



RULES AND REGULATIONS

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EFFECTIVE: May 23, 2010

Panama City – Bay County Airport
and Industrial District

Randall S. Curtis, Executive Director

FORWARD

Every governmental entity, on behalf of those it serves, establishes procedures for access to and protection of the resource with which it is entrusted, as well as for operation of the government itself. The Airport Authority Board, the governmental body operating the Panama City – Bay County Airport and Industrial District, established the Rules and Regulations in this document in fulfillment of the Authority’s responsibility to the citizens served by the airport.

All who use the airport have a responsibility to conduct themselves in a manner that preserves the facilities and services provided so other users may benefit equally. Airport staff members, likewise, have the responsibility to ensure the day to day operation of the airport complies with the direction of the Airport Authority. These Rules and Regulations provide the guidance necessary to meet our mutual responsibilities. Having been adopted by the legally constituted authority, this document carries more weight than mere “direction” or “guidance”. These Rules and Regulations should be viewed as having the force of law.

Should changes to these Rules and Regulations become necessary, procedures for doing so are provided in *Section 2, Introduction*. The Executive Director must review any proposed changes to this document. He will determine if the proposed modification goes beyond cosmetic change or grammatical correction that would then require approval by the Airport Authority prior to becoming a part of this document. Questions or suggestions regarding the Rules and Regulations should be directed to the office of the Executive Director.

On behalf of the Airport Authority, I encourage all served by the airport, travelers, tenants, and staff, to enjoy the benefits offered by our modern facility.

RANDALL S. CURTIS
Executive Director

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SECTION 1 – DEFINITIONS

1.0 DEFINITIONS

Aircraft – Device(s) that are used or intended to be used for flight in the air and may include aircrew.

Access Road – A vehicular road located inside the air operations area for use by the Airport Authority, FAA, airport tenants and contractors.

Airport – All land and improvements located within the geographical boundaries of the Northwest Florida Beaches International Airport.

Airport Authority – Represents the Panama City – Bay County Airport and Industrial District.

Airport Badge – A badge issued by the Airport Authority for purpose of identification, vehicle operation, security and access of persons employed by companies operating at the Northwest Florida Beaches International Airport.

Airport Board – The members of the Board of Directors of the Panama City – Bay County Airport and Industrial District.

Airport Marking Aids – Any type markings that are used on runway and taxiway surfaces to identify a specific runway, a runway holdline, centerline, threshold, etc.

Aircraft Operations Area (AOA) – That portion of the airport designated for the landing, take-off or surface maneuvering of aircraft.

ATCT – FAA Air Traffic Control Tower.

Bus – A motor vehicle having a seating capacity of twenty or more passengers, which operates over a fixed route or on a charter basis and has valid operating permits.

CFR – U.S. Code of Federal Regulations.

Commercial Operation – Sales, lease, sub-lease, rent, barter, trade, transaction, retail; to sell, hawk, peddle, vend, effect a sale, deal in, offer, market liquidate, turn into money, advertise, hold out, perform services, engage in business; for the benefit, gain earnings, return income, remuneration, compensation, profit or any act or activity, the object of which is any or all of the previous whether or not such objective is met.

Comm Center – The Airport Police Department and Airport Fire Department have a 24-hour Communications Center.

Contractor – Any person or company doing construction or installation work on the airport.

Courtesy Vehicle – Those vehicles which are used in the business operation of any hotel, motel, parking lot, auto rental office, solely to transport customers between points at the Northwest Florida Beaches International Airport and such hotel, motel, parking lot, or automobile rental office located on or off airport property.

DOT – United States Department of Transportation.

Driving Permit – The privilege granted by the Airport Authority to operate a motor vehicle on the AOA and designated on an airport badge or other identification.

Escort – The accompaniment of a person or vehicle not authorized to be on the AOA by a person who is authorized and properly displays and airport badge.

EPA – United States Environmental Protection Agency.

Executive Director – The person appointed by the airport Board to have responsibility for the administration and operation of the airport. The Executive Director may employ and designate staff to act in his behalf in the promulgation of Airport Authority policy. Where Executive Director is noted in these Rules and Regulations, it will mean Executive Director or his designee.

FAA – United States Federal Aviation Administration.

FAR – United States Federal Aviation Regulations.

FBO – Fixed Base Operator.

Fire Resistant – The capability of materials to be resistant to damage by fire.

Fire Codes – The fire codes adopted and enforced by Bay County and the Airport Authority.

Flammable – The tendency of a material, liquid or gas to ignite readily or to explode.

Fuel Storage Area – Those portions of the airport designated by the Executive Director as areas in which gasoline or any other type of fuel may be stored, including but not limited to gasoline tank farms and bulkheads, piers or wharves at which fuel is loaded.

General Aviation – Private and corporate aircraft not operating under FAR Part 121.

Limousine – A chauffeur operated motor vehicle, available for hire, having a seating capacity of fifteen passengers or less, including the driver.

Movement Area – The runway and taxiway system of the airport which is used for taxiing, take-off and landing of aircraft and is controlled through communication with the ATCT.

NFC – National Fire Code published by the National Fire Protection Agency.

NFPA – National Fire Protection Agency.

NOTAM – Notice to Airmen.

NTSB – National Transportation Safety Board.

Panama City – Bay County Airport and Industrial District – The governing body of the Northwest Florida Beaches International Airport established in accordance with a special act by the Florida State Legislature.

Permission or Permit – Permission granted by the Executive Director, unless otherwise indicated. Permission or permit, whenever required by the Rules and Regulations, will be written permission, except that verbal permission in specific instances may be granted under special circumstances where the obtaining of written permission would not be practical.

Person – Any individual, firm, partnership, corporation, company, association, joint stock association or political body, and includes any trustee, receiver, assignee or representative thereof.

Restricted Area - Those portions of the airport or portion of any building on the airport to which access is restricted to authorized persons and is not accessible by the general public.

Roadway – That portion of a highway or street improved, designed or ordinarily used for vehicular travel.

State – The State of Florida.

Sterile Area – That portion of the terminal building beyond the security screening checkpoint.

T-Hangar – An individual aircraft hangar designated for the storage of aircraft.

Taxicab – A passenger type vehicle having seating capacity of six passengers or less, including the driver.

Tenant – A leaseholder, permittee or other occupant of land or premises within the boundaries of the Northwest Florida Beaches International Airport and his or her sublessee or duly authorized agent. For the purpose of these regulations, “tenant” shall

include any party who discharges sanitary sewage, industrial waste or stormwater in the respective systems owned and operated by the Airport Authority.

Terminal Building – All buildings and structures located within the airport and open to the public for the purpose of flight ticket purchase, public lobby waiting, baggage check-in and other services related to public air travel.

Terminal Ramp – That portion of the AOA that is immediately adjacent to the passenger terminal.

TSA – Transportation Security Administration.

UBC – Uniform Building Code.

Vendor – Any person or company doing repair or routine service work on the airport under a contract basis who is not a tenant.

SECTION 2 – INTRODUCTION

2.1 AUTHORITY FOR IMPLEMENTATION OF RULES AND REGULATIONS

The Panama City – Bay County Airport and industrial District is a political subdivision of the State of Florida, as created by a Special Act of the State Legislature. Operational and administrative management of the airport is the responsibility of the Executive Director, who reports to a seven member Board. For the purpose of this document, the airport Administration and its governing Board shall be referred to as the Airport Authority.

2.2 APPLICABILITY

This regulation applies to all users of and persons on any portion of the property owned or controlled by the Panama City – Bay County Airport Authority. Tenant organizations shall be responsible for the dissemination of, accessibility to and the compliance with these Rules and Regulations by their employees.

These Rules and Regulations may be amended, changed or modified by the Airport Authority.

2.3 VIOLATION OF RULES

Any person that violates, disobeys, omits, neglects or refuses to comply with any of the provisions of these Rules and Regulations may be denied use of the airport by the Executive Director, in addition to the penalties pursuant to federal, state or local authorities.

2.4 SEVERABILITY

If any section, subsection, subdivision, paragraph, sentence, clause or phrase of these Rules and Regulations or any part hereof, is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction or other competent agency, such decision shall not affect the validity or effectiveness of the remaining portions of these Rules and Regulations or any part thereof.

If the application of any provision or provisions of these Rules and Regulations to any lot, building, sign, other structure or parcel of land is found to be invalid or ineffective in whole or in part by any court or other competent jurisdiction or other competent agency, the effect of such decision shall be limited to the property or situation immediately involved in the controversy and the application of any such provision to other properties and situations shall not be affected.

Section 2.4 shall apply to every portion of these Rules and Regulations as they have existed in the past, as it now exists and as it may exist in the future, including all modifications thereof and additions and amendments thereto.

2.5 INTERPRETATION

In the event that an interpretation of any provision of these Rules and Regulations is required, the Executive Director shall render such interpretation.

2.6 PROCEDURES AND ADDENDUMS

Written operational procedures and addendums to these Rules and Regulations will be issued by the Executive Director.

SECTION 3 – GENERAL REGULATIONS

3.1 APPLICABLE LAWS

All applicable Federal and State laws and regulations and the laws and regulations of any other legal authority having jurisdiction, as now in effect or as they may from time to time be amended, are hereby incorporated as part of these Rules and Regulations as though fully set forth herein.

3.2 EXECUTIVE DIRECTOR AUTHORITY

When the Executive Director determines that an emergency affecting the health, welfare and/or safety of persons and/or property exists at the airport, he shall be empowered to take that action which, within his discretion and judgment, is necessary or desirable to protect persons and property and to facilitate the operation of the airport.

During such an emergency, the Executive Director may suspend these Rules and Regulations or any part thereof and he may, in addition, issue such orders, rules and regulations as may be necessary.

The Executive Director shall, at all times, have authority to take such reasonable action as may be necessary for the proper conduct and management of the public.

3.3 AIRPORT FIRE/RESCUE

Airport Fire/Rescue has the primary duty of responding to aircraft emergencies at the Northwest Florida Beaches International Airport. Bay County Fire and Emergency Services remains responsible for and is the primary provider of, non-aircraft emergency services.

3.4 COMMERCIAL ACTIVITIES

No person shall enter or remain on the airport and buy, sell, peddle, give away or offer for sale or purchase any goods, merchandise, property or services of any kind whatsoever on or from the airport property without the prior written consent of the Executive Director.

3.5 LITTER AND REFUSE

No person shall place, discharge or deposit in any manner, papers, trash, food goods, rubbish or other refuse anywhere on the airport, except in receptacles or other such places prescribed by the Executive Director. All litter and refuse must be bagged when transported in vehicles and all receptacles for said materials must have covers and be kept closed. Refuse of any kind stored or transported or disposed of must be in secured plastic bags. Persons disposing of materials in a trash compactor must compact their materials

immediately. Materials must not be placed outside a dumpster or compactor and must not be placed in the receiving bin of a compactor without being compacted.

3.6 ANIMALS

No person shall enter the terminal building with any animal, except a seeing-eye or hearing animal, any animal used for law enforcement support or any animal properly confined and ready for shipment by air. Animals are permitted outside the airline terminal or AOA if on a leash or restrained in such manner as to be under complete control.

3.7 AOA/RESTRICTED AREAS

No person shall enter the AOA or restricted areas except persons assigned to duty therein or authorized by the Executive Director and who display the proper badge for the restricted area or are properly escorted. Additionally, no person shall enter the movement area without having established radio communications and obtained authorization from the FAA Control Tower.

3.8 COMMERCIAL PHOTOGRAPHY

No person shall take still, motion, television or sound pictures for commercial purposes on the airport without the prior consent of the Executive Director. This also applies to the dissemination of audible messages.

3.9 ADVERTISEMENTS

No person shall post, distribute or display signs, advertisements, circulars, printed or written matter at the airport without the prior permission of the Executive Director. This also applies to the dissemination of audible messages.

3.10 TENANT ACTIVITIES

Unauthorized Activity – No tenant, tenant employee or any other employee authorized to perform any function on the airport, shall in any way assist any person to engage in any activity on the airport which is not authorized by the Airport Authority.

Construction Requirements – All tenant construction must conform to requirements outlined within each tenant lease agreement and as set forth by the Executive Director.

Signage – No signs exposed to public view shall be installed on the airport without the prior approval of the Airport Authority.

3.11 CONSTRUCTION AND OBSTRUCTION CONTROL

No person shall:

- a. Erect, construct, modify or in any manner alter any structure, sign, post or pole of any type;
- b. Alter or in any way change color, design or décor of existing airport improvements;
- c. Operate, park or store any equipment, vehicles (operational or otherwise), supplies or materials;
- d. Create any mounds of earth or debris or otherwise change the topography of the airport;
- e. Cause or create any physical object on land or water that penetrates the operations air space as outlined in FAR Part 77;
- f. Conduct any other work on airport property without first obtaining permission from the Executive Director and without strict compliance to the directions of the Executive Director.

3.12 DAMAGE TO AIRPORT PROPERTY

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 nor willfully abandon any personal property on the airport. Any person causing or being responsible for such injury, destruction, damage or disturbance shall report such damage to the Executive Director and shall reimburse the airport for the full amount of damage. Any person failing to report and/or reimburse the airport for injury, destruction, damage or disturbance of airport property may be refused the use of any facility until and unless said report and/or reimbursement has been made.

3.13 SMOKING

No person shall smoke or carry lighted cigars, cigarettes, pipes, matches or any naked flame in or upon the AOA or in any area of the terminal building. The only area acceptable for smoking is outside the terminal and outside the AOA.

3.14 SECURITY PLAN

The TSA approved security program for the Northwest Florida Beaches International Airport is hereby incorporated by reference and made a part of these Rules and Regulations.

3.15 EMERGENCY PLAN

The FAA approved Emergency Plan for the Northwest Florida Beaches International Airport is hereby incorporated by reference and made a part of these Rules and Regulations.

3.16 EMERGENCY PROCEDURES

Medical Emergencies – All Northwest Florida Beaches International Airport tenants shall contact 911 to report medical emergencies. Immediately after calling 911, contact the Airport Fire Department at (850) 769-4791.

Building Fires – All Northwest Florida Beaches International Airport tenants shall contact 911 to report building fires. Immediately after calling 911, contact the Airport Fire Department at (850) 769-4791.

Civil Disturbances – All Northwest Florida Beaches International Airport tenants shall contact the Airport Police Department at (850) 769-6033 to report civil disturbances or security concerns.

Aircraft Emergencies – The Airport Authority will coordinate with the ATCT on the notification and response to aircraft emergencies. Should an emergency situation involving an aircraft at the gate or otherwise parked and not under control of the ATCT occur, the Airport Fire Department shall be contacted at (850) 769-4791.

3.17 FIRST AMENDMENT ACTIVITIES

Airport approved Article 1 – First Amendment Activities for Northwest Florida Beaches International Airport is hereby incorporated and made a part of these Rules and Regulations. (Reference Appendix I)

SECTION 4 – AIRCRAFT OPERATIONS

4.1 AUTHORITY TO RESTRICT OPERATIONS

The Executive Director shall have the authority at any time to close the airport in its entirety or any portion thereof to air traffic, to delay or restrict any flight or other aircraft operation, to refuse takeoff permission to aircraft and to deny the use of the airport to any individual or group when he considers any such action to be necessary and desirable to avoid endangering persons or property and to be consistent with the safe and proper operation of the airport. In the event the Executive Director determines the condition of the airport or any part thereof to be unsafe for landings or takeoffs, he shall issue a NOTAM closing the airport or any part thereof.

4.2 RESTRICTION OF OPERATIONS

All fixed-wing aircraft operations will be confined to hard surface areas (runways, taxiway, parking aprons), except when authorized by the Executive Director.

4.3 OPERATIONS OF AIRCRAFT

All aircraft operations on the airport shall comply with federal, state and local rules, regulations, ordinances, statutes and laws.

No aircraft shall be operated on the airport in a careless or negligent manner, in disregard of the rights and safety of others without due caution, at a speed or in a manner which endangers personal property or while the pilot or any other person aboard controlling any part of the operation thereof is under the influence of or impaired by the use of alcohol, illegal drugs or legal drugs.

4.4 TAXIING OR MOVING OF AIRCRAFT

- a. Any aircraft being moved shall do so at a reasonable speed and not to exceed 10 mph when being towed or 25 mph when taxiing. During any aircraft movement on the movement area, the terminal apron or the general aviation area there shall be a competent person attending the controls.
- b. During hours of darkness while taxiing or towing an aircraft, the wingtip lights and tow vehicle lights shall be illuminated. In the event of radio equipment failure, ATCT may use the light gun for communication.
- c. Wing walkers are required whenever pushed back aircraft are to pass any other aircraft.
- d. Tenant vehicles used for towing aircraft are restricted to routes prescribed by the Executive Director.

4.5 AIRCRAFT ENGINE STARTS AND RUN-UPS

- a. Aircraft engines shall not be operated in such a position or directed in such manner that persons, structures, property, runways or taxiways may be injured or endangered by the path of the aircraft propeller slipstream or jet blast.
- b. Aircraft engines shall not be operated in such a position or directed in such a manner that may injure the ears or become a nuisance to fellow tenants or surrounding neighborhoods.
- c. No aircraft engine shall be started or run unless a licensed pilot or certificated A&P mechanic is attending the aircraft controls. Wheel blocks equipped with ropes or other suitable means of chocking the wheels of an aircraft to deter movement shall always be placed in front of the main landing wheels before starting the engine(s), unless the aircraft is held into position by functioning brakes.

4.6 AIRCRAFT PARKING

- a. No person may park any aircraft in any area other than that prescribed by the Executive Director. Except in emergencies, no person may enplane or deplane passengers in an area that has not been previously so designated for that purpose.
- b. No person operating a private, non-scheduled or military aircraft may park, unload passengers, obstruct or attempt to use any aircraft gate position assigned to a scheduled air carrier without making prior arrangements with the carrier involved and/or the Airport Authority.

4.7 AIRCRAFT ACCIDENT REPORTS

The pilot or operator of any aircraft involved in an accident causing personal injury or property damage shall make a prompt and complete report concerning said accident to the Executive Director in addition to all other reports required to be made to other agencies.

4.8 DISABLED AIRCRAFT

Any owner, lessee, operator or other person having control or the right of control of any disabled aircraft on the airport shall be responsible for the prompt removal and disposal thereof and any and all parts thereof, subject, however, to any requirements or direction by the NTSB, the FAA or the Executive Director that such removal or disposal be delayed pending an investigation of the accident.

Any owner, lessee, operator or other person having control or the right of control of any aircraft does, by use of the airport, agree and consent, notwithstanding any provision in any agreement, lease, permit or other instrument to the contrary, that the Executive Director may take any and all necessary action to effect the prompt removal or disposal of disabled aircraft or parts thereof that obstruct any part of the airport utilized for aircraft operations; that any costs incurred by or on behalf of the airport for any such removal or

disposal of any aircraft shall be paid to the Airport Authority; that any claim for compensation against the Airport Authority, the airport Board and any of their officers, agents or employees for any and all loss or damage sustained to any such disabled aircraft, or any part thereof, by reason of any such removal or disposal, is waived; and that the owner, lessee, operator or other person having control or the right of control of said aircraft shall indemnify, hold harmless and defend the Airport Authority, the airport Board and all of their officers, agents and employees against any and all liability for injury to or the death of any person or for any injury to any property arising out of such removal or disposal of said aircraft.

4.9 TWO-WAY RADIO, BRAKES AND TERMINAL CONTROL AREA EQUIPMENT

No aircraft may taxi, take-off, land or otherwise operate on the AOA unless it is equipped with brakes and a functioning two-way radio and complies with the following procedures:

Aircraft operations when the ATCT is operational: Unless otherwise authorized or required by ATCT, each person operating an aircraft in Class D airspace or on the AOA, shall establish two-way communications with ATCT as required by FAR Part 91.

Aircraft operation when the ATCT is not operational: Unless otherwise authorized or required by the Executive Director, no aircraft may taxi, land or otherwise operate on the AOA until it has established communications on the common traffic advisory frequency (120.5MHz).

4.10 AIRCRAFT TIE-DOWN

It shall be the responsibility of the aircraft owner or operator to ensure the adequacy of tie-down equipment and methods used in securing aircraft parked on the airport.

4.11 DERELICT AIRCRAFT

Any aircraft parked on the public aircraft apron for a period in excess of sixty (60) days and not flown during that period of time shall be declared a derelict unless arrangement for extended parking has been made with the Airport Authority. Such aircraft shall be subject to removal and impoundment by the Airport Authority with any and all costs incurred being the responsibility of the aircraft owner.

4.12 LIABILITY FOR DAMAGES

The cost for repair or replacement of damage to field lighting or other airport facilities shall be borne by the operator, pilot or person causing such damage.

4.13 INTERFERING OR TAMPERING OF AIRCRAFT

No person may interfere or tamper with any aircraft or put in motion the engine of such aircraft or use any parts, instruments or tools without permission of the owner.

4.14 PARKING RESPONSIBILITY

Upon direction from the Executive Director, the operator of any aircraft parked or stored at the passenger terminal shall move said aircraft from the place where it is parked or stored. If the operator refuses to comply with such directions, the Executive Director may arrange for the tow and storage of said aircraft at the expense of the owner or operator and without liability for damage, which may result in the course of such moving or storage.

4.15 TAXIING INTO OR OUT OF HANGARS

No aircraft shall be taxied or flown into or out of a hangar.

4.16 AIRCRAFT MARKING DURING LOW VISIBILITY PERIODS

Every aircraft parked on the terminal ramp or apron shall have its running lights lighted during the hours between sunset and sunrise and during low visibility periods, except in areas designated by the Executive Director. Other means of identifying and marking of the wingtips of the aircraft while parked may be used in lieu of the running lights but prior authorization for any substitute must be obtained from the Executive Director.

4.17 USE OF UNSAFE AREAS

No aircraft shall use any part of the AOA considered temporarily unsafe for taxiing, landing or takeoff, or which is not available for any reason. The boundaries of such areas will be marked by the Executive Director with barricades and flags by day and high intensity flashing lights at night and low visibility periods and an appropriate NOTAM issued.

4.18 PASSENGER ENPLANING AND DEPLANING

All aircraft shall be loaded or unloaded and passengers enplaned or deplaned in designated areas unless otherwise permitted by the Executive Director. All passengers shall be channeled through designated routes to and from the terminal building. Airline personnel shall be stationed to assist and channel passengers during ground level enplaning and deplaning. No pedestrian traffic is allowed to cross any taxiway or terminal ramp between boarding areas.

4.19 AIR TRAFFIC RULES

- a. No motorless aircraft shall land or takeoff from the airport.
- b. Taxiways shall not be used for fixed-wing aircraft takeoffs and landings of aircraft without the permission of the Executive Director.

4.20 INTOXICANTS AND DRUGS

As provided under FAR Part 91.11, no pilot or other member of the flight crew of an aircraft in operation on the airport or any person attending or assisting in said operation on the airport shall be under the influence of intoxicating liquor or drugs, nor shall any

person under the influence of intoxicating liquor or drugs be permitted to board any aircraft, except a medical patient under care. Any person violating this section may be denied use of the airport by the Executive Director.

4.21 CHARTER AIRCRAFT

All operators are required to advise the Airport Authority in advance of any charter aircraft needing to utilize the Northwest Florida Beaches International Airport terminal facilities.

4.22 AIRCRAFT FUELING

Storage and dispensing of aviation fuels shall be in accordance with the Airport Certification Manual and NFPA 407. No person may store or dispense aviation fuels of any type unless authorization is specifically granted in a valid airport lease agreement or provided by written authorization of the Executive Director.

SECTION 5 – VEHICLE OPERATIONS

5.1 GENERAL

The laws of the State of Florida and Bay County relating to the operation of motor vehicles on streets and highways shall apply, where applicable, to the operation of motor vehicles on airport streets and highways. No person may operate a motor vehicle on the airport unless they hold a valid state or government motor vehicle operator's license for the class of vehicle being operated.

All vehicles operated on airport roadways must at all times comply with any lawful order, signal or direction by authorized personnel. When traffic is controlled by signs or by mechanical or electrical signals, such signs or signals shall be obeyed unless directed by authorized personnel.

The Executive Director is authorized to place and maintain such traffic signs, signals, pavement markings and other traffic control devices upon airport roadways, parking facilities and other airport property as required to indicate and carry out the provisions of these Rules and Regulations.

Vehicles on airport roadways shall be operated in strict compliance with the roadway speed limits prescribed by the Executive Director as indicated by posted traffic signs, unless otherwise directed by public law enforcement officials or emergency personnel.

5.2 RESERVED, POSTED OR RESTRICTED PARKING AREA

The Executive Director is authorized to reserve all or any part of parking lots or other areas not under lease or permit for the sole use of vehicles of the Airport Authority, its officers, employees, tenants or for such visitors to the airport as he may designate and to indicate such restrictions by appropriate markings and/or signs; designate a parking time limit on any portion of said lots; designate any portion of said lots as a passenger loading zone or a freight loading zone; designate any portion of said lots as a "No Stopping", "No Waiting", or "No Parking" area; designate where and how vehicles shall be parked by means of parking space markers; and designate direction of travel and indicate same by means of appropriate signs and/or markings.

When appropriate signs and/or markings have been installed, no person may park or drive a vehicle on any portion of such lots reserved for the exclusive use of any vehicles unless authorized by the Executive Director.

Vehicles parked in any garage, parking lot or other authorized parking area reserved for public, private or employee use shall park in such manner as to comply with all posted and/or painted lines, signs and rules.

Vehicles displaying appropriate handicapped/disabled insignia issued by state authorities, may park in designated handicapped parking areas for such periods as may be indicated by appropriate signs and/or markings.

5.3 AUTHORIZATION TO MOVE VEHICLES

No person shall park, store, leave or permit the parking, storing or leaving of any motor vehicle of any kind which is an abandoned, wrecked, dismantled, inoperative, rusted, junked or in partially dismantled condition, whether attended or not, upon airport property for a period of time in excess of seven (7) days. The presence of such a vehicle is hereby declared a public nuisance which may be abated as such by the Executive Director or his/her designee in accordance with the provisions of this Article.

a. Definitions

(1) **Abandoned** – the leaving of a motor vehicle, without approval of the airport Executive Director or his designee on airport property in excess of seven (7) days.

(2) **Inoperative** – any condition of dysfunction, partial mechanical disrepair or incompleteness, or a condition which renders a motor vehicle unfit or unsafe to use and operate upon public highways. Any vehicle not repaired or moved or rendered operable within fourteen (14) days after notice given, pursuant to this Article shall be presumed to be inoperative, regardless of the nature or extent of any repairs of maintenance which, if made upon the vehicle, would render it operative or usable. The terms unsafe or unfit shall include all motor vehicles standards set forth in Chapter 316, Florida Statutes.

(3) **Junked motor vehicle** – any motor vehicle which does not have lawfully affixed thereto an unexpired license plate and the condition of which is wrecked, dismantled, partially dismantled, inoperative, abandoned or discarded.

b. **Notice to Remove** – Whenever it comes to the attention of the Executive Director that any nuisance as above defined exists on airport property, he will use the Airport Police to cause a notice in writing to be served upon the owner of the vehicle, notifying the owner of the existence of the nuisance and requesting its removal in the time specified by this Article.

c. **Responsibility for Removal and Liability for Expenses** – Upon proper notice and opportunity to be heard, the owner of the nuisance vehicle shall be responsible for its removal from airport property. In the event of removal and disposition by the airport, the owner of the vehicle shall be liable for any expenses incurred by the airport, including reasonable attorney fees.

d. **Notice Service** – The Airport Police Chief shall give notice of removal to the owner of the nuisance vehicle at least ten (10) days before the time of compliance. It shall constitute sufficient notice when a copy of same is posted in a conspicuous place on the vehicle and duplicate copies are sent by certified mail to the owner at his/her last known address.

e. **Notice Contents** – The notice required herein shall contain the request for removal within the time specified in this Article and shall advise that upon failure to comply with the notice to remove, the airport or its designee shall undertake such removal

with the cost of removal to be levied against the owner of the vehicle. The notice shall further advise the procedure to request a hearing before the Airport Board of Directors. Multiple vehicles may be included in a single notice.

- f. Request for Hearing** – Within the ten (10) day compliance period, the person to whom the notice is directed, or their duly authorized agents, may file a written request with the Airport Police Chief for hearing before the airport legislative body to defend the charges brought by the airport.
- g. Procedure for Hearing** – The hearing provided for herein shall be held as soon as practicable after the filing of the request and the persons to whom the notices are directed shall be advised in writing of the time and place of said hearing at least seven (7) days in advance thereof. At any such hearing, the airport and the persons to whom the notice(s) have been directed may introduce such witnesses and evidence as either party deems necessary. The decision of the Airport Board of Directors is final.
- h. Removal of Motor Vehicle from Property** – If the violation described in the notice has not been remedied within the ten (10) day period of compliance or in the event that a notice requesting hearing is timely filed, a hearing is had and the existence of the violation affirmed by the Airport Board of Directors, the Airport Police Chief or his/her designee shall have the right to take possession of the nuisance motor vehicle and remove it from the premises. It shall be unlawful for any person to interfere with or hinder the removal of a nuisance vehicle pursuant to this Article.
- i. Notice of Removal** – Within forty-eight (48) hours of the removal of a nuisance vehicle, the Airport Police Chief shall give notice to the registered owner of the vehicle that said vehicle has been impounded and stored for violation of this Article. The notice shall give the location of where the vehicle(s) is stored and the costs incurred by the airport for removal and storage.
- j. Disposition of Vehicles** – Upon removing a vehicle under the provision of this Article, the airport shall, after ten (10) days, cause it to be appraised. If the vehicle appraised at Two Hundred Fifty Dollars (\$250) or less, the Airport Police Chief shall execute an affidavit so attesting and describing the vehicle including the license plates, if any, and stating the location and appraised value of the vehicle. The Executive Director or his designated representative, after complying with the above, may summarily dispose of the vehicle and execute a sworn Certificate of Sale. If the vehicle is appraised at over Two Hundred Fifty Dollars (\$250), the vehicle shall be sold at public sale, with notice published once, not less than seven (7) days before the date of the proposed sale.
- k. Contents of Public Sale Notice** – The Notice of Sale shall state:
 - 1. The sale is of abandoned property in the possession of the airport;
 - 2. A description of the vehicle including make, model, license number, if available, VIN number and/or any other information which will accurately identify it;

3. Terms of the sale; and
 4. Date, time and place of the sale.
- l. Public Sale** – The vehicle will be sold to the highest and best bidder at public sale with the proceeds to be applied against the expense incurred by the airport. Any excess may be claimed within thirty (30) days of the sale by the last rightful owner of the vehicle immediately preceding the sale. At the time of payment of the purchase price, the Airport Police Chief shall execute a sworn Certificate of Sale in duplicate, the original of which is to be given to the Purchaser and the copy to be retained by the Airport Police Department. Title to the vehicle shall pass to the Purchaser at public or private sale and be evidenced by the Certificate of Sale, which shall be sufficient to cause a new title to be issued by the appropriate state agency. Should the sale be invalid for any reason, the airport’s liability shall be limited to the return of the purchase price.
 - m. Redemption of Impounded Vehicles** – The owner of any vehicle seized under the provisions of this Article may redeem such vehicle at any time after its removal, but prior to the sale or destruction thereof, upon proof of ownership and payment to the airport of the expenses incurred by the airport which for all purposes herein shall include, but not be limited to, the actual and reasonable expenses of removal, advertising, attorney’s fee, abstract of title, appraisal and storage for each vehicle redeemed.
 - n. Vehicles Creating a Hazard** – Should a vehicle described above be abandoned in such a place as to create a hazard, it may be removed without delay. However, all other timed provisions shall remain in effect.

5.4 PROPER USE

No person shall operate any vehicle on the airport other than on the roads or places authorized by the Executive Director.

No person shall use the roads or walkways on the airport in such manner as to hinder or obstruct their proper use.

No person shall operate a vehicle in a reckless or dangerous manner, at a speed greater than posted or if the vehicle is not roadworthy or in such a condition as to endanger persons or property.

5.5 PEDESTRIANS

Pedestrians in marked crosswalks have the right-of-way at all times over vehicular traffic.

5.6 TENANT AND EMPLOYEE PARKING

All employees of companies, organizations or agencies having tenancy of the airport shall park only in designated parking areas.

5.7 MOTORCYCLES AND BICYCLES

Every person riding a motorcycle or bicycle upon an airport roadway shall be granted all rights and shall be subject to all duties made applicable to the driver of a vehicle, except as to rules and regulations which by their nature can have no application. Such cycles are strictly prohibited from operating or parking on lawns or sidewalks.

5.8 VEHICLE AND DRIVER REGULATIONS ON THE AOA

Drivers:

1. No vehicle shall be operated on the AOA unless the driver has completed the Airport Driver's Training Program and displays the appropriate authorization as designated by the Airport Authority.
2. No person operating a vehicle on any aircraft ramp shall drive at a speed greater than fifteen (15) miles per hour or at such a rate of speed as to endanger any aircraft, vehicle or personnel. Factors including, but not limited to, weather and visibility shall be taken into consideration to determine safe operating speed.
3. No vehicle shall pass between an aircraft passenger terminal or passenger lane when the aircraft is parked at a gate position, except those vehicles servicing the aircraft and then only with extreme caution. All other vehicles must drive to the rear of the aircraft and shall pass no closer than twenty (20) feet from any wing or tail section.
4. Passengers enplaning or deplaning aircraft and taxiing aircraft shall have the right of way at all times over vehicular traffic. Vehicle drivers must yield the right of way.
5. No vehicle shall enter the air operations area unless proper authorization has been obtained from the Airport Authority or the vehicle is properly escorted.
6. No vehicle shall enter the movement area unless equipped with an operable two-way radio in communication with and having obtained clearance from ATCT or being escorted by an Airport Authority vehicle.
7. No person shall operate any motor vehicle which is in such physical or mechanical condition as to endanger persons or property or which, in the opinion of the Executive Director, is an eyesore.
8. No person shall operate any vehicle that is overloaded or carrying more passengers than the number for which the vehicle was designed.
9. No person shall ride on the running board or stand up in the body of a moving vehicle except when the vehicle was designed for such use.
10. No person shall ride in or on baggage carts, trainers, power units or any other powered devices not designed to transport passengers.
11. A guide man is required whenever the vehicle operator's vision is restricted.

12. No fuel truck shall be brought into, stored or parked within 50 feet of the airport terminal building, FBO, hangar or other structure.
13. Tractor/tug drivers shall tow no more baggage carts, pods, igloos or wheeled containers than are practical to safely control and track properly.
14. Ramp vehicles and equipment shall be parked only within a tenant's own leasehold area and/or in approved marked parking stalls.
15. Vehicles shall not be operated under any passenger loading bridge except during emergencies.
16. No person shall park a vehicle in an aircraft parking area, safety area, grass area or in a manner so as to obstruct or interfere with any aircraft movement area or ramp area.

Radio Failure:

In the event of a two-way radio failure and loss of communications with the ATCT when operating a vehicle on the movement area, the driver shall turn his vehicle toward the tower and flash his lights. After receiving a flashing white signal from the ATCT, the driver will exit the AOA via the shortest possible route and under no circumstances will the vehicle enter or cross a runway. All personnel who drive vehicles on the movement area shall know the meaning of all FAA light gun signals.

Vehicles:

1. No vehicle shall be operated on the AOA unless it is properly registered for operation on public streets or is a qualified "off road vehicle" that is not normally operated on public streets.
2. All vehicles operated on the AOA must have vehicle liability insurance. For vehicles, owners would be required to carry either a combined single liability limit of \$300,000 or a split limit of 100/300/50, meaning \$100,000 each person for bodily injury, \$300,000 per accident for bodily injury and \$50,000 for property damage. For vehicles owned by the FBOs or other businesses, owners would be required to carry \$1,000,000 combined single limit for liability. These insurance requirements apply only to those vehicles not otherwise covered under leases, contracts or other applicable agreements.
3. All tenant vehicles operated on the AOA shall be approved by the Airport Authority and shall be issued an airport identifying sticker and/or marked with the company logo.
4. Carts or pieces of equipment being towed or carried after darkness must have rear reflectors or rear lights.
5. No vehicle shall be permitted on the AOA unless it is properly marked as outlined in this section and is in sound mechanical condition with unobstructed forward and side vision from the driver's seat.

6. Vehicles operating on the movement area shall be equipped with an operable and visible rotating beacon or equivalent.

Fueling Vehicles:

1. Tenants who perform fueling services must have an approved FAA training program for their employees.
2. Fueling operations shall be conducted only by qualified personnel instructed in the proper use and operation of the fueling equipment. The equipment operator shall utilize the dead man switch while operating the equipment.
3. All provisions of the Airport Minimum Standards for Commercial Aviation Services are incorporated herein by reference.
4. All fueling operations shall comply with the approved Airport Certification Manual and NFPA 407.

5.9 VEHICLES FOR HIRE

Airport approved Ground Transportation Rules and Regulations for the Northwest Florida Beaches International Airport are hereby incorporated and made a part of these Rules and Regulations. (Reference Appendix II)

5.10 TRANSIENT VEHICLES

Each FBO may allow transient vehicles to park at their facilities. The FBO must designate a paved parking area subject to the approval of the Executive Director. All vehicles must be operational and in good condition. Parking of derelict or junk vehicles is prohibited.

5.11 ABANDONED VEHICLES

Abandoned vehicles and/or inoperative, unregistered or unlicensed vehicles may not be stored on airport property without written authorization of the Airport Authority. Vehicles in violation of this provision may be removed from airport property in accordance with Section 5.3.

5.12 REPAIR OF VEHICLES

No person shall clean or make any repairs to vehicles, including motorized vehicles, non-motorized vehicles, boats, campers and other such vehicles anywhere on the airport property without authorization of the Airport Authority. Minor repairs may be made as necessary to remove vehicles from airport property.

SECTION 6 – SAFETY

6.1 FIRE AND SAFETY

All fire and safety related provisions of these Rules and Regulations, including hazardous materials, shall be in accordance with applicable sections of the NFPA Codes and Standards and all applicable laws, rules and regulations of the State, City and the Airport Authority.

6.2 USE OF UTMOST CARE REQUIRED

All persons using the airport or its facilities shall use the utmost care to guard against fire and injury to persons and property. It is the responsibility of supervisors at all levels to insure a safe working environment through safety and mishap prevention.

6.3 HANDLING OF EXPLOSIVES AND OTHER HAZAROUS MATERIALS

All explosives that are not acceptable for transportation under applicable federal regulations are not permitted on the airport.

No person shall store, keep, handle, use, dispense or transport at, in or upon the airport, any Explosives A, Explosives B, Explosives C, blasting agents, flammable liquids, combustible liquids, flammable solids, oxidizers, organic peroxides, corrosive materials, flammable gases, nonflammable gases, Poisons A, Poisons B, irritating materials (ORM A, B, D and E) or cryogenic liquids. For purposes of this hazardous class scheme, the DOT definitions of 49 CFR Part 173, as amended, shall be utilized:

- (1) Hazardous materials regulated in this article shall include, but not be limited to, those materials enumerated in:
 - DOT Regulations published in 49 CFR Parts 100 through 200, as amended.
 - The list of EPA pollutants, 40 CFR, Section 401.15, as amended.
- (2) Hazardous materials regulated in this article shall also include any material which has been determined to be hazardous based upon any appraisal or assessment by or on behalf of the party storing this material in compliance with the requirements of the EPA or the Florida Department of Natural Resources or which should have been, but was not, determined to be hazardous due to the deliberate failure of the party storing the material to comply with the requirements of the EPA and/or Department of Natural Resources.
- (3) Compliance with all applicable regulations governing explosives which are acceptable for transportation is required. Any other material subject to federal or state regulations governing hazardous materials must be handled in compliance with those regulations and any other more restrictive regulations that the Airport Authority might deem necessary to impose. Any waiver of such regulations or any part thereof

by the FAA or by any other competent authority shall not constitute or be construed to constitute a waiver of this rule by the Airport Authority or implied permission.

- (4) Advance notice of at least twenty-four (24) hours shall be given to the Airport Authority for any operations requiring permission pursuant to this rule.
- (5) Permission may be given for the movement of radioactive materials only when such materials are package, marked, labeled and limited as required by regulations applying to transportation of explosives and other dangerous articles and which do not create an undue hazard to life or property at the airport. Bay County Fire and Emergency Services shall provide the Airport Authority with information relative to the hazards of any material subject to this section.
- (6) All airport tenants involved with the handling of hazardous materials must provide the airport with a Hazardous Materials Removal Plan. The plan will include the name of the company used for removal of hazardous materials and the names and 24-hour telephone numbers of tenant staff authorized to handle such removals. The plan will be updated annually.

6.4 FIRE EXTINGUISHERS AND EQUIPMENT

The operator of any hangar or building on the airport shall be responsible for the furnishing and maintaining of adequate first aid and fire appliances meeting the minimum requirements of the county fire codes.

Fire extinguisher equipment shall not be tampered with at any time nor used for any purpose other than firefighting or fire prevention.

All extinguishers and other such equipment shall be inspected annually.

Airport fire protection systems and equipment shall not be altered or tampered with at any time.

All fire doors and other fire prevention apparatus shall be accessible and kept unobstructed at all times.

6.5 OPEN FLAMES

No person shall smoke in any portion of the AOA or in any hangar, room, building or area at the Northwest Florida Beaches International Airport except in designated smoking areas.

No person shall initiate or maintain any open fire of any type on any part of the airport without permission from the Airport Authority.

No person shall operate an oxyacetylene torch, electric arc or similar flame or spark producing device on any part of the airport except in areas within leased premises specifically designated for such use by the Airport Authority unless a permit from the Airport Fire Department has first been obtained. No permit shall be issued for operations

within an aircraft hangar, any fuel storage area or upon any components or section of any hydrant fuel distribution systems unless the work is required for repair of such areas or hangars or fuel systems. Where such operation is required, permission shall first be obtained from the Airport Authority and shall be subject to such conditions that may be imposed.

Every person observing any unattended or uncontrolled fire on the airport premises shall immediately report it directly to the Airport Fire Department at (850) 769-4791.

The heating of engine oil to promote easier cold weather operation shall be restricted to steam, hot water, hot air or approved electrical heaters.

6.6 FUELING

In the event of a fire or fuel spill, the airline or aircraft operator will summon the Airport Fire Department and immediately insure that the aircraft and loading bridge are vacated. Should passengers deplane because of a fuel spill, they shall not be readmitted to the jet bridge or the aircraft until permitted by the Airport Fire Department.

No aircraft shall be fueled or defueled while passengers are on board unless a passenger boarding ramp or loading walkway is in place at the cabin door of the aircraft and a cabin attendant is present at the cabin door.

Only persons duly authorized in pursuit of official duties shall be permitted in the immediate vicinity of an aircraft while the aircraft is being fueled.

All aircraft shall be positively grounded to the fueling source and the fueling nozzle shall be positively grounded to the aircraft. Only after fueling operations are complete shall all grounding bonds be disconnected. The same sequence shall apply to defueling operations as well.

In the event of fuel spillage and when there is no apparent presence of fire, fuel delivery units shall not be moved until the spillage is dispersed or removed. Spilled fuel must be cleaned up immediately and the area secured. No aircraft or vehicular movement shall be allowed in the area until authorized by the Airport Fire Department.

In case of a fire in the fuel delivery unit while servicing an aircraft, the attendant shall immediately notify the Airport Fire Department. In the event of spillage, fueling shall be discontinued immediately and all emergency valves and dome covers shall be secured.

The fuel cargo of any refueling unit shall be unloaded by approved transfer apparatus only into the fueling tanks of aircraft or storage tanks, except when such unit is disabled through accident or mechanical failure and it is necessary to remove the fuel, such fuel may be transferred to another refueling tank or unit vehicle, provided the necessary bonding and grounding connections have been made prior to fuel transfer.

No aircraft shall be refueled or defueled while a flight engine is running. Should unforeseen circumstances require fueling to take place with one engine running, the fueling agent shall contact the Airport Fire Department to monitor the fueling operation.

Under no circumstances shall the fueling operation start until the rescue vehicle is physically on the scene. A loading ramp or jet bridge must be in place for maintenance and aircrew personnel during the operation.

Fuel trucks shall not be parked or stored within fifty (50) feet of a hangar, FBO, terminal building or other such structures, nor shall they obstruct any pedestrian or vehicle doorway associated with those structures.

Fuel trucks shall not approach within one hundred (100) feet of any aircraft to be serviced until aircraft engines are shut off and/or propellers motionless and the pilot or authorized representative has approved the servicing of the plane.

Each hose, funnel or other equipment used in a fueling or defueling operation on the airport must be maintained in a safe, sound and non-leaking condition in conformance with FAR Part 139.

Tenants who perform fueling services must have an approved written training program for their employees and submit same to the Airport Fire Department.

A high standard of excellence of safety and integrity at fuel farms and fuel facilities is most important. Accumulated debris of trash and paper along with overgrowth of vegetation all represent serious fire hazards. Fueling agent will take all precautions to insure areas are kept clean and safe.

This same high standard also applies to painting, signage, and general appearance of the facility.

Fueling and defueling activities will be suspended when lightning is in the vicinity of the airport.

6.7 INSPECTIONS AND CLEANING SCHEDULES

Commercial cooking equipment shall be installed, maintained and protected from fire in accordance with the requirements of Life Safety Code and/or NFPA #96, whichever is more restrictive. It is the standard for insuring proper installation, inspection and maintenance procedures. The Airport Authority shall be supplied a copy of all inspection and maintenance contractors for each commercial hood and dust system being operated on the airport.

6.8 AIRCRAFT PARTS CLEANING MATERIALS

Cleaning of aircraft parts and other equipment shall be done preferably with nonflammable cleaning agents. When flammable combustibles must be used, only liquids having flashpoints in excess of 100 degrees Fahrenheit shall be used and special precautions shall be taken to eliminate ignition sources in compliance with good practice recommendations of the UFC and NFPA.

6.9 ENGINE OPERATIONS WITHIN HANGARS

The starting or operating of aircraft engines inside any hangar is prohibited.

6.10 MOTOR VEHICLES IN HANGARS – HANGAR ENTRANCES TO BE KEPT CLEAR

No automobiles, motor trucks or tractors shall enter hangars (without the exception of individual hangars) except in connection with operations on the airport, unless authorized by the Airport Authority. Hangar entrances shall be kept clear at all times.

6.11 HEATING AND LIGHTING OF HANGARS

Lighting in hangars shall be restricted to electricity. Heating in any hangar shall be by approved systems or devices only as listed by the Underwriters Laboratories or other acceptable approved testing laboratories.

6.12 PAINT, VARNISH AND LACQUER USE

For paint, varnish or lacquer spraying operations, the arrangement, construction, ventilation and protection of spraying booths and the storing and handling of materials shall be in accordance with the standard of the UFC and the NFPA. No spray painting shall take place inside any airport structure unless it is in an approved spray booth.

6.13 COMPRESSED GAS CYLINDERS – STORAGE ROOMS

Cylinders or flasks of compressed gases shall be stored with protective caps in place and restrained to keep from falling and kept in Class A fire resistive storage rooms.

SECTION 7 – PUBLIC AND TENANT USE

7.1 GENERAL

The criminal laws of the Federal Government, State of Florida, and Bay County apply on the airport.

7.2 SECURITY

Aviation Security

1. All persons using the Northwest Florida Beaches International Airport are subject to the Security Program.
2. Air carrier tenants, both public and private, must have a security, safety and passenger handling program.
3. Only authorized and properly identified persons and vehicles are allowed to enter and/or be in the AOA.
4. Any person or vehicle not allowed to be in the AOA must be escorted by an authorized individual as outlined in the Airport Security Plan.
5. All persons desiring to enter a sterile area are subject to security screening.
6. Unidentified or unauthorized personnel in the AOA may be detained and/or removed. Unidentified or unauthorized vehicles in the AOA may be removed by the airport at the expense of the owner.
7. Any person who violates security regulations may be denied future entry into the AOA.
8. Security doors shall be kept locked as required by the Airport Security Program. Tenants shall be responsible for doors/gates located in their leased area.

General Security

1. No person shall destroy, injure, deface, modify or disturb in any way any buildings, signs, equipment, markers or other structures, trees, flowers, lawn or other property on the airport; nor alter, make additions to, or erect any building or sign or make any excavations on the airport without the authorization of the Airport Authority; nor willfully abandon any personal property on the airport.
2. No person shall enter the movement area, utilities and services rooms or areas or other areas designated as restricted, except:
 - a. A properly identified person assigned on duty.

- b. A passenger who, under appropriate supervision, is entering the ramp to enplane or deplane an aircraft.
- c. Any person authorized by the Airport Authority or by a tenant and limited solely to the area occupied by the tenant.

7.3 ROADS AND WALKS

No person shall travel on the airport other than on the roads, walks or places appropriate for the manner of travel being performed or occupy the roads and walks in such a manner as to hinder or obstruct their proper use.

7.4 SOLICITING

No person shall solicit funds or provide handouts on the airport or within any facilities, structures or areas except as prescribed and set forth in Appendix I.

7.5 HUNTING AND FISHING

No person may fish, hunt, trap or kill any fish, bird or animal on the airport without the prior written permission of the Airport Authority.

7.6 LOITERING

No person may loiter on any part of the airport or in any building on the airport. Any person who shall refuse to comply with a proper request by the Airport Authority and/or Airport Police Department to leave the airport shall be regarded as having committed criminal trespass and will be subject to arrest.

7.7 T-HANGARS

No person shall utilize these hangars for any commercial use not specifically authorized by the Airport Authority in writing.

No person shall utilize these hangars for anything other than storage or for maintenance of the tenant's personal aircraft without specific written authorization of the Airport Authority.

7.8 USE OF SHOP AREAS

All shops, garages, equipment and facilities are expressly for the conduct of the owners or lessee's official business and operations. No person other than employees of the owner or lessee shall make use of these facilities or loiter on such premises without individual and specific permission of the owner or lessee. This section applies to Airport Authority facilities as well as others.

SECTION 8 – ENVIRONMENTAL

8.1 LITTER AND CLEANING OF ALLOTTED SPACE

Each tenant at the airport shall keep their allotted space policed and free from rubbish and debris. Flammable materials shall be stored only in approved containers in or about tenant areas and all floors shall be clean of fuel, oil and litter.

Storage of boxes, rubbish or paper is prohibited in hangars. No boxes, pallets, crates, rubbish, paper or litter of any kind shall be permitted to be stored in or about hangars.

All empty oil, paint and varnish cans, bottles or other containers shall be immediately removed from all buildings and not allowed to accumulate.

Each tenant shall maintain their lease space free of unsightly weeds, brush and trees and shall properly mow and trim grass areas as required.

The operator of any hangar or occupant of any space at the airport shall be responsible for the prompt and proper disposal or removal of any trash, rubbish, garbage or debris from the airport.

A seven day written notice to correct will be provided to any tenant or occupant of airport property should it be determined by the Airport Authority that the tenant or operator does not comply with provisions set forth in Section 8.1. If the deficiency is not corrected within the seven day period, the Airport Authority may enter the premises and do all things necessary to correct the discrepancies. The tenant or operator of the property will be responsible for prompt reimbursement to the Airport Authority of all costs incurred in correction of the discrepancy.

8.2 CONTROL OF CONTAMINANTS

In the event of spillage dripping of fuel, oil, grease or any material which may be detrimental to the pavement or may flow to the storm drain system, the same shall be removed immediately. The responsibility for immediate collection and removal of such fuel, oil, grease or other material shall be assumed by the operator of the equipment causing the same or by the tenant or concessionaire responsible for the deposit thereof on the pavement. The Airport Fire Department shall be notified immediately of all spills.

The use of volatile or flammable solvents for cleaning floors is prohibited. Approved metal receptacles with tight fitting, self closing covers shall be used for the storage of oily waste rags and similar materials. The contents of these receptacles shall be removed daily. Clothes lockers shall be constructed of metal or fire resistant material.

No fuel, grease, oil, flammable liquids or contaminants of any kind including detergents used to wash aircraft or other surfaces shall be allowed to flow into or be placed in any stormwater system or open water areas without a separator or unless connected to an industrial waste system designed and approved for such purpose.

Persons who allow contaminants to enter the storm water system, either intentionally or unintentionally, shall be liable for the cleanup of such spill and any fines levied.

Drip pans shall be placed under aircraft whenever necessary to prevent an accumulation of oil, hydraulic fluid or other contaminants.

No commercial trash disposal container shall be placed closer than fifty (50) feet from a combustible wall or building ventilation system.

8.3 FLOOR DRAINS

All shop and hangar installations where any engine, mechanical equipment or vehicle is maintained, cleaned or painted shall be equipped with properly maintained traps to collect grease, grit and fuel. These trapped materials shall be disposed of in accordance with applicable state and federal regulations by the tenant.

8.4 SANITARY SEWERS

Disposal of high grease content, fibrous materials, bulky solids or grit into the sanitary sewer system is prohibited. All airport tenants shall comply with waste disposal regulations of Bay County.

8.5 DETERGENTS

All tenants who use detergents in their operations, particularly equipment for vehicle washing and kitchens are required to utilize only those detergents which are biodegradable and not harmful to the environment. Proof of such shall be provided to the Airport Authority on demand.

8.6 WASTE PETROLEUM

Approved fuel separators, grease/fuel traps or other receptacles shall be utilized and maintained for the collection of waste petroleum products. These systems shall be inspected periodically and the waste products shall be disposed of by an appropriately licensed waste hauler and in an appropriately licensed dump site. Proof of proper disposal methods shall be provided to the Airport Authority on demand.

APPENDIX I – FIRST AMENDMENT ACTIVITIES

DEFINITIONS

For the purposes of this Article, the following words and terms shall have the meanings given herein:

Airport: The Northwest Florida Beaches International Airport.

Airport Authority: That body which is charged by statute or otherwise with legislative and other authority over general operations at the Northwest Florida Beaches International Airport.

Executive Director: The chief administrative official at the Northwest Florida Beaches International Airport.

Permittee: A person conducting regulated activities pursuant to a permit duly issued under this Article.

Regulated activities: Those activities within the Northwest Florida Beaches International Airport by persons or organizations desiring to exercise their constitutionally protected rights of free speech, expression and exercise of religion, for which a permit is required under this Article, namely:

- a. Religious or other proselytism
- b. Solicitation and acceptance of donations
- c. Distribution of handbills, tracts and other literature
- d. Informational picketing

PURPOSE

Any person or organization desiring to use the Northwest Florida Beaches International Airport for the purpose of exercising his/her constitutional rights of free speech and freedom of religion shall be protected in the activities providing they do not impair or interfere with the operational functions of the airport and the activities are in compliance with the provisions set forth below.

This Article is hereby declared to be necessary for the accomplishment of the following:

- a. To ensure that religious organizations are permitted to proselytize or solicit funds on the airport premises.
- b. To ensure that persons seeking to exercise constitutional freedoms of expression can communicate effectively with the users of the airport.

- c. To ensure adequate nearby police facilities for the protection of persons exercising their constitutional freedoms.
- d. To restrict and to limit the activities to designated locations and/or buildings in public areas of the airport's buildings and premises.
- e. To protect persons using the airport from repeated unsought communications or encounters with solicitors of which might constitute harassment or intimidation.
- f. To ensure the free and orderly flow of pedestrian traffic through the airport.
- g. To regulate weapons, explosives and flammable materials at the airport.

PERMIT REQUIRED APPLICATION

It is prohibited for any person or organization to engage in any regulated activities set forth in this Appendix without first obtaining a written permit from the Executive Director or his representative. For the purposes of obtaining such a permit, a written application shall be in the form prescribed by the Executive Director setting forth the following;

- a. The full name, mailing address and telephone number of the person or organization sponsoring, promoting or conducting the proposed activities.
- b. The full name, mailing address and telephone number of the individual person or persons who will have supervision of and responsibility for the proposed activities.
- c. The full name, mailing address and telephone number of the individual person or persons who will be engaged in the proposed activities at the airport.
- d. The subject matter of the proposed distribution or communication and the purpose thereof.
- e. A description of the proposed activities indicating the type of communication to be involved.
- f. The dates and hours which the activities or solicitations are proposed to begin and the expected duration of the proposed activities.
- g. The purpose of solicitation.

FINANCIAL REPORT

If the proposed activity for which a permit is sought includes the solicitation or acceptance of contributions, the person or organization sponsoring, promoting or conducting the proposed

activities, in addition to meeting the requirements of the previous section, shall file with the Executive Director a financial report containing the following information:

1. Receipts (revenues)
2. Disbursements and expenses
3. Balance sheet of assets and liabilities
4. A statement that the person or organization described in the previous section has not been convicted of a crime involving fraud within the two years prior to the filing of the report

The information contained in the financial report shall relate to the most recent calendar year or in the alternative, at the election of the sponsoring person or organization, the organization's most recent full fiscal year.

In lieu of a financial report, the sponsoring person or organization may submit a copy OF THEIR MOST RECENT Internal Revenue Service Form 990 (Return of Organization Exempt from Income Tax under Section 501(c) of the Internal Revenue Code) or other documents containing the information called for in the financial report form.

No permit for an activity involving the solicitation and/or acceptance of contributions may be issued unless the financial report required by this section is on file with the Executive Director; however, the contents of the financial report may not be considered in the permit application process.

GROUND FOR DENIAL

Under the receipt of a completed permit application, the Executive Director must issue a permit unless he finds one or more of the following to exist:

1. That one or more of the statements in the application is incorrect, provided that the applicant has been given the opportunity to correct or amend his application.
2. If the application is for a permit to solicit contributions, that the applicant, agent or representative of the applicant who will participate under the permit has been convicted of a crime involving fraud within the past two (2) years.
3. If the application is for a permit to solicit contributions, that a completed, current financial report for the person or organization on whose behalf the solicitation will be made is not on file with the Executive Director as required under the Financial Report section of this Article.

DENIAL OR REVOCATION

If the Executive Director finds that one or more of the facts set forth in the previous section exist, he shall deny the applicant a permit, or if one has already been issued, he shall revoke the permit.

The Executive Director shall revoke a permit for a violation of any of the regulations established in the sections entitled Daily Registration, Location of Regulated Activities, and/or Restrictions on Behavior.

When a permittee is notified of the revocation of his/her permit, he/she must immediately cease all regulated activities.

APPEAL AFTER DENIAL OR REVOCATION

Upon the notification of revocation of a permit, a permittee may, within ten (10) days after receipt thereof, file with the office of the Executive Director, a Notice of Appeal to the Airport Authority.

Upon receipt of the Notice of Appeal, the Executive Director shall set the matter for a hearing before the Airport Authority within twenty (20) days thereof and shall issue a Notice of Hearing which shall contain the time and place of the hearing.

At the hearing, the aggrieved permittee may be represented by counsel.

Testimony shall be taken upon oath or affirmation, first of witnesses in support of the denial or revocation of the permit; the aggrieved permittee may then testify and present witnesses on his/her behalf.

A stenographic (or tape recorded) record shall be made of the proceeding. A record shall be kept of all evidence received or considered in addition to the oral testimony.

The findings and order of the Airport Authority shall, within ten (10) days of the conclusion of the hearing, be forthwith sent to the permittee by certified mail, return receipt requested, at the address listed on the permittee's application.

If the Executive Director's revocation is affirmed, it will become effective immediately unless a court of competent jurisdiction rules otherwise.

DAILY REGISTRATION

Anyone holding a valid permit may register to conduct regulated activities in either the terminal building or the airport as a whole, depending on the physical layout. Registration will occur on a daily basis in the office of the Executive Director between 9:00 a.m. and 11:00 a.m. each morning.

No more than two (2) permittees may register and conduct regulated activities at the same terminal building or in the Northwest Florida Beaches International Airport as a whole, depending on physical layout.

LOCATION OF REGULATED ACTIVITIES

Regulated activities may be conducted only in or upon those Northwest Florida Beaches International Airport premises which are open to the general public for common use, except as hereinafter set forth.

Under no circumstances shall activities be conducted in the following locations:

1. Beyond the security check points through which passengers and visitors are required to pass when moving toward aircraft gate positions; i.e. on the side of the security check points where the gate positions of arriving and departing aircraft are located.
2. Within thirty (30) feet of any security check point.
3. Within fifteen (15) feet, of any of the following:
 - Information booths
 - Concession counters
 - Another person conducting regulated activities
 - Entrance to, exits from or on elevators, stairways or any doors
 - Restaurants, dining rooms, dining areas or coffee shops
 - Snack bars, mobile push carts or bars
 - Any other business establishment, business entity or office located at the Northwest Florida Beaches International Airport
 - Any person or persons who are waiting in line, such as at a ticket counter, information booth, concession stand or baggage claim area
4. In any areas of the Northwest Florida Beaches International Airport which are open only to airport or airline personnel or to which access by the general public is restricted.

The Executive Director shall have the authority to limit regulated activities to designated locations and/or booths at the Northwest Florida Beaches International Airport.

RESTRICTIONS ON BEHAVIOR

In conducting regulated activities, please note the following:

1. No permittee may use sound or voice amplification systems, musical instruments, radio communication systems or other mechanical sound devices.

2. No singing, chanting or dancing is permitted.
3. Each permittee shall wear an identification badge at all times on the Northwest Florida Beaches International Airport property which shall be issued by the Executive Director and will contain, in a form authorized by the Executive Director, the name, address and telephone number of the permittee, as well as the name of the group or organization, if any, on whose behalf the permittee is conducting the regulated activities.
4. No permittee may in any way obstruct, delay or interfere with the free movements of any other person; seek to coerce or physically disturb any other person or hamper to impede the conduct of any authorized business at the Northwest Florida Beaches International Airport.
5. No permittee may engage in the physical contact of touching or pinning on a flower or other object upon a prospective donor, unless the donor has consented to such contact or already agreed to make a contribution.

WEAPONS, EXPLOSIVES AND FLAMMABLE MATERIALS

It shall be unlawful for any person who is not duly authorized by law to do so to possess or carry on any airport property at the Northwest Florida Beaches International Airport any weapon capable of causing serious injury, any explosive or flammable material unless the person possessing or carrying the weapon, explosive or flammable material has first secured written permission to do so from the Executive Director or his duly authorized representative.

Any officer or employee of the United States, State of Florida, or Bay County who is authorized by law to possess and carry a weapon while engaged in the performance of official duties, if so engaged in the performance of official duties while on such airport property, shall be deemed duly authorized by law to do so and is not required to secure written permission to do so from the Executive Director of the Northwest Florida Beaches International Airport.

The Executive Director of the Northwest Florida Beaches International Airport or his duly authorized representative may issue a written permit to possess and carry a concealed or unconcealed weapon or explosive to all officers and employees of the Northwest Florida Beaches International Airport, a licensee of the Northwest Florida Beaches International Airport, or a person, corporation or public or private agency having duties to perform on airport property that make it necessary, advisable or desirable for weapons or explosives to be possessed and carried while performing those duties, without naming each officer or employee permitted to do so. This does not exempt persons, licensees, corporations or agencies from complying with pertinent local, state and federal laws and regulations.

RESTRICTED AREAS

It shall be unlawful for any person, except a duly authorized employee of the Airport Authority, a duly authorized licensee of the Airport Authority or a duly authorized employee of a licensee of the Airport Authority to enter or go upon any area on airport property at the Northwest Florida Beaches International Airport that is not open to the public and that has been designated and posted by the Executive Director as a restricted area, unless the person entering or going upon the restricted area has first secured written permission to do so from the Executive Director or his duly authorized representative and is either properly wearing a badge or is escorted by an authorized airport individual.

EMERGENCY SITUATIONS

The Executive Director or his authorized representative may declare an emergency because of unusually congested conditions in a facility due to adverse weather, schedule interruptions, extremely heavy traffic movements or for emergency security measures. In the event of an emergency, an announcement to this effect shall be made. Any person soliciting contributions shall immediately cease such activities for the duration of the emergency.

APPENDIX II – VEHICLES FOR HIRE ON AIRPORT PREMISES

The Rules and Regulations set forth herein shall apply to individuals and organizations that provide ground transportation services for hire at the Northwest Florida Beaches International Airport consisting of taxi, limousine and shuttle services, as defined.

DEFINITIONS

Limousine – a chauffeur-driven, unmetered, luxurious, large passenger vehicle, built or modified for the purpose as a luxury limousine (formal or extended limousine) or a chauffeur-driven, unmetered vehicle recognized by the industry as a luxury vehicle, such as a rolls Royce, Mercedes Benz, Jaguar or vintage, classic sedan, etc., seating fifteen (15) passengers or less including the driver, engaging in the transportation of persons for hire, with the intent to receive compensation for transporting such persons, where the trip originates within the boundaries of Bay County.

Permit – taxicab permits, limousine permits and shuttle service permits issued by the Northwest Florida Beaches International Airport.

Shuttle Service – a chauffeur-driven, unmetered, passenger vehicle, seating not less than eight (8) passengers including the driver, but no more than fifteen (15) passengers including the driver, engaging in the transportation of passengers and/or baggage for hire with the intent to receive compensation for providing transportation from pre-determined points of origin within the boundaries of Bay County to any destination.

Taxicab – a chauffeur-driven, metered, passenger vehicle seating six (6) passengers or less, including the driver, in a sedan or seven (7) passengers or less, including the driver, in a station wagon or mini-van, engaged in the general transportation of persons and/or baggage for hire and not operated on a fixed route.

GENERAL PROVISIONS

Application of Regulations: No owner or operator of a vehicle providing limousine, shuttle or taxi transportation services as defined will be allowed to operate such vehicles for hire on the Northwest Florida Beaches International Airport property unless such operation is pursuant to a valid airport permit issued by the Northwest Florida Beaches International Airport and such operation is in full compliance with all applicable state, federal and local laws. The Permit will be in the form of a written agreement between the Airport Authority and the owner/operator. Each vehicle will display a valid decal issued by the Airport Authority for the type of transportation service authorized. Only one decal will be issued per vehicle.

Applications: Any individual or organization desiring to conduct a ground transportation service for hire must submit a completed application form to the Airport Authority. The application must include the following information:

1. Name of company and principal address.
2. Company owners and address.
3. Listing of vehicles to be used and description.
4. Names of vehicle operators.
5. Evidence that the company has obtained permits and licenses as required by law.
6. Evidence of financial ability to conduct the services proposed.
7. Hours of operation.
8. List of pre-determined points of origin for shuttle service operations.

The completed application along with a signed copy of the Permit Agreement will be submitted to the Airport Authority for consideration at its regular scheduled monthly board meeting. The application must be completed in full and submitted at least 10 days prior to the meeting for consideration.

Vehicle Decals: Vehicle decals will be issued only after the Permit Agreement has been approved and executed by the permittee and the Airport Authority, Certificates of Insurance have been submitted and approved by the Authority, and all vehicles inspected by a representative of the Airport Police Department. The decals will be issued by the Airport Police Department and must be affixed to the vehicle by an Airport Police Officer. Vehicle decals are non-transferable. Decals expire after 12 months and must be renewed on an annual basis.

Changes in Operations: Any changes in the information submitted in the application process must be submitted to the Airport Authority and approved prior to implementation. Failure to do so will subject the permittee to revocation of decals and/or the Permit Agreement.

Termination of Rights Granted: The Airport Authority has the right to terminate the Permit Agreement immediately with or without notice for failure to comply with the Rules and Regulations established by the Airport Authority, as may be amended from time to time by the Airport Authority, or upon failure to comply with the terms and conditions of the Permit Agreement.

Exemption: Courtesy vehicles operated by hotels or motels which provide transportation services for their guests only are exempt if the hotel or motel does not charge a transportation fee, surcharge or service fee for the transportation services provided.

Insurance: The permittee shall indemnify, hold harmless and defend the Airport Authority from all claims arising out of the permittee's activities set forth in the Permit Agreement. The permittee shall maintain at all times at its sole expense general liability insurance and automobile liability insurance, each providing the equivalent of not less than \$100,000/\$300,000/\$50,000 for personal injury, death and property damage. The permittee shall furnish to the Airport Authority Certificates of Insurance confirming the required insurance is in force. The Certificates of Insurance shall contain endorsements

by the insurers that the Airport Authority shall be given not less than thirty (30) days notice prior to cancellation or change of coverage. The Airport Authority shall be listed upon the Certificates of Insurance as additional insured. The Certificates of Insurance shall be delivered to and approved by the Airport Authority prior to the permittee's exercise of rights and privileges provided by the Permit Agreement.

OPERATIONAL REQUIREMENTS

Conduct and Appearance of Drivers: No driver of a vehicle for hire shall use indecent or profane language or be guilty of loud boisterous talk, shouting or disorderly conduct in the presence of passengers and the general public. No operator shall consume nor be under the influence of narcotics or intoxicants at any time while at the airport or while providing transportation services to the airport patrons. The operator shall not permit any person to accompany or use the vehicles for the purpose of prostitution, lewdness, assignation, or to direct, take or transport, or to offer or agree to direct, take or transport passengers for such purpose.

Vehicle operators shall be appropriately groomed and dressed in a clean and neat manner at all times. Cut-off shorts, t-shirts, halter tops, sandals, spurs, flip-flops, and see-thru clothing are examples of inappropriate attire. The Executive Director or his designated representative shall have final determination as to whether or not the operator is appropriately groomed or dressed. Operators deemed to be in violation of this provision will be required to immediately vacate the airport premises. Repeated violations will subject the owner/operator to forfeiture of the operating permit.

Taxi Stand: The Airport Authority shall designate vehicle parking areas on a non-exclusive basis for taxi, limousine and shuttle services. Each permittee may park no more than one authorized vehicle per permit in the designated area unless extra space is available in the Taxi Stand area. Permittee will immediately vacate the extra space if other permittees require the space for parking their authorized vehicle in the Taxi Stand.

Drivers shall remain within five feet of their vehicles and shall not sit on the exterior of the vehicle. Drivers may not eat, drink or smoke outside of their vehicle nor while providing services to airport patrons. Operators may not solicit passengers. Nothing in this section shall be construed as preventing passengers from boarding a vehicle of their choice that is parked in the designated area. The designated area shall be used for loading/unloading passengers or for waiting for passengers. Vehicles parked in the designated area are considered in service and available for hire at all times while parked. Passengers may be unloaded in other areas along the curb as designated for such use by the general public. In such case, passengers must be immediately unloaded and the vehicle removed from the area.

Vehicles: Vehicles shall be maintained in a safe, clean and operable condition at all times. The use of vehicles that have been damaged and are in need of repair are prohibited. Owners/operators shall comply with all local vehicle safety standards established by Bay County.

Security Requirements: Vehicle owners and operators shall comply with the provisions of the Airport Security Program at all times.