



**Airline, Concessions, and Tenant Employees and Non-Based
Crew Parking Plan
Louis Armstrong New Orleans International Airport**

New Orleans Aviation Board

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Date: 9-9-19

Version Control

This document was created on September 5, 2019.

To be used when updating this document, the version control log allows the document to exist as a living document and enables the Airport to note and track when significant changes have been made.

After approval of the Director of Aviation, the Airport Landside Operations Department will update the log every time that the document is modified in order to ensure version control.

VERSION	Significant Change	Effective Date
Version 1	Original Document	9/6/2019

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Overview

The Louis Armstrong New Orleans International Airport (“Airport”) provides space for the parking of personal vehicles by employees of airlines, concessionaires, tenants, and non-based airline flight crews. This plan provides the procedures, rules and requirements for employees and non-based airline flight crews that are provided the privileges of parking in the Airport’s designated Employee Parking Lot. This plan will be effective once the Airport activates operations at the new terminal. Notification of the specific effective date will be emailed to all Airport ID badge sponsors as well as all Airline managers. Notification to non-based crews will be provided by New South Parking.

Section 1 Designated Parking Areas

The Airport has identified certain areas of the former short-term parking garage located adjacent to the southside terminal facility for use as an “Employee Parking Lot,” which areas are depicted in Exhibit A.¹ A separate “Manager’s Lot” may be established by the Airport for use by airline and tenant managers that are authorized by the Airport to park in such area. For purposes of this plan, “Employee Parking Facilities” refers to the Employee Parking Lot and the Manger’s Lot, collectively.

A. Use of Employee Parking Lot

Airline, tenant and vendor employees are only allowed to park their personal vehicles in the Employee Parking Lot. Airline flight crewmembers that are not based in New Orleans as approved by the Airport (hereinafter referred to as “Non-based Crews”) will be charged a fee in such amount as may be set by the Airport for the privilege of parking in the Employee Parking Lot.

B. Use of Manager’s Lot

Only those airline, tenant and/or vendor managers that are assigned a space by the Airport will be allowed to park in the Manager’s Lot. Specific instruction on entering and exiting the Manager’s Lot will be provided by the Airport to those allowed to park in such area.

¹ Exhibit A may be modified by the Airport from time to time to reflect changing conditions. Persons authorized to park in the Employee Parking Lot will be made aware of such changes by the Airport’s Landside Operations Department.

Section 2 Access

Persons authorized to park in the Employee Parking Facilities will access the facility by using his/her Airport-issued Airport Identification badge² at the designated Employee Parking Lot entry plaza lanes (See Exhibit B). For Non-based Crews, the Airport will issue a specific credential (i.e., AVI access media, windshield access decal, etc) that will provide access to the Employee Parking Lot. The Airport reserves the right to change the manner in which employees access the Employee Parking Facilities and will provide advance notice of any such change. All employees shall exit the Employee Parking Lot through the former short term garage exit using the designated exit lanes (See Exhibit C). Use of the former main exit plaza (former long term parking garage exit plaza) is not allowed, and any employee doing so will be required to pay the maximum daily rate for economy parking.

The maximum height for vehicles accessing floors 2 or higher in the Employee Parking Lot is 6 foot 8 inches. Any person having a vehicle in excess of this height restriction must contact the Airport Landside Operations Department in advance to receive approval and instructions to park in a designated area for oversized vehicles that will be located on Floor 1.

Section 3 Requirements, Restrictions and Failure to Comply

- A. Employee parking privileges are valid only for the person receiving such privilege. No person shall allow another person to use his/her parking privileges in the Employee Parking Facilities.
- B. Non-based Crews that fail to timely pay the fee to the Airport when due may result in revocation of parking privileges in the Employee Parking Lot. Parking privileges for Non-based Crews shall automatically be terminated when no longer working for an airline or such other airport business. It is incumbent upon the Non-based Crews to provide documentation to the satisfaction of the Airport to receive and maintain parking privileges in the Employee Parking Lot.
- C. The Employee Parking Facilities shall not be used for the storage of vehicles, including any unused or disabled vehicles.
- D. Campers, flatbed or other trailers, and non-licensed motor vehicles are prohibited in the Employee Parking Facilities.
- E. No Person shall alter, falsify, forge, duplicate or in any manner reproduce or counterfeit any decal, hang tag, or other approved access/identification media to enter/exit the Employee Parking lot.
- F. No person shall tamper with or otherwise damage entry or exit access infrastructure for the Employee Parking Lot.

² **“Airport identification badge”** means the identification badge issued by the Airport Security Office which grants or denies the holder access to specific areas of the airport, or grants certain privileges.

- G. The Airport shall have no responsibility or liability to employees parking motorcycles in the Employee Parking Lot, including any injury or damage from entering or exiting the Employee Parking Lot.
- H. The Airport does not assume any responsibility for the loss or damage of vehicles or its contents, however caused. Vehicles should be locked and valuables should be removed.
- I. In the event of an accident or incident occurring while any vehicle is parked in the Employee Parking Facilities, it must be reported to AVCOM by calling 504-303-7700 and an incident report must be filed with Airport Operations prior to the vehicle leaving the Employee Parking Facilities.
- J. Any person failing to comply with the procedures, rules and requirements of this Plan or the Airport's security requirements or Airport Rules and Regulations (as currently existing or as may be amended in the future) may have their parking privilege revoked or suspended at the sole discretion of the Airport and shall reimburse the Airport for any expenses incurred as a result of failure to comply.

Exhibit A



The Employee Parking Lot is located in the south campus parking garage highlighted in red above, and is specifically limited to **Floor 2 and Floor 5**. A limited number of spaces will be identified on Floor 1 for oversized vehicles, which use must be approved in advance by the Airport's Landside Operations Department. Shuttles will pick employees up and drop them off on Floor 1 in the location designated by the Airport for employee shuttle service to the terminal.

Exhibit B

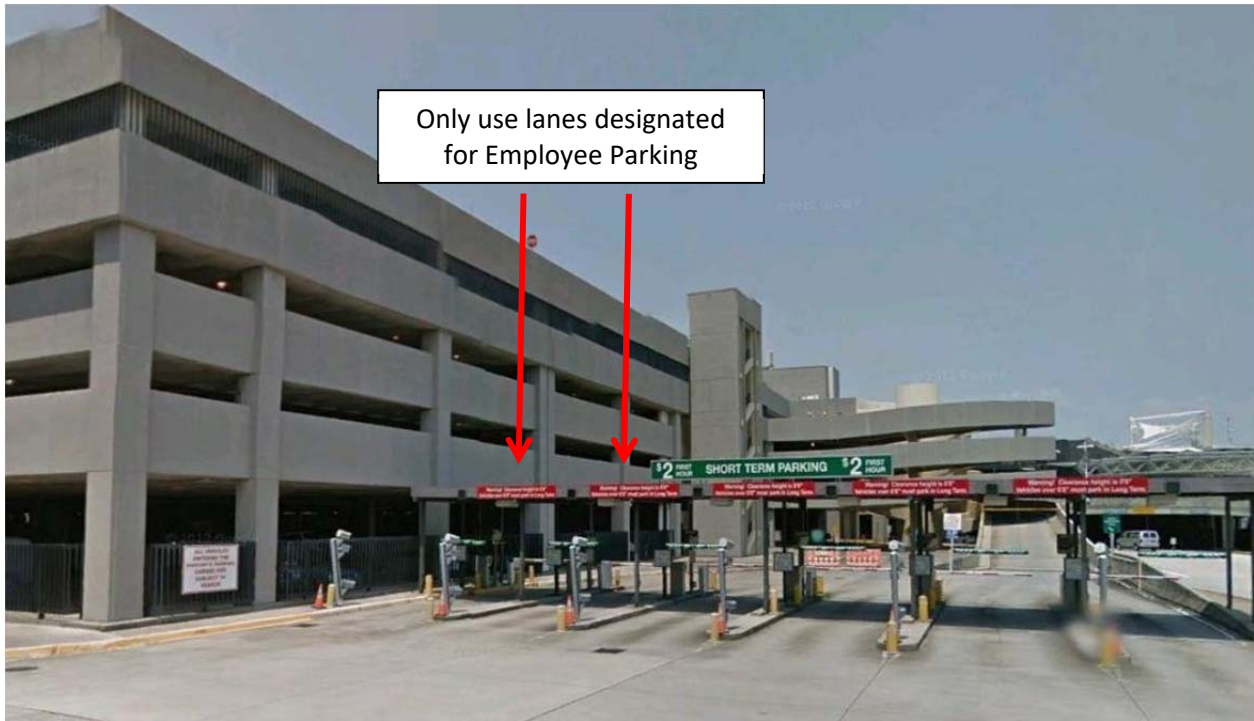


Exhibit C

