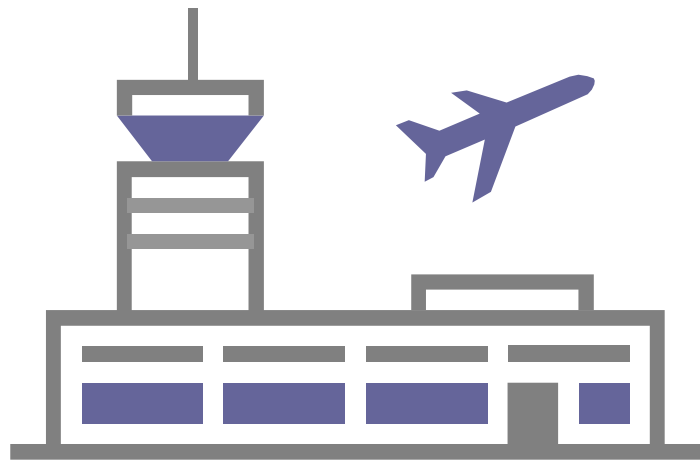


Phoenix-Mesa Gateway Airport Rules & Regulations



January 2008

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1.1 Purpose and Scope

These Rules and Regulations have been adopted and approved by resolution of the Williams Gateway Airport Authority and apply to the geographical property known as Phoenix-Mesa Gateway Airport. The provisions of this document are intended for the safe, orderly and efficient operation of Phoenix-Mesa Gateway Airport, hereafter referred to as "Airport".

1.2 Authority

On May 19, 1994, the City of Mesa, Towns of Queen Creek and Gilbert created the Williams Gateway Airport Authority (WGAA), a Joint Powers Airport Authority, pursuant to Arizona Revised Statutes Title 11, Chapter 7, Article 3; and Arizona Revised Statutes Title 28, Chapter 25, Article 8. The Gila River Indian Community and City of Phoenix joined the WGAA in 1995 and 2006, respectively. The WGAA was formed to develop, reuse, operate, and maintain the Airport property and facilities at the former Williams Air Force Base.

With the August 1995 Record of Decision, the U.S. Air Force confirmed that the WGAA would receive, at no cost, nearly three thousand acres of land, with three 10,000-foot runways, 120 buildings or facilities (such as navigation aids), and the improvements thereon. A long-term lease with the U.S. Air Force was executed on January 16, 1996. Fee conveyance for the majority of the property occurred on April 29, 1998. Through the Joint Powers Airport Authority legislation and subsequent property conveyance, the Williams Gateway Airport Authority is entitled to adopt and enforce these Rules and Regulations governing the safe operation of activities on the Airport.

The Rules and Regulations, Airport Minimum Standards and Airport Rates and Charges are all part of the Airport's governing documents. The administration of the terms of each of the documents independently and as a whole shall be under the authority, responsibility and control of the Executive Director or designee.

1.3 Compliance

All persons on any part of the property comprising the Airport shall be governed by these Rules and Regulations and by other directives of the Executive Director relative to the use or occupation of any part of the property comprising the Airport. Permission granted to any person by the Executive Director directly or indirectly, expressed or implied, to enter upon or use the Airport or any part thereof is conditioned upon compliance with these Rules and Regulations. Entry upon or onto the Airport by any person shall be deemed to constitute an agreement by such person to comply with such Rules and Regulations.

1.4 Enforcement

- a. The Executive Director is empowered to enforce these Rules and Regulations through Airport staff and the City of Mesa Police Department. All persons on the Airport shall respond to directives issued by Airport Operations personnel relative to the enforcement of these Rules and Regulations. Violations of Rules and Regulations may result in a written Notice of Violation (NOV) issued by Airport Operations personnel.

- b. The Executive Director or designee may remove or evict from the Airport premises any person who knowingly, willfully or recklessly violates any rule or regulation prescribed herein, or any rule or regulation in effect by the federal government or the State of Arizona, and may deny use of the Airport and its facilities to any such person if it is determined that such denial is in the public interest, notwithstanding any contractual arrangements.
- c. If any provision of these Rules and Regulations is held to be invalid, the remainder of these Rules and Regulations shall remain in effect. Future amendments, additions, deletions or corrections to these Rules and Regulations will be incorporated into the document as required and as directed by the WGAA.
- d. Any person who feels these Rules and Regulations have been unjustly applied or enforced shall comply with the directives of the WGAA until such matter is resolved. Concerns regarding any enforcement practice shall be submitted in writing to the Executive Director or Director of Operations and Maintenance within seven (7) days of the date of occurrence along with a description of the situation, the actions taken by Airport staff, and the desired resolution.

1.5 Variance

- a. Any variance of the literal requirements of these Rules and Regulations may be granted by the Executive Director when strict enforcement is impractical, results in unnecessary hardship, or is contrary to the safety of flight operations. The granted variance shall result in substantial justice and is in accordance with the spirit of the Rules and Regulations.
- b. When an emergency exists at the Airport, the Executive Director or Director of Operations and Maintenance is empowered to issue directives and take such action as necessary to protect people, property and assets and promote the safe operation of the Airport. Such directives and actions of the Executive Director, Deputy Director or Director of Operations and Maintenance have the power of regulation as long as the emergency exists.
- c. The WGAA reserves the right to revoke, cancel or change any and all of these Rules and Regulations at any regular or special board meeting without additional notice. All changes issued from time to time shall be considered as addenda to these Rules and Regulations. Future amendments, additions, deletions or corrections to these Rules and Regulations will be incorporated into the document as required and as directed by the WGAA.

1.6 Adoption of Federal and Local Regulations

- a. The Code of Federal Regulations CFR Title 14 (Federal Aviation Regulations), CFR Title 49 (Transportation), Transportation Security Administration Regulations, Code of Federal Regulations Title 40 (Federal Environmental Regulations), Arizona Revised Statute Title 28 (Transportation), Arizona Revised Statute Title 49 (Environment), Maricopa County Air Pollution Control Regulations, City of Mesa Fire Code, and other compliance documents required by Federal, State, or local government, whether presently or hereafter effective, are hereby referred to, adopted, and made part of these Rules and Regulations as though fully set forth and incorporated herein, as each may be amended from time to time.
- b. Should any part of these Rules and Regulations conflict with Federal, State or local

government law or ordinance, then such Federal, State or local government authority take precedence.

- c. The Rules and Regulations shall in no way supersede or abrogate regulations set forth in Federal Aviation Administration (FAA) Federal Aviation Regulation (FAR) Part 139, Certification and Operation of Airports, nor TSAR Part 1542, Airport Security, as established and approved for the WGAA.

1.7 Waiver of Liability

Any permission granted by the Executive Director to use the Airport and its facilities, or to fly to, from, or over the same shall be at all times conditioned upon the assumption of full responsibility and risk associated therewith. It shall be a further condition thereof that each person, as consideration of the use of the Airport and its facilities, shall at all times release the WGAA, the Executive Director, Board and employees from and against any and all liability, responsibility, loss or damage, resulting to any such person or caused by or on his behalf, and incident to the manner in which Airport is operated, constructed or maintained, or served from within or without, or used from without. The use of the Airport by any person for any purpose, or the paying of fees thereof for the taking off or landing aircraft therein shall be itself an acknowledgment that such person accepts such privileges on the conditions herein set forth.

2.1 Abandonment of Property

No person shall abandon any personal property on the Airport. If not claimed by the owner within seven (7) days, such articles will be handled in accordance with State of Arizona statutes.

2.2 Accident Reporting

Accidents resulting in damage to property, injury requiring professional medical treatment, or interference with normal operations must be reported to Airport Operations as soon as possible after the occurrence.

2.3 Advertisements & Printed Materials

Advertisements and other printed materials shall not be posted, distributed, displayed, or circulated at the Airport without the express written consent of the Executive Director, unless posted in areas specifically authorized for advertisements. The authorization may include time limits and limit the number of persons distributing the printed materials.

2.4 Alcohol

No person shall drink any intoxicating liquor upon any portion of the Airport open to the public, except in such restaurant or other place as shall be properly designated and licensed for on-sale liquor dispensing.

2.5 Animals

- a. Animals are not allowed within the Airport Restricted Area unless being transferred or shipped, and then only under the control of their owner or handler by leash, harness, restraining strap, or cage. Leashes, harnesses, and straps shall not exceed six (6) feet.
- b. No person shall enter any public building with any animal, except animals required for assistance, or when such animals are containerized for air shipment.
- c. Owners or handlers are responsible for the immediate removal and disposal of animal waste.
- d. No person shall feed or do any other act to encourage the congregation of birds or other animals on the Airport.

2.6 Bicycles, Rollerblading and Skateboarding

- a. Bicycles within the Airport Restricted Area shall only be operated by Airport or tenant employees in the performance of their duties and shall not be operated within fifty (50) feet of an aircraft under power.
- b. Bicycle operators within the Airport Restricted Area must conform to all posted and non-posted rules and regulations regarding the use of vehicles.

- c. Skateboarding and rollerblading are not permitted within the Airport Restricted Area.

2.7 Commercial Activity

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

2.8 Commercial Photography

- a. No person shall take a still, motion, or sound picture on the Airport for commercial purposes without the permission of the Executive Director or designee and the payment of fees, as required. In accordance with the WGAA Commercial Photography Policy, the Executive Director may allow any of the following to take pictures on the Airport for commercial purposes:
 - 1. Professional photographers and motion picture cameramen photographing events on the Airport as representatives of bona fide news organizations;
 - 2. Professional photographers and motion picture cameramen photographing events at the Airport for non-profit exhibition, to stimulate interest in air commerce or travel, or for non-profit educational purposes;
 - 3. Professional photographers photographing scenes on the Airport for general artistic purposes.
- b. No photography or filming is allowed in any area exclusively leased to an Airport tenant without the permission of the tenant and coordination with Airport Operations.
- c. Any approved activity within the Airport Restricted Area shall have proper escort.

2.9 Fees

Fees, rates and charges shall be established, from time to time, by the WGAA and where applicable, paid to the WGAA by users of the Airport.

2.10 Hunting

Hunting on the Airport is prohibited, with the exception of wildlife control measures undertaken to further aviation safety in accordance with the Airport's approved wildlife management plan.

2.11 Lost and Found Articles

Lost and found articles shall be deposited with Airport Operations. Such articles will be handled in accordance with State of Arizona statutes.

2.12 Obstruction

No person, except law enforcement officers, fire fighting personnel, Transportation Security Administration (TSA), Federal Aviation Administration (FAA) and WGAA personnel may intentionally

obstruct, delay, physically disturb or interfere with the free movement of any other person on the public areas of the Airport, unless doing so in accordance with the Airport's security challenge procedures.

2.13 Overnight Camping

Overnight camping on the Airport is prohibited unless authorized by the Executive Director or Director of Operations and Maintenance.

2.14 Permits

Permits and licenses authorizing certain activities on the Airport shall be issued and revoked at the discretion of the Executive Director.

2.15 Preservation of Property

a. No person shall destroy or cause to be destroyed, injure, damage, deface, or disturb in any way, property of any nature located on the Airport. Any person causing or responsible for such injury, destruction, damage or disturbance shall report such damage to Airport Operations, and shall reimburse the WGAA the full amount of repair or replacement of the property.

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

2.16 Signage

Signage standards are established by the WGAA in compliance with the City of Mesa Sign Code. No sign, advertisement or notice shall be displayed on the outside of any structure on the Airport or on Airport property unless authorized under the Airport Design Guidelines.

2.17 Solicitation

No person shall solicit funds or other items to the public on the Airport without the express written approval of the Executive Director.

2.18 Smoking

In accordance with the Smoke-Free Arizona Act and Mesa City Code, Title 6, Chapter 11, smoking is not permitted: 1) in any public place, including any workplace; 2) at or within 15-feet from building entrances; 3) in designated 'no smoking' areas posted as such by the WGAA; or 4) at other locations through which public movement can be anticipated. In addition, the WGAA has designated aircraft parking ramps as smoke-free.

2.19 Storage of Equipment or Property

Storage of equipment or property not used for aviation or other approved operations or activity on the Airport is prohibited unless specifically provided for by lease or other contractual agreement. This includes recreational vehicles (boats, motor homes, personal watercraft, etc.) and other motor vehicles

not specifically used for the authorized operation.

2.20 Tampering with Aircraft

No person shall interfere or tamper with any aircraft or put in motion the engine of such aircraft, or use any aircraft, aircraft parts, instruments or tools, without permission of the owner or specific direction of the Executive Director or Director of Operations and Maintenance.

2.21 Use of Public Airport Facilities

No person, persons, firm, association, or corporation shall sponsor, hold, permit or otherwise carry on any activity that would impact the operation of the Airport without first obtaining written permission from the Executive Director and complying with all the terms and conditions of such authorization. In the event approval is given, written evidence of insurance covering all injury, damages, or claims that might result from such activities shall be submitted to the Airport.

3.1 Accidents & Disabled Aircraft

- a. Persons involved in aircraft accidents or incidents on the Airport shall make a full report thereof to the Air Traffic Control staff or Airport Operations as soon as practical. The pilot or operator involved in an accident causing personal injury or property damage may be requested to make a written report concerning said accident.
- b. Access to aircraft accident and incident scenes shall be controlled by a designated Incident Commander. Persons are not authorized to enter an accident or incident scene without the permission of the Incident Commander.
- c. The pilot, aircraft owner, lessee, or operator is responsible for the prompt removal of the disabled aircraft or parts thereof as directed by the Executive Director, subject to accident investigation requirements. The Executive Director, Director of Operations and Maintenance, or Airport Duty Manager is authorized to remove or relocate a disabled aircraft from any location on the Airport at the expense of the owner/operator.

3.2 Aircraft/Airport Operations During Hours of Tower Closure

After the published hours of the Air Traffic Control Tower, all aircraft/vehicles operating within the Air Operations Area (AOA) must broadcast their intentions on the Common Traffic Advisory Frequency (CTAF) in accordance with suggested procedures published in the Airman's Information Manual, Federal Aviation Regulations, and FAA Advisory Circulars.

3.3 Airport Closures and Restrictions

In the event that the Executive Director or Director of Operations and Maintenance believe that the conditions of the Airport or any part thereof are unsafe for landings and take-offs, it shall be within their authority to close or restrict all or part of the Airport and issue a Notice to Airmen (NOTAM) indicating so.

3.4 Based Aircraft Registration

The owner and/or operator of aircraft based on the Airport's ramp area shall execute a written agreement with the WGAA stating, among other things, the based aircraft status, aircraft identification, and compliance with aircraft parking fees. Aircraft based at the Airport but within a tenant's leasehold shall be reported by the tenant quarterly or upon request by the Executive Director or Director of Operations and Maintenance.

3.5 Engine Run-ups

- a. Aircraft engine run-ups above ground idle shall only be conducted at the engine run-up areas adjacent to each runway end or within those areas designated by the Executive Director, Director of Operations and Maintenance or their designee.
- b. No aircraft engine shall be started or run unless a qualified, certificated pilot or mechanic is

attending the aircraft control.

- c. Aircraft engine run-ups shall not be conducted in such positions that the path of the propeller wash or jet blast may endanger persons, structures, or property.
- d. Aircraft engine maintenance run-ups are not authorized between the hours of 2000 (8:00 pm) and 0800 (8:00 am) unless: 1) they are conducted with Airport approved sound suppression devices; or 2) are performed in conjunction with an air ambulance flight; or 3) are coordinated with Airport Operations prior to commencement.

3.6 Flight Demonstrations

- a. Demonstrations, including test flights or ground demonstrations other than standard maintenance test flights shall not be conducted on the Airport without the express written consent of the Executive Director or Director of Operations and Maintenance.
- b. The WGAA specifically reserves the right to temporarily restrict or control activities within aircraft operating areas and public areas of the Airport for purposes of aerial and ground demonstrations or for any other public purpose.

3.7 Fly Friendly Procedures

Aircraft operators shall, whenever possible, use procedures and flight patterns that help mitigate aircraft noise. WGAA supports the use of the National Business Aircraft Association (NBAA) and Aircraft Owners and Pilots Association (AOPA) noise abatement procedures. The Airport's published Fly Friendly procedures are described in Appendix II.

3.8 General Operating Rules

- a. No aircraft shall be operated on the Airport if such aircraft is constructed, equipped or loaded as to endanger persons or property.
 - b. No aircraft shall be operated on the Airport in a careless or negligent manner, in disregard of the rights and safety of others, without due caution, or at a speed or manner that is likely to endanger persons or property.
 - c. No aircraft shall be operated on the Airport while the pilot, or other persons aboard controlling any part of the operation, is under the influence of intoxicating liquor or any narcotic drug.
 - d. Taxiways, apron, or ramp areas shall not be used for take-offs and landings of any type aircraft without the appropriate clearance from the Air Traffic Control Tower, whenever the Tower is in operation. Aircraft operating during the hours the Tower is not operating shall comply with appropriate FAA regulations and Advisory Circulars.
- d. No aircraft engine shall be operated inside any aircraft hangar or within 25' of any opening to a hangar or a building.

3.9 Helicopters

Helicopters shall not be operated with rotors turning unless there is a clear area of at least 25 feet in all directions from the outer tips of the rotor, unless being fueled under established procedures.

3.10 Instructor and Student Responsibilities

Flight instructors shall fully acquaint their students with these Rules and Regulations and shall be responsible for the conduct of the students under their direction during dual instruction. When a student is solo, it shall be the sole responsibility of the student to observe and abide by these rules.

3.11 Parking of Aircraft

- a. Aircraft parking shall be restricted to approved parking areas designated by the Director of Operations and Maintenance or Gateway Aviation Services Manager or completely within an exclusive leasehold area with the permission of the leasehold tenant.
- b. No aircraft shall be parked or staged within marked service roads, or fire lanes, or in a manner as to interfere with taxiing aircraft, or in a manner that blocks free movement of aircraft or emergency vehicles, or hinders access to any building or structure.
- c. Aircraft parked or stored in unauthorized areas or which present an operational or safety problem to any area of the Airport may be towed or relocated to other Airport areas at the discretion of the Executive Director, Director of Operations and Maintenance, or Airport Duty Manager at the operator's expense.
- d. Derelict or non-flyable aircraft shall not be stored on the Airport's parking ramp or on property that has not been specifically leased or designated by the Executive Director or Director of Operations and Maintenance for such purpose.

3.12 Refusal of Clearance

The Executive Director or designee may delay or restrict any flights or the conduct of other aviation-related operations at the Airport, and may notify Air Traffic Control to refuse take-off clearance to any aircraft for any reason the Executive Director or designee reasonably believes is in the best interest of the public or essential to the safe operation of the Airport.

3.13 Specialized Aeronautical Activities

Hot air balloon operations, ultra light aircraft operations, and parachute drops mixing with commercial, military, and other jet activities can create a hazardous environment. Such specialized activities require prior written approval from the Director of Operations and Maintenance or Airport Duty Manager.

3.14 Taxiing or Towing of Aircraft

- a. No person shall taxi an aircraft into or out of an enclosed hangar under its own power.
- b. All aircraft taxiing or under tow on any part of the ramp, apron, or taxiways shall proceed with aircraft position lights on at night and during periods of low visibility.
- c. When the Air Traffic Control Tower is in operation, aircraft shall not be taxied, towed, or

otherwise moved on any part of the movement area until specifically cleared to do so.

- d. No aircraft shall be taxied or engines operated at the Airport where the exhaust or propeller blast may cause injury to persons or damage property. If it is impossible to taxi such aircraft in compliance with the above, then the engine must be shut off and the aircraft towed to the desired destination.

3.15 Washing and Maintenance

- a. Washing and maintenance of aircraft or other Airport related equipment shall only be conducted in accordance with environmental regulations and at approved wash racks or other areas designated by the Executive Director, or within specific tenant areas where such activity is permitted under lease or agreement.
- b. Aircraft Maintenance other than minor maintenance is prohibited on the ramp areas unless specifically authorized by the Director of Operations and Maintenance or Airport Duty Manager.

3.16 Weight Bearing Capacities

Aircraft exceeding the published weight bearing capacity of any runway, taxiway, or apron area are prohibited from operating on those areas without the express written approval of the Executive Director or Director of Operations and Maintenance.

4.1 City of Mesa Traffic Ordinances

City of Mesa traffic ordinances shall apply to all public roadways on the Airport and are enforced through the City of Mesa.

4.2 Emergency Right-of-Way

Upon the approach of a police, ambulance, fire department, Airport or other emergency vehicle giving an audible or visual signal that it is on an emergency call, each person operating another vehicle on any road on the Airport shall immediately drive his vehicle parallel with, and as near as possible to, the right hand edge of the road, clear of all intersections, and stay there until the emergency vehicle has stopped or passes, unless otherwise directed by an emergency service worker.

4.3 Endangerment

No person shall operate a vehicle on the Airport that is constructed, equipped, or loaded in such a physical or mechanical condition as to endanger persons or property.

4.4 Equipment

No person shall operate a vehicle on the Airport unless the vehicle is in sound mechanical condition with adequate safety equipment as determined by the Director of Operations and Maintenance.

4.5 Insurance

All motor vehicles operated on the Airport must have liability insurance consistent with the State of Arizona motor vehicle insurance laws.

4.6 Motor Vehicle Accident Reporting

Each operator of a motor vehicle involved in an accident on the Airport that results in damage to property or personal injury shall report it fully to Airport Operations as soon as possible after the accident. The report must include the name and address of the person reporting. Copies of reports taken by City of Mesa Police are acceptable for incidents that occur in the public areas of the Airport.

4.7 Movement Area Operations

- a. Prior to entering the aircraft movement area all vehicles shall yield right-of-way to all taxiing aircraft and aircraft under tow.
- b. No person shall operate a vehicle in the movement area unless prior permission has been obtained from Airport Operations and the vehicle is equipped with a two-way radio in communication with and clearance has been received from the Air Traffic Control Tower, unless under the control of an authorized escort.
- c. No vehicle shall enter the movement area unless equipped with an appropriately sized

flashing or steady-burning yellow beacon, mounted on the uppermost part of the vehicle such that it is conspicuous from any direction including from the air. An orange and white-checked flag may be used in lieu of the flashing beacon for daytime activities. The flag shall be mounted so that it is conspicuous from any direction.

4.8 Moving of Motor Vehicles

The Executive Director, Director of Operations and Maintenance, Airport Duty Manager and Airport Operations staff have the authority to tow or otherwise move any motor vehicle on the Airport property for reasons of operational necessity, safety, security, abandonment, illegal or improper parking or police investigation. The WGAA may charge a reasonable amount for the moving service and for the storage of the vehicle, if any. The vehicle is subject to a lien for that charge.

4.9 Parking

- a. The Executive Director or Director of Operations and Maintenance is authorized to reserve all or any part of public parking lots and other areas not under lease or permit for use as they may designate, and to indicate any restrictions by appropriate markings and/or signs.
- b. Where appropriate signs and/or markings have been installed, no person shall park or stand a motor vehicle on the Airport except in an area specifically designated for parking or standing.
- c. Vehicles parked in any authorized parking area shall park in such a manner as to comply with all posted and/or painted lines, signs, and rules.
- d. Tenant ramp vehicles and equipment shall be only parked within the tenant leasehold areas or in approved parking stalls.
- e. No person shall park, stop, or leave standing any vehicle, whether occupied or not, on the Airport, except within designated parking spaces.
- f. No person shall park or stand a motor vehicle on the Airport within ten (10) feet of a fire hydrant.
- g. Privately owned vehicles are not authorized to park within the Airport Restricted Area unless prior approval has been obtained from Airport Operations.
- h. Vehicles parked in the Airport parking lots, which do not belong to passengers, airport employees, or tenants utilizing the Airport, are subject to tow and storage at the owner's expense.

4.10 Repair of Motor Vehicles

Except for persons authorized by the Executive Director, Director of Operations and Maintenance, or Airport Duty Manager and for minor repairs necessary to move the vehicle from the Airport, no person shall repair a motor vehicle on a road or in a parking area of the Airport.

4.11 Restricted Area Operations

- a. No person shall operate a motor vehicle within the Airport Restricted Area without a valid driver's license and proper Airport Driver Endorsement on their security badge or color coded access card, unless under the control of an authorized escort. The Airport Driver Endorsement must be presented upon the request of any Airport Operations staff.
- b. No person shall operate a vehicle within the Airport Restricted Area unless their presence is specifically required for Airport services.
- c. The Executive Director or Director of Operations and Maintenance has the authority to deny, restrict, or cancel the privilege of any motor vehicle operator from operating within the Airport Restricted Area.
- d. No person shall operate a motor vehicle at a speed:
 - 1. Of more than 15 miles per hour on any aircraft apron or ramp;
 - 2. Of more than five (5) miles per hour around aircraft;
 - 3. That may or could endanger any aircraft, vehicle, or person.
- e. Airport and aircraft support vehicles and construction vehicles driving within the Airport Restricted Area shall display the company name or logo, minimum 4" high on each side of the vehicle. In addition, all construction vehicles and high profile aircraft support vehicles (those whose tallest point is above six (6) feet) shall also be equipped with an appropriately sized yellow, low intensity, flashing or steady burning beacon or an orange and white-checked flag.
- f. Except while in the process of servicing an aircraft or Airport facility, vehicle traffic on the ramp shall use marked service roadways where designated.
- g. Each person operating a motor vehicle on the Airport shall operate it so as to have it under proper control at all times, weather and traffic conditions considered.
- h. Washing of vehicles at the Airport wash rack is limited to tenant company vehicles and equipment.
- i. Each person operating a motor vehicle within the Airport Restricted Area shall yield the right of way to aircraft, aircraft under tow and pedestrians.

4.12 Signs and Markings

No person shall operate a vehicle on Airport roadways unless it is operated in strict compliance with all roadway signs, markings, and speed limits prescribed by the Executive Director or Director of Operations and Maintenance.

Chapter 5 - Fire and Environmental Safety

5.1 Aircraft Fueling Operations

- a. No person shall operate a fuel truck or fuel transfer vehicle within the Air Operations Area unless such person has passed an approved Airport training program, receives recurrent training, is issued an Airport security badge with a driver and fueling or self fueling endorsement, and complies with the provisions outlined in the WGAA Aviation Fuel Storage, Handling and Dispensing Guidelines.
- b. During the fueling of an aircraft, the dispensing apparatus and the aircraft must be bonded in accordance with City of Mesa Code and Uniform Fire Code Standards Section 24-1.
- c. Fuel servicing vehicles are prohibited from being parked within fifty (50) feet of or stored inside a building.
- d. Fuel storage areas will be fenced, with gates and warning placards, prohibiting unauthorized access.
- e. No person shall fuel or defuel an aircraft on the Airport while:
 1. The aircraft is in a hangar or enclosed space;
 2. The aircraft fuel system vents or fuel tank openings are not closer than 25 feet to any terminal building, hangar, service building or enclosed passenger concourse other than a loading walkway.
 3. The aircraft vent or tank openings are within fifty (50) feet of any ventilation air-intake to any boiler, heater or incinerator room.
 4. Passengers are in the aircraft, unless a passenger loading ramp is in place at the cabin door, the door is open, and a cabin attendant is at or near the door.
- f. No person shall start the engine of an aircraft on the Airport if there is any gasoline or other volatile flammable liquid on the ground underneath the aircraft.
- g. Each person engaged in fueling or defueling on the Airport shall exercise care to prevent the overflow of fuel, and must have readily accessible and adequate fire extinguishers.
- h. No person shall smoke or use any material that is likely to cause a spark or be a source of ignition within fifty (50) feet of an aircraft being fueled or defueled.
- i. Each hose, funnel, or appurtenance used in fueling or defueling an aircraft on the Airport must be maintained in a safe, sound, and non-leaking condition and must be properly electrically bonded to prevent ignition of volatile liquids.
- j. Fueling activities shall cease when lightning discharges occur within three (3) miles of the Airport.

5.2 Explosives & Other Hazardous Materials

Explosives and other hazardous materials not acceptable for transportation under applicable federal regulations are not permitted on the Airport. Hazardous materials that pose a present or potential hazard to human health and safety or to the environment if released are also prohibited. Class 1 explosives, Class A poisons and radioactive materials as defined in the latest edition of the Emergency Response Guidebook are not permitted anywhere on the Airport, except as approved in writing by the Executive Director.

5.3 Fire Equipment

Fire extinguishers and Airport fire protection systems shall not be tampered with at any time, nor used for any purpose other than firefighting or fire prevention. All tenants shall supply and maintain such adequate and readily accessible fire extinguishers within their leaseholds as may be required by the City of Mesa Fire Department.

5.4 Hazardous Material Spills

- a. Fuel spills greater than ten (10) feet in any dimension, covering an area of over fifty (50) square feet, greater than five (5) gallons, or continuous in nature shall be immediately reported to City of Mesa Fire Department and Airport Operations.
- b. Whenever a hazardous material spill or leak occurs, the owner of the material or equipment involved in such spill or leak shall take immediate steps necessary to ensure discovery, containment, and clean-up of such release and notify the Mesa Fire Department and/or Airport Operations of the occurrence. Charges may be assessed by the Executive Director for cleanup services including, but not limited to, reimbursement of labor, equipment, and materials.

5.5 Open Flames

- a. No person shall start any open fire of any type on any part of the Airport without advance written permission from the Executive Director or Director of Operations and Maintenance.
- b. No person shall operate a flame or spark-producing device on any part of the Airport except in areas within leased premises specifically designated for such use by the Executive Director unless a permit from the City of Mesa Fire Marshall or other appropriate official has first been obtained. No permit shall be issued for operations within any aircraft hangar, any fuel storage area, or upon any components of the fuel distribution system unless the work is required for the repair of such areas or hangars. Where such repair is required, permission shall first be obtained from the City of Mesa Fire Marshall and shall be subject to conditions as he may impose.
- c. Every person observing any unattended or uncontrolled fire on Airport premises shall immediately report it to **9-1-1**. No person shall make any regulation or order, written or verbal, which would require any person to take unnecessary delaying action prior to reporting such a fire.

5.6 Parking of Aircraft Fuel Service Vehicles

Aircraft fuel service vehicles shall not be parked inside any buildings, except for approved vehicle

maintenance and repair facilities. Such vehicles may only be parked in areas authorized by the Executive Director or Director of Operations and Maintenance.

5.7 Self-Fueling Operations

- a. Individuals desiring to self-fuel their own aircraft shall receive instruction from the WGAA and obtain a permit authorizing such operations unless using an approved self-service fuel island.
- b. Gravity feed fueling is prohibited.
- c. Hand or power operated pumps shall be used when aircraft are fueled from drums or other metal containers or tanks.
- d. Pouring shall not be permitted from a container with a capacity of more than five gallons. Plastic containers shall not be used for fuel dispensing due to static discharge potential.
- e. Fueling hoses shall be approved for flammable liquids and shall be maintained in accordance with nationally recognized standards.
- f. Fueling nozzles shall be equipped with a deadman flow control valve. Notches or latches in the nozzle handle that could allow the valve to be locked open are prohibited.
- g. An approved portable fire extinguisher having a minimum classification of 40:B shall be provided and maintained within 50 feet of all self-fueling operations.
- h. Aircraft shall not be occupied during self-fueling or defueling operations.
- i. Aircraft being self-fueled or defueled shall have the battery and ignition switches in the "off" position.
- j. Battery chargers shall not be connected, disconnected, or operated during self-fueling or defueling operations.
- k. The fueling nozzle shall be bonded with a nozzle bond cable having a clip or plug to a metallic component of the aircraft that is metallically connected to the tank filler port. The bond connection shall be made before the filler cap is removed. If there is no plug receptacle or means for attaching a clip, the operator shall touch the filler cap with the nozzle spout before removing the cap so as to equalize the potential between the nozzle and the filler port. The spout shall be kept in contact with the filler neck until the fueling is completed.
- l. When a funnel is used in aircraft self-fueling, it shall be kept in contact with the filler neck as well as the fueling nozzle spout or the supply container to avoid the possibility of a spark at the fill opening. Only metal funnels shall be used.
- m. Self-fueling operations shall comply with all other rules and regulations regarding aircraft fueling operations.

5.8 Storm Water Discharge

All storm water discharge requirements, including obtaining the required permits from the City of Mesa, are the responsibility of each tenant or authorized contractor that will cause, create, or develop an industrial discharge. All tenants will comply with WGAA Best Management Practices as outlined in the WGAA Storm Water Pollution Prevention Plan.

5.9 Volatile Compounds

- a. No person shall use a flammable volatile liquid having a flash point of less than 100 degrees Fahrenheit for cleaning purposes in a hangar or other building on the Airport, unless it is approved by the City of Mesa Fire Department.
- b. No fuel, oil, grease, flammable liquids, or contaminants of any kind including detergents used to wash aircraft or other surfaces, shall be allowed to flow into any sewer system, storm drain, or open water area without a separator.
- c. No person, tenant, or company shall store any cylinders of compressed flammable gas inside any building except as may be permitted under applicable NFPA standards and the City of Mesa Fire Code.
- d. No person shall store lubricating oils or other flammable materials except in appropriate storage cabinets suited for such use.

6.1 Condition of Tenancy

All Airport tenants must acknowledge through their lease or operating agreement that they will comply with these Rules and Regulations and appropriate minimum standards as a condition of tenancy or operation on the Airport.

6.2 Damage

Tenants and lessees, in addition to any terms that may be contained in their lease agreement, shall be fully responsible for all damages to buildings, equipment, real property, appurtenances, or other improvements in the ownership or custody of the WGAA, caused in whole, or in part, by their employees, agents, customers, visitors, suppliers, or persons with whom they may do business.

6.3 Design Guidelines

All facilities developed on the Airport shall conform to WGAA Design Guidelines, Landscape Master Plan, and other pertinent standards, guidelines or requirements.

6.4 Employees

Tenants are responsible for ensuring their employees are familiar with and comply with these Rules and Regulations, applicable minimum standards, and appropriate portions of their lease or other agreement with WGAA. Tenants are also responsible for ensuring their employees and contractors meet physical and mental standards necessary for the safe conduct of the employee's job tasks.

6.5 Fire Equipment

Tenants are responsible for supplying and maintaining any required fire equipment on a tenant's premises.

6.6 Floor Care

Each person to whom space on or at the Airport is leased, assigned, or made available for use shall keep the space free and clear of oil, grease, or other foreign materials that could cause a fire hazard or otherwise unsafe condition, or damage to the flooring material.

6.7 Free of Debris

Tenants shall keep hangars, shops, offices, other buildings, and areas adjacent thereto free of waste material, rubbish, junk, landscaping litter and flammable material.

6.8 Hangar storage

Aircraft storage hangars shall be used for aircraft storage only. Storage of non-aviation related equipment shall not be allowed, nor shall major maintenance or commercial activities be performed in

storage hangars except under Sublease, License, Permit or with the temporary written permission of the Executive Director.

6.9 Insurance

The Executive Director shall establish insurance requirements for persons authorized to perform services on the Airport. These requirements may vary among different types of service providers and may be periodically adjusted to insure that the WGAA, passengers and the interests of the public are adequately protected. Continuous proof of proper insurance and business licensing shall be provided to the WGAA as a condition of performing services at or on the Airport.

6.10 Marking of Paved Areas

Other than as provided in tenant leases, no surface painting or marking of any paved area on Airport property shall be permitted without written permission from the Director of Operations and Maintenance.

6.11 Preservation of Property

No person or tenant shall destroy, injure, deface, or disturb any building, sign, or other structure, tree, lawn, or other property on the Airport; nor alter, make additions to, or erect any building or sign or make any excavations on the Airport without the approval of the Executive Director.

6.12 Regulation of Commercial Activities

- a. No person shall occupy or rent space, carry on any business, commercial operations or other form of revenue-producing activity on the Airport without first obtaining a written contract, lease agreement or permit authorizing such activity, from the Executive Director.
- b. The Airport Minimum Standards shall be met and maintained at all times by any individual, group of persons, business, or enterprise desiring to provide such commercial services or commodities at or on the Airport.

6.13 Storage and Equipment

No tenant or lessee of a hangar, shop facility, or other operational area specified by the Executive Director on the Airport shall store or stack equipment or material in a manner to be unsightly, or constitute a hazard to persons or property.

6.14 Structural and Decorative Changes

Structural and decorative changes to any building, ramp, or other structure on the Airport require written approval of the Executive Director or Director of Planning and Development and must comply with local building codes and inspections and Airport Design Guidelines.

6.15 Trash Containers

Tenants shall place and maintain trash receptacles in the public areas of their premises, and other

areas where necessary to promote and encourage the proper disposal of trash. All exterior trash receptacles on the Airport shall be sufficiently covered to prevent the inadvertent discharge of trash onto the Airport.

7.1 Aircraft Security

When the condition or mission of an aircraft requires security guards or police officers, the owner or operator of the aircraft must coordinate this requirement with the Director of Operations and Maintenance. The owner or operator of the aircraft is responsible for obtaining and paying security service personnel.

7.2 Airport Security Program

All persons using the Airport are subject to the Airport Security Program pursuant to Transportation Security Administration Regulation (TSAR) Part 1542.

7.3 Air Carrier

Air carrier tenants required to have a Transportation Security Administration approved Aircraft Operator Standard Security Program (AOSSP) shall maintain a current copy at the Airport.

7.4 Challenge

All persons who are provided access to the Airport Restricted Area shall reasonably challenge any person not displaying proper identification media while in the Airport Restricted Area. Any person challenged to display an approved Airport identification media shall do so immediately upon request. Challengers are not expected to place themselves or others in a dangerous situation and shall not approach when they feel making a verbal challenge would do so, but rather the challenger is obligated to notify Airport Operations or the Mesa Police Department in such instances.

7.5 Doors & Gates

- a. At no time shall any Airport Restricted Area access gate be left open and unattended in a manner that would allow unauthorized access.
- b. Security doors leading into the Airport Restricted Area shall be kept locked as required by the Airport Security Program.
- c. Automated vehicle gates are for vehicle access only. No pedestrians shall use an automated vehicle gate for pedestrian access.
- d. Tenants shall be responsible for doors and gates located in their leased areas. Tenant security doors leading into the Airport Restricted Area shall be keyed to the Airport master keying system.

7.6 Employee Access Investigations

Employee access investigations in accordance with TSAR Part 1542 and the Airport Security Program shall be conducted by employers for each employee. Certification of completion of the access

investigation is required prior to WGAA issuing any access materials.

7.7 Escorting

Any person with an Airport-issued or approved identification badge may bring a non-badged person into the Airport Restricted Area and provide continuous escort if the non-badged person has a valid reason for being inside the Airport Restricted Area. A continuous escort requires that the escorted person remains in close proximity to the Airport identification badge holder at all times while inside the Airport Restricted Area. The Airport identification badge holder shall bear full responsibility for the actions of the person being escorted.

7.8 General Aviation Aircraft

General Aviation aircraft are prohibited from entering the commercial passenger or cargo areas of the Airport unless otherwise coordinated in advance with Airport Operations and the Air Traffic Control Tower.

7.9 Identification Media and Access Cards

- a. Identification media and access cards issued by the WGAA are property of the WGAA and must be surrendered upon the request of Airport Operations personnel or Mesa Police.
- b. No person shall loan or provide Airport identification media or access cards to anyone other than to whom the media was issued.
- c. WGAA-issued or approved identification media must be properly displayed on the outermost garment, above the waist, at all times while within the Airport Restricted Area.
- d. WGAA-issued or approved identification media shall not be mutilated or altered from its original form in any way, nor shall any such media be reproduced or copied in such a manner as to degrade the security of the identification system.

7.10 Restricted Areas

- a. Only those persons specifically authorized by Airport Operations with proper personnel and vehicle identification are allowed access to the Airport Restricted Area, Air Operations Area (AOA) or Security Identification Display Area (SIDA) unless otherwise provided for under the Airport Security Program.
- b. Pedestrians or motor vehicle operators observed in areas other than those designated for public use without authorization by the Executive Director will be considered trespassing and subject to arrest.

7.11 Security Fence Line

A minimum clear area of twenty (20) feet should be kept between the security fence line and any object that may be used to conceal persons along the fence line or that would aid any individual in gaining access to the Airport Restricted Area. A minimum clear area of six (6) feet shall be kept between the security fence line and any object that may be used to conceal persons along the fence line or that

would aid any individual in gaining access to the Airport Restricted Area unless specifically approved by the Director of Operations and Maintenance.

7.12 Security Screening

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

7.13 Tailgating

No person or vehicle shall enter the Airport Restricted Area through an access gate that was opened for an authorized person or vehicle unless under the direct escort and control of an authorized person. All persons and vehicles using any airfield access gate shall ensure the gate is secured behind them prior to leaving the area to prevent unauthorized access.

7.14 Tenant Security

Tenants and tenant employees are responsible for safeguarding doors, gates, and other forms of passageways between Airport Restricted Areas and public areas. Tenants are responsible for safeguarding aircraft and other private property entrusted to their care within the Airport Restricted Area or other locations on their leased premises.

7.15 Violation of Security Regulations

Violation of security regulations may result in the immediate revocation of security privileges and future entry into the Airport Restricted Area may be denied. Any fines levied against the WGAA for security violations will be charged to the offending individual and tenant.

7.16 Weapons

No person, except a peace officer, authorized air carrier employee, Airport employee, or a member of an armed force of the United States on official duty, shall carry any weapon, explosive, or flammable material on or about his person, openly or concealed, in the Airport Restricted Area without the written permission of the Executive Director or Director of Operations and Maintenance. This section shall not apply to persons carrying firearms in cases, broken down or unloaded, when said firearms are being transported by air. No person shall furnish, give, sell, or trade a weapon on the Airport.

8.1 Authorization

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

8.2 Aviation Activities

- a. A special event that involves aerobatic maneuvers by aircraft must be coordinated in advance with Airport Operations and the local FAA Flight Standards District Office.
- b. Special events involving aerial activities that are not of a routine nature for the Airport will require the designation and approval of an "air boss" who is experienced in directing and controlling the aerial activities planned for the event.

8.3 Closures or Restrictions

All runway, taxiway, ramp area, landside, or public area closures or restrictions must be coordinated with Airport Operations and other users of the Airport well in advance of the event.

8.4 Coordination

The sponsor shall make arrangements for such things as auto towing, garbage pick up, and refuse clean up for any and all persons attending or associated with the event. If the special event is expected to attract an attendance of 500 persons or more, the sponsor must coordinate road and highway impacts with City of Mesa Police, Maricopa County Sheriff's office, and Arizona Department of Public Safety. In addition, the sponsor shall coordinate public safety impacts with City of Mesa Police and Fire and arrange any necessary protection (security, ambulance, fire protection, Aircraft Rescue and Fire Fighting support). Air traffic impacts shall be coordinated and approved by the Air Traffic Control Tower Manager.

8.5 Damages

Event sponsors shall pay for all direct expenses related to the special activity and compensate the WGAA for damaged property. If the sponsor fails to adequately perform trash and litter clean up of the Airport or repair damaged property in a timely fashion as determined by the Director of Operations and Maintenance, the WGAA may perform these functions and charge the sponsor accordingly.

8.6 Fees

The event sponsor shall provide a written disclosure all special event fees charged to the public to the Executive Director. In addition, when fees are charged, the sponsor shall pay fees to the WGAA as

specified by Lease or Operating Agreement.

8.7 Insurance

The special event sponsor will be required to obtain liability insurance for the event in an amount determined by the Executive Director. The insurance policy will identify the WGAA as a "named insured" for the event.

8.8 Normal Ingress/Egress

All special events must be planned to accommodate the normal ingress and egress of motor vehicles for those persons involved in passenger carrier flights, general aviation users of the Airport, air ambulance, or business activities normally conducted at or on the Airport.

8.9 Plans

In addition to the required coordination elements, the sponsor shall prepare and present to the Executive Director written plans to handle adverse weather, dust, hazardous materials spills, emergency services, and public protection.

8.10 Special events

Special events include air shows, balloon festivals, air races, fly-ins, parachute team demonstrations, static displays for the public, aerobatic events, filming for television, movies, or commercials, and other events or activities not normally associated with the daily operation of the Airport.

9.1 Ground Transportation General Authority

- a. The Williams Gateway Airport Authority (Authority) has established commercial vehicle ground transportation operating procedures for all companies operating at the Phoenix-Mesa Gateway Airport (Airport). These operating procedures are to ensure the most fair and consistent ground transportation service. They will provide the public with the safest and most convenient passenger movement.
- b. It is imperative that all commercial vehicle operators abide by the commercial vehicle ground transportation operating procedures. Commercial vehicle operators are subject to on site supervision and direction by any personnel designated by the Airport Executive Director. Any person who violates these operating procedures will, at the discretion of the Authority or its authorized representative, be denied use of the Airport and its facilities.
- c. The Authority reserves the right to change these operating procedures at any time, for any reason and any respect. Commercial vehicle operators will be notified of any changes in these operating procedures by the issuance of either revised pages for this document or separate directives.
- d. The commercial vehicle ground transportation operating procedures contained herein supersede and cancel all other previous commercial vehicle operating rules and regulations set forth by the Authority and its facilities.

9.2 Commercial Operator Insurance Requirements

- a. Before commencing commercial operations at the Airport, commercial operators shall submit to the Authority an original certificate of motor vehicle insurance with a reputable insurance company or companies evidencing at least minimum state-mandated policy limits and which names the Williams Gateway Airport Authority as the certificate holder and as additionally insured by endorsement. The Airport shall be notified thirty (30) days prior to cancellation or non-renewal of said endorsement.
- b. Vehicles insurance shall cover all automobiles owned, leased, hired, rented, borrowed or otherwise used by or on behalf of the Operator.
- c. The Williams Gateway Airport Authority, its officers, officials, agents, employees and volunteers are to be listed as additional insured with respect to liability arising out of: activities performed by, or on behalf of, the commercial operator including automobiles owned, leased, hired, or borrowed by the Operator.
- d. The Williams Gateway Airport Authority, its officers, officials, agents, employees and volunteers shall be additional insured to the full limits of liability purchased by the commercial operator even if those limits of liability are in excess of those required by permit.
- e. The amount of insurance carried must be posted in each vehicle.

9.3 Conditions of Commercial Vehicles

- a. All commercial vehicles shall be properly identifiable with company name and logo on the outside of the vehicle to enable passengers to identify the company name and address.
- b. All commercial vehicles shall be validly registered with the Arizona Department of Motor Vehicles.
- c. Every vehicle shall be structurally sound and maintained in such good condition as to provide for the safety of the public in accordance with each and every applicable requirement of Arizona Revised Statutes Title 28 and Title 49.
- d. All commercial vehicles serving the Airport shall be of the highest quality, properly maintained in an excellent state of repair and operated in a clean, safe, and businesslike manner at the sole discretion of the Authority or its representative. Vehicles are subject to inspection by Airport Operations staff.
 1. Air conditioners will be operated at all times when temperatures reach 85 degrees Fahrenheit or upon passenger request.
 2. Heaters will be operated upon passenger request and sufficiently heat the interior of the vehicle.
 3. Exterior paint shall be maintained free of oxidation and rust.
 4. Vehicle shall be free of any sheet metal damage.
 5. Vehicle shall be inspected for cleanliness at the beginning of each day of service to insure vehicle is free of dirt, trash, and debris.
 6. The exterior of each vehicle in service shall be kept clean from road dust, mud and grime.
 7. The interior of each vehicle in service shall be swept or vacuumed prior to beginning daily service.
 8. Wheel covers (hubcaps) shall be mounted on all wheels at all times.

9.4 Commercial Vehicle Driver Requirements

- a. All drivers shall meet all Federal, State, and City requirements. Drivers shall be appropriately licensed, knowledgeable of the area and streets, able to speak, read, and understand the English language.
- b. All drivers operating commercial vehicles may be provided with and must wear a company identification badge.
- c. Driver's Airport operating privileges may be revoked at the discretion of a representative of the Authority.
- d. Driver shall at all times be courteous, professional and informative when interacting with passengers, airport staff, and other drivers. Customer complaints relating to a driver's failure to meet the foregoing standards of conduct may provide grounds for the termination of the driver's operating privileges at the Airport.

- e. Drivers shall not engage in any physical fighting or loud, boisterous verbal disputes while on the Airport. If a dispute develops between a driver and a passenger, or another driver, the driver should immediately contact airport staff to resolve the dispute.
- f. All drivers operating commercial vehicles at the Airport shall be clean and neat in their personal appearance and shall be courteous to passengers loading or unloading at the Airport.
 - 1. Shirts or blouses worn by male/female drivers shall have collars and be of a solid color.
 - 2. Pants worn by male/female drivers shall be of full length and solid color.
 - 3. Skirts worn by female drivers shall be no more than two inches above the knee and be of a solid color.
 - 4. All drivers will wear dress-type shoes at all times with socks, if appropriate.
 - 5. Shorts worn by male/female drivers shall be no more than two inches above the knee and be of a solid color.
 - 6. Facial hair (beards, mustaches, sideburns, etc.) shall be acceptable only if kept in a clean and trimmed manner acceptable to airport management and the public.
 - 7. Hair shall be kept clean and trim at all times.
 - 8. Body odor shall be controlled so as not to be offensive.
 - 9. Proper oral hygiene shall be used.
 - 10. Face and body shall be kept clean.

9.5 Regulations And Licenses

- a. The Operator shall comply with all applicable local, state and federal regulations and abide by the Rules and Regulations of the Authority now in effect, or that may be promulgated from time to time, including but not limited to the utilization of loading zones, queuing areas, and other such traffic control arrangements as designated by Airport Management. The Operator will provide the Authority with current copies of all applicable licenses from state or local authorities for areas the Operator proposes to serve.
- b. The Operator shall secure and pay the costs of all required licenses, supplementary equipment, permits, franchises, both of its employees and vehicles. The Operator will pay all taxes, fees, licenses, and moneys required by the Federal, state, or local governments for its operations at the Airport.
- c. The Operator shall maintain and operate its service in compliance with all requirements imposed pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, and Part 21 Nondiscrimination in Federally Assisted Programs of the Department of Transportation-Effectuation of Title 6 of the Civil Rights Act of 1964, as said regulations may be amended.
- d. No commercial vehicle operator shall engage in the business of picking up passengers at the Phoenix-Mesa Gateway Airport terminal without first obtaining a Ground Transportation Operating License from the airport authority. A Ground Transportation License shall not be issued until the owner has completed an application form provided by the Williams Gateway

Airport Authority (Exhibit A).

- e. The commercial operator will submit a list of vehicles authorized for such purposes to the airport authority business office. The operator will ensure that such authorized vehicles comply with section 9.4 and ensure the authorized vehicle lists are updated as appropriate. (Exhibit A)

9.6 Access and Parking

- a. All commercial vehicles desiring to drop off passengers shall be permitted to use the designated passenger loading/unloading zone of the Airport curbside for active unloading of passengers and their baggage. No parking shall be allowed in this area. It is for active unloading operations only. Vehicles may be cited and towed away.
- b. Baggage delivery service vehicles must use the west curbside loading zone for both loading and unloading baggage.
- c. Commercial vehicles not having a valid Ground Transportation License with the Airport are authorized to enter Airport property to discharge passengers only in accordance with this paragraph.
- d. Commercial taxicab operators with a prior reservation from a passenger awaiting pick up may proceed to the pre-arranged passenger pick up location designated by the Airport curbside.
- e. Passenger pick up by commercial vehicles other than taxicab operators is permitted only in the areas designated by the Airport curbside.
- f. Commercial vehicles shall enter the commercial vehicle queuing area only for the purpose of loading customers or passengers. Only those vehicles included on the commercial operators authorized vehicle list shall have access to the taxi stand queuing area.
- g. Drivers may park in the passenger loading/unloading zones to drop off passengers only long enough to unload passengers and luggage at the curb. Vehicles left unattended will be subject to citation and/or towing enforcement.
- h. There shall be no unattended vehicles parked in the queuing areas; vehicle drivers shall remain within twenty-five (25) feet of their respective vehicles. Entering the terminal building for any purpose while parked in the Terminal curbside lanes is strictly prohibited.
- i. Limousines with a seating capacity of not more than 6 passengers including the operator shall be allowed to park in either the commercial queuing area or in the short term parking lot for the purpose of loading customers or passengers.

9.7 Soliciting

- a. The authorized solicitation of passengers by a commercial operator shall only be conducted by the first driver in line in the designated areas at the staging area. Driver and passenger communication shall be conducted in a courteous and professional manner. Drivers shall not

make any misrepresentation of their service. Drivers shall not be loud and boisterous with/or in the presence of potential customers.

- b. Soliciting passengers is an offense that may result in criminal prosecution and the loss of meeting and greeting privileges and ground transportation Licenses. Drivers soliciting passengers or in any manner offering to transport passengers in non-designated areas may be subject to a Notice of Violation.
- c. Off duty drivers are not allowed to loiter on airport premises. Any off duty driver using a commercial vehicle for personal use at the airport shall utilize the public parking facilities.

9.8 Miscellaneous Provisions

- a. The Operator shall repair promptly, and at no cost to the Authority, any damages to property of the Authority, which the Operator or its representatives have caused.
- b. No signs, posters or similar devices shall be erected, displayed, or maintained by the Operator on Airport premises without prior written approval of the Authority or its representatives.
- c. Solicitation of business in any manner whatsoever upon Airport property is strictly prohibited. Cruising is specifically prohibited.
- d. The Authority or its representatives shall have the right to restrict drivers or vehicles from operating at the Airport in noncompliance with Airport Rules and Regulations.

Appendix I - Definitions

Advisory Circular. Federal Aviation Administration publications that outline and describe recommended standards and procedures for numerous aviation entities.

Aircraft (also Airplane, Balloon, Blimp, Ultralight, Helicopter). Any device or contrivance now known or hereafter invented that is used or intended to be used for flight in the air.

Aircraft Maintenance. The repair, adjustment or inspection of an aircraft by a pilot, owner or mechanic other than the routine cleaning, upkeep and servicing of an aircraft in preparation for flight. Minor repairs are characterized as normal, routine annual inspection with attendant maintenance, repair, calibration or adjustment or repair of aircraft and their accessories. Major repairs are characterized as major alterations to the airframe, power plant, propeller and accessories as defined in FAR Part 43.

Aircraft Operation. An aircraft takeoff, landing, touch and go (two operations), low approach and/or missed approach.

Aircraft Rescue and Fire Fighting (ARFF). The personnel, equipment and facilities on or off the Airport dedicated to dealing with aircraft accidents/incidents and all rescue and firefighting tasks, structural fires and other firefighting emergency activities.

Air Operations Area (AOA). That area of the Airport used or intended to be used for landing, takeoff, or surface maneuvering of aircraft. The AOA includes the active runways, taxiways, ramp and turf areas. The AOA is considered part of the Airport Restricted Area and is off-limits to the general public.

Air Traffic Control (ATC). A service operated by appropriate authority to promote the safe, orderly and expeditious flow of air traffic on or in the vicinity of the Airport.

Air Traffic Control Tower (ATCT). The Airport traffic control tower at Phoenix-Mesa Gateway Airport.

Airport. Shall mean and have reference to all the areas comprising the Phoenix-Mesa Gateway Airport as now existing, or as the same may hereafter be expanded and developed, and shall include all of its buildings, facilities and appurtenances.

Airport Authority. The Williams Gateway Airport Authority, a Joint Powers Airport Authority authorized under the laws of the State of Arizona, its successors and assigns, formed pursuant to Arizona Revised Statutes §2-351 et seq.

Airport Driver Endorsement. The authority issued by Airport Operations authorizing motor vehicle operations within the Airport Restricted Area. An Airport Driver Endorsement shall mean an indication of completed airfield driver training, and so noted on an individual's Airport security identification badge.

Airport Duty Manager. The designated management representative of the Williams Gateway Airport Authority during emergency incidents and after regular business hours.

Airport Executive Director (also Executive Director). The Executive Director of the Williams Gateway Airport Authority or his/her designee. The term "Executive Director" as herein used, shall include persons duly designated to represent the Airport Executive Director and to act on behalf of the Airport Executive Director for

the enforcement of these Rules and Regulations to ensure the efficient, proper and safe operation of the Airport, but only to the extent authorized by law or properly delegated by said Airport Executive Director.

Airport Minimum Standards. A separate document adopted and formally approved by the Airport Authority within which are detailed provisions outlining the minimum building size, performance or other standards acceptable by the Airport Authority for a business firm aspiring to do business at the Airport.

Airport Rules and Regulations. A document adopted and formally approved by the Airport Authority within which are detailed provisions for the safe, orderly and efficient operation of the Airport.

Airport Security Program. A program developed in accordance with TSAR Part 1542 and approved by the TSA outlining Airport security requirements, methods and procedures for Phoenix-Mesa Gateway Airport.

Apron (also Ramp). Those areas designated by the Airport, both public and private/leased, designated by the Executive Director for the parking or storage of aircraft. These areas are usually restricted areas and involve activities such as enplaning and deplaning passengers, servicing aircraft, and aircraft movements.

Based Aircraft. Any aircraft whose home base or permanent residency is identified as Phoenix-Mesa Gateway Airport.

Emergency Vehicles. Vehicles that are painted, marked, lighted or escorted and used by the police (or security officers), fire department (ARFF), ambulance or other Airport officials to carry out their daily duties or used in response to an emergency situation.

Engine Run-up. The operation of an aircraft engine at power settings in excess of those power settings needed for normal taxiing of the aircraft. Engine run-ups are usually conducted at relatively high power settings in order to determine the performance of an aircraft engine.

Escort. A person authorized by the Airport to accompany a contractor or other persons within the Airport Restricted Area(s) in accordance with all FAA safety and security regulations and Airport-specified responsibilities.

FAA. The Federal Aviation Administration.

FAR. The Federal Aviation Regulations as written, approved and published by the FAA.

General Aviation. All categories and types of aviation/aircraft in the U.S. except for certified air carriers (under FAR Part 121) and Department of Defense military aircraft.

Hangar Any fully or partially enclosed storage space for an aircraft.

Hazardous Material. A substance or material in a quantity or form that may pose an unreasonable risk to health or safety, or property when stored, transported or used in commerce as defined in applicable Federal, State, and local environmental laws.

Lease. A contract granting occupation or use of property during a certain period in exchange for a specified rent.

Movement Area. Those areas of the Airport under the control of the Air Traffic Control Tower including

runways, taxiways, and helipads designated and made available for the landing, take-off, and taxiing of aircraft and which require a clearance from the Air Traffic Control Tower prior to entering.

Notice of Violation (NOV). An NOV is a form issued by Airport Operations personnel for violations of any rules and regulations governing the Airport.

Notice to Airmen (NOTAM). Information issued by a representative of the Executive Director, FAA, the Air Traffic Control Tower or other authorized official advising pilots of temporary changes to published information regarding Airport facilities, conditions, or other items that may affect safe flight.

Operating Agreement. A contract granting short-term occupation or use of Airport facilities (i.e. runways, taxiways) during a certain period in exchange for specified rent and/or fees. Operating agreements are used for, but not limited to, flight-testing and flight training operations.

Park or Parking. The standing of an aircraft or vehicle whether occupied or not.

Permit. A written authorization issued by the Airport Authority that allows specific activities or the temporary use or occupancy of certain areas or facilities at the Airport.

Person. Shall mean an individual, firm, general or limited partnership, corporation, company, limited liability partnership, trust, association, or any trustee, receiver, assignee or similar representative thereof leasing, subleasing, making application for, or using any land or facility at the Airport.

Restricted Area(s). Areas closed to access by the general public. These are limited access areas that the Executive Director, the FAA, TSA, or commercial aviation business owners have elected to restrict for purposes of security or safety. These areas include but are not limited to the Air Operations Area, Airport perimeter roadways, fenced-in areas, aircraft hangars and maintenance shops, fuel storage areas and hazardous materials storage areas.

Secured Area. That portion of the Airport where aircraft operators and foreign air carriers enplane and deplane passengers and sort and load baggage and any adjacent areas that are not separated by adequate security measures.

Security Identification Display Area (SIDA). That portion of the Air Operations Area (AOA) where each person is required by federal law to continuously display, on an outermost garment, an Airport-approved identification badge. Any person observed in the SIDA not displaying the identification badge and not accompanied by an Airport-approved escort must be promptly reported to a security officer or other designated authority.

Sterile Area. The portion of the Airport defined in the Airport Security Program that provides passengers access to boarding aircraft and to which the Transportation Security Administration (TSA) through the screening of persons and property generally controls the access.

TSA. The Transportation Security Administration.

Vehicle. Shall mean all conveyances, except aircraft.

Appendix II - Fly Friendly Noise Abatement Procedures

Fly Friendly Procedures

Unless otherwise directed by the Tower, please comply with the following:

1. Runway 30 is designated as the "calm wind" runway.
2. Use best rate of climb, consistent with safety.
3. Runway 12C/30C or 12L/30R for jet aircraft pattern work (1700' AGL – above ground level) is preferred. When using Runway 30C or 30R, start right crosswind turns as soon as practical to avoid residential areas North of the Airport (complete turns within 3.5 DME).
4. On departure from 30L, left turn after end of runway to minimize low overflights of the Gateway Campus.
5. Military aircraft terminate afterburner use when safe to do so.
6. Jets are requested to use NBAA Standard Noise Abatement Departure or comparable aircraft manufacturer procedures.
7. Propeller aircraft are requested to use AOPA Noise Awareness Steps.
8. Helicopter traffic: please avoid low overflights of the Gateway Campus. Use a Northwest or Southwest arrival-departure corridor.
9. Compliance with the *Fly Friendly* procedures is at the pilot's discretion.

SAFETY ALWAYS COMES FIRST!