GULF SHORES INTERNATIONAL AIRPORT
JACK EDWARDS FIELD
Fly to Alabama's Beaches

Instructions for Obtaining Commercial Passenger Vehicle Permits

Hotels, taxis, shuttle operators, transportation companies and others operating commercial passenger vehicles[1] on airport grounds must have a permit to pick up or drop off passengers. Anyone operating a commercial passenger vehicle is subject to Airport Rules and Regulations. To apply for a permit or to obtain other forms, visit https://www.flyjka.com/airport-business/

PERMITS AND PRICING

Annual Permits provide unlimited access onto the Airport for the permit year (April 1 – March 31) for Airport Trips.

Fees include:

- Vehicles carrying a maximum of 14 passengers: $25 per entity registration fee.
- Vehicles carrying 15 or more passengers: $50 per entity registration fee.
- Annual Permit holders are required to report their activity to the Authority and remit the applicable ground transportation fees as shown in the then-current schedule of Rates and Charges.
- A "Trip" means each instance in which a commercial passenger vehicle enters Airport property and makes one or more stops to pick up one or more passengers on Airport property, or makes one or more stops to drop off one or more passengers on Airport property.
- Annual Permit holders can elect to pay for each Trip or for each pick up at the stated rates.

2025 Trip Fees - If a ground transportation operator reports both pick-ups and drop offs, the fee of $1.50 per Trip applies. If only pick-ups are reported, a fee of $3.00 per pick-up applies.

Daily Permits allow access onto grounds for trips on a given day. The daily fee is $25 per vehicle/van capable of carrying up to 14 passengers, or $50 per vehicle/van capable of carrying 15 or more passengers.

APPLICATION PROCESS

1. Email all required forms and documents to Shawnda Rebain at srebain@flyjka.com. Please allow a minimum of seven **business** days for this to be completed. An administrative fee of $25.00 will apply if a complete application is submitted less than 7 business days in advance of the first trip for which a permit is required.

2. You will be contacted via email when your application has been approved. The email notification will include the total amount due. If an Annual Permit is approved, you will be instructed to schedule an appointment for you to obtain your permit and provide payment via check payable to the Gulf Shores Airport Authority.

[1] TNC (ride share) companies and rental car operators will have individual agreements/licenses with the Authority and will not require a permit.

3. Arrive for your appointment at the time and place scheduled confirmed via email. Please arrive on time for your appointment, or it may need to be rescheduled. The driver may be requested to bring any clarifying documentation at the time of the appointment.

For Annual Permits, a copy must be located in the vehicle and available upon request by Authority staff or an authorized representative. Daily permits are issued in the form of a placard. All placards must be placed on the driver side of the vehicle's dashboard for the duration of the Airport Trips.

REQUIRED DOCUMENTS

- A copy of a Business License approved by the City of Gulf Shores and a copy of the Operators Permit or Franchise License approved by the City of Gulf Shores
  - The Authority may accept a license or permit from another jurisdiction while Operators work on obtaining City of Gulf Shores documentation
- A copy of the completed Gulf Shores Airport Authority Application
- A copy of the completed Gulf Shores International Airport Vehicle Information Sheet
- A Certificate of Insurance with the same coverage for Commercial Automobile Liability as required by the City of Gulf Shores, with the Gulf Shores Airport Authority named as an Additional Insured.

ADDING ADDITIONAL VEHICLES

For existing permit holders with an Annual Permit, adding additional vehicles will require you to email the following documentation to the Authority:

- Vehicle Information Sheet – available online
- Copy of Operators permit that includes the additional vehicle

Registration fees for additional vehicles, if applicable, will be prorated to the number of months during which the permit will be valid. No refunds will be issued for fees paid should the vehicle be removed.

REPORTING AND MONITORING

Annual Permit holders will be required to record and report all Trips to or from the Airport on a monthly basis, provide a transaction summary report for the Authority along with a self-invoice using a template provided by the Authority. Payment of monthly Trip fees and submittal of the transaction summary report will be due by the 20th of the following month.

Failure to accurately record and remit payment for Trips may result in revocation of Authority permits.

The Authority retains the right to implement additional monitoring of ground transportation activities by way of AVI (automated vehicle identification) tags, license plate verification, app-based tracking or other means. Permit holders will be advised of implementation or modification of vehicle monitoring procedures.

For questions about the application process, you may email srebain@flyjka.com.