

800-RICR-10-00-2

TITLE 800 – AIRPORT CORPORATION

CHAPTER 10 – OPERATIONS

SUBCHAPTER 00 – N/A

PART 2 – Ground Transportation Regulations

2.1 Authority and Purpose

These rules and regulations have been established by the Rhode Island Airport Corporation ("Corporation") in accordance with the Administrative Procedures Act, R.I. Gen. Laws § 42-35-1, *et seq.*, the Uniform Aeronautical Regulatory Act ("UAR"), R.I. Gen. Laws § 1-4-1, *et seq.*, and R.I. Gen. Laws § 1-2-1, *et seq.* to update the requirements for commercial ground transportation vehicles utilizing airport property. Nothing herein shall be construed to modify, alter or amend any of the statutory powers, duties or authority of the Director of the Rhode Island Department of Transportation or the applicability of any federal laws, including the Transportation Security Act and state law governing the operation of motor vehicles, R.I. Gen. Laws § 31-23-1, *et seq.*

2.2 Applicability

The terms and provisions of this regulation shall be liberally construed to permit the Corporation to effectuate the purposes of state law, goals and policies. The regulations set forth herein apply to all commercial ground transportation vehicles that access T.F. Green State Airport.

2.3 Superseded Regulations

On the effective date of these regulations, any previous directives, rules, regulations, and policies issued by the Rhode Island Airport Corporation that conflict with the provisions of these regulations shall be superseded.

2.4 Definitions

- A. Whenever used in these rules and regulations, the following terms shall have the meanings ascribed to them below.
 - 1. "Access agreement" means a written authorization from the Corporation to access the Airport and Airport Circulator without a contractual relationship.

2. "Airport" means T.F. Green Airport located in Warwick, Rhode Island including, without limitation, the Airport Circulator and all other airport facilities and roadways.
3. "Airport circulator" means the roadways and walkways (including the Arrivals Roadway, Departures Roadway, and Commercial Curb) maintained by the Corporation which allow access by the general public to the Airport from Post Road, Warwick, Rhode Island and the airport connector to Interstate 95.
4. "Airport terminal" means the Bruce Sundlun Terminal located at the Airport from which Airport passengers arrive and depart.
5. "Arrivals roadway" means the roadway designated by the Corporation as the lower level nearest the Airport Terminal.
6. "Authorized user" means:
 - a. A person or entity under contract with the Corporation;
 - b. A contractually approved subcontractor of such Authorized User; or
 - c. A person or entity having received an Access Agreement from the Corporation to provide goods or perform services.
7. "Business entity" means any sole proprietorship, corporation, partnership, association or other organization.
8. "Cell phone waiting lot" means the location designated by the Corporation for vehicles, other than Taxi, Limousine, Jitney, Scheduled Bus/Motor Coach, Charter Bus/Motor Coach, RIPTA, Hotel Shuttle, Off Airport Parking Shuttle and Other Vehicle for Hire, to await passengers arriving at the Airport Terminal.
9. "Chargeable airport customer" means any and all Rental Car customers using the Airport or the Interlink, regardless of the location of the offices or other facilities of such Rental Car Company.
10. "Certificate" means a certificate of public convenience and necessity issued by the Rhode Island Division of Public Utilities and Carriers pursuant to R.I. Gen. Laws § 39-14-4.1.
11. "Charter bus" or "Motor coach" means a private bus designed and used for the transportation of persons for compensation from a designated location to such points as may be directed by the passenger, other than a public bus or passenger van for carrying more than ten (10) passengers pursuant to the provisions of R.I. Gen. Laws § 31-1-3 and includes the Driver of a Charter Bus/Motor Coach.

12. "Commercial curb" means the commercial ground transportation vehicle standing and loading/unloading zones, as designated by the Corporation.
13. "Commercial vehicle" means a Vehicle, as defined in R.I. Gen. Laws § 33-1-3, that is owned or leased to a Business Entity and is used at the Airport for the transportation of persons for hire, compensation or profit, including but not limited to Charter Buses/ Motor Coaches, Jitneys, Limousines, Other Vehicles for Hire, and Taxicabs.
14. "Corporation" means the Rhode Island Airport Corporation, a public corporation, governmental agency, and public instrumentality of the State of Rhode Island and Providence Plantations.
15. "Departures roadway" means the roadway designated by the Corporation as the upper level nearest the Airport Terminal.
16. "Driver" means the operator of a Vehicle and any Business Entity that owns or otherwise controls a Vehicle operated by a Driver and/or the Driver's employer.
17. "Hotel shuttle" means a Vehicle operated by or on behalf of hotels, for the purpose of picking up and/or discharging hotel guests at the respective hotel or at the Airport and/or the Interlink and includes the Driver of a hotel shuttle.
18. "Hourly lot" means Parking Lot "D" or other areas at the Airport that may be designated by the Corporation for hourly public parking.
19. "Interlink" means the intermodal transportation facility for train, bus, commuter, and rental car access to, and egress from, the Airport, and located at 700 Jefferson Boulevard, in Warwick, Rhode Island.
20. "Jitney" means the meaning ascribed to that term in R.I. Gen. Laws §§ 31-1-3 and 39-13-1 and includes the Driver of a Jitney.
21. "Limousine" means a motor vehicle for hire, other than a Taxicab as defined in § 2.4(A)(32) of this Part, used for transporting members of the public for compensation from a designated location to such points as may be directed by the passenger and includes the Driver of a Limousine.
22. "Off airport parking shuttle" means a vehicle operated by or on behalf of off airport parking operators, for the sole purpose of picking up and/or discharging passengers at the respective off airport parking lot or at the Airport and/or the Interlink and includes the Driver of an Off Airport Parking Shuttle.
23. "Off-Site rental car company" means any rental car company which services Chargeable Airport Customers from a location outside the

Interlink and includes the Driver of an Off-Site Rental Car Company Vehicle.

24. "On-Site rental car company" means any rental car company which services Chargeable Airport Customers from a location at the Interlink and includes the Driver of an On-Site Rental Car Company Vehicle.
25. "Other vehicles for hire" means any vehicle transporting passengers for a fee not defined in this section, and the Driver of an Other Vehicle for Hire.
26. "Person" means Driver, Business Entity and all other individuals.
27. "Registration" means Registration with the Rhode Island Division of Public Utilities and Carriers pursuant to the provisions of R.I. Gen. Laws § 39-14-4.2.
28. "Rental car company" means any Person providing rental car services for customers using the Airport or the Interlink, regardless of the location of the offices or other facilities of such Person.
29. "RIPTA" means the Rhode Island Public Transit Authority and includes any vehicle it operates as a "public bus" pursuant to the provisions of R.I. Gen. Laws § 31-1-3 and the Driver of a RIPTA.
30. "Scheduled bus/motor coach" means a private bus designed and used for the transportation of persons for compensation from and to scheduled locations, other than a public bus or passenger van designed for carrying more than ten (10) passengers pursuant to the provisions of R.I. Gen. Laws § 31-1-3 and includes the Driver of the Scheduled Bus/Motor Coach.
31. "Solicitation" means the act of engaging potential customers, in any manner, for the purpose of generating business.
32. "Taxicab" means the meaning ascribed to the term in R.I. Gen. Laws § 39-14-1 and includes the Driver of a taxicab.
33. "Vehicle": the meaning of vehicle is set forth in R.I. Gen. Laws § 31-1-3.

2.5 Use of the Airport

A. Compliance with Regulations.

1. No Driver may operate a Commercial Vehicle at the Airport except in conformance with these regulations.
2. No Business Entity may permit a Commercial Vehicle it owns, or otherwise controls, to be operated at the Airport except in compliance with these regulations.

B. Solicitation Prohibited.

1. No driver of a Commercial Vehicle may engage in solicitation at the Airport without express written permission from the Corporation.

C. Authorization Required.

1. No Driver may operate a Commercial Vehicle at the Airport without: a valid Certificate and Registration; or a valid authorization by the United States Department of Transportation.

D. Insurance.

1. Each Driver and Commercial Vehicle operating at the Airport shall at all times be covered by the greater of types and amounts of insurance required by the Corporation or under applicable law.

2.6 Taxicab with a Certificate and an Authorized User

A. Taxicab with a Certificate and an Authorized User. § 2.6 of this Part applies to Drivers of Taxicabs that have a Certificate and are designated as an Authorized User by the Corporation.

1. Permitted Activities. Drivers are authorized to:
 - a. Drop off passengers on the Departures Roadway;
 - b. Pick up passengers in an area of the Commercial Curb designated by the Corporation; and
 - c. Drop off and/or pick up passengers in an area designated by the Corporation at the Interlink.
2. Prohibited Activities.
 - a. Drivers are not authorized to pick up, drop off or wait for passengers in the Hourly Lot, on the Arrivals Roadway or in the Cell Phone Waiting Lot.

2.7 Taxicab with a Certificate and Not an Authorized User

A. Taxicab with a Certificate and NOT an Authorized User. § 2.7 of this Part applies to Drivers of Taxicabs that have a Certificate and have not been designated as an Authorized User by the Corporation:

1. Permitted activities. Drivers are authorized to:
 - a. Drop off passengers on the Departures Roadway;

- b. Pick up passengers in the Hourly Lot; and
 - c. Drop off and/or pick up passengers in the area designated by the Corporation at the Interlink.
- 2. Prohibited activities
 - a. Drivers are not authorized to pick up, drop off, or wait for passengers on the Commercial Curb, on the Arrivals Roadway or in the Cell Phone Waiting Lot.
- 3. Required activities
 - a. Drivers shall drop off customers only in the specific area(s) designated by the Corporation and immediately leave the Airport after dropping off a customer.
- B. Pre-arranged activities. If pre-arranged by a customer, Taxicab may park in the Hourly Lot and Drivers may enter the Airport Terminal to meet his/her customer; provided, however, that such Driver must:
 - 1. Wait at the base of the exit lane escalator/elevator located on the Arrivals Level of the Airport Terminal;
 - 2. Display a placard, measuring no less than 8 ½ inches by 11 inches in size, bearing the name of the Driver's company and the name of the customer or customer's company;
 - 3. Produce upon request:
 - a. the name of the airline used by the customer;
 - b. the customer' s flight number, and
 - c. the customer's scheduled arrival time;
 - 4. Promptly after meeting his/her customer, Taxicabs shall pay the applicable parking fee at the Hourly Lot' s standard public rates and immediately exit the parking lot and the Airport; and
 - 5. Taxicabs may charge his/her customer for such parking fee, provided that
 - a. the Taxicab company is permitted to charge the customer by the Rhode Island Division of Public Utilities and Carriers and
 - b. the Driver immediately informs the customer of the amount of the parking fee.

2.8 Limousines

- A. Permitted activities. Drivers of Limousines are authorized to:
1. Drop off passengers on the Departures Roadway;
 2. Drop off and/or pick up passengers in the Hourly Lot; and
 3. Drop off and/or pick up passengers in an area designated by the Corporation at the Interlink.
- B. Prohibited activities.
1. Drivers of Limousines are not authorized to pick up, drop off or wait for passengers on the Commercial Curb, on the Arrivals Roadway or in the Cell Phone Waiting Lot.
- C. Required Activities. Drivers of Limousines shall:
1. Drop off customers only in the specific area(s) designated by the Corporation;
 2. Immediately leave the Airport after dropping off a customer; and
 3. If pre-arranged by a customer, Limousines subject to this section may park in the Hourly Lot and Drivers may enter the Airport Terminal to meet his/her customer; provided, however, that such Driver must:
 - a. Wait at the base of the exit lane escalator/elevator located on the Arrivals Level of the Airport Terminal;
 - b. Display a placard, measuring no less than 8 ½ inches by 11 inches in size, bearing the name of the Driver's company and the name of the customer or customer's company;
 - c. Produce upon request:
 - (1) the name of the airline used by the customer;
 - (2) the customer's flight number and;
 - (3) the customer's scheduled arrival time;
 - d. Promptly after meeting his/her customer, Drivers shall pay the applicable parking fee at the Hourly Lot's standard public rates and immediately exit the parking lot and the Airport; and
 - e. Drivers may charge his/her customer for such parking fee, provided that:

- (1) the limousine company is permitted to charge the customer by the Rhode Island Division of Public Utilities and Carriers; and
- (2) the Driver immediately informs the customer of the amount of the parking fee.

2.9 Jitney, Scheduled Bus/Motor Coach or Charter Bus/Motor Coach 35 Feet or Less in Length

A. This section governs Drivers of Jitney, Scheduled Bus/Motor Coach or Charter Bus/Motor Coach 35 feet or less in length:

1. Permitted Activities. Drivers are authorized to:
 - a. Drop off at the Departures Roadway.
 - b. Drop off and/or pick up passengers in the Hourly Lot.
 - c. Drop off and/or pick up passengers in an area designated by the Corporation at the Interlink, and any other area specifically designated by the Corporation.
2. Prohibited Activities:
 - a. Drivers are not authorized to pick up, drop off or wait for passengers on the Arrivals Roadway or in the Cell Phone Waiting Lot.
3. Authorized Users. If designated as an Authorized User the following activities are, as the case may be, permitted, prohibited and required:
 - a. Drivers are authorized to drop off and/or pick up passengers in an area of the Commercial Curb designated by the Corporation.
 - b. Drivers are prohibited from dropping off, picking up or waiting for passengers on the Arrivals Roadway or in the Cell Phone Waiting Lot.
 - c. Drivers shall drop off customers only in the specific area(s) designated by the Corporation, and immediately leave the Airport after dropping off a customer.
 - d. If pre-arranged by a customer, Drivers may park in the Hourly Lot and enter the Airport Terminal to meet his/her customer; provided, however, that such Driver must:

- (1) Wait at the base of the exit lane escalator/elevator located on the Arrivals Level of the Airport Terminal;
- (2) Display a placard, measuring no less than 8 ½ inches by 11 inches in size, bearing the name of the Driver' s company and the name of the customer' s company;
- (3) Produce upon request:
 - (AA) the name of the airline used by the customer;
 - (BB) the customer's flight number and;
 - (CC) the customer's scheduled arrival time; and
- (4) Promptly after meeting his/her customer, Drivers shall pay the applicable parking fee at the Hourly Lot's standard public rates and immediately exit the parking lot and the Airport. Drivers may charge his/her customer for such parking fee, provided that:
 - (AA) the Jitney or Scheduled Bus/Motor Coach company is permitted to charge the customer by the Rhode Island Division of Public Utilities and Carriers; and
 - (BB) the Driver immediately informs the customer of the amount of the parking fee.

2.10 Jitney, Scheduled Bus/Motor Coach or Charter Bus/Motor Coach Greater Than 35 Feet in Length and an Authorized User

- A. This section governs Drivers of Jitney, Scheduled Bus/Motor Coach or Charter Bus/Motor Coach greater than 35 feet in length and an Authorized User:
 1. Permitted activities. Drivers are authorized to:
 - a. Drop off passengers on the Departures Roadway,
 - b. Drop off and/or pick up passengers in an area of the Commercial Curb designated by the Corporation, and
 - c. Drop off and/or pick up passengers in an area designated by the Corporation at the Interlink.
 2. Prohibited Activities.

- a. Drivers are not authorized to drop off, pick up or wait for passengers in the Hourly Lot, on the Arrivals Roadway, or in the Cell Phone Waiting Lot.

2.11 Rhode Island Public Transit Authority (RIPTA)

- A. Permitted Activities. RIPTA Drivers are authorized to:
 - 1. Drop off passengers on the Departures Roadway.
 - 2. Drop off and/or pick up passengers in an area of the Commercial Curb designated by the Corporation.
 - 3. Drop off and/or pick up passengers at the Interlink.
- B. Prohibited Activities.
 - 1. RIPTA Drivers are not authorized to drop off, pick up or wait for passengers in the Hourly Lot, on the Arrivals Roadway, or in the Cell Phone Waiting Lot.

2.12 Hotel Shuttles

- A. This section applies to Hotel Shuttles and Hotel Shuttle Drivers.
- B. Permitted activities. Hotel Shuttle Drivers are authorized to:
 - 1. Drop off passengers on the Departures Roadway:
 - 2. Pick up passengers in an area of the Commercial Curb designated by the Corporation: and
 - 3. Drop off and/or pick up passengers in an area designated by the Corporation at the Interlink.
- C. Prohibited activities. Hotel Shuttle Drivers are not authorized to:
 - 1. Drop off, pick up or wait for passengers on the Arrivals Roadway, in the Hourly Lot or in the Cell Phone Waiting Lot, or
 - 2. Transport passengers for purposes other than those contemplated in § 2.4(A)(17) of this Part absent a separate authorization by the Corporation.
- D. Authorized User.
 - 1. All Hotel Shuttles must be an Authorized User.

2.13 Off-Airport Parking Shuttles

- A. Permitted activities. Off-Airport Parking Shuttles Drivers are authorized to:
 - 1. Drop off passengers on the Departures Roadway;
 - 2. Pick up passengers in an area of the Commercial Curb designated by the Corporation; and
 - 3. Drop off and/or pick up passengers in an area designated by the Corporation at the Interlink.
- B. Prohibited Activities. Off-Airport Parking Shuttles Drivers are not authorized to:
 - 1. Drop off, pick up or wait for passengers on the Arrivals Roadway, in the Hourly Lot or in the Cell Phone Waiting Lot.
 - 2. Transport passengers for purposes other than those contemplated in § 2.4(A)(22) of this Part absent a separate authorization by the Corporation.
- C. Authorized User.
 - 1. All Off-Airport Shuttles must be an Authorized User.

2.14 Other Vehicles for Hire

All Drivers of other Vehicles that are not governed by §§ 2.6 through 2.13 of this Part, above, must contact the Corporation prior to using the Airport for business-related purposes to determine the areas that are available for their use.

2.15 Parking at the Airport

- A. Public Parking. Parking at the Airport shall be limited to those parking lots and garages designated as public parking lots and garages by the Corporation.
- B. Airport Circulator. No person shall park or stop a Vehicle of any type on the Airport Circulator except in areas designated by the Corporation.
- C. Unattended Vehicles. No person shall leave a Vehicle unattended anywhere on the Airport Circulator. Unattended Vehicles on the Airport Circulator shall be subject to citation and towing at the owners' expense.

2.16 Deliveries

- A. Location of Deliveries All deliveries to the Airport terminal shall be made at the loading dock(s) designated by the Corporation.

- B. Airport Circulator. No person making a delivery to the Airport shall use the Airport Circulator.

2.17 Commercial Curb

- A. Authorization Required. No person shall use the Commercial Curb unless such person is specifically authorized to do so by the Corporation. Use of the Commercial Curb is subject to such terms and conditions, including without limitation, applicable access fees, as the Corporation shall determine
- B. Time Limit. Except by consent of the Corporation, no person shall stop and/or park at the Commercial Curb for a period in excess of fifteen (15) minutes.

2.18 Rental Car Companies

All Rental Car companies must be an Authorized User.

2.19 General Provisions

- A. No Discrimination. No person who uses the Airport or operates at or in the Airport shall exclude any person from its operations on the grounds of race, color, sex or national origin or otherwise subject any person to discrimination. Every person shall use the Airport in compliance with all other requirements imposed by or pursuant to 49 C.F.R. Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation--Effectuation of Title VI of the Civil Rights Act of 1964.
- B. Airport Rules and Regulations. The use of the Airport shall be subject to these rules and regulations, any other rules and regulations promulgated or adopted by the Corporation, any and all directives of the Corporation as are now in effect or may hereafter be prescribed by the Corporation through the lawful exercise of its powers, as well as all applicable local, state, and federal law.
- C. Access and Use Fees. The Corporation shall have the right, from time to time, to establish, impose, collect, and audit fees and other charges for access to and/or use of any airport facilities, including without limitation, the Airport Circulator, the Interlink, and the Airport Terminal. In order to protect and preserve the orderly flow of traffic for the public at the Airport, the Corporation shall have the right and obligation to issue citations and tow, at the owner's expense, any motor vehicle(s) that are improperly parked, unattended, or otherwise in violation of these rules and regulations.
- D. Cooperation. All persons using the Airport and/or the Interlink shall cooperate with and assist the Corporation in complying with or responding to the Federal Aviation Administration and all other local, state, and federal governmental authorities in all matters relating to the operation of the Airport.

- E. No Interference. No person shall interfere with the radio communications, instrument landing systems, navigational aids, or flight operations of the Airport.
- F. No Right-of-Entry. Nothing contained in these rules and regulations shall be construed to confer upon any person the right to enter upon the Airport.

2.20 Enforcement and Penalties

- A. Enforcement. These rules and regulations may be enforced by the Corporation or its agents, or by any duly authorized local, state, or federal law enforcement agency.
- B. Penalties. Any person who violates these rules and regulations shall receive a written citation and incur the penalties and fines under the jurisdiction of the Rhode Island Traffic Tribunal pursuant to R.I. Gen. Laws § 8-8.2-1, *et seq.*
- C. Repeated Violations. Any Person who repeatedly violates these rules and regulations shall be subject to such penalties as may be imposed and administered by the Rhode Island Traffic Tribunal. All fines imposed by this section shall be administered by the Rhode Island Traffic Tribunal pursuant to R.I. Gen. Laws §§ 8-8.2-2 and 8-8.2-3.
- D. Additional Penalties. In addition to the penalties imposed by the Rhode Island Traffic Tribunal, any person who violates these rules and regulations shall be subject to any and all civil and/or criminal penalties imposed by applicable local, state, or federal law, including without limitation, immediate towing of the violator's motor vehicle at his or her expense.

2.21 Anti-Idling

The unnecessary idling of the engine of a diesel motor vehicle while said vehicle is stopped for more than five (5) consecutive minutes in any sixty (60) minute period is prohibited in accordance with R.I. Gen. Laws §§ 23-23-29.1 *et seq.*, 31-16.1-1, *et seq.*, and the Rhode Island air pollution control regulations, [250-RICR-120-05-45](#).

2.22 Waiver

- A. RIAC may, for good cause shown, waive any provision or requirement of the within Regulations, not specifically required by other applicable law, when RIAC determines, after consideration of the facts involved, strict compliance with said provision or requirement would not serve to protect the public safety and convenience, and would either result in undue hardship or failure to accommodate an overriding community, regional, state or national interest.
- B. A request for a Waiver must be submitted in writing to the President and CEO of the Corporation fourteen (14) days in advance of the date any approval is

required. Any waiver granted by the President and CEO of the Rhode Island Airport Corporation will be in writing.

2.23 Severability

If any provision of this regulation or the application thereof to any person or circumstance, is held invalid by a court of competent jurisdiction, the validity of the remainder of the regulation shall not be affected thereby. The invalidity of any section or sections or parts of any section or sections shall not affect the validity of the remainder of these rules and regulations.

2.24 Effective Date

The foregoing regulation, as amended, after due notice, is hereby adopted and filed with the Secretary of State this 12th day of May, 2014 to become effective twenty (20) days thereafter, in accordance with the provisions of R.I. Gen. Laws Chapter 42-35, as amended. Kelly J. Fredericks, P.E., A.A.E. President and CEO Rhode Island Airport Corporation Notice Given on: January 29, 2014 Filing Date: May 12, 2014 Effective Date: June 2, 2014.

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TITLE 800 - AIRPORT CORPORATION

CHAPTER 10 - OPERATIONS

SUBCHAPTER 00 - N/A

PART 2 - GROUND TRANSPORTATION REGULATIONS

Type of Filing: Refile Capabilities

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Regulation Effective Date

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Department of State Initials

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