Airport Ground Transportation Policy

PURPOSE

The purpose of this Policy is to establish reasonable, non-discriminatory standards governing commercial ground transportation activities at Lawrence Regional Airport (LWC), ensure fair competition among providers, recover costs associated with the use of Airport facilities and infrastructure, maintain safe and efficient operations, and support the Airport Sponsor's obligation to operate the Airport in a financially self-sustaining manner consistent with applicable FAA Grant Assurances.

SCOPE

This Policy applies to all persons, businesses, corporations, partnerships, limited liability companies, transportation network companies, vehicle rental companies, vehicle sharing platforms, and other commercial transportation providers conducting business on Airport property.

No person or entity may conduct commercial ground transportation activities on Airport property without first obtaining any permits, approvals, agreements, and insurance required by this Policy.

GOVERNANCE

This policy is governed by the City of Lawrence, KS, under the general direction of the Municipal Service & Operations (MSO) Division – Airport. The Airport General Manager is responsible for compliance, enforcement, and general adherence to this policy. The Director of MSO is responsible for adopting updates and revisions to this policy as applicable.

RESPONSIBILITIES

The airport as a public-use airport must ensure compliance with FAA regulations and guidance, particularly relating to Grant Assurances. The airport, under the direction of the Airport General Manager, will ensure enforcement of this policy to provide a non-discriminatory method for Ground Transportation Operators to conduct business at the Lawrence Regional Airport.

All commercial transportation providers shall:

a. Maintain all licenses required by applicable federal, state, and local law.

b. Maintain insurance coverage in amounts established by the City of Lawrence and provide proof of coverage upon request.

c. Comply with all Airport Rules and Regulations, Minimum Standards, Lease Agreement Provisions, Security Procedures, and applicable laws.

d. Conduct operations in a safe, orderly, and professional manner.

e. Provide requested operational and financial reports necessary to verify compliance with this Policy.

f. Pay all applicable fees, permits, and charges established by the Airport.

g. Commercial transportation providers shall defend, indemnify, and hold harmless the City of Lawrence, its officers, employees, agents, and representatives from claims arising from the provider's operations at the Airport to the extent permitted by law.

DEFINITIONS

A. On-Airport Rental Car Operator

A vehicle rental company maintaining office space, counter space, parking facilities, customer service facilities, or other business presence on Airport property.

B. Off-Airport Rental Car Operator

A vehicle rental company that provides rental vehicles to Airport customers but does not maintain a permanent business location on Airport property.

C. Transportation Network Company (TNC)

A company operating a digital network or platform that connects passengers with drivers for transportation services, including but not limited to Uber, Lyft, and similar providers.

D. Taxi Operator

Any licensed taxicab service providing transportation for compensation to or from the Airport.

E. Vehicle Sharing Operator

Any person or entity utilizing a vehicle-sharing platform, including but not limited to TURO or similar services, for commercial vehicle rentals originating from or terminating at Airport property.

F. Courtesy Vehicle

A vehicle owned or leased by an authorized Airport tenant and provided to customers, crew members, or guests without charge and without generating direct or indirect revenue. Courtesy vehicles may not be provided for more than 24 hours, provided at no charge, are intended for temporary transportation to an “entity” (comprised of an individual, or group of individuals or portion thereof), and must not directly generate revenue.

No FBO or SASO with a Lease Agreement at the airport shall operate more than four (4) Courtesy Vehicles. Vehicles exceeding this limit shall be considered a commercial rental operation subject to this Policy.

G. Airport-Generated Gross Revenues

Revenue derived from vehicle rentals originating from, delivered to, picked up from, reserved through, marketed through, or otherwise facilitated using Lawrence Regional Airport property or customers arriving at or departing from the Airport.

POLICY STATEMENT

Section 1 On-Airport Rental Car Operators

Permit Required

All On-Airport Rental Car Operators shall enter into a written Concession Agreement or Operating Agreement with the Airport.

Fees

Each On-Airport Rental Car Operator shall pay the greater of:

a. Ten percent (10%) of gross revenues generated from Airport-originated rentals; or

b. A Minimum Annual Guarantee (MAG) of Three Thousand Dollars ($3,000.00).

c. A Customer Facility Charge (CFC) per vehicle per day. Daily rate to be defined in the Airport’s Rates and Charges. As of August 2026, the daily CFC rate is $3.

Parking

Rental vehicle storage areas shall be assigned by the Airport and subject to applicable parking fees.

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Section 2 - Off-Airport Rental Car Operators

Permit Required

Off-Airport Rental Car Operators serving Airport customers shall obtain an annual Commercial Ground Transportation Permit.

Annual Permit Fees

Each Off-Airport Rental Car Operator shall pay the greater of:

a. Twelve percent (12%) of gross revenues generated from Airport-originated rentals; or

b. A Minimum Annual Guarantee (MAG) of Five Thousand Dollars ($5,000.00).

c. A Customer Facility Charge (CFC) per vehicle per day. Daily rate to be defined in the Airport's Rates and Charges. As of July 2026, the daily CFC rate is $3.

Reporting

The Airport may require periodic reporting of Airport-generated transactions for auditing and compliance purposes.

Parking

Any reserved parking spaces shall be subject to applicable parking fees.

Section 3 – Transportation Network Companies (TNC)

Permit Required

Transportation Network Companies providing pick-up or drop-off services at the Airport shall obtain an Airport permit and execute any required operating agreement.

Fees

One Dollar ($1.00) per passenger pick-up.

One Dollar ($1.00) per passenger drop-off.

Reporting

The Airport may require electronic reporting sufficient to verify trip activity and fees due.

Designated Areas

The Airport may designate specific locations for passenger loading and unloading.

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Section 4 – Taxi Operators

Permit Required

Taxi Operators conducting business at the Airport shall obtain an annual Commercial Ground Transportation Permit.

Fees

a. Five Hundred Dollars ($500.00) annually.

The Airport may establish permit fees, trip fees, staging fees, or other charges through the Airport Rates and Charges Schedule.

Operating Requirements

Taxi Operators shall comply with all local licensing requirements and Airport operational procedures.

Section 5 – Vehicle Sharing Operators (Turo or Equivalent)

Permit Required

Any person or entity utilizing a vehicle-sharing platform to conduct commercial vehicle rental activity from Airport property shall obtain an annual Vehicle Sharing Permit.

Annual Permit Fee

b. Five Hundred Dollars ($500.00) annually.
c. A Customer Facility Charge (CFC) per vehicle per day. Daily rate to be defined in the Airport's Rates and Charges. As of August 2026, the daily CFC rate is $3.

Parking

All vehicles utilized for vehicle-sharing activity shall be parked only in Airport-approved locations.

Compliance

Vehicle-sharing activity shall not interfere with Airport operations, customer parking availability, or Airport security.

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Section 6 – Reserved Commercial Parking

The Airport may designate parking spaces for commercial transportation providers.

Reserved commercial parking spaces shall be subject to a monthly fee of Fifty Dollars ($50.00) per space.

The Airport reserves the right to reassign, modify, increase, decrease, or eliminate reserved parking areas as operational needs require.

Section 7 – Audits and Records

The Airport may inspect records, reports, and supporting documentation reasonably necessary to verify compliance with this Policy.

Failure to provide requested information may result in suspension, revocation, or denial of operating privileges.

The Airport may require certified annual revenue reports and may audit the books and records of any commercial transportation provider upon reasonable notice to verify fees owed under this Policy

Section 8 - Enforcement

The Airport General Manager may temporarily suspend operating privileges when necessary to protect public safety, airport operations, or Airport property.

The Airport may suspend, revoke, or deny permits for failure to comply with this Policy, Airport Rules and Regulations, Minimum Standards, applicable agreements, or applicable law.

Enforcement actions shall be applied in a reasonable, consistent, and non-discriminatory manner.

Section 9 – Fees and Adjustments

The fees established in this Policy may be amended from following approval through the Airport's adopted Rates and Charges Schedule or other approved City process without requiring amendment of this Policy.

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Section 10 – No Exclusive Rights

Nothing in this Policy shall be construed as granting any exclusive right to conduct commercial ground transportation activities at Lawrence Regional Airport. All qualified providers meeting the requirements of this Policy shall be afforded reasonable access to the Airport on reasonable and non-discriminatory terms.

EXCLUSIONS OR SPECIAL CIRCUMSTANCES

Any waiver, exclusion, or special circumstance shall be documented in writing to the Airport and applied in a reasonable, non-discriminatory manner consistent with FAA Grant Assurances and applicable Airport policies.

APPROVAL AND VERSION CONTROL

XX *Date*

NAME	DATE	Changes to the previous version
XX	XX/XX/2026	Policy created

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