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Policy ID:	**24-018**
Title:	**Passenger Airline, Concessionaire, and other Non-Authority Employee Parking**
Effective Date:	November 11, 2026
Purpose:	Outlines the parking eligibility, allocation processes, and applicable fee and rate schedules for groups as defined within this procedure.
Scope:	Airline, Concessionaire, and other Non-Authority Employee Parking on BNA property.
Responsibility:	Operations and Revenue are responsible for implementation.

Approvals:

Signed by: Lisa Leyva D939DA5AC83749F... 11/11/2026

Lisa Leyva, C.M. **Date**

Vice President, Concessions

Signed by: Adam Bouchard, C.M., FRAeS 0451CA894A804DD... 11/11/2026

Adam Bouchard, C.M., FRAeS, **Date**

Senior Vice President, Deputy COO

Definitions:

Abandoned Vehicle: A vehicle that has been parked at an airport parking facility for at least 45 consecutive days without express written permission from MNAA.

Airlines and Airline Service Contractors: Staff employed directly or indirectly by an air carrier to directly support air carrier operations.

Airport or BNA: The grounds, facilities, and operations that make up this airport.

Authority or MNAA: The governing body, staff, and direct employees with legal authority to manage and operate BNA.

Commuter: A member of a flight crew of a Signatory Airline with regular monthly scheduled flights with BNA who requests parking on Authority grounds for work related reasons, and is parking in the designated Employee Parking Lot for the purpose of their assigned duties.

Employee: For the purposes of this procedure, flight crew is defined as an individual who works at the Airport and excludes flight crews.

Flight Crew: For the purposes of this procedure, flight crew is defined as pilots and flight attendants.

Government: Staff employed directly by local, state, or federal government with full-time official business at Nashville International Airport.

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Market Share: Market Share shall mean the percentage of a Signatory Airline's total enplaned passengers out of the total of all Signatory enplaned passengers at BNA for the measured period of time which shall be no less than the previous six (6) months local enplanement activity.

Non-Commuter: Any employee of

i) a Signatory Airline, or
ii) a Non-Signatory Airline, or
iii) a Concessionaire that operates in the terminal, or
iv) a Service Contractor of the Authority that performs duties in and around the terminal, or
v) a Governmental Agency that operates in and around the terminal, or
vi) a supporting contractor to items i-v above,

and is parking in the designated employee parking area for the purpose of their assigned duties.

Non-Signatory Airline: An air carrier that **has not** entered into a Signatory Airline Use and Lease Agreement with the Authority, but instead operates on the Airport under an Airline Operating Agreement. For the purposes of this procedure, this term applies to air carriers operating primarily as a passenger service.

Signatory Airline: An air carrier that **has** entered into a Signatory Airline Use and Lease Agreement with the Authority, or an Affiliate Air Carrier of the Signatory Airline that has been designated as such to the Authority. For the purposes of this procedure, this term applies to air carriers operating primarily as a passenger service.

Service Contractor: An entity contracted or hired by the Authority to conduct work or provide services on the Airport that are otherwise not a function of any other tenant.

Terminal Concessionaires: Staff employed directly or indirectly by a terminal Concession or Concessionaire or related provider who supports Concessions and related operations full time.

I. Overview:

The following procedure is established to define employee parking locations and rates at BNA. The Authority shall designate and as needed, assign parking for employees in available lots and garages as further defined below. All such parking shall be non-guaranteed, limited in availability, with the Authority reserving the right to adjust, reduce, enlarge, relocate, or eliminate such parking and/or privileges without providing comparable space or compensation at any time, for any reason, and without notice. Commuter and Non-Commuter parking rates are subject to change periodically, with no less than a 30-day notice. All Commuters and Non-Commuters parking in any BNA parking area must do so in accordance with the BNA Commuter and Non-Commuter Parking Guidelines and Terms of Use, a copy of which is attached hereto as **Exhibit A**.

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II. Eligibility:

To be considered eligible for parking privileges in the defined parking areas, employees must meet the following requirements:

1) Meet the definition of Commuter or Non-Commuter as defined in this procedure, and
2) Must be a resident of the state of Tennessee, Southern Kentucky, or Northern Alabama. A 60-day exception will be granted for those recently relocated to the area. Proof of residency or application thereof (see Guidelines for Determining Residency | Tennessee Secretary of State at tn.gov) is required for renewal of parking pass for the subsequent period, and
3) Must have an active SIDA badge or other airline crew access identification as approved by MNAA, and
4) Must have a current acknowledgment of Employee Parking Procedure on file with MNAA.

III. Procedure:

1) Signatory Airline and Concessionaire Designated Parking
    a. Eligibility
        i. Designees of Signatory Airlines
        ii. Designees of Concessionaires
    b. Parking Location for this Group
        i. Signatory Airline and Concessionaire Designated Parking area – designated spaces as depicted in **Exhibit B** to this procedure. Number of available spaces and location may be adjusted as needed from time to time without amendment to this procedure
    c. Space Allocation
        i. Unless assigned otherwise by the Authority, parking spaces will be allocated as follows:
            1. 10% of the spaces will be identified as Vacant to allow for short term use at the discretion of the Authority.
            2. 20% of the spaces will be allocated to Concessionaires.
            3. 70% of the available spaces will be allocated to Signatory Airlines as follows:
                a. Each Signatory airline will receive at least one assigned space,

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b. The remaining spaces will be allocated based on Market Share, with all rounding done at the discretion of the Authority.

d. Application and Approval Process

i. Eligible Signatory Airlines and Concessionaires shall provide the names and badge numbers of each designee of their management who they request to have an assigned space.

ii. The Authority shall provide notice and approval to eligible Signatory Airlines and Concessionaires of the location of their assigned spaces.

iii. A Signatory Airline or Concessionaire may have one more authorized user than spaces allocated for that entity to allow for different shift work. However, an entity may not occupy any space not assigned to it. It is the responsibility of the Signatory Airline or Concessionaire to identify any members that may need to be removed from the authorization list to remain compliant with this clause.

iv. Authority personnel will monitor access to and use of designated spaces and notify users of any unauthorized use. Violations will result in loss of space or spaces and restricted access to the designated Parking Area at the discretion of the Authority.

v. The location of the allocated designated Parking Area is determined solely by the Authority. The Authority may deviate from this Procedure at its sole discretion to maximize the overall efficiency of the designated Parking Area, or as otherwise needed.

vi. These spaces are not guaranteed to the Signatory Airlines, Concessionaires, or any user and the designated Parking Area may be reallocated at any time using the current market share percentages.

vii. Adjustments in allocation will be made separately from amendments to this procedure. Landside Operations will maintain a current list/map of assigned spaces.

2) Commuter and Non-Commuter Parking

a. Eligibility

i. Those meeting the requirements of Commuter or Non-Commuter are eligible to park in the designated employee parking locations.

b. Parking Locations for this Group

i. Terminal Garage 1, Level 6 (controlled access area)

ii. Gated Lot as depicted hereto in **Exhibit C** (“Employee Parking Lot”)

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c. Space Allocation

i. Terminal Garage 1, Level 6 (controlled access area)

1. Allocated and assigned by the Authority and at the Authority's sole discretion expressly for the use of the authorized individual.

2. Assignments are non-transferable except by the Authority.

ii. Gated Lot ("Employee Parking Lot")

1. Parking spaces are provided on a first-come, first-served basis.

2. Limitations, Regulations, and Fee Schedules are defined further in **Exhibit A BNA Commuter and Non-Commuter Parking Guidelines and Terms of Use**.

3) Abandoned Vehicles

a. Abandoned vehicles will be towed at the vehicle owner's expense.

References:

N/A

Records & Related Forms:

BNA Commuter and Non-Commuter Parking Guidelines and Terms of Use

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Revision History:

February 1, 2022:	Previous version, Airline and Concessionaire Parking, effective date.
January 1, 2024:	Revision effective date, incorporating previous version and renamed to **Passenger Airline, Concessionaire, and other Non-Authority Employee Parking**.
March 1, 2024:	Revised definition of Commuter and Non-Commuter to eliminate time constraint, updated to new rates.
January 1, 2025:	Revised Parking Rates in **Exhibit A**.
May 5, 2026:	Wording updated for clarity and new approvals.

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November 11, 2026: Updated Exhibit A and Exhibit C, provided rates for CY27 and amended definition of Service Provider.

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Exhibit A
BNA Commuter and Non-Commuter Parking Guidelines and Terms of Use

1. The undersigned Commuter or Non-Commuter (as applicable), working at Nashville International Airport ("BNA") and issued a valid Metro Nashville Airport Authority ("Authority") access credential ("Credential"), is hereby granted a revocable right to park one passenger vehicle in the Employee Parking Lot. In accordance with the provisions of these Guidelines and any policies, rules, and procedures adopted by the Authority, including but not limited to, those that may limit access to the Employee Parking Lot to certain days and hours, or certain portions of the Employee Parking Lot, Commuter or Non-Commuter has only those rights to use the Employee Parking Lot expressly granted by these Guidelines. The Authority may change the location of the designated Employee Parking Lot at any time, upon thirty (30) calendar days' notice.

2. Commuter or Non-Commuter may park only one of the vehicles listed below in the Employee Parking Lot at any given time and shall not allow access to any other vehicle in the Employee Parking Lot. No commercial vehicles, trailers, campers, or motor homes are allowed in the Employee Parking Lot. Commuter or Non-Commuter must update the list of vehicles with the Authority within one (1) business day of change to prevent denial of entry or charge for entire session.

Year	Color	Make	Model	License Plate # /State

3. Those that meet the definition of "Commuter" as defined in this Procedure are authorized to park up to 144 continuous hours in the Employee Parking Lot without needing to exit. After 144 hours, the non-discounted rates associated with BNA Valet may be assessed to the account associated with the Credential.

4. Those that meet the definition of "Non-Commuter" as defined in this Procedure are authorized to park up to 24 continuous hours in the Employee Parking Lot before needing to exit. After 24 hours, the non-discounted rates associated with BNA Valet may be assessed to the account associated with the Credential.

5. Commuter or Non-Commuter may park in any available space in the Employee Parking Lot for the monthly fee listed below. The Authority may revise these rates upon thirty (30) calendar days' notice. The Authority will charge <u>in advance</u> the account provided by the Commuter or Non-Commuter each month. If for any reason the account provided is unable to process the payment, the Commuter or Non-Commuter's access to the lot will be denied until the balance

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is paid. Commuter or Non-Commuter shall not be entitled to a prorated refund of a monthly payment for days a space is not used or if the effective date occurs on a day other than the first of the month or if the expiration date occurs prior to the end of a month for which payment has been made.

Parking Rates, Effective 1 January 2027 through June 30, 2027

Commuter Rates	$185
Non-Commuter Rates	
Airlines and Airline Service Contractors	$123
Government	$123
Service Contractors	$62
Terminal Concessionaires	$62

6. In its sole discretion, the Authority may immediately and without prior notice revoke all rights and access granted to Commuter or Non-Commuter.

7. These Guidelines grant Commuter or Non-Commuter a license to park and shall not be construed as creating a right to park in the lot(s). Commuter or Non-Commuter's use of the Employee Parking Lot is at Commuter or Non-Commuter's own risk. Commuter or Non-Commuter hereby releases Authority, its Commissioners, employees, and agents, from any claim arising out of Authority's ownership, operation, management, or maintenance of the Employee Parking Lot including, but not limited to, claims for injury, including personal injury, or damages of any nature, whether or not arising from negligence. The Authority shall have no duty to provide security for the Employee Parking Lot, other than entry and exit monitoring, and no liability for theft or vandalism of Commuter or Non-Commuter's car or its contents.

8. Commuter or Non-Commuter shall maintain automobile liability insurance at all times on any car parked in the Employee Parking Lot, in an amount not less than the minimum limits established by the law of the state in which Commuter or Non-Commuter’s vehicle(s) is(are) registered in or, if none, the minimum established by Tennessee law.

9. By accessing and parking in the Employee Parking Lot, Commuter or Non-Commuter agrees to be subject to all Authority policies or procedures including, but not limited to, these Guidelines and the BNA Airport Rules and Regulations, as they may be amended from time to time. These Guidelines supersede all prior and contemporaneous oral or written agreements regarding Commuter or Non-Commuter parking at BNA.

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Commuter or Non-Commuter Parking Guidelines and Terms of Use Acknowledgement

BY SIGNING BELOW, the undersigned acknowledges and accepts the terms and conditions of this procedure and agrees to the restrictions thereof.

MNAA SIDA/Airline Crew ID Badge Number: _____

MNAA SIDA/Airline Crew ID Badge Expiration Date: _____

Payment Account Type (individual, employer paid): _____

Printed Name: _____

Signature: _____

Date: _____

MNAA Authorization By: _____

Date: _____

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Exhibit B
Designated Parking Area

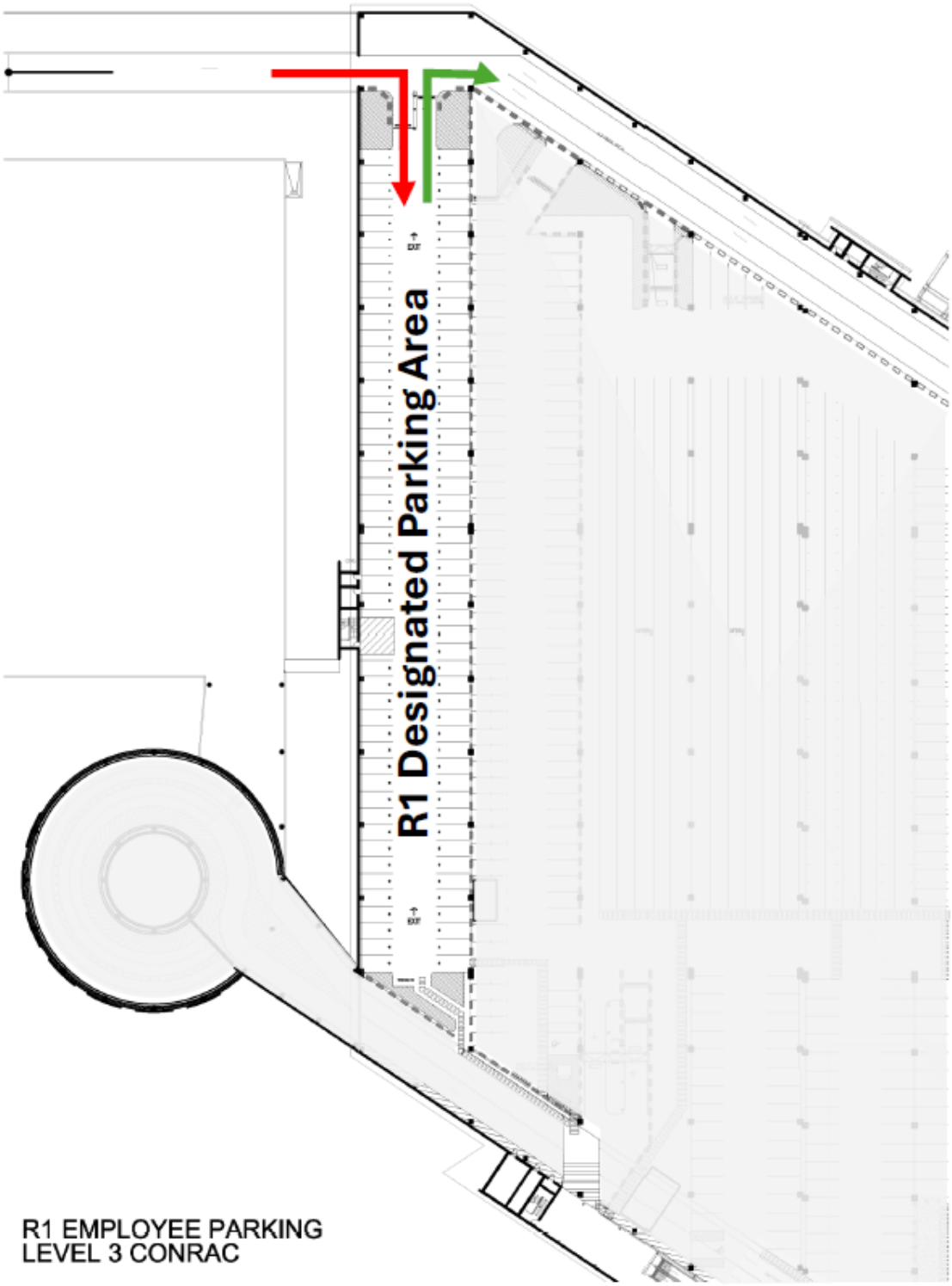

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Exhibit C

Northeast Employee Parking Lot (Opening Late 2026)

