

# City of Redmond



<b>Airport Vendor Parking Lot</b>	<b>Number:</b>
<b>Effective Date:</b> 2012 <b>Revised:</b> 2016, 2024, 2025	<b>Author:</b> Jodi Low, Airport Customer Service & Administrative Supervisor <b>Approval:</b> Zach Bass, Airport Director

## I. PURPOSE

To establish clear guidelines for the use, access, and enforcement of the Vendor Parking Lot at Redmond Municipal Airport (RDM).

This Standard Operating Procedures (SOP) ensures:

- Proper allocation of parking for authorized users.
- Compliance with airport security and operational procedures.
- Clear enforcement of parking rules to maintain order and accessibility.

## II. SCOPE

This SOP always applies to all vehicles using the Vendor Parking Lot at RDM. The Vendor Parking Lot is located south of the airport terminal (attachment A). The Vendor Parking Lot is limited to the following authorized users: All use is limited to one hour and overnight parking is prohibited unless otherwise designated on the Airport Issued Parking Permit.

AUTHORIZED USER	CREDENTIALS REQUIRED	TIME LIMIT
<b>Activity Permit Holders</b>	Airport Issued Activity Permit	As listed on Airport Issued Parking Permit
<b>Airport Employees</b>	Credentials	1 hour
<b>Airport Volunteers</b>	Airport Issued Parking Permit	As listed on Airport Issued Parking Permit
<b>Business Meeting Attendees</b>	Credentials	Meeting duration
<b>Cargo drop-off and pick up</b>	Credentials	1 hour
<b>Contractors &amp; Vendors</b>	Credentials	While conducting authorized business
<b>Government &amp; Emergency Vehicles</b>	Government plates or credentials	No overnight Parking
<b>Motorcycles</b>	Complete motorcycle parking notification form prior to parking	No limit
<b>PUC Permitted Vehicles</b>	Airport Issued Parking Permit	1 hour

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<b>Airport, airport tenant, and rental car agency staff requiring ADA or mobility parking accommodations</b>	Airport Issued Parking Permit	Shift duration
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Unauthorized vehicles in the Vendor Parking Lot are subject to citation and towing at the owner's expense.

### III. DEFINITIONS

- a. **Activity Permit Holders:** Individuals, groups or organizations with an approved Airport Activity Permit.
- b. **Airport Issued Parking Permit: Official** parking permit issued and revokable by Airport Administration, valid for up to one year. Lists do not exceed hours.
- c. **Airport Volunteers: Registered** volunteers participating in an airport volunteer program.
- d. **Business Meeting Attendees:** Individuals attending *official* meetings within the airport terminal.
- e. **Contractors & Vendors:** Businesses or individuals performing work, providing services, or delivering goods to the airport under an approved agreement.
- f. **Credentials:** An official form of identification required for access to the Vendor Parking Lot. Handwritten documentation is not permitted. Acceptable credentials include:
  - i. **Business card** listing the business name, contact information and logo.
  - ii. **Airport Issued Parking Permit.**
  - iii. **Work order** or service request listing business name and contact information.
- g. **Government & Emergency Vehicles:** Official vehicles operated by local, state, or federal agencies for public service or emergency response.
- h. **Motorcycles:** General public or terminal employees parking motorcycles
- i. **PUC (Public Utilities Commission) Vehicles:** Vehicles permitted by Oregon State regulations for commercial transportation services for drop off and pick up. Letter of Agreement and Annual fees may apply. *PUC vehicles contracted by airlines to transport re-routed passengers from other regional airports are not subject to an operating agreement or activity permit.*
- j. **Vendor Parking Lot:** A designated parking area, not open to the public, intended for pre-approved business-related uses.

### IV. RESPONSIBILITIES

- a. **Airport Administration:** Issues parking permits, communicates policy and procedures and processes parking citations.

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- b. Airport Security:** Oversees compliance and issues parking citations
- c. City of Redmond:** Processes parking citations, payments and collections.
- d. Authorized Users:** Individuals and businesses authorized to use the Vendor Parking Lot.

## V. PROCEDURE

### a. Application

- i. Airport, airport tenant, and rental car agency staff requiring ADA or mobility parking accommodations in the Vendor Parking Lot shall:
  - 1. Complete the Airport-Issued Parking Permit Application.
  - 2. Furnish an Oregon Individual or Temporary Disability placard, or letter of medical necessity from physician.
- ii. Airport volunteers
  - 1. Complete volunteer application listing license plate number(s). Once approved as a volunteer, a parking permit will be issued. Subject to renewal and recertification annually.
- iii. Motorcyclists
  - 1. Complete the motorcycle parking notification form.

### b. Credential Display

To avoid citation while parked in the Vendor Parking Lot, credentials shall be clearly displayed on vehicle the dashboard.

### c. Security and Enforcement

The Vendor Parking Lot is monitored by airport security.

Violations include:

- Parking without displaying proper authorization or credentials.
- Exceeding the permitted parking time limits.
- Unauthorized overnight parking.
- Misuse of ADA or mobility accommodations.
- Personal use.

## VI. EXCEPTIONS & SPECIAL CIRCUMSTANCES

- Temporary exceptions may be granted on a case-by-case basis for special projects or unique business needs with advance approval from the Airport Director.

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- In emergency situations, airport personnel may redirect vehicles as necessary.

## VII. COMPLIANCE

- a. RDM Airport Parking Policy.
- b. TSA Security Regulations.
- c. City of Redmond Traffic & Parking Ordinances.
- d. Oregon PUC Guidelines for Permitted Vehicles.
- e. Oregon Code of Regulations - Record Retention.

## VIII. DOCUMENTATION

- a. Record Keeping
  - i. Vendor parking permit applications are retained for a minimum of one year.
  - ii. Parking Violations, citations and appeals are documented by Airport Administration.
- b. Diagrams, Flowcharts, Images
  - i. Airport Map

## IX. REVIEW & REVISION PROCESS

- This SOP will be reviewed annually by Airport Administration in consultation with Airport Security.
- Updates shall be approved by the Airport Director.

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VIEWED

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