



Memorandum

TO: Notice to All Taxi Drivers
FROM: Ground Transportation Department
DATE: September 2, 2016
SUBJECT: 2016-2017 Decal Process

The Ground Transportation Department (GTD) at the New Orleans International Airport will begin the 2016-2017 decaling process starting September 20, 2016, through December 15, 2016. The scheduled days for applicants to come in to purchase a new decal will be Tuesday - Thursday from 9am-12pm and resuming from 2pm-4pm. Please note, the current 2015-2016 decal will expire on December 15, 2016.

All drivers **must** have their vehicle available at the time of purchasing a new decal (**second drivers must also be present with the first driver in order to purchase a new decal**). Drivers must stage in Lot C, before being called to the Ground Transportation Department office. The applications are located online at www.flymsy.com; the applications are listed at the bottom of the Taxi Decal page. The applications will also be available on Lot C. **It is mandatory to bring your own copies of all listed documents stated on the application or, you will have to return at a later time.** The GTD will endeavor to process a maximum of 50 decals per day, based off the below schedule.

Two separate money orders or cashier checks payable to New Orleans Aviation Board will be needed as follows:

- (1) New Taxi Decal (**\$200**) and
- (2) I.D. Badge renewal fee (**\$10**).

Please note that Change of Equipment services will be suspended until further notice.

The Ground Transportation Department will tentatively process the Parishes on the following dates:

1. St. Charles & Jefferson Parish – September 20, 2016 thru October 6, 2016
2. City of Kenner – October 11, 2016 thru November 11, 2016
3. Orleans Parish – November 15, 2016 thru December 15, 2016
4. All new & make-up applicants – BY APPOINTMENT ONLY