

PWM

PORTLAND
INTERNATIONAL JETPORT
PORTLAND, MAINE

PORTLAND INTERNATIONAL JETPORT

Rules and Regulations

January 9, 2002

TABLE OF CONTENTS

1.	INTRODUCTION	
1.1.	Purpose	1
1.2.	Applicability and Conditional Use of Jetport	1
1.3.	Responsible Party	1
1.4.	Civil Rights.....	1
1.5.	Enforcement.....	2
2.	GENERAL RULES AND REGULATIONS	3
2.1.	Restricted Areas (SIDA and AOA)	3
2.2.	Security Access.....	3
2.3.	Jetport Identification Badges/Access Card	4
2.4.	Commercial Activities	4
2.5.	Self-Servicing	5
2.6.	Accidents or Incidents	5
2.7.	Solicitation, Picketing, or Demonstrations	5
2.8.	Signage/Advertisements	5
2.9.	General Conduct	6
2.10.	Operator/Lessee Facilities.....	6
2.11.	Abandoned, Derelict, or Lost Property	7
2.12.	Environmental Clean Up	7
2.13.	Use of Roadways and Walkways	7
2.14.	Animals.....	7
2.15.	Weapons and Explosives	8
2.16.	Alcoholic Beverages	8
2.17.	Use of Public Areas	8
2.18.	Trash and Other Waste Containers	9
2.19.	Sound Amplifying Devices.....	9
2.20.	Fire.....	9
2.21.	Hazardous Materials	10
2.22.	Painting	11
2.23.	Flammable Solids and Liquids	11
2.24.	Effluents, Pollutant, or Air Contaminant.....	11
2.25.	Emergency Conditions.....	12
2.26.	Special Events.....	12
3.	AIRCRAFT RULES AND REGULATIONS	13
3.1.	Regulatory Measures	13
3.2.	Airworthiness.....	13
3.3.	Based Aircraft Registration	13
3.4.	Hours of Operation	14
3.5.	Accidents or Incidents	14
3.6.	Disabled Aircraft	14
3.7.	Prohibiting Use of the Jetport.....	15
3.8.	Passengers and Cargo	15
3.9.	Aircraft Maintenance	15
3.10.	Aircraft Washing	15
3.11.	Aircraft Deicing	16
3.12.	Aircraft Engine Operation	16
3.13.	Aircraft Equipment	16
3.14.	Aircraft Parking and Storage	17
3.15.	Aircraft Security	17

TABLE OF CONTENTS

3.16.	Aircraft Operations	17
3.17.	Noise Abatement Procedures.....	19
3.18.	Rotorcraft Operations	19
3.19.	Limitations.....	19
3.20.	Fees and Charges.....	20
4.	VEHICLE RULES AND REGULATIONS.....	21
4.1.	Regulatory Measures	21
4.2.	Operator Licensing	21
4.3.	Vehicle Licensing and Equipment.....	21
4.4.	Vehicle Operations	21
4.5.	Air Operations Area.....	23
4.6.	Movement Area	24
4.7.	Accidents or Incidents	25
4.8.	Commercial Ground Transportation (on the AOA).....	25
4.9.	Vehicle/Equipment Maintenance.....	25
4.10.	Parking (or Stopping)	25
4.11.	Disabled, Abandoned, or Illegally Parked Vehicles/Equipment	26
4.12.,	Fees and Charges	26
5.	OPERATOR/LESSEE RULES AND REGULATIONS.....	27
5.1.	Construction or Alteration of Improvements.....	27
5.2.	Maintenance of Premises.....	27
5.3.	Fire Prevention.....	27
5.4.	Heating Equipment	27
5.5.	Aircraft Hangars	28
5.6.	Aircraft Tiedowns.....	28
5.7.	Storage of Materials, Vehicles, or Equipment	28
5.8.	Compressed Gases	29
5.9.	Lubricating Oils	29
5.10.	Baggage Conveyor System.....	29
6.	REFUELING, DEFUELING, AND FUEL STORAGE	30
6.1.	Regulatory Measures	30
6.2.	Permit.....	30
6.3.	Training	30
6.4.	Operations.....	30
6.5.	Storage of Refueling Vehicles	32
6.6.	Maintenance of Refueling Vehicles.....	33
6.7.	Equipment.....	33
6.8.	Fuel Storage Facilities	34

1. INTRODUCTION

1.1. Purpose

1.1.1. These Rules and Regulations, and any amendments thereto, are designed to protect the public health, safety, security, interest, and welfare on the Jetport and restrict or prevent any activity or action that would interfere with the safe, orderly, and efficient use of the Jetport by its Operators, Lessees, consumers, and users.

1.2. Applicability and Conditional Use of Jetport

1.2.1. Any permission granted directly or indirectly, expressly or by implication, to any Entity (except Commercial Ground Transportation Service Providers) to enter upon or use the Jetport (including, but not limited to, Aircraft Operators; Vehicle Operators; Aircraft crewmembers and passengers; spectators and sightseers; occupants of private and commercial Vehicles; officers, employees, and customers (or agents, vendors, or contractors) of Operators/Lessees; Entities doing business with the City and/or the Airport Manager, its contractors, subcontractors, and licensees; and all other Entities whatsoever) is conditioned upon:

1.2.1.1. Assumption of responsibility by any Entity exercising or taking advantage of such permission to abide by (comply fully and completely with) these Rules and Regulations;

1.2.1.2. Entry upon or use of the Jetport by any Entity shall be deemed to constitute an agreement by such Entity to comply with these Rules and Regulations;

1.2.1.3. The paying of fees or the taking off or landing of Aircraft at the Jetport shall be deemed to constitute an agreement by such Entity to comply with these Rules and Regulations;

1.2.1.4. Each such Entity shall at all times release, hold harmless, indemnify, and defend the City (individually and collectively), representatives, officers, officials, employees, agents, and volunteers from any and all responsibility, liability, loss or damage that may result to any Entity, may be caused by any Entity, or may be related in any way to the manner in which the Jetport is operated, constructed, maintained, served, or used.

1.2.2. Commercial Ground Transportation Service Providers shall abide by the Rules and Regulations governing Commercial Ground Transportation Services at the Jetport as may be amended from time to time.

1.2.3. Commercial Ground Transportation Service Providers shall abide by all applicable provisions of these Rules and Regulations that are not in conflict with the Rules and Regulations governing Commercial Ground Transportation Services both of which may be amended from time to time.

1.3. Responsible Party

1.3.1. Any person accessing or using the Jetport shall be responsible for their actions and all actions of any person to whom they provide or facilitate access, whether directly or indirectly.

1.4. Civil Rights

1.4.1. No person shall, in the use of the Jetport, discriminate or permit discrimination against any other person or group of persons on the grounds of race, color, creed, sex, national origin, sexual orientation, or age.

1.5. Enforcement

- 1.5.1. The Director of Transportation, the Airport Manager, and the Police Department (law enforcement-officers) are empowered to enforce these Rules and Regulations in accordance with Section 18-85 of the Portland Code.
- 1.5.2. The Fire Department is authorized to enforce all fire and hazardous materials related Regulatory Measures in accordance with Section 18-85 of the Portland Code.
- 1.5.3 The Jetport is located within the boundaries of the City of Portland and the City of South Portland. "Police Department" and "Fire Department" are used through these Rules and Regulations to refer to the agency having jurisdiction (responsibility) over those portions of the Jetport located within each city.
 - 1.5.3.1. "Police Department" is used to refer to law enforcement officers who have jurisdiction over the Jetport. As such, the terms "Police Department" and "law enforcement officer" are used interchangeably throughout these Rules and Regulations.
 - 1.5.3.2. "Fire Department" is used to refer to fire fighting personnel (including ARFF personnel) who are responsible for fire fighting at the Jetport. As such, the terms "Fire Department" and "ARFF personnel" are used interchangeably throughout these Rules and Regulations.

2. GENERAL RULES AND REGULATIONS

2.1. *Restricted Areas (SIDA and AOA)*

- 2.1.1. No person shall enter any Restricted Area except those persons:
 - 2.1.1.1. Directly engaging in work or an aviation Activity that must be accomplished therein;
 - 2.1.1.1.1. This includes air carrier crewmembers who are in uniform, working a flight, and displaying current (and confirming) air carrier photo identification.
 - 2.1.1.2. Having prior authorization of the Airport Manager;
 - 2.1.1.3. Under appropriate supervision or escort;
 - 2.1.1.4. Employed by or representing the FAA.
- 2.1.2. All persons shall display their badge on the outermost garment, waist or higher, at all times while inside the security fence.
- 2.1.3. Any person inside the security fence shall produce a proper Jetport Identification Badge/Access Card when asked to do so by any other person properly displaying a Jetport Identification Badge/Access Card or appropriate FAA credentials.
- 2.1.4. Any person who is not authorized to be in a Restricted Area or whose status is questionable shall leave the area by the nearest established exit point when asked to do so by any other person who is authorized to be in the area.

2.2. *Security Access*

- 2.2.1 Security gates that provide access to the AOA shall be kept closed and locked at all times except when actually in use.
 - 2.2.1.1. All access gates to the AOA through an Operator/Lessee's Leased Premises are Operator's/Lessee's responsibility and shall remain closed and locked when not in use.
 - 2.2.1.1.1. It shall be the responsibility of all Operators/Lessees (including air carriers) to see that all gate chains and doors and other public safeguards are continually and conscientiously used in a manner so as to protect all persons.
 - 2.2.1.1.2. If, as a result of FAA findings, a breach of security is determined at the location of one of these gates controlled by an Operator/Lessee and a fine is imposed, the Operator/Lessee responsible for the gate shall be assessed for the same amount.
 - 2.2.1.2. Vehicle Operators shall stop the Vehicle and allow the gate to fully close before proceeding. The Vehicle Operator shall also ensure that no other Vehicles or persons gain access to the Jetport while the gate is in the process of closing or not fully closed. If the Vehicle Operator cannot prevent such access, the Vehicle Operator shall immediately notify a law enforcement officer.
 - 2.2.1.3. Tampering with, interfering with, or disabling the lock, or closing mechanism or breaching any other securing device at the Jetport is prohibited.
 - 2.2.1.4. Persons who have been provided either a code or device for the purpose of obtaining access to a Restricted Area shall only use Jetport issued codes/devices and shall not divulge, duplicate, or otherwise distribute the same to any other person unless the Airport Manager provides prior written permission.

GENERAL RULES AND REGULATIONS

- 2.2.2. Persons who fail to comply with these provisions may be denied access to the Jetport (have access or driving privileges and/or Jetport Identification Badge/Access Card revoked) and/or be fined or penalized by the FAA under 14 CFR Part 107 (in addition to any fines or penalties that may be imposed by the City under these Rules and Regulations).

2.3. *Jetport Identification Badges/Access Card*

- 2.3.1. Operators, Lessees, and contractors including all Employees at or performing work at the Jetport require a Jetport Identification Badge/Access Card.
- 2.3.1.1. Jetport Identification Badges/Access Card shall not be issued to any person until a need for unescorted access inside the security fence has been determined by the Airport Manager and then only after the employer of such person certifies to the Airport Manager that a background check of the person has been conducted in accordance with 14 CFR Part 107.
- 2.3.1.1.1. All persons employed by the City or Operators/Lessees (including air carriers) who have unescorted access to any restricted area at the Jetport controlled for security reasons, will have a background check, to the extent allowable by law, including at a minimum, references and prior employment histories, to the extent necessary to verify representation made by the employee, relating to employment in the preceding 5 years (for non-SIDA areas) and 10 years (for SIDA areas).
- 2.3.1.2. Once the required background check has been successfully completed, to obtain a Jetport Identification Badge/Access Card, each person shall attend the Security Training Class provided by the Jetport.

2.4. *Commercial Activities*

- 2.4.1. Entities desirous of engaging in Commercial Activities at the Jetport shall submit an application to the City in such form as the City may require.
- 2.4.1.1. The application process is described and an Application form is provided in the Jetport's Lease/Rates and Charges Policy. A copy of the Jetport's Lease/Rates and Charges Policy and an Application can be obtained from the Airport Manager.
- 2.4.2. Prior to engaging in a Commercial Activity, Entities shall enter into an Agreement with the City (describing the terms and conditions under which the Entity may engage in the Activity) and obtain a Permit from the City.
- 2.4.2.1. The Permit process is described and the Permit Application form is provided in the Jetport's Minimum Standards and Requirements for Aeronautical Activities (Minimum Standards). A copy of the Minimum Standards can be obtained from the Airport Manager.
- 2.4.3. Entities engaging in Commercial Aeronautical Activities shall also adhere to the Minimum Standards.
- 2.4.4. Entities basing or otherwise maintaining an Aircraft at the Jetport shall not permit said Aircraft to be used for a Commercial Activity unless such Commercial Activity is expressly authorized by Agreement/Permit with the City.
- 2.4.4.1. Notwithstanding the foregoing, such Aircraft may be used by the Aircraft owner for the purpose of training or otherwise maintaining or increasing the flying proficiency of the Aircraft owner or members of that person's immediate family.

GENERAL RULES AND REGULATIONS

2.4.4.2. No Entity, however, shall permit an Aircraft based or maintained at the Jetport to be used for Commercial flight instruction without the written permission of the Airport Manager.

2.5. *Self-Servicing*

2.5.1. In accordance with the Jetport's Storm Water Pollution Prevention Plan (SWPPP), Aircraft Operators are permitted to fuel, repair, wash, or otherwise service their own Aircraft (utilizing their own Vehicles/Equipment) in designated areas only, provided there is no attempt to perform such services for others and further provided that such right is conditioned upon compliance with these Rules and Regulations and all other applicable Regulatory Measures.

2.5.2. An Aircraft Operator may hire (as an Employee) an individual to provide, under the direction and supervision of the Operator, services on the Operator's Aircraft. Such services may only be provided by a direct Employee of the Aircraft Operator utilizing the Vehicles/Equipment owned by the Operator.

2.5.2.1. Aircraft Operators are permitted to have their Aircraft fueled, repaired, or washed by those Operators/Lesseees who are authorized to provide such service pursuant to an Agreement/Permit with the City.

2.6. *Accidents or Incidents*

2.6.1. Any person involved in or witnessing an Aircraft or Vehicle incident/accident at the Jetport resulting in any injury (or death) to person or damage to Property shall remain at the scene and notify a law enforcement officer immediately and provide all pertinent information as requested.

2.6.1.1 No person shall tamper with an incident/accident scene or fail to comply with any directive issued by the Airport Manager, the Police Department, the Fire Department, or any other governmental entity having jurisdiction over the incident/accident scene.

2.6.1.1.1. Unauthorized entry into Movement Areas to access an incident/accident scene is prohibited.

2.7. *Solicitation, Picketing, or Demonstrations*

2.7.1. Conduct of (or participation in) solicitation, picketing, parading, marching, patrolling, leafleting, demonstrating, sit-downs, and/or assembling, carrying, distributing, or displaying pamphlets, leaflets, signs, placards, or other materials at the Jetport is prohibited without prior written permission of the Airport Manager.

2.7.1.1. Those acts approved by the Airport Manager shall be conducted only in those areas identified by the Airport Manager and not within 25 feet from the entrance to a public building and not in any manner that blocks the entrance or interferes with or impedes the path of the public.

2.8. *Signage/Advertisements*

2.8.1. Written advertisements, signs, notices, circulars, or handbills may be posted or distributed only with the prior permission of the Airport Manager.

2.8.1.1. The posting or distributing of written advertisements, notices, circulars, or handbills on Aircraft, Vehicles, or Equipment is prohibited.

2.8.2. Signage installed at the Jetport shall meet the specifications established (and be approved as set forth) in the Portland Code, Division 22, Chapter 14, Section 366 through Section 372.5.

GENERAL RULES AND REGULATIONS

2.9. *General Conduct*

- 2.9.1. No person shall make, possess, use, offer for sale, pass, or deliver any forged or falsely altered pass, Permit, identification, card, sign, or other authorization purporting to be issued by or on behalf of the City.
- 2.9.2. No person shall use or otherwise conduct himself upon any portion of the Jetport in any manner contrary to the posted or otherwise visually indicated directions applicable to that area.
- 2.9.3. Destroying, damaging, injuring, defacing, disturbing, or tampering with Property at the Jetport is prohibited.
 - 2.9.3.1. Any person who causes damage to Property at the Jetport shall be liable for such damage.
- 2.9.4. Injuring, disturbing, or harassing any person at the Jetport is prohibited.
 - 2.9.4.1. Any person who causes injury to any person at the Jetport shall be liable for such injury.
- 2.9.5. Smoking or carrying lighted cigars, cigarettes, or pipes in any public building, within 25 feet of any doorway to any public building, on the AOA, or in any area designated as a "no smoking" area by the Airport Manager is prohibited.
- 2.9.6. No person shall illegally use, possess, sell, or distribute controlled substances (i.e., drugs, narcotics, or alcohol) at the Jetport.
- 2.9.7. No person shall be intoxicated; commit any disorderly, obscene, lewd, indecent, or unlawful act; or commit any act of nuisance including the use of offensive, abusive or threatening language at the Jetport.
- 2.9.8. Loitering or loafing at the Jetport or in any building at the Jetport is prohibited.
- 2.9.9. No person shall engage in, conduct, aid in, or abet any form of gambling at the Jetport.
- 2.9.10. Moving, tampering, starting, using, or interfering with the safe operation of any Aircraft, Vehicle, or Equipment or any Aircraft, Vehicle, or Equipment part, instrument, or tool without permission of the Aircraft, Vehicle, or Equipment Operator or by specific direction of the Airport Manager or a law enforcement officer is prohibited.
 - 2.9.10.1. If requested by the Airport Manager or a law enforcement officer, satisfactory evidence of the right to do so shall be presented.
- 2.9.11. No person shall ride, walk, sit, or stand on the baggage conveyor system (or any part thereof).
- 2.9.12. No person shall use an escalator, elevator, or wheelchair for any purpose other than the purpose for which it is intended and then only in the manner specified by the manufacturer.

2.10. *Operator/Lessee Facilities*

- 2.10.1. Operator/Lessee facilities are expressly for the conduct of the Operator's/Lessee's business and operations. No person other than employees and customers of the Operator/Lessee shall make use of such facilities or loiter on such premises without permission of the Operator/Lessee.

2.11. *Abandoned, Derelict, or Lost Property*

- 2.11.1. Property shall not be abandoned at the Jetport.
- 2.11.2. Abandoned, derelict, or lost Property found in public areas at the Jetport including, without limitation, Aircraft, Vehicles, Equipment, machinery, baggage, or parts thereof should be reported to a law enforcement officer or turned into the Police Department.
 - 2.11.2.1. Property unclaimed by their proper owner within 30 days may be turned over to the finders thereof or otherwise legally disposed of by the City.
 - 2.11.2.2. Property to which the owner or finder is not entitled to lawful possession shall be forfeited to the Police Department for disposal in accordance with the provisions of federal, state, or local laws.
 - 2.11.2.3. The City shall be entitled to reimbursement for all charges and expenses incurred for the storage (and/or disposal) of said Property and may retain possession of the Property until such charges and expenses are paid.
 - 2.11.2.4. Nothing in § 2.11.2 shall be construed to deny the right of Operators/Lessees to maintain "Lost and Found" service for Property of their patrons, invitees, and/or employees.
 - 2.11.2.5. Should the level of security at the Jetport be increased pursuant to federal requirements, Property found in the public areas of the Jetport shall be handled in accordance with the FAA approved Jetport Security Program and Contingency Plan.

2.12. *Environmental Clean Up*

- 2.12.1. Should the City determine that during the course of an environmental incident the responsible party is not capable of, has not, or refuses to take the appropriate action in a timely manner to mitigate the adverse environmental incident (in the sole and exclusive determination of the City), the City reserves the right to take action or employ those services that the City determines appropriate to control or clean up the site. The cost of such actions or services shall be borne by the responsible party.

2.13. *Use of Roadways and Walkways*

- 2.13.1. No person shall travel on the Jetport other than on the roadways, walkways, or places provided for the particular class of traffic.
- 2.13.2. No person shall occupy the roadways or walkways in such a manner as to hinder, obstruct, or impede their proper use or use by others.
- 2.13.3. Sidewalks along such roadways (and other portions of such roadway when designated for that purpose) may be used by pedestrians as a means of ingress and egress to, from, and between various portions of the Jetport.

2.14. *Animals*

- 2.14.1. Domestic animals (household pets) are not permitted at the Jetport unless restrained by a leash, container, or cage
 - 2.14.1.1. No other animals are permitted at the Jetport except for guide dogs for the blind, law enforcement dogs, or animals destined for air transport. Such animals shall also be restrained by a leash, container, or cage.
- 2.14.2. Horseback riding at the Jetport is prohibited.
- 2.14.3. No person except those authorized by the Airport Manager shall intentionally hunt, pursue, trap, catch, injure, or kill any bird or animal at the Jetport.

2.15. *Weapons and Explosives*

- 2.15.1. Only duly authorized, security personnel; law enforcement officers; duly authorized post office, Jetport, and air carrier employees; or members of the armed forces of the United States or the state of Maine on official duty shall carry any weapons and/or explosives in the Jetport (Passenger) Terminal Building or on the SIDA.
 - 2.15.1.1. Appropriately cased sporting guns carried for transshipment that meet the air carrier's packaging requirements are excepted.
- 2.15.2. No firearm or explosive device shall be carried in any "carry on" luggage or onto an Aircraft.
- 2.15.3. If a firearm is carried in luggage, it shall be declared at the proper ticket counter, unloaded, and, if possible, broken down.
- 2.15.4. No person shall carry any tear gas, mace, pepper spray, or similar material on their person or in hand baggage or in "carry on" luggage into the Jetport (Passenger) Terminal Building or on air carrier Aircraft.
- 2.15.5. No person shall carry any type of martial arts weapon, any knife with a blade in excess of 3.5" long, or any type of switchblade knife on their person or in hand baggage or in "carry on" luggage into the Jetport (Passenger) Terminal Building or on air carrier Aircraft.
- 2.15.6. Discharge or use of any weapon at the Jetport is prohibited, except in the performance of official duties or in the lawful defense of life or property.
- 2.15.7. No person shall store, keep, handle, use, dispose of, or transport on the Jetport any Class A or Class B explosives or Class A poison (as defined in the Interstate Commerce Board Regulation for transportation of explosives and other dangerous articles), any other poisonous substances (solid, liquid, or gas), compressed gas, and/or radioactive article, substance, or material at such time or place or in such manner or condition that may (or may be likely) unreasonably endanger persons or Property.
- 2.15.8. No person shall possess or ignite Class C explosives (i.e., fireworks, firecrackers, etc.) at the Jetport with exception of explosives that may be used by the Airport Manager or other authorized personnel for wildlife management (or control) purposes.

2.16. *Alcoholic Beverages*

- 2.16.1. Consumption or possession of intoxicating liquors is prohibited except in places approved for on-premises liquor consumption or at such times and locations as specifically approved by the Airport Manager.

2.17. *Use of Public Areas*

- 2.17.1. No person shall use a restroom other than in a clean and sanitary manner or expectorate on the floors, walls, ceilings, or other surfaces of the restroom.
- 2.17.2. Spitting, marking, or defacing the floors, walls, ceiling, or other surfaces of the Jetport is prohibited.
- 2.17.3. Use of the public area of any building or area of the Jetport for sleeping or other purposes in lieu of a hotel, motel, or other public accommodation is prohibited unless approved by the Airport Manager.

GENERAL RULES AND REGULATIONS

2.18. *Trash and Other Waste Containers*

- 2.18.1. Garbage, trash, papers, refuse, or other waste material shall not be thrown, dumped, placed, discharged, or deposited at the Jetport except in the receptacles provided specifically for that purpose.
 - 2.18.1.1. The burning of garbage, trash, papers, refuse, or other material at the Jetport is prohibited. With the prior permission of the Airport Manager, the Fire Department (ARFF personnel) may engage in training exercises that require controlled burning.
- 2.18.2. The Airport Manager shall designate areas that shall be used for garbage receptacles. No other areas shall be utilized.
 - 2.18.2.1. Such areas shall be kept clean and sanitary at all times.
 - 2.18.2.2. Garbage receptacles shall be emptied with sufficient frequency to prevent overflowing and shall be cleaned with sufficient frequency to prevent the development of obnoxious odors.
 - 2.18.2.3. Garbage receptacles shall be equipped with securely fastened lids.
 - 2.18.2.4. Garbage receptacles shall only be used for disposal of waste generated at the Jetport. "Public dumping" or disposal of waste transported onto the Jetport is prohibited.
- 2.18.3. No boxes, crates, rubbish, paper, or litter of any kind shall be stored in, near, or around hangars.

2.19. *Sound Amplifying Devices*

- 2.19.1. Sound trucks and amplifying devices shall be prohibited at the Jetport unless approved by the Airport Manager.
- 2.19.2. Only those types of public address systems that are commonly employed to announce the arrival and departure of scheduled Aircraft shall be permitted for carrying announcements or Jetport radio broadcasts in the Jetport (Passenger) Terminal Building.
 - 2.19.2.1. No persons shall use or cause to be used the Jetport Public Address System for the solicitation of business. The public address system shall only be used in accordance with individual Operator/Lessee Agreements/Permits.

2.20. *Fire*

- 2.20.1. Entities engaged in any activity at the Jetport, whether occupying City owned buildings or otherwise, shall comply with all applicable Regulatory Measures and all fire codes and practices recommended by the NFPA, Uniform Fire Code, and the Fire Department unless otherwise directed in writing by the City.
- 2.20.2. Entities shall comply with all directives issued by the Fire Department regarding the removal of fire hazards, arrangement or modification of Vehicles or Equipment, or the implementation of operating procedures that are considered unsafe from a fire prevention standpoint.
- 2.20.3. Entities using the Jetport or the facilities located at the Jetport shall exercise the utmost care to guard against fire and injury to persons or Property.
- 2.20.4. Open flames of any kind are prohibited without the prior written permission of the Airport Manager and the Fire Department.
- 2.20.5. The use of space heaters in public buildings is prohibited without the prior permission of the Fire Department.

GENERAL RULES AND REGULATIONS

- 2.20.6. Smoking, matches, lighters, or any open flames are prohibited on the AOA and within 50 feet of any Aircraft, refueling Vehicle, fuel storage facility or any Aircraft being fueled or defueled.
- 2.20.7. Any hostile fires (regardless of the size of the fire or whether or not the fire has been extinguished) shall be reported immediately to the Fire Department (via "911 ") and the Airport Manager.

2.21. *Hazardous Materials*

- 2.21.1. No Entity shall store, keep I handle, use, dispense, or transport on the Jetport any Hazardous Material without the prior written permission of the Fire Department and the Airport Manager.
 - 2.21.1.1. MaterialSafetyDataSheets(MSDS)forailHazardousMaterialsshall be maintained on site so as to be readily available to emergency responders in the event of an emergency and for review by the Airport Manager and the Fire Department (ARFF personnel).
- 2.21.2. Hazardous Materials shall be stored and disposed of in a manner compatible with these Rules and Regulations, the Jetport's SWPPP, the Uniform Fire Code, and all other applicable Regulatory Measures.
- 2.21.3. No fuels, oils, dopes, paints, solvents, acids, or any other Hazardous Materials shall be disposed of or dumped in drains, on Aprons, catch basins, ditches, or elsewhere on the Jetport.
 - 2.21.3.1. Usedengineoilshallbedisposedofonlyatapprovedwasteoilstations or disposal points.
- 2.21.4. Storage of Hazardous waste at the Jetport is prohibited without the approval of the Fire Department and the Airport Manager unless such waste is placed in suitable receptacles with self-closing covers that are properly secured in accordance with the Jetport's SWPPP and Spill Prevention Control and Countermeasures (SPCC) plan.
- 2.21.5. Any accidental spillage of a Hazardous Material shall be immediately reported to the Fire Department (via "91 1 ") and the Airport Manager.
- 2.21.6. Any person who experiences overflowing or spilling of oil, grease, fuel, or similar material or substance anywhere on the Jetport is, responsible for the immediate cleanup of the spill, proper disposal of the substance, and notification of the Fire Department and the Airport Manager in accordance with the Jetport's SWPPP and SPCC plan.
 - 2.21.6.1. Failure to clean the area and properly dispose of the substance may result in the City providing cleanup and disposal at the expense of the responsible party.
- 2.21.7. All empty oil, paint, and varnish cans, bottles, or other containers (with exception of those containers that can be safely and appropriately re-used or recycled) shall be removed from the Jetport in a timely manner and shall not remain on the floor, wall stringers, or overhead storage areas of hangars, offices, shops, or other buildings.
- 2.21.8. Oil and solvent drums or receptacles shall not be stored on Apron areas or within Aircraft and/or Vehicle operating areas nor be in excess of amounts actually needed as current stock. Any material of this type shall be kept enclosed and covered in a clearly marked and labeled housing of a design and type that meets, the approval of the Fire Department (ARFF personnel) and the Airport Manager.

GENERAL RULES AND REGULATIONS

2.21.9. Aviation fuels, automotive gasolines, or deicing fluids in quantities greater than five gallons shall not be stored at the Jetport without the prior written permission of the Fire Department (ARFF personnel) and the Airport Manager.

2.22. *Painting*

2.22.1. Doping processes, painting, or paint stripping shall be performed only in those facilities approved for such activities and in compliance with the Uniform Fire Code and the Jetport's SWPPP.

2.23. *Flammable Solids and Liquids*

2.23.1. The use and storage of all flammable materials (solid, liquids, and gases) shall be in compliance with the Uniform Fire Code, the Jetport's SWPPP, and all other applicable Regulatory Measures.

2.23.2. The use of flammable, volatile liquids or gases having a flash point of less than 100 degrees Fahrenheit is prohibited unless such operations are conducted in open air or in a room specifically set aside and approved for the purpose for which the liquid is being used. The room shall be properly fireproofed and equipped with adequate and readily accessible fire-extinguishing apparatus.

2.23.2.1. The procedures and precautions outlined in the criteria of NFPA Pamphlet No. 30 (Flammable and Combustible Liquids Code), NFPA Pamphlet No. 410D (Safeguarding Aircraft Cleaning, Painting and Paint Removal), and NFPA Pamphlet No. 410F (Aircraft Cabin Cleaning and Refurbishing Operations) shall be adhered to in all cleaning, painting, refurbishing, and other operations using flammable liquids including the storage of such liquids.

2.24. *Effluents, Pollutant, or Air Contaminant*

2.24.1. No person shall discharge any substance in or upon the Jetport in contravention of any Regulatory Measures. Proper permits shall be obtained from the appropriate Agency, copies shall be presented to the Airport Manager, and prior written permission shall be obtained from the Airport Manager for such discharge.

2.24.2. Spills

2.24.2.1. Any hazardous material or pollutant spill on a paved surface of the Jetport (that requires notification in accordance with the Jetport's SPCC) shall be reported to the Fire Department and the Airport Manager.

2.24.3. Spill Containment

2.24.3.1. When fuel or oil spills occur, servicing shall immediately cease and the procedures stipulated in the Jetport's SPCC shall be followed.

2.24.3.1.1. All available (non-water type) fire extinguishers shall be brought to the scene.

2.24.3.2. Operators with fueling capability or responsibility for maintenance of fuel systems shall have on hand at all times sufficient containment booms to form a barrier around the spill. Additionally, Operators shall have sufficient cleanup absorbents, pillows, pads, etc. to pick up the product and to store the same (saturated booms, blankets, etc.) in a sealed container(s) until proper disposal can be effected. The salvage drum(s) shall be approved by the DOT (DOT-E-1 01 02).

2.24.4. Aircraft Preflight Inspection

2.24.4.1. Hazardous materials or pollutants (including, but not limited to, test samples of aviation fuels and oils) obtained through the Aircraft preflight inspection process shall be properly disposed of.

GENERAL RULES AND REGULATIONS

2.24.5. Aircraft Cleaning

2.24.5.1. See Aircraft Cleaning § 3.10.

2.24.6. Deicing

2.24.6.1. See Aircraft Deicing § 3.11.

2.25. *Emergency Conditions*

2.25.1. Emergency conditions at the Jetport shall not mitigate or cancel these Rules and Regulations.

2.25.2. During such conditions, the Operator of any Aircraft, Vehicle, or Equipment shall make certain that the Aircraft, Vehicle, or Equipment is not moved in any direction unless authorized by the Airport Manager, a law enforcement officer, or the Fire Department and cleared by ATC.

2.25.3. Permits issued under these Rules and Regulations shall be rendered invalid until the emergency situation has been alleviated and normal operations have resumed.

2.25.4. The Airport Manager shall determine when normal operations may resume.

2.26. *Special Events*

2.26.1. Special events shall not be held unless written approval is first obtained from the Airport Manager and any other agency having jurisdiction over the event.

2.26.1.1. Written authorization shall specify the areas of the Jetport authorized for such special use, the dates and duration of such use, and any other terms and conditions deemed necessary.

AIRCRAFT RULES AND REGULATIONS

3. AIRCRAFT RULES AND REGULATIONS

3.1. Regulatory Measures

3.1.1. Activities at the Jetport (including the air space that constitutes the control zone of the Jetport) shall conform to the current applicable provisions of 14 CFR; applicable Regulatory Measures; these Rules and Regulations; and orders (written or verbal instructions) of the Airport Manager and ATC personnel.

3.2. *Airworthiness*

3.2.1. Only Aircraft considered airworthy by the FAA or any foreign counterpart shall land or takeoff from the Jetport or use any area of the Jetport for Aircraft parking or storage.

3.2.1.1. The Aircraft Operator shall promptly remove Aircraft that are not airworthy unless written permission is granted by the Airport Manager.

3.2.1.1.1. Written permission may be granted by the Airport Manager to store Aircraft undergoing major renovation or restoration as long as the Aircraft is stored in a hangar,

3.2.1.1.2. Non-airworthy Aircraft may only be kept in a hangar at the Jetport (with written permission of the Airport Manager) for no more than 6 months.

3.2.1.1.3. Should an Aircraft Operator fail to remove an Aircraft that is not airworthy after notification by the Airport Manager, the Aircraft may be removed by the Airport Manager at the risk and expense of the Aircraft Operator without any liability to the City for damage arising from or out of such removal.

3.2.2. Disabled, derelict, or damaged Aircraft in obvious need of repairs shall not be permitted on the Apron areas.

3.2.2.1. Upon receiving written notification (demand) from the Airport Manager, the Aircraft Operator shall remove the Aircraft at Aircraft Operator's expense.

3.2.2.1.1. Should an Aircraft Operator fail to remove the Aircraft after receiving written notification (demand) from the Airport Manager, such Aircraft may be removed by the Airport Manager at the risk and expense of the Aircraft Operator without any liability to the City for damage arising from or out of such removal.

3.2.3. Abandoning or illegally parking Aircraft anywhere at the Jetport is prohibited.

3.2.3.1. Such Aircraft may be removed by the Airport Manager at the risk and expense of the Aircraft Operator without any liability to the City for damage arising from or out of such removal.

3.3. *Based Aircraft Registration*

3.3.1. Aircraft based at the Jetport (Commercial or Non-Commercial) shall be registered with the Airport Manager. Registration information shall include the following:

3.3.1.1. Aircraft Make and Model

3.3.1.2. Aircraft Registration Number

3.3.1.3. Aircraft Gross Takeoff Operating Weight

3.3.1.4. Aircraft Owner Name, Address, and Phone Number

3.3.1.4.1. If more than one person or a group of people own the Aircraft, the name, address, and phone number of all owners shall be provided to the Airport Manager.

AIRCRAFT RULES AND REGULATIONS

3.3.1.5. Proof of Liability Insurance (at the minimum acceptable levels established by the City)

3.3.2. Based Aircraft Operators shall have a tiedown or hangar Agreement/Permit with the City or an authorized FBO.

3.4. *Hours of Operation*

3.4.1. The Jetport is available for use 24 hours per day; however, Aircraft Operators are encouraged to participate in the Jetport's Noise Abatement Program and to avoid unnecessary operations between the hours of 11:30 PM and 6:15 AM.

3.5. *Accidents or Incidents*

3.5.1. Aircraft Operators involved in an accident at the Jetport resulting in any injury or death to person or damage to Property shall make a full and prompt report of the accident to the Airport Manager or the Police Department, complete any necessary reports or forms, and comply with all applicable provisions of National Transportation Safety Board Regulations Part 830.

3.5.1.1. Damage to Property includes damage to a runway, Taxiway, Apron, or navigational aid, light, fixture, fence, infield area or any other Property (regardless of ownership).

3.5.2. An Aircraft involved in an accident at the Jetport shall not be removed from the scene of the accident until authorized by the Airport Manager who shall receive authorization (to remove the Aircraft) from the Flight Standards District Office (FSDO) or National Transportation Safety Board (NTSB), when applicable.

3.5.3. Once authorization (to remove the Aircraft) has been issued, the Aircraft Operator shall make immediate arrangements to have the Aircraft removed and shall coordinate the removal with the Airport Manager and ATC.

3.5.3.1. If removal is not initiated within a reasonable period of time (so that the Jetport can return to full operational status without unreasonable delay), the Airport Manager may have the Aircraft removed at the Aircraft Operator's risk and expense without any liability to the City for damage arising from or out of such removal.

3.5.3.1.1. It is essential that disabled aircraft be removed from the Runway (or the Runway environment) in a timely (expeditious), but safe manner so that the operational readiness of the Jetport can be maintained (and any closures can be minimized).

3.6. *Disabled Aircraft*

3.6.1. Aircraft Operators shall be responsible for the safe and prompt removal of disabled Aircraft and parts thereof, unless required or directed by the Airport Manager, the FAA, or the NTSB to delay such action pending an investigation of an accident.

3.6.1.1. In the event of Aircraft Operator's failure to promptly remove such disabled Aircraft, the Airport Manager may cause the Aircraft to be removed at the Aircraft Operator's risk and expense without any liability to the City for damage arising from or out of such removal.

AIRCRAFT RULES AND REGULATIONS

3.7. *Prohibiting Use of the Jetport*

- 3.7.1. The Airport Manager shall have the right at any time to close the Jetport or any portion thereof to air traffic and/or prohibit Aircraft from landing and/or taking off at any time and under any circumstances, to delay or restrict any flight or other Aircraft operation, or to deny the use of the Jetport to any person or group when the Airport Manager considers such actions to be necessary and desirable in the interest of safety or when the Rules and Regulations set forth herein are being violated.
- 3.7.2. The Airport Manager may prohibit Aircraft operations (except for emergency landings) when it is determined that conditions are unsafe or the Aircraft operation would likely endanger persons or Property.
 - 3.7.2.1. The Airport Manager may issue a Notice to Airmen (NOTAM) to close or open the Jetport (or any portion thereof or to terminate or restrict any activity on or at the Jetport
 - 3.7.2.2. Only the Airport Manager may cancel a NOTAM.
 - 3.7.2.3. Under no circumstance shall an authorized Jetport closure or restriction constitute grounds for reimbursement of any expense, loss of revenue, or damage incurred by any Operator, Lessee, or any other Entity.

3.8. *Passengers and Cargo*

- 3.8.1. Passengers and cargo shall be enplaned/deplaned only in areas designated by the Airport Manager.
- 3.8.2. At the request of any Aircraft Operator, the Airport Manager may have any person who creates a nuisance or threatens any person or Property or Aircraft removed from said Aircraft or the Jetport if deemed necessary.

3.9. *Aircraft Maintenance*

- 3.9.1. Aircraft Maintenance at the Jetport is permitted only in areas designated by the Airport Manager.
 - 3.9.1.1. Preventive Aircraft Maintenance (as defined by 14 CFR Part 43) shall only be performed in accordance with the rules posted at each area specifically designated for this purpose.
 - 3.9.1.1.1. Only preventive maintenance (as defined by 14 CFR Part 43) may be performed on Aircraft located on Tiedowns.
 - 3.9.1.2. Aircraft Maintenance (other than Preventative Aircraft Maintenance) shall only be conducted in a hangar unless prior written permission of the Airport Manager is obtained to conduct such activities in an area specifically designated for this purpose.
 - 3.9.1.3. Aircraft Maintenance within hangars shall be limited to that specifically permitted by the type rating established in the Uniform Building Code and in compliance with the directives of the Fire Department (ARFF personnel).
- 3.9.2. Aircraft painting shall be performed only in hangars approved for that activity.
- 3.9.3. All Hazardous Materials shall be transported, stored, and disposed of in accordance with § 2.21.

3.10. *Aircraft Washing*

- 3.10. 1. Aircraft washing shall be performed only in designated areas and in the manner prescribed by the Airport Manager and in compliance with the Jetport's SWPPP, a copy of which is available for inspection in the Airport Manager's office.

AIRCRAFT RULES AND REGULATIONS

3.11. *Aircraft Deicing*

- 3.11.1. Aircraft deicing (the removal of snow and/or ice with chemical substances) shall only be accomplished in accordance with the Jetport's SWPPP.
- 3.11.2. Use of chemical substances for the purpose of removing (and/or preventing) snow and/or ice build-up shall comply with all Regulatory Measures.
- 3.11.3. Before granting permission for Aircraft deicing at the Jetport, the Airport Manager shall inspect the containment system or mechanism and approve the containment plan that will be used by the Operator/Lessee for Aircraft deicing.
- 3.11.4. Deicing fluids shall be transported, stored, and disposed of in accordance with the Jetport's SWPPP and the requirements established by the Airport Manager.

3.12. *Aircraft Engine Operation*

- 3.12.1. Only qualified persons shall start or operate an Aircraft engine at the Jetport or taxi an Aircraft at the Jetport.
 - 3.12.1.1. Qualified persons include a pilot, an airframe and powerplant mechanic, or a qualified technician licensed by the FAA and qualified to start or operate the engine(s) and/or taxi that particular class and type of Aircraft.
- 3.12.2. Starting engines shall be prohibited until ground personnel have given proper clearance (if appropriate) and until all standard safety procedures have been followed.
- 3.12.3. Starting an Aircraft engine when there is any flammable liquid on the ground in the immediate vicinity of the Aircraft is prohibited.
- 3.12.4. An Aircraft with engines operating shall not be left unattended.
- 3.12.5. Propeller, engine, and exhaust noises shall be kept to a minimum
- 3.12.6. Normal and customary aircraft engine runups (including pre-flight engine runups) shall be performed in the run-up areas located adjacent to the beginning of each runway or in other areas designated specifically for this purpose by the Airport Manager.
- 3.12.7. High speed or full power aircraft engine runups (including maintenance run-ups) shall be performed in designated run-up areas or in other areas designated specifically for this purpose by the Airport Manager.
 - 3.12.7.1. High speed or full power aircraft engine runups are prohibited at the Jetport from 10:00 PM to 7:00 AM without the prior permission of the Airport Manager.
- 3.12.8. Engine runups for air carrier aircraft shall be performed at the blast fence located at the end of Runway 11.
- 3.12.9. All other run-ups shall be performed only in the areas and at the times designated by the Airport Manager.

3.13. *Aircraft Equipment*

- 3.13.1. Aircraft (other than a rotorcraft with skids) operated at the Jetport shall be equipped with a tail wheel or nose wheel and wheel brakes unless the Airport Manager grants the Operator prior written permission to operate the Aircraft at the Jetport.
- 3.13.2. Aircraft Operators shall not land, taxi, or take off without the ability to communicate by radio or light signal unless the activity has been coordinated with (and permission has been granted by) ATC.

3.14. *Aircraft Parking and Storage*

- 3.14.1. Aircraft shall be parked only in those areas designated for such purpose by the Airport Manager.
- 3.14.2. Aircraft shall not be parked or positioned in such a manner so as to block a runway, Taxiway, Taxilane, gate, door, or obstruct access to hangars, parked Aircraft, and/or parked Vehicles.
- 3.14.3. Unless otherwise provided in an Agreement/Permit with the City or authorized FBO, no person shall use any area of the Jetport for the parking and storage of Aircraft, (other than Transient Parking) without prior written permission of the Airport Manager.
 - 3.14.3.1. Should a person use such areas for Aircraft parking or storage without first obtaining the prior written permission of the Airport Manager, the Airport Manager may remove and store the Aircraft at the expense of the Aircraft Operator without any liability to the City for damage that may arise from or out of such removal or storage.
- 3.14.4. Aircraft Operators shall ensure parked and stored Aircraft are properly secured as set forth in FAA AC 20-35C (including updates).
 - 3.14.4.1. Parked or stored rotorcraft shall have braking devices and/or rotor mooring blocks applied to the rotor blades.
 - 3.14.4.2. Moored lighter-than-air Aircraft shall have at least one person monitoring the safety of the mooring at all times.
- 3.14.5. When directed by the Airport Manager, the Operator of any Aircraft parked or stored at the Jetport shall move the Aircraft to the location or position on the Jetport identified by the Airport Manager. In the event the Aircraft Operator refuses, is unable, or unavailable, the Airport Manager may move the Aircraft to the area at the risk and expense of the Aircraft Operator without any liability to the City for damage that may arise from or out of such movement

3.15. *Aircraft Security*

- 3.15.1. If the kind, type, mission, or condition of an Aircraft makes it necessary for an Aircraft Operator to obtain, provide, or maintain security for an Aircraft, the Operator shall be responsible for such security and may only provide (or arrange for) such security after obtaining the prior permission from the Airport Manager and the Police Department.
 - 3.15.1.1. Aircraft Operators shall not employ security measures as a means to hinder, impede, delay, or prevent removal of Aircraft at the direction of the Airport Manager.

3.16. *Aircraft Operations*

- 3.16.1. All Aircraft shall be operated in accordance with 14 CFR Part 91.
- 3.16.2. Except in an emergency, no person may operate an Aircraft contrary to an ATC clearance or instruction in an area in which air traffic control is exercised.
- 3.16.3. No person may operate a civil aircraft unless it is in airworthy condition.
- 3.16.4. Operating an Aircraft in a careless, negligent, or reckless manner; in disregard of the rights and safety of others; without due caution and circumspection; or at a speed or in a manner which endangers persons or Property is prohibited at the Jetport.
- 3.16.5. Operating an Aircraft that is constructed, modified, equipped, or loaded as to endanger persons or Property is prohibited at the Jetport.

AIRCRAFT RULES AND REGULATIONS

- 3.16.6. Aircraft shall conform to the traffic patterns promulgated jointly by the FAA and the Airport Manager unless otherwise specifically authorized or instructed by ATC.
- 3.16.7. Aircraft Operators shall obey all pavement markings, signage, and lighted signals unless instructed otherwise by ATC or the Airport Manager.
- 3.16.8. Aircraft Operators shall comply with any order, signal, or directive of the Airport Manager when operating aircraft in non-movement areas.
- 3.16.9. Aircraft Operators shall not land, take off, taxi, or park an Aircraft on any area that has been restricted to a maximum weight bearing capacity of less than the weight of the Aircraft using such area.
- 3.16.10. The starting, positioning, or taxiing of any Aircraft shall be done in such a manner so as to avoid generating (or directing) any propeller slipstream or engine blast that may endanger or result in injury to persons or damage to Property.
 - 3.16.10.1. To avoid this situation, it may be necessary to tow the Aircraft to a location or position on the Jetport where the propeller slipstream or engine blast shall not endanger or cause injury to persons or damage to Property when the engines are started or operated
- 3.16.11. Aircraft engines shall not be started in any structure, nor shall Aircraft be taxied into, out of, or within any structure at the Jetport.
- 3.16.12. Aircraft shall not be taxied until the Aircraft Operator has ascertained (by visually inspecting the area) that there shall be no danger of collision with any person or object in the area.
- 3.16.13. Taxiing Aircraft shall yield the right-of-way to any emergency vehicle.
- 3.16.14. Aircraft being taxied, towed, or otherwise moved at the Jetport shall proceed with running lights and anti-collision lights illuminated during the time between official sunset and official sunrise.
- 3.16.15. Aircraft Operators shall not taxi an Aircraft at the Jetport at a speed greater than is reasonable and prudent under the conditions with regard for actual and potential hazards and other Aircraft so as not to endanger persons or Property.
 - 3.16.15.1. Aircraft taxiing speeds shall be reduced during periods of low visibility or inclement weather.
- 3.16.16. Fixed wing Aircraft taking off or landing at the Jetport shall do so only from designated runways.
- 3.16.17. Ground demonstrations shall not be conducted at the Jetport without the prior written permission of the Airport Manager.
- 3.16.18. Simulated forced landings are not permitted at the Jetport or within Jetport airspace.
- 3.16.19. Airshows and acrobatic operations of Aircraft are not permitted at the Jetport or within Jetport airspace unless prior written permission of the Airport Manager and the FAA has been obtained.
- 3.16.20. Operation of Aircraft radio Equipment while the Aircraft is in a hangar, other than when radio Equipment maintenance is being performed on the Aircraft, is prohibited.

AIRCRAFT RULES AND REGULATIONS

- 3.16.21. Airborne radar Equipment shall not be operated or ground-tested in an area where the directional beam of such radar, if high intensity (50KW or greater output), is within 300 feet or, if low intensity (less than 50 KW output), is within 100 feet of another Aircraft, an Aircraft refueling operation, an Aircraft refueling Vehicle, or a fuel storage facility.
- 3.16.22. Aircraft Operators shall not conduct more than three touch and goes per hour without the prior permission of the Airport Manager.

3.17. *Noise Abatement Procedures*

- 3.17.1. Aircraft Operators shall familiarize themselves and follow recommended/published noise abatement rocedures established for the Jetport.
 - 3.17.1.1. Additional information on the noise abatement procedures established for the Jetport is available in the current Airport Facility Directory and U.S. Terminal Procedures.
 - 3.17.1.1.1. Runway 11 is the preferential runway for landing at the Jetport.
 - 3.17.1.1.2. Runway 29 is the preferential runway for take-off at the Jetport.
- 3.17.2. Aircraft Operators shall use those procedures that minimize noise to surrounding areas. This includes, but is not limited to, avoiding low altitude maneuvers.
 - 3.17.2.1. Optimum power settings and operating altitudes shall be maintained consistent with safety.
- 3.17.3. Flights over populated areas should be avoided to the extent consistent with safety.

3.18. *Rotorcraft Operations*

- 3.18.1. Rotorcraft shall park on the paved areas approved by the Airport Manager.
- 3.18.2. Rotorcraft shall taxi and/or hover over paved areas only.
- 3.18.3. Rotorcraft shall not be operated within 50 feet of any building.
- 3.18.4. Rotorcraft shall not operate within 100 feet of any area where light Aircraft are parked or operating except in the case of an emergency or unless otherwise directed by ATC or the Airport Manager.
- 3.18.5. Rotorcraft Operators shall not perform any autorotation (except in the case of an emergency) at the Jetport or within Jetport airspace without clearance.

3.19. *Limitations*

- 3.19.1. Aircraft Operators shall obtain the prior permission of the Airport Manager and ATC personnel before conducting any of the following activities at the Jetport.
 - 3.19.1.1. Test Flights
 - 3.19.1.2. Use of Motorless Aircraft: The landing upon or towing from the Jetport of gliders, sailplanes, and other certificated motorless Aircraft.
 - 3.19.1.3. Use of Ultralight Vehicles: The landing upon or taking off from the Jetport of ultralight vehicles. The operations of ultralight Vehicles is subject to 14 CFR Part 103 (as amended).
 - 3.19.1.4. Use of Lighter-than-Air Aircraft: The landing upon or taking off from the Jetport of airships, dirigibles, blimps, balloons, and other certificated lighter-than-air Aircraft that utilize gasses or hot air to provide lift.

AIRCRAFT RULES AND REGULATIONS

- 3.19.1.5. Banner or Glider Towing: The landing upon or taking off from the Jetport of Aircraft that tow banners, gliders, or any other device.
- 3.19.1.6. Hazardous Cargo: The landing upon or taking off from the Jetport of Aircraft loaded with flammable, explosive, or corrosive material that does not meet all applicable guidelines for Hazardous Materials air freight. Hazardous materials, fuel, oil, lubricants, hydraulic fluid, or breathing oxygen carried aboard for Aircraft, crewmember, or passenger use are exempt.
- 3.19.1.7. Radioactive Cargo: The landing upon or taking off from the Jetport of Aircraft loaded with radioactive materials that do not meet all applicable guidelines for Hazardous Materials air freight. Radioactive materials used for Aircraft propulsion that are permanently loaded/stored aboard the Aircraft are exempt.

3.20. Fees and Charges

- 3.20.1. Aircraft shall not land or takeoff from the Jetport unless the Aircraft Operator has paid the fees or charges that may be assessed from time to time by the City for such use unless the Operator is exempt from payment of certain fees or unless the Operator is entitled to use the Jetport without making such payment.
 - 3.20.1.1. Aircraft exempt from Jetport fees and charges include Aircraft owned and/or operated by the United States of America, military forces of the United States of America, and the Aircraft operated by foreign military forces in support of allied military operations,

VEHICLE RULES AND REGULATIONS

4. VEHICLE RULES AND REGULATIONS

4.1. *Regulatory Measures*

- 4.1.1. All Vehicle -Operators at the Jetport shall comply fully with the traffic laws of the state of Maine (as may be amended from time to time), these Rules and Regulations, the Airport Compliance Manual (ACM), and instructions issued by the Airport Manager, any law enforcement officer, or ATC.
- 4.1.2. Jurisdiction shall lie (as in all other traffic offenses) with either the City of Portland, Maine or the City of South Portland, Maine. Each city has jurisdiction over those portions of the Jetport that are located within the boundaries of each city.

4.2. *Operator Licensing*

- 4.2.1. Vehicle Operators shall have a valid state Vehicle Operator's license and evidence of insurance (as required by state law) to operate a Vehicle (that requires such licensing) at the Jetport.
- 4.2.2. Vehicle Operators are required to attend a Driver Training Program given by the Operator's employer (the content of which is described in the ACM and Airport Security Plan - ASP), pass a written test, and obtain authorization from the Airport Manager prior to operating Vehicles on the AOA.

4.3. *Vehicle Licensing and Equipment*

- 4.3.1. Except for Vehicles that are exclusively. used on the AOA, all Vehicles shall meet the state of Maine licensing, registration, and inspection requirements.
- 4.3.2. Vehicles operating or parking inside the security fence, except for Emergency Vehicles, shall be registered with the City and display a current Vehicle permit/sticker, unless otherwise authorized by the Airport Manager.
- 4.3.3. Vehicles shall not be operated at the Jetport unless the Vehicle is in sound mechanical order; has adequate. lights, horn, and brakes; and clear (unobstructed) vision is provided from the driver's position.
- 4.3.4. Vehicles shall not be operated in any hangar at the Jetport unless the Vehicle exhaust is protected by screens or baffles to prevent the escape of sparks or the propagation of flame and a vent system exists to prevent exhaust fumes from building up in the Hangar.
- 4.3.5. Trailers and semi-trailers are not permitted at the Jetport unless they are equipped with lights (or reflectorized devices on all sides) and proper brakes/braking system or secured so that, when disengaged from the towing Vehicle, neither Aircraft propeller slipstream, engine blast, wind, nor other nature force shall cause them to become free rolling.
 - 4.3.5.1. Trailers and semi-trailers shall not be stored or parked at the Jetport without prior permission of the Airport Manager
- 4.3.6. Since the presence at the Jetport of a tank Vehicle, truck, or semi-trailer used for the transportation of flammable liquids or fueling and defueling of Aircraft could endanger persons or Property, no tank Vehicle, truck, or semi-trailer shall be operated at the Jetport unless approved by the Airport Manager.

4.4. *Vehicle Operations*

- 4.4.1. Vehicle operations at the Jetport in a careless, negligent, unsafe, or reckless manner; in disregard of the rights and safety of others; without due caution and circumspection; or at a speed or in a manner which endangers persons or Property is prohibited.

VEHICLE RULES AND REGULATIONS

- 4.4.2. Vehicles constructed, equipped, loaded, or maintained (or has attached thereto any object or Equipment which drags, swings, or projects) so as to endanger persons or Property is prohibited at the Jetport.
- 4.4.3. Landside Speed Limits
 - 4.4.3.1. Safe Speed - Vehicles shall not be operated at a speed greater than is reasonable and prudent under the conditions and having regard for actual and, potential hazards, traffic, use of the street or roadway, or so as not to endanger persons or Property.
 - 4.4.3.2. Minimum Speed - Vehicles shall not be operated at such a slow speed as to impede or block the normal and reasonable movement of traffic, except when reduced speed is necessary for safe operation or in compliance with the law.
 - 4.4.3.3. Maximum Speed - Vehicles, except Emergency Vehicles responding to an emergency, shall not be operated at the Jetport in excess of the posted speed limits or in excess of any speed stipulated in these Rules and Regulations. In areas where signs, markers, or devices are not used or posted, the speed limit shall be 15 miles per hour.
 - 4.4.3.3.1. The maximum speed in Jetport vehicle parking areas shall be 5 miles per hour.
- 4.4.4. Airside Speed Limits
 - 4.4.4.1. Safe Speed - Vehicles shall not be operated at a speed greater than is reasonable and prudent under the conditions and having regard for actual and potential hazards, traffic, use of the street or roadway, or so as not to endanger persons or Property.
 - 4.4.4.2. Maximum Speed - Vehicles, except Emergency Vehicles responding to an emergency, shall not be operated on the AOA at speeds in excess of 15 miles per hour.
 - 4.4.4.2.1. The maximum speed near (in the immediate vicinity of) Aircraft shall be 5 miles per hour.
- 4.4.5. Vehicles operating on the Tiedown or transient Apron shall be parked clear of taxilanes and parked Aircraft. Once the delivery of persons, cargo, or equipment is complete, the Vehicle shall be removed from the Apron to designated parking.
- 4.4.6. Vehicle Operators shall yield the right of way to Aircraft, Emergency Vehicles (or Equipment), snowplows, and pedestrians.
- 4.4.7. Vehicle Operators shall comply with any order, signal, or directive of the Airport Manager or any law enforcement officer.
 - 4.4.7.1. Vehicle Operators shall not, after receiving a visual or audible signal from any law enforcement officer, fail to stop the Vehicle being operated, operate the Vehicle in disregard of the signal or interfere with or endanger any law enforcement officer, increase the speed or extinguish the lights of the Vehicle, or attempt to flee from or elude any law enforcement officer.
- 4.4.8. Vehicle Operators shall provide proper signals and obey all traffic lights, signs, mechanical or electrical signals, and pavement markings unless directed otherwise by any law enforcement officer.
- 4.4.9. Jetport roadways may be used for Vehicle operations as a means of ingress and egress to and from the roadways serving the Jetport and between various land areas at the Jetport abutting Jetport roadways.

VEHICLE RULES AND REGULATIONS

- 4.4.10. Vehicle Operators shall utilize designated Vehicle service roadways, where available.
- 4.4.11. Vehicles that are overloaded or carrying more passengers or cargo than the amount that the Vehicle is designed to carry are prohibited at the Jetport.
- 4.4.12. Persons shall not sit (or ride) anywhere in (or on) a Vehicle other than in the seat (or seating) designed for the Vehicle with exception of emergency Vehicles that are designed specifically for such operations or use by Fire Department or Police Department personnel.
- 4.4.13. Vehicles shall not be operated in such a manner or within such proximity of an Aircraft so as to create a hazard or interfere with the safe operation of the Aircraft.
 - 4.4.13.1. Vehicles shall not overtake or pass in front of a moving Aircraft.
 - 4.4.13.2. Vehicles shall pass to the rear of taxiing Aircraft and come no closer than 100 feet to a taxiing Aircraft.
 - 4.4.13.3. Vehicles shall not pass closer than 20 feet from any wing or tail section of a parked Aircraft.
- 4.4.14. Vehicles shall not be operated within 500 feet of an emergency Vehicle that is engaged in (providing) emergency services without permission from the Airport Manager or Police/Fire Department personnel.
- 4.4.15. Vehicles used for hauling trash, dirt, or any loose material shall be operated in such a fashion as to prevent the contents of the Vehicle from dropping, sifting, leaking, or otherwise escaping.
- 4.4.16. Tugs and Trailers
 - 4.4.16.1. Vehicles towing a train of baggage or cargo carts in excess of three carts are prohibited unless specifically authorized in writing by the Airport Manager.
 - 4.4.16.2. Positive locking couplings shall be required for all towed Equipment on the AOA.
 - 4.4.16.3. Tugs and baggage carts shall be returned to designated storage areas immediately following unloading.
- 4.4.17. Vehicles shall not be driven under jetways/jetbridges(boarding bridges).

4.5. Air Operations Area

- 4.5.1. Vehicles used on a regular basis on the AOA shall be painted and marked in a manner approved by the Airport Manager and be equipped with an approved and fully operational amber or red (emergency Vehicles only) rotating, flashing, or steady beacon on the roof or uppermost point of the Vehicle in compliance with FAA Advisory Circular 150/5210-5B.
 - 4.5.1.1. The beacon shall be activated by the Vehicle Operator prior to entering the AOA and shall remain in operation while the Vehicle is on the AOA
 - 4.5.1.2. Vehicle Operators using the AOA on an irregular basis shall first obtain permission of the Airport Manager before operating any Vehicle on the AOA. After the Operator has obtained permission from the Airport Manager, the Vehicle shall be escorted to the Operator's final destination on the Jetport with the Vehicle's parking lights flashing at all times while the Vehicle is moving.
- 4.5.2. The Airport Manager may restrict Vehicles to a certain portion(s) or segment(s) of the AOA. Such restrictions shall prohibit Vehicle operations outside designated area(s).

VEHICLE RULES AND REGULATIONS

- 4.5.3. Motorhomes, mini-bikes, go-carts, rollerblading, ice skating, skate boarding, and the recreational use of bicycles or unicycles is not permitted at the Jetport.

4.6. Movement Area

- 4.6.1. No person shall take or drive any Vehicle on the Movement Area unless permission has been first obtained from the Airport Manager.
- 4.6.1.1. Vehicle Operators having access to the Movement Area shall comply with the Letter of Agreement between the Airport and ATC regarding Jetport Surface Traffic Procedures and the ACM.
- 4.6.2. Vehicles operating in the Movement Area shall also be equipped with a functioning two-way radio capable of communicating on the proper aeronautical frequencies (including 121.9 MHz during ATC operational hours and 120.9 MHz after hours) and Vehicle Operators shall obtain a clearance from ATC (during operational hours) and announce intentions (after hours) before entering any Movement Area.
- 4.6.2.1. Upon receiving clearance, Vehicle Operators shall ensure by visual observation (and confirmation) that no Aircraft are approaching before entering the Movement Area.
- 4.6.2.2. After obtaining permission of the Airport Manager, a Vehicle that is not operated on the Jetport on a regular basis may enter the Movement Area provided that such Vehicle is escorted at all times (while in the Movement Area) by an authorized Jetport vehicle having radio contact with ATC.
- 4.6.2.2.1. When construction-related Vehicles are required to enter or work within the Movement Area, such Vehicles will be marked with an approved orange and white checkered flag (for daytime operations) or an amber beacon (for nighttime operations).
- 4.6.2.2.2. If the construction Vehicle is not equipped with a two way radio capable of communicating on the proper aeronautical frequencies, the Vehicle shall be escorted at all times (while in the Movement Area) by an Jetport authorized vehicle having radio contact with ATC or have a flagman (with a two way radio capable of communicating on the proper aeronautical frequencies) stationed at the area(s) designated by the Airport Manager to give instructions to the Vehicle.
- 4.6.2.3. In the event a Vehicle in the Movement Area experiences radio failure, the Vehicle shall vacate the area utilizing perimeter roadways or other non-controlled routes. If exit via non-controlled route is not possible, the Vehicle Operator shall indicate radio failure by facing the Vehicle towards the Air Traffic Control Tower (ATCT) and flashing the Vehicle's headlights. Thereafter, the Vehicle Operator shall operate the Vehicle based upon (and in accordance with) the standard colored light signal directions given by ATC.
- 4.6.3. Vehicle Operators operating in the Movement Area shall be conversant with standard colored light signals, as follows:
- 4.6.3.1. Steady Green - Cleared to cross, proceed, or go
- 4.6.3.2. Steady Red - Stop
- 4.6.3.3. Flashing Red - Clear the runway/taxiway
- 4.6.3.4. Flashing White - Return to starting point on the Jetport
- 4.6.3.5. Alternating Red and Green - General warning, exercise extreme caution

VEHICLE RULES AND REGULATIONS

4.6.4. Standard colored light signals shall be posted in the cab of all Vehicles operating in Movement areas.

4.7. *Accidents or Incidents*

4.7.1. A Vehicle Operator involved in an accident at the Jetport resulting in any injury (or death) to person or damage to Property shall stop the Vehicle at the scene (or as close as possible to the scene without unnecessarily obstructing traffic or creating a safety hazard) and notify the Airport Manager and the Police Department/a law enforcement officer immediately.

4.7.2. The Vehicle Operator (and the Vehicle) shall remain at the scene until the Police Department/a law enforcement officer takes a full report.

4.8. *Commercial Ground Transportation (on the AOA)*

4.8.1. Escorted taxicabs, limousines, or hotel buses may deliver customers and/or baggage to the AOA or may pick up customers and/or baggage from the AOA (in any area designated for such purposes by the Airport Manager) if specifically requested to do so by an Operator, Lessee, or the customer.

4.8.2. Taxicabs, limousines, or hotel buses may not solicit customers on the AOA unless authorized to do so by the Airport Manager.

4.8.3. Only those rental car companies that have received allthorization from the Authority may conduct business on the AOA.

4.9. *VehicleEquipment Maintenance*

4.9.1. With the exception of minor repairs that are necessary to remove a Vehicle/Equipment from the Jetport, Vehicles/Equipment shall not be cleaned or maintained anywhere at the Jetport unless approved by the Airport Manager (and/or only in such areas designated for such purpose by the Airport Manager).

4.10. *Parking (or Stopping)*

4.10.1. Vehicles/Equipment shall be parked only in those areas designated for such purpose by the Airport Manager.

4.10.2. Vehicles/Equipment shall not be parked or stopped in the following manner or areas:

4.10.2.1. In such a manner so as to obstruct or block a parking lot lane, driveway, gate, roadway, walkway, door, stairway, jetways/jetbridges (boarding bridges), crosswalk, fire lane, runway, Taxiway, Taxilane, or obstruct or block access to hangars, parked Aircraft, and/or parked Vehicles/Equipment;

4.10.2.1.1. TugdriveshalibekeptclearofallVehicles/Equipmentatall times.

4.10.2.2. Within a bus stop, taxicab, or commercial vehicle zone (except for Vehicles authorized by the Jetport to use such areas)

4.10.2.3. On the roadway side of any stopped or parked Vehicle (double parking);

4.10.2.4. Within 15 feet of a fire hydrant or within a fire lane or restricting the access to or from the fire lane;

4.10.2.5. On unpaved or grassed areas (unless specifically designated for parking);

4.10.2.6. Within 3 feet of either side of a security fence; or

4.10.2.7. In any manner other than that posted on authorized signs.

VEHICLE RULES AND REGULATIONS

- 4.10.3. Vehicles/Equipment, other than those loading and unloading Aircraft, shall not stop for loading, unloading, or any other purpose at the Jetport other than in the areas specifically established for loading, unloading, and/or parking and only in the manner prescribed by signs, lines, markings, or other means.
- 4.10.4. Displaying Vehicles/Equipment for sale at the Jetport is prohibited.
- 4.10.5. Parking in designated public parking areas is open to any person using the Jetport.
- 4.10.6. Employees of Jetport Operators/Lessees or sublessees may park Private Vehicles in the employee parking areas designated by the Airport Manager.
- 4.10.7. All service Vehicles/Equipment (including utility company, government owned, delivery, etc.) shall park in specially reserved and marked areas or areas designated by the Airport Manager.
- 4.10.8. Limousine, bus, and taxi waiting and standing areas are specifically reserved and designated for this purpose only.
- 4.10.9. T-Hangar tenants may park automobiles that are fully operational/functional inside the hangar or in designated parking areas.
 - 4.10.9.1. When present, a T-Hangar tenant may park fully operational/functional automobiles outside of the T-Hangar but only on a temporary (14 days or less) basis. An automobile parked more than 14 days may be towed to a (pay) parking area at the automobile Owner's risk and expense and without any liability to the City for damage that may result. Automobiles parked more than 3 months shall be considered abandoned and the Airport Manager may take whatever action is deemed appropriate to remove and/or dispose of the automobile. Such action shall be at the automobile Operator's risk and expense and without any liability to the City for damage that may result from such removal and/or disposal.
- 4.10.10. Boats, jet skis, snowmobiles, dune buggies, race cars, recreational vehicles, trailers, etc. may not be permanently parked or stored on the AOA.

4.11. *Disabled Abandoned or Illegally Parked Vehicles/Equipment*

- 4.11.1. Vehicles/Equipment shall not be abandoned at the Jetport.
- 4.11.2. The Airport Manager may tow or otherwise remove from the Jetport any Vehicle/Equipment that is disabled, Abandoned, or parked in violation of these Rules and Regulations (or if the Vehicle/Equipment creates a safety hazard or interferes with Jetport operations) at the Vehicle/Equipment Operator's risk and expense and without any liability to the City for damage that may result from such removal.

4.12. *Fees and Charges*

- 4.12.1. Vehicles shall not be parked in any public parking area of the Jetport unless the Vehicle Operator has paid the fees and/or charges that may be assessed from time to time by the City for such use unless the Operator is exempt from payment.

OPERATOR AND LESSEE RULES AND REGULATIONS

5. OPERATOR/LESSEE RULES AND REGULATIONS

5.1. *Construction or Alteration of Improvements*

5.1.1. Any construction or alteration of an improvement located at the Jetport shall be performed in compliance with all applicable Regulatory Measures, the Jetport's Development Guidelines, and/or the directives established by the Airport Manager and shall be approved in advance by the City.

5.2. *Maintenance of Premises*

5.2.1. All Operators/Lesseees are required to keep the land and/or improvements under lease (or being occupied or used) free from hazards and maintain the same in a condition of repair, cleanliness, neatness, and general maintenance that is agreeable to the Airport Manager and in accordance with the Operator's/Lessee's Agreement/Permit with the City.

5.2.2. All Operators/Lesseees shall be fully responsible for all damage to buildings, Equipment, real property, related appurtenances, and all other improvements caused by the negligence, abuse, or carelessness of the Operator/Lessee or by the employees, agents, customers, visitors, suppliers or persons with whom they do business.

5.2.3 Facilities (including hangar floors) shall be kept free from the accumulation of oil, grease, flammable liquids, rags, or other waste materials.

5.2.3.1. The use of volatile or flammable solvents for cleaning floors is prohibited.

5.3. *Fire Prevention*

5.3.1. Operators/Lesseees shall be responsible for ensuring that fire prevention practices and/or procedures are followed at all times.

5.3.2. Operators/Lesseees engaged in Aircraft Operations shall ensure that all employees receive fire prevention training and instruction, as required by the Fire Department, immediately upon employment and that employees receive such fire prevention training and instruction annually thereafter.

5.3.2.1. Fire prevention training and/or instruction shall include the use of fire extinguishers, responding to fuel and oil spills, handling flammable materials, and any other items deemed necessary and appropriate (for the activity) by the Airport Manager and shall be documented by the Operator/Lessee.

5.3.3. Operators/Lesseees shall provide proper, adequate, inspected, certified, and readily accessible fire extinguishers (that are approved by fire underwriters) for the particular hazard involved (or associated with the activity).

5.3.3.1. Fire extinguishers shall be maintained in accordance with the Uniform Fire Code.

5.3.3.2. Fire extinguishers shall be visually inspected monthly and serviced annually by a qualified person (in accordance with state requirements).

5.3.3.2.1. Logs showing the date of last inspection shall be attached to each unit and records acceptable by fire underwriters shall be kept showing the status of such Equipment.

5.4. *Heating Equipment*

5.4.1. All heating Equipment and fuel burning appliances installed or used at the Jetport shall comply with the requirements of the City of Portland, the State of Maine, the Uniform Fire Code, National Board of Fire Underwriters, and the Fire Department.

OPERATOR AND LESSEE RULES AND REGULATIONS

5.5. *Aircraft Hangars*

5.5.1. Aircraft hangars shall only be used for the following purposes:

5.5.1.1. Storage and parking of Aircraft and associated Aircraft Equipment and supplies as approved by the Airport Manager and the Fire Department.

5.5.1.1.1. Aircraft parked in hangars shall be parked in a manner so as to be completely contained in the hangar and shall not obstruct Aircraft parking areas, other hangars, Taxiways, Taxilanes, gates, or doors.

5.5.1.2. Parking of authorized Vehicles.

5.5.2. Use of Aircraft hangars shall be subject to the following restrictions:

5.5.2.1. Unless permission is granted by Agreement/Permit with the City, no major Aircraft Maintenance, alterations, or repairs shall be performed in a hangar without the prior written permission of the Airport Manager.

5.5.2.1.1. In addition to the provision contained in § 5.7.2.1., no preventive Aircraft Maintenance shall be conducted in or from any T-Hangar for any Aircraft not listed on the Agreement/Permit (for the hangar) unless written permission is granted by the Airport Manager.

5.5.2.2. For hangars not having a personnel exit door, sliding doors shall remain open 36 inches anytime a person is in the hangar.

5.5.2.3. Oily rags, waste oil, or other materials soiled with petroleum based products may only be stored in containers with self-closing, tight-fitting lids (as approved by the Airport Manager and the Fire Department) in accordance with the Jetport's SWPPP and SPCC plan.

5.5.2.4. Aircraft batteries shall not be connected to a charger when installed in an Aircraft that is located inside (or partially inside) a hangar and unattended.

5.5.2.5. Space heaters shall never be located inside Aircraft and left unattended. Space heaters may be utilized in hangars so long as the heater has a clear radius of 10 feet from Aircraft (or any other object) and fire prevention/safety measures are observed.

5.6. *Aircraft Tiedowns*

5.6.1. Aircraft Tiedowns shall only be used for the following purposes:

5.6.1.1. Storage and parking of the Aircraft listed on the Agreement/Permit

5.6.1.1.1. Such aircraft shall be parked in a manner so as to be completely contained within the tiedown space and shall not obstruct Aircraft parking, other tiedowns, hangars, Taxiways, Taxilanes, gates, or doors.

5.6.1.2. Performing preventive Aircraft Maintenance on the Aircraft listed on the Agreement/Permit for the tiedown space and in accordance with all applicable Regulatory Measures.

5.7. *Storage of Materials, Vehicles, or Equipment*

5.7.1. Operators/Lessees shall store, stack, box, or bag material in such manner as to preclude creating any hazard, obstructing any operation, or a resulting in a littering (displeasing visual) effect.

5.7.2. Vehicles and Equipment may not be stored at the Jetport without the prior written permission of the Airport Manager.

OPERATOR AND LESSEE RULES AND REGULATIONS

- 5.7.3. Railroad (box or tanker) cars, intermodal containers, or tanker, truck, or flatbed trailers, etc. shall not be stored or used to store any type of materials, Vehicles, or Equipment without the prior written permission of the Airport Manager.

5.8. *Compressed Gases*

- 5.8.1. Oxygen or any combustible compressed gas in a cylinder, flask, or portable tank shall be secured to a fixed location or secured to a portable cart that is designed and approved specifically for the cylinder, flask, or tank being secured.
- 5.8.1.1. Compressed gas cylinders, flasks, or tanks shall have approved and fully operational pressure relief devices.
- 5.8.1.2. Cylinders, flasks, or tanks not in use shall have an approved transportation safety cap installed.
- 5.8.1.3. Cylinders or tanks shall be maintained in compliance with all applicable rules and regulations.

5.9. *Lubricating Oils*

- 5.9.1. A total of 60 gallons of lubricating oils having a flash point at or above 140 degrees may be stored in hangars provided that the product is stored in the original container and has the original manufacturer's labeling (or that the product is stored in other suitable containers approved by the Airport Manager and the Fire Department) and used for non-commercial preventive Aircraft Maintenance purposes only.

5.10. *Baggage Conveyor System*

- 5.10.1. Operators/Lessee's responsible for operating and loading the baggage conveyor system shall also be responsible for unloading all unclaimed baggage.
- 5.10.1.1. Prior to leaving the baggage conveyor area, all baggage shall be unloaded (no baggage shall be left on the baggage conveyor system).

REFUELING, DEFUELING, AND FUEL STORAGE

6. REFUELING, DEFUELING, AND FUEL STORAGE

6.1. *Regulatory Measures*

- 6.1.1. Refueling, defueling, and fuel storage at the Jetport, including associated Vehicles and Equipment, shall conform to all applicable Regulatory Measures including, but not limited to, the following:
 - 6.1.1.1. Applicable provisions of 14 CFR;
 - 6.1.1.2. Applicable NFPA guidelines including, but not limited to, NFPA 407 "Standard for Aircraft Fuel Servicing" (including updates or amendments)
 - 6.1.1.3. Uniform Fire Code;
 - 6.1.1.4. FAA Advisory Circular 150/5230-4 (including updates or amendments);
 - 6.1.1.5. Applicable provisions of the Regulatory Measures established by the Environmental Protection Agency and the Maine Department of the Environment relating to these activities
 - 6.1.1.6. Applicable provisions of the Jetport's ACM, SWPPP, and SPCC.

6.2. *Permit*

- 6.2.1. Fuels shall only be dispensed at the Jetport by those Entities having an Agreement/Permit with the City granting such permission or by those Entities holding a Fueling Permit issued by the City.

6.3. *Training*

- 6.3.1. No person shall fuel or defuel an Aircraft until that person is properly trained, qualified, and certified.
- 6.3.2. Training shall be performed in accordance with 14 CFR Part 139 and the Jetport's ACM.
- 6.3.3. Training records documenting the training provided to (and qualifications of) each person shall be maintained.
 - 6.3.3.1. Records shall indicate the time, date, and place of the initial training and all recurrent (or subsequent) training.
 - 6.3.3.2. Recurrent training shall be provided on a regularly scheduled basis, but not less than every year.
 - 6.3.3.3. All records shall be subject to review or inspection by the Airport Manager or the Police Department.

6.4. *Operations*

- 6.4.1. A trained, qualified, and certified operator shall be present (and responsive) at all times while fuel delivery Vehicles transfer fuel into or out of any fuel storage facility.
 - 6.4.1.1. The operator shall remain within the immediate vicinity, in close proximity to, and in direct view of all operating controls and Equipment.
 - 6.4.1.2. The operator shall not leave the discharge end of any hose or hoses unattended at any time while the transfer of fuel is in progress.
- 6.4.2. Aircraft shall not be refueled or defueled in an area where Aircraft engines are operating, Aircraft (or engines) are being warmed by application of heat, or while the Aircraft is located in a congested or enclosed space.
 - 6.4.2.1. Self-fueling shall be conducted only in those areas designated by the Airport Manager (as identified in the Fueling Permit).
 - 6.4.2.1.1. Self-fueling at any other location at the Jetport is prohibited.

REFUELING, DEFUELING, AND FUEL STORAGE

- 6.4.2.2. Pouring or gravity transfer of fuel from containers larger than 5 gallons is prohibited.
 - 6.4.2.2.1. All containers shall be approved.
- 6.4.3. All fuel handled at the Jetport shall be treated with due caution and circumspection with regard to the rights and safety of others so as not to endanger, or likely to endanger, persons or Property.
- 6.4.4. Persons engaged in the fueling, defueling, and oil servicing of Aircraft (or Vehicles), the filling of Refueling Vehicles or dispensing Equipment, or the dumping or pumping or loading of aviation fuels (or oils) into or from fuel (or oil) storage facilities shall exercise care and extreme caution to prevent overflow of fuel (or oils).
 - 6.4.4.1. When a spill occurs, associated activities shall cease and the spill shall immediately be removed or absorbed (as appropriate) with suitable material.
 - 6.4.4.2. In the event of a spill, § 2.24.2 and 2.24.3 of these Rules and Regulations shall also be followed.
- 6.4.5. Refueling Vehicles shall be positioned so that the Vehicle can be directly driven away from the loading or fueling position in the event of fire or spill.
- 6.4.6. Not more than one Refueling Vehicle shall be positioned to refuel each wing of an Aircraft and not more than two Refueling Vehicles shall be positioned to service the same Aircraft.
- 6.4.7. When high capacity Aircraft are refueled, additional Refueling Vehicles shall not be parked or positioned within 100 feet of the Aircraft.
- 6.4.8. Aircraft fuel handling shall be conducted outdoors and at least 50 feet from any hangar or building and at least 50 feet of any combustion and ventilation airintake to any boiler, heater, or incinerator room.
- 6.4.9. Vehicles shall be refueled only at refueling stations and from dispensing devices approved by the Airport Manager.
- 6.4.10. Aircraft (or Vehicles) shall not be fueled or defueled while an engine is operating unless the Airport Manager and the Fire Department has granted prior written permission.
 - 6.4.10.1. In an emergency resulting from the failure of an onboard auxiliary power unit on a jet aircraft and in the absence of suitable ground support equipment, a jet engine mounted at the rear of the aircraft or on the wing on the side opposite from the fueling point may be operated during fueling to provide power as long as the operation follows the safety procedures published by the operator.
 - 6.4.10.2. A turbine-powered auxiliary power unit installed aboard an aircraft may be operated during fueling provided its design, installation, location, and combustion air source do no constitute a fuel vapor ignition source.
 - 6.4.10.2.1. In both cases (6.4.10.1. and 6.4.10.2), the fueling shall conform with the procedures contained in the operator's manual for the Aircraft.
- 6.4.11. Aircraft (or Vehicles) shall not be fueled or defueled if an electrical storm is in progress within the immediate vicinity of the Jetport.

REFUELING, DEFUELING, AND FUEL STORAGE

- 6.4.12. When Aircraft are being fueled or defueled, the Refueling Vehicle shall be bonded to the Aircraft to equalize the voltage potential between the Refueling Vehicle and the Aircraft.
 - 6.4.12.1. All hoses, nozzles, spouts, funnels, and appurtenances used in fueling and defueling operations shall be FM or UL approved and shall be equipped with a bonding device to prevent ignition of volatile liquids.
- 6.4.13. Refueling Vehicle Operators shall not operate the Vehicle in reverse anywhere on the Jetport unless another person is present and capable of monitoring and directing the movement Vehicle.
- 6.4.14. Aircraft shall not be fueled or defueled while passengers are on board unless a passenger-loading ramp is in place at the Aircraft cabin door, the door is in the open position, and an attendant is present at or near the door.
 - 6.4.14.1. If an incapacitated patient is on board the Aircraft during fueling operations, Fire Department (ARFF) personnel and fire fighting (and rescue) equipment shall be available at the scene.
- 6.4.15. Over-wing fueling shall be performed by qualified operators.
 - 6.4.15.1. Hold-down devices are prohibited.
- 6.4.16. For single point fueling, deadman controls or mechanism shall be utilized and shall remain in good working order at all times.
 - 6.4.16.1. No person shall deactivate or bypass a deadman control or mechanism at any time.
- 6.4.17. No person shall operate any radio transmitter or receiver (or switch electrical appliances on or off in an Aircraft) during fueling or defueling.
- 6.4.18. During fueling operations, no person shall use any material or Equipment that is likely to cause a spark or ignition.
 - 6.4.18.1. Smoking, matches, lighters, or any open flames are prohibited on the AOA and within 50 feet of any Aircraft, refueling Vehicle, fuel storage facility, or any Aircraft being fueled. or defueled.
- 6.4.19. Refueling Vehicles (including fuel tankers) shall use only the entrance, exit, and route designated by the Airport Manager during the transportation and delivery of fuel.
- 6.4.20. The City assumes no liability or responsibility for violations of any applicable fueling requirements and procedures.
 - 6.4.20.1. The Operator/Lessee shall be solely responsible for any violation incident to or in connection with the Operator's/Lessee's fueling storage facilities, Vehicles, Equipment, operations, and training.
 - 6.4.20.2. The Operator/Lessee shall reimburse the City for any fines, legal or court costs, incurred by the City for such violations.

6.5. *Storage of Refueling Vehicles*

- 6.5.1. Refueling Vehicles shall be stored outside and not less than 50 feet from a building (or at the distance approved by the Airport Manager and the Fire Department).
- 6.5.2. Refueling Vehicles shall be parked in a manner that provides a minimum of 10 feet of separation between Vehicles and any other Vehicle or Aircraft.
- 6.5.3. No Refueling Vehicle shall be brought into, kept, or stored within any building at the Jetport unless the building is designed, constructed, and approved exclusively for that purpose.

REFUELING, DEFUELING, AND FUEL STORAGE

6.5.3.1. This section does not apply to fuel container (or cans) with a capacity of not more than five gallons, provided that no more than one container (or can) is located within a single vehicle and not more than two container (or cans) are located in any hangar.

6.5.3.1.1. All hand-held portable containers shall be an approved type pursuant to UFC Sec. 79.104 and legibly marked. Capacity shall conform to UFC Table No. 79.104.

6.6. *Maintenance of Refueling Vehicles*

6.6.1. Maintenance and servicing of Refueling Vehicles shall be performed outdoors or in a building that is approved by the Fire Department specifically for this purpose.

6.7. *Equipment*

6.7.1. Only those fuel storage facilities and Refueling Vehicles (and Equipment) that are approved by the Airport Manager shall be used for the storage and delivery of fuel.

6.7.1.1. Hoses and/or piping connections shall be secured and capable of holding under pump's rated PSI discharge.

6.7.1.2. Hoses and/or nozzles shall be FM or UL approved with self-closing valve and no "hold-open devices".

6.7.1.3. All pumps shall be UL or FM approved.

6.7.1.4. All storage tanks shall be rated in accordance with UFC Article 24, Division 11 and Article 79, Division XI I.

6.7.2. Refueling Vehicles, fueling pumps, meters, hoses, nozzles, funnels, fire extinguishers, and bonding devices used during fueling operations shall be maintained in a safe operating condition and in good working order and repair at all times.

6.7.2.1. When said Refueling Vehicle or Equipment is found in a state of disrepair, malfunction, the use of such Vehicle or Equipment constitutes an undue fire or safety hazard, or is in violation of any Regulatory Measures, the Operator shall discontinue the use of such Vehicle or Equipment until repairs, replacements, or changes are made to render the same safe for continued use.

6.7.3. Any malfunction or irregularity detected on or within the Aircraft being refueled or defueled shall be brought to the attention of the Aircraft Operator immediately.

6.7.3.1. Refueling Vehicles, Equipment, and fuel storage facilities shall be placarded, marked, or color coded in accordance with NFPA Publication 407 and applicable FAA Advisory Circulars.

6.7.4. Adequate and proper fire extinguishers that shall be immediately available during all fueling and defueling operations.

6.7.4.1. At least 2 dry chemical fire extinguishers (20 pounds or larger) or the types of fire extinguishers that are capable of extinguishing Category B and Category C fires shall be immediately available.

6.7.4.2. All extinguishers shall be inspected and certified as required by law and all personnel involved with fueling or defueling operations shall be properly trained on the use of fire extinguishers.

REFUELING, DEFUELING, AND FUEL STORAGE

6.8 *Storage Facilities*

- 6.8.1. The maintenance and operation of fuel storage facilities shall meet NFPA 30, NFPA 407, and FAA regulations, and shall be approved by all Agencies who regulate the maintenance and operation of fuel storage facilities. Further the installation of all tanks and/or facilities shall meet the requirements of the Uniform Fire Code, Article 24.
- 6.8.2. Any portable containers of more than 50 gallons shall be approved by all Agencies who regulate the storage of fuel and may be used for a period of no more than 90 days and shall be for a specific location (or site) only.
- 6.8.3. Plans for fuel storage and installation shall be submitted to the City for approval prior to any installation.
- 6.8.4. All security gates leading into fuel storage areas shall be kept closed and locked at all times except when actually in use.