

STANDARD PROCEDURE

Aviation Authority

Number: \$303.02

Effective: 10/18/07

Revised: 04/06/16

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Subject: Tenant Employee Parking
Tampa International Airport

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

GENERAL: The following parking facilities are designated as employee parking areas and are depicted in Attachment 2:

Lot	Location	# Spaces	Uses	Spaces Assigned	Access	Cost
1	North Airport, access via Hillsborough to Hoover Blvd.	2470	Employee parking with shuttle bus service	Open Parking	Card access control	\$25/mo. TPA based employee; \$50/mo. non-TPA based flight crew
2	Airside A	15	Assigned to tenant managers at Airside A	Assigned Spaces	Hangtag	\$35/mo.
2A	A-Sort Building	33	Assigned to tenant managers at Airside A or C	Assigned Spaces	Hangtag	\$35/mo.
3	Airside C	45	Assigned to tenant managers at Airside C	Assigned Spaces	Hangtag	\$35/mo.
5	Airside E	51	Assigned to tenant managers at Airside E	Assigned Spaces	Hangtag	\$35/mo.
6	Airside F	75	Assigned to tenant managers at Airside F	Assigned Spaces	Hangtag	\$35/mo.
7	Level 7 Red Side RAC Garage	75	Assigned to Landside tenant managers	Assigned Spaces	Hangtag & Access Control	\$35/mo.

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14	North Air Cargo	149	Employees assigned to North Air Cargo	Open Parking	Hangtag	\$ \$25/mo.
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PROCEDURE: All authorization to utilize the employee parking areas must be approved by the Authority and airport airline/tenant managers.

- A. Each employee requesting employee parking privileges must have an approved authorization card on file before access will be issued (see Attachment 1). The authorization card will include employer name, employee's name and airport security identification card number (if issued), and certification of employment by an authorized official of the employer. The authorization card, along with payment for at least one month's parking, will be submitted to the parking permit office located at Lot 1. As an option, the employer may fax the authorization card to the permit office in advance (fax # 813-396-3039).
- B. Employee parking privileges may be 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.
- C. Employee parking access will be issued upon completion of this process providing electronic access via the access control system or by issuance of the appropriate hangtag. Valid hangtags must be displayed at all times on vehicles parking in lots requiring hangtag identification.
- D. 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.

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2. The company will return the list with any corrections (additions or deletions) and a payment for the amount of parking authorizations desired prior to the new effective date.
- E. 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 companies with a minimum of twenty employees. 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.
- F. Rates for employee parking privileges may be adjusted each Authority budget year, disseminated to all airlines and tenants, and posted at the permit office.
- G. The permit office will periodically send the list of employees with current parking authorization to each employer. The employer must verify the continuance of such parking authorizations.
- H. Any employee parking authorization may be revoked if the interest of the Authority so requires.
- I. Employees will park only in the lot for which they are authorized. Those authorized to park in Lots 2 through 14 may park in Lot 1 if necessary or desired (see Attachment 2).
- J. Individual parking spaces in Airside Lots 2-6 and Lot 7 (see Attachment 2) will be assigned to tenant companies. Use of those spaces is limited to employees of that tenant. Tenants may purchase additional hangtags for specific spaces; however, tenants may not use anymore spaces than assigned.
- K. Tenants requiring spaces for disabled employees that cannot ride on the employee bus must utilize their assigned manager spaces in Lots 2 - 14.

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L. Vehicles with expired parking authorization and unauthorized or improperly parked vehicles are subject to ticketing and/or impound.

M. The employee parking lots are not to be used for storage of vehicles. All vehicles utilizing the parking lots must have a current license plate.

The following attachments depict the sample parking authorization form and the employee parking lots.

Attachment 1 – Tampa International Airport Employee Parking Authorization Form

Attachment 2 – Tenant Employee Parking Lots

APPROVED: Joe Lopano

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Tampa International Airport
Employee Parking Authorization

Name _____ Lot No. _____

Airport Security I.D. No. _____

Access Card No. _____

Based Employee _____ Non Based Employee _____

Employer Authorization _____

Organization _____ Date _____

PA-48

Attachment 1

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