

STANDARD PROCEDURE

Hillsborough County
Aviation Authority

Number: S303.01

Effective: 12/05/02

Revised: _____

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SUBJECT: EMPLOYEE PARKING

PURPOSE: To identify parking facilities for use by airport employees and the procedure for the authorization and sale of employee parking permits or access for the assigned parking areas at Tampa International Airport.

GENERAL: The following parking facilities are designated as employee parking areas:

- Lot 1 – Main lot, north of the terminal complex, south of the intersection of Hillsborough and Hoover. General employee parking.
- Lot 2 – Airside A
- Lot 3 – Airside C
- Lot 4 – Airside D
- Lot 5 – Airside E
- Lot 6 – Airside F

Lots 2 through 6 are intended to be used by management and authorized employees of tenants in the associated airside. Spaces will be allotted to airlines and tenants based on the comparable size of their operation.

- Lot 11 – Adjacent to the service building, intended for managerial and critical employees of tenants of the landside terminal.
- Lot 14 – North cargo building, for employees of tenants assigned to work in the building.

PROCEDURE: Employee parking privileges are extended upon the completion of the following procedures:

- A. Each employee requesting employee parking privileges must have a valid application on file before access will be issued. The application will include: employer name and phone number, employee's name and airport security identification number (if issued), and certification of employment by an authorized official of the employer. The application, along with payment for at least one month's parking, will be submitted to the parking permit office located at lot 1.
- B. Employee parking access will be issued upon completion of this process providing electronic access via the access control system for lot 1 or by issuance of the appropriate

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hang tag for all other employee lots. Valid hang tags must be displayed at all times on vehicles parking in lots requiring hang tag identification.

- C. Parking authorizations will automatically expire on the last day of the month. Authorization is sold in monthly increments, a maximum of twelve months at a time. Bulk purchases by companies for their employees will be processed by the following procedure:
1. The permit office will provide a listing of existing authorized employees to the company prior to the expiration date.
 2. The company will return the list with any corrections (additions or deletions) and a payment for the amount of parking authorization desired prior to the new effective date.
- D. Direct billing of employee parking fees by the Authority is available upon written request of the company. The company must have an existing agreement with the Authority with an established routine billing activity and an acceptable payment history. This process is limited to a minimum of twenty employees for at least three months worth of parking authorization. Upon submittal of the corrected employee listing, the amount due will be forwarded to Finance for billing and the parking authorization established. This process must be completed prior to the expiration of existing authorization. Refunds and adjustments after the fact are not available. Authorizations can be transferred from former employees to new employees with proper documentation from the company.
- E. Employee parking privileges are available for non-based employees (usually commuting flight crew members) on a space available basis. Non-based employees must be permanent residents of the airport's service area and work for an airline or company that has an agreement with the Authority. Non-based employee parking must be specifically authorized by the local station manager of that employee's company. Retired employees will not be provided employee parking privileges.
- F. Rates for employee parking privileges will be established each budget year, disseminated to all airlines and tenants and posted at the permit office.

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- G. Any employee parking authorization may be revoked if the interest of the Authority so requires.
- H. Employees will park only in the lot for which they are authorized. Those authorized to park in lots 2, 3, 4, 5, 6, 11 and 14 may park in lot 1 if necessary or desired.
- I. Parking spaces in the airside lots (2-6) and lot 11 will be assigned to tenant companies. Use of those spaces is limited to employees of that tenant.
- J. Vehicles with expired parking authorization and unauthorized or improperly parked vehicles are subject to ticketing and/or impound.

APPROVED: /s/ John Wheat DATE: 12/10/02