



John Glenn Columbus International Airport (CMH) 2026 Commercial Ground Transportation Permit Application

****The Columbus Regional Airport Authority ("CRAA") reserves the right to request any additional information from any applicant that it deems necessary, in its sole discretion, to ensure the safety and security of our customers and facilities.****

Electronic fillable versions of this application are available at: <https://columbusairports.com/doing-business-with-us/ground-transportation-services>

Applications may be submitted:

- In person at the CRAA Parking & Ground Transportation office next to the north loading dock,
- By mail at: Columbus Regional Airport Authority
Attn: Parking & Ground Transportation, GT Permit
4600 International Gateway
Columbus, Ohio 43219
- By email to: pgtcmh@columbusairports.com.

Questions regarding this Application for GT Permit may be directed to **Vicki Miller, Manager, Parking & Ground Transportation Operations** at vmiller@columbusairports.com or (614)239-3088.

Business and Contact Information

Company Name (Legal business name)	
DBA/Trade Name (If different)	
Type of business	☐ Pre-Arranged ☐ Hotel Courtesy ☐ Taxi (metered) *attach valid City of Columbus license ☐ Medical Transport *attach valid Ohio certification ☐ Charter Bus USDOT# _____ PUCO# _____ ☐ Educational Institution ☐ Special Event
Vehicle Accessibility	Are all vehicles ADA accessible? ☐ Yes ☐ No *provide readily available equivalent services _____
Business Address	
City, State and Zip	
Mailing Address (If different)	
City, State and Zip	
Business Phone	
Business Website	

Primary Contact

Name/Title	
Email	
Phone/Fax	

Secondary Contact

Name/Title	
Email	

Phone/Fax	
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Applicant must complete and submit all required documents in this **Permit Application** and **Application Checklist**, including current vehicle registrations and proof of insurance.

All documents must be legible.

I Agree, Acknowledge and Attest that:

I am an authorized representative of and have the legal authority to enter into agreements on behalf of the Company listed above. I certify that the information contained in this Application, including its Checklist and required attachments, is true and accurate and that all applicable licenses, permits and other authorizations necessary to operate at John Glenn Columbus International Airport (CMH) have been obtained and submitted.

I understand the Company name and contact information provided may be displayed on CRAA’s website(s) as an authorized ground transportation provider.

I hereby agree to operate and do business at CMH in a manner that complies with all applicable federal, state and local laws, regulations and ordinances and in accordance with CRAA’s Rules and Regulations, which may be amended at any time.

I agree to indemnify, defend, and hold harmless CRAA, and its directors, officers, employees, agents, contractors, subcontractors, lessees, and sublessees ("the Indemnified Parties") from and against all liabilities, claims, costs, suits, demands, actions, damages, judgements, fines, losses, and expenses including, but not limited to, fees of attorneys or other professional consultants of CRAA's own choosing, arising out of, caused by, incidental to, or resulting from the use or exercise of the rights authorized by any Ground Transportation Permit issued by CRAA, provided that such liabilities, claims, costs, suits, demands, actions, damages, judgements, fines, losses and expenses are (i) attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property, and (ii) is caused in whole or in part by any negligent acts or omissions of the Applicant/Permit Holder, anyone directly or indirectly employed by it, anyone it allows to act on its behalf including driving vehicles operating under the name of the Applicant/Permit Holder, or anyone whose acts for whom it may be liable, regardless of whether or not such liabilities, claims, costs, suits, demands, actions, damages, judgements, fines, losses and expenses are caused in whole or in part by a party indemnified hereunder. Such obligation shall not be construed or negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to a party or person described herein.

I shall promptly reimburse CRAA, the other Indemnified Parties, and its successors and assigns, for any cost, expense, or fees of attorneys or other professional consultants of CRAA 's own choosing incurred on account of any such liabilities, claims, costs, suits, demands, actions, damages, judgements, fines, losses and expenses, or incurred in enforcing the terms of the license, permit or this Application. The indemnification obligations herein are not limited by a limitation on amount or type of damages, compensation or benefits payable by or for the Applicant/Permit Holder under worker's compensation acts, disability benefit acts, other employee benefit acts, or under any insurance coverage required or provided in the use or exercise of the rights authorized by any Ground Transportation Permit issued by CRAA.

I understand CRAA has the right to revoke and/or terminate any licenses, permits or other authority granted in its sole discretion.

Should there be any changes in the information or documents provided, I will notify the Airport’s Parking & Ground Transportation office immediately at:
pgtcmh@columbusairports.com.

Signature: _____ **Date:** _____

Name: _____

Title: _____



Office Use Only

Received _____

Commercial Ground Transportation Permit Application Checklist

Pick-up and Drop-off fees are assessed in accordance with the current Schedule of Fees, Rates and Charges, as approved by the CRAA Board of Directors.

A copy of the current *Schedule of Fees, Rates and Charges* is available online at: <https://columbusairports.com/about-us/investor-relations>.

A copy of the current *CRAA Rules and Regulations* is available online at:

<https://flycolumbus.com/wp-content/uploads/2023/11/20171110210629-section-502-rules-1.pdf>

Applicants must submit:

1. **Completed and Signed Permit Application**
2. **Vehicle Schedule**
3. **ACORD Certificates of Insurance** that meet the following criteria:
 - a. Commercial General Liability - coverage no less than **\$1,000,000**
 - b. Automobile Liability - coverage no less than **\$300,000** (\$500,000 if vehicles registered outside Ohio)
 - c. **CRAA must be listed as Certificate Holder and Additional Insured as:**
Columbus Regional Airport Authority
4600 International Gateway
Columbus, Ohio 43219
 - d. Minimum notice of 10 days for policy cancellations required
 - e. Must provide coverage for all vehicles listed on schedule unless certificate provides for "any auto"
 - f. Worker's Compensation Insurance or evidence not required to carry under Ohio law
4. **Credit Card Authorization** – Upon approval of a permit, the Applicant/Permit Holder agrees to pay by credit card pursuant to the Credit Card Authorization on file. If charges are invoiced, payment shall occur within thirty (30) days of the invoice date, with any fees assessed by CRAA. Applicant/Permit Holder also agrees that if at any time the account exceeds thirty (30) days past due, access to the Ground Transportation area will be restricted until the account is paid in full. CRAA may require Applicant/Permit Holder to pre-pay for future activity at CRAA facilities.
5. **ADA Questionnaire and Policy**

For approved permits, there is a **\$20 fee** for **each** Automatic Vehicle Identification ("AVI") sticker issued to all new vehicles in any fleet of permit holders. Any vehicle decals issued by CRAA will be immediately and permanently attached to the rear window of the vehicle for which they are assigned and may not be transferred from the vehicle to which they are assigned.

Damaged Decals - Mail or drop off the damaged decal and a new one will be issued. **CRAA CHARGES A \$5.00 REPLACEMENT FEE** for decals. If you sell a vehicle, the decal must be removed and returned to CRAA.

Decals are solely the property of CRAA and shall not be sold or conveyed to another party. Any person who fails to return a decal upon the request of CRAA, or upon the sale or transfer of the vehicle, may be reported to law enforcement.

Americans with Disabilities Act Information

The Americans with Disabilities Act (ADA) prohibits discrimination against "qualified individual(s) with a disability" on the basis of disability. The Federal Aviation Administration (FAA) requires that all airport services comply with the ADA including U.S Department of Transportation (DOT) regulations affecting the ADA, codified at 49 CFR parts 37 and 38, to accommodate passengers with disabilities. Additionally, private entities that provide ground transportation services at the airport (ground transportation providers) are required to comply with the ADA. As a result, any violations of the ADA, or related regulations, policies, or procedures, by a ground transportation provider may result in the nullification of any permit or agreement that results from this application.

To comply with the ADA, all ground transportation providers must provide reasonable accommodations or/and modifications to individuals that are "qualified individuals with disabilities" as defined in 42 U.S.C. § 12131. Additionally, all ground transportation personnel must be "trained to proficiency" as required under 49 CFR § 37.173. All ground transportation providers must utilize accessible vehicles as required under 49 CFR Part 37 Subparts D and E. Required accessibility standards for vehicles can be found under 49 CFR Part 38.

Americans with Disabilities Act (ADA) Questionnaire

Please answer the following questions, proceeding as instructed based on your answers.

Q1. Is your organization primarily in the business of transporting passengers? Examples of entities primarily engaged in the business of transporting passengers include charter bus companies, door-to-door shuttle services, taxis, limousines and transportation network companies. Examples of entities not primarily engaged in transporting passengers include rental car company shuttles, hotel shuttles, private parking lot shuttles, amusement park or resort shuttles and contractors operating on the behalf of any of the above.

_____ Yes – Proceed to Q2

_____ No – Skip to Q3

Q2. Does your fleet include vehicles with a capacity equal to or greater than 8 people including the driver?

_____ Yes – Skip to Q4

_____ No, we only operate automobiles carrying fewer than 8 passengers – skip to Q8

Q3. Does your fleet include vehicles with a capacity greater than 16 people including the driver?

_____ Yes – Skip to Q5

_____ No – Skip to Q7

Q4. For vehicles with a capacity greater than 8 (including driver), were any vehicles purchased new?

_____ Yes – Proceed to Q5

_____ No – No, all vehicles were purchased pre-owned – skip to Q8

Q5. Do you operate any fixed route service to or from John Glenn International Airport (CMH)? A fixed route service includes any transportation operating either continuously or on a fixed schedule where the passenger does not need to make any type of advanced reservation.

_____ Yes, we offer scheduled or continuous service to or from CMH – proceed to Q6

_____ No, we only offer service in response to a demand by the customer – skip to Q7

Q6. Do all vehicles servicing CMH comply with ADA standards for accessibility? Accessibility standards for vehicles can be found at 49 CFR Part 38. They include specifications and requirements for lifts, ramps, seating, securement devices, lighting, signage, PA systems, etc.

_____ Yes – Skip to Q9

_____ No – per FAA regulations, all vehicles must comply or you must partner with a 3rd party to perform ADA transportation, otherwise your permit will not be approved.

Q7. Do you offer equivalent service to people with disabilities? “Equivalent Service” prohibits discrimination against persons with disabilities with respect to the following criteria: Schedule/Response Time, Fares, Geographic Area of Service, Hours and Days of Service, Availability of Information, Reservations Capability, Capacity, Priority or Trip Purpose Restrictions. Additional information can be found at 49 CFR 37.105.

_____ Yes – Skip to Q9

_____ No – per FAA regulations, your permit will not be approved until equivalent service is offered.

Q8. Do you allow passengers to bring service animals into your vehicle(s), and are drivers trained to proficiently assist people with disabilities (including sight, hearing and mobility disabilities)?

_____ Yes – Please attach a copy of your company’s ADA policy outlining this training.

_____ No – per FAA regulations your permit will not be approved.

Q9. Does your company have an ADA policy document which meets the following requirements? Your ADA policy MUST address the following:

- ADA specific training provided to your drivers/representatives for assisting people with disabilities (including sight, hearing and mobility), as well as operation of the ADA accessible devices if installed in vehicles.
- Procedures for meeting obligations to provide accessibility or equivalent service to:
 - o People in wheelchairs and mobility devices who are able to transfer from the wheelchair or mobility device, including the separate boarding of the wheelchair or device.
 - o People in wheelchairs and mobility devices who are unable to transfer from the wheelchair or mobility device.
 - o People with comfort or service animals.
 - o People with visual and/or hearing disabilities
- Process for addressing ADA related complaints.

_____ Yes – Please attach a copy of this policy to your application.

_____ No – per FAA regulations your permit will not be approved until this policy is provided.

Vehicle Schedule

Please list all vehicles in your fleet that will be used at CMH. A vehicle number is any identifying number assigned to the vehicle by your company and displayed on the exterior of the vehicle. If this does not apply, please write "N/A" in the blank. Please complete the vehicle's license plate number, state or registration, model year, make, model, VIN and passenger capacity, including the driver.

	Veh. No.	Lic. Plate	State	Year	Make	Model	VIN	Cap.
1								
2								
3								
4								
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Credit Card Authorization

To ensure prompt billing and accurate access charges, the below form authorizes CRAA Parking and Ground Transportation Department to charge the credit cards kept on file and included in this Application for all access charges to and from the Ground Transportation area and the Airport. Please be advised, the number of trips will correspond to the number of charges (4 trips = 4 charges). Two (2) credit cards are required and CRAA will charge the credit card designated as primary nightly for the previous day; provided, however, the secondary credit card will be used if the primary card is unable to accept the charges for any reason. In the event both credit cards are unable to be charged, Permit Holder may be subject to deactivation of all AVI devices until payment is received. All AVI devices issued to Permit Holder will be included in this system regardless of the access fee associated with the device or the frequency of use. Permit Holders activity for the previous month will be emailed to the email address provided in this application. Please contact the Parking & Ground Transportation office with any credit card changes as soon as possible. Be advised that your primary and secondary credit cards must be able to accept our daily charges; please ensure both cards have enough credit availability each day. Frequent denied transactions may result in the suspension, revocation or termination of your Ground Transportation permit.

Credit or debit cards only. Prepaid cards do not work with our system.

For the security of your payment information, please do not email credit card information.

Billing Information

Company Name	
DBA Name	
Address	
City, State, Zip	
Billing Contact/Title	
Email	
Phone/Fax	

Office Use

Permit Type	
Notes	

Primary Credit Card

Name on Card	
Card Number	
Expiration	CVV:
Card Type	

Secondary Credit Card

Name on Card	
Card Number	
Expiration	CVV:
Card Type	