



## **Non-Based Flight Crew Employee Parking Rules and Regulations**

1. This program is available to non-based flight crew employees of airlines serving Jacksonville International Airport (JAX) on a scheduled basis.
2. A copy of flight crew's Company ID will be required during application process. **The flight crew must provide a copy of the up-to-date Company ID each time after a renewal or replacement of the ID.** Additionally, the parking pass must be surrendered upon any event that disqualifies the employee from program enrollment, such as end of employment or retirement.
3. The parking pass issued is for parking during working hours. The parking pass may not be used for vacation parking or personal use other than work or business.
4. Discounted parking rate will be provided **only** in the **Economy Lots**.
5. Only one parking pass will be issued per crew employee and only **one** vehicle is allowed to park in either lot at one time. Use of parking pass by anyone other than the approved employee is strictly prohibited and shall result in revocation of JAA parking program privileges.
6. Flight crew employees may register a maximum of two vehicles under this program; however, only **one** vehicle is allowed to park in the lot at one time. The entry/exit system requires that the **parking pass** or license plate be used for one complete transaction in and out of the parking facility. This feature prohibits passing your **parking pass** back to another user – one entry, one exit.
7. To enter or exit the Economy Lots, you will need to scan your parking pass to the reader or allow the system to read your approved license plate numbers. Enter/exit the lot once the gate is fully opened. There will be no ticket issued.
8. The JAA reserves the option, at its discretion, to block certain time periods; including, but not limited to, the Thanksgiving and Christmas Holiday seasons during which the use of this privilege may not be valid.
9. Flight Crew employees will have access to Economy Lot 1, Economy Lot 2 or Economy Lot 3, whichever lot is **open**.
10. A parking shuttle service operates 24 hours a day, 7 days a week. A bus normally circles the lot every 8-10 minutes and will drop the employee off at the upper level of JIA. A shuttle to the Economy Lots is available at the terminal at lower level (pole 2 or 5) and operates 24 hours a day, 7 days a week on an 8-10 minute schedule.
11. The JAA is not liable or responsible for theft or damage to any vehicle or its contents.
12. Storing or abandoning vehicles in the lot is prohibited. Campers, motor homes, trailers, and RVs are prohibited. Conversion vans and oversized vehicles that take up more than one parking space are not allowed.
13. **Vehicles parked in a public or employee-parking facility for more than 45 days using a parking pass will be deemed abandoned. Said vehicles will be impounded and processed for auction in accordance with Florida Statute 705. If you plan to park longer than 45 days, notify the Parking Office at 904-741-2277.**
14. Do not damage any Airport property. This will be cause for prosecution. The same will apply for any employee caught breaking the entry/exit gates and/or tampering with the card reader.
15. Any fees incurred due to parking in an unapproved lot will be **NON-REFUNDABLE**.
16. Any violation of this policy and parking privileges will be terminated with no refund given to the employee.
17. The Authority may have the **right to relocate Non-Based Flight Crew Employee Parking at any time with 15-day notice**.
18. The JAA reserves the right to revoke, amend or discontinue JAA parking program at its discretion.
19. The Authority reserves the right to revise, amend or modify this policy and procedures at any time with or without notice.
20. Violation of any applicable rules or regulations of the JAA or abuse of the privileges granted under this program shall be grounds for immediate termination of parking program privileges.
21. There is a \$20.00 replacement fee for lost, damaged or stolen\* parking pass. You must immediately notify the Parking Office (904-741-2277) with lost, damaged or stolen parking pass to avoid unauthorized pass usage as well as to request a new pass. (\*Note: Should you provide a Police Incident Report for a stolen parking pass replacement fees will be waived)
22. The employee agrees to pay **\$325 annually prior to December 31<sup>st</sup> of each year** through our on-line payment portal. The first year will be prorated for new employees depending on date of issuance. The individual will be required to renew the parking pass prior to expiration. **The employee will be responsible for any parking fees accrued after the expiration date. No refunds** for issued parking passes.
23. New employees must pick up their parking pass at the Parking Office located inside the Daily Surface Lot at the exit.

**I have read and understand the rules of the Jacksonville Aviation Authority Non-Based Flight Crew Employee Parking Program; and I agree to comply with the rules and regulations as presented herein.**

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**Applicant Signature**

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**Date**