

TUCSON INTERNATIONAL AIRPORT



RULES AND REGULATIONS

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1. Introduction

1.1 Purpose

These Rules and Regulations, and any amendments thereto, are designed to protect the public health, safety, interest, and general welfare at the Tucson International Airport and to restrict or prevent any activity or action which would interfere with the safe, orderly, and efficient use of the Airport by its passengers, operators, tenants, and users.

It is not the intent of these Rules and Regulations to excuse any entity from performing any obligation it may have under any agreement the entity has with Tucson Airport Authority (TAA), whether the agreement is in existence on the date of the adoption of these Rules and Regulations or entered into at any time thereafter.

1.2 Applicability and Conditional Use of Tucson International Airport

Any permission granted directly or indirectly, expressly or by implication, to any entity or individual to enter upon or use the Airport (including aircraft operators; vehicle operators; aircraft crewmembers and passengers; spectators and sightseers; occupants of private and commercial vehicles; officers, employees, customers, vendors, and suppliers of operators and lessees; entities doing business with TAA, its contractors, subcontractors, and licensees; and all other entities) is conditioned upon assumption of responsibility to fully and completely comply with these Rules and Regulations, Minimum Standards, and all applicable regulatory measures that may be promulgated by any governing body or agency having jurisdiction over the Airport.

1.3 Enforcement

TAA may remove or evict from the Airport any person who knowingly, willfully or recklessly violates any rule or regulation prescribed herein, or any rule or regulation in effect by the federal government or the State of Arizona, and may deny use of the Airport and its facilities to any such person if it is determined that such denial is in the public interest.

1.4 Variance or Waiver

TAA may vary from the provisions of these Rules and Regulations from time to time when circumstances may require. Any variance shall not constitute a waiver or modification of any of the provisions herein for any purpose except as to the particular operator/user and the particular provision which is the subject of the variance and only for so long as the circumstances warranting the variance exist. Because of the unique facts and circumstances surrounding a variance, a variance in one instance or under certain terms and conditions does not mandate a variance under similar or related circumstances, terms, or conditions if TAA's experiences or the differences in circumstances (however slight) lead TAA to decline to make a similar variation in the future.

2. Definitions

- 2.1 Aeronautical Activity or Activities:** Any activity or service that involves, makes possible, facilitates, is related to, assists in, or is required for the operation of aircraft or another aeronautical activity or which contributes to or is required for the safety of such operations.

The following activities, without limitation, which are commonly conducted on airports, are considered aeronautical activities within this definition: aircraft charter, pilot training, aircraft rental, sightseeing, aerial photography, aerial spraying and agricultural aviation services, aerial advertising, aerial surveying, air carrier operations (passenger and cargo), aircraft sales and service, sale of aviation fuel and oil, aircraft maintenance, sale of aircraft parts, and any other activities which, in the sole judgment of the TAA, because of their direct relationship to the operation of aircraft or the Airport, can be appropriately regarded as an aeronautical activity.

- 2.2 Air Operations Area (AOA):** A portion of the Airport designated and used for landing, taking off, or surface maneuvering of airplanes. There are two areas of the AOA, the movement area and the non-movement area.

- 2.3 Aircraft Design Group:** A grouping of aircraft based upon wingspan. The groups are as follows:

Group I: Up to, but not including, 49 feet.

Group II: 49 feet up to, but not including, 79 feet

Group III: 79 feet up to, but not including, 118 feet

Group IV: 118 feet up to, but not including, 171 feet

Group V: 171 feet up to, but not including, 214 feet

Group VI: 214 feet up to, but not including, 262 feet

- 2.4 Aircraft Maintenance:** The repair, maintenance, alteration, preservation, or inspection of aircraft (including the replacement of parts). Major maintenance includes major alterations to the airframe, powerplant, and propeller as defined in 14 CFR Part 43. Minor maintenance includes normal, routine annual inspection with attendant maintenance, repair, calibration, or adjustment of aircraft and their accessories. Aircraft assembly constitutes aircraft maintenance.

- 2.5 Airframe and Powerplant Mechanic (A and P Mechanic):** A person who holds an aircraft mechanic certificate with both airframe and powerplant ratings. This certification is issued by the FAA under the provisions of 14 CFR Part 65.

- 2.6 Airport Layout Plan (ALP):** The currently-approved drawing 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.

DEFINITIONS

- 2.7 **ATC**: Air traffic control
- 2.8 **Apron**: Those paved areas of the Airport within the AOA designated by TAA for the loading or unloading of passengers or cargo, servicing, or parking of aircraft.
- 2.9 **Based Aircraft**: Any aircraft utilizing the Airport as a base of operation (other than occasional transient purposes) and registered at the Airport with an assigned tie-down or hangar space on the Airport or adjoining property which has direct taxiway access to the Airport.
- 2.10 **CFR**: Code of Federal Regulations.
- 2.11 **Commercial**: That which involves or makes possible earnings, income, compensation (including exchange of service), and/or profit, whether or not such objectives are accomplished.
- 2.12 **Courtesy Vehicle**: Any vehicle used in commercial activity, other than a taxicab, to transport persons, baggage, goods, or any combination thereof, between the Airport and off-Airport businesses such as hotels, motels, or other attractions and the business establishment owning or operating such vehicle, the operation of which is generally performed as a service without direct costs to the passenger.
- 2.13 **DHS**: Department of Homeland Security.
- 2.14 **Environmental Laws**: Any and all laws, rules, regulations, regulatory agency guidances and policies, ordinances, applicable court decisions, and airport guidance documents, directives, policies (whether enacted by any local, state or federal governmental authority, or by TAA) now in effect or hereafter enacted that deal with the regulation or protection of the environment (including the ambient air, ground water, surface water and land, including subsurface land and soil), or with the generation, handling, storage, disposal or use of chemicals or substances that could be detrimental to human health, the workplace, the public welfare, or the environment.
- 2.15 **Extremely Hazardous Substances**: Any substance or material designated by the United States Environmental Protection Agency as an "extremely hazardous substance" under either Section 302(a)(2) of the Emergency Planning and Community Right-to-Know Act ("EPCRTKA") (42 U.S.C. § 11002(a)(2)) or any other Environmental Law.
- 2.16 **FAA**: Federal Aviation Administration.
- 2.17 **Fixed Base Operator (FBO)**: A commercial operator engaged in the sale of products, services, and facilities to include, at a minimum, aviation fuels and lubricants; passenger, crew, and aircraft ground services, support, and amenities; aircraft maintenance; and tiedown, hangar, aircraft parking, office, and shop.
- 2.18 **Fuel Handling**: The transporting, delivering, fueling, or draining of fuel or fuel waste products.

DEFINITIONS

- 2.19 Hazardous Materials:** All solid, liquid or gaseous substances, materials and wastes that are, or that become, regulated under, or that are classified as hazardous or toxic or a "contaminant" or "pollutant" under any Environmental Law (including, but not limited to, Extremely Hazardous Substances and Toxic Chemicals and asbestos).
- 2.20 IFC:** International Fire Code.
- 2.21 Master Plan:** An assembly of appropriate documents and drawings covering the development of the Airport from a physical, economical, social, and political jurisdictional perspective and adopted by TAA, a copy of which is on file and available for inspection in the office of TAA, and any amendments, modifications, revisions, or substitutions thereof. The Airport Layout Plan is a part of the Master Plan.
- 2.22 Movement Area:** Runways, runway safety areas, taxiways, taxiway safety area and other areas of the Airport that aircraft use for taxiing/hover taxiing, air taxiing, takeoff and landing, exclusive of loading ramps and parking areas, and that are under the control of the air traffic control tower.
- 2.23 National Fire Protection Association (NFPA):** All codes, standards, rules, and regulations contained in the Standards of the National Fire Protection Association, as may be amended from time to time, and are incorporated herein by reference.
- 2.24 Non-Commercial:** Not for the purpose of securing earnings, income, compensation (including exchange of service), and/or profit.
- 2.25 Non-Movement Area.** Taxilanes, aprons and other areas not under the control of the air traffic control tower.
- 2.26 Operations Agent:** Any authorized representative of the TAA Operations Division.
- 2.27 President/CEO:** The Chief Executive Officer of TAA or her/his designee, specifically authorized to act in her/his behalf.
- 2.28 Refueling Vehicle:** Any vehicle used for fuel handling, including without limitation fuel servicing hydrant vehicle and hydrant carts.
- 2.29 Regulatory Measures:** Federal, state, county, local, TAA laws, codes, statutes, ordinances, orders, policies, rules, and regulations, including, without limitation, those of the United States Department of Transportation, United States Department of Homeland Security, FAA, TSA, NFPA, Aircraft Rescue and Firefighting Standard Operating Guidelines, the Airport Certification Manual, and these Rules and Regulations; all as may be in existence, hereafter enacted, and amended from time to time.
- 2.30 Release:** Any releasing, disposing, discharging, injecting, spilling, leaking, leaching, pumping, dumping, emitting, escaping, emptying, seeping, dispersal, migration, transporting, placing, and actions of similar nature, including without limitation, the moving of any material through, into or upon any land, soil, surface water, ground water, or air, or otherwise entering into the environment.

DEFINITIONS

- 2.31 **Restricted Area**: Areas of the Airport posted to prohibit or limit entry or access by the general public. All areas other than public areas.
- 2.32 **Run-up**: Aircraft engine operation above normal idle speed, the purpose of which is engine maintenance or testing, but excluding engines operating for purposes of preparing for and taking off.
- 2.33 **Security Identification Display Area (SIDA)**: An area of the Tucson International Airport identified in the Airport Security Program as requiring each person to continuously display on their outermost garment an airport-approved identification badge, unless under airport-approved escort.
- 2.34 **Specialized Aviation Service Operator (SASO)**: A commercial operator that provides any one or a combination of the following activities: aircraft maintenance, avionics or instrument maintenance, aircraft rental, flying club or flight training, aircraft charter or aircraft management, aircraft sales, specialized commercial aviation service, or temporary specialized commercial aviation service.
- 2.35 **Sterile Area**: That portion of the Airport beginning at the entrance to a concourse that provides passengers access to boarding aircraft and to which access is controlled through the screening of persons and property in accordance with federally required and approved security procedures and programs.
- 2.36 **Taxilane**: The portion of the aircraft parking area used for access between taxiways and aprons and not under ATC control.
- 2.37 **Taxiway**: A defined path, usually paved, over which aircraft can taxi from one part of an airport to another (excluding the runway) and which may be under ATC control
- 2.38 **Toxic Chemicals**: Any substance or material subject to Section 313 of EPCRTKA (42 U.S.C. § 11002(a)(2)) or the Toxic Substances Control Act, 15 U.S.C. §2601 et seq., or any comparable Environmental Law.
- 2.39 **Transient Aircraft**: Any aircraft utilizing the Airport for occasional transient purposes and which is not based at the Airport.
- 2.40 **TSA**: Transportation Security Administration
- 2.41 **Vehicle Service Road or Perimeter Roadway**: A designated roadway for vehicles in a non-movement area.

3. General Rules And Regulations

3.1 Abandoned, Derelict, or Lost Property

- 3.1.1 Property shall not be abandoned on the Airport.
- 3.1.2 Abandoned, derelict, or lost property found in public areas at the Airport including, without limitation, aircraft, vehicles, equipment, machinery, baggage, or personal property should be reported to the TAA Police Department.
- 3.1.3 Items may be turned in or reclaimed at the TAA Lost and Found office located in the main passenger terminal..
- 3.1.4 Property unclaimed by its proper owner or items for which ownership cannot be established will be handled in accordance with standard procedures and applicable law.
- 3.1.5 Nothing in this section shall be construed to deny the right of operators and lessees to maintain "lost and found" service for property of their customers and/or employees.

3.2 Accidents or Incidents

Accidents resulting in damage to property, injury requiring medical treatment, or interference with normal Airport operations shall be reported to TAA Dispatch at 573-8182 immediately after the occurrence.

3.3 Animals

- 3.3.1 Domestic pets and animals, except animals required for assistance, or law enforcement dogs, are not permitted on the Airport unless being transferred or shipped, and then only if controlled and restrained by a leash, harness, restraining strap, portable kennel, or other appropriate shipping container. Leashes, harnesses and straps shall not exceed six (6) feet.
- 3.3.2 It shall be the responsibility of the owner or handler to exercise control over the animal at all times. Owners or handlers are responsible for the immediate removal and disposal of animal waste.
- 3.3.3 No person, except those authorized by TAA, shall intentionally hunt, pursue, trap, catch, injure, or kill any bird or animal on the Airport.
- 3.3.4 Feeding or otherwise encouraging the congregation of birds or animals on the Airport is prohibited.

3.4 Commercial Activities

Commercial activity of any kind requires the express written permission of TAA through a specifically authorized contract, lease, sublease, operating agreement, license, permit or written temporary permission and the payment of any required fees.

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A commercial activity permit may not be assigned or transferred and shall be limited solely to the approved activity.

3.5 Compliance with Regulatory Measures

All persons or entities occupying or using, engaging in an Aeronautical Activity on, or developing Airport land or Improvements shall comply, at the person's or entity's expense, with all applicable Regulatory Measures including, without limitation, those of the federal, state, and local government and any other Agency having jurisdiction over the Airports, the businesses operating at the Airports, and the activities occurring at the Airports including the United States Department of Transportation (DOT), the United States Department of Homeland Security (DHS), Transportation Security Administration (TSA), the Federal Aviation Administration (FAA), the State of Arizona (State), Pima County (County), the City of Tucson (City), and these Rules and Regulations; all as may be in effect and amended from time to time.

3.6 Fire/Open Flames

- 3.6.1** Open flames of any kind are prohibited except (i) as provided in Ground Rules for Construction for "hot work" permits; or (ii) for open flames utilized by operators/lessees in the performance of approved aircraft Maintenance. Hot work permits are issued in the discretion of the TAA Fire Department and only in compliance with applicable building and fire code or (iii) in designated smoking areas.
- 3.6.2** The use of open flame space heaters that utilize kerosene or gas is prohibited on Airport property.
- 3.6.3** Smoking and the use of any open-flame device is prohibited in or about any aircraft, on any apron, or within 50 feet of any aircraft, fuel truck, fueling facility, or other flammable storage facility.
- 3.6.4** Any fires (regardless of the size of the fire or whether or not the fire has been extinguished) shall be reported immediately to the TAA Dispatch at 573-8182.
- 3.6.5** No welding/cutting activities shall be conducted on the Airport without prior approval of the TAA Fire Department and a permit from TAA. In all cases, an approved fire extinguisher and a person trained in its proper usage shall be present for the duration of any welding/cutting activities.

3.7 General Conduct

- 3.7.1** No person shall use or otherwise conduct himself upon any portion of the Airport in any manner contrary to the posted or otherwise visually indicated directions applicable to that area.
- 3.7.2** Washing clothes in public areas on the Airport is prohibited.
- 3.7.3** Overnight camping or lodging on the Airport is prohibited. Use of any facility on, or area of, the Airport for sleeping or other purposes in lieu of a hotel, motel, or other public accommodation is prohibited.

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- 3.7.4** No entity shall use, keep, or permit to be used or kept, any foul or noxious gas or substance at the Airport, or permit the Airport to be occupied or used in a manner offensive or objectionable to TAA or other users by reason of noise, odors, or vibrations, or interfere in any way with other occupants or those conducting business at the Airport.
- 3.7.5** Spitting on, marking, or defacing the floors, walls, or other surfaces of the Airport is prohibited.

3.8 Hazardous Materials

- 3.8.1** No person or entity shall cause or permit any Hazardous Material to be used, generated, manufactured, produced, stored, brought upon, or Released, on, under or about the premises, or transported to and from the Airport, by itself, its agents, employees, contractors, invitees, sublessees or any third party in violation of any Environmental Law, provided that, in no circumstances shall any person or entity cause or permit any Extremely Hazardous Substance or toxic chemical to be used, generated, manufactured, produced, stored, brought upon, or Released, on, under or about the Airport, or transported to and from the premises. All persons or entities shall promptly notify TAA of any action or condition that is contrary to any prohibition in the previous sentence.
- 3.8.2** Approved Hazardous Material must be stored in suitable containers that are properly secured.
- 3.8.3** Material Safety Data Sheets (MSDS) for all hazardous materials shall be maintained on site so as to be readily available to emergency responders in the event of an emergency and for review by the TAA Fire Department.
- 3.8.4** No fuels, oils, dopes, paints, solvents, acids, or any other Hazardous Material shall be Released in storm water conveyances, drains, catch basins, ditches, the Air Operations Area or elsewhere on the Airport.
- 3.8.5** Tenants and operators who generate and dispose of "Special Waste" shall comply with the requirements of 40 CFR 266 & 273. Special Waste includes widely generated wastes such as batteries, agricultural pesticides, mercury-containing devices, hazardous mercury-containing lamps, and used oil.
- 3.8.6** Used engine oil shall be disposed of only at approved waste oil stations or disposal points.
- 3.8.7** Secondary containment is required for the storage of gasoline, oils, solvents, or other hazardous waste in drums or receptacles.
- 3.8.8** Aviation fuels or automotive gasoline in quantities greater than five gallons shall not be stored at the Airport without the prior written permission of the TAA Fire Department.

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- 3.8.9** No hazardous substance or pollutant shall be disposed of on the Airport or into the air at the Airport during aircraft preflight inspection.

3.9 Hazardous Material Spills

- 3.9.1** Any person who experiences overflowing or spilling of oil, grease, fuel, alcohol, glycol or any other Hazardous Material anywhere on the Airport shall immediately notify the TAA Dispatch at 573-8182. TAA generally provides first response to all Hazardous Material incidents.
- 3.9.2** Persons involved in Hazardous Material incidents shall take action to prevent/minimize danger to personnel, property and the environment while awaiting arrival of TAA Fire Department personnel in accordance with TAA's Hazardous Material Spill Reporting and Cleanup Procedure.
- 3.9.3** At the discretion of the TAA Director of Environmental Services, the entity responsible for the spill may be required to clean and properly dispose of the material/substance which shall be performed in compliance with all applicable federal, state, and local regulations and guidelines. In addition, the entity must provide TAA with required documentation of proper disposal.
- 3.9.4** Any costs incurred by TAA in such instances shall be reimbursable to TAA by the entity responsible for the spill.

3.10 Licenses, Permits, Certifications and Ratings

- 3.10.1** Operators shall obtain and comply with all necessary licenses, permits, certifications, or ratings required for the conduct of operator's activities at the Airport as required by TAA or any other duly authorized agency prior to engaging in any activity at the Airport. Upon request, operators shall provide copies of such licenses, permits, certifications, or ratings to TAA within 5 business days.
- 3.10.2** Operators shall keep in effect and post in a prominent place all necessary or required licenses, permits, certifications, or ratings.

3.11 Media

Media inquiries should be directed to the Information Department in TAA's Administrative Office. A TAA Media Manual is available to assist with general coverage of the Airport complex.

3.12 Painting

Doping processes, painting, or paint stripping shall be performed only in those facilities approved for such activities and in compliance with air quality regulations, the IFC and the Airport's Storm Water Pollution Prevention plan.

3.13 Preservation of Property

- 3.13.1** No person shall destroy or cause to be destroyed, injure, damage, deface, or disturb, in any way, property of any nature located on the Airport. Any person

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causing or responsible for such injury, destruction, damage or disturbance to TAA-owned property shall report such damage to the Operations Department and shall reimburse TAA the full amount of repair and replacement of property.

3.13.2 No person shall take or use any aircraft, aircraft parts, instruments, tools owned, controlled, or operated by any person while on the Airport or within its hangars, except with the written consent of the owner or operator thereof.

3.13.3 No individual or group shall prevent the lawful use and enjoyment of the Airport by others. Any activity which results in littering, environmental pollution or vandalism on the Airport is not permitted and violators are subject to arrest, prosecution, and fines.

3.13.4 Any individual or group observing damage, destruction or disturbance on the Airport should contact TAA Dispatch at 573-8182.

3.14 Payment of Rents, Fees, and Charges

3.14.1 Operator shall pay the rents, fees, or other charges specified by TAA for engaging in Activities.

3.14.2 Operator's failure to remain current in the payment of any and all rents, fees, charges, and other sums due to TAA shall be grounds for revocation of any agreement or approval authorizing the conduct of activities at the Airport.

3.15 Signage/Advertisements

3.15.1 Written advertisements, signs, notices, circulars, and/or handbills may be posted or distributed only with the prior written permission of TAA.

3.15.2 TAA has the right to remove any such sign, placard, picture, advertisement, name or notice in any such manner as TAA may designate.

3.15.3 Signage installed on the Airport must meet the specifications approved by TAA.

3.16 Solicitation, Picketing, and/or Demonstrations

Airport users shall comply with TAA's policy regarding solicitation, demonstration, or the distribution of literature on Airport premises.

3.17 Sound Amplifying Devices

3.17.1 Sound amplifying devices are prohibited on the Airport.

3.17.2 No person shall use or cause to be used the airport public address system for the solicitation of business. The public address system shall only be used in accordance with TAA's Electronic Visual Information Display Policy.

3.18 Special Events

Special events require written coordination, regulation and authorization of TAA prior to the public disclosure or advertisement of the event. The authorization shall be in the form of a letter of authorization from TAA to the special event sponsor in which the sponsor is recognized as involved in the planning process for a specific type of event. Certain activities shall require an executed lease, operating agreement or permit with the Airport. A City of Tucson permit may be required as determined by the City of Tucson.

3.19 Through-the-Fence Activities

"Through-the-Fence" activities are prohibited at the Airport. TAA does not permit access to the public landing area by aircraft or for other aeronautical activities from land adjacent to, but not part of, the Airport.

3.20 Trash and Other Waste Containers

3.20.1 TAA shall designate areas to be used for garbage receptacles and no other areas shall be utilized. Tenants, operators and other users of the airport shall not move or otherwise re-locate TAA-placed trash and waste containers.

3.20.2 Garbage, empty boxes, crates, rubbish, trash, papers, refuse, or litter of any kind shall not be placed, discharged, or deposited on the Airport, except in the receptacles provided specifically for that purpose.

3.20.3 The burning of garbage, empty boxes, crates, rubbish, trash, papers, refuse, or litter of any kind on the Airport is prohibited.

3.20.4 Trash and other waste containers at the Airport shall only be used for trash generated on Airport property.

3.20.5 Trash and other waste container areas shall be kept clean and sanitary at all times.

3.20.6 Tenant and operator trash and waste containers shall be emptied with sufficient frequency to prevent overflowing and shall be cleaned with sufficient frequency to prevent the development of offensive odors.

3.20.7 Tenant and operator trash and waste containers shall be equipped with securely fastened lids which shall be closed and fastened at all times other than while the receptacles are being loaded or unloaded.

3.21 Use of Roadways and Walkways

3.21.1 No person shall travel on the Airport other than on the roadways, walkways, or other areas provided for the particular class of traffic.

3.21.2 No person shall occupy the roadways or walkways in such a manner as to hinder or obstruct their proper use.

3.22 Weapons, Explosives, and Incendiaries

- 3.22.1** Possession and use of any weapons, explosive or incendiaries on the Airport shall be in compliance with all applicable regulatory measures, including those of TSA regarding the transport of weapons on aircraft.
- 3.22.2** No person, except a law enforcement officer, authorized air carrier or airport employee, or member of an armed force of the United States on official duty, shall carry or transport any firearm, explosive device, or similar weapon in the Airport restricted area unless it is unloaded and secured within a locked carrying case or container, or is otherwise protected from discharging or being discharged by an industry-approved trigger lock or other safety device.
- 3.22.3** No person, except a law enforcement officer, member of an armed force of the United States on official duty, a correctional officer, authorized air carrier employee, authorized airport employee, or other person specifically authorized under applicable law, shall carry any weapon in the Airport terminal unless the weapon is unloaded, in a locked carrying case, brought for the purpose of transport and declared to the Airline. Upon request of a law enforcement officer, weapons that are carried by unauthorized persons but not intended for transport shall be removed from the terminal or placed in the custody of the TAA Police Department.
- 3.22.4** Discharge of any weapon on the Airport is prohibited, except in the performance of official duties or in the lawful defense of life or property.

4. Security and Safety

4.1.1 All persons using the Airport are subject to the Airport Security Program, as may be amended from time to time.

4.1.2 Persons in violation of TSA, FAA and/or TAA security rules and regulations, including those set forth herein and elsewhere, may be denied access to the Airport, may have access or driving privileges and/or TAA identification badge revoked, and/or may be fined or otherwise penalized in accordance with applicable regulatory measures.

4.1.3 Operators who are required to provide controlled access to their facilities for security reasons are responsible for ensuring that all personnel are trained on the appropriate procedures in authorizing non-employees onto their respective facilities.

4.1.4 Restricted Areas

- (a) No person shall enter any restricted area except those persons:
 - (i) Directly engaging in work or an aviation activity that must be accomplished therein.
 - (ii) Having prior authorization of TAA;
 - (iii) Under appropriate supervision or escort;
 - (iv) Employed by or representing the FAA, TSA, or DHS.
- (b) No person shall cause any object to be located within four feet of the Airport perimeter fence, which may assist an unauthorized individual in accessing the AOA.
- (c) Any gate or fence condition that would allow unauthorized access to restricted areas of the Airport, as well as any attempts by any persons to gain unauthorized access to such area, and any conditions that would adversely affect the safety or security of aircraft operations shall be reported immediately to the TAA Police Department.
- (d) Any person who violates security related regulatory measures may be denied future entry into a restricted area.
- (e) All persons requiring access to the general aviation access gate (#18 or 32A) are required to comply with the General Aviation Gate Rules and Regulations.
- (f) All persons shall wear and visibly display their approved Airport identification badge or approved identification on their outermost garment, waist or higher while inside a restricted area.

- (g) Airport identification badge holders must notify the TAA Police Department of any entry or attempted entry to a restricted area by any unauthorized or unbadged person, or by any unauthorized means.
- (h) Airport identification badge holders shall not permit the entry of any other person into the restricted area, including other Airport identification badge holders, unless the Airport identification badge holder provides continuous escort for such person.
- (i) Any person with a proper Airport identification badge may bring an unbadged person into a restricted area if the unbadged person has a valid reason for being inside the restricted area and if the unbadged person is provided continuous escort by a person with a proper Airport identification badge.
 - (i) A continuous escort requires that the escorted person remains in close proximity to the Airport identification badge holder at all times while inside the restricted area.
 - (ii) The Airport identification badge holder shall bear full responsibility for the actions of the person being escorted.

4.1.5 Sterile Area

Any persons desiring to enter a sterile area are subject to security screening.

4.1.6 Security Access

- (a) Security gates (pedestrian or vehicular) that provide access to the AOA shall be kept closed and locked at all times, except when actually in use.
 - (i) All access gates to the AOA through a tenant's leased premises are operator's/lessee's responsibility and shall be monitored or secured in a manner that will prevent unauthorized access.
 - (ii) It shall be the responsibility of all tenants and users to see that all gate chains, doors and other public safeguards are continually and conscientiously used in a safe, secure, and effective manner. Persons using pedestrian gates/doors must physically ensure they are fully closed behind them before proceeding.
 - (iii) If, as a result of FAA or TSA findings, a breach of security is determined at the location of one of the gates controlled by an operator/lessee and a fine is imposed, the operator/lessee responsible for the gate shall be responsible for payment of the fine.
- (b) Vehicle operators shall stop the vehicle and allow the gate to fully close before proceeding. The vehicle operator shall also ensure that no other vehicles or persons gain access to the Airport while the gate is in the process of closing or not fully closed. If the vehicle operator cannot prevent such access, the vehicle operator shall immediately notify TAA Dispatch at 573-8182.

- (c) Tampering with, interfering with, or disabling the lock, or closing mechanism or breaching any other securing device at the Airport is prohibited.
- (d) Persons who have been provided either a code or a device for the purpose of obtaining access to a restricted area shall only use Airport issued codes/devices and shall not divulge, duplicate, or otherwise distribute the same to any other person.

4.1.7 TAA Identification Badges

- (a) TAA identification badges shall not be issued to any person until a need for unescorted access inside the restricted area and/or the SIDA has been determined by the TAA Police Department and all requirements have been met.
- (b) All persons requiring access to the restricted areas of the Airport shall pay appropriate fees; provide TAA the proper identification; complete all required forms; undergo a background check and/or fingerprint procedure consistent with 49 CFR Part 1542; and successfully complete SIDA and TAA Ground Vehicles/Runway Incursion Prevention Driving Program.
- (c) No person shall make, possess, use, offer for sale, pass, and/or deliver any forged or falsely altered pass, permit, identification, badge, card, sign, and/or other authorization purporting to be issued by or on behalf of the Airport.

5. Terminal Rules and Regulations

5.1 General Conduct

- 5.1.1** No person shall ride, walk, sit, or stand on a baggage conveyor system (or any part thereof).
- 5.1.2** Escalators are restricted to the use of individuals and their personal luggage only. Skycap baggage dollies, freight, strollers, wheelchairs, oversize baggage and furniture shall not be taken on escalators.
- 5.1.3** Children shall not be left unattended or allowed to play on any escalator, elevator or baggage device.

5.2 Newspaper Vending Machines

Airport users shall comply with TAA's policy regarding the placement of newspaper vending machines on Airport premises.

6. Aircraft Rules and Regulations

6.1 Accidents or Incidents

- 6.1.1** Aircraft operators involved in an incident or accident on the Airport resulting in injury or death to person or damage to property shall make a full and prompt report of the accident to the TAA Police Department, complete any necessary reports or forms, and comply with all applicable provisions of National Transportation Safety Board (NTSB) Regulations Part 830. Damage to property includes damage to a runway, taxiway, taxilane, apron, signage, or navigational aid, light, or fixture.
- 6.1.2** An aircraft involved in an accident on the Airport may not be removed from the scene of the accident until authorized by TAA who shall receive authorization to remove the aircraft from the FAA or NTSB, when applicable.
- 6.1.3** Once authorization to remove the aircraft has been issued, the aircraft operator shall be responsible for the safe and prompt removal of disabled aircraft and parts within a movement area to a non-movement area.
- 6.1.4** If immediate arrangements are not made (so that the Airport can return to full operational status without unreasonable delay), TAA may have the aircraft removed at the aircraft operator's risk and expense without liability for damage arising from or out of such removal.
- 6.1.5** Disabled aircraft shall be removed within 30 minutes from any runway.

6.2 Aircraft Assembly

- 6.2.1** Aircraft assembly constitutes maintenance and is permitted only in areas designated for that use and in hangars approved for that activity.

6.3 Aircraft Cleaning

- 6.3.1** Aircraft cleaning shall be performed only in areas designated for such use and in compliance with the Storm Water Pollution Prevention plan, a copy of which is available for inspection upon request.
- 6.3.2** All drainage must flow to an oil/water separator.
- 6.3.3** All aircraft cleaning shall be done in accordance with posted rules, with biodegradable soap, and without the use of solvents or degreasers.
- 6.3.4** Aircraft, aircraft engines, or parts may be dry washed in areas not having an oil/water separator.
- 6.3.5** Cleaning practices using flammable materials are prohibited. Cleaning practices using combustible materials are prohibited within any building or within 50 feet of any building, aircraft, vehicle, fuel storage facility, or fueling operation.

- 6.3.6** Use of any Class 1-A (as defined in Title 49 CFR) liquid for cleaning or for any other use is prohibited at the Airport.

6.4 Aircraft Maintenance and Repair

- 6.4.1** Aircraft maintenance and repair is permitted only in areas designated for such uses.
- (a) With exception of preventative maintenance (as defined in 14 CFR Part 43), maintenance and repair of general aviation aircraft shall be confined to designated areas within an FBO's or SASOs' leased premises.
 - (b) Preventive maintenance may be performed on aircraft located on tiedowns and in T-hangars.
 - (c) Minor maintenance of air carrier aircraft (as defined by 14 CFR Part 43) may be performed at the gate positions in the passenger terminal area. For all other work, the aircraft must be moved to the air carrier's maintenance area or to an area designated by TAA.

- 6.4.2** Aircraft painting shall be performed only in hangars approved for that activity.

6.5 Aircraft Operations

- 6.5.1** Operating an aircraft in a careless, negligent, or reckless manner; in disregard of the rights and safety of others; without due caution and care; or at a speed or in a manner which endangers, or is likely to endanger persons or property of any entity, is prohibited.
- 6.5.2** Aircraft operators shall obey all pavement markings, signage, and lighted signals unless instructed otherwise by ATC or TAA.
- 6.5.3** Operating an aircraft constructed, modified, equipped, or loaded as to endanger, or be likely to endanger persons or the property of any entity, is prohibited.
- 6.5.4** Experimental flights or ground demonstrations shall not be conducted on the Airport without the prior written permission of TAA.
- 6.5.5** The starting, positioning, or taxiing of any aircraft shall be done in such a manner so as to avoid generating or directing any propeller slipstream or engine blast that may endanger or result in injury to persons or damage to property.
- 6.5.6** Airborne radar equipment shall not be operated or ground-tested in an area where the directional beam of such radar, if high intensity (50KW or greater output), is within 300 feet or, if low intensity (less than 50 KW output), is within 100 feet of another aircraft, an aircraft refueling operation, an aircraft refueling vehicle, or a fuel storage facility.
- 6.5.7** Aircraft engines shall not be started within, and aircraft shall not be taxied into, out of, or within, any structure on the Airport except for structures designed for engine run-ups, such as a hush house.

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- 6.5.8** Aircraft shall only be taxied or towed on hard-surfaced runways, taxiways, taxilanes, and aprons.
- 6.5.9** Aircraft operators shall not taxi an aircraft at the Airport at a speed greater than is reasonable and prudent under the conditions with regard for actual and potential hazards and other aircraft so as not to endanger persons or property.
- 6.5.10** Taxiing aircraft shall yield the right-of-way to any emergency vehicle, unless otherwise directed by ATC.
- 6.5.11** Aircraft operators shall not land, take off, taxi, or park an aircraft on any area that has been restricted to a maximum weight bearing capacity of less than the weight of the aircraft.
- 6.5.12** It shall be the aircraft operator's responsibility to bear the expense of repair for any damage to the Airport's runways, taxiways, or aprons caused by excessive aircraft weight loading.
- 6.5.13** The runway aircraft weight limitations (FAA Gross Weight evaluation) set forth in the FAA Facility Directory shall not be exceeded.
- 6.5.14** All pattern entries and departures shall be done in a manner so as to avoid flight over populated areas and noise sensitive areas, when reasonable and prudent.

6.6 Aircraft Parking and Storage

- 6.6.1** No FBO or SASO shall require procurement of fuel or other supplies or services from a specific source as a condition of aircraft storage.
- 6.6.2** Aircraft shall be parked only in those areas designated for such purpose and shall not be positioned in such a manner so as to block a runway, taxiway, taxilane or fire hydrant, or obstruct access to hangars, parked aircraft, or parked vehicles.
- 6.6.3** Aircraft operators shall ensure parked and stored aircraft are properly secured as set forth in FAA AC 20-35C.
- 6.6.4** Parked or stored helicopters shall have braking devices or rotor mooring blocks applied to the rotor blades.
- 6.6.5** Moored lighter-than-air aircraft shall have at least one person monitoring the safety of the mooring at all times.
- 6.6.6** General aviation aircraft are not permitted to enter in the SIDA area except by special arrangement through TAA..
- 6.6.7** All air carrier aircraft loading and unloading at the passenger or international passenger terminals must be parked at designated gate positions.

6.7 Airworthiness

No aircraft shall remain on the Airport in excess of 90 days unless such aircraft is registered, certificated and in airworthy condition.

Abandoning an aircraft anywhere on the Airport is prohibited.

6.8 Engine Run-Ups

6.8.1 No person shall conduct engine maintenance run-up checks after 10:00 PM and before 7:00 AM, local time, at any Airport location other than at the designated run-up apron. Engine run-ups may be performed on leased premises after 7:00 AM and before 10:00 PM. Engine run-ups may be performed at any time on the run-up apron located just north of the end of Taxiway A, at the approach end of Runway 29R.

6.8.2 Aircraft shall not commence run-ups so that the engine blast is directed at persons, other aircraft, hangars, shops or other vehicles.

6.8.3 The run-up activity shall not cause debris to be blown.

6.8.4 Run-ups at the run-up apron shall be done so that the tail of the aircraft is pointed to the northeast.

6.8.5 Aircraft run-ups conducted in the west and south industrial/aviation areas shall be done so that the tail end of the aircraft is pointed generally to the south and east.

6.9 Flight Instruction

6.9.1 All entities giving flight instruction shall be responsible for the conduct of all students during the course of instruction.

6.9.2 Certificated FAR Part 121 commercial flight training activities and all transport category flight training require prior approval by TAA.

6.10 Noise Abatement Procedures

6.10.1 Aircraft operators based at the Airport shall become familiar with, and adhere to, the noise abatement measures outlined in the Airport's Noise Compatibility Program approved August 7, 1992 (including the preferential runway use policy, engine run-up policies, and encouragement of the use of Stage 3 aircraft at the Airport).

6.10.2 Copies of the Airport's Noise Compatibility Program are available at TAA Administrative offices.

6.10.3 Aircraft operators shall use procedures that result in minimum noise to surrounding areas. This includes, but is not limited to, avoiding low altitude

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maneuvers. Optimum power settings and operating altitudes shall be maintained consistent with safe operating procedures for the aircraft.

6.10.4 Flights over populated areas shall be avoided to the extent consistent with safety.

6.11 Landing and Take-off Operations for Fixed Wing Aircraft

6.11.1 Take-offs will be made only from the ends of the runways or from a designated intersection approved by ATC. During daylight hours, and contingent upon weather conditions, pilots are asked to land from the northwest and takeoff to the southeast when using TIA's main runway 11L-29R. During nighttime hours (10:00 p.m. to 7:00 a.m.), preference is given to conducting arrivals from and departures to the southeast when wind, weather and level of traffic permit.

6.11.2 Fixed wing aircraft taking off or landing at the Airport shall do so only from designated runways.

6.11.3 No person shall turn an aircraft around on a runway (and reverse direction) unless given specific instructions or being authorized by ATC to do so.

6.12 Passengers and Cargo

Passengers and cargo shall be enplaned/deplaned only in areas designated for such use.

6.13 Helicopter Operations

6.13.1 All helicopters at the Airport shall take-off, land or taxi only from established and recognized parking pads, designated ramps or airport taxiways and runways.

6.13.2 Helicopters shall park or operate only in the areas designated for such operations.

6.13.3 Helicopters shall not be operated within 200 feet of any area where light aircraft are parked or operating, unless such area is specifically established for helicopter operations.

6.13.4 Helicopters shall not be taxied, towed, or otherwise moved with rotors turning unless there is a clear area of at least 40 feet in all directions from the outer tips of the rotors.

6.13.5 Helicopters are prohibited from landing, taking off, or air taxiing between structures less than 120 feet apart.

6.13.6 Over-flight of structure on the airfield by helicopters must be conducted without hazard to persons or property on the surface.

6.13.7 Trailers or dollies shall be utilized to tow helicopters to parking pads for flights. Helicopter tow vehicles and trailers shall not be left at TAA public-use parking pads.

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6.13.8 Helicopter owners and operators with tow vehicles and trailers being utilized at the Airport must make prior arrangements with the TAA Flightline Department at (520) 573-8128 for approval and location of towing equipment.

6.14 Specialized Aeronautical Activities

6.14.1 Ultralight aircraft operations are prohibited at TIA.

6.14.2 Hot air balloon operations, parachute drops, banner or glider towing, use of motorless aircraft, and the transport of Hazardous Materials mixing with commercial, military, and other jet activities can create a hazardous environment. Such specialized activities require prior written approval from TAA, and may require coordination with FAA.

7. Vehicle Rules and Regulations

7.1 Abandoned Vehicles

Vehicles shall not be abandoned on the Airport.

7.2 Air Operations Area

7.2.1 All vehicles operating on the AOA must display clear identification as to the company/tenant/contractor with which they are affiliated.

7.2.2 Vehicle operators shall always yield the right of way to aircraft, emergency vehicles (or equipment), and pedestrians.

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

7.2.4 Prior to operating vehicles on the AOA, all vehicle operators shall attend and pass the TAA Ground Vehicles/Runway Incursion Prevention Driving Program.

7.2.5 TAA may restrict vehicles to a certain portions or segments of the AOA. Such restrictions shall prohibit vehicle operations outside designated areas.

7.2.6 Vehicles shall not be driven under jetways or jetbridges (boarding bridges).

7.2.7 Use of ATVs, three-wheelers, scooters, mini-bikes, go-carts, roller skates/blades, skate boarding, and the recreational use of bicycles is not permitted.

7.3 Commercial Ground Transportation

7.3.1 TAA has adopted Commercial Ground Transportation Rules and Regulations. Among other things, the Rules require such providers to register with TAA and to obtain permits and pay certain fees. All entities desiring to furnish commercial ground transportation services at the Airport shall comply with the Commercial Ground Transportation Rules and Regulations.

7.3.2 Any commercial ground transportation provider desiring to access the AOA shall coordinate such access and necessary escorts with the TAA Flightline Department.

7.4 Movement Area

7.4.1 No vehicles (including refueling vehicles) are permitted on runways, taxiways, and taxilanes without specific approval from TAA and, if required by TAA, an approved TAA escort.

7.4.2 All vehicles and equipment operators and personnel shall obtain clearance from ATC prior to entering the movement area and shall comply with control instructions issued while on the movement area.

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- 7.4.3** Vehicle operators shall obtain a clearance from ATC before proceeding closer than 250 feet from the edge of any runway or 100 feet from the edge of any taxiway.
- 7.4.4** Upon receiving clearance, vehicle operators shall ensure that no aircraft is approaching before entering the movement area.
- 7.4.5** Except as provided in the next paragraph, all vehicles operating in the movement area shall be equipped with a functioning two-way radio capable of communicating on the proper aeronautical frequencies (ranging from 108.00 to 136.00).

A vehicle without a two-way radio capable of communicating on the proper aeronautical frequencies (ranging from 108.00 to 136.00) may enter the movement area provided that such vehicle is escorted at all times in the movement area by an authorized TAA escort having radio contact with ATC.

- 7.4.6** In the event a vehicle in the movement area experiences radio failure, the vehicle must vacate the area utilizing perimeter roadways or other non-controlled routes. If exit via non-controlled route is not possible, the vehicle operator shall indicate radio failure by facing the vehicle towards the control tower and flashing the vehicle's headlights. Thereafter, the vehicle operator shall operate the vehicle in accordance with the standard colored light signal directions given by ATC.

7.5 Operator Licensing and Permit

- 7.5.1** Vehicle operators must have a valid state vehicle operator's license of the class needed for the vehicle being operated and evidence of insurance (as required by state law and TAA) to operate a vehicle on the Airport.
- 7.5.2** Evidence of valid title or current rental/lease agreement for the vehicle shall be kept in the vehicle and available for inspection.
- 7.5.3** No person shall operate a vehicle or motorized equipment in the restricted areas of the Airport without a TAA identification badge and other such authorization as may be required.
- 7.5.4** Vehicle operators must satisfactorily complete the applicable driver's training course before receiving an airside driver's permit.

7.6 Parking and Standing

- 7.6.1** Vehicles shall be parked only in those areas designated for such purpose.
- 7.6.2** Vehicles shall not be parked or stopped:
 - (a) In such a manner so as to obstruct a parking lot lane, driveway, roadway, walkway, crosswalk, fire lane, runway, taxiway, taxilane, or obstruct access to hangars, parked aircraft, or parked vehicles;

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- (b) In any space marked for parking in such a manner that the vehicle occupies more than one marked space;
- (c) Within a bus stop, taxicab, or commercial vehicle zone (except for vehicles authorized by TAA to use such areas);
- (d) On the side of a roadway;
- (e) On the roadway side of any stopped or parked vehicle (double parking);
- (f) Within 15 feet of a fire hydrant or within a fire lane or restricting the access to or from the fire lane;
- (g) Within 4 feet of either side of a security fence; or
- (h) Other than in accordance with restrictions posted on authorized signs.

7.6.3 Service vehicles (including utility company, government owned, delivery, etc.) shall park in specially reserved and marked areas or areas designated for such purpose.

7.6.4 Automobiles, motorcycles, boats, jet skis, snowmobiles, dune buggies, race cars, recreational vehicles, trailers, etc. may not be permanently parked or stored on airport property.

7.7 Vehicle Licensing and Equipment

7.7.1 Except for vehicles that are exclusively used on the AOA, all vehicles shall meet proper state licensing, registration, and inspection requirements.

7.7.2 Vehicles shall not be operated on the Airport unless the vehicle is in sound mechanical order; has adequate lights, horn, and brakes; and permits clear visibility from the driver's position.

7.7.3 Vehicles operating or parking inside the security fence shall be registered with TAA and display a current vehicle permit/sticker.

7.7.4 Trailers and semi-trailers shall not be disengaged from towing vehicle.

7.8 Vehicle Maintenance

7.8.1 Except for minor repairs that are necessary to remove such vehicle(s) from the Airport, and except as expressly provided otherwise in an agreement with TAA, private vehicles shall not be cleaned or maintained anywhere on the Airport.

7.8.2 Vehicles operated by commercial operators/lessees shall be cleaned or maintained only in areas designated by TAA.

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7.9 Vehicle Operations

- 7.9.1** Vehicle operations on the Airport in a careless, negligent, unsafe, or reckless manner; in disregard of the rights and safety of others; without due caution and care; or at a speed or in a manner which endangers or is likely to endanger persons or property, are prohibited.
- 7.9.2** Vehicles constructed, equipped, loaded, or maintained (or having attached thereto any object or equipment which drags, swings, or projects) so as to endanger or be likely to endanger, persons or property, are prohibited on the Airport.
- 7.9.3** Vehicles shall not be operated in any hangar at the Airport unless (i) the vehicle exhaust is protected by screens or baffles to prevent the escape of sparks or the propagation of flame and (ii) a vent system exists to prevent exhaust fumes from building up in the hangar.
- 7.9.4** On-street vehicle parking is not allowed.
- 7.9.5** Vehicle operators shall obey all posted speed limits.
- 7.9.6** Vehicles shall not be operated at a speed greater than is reasonable and prudent under the conditions and having regard for actual and potential hazards, traffic, use of the street or roadway, or so as not to endanger persons or property.
- 7.9.7** Unless otherwise posted, vehicles, except emergency vehicles responding to an emergency, shall not be operated on the AOA at speeds in excess of 15 miles per hour.
- 7.9.8** Vehicle operators shall provide proper signals and obey all traffic lights, signs, mechanical or electrical signals, and pavement markings unless directed otherwise by TAA Police Department.
- 7.9.9** Vehicles that are overloaded or carrying more passengers or cargo than the amount that the vehicle is designed to carry are prohibited on the Airport.
- 7.9.10** Vehicles used for hauling trash, dirt, or any loose material shall be operated in such a fashion as to prevent the contents of the vehicle from dropping, sifting, leaking, or otherwise escaping.
- 7.9.11** Tugs and baggage carts shall be returned to designated storage areas immediately following unloading.
- 7.9.12** Except in case of emergency or operational necessity, no vehicle shall leave paved areas.

8. Tenant Rules and Regulations

8.1 Compressed Gases

- 8.1.1 Oxygen or any compressed gas in a cylinder or portable tank must be secured to a fixed location or secured to a portable cart designed and approved specifically for the cylinders or tanks being secured.
- 8.1.2 Compressed gas cylinders or tanks must have approved and fully operational pressure relief devices installed.
- 8.1.3 Cylinders or tanks not in use shall have an approved transportation safety cap installed.
- 8.1.4 Cylinders or tanks shall be maintained in compliance with all applicable rules and regulations.

8.2 Fire Prevention

- 8.2.1 Tenants shall be responsible for ensuring that safety and building practices/procedures are followed at all times.
- 8.2.2 Fire extinguishers shall be maintained in accordance with the most recent edition of the adopted fire code.
- 8.2.3 Logs showing the date of last inspection shall be attached to each unit or records acceptable by fire underwriters shall be kept showing the status of such equipment.

8.3 Lubricating Oils

- 8.3.1 Quantities of lubricating oils in hangars shall not exceed amounts necessary for maintenance purposes and operation of equipment. Storage of combustible liquids in excess of 10 gallons requires prior approval from the TAA Fire Department.
- 8.3.2 Larger quantities may be stored in accordance with applicable regulatory measures subject to prior approval from the TAA Fire Department.

8.4 Operations

- 8.4.1 Tenants shall conduct activities in a safe, efficient, and first class professional manner consistent with the degree of care and skill exercised by experienced operators providing comparable products, services, and facilities and engaging in similar activities in like markets.
- 8.4.2 Business hours shall be clearly posted in public view.

8.5 Repair and Maintenance of Premises

- 8.5.1 Tenants are required to keep the land and improvements under lease (or being occupied or used) free from all fire hazards and maintain the same in a condition of repair, cleanliness, and general maintenance.
- 8.5.2 Facilities (including hangar floors) shall be kept free from the accumulation of oil, grease, flammable liquids, rags, or other waste materials.
- 8.5.3 The use of volatile or flammable solvents for cleaning floors is prohibited.
- 8.5.4 Tenants shall provide all necessary cleaning services for their leased premises, including janitorial and custodial services, trash removal services, removal of foreign objects/debris, and any related services necessary to maintain the improvements in good, clean, neat, orderly, and fully functional condition, normal wear and tear excepted.
- 8.5.5 All work shall be performed to city, state and national codes, as applicable. All work shall be performed to industry/major manufacturer's recommendations. All work performed shall be performed in a safe and professional manner following O.S.H.A., TAA, FAA and TSA rules and regulations.
- 8.5.6 Tenants shall only use certified, qualified contractors and workers for repair and maintenance work.
- 8.5.7 Tenants shall notify TAA in advance when work other than normal/routine maintenance is performed, and operator/lessee shall notify TAA of the completion of major work
- 8.5.8 Tenants shall obtain work permits and inspections when required.
- 8.5.9 **Specific Requirements:**
 - (a) Asphalt/Concrete -- inspect every 30 days; repair cracks, potholes promptly; sealcoat every 5 years; paint stripes as needed, but at least every five years; paint curbs annually.
 - (b) Landscape -- monthly service, quarterly weed control
 - (c) Structure -- annual inspection
 - (d) Fencing -- as needed
 - (e) Facility:
 - (i) Swamp coolers -- annual service, replace as needed but at least every 7 years
 - (ii) Air Conditioning -- quarterly service, replace as needed but at least every 15 years

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- (iii) Interior -- paint as needed but at least every 5 years; replace carpet as needed, depending on wear
- (iv) Exterior -- paint as needed but at least every 10 years
- (v) Roof -- coat as needed but at least every 5 years; replace as needed
- (vi) Car wash bays -- pressure clean and seal annually
- (vii) Metal building/hangar -- paint as needed but at least every 20 years

8.6 Storage of Materials and Equipment

- 8.6.1** Tenants shall store, stack, box, or bag material (or equipment) in such manner as to preclude creating any hazard, obstructing any operation, or littering.
- 8.6.2** Storage of materials or equipment is prohibited outside.
- 8.6.3** Railroad (box or tanker) cars, intermodal containers, or tanker, truck, or flatbed trailers, etc. shall not be stored or used to store any type of materials, vehicles, or equipment.

8.7 Telecommunications

- 8.7.1** Tenants shall not install any data, telecommunications, video or radio equipment (wired or wireless) except as provided in TAA's Premises Distribution System Policy and Procedures. Tenants shall not enter into any third party agreements regarding data, telecommunications, video or radio installations without the prior written approval of TAA. Contracted third party installation of telecommunications equipment is allowable only under separate agreement with TAA.
- 8.7.2** All tenants shall notify the TAA IT Department in writing at least thirty days prior to commencing telecommunication on the Airport. The following information shall be included in the notification:
 - (a) FCC-assigned frequency, station call sign, parameters of usage and Effective Radiated Power (E.O.P.).
 - (b) Equipment output, including decibel gain on antenna.
 - (c) Antenna site and height above ground level (site information shall include longitude and latitude).
- 8.7.3** Tenants shall operate any and all of its communications equipment (wired or wireless) in a manner that will not cause interference to TAA's operations of the Airport. Upon any notification from TAA, the FAA or the police or fire departments of any interference caused by operator's or lessee's operation, Tenant shall cease all communications operations, transmissions and uses on the Airport. Tenant may not resume communications operations until TAA has so notified Tenant in writing.

AIRCRAFT FUEL STORAGE, HANDLING AND DISPENSING

9. Aircraft Fuel Storage, Handling and Dispensing

9.1 Permit

Fuels (quantities greater than 10 gallons) shall only be stored and dispensed on the Airport by those entities having a permit with the Airport authorizing the fueling operation and approving the fuel storage facilities, refueling vehicles, and related equipment.

Operators will be required to indemnify TAA and the City of Tucson and their directors, officers, officials, members, employees, and agents for all loss, claim or damage incurred as a result of the operator's handling and dispensing of fuel on the Airport.

9.2 Best Practices

9.2.1 Operators shall conform to the standards set forth in FAA Advisory Circular 150/5230-4A, Aircraft Fuel Storage, Handling and Dispensing on Airports, as it may be amended from time to time; to the standards set forth in the Fuel Handling Safety Guidance issued by the Western-Pacific Region of the FAA; NFPA 407; and applicable fire code.

9.2.2 Operators owning and operating fuel tanks, refueling vehicles, and/or portable oil containers shall comply with the requirements of the Oil Pollution Prevention regulations (40 CFR 112) including provision of secondary containment for loading/unloading areas and refueling vehicle parking areas. Each operator shall participate as a co-permittee with TAA in the TIA Stormwater Pollution Prevention Plan. Operators who wish to provide their own Storm Water Pollution Prevention Plan shall submit such plans to TAA for review to verify that such plans are in conformance with the TAA plans for the Airport.

9.2.3 Operators must provide their own Spill Prevention Contingency and Control Plan.

9.3 Equipment

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

9.3.2 Operators shall have on hand at all times sufficient spill control equipment including containment booms, socks, pillows, pads, etc. to control spills and Releases occurring on their leasehold. Cleanup of non-fuel spills and Releases is the responsibility of the operator. Operators shall store contaminated spill control equipment in containers in accordance with applicable sections of 40 CFR 262 and 49 CFR 172-173 until proper disposal can be effected. At a minimum,

(a) Each refueling vehicle shall have a "first responder" spill kit.

AIRCRAFT FUEL STORAGE, HANDLING AND DISPENSING

- (b) Each fuel storage facility shall maintain a spill kit with the following items as a minimum: 50 ft - 3 in. spill socks, 5 pillows, 50 pads, 25 wipes, 5 disposable bags with ties, DOT approved container. All spill control items shall be rated for hydrocarbon use.

9.3.3 Operators may not install self-service fueling islands.

9.4 Fuel Flowage Fees

9.4.1 A fuel flowage fee is payable to TAA for all aviation fuel (not including mogas) delivered to operators at the Airport.

9.4.2 Each operator shall pay the fuel flowage fee for all fuel delivered to its premises, trucks, and/or storage tanks, excluding fuel delivered by TAA.

9.4.3 Operators shall furnish to TAA on or before the fifteenth (15th) day of the next succeeding month, a written statement setting forth the total number of gallons of fuel delivered to its premises, trucks, and/or storage tanks during the preceding month. The format for reporting must be in a form acceptable to TAA. Operators shall pay the fueling fees determined to be owed no later than ten (10) days after the date of TAA's statement therefor.

9.4.4 Operators shall keep and maintain adequate books and records to establish and verify the accuracy of the fuel volumes reported to TAA. TAA's authorized representative shall have the right, to examine, inspect or audit an operator's books and records for the purpose of verifying the accuracy of the fuel volumes reported by an operator.

9.5 Fuel Storage Facilities

9.5.1 Plans for fuel storage and installation shall be submitted to TAA for approval prior to any installation. Underground fuel storage tanks are not allowed. Fueling trucks or other vehicles shall not be used in lieu of fuel storage tanks.

9.5.2 The maintenance and operation of fuel storage facilities shall meet NFPA 30, NFPA 407, UL 2085 and FAA regulations and advisory circulars, and shall be approved by all agencies who regulate the maintenance and operation of fuel storage facilities. The installation of all tanks or facilities shall meet the requirements of the IFC.

9.5.3 Operator shall have a written Spill Prevention Control and Countermeasures Plan that meets regulatory measures for aboveground fuel storage facilities. A copy of the Spill Prevention Control and Countermeasures Plan shall be filed with TAA at least 30 days prior to commencing operations.

9.5.4 All security gates leading into fuel storage areas shall be kept closed and locked at all times except when actually in use.

9.6 Fueling Operations

AIRCRAFT FUEL STORAGE, HANDLING AND DISPENSING

- 9.6.1** All fuel handled on the Airport shall be treated with due caution and care with regard to the rights and safety of others so as not to endanger or likely to endanger, persons or property.
- 9.6.2** Persons engaged in the fueling, defueling, and oil servicing of aircraft or vehicles, the filling of refueling vehicles or dispensing equipment, or the dumping or pumping or loading of aviation fuels or oils into or from fuel or oil storage facilities shall exercise care and extreme caution to prevent overflow of fuel or oils and/or spills.
- (a) In the event that a spill should occur of any magnitude, associated activities shall cease immediately. The responsible party of such spill shall take appropriate action to properly contain the spill in accordance with TAA's Hazardous Material Spill Reporting and Cleanup Procedure.
 - (b) All fuel spills shall be reported to the TAA Dispatch at 573-8182 immediately.
- 9.6.3** A properly trained operator shall be present at all times while fuel delivery vehicles transfer fuel into or out of any fuel storage facility. Over-wing fueling shall be performed by qualified operators.
- (a) The operator shall remain within the immediate vicinity, in close proximity to, and in direct view of all operating controls and equipment.
 - (b) The operator shall not leave the discharge end of any hose or hoses unattended at any time while the transfer of fuel is in progress.
 - (c) The operator shall not block open, disengage, bypass, and/or deactivate the deadman control or mechanism at any time while fueling or transferring fuel. Hold-down devices are prohibited.
- 9.6.4** No fueling activity shall take place unless adequate fire extinguishing equipment and personnel trained in the use of such equipment are present.
- 9.6.5** Aircraft shall not be refueled or defueled with one or more of its engines operating or while the aircraft is located inside any structure.
- 9.6.6** Pouring or gravity transfer of fuel from containers is prohibited. Approved pumps, either hand or power operated, shall be used when aircraft are fueled from containers greater than 5 gallons.
- 9.6.7** Refueling Vehicles shall be positioned so that the vehicle has clear egress at all times.
- 9.6.8** Not more than one refueling vehicle shall be positioned to refuel each wing of an aircraft and not more than two refueling vehicles shall be positioned to service the same aircraft.

AIRCRAFT FUEL STORAGE, HANDLING AND DISPENSING

- 9.6.9** Aircraft or vehicles shall not be fueled or defueled if an electrical storm is in progress within 5 statute miles of the Airport.
 - 9.6.10** When aircraft are being fueled or defueled, the refueling vehicle shall be bonded to the aircraft to equalize the voltage potential between the refueling vehicle and the aircraft.
 - 9.6.11** All hoses, nozzles, spouts, funnels, and appurtenances used in fueling and defueling operations shall comply with NFPA 407 and shall be equipped with a bonding device to prevent ignition of volatile liquids.
 - 9.6.12** Aircraft shall not be fueled or defueled while passengers are on board unless a passenger-loading ramp is in place at the aircraft cabin door, the door is in the open position, and an attendant is present at or near the door.
 - 9.6.13** If an incapacitated patient is on board the aircraft during fueling operations, the TAA Fire Department personnel and fire fighting/rescue equipment must be available at the scene.
 - 9.6.14** For single point fueling, deadman controls or mechanism shall be utilized and shall remain in good working order at all times.
 - 9.6.15** Refueling vehicles (including fuel tankers) shall use only the entrance, exit, and route designated by TAA during the transportation and delivery of fuel.
 - 9.6.16** Refueling vehicles (including fuel tankers) are not permitted on runways, taxiways, and taxilanes without specific approval from TAA and an approved TAA escort.
 - 9.6.17** Truck to truck fuel transfers are prohibited with the exception of certain maintenance operations and remote fueling operations. All truck to truck transfers require prior approval by TAA.
 - 9.6.18** 18-wheeler tractor-trailers delivering fuel on the Airport may only deliver into fuel trucks if both the tractor-trailer and the fuel truck are bottom loading.
- 9.7 Location of Fueling Operations Relative to Other Activities, Equipment and Structures**
- 9.7.1** Aircraft fuel handling shall be conducted outdoors and at least 50 feet from any hangar, building, and any combustion and ventilation air-intake to any boiler, heater, or incinerator room or as approved by the TAA Fire Department.
 - 9.7.2** Unless a secondary containment is being used, aircraft fuel handling shall take place on an impervious surface and at least 50 feet from any storm water conveyances, drains, catch basins, ditches.

AIRCRAFT FUEL STORAGE, HANDLING AND DISPENSING

- 9.7.3** Aircraft being fueled or defueled shall be positioned so that the aircraft fuel system vents or the fuel openings are not closer than 25 feet from any hangar, tenant service building, or similar structure.
- 9.7.4** No person shall operate any radio transmitter or receiver (or switch electrical appliances on or off in an aircraft) within 50 feet of and for the duration of fueling or defueling activity unless said radio transmitter or receiver is designed for such environment.
- 9.7.5** Smoking and the use of any open-flame device is prohibited in or about any aircraft, on any apron, or within 50 feet of any aircraft, fuel truck, fueling facility, or other flammable storage facility.
- 9.7.6** During fueling operations, no person shall use any material or equipment that is likely to cause a spark or ignition within 50 feet of such aircraft or vehicle.
- 9.7.7** Use of matches, lighters, or any other igniting or incendiary devices is prohibited on the AOA and within 50 feet of any aircraft, refueling vehicle, fuel storage facility, or any aircraft being fueled or defueled.

9.8 Off-Premises Fueling

- 9.8.1** Fueling activities shall be limited to an operator's leased premises unless the following conditions are met:
 - (i) Operator's lease, use or other agreement or fueling permit expressly permits off-premises fueling; and
 - (ii) Operator's levels of insurance are sufficient to cover the increased liability associated with off-premises fueling, as determined by TAA.
- 9.8.2** Off-premises fueling is permitted only in designated areas. Off-premises fueling is prohibited at TAA Flightline ramp, terminal complex, and the cargo apron.

9.9 Storage of Refueling Vehicles/Use of Fuel Cans

- 9.9.1** Refueling vehicles shall be stored outside and not less than 50 feet from a building or other structure, storm water conveyances, drains, catch basins, or ditches.
- 9.9.2** Refueling vehicles shall be parked in a manner that provides a minimum of 10 feet of separation between vehicles and any other vehicle or aircraft and a minimum of 20 feet from a storm water inlet.
- 9.9.3** Unless otherwise authorized by the TAA Fire Department, no more than 5 gallons of fuel may be stored in fuel cans, and all fuel cans shall be spring-loaded, self-closing containers.

9.10 Maintenance of Refueling Vehicles

AIRCRAFT FUEL STORAGE, HANDLING AND DISPENSING

- 9.10.1** Maintenance and servicing of refueling vehicles shall be performed outdoors or in a building that is approved by TAA and the TAA Fire Department specifically for this purpose.
- 9.10.2** Operators shall document and maintain vehicle maintenance and agency inspection records. These records shall be made available to TAA upon request.

9.11 Training

- 9.11.1** All personnel engaged in fueling operations shall be trained in procedures for fueling and defueling, quality control, safety, fire prevention, use of fire extinguishers, responding to fuel and oil spills, handling flammable materials, and actions to be taken in an emergency caused by a fire or fuel spill (including environmental protection).

All employees shall receive proper training or instruction immediately upon employment and annually thereafter.

- 9.11.2** Records of training and qualifications of each person engaged in fueling operations shall be maintained.
- (a) Training shall be performed in accordance with 14 CFR Part 139 and the Airport's Airport Certification Manual.
 - (b) Records shall indicate initial training and all recurrent training provided.
 - (c) Recurrent training shall be provided on a regularly scheduled basis, but not less than every year.
 - (d) Training records shall be made available for review and/or inspection by TAA, the TAA Fire Department, or the TAA Police Department at any time.

9.12 Transient Fueling Operations

Transient fueling operations (such as seasonal fire fighting operations) shall:

- (a) be subject to the inspection and approval of TAA;
- (b) pay applicable fuel flowage charges;
- (c) fuel only in designated areas; and
- (d) operate according to best management practices.

