



# 2024 Tenant Employee Parking Agreement

This Tenant Employee Parking Agreement is entered into between the Duluth Airport Authority, hereafter "Authority," and the undersigned, hereafter "User" for the parking privileges as described herein.

Name: \_\_\_\_\_ Employer: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone No: (\_\_\_\_\_) \_\_\_\_\_ E-mail address: \_\_\_\_\_

License Plate(s): \_\_\_\_\_  Motorcycle\*

Driver's License #: \_\_\_\_\_

OFFICE USE ONLY	
Permit #: _____	
Received By: _____	
Payment Type: _____	
Payment Date: _____	
Amount Paid: _____	

The annual tenant employee parking fee is \$96 (tax included). User will pay the full annual fee for the portion of any year permitted regardless of the date of purchase. Fees will NOT be prorated for the year (i.e. if the permit is purchased in April the charge will be \$96). There will be no refunds given.

Payment is due prior to parking in the lot. If your employer has made previous arrangements with the Airport to pay for your parking permit, you will not be required to submit payment when picking up a permit. Payment for permit will be accepted in the form of cash, check or credit card. In the event of a returned check, Authority reserves the right to assess a \$50 service fee and require payment of both fees to be paid in cash. Permit must be returned upon demand, suspension, or termination of contract or employment or a \$50 fee will be charged.

**Parking in the permit parking lot for periods of time greater than 24 hours for non-business related activities (i.e. vacation) is prohibited.** Noncompliance may result in citation, fine, loss of parking privileges, and/or towing of vehicle at the User's expense.

The tenant employee permit is valid for parking only in the permit lot on the east side of the terminal building. There is no assigned parking space within the tenant employee permit area; parking is on a first come basis. Taking up more than one parking space is prohibited.

Businesses that purchase permits will be authorized to re-use permits that have been paid for by the same business. Parking permits issued to individuals are not transferrable. Sharing, gifting, or selling of a permit may result in the revocation of parking privileges.

**THE USER ACKNOWLEDGES THAT THE AUTHORITY AND THE CITY OF DULUTH ASSUME NO LIABILITY FOR ANY LOSS, DAMAGE, CLAIM, VANDALISM, DESTRUCTION, INJURY TO OR SECURITY OF PERSONS, OR PROTECTION OF PROPERTY OR VEHICLES IN ANY WAY ARISING OUT OF THIS AGREEMENT AND ARE HEREBY RELEASED, INDEMNIFIED AND HELD HARMLESS FROM SUCH LIABILITY BY USER.**

**BY USER SIGNATURE ON THIS PARKING AGREEMENT, USER ACKNOWLEDGES THAT USER HAS READ, UNDERSTANDS, AND AGREES TO ABIDE WITH THE TERMS AND CONDITIONS OF THIS AGREEMENT AND THE CURRENT PERMIT PARKING RULES AND REGULATIONS (See page 2).**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **Duluth International Airport Permit Parking Rules and Regulations January 1, 2024**

*The following Permit Parking Rules and Regulations are established for the use of the Airport parking facilities (parking lots and garage), permit and/or parking garage opener, when applicable. Failure to follow any of the Permit Parking Rules and Regulations will be considered a breach of contract. Any breach in following these Rules and Regulations may result in a parking ticket being issued and/or User's vehicle(s) being immobilized or towed at their expense in addition to any other remedies available to the Authority.*

A valid permit is required to park in the permit parking lot and the parking garage. The permit must hang from the rearview mirror of the vehicle and be visibly displayed at all times while parked in Airport parking facilities. Permits are only valid for the parking facility for which they are issued. If a displayed permit is stolen or forged, or if the same permit number is found on more than one vehicle at a time, or if a permit or garage door opener is used to admit more than one vehicle at a time into a parking facility, that permit and/or garage door opener will automatically be deemed invalid. Any misuse of a permit or garage door opener will be considered a breach of these Rules and Regulations.

Airport parking facilities are to be used solely for the parking of permitted vehicles. The parking of unlicensed vehicles, vehicles displaying an expired license plate, uninsured vehicles, or general storage of vehicles is prohibited. Taking up more than one parking space and blocking traffic lanes is prohibited. The parking of all trailers, RVs, campers, and semi-tractors is prohibited and must not enter the parking facilities. Any damage, injury or loss of any kind incurred as a result of entering the parking facilities with the above listed vehicle is the sole responsibility of User and neither Authority nor the City of Duluth are liable for such damage, injury or loss.

The parking of vehicles that, in the sole discretion of Authority, are in any way injurious or dangerous to any persons or property, pose any kind of hazard or contain explosive or highly flammable, toxic or hazardous materials as defined under any federal, state, or local law or ordinance is expressly prohibited. The aforementioned will be considered a breach of these Rules and Regulations and may result in immediate towing at User's expense as well as other remedies as allowed by the Authority.

\*Motorcycle Parking must be cleared in advance through Authority's Administrative Office and Airport Security. Submit a picture of the motorcycle to keep on file. Airport Security will cite any motorcycle parked in the parking facilities that have not been cleared through Security.

Vehicles must be in a movable condition (no vehicle can be stored on blocks, and tires and batteries cannot be removed from vehicles). Except for replacing a dead battery or a broken windshield, the repair or maintenance of vehicles, including oil changes and brake repair, is prohibited. Abandoning a vehicle is prohibited.

Permits and garage door openers remain the property of Authority. Malfunctioning, lost, stolen or damaged permits or garage door openers must be reported to Authority's Administration Office at 218-625-7773 or [daa@duluthairport.com](mailto:daa@duluthairport.com). Lost, stolen or damaged permits and/or garage door openers will be replaced upon payment of a replacement fee at cost. Malfunctioning garage door openers will be replaced free of charge if returned to Authority.

A valid driver's license is required prior to permit. Neither Authority nor the City of Duluth (the "City") carries insurance on user's vehicle or its contents. It is the User's responsibility to insure User's vehicle and its contents. Neither Authority nor the City is responsible for any injury, claims, loss or damage to User, User's passengers, vehicle or its contents.

Authority reserves the right at any time and from time to time to refuse parking at the parking facilities for purposes of performing maintenance or repairs. Authority will use reasonable efforts to relocate you to another location for the period your normal parking facility is unavailable. No refund or credit will be issued for the period your normal parking facility is unavailable.

Enforcement actions for failing to follow these parking guidelines will include but are not limited to the following:

**First Offense:** Written warning.

**Second Offense:** Loss of parking privileges, for one month.

**Third Offense:** Vehicle is towed at owner's expense and/or permit is revoked. Should User's permit be revoked, User may purchase new permit after one hundred eighty (180) days from the date of revocation.



**DULUTH  
INTERNATIONAL  
AIRPORT**

# Tenant Parking Map

General Traffic Flow	Rental Car Return
Parking Traffic	Commercial Traffic
Permit & Corporate Surface Parking	Corporate Garage Parking

