

## SECTION 6

### COMMERCIAL VEHICLES

#### 6.2 TOUR COMPANY OPERATIONS *(rev. 4/2023)*

##### General

The following policy addresses the key items regarding the use of any commercial vehicle at Fairbanks International Airport. A complete listing of all rules and regulations may be obtained from the Airport Leasing Office at (907) 474-2520 or (907) 474-2549.

All commercial vehicles must coordinate their use of the bus plaza and obtain the appropriate/applicable Automatic Vehicle Identification (AVI) tag. Buses and baggage vans are prohibited from utilizing the concourse and must use Parking Lot A (Bus Plaza). Shuttles (properly permitted vehicles charging a fixed fee for transportation) and Courtesy Vehicles are to use the Shuttle spaces shown in Map 6-1 Bus Plaza (see map below).

Each permittee shall abide by all the regulations pertaining to Fairbanks International Airport found in 17 AAC 42 (Alaska Administrative Code Title 17, chapter 42).

##### Permit Requirements

Obtain and complete an application for Commercial Passenger Vehicle Permit at the Airport Leasing Office. Application requirements include:

- A list of vehicles that the applicant proposes to operate on the airport under the commercial passenger vehicle permit. The list must include the year, make, model, license plate number and issuing state, serial number, and seating capacity, including the driver, for each vehicle.
- A description of the services that the applicant proposes to offer under the permit.
- Any application fee established under 17 AAC 42.125.

An AVI tag is required for each vehicle the company operates at the airport and is not transferable to any other vehicles or operators. AVI tags must be returned to Reef Parking if a vehicle is sold or replaced, as they are not transferable.

##### General Rules

The following rules apply to all passenger/baggage transport vehicles larger than a fifteen (15) passenger van operating at Fairbanks International Airport.

Several things to note:

- Tour buses and baggage trucks will only operate out of Parking Lot A (Bus Plaza).
- All passengers and staff must use the sidewalk to travel to the tour bus parking spot and the terminal. Tour buses do not have rear cameras and FAI wants to ensure passengers and staff are safe.
- Baggage carts also need to use the sidewalk to get to the tour bus parking spot or baggage trucks.
- Tour companies should have a staff member assist the bus driver with backing up.

- Tour buses may only use Parking Lot A (Bus Plaza) for loading and unloading active flights – please use the staging area on Wien Lake Road while waiting for a flight.
- The concourse is not permitted for courtesy vehicles, shuttles, baggage trucks, and tour buses.
- Tour company employees shall conduct themselves in an orderly and professional manner that will not interfere or disrupt Airport tenants, the traveling public, or the operation of the Airport.
- Employees engaging in horseplay (i.e. riding carts or wheelchairs) will be asked to leave and the employer notified.
- Boxes of materials, booklets, pamphlets, supplies and other items shall be stored inside kiosks or removed from the area when not attended.
- Loading/Unloading is only permitted in Parking Lot A (Bus Plaza).

### **Baggage Cart Usage**

Baggage carts are only allowed inside the terminal when attended and in use.

Baggage cart storage is outside the building at the south end of the terminal. Rails are provided to secure carts when not in use. Stored carts must not impede pedestrian traffic, block doorways, or be left in unapproved locations.

Baggage carts must meet approved specifications, as listed below, for use inside the terminal. Carts must be re-inspected by the Airport Leasing Office prior to use each calendar year. For baggage cart approval please call the Airport Leasing Office at (907) 474-2520 or (907) 474-2549.

### **Baggage Cart Specifications**

1,750 lb capacity rating  
Deck size 24" x 48" max  
Deck height 19" min  
Pneumatic load wheels 12" diameter min  
Pneumatic caster wheels 10" diameter min  
All corners and handles fitted with cushions or padding  
Handles permanently affixed to cart  
Little Giant B2448B-2H or equivalent



### **Baggage Handling Procedures**

All baggage shall be positively identified by passengers in baggage claim area before being carted by tour operators and leaving the terminal.

Tour companies will be responsible for any damage caused to any airport facility by their equipment or employees. Baggage will not be loaded onto baggage carts higher than eye level of the baggage handler. Extreme care must be taken to ensure doors are not damaged by baggage carts. Repair of any damage will be done by the Airport and billed to the tour company. Automatic vestibule doors must not be pulled open, blocked, or taken off tracks. Call Airport Dispatch at 474-2530 with door timing issues.

Baggage vans shall use the bus plaza for baggage loading and unloading and are permitted to co-utilize the vendor delivery area. Vehicles must be positioned so as not to impede traffic.

Baggage shall be loaded in an expedient manner. Tour company vans shall depart the bus plaza immediately after loading or unloading baggage.

### **Security Issues and Enforcement**

Tour Company vehicles left unattended in unapproved locations shall be subject to immediate citation and/or impoundment. Tour Company vehicles may be left unattended while in bus plaza. Repeat occurrences may result in loss of the tour company's operating permit.

Baggage located in the bus plaza or within the terminal building must be attended at all times. Any baggage left unattended is subject to impound by airport personnel.

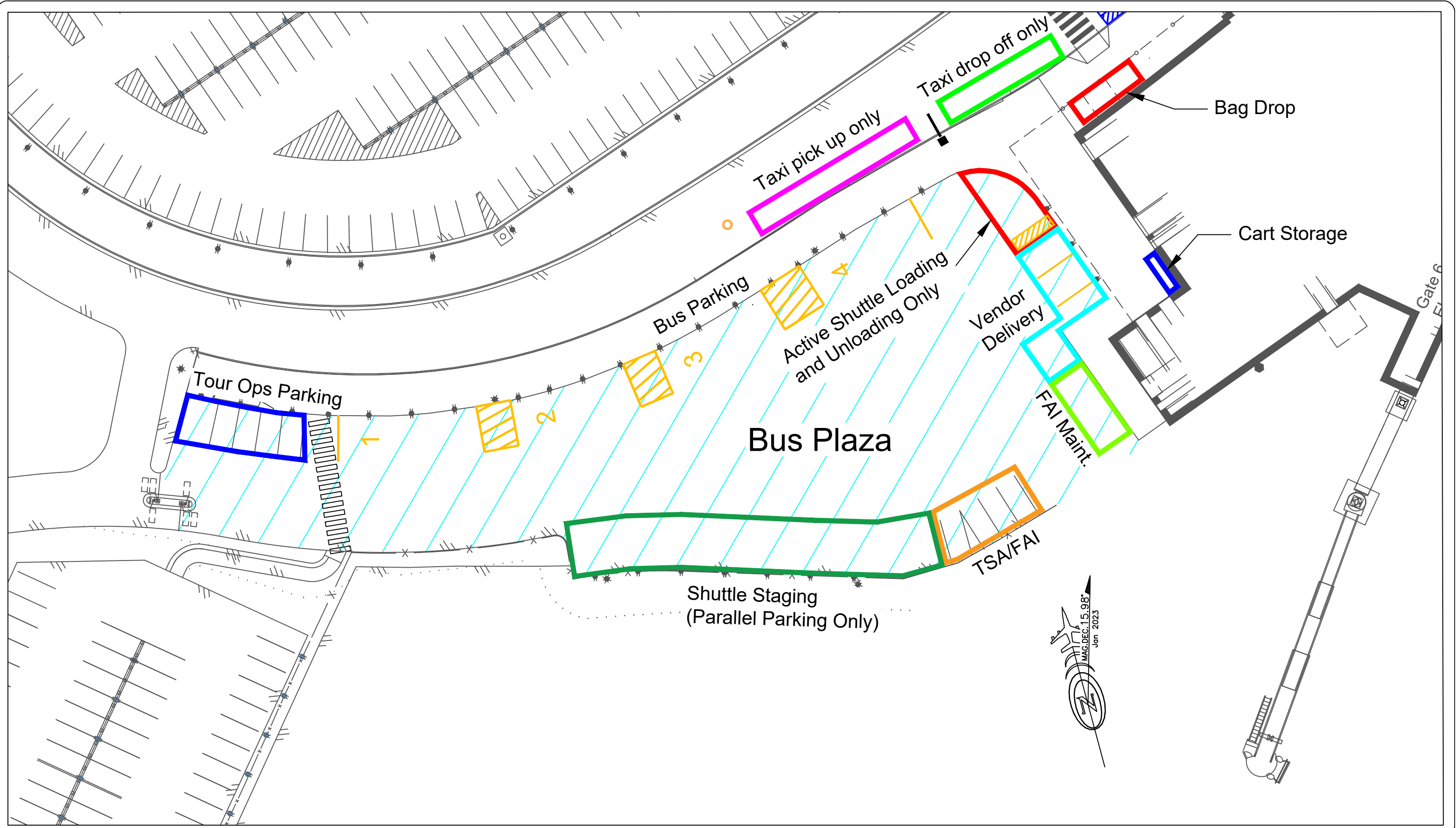
The above privileges are contingent upon current TSA Security Restrictions and may be altered or revoked at any time without prior notice.

### **Meeting and Greeting Passengers**

Passengers shall not be gathered in such a manner as to hinder passenger flow within the terminal.

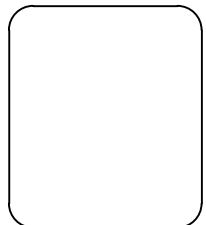
Tour companies have the option to rent space in the terminal for gathering their passengers. Both counter and baggage cart storage space is available. For information concerning counter and/or baggage cart storage locations, availability, and rates, please call Airport Leasing at (907) 474-2520 or (907) 474-2549. Tour companies that do not rent counter space must submit a plan for approval to the Airport Leasing Office at (907) 474-2520 or (907) 474-2549.

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BY	DATE	REVISIONS

STATE OF ALASKA  
 DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES  
 FAIRBANKS INTERNATIONAL AIRPORT



Terminal Parking Lot  
 South Lot A  
 March 2023



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