

FLIGHT CREW/AIRLINE COMMUTER PARKING PROVISIONS OKC WILL ROGERS INTERNATIONAL AIRPORT

The OKC Will Rogers International Airport (Airport) has designated parking facilities for Flight Crew and Airline Commuters who are assigned to or commuting through the Airport. To access these facilities, a driver must possess a proximity card (Prox Card) which provides access to the designated parking areas. The following rules provide for how to obtain access and how to operate within the designated facilities.

1. Application

- a. A valid driver's license must be presented at time of the Parking Application.
- b. A current or active airline-issued identification card must be presented at the time of the Parking Application.
- c. Valid vehicle registration information must be presented at the time of the Parking Application. Said vehicle must be operational at the time of application.

2. Administration

- a. The initial Prox Card will be issued at no charge.
- b. At no time shall an Airline Commuter be in possession of more than one Prox Card.
- c. If a Prox Card is lost or damaged, the commuter shall pay \$25 to replace the Prox Card. When Airport staff are notified that the Prox Card was lost or damaged, the original Prox Card will be invalidated. If the original Prox Card is later located, it must be returned to the Department of Airports.
- d. All Prox Cards remain the property of OKC Will Rogers International Airport and must be surrendered upon termination of airline employment or loss of parking privileges.
- e. Airline Commuters must re-register prior to the expiration date to retain parking privileges. Failure to re-register may result in suspension of Parking Rights and possible towing.
- f. Vehicle registration information must be kept current with Airport Operations. The vehicle must be operational while parked in the designated parking facilities. Only two vehicles may be registered at any one time. If a vehicle is sold or traded, the commuter must notify Airport Operations within seven (7) business days.

3. Operations

- a. To park in the designated Flight Crew/Airline Commuter facilities at OKC Will Rogers International Airport (Airport), a driver shall possess a current Prox Card.
- b. The Prox Card must be used for all entries and exits of the designated parking facilities.
- c. Parking privileges are for commuting to or from active flight assignments at the Airport and are for official airlines business purposes only, unless previously approved in writing by the Director of Airports.
- d. Parking privileges are for commuter's sole use only and shall not be loaned, shared, or given to any other person (including family members, friends, or other

Airline Commuters) for access into Airport parking facilities for any reason whatsoever. The commuter shall not allow other vehicles to follow them or piggyback into the facility. Allowing such access may result in suspension or revocation of the commuter's Prox Card and Parking Rights.

- e. If a vehicle will be parked in excess of thirty (30) consecutive calendar days, Airport Operations must be notified at 405.316.3232 to make arrangements. Failure to notify Airport Operations may result in the vehicle being towed at the owner's expense and risk.
- f. Flight Crew/Airline Commuter parking in any other parking lot or garage, or when not traveling to or from work, shall pay the posted public rate.
- g. All users of the designated parking facilities are responsible for parking and securing their vehicles at all times.
- h. Parking in the designated facilities is at the commuter's sole risk. Neither OKC Will Rogers International Airport, the Oklahoma City Airport Trust, nor the Department of Airports shall be responsible for damage, vandalism, or theft to a vehicle while in any Airport parking facility.
- i. All vehicles must be parked within the designated parking space lines and may not obstruct other vehicles or adjacent parking spaces. Vehicles occupying more than one space or obstructing use of the facilities may be towed or relocated at the owner's expense.

I, _____, certify that I am a commuter for _____ Airline. I acknowledge that I have received, read, and understand the Flight Crew/Airline Commuter Parking Provisions and agree to comply with them. I understand that if the Operations Manager for OKC Will Rogers International Airport determines that I have violated any of these provisions, my parking privileges may be suspended or revoked and/or my vehicle may be subject to towing at my sole cost and expense. Any suspension or revocation shall be conveyed in writing to the address listed in my most current parking application and/or posted on my vehicle. I further understand that I have thirty (30) days from the date of such action to appeal the decision of the Operations Manager to the Director of Airports.

Dated this _____ day of _____, 20____.

Airline Commuter Signatory

Printed Name: _____

****FOR OFFICE USE ONLY****

Parking Card# _____	Payment Method: Credit / Check # _____	Receipt # _____
Exp Date: _____	Badge Staff Initials: _____	Date: _____