La Crosse Regional AIRPORT

AIRPORT TERMINAL PARKING

2850 AIPRORT ROAD
LA CROSSE, WI 54603
608-789-7464

NEW AND RENEWAL PARKING PRIVILEGE APPLICATION

A) THIS SECTION TO BE COMPLETED BY APPLICANT

Last Name	First Name	Middle Name

Current Mailing Address

City		State	Zip

Daytime Phone	E-Mail Address

Employer	Position	Lic Plate #	Lic Plate #2

Select Application Type: ☐ Terminal Employee ☐ Signatory Flight Crew (AA/Delta/Affiliates) ☐ Non-Signatory Flight Crew (Others)

☐ Employee Discounted Private Travel Parking Requested (employee will be required to register a credit card through the airports online payment system)	How many AVI tags will you need ($30.00 refundable deposit each) – required for pay lot discounts and flight crews _____

B) THIS SECTION TO BE COMPLETED BY AUTHORIZING COMPANY MANAGER (Terminal Employees Only)

Area of Access Requested	Authorizing Company	Authorizing Manager Phone Number

Terminal Employee access media are issued only upon approval from your organization's Manager. This space must be completed.

I, The Manager for the above applicant, hereby certify that the above listed applicant needs access to private business and/or restricted areas to perform their job duties and shall be granted access to the requested areas listed on this application. I further certify that I am authorized to approve this applicant and will notify the La Crosse Airport upon termination of applicant's privileges.

Name of Manager (Print)	Manager Signature	Date

C) THIS SECTION TO BE COMPLETED BY AIRPORT PERSONNEL

Access Card/AVI Tag Numbers:	Area Access Granted:
Airline ID Checked (If Applicable) ☐	Parking Permit #:

Application Type Approved: ☐ Terminal Employee ☐ Signatory Flight Crew ☐ Non-Signatory Flight Crew

Application fee paid and payment submitted to airport administration office: ☐ Cash Amount $_____ ☐ Check #_____ ☐ Card Date Paid _____	☐ Initial Terminal Employee (No Charge)	☐ Renewal Terminal Employee (No Charge)
	☐ Lost/Stolen Replacement Badge $20.00	☐ Lost/Stolen Replacement AVI $40.00
	Signatory Crew - ☐ Annual $250 ☐ Monthly $25 Non-Signatory Crew - ☐ Annual $300 ☐ Monthly $30	
	☐ Employee Discounted Private Travel Parking	AVI Tags #_____ x$30 Deposit = _____

File_____ Date Issued _____ Date Terminated _____ TA Terminating _____

Please Read and Sign Reverse Page ➡

LA CROSSE AIRPORT PARKING REGULATIONS

1. An individual may not park in airport parking lots without paying posted fees, regardless of that individual's employment status, until this form is completed fully and accurately and parking privileges are issued.

2. Parking fees are subject to review by the La Crosse Regional Airport. The signatory annual fee for crew parking is available for flight crew members employed by a signatory carrier (Part 121 air carrier with a lease with the La Crosse Regional Airport), or the non-signatory annual fee is available for non-signatory, Part 121 air carrier flight crew members. The annual fee, which is discounted, is non-refundable. Parking for airport terminal tenant employees actively working in the terminal building is currently free.

3. Access cards are for the permitted employees/crew member's <u>work related</u> use only. Unauthorized use, which includes personal trips, outside business use, etc., is prohibited and may result in revocation of the parking permit and access card without a refund and denial of further privileges. Do not write on access cards, this will result in a damaged card fee.

4. A permitted employee/crew member not using the access card to enter the lot shall pay the standard daily parking rates as posted.

5. Only one (1) access card will be issued per employee/crew member, regardless of the number of vehicles registered under the permit. Only one vehicle at any time is permitted in the lot per card holder, no more than two vehicles may be registered. The airport utilizes a license plate recognition system to verify plates.

6. **Flight Crew and discounted private parking is limited to the long term terminal parking lot only**.

7. Vehicles that are unauthorized or improperly parked vehicles are subject to ticketing, towing and permit revocation at owners' sole expense.

8. The employee parking lot is not intended for the storage of vehicles for period longer than required for active work. Parking in the employee parking lot is permitted only when the permitted employee is engaged in employment as a terminal employee, originating at the La Crosse Regional Airport. **ABSOLUTELY NO PERSONAL USE OF THE EMPLOYEE LOT IS PERMITTED, ANY VEHICLES REMAINING IN THE LOT OVERNIGHT WILL BE TICKETED, TOWED, AND THEIR PRIVILEGES REVOKED. OVERNIGHT TRIPS FOR BUSINESS PURPOSES ARE PERMITTED WITH A SPECIAL ACCESS TAG WHICH MUST BE REQUESTED FROM AIRPORT ADMINISTRATION PRIOR TO PARKING, THERE IS NO ADDITIONAL COST FOR THIS PRIVILEGE.**

9. Employees may receive discounted pay parking of $2.00 per day in the long-term lot by registering for this privilege; this discount can be utilized for personal travel with a registered vehicle. **EMPLOYEES ARE PROHITIBED FROM SHARING THIS DISCOUNT WITH ANYONE; ALL ACCESS PRIVILEGES WILL BE REVOKED IF THIS PRIVILEGE IS ABUSED.**

10. Access cards must be returned to the La Crosse Regional Airport upon termination of employment. A fee, as per current airport policy, will be assessed to the card holder if the card is lost, damaged, or not returned.

11. Employee/flight crew cards expire and deactivate December 31st of each year. All employee card holders must complete a new application prior to the expiration date. Flight crew parking may be renewed using the airports online payment system.

12. All pay lot discount parking requires the use of AVI tags in a registered vehicle.

I have read and understand the parking regulations. I agree to abide by these regulations and understand that a violation of one or more of these regulations may result in ticketing, towing and complete loss of my employee/flight crew parking privileges.

Applicants Printed Name	Applicants Signature	Date
Issuing Staff Signature	**Staff Receiving Fee Signature**	**Date**