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**LEXINGTON-FAYETTE URBAN COUNTY  
AIRPORT BOARD**



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**RULES AND REGULATIONS**

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EFFECTIVE: September 26, 2012

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EXHIBIT B: Literature Distribution & Other Speech Area





## **SECTION ONE – PREAMBLE & POLICY**

### **GENERAL**

The Lexington-Fayette Urban County Airport Board (Board) has established these Airport Rules and Regulations (ARR) to foster the safe, secure and efficient operation of the Blue Grass Airport (Airport).

The ARR governs conduct and activities on Blue Grass Airport. Certain classes of Airport users are subject to additional requirements, such as those set forth in the Airport Certification Manual, the Airport Security Plan, the security plans submitted by the Airlines as required by the TSA, and/or by TSA Regulations 1542 and 1544, and FAR Parts 121, 125, 129, 135 and 139.

### **ADMINISTRATION AND POLICY OVERSIGHT**

The Airport's Executive Director has the power and authority to enforce these ARR on behalf of the Board.

### **EFFECTIVE DATE**

These ARR became effective on September 26, 2012 and shall remain in effect until such time as these ARR are either repealed or amended.

### **AMENDMENT OF STANDARDS**

These ARR are subject to change by amendment or repeal, in whole or in part from time to time, by action of the Board.

### **SEVERABILITY**

If any covenant, condition, or provision of these ARR is determined to be invalid by any court of competent jurisdiction, such invalidity shall in no way affect any other covenant, condition, or provision of these ARR.

### **NOTICES, REQUESTS FOR APPROVAL, APPLICATIONS, AND OTHER FILINGS**

Any notice, demand, request, consent, or approval that an entity may, or is required, to give to the Board shall be in writing and shall be either Personally delivered or sent by first class mail, postage prepaid, addressed as follows:

**ATTN: Executive Director  
Lexington-Fayette Urban County Airport Board  
Blue Grass Airport  
4000 Terminal Drive, Suite 206  
Lexington, KY 40510**

### **VARIANCES AND DEVIATIONS**

The Board reserves the right to authorize such variances and/or deviations from these ARR as it may determine to advance its interest in promoting, encouraging, and developing the use of Blue Grass Airport. Such variances and/or deviations may include waiving or modifying certain criteria or requiring Operators to meet additional conditions and responsibilities. All requests for variances or deviations shall be presented to the Board in writing.

## **ENFORCEMENT**

Any Person who desires to provide any aeronautical services at the Airport must enter into an Agreement or permit with the Board permitting the provision of such services. The Executive Director has the power and authority to enforce the provisions of these ARR and to call upon the Board's Public Safety Officers for such assistance as the Executive Director may, from time to time, require.

Permits: Failure to comply with these ARR may result in, among other things, the temporary suspension or permanent termination of the applicable activity permit issued to an Operator. Operator may also be subject to further penalty and/or enforcement action in accordance with these ARR, including without limitation the termination of other Agreements between the Operator and the Board.

## SECTION TWO- DEFINITIONS

AC (ADVISORY CIRCULAR) - Documents published by the Federal Aviation Administration (FAA) that contain information about standards, practices, and procedures that the FAA has found to be acceptable for compliance with associated rules, laws, or regulations.

AERONAUTICAL ACTIVITY- Any activity that involves, makes possible, or is required for the operation of Aircraft or that contributes to or is required for the safety of such operations. Activities within this definition, commonly conducted on Airports, include, but are not limited to, the following: general and corporate aviation, air taxi and charter operations, scheduled and nonscheduled air carrier operations, pilot training, Aircraft rental and sightseeing, aerial photography, crop dusting, aerial advertising and surveying, Aircraft sales and services, Aircraft storage, sale of aviation petroleum products, repair and maintenance of Aircraft, sale of Aircraft parts, parachute or ultralight activities, and any other activities that, because of their direct relationship to the operation of Aircraft, can appropriately be regarded as Aeronautical Activities. Activities such as model Aircraft and model rocket operations are not Aeronautical Activities.

AGREEMENT - A written contract, executed by both parties, and enforceable by law between the Board and an entity including, but not limited to, granting a concession, transferring rights or interest in land and/or improvements, and/or otherwise authorizing and/or prohibiting the conduct of certain activities. Such Agreements generally will recite the terms and conditions under which the Activity will be conducted at the Airport including, but not limited to, term of the Agreement; rents, fees, and charges to be paid by the entity; and the rights and obligations of the respective parties. For purposes of clarification, the following terms may be substituted for the term Agreement – Aeronautical Activity Permit, Payment Agreement, Lease, or Concession.

AIRCRAFT - Any contrivance now known or hereafter invented which is used or designed for navigation of, or flight in, air except a parachute or other contrivance designed for such navigation but used primarily as safety equipment. This includes, but is not limited to, airplanes, airships, balloons, dirigibles, rockets, Helicopters, gliders, gyrocopters, ground-effect machines, sailplanes, amphibians, and seaplanes.

AIR CARRIER AIRCRAFT- An Aircraft operated by an air carrier and categorized as either a large Air Carrier Aircraft or a small Air Carrier Aircraft, as determined by the Aircraft type certificate issued by a competent civil aviation authority.

AIR CARRIER OPERATION- The takeoff and landing of an Air Carrier Aircraft and includes the period of time from 15 minutes before until 15 minutes after the takeoff or landing.

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 (as owner, lessee, or otherwise), for the purpose of air navigation including the piloting of Aircraft, or on any part of the surface of the Airport.

AIRFRAME AND POWERPLANT (A&P) MECHANIC- A Person, certificated by the FAA, who performs and/or supervises the maintenance, preventive maintenance, or alteration of an Aircraft or appliance, or a part thereof, for which he/she is rated, and may perform additional duties in accordance with certain Regulatory Measures.

AIRPLANE DESIGN GROUP- A grouping of airplanes based on wingspan, as set forth in FAA AC 150/5300-13. For purposes of these ARRr, the term Airplane Design Group may be referred to as simply Group I or GI, and so forth.

AIRPORT - Means the Blue Grass Airport and all land, improvements, and appurtenances within the legal boundaries of the Airport as it now exists on the Airport Layout Plan and as it may hereinafter be extended, enlarged, or modified.

AIRPORT CERTIFICATION MANUAL (ACM) - The manual of operating procedures and lines of responsibility for the operation of the Airport, as required by 14 CFR Part 139.

AIRPORT EMERGENCY PLAN (AEP) - Those procedures, regulations, programs, and rules established and maintained by the Board for implementation in the event of an emergency at the Airport.

AIRPORT LAYOUT PLAN (ALP)- The drawing (currently approved by the FAA) depicting the physical layout of the Airport and identifying the location and configuration of current and proposed runways, taxiways, buildings, roadways, utilities, nav aids, etc.

AIRPORT OPERATIONS AREA (AOA)- Is a restricted area of the Airport, either fenced or posted, where Aircraft are parked or operated, or operations not open to the public are conducted. Areas include, but are not limited to, the Aircraft Aprons, Aprons, taxiways, runways, unimproved land attributed to the taxiways and runways, Safety Areas, areas beneath the Terminal Building, areas beneath the concourses, and contiguous areas delineated for the protection and security of Aeronautical Activity.

AIRPORT OPERATIONS SPECIALIST- An Airport employee who has certain specific responsibilities relating to Airport compliance with Federal safety and security regulations.

AIRPORT PUBLIC SAFETY OFFICER- An Airport employee who has certain specific responsibilities relating to law enforcement, fire protection, and emergency medical services.

AIRPORT SECURITY PROGRAM (ASP) - The Airport's Transportation Security Administration-required (TSA) security program, detailing certain of the Airport's programs, procedures and activities to enhance security and comply with applicable security regulations.

AIRPORT'S EXECUTIVE DIRECTOR (EXECUTIVE DIRECTOR) - The individual designated by the Board as the Executive Director.

AIRSIDE- Those areas of the Airport inside the security perimeter fence which includes all runways, taxiways, Aprons, Aircraft parking areas or any other area within the AOA.

APRON- An area of the Airport within the AOA designated for the loading, unloading, servicing, or parking of Aircraft.

ARFF- Aircraft Rescue and Fire Fighting

ASSIGNED SPACE- Refers to any space leased or licensed to a third party in an Agreement.

ATA 103- Guidance published by the Air Transport Association (ATA) regarding standards for Fuel Quality Control at Airports.

ATCT- Air Traffic Control Tower

BOARD- The Lexington-Fayette Urban County Airport Board, a Kentucky Airport Board.

CFR- Code of Federal Regulations.

COMMERCIAL- For the purpose of generating revenue, earnings, income, compensation (including exchange for service), and/or profit, whether or not such objectives are accomplished.

COMMERCIAL ACTIVITY- Means to provide or offer to provide goods or services in return for financial remuneration or remuneration in kind, or a promise of financial remuneration or remuneration in kind, or to accept or agree to accept financial remuneration or remuneration in kind for the provision of goods, or services.

COMMERCIAL AERONAUTICAL OPERATOR- Means any Operator engaging in FBO or SASO activities as defined in the Lexington-Fayette Urban County Airport Board Minimum Business Standards.

COMMERCIAL AIR CARRIER- Means any Person or business entity that undertakes directly by hire, lease, or other arrangement to engage in the carriage by Aircraft of Persons or property for compensation. This definition includes, but is not limited to, the following: all classes of air carriers as defined by the Federal Aviation Administration, commuter and air taxi Operators, and Commercial Operators of large and small Aircraft.

COMMERCIAL VEHICLE- Means any motor vehicle used for the transportation of passengers, for hire or so constructed, or used to transport goods, wears or merchandise, and/or all motor vehicles designated and used for drawing other vehicles and so constructed as to carry any load thereon either independently or any part of the weight of a vehicle or load so drawn.

CO-OPERATIVE (CO-OP) FUELING- An organization formed by Aircraft owners, air carriers and/or flight departments for Self-Fueling purposes. **This type of fueling is prohibited at the Airport.**

DHS- United States Department of Homeland Security

ESCORT- To accompany or maintain constant visual and verbal contact with an individual who does not have unescorted access authority into or within the Sterile Area, Secured Area, SIDA, or AOA.

EXCLUSIVE RIGHT- A power, privilege, or other right excluding or debarring another from enjoying or exercising a like power, privilege, or right. An Exclusive Right can be conferred either by express Agreement (i.e. lease Agreement), by the imposition of unreasonable standards or requirements, or by any other means. Such a right conferred on one or more parties, but excluding others from enjoying or exercising a similar right or rights, would be an Exclusive Right. 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.

EXCLUSIVE USE SPACE- Shall mean those premises which Tenant has the right to use exclusively.

EXPRESSIVE ACTIVITY- Any of the following conduct by a Person in the Airport for Non-Commercial purposes:

- (1) conducting surveys, seeking petition signatures, requesting donations or pledges, or similar conduct requiring immediate responses (“Solicitation”); or
- (2) disseminating or distributing leaflets, pamphlets, flyers, books or other printed or written materials or items (“Literature Distribution”); or
- (3) demonstrating, picketing, displaying signs, making speeches, marching, proselytizing, or otherwise communicating or attempting to communicate information, ideas, or messages (“Other Speech”).

Expressive Activity does not include or refer to:

- (1) communication or conveyance of information, ideas, or messages that is incidental to use of the Airport’s facilities, such as conversation, discussion or other forms of communication, among and between travelers, Persons employed at the Airport, and other Persons who may be present at the Airport for a primary purpose other than exercising free speech rights; or
- (2) symbolic attire, such as political campaign buttons or T-shirts emblazoned with logos, phrases or statements, worn by Persons whose primary purpose for being present at the Airport is other than exercising free speech rights.

FAA- The United States Department of Transportation's Federal Aviation Administration.

FAR- Federal Aviation Regulation.

FBO (FIXED BASE OPERATOR)- A Commercial business providing aeronautical services such as fueling, hangaring, tie-down and parking, Aircraft rental, Aircraft maintenance, flight instruction, etc. Only authorized FBO's are permitted to provide fueling and other FBO services on the Airport.

FEDERAL GRANT ASSURANCE- A Federal Grant Assurance is a provision within a federal grant Agreement to which the recipient of federal Airport development assistance has agreed to comply in consideration of the assistance provided. Grant assurances are required by statute, 49 U.S.C. § 47101.

FIREARM- Any Weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such Weapon; any Firearm muffler or Firearm silencer; or any machine gun.

FOD (FOREIGN OBJECT DEBRIS) - A substance, debris or article alien to the runway, taxiway, Apron or Aircraft parking area which could potentially cause damage.

FUELING AGENT- Any entity, including its employees and agents, authorized by the Executive Director to dispense aviation or motor vehicle fuels at the Airport.

GRANTEE- Means the term commonly used in various Agreements to identify an entity that has been granted certain rights while operating at the Airport.

GRANTOR- The term commonly used in various Agreements identifying the Board.

GSE (GROUND SUPPORT EQUIPMENT) - Equipment used to support and service Aircraft.

HELICOPTER- A type of rotorcraft in which lift and thrust are supplied by one or more engine driven rotors.

HOT REFUELING- An Aircraft fueling procedure in which fuel is provided to the Aircraft while at least one of the Aircraft's engines continues to operate.

INDEPENDENT OPERATOR- A Person or entity that conducts Aeronautical Activities based on land either adjacent to and/or located other than on the Airport, and whereby such land is not part of the Airport. **This type of Operator is not authorized to provide services at the Airport.**

ISP (INTEGRATED SPILL PLAN)- The EPA-required spill plans for the Airport, including its Spill Prevention, Control and Countermeasures (SPCC), Best Management Practices Plan (BMP), and Groundwater Protection Plan (GPP).

KAR- Kentucky Administrative Regulations

KRS- Kentucky Revised Statutes.

LANDSIDE- Those areas of the Airport outside the security perimeter fence to include all roadways, vehicle parking areas and all other areas outside the AOA.

LFUCG- Lexington-Fayette Urban County Government

MINIMUM STANDARDS- The qualifications, standards, and criteria set forth by an Airport Operator which must be met as a condition for the right to engage in Aeronautical Activities at the Airport.

MOVEMENT AREA- Runways, taxiways, and other areas of the Airport that are used for taxiing, air taxiing, takeoff, and landing of Aircraft, exclusive of loading Ramps and parking areas. Specific approval for entry onto the Movement Area must be obtained from Air Traffic Control (ATC) at the Airport.

NFPA- National Fire Protection Association.

NON-COMMERCIAL- Not for the purpose of securing earnings, income, compensation (including exchange of service) and/or profit.

NON-MOVEMENT AREA- Those portions of the AOA that do not require authorization from ATC to operate to include but not limited to, Ramp and Apron areas, Aircraft parking areas and vehicle service roads.

NON-SCHEDULED AIRLINE- Means any Airline operating on an unscheduled, on-demand basis to or from the Airport.

NOTAM (NOTICE TO AIRMEN) - An aviation communication used to provide timely information on conditions which are essential to flight operations.

NTSB (NATIONAL TRANSPORTATION SAFETY BOARD)- An independent United States Government Agency charged with determining the probable cause of transportation accidents, promoting transportation safety, and assisting victims of transportation accidents and their families.

OPERATOR- Any FBO, SASO, and/or any entity subject to the standards set forth herein.

OSHA- Occupational Safety and Health Administration.

PERSON- Means every natural Person and every firm, association, partnership, corporation, society or other organization.

PRIVATE FLYING CLUB- A private Non-Commercial organization, established to promote flying, develop skills in aeronautics, including pilotage, navigation, and awareness and appreciation of aviation requirements and techniques.

RAMP (APRON) - An area of the Airport within the AOA designated for the loading, unloading, servicing, or parking of Aircraft.

REGULATORY MEASURES- Federal, state, county, local, and Airport laws, codes, ordinances, policies, rules, and regulations, including, without limitation, those of the United States Department of Transportation, the United States Department of Homeland Security, TSA, FAA, Environmental Protection Agency (EPA), OSHA, Aircraft Rescue Fire Fighting (ARFF) Standard Operating Guidelines, and the Airport Certification Manual, the Airport's primary guiding documents; all as may be in existence, hereafter enacted, and amended from time to time.

RENTAL CAR- Means any motor vehicle, including but not limited to, any automobile, truck, van or motorcycle whose owner holds such vehicle out for hire.

RUNWAY INCURSION- Any occurrence at an Airport involving an Aircraft, vehicle, Person or object on the runway that creates a collision hazard or results in loss of separation with an Aircraft taking off, intending to take off, landing or intending to land.

SAFETY AREA- A defined area comprised of either a runway or taxiway and the surrounding surfaces that is prepared or suitable for reducing the risk of damage to Aircraft in the event of an undershoot, overshoot, or excursion from a runway or the unintentional departure from a taxiway.

SASO (SPECIALIZED AERONAUTICAL SERVICE OPERATOR) - SASOs are sometimes known as service providers or special FBOs performing less than full services. These types of companies differ from a full service FBO in that they typically offer only specialized aeronautical services such as Aircraft sales, flight training, Aircraft maintenance, or avionics services for example. SASO's do not have the right to provide fueling services at the Airport.

SCHEDULED AIRLINE- Means any Airline operating according to a published schedule to or from the Airport.

SECURED AREA- The portion of the Airport, specified in the ASP, 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 Parts 1544 or 1546 enplane and deplane passengers and sort and load baggage, and any adjacent areas that are not separated by adequate security measures.

SELF-FUELING AND SELF-SERVICE- Self-Fueling means the fueling or servicing of an Aircraft (i.e. changing the oil, washing) by the owner of the Aircraft with his or her own Employees and using his or her own equipment. Self-Fueling and other Self-Services cannot be contracted out to another party. Self-Fueling implies using fuel obtained by the Aircraft owner from the source of his/her preference. As one of many Self-Service activities that can be conducted by the Aircraft owner or Operator by his or her own Employees using his or her own equipment, Self-Fueling differs from using a Self-Service fueling pump made available by the Airport or an FBO. The use of a Self-Service fueling pump is a Commercial Activity and is not considered Self-Fueling. In addition to Self-Fueling, other Self-Service activities that can be performed by the Aircraft owner with his or her own Employees includes activities such as maintaining, repairing, cleaning, and otherwise providing service to an Aircraft, provided the service is performed by the Aircraft owner or his/her Employees with resources supplied by the Aircraft owner. Any provision of these Minimum Standards to the contrary notwithstanding, any holder of a pilot certificate may perform the preventive maintenance functions on Aircraft owned or operated by the pilot as specifically permitted under 14 CFR Part 43.

SICP (SNOW AND ICE CONTROL PLAN) - A plan, constituting a part of the Airport Certification Manual, detailing the methods and procedures of snow and ice removal operations.

SIDA (SECURITY IDENTIFICATION DISPLAY AREA) - The portion of the Airport specified in the ASP, in which security measures specified in 49 CFR Part 1542 are carried out. This area includes the Secured Area, Cargo loading and unloading area, and may include other areas of the Airport.

STERILE AREA- The portion of the Airport defined in the ASP that provides passengers access to Boarding Aircraft and to which that access generally is controlled by TSA, or by an Aircraft Operator under 49 CFR Part 1544 or a foreign air carrier under 49 CFR Part 1546, through the screening of Persons and property.

SUBLEASE - An Agreement entered into by an entity with an Operator that transfers rights or interests in Operator's Premises. Subleases are prohibited, unless the Board grants prior written consent.

SUBLICENSE- A license granting rights to a Person or company that is not the primary holder of such rights. Sublicense are prohibited, unless the Board grants prior written consent.

TENANT- Means a Person who occupies or rents property on the Airport, or who conducts business operations of any kind upon the Airport premises, regardless of whether there exists a written Agreement with the Board.

TERMINAL BUILDING- Shall mean the Airport's Passenger Terminal Building exclusive of the Concourse.

THROUGH-THE-FENCE OPERATION- Through-the-fence operations are those activities permitted by an Airport sponsor through an Agreement that permits access to the public landing area by independent entities or Operators offering an Aeronautical Activity or to owners of Aircraft based on land adjacent to, but not a part of, the Airport property. **The obligation to make an Airport available for the use and benefit of the public does not impose any requirement for the Airport sponsor to permit ground access by Aircraft from adjacent property and the Airport has not consented, and does not plan to consent to any Through-the-Fence Operators.**

TSA- The United States Department of Homeland Security's Transportation Security Administration.

VEHICLE FOR HIRE- Refers to any vehicle available for hire for the transportation of Persons or property.



VEHICLE PEDESTRIAN DEVIATION (V/PD) - Is any entry or movement on the Movement Area by a vehicle (including Aircraft operated by non-pilots) or pedestrian that has not been authorized by air traffic control.

VEHICLE TRAFFIC LANE- The designated traffic lane, immediately adjacent to the front of the Airport Terminal Building. Such lane is generally reserved for use by Non-Commercial Vehicles, Airport shuttle buses, valet, and private vehicles, unless otherwise authorized/designated.

WEAPON- Any instrument of offensive or defensive combat, or anything used, or designed to be used, in destroying, defeating or injuring a Person, including without limitation, a Weapon of mass destruction; an Weapon from which a shot, readily capable of producing death or other serious physical injury; any knife; billy, nightstick, or club; blackjack or slapjack; nunchaku karate sticks; shuriken or death star; or artificial knuckles made from metal, plastic, or other hard material.

## **SECTION THREE – GENERAL CONDITIONS**

### **1. COMPLIANCE**

Any permission granted by the Airport, directly or indirectly, expressly or by implication or otherwise, to any Person to enter or to use the Airport or any part thereof, is conditioned upon strict compliance with these ARR. Failure to comply may result in, among other things, immediate removal from the Airport.

### **2. GRANTING OF RIGHTS**

No Person shall have access to or use the property of the Airport for the purpose of conducting a Commercial Activity or any Aeronautical Activity unless that Person first obtains the permission of the Executive Director or designee and meets the requirements of the Minimum Standards and ARR for such activities. The conduct of any and all Commercial activities shall be subject to the ARR, as amended from time to time. No Person shall engage in the sale of food, drink, or any commodity, gasoline, oil, or any fuel-based product, or offer service or solicit funds from the public at the Airport for any purpose, except upon terms and conditions prescribed by the Board including, without limitation, obtaining any written authorization or permit as may be required. No Person may act as an Independent Operator at the Airport, unless granted a permit by the Executive Director or designee.

### **3. LAWS, RULES, AND REGULATIONS**

All Persons, including without limitation all Operators, shall comply with all applicable laws, regulations, orders, rules, and other standards applicable to the Airport and aeronautical activities, including these ARR, the Airport Certification Manual (ACM), and Airport Security Program (ASP), promulgated by federal, state and local governmental authorities including, but not limited to, the FAA, TSA, Commonwealth of Kentucky, Lexington-Fayette Urban County Government (LFUCG), the Board, and the Executive Director or designee.

### **4. ADMINISTRATIVE INTERPRETATIONS**

The Executive Director or designee shall have all necessary authority in interpreting, implementing, administering, and enforcing these ARR. If any provisions of these ARR are deemed to be ambiguous and a determination as to the meaning of the provision is required, the matter shall be referred to the Executive Director or designee.

### **5. DISCRIMINATION**

Operators shall not discriminate on the grounds of race, creed, color, sex, handicap, marital status, age, ancestry, or national origin in the furnishing of services, the selection and retention of employees, or in any other manner related to aeronautical activities conducted at the Airport. Operators furnishing services related to Commercial aeronautical activities shall furnish such goods and services on a fair, equal, and not unjustly discriminatory basis to all users.

### **6. RIGHT OF INSPECTION**

The Executive Director or designee shall at all times, upon reasonable notice (except in the case of an emergency for which no notice shall be required), be entitled to enter any Airport premises used by an Operator for the purpose of inspecting the premises and the Operator's operations and determining compliance with the ARR and other applicable rules and regulations.

## **7. TERMINATION**

The Board reserves the right to terminate all or any part of the rights and privileges granted to any Person, including any Operator, upon the failure to observe any of the terms and conditions of these ARR.

These ARR are in addition to any terms, conditions, and covenants imposed on any Person under an Agreement with the Board, under any permit or license, under applicable law, and/or under the Airport Minimum Standards and Leasing, Rates & Charges Policy.

## **SECTION FOUR – PERSONAL CONDUCT**

### **1. DISORDERLY CONDUCT**

No Person shall engage in fighting or in violent, tumultuous, or threatening behavior; make excessive noise; refuse to obey an order of an Airport Public Safety Officer to disperse issued to maintain public safety in dangerous proximity to a fire, hazard, or other emergency; or create a hazardous or physically offensive condition.

An Airport Public Safety Officer or any other law enforcement officer with jurisdiction may order any Person or Persons participating in a course of disorderly conduct at the Airport and whose presence creates the likelihood of physical harm to Persons or property or of serious public inconvenience, annoyance, or alarm, to disperse. Failure to obey such an order may result in, among other things, removal from the Airport.

### **2. GENERAL PRUDENTIAL RULE**

No Person in or upon the Airport shall do or omit to do any act if the Person should reasonably know that the doing or omission thereof endangers unreasonably or is likely to endanger unreasonably Persons or property.

### **3. FALSE STATEMENTS**

No Person shall knowingly or willfully make any false statements or reports to the Executive Director or designee, a Public Safety Officer, or any other Airport representative regarding any matter relating to the Airport.

### **4. USE OF PREMISES**

Permission to use Airport land, Passenger Terminal, buildings, structures, or parking lots may be denied to or withdrawn from Persons who violate these ARR, applicable laws, ordinances, or regulations of other governing bodies or for such other reason as may be permitted by law.

### **5. INTERFERENCE WITH AIRPORT OPERATIONS OR USE**

No Person, singularly or in association with others, shall interfere with any lawful business carried on by the employees of the Airport, whether by obstructing or intimidating any other Person or Persons from use and enjoyment of the Airport and its facilities or any part thereof for the purposes of the Airport or otherwise.

No Person shall remain in or on any public area, place or facility at the Airport in such a manner as to hinder or impede the orderly passage in or through or the normal or customary use of such area, place or facility by Persons or vehicles entitled to such passage of use, except with the prior written consent of the Executive Director or designee.

### **6. UNAUTHORIZED ENTRY INTO CLOSED OR RESTRICTED AREAS**

No Person shall enter without permission of the Executive Director or designee any area of the Airport posted as closed or otherwise identified as being closed by the Executive Director or designee.

No Person shall enter, without obtaining or having proper authorization, any area of the Airport posted as a restricted area or otherwise identified as restricted by the Executive Director or designee.

## **7. PRESERVATION OF PROPERTY**

No Person shall destroy, injure, deface, or disturb in any way any building, sign, equipment, navigational aid, marker, or other structure, tree, flower, lawn, or other property on the Airport; nor willfully abandon any Personal property on the Airport. Any Person causing or being responsible for such destruction, injury, defacing, damage or disturbance shall immediately report such damage to the Airport.

No Person shall alter, add to, or erect any building or sign or make any excavation on the Airport without obtaining proper authorization and applicable permits from the Executive Director or designee.

## **8. USE OF TRAFFIC AREAS**

No Person shall travel on any portion of the Airport except upon the roads, walks, or places provided for the particular class of traffic, nor occupy such roads or walks in such a manner as to prevent their proper use.

## **9. COMPLIANCE WITH SIGNAGE**

All Persons shall observe and obey all posted signs, fences, and barricades prohibiting entry upon the restricted areas or governing the activities and demeanor of the public while on the Airport.

## **10. USE OF MACHINERY, EQUIPMENT AND ELECTRONICS**

No Person shall operate or in any way tamper with any Airport machinery, equipment, or electronics without the permission of the Executive Director or designee.

## **11. FOREIGN OBJECT DEBRIS (FOD)**

No Person working in the AOA who sees any FOD on any of the Apron areas, Aircraft parking areas, and Movement Areas shall fail to remove and properly dispose of the same. All trash shall be properly disposed of in containers that prevent the introduction of FOD on such areas.

## **12. LOITERING**

No Person shall loiter on Airport property, unless given proper authorization by the Executive Director or designee to do so.

## **13. ALCOHOLIC BEVERAGES**

No Person shall consume, or carry an open container of, any alcoholic beverage in any public area of the Airport, including Passenger Terminal Building, except in those areas in which alcoholic beverages are served for on-premises consumption pursuant to permission by the Executive Director or designee.

## **14. SPOTLIGHTS, LASER DEVICES, LIGHTING**

No Person shall use or shine spotlights, lasers, or any other lighting or illuminated devices, or unnecessarily or continuously shine automobile headlights, in or onto Airport property or onto Aircraft over or on Airport property, except with the consent of the Executive Director or designee or where necessary or appropriate for the preservation of life or property.

## **15. CONVEYOR SYSTEMS**

No Person shall ride, stand upon, sit upon, transport unauthorized items upon, deface, damage, improperly operate, leave running or leave unsecure any conveyor system at the Airport.

## **16. COMMUNICATIONS**

No Person shall use any two-way radio system or public address system at the Airport unless authorized by the Executive Director or designee to do so. No Person shall indulge in any noisy, boisterous, disorderly or loud conduct, operate or play a radio, television, musical instrument, or amplifying or sound equipment so as to disturb the peace and good order of the Airport.

## **17. SOLICITATION**

Except to the extent permitted by the Executive Director or designee or as provided elsewhere in the ARR's, no Person shall solicit funds for any purpose at the Airport, except by contract with the Board.

## **18. COMMERCIAL PHOTOGRAPHY**

No Person shall take still, motion, or sound pictures or sound records or recordings of voices or otherwise on the Airport for Commercial purposes, except with the prior written consent of the Executive Director or designee.

## **19. ADVERTISEMENTS**

No Person shall post, distribute, or display signs, advertisements, circulars, or any other printed or written matter or orally promote any activity or cause at the Airport, except with the approval of the Executive Director or designee, or as otherwise permitted by these ARR's.

## **20. PICKETING, MARCHING, AND DEMONSTRATING**

No Person shall conduct or participate in parading, marching, patrolling, demonstrating, distributing of pamphlets or other materials, carrying or displaying of signs or placards in or upon buildings, grounds, roads, walks, approaches, or any other property of the Airport, except with the approval of the Executive Director or designee, or as otherwise permitted by these ARR's. Permitted activity shall not take place in any area that would block, congest, or interrupt regular Airport user activity.

## **21. EXPRESSIVE ACTIVITY**

- A. No Person shall engage in any Expressive Activity except under and in accordance with a permit issued under these ARR's. The Board adopted these Expressive Activity ARR's for the purposes of:
- (1) preserving the Airport for its intended function as a facility for air travel;
  - (2) promoting and maintaining public safety, security, efficient operations, and the Airport's aesthetic qualities; and
  - (3) avoiding congestion, visual blight, clutter, and duress or disturbance of passengers or other Airport users.
- B. To obtain an Expressive Activity permit, an applicant must submit a written application to the Executive Director at the Board's administrative offices during normal business hours on any Monday through Friday which is not a holiday at least forty-eight hours prior to the time proposed for commencing any Expressive Activity. The application shall set forth the following information:

- (1) the full name, telephone number and street address of the applicant and the organization sponsoring, conducting or promoting the Expressive Activity, if any, and the name(s), telephone number(s), and address (es) of the Person(s) designated as the applicant's representative(s) who will be present on the Airport and in charge of supervising the conduct of the Expressive Activity and who will be available for liaison with the Executive Director or designee;
  - (2) a description of the Expressive Activity proposed to be conducted, indicating the type of conduct to be involved;
  - (3) the preferred and alternative dates, times, and Speech Forums (as defined below) desired for the proposed Expressive Activity;
  - (4) the number of Persons proposed to be utilized at any one time in connection with the Expressive Activity; and
  - (5) if the dissemination or distribution of materials is involved, the type of material to be disseminated or distributed and the measures to be taken to avoid littering the Airport.
- C. The Executive Director or designee shall forthwith review the application for sufficiency of information and compliance with these ARR's and issue a permit or notify the applicant in writing why the issuance of a permit is conditioned, delayed, or denied. Permits shall be issued in accordance with the following:
- (1) applications for permits shall be processed in the order received;
  - (2) the Executive Director or designee shall exercise no judgment regarding the purpose of the proposed Expressive Activity, and a permit shall not be granted or denied based upon the content of any Non-Commercial message;
  - (3) no Person shall be permitted to engage in the solicitation and receipt of funds except as authorized by these ARR's;
  - (4) the Executive Director or designee may condition the issuance of a permit as may be reasonably appropriate to further the purposes of these ARR's set forth above; such conditions may relate only to the time and location of the permitted Expressive Activity and the number and conduct of the Persons involved;
  - (5) permits shall be issued to the applicant and may not be transferred to another Person; and
  - (6) any Person who is issued a permit will also be issued identification badges for the number of Persons authorized to engage in the Expressive Activity at any given time. Each Person engaged in the Expressive Activity shall display the identification badge on their upper clothing in a manner clearly visible to the public at all times while engaged in Expressive Activity. No other badges are permitted.
- If the Executive Director or designee does not issue a permit within forty-eight hours, such non-issuance shall be deemed a denial of the application.
- D. The Board has determined that certain areas ("Speech Forums") provide a reasonable opportunity for conducting the following Expressive Activities on the Airport:
- (1) All Expressive Activities:
- See Exhibit A.**

(2) Literature Distribution and Other Speech:

**See Exhibit B.**

For Literature Distribution and Other Speech targeted at an audience not reasonably accessible from any other Speech Forum or through other channels of communication, the Executive Director may designate an additional Speech Forum in a public area that is, in his judgment, consistent with the purposes of these ARR's set forth above.

Expressive Activities shall be permitted only within the Speech Forums. The location of the Speech Forums and the category of Expressive Activity permitted therein (i.e., Solicitation, Literature Distribution, or Other Speech) shall be subject to change upon reasonable notice to the applicant when, in the judgment of the Executive Director or designee, such change is necessary to further the purposes of these ARR's set forth above.

E. While conducting Expressive Activities, no Person shall:

- (1) amplify one's voice;
- (2) do anything that would tend to reduce the effectiveness of the Airport's public address system;
- (3) hawk or call out to passersby;
- (4) in any way obstruct, delay, or interfere with the free movement of any other Person or vehicle;
- (5) display or carry signs that are larger than three square feet, and such signs shall not be connected to a stick or post of any kind and no Person shall carry more than one sign;
- (6) use or place tables, chairs, stands, or other structures on the Airport or affix or attach any matter, written, symbolic or graphic, to any Airport structure or facility;
- (7) in any way indicate to the public that he or she is a representative of the Board, the Airport, or otherwise misrepresent his or her identity;
- (8) harass people with physical contact or repetitive solicitation; or
- (9) distribute literature to any Person waiting in line in the Speech Forums, occupying vehicles stopped or standing in the roadways adjacent to the Speech Forums, or loading or unloading baggage to or from a vehicle located adjacent to the Speech Forums.

F. A permit may be denied or revoked on the following grounds:

- (1) the permit application is incomplete or not in compliance with these ARR's;
- (2) a valid application for the same time and Speech Forum has previously been received and a permit has been or will be granted authorizing activities that do not reasonably permit multiple occupancy of the Speech Forum applied for;
- (3) the proposed activity cannot reasonably be accommodated in the Speech Forum applied for, taking into account public safety, Airport security and efficient Airport operations;
- (4) the applicant has made serious or repeated violations of these ARR's;



- (5) the Expressive Activity is not being or has not been conducted in accordance with the terms of the permit or these ARRs; or
- (6) an emergency situation arises or circumstances have changed so that the Expressive Activity can no longer be reasonably accommodated at the time and Speech Forum requested.

## **22. ANIMALS AND DOMESTIC PETS**

With the exception of a disabled Person accompanied by an assistance/service animal, all dogs, cats and other domestic pets, household or exotic animals are prohibited from Airport property except under the conditions stated below or in areas designated by the Executive Director or designee.

- A. No Person shall permit such pet or animal to enter Airport property or run at large or remain unattended at any time. All such pets and animals shall be controlled at all times when permitted on Airport property in the following manner:
  - (1) While outside the Airport Passenger Terminal or buildings, the animal shall be restrained by a leash or otherwise under the strict and immediate control of the owner or handler;
  - (2) While inside the Airport Passenger Terminal and buildings, the animal shall be contained within an animal tote, carrying case, portable animal kennel or cage unless otherwise directed by the Airport.
- B. If the menacing demeanor of any animal under the control or supervision of any Person upon Airport property incites fear in other Persons, or if the animal disturbs the quiet enjoyment by other Persons of any area upon Airport property by constant barking, whining, howling, crying or other sharp, excessive outcries, or other means, an Airport Public Safety Officer or other law enforcement officer may direct that the animal be removed by the owner or handler.
- C. The owner or handler of such an animal shall remove animal waste from any areas of the Airport and shall carry at all times a means of collecting and disposing waste properly in designated areas. Owners and handlers must comply with all federal, state and local health and licensing requirements and any constraints imposed by law, ordinance or regulation.

## **23. ABANDONMENT OR MISTREATMENT OF DOMESTICATED ANIMALS**

No Person shall release, abandon, mistreat, or abuse any domesticated animal upon Airport property unless for the safety of the public and Aircraft.

## **24. HUNTING**

No Person shall, unless authorized by the Executive Director or designee, engage in the hunting of wildlife, either with a Firearm or with a bow and arrow, or participate in any type of target practice; or shall carry any hunting or target practice Firearm, or bow and arrow on lands or waters operated by the Airport, unless otherwise granted written authorization by the Executive Director or designee. Firearms or Weapons permits may be obtained from the Executive Director or designee in writing to allow Firearms or Weapons on property for special events, programs, functions, organizational events, or in certain designated areas.

## **25. FISHING**

No Person shall take or catch fish or engage in fishing by any means in any of the ponds, streams, lakes or water sources in or on Airport property without having written authorization from the Executive Director or designee.

**26. FEEDING WILDLIFE**

No Person shall distribute, leave or provide any kind of food products for feeding of wild animals within the confines of Airport property unless authorized by the Executive Director or designee.

**27. GRAZING**

No Person shall herd, graze, drive or permit to run at large on Airport property any cattle, horse, mule, donkey, goat, swine, sheep, or other animal, any poultry, or other fowl without authorization from the Executive Director or designee.

**28. DEPOSIT OF DEAD ANIMALS**

No Person shall put the carcass of a dead animal or the offal from a slaughterhouse, butcher's establishment, packing house, or fish house, or spoiled meat, spoiled fish, or other putrid substance or the contents of a privy vault on Airport property, waterways, streams, ponds or lakes.

## **SECTION FIVE – FIRE AND SAFETY**

### **1. GENERAL**

All Persons using the Airport or the facilities of the Airport shall exercise the utmost care to guard against fire and injury to Persons and property. Any fire, injury or other emergency shall be reported to an Airport Public Safety Officer immediately. In the event of a fire or emergency, those employed at the Airport shall call the Airport Operations Department and all other Persons shall call either 911 or the Airport Operations Department.

### **2. COMPLIANCE**

All Persons, Operators and Tenants engaged in any activity at the Airport shall comply with all federal, state and local fire regulations and all applicable fire codes.

### **3. EMERGENCY AUTHORITY**

Upon the declaration of an emergency by the Executive Director, all Persons operating on the Airport shall act strictly in accordance with the procedures as prescribed and under the direct control of Airport Public Safety and Operations Personnel and any other emergency Personnel.

### **4. SMOKING**

No Person shall smoke or carry lighted cigars, cigarettes, pipes, matches or any naked flame in or upon any fuel storage area, public landing area to include runways and taxiways, public Ramp or Apron area, Passenger Terminal Ramp and Apron area, or public Aircraft parking and storage area, on any open deck, gallery or balcony contiguous to and overlooking any such area, in the Passenger Terminal Building, in any other place where smoking is specifically prohibited by signs, or upon any open space within one hundred (100) feet of any Aircraft, fuel storage area or any other area where flammable materials are stored.

Smoking is prohibited within a reasonable distance from the outside entrance to any building so as to ensure that tobacco smoke does not enter the building through entrances, windows, ventilation systems, or other means.

### **5. OPERATION OF FLAME OR SPARK PRODUCING DEVICE**

No Person shall operate an oxyacetylene torch, electric arc or similar flame or spark producing device on any part of the Airport without a Board approved permit, and only in areas designated for such use, or unless otherwise approved by the Executive Director or designee.

### **6. OPEN FLAME**

No Person shall start any open fires of any type, including flare pots, torches or fires in containers formerly used for oil, paint, and similar materials on any part of the Airport without permission of the Executive Director or designee.

### **7. FIRE EXTINGUISHING EQUIPMENT**

No Person shall tamper with fire extinguishing equipment at the Airport at any time nor use it for any purpose other than fire fighting or fire prevention.

All Persons occupying any hangar or building by lease or contract with the Board shall not remove or otherwise tamper with fire extinguishing equipment and maintain an adequate number of readily accessible fire extinguishers as determined by NFPA standards and all applicable fire codes. All such equipment shall be maintained in conformity with the NFPA standards. Tags showing the date of the last such inspections shall be left attached to each unit.

## **8. AIRCRAFT ELECTRICAL AND ELECTRONIC SYSTEMS**

- A. All Aircraft electrical systems shall be de-energized during maintenance work other than where a live circuit is necessary to accomplish the required maintenance in compliance with NFPA standards.
- B. Radio transmitters and similar equipment in Aircraft shall not be tested or operated within a hangar or building with dynamotors running unless all parts of the antenna system are at least one (1) foot removed from any other object. No Aircraft shall be placed, at any time, so that any fabric-covered surface is within one (1) foot of an antenna system.
- C. No airborne radar equipment shall be operated or ground tested in any area on the Airport where the directional beam of high intensity radar is within three hundred (300) feet or the low intensity beam is within one hundred (100) feet of an Aircraft fueling operation, Aircraft fueling vehicle or flammable liquid storage facility, unless a shielding device meeting applicable requirements of NFPA is used during radar operation.

## **9. ELECTRICAL EQUIPMENT AND LIGHTING SYSTEMS**

Only vapor or explosion-proof electrical equipment and lighting systems shall be used within hangars or buildings, when required under any applicable LFUCG and Commonwealth of Kentucky fire codes and/or NFPA standards. No portable lamp assembly shall be used without proper protective guard or shield over such lamp assemblies to prevent breakage and possible fire hazard.

All power-operated equipment or electrical devices shall be shut off when not in actual use.

## **10. HEATING EQUIPMENT**

All heating equipment and fuel burning appliances installed in any hangar or building at the Airport shall be properly maintained in accordance with the requirements of the applicable codes and practices of the NFPA and all federal, state and local codes.

## **11. EXPLOSIVE ARTICLES**

No Person shall store, keep, handle, use, dispense or transport in or on the Airport any explosive such as dynamite, nitroglycerine, black powder, or gaseous poisons, without the express, prior written permission of the Executive Director or designee.

## **12. STORAGE OF FLAMMABLE MATERIAL**

No Person shall keep or store any flammable liquids, gases, signal flare or other similar material in any hangar or building on the Airport, provided, however, that such materials may be kept in Aircraft in the proper receptacles installed for such purpose, or in cabinets, rooms or other areas specifically approved for such storage by the Executive Director or designee. Refer to Section 11, Environmental Matters, concerning additional standards for storage of materials.

## **13. WELDING AND HOT WORK OPERATIONS**

Any Person desiring to conduct any welding or hot work operation at the Airport must obtain proper authorization from the Airport Operations Department before such work is initiated.

## 14. FIREARMS AND WEAPONS

No Person (excluding Airport Public Safety Officers, commissioned law enforcement officers, Federal Air Marshals, Federal Flight Deck Officers and government commissioned peace officers) may carry, possess, use or store any Firearm, ammunition, explosive or destructive device or other deadly Weapons in any form inside the Passenger Terminal or on Airport property, except to the extent that Firearms or Weapons (excluding explosives) are properly encased for shipment with an airline to be lawfully transported on an Aircraft as cargo or checked baggage and actually delivered to an airline before the Person approaches the security checkpoint.

- A. Any provision of these Regulations apparently to the contrary notwithstanding, if at any time a bomb, explosive or other deadly weapon is detected on Airport property, or there is good reason to suspect that an individual may have such a device or weapon that he is attempting to conceal from proper authorities, an Airport Public Safety Officer may take prudent and necessary precautionary measures to protect individual lives and property.
- B. Firearms or Weapons (excluding explosives) that are properly encased for shipment with an airline may be brought onto Airport property and into the Terminal Building to the appropriate airline's baggage counter to be lawfully transported on an Aircraft as cargo or checked baggage, provided that such Firearms or Weapons are delivered to an airline before the Person approaches the security checkpoint.
- C. To the extent not prohibited by other applicable law and subject to subsection A of this Regulation, Firearms or Weapons (excluding explosives) that are not encased for shipment may be brought onto Airport property within a motor vehicle and remain in such motor vehicle while the motor vehicle remains on Airport property so long as the motor vehicle never enters any building (provided, that for purposes hereof, the parking structures located on the Airport shall be deemed not to constitute buildings) or any portion of AOA.
- D. To the extent the Board is specifically authorized or directed to regulate the carrying, possession, use or storage of any Firearm, ammunition, explosive or destructive device or other deadly Weapon, and subject to subsections B. and C., above, no Person (excluding Airport Public Safety Officers, commissioned law enforcement officers, Federal Air Marshals, Federal Flight Deck Officers and government commissioned peace officers) may carry, possess, use or store any concealed Firearm or ammunition in any form inside the Passenger Terminal, or any other explosive or destructive device or other deadly Weapon anywhere on Airport property.
- E. To the extent the Board is specifically authorized or directed to regulate the carrying, possession, use or storage of any Firearm, ammunition, explosive or destructive device or other deadly Weapon, no Person shall:
  - (1) Release an arrow from a bow, crossbow or longbow within or over Airport property unless approved by the Executive Director or designee.
  - (2) Discharge any Firearm or Weapon while within the confines of Airport property, except for Airport Public Safety Officers, other Law Enforcement Officers, Airport Operations Personnel, or other Personnel authorized by the Executive Director or designee.

- (3) Discharge any device capable of propelling a capsule which upon impact with a person or object will release a dye, colorant, water, pellet, BB, ball bearing, pebble or rock on Airport property without authorization from the Executive Director of designee.
- (4) Other than government commissioned law enforcement personnel, carry a concealed Weapon, even when possessing the appropriate Carrying Concealed Deadly Weapons (CCDW) permit on any area of the Airport to which access is controlled by the inspection of Persons and property or where the carrying of Firearms is prohibited by law.

## **SECTION SIX – AIRPORT SECURITY**

### **1. ADHERENCE TO SECURITY REGULATIONS AND PROCEDURES**

All Persons using the Airport shall strictly comply with all applicable security regulations and procedures as established by the ASP, as well as by applicable TSA and DHS regulations pursuant to 49 CFR Parts 1540 and 1542, as amended.

Any Person found in violation of these directives may be subject to suspension or revocation of access privileges and Airport-issued security badge.

### **2. RIGHT TO TERMINATE ACCESS PRIVILEGES**

The Executive Director or designee shall have the right to terminate any Person's permission to use any access control device and confiscate any Airport-issued security badge at any time and for any reason, including but not limited to violations of these ARR's, the ASP, and/or TSA or DHS regulations. Termination of access privileges should be a last resort and may be appealed to the Board.

### **3. RIGHT OF INSPECTION**

All Persons, belongings and motor vehicles are subject to inspection when on Airport property.

### **4. IMPEDING SECURITY CONTROL AND BARRICADES**

No Person shall, or assist another to, circumvent, impede or disable any security checkpoint, screening checkpoint, device, gate, doorway, crash door, fire exit or any Person used for maintaining access control, detecting Weapons, incendiaries, or prohibited items or any security device, barricade, barricade tape, doorway, crowd control stanchion barrier, traffic control device, security check point barrier, access control devices or alarms or Personnel providing any type of access control security or check point inspections of any type.

### **5. PROHIBITED ITEMS**

No Person shall bring or otherwise carry any prohibited item into the Secured Area, Security Identification Display Area (SIDA), Sterile Area, Air Operations Area (AOA) or other restricted areas explicitly listed by TSA, unless given proper authorization by the Executive Director or designee or appropriate TSA Personnel.

### **6. AUTHORITY TO OPERATE**

No Person may enter or operate in the Secured Area, SIDA, Sterile Area, AOA or other restricted areas unless he or she is:

- A. Displaying a valid Airport security badge, issued by Airport Operations, indicating that he or she has unescorted access privileges to the specified area.
- B. In the case of Aircraft crewmembers, dressed in the full uniform of the applicable airline, displaying a photo ID issued by the authorizing airline, and in the immediate vicinity or in transit from the Aircraft and Terminal Building.
- C. In the case of an FAA Aviation Safety Inspector, while conducting his or her assigned duties while displaying an FAA Form 110A.
- D. In the case of a TSA Security Inspector, while conducting his or her assigned duties while displaying the appropriate TSA credentials.

- E. Under the escort of an individual who has a valid Airport security badge indicating that he or she has unescorted access privileges and privileges to escort others.

## **7. DISPLAYING SECURITY BADGE**

While in the Secured Area, SIDA, Sterile Area, AOA or other restricted areas, individuals who are not under escort must display their Airport security badge in full view, above waist level and on their outermost garment. Such identification must be presented upon demand in response to a challenge.

## **8. SECURITY BADGE RESPONSIBILITIES**

- A. Issued security badges shall be used only in the areas and times as authorized and only by Persons having an operational need to do so.
- B. The individual to whom a security badge is issued shall secure and care for the security badge. All security badges are the property of the Airport.
- C. Every individual to whom a security badge has been issued shall report anyone displaying an expired, mutilated, defaced or otherwise invalid security badge to the Airport Operations Department without unreasonable delay.
- D. No Person shall use any Airport security badge that provides unescorted access to the Secured Area, SIDA, Sterile Area, AOA or other restricted areas to gain such access unless that security badge was issued to that Person by the Airport Operations Department.
- E. No Person shall allow another Person to use his or her Airport-issued security badge for access by such other Person in the Secured Area, SIDA, Sterile Area, AOA or other restricted areas of the Airport.
- F. No Person shall inscribe the Personal identification number (PIN) on an Airport security badge or share such PIN with any other Person.
- G. No Person shall use an Airport security badge to bypass or circumvent being screened for a flight or for any other unauthorized reason.

## **9. RETURNING SECURITY BADGES**

All security identification badges are the property of the Airport. All expired, mutilated, defaced, misused and invalidated identification badges shall be returned to the Airport Operations Department, by the Person to whom the security badge was issued.

## **10. REPORTING LOST OR STOLEN IDENTIFICATION SECURITY BADGES**

All Persons who lose or misplace security badges, or from whom security badges are stolen, must immediately report the same to the Airport Operations Department. An additional fee may be imposed before a new security badge is issued. If the lost, misplaced or stolen security badge is found after a new security badge has been issued, the lost, misplaced or stolen badge must be returned to Airport Operations immediately.

## **11. ESCORT PRIVILEGES AND PROCEDURES**

Any Person who escorts individuals on the Secured Area, SIDA, Sterile Area, AOA or other restricted areas shall accompany and supervise those escorted Persons who do not have unescorted access in a manner sufficient to take appropriate preventive action should the escorted Persons engage in activities other than those for which the escorted access is granted.

Authorization for escorting Persons in the Secured Area, SIDA, Sterile Area, AOA or other restricted areas shall be subject to meeting the following conditions:



- A. Only individuals with unescorted access authority may escort, which authority must be reflected by the appropriate notation on such individual's Airport security badge.
- B. Escorted individuals must be continuously accompanied or monitored while staying in line of sight at all times during the duration of the escort
- C. The Person providing the escort shall prevent the escorted Persons from engaging in any conduct other than that for which the escorted access is granted.
- D. The escort shall immediately notify Airport Operations for any violation of these directives.
- E. The escort shall take all such steps as may be necessary to ensure that all individuals escorted into a Sterile Area without being screened remain under escort until they exit the Sterile Area or submit to screening.
- F. Any Person or employee who has forgotten or otherwise lost their security badge cannot be escorted for any reason.

## **12. VEHICLE IDENTIFICATION**

Refer to Section 8, Airside Motor Vehicle Operations for the correct procedures to operate a motor vehicle within the AOA or SIDA.

## **13. RESPONSIBILITY TO CHALLENGE**

Every individual issued an Airport security badge that allows unescorted access to the Secured Area, SIDA, Sterile Area, AOA or other restricted areas shall challenge the authority or purpose of a Person without proper escort who is present in or attempts to enter such areas and who is not displaying a valid identification badge that allows that Person access to the area, shall prevent the individual from entering such areas if that individual does not display a valid Airport security badge, and shall report the incident to the Airport Operations Department as soon as possible while attempting to keep the individual within view.

Individuals conducting challenges are not required to place themselves or others into a dangerous situation and, if it's believed that making a challenge would do so, such challenge need not be made. The Person shall immediately summon Airport Operations and/or Public Safety Department at the moment such danger is perceived.

## **14. GENERAL AVIATION SECURITY MEASURES**

- A. General Aviation Tenants and Personnel shall take all appropriate steps to ensure the security of all Aircraft and other private property entrusted to their care on the AOA or other locations on their Airport Tenant-leased areas of responsibility.
- B. General Aviation Tenants and Tenant employees shall safeguard all doors, gates and other access points between the AOA and the Landside of the Airport while using such gates, doors and other access points.
- C. If a Tenant, its employees or contractors acts or fails to act in a manner that results in a security breach of any sort whatsoever (i.e., propping doors open, failing to wait at vehicle gates until the gate has fully closed, etc.), TSA, FAA or other entity or Airport "finding of negligence," will be cause to review, fine and/or possibly cancel or curtail Tenant access to the AOA.

## **15. ENTRY/EXIT THROUGH SECURITY ACCESS POINTS**

All Persons entering/exiting security gates/doors into the Secured Area, SIDA, Sterile Area, AOA or other restricted areas shall do so one Person or vehicle at a time. Every Person must ensure that the gate/door is secure after each entry/exit and that no other Person enters the area while the gate/door is ajar.

All Persons entering/exiting through said access points are subject to a search of their Person and property.

## **16. PENALTIES**

Any Person who does not properly display their security badge on the upper body (waist level or above) on the outermost garment, who does not challenge another Person in a restricted area who is not wearing or properly displaying their security badge, who allows another Person to piggyback on their security badge or who allows unauthorized access through a restricted access point or gate to any secured portion of the Airport shall be subject to the following penalties:

- A. 1<sup>st</sup> Offense – Security identification badge for each Person involved will be suspended for 24 hours and the Person(s) must attend the refresher security training course.
- B. 2<sup>nd</sup> Offense – Security identification badge for each Person involved will be suspended for 48 hours and the Person(s) and their supervisor(s) must attend the refresher security training course.
- C. 3<sup>rd</sup> Offense – Security identification badge for each Person involved will be suspended for 7 days. Reinstatement of access privileges shall be at the sole discretion of the Director of Public Safety and Operations.

# **SECTION SEVEN - LANDSIDE MOTOR VEHICLE OPERATIONS**

## **1. APPLICABLE LAW**

Except as otherwise stated in these ARR, the motor vehicle ordinances of the LFUCG and the motor vehicle statutes of the Commonwealth of Kentucky, including traffic regulations, are hereby adopted and made applicable to the operation of motor vehicles on Airport property. In case two or more rules, ordinances, or laws cover the same subject, all shall be given effect, except in cases of irreconcilable conflict, in which case the rule, ordinance or law having the most stringent requirement shall govern.

The Airport may erect or cause to be erected all signs, markers and signal devices pertaining to traffic control within the boundaries of the Airport and such signs, markers or devices shall be prima facie evidence that they were erected or placed under proper authority. Failure to comply with the directions indicated on such signs, markers or devices so erected or placed shall be a violation of these ARR.

## **2. RIGHT OF DENIAL**

The Executive Director or designee has the right to close or restrict the use of all or any portion of Airport roadways, parking areas or any other Airport area in the interest of public safety or security, or to facilitate construction at the Airport.

## **3. RIGHT OF INSPECTION**

All motor vehicles and equipment are subject to inspection when operating on any Airport roadway, parking area or any other area.

## **4. GENERAL CONDUCT**

No Person shall operate a motor vehicle on Airport property in a reckless manner, so as to indicate a willful or wanton disregard for the safety of other Persons and property.

No Person shall operate upon the Airport any vehicle which is so constructed, equipped or loaded, or which is in such unsafe condition, as to endanger Persons or property; or which has attached thereto any object or equipment (including that which is being towed) which drags, swings or projects so as to be hazardous to Persons or property.

## **5. LICENSES**

No motor vehicle shall be operated on the Airport unless such Operator has in their possession a valid state driver's license issued by the State in which they are employed and/or reside.

## **6. ROADWAYS**

No motor vehicle shall be operated on the Airport except on roadways or areas designated for such purposes by the Executive Director or designee.

## **7. SPEED LIMITS**

No Person shall operate any motor vehicle, except those operated by Public Safety Officers while responding to an emergency, in excess of the posted speed limits.

## **8. LOADING AND UNLOADING PASSENGERS AND LUGGAGE**

No vehicle shall load or unload passengers or luggage in any area on the Airport roadways except as designated for such purpose by the Executive Director or designee.

## **9. REPAIR OF MOTOR VEHICLES**

No Person shall clean, repair, maintain or overhaul a motor vehicle or other equipment, other than in an approved shop area, except for those repairs necessary to remove such motor vehicles or equipment to a repair facility.

## **10. PARKING**

A. No Person shall:

- (1) Park or store any motor vehicle, bicycle, wagon or other vehicle within any traveled roadway or at a location where posted signs prohibit parking upon any sod, gravel or other surface not specifically designated as a "parking area" except in an emergency.
- (2) Leave any motor vehicle unattended on any area of the Airport, unless given proper authorization by the Executive Director or designee.
- (3) Park in front of, over, or on a driveway, crosswalk or sidewalk.
- (4) Park and leave unattended any motor vehicle within the driving and ground transportation (taxi, valet, limousine, etc.) lane in front of the Passenger Terminal.
- (5) Park or drive over or onto a grass or landscaped area.
- (6) Double park any motor vehicle.
- (7) Park in an employee or reserved lot without proper authorization from the Airport.
- (8) Park in a designated fire emergency lane.
- (9) Park in reserved handicap/disabled parking space without proper authorization to do so.
- (10) Park any motor vehicle or other equipment in such a way as to block access to any fire hydrant or other fire control equipment.
- (11) Park any motor vehicle that could create a fire hazard closer than ten (10) feet from any building.
- (12) Park a motor vehicle in any area requiring payment for parking therein without paying the required parking charges established by the Airport.

B. All types of motor vehicles shall be parked within designated marked spaces where such spaces are provided.

C. All Persons having access and authorization to park in reserved or employee lots at the Airport shall not park or otherwise leave their respective motor vehicle in such lot over night unless otherwise approved by the Airport Operations Department.

D. Any motor vehicle parked in a manner that is in violation of these ARR or other provisions of applicable law may result in the issuance of a citation by an Airport Public Safety Officer, and the owner or Operator of such vehicle shall be liable for imposed penalties. Refer to Section 14 for Enforcement and Penalty proceedings.

## **11. REMOVAL AND IMPOUNDMENT**

Any motor vehicle which is disabled, abandoned, or illegally or improperly parked, or which creates an operational, safety or security issue may be immediately removed and impounded, without notice to the owner or Operator. Removal of said motor vehicles shall be at the owner or Operators expense without any liability for damage or other cause.

## **12. ACCIDENTS AND INCIDENTS**

Any Person operating a motor vehicle on Airport property, who is involved in an incident or accident resulting in injury to any Person or damage to any property, shall if physically able, stop such vehicle at the scene of said accident or as close to possible thereto without obstructing vehicle traffic more than is absolutely necessary, notify the Airport Operations and/or Public Safety Department, then return to and remain at the scene of the accident until the Operator has given a full report of the accident to an Airport Public Safety Officer. The Operator will, upon request and if physically able exhibit to the Public Safety Officer any permit, license, registration or other document relevant to such accident or the Persons or property involved.

## **SECTION EIGHT – AIRSIDE MOTOR VEHICLE OPERATIONS**

### **1. APPLICABLE LAW**

Except as otherwise stated in these ARR, the motor vehicle ordinances of the LFUCG and the motor vehicle statutes of the Commonwealth of Kentucky, including traffic regulation, are hereby adopted and made applicable to the operation of motor vehicles within the AOA at the Airport. In case two or more rules, ordinances, or laws cover the same subject, all shall be given effect, except in cases of irreconcilable conflict, in which case the rule, ordinance, or law having the most stringent requirement shall govern.

### **2. RIGHT OF DENIAL**

The Executive Director or designee shall have the right at any time to restrict or deny access to any Person operating a motor vehicle at the Airport in its entirety or any portion thereof, when he or she considers any such action to be consistent with the safe and efficient operation of the Airport.

### **3. RIGHT OF INSPECTION**

All motor vehicles and equipment are subject to inspection prior to and when operating in the AOA, SIDA, and Secured Areas or any other area of the Airport.

### **4. LICENSES**

No motor vehicle shall be operated on the Airport unless such Operator has in their possession a valid, current state driver's license issued by the State in which they are employed and/or reside.

### **5. AUTHORITY TO OPERATE**

No Person shall operate or cause to be operated any motor vehicle on the AOA unless such operation is directly related to an aviation activity on the Airport, to the business of the Airport or to the business of a Tenant or authorized subtenant of the Airport engaged in a business activity authorized by the Airport.

No Person shall operate a motor vehicle on the AOA unless:

- A. The vehicle Operator has successfully completed the applicable driver's training course conducted by the Airport Operations Department.
- B. The vehicle Operator possesses the appropriate security badge or is under escort of an individual who possesses such security badge.
- C. The vehicle Operator possesses an effective and appropriate vehicle permit issued by the Airport Operations Department or is escorted by a vehicle with an effective vehicle permit, unless otherwise approved by the Executive Director or designee. Aircraft servicing vehicles and equipment are exempt from this requirement.
- D. The vehicle is properly registered and insured in accordance with vehicle registration and insuring requirements established by the Airport and by Kentucky law.

### **6. TRAINING**

All Persons operating motor vehicles on the AOA shall have successfully completed the Non-Movement Area Drivers Training course administered by the Airport Operations Department. Those said Persons who fail to successfully complete the aforementioned training are prohibited from operating on any portion of the AOA.

## **7. MOTOR VEHICLE IDENTIFICATION AND PERMIT**

- A. All motor vehicles operating on the AOA or SIDA shall be registered with the Airport Operations Department and no vehicle shall be operated in such area unless so registered and approval of such operation is granted by the Executive Director or designee.
- B. Those vehicles registered with the Airport must properly display the appropriate vehicle permit on the rearview mirror of the vehicle and must display a decal or sign of the company name and/or logo, as applicable. Ground Support Equipment (GSE) is exempt from this requirement.
- C. All issued vehicle permits remain the property of the Airport and must be surrendered by the vehicle driver or Operator upon the request of the Airport.
- D. Lending or otherwise providing an issued vehicle permit to another Person operating a motor vehicle within the AOA is strictly prohibited and is cause for immediate suspension or revocation of issued Airport security badge and/or driving privileges.

## **8. MANDATORY COMPLIANCE AND PROHIBITED ACTIVITIES**

- A. No Person shall:
  - (1) Operate any motor vehicle within the AOA in a reckless manner, so as to indicate a willful or wanton disregard for the safety of other Persons or property.
  - (2) Operate any motor vehicle in such a way as to pass directly under the wings, nose or tail area of an Aircraft unless said equipment will be used in servicing a designated Aircraft.
  - (3) Operate any motor vehicle on the AOA, other than the Operator of an Aircraft servicing vehicle, so as to pass within twenty (20) feet of a parked or taxiing Aircraft in a manner which is considered unsafe or unreasonable.
  - (4) Operate any motor vehicle under or between a parked Aircraft and Terminal jet bridge.
  - (5) Operate any motor vehicle or any other equipment in the vicinity of a fuel spill other than authorized emergency vehicles.
  - (6) Operate any motor vehicle that is overloaded or carrying more passengers than the vehicle was designed to carry.
  - (7) Ride on the running Board or stand up in the body of a moving motor vehicle.
  - (8) Operate any motor vehicle on the AOA while using a cellular phone or device when such vehicle is in motion.
- B. All motor vehicles shall pass to the rear of taxiing Aircraft at a safe distance. (Approximately 150 feet)
- C. All motor vehicle Operators shall yield the right-of-way to Aircraft, emergency vehicles and pedestrians and shall be so operated as to avoid interference with Aircraft operations or other vehicle and pedestrian traffic.
- D. Drivers, Operators and passengers shall use manufacturer installed seatbelts or other restraint systems. Seatbelts and other restraint systems shall not be disabled or removed and shall be maintained in good working order.

- E. Motor vehicle Operators using an Airport perimeter gate shall ensure the gate is properly secured prior to leaving the vicinity of the gate. The vehicle Operator shall also ensure no unauthorized vehicles or Persons gain access to the AOA while the gate is open.
- F. Tugs and other Aircraft servicing equipment shall tow no more carts, pods or containers than are practical, under control, tracking properly and safe.
- G. All motor vehicles must be in sound mechanical condition with unobstructed forward and side vision from the driver's seat and equipped with operable headlamps and brake lights, as well as an operable braking system.

**9. VEHICLE OPERATIONS ON THE MOVEMENT AREA**

No Person shall enter or operate any motor vehicle on the Movement Areas of the Airport unless such Person is given proper authorization by the Airport Operations Department and has successfully completed the Movement Area Drivers Training course.

All motor vehicles entering or operating on the Movement Areas at the Airport must:

- A. Have a two-way radio capable of communicating with the ATCT or are operating under escort of another vehicle equipped with a two-way radio capable of communicating with ATCT.
- B. Be equipped with a rotating amber beacon or strobe mounted on the uppermost part of the vehicle structure and have such beacon or strobe operating during both day and night time hours.
- C. Whenever possible, utilize the Airport perimeter and service roads to transition and avoid operating on the Movement Areas.

**10. VEHICLE OPERATIONS IN THE SECURITY IDENTIFICATION DISPLAY AREA (SIDA)**

- A. Any Person operating a motor vehicle within SIDA must be readily identifiable, must display a decal or symbol of the company name and/or logo discernible at a distance of no less than 250 feet and must display a SIDA vehicle permit registered with the Airport Operations Department unless under escort by authorized Airport Personnel or otherwise directed by the Executive Director or designee. GSE is exempt from this requirement.
- B. All vehicles entering the SIDA, except those approved by the Executive Director or designee, shall be inspected prior to entry by an authorized representative of the Executive Director.
- C. No Person shall operate a vehicle within the SIDA except:
  - (1) Persons with valid and properly displayed Airport issued security badges with authorization to operate in the SIDA as defined in the ASP.
  - (2) Persons under escort by authorized Personnel granted such privileges to provide escorts.
- D. Persons or vehicles found in violation of these directives may be subject to suspension or revocation of Airport driving privileges as well as a suspension of issued security badges. Additionally TSA may impose a substantial fine (as of 2011, up to \$10,000) for such violations.



## **11. MOTOR VEHICLE ESCORTS**

Only Persons that have an approved Airport issued security badge with escort privileges and the applicable vehicle permit may provide vehicle escorts. Persons authorized to escort may escort only as many as they can properly control. The escort shall continuously accompany and monitor the escorted individuals while within the AOA and/or SIDA in a manner sufficient to identify whether the escorted individuals are engaged in activities other than those for which escorted access was granted and shall maintain visual contact with the escorted individuals at all times.

## **12. REPAIR OF MOTOR VEHICLES**

No Person shall clean, repair, maintain or overhaul a motor vehicle or other equipment, other than in an approved shop area, except for those repairs necessary to remove such motor vehicles or equipment to a repair facility.

## **13. SPEED LIMITS**

No Person while operating a motor vehicle on the AOA shall exceed a speed greater than the posted speed limit, or if no limit is posted, what is prudent under the circumstances. Factors including, but not limited to, weather and visibility shall be taken into consideration when determining safe operating speeds.

## **14. PARKING**

A. No Person shall:

- (1) Park any motor vehicle for loading, unloading or for any other purpose on the AOA other than in the areas specifically established for parking and in the manner prescribed by signs, markings or other means.
- (2) Park, or leave unattended, any motor vehicle or other equipment that interferes with the use of a facility by others or prevents the movement or passage of Aircraft, emergency vehicles or other motor vehicles or equipment.
- (3) Abandon or leave unattended any motor vehicle on the AOA unless given proper authorization by the Airport.
- (4) Park any motor vehicle or other equipment in such a way as to block access to any fire hydrant or other fire control equipment.
- (5) Park or leave unattended any motor vehicle or other equipment on the Movement Areas unless given proper authorization by the Airport.
- (6) Park any motor vehicle closer than ten (10) feet, or fuel service vehicle closer than fifty (50) feet, from any building that may create a fire hazard.

## **15. REMOVAL AND IMPOUNDMENT**

Any motor vehicle parked in an unauthorized area, disabled, abandoned, or otherwise left by the owner or Operator, may be removed and impounded, at the expense of the owner, by the Executive Director or designee, without notice and without any liability for damage.

## 16. ACCIDENTS AND INCIDENTS

Any Person operating a motor vehicle:

- A. Who is involved in an incident or accident resulting in injury to any Person or damage to any property, shall if physically able, stop such vehicle at the scene of said accident or as close to possible thereto without obstructing Aircraft and vehicle traffic more than is absolutely necessary, notify the Airport Operations and/or Public Safety Department, then return to and remain at the scene of the accident until the Operator has given a full report of the accident to an Airport Public Safety Officer. The Operator will, upon request and if physically able exhibit to the Public Safety Officer, any permit, license, registration or other document relevant to such accident or the Persons or property involved.
- B. Who is involved in a Vehicle Pedestrian Deviation (V/PD) or Runway Incursion with an Aircraft shall contact the Airport Operations Department immediately, upon contact the Operator involved in the incident and/or accident shall provide a written report detailing the chain of events and shall provide additional documentation upon request of the Airport. The Executive Director may revoke the Airport driving privileges of any Person involved in a vehicle or pedestrian deviation or Runway Incursion.

## **SECTION NINE – AIRCRAFT OPERATIONS**

### **1. COMPLIANCE**

All Aircraft operating at the Airport shall be operated in conformity with all applicable laws and regulations, including without limitation, FAA and TSA rules and regulations, the rules and regulations of the NTSB, direction of the Air Traffic Control Tower (ATCT) and any other federal agency regulations.

### **2. RIGHT OF DENIAL**

The Executive Director or designee shall have the right at any time to close the Airport in its entirety or any portion thereof, to delay or restrict any flight or other Aircraft operation, and to deny the use of the Airport or any portion thereof to any specified class of Aircraft, when he or she considers any such action to be necessary and desirable to avoid endangering Persons or property and to be consistent with the safe and efficient operation of the Airport. In event the Executive Director or designee believes the condition of any portion of the Airport to be unsafe for Aircraft operations, he or she shall promptly issue, or cause to be issued, a Notice to Airmen (NOTAM) closing the Airport or any portion thereof.

### **3. LICENSED AIRCRAFT AND AVIATORS**

Only Aircraft and aviators licensed by the FAA shall be permitted to operate from the Airport; provided, however, that this restriction shall not apply to Aircraft and aviators of the federal government, or of the territory or possession thereof, or of any state, or to Aircraft licensed by a foreign country, with which the United States has a reciprocal Agreement covering the operation of such licensed Aircraft and aviators.

### **4. RESPECT FOR RIGHTS AND SAFETY OF OTHERS**

No Aircraft shall be operated at the Airport in a manner which creates an unreasonable risk of harm to Persons or property, or while the pilot, or other Persons aboard controlling any part of the operation thereof, is under the influence of intoxicating liquor, or any narcotic or habit-forming drug or any substance which impairs, impedes or otherwise affects the ability of such Person(s) to safely operate the Aircraft, or while such Aircraft is so constructed, equipped or loaded as to create an unreasonable risk of harm to Persons or property

### **5. AIRPORT USE FEES AND CHARGES**

All Aircraft using the Airport facilities shall pay such charges, rates or fees as may from time to time be established by the Airport, either by contract or by rates applicable to non-contract users. Use of the Airport may be denied by the Executive Director or designee unless satisfactory arrangements have been made for payment of such charges.

## **6. MANDATORY COMPLIANCE AND PROHIBITED ACTIVITIES**

- A. General Aviation Aircraft are prohibited from the Passenger Terminal Apron at the Airport unless given permission by the Executive Director or designee.
- B. Any Aircraft weighing more than runway, taxiway or Apron load bearing capacity is prohibited.
- C. Every owner or Operator of any Aircraft based at the Airport shall report annually to the Executive Director or designee such Person's identity, the Aircraft type and "N" number.
- D. "Touch and Go" operations are prohibited during runway snow removal operations.
- E. Aircraft landing at the Airport shall make the landing runway or touchdown area available to other Aircraft by leaving such area as promptly as possible, consistent with safety.
- F. All Aircraft entering the Movement Area at the Airport must have a two-way radio capable of communicating with the ATCT for landing, takeoff and taxiing instruction.
- G. No Person shall interfere or tamper with any Aircraft at the Airport, or start/operate the engine of such Aircraft without the owner or Operator's consent.

## **7. STARTING AIRCRAFT ENGINES AND RUN-UP**

- A. No Aircraft engine shall be operated for maintenance purposes at the Airport unless a pilot or certified A & P (airframe and power plant) mechanic qualified to run the engines of that particular type Aircraft is at the controls and unless chocks have been placed in front of the wheels or the Aircraft has set adequate parking brakes.
- B. Aircraft engines shall be started and operated only in the areas designated for such purposes by the Executive Director or designee. Except for starting, no Aircraft will be run up in the Passenger Terminal area.
- C. All run-ups and prolonged engine test operations will be accomplished in areas designated by the Executive Director or designee and at such times as he or she approves. Run up areas within the Movement Areas shall be at the discretion of the ATCT.
- D. No Person may run an engine of an Aircraft parked on the Airport in a manner that could cause injury to Persons or damages to property or Aircraft, or that blows paper, dirt or other material across Aprons, taxiways or runways, so as to endanger the safe of operation of Aircraft and Persons.
- E. No Person may start or operate an Aircraft engine inside any hangar or building.

## **8. TAXIING OF AIRCRAFT**

- A. No Person shall taxi or in any other manner move an Aircraft until he or she has ascertained by visual inspection that there will be no danger of collision with any Person, Aircraft or other object in the immediate area.
- B. No Aircraft shall be operated in a careless or reckless manner or taxied except at a safe and reasonable speed.
- C. No Aircraft shall be operated except upon paved runways, taxiways, Aprons or approved parking locations and only in such manner as directed by the Executive Director or designee.
- D. Aircraft shall not be taxied, towed or pushed upon any Movement Area until first obtaining proper clearance to do so by the ATCT.
- E. Each Person operating an Aircraft on a part of the Airport that is not under the direction of the ATCT shall comply with the orders, signals and directions of Airport and/or the authorized representative of the Executive Director or designee.
- F. No Person may start or taxi any Aircraft on the Airport in a place where the exhaust blast is likely to cause injury to Persons or property. If the Aircraft cannot be taxied without violating this paragraph, the Operator must have it towed to the desired destination.
- G. No Aircraft shall be taxied into or out of a hangar or building under its own power.
- H. No Aircraft shall taxi or operate between an Air Carrier Terminal gate and an Aircraft engaged in a pushback operation.

## **9. HELICOPTER OPERATIONS**

- A. Helicopter Aircraft arriving and departing the Airport shall operate under the direction of the ATCT.
- B. Helicopter Aircraft shall be operated only at a safe distance or as otherwise specified by the Executive Director or designee away from any area on the Airport where unsecured Aircraft are parked.
- C. No Person may move a Helicopter at a place on the Airport while its rotors are turning unless there is a clear area of at least fifty (50) feet from the outer tip of each rotor in all directions.
- D. When parked, Helicopters shall have rotor breaking devices and/or tie downs applied to the rotor blades.

## **10. AIRCRAFT PARKING**

- A. No Person shall park an Aircraft in any area on the Airport other than that prescribed by the Executive Director or designee. Aircraft Operators or owners shall be responsible for the safety of their Aircraft and shall have Aircraft either tied down or chocked properly
- B. Overnight parking of Aircraft shall be only in areas designated for such purpose by the Executive Director or designee.
- C. No Person shall park or maneuver an Aircraft on any Apron area in such a way that any portion of said Aircraft will protrude beyond the Apron limits, unless previously authorized.
- D. All Aircraft parking on the Terminal Apron shall be accompanied by a minimum of one wing walker (preferably two), be positioned on the ground, located at the outward tip of each wing, to monitor clearance of each wing as an Aircraft approaches a Passenger Terminal gate.
- E. All Persons with the intent to park an Aircraft other than those regularly scheduled, or those to be parked at a FBO facility shall contact the Airport Operations Department at least twenty-four (24) hours in advance.
- F. Persons parking Aircraft in violation of this section shall remove same when directed by the Executive Director or designee and shall park the Aircraft in a designated area and position directed by such authority.

## **11. PASSENGER AND CARGO ENPLANING AND DEPLANING**

- A. All Air Carrier Aircraft Operators shall prevent passengers from enplaning or deplaning, except in the presence of authorized Personnel.
- B. All Air Carrier Aircraft Operators shall ensure that all Aircraft are loaded and unloaded, and all passengers are enplaned or deplaned, in areas designated by the Executive Director or designee and all passengers are channeled through established routes to and from the Aircraft.
- C. If determined that an Air Carrier Aircraft is not compatible with enplaning and deplaning by making use of an Aircraft jet bridge affixed to the Terminal Building, the Operator of such Aircraft shall ensure that the Aircraft is ground enplaned and deplaned in areas designated by the Executive Director or designee.
- D. All Air Carrier Aircraft Operators shall comply with Title 49 CFR Part 27.72's requirement to provide Boarding assistance to individuals with disabilities by employing the use of mechanical lifts, Ramps, or other devices that do not require employees to lift or carry passengers up stairs.
- E. All Air Carrier Aircraft Operators shall ensure that there shall be no enplaning or deplaning of passengers on the Apron when Aircraft engines are operating.

- F. The Aircraft Operator shall be responsible for the safety of and compliance with these regulations by all passengers moving between Aircraft and the Terminal Building.

## **12. RAMP CLEANLINESS**

During shut down, starting or servicing of any Aircraft, if fuel, oil, hydraulic fluid, or other material is deposited on the Apron, the Operator or Operators of the Aircraft shall immediately remove such deposits. GSE and materials shall be maintained and stored in a manner approved by the Executive Director or designee.

All equipment used for the servicing of Aircraft including motor vehicles, mobile equipment, loading stands, repair and maintenance equipment and any other equipment used for such purpose, shall be removed from the Aircraft parking locations when not in use unless specifically authorized by the Executive Director or designee. Said equipment must be stored in a designated area and position directed by such authority.

Special permission must be obtained for the use of, or the storing of, service equipment at any place on the Movement Area, or adjacent thereto, that may penetrate the Object Free and Runway Protection Zones or on any Apron or parking area. The Operator or owner of such equipment so permitted shall equip same with flags or lighting beacons as directed by the Executive Director or designee.

## **13. AIRCRAFT MAINTENANCE**

No Person shall repair an Aircraft or part thereof, including cleaning or otherwise maintaining an Aircraft, in any area of the Airport other than that specifically and contractually authorized by the Executive Director or designee, except common Apron service.

If volatile flammable liquids are employed, cleaning operations shall be conducted in those areas approved by the Executive Director or designee and separated by fire-resistive partitions, and complying with the requirements of these ARR and the NFPA.

Aircraft electrical and electronic systems repair and operation shall comply with Section 5, Fire and Safety, of these ARR and all other applicable regulations as promulgated from the NFPA.

## **14. AIRCRAFT ACCIDENTS OR INCIDENTS**

The pilot or Operator of any Aircraft involved in any accident causing Personal injury or property damage at the Airport shall, in addition to all other reports required by other agencies, make a prompt and complete report of said accident or incident to the Executive Director or designee, and a copy of the written report required by FAA regulations shall be given to such Airport official. The pilot or Aircraft Operator of such Aircraft shall provide immediate notice to the Airport's Operations Department.

The owner or Operator shall be responsible for the prompt disposal of disabled Aircraft at the Airport after release by the National Transportation Safety Board (NTSB), and/or the FAA and the Airport.

## **15. DISABLED AIRCRAFT**

Subject to compliance with appropriate FAA regulations and the rules and regulations of the NTSB, the Aircraft owner or Operator shall be responsible for the removal of all disabled Aircraft and parts of such Aircraft at the Airport as soon as practicable, as reasonably directed by the Executive Director or designee and in accordance with the Airport's Emergency Plan (AEP).

In the event of the owner or Operator's failure or refusal to comply with such directions, or as determined by the Executive Director or designee that such disabled Aircraft constitutes a safety hazard, such disabled Aircraft or any and all parts thereof may be removed by the Airport, without liability for damage which may result from such removal, at the expense of the owner or Operator.

## **16. FLIGHT INSTRUCTION**

All Persons instructing students and all companies providing flight instruction to private pilots shall control the conduct of such students while under their supervision and while such students are proceeding with completion of courses of flight instructions. No Person or company shall provide flight instruction unless he or she possesses the necessary certificates of competency prescribed by the FAA and complies with the Airport's Minimum Standards.



## **SECTION TEN – FUELING OPERATIONS**

### **1. GENERAL REQUIREMENTS**

All Persons conducting the handling, dispensing, and storing of aviation fuels on the Airport shall be required to meet the Airports Minimum Standards particular to the specific type of operation being performed.

The handling, dispensing, and storing of aviation fuels at the Airport shall be done in conformity with all applicable regulations, including without limitation, aviation fueling standards established by NFPA, ATA 103 and the FAA.

All fuel related equipment, facilities, and Personnel are subject to safety compliance inspections by the Executive Director or designee.

### **2. RIGHT OF DENIAL**

The Executive Director or designee may at any time reserve the right to restrict, modify or prohibit any fueling activity when he or she considers any such action necessary and desirable to be consistent with the safe and efficient handling, dispensing and storing methods of aviation fuels.

### **3. PERSONNEL**

With the exception of Tenants who are Self-Fueling, all Fueling Agents shall cause all fueling Personnel to be properly trained and qualified in accordance with industry safety standards for the handling, dispensing and storing of all aviation fuels.

All Fueling Agents contracted to provide fuel service to Air Carrier Aircraft shall provide the Executive Director or designee with satisfactory evidence of completion of, and assurance of adherence to the guidance provided during, an FAA-approved Aviation Fuel Training Course in Fire Safety, prior to initiating such fuel servicing.

### **4. EMERGENCY NOTIFICATION ASSURANCE**

If a Fueling Agent does not staff and monitor its primary telephone continuously during published business hours, the Fueling Agent shall provide the Airport Operations Department with a means for immediate emergency notification when the primary business phone is unmanned.

### **5. MANDATORY COMPLIANCE AND PROHIBITED ACTIVITIES**

The following are mandatory compliance requirements and prohibited activities:

- A. Fueling of Aircraft, mobile fuel service vehicles and all other GSE may be performed only in locations designated by the Executive Director or designee.
- B. All Fueling Agents shall ensure that all mobile fuel service vehicles, fuel storage sites, hoses, funnels and containers used in fueling operations shall be equipped with a positive bonding device in good condition to prevent ignition of flammable liquids due to static spark.

- C. No Fueling Agent shall fuel an Aircraft, or operate a fuel storage site with equipment or apparatus which are not in safe, sound and in a non-leaking condition.
- D. Each Fueling Agent shall report all fuel spills and/or unintended releases of product of any size to the Airport Operations Department immediately.
- E. Each Fueling Agent shall ensure that immediate access to fuel spill kits and absorbent materials, in a quantity appropriate to the type and size of operation, is available for all mobile fuel service vehicles and fuel storage sites.
- F. No passenger shall be permitted in any Aircraft during fueling, unless a member of the flight crew trained in emergency evacuation is present at or near the cabin door or unless a passenger Boarding jet bridge is placed at the cabin door.
- G. No Fueling Agent shall engage in Aircraft or mobile fuel service vehicle fueling without an appropriate fire extinguisher immediately accessible as defined by NFPA specific to type and size of activity.
- H. No Person shall use any material within fifty (50) feet of the nearest point of an Aircraft or fuel storage site which may cause a static spark or flame.
- I. When practicable, no fueling of an Aircraft shall be conducted within fifty (50) feet of any hanger or other building unless such Aircraft is being serviced at the Passenger Terminal, or within fifty (50) feet of any combustion or ventilation air intake to any boiler or heater room.
- J. No fuel service vehicle shall be parked within ten (10) feet of any other fuel service vehicle, or within fifty (50) feet of an Aircraft not actively being fueled.
- K. Each Fueling Agent shall ensure that all mobile fuel service vehicles are stored and maintained outdoors, only in areas designated by the Executive Director or designee. No such vehicle, empty or otherwise, shall be brought into, kept or stored within any building at the Airport, unless said building is used exclusively for that purpose.
- L. Each Fueling Agent shall ensure that all mobile fuel service vehicles and associated GSE use Airport service roads to avoid crossing active runways and taxiways.
- M. Each Fueling Agent shall cease all fueling activity when lightning discharges occur in the vicinity of the Airport.
- N. Each Fueling Agent shall ensure that its fuel storage sites are completely fenced, with gates and warning placards, prohibiting general public access in strict compliance with NFPA.

## **6. “HOT REFUELING”**

The service of “Hot Refueling” an Aircraft is subject to the following mandatory requirements:

- A. “Hot Refueling” must be an approved service under the applicable fixed base Operator Agreement.

- B. Prior notification must be made to, and permission must be granted by the Airport Operations and/or Public Safety Departments before any “Hot Refueling” servicing.
- C. Once notified, Public Safety shall respond with at least one ARFF vehicle and an appropriate number of Personnel to provide fire suppression and/or rescue services during the Hot Refueling.

## **7. FUELING MEDICAL TRANSPORTS**

Any Fueling Agent who proposes to conduct fueling of a medical transport Aircraft with a health critical patient remaining on-Board during fueling must provide prior notification to the Airport Operations Department and arrange for an ARFF vehicle to stand by the Aircraft prior to initiating and during the fuel servicing.

## **8. AIRPORT OPERATED SELF-SERVICE FUEL FACILITY**

The following are mandatory requirements for use of the Self-Service Fuel Facility:

- A. All Self-Service users shall follow all operating and safety instructions posted at the facility.
- B. All users shall utilize, without exception, the provided positive bonding device to prevent ignition of flammable liquids due to static spark.
- C. No user may sump or defuel any Aircraft onto any physical surface of the facility.
- D. Once Self-Fueling is complete, all fuel hoses, nozzles and cables must be properly stowed, and cabinets closed and secured by the user.
- E. Each user shall report any fire, fuel spill, safety concern or operational malfunction to the Airport Operations Department immediately.

## **9. NON-COMMERCIAL HANGAR FUEL STORAGE**

Consistent with the Airports approved Minimum Standards, no fuel storage facility may be built or otherwise constructed on Airport property leased to a Non-Commercial Private Hangar Operator unless approved by the Board.

## **10. CO-OP FUELING**

Co-Operative Fueling is strictly prohibited

## **11. REMOVAL OF GAS OIL, GREASE, etc.**

If any Person conducting the handling, dispensing, and storing of aviation fuels on the Airport spills or drips gasoline, oil, grease, any hazardous substance or any material which may be unsightly or detrimental to the pavement, or which might cause a safety hazard, such Person shall remove the same immediately. Refer to Section 11, Environmental Matters, concerning additional standards for the spill or release of such material.

## **SECTION ELEVEN – ENVIRONMENTAL MATTERS**

### **1. COMPLIANCE**

Each Person occupying or using any portion of the Airport or conducting any Commercial Activity or trade thereon shall implement and comply with all applicable environmental requirements, programs and practices that any federal, state or local governmental agency, authority, department or Board has required the Airport, its Tenants or other occupants to implement or which is pursuant to an Agreement with any federal, state or local government agency, authority, department or Board.

### **2. SANITATION**

No Person shall dispose of garbage, papers or other material on the Airport except in the receptacles provided for that purpose; or use a comfort station other than in a clean and sanitary manner; or consume food or beverages in the Terminal Building other than in areas designated for such purposes; or expectorate on the floors, walls, or other surfaces of any Airport building.

No Person shall keep uncovered trash containers in any outside area on the Airport. No vehicle used for hauling trash, dirt or any other materials shall be operated on the Airport unless such vehicle is constructed so as to prevent the contents thereof from dropping, sifting, leaking, or otherwise escaping there from. Areas to be used for trash or garbage containers shall be designated by the Executive Director or designee and no other areas shall be used. Such areas shall be kept clean and sanitary at all times.

### **3. HAZARDOUS MATERIALS**

A. Any Person, Operator, Tenant or entity that generates, uses, stores and/or transports hazardous materials or waste (including without limitation all substances identified or characterized as “hazardous substances,” “pollutants,” “hazardous wastes, or “contaminants” in the Resource Conservation and Recovery Act, 42 USC 9601 et seq., and the regulations promulgated thereunder (as amended from time to time), the Clean Air Act, 42 USC 7401 et seq., and the regulations promulgated thereunder (as amended from time to time), the Resource, Conservation and Recovery Act, 42 USC 6901 et seq., and the regulations promulgated thereunder (as amended from time to time), or the Oil Pollution Act of 1990, 33 USC 2701 et seq., and the regulations promulgated thereunder (as amended from time to time), or any amendments thereto or successor legislation and regulations) shall do so in strict compliance with all federal, state and local laws, rules, regulations and requirements.

B. No Person shall:

1. Violate any applicable law or regulation pertaining to the handling, use, generation, storage, treatment, release, potential release, disposal, discharge, sampling, reporting or recordkeeping of any hazardous substance, material, waste, waste oil or wastewater.

2. Violate any condition or requirement of any permit issued to the Airport by any public or governmental authority applicable to the Airport and pertaining to the handling, use, generation, storage, treatment, release, potential release, disposal, discharge, sampling, reporting or recordkeeping of any hazardous material.
3. Without prior authorization from the Executive Director or designee, keep, transport, use, handle, or store at, in or upon the Airport any cargo of explosives or other hazardous materials which is barred from loading in, or for transportation by, civil Aircraft under applicable law.

#### **4. USE OF CLEANING FLUIDS**

Any Person engaged in the cleaning of Aircraft parts and other equipment shall use only non-flammable and non-chlorinated cleaning agents or solvents, except to the extent that it is impractical to clean the parts with anything other than a flammable or chlorinated solvent. When the use of flammable solvents cannot be avoided, such Persons shall use only liquids having a flash point in excess of one hundred (100) degrees Fahrenheit and shall take special precautions to eliminate ignition sources in compliance with good practice recommendations of the NFPA.

#### **5. STORAGE OF LUBRICATING OIL AND COMPOUNDS**

- A. Any Persons storing of lubricating oils and compounds must label the containers and store them in code-approved, locked storage cabinets.
- B. No Person may store volatile compounds having a flash point of less than one hundred (100) degrees Fahrenheit on the Airport unless use of the compound is required for aviation purposes, approved in writing by the state or local fire marshal and in a room fireproofed or otherwise fire protected according to all applicable codes.
- C. All empty lubricating oil and compound cans, bottles or other containers shall be removed immediately, in compliance with all federal, state and local ordinances, regulations, and statutes, from the premises and not allowed to remain on the floor, wall stringers or overhead storage areas of hangars or other buildings.
- D. All Persons who store such material shall maintain an inventory of all such materials in accordance with all applicable federal, state and local codes and regulations.

#### **6. CLEANLINESS**

All Persons occupying space on the Airport shall keep all areas of the premises clean and free of rubbish, oil and grease and other flammable material and accumulation of any materials. Such Persons shall keep the floors of hangars and other buildings clean and free of rags, waste materials or other trash or rubbish and placed in proper containers and labeled. No Person shall use volatile or flammable solvents for cleaning floors.

## **7. CONTROL OF CONTAMINANTS**

No Person shall allow fuel, oil, hydraulic fluid or any other petroleum based product or hazardous waste to leak or spill onto any surface within the AOA and on Airport property. No Person shall allow any fuel, grease, oil, flammable liquids or contaminants of any kind, including detergents used to clean Aircraft or other surfaces, to flow into or be placed in any storm drain, sewer system or open water areas without first entering an appropriate separator or unless connected to an industrial waste system.

## **8. AIRCRAFT DEICING**

- A. All Persons conducting any Aircraft deicing operations shall do so in accordance with FAA regulations, Aircraft manufacture's specifications, Aircraft Operator regulations, and the Airport's Snow and Ice Control Plan (SICP) and Integrated Spill Plan (ISP).
- B. All Persons conducting Aircraft deicing operations shall position Aircraft in a manner which ensures that all runoff deicing fluid applied to the Aircraft will fall within the storm water collection trench drains and that the spray from the application of deicing fluid does not contaminate other equipment, vehicles or people.
- C. All Persons conducting deicing operations shall minimize the use of deicing fluid and ensure that only the amount of chemical needed to complete the job is applied.

## **9. SPILL OR RELEASE PROCEDURES**

- A. All Persons, Operators and Tenants shall immediately report any spills of any hazardous substance, material, waste or other contaminant on the Airport to the Airport Operations Department.
- B. All such Persons shall ensure that the spill or release is contained and shall notify the Airport's Public Safety Department immediately. All Persons who cause such spills shall contain and clean up the spill or release under Airport supervision in accordance with all applicable laws and shall pay all costs and expenses associated with such containment, clean up and, if necessary, remediation.
- C. All such Persons, Operators and Tenants shall make all notifications required by federal, state and local regulations for releases resulting from their operations, with a copy to the Executive Director.
- D. Each such Person, Operator or Tenant shall restore, at their expense, any area on the Airport which becomes contaminated as a result of its operations. Restoration shall be to the condition that existed prior to such spill, unless the Board otherwise agrees. Such restoration shall be completed at the earliest possible time, and the Operator or Tenant shall be subject to inspection and approval by the Executive Director or designee or a duly authorized representative.

## **10. INJURING, REMOVAL, OR DAMAGING NATURAL ITEMS**

With the exception of landscape maintenance and wildlife removal, no Person shall without lawful authority, or privileged to do so, cut down, destroy, remove or injure a vine, bush, shrub, sapling, tree, or crop standing or growing therein, or sever, injure or destroy a product standing or growing therein or other thing attached thereto; nor shall any tree, flower, shrub, or other vegetation, fruit or seed thereof, soil, rock or mineral be removed, injured or damaged; nor shall any form of wildlife, be injured, damaged or removed from the Airport without specific authorization from the Executive Director or designee.

## **11. INTRODUCTION OF PLANTS OR ANIMALS**

No Person shall introduce or bring any plant or animal or their reproductive elements onto any Airport property or waterway, which may cause an environmental impact to Airport property.

## **SECTION TWELVE – VEHICLES FOR HIRE**

### **1. GENERAL PROVISIONS**

No Person may operate taxicabs, limousines, Vehicles for Hire, or Commercial Ground Transportation (Vehicle for Hire) from the Airport unless and until the Board has granted to such Person the non-Exclusive Right and privilege to provide such services from the Airport, and then only in strict accordance with the terms and conditions listed in these ARR.

### **2. APPLICABLE LAWS AND PERMITS**

All Vehicle for Hire Operators, their employees, agents, subcontractors, licensees and the invitees, shall at all times comply with the laws and regulations of the Commonwealth of Kentucky, and all applicable ordinances and resolutions of the LFUCG, and the Board.

Such Operators must obtain all permits and licenses specific to type of service offered, prior to the commencement of any said services.

### **3. RIGHT OF DENIAL**

The Executive Director or designee shall have the power and authority to modify, restrict or prohibit access to any Airport roadway, designated parking area, or any other area of access in the interest of the safe, secure and efficient operation of the Airport.

### **4. RIGHT OF INSPECTION**

The Executive Director or designee shall have the right to, at any time, inspect the performance of the service furnished by the Operator or any of its vehicles and, if said items do not conform to the standards stated in these AAR and/or the applicable permit or are otherwise inconsistent with the safe, secure and efficient operation of the Airport, the Executive Director or designee may immediately suspend the right to provide such services.

### **5. ASSIGNED AREAS**

Vehicle for Hire Operators shall park in and operate from only those areas designated by the Executive Director or designee, specific to type or purpose of service.

### **6. LOADING AND UNLOADING**

Vehicle for Hire Operators shall load and unload passengers only in areas designated by the Executive Director or designee for that purpose.

### **7. UNATTENDED VEHICLES**

No Person shall leave any vehicle unattended, for any reason, unless given express prior written authorization by the Executive Director or designee.



## **8. VEHICLE CONDITION**

All Vehicle for Hire Operators shall ensure that all of their vehicles operating from the Airport are clean, fully maintained and operational and clearly marked with identification approved by the Airport that ensures easily recognizable symbols to the public of type of service provided. All vehicles of the same Operator shall be identically painted and marked.

## **9. DRIVER DRESS CODE**

All Vehicle for Hire Operators shall require their drivers to maintain an appropriately groomed Personal appearance and suitable attire so as to present a favorable image at all times while providing services from the Airport.

## **10. IDENTIFICATION**

All Vehicle for Hire Operators shall cause their drivers to at all times on the Airport possess and prominently display a photo identification badge.

## **11. UNAUTHORIZED SOLICITATION**

Vehicle for Hire Operators shall not actively solicit passengers at the Airport.

## **SECTION THIRTEEN – TERMINAL SPACE USE**

### **1. USE OF SPACE**

All Commercial Air Carrier Operators, Ground Handling Operators, Car Rental Operators, Concessionaires, and/or other Terminal Service Providers must enter into an appropriate Agreement allowing them to use all square footage within the Passenger Terminal of sufficient type and quantity to provide effective customer service specific to demand. In the event of a disagreement regarding the minimum space required for the use, the Executive Director's determination of the same shall be final.

### **2. RIGHT OF ENTRY AND INSPECTION**

Every Airport Tenant shall permit the Executive Director or designee to enter any portion of Assigned Space for the purpose of inspecting premises for compliance with federal, state and local health and safety regulations, the terms and conditions of any applicable Agreement, and the general safety, security and efficiency of the Airport.

### **3. ACCESS TO SECURED AREAS**

All Persons shall comply with all applicable regulations promulgated by the ASP, TSA, DHS and FAA including those relating to restricted access into Secured Areas as defined by the ASP and Section 6, Airport Security, of these ARR. All Persons shall obtain required Security Badges for all employees and other Personnel under its control who require access into Secured Areas as a part of their regularly assigned duties.

All Persons shall permit the Executive Director or his designee to inspect all Personnel, vehicles, cargo, goods and other Personal property entering, operating in and leaving the Secured Areas of the Airport.

The Airport reserves the right to prohibit any individual, agent or employee from entering the Secured Areas if it concludes that doing so is in the best interest of the safety, security or efficient operations of the Airport.

### **4. CLEANING AND MAINTENANCE**

In addition to any provisions explicitly listed in an Agreement, all Persons shall maintain all Assigned Space in a good, clean, neat and orderly condition and any installed system in good operating order at all times.

### **5. TENANT PROPERTY**

All property belonging to, or brought onto the Airport by a Tenant, or any of its employees, agents or invitees shall be at the sole risk of said Tenant.

Subject to explicit approval of the Executive Director, a Tenant may place and install trade fixtures and other property in Assigned Space for use in connection with its operations, provided the Tenant shall be responsible for all costs of damage to Assigned Space from the installation and removal of property.

## **6. NOISE LEVEL**

All Tenants shall not permit its Personnel, vendors or customers to use or operate any sound reproducing, or mechanical, equipment at a decibel level which interferes with the Airport's paging or security communication, unless approved by Executive Director or designee.

## **7. ADVERTISING ON AIRPORT PREMISES**

No Person may place any advertisement, public notice or other material on any space in the Passenger Terminal or on Airport property without explicit approval from the Executive Director or designee.

This requirement shall not apply to small signs, placards and other similar items which would normally be placed within the Tenant's premises or affixed to tables, counters and bars, if they refer to items or services offered to customers.

## **8. SIGNS**

Within leased premises, Tenants may install, operate and maintain illuminated company identification signs, of a size, type and design approved, in writing, by the Executive Director or designee, prior to their erection or placement.

## **9. ASSIGNMENT AND SUBLETTING**

No Tenant may allow any other entity to occupy or use any Assigned Space, whether by assignment, Sublease, operation of law or otherwise, without written approval from the Executive Director or designee.

## **SECTION FOURTEEN – FINES AND PENALTIES**

### **1. NOTICE OF VIOLATION**

In addition to any other remedies the Board may have under these ARR, Airport Minimum Standards, permits, Agreements and other applicable federal, state and local laws, the Executive Director or designee may issue any entity or Person a Notice of Violation and require the immediate cessation of any activity or conduct violating any section of these ARR or provisions incorporated therein, if the Executive Director or designee determines that such activities or conduct threatens the safety of Persons at the Airport, endangers Persons or property or otherwise interferes with the safe, secure and efficient operation of the Airport.

The Notice of Violation shall be in writing and set forth the violating conduct or activity ordered to be ceased, the name of the entity or Person in violation, and the provisions of these ARR or other applicable laws violated by subject's conduct. The Notice of Violation shall be hand-delivered or sent by certified mail to the last known address of entity or Person found to be in violation.

### **2. REMOVAL FROM AIRPORT**

Any entity or Person who knowingly fails to comply with a Notice of Violation may be immediately removed from the Airport. Written removal orders shall be hand delivered or sent by certified mail to entity or Person's last known address, and shall set forth the reasons and time for such removal.

### **3. FINES AND PENALTIES**

Except as otherwise explicitly provided in these ARR, or other ordinances of federal, state or local law, any entity or Person who shall violate these ARR, or any provisions of the law incorporated herein shall be punishable by a fine of not more than \$100.00 and/or imprisonment for not more than 90 days and shall also be subject to revocation of any permits, privileges or Airport authorized properties.

Any Person found to be in violation of any of the regulations of the FAA, TSA or DHS, the violation of which causes the Board to be fined by the said regulatory agencies, will be assessed a fine equivalent to any and all fines, appraised against the Board for such violation.

### **4. RIGHT OF APPEAL**

An entity or Person may submit, within **ten (10) days** of the receipt of any order, fine, violation described herein, or denial of a permit, a written request for review of such order, fine, violation, permit denial or decision to the Executive Director or designee.

Such request shall be sent by certified mail, must be in writing, and shall specify all reasons why the order, fine, violation, permit denial or decision should be rescinded, changed, or modified.

Within **thirty (30) days** of the request for review, the Executive Director or designee shall send a final written decision by certified mail to the Person requesting such review.

## 5. REMOVAL OF PROPERTY

Except with the prior written consent of the Executive Director, no Person may abandon, place or leave any property (even if disabled) in a location on the Airport (including within any structure) that creates a nuisance, safety hazard or which otherwise interferes with the safe, secure and efficient operation of the Airport. An Airport Public Safety Officer may remove or cause to be removed any such property forthwith. Any such property may be removed or caused to be removed by said Law Enforcement Officer to an area designated by the Executive Director or designee.

Any property removed to areas designated pursuant of this section shall be released to the owner or Operator thereof, upon the owner's presentation of satisfactory evidence of ownership within thirty days after the date of removal, provided the Person claiming it pays any towing, removal or storage charges and any other accrued fees. The Board shall not be liable for any damage which may be caused to the property or loss or diminution of value which may be caused by act of removal. Any such property that is not claimed within **thirty (30) days**, unless explicitly approved by the Executive Director or designee, may be deemed abandoned and disposed of in accordance with applicable laws.