

**COLUMBUS REGIONAL AIRPORT AUTHORITY  
4600 INTERNATIONAL GATEWAY  
COLUMBUS, OHIO 43219**

**2024 COURIER PERMIT APPLICATION INSTRUCTIONS**

The Columbus Regional Airport Authority ("Authority") requires certain users of the John Glenn Columbus International Airport ("Airport") North Loading Dock and North Arrivals Pad (together the "Loading Docks") to obtain an annual permit to do business at the Airport. The 2024 Courier Permit fee is \$1,400.00 and includes all approved vehicles and drivers for the courier company. The Courier Permit allows approved vehicles to access to the Loading Docks for business purposes. Vehicle inspections are mandatory for all vehicles for each and every trip to the Airport. Loading dock rules and regulations are subject to change at the Authority's discretion. Regulation changes will be posted on the North Loading Dock bulletin board. Included in this application are two (2) forms. Instructions for each form are listed below.

- The first form, titled "**Courier Company and Supervisor Permit Application Form**," must be submitted by each courier company. One form per courier company is required.
- The second form, titled "Courier Company Driver Permit Form" must be submitted by each driver of a courier company and accompanied by two (2) color passport size photos. The signature of the courier company's supervisor is required on the Permit Form in order for a driver to obtain their individual driver permit.
- Any company filing for a Courier Permit after January 31, 2024, will be charged a prorated fee of \$116.67 per month for the remainder of the year. This prorated fee will be applicable only if the company has not utilized the loading dock prior to filing the application. The prorated fee will include all months remaining in the year; no permits will be accepted for select months of the year.
- A \$5.00 reissue fee will be assessed for any lost permits, up to one reissued permit.
- Upon notification of approval of a company's 2024 Courier Permit, drivers may apply in person for their individual permit.

**TO ENSURE TIMELY PROCESSING OF YOUR 2024 COURIER PERMIT, APPLICATIONS, INCLUDING THE PERMIT FEE OF \$1,400.00, MUST BE RECEIVED BY DECEMBER 30, 2024. NO APPLICATIONS OR PERMITS WILL BE PROCESSED AFTER NOON ON DECEMBER 30, 2024. PLEASE MAIL APPLICATIONS TO:**

**COLUMBUS REGIONAL AIRPORT AUTHORITY  
GROUND TRANSPORTATION DIVISION  
4600 INTERNATIONAL GATEWAY  
COLUMBUS, OH 43219**

**PLEASE CONTACT THE PARKING AND GROUND TRANSPORTATION OFFICE WITH ANY QUESTIONS.**

Jennifer Scott  
P&GT Sr. Specialist  
614-239-3126  
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**COLUMBUS REGIONAL AIRPORT AUTHORITY  
PARKING AND TRANSPORTATION DIVISION  
614-239-3024 / 614-239-2314 Fax**

**2024  
Courier Company and Supervisor Permit Application Form**

1. General Information

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email of Contact Person: \_\_\_\_\_

Below is a list of the supervisors permitted to sign on the Courier Permit Form.

1. (Please print) \_\_\_\_\_ Signature \_\_\_\_\_

2. (Please print) \_\_\_\_\_ Signature \_\_\_\_\_

**All drivers must submit in person two (2) passport size pictures to the Ground Transportation Office. Driver must also bring their valid Driver's License and the Courier Driver Permit Form signed by one of the Supervisors listed above.**

**I hereby certify that the Courier Company and Supervisor Permit Application information is true and correct. In addition, I understand that Driver Permits may not be transferred from the driver to whom they are issued and the Ground Transportation Office must be notified if the Courier Company no longer employs or contracts with the driver. Vehicles not displaying a valid Driver Permit will be impounded immediately.**

**Signature \_\_\_\_\_ Date \_\_\_\_\_**



**COLUMBUS REGIONAL AIRPORT AUTHORITY  
PARKING AND TRANSPORTATION DIVISION**

**2024  
Courier Driver Permit Form**

Name of Company: \_\_\_\_\_

Name of Driver:(print) \_\_\_\_\_

Driver License No./State of Issue \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Vehicle #1 Make / Model: \_\_\_\_\_ License Plate No: \_\_\_\_\_

Vehicle #2 Make / Model: \_\_\_\_\_ License Plate No: \_\_\_\_\_

Name of Supervisor: (print) \_\_\_\_\_ Phone #: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

*I certify that the above named is an employee/independent contractor of the above named Courier Company and have verified this information.*

**I fully understand that this permit is only for the driver and vehicles listed above. I also understand that failure to display the Driver Permit at all times may result in parking citations and the immediate impound and removal of my vehicle at my own expense. I agree to notify the Parking and Transportation office if any of the information above changes. In addition, I agree to maintain compliance with all Federal, State, and Local Laws, Rules, and Regulations, including, but not limited to, the Columbus Regional Airport Authority Traffic and Parking Rules.**

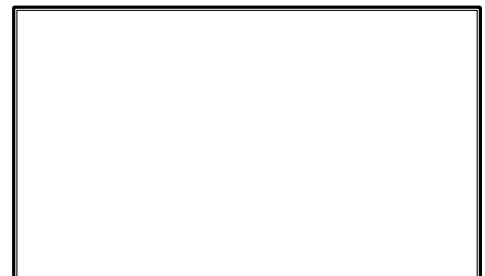
Driver's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*\*\*\*OFFICE USE ONLY\*\*\*\*\***

Permit No. Issued: \_\_\_\_\_

Issued By: \_\_\_\_\_

Issue Date: \_\_\_\_\_



## **Ground Transportation Loading Dock PROCEDURES AND GUIDELINES**

Pursuant to the Columbus Regional Airport Authority Rules and Regulations, Section 201.05D, Loading Zones, "The Authority shall determine location of passenger and freight loading docks and curb loading zones and shall place and maintain appropriate signs indicating the same and stating the hours during which they may be lawfully used."

The Authority hopes to form a working partnership with couriers, vendors, and contractor companies in adhering to the procedures and guidelines to be followed when using the Loading Dock. It is imperative to maintain these procedures and guidelines to ensure an orderly and expeditious flow of vehicle and pedestrian traffic.

### **Rules for the use of the John Glenn Columbus International Airport Loading Dock:**

- Vehicles over 12' 6" are prohibited.
- Vehicles **must** be inspected before they are left unattended.
- Vehicles must be marked with the company name, and or logo. Unmarked vehicles must display a placard in the windshield at all times.
- Drivers should use the courtesy phone located on the dock to contact Airport Tenants upon arrival so deliveries may be retrieved in an expeditious manner.
- Deliveries, baggage and small freight items **must not be left unattended** on the dock. Items left unattended may be confiscated by the Public Safety or Ground Transportation Departments.
- Drivers are not permitted in restricted areas without a proper ID and/or escort.
- All contractors and couriers must pay the appropriate fees, obtain and display a permit at all times.
- Use of the Loading Dock or other designated areas by Contractors is restricted to loading and unloading of tools and supplies only.
- Loading Dock permits are issued to each individual driver by the Ground Transportation Office and cannot be used by any person other than to whom the permit was issued.
- Smaller delivery vehicles must utilize the parking provided along the south wall of the loading dock area, and leave the spaces against the dock for the larger delivery trucks.

**Lost or stolen Courier/Contractor permits must be reported to the Ground Transportation Office immediately and can only be re-issued with a notarized statement from the individual stating the circumstances of the lost or stolen permit. A \$5.00 re-issue fee must be paid to the Parking & Ground Transportation Office, temporarily located at 1441 Stelzer Road, Columbus, OH, Monday through Friday, 8:00 a.m. - 4:30 p.m.**

### **PENALTIES**

- Non-permitted courier companies and their drivers are subject to citations and/or vehicle removal at the operator's expense (Section 201.A.2).
- Vehicles blocking the trash dumpsters are subject to citations and/or vehicle removal at the operator's expense (Section 201.05).
- Courier and Contractor Loading Dock Permits are to be utilized for **Official Company Business Only** (Section 201.01.A.3). Misuse will result in the immediate, indefinite, revocation of the permit.
- **Permits must be displayed at all times** (Section 201.01.A.1). Failure to do so will result in the issuance of a citation and/or vehicle removal at the operator's expense.

These penalties apply only for Ground Transportation Guidelines as authorized by the Columbus Regional Airport Authority Rules and Regulations, which provide appeal procedures for all infractions.

Other enforcement actions can be pursued through the use of Federal, State and local laws and regulations, which may have additional penalties and separate and distinct appeal procedures.

Revised 10/25/23