

GROUND TRANSPORTATION CENTER DECAL INFORMATION

The New Orleans Aviation Board (NOAB) has begun issuing "Airport Ground Transportation Center Vehicle Decals" for access to the Ground Transportation Center (GTC) to "For Hire" and "Courtesy Vehicles". All vehicles must be properly licensed by their respective jurisdictions and possess the following licenses: Convenience and Public Necessity Certificates (CPNC), Louisiana Public Service Commission (LPSC) licenses for the State of Louisiana (if applicable) and Department of Transportation (DOT/ICC) licenses (if applicable). Receipts showing payment for any of the aforementioned items or other required items **WILL NOT** be accepted in lieu of the required documents.

Any "For Hire or "Courtesy Vehicle" that does not possess an "Airport Ground Transportation Center Vehicle Decal" will not be allowed access to the GTC.

Decal Options

Airport Ground Transportation Center Vehicle Decals

The Airport Ground Transportation Center Vehicle Decals shall be valid for one (1) year and will allow unlimited access to the GTC. Transportation Service providers will be required to acquire a decal for each vehicle in their fleet to access the GTC.

Uber Black - The decal does NOT allow drivers working as a Uber Black vehicle to loiter in the Ground Transportation Center. Uber Black vehicles must wait in the vicinity of the airport and wait to get signaled for a load. Loitering on property is strictly prohibited and will result in the company and/or vehicle[s] losing their operating privileges for the Ground Transportation Center.

Special Event/Short-Term Access Placard

A Special Event/Short-Term Access Placard will be available to Transportation Service providers who require access to the GTC on a temporary basis or to allow for Temporary change in fleet size. The Special Event/Short-Term Access Placard will be valid for a (10) day event period and may be purchased at any time. Transportation Service providers will be required to acquire a placard for each vehicle in their fleet to access the GTC.

Eligibility

All vehicles must be properly licensed by their respective jurisdictions and possess the following licenses; Convenience and Public Necessity Certificates (CPNC), Louisiana Public Service Commission (LPSC) licenses for the State of Louisiana and Department of Transportation (DOT/ICC) licenses.

Decal Application Hours of Operation

The LANOIA Ground Transportation department will issue Airport Ground Transportation Center Vehicle Decals by appointment only. Transportation Service Providers may make an appointment by calling 504-303-7590 between the hours of 9 a.m. – 4 p.m., Monday - Friday.

Decal applications can be received from the Ground Transportation department, and they are also available on the Airport's website at "www.flymsy.com" in the Transportation and Parking section. Please submit one application per company for the total amount of decals requesting, along with the "Approved Vehicle" and "Approved Driver" form for each vehicle and driver in your fleet that will require access to the GTC.

Requirements

All applicants for the Airport Ground Transportation Center Vehicle Decals and the Special Event Decals must submit the following information for each vehicle:

1. Copy of CPNC, LPSC, DOT, ICC license
2. Vehicle Inspection Report
3. Proof of Insurance (include cover page)
4. Approved Vehicle/Driver Form
5. Vehicle Registration (each vehicle)
6. Incorporation Documents
7. Occupational License

Note: Company owners requesting decals for more than one vehicle please submit one package for the total number of decals required.

Airport Ground Transportation Center Vehicle Decal Fee

The Airport Ground Transportation Center Vehicle Decal fee is **\$350.00** per vehicle, annually. **The fee is nonrefundable and is not prorated.**

The Special Event/Short-Term Access Placard is \$50.00 per vehicle, per special event period and is nonrefundable or prorated. Vendors paying a percentage of revenue to the airport may be exempt from this charge. The fee shall be due upon approval of application, and shall be made by money order or cashier's check. **No other form of payment will be accepted.** The money order or cashier's check shall be made payable to the New Orleans Aviation Board.

All decals should be placed in lower left hand corner on the driver's side of the windshield.

TRANSPORTATION CENTER LOADING ZONES

1. **Off Airport Parking/ Hotel/ Motel Courtesy Vehicles.** Off Airport Parking/ Hotel/ Motel Courtesy Vehicles shall load in the GTC parking area adjacent to the Transportation Center. The parking spaces shall be designated by signage. Off Airport Parking/ Hotel/ Motel Courtesy Vehicles will not be allowed to dwell for more than ten (10) minutes.
2. **Limousines.** Limousines shall park in the in designated spots in the purple and blue spots as seen in the map attached. Limousines will not be allowed to park for more than thirty (30) minutes. **Vehicles working as Uber Black will only be allowed to stop, use the Transportation Center to pick up their fares, and leave immediately afterwards. Loitering and excessive waiting is strictly prohibited and will result in the company and/or vehicle[s] losing their operating privileges for the Ground Transportation Center.**
3. **Vendor/ Vans/Busses.** Vendor Vans shall park in the designated orange spaces as seen in the attached map. Busses shall park in the designated yellow spaces also seen in the attached map. Vendor/ Vans/ Busses shall not be allowed to park for more than thirty (30) minutes.

Parking times may be amended by NOAB as necessary. All Transportation Services Providers will be required to check in with the security guard located at the GTC entrance. Transportation Service Providers shall vacate their parking space and return at an appropriate time, if park/dwell time limits are exceeded. The Cell Phone Lot shall be used for staging outside of park/dwell times. Vehicles will not be allowed to park overnight in the GTC.