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To: Aerodrome Permit Applicants

From: Cinzia Biancaniello  
Manager of Airport Badging and Violations

Date: July 25, 2023

Subject: **2024 Aerodrome Permit Instructions**

The 2023/2024 vehicle inspection and permitting program will commence August 14, 2023. Please review these instructions carefully.

The Aerodrome Permits are valid from November 1, 2023 to October 31, 2024. All applications for plated and GSE equipment must be processed and permits distributed by October 31, 2023. Starting November 1, 2023 the North and South gates will only grant access to vehicles with 2024 permits.

**Note: Updated applications and submittal process for 2023-2024 season**

Application forms are available on the Massport website only; please see link below\*. Please do not alter the application. It must be typed and sent to [pvodesk@massport.com](mailto:pvodesk@massport.com). Applications submitted without following the aforementioned guidelines will not be processed.

The PVO is co-located with Security Badge office in Terminal C. Hours of operation, 7:00a.m. – 3:00p.m. Monday through Friday.

\*The form is available at:

<https://www.massport.com/logan-airport/about-logan/public-safety/aviation-security-documents/>

### **Plated Vehicle Requirements (Over-the-road vehicles)**

The following is required in PDF format with the *exception* of the application in order to receive Massport Aerodrome Vehicle Permits.

- Valid registration and state inspection form.
  - Registration and state inspection listed together in one PDF form. Please do not send individually, put in the order listed on application.
- Valid Certificate of Liability (COI) 10 Million Dollars in comprehensive vehicle coverage with Massport named as the Certificate Holder.
  - Please note; address for Massport must be one Harborside Drive East Boston MA 02128. Have your insurance company update the address.
- Application must be filled out completely, please do not leave any of the vehicle information blank.
- 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 is required 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).

- Permit requests must contain application, registration w/inspection & Certificate of Inspection (COI)
- Do not send expired registrations or inspections. This will stop the permit process and a new request is required.
- Aerodrome Application for plated vehicles must be typed, handwritten will not be accepted
- To avoid confusion, do not add a vehicle to a request that is processed. A new application will be required.
- All permit requests must be emailed to [pvodesk@massport.com](mailto:pvodesk@massport.com) subject line “company name” plated permit request”
- Permit requests that do not meet the above requirements’ will delay processing, as a new request is required.
- If requesting a six (6)month vehicle tag (TVT) please indicate in body of email, please do not combine with yearly’s
- Questions on requirements must go to [pvodesk@massport.com](mailto:pvodesk@massport.com)
- Permits are processed on a first come first serve basis; due to high volume, five (5) business days may be required for processing.
- You will receive a confirmation email when permits are ready for pick up.
- Valid SIDA badge for the company, signature, and payment (in some cases) is due at time of pick up.
  - Office hours are 7:00a.m-3:00p.m. Monday – Friday, please plan accordingly.
- Walk-ins not permitted.

**\*Please note:**

**\*Temporary Vehicle Tags (TVT) must be expired before a yearly permit can be requested/issued\***

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

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

*The following information is required to establish an inspection date for all GSE and non-plated vehicles*

- 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](mailto: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.
- **Company must provide a GSE Vehicle Inspection Checklist for all pieces listed on application. Checklist is required and is part of this attachment.**
- **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 will allow 20 pieces of equipment.
- A new request requires a new application. DO NOT add to a sheet already processed.
- Application is to be typed and all fields are required.

**Note:** 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.

## GENERAL INFORMATION

\*Firms *without* an established invoicing agreement with Massport must pay the fee at the Parking and Violations Office at time of pick up to receive the permit(s). Check, Money Orders (payable to Massport), Exact Cash, MasterCard, VISA and American Express are accepted.

### Annual permits:

- 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 to [pvodesk@massport.com](mailto:pvotesk@massport.com)
- Damaged permits require new application, valid registration/inspection, and valid COI. Damaged permit must be returned when picking up replacement.
  - GSE requires same as above plus new inspection from Mass Mobile.
- 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 and have their valid SIDA badge present.
- Please 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](mailto:pvotesk@massport.com).
- Reusing a used application will result in a cancellation; use a new form for additional permit requests. All registrations and inspections need to 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 back in its original format as an attachment.
- Annual permits are to be adhered to an unobstructed clean area on the front left and on the rear for registered vehicles with plates/tags.
- Temporary permits, 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.
- GSE vehicles will be on the front and rear of each vehicle positioned in a clean unobstructed area.

**\*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.*

**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.

**Company Name:** \_\_\_\_\_ / **Asset Number:** \_\_\_\_\_

Vehicle Inspection Items: Ground Service Equipment	<u>Pass/Fail/Not Equipped</u>		
<u>Headlights / Dimmer:</u> If equipped by manufacturer.	P	F	N/E
<u>Horn:</u> If equipped by manufacturer.	P	F	N/E
<u>Speedometer:</u> If equipped by manufacturer.	P	F	N/E
<u>Directional Signals:</u> If equipped by manufacturer.	P	F	N/E
<u>Taillights:</u> Both if equipped by manufacturer or at least one.	P	F	N/E
<u>Clearance Lights:</u> 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
<u>Damaged Lenses or Exposed Wiring:</u> Electrical equipment, switches and wiring reasonably protected from heat, abrasion or impact which could cause ignition.	P	F	N/E
<u>Rear / Side View Mirrors:</u> If equipped by manufacturer, must be adjustable by driver.	P	F	N/E
<u>Windshield or Side Glass:</u> If equipped by manufacturer.	P	F	N/E
<u>Windshield Wipers:</u> If equipped by manufacturer.	P	F	N/E
<u>Seatbelts:</u> All vehicles. For each seat.	P	F	N/E
<u>Backup alarm:</u> If equipped by manufacturer.	P	F	N/E
<u>Cab Floors / Steps:</u> Shall be covered with a non-skid/slip material.	P	F	N/E
<u>Fire Extinguisher:</u> Minimum two pound "BC" rated for vehicles in excess of one ton.	P	F	N/E
<u>Exhaust System:</u> Quiet, leak free with no visible blue or black smoke, also free of grease, oil or fuel accumulation.	P	F	N/E
<u>Fluid Leaks:</u> Any visible sign of fluid leakage; fuel, oil, grease, coolant or product (i.e. lavatory, deicer).	P	F	N/E
<u>Tires:</u> Serviceable condition; not worn to the point that the fabric or breaker strip is showing and without sidewall damage.	P	F	N/E
<u>Brakes / Air Brake Alarm:</u> If equipped by manufacturer.	P	F	N/E
<u>Emergency Brake:</u> 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).**