



AIRLINE COMMUTING EMPLOYEE (ACE) PARKING REGISTRATION

Commuter must fill out Section I & II

Section I – APPLICANT CONTACT INFO				
NAME (Last, First, MI):			EMPLOYER:	
Residence Address (Street, City, State, Zip):				
Mailing Address, if different:				
Home or Cell Phone #:			Email Address:	
SECTION II – VEHICLE INFO				
	VEHICLE 1	VEHICLE 2	REPLACEMENT	REPLACEMENT
MAKE:				
MODEL:				
YEAR:				
COLOR:				
LICENSE PLATE:				

SECTION III – VEHICLE DECAL INFO				
(Office Personnel Use)				
	VEHICLE 1	VEHICLE 2	REPLACEMENT	REPLACEMENT
DECAL #:				
DATE:				
ISSUED BY:				

SECTION IV – ACE CARD INFO				
(Office Personnel Use)				
	ORIGINAL	REPLACEMENT	REPLACEMENT	REPLACEMENT
ACE CARD #:				
DATE:				
ISSUED BY:				

(Mark the reason for card replacement) * L/S PD MAL * L/S PD MAL * L/S PD MAL

* Reason abbreviations: L/S: Lost or Stolen, PD: Physical Damage, MAL: Malfunction

[See the next page for Rules and Regulations!](#)

CHARLESTON COUNTY AVIATION AUTHORITY (AUTHORITY)

Charleston International Airport – Ground Transportation/Parking Department

Applications forms are available for printout at www.iflychs.com under “Parking Information” link or
At Ground Transportation/Parking Office building located near the parking lot exit booths.

Airline Commuting Employee (ACE) Rules and Regulations:

Charleston County Aviation Authority (CCAA- The “Authority”)-Charleston International Airport (CHS) would like to welcome you to ACE parking discount program. Please see below for important details!

- 1) This program is available for major commercial airline flight crew who resides in the state of South Carolina. A state issued driver’s license will be required as a proof of residence. A ninety (90) day grace period will be provided for new residents to obtain a South Carolina Driver’s License (SCDL). A utility bill or residential lease/purchase agreement that bares the commuter’s name will be required for the grace period to be honored.
- 2) A copy of commuter’s Company ID will be required during application process. Company ID expiration date will determine the last day an ACE card can be used; therefore, the commuter must provide a copy of the up-to-date Company ID each time after a renewal or replacement of the ID. Additionally, the ACE card must be surrendered upon any event that disqualifies the member from program enrollment, such as end of employment, retirement, change in residence (becoming a non-SC resident) etc.
- 3) Discounted parking rate will be provided **only** in the **Surface Parking Lot**. Deck parking is **not** allowed under this program.
- 4) The discount parking rate for ACE program is \$3.00 per twenty-four (24) hour period, payable upon exiting the parking facility. Rate charges are based upon each entry, exiting the lot and reentering it during a given 24-hour period will result in new rate charges.
- 5) **Only** one ACE card should be issued per crew member. Use of ACE card by anyone other than the approved member is strictly prohibited and shall result in revocation of ACE parking program privileges.
- 6) ACE members may register maximum of two vehicles under this program; however, only one vehicle shall qualify for discounted parking per 24-hour period. A numbered decal will be issued for each registered vehicle. Decal must be affixed to the driver side upper corner of the windshield. ACE member is allowed to change registered vehicle(s); however, vehicle change request must be made prior to a trip.
- 7) To enter in the Surface Lot, you will need to insert the ACE card into the slot at the entry kiosk and wait for it to return. The gate will raise after retrieving the ACE card. Enter the lot once the gate is fully opened. There will be **no** ticket issued.
- 8) To exit the parking lot, you must go through a manned booth where your Company ID badge, ACE card, and vehicle will be checked for discount qualification. The appropriate fees will be collected in the following forms of payment: Cash, C/C or Debit Card. Failure to provide necessary credentials will result in non-discounted parking rate charges. **Self-Service lanes are not designed to process flight crew ACE cards; therefore you must refrain from using these lanes.**
- 9) There is a \$25.00 replacement card fee for lost or stolen ACE cards. You must immediately notify the Parking Office (843-767-7026) with lost or stolen ACE cards to avoid unauthorized card usage as well as to request a new card. Additionally, please note that the ACE cards are **not** to be physically altered (punctured, bent etc.) in any way as it causes malfunction.
- 10) The Authority reserves the right to revoke, amend or discontinue ACE parking program at its discretion.
- 11) Violation of any applicable rule or regulation of the Authority or abuse of the privileges granted under this program shall be grounds for immediate termination of ACE parking program privileges.
- 12) The Authority reserves the option, at its discretion, to block certain time periods; including, but not limited to, the Thanksgiving and Christmas Holiday seasons during which the use of this privilege may not be valid.
- 13) The Authority is **not** liable or responsible for theft or damage to any vehicle or its contents.

I have read and understand the rules of the Charleston County Aviation Authority ACE parking program; and I agree to comply with the rules and regulations as presented herein.

Applicant Signature

Date