

Metropolitan Washington Airports Authority

Date Issued: JUL -5 2012

ORDERS & INSTRUCTIONS

Subject: HOTEL COURTESY SHUTTLE PASSENGER DROP-OFF LOCATION AT
WASHINGTON DULLES INTERNATIONAL AIRPORT

1. PURPOSE

This Orders & Instructions (O&I) establishes the Departures Level as the drop-off location for hotel courtesy shuttle vehicles at Washington Dulles International Airport displaying a valid Automated Vehicle Identification sticker.

2. DISTRIBUTION

This O&I is distributed to the Metropolitan Washington Airports Authority's department level and above, as well as all hotels permitted to operate a hotel courtesy shuttle at Washington Dulles International Airport.

3. REFERENCES

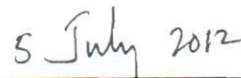
Metropolitan Washington Airports Authority Regulations, Part 4.5

4. GENERAL

The Metropolitan Washington Airports Authority Regulations, Part 4, section 4.5 gives the Airport Manager the authority to *'designate areas for picking up and discharging passengers from motor buses or vans for hire or from courtesy vehicles such as for hotels and parking lots located off the Airport'*. Pursuant to the regulations, the Airport Manager designates the hotel courtesy shuttle vehicles to unload passengers on the Departures Level and to continue to pick-up passengers on the lower Commercial Vehicle Level at Curbs 2A and 2H. All hotels permitted to provide hotel courtesy shuttle service at the Airport must have a valid Automated Vehicle Identification Sticker (AVI). The AVI sticker is specifically assigned to each vehicle and identifies when that vehicle has entered and exited the areas designated with an AVI reader and generates fees that are then charged to the hotel for using the Airport. These stickers can be obtained through the office of the Manager of Airport Administration.



Christopher U. Browne
Airport Manager



Date