

LANDSIDE OPERATIONS OPERATING DIRECTIVE

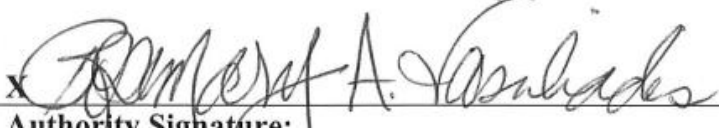
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**DEPARTMENT OF AVIATION
CLARK COUNTY AVIATION SYSTEM**

OPERATING DIRECTIVES

Title: Landside Operations Operating Directive	Number: 01-2-R007
 Authority Signature: ROSEMARY A. VASSILIADIS, DIRECTOR OF AVIATION	Effective Date: September 1, 2023
	No. of Pages: 27

OPERATING DIRECTIVE 01-2-R007: LANDSIDE OPERATIONS

This Operating Directive 01-2-R007, dated September 1, 2023 shall replace in total Operating Directive 01-2, dated June 1, 2001; Operating Directive 01-2-R001, dated November 15, 2001; Operating Directive 01-2-R002, dated July 1, 2003; Operating Directive 01-2-R003, dated October 1, 2009, Operating Directive 01-2-R004, dated May 23, 2016, and Operating Directive 01-2-R005, dated October 17, 2017, and Operating Directive 01-2-R006, dated February 3, 2020.

This Operating Directive 01-2-R007, Landside Operations Operating Directive, dated September 1, 2023, shall be effective September 1, 2023.

The ***Landside Operations Division*** is dedicated to providing an efficient, safe, and orderly parking and ground transportation system for the traveling public, and ensuring the efficient use of its limited capacity, respective to the physical constraints of the Harry Reid International Airport (Airport) facilities and the number of entities operating together in a common use facility.

A. INTRODUCTION

All ground transportation companies operating within the Airport premises, including its terminal buildings, roadways, parking facilities, curb frontages, rental car facility, and any other landside ground transportation facilities are governed by federal, state, and local regulations and the Airport Operating Directives, in conjunction with applicable Nevada Revised Statutes (NRS) and Clark County Code Title 20-Airports. A ground transportation company is defined as a for-hire commercial transportation company. The Director of Aviation or designee shall have the right to designate areas for all ground transportation and parking activities at the Airport to meet the operational needs of the Airport.

The Director of Aviation is authorized to implement an Automated Vehicle Identification (AVI) Program at the Airport under Title 20 Ordinance, Section 20.09.010. All AVI ground transportation activities and the associated Operators will be required to comply with the required AVI Operating Permit for this program and this Operating Directive.

Transportation Network Companies (TNC) are governed by the Operating Directive and are required to comply with their TNC Operating Permit.

B. APPLICABILITY

1. Operators Covered

Operators covered shall include, but shall not be limited to:

- a. Taxicab Operators
- b. Exclusive Operators
- c. Service/Delivery Vehicle Operators
- d. Courtesy Vehicle Operators
- e. Infrequent Operators
- f. On and Off-Airport Rental Car Operators
- g. Transportation Network Company (TNC) Operators
- h. Transportation Network Company (TNC) Commercial Drivers
- i. All Other Commercial Operators, including Non-Exclusive Operators and Tour Operators

2. Applicable Airport Facilities and Roadways

In general, applicable Airport facilities and roadways shall include, but are not limited to, any curbs or zones designated within any of the rental car facility, parking facilities, parking plazas, or parking lots, and also any Airport designated roadways or other areas or facilities as may be designated for such use from time to time by the Director of Aviation, or designee. For more information on maps and directions to Airport facilities, visit the www.harryreidairport.com website.

3. Private Vehicles

Unless otherwise specifically addressed herein, this Operating Directive shall also apply to private vehicles.

C. OPERATING AUTHORITY

1. Vehicle Documentation

Any ground transportation company which operates at the Airport, regardless of whether it owns, borrows, leases, or otherwise uses transportation vehicles

belonging to another party, must have on board, at all times during its use, a valid lease agreement, memorandum or letter of agreement or any other form of documentation necessary to establish ownership of the vehicle and the authority under which the vehicle is being operated.

- a. Said vehicles must prominently display a placard with letters not less than two inches in height, identifying the name of the company holding the authority under which operations are being conducted, including a Certificate of Public Convenience and Necessity (CPCN), Certificate of Public Convenience and Necessity-Taxicab (CPCT), Interstate Commerce Commission (ICC), Department of Transportation (DOT) or Contract Carrier Permit (CCP) number, or the identification of any other regulatory authority under which the carrier operates.
- b. The documentation set forth above must immediately be made available by the operator/driver for inspection upon request by any designated Department of Aviation (DOA) employee, Law Enforcement Officer, or duly authorized representatives of the Taxi Authority (TA) who are empowered to regulate taxicab operations and other motor vehicle carriers under jurisdiction of the Nevada Transportation Authority (NTA).
- c. Transportation Network Company (TNC) vehicles must prominently display Trade Dress, which shall mean a removable signage and/or recognizable TNC emblem(s), as well as any signage required by the Authority to be displayed on TNC Vehicles, which will allow Aviation, passengers, and enforcement personnel to identify TNC Vehicles at a distance of up to fifty (50) feet at all times, when such vehicles are on Airport property, and a laminated valid original Clark County Business License (per Clark County Ordinance Section 6.12.447) which must be affixed to the lower right side of the front windshield.

2. *Common or Restricted Motor Carrier Requirements*

In order to operate at the Airport, any motor carrier of passengers and/or their baggage, must have a current valid CPCN license or other form of authorization, issued by the NTA, ICC, DOT, and/or any other authority under which the motor carrier is required to be certificated in the State of Nevada and within Clark County.

3. *Required Certificates or Permits*

Any ground transportation company which operates at the Airport and charges a rate or a fare for such service must hold a valid NTA, ICC, and/or DOA Certificate or Permit, whichever is applicable, to provide such service and must comply with the Airport Operating Directives, federal, state and local rules, regulations, ordinances and laws currently in effect or promulgated in the future, and must

execute and comply with an operating permit and/or lease agreement issued by the DOA.

D. GROUND TRANSPORTATION OPERATORS

All ground transportation operators will, in and about the designated areas and elsewhere upon the Airport, exercise reasonable control over the conduct, demeanor and appearance of drivers. Their conduct shall be in an orderly and proper manner so as not to annoy, disturb or be offensive to others. Drivers shall conduct themselves in a courteous manner toward the public and at all times in accordance with the Airport Rules and Regulations and/or Airport Operating Directives. Upon objection from any designated DOA representative concerning the conduct, demeanor or appearance of such persons, Operator will, within a reasonable time, remedy the cause of objection. The Director of Aviation or designee will be the sole judge as to whether or not the conduct of the employees of the Operator meets the requirements under the Airport's Permit and, upon notice from the Director of Aviation or designee of any non-conformity, Operator will take all steps necessary to eliminate the condition.

All vehicle Operators utilizing the Airport must shut down their engines upon parking, loading, or unloading passengers, including all auxiliary engines. A three (3) minute cool down period will be allowed for vehicles which may require such cool down to maintain the functionality of the vehicle. Vehicle Operators that are waiting to load passengers may restart their engines at the time passengers begin to board. Engines may be kept running, with driver present, for up to fifteen (15) minutes as long as passengers are actually on board, either loading or waiting for their baggage to be delivered. Vehicle Operators that are unable to shut off their engines will not be allowed to exceed the previously mentioned time constraints. All Vehicle Operators unable to comply with this requirement will be required to exit all facilities of the Airport and can only re-enter once the driver has been notified the passengers and/or baggage are ready for loading.

1. Taxicab Operators

All Taxicab Operators must execute and comply with an AVI Operating Permit, issued by the DOA for its activities at the Airport. All taxicab operations shall be in accordance with the laws, rules and regulations set by the State of Nevada and NTA. All taxicab loadings shall take place only on the Terminal or Airport Rent-A-Car Center (ARACC) curb frontages designated for such use by Director of Aviation or designee. Taxicabs may only unload on the designated curb frontages at both terminals and designated areas at the ARACC. Any other unloading activity must be specifically authorized by the Director of Aviation or designee.

a. Taxicab Staging Areas:

Taxicabs shall queue up by filling the lanes left to right and then return to available space on the left side. At the ARACC, queuing is numerically sequenced upon available space only. Taxicab Operators may leave this

area on their own if they are leaving the Airport or ARACC without a fare. All Taxicab Operators using this staging area must remain with their vehicle so that traffic flow is not impeded. When it is operationally feasible, as determined by any designated DOA employee, short breaks away from the vehicle are allowed providing the Taxicab Operator can respond immediately should the vehicle need to be moved. Use of this area is limited to the staging of taxicabs that are waiting to be called up to available space on the Terminals 1 & 3 taxi loading curbs or on the ARACC curbs. If any taxicab staging area is full, taxicabs must exit the area.

b. Taxicab Loading & Unloading Curbs:

All Taxicab Operators shall use the assigned loading spaces as directed by any designated DOA employee. Double parking is prohibited. Taxicab Operators may enter the loading areas only if they are in compliance with the AVI Program by having an active transponder. The DOA has the authority to redirect operator off premises if necessary.

- (1) The placement of baggage in the roadway or drive throughway curbs is prohibited. Taxicab Operators are prohibited from loading passengers from the roadway side of the taxicab loading areas or drive throughway curbs, unless such loading is done under the direction and control of the taxicab driver.
- (2) Taxicab Operators shall unload passengers and/or baggage in designated areas only. At the ARACC, passenger unloading, and baggage drop off will be conducted at the designated drop off curb only.
- (3) All taxicab operations are under the direction, control and supervision of a designated DOA employee. These representatives will facilitate and monitor the loading activities.

2. Exclusive Operators

Exclusive Operators, conducting per capita or for-hire business activities, shall be required to execute and comply with an AVI Operating Permit and/or lease agreement for the exclusive use of a specific area, designated at the sole discretion of the Director of Aviation or designee, to conduct their per capita, or for hire business activities. Exclusive Operators may also utilize common use areas, located on Zero Level at Terminals 1 & 3, at the ARACC, or other areas that may be designated from time to time. Exclusive Operators can utilize these areas for other ground transportation activities, in addition to their exclusive use areas, but will be subject to any applicable fees charged as if they were Non-Exclusive Operators. All such operations shall be conducted in compliance with the operating

permit and/or lease agreement, Operating Directives, and all federal, state, and local laws and/or rules and regulations.

3. *Service/Delivery Vehicle Operators*

Service/Delivery Vehicle Operators means a company authorized by a tenant to deliver goods, baggage, and/or services to or from a tenant at the Airport. Service/Delivery Vehicle Operators will be allowed to conduct such activities in designated areas and under conditions identified by the Director of Aviation or designee. The transportation of passengers is not allowed.

- a.** All Service/Delivery Vehicle Operators shall comply with all guidelines and Operating Directives issued by the DOA. All Service/Delivery Vehicle Operators may be required to provide written authorization from an Airport tenant to conduct service/delivery activities for such tenant.
- b.** Service/Delivery Vehicle Operators are required to have a properly affixed valid DOA issued service/delivery vehicle decal and/or temporary placard on each vehicle when operating at the Airport. Service/Delivery vehicles must have company identification, either permanent or temporary, displayed in a conspicuous location when operating at the Airport.
- c.** All Permittee Baggage Delivery Drivers may not operate on Airport property without an approved Trade Dress on Permittee Vehicles. Trade Dress must be displayed on the top right corner of Permittee Vehicle windshield or dashboard. Delivery Drivers will not display Trade Dress when not on-duty and must follow all of the Airport's rules. If a Delivery Driver's Trade Dress is displayed and that driver uses areas not designated for use, including Employee parking areas, the driver will be issued a Notice of Parking Infraction. Delivery Drivers will not pick up baggage at any Airport location other than Designated Areas. Doing business in the Employee parking areas is strictly prohibited. When picking up baggage for a Baggage Delivery Order, Permittee Baggage Delivery Drivers shall pick-up at agreed upon areas utilizing short-term parking facilities or other Designated Areas as determined by the Director of Aviation. Drivers are prohibited from wrapping or using other signage on the exterior of vehicle to advertise or promote third party goods or services. All terms and conditions of the Operating Permit must be followed.

4. *Courtesy Vehicle Operators*

All Courtesy Vehicle Operators shall conduct their operations at the Airport in accordance with the laws, rules and regulations set forth by the State of Nevada and/or other authorizing authority. All Courtesy Vehicle operations shall take place only in designated areas for such activities.

- a. All Courtesy Vehicle Operators must execute and comply with an AVI Operating Permit, which shall be issued by the DOA for its activities at the Airport.
- b. Courtesy Vehicle Operators must display a valid DOA issued decal and transponder when operating such vehicles at the Airport. All Courtesy Vehicle Operators must display on each vehicle, identification in a conspicuous location, naming the entity (hotel, motel, casino, or others) for whom the service is being provided. Carriers under long-term contract(s) operating as Courtesy Vehicles for hotels, motels, casinos, or others must have an official logo identifying the hotel, motel, casino, or others for whom the service is being provided. Carriers operating as Courtesy Vehicles for hotels, motels, casinos, or others on a temporary basis must display placards on the dash of their vehicles identifying the entity for whom the service is provided. This applies to owned, non-owned, rented, and/or leased vehicles, as well as any vehicle used on a short-term basis. Any Courtesy Vehicle Operator that does not meet these criteria will not be allowed to operate at the Airport.
- c. All Courtesy Vehicle Operators are specifically limited to the common areas designated by DOA.

5. *Infrequent Operators*

Infrequent Operators, defined as operating no more often than [once] one event per month or [twelve times] three events annually without an AVI Operating Permit, will be issued an AVI Infrequent User Invoice. Any operator who operates more than one event per month or three events annually must apply for and be issued an AVI Operating Permit. The fee for this permit, and the areas at the Airport that Infrequent Operators may load, unload and stage will be determined by the Director of Aviation or designee.

- a. Permit shall be displayed on the front dash of the vehicle in a conspicuous location so the entire permit is visible from the outside of the vehicle. The license plate number of the vehicle will be displayed on the permit.
- b. Off-Airport RAC Infrequent Operators are not permitted to load or unload their passengers at the Airport. They will be required to load and unload at the Airport Rent-A-Car Center (ARACC) located at 7135 Giles Street, Las Vegas, NV 89119.
- c. Any Infrequent Operator who does not follow these directives will not be allowed to operate at the Airport.

6. *On and Off-Airport Rental Car Operators*

Any Off-Airport Rental Car (RAC) Operator must execute and comply with an AVI Operating Permit issued by the Airport for the use of a specific area designated at the sole discretion of the Director of Aviation or designee. Off-Airport RAC Operators must execute and comply with an AVI Operating Permit and shall conduct all activities and pay all prescribed fees as described in Clark County Code Title 20. Off-Airport RAC Operators, including Off-Airport RAC Courtesy Vehicles are not permitted at the Airport and will be required to load and unload its passengers at the Airport Rent-A-Car Center (ARACC) located at 7135 Gillespie Street, Las Vegas, NV, 89119.

- a. All Off-Airport RAC Operators shall conduct their activities in accordance with the laws, rules and regulations set forth by the State of Nevada and/or other authorizing authority. Operations shall take place only in designated areas for such activities.
- b. All Off-Airport RAC Operators must display a valid DOA issued decal and transponder. Off-Airport RAC Operator vehicles must display an official logo identifying for whom the service is being provided. Any Off-Airport RAC Operator that does not meet these criteria will not be allowed to operate at the Airport.
- c. On-Airport RAC Operators may load or unload passengers at a specifically designated area at the Airport with prior written approval from the Director of Aviation or designee.

7. *Transportation Network Company (TNC) Operators*

All TNC drivers and TNC vehicles shall conduct their operations at the Airport in accordance with the laws, rules and regulations set forth by the State of Nevada and/or other authorizing authority. All TNC operations shall take place in only designated areas of the Airport.

- a. All TNCs must execute and comply with an Operating Permit that shall be issued by the DOA for its activities at the Airport. If there are any discrepancies or conflicts between the Operating Permit and the Operating Directive, the Operating Directive will supersede the Operating Permit.
- b. TNC and/or TNC Drivers will not erect, install, operate, nor cause or permit to be erected, installed, or operated upon Airport property, any signs or other similar advertising devices.
- c. TNC and/or TNC Drivers are prohibited from wrapping or using other signage on the exterior of a TNC Vehicle to advertise or promote third party goods or services. Excluded from this prohibition is TNC's branding, logo & approved Trade Dress. All other advertisement must have written approval by the Director of Aviation or designee.

- d. TNC and/or TNC Drivers will not commission, install or display any work of art on Airport property.
- e. TNC Drivers are prohibited from displaying TNC Trade Dress when they are not conducting TNC activity.

To view the Driver's Training Manual, visit the www.harryreidairport.com website.

8. *Transportation Network Company (TNC) Commercial Drivers*

A person authorized under Chapter 706A of NRS who is driving for a company permitted to operate at the airport through an AVI permit, per capita agreement, or other type of ground transportation agreement (as determined by the director of aviation) who is accepting passengers through a TNC application.

9. *Peer-to-Peer Car Sharing*

Peer-to-Peer Car Sharing Drivers/Owners are allowed to operate at Harry Reid International Airport and related airport facilities (collectively, the "Airport") through a separate Operating Permit with the Clark County Department of Aviation ("CCDOA"). Therefore, when operating at the Airport, Peer-to-Peer Car Sharing Drivers/Owners must strictly comply with the transportation requirements identified in the Operating Permit.

10. *All Other Commercial Operators*

All other Commercial Operators, which may be identified from time to time, including but not limited to Non-Exclusive Operators and/or Tour Operators are restricted to using designated parking spaces for the purpose of passenger loading and unloading, as authorized by the Director of Aviation or designee.

- a. All Operators must execute and comply with an operating permit that shall be issued by the DOA for its activities at the Airport.
- b. All Operators must display decals and/or transponders in each of their vehicles. These vehicles must display identification in a conspicuous location, identifying the entity for whom the service is being provided. Any Non-Exclusive Operator who does not meet these criteria will not be allowed to operate at the Airport. In cases where a decal or transponder cannot be issued, the Airport may issue a temporary placard.
- c. All Operators are restricted to those curbs, stalls and other common areas that are designated and/or posted.

- d. All Operators at the Airport must display signage permanently affixed to the vehicle identifying the name of the transportation entity and any identifying number indicating the authority under which the vehicle is operating.
- e. All Operators are restricted against loading passengers and/or baggage in an area that is posted as an unloading zone and are restricted against unloading passengers and/or baggage in an area posted as a loading zone, unless specifically authorized to do so by any designated DOA employee.
- f. All Operators are restricted against staging in areas that are not posted and/or designated as staging areas.
- g. When loading/unloading from spaces that are jointly used by full-size buses and mini-buses, no more than two mini-buses shall be parked in such joint use spaces. The first mini-bus entering such stalls must pull forward and park at the front curb end of the stall.

E. GROUND TRANSPORTATION OPERATING AGREEMENTS

All entities operating as a Courtesy Vehicle Operator, Exclusive Operator, Non-Exclusive Operator, Tour Operator, Service & Delivery Vehicle Operator, and/or Infrequent Operator must display an applicable valid DOA issued decal or placard and/or transponder, as set forth in this Operating Directive to operate at the Airport. All Operators, excluding Service & Delivery Operators and Infrequent Operators, must execute and comply with an operating permit that shall be issued by the DOA for its activities at the Airport.

1. Vehicle Categories and Fees

The Director of Aviation has discretionary authority, through the Board of County Commissioners (BOCC), to categorize and assign appropriate fees for all authorized vehicles. All Operators are required to pay a fee based on vehicle capacity or type of service, pursuant to Clark County Ordinance 20.09, or as otherwise authorized by the BOCC. All time measures shall include any dwell time.

a. Category 1:

Any vehicle that can transport one to eight persons, including the driver. Applicable fees are as follows and are based on cumulative time periods for each trip:

Terminal 1 and 3	
0-60 minutes	\$2.40

Each additional 15-minute increment dwell fee:	+\$2.50
Cumulative total shall not exceed \$100.00 per trip	

b. Category 2:

Any vehicle which can transport nine to fifteen persons, including the driver. Applicable fees are as follows and are based on cumulative time periods for each trip:

Terminal 1 and 3	
0-60 minutes	\$4.80
Each additional 15-minute increment dwell fee:	+\$2.50
Cumulative total shall not exceed \$100.00 per trip	

c. Category 3:

Any vehicle which can transport sixteen to thirty persons, including the driver. Applicable fees are as follows and are based on cumulative time periods for each trip:

Terminal 1 and 3	
0-60 minutes	\$7.20
Each additional 15-minute increment dwell fee:	+\$5.00
Cumulative total shall not exceed \$100.00 per trip	

d. Category 4:

Any vehicle which can transport thirty-one or more persons, including the driver. Applicable fees are as follows and are based on cumulative time periods for each trip:

Terminal 1 and 3	
0-60 minutes	\$24.00
Each additional 15-minute increment dwell fee:	+\$5.00
Cumulative total shall not exceed \$100.00 per trip	

e. Category 5:

Service/Delivery vehicles authorized by a tenant to deliver or pick-up goods or provide a service to a tenant at the Airport. Applicable fees are as follows:

Terminal 1 and 3
Service/Delivery vehicles must pay an Annual Fee of \$100.00 per vehicle
No AVI charges will be imposed at this time. Future AVI charges may be imposed at the discretion of the Director of Aviation.

f. Category 6:

Airport RAC Operators supporting their operations by picking up or dropping off their own customers. Applicable fees are as follows:

ARACC	
Category 6 operators are restricted to doing business at ARACC in vehicles limited to the capacities below:	
Category 6A: Any vehicle which can transport from one to eight persons, including driver	\$4.50
Category 6B: Any vehicle which can transport from nine to fifteen persons, including driver	\$9.50
Category 6C: Any vehicle which can transport from sixteen to thirty people, including driver	\$14.50

g. Category 7:

Any Taxicab Operator must pay the following applicable pickup fees:

Terminal 1, Terminal 3, and the ARACC	
Per Trip Pickup Fee	\$2.40

h. Category 8:

Infrequent Operators operating without an AVI Operating Permit issued by the Department of Aviation or designee will be issued an Infrequent User

Activity Invoice. Applicable fees are as follows and are based on a cumulative basis:

Terminal 1 and 3
0-60 minutes an amount up to fifty dollars per trip user fee; each additional fifteen minute increment up to twelve dollars; cumulative total shall not exceed one hundred dollars per trip (month or twelve hundred dollars annually).

i. Other AVI Rates and Fees:

- (1) No AVI charges at Terminal 1 or Terminal 3 departure curbs.
- (2) Regional Operators will not be charged additional trip fees if they return within two hours. For the purposes herein, the term "Regional Operators" shall mean those Ground Transportation Companies who are based and whose main office is outside of Clark County or whose service area is greater than a seventy-five (75) mile radius but not more than a two hundred (200) mile radius from Harry Reid International Airport.
- (3) Exclusive Operators - AVI rates apply to Operator's activities at Zero-Level. AVI rates shall not apply to Operator's activities at the Terminal 1 and Terminal 3 per capita curbs or TNC designated areas. Such activities and the associated rates are further described in the applicable lease agreements.
- (4) Temporary placards can be purchased with an expiration date not to exceed fourteen) days for temporary or loaner vehicles. There is a 10-trip minimum cost for each placard per day in accordance with Category 1 and Category 2. To receive a temporary placard, a lease contract must be in the AVI operator's name.
- (5) Operators who are thirty days past due may have their transponder(s) suspended at the discretion of the Director of Aviation or designee. The AVI system will continue to record all trips and the Operator will be invoiced at double the current AVI rate. A twenty-five dollar administrative fee will be charged to reactivate each transponder. Vehicles with deactivated transponders that enter the Airport will be cited for each occurrence.
- (6) The cost of each AVI transponder is fifty dollars.
- (7) AVI operators, except for category 6, will not be charged a second trip charge if they return to a Terminal within 15 minutes of incurring a trip fee at a Terminal. Dwell fees will still be applicable.

2. *Decal and/or Transponder Revocation*

Sharing, loaning, giving away, selling, or any other form of transfer of a DOA or County-issued decal or placard, and transponder by one party to another party, or from one vehicle to another vehicle is expressly prohibited and may result in the termination of the operating permit and/or revocation of Airport ground transportation privileges. The decal and transponder shall be mounted or attached to an area on the vehicle designated by the DOA. The decal and transponder must be removed prior to selling, trading, or disposing of the vehicle. The removal and installation of all AVI decals and transponders must be in accordance with the procedures set forth by the Director of Aviation or designee. All AVI decals and transponders are required to be installed by DOA parking personnel. In the event that a transponder issued by the DOA is stolen or lost, Operator shall replace the same at its own cost. The theft or loss of any such transponder must be reported to the Airport Parking Services Office at (702) 261-3010 within twenty-four (24) hours of its occurrence. Failure to report such theft or loss as outlined herein shall not waive Operator's obligations to pay any fees associated with the use of such transponder.

F. *USE OF FACILITIES AND ROADWAYS*

Unless otherwise authorized, all loading spaces are to be assigned by the Director of Aviation, or designee.

1. *Time Limits and Zones*

Any Ground Transportation Company operator or private passenger vehicle who uses the airport roadways, curbs and parking facilities at any Clark County airport must comply with all posted time limits and designated zones established by the Director of Aviation or designee.

2. *Specific Use Areas*

Airport roadways, curbs and parking facilities may be designated for specific uses, as required by operational needs of the Airport by the Director of Aviation or designee. Use of these areas, for other than the designated purpose, is prohibited.

a. *Handicapped Curbs or Spaces:*

Authorized users shall display the appropriate "Handicapped" hangtag or license plate on the vehicle.

b. *No Parking Curbs:*

These areas are designated as a No Parking/Stopping and Fire Lane. Authorized users shall include authorized emergency vehicles only.

c. *Taxi Loading Curbs:*

These areas are designated for the loading of Taxicabs only. All other vehicles are strictly prohibited.

d. *Per Capita Curbs:*

These loading areas are designated for use by Exclusive Operators only. Such designation will be through an executed operating/lease agreement with the County, having assigned specific leased spaces on the Per Capita Curb. All other vehicles are strictly prohibited:

- (1) All Operators must use their assigned staging and loading spaces. Double parking is prohibited. Loading passengers from the street is acceptable only when under the direct guidance of the driver of the vehicle.
- (2) All TNC Commercial Drivers must have a CPCN and AVI transponder affixed to the vehicle.

e. *Passenger Pick-Up Curbs:*

Use of these curbs are limited to the immediate loading of passengers and their baggage by private vehicles only. All other commercial and TNC Operators and their vehicles are strictly prohibited from using this curb. No transportation company or tour group may use these curbs to perform Airport pickup or delivery activities. These curbs are restricted from all parking, staging, standing, waiting, or other similar activities. Based on operational need, any DOA designated employee may allow taxis to utilize these curbs when Departures is busy.

f. *Zero Level:*

This is a common use loading/unloading area for use by authorized Operators. The different areas are posted for vehicle size and/or type of service. Private vehicles and TNC vehicles are prohibited. Taxicabs are prohibited at Terminal 1 only.

g. *Other Areas:*

The use of all other terminal curbs and facilities shall be designated and posted, as determined by the Director of Aviation or designee, to meet the operational needs of the Airport.

3. *General Comment*

Any vehicle that does not observe these Operating Directives or fails to obey the posted use of Airport curbs, facilities and roadways may be cited and/or impounded. The Operator may also lose its right to operate at the Airport, at the sole discretion of the Director of Aviation or designee and may be subject to administrative penalties as established by the Director of Aviation or designee.

All curb and signage designations at Harry Reid International Airport is provided by the DOA. Any tenant, airline, exclusive operator or business requesting additional stanchion signage to the queuing area must obtain prior authorization and approval from the DOA Business and Landside division(s). Only professionally fabricated signs that conform to the DOA, Tenant Improvement Manual, Section 7.1.2 GENERAL REQUIREMENTS will be considered. Advertisement of any kind is strictly prohibited.

G. *PUBLIC PARKING*

1. *Public Parking Facilities*

a. *General Rules:*

These rules are applicable to all public and employee parking facilities, unless otherwise approved by the Director of Aviation or designee:

- (1)** Parking a vehicle backwards in any parking stall is prohibited.
- (2)** No commercial operations or commercial activities of any kind shall be conducted in any public and/or employee parking areas, unless designated by the Director of Aviation or designee.
- (3)** Vehicles that are parked or stopped in any lane, in any manner where another vehicle is blocked or where traffic flow is impeded will be subject to a Notice of Parking Infraction and/or tow, as well as any applicable fees.
- (4)** Vehicles that are parked in a hash marked area, including end caps, are subject to a Notice of Parking Infraction and/or tow, unless directed by any designated DOA employee.
- (5)** Vehicles that are parked in a manner that encroaches upon more than one parking space are subject to a Notice of Parking Infraction and/or tow.

- (6) Vehicles that are to be parked for more than thirty (30) consecutive days must have the prior approval from the DOA by the completion of an Extended Parking Authorization Form, either by phone at (702) 261-5122 or in person at the Parking Services Office at Terminal 1. Extended stays will not be authorized beyond 60 days from time of entry unless payment is made. Extended stays shall not exceed 180 days. Execution of this form may be completed any time prior to the expiration of thirty (30) days after entry into a parking facility. Vehicles parked for more than thirty (30) consecutive days without prior approval are subject to tow. Parking fees apply up to the date of tow. Towing and storage fees will be assessed from the date of removal from the parking facility. Fees are established by Board of County Commissioners in accordance with the Clark County Code, Title 20.
- (7) Vehicles illegally parked may be impounded and relocated to the Airport Impound Lot. Any person recovering a vehicle from this Impound Lot must go to the Airport Parking Services Office at Terminal 1 where they will be required to show proof of ownership and pay all applicable fees, including all parking storage fees, which will accrue at a daily rate for each and every day the vehicle is held in the Impound Lot, all Notice of Parking Infractions, and any other applicable fees.
- (8) All public parking related fees are established by the Director of Aviation or designee as permitted within the permissible range authorized by the Board of County Commissioners of Clark County, Nevada.
- (9) The Airport declares itself not responsible for fire, theft, damage to or loss of any mode of transportation or any article left therein. This includes motorcycles, bicycles and any other forms of transportation.
- (10) Customers will not engage in activities deemed inappropriate for utilizing the parking areas, such as: no dwelling in the vehicle, no feeding wildlife/stray animals, game playing, etc.

2. *Locations and Permitted Uses*

a. *Public Parking Garages:*

These facilities provide convenient covered Short-Term and Long-Term Parking, Valet Parking, and Employee Parking.

b. *Economy Lots:*

These facilities provide uncovered parking for long and short-term use and accommodate oversize vehicles.

c. *Remote Parking Lot:*

Uncovered surface lot used by ARACC customers or Terminal 1 customers with oversize vehicles as well as an overflow facility. Shuttle bus service is provided on demand.

d. *Cell Phone Lot:*

This is a short-term waiting area where drivers may wait in their vehicles for passengers while they deplane, pick up their luggage and walk out to the Passenger Pick-Up Curbs. All vehicles must be attended while parked during the hours of 6:00 AM through 1:00 AM, or otherwise noted. Violators of this lot may be issued a Notice of Parking Infraction and/or towed.

e. *ARACC Lot:*

This facility provides uncovered parking for short-term use, up to three hours.

3. *Revenue Control*

- a.** Parking rates are displayed by signage at entry lanes into revenue-controlled facilities. It is the responsibility of the parking patron to know the applicable rates when entering the parking facility. Parking patrons must pay the fees displayed by the fee processing computer or parking multi-space meter.
- b.** Patrons not having the necessary funds when exiting any revenue-controlled Airport parking facility will be issued a Notice of Parking Infraction by any designated DOA employee. The parking fee due must be paid by the respective patron within ten (10) days of issuance. If payment is made within the prescribed ten (10) days, the Notice of Parking Infraction will be considered paid in full and no fines will be applied. Failure to pay within ten (10) days will result in the assessment of fines in addition to the parking fees due.
- c.** Patrons utilizing the ARACC multi-space metered parking must pay for time to be parked. Vehicles in violation are subject to a Notice of Parking Infraction and/or tow.

- d. Patrons with lost tickets, stolen tickets and swapped tickets will be charged a minimum of the daily Long Term parking rate. Additionally, the patrons will be charged the daily rate for each day their car is recorded in the License Plate Inventory (LPI) or License Plate Recognition (LPR). Any parking fee accrued in any parking facility is the responsibility of the legal owner and/or registered owner of the vehicle.

4. *Vehicle Towing Operations*

The DOA reserves the right to tow vehicles in violation of its Rules and Regulations. In addition, vehicles that have been parked in the Airport's public parking facilities for more than thirty (30) days without prior notification to the Parking Office will be considered abandoned and subject to impoundment pursuant to DOA policy. The fee for any towed vehicle will not exceed three hundred and 00/100 (\$300.00) dollars, excluding any applicable storage and/or parking fees that may be due. Storage fees will be assessed up to fifty and 00/100 (\$50.00) dollars, per day. Any vehicle towed and/or stored may be held and not released until said fees are paid, including any Notice of Parking Infractions issued.

In the event an impounded vehicle remains unclaimed, DOA reserves the right to release the vehicle to a local Tow and Auction company for processing and disposal of vehicle.

H. *EMPLOYEE PARKING*

1. *Employee Parking Facilities*

a. *General Rules*

Any violators of the following rules may be issued a Notice of Parking Infraction and/or possible suspension up to revocation of parking privileges.

- (1) Employee parking is limited to (15) consecutive day stays, unless pre-authorized in writing by the Manager, or designee, of the Parking Services Section. Stays longer than 15-days will result in the vehicle being towed. No more than one (1) vehicle entry per person is authorized.
- (2) Employees will adhere to rules of the road when utilizing employee parking areas. No speeding, reckless driving, etc. will be tolerated, and employee will be subject to having parking privileges suspended.
- (3) Employee must possess a valid driver's license.

- (4) Employees will not engage in activities deemed inappropriate for utilizing the parking areas, such as: no dwelling in the vehicle, no feeding wildlife/stray animals, no ice chests, game playing, etc.
- (5) The use of commercial areas of the airport for picking up and/or dropping off of employees is strictly prohibited.
- (6) Any other activities deemed inappropriate will result in possible suspension of parking privileges.
- (7) Employees must adhere to all security rules and regulations for all parking credentials.
- (8) Parking a vehicle backwards in any stall is prohibited.

2. *Locations and Permitted Uses*

a. *C-Bus Lot:*

This facility provides employee parking for all authorized employees through badge access and/or valid parking credential.

b. *GSE Lot:*

This facility provides employee parking for all authorized GSE building tenant employees. Vehicles using this lot must properly display a valid parking credential.

c. *Other Areas:*

Any other area designated as a facility for employee parking with access to these areas controlled by a card access system, and/or valid parking credential.

d. *Employee Parking Rates and Assigned Spaces:*

The Director of Aviation or designee has the authority to:

- (1) Assign employee groups to an area designated for employee parking.
- (2) Establish parking rates for employee users/groups.

All employee parking charges will be billed directly to the respective tenant organization for payment, except where noted otherwise. Payment not

received in a timely manner will result in the revocation of employee parking privileges.

3. *Parking Credentials*

Sharing, loaning, giving away, selling, or any form of transfer of a DOA issued decal or hangtag or Access Card by one employee to another party is expressly prohibited and may result in revocation of Airport parking privileges.

a. Parking Decals/Hangtags:

- (1) An employee may be issued a reasonable number of decals and/or hangtags (as applicable) for purposes of parking at the Airport. No employee will be issued a decal or hangtag unless the employee holds a valid Airport ID badge issued by the DOA and Parking Access. Employees may be required to provide proof of registration, upon request, for each vehicle to which the decal or hangtag will be affixed. Compliance with all Nevada vehicle registration laws is required.
- (2) Decals shall be permanently affixed in a conspicuous manner to the left rear of the vehicle upon one of the following areas: bumper, rear panel or rear window.
- (3) Taping or mounting on a card to display decals is prohibited. Any vehicle will be issued a Notice of Parking Infraction if decals are found not permanently affixed. Transferring decals from one vehicle to another is prohibited.
- (4) Motorcycle, GSE, and/or Service & Delivery credentials will be issued and renewed annually. Expired decals will be subject to a Notice of Parking Infraction.
- (5) An employee will be required to have and display a valid parking credential in any employee area where there is no gate-controlled access.
- (6) Parking credential must be returned when vehicle is sold, transferred, etc.

b. Parking Placards:

- (1) Temporary Parking Placards: Placards will only be issued to employees who are authorized to park in their designated area. In the event an employee drives a vehicle (i.e. rental, loaner, new vehicle, etc.) that does not have a valid parking credential, the

employee must call the Parking Services Office at (702) 261-5122 (24 hours a day) to make temporary accommodations. If you don't have your credential, and to avoid a Notice of Parking Infraction, the employee must call and make arrangements through the Parking Services Office before entering the lot. If approved, the Parking Office may issue a temporary parking placard for a period of up to two weeks. Temporary placards may be obtained during regular office hours only. The expiration date of a temporary placard must be visible or a Notice of Parking Infraction will be issued and/or the vehicle may be towed.

- (2) In cases of an employee's vehicle being disabled for more than three (3) days, a temporary parking placard may be issued for a period not-to-exceed fourteen (14) days or other time frame as determined by the Director of Aviation or designee.
- (3) Construction workers who are working on the Airport premises who are employed by contractors under contract with the DOA or Airport Tenant may be issued placards for parking in areas designated by the Director of Aviation or designee.

c. *Employee Parking Badge Access (SIDA):*

- (1) Badges are NOT transferable. Anyone caught using another person's badge or allowing another person to use their badge will have the badge confiscated and/or his/her employee parking privileges revoked.
- (2) This badge remains the sole property of Clark County Department of Aviation and should be immediately returned to the Airport Badging Office upon demand of the DOA or upon termination of the need of access to the Airport.
- (3) Employees may only have one (1) vehicle in the employee parking area at a time. The employee parking badge must be used in the proper sequence of an "IN" transaction then an "OUT" exit transaction. Employees must exit the system before entering again.

d. *Parking Access Control Cards (PAC):*

These cards shall be issued at the direction of the Director of Aviation or designee. Cards will be issued subject to the following conditions:

- (1) Cards are nontransferable.
- (2) Cards are valid for use in specific designated areas only.

- (3) Cardholders agree to pay any parking fees due if any of these conditions are a result of noncompliance.
- (4) Certain employee groups may be allowed to access a public area utilizing a parking card. These employees will be billed through their employers on a monthly basis for each company.
- (5) Access Cards are the sole property of the DOA and should be immediately returned to the Airport Parking Office upon demand of the DOA or upon termination of the need of access to the Airport.

4. *Motorcycles / Scooters / Mopeds*

Decals, issued annually, are required for motorcycles, scooters and mopeds in order to park in all employee lots in designated areas. The decal must be placed in a conspicuous location. A valid vehicle registration and drivers license is required in order to be issued a decal.

5. *Bicycle Parking*

Parking of bicycles on the Airport is restricted to bicycle racks provided by the DOA. Bicycles parked at any other location will be subject to impound.

6. *Vehicle Towing Operations*

The DOA reserves the right to tow vehicles in violation of its Rules and Regulations. In addition, vehicles that have been parked in the Airport's employee parking facilities for more than fifteen (15) days without prior notification to the Parking Office will be considered abandoned and subject to impoundment pursuant to DOA policy. The fee for any towed vehicle will not exceed three hundred and 00/100 (\$300.00) dollars, excluding any applicable storage and/or parking fees that may be due. Storage fees will be assessed up to fifty and 00/100 (\$50.00) dollars, per day. Any vehicle towed and/or stored may be held and not released until said fees are paid, including any Notice of Parking Infractions issued.

In the event an impounded vehicle remains unclaimed, DOA reserves the right to release the vehicle to a local Tow and Auction company for processing and disposal of vehicle.

I. *CIVIL FINES ESTABLISHED FOR NON-MOVING VEHICLE VIOLATIONS*

1. *General Rules*

(Clark County Municipal Code 20.08.080-Schedule of civil fines established.)

a. *Schedule of Civil Fines for Non-Moving Violations*

Violation Code	Non-Commercial Fine Amount	Commercial Fine Amount
Unauthorized Parking	\$50	\$100
Posted Engine Running Violation	\$50	\$100
Posted Time Limit Violation	\$50	\$100
Parking Outside of Lines Marking a Single-vehicle Space	\$50	\$100
Permit/Decal Violation in Parking Lot	\$50	\$100
No Parking Zone	\$50	\$100
Unattended Vehicle	\$200	\$200
Operating Permit Violation	X	\$100
No Stopping Lane	\$100	\$200
Loading/Unloading Zone Violation	\$100	\$200
Fire Lane	\$50	\$100
Conducting Commercial Operations in Unauthorized Areas	\$50	\$100
Any Other Violation of this Chapter:		
Insufficient Funds	\$50	X
Solicitation	\$200	\$200
Parking Diagonally Across Designated Lanes Markings	\$50	\$100

If any violation exists for more than a one day, it shall be deemed that a separate violation occurred on each of the days during which the chapter is violated. If a vehicle in any violation of this chapter changes location upon the Airport property but remains in violation of this chapter, it shall be deemed that a separate violation occurred at each location.

- b.** The Director of Aviation or designee is authorized to reduce and/or increase Civil Fines issued in accordance with Title 20 Section 20.08.090, as modified from time to time.

c.

Original Fine Amount	50% Reduction 0-10 Days	11-30 Days	31-60 Days	Over 61 Days
\$50.00	\$25.00	\$50.00	\$75.00	\$100.00
\$100.00	\$50.00	\$100.00	\$150.00	\$200.00
\$200.00	\$100.00	\$200.00	\$300.00	\$400.00

- d.** The Director of Aviation or designee is authorized to increase fines for a repeat offender. A repeat offender shall be defined as any person who within a twelve (12) month period of the initial citation, regardless if said citation was paid or not, is issued another citation for any of the infractions described in Title 20 Section 20.08.080.

- (1)** For a repeat offender issued a second infraction, the fine may be increased by fifty percent, but the total may not exceed four hundred fifty dollars (\$450).

- (2) For a repeat offender issued a third infraction, the fine may be increased by one hundred percent, but the total may not exceed six hundred dollars (\$600).
- (3) For a repeat offender issued four or more infractions, the fine may be increased by two hundred percent, but the total may not exceed nine hundred dollars (\$900), in addition the repeat offender vehicle may be immediately towed and impounded as set forth in this operating directive.
- e. The Director of Aviation or designee is authorized to reduce the civil fine for each infraction as described in Section 20.08.080 by fifty percent if it is paid within ten days after the date on which the Notice of Infraction is issued.
- f. The civil fine for any of the infractions described in Section 20.08 may be increased by one-hundred percent, but the total may not exceed six hundred dollars (\$600) for an initial citation and up to one thousand eight hundred dollars (\$1,800) for a repeat offender if not paid within sixty days on which the notice of infraction is issued. See chart below:

	Fine Amount	0-10 Days (-50%)	11-30 Days	31-60 Days (+50%)	Over 61 Days (+100%)
2nd Citation	\$75	\$37.50	\$75	\$112.50	\$150
2nd Citation	\$150	\$75	\$150	\$225	\$300
2nd Citation	\$300	\$150	\$300	\$450	\$600

	Fine Amount	0-10 Days (-50%)	11-30 Days	31-60 Days (+50%)	Over 61 Days (+100%)
3rd Citation	\$100	\$50	\$100	\$150	\$200
3rd Citation	\$200	\$100	\$200	\$300	\$400
3rd Citation	\$400	\$200	\$400	\$600	\$800

	Fine Amount	0-10 Days (-50%)	11-30 Days	31-60 Days (+50%)	Over 61 Days (+100%)
4th Citation	\$150	\$75	\$150	\$225	\$300
4th Citation	\$300	\$150	\$300	\$450	\$600