

**Metropolitan Washington Airports Authority**

Date Issued:

**ORDERS & INSTRUCTIONS**

SUBJECT: IAD EMPLOYEE PARKING PERMIT SALES & USE

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1. PURPOSE

This Orders and Instructions (O&I) IAD 3-1-1HH establishes the procedures for applications, charges assessed, payment, issuance, and use of employee parking permits (hangtags, decals and proximity cards) at Washington Dulles International Airport (Dulles Airport) for the period October 1, 2017, through September 30, 2018

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 Dulles Airport, including the Metropolitan Washington Airports Authority (Airports Authority), government agencies, airlines, tenants and concessionaires (collectively the Employers), and the subtenant and subcontractor employees of these Employers. This O&I is distributed to Airports Authority offices at the Department level and above, and to management personnel of other Employers at Dulles Airport. Receiving organizations shall ensure that their employees are familiar with the contents of this document.

4. CANCELLATION

O&I IAD 3-1-1GG, Motor Vehicle Parking by Employees, dated October 1, 2015, and any changes issued thereto, is canceled.

5. REFERENCE

- O&I IAD 3-2-2B, Vehicle Control Program for Washington Dulles International 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 Dulles 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 permit holders to correct or improve parking conditions.

Permits remain the property of the Airports Authority and must be surrendered upon termination of the permit holder's employment, or the employer's contract with the Airports Authority. Permits must be returned to the Terminal Agents Office. Hangtags are available for purchase on 12 month terms. An annual hangtag will display the expiration date of September 30. Hangtags will be pro-rated and will include the month of purchase in the rate. Example Appendix F: Annual hangtags are pro-rated over a 12 month period.

Contact the Airport's Employee Parking Shuttle Bus Contractor for issues or comments regarding employee parking lot shuttle service.

5 Star Upstreet Parking  
Washington Dulles International Airport  
Telephone: (703) 572-7639  
IADEmployee.shuttle@mwaa.com

Contact the Airport's Terminal Agents Offices for employee parking permit bulk and individual sales, replacement of lost or stolen permits and proximity cards.

Dee Dee Jenkins and John Bowers, Terminal Agents  
Financial Management Division, MA-232D  
Airport Administration Department  
Washington Dulles International Airport  
Telephone: (703) 572-2940

The Terminal Agents Office is located on the Baggage Claim level of the Terminal, adjacent to the Airport's Pass & ID office. Operating hours for the Terminal Agents Office are:

Monday, Tuesday, Thursday and Friday: 7:00 am to 2:30 pm  
Wednesday: 9:00 am to 5:00 pm

Closed: Holidays  
Also closed 1:00 to 1:30 p.m. daily, and every 2<sup>nd</sup> Thursday of the Month

## 7. PROCEDURES

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

All Employers shall designate an Authorized Parking Representative to certify, ensure accuracy and clarity of information on their employer's employee parking permit applications, and to authorize 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 Employers shall reinforce the requirements and regulations set forth in this O&I. Any changes in the designated representatives during the year shall be reported immediately, in writing, to the Airport's Terminal Agents Office.

During the Bulk Sales of employee parking permits, all Airport employee parking applications shall be conducted online via the internet at <https://epermit.mwaa.com/Account/Login.aspx>. Paper applications will not be accepted for the Bulk Sales of parking permits. Detailed instructions (Appendix A) and the electronic application are available on the Airports Authority's website. Paper copies will be accepted **ONLY** after the employee's employer has settled their Bulk Sales with the Terminal Agent typically after October 15th.

NOTE: The new parking season starts and the new parking permits must be displayed on October 1.

#### A. Requirements

Authorized Parking Representative (Appendix B) and the Parking Permit Request forms (Appendix C) must be completed, signed, and returned to the Terminal Agents Office prior to the commencement of Bulk Sales season. 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 is employed by the named Employer at Dulles Airport, or is an approved crew member, subtenant, contractor as authorized by this O&I, and has provided a valid driver's license and a current vehicle registration for no more than two, four-wheeled vehicles and one motorcycle.

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.

##### Non-Based Aircraft Crew Personnel.

(a) The Terminal Agents Office will rely on designated local airline representatives to determine parking eligibility for non-based aircraft crew

personnel by either signing the parking application or notifying the Terminal Agents Office of their eligibility.

(b) Employee parking permits may be issued to non-based aircraft crew members affiliated with airlines that have an approved parking representative at Dulles Airport.

(c) Subtenants parking shall be subject 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 to the Terminal Agents Office, 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.

(d) Access controlled parking facilities include the East Employee, East Reserve, West Reserve, and the North lots. Only employees with authorized access to controlled parking facilities will be issued a proximity card. Only one (1) proximity card will be issued to an employee. The proximity card will be deactivated when an employee terminates employment and must be surrendered to the Terminal Agents Office upon termination. An must return the card to the Terminal Agents Office and must notify the Terminal Agents Office if they reissue the proximity card to another employee by completing a new parking permit application.

#### Proximity Cards

The proximity card will work only in the employee lots assigned by the employer based on hangtag issued. The employee waves the proximity card in front of the scanner to enter and exit an employee lot. An anti-pass-back feature prevents the use of cards by unauthorized individuals. If a problem occurs while the employee is entering the lot, the employee can push the blue button to contact the Shuttle Bus Operator (24/7) to request help. If the problem continues, the employee should take the card to the Terminal Agents Office for repair/replacement.

(a) There will be a \$100 fee for replacing a lost or stolen proximity card. If the lost or stolen proximity card is found, \$50 of the replacement fee will be refunded.

(b) Damaged proximity cards may be returned to the Terminal Agents Office and replaced at no charge.

(c) An employee will not be granted access into a lot without their proximity card.

2. Vehicle

(a) An employee may register two, four-wheeled vehicles and one motorcycle. Oversized vehicles, which require a parking area greater than one space, are prohibited. Vehicles over 9 feet in height are not authorized. This includes mobile homes, recreational vehicles of any size, trailers, trucks, buses, or other vehicles. No exceptions will be made.

(b) 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.

(c) If an employee receives a hangtag for the first vehicle and requires a decal to register the second soft-top/convertible vehicle or motorcycle, then an additional \$5 fee will be charged.

(d) If an employee receives a decal (full rate) for the first vehicle and requires a second decal to register the second soft-topped vehicle, an additional \$5 fee will be charged.

B. Annual Permits

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

1. Description

The color-coded and numbered parking permits are in the form of hangtags and decals (see sample in Appendix D). An employee may possess a maximum of one hangtag, plus one or two decals, if applicable.

2. Use

The type of vehicle will dictate which type of annual permit will be issued as follows:

**VEHICLE TYPE**

<b><u>Permit Type</u></b>	<b><u>Hard-Top</u></b>	<b><u>Soft-Top</u></b>	<b><u>Motorcycle</u></b>
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 at the start of the parking season to apply for and purchase permits on a bulk basis.

(a) The Authorized Parking Representatives from each employer shall submit to the Terminal Agents Offices, the requested number of employee parking permits. The Authorized Parking Representative will then verify and acknowledge receipt of the respective employer's permits and pick them up in the Terminal Agents Office.

(b) The Authorized Parking Representatives shall reconcile the quantity of all approved parking permit applications in ePermit, and the return of all unissued permits. The Agent Cashier will verify and acknowledge receipt of all permits, valid applications, and payments. Bulk Sales settlements must be concluded by September 30.

(c) Each employer's Authorized Parking Representative is responsible for distributing the parking permits (hangtags and decals) to employees in return for completed parking permit applications and collection of fees.

(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, Master Card, American Express or Discover Card) transaction to the Airport for bulk payment. Invoices are payable within 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 submit a completed Request to Adjust Employee Parking Allocation at any time during the parking season to modify its allocation based on foreseeable requirements.

2. Individual Sales

Individual paper copy applications for parking permits (Appendix E), are subject to limitations, and will be processed by the Terminal Agents Office ONLY after the employer concludes its Bulk Sales settlement with the Terminal Agents Office. Each employee must present to the Terminal Agents Office the completed and legible original parking permit application with the employer's Authorized Parking Representative's signature and the appropriate amount due.

D. Charges

Fee Table (Appendix F) describes the fees for the period October 1, 2017, through September 30, 2018.

E. Regulations

Permit holders 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. Vehicles displaying an invalid or unauthorized parking permit will be subject to ticketing, towing and impoundment. Permit holders are reminded that parking in Dulles Airport employee lots is for authorized business only. Parking in any employee parking lot while on personal business is not permitted. Public Parking lots should be used in such cases.

1. Permit Display: Hangtag or Decal

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

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 see.

Decal:

- (c) 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.
- (d) Motorcycles shall prominently display the decal permanently affixed on the vehicle in a conspicuous, easily visible location.

2. Parking Locations

- (a) Vehicles shall be parked within one parking space. Vehicles shall not be parked in any unmarked space, fire lane or other restricted areas on the Airport. Vehicles shall not be parked within 10 feet of the Air Operations Area perimeter fence.
- (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.

3. Parking Areas

- (a) Employee Parking Areas. See Appendix G for a map of all designated employee parking areas. Any illegal or improper parking is subject to ticketing or towing at the employee's own expense.

Additional areas, or portions of the areas designated below, may be assigned from time to time for restricted use by certain employees or contractors, all subject to Financial Management Division approval.

Designated employee parking areas are:

- (1) North Employee Lot: NL Series Permit and Proximity Entry Card. The North Lot is a triangular site bordered by the Greenway to the south, Route 606 to the north, and Route 28 to the east. Points of entry are either from Pacific Boulevard off of Route 606 or from Flight Crew Road off of Ariane Way. The North lot is the largest employee parking lot and the designated lot when all other lots are full. The following parking permits will be honored in this lot: NL, EL, ER, WR, MA, CL, PS, BMF, HGR and LSG. A proximity card is required in addition to a hangtag. All proximity cards will work in this lot.
- (2) East Employee Lot: EL Series Permit and Proximity Entry Card. This lot is located east and north of the Terminal, bounded by Commercial Vehicle Drive to the south and Wind Sock Drive to the east. Two entry lanes are accessible from Wind Sock Drive; exit through two lanes onto Commercial Vehicle Drive. A proximity card is required in addition to a hangtag. Permits have to be approved by the Financial Management Division.
- (3) Cargo: CL Series Permit. These lots are located west and north of the Terminal and include parking lots adjacent to Cargo Buildings 1-5 and the signed rows adjacent to the grass areas only. A lot is available directly behind the Commissary building. An



additional 76-space lot is available across the street from Cargo 6. Employees will need to display a CL permit in these lots.

(4) Cargo: C5 Series Permit. This lot is located north of the Terminal off Air Freight Lane between the Cargo 5 and GMR/Gate Gourmet buildings. The C5 permit is valid in Cargo 5 and the North Employee Lot.

(5) MA: MA Series Permit. This permit is required for parking in lots adjacent to all Airports Authority Shops (including Shop 2 on the south side of the Airport) and the Airports Authority Warehouse. This permit is valid in all lots except the reserve (ER and WR) lots.

(6) Public Safety: PS Series Permit. This permit is required for parking in the lots adjacent to Airports Authority Fire Station 303 behind the Police and Fire Facility on Rudder Road; Airports Authority Fire Station 302 on the south end of the Airport on Vortac Road; and Airports Authority Fire Station 304 on the west side of the Airport on Thunder Road. Additionally, to facilitate public safety job functions, the PS permit is valid for parking in any lot at Dulles Airport at any time and may also be used at Reagan National Airport.

(7) East Reserve Lot: ER Series Permit and Proximity Entry Card. This permit entitles the holder to park in the East Reserve Lot and the following employee parking lots (NL, EL and CL), except the Public Safety, MWAA and the West Reserve Lots. The East Reserve Lot is located east of the Terminal, bounded by Commercial Vehicle Drive to the north and Wind Sock Drive to the east. A proximity card is required in addition to a hangtag. This is a reserve lot which requires approval from the Airport Manager or Manager, Airport Administration. If the East Reserve lot is full, the nearest overflow lot is the East employee lot located on the north side of Commercial Vehicle Drive.

(8) West Reserve Lots: WR-A and WR-B Series Permit and Proximity Entry Card. This permit entitles the holder to park in the West Reserve Lots and any other employee lot, except the Public Safety and the East Reserve Lots. The West Reserve Lots are located west of the Terminal. A proximity card is required in addition to a hangtag.

(9) LSG Parking: LSG Series Permit. This lot is located north of the LSG Building. This permit is also valid in the North and East Lots.

(10) FAA Parking: FAA Series Permit. This lot is located at the base of the midfield air traffic control tower. This lot is for FAA employees only.

(10) APM Parking: APM Series Permit. This lot is located on the south side of the Airport next to the APM station and will only be issued to authorized employees.

(11) BMF Parking: BMF Series Permit. This lot is located in the Blue Economy pay lot and will only be issued to authorized employees who work at the bus maintenance facility.

(12) HGR Parking: HGR Series Permit. This lot is located at the aircraft hangar at the corner of Autopilot Drive and Materials Road and will only be issued to authorized employees who park in the signed areas on the north side of the hangar. The following parking permits will be honored in this lot: NL, EL, ER, CL and MA.

(13) Reserved Motorcycle Parking Areas: MTR Series Decal. These designated motorcycle only areas are located in the East Reserve and East lots. They require a decal to be displayed and motorcycles parking in either lot without a decal are subject to being ticketed and/or towed at the owner's expense. MTR Decal needs to be displayed on any motorcycle located in the WR-A/B lots.

(b) Contractor Parking Areas. Certain areas on the Airport are designated for the exclusive use of vehicles belonging to contractors, subcontractors, and their employees working at the Airport under contract with the Airports Authority or an Airport tenant. These parking areas are assigned by the Airport Operations Department and are not subject to fees for their use. Vehicles belonging to contractors and their employees are required to display parking permits issued by Airport Operations and may only park in the designated contractor's area. Please refer to the Temporary Parking Permits for Parking in Employee Parking Lots and/or Non-public Parking Areas (O&I IAD 2/5B dated April 12, 2006).

(c) Special Tenant-Controlled Parking Areas. Parking areas used by tenants of the facilities indicated below are not subject to procedures of this O&I. Airports Authority employees who normally work in and park at any of these special tenant-controlled parking areas will pay the annual parking permit fee. Only tenant guests and tenant employees may park privately-owned vehicles in the following areas:

(1) Marriott Hotel - parking areas adjacent to the hotel.

(2) Aviation Drive Office Buildings - which include 45005, 45045, 45025, 44965.

(3) Federal Republic of Germany (GMR) Warehouse Building parking area inside the fence.

- (4) Washington Flyer Taxicab Holding Facility - parking area adjacent to the building.
- (5) Jet Aviation - parking area adjacent to the executive terminal and FBO facility.
- (6) Signature Flight Support - parking area adjacent to the FBO facility and along Windssock Drive.
- (7) Dulles Jet Center - parking areas adjacent to the building.
- (8) Cargo Buildings 1-5 and 6 parking areas immediately adjacent to the building front docks on the landside.
- (9) Gate Gourmet In-Flight Kitchen - parking areas adjacent to the building.
- (10) Commissary Building - parking areas adjacent to the building.
- (11) United Airlines Aircraft Maintenance Hangar gated parking areas adjacent to the building.
- (12) FAA Tower - parking areas at the base of the tower.
- (13) Other tenant controlled facilities approved by the Airports Authority.

(d) Pay Public Parking Areas. Parking lots designated as pay public parking areas are for the use of the general public and are identified by appropriate signs. Employees who use the public parking lots are subject to payment of the established parking fees.

#### 4. General Information

- (a) Employees generally may park in an authorized employee parking area for a period not to exceed 24 hours, except airline crew members who are assigned the privilege of parking in the North lot. Any Crew privileged with an East or East Reserve permit are asked to park in the North lot on extended trips of more than 24 hours.
- (b) Public pay parking lots are identified by appropriate signs. Employees who use such facilities shall make payments in accordance with published parking fees.
- (c) 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.

(d) If payment on a returned check is not settled with the Terminal Agents Office within 72 hours of notification, the Airports Authority may collect the outstanding charges, including any associated penalties, and suspend or revoke the employee's parking privileges or deactivation of SIDA badge.

(e) Vehicles found in violation of this parking regulation are subject to ticket, tow and impoundment at the owner's expense.

(f) Vehicles parking on the Air Operations Area (AOA) are subject to additional FAA regulations. Employees must comply with O&I IAD 3-2-2B, Vehicle Control Program for Washington Dulles International Airport, dated July 17, 2012.

(g) Parking permits are not bailment and the permit holder parked in the Airport's parking lots does so at their own risk. The Airport is not responsible for damage or loss to personal vehicles.

5. Current Information

The employee must update his or her parking permit information within five (5) calendar days at the Terminal Agents Office if any of the original information changes, such as the license plate, vehicle registration, or phone number. If a person changes Airport employers, and the former employee paid for the permit, he/she may retain the parking permit by updating the employer information with the Terminal Agents Office. Please 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 Terminal Agents Offices.

6. Rollovers

Permits purchased by an airline, tenant or concessionaire are available for re-issue to a replacement employee of that same business organization or for a prorated credit/refund. The replacement employee will be required to obtain a proximity card prior to obtaining access to an access controlled lot or access will be denied.

7. Thefts and Replacements

(a) A stolen permit should be reported to the Airports Authority Police as soon as possible after the theft has been discovered. A copy of the police report must be submitted to the Terminal Agents Office for a replacement parking permit at \$100 a permit.

(b) A replacement permit is available for any circumstance. Complete a new parking application and the replacement fee will be \$100. If the original permit is damaged, return as much of it as possible to the Terminal Agents Office and a replacement permit will be issued at no charge.

(c) If the lost or stolen hangtag or decal is recovered and the employee returns it to the Terminal Agents Office, the employee will be refunded \$50.

(d) Vehicles which park in the North and East lots are video recorded. Video recordings may be used for insurance claims in instances of property damage or for any other inappropriate behavior. Inappropriate behavior will be reviewed by authorized individuals and may result in termination of employee parking privileges.

(e) Replacement fees can only be waived by the following: Airport Manager or Manager of the Finance and Administration Division. A parking permit will be issued at no cost upon presentation of a parking permit application with proper documentation and approval for Airport Ambassadors, Student Interns and volunteer Chaplains or Airports Authority employees who have proof of purchase from DCA TAO or ePermit receipt.

8. Parking Allocations

A company's parking allocations typically remain the same from the previous parking season. However, special events or new circumstances may change.

The East Reserve Parking lot is a privilege that requires the requestor to submit an East Reserve Parking Justification form (Appendix H). Consideration is based upon current allotment, justification and space available and is granted based solely at the discretion of the Airports Authority.

9. Enforcement

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

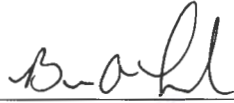
Failure to abide by the instructions and rules set forth in this O&I are grounds for ticketing, towing, impoundment of the vehicle, and suspension or revocation of parking privileges.

10. Weather

From time to time, severe weather and possible flooding may impact the Airport employee parking lots. When possible, the Airports Authority will place variable message boards in the affected areas; however, it is the employees' responsibility to monitor for possible weather events.

During snow related events, the Airports Authority will clean or treat the vehicle rows 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 cleared or treated. If needed, variable message boards and/or other internal messages will notify employees of possible lot closures.



\_\_\_\_\_  
Brian A. Leuck  
Airport Manager

10/11/17  
\_\_\_\_\_  
Date

### List of Appendices

- Appendix A E-Permit Instructions for Employees and Parking Reps
- Appendix B Authorized Parking Representative
- Appendix C Parking Permit Request Form
- Appendix D Sample of Current Hangtag and Decal
- Appendix E Employee Parking Permit Application
- Appendix F Rate Chart – Fee Table
- Appendix G Map of Employee Lots
- Appendix H East Reserve Justification Form

**ONLINE EMPLOYEE PARKING PERMIT  
APPLICATION AND SALES  
INSTRUCTIONS FOR THE APPLICANT**

*The processes for an eligible airport employee's application, payment and receipt of an annual airport employee parking permit are the same as for prior years ~ PLUS the following added online conveniences.*

Go to [www.MWAA.com/epermit](http://www.MWAA.com/epermit) and follow the menu

Select ~ <Click Here to apply for you for your login account>

Create your personal EPermit account>

Use your email address as LOGIN

Create a secure PASSWORD

Confirm your secure PASSWORD

Select ~ <Create User>

Select ~ <Applicant> and <Apply>

*Complete the application form ~ all fields must be filled-in or have x-mark-marked*

Select ~ <Submit Application>

LOGOFF

*Wait and watch your **email** for additional instructions from your employer's Parking Representative.*

*If your employer instructs you to pay for your parking permit, and:*

**1. You prefer to pay by Credit Card:**

Go to [www.MWAA.com/epermit](http://www.MWAA.com/epermit) follow the menus to <Employee Parking> for IAD

Select ~ <Click here to enter the system> use your Login/e-mail address and Password

Select ~ <Applicant>and <My Application>

Select ~ <Make Payment> and follow the online instructions

LOGOFF

**2. You prefer to pay by Cash, Check or Money Order:**

Visit your Parking Representative to pay by Cash, Check or Money Order





*Metropolitan Washington Airports Authority*  
**WASHINGTON DULLES INTERNATIONAL AIRPORT**  
*Terminal Agents Office*  
**Parking Permit Request Form**

Company Name: \_\_\_\_\_  
 (PLEASE PRINT)

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

Please complete the total number of hangtags requested for the initial bulk sale process.

**EAST RESERVE** - Due to the limited spaces available in this lot, requests for parking in this lot must be justified and signed by either a Station Manager or General Manager and submitted on the East Reserve Justification form.

**An East Reserve/East hangtag in FY2017 does not justify a hangtag for FY2018.**

LOT	# of Hangtags Requested
East Reserve (ER)	
East Services (EL)	
West Reserve (WR-A)	
West Reserve (WR-B)	
North (NL)	
MWAA (MA)	
Cargo (CO)	
Other: APM BMF FAA HGR LSG PMC	

\_\_\_\_\_  
 Print Authorized Representative's Name

\_\_\_\_\_  
 Email Address

\_\_\_\_\_  
 Authorized Representative's Signature

\_\_\_\_\_  
 Telephone Number

# 2018 MWAA Hang Tags & Decals

## Appendix D



Construction

Temporary

# Permissible Tags by Lot

East Employee Lots



MWAA Lots



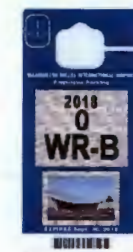
West Reserve Lot A



East Reserve Lot



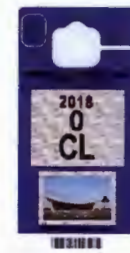
West Reserve Lot B



LSG Building



Cargo Line Buildings



# Permissible Tags by Lot

**North Employee Lot**  
**ALL TAGS OK**



**APM Lot**



**FAA Tower Lot**



**Bus Maint  
(Blue Lot)**



**MWAA Hangar**



**Police & Fire Lots**





**METROPOLITAN  
WASHINGTON  
AIRPORTS AUTHORITY**

**Employee Parking  
Permit  
Application**

**Directions:** Paper applications will be accepted if ePermit is down for an extend period of time, for Updates, and for special requests. Complete using pen only. Incomplete or unsigned applications will be rejected.

Ronald Reagan Washington National Airport **OR**  Washington Dulles International Airport

**Employee Information**

<b>Name</b> (Last, First, Middle Initial)	Click here to enter text.		
<b>Company</b>	Click		
<b>Job title</b>	Click		
<b>Work Phone Number</b>	Click	<b>Employee ID</b> Last 4 of Social	Click

**Vehicle Information**

Enter two only, Decal is for Motorcycle or Soft Top

	<b>Make</b> (example: Ford, Chevrolet, Toyota, etc.)	<b>Year</b>	<b>License Plate</b>	<b>State</b>
<b>Vehicle 1</b>	Click	Click	Click	Click
<b>Vehicle 2</b>	Click	Click	Click	Click
<b>DECAL</b>	Click	Click	Click	Click

**Employee Acceptance**

I have reviewed and understand the Employee Parking Instructions and Regulations.

<b>Employee Signature</b>		<b>Date:</b> Click
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**Parking Representative Section**

<b>Application type</b>	<input type="checkbox"/> New <input type="checkbox"/> Rollover <input type="checkbox"/> Update <input type="checkbox"/> 90 Day		
<b>Replacement Permit</b>	<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Swap	Old Permit Area: Old Permit Number:	

I have reviewed this application for accuracy and compliance with the Orders and Instructions for this parking season.

<b>Authorized Parking Representative's Signature</b>		<b>Date:</b> Click
--	--	--------------------

<b>Authorized Parking Representative's Printed Name</b>	Click
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**Agent Cashier Section**

<b>Permit Info</b>	<b>Area:</b> Click	<b>Permit #:</b> Click	<b>Cost:</b> \$
<b>ACM Transaction #</b>		<b>Date:</b> Click	
<b>Payment Method</b>	<input type="checkbox"/> Credit Card <input type="checkbox"/> Check <input type="checkbox"/> Cash <input type="checkbox"/> Money Order <input type="checkbox"/> Voucher (attach signed Voucher Certification)		



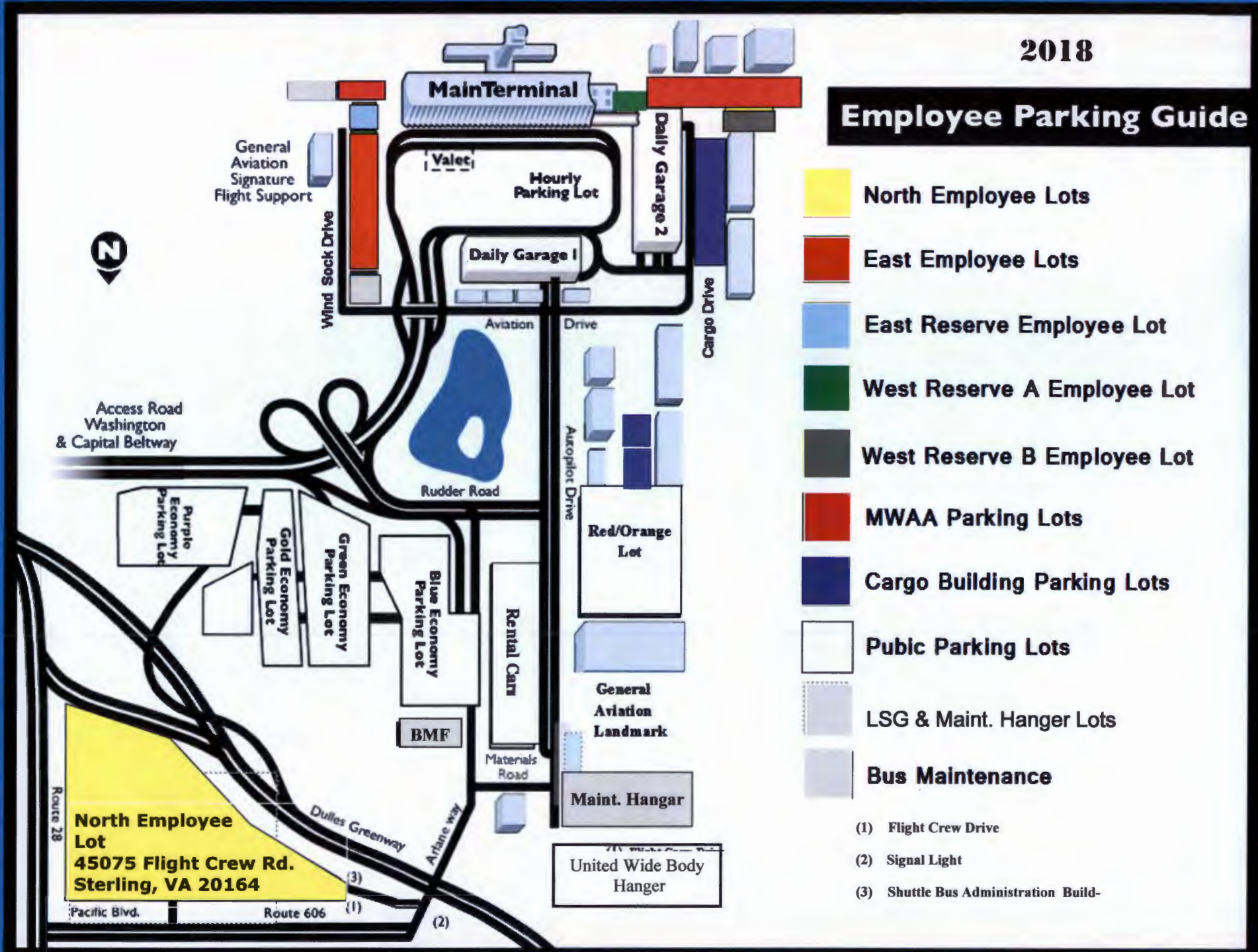
## 2018 PARKING RATES

# Bulk Sales Rate \$500

PURCHASE DATE	COST	PURCHASE DATE	COST
October 1-31, 2017	\$ 500	April 1-30, 2018	\$250
November 1-30, 2017	\$458	May 1-31, 2018	\$208
December 1-31, 2017	\$417	June 1-30, 2018	\$167
January 1-31, 2018	\$ 375	July 1-31, 2018	\$125
February 1-28, 2018	\$333	Aug 1-31, 2018	\$83
March 1-31, 2018	\$ 292	September 1-30, 2018	\$42

2018

# Employee Parking Guide



- North Employee Lots
- East Employee Lots
- East Reserve Employee Lot
- West Reserve A Employee Lot
- West Reserve B Employee Lot
- MWA A Parking Lots
- Cargo Building Parking Lots
- Public Parking Lots
- LSG & Maint. Hanger Lots
- Bus Maintenance

- (1) Flight Crew Drive
- (2) Signal Light
- (3) Shuttle Bus Administration Build-

**North Employee Lot**  
 45075 Flight Crew Rd.  
 Sterling, VA 20164

Metropolitan Washington Airports Authority  
 WASHINGTON DULLES INTERNATIONAL AIRPORT  
 FY2018 EAST RESERVE EMPLOYEE LOT JUSTIFICATION

**Requestor:** \_\_\_\_\_

**Requestor's Position:** \_\_\_\_\_

**Employee's Name:** \_\_\_\_\_

**Employee's Position:** \_\_\_\_\_

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

**Telephone Number:** \_\_\_\_\_

**Employee's Shift Hours:** \_\_\_\_\_

**Employee's Office Location:** \_\_\_\_\_

**JUSTIFICATION**

1. **Please give complete details as to why East Reserve Employee parking lot privileges is required for this employee.**
  
2. **Please give complete details as to why this employee cannot park in the East or North parking lots.**
  
3. **What will be the impact on your operation if this request for space in the East Reserve Employee parking lot is not approved?**

\_\_\_\_\_  
**Authorized Signature**

(Must be a Station Manager, General Manager, or individual with equal authority)

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Contact Phone Number**

\_\_\_\_\_  
**Position/Title**

\_\_\_\_\_  
**Email Address**