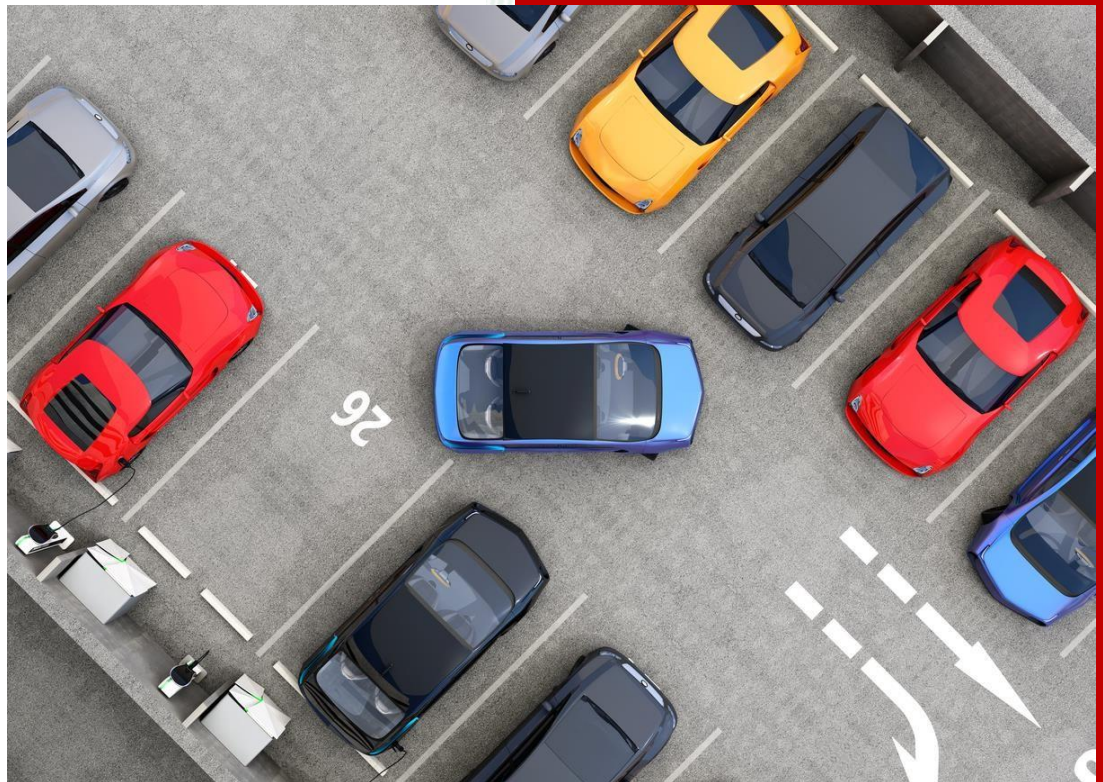


2021

Employee Parking Program Procedural Manual



MARYLAND AVIATION
ADMINISTRATION

Last Updated August 2021

Office of Administrative Services

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Overview

Employee parking privileges at the Baltimore/Washington International Thurgood Marshall (BWI Marshall) Airport are 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). This also includes MAA-approved subtenants of the companies who receive salary or wages for work regularly performed at BWI Marshall Airport on behalf of this employer or company.

The Office of Administrative Services (AS) is responsible for the distribution of parking decal hangtags, administering the daily functions of the employee parking program, maintaining record retention, and conducting monthly inventory. AS is also responsible for ensuring the Employee Parking Program meets all regulatory requirements and informs airport tenants of any program or regulation changes.

Authorized Signature and Billing Form

The Authorized Signature and Billing Form is used to verify the decal hangtag order forms and authorized signers for the fiscal year. Tenants, MAA offices, and federal offices must complete an Authorized Signature and Billing Form before receiving decal hangtags. All Authorized Signature and Billing forms expire at the end of the fiscal year regardless of original date of submission.

The Authorized Signature and Billing Form is divided into three main sections as detailed below:

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.

TO: Ms. Raven S. Berry, Director
 Office of Administrative Services
 Maryland Aviation Administration
 P. O. Box 8766
 BWI Airport MD 21240-0766

Date: _____

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: Telephone No.: _____ Email Address: _____

The following individuals are authorized to purchase BWI Marshall Airport Employee Parking Decal Hangtags

NAME (Please 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

All Employees, including Flight Crew Signed: _____
 All Employees, except Flight Crew Title: _____
 Flight Crew Personnel Only
 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 2010

Figure 1: Authorized Signer and Billing Sheet¹

¹ Full-sized document is available in the Appendix

Section A: Company Name and Billing Information

Section A includes basic information about each tenant. All requested information must be completed. The information on the top right side of the section must be completed if the tenant would like to receive a bill for any transactions, otherwise, the tenant must pay for all decal hangtags at the time of the transaction. Also, the tenant may write "Self-Pay" in the billing section if all employees will be expected to pay for their own hangtags.

Please Note: Tenants are billed at the discretion of the Maryland Aviation Administration. Tenants with a history of delinquency may be obligated to pay for their hangtags at the time of transaction. These decisions are made by the Office of Finance and enforced by the Office of Administrative Services.

Section B: Authorized Signatures

Section B should be completed by the authorized signer for each tenant. The purpose of an authorized signer is to prove validity of the hangtag application, so that unauthorized individuals cannot purchase hangtags without the permission of their company. Each tenant may have a maximum of two individuals deemed as the "Authorized Signer" unless otherwise approved by the Office of Administrative Services. If the previous authorized signer is no longer authorized to approve hangtag applications, an updated Authorized Signer and Billing Sheet must be sent to the Office of Administrative Services. **Under no circumstance will a decal hangtag application be approved without the signature of an authorized signer.**

Section C: Special Instructions for Airlines

Section C is only completed by the airport airline tenants. Due to the nature of the job of the airline flight crew, it is at the discretion of each airline to choose to receive a bill for transactions for employees of the entire airline or just the employees based at the airport. Section C is used to verify which transactions that the airlines would like to receive a bill for versus which transactions the airline employees should pay out of pocket. Explanations of each option are below:

- All Employees, including Flight Crew
 - Airlines should choose this option if they would like to receive a bill for all transactions of employees of their airline, this includes flight crew based in other locations.
- All Employees, except Flight Crew
 - Airlines should choose this option if they would like to receive a bill for transactions of all airline employees except flight crew. Flight crew includes any airline employee that works on an airplane while it is in the airplane while it is in the air (e.g. pilots, co-pilots, stewards, stewardesses, flight attendants, etc.)
- Flight Crew Personnel Only

- Airlines should choose this option if they would only like to receive a bill for those working in an administrative capacity for the airline. All other ground and in-flight employees (e.g. baggage handlers, flight attendants, pilots, front desk agents, etc.) must pay for their decal hangtag at time of the transaction.
- Other (please specify)
 - Airlines should choose this option if they have special arrangements for which employees they would like to be billed. (i.e. “*Bill for all employees including flight crew EXCEPT flight crew stationed at another airport.*”)

Decal Hangtag Distribution

ISSUING DECAL HANGTAGS TO BWI TENANTS

To receive a decal hangtag, all tenants must complete the “Request for BWI Marshall Airport Employee Parking Decal Hangtags” (MAA-097) Form. This form may be completed at the time of transaction if the recipient of the hangtags is the authorized signer for their company, otherwise, the form must be completed prior to arrival.

Figure 2: Request for BWI Marshall Airport Employee Parking Decal Hangtags Form²

The following are the steps to issue decal hangtags:

1. Check for authorization signature.
2. Check billing sheet to confirm proper billing method for each tenant (e.g. if tenant pays for the hangtag at time of transaction, gets billed by the finance department, or is at gratis.) Once this is confirmed, the check box on the billing sheet shall be marked accordingly.
3. On the Request for BWI Marshall Airport Employee Parking Decal Hangtags form, mark the appropriate parking lot, quantity, decal hangtag number(s), and current price for the corresponding month. Also, be sure to mark if a proximity card was provided along with the proximity number(s) that corresponds with the parking lot.

² Full sized document available in the Appendix

Please Note: Tenants should be aware of the employee parking lot where they are authorized to park. Tenants with reserved parking spaces should verify all parking information with the Office of Ground Transportation prior to sale, including requests for additional reserved parking spaces.

4. Once the employee parking decal hangtag form is completed, a Receipt of BWI Employee Parking Lot Proximity Card form must be completed in its entirety. This form is only for necessary for parking lots that have restricted/gated access. The authorized signer must also sign the proximity form.

Please Note: The Office of Administrative Services is only responsible for the initial issuance of proximity cards. The Office of Ground Transportation manages lost, stolen, or defective proximity cards. The first replacement of a lost or stolen proximity card costs \$25.00. Subsequent replacements cost \$50.00 per card. The contact information for the Office of Ground Transportation is listed in the Appendix (Figure 9).

5. Once both forms are complete, process the payment by cash, check, money order, Visa, or Mastercard only.

Please Note: Due to associated fees, we do not accept American Express or Discover cards. All personal checks are required to be submitted to the Cashier's office **within 3 days** of receipt. No exceptions!

6. Once the method of payment has gone through successfully, gather the exact amount of decal hangtags that the tenant has purchased. Verify the amount of proxy cards and decal hangtags by counting and having the tenant count their order before leaving the premises.

Please Note: Parking decal hangtags and proximity cards should always be pulled in numerical order for inventory and tracking purposes. This should be done for large bulk orders and for tenant pre- orders.

7. On the BWI Employee Parking Decal Hangtag form, place the first decal hangtag sticker in the corresponding parking lot beside where it says, "Decal No. _____". If more than one decal hangtag was purchased, then place the first and last decal hangtag sticker and place it in the space after "Decal No."
8. On the proximity card form, write the decal number(s) range in the space provided at the bottom of the page.
9. Once all forms have been completed, make copies of each form. ***Keep the originals and the signed copy of the receipt (if credit card transaction was done).*** Give the copies to the tenant along with their BWI parking decal hangtags and/or proximity cards.

2. Once a completed MAA parking request form is received, place the decal hangtag sticker in the area on the form next to where it says "Decal No." Each MAA employee should only be given one decal hangtag unless receiving a motorcycle decal. The date of issuance should be recorded on the request form. Once this form is completed in its entirety, the MAA parking decal hangtag may be given to the employee or employee manager/supervisor.

Please Note: MAA BWI employees may submit their applications via email or interoffice mail. The MAA parking decal hangtags may also be sent back to that employee/office via interoffice mail.

ISSUING MOTORCYCLE DECALS

1. Any MAA or BWI Tenant may receive a motorcycle decal at gratis if it is a secondary vehicle; the employee must have purchased a car decal hangtag in the current fiscal year and is using the motorcycle decal as their secondary vehicle.
 - a. To confirm that the employee has previously purchased a decal hangtag for the current fiscal year, that employee must bring in their decal hangtag to receive a motorcycle decal at gratis.
 - b. Record the corresponding decal hangtag number on the request form.
2. If the motorcycle decal is for the primary vehicle, the employee must pay for the motorcycle decal at the current rate. Motorcycle decals cost the same amount as the decal hangtags.
3. The Request for BWI Marshall Airport Employee Parking Decal Hangtag form is the same application used to request a motorcycle decal.

Please Note: MAA Employee Parking Decal Hangtag application does not have a designated area for motorcycles. The motorcycle decal number corresponding to the original car decal hangtag number should be written in the comment section of the application.

Daily and Monthly Sales Ledgers

Decal hangtag sales must be recorded daily based on the transactions from the previous day. There are three ledgers that must be completed to properly record all sales: the daily hangtag report, the daily cash transmittal form, and the monthly hangtag report.

THE DAILY HANGTAG REPORT

MARYLAND DEPARTMENT OF TRANSPORTATION
MARYLAND AVIATION ADMINISTRATION
BWI EMPLOYEE PARKING PROGRAM
DAILY DECAL HANGTAG REPORT MASTER SHEET

Transaction Date				Beginning Decal #			Ending Decal #			No. of Hangtags	Amount of Passes Per Lot								Tenant	Order Number	Amount by:					
Item #	Month	Day	Year	Decal #	Decal #	Hangtags	North	Air	E-Lot	MC-Rev'd	MC-Shuttle	Shuttle	Tenant	Terminal	Total		Cash	Check	(Check #)	Charge	Visa/MC	Billed	Gratts	Total		
						Daily Total	0										0.00	0.00		0.00			0.00	0.00	0.00	

Verified with Decal Order: _____ Initials: _____ Date: _____
 Verified with Decal Order: _____ Initials: _____ Date: _____
 Billing Sheets hand-delivered to Accounting: _____ Initials: _____ Date: _____
 Comments: _____

Figure 4: The Daily Decal Hangtag Sales Report⁴⁵

The Daily Decal Hangtag report is completed every day for all transactions. There should be a separate line item for each billing sheet. There are six sections of the daily decal hangtag report that should be completed as detailed below:

Section 1: Transaction Date

This section reflects the date the transaction occurred. The date for all transactions in this section should be the same. Each day of the week should have its own daily sheet. Use the “item number” column if multiple transactions are done on the same day.

Section 2: The Numbers Located on the Decals Sold

This section is used to record exactly which hangtag numbers were sold in the transaction, per line item. If only one hangtag was sold, the hangtag number should be recorded in both the “beginning decal number” and “ending decal number” columns. Use the “no. of hangtags” column to record the total number of hangtags purchased. The number in the “Daily Total” cell should represent the total number of decals sold for the day.

Section 3: Number of Passes Per Lot

This section is used to record the number of hangtags purchased and the corresponding lot. There should only be one number per line item. If a tenant purchases hangtags for multiple lots on the same billing sheet, a separate line item should be completed for each lot. The number in the “total” column should match the number in the “no. of

⁴ Full-sized document is available in the Appendix

⁵ Sample filled document is available in the Appendix

hangtags” column in section 2. The number in the final cell in each column should represent the total number of hangtags sold for that lot on that day.

Section 4: Tenant

This section is used to record the company name of the tenant purchasing the hangtags. Record the name as written on the billing sheet.

Section 5: Payment Type

Record the total amount that the tenant paid/should be billed based on the number of hangtags they have purchased. The total should be placed in the column representative of their method of payment. If the customer charges the amount on a credit/debit card, use the “VISA/MC” column to note the credit issuer. If the hangtags were purchased at gratis, mark the “Gratis” column with an “x”. The number in the “Total” column should match the number in the payment column for the line item. The number in the final cell in each row should be representative of the total amount of money billed for the entire day, per form of payment. The completed daily sheet should be submitted to management with all billing sheets and receipts. Management will initial the daily sheet after verifying its accuracy.

THE DAILY CASH TRANSMITTAL SHEET

The Daily Cash Transmittal sheet should be completed any time a transaction is done by any form of payment other than billing. The total amount of cash, checks, money orders, and electronic payment collected should be recorded on this sheet.

The Daily Cash Transmittal sheet should be attached to the billing sheet and the daily sheet. Management should sign the sheet once the transaction details have been verified.

MARYLAND AVIATION ADMINISTRATION DAILY CASH TRANSMITTAL			
Date _____		No. Cash Receipts Issued _____	
Cashier _____		Receipts _____ to _____	
GT Readings	Beginning	Ending	Difference
GT 1	\$ _____	\$ _____	\$ _____
GT 2 (VOIDS)	\$ _____	\$ _____	\$ _____
GT 3	\$ _____	\$ _____	\$ _____
SECTION I - ACCOUNTING		SECTION II - CONTRACT SALES	
TICKETS	\$ _____	# SPECS SOLD	_____
DECALS	\$ _____	COST/SPEC	\$ _____
LOST BADGES	\$ _____	TOTAL	\$ _____
IFB	\$ _____		
C/C PERMITS	\$ _____		
KEYS	\$ _____		
PUBLIC RECORDS	\$ _____		
OTHER	\$ _____		
SECTION I	\$ _____	SECTION II	\$ _____
SECTION III - (SECTIONS I & II MUST EQUAL SECTION III)			
TOTAL CASH	\$ _____	+ TOTAL CHECKS	\$ _____
		- TOTAL RECEIPTS	\$ _____
		MONEY ORDERS	\$ _____
		LESS VISAM/C	\$ _____
		TRAVELERS CHECKS	\$ _____
		TOTAL DEPOSIT	\$ _____
		*VISAM/C	\$ _____
VERIFIED BY _____ DATE _____		DEPOSITOR _____ DATE _____	
RECEIVED BY _____ DATE _____			
*VISAM/C ELECTRONICALLY TRANSFERRED BY BANK			
MAA-115 K 505			

Figure 5: The Daily Cash Transmittal Sheet⁶

Once the Daily Transmittal sheet is completed, a copy must be made; one copy is retained by the Office of Administrative Services and the other copy is delivered to the Cashier's office with the money, the batch receipts from the credit card machine, and any other applicable transaction receipts. The cashier's office will return the sheet with a stamp verifying the date of acceptance.

⁶ Full-size document is available in the Appendix.

Inventory

Inventory should be completed on the first business day of every month prior to any transactions. The number of decal hangtags remaining per lot should be recorded as well as the decal hangtag numbers that were sold that month. All numbers should be reconciled with the Monthly Sales Report as well as the previous month's inventory sheets. The inventory sheet is signed by the Director/Acting Director of Administrative Services. A sample inventory sheet is available in the Appendix.

Returns

Tenants who purchased their decal hangtag during the fiscal year and no longer have a need to use it due to relocation or separation from their employer can request a partial refund. The tenant must return the hangtag and proxy card as well as write a letter to the attention of the Employee Parking Coordinator. The letter should include the following information:

- Person's name
- Person's social security number (Office of Finance requirement)
- Person's employer
- Date of Purchase/Date Received
- Reason for return
- Hangtag number
- Date hangtag was turned in to AS
- Address to send check to
- Last date hangtag was used

Once the letter is received, the Employee Parking Coordinator should use the information to create a formal letter to send to the Office of Finance requesting the refund. The tenant can only be refunded for the number of months that the decal hangtag was not used. A decal hangtag cannot be refunded for the month in which it is returned, even if it is returned on the first business day of the month. All returns should be tracked and stored away from live inventory. **RETURNED DECAL HANGTAGS SHOULD NEVER BE PLACED BACK INTO INVENTORY AND REISSUED.**

Decal Cycle Orders

To prepare for the new cycle, decal hangtags must be ordered prior to the end of the existing fiscal year. The fiscal year begins July 1st and ends in June 30th. All hangtags purchased in the previous year will expire on the last day of June. The following timeline represents the standard list of activities to prepare for the new fiscal year decal cycle:

DATE	ACTIVITY
March 1	<ul style="list-style-type: none"> • Update all decal sales forms and intranet tenant instructions.
March 4	<ul style="list-style-type: none"> • Start preparing the paperwork in entry into FMIS.
March 11	<ul style="list-style-type: none"> • Enter requisition into FMIS.
March 21	<ul style="list-style-type: none"> • Attend Tenant Manager's Meeting.
April 1	<ul style="list-style-type: none"> • Send out email blast to all distribution lists.
May 1	<ul style="list-style-type: none"> • Email final notification to all distribution lists to include date reminders and hangtag prices
May TBA	<ul style="list-style-type: none"> • Prepare hang tags for sales • Change inventory prices in the POS system, if necessary. • Send copies of new hang tags to Airport Security/Ground Transportation
May 20	<ul style="list-style-type: none"> • Contact Kelly Batz to schedule the terminal desk. • Contact Custodian to have desk cleaned • Contact Steve Ricks to have phone line setup
May 21	<ul style="list-style-type: none"> • Attend Tenant Manager's Meeting.
June 5-14	<ul style="list-style-type: none"> • Due date for orders and updated authorized signer forms from large tenants (i.e. UPS, FedEx, Fraport, etc.)
June 17-21	<ul style="list-style-type: none"> • Due date for smaller tenant pre-order hangtags.
June 21	<ul style="list-style-type: none"> • Attend Tenant Manager's Meeting
June 22	<ul style="list-style-type: none"> • Start setting up appointments for hangtag order pickups

For more information regarding the fiscal year decal cycles and hangtag policies, see the BWI Tenant Directive, available in the Appendix.

APPENDIX

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: Ms. Raven S. Berry, 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: _____
Address: _____
City, State: _____
Zip Code: _____

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

Contact person: Telephone No.: _____ Email Address: _____

The following individuals are authorized to purchase BWI Marshall Airport Employee Parking Decal Hangtags

<u>NAME (Please Print)</u>	<u>TITLE</u>	<u>SIGNATURE</u>
_____	_____	_____
_____	_____	_____

❖ **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

- All Employees, including Flight Crew Signed: _____
- All Employees, except Flight Crew Title: _____
- Flight Crew Personnel Only
- 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, 2020.

FIGURE 1

EMPLOYEE PARKING PROGRAM PROCEDURAL MANUAL



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- Cargo Parking <input type="checkbox"/> North Air Cargo Complex <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 <input type="checkbox"/> Non-Reserved Parking Quantity: _____ @ \$ _____ Decal No. _____ thru _____	

BY AUTHORITY OF: _____ <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Signature Date Printed Name </div>	COMPANY: _____ <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Date Printed Name </div>
--	---

Please note: Decal cost is based on month of purchase, not date of actual issuance to employee.

RECEIVED BY: _____ <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Signature Date Printed Name </div>
--

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

ISSUED BY: _____ <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Signature Date Printed Name </div>	(ADMINISTRATIVE SERVICES USE ONLY)
--	------------------------------------

MAA-097 R-03-19

FIGURE 2

EMPLOYEE PARKING PROGRAM PROCEDURAL MANUAL

**MARYLAND DEPARTMENT OF TRANSPORTATION
MARYLAND AVIATION ADMINISTRATION
BWI MARSHALL AIRPORT EMPLOYEE PARKING DECAL HANGTAG APPLICATION**

Last Name																	
█	█	█	█	█	█	█	█	█	█	█	█						
First Name						Parking Location:											
█	█	█	█	█	█	<input type="checkbox"/> GARAGE	<input type="checkbox"/> MAC	<input type="checkbox"/> KAUFMANN									
						<input type="checkbox"/> 991											
						Assigned Space No. (If Applicable)											
						█	█	█	█	█	█						
Position						BY AUTHORITY OF: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Signature</td> <td style="width: 50%;">Date</td> </tr> <tr> <td style="height: 20px;"></td> <td style="text-align: center;">MAA</td> </tr> <tr> <td>Printed Name</td> <td>Company</td> </tr> </table>						Signature	Date		MAA	Printed Name	Company
Signature	Date																
	MAA																
Printed Name	Company																
I understand my employee parking decal hangtag is for my use only and that it is my responsibility to secure the decal hangtag to protect it from loss. I agree to return my decal hangtag to the Office of Administrative Services, located at the MAC Building, 7001 Aviation Blvd., Glen Burnie MD 21061, upon termination of employment.																	
Employee Signature																	

ADMINISTRATIVE SERVICES USE ONLY:																	
Decal No.		█	█	█	█	█											
Decal Cost		0	0	0	0	0											
Issue Date		█	█	█	█	█											
Expiration		0	6	3	0	1	9										
Comments:																	

MAA-030 A (R-03/19)

FIGURE 3

EMPLOYEE PARKING PROGRAM PROCEDURAL MANUAL

**MARYLAND AVIATION ADMINISTRATION
DAILY CASH TRANSMITTAL**

Date _____ No. Cash Receipts Issued _____
 Cashier _____ Receipts _____ to _____

GT Readings	Beginning	Ending	Difference
GT 1	\$ _____	\$ _____	\$ _____
GT 2 (VOIDS)	\$ _____	\$ _____	\$ _____
GT 3	\$ _____	\$ _____	\$ _____

SECTION I - ACCOUNTING

TICKETS \$ _____
 DECALS \$ _____
 LOST BADGES \$ _____
 IFB \$ _____
 C/C PERMITS \$ _____
 KEYS \$ _____
 PUBLIC RECORDS \$ _____
 OTHER \$ _____
 SECTION I \$ _____

SECTION II - CONTRACT SALES

SPECS SOLD _____
 COST/SPEC \$ _____
 TOTAL \$ _____

SECTION II \$ _____

SECTION III - (SECTIONS I & II MUST EQUAL SECTION III)

TOTAL CASH	\$ _____	+ TOTAL CHECKS	\$ _____	= TOTAL RECEIPTS	\$ _____
		MONEY ORDERS	\$ _____	LESS VISA/MC	\$ _____
		TRAVELERS CHECKS	\$ _____	TOTAL DEPOSIT	\$ _____
		*VISA/MC	\$ _____		

VERIFIED BY _____ DATE _____ DEPOSITOR _____ DATE _____

RECEIVED BY _____ DATE _____

*VISA/MC ELECTRONICALLY TRANSFERRED BY BANK

MAA-115
R 5/05

FIGURE 6

FIGURE 8: TENANT DIRECTIVE



TENANT DIRECTIVE

BWI: 101.1
Date: Revised April 20, 2018
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 (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

Maryland Aviation Administration
P.O. Box 8766, Baltimore/Washington International Airport, Maryland 21240

BWI Tenant Directive 101.1
Revised April 20, 2018
Page Two

- 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.

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- 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

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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.

John A. Stewart
Director
Office of Airport Operations

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Maryland Aviation Administration
P.O. Box 8766, Baltimore/Washington International Airport, Maryland 21240

FIGURE 9: MAA CONTACTS

- ❖ The Office of Grounds Transportation:
 - (Proximity cards (lost or stolen), Reserved parking space information)
 - Monica Lupton: MLupton1@bwiairport.com/ 410-859-7073
 - Stephen Moe: smoe@bwiairport.com/ 410-859-7298

- ❖ The Office of Finance: (Billing and Payments)
 - Kristan Stinebaugh: kstinebaugh1@bwiairport.com/ 410-859-7015

- ❖ Fraport
 - Cheryl McGhree: c_mcghee@fraport-usa.com/ 410-859-9201