



**Roberts Field
Redmond Municipal Airport**

**Airport Operating Bulletin (AOB) –Vendor / Air Cargo Parking Lot
Procedures AOB-01-2012 Dated: April 10, 2012– Changed to
SOP – Vendor / Air Cargo Parking Lot Procedures / 2016**

- I. Introduction:** This SOP (AOB) provides instructions regarding parking in the Vendor / Air Cargo lot located at the west end of the Terminal Building.
- II. Procedures:**
- A. Vehicles authorized to park in the Vendor / Air Cargo lot include business vendors, delivery service and air cargo vehicles for the purpose of conducting business at Roberts Field.
 - B. Airport Tenants may utilize this lot for dropping off or picking up items for business purposes only.
 - C. Drivers must ensure either vehicles display company signage, or the driver must place their business card, and a Roberts Field Vendor / Cargo Parking Authorization Permit (see Item IV) on the dashboard.
 - D. If picking up or dropping off passengers for business purposes (Large Group Travel Operators/Tour busses) Vendors must notify the Airport Admin Office a minimum of 24 hours prior to pick up/drop off and must obtain an airport vendor lot parking permit for these purposes.
 - E. All Airport tenants must notify Airport Security Officer or Airport Admin when needing to park for 60 (sixty) minutes or more. The Airport Tenant will provide the estimated length of time and a description of the vehicle.
 - F. This SOP (AOB) does not apply to the following vehicles:
 - a. Emergency Services Vehicles
 - b. City of Redmond Vehicles
 - c. Airport Security Vehicles (RAMS)
 - d. Vehicles with Government license plates.
 - G. Drivers that are issued a parking citation and wish to contest it must follow the directions on the citation.
- III. Airport Security Officer Responsibilities:**
- A. The Airport Security Officer will monitor vehicles parked in the Vendor / Cargo Parking Area to ensure compliance.
 - B. The Airport Security Officer will issue tickets for vehicles that are not in compliance with this SOP (AOB).
- IV. Example of Airport Issued Vendor / Cargo Parking Permit**



Effective Date: IMMEDIATELY

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