



Airport Rules & Regulations

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Effective Date

Preface

The Southwest Georgia Regional Airport is publicly owned and operated by the City of Albany. Effective July 1, 2002, the Airport was designated an Enterprise Fund activity. The City Commission has appointed the Aviation Commission to govern the Southwest Georgia Regional Airport. This authority is granted under Chapter 12, Code of Ordinance, City of Albany, Georgia. The Aviation Commission exercises this authority personally through its agents, the Transportation Director, or their designee.

The Albany-Dougherty County Aviation Commission has adopted the following Airport Operating Rules and Regulations to promote the safe and efficient operation of the Airport (the "Rules and Regulations"). The purpose of these Rules and Regulations is to inform Airport users, tenants, employees, and all other persons at the Airport of the precautions necessary to maintain a safe environment and to explain the various policies in place at the Airport. The Aviation Commission or its designee may enforce these Rules and Regulations. All persons on or using the Airport must comply with these Rules and Regulations.

Definitions

Abandoned aircraft- means an Aircraft that is parked, stored or left on Airport property, including the subleased premises of a tenant, without having been flown for a period in excess of one hundred eighty (180) days.

Air carrier - a person or organization with an operating certificate issued by the United States Department of Transportation to operate an aircraft with passengers, cargo, or mail.

Air operations area (AOA) - the portion of the Airport specified in the Airport security program, in which security measures specified in 49 CFR Part 1540 and 1542 are carried out. This area includes aircraft movement areas, aircraft parking areas, loading ramps, and safety areas for use by aircraft regulated under 49 CFR part 1544 or 1546, and any adjacent areas (such as general aviation areas) that are not separated by adequate security systems, measures, or procedures. This area does not include the secured area.

Aircraft - means any machine or contrivance now known or hereafter designated, invented, or used for navigation or flight in the air including, but not limited to, an airplane, sailplane, glider, helicopter, eVTOL, gyrocopter, ultra-light, balloon, or blimp. For purposes hereof, UAS are not Aircraft.

Airport - the Southwest Georgia Regional Airport includes the area of land or water used or intended for landing and takeoff of aircraft, as well as its buildings and facilities. Where sections in this chapter refer to real estate or property or activities not otherwise located or identified, they refer to real estate, property, and activities located at or taking place at the Airport.

Airport Director – means the chief executive officer of the Airport or their designee.

Airport security identification (ID) medium - a medium issued by the Airport or otherwise approved within the Airport Security Plan for the purpose of identifying persons authorized unescorted access within a restricted area.

Airport Operations - the operations department of the Southwest Georgia Regional Airport.

Airport Safety Officer (ASO) - Individual under the employ of the Commission and under the supervision of the Public Safety Chief to carry out the functions of the Public Safety Department

Airport Security Plan (ASP) - the security plan approved by the Transportation Security Administration (TSA) under 49 CFR Part 1542 Airport Security.

Airside - that portion of Airport property located within the perimeter security fence.

AOA - Aircraft Operating Area.

Assistive Animal - an animal that is individually trained to do work or perform tasks for the benefit of an individual with a disability.

Authorized person - any person who, because of his or her employment at the Airport or duties for the maintenance and operation of the Airport, requires access to the air operations area or other restricted area and who displays on his or her person valid Airport identification of the type and manner specified and authorized by the Airport in compliance with the Airport security program.

Aviation Commission - The Albany Dougherty Aviation Commission is a seven-member board charged with managing and overseeing the Southwest Georgia Regional Airport. Upon recommendation from the Aviation Commission, five members are appointed by the City Commission for three-year terms, a City Commission member serves for a one-year term, and the Mayor serves for his/her term of office.

City of Albany Commission - Seven elected officials, including the Mayor and six commissioners, form Albany's Board of City Commissioners. The Mayor and Board of City Commissioners set city policy, pass ordinances and resolutions, and raise revenue. The Mayor is elected at large, while Commissioners are elected by ward. The Mayor and Commissioners serve four-year terms. The City Commission's mission is to deliver fiscally responsible, highly dependable services to citizens in the community and the region with integrity and professionalism.

Disabled aircraft - means an aircraft in a non-flyable condition (as hereinafter defined) that is parked, stored, located or left on airport property, including the subleased premises of a tenant, for a period in excess of ninety (90) days. A non-flyable condition is where the Transportation Director determines in his sole discretion that any one of the following apply: (1) the aircraft does not have a current and valid Certificate of Registration from the Federal Aviation Administration; (2) the aircraft does not have a current and valid Certificate of Airworthiness from the Federal Aviation Administration; (3) the aircraft is not airworthy (as determined in accordance with 49 U.S.C. Sec. 44704; (4) the aircraft fails to contain all of its critical parts and systems, such as an engine(s), instrumentation, structural components, safety systems, etc.; (5) the aircraft requires more than ten hours of mechanical repair and additional parts in order to become airworthy (as determined in accordance with 49 U.S.C. Sec. 44704); or (6) the aircraft is not able to move under its own power and without the assistance of a tug

Emotional support animal - an animal utilized for the handler's comfort.

Escort - to accompany or monitor the activities of an individual who does not have unescorted access into or within a restricted area.

FAA - Federal Aviation Administration.

FAR - Federal Aviation Regulations contained in the Code of Federal Regulations.

Movement area - the runway and taxiway system of the Airport that is used for the taxiing, take-off, and landing of aircraft and is controlled through communication with the Tower.

NFPA - National Fire Protection Association.

Non-movement area - that portion of the airside designated for aircraft operations that does not require contact with the Tower to obtain access.

Notice to airmen (NOTAM) - information provided to aircraft crew personnel advising of conditions at the Airport that may affect the safety of aircraft operations.

Person - any individual, firm, partnership, co-partnership, limited partnership, limited liability company, corporation, trust, association, company (including any assignee, receiver, trustee, or similar representative of the foregoing), any group, United States of America, any state or political subdivision of the United States, any member state of the United Nations or other legal entity, or the general public.

Piggybacking - when one person uses their approved airport security identification medium for access through a controlled door or gate, and a second person follows them through without using his or her approved airport security identification medium.

Prohibited item - any item prohibited by TSA from being carried into the cabin of an air carrier aircraft by a passenger. This does not include items placed in checked baggage.

Restricted area - any portion of the Airport, including the SIDA, secured area, AOA, or portion of any building on the Airport, to which access is restricted to authorized persons and is not accessible to the public generally.

Rental car operator - a company engaged in the business of renting vehicles to the public.

Secured area - the portion of the Airport specified in the Airport security program in which certain security measures specified in 49 CFR Part 1542 are carried out. This area is where aircraft operators and air carriers that have a security program under part

1544 or 1546 enplane and deplane passengers, sort and load baggage, or any adjacent areas that are not separated by adequate security measures.

Service Dog - a dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability.

Smoking - inhaling, exhaling, burning, or carrying any lighted tobacco substance, container, or electronic device that emits smoke or vapor, including cigarettes, cigars, pipes, artificial cigarettes, artificial cigars, artificial pipes, or other devices. This includes commercial and non-commercial cigarettes, cigars, pipes, and electronic or mechanical devices that emit a flame, smoke, or vapor.

Sterile area - the portion of the Airport defined in the Airport security program that provides passengers access to boarding aircraft and to which access generally is controlled through the screening of persons and property by TSA or by an aircraft operator under 49 CFR Part 1544 or by a foreign air carrier under 49 CFR Part 1546.

Tenant - a person with a lease agreement, operating agreement, or Airport use agreement with the Airport that has been assigned or allocated the use of space.

Terminal area - the area used or intended to be used for facilities such as terminal and cargo buildings; gates, hangars, shops, and other service buildings, automobile parking, Airport motels and restaurants, and garages and vehicle service facilities used in connection with the Airport; and entrance and service roads used by the public within the boundaries of the Airport.

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

Tower - the air traffic control tower operated by CI2.

TSA - Transportation Security Administration.

UAS (Unmanned Aircraft System) - the combination of an unmanned aircraft, a ground-based controller, and a system to communicate.

UAV (Unmanned Aircraft) - an unmanned aircraft that is defined as a flying vehicle without a human occupant on board.

Unescorted access authority - the authority granted by the Airport to individuals to gain entry and be present without an escort in the secured area and SIDA.

Vehicle - self-propelled, closed cab, motorized land vehicles. Such vehicles include, but are not limited to, cars, trucks, vans, de-ice vehicles, commissary trucks, fuel trucks, and buses.

1.0 GENERAL CONDITIONS

1.1 Application of Rules and Regulations

- 1.1.1 All Persons shall comply with these Rules and Regulations and all applicable Laws and Policies at the Airport.
- 1.1.2 The Aviation Commission delegates to the Transportation Director and his/her designee the authority to enforce these Rules and Regulations at the Airport.
- 1.1.3 Any permission granted by the Aviation Commission, whether directly or indirectly, expressly or by implication, to any person or persons to enter or use the Airport or any part thereof is conditioned upon acceptance and compliance with all the Rules and Regulations. From time to time, the Aviation Commission may amend these Rules and Regulations, and entry to the Airport by any person shall constitute an agreement by such person to comply with the Rules and Regulations.
- 1.1.4 These Rules and Regulations are subordinate to applicable Federal, State, and local laws, Rules, and Regulations and shall in no way supersede or abrogate regulations set forth in Title 14, Code of Federal Regulations (CFR), Part 139, Certification of Airports, or Title 49, CFR, Parts 1540 and 1542, Airport Security.
- 1.1.5 Subject to applicable Laws and Policies, the Aviation Commission, Transportation Director, FAA personnel, police officers, and other local, state, and federal law enforcement officers have the power and authority to enforce all applicable Laws and Policies on the Airport.

1.2 General Condition of Airport Use

- 1.2.1 The Airport taxiways and roadways are used to access the terminal, ramp, apron space, and other portions of the Airport.
- 1.2.2 The public areas of the terminal, including the terminal hallways, corridors, lobbies, and waiting areas, are used by persons checking in for, awaiting, boarding, or deplaning flights, conducting business, patronizing Airport concessionaires, administering or proceeding through Airport security checkpoints, awaiting arriving passengers, or awaiting ground transportation.
- 1.2.3 No person other than employees or agents of the Aviation Commission may use the Airport taxiways, roadways, or public areas of the terminal for any purpose other than those stated

above. Any right, permit, license, or permission, whether express or implied, to enter, pass through, or otherwise use any portion of the terminal is subject to these Rules and Regulations, all applicable Laws and Policies, and the term of any such right, permit, lease, or permission. If any person shall use or attempt to use any portion of the Airport for any purpose not permitted by these Rules and Regulations or by any applicable right, permit, lease, or permission. In that case, the Aviation Commission or its designee shall have the right, in his or her reasonable discretion, to terminate the person's right, permit, license, or permission to use the Airport.

- 1.2.4 No person shall use any terminal area to store cargo, baggage, or other property without written authorization from the Transportation Director or designee. Should a person use the terminal for storage, then the Transportation Director or designee shall have the authority to order the cargo or other property removed and stored at the expense of the property's owner or consignee or discarded without the Airport incurring any liability for damage to such property arising from such removal or storage.
- 1.2.5 Any person wishing to conduct a Commercial or Commercial Aeronautical Activity at (including to or from) the Airport must receive a recommendation from the Aviation Commission to be approved by the Albany City Commission. Upon receipt of such authorization, the Commercial Operator shall carry on its Commercial Activity in full compliance with such approval, the Rules and Regulations, all applicable Minimum Standards, and all applicable Laws and Policies.
- 1.2.6 No person shall use or occupy any part of the AOA to conduct any Commercial Activity whatsoever except for providing services to Airport tenants, concessionaires, airlines, businesses providing services to airlines, or a purpose connected with the maintenance and operation of the terminal. Any Commercial Operator operating within the AOA shall do so only with the recommendation of the Aviation Commission to be approved by the Albany City Commission.
- 1.2.7 All charges due to the Airport for using any part of the Airport to conduct a Commercial Activity shall be payable to the City of Albany.
- 1.2.8 No person may conduct the following activities at the Airport without the prior permission of the Transportation Director:
 - A. The sale, service, or distribution of any merchandise, including but not limited to jewelry, food products, candles, flowers,

badges, and clothing.

- B. The sale or distribution of flyers, brochures, pamphlets, books, or other printed or written material.
- C. The solicitation and receipt of any funds.
- D. The sale of any raffle ticket or entry into a game of chance.

1.2.9 The following conduct is prohibited at the Airport:

- A. Inappropriate advances or unwanted behavior, including but not limited to any form of sexual, physical, emotional, psychological, or other type of harassment towards another person.
- B. The performance of any ceremony, speech, song, carrying of a sign or placard, or other activity that constitutes a danger to persons or property or that would interfere with the orderly formation and progression of any of the following: pedestrian and/or vehicular travel, the issuance of tickets, or the boarding of passengers, luggage and cargo movement or handling, security procedures, terminal maintenance, or construction projects.
- C. Intentionally leaving any item intended for distribution.
- D. Attaching or affixing any sign, circular, or other written material on any wall, post, counter, billboard, or other surface on the Airport premises.
- E. Loitering on any part of the Airport, including in the terminal. Failure to comply with a proper request to leave any part of the Airport shall be considered trespassing. The unauthorized presence of any person on the AOA shall be regarded as trespassing. This paragraph does not prohibit a ticketed airline passenger with a bona fide intent to take such flight from waiting for that flight on the date of the flight's departure in the location established for that purpose.
- F. Nothing in this section or any other provision of these Rules and Regulations shall preclude the exercise of any rights under the U.S. Constitution, the Constitution of the State of Georgia, or any applicable laws or policies.

1.3 Personal Conduct

- 1.3.1 The conduct and behavior of all persons at the terminal are subject to the following restrictions and limitations:
- A. No person on the Airport shall operate an aircraft, operate a vehicle, or in any way otherwise behave in such a matter as to endanger any person or property.
 - B. No person, including but not limited to employees and representatives of the Airport, shall enter any area of the Airport that is closed to the public without prior permission from the Transportation Director or his/her designee.
 - C. Unless continuously escorted by an authorized person, no person may enter the AOA unless authorized explicitly by the Transportation Director or their designee.
 - D. No person shall spit, urinate, or defecate on any part of the Airport in anything other than a urinal or toilet intended for that purpose.
 - E. Therefore, no person shall drink or carry an open container of any alcoholic beverage in any public area of the terminal except in compliance with applicable laws and policies in a designated location. This paragraph does not prohibit licensed restaurants within the terminal from selling alcoholic beverages to customers in compliance with all applicable laws and policies.
 - F. No person in the terminal or parking lots shall sleep, doze, lie, or sit down on the floors, hallways, stairs, vehicles, or other places where such activity may be hazardous to such person or others or may interfere with the operation of the terminal or parking lots, the flow of pedestrians through such places, or the comfort of persons present on or at the Airport or Airport tenants.
 - G. Unless posted rules allow it, no person shall skateboard, rollerblade, or ride a bicycle, scooter, or any self-propelled vehicle or device on or through any part of the Airport. The preceding will not prohibit the use of wheelchairs.
 - H. No person shall operate or use any personal radio, television, phonograph, tape recorder, or other sound reproduction devices at the Airport in such manner that the sound reproduction device is audible to another Person.
 - I. No Person shall enter the Airport with any animal except for one properly confined for shipment, in which case such

animals must be continuously confined, except in designated animal relief areas or service animals. Each person is responsible for any damage caused by their animal.

- J. Portable fire extinguishing equipment in the terminal shall not be tampered with or used for any purpose other than firefighting or fire prevention. All such fire-extinguishing equipment shall be inspected per the National Fire Protection Association's regulations. Tags showing the date of the last such inspection shall remain attached to each unit.
- K. No person shall cook, light, or otherwise create fire in any part of the Airport.
- L. Except where posted rules allow it, no person shall smoke (including vaping or "smokeless" smoking) or carry lighted cigars, cigarettes, pipes, matches, or lighters at the Airport.

1.4 Fees

1.4.1 Generally

- A) The Aviation Commission may impose rates and charges, including, but not limited to, landing fees, terminal fees, apron and ramp fees, passenger facility charges, fuel flowage fees, or other Airport property and facilities, parking fees, access fees, equipment fees, concession, and privilege fees, and permit and administrative fees.
- B) The Aviation Commission reserves the right to review or approve the fees charged by persons providing products or services to the public at the Airport, including the right to establish by policy or contract limits on prices charged by Terminal concessions. The preceding reservation does not apply to the fees charged by air carriers.

1.4.2 Advertisements

- A) No person or entity shall post, distribute, or display signs, advertisements, circulars, handbills, or any other printed or written material in any public area of the Airport except as approved by the Transportation Director or his/her designee.
- B) Airport personnel are authorized to remove or relocate any signage or advertisements.

1.4.3 Preservation of Property

- A) No person shall destroy, injure, damage, deface, disturb, or tamper with any building, vehicle, sign, equipment, landscaping, fixture, or any other structure or property on the Airport.
- B) No person shall interfere or tamper with any aircraft, put in motion the engine of such aircraft, or use any aircraft part, instrument, or tool thereof without permission of the aircraft's owner or authorized operator.
- C) No person shall leave personal property unattended at the Airport except for personal vehicles parked in designated parking lots. No person shall abandon property at the Airport.
- D) Any person finding a lost or abandoned article in the public areas of the Airport shall turn it over to the Public Safety Department or Administration Department.
- E) Any property that is destroyed, injured, or damaged by either the negligence or willful conduct of any person shall be paid for in full by the person(s) responsible for such destruction, injury, or damage.

1.4.4 Waiver of Liability

- A) All persons assume full responsibility for their conduct and minors under their charge while at the Airport. Each person, in consideration of the usage of the Airport and its facilities, releases and indemnifies the Airport and all its employees from and against all liabilities, responsibilities, or loss or damage that such persons may have experienced due to that person's use of the Airport.

2.0 Aeronautical Operations

2.1 General

- 2.1.1 No person shall operate or maintain any aircraft at the Airport except in strict conformity with all ordinances, rules, and regulations of the FAA, as well as all other applicable laws and policies.
- 2.1.2 All aircraft shall be operated according to air traffic patterns established by the Airport or the FAA, as applicable.
- 2.1.3 Unusual performance tests of aircraft may be conducted only upon prior permission of the Airport.

- 2.1.4 No person shall interfere or tamper with any aircraft at the Airport or start the engine of such aircraft without the consent of the aircraft's owner or operator.
- 2.1.5 During an emergency, all aircraft shall clear the active runway and hold their positions unless directed by the ATCT.
- 2.1.6 No person shall operate or release any UAS or other similar contrivance at or upon Airport property without the prior approval of the Transportation Director and ATCT Manager. Such approval shall consider but not rely on the UAS operator meeting all criteria established by the FAA for such operations.

2.2 Public Use

- 2.2.1 The runways, taxiways, aprons, and ramps are open to aircraft in accordance with various laws and policies governing the operation of aircraft and the conduct of pilots as promulgated by federal and state agencies and the Airport.

2.3 Licenses and Regulations

- 2.3.1 Only aircraft properly licensed or otherwise authorized by the FAA or U.S. law shall operate at the Airport.
- 2.3.2 Only persons properly licensed or otherwise authorized to operate a given aircraft may operate such aircraft at the Airport.

2.4 Airport Closure

- 2.4.1 Subject to any applicable Laws and Policies, including but not limited to the regulations, orders, and directives of the FAA, the Transportation Director shall have the authority to close any portion of the Airport as appropriate whenever the Airport or any portion thereof is unsafe for aeronautical activity.

2.5 Engine Operation & Run-Up

- 2.5.1 A competent person shall attend to the engine and aircraft controls during engine start and run-up procedures.
- 2.5.2 Aircraft brakes shall be applied, or the aircraft shall be appropriately secured before and during engine start and run-up.
- 2.5.3 Operational checks requiring high power settings, between 1500-2500 RPMs, shall be performed only at such locations specified from time to time by the Transportation Director.

- 2.5.4 Under no circumstances are any aircraft engine or engines to be started or run at a distance less than 50 feet from any Airport building or inside any hangar or other building. Aircraft shall be started and warmed up only in designated areas. Engines shall not be operated in such a position that hangars, shops, buildings, spectators, automobiles, or other aircraft shall be in the path of jet blast or propeller wash.

2.6 Landing and Takeoff

- 2.6.1 Aircraft shall land and take off on runways unless specifically authorized by the ATCT.
- 2.6.2 When the ATCT is closed, the High-Intensity Runway Lights (HIRL) on runways 05-23 and 17-35 may be activated using Pilot Controlled Lighting (PCL) on 120.25 MHz

2.7 Taxiing or Towing of Aircraft

- 2.7.1 Aircraft shall not be taxied into or out of any hangar or other building.
- 2.7.2 Aircraft may only taxi onto movement areas with the approval of the ATCT as required.
- 2.7.3 Aircraft may not be towed on the movement areas without approval from ATCT, as required.
- 2.7.4 All Aircraft are recommended to operate with navigation and landing lights turned on during low visibility conditions.

2.8 Aircraft Storage and Repair

- 2.8.1 Aircraft shall be parked, serviced, loaded, and unloaded at designated parking locations or passenger terminal gates.
- 2.8.2 No aircraft shall be left unattended at the Airport unless properly secured or within a hangar. Owners of aircraft shall be held responsible for any damage resulting from failure to comply with this rule.
- 2.8.3 No aircraft shall be parked or left unattended within 100 feet of either the edge of any taxiway or 250 feet of any runway.
- 2.8.4 No aircraft shall be parked or left unattended within 50 feet of any refueling vehicle.
- 2.8.5 No aircraft shall be parked within 10 feet of an airport perimeter fence.

- 2.8.6 General aviation aircraft are typically prohibited from using the air carrier parking apron. Exceptions to this rule must be coordinated with the Transportation Director.
- 2.8.7 Airport hangars may not be utilized for aircraft construction without the express consent of the Transportation Director.
- 2.8.8 Aircraft repair and maintenance in any Airport-owned hangar is limited to that which the named hangar lessee may personally execute, as provided in the FAA Compliance Manual. In no case will any Airport-owned hangar be utilized for major engine overhauls without the express consent of the Transportation Director.

2.9 Abandoned and Disabled Aircraft

- 2.9.1 There shall be no abandoned aircraft or disabled aircraft on any portion of the Airport, including the subleased premises of a tenant.
- 2.9.2 Aircraft parts (or aircraft from which parts are being removed) or components being held as inventory must be located in an enclosed, authorized facility.
- 2.9.3 Any abandoned aircraft or disabled aircraft and any and all parts thereof not removed from Airport property by the aircraft owner or operator may be removed at the owner's or operator's expense and without liability for damage which may be incurred as a result of such removal.
- 2.9.4 The Airport may impound and store the aircraft or aircraft parts, as the case may be, and charge an impoundment fee at the reasonable rate determined by the Airport.
- 2.9.5 The aircraft may be sold at public auction through sealed bids to the highest bidder. Where no bid is received, the aircraft may be sold by negotiation, scrapped, disposed of as junk, or donated to any government agency. The Airport shall retain any surplus arising from the sale of the aircraft after expenses incurred by the Airport in connection with the aircraft have been paid.
- 2.9.6 The Airport shall not be liable for any costs, liabilities or damage arising out of the disassembly, scrapping, removal or storage of any aircraft as described herein.
- 2.9.7 The Airport may assess and recover from the owner or operator of the aircraft, all Airport charges, landing fees, towing, handling, aircraft storage charges, appraisal, advertising, attorney's fees, and other reasonable expenses incurred by the Airport.

- 2.9.8** Nothing contained in this subsection shall prohibit a repair facility operating on the Airport as a tenant from having disabled aircraft on its premises in a hangar while the aircraft is awaiting or undergoing bona fide scheduled repairs; however, such aircraft may only be in a hangar and storage of such aircraft anywhere else on the tenant's premises other than a hangar shall be a violation of this subsection.

3.0 Vehicle Operations

3.1 General

- 3.1.1** Subject to rules and regulations previously established herein, no person shall operate any motor vehicle on the aprons, taxiways, runways, or grassed areas in the AOA of the Airport except the following:
- Persons using motor vehicles to service an aircraft.
 - Aircraft maintenance crews engaged in official duties.
 - Aircraft refueling vehicles are based at the Airport and operated by qualified personnel.
 - Tenant vehicles employed specifically for use in servicing and towing an aircraft.
 - Airport Maintenance Personnel.
 - ARFF vehicles.
 - FAA Maintenance vehicles.
 - Any other vehicles specifically approved by the Airport.
- 3.1.2** The Transportation Director has the authority to deny, restrict, or cancel the right of any motor vehicle driver to operate at the Airport. Such denial, restriction, or cancellation shall not be unreasonable.
- 3.1.3** State and local traffic ordinances, rules, and regulations apply to all motor vehicles operating at the Airport.
- 3.1.4** Privately owned vehicles may not be parked, serviced, repaired, or stored on Airport property unless authorized by the Transportation Director. Storage of non-aeronautical vehicles in the AOA is expressly prohibited. Hangar tenants can temporarily park vehicles in their hangar or designated parking areas.
- 3.1.5** No person shall be permitted to repair any non-aeronautical vehicle on Airport property except for emergency repairs necessary to get the vehicle off the Airport. Washing of non-

aeronautical vehicles is not permitted on Airport property without the approval of the Transportation Director. However, airline and rental car tenants may provide vehicle servicing and washing per their agreements with the Airport.

- 3.1.6 All motor vehicles and mobile equipment shall comply strictly with posted traffic signs and established policies. Such vehicles shall be operated under the safe control of their operators at all times.
- 3.1.7 As a part of a lease agreement with the City of Albany, the City may establish minimum liability insurance limits for tenant business vehicles and other privately owned vehicles allowed access to the Airport and AOA.
- 3.1.8 Any person driving through any perimeter gate at the Airport must ensure that the security measures established for such entry are followed by the letter.
- 3.1.9 The Airport may remove from the area of the terminal any vehicle that is disabled, abandoned, parked in violation of these Rules and Regulations, or presents an operational or security problem to any other area at the terminal, at the owner's expense and without liability for damage which may result while removing, towing or storing.

3.2 AOA Motor Vehicle/Equipment Operation

- 3.2.1 No person shall operate any motor equipment on the AOA except safely and reasonably and in conformance with all directional and instructional signs.
- 3.2.2 All AOA vehicle operators shall receive specialized training before driving on the AOA and be certified by the Airport to operate vehicles on the AOA.
- 3.2.3 Before moving any motor vehicle on the AOA, the operator shall walk around the vehicle to ensure the path is clear of all aircraft, other vehicles, obstructions, or personnel. All refueling vehicle operators shall ensure all hoses, nozzles, ground wires, and ladders are properly stored before moving.
- 3.2.4 No vehicles shall be operated on any runway or taxiway of the Airport without the prior written approval of the Airport and only with the approval of ATCT.
- 3.2.5 No person shall exceed posted speed limits at the Airport. Unless otherwise posted, **the speed limit on the AOA is 25 mph except on the parking aprons, where the maximum speed limit is 15 mph. The exception to the maximum speed limit is emergency vehicles responding to an incident/accident.**

- 3.2.6 Motor vehicle operators shall give the right-of-way to all aircraft moving under power or tow and emergency response vehicles. All operators shall pass behind any moving aircraft.
- 3.2.7 Aircraft Storage: Tenant vehicle access
 - A) All tenants park their vehicles in their hangar when operating their aircraft.
 - B) All tenant visitors will park their vehicles in the aircraft owner's hangar to the greatest extent possible.

3.3 Car Rental Companies

- 3.3.1 Any businesses conducting car rental activity at the Airport must have a written agreement with the City Commission.
- 3.3.2 Airport rental car tenants are restricted to conducting all rentals and returns in the Rental Car Return Lot or other area(s) designated by the Airport. The conduct of a car rental business on the front curb of the terminal is prohibited. The only exception to this rule would be in accommodating disabled customers.
- 3.3.3 Airport rental car tenants must observe state and local laws regarding parking and use of driving lanes at the Airport. Tenants may not block crosswalks, driving lanes, or any entry or exit point with their vehicles.
- 3.3.4 Due to space limits, parking in the Rental Car Return Lot is limited to the designated spaces only. Vehicles found outside marked spaces will be subject to being ticketed and/or towed at the owner's expense. Said return vehicles are also subject to parking fees to be assessed in accordance with the Rental Car Concession contract.

3.4 Commercial Vehicle/Taxi Cab

- 3.4.1 All commercial or for-hire vehicles operating at the Airport must meet State safety, inspection, and insurance requirements.

3.5 Landside Usage

- 3.5.1 The landside is defined as all those areas outside the AOA but still within the designated Airport property line, including the front curbs of the Commercial Passenger and General Aviation Terminals.
- 3.5.2 The front curb of the Commercial Passenger Terminal is reserved for the exclusive use of the air-traveling public.

- Parking on this curb is for passengers' active loading and unloading. All unattended vehicles are subject to ticketing and/or towing at the owner's expense.
- 3.5.3 The front curb of the General Aviation Terminal is reserved for the exclusive use of the air-traveling public and customers having business with the FBO. Unattended vehicles left longer than 15 minutes are subject to ticketing and/or towing at the owner's expense.
 - 3.5.4 Parking around both Terminal Buildings are designated for specific use. No person may use any space other than for what it is marked without the expressed permission of the Airport.
 - 3.5.5 No vehicle may park in a space designated for specific use (Permit Only, Police, Rental Car, etc.) without the express written permission of the Airport.
 - 3.5.6 No person may park any vehicle within ten (10) feet of any perimeter fence or gate surrounding the Airport. Said vehicles will be subject to being ticketed and towed at the owner's expense.

4.0 Commercial Activities

4.1 General

- 4.1.1 Any commercial activity on Airport property must have a fully executed lease, agreement, permit, or contract with the City Commission. This provision applies to all businesses located on Airport property and any company off the Airport premises that desires to enter the property to conduct a commercial activity.
- 4.1.2 All tenant operators will be granted use of all facilities upon payment of all appropriate fees/rents/charges established by agreement with the City Commission. Said agreements will identify specific commercial activities approved for each Airport tenant.
- 4.1.3 Aeronautical service providers must meet the applicable requirements of the Airports Minimum Standards.
- 4.1.4 Should the Airport update its Minimum Standards, all providers must meet the new standard within twenty-four (24) calendar months from the adoption of the new standards.
- 4.1.5 Tenants are not allowed to engage in activities beyond the scope of their agreements/leases with the City Commission.
- 4.1.6 Tenants are not allowed to engage in any activity outside their leasehold areas without the approval of the Transportation Director.

4.2 Tenant Operations

- 4.2.1 As a condition of all agreements, all tenants must certify that they comply with these Airport Rules and Regulations and any Minimum Standards established by the Aviation Commission for the tenant's operation.
- 4.2.2 Tenants are prohibited from subleasing or sublet, or assignment of lease, or any premises located on Airport controlled real estate without prior approval of the City Commission.
- 4.2.3 Tenants are responsible for training their employees on the contents of these Airport Rules and Regulations, Minimum Standards, contents of the tenant lease agreement with the City Commission, and applicable portions of the current FAA-approved Airport Certification Manual and TSA-approved Airport Security Program. Failure to do so may result in fines or suspension of activities.
- 4.2.4 Tenants must ensure that all tenant employees meet the physical and mental standards necessary for the safe conduct of each employee's job task, especially as these tasks relate to safe conduct in and around aircraft and all other areas of the AOA.
- 4.2.5 Tenants are aware that any of their employees requiring access to the SIDA in the normal course of their duties will be subject to a Criminal History Background Check before such access occurs.
- 4.2.6 Any changes to any building, structure, ramp, or other Airport property require prior approval of the City Commission and must comply with local building codes and inspections as well as any architectural guidelines of the Airport.
- 4.2.7 Storage of materials, vehicles, or other items not relating to the scope of a tenant's agreement is prohibited.

5.0 Security

5.1 General

- 5.1.1 All persons accessing the AOA, Secured Areas, or SIDA on the Southwest Georgia Regional Airport are subject to the most current TSA-approved Airport Security Program (ASP) provisions. Each person, by virtue of accessing these areas, consents to all requirements outlined in the ASP and acknowledges that they are familiar with the contents of the ASP. In the event of any conflict between this Airport Rules and Regulation and the ASP, the provisions of the ASP shall prevail.

5.2 Aircraft

- 5.2.1 When the condition or mission of an aircraft requires a security guard or police protection, the owner or operator of the aircraft is responsible for obtaining and paying security personnel and coordinating such activity with the Airport before the aircraft arrives at the Airport.
- 5.2.2 Tenants are responsible for the security of all aircraft and other private property entrusted to their care.
- 5.2.3 Any person observing irregular activity in or around the aircraft should immediately notify the appropriate authority.

5.3 AOA/Secured Area/SIDA

- 5.3.1 All persons in these areas should carry on their person appropriate identification as required in the ASP.
- 5.3.2 All persons working at the Airport are responsible for safeguarding doors, gates, and other access points to these areas.
- 5.3.3 All persons working in Secured Areas are responsible for challenging any unfamiliar person observed in these areas. Challenge requirements can be fulfilled by contacting the Public Safety Office, your immediate supervisor, or the airport administration to report unfamiliar persons and keep said persons in sight until Airport units respond.
- 5.3.4 Persons entering these areas via perimeter gates shall not let other vehicles enter behind them. They shall ensure all gates and doors close securely behind them before proceeding away from such gates or doors.
- 5.3.5 A breach of security caused by a tenant or tenant employee that results in a TSA finding of negligence will cause a review, fine, and possibly cancel or curtail tenant access to these areas.
- 5.3.6 All tenants are put on notice that any breach of security caused by the tenant or tenant employee results in the Airport receiving a TSA fine, which is said fine will be the financial responsibility of the offending tenant.
- 5.3.7 All tenants bringing visitors, vendors, etc., onto any airport area shall be solely responsible for the behavior and escort of such visitors.
- 5.3.8 No item shall be placed within ten (10) feet inside or outside of any perimeter fence.

- 5.3.9 Tenants are responsible for ensuring the return of Airport ID badges from personnel no longer employed to the Airport Badging Office.
- 5.3.10 Tenants must notify the Airport Badging Office within 24 hours of the termination of any person who possesses an Airport ID badge.

6.0 Handling Hazardous Materials

6.1 Aircraft Fueling Operations

- 6.1.1 All aircraft fueling and other requirements, including those specified herein, must be conducted per NFPA 407.
- 6.1.2 No person may operate a fuel truck or fuel-transfer vehicle unless such person has passed an operating training program and refresher training, as applicable, required by the Airport.
- 6.1.3 During the fueling of an aircraft, the dispensing apparatus and the aircraft must be bonded in accordance with all applicable federal, state, and local Laws and Policies and with Uniform Fire Code Standards.
- 6.1.4 Fuel-servicing vehicles are prohibited from parking within 50 feet of a building and must be parked at least 10 feet from each other.
- 6.1.5 No person may fuel or remove fuel from an aircraft at the Airport while the aircraft is in a hangar (open or closed) or any enclosed space.
- 6.1.6 No person may start the engine of an aircraft at the Airport if there is any gasoline or other volatile flammable liquid on the ground underneath the aircraft.
- 6.1.7 Each person engaged in fueling or removing fuel at the Airport must exercise care to prevent the overflow of fuel and must have readily accessible adequate fire extinguishers.
- 6.1.8 Each hose, funnel, or apparatus used in fueling or defueling an aircraft at the Airport shall be maintained in a safe, sound, leak-free condition. It shall be properly grounded to prevent the ignition of volatile liquids.
- 6.1.9 Smoking is not permitted within fifty (50) feet of any aircraft involved in fueling operations. Smoking is not permitted within fifty (50) feet of any fueling apparatus.
- 6.1.10 Adequate fire extinguishers shall be within ready reach of personnel engaged in all fueling operations.
- 6.1.11 Persons involved in fueling operations shall ensure:
 - Fueling activities cease when lightning discharges occur within five miles of the Airport.

- The engine(s) of the aircraft being fueled is/are not in operation.
- All aircraft electrical systems, including magnetos and the master switch, are in the "off" position.
- The aircraft's parking brake is set, at least one aircraft wheel is chocked, or the aircraft is secured to the ground by the two-wing tie-down points.
- No fueling occurs if there are persons onboard the aircraft.

6.2 Fire Hazards/Hazardous Materials

- 6.2.1 No person shall smoke on the aircraft aprons, in any hangar, or any other area of the Airport designated as nonsmoking by posted signs. Under no circumstances shall anyone smoke within 50 feet of any aircraft or storage area for flammable materials.
- 6.2.2 No person shall use flammable or volatile liquids in cleaning aircraft, aircraft engines, propellers, and appliances or accessories unless such cleaning operations are conducted in open air or in a room specifically set aside for that purpose.
- 6.2.3 No person shall conduct open flame operations in any hangar, part thereof, or any place at the Airport unless specifically authorized by the Airport.
- 6.2.4 No person shall store or stock materials or equipment in such a manner as to constitute a fire hazard.
- 6.2.5 No person shall keep, store, or discard any flammable liquids, gasses, signal flares, or other similar materials in any hangar or other building on the Airport unless such storage/handling is in accordance with applicable environmental and safety standards.
- 6.2.6 No person shall keep or store lubricating oils in or about any hangar, provided such materials may be kept in aircraft in the proper receptacles installed in said aircraft for such purposes or in containers with suitable draw-off devices or buildings designed for storing such materials.
- 6.2.7 No person shall use volatile, flammable substances to clean the floors of any Airport building.
- 6.2.8 All lessees on the Airport shall keep floors of the hangars, aircraft parking aprons, pits, and areas adjacent thereto free and clear of all oil, grease, rubbish, and other flammable materials.
- 6.2.9 No person shall remove or cause to be removed from its holder, container, reel, or bracket any equipment or device used in fire prevention except in an emergency or fire.

- 6.2.10 All hangar doors, fire hydrants, and all firefighting apparatus shall be kept clear of obstructions at all times.
- 6.2.11 All lessees are required to keep all firefighting equipment in first-class condition. All fire apparatus shall prominently display appropriate and current inspection tags.
- 6.2.12 All lessees' premises are subject to fire inspections by any person designated by the Airport. Lessees will open said premises to any inspection sanctioned by the Airport, given reasonable notice of the inspection or as provided in any executed agreement.
- 6.2.13 Waiver requests to the rules contained in this section may be submitted to the Transportation Director for consideration. The Transportation Director will evaluate any waiver request with the safety of the Airport and tenant persons and property in mind.
- 6.2.14 When the Transportation Director has notified or requested any person on the Airport to correct or eliminate any fire hazard for which such person is responsible, said person shall correct or eliminate such hazard in the manner and within the time prescribed in the notification or request received. Failure to comply will constitute a material breach of any existing agreement between the person and the City Commission.

6.3 Fuel Spills

- 6.3.1 Loading stations and mobile fuel trucks shall be maintained in a safe operating condition. Any indication of leaking or malfunctioning equipment shall be removed from service until repaired.
- 6.3.2 Fuel nozzles shall not be dragged along the ground.
- 6.3.3 If a spill is observed, fuel servicing shall be stopped immediately by releasing the dead man's control. If a spill continues, the equipment emergency fuel shutoff shall be activated. Airport Operations must be notified, and fueling operations shall not continue until the spill has been cleared and is determined to be safe.
- 6.3.4 ARFF shall be notified immediately of all fuel spills.

Appendix 1: Enforcement

A. Warning Notices

1. The Airport has incorporated a system to track violations of these Rules and Regulations and violations of Airport agreements. A Warning Notice will be issued to any airport tenant violating the Rules and Regulations or tenant agreements. A copy of the Warning Notice will be completed, and a copy will be given to the offender. The tenant must complete the corrective action portion of the form and return it to the Administrative Offices within ten working days. Tenants are advised that Warning Notices document breaches of agreements between the tenant and the City Commission and may be used to initiate corrective actions against leaseholders.
2. Violations of Airport driving policies and security measures also carry personal consequences for all employees. Violations of airside driving policies will be handled in the following manner:

First Offense: The violator must attend remedial training conducted by the Airport

Second Offense: The violator will have airside driving privileges suspended for a period specified by the Transportation Director not to exceed 90 days.

Third Offense: The violator's airside driving privileges may be further suspended or permanently revoked. To be reinstated, the employee will have to demonstrate their knowledge of airside driving to the satisfaction of the Transportation Director.

Depending on the severity of any offense, the Transportation Director has the right to suspend or revoke airside-driving privileges of any person at any time.

Driving offenses are cumulative, and violations will be tracked on offenses within 24 months. All violators receiving suspensions or revocations may appeal to the Aviation Commission, whose decision shall be final.

3. Violations of the Airport Certification Manual or Airport Security Program will be handled in the following manner:

First Offense: The violator must attend remedial security or safety training conducted by the Airport. Security violators may also be subject to personal fines in accordance with TSR 1540.

Second Offense: The violator will have AOA/SIDA access privileges suspended for a period specified by the Transportation Director not to exceed 90 days. Security violators may also be subject to personal fines in

accordance with TSR 1540.

Third Offense: The violator's AOA/SIDA access privileges may be suspended for six months or permanently revoked. For reinstatement, the employee will have to demonstrate their knowledge of the Airport Security Plan to the satisfaction of the Transportation Director. Security violators may also be subject to personal fines in accordance with TSR 1540.

Safety and Security offenses are cumulative, and violations will be tracked on offenses within any 24-month period. Violations will be tracked for all employment periods at the Airport. For example, Violator 1 has two security violations against them while working for Tenant A. Violator leaves the employ of Tenant A for three months and returns as an employee of Tenant B. Violator 1 commits a security violation and will be subject to the consequences as a third offense.

Depending on the severity of the security offenses, the Transportation Director reserves the right to suspend or revoke any person's AOA/SIDA access privileges at any time.

All violators receiving suspensions or revocations may appeal to the Aviation Commission, whose decision shall be final.

4. Violations of the Airport tenant or concessions agreement shall be documented and handled in accordance with said lease or concessions agreements.

B. Public Safety Actions

1. Airport Safety Officers (ASO) have the authority to issue citations for violations of certain rules of law.

C. Agreements

1. Persons conducting operations at the Airport will have agreements for such operations. Not limited to other actions described herein, the City Commission has the right to enforce all terms and covenants of any executed agreement to the fullest extent, including termination for failure to meet said terms and covenants of such agreements.

Appendix 2: Contractor Requirements

A. Introduction

Welcome to the Southwest Georgia Regional Airport. The purpose of this handout is to provide you with information related to working in the unique environment of an airport. If you've worked at other airports, you have a leg up on what will be expected of you. But please keep in mind all airports are different and operate differently. If you have questions regarding Airport matters, please refer them to the Airport staff.

B. Security

All personnel working in the restricted Air Operations Area (AOA) are required to be authorized in the area by the Airport Administration or be under escort by an Airport-approved individual. Contractors shall arrange to have necessary escort personnel in each work area at all times.

If a TSA fine is imposed due to a contractor's negligence of security responsibilities, that contractor shall be responsible for paying the fine.

The Airport is required to meet all standards of having a full Security Program in accordance with TSR 1542 and the most current, approved Airport Security Program. Depending on the work site, contractor employees may have to submit to Criminal Background History Checks and attend security classes. The contractor shall bear the cost of said checks and classes and the issue of any identification media associated with the contract.

C. Vehicles in the Air Operations Area

Any persons required to drive on the Air Operations Area (AOA) to perform their jobs are required to complete a driving and airport familiarization class. Call Airport Operations to arrange a class. A copy of the Airport vehicle rules and regulations will be distributed during the class.

Contractors' vehicles operating within the AOA must display signs of commercial design on both sides of the vehicle identifying the vehicle to the contractor or display a valid AOA pass issued by the Airport. The company name on the vehicle must match the company name on the contract documents. To operate on the AOA, the company or vehicle owner must present a valid Certificate of Insurance naming the City of Albany and as co-insured. Equipment that requires access to an AOA job site may be required to display an AOA permit issued by the Airport or be escorted by a vehicle with an AOA permit. (i.e., backhoes, earthmovers, etc.). Operating a vehicle on the AOA without valid markings, pass, or escort will subject the operator to removal from the site.

Conditions for operations in the vicinity of an Active runway, taxiway, or safety area:

1. All activities will be supervised by a contractor employee who will monitor the appropriate Air Traffic Control frequency and will take positive action to move contractor operations out of the area for aircraft movements.
2. The contractor must notify the Transportation Director or his representative no less than 24 hours in advance of any activity in the vicinity of an active safety area, runway, or taxiway.
3. The contractor must ensure that the Airport's designated project representative is present before any activity in the vicinity of an active safety area, runway, or taxiway.

Construction vehicles and personnel are restricted to the immediate work area specified by the contract. At no time will vehicles or personnel enter portions of the AOA outside the contract area unless under Airport-approved escort.

All authorized vehicles and construction equipment must display a three-foot by three-foot flag with international orange and white 12-inch squares or a yellow strobe light in full view above the vehicles. The yellow strobe light is required for nighttime operations or during periods of low visibility.

Depending on the project, the contractor's construction superintendent and flagmen may be required to be in radio communications with the Air Traffic Control Tower on frequency 121.9 MHz at all times. The contractor shall supply the radios necessary for this communication. Such radios shall be used to obtain proper clearance regarding the movement of personnel, equipment, trucks, etc., at the Airport. Further, any unusual occurrences in the flight pattern of approaching or departing aircraft shall be monitored by all concerned parties so that the operation of the Airport and the construction work can be safely carried out at all times. Any vehicle operating within the AOA must comply with all applicable rules and regulations listed in the Guide to Ground Vehicle Operations in the AOA.

D. Perimeter / Security Fencing

Before removing or making openings in the airport perimeter, the contractor will obtain permission and approval from the transportation director and take all necessary precautions to prevent entry by unauthorized personnel. No openings in the security fencing that provide access to the AOA will be allowed to remain open unless continuously monitored by contractor personnel. Contractors will be responsible for verifying the proper identification of anyone accessing the AOA via the construction area access point. Failure to monitor any access point created or used by the contractor could result in the project being shut down by the Transportation Director until appropriate security procedures are implemented. Any changes or relocation to the perimeter fence (temporary or permanent) must be submitted to the Transportation

Director for approval and inclusion in the Airport Security Program (ASP). The perimeter security fence line for the AOA must be clear of all debris storage of materials and equipment for a distance of ten (10) feet on both sides of the fence.

The Airport reserves the right to remove from the job site any person found violating FAA or Southwest Georgia Regional Airport security rules and regulations.

The Transportation Director or designee shall designate security gates and haul roads. If the contractor requires access to the Airport through a gate typically closed. In that case, the contractor must obtain the prior written approval of the Transportation Director and must follow all conditions outlined in such approval to prevent the public and other unauthorized individuals from using the gate.

E. Barricades, Flags, and Obstruction Lighting

The Contractor will be required to accomplish the work items according to the construction work schedule submitted to the Airport Engineer following the contract award. The contractor must barricade all construction areas that present a potential danger to aircraft, vehicles, and pedestrian traffic. The Contractor shall notify the Airport Administration before construction on or near any runway, taxiway, or apron area. Any taxiway or apron area shall be marked in conformance with the FAA Advisory Circular 150/5340-1 or the latest edition. This shall consist of placing barricades and flashers on each taxiway and closed surface crosses on the affected runways and taxiways. Flashers must be well anchored so as not to blow over from jet blasts or strong winds.

Closed taxiways, apron areas, and other airfield markings and maintenance of these items are considered necessary, and an incidental part of the work, and no separate measurement or payment will be made. The contractor shall furnish, erect, and maintain markings and associated lighting of open trenches, excavations, temporary stockpiles, and his/her parked construction equipment that may be hazardous to the operation of emergency fire-rescue or maintenance vehicles on the Airport in reasonable conformance to FAA Advisory Circular 150/5370-2, current edition, Operational Safety on Airports During Construction Activity.

The contractor shall not allow personnel or equipment or stockpiled or stored materials within 1,000 feet of any runway centerline or within 500 feet of the centerline of any taxiway during the entire period of this project without first obtaining approval of the Transportation Director.

When the contractor's operation requires the closing of any runway or taxiway, the contractor shall notify Airport Administration a minimum of **48 hours** before the requested closure, and mark said runway or taxiway per the plans and specifications at

no additional cost to the sponsor.

F. Safety Impacts

Potentially hazardous conditions, which may occur during airport construction, include, but are not limited to, the following:

- Trenches, holes, or excavations on or adjacent to any open runway or in safety areas.
- Unmarked/unlighted holes or excavations in any safety area.
- Mounds or piles of earth, construction material, temporary structures, or other objects on or near any Active runway, taxiway, or related safety, approach, or departure area.
- Pavement drop-offs that would cause damage to aircraft that normally use the Airport if crossed at normal operating speeds. The maximum is 3 inches.
- Vehicles or equipment (whether operating or idle) on any Active runway, taxiway, or related safety, approach, or departure area.
- Vehicles, equipment, excavations, stockpiles, or other materials could impinge upon NAVAID critical areas and degrade or otherwise interfere with electronic NAVAID or visual NAVAID facilities.
- Objects or activities anywhere on or in the vicinity of the Airport that could be distracting, confusing, or alarming to pilots during aircraft operations.
- Unflagged/unlighted low-visibility items (such as cranes, backhoes, scrapers, dump trucks, compactors, dozers, etc.) in an active runway or in any approach or departure area.
- Dirt debris or other transient accumulations temporarily obscure pavement markings and edges or derogate the visibility of runway/taxiway marking, lighting, or construction and maintenance areas.
- Trash or other material with foreign object damage (FOD) potentials, whether on runways, taxiways, aprons, or related safety areas.
- Failure to control vehicle, human, and animal access to the AOA.
- Failure to control any nonessential, non-aeronautical activities in open aircraft movement areas.
- Failure to maintain radio communication between construction vehicles and Air Traffic Control or other on-field communications facility.
- Construction activities or materials could hamper Aircraft Rescue and Fire Fighting (ARFF) vehicles accessing all parts of the runway/taxiway system, runway approach and departure areas, or aircraft parking locations.

G. Safety Inspections

The contractor is responsible for maintaining the construction site conducive to aviation activities. Before leaving the Airport, the contractor will contact the Public Safety Department or Operations Department to have officers/employees perform a site safety inspection. Discrepancies identified that are the contractor's responsibility shall be remedied before the contractor leaves the work site for the day. The contractor shall also contact Public Safety or Operations when completing any work on or near any runway, taxiway, or parking apron for a safety inspection.

H. Authority of the Director and Designees

For the purposes of construction at the Airport, the Transportation Director has designated the Airport Administration, the Public Safety Department, and other employees to ensure that said functions continue uninterrupted. All contractors are notified that failure to follow the instructions of the Transportation Director or designee could result in a work stoppage with all the ramifications thereof. All contractors are notified that any fine levied against the Airport as a result of the contractor's operation is the responsibility of the offending contractor. Further, all contractors are advised that any aviation or non-aviation-related accidents/incidents resulting from the contractor's actions or inaction would be the contractor's sole responsibility.