



February 25, 2019

To: All Ground Transportation Operators Doing Business at Oakland Airport

Subject: 2019 Oakland Airport Ground Transportation Operator: Permit Renewal

To Whom It May Concern:

Per the implementation of the Airport Rules and Regulations established on January 1, 2018, we will continue to follow the flexible Permit Renewal Periods and stagger renewal time for each Ground Transportation (“GT”) mode. As shown in the following table, renewals for each mode will occur during specific Permit Renewal Periods lasting two weeks. Staggering the renewal process should improve customer service considerably.

GT Mode	Permit Renewal Periods	New Permit Required By
1. TNC Operators	February 25-March 8, 2019	April 1, 2019
2. Hotel/Motel Operators	March 4-March 15, 2019	April 1, 2019
3. Off-Airport Parking Operators	March 11-March 22, 2019	April 1, 2019
4. Door to Door Shuttle Operators (all)	March 18-Mar 29, 2019	May 1, 2019
5. Taxicab Operators	April 15-30, 2019	June 1, 2019
6. Limousine Operators	May 13-31, 2019	July 1, 2019
7. Charter & Scheduled Buses	May 13-31, 2019	July 1, 2019

Operators must complete and submit their renewal paperwork during the appropriate period. Online permit application packages are being updated for 2019 and new versions will be available at www.oaklandairport.com/permits/ by February 25, 2019. Permit applications must be typed and submitted electronically. Please note that incomplete permit applications will be returned and will not be processed until all required materials are completed and submitted.

If Operators do not turn in their renewal paperwork during the applicable Permit Renewal Period, differential renewal fees will be assessed and there is no guarantee that Operators will receive their permits before the New Permit Required date. Once new permits for 2019 are issued, Operators must display the new stickers by the date(s) shown above. A failure to display a new permit by these dates will be a violation of the Airport Rules and Regulations. ***Please note that CY 2018 permits will remain valid until the New Permit Required date for each GT mode.***

Subsequent notification will be sent to Operators closer to their respective Permit Renewal Periods and will include renewal instructions. To reiterate, GT Operators and companies must submit completed registration forms during the applicable Permit Renewal Period shown above. Excluding TNC’s, all GT Operators must provide current copies of vehicle registrations, driver rosters, and insurance information for their fleet.

If you have any questions regarding the new GT Permit Renewal Process or Airport Rules and Regulations, please contact Airport Ground Transportation at 510-563-2897.

Thank you for your cooperation.

Sincerely,

A handwritten signature in blue ink, consisting of a large, stylized 'J' followed by a series of loops and a horizontal stroke.

Jon Cimperman
Airport Operations Manager, Landside
Ground Transportation and Parking Services