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Miami-Dade Aviation Department
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<http://www.miami-airport.com>

OPERATIONAL DIRECTIVE NO. 16 – 02

Last Amended: March 18, 2016

Effective: July 7, 2022

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 Directors.
- 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.

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- G. MAG Card – Departmental identification card issued to all employees; access to the Dolphin and Flamingo garages can be programmed onto the cards.
- H. MOU – Memorandum of Understanding. An agreement issued from one county department to another stating services to be provided and the related costs for such services.
- I. TSA – Transportation Security Administration.

III. POLICY:

The Dolphin and Flamingo garages are intended to provide convenient, on-site parking for passengers and other guests of Miami International Airport (Airport). The parking facilities will be managed to maximize parking revenue consistent with the best interests of the Aviation Department. Discount and courtesy parking will be granted on a limited basis whenever applicable and necessary, as designated within this Operational Directive.

Unless otherwise outlined in this policy, Airport employees will be extended parking privileges within other locations designated for employee parking. Applicable fees, as established by the Board of County Commissioners, will apply for use of these areas.

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.

IV. PROCEDURES:

A. Passenger/Patron Parking

1. Visitors are to park within marked spaces, head in, within the Dolphin and Flamingo Parking Garages.
2. Parking fees will be assessed in accordance with rates 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.

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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. Discount parking is provided to concessionaire management and GASPers, working at Miami International Airport.
 - 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).
2. Discounted parking fees are approved annually by the Board of County Commissioners. All discounted rates charged are in accordance with annually approved rates.
3. We no longer provide discounted parking for contractors in the parking garages. Contractor parking shall not be accommodated in the parking garages but instead shall be arranged with the Project Manager or as stated in the construction agreement.

C. Courtesy Parking

Courtesy parking may be granted to specified groups or individuals performing services or in direct benefit to MIA or MDAD. Courtesy parking is granted either through use of a MAG card, parking card, parking ticket validation, or parking coupons. All courtesy parking is obtained via approval by MDAD authorized personnel. It is the responsibility of each division to periodically review the validations and/or parking coupons issued under its purview to ensure appropriateness.

1. Airline Management
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. All exceptions to allotments must be authorized by MDAD Executive Management.
2. Consuls General and Consulate Officials
Consuls or Consulate Officials may be granted courtesy parking at designated Protocol VIP Reserved parking spaces or via validation of the parking ticket by authorized personnel. All courtesy parking shall be accommodated for official consulate business as established by the Protocol and International Affairs Division.
 - a. To park in the Protocol VIP parking spaces, the vehicle must have a Consulate license plate not to exceed two hours. Overnight or long-term parking is not

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permitted. Extended stays to conduct official consulate business, not to exceed five (5) days, will be provided by the Protocol and International Affairs Division through the parking ticket validation process. Parking for stays beyond five days will be the responsibility of the consulate.

3. Government Delegations

Governmental delegates and representatives may be granted courtesy parking to conduct official business. The Office of Governmental Affairs authorizes parking for these delegates via the VIP parking lot and/or through issuance of a limited-use parking card.

- a. Each U.S. Senator and U.S. Representative overseeing the various districts in Miami-Dade County receives one Parking Card. Use of the card is restricted to the issued card holder.
- b. The use of the Parking Card is limited to five (5) days; cardholders are responsible for parking fees that exceed this limit.
- c. The Office of Governmental Affairs is responsible for tracking the usage of the Parking Cards.

4. Government Agencies at MIA

Courtesy parking may be provided to employees of MDAD's federal government partners.

- a. Courtesy parking is provided to a limited number of CBP, TSA and CDC employees performing necessary security and safety functions on MDAD's behalf.
- b. Courtesy parking spaces are restricted for business purposes only.

5. MDC MOU Employees

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 is indicated 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.
- b. This courtesy parking privilege is restricted for business purposes only.

6. Management Agreement Operators

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. 2. a).

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a. This courtesy parking privilege is restricted for business purposes only.

7. Consultants

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. There is no long-term courtesy parking for consultants.

b. Consultant courtesy parking is restricted for business purposes only.

8. Visitors / Volunteers Conducting Official MDAD Business

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 a designated MDAD employee.

i. Employees authorized to waive parking fees shall exert prudent judgment in waiving parking fee revenues. For example, sales or product promotions are not an appropriate circumstance for parking fee waivers.

ii. Under no circumstance should parking fee waivers be granted to lobbyists.

iii. No validation should be more than 24 hours unless there are extenuating circumstances which would require a longer stay.

b. Volunteers working for the Department may have their parking fee waived.

i. MDAD Customer Initiatives Division Director and/or designated authorized staff may validate parking.

c. The Landside Operations Division may authorize parking fee waivers for MDPD officers serving warrants, Miami-Dade County employees conducting official business with the Department, and state and federal agency employees performing required inspections, etc.).

d. Parking charges may be waived for attendees of events held at MIA upon approval by the Department Director, Deputy Directors, Chief of Staff, Chief Financial Officer or Assistant Directors.

i. Staff from the Customer Initiatives Division attends the event to validate the parking tickets.

ii. Each parking ticket is validated by the designated employee from the Customer Initiatives Division.

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- iii. The Customer Initiatives Division 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.
 - e. Executive Management can waive parking fees to users of the Concourse D Auditorium.
 - i. The Customer Initiatives Division is apprised of the event and procedures prescribed in Section IV. C. 8. d. of this policy are to be followed.
9. VIP Parking
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.

D. Employee Parking

- 1. MDAD employees are granted courtesy parking, via MAG access, in the terminal garages. At the discretion of the Department, employees may be directed to park at alternate locations for temporary periods or on an as needed basis.
 - a. MAG parking access will be added to the employee's identification badge by completing a parking application form and submitting it to the Landside Operations Division.
 - b. 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.
- 2. There are two employee executive parking lots in each of the two garages. Parking spaces in these lots are deemed to be non-revenue producing spaces. Parking spaces are limited, and access must be authorized.
 - a. Designated 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 Projects Administrators 2, assigned MDAD County Attorneys, Supervisors and Executive Secretaries. Upon authorization by Executive Management,

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government agencies, such as TSA, CBP, etc. may be granted parking access to the Executive Lot.

- i. Access is authorized by Executive Management and administered by Landside Operations.
 - ii. Employees granted access to this lot must provide Landside Operations with a completed parking application that indicates the make(s), model(s) and tag number(s) of their vehicle(s) and will then be given a space number and a remote-control device to operate the gate.
 - iii. 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 to allow that person to have access to the parking garages. Non-compliance to this policy may result in payment of parking fees, revocation of garage parking privileges, and/or administrative action to include dismissal.

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. REVOCATION:

Revocations and removal of established Department policies requires written justification by requesting division management for review and concurrence by the Department's

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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.

VII. 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.

VIII. EFFECTIVE DATE:

This operational directive shall become effective 15 days subsequent to its filing with the Clerk of the Circuit Court as Clerk of the County Commission. This operational directive shall remain in effect until revoked or amended.



Ralph Cutié, Aviation Director

Date: 6/17/22

Attachments:

Exhibit A - Concession and GASPs Parking Card Allotment

Exhibit B - Airline Parking Card Allotment

Concession and GASPs
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

<u># OF CARDS</u>	<u>LANDED WEIGHT (1000)</u>	<u># OF CARDS</u>	<u>LANDED WEIGHT (1000)</u>
90	18,000,000-19,000,000		
80	17,000,000-18,000,000	30	3,000,000-3,200,000
75	16,000,000-17,000,000	29	2,800,000-3,000,000
70	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		