



City of Amarillo  
10801 Airport Blvd.  
Amarillo, Texas 79111  
(806) 335-1671

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# Rules and Regulations

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City of Amarillo

*Rick Husband Amarillo International Airport  
(AMA)*

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May 8, 2018

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## **1. GENERAL PROVISIONS**

### **1.1. Purpose**

The purpose of these Rules and Regulations is to protect the public health, safety, interest, and general welfare of the Operators, Lessees, Sublessees, Permittees, and users of the Rick Husband Amarillo International Airport (Airport), and to restrict or prevent any activity or action which would interfere with the safe, orderly, and efficient use of the Airport.

The General Provisions set forth in this section are common to all Airport Primary Management and Compliance Documents (PMCDs) and are incorporated into each PMCD by reference.

### **1.2. Definitions**

The terms defined in Section 9 of these Rules and Regulations and identified by use of a capital letter, whenever used in the PMCDs, shall be construed as defined therein unless (from the context) a different meaning is intended or unless a different meaning is specifically defined.

Words or phrases that are not defined shall be construed consistent with common meaning or as generally understood throughout the aviation industry.

### **1.3. Governing Body**

The Airport is owned and operated by the City of Amarillo (City) and governed by and through the City of Amarillo Council (Council).

The authority to: (a) lease Airport land and/or Improvements, (b) allow the occupancy and/or development of Airport land or Improvements, (c) grant the right to engage in any activity at the Airport, and (d) implement, supplement, amend, modify, approve, or adopt any Agreement, policy, standard, rule, regulation, or directive, including the PMCDs, is expressly reserved to the City.

### **1.4. Authority to Adopt**

The authority to adopt any policy, standard, rule, regulation, or directive, including the PMCDs, is delegated to the City by the State of Texas Transportation Code Title 3., Aviation, Chapter 22., County and Municipal Airports, Subchapter B., Establishment, Acquisition, Operation, Maintenance, and Disposal of Airports and Air Navigation Facilities, Section 22.011, General Powers Regarding Airports and Air Navigation Facilities, which states "A local government may plan, establish, construct, improve, equip, maintain, operate, regulate, protect, and police an airport or air navigation facility."

**1.5. Statement of Policy**

It is the desire of the City to: (a) plan, develop, operate, and manage the Airport in such a manner so as to ensure the Airport's long-term financial health, (b) protect and promote the health, safety, security, and general welfare of the public, and (c) encourage the provision of the type, level, and quality products, services, and facilities desired by the public.

For situations not specifically addressed in the PMCDs, the City reserves the right to make such policies, standards, rules, regulations, and directives as may be appropriate given the situation and/or circumstances pertaining to the use of the Airport.

The Airport is required to operate for the use and benefit of the public and shall be made available to all types, kinds, and classes of Aeronautical Activity on reasonable terms and without unjust discrimination.

**1.6. Non-Discrimination**

No person, in the use of the Airport's land and Improvements, shall discriminate against any person or class of persons by reason of race, color, religion, sex, national origin, age, or disability in providing any products or services or in the use of any of the Airport's land and Improvements provided for the public, or in any manner prohibited by applicable Legal Requirements.

**1.7. Airport Management**

The Director of Aviation is responsible for the planning, development, operation, management, maintenance, and security of the Airport, and all City owned and operated land, Improvements, facilities, Vehicles, and equipment associated with the Airport. The City has authorized the Director of Aviation to: (a) interpret, administer, and enforce Agreements and the PMCDs, (b) allow, where and when appropriate, temporary, short-term occupancy or use of Airport land or Improvements, and (c) obtain and receive copies of all licenses, permits, certifications, ratings, Certificates of Insurance, and other documents required to be provided to the City. All inquiries regarding the PMCDs and/or compliance therewith shall be directed to the Director of Aviation.

During emergency situations, the Director of Aviation is empowered to issue such directives and to take such action that, within the Director of Aviation's discretion and judgement, are necessary or desirable to safeguard the safety, security, and efficiency of the Airport and the public. Such directives and actions of the Director of Aviation shall have the force of a rule and regulation so long as the emergency situation exists.

**1.8. Effective Date**

The PMCDs shall be in effect and shall remain in effect from the date of adoption by the City, unless repealed by the City.

**1.9. Compliance with Legal Requirements and Agreements**

All entities leasing, occupying, and/or developing Airport land and/or Improvements and/or engaging in an Aeronautical Activity at the Airport shall comply, at the entity's sole cost and expense, with all applicable Legal Requirements.

No Agreement, nor any payment or performance required thereunder, shall excuse any entity from compliance with the PMCDs. Compliance with the PMCDs shall not excuse any responsibility or obligation an entity may have to the City under any existing Agreement.

**1.10. Conflicting Legal Requirements and Agreements**

If any provision of the PMCDs is found to be in conflict with any other City policy, standard, rule, regulation, or directive, any provision of any applicable Legal Requirement, or any provision of an Agreement (if provided for in the Agreement), the provision that establishes the higher or stricter standard shall prevail.

**1.11. Right to Self-Service**

An Aircraft Owner or the Aircraft Owner's Employees may perform self-services (fueling, maintenance, or repair) on the Aircraft Owner's Aircraft utilizing the Aircraft Owner's Vehicles, equipment, and resources (Self-Service). An Aircraft Owner or the Aircraft Owner's Employees are permitted to perform such self-services on the Aircraft Owner's Aircraft provided there is no attempt to perform such services for others for Compensation and further provided that such right is conditioned upon compliance with the PMCDs and all applicable Legal Requirements.

If the right to Self-Service is not exercised, an Aircraft Owner is only permitted to have the Aircraft Owner's Aircraft fueled, maintained, repaired, or otherwise serviced at the Airport by those Operators authorized to engage in such Commercial Activities at the Airport.

An Operator may restrict the use of its exclusive Leased Premises for Self-Service activities.

**1.12. Prohibited Activities**

Co-Op Fueling is prohibited at the Airport.

**1.13. Fines or Penalties**

Entities shall have the responsibility to pay any fine or penalty levied against entity, the City, individually or collectively, as a result of entity's failure to comply with any applicable Legal Requirement. If the fine or penalty is contested, entity shall pay the fine or penalty if upheld by the Agency having jurisdiction.

**1.14. Severability**

If any provision of the PMCDs shall be held to be unlawful, invalid, or unenforceable by final judgement of any Agency or court of competent jurisdiction, the judgement shall not in any way affect the validity of any other provisions of the PMCDs.



**1.15. Subordination**

The PMCDs are subject and subordinate to the provisions of any agreements between the City and the State of Texas or the United States Government pertaining to the planning, development, operation, and management of the Airport.

**1.16. Notices, Requests for Approval, Applications, and Other Filings**

Any notice, request for approval, application, or other filing required or permitted to be given or filed with the City and any notice or communication with any existing or prospective Operator, Lessee, or Sublessee pursuant to the PMCDs shall be in writing, signed by the party giving such notice, and shall be sent by overnight courier, United States certified mail, facsimile (confirmed by dated return signature), email (confirmed by return email), or in person (confirmed by dated and signed receipt). Such notice, request for approval, application, or other filing shall be deemed to have been given when delivered to the City or existing or prospective Operator, Lessee, or Sublessee at its principal place of business or such other address as may have been provided.

Operator, Lessee, or Sublessee shall provide notice to the City of a change of address within fourteen calendar days.

**1.17. Amendments**

The PMCDs may be supplemented, amended, or modified in writing from time to time, and in such a manner, and to such extent as deemed appropriate or necessary by the City. The City may provide for public notification of pending supplements, amendments, or modifications to the PMCDs in order to provide the opportunity for public comment. The City may issue written emergency policies, standards, rules, regulations, or directives from time to time.

**1.18. Variance or Exemption**

The Council may, but is not obligated, to approve variances or exemptions to the PMCDs when special conditions or unique circumstances exist. Requests for variance or exemption shall be submitted in writing to the Director of Aviation and must state:

1. the specific PMCD provision(s) for which the variance or exemption is being sought,
2. describe the proposed variance or exemption,
3. state the reason for the proposed variance or exemption,
4. identify the anticipated impact on the Airport (and other entities including Operators, Lessees, Sublessees, users of the Airport, and the public), and
5. identify the duration of the proposed variance or exemption.



Prior to the Council approving or denying a variance or exemption, the Council shall conduct a review of all relevant information. Approval or denial by the Council of a variance or exemption shall be reasonable, not unjustly discriminatory, and consistent with prior decisions involving similar conditions or circumstances at the Airport (if any) and shall be provided in writing within 90 calendar days from the receipt of the written request.

1. An approval by the Council of a variance or exemption shall not serve to amend, modify, or alter the PMCDs or any existing Agreement.
2. Requests for variance or exemption can be denied in accordance with Section 1.22 of these Rules and Regulations.

### **1.19. Enforcement**

The Director of Aviation is empowered by the City to require compliance with and enforce the PMCDs.

The City of Amarillo Fire Department (Fire Department) is authorized to enforce all fire and Hazardous Materials related Legal Requirements (within jurisdiction).

The Amarillo Airport Police Department and Amarillo Police Department (Police Department) are authorized to enforce all Legal Requirements (within jurisdiction).

Any person(s) jeopardizing the safety or security of entities and/or persons utilizing the Airport or the land and/or Improvements located at the Airport may result in the suspension, revocation, and/or prohibition of access or use of privileges, use of Airport, and/or prosecution under the applicable Legal Requirements (Penalties). The violation of any PMCD's applicable Legal Requirements, and/or directives issued by the City, Director of Aviation, Fire Department, or Police Department may also result in the same penalties as listed above.

### **1.20. Disputes**

Any party aggrieved by a decision of airport management may appeal (in writing) such decision to the Director of Aviation within 14 calendar days after such decision is issued. Any claim not timely submitted to the Director of Aviation is waived.

1. The Director of Aviation shall respond to such written claim within 30 calendar days of the receipt of the claim by either (a) making a written determination with respect to the claim, or (b) making a written request for additional information. If requested, the party shall provide all requested additional information within 14 calendar days of the date of the Director of Aviation's request or the claim is waived. Thereafter, the Director of Aviation shall make a written determination with respect to the claim within 30 calendar days after receipt of the additional information.

2. The aggrieved party may appeal in writing the decision of the Director of Aviation to the City Manager. Within 14 calendar days of receipt of the Director of Aviation's decision, the aggrieved party shall provide a letter to the City Manager stating the grounds and reasoning for the appeal. If not resolved, the City Manager shall forward the appeal letter to the City Council for consideration, together with all documentation provided by the aggrieved party and the Director of Aviation.
3. The City Council shall promptly schedule and conduct a public hearing after the appeal letter is received by the City Manager. The aggrieved party bears the burden of proof to demonstrate that the Director of Aviation's determination is incorrect.
4. Within 30 days after the Public Hearing, the City Council shall make its determination in the matter. The Director of Aviation shall notify the aggrieved party in writing within 5 business days after of decision is rendered.
5. The aggrieved party may appeal the City Council's determination as provided by State law.

The City may, in its sole discretion, submit to non-binding third party mediation in which case, both parties shall share equally the costs and/or expenses of a third party mediator. The costs and/or expenses of attorneys, witnesses, specialists, or experts shall be the direct responsibility of each party. The party shall diligently continue performance of its Agreement with the City, in compliance with the PMCDs, regardless of whether or not a dispute is pending or being appealed, and regardless of the outcome of such dispute or appeal.

#### **1.21. Rights and Privileges Reserved**

In this section, the term "activity" is inclusive of all Commercial Aeronautical Activities, Non-Commercial Aeronautical Activities, and non-aeronautical activities.

In addition to the following rights and privileges, the City reserves the rights and privileges outlined under federal and/or state Airport Sponsor Assurances as such rights and privileges may be amended from time to time.

1. Nothing contained within the PMCDs shall be construed to limit the use of any area of the Airport by the City (and its representatives, officers, officials, employees, agents, and volunteers) or to prevent any FAA, Department of Homeland Security, Transportation Security Administration, Police Department, or Fire Department personnel from acting in official capacities.
2. The City reserves the right for the use of the Airport by others pursuant to applicable Legal Requirements pertaining to the Airport and such use.
3. The City reserves the right to designate specific Airport areas for activities in accordance with the currently adopted Airport Layout Plan (ALP). Such designation shall give consideration to the nature and extent of current and/or future activities and the land and/or Improvements that may be available and/or used for specific activities and shall be consistent with the safe, secure, orderly, and efficient use of the Airport.

4. It is the policy of the City that any occupancy, use, and/or development (construction or modification) of land and/or Improvements that is inconsistent with the ALP is undesirable. Any development that is substantially different than that depicted on the ALP could adversely affect the safe, secure, orderly, or efficient use of the Airport. Nothing contained in the PMCDs shall require or obligate the City to apply to the FAA for approval of the revision of the ALP on behalf of a current or prospective Operator, Lessee, Sublessee, or user of the Airport.
5. The City reserves the right to develop and make any Improvements and/or repairs at the Airport that it deems necessary. The City will provide advance notice of the date and time to impacted parties that such development, improvements, and/or repairs will be made. The City shall not be obligated to reimburse or compensate any Operator, Lessee, Sublessee, or other entity for any cost and/or expense incurred, loss of revenue, or inconvenience that may result from such development, improvement, and/or repair.
6. The City (and its representatives, officers, officials, employees, agents, and volunteers) shall not be responsible for loss, injury, or damage to persons or Property at the Airport related in any way to any natural disaster or illegal activity.
7. During time of war or national emergency, the City shall have the right to enter into an agreement with the United States Government for military use of part or all of the landing area, the publicly owned air navigation facilities, and/or other land and Improvements of the Airport. If any such agreement is executed, any agreement, insofar as it is inconsistent with the agreement between the City and the United States Government, shall be suspended, without any liability on the part of the City.
8. The City will not relinquish the right to take any legal action the City considers necessary to protect the aerial approaches of the Airport against obstruction or to prevent a person from erecting or permitting to be erected any facility or other structure which might limit the usefulness of the Airport or constitute a hazard to Aircraft.
9. The City will not waive any sovereign, governmental, or other immunity to which the City may be entitled nor shall any provision of any Agreement be so construed.
10. The City will not submit to the laws of any state other than those of the State of Texas.
11. The City is under no obligation to provide financing and/or make any improvements to Airport land and/or Improvements to facilitate any development or consummate any Agreement proposed by a current or prospective Operator, Lessee, or Sublessee. In addition, the City is under no obligation to: (a) pursue federal, state, or other available funds to contribute to such development or (b) provide matching funds to secure such funding.

12. The City reserves the right to take such legal actions as it may deem necessary, appropriate, and/or in the best interest of the City, including preserving the assets of the City and the Airport, protecting the safety and security of the people who work at and/or use the Airport, and maintaining the integrity of the City's mission, vision, values, goals and objectives for the City and the Airport.

### **1.22. Possible Grounds for Rejecting Application**

In this section, the term "activity" is inclusive of all Commercial Aeronautical Activities, Non-Commercial Aeronautical Activities, and non-aeronautical activities.

The City may reject any proposal, request for variances or exemption, assignment, change in majority ownership, encumbrance, or application for any one or more of the following reasons (as determined in the sole discretion of the Director of Aviation).

1. The entity, for any reason, does not fully meet the qualifications, standards, and requirements established by the City. The burden of proof shall be on the entity and the standard of proof shall be by clear and convincing evidence.
2. The proposed activities and/or Improvements will create a safety or security hazard at the Airport.
3. The City would be required to expend funds and/or supply labor and/or materials in connection with the proposed activities and/or Improvements that the City is unwilling and/or unable to expend or supply.
4. The financial plan associated with the proposed activities and/or Improvements is not realistic and attainable and/or will result in a financial operating loss or hardship for the entity.
5. No appropriate, adequate, or available land and/or Improvement exists at the Airport to accommodate the proposed activity of the entity at the time the proposal or application is submitted, nor is such availability contemplated within a reasonable period of time.
6. The proposed activities and/or Improvements do not comply with the ALP currently in effect or anticipated to be in effect.
7. The entity's occupancy, use, or development of Airport land and/or Improvements could be detrimental to the public, result in congestion of Aircraft, and/or negatively impact the safety and/or efficiency of the Airport, Operators, Lessees, Sublessees, or users of the Airport.
8. The entity has intentionally or unintentionally misrepresented or omitted material fact in a proposal, in an application, and/or in supporting documentation.
9. The entity has failed to make full disclosure in a proposal, in an application, and/or in supporting documentation.
10. The entity or any officer, director, agent, representative, shareholder, or key employee thereof has a record of violating the Legal Requirements of the City, any other airport sponsor, the State of Texas, the FAA, or any other Legal Requirement applicable to the Airport and/or the entity's proposed activity.

11. The entity or any officer, director, agent, representative, shareholder, or key employee thereof has defaulted in the performance of any Agreement or Sublease at the Airport or at any other airport, municipality, or state.
12. The entity does not exhibit adequate financial capability, capacity, or responsibility to undertake and sustain the proposed activity.
13. The entity cannot obtain a bond or insurance in the type and amounts required by the City for the proposed activity.
14. The entity seeks terms and conditions which are inconsistent with the PMCDs and/or any request for qualifications and/or proposals (or any other document) issued by the City.
15. The entity's interests and/or the proposed activity or use is inconsistent with the mission, vision, values, goals, or objectives of the Airport; the best interest of the City; or any Airport Sponsor Assurances.

**2. GENERAL RULES AND REGULATIONS****2.1. Access To, Entry Upon, or Use of the Airport**

Access to or entry upon the Airport shall be made only at locations designated by the Director of Aviation. Any person accessing or using the Airport shall be fully and completely responsible for their actions and all actions of any person to whom they provide or facilitate access to or use of the Airport, whether directly or indirectly, express or implied. All actions shall be in full and complete compliance with these Rules and Regulations, applicable PMCDs, and the Airport Security Program.

Any person accessing or using the Airport shall defend, indemnify, save, protect, and hold harmless the City, individually and collectively, and their representatives, officers, officials, employees, agents, and volunteers from and against (and reimburse the City for) any and all actual or alleged claims, demands, damages, expenses, costs fees (including, but not limited to, attorney, accountant, paralegal, expert, and escrow fees), fines, environmental costs, and/or penalties (collectively referred to as costs), which may be imposed upon, claimed against or incurred or suffered by the City and which, in whole or in part, directly or indirectly, arise from or are in any way connected with the person's activities at and use of the Airport.

**2.2. Restricted Areas and Sterile Areas**

Access to Restricted Areas is limited to persons:

1. with a valid Airport Identification Badge,
2. under appropriate supervision or escort, or
3. as otherwise approved by the Director of Aviation.

Unescorted access or entry to Sterile Areas or certain parts thereof, is limited to persons who have been screened by Transportation Security Administration (TSA) personnel and possess a valid boarding or gate pass, possess a valid Airport Identification Badge, or is a person under appropriate supervision and escort by a person with escort privileges.

**2.3. Airport Identification Badge**

Persons requiring unescorted access or entry to a Restricted Area or a Sterile Area (who do not have a valid boarding or gate pass) shall complete and submit an Airport Identification Badge Application to the City. Prior to accessing or entering a Restricted Area, persons shall possess an approved Airport Identification Badge.

Prior to obtaining an Airport Identification Badge for employees of Operators, Lessees, or Sublessees, an Authorization Signature Letter listing the person(s) authorized to request Airport Identification Badges shall be submitted to the Director of Aviation and/or designee. Prior to obtaining an approved Airport Identification Badge, a person must be fingerprinted by the City for a required background check, to the extent allowable by law including, but not limited to, references and prior employment history.



Persons desiring or in possession of an approved Airport Identification Badge shall complete all City training programs and meet all related requirements. All applicable fees as established and assessed by the City must be paid in advance by persons seeking to obtain or renew an Airport Identification Badge.

No person shall make, possess, use, offer for sale, pass, or deliver any forged or falsely altered pass, permit, identification card, sign, and/or other authorization purporting to be issued by or on behalf of the City.

### **2.4. Security**

The Police Department has the overall responsibility for security of the Airport. Operators, Lessees, or Sublessees are responsible for the security of entity's Leased Premises and shall comply with the City's security requirements and/or best practices. Security gates that provide access to the Air Operations Area (AOA) shall remain closed, locked, and secured except when actually in use.

Tampering with, interfering with, or disabling the lock or closing mechanism, or breaching any other security device is prohibited unless authorized by the City. Persons who have been provided an access code or device for access to a Restricted Area shall not, under any circumstances, divulge, duplicate, or otherwise distribute or convey the code or device to any other person unless authorized in writing by the City.

### **2.5. Commercial Activities**

Any entity desirous of engaging in a Commercial Aeronautical Activity (Applicant) shall complete all relevant and applicable sections of the Operator and Lessee Application (Application) and obtain a Operator Permit from the City prior to engaging in the desired Activity. The Permit process is described in Section 14 of the Minimum Aeronautical Standards (Minimum Standards). Any entity engaging in Commercial Aeronautical Activities shall comply with the Minimum Standards.

Any entity basing an Aircraft at the Airport shall not permit said Aircraft to be used for Commercial Aeronautical Activities unless expressly authorized by Agreement. Notwithstanding the foregoing, such Aircraft may be used for the purpose of training or increasing the flying proficiency of the Aircraft Owner or members of the Aircraft Owner's immediate family.

Any entity, excluding news media, desiring to engage in Commercial photography or filming at the Airport shall obtain a written permission from the City prior to engaging in such activity.



**2.6. Accidents**

Any person involved in or witnessing an Accident resulting in any injury or death to a person(s) or damage to Property shall immediately call "911". If reasonably able to do so, such person shall remain at the scene and respond to the inquiries of (and provide the information requested by) the City, Police Department, Fire Department, and/or investigative personnel.

1. No person shall tamper with an Accident scene or fail to comply with any directive issued by the City, Police Department, Fire Department, or any other Agency having jurisdiction over the Accident scene.
2. Unauthorized entry to the AOA to gain access to an Accident scene is prohibited.

**2.7. Signage and Advertisements**

Signage must be consistent with City Code Title IV – Building Codes, Development and Zoning Chapter 4-2 – Signs.

**2.8. General Conduct**

No person shall use or otherwise conduct themselves in any area of the Airport in any manner contrary to the directions posted in or for that area. Destroying, damaging, injuring, defacing, disturbing, or tampering with Property is prohibited.

1. Any and all Property damaged or destroyed shall be replaced (or replacement shall be paid for) by the person(s) responsible for such damage or destruction.

Smoking or carrying lighted cigars, cigarettes, or pipes in any public use area of the Airport, except in areas specifically designated by the City and posted as public smoking areas, is prohibited.

Starting, moving, using, or interfering with the safe operation of any Aircraft, Vehicle, or equipment without the permission of the owner or by specific direction of the City is prohibited. If requested by the City or a Law Enforcement Officer, satisfactory evidence of the right to do so shall be presented.

No person shall engage in activities that are disruptive and/or that create a hazard or risk of injury or death or damage to Property.

The Airport shall not be used:

1. to camp or stay overnight unless coordinated by the Airport Operations and the Police Department, or
2. for any improper, objectionable, or illegal purposes.

Leased Premises are expressly for the conduct of the Lessee's or Sublessee's activities. Unauthorized persons shall not make use of the Leased Premises without permission of the Lessee or Sublessee.

**2.9. Abandoned or Lost Property**

Property shall not be Abandoned at the Airport. Abandoned or lost Property found in Public Areas shall be reported or turned in to the City.

1. The City will comply with State of Texas Property Code, Title 6. Chapter 72. Abandonment of Personal Property upon identifying Abandoned Property.
  - State of Texas Property Code Title 6, Sec. 72.103 provides for Operators, Lessees, and Sublessees to maintain a lost and found service for Property of customers, visitors, invitees, or employees.

**2.10. Use of Roadways and Walkways**

No person shall travel at the Airport other than on the roadways, walkways, or other areas provided or designated for a specific type or class of traffic and no person shall occupy the roadways or walkways in such a manner as to hinder or obstruct proper use.

**2.11. Animals**

No person shall bring animals except for special assistance animals or animals used for law enforcement purposes in Public Areas, unless destined for air transport and restrained by a leash, container, or crate.

1. Domestic pets may be at the Airport only if kept inside Operator's, Lessee's, Sublessee's, or user's facilities, Aircraft, or Vehicles.

No person, except those authorized by the City, shall intentionally hunt, pursue, trap, catch, injure, or kill any animal at the Airport. No person shall feed or perform any other act to encourage the congregation of animals on any portion of the Airport.

**2.12. Weapons and Explosives**

Weapons (including, but not limited to, firearms, tear gas, mace, pepper spray, or other similar devices, materials, or substances) or explosives may only be carried (possessed) by Law Enforcement Officers, or members of the armed forces of the United States or the State of Texas on official duty and those other individuals with prior written permission from the City.

1. No person shall carry a weapon on Airport property except as consistent with all applicable state and federal laws.
2. Weapons stored in locked containers (and not immediately accessible) for the purposes of shipping for legal uses is permitted.

Discharge of any weapon is prohibited, except in the performance of official duties, the lawful defense of persons or Property, or by authorized personnel for purposes of wildlife management. No person shall possess or ignite Class C explosives (e.g., fireworks, firecrackers, etc.) with exception of explosives that may be used by authorized personnel for purposes of wildlife management or during approved special events.

**2.13. Alcoholic Beverages**

Alcoholic beverages may only be consumed in accordance with applicable Legal Requirements. The City reserves the right to exclude or expel any person who, in the judgement of a Law Enforcement Officer, is intoxicated or under the influence of alcoholic beverages or drugs.

**2.14. Use of Public Areas**

Marking or defacing the floors, walls, windows, ceilings, or any other surface is prohibited. Use of the Public Area in any facility or in any area for purposes of sleeping in lieu of a hotel, motel, or other accommodations is prohibited unless authorized by Airport Operations and Police Department.

**2.15. Trash Receptacles**

Trash of any kind shall not be placed, discharged, or deposited at the Airport except in properly designated trash receptacles. Trash receptacles shall be kept clean and emptied on a regular basis to prevent overflowing.

1. Exterior trash receptacles shall be equipped with securely fastened lids.
2. Trash shall not be brought to or burned on Airport property.

**2.16. Recycling**

Lessees and Sublessees are encouraged to utilize separate stream recycling by discarding certain recyclable materials into separate bins that shall be kept clean and emptied on a regular basis to prevent overflowing.

1. Exterior waste recycling containers shall be equipped with securely fastened lids.
2. Recyclable materials shall not be brought to or burned on Airport property.

**2.17. Fire and Flammable Materials**

Operators, Lessees, and Sublessees shall comply with practices recommended by the National Fire Protection Association (NFPA) and all fire codes, regulations, or directives issued by the Fire Department and/or the City.

In no event shall smoking or carrying lighted cigars, cigarettes, or pipes occur within 50 feet or distance set forth by most recent NFPA guidance of any Aircraft, Refueling Vehicle, or Fuel storage facility. Open flames (i.e., candles, fixtures, or fires) are prohibited without the prior written permission of the City and the Fire Department.

1. This excludes open flames utilized by Operators, Lessees, or Sublessees in the performance of Aircraft Maintenance.
2. With the prior written notification to the Airport (e-mail), Aircraft Rescue and Fire Fighting (ARFF) personnel may engage in training exercises which require open flames.

Any uncontrolled or unplanned fires (regardless of size or whether the fire has been extinguished) shall be reported immediately to "911". No person shall tamper with any fire extinguisher or related equipment or use the same for any purpose other than fire prevention or firefighting.

1. Such equipment may be inspected by the Fire Department and/or City at any time and shall be fully operational and inspected annually.
  - A tag showing the date of the last inspection by a certified vendor (and who performed the inspection) shall be attached to each unit and records, acceptable to fire underwriters, shall be kept documenting the status of each unit.

No person shall block or modify any self-closing fire door or do anything which would interfere or prevent closing in the event of a fire. Flammable materials shall only be used or stored in accordance with the practices recommended by the NFPA and in compliance with applicable Legal Requirements.

The use of flammable, volatile liquids 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 approved for the purpose for which the liquid is being used. The room must be properly fireproofed and equipped with appropriate and readily accessible fire-extinguishing apparatus.

1. The practices recommended in 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.

### **2.18. Hazardous Materials**

No person shall store, keep, handle, use, dispense, discharge, or transport any Hazardous Materials or Hazardous Materials container in contravention of any Legal Requirements and proper permits must be obtained from the Agency having jurisdiction over such materials, copies must be maintained on file for review by the City, and prior notification must be given to the City.

1. If the storage of Hazardous Material is approved, such material must be placed in suitable containers designed specifically for storage of Hazardous Materials with self-closing, tight-fitting, leak-proof lids which are properly secured.
  - Safety Data Sheets (SDS) or Material Safety Data Sheets (MSDS) for all Hazardous Materials shall be maintained on-site so as to be readily available to emergency responders in the event of an emergency and for review, at any time, by the City and the Fire Department.

2. Hazardous Materials shall not be stored in close proximity to operating Aircraft, Vehicles, equipment, or sources of heat nor be stored in excess of amounts needed as current inventory. All Hazardous Material shall be kept enclosed in a clearly marked and properly labeled container, the type and design of which must meet the approval of the Fire Department.
  - Secondary containment is required for Hazardous Materials being stored in tanks, drums, or other similar storage receptacles.
  - Fuels or deicing fluids in containers greater than 55 gallons shall not be stored without providing prior notification (and a copy of an SPCC Plan to) the City and the Fire Department.

Hazardous Materials and Hazardous Materials containers shall be disposed of in a manner consistent with the practices recommended by the NFPA and in full compliance with these Rules and Regulations, the Texas Commission on Environmental Quality and approved Storm Water Pollution Prevention Plan (SWPPP), the City's directives, and Legal Requirements.

1. Used or spent engine oil shall be disposed of only at waste oil stations or approved disposal locations.

No Hazardous Materials shall be disposed of on the ground or into the air during Aircraft preflight inspections. Any release of Hazardous Materials shall comply with this Section of these Rules and Regulations and Legal Requirements.

Hazardous Materials handled by the Department of Energy shall be loaded or unloaded on the alert aprons at Pad 4 or Pad 5 or as otherwise approved by the Director of Aviation.

### **2.19. Environmental (Hazardous Materials) Clean Up**

The party responsible for an environmental incident (to include the overflowing or spilling of Fuel, oil, lubricants, grease, dope, paint, varnish, lacquer, solvent, acid, or other Hazardous Material) is responsible for: the immediate mitigation and cleanup of the overflow or spill, proper disposal of the substance(s) and used cleanup materials, immediate notification of the Fire Department and the City, and assumption of the risk and expense of cleanup and mitigation efforts.

In the event the City determines the responsible party is unavailable, unable, or unwilling to take the appropriate action to mitigate the adverse environmental incident in a timely manner (at the responsible party's risk, cost, and expense), the City may take action as necessary to control and/or clean up the site at the risk, cost, and expense of the responsible party, without liability to the City.

**Hazardous Materials Overflow or Spills**

In the event a Hazardous Materials overflow or spill occurs, regardless of the amount of the overflow or spill, the responsible party shall take appropriate action to contain the overflow or spill, notify the Fire Department and other appropriate Agencies and clean up, mitigate, and remediate the site. The use of deicing fluids is exempt when such use complies with Legal Requirements pertaining to the deicing of Aircraft and/or Paved surfaces (e.g., Runways, Taxiways, Taxilanes, or Ramp).

The following procedures shall be followed in the event of a Hazardous Materials overflow or spill unless otherwise required under an approved SPCC Plan or instructed by the City.

**General Measures** – Isolate Hazardous Materials overflows or spills from stormwater outfalls and inlets and from run-off during rain events. Isolate water used for cleaning and decontamination from outfalls and inlets.

**Minor Spills** – typically involve small quantities of oil, Fuel, paint, deicer, etc. The responsible party shall:

- Contain the spill.
- Recover spilled materials.
- Clean the contaminated areas and dispose of absorbent materials properly.

**Moderate Spills** – may require help from additional personnel and the cessation of all other activities in the area. The responsible party shall:

- Contain and clean up promptly.
- Notify the Director of Aviation immediately.
- If occurring on Paved surfaces, clean up using “dry” methods (absorbent materials, cat litter and/or rags). Contain the spill by encircling with absorbent materials and do not let the spill spread widely.
- If occurring in dirt areas, immediately contain the spill by constructing an earthen dike. Dig up and properly dispose of contaminated soil.
- If occurring during rain, cover spill with tarps or other material to prevent contaminating run-off.
- Provide a written summary to be included in the SWPPP.

**Significant Spills** – typically cannot be controlled by personnel in the immediate vicinity. The responsible party shall:

- Contain immediately.
- Notify the Director of Aviation.
- If exceeding the volume for a reportable quantity spill for the contaminant then proceed with proper notifications of all Agencies.
- Provide a written summary to be included in the SWPPP.

**Reportable Quantity Spills** – typically cannot be controlled by personnel in the immediate vicinity and exceed the quantity outlined in 40 CFR Part 302.4 and 30 TAC 327.4 for containment. The responsible party shall:



- Contain immediately.
- Notify the Director of Aviation.
- Proceed with proper notifications to all Agencies.
- Provide a written summary to be included in the SWPPP.

### **2.20. *Painting***

Doping, painting, or paint stripping shall only be performed in those facilities specifically approved for such activities and in accordance with the practices recommended by the NFPA and in full compliance with the City's SWPPP, the City's SPCC Plan, the City's directives, and applicable Legal Requirements.

### **2.21. *Emergency Conditions***

Emergency conditions shall not mitigate or cancel these Rules and Regulations. However, Permits issued under these Rules and Regulations shall be rendered invalid until the emergency situation has been fully and completely resolved and normal operations have resumed.

Emergency directives or procedures may be issued at the discretion of the Director of Aviation who shall determine when normal operations may resume.

### **2.22. *Special Events***

Any entity desiring to conduct a Special Event at the Airport shall complete and submit the Special Event Permit Form to the Director of Aviation along with prior payment of all applicable fees paid to the City and any other Agency having jurisdiction. The entity shall receive a signed and approved Special Event Permit from the City prior to conducting the Special Event.

### **2.23. *Safety Management System***

Operators, Lessees, or Sublessees engaged in any activity at the Airport, whether using or occupying Airport land and/or Improvements or otherwise, shall adhere to the practices recommended by the Federal Aviation Administration (FAA) and shall comply with all Safety Management Systems (SMS) regulations, or directives issued by the City.



### **3. AIRCRAFT RULES AND REGULATIONS**

#### **3.1. Legal Requirements**

Aeronautical Activities shall conform to 14 Code of Federal Regulations (CFR), these Rules and Regulations, the directives of the Director of Aviation, or Air Traffic Control (ATC) personnel.

#### **3.2. Non-Airworthy Aircraft**

Only Aircraft considered airworthy or with a special flight authorization by the FAA and military Aircraft shall use the Airport for Aircraft parking, staging, or storage. Non-Airworthy Aircraft may undergo long-term major renovation or restoration as long as the Aircraft is stored in a Hangar approved for such Aircraft Maintenance or as otherwise previously authorized in writing by the Director of Aviation.

1. Aircraft Owner or Aircraft Operator shall remove Non-Airworthy Aircraft from the Airport within 90 days of becoming Non-Airworthy unless otherwise previously authorized in writing by the Director of Aviation.
2. Aircraft Owner or Aircraft Operator shall either remove Non-Airworthy Aircraft from the Airport or provide evidence of airworthiness within 30 days of written notification from or on behalf of the City.
3. If Aircraft Owner or Aircraft Operator is unknown or cannot be located, the Director of Aviation shall comply with Texas Transportation Code, Title 7. Vehicles and Traffic, Subtitle H. Parking, Towing, and Storage of Vehicles, Chapter 683. Abandoned Motor Vehicles, Subchapter B. Abandoned Motor Vehicles: Seizure and Auction.

#### **3.3. Disabled and Abandoned Aircraft**

Aircraft Owner or Aircraft Operator shall be responsible for the safe and prompt removal of Disabled Aircraft and any part thereof from a Movement Area to a designated Non-Movement Area, unless otherwise required or directed by the City, FAA, National Transportation Safety Board (NTSB), or Agency having jurisdiction.

Abandoning an Aircraft on the Airport is prohibited.

1. The City will comply with State of Texas Transportation Code, Title 7. Vehicles and Traffic, Subtitle H. Parking, Towing, and Storage of Vehicles, Chapter 683. Abandoned Motor Vehicles, Subchapter B. Abandoned Motor Vehicles: Seizure and Auction upon identifying an Abandoned Aircraft.

#### **3.4. Hours of Operation**

The Airport is available for use 24 hours per day, 7 days per week, unless closed by Notice to Airmen (NOTAM) or otherwise restricted by ordinance.

### **3.5. Accidents**

Aircraft Operators involved in an Aircraft Accident shall make a full and complete report to the City and appropriate Agencies in a timely manner, complete any additional required forms and/or reports, and comply with NTSB Regulations Part 830.

1. The report to City shall include copies of any forms, reports, and/or documentation provided to the NTSB, FAA, or other Agencies having jurisdiction.

Aircraft involved in an Aircraft Accident may not be removed from the scene of the Aircraft Accident until authorized by the City who shall receive authorization from the FAA, NTSB, or other Agencies having jurisdiction, as applicable. Once authorization to remove the Aircraft has been issued, the Aircraft Owner or Aircraft Operator shall be responsible for the safe and prompt removal of the Aircraft (and any parts) to a designated area.

### **3.6. Prohibiting Use of the Airport**

The Director of Aviation shall have the right at any time to close or restrict use the Airport or any portion thereof to Aircraft operations (except for an emergency operation), or deny the use of the Airport to any entity when the Director of Aviation considers such actions to be necessary and desirable in the interest of safety or security.

1. The Director of Aviation or FAA may issue or cancel a NOTAM to close or open the Airport (or any portion thereof) or to restrict or terminate any activity at the Airport.
2. Under no circumstance shall an authorized Airport closure, partial closure or restriction constitute grounds for reimbursement of any expense, cost, loss of revenue, or damage which may be incurred by any entity.

### **3.7. Maintenance**

Aircraft Maintenance, including aircraft painting or paint stripping, may only be performed within Hangars, buildings or those areas specifically designated by the City and shall be limited solely to that specifically permitted by the type rating established by Building and Fire Codes, and then, only in compliance with the instructions of the City and the orders of the Fire Department.

Aircraft Line Maintenance may be performed on Aircraft owned or operated by passenger or cargo Air Carriers on the Air Carrier Ramp.

### **3.8. Cleaning**

Aircraft cleaning shall only be performed in full and complete compliance with the City's SWPPP. Aircraft cleaning, which creates runoff, shall be approved by the Director of Aviation.

Requests for permission shall be submitted in writing to the Director of Aviation and include the name of the Aircraft Operator, location, time and duration, entity conducting Aircraft cleaning, description of methods and materials to be used, and methods utilized to contain contaminated materials resulting from the activity.

When non-biodegradable soap, solvents, and/or degreasers are used for Aircraft cleaning, these substances shall be disposed of in accordance with Legal Requirements. Aircraft, Aircraft engines, and/or parts may be dry washed without approval by the City.

### **3.9. Deicing**

Aircraft deicing (the removal of snow and/or ice with chemical substances) shall only be accomplished in the location(s) specified by the City.

### **3.10. Engine Operation**

Between the hours of 10:00 p.m. and 6:00 a.m., Aircraft engine Runups are not permitted except for Runups required in preparation for Aircraft departure or conducted in approved maintenance Runup facilities.

1. Aircraft engines shall not be started within any structure.
2. Aircraft controls shall be attended while Aircraft engines are operating.
3. Propeller, engine, and exhaust noises shall be kept to a minimum.

Any person operating an Aircraft engine in an area which is accessible to the public shall alert and take precautions to protect the public from potential hazards resulting from such operations. Starting an Aircraft engine when flammable liquid is on the ground in the immediate vicinity of the Aircraft is prohibited.

### **3.11. Parking and Storage**

Aircraft shall be parked in such a manner as to be completely contained within the parking or Tiedown space and shall not be positioned in such a manner so as to block a Runway, Taxiway, Taxilane, or obstruct access to Hangars, parked or staged Aircraft, parked or staged Vehicles, equipment, gates, or Fuel storage facilities.

Unless utilizing the Leased Premises of a Lessee or Sublessee or otherwise provided in an Agreement, no person shall use any area for the parking, staging, and storage of Aircraft, without prior written permission of the City.

1. In the event a person uses any area for Aircraft parking, staging, or storage without first obtaining the prior written permission of the City, the City may remove and store the Aircraft at the risk, cost, and expense of the Aircraft Owner or Aircraft Operator without liability to the City.

Aircraft Operators shall ensure Aircraft are properly secured, as set forth in Advisory Circular (AC) 20-35C, when parked and/or stored.

1. Moored lighter-than-air Aircraft shall have at least one person monitoring the safety of the mooring for the duration of the mooring.

Upon request of the City for the purpose of safe, orderly, and efficient operation and use of the Airport, the Aircraft Owner or Aircraft Operator shall move the Aircraft to a location and/or position identified by the Director of Aviation. In the event the Aircraft Owner or Aircraft Operator is unavailable, unable, or unwilling, the Director of Aviation may move the Aircraft at the risk, cost, and expense of the Aircraft Owner or Aircraft Operator without liability to the City.

### **3.12. Security**

In the event the type, use, or condition of an Aircraft requires that security be obtained, provided, and/or maintained, the Aircraft Owner or Aircraft Operator shall be responsible for such security and may only provide (and/or arrange for) such security after notifying the Director of Aviation. Security measures shall not hinder, delay, or prevent relocation or removal of Aircraft at the direction of the City.

1. No person shall interfere or tamper with any Aircraft in contradiction to these Rules and Regulations without the Aircraft Owner's or Aircraft Operator's permission.

### **3.13. Operations**

Operating an Aircraft in a careless, negligent, or reckless manner which endangers or is likely to endanger persons or Property is prohibited. Aircraft Operators shall obey all pavement markings, signage, and lighted signals unless instructed otherwise by ATC or by written notification of the City or NOTAM.

Airborne radar equipment shall not be operated or ground-tested in an area where the directional beam of such radar, if high intensity (50 KW 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 Vehicle, or a Fuel storage facility.

1. Aircraft radio transmissions, if not for maintenance purposes, are prohibited while an Aircraft is inside a Hangar.

The starting, positioning, or taxiing of Aircraft shall be done in such a manner so as to avoid generating propeller or engine blast which may endanger persons or damage Property. It may be necessary to tow the Aircraft to a location or position at the Airport where the propeller or engine blast will not endanger persons or damage Property when the engines are started or operated.

Aircraft shall not land, takeoff, taxi, park, or be staged in any area that has been restricted to a maximum weight bearing capacity of less than the maximum weight of the Aircraft or on any closed runway or taxiway.

1. It shall be the Aircraft Operator's responsibility to repair any damage caused by excessive weight and/or other operations.

**3.14. Taxiing and Towing Operations**

Aircraft shall not be taxied until the Aircraft Operator has determined (by visually inspecting the area) there shall be no danger of collision with any person or Property.

1. Aircraft shall not be taxied into, out of, or within any structure.

Aircraft being taxied shall have a person at the controls of the Aircraft who shall monitor the radio transmitting frequency in use by ATC if the Aircraft is equipped with a radio and the radio is functional.

Taxiing Aircraft shall yield the right-of-way to Emergency Vehicles, equipment, or other Aircraft as necessary, unless otherwise directed by written notice of the City or NOTAM. Aircraft shall not be taxied at a speed greater than is reasonable and prudent under the conditions that exist with regard for actual and potential hazards and other Aircraft so as not to endanger persons or Property.

Aircraft shall only be taxied or towed in areas normally used for operation of Aircraft unless prior written approval has been provided by the City.

**3.15. Rotorcraft Operations**

Rotorcraft shall park or operate only in Movement Areas, Aircraft parking areas, or areas designated by the City for rotorcraft operations. Rotorcraft shall not be operated within 50 feet of any structure or Fuel storage facility. Rotorcraft shall not be operated within 100 feet of any area where Light Aircraft are parked or operating.

**3.16. Restricted Activities**

Unless otherwise approved by Agreement, Aircraft Operators shall provide advance notification to the City before engaging in any of the following activities and shall conduct these activities in accordance with the specific requirements stipulated by the City:

1. Use of motorless Aircraft – the landing upon or towing of gliders and other certificated motorless Aircraft.
2. Use of Ultralight Vehicles – the landing upon or taking off of Ultralight Vehicles.
3. First flight or test flights after major airframe and/or powerplant modifications.
4. Use of lighter-than-air Aircraft – the landing upon or taking off of airships, dirigibles, blimps, balloons, and other certificated lighter-than-air Aircraft which utilize gasses or hot air to provide lift.
5. Banner or glider towing – the landing upon or taking off of Aircraft which tow banners, gliders, or other devices.
6. Sky diving, parachuting, or powered parachute operations.
7. Operation of model aircraft, unmanned aerial vehicle (UAV), or unmanned aircraft system (UAS) within five statute miles of the Airport shall comply with all applicable Legal Requirements.
8. Operation of Aircraft with a maximum certificated takeoff weight in excess of the published weight bearing capacity for the Runway(s) and/or Taxiway(s).

9. Transportation of Hazardous Materials – landing or taking off with flammable, explosive, or corrosive materials, except those which are carried aboard (and necessary) for the operation of the Aircraft or use by crewmembers or passengers. All shipments of Hazardous Material shall comply with regulations established in 49 CFR Parts 100-199 and Legal Requirements governing such shipments. Hazmat and ARFF equipment and trained personnel will be required for this type of operation as a precautionary measure. Costs associated with trained hazmat personnel and related equipment shall be borne solely and completely by the Aircraft Operator.

### **3.17. Fees**

Aircraft shall not land or takeoff unless the Aircraft Owner or Aircraft Operator has paid the fees which may be established and assessed by the City unless exempt by Agreement.

1. Aircraft that may be exempt from City fees include Aircraft owned and/or operated by the United States of America, owned and/or operated by military forces of the United States of America, and operated by foreign military forces in support of allied military operations that do not utilize the Airport significantly (as defined by the FAA).



## **4. PASSENGER TERMINAL BUILDING RULES AND REGULATIONS**

### **4.1. *Baggage Carts***

Baggage carts may not be removed from the Airport. City employees, Lessees, Sublessees, and contractors may not keep or stow baggage carts. Lessees, Sublessees, or contractors will be charged a fee if baggage carts are found in their exclusive Leased Premises. No person other than persons authorized by the City shall dispense baggage carts. It shall be prohibited for any person to come to the Airport for the express purpose of returning or otherwise using baggage carts for financial benefit. The City or assignee is responsible to collect baggage carts.

### **4.2. *Public Address System***

Only those types of public address systems that are commonly employed to announce the arrival and departure of scheduled Aircraft or other information relevant to the operation of the Airport shall be permitted for use in the Passenger Terminal Building.

1. No person shall use or cause to be used the public address system for the solicitation of business.
2. The public address system shall only be used in accordance with individual Lessee or Sublessee Agreements.

### **4.3. *Vending Machines***

Vending machines for the sale of goods, unless approved by Agreement, shall not be permitted in the Public Areas of the Passenger Terminal Building, which are not occupied by a Lessee or Sublessee.

### **4.4. *Locks and Keys***

The City will provide all initial door locks (and keys) for each Leased Premises owned by the City, at the expense of the City. All subsequent lock changes or lost key replacements requested by the Lessee or Sublessee, if approved by the City, shall be completed by the City at the Lessee's or Sublessee's sole cost and expense.

1. Duplicate keys shall not be made and additional locks shall not be placed in or on the Leased Premises without prior written authorization by the City.

### **4.5. *Leased Premises***

Leased Premises and adjacent areas shall be kept clean and free from rubbish. Corridor doors when not in use shall be closed. No debris, trash, dirt, dust or other like material shall be swept or thrown into corridors, hallways, or stairwells.

1. In the event infestation occurs of insects, rodents, pests, varmints or any troublesome animals, Lessee or Sublessee shall take immediate action utilizing licensed eradication methods (in the event this is the responsibility of the Lessee or Sublessee through Agreement).



2. In the event the Lessee or Sublessee is unable to take immediate action, the City may take appropriate action and shall have the right to collect the expense of such action for the Lessee or Sublessee.

No area of the Passenger Terminal Building shall be used for storage of equipment, fixtures, or cargo without prior authorization of the City. All decorations at ticket counters and gate areas are prohibited without prior written authorization from the City. Any damage to Airport facilities as a result of the application of decorations may be charged to the Lessee or Sublessee as additional rent or cost recovery. Lessees and Sublessees shall not erect, install, or otherwise maintain any aerials, transmitters, or antenna without prior written authorization from the City.

#### **4.6. *Baggage Conveyor System and Unclaimed Baggage***

No person shall ride, walk, sit, or stand on the baggage conveyor system (or any portion thereof) and no unauthorized items shall be placed on the baggage conveyor system. Entities responsible for operating and loading the baggage conveyor system shall be responsible for unloading all unclaimed baggage.

#### **4.7. *Escalator, Elevator, or Wheelchairs***

No person shall use an escalator, elevator, or wheelchair for any purpose other than the purpose for which it is designed and intended and then only in the manner specified by the manufacturer.

#### **4.8. *Airline Operations***

Passengers shall not be permitted to enplane or deplane an Aircraft except in the presence of and only after receiving express permission from authorized personnel. Aircraft must only be enplaned or deplaned in designated areas unless prior permission by the City has been obtained. Authorized personnel must escort and safely channel passengers through established routes to and from the Aircraft.

**Gate Usage and Assignments** – All Aircraft gates are pre-assigned and reserved for scheduled commercial, commuter, and approved contract air carrier Aircraft only.

1. No person shall park or leave an Aircraft parked and unattended on a Movement Area or Non-Movement Area, except at such places permitted and properly designated by the City.
2. Gates may only be used by the entity with an Agreement. An entity authorizing use of a gate to another entity assumes full responsibility and must ensure usage is in accordance with the Agreement.

It is the responsibility of flight and ground employees to ensure Aircraft are taxied to and from gate positions or parking locations without injuring or damaging any persons, equipment, building, other Aircraft, or any property. All ground handling entities shall submit a Charter Flight Advisory form to the City at least 24 hours prior to the operation.

All arriving international flight operations requiring the Federal Inspection Service Facilities (Customs and Border Protection, U.S. Department of Agriculture, etc.) will be scheduled and approved through the U.S. Customs and Border Protection and the City. The assignment of Remain Overnight (RON) Air Carrier Aircraft parking positions will be conducted by the City.

### **4.9. Engine Operation**

Power back and power out procedures are prohibited without prior authorization from the City.

Engine cross bleed starts shall only be accomplished as follows:

1. Advise ATC of intent to conduct an engine cross bleed start.
2. After receipt of clearance from ATC, Aircraft shall be pushed back.
3. Cross bleed shall not be started until the Aircraft is positioned on the Taxiway/Taxilane centerline and the ground crew confirms procedure can be initiated without adverse impact on other Aircraft, Vehicles, or personnel.

### **4.10. Ground Support Equipment**

Ground support equipment (including, but not limited to, chocks, air stairs, etc.) shall not be stored outside the boundaries of the Leased Premises or designated area by the City. Lavatory service equipment shall be well maintained and compatible with the waste receptacles provided by the City. All Ramp scrubbing shall be accomplished through use of approved vacuum type scrubbers and the waste water shall be disposed of in compliance with Legal Requirements.

1. All spillage of lavatory waste shall be immediately cleaned by the responsible party.

**5. VEHICLE RULES AND REGULATIONS****5.1. Legal Requirements**

All Vehicle Operators shall comply with the State of Texas Transportation Code, these Rules and Regulations, directives issued by the Director of Aviation, and the orders of the Police Department.

**5.2. Licensing and Permit**

All Vehicles shall meet the State of Texas licensing and registration requirements except for Vehicles which are exclusively used on the AOA. All Vehicle Operators including those operating exclusively on the AOA, must have a valid Vehicle Operator's license and evidence of insurance as required by State of Texas law.

Vehicle Operators on the AOA are required to complete a Vehicle Operators training program and shall possess an approved Airport Identification Badge. Prior to operating Vehicles on the AOA, Vehicle Operators shall complete and submit an AOA Vehicle Permit request form to the City. Operators, Lessees, Sublessees, or Airport users may request "Escort Required" AOA Vehicle Permits which can be used for Vehicles that the Operators, Lessees, Sublessees, or users will be escorting in the Restricted Areas of the Airport.

1. If approved for an "Escort Required" AOA Vehicle Permit, the Operator, Lessee, or Sublessee must escort each approved Vehicle with an employee who has an approved Airport Identification Badge and in a Vehicle that is owned by the Operator, Lessee, or Sublessee and displays an approved AOA Vehicle Permit.
2. Prior to obtaining AOA Vehicle Permits, an Authorization Signature Letter listing at least one person who is authorized to request AOA Vehicle Permits shall be completed and submitted to the City.

Vehicles on the AOA, with the exception of Emergency Vehicles, are required to have an approved AOA Vehicle Permit displayed at all times on the Vehicle, unless otherwise authorized by the City.

**5.3. Equipment**

Vehicles shall not be operated at the Airport unless the Vehicle is properly identified via a placard or stenciled with company logo and name on both sides, is in sound mechanical order, has adequate lights, horn, and brakes, and provides clear and unobstructed visibility from the driver's position. Trailers and semi-trailers are not permitted at the Airport unless equipped with lights (or reflectors) on all sides and proper brakes/braking system. Trailers and semi-trailers shall not be disengaged from towing Vehicles.

**5.4. Operations**

Vehicles are not permitted to be operated in a careless, negligent, unsafe, or reckless manner; in disregard of the rights, safety, and security of others; and without due caution and circumspection; or at a speed or in a manner which endangers, or is likely to endanger, persons or Property. Vehicles constructed, equipped, loaded, or maintained (or having attached thereto any object or equipment which drags, swings, or projects) so as to endanger or be likely to endanger persons or Property is prohibited.

No tank Vehicle, truck, or semi-trailer used for the transportation of flammable liquids, Fueling, or defueling of Aircraft shall be operated on the AOA unless approved in writing by the City.

Vehicles shall not be operated in any Hangar for a prolonged period of time 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.

**Airside and Landside Speed Limits**

**Safe Speed** – Vehicles shall not be operated at a speed greater than is reasonable and prudent under prevailing conditions and/or in a manner that endangers persons or Property.

**Minimum Speed** – Vehicles shall not be operated at such a slow speed as to impede or block traffic, except necessary for safety or in compliance with Legal Requirements.

**Maximum Speed** – Vehicles, except Emergency Vehicles or equipment responding to an emergency, shall not be operated 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:

Maximum Speed (miles per hour)	AMA
Airside	10
Landside	25

Vehicle Operators shall not, after receiving a visual or audible signal from the City employee or a Law Enforcement Officer fail to stop the Vehicle being operated, operate the Vehicle in disregard of the signal, or interfere with or endanger persons or Property. Vehicle Operators shall provide proper signals and obey all traffic lights, signs, mechanical or electrical signals, and pavement markings unless directed otherwise by the City employee or a Law Enforcement Officer.

The Airside perimeter road shall be used only by City designated Vehicles including City Vehicles, Refueling Vehicles, and other Vehicles approved previously in writing by the Director of Aviation to be on the Movement Area as described in these Rules and Regulations.

The operation of Vehicles which are overloaded (as designated in the vehicle operation manual) are prohibited. Persons shall not ride on the running board, in the beds of pickup trucks, ride on the outside of a Vehicle, or allow arms or legs to protrude from a Vehicle with the exception of Emergency Vehicles that are designed specifically for such operations. Vehicle Operators shall yield the right of way to Aircraft, Emergency Vehicles or equipment, and pedestrians.

Vehicles shall not be operated in such a manner or within such proximity of an Aircraft as to create a hazard or interfere with the safe and secure operation of the Aircraft.

1. Vehicles, except Emergency Vehicles or equipment responding to an emergency, shall not overtake or pass in front of a moving Aircraft.
2. Vehicles shall stop and yield right of way to taxiing Aircraft while providing a minimum of 50 feet separation from any wing and 200 feet from any tail section.
3. Vehicles shall not pass closer than 20 feet from any wing or tail section of a parked or staged Aircraft where practical.

Vehicles used for hauling trash, dirt, or any loose material(s) shall be operated in such a fashion as to prevent the contents from dropping, leaking, or otherwise escaping including, at a minimum, covering the load.

### Tugs (Towing Vehicles and Related Equipment):

1. Positive locking couplings are required for all towing Vehicles and related equipment.
2. Aircraft towing Vehicles and related equipment shall be returned to designated parking or staging areas immediately following unloading.

### **5.5. Security**

Vehicle Operators shall stop and allow the gate to fully close before proceeding. The Vehicle Operator shall also ensure that no unauthorized Vehicles or persons gain access to the Airport while the gate is in operation. If the Vehicle Operator cannot prevent such access, the Vehicle Operator shall immediately contact Airport Operations.

### **5.6. Air Operations Area**

Vehicles on the AOA may only be operated by persons with a proper and current Airport Identification Badge.

Vehicle Operators using the AOA on an irregular basis must be escorted by an authorized Vehicle Operator and shall proceed directly to the Vehicle Operator's destination on the Airport without entering the Movement Area. The City may restrict Vehicles to a certain area(s) of the AOA. Such restrictions may prohibit Vehicle operations outside the designated area(s).

Use of motorhomes, mini-bikes, dirt bikes, all-terrain Vehicles, go-carts, roller blades, skate boards, bicycles, or unicycles or other similar devices for recreational purposes are not permitted without the prior written permission from the City.

### **5.7. Movement Area**

Vehicles on the Movement Area shall be painted and/or properly marked in a manner approved by the City. No person shall take or drive any Vehicle on the Movement Area unless permission has been granted in an Agreement or obtained in writing, in advance, from the City.

1. Vehicle Operators having access to the Movement Area shall comply with the Letter of Agreement between the City and ATC regarding Airport Surface Traffic Procedures. Vehicle Operators shall obtain clearance from ATC and ensure that no Aircraft is approaching prior to entering the Movement Area.

All Vehicles operating on the Movement Area on a regular basis shall be equipped with a functioning two-way radio capable of communicating on the proper aeronautical frequencies (ranging from 108.00 MHz to 136.00 MHz). In the event a Vehicle in the Movement Area experiences radio failure, the Vehicle must 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 control tower and flashing the Vehicle's headlights. Thereafter, the Vehicle Operator shall operate the Vehicle based upon (in accordance with) the standard colored light signal directions given by ATC immediately.

Vehicles used exclusively on the AOA shall be equipped with an approved and fully operational amber (or red for Emergency Vehicles only) rotating, flashing, or steady beacon on the roof or uppermost point of the Vehicle providing 360 degree view and in compliance with AC 150/5210-5 series "Painting, Marking and Lighting of Vehicles Used on an Airport". The beacon shall be activated and shall remain in operation while the Vehicle is in the AOA.

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). 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 a City authorized Vehicle and authorized personnel 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 City to give instructions to the Vehicle.



Vehicle Operators operating in the Movement Area must be conversant with standard colored light signals, regardless of whether or not the Vehicle is radio equipped.

1. Steady Green – Cleared to cross, proceed, or go
2. Steady Red – Stop
3. Flashing Red – Clear the Runway/Taxiway
4. Flashing White – Return to starting point on the Airport
5. Alternating Red and Green – Exercise extreme caution

### **5.8. Accidents**

A Vehicle Operator involved in an Accident resulting in any injury or death to a person(s) or damage to Property shall stop at the scene (or as close as possible to the scene without creating a safety hazard) and immediately call “911”. The Vehicle Operator (and the Vehicle) must remain at the scene until the Police Department and/or the Fire Department take a full report.

### **5.9. Cleaning and Maintenance**

Vehicles shall not be cleaned and/or maintained on the Airport, except for minor repairs which are necessary to remove such Vehicles from the Airport.

1. Vehicles shall be cleaned and/or maintained only in designated areas unless otherwise approved in writing by the City.

### **5.10. Parking or Stopping**

Vehicles shall be parked only in designated areas unless otherwise approved in writing by the City. Vehicles shall not be parked or stopped so as to obstruct Aircraft, Vehicles, or pedestrians; within 15 feet of a fire hydrant or within a fire lane; within 3 feet of either side of a security fence; and in violation with applicable signage and postings.

Vehicles, other than those loading and unloading Aircraft, shall not stop for any purpose other than in the areas specifically designated for loading, unloading, parking, and/or staging and only in the manner prescribed by signs, painted markings, or other means. Displaying Vehicles and/or equipment for sale, lease, or rent at the Airport is prohibited unless previously authorized in writing by the City.

1. Parking in designated public parking areas is open to any person using the Airport.

Employees of Operators, Lessees, or Sublessees may park Private Vehicles in the employee parking areas designated by the City. Vehicles parked in a designated employee parking area must have a valid parking permit or pass, if so required, attached to the front windshield or mirror of the registered Vehicle.

All service Vehicles or equipment (including utility companies, delivery companies, government owned/operated, etc.) shall park in specially reserved and marked areas or other areas designated by the City.



Aircraft Operators may park Vehicles which are fully operational and properly permitted by the City inside the Hangar or outside the Hangar (but only in designated parking areas) while the Based Aircraft in the Hangar is gone.

1. Vehicles parked outside of a Hangar more than 30 calendar days without prior written notification to the City shall be considered abandoned. The City shall comply with Texas Transportation Code, Title 7. Vehicles and Traffic, Subtitle H. Parking, Towing and Storage of Vehicles, Chapter 683. Abandoned Motor Vehicles.
2. Vehicles may not be parked on Tiedown areas.
3. Abandoning a Vehicle on the Airport, including on Leased Premises, is prohibited.

Boats, rafts, jet skis, snow mobiles, dune buggies, dirt bikes, all-terrain Vehicles, race cars, recreational Vehicles, trailers, and other similar Vehicles may not be parked or stored in a Hangar or anywhere else on the Airport.

The City may tow or otherwise remove any Vehicle which is disabled or parked in violation of these Rules and Regulations (or if the Vehicle creates a safety or security hazard or interferes with Airport operations) at the Vehicle Owner or Operator's risk, cost, and expense and without any liability to the City.

Except as otherwise permitted in this Section, no Vehicle shall be parked on the first and second level drives adjacent to the Passenger Terminal Building without prior written approval from the Director of Aviation. Vehicles shall be attended at all times while on the first and second level drives adjacent to the Passenger Terminal Building.

### **5.11. Fees**

Vehicles shall not be parked in any public parking area unless the Vehicle Owner or Operator pays the fees which may be established and assessed from time to time by the City unless the Vehicle Owner or Operator is exempt from payment as may be stipulated in an Agreement with the City.

## **6. COMMERCIAL VEHICLE RULES AND REGULATIONS**

### **6.1. Legal Requirements**

All Commercial ground transportation companies and car rental companies shall comply with these Rules and Regulations, Texas Occupations Code Chapter 2402, Amarillo Municipal Code Title XVI Section 16-2-69 Transportation Network Companies (Ordinance 7712), Amarillo Municipal Code Title XVI Chapter 16-4 Vehicle for Hire, and other applicable Legal Requirements.

### **6.2. Commercial Vehicle and Operator Licensing**

All Commercial ground transportation companies (e.g., taxi, Limousines, charter party carrier/passenger stage carrier, Transportation Network Companies, and Courtesy Vehicle operators) providing Commercial ground transportation services must follow Amarillo Municipal Code Title XVI Section 16-2-69 Transportation Network Companies (Ordinance 7712), Amarillo Municipal Code Title XVI Chapter 16-4 Vehicle for Hire, and other applicable Legal Requirements.

To conduct commercial activities at the Airport, each vehicle operator shall apply for a Commercial Ground Transportation Permit through Airport Administration. This application may be downloaded from the Airport's website at [fly-ama.com](http://fly-ama.com), Airport Info, Airport Publications or requested as a paper copy through the Department of Aviation, Airport Administration offices.

Commercial ground transportation companies shall (at its own cost and expense) obtain from all applicable Agencies having jurisdiction, all licenses, permits, consents, approvals, authorizations, and insurance (in a form and amount stipulated by the City) that may be required for the provision of Commercial ground transportation services at the Airport. Such documentation shall be produced for examination immediately upon request by the City.

Commercial Vehicle shall be clearly identified with the name of the Commercial ground transportation companies on the outside of the Vehicle visible to passengers. Commercial ground transportation companies shall maintain financial records in accordance with accepted accounting practices, ownership records (e.g., articles of incorporate, identification of corporate officers, and registration with the State of Texas), and operating records (e.g., radio dispatch records and activity log beginning and terminating at the Airport) which shall be made available to the City upon request.

1. Records shall be maintained for at least three years.

### **6.3. Non-Transferable**

Commercial Ground Transportation Permit, vehicle decal or hand tag, or vehicle transponder shall not be assigned or transferred without prior written approval of the City.

### **6.4. Insurance**

Commercial ground transportation companies shall procure, maintain, and pay all insurance premiums throughout the term of the Commercial Ground Transportation Permit for the insurance coverages and amounts required by Legal Requirements and set forth by the City.

1. The insurance company or companies underwriting the required policy shall be authorized to write such insurance in the State of Texas (with a Best rating of A or above) or be approved in writing by the City.
2. Required terms and limits shall be established by the City.
  - Insurance terms shall, at a minimum, assume financial responsibility for injuries to persons, employees, and property caused by Commercial ground transportation companies' activities.
  - Commercial ground transportation companies shall maintain worker's compensation for all employees.
3. Insurance shall identify the City, individually and collectively, and its representatives, officers, officials, employees, agents, and volunteers as additional insured.

### **6.5. Parking or Stopping**

Only authorized Commercial Vehicles shall use the Commercial lane for parking. After discharging passengers, each Commercial Vehicle shall immediately leave the Airport (not Loiter) or proceed by the most direct route to the designated area for passenger pickup. Commercial Vehicles shall not be parked, staged, or stopped in such a manner as to interfere with vehicular or pedestrian traffic.

Except as otherwise permitted in this Section, no Commercial Vehicle shall be parked on the first and second level drives adjacent to the Passenger Terminal Building without prior written approval from the Director of Aviation. Commercial Vehicles shall be attended at all times while parked on the first and second level drives adjacent to the Passenger Terminal Building only in the marked passenger loading and unloading zone. Transportation Network Companies are not authorized to use the commercial lane. As determined by the Airport, Transportation Network Companies shall utilize the appropriately designated area for vehicle staging.

### **6.6. Commercial Vehicle Operator Conduct and Appearance**

Commercial Vehicle Operator shall remain in its Vehicle or immediately adjacent to its Vehicle.

1. Commercial Vehicle Operator is prohibited from Loitering.

Commercial Vehicle Operator is prohibited from standing inside the Passenger Terminal Building while the Commercial Vehicle is in position in the designated area for passenger pickup.

Commercial Vehicle Operator shall not:

1. solicit, persuade or urge any person (by words, gestures, or other form of communication) to use or hire any Commercial Vehicle Operator.
2. use offensive, abusive, or obscene language, gestures, or other forms of communication.

Commercial Vehicle Operator shall maintain a professional look and appearance (i.e., clean shirt and pants, shoes, and socks). Commercial Vehicle Operator shall conduct themselves in a courteous and professional manner and treat members of the traveling public with the utmost respect.

### **6.7. Passenger Loading or Unloading**

Commercial ground transportation companies shall only receive passengers for hire in an area designated by the City following authorized procedures. Commercial ground transportation companies may not refuse a passenger for any reason unless stipulated herein.

1. Commercial ground transportation companies may refuse service if the Commercial Vehicle Operator has been dispatched on another call, or if passenger(s) appear to be intoxicated or under the influence of drugs or alcohol or is disorderly.

Nothing in these Rules and Regulations shall be construed to prevent a passenger from boarding the Commercial Vehicle of the passenger's choice. Commercial ground transportation companies shall be trained and provide transportation services for disabled or handicap passengers.

Commercial Vehicles shall be permitted to be parked on the first and second level drives adjacent to the Passenger Terminal Building only for the purpose of loading and unloading passengers.

### **6.8. Commercial Vehicle Operations**

Commercial ground transportation companies shall use the most direct available route on all trips unless otherwise specifically requested by the passenger. Commercial ground transportation companies shall provide a receipt identifying the amount paid, persons' name, vehicle license number, and City Commercial Vehicle Permit number to the passenger.

### **6.9. Commercial Vehicle Equipment and Condition**

All Commercial Vehicles shall be kept in good operating condition and appearance. Each Commercial Vehicle shall be subject to inspection by the City at any time to determine compliance with these Rules and Regulations.

1. Failure to pass any portion of the inspection may result in the Commercial Vehicle being prohibited from picking up and/or dropping off passengers until the discrepancies have been corrected to the satisfaction of the City.

If a Commercial Vehicle is required to have a taximeter, the Commercial Vehicle Operator shall ensure the taximeter is in proper recording position and visible to all passengers as well as a meter light burning during the hours of darkness.

### **6.10. Fees**

Nothing in these Rules and Regulations shall be construed as granting any Commercial ground transportation companies the right to operate at the Airport without first obtaining written authorization from the City and without paying the fees which may be established and assessed by the City. Fees shall be established by City Council, in accordance with Amarillo Municipal Code Title XVI Section 16-2-69 Transportation Network Companies (Ordinance 7712) and Amarillo Municipal Code Title XVI Chapter 16-4. At the discretion of the Airport, approved fees shall be assessed and collected through direct contracts and agreements or through an approved third-party vendor designated commercial vehicle management system.

### **6.11. Complaints**

Commercial ground transportation companies shall respond fully in writing and/or as otherwise requested by the City within 14 calendar days to any written customer complaint to or from the Airport and shall assist the City to investigate and resolve customer complaints. Commercial ground transportation companies shall respond fully in writing and/or as otherwise requested by the City within 14 calendar days to any inquiry by the City.

### **6.12. Penalties**

The penalties for Commercial Vehicle Operators who are determined by the City to be in violation of these Rules and Regulations or the Amarillo Municipal Code follow:

1. Unsafe Commercial Vehicle
  - Suspension of privileges pending compliance
2. Minor violation (including, but not limited to, picking up passengers in unauthorized areas, the Commercial Vehicle Operator not remaining in or adjacent to the Commercial Vehicle, and Loitering in the Passenger Terminal Building)
  - First Offense – 24 Hour Suspension of Commercial Vehicle Permit
  - Second Offense – 30 Day Suspension of Commercial Vehicle Permit
  - Third Offense – Permanent revocation of Commercial Vehicle Permit
3. Major violation (including, but not limited to, attempt to induce another to commit an illegal act or violation of these Rules and Regulations, failure to obey a directive of the City, offensive language, gestures, or other actions, or conduct that is discourteous or unprofessional)

## COMMERCIAL VEHICLE RULES AND REGULATIONS

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- First Offense – Seven (7) Day Suspension of Commercial Vehicle Permit
  - Second Offense – 30 Day Suspension of Commercial Vehicle Permit
  - Third Offense – Permanent revocation of Commercial Vehicle Permit
4. Reckless driving, arrest at the Airport for any criminal action, and driving under the influence of alcohol and/or drugs
- First Offense – Permanent revocation of Commercial Vehicle Permit

Any combination of offenses in excess of three may result in the permanent revocation of Commercial Vehicle Permit.

## **7. OPERATOR, LESSEE, AND SUBLESSEE RULES AND REGULATIONS**

### **7.1. Security**

All gates, chains, doors, fences, lighting, locks and all other safeguards which are part of the Leased Premises or have been installed by the Operator must be continually and conscientiously maintained by the Operator and kept in working conditions at all times. Gates or doors which provide access to a Restricted Area through Leased Premises must remain closed, locked, and secured except when actually in use. Perimeter fencing and associated doors, gates, lighting, and locks will be maintained by the City.

Active logs of keys, access cards, and other media issued (and to whom issued) which allow access to the Leased Premises must be maintained. The log shall be made available to the City upon request. Any lost or stolen keys, access cards, or other media shall be reported to the City immediately. All applicable reporting requirements must be fully complied with as established by the City, FAA, Department of Homeland Security (DHS), TSA (if applicable), and any other Agency having jurisdiction. Objects which could facilitate unauthorized access to a Restricted Area shall not be located within three feet of the Airport perimeter fence or any other distance which may facilitate unauthorized access.

### **7.2. Construction or Alteration of Improvements**

Any construction or alteration of an Improvement shall be performed in compliance with the most current applicable City Building Codes.

### **7.3. Maintenance of Premises**

Leased Premises (including all related and associated appurtenances, landscaping, Paved areas, installed equipment and utility services, oil/water separators, and security improvements) shall be:

1. kept free from all fire, safety, and security hazards,
2. maintained in a clean, neat, orderly, and fully operational condition consistent with best practices and equal or better in appearance and character to other similar Improvements at the Airport, normal wear and tear expected, and
3. maintained in a condition of repair and general maintenance in accordance with the Agreement.

Operators, Lessees, and Sublessees shall be fully responsible for and replace, or in the City's sole discretion, reimburse the City for all damage to facilities, equipment, Property, related appurtenances, and all other Improvements at the Airport caused by Operator, Lessee, or Sublessee or its employees, agents, customers, visitors, suppliers or persons with whom they do business.



Operators, Lessees, and Sublessees shall provide all necessary cleaning services for the Leased Premises, including janitorial and custodial services, trash removal services, removal of foreign objects/debris, removal of spent oils or other fluids, cleaning of oil/water separators, and any related services necessary to maintain the Improvements in a good, clean, neat, orderly, and fully operational condition consistent with best practices, normal wear and tear expected. Facilities (including Hangar floors) shall be kept clean and clear of the accumulation of Fuel, oil, grease, flammable liquids, rags, trash, or other waste materials.

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

Facades of all buildings and structures shall be kept in good repair, condition, and appearance at all times. Failure to properly maintain the Leased Premises (including failure to maintain the Leased Premises within the period stipulated in the Agreement or failure to maintain the Leased Premises within the timeframe stated in any written notice provided by the City) may result in the City conducting or contracting the maintenance at Operator's, Lessee's, or Sublessee's sole cost and expense without liability to the City.

#### **7.4. Fire Prevention**

Operator, Lessees, and Sublessees shall be responsible for ensuring that fire prevention practices and/or procedures are followed.

Employees conducting Fuel Handling must receive fire prevention training and instruction by the Fire Department (or in accordance with an FAA Approved Part 139 Fuel Handling Training course, if applicable) immediately upon employment and that employees receive such fire prevention training and instruction annually thereafter.

1. Fire prevention training and instruction shall include the use of fire extinguishers, responding to Fuel and oil spills, handling flammable materials, and any other items deemed necessary and/or appropriate (for the Activity) by the Fire Department and the training and instruction provided to each employee shall be documented and kept on file.

Proper, appropriate, inspected, certified, and readily accessible fire extinguishers (which are approved by fire underwriters) for the particular hazard involved or associated with the activity shall be provided by Operators, Lessees, or Sublessees.

1. At all times, fire extinguishers shall be maintained in accordance with the practices recommended by the NFPA.
2. A tag showing the date of last inspection (and who performed the inspection) shall be attached to each unit and records, acceptable by fire underwriters, shall be kept documenting the status of each unit.

A responsible person shall be designated and point-of-contact information shall be provided to the Fire Department including the name of the primary and secondary contacts and day time and after-hours telephone numbers for both individuals.

### **7.5. Heating Equipment**

All heating equipment and Fuel burning appliances installed or used at the Airport shall comply with all Legal Requirements (as applicable) of the City, the State of Texas, the NFPA, and the Fire Department.

### **7.6. Aircraft Hangars**

Aircraft Hangars shall only be used for the parking and storage of Aircraft and associated Aircraft equipment and supplies as approved by the City and the Fire Department or as otherwise stipulated in an Agreement. Aircraft parked in Hangars shall be parked in a manner so as to be completely contained in the Hangar and shall not be positioned in such a manner so as to block or obstruct access to doors, gates, or Fuel storage facilities except for temporary staging and/or Fuel Handling of such Aircraft.

Use of Aircraft Hangars shall be subject to the following restrictions:

1. Unless permission is granted by Agreement, no Aircraft Maintenance, alterations, or repairs shall be performed in a Hangar without the prior written permission of the City.
2. Space heaters may be utilized in Hangars so long as not left unattended while operating and all applicable fire prevention/safety measures are continually observed.
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 in accordance with applicable Legal Requirements.

### **7.7. Aircraft Tiedowns**

Aircraft parked in Tiedown space shall be parked in a manner so as to be completely contained in the Tiedown space and shall not be positioned in such a manner so as to block a Taxiway, Taxilane, or obstruct access to Hangars, parked or staged Aircraft, parked or staged Vehicles, doors, gates, or Fuel storage facilities except for staging and/or Fuel Handling of such Aircraft.

1. If performed in full compliance with Legal Requirements, preventative Aircraft Maintenance, as defined in 14 CFR Part 43, may be performed on the Aircraft listed in the Agreement for the Tiedown space.

### **7.8. Storage of Materials and Equipment**

Materials and equipment shall be stored in such manner as to preclude creating any hazard, obstructing any operation, or littering.

1. Storage of materials or equipment, excluding Refueling Vehicles, shall not be permitted outdoors, unless approved in writing by the City.

2. Non-hazardous items can be stored in a fully-enclosed and secured container on the Leased Premises as long as such storage fully complies with Legal Requirements.
3. Unless expressly permitted in an existing Agreement or approved in writing by City, the Leased Premises shall not be used to store non-aviation merchandise, supplies, or equipment excluding those items utilized to fulfill the obligations of an Agreement.

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 City.

### **7.9. Compressed Gases**

Oxygen or any compressed gas in a cylinder or portable tank must be secured to a fixed location or secured to a portable cart designed and approved specifically for the cylinder(s) or tank(s) being secured.

1. Compressed gas cylinders or tanks must have approved and fully operational pressure relief devices installed.
2. Cylinders or tanks not in use shall have an approved transportation safety cap installed.
3. Cylinders or tanks shall be stored and maintained in accordance with the practices recommended by the NFPA.

### **7.10. Lubricating Oils**

Lubricating oils having a flash point at or above 150 degrees may be stored in Hangars provided the product is stored in the original container and the capacity of the container is less than 55 gallons and the original manufacturer's labeling or marking is on the container (or the product is stored in other suitable containers approved by the City and the Fire Department).

Storage of more than 55 gallons of lubricating oil or containers having a capacity of more than 55 gallons require a SPCC Plan be provided to the City. Such containers may only be stored in compliance with Legal Requirements and consistent with the City's SWPPP.

### **7.11. Right of Entry**

The City shall have the right of entry at reasonable times for repairs, maintenance, modification, or inspection of all Improvements whether the right of entry is provided for in any Agreement.

1. For Improvements owned by the City, the City shall be provided with a key capable of gaining access to the facilities, buildings, and Improvements.
2. For Improvements owned by the Lessee or Sublessee, the City shall provide advanced notification.

The City and the Fire Department shall have the right of entry to Improvements without advanced notification during emergencies. Emergencies may include, but shall not be limited to, fire, acts of nature, or Hazardous Materials spill or leak, or for the protection of persons or Property.

**7.12. Non-Commercial Flying Club**

A Non-Commercial Flying Club (Flying Club) is an entity that is legally formed as a non-profit entity with the State of Texas, operates on a non-profit basis, and restricts membership from the general public.

1. Each Flying Club member (Member) must have an ownership interest in the Flying Club. The property rights of the Flying Club Owners shall be equal.
2. Flying Club shall keep on file and available for review by the City, a complete membership list and investment (ownership) share held by each member including a record of all members (past and present) with full names, addresses, and the date the membership began and ended.

Flying Club shall file and keep the following current with the City:

1. articles of incorporation, copies of bylaws, operating membership agreements, and the location and address of the club's registered office,
2. roster of all officers and directors including home and business addresses and telephone numbers, and
3. designee responsible for compliance with applicable Legal Requirements.
4. Flying Clubs shall not conduct any Commercial Activity.

If Flying Club is operated for Commercial purposes, Flying Club shall be required to meet the applicable Minimum Standards for a Commercial Activity. Members may conduct flight instruction relating to Aircraft checkout and/or currency (e.g., flight reviews, instrument proficiency checks, etc.) for other Members. The Flying Club shall not permit its Aircraft to be utilized for flight instruction to any person, including Members, when such person pays or becomes obligated to pay for such flight instruction, except when flight instruction is provided by an approved Flight Training Operator on the Airport.

1. Flying Club Aircraft shall only be used by Members.

No Member shall use Flying Club Aircraft in exchange for Compensation. This does not include reimbursement for expenses associated with the use of Flying Club Aircraft.

If the Flying Club is performing Aircraft Maintenance on Aircraft owned by the Flying Club, Maintenance area and Hangar are required as follows:

Maintenance area and Hangar (square feet)	AMA
Maintenance area <sup>1</sup>	500
Hangar <sup>2</sup>	3,600

**Insurance** – Except as otherwise provided for herein, Flying Club shall maintain, at a minimum, the coverage and limits of insurance set forth below:

1. General Liability (Combined Single Limit):
  - Each occurrence – \$1,000,000
  - Unlicensed Vehicles – \$1,000,000
2. Vehicular Liability (Combined Single Limit):
  - Each occurrence – \$1,000,000
3. Hangar Keeper’s Liability (Largest Aircraft Accommodated):
  - Single Engine and Multi Engine Piston Group I – \$500,000 (each aircraft) and \$1,000,000 (each occurrence)
  - Turboprop Group I – \$1,000,000 (each aircraft) and \$2,500,000 (each occurrence)
4. Aircraft and Passenger Liability (Each Occurrence):
  - Each occurrence – \$1,000,000 Club and \$100,000 sub limit per person

<sup>1</sup> Maintenance area shall include adequate and dedicated space for employee work areas, shop areas, and storage for Aircraft parts, accessories, related components, and Equipment.

<sup>2</sup> Hangar area shall be at least equal to the square footage stipulated above or large enough to accommodate the largest Aircraft being serviced, whichever is greater.

## **8. AVIATION FUELING RULES AND REGULATIONS**

### **8.1. General**

**Legal Requirements** – Fuel Handling, Refueling Vehicles, and Fuel storage facilities at the Airport shall conform to the Legal Requirements including without limitation, those prescribed by the State of Texas and City and provisions of 14 CFR; NFPA recommendations; ATA 103; Applicable ACs including AC 150/5230-4 series "Aircraft Fuel Storage, Handling, Training, and Dispensing on Airports", AC 00-34 series "Aircraft Ground Handling and Servicing", and AC 150/5210-5 series "Painting, Marking and Lighting of Vehicles Used on an Airport"; the City's SWPPP and City's SPCC Plan; Legal Requirements established by the Environmental Protection Agency, Texas Commission on Environmental Quality, and any other Agency having jurisdiction.

**Fuel Quality Control** – Fuel shall comply with the quality specifications outlined in American Society for Testing and Materials (ASTM) D1655 (Jet Fuel), ASTM D1910 (Avgas), or ASTM D4814 without ethanol. Ensuring the quality of the Fuel is the sole responsibility of entity engaged in Fuel Handling.

**Training** – Standard Operating Procedure (SOP) shall be developed and maintained for Fuel Handling to include compliance with standards set forth in AC 00-34 series "Aircraft Ground Handling and Servicing." The SOP shall include a training plan, Fuel quality assurance procedures, record keeping, and emergency response procedures related to Fuel spills and fires. The SOP shall also address regular safety and security inspections, bonding and fire protection, public protection, marking and labeling of (and controlling access to) Refueling Vehicles and Fuel storage facilities. The SOP shall be made available to the City for review upon request no later than 30 calendar days before any Fuel Handling is scheduled to commence and it shall be made available for review upon request any time changes are planned.

1. No person shall engage in Fuel Handling until that person is properly trained.

Training records documenting the qualifications of (and the training provided to) each person shall be maintained and kept on file.

1. Records shall indicate the initial and recurrent training provided (and the date such training was provided and by whom).
2. Recurrent training shall be provided on a regularly scheduled basis, but not less than every year.
3. Records shall be subject to review of and/or inspection by the City or other designated representative(s).
4. Training shall be performed in accordance with 14 CFR Part 139.

**Fuel Handling** – Aircraft shall not be engaged in Fuel Handling within the immediate vicinity where Aircraft engines are operating, Aircraft or engines are being warmed by application of heat, or while the Aircraft is located in a congested area.



Prior to engaging in Fuel Handling, entity shall provide the City with a written SPCC Plan that meets all applicable Legal Requirements. An updated copy of the SPCC Plan shall be filed with the City at least 30 calendar days prior to any planned change in operations. A properly trained person shall be present and responsive while Fuel is being transferred into or out of any Fuel storage facility (from or into Refueling Vehicle).

1. The person shall remain within the immediate vicinity, in close proximity to, and in direct view of all operating controls and Refueling Vehicles.
2. The person shall not leave the discharge end of any hose(s) unattended at any time while the transfer of Fuel is in progress.
3. The person shall not block open, bypass, disengage, or deactivate the deadman or any related controls while Fuel Handling.

All Fuel Handling shall be treated with due caution and circumspection with regard to the rights, safety, and security of others so as not to endanger, or be likely to endanger, persons or Property. If any malfunction or irregularity is detected on or within the Aircraft, Fuel Handling shall cease immediately, and the malfunction or irregularity shall be brought to the attention of the Aircraft Owner or Aircraft Operator immediately. Persons engaged in Fuel Handling shall exercise care and extreme caution to prevent overflow or spills of Fuel or oils.

1. The party responsible for a Fuel or oil spill at the Airport shall comply with Section 2.20 of these Rules and Regulations.

Refueling Vehicles shall be positioned so the Vehicle can be safely driven away in the event of spill or fire. Fuel Handling shall be conducted outdoors and at least 50 feet from any Hangar or building and 50 feet from any combustion and ventilation air-intake to any boiler, heater, or incinerator room or as approved by the City and the Fire Department.

Vehicles shall be refueled only at refueling stations approved by the City and the Fire Department. In the absence of suitable ground support equipment, a turbine-powered auxiliary power unit mounted at the rear of the Aircraft or on the wing on the side opposite from the fueling point may be operated during Fuel Handling. A turbine-powered auxiliary power unit may be operated during Fuel Handling provided its design, installation, location, and combustion air source do not constitute a Fuel vapor ignition source.

Fuel Handling shall be conducted in accordance with the procedures stipulated in the Aircraft Operator's Manual. Fuel Handling shall not occur if an electrical storm is in progress within 5 miles of the Airport and may resume 10 minutes following any reported or observed lightning flash within 5 miles of the Airport. The Refueling Vehicle shall be bonded to the Aircraft or Fuel storage facility to equalize the voltage potential. All hoses, nozzles, spouts, funnels, and appurtenances used in Fuel Handling shall be FM or UL approved and shall be equipped with a bonding device to prevent ignition of volatile liquids.



Fuel Handling shall not occur while passengers are onboard the Aircraft unless a passenger-loading ramp is in place at the Aircraft's cabin door, the door is in the open position, and a qualified attendant is present at the door. No person shall operate any radio transmitter or receiver or switch the transmitter or receiver on or off during Fuel Handling unless said radio transmitter or receiver is designed specifically for such environment.

No person shall operate Aircraft electrical systems or switch Aircraft electrical appliances on or off during Fuel Handling.

Hold down or hold open devices on Refueling Vehicle nozzles are prohibited. For single point Fueling, deadman controls or mechanisms shall be utilized and shall remain in safe operating condition and good working order. During Fuel Handling, no person shall use any material or equipment which is likely to cause a spark or ignition within 50 feet.

1. Smoking, matches, lighters, and open flames (e.g., candles, fixtures, or fires) are prohibited within 50 feet of any Aircraft, Refueling Vehicle, Fuel storage facility.

Refueling Vehicles (including Fuel tankers) shall only use the entrance, exit, and route designated by the City during the transportation and delivery of Fuel. Refueling Vehicles (including Fuel tankers) shall be subject to inspection at any time to determine compliance with these Rules and Regulations. Fire extinguishers shall be immediately available during Fuel Handling to comply with practices recommended by the NFPA and all fire codes, regulations, or directives issued by the Fire Department and/or City.

1. All extinguishers shall be inspected and certified, as required by law, and all personnel involved with Fueling or defueling operations shall be qualified and properly trained to use all fire extinguishers.

Appropriate and proper absorbent material(s) and Fuel spill containment capable of damming/diking a Fuel spill shall be immediately available or as defined in the entity's approved SPCC Plan. The City assumes no liability or responsibility for any violation of any Aircraft, Refueling Vehicle or refueling requirement or procedure, any error, omission, negligence, or any violation of any Legal Requirement relating to Fuel Handling.

1. Entities engaged in Fuel Handling shall be solely, fully, and completely responsible for any such violation, error, omission, or negligence incident to or in connection with the entities Fuel storage facilities, Refueling Vehicles, Fuel Handling, and training.
2. Entities engaged in Fuel Handling shall fully reimburse the City for any fines, legal or court costs, incurred by the City for any such violation, error, omission, or negligence.

**Rotorcraft Rapid Refueling** – In the event Rotorcraft Fueling occurs while an onboard engine is operating, entity must comply with all Legal Requirements.

Only turbine engine Rotorcraft fueled with Jet Fuel shall be permitted to be fueled while an onboard engine is operating. All sources of ignition must be located above the Fuel inlet port(s), vents or tank openings. An FAA licensed Rotorcraft pilot shall be at the Rotorcraft controls during the entire Fuel Handling process. If applicable, medical crew members shall be ready to remove the patient from the Rotorcraft to a safe area if needed.

Only designated personnel, properly trained in rapid refueling operations, shall operate the Refueling Vehicle. All doors, windows, and access points allowing entry to the interior of the Rotorcraft which are adjacent to, or in the immediate vicinity of, the Fuel inlet ports shall be closed and shall remain closed during Fuel Handling. Fuel shall be dispensed into an open port from approved deadman type nozzles, with a flow rate not to exceed 60 gallons per minute or it shall be dispensed through close-coupled pressure fueling ports.

When Fuel is dispensed from fixed piping systems the hose cabinet shall not extend into the rotor space. The Refueling Vehicle shall be pre-positioned in a designated area and the Rotorcraft will land after the Refueling Vehicle has been parked and the wheels chocked (maintaining no less than 20 feet between any Rotorcraft rotating component and the Refueling Vehicle). The Refueling Vehicle shall not be moved or relocated while the Rotorcraft is on the ground or hovering in the vicinity.

**Refueling Vehicles** – Refueling Vehicles shall be equipped and maintained to comply with all applicable Legal Requirements including, without limitation, those prescribed by:

1. National Fire Protection Association (NFPA) Codes;
2. 14 CFR Part 139, Airport Certification, Section 139.321 "Handling/Storing of Hazardous Substances and Materials"; and
3. Applicable ACs including AC 00-34 series "Aircraft Ground Handling and Servicing" and AC 150/5210-5 series "Painting, Marking and Lighting of Vehicles Used on an Airport".

Refueling Vehicles shall be equipped with metering devices that meet all applicable Legal Requirements and shall be bottom loaded.

Only those Fuel storage facilities and Refueling Vehicles which are approved by the City and the Fire Department shall be used for Fuel Handling. Refueling Vehicles, pumps, meters, hoses, nozzles, funnels, fire extinguishers, and bonding devices used during Fuel Handling shall be maintained in a safe operating condition. All hoses, funnels, and appurtenances used in Fuel Handling shall be equipped with a bonding device to prevent ignition of volatile liquids.

1. When Refueling Vehicles are found in a state of disrepair, malfunction, or their use constitutes an undue fire or safety hazard, or the operation of Refueling Vehicles would violate these Rules and Regulations, the entity shall immediately discontinue the use of such Refueling Vehicles until repairs, replacements, or changes are made to render the same safe for continued use.

2. Hoses or piping connections shall be secured and capable of holding under the pump's rated PSI discharge.
3. Hoses or nozzles shall be FM or UL approved with self-closing valve and no hold-down or hold-open devices. All pumps shall be UL or FM approved.
4. All storage tanks shall be rated in accordance with UFC Article 24, Division II and Article 79, Division XII.

Refueling Vehicles shall not be operated in reverse unless another person is present to safely monitor and direct the movement of the Refueling Vehicle. Refueling Vehicles and Fuel storage facilities shall be placarded, marked, or color coded in accordance with NFPA Publication 407 and applicable FAA ACs.

1. A copy of all applicable permits, registrations, and certificates shall be maintained in each Refueling Vehicle.

**Storage of Refueling Vehicles** – Refueling Vehicles shall be stored outdoors at a distance of at least 50 feet from a building or at the distance approved by the Fire Department unless the building is designed, constructed, and used exclusively, and approved by the Fire Department specifically for this purpose. 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 and a minimum of 20 feet from a storm water inlet.

**Maintenance of Refueling Vehicles** – Maintenance of Refueling Vehicles shall be performed outdoors or in a building which is approved by the Fire Department specifically for this purpose. Entities engaged in Fuel Handling shall document and maintain and keep on file Refueling Vehicle maintenance records. These records shall be made available to the City upon request.

**Fuel Storage Facilities** – Entities shall be liable and shall defend, indemnify, save, protect, and hold harmless the City for all leaks, spills, or other damage that may result from Fuel Handling. Fuel storage facilities shall be operated and maintained in accordance with practices recommended by the NFPA (Pamphlet No. 30 and NFPA 407) and in full compliance with Legal Requirements and shall be approved by all Agencies having jurisdiction. Fuel storage facilities shall be constructed and/or tanks shall be installed in accordance with the practices recommended by the NFPA (Pamphlet No. 30) and in full compliance with Legal Requirements. Plans for installation and operation of Fuel storage facilities shall be submitted to the City and the Fire Department and approval shall be received from the City and the Fire Department prior to installation and operation.

1. All security gates leading into Fuel storage facilities shall remain (be kept) closed, locked, and secured except when actually in use.

### **8.2. Self-Serve Fueling**

**Introduction** – Entities using a self-serve fuel pump shall comply with all requirements identified in this Section.

**Training** – No person shall engage in Fuel Handling until that person is properly trained.

**Fuel Handling** – Aircraft shall not be engaged in Fuel Handling 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 area.

All Fuel Handling shall be treated with due caution and circumspection with regard to the rights, safety, and security of others so as not to endanger, or be likely to endanger, persons or Property. If any malfunction or irregularity is detected on or within the Aircraft, Fuel Handling shall cease immediately and the malfunction or irregularity shall be brought to the attention of the Aircraft Owner or Aircraft Operator immediately. Persons engaged in Fuel Handling shall exercise care and extreme caution to prevent overflow or spills of Fuel or oils.

1. Should a Fuel or oil spill occur at the Airport, the party responsible shall comply with Section 2.19 of these Rules and Regulations.

Fuel Handling shall not occur if an electrical storm is in progress within 5 miles of the Airport and may resume 15 minutes following any reported or observed lightning flash within 5 miles of the Airport. The Refueling Vehicle shall be bonded to the Aircraft or Fuel storage facility to equalize the voltage potential. All hoses, nozzles, spouts, funnels, and appurtenances used in Fuel Handling shall be FM or UL approved and shall be equipped with a bonding device to prevent ignition of volatile liquids.

Fuel Handling shall not occur while passengers are onboard the Aircraft unless a passenger-loading ramp is in place at the Aircraft's cabin door, the door is in the open position, and a qualified attendant is present at the door. No person shall operate any radio transmitter or receiver or switch the transmitter or receiver on or off during Fuel Handling unless said radio transmitter or receiver is designed specifically for such environment.

No person shall operate Aircraft electrical systems or switch Aircraft electrical appliances on or off during Fuel Handling or use any material or equipment which is likely to cause a spark or ignition within 50 feet.

1. Smoking, matches, lighters, and open flames (e.g., candles, fixtures, or fires) are prohibited within 50 feet of any Aircraft, Refueling Vehicle, Fuel storage facility.

Fire extinguishers shall be immediately available during Fuel Handling to comply with practices recommended by the NFPA and all fire codes, regulations, or directives issued by the Fire Department and/or City.

1. Entities engaged in Fuel Handling shall be solely, fully, and completely responsible for any such violation, error, omission, or negligence incident to or in connection with the entities Fuel storage facilities, Refueling Vehicles, Fuel Handling, and training.
2. Entities engaged in Fuel Handling shall fully reimburse the City for any fines, legal or court costs, incurred by the City or any such violation, error, omission, or negligence.

### **8.3. Non-Commercial Self-Fueling**

**Introduction** – Any entity engaged in Non-Commercial Self-Fueling shall also comply with Section 8.1 of these Rules and Regulations. Non-Commercial Self-Fueling is defined as fueling of an Aircraft by the Aircraft Owner or the Owner’s Employee(s) using the Aircraft Owner’s Vehicles, Equipment, and resources.

**Permit** – No Aircraft Owner or Aircraft Operator shall engage in Self-Fueling unless a valid Self-Fueling Permit authorizing such activity has been issued by the City (herein after referred to as Self-Fueling Permittee).

The Self-Fueling Permit shall not reduce or limit Self-Fueling Permittee’s obligations with respect to these Non-Commercial Self-Fueling which shall be included in the Self-Fueling Permit by reference. Self-Fueling Permittee shall provide evidence of Aircraft ownership, lease, or operation (full and exclusive control).

1. If the Aircraft is being leased or operated by (and under the full and exclusive control of) and Fueled by Self-Fueling Permittee, Self-Fueling Permittee shall provide the City with a copy of the lease or operating agreement.
2. The City will determine if the lease or operating agreement demonstrates that the Self-Fueling Permittee has the full and exclusive control of the Aircraft.

Self-Fueling Permittee shall comply with State of Texas Department of Revenue regulations pertaining to aviation use fuel tax and Internal Revenue Service Publication 510 (Excise Taxes – Including Fuel Tax Credits and Refunds) when remitting payment in compliance with Publication 510. Self-Fueling Permittee shall maintain written records of compliance with all Legal Requirements (including tax or fee payments) for the use of Fuel utilized in Aircraft and provide records upon request by the City.

**Reporting** – On or before the 10th day of the subsequent month, Self-Fueling Permittee shall: (a) provide a summary report to the City identifying the number of gallons of: (i) aviation Fuel purchased by Self-Fueling Permittee (by Fuel type), (ii) delivered to Self-Fueling Permittee’s Fuel storage facility (by Fuel type), and (iii) dispensed to Self-Fueling Permittee’s Aircraft at the Airport and (b) pay the appropriate fees due to the City at the Airport’s administrative office.

Records and meters shall be made available for review by the City or its designated representative. In the case of a discrepancy between the amount of Fuel purchased by and/or delivered to Self-Fueling Permittee and the amount of Fuel delivered to Self-Fueling Permittee's Aircraft and/or dispensed by Self-Fueling Permittee at the Airport, the greater amount shall prevail and the Self-Fueling Permittee shall promptly pay all additional fees due the City at the City administrative offices, plus annual interest on the unpaid balance at the maximum rate allowable by law from the date originally due.

**Fueling Operations** – Self-Fueling shall be conducted only in those areas designated by the City as identified in the Self-Fueling Permit.

1. Self-Fueling at any other location at the Airport is prohibited.
2. Pouring or gravity transfer of Fuel and Fueling from containers having a capacity of more than 5 gallons is prohibited.

**Fueling Equipment** – Self-Fueling Permittee shall utilize a Refueling Vehicle for dispensing Fuel into Self-Fueling Permittee's Aircraft. Refueling Vehicle shall be solely owned, leased, and/or operated by (and under the full and exclusive control of) the Self-Fueling Permittee.

Self-Fueling Permittee shall utilize a single Refueling Vehicle for each type of Fuel to be dispensed as follows:

Refueling Vehicles	AMA
Jet Fuel	
Minimum capacity (gallons)	1,000
Maximum capacity (gallons)	2,000
Avgas	
Minimum capacity (gallons)	500
Maximum capacity (gallons)	1,000

1. Self-Fueling Permittee's utilizing an FBO Fuel storage facility must park the Refueling Vehicle on the FBO's Leased Premises when not in use.
2. Self-Fueling Permittee's utilizing off Airport Fuel storage must park the Refueling Vehicle off Airport when not in use.

**Fuel Storage Facilities** – Self-Fueling Permittee shall demonstrate that satisfactory arrangements have been made for the storage of Fuel, as follows:

1. through an authorized FBO at the Airport;
2. off Airport; or
3. through Self-Fueling Permittee's Fuel storage facility at the Airport in a location consistent with the Master Plan, Airport Layout Plan, and/or Land Use Plan and approved by the City.

Self-Fueling Permittee's authorized by the City shall lease land and own or lease a/an above/below ground Fuel storage facility in the designated Fuel storage area as follows:



Fuel Storage Facility	AMA
Jet Fuel	
Number of tanks	1
Minimum total capacity (gallons)	10,000

Fuel storage facility shall denote the Aircraft FAA N-Number(s) identified on the Self-fueling Permittee's Self-Fueling Permit with 12 inch characters on each side of the Fuel storage facility.

**Limitations** – Self-Fueling Permittee shall not sell and/or dispense Fuels to Aircraft that are not owned, leased, and/or operated by (and under the full and exclusive control of) Self-Fueling Permittee and identified to the City. Any such selling or dispensing shall be grounds for revocation of the Permit by the City as well as the collection of all applicable fines or other charges.

1. Revocation upon first violation will be for a period of one year.
2. Revocation upon a second violation shall be permanent.

**Public Agency** – Entities providing an Emergency Public Service are not required to meet the fueling equipment and storage facility requirements identified in this Section unless Fuel is being delivered to Aircraft by Refueling Vehicles or through a fixed fueling station.

Fuel storage facilities and delivery of Fuel for Aircraft operated by Public Service Agency must be approved in writing, in advance by the City.

**Insurance** – Except as otherwise provided for herein, Non-Commercial Self-Fueling Permittee shall maintain, at a minimum, the coverage and limits of insurance set forth in below:

1. General Liability (Combined Single Limit)
  - Each occurrence – \$1,000,000
  - Unlicensed Vehicles – \$2,000,000
2. Business Automobile Liability (Combined Single Limit)
  - Non-Movement Area – \$1,000,000
  - Movement Area – \$2,000,000
3. Environmental Liability – \$2,000,000



## **9. APPENDIX**

### **9.1. Definitions**

Abandoned – Property, other than Aircraft or Vehicles, that has been left unattended by the owner at the Airport for 48 hours without the owner moving or claiming it.

Accident – A collision or other contact between any part of an Aircraft, Vehicle, equipment, person, stationary object and/or other thing which results in Property damage, personal injury, or death; or an entry into or emergence from an Aircraft, Vehicle, or equipment by a person which results in personal injury or death to such person or some other person or which results in Property damage.

Advisory Circular (AC) – A document published by the FAA providing guidance on aviation/airport issues/matters.

Aeronautical Activity (or Activity) – Any activity or service that involves, makes possible, facilitates, is related to, assists in, or is required for the operation of Aircraft. Any activity which contributes to, or is required for, the safety of such operations. Any activities which have a direct relationship to the operation of Aircraft or the operation of the Airport.

Agency – Any federal, state, or local governmental entity, unit, organization, or authority.

Agreement – A mutual understanding between two or more parties creating obligations that are enforceable at law. Agreements may include but are not limited to lease agreements and permits.

Air Carrier – An entity engaged in the operation of an Aircraft for the purpose of transporting passengers, mail, express, freight, or cargo, on a scheduled or non-scheduled basis, whose operation is either intrastate or interstate.

Air Operations Area (or AOA) – A portion of an airport which includes Aircraft Movement Areas, Ramps, and safety areas, and any adjacent areas that are not separated by adequate security systems, measures, or procedures.

Air Traffic Control (or ATC) – A service operated by an appropriate authority sanctioned and certified by the FAA for the control, separation, and movement of Aircraft in the air or on the ground.

Aircraft – A device that is used or intended to be used for flight in the air.

Aircraft and Passenger Liability Insurance – Insurance coverage pertaining to include bodily injury, property damage, and passenger injury for all owned, leased, or operated Aircraft.

Aircraft Design Group – An FAA designated grouping of Aircraft based upon wingspan. The groups are as follows:

- Group I: Up to but not including 49 feet
- Group II: 49 feet up to but not including 79 feet
- Group III: 79 feet up to but not including 118 feet
- Group IV: 118 feet up to but not including 171 feet
- Group V: 171 feet up to but not including 214 feet
- Group VI: 214 feet up to but not including 262 feet

Aircraft Line Maintenance – Aircraft Maintenance typically required to return an Aircraft to service within a short period of time. Examples include, but are not limited to: replenishing lubricants, fluids, nitrogen, and oxygen; servicing of landing gear, tires, and struts; lubricating Aircraft components; and, avionics/instrument removal and/or replacement.

Aircraft Maintenance – The repair, maintenance, alteration, calibration, adjustment, preservation, or inspection of Aircraft airframe, powerplant, propeller, and accessories (including the replacement of parts) as described in 14 CFR Part 43.

Aircraft Operator – A person who uses, causes to be used, or authorizes to be used an Aircraft, with or without the right of legal control (an Owner, Lessee, or otherwise) for the purpose of air navigation including the piloting of Aircraft or the operation of Aircraft on any part of the surface of an airport.

Aircraft Rescue and Fire Fighting (or ARFF) – Personnel, equipment, and facilities located on or off an airport dedicated to responding to Aircraft Accidents/incidents and all rescue and firefighting tasks, structural fires, and other firefighting or rescue emergency activities at an airport.

Airframe and Powerplant Mechanic (or A & P Mechanic) – A person who holds an Aircraft mechanic certificate with both airframe and powerplant ratings. This certification is issued by the FAA under the provisions of 14 CFR Part 65.

Airport – All land, Improvements, and appurtenances within the legal boundaries as it now exists on the Airport Layout Plan (or Exhibit A of the most recent FAA grant) and as it may hereinafter be modified at Rick Husband Amarillo International Airport (AMA).

Airport Certification Manual (or ACM) – A manual developed by an airport that establishes responsibility, authority, and procedures for FAR Part 139 compliance. An ACM is required and approved by the FAA for airports served by scheduled Air Carrier Aircraft.

Airport Identification Badge – A media allowing access to certain parts of the Airport.

Airport Improvement Programs – An FAA program that provides grants to public agencies, and in some cases to private owners and entities, for the planning and development of public-use airports that are included in the National Plan of Integrated Airport Systems (NPIAS).

Airport Layout Plan, (or ALP) – The FAA approved and City adopted drawing, as may be amended from time to time, which reflects an agreement between the FAA and City depicting the physical layout of an airport and identifying the location and configuration of current and proposed Runways, Taxiways, buildings, roadways, utilities, nav aids, etc.

Airport Security Program (or ASP) – The current Airport Security Program, as may be amended from time to time, approved by the Transportation Security Administration (if necessary), that specifies the systems, measures, and procedures that are used to meet an airport’s regulatory and statutory responsibilities relating to airport security.

Airport Sponsor Assurances – Those contractual obligations that are described by law in 49 U.S.C. 47107 and are undertaken by a public airport sponsor as a condition of receipt of federal airport development grants or federal surplus Property.

Airside – The Runways for landing and taking off of Aircraft, designated helipads, Taxiways and Taxilanes for ground movement of Aircraft, and Ramp for parking, loading, unloading, fueling, and servicing of Aircraft.

Amarillo Airport Police Department (or Police Department) – The City Police Department providing law enforcement services as well as several other community services to the Airport.

Applicant – An entity desiring to use land and/or Improvements at the Airport to engage in an Aeronautical Activity and who shall apply in writing and in the manner or form prescribed herein for authorization to engage in such Activities at the Airport.

Association – An unincorporated business organization that is not a legal entity separate from the persons who compose it.

Avgas (or “Aviation Gasoline”) – Fuel commonly utilized to power piston-engine Aircraft.

Based Aircraft – An Aircraft which has been or will be stored at the Airport for more than 183 calendar days over a one year period (including days that the Aircraft is operating off the Airport and not paying Based Aircraft storage rents or fees at another airport).

Business Automobile Liability Insurance – Insurance coverage pertaining to include bodily injury and property damage for all licensed Vehicles arising out of (or relating to) the use, loading, and unloading of owned, non-owned, or hired Vehicles.

Certified Flight Instructor (CFI) Professional Liability Insurance – Insurance coverage pertaining to bodily injury and property damage not only during dual flight instruction, but also after instruction has been given.

Certificates of Insurance – A certificate provided by and executed by an Operator’s, Lessee’s, or Sublessee’s insurance company providing evidence of the insurance coverages and policy limits of the Operator, Lessee, or Sublessee.

City of Amarillo Fire Department (or Fire Department) – The City Fire Department providing fire services as well as several community services to the City.

Co-Op Fueling – The Fueling of an Aircraft by the Owner of the Aircraft or the Owner’s Employee using Vehicles, Equipment, and resources owned by an approved Association.

Code of Federal Regulation (or CFR) – The codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the federal government, divided into 50 titles that represent broad areas subject to federal regulation, updated once each calendar year and issued quarterly, as may be amended from time to time.

Commercial – For the purpose of securing earnings, income, Compensation (including exchange or barter of goods and services), and/or profit.

Commercial General Liability Insurance – Insurance for damages due to bodily injury, personal injury, property damage, contractual liability, products and completed operations and, if applicable, use of unlicensed Vehicles that in any way arise from the use of the Leased Premises and operations or Activities of the entity. Unlicensed Vehicles operated on the Movement Area will require coverage in an amount not less than that identified for combined single limit per occurrence for bodily injury, personal injury, and property damage.

Compensation – Any form of reimbursement for goods or services including but not limited to monetary, exchange, barter, favors, gratuity, etc.

Condemnation – The power to take private property for public use by the state, municipalities, and private persons or corporations authorized to exercise functions of state power.

Contiguous Land – Land that shares an edge or boundary or is separated by no more than a Taxilane.

Courtesy Vehicle – A Vehicle used to transport persons, baggage, or goods, or any combination thereof, on the Airport or between the Airport and an off-airport locations such as hotels, motels, or other attractions for which no charge is levied (no Compensation is paid).

Current – All rents, fees, and other charges required to be paid under any and all Agreements are paid in full.

Department of Homeland Security (or DHS) – A single, integrated executive department of the United States Government focused on protecting the American people and the homeland.

Department of Transportation (or DOT) – The Cabinet department of the United States Government concerned with transportation.

Development Standards – The parameters governing the design, construction, and/or modification of Operator, Lessee, and Sublessee land and/or Improvements at the Airport, as may be amended from time to time.

Director of Aviation – That person (or designated representative thereof), appointed by the City, responsible for the administration and day-to-day operation and management of the Airport, all City owned Property, Vehicles, equipment, material, financial assets, and Employees at the Airport, and all employees assigned to the Airport.

Disabled – An Aircraft or Aircraft component that cannot operate as intended which may or may not render the Aircraft as airworthy.

Emergency Public Service – Services provided to the general public including law enforcement (police), fire, rescue, and emergency medical or ambulatory transportation.

Emergency Vehicle – Vehicle of any Agency providing law enforcement, fire protection, rescue, emergency medical or ambulatory transportation, or any Vehicle conveying an Airport official or an Airport employee in response to an emergency call.

Employee – Any individual employed by an entity whereby said entity collects and pays all associated taxes on behalf of Employee. The determination of status between an Employee and an independent contractor shall be made according to current IRS codes.

Entity – An organization that has legal identity apart from its members, including but not limited to corporations, limited liability companies, and limited liability partnerships.

Environmental Liability Insurance – Insurance coverage pertaining to include liability for bodily injury, Property damage, and environmental damage resulting from sudden and accidental releases of pollution and covering related or resultant cleanup and/or remediation costs arising out of the occupancy and use of the Leased Premises.

Environmental Protection Agency (or EPA) – The Agency within the United States Government having responsibility for enforcing the environmental regulations or laws enacted by Congress.

Equipment – The necessary supplies, tools, and apparatus used in an operation or Activity being performed.

Exclusive Right – A power, privilege, or other right excluding or preventing another from enjoying or exercising a like power, privilege, or right. Such a right conferred on one or more parties, but excluding others from enjoying or exercising a similar right or rights. An Exclusive Right to conduct an Aeronautical Activity, which is forbidden by federal regulation, is distinguished from an Exclusive Right to occupy real estate, which is permitted by federal regulation under certain conditions.

Federal Aviation Administration (or FAA) – The Agency within the Department of Transportation of the United States Government that has the responsibility of regulating Aeronautical Activities. It was established by an act of Congress on April 1, 1967.

Fixed Based Operator (or FBO) – A Commercial Operator engaged in the sale of products and services and the renting or subleasing of facilities consistent with the City's Minimum Aeronautical Standards.

Flight Training – The training, other than ground training, received from an authorized instructor in an Aircraft.

Fuel – Any substance (solid, liquid, or gaseous) used to operate any engine or motor in Aircraft, Vehicles, or equipment.

Fuel Handling – The transporting, delivering, fueling, dispensing, or draining of Fuel or Fuel waste products.

Good Standing – Full compliance with all applicable Legal Requirements and not in default of any Agreement with the City.

Hangar – Any fully or partially enclosed storage facility for an Aircraft.

Hangar Keeper's Legal Liability Insurance – Insurance coverage pertaining to include Property damage for all non-owned Aircraft under the care, custody, and control of the Operator.

Hazardous Materials – A substance, item, or agent (biological, chemical, physical) which has the potential to cause harm to humans, animals, or the environment, either by itself or through interaction with other factors.

Improvements – All buildings, structures, additions, and facilities including pavement, fencing, and landscaping constructed, installed, or placed on, under, or above any land on the Airport.

Independent Operator – An entity offering aeronautical service(s) but without an established place of business on the Airport.

Infrastructure – Infrastructure includes, but is not limited to, Runways, Taxiways, Taxilanes, Ramps, nav aids, airport roadways, utilities.

Jet Fuel – Fuel commonly utilized to power turbine-engine (Turboshaft, Turboprop, and Turbojet) Aircraft.

Landside – The portion of the Airport used for activities other than the movement of Aircraft, such as Vehicle access roads and parking.

Land Use Plan – A document approved by the FAA as part of the Airport Layout Plan used to guide land use surrounding the Airport.

Law Enforcement Officer – A public-sector employee or agent charged with upholding the peace who is empowered to effect an arrest with or without warrant and who is authorized to carry a firearm in the performance of that person's duties.

Leased Premises – The land and/or Improvements used exclusively under Agreement by an Operator, Lessee, or Sublessee.



Leasing/Rents and Fees Policy – Sets forth the parameters for leasing Airport land and Improvements and outlines the process for establishing and adjusting General Aviation rents and fees at the Airport, as may be amended from time to time.

Legal Requirements – All applicable federal, state, county, and local laws, codes, ordinances, policies, and regulations.

Lessee – An entity (other than a Licensee) that has entered into an Agreement to occupy, use, and/or develop land and/or Improvements.

Licensee – An entity that has entered into a Non-Commercial Aircraft Hangar License Agreement with the City.

Light Aircraft – Aircraft having a maximum takeoff weight of 12,500 pounds or less.

Light Sport Aircraft – An Aircraft certificated by the FAA which is restricted by maximum takeoff weight, maximum operating airspeeds, maximum seating capacity, engine and related controls type (if powered), and type of landing gear.

Limousine – A Vehicle, for hire, that is configured without a taximeter. Transportation services using limousines are provided for unmetered predetermined rates.

Loitering – Remaining in an area for no obvious reason or not being able to give a satisfactory explanation of one's presence in an area.

Master Plan – An assembly of documents and drawings (which have been approved by the FAA and adopted by the City) covering the development of the Airport from a physical, economic, social, and political jurisdictional perspective. The Airport Layout Plan is part of the Master Plan.

Minimum Aeronautical Standards Standards (or Minimum Standards) – Those qualifications, standards, and criteria set forth as the minimum requirements to be met as a condition for the right to engage in Activities at the Airport, as may be amended from time to time.

Movement Area – The Runways, Taxiways, and other areas of the Airport which are utilized for taxiing, hover taxiing, takeoff, and landing of Aircraft (exclusive of Aircraft parking, loading, unloading, fueling, and servicing areas) where Aircraft are moved with radio contact with ATC or other Aircraft. The Movement Area includes all areas under the direct and positive control of ATC. Specific approval for entry onto the movement area must be obtained from ATC.

National Fire Protection Association (or NFPA) – All codes and standards contained in the Standards of the National Fire Protection Association, as may be amended from time to time.

Non-Airworthy – An Aircraft that does not hold an airworthiness certificate as issued by the FAA.



Non-Commercial – Not for the purpose of securing earnings, income, Compensation (including exchange or barter of goods and services), and/or profit.

Non-Movement Area – Those portions of the Airport where Aircraft taxi are moved without radio contact with ATC or other Aircraft.

Notice To Airmen (or NOTAM) – Guidelines regarding aeronautical operations issued by a representative of the FAA, the Director of Aviation, ATC, or other authorized Agency.

Object Free Area – An area on the ground centered on a Runway, Taxiway, or Taxilane centerline provided to enhance the safety of aircraft operations by having the area free of object, except for objects that need to be located in the Object Free Area for air navigation or aircraft ground maneuvering purposes.

Operator – An entity that has entered into an Agreement with the City to engage in Commercial Aeronautical Activities at the Airport.

Owner – The registered legal Owner of an Aircraft according to FAA records or a Vehicle according to the applicable state Department of Motor Vehicle records.

Passenger Terminal Building – The building at the Airport where the passenger processes of ticketing, baggage check-in, security screening, Aircraft boarding, baggage claim, customs, and immigration are accomplished for Commercial Air Carrier activities.

Paved – Covered with asphalt or concrete that forms a firm level surface.

Permittee – An entity who has written permission from the City to conduct an Activity at the Airport according to the parameters established by a permit.

Piston Aircraft – An Aircraft that utilizes a reciprocating engine for propulsion.

Primary Management and Compliance Documents (or PMCDs) – A compendium of rules, regulations, standards, and policies that govern the development, operation, and management of the Airport, adopted by resolution of the City, as may be amended from time to time, including Rules and Regulations, General Aviation Leasing/Rents and Fees Policy, Minimum Aeronautical Standards, and Development Standards.

Private Vehicle – Any Vehicle operated for transportation of persons or baggage for which no revenue is being derived either directly or indirectly.

Property – Any tangible or intangible possession that is owned by an entity or a person.

Public Area – Those areas normally used by the general public. Such areas include concessionaire shops, restrooms, Passenger Terminal Building lobbies, hallways, passage ways, public transportation waiting areas, viewing areas, roadways, walkways, sidewalks, and Vehicle parking lots. Public areas do not include the areas owned and/or leased by Commercial businesses unless such businesses so designate certain areas as public use areas. Public Areas do not include the AOA, Restricted Areas, and employee parking lots.

Ramp – Those Paved areas of the Airport within the AOA designated by the City for parking, loading, unloading, fueling, or servicing of Aircraft.

Readily Available – Conveniently located (in close proximity) and accessible, but not necessarily located on the Leased Premises.

Refueling Vehicle – Any Vehicle used for transporting, handling, or dispensing of Fuels and lubricants.

Repair Station – A certificated Aircraft Maintenance facility approved by the FAA to perform specific maintenance functions. Repair Stations are certificated under 14 CFR Part 145.

Restricted Area – Areas of the Airport, other than Public Areas, wherein entry or use thereof is restricted to authorized personnel (pursuant to applicable Legal Requirements) including, but not limited to the AOA, Runways, Taxiways, Taxilanes, and fire lanes, airport maintenance facilities, mechanical rooms, electrical vaults, fire breaks and any other areas marked as such with signage.

Rotorcraft – A heavier-than-air aircraft that depends principally for its support in flight on the lift generated by one or more rotors.

Rules and Regulations – The rules and regulations set forth by the City for the safe, secure, orderly, and efficient use of the Airport, as may be amended from time to time.

Runup – Aircraft engine operation above normal idle power for purposes other than initiating or sustaining taxiing or takeoff.

Runway – An area of the Airport developed and improved for the purpose of accommodating the landing and takeoff of Aircraft.

Safety Management System (or SMS) – The formal, top-down business approach to managing safety risk, which includes a systemic approach to managing safety, including the necessary organizational structures, accountabilities, policies and procedures (FAA Order VS 8000.367A).

Secured Area – A portion of an airport, specified in the Airport Security Program, in which certain security measures specified in 49 CFR Part 1542 are carried out. This area is where Aircraft Operators and foreign air carriers that have a security program under 49 CFR Part 1544 or 1546 load and unload passengers and sort and load baggage and any adjacent areas that are not separated by adequate security measures.

Security Identification Display Area (or SIDA) – A portion of the AOA identified in the Airport Security Program where each person is required to continuously display, on their outermost garment, an airport approved identification medium unless under City approved escort.

Security Plan – A document developed by Operators to ensure the safety and security of people and property at the Airport.

Self-Fueling – The Non-Commercial Fueling of an Aircraft by the Aircraft Owner or the Owner’s Employee(s) using the Aircraft Owner’s Vehicles, Equipment, and resources.

Self-Service – The servicing of an Aircraft (i.e., maintaining, repairing, fueling, etc.) by the Aircraft Owner or the Aircraft Owner’s Employees using the Aircraft Owner’s Vehicles, Equipment, and resources.

Special Event – Any event at the Airport whereby individuals have unescorted access to the AOA or any event that may or will require: the assistance of Airport staff (outside the realm of typical duties); the closure of any portion of any roadway, walkway, Vehicle parking area, Ramp, Taxilane, Taxiway, or Runway; and/or the issuance of an airspace waiver or NOTAM.

Specialized Aviation Service Operator (or SASO) – A Commercial Operator that provides any one or a combination of the following Activities: Aircraft Maintenance, avionics or instrument maintenance, Aircraft rental or Flight Training, Aircraft charter or Aircraft management, Aircraft sales, and other Commercial Aeronautical Activities.

Spill Prevention, Control, and Countermeasures Plan (or SPCC Plan) – A contingency plan defined by the EPA that covers procedures for spill prevention, control, and countermeasures, points of contact, the chain of command, and individual responsibilities.

Sterile Area – The area in the Passenger Terminal Building beyond the security screening checkpoint(s).

Storm Water Pollution Prevention Plan (or SWPPP) – A plan that identifies the controls that have been put in place to minimize the impact of storm water discharges on the environment.

Student and Renter Liability Insurance – Insurance coverage pertaining to include bodily injury, personal injury, and Property damage (excluding Aircraft hull) for students and renters of Aircraft.

Sublease – A lease by a lessee to a third party, conveying some or all of the leased property for a shorter term than that of the lessee, who retains reversion in the lease.

Sublessee – An entity that has entered into a Sublease with an Operator or Lessee who is authorized (by the City) to engage in Commercial Aeronautical Activities at the Airport.

Taxilane – The portion of the Ramp used for access between Taxiways and Ramps. Taxilanes are always outside the Movement Area and differentiated from a Taxiway by the required Object Free Area requirements stipulated by the FAA.

Taxiway – A defined path, usually Paved, over which Aircraft can taxi from one part of an airport to another (excluding the Runway). ATC must have a clear line of sight to all Taxiway centerlines. Additionally, a Taxiway is further differentiated from a Taxilane by the required Object Free Area requirements stipulated by the FAA.

Through-the-Fence – When an airport sponsor grants an entity ground access by an aircraft across the airport’s property boundary to the airport’s airside infrastructure (commonly through-the-fence) and permission to engage in associated activities from property adjacent to the airport.

Tiedown – An area Paved or unpaved suitable for parking and mooring of Aircraft wherein suitable anchoring points and related equipment are located.

Transient Aircraft – Any Aircraft utilizing the Airport for occasional or temporary purposes which is not stationed at the Airport.

Transportation Network Companies (or TNCs) – Entity that, for compensation, enables a passenger to prearrange with a driver, exclusively through the entity’s digital network, a digitally prearranged ride.

Transportation Security Administration (or TSA) – The Agency within the Department of Homeland Security of the United States Government responsible to safeguard United States transportation systems and ensure secure travel.

Turbojet Aircraft (or Turbofan Aircraft) – An Aircraft utilizing one or more gas-turbine engines and develops thrust from the exhaust of gases.

Turboprop Aircraft (or Turboshaft Aircraft) – An Aircraft utilizing a gas-turbine engine to drive a set of reduction gears, which, in turn, drives a propeller or rotor blades for propulsion.

Ultralight Vehicle – Any contrivance used or intended to be used for manned operation in the air by a single occupant; does not have any U.S. or foreign airworthiness certificate; and if unpowered, weighs less than 155 pounds; or if powered, weighs less than 254 pounds empty weight, excluding floats and safety devices which are intended for deployment in a potentially catastrophic situation; has a Fuel capacity not exceeding 5 U.S. gallons; is not capable of more than 55 knots calibrated airspeed at full power in level flight; and has a power-off stall speed which does not exceed 24 knots calibrated airspeed.

Vehicle – A device that can be used to transport or draw persons or property on a highway.

**9.2. Acronyms**

A&P Mechanic	Airframe and Powerplant Mechanic
AC	Advisory Circular
ACM	Airport Certification Manual
ALP	Airport Layout Plan
AOA	Air Operations Area
ARFF	Aircraft Rescue and Fire Fighting
ASP	Airport Security Program
ATC	Air Traffic Control
CFR	Code of Federal Regulations
DHS	Department of Homeland Security
DOT	Department of Transportation
EPA	Environmental Protection Agency
FAA	Federal Aviation Administration
FBO	Fixed Base Operator
ME	Multi-Engine Aircraft
NFPA	National Fire Protection Association
NOTAM	Notice To Airmen
SASO	Specialized Aviation Service Operator
SE	Single-Engine Aircraft
SIDA	Security Identification Display Area
SMS	Safety Management System
SPCC Plan	Spill Prevention, Control, and Countermeasures Plan
SWPPP	Storm Water Pollution Prevention Plan
TNC	Transportation Network Company
TSA	Transportation Security Administration