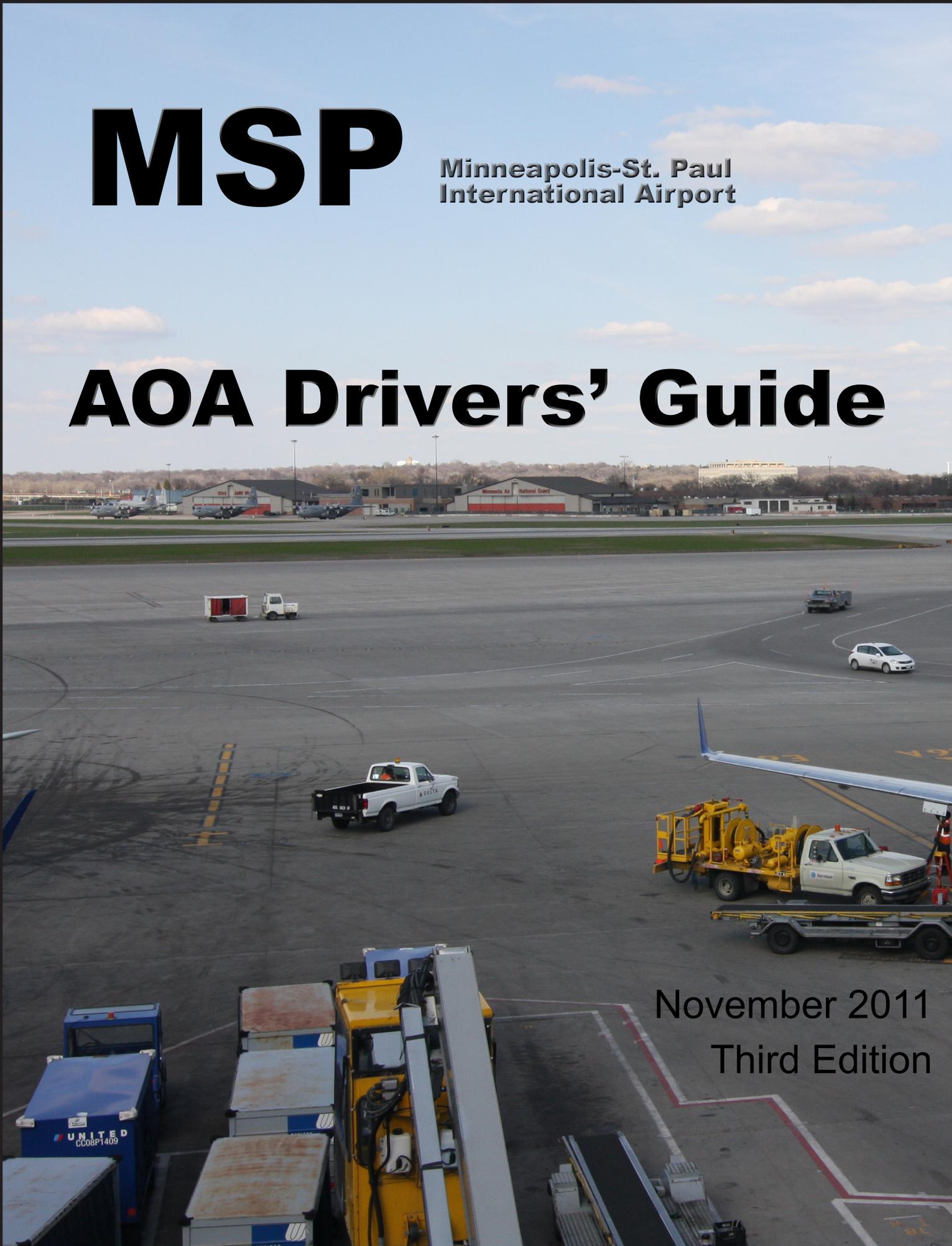


MSP

Minneapolis-St. Paul
International Airport

AOA Drivers' Guide

November 2011
Third Edition



PREFACE

This guide consists of one volume of general driving information about the Minneapolis – St. Paul International Airport (MSP). It has been designed to provide you with material that you can study on the job and, in so doing, acquire knowledge of the airport. In most cases, you will find that this handbook furnishes all the information you need to drive on the Non-Movement Area at the airport.

In case you have any questions, comments or suggestions concerning this guide or any other items pertaining to vehicle operations at Minneapolis – St. Paul International Airport, please contact the MSP Drivers' Training Center (DTC).

Minneapolis – St. Paul
Metropolitan Airports Commission
Drivers' Training Center
4300 Glumack Drive
Suite 3000
St. Paul, MN 55111

(Office/Voice Mail) 612-467-0974
(Fax) 612-726-5074
(E-mail) DTC@mspmac.org

If you need immediate assistance pertaining to operational matters at MSP, please contact a member of the Metropolitan Airports Commission's (MAC) Airside Operations Department at (612) 726-5111. These people are available 24 hours a day for questions or consultation.

John Ostrom	Jeff Precup
Josh Paurus	Bob Johnson
Mark Miller	José Beltran
Jim Anderson	Kyle Scapple
Michael Hanson	Linda Montgomery
Jeff Mattson	Cindy Helback
Jon Oesterreich	Aaron Frase
Cor Wagner	

Airport Layout Plans by
TKDA

If anyone has any changes or recommendations on how to improve this guide for future printings, please contact John E. Ostrom at the above address for the MSP Drivers' Training Center or else via office phone at 612-726-5780 or e-mail at john.ostrom@mspmac.org.

Table of Contents

Chapter 1	Introduction	Page Number
	1.1 Purpose	1-1
	1.2 Goals	1-1
	1.3 Authority	1-1
Chapter 2	MSP General Information	
	2.1 Welcome to MSP	2-1
Chapter 3	Driver and Vehicle Requirements	
	3.1 Definitions	3-1
	3.2 Driver Requirements	3-1
	3.3 Vehicle Requirements	3-2
Chapter 4	Non-Movement Area	
	4.1 Defensive Driving	4-1
	4.2 Operating on the Non-Movement Area.....	4-6
	4.3 Jet Blast / Engine Ingestion.....	4-7
	4.4 Non-Movement Area Boundary Markings	4-8
	4.5 Speed Limits on the AOA	4-9
	4.6 Use of Designated Roadways	4-10
	4.7 Prohibited Parking Areas.....	4-11
	4.8 Stalled Vehicles	4-11
	4.9 Dangerous Driving Practices.....	4-12
Chapter 5	Movement Area	
	5.1 Definitions	5-1
	5.2 Operating on the Movement Area	5-1
	5.3 How Do You Know if You Might Be on the Movement Area.....	5-1
	5.4 Markings	5-2
	5.5 Signs	5-3
	5.6 Lightning	5-4
	5.7 Incursions.....	5-5
	5.8 Runway Zones of Defense.....	5-6

Table of Contents

Chapter 6	Special Driving Conditions	
6.1	Night Driving.....	6-1
6.2	Inclement Weather Driving	6-2
6.3	Surface Movement Guidance Control System (SMGCS).....	6-3
6.4	When An Accident Occurs.....	6-4
6.5	Foreign Object Debris (FOD)	6-5
Chapter 7	Enforcement and Appeals	
7.1	Enforcement.....	7-1
7.2	Citation Types	7-2
7.3	Suspension/Revocation	7-3
7.4	Appeals.....	7-4
7.5	Procedures to Request An Appeal.....	7-4
7.6	Executive Review.....	7-5
Appendix A	MAC Ordinance 105	
1	Definitions	A-2
2	Driver Requirements	A-7
3	Vehicle Requirements	A-11
4	Operating Requirements.....	A-14
5	Enforcement.....	A-21
6	Notice.....	A-28
7	General Provisions.....	A-29
I	Exhibit I - Fines	A-30
II	Exhibit II - Violations	A-31
III	Exhibit III - Map	A-37

Figures

Chapter 4 Non-Movement Area

- 4-1 Map - Air Operations Area
- 4-2 Non-Movement Area
- 4-3 Terminal 1-Lindbergh Ramp Roadway, Concourses and Gates
- 4-4 Terminal 2-Humphrey Ramp Roadway and Gates

Chapter 5 Movement Area

- 5-1 Runway Zones of Defense

Appendix A Ordinance 105

- Exhibit III AOA Driving Ordinance Map

CHAPTER 1



INTRODUCTION

Introduction

1.1 Purpose

The purpose of this program is to provide training and education to those individuals who operate vehicles and/or equipment on the Air Operations Area (AOA) at Minneapolis - St. Paul International Airport (MSP). The intent of this guide is to supply the reader with information on procedures required for safe vehicle operations on the AOA at MSP.

The AOA Drivers' Guide is meant to give the driver a general overview of the requirements and rules for operating on the roadways and ramps at MSP. The information contained in Chapters 1 - 7 is not meant to be all-inclusive. For a complete listing of the requirements and rules necessary to operate on the AOA, drivers should thoroughly read and understand Metropolitan Airports Commission (MAC) Ordinance 105 which is located in Appendix A of this guide.

1.2 Goals

The goal of this program is safety through the practice of defensive driving and compliance with airport rules and ordinances. Accomplishing this goal requires that airlines, tenants and other users of the airport work closely with the MAC to ensure all drivers are properly trained while also promoting strict adherence to the rules and ordinances pertaining to the AOA. An enforcement program is in place to monitor and enforce these rules.

1.3 Authority

The Metropolitan Airport Commission's Director of MSP Operations reserves the right to limit the number of drivers and to authorize those drivers that show a need to operate vehicles/equipment on the AOA.

This page left blank intentionally

CHAPTER 2



MSP General Information

2.1 Welcome to Minneapolis-St. Paul International Airport



According to ACI-NA's 2010 statistics, Minneapolis - St. Paul International Airport (MSP) is the 16th busiest airport in the world for aircraft operations. In 2010 there were approximately 1,190 aircraft operations per day at MSP for a total of 434,120 aircraft operations for the year. MSP currently has four runways. There are approximately 500 companies with employees that operate vehicles on the airport for a total of about 12,000 drivers. Due to the number of aircraft operations, vehicle operators, complexity of the airport and the demanding environment that you will be operating in, we strongly recommend that you fully familiarize yourself with the information contained in this handbook so that you will be prepared to operate here in as safe a manner as possible.

This page left blank intentionally

CHAPTER 3



DRIVER & VEHICLE REQUIREMENTS

Driver and Vehicle Requirements

3.1 Definitions

Air Operations Area (AOA): All areas at MSP inside the perimeter fence. It includes runways, taxiways, ramps, and roadways.

Movement Area: All runways, taxiways and their associated safety areas.

Non-Movement Area: All areas within the AOA that aren't runways, taxiways or safety areas.

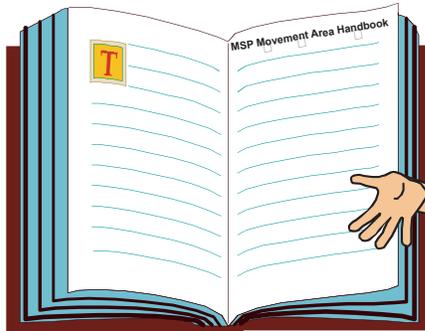
3.2 Driver Requirements



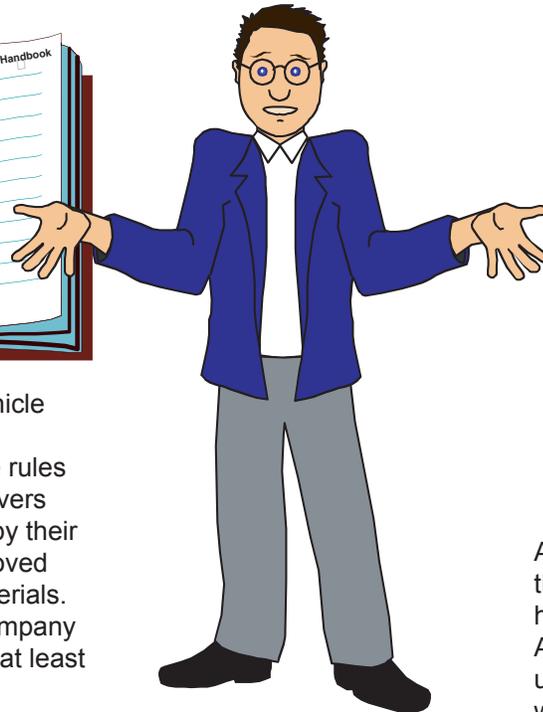
Drivers at MSP must have a valid state driver's license. Each driver shall carry his or her state driver's license at all times while operating on the AOA.



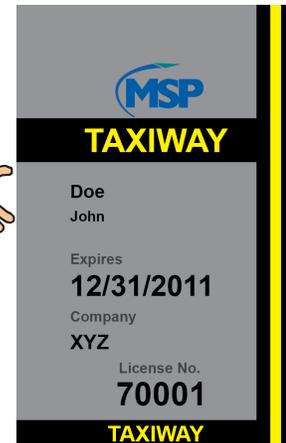
All drivers must also have (and display) a valid MSP Security Badge that authorizes access to the AOA. Currently yellow, red and blue badges allow access to the AOA.



Each driver operating a vehicle on the AOA must complete driver's training to learn the rules for driving on the AOA. Drivers shall get training provided by their companies with MAC approved training objectives and materials. Each driver must attend company sponsored driver's training at least once every three years



Driver

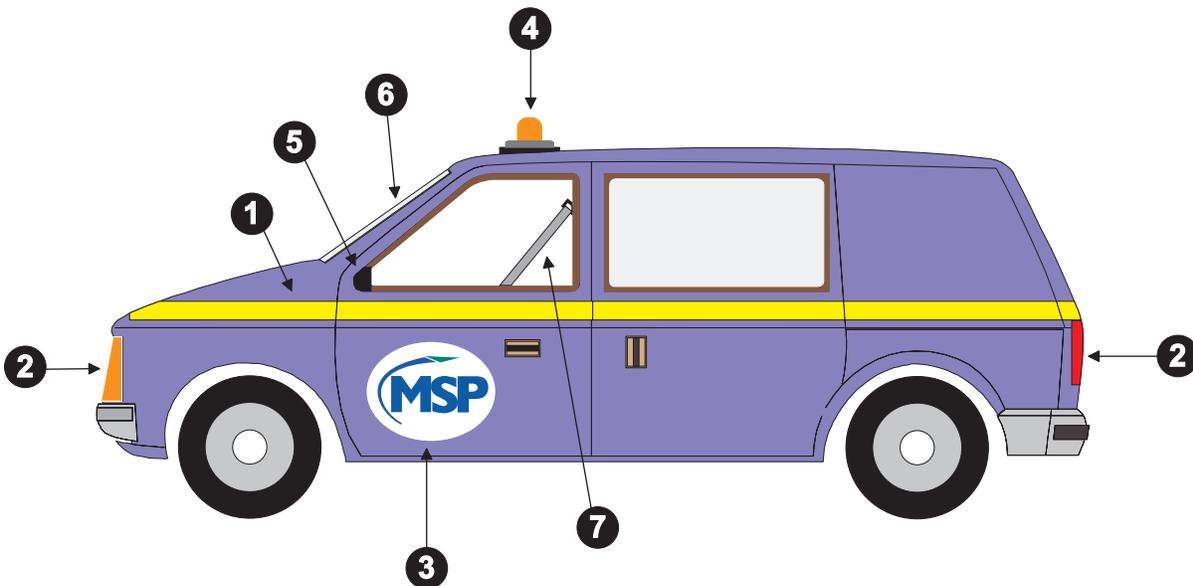


All drivers operating on the Movement Area must have a valid Movement Area Driver's License or be under escort by a person with a valid MSP Driver's License or be issued a Conditional Movement Area Permit (CMAP).

Driver and Vehicle Requirements

3.3 Vehicle Requirements

The following graphic shows some of the vehicle requirements for operating on the AOA at MSP:



1. ReflectORIZED logo or striping of at least 50 sq. inches on each side of the vehicle
2. Operating headlights and taillights (or reflectORIZED material for vehicles not manufactured with headlights or taillights)
3. Company logo on the Driver's side of each vehicle (logos may not be displayed on the inside of the driver's window)
4. An amber beacon on the highest point of the vehicle which must be on at all times when operating on the AOA*.
5. At least one rear-view mirror*
6. The windshield should not be cracked, discolored, or be obstructed by posters, stickers or signs
7. Seat belts for all passengers*
8. A seat for every passenger on the vehicle
9. No extended superstructure or unsecured loads that obstruct the movement of the vehicle
10. Properly functioning brakes, tires and steering
11. Any vehicle operated on the AOA is required to have a minimum of \$5,000,000 insurance.

*These items do not apply to specialized airport equipment such as tugs, baggage carts, and belt loaders

CHAPTER 4



NON-MOVEMENT AREA

Non-Movement Area

4.1 Defensive Driving

The concept of Defensive Driving is centered around the idea of operating a vehicle in a reasonable and responsible manner to help protect the occupants of your vehicle, as well as those you share the road with.

Practicing the guidelines listed in this chapter will help you become a Defensive Driver both on the Airport and anywhere else you happen to drive.

The first thing to remember when operating on the Airport is:

All Aircraft Have the Right of Way!

This is regardless of whether they are ready to move, under tow or taxiing under their own power.

4.1.1. Pre-Trip Safety Inspection

Before getting into your vehicle for the first time each day, make a pre-trip exterior check on the overall condition of the vehicle and ensure that all of your lights are functioning and that the tires are properly inflated.

Adjust your seat and mirrors, secure loose items and fasten your seat belt **before** putting your vehicle into gear.

4.1.2 Seat Belts

Always wear your seat belt. Even in vehicles equipped with airbags, seat belts must be worn. Airbags are designed as supplemental restraint devices only, and do not replace seat belts.

4.1.3 S.C.C.

Three important defensive driving concepts that should be followed in all driving situations are **Scanning, Communication** and **Cushion of Safety**

Non-Movement Area

Scanning refers to looking all around the vehicle - in front, to both sides and to the rear. On open roads, scan about 12 to 15 seconds ahead, which is equal to about 1/4 mile. In congested areas, scan about 1 to 1 1/2 blocks ahead, or 3-5 gates ahead while operating near the terminal buildings.

Scanning is the most important key for safe driving on the airport. A vehicle operator's eyes provide more than 90 percent of all the information needed for safe driving. This is especially important on aprons due to the volume and types of traffic in these areas.

Another important part of scanning is checking your mirrors, it is recommended that you check your mirrors every 3 to 5 seconds. Before making a turn, it is also important to check your blind spot for aircraft, vehicles, or pedestrians that may not be visible in your mirrors.

When you scan other vehicles keep in mind that if you can't see the inside rear view mirror of another vehicle, you are probably in the driver's blind spot. Also remember that aircraft have very limited visibility from the cockpit, which is one of the reasons vehicles should always yield the right-of-way to aircraft.

As you scan your driving environment, it is also important to anticipate and respond in a defensive manner.

Anticipate what other vehicles and aircraft might do. This is the second most important process when operating a vehicle on the AOA. Look at what is around you and anticipate what other vehicles and aircraft are going to do next. If your vehicle is equipped with an ATCT Radio, listen to the appropriate ATCT ground control or local radio frequencies to determine where aircraft and vehicles are being directed. Anticipating in this manner provides an extra margin of safety.

Respond to what is seen and anticipated. If all vehicle operators are looking and anticipating, then responding to varying driving conditions should be a free-flowing exercise.

Non-Movement Area

Communication refers to using headlights and directional signals, sounding your horn, and positioning your vehicle to help in relaying your intentions to other drivers.

Proper use of headlights includes not using high beams when driving in fog or when other vehicles are approaching.

As a general rule, you should signal at least 100 feet before a turn.

Cushion of Safety refers to the area around your vehicle that you should try to keep clear of other vehicles and pedestrians. Remember that you have the most control over the area in front of your vehicle as you can increase this particular cushion of safety simply by slowing down.

4.1.4 Following Distance

In ideal conditions, it is recommended that you try to maintain a following distance of at least three seconds. This will give you enough time to see hazards, react to them and stop safely if necessary to avoid a crash.

When driving in heavy traffic, construction areas or during bad weather, or if you are suffering from fatigue or other conditions that may affect your ability to drive at your peak level, add one more second to your following distance for each poor condition.

Your following distance should also be increased if you have a tailgater.

4.1.5 Backing your Vehicle

Before backing your vehicle, be certain that the area behind your vehicle is clear of pedestrians, other vehicles or objects. If you are unsure, get out of the vehicle and check the area. Once you're sure the area is clear, back slowly but immediately so the situation does not change.

Non-Movement Area

4.1.6 Distractions

Driving safely requires giving your full attention to the road and possible hazards. Anything that takes your attention away from driving is unsafe. To avoid being distracted, it is recommended that you do not use a cell phone to talk or text while driving. If you must use the phone, pull off to a safe place to do so.

4.1.7 Stopping Distance

Three factors affect how long it takes a vehicle to stop:

Perception Distance is the distance a vehicle travels before a driver spots a hazard and decides to take action. Avoiding distractions, and utilizing proper scanning techniques can help reduce this distance.

Reaction Distance is the distance a vehicle travels while the driver is moving his or her foot from the accelerator to the brake.

Since the average reaction time is 3/4 of a second, covering your brake is recommended when you spot a hazard to help reduce your reaction distance.

Braking Distance is the distance the vehicle travels from the time the brake is applied until the vehicle stops.

4.1.8 Stop Signs / Traffic Lights

When stopping in a line of traffic, stop far enough behind the vehicle in front so that you can see the rear tires of that vehicle touching the pavement.

If you are stopped at a stoplight, be sure that when the light turns green you pause to be sure the intersection is clear before proceeding.

Non-Movement Area

4.1.9 Hydroplaning

Hydroplaning occurs when a film or sheet of water builds beneath a vehicle's tires, causing them to lose their grip on the road surface. This can greatly reduce your ability to brake and steer your vehicle.

Hydroplaning can occur at speeds as low as 30 mph. When hydroplaning conditions exist, reduce your speed and increase your following distance. Brake and steer gently to help prevent skidding and sliding.

4.1.10 Traffic Sign recognition

To assist in safe driving during low visibility conditions, it is important to recognize the shapes and colors associated with signs, both on the airport and on public roadways

Red signs generally mean Stop, Yield, Do Not Enter or Wrong Way. On the Airport, Red signs are Mandatory Instruction Signs.

White rectangular signs are regulatory signs which convey information related to such things as speed limits or no passing zones.

Yellow signs are general warning signs. On the Airport, most yellow signs are taxiway direction signs.

Orange signs indicate construction zones.

Non-Movement Area

4.2 Operating on the Non-Movement Area

Be fully aware of all the actual and potential hazards that exist when driving on the Non-Movement Area. These hazards can include: Aircraft, Jet Blast/ Engine Ingestion, Poor Surface Conditions, Inclement Weather and other **Vehicle Operators**.

The Non-Movement Area contains the Aprons that are used for parking aircraft while they are loaded and serviced for takeoff. Aircraft servicing includes: Fueling, Passenger Loading and Unloading of Aircraft, Towing, Deicing, Food Service, Lavatory Service and Aircraft Maintenance. All of these services are performed by ramp personnel and require some type of vehicle operation.

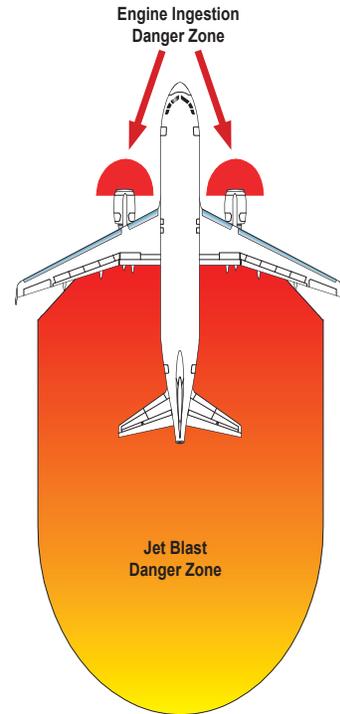
The many vehicle movements and associated servicing can result in Congestion, Confusion and Chaos around the aircraft. **Extreme caution** and **care** need to be used when operating on any apron surface.

By following the Defensive Driving principles discussed earlier in this Chapter, vehicle operators on the Non-Movement Area can greatly reduce unsafe driving conditions and the potential for accidents.

Non-Movement Area

4.3 Jet Blast / Engine Ingestion

Jet Blast is very dangerous and efforts should be made to avoid it at all times. An aircraft with its red (or white) beacon illuminated (depending on the aircraft, the beacon may be on the underside of the fuselage or on top of its tail) usually indicates that the engines are running or are about to be started. It is possible for jet blast to reach speeds of 590 mph and a temperature of 370 degrees Fahrenheit approximately 25 feet behind the engine. Even at 100 feet behind the engine, jet blast may still be up to 95 mph and about 140 degrees Fahrenheit.



A small slope in the apron, snow, ice and/or deicing fluids on the apron may require greater thrust to initially move the aircraft. A good rule to follow is to remain at least 200 feet behind an operating jet engine.

Be aware of other items that may have accidentally been left behind a jet engine as they may be blown into other vehicles.

Just as dangerous as jet blast is the intake of a jet engine. It acts like a giant vacuum cleaner picking up any loose items that may be close to the opening.

Finally, be sure to allow adequate clearance around all aircraft with propellers, as any contact almost always results in severe damage or injury. Prop wash can also throw debris.

Non-Movement Area

4.4 Non-Movement Area Boundary Markings

Non-movement area boundary markings are used when there is a need to delineate the movement area from the non-movement area. The markings consist of two yellow lines (one solid and one dashed). The solid line is located on the non-movement area side while the dashed yellow line is located on the movement area side.

Movement Area Side



Non-Movement Area Side

AOA Drivers may not cross the Non-Movement Area Boundary marking unless they are under the escort of a licensed Movement Area Driver.

Movement Area Drivers may only cross the Non-Movement Area Boundary marking for operational necessity, training and emergency response.

Non-Movement Area

4.5 Speed Limits



- ◆ 5 miles per hour (mph) in gate areas or within the immediate vicinity of parked aircraft.



- ◆ 15 miles per hour (mph) on designated roadways or on any ramp areas.



- ◆ Other limits, as posted

As a reminder, these speed limits may not actually be physically posted on the roadways, ramps, taxiways or runways, but they must be obeyed.

Non-Movement Area

4.6 Use of Designated Roadways

Anyone driving a vehicle within the AOA shall use designated roadways when available and to the extent possible. If a vehicle's destination is located off the designated roadway, the driver of the vehicle shall use the roadway as long as reasonable. **Remember, no driver shall drive beyond four (4) gates without using the ramp roadway.** While driving along the roadway system a driver may cross certain taxiways at the designated crossing point.

The following rules apply to driving on the designated roadways:

1. Aircraft have the Right-of-Way over vehicles at all times without exception.
2. All drivers shall enter the designated roadway at a 90 degree angle, at the closest point that it can be done safely.
3. When following other vehicles, do so at safe distances in order to ensure against accidents should the lead vehicle have to make a sudden stop
4. Passing is only allowed when it can be done safely and traffic control devices permit it.
5. Don't stop or park any vehicle on the designated roadway, except to yield to an aircraft or if necessary to prevent harm to persons or property.
6. Do not drive between an aircraft and a marshaller or wing-walker unless approved by the marshaller, wing-walker or aircraft
7. Do not drive a vehicle towing more than (5) five baggage carts or dollies within the AOA.

See Figure 4-2.

Non-Movement Area

4.7 Prohibited Parking Areas

Vehicles shall not stop or park, except in laid out parking areas designated by MAC. In accordance with this, vehicles shall not be parked in any of the following areas:

1. Within an intersection or on a roadway.
2. Within 30 feet of any flashing beacon, stop sign or traffic control signal located at the side of a roadway.
3. Alongside or opposite any street excavation or obstruction when such stopping, standing or parking would obstruct traffic.
4. At any place where traffic control devices prohibit stopping or parking, or where the curb or edge of the roadway is painted yellow.
5. Within an area that restricts the movement of a passenger loading bridge or aircraft.

See Figure 4-2.

4.8 Stalled Vehicles

Drivers shall not allow a stalled vehicle to remain on or near the movement area. As soon as the vehicle becomes stalled, the parking lights or warning lights of such vehicle shall be turned on, the driver shall immediately notify MAC Airside Operations at 612-726-5111, and the driver shall take immediate action to remove such vehicle.

Non-Movement Area

4.9 Dangerous Driving Practices

1. **Reckless Driving**
Do not drive in a manner that indicates an intentional disregard for the safety of persons or property.

2. **Careless Driving**
Do not operate any vehicle carelessly in disregard of the rights of others, or in a manner that endangers or is likely to endanger any person or any property including the driver or passengers of the vehicle.

3. **Driving Under the Influence**
Drivers shall not consume or be under the influence of alcohol or a controlled substance while operating a vehicle on the AOA. For purposes of Ordinance 105, a Blood Alcohol Concentration (BAC) of .04 is used as the threshold for being under the influence. In addition, no driver shall violate the Minnesota Open Bottle Law.

Not only are these dangerous practices, but they may also lead to immediate suspensions and/or revocations of an individual's AOA driving privileges.

CHAPTER 5



MOVEMENT AREA

Movement Area

5.1 Definitions

Movement Area: Includes all runways, taxiways and safety areas. Vehicles are under the control of the Air Traffic Control Tower (ATCT) while operating on movement areas.

Runway: The paved surface where aircraft land and takeoff.

Taxiway: The paved surface that provides access to and from the runways to other areas of the airport.

Safety Area: A designated area surrounding a runway or taxiway intended to reduce damage to an aircraft that inadvertently leaves the runway or taxiway.

5.2 Operating on the Movement Area

In order to operate a vehicle on the movement area, a driver must

- (a) have a valid MSP Movement Area Driver's License and
- (b) be operating a vehicle with a two-way radio capable of communicating with the ATCT

or

- (c) be under the escort of a person/vehicle with a valid MSP Movement Area Driver's License, or
- (d) have been issued a Conditional Movement Area Permit (CMAP).

5.3 How do you know if you might be on the Movement Area...

Only authorized vehicles operated by personnel with an MSP Movement Area Driver's License are permitted to operate unescorted on the movement area at MSP. The following material is presented to help AOA drivers, such as yourself, (who are NOT permitted to operate on the movement area except for the conditions listed in the preceding section) recognize some of the signs and markings that may indicate they have inadvertently entered the Movement Area

Movement Area

5.4 Markings

Runway and taxiway markings are essential for the safe and efficient use of the airport. All taxiway markings are yellow and all runway markings are white. On concrete surfaces, these markings are normally highlighted with black paint.

Here are some of the types of markings an AOA driver may encounter while inadvertently operating on or near the Movement Area:



A. Taxiway Centerline Markings

The taxiway centerline marking is a continuous yellow line with a minimum width of 6 inches.



B. Enhanced Taxiway Centerline Markings

An enhanced taxiway centerline marking consists of a parallel line of yellow dashes on either side of the existing taxiway centerline. Taxiway centerline markings are enhanced for 150 feet prior to a runway holding position marking. The purpose of these markings are to identify to an aircraft or vehicle that they are approaching the runway holding position.



C. Taxiway Edge Markings

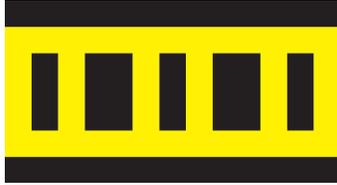
Taxiway edge markings are used to delineate the edge of the taxiway. Taxiway edge markings consist of 2 yellow lines with a minimum width and separation of 6 inches. There are two types of markings used depending on whether the aircraft is supposed to cross the taxiway edge; they are continuous or dashed.



D. Runway Holding Position Markings

These markings are located on all surfaces that intersect a runway. The painted hold line consists of two continuous yellow lines and two dashed yellow lines, spaced 6 inches between lines and perpendicular to the taxiway centerline. These markings are always found next to a Runway Hold Sign.

Movement Area



E. ILS Holding Position Markings

These markings are used to protect the ILS critical areas. These markings are yellow and resemble a ladder painted on the surface. These markings are always found next to an ILS Hold Sign.

5.5 Signs

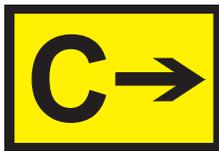
Signs are used at MSP to provide information to pilots and drivers when operating aircraft and vehicles on runways and taxiways.

Here are some of the types of signs an AOA driver may encounter while inadvertently operating on or near the Movement Area:



A. Taxiway Location Sign

These signs identify the taxiway on which the aircraft or vehicle is located. The signs have yellow inscriptions on a black background with a yellow border and do not contain arrows.



B. Taxiway Direction Sign

These signs indicate directions of other taxiways leading out of an intersection. The signs have black inscriptions on a yellow background and always contain arrows. The arrows are oriented to approximate the direction of the turn.



C. Runway Holding Position Sign

These signs indicate the entrance to a runway. The signs have white inscriptions on a red background and contain the designation of the runway. You should never drive beyond one of these signs unless under escort.

Movement Area



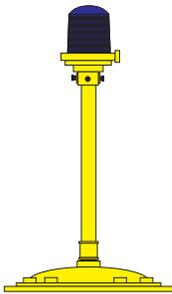
D. ILS Critical Area Holding Position Sign

These signs indicate the entrance to the Instrument Landing System (ILS) critical area. The signs have white inscriptions on a red background and always contain the designation ILS. You should never drive beyond one of these signs unless under escort.

5.6 Lighting

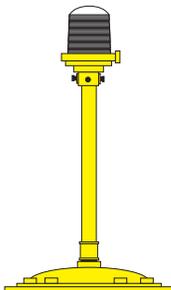
Airport lighting allows aircraft to utilize an airport during periods of darkness or times of low visibility.

Here are some of the types of lights an AOA driver may encounter while inadvertently operating on or near the Movement Area:



A. Taxiway Lights

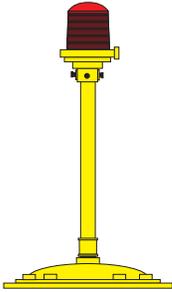
These lights are used to outline the edges of taxiways during periods of darkness or reduced visibility. All taxiway lights are blue.



B. Runway Lights

These lights are used to outline the edges of runways during periods of darkness or reduced visibility. The runway edge lights are white, except on instrument runways where amber lights replace the white lights on the last 2,000 feet of the runway to form a caution zone.

Movement Area



C. Obstruction Lights

These lights are used to warn pilots that a hazard exists and that caution should be used when moving in the area. Obstruction lights are red and are used during the hours of darkness and periods of limited visibility. Construction activities, holes, trenches, equipment and structures are all examples of where obstruction lights may be used.

5.7 Incursions

Anytime an unauthorized driver crosses over the Non-Movement Area Boundary Marking, it is an incursion. Even though it may seem insignificant, incursions of any kind are extremely serious and will be dealt with appropriately. The information below identifies the types of incursions and their penalties.

1. Runway Incursion

A Runway Incursion is defined as “The entering of any open runway, including the associated safety area, without positive control from the Airport Traffic Control Tower”.

2. Movement Area Incursion

A Movement Area Incursion is defined as “The crossing or entering of any Movement Area by a Person or Vehicle without the appropriate MSP Driver’s License Endorsement, CMAP or Escort; or, the crossing or entering of a closed Runway without approval of the Commission’s Airside Operations Department (or its successor).”

3. Penalties

A Runway Incursion is considered a Severe Infraction (11 points assessed against an individual’s MSP Driver’s Record), and will result in a 30 day suspension of an individuals AOA driving privileges; while a Movement Area Incursion is classified as a Gross Infraction (6 points assessed against an individual’s MSP Driver’s Record).

Movement Area

5.8 Runway Zones of Defense

Figure 5-1 shows the different ramp, taxiway and runway markings and signs that form a zone of defense that can help protect the runway. By being able to recognize these different markings and signs, a driver should be able to identify when they are on the Movement Area and approaching the runway environment.

1. **Ramp**
This is where the majority of aircraft handling operations occur. The Ramp includes the Ramp Roadway. The speed limit on the Ramp is 15 mph unless around aircraft at which time it is 5 mph.
2. **Ramp Roadway**
This is part of the Ramp Area. All vehicles are required to drive on the road. The speed limit on the road is 15 mph unless posted otherwise. Vehicles are not authorized to drive off of the road towards the Non-Movement Line.
3. **Non-Movement Line**
This line defines the Non-Movement Area from the Movement Area. Crossing this line into the Movement Area without the proper authorization is considered a Movement Area Incursion and is a violation of MAC Ordinance 105.
4. **Taxiway Safety Area**
This area is right next to the Taxiway and provides a buffer for the aircraft in the event that it would leave the Taxiway.
5. **Dashed Taxiway Edge Line**
This is one of two types of Taxiway edge lines. This line defines the outermost limits of the Taxiway. The reason that the edge line is dashed is because it tells the pilot that the surface on the other side of the line is full strength pavement and will support the aircraft.
6. **Taxiway Centerline**
This line is a guide for the aircraft to keep its nosewheel on. By following this line, aircraft are guaranteed that they will stay on the full strength pavement of the Taxiway.
7. **Continuous Taxiway Edge Line**
This is the second of two types of Taxiway edge lines. This line defines the outermost limits of the Taxiway. The reason that the edge line is continuous is because it tells the pilot that the surface on the other side of the line is not full strength pavement and will not support the aircraft.
8. **ILS Holding Position Marking**
This marking identifies the boundary for the Instrument Landing System (ILS) Critical Area. These lines tell both aircraft and vehicles that if they pass beyond this point during instrument conditions, they may interfere with and possibly interrupt electronic navigational signals to arriving aircraft. If the Critical Area is being protected, all vehicles and aircraft are required to hold short of these markings and call for clearance from the Air Traffic Control Tower (ATCT) prior to proceeding beyond this point.

Movement Area

9. **ILS Holding Position Sign**
This sign is always used in conjunction with the ILS Holding Position Markings. The sign is another visual indicator to identify the boundaries of the ILS Critical Area to both vehicles and aircraft.
10. **Enhanced Taxiway Centerline Marking**
Within 150 feet of a runway holding position marking, the taxiway centerline marking is enhanced by a parallel line of yellow dashes on each side of centerline. The purpose of this enhancement is to warn pilots and vehicle operators that they are approaching a runway holding position marking and they should prepare to stop unless they have been cleared onto or across the runway by the Air Traffic Control Tower.
11. **Surface Painted Holding Position Sign**
These signs have a red background with a white inscription and supplement the signs located at the holding position.
12. **Runway Holding Position Marking**
This marking identifies the boundary for the runway safety area. These lines tell both aircraft and vehicles that if they pass beyond this point, they will be entering the runway safety area and jeopardizing obstruction clearance minimums for arriving aircraft. All authorized vehicles and aircraft are required to hold short of these markings and call for clearance from the Air Traffic Control Tower prior to proceeding beyond this point. Crossing this line without proper authorization from the MAC and the Air Traffic Control Tower is a Runway Incursion and a violation of MAC Ordinance 105.
13. **Runway Holding Position Sign**
This sign is always used in conjunction with the Runway Holding Position Markings. The sign is another visual indicator to identify the boundaries of the Runway Safety Area to both vehicles and aircraft.
14. **Runway Side Stripe**
This line identifies the beginning of a runway from the side. Crossing this line means that you are on the runway. Crossing this line without proper authorization from the MAC and the Air Traffic Control Tower is a Runway Incursion and a violation of MAC Ordinance 105.

This page left blank intentionally

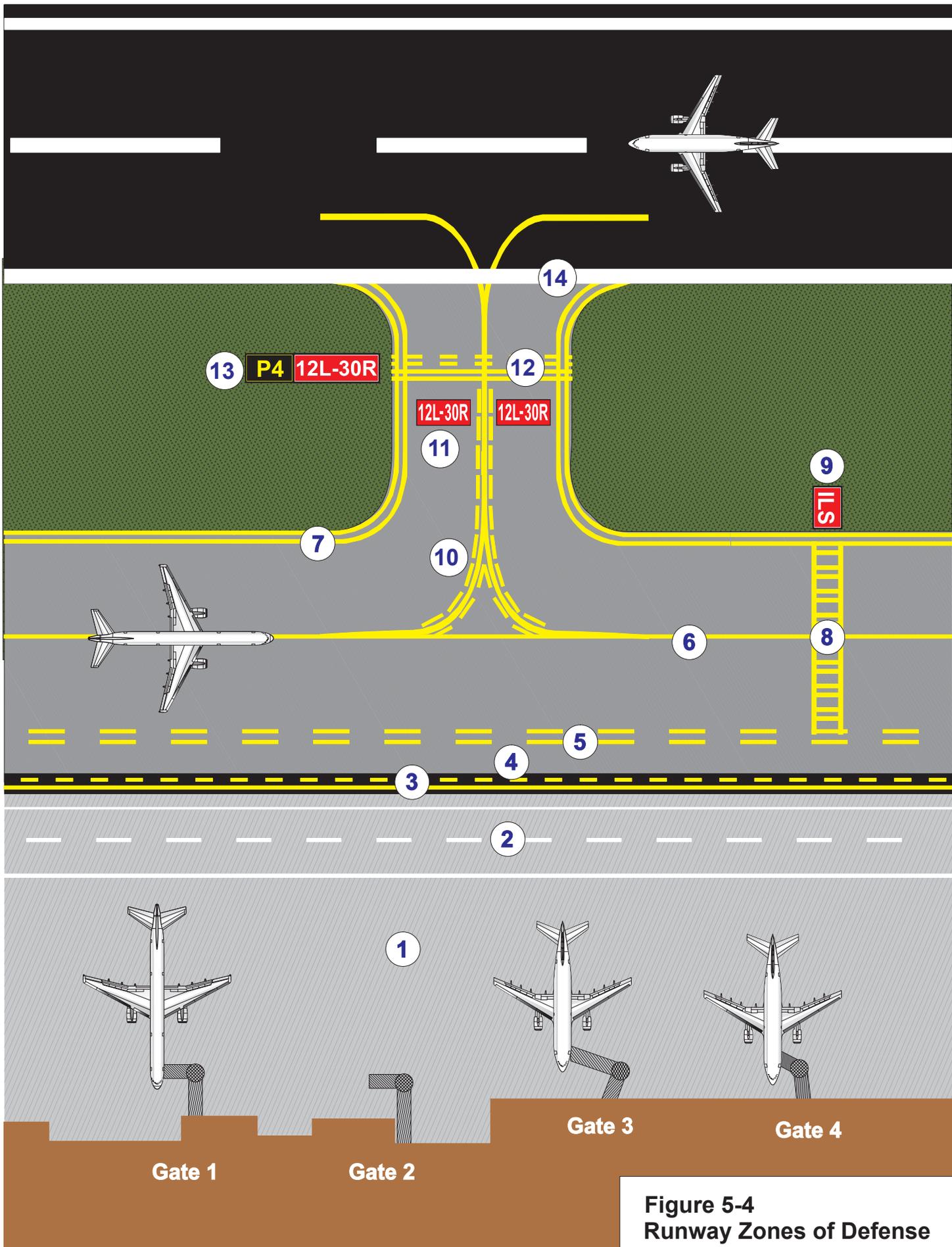


Figure 5-4
Runway Zones of Defense

This page left blank intentionally

CHAPTER 6



SPECIAL DRIVING CONDITIONS

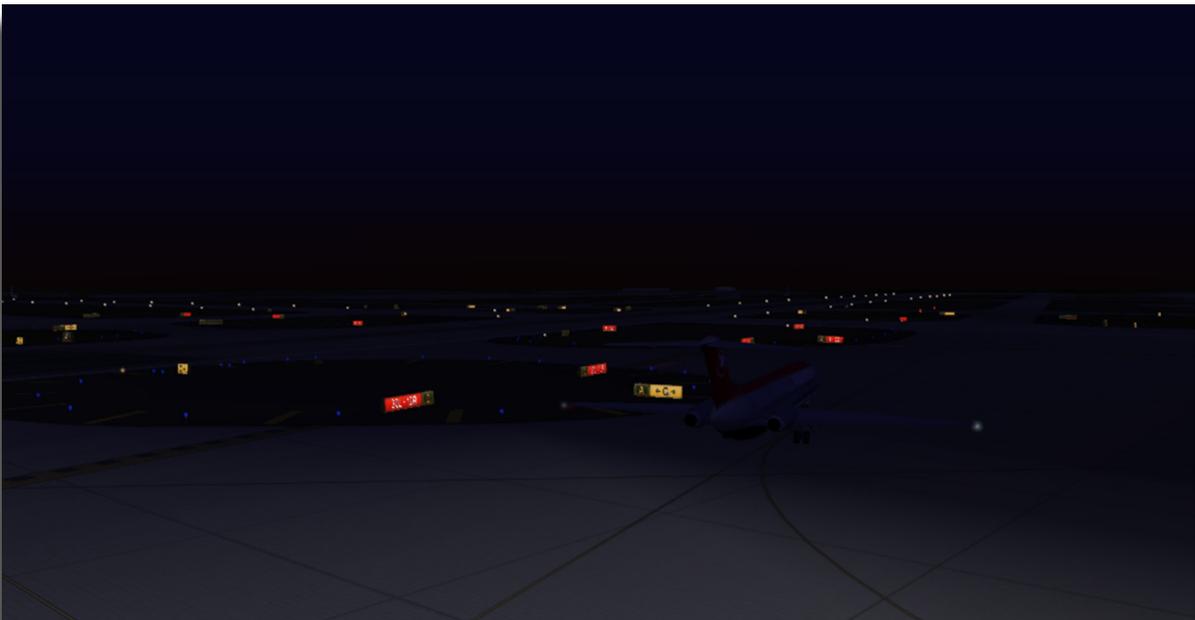
Special Driving Conditions

6.1 Night Driving

Nighttime driving at the airport can be a very stressful experience. The driver that operates on the airport at night has to deal with a multitude of colored lights and associated glare; moving aircraft that can be virtually lost in a background of lights; and poorly lit driving conditions. It is because of these elements that the driver operating at night should slow down and take special care when driving. Beacons and appropriate lighting should always be used when operating at night or other limited visibility conditions.

It's much easier to become confused or lost when driving on the airport at night. Because of this, drivers should be more aware of their surroundings and the landmarks around them. Special emphasis should be placed on keeping an eye out for signs and pavement markings to ensure that an incursion of any kind does not occur.

During low light conditions, vision changes occur which may cause lights to blur together. Also, distance determination might be affected making it more difficult for a driver to determine the actual distance of objects such as aircraft or other vehicles. Because of these reasons and others, it can not be emphasized enough that extreme caution should be used when operating at night.



Special Driving Conditions

6.2 Inclement Weather Driving

Aircraft apron operations present unique problems that often compound already difficult winter driving conditions. Slippery surfaces, low visibility, unlit vehicles and aircraft movement can create hazardous situations.

Just as would be the case on major highways, slower speeds are necessary during winter driving conditions. Visibility and braking conditions require extra distance between vehicles. Wind-driven or jetblast-driven snow will create visibility problems. Contrary to its main function, aircraft deicing fluid will freeze on the ramp if the surface temperature is low enough. Deicing fluid and compacted snow and ice will create poor or nil braking conditions. Drivers should always be cognizant of their positions on the apron, as markings may become obscured.

During periods of snowfall and snow removal operations, all vehicle operators should drive with vehicle headlights on. High beam settings should not be used, as they tend to blind other operators, both vehicle and aircraft. It should be remembered that aircraft always have the right-of-way unless restricted by the FAA Control Tower during snow removal. ATCT normally instructs all aircraft to taxi with their lights on at all times during periods of snowfall. However, it is very important to listen as well as look for aircraft during periods of low visibility. Also important to remember is that all snow removal equipment conducting snow and ice control operations have right of way over all non-emergency vehicles.



Special Driving Conditions

6.3 Surface Movement Guidance Control System (SMGCS)

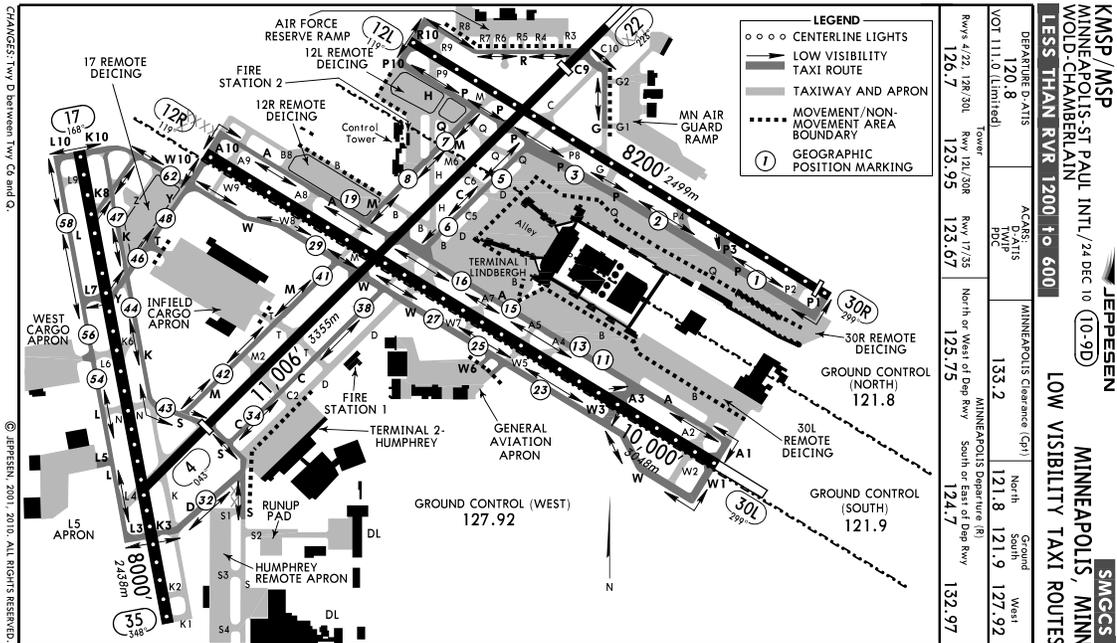
The Surface Movement Guidance Control System (SMGCS) Operations Plan describes procedures, enhancements, pavement markings and actions at the airport that are applicable to the airport operator, air traffic control, air carriers, aircraft operators and airport tenants when operating in low visibility conditions.

SMGCS procedures are implemented when visibility drops below 1,200 feet (approximately 1/4 mile) but vehicle restrictions do not go into effect until visibility drops below 600 feet.

When visibility drops below 600 feet (approximately 1/8 mile), all vehicles with Movement Area access **MUST RECEIVE AIR TRAFFIC CLEARANCE TO ENTER THE MOVEMENT AREA.**

When visibility drops below 300 feet (approximately 1/16 mile), **VEHICLE OPERATIONS ON THE NON-MOVEMENT AND MOVEMENT AREAS ARE PROHIBITED**, except for emergency response or follow-me service.

Visibility information and applicable restrictions will be disseminated by Airside Operations via one or more of the following methods; the Airport Message Sending System, Alertfind, Text Messaging and 800 MHZ MACAF Talkgroups.



Special Driving Conditions

6.4 When An Accident Occurs

Most driving accidents can be prevented by following good driving habits, obeying all traffic laws and rules, and keeping alert for any changes in traffic and road conditions. In spite of all this, accidents do happen.

When involved in a vehicle/equipment accident on the airport, certain guidelines must be followed. These guidelines will allow the proper agencies to respond as quickly as possible to assess the damage and help the injured. The guidelines are listed below:

1. Stop at once and give aid to anyone injured in the accident.
2. Contact the Airport Emergency Communications Center as soon as possible for Police, Fire and Medical response. This can be done several ways:
 - A. Picking up any courtesy phone (marked by a blue light) in the terminal and dialing 911.
 - B. Dialing 911 on any non-cell phone.
 - C. Dialing 911 on any cell phone and identifying that you are at the airport.
 - D. Calling the Airport Emergency Communications Center on the MAC911 800 MHZ Talkgroup.
 - E. Dialing 612-726-5577.
3. Do not move the vehicle/equipment without permission of a police officer unless required in order to prevent further damage or personal injury.
4. Do not leave the scene of the accident, wait until an Airport Police Officer arrives and advises the parties involved that they may leave.
5. All accidents involving vehicles must be reported to the Airport Police Department and the driver's supervisor.

Remember, these guidelines apply to any type of accident on the airport.

Special Driving Conditions

6.5 Foreign Object Debris (FOD) Damage Prevention

Foreign object debris at airports includes any object found in an inappropriate location that – as a result of being in that location – can damage equipment or injure personnel. The resulting FOD Damage is estimated to cost the aerospace industry \$4 billion a year. MSP Airport, along with many of its airlines and airport tenants, has a FOD-prevention program of training, facility inspection, maintenance, and coordination between all affected parties that helps minimize FOD and its effects. FOD includes a wide range of materials, including loose hardware, pavement fragments, catering supplies, building materials, rocks, sand, pieces of luggage, and even wildlife. FOD is found at terminal gates, cargo aprons, taxiways, runways, and run-up pads. It causes damage through direct contact with aircraft, such as cutting airplane tires or being ingested into engines, or as a result of being thrown by jet blast and damaging aircraft or injuring people.

To prevent FOD-related damage, Ordinance 105 prohibits personnel from littering on the AOA. In addition, all personnel are expected to pick up any FOD that they come across while operating on the AOA. In the event that FOD is on the Movement Area, contact Airside Operations immediately at 612-726-5111.



This page left blank intentionally

CHAPTER 7



Enforcement and Appeals

7.1 Enforcement

MAC Ordinance No. 105 was created to help ensure safe and proper driving behavior while operating on the airport. MAC has charged the Airport Police Department (APD) with the primary responsibility of enforcing the Ordinance requirements. There are four (4) categories of violations that will be enforced. A point system associated with the violation categories, identified in Exhibit II of the ordinance (Appendix A), has been created identifying the number of points that will be assigned to a driver's MSP Driver's record for each violation. The number of points varies from one (1) to eleven (11) depending on the severity of the violation. The four categories of violations and their associated points are:

Minor Infraction; One (1) point for each violation

Major Infraction; Three (3) points for each violation

Gross Infraction; Six (6) points for each violation

Severe Infraction; Eleven (11) points for each violation

Points are cumulative and remain on a driver's record for a period of two (2) years from the date of the violation.

In those instances where a violation has occurred and the driver can not be found, the driver's employer will be held accountable and issued a citation for the violation. Companies can be issued fines for any violation of the ordinance. The fine schedule can be found in Exhibit I of the ordinance.

NOTE: Drivers may also be required to complete additional training depending on the specific violation or point accumulation. Companies can receive fines of up to \$1,000 and drivers can receive a two-year revocation of their driving privileges from a single incident which results in multiple violations.

Enforcement and Appeals

7.2 Citation Types

Any driver or company who violates the ordinance may be issued any of the following citations for their violation.

- Warning Citation
- Administrative Citation
- Immediate Suspension
- Impoundment of vehicle

Warning Citations

Depending on the circumstances, a driver may be issued a Warning Citation for an ordinance violation. A driver may receive two Warning Citations for the exact same violation before points will be applied to their MSP Driver's Record. Any driver receiving three Warning Citations for the exact same violation within a 24 month period from when the first warning was issued will be issued an Administrative Citation by the MSP Drivers' Training Center.

Administrative Citations

If a violation occurs and a Warning Citation is not issued, then an Administrative Citation will be issued. It is up to the discretion of the MAC Representative to determine if a Warning or Administrative Citation should be issued.

Immediate Suspension

Certain violations of the ordinance may result in an Immediate Suspension of the driver's MSP driving privileges. Companies may not receive an Immediate Suspension. In the event that a driver receives an Immediate Suspension, an Administrative Citation will always be issued.

Impoundment of Vehicle

Certain violations of the ordinance may result in the Impoundment of a Vehicle. In the event that a driver or company's vehicle is impounded, an Administrative Citation will always be issued.

Enforcement and Appeals

7.3 Suspension / Revocation

Section 5.4 of MAC Ordinance 105 lists specific penalties for specific accumulated point levels that will be enforced. Accumulating enough points in a 24 month period will result in a suspension and/or revocation. The criteria for these penalties are listed below:

Seven (7) Day Suspension of MSP Driving Privileges

When a driver's MSP Driver's Record reaches 7 - 10 points, the driver will be suspended from operating a vehicle on the airport for 7 days. The DTC will determine the start and end date of the suspension. If a driver's record is within the 7 - 10 point range and he/she receives another citation, but the points associated with that citation do not take the driver out of the 7 - 10 point range, then there will not be another 7 day suspension. However, if the driver's record falls below the 7-10 point range and he/she receives a citation with points that bring them back into the 7-10 point range, then the driver's MSP driving privileges will be suspended for another 7 days.

Thirty (30) Day Suspension of MSP Driving Privileges

When a driver's MSP Driver's Record reaches 11 - 14 points, the driver will be suspended from operating a vehicle on the airport for 30 days. The DTC will determine the start and end date of the suspension. If a driver's record is within the 11 - 14 point range and he/she receives another citation, but the points associated with that citation do not take the driver out of the 11 - 14 point range, then there will not be another 30 day suspension. But, if the driver's record falls below the 11 - 14 point range and he/she receives a citation with points that bring them back into the 11- 14 point range, then the driver's MSP driving privileges will be suspended for 30 days.

Two (2) Year Revocation of MSP Driving Privileges

When a driver's MSP Driver's Record reaches 15 or more points, their MSP driving privileges will be revoked from operating a vehicle on the airport for 2 years. The DTC will determine the start and end date of the revocation.

Enforcement and Appeals

7.4 Appeals

Both drivers and companies have the right to request a hearing to appeal any Administrative Citation that results in the application of points to their MSP Driver's Record. There is no appeal for a warning citation.

7.5 Procedures To Request An Appeal

Requests for appeals must be submitted in writing to the MSP Drivers' Training Center and received within 14 calendar days after the citation has been issued. The appeal must state the reasons the driver/company feels the citation should be dismissed. The Hearing Officer shall set the date, time, and location of the hearing. Forms to request an appeal are located at Terminal 1- Lindbergh outside the MAC Police Operations Center (POC) across from Baggage Claim 14 and at the Employee Break Room located on the West Mezzanine of the Lindbergh Terminal through doors LT-3150-01A and LT-3150-01B.

Appeal forms can be submitted by putting them in the collection boxes located outside the MAC Police Operations Center (POC), Employee Break Room or by faxing them to the MSP DTC at (612) 726-5074.

The DTC will give the driver or company at least 5 days notice of when and where the hearing will occur. MAC reserves the right to review any appeal, for a violation that does not result in a driver's suspension, by sake of the appeal form itself. If a hearing is held, the driver/company may present any relevant evidence pertaining to the facts constituting grounds for the notice. Please note that all testimony will be taken under oath.

The hearing officer will then make a determination concerning whether or not the violation occurred. The hearing officer is limited to determine only if the citation issued will be upheld or dismissed. The hearing officer cannot change point assessments or lengths of suspensions/revocations. The hearing officer may render a determination at the hearing or delay announcing their findings. In any case, a report containing the hearing officer's findings will be issued as soon as practical after the hearing.

Please note that if the driver/company does not appear at the prescribed hearing date, time, and location, the appeal will proceed without their input. The hearing officer will render a determination based on the information

Enforcement and Appeals

provided. The driver/company will be afforded one opportunity to reschedule their hearing provided the request is received by the MSP Drivers' Training Center, in writing, at least 24 hours prior to the scheduled hearing.

7.6 Executive Review

If the person requesting the hearing is facing a suspension or revocation and wishes to challenge the findings of the hearing officer, they may submit a request to the Executive Director asking him/her to review the hearing officer's findings. It must also state the reasons for which the driver/company feels the findings should be reversed or vacated. This request must be made in writing and submitted within 10 calendar days from the date of the hearing officer's report, using the appeal forms and collection boxes located outside the MAC POC or the Employee Break Room. The Executive Director shall then review the appeal to determine whether to affirm, reverse, or vacate the hearing officer's report. The Executive Director may also require a new or supplemental hearing to review additional information not available at the time of the first hearing.

The Executive Director's findings are the final action of the Commission. If an Executive Director review is not requested, the hearing officer's findings shall be the final action of the Commission.

More complete information about the appeal process can be found in Section 5.10 of the Ordinance.

This page left blank intentionally

APPENDIX A



MAC ORDINANCE 105

METROPOLITAN AIRPORTS COMMISSION

ORDINANCE No. 105

AIR OPERATIONS AREA DRIVING ORDINANCE

Adopted by Commission: March 7, 2007
Effective Date: July 1, 2007

METROPOLITAN AIRPORTS COMMISSION

ORDINANCE NO. 105

AIR OPERATIONS AREA DRIVING ORDINANCE

An Ordinance to promote and conserve public safety, health, peace, convenience and welfare, by regulating operations on the Air Operations Area at the Minneapolis-St. Paul International Airport, which is owned by or under the supervision and control of the Metropolitan Airports Commission; prescribing the penalties for Violation thereof and repealing Ordinance 100. The Metropolitan Airports Commission does ordain:

SECTION 1. DEFINITIONS

The following words and phrases when used in this Ordinance shall have the meanings respectively ascribed to them in this section:

- 1.1 Accident. An event which involves at least one or more Vehicles, injury or property damage.
- 1.2 Aircraft. A device that is used or intended to be used for flight in the air.
- 1.3 Air Operations Area (AOA). Any area of the Airport used or intended to be used for landing, taking off or surface maneuvering of Aircraft, and including the Tug Drive and all other areas shown on Exhibit III or as amended by the Airport Director, within the Airport Security Perimeter. It is intended for use by Persons for the operation of Aircraft, ground support Vehicles, and other authorized Vehicles related to Airport operations, and includes all exclusive leasehold areas.
- 1.4 Airport. Minneapolis-St. Paul International Airport, Wold-Chamberlain Field, a public Airport under the supervision and control of the Metropolitan Airports Commission, and located in the County of Hennepin and State of Minnesota.
- 1.5 Airport Certification Manual. The Airport Certification Manual, required by 14 C.F.R. Part 139.201, which includes operating procedures, facilities and equipment descriptions, and other information needed by personnel in order to comply with Subpart D of 14 C.F.R. Part 139, or as amended.
- 1.6 Airport Director. The administrative officer or the officer's designee and, for purposes of the control of Vehicles and enforcement of this Ordinance, the agent of the Metropolitan Airports Commission, in charge of the Airport.
- 1.7 Airport Traffic Control Tower (ATCT). A central operations facility in the terminal air traffic control system, consisting of a tower cab, including an associated room using air/ground

communications and/or radar, visual signaling and other devices, to provide safe and expeditious movement of terminal air traffic. This facility is operated by the Federal Aviation Administration (FAA), and is commonly referred to as the Tower.

- 1.8 Alleyway. The Ramp and Gate areas between the E and F Concourses.
- 1.9 Authorized Emergency Vehicle. Any of the following Vehicles when equipped and identified according to law: (1) a Vehicle of a fire department; (2) a publicly-owned police Vehicle or a privately-owned Vehicle used by a police officer for police work under agreement, express or implied, with the local authority to which the officer is responsible; (3) a Vehicle of a licensed land emergency ambulance service, whether publicly or privately owned; (4) an emergency Vehicle of a municipal department or a public service corporation, approved by the Commissioner of Public Safety of the State of Minnesota or the chief of police of a municipality; (5) any volunteer rescue squad operating pursuant to Chapter 53, Laws 1959; (6) a Vehicle designated as an Authorized Emergency Vehicle upon a finding by the Commissioner of Public Safety of the State of Minnesota that the designation of that Vehicle is necessary to the preservation of life or property or to the execution of emergency governmental functions.
- 1.10 Baggage Cart. Shall mean every non-motorized device, which is pulled by a Vehicle and designed to transport aviation cargo, luggage or mail.
- 1.11 Bicycle. Shall mean every non-motorized device propelled solely by human power upon which any Person may ride. This includes motorized two wheeled vehicles.
- 1.12 Commission. The Metropolitan Airports Commission, a public corporation organized and operating pursuant to Chapter 500, Laws of Minnesota 1943 and amendments thereto.
- 1.13 Conditional Movement Area Permit. (CMAP) A temporary authorization issued by the Airport Director which allows a Person to operate on the Movement Area under the guidelines identified on the permit.
- 1.14 Designated Roadway. Any portion of the AOA marked by two parallel lines designed primarily for the safe and orderly movement of Vehicles.
- 1.15 Driver. The Person in operating control of a Vehicle.
- 1.16 Driver's Training Center (DTC). The office responsible for coordination, implementation and tracking of Driver's training, testing, licensing and/or administration of this Ordinance.
- 1.17 Endorsement. Level of driving privilege(s) in the Movement Area granted under this Ordinance.

- 1.18 Escort. Authorized Person(s) in possession of a valid MSP Driver's License with the appropriate Endorsement responsible for accompanying, monitoring, directing and controlling the actions of a Person(s) on the Movement Area who is not in possession of a valid MSP Driver's License with the appropriate Endorsement. The Authorized Person(s) must be accompanying the Person for performance of direct job duties.
- 1.19 Field Rules. Commission rules for operating on the AOA.
- 1.20 Flight Crew. Pilot, flight engineer, or flight navigator assigned to duty during Aircraft flight arrival or departure time.
- 1.21 Foreign Object Debris (FOD). Any object that can cause damage by entering the engine or flight control mechanisms or strike any of its components.
- 1.22 Gate. An area of the AOA specifically designated and made available for the sole use of Parking by an Aircraft.
- 1.23 Limited State Driver's License. A state Driver's license which limits a Person's ability to drive or operate a Vehicle. Examples of limitations are time of day, day of week or type of vehicle. In Minnesota, this type of license is issued under Minn. Stat. section 171.30.
- 1.24 Low Visibility Operations Plan. The control of movement of Aircraft or Vehicles within the AOA when visibility is below 1,200 feet as determined by Runway Visual Range (RVR) equipment. A program required by the Federal Aviation Administration (FAA), it is also referred to as the Surface Movement Guidance Control System or SMGCS Plan.
- 1.25 MAC Representative. Any Person(s) authorized by the Airport Director to direct or coordinate Driver safety at the Airport, including but not limited to the Airport Police Department.
- 1.26 Marshaller. A Person who directs Aircraft as it moves to or from a Gate.
- 1.27 Movement Area. All Runways, Taxiways and Safety Areas as shown on attached Exhibit III.
- 1.28 Movement Area Incursion. The crossing or entering of any Movement Area by a Person or Vehicle without the appropriate MSP Driver's License Endorsement, CMAP or Escort; or, the crossing or entering of a closed Runway without approval of the Commission's Airside Operations Department (or its successor).
- 1.29 MSP Driver's License (License). A license issued by the Commission authorizing a Person to operate a Vehicle or be a Pedestrian in the Movement Area.
- 1.30 Non-Movement Area. All Parking areas, cargo areas, service roads, Ramps, and all

those areas within the AOA that are not specifically designated as Movement or Safety Areas.

- 1.31 Off-Gate Deicing. The deicing of aircraft abeam a Gate while on a Taxiway or Taxiway Safety Area.
- 1.32 Owner. A Person having current right of possession and/or control of a Vehicle.
- 1.33 Owner Approved Contact. Those Person(s) responsible for the authorization of Driver's driving privileges on the Airport relating to the performance of direct job duties.
- 1.34 Parking. The standing of a Vehicle on the AOA whether accompanied or unaccompanied by the Driver thereof.
- 1.35 Passenger Loading Bridge. A device used to enplane and deplane passengers from the Aircraft door to the connector terminal lounge or pier.
- 1.36 Pedestrian. Any Person afoot or in wheelchair.
- 1.37 Person. Every natural person, firm, co-partnership, association, or corporation, or body politic; and includes any trustee, receiver, assignee, or other similar representative thereof.
- 1.38 Powerback. A procedure where Aircraft back up under their own power using reverse engine thrust.
- 1.39 Pushback. A procedure where Aircraft back up under the power of another Vehicle.
- 1.40 Ramp Area(s). Portions of the Airport designated and made available, temporarily or permanently, by the Airport Director for the loading and unloading of passengers or cargo on and off Aircraft.
- 1.41 Right-of-Way. The privilege of the immediate use of a street, road, Gate, Ramp Area, Taxiway or Runway.
- 1.42 Runway. A defined rectangular area used for landing and takeoff of Aircraft along its length. This surface includes the associated Safety Area(s).
- 1.43 Runway Incursion. The entering of any open Runway, including the associated Safety Area, without positive clearance from the Airport Traffic Control Tower.
- 1.44 Safety Areas. A designated area abutting the edges of a Runway or Taxiway intended to reduce the risk of damage to an Aircraft inadvertently leaving the Runway or Taxiway.

Appendix A

- 1.45 Security Perimeter. That portion of the Airport which is enclosed by fencing, walls, or other barriers and to which access is controlled through designated entry points.
- 1.46 SMGCS Plan. Surface Movement Guidance Control System Plan. See Low Visibility Operations Plan.
- 1.47 Stopping. Any halting even momentarily of a Vehicle, whether occupied or not, except when necessary to avoid conflict with other Traffic or in compliance with the directions of a MAC Representative or Traffic control sign or signal.
- 1.48 Taxiway. A surface primarily designed to provide access for Aircraft to and from the Runways to other areas of the Airport, including the terminal areas, in an expeditious manner. This surface includes the associated Safety Area(s).
- 1.49 Taxiway Restrictions. Any limitation on the use of a Taxiway for safety reasons.
- 1.50 Traffic. Pedestrians, Vehicles and other conveyances, either singly or together, while using any street, road, Parking area, Tug Drive, Movement or Non-Movement Areas for purposes of travel.
- 1.51 Tug Drive. Any roadway within the Lindbergh and Humphrey Terminal Buildings designed for use primarily by tugs and Baggage Carts.
- 1.52 Vehicle. Every device in, upon, or by which any Person or property is or may be transported or drawn upon land. This includes Baggage Carts, trailers and any other device designed to be towed by a Vehicle. Vehicle excludes Aircraft except any Aircraft

SECTION 2. DRIVER REQUIREMENTS

2.1 All Drivers.

- a. Valid State Driver's License. Each Driver must have a valid state Driver's license, a valid Driver's license issued by a U.S. Territory or a Limited State Driver's License that allows the person to operate a Vehicle during the time that they are operating a Vehicle.
- b. Display Upon Request. Each Driver shall carry his or her state Driver's License at all times while operating a Vehicle on the AOA and display the state Driver's License upon demand to a MAC Representative.
- c. Security Badge. Each Driver must meet the Personnel Identification Badge requirements in Ordinance 91, or as amended.
- d. Harm to MAC Representatives. No Driver shall take any actions that threaten the safety of MAC Representatives, cause harm to a MAC Representative, or interfere with the safety and efficiency of Airport operations.
- e. Requirement to Report. Drivers must report all Vehicle Accidents to the Airport Police Department.

2.2 Non-Movement Area.

- a. Necessary To Operate. This section applies to each Driver that operates a Vehicle in the Non-Movement Area.
- b. Training. Prior to operating a Vehicle in the Non-Movement Area, the Driver must complete Driver's training to learn the rules for driving on the AOA. Drivers may be trained by their companies with Commission-approved training objectives and materials. The Airport Director may require a Driver to attend Commission-provided remedial training in appropriate situations if the Airport Director determines performance may be improved. Each Driver must attend company sponsored Driver's training at least every three years.
- c. Training Records. Companies are required to keep records of training provided to each Driver for a minimum of six years. Training records, at a minimum, shall include: the Driver's name, date training was completed, trainer's name and the Driver's signature confirming that the training was completed.
- d. Audit. Upon request of the Airport Director, a company must provide copies of all Drivers' training records within 7 calendar days.

2.3 Movement Area.

- a. Necessary To Operate. No Driver shall operate, and no Person shall allow a Driver to operate, a Vehicle on the Movement Area without a current, valid MSP Driver's License, being under Escort by a Person with a valid MSP Driver's Licenses or pursuant to an exception provided in this Ordinance.
- b. Display Upon Request. The Driver shall carry his or her MSP Driver's License at all times while operating or Escorting a Vehicle and display the MSP Driver's License upon demand to a MAC Representative.
- c. Conditional Movement Area Permits.
 1. A Driver that does not have an MSP Driver's License may drive on the Movement Area if he or she has a Conditional Movement Area Permit (CMAP) issued by the Airport Director. To qualify for a CMAP, Drivers shall meet the requirements of Section 2.1, but do not need to meet the requirements of Section 2.4.
 2. The Driver must follow any conditions as set forth on the CMAP.
 3. The CMAP expires at 11:59 p.m. on the date stated in the permit.

2.4 Requirement(s) to Obtaining a MSP Driver's License. Upon application, the Airport Director may issue a nontransferable MSP Driver's License to a Person who meets the following requirements. Driver(s) shall maintain these License qualifications throughout the term of their MSP Driver's License.

- a. Training. Prior to being in the Movement Area, the Driver must complete Driver's training to learn the rules for driving on the Movement Area. Drivers may get training provided by the Commission or through other Commission-approved training. The Airport Director may require a Driver to attend remedial training in appropriate situations if the Airport Director determines performance may be improved. Each Driver must attend Commission-approved Driver's training at least once every 12 months.
- b. Testing. Each Driver must successfully pass a test developed by the Airport Director to demonstrate the Driver's knowledge of the Airport, Traffic and safety rules for the Movement Area, and the requirements of the Ordinance. The applicant must have a demonstrated ability to read, speak and understand the English language so the Driver can communicate and be communicated with on the Movement Area. Each Driver must successfully complete the testing at least once every 12 months.

- c. Training Records. Companies are required to keep records of training provided to each Driver for a minimum of six years. Training records, at a minimum, shall include: the Driver's name, date(s) training was completed, trainer's name and the Driver's signature confirming that the training was completed.
- d. Audit. Upon request of the Airport Director, a company must provide copies of all Drivers' training records within 7 calendar days.
- e. Class and Endorsement. The Airport Director must approve the appropriate Endorsement of MSP Driver's License for each Driver. The MSP Driver's License Endorsements are defined as follows:
 - 1. Taxiway Endorsement. This Endorsement authorizes Drivers to operate a Vehicle on all Taxiways and Taxiway Safety Areas at the Airport while in the direct performance of their job duties.
 - 2. Runway Endorsement. This Endorsement authorizes Drivers to operate a Vehicle on all Runways, Taxiways and associated Safety Areas at the Airport while in the direct performance of their job duties.
 - 3. Aircraft Pushback Endorsement. This Endorsement authorizes Drivers to operate a Vehicle when moving an Aircraft from the Gate onto a Taxiway or Taxiway Safety Area and bringing the vehicle directly back to the Gate at the Airport and to conduct Off-Gate Deicing while in direct performance of their job duties.
 - 4. Aircraft Tow Endorsement. This Endorsement authorizes Drivers to operate a Vehicle when moving Aircraft on all Runways and Taxiways at the Airport while in direct performance of their job duties. The Vehicle must be attached to the Aircraft at all times when operating in the Movement Area. This Endorsement also authorizes Drivers to conduct Aircraft Pushback operations.
 - 5. Limited Class. This may be applied to any of the Endorsements above and restricts the Driver to operating a Vehicle to specific location(s) of the AOA within that Endorsement.
- f. Safe and Efficient Operation. The Airport Director may deny a Driver's request for an MSP Driver's License where the interests of the traveling public and the safe and efficient operation of the Airport are best served by such denial.
- g. Expiration. MSP Driver's Licenses expire at 11:59 p.m. on the date specified on the MSP Driver's License, or when a Driver's employment ends with their company. MSP Driver's Licenses shall be issued effective from the date of issuance until the end of 12 months.

- h. Current Information.
 - 1. Each Driver must keep the DTC informed of a current address and telephone number. Drivers have 14 calendar days to report a change in address or telephone number.
 - 2. Each Driver and/or Driver's Owner Approved Contact must inform the DTC of any changes in employment or job responsibility.

SECTION 3. VEHICLE REQUIREMENTS

- 3.1 Compliance Checks. The Commission may, from time to time, conduct spot checks of Vehicles and Drivers using the AOA for compliance with Vehicle and Driver requirements of this Ordinance.
- 3.2 Placement of Reflectorized Tape and Vehicle Identification.
- a. Reflectorized Material. All Vehicles normally assigned to operate within the AOA shall display reflectorized material on the sides of each Vehicle, except as set forth below. The reflectorized material shall be in the form of striping and/or a company logo or identification of a minimum of fifty (50) square inches on each side.
 - b. Lack of Headlights and Taillights. Any Vehicle not manufactured with taillights or headlights must have a minimum of fifty (50) square inches of reflectorized material on each side and the front and rear of such Vehicle.
 - c. Baggage Carts. Baggage carts shall have a minimum of fifty (50) square inches of reflectorized material affixed to each side and the front and rear of each cart, to the extent possible, and at least two red reflectors affixed to the rear of each cart.
 - d. Logos. Motorized Vehicles operating within the AOA shall display a logo, company identification, or other means of identification acceptable to the Airport Director. The logo, company identification, or other means of identification must be a minimum size of fifty (50) square inches and be displayed on the Driver's side of each Vehicle. Logos must not be displayed inside a Vehicle window but may be displayed on the exterior side of a Vehicle window.
- 3.3 Vehicle Lights and Beacons.
- a. Beacons. All motorized Vehicles, except Aircraft tugs, baggage tugs, belt loaders, or other equipment or Vehicles exempted by the Airport Director shall be equipped with an amber beacon. The beacon shall be located on the highest point of the Vehicle in a location visible from 360 degrees around the Vehicle. The beacon must be on at all times when operating in the AOA.
 - b. Emergency Vehicles. Section 3.3(a) is not applicable to Emergency Vehicles when they are responding to an emergency call.
 - c. Headlights and Taillights. All motorized Vehicles must operate with two working headlights and two or more working red taillights, unless the Vehicle is factory designed with only one headlight or one taillight.

- d. Brilliance. All motorized Vehicles shall have lights of sufficient brilliance to assure safety in driving.
- 3.4 Vehicle Safety. Every motorized Vehicle shall have a steering mechanism, tires, and brakes in good working condition.
- 3.5 Vehicle Windows and Mirrors.
- a. Mirrors. Every motorized Vehicle shall be equipped with at least one mirror, so adjusted that the operator of such Vehicle shall have a clear view of the area behind for a distance of at least two hundred (200) feet. This section does not apply to specialized Airport and Aircraft servicing equipment not licensed for general highway use and/or having an open cab which provides the Driver with unobstructed three hundred sixty (360) degree visibility.
 - b. Windshield. No motorized Vehicle windshield shall be cracked or discolored to an extent to limit or obstruct proper vision.
 - c. Posters, Stickers, and Signs. No Vehicle shall have posters, stickers, signs or other objects on the windows of such Vehicle to an extent to limit or obstruct proper vision.
- 3.6 Vehicle Deficiency. When any MAC Representative has reasonable grounds to believe that a Vehicle operating under this Ordinance is not in compliance with Section 3, the MAC Representative may issue an Administrative Citation to the Person operating such Vehicle.
- 3.7 Vehicle Operation. In the event that the Vehicle deficiency is for one or more of items of (a) through (e) listed below, the Vehicle shall not be operated on the AOA until the deficiency for which the Administrative Citation is issued has been corrected. The Person may be required to present the Vehicle for inspection to a MAC Representative.
- a. Nonfunctioning headlight(s).
 - b. Nonfunctioning taillight(s).
 - c. Nonfunctioning beacon.
 - d. Unsafe tire(s), brake(s) or steering mechanism.
 - e. Other unsafe or dangerous condition.
- 3.8 Aircraft Exception. Section 3 and the terms Vehicle or Driver as used in Section 3 do not apply to Aircraft.

- 3.9 Vehicle Insurance. Any vehicle operated on the AOA is required to have a minimum of \$5,000,000 insurance, or a greater amount if required by a contract with the Commission.

SECTION 4. OPERATING REQUIREMENTS

4.1 Speed Limits.

- a. Designated Roadways and Ramp Areas. No Person shall drive a Vehicle in excess of 15 miles per hour (mph) on Designated Roadways or on any Ramp Areas within the AOA, unless otherwise posted, and except as set forth below.
- b. Taxiways. No Person shall drive a Vehicle in excess of 30 miles per hour (mph) on Taxiways.
- c. Runways. No Person shall drive a Vehicle in excess of 40 miles per hour (mph) on Runways.
- d. Gate Areas. No Person shall operate a Vehicle in excess of 5 miles per hour (mph) in Gate areas or within the immediate vicinity of parked Aircraft.
- e. Posted Speed Limits. No Person shall drive a Vehicle in excess of a posted speed limit.
- f. Exceptions. Section 4.1 shall have no application to Authorized Emergency Vehicles responding to emergency calls, Aircraft, Vehicles conducting snow and ice removal operations or situations where the requirements of Section 4.1 are waived by the Airport Director under Section 7.2.

4.2 Reckless or Careless Driving.

- a. Reckless Driving. No Person shall drive any Vehicle in such a manner as to indicate either a willful or a wanton disregard for the safety of Persons or property.
- b. Careless Driving. No Person shall operate or halt any Vehicle carelessly or heedlessly in disregard of the rights of others, or in a manner that endangers or is likely to endanger any Person or any property including the Driver or passengers of the Vehicle.

4.3 Alcohol or Controlled Substance Use. No Driver shall consume or be under the influence of alcohol or a controlled substance while operating a Vehicle on the AOA. "Under the influence" means the Person's alcohol concentration at the time, or as measured within two hours of time, of driving operation or being in physical control of a Vehicle is .04 or more. "Controlled substance" has the meaning given in Minnesota Statutes Section 152.01, subd. 4 or as amended.

4.4 Open Bottle. No Driver shall violate the Minnesota Open Bottle Law as found in Minnesota Statutes Section 169A.35 or as amended.

4.5 Driving Areas.

- a. Designated Roadways.
 1. Any Person driving a Vehicle within the AOA shall use Designated Roadways when available and to the extent possible.
 2. If a Vehicle's destination is located off the Designated Roadway, the Driver of the Vehicle shall use the Designated Roadway as long as reasonable.
 3. All Drivers shall operate Vehicles on the right-hand side of the Designated Roadway as defined by the direction of travel.
- b. Aircraft Exception. Section 4.5(a) does not apply to Vehicles pushing back or towing Aircraft.
- c. Movement Area. Except as provided in 4.4(c)(2), no Driver may operate Vehicles on the Movement Area, unless the following requirements are met:
 1. Driver Requirements
 - (a) The Driver has a valid MSP Driver's License, or CMAP, with the appropriate Endorsement and a demonstrated need to enter the Movement Area; and,
 - (b) The Driver is operating a Vehicle pushing back or towing an Aircraft that is equipped with an operable two-way radio capable of communication with the ATCT and is monitoring the appropriate air traffic control frequency; and,
 - (c) The Driver or Aircraft receives permission via two-way radio prior to crossing or penetrating the Runway environment as required by ATCT radio communications procedures and/or the Airport Certification Manual and/or Field Rules; or,
 2. The Driver is Escorted by a Vehicle operated by another Driver that meets Section 4.4(c) (1) a, b, and c above or has been issued a Conditional Movement Area Permit by the Airport Director.
- d. Taxiways. When used as part of the Designated Roadway system for normal travel, a Person may operate a Vehicle on or across the Movement Areas, as shown in Exhibit III, without prior approval. The Taxiways as shown in Exhibit III are:

“S” Taxiway
“W” Taxiway

- e. Gates. No Person shall drive a Vehicle beyond four (4) Gates from the current Gate without using the Designated Roadways unless such Vehicle is towing an Aircraft.
 - f. Tug Drive. No Person shall leave a Vehicle idling inside a Tug Drive.
 - g. Runway and Movement Area Incursions.
 - 1. No Person may commit a Runway Incursion.
 - 2. No Person may commit a Movement Area Incursion.
 - h. Unauthorized Areas. No Driver may drive through a closed or unauthorized area without MAC Representative approval.
- 4.6 Driving Rules.
- a. Right-of-Way.
 - 1. Each Driver shall give Right-of-Way to Aircraft at all times without exception.
 - 2. Each Driver shall give the appropriate Right-of-Way to non-Aircraft Vehicles.
 - 3. Each Driver shall give the appropriate Right-of-Way to all Vehicles pushing back or towing aircraft.
 - b. Designated Roadways.
 - 1. All Drivers of Vehicles shall enter the Designated Roadway at a 90 degree angle, at the closest point that it can be done safely.
 - 2. No Driver shall stop or park any Vehicle on the Designated Roadway, except to yield to an Aircraft or if necessary to prevent harm to Persons or property.
 - 3. Section 4.6(b) does not apply to Vehicles pushing back or towing Aircraft.

- c. Following Distance. When following other Vehicles, all Drivers shall follow at a safe distance in order to insure against Accidents should the leading Vehicle have to make a sudden stop.
 - d. Passing. Passing of other Vehicles is only allowed when it can be done safely and is authorized.
 - e. Carts and Dollies. No Person shall drive a Vehicle towing more than five Baggage Carts or dollies within the AOA.
 - f. Marshaller. No Person shall drive between an Aircraft and a Marshaller unless approved by the Marshaller or Aircraft.
 - g. Accidents. No Person shall leave the scene of an Accident until authorized by an Airport police officer.
 - h. Escorts. If a Driver requires an Escort while on the Movement Area, a proper Escort must be maintained at all times. If a proper Escort is not maintained, the Person Escorting and/or the Person being Escorted can be assessed a Violation. Vehicles pushing back or towing Aircraft are prohibited from escorting other Vehicles.
 - i. Fleeing or Eluding a MAC Representative. No Person shall flee or attempt to elude a MAC Representative.
- 4.6 Traffic Control. Drivers shall obey all posted regulatory markings, Traffic signals, and all instructions of a MAC Representative, the Airport Traffic Control Tower, or an officer charged with Traffic control and enforcement.
- 4.7 Safety.
- a. Headlights and Taillights. No Person shall drive a Vehicle unless the Vehicle's taillights and low headlights are illuminated at any time from sunset to sunrise; at any time when it is raining, snowing, sleeting, or hailing; and at any other time when visibility is impaired by weather, smoke, fog, or other conditions or there is not sufficient light to render Persons and Vehicles clearly discernible on the AOA at a distance of 600 feet ahead.
 - b. Vehicle Lighting. No Person shall drive a Vehicle with the high beam headlights or only the Parking lights on unless authorized by the Airport Director.
 - c. Seat Belts. All Persons shall wear seat belts, if available.
 - d. Transporting Passengers. No Person may transport Passengers in any Vehicle

unless that Vehicle is equipped with a seat intended for use by a Person other than the Driver. A minimum of one seat per passenger shall be provided.

- e. Extended Superstructure or Unsecured Load. No Person shall operate a Vehicle if his or her direction of movement is obstructed by an extended superstructure or unsecured load.
- f. Low Visibility Operations Plan. Per the conditions of the MSP Low Visibility Operations Plan, no Person shall operate a Vehicle on the AOA when visibility is less than 300 feet or otherwise as determined by the Low Visibility Operations Plan.
- g. Unsafe Conditions. No Person shall drive in a manner unsafe for the conditions.
- h. Litter. No Person shall litter on the AOA or cause Foreign Object Debris (FOD).

4.8 Parking.

- a. Prohibited Parking Areas. No Vehicle shall be stopped, permitted to stand, or parked except in laid out Parking areas, other areas designated by the Commission, or when in compliance with the direction of a MAC Representative or Traffic control device. Without limiting the foregoing, no Vehicle shall be parked or permitted to stand, whether attended or unattended, upon property owned by the Commission in any of the following areas:
 - 1. On a sidewalk;
 - 2. In front of a public or private driveway;
 - 3. Within an intersection;
 - 4. Within 10 feet of a fire hydrant;
 - 5. On a crosswalk;
 - 6. Within 30 feet of any flashing beacon, stop sign or Traffic control signal located at the side of a roadway;
 - 7. Alongside or opposite any street excavation or obstruction when such Stopping, standing or Parking would obstruct Traffic;
 - 8. On the roadway side of any Vehicle stopped or parked at the edge or curb of a roadway; or,

9. At any place where Traffic control devices prohibit Stopping or Parking, or where the curb or edge of the roadway is painted yellow.
 - b. Passenger Loading Bridge or Aircraft. No Person shall park a Vehicle within an area so as to restrict the movement of a Passenger Loading Bridge or Aircraft.
 - c. Limited Time Areas. No Person shall park any Vehicle for a longer period than is designated on Traffic control devices marking such area.
 - d. Stalled Vehicle. No Driver shall allow a stalled Vehicle to remain on or near the Movement Area. As soon as the Vehicle becomes stalled, the Parking lights or warning lights of such Vehicle shall be activated, the Driver shall immediately notify the Commission's Airside Operations Department (or its successor) of the status of such Vehicle, and the Driver shall take immediate action to remove such Vehicle.
- 4.9 Removal of Vehicles. MAC Representatives may order any Vehicle left on the AOA in violation of this Ordinance removed and towed to some other location on or near the Airport at the Owner's expense. Such Vehicle will not be returned to the Owner except upon satisfactory proof of ownership and payment of the reasonable cost of towing and storage for such Vehicle.
- 4.10 Pedestrians. No Person shall use the Alleyway, Ramps, Taxiways, Runways or Designated Roadways as a Pedestrian walkway except in exclusive leasehold premises or as authorized by the Airport Director.
- 4.11 Bicycles and Two-wheeled Motorized Devices. No Person shall use a Bicycle or any motorized device with two or less wheels on the AOA except in exclusive leasehold premises or as authorized by the Airport Director. Some examples of two or less wheeled motorized devices are motorcycles, mopeds and scooters.
- 4.12 Emergency Vehicles. All Persons operating Vehicles within the AOA shall immediately yield the Right-of-Way to an Authorized Emergency Vehicle giving an audible or visual signal or as otherwise directed by a MAC Representative.
- 4.13 Snow and Ice Removal. All Persons operating Vehicles within the AOA, except as provided in Section 4.1(f) and Vehicles pushing back or towing Aircraft, shall yield the Right-of-Way to Vehicles conducting snow and ice removal operations.
- 4.13 Aircraft Rules - Taxiway Restrictions. No Person shall deviate from Taxiway Restrictions unless authorized by the Airport Director. Deviations from Taxiway Restrictions may be evaluated and approved on an individual basis with prior coordination between the Airport Traffic Control Tower and the Commission.

- 4.14 Idling of Vehicles. No Vehicle shall be left unattended with the engine running within ten (10) feet of a building.

SECTION 5. ENFORCEMENT

- 5.1 Administrative Citations. MAC Representatives may issue an Administrative Citation(s) for any Violation(s) of this ordinance.
- 5.2 Violations Data. Violation data may be provided to a Driver's Owner Approved Contact.
- 5.3 Scope

- a. Violations. The sanctions set forth in this section shall apply to Persons committing any of the following:
1. Violations of this Ordinance or any laws or regulations expressly incorporated by this Ordinance;
 2. Violations of any Ordinance of the Commission for which a criminal penalty may be imposed;
 3. Violations while on Airport property of any law of the State of Minnesota or the United States for which a criminal penalty may be impose;
 4. Violations of AOA Field Rules; or,
 5. Any other action that compromises safety on the AOA as determined by the Airport Director.
- b. Penalties. If a Person violates this Ordinance, points will be assessed against the Driver in accordance with Exhibit II. Points are assessed as of the date of Violation, and will remain on the Person's MSP Driver's record for 24 months. After the 24 month period, the points assessed will no longer be used to determine penalties in Section 5.4(a).

The Commission at public meetings may review and change Exhibit II as it deems necessary. Notice shall be provided as required in Section 6.2.

5.4 Points.

- a. Points and Penalties. Drivers will be assessed the following penalties for Violations when they accumulate the point level(s):
- | | |
|----------|--|
| 0 Points | No Penalties |
| 4 Points | Letter. Driver and Driver's Owner Approved Contact will receive a letter from the DTC warning that the Driver will receive a 7 |

calendar day suspension if he or she is assessed 3 more points to equal 7 or more points in a 24 month period.

- | | |
|-----------|---|
| 7 Points | 7 calendar day suspension. Driver cannot drive anywhere on the AOA during this suspension. Driver and Driver's Owner Approved Contact will receive a letter from the DTC advising of the suspension. Driver must complete training at the DTC before the driving privileges will be reinstated. |
| 11 Points | 30 calendar day suspension. Driver cannot drive anywhere on the AOA during this suspension. Driver and Driver's Owner Approved Contact will receive a letter from the DTC advising of the suspension. Driver must complete training at the DTC before the driving privileges will be reinstated. |
| 15 Points | Revocation. Driver cannot drive anywhere on the AOA during the revocation period. Driver and Driver's Owner Approved Contact will receive a letter from the DTC advising of the revocation. Driver will be unable to apply for another License or driving permission for a 24 month period according to Section 5.8(c). |

b. Review of Violation and Accumulating Points.

1. If a Person receives a notice of violation for accumulation of points and the violation will not result in an assessment, suspension or revocation, the notice shall state the grounds for the violation. A Person may appeal the issuance of a notice of violation for accumulation of points in writing to the Airport Director within 14 calendar days from the issuance date of such notice. Within 14 calendar days of the appeal, the Airport Director shall review the written appeal and shall notify the Person of the decision to affirm or vacate the appeal. The determination of the Airport Director shall be the final action of the Commission on the violation.
2. If a Person receives a notice of assessment, suspension, or revocation or an accumulation of points that will result in an assessment, suspension, or revocation, the Person may request a hearing as specified in Section 5.10(b) to review the violation cited in the Notice.

5.5 Warning Tickets. MAC Representatives may issue warning tickets. If a Person is issued 3 warning tickets for the exact same violation during a 24 month period, the warnings will be treated as a violation. The Person will be assessed points for the 24 month period beginning on the date of the third violation.

5.6 Immediate Suspensions.

- a. Conduct. MAC Representatives may immediately suspend a Driver's driving privileges for the following reasons:
 1. Failure by a Person to pay in full an outstanding balance for any fees that are at least 30 calendar days past due or fines that are not paid within the time specified by the Ordinance;
 2. Operating a Vehicle while having a suspended or revoked state or MSP driving privileges;
 3. Operating a Vehicle while under the influence as defined in Section 4.3;
 4. Operating a Vehicle as defined in a reckless manner as described in Section 4.2(a);
 5. the Driver commits a Runway Incursion as described in Section 4.4(g)(1); or,
 6. Violations where the failure to immediately suspend would jeopardize the health, safety or welfare of the traveling public.
- b. Immediate Suspension Order. Upon finding cause for such immediate suspension, a MAC Representative shall immediately issue a written order of immediate suspension to the Person depending on the nature of the violation. The immediate suspension order shall state the grounds for the immediate suspension and inform the Person that he or she may present additional information to the Airport Director, if he or she chooses to request that the Airport Director vacate that order. If such additional information is presented to the Airport Director, the Airport Director shall consider such information and shall promptly affirm or vacate the order of immediate suspension.
- c. Immediate Suspension Duration. Where the immediate suspension is for the reasons stated in Paragraph a(1) above, the immediate suspension shall end and the Driver's MSP driving privileges shall be reinstated as soon as practical (but not later than the next business day) upon full payment. Where the immediate suspension is for the reasons stated in Paragraph a (2), the immediate suspension shall end and the Driver's MSP driving privileges shall be reinstated when the Driver has a valid state Driver's License or valid MSP driving privileges. Where the immediate suspension is for the reasons stated in Paragraphs a(3) through a(6) above, the immediate suspension shall be for such time as a MAC Representative determines that there continues to be a threat to the health, safety and welfare of the public and shall not exceed 7 calendar

days. The Airport Director may initiate proceedings for suspension or revocation through issuance of an appropriate notice if an immediate suspension under a.3 through a.6 is deemed appropriate to exceed 7 calendar days.

5.7 Suspensions.

- a. Conduct. MSP driving privileges may be suspended for any one of the following reasons:
 1. Repeated violations for which points have been assessed, as set forth in Exhibit II.
 2. Violations for which suspension is specified in Exhibit II.
 3. Violations which are aggravated in nature by their adverse impact on the health and safety of the public or the efficient operation of the Airport.
- b. Notice of Suspension. The Airport Director shall have the authority to issue a notice of suspension. The notice of suspension shall set forth:
 1. The nature of the violation(s) which is the reason for the suspension;
 2. The date of the violation(s);
 3. The length of the suspension;
 4. The date on which the suspension shall commence;
 5. The date of the notice of suspension; and
 6. The right to a hearing to review the violation cited in the notice.

The Airport Director shall review any report brought to his or her attention and may conduct additional investigation into such facts as deemed necessary in order to determine whether there are grounds for issuance of a notice of suspension. A suspension shall commence not earlier than 7 calendar days from the issuance of a notice of suspension or, where a hearing is requested, the final action of the Commission sustaining the suspension under Section 5.10.

- c. Duration. The suspension shall be for the period stated in Section 5.4.a, where specified, or for such time as is ordered by the Airport Director not to exceed 6 months. If a Driver has his or her MSP driving privileges suspended, the Driver cannot operate a Vehicle in any manner on the AOA, including operating the Vehicle under Escort.

5.8 Revocations.

- a. Conduct. MSP driving privileges may be revoked where any one of the following exist:
 1. Violations that accumulate 15 points against an MSP Driver's record in a 24 month period based on the points specified in Exhibit II.
 2. Intentional Runway Incursion.
 3. Runway Incursion with loss of life.
 4. Runway Incursion with property damage.
 5. Violations that indicate a willful reckless disregard for, and which has an immediate impact on the health, safety or welfare of the public.
- b. Notice of Revocation. The Airport Director shall have the authority to issue a notice of revocation. The notice of revocation shall set forth:
 1. The nature of the violation(s) which is the reason for the revocation;
 2. The date of the violation(s);
 3. The length of the revocation;
 4. The date on which the revocation shall commence;
 5. The date of the notice of revocation; and
 6. The right to a hearing to review the violation cited in the notice.

The Airport Director shall review any report brought to his or her attention and may conduct additional investigation into such facts as deemed necessary in order to determine whether there are grounds for issuance of a notice of revocation. A revocation shall commence not earlier than 7 calendar days from the issuance of the notice of revocation or, where a hearing is requested, the final action of the Commission sustaining the revocation under Section 5.10.

- c. Duration. After a Driver's driving privileges have been revoked, the Driver shall not be eligible to drive for a period of 24 months from the date the revocation commences. If a Driver has revoked MSP driving privileges, the Driver cannot operate a Vehicle in any manner on the AOA, including operating the Vehicle under Escort.

5.9 Administrative Fines. Fines will only be imposed if there is no Driver involved.

- a. Amount. Administrative Fines shall be imposed for violations of this Ordinance as set forth in Exhibit I.
- b. Notice of Assessment. MAC Representatives shall have the authority to issue a notice of assessment of fines to the Person who is the violator(s). The notice of assessment shall state:
 1. The nature of the violation;
 2. The date on which the violation occurred;
 3. The amount of the fine; and,
 4. The date of the notice of assessment.
- c. Payment. Payment of fines must be received within 30 calendar days of the date on which the notice of assessment is dated, or where a hearing is requested, within 14 calendar days of the date of the Commission's final action affirming the notice of assessment under Section 5.10.

5.10 Appeal Procedure.

- a. Applicability. The procedures in this section shall apply to Persons receiving a notice of assessment, suspension, revocation, or loss of driving privileges, but not an accumulation of points under Section 5.4(b)(1).
- b. Request for Hearing. Any Person receiving a notice of assessment, suspension or revocation may request a hearing before a hearing officer. Such request must be made in writing and received by the Airport Director within 14 calendar days after the notice of assessment, suspension or revocation has been issued.
- c. Scheduling Hearing. If the Person requests a hearing, the Airport Director shall so advise the Executive Director, who shall appoint a hearing officer to conduct the hearing. The hearing officer shall set a time for such hearing to be held as soon as practical. The Airport Director shall notify the Person of the time and place of the hearing not less than 5 calendar days before the time set for the hearing.
- d. Hearing. The hearing shall be conducted by the hearing officer, shall be recorded by electrical or mechanical recorder or by a qualified reporter, and shall proceed as follows:

1. The Airport Director shall present evidence which supports the facts constituting grounds for the notice.
2. The Person requesting the hearing may appear in person, may be represented by counsel, may cross-examine Airport Director's witnesses who are present, and may present any relevant evidence which the Person has relating to the facts constituting grounds for the notice. The evidence at the hearing shall be limited to that which is relevant to the facts constituting grounds for the notice. Any witnesses providing testimony may be cross-examined by the other party.
3. All testimony shall be taken under oath, but both the Airport Director and the Person requesting the hearing may introduce testimony under oath in the form of sworn statements if witnesses are unavailable or refuse to appear in person.
4. The hearing officer shall hear the evidence and shall make recommended findings and conclusions concerning the facts relevant to the violation(s) set forth in the notice. The hearing officer shall make no determination concerning the penalty set forth in the notice, nor shall the hearing officer make recommended findings and conclusions concerning any substantive issue other than the facts underlying the notice.
5. The hearing officer shall issue a report in writing stating his or her recommended findings and conclusions as soon as practical following the hearing.
6. Either the Airport Director or the Person requesting the hearing may request review of the hearing officer's report by the Executive Director. The review must be requested by filing with the Executive Director a written request for review within 10 calendar days of the date of the hearing officer's report. The request for review must state reasons for reversing or vacating the report. The party not requesting review may submit a written response to the request for review within 10 calendar days of the date of the request for review. Based on the record of the hearing, the request for review and the response, the Executive Director shall issue a written ruling that affirms, reverses or vacates the hearing officer's report. The Executive Director may order remand to a hearing officer for a new hearing, a supplemental hearing and/or for additional findings and conclusions.
7. Where review is requested, the Executive Director's ruling shall be the final action of the Commission. Where review is not requested within 10 calendar days as set forth in Section 5.10(d) (6), the hearing officer's report shall be the final action of the Commission.

SECTION 6. NOTICE

- 6.1 Notice of Violations. Notice as required by Section 5, or any other notice required by this Ordinance to be given to an individual, is sufficient if delivered in person, sent by U.S. mail to the last address on file with the Commission, or transmitted by fax. "Time of issuance" means when the notice is hand delivered, placed in the mail, or sent by facsimile.

- 6.2 Notice of Exhibit Changes. Notice of Commission meetings to review Exhibits I or II, notice of changes to Exhibit III by the Airport Director, notice of meetings, and notice of issues that affect numerous people with an MSP Driver's License shall be sufficient if notice is sent to Owner Approved Contacts. Changes to Exhibits I, II or III (that require Commission action) shall be provided in such manner 30 calendar days prior to implementation.

SECTION 7. GENERAL PROVISIONS

- 7.1 **Applicability.** This Ordinance applies to all Persons within the AOA of Minneapolis-St. Paul International Airport. Vehicles operated pursuant to and in compliance with a Commission approved construction safety plan are required to abide by these rules, unless exempted by the Airport Director as a requirement of a construction contract. This Ordinance is in addition to applicable laws of the State of Minnesota and the United States, which remain in full force and effect. In case two or more rules, Ordinances or laws cover the same subject, all shall be given effect, except in case of irreconcilable conflict, in which case the rules, Ordinance or law having the most stringent requirements shall govern.
- 7.2 **Waiver.** The Airport Director may alter or waive these rules if he or she determines that an emergency exists at the Airport, as he or she deems necessary and appropriate to protect the health, welfare, and safety of Persons and property and/or to facilitate the operation of the Airport.
- 7.3 **Penalty.** Any Person violating any of the provisions of this Ordinance shall upon conviction be punished by sentence within the parameters of the maximum penalty for misdemeanors set forth in Minn. Stat. § 609.03, or as amended.
- 7.4 **Provisions Severable.** If any part of this Ordinance shall be held unconstitutional or invalid, this does not affect the validity of the remaining parts of this Ordinance. The Commission declares it would have passed the remaining parts of this Ordinance without the unenforceable provisions.
- 7.5 **Time Periods.** The time periods set forth in this Ordinance shall be based on calendar days unless otherwise specified.
- 7.6 **Repealer.** As of the effective date of this Ordinance, Ordinance 100 is revoked.
- 7.7 **Effective Date.** This Ordinance shall be in full force and effect beginning July 1, 2007.

EXHIBIT I

* FINES

Minor Infraction.....	\$ 25.00
Major Infraction.....	\$ 100.00
Gross Infraction.....	\$ 250.00
Severe Infraction.....	\$1,000.00

Late Fee.....\$10.00 or
1% per month
on past due balance,
whichever is greater

* Fines can only be imposed if there was no Driver assessed with a violation of this Ordinance. This could occur if a company is assessed with an Ordinance violation.

This Exhibit is subject to annual review by the Commission according to Section 6.2.

EXHIBIT II

Violations are cumulative by category and all categories are tracked for a 24 month consecutive period. Points will be assessed against each Person involved in the Violation. In addition to the penalties established in this Exhibit, the Airport Director may require a Driver to attend remedial training in appropriate situations at the Driver's expense if the Airport Director determines performance may be improved.

Minor Infraction. One (1) point assessed against MSP Driver's record.

Major Infraction. Three (3) points assessed against MSP Driver's record.

Gross Infraction. Six (6) points assessed against MSP Driver's record.

Severe Infraction. Eleven (11) points assessed against MSP Driver's record.

		Applicable Section
Minor Infraction		
A10	Failure to carry State Driver's License	2.1.a
A20	Failure to carry MSP Driver's License	2.4.b
A30	Operating a Vehicle without the appropriate amount of reflectorized material	3.2.a,b,c
A40	Operating a Vehicle without a Logo, Company Identification, or other means of identification of the appropriate size and approved by the Airport Director on the Driver's side of the Vehicle	3.2.d
A55	Operating Vehicle without an approved Beacon	3.3.a
A60	Failure to have Beacon turned on while operating a Vehicle	3.3.a
A70	Operating a Vehicle with improper Beacon	3.3.a
A80	Improper location of Beacon	3.3.a

Appendix A

A90	Operating a Vehicle with nonfunctioning headlights	3.3.c
A100	Operating a Vehicle with nonfunctioning taillights	3.3.c
A110	Operating a Vehicle with improper lighting	3.3.c,d
A120	Operating a Vehicle with unsafe tire(s), brake(s) or steering mechanism	3.4
A130	Operating a Vehicle without the proper equipment	3.5.a
A140	Operating a Vehicle with obstructed visibility	3.5.b
A150	Operating a Vehicle with unapproved posters, stickers, signs or other objects on the windows	3.5.c
A160	Operating a Vehicle 1-9 miles per hour over the speed limit	4.1.e
A170	Failure to use the Designated Roadways	4.4.a
A180	Driving a Vehicle beyond four Gates from the current Gate without using the Designated Roadway	4.4.d
A190	Driving through a closed or unauthorized Area without MAC Representative approval	4.4.g
A200	Failure to enter the Designated Roadway At a 90 degree Angle	4.5.b.1
A210	Failure to maintain safe following distance from other Vehicles	4.5.c
A220	Unsafe passing	4.5.d
A230	Towing more than 5 Baggage Carts or dollies	4.5.e

A240	Failure to obey posted regulatory and/or Traffic signs	4.6
A250	Operating a Vehicle with Parking lights or high beam headlights on	4.7.b
A260	Operating a Vehicle without wearing a seat belt	4.7.c
A270	Transporting Persons in a Vehicle that is not equipped with a seat intended for use by a Person other than the Driver	4.7.d
A280	Driving while direction of movement is Obstructed by an extended superstructure Or unsecured load	4.7.e
A290	Operating a Vehicle in a manner that is unsafe for the conditions	4.7.g
A300	Parking in an unapproved location	4.8.a
A310	Parking in an area so as to restrict the movement of a Passenger Loading Bridge or Aircraft	4.8.b
A320	Parking longer than is designated on Traffic control devices marking such area	4.8.c
A330	Using the Alleyway, Ramps, Taxiways, Runways or Designated Roadways as a Pedestrian or Bicycle route	4.10
A340	Other Driver or Vehicle violation that does not pose an immediate threat to safety of Persons or property	5.3.a

Appendix A

Major Infraction

B10	Failure to report a Vehicle Accident	2.1.e
B20	Driving beyond boundaries of class or Endorsement	4.4.b.1
B30	Operating a Vehicle 10-19 miles per hour over the speed limit	4.1.e
B40	Operating a Vehicle in the Movement Area without the appropriate radio equipment	4.4.b.1.b
B50	Operating a Vehicle in the Movement Area without monitoring the appropriate Air Traffic Control Frequency	4.4.b.1.b
B60	Vehicle left idling inside Tug Drive	4.4.e
B70	Failure to give right of way to non-Aircraft Vehicles	4.5.a.2
B80	Parking or unloading on the Designated Roadway	4.5.b.2
B90	Driving between an Aircraft and Marshaller	4.5.f
B100	Failure to remain at the scene of an Accident until authorized by an Airport Police Officer	4.5.g
B110	Failure to maintain a proper Escort	4.5.h
B120	Fleeing or attempting to elude a MAC Representative	4.5.i
B130	Operating a Vehicle when visibility is less than 300 feet or as otherwise determined by the Low Visibility Operations Plan	4.7.f
B140	Littering (FOD)	4.7.h

B150	Leaving stalled Vehicle in the Movement Area	4.8.d
B160	Failure to yield right of way to Vehicles and equipment engaged in snow and ice removal	4.12
B165	Leaving an unattended Vehicle with the engine running within 10 feet of a building	4.13
B170	Other Driver or Vehicle violation that poses a safety threat to property	5.3.a

Gross Infraction

C10	Operating without a valid state Driver's License or limited state license	2.1.a
C20	Threatening the safety of or harming a MAC Representative or interfering with the safety and efficiency of Airport operations	2.1.d
C30	Letting someone else use your MSP Driver's License	2.7.a
C40	Using someone else's MSP Driver's License	2.7.a
C50	Operating a Vehicle 20+ miles per hour over the speed limit	4.1.e
C60	Careless driving	4.2.b
C70	Movement Area Incursion	4.4.f.2
C80	Failure to give right-of-way to an Aircraft	4.5.a.1

Appendix A

C85	Failure to give right-of-way to a Vehicle pushing back or towing an aircraft	4.5.a.2
C90	Failure to give right of way to an Authorized Emergency Vehicle	4.11
C100	Violation of Taxiway Restrictions	4.13.a
C110	Violation of Field Rules	5.3.a.4
C120	Other Driver or Vehicle violation that poses a safety threat to Persons	5.3.a.5

Severe Infraction

D10	Reckless driving	4.2.a
D20	Driving while under the influence	4.3
D30	Runway Incursion	4.4.f.1
D40	Operating with suspended or revoked MSP driving privileges	5.7.c; 5.8.c

Exhibit II is subject to change by Commission action according to Section 6.2.
Major Infraction