



TENANT INFORMATION ADVISORY

Retention: Indefinite

June 25, 2020

20-031

AIRPORT OPERATIONS CENTER ACCESS AND AIRFIELD VEHICLE REGISTRATION DECAL PICKUP

Prior to entry to the Airport Operations Center, all visitors are required to call 410-859-7018. Airport Operations will advise you further.

If your visit is to pick up an Airfield Vehicle Registration Decal, follow the instructions below. Tenant Directive 200.2 remains unchanged.

Airfield Vehicle Registration Decal Pickup:

1. Ensure the Airfield Vehicle Inspection Form (MAA-134) has been completed by **MAA Fleet Maintenance** and endorsed by your **Authorized Signer**.
2. Scan/email the two documents listed below to maabwiairportops@bwiairport.com. Cell phone pictures are acceptable.
 - a. Completed and signed Airfield Vehicle Inspection Form
 - b. Company insurance declarations page (\$5,000,000/\$10,000,000)
3. You will receive an email from Airport Operations letting you know your paperwork is approved and your Airfield Vehicle Registration decals are ready for pick up.
4. When you arrive at the Maryland Aviation Administration third-floor lobby to pick up your Airfield Vehicle Registration decals, contact Airport Operations at 410-859-7018 and advise you are here to pick up your Airfield Vehicle Registration decals.

**ELECTRONIC COPY
ORIGINAL ON FILE IN AIRPORT OPERATIONS**

John A. Stewart, Director
Office of Airport Operations

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