



# Flight Crew

## Application Process

Parking **Access Cards** and vehicle **Decals** are restricted to flight crew employees of a commercial operating airline servicing PBI.

Air Cargo vehicle decals are restricted to flight crew employees of UPS and FedEx only. Pilots flying both air cargo and a commercial airline servicing PBI can obtain both a gate Access Card for the flight crew lot and a vehicle decal for the air cargo lot.

### **Required documents to obtain and/or renew a parking card and vehicle decal:**

1. Completed Flight Crew application (updated annually)
2. Current and active flight crew ID (must have airline name)
3. Current and valid vehicle registration(s)

**New applications must be made in person.** Bring application and required documents to the Department of Airports Parking Division located at the Main Exit Plaza.

**Renewal applications can be accepted via email** at [parkingadmin@pbia.org](mailto:parkingadmin@pbia.org) and payment made via telephone at 561-471-7459. Updated flight crew ID and vehicle registrations must accompany the renewal application found on [www.pbia.org/employee](http://www.pbia.org/employee)

**Directions: Enter thru the airport's Long Term garage and immediately exit the toll plaza within 6 minutes at no charge. AFTER exiting, park on the right hand side and enter the building.**

Please contact 561-471-7459 or [parkingadmin@pbia.org](mailto:parkingadmin@pbia.org) with any additional questions.

# **Flight Crew Parking FAQ'S**

## ***Where is the Flight Crew parking lot?***

The GPS address is 1000 James L Turnage Boulevard, West Palm Beach 33406 and follow the signs to the Employee Parking Lot. The flight crew lot is located on the right hand side BEFORE the Employee Parking Lot. Additional directions: Take Belvedere Road to N Florida Mango Road to Perimeter Road located behind the Mobile gas station. Take Perimeter Road and follow signs to Employee Parking.

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

Contact the Dept. of Airports immediately by using the intercom at the gate or direct dialing 561-471-7459 for assistance.

## ***Will I be reimbursed if I park in another garage or lot area?***

No. Parking decals are only valid for the specified parking area.

## ***What if my vehicle has mechanical problems and I'm using a loaner vehicle?***

Vehicle decals are assigned to a cardholder's registered license plate and cannot be transferred to another vehicle. If a vehicle is being repaired, a temporary parking pass can be requested. Vehicle decals must be fully displayed at all times or subject to being ticketed and towed.

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

Yes, but vehicles parked over 30 days will be considered abandoned and will be towed at owner's expense.

## ***Can I share my parking card with friends or family?***

No. Parking cards and decals may not be transferred, shared, or used to benefit other individuals and may only be used by the applicant or risk parking privileges being revoked with no refunds.

## ***How can I renew my parking card and vehicle decals?***

Renewal applications can be accepted via email at [parkingadmin@pbia.org](mailto:parkingadmin@pbia.org) and payment made via telephone at 561-471-7459. Updated flight crew ID and vehicle registration(s) must accompany the renewal application found on [www.pbia.org/employee](http://www.pbia.org/employee)

## **Can I use my parking card for personal use?**

Cardholders should only use their Airport issued parking card for employment business. Any other uses are considered personal and subject to applicable parking fees or revocation with no refunds.