

**COLUMBUS REGIONAL AIRPORT AUTHORITY
4600 INTERNATIONAL GATEWAY
COLUMBUS, OHIO 43219**

**2010 LOADING DOCK
PERMIT APPLICATION**

The Columbus Regional Airport Authority requires the users of the loading dock to obtain a permit. The 2010 loading dock permit fee is \$1100.00 that covers all approved vehicles and drivers for the company. This permit allows approved vehicles access to the loading dock and north pad of arrivals. As of this date, vehicle inspections are not mandatory for vehicles for every trip to the airport. Loading dock rules and regulations are subject to change at the Columbus Regional Airport Authority's discretion. Regulation changes will be posted on the loading dock wall and vehicle inspection stations.

- All courier companies must have each driver obtain two (2) color passport photos for their individual permits. Included in this application are two forms, the first titled "LD Company and Supervisor Form" must be submitted by each company, only one per company need to be turned in.
- The second form titled "Courier Permit Form" must be submitted by each driver of the courier company with the supervisor's signature and passport photos.
- Certain Loading Dock users will not have to have their employees receive passport photos and individual permits. Those companies will not have the Courier Permit Form attached. If the Courier Permit Form is included in your packet, all drivers for the company must receive an individual permit.
- If a company files for a permit after January 31, 2010, they will be charged a prorated fee of \$91.50 per month for the remainder of the year. This rate will only be given if the company has not utilized the loading dock previous to filing the application. The prorated fee will include all months left in the year; no permits will be approved for select months.
- A \$5.00 reissue fee will be assessed for all lost permits up to one reissued permit.
- Kinko's at 5156 E. Main in Whitehall will sell discounted passport photos for a reduced amount. Please instruct driver to mention that the passport photos are for an "Airport Permit". Companies who already have an account with Kinko's may not qualify for the discount; ask Kinko's if they will honor the discount.
- As soon as the 2010 permit is approved, drivers for the courier companies may apply for their individual permit and begin to use them before the end of the year.

TO ENSURE TIMELY PROCESSING OF YOUR 2010 LOADING DOCK PERMIT, PAYMENT AND APPLICATIONS ARE DUE BY DECEMBER 13, 2009.

**PLEASE RETURN APPLICATIONS TO:
COLUMBUS REGIONAL AIRPORT AUTHORITY
GROUND TRANSPORTATION SECTION
4600 INTERNATIONAL GATEWAY
COLUMBUS, OH 43219**

PLEASE CONTACT THE PARKING OFFICE WITH ANY QUESTIONS.

Jennifer Scott
PTA Assistant
614-239-3024
614-239-2214 (Fax)

Charlie Evranian
GT Supervisor
614-239-4071



**COLUMBUS REGIONAL AIRPORT AUTHORITY
PARKING AND TRANSPORTATION SECTION
614-239-3024 / 614-239-2214 Fax**

**2010
Loading Dock Company and Supervisor Form**

1. General Information

Name of Company: _____

Address: _____

Telephone Number: _____ Fax Number: _____

Contact Person: _____

Below is a list of the supervisors permitted to sign on the Courier Permit Form.

1. (Please print) _____ Signature _____

2. (Please print) _____ Signature _____

All drivers must submit in person two (2) passport size pictures to the Ground Transportation Office. Driver must also bring their valid Driver's License and the Courier Permit Form signed by one of the Supervisors listed above.

I hereby certify that the application information is true and correct. In addition, I understand that permits may not be transferred from the driver they are assigned and the Ground Transportation Office must be notified if the company no longer employs the employee. All vehicles that do not display a valid permit and/or expired permit will be impounded immediately.

Signature _____ Date _____



**COLUMBUS REGIONAL AIRPORT AUTHORITY
PARKING AND TRANSPORTATION SECTION**

**2010
Courier Permit Form**

Name of Company: _____

Name of Driver:(print) _____

Driver License No./State of Issue _____ Exp. Date: _____

Vehicle #1 Make / Model: _____ License Plate No: _____

Vehicle #2 Make / Model: _____ License Plate No: _____

Name of Supervisor:(print) _____ Phone #: _____

Supervisor Signature: _____

*I certify that the above named is an employee of the above company
and have verified this information.*

I fully understand that this permit is only for the driver and vehicles listed above. I also understand that failure to display the permit at all times may result in parking citations and the immediate impound and removal of my vehicle at my own expense. I agree to notify the Parking and Transportation office if any of the information above changes. In addition, I agree to maintain compliance with all Federal, State, and Local Laws, Rules, and Regulations, including, but not limited to, the Columbus Regional Airport Authority Traffic and Parking Rules.

Driver's
Signature: _____ Date: _____

*******OFFICE USE ONLY*******

Permit No. Issued: _____

Issued By: _____

Issue Date: _____



GROUND TRANSPORTATION LOADING DOCK PROCEDURES AND GUIDELINES

Pursuant to the Columbus Regional Airport Authority Traffic and Parking Rules, Section 06.15 “the Ground Transportation section may develop and publish procedures and guidelines for the effective and efficient use of designated commercial vehicle areas throughout the Airport and within the commercial vehicle areas.” The Authority hopes to form a working partnership with courier, vendor, and contractor companies in adhering to the procedures and guidelines to be followed when using the Loading Dock. It is imperative to maintain these procedures and guidelines to ensure an orderly and expeditious flow of vehicle and pedestrian traffic.

Rules for the use of the Port Columbus International Airport Loading Dock:

- **Vehicles over 12' 6" are prohibited**
- Vehicles must be inspected before it is left unattended.
- Vehicles must be marked with the company name, and or logo. Unmarked vehicles must display a placard in the windshield at all times.
- Drivers should use the courtesy phone to contact Airport Tenants upon arrival so deliveries may be retrieved in an expeditious manner.
- Deliveries, baggage and small freight items **must not be left unattended** on the dock and may be confiscated by the Public Safety or Ground Transportation Division.
- Drivers are not permitted in restricted areas without a proper ID and/or escort.
- All contractors and couriers must pay the appropriate fees, obtain and display a permit at all times.
- Use of the Loading Dock or other designated areas by Contractors is restricted to loading and unloading of tools and supplies only.
- Loading Dock permits are issued to each individual driver by the Ground Transportation Office and cannot be used by any person other than to whom the permit was issued.
- Smaller delivery vehicles must utilize the parking provided along the south wall of the loading dock area, and leave the spaces against the dock for the larger delivery trucks.

Lost or stolen Courier/Contractor permits must be reported to the Ground Transportation Office immediately and can only be re-issued with a notarized statement from the individual stating the circumstances of the lost or stolen permit. A \$5.00 re-issue fee must be paid to the Columbus Airport Authority Administration office located on the south end of the Baggage Claim office, Monday through Friday, 8:00 a.m. - 5:00 p.m. Permits will not be re-issued without a receipt from the receptionist.

PENALTIES

- Non-permitted courier companies and their drivers are subject to citation issuance and or motor vehicle impound at the operator's expense.
- Vehicles blocking the trash dumpsters are subject to citations and/or vehicle removal at the operator's expense.
- Courier and Contractor Loading Dock Permits are to be utilized for **Official Company Business Only**. Failure to do so will result in the immediate revocation of said permit indefinitely.
- **Permits must be displayed at all times**. Failure to do so will result in Notice of Violation issuance and motor vehicle impound.

These penalties apply only for Ground Transportation Guidelines as authorized by the Traffic and Parking Rules, which provide appeal procedures for all infractions.

However, other enforcement actions can be pursued thru the use of Federal, State and local laws and regulations, which may have additional penalties and separate and distinct appeal procedures.

If at any time SECURITY ALERT LEVEL should escalate above yellow, please instruct drivers to look for additional instructions at all/ entrances/exits or designated parking areas of the terminal.

Revised 10/02/08