



March 15, 2023

To: All Ground Transportation Operators

Subject: Notification of New Operating Agreement Requirements

We are writing to notify All Ground Transportation Operators of a requirement to renew your airport operating agreements. While significant changes are not included in the new agreement, we encouraged to carefully review the documents to ensure a full understanding of your obligations.

Pursuant to our requirements to operate at SeaTac Airport, you **must sign and submit new agreements no later than Friday, April 28, 2023**. New agreement packets will be distributed and emailed or mailed to all current operators.

<b>Online</b>	<a href="http://www.portseattle.org/page/ground-transportation-commercial-operators">www.portseattle.org/page/ground-transportation-commercial-operators</a> or <a href="http://www.portsesattle.org">www.portsesattle.org</a> click on each to find the GT operator’s specific page: SEA Airport → Ground Transportation → Commercial Ground Transportation Operators (for Commercial Operators Only).
<b>Office</b>	Ground Transportation Office located on the 3 <sup>rd</sup> floor airport parking garage.

Below are methods in which you may **submit** your new agreement:

<b>Email</b>	<a href="mailto:anderson.j2@portseattle.org">anderson.j2@portseattle.org</a> (JJ Anderson) and <a href="mailto:crosby.k@portseattle.org">crosby.k@portseattle.org</a> (Krista Crosby)
<b>Mail</b>	Port of Seattle Attn: Ground Transportation / Agreement PO Box 68727 Seattle, WA 98168
<b>Drop Off</b>	Ground Transportation Office located on the 3 <sup>rd</sup> floor airport parking garage.

We highly encourage you to submit the agreement as early as possible before the **Friday, April 28<sup>th</sup> deadline**. To operate at SeaTac Airport, we need to have all required forms on file. If we do not receive all the completed forms by the deadline, we may deny operating privileges until you are in compliance. Note, companies with outstanding fines owed, will not be approved to operate until paid in full.

If you have any questions or concerns, please contact JJ, Krista or the Ground Transportation booth at 206 787-5906 or online [www.portseattle.org/page/ground-transportation-commercial-operators](http://www.portseattle.org/page/ground-transportation-commercial-operators). We appreciate the opportunity to work with you and your cooperation in this effort.

**REQUIRED TO SUBMIT**

[Airporters](#)

- Agreement signed by the Company Owner
- Current Certificate of Insurance (See page 12 of agreement for specific details)
- Evidence of the Vehicle Registration for each vehicle showing the Vehicle Identification Number (VIN) and vehicle license plate number
- The dimensions of each vehicle including weight, height, and overall dimension, including a unique vehicle number (is so designated in your operation) for each vehicle.
- Authorized with the U.S. Department of Transportation Federal Motor Coach Carrier Safety Administration
- Company Information Form

### Charter Bus Operators

- Agreement signed by the Company Owner
- Current Certificate of Insurance (See page 12-13 of agreement for specific details)
- Evidence of the Vehicle Registration for each vehicle showing the Vehicle Identification Number (VIN) and vehicle license plate number
- The dimensions of each vehicle including weight, height, and overall dimension, including a unique vehicle number (is so designated in your operation) for each vehicle.
- Authorized with the U.S. Department of Transportation Federal Motor Coach Carrier Safety Administration
- Company Information Form

### Crew Van Operators

- Agreement signed by the Company Owner
- Current Certificate of Insurance (See page 13 of agreement for specific details)
- Companies with more than one vehicle need to provide an endorsement for the commercial general liability insurance that shows the POS as an additional insured.
- Evidence of the Vehicle Registration for each vehicle showing the Vehicle Identification Number (VIN) and vehicle license plate number
- The dimensions of each vehicle including weight, height, and overall dimension, including a unique vehicle number (is so designated in your operation) for each vehicle.
- Company Information Form

### Courtesy Vehicles

- Agreement signed by the Company Owner
- Current Certificate of Insurance (See page 12 of agreement for specific details)
- Evidence of the Vehicle Registration for each vehicle showing the Vehicle Identification Number (VIN) and vehicle license plate number
- The dimensions of each vehicle including weight, height, and overall dimension, including a unique vehicle number (is so designated in your operation) for each vehicle.
- Company Information Form
- Every vehicle must have an AVI affixed to the windshield.

### Belled-In Operators\*

- Agreement signed by the Company Owner
- Current Certificate of Insurance naming the Port of Seattle as an additional certificate holder
- Current Vehicle Registration Certificate signed by the legal owner.
- Current Department of Licensing Certificate with the current UBI Number
- Current Driver License King County For-Hire License
- Copies of Current King County For-Hire License for all Drivers
- Commercial Guaranty
- Company Information Form

### Parcel Operators\*

- Agreement signed by the Company Owner
- Current Certificate of Insurance
- Company Information Form

#### Prearranged Limousine Operators\*

- Agreement signed by the Company Owner
- Current Certificate of Insurance naming the Port of Seattle as an additional certificate holder
- Companies with more than one vehicle need to provide an endorsement for the commercial general liability insurance that shows the POS as an additional insured.
- Current Vehicle Registration Certificate signed by the legal owner.
- Current Department of Licensing Certificate with the current UBI Number
- Current Driver License and Chauffeur Credentials / King country For-Hire License
- Copies of Current Chauffeur Credentials / King County For-Hire License for all Drivers
- Commercial Guaranty
- Company Information Form

*\*Note: Belled-In, Parcel and Prearranged Limousine operators will not have a deadline. Companies will need to submit all required documents at the time of purchasing permit(s) / expired DOL.*