

**CITY OF KELOWNA**

**MEMORANDUM**

**DATE:** November 9, 2006

File: 0550-05

**TO:** City Manager

**FROM:** Airport General Manager

**SUBJECT: COURTESY SHUTTLE BUS & BAGGAGE DELIVERY SERVICE**

**RECOMMENDATION**

THAT Council approve eliminating the current Section 18 Courtesy Shuttle Bus Services fee schedule and replacing it with the following effective January 1, 2007;

**18. COURTESY SHUTTLE BUS & BAGGAGE DELIVERY SERVICES**

- 18.1 Courtesy Shuttle Bus services will be licensed at a rate of \$200.00 per month over the period operated. (Example: Big White Shuttle Bus Service during the winter months for ski season.)
- 18.2 Baggage Delivery services will be licenced at a rate of \$200.00 per month to transfer delayed air carrier baggage from the Airport.

AND THAT staff be instructed to amend Clause 18 of the Airport Fees Bylaw No.7982 in accordance with this recommendation;

AND THAT the Airport General Manager be authorized to approve these Licence agreements.

**BACKGROUND AND COMMENTS**

Baggage delivery services are contracted by the air carriers at the airport and utilize the airport terminal building curb to pick up delayed baggage for delivery to the air carrier customer residences and /or hotels throughout the valley. These services utilize the same curb parking area as the licenced Courtesy Shuttle Bus Services and Airporter Bus Services already covered by Airport Fees Bylaw No. 7982.

The baggage delivery services are conducting a business on the airport property and the licence agreement will include liability and risk protection to the City through required general liability insurance.

The Baggage Delivery Licence Agreement has been reviewed by the Airport's legal advisor.



R. Sellick

RS/DF/lab