

METROPOLITAN KNOXVILLE AIRPORT AUTHORITY  
McGhee Tyson Airport



**TEMPORARY GROUND TRANSPORTATION PERMIT**

(instructions on back)

This Temporary Ground Transportation Permit authorizes the Permit Holder to pick-up passengers that are part of a specific group/event and for whom exclusive prior ground transportation arrangements have been made, and/or to display a greeting/directional sign, and/or to request temporary accomodation such as greeting tables and chairs in the Terminal Building at McGhee Tyson Airport.

The permit is valid for the period below, and it may not exceed 5 days:

<b>Beginning Date:</b> _____	<b>Ending Date:</b> _____
<b>Name of Group/Event:</b> _____	
<b>Host Company/Organizer:</b> _____	
<b>Telephone:</b> _____	<b>Fax or Email:</b> _____
<b>Greeting Location:</b> _____	
<b>Accommodations Requested:</b>	<b># of Tables:</b> _____ <b># of Chairs:</b> _____
	<b>From time:</b> _____ <b>To time:</b> _____
<b>Name of Transportation Provider:</b> _____	
<b>Telephone:</b> _____	<b>Fax or Email:</b> _____
<b>Number of Vehicles:</b> _____ x \$75 (Fee/Vehicle) = _____	

I represent that exclusive travel arrangements have been pre-arranged. I further agree to abide by the Rules and Regulations for Ground Transportation Providers at McGhee Tyson Airport.

Host Company/Organizer

Ground Transportation Provider (Permit Holder)

**Signature:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Name/Title:** \_\_\_\_\_

**Name/Title:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Company:** \_\_\_\_\_

Attachment: Copy of Letter of Designation from company/organization

Distribution: Original to Permit Holder

Copies to Lead Traffic Control Officer, Dispatch and Business Office

For Official Use Only	Permit issued by: _____
	Title: _____
	Permit Issued on Date/Time: _____

## **GENERAL REQUIREMENTS**

**PERMIT:** In order to pick up passengers at McGhee Tyson Airport, all commercial vehicle operators - Ground Transportation Providers - must have a permit issued by the Metropolitan Knoxville Airport Authority (MCAA). Properly permitted operators/providers may display signs (see Sign Requirements below) to greet passengers and may request additional accommodations (at no additional charge) such as tables and chairs to facilitate in greeting and directing passengers on airport property. Once a permit has been granted, tables and chairs will be provided at the approved location.

A Ground Transportation Provider seeking to obtain a Temporary Permit, must do so at least 2 business days prior to the scheduled pick-up date and must submit to MCAA a letter from the company/organization seeking transportation services, printed on that company's/organization's letterhead and designating them as the exclusive transportation provider for the group or event. A copy of the letter must also be attached to the permit for the permit to be valid. This requirement is deemed satisfied if the Host Company/Organizer fills out and signs this permit.

**FEES:** The fee for a Temporary Ground Transportation Permit is \$75 per vehicle. Payment in the amount of the total fee as shown on the front of this form must be submitted to MCAA in advance of the scheduled pick-up. Checks must be made payable to Metropolitan Knoxville Airport Authority.

**INSURANCE:** A certificate of insurance must be furnished to MCAA in the amount of a minimum of \$1,000,000 commercial automobile liability and must name the ***"Metropolitan Knoxville Airport Authority and its commissioners, and officers and employees"*** as additional insureds.

**EXCEPTION:** Ground Transportation Providers already holding a permanent operating permit from the MCAA only need to provide the Letter of Designation from the event organizer.

**TO OBTAIN A PERMIT FORM:** A permit form may be obtained by calling (865) 342-1613 or by visiting the Airport website at [flyknoxville.com/airport-documents/](http://flyknoxville.com/airport-documents/)

## **SIGN REQUIREMENTS:**

The Greeting/Directional Sign must clearly and prominently identify: the name of the event, or organization, or group seeking transportation services, and if preferred the flight number or airline or departure city.

A permit to hold a Greeting/Directional Sign is not required for pre-arranged individual pick-ups. The operator/provider is permitted to display a sign and the sign must contain the traveler's name and if desired the airline or flight number or departure city.

The name of the Ground Transportation Provider may be present on the sign only in a non-conspicuous location and size, however the words: Taxi, Bus, Limousine, Limo, Van, etc., may not be present on the sign even if they are part of the company name.

## **SOLICITATION:**

Soliciting passengers at McGhee Tyson Airport is prohibited. No owner or operator of a taxicab, limousine, motor bus or charter vehicle or any person at any time while in the Airport, by words, gestures, or otherwise shall solicit, persuade or urge any person to use or hire any taxicab, limousine, motor bus or charter vehicle or other means of transportation or conveyance that has not been pre-arranged. Such actions are defined as "soliciting" in Article II, Section 19 of the MCAA Ground Transportation Rules and Regulation and may result in the suspension of operating rights at the Airport.