



GREATER ORLANDO AVIATION AUTHORITY

Orlando International Airport
One Jeff Fuqua Boulevard
Orlando, Florida 32827-4399

To: Airport Community and Users of Employee Parking Lot
From: Greater Orlando Aviation Authority
Date: March 2, 2023
Subject: **Employee Parking Lot – Parking Permit Policy**

The following is a revision to the Employee Parking Lot Permit Policy for Orlando International Airport, initially implemented on July 1, 1990 by the Greater Orlando Aviation Authority (Authority).

- A. Employee Parking (EPL) Permits will only be issued to the following companies or individuals:
- Tenants of Orlando International Airport who have a current space use agreement with the Authority
 - Companies registered by the Authority and licensed to conduct airline or passenger operation services at Orlando International Airport
- B. Between the first (1st) and the fifteenth (15th) calendar day of each month, employers requesting Employee Parking (EPL) Permits for the Employee Parking Lot will submit to the Ground Transportation Services Permit Office a request letter on company letterhead (see “Company Request Form” attached) that states the number of EPL Permits required for the following month. This request letter must be signed by the company’s “authorized representative” as designated on the Authorized Signature Form on file for your company (see “Authorized Signature Form” attached).
- C. The company authorized representative will be required to pick up the EPL Permits at the Ground Transportation Services Permit Office, and an Authority receipt for the number of EPL Permits issued will be provided to the company authorized representative.
- D. Each company will be allowed to request additional months of EPL Permits, up to a maximum of three (3) months. Your company will be invoiced for the additional months of EPL Permits at the time the request is received.
- E. The employer maintains total responsibility for the distribution of EPL Permits to its employees and will maintain a list of the EPL Permit number given to each employee.

- F. A valid EPL Permit and proper airport identification will be required for entry into the Employee Parking Lot. EPL Permits will be valid through the fifth (5th) calendar day of the next month. If an employee does not provide the proper EPL Permit, access to the Employee Parking Lot will be denied. **There will be no exceptions to this policy.**
- G. If an employee is determined to have abused their parking privileges under the EPL Policy, their EPL hangtag may be revoked permanently. Abuse of parking privileges includes but are not limited to an employee engaging in abusive or harassing behavior, whether verbal or physical, or engages in any type of intimidation or aggression towards EPL personnel.
- H. EPL Permits are not transferable and remain the property of the Greater Orlando Aviation Authority.
- I. EPL Permits are not valid for trailers, recreational vehicles, boats, or any similar oversize vehicles. These items will be ticketed and towed at the owner's expense.
- J. Vehicles not displaying a valid EPL permit for the current month, or an EPL that has been expired for more than five (5) days will be removed at the vehicle owner's expense.
- K. The Greater Orlando Aviation Authority is not responsible for loss or damage to vehicles, accessories, or articles left therein caused by fire, theft, vandalism, collision, water or any other cause.
- L. Use or possession of a stolen, forged, or altered EPL Permit will be criminally prosecuted and future parking privileges for responsible individuals will be revoked. Additionally, fraudulent use or use by unauthorized individuals will be criminally prosecuted and future parking privileges for responsible individuals will be revoked.
- M. Lost, stolen, or mutilated EPL Permits will be the EPL Permit owner's responsibility and must be reported to the employer and Ground Transportation Services Permit Office.
- N. New Employees:
- Employers that require an EPL Permit for an employee hired on or before the fifteenth (15th) calendar day of a month must submit to the Ground Transportation Services Permit Office a request letter on company letterhead (see "For New Employees Form" attached) that authorizes issuance of the EPL Permit(s) required for the respective month. This request letter must be signed by the company's "authorized representative" as specified in Section B of this policy (See "B" above). Your company will be invoiced for the full cost of each additional EPL Permit issued.
 - Employers that require an EPL Permit for employees hired on or after the sixteenth (16th) calendar day of a month must submit to the Ground Transportation Services Permit Office a request letter on company letterhead (see attached) that authorizes issuance of the EPL Permit(s) required for the respective month. This request letter must be signed by the company's "authorized representative" as specified in Section B of this policy (See "B" above) and must include the name(s) of the new hire employee(s). Your company will be invoiced for the full cost of each additional EPL Permit(s) issued.
- O. Terminated Employees
- Employers must return a terminated employee's EPL Permit to the Ground Transportation Services Permit Office on or before the fifteenth (15th) calendar day of the month to receive a credit for the EPL Permit. However, your company may choose to issue the EPL Permit to a new employee.

- P. The Authority's Finance Department will invoice your company for the total number of EPL Permits issued.
- Q. Payment will be due the Authority fifteen (15) days from the date of the Authority invoice. **Payment must be received by the payment due date. If payment is not received by the due date, EPL Permits will not be issued to the company.**

If you have any questions, please feel free to visit the Ground Transportation Services (Permit) Office, or contact the office by telephone at 407-825-2689.