



To: Aerodrome Permit Applicants

From: Antonella De Filippis
Manager of Airport Badging and Violations

Date: September 1st, 2018

Subject: **2019 Aerodrome Permit Instructions**

The 2018 vehicle inspection and permitting program is scheduled to begin September 1, 2018 and will run to October 31, 2019. Please review these instructions carefully.

APPLICATION FORMS

Application forms are available in the Parking Violations Office, located next to the Security Badge Office in Terminal C, Monday through Friday. Copies of the application form will be accepted *only* if they are typed and the required information and authorization signatures are original.

The form is available at <http://www.massport.com/logan-airport/about-logan/public-safety/aviation-security-documents/> in a PDF format which can be filled out on-screen and then printed.

Please note the following:

- Section 1: The phone number requested is now a cell phone number of the primary driver or a number available 24/7 to call to have the vehicle moved immediately.
- Section 2: Indicate whether or not you are the vehicle owner and detail vehicle owner information.
- Section 3: If you do not have an Aviation Service Company Operating Agreement or a Commercial Services Operating Agreement with Massport, you must supply your sponsor information including the contract expiration date. The sponsor must sign the Certification section.
- Section 4: Space for an "ASSET #" has been added to record an internal ID number of the vehicle. This number is helpful for GSE vehicles. If the asset number is incorrectly listed in the REGISTRATION/PLATE field, the higher permit fee will automatically be applied.
- Section 5: The "vehicle type" and "fuel type" must be recorded on all *GSE vehicles. The specific types are found at the end of these instructions.
- Section 6: Movement Areas (Item 6) are described as any area outside of the VSR. Non-movement areas are described as any area inside (toward terminals) of the VSR.
- Always include a copy of the current liability insurance showing the required \$10,000,000 coverage with your application. They are not on file in the Violations Office.
- **For Ground Service Equipment vehicles:** Before a safety inspection can be performed on a GSE vehicle, it is the owner's responsibility to have the vehicles staged at the agreed upon location at the scheduled date and time, and the application must be filled out completely with the checklist printed on the back of the application. All inspection appointments will be coordinated through the Parking Violations Office (617-561-1630).

VEHICLES WITH REGISTRATION PLATES/TAGS (Over-the-road vehicles)

Vehicles with Registration Plates/Tags operated by tenants, vendors, consultants, contractors and all other parties must submit copies of a valid vehicle registration, certificate of insurance reflecting the required ten million dollars (\$10,000,000) comprehensive vehicle liability coverage with Massport named as an additional insured, and the current vehicle safety inspection form provided by the state where the vehicle is registered.

If the vehicle's home state of registration does not conduct or require a vehicle safety inspection, a safety inspection report issued by a certified inspector must be submitted with the application. Contact the Massport Violations Office (617-561-1630) for additional information.

- Massachusetts DOT 'reciprocal' safety inspections can be conducted at any Massachusetts motor vehicle inspection station. Tenants have used Mass Inspection in Somerville 617-666-2830 with good results (no relation to Mass Mobile Inspections).
- Mass Mobile Inspections can also conduct a 'reciprocal' safety inspection, however, the inspection cannot be scheduled during Ground Service Equipment inspections and additional fees payable to Mass Mobile will apply. You can contact 1-888-695-5554 for more information.

Completed Application Forms (with the appropriate signatures), attachments and application fees (if you are not invoiced for SIDA badges), will be processed by the Violations Office. When the application is approved, a six-month Temporary Permit or a set of Annual Permits will be issued by the Violations Office staff.

GROUND SERVICE EQUIPMENT (GSE) Vehicles (Non-registered, aerodrome specific vehicles)

A Massachusetts Department of Transportation Registry of Motor Vehicles certified inspector has been contracted to conduct the safety inspection.

Call the Violations Office (617-561-1630) to set up an appointment to have your GSE vehicles inspected.

- **Once you have committed to a date and time for the inspections, you are responsible for staging the vehicles that are inspection ready at one location. The inspector will not travel to a secondary location or off airport; you must bring the vehicles to the inspector.**
- All GSE vehicles with seats must have seatbelts installed and in working order as outlined in the Massport Aviation Operations memo distributed in July 2014.
- A representative of your company must be present during the inspections to assist with the vehicle operation.
- The GSE Vehicle Inspection Checklist must be printed on the back of the application. It can be found at the end of these instructions.
- Section 4 of the Application must include the year, make and model of the vehicle. The asset number is optional. If data is recorded in the Registration/Plate field, the higher application fee will automatically be charged.
- Section 5 of the Application must include the vehicle type (number 1-24) and fuel type (number 1-6). A list is attached at the end of these instructions.

GENERAL INFORMATION

The processing fee schedule is available at the Parking and Violations Office and on the Massport website. Firms *without* an established invoicing agreement with Massport must pay the fee at the Parking and Violations Office in advance of receiving a permit. Checks or Money Orders (payable to Massport), Exact Cash, MasterCard, VISA and American Express will be accepted.

Annual permits are to be adhered to an unobstructed area on the front left and on the rear of the vehicle for those vehicles with registration plates/tags. Placement on GSE vehicles will be on the front and rear of each vehicle positioned in an unobstructed area.

Temporary permits (up to six months) are to be hung from the rear view mirror or mounted to the inside glass of the cab and be clearly visible to Massport and enforcement personnel.

Personal vehicles and vehicles without readily identifiable markings or logos must obtain approval from Massport Operations and Aviation Security prior to receiving a permit. A statement describing the nature and operational need of the vehicle on the AOA must be submitted in writing and accompany the application along with the required fee, a copy of vehicle registration and a valid insurance certificate reflecting the required ten million dollars (\$10,000,000) comprehensive vehicle liability coverage. **Magnetic signs with lettering (minimum 6") identifying the vehicle must be displayed on both sides of the vehicle when on the AOA unless the vehicle is under escort.** Vehicles without an operational need will not receive an Aerodrome Permit and the fee will be returned.

Tractor-trailers or other vehicles that restrict visibility or pose safety issues will not receive permits unless prior arrangements have been made with Massport Operations and Aviation Security. In addition, provisions must be made by the tenant, firm or other non-regulated party to provide an appropriate escort for these vehicles to operate in the movement and non-movement areas of the airfield.

Note: *Tenants, firms and individuals receiving Aerodrome Ramp and Apron Vehicle Permits must conform to Massport Rules and Regulations governing the conduct of commercial activity at the airport. The use of an Aerodrome Permit for obtaining access to the Air Operations Area implies consent to search the driver, passengers, vehicle and its contents.*

ANNUAL PERMIT PLACEMENT

Annual Permit placement on GSE vehicles will be on the front and rear of each vehicle positioned so it is readily visible to MPA personnel. Annual Permit placement on all other vehicles will be on an unobstructed area on the front left and the rear of the vehicle so it is readily visible by MPA personnel.

- Permits are to be applied on a forward facing visible area at the **left front**, and on an unobstructed area at the **rear** of the vehicle.
- Double check the permit number against the vehicle registration before applying the permit to the vehicle
- Make sure that the surface is clean and dry before applying the permit. Use an even and firm pressure over the entire surface of the permit to make certain that the permit edges adhere to the vehicle surface
- If the permit is damaged while applying to the vehicle, it must be returned to the Massport Parking and Violations Office
- Expired Permits must be removed from the vehicle
- If an unexpired permit is lost, stolen, or damaged in an accident, the incident must be reported to the Massport Parking and Violations Office

APPLICATION PROCESSING FEES

A. Annual ramp permits for Ground Service Equipment (GSE): \$25.00

a. GSE vehicles must provide vehicle and fuel type for application to be accepted.

GSE Fuel Types:

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|-----------|-------------|
| 1. Gas | 4. LPG |
| 2. Diesel | 5. Electric |
| 3. CNG | 6. Other |

GSE Vehicle Types:

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|-----------------------------------|-------------------------|
| 1. Push Back Tug/Aircraft Tractor | 13. Service Truck |
| 2. Tug/Baggage Tractor | 14. Sweeper |
| 3. Belt Loader | 15. Air Conditioner |
| 4. Bobtail | 16. Air Start |
| 5. Cabin Service Truck | 17. Fork Lift |
| 6. Cargo Loader | 18. Generator |
| 7. Cargo Tractor | 19. Ground Power Unit |
| 8. Catering Truck | 20. Hydrant Cart |
| 9. Deicer | 21. Lift |
| 10. Fuel Truck | 22. Passenger Stand |
| 11. Hydrant Truck | 23. Water Service Truck |
| 12. Lavatory Truck | 24. Other |

B. Annual Ramp Permit for vehicles with registration plates/tags for firms with a current operating agreement with Massport: \$50.00

C. Annual Ramp Permit for vehicles with registration plates/tags without a current operating agreement with Massport: \$75.00

D. Temporary Ramp Permits (valid up to six months): \$75.00

Vehicles that fail the safety inspection will have to submit a new application and a new fee.

Personal vehicles will not receive a vehicle permit without approval by Massport Operations and Aviation Security. Requests for a waiver must be done in writing describing the nature and circumstances of operational need on the AOA. The statement must accompany this application.