

STANDARD PROCEDURE

Aviation Authority

Number: \$303.02

Effective: 10/18/07

Revised: 04/20/22

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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 (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.	2,745	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	62	Assigned to tenant managers at Airside F	Assigned Spaces	Hangtag	\$35/mo.
14	North & East Air Cargo/GSE Buildings	North Cargo: 321 East Cargo: 92 GSE: 111	Employees assigned to North & East Air Cargo/GSE Buildings	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 airline/tenant managers at the Airport.

- 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, 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 at 813-396-3039 or may email the authorization card to permitoffice@tampaairport.com.

- 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 Authority approves to operate at the Airport.

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 in accordance with 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 of employee parking fees, regardless of payment method, are only available in extreme circumstances as determined by the Director of Commercial Parking and Ground Transportation. Under these extreme circumstances, adjustments to employee parking fees may be made by an Executive Vice President or designee.

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. Employee parking authorization may be suspended or revoked at the discretion of the Authority.
- 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). The Authority may designate or relocate employee parking areas at its sole discretion.

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- J. Individual parking spaces in Airside Lots 2-6 (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, or park in other lots as authorized by the Authority.
- L. Vehicles with expired parking authorization and unauthorized or improperly parked vehicles are subject to towing at the owner’s expense and risk.
- 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. Authority will place a warning on any vehicle with a license plate registration that is 30 days or more expired. Any vehicle parked in the employee parking lots which has not been moved for 90 days after such a warning has been issued is in a state of disrepair or poor condition, will be considered to be abandoned, and may be removed at the owner’s expense and risk. Prior to being removed, Authority will make best efforts to contact the vehicle’s owner.

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

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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

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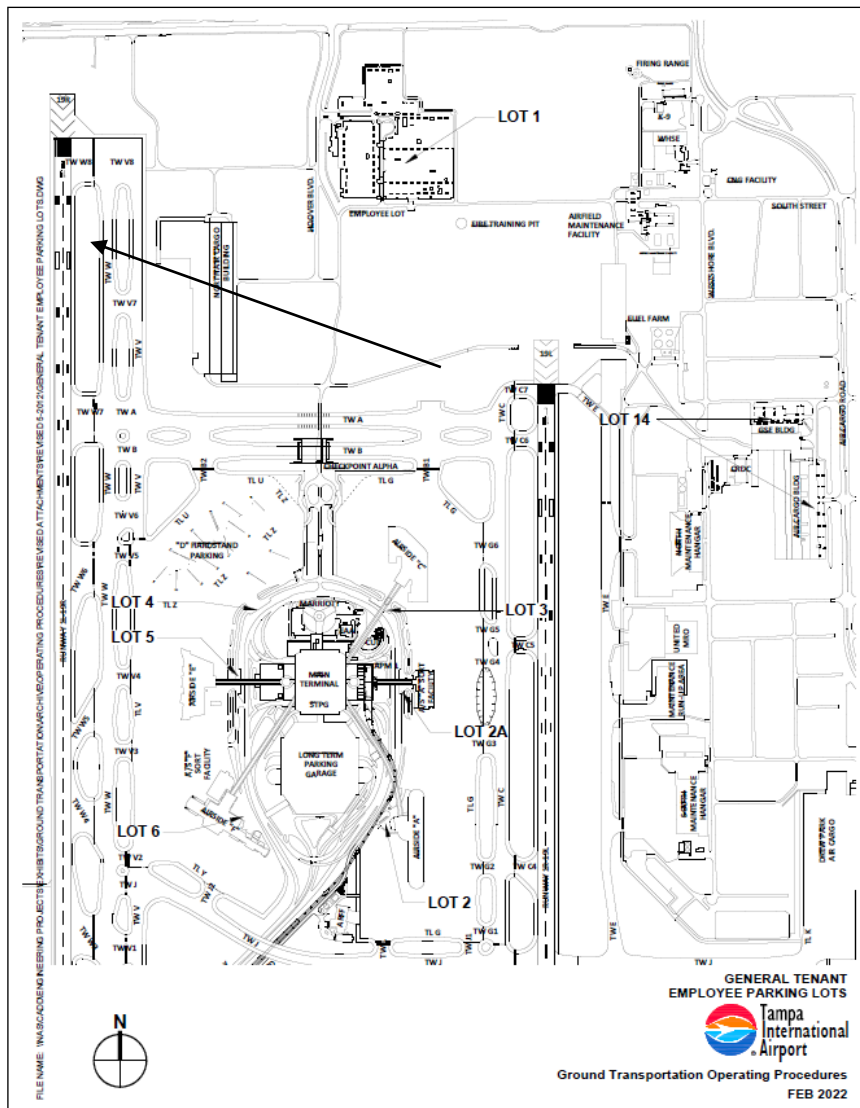
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Attachment 2 – Tenant Employee Parking Lots



APPROVED: Michael Stephens

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