



Massport Aviation Security
Badging and Violations Office
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pvodesk@massport.com

2023 Aerodrome Permit Instructions

To: Aerodrome Permit Applicants

From: Antonella De Filippis
Manager of Airport Badging and Violations

Date: August 24, 2022

Subject: **2023 Aerodrome Permit Instructions**

The Aerodrome Permits are valid from November 1, 2022 to October 31, 2023. All applications for plated and GSE equipment must be processed and permits distributed by October 31. Starting November 1 the north and south gates will only grant access to vehicles with 2023 permits affixed.

Note: Updated applications and submittal process

Application forms are available on the Massport website only; please see link below*. Forms cannot be altered, must be typed and sent to pvodesk@massport.com. Anything submitted without following the aforementioned guidelines will not be processed by the Parking Violation Office (PVO). The PVO is co-located with Security Badge office in Terminal C, and it is open Monday through Friday 0700-1500; please plan accordingly.

*The form is available at <http://www.massport.com/logan-airport/about-logan/public-safety/aviation-security-documents/>

Please note the following:

***Temporary Vehicle Tag (TVT) must be expired before an Aerodrome yearly permit can be requested/issued*.**

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 be submitted with 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 the Certificate Holder*, 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.

- Massachusetts DOT 'reciprocal' safety inspections are conducted at any Massachusetts motor vehicle inspection station. Tenants have previously used Mass Inspection in Somerville 617-666-2830 (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.

- The Violations Office will process all approved applications for a six-month, temporary, and annual permits, provided all applications are completed and sent with the required attachments and electronic signatures to pvodesk@massport.com
- Unless the company is set up for billing through invoice (for SIDA badges), payment is required at time of pick-up. The badge holder picking up on behalf of his/her company must be a direct employee of the company.
- The company representative should refrain from sending expired registrations or inspections; this will result in cancelling the permit request. We encourage all company representatives to review all information prior to emailing it to pvodesk@massport.com.
- Reusing a used application will result in a cancellation; use a new form for additional permit requests. All registrations and inspections must be sent in PDF form.
- The Aerodrome Plated Vehicle Application will hold up to 25 permit requests; form cannot be altered for any reason; all pertinent information must be typed saved and then emailed as an attachment. All Aerodrome plated permit requests must be emailed.

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.

Email pvodesk@massport.com to set up an appointment to have your GSE vehicles inspected.

The company representative who commits to a date and time for the inspections 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 premises.

- Appointments may be scheduled contacting the PVO at pvodesk@massport.com. Number of pieces, location and email address are required; the PVO will reply with confirmation of appointments with Mass Mobile 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 company representative must be present during the inspections to assist with the vehicle operation.
- The GSE Vehicle Inspection Checklist is required and can be found at the end of these instructions.
- Application must include the Asset #, year, make, and model of the vehicle, type of vehicle and fuel type. Please see Application Processing Fee/GSE Fuel/Vehicle Types for this information.
- The GSE application is limited to 20 pieces of equipment.
- For a new request a new application must be used.
- Application must typed and all fields are required.

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 with Massport named as the Certificate Holder. **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.
- Permit numbers must be verified against the vehicle registration before applying the to the vehicle
- Vehicle's surface must be clean and dry before applying the permit. Firm pressure must be applied over the entire surface to make certain that the permit edges adhere to the vehicle.
- If the permit becomes damaged while applying to the vehicle, it must be immediately 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/GSE
Fuel/Vehicle Types**

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:

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

GSE Vehicle Types:

- | | |
|-----------------------------------|-------------------------|
| 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.

This page is required with All Aerodrome Permit Application for GSE vehicles

Vehicle Inspection Items: **Ground Service Equipment**

Pass-Fail-Not Equipped

Owner Identification Markings / Asset Number: If noted on Application.

Headlights / Dimmer: If equipped by manufacturer.

P F N/E

Horn: If equipped by manufacturer.

P F N/E

Speedometer: If equipped by manufacturer.

P F N/E

Directional Signals: If equipped by manufacturer.

P F N/E

Taillights: Both if equipped by manufacturer or at least one.

P F N/E

Clearance Lights: For vehicles five feet in height or over shall be equipped with, and mounted in accordance with, DOT/FAA safety regulation type clearance lights. If the configuration of the vehicle does not provide for DOT/FAA clearance lights, a single amber "beacon" type light is recommended to be installed.

P F N/E

Damaged Lenses or Exposed Wiring: Electrical equipment, switches and wiring reasonably protected from heat, abrasion or impact which could cause ignition.

P F N/E

Rear / Side View Mirrors: If equipped by manufacturer, must be adjustable by driver.

P F N/E

Windshield or Side Glass: If equipped by manufacturer.

P F N/E

Windshield Wipers: If equipped by manufacturer.

P F N/E

Seatbelts: All vehicles. For each seat.

P F N/E

Backup alarm: If equipped by manufacturer.

P F N/E

Cab Floors / Steps: Shall be covered with a non-skid/slip material.

Fire Extinguisher: Minimum two pound "BC" rated for vehicles in excess of one ton.

P F N/E

Exhaust System: Quiet, leak free with no visible blue or black smoke, also free of grease, oil or fuel accumulation.

P F N/E

Fluid Leaks: Any visible sign of fluid leakage; fuel, oil, grease, coolant or product (i.e. lavatory, deicer).

P F N/E

Tires: Serviceable condition; not worn to the point that the fabric or breaker strip is showing and without sidewall damage.

P F N/E

Brakes / Air Brake Alarm: If equipped by manufacturer.

P F N/E

Emergency Brake: Must be capable of holding the vehicle on a 30-degree grade.

P F N/E

Inspector is to note other items or discrepancies that present a safety hazard at time of inspection (i.e. loose external parts, non-manufacturer modifications).