

**Chelan Douglas Regional Port Authority**  
**Pangborn Memorial Airport**  
**Airport Terminal Building Parking Lot**  
**Fee Schedule and Operating Policy**

**Fee Schedule**

**Short Term Parking - \$13.00 per 24 hours (first 4 hours free)**

**Long Term Parking - \$10.00 per 24 hours**

**Long Term Parking – Economy Lot (GA) - \$7.00 per 24 hours**

**Extended Stay Parking (30 day) - \$150 per month**

**Operating Policy**

- **Customers upon arrival at the Airport can use a smart phone access payment system noted on signage in the parking lot, and/or a kiosk inside the Airport Terminal Building to pay for parking.**
  
- **Customers prepay for parking based on estimated time they will be gone.**
  
- **Regional Port will accept credit card payments only. No cash.**
  
- **No refunds on prepaid parking, unless the amount of prepayment made but not used exceeds \$50.00, and in the case of a cancelled flight out of Pangborn Memorial Airport.**
  
- **Individual leases with car rental companies and other terminal tenants will remain in place, although reserved spaces are subject to relocation.**
  
- **The placement of the prepaid parking tickets on the car dashboard is helpful but not required. Regional Port employees can monitor which cars have or have not paid based on a software tracking system.**

- **Regional Port Employees will monitor parking lot and place tickets on all cars not registered as paid.**

**Ticket Fee Schedule:**

**\$10 fee for nonpayment + daily fee (customers who do not make an attempt to pay and customers whose trip was longer than the time paid for).**

**\$25 fee for nonpayment after 15 days.**

**The CEO is authorized to waive fees based on individual circumstances.**

**The CEO is authorized to turn delinquent nonpayment tickets over to a collection agency.**

- **Any car in the parking lot that has not paid and remains in the parking lot for 30 days or more may be towed.**
- **Any car in the parking lot leaking oil/gas that is considered a hazard, or any cars considered a security risk, may be towed immediately.**
- **The CEO may develop a designated employee parking lot for employees of businesses that operate within the Airport Terminal Building. A car decal parking permit system will be deployed to prevent any unauthorized use.**
- **The CEO is authorized to allow Regional Port Authority personnel to park at the Airport Terminal Building without charge. A car decal parking permit system will be developed to prevent any unauthorized use.**
- **In consideration airport parking fees help offset operating expenses of the airport, the Regional Port does not offer frequent user discounts and/or discounts for extended stay parking requests.**

**Approved by the Chelan Douglas Regional Port Authority on March 9, 2021.**