



# TENANT DIRECTIVE

**BWI:** 101.1

**Date:** Revised April 20, 2018

**Distribution:** 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 (Administration or MDOT MAA) or with an Administration-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 Administration 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.

==== Denotes new language

- 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 Administration.
  3. Fees are payable for each decal cycle and may be charged according to the work location of the employee as determined by the Administration.
  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 Administration 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 Administration 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.
- 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 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 Administration.

- K. Failure to display a 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 Administration 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. This Directive supersedes BWI Tenant Directive 101.1 dated August 10, 2010.

### 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.
  - 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 Air Cargo Complex (Buildings A, B, C, D, E, F, or G) or the Air Cargo Buildings accessible via Elm Road, must complete and return the Cargo Tenant 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 specifically coded for their company. 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. Decals may be purchased from 8:00 a.m. to 4:00 p.m., Monday through Friday, except State holidays and other posted temporary closure dates.
6. Fees may be paid by cash, check, or money order payable to MAA. Exact change is requested. VISA and MasterCard are also accepted. MDOT MAA does not accept American Express. There is a \$25 administrative fee for checks returned by the bank.

**ELECTRONIC COPY  
ORIGINAL ON FILE IN  
AIRPORT OPERATIONS**

---

John A. Stewart  
Director  
Office of Airport Operations

     Denotes new language