV <b>A</b>	LICENSE NUMBER		STATE
MAKE	MODEL	COLOR	EXP. DATE
LOCATION <b>4106 DONALD DUGLAS DR.</b>			VIN #
OFFICER'S REPORT			

CODE	PARKING VIOLATION	PENALTY
02	10.24.090 MC EXCEEDED TIME LIMIT	\$49.00
03	10.24.030 MC NO STOPPING	\$65.00
04	10.24.050 MC NO PARKING	\$49.00
05	21113.a CVC PARKING ON CITY PROP.	\$49.00
06	22500.i CVC BUS ZONE	\$285.00
07	10.26.020 MC RED CURB OTHER	\$49.00
08	10.26.010 MC GR. YEL. WHITE CURB	\$49.00
09	10.26.030 MC PARKING IN AN ALLEY	\$65.00
10	10.22.110 MC PARKING IN FIRE LANE	\$65.00
13	22507.8 CVC DISABLED PERSON OFF ST.	\$340.00
16	22514 CVC FIRE HYDRANT	\$49.00
17	10.34.020 MC BLUE CURB ON ST.	\$340.00
23	10.22.080 MC VEHICLE FOR SALE	\$49.00
26	10.40.010 MC TRUCK NOT ON TK RT.	\$110.00
28	22500.b CVC PARKING ON CROSSWALK	\$49.00
29	22500.e CVC PARKING ACROSS DRIVEWAY	\$60.00
30	22500.f CVC PARKING ON SIDEWALK	\$49.00
35	22502.a CVC PRKG. 18" OF CURB/WRONG WAY	\$45.00
39	22522 CVC PRKG. NEAR ACCESS RAMP FOR PHYSICALLY HANDICAPPED	\$280.00

OFFICER	I.D.	DIV.
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333 W. Ocean Boulevard Long Beach, CA 90802  
(562) 570-6822

2. Failure to pay Notices of Parking Violation will result in an increase in the amount due and may result in a hold against the vehicle registration or further legal action. Also, vehicles with five or more parking violations may be towed/immobilized pursuant to CVC 22651(i) and CVC 22651.7.  
3. Checks returned by the bank unpaid for any reason will cause your Notice of Parking Violation to become delinquent and an additional return check fee will be charged (71385 G.C.). Thereafter, payment must be made by cashier's check, money order, or U.S. currency.



### PARKING VIOLATION CODES

CODE	SECTION	ORDINANCE	DESCRIPTION	BAIL
01	MC	10.22.140	STREET SWEEPING	\$50.00
11	MC	10.22.120	NO PKG. TEMPORARY	\$49.00
12	VC	22520	PKG. ON FREEWAY	\$49.00
14	VC	22500.d	RED CURB FIRE STA.	\$49.00
15	VC	22500.c	RED CURB SAFETY ZONE	\$49.00
18	MC	10.24.010	PKG. WITHIN LINES	\$45.00
19	MC	10.24.130	PKG. WITHIN TS	\$45.00
20	MC	10.38.110	TRUCK OVER 2 HRS.	\$65.00
21	MC	10.22.020	PKG. ON PARKWAY	\$49.00
22	MC	10.22.070	IMPROPER PKG. HILL	\$45.00
24	MC	10.22.090	NO PKG. PEDDLERS	\$49.00
25	MC	10.22.130	PARKED OVER 72 HRS.	\$49.00
27	VC	22500.a	PKG. IN INTERSECTION	\$49.00
31	VC	22500.g	OBSTR. TRAF. AT EXCV	\$49.00
32	VC	22500.h	DOUBLE PARKING	\$65.00
33	VC	22500.j	PARKING IN TUNNEL	\$49.00
34	VC	22500.k	PARKING ON BRIDGE	\$49.00
36	VC	22515	UNATTENDED VEHICLE	\$45.00
37	VC	22516	LOCKED VEH. WITH OCC.	\$49.00
38	VC	22521	PKG. ON RR TRACKS	\$49.00
40	MC	8.76.010G	ILLEGAL PARK/PRIVATE PROP.	\$45.00
41	MC	8.76.010Q	PKG. NEAR EMPTY BLDG.	\$45.00
42	MC	8.76.010R	PARKING ON EMPTY LOT.	\$45.00
43	MC	10.22.160	PRIV. PROPERTY/POSTED NO PKG.	\$45.00
44	MC	10.22.150	ST. REPAIR OP VEHICLE	\$45.00
45	MC	8.76.010T	COMM. VEH. ON PVT. PROP	\$45.00
47	MC	10.22.182	PARKING PUBLIC HOUSING	\$45.00

### REGISTRATION FILE CODES

A = REGULAR AUTOMOBILES, HISTORICAL AND CLASSICAL VEHICLES AND MEMBERS OF THE LEGISLATURE.

C = COMMERCIAL - PICKUPS, VANS, ETC

E = EXEMPT PLATES - BOTH AUTOS & MCS.

F = OFF HIGHWAY VEHICLES

H = HAM OPERATOR PLATES

I = APPORTIONED (PRO RATE BASE)

L = ENVIRONMENTAL (PERSONALIZED) PLATES.

M = MOTORCYCLES

S = MOPEDS, SPECIAL VEHICLES (DISABLED PERSONS)

T = TRAILERS, HORSELESS CARRIAGES, PRESS PHOTOGRAPHERS.

V = VIN AND ID NUMBERS

X = OUT OF STATE LICENSE PLATES - ALL TYPES OF VEHICLES.

*CRBF931*