Torres Rojas, Genara

From: jkristrom@seiu32bj.org
Sent: Thursday, September 11, 2014 12:49 PM
To: Duffy, Daniel; American, Heavyn-Leigh
Cc: Torres Rojas, Genara; Van Duyne, Sheree
Subject: Freedom of Information Online Request Form

Information:

First Name: Jimmy
Last Name: Kristrom
Company: SEIU 32bj
Mailing Address 1: 25 West 18th Street
Mailing Address 2:
City: New York
State: NY
Zip Code: 10011
Email Address: jkristrom@seiu32bj.org
Phone: 2123883458
Required copies of the records: Yes

List of specific record(s):
I hereby request a copy of the following documents: Documents on rules and regulations for privilege permits which the Port Authority issues to contractors at the JFK, LGA, and EWR airports, prepared within the timeframe September 1994 to September 2014. This includes documents focusing on rules, guidelines, restrictions, expectations, and issuance policy for privilege permits. I would prefer that these documents be delivered electronically to the email address listed below. If electronic delivery is not possible due to size, a compact disk containing the files can be mailed to the address above. I request that your office contact me if the estimated cost of providing these files exceeds 100. Please contact me to let me know that you have received this request and the expected time necessary to carry it out.

THE PORT AUTHORITY OF NY & NJ

FOI Administrator

September 23, 2014

Mr. Jimmy Kristrom
SEIU 32BJ
25 West 18th Street
New York, NY 10011

Re: Freedom of Information Reference No. 15308

Dear Mr. Kristrom:

This is in response to your September 11, 2014 request, which has been processed under the Port Authority's Freedom of Information Code (the "Code", copy attached) for a "copy of the following documents: Documents on rules and regulations for privilege permits which the Port Authority issues to contractors at the JFK, LGA, and EWR airports, prepared within the timeframe September 1994 to September 2014. This includes documents focusing on rules, guidelines, restrictions, expectations, and issuance policy for privilege permits."

Material responsive to your request and available under the Code can be found on the Port Authority's website at http://www.panynj.gov/corporate-information/foi/15308-O.pdf. Paper copies of the available records are available upon request.

Please refer to the above FOI reference number in any future correspondence relating to your request.

Very truly yours,

Daniel D. Duffy
FOI Administrator

Attachment

225 Park Avenue South, 17th Floor
New York, NY 10003
T: 212 435 3642
F: 212 435 7555

THE PORT AUTHORITY OF NEW YORK & NEW JERSEY
GUIDELINES TO BECOMING A PORT AUTHORITY PERMITTEE

Newark Liberty International Airport (EWR)
John F. Kennedy International Airport (JFK)
LaGuardia Airport (LGA)
Stewart International Airport (SWF)

Any service contractor who wishes to conduct business at a Port Authority airport must first notify the Airport Properties & Commercial Development Office in order to determine the applicability of a Privilege Permit and fees to the proposed service. **No service provider may perform any services at any airport without first contacting the Properties Office noted on Page 2 herein.** If the services to be provided are fee payable to the Port Authority, then a Privilege Permit will be required.

Most services are fee payable, with the exception of those listed in Item #3 below. Please contact a Property Representative, listed on Page 2, for more information on fee payable services.

Following are the requirements for obtaining a Privilege Permit. The process for formulating and issuing a Privilege Permit to a service contractor takes about two to four months to complete.

1. First, a service contractor must secure a contract with an airline or tenant to render service. The airline or tenant to whom the services will be rendered must advise the Port Authority, in writing, of its intent to use a service contractor's services and include the effective date of service.
2. The company to provide the service must request, in writing, the Port Authority's approval. Request letters should be mailed to the facility's Property Representative (contact information is provided on Page 2) and they should include the following information:
   - Complete legal name of company and address with Corporate Officer's name and title;
   - A brief description of the service to be provided, **additionally please indicate if airside access is required and if automobiles or other motor vehicles will be used**;
   - Please note in the letter whether or not the same services, or any other additional services, are being provided at any other Port Authority Airport (LaGuardia, Stewart, JFK or Newark International.)
   - Copy of State/Country of Incorporation (**in the case of an L.L.C., please also provide a copy of the "Operating Agreement"**;
   - Company must be registered to do business in the State in which it intends to provide service (NY or NJ.
   - A company representative's name, address and telephone number who can be contacted and receive correspondence and notices on behalf of the company; and the name, address and telephone number of your company representative who can be contacted regarding your facility operation (i.e. Station Manager, Facility Manager or Regional Director).
   - Three trade references with contact name, address and telephone number
   - An estimate of annual gross receipts expected from this operation. (Recent Financial Statements may be requested.)
   - Tax identification number (Please complete the attached Request for Taxpayer Identification Number and Certification – Form W-9 and return the form with original signatures);
3. Currently the Port Authority has waived the Permit fee for handicap services, building maintenance and janitorial services, snow removal, lost and found baggage services, employee ground transportation, and security services at certain airports. **All other services are fee payable.**
4. The fee is usually 5% of the Permittee's gross receipts from its facility operation, but in some cases, the fee may be higher. The Permittee is required to report it's gross receipts and remit associated fees to the Port Authority on a monthly basis. Port Authority agreements require fees on gross receipts for all monies paid or payable to the provider. Therefore, if the provider bills the Port Authority fee as a line item on its invoices, the fee itself is subject to the Port Authority fee. Excluded from gross receipts are any taxes imposed by law which are separately stated to and paid by the customer and directly payable to the taxing authority by the Permittee.
5. There will be a security deposit requirement that will be based on the Permittee's fees to the Port Authority. A certificate of insurance will also be required (insurance amounts will be determined by the Port Authority based on the type of services provided). **These two items must be in place before**

operation can commence and before the Port Authority will execute an agreement with a service provider. NO Security I.D. Badges or PONYA license plates will be issued to any company until a Permit is fully executed and approved by the Port Authority.

Please send your request to:

- **For Newark Liberty International**

Carol Lee Landon
Property Representative
Properties & Commercial Development Division
Newark Liberty International Airport
Building One, Conrad Road
Newark, NJ 07114
Tel: (973) 961-6029
Fax: (973) 961-6175
E-mail: clandon@panynj.gov

- **For John F. Kennedy International Airport**

Onelia Castillo
Property Representative
Properties & Commercial Development Division
John F. Kennedy International Airport
Building 14, 2nd Floor
Jamaica, NY 11430
Tel: (718) 244-3647
Fax: (718) 244-3639
E-mail: ocastillo@panynj.gov

- **For LaGuardia Airport**

Reginald Leonard
Property Representative
Properties & Commercial Development Division
LaGuardia Airport
Flushing, NY 11371-0677
Tel: (718) 533-3454
Fax: (718) 533-3421
E-mail: rleonard@panynj.gov