



TENANT DIRECTIVE

Tenant Directive No.: BWI 101.1
Distribution List: BWI B&C
Effective Date: October 13, 2023

Original Date: February 24, 2020
Revised: October 13, 2023

Approved by: *Suzey W. Dalk*
Director, Office of Airport Operations

Date: 10/13/23

BWI Employee Parking

Purpose

The purpose of this Directive is to provide guidance and procedures to obtain an Employee Parking Decal at the Baltimore/Washington International Thurgood Marshall (BWI Marshall) Airport.

Reference(s)

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

Scope

This Tenant Directive is applicable to all tenants and supersedes Tenant Directive BWI 101.1 dated February 24, 2020.

Definitions

N/A

Responsible Party:

Director, Administrative Services
410-859-7351

DIRECTIVE

I. Directive Statement

- A. Employee parking privileges at 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 Aviation

Administration (MAA) or with a 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 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.
- E. BWI Employee Parking Decals – General Information
 1. MAA's Office of Administrative Services is responsible for managing the BWI Employee Parking Program and for issuing employee parking decals.
 2. BWI Employee Parking Decals are valid for 12 months as determined and set by MAA.
 3. Fees are payable for each decal cycle and may be charged according to the work location of the employee determined by MAA.
 4. An employee whose permanent work location is in the Airport terminal and uses the employee parking shuttle bus system may be charged a rate which allows MAA to recover the operating costs of the system.
 5. Fees for each cycle shall be determined by MAA based upon an analysis of the prior 12 months of operating expenses.
 6. Fees for each decal cycle shall be communicated to Airport employees at least 10 days before the beginning of each decal cycle.
 7. Processing hours for BWI Employee Parking Decals are from 8:00 a.m. until 4:00 p.m., Monday through Friday **by appointment only**. Employee Parking Decal 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.

- 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 the BWI Employee Parking Decal voids the decal.
 - J. Refunds of payments for BWI Employee Parking Decals may be issued at the discretion of 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 MAA at the expense and risk of the owner. Towing fees are in addition to any fines.
 - M. Fees for each decal cycle are 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 assigned parking spaces is prohibited.
 - P. Violations of this Directive may result in revocation of parking privileges.
- II. Procedures
- A. The following procedures apply for the acquisition of BWI Employee Parking Decals from MAA:
 - 1. BWI Marshall Airport tenants, concessionaires, and 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 at 410-859-7668 to initiate the necessary paperwork to purchase BWI Employee Parking Decals.
 - 2. Employers will complete and return a "BWI Employee Parking Authorization Signature and Billing Sheet" to the Office of Administrative Services. This form supplies MAA with the signatures of company representatives authorized to purchase BWI Employee Parking Decals and if the company wishes to be billed.

NOTE: Authorization to bill is at the discretion of MAA. A company may be billed only if its account with MAA is current. Subtenants or subcontractors may not be billed.
 - 3. Employees will complete the "Request for BWI Marshall Airport Employee Parking Decal Hangtags" form. 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 **by appointment only**. Appointments can be made by contacting the Employee Parking Coordinator at 410-859-7668.

4. Fees may be paid by cash, check, or money order payable to MAA. Exact change is requested. VISA and Mastercard are also accepted. MAA does not accept American Express or Discover. There is a \$25 administrative fee for checks returned by the bank.

ADDITIONAL AUTHORIZED DOCUMENTS

Attachment 1: MAA-131 - BWI Marshall Airport Employee Parking Authorization
Signature and Billing Sheet

Attachment 2: MAA-097 - Request for BWI Marshall Airport Employee Parking Decal
Hangtags

ADDITIONAL INFORMATION

Contact Information

Director, Administrative Services
410-859-7351



Attachment 1

MDOT MARYLAND DEPARTMENT OF TRANSPORTATION MARYLAND AVIATION ADMINISTRATION

BALTIMORE/WASHINGTON INTERNATIONAL THURGOOD MARSHALL AIRPORT EMPLOYEE PARKING - AUTHORIZATION SIGNATURES SHEET/BILLING SHEET

EMPLOYEE SHUTTLE BUS LOT, AUXILLIARY LOTS (TENANT GARAGE, TERMINAL, E-LOT), NORTH AIR CARGO COMPLEX AND/OR MIDFIELD CARGO COMPLEX

Authorization to bill is at the discretion of MAA and only if your company's account is current. This authorization to bill may be revoked by MAA at any time.

Date: _____

TO: Mrs. Stacey Hicks-Johnson, Director
Office of Administrative Services
Maryland Aviation Administration
P. O. Box 8766
BWI Airport MD 21240-0766

Web address: www.marylandaviation.com Email Address: bwiemployeeparking@bwiairport.com

Company Name: _____	Billing Information: _____
Address: _____	Address: _____
City, State: _____	City, State: _____
Zip Code: _____	Zip Code: _____

Contact Person: _____	Phone: _____	Email: _____
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The following individuals authorize company employees to receive BWI Marshall Airport Employee Parking Decal Hangtags.

NAME (Print)	TITLE	SIGNATURE
_____	_____	_____

❖ Limit of two Authorized Signatures. Submit updated lists to above address as appropriate.

I hereby authorize the MAA to bill the above-named company for the purchases of BWI Marshall Airport Employee Parking Decal Hangtags.

Mark "X" in appropriate block

- | | |
|---|-------------------------------|
| <input type="checkbox"/> All Employees, <u>including</u>
Flight Crew | Signed: _____
Title: _____ |
| <input type="checkbox"/> All Employees, <u>except</u>
Flight Crew | |
| <input type="checkbox"/> Flight Crew Personnel Only | |
| <input type="checkbox"/> Other (please specify): _____ | |

**This Authorization is valid until superseded or revoked
in writing by the Administration or the above-named company.**

This authorization expires June 30, 2024.

MAA 131 R-23



Attachment 2

MOT MARYLAND DEPARTMENT OF TRANSPORTATION
MARYLAND AVIATION ADMINISTRATION

REQUEST FOR BWI MARSHALL AIRPORT EMPLOYEE PARKING DECAL HANGTAGS
I request BWI Marshall Airport Employee Parking Decal Hangtags be issued as follows:

<input type="checkbox"/> E-Lot Assigned Space # _____ _____ Quantity: _____ @ \$ _____ Decal No. _____ thru _____	RESERVED	<input type="checkbox"/> Shuttle Bus Users Quantity: _____ @ \$ _____ Decals No. _____ thru _____ Proximity Cards Issued Y N Proximity Card No. _____ thru _____	NON-RESERVED
<input type="checkbox"/> Terminal Lot Quantity: _____ @ \$ _____ Decals No. _____ thru _____ Proximity Cards Issued Y N Proxy Card No. _____ thru _____	RESERVED	<input type="checkbox"/> Non-Shuttle Bus Users <input type="checkbox"/> North Air Cargo Complex Quantity: _____ @ \$ _____ Decal No. _____ thru _____ <input type="checkbox"/> Midfield Cargo Complex Quantity: _____ @ \$ _____ Decal No. _____ thru _____	NON-RESERVED
<input type="checkbox"/> Tenant Garage Assigned Space #(s) _____ Quantity: _____ @ \$ _____ Decal No. _____ thru _____ Proximity Cards Issued Y N Proximity Card No. _____ thru _____	RESERVED	<input type="checkbox"/> Motorcycle Decal- (No Charge if 2nd Vehicle) <input type="checkbox"/> Reserved Parking Quantity: _____ @ \$ _____ Decal No. _____ thru _____ <input type="checkbox"/> Non-Reserved Parking Quantity: _____ @ \$ _____ Decal No. _____ thru _____	

BY AUTHORITY OF:	COMPANY: _____
_____	_____
Signature	Date Printed Name

Please note: Decal cost is based on month of purchase.

RECEIVED BY:

Signature Date Printed Name

Bill FRAPORT Cash Check No. _____ Charge (CIRCLE ONE: Visa/MC) No Charge FMIS No. _____

ISSUED BY:	ADMINISTRATIVE SERVICES USE ONLY
_____	_____
Signature	Date Printed Name

MAA-097(R-02-22)