



**Cleveland Hopkins International Airport
Per Trip User Fee Orientation**

Friday, March 15, 2019

Per Trip User Fee

- On October 29, 2018 Cleveland City Council passed legislation allowing for a fee to be collected by the Airport from all commercial vehicle operators that use Airports roadway system;
- The fee will be set at \$4.00; and
- The charge will apply to all customer drop offs and pick ups conducted by a commercial vehicle operator.

Drop Off Location

- Shuttles drop off in the Yellow 1 Lot.
- Access to lot requires a proximity card.
- Limos, Taxis, and Rideshare vehicles will drop off curbside on the upper roadway (Departures).

Pick up Location

- **Shuttles pick up in the Yellow 1 Lot.**
- **Limos can also stage in the Yellow 1 Lot to go into the terminal to greet passengers.**
- **Access to lot requires a proximity card.**
- **Limos, Taxis, and Rideshare vehicles pick up curbside on the lower roadway (Arrivals) or upper roadway .**

Per Trip User Fee Permit

- Permit application can be found on the CLE website:
<http://www.clevelandairport.com/about-us/business-cle/commercial-vehicle-permit-renewals>
- The permit application is a fillable PDF document.
- Fill out the permit electronically, print, sign and date.
- Deliver permit and other requested documents to the Ground Transportation Office @ CLE located on baggage claim level, next to Door #2; and
- Vehicle registration information will be assigned.

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Per Trip User Fee Permit (cont.)

- Submit completed application w/vehicle registration(s), ACORD form, and PUCO (if applicable), to the Ground Transportation Office between the hours of 8:00 am and 4:00 pm Monday – Friday.
- One proximity card and one vehicle identification sticker will be issued for each vehicle you are registering.
- The proximity card should be kept in the vehicle it is registered to; and
- The identification sticker should be affixed to the upper corner of the vehicle's windshield (passenger side) and should not be obstructed by window tint(s).