

# **GERALD R. FORD INTERNATIONAL AIRPORT**



## ***RULES & REGULATIONS***

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GERALD R. FORD INTERNATIONAL AIRPORT  
RULES & REGULATIONS

1. ORGANIZATION

1.1 TITLE

This Resolution may be cited as the Gerald R. Ford International Airport Rules and Regulations.

1.2 AUTHORITY

This Resolution is created pursuant to authority granted by the Michigan Aeronautics Code MCLA 259.133.

1.3 PURPOSE

- A. The Airport is owned and operated by the County of Kent, Michigan and is certified by the Federal Aviation Administration as a Commercial Service Airport.
- B. These Rules and Regulations have been adopted by the Kent County Aeronautics Board, and are issued pursuant to the authority vested with the County of Kent by the Aeronautics Code of the State of Michigan for the construction and operation of airports under its control and to safeguard the public. The provisions of this document are intended to provide for the safe, orderly, and efficient operation of the Airport.
- C. Violation of these Rules and Regulations shall subject the offender to administrative action by the Board through the Kent County Department of Aeronautics and to penalties for such violations as provided in Section 1.9 of these Rules and Regulations.

1.4 SCOPE

- A. The Airport is governed by the Aeronautics Board under the Rules and Regulations set forth herein, the rules and regulations of the Michigan Aeronautics Commission, Federal Aviation Administration, Transportation Security Administration and other applicable Federal, State, and local rules and regulations.
- B. All users of and any persons on the Airport property shall be governed by these Rules and Regulations and by any emergency directives issued by the Executive Director pursuant to these Rules and Regulations. It shall be the responsibility of all persons, firms, and corporations operating on the Airport to acquaint themselves with and adhere to the Rules and Regulations contained herein at all times. These Rules and Regulations supersede all those previously published, and are subject to change by the Board at any time.

- C. These Rules and Regulations are not intended to amend, modify or supersede any provision of Federal, State, county, city or township law and/or ordinances, or any specific contractual agreement of the Aeronautics Board with which they may conflict, and shall, insofar as possible, be interpreted so that no such conflict shall exist.

## 1.5 DEFINITIONS

The following words and phrases, as used in the Gerald R. Ford International Airport Rules and Regulations, shall have the meanings indicated herein:

- (1) Accident: A collision between an aircraft, vehicle, person, stationary object or other property that results in property damage, bodily injury or death. An entry into or emerging from a moving vehicle or vehicle by a person, which results in bodily injury or death to such person or another person, or that results in property damage.
- (2) Advertising: The action of calling something (as a commodity for sale, a service offer or desire) to the attention of the public by audio recording, posting, distributing or displaying signs, literature, circulars, pictures, sketches or other forms of printed or written material.
- (3) 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 another Aeronautical Activity, or which contributes to or is required for the safety of such operations.
- (4) Agreement: A written contract, executed by both parties, and enforceable by law between the Board and an entity granting a concession, transferring rights or interest in land and/or improvements, and/or otherwise authorizing and/or prohibiting the conduct of certain Activities. Such Agreement will recite the terms and conditions under which the Activity will be conducted at the Airport including, but not limited to, term of the Agreement; rents, fees, and charges to be paid by the entity; and the rights and obligations of the respective parties. For purposes of clarification, the following terms may be substituted for the term Agreement – Lease or Concession.
- (5) Air Operations Area (AOA): Restricted area of the Airport, either fenced or posted that provides access to locations where aircraft are parked or operated. Areas include, but are not limited to, the aircraft ramps, aprons, taxiways, runways, unimproved land attributed to the taxiways, runways and contiguous areas delineated for the protection and security of aeronautical activity.
- (6) Air Traffic Control Tower (ATCT): Air traffic control facility located at the Airport, and operated by the Federal Aviation Administration, which controls activity on the Movement Areas of the Airport.
- (7) Aircraft: Any contrivance now known or hereafter invented which is used or designed for navigation of or flight in the air, except a parachute or other contrivance designed for such navigation but used primarily as safety equipment.

This includes, but is not limited to, airplanes, airships, balloons, dirigibles, rockets, helicopters, gliders, gyrocopters, ground-effect machines, sailplanes, amphibians, and seaplanes.

- (8) Aircraft Operator: A person who uses, causes to be used, or authorizes to be used an Aircraft, with or without the right of legal control (as owner, Grantee, or otherwise), for the purpose of air navigation including the piloting of Aircraft, or on any part of the surface of the Airport.
- (9) Aircraft Rescue and Firefighting (ARFF): Fire protection and rescue for aircraft emergencies as provided by the Kent County Department of Aeronautics.
- (10) Airport: Means the Gerald R. Ford International Airport and all land, improvements, and appurtenances within the legal boundaries of the Airport as it now exists on the Airport Layout Plan (or Exhibit A of the most recent FAA grant) and as it may hereinafter be extended, enlarged, or modified.
- (11) Airport Certification Manual: A document required by the Federal Aviation Administration detailing the Airport's requirements as contained in Federal Aviation Regulation Part 139.
- (12) Airport Employee: Person of any organization, activity or government agency located on or contributing to the operation, maintenance or servicing of the Airport.
- (13) Airport Management: The Executive Director, the Deputy Executive Director, the Public Safety and Operations Director, the Facilities Director, the Finance and Administration Director, and the Marketing/Communications Manager complete the Airport management team referred to as Airport Management.
- (14) Airport Operations: Part of Airport Management that provides oversight for all airport operations and administers personnel policies and procedures including discipline and due process as required by collective bargaining agreements.
- (15) Airport Police: Airport Police Officers are provided by the Kent County Department of Aeronautics. They are authorized by statute with powers to arrest, and are responsible for the enforcement of the rules, regulations and laws applicable to the Airport, the State of Michigan and the Federal government.
- (16) Airport Security Program: A document required by the Transportation Security Administration detailing the Airport's requirements as contained in Transportation Security Regulation Part 1542.
- (17) Board: The Kent County Aeronautics Board, through its Department of Aeronautics, acting for and on behalf of the County of Kent, Michigan, and responsible for the administration of the Gerald R. Ford International Airport.
- (18) Combustible Liquid: Any liquid having a flash point at or above 100 degrees Fahrenheit and below 200 degrees Fahrenheit.

- (19) Commercial Activity: To provide or offer to provide goods, services or entertainment in return for financial remuneration or remuneration in kind or a promise of financial remuneration or remuneration in kind or to accept or agree to accept financial remuneration or remuneration in kind for the provision of goods, services or entertainment.
- (20) Commercial Air Carrier: Any entity that undertakes directly by hire, lease or other arrangements to engage in the carriage by aircraft of persons or property for compensation. This definition includes, but is not limited to all classes of air carriers as defined by the Federal Aviation Administration.
- (21) Commercial Transporter: Any entity operating a Commercial Vehicle or vehicles for the purpose of soliciting or transporting persons and/or baggage to and/or from the Airport for hire. Examples of Commercial Transporters include, but are not limited to taxicabs, limousines, hotel/motel courtesy vehicles, rental car courtesy vehicles, delivery vehicles and chartered or scheduled buses. This section is not intended to include the use of company owned/leased vehicles provided to employees for personal use.
- (22) Commercial Transport Vehicle: Any vehicle used for the transportation of passengers, for hire or so constructed, or used to transport goods, wears or merchandise, and/or all vehicles designed and used for drawing other vehicles and so constructed as to carry any load thereon either independently or any part, or any part of, the weight of a vehicle or load so drawn.
- (23) Commercial Vehicle Lane: Designated traffic lane, generally located in front of the Parking Structure. Such lane is reserved for use by Commercial Transporter Vehicles and is separated from the vehicle traffic lane by a median.
- (24) Concessionaire: An entity authorized by the Board through an agreement to undertake and profit by a specified activity including but not limited to a gift shop, restaurant or car rental agency.
- (25) Contractor: A person or entity who, as part of an independent business, makes an agreement to do a specific piece of work, retaining control of the means and method of doing the job.
- (26) Courtesy Vehicle: Any vehicle provided by a company to pickup customers and guests or others, and/or deliver said customers and guests or others to the Airport.
- (27) Crosswalk: That portion of a roadway or parking lot included within the prolongation or connection of the lateral lines of sidewalks, intersections, or other portions of the roadway distinctly marked for pedestrian crossing by lines or other marking on the surface.

- (28) Curb Front: Designated area along the Vehicle Traffic Lane and adjacent to the Airport Terminal Building for loading /unloading of passengers and baggage into and out of vehicles.
- (29) Department: The Kent County Department of Aeronautics acting on behalf of the Kent County Aeronautics Board.
- (30) Derelict Equipment: Any equipment that is not used on a regular basis for its intended purpose that is not reasonably required to be available for unscheduled use.
- (31) Doping: The application of a preparation to strengthen and tighten aircraft fabric.
- (32) Driver: A person who operates a vehicle or motor vehicle.
- (33) Engine Run-up: The operation of any aircraft engine above idle speed for observation or maintenance purposes.
- (34) Environmental Protection Agency (EPA): An agency of the Federal government responsible for the implementation and enforcement of Federal environmental laws and regulations.
- (35) Escort: To accompany or supervise an individual(s) who does not have unescorted access authority to areas restricted for security purposes, as identified in the Airport Security Program.
- (36) Executive Director (Director): The individual charged with the duty to manage, supervise, control, and protect the Airport or such other employee of the Department as the Executive Director from time to time may designate to carry out the duties of the Executive Director.
- (37) Federal Aviation Administration (FAA): The division within the Department of Transportation of the United States government that has the responsibility of promoting safety in the air, by both regulation and education.
- (38) Federal Aviation Regulations (FARs): Federal regulations of the Department of Transportation and the FAA as published in Title 14 of the Code of Federal Regulations (CFR).
- (39) Firearm: Any weapon from which a dangerous object may be shot or propelled by the use of explosives, gas, air or mechanical means.
- (40) First Amendment Rights Activities: All activities, including, but not limited to, leafleting and picketing that may be constitutionally protected forms of expression or religion.
- (41) Fixed Base Operator (FBO): A commercial operator authorized and required, by agreement with the Board, to provide to the public the sale of products, services,

and facilities to include, at minimum, the activities as required by the Airport's minimum standards.

- (42) Flammable Liquids: Any liquid that emits a flammable vapor at or below a temperature of 100 degrees Fahrenheit as determined by the flash point from a Tagliabue open cup tester. This includes any other combustible liquids now used for aircraft fuels.
- (43) Foreign Object Debris (FOD): Any object found in an inappropriate location that, as a result of being in that location, can damage equipment or injure airplane or airport personnel.
- (44) Fueling Agent: Any entity, including its employees and agents, authorized by the Director to dispense aviation or motor vehicle fuels at the Airport.
- (45) Fuel Tanker Vehicle: A vehicle self-propelled or without power used to refuel aircraft or carry fuel.
- (46) General Aviation: All phases of aviation other than aircraft manufacturing, military aviation and scheduled and non-scheduled Commercial Air Carrier operations.
- (47) GRR: The FAA's identifier for the Airport.
- (48) Hazardous Materials: Any hazardous or toxic substances, materials or wastes, including, but not limited to, those substances, materials, and wastes listed in the United States Department of Transportation Hazardous Materials Table (49 CFR 172.101) or by the Environmental Protection Agency as hazardous substances (40 CFR Part 302) and amendments thereto, or such substances, materials and wastes which are or become regulated under any applicable local, State or Federal law including, without limitation, any material, waste or substance which is petroleum or petroleum distillate, asbestos, polychlorinated biphenyls, defined as a "hazardous waste" pursuant to the Resource Conservation and Recovery Act, 42 U.S.C. §6901, et seq. or defined as a "hazardous substance" pursuant to the Comprehensive Environmental Response, Compensation, and Liability Act, 42 U.S.C. §9601, et seq.
- (49) Incident: An occurrence or event that interrupts normal procedure or operations, or precipitates an accident.
- (50) Leafleting: The distribution of handbills, tracts, circulars, flyers, literature or other written or printed material for religious, charitable or other noncommercial purposes.
- (51) Loading Gate: The space reserved for the loading and unloading of aircraft at the terminal concourse.

- (52) Michigan Aeronautics Commission: The agency created by the State of Michigan under Public Act 327 of the Public Acts of Michigan for 1945 or any successor thereto established by law.
- (53) Michigan Department of Environmental Quality (MDEQ): A department of the State of Michigan with authority for the Federal Clean Water Act and Michigan Waste Water Commission Act Part 31 of Public Act 451 of 1994, as amended.
- (54) Minimum Standards: Those qualifications, standards, and criteria set forth, by the Board, as the minimum requirements that must be met as a condition for the right to engage in Aeronautical Activities at the Airport.
- (55) Motor Vehicle: A vehicle which is self-propelled. This definition includes, but is not limited to, the following: automobiles, trucks, buses, limousines, semi-tractors, snowmobiles, motorcycles and mopeds.
- (56) Movement Area: Runways, taxiways and their associated safety areas. Movement on these areas is controlled by the FAA/ATCT during periods when the ATCT is operational.
- (57) Non-movement Area: Service areas (roads, ramps, taxiways) related to movement of aircraft and vehicles under the jurisdiction of the Airport. The ATCT may provide information for these areas that is advisory only and does not imply control or responsibility of non-movement areas.
- (58) Off-Airport Rental Car Company: Any entity engaged in the business of renting motor vehicles to and for use by the public that conducts no part of its business operations, other than advertising, inside the Airport terminal.
- (59) Operate: To physically manipulate the controls of an aircraft or motor vehicle necessary to put it in motion.
- (60) Operating Directive: An immediate order issued by the Director regarding procedures to insure handling, policing, and protection of the public while at the Airport and to insure compliance with all of the Federal, State and local laws, ordinances and regulations.
- (61) Passenger Loading and Unloading Zone: An area at the Airport designated by the Director and reserved for the exclusive use of vehicles that are actually engaged in loading or unloading of passengers and/or baggage.
- (62) Permit: An operating certificate issued by the Airport enabling a commercial entity to conduct Commercial Activities at the airport.
- (63) Person: Any individual, firm, partnership, corporation, company, association, and any trustee, receiver, assignee or similar representative thereof.

- (64) Picketing: To demonstrate or protest, as part of a labor demonstration or otherwise, by assembling, patrolling, walking, marching, parading, posting or sitting-in.
- (65) Private Vehicle: A vehicle (registered to an individual) transporting persons or property for which no charge is paid directly or indirectly by the passenger or by any other entity, excepting and excluding any vehicle that is a courtesy vehicle as defined herein.
- (66) Ramp (Apron): An area of the Airport within the AOA designated for the loading, unloading, servicing, or parking of aircraft.
- (67) Rental Car: Any motor vehicle including, but not limited to, any automobile, truck, van or motorcycle whose owner holds such vehicle out for hire for the general public.
- (68) Revocation: The discontinuance of a driver or firm's privilege to operate at the Airport with reinstatement of operating privileges to be permitted upon written approval of the Director.
- (69) Rules and Regulations: The provisions of duly passed resolutions and operating directives of the Airport Board as well as any operating directives issued by the Director.
- (70) Runway: A surface reserved exclusively for the landing and take-off of aircraft.
- (71) SASO (Specialized Aeronautical Service Operator): A commercial operator that provides any one or a combination of Aeronautical Activities or aeronautical services. Examples of these services may include aircraft rental; flight training; aircraft maintenance; air ambulance; aircraft sales; avionics, instrument or propeller services; ground service equipment repair; aircraft ground handling; or other specialized commercial flight support businesses.
- (72) Security Identification Display Area (SIDA): That portion of the AOA requiring each person to continuously display, on his/her outermost garment, above waist level, an Airport approved identification medium unless the individual is accompanied by an Airport approved escort.
- (73) Significant Materials- Any material which could degrade or impair water quality, including but not limited to : raw materials, fuels, solvents, detergents, and plastic pellets; finished materials such as metallic products; hazardous substances designated under Section 101 (14) of Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) (see 40 CFR 372.65); any chemical the facility is required to report pursuant to Section 313 of Emergency Planning and Community Right-to-Know Act (EPCRA); polluting materials as identified under the Part 5 Rules (Rules 324.2001 through 324.2009 of the Michigan Administrative Code); Hazardous Waste as defined in Part 111 of the Michigan Act; fertilizers; pesticides; and waste products such as ashes, slag, and sludge that have the potential to be released with storm water discharges.

- (74) Smoking: Inhaling, exhaling, burning or carrying any lighted cigar, cigarette, pipe, weed, or plant.
- (75) 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 regardless of whether or not the person making such solicitation receives any contribution or makes any sale referred to herein.
- (76) Stopping, Standing or Parking: Any stopping or standing of a vehicle, whether occupied or not, except when necessary to avoid conflict with other traffic or in compliance with the direction of a law enforcement officer or traffic control signal, sign, or device.
- (77) Storm Water Pollution Prevention Plan (SWPPP): A guide that provides pollution prevention planning guidance for facilities with a National Pollutant Discharge Elimination System (NPDES) storm water permit. The Airport has developed a SWPPP, which is an official document of the Airport that documents processes and procedures for ensuring that significant materials associated with activities at the airport do not come into contact, or have minimized contact with storm water.
- (78) Substantial Damage: Damage or structural failure which adversely affects the structural strength, performance, or flight characteristics of the Aircraft and which would normally require major repair or replacement of the affected component(s).
- (79) Suspension: The temporary discontinuance for up to 30 days of a driver's or a firm's privilege to operate at the Airport.
- (80) Taxicab, Taxi, or Cab: A licensed public motor vehicle carrier which is not designed to carry more than 9 passengers and is licensed as such by the City of Grand Rapids or any other municipality.
- (81) Taxicab Loading Zone: Designated area adjacent to the Airport Terminal Building for the loading/unloading of passengers and baggage into and out of Taxicabs under contract with the board.
- (82) Taxicab Stand: An area assigned for the exclusive use of taxicabs (under contract with the board) awaiting passengers.
- (83) Taxiway: A surface used primarily by aircraft to proceed to and from ramps and runways.
- (84) Tenant (Grantee/Permitee): 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 upon the Airport premises regardless of whether or not a written agreement with the Board for such business exists.

- (85) Terminal Building: Means the main airline terminal building at the Airport.
- (86) Three Strikes Program: A program developed to ensure continued security awareness and compliance among Airport Employees, Tenants, Vendors and contractors.
- (87) 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. The TSA is charged with the responsibility of day-to-day Federal security screening operations for passenger air transportation.
- (88) Transportation Security Regulation (TSR): Federal regulation of the Transportation Security Administration as published in Title 49 of the Code of Federal Regulations.
- (89) Ultralight Vehicle: A vehicle that is used only for aviation recreation, or sport aviation purposes, and satisfies all criteria and requirements of FAR Part 103, including subsequent amendments.
- (90) Vehicle: Every device in, upon, or by which a person or property is, or may be transported or drawn upon a roadway regardless of means of propulsion, except devices moved upon stationary rails or tracks.
- (91) Vehicle Traffic Lane: Designated traffic lane, immediately adjacent to the front of the Airport Terminal Building. Such lane is generally reserved for use by non-Commercial Transporter Vehicles, valet, and private vehicles, unless otherwise authorized/designated.
- (92) Vendor: Any person or entity that sells real property, goods, or services.

## 1.6 ADMINISTRATION AND POLICY

- A. Administration of the terms of these Rules and Regulations shall be under the authority and control of the Director.
- B. Policymaking aspects of these Rules and Regulations reside with the Board.

## 1.7 EMERGENCY POWERS OF THE DIRECTOR

When an emergency exists at the Airport, the Director is empowered to issue such directives and to take such action that, within his/her discretion and judgment are necessary or desirable to protect persons and property and expedite the operation of the Airport. Such directives and actions of the Director shall have the force of a regulation hereunder so long as said emergency exists.

## 1.8 CONFLICT WITH OTHER AUTHORITY

Should any part of these Rules and Regulations conflict with Federal or State law or local ordinance, then such Federal, State, or local authority will take precedence. The Rules and Regulations promulgated herein shall in no way supersede or abrogate regulations set forth in TSR Part 1542 (Airport Security) or FAR Part 139 (Certification and Operations of Land Airports). If any provision of these Rules and Regulations or the application thereof to any person or circumstances is held invalid, the remainder of the Rules and Regulations shall not be affected thereby.

## 1.9 ENFORCEMENT

The Director shall enforce the provisions of these Rules and Regulations and may call upon Airport Operations or Airport Police for such assistance as the Director may from time to time require.

### A. Criminal Penalties

Except as otherwise provided in these Rules and Regulations, any person violating any of the provisions of these Rules and Regulations, or orders issued pursuant thereto, shall be guilty of a misdemeanor punishable by a fine of not more than \$100.00 or by imprisonment in the County jail of not more than 90 days or both. Such fine and imprisonment is at the discretion of the court. A violation of each and every rule, regulation or order shall be considered a separate offense.

### B. Civil Enforcement

**Removal from the Airport:** Any person who fails or refuses to comply promptly with the Rules and Regulations contained herein following notice of violation by the Director, where such noncompliance interferes with the management, regulation or operation of the Airport and its facilities or creates any hazard or condition that endangers the public or Airport personnel or property, may be promptly removed or ejected from the Airport by the authority of the Director. This action may include the revocation of the Airport issued identification badge during the period of time where any investigation into the incident is taking place.

**Civil Fines:** Any individual holding an Airport issued identification badge that violates these Rules and Regulations or violates the Airport Security Program or permits violations to occur on/in areas under their control shall be subject to fines by the Director according to the schedule of fines set forth in Exhibit A. As to Airport employees, payment of the fine shall be required as a condition to continued possession and use of his/her identification badge or as a condition of reinstatement after revocation of the identification badge. As to Airport Tenants, Concessionaires and contractors, fines shall be regarded as additional rent, fees or contract back charges as the case may be and shall be enforced in the same manner and to the same extent as nonpayment of rent and fees under the lease or

concession agreement or back charge against retainage, default or other remedy under the contract.

Fines not remitted within 10 calendar days from the date of issue shall increase by a factor of two. Fines not remitted within 90 days of the date of issue shall increase by a factor of 3 and may result in the loss of access privileges.

#### 1.10 APPEAL PROCESS

Any Company or individual may appeal any civil enforcement under section 1.9 B or any violation of the Three Strikes Program under section 3.2, by following the steps below. Any revocation imposed pursuant to the 3<sup>rd</sup> Violation under section 3.2 shall be imposed immediately and not stayed pending an appeal hereunder. With respect to all other appealable penalties or violations, the imposition of same will be held in abeyance pending a proper and timely appeal to Step 1 or Step 2 as the case may be.

*STEP #1* Appeal violation in writing to the Airport Police Chief. The Chief may rescind the violation if additional information presented establishes innocence. A decision will be made within three working days. If the Airport Police Chief is unavailable, an appeal may be initiated at Step 2.

*STEP #2* If not satisfied with the outcome of a Step 1 appeal, an appeal may be brought to the Public Safety & Operations Director within three working days of the Step 1 decision. The Public Safety and Operations Director will render a decision within three working days of receipt of such appeal.

*STEP #3* If not satisfied with the outcome of Step 2 appeal, an appeal may be brought to the Aeronautical, Facilities and Marketing Committee. The appeal should be presented in writing. The Committee typically meets once every month and appeals should be submitted by the end of the preceding month. The third step in the appeal process is final.

## 2. PERSONAL CONDUCT

### 2.1 COMPLIANCE WITH SIGNS

All persons shall observe and obey all posted signs, fences, doors, and barricades prohibiting entry into specified areas or governing the activities and demeanor of the public while on the Airport.

## 2.2 TRESPASSING

Any person or persons who fail to leave the Airport, or a specified area thereof; or any person or persons who knowingly or willingly violate these Rules and Regulations, or who refuse to comply therewith after proper request to do so by the Director, shall be regarded as trespassing and shall be subject to removal from and denial of access to the Airport for such period of time as may be specified by the Director.

- A. No person(s), singly or in association with others, shall by his/her or their conduct or by congregating with others prevent any person or persons lawfully entitled thereto from the use and enjoyment of the Airport and its facilities or any part thereof, or prevent any other person or persons lawfully entitled thereto from passage from place to place, or through entrances, exits, or passageways on the Airport.
- B. It shall be unlawful for any person to remain in or on any public area, place, or facility at the Airport in such a manner as to hinder or impede the orderly passage in or through or the normal or the customary use of such area, place, or facility by persons or vehicles entitled to such passage or use.
- C. A person shall not trespass upon the area within the boundary of an approved or licensed airport, landing field, or other aeronautical facility, or operate or cause to be operated a vehicle or device, or conduct an activity upon or across a licensed airport, landing field, or other aeronautical facility, unless that operation or activity is authorized by the Director.

## 2.3 PRESERVATION OF PROPERTY

No person may destroy, injure, deface, or disturb any building, sign, equipment, marker, or other structure, tree, flower, lawn, or other property on the Airport. Any person causing or being responsible for such actions will immediately report such event to the Director. Failure to report such incidents may result in an assessed penalty.

## 2.4 PUBLIC SAFETY

No person shall adversely affect, or endanger the health or safety of the public or employees of the Airport.

## 3. SECURITY

The Department has the overall responsibility for security at the Airport as described in TSR Part 1542 and further defined in the Airport's approved Airport Security Program. TSA directed security enhancements or measures as implemented by the Airport may supersede these Rules and Regulations.

### 3.1 TENANT RESPONSIBILITIES

Each Airport Tenant shall be responsible for the security of its leased/assigned premises, its employees and compliance with the Airport Security Program and other applicable programs and procedures (e.g. Three Strikes Program).

Each Airport Tenant shall be responsible for reimbursing the Department any fines levied against the Department by the TSA as a result of their failure or their employee's failure to comply with the provisions of the Airport Security Program or the Three Strikes Program.

All Airport Employees, Tenants, Vendors and Contractors shall comply with the provisions of this document. This will ensure security awareness in compliance with provisions of the Airport Security Program and the Three Strikes Program.

Any fines resulting from a violation of the Airport's Rules and Regulations not attributable to an individual employee shall be assessed to the appropriate Tenant, Vendor, or Contractor.

No person may make, or cause to be made, any of the following:

- A. Any fraudulent or intentionally false statement in any application for any access or identification medium.
- B. Any fraudulent or intentionally false entry in any record or report that is kept, made, or used to show compliance with the Airport Security Program.
- C. Any reproduction or alteration, for fraudulent purposes, of any access or identification medium issued by the Department.

No person may:

- A. Tamper or interfere with, compromise, modify, attempt to circumvent, or cause a person to tamper or interfere with, the system, measure, or procedure of the Airport Security Program.
- B. Enter or be present within a secured area, AOA, SIDA or sterile area without complying with the systems, measures or procedures being applied to control access to, or presence of or movement in such areas.
- C. Use, allow to be used, or cause to be used, any Airport-issued or Airport-approved access or identification medium that authorizes the access, presence, or movement of persons or vehicles in secured areas, AOAs, or SIDAs in any other manner than for which it was issued.

It is a violation for any person to open or leave open, unlock or leave unlocked or leave unattended any perimeter security gate/door as described in the Airport

Security Program, except when the gate/door is operated in compliance with the provisions of the Airport Security Program.

It is a violation for any person to enter an area which is controlled for security purposes unless they are appropriately displaying an Airport issued or Airport approved identification badge, or are under proper escort.

Each individual issued an identification badge by the Department shall be responsible for challenge requirements as contained in the Airport Security Program.

Each individual/employee is responsible for their Airport issued ID badge. In the event a badge is lost or stolen, the employee shall report such to Airport Communications. If an individual/employee loses their Airport issued identification badge they shall be required to pay a lost badge fee, in addition to fees associated with the replacement of that badge.

It is a violation of any person to operate a vehicle (motorized or other) which is not identified in compliance with the Airport Security Program.

## 3.2 THREE STRIKES PROGRAM

The purpose of the Three Strikes Program is to develop and ensure continued security awareness and compliance among Airport Employees, Tenants, Vendors and Contractors. The program is applicable to all persons who have been issued a GRR Identification Badge.

### A. INDIVIDUAL VIOLATIONS

Under the Three Strikes Program, a 3rd violation of the Airport Security Program may result in permanent revocation of the individual's ID Badge and access privileges. The process is as follows:

**1st Violation** - results in a warning notice, a copy of which is sent to the individual's employer.

**2nd Violation** - results in a (3) working day suspension of the individual's GRR Secured Area, Sterile Area, Cargo or AOA Badge and the requirement to complete an appropriate security training program.

**3rd Violation** - may result in permanent revocation of the individual's GRR Secured Area, Sterile Area, Cargo or AOA Badge.

Below are the individual violations that are applicable to the Three Strikes Program:

- Failure to properly display identification badge

- Unauthorized presence in restricted area
- Failure to properly challenge
- Failure to properly identify a vehicle
- Failure to properly escort
- Using someone else's badge
- Allowing someone to use your badge
- Failure to secure an access point
- Failure to comply with any other provision of the Airport Security Program
- Loss of access media (key or key card)
- Piggybacking

All violations will be entered into a database for record keeping purposes. Violations will remain on file for a 12- month period.

#### B. TENANT, CONTRACTOR OR VENDOR VIOLATIONS

Any violation not attributable to an employee shall be assessed to the Tenant, Contractor, or Vendor responsible for the violation. The penalties are as follows:

**1st Violation** - results in a warning notice.

**2nd Violation** - results in a fine of \$100

**3rd Violation** - results in a fine of \$200

Fines assessed against Tenants, Contractors or Vendors for security violations will double with each subsequent offense. (Example: \$100, \$200, \$400, \$800, \$1,600, etc.) All violations will be entered into a database for record keeping purposes. Violations will remain on file for a 12- month period.

### 4. PARKING AND VEHICLE OPERATIONS

#### 4.1 PUBLIC PARKING

- A. No person shall park or leave standing any vehicle, whether occupied or not, on Airport premises except within designated parking areas and then only in accordance with regulations governing the use of said areas.
- B. No person shall double park any vehicle in any area.
- C. No person shall park or leave any vehicle within areas designated as passenger loading and unloading zones other than while actually boarding or discharging persons or freight from the motor vehicle.

- D. No person shall park, stop or leave standing any vehicle of any type, except within areas designated for the particular type of vehicle involved and then only in accordance with the posted regulations relating to the area and type of vehicle.
- E. No person shall park a vehicle in excess of 60 days in the Long Term or 30 days in the Short Term Airport Parking Facilities. Vehicles parked in excess of the number of days mentioned herein are subject to tow or impound.
- F. No person shall park any vehicle in such a manner that the vehicle shall not be entirely within one stall as designated by the lines or marks on the pavement. Persons using two or more parking spaces shall compensate the Department according to the number of spaces used.

#### 4.2 ENFORCEMENT OF VEHICLE PARKING

- A. Airport Police Officers are authorized to immediately tow any vehicle parked in such a manner as to obstruct Airport vehicular traffic or such that it disrupts the orderly flow of pedestrian traffic.
- B. A vehicle towed under this section shall be transported to a location for subsequent retrieval by the owner(s) thereof.
- C. The owner of any vehicle parked at the Airport shall be deemed to have consented to pay the cost of removal and storage of the vehicle when the same is parked contrary to the provisions of this regulation.

#### 4.3 EMPLOYEE PARKING

- A. Parking is provided to airport-based employees. Parking for non-based crewmembers of Tenant airlines and their affiliates may be provided at the discretion of the Tenant manager and the Director. Failure to comply with the use of the assigned parking area may result in the loss of parking privileges and/or loss of the Airport-issued identification badge or Airport-issued parking card.
- B. Employee automobile parking permits or decals will be issued only to persons authorized by the Director and will be valid only when used by the person to whom it was issued and while that person is an employee of an Airport Tenant.
- C. The Director is authorized to determine the period of time that any particular employee parking permit or decal will be valid and the fee to be required.
- D. Lost, stolen, or unserviceable parking permits will be replaced at the employee's expense.

- E. Employees utilizing parking permits will display, in the lower left-hand corner of the vehicle windshield, a numbered airport decal in serviceable condition. Parking permits are the property of the Department and must be surrendered upon termination of parking privileges or upon sale or transfer of the vehicle.
- F. Employees shall park only in the areas designated for employee parking by the Director.
- G. Employees shall comply with any additional parking lot procedures and regulations promulgated by the Director.
- H. No person shall park a vehicle in excess of 30 days in the Airport Employee Parking Lot. Vehicles parked in excess of 30 days are subject to tow and impound. The Airport Employee will be responsible for all associated fees.

#### 4.4 VEHICLE OPERATING REQUIREMENTS

It shall be unlawful and in violation of these Rules and Regulations for any person to knowingly:

- A. Fail to comply with any lawful order or direction of any law enforcement officer invested by law with authority to direct, control or regulate traffic.
- B. Violate established programs controlling the operation of vehicles on the AOA or any other portion of the Airport. Vehicles operated on any portion of the AOA will also be identified and controlled in compliance with the Airport Security Program.
- C. Operate any vehicle other than an aircraft on the movement area of the Airport without using a Department approved light. Vehicles accompanied by an approved escort vehicle with a Department approved light shall be exempt from application of this subsection.
- D. Clean or make repairs to vehicles on the Airport, except those vehicles owned and operated by a Tenant. All cleaning and repair of vehicles approved by the Director shall be performed in designated areas meeting Federal, State and local laws and regulations covering vehicle cleaning and repair activities.
- E. Operate a vehicle on the AOA without a functioning exhaust system.
- F. Operate a vehicle on the AOA without fully functioning emergency brakes, taillights and, during the hours between one half hour before sunset and one half hour after sunrise and during other times when visibility is less than 3 miles, headlights. If the vehicle's lights are inoperative, the vehicle shall not be operated during the above time period until repairs are completed.

- G. Operate vehicles on the Movement Area without prior approval from the Department and proper clearance from ATCT.
- H. Fail to maintain ground equipment free from leakage of engine fluids, excessive discharge of exhaust gasses, and excessive noise. If any of the above conditions exist, the vehicle shall be repaired in a timely manner. The Director may order the equipment out of service until necessary repairs are completed.
- I. Operate a vehicle in excess of 20 mph on the ramp and 15 mph within 50 feet of an aircraft or building.
- J. Fail to give aircraft and pedestrians the right of way over vehicles on the AOA.
- K. Operate any vehicle between an aircraft and a gate or under a passenger loading bridge.
- L. Park a vehicle near any aircraft in such a manner so as to prevent it or the other ground equipment from being readily driven or towed away from the aircraft in case of an emergency.
- M. Park a vehicle or equipment in such a manner as to restrict the safe and efficient movement of other motorized ground equipment or aircraft on any portion of the AOA.
- N. Park or operate ground service equipment outside of the AOA, unless authorized by the Director.
- O. Park vehicles or equipment not related to baggage handling in the baggage makeup area.
- P. Use studded tires or chains on any paved Airport surface.

#### 4.5 ACCIDENTS

All persons involved in an accident on the Airport shall report to an Airport Law Enforcement Officer or in the event of an aircraft related incident report to an Operations Supervisor, as soon after the accident as possible, furnishing their names, addresses, and any other required information. The individual concerned is responsible for making such additional reports as may be required by Federal, State and local laws and regulations.

## 5. COMMERCIAL GROUND TRANSPORTATION

### 5.1 GENERAL PROVISIONS

- A. No Commercial Transporter, unless authorized by the Director may use the facilities of the Airport for soliciting for the transportation of passengers from the Airport unless the transportation has been prearranged by the passenger.
- B. Compliance with Federal, State and Local Laws and Ordinances: No Commercial Transport vehicle shall be operated in violation of traffic ordinances established by Federal, State and local laws or ordinances, nor in any event without proper regard for the public safety and welfare.
- C. Compliance with Rules and Regulations: No Commercial Transport vehicle shall be operated in violation of the Rules and Regulations as same may be amended, modified or supplemented from time to time.
- D. Compliance with Federal, State and Local Licensing Regulations: No Commercial Transport vehicle shall be operated on the property of the Airport until such vehicle has been registered in accordance with all appropriate requirements of Federal, State and local laws or ordinances and all proper licenses have been obtained therefore.
- E. Vehicles Subject to Inspection: The Director or his/her designee shall have the right at any time (upon display of proper identification) to enter into or upon any Commercial Transport vehicle for the purpose of determining that all the provisions of these Rules and Regulations are being properly adhered to. After such inspection, any vehicle found to be unsuitable in accordance with provisions as set forth in these Rules and Regulations may be immediately barred from Airport property by the Director.
- F. Commercial Loading/Unloading Zones: Upon entry onto Airport property without passengers or after discharging passengers at the airport terminal, each Commercial Transport vehicle shall proceed to the proper parking area designated by the Director or leave the Airport property.
- G. Loading and Unloading: Commercial Transport vehicles authorized to operate on the property of the Airport shall use only the commercial loading/unloading areas designated by the Director for such purpose. Use of the commercial loading/unloading areas shall be in accordance with any regulations set forth by the Director.

Ground transportation concessionaire's transporters shall remain in queue while in the taxicab hold area and proceed to the taxicab loading zone on a "first-in/first-out" basis. The taxicab in position to be loaded may not refuse a properly presented fare. Taxicabs in the taxicab loading zone that have been hired for an incoming fare which has not arrived must proceed out of

the taxicab loading zone to the nearest open space within the passenger loading/unloading zone.

- H. Soliciting: No person may solicit passengers or fares on the property of the Airport except as allowed under these Rules and Regulations.
- I. Vehicle Appearance and Condition: All Commercial Transporter Vehicles must conform to a standard of cleanliness established by the Director.
  - (1) The exterior of Commercial Transport Vehicles shall be maintained in a clean, undamaged condition and present a favorable appearance. Exterior of Commercial Transport Vehicles shall include body paint, all glass, hubcaps, head and tail lights, grills, bumpers and body trim. Commercial Transport Vehicles that have been damaged and can be driven safely in accordance with State law and without reduction to the customers' comfort shall be given a 3 week grace period to perform needed repairs. After such time, the vehicle will be restricted from operating at the airport until proper repairs are made.
  - (2) The interior of approved Commercial Transport Vehicles, including the trunk, shall be maintained in a condition so as to be free of grease, dirt and trash. Passengers shall be able to use the seats and trunk of the vehicles without fear of soiling or damaging either their wearing apparel or their luggage. Interior seat fabric must not be ripped, torn or have holes.
  - (3) All Commercial Transport Vehicles must be free from leakage of engine fluids, excessive discharge of exhaust gasses and excessive exhaust noise. In addition, all heating and/or air conditioning units must be operational.
  - (4) Driver's Appearance: Commercial Transport Vehicle drivers shall be properly attired in a clean shirt or blouse with collar, and slacks or skirts. Drivers shall wear shoes or dress boots with socks (no sandals permitted). Drivers shall be clean shaven or have facial hair neatly trimmed and maintain a well groomed appearance and sanitary hygiene.
  - (5) Driver Conduct: Each driver of a Commercial Transport Vehicle shall remain in his/her vehicle or immediately adjacent to his/her vehicle at all times while such vehicle is upon the property of the Airport except for those drivers who get out and leave their vehicle in the queue to use the restroom facilities. Taxicab drivers must remain in their vehicles when in the taxicab hold area and the taxicab loading zone. Nothing in this Section shall be held to prohibit any driver from aligning to a street or sidewalk

for the purpose of assisting passengers into or out of his/her vehicle.

Each driver of a Commercial Transporter Vehicle shall at all times treat members of the public with the utmost courtesy. No driver shall solicit patronage in a loud or annoying tone of voice, nor shall any driver annoy any person by any sign, nor shall any driver obstruct the movement of any person.

- J. Insurance: Commercial Transporter shall procure and maintain the following insurance covering its operations at or upon the Airport. Such insurance shall be in at least the following amounts:

Commercial General Liability covering claims for damages because of bodily injury and personal injury, including death, and damage to property, in the amount of \$2,000,000, combined single limit. Such policy shall include coverage for Premises and Operations, Contractual Liability as applicable to the hold-harmless agreements in this Agreement; Completed Products and Operations; Property Damage; and a Cross Liability Endorsement for Department as an additional insured.

Comprehensive Auto Liability including owned, non-owned or hired in the amount of \$2,000,000 each accident combined single limit.

Workers' Compensation including occupational disease, other states and Voluntary Compensation coverage on all employees to statutory limits. Commercial Transporter may self-insure this obligation pursuant to the provisions of Michigan Public Act 317 of 1969, as amended.

Employer's Liability \$100,000 per occurrence.

Such policies of insurance shall be in a form and with companies reasonably satisfactory to the Board (provided that an A.M. Best rated insurance company with a rating of B+, VIII or better shall be deemed reasonably satisfactory for the purposes hereof). Commercial Transporter shall be fully responsible for the insurance policy deductible for which the required insurance applies.

Upon request, certificates shall be deposited with Department at least five (5) business days prior to commencement of Commercial Transporter's operations showing such insurance to be in effect and showing the County of Kent to be named as an additional insured and requiring the issuing company to give thirty (30) days prior written notice to Department prior to the cancellation of the insurance or material change in the coverage.

In order to effect a waiver of insurance subrogation rights, to the extent permitted by law, each party its elected and appointed officials, employees

and volunteers and others working on its behalf does hereby release the other from liability from any loss or damage to the Leased Space, building, personal property, fixtures and equipment of the other to the extent that such loss is covered, or would be covered if such insurance were in effect, by fire and extended coverage insurance in the full insurable value of such real or personal property, even though such loss may be due to the negligence or fault of such other party, its agents, representatives or employees. Commercial Transporter's policies of insurance shall contain a clause or endorsement that such release shall not adversely affect or impair such policies or prejudice the right of Commercial Transporter or Department as additional insured, to recover hereunder.

From time to time the Department may review applicable insurance limits and coverage's and Commercial Transporter agrees to provide insurance as shall then comply with current policy requirements of the Department. The Department shall notify registered Commercial Transporters of any such changes in the minimum limits and/or types of coverage required and Commercial Transporter shall have thirty (30) days from such notice to provide Department with adequate proof of insurance in accordance with this section.

Commercial Transporter must fully indemnify and hold Kent County harmless from any and all claims whatsoever arising out of business operations in accordance with these Rules and Regulations.

K. Penalties for Violation: Any driver or Commercial Transporter who violates any provision of these Rules and Regulations shall be subject to penalty as set forth herein. Such driver or transporter shall be subject to such penalty as may be determined by the Director not to exceed \$1,000.

L. Rental Car Parking:

(1) Rental cars shall park only in spaces designated in the rental car ready lot or designated service facility. The rental car ready lot shall be utilized only by on-airport rental car companies having a contractual relationship with the Board authorizing the use of said lot.

(2) Rental cars owned by an off-airport rental car company may be parked in areas designated for public parking and shall conform to all regulations applicable to privately owned vehicles.

(3) Any vehicle including any rental car which is parked in a public parking area of the Airport shall be treated as a privately owned vehicle for purposes of determining the applicable parking fee.

(4) Courtesy vehicles operated by off-airport rental companies shall utilize spaces provided in the Commercial Vehicle Lane and shall

have no more than one vehicle in the Commercial Vehicle Lane at any one time.

## 6. AIR OPERATIONS AREA

### 6.1 GENERAL PROVISIONS

No person shall operate any aircraft to, from, or on the Airport, or service, repair or maintain any aircraft, or conduct any aircraft operations on or from the Airport, except in conformity with all applicable regulations of the FAA, TSA, State of Michigan and Airport Rules and Regulations governing such operations. It shall be the responsibility of all persons, firms, and corporations operating on the Airport to acquaint themselves with and adhere to the Rules and Regulations contained herein at all times.

- A. Whenever the Director believes the condition of the Airport or any part of the Airport to be unsafe for Aeronautical Activity, the Director has the authority to close the Airport or any part thereof.
- B. The Director may delay or otherwise restrict any flight activity or other operation of any aircraft at the Airport for reasons related to the public health, safety or welfare. This includes, but is not limited to, the following types of specialized Aeronautical Activity: ultralights, balloons, gliders, skydiving or banner towing.
- C. No air meets, air shows, aerial demonstrations or other special activities shall be held at the Airport or above any lands owned by Kent County unless advance written permission is obtained from the Director.
- D. All air carriers using the terminal shall load/unload passenger from aircraft gate positions unless prior approval is obtained from the Director.
- E. Tenants shall monitor and control their passenger ramp loading/unloading activities to ensure passenger safety at all times.
- F. All aircraft utilizing aircraft gate positions must be parked in accordance with parking position markings unless prior approval is obtained from the Director.
- G. General aviation aircraft may not use the air carrier ramp (main airline terminal) or facilities unless authorized by the Director.
- H. Supplemental Parking/Air Carrier: Requests for supplemental aircraft parking must be made in advance by calling Airport Communications. Such requests shall be granted on a first come, first served basis.
- I. Disabled Aircraft: It is the responsibility of the aircraft owner or operator to promptly remove disabled aircraft and parts thereof upon approval from the

appropriate governmental authorities. If any person refuses or is unable to move an aircraft or part thereof as directed by the Director, the aircraft or part may be moved by the Director at the owner's or operator's expense and without liability on the part of the Department for damage which may result in the course of or by reason of such moving. The same shall apply to the removal of wrecked or damaged aircraft and parts on any portion of the Airport.

- J. Derelict Aircraft: No person shall park or store any aircraft in non-flyable condition on Airport property, including leased premises, for a period in excess of 90 days, without written permission from the Director.
- K. Aircraft Accident Reporting: Persons involved in aircraft accidents or incidents which occur on the Airport and which involve Substantial Damage shall make a full report thereof to the Director as soon after the accident as possible. It shall be a violation of these Rules and Regulations to withhold or deny information to the Director. Such an infraction will be punishable by a fine or other administrative action deemed appropriate.
- L. Towing of Aircraft: The Director may authorize the towing or otherwise movement of aircraft parked in violation of these Rules and Regulations at the owner's or operator's expense and without liability on the part of the Department, its officers, employees or agents for damage which may result in a course of or by reason of such moving. All aircraft towing must be done with aircraft running lights on or with a qualified marshal at each wing tip. Aircraft shall not be parked in a manner that could disrupt or impede other operations, without prior permission from the Director.
- M. No person shall operate any aircraft weighing more than the designated load bearing capacity of any pavement being a part of the Airport premises without permission from the Director.
- N. No Tenant holding a lease for a paved area or operating under a use agreement may permit aircraft or equipment to exceed the weight-bearing capability of any portion of pavement under their control without permission from the Director.
- O. No person shall operate any aircraft contrary to an Airport issued Notice to Airmen (NOTAM) as published by the FAA.
- P. Unless otherwise approved by the Director, no person shall enter any portion of the AOA unless such access is required in order to perform official duties.
- Q. No person may enter the movement area without approval from the Department except for aircraft operators with proper ATC clearance.

- R. No person shall conduct any snow removal activity on the AOA without prior coordination and approval of the Director. No person may create an unsafe condition when creating snow piles/ridges.
- S. The starting or operating of aircraft engines inside any hangar is prohibited.
- T. No person shall use chain or metal cable to tie an aircraft down.
- U. No person shall put in motion any aircraft without permission of the owner.
- V. No person shall use salt on the AOA.

## 7. AIRPORT BUSINESS AND COMMERCIAL OPERATIONS

### 7.1 GENERAL PROVISIONS

It shall be unlawful and a violation of these Rules and Regulations for any person or entity:

- A. To engage in any Commercial Activity or service on the premises of the Airport without first obtaining an Agreement from the Board.
- B. To engage in any Commercial Activity not specifically authorized by Agreement with the Airport.
- C. To violate Airport Minimum Standards for any aeronautical or service activity.
- D. To solicit for any purpose, at the Airport, in any manner unless such solicitation is approved pursuant to a written Agreement with the Board.
- E. To post, distribute or display signs, advertisements or distribute circulars except pursuant to conditions of an agreement with the Board.

## 8. NON-COMMERCIAL/FIRST AMENDMENT RIGHTS ACTIVITIES

### 8.1 PURPOSE

- A. To ensure that persons seeking to exercise constitutional freedoms of religion and expression can communicate effectively with users of the Airport.
- B. To ensure the free and orderly flow of pedestrian traffic through the Airport premises and to ensure the efficient functioning of Airport operations and services.
- C. To ensure that the security of the Airport is properly maintained.
- D. To protect persons using the Airport from fraud, deceptive practices, harassment, intimidation, interruption and inconvenience.

- E. To ensure a reasonable balance between persons wishing to exercise constitutional freedoms, commercial Tenants and Concessionaires, the traveling public and the Airport's orderly and efficient operation.

## 8.2 SOLICITATION

No person shall engage in any solicitation on Airport property unless authorized to do so in writing by the Director.

## 8.3 GENERAL RESTRICTIONS APPLICABLE TO ALL NON-COMMERCIAL/FIRST AMENDMENT ACTIVITIES

All persons engaged in non-commercial/first amendment rights activities at the Airport shall be subject to the following general restrictions:

- A. All leafleting and picketing activity on Airport property requires written authorization from the Director.
- B. All individuals, groups and organizations shall register with the Director during normal business hours in advance of conducting activities. Registration shall consist of providing the names, addresses and telephone numbers of the persons expected to engage in activities, the dates and times of the activities and the name, address and telephone number of the group or organization.
- C. No person shall conduct such activities within 8 feet of premises leased or assigned to or provided for a Concessionaire or Tenant (such as a restaurant or shop), rest rooms, stairs, elevator, doorways or entranceways, information desk, passenger or baggage screening locations.
- D. No person shall conduct such activities upon any street, roadway, drive or parking lot at the Airport.
- E. No person shall use sound or voice amplification systems, musical instruments, radio communication systems or other mechanical sound devices.
- F. No person shall make a loud noise or shout or speak at a level which disturbs or interferes with the ability of others to hear announcements over the Airport public address system or to transact business at the Airport.
- G. No person shall in any way obstruct, delay or interfere with the free movement of any person, nor shall any person assail, coerce, threaten or physically disturb any other person.
- H. No person shall set up any table, chair, stationary rack, vending machine or other structure or use any stationary or wheeled device, with the exception

of persons requiring the use of a wheelchair or other disadvantaged related device.

- I. No person shall wear or carry a sign or placard larger than 24" x 28" in size. No signs, placards or other material shall be affixed to the exterior or interior of any building or other appurtenance within the Airport premises without the Director's approval.
- J. All persons conducting such activities at the Airport agree to indemnify the County of Kent, its agents and employees, from and against any and all claims and demands by any third parties, whether just or unjust, for personal injuries (including death) or property damage (including theft or loss) caused by or alleged to be caused by the activities of such person on Airport property.
- K. Leafleting within Airport terminal building:
  - (1) Leafleting activities shall be confined to the areas in the Airport terminal building depicted on Exhibit B and described as the Main Hall.
  - (2) Leafleting shall be conducted in person by not more than 2 persons from a single group, organization or cause in each location at a time.
  - (3) Leafleting may only be conducted between the hours of 6:00 AM to 10:00 PM.
  - (4) At the conclusion of his or her leafleting, each person shall pick up all discarded leaflets and properly dispose of them or remove them from the premises.
- L. Leafleting and Picketing outside the Airport terminal building:
  - (1) Leafleting and Picketing activities shall be confined to the areas of the Airport described as public sidewalks other than those immediately in front of or adjacent to the Terminal Building.
  - (2) Leafleting and Picketing shall be conducted in person by not more than 5 persons from a single group, organization or cause in each location at a time.
  - (3) Leafleting may only be conducted only between the hours of 6:00 AM to 10:00 PM.
  - (4) At the conclusion of his or her leafleting, each person shall pick up all discarded leaflets and properly dispose of them or remove them from the premises.

- M. Nothing in these Rules and Regulations shall be deemed to permit or authorize any activity prohibited or restricted by a collective bargaining agreement to which the County of Kent is a party or limit Kent County from any of its civil remedies, including injunctive relief, or from lawfully exercising any of its other rights to protect the Airport from breaches of the peace or violation of law.

## 9. ENVIRONMENTAL AND SAFETY

### 9.1 NOISE CONTROL PROCEDURES

The Department requests that aircraft follow the published voluntary noise abatement procedures.

Engine run-ups shall only be conducted at the following locations:

<u>Location</u>	<u>Heading</u>
8L Hold Apron	350
Taxiway K (Cargo Carriers)	170/350
Runway 8R Hold Apron (Air Carriers)	240
26L Hold Apron (Cargo Carriers)	260
Southeast Terminal Ramp (Turbo props only)	300

Idle power maintenance engine run-ups are allowed on the ramps.

### 9.2 FLAMMABLE AND EXPLOSIVE MATERIALS

No person, without prior permission from the Director, shall keep, transport, handle, or store at, in or upon the Airport, any cargo or explosives or other hazardous articles which are barred from lading in, or for transportation by civil aircraft in the United States under Federal, State and local laws and regulations controlling the use or transportation of flammable and/or explosive materials.

Compliance with said laws and regulations shall not constitute or be construed to constitute a waiver of the required notice or an implied permission to keep, transport, handle, or store such explosives or other dangerous articles at, in, or upon the Airport. Advance notice of at least one business day shall be given the Director to permit full investigation and clearances for any operation requiring a waiver of this rule.

- A. Doping/Spray-Painting/Stripping: The use of "dope" (cellulose nitrate or cellulose acetate dissolved in volatile flammable solvents) within any hangar is prohibited. The process of doping shall be carried out as set forth by nationally recognized fire prevention standards and applicable local codes. 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 nationally recognized fire prevention standards and Cascade Township codes.

- B. Flammable Gases or Liquids: Gasoline, kerosene, ethyl jet fuel, ether, lubricating oil, or other flammable gases or liquids, including those used in connection with the process of "doping" shall be stored in accordance with the applicable codes, standards, and recommended practices of nationally recognized fire prevention standards. Buildings shall be provided with suitable fire appliances and first aid equipment.
- C. Use of Cleaning Fluids: Cleaning of aircraft parts and other equipment shall preferably be done with non-flammable cleaning agents or solvents. When the use of flammable solvents cannot be avoided, only liquids having flash points in excess of 100° F shall be used and special precautions shall be taken to eliminate ignition sources in accordance with nationally recognized fire prevention standards. Cleaning processes that emit odors affecting the terminal building are not allowed.

### 9.3 FUELING/DE-FUELING OPERATIONS

- A. Normal Operations: Guidelines, as established by nationally recognized fire prevention standards and Federal, State, and local authorities, including Spill Prevention, Control, and Countermeasures (SPCC) regulations shall be followed.
- B. Prohibited Operations: No aircraft shall be fueled or de-fueled while inside any building or structure. No aircraft shall be fueled or de-fueled while one or more of its engines are running or while combustion heaters (e.g. wing and tail surface heaters, integral cabin heaters) are operating except under the following conditions:

If an aircraft auxiliary power unit has failed on a jet aircraft and a suitable ground power unit is not available, a jet engine mounted at the rear of the aircraft or on the wing on the side opposite the fueling point may be operated during fueling operations to provide power provided that the aircraft is not parked within 50 feet of any other aircraft, building, hangar, concourse or passenger loading bridge.

- C. All persons, Tenants, employees, and agencies involved in fueling operations shall abide by the following:
  - (1) Fuel trucks shall not be parked within 50 feet of any aircraft, fuel storage facility, or building unless they are engaged in a fueling or defueling operation. This prohibition shall not apply to the repair of such equipment. In such cases, the fuel truck shall be electrically grounded upon entering the building.

- (2) Fuel trucks, whether loaded or empty, shall never be operated or parked within a distance of 10 feet of another fuel truck and shall be chocked when stationary.
- (3) No aircraft shall be fueled or de-fueled while passengers are on board unless such activity is allowed by the aircraft operator and all safety provisions adopted by the operator, for such activity are adhered to.
- (4) No fuel vehicle shall be backed within 20 feet of an aircraft unless a person is posted to assist or guide, or cones are placed for guidance.
- (5) No person shall engage in aircraft fueling or de-fueling operations without adequate fire extinguishing equipment readily accessible at the point of fueling.
- (6) No person shall start the engine of an aircraft on the Airport if there is any gasoline or other volatile fluid on the ground within the vicinity of the aircraft, unless directed to do so by the Director.
- (7) No person shall operate a radio transmitter, receiver, cell phone or two-way pager while an aircraft is being fueled or defueled unless authorized to do so by the Director.
- (8) Except for passengers, no person other than persons engaged in the fueling, servicing, and operation of an aircraft shall be permitted within 100 feet of such aircraft during fueling or de-fueling.
- (9) Fueling and de-fueling operations shall conform to the standards, and regulations set forth in the Department's Storm Water Pollution Prevention Plan (SWPPP) and shall conform to all required secondary containment Rules and Regulations.
- (10) Fueling or de-fueling operations shall not be conducted when lightning is occurring within 5 miles of the Airport.
- (11) Aircraft fuel servicing personnel shall not carry lighters or matches on their person while performing fuel servicing operations.
- (12) Aircraft and motor vehicles shall be fueled on the Airport only at locations and with equipment approved by the Director.
- (13) A fueling agent shall not permit any employee or agent to dispense fuel unsupervised unless he/she has first completed an FAA approved training program in acceptable fueling procedures, fire extinguishing procedures and procedures to summon the Airport Fire Department. Certification that each fueler has received this training

shall be in compliance with the Department's Handling and Storage of Hazardous Substances and Materials Policies and Procedures.

- (14) Handling and storage of fuel shall be conducted in accordance with the Department's Handling and Storage of Hazardous Substances and Materials policies and procedures.

#### 9.4 FUEL SPILLS

Fuel spills present a hazardous fire and environmental degradation potential and should be handled as such. All fuel spills, regardless of quantity, must be reported to the Department immediately. Each fuel spill should be treated as an individual case because of such variables as the size of the spill, type of flammable or combustible liquid involved, wind and weather conditions, equipment arrangement, aircraft occupancy, emergency equipment and available personnel.

- A. Report any spill immediately to Airport Communications. All spills greater than 49 gallons, and any spill that enters a storm sewer or designated waters of the State, shall be immediately reported to the MDEQ at 1-800-292-4706. All appropriate and necessary response actions to contain and collect spilled materials shall be taken. All reporting requirements per local, state, and federal requirements must be complied with.
- B. Each fuel spill shall be investigated by the manager of the Tenant fueling agent involved in the spill to determine whether standard operating procedures were properly carried out, and what corrective measures are required. A copy of the investigation report must be sent to the Aircraft Rescue Firefighting Chief.
- C. A Tenant shall be responsible for the clean up and disposal of any hazardous waste in accordance with the Department's Handling and Storage of Hazardous Substances and Materials Policies and Procedures.

#### 9.5 SMOKING

- A. Smoking or carrying lighted smoking materials, striking matches or other lighting devices shall not be permitted anywhere on the AOA, nor in any hangars, shops, buildings, or other areas in which flammable liquids are stored or used except in cases where specific smoking areas have been designated by the Director for that purpose. It shall be unlawful and in violation of this subsection to light or carry lighted smoking materials inside any ground vehicle anywhere on the AOA.
- B. Smoking within any portion of the terminal building or within 10 feet of entrances, windows, and ventilation systems is prohibited.

Any person violating this subsection shall be subject to a warning. Upon being warned, the individual shall extinguish the smoking materials or leave the premises. If the individual refuses to either leave the premises or to extinguish smoking materials, he or she shall be subject to a fine.

## 9.6 OPEN FLAME OPERATIONS

No person shall conduct any gas or open flame operations, including gas or charcoal grills, on the AOA or in any building unless specifically approved by the Director.

## 9.7 LEASEHOLD/ASSIGNED SPACE HOUSEKEEPING

All persons occupying space at the Airport shall keep the space allotted to them policed, free from rubbish or accumulation of any material, and in a sanitary & sightly condition. All floors shall be kept clean and free from fuel and oil. The use of volatile or flammable solvents for cleaning floors is prohibited. Metal receptacles with self-extinguishing covers shall be used for the storage of oily waste rags and similar material. Persons occupying space shall remove the contents of the receptacles daily. Drip pans shall be placed under leaks as necessary. Clothes lockers shall be constructed of metal or fire-resistant material. No Tenant, Grantee, Concessionaire, or agent thereof doing business on the Airport may:

- A. Keep uncovered trash containers adjacent to sidewalks or roads in a public area of the Airport.
- B. Dispose of any fill, building materials, receptacles or discarded or waste materials on Airport property except as approved in writing by the Director. No liquids shall be placed or dumped into Airport property storm drains or the sanitary sewer system at the Airport that will damage such drains or system or will result in water pollution upon having passed through such drain or system.
- C. Store property or equipment not normally used for flight operations or other aviation activities. Storage of property or equipment of a non-aviation nature must be provided for by written permission from the Board.
- D. Keep derelict equipment on the Airport. Persons or Tenants responsible for derelict equipment are subject to recurrent and compounding fines plus any costs incurred by the Department for the removal and disposal of such equipment.
- E. Leave a comfort station or rest room, toilet or lavatory facility at the Airport other than in a clean and sanitary manner.
- F. Spill any solid or liquid material at the Airport. In such event, it shall immediately be cleaned up by the person responsible for such spillage, and disposed of properly.
- G. Cause unnecessarily or unreasonably any smoke, dust, fumes, gaseous matter or any other matter to be emitted into the atmosphere or carried by the atmosphere.
- H. Operate an uncovered vehicle to haul trash, dirt or any other material on the Airport without prior permission of the Director.

- I. Dispose of garbage, papers, refuse or other forms of trash, including cigarettes, cigars and matches, except in receptacles provided for such purpose.
- J. Dump or dispose of materials other than storm water into the Airport's storm water drainage system.

Failure to keep and maintain the premises and improvements in good condition and repair, reasonable wear and use excepted, and in a sanitary and slightly condition for a period of 30 days after written notice from the Director to do so. The Director, upon the expiration of such 30 day period, may, but shall not be obligated to, enter upon the premises involved and perform the obligation of the Tenant, Grantee or Concessionaire, charging it the reasonable cost and expense thereof. If such Tenant, Grantee or Concessionaire's failure to perform any such obligation adversely affects or endangers the health or safety of the public or of employees at the Airport, the Director may, but shall not be obligated to, perform such obligation at any time with or without prior notice, and charge to the Tenant, Grantee or Concessionaire the reasonable cost and expense plus any reasonable administrative costs of such performance. The Tenant Grantee or Concessionaire agrees to pay the Department such charge in addition to any other amounts payable. In the event the Director deems it necessary to enter and repair without providing prior notice, the Director will provide notice to the Tenant, Grantee, or Concessionaire as soon as practicable after such entry and repair.

It is further stipulated that if the Director shall perform any of the Tenant, Grantee, or Concessionaire obligations in accordance with provisions of this subsection, the Director, Kent County or any affiliates or associates therein shall not be liable to the Tenant, Grantee or Concessionaire for any loss of revenue to it resulting from such performance.

## 9.8 FIRE EXTINGUISHERS

Fire extinguishing equipment at the Airport shall not be tampered with at any time nor used for any purpose other than fire fighting or fire prevention. All such equipment shall be maintained in accordance with applicable standards. Tags showing the date of the last inspection shall be attached to each unit or records acceptable to fire underwriters shall be kept showing the status of such equipment.

All Tenants or Grantees of hangars, aircraft maintenance buildings, or shop facilities shall supply and maintain an adequate number of readily accessible fire extinguishers. Fueling vehicles designed for the transport and transfer of fuel shall carry on board at least two 20 BC fire extinguishers, one located on each side of the vehicle.

## 9.9 POWDER ACTIVATED TOOLS

No person shall use powder or explosive cartridge activated tools or fastening devices anywhere on the Airport without prior approval of Airport Police and the Director.

#### 9.10 HEATED HANGARS

Heating in any hangar shall only be through or by approved systems or devices as listed by the Underwriters Laboratories, Inc. as suitable for use in aircraft hangars and shall be installed in the manner prescribed by the Underwriters Laboratories, Inc. and in compliance with applicable Federal, State and local codes.

#### 9.11 AIRCRAFT REPAIRS

Unless authorized by the Director, no person shall repair an aircraft or aircraft engine, propeller, or other aircraft apparatus in any area of the Airport other than those areas specifically designed for such repairs, except that minor adjustments or repairs may be made while the aircraft is at an aircraft parking position. No person shall repair or cause repairs to be made to any aircraft, aircraft engine, propeller or other aircraft apparatus by any person on the Airport other than those specifically approved to conduct such operations through written agreement or authorized by the Director.

#### 9.12 FIREARMS AND WEAPONS

No person, except those persons authorized to do so under Michigan State Law and Federal government regulations may carry or transport any firearm or weapon on the Airport except when such firearm or weapon is properly encased for shipment and not in the individual's immediate possession. The Department reserves the right to restrict the carrying of firearms and weapons by contract security or Tenant security personnel on the Airport.

- A. Conditions Governing Use: No person shall discharge any firearm or weapon on the Airport except in the performance of official duties requiring the discharge thereof.
- B. The carrying of a firearm or weapon on the Airport must be in compliance with all applicable Federal, State, and local regulations.

#### 9.13 ANIMALS

Prohibitions:

- A. No person other than in conduct of an official or permitted act shall hunt, pursue, trap, catch, injure or kill any animal on the Airport.
- B. No person shall feed or do any other act to encourage the congregation of birds or other animals on the Airport, unless authorized to do so by the Director.
- C. No person shall bring into the Airport Terminal Building any animal that is not appropriately caged with the exception of service animals or other animals as approved by the Director. While in the terminal, all animals, with the exception of service animals, shall remain caged.

#### 9.14 FUEL STORAGE TANKS

No Tenant or other person shall install, maintain, or permit to be installed or maintained fuel storage tanks on the Airport without the express written approval of the Director. All approved tanks must be installed and maintained in accordance with all Federal, State and local laws, regulations and ordinances. All fuel storage tanks on the Airport must be registered with the appropriate governing body(s). A current copy of each fuel storage tank registration must be provided to the Department.

#### 9.15 ENVIRONMENTAL REGULATIONS

- A. Director's Consent Required: No person shall cause or permit any Hazardous or Significant Materials, as defined in Section 1.5(48, 73) to be stored or used on or about the Airport, except in compliance with Environmental Laws as described below and as permitted in writing by the Director.
- B. Compliance with Environmental Laws: Persons shall at all times and in all respects comply with all local, State, and Federal laws, ordinances, regulations, and orders relating to industrial hygiene, environmental protection, or the use, generation, manufacture, storage, disposal, or transportation of Hazardous and Significant Materials on, about or from the Airport (collectively "Environmental Laws").
- C. Hazardous and Significant Materials Storage and Handling: All persons shall, at their own expense, procure, maintain in effect, and comply with all conditions of any permits, licenses, and other governmental and regulatory requirements or approvals required for their activities or use of the Airport, including, without limitation, discharge of materials or wastes into or through any storm or sanitary sewer serving the premises. Except for permitted discharges into the sanitary sewer, persons shall cause any and all Hazardous and Significant Materials removed from the premises to be removed and transported solely by duly licensed haulers to duly licensed facilities for disposal. Persons shall in all respects handle, store, treat and manage any and all Hazardous and Significant Materials on or about the Airport in conformity with all applicable Environmental Laws and prudent industry practices regarding the management of such Hazardous and Significant Materials. Upon the expiration or earlier termination of the term of any lease/sublease, operating agreement or permit, the user shall cause all Hazardous and Significant Materials to be removed from the Airport and to be transported for use, storage, disposal or recycling in accordance and compliance with all applicable Environmental Laws; provided, however, that such person shall not take any remedial action in response to the presence of any Hazardous or Significant Materials in or about the premises, nor enter into any settlement agreement, consent decree, or other compromise with respect to any claims relating to any Hazardous or Significant Materials in any way connected with the premises without first notifying the Director of the person's intention to do so and affording the Director ample opportunity

to appear, intervene, or otherwise appropriately assert and protect the Department's interest with respect thereto.

- D. Notices: If at any time any person shall become aware, or have reasonable cause to believe, that any Hazardous or Significant Material has come to be located on or about the Airport in violation or potential violation of Environmental Laws, he shall, immediately upon discovering such presence or suspected presence of the Hazardous or Significant Material, provide the Director with written notice of that condition. In addition, such person shall immediately notify the Director in writing of (1) any enforcement, cleanup, removal, or other governmental or regulatory action instituted or threatened pursuant to any Environmental Laws, (2) any claim made or threatened against the person or the premises relating to damage, contribution, cost recovery, compensation, loss, or injury resulting from or claimed to result from any Hazardous or Significant Materials, and (3) any reports made to any local, State, or Federal environmental agency arising out of or in connection with any Hazardous or Significant Materials on or removed from the Airport, including any complaints, notices, warnings, or asserted violations in connection therewith. Such person shall also supply to the Director as promptly as possible, and in any event within 5 business days after the person first receives or sends the same, copies of all claims, reports, complaints, notices, warnings, or asserted violations relating in any way to the Airport or the person's use thereof. Such person shall promptly deliver to the Director copies of hazardous waste manifests reflecting the legal and proper disposal of all Hazardous and Significant Materials removed from the Airport.
- E. Indemnification: All persons shall indemnify, defend and hold harmless the Board, the Department, and the County of Kent, including their agents, officers, employees, successors and assigns, from and against any and all claims, liabilities, penalties, fines, judgments, forfeitures, losses, damages (including damages for the loss or restriction on use of usable space or of any amenity of the premises) costs, or expenses (including attorneys' fees, consultant fees, and expert fees) for the death of or injury to any person or damage to the Airport or any property whatsoever, arising from or caused by the person's failure to comply with any Environmental Laws or any covenants, terms or conditions relating to environmental matters in any lease/sublease, operating agreement or permit. Such person's obligations under this section shall include, without limitation, and whether foreseeable or unforeseeable, any and all costs incurred in connection with any investigation of the condition of the premises, and any and all costs of any required or necessary repair, cleanup, decontamination or remediation of the premises and the preparation and implementation of any closure, remedial action, or other required plans in connection therewith should the Director have a reasonable basis to believe that such person has caused the presence of Hazardous or Significant Materials in violation of Environmental Laws and such person fails to first conduct its own environmental investigation, and any and all costs of any required or

necessary repair, cleanup, decontamination or remediation of the premises and the preparation and implementation of any closure, remedial action, or other required plans in connection therewith and resulting from such person's violation of Environmental Laws. Such person's obligations under this section shall survive the expiration or earlier termination of the term of any lease/sublease, operating agreement or permit.

- F. Inspection: The Director, at his sole discretion, shall have the right to enter and inspect any premises on the Airport, including a person's business operations thereon, upon reasonable notice and in a manner so as not to unreasonably interfere with the conduct of such person's business, to investigate the presence or potential presence of Hazardous or Significant Materials on the premises in violation of Environmental Laws. During such inspection, the Director shall have the right to visually inspect the premises and to take such soil, sludge or groundwater samples and conduct such tests as he may determine, in his sole discretion, to be necessary or advisable. The Department shall pay for the costs of such investigations; provided, however, that if the results of such investigation indicate the presence of Hazardous or Significant Materials on or about the premises is in violation of Environmental Laws and such violation was caused by the user, then such person shall fully reimburse the Department for such expenses within 10 days of receiving the Director's written request for reimbursement.
- G. NPDES Permit: All persons are on notice that the Department holds a National Pollutant Discharge Elimination System ("NPDES") permit authorizing the discharge of storm water from the Airport ("Permit"). The Permit requires, in part, the implementation of best management practices (BMPs) with regard to the use of anti-icing and deicing materials (collectively "Deicing Materials") and the collection of storm water containing Deicing Materials. The BMPs are described in the Department's Storm Water Pollution Prevention Plan (SWPPP). The Permit and the Plan are incorporated by reference into these Rules and Regulations as if printed in their entirety herein.
- H. Tenants shall continuously monitor and control the loading, unloading, or transfer of fuel, glycol, or any other hazardous or significant material on the Airport
- I. Washing of aircraft is prohibited on any ramp. Washing must be done in an aircraft hangar that has a drainage system that will prevent contaminants from entering the storm water system in compliance with the current NPDES storm water permit, and BMP program.
- J. No fuel, grease, oil, dopes, paints, solvents, acids, flammable liquids or contaminants of any kind shall be allowed to flow into or be placed in any Airport sanitary or storm drain system, or onto any other portion of the Airport.

- K. No person shall use urea at any time on the AOA.
- L. De-icing: All de-icing activities shall only be conducted at locations approved by the Director. All de-icing spills are to be properly contained, cleaned up, and disposed of. Large uncontrolled spills or any spills that reach an Airport storm drain shall be immediately reported to Airport Communications. No person shall conduct de-icing operations until they have received training regarding company/tenant spill response procedures and best management practices.

## 10. GENERAL PROVISIONS

### 10.1 LIMITED LIABILITY

The Kent County Aeronautics Board and the County of Kent will not be responsible for, nor assumes any liability for loss, injury, or damage to persons or property on the Airport or using Airport facilities.

### 10.2 TENANT CONSTRUCTION APPROVAL

Tenants desiring to construct, enlarge, modify, alter, repair, move, demolish, or change the occupancy of property or to install or erect a sign of any description shall do so in accordance with the standards set by the Department and any written agreement. Written approval in the form of a Construction Permit issued by the Department is required for this activity. Department approval does not relieve the tenant from the responsibility to comply with all local, state, and national building codes, or to obtain all necessary permits.

### 10.3 CONDUCT

- A. All alcohol consumption shall be conducted in designated areas within the Terminal Building controlled by vendors holding a liquor license. Alcohol consumed in such areas shall have been purchased from the vendor.
- B. No person shall commit any nuisance or any disorderly, obscene, indecent, or unlawful act on Airport premises.
- C. No person shall use or remain on the Airport for any purpose other than air transportation and activities related thereto and activities expressly authorized by the Director.
- D. No person shall operate or release any model aircraft, flare, projectile, rocket, kite, balloon, or parachute or other similar contrivance at or upon the Airport without the prior written approval of the Director. Such prohibition shall not apply to the National Weather Service when such activities are a regular operational function on its part.

- E. No person shall throw, drop, or otherwise propel any object or substance of any kind from any vehicle window or roof of any structure on the Airport. No person shall create FOD. No person shall fail to properly dispose of FOD in an approved container.
- F. No person shall travel upon the premises of the Airport other than on roads, walks, or other facilities provided for such specific purpose.
- G. No person shall use the roads or walks of the Airport in such manner as to hinder or obstruct their proper use.
- H. No person may interfere or tamper with any aircraft without permission of the owner thereof. This provision is not intended to include the moving of aircraft as authorized by the Director.
- I. No person shall use Glycol unless reported to the Department for cleanup.
- J. No person shall use the Airport public address system for other than official purposes or in any means which is unprofessional or indecent as determined by the Director.

## 11. SEVERABILITY

If any section, subsection, sentence, clause or phrase of these Rules and Regulations is for any reason held to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of these Rules and Regulations.

## EXHIBIT A - FINES

<u>Violation Section</u>	<u>Fine</u>	<u>Penalty</u>
2.2	Trespassing (AOA)	\$ 100
	Trespassing (SIDA)	\$ 150
	Trespassing other areas	\$ 100
2.3	Destruction of property	\$ 100
2.4	Endangerment of public/employee health/safety	\$ 500
3.1	Failure to lock/secure access point	\$ 100
	Failure to properly identify a vehicle	\$ 25
	Failure to properly escort individuals without airport approved ID	\$ 25
	Failure to comply with any portion of the Airport Security Program not otherwise covered in this document	\$ 25
4.1	Unlawful parking of vehicle	\$ 25
	Unlawful use of loading zone	\$ 25
	Double parking	\$ 25
	Parking outside stall marks	\$ 25
	Unlawful Handicap parking	\$ 50
	Parking over 60 days (long term)	\$ 50
	Parking over 30 days (short term)	\$ 35
4.3	Employee parking out of designated area	\$ 35
	Parking over 30 days	\$ 35
4.4	Failure to comply with lawful order	\$ 50
	Unsafe operation on AOA	\$ 50
	Failure to meet vehicle operating requirements	\$ 25
	Unauthorized motor vehicle repair	\$ 25
	Excessive vehicle speed	\$ 50
	Operation of ground equipment outside AOA	\$ 50
	Failure to yield right-of-way to aircraft	\$ 50
	Unauthorized parking of ground vehicle equipment	\$ 50
	Unlawful operations of motor vehicle	\$ 50
	Operating a vehicle on Movement area without Director approval	\$ 50
5.1	Failure to utilize assigned loading/unloading area	\$ 50
	Failure to accept a properly presented taxi fare	\$ 50
	Failure of a driver to remain with his/her vehicle	\$ 25
	Failure to properly display authorized for Curb Front access	\$ 25
	Loading/Unloading at Curb Front without valid permit by Commercial Transporter	\$ 250
6.1	Unauthorized parking of aircraft	\$ 50
	Operation of aircraft at weights in excess of pavement capacity	\$ 150

	Operation of aircraft contrary to NOTAM	\$	150	
	Operation of aircraft inside a hangar	\$	150	
	Failure to report aircraft accident/incident	\$	100	
	Unsafe snow removal activity	\$	25	
	Unauthorized leaving of snow windrows on the AOA without prior coordination with the Department of Aeronautics	\$	50	
	Unsafe towing of aircraft	\$	50	
	Storage of derelict aircraft	\$	100	
	Use of salt in unauthorized area	\$	50	
	Access the Movement area without Director approval	\$	50	
	Failure to monitor/control passenger loading/unloading	\$	50	
<b>7.1</b>	Unauthorized commercial activity	\$	350	
	Unauthorized solicitation	\$	50	
	Unauthorized distribution of advertising	\$	50	
	Failure to Comply with Airport Minimum Standards	\$	200	
<b>8.2</b>	Unauthorized noncommercial/first amendment activity	\$	50	
<b>9.1</b>	Engine run-up in unauthorized area	\$	200	
<b>9.2</b>	Unauthorized storing or handling of flammable and explosive materials	\$	1,000	
<b>9.3</b>	Failure to dispense fuel in accordance with standards	\$	50	
	Allowing unauthorized personnel to dispense fuel	\$	50	
	Use of substandard fueling equipment	\$	50	
	Fueling in restricted areas	\$	50	
	Improper parking of fueling vehicles	\$	50	
	Smoking in proximity of fuel location	\$	50	
<b>9.4</b>	Failure to report fuel spill	\$	500	
	Failure to properly clean up fuel spill	\$	500	plus cost of clean up
<b>9.5</b>	Smoking on AOA	\$	50	
	Smoking in Terminal or within 10 feet of entrances	\$	50	
<b>9.6</b>	Unauthorized open flame operation	\$	100	
<b>9.7</b>	Improper disposal of materials on Airport property	\$	1,000	
	Improper storage of equipment	\$	50	
	Improper use of comfort station	\$	50	
	Failure to remove derelict equipment	\$	50	
	Improper clean up of spilled waste	\$	1,000	plus cost of clean up
	Failure to correct unsafe condition	\$	500	
<b>9.8</b>	Tampering with fire extinguishing equipment	\$	100	
	Failure to maintain fire extinguishers	\$	50	
<b>9.9</b>	Unauthorized use of powder activated tools	\$	100	
<b>9.10</b>	Use of unauthorized heating device	\$	50	

<b>9.11</b>	Unauthorized repair of aircraft	\$	50
	Operation of aircraft engines inside hangar	\$	50
<b>9.12</b>	Unauthorized carriage of firearm/weapon	\$	100
	Unauthorized discharge of firearm	\$	100
<b>9.13</b>	Unauthorized hunting, trapping	\$	100
	Unauthorized animal Terminal Building	\$	25
<b>9.14</b>	Unapproved fuel storage tank	\$	500
<b>9.15</b>	De-Icing in Unapproved location	\$	50
	Failure to comply with Pollution Prevention Plan	\$	1,000
	Failure to monitor/control loading/unloading/transfer operation	\$	50
	Use of urea	\$	50
<b>10.2</b>	Unauthorized construction activity	\$	150
<b>10.3</b>	Consumption of alcohol outside approved area	\$	25
	Inappropriate conduct	\$	25
	Unauthorized activity	\$	50
	Creation of FOD	\$	50
	Unauthorized use of studded tires	\$	50
	Unauthorized use of metal cable or chains	\$	100
	Unauthorized tampering with aircraft	\$	100
	Unauthorized operation of aircraft	\$	100

**The listed fines are applicable for the first infraction: For multiple infractions of the same rule within a 1 year period, the fine for each subsequent infraction is double the fine of the last infraction.**

EXHIBIT B

Airport Terminal Building

