



# TENANT DIRECTIVE

MTN: 100.1  
Date: October 31, 2024

## TITLE: VEHICLE HANGTAG ISSUANCE AT MARTIN STATE AIRPORT

### I. PURPOSE

This Tenant Directive outlines the procedures for the issuance, control, and management of vehicle hangtags at Martin State Airport (MTN).

### II. SCOPE

This directive applies to based tenants, employees, and frequent users requiring vehicle access to landside parking or non-movement areas of the Air Operations Area (AOA) for official or operational purposes. It does not authorize access to movement areas (e.g., runways, taxiways, or helipads).

### III. REFERENCES

- **COMAR Title 11** – Department of Transportation, Subtitle 03 – Aviation Administration, Chapter 02: Martin State Airport

### IV. DEFINITIONS

- **Maryland Aviation Administration (MAA)**: The governing body overseeing Martin State Airport (MTN).
- **Based Tenants**: Individuals, companies, or organizations with a lease, agreement, or business presence at MTN.
- **Sponsor**: A verified entity (e.g., MAA, based tenants) responsible for authorizing access for others conducting legitimate business at the airport.
- **Frequent User**: An individual requiring regular, unescorted access to airport facilities or non-movement areas of the AOA for official or operational activities with the MAA or based tenants.
- **Air Operations Area (AOA)**: Restricted areas where aircraft operate. The AOA includes:
  - **Movement Areas**: Areas used for taxiing, takeoff, and landing, including runways, taxiways, and helipads, requiring Air Traffic Control (ATC) authorization.
  - **Non-Movement Areas**: Areas (e.g., service roads, parking aprons, taxilanes) where aircraft are parked, serviced, or taxi without ATC control.
- **Hangtag**: A visible vehicle permit authorizing access to designated parking and non-movement areas at MTN.

## V. PROCEDURES

### 5.1 Hangtag Issuance

- **Eligibility**
  - Hangtags are issued to MAA employees, based tenants, and their sponsored individuals with legitimate airport access needs.
- **Requirements for Issuance:**
  - Completion of Martin State Airport Airfield Driver Training.
  - Submission of a valid driver's license, vehicle registration, and proof of insurance.
- **Sponsorship:**
  - The MAA or based tenants may sponsor individuals conducting official business (e.g., contractors, employees, flight school/club members, vendors).
  - Hangtags are issued only for sponsored individuals with frequent, verified airport access needs.
  - Sponsors must submit written authorization via email to MTNOPS@martinstateairport.com for each sponsored individual.
- **Issuance Limit:**
  - One hangtag will be issued per individual.
  - For multiple vehicles, separate proof of insurance and registration is required for each vehicle.
- **Record Keeping**
  - The MTN Office of Airport Operations will maintain records of all issued hangtags.
  - Hangtags are typically valid for two years

### 5.2 Authorized Use of Hangtags

- Hangtags must be visibly displayed on the rearview mirror while at MTN.
- Hangtags are non-transferable and may only be used by the individual and vehicle(s) to which they were issued.
- Vehicles must park only in designated areas and be actively engaged in official or operational activities while at MTN.
- Hangtag issuance does not authorize access to movement areas (runways, taxiways, or helipads).

### 5.3 Hangtag Revocation

- The MTN Office of Airport Operations may revoke hangtags and AOA driving privileges for:
  - Unauthorized use of hangtags (e.g., lending to others).
  - Violation of airport security procedures.
  - Failure to comply with airport driving or safety regulations.

### 5.4 Returning Hangtags

- Hangtags must be returned to Airport Operations when:
  - A lease agreement or employment ends, or access is no longer needed.
  - The associated vehicle is no longer in service.

## **5.5 Replacement of Lost or Damaged Hangtags**

- Lost or damaged hangtags must be reported immediately to Airport Operations.
- Replacement hangtags will be issued after submitting a written request for replacement.

## **5.6 Periodic Audits**

- Airport Operations will conduct periodic audits of issued hangtags to ensure compliance with this directive.
- Vehicles found without a valid, authorized hangtag may be immediately removed from the AOA.

## **VI. CONTACT INFORMATION**

For questions or concerns regarding hangtag issuance, use, or replacement, please contact:

- **Martin State Airport Office of Airport Operations**
  - Phone: 410-682-8831
  - Email: [MTNOPS@martinstateairport.com](mailto:MTNOPS@martinstateairport.com).