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Miami Dade Aviation Department

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CLERK, CIRCUIT & COUNTY CLERK  
MIAMI-DADE COUNTY, FLA.  
#1

**OPERATIONAL DIRECTIVE NO. 01-02**

**Last Amended: September 8, 2005**

**Effective: JULY 29, 2011**

**SUBJECT: AIR OPERATIONS AREA (AOA) DECAL, VEHICLE AND DRIVER PERMIT REQUIREMENTS**

**PURPOSE:** To comply with Federal, State, and County security measures governing vehicular access to the Air Operations Area (AOA) at Miami International Airport (MIA).

**I. AUTHORITY:**

- A. Transportation Security Regulations, 49 CFR Parts 1500 et al. Civil Aviation Security Rules, as amended.
- B. Chapter 25 of the Miami-Dade County Code, Miami-Dade Aviation Department (MDAD) Rules and Regulations
- C. Operational Directive 99-02, Operational Directives (ODs), as amended January 8, 2008
- D. Miami-Dade Aviation Department Authorized Schedule of Rates, Fees and Charges

**II. POLICY:**

All companies and individuals, including federal and local government, operating company marked vehicles on the AOA at MIA must display a current AOA Vehicle Decal permanently affixed to the lower left side windshield. Undercover or plain vehicles are permitted to mount the decal on a Plexiglas panel. ALL operators/drivers of any motor vehicle on the AOA must have a valid Florida State drivers license and an AOA Driver/Movement Permit while operating any motor vehicle on the AOA. The name of the company must be displayed on both sides of the vehicle (minimum 3-inch lettering) and must be in full compliance with the requirements delineated in Sections IV and V of this Operational Directive. Vehicles registered or leased to private individuals, other than Miami-Dade County Firefighters assigned to the Mid-Field Fire Station, are not eligible for a decal. Firefighter's vehicles do not require a company name on either side of the vehicle.

**III. GENERAL REQUIREMENTS:**

- A. All companies, individuals, local and federal government agencies requesting permission to operate vehicles on the AOA at MIA must submit a letter on company letterhead with supporting documentation. Firefighters assigned to MDAD will submit the required

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documentation on Miami-Dade Fire Rescue Department (MDFR) letterhead with supporting documentation as described in Section IV.

- B. All supporting documentation must be submitted to the MDAD Airside Operations Office located on the ground floor of Concourse E between gates E-20 and E-22 in the International Satellite Building, (305) 876-7359, and must include the following:
1. Copy of the vehicle registration,
    - a. Leased vehicles require a copy of the lease agreement, listing each vehicle by the Vehicle Identification Number (VIN).
    - b. If the vehicle is leased, the company name listed on the proof of ownership must match with the company name on the leasing agreement, permit, or contract.
  2. Vehicle Decal Permit Application (one for each vehicle) and a signed Letter of Agreement for Vehicle Decal and/or Permit. There is a fee for each decal. Cash, Company Check, American Express, VISA, Discover, MasterCard and/or MDAD account are accepted.
- C. A certificate of Automobile Liability Insurance must be submitted to the MDAD Airside Operations Office and also the Risk Management Division, P.O. Box 025504, Miami, FL 33102. It must list MDAD Risk Management and Airside Operations as the certificate holders and indicate coverage as follows:
1. Automobile Liability Insurance covering all company vehicles used on the AOA at MIA, in an amount not less than five million dollars (\$5,000,000) combined single limit per occurrence for bodily injury and property damage.
  2. The certificate will indicate that no modification or change in insurance shall be made without thirty (30) days advance notice to the certificate holder. If the insurance certificate is scheduled to expire during the period for which the Decal or Permit is issued, a new or renewed insurance certificate must be submitted to the MDAD Airside Operations Office and Risk Management Division at a minimum of thirty (30) calendar days in advance of such expiration. In the event that the expired certificate is cancelled or is not replaced with a new or renewed certificate covering the decal or permit period, the decal or permit will be in default and MDAD will terminate access to the AOA. A current certificate of insurance must be submitted annually to the MDAD Airside Operations and Risk Management Divisions.

**IV. SPECIAL REQUIREMENTS:**

- A. Firefighters stationed at MIA - To obtain an MDAD AOA Fire Department Escort Only Decal, a letter must be submitted to the Airside Operations Office signed by the Airport Fire Chief with the following information: the Firefighter's name and vehicle description including the registered owner, make, model, color, tag, VIN number, and proof of insurance. Firefighters must maintain Automobile Liability Insurance covering all personal

vehicles used on the AOA at MIA. MDFR will be responsible to immediately confiscate and return to Airside Operations the decals of Firefighters transferred, relocated or separated from the Mid-Field Fire Station. This decal will allow Firefighter owned and operated private vehicles to enter the AOA only from the Southeast Gate and operate only under MDAD or MDFR escort directly in between the Southeast Gate and the Mid-Field Fire Station and back to the Southeast Gate with no other deviation permitted. If any Firefighter vehicle needs to reposition to any other Fire Station, including but not limited to, Station 59, then the vehicle will need to be escorted from the Mid-Field Fire Station directly to the Southeast Gate and the relocation may then be carried out via the exterior (non-AOA) surface streets of Miami-Dade County.

- B. Construction Vehicles – Applications are obtained at the Airside Operations Office and must be signed by the Project Manager at the Construction Facilities Division, Building 5A, 4<sup>th</sup> Floor; or Building 3030 prior to submittal to the Airside Operations Office.
- C. Delivery Vehicles – Must first obtain an Operating Permit and appropriate AOA forms from the MDAD Real Estate Management Division, (305) 876-7069. Delivery companies must also present letters from the customers they plan to serve at MIA, stating how many times a week they require the particular delivery company to access the AOA.
- D. Environmental/Engineering Vehicles – Application forms can be obtained at the Airside Operations Office and then taken to the Environmental Engineering Division, Building 5A, 1<sup>st</sup> Floor, (305) 876-7928. Applications must be signed by the Environmental Engineering Project Manager prior to submittal to the Airside Operations Office.
- E. Companies requiring access between the hours of 6:00 p.m. and 6:00 a.m. Monday through Friday, or access after 6:00 p.m. Friday through 6:00 a.m. Monday and holidays must have prior approval from the Airside Operations Office.
- F. Prior to the decal being issued, all motor vehicles will be subject to a safety inspection of the vehicle and equipment mandated by Chapter 25 and Florida State Motor Vehicle requirements.

**V. PERSONAL IDENTIFICATION BADGES AND DRIVER TRAINING:**

All drivers of permitted vehicles must obtain valid MDAD identification media and present it for card reader processing before entering or leaving the AOA. In addition, drivers must satisfactorily complete the MDAD AOA Driver and/or Movement Training Course prior to operating a vehicle on the AOA. All drivers must have a valid Florida State Drivers License. Persons that require an AOA Driver/Movement Area Permit that have restriction A on their license must wear corrective lenses when operating a motor vehicle on the AOA. Persons that have restriction B on their license must use corrective hearing aid(s) and the vehicle must be equipped with both rear view and right side mirrors. The driver must provide medical proof that their hearing was recently tested and must have an average hearing of  $\leq 40$ dB using their hearing at 500, 1000 and 2000hz in their better ear.

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For AOA Driver and/or Movement Training Course scheduling information contact the Airside Operations Office at (305) 876-7359.

**VI. EFFECTIVE DATE:**

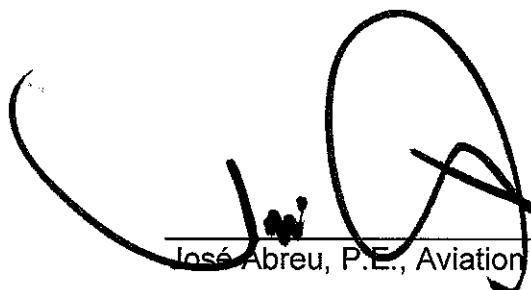
This OD shall become effective 15 days after having been filed/recorded with the Clerk of the Circuit Court as Clerk of the County Commission. The OD shall remain in effect until revoked or modified.

**VII. AMENDMENTS:**

The Department reserves the right to amend ODs at any time and from time to time. ODs currently in effect may be viewed at [http://www.miami-airport.com/compliance\\_division.asp](http://www.miami-airport.com/compliance_division.asp)

**VIII. SEVERABILITY:**

If any court of competent jurisdiction determines that a provision in this OD is illegal or void, the remainder of this OD shall continue in full force and effect.



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José Abreu, P.E., Aviation Director

Date: 7/8/11