

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

**2019**

**APPLICATION FOR NON TENANT BUSINESS PERMIT  
Hotel Shuttle & Courtesy Vans: Seven (7) to Fifteen (15) Passengers**

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

Name and Address of Applicant:  
(Name of person primarily responsible for operation)

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

Point of Contact:

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.

- ◆ \$500.00 Per hotel up to a maximum of \$1000.00 for those companies with more than 2 hotels
- ◆ \$25.00 per vehicle which will operate on the airport (Jan – Dec 2019 permit fee)
- ◆ \$.80 per accommodation unit
- ◆ Proof of vehicle insurance. (Copy of certificate)
- ◆ **Vehicles must be properly marked with company name and/or logo**
- ◆ Application signed
- ◆ Acknowledge receipt of copy of Rules and Regulations

Office Use Only

Airport Permit No.(s) \_\_\_\_\_

1. Computation of Fees (Jan – December 2019):

◆ Hotel fee (\$500.00 per Hotel) \_\_\_\_\_ X \$500.00 = \$ \_\_\_\_\_

**OR**

◆ \$1000.00 per company (**companies with more than 2 hotels**) \$1000.00 = \$ \_\_\_\_\_

**You have to choose one of the above PLUS all of the following:**

◆ Shuttle/Courtesy Van Fee (\$25.00 per vehicle) \_\_\_\_\_ vehicles X \$25.00 = \$ \_\_\_\_\_

◆ \$.80 per accommodation unit (e.g. if you have 100 rooms, calculate 100x.80=\$80):

Number of units \_\_\_\_ X \$.80= \$ \_\_\_\_\_

◆ Total amount due. \$ \_\_\_\_\_

**NOTE: If you have any questions regarding the computation of fees, please contact Charlie Bree at 843-448-1580**

All charges and fees payable in advance prior to issuance of permit.

2. Non-tenant shuttles and courtesy vans (seating capacity seven (7) to fifteen (15) passengers) operators agree to:
  - a. Use customer loading (the commercial loop located at the end of the terminal) /unloading area (on the commercial lane in front of the terminal). (Subject to change by the Director of Airports). **No other location on Airport property shall be used for any business or commercial purpose, directly or indirectly, by non-tenant Shuttle operators.**
  - b. Each vehicle shall be clearly marked in permanent lettering with the name of the business holding the permit to operate the vehicle.
  - c. Vehicles shall not be left standing unattended in any parking place, area or road and shall not use areas designated for use by any other class of vehicle, or parking spaces reserved for other vehicles/companies.
  - d. Operators of shuttles/courtesy vans and company personnel who may accompany them shall not solicit business in any manner on, at or from Airport.
  - e. Vehicle drivers shall possess a driver's license valid in the State of South Carolina for the class vehicle being operated.
  - f. All vehicles must enter the Airport via the Harrelson Blvd entrance. Any vehicle observed entering the Airport from Business 17/Golf Course entrance, will have their Airport permit revoked.
3. In making this application, applicant covenants and agrees with the Department of Airports as follows:
  - a. Applicant will observe, obey and follow all standards, rules and regulations promulgated by the Department of Airports.
  - b. To submit proof of all business and motor vehicle permits required by local, state and federal regulations.
  - c. Company vehicles will park only in parking areas or stand only in standing areas specifically designated by the Director to non-tenant business vehicle use.
  - d. 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.

- e. Provide proof of insurance as required by the State of South Carolina.
- f. To obtain a permit from the Department of Airports and pay required fee. Permit may be revoked by the Department of Airports for cause five days after delivery of notice to the holder thereof, either in person or by registered or certified mail, postage prepaid. The term "cause" shall include:
  - (1) Breach or failure to perform any agreement herein stated;
  - (2) Failure to make timely payments of amounts due the Department of Airports;
  - (3) Violation of airport rules or failure to comply with the reasonable requests or directions of any officer or employee of the airport;
  - (4) Violation of Federal, State or local laws, ordinances, rules, regulations
  - (5) The occurrence of an event or a situation which, in the opinion of the Director of Airports required 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.
- g. That, in the event of revocation of the permit, all sums then owing to the Department of Airports by the permit holder shall immediately become due and payable.

### **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.

**Please contact Charlie Bree prior to sending shuttle(s) to airport for permits. This will ensure personnel are available to issue permit.**

Applicant agrees that the information stated above is correct and agrees to abide by the terms and conditions as stated above in the Rules and Regulations adopted by Horry County Ordinance \_\_\_\_\_.

This \_\_\_\_\_ day of \_\_\_\_\_, 2018/2019.

Signed: Authorized Representative: \_\_\_\_\_

Name: (Printed) \_\_\_\_\_

Title: \_\_\_\_\_