



Syracuse Regional Airport Authority Monthly Parking Payment and Enforcement Policy

Effective Date: 9/1/2025

Purpose

This policy outlines the rules and enforcement actions related to monthly parking at Syracuse Hancock International Airport. Complimentary parking is available in the designated Employee Parking Lot for all SRAA and tenant employees, with complimentary 24/7 shuttle service between the Employee Parking Lot and the Terminal. This policy is for employees who choose to purchase monthly parking in the Airport Parking Garage. Discounted Garage parking through the Monthly Parking Program is a privilege and requires strict adherence to the rules and payment processes outlined below.

1) Monthly Parking Payment Process

- Payment is required via credit, debit, or FSA card set to autopay.
- No cash, checks, or money orders are accepted.
- Payments are processed on the first business day of each month.

2) Failed Payments

- If autopay fails (e.g. expired card, insufficient funds, disabled card):
 - You will be notified by email.
 - Full payment must be submitted by the **5th of the month**.
 - **If payment is not received by the 5th:**
 - Your prox card and/or parking permit will be deactivated
 - A \$25 late fee will be added to your account

3) While Deactivated for Nonpayment:

- You must pull a ticket and pay the **standard daily rate** upon exit.
- **No refunds, reimbursements, or credits** will be issued for parking charges paid while your prox card and/or parking permit is deactivated for nonpayment.

4) Repeat Nonpayment Consequences

- After three (3) nonpayment-related deactivations, your account will be permanently closed.
- You will no longer be eligible for discounted monthly parking rates.
- You may continue to park in the Employee Parking Lot, only.

5) Appeals



- Appeals for reinstatement or late fee waivers must be submitted via email to the Chief Commercial Officer. The appeal will be reviewed and a decision rendered within 5 business days, at the SRAA's discretion

6) Questions?

- Contact Chief Commercial Officer, Jason Mehl, at mehlj@syrairport.org

