

PMGAA Parking Card Application & Guidelines



1. Usage:

- a. Parking cards are utilized to access airport access-controlled parking lots.
 - i. Swipe/tap access card on the proximity reader at a parking lot entrance & exit device to enter or leave a lot.
 - ii. Parking cards are anti-pass back enabled
 - a. One swipe in to enter, one swipe out to exit
 - b. Those failing to swipe in or out will not be able to enter or exit a parking lot.

2. Regulations & Authority:

- a. New parking cards are \$5, payable by credit card
 - i. Companies can be invoiced
- b. All card holders & those utilizing airport parking facilities are required to comply with PMGAA's Rules & Regulations as well as all posted signs & placards.
 - i. Chapter 4.9 Parking
- c. Parking cards are managed through the airport Badging Office
- d. Parking cards are issued to a company or individual by the airport Badging Office
 - i. Parking cards are to be used only by authorized individuals
 - a. Any improper use may result in parking card suspension or revocation
- e. Lost or stolen cards will incur a \$5 replacement fee payable by the card holder via credit card
- f. Any lost or stolen parking cards must be reported immediately to the Badging Office (480-988-7522) or Airport Operations (480-988-7570)
- g. Parking cards are sole property of the Phoenix-Mesa Gateway Airport Authority & must be surrendered upon request by the Executive Director, Operations & Maintenance Director, or their designee(s)

3. Parking Cards for Companies:

- a. Some entities may have a business need to have large quantities of cards for shift employees, temporary assignments, etc.
- b. Excessive lost or stolen company parking cards may be subject to management review for reissuance

Parking Card Information- Please write legibly

Name: _____ Company: _____

Company/Home Address: _____ Contact Phone #: _____

Company Phone #: _____ Card Type: New/Replacement

Lot Access Requested: Terminal Employee / Hourly / Rental Return / All

Employee Signature when card is issued

Date

of cards requested:

(Companies Only) _____

Authorized Signatory Signature

Date

Badging Office Use Only

Received Date: _____ Received by: _____ Parking Card # _____

Lot Access: Terminal Employee / Hourly / Rental Return / All

Issue Date: _____

Number of cards issued: _____