

**HORRY COUNTY DEPARTMENT OF AIRPORTS  
1100 JETPORT ROAD  
Myrtle Beach, South Carolina 29577  
Telephone No. (843) 448-1580**

**2018-2019**

**APPLICATION FOR NON TENANT BUSINESS PERMIT  
TAXICABS  
1 July 2018 to 30 June 2019**

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

Name and Address of Applicant:  
(Name of person primarily responsible for operation)\*<sub>required</sub>

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

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

Names, job titles and phone numbers of local management personnel who will directly or indirectly oversee and manage the operation of vehicles proposed to be operated on Airport Property.

Name and Title:

Phone Number:

_____	_____
_____	_____
_____	_____

**\*\*\* CHECKLIST FOR OFFICE USE ONLY \*\*\***

The following items must be submitted with this application. All items must be received and accepted by the airport prior to the issuance of a permit.

- ◆ \$130.00 Permit Fee per month for each vehicle that will operate on the airport. (12 payments, July 1, 2018 – June 30, 2019) unless superseded by implementation of a “per trip” fee or management agreement.
- ◆ **CURRENT REGISTRATION AND PROOF OF INSURANCE MUST BE ATTACHED TO THIS DOCUMENT.**
- ◆ Vehicles properly marked with company name and/or logo.
- ◆ Application properly signed with name of company rep. clearly printed.
- ◆ Acknowledge receipt of copy of Rules and Regulations (attached).
- ◆ Page #8 of this document must be signed and dated.
- ◆ **1 Permit per vehicle.**
- ◆ **This application must be completed in-full and is due back in Airport Administration no later than Friday, June 8, 2018.**

Cab Name: \_\_\_\_\_ HCDA #. \_\_\_\_\_ City Permit #. \_\_\_\_\_ Lic Plate# \_\_\_\_\_

## Taxicab Operating Rules and Procedures at MBIA

- ◆ **Acquiring Permits:** All taxicabs operating at MBIA must comply with all rules and requirements established by the City of Myrtle Beach, and if operating from the queuing line shall have a permit issued by Horry County Department of Airports. The number of “permitted” vehicles will be established by the Director of Airports and is subject to change. If a taxicab owner wishes to attain an operating permit with HCDA and the operating list is “full”, that owner can contact the Operations Manager and request to be placed on the Waiting List. To place a cab on the Waiting List, a Taxicab Application must be filled out. Cabs that do not have city permit number will not be placed on the waiting list. **IMPORTANT: A number of variables are taken into account when airport staff moves a cab from the Waiting List to the Active/Operating List. The date the cab was placed on the Waiting List is just one of the variables and does not solely determine placement on the Active List.**
- ◆ **Monthly Payment:** Permit fees are due the first business day of each month unless super-ceded by a “per trip” fee. Payment must be made during regular business hours *on or before the first business day of each month*. If payment is not received by the close of business on the first business day of the month the permit will be terminated. Fee and Payment Structure for operation at MBIA is subject to change at any time by HCDA. When applying for an HCDA permit, you must bring a copy of the taxicab’s registration and vehicle insurance. When paying for more than one cab, the owner will write the city permit numbers on the check or on a list each time payment is made. If the HCDA number on the check or list does not match the number on the current taxicab operating list, payment for that cab will not be accepted. HCDA permit numbers will be recorded from the permit application that is turned in by the owners. Owners must ensure that information on the applications is correct. **If you lose your monthly sticker you must pay for the next month’s sticker to replace the lost sticker.**
- ◆ **Request for ride:** The first taxicab in the queuing line must take the first passenger to request a ride. There will be no pass backs or other excuses accepted for not taking the fare (exception – if the number of passengers desiring the cab is such that it would be more feasible to use the next available van and the drivers agree, the passengers can be passed back to the next available taxi van). **At the time a passenger asks the first driver in line for transport, it is considered that passenger has requested a ride. Drivers will wait for all members of party after the first member requests a ride. Common sense and good judgment is expected in situations like this.**
- ◆ **Payment of Fare:** Drivers will accept cash and credit cards/debit cards as payment. Cabs must have the ability to accept all major credit cards/debit cards. Taxi companies will have legal agreements/contracts with credit card account companies.
- ◆ **Personal Reservation:** All personal reservations will be picked up in the Short Term parking lot. A fee will be assessed by Republic Parking for use of the Short Term parking lot. The personal reservation may be met in the Baggage Claim area between the sliding doors near the Chamber of Commerce Information Booth or in the Short Term lot. **The taxicab company is responsible for coordinating with the customer/passenger on a meeting location (either in the Short Term lot or at the Chamber Information Booth).** At no point will the driver leave their vehicle unattended under the pick-up awning in the Short Term lot. This area will be active loading only. Loading of passengers at locations other than Short Term Parking must be pre-coordinated and approved by Airport Operations or Airport Police. Drivers must have a small hand held sign displaying the pre-arranged passenger’s name(s). No advertising

media or logo shall be permitted on the hand held sign. If a driver has a personal reservation involving a specific cab and the cab is in the queuing line, **the cab must exit the queuing line prior to a passenger requesting a ride** and proceed to Short Term lot to meet the personal reservation.

- ◆ **Vouchers**: If an airline has a group of passengers with vouchers and has selected a taxi company for transport of passengers from the Short Term lot, the responding taxi company will have a representative meet the passengers in the Short Term lot. The representative must hold a small hand held sign with the airline name on it. Drivers are not permitted to enter the Terminal and loiter in the airline ticket counter area. Drivers are permitted to pick up individual personal passengers inside the Terminal; however, drivers are not permitted to stand inside the Terminal with a sign that shows only an airline name, transport company name or business name. If a driver is in the Terminal, he/she must have a sign with the passenger's name on it.
- ◆ **Line Order**: There shall be no cutting in the queuing line. If a passenger requests a taxicab other than the first cab in line, the requested cab will wait until they reach the number one position prior to leaving with the passenger(s).
- ◆ **Flow from Staging to Pick-up Area**: The number of positions for permitted taxicabs in the Taxi Passenger Pick-up area will be as determined from time to time by the Airport. If the Pick-Up area is full, permitted taxis are to proceed to the Staging Area as established by the Airport. **Taxis shall flow from the Staging Area on a "first in/first out" basis to the Pick-Up area as space becomes available. Taxicabs shall line up in order in the designated Staging Area. Drivers are required to monitor movement of the Staging line. At no point should large gaps be seen in the line.** Drivers shall be required to keep the Staging area clean at all times. If you leave the Staging Area or Cab Line, you lose your place in line (e.g. moving to Short Term Parking for a person that does not show up, departing the Airport etc.). There is one exception to this rule; cabs are permitted to park in the Ground Transportation area (behind orange cone) and use the restroom facilities as long as the drivers behind them in the Staging area have been advised of their intentions. **The driver must go directly to the restroom and return directly to his/her taxi. There will be no stopping to talk with other taxi drivers or going to any other location inside or outside the Terminal building.**
- ◆ **Remaining with Cab**: Taxis shall not be left unattended in any parking place, area or road and shall not use areas designated for use by any other class of vehicle (except when using restroom facilities). **For security and customer service purposes, drivers must remain within "arms-length" of their cab or in his/her cab when in the queuing line. Drivers are permitted to use the restrooms at the South end of the Terminal (in Baggage Claim), but must immediately return to their vehicle.**
- ◆ **Drop Off**: **All passenger drop off, including rental car customers, shall take place on the commercial curb.** Following drop-off, the taxicab must immediately proceed to the Staging Area (Radar Rd.) via the commercial access roads and take the last position in line, or exit the Airport.
- ◆ **Non Permitted Taxis**: Drivers of non-permitted commercial vehicles/cabs shall park up in the Short Term parking lot and will be assessed a fee by Republic Parking personnel upon exit. Drivers may not leave vehicles parked under the glass awning; instead vehicles must be parked in a space. The glass awning area is for active pick up only. Individuals may be met in the Baggage Claim area between the sliding glass doors next to the Chamber of Commerce Information Booth. Drivers must have a small hand held

sign displaying the pre-arranged passenger's name(s). No advertising media or logo is permitted on the hand held sign.

- ◆ **Meters**: City of Myrtle Beach ordinance requires that a taxicab use the meter for all customer trips in the City Limits of Myrtle Beach. Flat trip charges are not permitted for any trip in the City of Myrtle Beach. **Taxicabs shall not quote or charge flat rate fares that originate from MBIA.** Taxicabs shall comply with all Myrtle Beach City ordinances when operating at MBIA.
- ◆ **Solicitation**: It is a violation of Airport Commercial Vehicle Operating Rules and a misdemeanor in Horry County for any private or commercial vehicle operator to solicit ridership from, honk its horns at, accost, or yell at persons at the airport, or to otherwise attract attention to the operator of said vehicle while on airport property. No driver of a taxicab shall solicit passengers while taxicab is standing or in motion on any public street or other location. Owners and drivers will obey all applicable federal, state, city, county and airport ordinances and rules. Nothing herein shall be interpreted to prevent or restrict the right of taxicab companies from seeking, negotiating or entering into agreements with airline companies or other businesses, on a "business to business" basis.
- ◆ **Rental Car Maintenance Area Entrance**: Taxicabs are not allowed to use the Rental Car Maintenance road for entry or exit.
- ◆ **Behavior and Chain-of-Command**: **Use of foul language, profanity, yelling and confrontational behavior will not be tolerated. Such conduct will result in immediate suspension of the individual(s) involved. Any conduct deemed unprofessional by MBIA Staff will warrant suspension. IMPORTANT: If drivers have an issue or problem with Airport rules, procedures or operations, they must communicate through the taxicab owner to Airport Staff. Issues and problems will be resolved through permit holders/owners only. If a driver files an operational (non emergency) complaint with Airport Staff or Horry County Police, the driver and corresponding HCDA permit will be suspended.**
- ◆ **Cab Appearance and Function**: The interior and exterior of cabs operating at MBIA will be clean and presentable. Cabs must be equipped with an operational heater and air conditioner sufficient to heat or cool the cab. Equipment, appearance, construction and maintenance shall follow Myrtle Beach City Code; Chapter 23 "Vehicles for Hire"; Section 23-40 under Article II. Taxicabs. Littering on airport property will not be tolerated. Litter includes cigarettes. If a driver is seen littering the first offense will be a one-week suspension of both driver and cab. A second offense will result in a one-month suspension and a third violation will result in a permanent suspension. Horry County Police can write a littering citation at any time if a person is seen littering. **Passengers can refuse a cab that is not non-smoking.**
- ◆ **Personal Appearance and Cleanliness**: All drivers/employees of taxicabs and transportation companies will be properly attired at all times while on airport property. **Each driver/employee shall wear a shirt with a collar and sleeves that cover the upper arm, long pants or knee length shorts or knee length skirts.** Sandals, t-shirts without sleeves, tank-tops and t-shirts with graffiti are not permitted. All clothing must be clean and shirts must be tucked into lower garment. All shirts must have sleeves. **Sweatpants and "workout/pajama" style pants are not permitted.** The first violation of this rule will result in the cab and driver being sent to the back of the line in the Staging Area. The second violation of this rule will result in a thirty-day suspension of the driver and cab. A third violation will result in a permanent suspension of the driver and cab.

- ◆ **Educate Your Drivers:** Taxicab drivers operating at MBIA should be thoroughly familiar and knowledgeable of all rules and regulations. The excuse that the driver is new will not be accepted. It is the taxicab owner's responsibility to insure all drivers, including new drivers, are knowledgeable of these operating rules and procedures prior to entering the Airport. **HCDA is responsible for training owners, not drivers. If it becomes necessary for HCDA to individually train new drivers, the cost for such training will be passed on to the owners.**
  
- ◆ **Permit Transfer:** Airport taxi permits cannot be transferred from one vehicle to another without written approval from Horry County Department of Airports (HCDA). Airport vehicle permits are not transferable when vehicle is sold or there is a change in ownership. HCDA must be notified of any change in ownership or any changes in company name.
  
- ◆ **Suspension of Permit:** The penalty for violation of any of the above rules will be removal from the Airport Taxi Operating List. The cab and driver involved in the infraction will be placed at the bottom of the Permit Waiting list. The Airport Operations Manager, under direction of the Assistant Director of Airports, will administer the commercial vehicle program and will notify owner/operator verbally and/or in writing of suspension action for rules violation. Horry County Police/Airport Division will also monitor commercial vehicles operations to ensure proper procedures are followed when operating at the airport. A commercial vehicle owner/operator who receives notice of removal from the Operating List can provide comments to the Operations Manager regarding the alleged violation. Comments will be reviewed by the Operations Manager under guidance from the Assistant Director of Airports.
  
- ◆ **Ground Transportation Coordinator (GTC):** The Director may assign a Ground Transportation Coordinator (GTC). Under the direction of the Director of Operations and the joint supervision of the Operations Manager and Security Supervisor, the GTC monitors all facets of ground transportation and enforces the rules and procedures in this document. In the absence of the Director of Operations and Operations Manager, the GTC has the authority to suspend commercial vehicle drivers and revoke airport permits. The GTC is responsible for directing passengers to the appropriate taxicab or other ground transportation mode. Taxicab drivers will not interfere with the GTC or argue with decisions made by the GTC.

In making this application, applicant covenants and agrees with the Department of Airports as follows:

- a. The applicant agrees to indemnify and hold harmless Horry County, its Council, directors, officers, employees and agents from any and all liability arising in any manner from the, ownership, operation and/or administration of taxi service to and/or from any of the Horry County Airports. This indemnification and hold harmless extends to all acts or omissions, in whole or in part, attributed to the applicant or any agent, employee or entity controlled by the applicant having anything to do with the operation, ownership and/or administration of the taxicabs, whether listed or not listed in this application. The applicant shall not be responsible for those acts that are due to the sole negligence of Horry County.
- b. Provide a copy of the vehicle/liability insurance certificate as required by the State of South Carolina. The applicant covenants and agrees that he/she is responsible for providing HCDA with current proof of insurance. The applicant covenants and agrees to provide such proof, without notice or demand by HCDA, at least thirty (30) days prior to the expiration of the previous proof of insurance. The applicant covenants and agrees that failure to maintain current proof of insurance shall result in the revocation of the

permit without notice. The applicant covenants and agrees to name Horry County as an additional insured entity on every required liability insurance policy(ies). The applicant covenants and agrees that a liability policy of insurance shall be carried under the terms and conditions herein for any indemnification requirement contained elsewhere herein. The applicant covenants and agrees that HCDA shall establish a minimum Dollar amount of insurance required herein and that HCDA may modify this minimum amount of insurance from time to time in the Department's sole and exclusive discretion.

- c. Permit may be revoked by HCDA for cause immediately after delivery of notice to the holder or the holder's representative thereof, either in person, by phone or mail. The term "cause" shall include:
- (1) Failure to pay fees due the Department of Airports;
  - (2) Violation of airport rules or failure to comply with the reasonable requests any officer or employee of the airport;
  - (3) Violation of Federal, State or local laws, ordinances, rules, regulations.
  - (4) The occurrence of an event or a situation which, in the sole discretion of the Director of Airports requires revocation of a permit in order to protect the public health, safety, welfare or morals, or to preserve the financial stability of the Horry County Department of Airports.

### **GENERAL CIVIL RIGHTS PROVISIONS**

The contractor agrees that it will comply with pertinent statutes, Executive Orders and such rules as are promulgated to ensure that no person shall, on the grounds of race, creed, color, national origin, sex, age, or handicap be excluded from participating in any activity conducted with or benefiting from Federal assistance.

This provision binds the contractors from the bid solicitation period through the completion of the contract. This provision is in addition to that required of Title VI of the Civil Rights Act of 1964. This provision also obligates the tenant/concessionaire/lessee or its transferee for the period during which Federal assistance is extended to the airport through the Airport Improvement Program, except where Federal assistance is to provide, or is in the form of personal property; real property or interest therein; 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 airport 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.

### **CIVIL RIGHTS – TITLE VI**

(Source: Appendix A of Appendix 4 of FAA Order 1400.11, Nondiscrimination in Federally-Assisted Programs at the Federal Aviation Administration)

### **Compliance with Nondiscrimination Requirements**

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the **Title VI List of Pertinent Nondiscrimination Statutes and Authorities**, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination

prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.

3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the sponsor or the Federal Aviation Administration to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the sponsor or the Federal Aviation Administration, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the sponsor will impose such contract sanctions as it or the Federal Aviation Administration may determine to be appropriate, including, but not limited to:
  - a. Withholding payments to the contractor under the contract until the contractor complies; and/or
  - b. Cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the sponsor or the Federal Aviation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the sponsor to enter into any litigation to protect the interests of the sponsor. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

#### **AFFIRMATIVE ACTION PLAN**

The Department of Labor is responsible for administering the Executive Order 11246, which contains requirements for an Affirmative Action Plan. This Plan is similar in content and requirements to the affirmative action plan required in 49 CFR Part 152 subpart e. 49 CFR Part 152 applied to grants issued under the Airport Development Aid Program, which was replaced by the Airport Improvement Program.

I \_\_\_\_\_ have read, understand and agree to comply with the MBIA  
(PRINT NAME)  
Taxicab Operating Rules and Procedures dated April 1, 2018 and will ensure that all of my  
employees/contract drivers comply with all airport rules and regulations.

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(DATE)