



Mobile Airport Authority

AIRPORT RULES AND REGULATIONS

MOBILE REGIONAL AIRPORT

AND

MOBILE DOWNTOWN AIRPORT COMMERCIAL

AIR SERVICE AIRPORT

Approved by:

**CHRIS CURRY, PRESIDENT
MOBILE AIRPORT AUTHORITY**

Approved on:

December 11, 2018

**Rules
And
Regulations**

**MOBILE REGIONAL AIRPORT
MOBILE DOWNTOWN AIRPORT**

MAA Approved/December 11, 2018

Issued by

MOBILE AIRPORT AUTHORITY

Distribution List

Mobile Board of Directors
Mobile Airport Authority President
MAA Chief Legal Officer
MAA Airport Operations and Facilities
MAA VP Operations
MAA Police Department
MAA Fire and Rescue Department
(FBO)
Airline Station Managers
American Airlines
United Airlines
Delta Airlines
Via Airlines
Federal Express
TSA (Transportation Security Administration)
Federal Security Director
Commercial Ground Transportation Providers
Rental Car Companies
Off Airport Operators
Hotel/Motel Courtesy Operators
Parking Management Company

DEFINITIONS

Access Control System – A system comprised of access control devices that are designed to prevent or limit entry to areas of the Airport

Access Control Device – Any device used to control access from the non-secure or public side of the Airport into sterile, restricted or secure areas of the Airport, which may include but is not limited to fences, gates, locks, doors, turnstiles, and the devices that lock and unlock those portals

Aeronautical Activity – Any activity or service that involves, makes possible, facilitates, is related to, assist in, or is required for the operation of Aircraft or which contributes to or is required for the safety of such operations

Air Operations Area (AOA) – A portion of the Airport, specified in the Airport Security Program, which includes aircraft Movement Areas, aircraft parking areas, loading ramps, and safety areas.

Air Traffic Control (ATC) – Air traffic control facilities located at the Airport, and operated by the Federal Aviation Administration, which include, but are not limited to tower, ground, approach, clearance, and departure functions.

Air Traffic Control Tower (ATCT) – Air traffic control facility located at the Airport, and operated by the Federal Aviation Administration

Aircraft – Any equipment, manned or unmanned, invented, designed or used for flight in the air
Airman – Any individual who acts as a pilot, mechanic member of the crew, in the navigation of Aircraft

Airports – Mobile Regional Airport (**MOB**) and Mobile Downtown Airport (**BFM**)

Airport Certification Manual (ACM) – A document required by the Federal Aviation Administration detailing the Airport's requirements as contained in Federal Aviation Regulation Part 139

Airport Emergency Plan (AEP) – The Airport's plan for responding to emergencies on the Airport

Airport Security Coordinator (ASC) – Person designated by the Airport security plan to be the Airport's primary and immediate contact with the Transportation Security Administration

Airport Security Program (ASP) – A document required by the Transportation Security Administration detailing the Airport's requirements as contained in Code of Federal Regulations, Title 49, Part 1542

Board – Board of Directors responsible for policy at the MAA.

City – City of Mobile or other local cities as applicable

Commercial Air Carrier (Carrier) – An entity that undertakes directly by hire, lease or other arrangements to engage in the carriage by Aircraft of persons or property for compensation, which includes, but is not limited to, all classes of air carriers as defined by the Federal Aviation Administration

Commercial Operator – Any operator conducting operations of Aircraft for commercial purposes

Commercial Vehicle - Any vehicle engaged in transporting persons or property for a business entity, whether a fee for such service is paid, directly or indirectly, by the customer, which includes, but is not limited to, taxicabs, transportation network companies, limousines, shuttles, courtesy vehicles, delivery vehicles, charter buses, and scheduled buses.

Common Use Gate – Any gate not assigned by MAA for preferential use by a signatory airline

Concessionaire - An entity that has entered into an agreement with MAA to operate a gift shop, restaurant, car rental agency, or other service provider at the Airport

Emotional Support Animal (ESA) – Animals that provide comfort and support in forms of affection. Protected under the Fair Housing Amendment Act.

Exclusive Area Agreement (EAA) – A written agreement between a Tenant and MAA that grants the Tenant responsibility for certain security procedures as outlined in the EAA

Engine Run-Up – The operation of any Aircraft engine above idle speed for observation or maintenance purposes

Federal Aviation Administration (FAA) – An agency of the United States Department of Transportation, it is the national aviation authority of the United States and has authority to regulate and oversee all aspects of American civil aviation

Federal Aviation Regulations (FAR) - Rules prescribed by the FAA governing all aviation activities in the United States that are part of Title 14 of the Code of Federal Regulations (CFR) and are designed to promote safe aviation for the protection of pilots, flight attendants, passengers, and the general public

Fixed Base Operator (FBO) – Any person or entity on Airport property engaged in the business of sale of Aircraft, Aircraft parts, fuel/oil for Aircraft, rental of Aircraft, operation of a flying school, or the rendering of any service to Aircraft

Hazardous Materials – Any element, compound, chemical, substance, flammable material, explosive, radioactive material, oil, petroleum, petroleum product, asbestos, lead paint, polychlorinated biphenyl, material, or waste that are or become regulated, identified, defined, listed, or otherwise classified as a contaminant, pollutant, toxic pollutant, or toxic or hazardous substance, or a regulated substance under any Federal, State or local law, statute, ordinance, rule, regulation, policy or guidance document; or that is defined, listed or otherwise designated as a “hazardous substance,” a “hazardous waste,” a solid waste” or a regulated substance in or under the following laws and/or the regulations adopted and publications promulgated pursuant to, and any amendments thereto; or that are so designated by the agencies listed below:

- Comprehensive Environmental Response, Compensation, and, Liability Act of 1980 (42 U.S.C. §9601, et seq) (“CERCLA”)
- The Hazardous Materials Transportation Act (49 U.S.C. §1801 et seq) (“HMTA”)
- The Resource Conservation and Recovery Act (42 U.S.C. §6901, et seq (“RCRA”)
- The Clean Water Act (33 U.S.C. §1251, et seq) (“CWA”)
- The Clean Air Act (42 U.S.C. §7401, et seq) (“CAA”)
- The Toxic Substances Control Act (15 U.S.C. §2601, et seq) (“TOSCA”)
- The United States Department of Transportation Table (49 CFR 172.101)
- United States Environmental Protection Agency (40 CFR 302)

Identification Badge – The badge issued by the MAA Badging Office that identifies individuals and grants them rights and privileges which may include, but are not limited to, parking, access to secured areas or the ability to provide commercial services on Airport property

Loading Bridges – Enclosed, movable connector to Aircraft, allows passengers to board and disembark an Aircraft without having to go outdoors

Loitering – is the act of remaining in a particular public place for a protracted time without any apparent purpose.

Mobile Downtown Airport (BFM) – A Commercial and General Aviation Airport located in downtown Mobile, Alabama.

Mobile Regional Airport (MOB) – A Non- Hub Commercial Services Airport located in west Mobile, Alabama.

Mobile Airport Authority Police Department (MAAPD) - The Airport police department and members responsible for law enforcement at the Airport.

Mobile Airport Authority (MAA) – The owner and operator of the MOB and BFM Airports.

Movement Area – Runways, taxiways and other areas of the Airport used for taxiing, take-off and/or landing of Aircraft, exclusive of Aircraft loading ramps and parking areas

Non-Movement Area – Service areas on the Airport such as roads, ramps, taxi lanes that are related to movement of Aircraft and vehicles whereon ATC may provide information for these areas, however, that is advisory only and does not imply control or responsibility of non-movement areas by MAA

Notice of Violation (NOV) – Formal written notice of a violation of these Rules and Regulations

Passenger – Person traveling to or from the Airport via plane, automobile or other conveyance while on Airport property

Person - shall mean any individual, firm, partnership, corporation, company, Limited Liability Company, limited liability partnership, association, joint stock association, governmental entity or other body politic; and includes any trustee, receiver, committee, assignee, or other representative or employee thereof.

President, MAA – (President) The person responsible for the safe operations and administration for both MOB and BFM airports.

Ramp or Apron – An area of the Airport within the AOA designated for the loading, unloading, servicing, or parking of Aircraft

Runway – A surface reserved exclusively for the landing and take-off of Aircraft

Security Identification Display Area (SIDA) – Any area identified in the Airport Security Program requiring each person to continuously display on their outermost garment, above the waist, an Airport approved identification badge unless under Airport-approved escort

Service Animal – Any animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability

Solicitation – A request, direct or indirect, for money, credit, property, financial assistance, or other thing of value in pursuit of a commercial activity or for religious, political or charitable purposes. Solicitation, as defined herein, shall be deemed completed when communicated to any person located upon the Airport.

Storm Water Pollution Prevention Plan - (SWPPP)” shall mean a federally required plan to reduce pollution.

Taxi - shall mean a Motor Vehicle designed for carrying not more than eight (8) persons, excluding the driver, used to carry passengers for a fee or fare, including fare charged on a per mile or waiting time basis or both, and defined as a Taxicab in the City's Taxicab Standards Ordinance, and operated with a permit issued by the City pursuant to the Taxicab Regulations. Taxicab does not include any other Ground Transportation Vehicle, ambulances, vans, or limousines.

Taxiway – A surface used primarily by Aircraft to proceed to and from Ramps and Runways MOB

Tenant (Lessee/Grantee/Permittee) - A person, corporation, or any other entity who occupies or rents property on the Airport or who is authorized to conduct business operations of any kind on the Airport premises

Transportation Network Company (TNC) – A mobility service provider is a company that pairs passengers via websites and mobile apps such as Uber, Lyft

Transportation Security Administration (TSA) – A division of the Department of Homeland Security created as a result of the Aviation and Transportation Security Act of 2001 that is charged with the responsibility of day-to-day Federal security screening operations for Passengers' air transportation

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ANNEX

Annex 1 Schedule of Fees and Penalties

1. INTRODUCTION

1.1 AUTHORITY

A. Ownership and Operation

Mobile Regional Airport (**MOB**) and Mobile Downtown Airport (**BFM**) are owned and operated by the Mobile Airport Authority, hereinafter referred to as "MAA".

The primary purpose of these Rules & Regulations of the Airport is to ensure and codify safety and security within the availability of the widest range of Aeronautical Activities and Aeronautical Services to the general public on fair and reasonable terms without unjust discrimination while providing for the protection, welfare, and safety of all Persons using the Airport, including members of the general public and lessees, users, and employees of lessees and users of Airport facilities.

These regulations supersede and cancel all other previous regulations set forth by the Mobile Airport Authority. Voiding of any particular rule or regulation contained shall not affect the validity of the remainder of these Rules and Regulations. The President shall have the right to amend these Rules and Regulations at any time.

This document provides Rules & Regulations for general use of the Airport. It is supplemented by the Airport Minimum Standards, Airport Security Program, Airport Emergency Plan and Airport Certification Manual.

The Airport plays host to a myriad of organizations and operations, some that operate on-Airport continuously and are familiar with proper procedures, others are itinerant and will benefit from a set of written instructions. The Airport Rules and Regulations serve this purpose, as well as, provide for a standardized set of operating procedures that, if carefully observed, will ensure minimum safety related incidents and security violations or other infractions.

The Airport Rules and Regulations are subject to change and every effort will be made to ensure all Airport users have current copies to reference. Please contact Airport Operations if questions arise or an updated copy is necessary.

B. Delegation of Authority

Whenever a power is granted to, or a duty is imposed upon the President (President) by the provisions of the Authority's charter, by laws or board directives, such power or duty may be exercised or performed by an assistant or such person as the President may designate. The same principle holds true with relationship to the Airport Rules and Regulations. The President may empower other individuals to enforce the Airport Rules and Regulations as deemed appropriate.

C. Emergency Conditions

When an emergency exists at the Airport, the President, or his/her designated representative, is empowered to issue such directives and take such action as necessary to protect people, property and assets, and promote the safe operation of the Airport. Such directives and actions have the power of regulation as long as the emergency exists. The President shall be responsible and shall have full authority for interpreting, implementing, and administering these Rules and Regulations. In the event that any provision of these Rules and Regulations is deemed ambiguous and a determination as to the meaning of the provision is required, the matter shall be referred to the President. The President's determination as to the meaning of the provision shall be consistent with the policies set forth or implied in these Rules and Regulations and shall be deemed incorporated in these Rules and Regulations as though fully set forth herein. In addition, Airport Directives issued from time to time by the President or Vice President Operations shall be considered as interpretive and implementing rules and shall have the full force and effect of these Rules and Regulations. Copies of all Airport Directives shall be kept on file and may be inspected at the office of the Vice President Operations at the Airport

D. Compliance and Enforcement

The entry upon or into the Airport by any person shall be deemed to constitute an agreement by such person(s) to comply with these Airport Rules and Regulations. Compliance with the Airport Rules and Regulations includes compliance with the Airport Certification Manual (ACM) and the Airport Security Program (ASP).

This enforcement may include issuing a notice of violation or any other required action up to removing or ejecting from the Airport any person who knowingly and willfully violates any regulation or instruction. The President may deny the use of the Airports to such person and may take such other measures as may be allowed by law to enforce these Rules & Regulations and maintain the safety and security of the Airports and any other person.

Appeals to any administrative enforcement action must be made to the MAA President, in writing, within seven (7) days of receiving notice of action.

Successful enforcement depends on the full and active cooperation of all Tenants and their employees. This requires a thorough knowledge and understanding through ongoing education and training programs of applicable Airport Rules and Regulations.

E. Safety and Security

The safety of patrons and the security of the Airport are of primary importance and are protected and supported by the full powers of State and Federal law. Persons involved in criminal activities may be detained, arrested and prosecuted to the full extent of the law.

The President, or his/her designated representative, may, in the event of an emergency or natural disaster, order all occupants to leave the Airport or portions of the Airport, and prevent access to such areas for such time as may be necessary to assure the safety of the public and employees.

F. Governance

All persons shall be governed by the applicable laws of the United States, the State of Alabama and any other rules, regulations and ordinances as adopted by the Airport while upon the properties owned and operated by the MAA. No person shall use Airport property or facilities for any act deemed illegal by any Authority, local, State or federal law.

Should any part of the Airport Rules and Regulations conflict with a local, Federal or State law, then such local, Federal or State authority shall take precedence.

These Airport Rules and Regulations shall in no way supersede or abrogate regulations set forth in the Federal Aviation Administration Federal Aviation Regulations (FAA-FARs), by which this Airport is governed. The invalidity of any portion, article, paragraph, provision or clause of these Rules and Regulations shall have no effect upon the validity of any other part or portion thereof.

Any permission granted by MAA, directly or indirectly, expressly or by implication or otherwise, to any Person to enter or to use the Airport or any part thereof, is conditioned upon strict compliance with these Rules and Regulations. The exercise of the privilege of using the Airport and its

facilities or any part thereof shall constitute the agreement of the Person using the Airport to comply fully with these Rules and Regulations.

1.2 VIOLATIONS, PENALTIES AND FINES

Any person in violation of the Airport Rules and Regulations or failing to comply with any requirements of these Airport Rules and Regulations may be subject to an administrative fine or penalty or be denied use of the Airport. The PRESIDENT may promulgate a Schedule of Administrative Fines and Penalties for violation of the Airport Rules and Regulations. A current copy of said Schedule is attached as **Attachment 1**.

1.3 DISTRIBUTION AND REVISION OF AIRPORT RULES AND REGULATIONS

The Operations Division shall maintain, revise and distribute the Airport Rules and Regulations as required. Airport Tenants leasing or controlling exclusive areas shall be responsible for the distribution of the Airport Rules and Regulations to their employees, sub-tenants, contractors, sub-contractors and visitors using their facilities.

Airport Tenants/Leaseholders shall be responsible for compliance with all requirements of the Airport Rules and Regulations, Minimum Standards and the Airport Security Program delegated to them for their exclusive areas and shall be held liable for any fines, penalties or other monetary assessments imposed upon the MAA by any agency having jurisdiction with respect to any violations involving these areas.

Amendments to the Rules & Regulations may be proposed by any Airport user. A recommended amendment shall be forwarded, in writing, to the President. The President will have the proposed amendment studied by staff and the Airport Advisory Committee. Notice of proposed amendments to these Rules & Regulations will be posted on bulletin boards in the administration office hallway, in the pilot's planning room of the FBO(s), mailed to all tenants, and posted on the website at www.mobairport.com.

1.4 SPECIAL NOTICIES, ADVISORIES OR DIRECTIVES

Special Notices, Advisories or Directives of an urgent or short-term operational nature shall be issued under a Tenant Advisory and may be incorporated into the Airport Rules and Regulations at a later date.

1.5 RATES, FEES AND CHARGES

A. Establishment

Rates, fees and charges shall be established and approved by MAA as necessary. All funds are payable to MAA. All users of the Airport shall pay all applicable rates and charges that may be established for the Airport by the Board. Except for fees established by lease agreement, the President, or his/her designated representative, reserves the right, with Board approval, to increase, decrease or otherwise amend the Rates, Fees and Charges Schedule. New charges may be established from time to time. Accounts not paid shall incur overdue billing charges.

Any permission granted by the MAA under the Airport Rules and Regulations is conditioned upon the payment of any and all applicable fees and/or charges established by the MAA.

B. Schedule

For current Rates, Fees and Charges Schedule, please contact the Airport Properties Department.

The PRESIDENT shall have the authority to detain any aircraft for nonpayment of any charges due the Authority or for violation of any regulations contained herein.

Alabama law provides for the impoundment of any aircraft and/or placing of liens on any aircraft for the collection of unpaid Airport fees and charges incurred by that aircraft.

1.6 INSURANCE REQUIREMENTS

A. Tenants

Insurance Requirements shall be discussed and finalized between a Tenant and the MAA Airport Properties prior to signing a lease or other agreement. A business Tenant shall annually provide the MAA a copy of the Certificate of Insurance from the Tenant's insurance agent, which identifies the MAA as an additionally named insured and certificate holder. Certificates of Insurance shall be reviewed annually by the Airport Commercial Business Department.

B. Subleases

When a Tenant contracts with others to conduct business of any manner on the Tenant's Airport leasehold, the Tenant shall require the contracted entity to meet the same insurance conditions as outlined in the Tenant's agreement with MAA.

C. Minimum Insurance

Insurance Coverage required by the MAA represents minimum coverage approved by MAA. A Tenant may be required to purchase greater coverage to meet the scope of the Tenant's business activity and requirements of the Tenant's insurance agent and underwriters. The Tenant shall immediately correct insurance "shortfalls".

D. Hold Harmless

The Authority, and MAA officers, directors, employees, representatives, agents and contract employees (collectively, "MAA Indemnitees") shall be held harmless and shall not be liable for loss, loss of use, damage or injury to persons or property arising out of any accident, incident or mishap of any nature whatsoever, or from any cause whatsoever to any individual, aircraft or property occurring on or from Airport or in the use of any facility situated on Airport property. Tenants/Permitees shall indemnify and hold harmless the MAA indemnitees for any risks or occurrences that may take place upon their leaseholds.

E. Indemnification

All Contractors shall, to the fullest extent permitted by law, defend, indemnify and hold harmless the MAA Indemnities for any and all liability, claims, judgments or demands arising directly or indirectly out of the obligations undertaken in connection with this Agreement except claims or litigation arising through the sole active negligence or sole willful misconduct of MAA. It is the intent of this paragraph that Contractors indemnify and hold harmless MAA indemnitees of any actions of Contractors or Authority indemnitees except for those arising out of the sole active negligence or willful misconduct, including but not limited to, claims based upon MAA's alleged breach of any statutory duty or obligation or Contractor's duty under contracts with third parties. This indemnity obligation shall apply for the entire time that any third party can make claim against or file suit in a court of law against the Authority, and/or MAA indemnitees.

F. Miscellaneous

Wherever used, the singular number shall include the plural, the plural the singular and the use of any gender shall include all genders. These Rules

and Regulations and instruments and documents relating to same shall be construed under Law.

1.7 Applicability

To the extent that these Rules & Regulations conflict with prior Airport rules or regulations or Minimum Standards dealing with the same subjects, these Rules & Regulations shall prevail. However, these regulations are not intended to supersede any provision of Applicable Law or any specific Agreement with which they may conflict.

In the event of a conflict between the provisions of these Rules and Regulations and the Provisions of any agreement, the provisions of the agreement shall govern unless such agreement expressly provided that these Rules and Regulations shall govern.

2 GENERAL CONDUCT

2.1 PERSONAL CONDUCT

No person shall commit any act of endangerment or any act that is likely to endanger persons or property; nor conduct or engage in any form of activity on Airport property in violation of any Authority, MAA, local, State or Federal law.

2.2 ILLEGAL ACTS

No person shall use Airport property or facilities for any act deemed illegal by MAA, local, State or Federal law.

2.3 ACTS OF GOD

MAA shall not assume responsibility or liability for loss, injury or damage to persons or property on the Airport, or while using the facilities of the Authority for any reason, without limitation, by reason of fire, theft, vandalism, wind, flood, earthquake or collision.

2.4 SMOKING

No person shall smoke any tobacco product inside any of the passenger terminal buildings at the Airport or in any outdoor area within five (5) feet of any entrance or exit to any such buildings. Smoking is prohibited inside of the Terminal Buildings and within the Air Operations Area. Those found in violation may be subject to citation.

2.5 GENERAL CLEANLINESS

No person shall dispose of garbage, papers, refuse or other materials on the Airport property except in the receptacles provided for that purpose or use a restroom other than in a clean and sanitary manner.

2.6 DUMPING

No person shall use any material or dump any waste on the Airport premises, which will pollute subterranean water or the water flowing into storm drains. Those found in violation may be subject to civil penalties.

2.7 ABANDONMENT

No person shall willfully abandon any personal property on the Airport. The intentional leaving unattended any item intended for distribution is prohibited and shall be considered an abandoned item and disposed of by the MAA.

2.8 DAMAGE OR ADDITIONS TO AIRPORT PROPERTY

No person shall destroy, injure, deface or disturb in any way, any building, sign, equipment, marker or other structure, trees, flowers, lawn or other property on the Airport; nor alter, make additions to, erect any building or sign, or make any excavations at the Airport without MAA's authorization. Those found in violation may be subject to civil penalties.

2.9 SIGNAGE

No person shall post, distribute or display any publicly visible sign, advertisement, circular or other printed or written matter upon Airport property without prior permission of the PRESIDENT, or his or her designated representative.

2.10 RIGHT OF WAY

A. Roadways and Walkways

No person shall travel on any portion of the Airport except upon the designated roads, sidewalks or other places provided for the particular class of traffic, nor occupy those roads and walks in such a manner that would hinder or obstruct their proper use.

B. Obstruction to Access or Facilities

No person shall obstruct access to the use of building, grounds, roads, walks or other facilities located upon Airport properties.

No person shall erect any table, chair, easel, or other mechanical device or structure that would obstruct access within or outside the Terminal Buildings without prior authorization from the President, or his or her designated representative.

2.11 ELEVATOR AND ESCALATOR USAGE

Escalators are exclusively reserved to accommodate passenger foot traffic between terminal floor levels. Elevators may be used in lieu of escalators for movement of the physically challenged, baggage carts, wheelchairs, etc.

Contractors are restricted from moving any equipment or freight on the escalators or working in a manner affecting the operation of the escalators without prior authorization from the PRESIDENT, or his or her designated representative. Those found in violation may be subject to repair costs.

2.12 USE OF BAGGAGE CARTS

A. Prohibited Uses

1. Baggage carts are not allowed on escalators.
2. Baggage carts may not be removed from Airport property.
3. Airport employees, tenants and contractors are not allowed to keep or stow baggage carts.
4. No person other than the MAA shall dispense or sell baggage carts. It shall be prohibited for any person to come to the Airport for the express purpose of returning or otherwise using carts for financial benefits.

2.13 ANIMALS

- A. No person shall enter a terminal or the AOA with a dog or other animal except service animals, or one properly confined in a suitable container for shipment.
- B. Emotional Support animals, and other domestic animals may be permitted in other public use areas of the Airport if confined in such a manner as to be under positive control of the owner or handler.
- C. No person shall permit, either willfully or through failure to exercise due care or control, any animal to urinate or defecate upon the sidewalks of the Airport or upon the floor of any building used in common by the public. Those found in violation may be subject to citation, and asked to clean their animals waste.
- D. No person shall feed or perform any other act to encourage the congregation of birds or other animals on the Airport, especially on the AOA.
- E. No person shall hunt, pursue, trap, catch, injure, or kill any animal at the Airport other than in the conduct of their official duties.

2.14 LOST AND FOUND PROPERTY

Any person who has found a presumed lost article in the common areas of the Airport shall surrender such property to MAA personnel or the Airport Police Department. Articles found by tenants in their exclusive leasehold areas may be held in their lost and found areas.

2.15 REQUEST FOR LAW ENFORCEMENT ASSISTANCE AND MEDICAL AID

- A. Requests for any type of law enforcement assistance (Airport Police, US Marshall, Narcotics Task Force, etc.) will be made directly to the MAA Airport Communications Center (ACC) 251-639-4682 or by dialing 911. The request should include the nature of the problem and type of assistance desired.
- B. The ACC shall be notified of all medical incidents that are routed directly to the Airport Fire and Rescue Department Communications Center. By dialing directly, Airport personnel can be assured of the quickest response by Police officers and EMS.

- C. All tenants shall be responsible to equip their leaseholds with suitable first aid supplies.

2.16 WEAPONS

- A. For the purposes of this section, the terms "firearms" or "weapon" are same.
- B. No persons, except the MAA Police, authorized law enforcement officers, authorized active duty members of the U. S. Military on official duty or others designated by the PRESIDENT, shall carry any weapons or explosives on the Secured/Sterile Area of the Airport.
- C. All persons other than the excepted classes described above shall surrender prohibited objects in their possession to any Airport Police officer currently on duty or other duly authorized representatives.
- D. No person shall furnish, give, sell, or trade a weapon on the Airport.

2.17 TRESPASSING

- A. No person shall loiter on any part of the Airport or in any building on the Airport; nor shall any person use the Airport for any other purpose except traveling through as a passenger, while waiting to board a commercial ground transportation vehicle, while greeting a passenger, or as authorized by the PRESIDENT.
- B. Any person or persons who shall refuse to comply with these applicable Airport Rules and Regulations after proper request to do so by authorized Airport personnel shall be considered a trespasser and be subject to applicable laws.
- C. No person shall make use of or loiter on or near any shop, equipment or facility of any owner or tenant of the Airport without specific permission of the owner or lessee. Violators shall be deemed trespassers.

2.18 RESTRICTED AREAS

No person shall enter the sterile, restricted, or limited access areas of the Airport or any Security Identification Display Area (SIDA) or any other restricted area of the Airport or Terminal identified as being closed to the public, except a person in compliance with one or more of the following provisions:

- A. Persons who enter in accordance with security clearance pursuant to the Airport Security Program established by MAA and authorized by the Transportation Security Administration (TSA) or;
- B. Persons assigned duties on the AOA or other restricted areas and bearing a proper security identification badge, or;
- C. Employees or authorized representatives of MAA or other Federal, State or local governmental agencies having proper business on the AOA or restricted areas and bearing a proper security identification badge, or under direct escort of an authorized Airport representative or Airport tenant who is validly badged in accordance with Airport Security Program, or;
- D. Passengers under appropriate supervision of Air Carrier or authorized Authority personnel, entering upon the aircraft apron for the purpose of enplaning or deplaning an aircraft.

2.19 PERSONNEL IDENTIFICATION

A. Display of MAA Identification (ID) Badge

All ID badges must be approved as to form and substance by MAA (MAA ID badge) must be worn at or above the waistline on the outermost garment and displayed in such a manner that makes the front side of the badge visible to approaching persons.

B. Visitors

All visitors who require access to restricted areas on the Airport must be escorted at all times by an authorized person who possesses a valid MAA ID badge. The person conducting the escort must control the activities of the visitor at all times. Control shall mean that visitors are always in the line of sight and not more than twenty-five (25) feet away at any time. With the exception of Airport Operations and Airport Police personnel, no one may escort more than five (5) people.

C. Issuance of Badge

No MAA ID badge shall be issued to anyone under eighteen (18) years of age at the time of application.

D. Unauthorized Use of Badge

A MAA ID badge shall not be worn by anyone other than the person to whom it was issued. The badge holder shall not use the badge for any purpose except for the use prescribed.

E. Badge Inspection

Anyone authorized to wear a MAA ID badge may at any time, inspect another individual's Airport identification badge for the purpose of determining the holder's identity. If a person is found to be in violation of the use as described on the badge, the violation will be reported immediately to the Airport Police Department or the Airport Operations Department.

F. Invalidation of Badge

Mutilation or alteration in any form of a MAA ID badge shall render it invalid.

G. Lost or Stolen Badge

Any person who loses or determines that his/her badge has been stolen or lost will immediately notify their employer, the Airport Police Department and the Airport Badging Office (ABO).

H. Revocation or Surrendering a MAA ID Badge

A failure to comply with the provisions outlined herein and of the Airport Security Program will result in the revocation of an individual's MAA ID badge. Badges issued by the Airport Badging Office (ABO) shall be returned to that office immediately when an individual is terminated, transferred or resigns employment at the Airport.

2.20 SECURITY DEVICES AND DIRECTIVES

A. No unauthorized person shall in any way tamper or interfere with security alarms, CCTV cameras, locks or closing mechanisms of any door or gate on the Airport leading to the AOA or a restricted area; nor shall any person otherwise breach any Security Directives at the Airport.

B. No unauthorized person shall in any way attempt to bypass or test any security screening procedures for the purposes of exposing inadequacies of such systems. For this part, authorized personnel shall include Airport Police, Airport Security representatives, Airline, FAA, TSA, or authorized agents of the aforementioned entities to perform such tests.

2.21 TAMPERING WITH AIRPORT FACILITY EQUIPMENT

A. No person shall willfully tamper, alter, move, or otherwise affect any security device, sign, CCTV camera, PIN pad coding box, electromagnetic locking device or other such implement, or perimeter fence gate or gate tracking device. No person may place any object within five (5) feet of the Perimeter Fence or at any distance that would obscure that portion of the fence.

B. No person shall willfully activate any security device or cause a security alarm when no threat to security or emergency condition exists.

C. Any person inadvertently activating a security alarm or other device shall remain at the location of the activation until law enforcement or other security representatives arrive, determine the cause of the activation, and verify the individual's authority to access that portion of the Airport.

2.22 VENDING MACHINES

No vending machines for the sale of goods shall be permitted in the public areas of the Airport, which are not occupied by a lessee, licensee or permittee. This prohibition shall not apply to vending machines in rest rooms selling personal hygiene items.

2.23 STORAGE OF EQUIPMENT, FIXTURES, CARGO.

No person or company shall use any area of the Airport for storage of equipment, fixtures, cargo or other property without permission from the Authority. If, notwithstanding the above prohibition, a person uses such areas for storage, without first obtaining such MAA permission, then the PRESIDENT, may have the authority to order the equipment, fixtures, cargo or other property removed and stored at the expense of the owner or consignee without liability for damage arising from or out of such removal or storage. In the event the Tenant does not remove said items, the responsible Tenant may be assessed the applicable fees, as determined by MAA.

3 AIRFIELD OPERATIONS

3.1 AERONAUTICAL OPERATIONS ON THE AIRPORT OPERATIONS AREA (AOA)

3.1.1 GENERAL RULES

A. Compliance

All aeronautical activities at the Airport shall be conducted in conformity with applicable regulations of the Federal Aviation Administration (FAA), Transportation Security Administration (TSA), or any successor agency, applicable directives of the Authority and these Airport Rules and Regulations.

B. Negligent Aircraft Operations

1. No person shall operate aircraft at the Airport in a careless or negligent manner; in disregard to the rights and safety of others; without due caution and circumspection; or at a speed or in a manner which endangers, or is likely to endanger, persons or property. Further, no person shall operate aircraft constructed, equipped or loaded in such a manner as to endanger, or likely to endanger persons or property.
2. All persons using any part of the Airport shall be held liable for any property damage, personal injury or death caused by carelessness and negligence on the Airport. Any aircraft being operated so as to cause such property damage, personal injury or death may be retained in the custody of the Authority. The Authority may have a lien placed on the aircraft until all charges for damages are paid.

C. Damage to Airport Property

1. Any pilot, operator or person who by reason of any type accident, crash, fire, malfunction of operation, or otherwise damages Airport property including but not limited to, light fixtures, buildings or other assets, shall be responsible to MAA, for such damages, and the amount thereof shall be paid within thirty (30) calendar days or such reasonable time as is approved by the PRESIDENT, or his or her designated representative.
2. Any person, pilot, or operator damaging any Airport property as a result of operating an aircraft or other motorized equipment shall report such damage immediately to Airport Operations Department. Failure to do so shall

constitute grounds for the PRESIDENT, or his or her designated representative, to prohibit further use of any Airport facility including runway and taxiways in addition to other rights and remedies available under local or State law.

D. Denial of Airport Use

1. The PRESIDENT, or his or her designated representative, may have the right at any time to:
 - a. Temporarily close the Airport to air traffic in its entirety, or any portion thereof.
 - b. Delay or restrict any flight or other aircraft operation.
 - c. Direct refusal of takeoff permission to aircraft.
 - d. Deny the use of the Airport, or any portion thereof, to any specified class of aircraft, individual or group, for non-aeronautical purposes, as approved by the U.S. Department of Transportation.
 - e. Deny the use of the Airport to any aircraft, or pilot, violating Authority, Local, State or Federal regulations, whether at the Airport or elsewhere.
2. The PRESIDENT, or his or her designated representative, may also temporarily close the Airport when such action is considered necessary and desirable to avoid endangering persons or property or due to temporary periods of adverse climatic conditions, to be consistent with the safe and proper operations of the Airport.
3. In the event the PRESIDENT, or his or her designated representative, believes the condition of the Airport to be unsafe for landings or takeoffs, it shall be within his or her authority to issue a Notice to Airmen (NOTAM) closing the Airport or any portion thereof.

E. Commercial Aircraft Operations

Commercial operators conducting business on the Airport shall have an appropriate agreement with MAA and shall be responsible to pay appropriate use fees, charges, permit fees and/or landing fees. Failure to do so, after proper notice by the PRESIDENT, or his or her designated representative, will cause a lien to be placed against the aircraft as provided by applicable State or Local Law.

F. Radio Communications

Except for airborne emergencies, all aircraft landing or taking off at the Airport shall have a properly functioning two-way radio capable of communicating with the Airport's FAA Air Traffic Control Tower.

G. AOA Smoking

Smoking is permitted in designated areas only.

H. Trespassing

No person shall interfere or tamper with any aircraft, or put in motion the engine of such aircraft, or use any aircraft, aircraft parts, instruments or tools without the permission of the owner or by specific direction of the PRESIDENT, or his or her designated representative.

I. Use of Commercial Space on the AOA

No person shall use or occupy any operational area for any commercial purpose except a purpose pertaining to the servicing of tenants, concessionaires, airlines, activities associated with airlines or governmental agencies or a purpose connected with maintenance and operation of the Airport. Persons so authorized must carry and / or display personal identification of the type and in the manner specified by the Airport Security Program.

J. Tenant Storm Water Compliance

The Authority may require that all leases of Airport property to tenants conducting or operating vehicle maintenance shops (including vehicle rehabilitation, mechanical repairs, painting, fueling, and lubrication), equipment cleaning operations and/or deicing operations (as defined in the federal storm water management regulations) include the following acknowledgments by the tenant:

1. The Airport is subject to the U.S. Environmental Protection Agency (EPA) regulations. The general permit includes waste discharge requirements for discharges of storm water associated with industrial activities, including properties occupied or operated by the tenant, the permit names the tenant as a "co-permittee" and the tenant is aware of the penalties for submitting false information with regard to these regulations and permit requirements.
2. It is the responsibility of the tenant to prepare, if required, a Storm Water Pollution Prevention Plan (SWPPP) that is in compliance with the general permit and to respond to Authority requests to ensure tenant contractor or subcontractor's compliance with the Airports SWPPP and the facility-specific SWPPP. Failure to provide the required reports may result in

remedial actions including termination of the lease. Reports submitted within ten (10) days of the due date will not be subject to penalty. Reports received after the eleventh (11) day may be access penalties.

3. The tenant may be required to undertake measures necessary to implement and maintain Best Management Practices (BMPs) to minimize the exposure of storm water to significant materials generated, stored handled or otherwise used by the tenant.
4. The terms and conditions of the Authority's general permit are incorporated by reference into the lease and the tenant shall be required to undertake, at its sole expense, those storm water general permit provisions required by compliance with the terms and conditions of any storm water permit.

The tenant shall cooperate closely with the Authority to ensure compliance with the terms and conditions of any storm water permit.

K. Construction Activity on the AOA

No Construction activity is allowed on the AOA until and unless all provisions of the Airport's Operational Safety and Security Requirements, as delineated in Annex 2.

L. Special Events on the AOA

Special events, including but not limited, to cookouts and barbecues, require written authorization from the Airport Operations Department prior to each occurrence. Requests for such events must include the date, time, place, type of event, organization hosting the event and the expected number of participants. Tenant is responsible for restoration of site. Should the Authority have to conduct restoration or clean up actions, all costs incurred will be billed to the responsible party for reimbursement to the Authority.

M. Aircraft Washing on the AOA

All requests for aircraft washing at the Airport shall be submitted in writing to the Operations Superintendent, for approval prior to conducting such activities. Requests must contain, as a minimum, the following information:

1. Name of aircraft operator (e.g. American Airlines, Federal Express, etc.)
2. Location where aircraft wash activities will be conducted.
3. Time and/or frequency of proposed activities.
4. Name of company or firm conducting aircraft wash activities.

5. A description or listing of the methods, materials—including Material Safety Data Sheets (MSDS), and equipment used in the aircraft wash activities.
6. Methods and means of storage and handling of material and equipment used in the aircraft wash activities.
7. Methods and means to manage contain and dispose of contaminated materials resulting from or associated with the aircraft wash activities.

N. Minimizing Bird-Strike Potential

In order to minimize the potential for bird strike incidents at the Airport, all agencies conducting any activity on the AOA must ensure the following actions are adhered to:

1. Feeding birds is prohibited.
2. Trash bags are to be disposed of in appropriate covered or contained receptacles. Trash bags are not to be left on the ramp.
3. Food containers are not to be discarded on the ramp, in baggage carts, on flatbed vehicles or on other uncovered vehicles.
4. The lids of all dumpsters and trash containers are to be closed when not being loaded or unloaded.

3.1.2 AIR TRAFFIC RULES

A. Flight Tests and Practice Operations

1. In advance of any flight test to be conducted within the Airport Traffic Area the pilot shall make the necessary arrangements with the FAA Airport Traffic Supervisor on duty and shall receive clearance before conducting such maneuvers.

B. Aircraft Operations

1. All aircraft surface operations shall be confined to hard surfaced runways, taxiways, taxi lanes and aprons.
2. Taxiways shall not be used for takeoffs or landings of aircraft.
3. During landings or takeoffs aircraft shall not pass over any Airport buildings, structures or their adjacent motor vehicle parking areas unless otherwise instructed by the Air Traffic Control Tower (ATCT).

4. Non-Military formation flights or acrobatic maneuvers are prohibited. Non-Military Formation takeoffs and landings are prohibited.
5. Motor less aircraft, hot air balloons, drones, ultra-light aircraft, hang gliders, or other devices not licensed or certified by the FAA shall not land or takeoff from the Airport without prior authorization of the PRESIDENT.
6. Any agency which becomes aware of Department of Defense (DOD) aircraft intending flight operations into the Airport is to notify Airport Operations immediately. This notification procedure applies to operations conducted with any DOD aircraft having a military registration or call sign.

C. Parachute Operations

Parachute jumping over the Airport or within the Airport Traffic Area is prohibited without prior written permission from the PRESIDENT, or her designated representative, and the FAA's Air Traffic Control Tower (ATCT).

3.1.3 AIRLINE/TENANT OPERATIONS

A. Authorization

No person shall enter an aircraft without the consent of the person in charge thereof.

B. Enplanement / Deplanement

Passengers shall not be permitted to enplane or deplane an aircraft except in the presence of authorized personnel.

C. Loading / Unloading

No aircraft may be loaded or unloaded except in designated areas without permission and all passengers must be escorted and safely channeled through established routes to and from the aircraft.

3.1.4 GROUND OPERATIONS

A. Ramp Operations

1. It shall be the responsibility of flight and ground employees of jet or large propeller-driven aircraft operators to ensure that the aircraft are taxied out from gate positions or parking locations so as not to blast, injure or damage

any persons, equipment, buildings or other aircraft, or any other property whatsoever.

2. The passenger ramps, grounds and tenant ramp areas around the terminal shall be policed and kept free of all Foreign Object Debris (FOD). All tenants are responsible for keeping their individual ramp areas clean and free of all debris.
 - a. Each tenant will be responsible for providing clearly marked FOD containers for collecting material that is picked up from the aprons. Containers must be covered and small enough to be easily emptied, but heavy enough to resist spillage.
 - b. FOD containers shall be emptied on a scheduled basis or as necessary. Containers shall be present in sufficient quantities to facilitate disposal of collected materials.
 - c. All outside trash containers (e.g. cans, dumpsters, and compactors) shall be covered, checked frequently and emptied as necessary to prevent spillover of trash.
3. Ground support equipment (including chocks, air-stairs, etc.) shall not be left outside the tenants' leasehold area.
4. Lavatory service equipment shall be well maintained and compatible with the waste receptacles provided by the MAA. At no time shall a tenant dump lavatory waste directly into the sewer system. All spillage of lavatory waste shall be immediately cleaned up by the responsible tenant.
5. No light, which would interfere with an operator's ability to see while maneuvering an aircraft, shall be erected or positioned on the terminal, ramps or apron areas.
6. Any spillage or dripping of gasoline, jet fuel, oil, grease or any other material which may be unsightly or detrimental to the pavement in any area of the Airport shall be removed immediately by suitable procedures in a manner acceptable to the PRESIDENT. The responsibility for the immediate removal of such materials shall be assumed by the operator of the equipment causing the spill.
7. All aircraft ramp and apron scrubbing shall be accomplished through the use of approved vacuum type scrubbers and the waste water picked up from the ramps shall be disposed of in a manner deemed acceptable to MAA.
8. Best Management Practices shall be used to minimize the excessive use of ethylene glycol. Proper technique shall be used when deicing aircraft to

ensure that only the amount of chemical needed to complete the job is applied. To the extent possible, other deicing and anti-icing techniques shall be used to minimize the use of ethylene glycol. These techniques are described in detail in FAA Advisory Circulars.

B. Push Back/Tow Out Procedures

1. Although aircraft movement on the terminal ramps is not controlled by the ATCT, aircraft movement within these areas must be coordinated with ATCT. Pilots should exercise extreme caution when maneuvering in these areas.
2. Pilots are required to contact ATCT Ground Controller prior to pushback or tow out for traffic advisories.
3. Aircraft about to be pushed back from a terminal gate or towed out from one of the parking ramps will give way to other aircraft already being taxied, towed or pushed back on the ramp.
4. Preceding aircraft on the ramp may not delay taxi for a period of time that would cause undue delay to subsequent taxiing aircraft.
5. Power back and power out procedures are prohibited without express permission of the Airport Operations Supervisor, or his or her designee, on duty.

C. Starting and Running Engines

1. Starting Engines
 - a. No aircraft engines may be operated within a hangar, or within twenty-five (25) feet of such hangar, or so close to the hangar that a hazard to persons or property exists due to prop wash, jet blast or exhaust fumes.
 - b. No engine may be operated until proper clearance is given by ground personnel and until all standard safety procedures have been met.
 - c. No engine may be started or run unless a licensed pilot or licensed mechanic is in the aircraft attending the engine controls.
 - d. No engine may be started unless there are fire extinguishers provided in the proximity as stipulated by the requirements of NFPA 407.
 - e. Engine cross bleed starts will only be accomplished as follows:
 - (1) Advise ATCT Ground Control of request to push back all the way onto the Terminal Apron and intent to conduct an engine cross bleed start.

- (2) After receipt of clearance from ATCT to push back, aircraft is to be pushed back until it is lined up over the taxiway centerline.
- (3) Cross bleed shall not be started until the aircraft is positioned as described in (2) above and until the ground crew confirms that the procedure can be initiated without adverse impact to other aircraft, vehicles or personnel and without creating any other unsafe conditions.

2. Engine Run-ups

- a. Propeller engine run-ups are restricted to normal breakaway power. Jet engine run-ups shall not exceed idle power except as authorized below.
- b. All engine run-ups required to exceed the requirements of the above paragraph will be conducted on the established approved location.
- c. Engine run-ups on above idle power setting are prohibited between the hours of 10:00 p.m. and 7:00 a.m. local time (some exceptions for emergency flight operations apply).

D. Aircraft Taxiing

1. No person shall taxi an aircraft on the Airport until he or she has ascertained that there will be no danger of collision with any persons or objects.
2. All aircraft shall be taxied at a safe speed and in a reasonable manner. Pilots shall use minimum power while taxiing on the ramps and taxi lanes adjacent to the terminal buildings.
3. Aircraft shall not be taxied onto any portion of the Airport without radio communications and prior coordination with the ATCT. This includes both the controlled movement areas and uncontrolled non-movement areas.
4. All aircraft operating on the Airport shall be equipped with wheel brakes in proper working order.
5. No aircraft shall taxi between the main terminal gates and aircraft parked, or being repositioned, on the terminal apron.
6. Where taxiing aircraft are converging, the aircraft on the right shall have the right of way, unless otherwise instructed by the FAA ATCT.
7. Aircraft will taxi expeditiously after landing and clear the runway as promptly as possible, consistent with safety, so as to make it available to other aircraft for takeoff and landing.

8. No aircraft shall be taxied into or out of any hangar under its own power.
9. All aircraft being taxied on the Airport shall proceed with navigation lights illuminated during the hours between sunset and sunrise.

E. Aircraft Parking

1. Aircraft shall not be parked on the Airport except in areas, and in the manner, designated by the PRESIDENT, or his or her designated representative.
2. Unscheduled or non-air carrier aircraft shall not be positioned on the main terminal ramps, or any overnight parking ramp without prior permission from the PRESIDENT, or his or her designated representative.
3. General aviation aircraft shall not park, enplane/deplane passengers or cargo on any of the terminal aprons without prior permission from Airport Operations.
4. At the direction of the PRESIDENT, or his or her designated representative, the owner/operator or pilot of an aircraft at the Airport shall move the aircraft from the place where it is parked or stored to any other place designated on the Airport. In event of the failure or refusal to comply with such direction, the PRESIDENT, or his or her designated representative, may cause the aircraft to be moved to such place at the operator's expense and without liability for damage that may result from such moving.

3.1.5 GATE USAGE AND ASSIGNMENTS

A. General

No person shall park an aircraft or leave an aircraft parked and unattended on the movement area or non-movement areas, except at such places as may be prescribed or permitted by the PRESIDENT, or his or her designated representative.

All aircraft gates are pre-assigned and reserved for scheduled commercial, commuter, and approved contract air carrier aircraft only. Use of unassigned gates is permitted by the PRESIDENT, or his or her designated representative, however must be coordinated through the Airport Operations Department.

B. Usage of Gates by Other than Assigned Airlines

No airline may arbitrarily use a gate assigned to another airline. Prior permission must be obtained from MAA Airport Operations and/or the leasehold airline before any other airline can use its gate. An airline authorizing use of its preferential gate facilities to other airlines assumes full responsibility and must ensure usage is in accordance with MAA leasehold agreements.

C. Remain Overnight Aircraft (RON)

The assignment of RON aircraft parking positions at the Airport is the administrative responsibility Airport Operations Department.

D. Parts Delivery Aircraft Parking

General aviation aircraft delivering parts and maintenance equipment to a tenant airline may park at or near the leasehold gate, but only for the express purpose of unloading parts and equipment. Immediately after doing so, the pilot shall either reposition the aircraft to the Fixed Base Operator (FBO) or depart the Airport. Aircraft must be parked only in tenant leasehold areas or on available parking ramps and not impact any other operators.

3.1.6 CHARTER FLIGHT AND ITINERANT OPERATIONS

Charter flight and itinerant air carrier operations must comply with all existing Safety and Security procedures as outlined in the Airport Security Program.

- A. All ground handling agencies/airlines shall submit a Charter Flight Advisory form to Airport Operations at least twenty-four (24) hours prior to said operation. Forms are available from Airport Operations.
- B. The ground handling agency/airline shall notify Airport Operations of any changes or follow-up information as it becomes available.
- C. The ground handling agency/airline is responsible for all vehicle escorts and shall provide at least one (1) escort for every two (2) vehicles. All vehicles must remain in full view of the escort at all times and must be under positive control.
- D. The ground handling agency/airline is also responsible for maintaining positive control of all passengers per TSA security requirements. The charter aircraft sponsor will oversee the ticket counter, check-in, and enplanement and deplanement procedures, and is responsible for coordination of and compliance with all TSA security requirements.
- E. Unless passengers use passenger boarding bridges (jet ways) to enplane and deplane, portable air stairs must be used for the enplanement and

deplanement of all passengers. Under no circumstances shall jet way crew stairs be used for the movement of passengers.

3.1.7 HELICOPTER OPERATION RULES

Helicopter operations are conducted as fixed wing aircraft operations.

3.1.8 AIRCRAFT INCIDENTS AND ACCIDENTS

A. Emergency Response

Airport Rescue and Fire Fighting (ARFF) vehicles have priority over all other personnel and vehicles in response to an aircraft accident. No personnel/vehicles shall interfere with ARFF units responding to an emergency situation. The Airport Operations Supervisor, or his designee, shall continue to be in charge of the Airport while the ARFF units respond to the incident. Vehicles/personnel other than ARFF units shall not enter the periphery of the accident scene until summoned or escorted into the area by the Fire Chief, or his designee; the Airport Operations Supervisor, or his designee; or the designated Incident Commander, or his designee. All personnel and equipment must receive clearance from the ATCT prior to proceeding onto the Airport Movement Area.

B. Notification/Coordination

1. Air Carriers: The Airport Operations Supervisor, or his designee, shall notify the Airline Station Manager or the Airline Operations office immediately for any Airport-based air carrier involved in an accident or incident while at the Airport. The air carrier should then immediately marshal its assets (personnel/equipment) and standby to be escorted to the appropriate site by an Airport Operations Supervisor, or his designee.
2. Air Carriers not based at the Airport: The Airport Operations Supervisor, or his/her designee, will coordinate with the Fixed Base Operator (FBO) or other air carriers to assist in the removal of disabled aircraft from the runway and/or taxiways.
3. General Aviation: Any general aviation or corporate aircraft owner/operator requiring assistance in the removal of disabled aircraft may contact the Airport Operations Supervisor, or his designee. The Fixed Base Operator (FBO) may provide assistance if specifically requested by the aircraft owner/operator. The Airport Operations Supervisor, or his/her designee,

shall determine whether an escort is needed for any FBO assistance provided.

C. Aircraft Accident Reports

The pilot or operator of any aircraft involved in an accident or incident causing personal injury, death or property damage shall, in addition to all other reports required to be made to other agencies, make a prompt and complete report concerning the accident to the office of the PRESIDENT, or his/her designated representative. When a written report of an accident is required by the FARs, a copy of such report shall be submitted to the PRESIDENT, or his designated representative.

D. Disabled Aircraft

1. No aircraft involved in an accident or incident, the investigation of which is the jurisdiction of the National Transportation Safety Board (NTSB) or Federal Aviation Administration (FAA) jurisdiction, may be moved until appropriate Federal officials have given permission for the removal, and such permission is verified by the PRESIDENT, or authorized representative on the scene.
2. Subject to compliance with appropriate Federal Aviation Regulations, the aircraft owner shall be responsible for the prompt removal of all disabled aircraft, and parts of such aircraft, at the Airport, as reasonably directed by the PRESIDENT, or his/her designated representative.
3. At the direction of the PRESIDENT, or his designated representative, the owner, operator or pilot of aircraft shall remove a disabled aircraft from the movement area immediately when such removal is pertinent to the safe operation of the Airport. Failure to comply shall immediately empower the PRESIDENT, or his/her designated representative, to take whatever steps are necessary to ensure the safety of the public and other aircraft concerned.
4. In the event of failure or refusal to comply with such directions, such disabled aircraft, or any and all parts thereof, may be removed by the PRESIDENT, or his/her designated representative, at the owner's expense and without liability for damage, which may be incurred as a result of such removal.

3.1.9 CLEANING, MAINTENANCE AND REPAIR OF AIRCRAFT

- A. Aircraft and vehicles shall not be washed except in areas, and in a manner, designated in writing by the Airport Operations Superintendent.
- B. All repairs to aircraft engines shall be made in the areas designated by Airport Operations. Adjustments and repairs may be performed on air carrier aircraft

at gate positions on the terminal apron when such repairs can be accomplished without inconvenience to other persons and coordinated with the Airport Operations Department. Any aircraft being repaired at a terminal gate position shall be moved immediately upon the request of the Airport Operations Department.

- C. Aircraft repairs in storage areas of hangars shall be limited to inspections and minor parts replacement, provided such repairs do not involve appliances using open flames or heated parts.
- D. The starting or operating of aircraft engines inside any hangar is prohibited.
- E. No person or firm shall repair an aircraft, aircraft engine, propeller or other aeronautical equipment or apparatus, nor employ a certified mechanic or other mechanic in any area of the Airport other than that specifically designated for such purposes by Airport Operations unless exempted in the following subsections.
 - 1. Minor adjustments may be made while the aircraft is on a loading ramp preparatory to departure.
 - 2. Emergency repairs may be made to an aircraft that is located in an area not immediately posing a hazard to other aircraft movements providing such repairs are made only to enable the aircraft to be moved to an approved service location.

3.1.10 STORAGE OF GROUND SERVICE EQUIPMENT

- A. All equipment must be clearly identified with a company name or logo.
- B. All excess Ground Service Equipment (GSE) shall be stored on the tenants approved leasehold. The area is marked with white limit lines and appropriate signage.
- C. All equipment infrequently used or not needed for daily operations should be transferred to, and stored in, the Tenants GSE storage area. Equipment not actually and currently needed at the Airport should be removed from the premises. All equipment brought to the GSE area must be placed within the markings on the apron. By storing GSE in the area, the respective airlines accept full responsibility for the transfer and storage of the equipment.

3.1.11 STORAGE OF AIRCRAFT AND PARTS

- A. Unless otherwise provided in a lease or other agreement, no person shall use any area of the Airport for parking and/or storage of aircraft, to include disabled or derelict aircraft or parts, without permission of the Airport Operations Superintendent. If a person uses such areas for parking or storage without first obtaining such permission, then the Airport Operations Superintendent shall have authority to order the aircraft removed or to cause the same to be removed at the expense of the owner without liability for damage arising from or out of such removal.
- B. Any person, pilot, operator or owner, who requires security or MAA Police at the location of an aircraft on the Airport due to the condition, kind, type or mission of such aircraft, shall obtain permission from the PRESIDENT, or his or her designated representative, prior to placement of such personnel, and shall bear the cost of such protection solely at his/her own expense. This section shall not be interpreted or used as a means to hinder or delay the removal of aircraft at the direction of Airport Operations in compliance with the above paragraph.
- C. Whenever any aircraft is parked, stored, or left in non-operational condition on the Airport, Airport Operations shall notify the owner or operator thereof by certified or registered mail. Removal of said aircraft within thirty (30) calendar days of receipt of such notice shall be required. If the owner or operator is unknown or cannot be found, the Airport Operations Superintendent shall conspicuously post and affix such notice to said aircraft to remove the aircraft within the period provided. The Manager, Airport Operations, may cause the removal of such aircraft from the Airport. All costs incurred by MAA during the removal process, shall be recoverable against the owner or operator.

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3.2 VEHICLE OPERATIONS ON THE AOA

3.2.1 AOA DRIVER'S PERMITS

- A. Any person operating a motor vehicle or equipment on the AOA must have a valid Alabama driver's license or an out-of-state driver's license valid in the Alabama. Any suspension or revocation of this state issued driver's license shall result in the automatic revocation of AOA driving privileges.
- B. All drivers on the AOA, except those driving emergency vehicles responding to emergencies, must possess an Airport issued driver's permit or be escorted by a driver who possesses such a permit. The PRESIDENT, or his or her designated representative, shall have the right to revoke any driver's' AOA driving privileges, if the driver is found to be in violation of any AOA Vehicle Operating Rule.
- C. All AOA drivers shall pass an AOA driving test administered by Airport Operations. An endorsement will be placed on the MAA ID badge indicating a valid AOA driver.
- D. The laws of the State of Alabama relating to the operation of motor vehicles the public highways apply to the operation of motor vehicles operated or parked on the Airport.

3.2.2 REGISTERING OF VEHICLES

- A. AOA Vehicle Permits - State Licensed Vehicles
 - 1. All motor vehicles operating on the AOA, except emergency vehicles responding to emergencies and those under proper escort, which hold valid Alabama license plates, must be registered with Airport Operations. Vehicle authorization permits are issued by Airport Operations and are valid for a specific time period identified by the PRESIDENT, or his or her designated representative.
 - a. AOA Vehicle Permit Applications must be fully completed and signed by the master leaseholder, vendor or contractor prior to submission to Airport Operations for approval and issuance of permits.

- b. Motor vehicle permits are classified into three different categories (Permanent, Temporary, Visitor) as determined by the PRESIDENT, or his or her designated representative.
2. Motor vehicle permits shall be displayed in the lower corner of the front windshield on the passenger side. Permits shall not be covered by any device that will obstruct the view of such permit.
3. Failure to display such permit shall cause the removal of the vehicle from Airport property, and the cancellation of any permit issued. Removal shall be at owner's expense.
4. Tenant sponsored vendor vehicles or equipment requires Visitor AOA Vehicle Permits and appropriate tenant escorts. Tenants requiring commercial vendor service to their operational areas are responsible for escorting the vendor vehicle and operator while on the AOA. Escorts must be provided by a valid AOA driver. The definition of a vehicle escort is in view and under the control of the person providing the escort at all times.

B. AOA Vehicles - Non-State Licensed Vehicles

1. All motor vehicles operating on the AOA not licensed by the State of Alabama shall be equipped with at least two headlights and one or more red tail lights. All lights shall be kept illuminated during operation between sunset and sunrise. Operators of such motor vehicle shall dim the headlights when meeting oncoming aircraft.
2. Vehicles not licensed by the State of Alabama may be operated on the AOA by authorized tenant employees who have been issued a current MAA ID badge with ramp driving certification and only for the purpose of tenant business.

C. AOA Vehicle Identification

All non-escorted motor vehicles or equipment operating on the AOA must display a logo or sign, which clearly identifies the organization operating the vehicle. Logos or signs must be of a contrasting color scheme, placed on both sides of the vehicle, and must be identifiable at a distance of not less than one hundred (100) feet.

D. Restriction of Certain Vehicles (By Type)

1. Trailers and semi-trailers allowed on the AOA shall be equipped with braking devices that will adequately hold such trailers in the event they become disengaged from the towing vehicle.

2. The movement, positioning and parking of exceptionally large, tall or slow vehicles (i.e., large cranes, vehicles carrying oversize loads, backhoes, earth movers, dump trucks, etc.) shall be coordinated with and approved by the PRESIDENT, or his or her designated representative.

3.2.3 AUTHORIZED AOA AREAS FOR MOTOR VEHICLES

Authorized motor vehicles will be allowed to operate on Vehicle Service Roads, leaseholds, airline terminal building ramps and overnight parking aprons only. Tenant vehicles are not allowed onto any portion of the Airport Movement Area with the exception of towing an aircraft after proper clearance has been received from the Air Traffic Control Tower.

Vehicles are prohibited from operating in the Instrument Landing System (ILS) Critical Area when this area is active.

Contractor vehicles are restricted to the contractor's authorized work and lay down areas and within prescribed travel / haul routes.

3.2.4 VEHICLE OPERATIONS

A. Motor Vehicle and Equipment Operation Around Aircraft

1. All aircraft have the right-of-way. No person shall drive a vehicle or equipment behind any aircraft while its engines are running. Drivers shall stop and yield the right-of-way to all aircraft.
2. No person shall drive a vehicle or equipment in front of a taxiing aircraft.
3. No person shall drive a vehicle or equipment under the wing of an aircraft unless in the act of servicing the aircraft or where it is unavoidable.
4. No person shall drive a vehicle or equipment within fifty (50) feet of an aircraft during fuel servicing operations unless it is being used to service the aircraft.
5. No person driving a service vehicle or equipment shall back up without a guide to ensure safe clearance from other aircraft and vehicles.
6. Motorcycles, motorbikes, three-wheeled motor vehicles, roller skates, roller blades, skateboards, bicycles and scooters are prohibited from operating on the AOA, except MAAPD Officers who are authorized to use specialized vehicles in the performance of their official duties.

7. Driving vehicles on the terminal apron in the following manner is strictly prohibited:
 - a. Across any active passenger loading lane, that is, between the aircraft and the terminal gate or bus when passengers are being boarded or are disembarking.
 - b. Under any loading bridge that is moving or being repositioned.
 - c. Between the terminal and an aircraft during a pushback with the exception of company service vehicles, MAAPD, or Airport Operations. Drivers must follow the direction of the aircraft's ground crew when present.
 - d. In the interest of safety, the number of baggage carts and container carts being towed anywhere on the Airport shall not exceed four (4) carts.
 - e. No person shall operate a vehicle or equipment to tow aircraft on the AOA without clearance from the ATCT. All aircraft under tow shall have navigation lights illuminated between sunset and sunrise or provide such other lighting as necessary to ensure visibility of the moving aircraft.

B. Parking

1. No person shall park any aircraft service vehicle or equipment without engaging the parking brake or using wheel chocks to prevent the vehicle from becoming a rolling hazard.
2. No person shall leave a vehicle or equipment parked with a key in the ignition switch, with the motor running, or with the emergency brake not engaged.
3. In the event of a disabled vehicle or equipment, the driver shall remain with the vehicle or equipment until such time as it can be removed for repair.
4. No driver shall park so as to become a hazard to any aircraft entering or departing a gate position.
5. No person shall park motorized ground equipment near any aircraft in such a manner as to prevent the ground equipment from being readily driven or towed away from the aircraft in an emergency
6. No vehicle shall be parked in a manner so as to block:
 - a. The fence barrier openings or emergency entrances to the AOA;
 - b. Airport service equipment and aircraft rescue and fire fighting vehicles;

- c. Ambulances, emergency vehicles and equipment;
- d. Fire hydrants and fire lanes;
- e. Building entrances and exits; and
- f. Loading bridges or any paved access ways, roadways, or vehicular traffic areas.

C. Speed limits on the AOA

Speed limits on the AOA are as posted. In the absence of a posted speed limit, the following speed limits shall apply:

- 1. Perimeter Road - 25 MPH
- 2. Terminal Apron - 15 MPH.
- 3. Within fifty (50) feet of any aircraft or in the tunnels and baggage claim areas - 5 MPH

Drivers shall obey all lawful signs, lights or mechanical devices installed for the orderly flow of traffic, unless specifically directed otherwise by Airport Police or Airport Operations personnel.

D. Maintenance of Vehicles

- 1. Mobile service equipment shall be maintained in good repair at all times. All equipment including carts, stands, trucks, tugs and other equipment shall be parked in assigned positions. Portable loading ramps, baggage trucks and other such equipment shall be equipped with brakes or suitable locking devices and such brakes or locking devices shall be securely set when the equipment is not in use.
- 2. No person shall drive a vehicle or equipment on the AOA if it is constructed, equipped, or loaded so as to endanger persons or property. No vehicle shall be driven if found to have technical or mechanical defects, which may impair its safe operation.
- 3. Drivers are prohibited from operating on the AOA if any Alabama Vehicle Code safety item is malfunctioning or missing from such vehicle, or if the Driver's view is obstructed.

E. Cleaning and Servicing of Lavatory Equipment

All cleaning and servicing of lavatory vehicles shall be conducted at the approved area only. Any exceptions must be reviewed and approved in advance by Airport Operations.

F. Alcohol and Drugs

No person shall operate a vehicle or equipment on the AOA while under the influence of alcohol or drugs. Any violation of this regulation shall be reported immediately to the MAAPD.

G. Accidents

No person shall leave any vehicle or equipment involved in an accident that has resulted in damage to property, or bodily injury until notifying the Airport Police and Airport Operations.

No vehicle or equipment involved in such an accident shall be moved until the Police accident investigation is complete.

H. Emergency Vehicles

All Drivers shall yield to emergency vehicles or equipment responding to any emergency on the Airport.

I. Ensuring Security

All Drivers shall secure any gate of entry or exit immediately after proceeding through such gate. Failure to secure the gate shall be deemed cause to rescind permit and access to the airfield area.

This is a Transportation Security Administration security violation. Those found in violation may be subject to citation by the MAAPD, Airport Operations or the TSA.

3.2.5 VEHICLES OPERATING ON MOVEMENT AREAS

A. Any driver needing access to the taxiways, runway or other areas controlled by the ATCT:

1. Must have been trained in proper radio and movement area procedures, and;
2. Must have two-way radio communications with the ATCT and;
3. Must receive clearance / permission from ATCT to access those areas; or

4. Be escorted by a driver who has the above training, capabilities and clearance.
5. Receive prior approval from Airport Operations.
6. All Drivers must adhere to all regulations, instructions, procedures and advisories of the FAA while under the control of the ATCT. Violation of this Section shall be cause for termination of driving privileges on the airfield.
7. All vehicles or equipment operated on the movement areas must be readily identified by paint scheme, logo, flag or other device as specified in FAA Advisory Circular 150/5210-5B (as amended).
8. Airport Operations, MAAPD, Aircraft Rescue and Fire Fighting (ARFF) and Airport Maintenance vehicles in compliance with this Section 3.2.5 are permitted to operate wherever necessary with permission from the ATCT. All other operators must have written permission from the PRESIDENT, or his or her designated representative to operate any vehicle or equipment (other than aircraft taxiing or under tow) within an area under the control of the ATCT.
9. All vehicles (except LEO Vehicles) or equipment operating during the hours of darkness must be equipped with an amber or red flashing or rotating beacon and must display this light at all times when operating on the movement areas. Vehicles operating on the service road are not required to have rotating/flashing lights displayed.

3.2.6 ABANDONMENT

No person may abandon any vehicle or equipment on Airport property. Vehicles found to be inoperative, unlicensed to operate under the State of Alabama Vehicle Section or otherwise reasonably found to be abandoned will be stored at owner's expense. Notification of such storage shall be made by the MAA and the MAAPD.

Operators shall not leave a vehicle unattended for any reason while in an area not specifically designated for parking. Operators must notify the Airport Operations Office immediately if a vehicle is left unattended and give the location, duration, and reason for leaving the vehicle unattended.

3.3 FUELING OPERATIONS AND SPILL PROTECTION ON THE AOA

3.3.1 GENERAL

All tenants (except lessee's which are FBO's) and operators of aircraft at the Airport who store, handle, and dispense aircraft fuel at the Airport ("fuelers") shall use the aviation fuel storage facility and delivery facilities designated by MAA for such use.

If and for any period during which these facilities are not available, the operators may make other arrangements with their suppliers of aviation fuel for alternate delivery methods, provided that such other arrangements shall be subject to the approval of MAA from the standpoint of safety, traffic control and security.

3.3.2 COMPLIANCE

Fuelers must meet and comply with all applicable Federal, State and local laws regulating the storage, handling and dispensing of aviation fuel at the Airport.

3.3.3 INSPECTIONS

Airport Operations may inspect the physical facilities of each Airport tenant having fueling privileges at least once every three (3) months. A record of those inspections shall be retained for at least twenty-four (24) months. When discrepancies are noted, the tenant shall immediately take corrective action(s) to remedy the situation. A written report of corrective action(s) taken shall be sent to the MAA within ten (10) calendar days of the observed discrepancy.

3.3.4 GUIDELINES

- A. Fuelers shall meet applicable guidelines of the National Fire Protection Association (NFPA), the American Society of Testing Materials (ASTM) and the American Petroleum Institute (API).
- B. Fuelers shall comply with all applicable FAA guidelines and FAA Advisory Circulars currently applicable and as amended.

3.3.5 STORAGE FACILITIES

- A. Aviation fuels shall be stored in fuel storage tanks constructed and maintained in compliance with all Federal, State and local laws.
- B. Fuelers shall inspect fuel storage tanks, facilities, and equipment in accordance with all applicable regulations. Fuelers shall perform monthly leakage tests on their storage tanks and fueling pipelines.

- C. All fuel storage tanks and vehicles, which contain fuel, should be identified by the type of fuel and fuel octane when applicable. Fuelers authorized to receive, store and dispense aviation fuels shall have adequate procedures for sampling and testing of fuels. All tests and test schedules shall be performed in accordance with applicable regulations. Test results must be retained for at least twenty-four (24) months.
- D. When proper grounding, in accordance with FAA and NFPA guidelines, ground rods must be in place for all aircraft fueling and defueling operations. Fuelers are required to test the grounds annually and test results must be retained for twenty-four (24) months.

3.3.6 FUELING OPERATIONS

- A. No aircraft shall be fueled while one or more of its engines are running, except when accomplished under procedures approved by the FAA, MAA and consistent with proper safety practices.
- B. Fueling operations shall be conducted at least fifty (50) feet from any hangar or building.
- C. No aircraft shall be fueled or drained of fuel while inside any building, hangar, or enclosed space, unless having a Fire Protection Unit present (ARFF).
- D. No air carrier aircraft shall be fueled or drained of fuel while passengers are on board unless a passenger loading bridge or portable air stairs is in place at the cabin door of the aircraft, and a cabin attendant is present at the cabin door. Only persons authorized by the air carrier or the Airport Operations Superintendent, in pursuit of official duties shall be permitted in the immediate vicinity of an aircraft while the aircraft is being fueled or drained of fuel.
- E. No person shall engage in an aircraft fueling or fuel draining operation without proper fire extinguishing equipment readily accessible at the point of fueling or fuel draining.
- F. No person shall start any engine of an aircraft if there is any flammable or combustible liquid or other volatile fluid on the ground within fifty (50) feet of the aircraft. Smoking or lighting of an open flame or of any source of ignition is prohibited within fifty (50) feet of any fueling operation.
- G. All fueling and fuel draining operations shall be suspended during lightning disturbances in the vicinity of the Airport.

1. Whenever a lightning flash is reported or observed within five (5) miles of the Airport, all fuel transfer activities will be temporarily suspended.
 2. Resumption of refueling operations will be authorized fifteen (15) minutes following the last observed lightning flash.
- H. Qualified personnel shall be stationed at the aircraft fuel control panel during pressure-fueling operations.
- I. No fuel, grease, oil, flammable liquids or contaminants of any kind shall be allowed to flow into or be placed in any storm or slit trench drain. Emergency clean-up using the storm drain may only be accomplished on the area where the storm drain is equipped with approved separation devices, which prevent entry of the contaminant into the environment. Immediately following the clean-up process, the fuel will be removed from the separation device by the fueling agent at the responsible person's expense.
- J. All fuel dispensing equipment hoses, funnels or apparatus used in fueling or draining fuel from an aircraft shall be maintained in good condition and be properly grounded in accordance with FAA and NFPA guidelines.
- K. During fueling no person shall operate any radio transmitter or receiver or switch electrical appliances on or off in such aircraft nor shall any person act in any manner or use any material within fifty (50) feet of such aircraft which is likely to cause a spark.
- L. Should a fire occur in the fuel delivery device while servicing an aircraft, Aircraft Rescue and Fire Fighting (ARFF) shall be notified immediately. Fueling shall be discontinued immediately and all emergency valves and dome covers shall be shut down at once.
- M. Motor vehicles and other equipment shall be fueled on the Airport only from approved locations and dispensing devices.

3.3.7 FUEL SERVICE VEHICLES

A. General

1. Aircraft fueling/defueling equipment operators shall remain with such equipment while connected to an aircraft.
2. No fueling vehicle designed for or employed in the transportation of fuel shall be operated on a taxiway or runway at any time.

3. Each fuel service vehicle will be operated so as to maintain air pressure for the brakes in the event of having to immediately move the vehicle during an emergency condition.
4. Aircraft fueling/defueling equipment shall be stabilized with an emergency brake and chock blocks during fueling/defueling operations and while parked unattended.
5. No fuel service vehicle will be staged at any gate for other than the time period required to service the aircraft at that gate.
6. Under no circumstances will fuel service vehicles be staged on the terminal ramps overnight.
7. No vehicle used for fueling shall be backed within twenty (20) feet of any aircraft unless a person is posted to assist as a guide.
8. To prevent static discharges of electricity during fueling operations, all aircraft and aircraft fueling vehicles shall be adequately bonded.
9. Self-closing nozzles and/or dead man controls shall be held open by hand during the entire fueling/defueling operation. Holding or blocking open of controls by any other means is prohibited. Nozzles or dispensers shall be labeled according to fuel type.
10. Each fuel servicing vehicle shall have two (2) listed Purple K type dry chemical fire extinguishers, having a rating of 20B, one mounted on each side of vehicle.

B. Vehicles Parked and Left Unattended

1. All aircraft fuel service vehicles, when parked, shall be positioned and in a condition ready to facilitate dispersal in the event of an emergency.
2. At least ten (10) feet of clear space shall be maintained between adjacent vehicles for accessibility by fire suppression personnel and equipment.
3. Vehicles shall be located and positioned to prevent potential fuel spillage from entering into storm or slit trench drains.
4. Fuel service vehicles shall never enter any structure, other than maintenance facility and they shall not be parked and left unattended within fifty (50) feet of hangars, aircraft, passenger terminals, fuel storage facilities, occupied structures or other critical installations.

3.3.8 FUEL SPILL PREVENTION

- A. Fuelers and owners or operators of fuel and/or oil storage facilities shall, pursuant to the Federal Water Pollution Control Act (PL 92-500), prepare and file with the Environmental Protection Agency (EPA) a Spill Prevention Control and Countermeasure Plan (SPCC). A copy of this plan must also be on file with the Airports Operations Department. The Plan must be renewed every three (3) years. All updates and changes shall be filed with the Airport's Operations Department.
- B. Fuelers shall provide for the handling and disposal of all trash, waste, and other hazardous materials, including but not limited to, used oil, solvents and other waste.
- C. Fuelers shall provide adequate procedures to limit fuel spills and prepare and implement fuel spill contingency plans including notification and clean-up procedures. Fuel service personnel shall be trained in the use of appropriate fire extinguishing equipment.
- D. Airport tenants involved in fueling operations shall maintain an adequate supply of fuel absorbent materials readily available to respond in the event of a fuel spill.
- E. The responsible party will be liable for all costs associated with the control, containment, clean up, disposal and any damages, as a result of the spill or clean-up operations to the Airport facilities. Costs incurred by the MAA associated with assessment and cleanup of the spill will be paid by the responsible party.
- F. Where spills occur that are larger than the responsible party can adequately handle, or a spill occurs inside retaining walls and fuel is to be recovered, the responsible party must obtain the clean-up services of a Hazardous Materials Contractor (Haz-Mat Contractor) approved by MAA. The ARFF will monitor the recovery operation and insure the safe handling of residual fuel after recovery.

3.3.9 FUEL SPILLS

A. Reporting

- 1. Tenants and their employees shall promptly **REPORT ALL FUEL SPILLS** to their supervisor, MAAPD and Airport Operations.
- 2. Immediately notify ARFF if one of the following conditions exists:
 - a. A spill presents a fire hazard, endangering life or equipment;

- b. A spill is over ten (10) feet in length in any dimension or over fifty (50) square feet in area;
 - c. The spill source is continuous in nature; or
 - d. The spill is not cleaned up immediately for any reason.
- 3. Fuel spills that do not require ARFF units to respond, shall have a person standing by with a fire extinguisher during the clean-up process.
 - 4. The MAA Operations Department may make all additional notifications as deemed appropriate.
 - 5. Spills which seep into the water table, sewers, storm or slit trench drains and/or cannot be controlled or cleaned up using in-house absorbent equipment and manpower must be reported to the EPA and applicable State agencies **BY THE RESPONSIBLE PARTY.**

B. Safety and Clean Up Procedures

In the event of a fuel spill, the following safety procedures will be followed:

- 1. All aircraft/vehicle refueling operations in the immediate location may be terminated.
- 2. No electrical or automotive equipment shall be operated within one hundred (100) feet of the spill until safe conditions are restored.
- 3. No aircraft, vehicle, or spark-producing equipment within the spill area shall be started or moved before the area is declared safe by either Airport Operations or the ARFF Captain.
- 4. Where there is no apparent fire, fuel delivery vehicles shall not be moved until the spillage is dispersed or removed and the area is deemed safe as determined by the ARFF Captain.
- 5. No fueling operations may continue until after the spill is cleaned up and final approval is given from the Airport Operations.
- 6. Fuel spill clean-up operations shall include the prevention of fuel from entering any storm or slit trench drain.
- 7. The tenant responsible for the spill shall take immediate action to begin clean-up operations. If responsibility for the spill cannot be promptly

determined, the leaseholder is responsible for the clean-up.

8. The spill will be cleaned up using absorbent substances or absorbent pads. The contaminated absorbent material shall be placed in metal containers and disposed of by the responsible party in an approved manner.
9. ARFF units responding to a fuel spill will remain at the site until the Captain and the Airport Operations Supervisor, or his or her designee; declare it is no longer a hazard.

3.3.10 FOREIGN OBJECT DEBRIS (FOD)

In the interest of public safety, all agencies and personnel are responsible for keeping aprons, ramps and grounds of the Airport free of all FOD.

1. Each tenant will be responsible for providing clearly marked FOD containers for collecting material that is picked up from the aprons. Containers must be covered and small enough to be easily emptied, but heavy enough to resist spillage.
2. FOD containers shall be emptied on a scheduled basis or as necessary. Containers shall be presented in sufficient quantities to facilitate disposal of picked up materials.
3. All outside trash containers (e.g. cans, dumpsters, and compactors) shall be covered, checked frequently and emptied as necessary to prevent spillover of trash.

4 TERMINAL AND TENANT OPERATIONS

4.1 Commercial Activity – Business Conduct

A. Conducting Business

Tenant and tenant's employees and contractors shall not conduct business in any public area, or other common areas of the Airport including, but not limited to sidewalks, entrances, passages, elevators, vestibules, stairways, corridors, driveways or parking areas. Common areas shall be used by the tenant or tenant's agents, employees, contractors, visitors or licensees only as passageways to and from their respective work areas or to reach, as customers, the leaseholds of other tenants. No Person shall occupy or rent space and no Person shall carry on any business, Commercial enterprise, or activity, including without

limitation, Commercial Soliciting, promotional activities, or any other form of revenue producing activity on the Airport, without first obtaining a written contract, permit, license, or other form of written authorization therefore from MAA. Any Person seeking to obtain a permit to perform Commercial Solicitation at the Airport must either have entered into a written occupancy agreement with MAA or be sponsored in writing by a Person that has entered into a written occupancy agreement with MAA.

B. Prohibited Uses of Premises

Tenants shall not occupy or permit any portion of the premises to be occupied in any manner whatsoever beyond the limitations set forth in its agreement with the Authority. Those tenants found in areas outside their contracted leasehold area will be subject to lease termination and to billing by the Authority.

C. Lodging/Loitering

Due to the physical limitations of the Terminal Complex, high Volumes of passenger traffic, and concern for the general safety, security, and welfare of the traveling public, no Person shall sleep in or remain in the Airport for the purpose of lodging, unless the following occurs:

i) the Person has arrived at, is in transit through, or will be departing from the Airport as an airline passenger within twenty-four (24) hours, as evidenced by a valid travel itinerary, ticket, or boarding pass matching the person's valid identification; or

ii) the Person is awaiting the arrival of an airline passenger due to arrive within two (2) hours or the arrival of an airline passenger on a flight that has been unexpectedly delayed or cancelled and the passenger is expected to arrive within four (4) hours, as evidenced by flight information verifiable with MAA.

iii) Due to the physical limitations of the Terminal Complex, high volumes of passenger traffic, and concern for the general safety, security, and welfare of the traveling public, no Person in or about the Airport who is unable to give a satisfactory explanation of his or her presence, shall not be allowed to loiter in or about any area or facility of the Airport. Satisfactory explanations for their presence at the

Airport, as determined by the reasonable discretion of MAA and/or law enforcement personnel, shall be supported and verifiable evidence for their presence at the Airport.

D. Damage to Fixtures and /or Facilities

The cost of repairing all damages resulting from any misuse by the tenant of fixtures or facilities contained on the Airport premises shall be borne by the tenant and may be billed to the tenant through additional rent or cost recovery means.

E. Theft

The Authority will not be responsible for lost or stolen personal property, from the tenants' leased premises or public common areas regardless of whether such loss occurs when the area is locked against entry or not. Theft or losses should be reported to the Airport Police.

F. Locks and Keys

MAA shall provide all initial door locks in each tenant's rented premises, at the expense of the MAA. All subsequent lock changes requested by the tenant, if approved by the MAA, shall be completed by MAA at tenant's sole expense and cost. MAA shall furnish to each tenant a reasonable number of keys to such tenant's leased premises, at the initial move in. All subsequent key requests shall be completed at such tenant's sole expense and cost. No tenant shall make a duplicate of any key nor shall the tenant place any additional door locks in its rented premises without the written consent from the PRESIDENT, or his or her designated representative.

If a tenant loses a security key, all locks requiring re-keying or re-pinning as a result of such loss will be changed or modified at the tenant's cost and expense. The tenant will be billed for these special services at a later date.

4.2 CLEANLINESS

All tenants shall keep their leased areas and adjacent areas clean and free from rubbish. Corridor doors when not in use shall be closed. Nothing shall be swept or thrown into the corridors, hallways or stairwells. Unkempt space that results in an insect or vermin infestation must be handled immediately by the responsible tenant, e.g. licensed eradication methods. If the responsible tenant is unable to take immediate action to eradicate the pests, the Authority may take appropriate action. The tenant will be billed for these special services at a later date. (also see section 4.11)

4.3 LEASEHOLD IMPROVEMENTS

A. Approval Process

Written Airport approval is required prior to commencement of any tenant improvements regardless of the scope of work. No tenant improvement project, including "minor" projects such as new telephone or data lines, is exempt from this requirement. Airport review is not a substitute for any other required applicable permits or approvals including, but not limited to, those issued by the following agencies: City of Mobile (building, electrical, plumbing, HVAC, fire, and temporary permits), and the FAA.

Proposed leasehold improvements shall be submitted to the MAA Commercial Business Director for review. For full requirements refer to the Leasehold Development Standards.

Tenants are strongly encouraged to contact MAA to discuss proposed tenant improvements in the earliest stages of the project planning; doing so can minimize tenant improvement costs, simplify and shorten the review process. Failure to follow the process outlined above or to contact the proper Departments or individuals within MAA is likely to result in complications and delays in the tenant improvement review process.

B. Hot Work

Tenants engaged in any activity that is capable of providing a source of ignition – such as welding, cutting, grinding or soldering with a torch – shall comply with applicable OSHA Title 8 requirements. Additionally, all tenants shall notify Airport Operations prior to commencing any activity capable of providing any source of ignition.

C. Tenant Contractors

Tenant contractors, while working at the Airport, shall be subject to and under the control and direction of the tenant and shall comply with all applicable requirements of the Authority and of MAA, local, State and Federal governmental requirements. No tenant construction shall commence prior to the tenant obtaining approval in writing from the MAA. Designated MAA representatives including, but not limited to, the MAA Construction Inspector have the authority to direct a tenant or tenant contractor to correct improvements or construction operations and/or stop construction when a project is either unauthorized or not in conformance with the written conditions of approval for that project. Tenants shall cause all contractors and subcontractors to procure and maintain insurance coverage naming the Authority, as an additional insured against such risks,

in such amounts, and with such companies as the MAA may require. All work by the Tenant shall be performed in accordance with all laws, pursuant to a valid building permit and in a good and workmanlike manner, which does not result in any damage to the leasehold, premises and building, or any other component.

4.4 SECURITY

A. MAA Responsibility

MAA has the overall responsibility for Law Enforcement at their property. The Chief of MAA Police; the MAA Security Manager, MAA Airport Operations; are tasked by the Authority to ensure a safe and secure environment is maintained at the Airport.

B. Tenant Responsibility

Each Airport tenant is responsible for the internal security of leased areas including company aircraft and the aircraft parking ramps. Tenants shall have in place an established program to prevent unauthorized access via their leasehold to restricted areas and the AOA. Tenants shall notify Airport Security and MAAPD of unidentified persons found in these areas. Respective authorized tenant employees during passenger load/off load to prevent unauthorized access to the aircraft and the AOA will attend departure gates. At all times the departure gate access doors will remain closed and locked.

C. Contractor Responsibility

1. All construction activity shall be conducted in a manner that insures complete compliance with all applicable security requirements as specified in the Airport Security Program. Transportation Security Administration officials, MAA Police Department, Operations Department, monitor Airport construction activities. The tenant shall be responsible for the total adherence to all-applicable Federal, State, City, and Airport rules and regulations. For construction activity on the AOA, refer also to Section 3.1.1.K.
2. No work on the Airport can begin until the Manager, Airport Security and Public Safety or the Airport Security Coordinator has briefed contractor personnel, including the contractor's Chief of Security, if required.
3. Perimeter Fence and Gate Security

- a. If the construction project requires access through the Airport perimeter fence, the contractor:
 - i. Shall use only designated perimeter access gates and follow pre-approved travel routes.
 - ii. Shall be issued and responsible for MAA Identification Badges allowing access to pre-determined and approved areas.
 - iii. Shall not install any type of locking devices unless approved by the Airport Security Coordinator.
- b. Approval by the PRESIDENT or his or her designated representative is required for any proposed modifications to the Airport perimeter security system. Security fencing and/or gate construction shall be in conformity with applicable Federal Regulations and Advisory Circular(s), which are maintained at the Airport Operations Department. Integrity of the perimeter fence and gate system shall be strictly maintained at all times. There shall be no exceptions. Gaps between gate end posts and fence supports posts shall not exceed two (2) inches. Gaps under fencing shall not exceed four (4) inches from the bottom of the fence fabric to surface grade.

4. Doorway Security

- a. During construction, positive security controls shall be maintained to prevent unauthorized access to restricted areas of the Airport. Full height barrier walls, if installed, shall be maintained to provide a secure barrier at all times. Existing doorways and temporary doorways, if installed, shall be secured or guarded with authorized MAA ID badge personnel at all times. Temporary doors installed for use by contractor personnel, that allow access to restricted areas, shall be secured with a lock issued by Airport Operations, or by other means approved by the Airport Security Coordinator.
- b. The Contractor shall:
 - i. Never allow a security access door to be propped open unless a guard is posted at the door to prevent unauthorized access. Guards must be approved by the Manager, Airport Security and Public Safety, Airport Security Coordinator or the Contractor's Chief of Security.
 - ii. Not modify a security access door closure device or automatic locking mechanism. All security access doors must close and lock automatically.
 - iii. Never use an emergency exit (alarmed door) for access, unless so authorized by Airport Operations.

5. Airport Identification Badges - Contractors Only

- a. There shall be at least one (1) Contractor Supervisor or Foreman with a picture MAA ID badge in each work area at all times, and shall not be more than twenty-five (25) feet from the escort at any time.
- b. The Contractor Supervisor/Foreman shall escort and vouch for all contractor personnel wearing an MAA Visitor "Escort Required" Badge in the work area. All personnel wearing a Visitor Badge shall be under escort at all times when in restricted areas of the Airport. The definition of an escort is in view and under positive control at all times.

4.5 CARE OF BUILDING

A. Covering or Obstructing Windows and Doors

1. Any doors, sashes, windows, glass doors, lights and skylights that reflect or admit light into the common areas of the Airport shall not be covered or obstructed by a tenant. Nor shall any bottles, parcels, showcases, inventory, wares or merchandise of any type be placed on windowsills or in the public portions of the buildings.
2. No window display case or platform shall be constructed or placed by a tenant anywhere so that it may be viewed from or through an outside window or door without the prior written approval as to its design, content, location, construction and suitability of the subject matter from the PRESIDENT, or his or her designated representative.
3. No awning, shade or other window covering (including but not limited to curtains, blinds, drapes or screens), shall be attached to the inside or outside walls or to the inside or outside of windows of a leasehold without the prior written consent of the PRESIDENT, or his or her designated representative. Any items requiring the PRESIDENT, consent must be of a quality, type, design, color, material and general appearance as may be specified by the MAA.
4. Baggage storage cases, located in the baggage claim areas, shall only be used for the temporary storage of luggage and other travel-related, passenger owned items. Any tenant using the baggage storage cases for other purposes will be required to remove non-compliant items as directed. Tenants are not permitted to apply posters or other promotional materials to the inside panels of the glass cases. Any type of application must be removed at the request of the MAA.

B. Cleanliness of Restrooms

Restrooms shall not be used for any purposes other than those for which they were constructed.

C. Defacing Exterior Surfaces

Tenant shall not mark, drive nails, screws or drill into, paint or in any way deface the exterior walls, roof, foundations, bearing walls, or pillars of the leaseholds or the building. The expense of repairing any breakage, stoppage or damage resulting from said violation should be borne solely by tenant.

D. Utility Systems

1. No water cooler, ice machine, air conditioning unit or system or other apparatus shall be installed or used by a tenant without the prior written consent of the PRESIDENT, or his or her designated representative.
2. Only trained and qualified electricians shall be permitted to install and maintain electrical equipment. All facilities shall be regularly inspected to correct any hazard resulting from operational use. Temporary or makeshift wiring, other than extension lights, shall be prohibited in hangars and other buildings. Explosion-proof and vapor-tight equipment shall be regularly maintained to comply with safety standards. MAA shall approve electrical installation of semi-permanent or permanent nature.

E. Isolated Operations

Painting, welding and battery work shall be carried on in separate areas where required safety controls shall exist. All such operations must have prior written approval of the Authority and shall comply with all local regulations including but not limited to the local fire prevention requirements and regulations.

4.6 CLOSURE OF ENTRANCES

MAA reserves the right to close and keep locked any and all entrances and exit doors of the Airport, including but not limited to closing the gates into the parking areas, during such hours as the PRESIDENT, or his or her designated representative may deem to be advisable for the adequate cleaning, maintenance or protection of the Airport.

4.7 SIGNAGE AND DISPLAYS

A. Signage

No sign, advertisement, notice or other lettering shall be exhibited, inscribed, painted or affixed by a tenant on any part of the outside or inside (if visible from outside) of a leasehold or of the terminal facility surfaces, including but not limited to ticket counters, gate check-in counters, ticket lift podiums, etc., without the prior written consent of the PRESIDENT, or his/her designated representative. For additional information, please refer to the MAA Business Department.

The PRESIDENT or his/her designated representative may remove any violating object without any liability and may charge the expense incurred by such removal up to and including repair and rehabilitation costs, to the tenant as additional rent or cost recovery.

The PRESIDENT, or his/her designated representative may have the right to prohibit any advertising or business conducted by a tenant who, in his or her opinion, tends to damage the reputation of MAA, and may direct tenants to refrain from or discontinue any such advertising or business.

B. Holiday Decorations

Tasteful decorations are permitted at ticket counters and gate areas. Any decorations deemed offensive in the judgment of the Airport Operations Department will be removed at the expense of the tenant. Any damage to Airport facilities as a result of the application of holiday decorations may be charged to the tenant as additional rent or cost recovery.

C. Solicitation of Business

Please refer to Section 10, Expressive Activities.

4.8 TERMINAL PAGING SYSTEM

The Airport paging system is the property and responsibility of MAA. Any repairs, modifications or maintenance to the system will be performed by MAA or in accordance with tenant plans approved by MAA.

Tenants shall limit the use of the terminal paging system to essential announcements such as updated departure/arrival times, flight

cancellations and gate changes. Paging announcements are to be made in a brief, clear and concise manner.

Tenants shall limit the number of employees who have access to the system in order to avoid unauthorized pages. Dissemination of frivolous information over the paging system is strictly prohibited.

Where damage due to misuse or negligence has occurred, the Authority will repair the system or return it to its former configuration. The cost of such work will be billed to the responsible tenant as additional rent or cost recovery.

4.9 TENANT DELIVERIES

A. Use of Public Areas

All deliveries to and from the leasehold shall be made only in such a manner and at such times as prescribed by the PRESIDENT, or his/her designated representative. Movement into or out of the leasehold of any bulky material, merchandise or materials, which must be moved through the public entrances, shall be conducted during non-peak hours. Non-peak hours are defined as those hours between 11:30 p.m. and 5:00 a.m.

Each tenant assumes all risks of and shall be liable for all damages to articles moved and injury to persons or public engaged or not engaged in such movement, including equipment, property and personnel of MAA if damaged or injured as a result of acts in connection with carrying out the service for such tenant. Tenant shall repair, at tenant's sole cost and expense, any damage to the building caused by moving in or out of the premises.

All loading areas shall be kept neat and clean and free of any debris or spillage by the tenant at tenant's sole cost and responsibility. A tenant shall not permit any items nor any trash or other refuse to be left unattended in any common area. The tenant agrees to reimburse the Authority for the cost of removal in the event of violation.

No person shall use in any public areas of the Airport, any hand trucks or dollies, except those equipped with rubber tires and side guards for the delivery or receipt of merchandise.

B. Use of Escalators

Tenants, concessionaires and contractors shall not use the escalators to transport any type of equipment, wheelchairs, carts, concession supplies,

construction supplies or contractor materials. Any damage to such facilities shall be borne by the offending tenant, concessionaire or contractor.

4.10 NOISE

Tenants shall not make, or permit to be made, any unseemly or disturbing noises or disturb or interfere with other occupants of the terminal or other structures, whether by the use of any musical instrument, radio, television set, voice machine, paging system, unusual noise, or in any other way.

4.11 VERMIN, PESTS, ETC.

If the leasehold or leased terminal areas become infested with vermin or pests, the tenant shall at its own expense cause the same to be exterminated immediately. The tenant shall employ such licensed exterminators as shall be pre-approved writing by the PRESIDENT, or his or her designated representative.

4.12 ELECTRONIC EQUIPMENT

Tenants shall not use or bring upon the leasehold, any electronic equipment, computers, data processing equipment or any ancillary equipment that may interfere with the Authority's or any tenant's electronic equipment. Tenant's shall not erect, install or otherwise maintain any aerials, transmitters, or antenna without prior written consent from the PRESIDENT.

4.13 QUEUEING LINES

Each tenant will ensure that lines do not impede access and egress through public areas. In the event such lines impede passenger flow, the tenant will be asked to make immediate corrections.

The Authority recommends Queueing lines be controlled with stanchions with stanchion-mounted signs. Stanchion-mounted signs must contain professionally manufactured messages (computer generated or hand-written signs are not acceptable and will be removed by Authority personnel). The tenant may use a colored connection strap that identifies their name and/or corporate identity.

Stanchions must be free from damage at all times, i.e., damaged or loose stanchion bases, broken connection straps or straps tied together, etc. Damaged stanchions and damaged stanchion-mounted signs are not acceptable and will be removed by Authority personnel.

A. Interior Queueing – Ticket Counter and Gate Lines

The interior stanchion standards require the use of chrome stanchions. The Authority may approve a suitable alternate if the tenant has a compelling need to deviate from the standard.

B. Exterior Queueing – Curbside Lines

The exterior stanchion standards require the use of black powder-coated weather-resistant stanchions. The Authority may approve a suitable alternate if the tenant has a compelling need to deviate from the standard.

5 Baggage System**5.1 BACKGROUND**

The Airport utilizes a Baggage system. Keeping the system operating efficiently and effectively requires a concerted effort by the Airport and the Airlines to ensure only compatible items are processed.

5.2 COMPATIBLE ITEMS

Only place approved items on the conveyor system.

5.3 INCOMPATIBLE ITEMS

Ticket counter check-in personnel must ensure that any items designated by the Authority as inappropriate items are never placed into the system for processing including, without limitation the following items:

- Coolers
- Child strollers / playpens
- Wheelchairs
- Walking frames / walking sticks
- Fishing poles / sharp pointed items
- Garden furniture
- Surfboards
- Spherical or cylindrical items that can roll
- Liquor boxes
- Automotive equipment

- Airline trash
- Dolly's / hand trucks or carts
- Fragile items
- Bicycles
- Items exceeding size and weight limitations
- Any items designated, from time to time as inappropriate by the authority

5.4 GENERAL GUIDELINES

All personnel at the ticket counters must adhere to the following operations guidelines:

- A. Proper bag placement on conveyor by:
 - 1. All loose bag straps are removed, and /or placed into luggage.
 - 2. Golf club bags are placed heaviest side going into the system first, double spaced and wheels sideways or up away from the belt.
- B. Allow adequate spacing between luggage by placing bags at even intervals.
- C. Allow adequate time for screening by sending luggage at least half an hour prior to flight departure. This should allow adequate time for proper screening.

6 LANDSIDE OPERATIONS

6.1 GENERAL TRAFFIC REGULATIONS

A. Authority

MAA may establish regulations relating to vehicles pursuant thereto. The regulations may include, but are not limited, to regulations for parking, standing, stopping, access roadways, one-way roadways, interior service roads, through roadways and other vehicular traffic areas, traffic lanes, signal devices, roadways, speed restrictions, crosswalks, safety zones, and bus stops.

Matters pertaining to all forms of commercial ground transportation, licensing and registration, limitations on roadway use are included in Section 7.

B. Traffic Control Devices

MAA may erect, or cause to be erected, all signs, markers and devices pertaining to vehicular traffic control within the boundaries of the Airport, and such signs, markers or devices shall be prima facie evidence that they were erected or placed pursuant to said regulations and under proper authority.

C. Pedestrian Right of Way

The operator of any vehicle shall yield right-of-way to a pedestrian who crosses a roadway, access way, designated crosswalk or drive, except where the movement of vehicular traffic is being regulated by Airport Traffic Officers, Airport Police Officers or traffic control signals.

D. Vehicle Condition

No person shall operate at the Airport any vehicle which: (1) is so constructed, equipped, or loaded, or which is in such physical or mechanical condition, as to endanger persons or property, or (2) which has attached thereto an object or equipment (including that which is being towed) which drags, swings, or projects so as to be hazardous to persons or property.

E. Permission

Unless prior written approval is obtained from the PRESIDENT, or his or her designated representative, only those motor vehicles licensed to travel on the public highways of Alabama shall be permitted on the Airport roadways, access roads, apron, or other vehicular traffic areas.

F. Repairs

No person shall clean or make repairs to vehicles anywhere on the Airport other than in areas designated for this purpose, except for minor repairs necessary with respect to a temporarily disabled vehicle.

6.1.1 MOTOR VEHICLES

- A. Unless authorized by the PRESIDENT, no vehicle shall be operated except on roadways and in parking areas specifically designated for such vehicles.
- B. Any accident involving injury or property damage shall be reported to the MAAPD.

- C. No vehicle shall be parked or operated on the facilities and Airport under the jurisdiction of the MAA in violation of posted signs.
- D. All fire gates and entrances shall be kept clear of vehicles at all times.
- E. Unless otherwise provided, any applicable State and Municipal laws relating to the operation of motor vehicles on the public highways thereof, apply to the operation of motor vehicles on the facilities and Airports under the jurisdiction of MAA.
- F. No person shall operate any vehicle that: (1) is so constructed, equipped, or loaded, or which is in such physical or mechanical condition, as to endanger persons or property; or (2) that has attached thereto an object or equipment (including that which is being towed) that drags, swings, or projects so as to be hazardous to persons or property.
- G. Unless prior written approval is obtained from MAA those motor vehicles licensed to travel on the public highways of Alabama shall be permitted on the roadways, access roads, apron or other vehicular traffic areas of the facilities and Airports under the jurisdiction of the MAA.
- H. No person shall clean or make repairs to vehicles anywhere on the facilities and the Airport under the jurisdiction of MAA other than in areas designated for this purpose, except for minor repairs necessary with respect to a temporarily disabled vehicle.

6.1.2 SPEED REGULATIONS - MOTOR VEHICLES

- A. It shall be unlawful to operate any vehicle on the facilities and Airports under the jurisdiction of the Authority in excess of posted speed limits.

6.1.3 VEHICLE PARKING REGULATED

- A. MAA may elect to have lines or markings painted or placed upon the curb or upon the street for the purpose of designating parking spaces. Vehicles shall park within the lines or markings so established. It shall be unlawful to park any vehicle across any such line or marking or to park said vehicle in such position that the same shall not be entirely within the area so designated by such lines or markings.
- B. Failure to pay the appropriate fee as provided herein or failure to contest the violation in accordance with the information specified in the notice of violation will result in proceeding against the registered owner and or the vehicle operator for violation of the appropriate Section.

6.1.4 PARKING RESTRICTIONS

- A. No person shall stop, stand or park any vehicle on facilities or Airports under the jurisdiction of the Authority, including the Airport, in violation of posted signs or curb markings.
- B. The MAA PRESIDENT is authorized to determine such parking restrictions and locate such signs or curb markings as are necessary or appropriate to give notice of any restriction and the applicable hours, times or days any such restriction is effective.

6.1.5 IMPOUNDING OF ILLEGALLY PARKED VEHICLES

The authorized officers of MAA have the right to remove any vehicle found parked in violation of posted signs.

6.1.6 AUTHORIZATION TO MOVE VEHICLES

The PRESIDENT, or his or her designated representative, has the authority to remove from any area on the facilities and Airports under the jurisdiction of the Authority, including, without limitation, the Airport, any vehicle which is disabled, abandoned or parked in violation of these rules and regulations, or which presents an operational, safety, or security problem to any other area of such facilities and Airports and may store the same at the owner's or operator's expense and without liability for damage which may result while removing, towing or storing.

6.2 PROCEDURE IN CASE OF ACCIDENTS

The operator of any vehicle involved in an accident on the Airport which results in the injury or death of any person, or damage to any property, shall immediately stop such vehicle at the scene of the accident and render such assistance as may be needed. The operator shall notify the Airport Police immediately. The operator of such vehicle shall, in addition to all other reports required by other agencies, make a report of the accident as may be required by and in accordance with Federal, State and local laws and regulations.

6.3 SPEED LIMITS

The speed limit at which vehicles may be driven on roadways and other vehicular traffic areas on the Airport, including parking areas, shall be fifteen (15) miles per hour unless otherwise indicated on posted signs.

6.4 CLOSING OR RESTRICTING USE OF AIRPORT ROADWAYS

The PRESIDENT, or his or her authorized law enforcement representative, is authorized to close or restrict the use of all Airport roadways to vehicular traffic in the interest of public safety.

6.5 PUBLIC PARKING

- A. No person shall park or leave standing any vehicles, whether occupied or not, anywhere on the Airport except in areas specifically designated for that purpose and then only in accordance with the regulations governing the use of said areas as outlined in the Airport Rules and Regulations.
- B. No person shall park a vehicle within any public vehicular parking area except upon the payment of such parking fees and charges as prescribed by the Authority.
- C. No person will enter or use an Airport motor vehicle parking facility or parking space contrary to its posted or restricted use.
- D. No person shall park or leave a vehicle unattended in any Airport motor vehicle parking facility or parking space without having positioned said vehicle in a designated stall or area in such a manner as not to obstruct the proper movement of other vehicles in the parking facility or utilization by other vehicles or driveways or adjacent parking spaces.
- E. The PRESIDENT, or his or her authorized representative, has the authority to store vehicles parked in vehicular parking areas operated by MAA, for non-payment of parking charges.
- F. No person, unless authorized by the PRESIDENT, or his or her designated representative, or the Airport parking facility operator, shall remove a parking ticket from an Airport parking facility ticket dispensing machine other than as an operator of a vehicle entering an Airport parking facility, in which case, such person shall remove only one parking ticket from the dispensing machine.
- G. No person shall remove or attempt to remove a vehicle from an Airport parking facility by presenting a parking ticket other than the parking ticket claim check originally dispensed to the operator at the time the vehicle entered the parking facility.
- H. No person shall present a parking ticket requiring payment of parking fees upon exiting a motor vehicle parking facility which does not indicate an accurate record of the length of time said vehicle was actually within the parking facility; inaccuracies of time recording equipment excepted.
- I. In instances where a customer has lost or misplaced the parking ticket, he

will be responsible for paying the daily maximum rate for each day the vehicle was parked in the parking facility. The customer will be required to complete lost ticket form and show proper identification.

- J. If the customer finds the ticket and mails the parking ticket and the receipt to the Airport within ten (10) days after exiting the facility, he or she is entitled to a refund for the difference paid.

Any motor vehicle parked in an Airport parking facility for ninety (90) calendar days or more will be considered abandoned and is subject to impoundment and tow from the Airport premises at the owner's expense. The person who owns the abandoned vehicle is responsible for the abandonment and liable for all parking costs and incidentals for the removal, storage, and disposal of the vehicle. All costs incurred shall constitute a lien against the vehicle, and the vehicle will not be released to the registered owner until such costs are paid.

- K. Tractor Trailers, U-Hauls, and other oversized vehicles that occupy more than one parking space in a parking facility will be assessed applicable parking fees for each space that is occupied on the Airport premises.

- L. Oversized vehicles should adhere to the posted height restrictions in each parking facility and park in one of the flat surface lots.

6.6 COMPLIANCE WITH TRAFFIC SIGNS

Operators of motor vehicles using the public parking facilities at the Airport shall observe and comply with regulatory and directional traffic signs for entering and departing said facilities.

6.7 RESERVED PARKING

No person shall park any vehicle in any space marked "reserved" without a valid permit issued by the Authority. All such vehicles shall be allowed only within space or area specifically assigned to them. Parking shall be allowed only within spaces which comply with said designation, and then only for the times officially indicated by such authorized signs.

6.8 EMPLOYEE PARKING FACILITIES

- A. No person shall park or operate a vehicle on any Airport parking facility established for the use of persons employed at the Airport unless such vehicle has properly affixed thereto a valid and un-expired parking decal or hang tag.

- B. No person shall alter, falsify, forge, duplicate or in any manner reproduce or counterfeit an employee parking facility decal, hang tag, or access card.

6.9 LOADING AND UNLOADING OF VEHICLES

No person shall stop a vehicle for loading, unloading, or any other purpose on the Airport other than in areas specifically designated for such use, and only in the manner prescribed by signs, markings, voice recordings or other means provided.

6.10 AUTHORIZATION TO MOVE VEHICLES

MAA has the authority to remove from any area of the Airport any vehicle which is disabled, abandoned, or parked in violation of these rules and regulations, or which presents an operational or security problem to any other area of the Airport and may store the same at the owner's or operator's expense and without liability for damage which may result while removing, towing or storing.

6.11 COMMERCIAL TRANSPORTATION VEHICLES

No person shall operate any commercial transportation vehicle(s) on or from the Airport without a valid Commercial Ground Transportation Operator Permit from the Airport and/or an authorized Vehicle for Hire medallion from the City of Mobile.

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7 GROUND TRANSPORTATION AND COMMERCIAL OPERATIONS

7.1 APPLICATION

7.1.1 GENERAL APPLICATION

The rules contained in this section shall be applicable, as appropriate, to all other facilities and Airport under the operational jurisdiction of MAA. All Commercial Ground Transportation using the facilities at the Airport shall do so pursuant to an agreement with the Authority, and in accordance with these Rules and Regulations and the Ground Transportation Standard Operating Procedures.

It is the responsibility of each Commercial Ground Transportation Company, operator, TNC, or owner to ensure that their drivers and employees are aware and comply with the Airport Rules and Regulations, and Ground Transportation Standard Operating Procedures.

7.2 GROUND TRANSPORTATION

7.2.1 TRANSPORTATION SERVICE REGULATIONS

No person shall operate or drive or cause to be operated or driven any Taxicab, Vehicle for Hire, Charter Vehicle, scheduled ground transportation service, hotel/motel or other courtesy vehicle or any other ground transportation service (except as provided in Section 7.2.2 of this Section) over and upon the non-dedicated private streets for the transportation of persons and baggage from or within the Airport without all valid and necessary permits issued by MAA.

7.2.2 GROUND TRANSPORTATION PERMITS

The PRESIDENT, or his or her designee, may issue permits authorizing ground transportation service for the transportation of persons and baggage from or within the Airport. A valid permit is permission for the person to whom it is given, including said person's employee, driver or agent, to transport, by a vehicle to which a decal or access card is affixed, passengers and baggage over and upon the non-dedicated private streets within the Airport, in accordance with the rules, regulations, and standing time limits established and designated by the PRESIDENT from time to time.

A. Permit Terms and Fees.

A Commercial Ground Transportation Operator Permit may be issued any time during the calendar year and shall not exceed the expiration date. Irrespective of the date of issuance of any permit, every Commercial

Ground Transportation Operator Permit shall expire at the end of the permit term period during which it was issued unless any such permit is sooner rescinded, terminated, suspended, revoked or cancelled by the Authority. No permit shall be extended nor shall any permit be renewed or transferable except transfer of a permit as provided in this Section.

1. MAA may establish and assess reasonable fees and charges to be paid by all Commercial Ground Transportation Operators.

B. Automated Vehicle Identification.

Authorized Airport Commercial Ground Transportation Operator vehicles shall display a vehicle identification decal and/or automated vehicle identification transponder.

1. No person shall remove damage or tamper with a vehicle decal or transponder unless given written authorization by MAA.
2. No person shall evade or attempt to evade an Airport Automated Vehicle Identification reader.

C. Vehicle Inspections.

MAA reserves the right to inspect any vehicle that is on Airport property without prior notice

i. INSURANCE

- A. No Commercial Ground Transportation Operator shall operate at the Airport unless the vehicle Permit Holder establishes and maintains valid insurance in the form and amounts that is required by MAA. Insurance must be kept current and a copy must be sent to the Airport Commercial Business Department.
1. Permit Holders shall maintain a valid policy of vehicle liability insurance executed and delivered by a company authorized to carry on insurance business in the State of Alabama, the financial responsibility of which company has been approved by the PRESIDENT, or his or her designated representative. The minimum terms and limits of said policy shall be set from time to time by the PRESIDENT. The terms of the policy shall provide that the insurance company assumes financial responsibility for injuries to

persons, property and employees caused by the operation of the Permit Holder and their authorized commercial vehicles.

2. Permit Holders shall maintain a valid policy of workers' compensation insurance for all its drivers.
- B. A valid certificate of insurance issued by the company providing the insurance policy required under the provisions of this section shall be filed with and approved by the PRESIDENT, or his or her designated representative. This certificate, with appropriate endorsements to the underlying policies, shall provide that the Authority and its officers, employees and agents are named as additional insured. It shall also provide that the insurer will notify the Authority of any cancellation or reduction in coverage and that the notice shall be in writing and shall be sent by registered mail at least thirty (30) calendar days prior to a reduction in coverage or cancellation of the policy. The certificate also shall state:
 1. The name and address of the insured;
 2. The insurance policy number;
 3. The type and limits of coverage, including employee classifications for workers compensation coverage and any deductibles or self-insured retention;
 4. The specific vehicle(s) insured for vehicle liability coverage;
 5. The effective dates of the certificate; and
 6. The certificate's date of issue.

7.2.3 VEHICLE REGISTRATION

- A. No Airport Commercial Ground Transportation Operator Permit shall be issued without proof of valid vehicle registration provided to and approved by the Authority.
- B. Airport vehicle registration shall list the Permit Holder or the Permit Holder's "dba" as the registered owner. If a vehicle is leased or rented, then a copy of a valid lease or rental agreement shall be provided to and approved by the Authority prior to any permit being issued.

7.2.4 FINANCIAL OWNERSHIP AND OPERATING RECORDS

- A. Every holder of an Airport Commercial Ground Transportation Operator shall maintain:
 1. Financial records in accordance with good accounting practices;

2. Ownership records; and
 3. Operating records in a form and at intervals make available for inspection, which shall be determined from time to time by the Authority.
- B. Ownership and operating records shall be made available to the Authority upon demand at any reasonable time. The Permit Holder agrees to keep and preserve for at least three (3) years all records regarding operation from the date the records are created.
- C. For the purposes of this Section, ownership records shall include, but are not limited to the following:
1. Copies of the Articles (or Certificate) of Incorporation as filed with the Secretary of State of the entity's state of incorporation;
 2. Records identifying all corporate officers and board members. A corporation shall report any change in corporate officers or members of its board within ten days of the effective date of such change;
 3. A stock register recording the issuance or transfer of any shares of the corporate stock; and
 4. The registration cards issued by the State of Alabama Department of Motor Vehicles to the Permit Holder for all vehicles operating on Authority property under the authority of a Ground Transportation Service Permit.
- D. For the purposes of this Section, operating records shall include, but are not limited to the following:
1. Typed or written radio dispatch records;
 2. Any log that describes the trips transporting passengers and baggage to and from the Mobile Regional Airport;
- E. In order to ensure compliance with the foregoing sections, the Authority shall perform annual audits, when applicable of each Commercial Ground Transportation Permit Holder.
- F. If found to be out of compliance, the Commercial Ground Transportation Operator may be subject to revocation of permit as set forth in this Section.

7.2.5 COMPLAINTS

- A. Every Airport Commercial Ground Transportation Operator shall respond within ten (10) business days to any written customer comment, complaint, or concern regarding transportation services provided or arranged by the Permit Holder to or from the Mobile Regional Airport. Operator will use its

best efforts in assisting the Authority in investigating and responding to these customer service matters in a timely manner.

Operator understands and agrees that its operation is a service to airline passengers and the users of Airport, to whom Operator will not unreasonably or discriminatorily refuse service, and that Operator shall conduct its operation in a first-class, businesslike, efficient, courteous, and accommodating manner. Operator agrees to promptly discontinue or remedy any objectionable practice brought to its attention by the PRESIDENT, or his or her designated representative.

A Permit Holder also shall respond within ten (10) business days to any inquiries from the Authority regarding service complaints and provide copies of any requested correspondence and records.

7.2.6 DISABLED PASSENGER SERVICES

Operator shall be required to provide for the transportation of handicapped individuals. Operator covenants and agrees that its drivers shall have appropriate training in assisting disabled /handicapped patrons to and from vehicles used in the service.

7.2.7 NON-TRANSFERABLE

- A. A Commercial Ground Transportation Operator Permit, vehicle decal or hang tag, vehicle transponder or driver permit shall not in any manner, directly or indirectly, by operation of law or otherwise, be assigned, hypothecated, transferred or encumbered in whole or in part without the prior express written consent of the PRESIDENT or his or her designated representative.
- B. In the event that the Permit Holder is a corporation, partnership or legal entity other than a natural person, said prior consent of the PRESIDENT may be required for any transfer or acquisition of a majority ownership or control of that corporation, partnership or legal entity to a person or group of persons acting in concert, none of whom already owns or controls a majority interest. Any such acquisition or transfer occurring without such prior consent shall constitute a failure to comply with this provision.
- C. In addition to Subsections (a) and (b) above, if a proposed transfer of Vehicle for Hire permit covers the transfer of all said vehicle decals, hang tags, or transponders issued to an authorized operator, the item may be transferred to any person or entity authorized to provide such service upon Authority approval. If a proposed transfer of Vehicle for Hire decals covers the transfer of only a portion of said decals, hang tags, or transponders issued to an authorized operator, the item may only be transferred to

another existing authorized operator at the Airport that holds a valid Vehicle for Hire permit.

7.3 VEHICLE CONDITION

A. Vehicle Appearance and Condition.

1. An authorized vehicle shall not be driven on property of the Airport unless it is in safe operating condition and in good repair. Its lighting equipment shall be in good working order. There shall be no cracked or broken windshields, windows or mirrors. The muffler and exhaust system shall be adequate to prevent excessive or unusual noise and shall not emit excessive smoke, flame, gas or oil. Exterior paint and markings shall not be faded or discolored. The vehicle shall have and maintain, in operational condition, a heater, air conditioner and defroster. The vehicle shall be maintained in a clean condition, both with regard to the interior and exterior. In vehicles required to have a taximeter, it is the responsibility of the person driving it to make certain that: the taximeter is in proper recording position at all times; the meter reading is visible to any passenger; and the meter light is burning during hours of darkness. The vehicle shall be further maintained in condition as provided in accordance with rules and regulations established by the PRESIDENT.
2. The Authority and/or MAA may inspect any vehicle; and if the inspection reveals that such vehicle is not in reasonable good repair or operating condition, from the standpoint of the safety, security health and comfort of passengers, then the vehicle shall be ordered out of service until such time as remedial repairs and corrections have been made. When such repairs and corrections have been made, such vehicle shall be re-inspected to determine whether or not proper repairs and corrections have been made and in no case shall the vehicle be permitted to resume its operation until such repairs and corrections have been made.

B. Identification.

A person operating a vehicle shall have and be in possession of a valid certificate or permit from the appropriate municipal or State governmental authority, proof of insurance in full force and effect equal to requirements of the Airport, a valid driver's license issued by the State of Alabama or any approved US State, any required identification card and have affixed to the right bottom corner of the windshield or such other location as directed by the PRESIDENT of MAA and/or State of Alabama Division of Public Parking Motor Vehicle Inspection Office. These documents should be available upon the demand of an authorized officer of the Authority.

Unless otherwise authorized by the Authority, each commercial vehicle shall be clearly identified with the name of the business that owns and

operates it and logo should be on the outside of the vehicle to enable passengers to identify the company.

C. Pickup Areas.

1. No person shall stop, park or stand any vehicle while awaiting any passenger or employment at any location on Airport property other than at an authorized area, line or zone. Passenger pickups shall take place only at designated areas and zones after following authorized procedures as may be established by the PRESIDENT or his or her designated representative and within vehicle standing time limits and parking regulations. There should be no unattended vehicles in the commercial pick-up areas or zones.
2. No person shall solicit any customer's patronage in any manner while on Airport property or in an Airport terminal building. If a driver is approached by a passenger requesting transportation service and no prearranged arrangements have been made with the driver and/or company he is representing, the driver is to direct the passenger to the Ground Transportation Booth located outside the baggage claim area for further assistance.
3. No operator or driver shall at any time while at the Airport by words, gesture or otherwise, solicit, persuade or urge or attempt to solicit, persuade or urge any person to use or hire any vehicle. Those individuals found to be in violation with this procedure will have their driver commercial privileges suspended or revoked at the discretion of the PRESIDENT or his or her designated representative.
4. No Operator, driver or employee shall engage in boisterous conversations, gambling, profanity, or fighting at Airport, nor shall they provide misleading information to the customer concerning other ground transportation services.

D. Driver Regulations.

Every driver shall comply with the following clothing requirements:

1. Every driver shall be neat and suitably dressed in compliance with all applicable requirements of this section at all times while a transportation vehicle is in his or her custody;
2. Drivers shall be clean shaven and hair shall be neatly fashioned. If a beard or moustache is worn, it shall be well groomed and neatly trimmed at all times in order not to present a ragged appearance;

3. The term "suitably dressed" shall be interpreted to mean the driver shall wear clean and pressed trousers, a clean and pressed shirt with a collar and sleeves, shoes with socks and, if desired, appropriate outer garments. Female drivers may wear a skirt in place of trousers; and
4. Clothing that is not considered appropriate and is not permitted includes: T-shirts, underwear, tank tops, body shirts, swimmer, jogging suits or similar types of attire when worn as an outer garment, shorts or trunks (jogging or bathing) or sandals.
5. Duty to Transport Passengers. The person operating a ground transportation service shall not refuse to transport any passenger, including baggage, requiring transportation and shall take all passengers to their requested destination using the most direct available route on all trips unless otherwise specifically requested by the passenger; provided, however, nothing herein shall require any person to provide ground transportation service contrary to either any municipal or state permit or certificate regarding ground transportation or its Authority authorized permit. Furthermore, a person is not required to transport such passengers when: such person has already been dispatched on another call; when such passengers appear to be under the influence of intoxicating liquor, a disorderly person; when a person may cause the vehicle to become damaged, stained or foul smelling; or if a person requires the use of a litter or stretcher.
6. Non-Discrimination. In providing ground transportation services on Airport property, no person shall discriminate against any person or class of persons by reason of sex, color, race, creed, religion, physical or mental disability, veteran status, medical condition, marital status, age, sexual orientation, pregnancy or national origin. The accommodations and services shall be made available to the public on fair and reasonable terms.
7. Fares and Receipts. No person shall collect, demand, receive or arrange for any compensation in an amount greater or less than that approved or allowed by the appropriate fare setting governmental agency or commission for the ground transportation service. Upon request, the driver shall give a passenger making payment a receipt showing the amount of fare paid, the person's correct name and correct vehicle license number and Authority permit number. There shall be no fare or charge to the passenger by a Courtesy Vehicle.
8. Conformance with Laws. Any authorized ground transportation service shall be provided in conformance and obedience of:
 1. All lawful orders or instruction from authorized officers of the Authority;

2. Any and all rules and regulations now in force or which may be changed, added, modified or adopted by the Authority for operation of transportation services at the Airport; and
3. Any and all laws, ordinances, statutes, rules, regulations, standard operating procedures, orders, permits or certificates from the Airport, any governmental authority, municipal, state or federal, lawfully exercising authority over such person,—including persons, employees, drivers and agents.

7.3.1**SUSPENSION, REVOCATION, DENIAL AND FINE OF GROUND
TRANSPORTATION PERMITS AND SERVICES**

- A. The PRESIDENT may suspend, revoke or deny the Commercial Ground Transportation Operator Permit, certificate of insurance, driver permit, vehicle permit, etc. as applicable, for failure to pay applicable commercial ground transportation fees or to comply with any of the provisions of all Sections, inclusive, of this Section pertaining to ground transportation services. Any such suspension or revocation shall be separate from any civil or criminal proceedings and shall not be a basis for relief of liability or responsibility pursuant to the proceedings. The action of the PRESIDENT shall not be subject any appeal process.
- B. It shall be unlawful for any person to operate any Commercial Ground Transportation vehicle from a facility or Airport under the MAA's jurisdiction providing any ground transportation from such facility or Airport during the period of any suspension or revocation of the Operator Permit, certificate of insurance, driver's permit, vehicle permit etc.
- C. No person shall use or give permission to use any vehicle to provide any ground transportation service from a facility or Airport under the Authority's jurisdiction during the period of any suspension or revocation of the permit.
- D. When commercial privileges have been suspended or revoked, the operation on Airport premises shall cease.
- E. Whenever any person or permit holder acquires an address different from the address previously given the Authority, the person shall within ten (10) business days thereafter notify the Authority, in writing, of the former and new address.

7.3.2 GROUND TRANSPORTATION PERMIT - EXCEPTION

No ground transportation permit shall be required for the operation of ground transportation services for the transportation of persons and baggage to and from the Airport by any government-owned public

transportation system. However, the company or agency is still required to comply with all applicable ground transportation provisions listed in this document or included in the Commercial Ground Transportation Standard Operating Procedures.

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8 FIRE PREVENTION / PROTECTION AND HAZARDOUS MATERIALS

8.1 GENERAL

- A. All persons using the Airport facilities shall exercise the utmost care to guard against fire and/or injury to persons or property.
- B. All applicable codes, standards and recommended practices of the National Fire Protection Association (NFPA) which specifically relate to the Airport, Construction, Fire Codes, and the State of Alabama Fire Codes currently in existence or hereafter promulgated and not in conflict herewith, are hereby adopted as part of the Airport Rules and Regulations.

8.2 SAFETY INSPECTIONS

All buildings and structures located on the Airport are under the jurisdiction of the MAA. The PRESIDENT shall immediately be notified of any inspections by a representative of any other authority other than that of the Authority. All such inspections shall be coordinated through the Airport Operations Department. If it is determined that any building, structure, equipment or vehicle on the Airport is a hazard, the tenant manager shall be immediately notified and advised to perform corrective actions. Once the condition has been corrected, the tenant manager will notify Airport Operations in writing.

8.3 HOUSEKEEPING

Good housekeeping practices are required at all times by tenants and occupants of Airport buildings and structures, both in their assigned areas and during ramp side aircraft service/maintenance operations. Failure to comply may result in the Authority providing cleaning services. All associated costs incurred will be billed to the tenant or occupant accordingly.

A. Cleanliness

1. All persons occupying space at the Airport shall keep the space allotted to them Policed and free from rubbish and accumulation of any material.
2. All floors and other work areas shall be kept clean and free from fuel, oil, grease, waste, rubbish and other flammable or hazardous materials. Tenants shall maintain hangar floors, fuel pits and trucks clean and free of

excess fuel, grease and other flammables.

3. Approved metal receptacles with a self-extinguishing cover shall be used for the storage of oily waste rags and similar material. The contents of same shall be removed daily by persons occupying the space.
4. Clothes lockers for oil-stained clothes shall be constructed of metal or fire-resistant material.
5. No person shall use a flammable substance for cleaning purposes inside any hangar or building.
6. Drip pans shall be placed under vehicle engines and kept clean at all times.
7. All Flammable substances shall be stored in OSHA and NFPA approved storage cabinets and containers.

B. Portable Lighting

Extension lights and all portable and mobile lighting equipment used in and around aircraft hangars, shops, buildings and other areas on or near combustible materials shall be explosion-proof and approved by Underwriters Laboratories.

Portable lamp assemblies shall not be used in any area without the proper protective guard or shield over such lamp assembly to prevent breakage.

C. Cabling

Power cables and cords on portable electric equipment shall be of heavy armored rubber or similar material, and the cables shall be constructed to provide automatic grounding of the equipment through isolated integral conductors. The cables shall free from fraying and obvious signs of exposed wires.

All power cables and cords shall be arranged and/or taped to the floors to prevent trip hazards.

8.4 HANGAR SAFETY

A. General

1. No person, except in an emergency, shall operate a tractor, tug or other motor vehicle in any hangar occupied by aircraft, unless the exhaust system of such vehicle is protected by screens or baffles, as recommended by the NFPA.
2. Aircraft shall be grounded in accordance with FAA and NFPA's guidelines to proper grounding plugs, or grounding rods, when undergoing repair, maintenance or modification within hangars.

B. Aircraft Electrical Systems

1. Radio transmitters and similar equipment installed in an aircraft shall not be tested or operated within a hangar with dynamotors running unless all parts of the antenna system are at least one (1) foot removed from another object. No aircraft shall be placed at any time so that any fabric covered surface is within one (1) foot of an antenna system.
2. No airborne radar equipment shall be operated or ground tested in any area on the Airport where the directional beam of high intensity radar is within three hundred (300) feet, or the low intensity beam is within one hundred (100) feet of an aircraft fueling operating, aircraft fueling truck or flammable liquid storage facility, unless an approved shielding device is used during the radar operation.

C. Fire Extinguishers

Tenants of all hangars shall provide suitable fire extinguishers and equipment and shall maintain said extinguishers in good operating condition as required by the Fire Marshal.

8.5 DOPING, SPRAY PAINTING AND PAINT STRIPPING

The use of "dope" (cellulose nitrate or cellulose acetate dissolved in volatile flammable solvents) within any hangar is prohibited. The process of doping will be carried on as set forth in the National Board of Fire Underwriters "Standards for the Construction and Protection of Airplane Hangars".

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 standards of NFPA, the Standard Fire Prevention Code, and the National Board of fire

Underwriters Standards "Paint Spraying and Spray Booths." All spray painting of equipment must be approved by the PRESIDENT, or his or her designated representative.

8.6 FIRES AND OPEN FLAMES

1. No person shall conduct any open flame operation or any fires of any type, including flare pots, torches or fires in containers previously used for oil, paint and similar materials on any portion of the Airport without the express written permission of the PRESIDENT, or his or her designated representative.
2. The use of any equipment employing open flames or sparks within any aircraft storage area is prohibited.
3. Open flames are specifically prohibited within fifty (50) feet of hangars, fuel trucks, fuel loading stations and aircraft.
4. Lead and carbon burning, fusion gas and electric welding blowtorch work, reservoir repairs, engine testing, battery charging and all operations involving open flames shall be restricted to the repair shops.
6. No person shall smoke in any portion of the AOA or in any hangar, room, building or area at the Mobile Regional Airport except in designated smoking areas.
6. Any person observing any unattended or uncontrolled fire on the Airport premises shall immediately report it directly to the Airport Communications Center.

8.7 FIRE HAZARDS

- A. No person, firm or corporation shall keep, store, use or maintain any lubricating oils, fuels or other chemical substances in or about the hangars, shops, garages or other buildings and facilities on the Airport except in full compliance with applicable federal, state and local laws.
- B. No person shall store any materials in such a manner as to constitute a fire hazard or in violation of any federal, state and local laws. All such material shall be stored in OSHA and NFPA approved storage cabinets and containers.
- C. Equipment and stock shall not be positioned in a manner so as to block aisles, walkways, exits or entries to any buildings or storage areas.

Tarpaulins for protection of storage shall consist of approved flame-proofed fabric.

- D. Except for oil in sealed cans, no flammable liquids or gasses, including gasoline, dope, solvent and thinner shall be stored in any hangar or building in quantities greater than one gallon; provided however, separate buildings for such storage may be approved by the PRESIDENT, or his or her designated representative.
- E. Any process in which highly combustible material is used (e.g. doping or spray painting) shall be conducted only in designated and properly designed and ventilated rooms or buildings. Each type of building shall, at the tenant's expense, conform to federal, state and local ordinances covering such operations. All illumination, wiring, heating, ventilating equipment, switches, outlets and fixtures shall be spark proof and vapor proof. No person shall enter or work in such an area while such processes are being conducted unless such person wears spark-proof shoes and clothing and other required personal protective equipment.

8.8 FIRE EXTINGUISHERS AND EQUIPMENT

Each tenant shall provide adequate and readily accessible fire extinguishers in proper working order. Each fire extinguisher shall carry a suitable tag showing the date of most recent inspection. Each fire extinguisher shall display its intended usage as required by applicable occupational safety and health standards. Instruction and training of all employees in the use and limitations of extinguishers shall be conducted by the tenant.

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

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.

8.9 HAZARDOUS WASTE AND MATERIALS

A. Handling, Transporting and Storage

No person shall, without prior permission from the PRESIDENT keep, transport, handle or store at, in or upon the Airport any cargo of explosives,

or other hazardous articles which are barred from loading in or for transportation by Civil Aircraft in the United States under regulations promulgated by the FAA and the regulations of any other authorized agency having jurisdiction. Compliance with said regulations shall not constitute or be construed to constitute a waiver of the required notice or an implied permission to keep, transport, or store such explosives or other dangerous articles at, in, or upon the Airport.

No person may offer, and no person may knowingly accept, any hazardous article for shipment at the Airport unless the shipment is handled and stored in full compliance with all current and applicable provisions of DOT and FAR Part 139. Any person engaged in the transportation of hazardous articles shall have designated personnel at the Airport authorized and responsible for receiving and handling such shipments in compliance with all applicable federal, state and local regulations.

Any person engaged in the transportation of hazardous articles shall provide storage facilities which reasonably ensure against unauthorized access, exposure to persons, or damage to shipments while in or on the Airport.

B. Damages Due to Non-Compliance

Each person, firm or corporation is solely responsible for educating and training their respective employees, agents, contractors and suppliers on the subject of hazardous waste management, handling, documentation, disposal and removal, etc. All fines, penalties, assessments, charges, costs, expenses and consequential damages attendant to non-compliance shall be the sole responsibility of the party found in violation and shall not become or form the basis of any reimbursement by the Authority, or any rental abatement, reductions, concessions or fee adjustments.

C. Hazardous Material Use

All materials utilized at the Airport shall be managed in a manner consistent with safety standards and all applicable regulations. Any person, tenant, airline or facility wishing to store and/or use such substances on the Airport shall submit a detailed management plan to the PRESIDENT and include procedures for storage, handling, use, safety features and any other pertinent information. The PRESIDENT, or his or her designated representative, may review all plans and provide comment, requirements or suggested changes to the submitter.

The exact location and quantity of material normally stored shall be submitted to the PRESIDENT, or his or her designated representative, along with a Material Safety Data Sheet (MSDS) for each substance.

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 Airport Manager and the Fire Department (ARFF personnel).

No entity shall use, keep, or permit to be used or kept, any foul or noxious gas or substance at the Airport, or permit or suffer the Airport to be occupied or used in a manner offensive or objectionable to the Authority or other users by reason of noise, odors, and/or vibrations, or interfere in any way with other occupants or those having business therein.

8.10 EFFLUENTS, POLLUTANTS, or AIR CONTAMINANTS

No person shall discharge any substance in or upon the Airport in contravention of any regulatory measure. Proper permits must be obtained from the appropriate Agency, copies must be presented to the Authority, and prior written permission must be obtained from the Authority for such discharge.

Hazardous spills that require reporting include, but are not limited to, jet fuel, gasoline, fuel oil, hydraulic oil, motor oil, alcohol, glycol, and all similar chemicals that could be considered hazardous.

In the event a hazardous spill occurs of any magnitude, the responsible party of such spill shall take appropriate action in the containment, clean up, and rehabilitation of such hazardous spill.

Operators with fueling capability or responsibility for maintenance of fuel systems shall have on hand at all times sufficient containment booms to form a barrier around the spill. Additionally, Operators shall have sufficient cleanup absorbents, pillows, pads, etc. to pick up the product and to store the same (saturated booms, blankets, etc.) in a sealed container(s) until proper disposal can be affected. The salvage drum(s) shall be approved by the DOT (DOT-E-10102).

8.11 USE OF CLEANING FLUIDS

Cleaning of aircraft parts and other equipment shall preferably be done with nonflammable cleaning agents or solvents. When the use of flammable solvents cannot be avoided, only liquids having flash points 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 NFPA.

9 AIRPORT COMMERCIAL FILMING/PHOTO SHOOT AUTHORIZATION POLICY.

9.1 POLICY INTENT

The purpose of this Policy is to provide guidance to film crews or other individuals on the procedures involved in conducting commercial filming/photo shoot activities at Mobile Regional Airport and Brookley Downtown Airport.

9.2 GENERAL

The MAA administers and operates Mobile Regional Airport (MOB), a medium hub commercial service Airport and Brookley Downtown Airport (BFM) dedicated to providing air transportation services to the State of Alabama. In that the Airport provides an interesting and exciting venue for film projects, it is necessary to establish parameters for its use for commercial filming/photo shoot activities.

9.3 COMMERCIAL FILMING/PHOTO SHOOT APPLICATION SUBMITTAL INSTRUCTIONS

- A. The Commercial Business Department at MAA will process all Commercial Filming/Photo Shoot Applications and issue Commercial Filming/Photo Shoot Authorizations for all related activities conducted on Airport property. Commercial Filming/Photo Shoot Application is available upon request.

9.4 COMMERCIAL PHOTOGRAPHY AND RECORDINGS

All such activities shall be coordinated with the PRESIDENT, or his or her designated representative and the External Affairs Division so as to minimize interference with the traveling public or Airport operations. Each film crew shall ensure his/her operations do not; 1) jeopardize the safety of the general public or impede their access to Airport facilities, and 2) will comply with conditions established by the Airport Operations Department.

A. Local TV/News and Media Operations

Filming operations by local TV/News Media are authorized, however compliance with any Authority limitations is required...

B. Major Motion Picture or Commercial Film

No person shall take still, motion or sound motion pictures or voice recordings for commercial purposes without written permission from the PRESIDENT, or his or her designated representative. This process

requires that the party interested in filming complete and submit a commercial film/photo shoot application. Authorization for a commercial film/photo shoot may be granted if all conditions in the application are met. The Authority reserves the right to deny requests.

C. Airside Filming

Filming on the AOA requires film crews to be escorted by appropriate authority in accordance with the Airport Security Program.

D. Filming on Tenant Leaseholds

Filming conducted entirely within tenant leaseholds requires specific direct coordination and approval from the tenant.

E. Filming of Security Checkpoint

Federal law strictly prohibits filming of X-ray equipment or the security screening process. Any person(s) caught filming the X-ray equipment or security screening process may have their film and equipment confiscated.

10 SOLICITATION - EXPRESSIVE ACTIVITIES

A. No group, organization or person shall engage in any solicitation activities and/or expressive activities on or at the Airport except upon such terms and conditions, and at such designated places, as the PRESIDENT may deem appropriate from time to time.

The following activities which are within this restriction shall include, without limitation, the following:

- a. Solicit and receive alms;
- b. Solicit and receive funds;
- c. Conduct surveys or solicit information from the general public;
- d. Conduct or participate in any parading, picketing, marching, patrolling, demonstrating and / or assembling;
- e. Seek petition signatures.
- f. Speech making and/or proselytizing;
- g. Carrying, displaying signs or placards;
- h. Distributing literature, pamphlets or other printed material.

B. Non-obstruction of Personnel

No group, organization or person shall interfere with, impede, disturb the peace of the general public or obstruct the work of airline or Airport employees.

C. Sound Amplification

No sound amplification of any type shall be permitted. The group, organization or person shall comply with all noise regulations of the City of Mobile.

D. Board Policy

These rules and regulations set forth in this section are not exclusive. The Board may promulgate board policies, which may further supplement the Airport Rules and Regulations.

11 MILITARY OPERATIONS

11.1 GENERAL

All U.S. and foreign military and government personnel shall adhere to airport Rules and Regulations contained herein.

11.2 PARKING

Transient military/government aircraft or arriving military/government contracted aircraft shall be provided taxi instructions to the parking ramp of the FBO or maintenance facility of their choice.

11.3 TRANSIENT MILITARY OPERATIONS

1. Military/government pilots landing aircraft at the Mobile Regional Airport with unexpended, hot, live, hung, unsafe or any other kind or status of munitions on board their aircraft shall be directed by airport personnel (Control Tower when operational) to park on the Hot Cargo Area at the intersection of Taxiways C and C1. When possible, ATCT personnel shall advise affected pilots prior to landing that Mobile Regional Airport does not have the capability or personnel trained to "safe" munitions or aircraft. All such requests must be forwarded to the Alabama National Guard.
2. Upon landing at Mobile Regional Airport, pilots shall be instructed by ATCT or airport personnel to attempt to keep from turning the nose of their aircraft

3. toward or through the occupied areas of the airfield. They shall be cleared to proceed via Taxiways to the Hot Cargo Area.
4. Pilots will provide a list of all munitions on the aircraft to the Airport as soon as possible.
5. Pilots will be responsible for the safety and security of their aircraft and munitions.

11.4 LARGE TRANSPORT/CARGO AIRCRAFT

Military and military charter transport/cargo aircraft larger than the C-130 Hercules shall be directed by airport personnel to park in such a manner as to preclude taking up unnecessary space or blocking adjacent taxiways.

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ANNEX 1**SCHEDULE OF FEES AND PENALTIES**

- A. APPLICABILITY:** The administrative penalties prescribed herein apply to individuals and/or companies who have badging, leasehold, contractual or permit relationship with the Mobile Airport Authority, and/or tenants, employees, contractors, vendors or permittee's.
- B. ENFORCEMENT:** The President may designate the following individuals to issue an Administrative Notice of Violation to any employee or employer of any person who violates any provision of these Airport Rules and Regulations:
1. Airport Operations Officers /Specialists, Supervisors and Managers
 2. Mobile Airport Authority Police Officers
- C. RESPONSIBILITY AND LIABILITY:** The employee, or employer of any person, who violates any provision of these Airport Rules and Regulations shall be responsible for taking corrective action. In the case of a violation of these Airport Rules and Regulations by a commercial ground transportation operator or driver, the owner of the vehicle which the violator is using, operating or associating with at the time of the violation shall be liable for their employee's actions.
- D. RIGHT OF APPEAL:**
1. Any suspension or revocation of the MOB/BFM ID badge may be appealed in writing to the President, Mobile Airport Authority, within ten (10) calendar days after the date of the Presidents notification letter or Administrative Notice of Violation to the employee/employer concerning the infraction.
 2. An administrative fine for a violation of AOA or Airport Rules and Regulations may be appealed in writing to the President, Mobile Airport Authority within ten (10) business days after the date of the Presidents notification letter.
- E. NOTICE OF VIOLATION:**
1. When a person authorized to enforce these Airport Rules and Regulations observes a violation of these Rules and Regulations, that person may issue to the violator a printed Notice of Violation. If the violator leaves the

scene or for some other reason the notice cannot be issued to the violator, the Notice of Violation shall be delivered to the violator's place of employment.

2. When a person subject to these Airport Rules and Regulations is issued a Traffic Warning from the Mobile Airport Authority Police (MAAPD), that person will also be issued a Notice of Violation.
3. A violation of the Airport Rules and Regulations which results in a MAAPD report will concurrently generate a Notice of Violation to be issued to the offending party.
4. A copy of the Notice of Violation will be delivered to the violator's employer.
5. The Notice of Violation shall contain the following information:
 - a) The date, time, location and nature of the violation.
 - b) The identity of the violator and, if applicable, MOB/BFM ID or Permit number.
 - c) The name and identification number of the individual issuing the Notice of Violation and the Rule and Section violated.

F. ADMINISTRATIVE PENALTIES:

1. Certain violations, listed below, may result in the immediate suspension or revocation of a MOB/BFM ID badge or Airport Ground Transportation Service Permit.
2. Some violations may result in the loss of an individual's AOA driving privilege.

Repeat offenses within a 12-month period will be assessed penalties as indicated.

3. Failure to pay an administrative fine within the time requirements as set forth in these Rules and Regulations may result in temporary denial to restricted areas of the Airport, loss of permission to be on Airport property and/or legal action commenced in civil court and a judgment filed against the violator.

G. Security Violations

Section	Item	1 st / 2 nd / 3 rd Offense
2.19	Improper Entrance or allowing unauthorized entrance into Restricted Area – Piggybacking and Tailgating	10-day suspension of badge/ 15-day suspension of badge/ Revocation of badge
2.19	Failure to display or properly display MOB/BFM ID badge	10-day suspension of badge/ 15-day suspension of badge/ Revocation of badge
2.20	Improper personnel escort procedures	10-day suspension of badge/ 15-day suspension of badge/ Revocation of badge.
2.20.	Use of Another Person's MOB/BFM ID Badge or permitting use of One's own MOB/BFM ID Badge by another person	Immediate Badge Revocation
2.20	Lost badge	\$50/75/100. After third loss, badge privilege will be permanently revoked.
2.21	Unauthorized testing of checkpoint, screening or security systems	Immediate Badge Revocation
2.21	Failure to remain at an inadvertently activated security alarm until law enforcement arrives	10-day suspension of badge/ 15-day suspension of badge/ Revocation of badge.

H. AOA AND TERMINAL VIOLATIONS WITH SPECIFIED PENALTIES:

Section	Item	1 st / 2 nd / 3 rd Offence
3.1.1.G	Smoking on the AOA	Warning
3.1.5.A	Violations of ramp procedures, to include FOD prevention, GSE parking and spillage of lavatory waste, fuel, oil and all such materials.	Warning / 10 day suspension/Revocation
3.1.5.B.5	Unauthorized power back / power out procedure	Warning / 10 day suspension/Revocation
3.1.5.C.2	Engine run-ups in unauthorized locations	Warning / 10 day suspension/Revocation
3.1.5.E	Violations of aircraft towing procedures	Warning
3.1.5.F.1.	Aircraft parked in unauthorized areas or manner.	Warning

3.1.7.E.	Use of jet way crew stairs for passenger movement.	Warning / 10 day suspension/Revocation
3.1.8.	Violation of helicopter operating rules	Warning / 10 day suspension/Revocation
3.1.10	Cleaning, maintenance and repair of aircraft or GSE in unauthorized locations	Warning / 10 day suspension/Revocation
3.2.1.A/B	Driving on the AOA without State issued Driver's License or Airport issued drivers permit	Warning/ Min. 14-day suspension of AOA driving privilege/ Revocation of badge / Criminal Trespass
3.2.2	Violation of AOA vehicle registration and permit procedures	Warning / revocation of vehicle permit.
3.2.2.A.4	Improper vehicle escort procedures	Warning / Min. 14-day suspension of AOA driving privilege / Revocation of AOA driving privilege.
3.2.3	Operation of vehicles in unauthorized AOA areas	Warning / Revocation of AOA driving privilege.
3.2.4	Receipt by any individual of a Traffic Warning issued by the MAAPD on the AOA	Warning / Revocation of AOA driving privilege.
3.2.4.A.1	Failure to yield right of way to aircraft; driving a vehicle or equipment in front of taxiing aircraft	Warning/ Revocation of AOA driving privilege.
3.2.4.A.7	Driving a vehicle or equipment across any active loading lane, that is, between the aircraft and the terminal gate or bus when passengers are being boarded or are disembarking	Warning / Revocation of AOA driving privilege.
3.2.4.B	Parking violations on the AOA	Warning / 10 day suspension/Revocation
3.2.4.C	Speeding on the AOA	Warning / Revocation of AOA driving privilege.
3.2.5	Unauthorized vehicle operations on the movement areas	Revocation of AOA driving privilege.
3.3.6	Unauthorized fueling operations	Warning / 10 day suspension/Revocation
3.3.7.	Violation of any fuel service vehicle provisions	Warning / 10 day suspension/Revocation
3.3.8.C.	Failure to provide adequate procedures to prevent fuel spills; failure to prepare and/or implement adequate fuel spill contingency plans	Warning / 10 day suspension/Revocation
3.3.9.A	Failure to report a minor fuel spill	Warning / 10 day suspension/Revocation

3.3.9.A	Failure to report a major fuel spill	Warning / 10 day suspension/Revocation
3.3.9.B	Failure to clean up or adequately clean up any fuel spill or failure to follow any other fuel spill procedures	Warning / 10 day suspension/Revocation

I. Tenant Operations

Section	Item	1 st / 2 nd / 3 rd Offense
4.1.A/B	Conducting business in public areas; prohibited use of premises	Warning / 5 day suspension/Revocation
4.2.A/B	Trash/FOD, keeping leased area clean; responsibility to contain FOD	Warning / 5 day suspension/Revocation
4.3	Tenant improvements	Warning
4.4.3.a.i	Perimeter fence and gate security	Warning / 10 day suspension/Revocation
4.4.3.a.iii	Perimeter fence and gate security	Warning plus cost of lock removal and replacement
4.4.3.b	Perimeter fence and gate security	Warning / 10 day suspension/Revocation
4.4.4.a	Doorway security	Warning / 10 day suspension/Revocation
4.4.5.a	Airport identification badges. Contractors only	Warning / 10 day suspension/Revocation
4.4.5.b	Airport identification badges. (Contractors only)	Warning / 10 day suspension/Revocation
4.5.A/B/C	Care of building, windows, restrooms, exterior surfaces	Warning / 5 day suspension/Revocation
4.5.D	Care of building utility systems	Warning / 5 day suspension/Revocation
4.5.E	Care of building, isolated operations	Warning / 5 day suspension/Revocation
4.7	Signage and tenant advertising	Warning / 5 day suspension/Revocation
4.9	Tenant deliveries	Warning / 5 day suspension/Revocation
4.10	Noise	Warning / 5 day suspension/Revocation
4.11	Vermin, pests. etc.	Warning / 5 day suspension/Revocation
4.12	Electronic equipment	Warning / 5 day suspension/Revocation
4.13	Ticket counter and gate Queueing	Warning / 5 day suspension/Revocation