



TENANT INFORMATION ADVISORY

Retention: Indefinite

September 7, 2016

16-099

NO UNATTENDED VEHICLES IN FRONT OF THE TERMINAL EVERYONE MUST FOLLOW PROPER DELIVERY PROCEDURES

Recent incidents involving airport tenants, employees, contractors, and delivery companies leaving unattended vehicles in front of the Terminal has prompted this important reminder. At no time is it acceptable to leave a vehicle unattended in front of the Terminal Building. It is imperative that all BWI Marshall Airport tenants, employees, contractors, and delivery companies follow the proper procedures for making deliveries, when necessary, to the Terminal curbside.

In order to properly coordinate a delivery to BWI Marshall Airport via curbside delivery, please provide the following information to the Landside Operations Center at your earliest opportunity. It is requested this information be received 24 hours in advance to allow time for coordination and notification to MDTA Police and affected parties. The information needed is:

- Desired Delivery Date
- Desired Delivery Time
- Desired Delivery Location (Concourse or Door #)
- Vehicle Make
- Vehicle Model
- Vehicle Color
- License Plate Number
- Driver Name
- Driver Contact Phone Number
- Company Representative Contact Number

This information will be used to coordinate the delivery with the MDTA Police and Airport Operations. Please email all required information to jnovak@bwiairport.com and epedersen@bwiairport.com in order to initiate your request. You can also speak directly to a representative by contacting the Landside Operations Center at 410-859-7736.

Please note the following requirements:

- The driver should be instructed to park on the Upper Level (departures) in the outside lanes (passenger drop-off) rather than the lanes closest to the Airport, which are restricted.
- The delivery vehicle must be manned at all times. If the driver is going to deliver to the tenant space for you, you will need to arrange to have a second person present to watch, and if necessary, move the truck.

Routine deliveries are **not** to be made curbside.

Please call the Landside Operations Center at 410-859-7736 if you have any questions.

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AIRPORT OPERATIONS**

John A. Stewart
Director
Office of Airport Operations

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