



## **GROUND TRANSPORTATION RULES AND REGULATIONS 2020-2021**

Please be advised of the following Vail Valley Jet Center (VVJC) rules and regulations pertaining to all Companies and/or individuals providing ground transportation at the Eagle County Regional Airport through the VVJC.

The Vail Valley Jet Center requires copies of and compliance with the following from each Ground Transportation provider:

- A valid, current **License** to provide ground transportation service at the airport.
- A valid, current proof of **Insurance** with the Eagle County Airport and the Vail Valley Jet Center “named as insured” on each comprehensive policy: Commercial Liability Insurance, Automobile Liability Insurance and Employer’s Liability Insurance in a minimum amount of one million dollars (\$1,000,000) per occurrence. Worker’s Compensation Insurance in an amount commensurate with statutory requirements.
- A signed **Vendor Release and Indemnification Agreement**.

### **2020-2021 VVJC Facility Usage Fee**

- For access to the Jet Center’s ramp and facilities, a **\$13 fee** will be charged for each pick-up and each drop-off.
- Late / Penalty fees will be charged monthly for the following:
  - If entry fee payments are not received in a timely manner:
    - 30 + days: \$20/entry
    - 60 + days: \$25/entry
    - 90 + days: your company will be added to the **NO ENTRY LIST. You will not be allowed on property until paid in full.**
  - If driver intentionally chooses to not sign in or follow VVJC rules and regulation:
    - \$20/entry
  - Any unregistered transportation company (no insurance or indemnification form on file with VVJC):
    - \$20/entry\* (until registered with VVJC)

### **New Driver Orientation**

- We encourage each company to train their drivers on VVJC operations and proper ramp procedures.
- Contact Customer Service at [customerservice@vvjc.com](mailto:customerservice@vvjc.com) or (970) 524-7700 to check for availability of VVJC staff training support.

**The Vail Valley Jet Center will strictly enforce all State and Federal mandates regarding COVID related restrictions and social distancing protocols.**

Please review the following Service Procedures specific to picking up and dropping off passengers:

**Picking Up Passengers**

- Upon arrival at the Vail Valley Jet Center's front gate, identify yourself and the Company you represent with Vail Valley Jet Center personnel and provide them with your passenger manifest: the aircraft tail number, party name, and estimated time of arrival. After you are granted access to our facility proceed through the gate and stop at the stop sign, allowing the gate to completely close behind you.
- If available, park your vehicle in one of the parking spaces labeled "Authorized Ground Transportation Parking Only" located immediately left of the entrance. **Please do not park in front of the FBO** unless passengers are in the lobby. If there is no available parking inside the gate, overflow 30-minute parking can be found outside the gated area with FBO access through walk-through gate west of the vehicle entrance.
- When space is limited, drivers can wait for passengers for up to one hour. If the flight is delayed please leave the facility to park your vehicle outside the main entrance gate after signing in with your contact information. We suggest returning within an hour of the arrival.
- Using the computer in the kitchen located underneath the flight tracker monitor, check in with the flight counter by completing the "Transportation Check-In" form. Drivers are required to enter company name, aircraft tail number, and passenger names. Completion of this form is required and assists in relay information to arriving aircraft as needed.
- Please refrain from using passenger amenities (i.e. lobby coffee bar and cookie selection). It causes more work for our staff.
- Conducting C&D business at flight counter is not permitted - Please use vehicle or alternative area outside of VVJC lobby when needed. No cleaning of vehicles is allowed on VVJC's property.
- Comply with all instructions provided by the VVJC personnel as to where to park your vehicle. (Please note that do to the limited parking spaces, you may be required to move your vehicle).
- You may inquire as to the ETA of an aircraft but please allow VVJC customers priority with Customer Service Representatives.

## **Dropping Off Passengers**

- Identify yourself and company with VVJC personnel at the main entrance gate and provide them with your intentions; the aircraft tail number and party name. The VVJC employee will either direct you to the aircraft by escort or indicate where the aircraft is parked on the ramp.
- Follow all Vail Valley Jet Center safety rules and regulations when driving on the Airport Operating Area (AOA). Note illustration of ramp layout at front counter.
- Promptly exit the ramp once you have dropped off your passenger(s) and sign the “Transportation Check-In” computer in the kitchen. When exiting the drive-through gate, make sure you stop at the stop sign again until the drive-through gate closes behind you.

Vail Valley Jet Center reserves the right to deny access to any Ground Transportation provider or individual who fails to fully comply with the above rules and regulations. In addition to maintaining a good standing with the Eagle County Airport and the VVJC, strict adherence to all State and Federal laws is also a mandatory condition for providing ground transportation service at the General Aviation facility.

Your anticipated courtesy and cooperation are greatly appreciated.

Sincerely,

Jessica Davis  
Customer Service Manager  
Vail Valley Jet Center  
(970) 524-4717