



**Procedures for**  
**Flight Crew Parking**  
**Parking is handled by the DOA Parking Division**  
**561-471-7459**

**Documents required to obtain parking:**

- \* Payment types accepted: Credit Card, Money Order or Cashier Checks (made out to Dept of Airports)  
*Personal checks are not accepted*
- \* Copy of active flight crew ID (current)
- \* Copy of current vehicle registration (required)
- \* Completed flight crew application (see link on [www.pbia.org](http://www.pbia.org))

**Two Office Locations:**

Main Exit Plaza (enter thru Long Term parking immediately exit out, building 1250 is on right)  
Hours: 24/7

Economy Lot Booth (formerly Park & Ride) (In Person Only)  
Hours: 9:30am-Midnight 7 days a week

If you should have any questions please contact (561) 471-7459 or [parkingadmin@pbia.org](mailto:parkingadmin@pbia.org)

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**PLEASE NOTE: If your vehicle does not display a parking decal (permanent or temporary) your vehicle will be ticketed and towed at your expense.**

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## **Flight Crew Parking FAQ's**

### **PLEASE GIVE YOURSELF SUFFICIENT TIME TO ADDRESS ANY OF THESE ISSUES IF NEEDED**

#### ***What happens if my Flight Crew Access Card does not open the parking lot gate?***

Contact the Dept of Airports (IMMEDIATELY): DOA Operations at 561-471-7420 (24/7) and advise them of the situation or press the blue button at the flight crew lot...for parking assistance

#### ***Will I be reimbursed if I park in a paying parking lot?***

No, you will not be reimbursed.

#### ***What if the registered vehicle with the parking decal has mechanical problems or I need to park a different vehicle?***

The DOA Parking Office will provide you with a temporary permit for the time needed. Contact the Parking Office at 561-471-7459.

#### ***What if my registered vehicle with the parking decal is sold or the windshield needs replacement?***

Remove the parking decal and bring the remains to the DOA Parking Office, we will issue you a new parking decal.

#### ***Can I use a car cover on my vehicle?***

Yes, but if the vehicle is there for over 30 days, it will be towed. The parking lot will not be used as a storage facility.

#### ***Is the parking card transferable?***

No, parking cards are non-transferable. Only the assigned card holder may possess and utilize the card.