



December 01, 2020

Re: Ground Transportation Service Provider Application & Permit 2021

To Whom It May Concern,

If your organization plans on operating a ground transportation service at the Airport during calendar year 2021, your business must complete the *Friedman Memorial Airport Ground Transportation Service Provider Application & Agreement*. Applications are due by **December 17, 2020**. Vehicle permit(s) will be distributed upon completion and approval of the application.

We have received inquiries regarding calendar year 2021 rates given the current global pandemic. We appreciate our ground partners and are willing to offer the following as relief for calendar year 2021:

- No change fees will be charged to add or reduce vehicles on a quarterly basis.
- Service providers only pay for one quarter at a time.

These changes will assist service providers in right sizing the fleet based on demand each quarter.

Rates will be charged on the following schedule: Required ***\$200.00 annual processing fee***. As mentioned above companies will have the opportunity to add or drop vehicles quarterly. Quarterly notifications will be sent via email and mail to the mailing address on file. If the notices are not received by the due date, then invoices will be generated based on the prior quarter invoice.

All services providers subject to an inspection **MUST** schedule an appointment. You can schedule an appointment or review requirements online at www.iflysun.com/permits-applications/ or by phone at 208-788-4957. Please see attached requirements for appointment safety measures. **Drop-ins will not be serviced.**

Permits will **NOT** be issued until the FMA GTSP Inspection Checklist has been signed by an Airport Administrator and **ALL** the following documentation has been submitted and approved:

- Friedman Memorial Airport Ground Transportation Service Provider Application & Agreement
- A copy of all Hailey and Ketchum chauffeur licenses for all drivers operating for your organization
- A copy of all vehicle registration(s)
- A copy of all vehicle insurance card(s)
- Applicable Fees

**Please note that the office will be closed on the following days in observation of federal holidays: December 23rd, 2020 – December 27th, 2020 & December 30th, 2020 – January 3rd, 2021.*



Please be aware that providing Ground Transportation Services at the Airport without a valid permit is a violation of Regulation 94-1 (enclosed) as well as City of Hailey Ordinance No. 456 §1, 1982 (enclosed) requirements.

If you have any questions, or if you need additional information, please contact our office at your earliest convenience.

Sincerely,

Sarah Funk
Business Operations Coordinator
Friedman Memorial Airport
sarah@iflysun.com
(208) 788-4956 x103

CC: Brent Davis, Finance & Administration Manager

FRIEDMAN MEMORIAL AIRPORT GROUND TRANSPORTATION SERVICE PROVIDER APPLICATION & AGREEMENT 2021

Applicant Information

Select One:

☒ For Hire

☐ Hotel/Courtesy

☐ Interstate

☐ Non-GTSP

Company: _____

Contact: _____

Mailing Address: _____

Phone: _____

Business

Mobile

Email: _____

Website:

Permit Fees

Description	Amount
Annual Processing Fee	\$ 200.00
Vehicle Permit Fee: \$100.00 per vehicle/per quarter (15 or less passengers) Quarter 1: _____ Quarter 2: _____ Quarter 3: _____ Quarter 4: _____	_____
Vehicle Permit Fee: \$150.00 per vehicle/per quarter (16 or more passengers) Quarter 1: _____ Quarter 2: _____ Quarter 3: _____ Quarter 4: _____	_____
Total Amount Due*	_____

*Make check payable to Friedman Memorial Airport

Vehicle Information						
Year & Make	Model	Color	License No.	VIN #	Ins. Rec.	Permit No.*

*To be assigned by Friedman Memorial Airport Manager's Office

Current Drivers					
First Name	Last Name	Address	Chauffer License No.	Expiration of Chauffer License	Most Current Copy Received

Proof of City of Hailey License

Attach a copy of current City of Hailey Taxi License.

License issue date: _____

I certify that I have read, understand and agree to comply with the terms and conditions of *Friedman Memorial Airport Authority Amended Regulation 94-1*; that all the information I have provided with this Application is current, complete and accurate; and that I am personally obligated to immediately report changes in the information provided with this Application to the Airport Manager's Office.

Signature (Permittee Only)

Date

Typed/Printed Name

Point of Contact Name

Typed/Printed Title

Point of Contact Phone

Entered into on behalf of Friedman Memorial Airport Authority, Friedman Memorial Airport



Friedman Memorial Airport
Standard Operating Procedure (SOP) – Administrative 200-01
Airport Ground Transportation Inspection Appointment SOP
Effective date: November 15, 2020

Friedman Memorial Airport (SUN) is dedicated to the health of staff, customers, and community. COVID-19 has required FMA to reconsider inspection procedures to protect staff and external users (customers). As of November 15, 2020 FMAA, SUN inspections will be by **appointment only**, walk-in's will not be permitted.

Requesting Inspection Appointments:

- Online security information link: <https://iflysun.com/permits-applications/>
- Call to schedule at 208-788-4956
- Email at fmaa@iflysun.com

Arriving to the Appointment:

- Customer must remain in their car until asked to come in via text or call
- Protective masks are recommended while visiting the Airport Operations Building. Protective masks will be provided.
- Customers **MUST** sanitize their hands when entering and exiting the appointment. (sanitizer will be provided)
- To comply with Centers for Disease Control (CDC) social distancing, inspections will be scheduled on an individual basis.
- Payment of fees: Bankcard or check, **cash will no longer be accepted.**

What to Expect from Your Inspection Official

- The inspection official will sanitize and/or wash their hands before applying gloves, wear a protective face mask.
- During the inspection process customers may be asked to utilize specific writing instruments, sanitize, and/or wash your hands.
- The inspection official will escort you out of the building and then sanitize and disinfect touched areas and administrative office.

Denial of Services

- It will be at the discretion of the Airport Administrative Staff or designated agent to refuse service to anyone exhibiting symptoms of an infectious or contagious disease. I.e. COVID-19, the flu, various viruses, pneumonia, and other potentially harmful diseases.

- Customers may be asked to provide a temperature reading at any time during the inspection process. Temperatures will be captured by touchless thermometer, a reading above 100.4 will require rescheduling.
- If a customer does not comply with this SOP they may not be allowed in the building or escorted out of the building.
 - If the customer is unwilling to leave, law enforcement may be called, and the individual will be escorted off premises.

Reschedule Your Appointment if:

- You have the following symptoms:
 - Fever above 100.4 or warm to the touch
 - Chills and/or chills with repeated shaking
 - Difficulty Breathing/shortness of breath
 - Persistent Cough
 - Other respiratory issues, sneezing, wheezing, congestion
 - Muscle Pain
 - Headache
 - Sore Throat
 - New loss of taste and/or smell
- Have had direct contact with someone that has or has had an active COVID-19 infection within the last 21 days. Direct contact as it applies in this SOP: physical contact **OR** within six feet of an individual exhibiting symptoms.
- Is awaiting testing results, have had symptoms, and/or sought medical attention.

Considerations after having a communicable disease or infection

SUN will follow CDC return to public activity guidelines after an infection:

- Three days have passed since the recovery of symptoms
 - Recovery is defined as improvement of respiratory symptoms **AND** fevers have been remedied without the use of medication specifically used for fevers
 - **AND** at least seven days have passed since the first onset of symptoms.

SUN will keep the following stocked items:

- Hand sanitizer
- Face masks
- Gloves
- Disinfectant Wipes

SUN has implemented internal and external standard procedures to ensure the health and safety of staff and the community.

Friedman Memorial Airport For Hire Ground Transportation Applicant Checklist*

Before an applicant will be issued a ground transportation permit, the following must be supplied, reviewed, and approved by Airport Management. All information provided shall comply with requirements stated in Amended Friedman Memorial Airport Authority Regulation 94-1.

- _____ Ground Transportation Service Provider Application & Agreement completed and signed by authorized representative
- _____ Copy of current City of Hailey Taxi License
- _____ Current Certificates of Insurance
- _____ City of Hailey Vehicle Inspection Forms
- _____ Vehicle Registration
- _____ Permit fees due
- _____ 2020 Approved Fare Schedules
- _____ Friedman Memorial Airport GTSP Vehicle Inspection Checklist signed by Airport staff
- _____ Company identifying clothing

*Applicant is responsible for complying with the requirements of the Ground Transportation Service Providers Application & Agreement and the Amended FMAA Regulation No. 94-1.