



where the going is easy®

September 14, 2017

Dear Reservation Based Ground Transportation Provider,

On Tuesday, September 5, 2017, Long Beach City Council approved proposed fee changes for Long Beach Airport. As presented at the Ground Transportation Stakeholders Meeting on August 21, 2017, reservation-based ground transportation providers will need to adhere to the following fee structure which takes effect October 1, 2017. Also, ground transportation providers must begin self-reporting on a monthly basis to Long Beach Airport.

Trip Fee (based on vehicle size)

- Five or fewer seats: \$1.00 per pick-up, \$1.00 per drop off
- Six to 14 seats: \$1.50 per pick-up, \$1.50 per drop off
- 15 seats or more: \$5.00 per pick-up, \$5.00 per drop off

The report and payment must be submitted by the 20<sup>th</sup> of the following month. For example, October's activity report and trip fee payment will be due November 20<sup>th</sup>.

A sample report has been attached. Reports should be sent to the following:

[Juliette.Mahoney@longbeach.gov](mailto:Juliette.Mahoney@longbeach.gov)  
[Mony.Chhey@longbeach.gov](mailto:Mony.Chhey@longbeach.gov)  
[Zorah.Flanagan@longbeach.gov](mailto:Zorah.Flanagan@longbeach.gov)

OR

Long Beach Airport  
ATTN: Administration  
4100 E. Donald Douglas Dr.  
Long Beach, CA 90808

Payment should be sent to:

Long Beach Airport  
ATTN: Accounts Receivable  
4100 E. Donald Douglas Dr.  
Long Beach, CA 90808

If you have any questions, please feel free to contact the Airport's administration office at 562-570-2600.

Sincerely,

*Claudia Lewis*

Claudia Lewis  
Manager - Finance and Administration