





# ATTACHMENT B

## 2013-2015 ACTUALS

	2013	2014	2015
	ACTUALS	ACTUALS	ACTUALS
<b>Revenues:</b>			
Transient Revenue	\$ 27,920,461.70	\$ 28,551,678.31	\$ 29,607,000.00
Monthly Revnue		\$ 3.00	
Validation Revenue	\$ 8,670.60	\$ 6,563.60	\$ 1,445.00
Over/Short		\$ (1,370.50)	\$ 227.00
Other Income		\$ 5,429.30	\$ 445.00
<b>Total Revenue</b>	\$ 27,929,132.30	\$ 28,562,303.71	\$ 29,609,117.00
Less Sales Tax	\$ 113,045.13	\$ 1,505,530.85	\$ 1,554,171.00
<b>Total Net Revenue</b>	\$ 27,816,087.17	\$ 27,056,772.86	\$ 28,054,946.00
<b>Expenses:</b>			
<b>Parking Payroll</b>			
Payroll *	\$ 1,865,564.97	\$ 1,965,931.23	\$ 2,073,374.00
Retirement *	\$ 46,641.18	\$ 49,152.85	\$ 51,834.00
Cost life/Hospital Ins.*	\$ 470,911.94	\$ 481,519.14	\$ 491,589.00
Labor Overhead Fee*	\$ 421,826.40	\$ 441,450.59	\$ 463,173.00
Garage Insurance	\$ 182,160.96	\$ 185,639.60	\$ 194,500.00
Equipment Expense	\$ 373,523.04		\$ 383,145.00
Equipment Lease	\$ -		
Maintenance Agreement	\$ -		
Repairs & Maintenance	\$ 1,254,707.33	\$ 1,014,158.47	\$ 961,644.00
Vehicle Purchase	\$ 125,005.51	\$ 133,300.36	\$ 80,894.00
Vehicle R & M	\$ 189,763.32	\$ 197,035.82	\$ 229,531.00
Fuel Expense	\$ 139,756.83	\$ 160,492.25	\$ 137,797.00
Supplies	\$ 137,051.53	\$ 151,536.64	\$ 178,577.00
Postage & Freight	\$ 3,516.26	\$ 3,056.84	\$ 2,633.00
Waste Removal		\$ 573.54	
Courier/Armored Car	\$ 10,447.19	\$ 9,998.08	\$ 10,934.00
Credit Card Fees	\$ -		
Telephone	\$ 92,038.37	\$ 112,699.89	\$ 137,457.00
Base Management Fee	\$ 80,300.00	\$ 82,716.65	\$ 85,200.00
Advertising / Publicity	\$ 41,081.75	\$ 46,334.72	\$ 40,071.00
License & Fees	\$ 16,725.80	\$ 10,657.69	\$ 12,445.00
Snow Removal	\$ 981,223.45	\$ 1,224,305.45	\$ 798,086.00
Employee Development	\$ 7,673.85	\$ 5,981.67	\$ 440.00
Misc./Other Expense	\$ 245.00	\$ 9,438.42	
<b>Operating Expenses</b>	\$ 6,440,164.68	\$ 6,285,979.90	\$ 6,333,324.00
<b>Net Revenue</b>	\$ 21,375,922.49	\$ 20,770,792.96	\$ 21,721,622.00

# ATTACHMENT C

## **Janitorial Schedule For GMIA All Duties Performed By Subcontractor**

### **FIRST SHIFT:**

- **Clean Limousine area (check) morning and afternoon daily**
- **Clean (check) Remote Lot A daily (including shelters)**
- **Clean (check) Employee Lot B daily (including shelters)**
- **Clean Main Employee Lot daily (including shelters)**
- **Clean Surface Lot Monday-Wednesday-Friday**
- **Empty all trash cans daily in all lots**
- **Pick up trash around CPS office & exit plaza morning and afternoon**
- **Empty all trash cans around CPS office building daily**
- **Pick up trash along fence line in all lots daily**
- **Wipe down white railings in parking garage twice a month**
- **Empty inside and outside trash cans once daily at Amtrak building**
- **Pick up trash around Amtrak building and parking lot daily**
- **Clean 3<sup>rd</sup> floor (Hourly Red) from aisles A thru E twice daily**

### **SECOND SHIFT:**

- **Clean (check) Limousine area twice a day daily**
- **Clean (check) Remote Lot A daily (including shelters)**
- **Clean (check) Main Employee Lot daily (including shelters)**
- **Pick up trash around Amtrak building**
- **Empty trash inside and outside by Amtrak building daily**
- **Sweep entrance and exits areas by Amtrak building daily**
- **Wipe down all trash cans in all parking facilities monthly**
- **Empty trash cans outside CPS Parking office daily**
- **Clean (check) the 6<sup>th</sup> floor of the parking garage daily (empty all trash cans on the 6<sup>th</sup> floor)**
- **Clean 3<sup>rd</sup> floor (Hourly Red) from aisles A thru E twice daily**
- **Clean (check) Car Rental Center**
- **Clean (check) CPS Parking office**

### **THRID SHIFT:**

- **Clean CPS Parking office nightly between 2:00 am and 4:00am**
- **Take cleaning person to Amtrak building nightly between 12:00 am and 1:00 am. Pick up cleaner when finished.**
- **Clean all stairwells, elevators and lobbies weekly**
- **Clean floors 1,2,3,4 and 5 of the parking garage nightly (empty all trash cans on all these floors)**
- **Pick up all cigarette butts and other debris on each floor nightly**
- **Clean moving walkway area including elevators nightly**
- **Clean Car Rental Center (including all bathrooms) nightly**

### **ADDITONAL DUTIES:**

- **Wash all windows (inside and out) of the moving walkway and Car Rental Center (exterior only) – This is done 9 times a year at the digression of the parking operator.**
- **Clean carpets and wax floors (4) times a year (Parking office)**
- **Power wash moving walkway elevator landings, Rental Car center garage entrance (to terminal north & south) and Hourly garage entrance (to terminal north & south) (2) times a year or when requested.**
- **Spring Cleaning – of the parking garage is done between the months of May through July. This consists of closing and emptying of each level at a time and sweeping, power washing (the entire floor including stairwells) and painting of certain parking stall areas.**
- **Additional painting or cleaning of other areas maybe performed if requested and agreed on with parking operator and airport management.**

# ATTACHMENT D

## OPERATIONS AND VEHICLES 2015

### VEHICLES

MILWAUKEE AIRPORT 2016

Type of Vehicle (Service or Support)	Date Vehicle Placed into Service	SP+ Unit Number (if any)	Year	Make	Model/Type	VIN (must be 17 characters long)	Length (in feet and inches)	# PAX (including driver)	ADA Equipped (Ramp or Lift)	Fuel Type	Tire Size	Gross Vehicle Weight (in pounds)	Current Vehicle Mileage	License Plate #
1 Service	07/07/16	1	2016	Ford	Cutaway E-450	1FDFA4FS7GDC46392	23'	14	Lift	CNG	28"	14,500	275	230-YZP
1 Service	03/01/08	4	2008	Ford	Aerotech E-450	1FDAE45SX8DA22737	23'	14	Lift	CNG	28"	14,500	247,892	264-XHS
1 Service	02/01/09	12	2009	Ford	Aerotech E-450	1DFE45S08DA03141	23'	14	Lift	CNG	28"	14,500	266,485	633-WCZ
1 Service	07/07/16	0	2016	Ford	Cutaway E-450	1DFE45S99DA03140	23'	14	Lift	CNG	28"	14,500	271	229-YZP
1 Service	03/01/11	6	2011	Ford	Aerotech E-450	1DFE4FS8BDA41186	23'	14	Lift	CNG	28"	14,500	230,077	632-SSY
1 Service	03/01/11	9	2011	Ford	Aerotech E-450	1DFE4FS5BDA41193	23'	14	Lift	CNG	28"	14,500	183,766	633-SSY
1 Service	03/01/11	10	2011	Ford	Aerotech E-450	1DFE4FS3BDA41192	23'	14	Lift	CNG	28"	14,500	212,543	631-SSY
1 Service	02/10/12	8	2012	Ford	Aerotech E-450	1DFE4FSXGDA13309	23'	14	Lift	CNG	28"	14,500	184,721	109-TKV
1 Service	04/01/13	2	2013	Ford	Aerotech E-450	1DFE4FSXGDA02893	23'	14	Lift	CNG	28"	14,500	143,845	771-UNR
1 Service	05/20/14	7	2014	Ford	Aerotech E-450	1DFE4FS8EDA29088	23'	14	Lift	CNG	28"	14,500	104,351	120-WFC
1 Service	08/01/15	3	2015	Ford	Cutaway E-450	1DFE4FS1FDA34988	23'	14	Lift	CNG	28"	14,500	5,830	830-XHS
1 Service	07/07/16	5	2016	Ford	Cutaway E-450	1DFE4FS0GDC46394	23'	14	Lift	CNG	28"	14,500	273	228-YZP

11 Support	03/01/11	1	2011	Ford	Ranger	1FTKR1ED1BPB16950							77,510	DN1095
1 Support	03/01/11	2	2011	Ford	Ranger	1FTKR1ED58PB16949							72,666	DN1133
1 Support	11/20/14	954	2014	Honda	Civic	19XFB5F53EE000058							39,283	954-HPJ
1 Support	11/20/14	956	2014	Honda	Civic	19XFB5F57EE000063							67,970	956-HPJ
1 Support	12/01/10	955	2010	Honda	Civic	19XFA4F5XAE000789							5,439	955-HPJ
1 Support	05/06/13	Sweeper	2013	Tennant	S30	5826							1,043	

Drop-down box with preset answers

Comments or Questions

# ATTACHMENT E

## CONTENTS

WELCOME.....	3
SCOPE OF POSITION.....	3
POSITION SCHEDULE.....	3
PHYSICAL REQUIREMENTS.....	3
JOB DESCRIPTION.....	4
JOB PROCEDURES.....	4
TAXIS.....	5
HOTEL SHUTTLES.....	5
NON-CITY BUSES.....	5
CITY BUSES.....	5
COMMERCIAL BUSES.....	5
PARKING SHUTTLE BUSES.....	5
SPECIAL VOUCHERS.....	6
BOOTH RESPONSIBILITIES.....	6
SERVICES PROVIDED BY SP+.....	6-7
SECURITY LEVEL.....	7
CUSTOMER SERVICE.....	7
EXHIBIT A (TIME OFF REQUISITION) AND EXHIBIT B (SHIFT TRADE).....	8
EXHIBIT C - TAXI CAB LOG .....	9
EXHIBIT D - INCIDENT REPORT .....	10
EXHIBIT E - TAXICAB NON AVAILABILITY LOG.....	11
EXHIBIT F - IN COUNTY DEPARTURES LOG.....	12
EXHIBIT G – PERMITS.....	13
EXHIBIT H – TAXI AND LIMO PROX CARDS.....	14
EXHIBIT I – BUS TICKETS.....	15
COUNTY ORDINANCES.....	16-27
RULES AND REGULATIONS.....	28-30

## **WELCOME**

As a Ground Transportation Starter this manual is a guide to help you understand the job responsibilities. It is important that you read the manual and refer to it as needed for guidance. Compliance with the material in this manual is mandatory. This material is subject to change at anytime. Any changes in procedure will be posted on the employee bulletin boards. If you are unsure of how to deal with a situation, check with the Ground Transportation Manager or the Supervisor on duty. Once again, welcome to SP+ Parking and General Mitchell International Airport. We hope that working here will be a rewarding and fulfilling experience.

### **SCOPE OF POSITION**

Your primary duties are to assist the customers with transportation from the airport to their destination. You are responsible for controlling different types of ground transportation on Baggage Claim Drive and on the pin. The pin is the loading area in front of and behind the G.T. booth. Your job is to inform customers of the different types of transportation that are available to them.

1. Taxi
2. Courtesy Shuttle
3. Go Riteway
4. Limousines
5. Buses

You must inform the customers of the correct transportation for their needs and the proper pick-up point for that transportation. You also need to be familiar with county ordinances regarding Ground Transportation. (G.T.)

### **POSTION SCHEDULE**

We are a twenty-four hour a day, seven day a week operation. Weekends and holidays are included. The airport does not close. We are required to have Ground Transportation manned at all times. Your schedule is posted on a weekly basis, and it is your responsibility to verify it each week. Employees are required to fill out a "Time off Requisition" at least three weeks prior to the date requested off. (Exhibit A) We will try to accommodate these requests. If you are unable to give a three-week notice and the schedule is posted, it is your responsibility to find someone to work for you. An "Employee Shift Trade Requisition" must be submitted. (Exhibit B)

### **PHYSICAL REQUIREMENTS**

Your mobility should allow you to sit, stand and hustle as customer service dictates. You are required to meet and greet each customer at the door. Do not talk to the customers while sitting on the chair through the window or door. Do not have the customer enter the booth. Take the initiative to assist the customer in a professional and friendly manner.

You must have the ability to use your hands and arms to direct the customers to the proper pick-up area for the transportation that they need. Most travelers are unfamiliar with the airport and may get confused. You must be able to communicate effectively to the customer and make sure they have proper directions to their pick-up point.

During peak times you will have to be able to assist more than one customer at a time. It is important that you remain calm and assist the customer in a professional manner. Do not get frustrated and try to do the most important task first. Take care of customers in the order that they come to you. Make sure that you always give customers detailed, accurate information.

## **JOB DESCRIPTION**

It is your job to direct passengers to appropriate ground transportation. You must be able to provide accurate information about each type of transportation that is available. It is your responsibility to monitor all taxis, buses and shuttles for permits and any information that you need to complete your daily paperwork. Examples of different types of permits required for taxis, limousines and shuttles (Exhibit G). Also, all drivers must have a county issued permit along with the permit required for their vehicle.

## **JOB PROCEDURES**

- I. Your first step is to meet and greet each customer on the outside of the booth. Determine what type of transportation is needed.
  - A. **TAXIS**
    1. If a customer requests a taxi, direct them to the first cab in line.
    2. Fill out the log with the cab number, driver permit number, time of departure and number of passengers.
    3. This log is to be filled out every time a cab pulls onto the pin and every time they depart. (Exhibit C)
    4. Four cabs are to be on the pin (five when busy). When one leaves press the call button to call up the next cab in line.
    5. When the driver pulls onto the pin he will go to the validator and have his card read, thus paying the fee owed for his ride.
    6. At the time of payment an alarm will go off in the booth notifying you that the driver has paid. Push the “taxi reset” button to acknowledge the alarm.
    7. If the customer exits the cab, you need to determine why. Remember that the customer always has the right to change their mind.
      - a. The customer found out that there was a courtesy shuttle. Inform the customer of the courtesy phones located by door five inside of the terminal. Direct the customer to the proper pick-up point.
      - b. The cab driver refused to take the customer. Apologize to the customer for any inconvenience and ask them if they would like a different cab. Send the cab that refused a ride to the end of the line in the holding area.
      - c. Ask the customer if they would like to fill out a complaint form.
      - d. The starter should fill out an Incident Report, explaining what transpired. (Exhibit D)
    8. The procedure to follow when you run out of cabs:
      - a. Call American United Cabs and explain that you work for Ground Transportation at the airport and that you are out of cabs and ask them to dispatch some.
      - b. Call Yellow Cab Company and explain that you work for Ground Transportation at the airport and that you are out of cabs and ask them to dispatch some.
      - c. Whenever you run out of cabs fill out the “Taxicab Non Availability Log”. (Exhibit E)
      - d. If you need additional transportation for customers call Airport Connection if necessary

## **B. HOTEL SHUTTLES**

1. Customers, who request a shuttle, verify that they have called the hotel for pick-up. If not, direct the customer to the courtesy phone located by door five inside of the terminal. There is also a list of hotel shuttles and phone numbers in the booth.
2. Once you have determined that the hotel has been called, direct the customer to wait between the two yellow poles outside of door four.

## **C. GO RITEWAY VANS**

1. When a customer requests a GO RITEWAY Van, verify that they have a receipt. If they do not direct them to the GO RITEWAY desk located inside of door three.
2. The GO RITEWAY vans take customers to hotels and businesses that do not offer courtesy shuttles.
3. Each time that an GO RITEWAY van pulls up on the pin:
  - a. Record the time and vehicle number on the In County Departure Log. (Exhibit F)
  - b. Record the driver ID # on the log
  - c. Record the departure time along with the number of passengers

## **D. NON-CITY BUSES**

1. When a bus stops at door one timestamp a yellow ticket. (Exhibit I)
2. Document the bus name and number on the yellow ticket.
3. When the bus departs time-stamp the yellow ticket.

## **E. CITY BUSES**

1. All city buses pick up in the Surface Lot or baggage claim one.
2. There are bus schedules for all buses in the booth should a customer need one.

## **F. COMMERCIAL BUSES**

1. Commercial Buses pick up at door one.
2. Schedules for these buses are located in the booth.

## **G. PARKING SHUTTLE BUSES**

1. The pick-up point for all parking shuttles is baggage claim five.
2. Examples:
  - a. Super Saver
  - b. Wally Park
  - c. Economy Parking
  - d. Enterprise
  - e. Exec Park
  - f. Fast Park

## **H. SPECIAL VOUCHERS**

1. Occasionally airlines will issue a special voucher to customers for transportation. These vouchers may include credit card information that can be used as a credit card. There will be a maximum amount printed on the voucher.
2. The airline may prearrange this with a cab company.
3. When this is not prearranged, ask the first taxi in line if they take airline vouchers.
  - a. Let the driver know where the customer is going.
  - b. If the driver does not accept vouchers, do not treat this as a refusal.
  - c. Ask the next driver in line and keep asking until you find a driver who will accept the voucher.

## **BOOTH RESPONSIBILITIES**

1. Booth Cleanliness
  - a. Throughout your shift keep the booth organized and professional looking.
  - b. Prior to the end of your shift, wipe down all shelves. Wash the windows, sweep the floor and empty your trash.
  - c. Gather all of your personal belongings.
  - d. Assemble all of your paperwork.
  - e. Stock your booth with supplies
    1. whiteout
    2. pens
    3. staples
    4. rubber bands
    5. window cleaner
    6. paper towels
    7. all logs
2. Make sure that there are an adequate number of forms in your booth. If you need more forms ask the Supervisor on duty for them.
3. Check to make sure that you have enough Bus Tickets.
4. Check to make sure that you have Complaint forms.

## **SERVICES OFFERED BY SP Plus**

### **1. FREE JUMP START SERVICE**

If a customer needs a jumpstart, call the SP Plus office. (Extension 4561) Tell them where the car is located, the make and color of the vehicle and they will dispatch someone.

### **2. FREE AIR**

When a customer needs air in their tire, call the SP Plus office and tell them the location of the vehicle and the make and color.

### **3. LOST VEHICLES**

When a customer cannot find their vehicle, get the customers License plate number and call the SP Plus office. They will look up the customer's plate number and tell you where the vehicle is located.

#### 4. GAS SERVICE

Find out where the customer's vehicle is located then call the SP Plus office, tell them where the vehicle is located, the make and color. The office will dispatch someone to assist him or her.

#### 5. ESCORT SERVICE

When a customer requests an escort to their car, for any reason, call the SP Plus office and they will dispatch someone to escort them. When a customer requests information about the parking structure give them directions

### SECURITY LEVEL

1. The airport can be under several different security levels:
  - a. **RED- SEVERE:** At this level no cabs are allowed on the pin. Taxis will be called up one at a time.
  - b. **ORANGE-HIGH:** There will be four cabs in line on the pin.
  - c. **YELLOW- ELEVATED:** There will be four cabs in line on the pin.
  - d. **BLUE-GUARDED:** There will be four cabs in line on the pin.
  - f. **GREEN-LOW:** There will be four cabs in line on the pin.
2. When the security level is red, no vehicles are allowed to wait on baggage claim. The drive will be used for loading only.
3. When a customer requests a cab, you will call the cabs up one at a time as needed.
4. Report any suspicious activity to the supervisor on duty so they may determine appropriate action.
5. When the security level is red, all commercial buses will stage in the Surface Lot.

### CUSTOMER SERVICE

1. Your first and foremost responsibility is good customer service.
  - a. Be polite and professional with all customers.
  - b. Greet each customer with a smile in a polite and friendly manner.
  - c. Represent SP Plus by being in complete uniform at all times. This includes being well groomed.
  - d. Customers with special needs require extra attention and assistance. Take the time to deal with each customer according to his or her needs.

### SUMMARY

Now that you have read and understand the GT starter responsibilities, we hope that you will take pride in your job. We have confidence in you that you will work according to policy and to the best of your ability. Once again, thank you for working with SP Plus and GMIA.

(EXHIBIT A)



**EMPLOYEE TIME OFF REQUISITION**

NAME: \_\_\_\_\_ (Please print)

DATE SUBMITTED: \_\_\_\_\_ EMPLOYEE NUMBER: \_\_\_\_\_

DAY	MON	TUE	WED	THUR	FRI	SAT	SUN
DATE							
DATE							

REASON FOR TIME OFF:

\_\_\_\_\_ VACATION, PAID OR UNPAID  
 \_\_\_\_\_ JURY DUTY, PAID  
 \_\_\_\_\_ FUNERAL, PAID OR UNPAID

\_\_\_\_\_ EMERGENCY LEAVE, PAID OR UNPAID  
 \_\_\_\_\_ PERSONAL TIME, PAID OR UNPAID  
 \_\_\_\_\_ OTHER, PAID OR UNPAID

EXPLANATION: \_\_\_\_\_

IN ALL VACATION AND PERSONAL TIME REQUESTS, A THREE (3) WEEK NOTICE IS REQUIRED. IN ALL EMERGENCY LEAVE, PERSONAL TIME OR OTHER TIME REQUESTS, AN EXPLANATION IS REQUIRED.

(EXHIBIT B)



**EMPLOYEE SHIFT TRADE REQUISITION**

NAME: \_\_\_\_\_ (Please print)

DATE SUBMITTED: \_\_\_\_\_ EMPLOYEE NUMBER: \_\_\_\_\_

NAME: \_\_\_\_\_ WILL WORK FOR: \_\_\_\_\_

ON: (date) \_\_\_\_\_ FROM: (shift) \_\_\_\_\_

NAME: \_\_\_\_\_ WILL WORK FOR: \_\_\_\_\_

ON: (date) \_\_\_\_\_ FROM: (shift) \_\_\_\_\_

EXPLANATION: \_\_\_\_\_

EMPLOYEE'S SIGNATURE \_\_\_\_\_

EMPLOYEE'S SIGNATURE \_\_\_\_\_

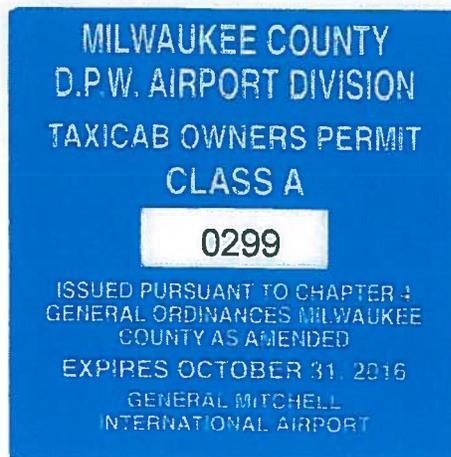
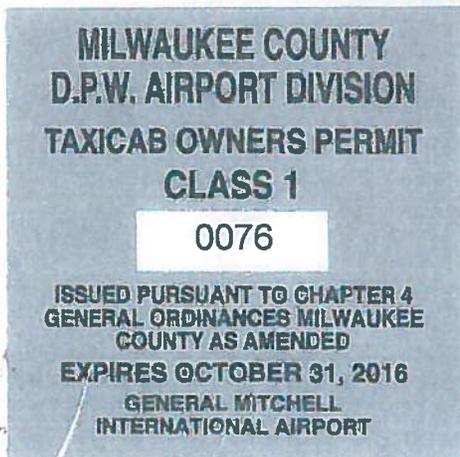
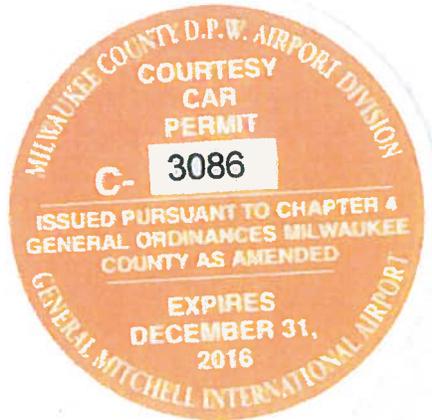









**EXHIBIT G**



(EXHIBIT H)



**(EXHIBIT I)**

**GROUND TRANSPORTATION  
BUS TICKET**

**TIME IN:**

**TIME OUT:**

**COMPANY** \_\_\_\_\_

**VEHICLE#** \_\_\_\_\_

**DESTINATION** \_\_\_\_\_

SOUTHLAND PRINTING - SHREVEPORT, LA.

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**051-001**

# COUNTY ORDINANCES

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**AN ORDINANCE**

The Milwaukee County Board of Supervisors does ordain as follows:

**SECTION 1.** Section 4.05.01 of the General Ordinances of Milwaukee County is amended as follows:

**4.05.01. - Metered taxicab.**

- (1) *Definition.* "Metered taxicab." Under this section a metered taxicab is a motor vehicle regularly engaged in the business of carrying passengers for hire, with heating and air conditioning, in good operating condition, metered, and not operated on an affixed route or on a reserved ride basis and charging for its service by the use of a metered fare.
  
- (2) *Licenses, permits, fees.*
  - (a) An owner or operator of a metered taxicab shall not do business or attempt to do business on General Mitchell International Airport (GMIA) unless such owner or operator has received all necessary licenses or permits as owner or operator of a metered taxicab business by any city, county, village, or town consistent with Wis. Stats., s. 349.24, and unless such license or permit remains in full force and effect. (b) The requirement described in this subsection 4.05.01(2)(a) shall not apply to the owners of the following airport metered taxicab permits: OC 7 (Helen Tsatsis) and WA 37 (A & ME, Inc.), provided the identified permittees maintain the airport metered taxicab permits in full force and effect as required by Milwaukee County Ordinance and do not sell, assign, or otherwise transfer said airport metered taxicab permits.
  
  - (b) Airport metered taxicab permits. In order to do business at GMIA the owner or operator of a metered taxicab must possess a GMIA metered taxicab permit. Two classes of metered taxicab permits are created for operation at GMIA: Class I and Class A permits.
  
  - (c) ~~(4)~~ Class I Permits. On and after September 1, 1990, Class I metered taxicab owner permits will be issued only to those owners whose vehicle(s) have been permitted during the period October 1, 1989, through July 5, 1990. Class I metered taxicab owner permits must be renewed and remain in full force and effect on a continuous basis, in accordance with subparagraph ~~(e)(2)~~ (g) below. In the event an owner does not renew the Class I metered taxicab owner permit prior to the annual dates prescribed herein below, that owner shall forfeit his/her privilege to operate at the airport. The addition of new Class I permits will be at the discretion of the Milwaukee County Board of Supervisors. At such time that the total number of Class I metered taxicab permits issued decreases

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below fifty (50), additional Class I permits, to maintain the total issued at fifty (50), will be issued to those metered taxicab owners who are on the waiting list. Permits will be issued based upon date of request on the waiting list. In the event of extraordinary circumstances, i.e., large conventions, inclement weather or inability of the permitted metered taxicab fleet to meet immediate passenger demand, the airport director or his/her designated representative is authorized to request temporary metered taxicab service from local providers in order to meet such extraordinary demand. Additional metered taxicabs will follow all policies, rules and regulations pertaining to the operation of metered taxicabs at General Mitchell International Airport.

(1) If an owner of a Class I permit dies or becomes disabled, the Class I permit may be transferred for the remainder of the term of the permit, upon notification to the airport director by the claimant, to the surviving spouse and if there is no surviving spouse, to the legal representative of the permittee or the estate, who would be eligible for the operation of the vehicle for the remainder of the permit period. A permit may also be transferred with the permittee's consent to the spouse for good cause and upon approval of the director or his/her designated representative. Upon expiration of the Class I permit, the surviving spouse or legal representative may apply for the permit in his/her own name. Such applications shall not result in an increase in the number of Class I permits in existence and shall be exempt from the requirement of subsection 4.05.01(2)(c) which reads "On and after September 1, 1990, Class I metered taxicab owners permits will be issued only to those whose vehicle(s) have been permitted during the period October 1, 1989, through July 5, 1990." Class A permits shall not, under any circumstances, be transferred.

(2) This section and any amendments hereto shall not affect the exclusions contained in Section 4.05.01(2)(a) and any amendments made thereto.

(d) Class A Permits. No later than August 1, 2015, the Airport Director shall begin accepting applications for an unlimited number of Class A metered taxicab permits for operation at GMIA with an implementation date of October 1, 2015. Class A metered taxicab permits (a) shall be awarded for a term of three (3) years; (b) shall not, under any circumstances, be transferable to another person or entity; (c) shall be revocable at the discretion of the Airport Director; and (d) shall require a \$50.00 application fee to defray the costs resulting in the award of a Class A permit;

(1) Who may obtain a Class A permit under this section. Any individual owner of a metered taxicab who a) is licensed by the appropriate

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municipality to operate a metered taxicab; and b) meets the requirements of this section.

(e) The Airport Director shall designate an appropriate staging area for taxicabs serving GMIA and shall develop appropriate guidelines for the operation of such staging area and for taxicab operator conduct. The staging area operation guidelines shall not give preference to either Class I or Class A permit holders. Any taxicab operator or any other person operating a taxicab under such permit who violates any guidelines for operations or conduct at GMIA shall, as a consequence of such violation, cause the permit holder to lose all rights to the remainder of the term of the permit and such offending individual shall be ineligible from operating a metered taxicab at GMIA for the succeeding three-year period of time.

(f) The annual airport permit fee for each Class I and Class A airport metered taxicab shall be one hundred twenty-five dollars (\$125.00). Application for annual metered taxicab owners permits must be submitted prior to October 1 each year. The application fee for Class I and Class A permits shall be fifty dollars (\$50.00). Late applications will not be considered after the October 1 date. The airport director or his/her designated representative will then issue a decal for each vehicle. The decal shall be mounted on the lower left hand corner of the windshield; the left corner being on the driver's left when seated behind the wheel. This permit shall be issued for each metered taxicab and shall not be transferred to any other metered taxicab. If owner replaces a vehicle which has previously been permitted, the permit shall be canceled and application shall be made to the airport director or his/her designated representative for a replacement permit and pay an additional fee of ten dollars (\$10.00).

~~(3) If an owner dies or becomes disabled, the permit may be transferred, upon notification to the airport director by the claimant, to the surviving spouse and if there is no surviving spouse, to the legal representative of the permittee or the estate, who would be eligible for the operation of the vehicle for the remainder of the permit period. A permit may also be transferred with the permittee's consent to the spouse for good cause and upon approval of the director or his/her designated representative. Upon expiration of the permit, the surviving spouse or legal representative may apply for the permit in his/her own name. Such applications shall not result in an increase in the number of permits in existence and shall be exempt from the requirement of subsection 4.05.01(2)(c)(1) which reads "On and after September 1, 1990, metered taxicab owners permit will be issued only to those whose vehicle(s) have been permitted during the period October 1, 1989, through July 5, 1990."~~

~~(4) This section and any amendments hereto shall not affect the exclusions contained in Section 4.05.01(2)(b) and any amendments~~

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~~made thereto.~~

- (g) In addition to the vehicle permit, each driver of a metered taxicab shall possess a valid airport driver's permit issued by the airport director for the privilege of doing business at General Mitchell International Airport. Application for this permit and payment of the annual driver's permit fee of twenty-five dollars (\$25.00) shall be made to the airport director. This permit shall be placed on the right front sun visor of any airport authorized metered taxicab. Upon entering the airport property, each driver shall lower the sun visor to display the permit. If the metered taxicab is not equipped with a right front sun visor, the permit shall be displayed in such manner as directed by the airport director.
  
- (h) Any person who is not in possession of the necessary permits required under this section and who operates a metered taxicab at General Mitchell International Airport in such a manner as to constitute doing business, or who attempts to do business thereon shall, without limitation because of enumeration, be deemed to be in violation of chapter 4 of the Code. A metered taxicab driver entering upon General Mitchell International Airport for the sole purpose of discharging a metered taxicab patron at said airport shall not be deemed to be doing business thereon if, after discharging said passenger, he/she shall immediately leave the airport premises without accepting another fare.
  
- (i) For the privilege of operating a metered taxicab(s) on the premises of General Mitchell International Airport, in addition to any required permit(s), the driver shall pay to the county a fee of one dollar (\$1.00) for each cab leaving the airport with one (1) or more passengers, such fee to be paid at the time and in the manner designated by the airport director. This fee includes those metered taxicab owners, operators or drivers having personal, government or corporate accounts as herein defined.
  
- (j) ~~The airport director may approve or deny any application for a permit as described in this subsection.~~ Operations by unpermitted metered taxicabs, when allowed. In the event of extraordinary circumstances (such as large conventions, inclement weather or the inability of the permitted metered taxicab fleet to meet immediate passenger demand), the airport director or his/her designated representative is authorized to request temporary metered taxicab service from local providers in order to meet such extraordinary demand. Additional temporary metered taxicabs will follow all policies, rules and regulations pertaining to the operation of metered taxicabs at General Mitchell International Airport.
  
- (k) A temporary metered taxicab permit, for a period not exceeding ten (10) days, may be issued by the airport director. The temporary airport permit

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fee shall be ten dollars (\$10.00). Said temporary permit cannot be renewed. All rights and privileges granted herein for the annual permit being replaced by said temporary permit shall be suspended for the duration of the temporary permit.

(3) *Insurance and bond requirements.*

- (a) Upon application for owner's permit, owner shall furnish to the airport director evidence in the form of an insurance policy, or an insurance certificate, that he or she carries current insurance in a company authorized to do business in the state, insuring the owner, as well as the operators or chauffeurs of its metered taxicab(s) doing business on General Mitchell International Airport, against loss or damage that may result to any person(s) or property from the operation or defective condition of said metered taxicab. Said policy of insurance is to be in minimum amounts of fifty thousand dollars (\$50,000.00) each accident for any one (1) person injured or killed; one hundred thousand dollars (\$100,000.00) for each accident resulting in bodily injury or death to more than one (1) person; and ten thousand dollars (\$10,000.00) each accident for damage to or destruction of any property. Said policy shall guarantee payment of any final judgment rendered against said owner or operator of said metered taxicab within the limits hereinabove provided irrespective of the financial responsibility or act or omission of said metered taxicab owner or operator. If at any time said policy of insurance is cancelled by the issuing company or the authority of said issuing company to do business in the state shall be revoked, the airport director shall be immediately notified by the owner. Owner shall immediately replace said policy with another policy satisfactory to the airport director and, upon failure to do so, the owner's permit(s) issued hereunder shall be revoked. In addition to the foregoing, every policy of insurance shall contain a clause by which the person or corporation issuing such policy of insurance shall be required to serve upon the airport director, by personal service or certified or registered mail, a ten-day notice of the expiration date of such policy of insurance.
- (b) Owner shall, after the issuance of the initial owner's permit, furnish additional certification to the airport director of any changes to such insurance not less than ten (10) days prior to any such change. Owner's permit shall be revoked upon lapse of the required insurance.
- (c) In lieu of the policy of insurance provided for above, the owner of the metered taxicab(s) shall file with the airport director, a bond written and issued by a responsible surety company or association authorized to do business under the laws of the state in the sum of three hundred thousand dollars (\$300,000.00) conditioned that the owner or operator of said metered taxicab(s), for which a permit has been applied, will pay any final

317 judgment rendered against said owner or operator of said metered taxicab  
318 within the limits herein provided, irrespective of the financial responsibility  
319 or any act or omission of said metered taxicab owner or operator for loss  
320 or damages that may result to any person or property from the negligent  
321 operation or defective condition or construction of said metered taxicab or  
322 which may arise or result from any violation of any of the provisions of this  
323 section or the laws of the state. The recovery upon such bond shall be  
324 limited to one hundred thousand dollars (\$100,000.00) for the injury or  
325 death of one (1) person and to the extent of three hundred thousand  
326 dollars (\$300,000.00) for the death or injury of two (2) or more persons  
327 injured or killed in the same accident and to the extent of fifty thousand  
328 dollars (\$50,000.00) for the damage to or destruction of property. Such  
329 bond shall be given to the county and shall inure to the benefit of any and  
330 all persons suffering loss or damage either to person or property as herein  
331 provided, and suit may be brought in any court of competent jurisdiction  
332 upon said bond by any person(s) or corporation suffering any loss or  
333 damage as herein provided. Said bond shall be a continual liability  
334 notwithstanding any recovery thereon and if at any time in the judgment of  
335 the airport director said bond is not sufficient for any cause, the airport  
336 director may require the party to whom the owner's permit is issued, as  
337 herein provided, to replace said bond with another bond satisfactory to the  
338 airport director, and, in default thereof, said permit(s) may be revoked.  
339

340 (4) *Chapter compliance.* Operators of metered taxicabs shall abide by the provisions  
341 of this chapter 4 of the Code and all rules and regulations pertaining to the  
342 conduct of metered taxicab operations on General Mitchell International Airport  
343 as may be prescribed from time to time by the airport director, pursuant to the  
344 authority delegated to him/her under section 4.07 of this chapter.  
345

346 (5) *Metered taxicab standards.* Metered taxicab(s) shall meet all safety standards  
347 required by law and be kept in good operating condition and appearance,  
348 including, but not limited to the following:  
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350 (a) A metered taxicab shall not have a windshield or any window which is  
351 cracked or broken.  
352

353 (b) A metered taxicab interior and exterior shall be free of dirt, mud, oil, rips,  
354 tears, exposed springs, foodstuff, trash, waste material or any other  
355 substance or object capable of harm, damage or injury to, or interference  
356 with the person, clothing, personal property, comfort or convenience of  
357 any passenger, whether upon ingress or egress of such vehicle, or while  
358 riding therein.  
359

360 (c) A metered taxicab shall have an exterior which is free of any misshapen or  
361 deformed condition arising from collision, crash or other impact, excepting

362 minor dents. A metered taxicab shall be free of holes in floorboards, and  
363 trunk shall be empty except for emergency equipment. A metered taxicab  
364 shall be free of exterior rust and exterior(s) must be painted a uniform  
365 color so as not to have patches of un-matching paint on the vehicle.  
366  
367 (d) All metered taxicabs using the airport shall be equipped with electronic  
368 meters and such meters shall be in good mechanical condition.  
369  
370 (e) A metered taxicab shall be identified with company or owner name painted  
371 on both exterior sides of each vehicle.  
372  
373 (6) *Driver conduct and appearance.*  
374 (a) It shall be a violation of chapter 4 of the Code for any driver of a metered  
375 taxicab to do any of the following upon the premises of General Mitchell  
376 International Airport:  
377  
378 (1) Interfere, or attempt to interfere in any manner whatsoever with a  
379 passenger's selection of ground transportation service.  
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381 (2) Solicit, or attempt to solicit any passenger, by the utterance of  
382 words, by repeated and persistent canvassing or loitering upon the  
383 approaches or exits to the airport terminal building, or by other acts  
384 which are calculated to induce persons to engage the metered  
385 taxicab.  
386  
387 (3) Move, or attempt to move, baggage, parcels or other personal  
388 property of another at a metered taxicab loading or unloading zone,  
389 except to move such baggage, parcels or other personal property  
390 to or from the interior of such metered taxicab at such zone curb  
391 area for the assistance of any passenger who has engaged such  
392 metered taxicab.  
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394 (4) Fail to diligently remove, or cause to be removed, his/her metered  
395 taxicab(s) from airport premises in the event such vehicle becomes  
396 inoperative.  
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398 (5) Perform, or attempt to perform, or cause to be attempted or  
399 performed, mechanical or maintenance activity, including, but not  
400 limited to, car washing, oil changing, or mechanical repair on any  
401 metered taxicab(s), except such activity minimally necessary for  
402 removal of an inoperative vehicle from airport premises.  
403  
404 (6) Engage in the use of profanity or obscenity within the hearing of  
405 any member of the public, display any rudeness or discourtesy to  
406 any member of the public or, while in a metered taxicab loading or

- 407 unloading zone, sleep or recline in or on any motor vehicle, or sit on  
408 the exterior thereof.
- 409
- 410 (7) Operate any metered taxicab(s) upon which there is not displayed,  
411 in the manner required, the airport permit issued for such vehicle.  
412
- 413 (8) Refuse to provide any authorized service to any passenger who  
414 requests such service, solely on the basis of the passenger's age,  
415 handicap, disability, sex, race, or national origin, or any  
416 combination of any of the foregoing.  
417
- 418 (9) Fail to render service to any passenger, when driver is able and  
419 requested to do so, provided that the provisions of this section shall  
420 not apply when to render such service would violate any law or  
421 ordinance, or it is physically impossible to do so because of an act  
422 of God or when the prospective passenger fails to render and pay  
423 the fare in advance when specifically requested to do so by the  
424 driver.  
425
- 426 (10) Load or unload, or attempt to load or unload, any passenger at any  
427 location other than a designated zone.  
428
- 429 (11) Fail or refuse to remain within ten (10) feet of his/her vehicle while  
430 such vehicle is parked at a loading or unloading zone, except as  
431 may otherwise be required by reason of personal necessity, or as  
432 authorized by rules or regulations issued by the airport director. The  
433 driver of a metered taxicab is permitted to leave his/her vehicle for  
434 a period not to exceed five (5) minutes and may enter the terminal  
435 building one (1) time per trip to the airport.  
436
- 437 (12) Dispose of garbage, papers, refuse or other material on airport  
438 property, except in receptacles provided for that purpose, or use a  
439 comfort station other than in a clean and sanitary manner, or  
440 expectorate on floors, walls or other surfaces of any airport facility.  
441
- 442 (13) Drink intoxicating beverages, be intoxicated or in a drugged  
443 condition, or commit any disorderly, obscene or indecent act, or  
444 commit any act of nuisance, nor conduct or engage in any form of  
445 gambling, or violate any federal, state or local laws on the airport  
446 property.  
447
- 448 (14) Allow any other person, except individuals employing the metered  
449 taxicab, to occupy or ride in the metered taxicab; with the exception  
450 of a driver trainee who is in possession of the necessary permits  
451 required under this section. The trainee shall be required to obtain

452 a nonrenewable temporary training permit from the ground  
453 transportation office. This permit will be valid for not more than two  
454 (2) consecutive days, and will be issued at no cost to the driver.  
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456 (15) Allow any pets or animals, other than pets or animals of individuals  
457 employing the metered taxicab, to occupy or ride in the metered  
458 taxicab.  
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460 (16) Charge more than the rate prescribed by the city or village under  
461 which he/she is licensed for transportation originating at the airport,  
462 whether the overcharge occurs on or off airport premises.  
463  
464 (17) Fail or refuse to comply with, or otherwise violate any administrative  
465 regulation promulgated by the airport director, or any lawful  
466 directive of the airport director or the sheriff.  
467  
468 (b) The driver taking a fare from the airport shall, upon request of the  
469 passenger, give his/her name, address, metered taxicab number and  
470 airport driver's permit number, or a receipt for fare to the passenger.  
471  
472 (c) Drivers of metered taxicabs shall be neat and clean, well groomed in  
473 appearance and suitably dressed, and free from offending body odor.  
474  
475 (1) Drivers shall be well groomed and neatly dressed. Male drivers  
476 shall be clean shaven and hair shall be neatly trimmed. If a beard  
477 or moustache is worn, it shall be well groomed and neatly trimmed  
478 at all times in order not to present a ragged appearance.  
479  
480 (2) Factors to be considered in judging the suitability of a driver's attire  
481 shall include, but shall not be limited to, fraying, rips, tears, holes  
482 and cleanliness.  
483  
484 (3) The following articles of clothing, when worn as an outer garment,  
485 are considered inappropriate and are prohibited for drivers of  
486 airport permitted metered taxicabs: T-shirts, underwear, tank tops,  
487 body shirts, swimwear, shorts, jogging suits, halter tops, sandals or  
488 other similar types of attire.  
489 (d) Double loading of metered taxicabs, as defined by the ordinances of the  
490 City of Milwaukee, is prohibited.  
491  
492 (e) Drivers shall be courteous and shall assist passengers, when requested,  
493 with their luggage in and out of their metered taxicab. Drivers are not  
494 permitted to perform any service normally or traditionally performed by  
495 "skycaps" when a "skycap" is on duty.  
496

- 497 (f) All metered taxicabs and drivers may be inspected, at any time, for  
498 compliance with these standards.  
499  
500 (7) *Parking and short haul requirements.*  
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502 (a) All metered taxicabs shall be parked in such manner and in such areas as  
503 may be designated from time to time by the ground transportation  
504 coordinator.  
505  
506 (b) All authorized metered taxicab drivers desiring to transport passengers  
507 from the airport to locations off the airport shall, in the order of their arrival  
508 at the designated departure area, form a single line leading up to the head  
509 of the departure area. A driver who shall reach the head of the departure  
510 line shall be obligated to take the passenger(s) assigned to the metered  
511 taxicab by the ground transportation coordinator. No deviation from this  
512 obligation to take the passenger(s) assigned to it by the coordinator will be  
513 permitted. The metered taxicab driver shall depart the airport as soon as  
514 the coordinator shall order said departure.  
515  
516 (c) Any owner, operator, or driver having personal, government, or corporate  
517 accounts shall have the privilege of handling said personal, government or  
518 corporate accounts upon call and the ground transportation coordinator  
519 shall permit such metered taxicab to leave the metered taxicab waiting line  
520 to handle such service. "Personal, government or corporate accounts" as  
521 used above shall refer to accounts previously contracted for by persons,  
522 firms, corporations or government agencies with a metered taxicab owner,  
523 operator or driver.  
524  
525 (8) *Permit revocation: hearing.* Any owner, operator or driver of a metered taxicab  
526 who fails to comply with the provisions of chapter 4 of the Code, governing the  
527 permitting or operation of metered taxicabs on General Mitchell International  
528 Airport, may forfeit the right to operate on said airport provided:  
529  
530 (a) The owner, operator or driver is furnished with a written notice by the  
531 airport director that contains the section(s) of this chapter that is alleged to  
532 have been violated together with the factual basis of the violation.  
533  
534 (b) The owner, operator or driver has seventy-two (72) hours from the receipt  
535 of said written notice to request in writing a hearing with respect to the  
536 section(s) of this chapter that is alleged to have been violated.  
537  
538 (c) If the request in writing is made within seventy-two (72) hours, in  
539 accordance with subparagraph (8)(b) above, a hearing shall be conducted  
540 by the airport director, or such hearing officer as he/she shall designate, at  
541 a time and place determined by the airport director or designee.

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- (d) The hearing may be informal in nature but shall be transcribed. The person who is alleged to have violated a section(s) of this chapter may appear with counsel and has the right to call and cross-examine witnesses.
- (e) At the conclusion of the hearing, the hearing officer shall, within a reasonable time, reduce his/her decision to writing and furnish copies to all parties. The hearing officer may, based upon the number and seriousness of the violation(s), suspend the permittee's right to operate on the airport for a period he/she deems necessary up to a maximum suspension period of ninety (90) days or revoke said permit(s) for not less than three (3) months or more than two (2) years.
- (f) If no written request for a hearing is made within seventy-two (72) hours, in accordance with subparagraph (8)(b) above, the hearing is deemed waived and the airport director may suspend or revoke the right to operate on airport grounds pursuant to the time periods established by subparagraph (8)(e) above.
- (g) At the end of any period of revocation, the owner, operator or driver of a metered taxicab may apply for the permits required to operate at the airport and such application shall be approved provided the applicant complies with chapter 4 of the Code.

**SECTION 2.** The provisions of this ordinance shall be effective upon adoption.

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# **General Rules for Taxi Lot and Baggage Claim Drive**



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**DATE:** June 21, 2016  
**TO:** Taxi Cab Drivers  
**FROM:** SP Plus - General Mitchell International Airport  
**SUBJECT:** General Rules for Taxi Lot and Baggage Claim Drive

1. Drivers must abide by **Ordinance Section 1 4.05.01 (6) C(11)**
2. For any comments or suggestions, please contact **Lori Hammond, the Ground Transportation Manager at (414)486-1536 or email her at [lhammond@spplus.com](mailto:lhammond@spplus.com). Her office hours are 9:00am to 6:00pm.**
3. If you need immediate assistance, please **call (414)747-4561** and ask for the Supervisor on Duty. We staff a minimum of 1 Supervisor on Duty 24/7/365.
4. If you are the first **6** cabs in line to leave the Taxi Holding Area, you must stay in your vehicle. If the horn and light sounds and you are not in your vehicle, you will be skipped.
5. If you have to leave your vehicle, you are allotted 45 minutes to take care of personal business. You must assign another driver or appoint someone to move your vehicle for you when the line moves. If you do not, you will be sent to the back of the line.
6. If your vehicle is parked in the Taxi Holding Area and you leave the Airport property of:  
5300 S Howell Avenue  
Milwaukee, WI 53207 - you will be skipped and sent to the back of the line.
7. The hours to reload your taxi pass are **9:30am to 5:30pm Monday thru Friday**. The funds will be added to your taxi pass within 24 hours of paying or the next business day. **YOU MAY NOT RELOAD YOUR CARD WHILE ON THE PIN.**
8. You are allowed to pick up a personal ride in the Limo Lane; however, you must go to the Ground Transportation booth and give them your cab number, passenger count, flight information and customer name. You may wait at the GT booth and assist your customer with luggage or return to the Limo Lane to wait for your customer. **You MAY NOT ENTER THE TERMINAL to assist your customer.**
9. While on the PIN at Baggage Claim, you cannot refuse a ride for any reason. If you refuse a ride, the GT Coordinator will send you back to the Taxi Holding Area and you must go to the back of the line. **If you refuse to go to the back of the line, the Sheriff's Department will be called and you will be removed from the lot and a report will be sent to the Landside Operations Manager. The Landside Operations Manager will make a decision if it needs to be forwarded to the Airport Director for revocation of permit.**
10. While on the PIN you must remain 10 feet from your vehicle at all times. If you leave to use the rest room, you must inform the GT Coordinator.
11. While on the PIN, you are required to swipe your badge or pay your toll immediately. If for any reason, you need to depart a refund will be issued provided you complete a Taxi Refund form. These forms can be found in the GT Booth.

12. While on Baggage Claim Drive, it is load and go. For example: if you are unfamiliar as to where the customer is going and need to use your GPS, you must enter that information off the Baggage Claim Drive.
13. You are not allowed to come to the PIN without the green light or horn from the lot unless sent by a traffic director. Prior to the first flight landing and after the last flight, you are still required to go to the Taxi Holding Area and be called by the Ground Transportation Starter.
14. You are not allowed to solicit for a ride while on the PIN, SP+ will provide curb side assistance.
15. Loitering is not allowed inside of Car Rental or the Limo lane.
16. No spitting of any kind or seeds in Taxi Holding Area or on the PIN, if found spitting the sheriff will be called and you will be issued a citation.
17. Port a Johns are serviced and restocked 3 times per week. Do **NOT** place anything in the urinal. For example: toilet paper, water bottles, and cigarette butts. Toilet paper should be placed in the toilet.
18. No littering or throwing of cigarette butts on the ground, there are 3 receptacles for garbage and cigarette butts. If found littering in the Taxi Holding Area or the PIN, the sheriff will be called and you will be issued a citation.
19. Praying is only allowed on the east or west end of the lot. For your safety praying is not allowed in an escape lane or between vehicles.
20. You are allowed to take the Employee Lot shuttle to the Terminal. The shuttle picks up from the shelters and drops off at the Sheriff's Checkpoint. There is no charge for taking the shuttle.
21. The lot layout has 7 lanes available. The green tipped marker post indicates the lane is open and the red tipped marker posts indicate the lane is closed. **The last driver is responsible for changing the green post to red and opening the next lane by changing the red post to green.**
22. During the winter season, SP Plus personnel may need to evacuate the Taxi Holding Area for salt or snow removal. During this time, all drivers must remain in their vehicles and move out to the access drive under the direction of SP Plus. Please note this is an emergency access drive and drivers cannot be parked on this road without the permission of SP Plus, Sheriff's Department or Airport Operations.
23. **Under no circumstances will any type of discrimination and/or harassment of any kind be tolerated while on airport grounds. If an incident should occur, a report will be sent to the Landside Operations Manager. The Landside Operations Manager will make a decision if it needs to be forwarded to the Airport Director for revocation of permit.**

# ATTACHMENT F

Report #9



## GENERAL MITCHELL INTERNATIONAL AIRPORT PARKING FACILITIES PERCENT OF REVENUE BY LOT

YEAR - 2015					YEAR - 2016					% of diff
Month	Lot	TTI Exit Vehicles	Gross Revenue	% of Total Rev	Month	Lot	TTI Exit Vehicles	Gross Revenue	% of Total Rev	
January 2015	Hourly	28252	\$79,272	3.32%	January 2016	Hourly	27175	\$105,943	4.36%	1.12%
	Daily	35515	\$1,887,368	79.04%		Daily	36854	\$1,893,946	77.91%	0.28%
	Surface	11466	\$99,467	4.17%		Surface	11981	\$93,796	3.86%	-0.24%
	SS A	6850	\$296,696	12.43%		SS A	6133	\$257,494	10.59%	-1.64%
	SS B	359	\$24,934	1.04%		SS B	1662	\$79,696	3.28%	2.29%
<b>Total</b>		<b>82442</b>	<b>\$2,387,737</b>	<b>100%</b>	<b>Total</b>		<b>83805</b>	<b>\$2,430,875</b>	<b>100%</b>	<b>1.81%</b>
February 2015	Hourly	23617	\$79,965	3.18%	February 2016	Hourly	20915	\$100,617	3.88%	0.86%
	Daily	39845	\$2,023,724	80.55%		Daily	40704	\$2,054,397	79.26%	1.28%
	Surface	10700	\$104,604	4.16%		Surface	11654	\$112,106	4.33%	0.31%
	SS A	4113	\$172,519	6.87%		SS A	7469	\$293,681	11.33%	5.07%
	SS B	3389	\$131,470	5.23%		SS B	861	\$31,130	1.20%	-4.20%
<b>Total</b>		<b>81664</b>	<b>\$2,512,282</b>	<b>100%</b>	<b>Total</b>		<b>81603</b>	<b>\$2,591,931</b>	<b>100%</b>	<b>3.17%</b>
March 2015	Hourly	33849	\$107,036	3.35%	March 2016	Hourly	31874	\$128,326	4.05%	0.89%
	Daily	46527	\$2,414,293	75.45%		Daily	45547	\$2,354,577	74.34%	-2.50%
	Surface	16103	\$169,635	5.30%		Surface	16489	\$168,038	5.31%	-0.07%
	SS A	6707	\$270,389	8.45%		SS A	8471	\$360,205	11.37%	3.76%
	SS B	5806	\$238,344	7.45%		SS B	3797	\$156,283	4.93%	-3.44%
<b>Total</b>		<b>108992</b>	<b>\$3,199,697</b>	<b>100%</b>	<b>Total</b>		<b>106178</b>	<b>\$3,167,429</b>	<b>100%</b>	<b>-1.01%</b>
April 2015	Hourly	31598	\$88,520	2.99%	April 2016	Hourly	24868	\$109,543	3.87%	0.88%
	Daily	43103	\$2,216,897	74.88%		Daily	42140	\$2,143,097	75.74%	-3.09%
	Surface	15472	\$169,328	5.72%		Surface	15047	\$148,199	5.24%	-0.88%
	SS A	8086	\$323,720	10.93%		SS A	8714	\$340,314	12.03%	0.69%
	SS B	3791	\$162,267	5.48%		SS B	2091	\$88,234	3.12%	-3.10%
<b>Total</b>		<b>102050</b>	<b>\$2,960,732</b>	<b>100%</b>	<b>Total</b>		<b>92860</b>	<b>\$2,829,387</b>	<b>100%</b>	<b>-4.44%</b>
May 2015	Hourly	33191	\$80,799	3.32%	May 2016	Hourly	27652	\$108,396	4.33%	1.16%
	Daily	39398	\$1,825,515	75.06%		Daily	39016	\$1,875,326	74.92%	2.09%
	Surface	15997	\$140,946	5.80%		Surface	16263	\$137,581	5.50%	-0.14%
	SS A	8860	\$332,168	13.66%		SS A	9068	\$333,219	13.31%	0.04%
	SS B	1501	\$52,541	2.16%		SS B	1396	\$48,614	1.94%	-0.16%
<b>Total</b>		<b>98947</b>	<b>\$2,431,969</b>	<b>100%</b>	<b>Total</b>		<b>93395</b>	<b>\$2,503,136</b>	<b>100%</b>	<b>2.93%</b>
June 2015	Hourly	39315	\$86,504	3.86%	June 2016	Hourly	33802	\$127,537	5.54%	1.72%
	Daily	36748	\$1,662,592	74.16%		Daily	36822	\$1,692,771	73.52%	1.26%
	Surface	17115	\$124,328	5.55%		Surface	17572	\$125,854	5.47%	0.06%
	SS A	8444	\$325,456	14.52%		SS A	8162	\$317,331	13.78%	-0.34%
	SS B	1112	\$42,913	1.91%		SS B	1017	\$38,863	1.69%	-0.17%
<b>Total</b>		<b>102734</b>	<b>\$2,241,793</b>	<b>100%</b>	<b>Total</b>		<b>97375</b>	<b>\$2,302,356</b>	<b>100%</b>	<b>2.70%</b>
July 2015	Hourly	41322	\$79,318	4.01%	July 2016	Hourly			#DIV/0!	-3.32%
	Daily	30060	\$1,436,197	72.57%		Daily			#DIV/0!	-60.15%
	Surface	17673	\$115,368	5.83%		Surface			#DIV/0!	-4.83%
	SS A	7530	\$303,609	15.34%		SS A			#DIV/0!	-12.72%
	SS B	1055	\$44,613	2.25%		SS B			#DIV/0!	-1.87%
<b>Total</b>		<b>97640</b>	<b>\$1,979,104</b>	<b>100%</b>	<b>Total</b>		<b>0</b>	<b>\$0</b>	<b>100%</b>	<b>-100.00%</b>
August 2015	Hourly	37202	\$119,734	5.66%	August 2016	Hourly			#DIV/0!	-5.01%
	Daily	32218	\$1,518,231	71.80%		Daily			#DIV/0!	-63.58%
	Surface	17112	\$118,970	5.63%		Surface			#DIV/0!	-4.98%
	SS A	8478	\$332,358	15.72%		SS A			#DIV/0!	-13.92%
	SS B	479	\$25,271	1.20%		SS B			#DIV/0!	-1.06%
<b>Total</b>		<b>95489</b>	<b>\$2,114,564</b>	<b>100%</b>	<b>Total</b>		<b>0</b>	<b>\$0</b>	<b>#DIV/0!</b>	<b>-100.00%</b>

Report #9

September 2015	Hourly	24723	\$94,697	4.61%	September 2016	Hourly		#DIV/0!	-3.97%	
	Daily	35275	\$1,533,245	74.60%		Daily		#DIV/0!	-64.21%	
	Surface	13144	\$114,474	5.57%		Surface		#DIV/0!	-4.79%	
	SS A	7816	\$289,429	14.08%		SS A		#DIV/0!	-12.12%	
	SS B	642	\$23,532	1.14%		SS B		#DIV/0!	-0.99%	
<b>Total</b>		<b>81600</b>	<b>\$2,055,377</b>	<b>100%</b>	<b>Total</b>		<b>0</b>	<b>\$0</b>	<b>#DIV/0!</b>	<b>-100.00%</b>
October 2015	Hourly	25799	\$107,651	4.17%	October 2016	Hourly		#DIV/0!	-4.51%	
	Daily	42896	\$1,968,961	76.28%		Daily		#DIV/0!	-82.46%	
	Surface	14711	\$144,011	0.00%		Surface		0.00%	-6.03%	
	SS A	8735	\$320,668	12.42%		SS A		#DIV/0!	-13.43%	
	SS B	1151	\$39,788	1.54%		SS B		#DIV/0!	-1.67%	
<b>Total</b>		<b>93292</b>	<b>\$2,581,079</b>	<b>100%</b>	<b>Total</b>		<b>0</b>	<b>\$0</b>	<b>#DIV/0!</b>	<b>-100.00%</b>
November 2015	Hourly	28404	\$104,708	4.41%	November 2016	Hourly		#DIV/0!	-4.39%	
	Daily	37549	\$1,787,071	75.31%		Daily		#DIV/0!	-74.84%	
	Surface	14681	\$121,558	5.12%		Surface		#DIV/0!	-5.09%	
	SS A	8023	\$298,634	12.58%		SS A		#DIV/0!	-12.51%	
	SS B	1746	\$61,096	2.57%		SS B		#DIV/0!	-2.56%	
<b>Total</b>		<b>90403</b>	<b>\$2,373,067</b>	<b>100%</b>	<b>Total</b>		<b>0</b>	<b>\$0</b>	<b>#DIV/0!</b>	<b>-100.00%</b>
December 2015	Hourly	37088	\$121,778	5.44%	December 2016	Hourly		#DIV/0!	-5.10%	
	Daily	31213	\$1,710,295	76.42%		Daily		#DIV/0!	-71.63%	
	Surface	16774	\$96,442	4.31%		Surface		#DIV/0!	-4.04%	
	SS A	6571	\$255,070	11.40%		SS A		#DIV/0!	-10.68%	
	SS B	1276	\$54,408	2.43%		SS B		#DIV/0!	-2.28%	
<b>Total</b>		<b>92922</b>	<b>\$2,237,993</b>	<b>100%</b>	<b>Total</b>		<b>0</b>	<b>\$0</b>	<b>#DIV/0!</b>	<b>-100.00%</b>
Y-T-D 2015	Hourly	384360	\$1,149,981	3.96%	Y-T-D 2016	Hourly	166286	\$680,362	4.30%	-19.67%
	Daily	450347	\$21,984,389	75.61%		Daily	241083	\$12,014,113	75.92%	-417.56%
	Surface	180948	\$1,519,131	5.22%		Surface	89006	\$785,574	4.96%	-30.72%
	SS A	90213	\$3,520,715	12.11%		SS A	48017	\$1,902,244	12.02%	-67.78%
	SS B	22307	\$901,177	3.10%		SS B	10824	\$442,820	2.80%	-19.20%
<b>Total</b>		<b>1128175</b>	<b>\$29,075,393</b>	<b>100%</b>	<b>Total</b>		<b>555216</b>	<b>\$15,825,113</b>	<b>100%</b>	<b>-45.57%</b>

# ATTACHMENT G



## 2015 G.M.I.A. PARKING GARAGE BUDGET

2015

	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	BUDGET
<b>Revenues:</b>													
Transient Revenue													
Validation Revenue													
Over/Short													
<b>Total Revenue</b>													
Less Sales Tax													
<b>Total Net Revenue</b>													
<b>Expenses:</b>													
<b>Parking Payroll</b>													
Payroll *													
Retirement *													
Cost life/Hospital Ins. *													
Labor Overhead Fee *													
Garage Insurance													
Equipment Expense													
Equipment Lease													
Maintenance Agreement													
Repairs & Maintenance													
Vehicle Purchase													
Vehicle R. & M													
Fuel Expense													
Supplies													
Postage & Freight													
Courier/Armored Car													
Credit Card Fees													
Telephone													
Base Management Fee													
Advertising / Publicity													
License & Fees													
Snow Removal													
Employee Development													
Misc./Other Expense													
<b>Operating Expenses</b>													
<b>Net Revenue</b>													

This budget was prepared according to specifications of the contract. Any additional expenses outside of the contract will be additional to this budget.

# ATTACHMENT H

## GMIA Parking Staffing Wage and Hours

Position Count		Starting Wage	Highest Paid 2016	Hours Weekly	Hours Annual
FT	PT				

**Position**

Facility Manager	1		\$70,470.40	40	2080
Asst Manager - OPS	1		\$51,854.40	40	2080
Asst Manager -Fleet	1		\$46,000.00	40	2080
Asst Manager -Employee Relations	1		\$41,080.00	40	2080
Asst Manager -Ground Transportation	1		\$36,000.00	40	2080
Office Manager	1		\$22.34	40	2080
Lead Auditor	1		\$16.12	40	2080
Auditor 1	1		\$13.58	40	2080
Auditor 2	1		\$11.85	40	2080
Auditor 3	1		\$10.25	40	2080
Supervisor	7		\$11.53	256	13312
Admininstrative Assistant	10	1	\$8.64	336	17472
Money Counter	1	1	\$14.47	44	2288
Cashier	26	5	\$8.14	1215	63180
Maintenance	6	2	\$8.14	264	13728
Shuttle Driver	16	4	\$8.14	783	40716
LPR	2	1	\$8.39	112	5824
Paging Clerk		3	\$8.14	57	2964
GT Coordinator	5	2	\$8.32	280	14560