

	<p>Metropolitan Airports Commission Administration <i>Policies and Procedures</i></p>	<p>Adoption Date: February 2, 2026 Revision Date: February 2, 2026 Adopted by: Landside Operations</p>	<p>No. of Pages: 2</p>
<p>Property Management</p>		<p>Tenant and Commuter Employee Parking Policy</p>	

1. Authority

Metropolitan Airports Commission Minnesota Statutes § 473.608, subd. 23.

2. Purpose

To implement the requirements of Minnesota State Statute § 473.608, subd. 23, regarding parking at the airport.

3. Scope

All tenant and commuter employee parking at MSP Airport.

4. Definitions

Tenant Employee: Active employees of current MSP tenants or vendors.

Commuter Employee: Active airline *flight crew* personnel.

5. Policy

Tenant Employee Parking Policy

- Tenant employee parking is available for active employees of current MSP tenants or vendors *while working* at Terminal 1 (T1) or Terminal 2 (T2).
- Using your transponder to park for personal purposes is prohibited. When parking for personal purposes, remove the transponder from the windshield before arriving at the airport. The transponder must be placed in a location where it cannot be read at the entrance – such as the glove box or center console.
- All tenant employee parking is at T2 – MSP Value (Orange & Purple Ramps) unless assigned elsewhere by MAC Landside Operations.
- Requests for alternative parking must be submitted by the employees' company parking representative. Requests from individual employees will not be considered.
- Transponders may not be used by anyone other than the tenant employee.

- Tenant employees may not park at MSP for greater than a 24-hour period. Parking records are audited, and the tenant employee will be billed the full public parking rate for parking stays greater than 24 hours. Past due balances will result in transponder deactivation.
- Vehicles parked in unauthorized areas, parked unsafely, or parked for more than 45 consecutive days will be towed to an off-site facility where daily impound fees will be charged.
- In rare circumstances, your vehicle may be relocated to a different parking location at MAC's expense to accommodate scheduled maintenance work, emergency ramp level closures, etc.

Commuter Employee Parking Policy

- Commuter employee parking is available for active airline *flight crew* personnel while working. Flight crew identification is required to obtain commuter employee parking privileges.
- Using your transponder to park for personal purposes is prohibited. When parking for personal purposes, remove the transponder from the windshield before arriving at the airport. The transponder must be placed in a location where it cannot be read at the entrance – such as the glove box or center console.
- Commuter employees are responsible for paying the transponder activation and monthly fees. Monthly fees are charged automatically to a bank card on file. If your payment fails, you must resolve the issue prior to the 15th of the current month to avoid deactivation of your transponder. Any parking fees incurred due to transponder deactivation are your responsibility and will not be refunded.
- All commuter employee parking is at T2 – MSP Value (Orange & Purple Ramps) unless assigned elsewhere by MAC Landside Operations. Requests for alternative parking will not be considered.
- Transponders may not be used by anyone other than the commuter employee.
- Commuter employees may not park at MSP for greater than a 14-day period. The commuter employee will be responsible for paying the full public parking rate for stays greater than 14 days. Parking fees are due in full at the time of exit and will not be refunded.
- Vehicles parked in unauthorized areas, parked unsafely, or parked for more than 45 consecutive days will be towed to an off-site facility where daily impound fees will be charged.
- In rare circumstances, your vehicle may be relocated to a different parking location at MAC's expense to accommodate scheduled maintenance work, emergency ramp level closures, etc.
- Commuter parking must be cancelled in writing by emailing: employee.parking@mspmac.org. Cancellations received on or before the 10th during normal business hours will be refunded the monthly fee.