



TENANT DIRECTIVE

BWI: 101.2
Date: Revised August 27, 2002
Distribution: BWI - B & C

TITLE: BWI Tenant Employee Assigned Parking

I. Reference

- A. Code of Maryland Regulations 11.03.01.05 D Employee parking lots.

II. Directive Statement

- A. Tenant employees will be issued parking permits for remote employee parking lots. No assignment of parking spaces at these lots will be made by the Maryland Aviation Administration (MAA) or tenants.
- A. In addition, tenant companies may be allocated certain assigned spaces at an Auxiliary Parking Area (APA) at the discretion of the MAA. Tenant Managers will assign employees to parking spaces at an APA in any manner that does not violate any MAA rule, regulation or this Directive.
- B. The availability and assignment of parking privileges at an APA is temporary and may be modified, relocated or eliminated.

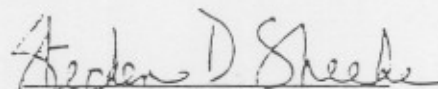
III. Procedures

- A. The MAA will determine the allocation of APA parking spaces at the time of employee parking permit renewals.
- B. Subject to the availability of APAs and the construction and capital needs of the airport, tenants will be assigned spaces at an APA by the following formula.
1. Each terminal tenant will be assigned a minimum of one parking space.
 2. Those tenants who have 50 to 100 employees will be assigned a second

parking space.

3. Based on the current availability of APAs, tenants will be assigned one additional space for each increment of 100 employees over 100 to a maximum of 20 spaces. The maximum allocation may be adjusted to match the total number of spaces available at APAs and the total number of allocations.
- C. The MAA will notify tenants of their allocation of APA parking spaces, including any change to the previous allocation.
 - D. Tenants will be responsible for assigning employee parking at an APA within the allocation determined by the MAA and provide the MAA with the assignments made.
 - E. Employees assigned a parking space will not keep a space if they change authorized employers. The space remains with the tenant to whom the space was originally assigned.
 - F. Vehicles parked in an assigned space shall, at all times, properly display an employee parking permit.
 - G. In the event an unauthorized vehicle is parked in a space assigned by a tenant at an APA, the employee to whom the space has been assigned must initiate a request to the airport police for ticketing and towing the unauthorized vehicle.
 - H. The MAA's Division of Transportation and Terminal Services will administer the allocation of tenant spaces at an APA.
 - I. The availability and assignment of parking is temporary and may be modified relocated or eliminated.

Approved:



Stephen D. Sheehan
Deputy Executive Director
Airport Operations