



**VIRGIN ISLANDS PORT AUTHORITY
OFF-AIRPORT RENTAL CAR RULES AND PROCEDURES**

Cyril E. King Airport
St. Thomas, VI

TO: Off-airport car rental companies

RE: Airport Operating fee effective November 1, 2015

Effective November 1, 2015, the Virgin Islands Port Authority ("Port Authority") implements the following rules, conditions and procedures with regard to all off-airport rental car companies ("Operators") using the Cyril E. King Airport ("Airport"), St. Thomas, VI to conduct business. Operators shall have the non-exclusive right to pick-up and discharge its Airport customers at the Airport. Operators shall not engage in any other business at the Airport.

1. TERMINAL FACILITY OPERATIONS:

a. Operating Procedure

Operators will be required to submit a summary of those car rental reservations associated with passengers arriving at the Cyril E. King Airport on a monthly basis. In the event a car rental is reserved at the time a passengers arrives (or at the last minute) then the off-airport car rental will be allowed to submit this information within 24 hours.

Operators must register with the Virgin Islands Port Authority's parking lot department by providing general information to include: company's name and address, contact person, business license and proof of insurance. Please contact Carla Lake, Parking Supervisor at 340-244-2425 and/or 340-714-6607. Operators will be required to fill out an application form to be accompanied with the appropriate copies of your business license and insurance.

b. Submittal of Rental Car Reservations for Airport Customers

Monthly summaries containing reservations for Airport customers are to be forwarded by email to: clake @viport.com; dcanton@viport.com; and ewilkes@viport.com.

2. PAYMENT OF FEES:

a. Operating Fee: \$1.00 per rental contract (transaction) day

Effective November 1, 2015, each off-airport rental car company shall pay to the Virgin Islands Port Authority \$1.00 per rental contract (transaction) day for every contract resulting from an Airport customer. This operating fee shall not be described as an airport tax or customer tax.



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b. Payment Procedure

Operators are to submit payment of operating fees accompanied with a report of monthly transactions by or on the 15th day of the preceding month. Payments can be made in person at the Virgin Islands Port Authority Administrative Offices or by mail at:

V.I. Port Authority
P.O. Box 301707,
St. Thomas, VI 00803

c. Late Payment Fee.

Fees past due in excess of thirty (30) days shall be charged interest at the rate of one and one-half percent (1.5%) per month. Operator shall pay all interest due with the submittal of the applicable Operating Fee.

3. MISCELLANEOUS:

a. Business Operation.

Operator shall obtain, at its sole expense and before delinquency, all licenses and permits for the conduct of rental car business as required by law. Copies of same will be promptly provided to Authority upon request. Operator shall be solely responsible for payment of all operational costs, including, but not limited to all taxes, assessments, etc. levied or assessed.

Operator shall conduct its operations in an orderly and proper manner consistent with sound and ethical business practice, as the term is customarily understood.

Operator is prohibited from verbally soliciting business at the Airport. There shall not be any no-site rentals or maintenance of cars. Cars shall not be left unattended while at the Airport.

b. Operator's Employees Conduct and Behavior.

If Operator shall conducts its operations in a manner not to annoy, disturb or offend others at the Airport. If such operations occur, within 24 hours or as



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extended by Port Authority, Operator shall remove the cause of any objection made by Port Authority relative to the demeanor, conduct or appearance of any the employees of the Operator or others at the Airport(s).

Operator's employees shall be courteous, efficient and neat in appearance. Operator shall not employ any person or persons in or about the Airport(s) who shall use improper language or act in a loud or boisterous or otherwise improper manner.

c. Off-Airport Premises.

Operator shall maintain its off-Airport business premises in order to operate its business. Contracts with Airport customers shall be executed off Airport.

d. Audit.

The Port Authority reserves the right to audit Operator's books and records specifically related to original contracts and agreements of all sales for Airport customers to ensure that proper fees are being remitted.



CARLTON DOWE
EXECUTIVE DIRECTOR

DATE: 10/30/15