

DES MOINES AIRPORT AUTHORITY

RULES & REGULATIONS

November 1, 2011
Amended December 10, 2013; May 12, 2015;
June 9, 2015; August 8, 2017; February 13, 2018; August 13, 2019

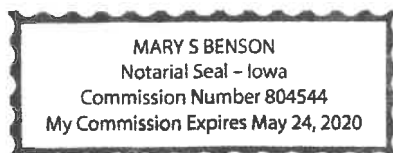
Agenda Item: 5
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I hereby certify that this compilation is a true and correct copy of the papers filed in my office.

Mary S. Benson, Board Clerk

Seal:

Date: 8/13/19



PREFACE

CHAPTER AND SECTION NUMBERING SYSTEM

The chapter and section numbering system used in these rules and regulations is the same system used in many state and local government codes. Each section number is made up of two parts separated by a dash. The figure before the dash refers to the chapter number, and the figure after the dash refers to the position of the section within the chapter. Thus, the second section of chapter 1 is numbered 1-2, and the first section of chapter 6 is numbered 6-1. Under this system, each section is identified with its chapter, and at the same time, new sections can be inserted in their proper place by using the decimal system for amendments.

The index has been prepared by Board Clerk for the convenience of reference and is not a part of the regulations.

The Board Clerk is the custodian of the official set of regulations and is charged with keeping them current. As amendments are adopted by the Airport Board, the Board Clerk shall update these rules and regulations to incorporate the changes. Subsequent amendatory legislation will be properly edited, and the affected sections revised with reference to the amending resolution.

On February 14, 2011, the City Council adopted Ordinance No. 14,989, creating the Des Moines Airport Authority in accordance with Iowa Code chapter 330A. The ordinance creating the Authority is codified at Chapter 22, Article II, of the Municipal Code of the City of Des Moines, Iowa. The following sections of the City Code apply to the enforcement of these rules and regulations:

(A15-044)

Sec. 22-55. Legal effect of regulations adopted.

Regulations adopted by the board have the effect of law. In addition to any remedy provided by a regulation, any person who fails to perform an act required by such regulation or who commits an act prohibited by such regulation shall be guilty of a misdemeanor punishable by fine as provided by section 1-15 of this Code or shall be guilty of a municipal infraction punishable by a civil penalty as provided by section 1-15 of this Code.

Sec. 22-56. City ordinances:

Ordinances adopted by the council are enforceable as provided in this Code to the extent applicable on airport property.

(A13-092)

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| <i>(A13-092) (A15-044)</i> | |

CHAPTER 1 DEFINITIONS

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

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

Aircraft - a device that is used or intended to be used for flight in the air.

Airline operating and use agreement - the agreement, as in effect at any given time, entered into between the Authority and one or more air carriers governing the rights and obligations of the parties with respect to the use of premises and facilities at the airport.

Airport - the Des Moines International Airport including the area of land or water that is used or intended to be used for landing and takeoff of aircraft and including its buildings and facilities. Where sections in this chapter refer to real estate or to property or to activities not otherwise located or identified, they refer to real estate, property, and activities on, located at, or taking place at the airport.

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

Airport operations - the operations department of the Des Moines Airport Authority.

Airport security program (ASP) - the security program approved by Transportation Security Administration under TSR 1542.101.

Airport taxicab - means a taxicab (as the term is defined herein) which has been registered with the Authority's Executive Director as part of the fleet of the contractor for Airport Taxicab Services, and performs Airport Taxicab Services.

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

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

Authority - the Des Moines Airport Authority and its members, officers, assignees, and employees when acting within the scope of their duties.

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

Automatic vehicle identification (AVI) – a device provided by the Authority and affixed to a commercial vehicle in a manner designated by the Authority that automatically identifies vehicles using a Radio Frequency Identification (RFID) system.

Bus - any automobile, motorbus, trackless trolley, jitney or other self-propelled vehicle not operated upon fixed rails or tracks, used for the public transportation of passengers in the city for compensation, either between fixed termini or over a regular route, or under a special charter or contract, except those buses owned by school corporations and used exclusively in carrying school children to and from schools and buses operated as public transportation by a transit authority or government entity.

Car Sharing – the rental of a vehicle, usually for short durations, from one individual to another.

CFR - United States Code of Federal Regulations.

Challenge - the act by an individual to determine the authority of another person to be present within a restricted area who does not display an airport approved identification medium.

Checked baggage - property tendered by or on behalf of a passenger and accepted by an air carrier for transport, and which is inaccessible to passengers during flight.

Commercial vehicle - any vehicle operating at the airport as a bus, car sharing vehicle, courtesy vehicle, limousine, taxicab, or transportation network company driver's personal vehicle for the transport of passengers or cargo.

Commercial vehicle fee - a fee on commercial vehicles for providing passenger or cargo ground transportation to and from the airport passenger terminal.

Commercial vehicle lanes - the two through-traffic vehicle lanes and the limousine standing area located between the center traffic median and the parking garages in front of the terminal building that are signed for commercial vehicle use only and all taxicab stands.

Controlled activity (CA) zone - the area defined in municipal code section 22-5.

Courtesy vehicle - a motor vehicle used in the business operation of any hotel, motel, parking lot or auto rental office to transport customers between the airport and facilities located off airport property.

Digital platform - an online or smart phone enabled application that allows passengers to request vehicle transportation services.

Dwell time– the period of time during which a commercial vehicle remains in the loading and unloading areas of the Commercial Vehicle Lanes exclusive of the designated taxicab holding areas.

Emotional support animal – an animal which is utilized for comfort of the handler.

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

Executive Director - the person appointed by the Des Moines Airport Authority Board to have immediate responsibility and supervision of the administration and operation of the airport. Whenever in these rules and regulations where the executive director is designated, it includes the executive director and his or her staff.

FAA - Federal Aviation Administration.

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

Fire code - the fire safety code adopted by the City of Des Moines.

Food truck – a vehicle equipped with facilities for cooking and selling food.

Geo-fence - a virtual perimeter or perimeters that is triggered by or with a digital platform that allows the Authority to track TNC vehicles upon entrance into and travel within the geo-fence area of the airport.

Ground equipment - equipment used for the operation of aircraft at the airport. Such equipment includes, but is not limited to, aircraft starter units, baggage tugs and carts, aircraft baggage conveyors, all service vehicles, terminal baggage conveyors, cargo and freight loading/unloading equipment and passenger loading bridges.

Hazardous material - those materials defined in:

- (a) DOT Regulations published in 49 CFR Parts 100 through 200, as amended.
- (b) The list of EPA pollutants, 40 CFR, Section 401.15, as amended.

Hazardous substance - has the meaning defined under Iowa Code section 455B.381(5).

Hazardous waste - has the meaning defined under Iowa Code section 455B.411(3).

Landside - that portion of airport property not enclosed by the perimeter security fence.

Limousine – a Commercial vehicle described by its manufacturer or aftermarket manufacturer as a Limousine or a luxury vehicle such as, but not limited to, a Cadillac Escalade, Chevrolet

Suburban, Lincoln Town Car, or Mercedes Benz, with a driver furnished, who is dressed in professional business attire or a chauffeur's uniform, and is engaged in providing limousine service.

Limousine service - transportation of passengers in a limousine pursuant to a Permit issued by the Authority, with unmetered rates predetermined on a point-to-point basis and operating on routes from the Airport to specified destinations on a prearranged basis.

Motorized vehicle - every self-propelled, motorized land vehicle operated at the airport except self-propelled wheelchairs.

Movement area - the runway and taxiway system of the airport that is used for the taxiing, taking-off, and landing of aircraft and is controlled through communication with the tower.

Municipal code - the municipal code of the City of Des Moines, Iowa, as it exists and as it may be amended.

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

Non-party air carrier - an air carrier that has not entered into the then current airline operating and use agreement with the Authority.

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

Off-Site Car Rental Operator – a rental car operator who does not hold an agreement with the Airport Authority.

Operating permit - a document, medium, decal, license or identifiable approval issued by the Authority that authorizes a commercial vehicle to operate at the airport on terms set out in the operating permit and these rules.

Operations center - the operations and communication center for the airport.

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

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

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

Remain overnight or RON - those aircraft parking positions designated for the parking of aircraft using the terminal that cannot be accommodated at terminal gates.

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

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

Retention basin - that body of water lying west of Fleur Drive and east of the airport service road bordered by Cowles Drive on the north and south.

Radio-frequency identification (RFID) - a wireless non-contact system that uses radio-frequency electromagnetic fields to transfer data from a tag attached to an object, for the purposes of automatic identification and tracking.

Roadway - those portions of the airport designed, improved, and intended for public or private vehicular travel and those travel lanes designated on non-movement areas for use by motor vehicles and ground service equipment.

Secured area - the portion of the airport, specified in the airport security program, in which certain security measures specified in 49 CFR Part 1542 are carried out. This area is where aircraft operators and air carriers that have a security program under part 1544 or 1546 enplane and deplane passengers and sort and load baggage and any adjacent areas that are not separated by adequate security measures.

Security identification display area (SIDA) - the portion of the airport, specified in the airport security program, in which security measures specified in 49 CFR Part 1540 and 1542 are carried out. This area includes the secured area and may include other areas of the airport.

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

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

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

Taxicab - a motor vehicle regularly engaged in the business of carrying passengers for hire, which has a maximum seating capacity of up to seven passengers, inclusive of the driver, is equipped with a meter, and provides on demand service on routes determined by the destination of the passenger.

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

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

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

Transportation network company (TNC) - means a corporation, partnership, sole proprietorship, or other entity that operates in this state and uses a digital network to connect transportation network company riders to transportation network company drivers who provide prearranged rides.

TNC driver - means an individual who does all of the following:

a. Receives connections to potential transportation network company riders and other related services from a transportation network company in exchange for payment of a fee to the transportation network company.

b. Uses a personal vehicle to offer or provide prearranged rides to transportation network company riders upon connection through a digital network controlled by a transportation network company in return for compensation or payment of a fee.

TNC digital network - means an online-enabled application, internet site, or system offered or utilized by a transportation network company that enables transportation network company riders to prearrange rides with transportation network company drivers.

TNC driver's personal vehicle - means a noncommercial motor vehicle that is used by a transportation network company driver and is owned, leased, or otherwise authorized for use by the transportation network company driver. "Personal vehicle" does not include a taxicab, limousine, or other vehicle for hire.

Tower - the air traffic control tower operated by the Federal Aviation Administration.

TSA - Transportation Security Administration.

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

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

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

Vehicle permit- the authorized medium issued by the Authority to operate a motor vehicle airside.

(A13-092) (A15-044)

CHAPTER 2 GENERAL

2-1 Authority

These rules and regulations are adopted pursuant to the authority granted by Iowa Code chapter 330A.

2-2 Public Nature of Airport

The airport is operated for the use and benefit of the public. All services offered at the airport, and the charges for services, must be fair, reasonable and not unjustly discriminatory.

Any person using the airport and its facilities does so at his or her own risk. The Authority assumes no responsibility for property loss, injury, or damage, or for personal injury, or death, however caused, whether from fire, theft, vandalism, flood, earthquakes, act of God, or the public enemy, or for any other reason.

(A13-092)

2-3 Applicability

These regulations govern the administration, operation, and use of the airport. All persons on the airport are governed by these rules and regulations. For operational contingencies not covered by this chapter, the executive director is authorized to establish such additional provisions as may seem desirable and proper.

The article, section and paragraph headings contained in these rules and regulations are for convenience in reference and are not intended to define or limit the scope of any provision.

2-4 Violation of Rules and Regulations

The criminal laws of the State of Iowa apply on the airport.

Consistent with the Des Moines City Code, any person who violates, disobeys, omits, neglects or refuses to comply with any of the provisions of these rules and regulations or any lawful order issued pursuant to these rules and regulations shall be guilty of a misdemeanor punishable by fine or shall be guilty of a municipal infraction punishable by a civil penalty.

Any person, who violates, disobeys, omits, neglects, or refuses to comply with any of the provisions of these rules and regulations or any lawful order issued pursuant to these rules and regulations may be denied use of the airport or any portion of the airport by the executive director, in addition to any penalties described pursuant to federal, state or local authorities.

Violations of these rules and regulations will be investigated and documented, with appropriate resolution administered by the Authority. Citations for violations of these rules and regulations can be administered by police, operations supervisors, or other individuals so authorized by the Executive Director.

(A13-092)

2-5 Police Enforcement

The executive director shall make necessary and appropriate arrangements for adequate law enforcement resources to comply with 49 CFR Part 1542 and for the safety of the public and employees at the airport.

2-6 Severability

If any part of these rules and regulations is for any reason held to be unconstitutional, invalid or otherwise ineffective by any court of competent jurisdiction, or other competent agency, the decision shall not affect the validity or effectiveness of the remaining portions of these rules and regulations.

If the application of any provision or provisions of these rules and regulations to any lot, building, sign, other structure, or parcel of land is found to be invalid or ineffective in whole or in part by any court of competent jurisdiction, or other competent agency, the effect of such decision shall be limited to the property or situation immediately involved in the controversy, and the application of any such provision to other properties and situations shall not be affected.

2-7 Interpretation in Compliance with these Rules and Regulations

These rules and regulations will be construed so as to comply with federal and state laws governing airports, Federal Aviation Administration Airport Improvement Program grant assurances and the FAA Policy and Procedures Concerning the Use of Airport Revenue.

2-8 Executive Director Authority

- (a) The executive director or his or her designee may at his or her discretion grant a waiver or variance from the application of a rule or regulation where strict

enforcement of the rule or regulation would result in undue hardship to the applicant for the waiver or variance, the waiver or variance does not result in increased risk to the safety, health, or welfare of persons or property, the waiver or variance will not work to the detriment of the airport or any other person, and the underlying intent of the rule or regulation will be served.

- (b) The executive director may restrict or refuse any flight activity or other operation at the airport for any reason he or she deems justifiable in the interest of public security, safety and welfare. The executive director may prohibit the use of the airport or any part of it by a person when in his or her opinion the person or the activity is inimical to the safe operation of the airport or the safety of the public.
- (c) The executive director has the authority to close all or any portion of the airport to air traffic, to delay or restrict any flight or other aircraft operation, to refuse takeoff permission to aircraft, and to deny the use of the airport to any specified class of aircraft or any individual or group when he or she considers the 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 executive director determines the condition of the airport, or any part of the airport, to be unsafe for landings or takeoffs, he or she shall issue appropriate NOTAM(S) closing all or part of the airport.
- (d) In addition to any penalties that may be imposed, the executive director may remove or eject from the airport any person who violates any rule or regulation or any order or instruction issued by a peace officer or the executive director and may deny the use of the airport and its facilities to that person if he or she determines that such denial is necessary for the safety, health, or welfare of persons or property or the orderly operation of the airport or for the good of the public.
- (e) In the event that an interpretation of any provision of these rules and regulations is required, the executive director may render such interpretation.
- (f) The executive director has the authority to issue written operating policies and procedures to further specify the application of these rules and regulations to the daily operation of the airport.
- (g) The executive director is authorized to reserve all or any part of parking lots or other areas, not under lease or permit, for the sole use of vehicles of the Authority, its officers or employees, tenants, or for such visitors to the airport as he or she may designate, and to indicate parking restrictions by appropriate markings and signs; designate a parking time limit on any portion of any lot; designate any portion of any lot as a passenger loading zone or a freight loading zone; designate any portion of any lot as a "No Stopping", "No Waiting" or "No Parking" area; designate where and how vehicles must be parked by means of parking space

markers; and designate direction of travel by means of appropriate signs and markings.

- (h) The executive director may remove, or cause to be removed at the owner's expense, from any restricted or reserved area, roadway or right-of-way, or any other area on the airport any vehicle which is disabled, abandoned, or illegally or improperly parked, or which creates a hazard or interferes with airport operations. Any removed vehicle will be released to the owner or operator upon proper identification of the person claiming the vehicle and upon payment of the towing charge, impound fees, court fees, administrative fees, accrued parking fees, and any other fee or cost associated with the removal, storage, and release of the vehicle. The Authority will not be liable for damage to any vehicle or loss of personal property that might result from the act of removing the vehicle. A vehicle parked in a designated parking lot or area that has not been moved for 60 days may be deemed abandoned.

2-9 Law Enforcement Personnel

Law enforcement personnel authorized to enforce the laws of the State of Iowa and, as applicable, its political subdivisions, have authority to detain and arrest, and remove from the airport any person violating these rules and regulations or any other applicable laws or ordinances.

2-10 Compliance with Peace Officers

No person shall willfully fail or refuse to comply with any lawful order or direction of a peace officer on the airport.

2-11 Snow and Ice Control Plan

Airport tenants shall comply with the FAA approved snow and ice control plan maintained by the Authority.

(A15-044)

2-12 Rates and Charges

The Authority board may in a rates and charges document adopted by the Authority board establish, fix, and alter, or delegate to the executive director the authority to establish, fix, and alter, rates, fees, and charges for the use of airport services and facilities.

(A15-044)

CHAPTER 3 PUBLIC AND TENANT USE

3-1 Commercial Activities

No person shall buy, sell, peddle or offer for sale or purchase any goods, merchandise, property or services of any kind whatsoever on or from airport property without the prior written consent of the Authority.

3-2 Commercial Photography

No person, except representatives of the news media on duty or during official assignments, shall take still, motion, television, or sound pictures for commercial purposes on the airport without the prior consent of the Authority.

3-3 Advertisements

No person shall post, distribute, or display signs, advertisements, circulars, printed or written matter at the airport without the prior permission of the Authority.

3-4 Litter and Refuse

- (a) No person shall place, discharge, or deposit papers, trash, rubbish or other refuse on the airport, except in receptacles designated for this purpose.
- (b) Trash and other containers at the Airport shall not be utilized for the disposal of household or non-tenant commercial trash.

3-5 Lost Articles

Any person finding lost articles at the airport shall turn them in to airport administration. The Authority may dispose of lost articles not claimed after 30 days in any manner the Authority deems appropriate.

3-6 Elevators and Escalators

- (a) Elevators and escalators located in the public areas of the terminal building and parking garage are restricted to use for individuals and their personal luggage only.
- (b) Escalators may not be used to transport baggage dollies or carts, wheelchairs, large quantities of baggage or oversize baggage.
- (c) Children must not be left unattended or allowed to play on any escalator, elevator, or baggage carousel.

3-7 Smoking

Smoking, e-cigarettes, and vaping are prohibited on the airport except in those areas specifically designated for smoking or vaping.

3-8 Gambling Prohibited

No person shall engage in any form of gambling on the airport, except the Authority may authorize a tenant to sell tickets under the Iowa Lottery Authority Act, Iowa Code chapter 99G.

3-9 Food Trucks

No person shall operate a food truck on the premises of the airport without first obtaining a permit from the Authority authorizing the sale of food and beverages. The operation of food trucks will be in accordance with Iowa food code.

3-10 Storage

No person shall store material or equipment in areas other than on a tenant's leasehold or in areas designated for storage by the Authority. No person shall store or stack materials or equipment at the airport in a manner that constitutes a hazard to persons or property.

3-11 Unmanned Aircraft, Model Aircraft, Rockets and Parachute Jumping

No person shall operate, land, crash, or release an Unmanned Aircraft weighing less than 55 pounds, any kite, balloon, model aircraft or rocket or engage in a preplanned parachute jump anywhere on the airport.

3.12 Lasers

No person shall operate a laser on the airport premises unless such laser is being utilized in a building for the purpose of presentations or other business specific needs. In no case shall a laser be pointed at an aircraft or airport vehicle.

3-13 Animals or Pets

With the exception of service dogs and assistive animals, as defined in Iowa Code section 216C.11, animals, including emotional support animals, are not permitted in the terminal building, landing areas, ramp areas, aircraft parking and storage areas of the airport, except for the purpose of shipment by air. Animals may be permitted in other areas of the airport if restrained by leash or confined in a manner as to be under control.
No person shall fail to clean up after an animal.

No person shall ride any animal on the airport premises without prior authorization of the Executive Director.

Animals, except for service animals and assistive animals, in transport should be properly secured in carriers while in the terminal building and in no case should an animal be left

unattended. Animals shall utilize the designated animal relief area near the short-term parking garage. Animal waste shall be removed by the animal handler or owner. The operations center shall be notified of an escaped animal immediately.

3-14 Creating Disturbances or Interfering with Operations

No person shall remain on any part of the airport in such a manner that his or her behavior or presence creates a noise disturbance or interferes with the regular operation of the business of the airport. A person who refuses to cease such behavior may be directed to leave the airport by the executive director. If the person fails to comply with such a directive, the person may be deemed a trespasser.

3-15 Loitering

No person shall loiter or loaf on any part of the airport or in any building on the airport. Any person who refuses to comply with a proper request to leave the airport may be regarded as a trespasser.

3-16 Damage to Airport Property

- (a) No person shall destroy or cause to be destroyed, injured, damaged, defaced or disturbed in any way property of any nature located on the airport, nor willfully abandon any personal property on the airport.
- (b) Any person causing and failing to report or reimburse the Authority for injury, destruction, damage or disturbance of airport property may be refused the use of any airport facility until and unless the report or reimbursement has been made.

3-17 Accident and Incident Reporting

No person involved in or knowing of an accident or incident occurring on the airport resulting in injury or damage to property shall fail to report the accident or incident to airport operations as soon as possible after the accident or incident.

3-18 Use of Shop Areas

All shops, garages, equipment and facilities are to be used expressly for the conduct of the owner's or lessee's official business and operations. No person other than employees of the owner or lessee shall make use of these facilities or loiter around such premises without the permission of the owner or lessee.

3-19 Construction

- (a) No person shall begin construction on the airport without first obtaining permission from the Authority.

- (b) No person shall:
 - (1) erect, construct, modify or in any manner alter any structure, sign, post or pole of any type;
 - (2) alter or in any way change the color, design or decor of existing airport improvements;
 - (3) create any mounds of earth or debris.
- (c) No person scheduling construction or major maintenance projects that could affect airport operations shall fail to notify airport operations at least 60 days in advance, or as soon as possible in the event of an emergency.
- (d) No person shall fail to obtain the proper permit(s) and approval(s) prior to performing construction or maintenance activities.

3-20 Signs and Notices

- (a) No person shall conduct activities in disregard of signs or posted notices as promulgated or authorized by the Authority.
- (b) No signs exposed to public view may be installed on the airport without the prior written approval of the Authority.

3-21 Roads and Walkways

No person shall travel on the airport other than on the roads, walkways, or places appropriate for the manner of travel being performed, or occupy the roads and walks in such a manner as to hinder or obstruct their proper use.

3-22 Expressive Activity

The Des Moines International Airport is operated by the Des Moines Airport Authority to facilitate the safe and convenient air transportation of passengers and cargo. Neither the Airport nor the airport terminal is designed, intended, or designated as a public forum. The exercise of constitutional free speech rights on Airport property shall be regulated by the following provisions, which are necessary to ensure public safety, airport security, and efficient operations.

- (a) **Expressive Activity Defined.** For the purpose of this section, “Expressive Activity” shall be defined as:
 - (1) any distribution of printed or written materials on Airport property for the expression or advocacy of ideas, opinions, or beliefs; or

- (2) any solicitation on Airport property, including sale of goods or services, conducting surveys, petitioning for signatures, or otherwise approaching members of the general public to disseminate or seek information; or
- (3) any demonstration or protest on Airport property by one or more persons gathered for the purpose of communicating an opinion to observers through speech, signs, or conduct.

“Expressive Activity” shall not include commercial advertisements, business transactions, or sales of printed material made pursuant to a leasing agreement with the Des Moines Airport Authority and in accordance with the terms thereof.

- (b) **Notice and Permit Required.** No person or group shall engage in Expressive Activity without submitting an Expressive Activity Permit application no less than two business days in advance of the date on which the Expressive Activity is proposed to begin and obtaining a permit from the Executive Director or his designee. Within two business days following the date on which the application is received, the Executive Director or his designee will grant the permit or provide a written response explaining the reasons for denial under 3Para D of this section.
- (c) **Permit Application Contents.** Permit applications shall be in writing and include the following information:
 - (1) For individual applicants, the full name, mailing address, email address, and telephone number of the person or group seeking to conduct Expressive Activities;
 - (2) For group applicants, the full name of the group, as well as the full name, mailing address, email address, and telephone number of a person or persons who will be present on Airport property to supervise the Expressive Activity at all times during which the Expressive Activity will take place;
 - (3) For applicant groups, the maximum number of people who will participate in the Expressive Activity at any one time;
 - (4) A description of the proposed Expressive Activity;
 - (5) The date, hour, and duration of the proposed Expressive Activity;
 - (6) The discrete area on Airport property in which the proposed Expressive Activity will take place;
 - (7) If distribution or display of printed or written materials is involved, a copy of the materials to be distributed or displayed and a statement of measures which will be taken by the applicant to avoid littering Airport property.

In addition, the applicant shall agree to indemnify and hold harmless the Des Moines Airport Authority, the Airport, any airline operating at the Airport, the Airport's tenants and lessees, and all their respective officials, officers, employees, and agents, against any claims that arise in connection with the proposed Expressive Activity.

- (d) **Grounds for Permit Application Denial.** No permit shall be denied on account of the viewpoint expressed or sought to be expressed by the applicant. The Executive Director or his designee may deny a permit in whole or part only on one or more of the following grounds:
- (1) The proposed Expressive Activity cannot reasonably be accommodated in any area on Airport property due to concerns for public safety, airport security and efficient operations.
 - (2) Another permit for the same time and/or area has already been granted, such that the proposed Expressive Activity cannot reasonably be accommodated.
 - (3) The proposed Expressive Activity described by the application will not conform to the conduct requirements of para (k) of this section.
 - (4) The proposed Expressive Activity involves obscene conduct or distribution of obscene materials.
 - (5) The proposed Expressive Activity is directed to inciting imminent lawless action and is likely to incite or produce such action.
 - (6) The proposed Expressive Activity will violate local, state, or federal law.
 - (7) The permit application does not comply with the requirements of para (c) of this section.
 - (8) Within the ninety days preceding the receipt of the current application, a permit has been revoked from the same applicant following proceedings described in para (n) of this section.
- (e) **Expedited Permitting Procedure.** Where the applicant's permit application has been promptly received following an event beyond the applicant's control to which the proposed Expressive Activity is intended to respond, and where the two-business-day notice requirement of para (b) of this section will result in a substantial burden on the timely exercise of the Expressive Activity, the Executive Director or his designee shall waive the two-business-day notice

requirement of para (b) of this section and grant or deny the application within twenty-four hours of receipt.

- (f) **Permit Denial Appeals.** Within five business days after the date on which a denial in full or in part is issued, an applicant may appeal the decision of the Director or his designee to the Executive Director by means of a written letter stating the grounds for the appeal. Within five business days after the date on which the appeal is received, the Executive Director or his designee will review the initial permit decision and issue a written decision affirming the initial decision or granting the permit. The Executive Director's decision shall be sent by certified mail to the address provided on the application. This shall constitute the final decision of the Des Moines Airport Authority, and may subsequently be appealed to the proper tribunal as provided by law.
- (g) **Requested Area.** Pursuant to para (c)(6) of this section, the applicant shall request a specific location on airport property in which the proposed activity will take place. The Executive Director may grant permission for the Expressive Activity to take place in the requested area only if he finds that the Activity will not pose a threat to public safety, vehicle or pedestrian traffic, or efficient operation of the Airport.
- (h) **Pre-approved Areas.** If the Executive Director denies permission for use of a requested area, he shall assign the permit to a pre-approved area in which the Expressive Activity may take place. The permit shall specify which area has been assigned. The following areas have been pre-approved for permitted Expressive Activities:
 - (1) The central plaza located east of the commercial lane and south of the skywalk. Maximum of twenty-five (25) people.
 - (2) North Ticketing adjacent to the history wall. Maximum of two (2) people.

The approval of these areas does not indicate the Des Moines Airport Authority's intent to create any designated public forum. Additionally, the Executive Director may temporarily add, remove, or reduce the size of any pre-approved area when necessary to respond to construction activities, to remedy obstructions to vehicle or pedestrian traffic, or to ensure public safety or efficient operation of the Airport.
- (i) **Prohibited Areas.** The Executive Director shall not permit the exercise of an Expressive Activity in any of the following areas:
 - (1) The Air Operations Area, Secured Area and Sterile Area;
 - (2) On or within ten feet of any vehicle roadways;

- (3) Areas leased or assigned by agreement for use by airlines, restaurants, retail stores, other lessees, or areas within ten feet of such area;
 - (4) Des Moines Airport Authority offices, work areas and facilities not open to the public;
 - (5) On or within ten feet of any escalator, elevator, or baggage conveyance system;
 - (6) Inside of, blocking, or within ten feet of any doorway, stairwell, or staircase;
 - (7) Within ten feet of any interior queue, including ticketing and baggage check-in areas, or security checkpoints;
 - (8) On or within fifty feet of any construction site or construction equipment.
- (j) **Times Permitted.** Expressive Activities shall be permitted in assigned areas only during hours at which the assigned area is open to the public. Expressive Activity permits shall expire after ten calendar days. Persons wishing to continue Expressive Activities beyond ten calendar days must apply for a new permit.
- (k) **Prohibited Conduct.** While conducting Expressive Activity, no person shall:
- (1) Obstruct, delay or interfere with the free movements of any person, seek to coerce or physically disturb any other person, or hamper or impede the conduct of any authorized business at the airport, including free passage along sidewalks or at entrances to or exits from Airport facilities;
 - (2) Use any light, laser, UAV, sound or voice amplifying apparatus on the premises of the airport;
 - (3) Sing, chant, dance, or use drums, cymbals, or other musical instruments or noise making devices;
 - (4) Erect or place a table, bench, chair, or other structure;
 - (5) Harass persons at the Airport with demanding, threatening or intimidating conduct;
 - (6) Distribute candy, gum, snacks, or any food product;
 - (7) Pin, tie, or attach any flower or other symbol, insignia, article, or object on the clothing, luggage or vehicle of passengers or other persons, without first obtaining their consent;

- (8) Misrepresent oneself, including but not limited to representing oneself as a representative of the Des Moines Airport Authority, an airline, an Airport tenant, the State of Iowa, or the federal government;
 - (9) Solicit the immediate receipt of funds from the public;
 - (10) Promote, advertise, or solicit sales or business for any commercial enterprise, including but not limited to distributing free product samples or other promotional materials;
- (l) **Emergency Suspension.** Where the Des Moines Airport Authority has ordered the emergency closure of the Airport, or where the Executive Director finds that suspension of Expressive Activities is necessary to protect public safety and efficient operations in light of a sudden security threat, National Terrorism Advisory System alert, public health concern, extreme weather condition, government order, or other emergency situation, all Expressive Activity permits shall be immediately and temporarily suspended upon notice by the Executive Director. Suspension shall persist for the duration of the emergency, during which the 10-day expiration period for each permit shall toll.
- (m) **Violation.** Any violation of this policy by an individual or group member during the exercise of Expressive Activity under a valid permit will result in the immediate temporary suspension of the group or individual's permit and the commencement of revocation proceedings. For the purposes of this provision, a "violation" shall include:
- (1) Making a false or misleading material statement or omission on a permit application;
 - (2) Engaging in any conduct prohibited by para (k) of this section;
 - (3) Conducting an Expressive Activity in any area or at a date or time other than the area, date and time specified on a valid permit;
 - (4) Failing to cease permit activities during an emergency described by para (l) of this section.
 - (5) Violating any local, state, or federal law.
- (n) **Revocation Procedure.** Within one business day of a temporary suspension under para (m) of this section, the Executive Director shall provide written notice stating the grounds for suspension, delivered by certified mail to the address provided on the permit application. The notice shall also state the time and place of a revocation hearing, which shall occur within ten business days of service of the notice. The Executive Director shall appoint an impartial representative to preside over the hearing. At the hearing, the Des Moines Airport Authority shall

present evidence of the permit holder's violation under section 3-20(m), and the permit holder shall have the right to cross-examine any witnesses, present rebuttal evidence, and be represented by counsel. The hearing shall be audio-recorded, and all evidence shall be preserved. If the presiding representative finds by a preponderance of the evidence that a violation under section 3-20(m) has occurred, the permit shall be revoked. If the presiding representative finds that the evidence is insufficient to establish a violation, the suspension will be lifted and the permitted Expressive Activities may resume. The presiding representative shall issue a written ruling stating the reasons for his decision within five business days of the revocation hearing, and a copy shall be delivered by certified mail to the address provided on the permit application. This ruling shall constitute the final decision of the Des Moines Airport Authority, and may subsequently be appealed to the proper tribunal as provided by law.

3-23 No Alcohol Permitted

No person shall use, possess or consume beer, wine or alcoholic liquors in the terminal area except where such beverages are served under a license that allows the sale of alcoholic beverages at that location or as otherwise approved by the Executive Director.

3-24 Terminal Area Uses

- (a) Activities in the terminal area are restricted to activities deemed acceptable for the operation and purpose of the airport as determined by the Authority.
- (b) No person shall fish, swim, enter the water or enter upon the ice of the retention basin.
- (c) No person shall use a skateboard, coaster, roller skate, roller blade, or similar device in the terminal area unless specifically approved by the Authority.

3-25 Ground Support Equipment

- (a) No person shall park ground support equipment or other apparatus on any apron without first obtaining contractual permission to do so.
- (b) Prior to operating ground support equipment, the operator shall become aware of their surroundings to ensure movement of the equipment can be accomplished in a safe manner.
- (c) Prior to commencing an aircraft push-back the ground support equipment operator shall ensure that the aircraft doors and hatches are closed, the jetway is retracted, and other ground support equipment is clear of the aircraft.

3-26 Use of Authority Equipment

Use of Authority equipment to include jet bridges, mobile walkways, and fuel systems shall be restricted to tenants and authorized users with the proper training or certification to utilize the applicable equipment. Prior to moving, lowering, or raising a jet bridge the user shall ensure that the area around the jet bridge is clear of all obstacles and people and that operation of the jet bridge can be accomplished in a safe manner. Tenants and operators are responsible for all damage caused to or by a jet bridge.

3-27 Hunting and Fishing

No person may fish, hunt, trap or kill any fish, bird or animal on the airport without permission of the Authority.

3-28 Use of Public Areas

No person shall use a restroom or other facility other than in a clean and sanitary manner. Spitting on, marking, or defacing the floors, walls, or other surfaces of the airport premises is prohibited. Use of the public area of any building of the airport for sleeping or other purposes in lieu of a hotel, motel, or other public accommodation is prohibited unless the person's air travel has been delayed or canceled.

3-29 Weapons and Explosives Prohibited

A person shall not carry or possess either on their person, in their luggage, or in their belongings, or threaten to use, a firearm or other weapon, including, but not limited to, a rifle, shotgun, revolver, pistol, knife, brass or iron knuckles, or any other weapon or object which appears to be a weapon, such as a starter's pistol or pellet gun, on property under the jurisdiction of the Authority, including the parking garages and lots.

The prohibition of this section does not apply to: (a) local, state, or federal credentialed law enforcement personnel carrying weapons or firearms in the course of performing their law enforcement duties; (b) United States military personnel performing official law enforcement or security duties and in compliance with federal regulations; (c) authorized private security personnel acting in the course of their duties and in compliance with federal regulations; (d) persons granted written permission by the Authority for the purpose of wildlife hazard control; and (e) firearms secured for flight in accordance with Transportation Security Administration and air carrier regulations.

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CHAPTER 4 AIRCRAFT OPERATIONS

4-1 General

- (a) Takeoffs and landings at the airport must be made on designated runways, except at the direction of the tower in emergencies.

- (b) The pilot or other person aboard who is engaged in the operation of any aircraft operated on the ground, except when under direction by the tower, shall at all times comply with any lawful order, signal or direction of an authorized representative of the Authority.
- (c) No person shall operate an aircraft on any part of the airport considered unsafe by the Authority for taxiing, landing or takeoff, or which is not available for any reason.
- (d) No operator of a motor-less aircraft, including lighter than air craft and ultra-light aircraft, shall land, takeoff, or enter into a runway approach.
- (e) No aircraft may be taxied into or out of any hangar.
- (f) Any person who taxis, tows, escorts, or otherwise moves an aircraft shall do so at a reasonable and safe speed not to exceed 10 miles per hour.
- (g) Only a person properly trained and authorized by the Authority or a person certificated by the FAA, may operate an aircraft on the movement area.
- (h) Aircraft wingtip lights and tow vehicle lights must be illuminated during hours of darkness, while taxiing or towing an aircraft.
- (i) Wing safety walkers are required whenever pushed back aircraft are to pass any other aircraft or any vertical obstructions, or when aircraft are being towed in proximity to other aircraft or fixed structures.
- (j) No person shall use aircraft thrust to push away from the concourse terminal gate positions.
- (k) Aircraft must be pushed or towed from the concourse terminal gate position with proper push or tow equipment operated by properly trained air carrier personnel.
- (l) Air carrier personnel shall be positioned to assist and direct passengers during ground level enplaning and deplaning.
- (m) Except in an emergency, no passenger shall be enplaned or deplaned directly onto the terminal apron or air cargo apron, outside terminal boarding areas designated by the Authority.
- (n) Passengers must be directed between the aircraft and the terminal building through clearly marked walkways or routes approved by the Authority.
- (o) Except in an emergency, passengers must not be enplaned or deplaned when the aircraft engine is operating.

- (p) Aircraft shall be parked only in areas designated for aircraft parking by the Authority.
- (q) Upon direction from the Authority, the operator of any aircraft parked or stored at the passenger terminal shall move the aircraft from the place where it is parked or stored. If the operator refuses to comply with directions, the executive director may arrange to tow the aircraft, at the expense of the owner or operator and without liability for damage that may result in the course of moving the aircraft, to a place designated by the executive director.
- (r) A person operating a private, non-scheduled, or military aircraft shall not park, unload passengers, obstruct or attempt to use any aircraft gate position assigned to a scheduled air carrier without making prior arrangements with airport operations.
- (s) Non-hangared aircraft must be parked only in an area of the airport designated by the Authority for that purpose and must be secured when left unattended. The Authority is authorized to tow or otherwise move aircraft parked in violation of these rules and regulations at the owner's or operator's expense, and without liability for damage that may result in the course of moving the aircraft.
- (t) No person shall operate an aircraft that exceeds the operating weight of the pavement, as specified in the FAA published Chart Supplements.
(A13-092)

4-2 Careless or Negligent Operation

No person shall operate an aircraft in a careless, negligent or incautious manner, in disregard of the rights and safety of others, or at a speed or in a manner which endangers or is likely to endanger persons or property.

4-3 Aircraft Engine Starts and Engine Run Up

- (a) No person shall start or run an aircraft at the airport unless a licensed pilot certificated to operate that aircraft or a certified mechanic qualified to start and run the engines of that particular aircraft is attending the controls, or unless the person is supervised directly by a properly licensed instructor pilot in accordance with federal regulations and requirements.
- (b) Wheel blocks/chocks equipped with ropes, or another approved device for blocking an aircraft, must be placed at the front and rear of each main landing wheel or, alternatively, the brakes of the aircraft must be on and locked before the engine is started; except where scheduled air carriers follow proven procedures that have been determined equally safe by the Federal Aviation Administration.

- (c) Aircraft may only be started and warmed in places designated for those purposes. At no time may engines be run up when the aircraft is in a position where buildings, structures or people are in the path of the propeller stream or jet engine blast.
- (d) Adequate fire extinguishers must be available at engine start or run up.
- (e) No engine run ups are permitted between the hours of 10:00 p.m. and 7:00 a.m.

4-4 Registration

The owner of an aircraft based at the airport shall register the aircraft with the Authority, giving such information as the Authority may require. Any change in ownership of an aircraft will require a change in registration.

4-5 Aircraft Accident Reports

- (a) The pilot or operator of any aircraft involved in an accident causing personal injury or property damage shall make a prompt and complete report concerning the accident to airport operations.
- (b) No person, having knowledge, shall fail, upon request of the Authority, to provide the name and address of the owner and operator of an aircraft operating at the airport.

4-6 Interfering or Tampering with Aircraft

No person shall interfere or tamper with any aircraft or operate the engine or put in motion any aircraft or use any aircraft, aircraft parts, instruments or tools without permission of the owner.

4-7 Repair of Aircraft

No person shall repair, or allow any other person to repair, an aircraft, aircraft engine, propeller, or aircraft component without permission from the Authority authorizing the person to provide repair services. No person shall repair, or allow any other person to repair, an aircraft, aircraft engine, propeller, or aircraft component in any area of the airport other than that specifically designated for such purpose by the Authority; except that minor adjustments may be made while the aircraft is on the loading ramp preparatory to takeoff when the adjustments are necessary to prevent a delayed departure and as may be allowed in FAR Part 43. Areas designated for aircraft repair must meet all federal, state and local rules and regulations governing the appropriateness and safety of the area, and it is the responsibility of the tenant leasing the area to maintain and secure all permits and certificates proving to the satisfaction of the executive director that all federal, state and local rules are met.

4-8 Disabled Aircraft

- (a) Any owner, lessee, operator or other person having the control, or the right of control, of any disabled aircraft on the airport shall be responsible for its prompt removal and disposal; subject, however, to any requirements or direction by the National Transportation Safety Board, FAA, or the Authority, that the removal or disposal be delayed pending an investigation of an accident.
- (b) Any owner, lessee, operator or other person having control, or the right of control, of any aircraft does, by use of the airport, agree and consent, notwithstanding any provision in any agreement, lease, permit or other instrument to the contrary, that:
 - (1) the Authority may take any and all necessary action to effect the prompt removal and disposal of disabled aircraft that obstruct any part of the airport utilized for aircraft operations;
 - (2) any costs incurred by or on behalf of the airport for the removal or disposal of any aircraft shall be paid to the Authority;
 - (3) any claim for compensation against the Authority, for any and all loss or damage sustained to any disabled aircraft by reason of any removal or disposal, is waived; and
 - (4) the owner, lessee, operator or other person having control, or the right of control, of an aircraft shall indemnify, hold harmless and defend the Authority, against any and all liability for injury to or the death of any person, or for any injury to any property arising out of the removal or disposal of disabled aircraft.

4-9 Derelict Aircraft

Any aircraft parked on the public aircraft apron for a period in excess of 45 days and not flown during that period of time may be declared a derelict unless arrangement for extended parking has been made with the Authority. Derelict aircraft may be subject to removal and impoundment by the Authority with any and all costs incurred being the responsibility of the aircraft owner.

4-10 Liability for Damages

The operator, pilot or other person causing damage to airfield lighting or other airport facilities shall be responsible for the cost of repair or replacement.

4-11 Aircraft Deicing

- (a) No person shall apply deicing or anti-icing chemicals to aircraft outside of the areas designated for those operations in the airport's storm water pollution prevention plan.
- (b) No aircraft awaiting departure may be deiced on a taxiway or runway.

CHAPTER 5

MOTOR VEHICLE AND GROUND EQUIPMENT OPERATIONS

5-1 Authority

- (a) The laws of the State of Iowa and the City of Des Moines relating to the operation of motor vehicles on public highways apply, where applicable, to the operation of motor vehicles on the airport's streets and roadways that are open to the public.
- (b) Law enforcement officials and designated Authority employees are authorized to determine when a violation of the rules and regulations regarding the operation of a motor vehicle or ground equipment occurs on the airport.
- (c) Persons found to be in violation of the rules and regulations regarding the operation of a motor vehicle or ground equipment on the airport are subject to penalties, fines, suspension and revocation of access to the airport.

5-2 Vehicle and Operator License and Insurance

- (a) No person shall operate motorized vehicles or equipment of any kind on the airport unless in possession of valid operator's license as required by the state of Iowa for the type of vehicle being operated.
- (b) No person shall operate a motor vehicle on the airport without maintaining at least the minimum level of liability insurance in the amounts and coverages required by the state of Iowa to operate a vehicle of that type and operating purpose on the highways.
- (c) No person shall operate a motorized vehicle in a restricted area without displaying a valid vehicle permit as is required by the Authority.
- (d) No person shall operate a motor vehicle, ground equipment, or as a pedestrian within the restricted areas of the airport unless he or she has received vehicle driver and pedestrian safety training provided by the Authority, or unless he or she is under the direct escort of a person who has received such training and who is authorized to conduct an escort.

5-3 Rules of Operation

- (a) No person shall operate a motor vehicle or ground equipment of any kind on the airport in a reckless, negligent or incautious manner or in a manner that endangers or is likely to endanger persons or property. The executive director and law enforcement officials may determine when a motor vehicle or other motorized

equipment is being operated in a reckless, negligent or incautious manner or in a manner that endangers or is likely to endanger persons or property.

- (b) Vehicle operators shall comply with any lawful order, signal or direction given by Authority personnel. When traffic is controlled by signs or by mechanical or electrical signals, vehicle operators shall obey those signs or signals unless directed otherwise by Authority personnel.
- (c) The Authority may place and maintain traffic signs, signals, pavement markings, construction barricades, and other traffic control devices upon airport roadways, parking facilities and other airport property to carry out the provisions of these rules and regulations and to guide and control traffic.
- (d) No person shall operate a motor vehicle or other motorized equipment of any kind on any portion of the airport in excess of 20 miles per hour, unless otherwise posted.
- (e) No person shall fail to give pedestrians and aircraft the right-of-way over vehicular traffic.
- (f) All ground vehicles shall pass to the rear of taxiing aircraft, unless otherwise directed by the tower.
- (g) No person under the influence of alcohol or drugs shall operate a motor vehicle on the airport.
- (h) No person shall drive or park a vehicle on the air carrier ramp between an aircraft and its loading gate or under a passenger loading bridge, unless performing authorized maintenance.
- (i) The Authority may tow or otherwise move a motor vehicle that is in violation of these regulations at the operator's expense and without liability for damage that may result in the course of or because of such moving.
- (j) No person escorting a vehicle shall fail to remain with the vehicle being escorted.
- (k) No person may operate a motor vehicle unless the driver and all passengers are properly seated in the vehicle.
- (l) No person shall operate a motor vehicle or ground equipment without a guide whenever the operator's vision is restricted.
- (m) No person shall park a motor vehicle or ground equipment outside the area specifically designated for motor vehicle and ground equipment parking.

- (n) No person shall park or leave unattended a vehicle or ground equipment that interferes with the use of any facility, walkway, crosswalk, or emergency exit, or that prevents movement or passage of aircraft, emergency vehicles or other motor vehicles or ground equipment.

5-4 Training

No person shall operate a motor vehicle or ground equipment, or otherwise be present within any movement area or non-movement area prior to receiving authorization from the Authority and completing all training administered by the Authority as is required under FAR Part 139 for such activities, unless under authorized escort by a person who has completed the required training.
(A13-092)

5-5 Radio Requirements

- (a) All persons who operate a vehicle on a runway, taxiway, or associated safety area must be in continuous communication with the control tower unless under direct escort by a vehicle whose operator is in continuous communication with the tower.
- (b) All pedestrians on a runway or taxiway, or associated safety area under the control of the tower, must be in continuous communication with the control tower unless under the direct escort of a person who is in continuous communication with the tower.
- (c) In the event of a loss of communications with the tower when operating a vehicle on a runway, taxiway or associated safety area, the driver shall:
 - (1) proceed without crossing a runway into the nearest safety area clear of all runways and taxiways;
 - (2) turn the vehicle toward the tower and flash the head lights; and
 - (3) remain at that location until authorized personnel respond to the location to escort the driver out of the movement area.

5-6 Pedestrians

- (a) Pedestrians in marked crosswalks have the right-of-way at all times over vehicular traffic.
- (b) Enplaning and deplaning passengers have the right-of-way at all times over motor vehicles and ground equipment.
- (c) Pedestrians shall yield to moving aircraft.

5-7 Maintenance

- (a) No motor vehicle is permitted on the airport unless it is in sound mechanical order and has adequate lights, horn, brakes, and clear vision from the driver's seat.
- (b) No person shall operate a motor vehicle or ground equipment in a mechanical condition that could endanger persons or property.
- (c) No trailers or semitrailers are allowed on the airport unless they are equipped with reflector buttons and proper brakes so that, when disengaged from a towing vehicle, neither aircraft propeller blast, jet stream blast, nor wind will cause them to become free rolling. Positive lock and couplings are required for all towed equipment.
- (d) No person shall operate a motor vehicle or ground equipment in any hangar or building used for aircraft maintenance unless the exhaust is protected by suitable screens, baffles or other devices to prevent the escape of sparks or other propagation of flame.
- (e) No person shall clean or make any repairs to a motor vehicle or ground equipment anywhere on the airport other than in designated shop areas, except for minor repairs that are necessary to remove it from the airport.
- (f) No person shall move, interfere, or tamper with any motor vehicle or ground equipment or put in operation the engine or take or use any part, instrument, or tool without permission of the owner.

5-8 Lighting Requirements

- (a) All motor vehicles and ground equipment operated on the airport, except motorcycles or scooters equipped with one light, must be equipped with two headlights and one or more red tail lights.
- (b) Motor vehicles and ground equipment must be equipped with headlights of sufficient brilliance to ensure safety while driving at night. Headlights and tail lights must be lighted during inclement weather and between the hours of sunset and sunrise when operating on roadways and within the restricted areas of the airport.
- (c) Any vehicle being operated on an open runway, taxiway, or associated safety area between the hours of sunset and sunrise must display headlights, tail lights, and an approved rotating beacon visible to tower personnel.
- (d) All fueling and aircraft deicing vehicles must be equipped with an operating amber rotating beacon visible from 360 degrees around the vehicle. The beacon must be operational at all times while operating airside.

- (e) Carts and non-motorized equipment being towed or moved after darkness must display reflectors, tail lights or reflective tape visible from 360 degrees around the vehicle.

5-9 Illegal Parking on Airport

- (a) No person shall park a motor vehicle, for loading, unloading, or any other purpose, on the airport other than in the areas specifically designated for parking, loading and unloading, and in the manner prescribed by signs, lines or other means.
- (b) Except persons operating Authority or public safety vehicles in performance of their assigned duties, no person shall park a motor vehicle at any point on Cowles Drive or at any point on an airport service road.
- (c) The executive director may consider a motor vehicle parked in an assigned public area for more than 60 calendar days as abandoned and the vehicle may be impounded.
- (e) No person shall park a motor vehicle:
 - (1) in an area requiring payment for parking without paying the required parking fee;
 - (2) in a manner so as to obstruct adjacent parking stalls, aisles, or roadways;
 - (3) in aircraft parking areas; or
 - (4) on grass areas.
- (f) No person shall park a motor vehicle within the controlled activity zone.
- (g) Parking violations at the airport may be charged on a simple notice of fine as provided in the municipal code. A person who violates any provision of this chapter shall pay the fine applicable at the time notice is served. Unpaid parking tickets may be charged as a misdemeanor or municipal infraction as provided in the municipal code.
- (h) Whenever a rental vehicle is involved in a parking violation committed by a customer or employee of the rental company, the company may be charged with the violation and shall pay any parking fine resulting from the violation if not paid by the violator.

- (i) Vehicles displaying appropriate insignia issued by state authorities may park in designated handicapped parking areas as indicated by appropriate signs or markings.

5-10 Vehicle and Ground Equipment Accidents

Operators of motor vehicles and ground equipment involved in an accident on the airport that results in personal injury or property damage shall:

- (a) Immediately stop and remain at the scene of the accident;
- (b) Render reasonable assistance, if capable, to any person injured in the accident;
- (c) Report the accident to the airport operations center;
- (d) Provide the following personal information to law enforcement or Authority personnel:
 - (1) name;
 - (2) address;
 - (3) airport identification card;
 - (4) state driver's license; and
 - (5) any other related information requested concerning the accident.

5-11 Tenant and Employee Parking

Employees of tenants shall park only in those areas assigned by the Authority for employee parking.

5-12 Motorcycles and Bicycles

Persons riding a motorcycle or bicycle upon an airport landside roadway shall be granted all rights and shall be subject to all duties made applicable to the driver of a vehicle, except as to rules and regulations which by their nature can have no application.

CHAPTER 6 SAFETY

6-1 General

- (a) The operator of each hangar or shop building where vehicle or aircraft maintenance is performed at the airport shall provide and be responsible for the constant maintenance of a suitable first aid kit.
- (b) All floors of hangars, buildings, and apron ramp areas must be kept clear of oil, grease, and other materials or stains except as may be provided to the contrary in any specific lease or contract. The use of volatile flammable liquids or solids for cleaning floors is prohibited.
- (c) Routes of ingress and egress and aisles, corridors, and stairways leading to exits from buildings on the airport must not be obstructed in any manner.
- (d) No item may be stored under or in building stairwells or in any area not designated for storage of materials.
- (e) No person shall dig, excavate, probe, or otherwise penetrate turf or paved surfaces on the airport without first registering a completed dig permit with airport operations.

6-2 Explosives

- (a) Except for explosives maintained by the Iowa Air National Guard or authorized law enforcement agencies, explosives unacceptable for air transportation under federal regulations are not permitted on the airport.
- (b) Compliance with all applicable regulations governing the handling and transport of explosives is required.
- (c) Persons authorized to handle explosives or to access explosive storage areas shall not introduce or have on their person any flame or spark-producing materials.
- (d) Persons authorized to handle explosives or to access explosive storage areas must be properly trained and comply with all federal, state, and local standards for proper handling and transport of explosive materials.

6-3 Radioactive and Biological Hazards

Handling or transport of radiological and biological material unacceptable for air transportation under federal regulations is not permitted on the airport.

6-4 Hazardous Materials

Except those tenants operating within an agreement between the Authority and the tenant authorizing use of hazardous material, each tenant involved with the handling of hazardous materials must provide a hazardous material handling plan acceptable to the Authority.

6-5 Fire Safety

- (a) The Authority hereby adopts the most current edition of the International Fire Code and regulations that pertain to fire code compliance, aircraft fueling and fuel service vehicle operations and the handling of flammables on the airport.
- (b) Aircraft fueling and fuel service vehicle operations must be conducted in accordance with Federal Aviation Regulations and the municipal code. Whenever the municipal code conflicts with a Federal Aviation Administration requirement, the Federal Aviation Administration requirement governs.
- (c) Smoking is prohibited airside.
- (d) Open flames are not allowed within 50 feet of an aircraft or fuel storage area.
- (e) No person shall operate an oxyacetylene torch, electric arc, or similar flame or spark-producing device on any part of the airport except either in areas within leased premises approved and specifically designed for such use or in compliance with a completed hot permit registered with airport operations.
- (f) Anyone observing unattended or uncontrolled fire on airport premises shall immediately contact 911 and report the incident as an emergency.
- (g) Heating of engine oil to promote easier cold weather operation is restricted to steam, hot water, hot air or approved electrical heaters.
- (h) Motor fuel dispensing facilities and repair garages must meet the requirements stated within the municipal code.
- (i) Flammable and combustible liquids must be stored in UL listed metal cabinets or lockers.
- (j) Dip tanks or bench-washing vats using flammable or combustible solvents must be of metal construction, equipped with self-closing lids and a fusible link. Lids must not be wired or propped in the open position.
- (k) Storage of flammable gases in buildings, hangars, inside rooms, or outside areas must be in accordance with the municipal code.
- (l) All compressed gas cylinders, full or empty, must be properly secured.
- (m) Fire Equipment
 - (1) The operator of any airport hangar or building shall be responsible for furnishing and maintaining adequate fire equipment meeting the minimum requirements of the municipal code.

- (2) All fire doors and other fire prevention apparatus must be accessible and completely unobstructed at all times.
- (n) No person shall keep or store any flammable or combustible liquids or gases or other similar material in the hangars or in any building on the airport, except as provided below:
 - (1) Such materials may be kept in an aircraft in the proper receptacles installed in the aircraft for such purpose, or in rooms or areas specifically approved for such storage in accordance with municipal code.
 - (2) No person shall store fuels such as gasoline or diesel fuel in a hangar without prior approval from the Authority
 - (3) The storage of waste oil is prohibited. Waste oil must be removed from the airport and disposed of in accordance with environmental regulations.
- (o) No person shall keep or store more than twenty-four quarts of lubricating oil in aircraft storage hangars. Lubricating oils must be stored in the manufacturer's unopened containers and stored in accordance with the municipal code.
- (p) No person shall fail to use suitable metal receptacles with self-closing covers for the storage of waste, rags, and other rubbish. All waste, rags and other rubbish must be removed not less than once each week.
- (q) No person shall store gasoline, oil, and solvent drums or receptacles on apron and ramp areas in excess of amounts actually needed for regular operations. All material must be stored in the manufacturer's unopened container and stored in accordance with municipal code.
- (r) No person shall store bulk fuel without prior approval from the Authority.
- (s) No person shall install or modify an existing bulk fuel storage facility without prior approval from the Authority.
- (t) "Into plane" servicing may only be conducted from fuel tankers or tanks approved for such servicing by the Authority. All fuel deliveries to the airport must be made into approved fuel storage tanks.
- (u) No person shall dump or dispose of fuels, oils, dopes, paints, solvents, acids or hazardous wastes in drains, basins, or ditches or elsewhere on the airport.

6-6 Aircraft Gate, Hangar and Ramp Area Safety

- (a) No person shall start or attempt to start an aircraft engine inside any hangar.

- (b) Good housekeeping practices must be observed and practiced in and around all aircraft gates, hangars and ramps.
- (c) Lighting in hangars must be electric.
- (d) Cleaning of aircraft parts and other equipment with materials other than non-flammable cleaning agents must be conducted using liquids having a flash point in excess of 100 degrees Fahrenheit and in compliance with the municipal code.
- (e) Aircraft washing must be performed within the requirements of the airport's and tenant's applicable storm water pollution prevention plan approved by the Iowa department of natural resources.
- (f) Only tenants who are pre-approved to conduct paint, varnish, or lacquer spraying operations may perform such operations. All such operations must be in accordance with the municipal code.

CHAPTER 7 SECURITY

7-1 Restricted Areas

No person shall enter a restricted area except:

- (a) A person holding and displaying an airport approved ID and assigned to duty there.
- (b) A passenger who is entering the restricted area to enplane or deplane an aircraft under escort.
- (c) Any person authorized by the Authority or by a tenant under escort.
- (d) No person shall fail to stop and present all required personal identification media, access media, vehicle permits, and any other required documents at any point of entry into any restricted area or sterile area.
- (e) No person may enter or be present in the restricted area or sterile area without complying with the systems, measures, or procedures used to control access to the area.
- (f) No person shall tamper or interfere with, compromise, modify, attempt to circumvent, or cause a person to tamper or interfere with, compromise, modify, or attempt to circumvent any security system, measure or procedure implemented within the airport security program.

- (g) No person shall allow or permit any gate, gate chain, door or other security device that controls access to a restricted area that has been opened, unlocked, or unsecured or that has been found to be opened, unlocked or unsecured to remain unlocked or unsecured except while in use for purposes of ingress and egress.
- (h) Any person who opens any secured portal, such as a door, gate, overhead door, ticket counter baggage belt door, elevator door, window, or any other opening, to any restricted area shall:
 - (1) monitor the opening and prevent access by unauthorized individuals;
 - (2) re-secure the opening after passing through or when the opening is no longer required to be open;
 - (3) ensure that such access portal is returned to a locked or secured status; and
 - (4) immediately notify airport operations or a law enforcement personnel of any attempt to access or actual access by an unauthorized person.
- (i) No person shall allow or permit any other person to use or have access to a security device such as a door key, access code, combination to a door lock, or gate access card not issued to that other person.
- (j) Piggybacking is prohibited except:
 - (1) when a person is under proper escort as outlined above;
 - (2) as otherwise authorized by the Authority.

(A13-092)

7-2 Vehicle Inspection

No person shall fail to stop, and submit to inspection, any vehicle they are operating at any location on the airport posted as an inspection point and staffed by personnel assigned to such duties. Such inspection may include opening any compartment of the vehicle to allow for inspection of the contents, and opening or moving any package, container, or other item within the vehicle to allow further inspection of the vehicle and its contents. Persons who do not consent to inspection of any vehicle, inspection of any compartment of the vehicle, or inspection of the contents, or any package or container shall not be permitted entry beyond the point of inspection. If the contents of the vehicle present safety or security concerns to others or the air transportation system, the vehicle may not be permitted entry beyond the point of inspection.

7-3 Airport Security Program

- (a) All persons present on or using the airport are subject to the provisions of the ASP.
- (b) Information contained in the ASP is sensitive security information (SSI) and its release is governed by Transportation Security Regulation 49 CFR Part 1520.

7-4 Authority Issued Identification Media

- (a) All persons requiring unescorted access authority within the restricted areas of the airport must possess and display an Authority issued, or approved, identification medium.
- (b) Persons issued airport ID media, as provided by the ASP, that are not authorized unescorted access authority within restricted areas of the airport, are subject to the rules and regulations that apply to proper handling, use, and display of airport issued ID for those persons with unescorted access to a restricted area or the sterile area.
- (c) Identification media are issued by the Authority, at its sole discretion, upon application according to the procedures outlined in the ASP.
- (d) All access media issued by the Authority are the property of the Authority and must be surrendered upon the demand of a representative of the Authority or voluntarily upon cessation of the need to have access to authorized areas.
- (e) Authority issued identification media are subject to reasonable fees for initial issuance, renewal and associated badging services. In addition, lost, stolen or unreturned ID media are subject to the payment of a fee or forfeiture of the security deposit held by the Authority. Failure to return a badge may result in a civil penalty as provided in the Rates and Charges.
- (f) No person may:
 - (1) use another person's airport-approved ID on the airport;
 - (2) allow anyone to use the airport ID issued to the person; or
 - (3) direct a person to use, allow to be used, or cause to be used, any other person's airport-issued or airport-approved ID or access medium.
- (g) In areas identified as a restricted area, all persons present in the area must hold unescorted access authority to the area and properly display an Authority approved identification medium or be under authorized escort. Proper display of an ID medium requires that it be visible outside the outermost garment and above the waist, regardless of weather or job-related activity.

- (h) All persons with unescorted access authority to a restricted area shall challenge any other person present in the area who is not displaying an Authority issued or approved ID medium.
- (i) Identification media are issued for use in designated areas only and persons are restricted to those designated areas.
- (j) Any attempt to use an ID medium in a restricted area other than the area for which the medium is designated is prohibited.

7-5 Sterile Area Escort

- (a) No person intending to board a commercial passenger air carrier flight subject to federal screening requirements may be escorted into the sterile boarding area unless otherwise allowed by federal law.
- (b) Persons escorted into a sterile area must remain under continuous escort while in the sterile area.
- (c) Persons under escort in the sterile area may be in possession of and use prohibited items only when:
 - (1) the prohibited item is necessary for the performance of the person's authorized duties;
 - (2) the authorized escort closely monitors the use of the prohibited item by the individual; and
 - (3) the prohibited item is not readily accessible to any passenger.
- (d) Only those persons with a demonstrated need to be within the sterile area may be escorted into the sterile area.

7-6 Restricted Area Escort

- (a) No person shall escort into a restricted area unless that person has been authorized unescorted access privileges within that area.
- (b) Persons escorted into, and while present in, a restricted area shall remain under continuous escort of an authorized person until he or she is escorted from the area.
- (c) Only persons with a demonstrated need to be within a restricted area may be escorted into a restricted area.
- (d) Escorting within the restricted area of the airport is restricted to tenants, employees, and subtenants of persons and organizations with an operational need to perform authorized activities and to access aircraft parked, stored, or

maintained in these areas. Escort authorization may be restricted to certain activities at the sole discretion of the Authority.

7-7 Security at Exclusive Leased or Assigned Areas

An airport tenant or a person leased or assigned the use of an area on the airport shall be solely responsible for the control and proper use of all gates, gate chains, doors, and other security devices that are located on an area of the airport under their exclusive control.

7-8 Tenant Responsibilities

- (a) No tenant of the airport shall:
 - (1) direct any of his or her employees to disregard any local, state or federal rule, regulation, ordinance or laws governing the airport
 - (2) fail to inform any of his or her employees of applicable local, state or federal rules, regulations, ordinances or laws governing the airport.
 - (3) allow any of his or her employees to disregard any local, state or federal rule, regulation, ordinance or law governing the airport.
- (b) No tenant of the airport shall fail to:
 - (1) control access to each restricted area leased to the tenant.
 - (2) control movement of persons and ground vehicles within each restricted area leased or assigned to the tenant.
 - (3) promptly detect and take action to control any penetration or attempted penetration of the restricted area leased or assigned to the tenant by a person whose entry is not authorized. (A13-092)

7-9 Reporting Responsibility

- (a) All persons issued airport approved ID media are required to immediately report to airport operations the following occurrences:
 - (1) suspicious persons and circumstances;
 - (2) possible surveillance of airport facilities or security procedures;
 - (3) security violations by any person;
 - (4) unsecured or unsafe conditions.

- (b) No person shall fail to immediately report any malfunctioning or broken gate, gate chain, door, or other security device to airport operations or airport police.
- (c) No person shall fail to immediately report to airport operations a lost or stolen identification card or access medium.
- (d) No person shall fail to immediately return to airport operations or the security badging office an identification card or access medium if the person is no longer authorized to have an identification card or access medium.

7-10 Perimeter Fence Clear Zones

No person may place, or cause to be placed, any vehicle, equipment or other object, including snow piles, trash piles or other debris within ten feet of the airport perimeter fence on either the landside or the airside.

7-11 Unattended Baggage

No person may leave any bag, parcel, package or other property, including any item of checked baggage unattended in any public area of the airport at any time, regardless of whether or not security screening has been performed on the item.

7-12 False Statements Concerning Contents of Luggage

No person shall make a false statement to another person, or in the presence of or within the hearing of an air carrier representative, airport employee, police officer or security personnel at the airport, concerning the presence or existence of a weapon, bomb, incendiary or explosive device either on their person, in their luggage or in their possession while on airport property.

7-13 Screening Point Restrictions

- (a) A person shall not fail to stop and submit to screening of his or her person and property in accordance with federal requirements for the security screening checkpoint before entering the sterile area beyond the security screening checkpoint. If a person does not consent to screening, the person will not be permitted entry past the security screening checkpoint.
- (b) A person shall not present, carry, or introduce for inspection, either on their person, in their luggage or in their belongings, any explosive, incendiary, weapon, or item prohibited by an agency of the federal government at the passenger security screening checkpoint. This restriction shall not apply to persons authorized and permitted by federal regulations to carry weapons through the security screening checkpoint.

(A13-092)

CHAPTER 8 ENVIRONMENTAL

8-1 Storm Water Pollution Prevention

- (a) The storm water pollution prevention plan (SWPPP) for the airport is required by the airport's National Pollution Discharge Elimination System (NPDES) Permit.
- (b) This section does not relieve any air carrier of any liability it may have if the release of propylene glycol and ethylene glycol in de-icing products causes a violation of the National Pollutant Discharge Elimination System permit, the Federal Clean Water Act (33 U.S.C. section 1251 et seq) and its implementing regulations or Iowa Code chapter 455B, Division III, and its implementing regulations.
- (c) All persons shall comply with all applicable federal, state and local environmental laws and regulations ("Environmental Laws") while operating on the airport. All persons operating on the airport shall:
 - (1) apply for, obtain and maintain any and all necessary permits, licenses, identification numbers and notices required by applicable law, making timely and full payment of any fees;
 - (2) maintain and implement an updated SWPPP compatible with the airport's SWPPP and which is sufficient to comply with the NPDES permit requirements for co-permittees, the Authority or, alternatively, utilize the airport's SWPPP by submitting co-permittee specific best management practices;
 - (3) maintain full compliance with the applicable requirements of the NPDES permit for the airport;
 - (4) ensure compliance by its employees, contractors, subcontractors, and agents with the terms and conditions of the NPDES permit and SWPPP;
 - (5) conduct weekly inspections and maintain records, in accordance with the NPDES permit, for the organization, its contractors and subcontractors;
 - (6) fully cooperate with the Authority officials during the annual co-permittee inspections;
 - (7) not cause or permit any hazardous substance to be generated, manufactured, refined, treated, disposed of, produced or released on the airport except in the ordinary course of the organization's authorized business activities and in compliance with applicable law;

- (8) upon request of the Authority officials, provide a list of all hazardous substances utilized in material quantities in connection with the organization's operations;
- (9) upon request of the executive director, discontinue the use of certain hazardous substances to the extent that suitable replacement materials can be utilized at comparable costs.

8-2 General Practices

- (a) Each tenant on the airport is responsible for keeping the AOA free of debris and foreign objects.
- (b) Persons who allow contaminants to enter the storm water system, either intentionally or unintentionally, may be held liable for the clean-up of contaminants and for any fines levied. Tenant operations that do not comply with this section may result in the termination of the agreement between the Authority and the tenant and the tenant prohibited from operating on the airport.
- (c) Drip pans must be placed under aircraft whenever necessary to contain oil, hydraulic fluid or other contaminants.
- (d) No commercial trash disposal container may be placed closer than fifty feet from a combustible wall or building ventilation in-take system.
- (e) The operator of any hangar or occupant of exclusive lease space shall be responsible for the prompt and proper disposal or removal of any trash, rubbish, garbage or debris from the airport.
- (f) No person shall increase the use of processed water or in any way attempt to dilute a discharge as a partial or complete substitute for adequate treatment to achieve compliance with pollutant specific limitations.

8-3 Floor Drains

All shop and hangar installations where any engine, mechanical equipment or vehicle is maintained, cleaned or painted must be equipped with proper disposal facilities. This includes floor drains equipped with properly maintained traps to collect grease, sediments and fuel. Tenants shall dispose of trapped materials in accordance with applicable state and federal regulations.

8-4 Sanitary Sewers

Disposal of high grease content, fibrous materials, bulky solids or sediment into the sanitary sewer system is prohibited.

8-5 Detergents

All tenants who use detergents in their operations are required to utilize only biodegradable detergents that are not harmful to the environment. Upon demand, tenants shall provide information about the detergents used on the airport to the Authority officials.

8-6 Waste Petroleum

Approved fuel separators, grease and fuel traps or other receptacles must be utilized and maintained for collection of waste petroleum products. These systems must be inspected periodically, and the waste products disposed of in accordance with applicable regulations. Proof of proper disposal methods shall be provided to the Authority officials upon demand.

8-7 Fuel Spills

- (a) The spill prevention control and countermeasure plan (SPCC) for the airport, referred to in this chapter was developed pursuant to 40 CFR Part 112.
- (b) In the event of a fuel spill:
 - (1) The flight crew and passengers should be deplaned immediately if a large fuel spill occurs under or near an aircraft. Passengers must not be permitted to board the aircraft or enter a loading bridge to the aircraft until authorized by the incident commander or senior ARFF firefighter.
 - (2) The responsible party shall notify airport operations at 256-5000 or EMERGENCY 911. If EMERGENCY 911 is called first, the responsible party shall contact airport operations as soon as possible.
 - (3) Fuel servicing must be terminated until the fuel spill is under control, as determined by the incident commander or senior ARFF firefighter.
 - (4) If there is no apparent danger of fire, fuel delivery units must not be moved until the spill is cleaned up.
 - (5) No aircraft or vehicle will be allowed in the area unless authorized by the incident commander or senior ARFF firefighter.
 - (6) All persons shall follow the directions given by the incident commander or senior ARFF firefighter until the scene is released to the responsible party or clean-up is completed.
- (c) Fuel spill clean-up procedures:
 - (1) In coordination with airport operations personnel, after the scene is released by the incident commander or senior ARFF firefighter, the person

or tenant conducting fuel servicing operations, or the aircraft operator when fuel servicing is not being conducted, shall take immediate action to clean up the fuel spill site.

- (2) The tenant conducting the fuel servicing operation or the aircraft operator, when fuel servicing is not being conducted, is responsible for clean-up and disposal of spilled fuel and all materials used to contain and clean up the spill.
- (d) The operator of each loading and unloading station and each fueler must have a supply of absorbent cleaning materials on hand to sufficiently clean fuel spills up to an area six feet in diameter or to initially control a fuel spill in excess of six feet in any dimension.
- (e) Any person causing any spilled or dripped fuel, oil, grease or other material that is flammable or detrimental to the pavement shall immediately clean up the spill.
- (f) Spilled fuel, oil, grease or other material must not be washed, flushed, or allowed to flow into any storm intake, drain or natural storm water conveyance.
- (g) Materials utilized to clean up spilled fuel, oil, grease or other material must not be disposed of in any container used for disposal of other, non-contaminated, trash or garbage. Materials used to clean up fuel, oil, grease or other material must be disposed of by approved methods.
- (h) The tenant responsible for the spill shall notify the Iowa Department of Natural Resources (IDNR) within six hours after the occurrence or sooner if otherwise specified by local, state or federal requirement.
- (i) All costs associated with a fuel spill, clean-up, and disposal of waste products are the responsibility of the tenant fuel servicing agency or the aircraft operator when fuel servicing is not being conducted.

8-8 Triturator

No tenant or operator shall utilize the triturator without ensuring that they return the triturator room, triturator apparatus, and surrounding areas to a clean and orderly condition upon each use. Failure to operate the triturator in accordance with this section will result in the Authority cleaning the triturator facilities and billing the tenant or operator at a rate established in the Rates and Charges to clean the facility.

CHAPTER 9 TAXICAB, CAR SHARING, OFF-SITE COMMERCIAL RENTAL CAR OPERATORS, TNC, LIMOUSINE, BUS, AND COURTESY VEHICLE OPERATIONS

9-1 Purpose

These rules and regulations are promulgated to provide for the safe and efficient movement of commercial vehicles on the roadway system at the airport and to establish a source of revenue to offset the expenses associated with the operation and maintenance of the roadways and associated commercial vehicle facilities.

(A13-092)

9-2 Applicability

The provision of ground transportation services at the airport is governed by, and shall comply with, all applicable laws and ordinances (federal, state and local), agreements and permits, in addition to these rules and regulations and Authority policies.

All persons operating a commercial vehicle at the airport, whether as operator, driver, employee or representative of an operator, or otherwise, shall at all times comply with the provisions of these rules and regulations. Any person who in any capacity operates a commercial vehicle at the airport in such a manner as to violate any provision of these rules and regulations is subject to enforcement actions as herein provided, in addition to any civil, criminal or administrative sanctions otherwise established.

(A13-092) (A15-044)(A15-)

9-3 Use of the Airport for Commercial Purposes

No person shall operate a commercial vehicle at the airport without first obtaining an operating permit authorizing the specific activity to be engaged in and without paying the commercial vehicle fees established for such operation. The Authority reserves the right to reclassify the commercial vehicle and impose fees as may be applicable to the commercial activity offered or engaged in. Persons operating a commercial vehicle under the provisions of a parking management contract with the Authority are exempt from the payment of commercial vehicle fees.

(A13-092) (A15-044) (A15-)

9-4 Licenses/Permits/Certificates

Each commercial vehicle operator shall obtain all licenses, permits and authorizations required by any other governmental agency prior to applying for a permit with the Authority. Failure to obtain or maintain any required license, permit or authorization required by any other governmental agency, or failure to remit all payments to the Authority in a timely manner, is grounds to revoke or deny privileges to operate a commercial vehicle at the airport. Additionally, the Authority may issue a service charge for failure to remit payments to the Authority in a timely manner.

Commercial vehicle operators must have the required decals, AVI transponders or trade dress, issued by Authority, commercial operator, or TNC affixed to the commercial vehicle at all times in the manner prescribed by the Authority.

(A15-044)

9-5 General

- (a) Each commercial vehicle operating at the airport shall possess the minimum liability insurance coverage in the amounts and coverage required by any local, state, or federal governmental agency.
- (b) No driver shall receive or discharge passengers in the roadway.
- (c) No driver shall load or unload passengers or luggage at an intersection or crosswalk or at any other location where it will interfere with the orderly flow of vehicle or pedestrian traffic.
- (d) All commercial vehicles must be attended while parked in front of the terminal building, in the designated commercial vehicle lane, or along the passenger loading and unloading areas.
- (e) Any commercial vehicle left unattended in front of the terminal building, in the designated commercial vehicle lane, or along the passenger loading and unloading areas is subject to tow and impound.
- (f) Any commercial vehicle that is disabled in the commercial vehicle lane or along the passenger loading and unloading areas must be promptly removed.
- (g) Commercial vehicles must be parked only in designated parking areas assigned by the Authority.
- (h) Commercial vehicles, other than TNC drivers' personal vehicles, must comply with all procedures established by the Authority with respect to the use of an AVI system installed by the Authority.
- (i) No commercial vehicle driver may loiter or sleep on any part of Airport property.
- (j) Commercial vehicles must display trade dress on the vehicle of a type and in a location approved by Authority that is visible outside the vehicle from a distance of 50 feet.

(A13-092) (A15-044)(A15-)

9-6 Courtesy Vehicles

Courtesy vehicles must be identified with the name and logo of the business on the exterior of the vehicle.

(A13-092) (A15-044)

9-7 Limousines

- (a) All limousines picking up passengers at the airport by prior appointment must pick up passengers in one of the following manners:

- (1) upon arrival at the airport, if the limousine driver has pre-arranged to meet the passenger(s) within 15 minutes of the passenger(s) arrival, the driver may proceed to the commercial vehicle lanes to meet and load passengers; or
- (2) upon arrival at the airport, the limousine driver shall proceed to a parking lot or garage and park the limousine in any unrestricted area. The driver may then proceed to the appropriate location to contact the passenger(s). After contacting the passenger(s), the driver may arrange to load the passenger(s) either in the parking lot, in the garage, or in the commercial vehicle lane.
- (b) Limousines may drop off passengers along the passenger loading curb but may not remain any longer than necessary to unload passengers and baggage.
- (c) Drivers of limousines shall not solicit fares at the airport.
(A13-092) (A15-044)

9-8 Bus Service

- (a) Unless otherwise provided within an agreement or lease with the Authority, no bus driver shall solicit fares at the airport.
- (b) No bus may be parked in the designated parking area for a period in excess of forty-five (45) minutes.
(A13-092) (A15-044)

9-9 Taxicabs

- (a) Taxicab service from the Airport may only be provided by Airport Taxicabs that are operating pursuant a current Airport Taxicab Services Agreement.
- (b) All other Taxicabs are prohibited from conducting commercial operations that originate at the Airport and from soliciting fares at the Airport.
- (c) Rates and charges must be posted at all times in a manner and place clearly visible to the person requesting the service prior to the service being booked or performed.
- (d) Airport Taxicab drivers shall not refuse to transport a passenger to the destination he or she requests.
- (e) Airport Taxicab drivers must provide the most direct route on any trip, unless the passenger specifically requests otherwise.

- (f) Airport Taxicab drivers shall not refuse a passenger who wants to pay their fare using a credit card or refuse to accept a credit card to pay a fare. (A13-092) (A15-)

9-10 Violations and Disciplinary Actions for Commercial Vehicle Operators

Commercial vehicle operators who violate these rules and regulations or Authority policies, are subject to one or more of the following administrative actions:

- (a) ejection from airport property;
- (b) suspension or revocation of privileges to pick up fares at the airport for a period to be determined by the executive director;
- (c) fine of up to \$500 per occurrence as determined by the executive director. (A13-092) (A15-044)(A15-)

9-11 Transportation Network Companies (TNC)

- (a) TNCs and all TNC drivers, employees, and agents shall at all times comply with the terms set forth in the operating permit issued by the Authority regarding entrance into and exit from the geo-fence area at the airport. TNCs shall use the geo-fence to monitor and track TNC drivers' personal vehicles using the TNC digital network to serve passengers at the airport. TNCs shall ensure that each TNC driver leaves the geo-fence area expeditiously after discharging or picking up a passenger.
- (b) A TNC shall at all times be able to demonstrate to the Authority that it has installed Authority-approved geo-fence monitoring software that is triggered by or with a TNC digital network that allows the Authority to track TNC drivers' personal vehicles upon entrance into and travel within the geo-fence area of the airport.
- (c) TNC drivers may drop off passengers along the passenger loading curb but may not remain longer than necessary to unload passengers and baggage.
- (d) TNC drivers that have accepted a pre-arranged trip may proceed to the commercial vehicle lanes to meet and load passengers but may not remain longer than necessary to load passengers and baggage.
- (e) TNC drivers shall not solicit fares at the airport.
- (f) TNC drivers must remain logged into the digital network while on airport property. (A15-044)(A15-)

9-12 Car Sharing and Off-Site Rental Car Operators

- (a) Car sharing and off-site rental car operators shall at all times comply with the terms set forth in the operating permit issued by the Authority regarding the provisioning of vehicles to passengers at the airport. In no case shall a car sharing or off-site rental car operator provide services at the airport without a valid permit issued by the Authority.
- (b) Upon arrival at the airport car sharing and off-site rental car operators shall utilize the hourly parking lot for temporary storage of the rental vehicle. The operator or renter is responsible for all parking fees associated with parking the vehicle.
- (c) Car sharing or off-site rental car operators shall submit fees to the authority, as established in the Airport Rates and Charges for the rental of vehicles at the airport to the Authority as required in the operating permit.

CHAPTER 10

NON-PARTY AIR CARRIER OPERATIONS

10-1 Purpose

This non-party air carrier operations regulation establishes the terms for non-party air carriers use of airport facilities and services and authorizes the executive director to issue letters of authorization to non-party air carriers that request to operate at the airport. *(A13-092)*

10-2 Application

The provisions of this operating regulation apply to every non-party air carrier that uses the airport and is not a designated affiliate, as that term is defined in the operating and use agreement, of an air carrier that has entered into an airline operating and use agreement with the Authority.

(A13-092)

10-3 Conditions to Operating at Airport

Prior to beginning service at the airport, each non-party air carrier shall:

- (a) present the certificates of insurance and endorsements required of airlines in the airline operating and use agreement;
 - (b) provide the payment security set out in section 10-9 ; and
 - (c) receive a letter of authorization from the executive director.
- (A13-092)*

10-4 Non-party Air Carrier Obligations

Non-party air carriers shall comply with all obligations and requirements imposed upon airlines in the airline operating and use agreement.

(A13-092)

10-5 Use of Facilities

- (a) Non-party air carriers are not entitled to exclusive rights in any airport space or preferential rights in any airport facilities, unless provided for in a separate agreement between the Authority and the air carrier.
- (b) Non-party air carriers must receive authorization to use a passenger holdroom, passenger loading bridge, or aircraft parking position from the Authority for each aircraft operation.*(A13-092)*

10-6 Rates, Fees, and Charges

Non-party air carriers shall pay, without deduction or set-off, the rates, fees, and charges for use of airport facilities as provided in the rates and charges adopted by the Authority board. The Authority board may at any time review and adjust the rates, fees, and charges.

(A13-092)

10-7 Monthly Activity Reports

In addition to the information required to be reported monthly to the Authority by the airline operating and use agreement, non-party air carriers shall report the number of RON aircraft apron uses for the preceding month.

(A13-092)

10-8 Books of Account

By operating at the airport, an air carrier is deemed to have consented to giving the executive director access to the air carrier's books, in person or by agent, to examine the records of the air carrier for purposes of validating information required to be reported to the Authority.

(A13-092)

10-9 Payment Security

- (a) To guarantee the faithful performance of its obligations and the payment of all rentals, fees and charges when due, an non-party air carrier shall, prior to beginning or continuing service at the airport, provide the Authority with a performance bond, irrevocable standby letter of credit, or similar security acceptable to Authority in an amount equal to the estimate, as determined by the Authority, of three months' rentals, fees and charges payable by the non-party air carrier. The security must be in a form and with a company acceptable to the Authority. In the event that the security will expire, or if the security is

canceled, the non-party air carrier shall provide a renewal or replacement security at least 60 days prior to the date of the security's expiration or cancellation. The executive director may, in his or her discretion, waive or modify the requirements of this subsection.

- (b) The amount of the security is subject to review and adjustment by the Authority periodically. Upon review, the Authority may demand that the amount of the security be increased if: (1) the non-party air carrier's financial obligation to the Authority has increased, whether by rate adjustments or increased activity; (2) the non-party air carrier has failed to pay any rents, fees, or charges when due (unless the default in payment is the subject of a bona fide dispute); or (3) the non-party air carrier's financial condition has changed to such an extent that the Authority is reasonably concerned about non-party air carrier's ability to perform its obligations under these regulations.
- (c) If at any time, a non-party air carrier fails to make timely payment of any rent, fee, charge or assessment (including, but not limited to, late payment charges and any and all costs of collection), then the Authority may, without prior notice to the non-party air carrier, draw upon the security or make a demand upon the issuer of the security for payment of the amount of the non-party air carrier's unpaid obligation. In that event, the non-party air carrier shall replace the total amount drawn and, at the Authority's option, shall deliver a supplemental security in an amount and in such form as Authority deems necessary to protect Authority against future defaults.
- (d) A non-party air carrier's failure to obtain and keep in force any required security, may be grounds for cancellation of the non-party air carrier's letter of authorization.
(A13-092)

10-10 Affiliates

Non-party air carriers shall not operate at the airport through affiliates.
(A13-092)