

**Metropolitan Washington Airports Authority**  
**ORDERS & INSTRUCTIONS**

DCA 3-1-2AU

**SUBJECT: EMPLOYEE PARKING PERMIT PROCEDURES AT RONALD REAGAN  
WASHINGTON NATIONAL AIRPORT**

**Issuance Date: 11/6/2018**

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**1. PURPOSE**

This Orders and Instructions (O&I) DCA 3-1-2AU establishes the procedures regarding the application process, the issuance, the charges assessed and the use of employee parking permits (hangtags and decals) at Ronald Reagan Washington National Airport.

**2. AUTHORITY**

This O&I is issued under the authority of the *Metropolitan Washington Airports Regulations (MWAR), Part 4 - Motor Vehicle Rules*.

**3. APPLICABILITY & DISTRIBUTION**

This O&I is applicable to all employers and employees at Ronald Reagan Washington National Airport (Reagan National), including the Metropolitan Washington Airports Authority (Airports Authority), federal, airline, tenant and concessionaire employees, and the subtenant and subcontractor employees of these employers. This O&I is distributed to Airports Authority offices at the supervisory level and above and to management personnel of the federal agencies, airlines, tenants and concessionaires at Reagan National Airport. Receiving organizations should ensure that their employees are familiar with the contents of this document.

**4. CANCELLATION**

O&I DCA 3-1-2AT DCA Employee Parking Permits Sales and Use, dated August 17, 2016 and any changes issued thereto, is canceled.

**5. REFERENCE**

- O&I DCA 3-2-4H, *Vehicle Control Program for Ronald Reagan Washington National Airport*.
- MWAR Part 4 - *Motor Vehicle Rules and Virginia Code, Section 46.2*.

## 6. POLICY

It is the general policy of the Airports Authority to provide employee parking at Reagan National Airport. Employees who are issued a parking permit will be assessed a charge based upon the Airports Authority's recovery of costs incurred, subject to the terms, exemptions and conditions stated in this O&I.

**The Airports Authority, by the issuance of a permit, does not guarantee the availability of parking at all times.** From time to time, parking conditions may require adjustments to parking permit/lot assignments. Accordingly, the Airport may reassign an individual or groups of permitholders to correct or improve parking conditions.

Permits remain the property of the Airports Authority and must be surrendered upon termination of the permitholder's employment, or the employer's contract with the Airports Authority. Permits must be returned to the Airport's Employee Parking Coordinator. Parking permit fees are generally not refundable (see 7D.3).

**Contact the Airport's Employee Parking Coordinator for employee parking lot assignments, parking lot conditions and parking permit bulk sales.**

Kathleen (Katie) Grazier, Airport's Employee Parking Coordinator  
Airport Administration Department  
Ronald Reagan Washington National Airport  
Metropolitan Washington Airports Authority  
Washington, D.C. 20001-4901  
Telephone: (703) 417-8014  
Fax: (703) 417-8260

## 7. PROCEDURES

This section provides instructions for permit application, issuance, and display. Employee and vehicle eligibility, charges, and regulations are described.

All Airports Authority organizational elements, federal offices, airlines, tenants, and concessionaires shall designate an Authorized Parking Representative to certify and ensure the accuracy and completeness of information on their employer's employee parking permit applications, and to prepare a payment voucher if applicable. The Parking Representative will be responsible for assisting in the routine administration of the employee parking program. This includes being responsible for communications, meetings, forms, issuing and recording parking permits according to their employer's parking permit allocations, Bulk Sales settlements and related processes for their employer. The management of all Airports Authority organizational elements, federal offices, airlines, tenants, and concessionaires shall reinforce the requirements and

regulations set forth in this O&I. Any changes in the designated representative during the year shall be reported immediately in writing to the Airport's Employee Parking Coordinator.

All Airport employee parking applications shall be conducted online via the internet at [www.MWAA.com/epermit](http://www.MWAA.com/epermit). Paper applications will not be accepted for the sale of parking permits unless the Epermit system is inoperable for an extended period of time. Detailed instructions (**Appendix A**) are available at the Authority's website, and upon request to the Airport's Employee Parking Coordinator. **NOTE: The parking season starts and the new parking permits must be displayed on October 1. Permits are valid through September 30.**

## A. REQUIREMENTS

Authorized Parking Representative form (**Appendix B**) must be completed, signed, and returned to the Airport's Employee Parking Coordinator no later than the time of your Bulk Sales settlement. Each online parking permit application form must be complete and bear certification by the employer's Parking Representative identified on **Appendix B**. The employer's Parking Representative shall verify the following:

### 1. EMPLOYEE

The applicant must (1) be employed by the named employer at Reagan National Airport and (2) be employed in a position based at Reagan National Airports. Airports Authority employees based at other locations will only be eligible to purchase a parking permit if they are required to be on the DCA campus 50% or more of their scheduled time for business purposes. In addition, the applicant must provide a valid driver's license and current vehicle registrations for no more than two, four-wheeled vehicles and one motorcycle.

- (a) **Only domiciled crew members (those who are officially based at Reagan National and work on flights originating from Reagan National) are eligible for employee parking at Reagan National.** Non-domiciled crew members (those officially based at other airports) are not eligible to participate in the Reagan National employee parking program.
- (b) Subtenants' parking shall be subjected to the authorization of the prime tenant and issued from the prime tenant's authorized allocation. Subtenants at the Airport may apply for employee parking permits directly with the Airport's Employee Parking Coordinator, but only with the written authorization of the prime tenant from which they are subleasing space. Employees of subtenants shall be subject to the same procedures as the employees of prime tenants.

- (c) Crew personnel of general aviation aircraft are eligible for employee parking permits when the owner or operator of such aircraft has entered into a long-term agreement with the Airport's Fixed Base Operator for hangaring or parking the aircraft at the Airport. Long-term is defined as one year or greater. These permits will be issued through the Fixed Base Operator.

**2. VEHICLE**

- (a) An employee may register two, four-wheeled vehicles and one motorcycle.
- (b) Oversized vehicles are prohibited if they require a parking area greater than one space or are over nine (9) feet in height.
- (c) Employees who choose to protect their vehicles with covers while parked at the Airport are required to visibly and prominently display, and protect the parking permits.

**B. ANNUAL PERMITS**

All vehicles parked in an area designated for employee parking at Reagan National Airport shall display a permit in the manner described below. Each employee shall be assigned to only one designated parking category.

**1. DESCRIPTION**

The color-coded and numbered parking permits are in the form of hangtags and decals. Employees are limited to no more than one hangtag and two decals as determined by the type of vehicles registered.

**2. USE**

The type of vehicle determines which type of annual permit will be recommended as follows:

<u>PERMIT TYPE</u>	<u>VEHICLE TYPE</u>		
	<u>HARDTOP</u>	<u>SOFT TOP</u>	<u>MOTORCYCLE</u>
HANGTAG	X		
DECAL		X	X

## C. PURCHASE OF PERMIT: APPLICATION SUBMISSION AND ISSUANCE

### 1. BULK SALES

All Airports Authority organizational elements, federal offices, airlines, tenants and concessionaires are required prior to the start of the parking season to apply for and purchase permits on a bulk basis.

- (a) The Authorized Parking Representatives from each organization shall schedule appointments with Airport's Employee Parking Coordinator to obtain the requisite number and category of employee parking permits. The Authorized Parking Representative will then verify and acknowledge receipt of the respective employer's permits.
- (b) The Authorized Parking Representatives shall schedule appointments with the Airport's Employee Parking Coordinator to complete their employer's Employee Parking Bulk Sales Settlement Worksheet (**Appendix C**) and to reconcile the quantity of all completed parking permit applications, the appropriate payment, and the return of all unissued permits with the exception of Airline vouchered companies. The Airport's Employee Parking Coordinator will verify and acknowledge receipt of all permits, valid applications, and payments. Bulk Sales settlements must be concluded by **the second Friday in October**. Employers that have not settled their accounts by the first **Friday in November** are subject to the immediate recall of all parking hangtags and decals.
- (c) Each employer's Authorized Parking Representative is responsible for distributing the parking permits (hangtags and decals) to employees in return for completed parking Epermit parking permit applications and collection of fees. All applications must be entered into the Epermit system.
- (d) The Airports Authority prefers that employers collect and deposit their employees' parking permit payments (cash, check or money order) and submit one company check, billing voucher, or credit card (Visa, Mastercard, American Express or Discover Card) transaction to the Airport for bulk payment. Authorized employers may submit a voucher for payment of the parking permit sales. Invoices are payable within thirty (30) days of invoice date. Invoices will be assessed finance charges of 4% plus prime for past due amounts.

**Note:** *Individual employee permit sales are suspended during the Bulk Sales period.*

- (e) An organization may request to adjust employee parking allocation to the Airport's Employee Parking Coordinator at any time during the parking season to modify its allocation based on foreseeable requirements.

## 2. INDIVIDUAL SALES

Individual applications for parking permits will be processed using the Epermit system with the employer's Authorized Parking Representative and the Employee Parking Coordinator.

Ninety (90)-Day Employee Parking Permits are available for eligible, temporary employees at Reagan National Airport. The Airport's Employee Parking Coordinator or their supervisor determines eligibility based upon the following guidelines:

- a. Employees whose term of employment is less than one year.
- b. Employees whose term of employment does not coincide with the October 1 to September 30 parking season and
- c. Employees working for organizations with leases or contracts that do not extend through the full October 1 to September 30 parking season.

There is a fee associated with these permits (**Appendix D, Section 2**). These permits expire on the date shown on the permit, are for use only in the designated employee parking area, and are non-transferable. The Ninety (90)-Day Permit is renewable. Alternatively, the company or temporary employee may acquire an annual parking permit by submitting a completed original parking permit application and paying the annual permit fee, less the fee paid for the 90-Day permit. No refund or additional credits will be made.

## D. CHARGES

- 1. **Fee Table (Appendix D)** describes the fees for the period October 1, through September 30.
- 2. **Prorated** fee schedule by quarter is included in the **Fee Table, (Appendix D, Section 3)**.
- 3. **Refunds** – As a general rule refunds are not given, however, circumstances occur where a refund may be awarded. Refunds will be considered on a case-by-case basis after the reviews by the Employee Parking Coordinator and/or the Manager of the Airport Logistics Asset Management Division. Refund requests should be submitted in writing (a letter or e-mail) to the Airport's Employee Parking Coordinator. A statement by the employee's manager justifying the refund may

be helpful. If the request is approved, the employee will be required to fill out a Refund Request Form.

4. **Returned Checks** - If payment on a returned check is not settled with the Agent Cashier for the original amount plus due plus the NSF check fee, the Airport Authority may collect the outstanding charges, including any associated penalties, and suspend or revoke the employee's parking privileges.

## E. REGULATIONS

Permit holders **must be actively employed and based at Reagan National** and are responsible for the proper use, display and safekeeping of parking permits. Valid permit holders must park in only one space, in their assigned area designated by the permit, and may park only one of the registered vehicles on the Airport at any one time. Employees assigned a reserved parking permit may park in General Lot Q or W only, located on the south end of the Airport if their designated Reserved parking lot is full. Employees may possess no more than one hangtag at any one time.

**Organizations may not possess or retain any unassigned permits.** All hangtags and decals must be surrendered to the Agent Cashier's Office at the time of termination of the employment or the employer's contract with the Airport. Vehicles displaying an invalid or unauthorized parking permit will be subject to ticketing, towing and impoundment.

### 1. PERMIT DISPLAY: HANGTAG OR DECAL

Employee parking permits shall be displayed only on the vehicle for which they were registered with the Epermit. Permits may not be loaned, borrowed, or used on a vehicle other than the one(s) for which they are registered. When using a vehicle other than one registered with the Epermit (i.e., a rental car), the employee shall immediately notify the Airport's Employee Parking Coordinator with the reason and the new vehicle information.

#### HANGTAG:

- (a) To be valid, the hangtag must be displayed hanging from the rear view mirror whenever the vehicle is within the designated employee parking area.
- (b) Hard top vehicles without a rear view mirror shall prominently display the hangtag on the driver's side dashboard, easily visible to the exterior.

**DECAL:**

- (a) The decal for open or soft-top convertible vehicles shall be permanently affixed and prominently displayed on the upper section of the driver's side rear bumper of the vehicle. The decal may not be displayed on the dashboard of the vehicle.
- (b) Motorcycles and mopeds shall prominently display the decal permanently affixed on the vehicle in a conspicuous, easily visible location.
- (c) Bicycles must display an easily visible decal. No parking fees will be charged. Contact the Airport's Employee Parking Coordinator to schedule an appointment to bring the bicycle to Terminal A's Loading Dock. The applicant must submit a completed Employee Parking Permit Application and the Airport's Employee Parking Coordinator will affix the decal onto the frame.

Only one Reagan National Airport parking decal is permitted to be displayed on a vehicle. Expired decals shall be removed or covered with a new decal.

**2. PARKING LOCATIONS**

- (a) Vehicles shall be parked within one marked parking space. Vehicles shall not be parked in any unmarked space on the Airport. Vehicles shall not be parked within 10 feet of the AOA perimeter fence with the exception on the south end of the airport between Lot Q and Lot W along the roadway.
- (b) Reserved parking spaces are in effect 24 hours a day, unless otherwise posted.
- (c) Employee parking is on a first-come, first-served basis and is not assigned by individual space, except for those spaces otherwise posted.
- (d) Employees may park in General or Reserved employee parking area for a period **not to exceed 24 hours**, except airline crew members who are assigned to the Crew Lot. Crew members may park for a period that shall **not exceed 168 hours (7 days)**.

Parking in excess of 24 hours (168 hours/7 days for Crew) while on business travel, must be approved in advance by the Airport's Employee Parking Coordinator or the Manager of the Airport Logistics Asset Management Division only. Approval should be sought no later than 3 business days in advance of the planned travel, and will only be granted when Employee Parking Lot conditions allow. **This is applicable to all Airports Authority,**



**Airline, Tenant, Concessionaire, Service, Contractor or Sub-Contractor employees and management.**

Requests are to be e-mailed to [dca.employee.parking@mwaa.com](mailto:dca.employee.parking@mwaa.com) and must be sent from the Employee's, Employee Parking Coordinator or senior manager. All requests must including the following:

Parking Hang Tag or Decal Number  
 Vehicle License Plate Number and State  
 Vehicle Make and Model  
 Employee's Name  
 Employee's Organization  
 Travel Dates; beginning mm/dd/yyyy thru mm/dd/yyyy  
**Travel Authorization Number (Airports Authority Employees Only)**

- (e) Public pay parking lots are identified by appropriate signs. Employees who use such facilities shall make payments in accordance with published parking fees.
- (f) Possession of a reported lost or stolen permit or a counterfeit and/or altered parking permit may result in any or all of the following: impoundment of the vehicle, suspension or revocation of future parking privileges, and prosecution of the involved parties.
- (g) Vehicles found in violation of this parking regulation are subject to ticketing, towing and impoundment at the owner's expense.
- (h) Vehicles parking on the Air Operations Area (AOA) are subject to additional FAA regulations; employees must comply with *O&I DCA 3-2-4J, Vehicle Control Program for Ronald Reagan Washington National Airport*.
- (i) Parking permits are not bailment, and the permit holders parked in the Airport's parking lots do so at their own risk; the Airport's Authority is not responsible for damage or loss to personal vehicles.
- (j) Motorcycle parking areas are located at multiple locations around the Airport. Any motorcycle can park in any of the motorcycle parking areas with a current Employee Parking Decal affixed to Motorcycle; with the exceptions of the Motorcycle parking areas located in Area 12 (requires an Area 12 decal).

### 3. SPECIAL PARKING

Airport employees' (other than those employed by the Airports Authority) requests for a parking accommodation due to a disability shall be processed through the requesting employees' employer. To ensure this parking accommodation is provided only to employees who are legally entitled in accordance with the Americans with Disabilities Act (ADA), the Airports Authority requires that each employer provide the Airport's Employee Parking Coordinator with the following:

1. A written statement from the employer (a letter or e-mail from the local general manager) to the effect that the employer has obtained evidence that the applicant is eligible for a reasonable accommodation under the ADA; that the employee's entitlement to such accommodation is valid for the period from \_\_\_\_\_ to \_\_\_\_\_; and that the employer requests that the Airports Authority arrange for a parking accommodation consistent with the airport's standard parking accommodations provided under these circumstances; and
2. **A photo copy of the employee's handicap placard or license plate as well as a copy of the registration issued by the state motor vehicle department in the employee's name for the use of the employee; and**
3. The employee's printed copy of the electronic application from Epermit.

*NOTE: Because of medical privacy issues, medical documents should not be sent to the Airports Authority.*

*NOTE: Possession of a state-issued hangtag for disabled parking is not sufficient evidence that the employee has a disability. Employer verification that an employee is entitled to a parking accommodation means that the employer has obtained medical documentation that establishes the disability.*

### 4. CURRENT INFORMATION

The employee must submit an updated parking permit application within five (5) calendar days to the company parking representative if any of the original application information changes, such as the license plate, or phone number. **All changes or updates will be recorded in the Epermit system.**

If a person changes Airport employers and the former employer paid for the permit, the employee must return the permit to the former employer. If the employee paid for the permit, he/she may retain a parking permit by updating the employer information with the Agent Cashier. The employee shall complete an application bearing an authorized signature of the new employer as identified on the completed Authorized Parking Representative form currently on file with the Airport's Employee Parking Coordinator. **The Employee Parking Coordinator will review the parking assignment and adjust the area assignment as needed. There is no guarantee of retaining a reserved lot.**

Request to reassign reserved parking permits must be submitted in writing from the employer's senior manager to the Airport's Employee Parking Coordinator. Unauthorized reassignments are subject to vehicle ticketing, towing and impounding, and withdrawal of the permit

## 5. ROLLOVERS

Permits purchased by an airline, tenant or concessionaire are available for re-issue to a replacement employee of that same organization. The Parking Representative will retain the permit for re-issue at a later date not to exceed 30 days. The replacement employee must submit a properly completed parking application in Epermit; at that time, the Parking Representative will distribute the hangtag to the new employee at no fee. Employers are not allowed to use any unissued parking permits. Unissued parking permits may not be used as a temporary parking permit. If a permit remains unissued for more than 30 days it must be returned to the Parking Coordinator until a new employee complete an application in Epermit.

## 6. THEFTS AND REPLACEMENT

- (a) A **stolen permit** must be reported to the local law enforcement authorities as soon as possible after the theft has been discovered. A copy of the police report must be submitted to the Airport's Employee Parking Coordinator. Only then can the Airport's Employee Parking Coordinator issue a replacement parking permit. Reports must contain original parking permit numbers.
- (b) A **lost permit** must be reported immediately to the Airport's Employee Parking Coordinator with a written explanation (a copy of the police report, or letter from the employer's senior manager) stating the circumstances of the loss and the location of the loss.

- (c) A **replacement permit** is available for any circumstance. A written request must be submitted to the Airport's Employee Parking Coordinator and accompanied by a properly completed application. If the original permit is damaged, return as much of it as possible to the Airport's Employee Parking Coordinator.
- (d) The Airport's Employee Parking Coordinator determines the applicable fees charged for a replacement permit. The fee is based upon the maximum assessable fee as published in Appendix D in conjunction with an evaluation of the circumstances surrounding the lost/stolen permit, and whether the permit holder has made a good- faith effort to maintain the security of the permit and has promptly and appropriately reported the lost/stolen permit.

## 7. PARKING ALLOCATIONS

Organizations' parking allocations typically remain the same from the previous parking season provided space is available. However, special events or new circumstances may change allocations.

A request to transfer to a different parking category (Reserved, General or Crew) must be submitted in writing from the employer's senior manager to the Airport's Employee Parking Coordinator. Consideration is based upon current allotment and spaces available.

## 8. ENFORCEMENT

Enforcement will be in accordance with the provisions of the *Metropolitan Washington Airports Regulations* and *Virginia Code*.

Employees who received tickets or have been towed must contact the Metropolitan Washington Airports Authority's Police Department. The Airport's Parking Coordinator and Office Staff cannot intervene, review or fix a ticket.

**Failure to abide by the instructions and rules set forth in this O&I or posted signage are grounds for ticketing, towing, impoundment of the vehicle, and suspension or revocation of parking privileges.**

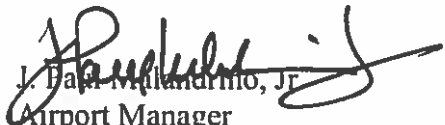
## 9. WEATHER

From time to time, severe weather and possible flooding may impact the Airport Employee Parking Lots. The low lying risk areas of General Parking Lot Q are marked with signs.

It is the employees' responsibility to monitor for possible weather events and the Airports Authority is not responsible for damage to vehicles caused by weather.

During snow related events, the Airport's Authority will clean or treat the vehicle row within the employee parking lots; however the Airports Authority will not clean individual personal vehicles or the space between cars.

If there is a major snow event the Airports Authority reserves the right to close employee parking lots until these lots have been cleaned or treated.

  
J. Paul Mulandino, Jr.  
Airport Manager  
Ronald Reagan Washington National Airport

Enclosures

**APPENDIX A E-PERMIT INSTRUCTIONS FOR EMPLOYEES AND PARKING REPS**  
**APPENDIX B AUTHORIZED PARKING REPRESENTATIVE**  
**APPENDIX C EMPLOYEE PARKING BULK SALES SETTLEMENT WORKSHEET**  
**APPENDIX D FEE TABLE**

# ePermit – Online Employee Parking Permit Application & Sales Instructions for the Applicant

Go to: <https://epermit.mwaa.com/>

The screenshot shows the ePermit website interface. At the top left is the logo with the text "EPERMIT". Below it is a banner with the text "Serving the Washington DC Metropolitan area" and a mission statement. A navigation bar contains "Home" and "Help". The main content area is divided into two sections: "LOG IN" and "NEW APPLICANT".

**LOG IN**  
Please enter your username and password.

**Account Information**

Username:

Password:

**NEW APPLICANT**  
[Click Here To Create A New Account](#)

**Forgot Password**

Enter your email address/user id to have your password emailed to you

[Forgot Username](#)

Click Help for Assistance and then on Applicant User Manual

Home Help

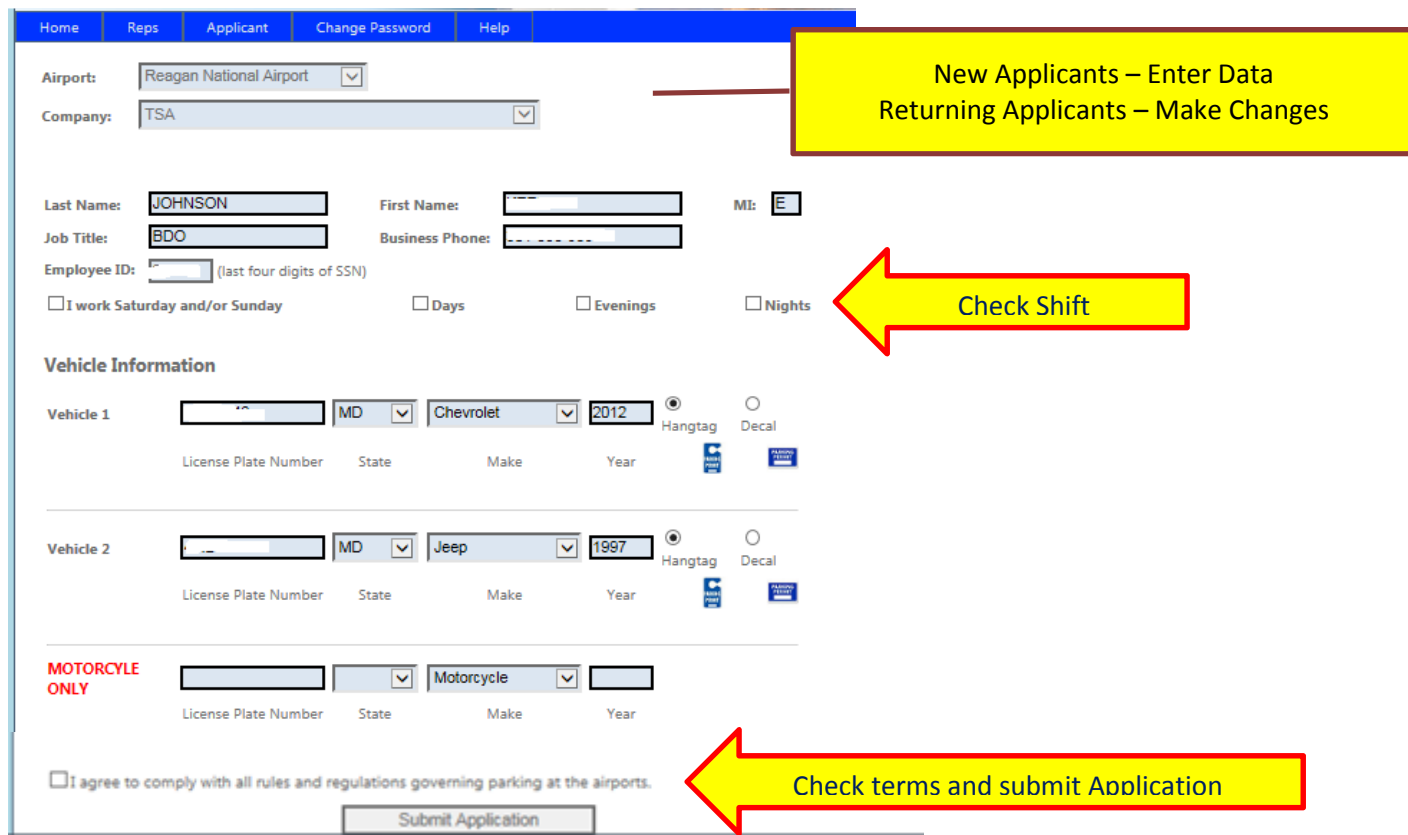
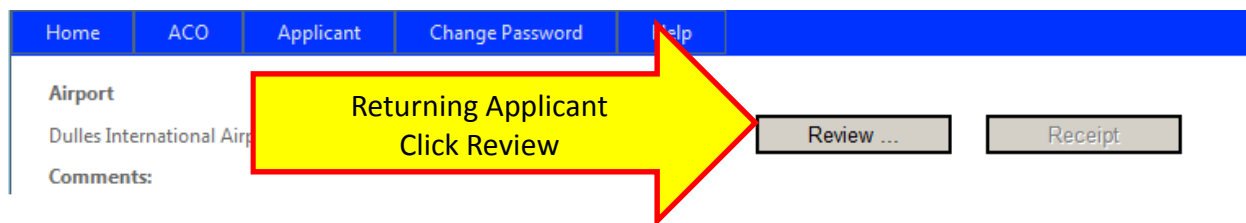
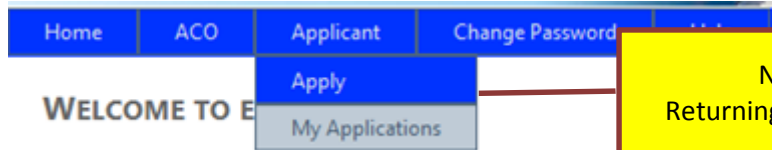
[Frequently Asked Questions](#)  
[Applicant User Manual](#)

Returning Applicants will log-in  
Username: Email address  
Password

New applicants will click link to set-up new account


Password resets – enter email and submit.  
You will receive an email from the system to assist.

Forgot User name, click complete data and click submit – screen will display username.



Your Parking Representative will then assign a permit and return to you if payment is required, or mark paid if Company paid. Payment can be made through the system with a credit card.



 <b>METROPOLITAN WASHINGTON AIRPORTS AUTHORITY</b>		<b><u>Authorized Parking Representative</u></b>	
<b>Ronald Reagan Washington National Airport</b>			
<b><u>Name of Organization</u></b>			
Click here to enter text.			
<b><u>Section I Authorized Parking Representative</u></b>			
The following person is designated as this organization's Authorized Parking Representative, who will be accountable for administering the Parking Program at Ronald Reagan Washington National Airport, as it pertains to the above organization and in compliance with the Metropolitan Washington Airports Authority Orders & Instructions DCA 3-1-2AS. This person is authorized to certify employee Parking Permit Applications and Vouchers (if approved for invoicing) on behalf of the organization manager.			
<b>Name</b>		<b>Title</b>	
<b>Email</b>		<b>Phone #</b>	
<b>Signature</b>			
<b><u>Section II – Alternative Representatives</u></b>			
The following person(s) are authorized as stated in Section I.			
<b>Name</b>		<b>Title</b>	
<b>Email</b>		<b>Phone #</b>	
<b>Signature</b>			
<b>Name</b>		<b>Title</b>	
<b>Email</b>		<b>Phone #</b>	
<b>Signature</b>			
<b><u>Section III - Approval</u></b>			
I approve those names submitted to act on my behalf in their respective capacities in accordance with O&I DCA 3-1-2AS.			
<b>Name</b>		<b>Title</b>	
<b>Email</b>		<b>Phone #</b>	
<b>Signature</b>			<b>Date</b>



**SAMPLE**

10/1/2018 - 9/30/2019 Parking Season

APPENDIX C
<b>Bulk Sales</b>

<b>Organization</b>	MWAA	<b>ACM No.</b>	
<b>Representative</b>	ANN HELMS	<b>Phone</b>	703-417-8401

DATE	AREA	ITEM	SEQUENCE	QTY	\$ / UNIT	\$ AMOUNT
8/1/2018	Area 4	Hang Tag	19-0001	1	340.00	340.00
<b>TOTAL</b>						<b>\$ 340.00</b>

**Updates:**

DATE	AREA	ITEM	SEQUENCE	QTY	\$ / UNIT	\$ AMOUNT
<b>TOTAL</b>						<b>\$ -</b>

Cumulative Bulk Sales	Item	Issued	Returned	Net Issued	\$ AMOUNT
	Hang Tags	1	0	1	340.00
	Decals	0	0	0	-
<b>TOTAL</b>					<b>\$ 340.00</b>

Payment Transactions	Date	ACM #	Payment Type	\$ AMOUNT	
<b>TOTAL</b>				<b>\$ -</b>	

<b>Acknowledgement of Receipt/Return of Hangtags/Decals</b>		Total Bulk Sales	340.00
<b>Parking Representative</b>	.....	Previous Transactions	-
<b>Date</b>	.....	Total Adjustments	\$ -
<b>MA-133 Representative</b>	.....	<b>Current Transaction</b>	<b>340.00</b>
<b>Date</b>	.....		

**Appendix D**

**Section 1 EMPLOYEE PARKING VEHICLE COMBINATIONS and FEES**

**INSTRUCTIONS:** Identify your **VEHICLE COMBINATION** that will use the Airport employee parking permit{s}. Next, read across that line to determine the parking permit **TYPE{s}** and **TOTAL FEE**.  
**Reminder ~ only an employee parking permit registered in your name with the Airport is valid for the current employee parking season that ends on September 30.**

VEHICLE COMBINATION	1st Vehicle		2nd Vehicle		Motorcycle		TOTAL FEE
	Type	Fee	Type	Fee	Type	Fee	
Hard Top Only	Hangtag	\$340.00					\$340.00
Soft Top Only	Decal	\$340.00					\$340.00
Motorcycle Only	Decal	\$340.00					\$340.00
Hard & Soft Top	Hangtag	\$340.00	Decal	\$5.00			\$345.00
Hard, Soft & Motorcycle	Hangtag	\$340.00	Decal	\$5.00	Decal	\$5.00	\$350.00
Hard Top & Motorcycle	Hangtag	\$340.00			Decal	\$5.00	\$345.00
Soft Top & Motorcycle	Decal	\$340.00			Decal	\$5.00	\$345.00
Two Soft Tops	Decal	\$340.00	Decal	\$5.00			\$345.00
Two Soft Tops & Motorcycle	Decal	\$340.00	Decal	\$5.00	Decal	\$5.00	\$350.00
Two Motorcycles	Decal	\$340.00	Decal	\$5.00			\$345.00

**Section 2 OTHER SERVICES FEES**

**INSTRUCTIONS:** Identify the **SERVICE** that you need. Next, read across that line to determine the **FEE**.

OTHER SERVICES	FEE
Stolen Permit	\$25.00 plus the cost of a current permit and a Police Report
Lost Permit	\$25.00 plus the current permit fee and written explanation from employee's Senior Manager
Returned Check	\$25.00 Returned Check Bank fee plus check amount.
90-Day Permit	\$100.00
Exchange	No charge for a replacement or damaged permit not due to negligence

**Section 3 PRORATED EMPLOYEE PARKING PERMIT FEES**

**INSTRUCTIONS:** Identify the **MONTH** in which you will purchase an Airport employee parking permit. Next, read across that line to determine the **PRORATED ANNUAL FEE**. **Reminder ~ only an employee parking permit registered in your name with the Airport is valid for the remainder of the current employee parking season that ends on September 30.**

MONTH OF PURCHASE	PRORATED ANNUAL FEE
Oct-Nov-Dec	\$340.00
Jan-Feb-Mar	\$255.00
Apr-May-Jun	\$170.00
Jul-Aug-Sep	\$85.00