

## EMPLOYEE PARKING PASS PROGRAM

Under the Employee Parking Pass Program (EPP), Los Angeles World Airports (LAW A) offers complimentary and discounted parking to airport employees with a critical business need for immediate and direct access to the Central Terminal Area (CTA) of Los Angeles International Airport (LAX). Parking facilities available in the CTA are Parking Garages 1, 2A, 2B, 3, 4, 5, 6, and 7. All other revenue generating lots (e.g. Lot C, Lots East, and West, etc.) are ineligible to offer free parking unless authorized under agreement with LAWA.

### DEFINITIONS

Term	Definition
EPP Card	An electronic card used to access the entry and exit lanes of the CTA parking garages.
Basic EPP Card	EPP Cards which allow parking for restricted time durations in low demand garages. (Time duration is for a maximum of twenty-two (22) hours per entry).
Standard EPP Card	EPP Cards which allow parking for restricted time durations in all CTA garages. (Time duration is for a maximum of twenty-two (22) hours per entry).
Premium EPP Card	EPP Cards which allow parking with no restrictions in all CTA garages. (Time duration is for a maximum of thirty (30) days per entry).
Airlines	Domestic and International airline carriers with an active Air Carrier Operating Permit (ACOP) at LAX and occupying office space within the terminals at LAX.
Airline Consortium	A LAWA recognized airline consortium is an organization of airline carriers formed to maintain and operate certain airline equipment and systems, and to provide other operations, maintenance, and support services for the benefit of member and non-member carriers.
Consortium Contract	A Consortium Contract is defined as an agreement entered into by an Airline Consortium at LAX.
Concessionaire	Companies with an active Concession Contract (includes TCM, Unit Concession Agreements, Prime Concessionaire, and Subs to Prime Concessionaire).
Concession Contract	A Concession Contract is defined as a Terminal Commercial Manager (TCM) Agreement with LAWA, Unit Agreement with a TCM, Prime Concessionaire Agreement with LAWA (Prime Concessionaire), or Sub-Concessionaire Agreement with a Prime Concessionaire. Concession Contracts are subject to verification by LAW A.
Government	Government agencies (including USO) and their employees with an active LAX ID Badge and permanently assigned to work at LAX.
Ground Handlers	Companies performing ground handling services at LAX with an active Certified Service Provider Program (CSPP) Agreement with LAWA.
High Demand Garages	CTA Parking Garages averaging 85% occupancy or higher as otherwise determined by the Chief Executive Officer (CEO).
Low Demand Garages	CTA Parking Garages averaging 85% occupancy or lower as otherwise determined by the CEO.

## EPP POLICY GENERAL GUIDELINES

EPP holders must meet the following eligibility requirements:

- ◆ Current employee at LAX with an active LAX ID badge and permanently assigned to work at LAX with a critical business need for immediate and direct access to the CTA. Only the following are eligible for enrollment in the EPP program: LAWA employees, airline consortiums, concessionaires, ground handlers, parking contractors, and government agencies.

EPP must also comply with the general guidelines below:

- ◆ Parking Availability: Parking is available on a first-come, first-served basis and no guarantee that a space will be available.
- ◆ Parking Agreements: Employees are required to execute a parking agreement inclusive of the rules and guidelines of the EPP Program. Use of EPP cards for personal travel (*i.e.*, unrelated to official airport business) is prohibited.
- ◆ LAWA Letter Required: Applications for EPP cards for airlines, airline consortiums, concessionaires, ground handlers, and tenants of LAX will require an accompanying letter on LAWA letterhead from their LAWA Business Relationship Manager (BRM) to confirm their eligibility to enroll into the EPP program and must be provided to Parking Services. Failure to provide the letter will result in denial to enroll in the EPP program.
- ◆ License: Customer shall not assign or sub-lease any parking space. LAWA may terminate this license in the event of any such assignment or sublease. Vehicle services such as repairs and installations (including, but not limited to, windshield chip repairs, cell phone, or stereo installation) are not permitted under any circumstances.
- ◆ Assignment and Transfer Prohibition: Unless otherwise stated under the EPP Program Guidelines, EPP cards are assigned to LAX employees and are not assignable or transferable to other persons. EPP holder is responsible for all activity associated with his/her card and is accountable for parking fees, if applicable.
- ◆ Disabled Employees: Employees assigned to work in high demand garages, with a valid state-issued disabled person parking placard are eligible for one Standard EPP card; however, LAWA will deactivate disabled employee's Standard EPP card upon expiration of the disability placard. LAWA will not waive Promise-to-Pay notes (PTP) issued to employees with expired disability placards.
- ◆ Time or Period Restrictions: Employees parking without a valid EPP card or parking in excess of the time or period (30 days maximum) allotted to the Employee's respective EPP card, will be subject to posted parking rates for the duration of stay as applicable. LAWA will not waive PTPs issued to employees for amounts due for parking in excess of the employee's allotted time. Customer acknowledges that any vehicle parked in an unauthorized area or beyond the maximum thirty (30) day limit is subject to removal from the facility at the sole cost and expense of customer.
- ◆ Improper Use and Abuse of EPP Privileges: The parking revenue control system will issue reports of EPP card use discrepancies. Abuses and improper use may result in:
  - 1.) Revocation of EPP privileges.
  - 2.) Requirement to pay applicable outstanding parking fees. It is the responsibility of the EPP card holder to ensure the proper use of the card and the security of the card from loss and misuse. The parking operator will issue an invoice of parking fees to customer payable upon

seven (7) days of receipt or customers may pay their fees at the parking operator office that same day.

Additionally, customer's EPP card must be reset once they exceed twenty-two (22) hours by visiting the parking operator office during the hours of 8:00 a.m. - 4:00 p.m., Monday through Friday. Customers who plan on parking in excess of twenty-two (22) hours under the Basic and Standard EPP cards may make arrangements with the parking operator to pay for the excess time parked in the parking structures. Customers who fall delinquent in their parking charge account/fees are subject to cancellation of EPP use and program. Customer shall use the parking facility in a manner not to endanger or cause a hazard, injury, or a safety issue to others and/or their vehicles. Anyone using parking facilities in a reckless manner will be cited and their parking privilege revoked.

- ◆ Lost, Stolen, Damaged Cards: Lost, stolen, or damaged EPP cards must be reported to LAWA's Parking Office (424 646-7275) or its designated representative immediately. An LAX ID badge will not be accepted in lieu of a lost or misplaced EPP card. Failure to report a lost or stolen card may result in revocation of EPP privileges.
- ◆ Terminated Employees: EPP cards must be immediately returned to LAWA's Parking Office upon employee's termination of duties at LAX. Failure to report an employee's termination of duties at LAX may result in revocation of employer's EPP privileges.
- ◆ Liability: Each EPP cardholder acknowledges and agrees that he/she parks his/her own vehicle and assumes all risk. LAWA does not guard, assume care, custody, or control of the vehicle and/or its contents and is not responsible for fire, theft, damage to, or loss of such vehicle or any items of personal property left therein. This is a license to park only; therefore, no bailment is created. Customer is granted the license to park the automobile identified on this application. This license is personal and is not transferable.

## ALLOTMENT OF COMPLIMENTARY EPP CARDS

The quantity of EPPs allocated to each airport organization effective January 1, 2014 is referenced in Table 1 below. Distribution of EPPs to employees within an organization is at the discretion of the organization, subject to approval by LAWA. Allotment quantities are subject to change at the discretion of LAWA's CEO, based on parking capacity and demand. Allotment quantities rules and procedures may change from time to time upon the discretion of the CEO.

### Airlines

Airlines are eligible for complimentary Basic EPP Cards based on passenger levels (arrivals and departures) as shown on Table 1 below, unless otherwise noted under "Exceptions".

Table 1

Tier	Total Annual Passengers	Allotment Quantities
1	to 50,000	1
2	50,001-999,999	4
3	1,000,000-4,999,999	8
4	5,000,000	20

### Exceptions:

- ◆ Airline Parking in High Demand Garages: Are eligible to receive, upon request one (1) complimentary Premium EPP Card within the Airline's respective allotment, which allows access to all Parking Structures for up to thirty (30) consecutive days, with no daily time restrictions.

Privileges to park in high demand garages will be granted based on an Airline's operational need; however, in no event shall an Airline's allotment of EPP Cards for high demand garages exceed two (2) EPP Cards per Airline.

- ◆ Limited Exception to Time Restrictions: Notwithstanding the below section entitled "Time/Period Restrictions on EPP Cards", each Airline is eligible to receive, upon request, one (1) complimentary Basic EPP Card, within the Airline's respective allotment shown in Table 1, which allows parking in CTA Parking Structures 1, 2A, 2B, and 7 for up to thirty (30) consecutive days, with no daily time restrictions.

Airlines located at Tom Bradley International Terminal (TBIT) are eligible to receive, upon request, one (1) complimentary Premium EPP Card within the Airline's respective allotment, which allows access to all Parking Structures for up to thirty (30) consecutive days, with no daily time restrictions.

The CEO however reserves the right to modify these exceptions to the EPP Guidelines as necessary in order to ensure sufficient capacity for public parking demand.

- ◆ Regional Airlines Operating on Behalf of other Airlines at LAX: Regional Airlines operating on behalf of other Airlines, which are not wholly owned subsidiaries of the Airline, will receive passes based on passenger volume per Table 1; however, notwithstanding the Assignment and Transfer Prohibition listed in the General Guidelines above, a Regional Airline is permitted to assign its allotment, or portion thereof, to the Airlines to which the Regional Airline serves, subject to prior approval by the CEO.

Notes:

Annual Passenger Level Review: LAW A will review Airline's passenger levels annually (Annual EPP Review) and if needed, adjust EPP Card allotment per Airline accordingly. Following the Annual EPP Review, LAW A will deactivate any complimentary EPP Cards in excess of the prescribed allotment, and such cards must be returned by employees to LAW A's Parking Office within thirty (30) days of the Annual EPP Review.

**Airline Consortium**

Airline Consortiums are eligible to receive up to four (4) complimentary Basic EPP Cards per each Consortium Contract. Upon request, Airline Consortiums may receive up to one (1) complimentary Standard EPP Card and one (1) Premium EPP Card within their respective allotment.

**Concessionaires**

Concessionaires and sub-concessionaires are eligible for up to two (2) complimentary Basic EPP Cards per verified Concession Agreement.

**Ground Handlers**

Ground handlers are eligible for complimentary Basic EPP Cards based on annual CSPP gross revenues per Table 2 below.

Table 2

Total Annual Revenue	EPP Card Allotment
<\$250,000	0
\$250,000-4,000,000	1
>\$4,000,000	2

Notes:

Annual CSPP Revenue Review: LAW A will review ground handlers' gross revenue annually and if needed, adjust EPP Card allotment per company accordingly. Following the Annual EPP review, LAW A will deactivate any complimentary EPP Cards in excess of the prescribed allotment, and such cards must be returned by employees to LAW A's Parking Office within thirty (30) days of the Annual EPP Review notification from LAW A.

**Contractors**

CTA parking contractors are eligible for complimentary EPP Cards as follows in Table 3 below:

Table 3

Parking Contractor	EPP Cards Allotment	Privileges
Parking Operator	10	Basic
Parking Equipment Maintenance Provider	10	Standard
Cleaning Contractor	5/5	Basic/Premium

Notes:

Government Contractors: Government contractors are ineligible for EPPs as of January 1, 2014; however, if LAW A deems that government contractors require parking in CTA garages due to an airport emergency, LAW A will consider waiving any parking fees associated with such emergency, on a reimbursement basis. Notwithstanding the foregoing, all EPP Cards allotted to Government contractors' as of December 31, 2013, must be returned to LAW A's Parking Office no later than December 31, 2014.

## **Government**

Government employees are eligible to receive one Basic EPP Card each, provided the Government agency substantiates to the satisfaction of the CEO the critical need for an employee to park in the CTA Parking Garages.

### **Exceptions:**

- ◆ **Fleet Vehicles:** Government agencies with fleet vehicles (e.g. with 'Exempt' or 'Federal Government' license plates) are eligible for a complimentary Basic EPP Card per vehicle. Government agencies that require parking in High Demand Garages may receive up to a maximum of ten (10) Premium EPP Cards provided the agency demonstrates to the satisfaction of the CEO the critical need to park in High Demand Garages.
  
- ◆ **Special Enforcement:** Government employees with law enforcement responsibilities, such as Federal Air Marshalls assigned to LAX, are eligible for one Basic EPP card without time restrictions up to a maximum of thirty (30) days in Parking Structure 1, 2A, 2B, and 7.
  
- ◆ **Special Government Agencies:** Government employees stationed at LAX that perform in-flight services for flights originating and/or departing from LAX may be eligible for a maximum of five (5) Basic EPP Cards without time restrictions up to a maximum of thirty (30) days in Parking Structure 1, 2A, 2B, and 7 only.
  
- ◆ **Allotment caps:** CEO has the authority to cap allotment of cards to any individual government agency or organization.

## EPP CARDS AVAILABLE FOR PURCHASE

Only Airlines may purchase additional EPP Cards outside of their respective complimentary allotment as follows per Board Resolution 25296:

- ◆ Basic EPP Card: \$200/pass/month
- ◆ Premium EPP Card: \$400/pass/month

Premium Pass purchases are limited to twenty (20) per Airline; provided however, the Airline's allotment of EPP passes for access to High Demand Garages shall not exceed two (2) whether paid or complimentary. The limit may be adjusted by the CEO as necessary in order to ensure sufficient capacity for public parking demand. Vehicles left for more than thirty (30) days may be subject to tow at owner's expense.

### Notes:

Payments: Payment of EPP Cards must be made no later than the 5th day of every month. Failure to make payment by the prescribed deadline will automatically result in deactivation of the EPP Card and application of posted parking rates. Payments for EPP Cards can be made no more than three months in advance. EPP Cards will not be pro-rated. All EPP Card sales are final and no refunds will be given for any reason. Form of payment may be in check, credit card, or cash. Checks must be payable to:

Los Angeles World Airports  
Parking Services Office  
P.O. Box 92214  
Los Angeles, CA 90009-2214

Checks may be paid in person at ABM Parking Services, 251 World Way, Los Angeles, CA 90045.

## TIME / PERIOD RESTRICTIONS ON EPP CARDS

Basic EPP and Standard EPP Cards are subject to time restrictions of up to a maximum of twenty-two (22) consecutive hours.

Premium EPP Cards are subject to a maximum of thirty (30) days with no daily time restrictions, subject to adjustment by the CEO.

- ◆ Employees are required to pay the posted parking fees for any time an employee is parked in excess of these time/period restrictions. Upon payment, the EPP card will be reset for the employee's next use upon entry or exit.

## APPROVALS AND MISCELLANEOUS FEES

CEO and the Deputy Chief Executive Officer of Operations are authorized to consider EPP applications. The CEO may appoint an alternate designee to approve EPP Card applications.

### **Administrative Fees per Board Resolution 25296:**

- ◆ \$25 activation fee for each complimentary EPP Card, excluding LAWA employees.
- ◆ \$25 fee for replacement EPP card (i.e. lost, stolen and/or damage caused due to employee negligence).

- ◆ Vehicles left in parking structures over thirty (30) days may be subject to tow at owner's expense.
- ◆ Employees are required to pay the posted parking fees for any time an employee is parked in excess of these time/period restrictions. Upon payment, the EPP card will be reset for the employee's next use upon entry or exit.
- ◆ EPP cards must be used to access parking garages. Failure to use a valid EPP card will result in parking fees that will not be waived or canceled.