PORT AUTHORITY NY NJ
AIR LAND RAIL SEA

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PONYA Plate Frequently Asked Questions (FAQ)

February 2025

This document is intended to provide basic information to tenants, vendors, airlines, and other companies that must obtain PONYA plates to operate vehicles in the air operations area (AOA) at all Port Authority of NY & NJ airports. If you have questions that are not addressed below, please contact the relevant Motor Vehicle Inspection Office.

1. What is a PONYA plate?

A PONYA plate is the credential required for any vehicle that is operated on the ramp or in the air operations area (AOA) at all PANYNJ airports. This credential consists of both a small metallic plate with a PONYA number (to be attached to the vehicle), and an annual inspection sticker.

"PONYA" stands for "Port of New York Authority", a previous name for the entity now known as the Port Authority of New York and New Jersey (PANYNJ).

2. Does my company need to get PONYA plates for our vehicles?

All motor vehicles that operate without a PANYNJ escort in the AOA at JFK, EWR, or LGA must have a PONYA plate. There are no exceptions. This includes but is not limited to vehicles operated by airlines, ground service providers, airport tenants, vendors, contractors, government entities, and the PANYNJ itself.

3. How do I start the process of getting PONYA plate(s)?

First, you must be an approved tenant with a Permit to Operate obtained from the airport Properties office.

Secondly you and your company must be registered in the PONYA Plate System, you must fill out this brief form to request access.

Finally, applications for PONYA Plates and registration renewals are submitted to PAPD through the digital PONYA Plate System. https://panynj.my.site.com/tenants/s/login/

If you have difficulty a
ccessing the website or need assistance with your account creation contact PAPDSA@panynj.gov

4. How do I contact the airport Properties Office about a Permit to Operate?

Permit to Operate can be obtained from the Airport Properties Office at each airport. If a permit to operate covers ramp side access the company can apply for SIDA badge and PONYA plates. Applicants should contact the respective airport Property Office for instructions:

JFK Properties Office: 718-244-3649 jfk_properties@panynj.gov
Building 14, 2nd Floor, Jamaica, New York 11430

EWR Properties Office: 973-961-6154, njproperties@panynj.gov
1 Conrad Road, Building 1, Newark, NJ 07714

LGA Properties Office: 718-533-3409, lgapropertyintake@panynj.gov
Hangar/Building 7, 5 Marine Terminal Rd, Flushing, NY 11371

Alternatively, Permission can be obtained under an existing permit via a Letter of Agreement. A Letter of Agreement includes the length of time, nature of the work to be done on behalf of/for the permit holder, reason for PONYA plates, be on company letterhead and signed by Company's representative with representatives contact information.

5. Where are the Motor Vehicle Inspection Offices?

John F. Kennedy International Airport (JFK)
Motor Vehicle Inspection Office
Building #254
JFK International Airport
Jamaica, NY 11430
(718) 244-4353
papdjfkponya@panynj.gov

Newark Liberty International Airport (EWR)
Motor Vehicle Inspection Office
Building #1
Newark Liberty International Airport
Newark, NJ 07114
(973) 961-6324
papdewrponya@panynj.gov

LaGuardia Airport (LGA)
Motor Vehicle Inspection Office
Building #137
LaGuardia Airport
Flushing, NY 11371
(718) 533-5671
papdlgaponya@panynj.gov

6. What are the Motor Vehicle Inspection Office hours of operation?

JFK: Monday-Friday 6:00 a.m.- 4:00 p.m.
EWR: Monday-Friday 6:00 a.m.- 4:00 p.m.
LGA: Monday-Friday 6:00 a.m. – 2:00 p.m.

7. What are the insurance requirements in order to obtain PONYA plate(s)?

Vehicle insurance requirements can be found in Chapter VI of the Airport Rules and Regulations.
The Certificate of Insurance (COI) must include:

- The PA project/agreement number, PO number, and/or contract number in the description
- To add the PA and the City of NY (if operating in NYC) as additional insureds
- To add the updated immunity clause (below)
- To correct the address for the certificate holder (below)

Generally, the following liability insurance is required:

- To evidence a minimum of $25M auto coverage (per accident)
- To evidence a minimum of $25M commercial general liability coverage (per incident)

Include a cancellation clause: "The insurance may not be modified or cancelled without thirty (30) days written notice to the PANYNJ."

The PANYNJ reserves the right to require higher minimum amounts of coverage when it deems it appropriate.

The above stated automobile liability and commercial general liability insurance shall be written on an occurrence form and include The Port Authority of New York & New Jersey as an additional insured in each insurance policy and on the certificate of insurance.

Each policy must feature the language below:

Updated Immunity Clause (2024):
"The Contractor, its sub-Contractors and its insurers shall not, without obtaining the express advance written permission from the General Counsel of the Port Authority, raise any defense involving in any way the jurisdiction of any court, tribunal, agency, special district, commission or other authority exercising judicial or regulatory functions over the person of the Port Authority, the immunity of the Port Authority, its Commissioners, directors, officers, agents or employees, their affiliates, successors and/or assigns, the governmental nature of the Port Authority or the provision of any statutes respecting suits against the Port Authority. The Port Authority is an intended third-party beneficiary of the agreement between the Contractor, and each of its respective sub-Contractors and insurers, with the direct right to enforce the agreement with respect to this provision."

The address in the Certificate Holder box should be:
The Port Authority of NY & NJ
c/o EXIGIS, LLC.
P.O. Box 4668 - ECM # 35050
New York, NY 10163
ATTN: Certificate Review

The insurance may not be modified or cancelled without thirty (30) days written notice to the PANYNJ.

Note: As an alternative to obtaining the above liability insurance, vehicles without a PONYA Plate may be escorted on and off the airfield with a lower level of coverage. Please contact the appropriate Motor Vehicle Office for more details (see question #5 above for contact information).

8. How do I know if my vehicle is eligible under the Port Authority's Zero Emission Airside Vehicle Rule:

The Zero Emission Airside Vehicle Rule or ZEAV can be found in Chapter XIX (pg 99) of the Airport Rules and Regulations found on the Port Authority of New York and New Jersey General Information for All Operators resource page.

Direct link to Airport Rules and Regulations:
https://www.panynj.gov/content/dam/airports/pdfs/Airport_Rules_Regs_7_27_22.pdf

In general government and traditional on highway passenger vehicles are exempt from the rule but the Operator Resource page also contains a link to full guide on how to interpret the rule and use it when registering your vehicles in the system.

You can also direct additional questions on eligibility to zeGSE@panynj.gov

9. What are the registration/inspection requirements for Type 1 vehicles (i.e,. vehicles that can operate streetside in public areas)?

Vehicles that can leave the airport need state license plates and registrations in addition to PONYA plates. Vehicles that will remain exclusively in the AOA do not need to have state license plates and registrations. Please refer to Chapter VI of the Airport Rules and Regulations for details.

10. How long does the PONYA plate process take from initial inquiry to approval?

We strive to get you your plates as quickly as possible. You can help us in this effort by ensuring that you:

- Have accurately provided all information in the PONYA Plate System online portal
- Have obtained the proper insurance coverage as determined by the PANYNJ Risk Finance unit
- Have your vehicles ready for inspection

If those three requirements are met, you should be able to get your plates within a week of your inquiry.

11. What does the PANYNJ look for during vehicle inspections?

Please refer to the vehicle requirement checklist, available here..

12. I received an email notification from the PONYA Plate System saying my vehicle(s) is "Application Accepted and Vehicle Cleared for Inspection". How do I schedule an inspection?

Call or email the respective Motor Vehicle Inspection Office (see question #5 for contact details).

13. Where are vehicle inspections conducted?

They can be conducted either at the Motor Vehicle Inspection Office or in the applicant company's space. The inspector will work with you to determine which option is best when you call to make an appointment.

14. Can I cancel an inspection if my vehicles are no longer ready

or available to be inspected?

Yes. Call the Motor Vehicle Inspection Office in order to cancel an appointment.

15. Is there a penalty or fee for expired PONYA plates?

There is no monetary fee or penalty. However, if your company is found to be operating a vehicle with an expired PONYA plate in the AOA, the vehicle will be escorted off the AOA and denied access until the vehicle is issued new valid PONYA plates or new annual inspection stickers.

Vehicles must be re-inspected every year in order to maintain a valid PONYA Plate and new annual inspection sticker. You will receive a notification from the PONYA Plate database when one of your vehicles is due for reinspection.

16. Are the vehicle and insurance requirements the same at JFK, EWR, and LGA?

Generally, the requirements are the same across facilities, as detailed in the requirements checklist. However, approval of vehicles is at the discretion of the Motor Vehicle Inspection Office at each airport.