



**Rules and Regulations**

**Louis Armstrong New Orleans International Airport**

New Orleans Aviation Board

Approved:

  
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Kevin C. Dolliole, Director of Aviation

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**Version Control**

All previous Rules and Regulations issued by the NOAB and its administration are hereby revoked. This document replaces all prior versions in their entirety.

To be used when updating this document, the version control log allows the document to exist as a living document and enables the Airport to note and track when significant changes have been made.

After approval of the New Orleans Aviation Board, the Airport Operations Department will update the log every time that the document is modified in order to ensure version control.

<b>VERSION</b>	<b>Significant Change</b>	<b>Effective Date</b>
V 1.0	Original Document	3/21/2019
V 2.0	Amendment of 3.16 (adjusts time for the disposal of unclaimed property from 1 year to 60 days); 3.22 (changes name from "Meditation Room" to "Interfaith Chapel"); 5.17 (clarifies the single location where driving under a jet bridge is acceptable); 7.02(E) & (Q) (adjusts the number of fire extinguishers required during fuel transfer operations from two to one); and 12.04 (Badges are no longer a requirement for taxi operations)	11/18/2021

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## 1. DEFINITIONS

### 1.01 Definitions

Terms used in these Rules and Regulations are defined below. Words relating to aeronautical practices, processes, and equipment will be construed according to their general usage in the aviation industry, unless a different meaning is apparent from the context or specifically defined otherwise herein. All other words will be construed according to their common literal meaning.

**Affiliated Airline Company** shall mean any domestic Air Carrier that operates as a related entity under similar livery and is now or hereafter either (a) owned in whole or in part by a Member or its parent company, or (b) is operating at the Airport under a shared International Air Transport Association (IATA) flight designator code with a Member at the Airport, or (c) if operating under its own livery, is not selling any seats on aircraft and all seats on such aircraft are being sold in the name of a Member and in any case shall have been designated in writing to the NOAB and the Company by a Member as an Affiliated Airline Company.

**Air Operations Area** or AOA shall mean any area of the Airport used or intended to be used for the taxiing, landing, taking off, or surface maneuvering of aircraft and any contiguous area enclosed within the security fence of the Airport.

**Air Operations Area Driving Privilege** shall mean the ability to operate a Motor Vehicle on the AOA granted by the Airport Security Office after the holder has successfully completed the Air Operations Area Driver Training Program. Granted driving privilege will be indicated by a special icon printed on the holder's badge.

**Air Transportation Company** or **Airline** or **Air Carrier** shall mean a legal entity engaged in the business of scheduled or non-scheduled transportation by air of Persons, property, mail, parcels, and/or cargo.

**Aircraft** shall mean any contrivance now known or hereafter designed, invented, or used for powered flight in the air or space.

**Airport** shall mean Louis Armstrong New Orleans International Airport and Downtown Heliport, and any other aviation-related areas or airports now or hereafter owned, operated, or leased by the New Orleans Aviation Board.

**Airport Identification Badge** shall mean the identification badge issued by the Airport Security Office which grants or denies the holder to which such identification badge is issued access to specific areas of the Airport, or grants certain privileges.

**Airport Operations Department** shall mean the department established by the Aviation Board that has responsibility for Airport operations and other related functions.

**Airport Police Department** shall mean the organization authorized by the Aviation Board to be responsible for the continuing enforcement of the laws, rules, and regulations applicable to the Airport and these Rules and Regulations.

**Airport Security Office** shall mean the office established by the Aviation Board that has responsibility for Airport security, issuing Airport Identification Badges, and other related functions.

**Apron** shall mean those areas of the Airport within the Air Operations Area designated for the loading, unloading, servicing, and parking of aircraft.

**Arrivals Curb – East** shall mean the traffic lanes on the east side of the Airport Terminal designated for use by passengers arriving at the Airport from another airport.

**Arrivals Curb – West** shall mean the traffic lanes on the lower level west side of the Airport Terminal designated for use by certain pre-arranged and on demand transportation services as designated by the Airport.

**Aviation Board** shall mean the New Orleans Aviation Board or any successor thereto.

**AVCOM** shall mean the department established by the Aviation Board that has responsibility for Airport communications, emergency dispatch, and other related functions.

**Commercial Activity** shall mean the exchange, trading, buying, hiring, or selling of commodities, goods, services, or property of any kind, or any revenue-producing activity on the Airport.

**Commercial Vehicle** shall mean any vehicle other than a private vehicle.

**Concourse** shall mean the specific parts of the Terminal Building that provides passengers with access to the aircraft.

**Control Tower** shall mean the air traffic control facility located at the Airport and operated by the Federal Aviation Administration.

**Decal** shall mean the Airport Ground Transportation Center or Taxi Operating Decal; and includes any decal issued by the Airport for the purpose of providing on-demand or contract (when applicable) transportation for passengers.

**Departures Curb** shall mean the raised traffic lanes to the west of the Airport Terminal designed for use by passengers departing the Airport to travel to another airport.

**Designee** shall be any Person the Director of Aviation appoints to act on behalf of the Director.

**Director** shall mean the Director of Aviation appointed by the Aviation Board or any other Person authorized by the Director to act on behalf of the Director.

**Employee** any Person performing services or conducting commercial operations at the Airport, or employed by any Airline, tenant, permittee, licensee, vendor or concessionaire, the New Orleans Aviation Board, or the City of New Orleans.

**Environmental Laws** shall mean any and all laws, rules, regulations, judgments, orders, permits, licenses, agreements, covenants, restrictions, requirements, policies, or the like enacted now or hereafter by federal, State, Jefferson Parish, City of Kenner, or City of New Orleans governments, agencies, or authorities relating to or governing in any way Hazardous Materials or the environmental condition of soil, air, water, or groundwater.

**FAA** shall mean the Federal Aviation Administration or its authorized successor(s).

**Federal Aviation Regulations** or FAR shall mean United States Federal Aviation Regulations as currently amended and promulgated by the Federal Aviation Administration.

**Foreign Object Debris** or **FOD** is debris that causes damage to aircraft engines, tires, or skin, such as, rocks, trash, or debris found on Runways, Taxiways and Aprons.

**Hazardous Materials** shall mean any hazardous or toxic materials, pollutants, effluents, contaminants, radioactive materials, flammables, explosives, pesticides, chemicals known to cause cancer or reproductive toxicity, emissions, wastes, or any other chemicals, materials, or substances whose handling, storage, release, transportation, or disposal is or becomes prohibited, limited, or regulated by any federal, State, county, regional, or local authority or, even if not so regulated, is or becomes known to pose a hazard or potential threat to the health and safety of any Person or to the environment.

**Itinerate Air Carrier** shall mean any Air Transportation Company providing passenger or cargo service from the Airport that is not a Scheduled Air Carrier.

**Jet Bridge** is an enclosed, movable, connector which extends from an airport terminal gate to an airplane, which is used for providing Persons access to and from aircraft.

**Law Enforcement Officer** or **LEO** shall mean any person vested with a police power of arrest under federal, State, Jefferson Parish, St. Charles Parish, City of Kenner, or City of New Orleans authority, and identifiable by uniform, badge, or other indication of authority.

**Motor Vehicle** shall mean a self-propelled device in, upon, or by which a Person or property may be transported, carried, or otherwise moved from point to point, except Aircraft or devices moved exclusively upon stationary rails or tracks.

**Permission** or **Permit** shall mean permission granted by the Director, unless otherwise herein specifically provided. "Permission" or "Permit" whenever required by these Rules and Regulations shall always mean written permission, except that verbal permission in specific instances may be granted under special circumstances where the obtaining of written permission would not be practical.

**Person** shall mean any individual, firm, partnership, co-partnership, corporation, trust, association, or company (including any assignee, receiver, trustee, or similar representatives thereof), the United States of America, any state, any political subdivision of a state, any foreign government, or the United Nations.

**Restricted Area** shall mean any area of the Airport posted to prohibit entry, or to limit entry or access to specific authorized Persons.

**Runway** shall mean that area designated for the purpose of landing and taking off of aircraft.

**Scheduled Air Carrier** shall mean any Air Transportation Company performing or desiring to perform, pursuant to published schedules, seasonal or providing non-seasonal commercial air transportation services over specified routes to and from the Airport and holding the necessary authority from the appropriate state or federal agencies to provide such transportation.

**SSI** shall mean Security Sensitive Information that is controlled by 49 CFR Part 1520.

**Solicitation** shall mean the act of directly or indirectly, actively or passively, openly or subtly, asking (or endeavoring to obtain by asking), requesting, imploring, pleading for, importuning, or seeking to try to obtain.

**State** shall mean the State of Louisiana.

**Taxiway** shall mean that area designated for the movement of aircraft between the Apron and the Runways.

**Taxi Chute** shall mean the location where taxis arrive at the terminal to pick up a customer.

**Terminal Building** shall mean the central passenger terminal building containing passenger ticketing, baggage claim, and other related activities.

**Terminal Gate** shall mean an aircraft loading position, including associated passenger loading bridge, passenger holdroom, and other associated facilities and equipment, at the Airport.

**TSA** shall mean the Transportation Security Administration of the Department of Homeland Security, or its authorized successor(s).

**Unmanned Aircraft Systems** or **UAS** shall mean an aircraft without a human pilot on board which is controlled from an operator on the ground. UAS is sometimes referred to as a drone.

#### **1.02 Certain Non-defined Terms**

Words relating to aeronautical practices, processes, and equipment shall be construed according to their general usage in the aviation industry.

## 2. GENERAL

### 2.01 Applicability of Rules and Regulations

- A. Scope:** The Rules and Regulations of the New Orleans Aviation Board apply to all Airport employees, airlines, tenants, vendors, concessionaires, permit holders, government organizations, or any other Persons that work at, operate at, lease, conduct business, or otherwise have access to the Airport. They are put in place to ensure that those working and operating at the Airport contribute to the safe and efficient operation of the Airport.
- B. Authority:** These Rules and Regulations are enacted pursuant to the New Orleans Aviation Board's authority under the City of New Orleans Home Rule Charter Section 5-602 and N.O. Muni. Code Chapter 22.
- C. Applicability.** These Rules and Regulations shall apply to all users of the Airport and all Persons on Airport property. The Rules and Regulations provide for Airport-approved operating procedures, terminal, safety and security requirements. Nothing in these Rules and Regulations shall limit or constrain the legitimate authority of the Aviation Board, the Director of Aviation, or the Director's designees.
- D. Condition to Use of Airport.** Any permission granted by the Aviation Board, directly or indirectly, expressly, or by implication or otherwise, to any Person to enter or to use the Airport or any part thereof is conditioned upon compliance with these Rules and Regulations.
- E. Adoption of Rules and Regulations Shall Not Constitute Grant of Rights.** The adoption of these Rules and Regulations is not intended to, and shall not be construed to grant any property right or expectation to any Person whomsoever. The Aviation Board expressly reserves the right to amend these Rules and Regulations at any time and in any respect. Additionally, the Aviation Board reserves the right to limit or restrict access to any area of the Airport without the issuance of prior notice, for reasons including, but not limited to, safety and security of the general public, construction or renovation work at the Airport, or acts of God. Any Person who determines to invest time or financial resources in operations at the Airport does so with full knowledge of the foregoing provisions, and shall have no right or standing to make any claim whatsoever against the Aviation Board by reason of any subsequent amendment to these Rules and Regulations, any amendment to an agreement or any limitation or restriction of access to the Airport as aforesaid.
- F. Compliance.** All Persons, while on the Airport, shall comply with these Rules and Regulations and all lawful orders or directives given by representatives of the Airport Police Department, Airport Operations Department, and other Airport personnel exercising legal powers within the scope and course of their employment and duties.
- G. Compliance with Signs.** All users of the Airport shall observe and obey all posted signs, fences, and barricades prohibiting entry upon the Air Operations Area or other

Restricted Areas that govern the activities and demeanor of the public while on the Airport.

**2.02 Policies, Procedures, and Manuals**

Written policies, procedures, and manuals issued by the Director or designee from time to time shall be considered as addenda to, and have the full force and effect of, these Rules and Regulations.

**2.03 Emergencies**

When an emergency exists at the Airport, the Director or designee, or their authorized representatives shall have the power to take such action, in their sole judgment, as is necessary or desirable to protect the health, welfare, and/or safety of Persons and/or property and to facilitate the operation of the Airport.

During an emergency the Director or designee, or their authorized representatives, in their sole judgment, may suspend these Rules and Regulations, or any part hereof, and may in addition issue such oral orders, rules, or regulations as may be necessary.

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

**2.04 Other Laws**

**A. Additional Nature of Rules and Regulations.** These Rules and Regulations are not meant to replace other applicable laws. All applicable federal, State, Jefferson Parish, City of Kenner, and City of New Orleans laws, ordinances, and regulations shall remain in effect on the Airport.

**B. Incorporation of Other Laws.** All applicable provisions of the laws, ordinances, and regulations of the federal government, the State, Jefferson Parish, the City of Kenner, and the City of New Orleans now in existence or hereafter promulgated are hereby adopted by reference as part of these Rules and Regulations.

**C. Conflict of Laws.** In cases where two (2) or more laws, ordinances, or regulations cover the same subject, all shall be given effect, except in the case of an irreconcilable conflict, in which case the most stringent law, ordinance, or regulation shall govern.

**2.05 Federal Aviation Administration and Transportation Security Administration**

All FAA and TSA approved safety, security, and certification manuals, specifically 14 CFR Part 139, 14 CFR Part 107, 14 CFR Part 108, 49 CFR Parts 171-179, and 49 CFR Part 1542, now in existence or hereafter promulgated, are hereby adopted by reference as part of these Rules and Regulations.

**2.06 Enforcement of Rules and Regulations**

Responsibility for enforcement of these Rules and Regulations is vested in the Director and in any Person authorized to act on behalf of the Director, unless otherwise specified.

**2.07 Authority to Execute Non-Revenue Agreements**

In furtherance of the Director of Aviation's responsibility of enforcement of these Rules and Regulations, the Director of Aviation is authorized on behalf of the Board to execute non-revenue agreements that permit a party to access or operate on Airport premises including but not limited to operating agreements, licenses, hold-harmless agreements, and construction access permits.

**2.08 Payment of Fees**

Any permission granted by the Aviation Board under these Rules and Regulations is conditioned upon the payment of any and all applicable fees and charges established by the Aviation Board.

**2.09 Changes to Rules and Regulations**

- A. Amendment.** These Rules and Regulations are subject to change. Changes, amendments, additions, deletions, or corrections to these Rules and Regulations may be initiated by the Director and, as may be applicable, approved by the Aviation Board.
- B. Special Notices.** Special notices, regulations, memoranda, or directions of an operational nature may be issued by the Director and shall have the same effect as these Rules and Regulations.

**2.10 Nondiscrimination**

To the extent permitted by law, the Aviation Board will maintain and enforce a policy of nondiscrimination at the Airport. Accordingly, no Person doing business with the Aviation Board as a lessee, tenant, licensee, or permittee at the Airport shall discriminate in the provision of goods, services, or employment on the basis of race, color, creed, national origin, age, or sex, or violate any federal, State, or local law regarding nondiscrimination and equal employment opportunities, or take any action prohibited by 49 CFR Part 21.

**2.11 Liability**

The Aviation Board assumes no responsibility for loss or damages to Persons or property by reason of fire, theft, vandalism, wind, flood, earthquake, hurricane, collision, strikes, or any act of God, nor does it assume any liability for Persons while on Airport property, or for property damage or as a bailee of any Motor Vehicle parked for a fee. All Motor Vehicles, whether parked or operated on Airport property, are operated at the owner's risk.

**2.12 Severability of Provisions**

If any provision of these Rules and Regulations shall be invalid or unenforceable, all other provisions shall remain in effect and be construed to achieve the purposes hereof.

### **3. GENERAL REGULATIONS**

#### **3.01 Commercial Activity and Commercial Aviation**

No Person shall occupy or rent space; carry on any business, commercial enterprise, or activity; or undertake any other form of revenue-producing activity on the Airport without first obtaining a written contract, permit, or other form of written authorization from the Aviation Board, Director of Aviation or designee.

Every Scheduled Air Carrier, except those Affiliated Air Carriers who are operating under a signatory or and non-signatory agreement, seeking to conduct business and aircraft operations at the Airport shall execute a Use and Lease Agreement or Use Agreement authorizing it to conduct business at the Airport. Itinerant Air Carriers shall be required to notify Airport Operations and forward in advance their operating certificate, insurance certificate, and payment of forecasted fees and charges.

#### **3.02 Advertising and Displays**

No Person shall post, distribute, or display signs, advertisements, literature, circulars, pictures, sketches, drawings, or other forms of printed or written matter at the Airport or in or on any structure thereon without permission from the Director or in accordance with the provisions of a lease, contract, or permit executed by the Aviation Board.

#### **3.03 Commercial Photography**

No Person shall take still pictures, motion pictures, or sound motion pictures; record voices; or undertake similar activity on the Airport for commercial purposes without written permission from and in a manner authorized by the Director or designee; provided, however, that this provision shall not apply to bona fide coverage by the news media conducting their business in authorized areas. Rates for commercial filming will be in accordance with the rates set and approved by the Director of Aviation.

#### **3.04 Social Media**

Employees shall not post pictures, videos, or otherwise on social media websites or other internet platforms on behalf of the Airport for commercial or personal purposes without the permission of the Director or designee. The Social Media requirement does not apply to bona fide coverage by the news media conducting their business in areas authorized by the Director or designee.

#### **3.05 Restricted Areas**

All areas of the Airport, except those areas open to the public, are restricted and no Person shall enter the Air Operations Area, Federal Inspection Service area, Transportation Security Administration areas, public health areas, other areas under the jurisdiction of the United States government, any private offices, hangars, maintenance areas, or other Restricted Area of the Airport posted as being closed to the public except:

- A.** Persons assigned to duty or having official business therein.
- B.** Authorized representatives of the Aviation Board, Director or designee.



- C. Authorized representatives of the United States government.
- D. Persons having prior permission of the Director or designee.
- E. Enplaning or deplaning passengers under appropriate supervision.

### 3.06 Submission to Screening

All Persons who enter a Sterile Area, are subject to the screening of his or her person and property in accordance with procedures adopted to control access under applicable federal regulations and the Airport Security Plan.

### 3.07 Airport Equipment and Machinery

The heating system, air-conditioning system, plumbing, fire monitors and sensors, hydrants, sprinkler valves and devices, deluge systems, blower motors, or any other Airport equipment or machinery shall not be tampered with at any time. No Person, other than an authorized Aviation Board employee or contractor, shall be permitted to operate such devices, machinery, or equipment.

### 3.08 Animals

- A. **Domestic Animals.** No Person shall enter the Terminal Building with a domestic animal except:
  - 1. An animal to be or that has been transported by air. Animals being transported, including emotional support animals, must be properly confined before entering the Terminal Building and/or must be restrained in a traveling container.
  - 2. Persons with disabilities with a trained service dog or assistance animal.
  - 3. K-9 officers, including law enforcement and TSA, authorized to be on the Airport by the Director.
  - 4. Authorized handlers with the Airport pet therapy program as authorized to be on the Airport.
  - 5. All animals permitted by this Section must be restrained by a leash or confined and completely under control.
- B. **Wild Animals.** Except for animals that are to be or have been transported by air and are properly confined in an acceptable cage or container for air travel, no Person shall permit any wild animal under his/her control or custody to enter the Airport, except as authorized by the Director.
- C. **Hunting on the Airport.** No Person shall hunt, pursue, frighten, trap, catch, injure, or kill any animal on the Airport. This provision does not apply to action required by the Airport in the implementation of its wildlife mitigation plan for the protection or safety of the traveling public.
- D. **Attracting Animals on the Airport.** No Person shall feed wild or stray animals, create an attractant for rodents, birds or other wildlife, or to encourage the congregation of birds or other animals on the Airport.

- E. Handling of Animals.** No Person shall permit, either willfully or through failure to exercise due care or control, any animal to urinate or defecate upon the sidewalks, walls, floors, fixtures, furniture or any surface of any Airport property.
- F. Animal Relief Areas.** The Airport provides animal relief areas for service animals that accompany passengers through the Airport. Animal owners/handlers are responsible for the immediate removal and disposal of animal waste.

### 3.09 Firearms and Other Weapons

- A. Definition.** For purposes of this section, a firearm means any weapon, including a starter gun, which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device; or any machine gun.  
  
For purposes of this section, a weapon means any dirk, metallic knuckles, slingshot, billy club, tear gas gun, chemical weapon or device, or any other deadly weapon.
- B. Prohibition.** No Person, except police officers and those acting in an official law enforcement capacity may carry or transport any firearm or weapon on the Airport unless authorized under federal or State law or when such firearm or weapon is properly unloaded and encased for shipment for the purpose of checking such firearm as baggage to be lawfully transported on an Aircraft.
- C. Applicable Law.** The carrying of a firearm or weapon on Airport property must be in conformity with all federal, State, Jefferson Parish, City of Kenner, and City of New Orleans laws, ordinances, and regulations.
- D. Guards and Watchmen.** The Aviation Board reserves the right to restrict the carrying of firearms and weapons by guards and watchmen on the Airport and/or Airport owned property/facilities.
- E. Discharge of Firearm.** Except while performing duties under the Airport's Wildlife Hazard Program, no Person shall discharge any firearm or weapon on the Airport unless in the performance of other official duties requiring the discharge thereof in which case a written explanation of any discharge shall be filed within twenty-four (24) hours with the Director or designee.
- F. Weapons Dealing at the Airport.** No Person shall furnish, give, sell, or trade any firearm or weapon on the Airport without prior written authorization from the Director or designee.

### 3.10 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 owned by the Airport.

No Person shall travel upon the Airport other than on roads, walks, or other rights-of-way provided for such specific purpose.

### 3.11 Structural Changes

- A. Prior Approval.** Tenants, lessees, sub-lessees, or grantees shall not be permitted to effect any structural alterations, additions, or excavations of any type on the Airport without prior review and written approval of the Airport in accordance with the Tenant Improvement Manual.
- B. Conformance and Review Process.** All structural alterations, additions, or excavations by tenants, lessees, sub-lessees, or grantees on the Airport shall conform to all State, Jefferson Parish, City of Kenner, and City of New Orleans codes regarding construction, building permits, licenses, and regulatory fees. In addition, the Airport reserves the right to review and approve construction plans prior to the commencement of work. Preliminary plans and specifications should be submitted to the Airport early in the planning stages. Formal plans bearing proper signatures and designer seals, where appropriate, must be submitted for review prior to beginning construction. Proper building permits must be on display at the project site. "As-built" plans must be submitted to the Airport within forty-five (45) days of project completion.
- C. Restoration of Area.** Tenants, lessees, sub-lessees, or grantees shall remove any unauthorized construction and restore the area to its original condition or better at the direction of the Director or designee.

### 3.12 Damages

Tenants, lessees, sub-lessees, and grantees shall be fully responsible for all damages to buildings, equipment, real property, and appurtenances in the ownership or custody of the Aviation Board caused by negligence, abuse, or carelessness on the part of their employees, agents, customers, visitors, suppliers, or Persons with whom they do business.

Any Person causing or being responsible for such injury, destruction, damage, or disturbance shall report such damage to the Director immediately and shall be responsible for the full amount of any damage.

### 3.13 Maintenance

All tenants, lessees, sub-lessees, or grantees shall maintain their leased property in a condition as to repair, cleanliness, and general maintenance at least equal to the standard of maintenance in similar areas of the Airport or in accordance with their individual lease agreements.

### 3.14 Storage of Equipment or Property

- A.** 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 and subject to applicable FAA Rules and Regulations. This includes recreational vehicles (boats, motor homes, personal watercraft, etc.) and other motor vehicles not specifically used for the authorized operation.
- B.** Unless otherwise provided in a lease or other agreement, no Person shall use any area of the Airport, including hallways, doorways, fire escapes, breezeways, ramps, and other areas in and around the Airport terminal and other Airport owned facilities for storage of supplies, cargo, trailers, storage containers, or other property.

- C. Sporting equipment shall not be stored or used on the AOA.
- D. Tenants, lessees, sub-lessees, or grantees shall store or stock material or equipment in a neat and orderly manner so as not to constitute a hazard to Persons or property. No stock material or equipment may be stored in areas outside of the lessee or sub-lessees designated leased area, or in areas that could block walkways, roadways, entrances, or exits.
- E. If, notwithstanding the above prohibition, a Person uses such areas for storage of supplies, cargo, or other property without first obtaining such permission, then the Director shall have the authority to order the cargo or other property removed and stored at the expense of the owner of the cargo or other property.
- F. Tenants, lessees, sub-lessees, or grantees shall adhere to NFPA 13 as it relates to clearance from fire sprinkler deflector to storage. The clearance between the deflector and the top of storage or contents of the room shall be 18 in. (450 mm) or greater. The clearance from the top of storage to sprinkler deflectors shall be not less than 36 in. (900 mm) where rubber tires are stored.

### **3.15 Litter and Refuse**

- A. No Person shall place, discharge, or deposit in any manner, papers, trash, rubbish, food wastes or other refuse anywhere on the Airport except in Airport–approved receptacles and other such places described by the Director or designee.
- B. All litter and refuse must be covered when being transported in vehicles.
- C. All outdoor trash receptacles on the AOA shall have lids that can be securely fastened to prevent wind from dispersing the content of such receptacles. All receptacles must be kept closed except when depositing trash or when being serviced.
- D. All transported litter or garbage must be in tied plastic bags or sealed containers to prevent leakage.
- E. Unauthorized littering and dumping on Airport property is prohibited and subject to punishment in accordance with Louisiana R.S. 30:2531. Any Person found to be littering and/or dumping on airport property shall be responsible to have such litter removed at their own expense and shall be subject to any property usage fees imposed by the Airport.

### **3.16 Lost, Found, and Abandoned Property**

No Person shall abandon any personal property on the Airport.

Any Person finding lost articles in the public areas at the Airport shall immediately surrender same to airport law enforcement, or other designated Airport staff. All items submitted for Lost & Found are subject to search. The Airport reserves the right to dispose of any items thought to be perishable or emitting a foul odor. Upon approval of the Director or designee, articles unclaimed by their proper owner after 60 days shall, be sent to auction if deemed to have a value greater than \$100.00; items deemed to have a value less than \$100.00 will be donated to a local charity. Nothing in this paragraph shall be construed to deny the right of scheduled air

carriers or other Airport tenants to maintain "lost and found" services for property of their patrons, invitees, or employees. Articles to which the owner or finder is not entitled to lawful possession shall be forfeited to the Aviation Board for disposal.

### **3.17 Installation of Signs on the Airport**

Signs may not be installed at the Airport without the prior review and written approval of the Airport. All signs shall comply with the Airport's Tenant Improvement Manual and/or applicable Design Criteria Manual. Flyers, hand written signs, etc. are not to be posted in public and non-public spaces outside of a tenants leased premises.

### **3.18 Use and Enjoyment of Airport Premises**

- A. Safe Operation.** All Persons shall conduct activities and render services on Airport property in a safe, reasonable, and efficient manner and shall be solely liable for having properly trained and instructed their guests or employees for such purposes.
- B. Endangerment.** No Person shall, at or upon the Airport, do or omit to do any act if the doing or omission thereof endangers or is likely to endanger Persons or property.
- C. No Loitering.** No Person shall loiter in or about any public or nonpublic area at the Airport.
- D. Disorderly Conduct.** No Person shall commit any disorderly, obscene, indecent, or unlawful act; commit any nuisance; or abandon any personal property in or about any public or nonpublic area at the Airport.
- E. No Tampering.** No Person shall destroy, injure, deface, disturb, tamper with, or attempt to destroy, injure, deface, disturb, or tamper with any building, sign, equipment, machinery, fixture, marker, or other structure or property on the Airport. No alteration shall be made to any tenant leased or subleased area or any public or nonpublic area on the Airport unless approved in writing by the Director.
- F. Free Access.** No Person singly or in association with others shall, by his, her, or their conduct or by congregating with others, prevent any other Person or Persons lawfully entitled thereto from the use and enjoyment of the Airport and its facilities, specifically, gates, loading bridges and aircraft, 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.
- G. Orderly Passage.** No Person shall 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 customary use of such area, place, or facility by Persons or vehicles entitled to such passage or use. No Person may regularly sleep in public areas of the Airport.
- H. No Verbal or Physical Altercations.** No Person shall instigate or engage in noisy arguments or disagreements that could potentially disrupt or cause undue stress to any Person at the Airport. No Person may use physical force on another Person at the Airport. No Person may subject another Person to aggressive pressure, intimidation, or harassment. Any Person found in violation of this paragraph may be temporarily or

permanently removed from Airport property by the Airport Police, and is subject to applicable federal, State, Jefferson Parish, City of Kenner, and City of New Orleans laws.

### **3.19 Airport Evacuation Plan**

All Airport tenants, lessees, and sub-lessees shall cooperate with the Director or designee in developing or revising the Airport Evacuation Plan. All Persons on the Airport shall cooperate with all Aviation Board personnel in implementing the Airport Evacuation Plan should it be put into effect.

### **3.20 Use of Bicycles, Skateboards, Scooters, and any form of Human-Powered Vehicle**

- A.** The use of roller skates, in-line or regular, coasters/hoverboards/scooters (including but not limited to those that are self-propelled/self-balancing), bicycles, skateboards, toy vehicles, and similar devices is prohibited in public buildings located upon the Airport without the approval of the Director or Designee. Law enforcement personnel, authorized paramedic response personnel, and other authorized Airport personnel are exempt from this rule. Nothing in this rule shall prohibit the use of mobility devices by disabled persons as permitted under Federal, State, or Local law.
- B.** Bicycles and bicycle-like devices must be stored in the designated bicycle racks. Bicycles found outside of these areas may be immobilized or removed by the Airport. The Airport will assume no liability for any damage resulting from immobilization or removal.

### **3.21 Golf Carts**

The use of golf carts anywhere in the Airport terminals, including the passenger boarding areas, is strictly prohibited, except for limited use by Airport staff.

### **3.22 Interfaith Chapel**

The Interfaith Chapel will be open to passengers and Employees during its operating hours. The purpose of the Interfaith Chapel is to provide an area for Airport passengers and Employees to engage in quiet, reflective and meditative activities.

- A.** The activity in the Interfaith Chapel is restricted to Employees, passengers, or individuals with authorization from the Airport Director.
- B.** Users of the Interfaith Chapel are required to comply with all provisions of these Rules and Regulations and posted signs within the facility. Any violation of regulations or posted signs may result in displacement and restriction from further use. Further, users of the Interfaith Chapel shall comply with the following provisions:
  - 1.** No individual shall use the Interfaith Chapel for lodging or sleeping purposes.
  - 2.** No individual shall solicit participants on Airport property for Interfaith Chapel gatherings.
  - 3.** No individual shall display or distribute any material/literature.
  - 4.** Individuals shall exercise care to maintain the areas in use in a safe and appropriate condition.

5. Individuals shall conduct their activities on the Airport premises at their own risk and shall exercise all reasonable diligence and precaution to avoid damage to property or injury to Persons.
6. Incense, candles, or other incendiary devices are prohibited.
7. Food and/or beverages are prohibited.
8. Violations of any of the foregoing provisions of these Regulations by any individual may result in termination of use by the Director.
9. The Director may immediately suspend use of the Interfaith Chapel upon the occurrence of any emergency affecting the safety of Persons or property in the terminal buildings or when required in the implementation of security procedures.
10. The Airport Director reserves the right at all times herein to impose such other reasonable conditions as may be necessary to avoid injury to Persons or damage to property or to assure the safe and orderly use of the Airport facilities by the air-traveling public.

### **3.23 Employee Seating and Break Areas**

Seating in the Airport ticket counter lobby, baggage claim, and boarding areas is specifically provided for the comfort and convenience of Airport passengers while traveling through the Airport. Passengers have priority to the limited seating. Employees are required to use company-provided break facilities and other approved areas for Employee seating. No sleeping or loud noise is permitted in any public area of the Airport. Employees found lounging, eating or sleeping in the Airport ticket lobby, baggage claim, boarding areas or public seating areas will be directed to relocate to company break rooms. Failure to comply may result in assessment of a fine against the employer and the confiscation of the Employee's Airport-issued badge.

### **3.24 Porter Service - Tenant Compliance**

Any regularly scheduled passenger airline at the Airport shall provide porter services for the passenger's convenience. Such services shall be available for departing and arriving passengers.

### **3.25 Public Seating**

The placement of Airport-owned public seating is determined by the Airport. No Person shall move any Airport-owned public seating except for authorized cleaning or maintenance purposes.

### **3.26 Family Assisted Restrooms**

Family Assisted restrooms are intended for use by and reserved for Airport customers traveling with young children and individuals with special needs who may require help from a family member or personal assistant. Employees at the Airport shall not use a family assisted restroom at any time while on duty.

### **3.27 Nursing Rooms**

Nursing rooms are intended for use by Airport customers and Employees at the Airport. Nursing rooms provide individuals with a private space to pump or nurse. The nursing rooms are provided for Airport customers and Employees that need to use these rooms for their intended purpose. Any Employee misusing a nursing room may be subject to disciplinary action by the Airport and/or their employer.

### **3.28 Stanchions**

All airlines shall use passenger control stanchions to control lines. Stanchions shall be located within the space directly in front of the airline counter leasehold or as permitted by the Director or designee. At no time shall stanchions and signs be placed in a way that an adequate public passage corridor between the narrowest terminal building point and the stanchion farthest out from the counter is not maintained. Stanchions should be adequate hold normal passenger traffic within the airline leased space and should not impede passenger flow in the public space.

All stanchions shall be maintained in like-new condition with matching/coordinating style and tape. Stanchions shall be free of residue or stickers.

All stanchions not in active use must be stored out of site.

Post mounted and floor mounted signs are permitted within approved stanchion areas consistent with the following guidelines regarding content, size and production quality:

- A.** Passenger processing information as it relates to security or to designate separate queuing lines.
- B.** Bag size or weight limitation signage.
- C.** Enter/exit signs.
- D.** Airline identification signs or class of onboard service signs.
- E.** Floor sign size shall not exceed 36" w x 108" h and shall be produced in a professional manner conforming to terminal graphic and color standards.
- F.** Hand lettered, photocopied or paper signs are strictly prohibited.
- G.** The Director or designee reserves the right to disapprove and require removal of any signs not conforming to approved guidelines.
- H.** Advertising content and slogans shall not be included in the signage permitted above.
- I.** All signs used at shared use ticket counters and gates must be removed and stored after each flight.

### **3.29 Airport Employee Parking**

- A.** No Person shall park or operate a vehicle on any parking facility established for the use of Persons employed at the Airport, unless authorized to do so.
- B.** No Person shall alter, falsify, forge, duplicate or in any manner reproduce or counterfeit any employee parking facility decal, hang tag, or other approved access/identification media to enter/exit the designated employee parking area.



- C. Employee parking permits are valid only to employees, concessionaire, tenants, permittees, and other lease holders of the Airport.
- D. The storage of unused or disabled vehicles is strictly prohibited.
- E. The Airport reserves the right to charge Employees, concessionaires, tenants and/or other lease holders a fee for Airport provided parking.

### **3.30 Public Records**

In accordance with Louisiana's public records laws, the Airport will make available public records and reports upon written request. All Public Records Requests shall follow the City of New Orleans' policy which can be found on the City's website: [www.nola.gov](http://www.nola.gov).

Airport tenants and permittees who operate video camera systems (CCTV) that record portions of the airfield, sterile area, or other areas of the Airport subject to TSA regulations, must not release any video or images obtained from these systems to the public without complying with TSA Sensitive Security Information (SSI) guidance on the release of such images or video.

### **3.31 Shared Use Facilities/Equipment**

#### **A. Utilization**

Utilization of the Airport's Shared Use Facilities & Equipment will be in accordance with the Airport's Airline Competition Plan as approved by the FAA and any Airport Operational Directives including but not limited to the Shared Use Gate and Ticket Counter Utilization Plan.

#### **B. Housekeeping – Gate/Ramp and RON Parking**

Before and after each use of a Shared Use Facility, the Airlines using the shared use facility shall:

1. Pick up and dispose of all Foreign Object Debris (FOD) including any bagged waste;
2. Store in proper location the 400Hz power cable, PC air duct, and potable water hose;
3. Confirm that the area is free of all spills; and
4. Remove all GSE to its designated storage area to allow the next airline tenant to service its aircraft.

#### **C. Housekeeping – Ticket Counter, Hold Room and Jet Bridge**

Before and after each use of a Shared Use Facility, the Airline using the shared use facility shall:

1. Pick up and properly dispose of any litter/trash in and around ticket counters, gate podiums, and boarding podiums;
2. Notify AVCOM of any spills that require janitorial service;
3. Place jet bridge in proper position for future use and turn off power;

4. Log out of all Common Use computer systems;
5. Return stations to a neat and orderly position; and
6. Report any equipment malfunctions immediately.
7. Remove and store any static signage.

Any spills that require janitorial service shall be reported to AVCOM immediately. The Airline is obligated to guard against any Person encountering the spill until such time as janitorial services arrive and take control of the spill area for clean-up.

**D. Paging System**

The paging system will only be used for official Airport/Airline announcements. The dissemination of chants, theme songs, or non-Airport business announcements over the public address system is prohibited.

**E. FIDS/GIDS/MUFIDS Monitors**

At no time shall any signs be taped to any FIDS, GIDS, or MUFIDS monitor.

## **4. SECURITY REQUIREMENTS**

### **4.1 Personnel Required to Possess and Wear an Airport Identification Badge**

All Persons performing duties within or requiring unescorted access to the AOA, Secured Area, SIDA or Sterile Areas of the Airport shall wear a valid Airport Issued Identification Badge in accordance with the Airport's Identification Badge display requirements. If an individual is operating a motorized vehicle, the individual must also comply with the requirements of Section 5 of this document.

### **4.2 Compliance with Security Requirements**

**A.** The Airport is subject to regulations by the Department of Homeland Security (DHS) and the Transportation Security Administration (TSA) with respect to security matters and, in compliance with applicable law, has adopted the Airport Security Program (ASP). The Director may amend the Airport Security Program from time to time, and DHS and TSA may issue security directives or amend regulations issued, from time to time, to applicable operations at the Airport and to all or certain designated Persons at the Airport.

Due to the changing nature of threats to security, requirements applicable to security at the Airport are likely to change, and each Person at the Airport shall be subject to and obligated to be aware of the changes to such requirements as may be applicable to such Person. Each Person using the Airport is subject to and shall strictly comply with all applicable laws relating to security; including, without limitation, applicable regulations and security directives issued by DHS, TSA, and the ASP.

**B.** All individuals issued Airport Identification Badges using the Airport are subject to the ASP pursuant to 49 CFR Transportation Security Regulation Part 1542. The ASP contains Sensitive Security Information (SSI) that is controlled by 49 CFR Part 1520. Unauthorized release of SSI may result in civil penalty(ies) or other disciplinary action(s).

**C.** Any Person who fails to comply with the ASP, or with any security directives or regulations issued by DHS or TSA, shall be subject to the penalties up to and including potential revocation of that Person's Airport issued identification badge and unescorted access privileges to secured areas of the airport. The employer of such Person may also be subject to penalties. TSA may, at their discretion, also issue further penalties, including monetary Civil Penalties, in addition to the airport issued penalties.

**D.** Unidentified or unauthorized personnel in the Sterile Area, Secured Area, SIDA, and/or AOA may be detained and/or removed from the Airport.

**E.** Unidentified or unauthorized vehicles in the Secured Area, SIDA, or AOA may be removed at the owner's expense.

**F.** Any Person or entity causing or responsible for any security violation that results in the imposition of a monetary penalty upon the Airport shall reimburse the Airport for the full amount of the penalty.

- G. All tenants and permittees shall ensure the internal security of their leased and/or permitted areas, including aircraft and aircraft parking ramps.
- H. Construction materials, supplies, and special deliveries must be screened before entering the AOA. Airport Security must be given at least 24 hours' notice of the delivery.

#### **4.3 Authorized Signatory Responsibilities**

- A. The Airport Security Office has developed a Web Portal for authorized signatories to enhance the process of new employee credentialing and management of badge holders. Before you can use the Web Portal for the first time you must create a secure login and password with the Airport Security Office. Once you setup your login you can access the web portal at [www.msyid.com](http://www.msyid.com). The Web Portal provides online interface for the authorized signatory to:
  - Fill out and print the new applicant application.
  - View the active employee roster for your company.
  - Immediately disable the badge of an employee (deactivate or terminate).
  - View employee whose badges are expiring soon.
  - View a list of badges marked as lost or stolen.
  - View any infractions committed by employees.
  - View status of employee background checks.
  - Download documents provided by Security Badging Office.
  - Run various reports pertaining to your company roster.
  - View a list of badges with escort and percentage. (Only a maximum of 70% of badged employees in each company may have escort privileges).
- B. The senior local official of an authorized sponsoring organization shall designate a limited number of personnel (no more than three) who are authorized to sign the authorization portion of each ID Badge application on behalf of the authorized sponsoring organization. Individuals so designated must themselves successfully complete a fingerprint based Criminal History Records Check (CHRC).
- C. A copy of the signatures of individuals so authorized will be provided to the Airport Security Office on the Authorized Signature Authority Form and kept on file in the appropriate MSY Badging & Access Control System for reference purposes.
  - 1. All Airport tenants and organizations requiring Airport Issued Identification Badges (ID Badge) must designate Authorized Signatories in compliance with the ASP.
  - 2. Authorized Signatories must successfully complete all requirements, background checks, and training to obtain an ID Badge and Authorized Signatory privileges.

3. All Authorized Signatory signatures submitted to Airport Security must match the Authorized Signatory signature on Authorized Signature Authority Form on file.
4. Authorized Signatories who fail to follow these procedures may have his/her Authorized Signatory privileges and/or Airport Issued Identification Badge suspended or revoked.
5. Any Authorized Signatory or any company official who falsifies, or fails to complete security related records or forms may have his/her Authorized Signatory privileges and/or Airport Identification Badge suspended or revoked.

#### **4.4 Security Requirements**

Detailed below is a list of Airport Security requirements; however, due to SSI limitations, it is not all inclusive.

- A. All Airport issued Identification Media (badges, stickers, validations, etc.) are property of the Airport and must be surrendered upon request.
- B. All Airport security regulations, directives, and measures shall be obeyed at all times.
- C. All individuals and vehicles with access to the restricted areas of the Airport are subject to inspection by the Airport and TSA.
- D. All individuals and property who are intended to board an air carrier flight as a passenger for the purpose of travel, whether personal or in the performance of their duties, must submit to TSA screening prior to boarding a flight. Individuals and property must remain in the Sterile Area once screened. Individuals and property that exit the Sterile Area must be re-screened by the TSA.
- E. Display and care of Airport ID Badges, Security Keys, Access PIN, and Cipher Codes:
  1. All individuals with unescorted access to the secure areas of the airport must continuously display their ID Badge below the neck but above the waist and on the outermost garment of the individual at all times while in the secure areas.
  2. Any individual to whom ID Badges, keys, codes, etc. has been issued shall store such items in a secure location within their possession and under their control at all times.
  3. Any lost or stolen ID Badges must be reported to Airport Security immediately.
- F. All ID Badges shall be returned to Airport Security immediately upon resignation, termination, transfer, or no longer having an operational need for the ID Badges. If identification media cannot be immediately returned, Airport Security shall be immediately notified so that access can be removed for that user until such time as the ID Badge can be returned to Airport Security.

- G.** No Person or entity may:
1. Tamper or interfere with, compromise, modify, attempt to circumvent any security system, measure, or procedure implemented under the Airport's ASP, Rules and Regulations, and/or TSA Regulations and Security Directives.
  2. Enter or be present within a Sterile Area, Secured Area, SIDA, or AOA without complying with the systems, measures, or procedures being applied to control access as defined in the Airport's ASP, Rules and Regulations, and/or TSA Regulations and Security Directives.
  3. Perform unauthorized testing, tampering, or vandalism at/of the Screening Checkpoint, Baggage Screening system, security system, procedures or personnel.
  4. Interfere with security personnel performing functions related to their duties.

**H.** Audible Security Alarms

Individuals must remain at an active audible security alarm at any access control door/gate until law enforcement or airport security/operations responds.

**4.5 Airport Tenant Keying Plan**

The Airport has engaged a Shared Tenant Services provider to provide certain services to the tenants inside the terminal facility. Tenants shall abide by the Shared Tenant Services Key Policy and any Airport Security Department policies as it relates to keys in the Airport terminal facility.

Unless otherwise approved, tenants will NOT be allowed to utilize any other provider for keying doors as to ensure the airport has the ability to enter facilities in the event of an emergency.

**4.6 Airport Security Lock & Key Control System**

This section shall only apply to keys providing access to the AOA, SIDA, Sterile Areas, and/or other high security areas. The Airport Security Lock and Key Control System applies to doors, portals, and gates secured by a lock, cipher lock, and access control system on 49 CFR 1542 regulated doors and other general security doors. All other doors, portals and/or gates controlled by the Airport are not deemed as part of the Airport Security Lock and Key Control System.

A Key Order Request form is required to be filed in accordance with the Airport Key Policy when a key and/or lock is requested for use. All key and lock requests are processed by individual applications initiated by authorized personnel and approved by the Airport Security Coordinator (ASC) or designee within the Airport Security Office. Access authorization is documented in writing, signed by a designated Authorized Signatory and discloses the specific needs of the Person accessing the Secured Area and/or AOA.

Issuance of keys and combinations is contingent upon appropriate requests by recognized authorized Signatory Authority. The Security Office staff will email the authorized Signatory to send the user/ employee to the Badge Office to pick up the key requested. To be eligible for key issuance, the user must possess a valid airport ID badge that allows the user unescorted access authority into and within the area(s) for which key access are requested.

**4.7 Air Cargo Key Control to the SIDA**

The Airport Security Office is responsible for regulating the Transportation Security Administration Air Cargo requirements. Air Cargo tenants' Authorized Signatories are responsible for issuance and control of keys to doors/portals leading directly to the SIDA. It is incumbent on the Authorized Signatory of the Air Cargo tenants to enforce all applicable procedures pertaining to air cargo key controls.

## 5. AIR OPERATIONS AREA

### 5.01 Access

Only authorized Persons with the appropriate access via an Airport ID Badge shall be permitted to enter the Air Operations Area. Except as otherwise provided in these Rules and Regulations, no Person may, without the written authorization of the Director or designee, enter the Air Operations Area with the following exceptions:

- A. Persons assigned to duty on the Air Operations Area and entering in accordance with security clearance pursuant to the Airport Security Program.
- B. Passengers who, under appropriate supervision, enter upon the Apron for the purposes of enplaning or deplaning.
- C. Properly escorted Persons with valid State/Government ID.

### 5.02 Maintaining Security

- A. **Entrances.** All gates or entrances providing access to the Air Operations Area must be closed or barricaded immediately after passage by the user as to prevent another user from gaining access to the Air Operations Area. When entering through an electronic gate or door, the user must block the gate or door with their vehicle or Person, within reason, until the gate or door has completely closed and is secured.
- B. **Responsibility.** The security of all vehicle and pedestrian gates, doors (including designated fire exits), fences, walls, and barricades that lead to and from a tenant's, lessee's, or contractor's exclusive lease or use area and the Air Operations Area or any other Restricted Area of the Airport shall be the responsibility of the tenant, permittee, lessee, or contractor abutting said Air Operations Area or Restricted Area.

### 5.03 Enforcement of Security

- A. **Authority to Check Personnel.** Airport Security Office, Airport Operations Department personnel, and Airport Law Enforcement shall have authority to check all Persons, property, and vehicles on the Air Operations Area to determine whether such Persons are properly authorized to be on the Air Operations Area, to ensure compliance with these Rules and Regulations, and to protect all Persons and property in the Air Operations Area.
- B. **Authority to Control Traffic.** Airport Operations Department shall have the authority to control vehicle traffic on the Air Operations Area.
- C. **Conduct as to Endanger.** The Airport Security Office, Airport Operations Department, and Airport Law Enforcement shall both have authority to prevent any Person from driving on the Air Operations Area whose conduct may endanger Persons or property. If a Person is found to behave in such a manner as to endanger Persons or property on the Air Operations Area, such Person may have his/her Air Operations Area driving privilege and/or Airport Identification Badge confiscated, and shall be removed from the Air Operations Area.



- D. Prohibitions.** No Person shall drive a personal vehicle on the Air Operations Area. Placement of a company logo/signage on a personal vehicle does not constitute a company vehicle. Any vehicles entering the Air Operations Area must have proper insurance in accordance with these Rules and Regulations and any contractual obligations.

#### 5.04 Identification Badges and Permits

Airport Identification Badges and any required Permits must be visible at all times while on the Air Operations Area. Airport Identification Badges shall be worn between the neck but above the waist of the individual and on the outer-most garment of clothing.

#### 5.05 Motor Vehicle Operations

- A. Required Documents.** An operator of an unescorted Motor Vehicle on the Air Operations Area must have in his/her possession the following documents issued to that individual: (1) valid Air Operations Area driving privilege, (2) a valid Airport Identification Badge, and (3) an operator's license that is valid and acceptable under the Louisiana State Motor Vehicle Code to operate such a vehicle on State of Louisiana roads and highways.

A Person may operate a Motor Vehicle on the Air Operations Area without Air Operations Area driving privileges provided that such Person is escorted by a Person who meets all of the requirements to operate a vehicle on the Air Operations Area, including the possession of Air Operations Area driving privileges and escort privileges.

- B. Vehicle Identification.** All Motor Vehicles operated on the Air Operations Area must clearly identify the name of the company employing the operator of the Motor Vehicle on both sides of the vehicle. The name of the company must be visible from a distance of 100 feet or greater; generally a recognizable logo with 10" diameter or letters of no less than 4". Private Motor Vehicles shall not be operated on the Air Operations Area unless under escort and approved in advance by Airport Operations.

- C. Enforcement of Document Requirements.** All Persons operating Motor Vehicles on the Air Operations Area shall produce all documents required to operate a Motor Vehicle on the Air Operations Area upon request of the Director or designee, Airport Operations Department personnel, and any Airport Law Enforcement Officer.

#### 5.06 Driving Privilege

- A. General.** Driving on the Air Operations Area of the Airport is a privilege granted by the Airport that may be suspended or revoked at any time for cause.
- B. Application.** Persons employed at the Airport may apply for an Air Operations Area driving privilege by submitting an application to the Airport through the Airport Security Office. Airport tenants, permittees, or owners of equipment authorized to operate on the Air Operations Area may submit applications for their employees.

- C. Requirements.** In order to apply for an Air Operations Area driving privilege, an applicant must:
- 1.** Possess an operator's license that is valid and acceptable under the Louisiana State Motor Vehicle Code to operate such a vehicle on State of Louisiana roads and highways.
  - 2.** Attend and pass the Air Operations Area Driver Training Program and examination.
  - 3.** As applicable, insurance with appropriate coverage levels.
- D. Driver Training.** Drivers must be trained in the operation of the Motor Vehicles they are to operate. Each driver who operates a Motor Vehicle on the Air Operations Area must be familiar with the pertinent provisions of the State of Louisiana Motor Vehicle Code and the subsections of these Rules and Regulations governing vehicle operations on the Air Operations Area.
- E. State Driver's License.** It is the responsibility of each employer at the Airport that each Person who will operate a Motor Vehicle as part of his/her duties maintains an operator's license that is valid and acceptable under the Louisiana State Motor Vehicle Code to operate such a vehicle on State of Louisiana roads and highways.
- F. Returning of Air Operations Area Driving Privilege.** All Persons holding Air Operations Area driving privilege shall immediately notify the Airport Security Office, without request, upon expiration, revocation, or suspension of the individual's State of Louisiana driver's license; or when the individual's position no longer requires driving a Motor Vehicle on the Air Operations Area. Upon notification, the holder will be issued a new badge that no longer bears the driving privilege icon.
- G. Validity of Air Operations Area Driving Privilege.** Air Operations Area driving privilege will be valid until revoked, suspended, or upon expiration of holder's current Louisiana driver's license, which will be checked through the Louisiana Department of Motor Vehicles by Aviation Board staff. The Airport reserves the right to check whether the driver of any Motor Vehicle holds a current, valid State driver's license. If the holder's State driver's license is found invalid for any reason, Air Operations Area driving privilege will not be issued until the applicant secures a valid State driver's license. The Air Operations Area driving privilege may be revoked or suspended at any time by the Airport, for cause, or if the permittee within any twelve (12) consecutive month period receives:
- 1.** Three (3) Airport Citations - Driving privilege may be suspended for a period of five (5) working days.
  - 2.** Four (4) Airport Citations - Driving privilege may be suspended for an additional ten (10) working days.
  - 3.** Five (5) Airport Citations - Driving privilege may be revoked indefinitely.

#### 5.07 Airfield Equipment

- A. **Baggage Carts and Pods.** No more than four (4) baggage carts or pods shall be towed by a single vehicle on the Airport. This limitation will apply to all areas of the Airport, including the Airport roadways, gates, tug drives, baggage make-up area, and Air Operations Area.
- B. **Trailers.** Trailers designed for use in aircraft operations shall not be permitted on the Air Operations Area unless equipped with reflective markings and proper brakes so that, when disengaged from the towing vehicle, the trailer will remain stationary when subject to aircraft engine blast or wind.

#### 5.08 Vehicle Lights and Reflectors

- A. **Limited Visibility.** While operating in the Air Operations Area from thirty (30) minutes before sunset to thirty (30) minutes after sunrise, or when limited visibility conditions exist, a Motor Vehicle's lights must be switched on low beams. All headlights, tail lights, turn signal lights, and running/clearance lights on a Motor Vehicle shall be in proper working order when on the Air Operations Area. High beams are not to be used on the Air Operations Area.
- B. **Towed or Guided Vehicles.** Any cart or piece of equipment being towed in darkness must have operating reflectors, reflective tape, or operable lights on the sides and rear of such equipment. The operators of all Motor Vehicles being guided must switch on their low beam lights. Driving with only parking lights or high beam lights is prohibited.
- C. **Rotating Beacon.** Motor Vehicles which operate regularly on the Movement Area of the Air Operations Area must be fitted with either a yellow flashing beacon and/or a yellow rotating beacon. The beacon must be visible from 360 degrees around the vehicle and from the air. Vehicles such as Emergency Vehicles or contractor vehicles may use a colored beacon other than yellow if approved by the Director or designee.

#### 5.09 Aircraft Right-of-Way

- A. All Motor Vehicles on the Air Operations Area shall at all times yield the right-of-way to Aircraft and shall remain within the marked vehicle lanes to the maximum extent possible.
- B. Aircraft taxiing on any runway or taxiway shall have the right-of-way over vehicular traffic.

#### 5.10 Driving Under Aircraft

Except where a Motor Vehicle is actively involved in servicing Aircraft, no Motor Vehicle shall be driven under any portion of an Aircraft. When driven under an Aircraft, Motor Vehicles must be driven at the slowest speed possible, with the operator paying strict attention to height restrictions. When the vision of the Motor Vehicle operator is obstructed for any reason, the operator shall use a guide.

**5.11 Driving Across Passenger Loading Lanes**

In Aircraft parking areas, Motor Vehicle operators shall be especially watchful for pedestrians. At no time shall a Motor Vehicle or other equipment be driven between Aircraft and the passenger gate or a bus when passengers are boarding or exiting an Aircraft.

**5.12 Driving Near Aircraft Engines**

Minimum safe distances must be maintained when operating any Motor Vehicle near operating Aircraft engines.

**5.13 Vehicles Crossing Taxiways and Runways**

All Motor Vehicles operating on or across taxiways, runways, or their respective safety areas shall be equipped with two-way radios and the vehicle operator must be in continuous communication with the Control Tower except when under escort by a Motor Vehicle properly authorized and equipped. Proper clearance from the Control Tower must be obtained prior to operating on or crossing any taxiway, runway, or their respective safety areas.

**5.14 Use of Apron Roadways**

All Motor Vehicles operating on the Apron must stay on the roadways to the extent possible. If a driver's destination is off the roadway, the marked roadway shall be used as long as possible. Only designated entry and exit points onto the Apron are to be used. Appropriate care must be taken when crossing the Apron. The shortest route must be taken to and from the roadway. Operators of Motor Vehicles are prohibited from leaving an Apron roadway and entering the Air Operations Area unless authorized to do so by the Control Tower.

No Motor Vehicle or equipment shall be parked in a manner as to obstruct any portion of the driving lanes.

**5.15 Motor Vehicle Operations on Perimeter Service Roads**

Only Motor Vehicles authorized by the Director or designee may enter upon and use the perimeter service roads on the Airport. All operators using the perimeter service roads must observe Critical Areas and must have authorization from Operations or the Control Tower to travel through a Critical Area when weather conditions are less than Visual Flight Rules (VFR) minimums.

All unauthorized Motor Vehicles are prohibited from using the perimeter service roads.

**5.16 Motor Vehicle Stopping and Parking**

No Motor Vehicle shall be stopped or parked on a taxiway, taxi lane, passenger loading lane, runway, safety areas, or in a manner as to obstruct any aircraft operation without prior permission from the Director or designee and the FAA Air Traffic Control Tower. This shall not apply to Airport Operations Department performing their official duties.

#### **5.17 Driving Under Passenger Boarding Bridges and Buildings**

- A.** No Motor Vehicle may be driven, parked, or stopped under any jet bridge. The only exception is the jet bridge located at Gate B 3 where the VSR crosses under the jet bridge.
- B.** No Motor Vehicle may be driven, parked, or stopped under any part of the Terminal Building or Concourses unless designated routes, roadways, or parking areas have been established. No vehicle may operate under a building whose height exceeds that of the clearance offered by the building.

#### **5.18 Aircraft Parking Positions**

- A.** No Motor Vehicle may be operated in or upon an Aircraft parking or servicing area except when actively involved in loading, unloading, or otherwise servicing of an Aircraft in that area.
- B.** Drivers of Motor Vehicles must exercise special caution when Aircraft are maneuvering into and out of a parking position.
- C.** Preparations for parking positions to be occupied by an Aircraft can be recognized by observing that the parking area has been cleared, the servicing equipment and airline personnel are standing ready, and the passenger loading bridge is displaying an amber rotating light.
- D.** Aircraft preparing to exit a parking position can be recognized by observing (1) the illumination of the Aircraft's rotating beacons (anti-collision lights), (2) that the engines are running, (3) that the wheel chocks have been removed from the landing gear, (4) the positioning of an Aircraft tug or ground personnel, and (5) the absence of servicing vehicles in the area.
- E.** The Aircraft parking position safety zone is delineated by extending an imaginary line around the Aircraft at a distance of at least five (5) feet from the wing tips and the Aircraft nose and tail. No vehicle is allowed to stop or park within this area except those required to establish a direct connection with the Aircraft for servicing or maintenance.
- F.** Special caution must be employed by Motor Vehicle operators when approaching Aircraft. The markings and imaginary safety zone around the parking positions must be strictly observed.
- G.** Motor Vehicles shall not block active Aircraft parking positions without the approval of the Director or designee.

#### **5.19 Escorting**

A Person who has been granted the privilege of escorting by the Airport, as made evident by a special insignia on the Person's Badge, may escort others Persons into the Restricted Areas, and parts of the Aircraft Operations Area, that the Badged Person has access Persons assuming an escort role assume liability for the actions of those being escorted and have the following restriction:

- A. The Person escorting may not escort more Persons than can be controlled by the Person, up to a maximum of six (6) individuals or no more than four (4) vehicles, if escorting Motor Vehicles.
- B. The Person escorting must remain in the immediate vicinity of those being escorted at all times, and must not allow for the loss of sight of or communication with those being escorted.
- C. The Person escorting must, within reason and without risking harm to self, prevent those being escorted from violating any part of these Rules and Regulations, or any other federal, state, or local laws.
- D. The Person escorting must not escort anyone unless doing so for legitimate business purposes.
- E. The Person escorting must not escort anyone who has their own Badge issued by the Airport Security Department, who has had their Badge revoked, or who is currently going through the process to obtain a Badge.

#### **5.20 Speed Limits**

Drivers of Motor Vehicles may not exceed the following speeds when operating on the Aircraft Operations Area.

- A. Runways – 60 mph
- B. Taxiways – 40 mph
- C. Ramp/Apron Areas – 20 mph
- D. Perimeter Service Roads – 25 mph
- E. Under Buildings – 10 mph

Emergency vehicles may exceed Aircraft Operations Area speed limits when responding to emergency situations. Airport Operations are exempt from this provision when required in the performance of their duties, e.g. pavement condition checks.

#### **5.21 Foreign Object Debris**

All Persons in the Aircraft Operations Area shall assist in the maintenance of a clear and uncluttered Aircraft Operations Area to avoid aircraft damage due to Foreign Object Debris. Tenants, lessees, permittees, and sub-lessees are responsible for removing Foreign Object Debris and clutter from their leased or assigned areas. If any Foreign Object Debris is sighted in the Movement Area the Airport Operations Department should be immediately notified.

- A. No Person shall knowingly create Foreign Object Debris.
- B. Any loose items that can become Foreign Object Debris must be stored and secured properly, disposed of in designated receptacles, or removed from the Aircraft Operations Area by the owner or those leasing or occupying the area in which the loose items exist.

**5.22 Smoking**

Smoking is prohibited on the Air Operations Area.

## 6. ENVIRONMENTAL REGULATIONS

### 6.01 General

- A. No Littering.** To the maximum extent possible, each Person while on Airport property shall conduct his/her activities in such a manner as not to cause littering or any other form of environmental pollution.
- B. Trash Receptacles.** No Person shall dispose of garbage, papers, refuse, or other forms of trash, including cigarettes, cigars, or matches, except in receptacles provided for such purpose.
- C. Waste Disposal.** No Person shall dispose of any fill or building materials or any other discarded or waste materials on Airport property except as approved in writing by the Director or designee. No liquids shall be placed in storm drains or the sanitary sewer system at the Airport that will damage such drains or system or is not permitted by the City of Kenner's Publically Owned Treatment Works (POTW).
- D. Recycle Program.** If the Board establishes an Airport-wide recycling program, tenants, permittees, and those conducting commercial activities may be required to participate in any such program at their own cost. This may include, but not limited to, the separation and recycling of all paper, plastic, glass bottles, and aluminum cans; daily compost pick-up; and the reuse of all grease waste into biofuels, lubricants or other commercial products.
- E. Restrooms.** No Person shall use a comfort station, restroom, toilet, or lavatory facility at the Airport in other than a clean and sanitary manner.
- F. Spills.** Any solid or liquid material that may be spilled at the Airport shall immediately be contained and cleaned up by the Person responsible for such spill. Any fuel, lavatory waste, or chemical spill outside shall immediately be reported to AVCOM. Only those properly trained and equipped to clean-up these spills shall proceed to do so. If not, the Airport reserves the right to charge reimbursement for clean-up costs accordingly.
- G. Atmospheric Emissions.** No Person shall unnecessarily or unreasonably cause any smoke, dust, fumes, gaseous matter, or any other matter to be emitted into the atmosphere or carried by the atmosphere except normal emissions from internal combustion engines or jet engines or smoke from cigarettes, cigars, or pipes or vape in approved areas. In no case shall any refuse be burned at the Airport except as specifically authorized by the Director or designee.
- H. Hazardous Materials.** No Person shall dispose of or permit its agents, employees, directors, or officers to dispose of any Hazardous Materials into the sanitary or storm sewers at the Airport.



## **6.02 Aircraft Deicing**

- A.** Use of chemical substances for the purpose of removing snow and/or ice shall comply with all regulatory measures currently in effect.
- B.** Prior to beginning any aircraft deicing, the airline, tenant or contractor conducting the deicing operation shall notify the Airport Operations, they are beginning deicing operations. This event notification is required at the beginning of each event.
- C.** Aircraft shall be positioned in such a manner that the spray from performing deicing operations does not contaminate other vehicles or people.
- D.** Deicing Pads:
  - 1. All aircraft deicing within the terminal area must be performed on an Airport approved deicing pad.
  - 2. Upon completion of deicing operations, the Airport shall collect any residual and/or standing deicing products on the surface. All materials collected, shall be disposed of or recycled in accordance with the federal, state and local requirements.
- E.** Each Airline, tenant, permittee, or contractor must report quantities and types of aircraft deicing fluids used to the Airport's Environmental Office annually; The lessee or permittee is responsible for this and all reports to be filed, regardless if they are using a contractor to perform the services.

## **6.03 International Trash**

Any trash, refuse, garbage, food, other perishable items, plants, cut flowers, or other materials regulated under 9 CFR 94.5 on an aircraft arriving from a location outside of the United States, except Canada, shall be processed and disposed of in the Airport incinerator. All Airlines, flight crew, ground handlers shall comply with this section and submit all items to be incinerated, per U.S. Customs and Border Protection applicable regulations.

## **6.04 Observance of Environmental Laws**

All Persons shall at all times while on the Airport observe and comply with all Environmental Laws.

## 7. FIRE AND SAFETY REGULATIONS

### 7.01 General

- A. Exercise Care.** All Persons using the Airport or the facilities of the Airport shall exercise the utmost care to guard against fire and injury to Persons or property.
- B. Reporting.** Any detected fire or safety hazards shall be immediately reported to AVCOM.
- C. Access.** Aircraft, Motor Vehicles, mobile equipment, power units, mobile ramps, or associated equipment shall not be located so as to prevent free access to and the normal use of fire hydrants, gates, doors, or passageways.
- D. Applicable Codes.** All applicable codes, standards, and recommended practices of the National Fire Protection Association (NFPA), the City of Kenner Fire Code, and the provisions of FAR Part 139 now in existence or hereafter promulgated and not in conflict herewith are hereby adopted by reference as part of these Rules and Regulations.

### 7.02 Aircraft Fueling

- A. Bonding.**
  - 1.** Prior to making any fueling connection to the aircraft, the fueling equipment shall be bonded to the aircraft by use of a cable, thus providing a conductive path to equalize the potential between the fueling equipment and the aircraft. The bond shall be maintained until fueling connections have been removed, thus allowing separated charges that could be generated during the operation to reunite.
  - 2.** In addition to the above, where fueling overwing, the 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 in order 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.
  - 3.** Where a funnel is used in aircraft 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.
  - 4.** Where a hydrant servicer or cart is used for fueling, the hydrant coupler shall be connected to the hydrant system prior to bonding the fuel equipment to the aircraft.
  - 5.** Bonding and fueling connections shall be disconnected in the reverse order of connection.
  - 6.** Conductive hose shall be used to prevent electrostatic discharge but shall not be used to accomplish required bonding.

- B. Grounding** during aircraft fueling or refueler loading is no longer required, but is encouraged. (See NFPA 77, Recommended Practice on Static Electricity).
- C. Engines Running.** An Aircraft shall not be fueled or defueled while one or more of its engines are running or being warmed by external heat. In an emergency situation whereby the onboard auxiliary power unit is inoperative and in the absence of suitable ground support equipment, a jet engine mounted on the rear of the Aircraft or on the wing opposite from the fueling location may be operated provided:
1. The operation follows procedures published by the operator to assure the safety of the operation.
  2. The Airport Operations Office is notified.
  3. The Airport Fire Department is positioned on standby watch at the Aircraft involved.
- D. No Inside Fueling.** Aircraft shall not be fueled or defueled while inside any building or structure.
- E. Hydrant Fueling Services.** Fueling hydrants and fueling pits that are recessed below a ramp or apron surface and are subject to vehicle or aircraft traffic shall be fitted with a cover designed to sustain the load of vehicles or aircraft that taxi over all or part of them.
- Fueling hydrants, cabinets, and pits shall be located at least 15.2 m (50 ft) from any terminal building, hangar, service building, or enclosed passenger concourse (other than loading bridges).
- During fuel transfer operations, one fire extinguisher having a rating of at least 40-B:C and a minimum capacity of 9.0 kg (20 lb) of dry chemical agency shall be installed on each hydrant fueling servicing cart.
- F. Truck Parking.** Fuel trucks, whether loaded or empty, shall not enter hangars and shall not be parked unattended within a distance of fifty (50) feet of the Terminal Building, hangars, paint and dope shops, fuel storage systems, or other critical installations.
- G. Drain System.** No fuel, grease, oil, dopes (cellulose nitrate or cellulose acetate dissolved in volatile flammable solvents), paints, solvents, acid, flammable liquids, or contaminants of any kind shall be allowed to flow into or be placed in any Airport sanitary or storm drain system.
- H. Cleanup.** Any Person, including Aircraft operators, causing the overflowing or spilling of fuel, oil, grease, or other contaminants anywhere on the Airport shall be responsible for ensuring the immediate cleanup of such spillage. In the event of failure or refusal to comply with such cleanup, the spillage will be cleaned up by the Aviation Board at the responsible party's expense and in accordance with the Standard Operating Procedures established for such situations.

- I. **Reporting.** All spillages of fuel shall immediately be reported to the Control Tower and AVCOM. Where there is no apparent presence of fire, Aircraft, fuel delivery devices, and other vehicles shall not be moved or operated in the vicinity of the spill until the spill is dispersed or removed. A fire guard shall be promptly posted.
- J. **Passengers Present.** No Aircraft shall be fueled or defueled while passengers are on board unless a passenger loading bridge is in place at the cabin door of the Aircraft, the door is open, and a cabin attendant is at or near the cabin door.
- K. **Grounding.** Prior to the fueling and defueling of Aircraft, the Aircraft and the fuel transfer apparatus shall be adequately grounded in proper sequence.
- L. **Maintenance.** Each hose, funnel, or apparatus used in fueling or defueling Aircraft shall be maintained in good condition and must be properly grounded to prevent ignition of volatile liquids.
- M. **Guidance Required.** No fueler shall be backed within twenty (20) feet of an Aircraft unless a Person is posted to assist or guide
- N. **Fire.** If a fire occurs in the fuel delivery device while an Aircraft is being fueled, fueling shall be discontinued immediately and all emergency valves and dome covers shall be shut down immediately. The Control Tower and AVCOM shall immediately be informed of any such fire.
- O. **Fuel Transfer.** No fuel vehicle designed for or employed in the transportation of fuel shall be operated on the Air Operations Area at any time without prior permission from the Director or designee and proper escort.
- P. **Fuel Tenders.** Only hydrant transfer vehicles, jet fuel tenders, and aviation gasoline tenders are allowed to engage in fueling on the Air Operations Area. All such vehicles shall enter into a written contract with the Aviation Board as to the specific areas of operation on the Air Operations Area prior to beginning operation.
- Q. **Fire Extinguishing Equipment.** No Person shall engage in Aircraft fueling or defueling operations without adequate fire extinguishing equipment readily accessible at the point of fueling in compliance with the Applicable Codes (See 7.01 D above).
- R. **Fuel Tender Parking Areas.** Parking areas for Aviation Board approved Aircraft fuel tenders shall be arranged so as to:
  - 1. Facilitate dispersal of the vehicles in the event of an emergency.
  - 2. Provide at least ten (10) feet of clear space between parked vehicles for accessibility for fire control purposes.
  - 3. Prevent any leakage from draining to an adjacent building.
  - 4. Minimize exposure to damage from out-of-control Aircraft.
  - 5. Provide at least fifty (50) feet from the Terminal Building, air cargo buildings, Aircraft hangars, or other Airport structures housing the public that has windows or doors in the exposed walls.

- S. Engine Startup.** 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.
- T. Electrical Equipment.** No Person shall operate a radio transmitter or receiver, or switch electrical equipment on or off, in an Aircraft while it is being fueled or defueled.
- U. Distance from Aircraft.** No Person other than those engaged in the fueling, servicing, or operation of an Aircraft shall be permitted within one-hundred (100) feet of an Aircraft during fueling or defueling, except as otherwise provided for in these Rules and Regulations.
- V. Thunderstorm Activity.** Fueling or defueling operations shall not be conducted during periods of intense thunderstorm activity in the immediate vicinity of the Airport.
- W. Positioning of Service Vehicles.** Aircraft fuel servicing vehicles shall be positioned as follows during fueling operations:
  - 1.** Aircraft fuel servicing vehicles shall be positioned so that they can be moved promptly after all Aircraft fuel hoses have been disconnected and stowed.
  - 2.** During over-wing fueling or where Aircraft fuel system vents are located on the upper wing surface, the propulsion or pumping engine of Aircraft fuel servicing vehicles shall not be positioned so that the vented fuel would flow near these engines. Aircraft fuel servicing vehicles shall not be positioned under the wing of Aircraft within a ten (10) foot radius of Aircraft fuel system vent openings.
  - 3.** Operators shall set the hand brake on fuel servicing vehicles before leaving the vehicle cab. Chocks shall be used whenever the operator is not inside the cab of the fuel servicing vehicle.
  - 4.** Fueling vehicles shall not be left unattended at any time with the engine running.
- X. Trained Fuelers.** Aircraft fueling operations shall not be conducted unless fully trained and qualified employees are available, one of whom must be stationed at all times adjacent to the fuel servicing vehicle in use and actively monitoring the fueling process.

### 7.03 Smoking Regulations

- A.** Smoking or carrying lighted smoking materials or striking matches or vaping or other flame lighting devices shall not be permitted within fifty (50) feet of a fuel tank truck or car while it is being loaded or unloaded; within 50 feet of a flammable liquid spill; in any area on the Airport where smoking or vaping is prohibited by the Director or designee by means of posted signs; in any hangar, shops, or other buildings in which flammable liquids are stored or used except in cases where specifically approved smoking rooms have been constructed for that purpose. All ashtrays and cigarette lighters shall be removed from fueling vehicles. Aircraft fuel servicing personnel shall not have on their Person lighters or matches while performing fuel servicing operations or within the fuel servicing vehicles at any time.

- B. No Person shall light, smoke, or vape any tobacco product such as cigarettes, cigars, pipes, electronic cigarettes, tobacco vaporizers, or any other similar product or device within the Terminal Building, any other Airport Building, private offices, restaurants, shops, employee break rooms, restrooms, elevators, or within the immediate vicinity of building entrances.
- C. Smoking and vaping may take place in designated areas only. Smoking and vaping is prohibited on the AOA.
- D. Tobacco products must be completely extinguished after use and disposed of in designated tobacco product receptacles. In no circumstances may tobacco products with emitting residual heat be disposed of in any trash can, planter, storm drain, or other unsuitable location.

#### 7.04 Open Flame Operations

- A. **Prior Approval Required.** No Person shall conduct any open flame operations on the Airport without first obtaining approval of the Director, ARFF Fire Chief or on duty ARFF Fire Captain. Open flame operations include welding, cutting torches, and hot work.
- B. **Prohibitions.** Outdoor cooking including but not limited to barbeques, fish fry, and seafood boils are prohibited.
- C. **Restrictions.** Lead and carbon burning, fusion gas and electric welding, blow-torch work, reservoir repairs, engine testing, battery charging, and all operations involving open flames shall be restricted to the repair shop sections, which shall be removed from storage sections. During such operations, all doors and openings to the storage section shall be closed to separate the shop from the storage section.

#### 7.05 Leasehold and Permit Space Housekeeping

All Persons occupying space at the Airport shall keep the space allotted to them free from rubbish and accumulation of any material. Only Occupational Safety and Health Administration (OSHA) approved boxes, crates, paint or varnish cans, bottles, or containers shall be stored, and all floors shall be kept clean and free from fuel and oil. The use of volatile or flammable solvents for cleaning purposes is prohibited. Approved metal receptacles with a self-extinguishing cover shall be used for the storage of oily waste rags and similar material. The contents of these receptacles shall be removed daily by Persons occupying the space; drip pans shall be placed under engines and kept clean at all times, and clothes lockers shall be constructed of metal or fire-resistant material.

#### 7.06 Storage of Materials

- A. **Applicable Codes.** No Person shall keep or store material or equipment in such a manner as to constitute a fire hazard or be in violation of applicable NFPA codes, standards, and recommended practices, City of Kenner codes, City of New Orleans codes, or Airport Standard Operating Procedures.
- B. **Flammable Materials.** Gasoline, kerosene, ethyl, jet fuel, aviation gasoline, ether, 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 NFPA. Buildings shall be provided with suitable firefighting equipment and first aid equipment.

- C. Lubricating Oils.** No Person shall keep, transport, or store lubricating oils on the Airport except in containers and receptacles designed for such purpose and in areas specifically approved for such storage in compliance with the applicable codes, standards, recommended practices of NFPA, FAA regulations, City of Kenner codes, and City of New Orleans codes.

#### **7.07 Hazardous Materials**

- A.** Hazardous materials (a.k.a dangerous goods) sent using commercial transportation must comply with Hazardous Materials Regulations, 49 CFR Parts 171-179. These regulations apply to those who offer, accept, or carry hazardous materials to, from, within, and across the United States.
- B.** No Person shall keep, transport, handle, or store on the Airport any hazardous cargo, explosives, or other hazardous articles that are barred from transportation by civil aircraft in the United States under 49 CFR Parts 171-179.
- C. Shipment.** No Person may offer, and no Person may knowingly accept, any hazardous article for shipment at the Airport unless the shipment is handled and stored in full compliance with 49 CFR Parts 171-179.
- D. Responsible Persons.** Any Person engaged in transporting hazardous articles shall designate personnel at the Airport authorized and responsible for receiving and handling such shipments in compliance with the prescribed regulations.
- E. Storage.** Any Person engaged in the transportation of hazardous articles shall provide storage facilities that reasonably ensure against unauthorized access, exposure to Persons, or damage to shipments while on the Airport.

#### **7.08 Motorized Ground Equipment around Aircraft**

No Person shall park motorized ground equipment near Aircraft in such a manner as to prevent it or other ground equipment from being readily driven or towed away from the Aircraft in the event of an emergency.

#### **7.09 Operating Motor Vehicles in Hangars**

No Person shall operate a Motor Vehicle in any hangar occupied by an Aircraft unless the Motor Vehicle's exhaust is protected by screens or baffles as recommended by the NFPA.

#### **7.10 Grounding Aircraft in Hangars**

No Person shall park an Aircraft in any hangar or other structure on the Airport unless said Aircraft is grounded in accordance with the requirements of the FAA and NFPA standards.

#### **7.11 Aircraft Electrical Systems**

Radio transmitters and similar equipment in Aircraft shall not be tested or operated within a hangar with dynamotors running unless all parts of the antenna system are at least one (1) foot

removed from any other object. No Aircraft shall be placed at any time so that any fabric-covered surface is within one (1) foot of an antenna system.

#### **7.12 Electrical Equipment and Lighting Systems**

- A. Equipment Use within Hangars.** Vapor- or explosion-proof electrical equipment and lighting systems shall be used exclusively within hangars or maintenance shelters. No portable lamp assembly shall be used without a proper protective guard or shield over such lamp assembly to prevent breakage.
- B. Turn Equipment Off.** All power-operated equipment or electrical devices shall be turned off when not in use.
- C. Disconnect Power Source.** Prior to any work being done on the electrical system of any Aircraft within any hangar or structure, the electrical system of such Aircraft shall be de-energized by disconnecting the battery or power source.

#### **7.13 Heating Hangars**

Heat in any hangar may only be provided by approved systems or devices as listed by Underwriters Laboratories, Inc., as suitable for use in Aircraft hangars and shall be installed in the manner prescribed by Underwriters Laboratories, Inc.

#### **7.14 Use of Cleaning Fluids**

Aircraft parts and other equipment shall preferably be cleaned with nonflammable cleaning agents or solvents. When the use of flammable solvents cannot be avoided, only liquids having flash points in excess of one-hundred degrees Fahrenheit (100°F) shall be used and special precautions shall be taken to eliminate ignition sources in compliance with good practice recommendations of the NFPA.

#### **7.15 Containers**

- A. Uncovered Trash Containers.** No tenant, lessee, permittee, concessionaire, or agent thereof doing business on the Airport may keep uncovered trash containers adjacent to sidewalks, roads, or Apron areas of the Airport.
- B. Uncovered Trash Vehicles.** No Person shall operate an uncovered vehicle to haul trash, dirt, or any other material on the Airport without prior permission of the Director or designee.
- C. Spillage.** No Person shall spill dirt or any other materials from a vehicle operated on the Airport.

#### **7.16 Aircraft Maintenance and Repair within Hangars**

- A. Hangar Storage Areas.** Aircraft repairs in storage areas of hangars shall be limited to inspections and replacements of parts and repairs incident thereto, provided such repairs do not involve appliances using open flames or heated parts.



- B. Operating Aircraft Engines.** The starting or operating of Aircraft engines inside any hangar is prohibited. Tractors with NFPA-approved exhaust systems must be used when moving planes within a hangar.

#### **7.17 Doping, Spray Painting, and Paint Stripping**

- A. Prohibitions.** The use of "dope" (cellulose nitrate or cellulose acetate dissolved in volatile flammable solvents) within any hangars is prohibited. The process of doping shall be carried out as set forth in NFPA Standards, City of Kenner codes, and City of New Orleans codes.
- B. Adherence to Codes.** For paint, varnish, or lacquer spraying operations, the arrangement, construction, ventilation, and protection of spraying booths and the storage and handling of materials shall be in accordance with NFPA standards, City of Kenner codes, and City of New Orleans codes.

#### **7.18 Fire Extinguishers**

- A. Equipment Maintenance.** Fire extinguishing equipment at the Airport shall not be tampered with at any time or used for any purpose other than firefighting or fire prevention. All such equipment shall be maintained in accordance with NFPA standards. Tags showing the date of the last inspection shall be attached to each unit or records shall be kept showing the status of such equipment.
- B. Provision of Equipment.** All tenants or permittees or lessees of hangars, Aircraft maintenance buildings, or shop facilities shall supply and maintain an adequate number of readily accessible fire extinguishers. Vehicles designed for the transport and transfer of fuel shall carry on board at least two (2) fire extinguishers, one (1) located on each side of the vehicle. Fuel servicing hydrant transfer vehicles shall carry on board at least 1 fire extinguisher. Extinguishers shall conform to applicable NFPA standards.

#### **7.19 Powder-Activated Tools**

No Person shall use powder or explosive cartridge-activated tools or fastening devices anywhere on the Airport without prior written authorization from the Director or designee.

## 8. AERONAUTICAL ACTIVITIES

### 8.01 General

- A. Applicable Regulations.** All aeronautical activities at the Airport and all flying of Aircraft departing from or arriving in the airspace above the Airport shall be conducted in accordance with the current applicable Federal Aviation Regulations, these Rules and Regulations, Airport Standard Operating Procedures, and Operational Directives issued by the Aviation Board, the Director, or designee and the directions of the Control Tower.
- The pilot or other Person engaged in the operation of any Aircraft (except when subject to the direction or control for ground movement purposes of the FAA) on the surface of any landing area, taxiing area, ramp, or Aircraft parking and storage area must at all times comply with any lawful order, signal, or direction of the Director or designee. When operation of such Aircraft is controlled by lights, signs, mechanical or electrical signals, or pavement markings, such lights, signs, signals, and markings shall be obeyed unless the Director or designee directs otherwise.
- B. Hold Harmless.** The Aircraft owner, pilot, agent, or their duly authorized representative agrees to release or discharge the Aviation Board, its officers, and its employees of and from liability for any damage that may be suffered by any Aircraft and its equipment, and for personal injury or death, except where such damage, injury, or death is due solely to the negligence of the Aviation Board.
- C. Negligent Operations Prohibited.**
1. No Person shall operate an Aircraft at the Airport in a careless manner or in disregard of the rights and safety of others.
  2. All Persons using the Airport shall be held liable for any property damage caused by carelessness and negligence on or over the Airport. Any Aircraft being operated so as to cause such property damage may be retained in the custody of the Aviation Board and the Aviation Board may have a lien placed on said Aircraft until all charges for damages are paid. Any Person liable for such damage agrees to indemnify fully and to save and hold harmless the Aviation Board, its officers, and its employees from claims, liabilities, and causes of action of every kind, character, and nature and from all costs and fees (including attorney's fees) connected therewith, and from the expenses of the investigation thereof.

- D. Denial of Use of Airport.** The Director or designee shall have the right at any time to close the Airport in its entirety or any portion thereof to air traffic, to delay or restrict any flight or other Aircraft operation, to direct refusal of takeoff permission to Aircraft, and to deny the use of the Airport or any portion thereof to any specified class of Aircraft or to any individual or group, when the Director or designee considers any such action to be necessary and desirable to avoid endangering Persons or property and to be consistent with the safe and proper operation of the Airport. In the event the Director or designee believes the condition of the Airport to be unsafe for landings or takeoffs, it shall be within their authority to issue, or cause to be issued, a NOTAM (Notice to Airmen) closing the Airport or any portion thereof.

Airport users who have not paid all applicable Airport fees when due may be denied the use of the Airport by the Director or designee.

**E. Aircraft Emergencies or Accidents.**

1. In the event of an Aircraft emergency, the Director or designee, in conjunction with the Aircraft owner/ operator, shall be the sole coordinating and governing agency for all concerned parties.
2. The Director or designee shall have the responsibility of providing and designating access gates in the perimeter fencing of the Airport for use by aircraft rescue and firefighting equipment. The Director or designee shall have the right to deny access to the Airport to any Persons not directly connected with aircraft rescue and firefighting operations, including press, television, radio news, and other media reporters.
3. Pedestrian traffic beyond any portion of the perimeter fencing of the Airport to the scene of an accident within the Airport is strictly prohibited.
4. When by virtue of the kind, type, and mission of the Aircraft, it becomes necessary to provide security at the scene of an accident, the owner/operator of the Aircraft, or his/her duly authorized agent, shall be responsible for obtaining, providing, and maintaining its own security. When such need arises, the Director shall be informed prior to and after security has been provided. Security requirements shall not be used as a means to hinder or delay removal of the Aircraft from the accident scene on the Airport.
5. The pilot or operator of any Aircraft involved in an accident on the Airport causing personal injury or property damage shall, in addition to all other reports required by other agencies, be required to make a prompt and complete report concerning said accident to the Airport. When a written report of an accident is required by Federal Aviation Regulations, a copy of such report may be submitted to the Director or designee in lieu of the report above. In either instance, the report shall be filed with the Airport within forty-eight (48) hours from the time of the accident.

- F. Disabled Aircraft.** Aircraft operators shall be responsible for the prompt removal of their disabled Aircraft and all parts of such Aircraft at the Airport. All such removals of disabled Aircraft shall be in accordance with Federal Aviation Regulations, the direction of the Director or designee, and the Policies and Procedures Manual concerning Aircraft removal. In the event an Aircraft operator fails or refuses to comply with this regulation, such disabled Aircraft or any and all parts thereof may be removed by the Director or designee at the operator's expense and without liability for damage that may be incurred as a result of such removal.
- G. Tampering with Aircraft.** No Person shall interfere or tamper with any Aircraft or put in motion such Aircraft, or use or remove any Aircraft, Aircraft parts, instruments, or tools without positive evidence of permission from the owner and investigating agencies thereof.
- H. Cleaning, Maintenance, and Repair of Aircraft.**
- 1.** Aircraft or Aircraft engines, propellers, or other Aircraft equipment may only be maintained or repaired in areas specifically designated for such purposes by the Director or designee. No maintenance or repairs of Aircraft may be conducted at an Aviation Board controlled gate unless the specific approval of the Director or designee is obtained. Minor Aircraft maintenance or repairs may be conducted at gates leased to an airline by the airline leasing such gate.
  - 2.** No Person shall clean, paint, wash, polish, or otherwise maintain an Aircraft or any component of an Aircraft other than in areas approved and in the manner designated by the Director or designee.
  - 3.** All Persons engaged in the maintenance, repair, or servicing of an Aircraft shall do so in accordance with Federal Aviation Regulations, National Board of Fire Underwriters regulations, and laws of the State of Louisiana, City of Kenner, City of New Orleans, Jefferson Parish, the Aviation Board, and any other governmental agency having appropriate jurisdiction.
- I. Radio Communications.** No Person shall operate an Aircraft at the Airport unless such Aircraft is equipped with a properly functioning two-way radio capable of communicating with the Control Tower in accordance with applicable Federal Aviation Regulations.
- J. Certification of Aircraft and Licensing of Pilots.** All Aircraft operating at the Airport shall be certified or registered. All pilots using the Airport shall possess an appropriate pilot's license and unexpired medical certificate on their person in accordance with applicable Federal Aviation Regulations.
- K. Registration of Aircraft.** The Director or designee may require from time to time and may designate, at his/her discretion, appropriate locations for the registration of general aviation pilots and Aircraft using the Airport, and such pilots shall comply with the requirements of such registration.

**L. Airport Facility Damage.** Any Person damaging a light fixture or turf surface by operation of a Motor Vehicle or Aircraft on Airport property shall be responsible for any costs required to repair the damage.

**M. Payment of Fees.** The payment of rentals, fees, and charges for the use of Airport premises and facilities shall be made before takeoff. In lieu of such payment, satisfactory credit arrangements shall be made by the pilot or owner of an Aircraft with the Airport or such office as may be designated by the Director or designee before such pilot leaves the Airport.

Airport users who have not paid all applicable Airport fees when due may be denied the use of the Airport by the Director or designee.

#### **8.02 Airport Operational Restrictions**

**A. Use of Runways.** Unless contrary to Federal Aviation Regulations, the Director or designee shall have the authority to designate or restrict the use of runways at the Airport with respect to, but not limited to, the following types of operations:

1. Student pilot training
2. Training flights
3. Experimental flights
4. Equipment demonstration
5. Air shows
6. Compliance with FAR Part 36
7. Ultralight Aircraft
8. Motorless Aircraft
9. Unmanned Aerial Vehicles

Such designation or restriction will be established through the issuance of operational directives or minimum standards.

**B. Takeoffs and Landings.**

1. No Person shall cause an Aircraft to take off or land at the Airport except on a runway and in the direction assigned by the Control Tower. Helicopters shall operate in accordance with the directions of the Control Tower.
2. No Person shall cause an Aircraft to take off or land on or from an unserviceable runway or on or from any ramp area or taxiway.
3. No Person shall turn an Aircraft in order to reverse direction on a runway unless given specific instructions or authorization to do so by the Control Tower.

4. Persons landing an Aircraft at the Airport shall leave the landing runway as promptly as possible to make said runway available to other Aircraft consistent with safety and Control Tower directions.
  5. Any Person operating or controlling an Aircraft landing at or taking off from the Airport shall maintain engine noise within applicable Aircraft engine noise limits as promulgated by federal regulation or the Aviation Board, whichever is most restrictive.
  6. During landings and takeoffs, Aircraft shall not pass over any Airport buildings, structures, their adjacent automobile parking areas, or passenger concourses unless specifically directed to do so by the Control Tower.
  7. No Person operating an Aircraft shall participate in simultaneous landing and/or takeoff operations on the same runway without prior permission from the Control Tower.
- C. Towed Banners.** No Aircraft may pick up or drop off a towed banner from or on the Airport.
- D. Operational Hazards.** No drones or UAS, kites, model airplanes, tethered balloons, or other objects constituting a hazard to Aircraft operations shall be flown or operated on or within the vicinity of the Airport.
- E. Parachute Jumping.** Parachute jumping over or onto the Airport is prohibited.

### 8.03 Aircraft Taxiing and Ground Handling Rules

- A. Aircraft Parking.** No Person shall park an Aircraft in any area on the Airport except in those areas designated for such purposes with the permission and in the manner prescribed by the Director or designee. If any Person uses unauthorized areas for Aircraft parking, the Aircraft so parked may be removed by the Director or designee at the risk and expense of the owner.
- B. Derelict Aircraft.**
1. No Person shall park or store any Aircraft in non-flyable condition on Airport property, including leased premises, for a period in excess of ninety (90) days, without written permission from the Director or designee.
  2. No Person shall store or retain Aircraft parts or components being held as inventory anywhere on the Airport other than in an enclosed, authorized facility, or in a manner approved by the Director or designee in writing

3. Whenever any Aircraft is parked, stored, or left in non-flyable condition on the Airport in violation of the provisions of this section, the Director or designee shall so notify the owner or operator thereof by certified or registered mail, requiring removal of said Aircraft within fifteen (15) days of receipt of such notice, or if the owner or operator be unknown or cannot be found, the Director or designee shall conspicuously post and affix such notice to said Aircraft, requiring its removal within fifteen (15) days from date of posting. Upon the failure of the owner or operator of said Aircraft to remove said Aircraft within the period provided, the Director or designee shall cause the removal of such Aircraft from the Airport. After which, the Aviation Board will not be held liable for any damages to the aircraft. All costs incurred by the Aviation Board in the removal of any Aircraft as set forth herein shall be recoverable from the owner or operator thereof.

**C. Starting and Running Aircraft Engines.**

1. No Aircraft engine shall be run for testing at the Airport unless a pilot or certified airframe and power-plant (A&P) mechanic qualified to run the engine of that particular type of Aircraft is at the controls and unless chocks have been placed in front of the wheels or the Aircraft has set adequate parking brakes.
2. No person may run an engine of an Aircraft parked on the Airport in a manner that could cause injury to Persons or damage to any other property or endanger the safety of operations at the Airport.
3. Aircraft engines shall be started or operated only in places designated for such purposes by the Director or designee. At no time shall engines be run up for test or maintenance purposes between the hours of 11 p.m. and 6 a.m., subject to the following exceptions:
  - a. Airlines having maintenance hangars and associated facilities for conducting engine run-ups in accordance with a plan approved by the Director or designee.
  - b. In connection with an Airline emergency, following the receipt of prior approval from the Director or designee.
  - c. It is necessary for the operation of the Airline's arriving and/or departing flight(s) between these times.
4. Jet Aircraft engines may not be run-up on the Air Operations Area or the Apron except on the Aircraft engine run-up pad at the west end of Taxiway E or such other location on the Airport specifically designated by the Director or designee for such purpose.
5. Turboprop Aircraft engines may not run-up on the Air Operations Area or the Apron except on Taxiway E or Taxiway S abeam the windsock and parallel to the runway. All maintenance or full power run-ups shall be accomplished at the engine run-up pad.

6. Noise emanating from Aircraft engines during ground operations shall be maintained within the applicable Aircraft engine noise limits promulgated by the Airport Noise Mitigation Plan, federal regulations, the State of Louisiana, the City of Kenner, or the City of New Orleans, whichever is the most restrictive.

**D. Aircraft Taxiing.**

1. No Person shall taxi an Aircraft on the Airport until he/she has ascertained that there is no danger of collision with any Persons or objects.
2. All Aircraft shall be taxied at a safe and reasonable speed. Under no circumstances may Aircraft taxi on the Apron area in excess of twenty-five (25) miles per hour.
3. All Aircraft operating on the Airport shall be equipped with wheel brakes in proper working order.
4. Aircraft shall not be taxied, towed, or pushed on any runway or taxiway until specifically cleared to do so by the Control Tower.
5. Where taxiing Aircraft are converging, the Aircraft involved shall pass each other bearing to the right, unless otherwise directed by the Control Tower.
6. No Aircraft shall taxi between the Terminal Building and an Aircraft engaged in a pushback or powerback operation.
7. No Aircraft shall be taxied into or out of any hangar under its own power.
8. The navigational lights of all Aircraft being taxied, towed, or otherwise moved on the Airport shall be operated whenever the Aircraft is moving.
9. All Aircraft operations shall be confined to marked, hard-surfaced runways, taxiways, and Apron.

**8.04 Helicopter Operating Rules**

- A. Helicopter Pad.** Helicopters arriving and departing should make approaches to, land at, and take off from the helicopter pad located on Taxiway E near the intersection of Taxiway B or on Taxiway G between Taxiways C and G3 unless otherwise directed by the Control Tower.
- B. Collision Avoidance.** Helicopters shall avoid fixed-wing Aircraft traffic patterns and altitudes to the maximum extent possible.
- C. Rotors.** Helicopters shall not be taxied, towed, or otherwise moved with rotors turning unless there is a clear area of at least fifty (50) feet in all directions from the outer tips of the rotors.
- D. Terminal Area.** Helicopters shall not be operated in the terminal area unless special arrangements have been made with the Airport Operations Department.



- E. Downtown Heliport.** Helicopter operators utilizing the Downtown Heliport (7N0) are subject to all Rules and Regulations in this document. Users should notify the Airport Operations Department of the estimated and actual time of landing and departure from the Downtown Heliport.

#### **8.05 Military Aircraft Operations**

Military Aircraft are permitted to use the Airport. High-speed, low-level Aircraft maneuvers or operations that would cause unnecessary noise are not permitted unless it is operationally necessary and approved by the Director or designee.

## 9. MOTOR VEHICLES

### 9.01 Traffic Signs and Signal Devices

The Aviation Board shall erect or cause to be erected all signs, markers, and signal devices pertaining to traffic control within the boundaries of the Airport and such signs, markers, or devices shall be prima facie evidence that they were erected or placed pursuant to said resolutions and under proper authority. Where conditions preclude the use of post-mounted traffic control signs, road surface markings shall have the same validity. Failure to comply with the directions indicated on such signs, markers, or devices erected or placed in accordance herewith shall be a violation of these Rules and Regulations.

### 9.02 Pedestrian Right-of-Way

The operator of any Motor Vehicle shall yield the right-of-way to a pedestrian who crosses within a marked pedestrian crosswalk as stated in Louisiana Revised Statute 32:212, except where the movement of traffic is being otherwise actively regulated by a Law Enforcement Officer, traffic specialists, or traffic control devices. The driver of a Motor Vehicle must exercise due care for the safety of any pedestrian upon a roadway.

### 9.03 Motor Vehicle Condition

- A. Sound Condition.** No Motor Vehicle shall be permitted upon the Airport unless it is in sound mechanical condition and have adequate headlights, horn and brakes, and clear vision from the driver's seat.
- B. Unsafe or Hazardous Operation.** No Person shall operate upon the Airport any Motor Vehicle that (1) is so constructed, equipped, or loaded or that is in such unsafe condition as to endanger Persons or property, or (2) has attached thereto any objects or equipment (including that which is being towed) that drags, swings, or projects so as to be hazardous to Persons or property.
- C. Roadworthiness.** Before operating a Motor Vehicle on the Airport, the driver must ensure that the Motor Vehicle is in roadworthy condition.
- D. Responsibility.** The sole responsibility of the Motor Vehicle operator to ensure the roadworthiness and operational safety of a Motor Vehicle shall in no way be reduced or restricted by the issuance of an Air Operations Area driving privilege.

### 9.04 Motor Vehicle Registration

No Person shall operate a Motor Vehicle on areas of the Airport to which the public has access unless said Motor Vehicle is properly registered in accordance with the laws of the State.

**9.05 Motor Vehicle Operation**

No Person shall operate a Motor Vehicle on the Airport in a careless or negligent manner, or in disregard of the rights and safety of others, or without due caution or at a speed or in a manner that endangers or is likely to endanger Persons or property, or while the operator thereof is under the influence of intoxicating liquor or any narcotic or habit-forming drug.

The operator of a Motor Vehicle on the Airport shall at all times comply with any lawful order, signal, or direction of the Director, designee, Airport Operations Department, or Law Enforcement Officer. When traffic on the Airport is controlled by traffic lights, signs, pavement markings, or mechanical or electrical signals, such lights, signs, markings, and signals shall be obeyed unless the Director, designee, or Law Enforcement Officer directs otherwise.

**9.06 Closing or Restricting Use of Airport Roadways**

The Director or designee is authorized to close or restrict the use of all Airport roadways to vehicular traffic in the interest of public safety.

**9.07 Storing or Repairing Vehicles**

No Motor Vehicle shall be stored or repaired on Airport property, except in areas so designated by the Director or designee, or for minor repairs necessary with respect to a temporarily disabled Motor Vehicle.

**9.08 Slow Moving Motor Vehicles, Equipment, or Machinery**

All slow moving Motor Vehicles, equipment, or machinery designed for use and speeds of less than twenty-five (25) miles per hour being operated on Airport roadways shall be equipped with and display a triangular slow moving vehicle emblem mounted on the rear or, in case of towed units, on the rearmost unit being towed.

**9.09 Engine Operation**

All Motor Vehicles being operated on the streets and other vehicular traffic areas of the Airport, including parking areas, shall not have their engines running when such Motor Vehicle is parked or is waiting, other than at a traffic control device requiring the Motor Vehicle to stop temporarily or to permit the safe passage of Persons or other Motor Vehicles.

**9.10 Licensing**

No Person shall operate a Motor Vehicle or motorized equipment on the Airport without a valid State operator's license of appropriate class.

#### 9.11 Procedure in Case of Accident

- A. Notice.** The driver of any Motor Vehicle involved in an accident on the Airport that results in the injury or death of a Person or property damage shall immediately stop such Motor Vehicle at the scene of the accident and shall render such reasonable assistance as may be needed. The driver shall immediately, by the quickest means of communication, contact AVCOM to notify the Airport Police Department. The driver of each Motor Vehicle involved in such accident shall furnish the name and address of the owner and driver of the Motor Vehicle, the operator's license and Motor Vehicle registration, and the name of the liability insurance carrier for the Motor Vehicle, to any Person injured, the driver or occupant of any vehicle damaged, and to any Law Enforcement Officer.
- B. Remain at the Scene.** All Persons involved in an accident and any witnesses thereto shall remain at the scene of the accident until a Law Enforcement Officer arrives. If a witness cannot remain at the scene for reasons of other urgent duties, he/she shall report to the Airport Police Department immediately upon accomplishing the urgent duties.

#### 9.12 Speed Limit

- A. Safe Speed.** No Person shall drive a Motor Vehicle on the Airport at a speed greater than is reasonable and prudent under the actual conditions and having regard for potential hazards then existing.
- B. Minimum Speed.** No Person shall drive a Motor Vehicle at such a slow speed as to impede or block the normal and reasonable movement of traffic, except when reduced speed is necessary for safe operation or in compliance with the law.
- C. Maximum Speed.** No Person shall drive a Motor Vehicle on the streets and other vehicular traffic areas on the Airport, including parking areas, in excess of the speed limits indicated on signs posted and maintained by the Aviation Board. In areas in which signs are not posted, the speed limit shall be fifteen (15) miles per hour.

#### 9.13 No Texting While Driving.

No person shall operate any motor vehicle upon any Airport road while using a wireless telecommunications device to write, send, or read a text-based communication. For purposes of this Section, a person shall not be deemed to be writing, reading, or sending a text message if the person reads, selects, or enters a telephone number or name in a wireless telecommunications device for the purpose of making a telephone call.

#### 9.14 Designated One-Way Drives

Vehicular traffic on the entrance and exit drives serving the Terminal Building shall be one-way and shall be so designated by signs posted and maintained by the Aviation Board. Movement in the opposite direction of that indicated by the signs is prohibited.

#### 9.15 Motor Vehicle Violations

- A. Suspension of Privilege.** Violations of these Rules and Regulations may lead to temporary suspension or permanent revocation of the privilege to operate a Motor Vehicle on the Airport. It is the intention of the Aviation Board, through its enforcement activities, to encourage drivers to operate in a safe and orderly manner by complying with the Rules and Regulations contained herein.
- B. Enforcement Authority.** Any Law Enforcement Officer or other Airport representatives designated by the Director or designee shall have authority to enforce these Rules and Regulations.
- C. Applicable Codes.** Many of the Rules and Regulations applicable to the operation of Motor Vehicles on the Airport are contained in the State of Louisiana Motor Vehicle Code or the City of Kenner Code. Violators of these rules and regulations are subject to either arrest and/or citation, which shall be adjudicated through the criminal justice system in the City of Kenner.
- D. Administrative Citation.** Violation of these Rules and Regulations not specifically covered by ordinance or statute is subject to administrative citation and/or prohibition against operating a Motor Vehicle on Airport property.

#### 9.16 Enforcement of Vehicle Provisions

The Airport Security Office, Airport Operations Department, and Ground Transportation Division will have the primary responsibility to enforce the vehicle provisions of these Rules and Regulations.

#### 9.17 Airport Administrative Citation Procedures

The Airport Operations Department and Law Enforcement Officers have the responsibility for enforcing Apron safety rules associated with the operation of Motor Vehicles. When issuing an administrative citation, the Airport Operations Department and Law Enforcement Officers will use the following procedures:

- A.** The Person being cited will be issued one (1) copy of the administrative citation.
- B.** The citing officer shall retain three (3) copies of the administrative citation, one of which will be maintained on file with the Airport Operations Department after being sent to the Airport for review, one shall be sent to the Airport Security Office to be filed, and a facsimile shall be forwarded to the highest responsible local officer of the involved company or agency for informational purposes with a letter stating Airport policy regarding such citations.

#### 9.18 Parked, Stopped, and Unattended Motor Vehicles

Motor Vehicles shall be parked only in approved parking areas and shall be secured against uncontrolled rolling by an engaged hand brake and/or by some equally effective measure. Ignitions shall be switched off unless required for auxiliary functions.

No Motor Vehicle may be parked or left unattended on the roadways designated for passenger pick-up and drop-off. Vehicles left unattended may be removed by the Aviation Board at the owner's expense. The Aviation Board is not liable for any damages done to a vehicle by it being removed due to being left unattended.

**9.19 Backing Motor Vehicles**

Reversing or backing Motor Vehicles is permitted only if existing circumstances prevent forward movement. When reversing or driving backwards, it is the driver's responsibility to ensure that the path is free of obstacles. If for any reason the driver's vision becomes obstructed, the driver shall use a guide.

**9.20 Restricted Parking**

No Person shall park a vehicle in any manner so as to block or obstruct (a) fire hydrants and the approaches thereto, (b) the aircraft loading gates or the Terminal Building emergency exits, or (c) building entrances, exits, and fire lanes.

**9.21 Night Operations**

All Motor Vehicles operated on the Airport thirty (30) minutes before sunset to thirty (30) minutes after sunrise or during inclement weather conditions shall be equipped with operating headlights and tail lights or reflectors on non-motorized vehicles. Lights shall be on at all times from 30 minutes before sunset to 30 minutes after sunrise or during inclement weather conditions on each Motor Vehicle being operated on the Airport, and when the Motor Vehicle is parked where it presents a hazard to Aircraft operations.

**9.22 Public Parking**

- A. Compliance with Traffic Signs.** Operators of Motor Vehicles using the public parking facilities at the Airport shall observe and comply with all regulatory and directional traffic signs when entering and departing the facility.
- B. Parking Spaces.** Motor Vehicles shall be parked in marked spaces only. No Person shall park a Motor Vehicle in any space marked for such parking in such a manner as to occupy part of another space.  
  
No Person shall park in areas marked as no parking, reserved, disabled (without proper license), or restricted.
- C. Parking Charges.** No Person shall park a Motor Vehicle in any area requiring payment for parking therein without paying the required parking charges for the right and privilege of parking therein.
- D. Parking Duration.** No Motor Vehicle shall remain in any public parking facility on the Airport for more than thirty (30) consecutive days without the approval of the Director or designee.

**9.23 Reserved Parking**

No Person shall park any Motor Vehicle in any reserved parking area without specific permission by the Director or designee.

**9.24 Loading and Unloading of Vehicles**

No Person shall stop a Motor Vehicle for loading, unloading, or any other purpose on the Airport other than in areas specifically designated for such use and only in the manner prescribed by signs, road markings, or other means provided. Stopping at the curbsides of the first and second levels of the Terminal Building shall be restricted specifically to loading and unloading of the public, passengers, and their baggage. Unattended Motor Vehicles shall be cited and may be towed in accordance with these Rules and Regulations.

**9.25 Authority to Remove Vehicles**

Law Enforcement Officers, Airport Operations Personnel, the Airport Property Department, and taxicab investigators may remove or cause to be removed from any restricted or reserved areas, roadway or right-of-way, or any other area of Airport property, (a) any Motor Vehicle that is disabled, abandoned, or illegally or improperly parked, or (b) any Motor Vehicle that creates a safety hazard or interferes with Airport operations. Any such Motor Vehicle may be towed at the owner's expense. The Aviation Board shall not be liable for damage to any Motor Vehicle or loss of personal property that might result from the act of removing a Motor Vehicle.

Motor Vehicles abandoned in any unauthorized Airport area not otherwise covered by set procedures will be subject to action initiated by the Ground Transportation Division or the Airport Property Department.

**9.26 Impoundment by Motor Vehicle Immobilization Device**

- A. Unidentified Vehicles.** Motor Vehicles parked in any Airport employee parking lot or outside property with no identifying decal or other parking authorization issued by the Director or designee are subject to be towed at the owners expense. The owner may contact Airport Communications to be advised where their vehicle was towed.
- B. Rules Violation.** Any Motor Vehicle on Airport property parked in violation of these Rules and Regulations may be towed from the Airport property at the owner's expense.
- C. Interference.** No Person may, by physical obstruction or the use of force, interfere with the lawful process of impoundment of any Motor Vehicle.
- D. No Tampering.** No Person may enter, tamper with, operate, or open any Motor Vehicle under lawful impoundment.

**9.27 Emergency Vehicle Right-of-Way**

Emergency vehicles shall have the right-of-way at all times when responding to emergencies.

**9.28 Issuance of Traffic Citations**

Law Enforcement Officers are authorized to issue traffic citations on Airport property to Motor Vehicle operators who violate any provision of these Rules and Regulations governing the operation of Motor Vehicles on the Airport.

## 10 FEES AND CHARGES

### 10.01 Landing Fee

- A. Signatory Airline Service.** Air Transportation Companies that provide scheduled domestic or international passenger or cargo service and use the Airport facilities under a Signatory Agreement shall pay directly to the Aviation Board the Signatory Landing Fee. The Signatory Landing Fee shall be calculated by multiplying the Signatory landing rate calculated in accordance with the Airlines Rates and Charges adjusted annually, per 1000lbs of the maximum gross landing weight for the month.
- B. Non-Signatory Airline Service.** Air Transportation Companies that provide scheduled domestic passenger or cargo service under a Non-Signatory Agreement will pay directly to the Aviation Board the Non-Signatory Landing Fee. The Non-Signatory landing rate shall be calculated in accordance with the Airlines Rates and Charges adjusted annually, per 1000lbs of the maximum gross landing weight for the month.
- C. International Scheduled Service Carriers.** Air Transportation Companies offering scheduled Air Transportation Business to or from the Airport to any destination outside the United States and carrying less than one percent (1%) of annual total Enplaned Passengers at the Airport, and are not considered a Signatory Airline shall pay Landing Fees directly to the Aviation Board at the rate charged to Signatory Airlines.
- D. Un-scheduled or Charter Service.** Air Transportation Companies that provide un-scheduled domestic or international service and have not executed a Signatory or Non-Signatory Agreement shall pay the Non-Signatory Landing Fee. The Non-Signatory Landing Fee shall be calculated by multiplying the Non-Signatory landing rate calculated in accordance with the Airline Rates and Charges adjusted annually, per 1000lbs of the maximum gross landing weight for the month. The landing fee will be collected by a permitted ground handler, an FBO, or Airline acting as an agent of the Airport. When an aircraft is serviced by a ground handler and a separate fueler, and only one of them is a full-service FBO, then the full-service FBO shall perform the fee collection. If the fueler and ground handler are both full-service FBO's, then the ground handler shall perform the fee collection. In return for acting as agent for the Airport, 15% of the fee collected may be retained by the agent. Aircraft using Customs and Border Protection (CBP) services, who do not utilize the services of the fueling or ground handling providers at the Airport, must provide information to the Airport showing date of operation, aircraft registration number, aircraft owner/operator address, aircraft type and approved maximum gross landing weight and number of passengers. The form to provide the above information can be obtained from CBP personnel.



- D. General Aviation Aircraft Activity.** All aircraft operating other than scheduled airline service, non-scheduled airline service, or charter airline service will be considered General Aviation activity. Fees are set based on aircraft size and are shown in the annual schedule of Airport fees. Aircraft operating as general aviation activity that are larger than the aircraft shown in the annual schedule of airport fees will be assessed a different landing fee based on the approved maximum gross landing weight. These landing fees shall be collected by the full-service FBO acting as agent for Airport. Said FBO will be entitled to keep 50% of the fee collected.
- E. Minimum Landing Fee.** There shall be a minimum landing fee for any fixed-wing or rotor-craft that operates at the Airport provided, however that the landing fee shall be waived with the minimum fuel purchase as also depicted in annual schedule of Airport fees.
- F. Payment Due.** Air Transportation Companies and other aircraft operators shall pay landing fees and fuel flowage fees to the Airport, or a duly authorized agent, immediately upon landing at the airport unless other arrangements for payment have been made with the Airport, or a duly authorized agent, in writing.
- G.** All fees are subject to change and may be found on the annual schedule of Airport fees.

#### **10.02 Fuel Flowage Fee**

Air Transportation Companies and individuals not providing scheduled passenger service shall pay the Aviation Board a fuel flowage fee per gallon and an oil flowage fee per quart. Said flowage fee is to be collected by full-service FBO or any other company providing fueling services, acting as agent of the Airport. Fuel flowage fees apply to all non-scheduled flight operations. Fees are subject to change and may be found on the annual schedule of Airport fees.

#### **10.03 Aircraft Parking Fees**

Aircraft not providing Signatory or Non-Signatory commercial airline service and remaining overnight are subject to paying a parking fee as depicted in annual schedule of Airport fees. Parking fee shall be collected by full-service FBO acting as agent of the Airport. Full-service FBO acting as agent of the Airport will be entitled to keep 50% of aircraft parking fee.

#### **10.04 Passenger Use Fee**

All passenger air service providers, whether scheduled or non-scheduled, shall pay a fee per enplaned passenger that uses the Airport's terminal facilities including passenger terminal, remote facilities, or FIS services. Separate fee amounts are in place for airlines with Signatory Agreements and those with Non-Signatory Agreements. Scheduled service Air Transportation Companies shall pay directly to the Airport for their passengers and collect from non-scheduled air transportation companies they handle. Full service FBOs and approved ground handlers who act as an agent for the Airport shall collect the passenger fee from other non-scheduled Air Transportation Companies including helicopters picking up or dropping off passengers. Any ground handler, Airline, or other company providing services to a non-scheduled user shall collect the per enplaned passenger fee as an agent of Airport and remit same to the Airport. Fees are subject to change and may be found on the annual schedule of airport fees.

**10.05 Passenger Facility Charge**

All eligible Air Transportation Companies must pay a passenger facility charge (PFC) per enplaned passenger in place at the Airport directly to the Airport.

**10.06 Authority to Revise Fees and Charges**

The Director or designee shall have the authority to revise the amount of the fees and charges specified in these Rules and Regulations. The current fee amounts may be found on the annual schedule of Airport Rates and Charges.

## **11 LAW ENFORCEMENT OFFICERS**

### **11.01 General**

The Aviation Board may contract or otherwise employ Law Enforcement Officers to carry out the functions of law enforcement at the Airport to meet federal requirements. All such Law Enforcement Officers shall be Police Officers Standardized Training (or equivalent) certified officers. Law Enforcement Officers must have arrest powers while performing their duties at the Airport by the jurisdiction having the authority to grant the same.

### **11.02 Duties**

Law Enforcement Officers are charged with the following duties and responsibilities at the Airport:

- A.** To enforce all applicable rules, regulations, and orders adopted by the City of New Orleans or the Airport regarding the operation, management, control, and use of the Airport.
- B.** To cite, arrest, and/or detain persons who violate federal, State, or local laws or ordinances on Airport grounds.
- C.** To carry out and enforce all federal guidelines, regulations, and requirements with regard to Airport security including searches and seizures.
- D.** To implement the approved Airport Security Plan, including any such amendments to said Plan.
- E.** To cooperate with local, state, federal, or foreign agencies, at the direction of the Director, in establishing procedures for the arrival and departure of dignitaries and officials.
- F.** To remove from Airport grounds any Motor Vehicle operator who violates any provision of these Rules and Regulations regarding the operation of Motor Vehicles at the Airport.
- G.** To patrol all areas of the Airport, including those areas used by concessionaires, tenants, permittees, and lessees.
- H.** To investigate and make reports of any crime that occurs at the Airport whether within or without the buildings or maintenance areas, and whether in a leased or non-leased area, and to investigate and make reports of any incident involving personal injury or property damage that occurs at the Airport.

## 12 GROUND TRANSPORTATION OPERATORS

### 12.01 Operation of Vehicles for Hire

No Person shall operate a taxicab, limousine, transportation network company service (TNCs), public bus, van service, shuttle service, motor bus, or any for-hire Motor Vehicle on the Airport for the purpose of carrying passengers or baggage except in conformance with these Rules and Regulations.

### 12.02 General Provisions

The following terms and conditions shall apply to all Persons operating public service vans, buses, limousines, TNCs, or taxicabs from the Airport.

- A.** The Airport shall be responsible for the administration and enforcement of the provisions of this section. The Airport, or a duly designated representative, shall make such administrative regulations as may be necessary to implement or administer the provisions of this section.
- B.** All Persons operating public service vehicles from the Airport shall possess a proper Decal, contract, franchise, or other document authorized by the Airport permitting such operation. Such document shall require compliance with these Rules and Regulations.
- C.** Employees of any firm or corporation are the responsibility of the contracting firm, and penalty for their infraction of these Rules and Regulations will be enforced against both the contracting firm and the operator. Individuals holding Decals or Permits from the Airport are subject to suspension or revocation of said Decals or Permits as further set forth in these Rules and Regulations.
- D.** No Person or firm shall solicit any fare or business of any nature at the Airport; so-called "starters" or information clerks are expressly prohibited, particularly in the public baggage claim area. (This does not prohibit information being given from any properly identified booth or office.) Solicitation through porters, sky caps, taxicab operators, or any other Persons is expressly prohibited. During periods of active loading, all Persons engaged in the purveying of public transportation shall remain close to their vehicles. The Director or designee may, at their discretion, set physical limits for such Persons.
- E.** The Airport shall erect and maintain such signs as may be deemed necessary to provide information to the traveling public. All signs concerning public service transportation shall reflect clearly the proper rates and be properly worded so as not to mislead the public. No signs other than those authorized by the Airport will be permitted.

### **12.03 Alcohol and Drug Use**

Ground transportation vehicle operators shall not be under the influence of intoxicating liquors, narcotic drugs, barbituric acid derivative, or central nervous system stimulant, as defined by the law of this State, except for medical purposes under the supervision of a licensed physician.

### **12.04 Airport Taxi Use Decals**

- A.** Every Person desiring to operate a taxicab from the Airport shall first obtain a current Airport Taxi Use Decal and Airport Taxi Identification Badge to be issued by the Airport in accordance with the requirements set forth below as well as any related practices and procedures that may be established by Airport staff. A valid, current Airport Taxi Use Decal shall be prominently displayed on the windshield of each taxicab vehicle picking up on-demand passengers from the Airport. Every Person desiring to obtain an Airport Taxi Use Decal shall pay the Airport an annual, non-refundable fee of \$200, which fee may be amended at the discretion of the Board. Without limitation to the Board's discretion in establishing the Taxi Decal Fee, the fee may reflect all costs associated with provision, regulation, and/or management of taxicab services at the Airport.
- B.** Any taxicab operator possessing a valid, current Certificate of Public Necessity (CPNC) issued by the City of New Orleans and who has satisfied the requirements of the New Orleans City Code, Chapter 162, as existing and as may be amended, shall be entitled to receive an annual (on a calendar year basis) Airport Taxi Use Decal.
- C.** Any taxicab operator possessing a valid, current CPNC issued by any jurisdiction with authority to allow for taxicab operation at the Airport, other than the City of New Orleans, shall be entitled to receive an annual (on a calendar year basis) Airport Taxi Use Decal; provided that: (1) such jurisdiction has enacted requirements for issuance of a CPNC which are compliant with the requirements set forth in subsections 12.04(D)(3)-(6) and section 12.05 below, and (2) the taxicab operator seeking an Airport Taxi Use Decal providing proof of submission to, and satisfaction of, a vehicle inspection demonstrating compliance with the requirements set forth in subsections 12.04(D)(3)-(6) and section 12.05 below.
- D.** Any other taxicab operator desiring to operate a taxicab from the Airport shall be required to obtain an annual (on a calendar year basis) Airport Taxi Use Decal to be issued by the Airport only upon full compliance with each of the following conditions:
  - (1)** Possession and presentation of a valid, current CPNC issued by a jurisdiction with authority to allow for taxicab operation at the Airport.
  - (2)** Possession and presentation of a copy of a valid insurance certificate containing an endorsement that the policy is issued to comply with provisions of the Public Passenger Motor Vehicle Responsibility Law, La. R.S. 45:200.1 et seq. and listing the New Orleans Aviation Board as an additional insured.
  - (3)** Possession and presentation of a copy of a valid, current vehicle registration.
  - (4)** Possession and presentation of a valid, current safety inspection sticker (brake tag).

- (5) Possession and presentation of an Airport Taxi Identification Badge, if required by the Airport
  - (6) Possession and presentation of a satisfactory inspection to determine compliance with the standards set forth in this section 12.04 and section 12.05 below.
  - (7) Procession and presentation of the results of a criminal history background check if one is not required by the licensing jurisdiction for receipt of a CPNC.
- E. Every taxicab vehicle shall be operated in compliance not only with these Rules and Regulations, but also with the laws of the State of Louisiana and the United States of America as well as the laws and ordinances of the governing authority that issued the operating permit to the driver/owner of the taxicab and of the governing authority of the location in which the taxicab is being operated.

#### **12.05 Taxicab Operating Standards**

- A. The following vehicles are not eligible for operation as taxicab vehicles at the Airport or eligible for receipt of an Airport Taxi Use Decal:
- (1) Any vehicle which has ever been issued the title class of either "salvage", "rebuilt", "junk", "total loss", "reconditioned" or any equivalent classification in any jurisdiction.
  - (2) Any vehicle which has been previously used as a taxicab or law enforcement vehicle in any jurisdiction that has more than 150,000 miles, may not be placed in service as a for-hire vehicle.
  - (3) It is the affirmative duty of the CPNC holder to ascertain that the vehicle is in compliance with this subsection.
  - (4) Any vehicle placed in operation by a CPNC holder in violation of this subsection is unsafe, and subject to immediate Airport Taxi Use Decal suspension and or revocation.
  - (5) CPNC holders may be required to submit a car history report at the CPNC holder's expense.
- B. All vehicles shall have a fully functioning air conditioner and heater, brake lights, and door handles. No vehicle is permitted to have balding tires or other safety hazards.
- C. All vehicles shall be maintained in a clean condition. There shall be no tears or rust holes in the vehicle body and no loose pieces such as fenders, bumpers or trim hanging from the vehicle body. There shall be no unrepaired body damage or any body condition that would create a safety problem or interfere with the operation of the vehicle.
- D. Grills of all vehicles must be in place and complete. Paint must be well-blended with the natural configuration and color of the vehicle. Repairs should have a smooth surface. Engines must not give off excessive smoke/fumes or noise.

- E.** The time frame that deficient vehicles may operate with minor deficiencies, such as no hubcaps and deficiencies with signage is set at three days or the next inspection date, whichever is sooner.
- F.** The time frame that vehicles may operate when deficient for full paint job only is set at 15 calendar days.
- G.** All vehicles shall be inspected with the following criteria:
  - (1)** Satisfaction of the requirements set forth in subsection 12.04(D)(1), (2), (3), (4), and (5) above.
  - (2)** Exterior check list:
    - 1. Head lights;
    - 2. Taillights;
    - 3. Stop and turn light signals;
    - 4. License plate light;
    - 5. Windshield (no dangerous cracks);
    - 6. Vent glass;
    - 7. Windshield wipers;
    - 8. All door glass as well as rear window glass;
    - 9. Door risers (glass riser);
    - 10. Fenders;
    - 11. Doors and door locks;
    - 12. Main body;
    - 13. Trunk lid;
    - 14. Splash shields;
    - 15. Bumpers;
    - 16. Hub caps;
    - 17. Color scheme;
    - 18. CPNC numbers;
    - 19. Stripes and stripe colors;
    - 20. Name of CPNC holder (owner) in correct area (front fender);
    - 21. Exhaust system (muffler and tail pipes);
    - 22. Wheel alignment, toe in and camber (front wheels not more than one-half inch of play (in and out movement));

23. Tires, free of visible fabric tears or bulges;
  24. Parking brakes (must be capable of holding vehicle on an incline);
  25. Interior of vehicle (upholstery, floor mats, head lining, door panels) must be clean. Rate stickers must be displayed (interior rear);
  26. Trunk compartment (must be clean and neat, should contain only radio equipment, tools and spare tire, with sufficient space for luggage). Solid flooring; and
  27. Check meters, PIMs, camera systems, silent alarm, GPS.
- (3)** Interior check list:
1. Rear view mirror;
  2. Steering wheel (should not have more than four inches free play and free from rough movement); and
  3. Foot brakes (when applied should be effective (hold) with at least two inches pedal reserve and equalized).
- H.** It shall be impermissible to load more passengers in a taxicab beyond the vehicle's capacity as set forth by the vehicle's manufacturer. Seat belts must be available for each passenger. No taxicab shall be loaded with passengers in such a manner as to obstruct the view of the driver or otherwise interfere with the safe operation of the vehicle.
- I.**
- (1)** No new or replacement taxicab vehicle may be operated as a taxicab at the Airport if such vehicle is greater than five years old.
  - (2)** Any such new or replacement vehicle for which a CPNC is obtained may continue to be operated as a taxicab until the vehicle is nine years old or the end of the calendar year.
  - (3)** For purposes of this article, the term "vehicle age" shall be determined based on the vehicle's model year, and a "year" shall be measured through the last day of that respective calendar year (for example, a vehicle with a model year of 2000 shall have a vehicle age of one year as of January 1, 2001).
- J.** Taximeters
- (1)** Unless otherwise specifically provided herein, no owner or operator of any taxicab shall operate such vehicle unless it is equipped with a taximeter which shall automatically compute and register the amount of the fare on a basis of the miles traveled or the time elapsed (the fare reflecting the elapsed time if it occurs first or the mileage if it is traveled before the applicable time has elapsed). Each taximeter must show the amount of the fare on its face and shall be located in the cab in such position that the fare may be continuously seen both day and night by each and every passenger seated in the rear compartment of the vehicle. Each taximeter shall be placed in the taxicab in



such a position that the flag will be visible from the street when in the for hire position. It shall be impermissible to transport passengers in a pay status in such vehicle unless such meter is in operation, except when charter rates, special event rates or airport rates are applied.

**(2)** Taximeters shall be hardwired to a passenger information monitor and dispense a receipt with the following information:

- i. CPNC number;
- ii. Driver ID;
- iii. Trip ID;
- iv. Distance of trip;
- v. Date of trip;
- vi. Time of trip;
- vii. Fare charges;
- viii. Extra charges;
- ix. Total charges;
- x. Taxicab company name and phone number; and
- xi. The name and telephone number of the appropriate department, agency, or office for passengers to direct compliments or concerns.

**K.** All taxicabs shall be equipped with a fully functioning credit/debit card acceptance machine or alternative system that has been approved by the licensing jurisdiction. Further, such credit/debit card acceptance machines are subject to the following regulations:

**(1)** The passenger shall have the ability to swipe his own credit or debit card.

**(2)** A payment card industry data security standard (PCI DSS) compliant passenger information monitor (PIM) must be installed in all taxicabs, and shall be integrated directly to the taximeter by means of a hard wire connection.

- i. The PIM must communicate wirelessly to obtain approvals for credit and debit card transactions. The system shall provide communication back to the taxicab within ten seconds.
- ii. All PIMS must be bolted to the head rest or in an area approved by licensing jurisdiction in the passenger compartment.
- iii. The system must provide a printed receipt for every credit or debit card transaction. Hand written receipts are not allowed.

**(3)** A GPS receiver is required for the credit/debit card system.

**(4)** Drivers must be able to sign into the PIM using either a unique identifying number or biometrics.

- (5) No surcharge may be imposed for the use of a credit/debit card so that the total charge exceeds the legal rate of fare.
  - (6) No minimum charge may be imposed for the use of a credit/debit card.
  - (7) No service may be refused to any Person desiring to use a credit/debit card.
  - (8) Licensing jurisdiction shall have unlimited online access to all information collected by the PIM.
- L. All taxicabs shall be equipped with a security camera system.
- (1) Any security camera system installed in a taxicab must meet or exceed the technical specifications set forth below:
    - (a) Be 100 percent solid state design;
    - (b) Be tamperproof and not operate with an "on/off" switch;
    - (c) Have system protections to ensure against voltage irregularities and power failures;
    - (d) Use non-volatile flash memory and record images using a first-in, first-out methodology, with an overwrite-protected memory for emergency events that cannot be overwritten;
    - (e) Be impact and shock resistant;
    - (f) Clearly record images in all lighting conditions, including bright sunshine, shade, darkness, total darkness, and when strong backlighting is present;
    - (g) Mark each image with the date, time, and vehicle number, and serial number of the camera;
    - (h) Be stored as or convertible to standard digital image formats;
    - (i) Must have a field of vision to capture all of the occupants of the vehicle;
    - (j) Be installed so that it will not interfere with the driver's field of vision or impede the use of any of the vehicle's mirrors;
    - (k) Must have all lead-free components;
    - (l) Must have 1 GB memory;
    - (m) Must record images at a resolution of at least 640 × 368 pixels;
    - (n) Must have image recording triggers;
      - i. Still image recording must be triggered by any vehicle door opening. Upon the trigger, still images must be recorded at a rate of one image every five seconds for 60 seconds, followed by one image every 15 seconds.

- ii. Video images must be recorded on a looping basis, and image storage must be triggered by any vehicle door opening. Upon the trigger, video images must be recorded for 60 seconds prior to the door opening and 60 seconds after the door is closed;
  - iii. In an emergency-trigger event, system must be able to store 2.5 minutes worth of images prior to the trigger and 2.5 minutes after the trigger in an overwrite-protected format. Still image cameras must be equipped with an emergency trigger that will record images at the rate of one image per second for 60 seconds.
- (2) **Signage.** All vehicles equipped with a security camera system must have a decal on the passenger and driver side rear windows stating, "This vehicle is equipped with a security camera."
- (3) **Use of digital still or video images.** Access to any recorded image of persons in a taxicab is prohibited except by licensing jurisdiction or law enforcement officials. Violation of access to images shall result in revocation of an Airport Taxi Use Decal.
- (4) **Inspections.** Camera systems must have the capability for inspection of the equipment that will indicate the system is functioning properly. The serial number of the camera must be readily accessible.
- (5) **Driver behavior modification features.** For the purposes of driver education and modification of driver behavior, security camera systems shall be equipped with driver behavior modification features which collect and store data created by vehicle movement triggers such as sharp turns, sharp stops, or quick accelerations.
- (a) A CPNC holder or company owners may view images from outward facing cameras only.
  - (b) Cameras recording for driver modification purposes should be positioned such that the perspective is outward and over the vehicle's hood.
  - (c) All images must be logged electronically and the electronic log provided on a quarterly basis to the bureau.
  - (d) Airport may view any reports and images associated with driver behavior upon request.
- (6) The equipment required by this rule shall be maintained in good working order at all times.
- (7) If a law enforcement official requests access to any record produced by the digital security camera systems to assist in the investigation of any complaint or crime, the taxicab company must provide access to the record within 24 hours.

- M.** If required by the licensing jurisdiction, taxicabs shall be equipped with a silent alarm feature to notify dispatch, if appropriate, and/or law enforcement of danger.
- N.** All taxicabs shall be equipped with a licensing jurisdiction-approved global positioning system (GPS) to provide efficient navigation to passenger destinations.
- O.** Notwithstanding any other provision of this section 12.05 or section 12.04 above, Airport shall have the authority to inspect taxicab vehicles at any time, and at any location(s) deemed appropriate by the Airport, or its designee, to determine compliance with the Airport's Rules and Regulations.

#### **12.06 Airport Taxi Lot**

Airport staff shall establish such procedures, guidances, and/or practices which, in their discretion, are appropriate for the operation of the taxicab stand at the Airport, including the taxicab line(s) and taxicab holding area. Any taxicab driver that violates such procedures, guidances, and/or practices may be subject to revocation of an Airport Taxi Use Decal.

#### **12.07 Airport Ground Transportation Vehicle Permit**

Every Person desiring to operate a ground transportation vehicle from the Airport shall first obtain an Airport Ground Transportation Vehicle Permit and/or access card issued by the Airport. Said Airport Ground Transportation Vehicle Permit will be issued upon full compliance with the following conditions. Any application found to be falsified shall be grounds for permanent revocation:

- A.** Payment to the Airport of a nonrefundable operating fee.
- B.** Possession of all necessary licenses (CPNC, LPSC, or ICC if vehicle for-hire), driver's license, driver's permit, insurance certificate, vehicle registration, etc., required by the State of Louisiana or any of its political subdivisions.
- C.** Decal will be issued on an annual basis and will expire approximately twelve (12) months after the initial decal period.
- D.** Decal must be affixed to windshield or as designated by the Airport.
- E.** The Airport will have the option of extending the expiration period of the Airport Ground Transportation Vehicle Permit by letter to all parties concerned.

#### **12.08 Airport Ground Transportation Vehicle Operating Procedures**

- A.** Hotel, motel, parking, and rental car courtesy shuttles shall be loaded and unloaded in an area(s) designated by the Director of designee. The operator of such shuttles must remain with the vehicle at all times if allowed to dwell.
- B.** The following are the requirements and procedures for noncontract ground transportation operators, including any operator that is the sole transporter or has exclusive rights (contracted) to solicit ground transportation services in the terminal. Only those individuals or groups who have contacted a noncontract ground transportation operator in advance for service can be transported from the Airport.

1. To pick-up at the Airport, Operators must possess one of the following:
  - a. Ground Transportation Vehicle Decal, which allows annual access to the Ground Transportation Center; or
  - b. Special Event Pass, which allows access the Ground Transportation Center for a period as determined per event.

Operators must submit an Airport application and comply with all Airport requirements for the issuance of the above decal and/or pass.

2. Operators will only be allowed to park and load their customers in the Airport-designated staging and loading area(s). Operators will only be able to park their vehicle(s) in the staging and loading area for a period up to twenty (20) minutes before pickup and entering the Terminal Building to meet the individual or group. Pickup or active loading of passengers at any other location on Airport property is strictly prohibited unless an operator submits a written request not less than 24-hours before the scheduled pickup explaining the reasons for such exemption and receives prior written permission by the Landside Operations Office. Operators are only allowed to wait in the designated area(s) of the Terminal Building baggage claim with an electronic or type written paper signage indicating the individual or group being transported.
3. Prior to entering the Airport designated staging and loading area(s), Operator must have a manifest and/or trip sheet (hereinafter "manifest"). The manifest can be either a paper sheet on operator's letterhead or an email (electronic format or printed copy) to the operator that was sent in advance of the scheduled flight of the individual or group to be transported. The manifest must contain following information:
  - a. First name (or initial) and complete last name of the individuals being transported; and
  - b. Flight number and flight arrival time; and
  - c. If a group, the exact number of people in the group.

The manifest in the form and containing the information listed above must be presented to an Airport Landside Operations Office representative or designee upon request.

4. If an operator is the sole provider of the transportation service or given permission to transport passengers in conjunction with other operators, it is required that the operator have a letter of authorization for its services from primary company/operator and the group being transported, on the company's letterhead stating the period of time and scope of service. The letter(s) of authorization must be presented to an Airport Landside Operations Office representative or designee upon request.
5. It shall be unlawful for any company and/or operator to fail or refuse to transport any Person or group of persons or otherwise to discriminate against

any Person or group of persons with respect to transportation, fare, or in any manner affecting the services rendered to such Person because of such person's race, color, religion, sex, national, origin, age, or physical handicap.

6. Any vehicle "cruising" and/or Person(s) soliciting passengers on Airport grounds, including the Terminal Building or in the Airport's Ground Transportation Center, by any means is expressly prohibited.
  7. No Person to whom the Airport has granted a decal or other access to the Airport Ground Transportation Center shall interfere with, impede, obstruct the legal operation of, or intentionally damage any vehicle or its equipment; nor shall any Person threaten, abuse, insult, provoke, interfere with, impede, or obstruct any passenger, prospective passenger, regulator, investigator, or any other Aviation Board employee.
  8. Any attempts by any ground transportation operator to influence by way of bribery or otherwise induce or solicit any passenger's choice of ground transportation company or mode can result in the suspension and/or revocation of the operator's Airport Ground Transportation Vehicle Decal or GTC Access Pass or Special Event Pass. If a situation arises that threatens physical violence, then the Landside Operations Office staff will immediately suspend the operator's Airport access privileges.
- C. Vehicle staging and loading area(s) are designated by the Aviation Board staff. Any vehicle that impedes or restricts the movement or flow of other vehicles at the Airport is subjected to being cited, towed, or immobilized by the Aviation Board staff. Prior to the vehicle being towed or immobilized, the Aviation Board staff will page the operator twice, at five (5) minute intervals. The towing shall be at the expense and risk of the owner and driver. The Aviation Board shall not be responsible for any damage caused to the vehicle during towing or storage.
- D. This Section 12 does not apply to those Persons having a written contract with the Aviation Board to provide on-demand transportation services. The rules, regulations and procedures set forth in the written contract shall govern.
- E. Violation of these Rules and Regulations by noncontract ground transportation operators may result in penalties and fines as listed in these Rules and Regulations.

#### **12.09 Suspension, Fines, or Revocation of Airport Ground Transportation Vehicle Permit and Privileges**

- A. **Individual Fines/Penalties.** This paragraph describes penalties/fines that will be assessed against the individual driver/employee of a ground transportation provider for violations of these Rules and Regulations. These penalties/fines will be assessed against the individual employee in addition to penalties/fines that will be assessed against the Person/company that employs such driver charged with a violation of these Rules and Regulations. The severity or nature of an incident in violation of these Rules and Regulations can result in permanent suspension of operating rights on the Airport without regard to the number of prior offenses.

1. **First Offense.** For the first offense charged to an individual, that individual will be given a three (3) day suspension from operating at the Airport.
  2. **Second Offense.** The second charged offense against these Rules and Regulations levied against an individual will result in a ten (10) day suspension from operating at the Airport.
  3. **Third Offense.** The individual will be permanently barred from operating any vehicle for hire on Airport property for a third violation of these Rules and Regulations.
- B. Company Fines/Penalties.** This paragraph describes fines/penalties that will be assessed against ground transportation companies for violations by its employees of any operating procedure as stipulated in the Rules and Regulations. Where individual employees are assessed penalties for violation of certain paragraphs of this section, the company will also be charged with fines and/or penalties as stipulated in this section.
1. **First Offense.** For the first offense charged to an employee of a ground transportation company, the company will not be assessed a fine.
  2. **Second Offense.** For the second offense by an employee of a ground transportation company and for every offense thereafter, the company will be assessed a one-hundred dollar (\$100) fine payable to the Airport.

#### 12.10 Transportation Network Company

Any TNC driver or vehicle designated as violating Airport Transportation rules shall be immediately removed from the TNC operating platform for the Airport. Further rules for operating will be determined by the annual operating permit between the Airport and the Transportation Network Company which specifies geo-fence and app based tracking software.

### **13 FIBER OPTIC INFRASTRUCTURE AND TELECOMMUNICATIONS**

- 13.1** Fiber optics and associated equipment and space will be regulated, managed, and monitored by the Airport. The Airport owns and manages all conduit routes, cable trays, and raceway routing outside tenant's exclusive leased space.
- 13.2** All authorized tenant cabling installations outside of leased or permitted space is for the sole use of said tenant or permittee. No subletting/subpermitting (with or without compensation) to other parties will be permitted without written authorization from the Director or designee.
- 13.3** No tenant, lessee, permittee, or other Airport user shall make any telecommunications modifications or connections of any nature within the Airport without prior written authorization from the Director or designee. This directive also applies to the existence of equipment and facilities of any kind in telecommunications rooms, nodes, or spaces. This directive applies to, but is not limited to: fire alarm systems, security access systems, closed circuit television systems (CCTV), and the paging system, the public wireless network (Wi-Fi), the Parking and Revenue Control System (PARCS), and the Building Automation System (BAS).
- 13.5** Tenants, permittees, or others desiring to make wiring, cabling, or any nature of telecommunications infrastructure changes/improvements must formally request permission and approval through the policies and procedures established in the Airport's Tenant Improvement Manual and in compliance with the Airport IT Policy. Tenant or permittee shall be fully responsible for all cleanliness and/or damages to any and all Airport structures and materials resulting from installation thereof.



## 14 FREE SPEECH AND EXPRESSIVE ACTIVITIES

### 14.1 Purpose and Scope

- A. Purpose.** The Airport is designed, operated, and maintained as a facility for air transportation. The Airport was not designed and is not intended for use as a public forum for free speech activities. If left unregulated, free speech and expressive activities—such as proselytizing and cause advocacy, as well as leafleting and picketing—could negatively impact the Airport and the traveling public in a number of ways, including exacerbating congestion and delay, causing confusion and duress for the public, and compromising public safety and security.
- B. Scope.** The scope of this Part 14 applies to all leafleting, display of signs, signature gathering, solicitation of funds, and other speech-related activity conducted at the Airport for religious, charitable, or political purposes, or in connection with labor disputes. This Part 14 does not apply to permits issued or contracts for operations or commercial activities at the Airport.

### 14.2 Content Neutral

The regulation of free speech and expressive activities shall be content neutral. This Section 14 shall apply and be enforced without regard to the identity of the individuals or organizations seeking to engage in regulated activities or the content of the message sought to be communicated.

### 14.3 General Requirements

- A.** Free speech and expressive activities, including but not limited to proselytizing, cause advocacy, leafleting and picketing, are not permitted except in compliance with the permitting procedures described in Section 14.6 below.
- B.** All free speech and expressive activities shall be conducted:
1. According to Section 14 and all other Rules and Regulations;
  2. In a peaceful and orderly manner, without physical harm, threat or harassment to others, and without obscenities, violence, breach of the peace, damage to property, or other unlawful conduct; and
  3. Without obstructing the use of the Airport for its intended purpose as an air transportation facility; without interference with the rapid, orderly, and efficient movement of Persons throughout the Airport; without misrepresentation or duress; and without compromising the safety and security of Persons and property.

#### 14.4 Appropriate Areas

- A.** The Airport has determined that only certain areas of the Airport property provide a reasonable opportunity for free speech and expressive activities while not impeding the use of the Airport for its intended purpose of providing a safe and orderly facility for air transportation, including the efficient flow of pedestrian traffic and the maintenance of safety and security. Expressive activities may occur at the designated areas of the Airport:
- 1.** Solicitation, Public Survey, Polls, and Literature Distribution may occur in the terminal facility. Because of potential impacts to Airport operations and to the travelling public, and because of the limited space, it is necessary to restrict the number of permits issued to one (1) per location:
    - Ticketing Level to the west of the Grand Staircase.
    - Baggage Claim at the south corner of the escalators.
  - 2.** Picketing, Marching, and Demonstration locations are outside of the main terminal facility along the Airport roadway system. Because of potential impacts to Airport operations and to the travelling public, and because of the limited space, it is necessary to restrict the number of permits issued to five (5) per location:
    - West of the Airport's Short Term Parking garage adjacent to the exit plaza.
    - East of the Airport's Short Term Parking garage adjacent to the entrance plaza.
- B.** Authorized areas must be kept neat and clean at all times.
- C.** No shelters, tents, covers, awnings umbrellas, furniture, or structures of any kind may be erected.
- D.** For individuals holding a permit for Picketing, Marching, and Demonstration activities are authorized to display hand-held picket signs only and distribute literature only in the authorized area for the permit. Each individual holding a valid permit to Picket, March, or Demonstrate is authorized to have one (1) chair and one (1) small ice chest or lunch container while performing the authorized permit activity in the permit area.
- E.** The Airport may move, remove, or reduce the size of any previously-designated area as needed to respond to construction-in-progress, changes in pedestrian flow, evolving security requirements, or other appropriate circumstances.
- F.** The following areas do not provide a reasonable opportunity for free speech or expressive activities, and those activities are expressly prohibited:
- 1.** Air Operations Areas, Secured Areas, and Sterile Areas;
  - 2.** Roadways and thoroughfares for vehicles;

3. Areas leased or assigned by agreement for use by Airlines, airline service providers, restaurants, retail stores, other lessees or permittees, or areas within 10 feet of any such area;
4. Aviation Board offices, work areas, and facilities not open to the public;
5. On or within 10 feet of any escalators, elevators, or interior baggage conveyance equipment;
6. Inside of vestibules or blocking any doorway;
7. Within 10 feet of any interior queue, including at ticketing and baggage check-in areas, security check-points, food and retail establishments, etc.; and
8. On or within 50 feet of any construction site or construction equipment, except as may be required according to rights established under federal or state labor laws.

#### **14.5 Soliciting for the Immediate Receipt of Funds Prohibited**

- A. No Person shall solicit and receive funds inside the Airport terminals, in Airport parking areas, or on sidewalks or walkways adjacent to Airport buildings.
  1. "Funds" shall mean money, property, or anything else of value.
  2. "Solicit and receive funds" shall mean any oral or written request for funds, where funds are immediately received.
- B. Nothing in this Rule is intended to prohibit distribution of literature, proselytizing, cause advocacy, or solicitation for funds that will be received in the future, under an appropriate permit as provided in Section 14.6.

#### **14.6 Permit Required**

- A. No Person shall engage in the conduct described in Section 14.4 on Airport grounds without giving at least 72 hours written notice to and obtaining a permit. Notice is required in order to ensure that adequate measures may be taken to protect the public health, security, safety and order, to assure efficient and orderly use of Airport facilities for their primary purpose, and to assure equal opportunity for expression.

The Airport may reduce or waive the 72 hour notice requirement if the permit applicant can show that the event or events giving rise to the permit application did not reasonably allow the applicant time to make an application within the time prescribed and that enforcement of the time requirement would place an unreasonable restriction on expressive activity.

- B. Formal Request.** All Persons seeking a permit to distribute free religious, political, or labor literature, or conduct public polls or surveys, must submit a formal written request to the Airport Customer Service Department either in person or emailed to [customer.service@flymsy.com](mailto:customer.service@flymsy.com). The application must identify:
1. The full name, mailing address, and telephone number of the organization, group, Person or Persons on whose behalf the proposed activities will be conducted (each individual involved requires a permit);
  2. A general description of the proposed activities and the size and volume of any items to be handed out, displayed, or used in the proposed activities;
  3. The number of people to be present at any one time;
  4. The preferred date, hour, and duration of the proposed activities;
  5. Additional information, such as, for example, a particular audience that the applicant(s) wish to reach;
  6. If proposed activities include solicitation for future receipt of funds, documentation supporting tax-exempt status.
- C.** The Airport will review the written notice/permit application and issue a permit if the following criteria, in the judgment of the Airport, are met:
1. The proposed activities can be authorized in a manner that does not impede the operation of the Airport as an air transportation facility, and does not threaten the safety or security of others;
  2. The proposed activities do not interfere with the ability of others to hear Airport announcements or see Airport signage, or interfere unreasonably with the ability of Airlines, concessionaires, and other tenants and permittees to conduct their business in an orderly manner; and
  3. The proposed activities do not hinder pedestrian flows, create congestion or block efficient movement of Persons within and around Airport terminals and other facilities.
- D.** The Airport shall apply the standards set forth in 14.6.D and, where the standards are satisfied, shall issue a permit within 72 hours of receiving the written notice/permit application.
- E.** The Airport has designated locations for the proposed activities based on the following considerations:
1. Safety and security procedures identified by federal and local security officials and Airport staff;
  2. Pedestrian flows, potential congestion, and areas needed to be kept clear for efficient movement of Persons throughout the Airport;
  3. Reasonable access to the desired audience; and

4. Availability of the requested space, date and time.
- F. Where two or more Persons or groups request the same location at the same date and time, the Airport may issue permits on a first-come first-served basis or as the Airport determines in its sole discretion is the fair and appropriate accommodation for competing requests.
- G. Permits shall be valid only for the date or dates specified on the permit. Applicants may request multiple days; however, all permits will expire at the end of each calendar month. Applicants may submit a new application for subsequent months.
  1. The Airport reserves the right to issue identification badges to individuals who may be present repeatedly over a number of days. If such a badge is issued, the individual shall wear the badge below the neck but above the waist and on the outermost garment of clothing at all times while present on Airport property. Badges must be clearly visible and must be shown to an Airport official or member of the public promptly upon request. Badges remain Airport property and must be relinquished immediately on request.
  2. Musical instruments, noise making devices, and amplification equipment will not be permitted.
- H. If the Airport rejects a permit application, a written summary specifying which standard the application fails to satisfy shall be provided. The summary shall be provided at the time the applicant is informed of the denial.

#### **14.7 Prohibited Conduct**

The following activities are prohibited, with or without a permit. Engaging in any of the following activities is grounds for suspension or revocation of a permit:

- A. Engaging in free speech or expressive activities, including leafleting, proselytizing, picketing, or cause advocacy, in any area prohibited in Section 14.4.C, or in any area or at a date or time other than the location, date and time specified in a valid permit.
- B. Failing to wear an Airport-issued identification badge, below the neck but above the waist of the individual and on the outer-most garment of clothing, at all times, if one has been issued.
- C. Refusing to show an Airport-issued identification badge, if one has been issued by the Airport, to any Airport official or member of the public who asks to see it.
- D. Blocking the path of, obstructing or interfering with the movement of any Person.
- E. Touching another Person or their property.
- F. Misrepresenting oneself, including but not limited to representing oneself as a representative of the Airport, an Airline, an Airport tenant or permittee, or the federal government.

- G.** Making verbal threats.
- H.** Requesting documents or personal information from others, including but not limited to requesting a patron's name, or requesting to see tickets, itineraries, boarding passes, driver's licenses or passports.
- I.** Promoting, advertising, or soliciting sales or business for any commercial enterprise, including but not limited to distributing free product samples or other promotional materials.
- J.** Placing signs, notices, posters, advertisements, or other writing in, on or around Airport property, including but not limited to the interior or exterior of any terminal building, administration building or parking structure, or any roadway, utility or other infrastructure.
- K.** Creating a potential security threat by leaving literature, equipment, bags, or personal items unattended.
- L.** Violating any security procedure. Refusing or failing to comply with a written or oral instruction issued by the TSA, or other federal, state or local agency with responsibility for Airport security.
- M.** Refusing or failing to cooperate in an investigation of any complaint or allegation of violation of these rules.
- N.** Distribute any items of food or drink.

#### **14.8 Suspension and Revocation of Permits**

- A.** The Airport may immediately suspend or terminate the permit of any Person or organization that violates this Section 14, Airport Rules and Regulations or state or federal law.
- B.** Upon termination for cause, the following Persons and organizations shall be ineligible to apply for a permit for six months and any other permits held by such Persons or organizations shall be deemed revoked:
  - 1.** The Person, Persons, or organization on whose behalf the permitted activities occurred; and
  - 2.** Any Person who violated this Rule 14 or these Rules and Regulations resulting in the termination of the permit.

#### **14.9 Special Events**

If during any special event, including large conventions, holidays, sporting events, or any other peak travel period where the terminal becomes congested and it is determined that for the safety or security of Airport patrons, Airport property, or the integrity of the air transportation security system, a permit may be suspended immediately and without prior notice.

**14.10 Emergencies**

In the event of an emergency affecting the safety or security of Airport patrons, Airport property, or the integrity of the air transportation security system, a permit may be suspended immediately and without prior notice. Any such permit will be restored as soon as reasonably practicable, consistent with security requirements.