

**METROPOLITAN AIRPORTS COMMISSION**

**ORDINANCE No. 132**

**AIR OPERATIONS AREA OPERATING ORDINANCE**

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# METROPOLITAN AIRPORTS COMMISSION

## ORDINANCE 132

### AIR OPERATIONS AREA OPERATING 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 127.

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 12 Consecutive Calendar Months. Twelve months that are uninterrupted and ends on the last day of the twelfth month. For example, if a Driver completes required training on January 1, 2025, 12 Consecutive Calendar Months will end on January 31, 2026.
- 1.2 24 Consecutive Calendar Months. Twenty-four months that are uninterrupted and ends on the last day of the twenty-fourth month. For example, if a Driver completes required training on January 1, 2025, 24 Consecutive Calendar Months will end on January 31, 2027.
- 1.3 Accident. An event which involves at least one or more Vehicles, which results in injury or property damage.
- 1.4 Aircraft. A device that is used or intended to be used for flight in the air.
- 1.5 Aircraft Taxi Operator. Any non-Flight Crew Person in physical control of a taxiing Aircraft for the purpose of maintenance or re-positioning.
- 1.6 Air Operations Area (AOA). Any area of the Airport owned by or under the supervision and control of the Commission that is used or intended to be used for landing, taking off or surface maneuvering of Aircraft. This area also includes all Aprons, roadways, 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.
- 1.7 Airport. Minneapolis-St. Paul International Airport, Wold-Chamberlain Field, a public Airport under the supervision and control of the Metropolitan Airports Commission in Hennepin County, Minnesota.

- 1.8 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.
- 1.9 Airport Director. The administrative officer of the Metropolitan Airports Commission in charge of Airport Operations, or their designee. This role is currently served by the Vice President, Management and Operations.
- 1.10 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.
- 1.11 Apron. 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.
- 1.12 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.
- 1.13 Baggage Cart. Every non-motorized device, which is pulled by a Vehicle and designed to transport luggage or mail and includes dollies used for transporting cargo, mail or luggage.
- 1.14 Beacon. A yellow flashing light, which could include one or a combination of the following: LED light bars, rotating lights or strobe lights. Other than Authorized Emergency Vehicles, only yellow, or yellow and white alternating, lights are authorized for all Vehicles.
- 1.15 Bicycle. Every non-motorized device propelled solely by human power upon which any Person may ride. This includes motorized Vehicles with three or fewer wheels.
- 1.16 Brake Rider. A Person with an MSP Driver's License and appropriate Endorsement in the Flight Deck to operate an Aircraft's brakes, if needed, while the Aircraft is being towed or moved for maintenance or relocation purposes. The Brake Rider may serve as the primary Person communicating with the ATCT. This definition does not pertain to Flight Crew Persons during live flight operations.
- 1.17 Commission. The Metropolitan Airports Commission, a public corporation organized and operating under Minnesota Law.

- 1.18 Company. An entity that employs Drivers.
- 1.19 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.
- 1.20 Critical Area. A designated area of defined dimensions around the localizer and glideslope antennas intended to prevent interference to the Instrument Landing System (ILS) signal. A Critical Area is considered "Protected" when the Instrument Landing System (ILS) antenna associated with that Critical Area is in use and the ceiling is below 800 feet OR the visibility is below two miles.
- 1.21 Designated Roadway. Any portion of the AOA marked by two parallel lines designed primarily for the safe and orderly movement of Vehicles.
- 1.22 Driver. The Person in operating control of a Vehicle.
- 1.23 Drivers' Training Center (DTC). The office responsible for coordination, implementation and tracking of Driver training, testing, licensing and/or administration of this Ordinance.
- 1.24 Endorsement. The level of driving privilege(s) granted by an MSP Driver's License under this Ordinance.
- 1.25 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 another Person 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 other Person in the performance of direct job duties.
- 1.26 Executive Director/CEO. The Commission's chief executive officer, Executive Director or a designated representative.
- 1.27 Field Rules. Commission rules for operating on the AOA.
- 1.28 Flight Crew. Pilot, flight engineer, or flight navigator assigned to duty during Aircraft flight arrival or departure time.
- 1.29 Flight Deck. The area on an Aircraft from which a pilot controls the Aircraft. Also referred to as the cockpit.
- 1.30 Foreign Object Debris (FOD). Any object that can cause damage by entering the engine or flight control mechanisms or striking any of its components.
- 1.31 Gate. An area of the AOA specifically designated and made available for the sole use of Parking by an Aircraft.

- 1.32 Hearing Officer. The Person who shall conduct hearings pursuant to the provisions to this Ordinance.
- 1.33 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.
- 1.34 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, as required by the Federal Aviation Administration (FAA). This is also referred to as the Surface Movement Guidance Control System (SMGCS) Plan.
- 1.35 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.
- 1.36 Marshaller. A Person who directs an Aircraft as it moves to or from a Gate.
- 1.37 Movement Area. All Runways, Taxiways and Safety Areas as shown on attached Exhibit III.
- 1.38 Movement Area Endorsement (MA Endorsement). A certification issued by the Commission permitting a Person to operate a Vehicle or be a Pedestrian in the Movement Area. This Endorsement has various subcategories as detailed in Section 2.3(d)(2).
- 1.39 Movement Area Violation. 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).
- 1.40 MSP Driver's License (License). A certification issued by the Commission granting the privilege to operate a Vehicle on the Air Operations Area.
- 1.41 Non-Movement Area. All Parking areas, cargo areas, service roads, Tug Drives, Aprons, and all those areas within the AOA that are not specifically designated as Movement, Safety or Critical Areas.
- 1.42 Non-Movement Area Endorsement (NMA Endorsement). A certification issued by the Commission permitting a Person to operate a Vehicle in the Non-Movement Area.
- 1.43 Off-Gate Deicing. The deicing of Aircraft abeam a Gate while on a Taxiway or Taxiway Safety Area.
- 1.44 Owner. A Person having current right of possession and/or control of a Vehicle.
- 1.45 Owner Approved Contact. Those Person(s) responsible for the authorization of a Driver's driving privileges on the Airport relating to the performance of direct job duties.
- 1.46 Parking. The standing of a Vehicle on the AOA whether accompanied or unaccompanied by the Driver thereof.

- 1.47 Passenger Loading Bridge. A device used to enplane and deplane passengers from the Aircraft door to the connector terminal lounge or pier.
- 1.48 Pedestrian. Any Person afoot or in wheelchair.
- 1.49 Person. Every natural Person, firm, co-partnership, association, corporation, or body politic; this includes any trustee, receiver, assignee, or other similar representative thereof.
- 1.50 Pushback. A procedure where Aircraft back up under the power of another Vehicle.
- 1.51 Revocation. The discontinuance of a Person's ability to operate a Vehicle on the AOA. This includes, but is not limited to, revoking or restricting the Person's MAC issued MSP Driver's License and any/all Endorsements.
- 1.52 Right-of-Way. The privilege of the immediate use of a street, road, Gate, Apron, Taxiway or Runway.
- 1.53 Runway. A defined rectangular area used for landing and takeoff of Aircraft along its length. This surface includes the associated Safety Area(s).
- 1.54 Runway Incursion. The entering of any open Runway, including the associated Safety Area, or Protected Critical Area, without positive clearance from the Airport Traffic Control Tower.
- 1.55 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.
- 1.56 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.
- 1.57 Stopping. Any halting, even momentarily, of a Vehicle, whether occupied or not, except when necessary to avoid conflict with other Traffic or when in compliance with the directions of a MAC Representative or a Traffic control sign or signal.
- 1.58 Suspension. Temporary discontinuance of a Person's ability to operate a Vehicle on the AOA. This includes, but is not limited to, suspending or restricting the Person's MAC issued MSP Driver's License and any/all Endorsements.
- 1.59 Taxi. A procedure where Aircraft are moving under their own power for the purpose of maintenance or re-positioning.
- 1.60 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).
- 1.61 Taxiway Restrictions. Any limitation on the use of a Taxiway for safety reasons.

- 1.62 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.
- 1.63 Trailer. Every non-motorized device that is pulled by a Vehicle and designed to transport equipment, materials and/or tools.
- 1.64 Tow. A procedure where Aircraft are moving under the power of another Vehicle. This does not include Pushback.
- 1.65 Tow Vehicle Operator. The Person responsible for operating the Vehicle towing, moving or relocating the Aircraft in a safe manner.
- 1.66 Tug. A Vehicle designed to push or pull Baggage Carts or Aircraft.
- 1.67 Tug Drive. Any roadway within the T1-Lindbergh and T2-Humphrey Terminal Buildings designed for use primarily by Tugs and Baggage Carts.
- 1.68 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 another Vehicle. Vehicle excludes Aircraft except any Aircraft that is being towed or operated by non-Flight Crew Person(s). Aircraft taxiing operations for maintenance and/or repositioning are covered under this definition.
- 1.69 Wing Walker. A Person situated at or near an Aircraft's wingtip and is responsible for properly signaling the Pilot, Marshaller and/or Tow Vehicle Operator of potential dangers.

## **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 on public roadways during the time that they are operating a Vehicle. Prior to application for a MSP Driver's License, a Company shall confirm that its Driver has one of the aforementioned Licenses.
- b. Produce Upon Request. Each Driver shall carry his or her state Driver's License at all times while operating a Vehicle on the AOA and produce the state Driver's License upon demand to a MAC Representative. No Person will be charged with violating this provision if the Person produces their Driver's License for inspection by a MAC Representative within 24 hours.
- c. Security Badge. Each Driver must meet the Personnel Identification Badge requirements in Ordinance 117, 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.
  - 1. Drivers must report all Vehicle Accidents to the Airport Police Department.
  - 2. All Persons possessing an MSP Driver's License must immediately notify the Drivers' Training Center of any Suspension, Revocation or restriction of their state Driver's license.
  - 3. A Company must immediately notify the Drivers' Training Center if it becomes aware that a Driver's state driver's license has been suspended, revoked or restricted.

## 2.2 Air Operations Area.

- a. Necessary To Operate. No Driver shall operate, and no Person shall allow a Driver to operate, a Vehicle on the AOA without: (1) a current, valid MSP Driver's License and the appropriate Non-Movement Area Endorsement or Movement Area Endorsement (2) an Escort by a Person with a valid MSP Driver's License and the appropriate Non-Movement Area Endorsement or Movement Area Endorsement; or, (3) an exception provided by this Ordinance. No Driver shall operate, and no Person shall allow a Driver to operate, a Vehicle on the AOA with suspended or revoked driving privileges.
- b. AOA Credentials. A Driver shall not operate a Vehicle on the AOA unless they have met all training and testing requirements prescribed by this Ordinance. A Driver shall not operate a Vehicle on the AOA unless they are in possession of any documentation that the Airport Director requires to be on their Person during operation. Any required documentation shall be produced upon demand of a MAC Representative.
- c. English Language Proficiency. Drivers with a Movement Area Endorsement must have a demonstrated ability to proficiently read, speak and understand the English language such that the Driver can communicate and be communicated with on the Movement Area. Drivers with a Non-Movement Area Endorsement must have a basic proficiency of the English language such that the Driver can read and understand signage used on the AOA.
- d. Conditional Movement Area Permits.
  - 1. A Driver who does not have a Movement Area Endorsement may drive on the Movement Area if he or she has a Conditional Movement Area Permit (CMAP) issued by the Airport Director and an MSP Driver's License. To qualify for a CMAP, Drivers shall meet the requirements of Sections 2.1 and 2.2.
  - 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.
- e. Audit. Upon request of the Drivers' Training Center, a MAC Representative shall be allowed to accompany and observe any Vehicle or Aircraft Tow or Taxi operation.
- 2.3 Requirement(s) to Obtaining an 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 abide by these training and testing qualifications throughout the term of their MSP Driver's License.
- a. Non-Movement Area.
    1. Training. Prior to obtaining a Non-Movement Area Endorsement, a Driver must complete Driver's training provided by the Commission to learn the rules for driving on the AOA in Non-Movement Areas. Each Driver must complete Commission-approved Driver's training at least once every 24 Consecutive Calendar Months.
  - b. Movement Area.
    1. Training. Prior to obtaining a Movement Area Endorsement, a Driver:
      - (a) must complete the Driver's training identified in Section 2.3(a)(1).
      - (b) should complete Movement Area Driver's training to learn the rules for driving on the Movement Area. Drivers may receive the training directly from the Commission or through other means using Commission-approved training materials. Each Driver should attend Commission-approved Driver's training at least once every 12 Consecutive Calendar Months.
    2. Testing. Prior to receiving a Movement Area Endorsement, a Driver must complete Drivers' testing.
      - (a). Each Driver must successfully pass a test developed by the Commission to demonstrate the Driver's knowledge of the Airport, Traffic and safety rules for the Movement Area, and the requirements of this Ordinance. Each Driver must successfully complete the testing at least once every 12 Consecutive Calendar Months.
      - (b). Drivers pursuing a Runway or Taxiway Endorsement must successfully pass a practical driving test developed by the Commission at least once, or more as required by the Airport Director. To help prepare for this practical driving test, a Driver may operate a Vehicle on the Movement Area with a Runway or Taxiway Endorsed Driver in the Vehicle with them after they pass the test identified in Section 2.3(b)(2)(a).

This practical driving test must be taken within 75 days of passing the test identified in Section 2.3(b)(2)(a).

- c. Remedial Training and Testing. The Airport Director may require a Driver to attend remedial training and testing after an Accident, incident, incursion or other similar situations if the Airport Director determines that the Driver's performance may be improved.
- d. Endorsement. The Airport Director must approve the appropriate Endorsement(s) for each Driver. The MSP Driver's License Endorsements are defined as follows:
  - 1. Non-Movement Area.
    - (a) Ramp/Road Endorsement. This Endorsement authorizes Drivers to operate a Vehicle on the Non-Movement Area on the AOA while in the direct performance of their job duties.
  - 2. Movement Area.
    - (a) 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.
    - (b) 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.
    - (c) Aircraft Pushback Endorsement. This Endorsement authorizes Drivers to operate a Vehicle while in direct performance of their job duties to move an Aircraft from the Gate onto a Taxiway or Taxiway Safety Area, bringing the Vehicle directly back to the Gate, and to conduct Off-Gate Deicing.
    - (d) 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 allows non-Flight Crew Persons to serve as an Aircraft Taxi Operator or Brake Rider. This does not apply to Aircraft being operated by a Flight Crew for the sole purpose of flight. This Endorsement also authorizes Drivers to conduct Aircraft Pushback operations.
- e. Limited Class. This may be applied to any of the Endorsements above and restricts the Driver to operating a Vehicle to specific restrictions or location(s) on 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. Movement Area Endorsements shall be effective from the date of issuance until the end of 12 Consecutive Calendar Months. Non-Movement Area Endorsements shall be effective from the date of issuance until the end of 24 Consecutive Calendar Months. An expired MSP Driver's License is immediately no longer valid.
- h. Current Information.
  - 1. Each Driver must keep the Commission informed of their current address and telephone number. Drivers have 10 calendar days to report a change in address or telephone number.
  - 2. Each Driver and/or Driver's Owner Approved Contact must inform the Commission of any changes in employment, which includes when a Driver no longer needs access to the AOA. This notification must take place prior to the expiration of the Driver's MSP Driver's License.

### **SECTION 3. VEHICLE REQUIREMENTS**

#### **3.1 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 one hundred (100) square inches on each side.
- b. Lack of Headlights and Taillights. Any Vehicle not manufactured with taillights or headlights must have a minimum of one hundred (100) square inches of reflectorized material on each side and the front and rear of such Vehicle.
- c. Baggage Carts/Trailers. Baggage Carts and Trailers shall have a minimum of one hundred (100) 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 or lights affixed to the rear of each Baggage Cart/Trailer.
- d. Logos. Motorized Vehicles, except Authorized Emergency 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 one hundred (100) square inches and be displayed on the Driver and passenger side of each Vehicle. The logos must be of reflectorized material if Section 3.1(a) is not met by other reflectorized material. Logos

must not be displayed inside a Vehicle window but may be displayed on the exterior side of a Vehicle window as long as they do not obstruct the Driver's vision. Handwritten logos are not acceptable.

### 3.2 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 a Beacon. The Beacon shall be located on the highest point of the Vehicle in a location visible from 360 degrees around the Vehicle, unless exempted by the Airport Director. The Beacon must be on at all times when operating in the AOA.
- b. Emergency Vehicles. Section 3.2(a) is not applicable to Authorized Emergency Vehicles when they are responding to an emergency call.
- c. Headlights and Taillights. All motorized Vehicles manufactured with headlights and taillights must operate with working headlights and red taillights.
- d. Brilliance. All motorized Vehicles shall have lights of sufficient brilliance to assure safety in driving.

### 3.3 Vehicle Safety. Every motorized Vehicle shall have a steering mechanism, tires, and brakes in good working condition.

### 3.4 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 has 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.

### 3.5 Vehicle Operation. In the event that a Vehicle has a deficiency for one of the items listed in this section, the Vehicle shall not be operated on the AOA until the deficiency for which the Notice of Violation is issued has been corrected. The Person may be required to present the Vehicle for inspection to a MAC Representative prior to resuming operations.

- a. Nonfunctioning headlight(s).
- b. Nonfunctioning taillight(s).

- c. Nonfunctioning Beacon.
  - d. Unsafe tire(s), brake(s) or steering mechanism.
  - e. Any other unsafe or dangerous condition, as determined by a MAC Representative.
- 3.6 Aircraft Exception. Section 3 and the terms Vehicle or Driver as used in Section 3 do not apply to Aircraft.
- 3.7 Vehicle Insurance. Company is required to maintain a minimum of \$5,000,000 commercial automobile liability insurance for any Vehicle operated on the AOA, or a greater amount if required by a contract with the Commission. The Metropolitan Airports Commission must be included as an additional insured on the policy.

#### **SECTION 4. VEHICLE OPERATING REQUIREMENTS**

##### **4.1 Speed Limits.**

- a. Designated Roadways and Aprons. No Person shall drive a Vehicle in excess of 15 miles per hour (mph) on Designated Roadways or on any Apron 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 operated by Flight Crews, 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. Regarding alcohol, “under the influence” means the Person’s alcohol concentration at the time, or as measured within two hours, of driving 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 or Open Package Law as found in Minnesota Statutes Sections 169A.35 and 169A.36 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.
  4. Drivers shall not unload, park on, or block the Designated Roadway.
- b. Aircraft Exception. Section 4.5(a) does not apply to Vehicles pushing back or towing Aircraft.
- c. Movement Area. Except as provided in Section 4.5(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 with the appropriate Endorsement and a demonstrated need to enter the Movement Area; and,
    - (b) The Driver must follow the instructions of the Air Traffic Control Tower; and,
      - (i) The Driver is taxiing an Aircraft or is operating a Vehicle pushing back or towing an Aircraft, receives permission from the ATCT prior to entering the Movement Area, and operates under positive control while on the Movement Area; or,
      - (ii) The Driver is operating a Vehicle that is equipped with an operable two-way radio capable of communication with the ATCT and is monitoring the appropriate air traffic control frequency while in the Movement Area and 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.

2. The Driver is Escorted by a Vehicle operated by another Driver that meets the requirements of Section 4.5(c) (1) 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:
  - “D” Taxiway
  - “T” Taxiway
  - “W” Taxiway
- e. Gates. No Person shall drive a Vehicle beyond two (2) Gates from the current Gate without using the Designated Roadways unless such Vehicle is towing an Aircraft. This does not apply to Persons conducting operations in adjacent Gates.
- f. Tug Drive. No Person shall leave a Vehicle idling inside a Tug Drive.
- g. Runway Incursions and Movement Area Violations.
  1. No Person may commit a Runway Incursion.
  2. No Person may commit a Movement Area Violation.
- h. Unauthorized Areas. No Driver may drive through a closed or unauthorized area without a MAC Representative’s 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 Right-of-Way to all Vehicles pushing back or towing Aircraft, unless directed by the Marshaller or Wing Walker to proceed.
- 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. This 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. Baggage Carts. No Person shall drive a Vehicle towing more than five Baggage Carts 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 the Person being Escorted can be assessed a Violation. Vehicles Pushing Back or towing Aircraft, and 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.
  - j. Electronic Devices.
    1. While operating on the AOA, Drivers must comply with the provisions of Minnesota Statutes Section 169.475, commonly referred to as the Minnesota Hands Free Law.
    2. While operating in the Movement Area, Drivers may not use a cellular phone, radio, laptop, tablet, or a similar electronic device for personal use (i.e., a use that is not in the direct performance of their job duties).
- 4.7 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.
- 4.8 Safety.
- a. Headlights and Taillights. No Person shall drive a Vehicle unless the Vehicle's taillights and low headlights are illuminated during the following periods: 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, when there is not sufficient light to render Persons and Vehicles clearly discernible on the AOA at a distance of 600 feet.
  - 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).

#### 4.9 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 Airport Director, 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, within the AOA 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.

10. In any areas within six feet of the Security Perimeter on both sides, the area also known as "Clear Zones".
  - 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.
- 4.10 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.
- 4.11 Pedestrians. No Person shall use the Aprons, Taxiways, Runways or Designated Roadways as a Pedestrian walkway except in exclusive leasehold premises or as authorized by the Airport Director.
- 4.12 Bicycles, Tricycles and Two/Three-wheeled Motorized Devices. No Person, except police personnel, shall use a Bicycle or any motorized device with three or fewer wheels on the AOA except in exclusive leasehold premises or as authorized by the Airport Director. Some examples of three or fewer wheeled motorized devices are motorcycles, mopeds and scooters.
- 4.13 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.
- 4.14 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.
- 4.15 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.
- 4.16 Idling of Vehicles. No Vehicle shall be left unattended with the engine running within ten (10) feet of a building.

4.17 Aircraft Towing Operations.

1. Any Company conducting Aircraft Towing Operations on the AOA must have established Driver-to-Flight Deck communications procedures.
2. If a Brake Rider is used to assist in moving, towing or relocating an Aircraft, the Brake Rider must be in direct communication with the Tow Vehicle Operator at all times.
3. The Aircraft's transponder must be on at all times while the Aircraft is being towed or taxied in the Movement Area.
4. The Aircraft's position and navigation lights must be on at all times while the Aircraft is being towed, or taxied by an Aircraft Taxi Operator, in the Movement Area.

**SECTION 5. ENFORCEMENT**

5.1 Compliance Checks. The Commission may, from time to time, conduct spot checks of Vehicles and Drivers using the AOA for compliance with the requirements of this Ordinance.

5.2 Notice of Violation. MAC Representatives may issue a Notice of Violation(s) for any Violation(s) of this Ordinance.

5.3 Violations Data. Violation data may be provided to a Driver's Owner Approved Contact.

5.4 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 imposed;
  4. Violations of AOA Field Rules; or,
  5. Any other action that compromises safety on the AOA as determined by the Airport Director.

5.5 Points.

- a. Points and Penalties. Drivers will be assessed the following penalties for Violations when they accumulate the point level(s) during any 24 Consecutive Calendar Month period:

0-3 Points	No Penalties.
4 Points	<u>Letter</u> . 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 Consecutive Calendar month period.
7 Points	<u>7 calendar day Suspension</u> . 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.
11 Points	<u>30 calendar day Suspension</u> . 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 Commission approved training and/or testing before the driving privileges will be reinstated.
15 Points	<u>Revocation</u> . 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 consecutive calendar month period according to Section 5.9(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 a 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 21 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 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 5.11(b) to review the violation cited in the Notice.

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

5.7 Immediate Suspensions.

- a. Conduct. Notwithstanding Section 5.8(b), MAC Representatives may immediately suspend a Driver's driving privileges for the following reasons:
  - 1. Operating a Vehicle while having a suspended or revoked state of MSP driving privileges; or,
  - 2. Operating a Vehicle while under the influence as defined in Section 4.3; or,
  - 3. Operating a Vehicle as defined in a reckless manner as described in Section 4.2(a); or,
  - 4. The Driver commits a Runway Incursion as described in Section 4.5(g)(1); or,
  - 5. 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 Section 5.7(a)(1), 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 Section 5.7(a)(2-5), 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 Section 5.7(a)(2-5) is deemed appropriate to exceed 7 calendar days.

5.8 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 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. Unless agreed to by the Driver, 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 5.11.

#### 5.9 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 consecutive calendar 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 and 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. Unless agreed to by the Driver, 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 5.11.

- c. Duration. After a Driver's driving privileges have been revoked, the Driver shall not be eligible to drive for a period of 24 Consecutive Calendar 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 a Vehicle under Escort.

5.10 Administrative Fines. Fines will only be imposed if a Driver cannot be identified.

- 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 Company 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 5.11.

5.11 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 5.5(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 21 calendar days after the notice of assessment, Suspension or Revocation has been issued.
  
- c. Scheduling Hearing. If the Person requests a 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 7 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 5.11(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 or sent by U.S. mail to the last address on file with the Commission. "Time of issuance" means when the notice is hand delivered or placed in the mail.
- 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 or II 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 127 is revoked.
- 7.7 Effective Date. This Ordinance shall be in full force and effect beginning September 1, 2025.

**EXHIBIT I**

**\*FINES**

Minor Infraction .....	\$250.00
Major Infraction .....	\$500.00
Gross Infraction .....	\$750.00
Severe Infraction .....	\$1,000.00

Late Fee .....	\$25.00
	or 5% 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 review by the Commission according to Section 6.2.

## **EXHIBIT II**

Violations are cumulative by category and all categories are tracked for a 24 consecutive calendar month 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 the Driver's 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. Seven (7) points assessed against MSP Driver's record.**

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

<b><u>Minor Infraction – (1) point</u></b>		<b><u>Applicable Section</u></b>
A10	Failure to carry State Driver's License	2.1.b
A20	Failure to carry AOA Credentials	2.2.b
A25	Failure to notify the Drivers' Training Center of a change in address or telephone number	2.3.h.1
A30	Operating a Vehicle without the appropriate amount of reflectorized material	3.1.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 and Passenger's side of the Vehicle	3.1.d
A55	Operating Vehicle without an approved Beacon	3.2.a
A60	Failure to have Beacon turned on while operating a Vehicle	3.2.a
A80	Improper location of Beacon	3.2.a
A90	Operating a Vehicle with nonfunctioning headlights	3.2.c
A100	Operating a Vehicle with nonfunctioning taillights	3.2.c
A115	Failure to have lights of sufficient brilliance to assure safety in driving	3.2.d
A120	Operating a Vehicle with unsafe tire(s), brake(s) or steering mechanism	3.3
A130	Operating a Vehicle without the proper mirrors	3.4.a

A135	Operating a Vehicle with a cracked or discolored windshield which limits or obstructs proper vision	3.4.b
A150	Operating a Vehicle with unapproved poster, stickers, signs or other objects on the windows	3.4.c
A160	Operating a Vehicle 1-5 miles per hour over the speed limit	4.1
A180	Driving a Vehicle beyond two Gates from the current Gate without using the Designated Roadway	4.5.e
A200	Failure to enter the Designated Roadway at a 90-degree angle	4.6.b.1
A210	Failure to maintain safe following distance from other Vehicles	4.6.c
A230	Towing more than 5 Baggage Carts	4.6.e
A240	Failure to obey posted regulatory and/or Traffic signs	4.7
A245	Operating a Vehicle without illuminated taillights and low headlights	4.8.a
A250	Operating a Vehicle with Parking lights or high beam headlights on	4.8.b
A300	Parking in an unapproved location	4.9.a
A310	Parking in an area so as to restrict the movement of a Passenger Loading Bridge or Aircraft	4.9.b
A320	Parking longer than is designated on Traffic Control devices marking such area	4.9.c
A330	Using the Aprons, Taxiways, Runways, or Designated Roadways as a Pedestrian or Bicycle Route	4.11 & 4.12

<b><u>Major Infraction – (3) points</u></b>		<b><u>Applicable Section</u></b>
B10	Failure to report a Vehicle Accident	2.1.e.1
B12	Failure to notify the Drivers' Training Center of any Suspension, Revocation, or restriction of their State Driver's License	2.1.e.2
B19	Failure to notify the Drivers' Training Center when a Driver no longer needs access to the AOA	2.4.h.2
B25	Operating a Vehicle after a Notice of Violation has been issued for deficiencies to that Vehicle and before they have been corrected	3.5
B30	Operating a Vehicle 6-15 miles per hour over the speed limit	4.1
B35	Failure to use the Designated Roadway	4.5.a.1
B40	Operating a Vehicle in the Movement Area without the appropriate radio equipment	4.5.c.1.b
B50	Operating a Vehicle in the Movement Area without monitoring the appropriate Air Traffic Control Frequency	4.5.c.1.b
B60	Vehicle left idling inside Tug Drive	4.5.f
B65	Driving through a closed or unauthorized area without MAC Representative approval	4.5.h
B80	Parking, blocking, or unloading on the Designated Roadway	4.5.a.4
B85	Unsafe passing	4.6.d
B90	Driving between an Aircraft and Marshaller	4.6.f
B100	Failure to remain at the scene of an Accident until authorized by an Airport Police Officer	4.6.g
B110	Failure to maintain a proper Escort	4.6.h
B120	Fleeing or attempting to elude a MAC Representative	4.6.i
B122	Failure to comply with Minnesota Statutes Section 169.475, commonly referred to as the Minnesota Hands Free Law	4.6.j.1
B123	Operating a Vehicle or as a Pedestrian on the Movement Area while using a cellular phone, radio, laptop, tablet, or other similar electronic device for personal use	4.6.j.2
B124	Operating or riding in a Vehicle without wearing a seat belt	4.8.c
B126	Transporting Persons in a Vehicle that is not equipped with a seat intended for use by a Person other than the Driver	4.8.d
B128	Driving while direction of movement is obstructed by an extended superstructure or load	4.8.e
B130	Operating a Vehicle when visibility is less than 300 feet or as otherwise determined by the Low Visibility Operations Plan	4.8.f

B135	Operating a Vehicle in a manner that is unsafe for the conditions	4.8.g
B140	Littering (FOD) or causing Foreign Object Debris (FOD) on the AOA	4.8.h
B150	Leaving stalled Vehicle in the Movement Area	4.9.d
B155	Operating a Bicycle on the AOA outside of exclusive leasehold areas	4.12
B160	Failure to yield right of way to Vehicles and equipment engaged in snow and ice removal	4.14
B165	Leaving an unattended Vehicle with the engine running within 10 feet of a building	4.16

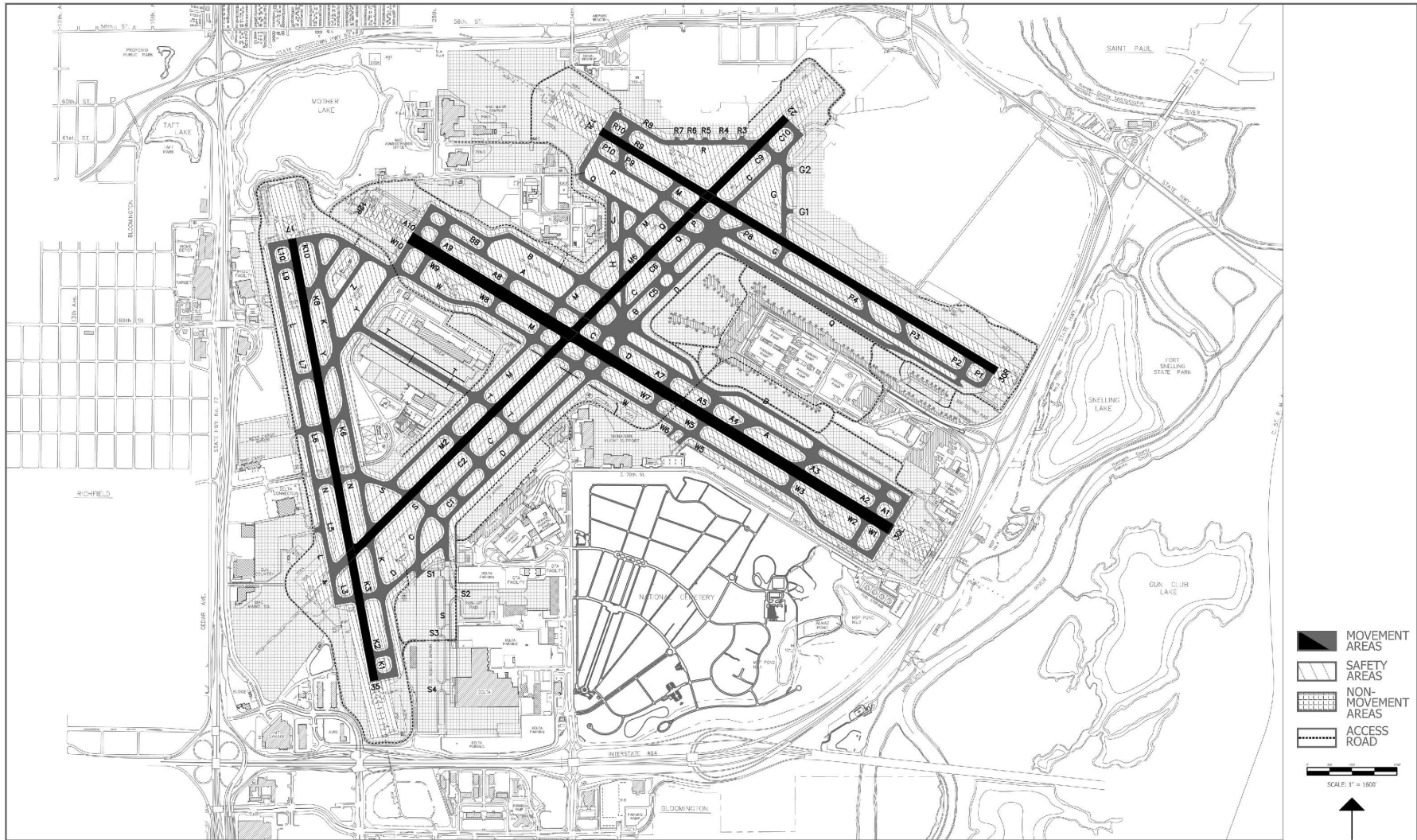
<b><u>Gross Infraction – (7) points</u></b>		<b><u>Applicable Section</u></b>
C10	Operating without a valid state Driver’s License or limited state license	2.1.a
C20	Threatening the safety of or harming a MAC Representative or interfering with the safety and efficiency of Airport operations	2.1.d
C25	Operating without valid MSP driving privileges	2.2a
C28	Failure to allow a MAC Representative to accompany and observe any Vehicle or Aircraft Taxi or Tow operation	2.2.e
C40	Using someone else’s MSP Driver’s License	2.2.b
C45	Failure to notify MSP Drivers’ Training Center prior to expiration of MSP Driver’s License	2.3.h.2
C50	Operating a Vehicle 16+ miles per hour over the speed limit	4.1
C60	Careless driving	4.2.b
C63	Violation of MN Open Bottle Law or Open Package Law	4.4
C66	Failure to follow directions of the Air Traffic Control Tower	4.5.c.1.b
C70	Movement Area Violation	4.5.g.2
C80	Failure to give Right-of-Way to an Aircraft	4.6.a.1
C85	Failure to give Right-of-Way to a Vehicle pushing back or towing an Aircraft	4.6.a.2
C90	Failure to give right of way to an Authorized Emergency Vehicle	4.13
C100	Violation of Taxiway Restrictions	4.15
C102	Failure to establish Driver-to-flight deck communications procedures	4.17.1
C104	Failure to maintain communications between the Tow Vehicle Operator and Brake Rider.	4.17.2
C106	Failure to have the Aircraft’s transponder on while the Aircraft is being towed or taxied in the Movement Area.	4.17.3
C108	Failure to have the Aircraft’s position and navigation lights on while the Aircraft is being towed or taxied by an Aircraft Taxi Operator	4.17.4
C110	Violation of Field Rules	5.4.a.4
C120	Other Driver or Vehicle violation that poses a safety threat to Persons	5.4.a.5



<b><u>Severe Infraction – (11) points</u></b>		<b><u>Applicable Section</u></b>
D10	Reckless driving	4.2.a
D20	Driving while under the influence	4.3
D30	Runway Incursion	4.5.g.1
D40	Operating with Suspended or Revoked MSP driving privileges	2.2.a
D50	Failure to maintain a minimum of \$5,000,000 commercial automobile liability insurance for any Vehicle operated on the AOA, or a greater amount if required by a contract with the Commission	3.7

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

**EXHIBIT III**



Document Number: 20244402  
 Filed December 17, 2024  
 Office of the Minnesota  
 Secretary of State, Steve Simon