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Miami Dade Aviation Department

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CLERK, CIRCUIT & COUNTY CLERK  
MIAMI-DADE COUNTY, FLA.

**OPERATIONAL DIRECTIVE NO. 16 – 02**

**Effective: March 18, 2016**

**SUBJECT: Miami International Airport (MIA) Dolphin and Flamingo  
Garage Parking Policy**

**PURPOSE:** To establish a uniform policy governing parking in the MIA Dolphin and Flamingo parking garages and to provide guidance for the issuance of discount and courtesy parking as may be available to individuals or groups conducting business on behalf of the Miami-Dade Aviation Department without impacting passengers and other visitors using the garage facilities.

**I. AUTHORITY:**

- A. Miami-Dade County Code, Chapter 25, Miami-Dade Aviation Department Rules and Regulations (includes but not limited to 25-1.2, 25-4.1, 25-8.4, 25-8.5, and 25-8.6).
- B. Miami-Dade County Code, Chapter 30, Traffic and Motor Vehicles, Article I, Section 30-388.2(3), Free Public Parking for the Physically Disabled.
- C. Miami-Dade Aviation Operational Directive (OD) 99-02 Operational Directives.
- D. Miami-Dade Aviation Operational Directive (OD) 99-03 Written Directive System.
- E. Florida Statute 316.1964 (7) Exemption of Vehicles Transporting Certain Persons Who Have Disabilities from Payment of Parking Fees and Penalties.

**II. DEFINITIONS:**

- A. *MDAD* – Miami-Dade Aviation Department, also known as the Department.
- B. *MDAD Executive Management* – consists of the Director, the Director's Chief of Staff, the Director's Senior Executive Assistant, and the Deputy Director.
- C. *MDPD* – Miami Dade Police Department.
- D. *General Aeronautical Services Permittee (GASPer)* – A company authorized by Miami-Dade County to provide general aeronautical services to passenger airlines at the terminal and cargo handling facilities.

- E. *CBP* – U.S. Customs and Border Patrol.
- F. *CDC* – Center for Disease Control.
- G. *MAG Card* – Departmental identification card issued to all employees; access to the Dolphin and Flamingo garages can be programmed onto the ID cards by the Landside Division.
- H. *MOU* – Memorandum of Understanding. Issued from one county department to another stating services to be provided and related costs.
- I. *TSA* – Transportation Security Administration.

### **III. POLICY:**

It is the Aviation Department's policy to maximize parking revenues collected from the parking garages while acknowledging that discount and courtesy parking is a necessity when it is for the benefit of the Department. The Department will grant discount parking to a restricted number of concessionaires, contractors, GASPerS and government partners providing services to the Aviation Department. Courtesy parking will be limited to select airline management personnel, contractors, management agreement operators, government partners, consultants, government delegates, consuls and their officers, volunteers, select individuals or groups visiting MIA, Miami-Dade County employees (performing MOU services), motorcycles and select Miami-Dade Aviation Department employees conducting business in the Terminal, as designated within this directive. The operator of the parking facility is authorized to remove or cause the removal of any vehicle from the parking garages to a designated impoundment area when a vehicle is in violation of any provision of subsection of 25-8.4 of the Miami-Dade County Code, Miami-Dade Aviation Department Rules and Regulations. Courtesy Parking excludes those patrons using SunPass or valet parking.

### **IV. PROCEDURES:**

#### **A. Visitor Parking**

1. Visitors are to park in marked spaces in the Dolphin and Flamingo Parking Garages.
2. Parking fees are approved annually by the Board of County Commissioners.
3. Designated disabled permit parking is available in both the Dolphin and Flamingo parking garages. Patrons owning a disabled parking permit or

license tag will not be charged parking fees if they are in the facility less than two (2) hours from entering the facility. Any such vehicle exiting the facility more than two (2) hours from entering shall be charged the entire time the vehicle uses the facility. However no parking charges will be imposed upon any vehicle with specialized equipment, such as ramps, lifts, or foot or hand controls, or for utilization by a person who has a disability or whose vehicle is displaying the Florida Toll Exemption permit.

4. Courtesy Parking is granted to a vehicle displaying a license plate for disabled veterans issued under Florida Statute 320.084 Free Motor Vehicle License Plate to Certain Disabled Veterans, 320.0842 Free Motor Vehicle License Plates to Veterans Who Use Wheelchairs, or 320.0845 License Plates for Members of Paralyzed Veterans of America. The parking exemption applies only if the vehicle is transporting the person who has the disability and to whom the disabled parking license plate was issued.

## **B. Discount Parking**

1. Discounted parking fees are approved annually by the Board of County Commissioners. All discounted rates charged are in accordance with annually approved rates.
2. Discounted parking is processed by Landside Operations upon authorized requests from Executive Management.
3. Discount parking is provided to concessionaire management, GASPers, contractors working in the terminal, and government partners working on behalf of the Department.
  - a. The allotment of parking spaces for concessionaire and GASPers is based on the total number of company employees stationed at MIA which correlates to a fixed allotment of MAG cards (see Exhibit A). MAG cards are issued by Landside Operations.
  - b. Discounted governmental parking (CBP, TSA and CDC) has a capped allotment. Exceptions above the allotment may only be authorized by MDAD Executive Management. MAG cards are issued by Landside Operations.
4. Discounted parking for contractors doing business at Miami-International Airport is authorized by the applicable MDAD project manager and Assistant Director via correspondence to the Division

Director of Landside Operations. Landside Operations will issue parking cards to approved contractors based on documented authorization.

- a. Discount parking is only available to contractors with multi-year contracts.
- b. Contractors given discounted parking must use company marked vehicles.
- c. Contractors may not use discount parking in excess of 24 continuous hours.
- d. Contractors using discount parking must park in the Flamingo Garage only.
- e. The annual discounted parking fee will not be prorated for a portion of a year.
- f. Discounted parking privileges cannot be transferred to sub-contractors, other companies or individuals.

### **C. Courtesy Parking**

1. Courtesy parking may be granted to specified groups or individuals performing services or providing a benefit at MIA or MDAD. Courtesy parking is granted either through MAG or parking card access, parking ticket validation or approval from Landside Division management. All courtesy parking is approved by MDAD authorized personnel, as indicated.

#### **Airline Management**

2. Courtesy parking for airline management is based on an allotment calculated using average quarterly landed weight for the previous period (see Exhibit B). Allotment methodology has been approved by MDAD executive management. Landside Operations manages the airline allotments and processes their parking garage access on the select employee MAG cards. All exceptions to allotments must be authorized by MDAD executive management.

#### **Consuls General and Government Delegations**

3. Courtesy parking is provided to Consuls General and specified governmental delegations via the issuance of embossed Courtesy Parking Cards.



**Operational Directive 16-02**

**Effective: March 18, 2016**

- a. The embossed Courtesy Parking Cards are valid for a period of one calendar year, or less if the designated user no longer holds the position for which the card was assigned.
- b. Issuances are done through the office of Governmental Affairs and the Protocol and International Affairs Division via an annual request sent to Landside Operations for new cards to be issued. Landside Operations maintains these written requests.
- c. Each Card is numbered and has the name of the designated user, if known. If the name is not known, the official title is indicated on the Card, and the individual must present official corroborating identification upon exiting the Central Collection Plaza.
- d. If a card needs to be terminated Landside Operations notifies the company that manages the airport's parking garages to invalidate the Card.
- e. Consul Cards are designated, approved, and updated by the Director of the Protocol and International Affairs Division, who promptly notifies Landside Operations in writing of any status changes required to the Cards.
  - i. Upon request, members of the Consular Corps of Miami will be issued courtesy parking cards for use while conducting official business at MIA or traveling on an official mission.
  - ii. Consulates General/Honorary Consulates must send their Card request on official letterhead to the MDAD Office of Protocol. Each request must be accompanied by copies of the Consul General's or Honorary Consul's credentials. Each Card is good for one calendar year.
  - iii. Each Consul General receives one Card; if there is no General, or "career" Consul assigned to a particular country, a designated Honorary Consul will be issued a Card.
  - iv. The use of the Card is limited to five days; cardholders are responsible for any parking fees in excess of this limit.
  - v. One additional Card is assigned to each Consulate office for use by consular staff. The use of this Card is limited to one day; cardholders are responsible for any parking fees in excess of this limit.

- vi. Official consular photo identification must be presented with the Card upon exiting at the Central Collection Plaza.
- f. Governmental delegation parking cards are designated, approved, and updated by the Associate Director of Governmental Affairs, who promptly notifies Landside Operations in writing of any status changes required to the Cards.
  - i. Each U.S. Senator and U.S. Representative overseeing the various districts in Miami-Dade and Broward Counties receives one Card.
  - ii. The use of the Card is limited to five days; cardholders are responsible for any parking fees in excess of this limit.

**Government Agencies at MIA**

- 4. Courtesy parking may be provided to select managerial employees of MDAD's government partners.
  - a. Courtesy parking is provided to a limited number of CBP, TSA and CDC executives performing necessary security and safety functions on MDAD's behalf.
  - b. Courtesy Government allotments of parking spaces are capped at current levels and exceptions can only be authorized by MDAD's executive management.
  - c. Courtesy parking spaces are restricted for business purposes only.

**MDC MOU Employees**

- 5. Courtesy parking may be provided to Miami-Dade County employees performing MOU services on behalf of MDAD.
  - a. These services and the number of courtesy spaces are memorialized in an MOU document which is authorized by both Department Directors. The MOU Liaison determines the appropriate allocation of courtesy parking spaces to be provided based on the level of service, location of service and number of employees providing the services on behalf of MDAD. The Landside Division grants parking access on the employees MAG card as designated in the MOU.
  - b. These courtesy parking spaces are restricted for business purposes exclusively.

**Management Agreement Operators**

6. Courtesy parking may be provided to Management Agreement Operators providing a service to the Department. The number of courtesy spaces is based on the number of employees working at MIA in the same way the concessionaire/GASPer allotment is determined (See IV. B. 3. a).
  - a. These courtesy parking spaces are restricted for business purposes only.

**Consultants**

7. Courtesy parking may be provided to consultants working in the Terminal on behalf of the Department.
  - a. Courtesy parking for consultants is authorized by the applicable MDAD project manager and the Assistant Director via correspondence to the Division Director of Landside Operations.
  - b. Consultant courtesy parking is restricted for business purposes only.

**Visitors / Volunteers Conducting Official MDAD Business**

8. Courtesy parking may be provided to visitors conducting official business with the Department.
  - a. Parking tickets of visitors can be approved for a parking waiver by authorized signature or stamp on the parking ticket by a designated MDAD employee.
    - i. Employees designated to waive parking fees, based on their position and need to grant parking fee waivers, are identified on the Authorized Signatures for Parking Ticket Validation List which is approved as needed by Executive Management. The Authorized Signatures for the Parking Ticket Validation List is maintained and updated by the Division Director of Landside Operations who will submit the List to Executive Management for approval as needed.
    - ii. Authorized MDAD employees waiving parking fees are to sign their name clearly on any portion of the ticket where there is no computerized print. The date must be handwritten on each ticket signed.
    - iii. Employees authorized to waive parking fees shall exert prudent judgment in waiving parking fee revenues.

**Operational Directive 16-02**

**Effective: March 18, 2016**

- iv. Aviation initiated meetings with outside guests are an appropriate circumstance for parking fee waivers.
  - v. All non-Aviation meetings, such as sales calls are NOT an appropriate circumstance for parking fee waivers.
  - vi. Under no circumstance should parking fee waivers be granted to lobbyists.
  - vii. No validation should be in excess of 24 hours unless there are extenuating circumstances which would require a longer stay.
  - viii. On a quarterly basis, the parking operator shall provide to the Chief of Commercial Operations a report of all parking fees waived during the period. This report will be made available to the Director's Office upon request.
- b. Volunteers working for the Department may have their parking fee waived.
- i. MDAD Customer Service staff authorizing parking fee waivers must be on the Authorized Signatures for Parking Validation List (see IV. C. 8. a. i.).

**Landside Division - Parking Fee Waivers**

- c. The Landside Operations Division may authorize parking ticket fee waivers for designated contractors (in company marked vehicles only), MDPD officers serving warrants, Miami-Dade County employees conducting official business with the Department, MDAD volunteers (when Customer Service staff are not available), and others (i.e. visiting clergy performing services at the MIA Chapel or state and federal agency employees performing required inspections, etc.).
- i. In order for Landside Operations to waive parking fees for a contractor, written authorization must be received that includes approval by the applicable project manager and Assistant Director.
  - ii. Landside Operations maintains a Parking Ticket Validation Record (Validation Record) to document the following information for all waivers granted: the date; time; ticket holder's name and company name (if applicable); function, event, or reason for validation; and signature of authorizer.



1. The Validation Record is to be reviewed and approved by the Division Director on a monthly basis.
2. The approved Validation Record should be sent to the Director's Office for reconciliation with information provided by the parking operator.

**Special Events - Parking Fee Waivers**

- d. Parking charges may be waived for attendees of events held at MIA upon approval by the Department Director, Deputy Director, Chief of Staff, Chief Financial Officer or Assistant Directors via completion of a Special Events Request Form (Exhibit C).
  - i. The authorized Special Events Request Form is sent to the Manager of Special Events and Conference.
  - ii. The Manager of Special Events and Conference or staff attends the event to validate the parking tickets.
    1. The Special Events Manager and staff authorizing parking tickets must be on the Authorized Signatures for Parking Validation List (see IV. C. 8. A. i).
    2. Parking ticket validation cannot be performed for event attendees using SunPass to enter the facility.
  - iii. Each parking ticket validated is stamped by the designated employee from Special Events and Conference. The employee manually records the name of function, employee authorizing validation, employee's ID badge number, date, time and ticket holder's full name (printed).
    1. The Special Events and Conference Manager shall assure the parking ticket validation stamp has limited access and is properly safeguarded when not in use.
  - iv. Special Events and Conference maintains a Parking Validation Log for each event where parking validation is requested. The log records: name of event, date, names of individuals receiving parking validation, parking ticket numbers validated, and the name of authorizing employee validating the parking ticket.
  - v. A monthly memorandum is sent to the Director's office listing all events that required parking validation. The related Special Events Request Form and Parking Validation Log are attached

for reconciliation with information provided by the parking operator.

- e. Executive Management can waive parking fees to users of the Concourse D Auditorium.
- i. The Special Events and Conference division is apprised of the event and procedures prescribed in IV. C. 8. d. are followed.
- f. On a monthly basis the parking operator sends the Director's Office a report of all validations by each authorized signer, and by division.

**VIP Parking**

- 9. Courtesy parking may be provided via designated VIP parking spaces for visitors authorized by the Director's office.
  - a. The Director's office maintains a list of authorized visitors that can use VIP parking spaces. The list includes members of the Board of County Commissioners and those individuals named by the Director.
  - b. The Director's office authorizes the use of VIP parking spaces. A memorandum authorizing the use is sent to Landside Operations and indicates the dates of use, name of visitor, purpose of visit and name of MDAD authorizer. This memorandum is kept in Landside Operations.

**Motorcycles**

- 10. Courtesy parking is provided to visitors parking motorcycles. There are two dedicated motorcycle lots, one in each of the two garages.

**D. Employee Parking**

- 1. Employees with the title classification of Administrative Officer 3, its equivalent or higher, may be granted courtesy parking, via MAG access, in the terminal garages.
  - a. A letter of justification requesting garage parking access for an employee within the designated classification will be authorized by the applicable division director (or above) and sent to the attention of the Division Director of Landside Operations. All justification letters will be maintained by Landside Operations.
  - b. MAG parking access will be added to the employee's identification badge by Landside Operations.

- c. Terminal garage access is restricted for use by the named employee and is not transferable. Non-compliance may result in payment of parking fees and/or revocation of garage parking privileges.

**Executive Parking Lots**

- 2. There are two employee executive parking lots in each of the two garages. Parking spaces in these lots are inaccessible to the public and are therefore identified as non-revenue producing spaces. Parking spaces in these lots are limited and access must be authorized.
  - a. Parking granted in the Flamingo Executive Lot will be based on employee classification and seniority within that classification. Eligible classifications include Division Directors, Chiefs, Managers, Special Project Administrators 2, Supervisors and Executive Secretaries. Upon authorization by executive management, government agencies, such as TSA, CBP, etc. may be granted parking access.
    - i. Access is authorized by Executive Management and administered by Landside Operations.
      - 1. Employees granted access to this lot must provide Landside Operations with the make(s), model(s) and tag number(s) of their vehicle(s) and will then be given a space number and an access device to operate the gate.
    - ii. Parking spaces are limited, assigned access should be given to employees working within vicinity of the executive lot. Visitor space assignments may be given to employees on an as needed basis.
  - b. Parking access granted in the Dolphin Executive Lot shall be at the discretion of the Aviation Director.
    - i. In addition to the spaces granted by the Director, Landside Operations has been assigned certain spaces for their use within this lot.
- 3. No employee shall allow another person to use their identification badge and/or, their lot access device in order to allow that person to have unauthorized access to the garages. Non-compliance to this policy may result in payment of parking fees and/or revocation of garage parking privileges.

**E. Park 1 (Parking Area formerly known as Short-Term Parking)**

1. This lot is located directly in front of concourse E at the junction where both garages intersect.
2. Although MAG cards could operate the entrance gate, the lot is restricted for use by the traveling public only.
3. Non-compliance to this policy may result in payment of parking fees and/or revocation of garage parking privileges.

**V. AMENDMENTS:**

The Department reserves the right to amend this operating policy at any time based on current law, Miami-Dade County policies and operating needs.

**VI. SEVERABILITY:**

If any court of competent jurisdiction determines that any provision in this policy is illegal or void, that provision shall be nullified and the remainder of this policy shall continue in full force and effect. If such court rules that any charge, fee, or security deposit requirement is illegal or void, the Aviation Director is authorized and directed to impose a charge, fee, or security deposit requirement that complies with the court order or applicable provisions of law, which shall become effective on the date of imposition and shall continue until modified by the Miami-Dade County Board of County Commissioners.

**VII. REVOCATION:**

Revocations and removal of established Department policies requires written justification by requesting division management for review and concurrence by the Department's Professional Compliance Division. Upon written concurrence, the revocation request will be submitted, by Professional Compliance, for approval by the Aviation Director. Should the written directive be an Operational Directive, the authorized revocation justification will be sent to the Clerk of the Board for filing with the original Operational Directive under revocation. All approved revocation justification memoranda shall be posted to the Department's Written Directives Log to identify why the directive has been revoked to maintain ongoing operational accountability.

**VIII. EFFECTIVE DATE:**

This OD shall become effective 15 days subsequent to its filing with the Clerk of the Circuit Court as Clerk of the County Commission. Upon the effective date of this amended Operational Directive, this policy will supersede the existing policy, and shall be in effect and enforceable, retroactively, commencing **March 18, 2016** and remain in effect until revoked or amended.

  
\_\_\_\_\_  
Lester Sola, Aviation Director

Date: 11/15/19

**Attachments**



**Concession and Gasper Parking Card**  
**Allotment**

# of Cards	# of Employees
2	0 - 50
3	51- 100
4	101 - 200
5	201 - 300
6	301 - 400
7	401 - 500
8	501 - 600
9	601 - 700
10	701 - 800
11	801 - 900
12	901 - 1,000
13	1001 - 1,500
14	1500 - 2,000

**Airline Parking Card Allotment**

<b><u># OF CARDS</u></b>	<b><u>LANDED WEIGHT (1000)</u></b>	<b><u># OF CARDS</u></b>	<b><u>LANDED WEIGHT (1000)</u></b>
75	17,000,000-18,000,000	30	3,000,000-3,200,000
70	16,000,000-17,000,000	29	2,800,000-3,000,000
65	15,000,000-16,000,000	28	2,600,000-2,800,000
63	14,000,000-15,000,000	27	2,400,000-2,600,000
61	13,000,000-14,000,000	26	2,200,000-2,400,000
59	12,000,000-13,000,000	25	2,100,000-2,200,000
57	11,000,000-12,000,000	24	2,000,000-2,100,000
56	10,000,000-11,000,000	23	1,900,000-2,000,000
55	9,500,000-10,000,000	22	1,800,000-1,900,000
54	9,000,000-9,500,000	21	1,700,000-1,800,000
53	8,500,000-9,000,000	20	1,600,000-1,700,000
52	8,000,000-8,500,000	19	1,500,000-1,600,000
51	7,500,000-8,000,000	18	1,400,000-1,500,000
50	7,000,000-7,500,000	17	1,300,000-1,400,000
49	6,800,000-7,000,000	16	1,200,000-1,300,000
48	6,600,000-6,800,000	15	1,100,000-1,200,000
47	6,400,000-6,600,000	14	1,000,000-1,100,000
46	6,200,000-6,400,000	13	900,000-1,000,000
45	6,000,000-6,200,000	12	800,000-900,000
44	5,800,000-6,000,000	11	700,000-800,000
43	5,600,000-5,800,000	10	600,000-700,000
42	5,400,000-5,600,000	9	500,000-600,000
41	5,200,000-5,400,000	8	400,000-500,000
40	5,000,000-5,200,000	7	300,000-400,000
39	4,800,000-5,000,000	6	200,000-300,000
38	4,600,000-4,800,000	5	100,000-200,000
37	4,400,000-4,600,000	4	50,000-100,000
36	4,200,000-4,400,000	3	25,000-50,000
35	4,000,000-4,200,000	2	10,000-25,000
34	3,800,000-4,000,000	1	-10,000
33	3,600,000-3,800,000		
32	3,400,000-3,600,000		
31	3,200,000-3,400,000		

**SPECIAL EVENTS OFFICE**  
**Special Events / Hospitality Request Form**

**Marcia Fernandez-Morin**  
**Manager, Special Events & Conference Coordination**  
**(305) 876-0242 (Office) \* (305) 869-3920 (Fax)**

Completed form should be scanned / e-mailed to: [mfernandez-morin@miami-airport.com](mailto:mfernandez-morin@miami-airport.com)

EVENT: \_\_\_\_\_

LOCATION: \_\_\_\_\_ TOTAL PARTICIPANTS: \_\_\_\_\_

DATE (S): \_\_\_\_\_ TIME (FROM): \_\_\_\_\_ (TO): \_\_\_\_\_

REQUESTOR: \_\_\_\_\_ DIVISION : \_\_\_\_\_

PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

**Please check applicable items:**

- ☐ Projector/Screen
- ☐ Podium/Microphone
- ☐ Desktop Microphones
- ☐ Laptop
- ☐ Conference Bridge/Speakerphone
- ☐ Photographic Services
- ☐ Directional Signs
- ☐ Internet Access
- ☐ \* Auditorium Fee Waiver
- ☐ \* Parking Validation
- ☐ Other: \_\_\_\_\_

**\*\*If Hospitality/Catering Service is being requested, please check applicable boxes:**

**Service Provider:** ☐ MIA Hotel ☐ Other: \_\_\_\_\_

☐ \*\* Budget Code: \_\_\_\_\_ (must be provided at time of request)

☐ Breakfast

☐ Lunch

☐ Dinner

☐ Snacks/Refreshments: (specify) \_\_\_\_\_

☐ Coffee Service

For menu selections please contact Walter Santiago, MIA Hotel, at 305.876.0209 or via e-mail: [wsantiago@miami-airport.com](mailto:wsantiago@miami-airport.com).  
72 hour notice required for Catering Services - \* Approval by Director, Deputy Director or Assistant/Associate Director Required

Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
Director, Deputy Director or Assistant Director

Division Director: \_\_\_\_\_ Date: \_\_\_\_\_

