

## EMPLOYEE PARKING PASS PROGRAM

Under the Employee Parking Pass Program (EPP), Los Angeles World Airports (LAWA) 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. LAX Economy Parking, 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	Basic EPP Cards are limited to a maximum of twenty-two (22) hours per entry and restricted to park only in General Parking areas of all CTA garages.
Premium EPP Card	COMPLIMENTARY and PAID Premium EPP cards have a maximum of thirty (30) days parking per entry. Complimentary EPP cards are restricted to park only in General Parking areas of all CTA garages. PAID Premium EPP cards are allowed to park in designated PREMIUM parking spaces and General Parking in all CTA garages.
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 Agreement with LAWA (includes TCM, Unit Concession Agreements, Prime Concessionaire, and Subs to Prime Concessionaire).
Concession Agreement	A Concession Agreement 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 Agreements are subject to verification by LAWA.
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 actual ground handling services at LAX that are enrolled and have an active Certified Service Provider Program (CSPP) Agreement with LAWA.

## EPP POLICY GENERAL GUIDELINES

EPP holders must meet the following eligibility requirements:

- ◆ Current employees 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, airlines, airline consortiums, concessionaires, ground handlers, parking contractors, and government agencies.

EPP must also comply with the general guidelines below:

- ◆ Parking Availability: General 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.
- ◆ Electric Vehicle Parking: Employees are required to pay the current posted fee for EV charging. If employee's vehicle has been issued a safety recall involving battery fires and/or is recommended to be parked outside, employee's vehicle is prohibited from parking until employee's vehicle has been repaired, and proof of repair is submitted to Parking Services.
- ◆ 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. Except for towing, vehicle services such as repairs and installations (including, but not limited to, windshield chip repairs, stereo installation, etc.) are not permitted inside the garages 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 with a valid state- issued disabled person parking placard are eligible for one Basic EPP Card; however, LAWA will deactivate disabled employee's Basic 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 (22 hrs. for Basic EPP and 30 days maximum for Premium EPP) allotted to the employee's respective EPP Card, will be subject to posted parking rates for the extended 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 within seven (7) days of receipt or customers may pay their fees at the parking operator office that same day.

It is the responsibility of the EPP cardholder to ensure the proper use of the card and the security of the card from loss and misuse.

Additionally, customer's EPP Card must be reset once they exceed twenty-two (22) hours by visiting the parking operator office (ABM) 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 EPP Card 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 cancelation of EPP use and program.

- ◆ Parking Garage Safety: 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 or other vehicles. Anyone using parking facilities in a reckless manner may be cited and their parking privilege revoked.
- ◆ Vehicle Tailgating: Under no circumstances is tailgating allowed at entry or exit of any parking facility. Anyone found tailgating may have their parking privilege revoked.
- ◆ Lost, Stolen, Damaged Cards: Lost, stolen, or damaged EPP Cards must be reported to ABM at (310-646-2911) or its designated representative immediately. A 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 ABM during regular business hours 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 they park their own vehicle and assumes all risks. 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 non-transferable.

## ALLOTMENT OF COMPLIMENTARY EPP CARDS

The quantity of EPPs allocated to each airport organization is referenced in the following Tables for each respective group below. Distribution of EPP allotments 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 quantity 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	≤50,000	1
2	50,001-999,999	4
3	1,000,000-4,999,999	8
4	5,000,000	20

**Exceptions:**

- ◆ 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 Premium EPP Card, within the Airline’s respective allotment shown in Table 1, which allows parking in all CTA Parking Structures, General Parking 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 according to 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: LAWA 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, LAWA will deactivate any complimentary EPP Cards in excess of the prescribed allotment, and such cards must be returned by employees to LAWA’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 for each Consortium Contract.

**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: LAWA will review ground handlers’ gross revenue annually and if needed, adjust EPP Card allotment per company accordingly. Following the Annual EPP review, LAWA will deactivate any complimentary EPP Cards in excess of the prescribed allotment, and such cards must be returned by employees to LAWA’s Parking Office during regular business

hours within thirty (30) days of the Annual EPP Review notification from LAWA.

## **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	Basic
Cleaning Contractor	5	Basic

### **Notes:**

Government Contractors: Government contractors are ineligible for EPPs; however, if LAWA deems that government contractors require parking in CTA garages due to an airport emergency, LAWA will consider waiving any parking fees associated with such emergency, on a reimbursement basis. For more information, please contact [Parking@lawa.org](mailto:Parking@lawa.org).

## **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 one (1) complimentary Basic EPP Card per vehicle.
- ◆ Special Enforcement: Government employees with law enforcement responsibilities, such as Federal Air Marshalls assigned to LAX, are eligible for one Premium Card without time restrictions up to a maximum of thirty (30) days in all CTA Parking Structures, General Parking areas.
- ◆ 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) Premium EPP Cards without time restrictions up to a maximum of thirty (30) days in all CTA Parking Structures, General Parking areas.
- ◆ 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 and Concessionaires may purchase additional EPP Cards outside of their respective complimentary allotment as follows per Board Resolution:

- ◆ Basic EPP Card: \$275/pass/month
- ◆ Premium EPP Card: \$520/pass/month

Premium Pass purchases are limited to twenty (20) per Airline. 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 made payable to:

Los Angeles World Airports  
c/o ABM EPP  
651-3 World Way South  
Los Angeles, CA 90045

Checks may be paid in person at ABM Parking at 651-3 World Way South, Los Angeles, CA 90045

### **TIME / PERIOD RESTRICTIONS ON EPP CARDS**

Basic 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 its designee (currently, Deputy Executive Director for Mobility Planning and Strategy) are authorized to consider EPP applications. The CEO may appoint an alternate designee to approve EPP Card applications.

**Administrative Fees per Board Resolution 26624:**

- ◆ \$45 activation fee for each complimentary EPP Card, excluding LAWA employees.
- ◆ \$45 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.