

Date March 8, 2010

RESOLUTION SETTING DATE OF PUBLIC HEARING  
UPON APPLICATION FOR CERTIFICATE OF  
PUBLIC CONVENIENCE AND NECESSITY  
TO OPERATE LIMOUSINE SERVICES

WHEREAS, Section 126-62 of the Municipal Code forbids the operation of a limousine as a vehicle for hire upon the streets of Des Moines without obtaining a Certificate of Public Convenience and Necessity; and

WHEREAS, Larry Logeman, seeking to do business as Executive Express, St. Cloud, Minnesota, has filed an application with the City Traffic Engineer requesting permission of the City Council to operate a limousine service in the City of Des Moines, which application is now on file in the office of the City Clerk for public review and consideration; and

WHEREAS, upon the filing of an application for a Certificate of Public Convenience and Necessity, Section 126-64 of the Municipal Code requires the City Council to fix a time and place for a public hearing on the matter of the issuance of a certificate to operate a limousine service; and

WHEREAS, Section 126-64 does require that written notice of the hearing be given to the applicant and all present holders of a certificate, if any.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DES MOINES, IOWA:

1. That the Des Moines City Council shall hear the matter of the request to operate a limousine service in the City of Des Moines at the regularly scheduled City Council meeting on March 22, 2010, in the City Council Chambers at 5:00 p.m.; and

2. That the City Clerk is directed to give written notice of the time and place of the scheduled hearing to the applicant at the following address and to all the present holders of a limousine certificate at their addresses of record.

Larry Logeman  
Executive Express  
3358 Southway Drive  
St. Cloud, MN 56301

★ Roll Call Number

Agenda Item Number

22

Date March 8, 2010

3. That any interested person, pursuant to Section 126-64, may file with the City Clerk a memorandum in support of or opposition to the issuance of the certificate.

MOVED BY \_\_\_\_\_ to adopt.

APPROVED AS TO FORM:

K. Massier

Katharine Massier  
Assistant City Attorney

COUNCIL ACTION	YEAS	NAYS	PASS	ABSENT
COWNIE				
COLEMAN				
GRIESS				
HENSLEY				
MAHAFFEY				
MEYER				
MOORE				
TOTAL				

MOTION CARRIED

APPROVED

Mayor

CERTIFICATE

I, DIANE RAUH, City Clerk of said City hereby certify that at a meeting of the City Council of said City of Des Moines, held on the above date, among other proceedings the above was adopted.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my seal the day and year first above written.

City Clerk

## Limousine Company Application Checklist

Applicant: Executive Express

Marked block w/ initials indicates that the applicant has provided documentation meeting or exceeding the requirements of the Municipal Code of the City of Des Moines.

### Sec. 126-62.5. Requirements for limousine service.

Each company filing an application for a limousine certificate shall meet the following minimum requirements:

- ☒ (1) Maintain a central place of business in a location properly zoned for that business and have a telephone so that any individual may request the services of the limousine company. The business shall have a listed telephone number. If vehicle maintenance and storage is provided separately from the central office, then the vehicle maintenance/storage area must also be in a location properly zoned for such activity.  

Have original signature on application. All other requirements met
- ☒ (2) Provide transportation of passengers in a motor vehicle from or to any point in the city only on a prearranged basis, for a minimum of one hour at an hourly rate as provided in this article. For contracted limousine service the minimum trip rate and prearranged time restriction do not apply. For limousine service which is booked at least 24 hours in advance, the minimum trip rate does not apply. 

Requirement
- ☒ (3) Meet all applicable zoning ordinance regulations 

Have Amex IA zoning statement DM Airport properly zoned

### Sec. 126-63. Application for certificate of public convenience and necessity.

Any person seeking a certificate shall file an application with the traffic engineer. The application shall be signed by the applicant or by an officer of the applicant and verified under oath and shall contain the following information:

- ☒ (1) The name, address and age of the applicant. If the applicant is a corporation, its name, the address of its principal place of business, and the name and address of its registered agent. If the applicant is a partnership, its name, the names of general and limited partners and the address of its principal place of business. If the place of business is outside the corporate limits of the city, the applicant shall provide a statement from the governing jurisdiction that the business complies with the appropriate zoning regulations, except that any person lawfully operating a limousine service at the time of adoption of this article shall not be required to provide such a statement. 

Have original signature on application. All other requirements met

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**MB** (2) The financial status of the applicant, including the amounts of all unpaid judgments against the applicant and the nature of the transaction or acts giving rise to the judgments. If the applicant is a firm, partnership, corporation or any other type of business entity which has been organized for less than five years, prior to the date of application, this information shall be provided for each of the shareholders, partners, officers, or other investors of the business entity. The federal tax identification number (or social security number for an individual) and state sales tax permit number shall also be provided. **Provided in packet**

**MB** (3) The experience of the applicant in the transportation of passengers including a statement of any state or municipality where the applicant has ever been licensed to operate a taxicab or limousine service, whether such license was ever suspended or revoked and the reasons for suspension or revocation, and whether an application for a license or a renewal of a license was denied and the reasons for denial. **Provided**

**MB** (4) Any facts which the applicant believes tend to prove that public convenience and necessity requires the granting of a certificate. **Provided**

**MB** (5) The number of vehicles to be operated or controlled by the applicant. **Provided**

**MB** (6) The location of proposed vehicle storage. **Provided in packet**

**MB** (7) A statement of the condition of the vehicles to be operated including the age and type of each vehicle, and the date on which the vehicle passed its most recent safety inspection, if any. **Provided in packet**

**MB** (8) A statement as to whether the applicant has, within the ten years immediately preceding the date of application, been convicted of, pled guilty to or stipulated to the facts of violating any criminal statute or ordinance, including traffic laws and municipal ordinances. If the applicant has been convicted, a statement as to the date and place of conviction, the nature of the offense and the punishment imposed. **Provided in packet**

**MB** (9) The number of vehicles proposed for operation during periods of maximum demand and during periods of least demand. **Provided**

**MB** (10) Where the applicant will operate its central place of business. **Provided in packet**

**MB** (11) The color scheme or insignia, if used, to designate the vehicles of the applicant. **Provided in packet**

**MB** (12) Such further information as the traffic engineer may require of each applicant. **Provided in packet**

**MB** Sec. 126-63.5. Investigation of applicant.

### 3 | Limousine Company Application Checklist – City of Des Moines

The police department shall review each applicant's arrest and traffic records and report the results of the investigation to the city council. Where the applicant is a corporation, the corporate officers' records shall be investigated; where a partnership, each partner's records shall be investigated. **Information by DM Form 1000 is subject to change without notice.**

#### **MB** Sec. 126-66. Liability insurance required.

- (a) A certificate shall not be issued or continued in effect unless and until the owner of the limousine business furnishes to the traffic engineer for filing with the city clerk an insurance policy or certificate of insurance issued by an insurance company licensed to do business in the state, providing commercial general liability and automobile liability insurance coverage, or the equivalent thereof, for the limousine business with minimum limits of liability equal to any applicable limits required by the Code of Iowa, the United States Code, and/or interstate commerce commission regulation, whichever is greater. The above coverages and limits shall extend to the following on a per occurrence basis: The injury or death of any one person; the injury or death of any number of persons in one accident; damage to property in the care, custody and control of the insured but excluding property of the insured; the bodily injury or death of others resulting from negligent acts of the insured while involved in the furtherance of the limousine business. **Provided in packet**

- (b) The certificate of insurance referred to in this section shall provide that the insurance policy or policies have been endorsed to provide 30 days advance written notice of cancellation, non-renewal, reduction in insurance coverage or limits and ten days written notice for nonpayment by registered mail to the traffic engineer. **Requirement met in endorsement area on Certificate of Insurance**

- (c) The cancellation or other termination of any required insurance policy shall automatically revoke and terminate the certificate and all licenses issued for the limousine business and the vehicles covered by such insurance policy(ies), unless another policy(ies), complying with this section, shall be provided and in effect at the time of such cancellation or termination. The traffic engineer shall immediately issue written notification of the revocation of said certificate and all licenses for the limousine business and the vehicles covered by such insurance which is cancelled or terminated and shall file a copy of such notice with the city council. **Requirement**

#### **MB** Sec. 126-82. Booking sheets.

- (a) Each holder shall maintain a daily booking sheet upon which are recorded all charters booked by the company each day, showing the date and time the charter was booked, the date and time of the service, place of origin and destination, number of passengers, and the amount of fare. Upon request by any

**Requirement**

#### 4 | Limousine Company Application Checklist – City of Des Moines

law enforcement officer or any city police cadet, any driver shall present the booking sheet, or a copy thereof, showing the name(s) of the passenger(s) being picked up, and if at the airport, the flight number of the arriving passenger(s).

- (b) **Requirement** Each holder shall retain and preserve all booking sheets in a safe place for at least one month following the date of the making of the record. Booking sheets shall be available to the chief of police or the traffic engineer.

- (c) **Requirement** Each holder shall submit to the traffic engineer a report by January 30 of each year summarizing the activity of the previous year. The report shall contain information on number and types of complaints received including specific information on any discrimination complaints; number of passengers carried; number of trips per vehicle; age, mileage and general condition of each vehicle; tenure and turnover of drivers' and other information as required by the traffic engineer.

#### **NO** Sec. 126-62. Certificate of public convenience and necessity required.

Any person owning, operating or controlling a limousine as a vehicle for hire upon the streets of the city or picking up any passenger for a fare within the corporate limits of the city, shall first obtain a certificate and the required annual limousine license from the traffic engineer. The following motor vehicles are excluded from the requirements of this article:

- (1) Motor vehicles owned and operated by hotels, motels and other boarding places, used for the purpose of transporting patrons, without fee or charge, between said hotel, motel or boarding place and the local station of a common carrier. **Does Not Apply**
- (2) Ambulances and other emergency vehicles. **Does Not Apply**
- (3) Funeral hearses. **Does Not Apply**
- (4) Metropolitan Transit Authority buses or other commercial vehicles designed to transport 16 or more persons, including the driver, duly licensed by the state. **Applicable for commercial vehicles for hire with a capacity of less than 16**

#### **NO** Sec. 126-70. Limousine driver's license required.

Every person who operates a limousine for hire upon the streets of the city shall first obtain and shall properly display a limousine driver's license. **Requirement**

#### **NO** Sec. 126-72. Designation.

## 5 | Limousine Company Application Checklist – City of Des Moines

Each limousine may bear on the outside of the door or on the side glass on each side the name of the company and, in addition, may bear an identifying design. If an identifying name or design is used, the markings shall be painted or affixed by decal in letters or figures at least 1 1/2 inches in height. Any licensed vehicle shall not have a color scheme, identifying design, monogram, or insignia that will conflict with or imitate any existing limousine or any official or emergency vehicle color scheme, identifying design, monogram or insignia in a manner that will mislead or deceive or defraud the public.

~~Applicant may provide information on color scheme and identifying design not in conflict with any existing color scheme in DM.~~

### Sec. 126-81. Limousine service.

Limousine service may be undertaken by the holder of a certificate subject to the following conditions:

- MB** (1) No limousine service shall be booked less than one hour prior to the service, except for contracted limousine service under a written contract or agreement on file with the traffic engineer. **Requirement met**
- MB** (2) The holder shall maintain a central place of business in a location properly zoned for that business. **Requirement met**
- MB** (3) If vehicle maintenance and storage is provided separately from the central office, then the vehicle maintenance/storage area must also be in a location properly zoned for such activity. **Requirement met; only storage (Aimes location) No maintenance done on site**
- MB** (4) The holder shall have a listed telephone number. **Requirement met**
- MB** (5) The service must be booked at a scheduled rate on file with the traffic engineer for a minimum of one hour, even if the trip requires less than one hour, except for contracted limousine service under a written contract or agreement on file with the traffic engineer. **Scheduled rate on file in this packet**

### Definitions

*Airport* means the Des Moines International Airport located in southwest Des Moines on Fleur Drive between McKinley Avenue and Army Post Road.

*Aviation director* means the director of the airport or an authorized representative.

*Booking* means an agreement between a limousine company and a passenger, or group of passengers, for limousine service at a specified time not less than one hour after the acceptance of such agreement.

*Booking sheet* means a record prepared by a limousine company of all charters booked by the company showing the date and time the charter was booked, the date and time

## 6 Limousine Company Application Checklist – City of Des Moines

of the service, place of origin and destination, number of passengers, and the amount of fare. If service is provided at the airport, the booking sheet shall also include the name(s) of the passenger(s) being picked up and the flight number of the arriving passenger(s).

*Certificate* means a certificate of public convenience and necessity issued by the city council authorizing the holder to conduct a limousine service in the city.

*City clerk* means the city clerk or an authorized representative.

*Contracted limousine service* means a written agreement or contract with a business, for a period of not less than 180 days duration, for limousine service.

*Finance director* means the finance director of the city or an authorized representative.

*Holder* means a person to whom a certificate of public convenience and necessity has been issued.

*Limousine* means a motor vehicle engaged in the transportation of passengers for hire in limousine service.

*Limousine license* means the license granted annually to a person who holds a certificate to conduct a limousine service in the city.

*Limousine service* means transportation of passengers in a motor vehicle from or to any point in the city on a prearranged basis, for a minimum of one hour at an hourly rate.

*Rate card* means a card issued by the holder which contains the rates of fare then in force.

*Solicit* means to invite another, either by word or deed, to be a passenger in a vehicle for hire. Such deeds may include, but are not limited to, parking in any area where prospective passengers might be found without a booking sheet listing a specific passenger to be picked up.

*Traffic Engineer* means the city traffic engineer of the city or an authorized representative.



**CITY OF DES MOINES**  
**Office of**  
**TRAFFIC AND TRANSPORTATION**

**TO: SPO Mike West, Traffic Unit**  
**DM Police Department**

**DATE: January 21, 2010**

**FROM: Mike Berry**  
**Eng. Dept. – Traffic Div.**

**SUBJECT: Transmittal of Request for a Certificate**  
**of Public Necessity to operate a**  
**Limousine Company – Loghouse**  
**Enterprises, Inc. (dba Executive Express,**  
**CEO: Larry Logeman)**

Mike,

Attached, you will find the information that I have been provided by the applicant, Larry Logeman, dba Executive Express, who is applying for a Certificate of Public Necessity to operate a Limousine Company.


Under §126-63.5 the Police Department has a requirement to investigate the criminal and drivers records of an applicant, in this case the CEO of Loghouse Enterprises, Larry Logeman, when applying for a license to operate as a limousine company, in the City of Des Moines.

Please see the attached documents.

The applicant is asking that this go before Council as soon as possible. It is too late to make the February 8th meeting, so it will have to go on the 22nd of February, to then have the Council set a hearing date for the following Council meeting date (March 8<sup>th</sup>).

If I could hear back from you on this not later than the Wednesday, February 10<sup>th</sup>, I would appreciate it.

If you have any questions or further comments regarding this matter, please feel free to contact me. Thanks.

  
Michael R. Berry  
Traffic Facilities Administrator

Encl.

Berry, Mike R.

---

To: West, Mike D.  
Subject: Limousine Company Application

Mike,

Attached is a Limousine Company Application for Executive Express. They are operating out of the airport, running a shuttle service to Ames. Since their vehicles are 15 passenger or below they fall into the Limousine category and have to be licensed.

Please review the attached file. If there are any questions or concerns, please feel free to contact me.  
Thanks,

Mike Berry



Executive Express  
Limo Applica...

*Michael R. Berry*

Traffic Facilities Administrator

Michael R. Berry  
City of Des Moines  
Engineering Department  
Traffic & Transportation Division  
600 E. Court Avenue, Suite #200  
Des Moines, IA 50309  
(515) 283-4973  
FAX (515) 237-1640



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The sender does not accept liability for any error or omission in the contents of this message which may arise as a result of errors in e-mail transmission.



Owner  
**Company Application Info.**  
**CITY OF DES MOINES**

**APPLICATION FOR LICENSE TO DRIVE A TAXICAB/LIMO/SINE**

Name LOGEMAN LARRY A  
(Last) (First) (Middle)

Address St. Cloud, MN 56303 (320) 253-2226  
(City, State & Zip Code) (Phone Number)

Birth Date: 1/1 DL # 7 SS# --- Class: 1 Exp. Date: 1/2

Weight: 240 Height: 6-3 Color of Hair: Brown Color of Eyes: Blue

Have you ever been licensed as a City of Des Moines Taxi/Limo Driver? NO When? ---

Years of experience driving an automobile. 31 Taxi/Limo: 5

Have you ever had your driver's license suspended/revoked? YES If so, when? 1982

Give reason(s) for suspension/revocation. 3 moving violations in same yr 28 yrs Ago

List all convictions for traffic violations for which your license was suspended/revoked during the last five (5) years.

NONE

List all convictions for criminal offenses other than traffic offenses during the last ten (10) years.

NONE

**EMPLOYMENT RECORD:**

EMPLOYMENT RECORD:			EDUCATION RECORD:	
From	To	Employer's Name and Address	School	Circle Highest Grade Completed
4/1/05	Present	Executive Express 3358 Southway Dr. St. Cloud MN 56301		
3/01	12/04	ServiceMaster 501 17th Ave N St. Cloud MN 56301	Elementary	1 2 3 4 5 6 7 8
1998	2001	YMCA 1530 Northway Drive St. Cloud MN 56303	High School	9 10 11 12
1994	1998	Cental MN Group Health Plan	College	1 2 3 4 5 6
			Trade School	1 2 3 4
			Other	

**HEALTH RECORD:**

List any physical impairments or disability that would affect your ability to drive. NONE

List any current medications or medical conditions for the past five (5) years which might affect your ability to drive:

NONE

City of Des Moines  
Traffic and Transportation

APPLICATION FOR LICENSE TO DRIVE A TAXICAB/LIMOUSINE IN THE CITY OF DES MOINES

Page 2

REFERENCES (persons known by you for at least one year):

1. Name PAUL THOMPSON Phone No. 320 255-7129  
Address 2703 Atwood Drive St. Charles, MO 6301
2. Name Terry Kuras Phone No. (320) 251-4071  
Address Shadowwood Dr. Sank Rapids, MN 56379
3. Name TOM ALBES Phone No. (320) 656-9027  
Address 4290 Wapacade Rd. Sank Rapids, MN 56379

I hereby agree that if a license to drive a Taxicab/Limousine is issued to me that I will conform with all ordinances, rules and regulations governing Taxicab/Limousines and their drivers of the City of Des Moines.

I hereby swear that I am the individual making the foregoing application for a Taxicab/Limousine License and that the answers to the foregoing questions and other statements contained herein are true to the best of my knowledge and belief.

1/4/10  
(Date)

[Signature]  
(Applicant's Signature)

Having been duly designated by the Chief of Police of the City of Des Moines for the purpose, I hereby certify that I have examined the applicant's arrest and traffic records. After careful examination, I hereby recommend that the applicant's request for a license to drive a Taxicab/Limousine be:

☐ APPROVED ☐ REJECTED

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Authorized Representative, Chief of Police)

Receipt Number: \_\_\_\_\_

Date: \_\_\_\_\_

Amount: \_\_\_\_\_

Badge Number: \_\_\_\_\_

Company: \_\_\_\_\_

Owner: \_\_\_\_\_

☒ REJECTED

Application for License ☒ APPROVED

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(City Traffic Engineer)

MSG FROM NLETS 7150  
DR.MNOLN0000. TO:DEST IA07703F4  
\*MRI0081042.  
TXT

\*\*\*PRIVATE\*\*\*

OLN/'	SOC/	CO/
NAM/LOGEMAN, LARRY ALLAN		
RES/	ST CLOUD, MN.	56303
DOB/	MALE 603 240	EYE/BUE

PENDING ACT/	CDL STATUS/	NCDL STATUS/VAL
CLASS/D	ENDOR/	RESTR/

ISS/EXP/: AUDIT/

\*\*\*\*\* END OF RECORD\*\*\*\*\*

;201002121153/201002121153

LDF4 8

MESSAGE FROM NLTS

081046



## Welcome to Executive Express!

We are Minnesota's Airport Shuttle, Private Charter, and Same Day Delivery service. , providing ground transportation to more than 21,000 passengers per year. Our friendly drivers, comfortable vans, and reasonable rates take the hassle out of getting to and from over 40 Minnesota and 25 Iowa cities and surrounding communities. We refer to this as "Transportation Relaxation."

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Executive Express provides daily service to the Minneapolis/St. Paul International Airport at both the Lindbergh and Hubert H. Humphrey terminals and the Des Moines International Airport. Our commitment to customer convenience means we provide up to eight daily trips and currently operate in close to 40 central Minnesota cities. Please see our fares and schedules tab for the city nearest

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### Recent News

WINTER WEATHER ADVISORY FOR MINNESOTA TRAVELERS  
WINTER WEATHER ADVISORY - IOWA

St. Cloud Airport Survey  
New Minnesota Schedule with 101 Runs a Day Starts Monday 11/16/09  
Executive Express Expands Schedule



you. For our Iowa customers, we travel to and from the Des Moines International Airport up to eight times a day from approximately 25 cities. Please see our fares and schedules tab for the city nearest you

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Corporate Office: 3358 Southway Drive • St. Cloud, Mn. 56301 (888) 522-9899



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- Williams
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- Latimer
- Mason City
- Ames
- Boone
- Iowa State University
- Nevada
- Stony City
- Arkany
- Gleanlake
- Eldora
- Ellsworth
- Radcliffe
- Webster City
- Fa. Dodge/Altamare
- Iowa Falls
- Goulter
- Rowan
- Hampton

## Ames

### Pickup Location for Ames at Holiday Inn Express & Suites

2600 E 13th St  
Ames, IA 50010  
(877) 863-4780

[www.hlexpress.com](http://www.hlexpress.com)

Passengers	One Way	Round Trip
1	\$26.00	\$48.00
2	\$47.00	\$87.00
3	\$64.00	\$118.00
4	\$77.00	\$142.00
5	\$90.00	\$166.00
6	\$103.00	\$189.00
7	\$116.00	\$213.00

## Daily

## Make Reservations!

**Make your Reservations Online Today**  
or Call us at (320) 253-2226 or toll  
free (888) 522-9899

Due to the uncertainty in oil markets worldwide there will be a fuel surcharge added to the base fare on your ticket. This fuel surcharge fluctuates with the market. Historically it has been between \$1.00 and \$3.00 per person per way. It is charged at the time of your reservation not at the time of departure. We hope to remove these surcharges when the price of gasoline stabilizes. We thank you for your understanding.



Ames  
 4:15 AM  
 6:15 AM  
 7:45 AM  
 9:30 AM  
 11:15 AM  
 2:45 PM  
 5:15 PM  
 8:30 PM  
 9:45 PM

Arrive Airport  
 5:00 AM  
 7:00 AM  
 8:30 AM  
 10:15 AM  
 12:00 PM  
 3:30 PM  
 6:00 PM  
 9:15 PM  
 10:30 PM

Depart Airport  
 5:00 AM  
 7:00 AM  
 10:00 AM  
 1:00 PM  
 3:15 PM  
 5:15 PM  
 7:15 PM  
 9:30 PM  
 10:45 PM

Arrive Ames  
 5:45 AM  
 7:45 AM  
 10:45 AM  
 1:45 PM  
 4:00 PM  
 6:00 PM  
 8:00 PM  
 10:15 PM  
 11:30 PM

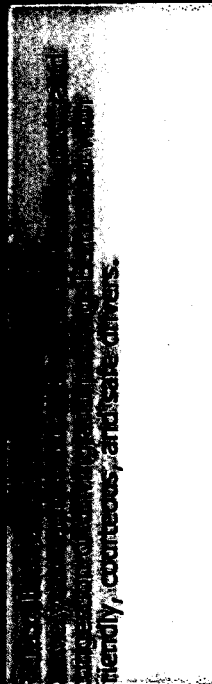
## Holiday Services:

Labor Day Weekend  
 September 5, 6, 7  
 Thanksgiving  
 November 26, 27, 28  
 Christmas Eve  
 December 24  
 Christmas Day  
 25th - please call for schedule  
 New Years  
 December 31, January 1

Note: To guarantee a ride, a reservation must be made. Same-day passengers are happily accepted, but at times, vehicles may not run if no reservations are scheduled.

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**Executive**  
**EXPRESS**



friendly, courteous, and safe drivers.

## Transportation Services

### Minnesota

Saint Cloud, Clearwater, Monticello, Rogers, Maple Grove, Plymouth, Albertville, Brooklyn Park, Little Falls, Brainerd, Camp Ripley, Litchfield, Spicer, Atwater, Willmar, Alexandria, Melrose, Paynesville, Cold Spring, Sauk Centre, Albany, Avon and other cities per special arrangement.

### Iowa

Mason City, Clear Lake, Latimer, Coulter, Rowan, Hampton, Clarion, Dows, Williams, Iowa Falls, Fort Dodge, Webster City, Jewell, Eldora, Ellsworth, Radcliffe, Story City, Ames, Ankeny, Boone, Nevada, Iowa State University

- Our vehicles are smoke free
- Home and office pick-ups and drops available (some limitations apply)
- Animals must be kept in kennels, extra charges apply (seeing eye dogs excepted)
- Excessive luggage / freight is subject to additional charge



**Same Day Delivery Service**

- Arrive at boarding locations at least 15 minutes in advance of departure time.
- Cancellations must be made before noon of business day prior to travel date to be eligible for refunds
- Drivers are unable to wait beyond scheduled departure times
- Detailed terms and conditions on passenger boarding ticket.
- Tips for drivers accepted and appreciated!

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# Airport Shuttle Schedule

## Ames | DSM Airport

### Stop Location:

Holiday Inn Express Hotel & Suites

2600 East 13th Street, Ames, IA 50010 • (515) 232-2300

### DAILY SCHEDULE (7 days/week)

Depart Ames	Arrive DSM	Depart DSM	Arrive Ames
4:15 AM	5:00 AM	5:00 AM	5:45 AM
6:15 AM	7:00 AM	7:00 AM	7:45 AM
7:45 AM	8:30 AM	10:00 AM	10:45 AM
9:30 AM	10:15 AM	1:00 PM	1:45 PM
11:15 AM	12:00 PM	3:15 PM	4:00 PM
2:45 PM	3:30 PM	5:15 PM	6:00 PM
5:15 PM	6:00 PM	7:15 PM	8:00 PM
8:30 PM	9:15 PM	9:30 PM	10:15 PM
9:45 PM	10:30 PM	10:45 PM	11:30 PM

### HOLIDAY SERVICE

Please see our website or call our office for Holiday Service hours.

Schedules subject to change without notice.



# Airport Shuttle Schedule

## Iowa State University | DSM Airport

### Stop Location:

Iowa State University - The Memorial Union (Pick up at South door - facing Lincoln Way)

2229 Lincoln Way, Ames, IA 50011 • (515) 296-6848 (Dial 8 on campus)

### DAILY SCHEDULE (7 days/week)

Depart ISU	Arrive DSM	Depart DSM	Arrive ISU
4:00 AM	5:00 AM	5:00 AM	6:00 AM
6:00 AM	7:00 AM	7:00 AM	8:00 AM
7:30 AM	8:30 AM	10:00 AM	11:00 AM
9:15 AM	10:15 AM	1:00 PM	2:00 PM
11:00 AM	12:00 PM	3:15 PM	4:15 PM
2:30 PM	3:30 PM	5:15 PM	6:15 PM
5:00 PM	6:00 PM	7:15 PM	8:15 PM
8:15 PM	9:15 PM	9:30 PM	10:30 PM
9:30 PM	10:30 PM	10:45 PM	11:45 PM

### HOLIDAY SERVICE

Please see our website or call our office for Holiday Service hours.

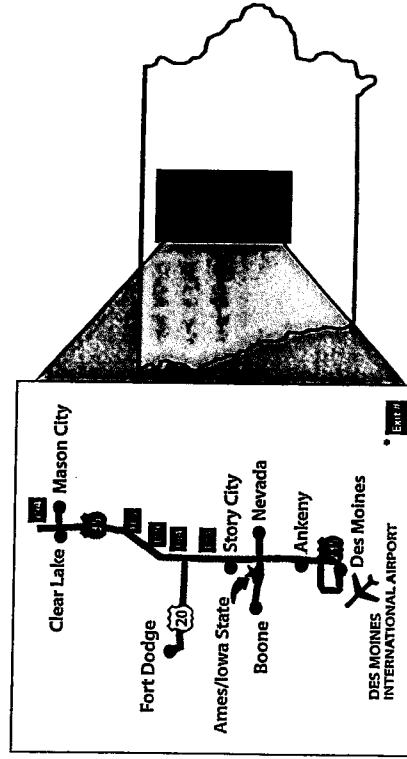
Schedules subject to change without notice.

## Operating Policies & Conditions

### Advance Reservations Are Required

- Arrive at boarding locations at least 15 minutes prior to departure time.
- Cancellations must be made before noon of business day prior to travel date to be eligible for refunds.
- We service the Des Moines International Airport.
- Our customer service counter is located in the baggage claim area at the Des Moines International Airport at the car rental counters.
- Please see our website for the Holiday Schedule.
- Please ask about our frequent traveler program and earn free trips.

## Coverage Area



Make a reservation online at **ExecutiveExpress.biz** or by calling **320.253.2226** or toll free at **888.522.9899**.

### Office Hours

Monday - Friday 1 8 am - 5 pm  
Saturday 1 9 am - noon  
Closed Sundays and holidays.

MasterCard, VISA & Discover accepted.



*Transportation Relocation*

Corporate Office

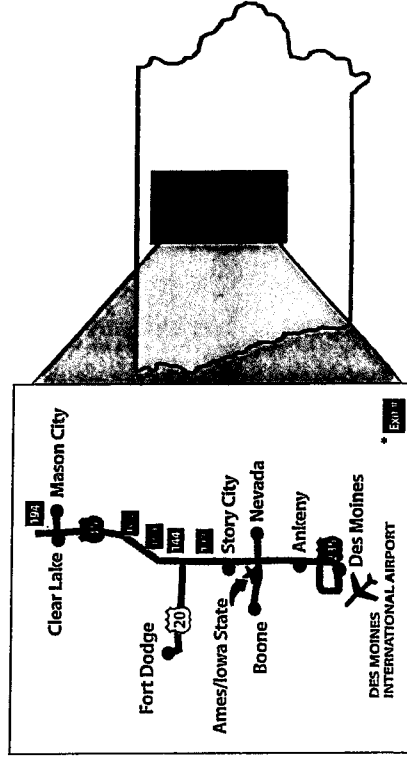
3358 Southway Drive 1 St. Cloud, MN 56301

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