

**SMAA EMPLOYEE AND TENANT EMPLOYEE  
PARKING POLICY**



**PURPOSE**

The purpose of this policy is to provide the conditions under which vehicular parking will be made available at the Sarasota Bradenton International Airport (SRQ) to employees who work at or from SRQ.

**POLICY**

The designated Employee Parking Lot shall be made accessible to active employees and volunteers of SRQ tenants, concessionaires, and service contractors ("Based Employees"). This privilege shall be extended to other active terminal tenant employees who are not based at SRQ, such as commuting flight crew members, provided they are permanent residents of the airport's service area consisting of Sarasota, Manatee, Pinellas, Hillsborough, Polk, Hardee, Desoto, and Charlotte Counties ("Non-based Employees"). Access to the Employee parking lot shall not be available to retired personnel. The Fee Structure may be amended from time to time via the Authority's annual budget amendment, without requiring a specific amendment to this Resolution.

**PROCEDURES**

- Access to the employee parking lot shall only be available by use of (1) a valid airport ID badge or (2) a special pre-programmed parking card.
- To obtain access to the employee parking lot:
  - Based Employees must present a valid Airport I.D. badge to the Authority. The ID badge will be programmed by the ID Badge Office to open the parking lot gates.
  - Non-based Employees may obtain a pre-programmed parking lot access card from the Authority.
- The employee parking lot and access credentials are to be used only by the authorized person to whom the credentials were issued. Credentials MAY NOT be transferred between other employees, spouses, friends or relatives.
- New employees awaiting their ID Badge issuance shall park in the Short-Term Parking lot at their own or their employer's expenses. Discounted parking vouchers may be purchased by terminal tenants from the SMAA Administration offices.

**VIOLATIONS AND ENFORCEMENT**

In order to keep the employee parking lot safe and well-maintained, the following rules will be strictly enforced. Failure to follow these rules may result in a ticket without warning and/or towing at the owner's expense at the sole discretion of the Airport Police Department:

- All vehicles parked in the employee parking lot must be in operating condition and currently licensed with a valid, non- expired, license plate.
- No vehicle shall remain in the lot for more than 30 consecutive days.
- No vehicle maintenance, washing of vehicles, changing of vehicle fluids or storage of

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such fluids shall be conducted in the lot.

- Vehicles that are actively leaking fluids shall not be parked in the lot.
- Any person or vehicle damaging or tampering with Authority property shall be subject to arrest and prosecution. This shall include the Emergency call stations, security cameras, entry and exit arms, gates, fencing and access control equipment.
- Oversized vehicles occupying more than one parking space are prohibited in the lot including, but not limited to, campers, commercial or delivery type trucks, and vehicles with trailers.
- Parking in a drive lane, fire lane, aisle, or in any manner that will obstruct traffic, is prohibited.

### **LOST/STOLEN/DAMAGED BADGES, CARDS**

Lost, stolen, or damaged ID badges and parking cards must be reported immediately to the SMAA ID Badge Office in person. See replacement fees below under Fee Structure.

### **EMPLOYMENT TERMINATION/RESIGNATION**

A tenant employer shall notify the SMAA ID Badge Office as soon as its employee has been terminated or has resigned, so that the ID Badge Office may disable the ID badge or parking card to prevent unauthorized access to the parking lot or other restricted areas. The date of notification shall be documented in the computer system. Employees shall return their badges or cards to their employer, who will forward them to the SMAA ID Badge Office within 7 days of such termination or resignation. See Fee Structure for fees assessed for unreturned ID badges.

### **FEE STRUCTURE**

- **Based Employees of airport tenants** shall pay a fee equal to \$10.00 per month or \$60 for each six-month period. Fee shall be invoiced/collected by the Airport Authority accounting department in advance for six-month periods. **There will be no refunds of unused parking fees paid.**
- **Non-based Employees and Based Employees of non-airport tenants** shall pay a fee of \$25.00 per month with a minimum of six months. Non-based Employees may only pay parking fees by credit card on-line (Visa or MasterCard only) at <https://srq-airport.com/payment>. Payment must be made a minimum of seven (7) days in advance. **There will be no refunds of unused parking fees paid.**
- **Bicycles and unlicensed motor scooters** may park free of charge in the employee parking lot. All such vehicles should be secured to one of the SMAA bicycle racks in the lot and not be secured to trees, sign poles, or other items not intended for that purpose.
- **Replacement Fees** for ID badges and parking cards are \$100 and \$15 respectively. These fees shall be due from the Employee upon replacement. They shall not be billed to an employer nor waived.

### **EMPLOYEE DISABILITY PARKING**

Any disabled Based or Non-based employee may obtain a Disability Parking Card from the ID Badging Office. This card will provide the disabled employee the option to park in the public short-term parking lot at no charge. "Permanent" and temporary disability cards are available.

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- **“Permanent” Disability Parking**

Employees holding a valid Florida Permanent Disabled Person Parking Permit (Florida Permanent Permit) may receive a “Permanent” Disability Parking Card from SMAA. Cards will be issued for the remaining term of (1) the original 4-year term of the Florida Permanent Permit or (2) the employee’s airport I.D. badge, whichever is shorter.

Upon expiration of the “Permanent” Disability Parking Card, the employee may seek renewal from the ID Badging office under similar conditions.

The disabled employee shall present a copy of their Florida Permanent Permit along with a current airport I.D. badge to the ID Badge Office. The ID Badge Office will provide relevant employee information and a green disability parking card to the Internal Audit Department (Internal Audit). Internal Audit will affix a parking validation sticker to the card and return it to the ID Badge Office where it will be laminated and then issued to the employee.

Internal Audit shall coordinate activation and deactivation of the “Permanent” Disability Parking Card with the contractor managing the short-term parking lot.

- **Temporary Disability Parking**

Occasionally, an airport or tenant employee may have a temporary condition which inhibits his or her ability to walk short distances or maneuver around obstructions. In such a case and under the conditions listed below, the employee may be eligible to receive a Temporary Disability Parking Card that allows the disabled employee to park temporarily in the public short-term parking lot.

Temporary Disability Parking Cards shall not exceed ninety (90) days. Upon expiration of the Temporary Disability Parking Card, the employee may seek renewal from the ID Badge Office under similar conditions.

The temporarily disabled employee shall present to the ID Badge Office statements from both their doctor and their employer requesting the issuance of a Temporary Disability Parking Card, along with a current airport I.D. badge.

The ID Badge Office will provide relevant employee information and a red disability parking card to the Internal Audit Department (Internal Audit). Internal Audit will affix a parking validation sticker to the card and return it to the ID Badge Office where it will be laminated and then issued to the employee.

Internal Audit shall coordinate activation and expiration of the Temporary Disability Parking Card with the contractor managing the short-term parking lot.

### **MISCELLANEOUS**

- SMAA reserves the right to suspend or revoke a person’s parking permit and access without refund if that person’s actions, attitude or behavior are deemed to present a threat to the health, safety, security or welfare of the traveling public or any of the Airport tenants or employees and/or allows unauthorized individuals entrance.
- SMAA reserves the right to close or move a parking facility or lot and to cancel or reassign any parking assignment at any time.
- SMAA assumes no responsibility or liability for injury or damage to any person(s), vehicle(s), or property therein, while using its parking facilities.
- Parking inquiries, complaints, and security related information should be directed to the ID Badge Office at (941) 359-2770 ext. 4268

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**PASSED AND ADOPTED** this 27<sup>th</sup> day of January 2020.

**SARASOTA MANATEE AIRPORT AUTHORITY**

By:

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KristIn Incrocci, Chairman

ATTEST:

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Douglas Holder, Secretary