



TENANT DIRECTIVE

BWI: 700.1
DATE: October 2, 2000
DISTRIBUTION: A

TITLE: **BWI TENANT DIRECTIVE AND BWI TENANT INFORMATION ADVISORY SYSTEM**

I. REFERENCES

- A. Maryland Aviation Administration Directive 6371.0.1, dated March 9, 1998.
- B. This directive supersedes BWI Tenant Directive 700.1, dated April 10, 1998.

II. DEFINITIONS

- A. Tenant - Any party with whom the Maryland Aviation Administration (MAA) has a written agreement.
- B. BWI Tenant Directive - A definite, written directive, course of action, method, or procedure conveyed to tenants at Baltimore/Washington International Airport (BWI) of a permanent nature to supplement Code of Maryland Regulations (COMAR). A BWI Tenant Directive is in effect until rescinded or superseded.
- C. BWI Tenant Information Advisory - A codified announcement used to convey information of a short-term nature to tenants at BWI.

III. DIRECTIVE STATEMENT

- A. This Directive outlines the methods of conveying both permanent and short-term information to tenants at BWI Airport.
- B. BWI Tenant Directives and BWI Tenant Information Advisories shall be issued by the Associate Administrator, Division of Field and Landside Operations.

- C. BWI Tenant Directives shall be numbered using a codified subject matter system.
- D. BWI Tenant Information Advisories shall be serially numbered using the last two digits of the calendar year as a prefix.
- E. A BWI Tenant Information Advisory remains in effect until the expiration of the Retention Period listed in the upper left-hand corner of the page.
- F. BWI Tenant Directives and BWI Tenant Information Advisories shall be disseminated by the MAA using distribution lists as follows:
 - 1. Distribution List A: All tenants with whom the MAA has a written agreement, whether or not physically located on BWI Airport Property.
 - 2. Distribution List B: Tenants located within the Main Terminal Area, including Piers A, B, C, D, and E.
 - 3. Distribution List C: Tenants located within the Air Cargo Complex, (Buildings A, B, C, D, E, or F) area, including Air Cargo buildings accessible via Elm Road and the Crown Station.
 - 4. Distribution List D: Tenants located within the physical boundaries of BWI Airport property and also Elkridge Landing Road, Aviation Boulevard, and Sheraton International Hotel areas.
- G. The Associate Administrator, Division of Field and Landside Operations, is responsible for maintaining current Distribution Lists of BWI Tenant Directives and BWI Tenant Advisories.

Stephen D. Sheehan
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Associate Administrator
Division of Field and Landside Operations

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