

Update information for employees driving on the MSP airfield non-movement area



As the new [Ordinance 132](#) on airfield driving will take effect on Sept. 1, 2025, we're reminding Signers of the steps required for companies with non-movement area drivers. The non-movement area at MSP Airport includes all ramps, roadways and the tug drives.

In the April Signer bulletin, we provided background information on system changes and new requirements for employees who drive in the airport operations area (AOA). MSP Airport driving definitions and the details of the [process](#) can be found on [myMSPconnect](#).

To prepare for the ordinance's effective date of Sept. 1, all company Signers need to complete the following steps:

- Work with company supervisors to compile a list of all non-movement area drivers (this does not apply to active movement area drivers)
- Log into the MSP Signer Portal and update the record for every non-movement area driver
- Navigate to the "MSP Drivers License Classification Change" tile. If unsure how to do this, refer to the process document linked above
- Click on an employee needing to drive in the non-movement area
- Select "ADD OR CHANGE AOA DRIVING"
- Click on the drop down titled "AOA DRIVERS LICENSE TYPE REQUIRED" and select "Ramp/Road (non-movement area driving only)"

- Click on the drop down titled “APPLICANT HAS A VALID STATE DRIVERS LICENSE” and select "YES." This is a required field, and you will not be able to proceed if this validation has not occurred. By clicking yes, you are confirming the employee has a valid state drivers license.
- Enter the employee’s supervisor name and their email address
- Click on "SAVE & NEXT"

The employee’s email address also needs to be added/verified in the MSP Signer Portal. If employee email updates are needed, please email badging@mspmac.org and provide full name, badge number and email address.

Once the above actions are completed, the employee will receive an email with links to take the non-movement area driver’s training. The supervisor will receive a copy of the email.

Please ensure the supervisors are communicating this training requirement to their employees.

Employees must take this training prior to Sept 1, 2025. We recommend completing the training as soon as possible.
