



MEMO

TO: OAK Tenant Employee Parking Permitted Parkers

FROM: Mimi Gee, GT & Parking Operations Coordinator

DATE: April 23, 2020

SUBJECT: OAK Tenant Employee Parking – Temporary Hourly Lot Usage

In response to the current COVID-19 situation, OAK is implementing additional options to enhance social distancing practices that are currently in effect. Specifically, OAK will provide Tenant Employee parkers access to the Hourly Parking Lot. To facilitate access to the Hourly Parking Lot we will issue HID access cards to permitted Tenant Employee parkers.

Qualifying for HID cards to park in the Hourly parking lot is subject to following criteria:

- Reserved for permitted OAK Tenant Employees and permitted OAK Commuter Crew
- HID card access is for the HOURLY parking lot only
- Parkers must have a current parking permit affixed to their vehicle
- HID cards are NOT transferable
- **Parkers who fail to use their HID card and take a ticket at the entry gate are subject to associated parking fees**
- Access is strictly for airport business – NOT for travel, leisure, or other parking needs
- Loss of HID cards after entry will result in lost ticket charges assessed at time of exit
- **HID cards must be returned at the end of this Program, or be charged \$25 for Lost/Damaged/Unreturned HID cards**
- Parkers who park in the premier lot will be responsible for parking charges associated with that lot.
- When entering and exiting the Hourly Parking Lot, parkers will utilize HID cards at the automated entry and exit lanes. If assistance is required, please press the “Need Assistance?” button at either the entry or exit machine.
- OAK Tenant Employees permitted to park in the Terminal 1 and Terminal 2 management lots do not qualify for this HID access card program.

Important Notes:

- Employee Parking office located on the 2nd floor of Terminal one;
Hours: Tuesday 12:30 pm – 4:30 pm and Thursday 9:00 am – 12:30 pm
- Apply for an Employee Parking Permit at the Employee Parking Office or visit our parking website by googling “OAK Employee Parking”
- Hourly parking lot is intended ONLY for the duration of the current COVID-19 crisis and will expire as determined by OAK Management.
- The plan is to discontinue the Employee Parking shuttle bus effective May 14, 2020, therefore you are encouraged to obtain your HID access card for access to park in the Hourly Parking Lot
- For parking inquiries please contact us at mgee@portoakland.com