



# TENANT INFORMATION ADVISORY

**Retention:** December 31, 2020

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May 27, 2020

20-028

## BWI EMPLOYEE PARKING DECAL HANGTAGS

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Due to the COVID-19 outbreak, the Maryland Aviation Administration's Office of Administrative Services will not be issuing the FY21 BWI Employee Parking Decal Hangtags at the BWI Terminal as done in previous years. The "One Day Sale" will be replaced by appointments for each tenant to pick up their hangtags at the MAC Building, located at 7001 Aviation Boulevard, Glen Burnie, Maryland 21061.

An email regarding pricing for the new fiscal year, as well as all necessary forms (Authorized Signer Form, Hangtag Order Form, and COVID-19 screening form) will be sent to all tenants. The Office of Administrative Services highly recommends that you plan accordingly and submit all required documents for purchase. Keep in mind that payment is due at time of purchase, if not being billed to an account. Acceptable forms of payment include checks and credit cards (**MasterCard and Visa only**).

The hangtag pick-up process for FY21 will be as follows:

1. Hangtag Order Fulfillment

Hangtag orders will be filled on a first-come, first served basis. Hangtag Order Forms and Authorized Signer Forms are BOTH due by **Monday, June 8, 2020**.

2. Hangtag Order Issuance

Once the hangtag order has been filled, tenants will be contacted with an appointment slot in which they **MUST** come pick up their hangtags at the MAC Building. **All appointments will be scheduled in 20-minute intervals and only one tenant will be seen at a time. Hangtags will be issued the week of Monday, June 22, 2020.** Additional dates will be added as necessary.

*The Office of Administrative Services would like to stress the importance of showing up to one's appointment on time; late/no-show tenants will not be seen during other tenant's appointment times. Appointments that need to be rescheduled will be done so at a later date.*

3. Tenant Screening

All tenants must complete a two-question COVID-19 screening form before entering the building for their appointment. The screening form will be sent out to each tenant prior to their appointment. This form must be completed by the person coming to pick up the hangtags and must not be completed any earlier than seven days from their scheduled appointment.

*Tenants who have self-pay employees are responsible for sharing this information with their employees prior to their arrival. No tenant will be seen without being screened for COVID-19. Also, tenants must wear personal protective equipment (PPE) during the course of their appointment.*

Any questions concerning the sale of BWI Employee Parking Decal Hangtags should be directed to Jesenia Edwards, BWI Employee Parking Program Coordinator, at 410-859-7668 or via email at [bwiemployeeparking@bwiairport.com](mailto:bwiemployeeparking@bwiairport.com).

**Please post or distribute this Advisory so that all your employees are aware of the new process associated with obtaining a new decal hangtag for FY21.**

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AIRPORT OPERATIONS**

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John A. Stewart  
Director  
Office of Airport Operations

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