



# TENANT DIRECTIVE

Tenant Directive No.: **BWI 402.2**  
Distribution List: C  
Effective Date: January 21, 2022

Original Date: June 8, 1989  
Revised: January 21, 2022

Approved by: *Gregory W. Solik*  
Director, Office of Airport Operations

Date: 1/21/22

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**Leasing of Maryland Aviation Administration Space in Baltimore/Washington International Thurgood Marshall Airport Cargo and Ground Service Equipment Buildings**

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Purpose

The purpose of this Directive is to outline the considerations used for leasing space in Maryland Department of Transportation Maryland Aviation Administration (Administration) operated cargo and Ground Service Equipment (GSE) buildings.

Reference(s)

None

Scope

This Tenant Directive is applicable to all airport tenants and prospective tenants desiring to directly lease cargo or GSE building space from Administration.

This Tenant Directive supersedes Tenant Directive 402.2 dated June 8, 1989.

Definitions

See page 3

Responsible Party:

Director, Office of Commercial Management

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## DIRECTIVE

I. Directive Statement

- A. The Office of Commercial Management (OCM) will determine the leasing priorities for cargo and GSE facilities space. Notwithstanding the information provided below, OCM reserves the discretion to make all tenant selections based on Airport need and the best interests of the State of Maryland.

- B. Existing tenant companies in good standing regarding all existing lease terms and conditions will be granted the opportunity to enter into renewal contracts for the same space as currently leased from Administration under the most current applicable lease terms and conditions.

If the existing tenant occupying space is not in good standing regarding all lease terms and conditions, or does not wish to renew its lease, other potential tenants/lessees will be considered based on the following precedency:

1. Cargo Warehouse Space

- a. Baltimore/Washington International Thurgood Marshall (BWI Marshall) Airport Signatory Airlines or Signatory Cargo Airlines.
- b. Non-signatory Commercial Flight Operations (CFO) Air Transportation companies or Cargo Air Transportation companies operating a minimum of three (3) round trips per week at BWI Marshall Airport of multi-engine freighters or passenger/freight combination aircraft that are not less than 80,000 pounds maximum certificated gross landing weight.

NOTE: If more than one such company wants to lease the same space, a further determination will be made based upon (a) aircraft size, (b) flight activity, and (c) other operational factors.

- c. Ground Handling Services or Ground Handling Support Services providers contracted to provide cargo handling services to Signatory or CFO Airlines.
- d. Companies engaged in custom house brokerage and/or international freight forwarding.
- e. Companies engaged in domestic freight forwarding.
- f. Companies engaged in other aviation-related activities as determined by Administration.

2. GSE Building Space

- a. BWI Marshall Airport Signatory Airlines, Signatory Airline Affiliates, or Signatory Cargo Airlines.
- b. Ground Handling Services or Ground Handling Support Services providers contracted to provide GSE maintenance services to Signatory or CFO Airlines.
- c. Companies engaged in other aviation-related activities as determined by Administration.

## II. Definitions

For the purposes of this Directive, the following words have the following meanings:

- A. Administration shall mean the Maryland Department of Transportation Maryland Aviation Administration.
- B. Air Transportation Business shall mean the activity of transporting for hire, persons, property, cargo and/or mail by aircraft.
- C. Air Transportation Company shall mean an entity engaged in or desiring to engage in an air transportation business at the Airport.
- D. Cargo Air Transportation Company shall mean an entity engaged in the air transportation business of transporting property or cargo by aircraft, but not passengers at the Airport.
- E. CFO Agreement shall mean an agreement for the conduct of commercial flight operations that has been executed by Administration and a non-signatory airline.
- F. Ground Handling Services shall mean services provided to air transportation companies by a third party to include, but not necessarily be limited to, fueling services; loading and unloading of baggage and freight into aircraft; furnishing and operating power units, air start units, generators, baggage carts, tugs, forklifts, service trucks, passenger vehicles, and other equipment in support of aircraft operations; aircraft cleaning and lavatory service activities; deicing; and aircraft maintenance activities.
- G. Ground Handling Support Services shall mean services provided to air transportation companies by a third party to include but not necessarily limited to GSE maintenance, inflight catering, or ground catering.
- H. Non-Signatory Airline shall mean any air transportation company that has not entered into a Use Agreement with Administration.
- I. Signatory Airline Affiliate shall mean a non-signatory airline having a CFO Agreement with Administration, that either (1) operates certain flights at the Airport, pursuant to a code share agreement with a signatory airline, on which all seats sold into and out of the Airport on those certain flights are operated exclusively under the same airline code designator as the signatory airline; or (2) is wholly owned by the signatory airline, is a subsidiary or the same corporate parent of the signatory airline, or is the parent of the signatory airline.
- J. Signatory Cargo Airline shall mean a cargo air transportation company that is a signatory airline.
- K. Tenant shall mean an entity that occupies leased premises at BWI Marshall Airport under a space lease contract with Administration.

### III. Procedures

Requests to lease cargo facility or GSE building space from Administration shall be directed in writing to:

Director, Office of Commercial Management  
Maryland Aviation Administration  
P.O. Box 8766  
BWI Airport MD 21240-0766

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### ADDITIONAL INFORMATION

#### Contact Information

Director  
Office of Commercial Management  
410-859-7071