



# TENANT DIRECTIVE

**BWI:** 101.1  
**DATE:** February 24, 2020 (Revised)  
**DISTRIBUTION:** BWI - B & C

**TITLE: BWI EMPLOYEE PARKING**

**I. References:**

Code of Maryland Regulations 11.03.01.05(D) and (E), Baltimore/Washington International Thurgood Marshall Airport, Control of Landside Traffic and Ground Transportation, Employee Parking Lots.

**II. Directive Statement:**

- A. Employee parking privileges at Baltimore/Washington International Thurgood Marshall (BWI Marshall) Airport shall be limited to those individuals having an employer/employee relationship with a company possessing lease or concession agreements or other contracts with the Maryland Department of Transportation Maryland Aviation Administration (MDOT MAA) or with a MDOT MAA approved subtenant of the company who receive salary or wages for work regularly performed at BWI Marshall Airport on behalf of this employer or company.
- B. Only vehicles displaying a current and valid BWI Employee Parking Decal are permitted to park in the area or areas designated by the MDOT MAA as an Employee Parking Lot.
- C. BWI Employee Parking Decals shall be in the form of a hangtag displayed from the vehicle's rearview mirror with the decal number and expiration date clearly visible when viewed from the outside.
- D. BWI Employee Parking Decals for motorcycles shall be in the form of a decal which shall be permanently affixed on the rear of the motorcycle, either on the bumper or other stationary part, so that it is clearly visible from the rear.

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- E. BWI Employee Parking Decals - General Information.
1. MDOT MAA's Office of Administrative Services is responsible for managing the BWI Employee Parking Decal Program and issuing employee parking decals.
  2. BWI Employee Parking Decals are valid for either a 12-month or a 6-month period as determined and set by the MDOT MAA.
  3. Fees are payable for each decal cycle and may be charged according to the work location of the employee as determined by the MDOT MAA.
  4. An employee whose permanent work location is in the Airport terminal and who uses the employee parking shuttle bus system may be charged a rate which allows the MDOT MAA to recover the operating costs of the system.
  5. An employee whose permanent work location is in one of the Air Cargo Complex buildings on Airport property, or other Airport property, and who does not use the employee parking shuttle bus system may be charged a different rate.
  6. Fees for each cycle shall be determined by the MDOT MAA based upon an analysis of the prior 12 months of operating expenses.
  7. Fees for each decal cycle shall be communicated to Airport employees at least 10 days before the beginning of each decal cycle.
  8. Processing hours for BWI Employee Parking Decals are from 8:00 a.m. until 4:00 p.m., Monday through Friday with the exception of state holidays and other posted events. **Parking decal hangtag applications will NOT be processed from 12:00 p.m. to 1:00 p.m. daily.**
- F. BWI Employee Parking Decals are issued to authorized Airport employees only after verification by their employers.
- G. BWI Employee Parking Decals are for use by Airport employees in vehicles used by them in transport to and from the Airport.

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- H. BWI Employee Parking Decals that are lost, stolen, or misplaced by the employee and that have not expired may be replaced upon payment of the fee in effect at the time of replacement.
  - I. Alteration of a BWI Employee Parking Decal voids the decal.
  - J. Refunds of payments for BWI Employee Parking Decals may be issued at the discretion of the MDOT MAA.
  - K. Failure to display a current BWI Employee Parking Decal by the employee may subject the employee to a fine.
  - L. Abandoned vehicles or vehicles parked in violation of any parking regulation, sign, or notice may be removed by the MDOT MAA at the expense and risk of the owner. Towing fees are in addition to any fines.
  - M. Fees for each decal cycle may be prorated based on the month of purchase.
  - N. “Piggybacking/Tailgating” into a gated parking lot is strictly prohibited. All vehicles involved in any tailgating incident will be held equally accountable for the violation.
  - O. Unsanctioned parking in leased parking spaces is prohibited.
  - P. Violations of this Directive may result in revocation of parking privileges.
  - Q. This Directive supersedes BWI Tenant Directive 101.1 dated April 20, 2018.
- III. **Procedures:**
- A. The following procedures apply for the acquisition of BWI Employee Parking Decals from MDOT MAA:
    - 1. BWI Marshall Airport tenants and concessionaires and MDOT MAA contractors (Employers) are responsible for the purchase and issuance of BWI Employee Parking Decals to their employees. Employers must contact the Employee Parking Coordinator, 410-859-7668, to initiate the necessary paperwork to purchase BWI Employee Parking Decals.

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2. Employers will complete and return a “BWI Employee Parking Authorization Signature Sheet” to the Office of Administrative Services to supply MDOT MAA with the signatures of company representatives authorized to purchase BWI Employee Parking Decals.
3. Employers will complete and return a “Billing Authorization Sheet” to the Office of Administrative Services if the company wishes to be billed for decals. **NOTE:** Authorization to bill is at the discretion of MDOT MAA, and a company may be billed only if its account with MDOT MAA is current. Subtenants or subcontractors may not be billed.
4. An Employer whose work location is at the BWI North Air Cargo Complex (Buildings A, B, C, D, E, and F) or the Midfield Cargo Buildings accessible via Mathison Way must complete and return the Employee Parking Permit Authorization Signature Sheet to the Office of Administrative Services to obtain Cargo Tenant Employee Parking Permits. **NOTE:** BWI Cargo Tenant Employee Parking Permits may only be issued to employees that work in the Cargo Building locations as stated above.
5. Upon receipt of the completed paperwork above, Employers will receive a supply of the “Request for BWI Employee Parking Decals” forms. Completed forms approved by an authorized company representative may be brought to the Office of Administrative Services, 7001 Aviation Boulevard, Glen Burnie MD 21061 to purchase/obtain BWI Employee Parking Decals.
6. Fees may be paid by cash, check, or money order payable to MDOT MAA. Exact change is requested. VISA and MasterCard are also accepted. MDOT MAA does not accept American Express or Discover. There is a \$25 administrative fee for checks returned by the bank.

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John A. Stewart  
Director  
Office of Airport Operations

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