

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

POLICIES

ARTICLE 9 - SAN DIEGO INTERNATIONAL AIRPORT
PART 9.3 - AIRPORT OPERATIONS
SECTION 9.30 - AIRPORT PARKING CARD PROGRAM FOR EXTERNAL STAKEHOLDERS

PURPOSE: To establish a policy governing the airport parking card program of the San Diego County Regional Airport Authority (“**Authority**”).

POLICY STATEMENT:

(1) Objectives. The principal objectives of the Authority’s parking card program are to:

(a) benefit the San Diego International Airport (“**Airport**”) by efficiently managing access to public parking lots by eligible individuals;

(b) establish an efficient and well-managed program that expedites the travel of tenants and others who provide direct services to the Airport; and

(c) support local government officials in recognition of their responsibility in representing the interests of the Airport, other regional transportation centers and the San Diego County region.

This policy is designed to achieve the foregoing objectives by regulating the distribution and use of parking cards and ensuring effective administration of the parking card program.

(2) Eligibility.

(a) The Authority’s President/Chief Executive Officer or his or her designee (“**President/CEO**”) may issue Airport parking cards to the following eligible groups:

(i) Foreign Consulates serving San Diego County;

(ii) Federal and state elected officials representing the San Diego County region;

(iii) Elected officials representing the County of San Diego;

(iv) Elected officials representing the cities of the County of San Diego;

(v) Employees of airlines that serve the Airport;

- (vi) Employees of government agencies that serve the Airport (*e.g.*, San Diego Unified Port District, Federal Aviation Administration, Transportation Security Administration, United States Customs and Border Protection);
- (vii) Contractors, vendors, suppliers, and concessionaires that serve the Airport; and
- (vii) Other individuals whose use is deemed by the President/CEO to be consistent with the objectives set forth above in Paragraph 1.

Notwithstanding the foregoing, the Authority may change, limit or expand the foregoing groups at its discretion.

(b) If the eligibility status of a cardholder changes (*e.g.*, the cardholder ceases to be a consular official, federal or state official, etc.), then the cardholder no longer shall be entitled to use his or her parking card. The cardholder promptly shall notify the Authority of such change of status and the Authority shall deactivate his or her parking card.

(3) Usage Restrictions.

(a) Each parking card shall be issued only for the eligible individual's use, and each cardholder shall use his or her parking card only for official business purposes.

(b) In some cases, financial, gift or economic reporting requirements may apply to a cardholder's receipt or use of a parking card. In addition, misuse of a parking card may constitute a gift of public funds. Each cardholder shall comply with all applicable legal requirements relating to his or her receipt and use of his or her parking card.

(c) Before being issued a parking card, each potential cardholder shall sign a statement in which he or she agrees to comply with this policy.

(d) The President/CEO may impose restrictions on the parking locations at the Airport that are authorized for use by cardholders.

(4) Administration.

(a) The President/CEO shall be responsible for the overall administration and management of the parking card program.

(b) The President/CEO shall oversee periodic audits of the parking card program and report to the Board the results thereof.

(c) The Authority shall maintain a list of cardholders, which shall be reviewed at least on a semi-annual basis.

(d) Each parking card shall be valid for a period of one year. The President/CEO may renew any parking cards for additional one-year periods.

(e) The Authority shall promptly deactivate unauthorized parking cards.

(f) The President/CEO may require a cardholder to surrender his or her parking card at any time, for any reason in the President/CEO's sole discretion.

[Amended by Resolution No. 2019-0004 dated January 3, 2019]
[Amended by Resolution No. 2009-0127R dated October 1, 2009]
[Amended by Resolution No. 03-036 dated June 12, 2003]
[Adopted by Resolution No. 03-017 dated April 3, 2003]