Grand Junction Regional Airport
Citations and Appeal Process Policy

Updated July 1, 2015

I. Purpose

All vehicles parked at the Grand Junction Regional Airport must be parked in accordance with posted parking regulations. Any vehicle parked in violation of these regulations may be issued a written warning, parking citation or towed at the owners/operators expense. Any vehicle parked in a permit-only designated area must have a valid parking permit displayed. All officially designated parking areas are posted, and the posted sign regulates the type of parking authorized. If an area is not specifically posted for parking, you may not park there. Load zones and timed zones are enforced 24 hours a day, 7 days a week. Multiple citations may be issued for parking illegally in these areas.

II. Fines

a. Fine Amounts

The parking violation and fine are delineated in the annually approved Airport's Fees & Charges. The Fees & Charges document is available online at www.gjairport.com.

b. Payment of Fines

Payments of parking violations are made directly to Clancy Systems International, Inc. Payment of tickets can be made through mail by check, or online by check or credit card (Visa or MasterCard).

III. Citation Appeal Policy and Procedures

a. Written Appeals

If a citation was issued in error, or you are unsatisfied with an appeal decision, you have the right to submit a written appeal. The written appeal and any accompanying documentation must be received by the Airport Administration within **ten (10)** working days of the date of citation issuance, or within **ten (10)** working days of the notification of denied appeal decision.

b. Grounds for Appeal

Appeals may be granted:

1. For substantial evidence that you did not commit the violation for which the citation was issued.
2. You may have committed the violation, but circumstances were not under your control, **AND, p**rior to being issued the citation, you made some demonstrated attempt to notify Airport Administration of the situation.

c. Invalid Grounds for Appeal

Reasons that do not justify an appeal include but are not limited to:

1. Forgetfulness
2. Parking for a short time in an unauthorized location
3. Inability to find an authorized parking spot
4. Failure to obtain a parking permit
5. Failure to notice parking signs
6. Failure to display a parking permit
7. Disagreement with, or inability to pay, the citation penalties

d. Ticket Diversion Class for First Offenses

If you would like to reduce or eliminate the amount you owe for your first violation, you have the option to attend a Ticket Diversion class. The class must be attended within 60-days from the date your citation was issued. Repeat offenses will not be offered the option to attend a class.
See ***Appendix A*** for current class schedule.

e. Submitting a Written Appeal

A first level appeal can be submitted using the Airport's website – www.gjairport.com. Once logged in, navigate to "Parking Information" page and click "Parking Ticket Appeal."

• Enter name, email, and phone number.
• You must include you citation number and date issued.
• Fill out the form accurately and completely
• Be as specific as possible
• Include supporting information or evidence

f. Appeals Committee

The Airport's Appeals Committee, as designated by the Airport Manager, will make a decision using the submitted information and evidence. Additional information will not be accepted after the decision has been made. You will be notified of the appeal decision in writing within ten (10) working days of receipt of the appeal. If your appeal is denied, the fine is due and payable upon receipt of written notification.

You have the right to request an independent review of your first level appeal by the Airport Board of Commissioners (Second Level Appeal) if your original appeal has been denied. You will be required to attend the Board of Commissioners Meeting that your appeal is scheduled to be heard and present your appeal. If you fail to attend the meeting, your appeal will be automatically denied. All second level appeals must be coordinated through the Clerk to the Board of Commissioners. Please contact 970-248-8580 to request a second level appeal.

2015 Parking Diversion Class Schedule

Parking Diversion classes are held once a month at the Airport Fire Station, 807 Eagle Drive, Grand Junction, Colorado 81506.

The class schedule for 2015 is:

July 31, 2015 at 2:00 PM
August 28, 2015 at 2:00 PM
September 25, 2015 at 2:00 PM
October 30, 2015 at 2:00 PM
November 20, 2015 at 2:00 PM
December 18, 2015 at 2:00 PM