



# TENANT INFORMATION ADVISORY

**Retention:** October 30, 2023

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**March 9, 2023**

**23-007**

## BIENNIAL VEHICLE INSPECTION/REGISTRATION PROGRAM

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The Biennial Vehicle Inspection/Registration Program for all self-propelled vehicles operating within the BWI Marshall Air Operations Area (AOA) will be accomplished in accordance with Tenant Directive 200.2, "Vehicle Registration Program." Vehicle inspections will be conducted at either the Maryland Aviation Administration (MAA) Automotive Shop on Elm Road or within the tenant's work area on the airfield. Airport Operations personnel will notify you of the location for your vehicle inspection. The inspection will begin **June 2023**.

A MAA Automotive Shop representative or an Airport Operations representative will conduct the vehicle inspection. The BWI Vehicle Inspection Checklist will be used and each vehicle will be registered as it passes inspection. Registration will be indicated by two numbered decals affixed to the vehicle. Only those vehicles having the current registration decal will be permitted to operate on the AOA after **September 30, 2023**. Vehicles failing the inspection will not be permitted to operate on the AOA until deficiencies are corrected.

Company markings must be displayed on all vehicles/ground equipment at all times while operating on the AOA. Company markings must be easily identifiable as to ownership. The operator shall wear a valid BWI Identification Badge (clearly visible) bearing a Restricted Area Driver Icon "V" and be in possession of a current state driver's license.

Vehicles operating on the AOA, except under escort, shall display a logo or company name on both sides of the vehicle in a location that is visible from a distance of 50 feet. For vehicles having front doors, the identification must be located on both front door panels. The name of the company or tenant shall be spelled out in letters no less than three inches in height. Company logos or symbols shall be at least 18 inches in diameter when not accompanied by approved lettering. To enhance visibility, all markings shall be on a background of sharply contrasting color. Magnetic signs are permitted. Placards and hand-generated signs are not permitted or authorized.

Airport Operations Center representatives will contact each Airport tenant by telephone one week prior to its scheduled inspection date. At that time, the schedule will be confirmed or an adjustment will be made.

Any tenant sponsoring an outside agency that operates vehicles on the airfield should notify that agency to contact the MAA Automotive Shop at 410-859-7744 or Airport Operations Center at 410-859-7018 to schedule an appointment. A convenient time will be scheduled to inspect and register such vehicles. All tenant and non-tenant agencies including all government agencies will be required to show proof of adequate insurance **for the specific vehicle requesting airfield access/registration (bring vehicle registration and insurance accord)**, as per Tenant Directive 200.2, "Vehicle Registration Program."

The only motor vehicle operations permitted on the AOA are those expressly authorized by the Director of Airport Operations, BWI Marshall Airport. Air carrier and tenant owned vehicles operating almost exclusively on the AOA will be required to show proof of adequate insurance. Private vehicles or those that operate infrequently on the AOA must be justified to the Director's satisfaction and proof provided to indicate the vehicle has an operational need to be on the AOA.

The following insurance amounts are required for vehicles operating on the airfield:

- 1. Restricted Areas (Non-Movement Area Access – Aircraft Ramp Areas). A limit of not less than Five Million Dollars (\$5,000,000) for each accident.**
- 2. Restricted Areas (Movement Area Access – Runways & Taxiways). A limit of not less than Ten Million Dollars (\$10,000,000) for each accident.**

Tenant, non-tenant, and government agencies picking up Airfield Vehicle Registration Decals from the Airport Operations Center shall follow the instructions in attached BWI Marshall Airport Tenant Information Advisory 20-031.

**ELECTRONIC COPY  
ORIGINAL ON FILE IN  
AIRPORT OPERATIONS**

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Gregory W. Solek  
Director  
Office of Airport Operations

Attachment: BWI Marshall Airport Tenant Information Advisory 20-031

DISTRIBUTION: D



# TENANT INFORMATION ADVISORY

**Retention:** Indefinite

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June 25, 2020

20-031

## AIRPORT OPERATIONS CENTER ACCESS AND AIRFIELD VEHICLE REGISTRATION DECAL PICKUP

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**Prior to entry to the Airport Operations Center, all visitors are required to call 410-859-7018. Airport Operations will advise you further.**

If your visit is to pick up an Airfield Vehicle Registration Decal, follow the instructions below. Tenant Directive 200.2 remains unchanged.

### **Airfield Vehicle Registration Decal Pickup:**

1. Ensure the Airfield Vehicle Inspection Form (MAA-134) has been completed by **MAA Fleet Maintenance** and endorsed by your **Authorized Signer**.
2. Scan/email the two documents listed below to [maabwairportops@bwairport.com](mailto:maabwairportops@bwairport.com). Cell phone pictures are acceptable.
  - a. Completed and signed Airfield Vehicle Inspection Form
  - b. Company insurance declarations page (\$5,000,000/\$10,000,000)
3. You will receive an email from Airport Operations letting you know your paperwork is approved and your Airfield Vehicle Registration decals are ready for pick up.
4. When you arrive at the Maryland Aviation Administration third-floor lobby to pick up your Airfield Vehicle Registration decals, contact Airport Operations at 410-859-7018 and advise you are here to pick up your Airfield Vehicle Registration decals.

**ELECTRONIC COPY  
ORIGINAL ON FILE IN AIRPORT OPERATIONS**

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John A. Stewart, Director  
Office of Airport Operations

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