



MEMO

Date: January 30, 2020

To: Ground Transportation Providers

From: Anna Marie Wingron, MBA
Contract Compliance Officer – Ground Transportation

Re: Lost Garage Access Media Cards (Super Park Prox Card)

Due to the increasing number of lost garage access media cards, and the real and administrative costs of providing replacements, the Airport Authority is implementing the following policy effective Wednesday, April 1, 2020:

Ground Transportation operators will be assessed a fee of \$25.00 for each LOST garage access media card (Super Park prox card).

Attached are the following documents: 1) Garage Access Media Card (Prox) Procedures; and 2) Garage Access Media Card (Prox) Lost Card(s) Replacement Form.

Please contact me if you have any questions or concerns.

Thank you.

Anna Marie Wingron, MBA
Contract Compliance Officer – Ground Transportation
10701 Lambert International Blvd., Room MTN-2501
St. Louis, MO 63145-0212
Voice: 314-426-8072
Email: AMWingron@flystl.com



Ground Transportation Provider - Garage Access Media Card

LOST Card(s) Replacement Form

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (_____) _____

Contact Person: _____

Signature: _____

Lost Card(s): 1 2 3 4 5 Other:

Lost Card Number(s): _____

For Office Use Only

Fee: \$25.00 per lost card

Total Number Card(s) Replaced: _____

New Card Number(s): _____

Total Amount Owed: \$ _____

Accounting Number (for office use only): _____

Properties Approval Signature: _____

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Ground Transportation

Garage Access Media Card (Super Park Prox Card) Procedures

STEP 1

1. Notice of LOST cards must be reported in writing via email to:
AMWingron@flystl.com
2. The fee for a lost card is \$25.00 for each card replaced.

STEP 2

3. A completed form must accompany the notice request for replacement.
 - a. All the information on the form is required.
 - b. The form must be turned into the Properties Office for review and approval
4. Fees must be paid in advance with the Finance & Accounting Offices.
 - a. A receipt for payment must be returned to Properties before replacement cards are issued.

STEP 3

5. You will receive an email notice when the replacement cards are ready for pick up.
6. Allow a minimum of 5-7 calendar days for replacement.

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