



**St. Petersburg-Clearwater
International Airport**

® A Pinellas County Government Service

Rules and Regulations

**St. Petersburg-Clearwater International Airport
Pinellas County, Florida**

Approved by the Pinellas County
Board of County Commissioners on June 5, 2012

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1.0 DEFINITIONS

Unless specifically defined otherwise herein, or unless a different meaning is apparent from the context, the terms used in these Rules and Regulations shall have the following definitions. *Note: Words relating to aeronautical practices, process and equipment shall be construed according to their general usage in the aviation industry.*

Abandon – shall mean to forsake, desert, give up and/or surrender one’s claim or right, license, use, privilege or interest, with the intent of never again resuming same.

Agreement - shall mean a written document executed by the St. Petersburg-Clearwater International Airport (Airport) by and through the Pinellas County Board of County Commissioners or their designees, which is a prerequisite to the commencement of any operations or business activities at the Airport.

Air Operations Area (AOA) - shall mean any area of the airport used, or intended to be used for apron or ramp, landing, takeoff and surface maneuvering of aircraft. It encompasses both the movement and non-movement areas located on the non-public side of the Airport.

Aircraft – shall mean any device used or designed for navigation or flight in the air including, but not limited to, an airplane, sailplane, glider, helicopter, gyrocopter, ultralight, balloon or blimp.

Airport – shall mean the St. Petersburg-Clearwater International Airport owned and operated by Pinellas County a political subdivision of the State of Florida.

airport (not capitalized) - refers to the word airport in general and does not constitute a specific airport.

Airport Property – shall mean all land including facilities encompassed within the boundary line of the St. Petersburg-Clearwater International Airport as depicted in the Federal Aviation Administration approved Airport Layout Plan.

Airport Director – shall mean the individual responsible for the overall day-to-day operation of the Airport and shall include any person designated to serve in his/her absence.

Airport Operations – shall mean that division of the Airport which acts under the direction of the Airport Director to ensure compliance with applicable federal, state, and/or local laws and these rules and regulations.

Apron or Ramp – shall mean those areas of the airport within the Airport Operations Area designated for loading, unloading, servicing, or parking of aircraft.

Authorized – shall mean acting under or pursuant to a written contract, agreement, permit authorization or other instrument or evidence of right issued by the Pinellas County Board of County Commissioners, Airport Director or designee.

Authorized Representative – shall mean such individual or individuals as designated by the Airport Director.

Board – shall mean Pinellas County Board of County Commissioners.

Code – shall mean the code of laws of any local, state, federal body or local body or agency, as may be amended from time-to-time.

Commercial Activity – shall mean, but not be limited to, the exchange, trading, buying, hiring or selling of commodities, goods, services, of tangible or intangible property of any kind, and/or any revenue producing activity of any kind on or at the Airport.

Commercial Ground Transportation – shall mean the act of providing the carriage of persons or property to or from the airport in a Commercial Vehicle.

Commercial Ground Transportation Operator – shall mean any enterprise or person engaged in any type of Commercial Ground Transportation service.

Commercial Vehicle – shall mean any vehicle for hire other than a private vehicle.

County – shall mean Pinellas County, a political subdivision of the State of Florida.

Courtesy Vehicle – shall mean a motor vehicle operated specifically for the purpose of transporting passengers at the Airport to locations on or off the Airport as a complimentary service.

Derelict – see Abandon.

FAA – shall mean the Federal Aviation Administration.

Fees – shall mean a charge for a service or for use of a privilege at the Airport.

Fire Department – shall mean that Aircraft Rescue Fire Fighting department having jurisdiction over the Airport.

Firearm – shall mean a weapon or instrument capable of firing a missile or projectile and using an explosive charge as a propellant.

Fixed Base Operator (FBO) – shall mean an entity or individual who has executed a ground lease with Pinellas County to conduct commercial aeronautical activities at the Airport, as defined and required by the Airport's Minimum Standards, which includes the authorized right to sell and dispense fuels and oil to the public.

Fuel Farm – shall mean any portion of the Airport designated temporarily or permanently by the County as an area in which aviation or motor vehicle gasoline or any other type of aircraft fuel or fuel additives may be stored or loaded.

Fuelers – shall mean all tenants and/or operators of aircraft at the Airport who are authorized to store, handle, and dispense aircraft fuel at the Airport.

Hangar - shall mean an enclosed structure for housing aircraft or for any other authorized use or activity.

Helicopter – shall mean a rotorcraft that, for its horizontal motion, depends principally on its engine driven rotors.

Law Enforcement Officer – shall mean each Pinellas County Sheriff's Deputy assigned or dispatched to the Airport.

Lease – shall mean a written contractual agreement which gives rise to the relationship between landlord and tenant and which gives tenant the right to exclusive use, control, or possession of land or premises for a specific period.

License – shall mean a written agreement which gives permission or a privilege to provide a service at the Airport.

Licensee – a person or entity operating pursuant to a license as defined herein.

Minimum Standards – shall mean the qualifications as established herein which are the minimum requirements to be met as a condition for the privilege to conduct both commercial and non-commercial aeronautical activity at the Airport.

Motor Vehicle – shall mean any "motor vehicle" as defined by Florida law. Notwithstanding the preceding definition, all vehicles operating within the confines of the Air Operations Area (some exceptions may apply) shall be subject to same limitations and regulations governing the operation of a motor vehicle.

Movement Area – shall mean the runways, taxiways, and other areas of an airport which are utilized for taxiing/hover taxiing, air taxiing, takeoff, and landing of aircraft, exclusive of loading ramps and parking areas, that requires specific approval by the Control Tower to enter.

NFPA – shall mean the National Fire Protection Association.

Notice To Airmen (NOTAM) – A notice containing information (not known sufficiently in advance to publicize by other means) concerning the establishment, condition, or change in any component (facility, service, or procedure of, or hazard in the National Airspace System) the timely knowledge of which is essential to personnel concerned with flight operations.

Operator – shall mean an individual or entity directly controlling or maneuvering equipment, vehicles or aircraft at the Airport.

Owner – shall mean any person who holds the legal title of an aircraft or a motor vehicle or who is in lawful possession of an aircraft or motor vehicle as vendor under a conditional sales agreement or permit thereof.

Park – shall mean to let a motor vehicle or aircraft stand or stop in any location whether the operator thereof leaves or remains in such motor vehicle or aircraft.

Permit – any document executed by the Airport which grants a person or entity the right to conduct a specific activity or operation at the Airport.

Permittee – an individual or entity that holds a permit as defined herein.

Person – shall mean any individual, firm, partnership, corporation, company, association, joint stock association, or body politic, and includes any trustee, receiver, committee, assignee or other representative or employee thereof. Person includes the singular and plural whenever the context permits.

Public Areas – shall mean designated locations maintained, planned and/or open for community use.

Public Parking Facilities – shall mean all parking facilities provided for the public at the Airport.

Ramp – See Apron.

Restricted Area – shall mean any area of the Airport so designated where access or entry is prohibited or limited to authorized persons.

Retail Sale of Fuel - shall mean the sale and/or dispensing of aviation gasoline, fuels, and lubricants to a third party.

Rules and Regulations – shall mean the Rules and Regulations of the Airport, as adopted by resolution of the County and as may be amended from time-to-time.

Runway – shall mean that portion of the Air Operations Area used for the taking-off and landing of aircraft.

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

Security Identification Display Area – shall mean a portion of an airport, specified in the airport security program, in which security measures specified in this part are carried out. This area includes the secured area and may include other areas of the airport.

Self-Fueling – shall mean aircraft fueling performed by the aircraft owner or aircraft owner's employees on their owned or leased aircraft.

Solicit or Solicitation – shall mean to ask or plead for something or try to obtain something, whether, orally or in writing, directly or indirectly, actively or passively, or openly or subtly.

Taxiway – shall mean those portions of the Air Operations Area authorized or designated by the Airport Director for the surface maneuvering of aircraft, which are used in common, and are not located within leasehold areas and which may or may not be under the control of an Air Traffic Control Tower.

Taxi or Cab – shall mean any automobile that carries a person for a fare, determined by a meter and that is appropriately licensed as a taxicab by the proper governmental authority.

Tenant (Lessee) – shall mean a leaseholder of land or premises within the boundaries of the Airport or Airport Property and any of the leaseholders authorized sub-lessees.

Transportation Security Administration (TSA) – is a governmental agency of the United States of America that operates Airport checkpoints to ensure the security of the traveling public.

Ultralight Aircraft – shall mean an aircraft as defined in Federal Aviation Regulations Part 103 that is used or intended to be used for manned operation in the air by one or more occupants.

Vehicle – shall mean any device in, upon or by which a person, goods or property may be propelled, moved or drawn upon land or water, including a device moved by human or animal power, except aircraft or devices moved exclusively upon stationary rails or tracks.

Weapon – shall mean a gun, knife, blackjack, slingshot, metal knuckles, tear gas or any explosive device or any other instrument of offensive or defensive combat or of biological means that can be utilized to coerce, intimidate, injure or destroy an individual or property.

2.0 GENERAL INFORMATION

2.1 PURPOSE

Pursuant to Florida Law, prudent and proper administration of the Airport provides that rules and regulations establishing the acceptable conduct for all Airport users and governance of the Airport be adopted. The requirement to impose such rules and regulations is in the public interest. Accordingly, these Rules and Regulations shall apply to all Airport users. This requirement provides protection from irresponsible and/or unsafe operations and/or behavior.

2.2 APPLICABILITY

- A. To the extent these Rules and Regulations may conflict with prior Rules and Regulations dealing with the same subjects, these Rules and Regulations shall prevail. In the event of a conflict between the provisions of these Rules and Regulations and the provisions of any existing agreement, the provisions of the agreement shall govern unless such agreement expressly provided that these Rules and Regulations as may be amended from time-to-time shall govern.
- B. These Rules and Regulations are not intended to supersede any provision of federal, state, or local law with which they may conflict and these Rules and Regulations shall insofar as possible be interpreted to avoid any such conflict.

2.3 GENERAL RESPONSIBILITIES AND DUTIES OF THE AIRPORT DIRECTOR

2.3.1 Authority

- A. Subject to the supervision and control of the County Administrator and the Board of County Commissioners, the Airport Director shall manage and have charge of the Airport and all aviation activities over which the County has jurisdiction.

- B. When an emergency exists at the Airport, the Airport Director, or his designated representative shall be empowered to take such action as necessary to ensure the safety and welfare of persons, the protection of property, or the efficient operation or security of the airport affected by such emergency including the suspension of any airport rules and regulations.
- C. The Airport Director is authorized to seek compliance with these Rules and Regulations as allowed by law and/or as provided herein. The Airport Director or designated representative has authority to take such action as may be necessary to safeguard all persons at the Airport, and its facilities.
- D. All rules, regulations, and emergency orders shall be presumed to be lawful and valid. All such rules, regulations, and emergency orders, shall be presumed valid unless conclusively established in a court of competent jurisdiction to be improper or invalid.
- E. The Airport Director is authorized to represent the County in Airport real estate transactions in accordance with County real estate policies and procedures.
- F. The Airport Director may designate the areas of the Airport, which are to be AOA and Restricted Areas.
- G. The Airport Director may regulate the conduct of persons within the AOA, Restricted Areas, and other areas of the Airport, as necessary for the safety or welfare of persons, for the protection of property or for the efficient operation or security of the Airport.
- H. As applicable, the Airport Director shall ensure compliance with FAA, TSA, or other federal, state, and local laws as well as all ordinances, rules, and regulations governing the Airport, together with any other powers granted by the Board.
- I. The Airport Director is hereby authorized to compromise penalties and interest for late payment of any rent, fee, or payment due the Airport, so long as the amount of said penalty and interest does not exceed a maximum amount of up to Two Thousand Five Hundred and 00/100 Dollars (\$2,500.00), for any specific failure to pay timely. Any such compromises shall be provided to the County Administrator for his reporting.
- J. The Airport Director is hereby authorized additional authority that may be delegated by the County Administrator.

2.3.2 Appeal Process

Any person who deems any action taken by the Airport Director pursuant to the

authority vested in him by these rules and regulations to be irregular, unlawful, erroneous, and who is adversely affected thereby, shall have the right to appeal such action to the Board. A written appeal shall be filed with the County Administrator's Office and copy to the Board and the Airport Director setting forth the action complained of, the date of such action, and the basis for objection thereto, within ten (10) days following the date upon which the Airport Director gave notice to the person appealing, or his agents, of the action complained of; otherwise, the right of appeal provided herein shall be forfeited, and the Airport Director's actions shall be confirmed. Promptly following receipt by the County Administrator's Office of a notice of appeal conforming to the foregoing requirements, the Board shall conduct a public hearing on the appeal. The person appealing shall be given not less than four (4) days prior notice of such hearing, and shall have the right to be present at such hearing, and to be represented by counsel, and to present testimony and exhibits in support of his position.

2.4 AMENDMENT TO EXISTING RULES AND REGULATIONS

Once adopted by the Board, these Rules and Regulations shall be deemed the Rules and Regulations of the Airport. On or after the effective date of these Rules and Regulations, any reference in any Airport agreement to rules and regulations shall be deemed first to be a reference to these Rules and Regulations.

The County reserves the right to amend these Rules and Regulations from time-to-time as it determines necessary or desirable to reflect current trends of airport activity for the benefit of the general public or the operation of the Airport.

2.5 RATES, FEES, AND CHARGES

2.5.1 Establishment

Airport rates, fees, and charges shall be established by the Airport and approved by the Board. All funds are payable to the Airport. All users, operators, concessionaire, licensees, permittees, etc., of the Airport shall pay all applicable rates, fees, and charges. Except for fees established by lease, permit, operating or concession agreement, the Airport Director reserves the right, subject to Board approval or delegated authority, to increase, decrease, or otherwise amend the rates, fees and charges schedule. New Airport charges may be established from time-to-time. Accounts not paid timely shall incur overdue billing charges and could be subject to default in accordance with the provisions of the lease, permit, operating or concession agreement.

2.5.2 Schedule

All Airport rates, fees and charges are contained in Pinellas County's Master Fee Schedule approved by the Board, as may be amended from time-to-time.

2.5.3 Non-payment Remedies

1. Florida law provides for the impoundment of any aircraft and/or placing of liens on any aircraft for the collection of unpaid Airport fees and charges incurred by the aircraft owner/operator.
2. The Airport Director shall have the authority to detain any aircraft for nonpayment of any charges due the Airport or for violation of any regulations contained herein.

2.6 INSURANCE REQUIREMENTS

2.6.1 Tenants

Insurance requirements as required by the County's Risk Management Department shall be obtained by a Tenant and the Airport prior to signing a lease or other types and forms of an agreement. A business Tenant shall annually provide the Airport, without demand, a copy of the Certificate of Insurance from the Tenant's insurance agent, which identifies the Airport as an additional named insured and certificate holder. Certificates of Insurance shall be reviewed annually by the Airport.

2.6.2 Subleases

When a Tenant who is authorized to do so, subleases with another to conduct its business on the Tenant's Airport leasehold, the Tenant shall require the contracted entity to comply with all applicable Tenant's lease provisions, applicable laws, rules, regulations, and directives, etc. as well as obtaining and maintaining the same insurance conditions as outlined in the Tenant's agreement with the Airport.

2.6.3 Minimum Insurance

Insurance coverage required by the Airport represents the minimum coverage approved and required by the County. However, a Tenant may be required to purchase greater coverage to meet the scope of the Tenant's business activity and requirements of the Tenant's insurance agent and underwriters. The Tenant shall immediately correct any insurance "shortfalls", which may be amended from time-to-time. Insurance requirements are stipulated in the individual agreements, leases, contracts, and permits, and as such may be revised from time-to-time.

2.6.4 Indemnification

The County and the Airport and its director, employees, representatives, agents, and contract employees, shall be held harmless and shall not be liable for loss, loss of use, damage or injury to persons or property arising out

of any accident, incident or mishap of any nature whatsoever, or from any cause whatsoever to any individual, aircraft or property occurring on or from Airport or in the use of any facility situated on Airport Property. Tenants, licensees, permittees, and operators shall indemnify and hold harmless the Airport for any risks or occurrences that may take place upon their leaseholds.

3.0 GENERAL CONDUCT

3.1 COMPLIANCE

All persons and/or entities at or on the Airport shall comply with all applicable Federal, State and local laws, as well as the Airport Rules and Regulations.

3.2 COMMERCIAL ACTIVITY

No person or entity shall occupy or rent space; nor conduct any business, commercial activity or enterprise, or other form of revenue or non-revenue producing activity on the Airport without first obtaining a written lease, permit or other form of written agreement and authorization from the Airport unless specifically acknowledged and waived by the Airport Director.

3.3 LIABILITY

The Airport assumes no responsibility for loss, injury, or damage to persons or property by reason of fire, theft, vandalism, wind, earthquake or other acts of God, collisions, strikes, or acts of God; nor does it assume any liability for injury to persons or property while on the Airport. Additionally any person, as a condition for the use of the Airport or any of the facilities thereof, shall release, hold harmless and indemnify the County, the Airport Director and all officers and employees of the County, from any and all responsibility, liability, loss or damage resulting to it or them, or caused by or on his behalf and incident to the manner in which the Airport or its facilities shall be used.

3.4 ADVERTISING, DISPLAYS, AND COMMERCIAL SPEECH

- A. No person shall post, distribute, or display signs, banners, posters, advertisement, literature, circulars, pictures, sketches, drawings, or other forms of printed or written material in the Terminal or on Airport property without first obtaining a written contract, permit or other form of written authorization or approval from the Airport Director.
- B. No person, for a commercial purpose, shall post, distribute, or display signs, advertisements, circulars, pictures, sketches, drawings, or engage in other

forms of commercial speech without a written contract, permit or other form of written authorization and approval from the Airport Director.

3.5 COMMERCIAL PHOTOGRAPHY

No person shall take still, motion or sound motion pictures, make records or recordings of voices, or otherwise at the Airport for commercial purposes without written permission from, and in a manner authorized by, the Airport provided, however, that this regulation does not apply to bona fide coverage by the news media conducting their business in authorized areas.

3.6 SOLICITATION

No person shall solicit for any purpose on Airport property.

3.7 OBSTRUCTION OF AIRPORT USE AND OPERATIONS AREAS

No person shall obstruct, impair or interfere with the safe, orderly, and efficient use of the Airport by any other person, vehicle or aircraft.

3.8 PICKETING, MARCHING, AND DEMONSTRATION

No person will engage in picketing, marching, and demonstration activities for any political, religious or other reason without first having obtained written approval from the Airport Director. If granted, such written authorization shall specify the area of the Airport on which picketing, marching, or demonstrating shall be permitted, the date and time such activity shall be permitted, and any other conditions that the Airport Director may deem necessary for the safety of persons and property or for the efficient operations and security of the Airport. The approval process herein shall comply with all federal, state and local laws and shall be administered in accordance with the permit review process adopted by the Airport Director.

All such activities will be conducted:

- A. In the peaceful and orderly manner contemplated by law, without physical harm, molestation, threat or harassment of any person, without obscenities, any violence, any breach of the peace, or other unlawful conduct whatsoever.
- B. Without obstructing the use of the Airport by others and without hindrance to or interference with the proper, safe, orderly and efficient access to and operation of the Airport and activities conducted thereupon.
- C. In compliance with all Federal, State and local laws, as well as the Airport Rules and Regulations and pursuant to the concerns and directives of the Airport Director.

3.9 OTHER LAWS

All applicable local, state and federal laws, rules and regulations now in existence or hereafter promulgated, are hereby adopted by reference as part of the Rules and Regulations of the Airport to the extent that the respective law, rule and/or regulation applies in the particular instance.

3.10 DAMAGE INSPECTION

At the earliest opportunity, a damage inspection of any Airport facilities involved in an accident or incident shall be made by the Airport Director or his representative and the aircraft or vehicle owner or operator to determine the extent of damages to the field, facilities, or buildings of the Airport or otherwise. Damages so sustained will be assessed by Airport Operations as a claim against the owner and/or operator of the aircraft or vehicle.

3.11 RESPONSIBILITY FOR DAMAGES

Any person causing damage to, or destroying Airport property of any kind, including buildings, fixtures, or appurtenances, shall be fully liable to the Airport for repair of any such damage. The failure to immediately pay for any such damage or necessary repair may result in the temporary or permanent termination of any and all privileges to operate, to enter or have access at the Airport. Any and all such damage and/or destruction shall be reported immediately to Airport Operations.

3.12 ACCIDENT REPORTS

Any person involved in any accident, occurring anywhere on an Airport shall report it to Airport Operations as soon as possible after the accident.

3.13 COMPLIANCE WITH SIGNS

The Airport Director may post signs anywhere upon Airport Property to put the users thereof on notice of matters contained herein and as to any emergency orders promulgated hereunder. All individuals shall observe and obey all posted signs, fences, and barricades governing activities and/or demeanor of the respective individual while at the Airport.

3.14 USE AND ENJOYMENT OF PREMISES

A. No individual or entity singularly or in association with others, shall prevent any other individual(s) lawfully entitled thereto from the use and enjoyment of the Airport and its facilities or any part thereof, or prevent any other individual(s) lawfully entitled thereto from free and unobstructed passage from place-to-place, or through entrances, exits or passageways on the Airport.

- B. It shall be unlawful for any individual to remain in any public area, place or facility at the Airport in such a manner as to hinder or impede the orderly passage in or through or impede the normal use of such area, place, or facility.
- C. No individual shall commit any disorderly, obscene, or indecent act nor commit any nuisance or abandon property.
- D. No individual shall throw, shoot, or propel any object in such a manner as to interfere with or endanger the safe operation of any aircraft or vehicle at the Airport.
- E. No person shall use profane or abusive language towards any patron or employee at the Airport.
- F. No individual shall knowingly or willfully make any false statement or report to the Airport or its authorized representative.

3.15 ENVIRONMENTAL POLLUTION AND SANITATION

To the maximum extent possible, each individual or entity while on the Airport shall limit activities thereon in such a manner as not to cause littering or any other form of environmental pollution.

- A. No individual or entity shall litter, dispose of garbage, papers, refuse, or other form of trash including cigarettes, cigars, and matches, except in receptacles provided for such purpose.
- B. No individual or entity shall dispose of any fill or building materials or any other discarded or waste materials on the Airport except as approved in writing by the Airport Director and no liquids shall be placed in storm drains or the sanitary sewer system at the Airport which will damage such drains or system or will result in environmental pollution passing through such drain or system.
- C. Any solid or liquid material, of an environmentally sensitive or hazardous nature which may be spilled at the Airport, shall immediately be cleaned up by the person responsible for such spillage and reported immediately to Airport Fire Department and in no case shall any refuse be burned at the Airport.
- D. No person shall unnecessarily, or unreasonably, or in violation of law, cause any smoke, dust, fumes, gaseous matter or particular to be emitted into the atmosphere or be carried by the atmosphere.

- E. Any person discarding chemicals, paints, oils or any products which may not be discarded in a routine manner will adhere to all applicable state, local, and federal laws and regulations.
- F. All persons shall fully comply with the Airport Storm Water Pollution Prevention Plan (SWPPP) and National Pollutant Discharge Elimination System (NPDES) Permit.
- G. All outdoor trash or garbage containers shall be covered. Such containers shall be located only in those areas approved for such use by the Airport Director.
- H. All operators using commercial trash receptacles shall be responsible for the cleanliness of the trash collection site.
- I. All vehicles used for hauling trash, dirt, or other refuse materials on the Airport shall be constructed so as to prevent their contents dropping, shifting, leaking, or escaping.

3.16 ANIMALS

- A. Except for animals that are to be or have been transported by air and properly confined for air travel, no person shall permit any animal under his or her control or custody to enter the Terminal unless properly confined and in direct control of an adult/owner, with the exception of police and service animals.
- B. No person other than in conduct of official duties, shall hunt, pursue, trap, catch, injure or kill any animal at the Airport.
- C. No person shall feed or perform any other act to encourage the congregation of birds or other animals at the Airport.
- D. No person shall fish or boat from, on, or in any ponds or other bodies of water located on Airport Property.
- E. Animals shall be allowed to the extent mandated by applicable law, including "service animals" pursuant to the Americans with Disabilities Act.

3.17 FIREARMS AND WEAPONS

Firearms and weapons shall be governed in accordance with applicable federal and state laws.

3.18 LOITERING

No person shall loiter on any part of the Airport or in any building on the Airport. Any person who shall refuse to comply with a proper request by a Law Enforcement Officer to leave the Airport shall be regarded as having committed criminal trespass and will be subject to arrest.

3.19 PRESERVATION OF PROPERTY

- A. No person may destroy, injure, deface or disturb any building, sign, equipment, marker, or other structure, tree, flower, lawn, and/or other tangible property on the Airport.
- B. No person shall travel upon the Airport other than on roads, walks or other marked rights-of-way provided for such specific purpose.
- C. No person shall alter, add to, or erect any building or sign on the Airport or make any excavation on the Airport without prior expressed written approval from the Airport Director.
- D. Any person causing or being responsible for injury, destruction, damage, or disturbance at the Airport shall be liable for same and shall immediately report such incident to Airport Operations.

3.20 LOST, FOUND, AND ABANDONED PROPERTY

- A. Any person finding a lost article(s) in public areas of the Airport shall turn it over to Airport Operations. Articles unclaimed by their proper owner within ninety (90) days thereafter shall, upon request be turned over to the finder in accordance with the law. Nothing in this paragraph shall be construed to deny the right of Airport tenants to maintain "lost and found" services for property of their patrons, invitees or employees. Articles to which the owner or finder is not entitled to lawful possession shall be forfeited to the Airport for disposal in accordance with the provisions of then applicable Florida Statutes.
- B. No person shall willfully abandon any personal property on the Airport. Intentional leaving of any unattended item for distribution is prohibited and shall be considered an abandoned item, and disposed of by the Airport Director.
- C. Any property which has been determined by the Airport to be abandoned will be removed, stored, and/or disposed of at the Owner's expense and in accordance with applicable law.

3.21 ALCOHOLIC BEVERAGES

No person may consume alcoholic beverages in any area of the Airport terminal other than those areas designated by the Airport for the sale and/or consumption of alcohol.

3.22 SMOKING PROHIBITED

Pursuant to the Florida Clean Indoor Air Act, smoking is prohibited inside all areas of the Airport terminal building.

3.23 RESTRICTED AREAS

No person shall enter any secured area, Security Identification Display Area, or any other restricted area of the Airport or Terminal identified as being closed to the public, except a person in compliance with one or more of the following procedures:

- A. Persons who enter in accordance with security clearance pursuant to the Airport Security Program established by the Airport and authorized by the Transportation Security Administration (TSA) or;
- B. Persons assigned duties on the AOA or other restricted areas and bearing an Airport approved identification badge, or;
- C. Employees or authorized representatives of the Airport or other federal, state or local governmental agencies having proper business on the AOA or restricted areas and bearing Airport approved identification media or under direct escort of an authorized Airport representative or Airport tenant who is validly badged in accordance with the Airport Security Program, or;
- D. Passengers under appropriate supervision of an Air Carrier or authorized Airport personnel entering upon the aircraft apron for the purpose of enplaning or deplaning an aircraft.
- E. Passengers that are subject to passenger screening by the TSA may be authorized access to the sterile area.

3.24 AIRPORT SECURITY

- A. All Tenants shall observe proper security procedures as required by the Airport and Transportation Security Administration (TSA).
- B. Tenants shall restrict their employees, agents, customers, guests, or licensees from entering upon any restricted area of the Airport. In the event Tenant's employees, agents, customers, guests, or licensees require access

to restricted areas of the Airport, Tenants shall provide authorized security escorts as required by these Rules and Regulations and the Airport Security Program.

- C. Tenants, licensees, permittees and/or operators shall be responsible for any of the above listed person's violation(s) of these Rules and Regulations or the Airport Security Program.

3.25 TAMPERING WITH AIRPORT FACILITY EQUIPMENT

- A. Unless authorized by law, no person shall willfully tamper, alter, move, or otherwise affect any security device, sign, CCTV camera, personal identification pad coding box, electromagnetic locking device or other such implement, or perimeter fence gate or gate tracking device. No person may place any object along the Airport perimeter fence or at any location that would aid in climbing or obscuring visibility of the fence line.
- B. Unless authorized by law, no person shall willfully activate any security device or security alarm, when no threat to security or emergency condition exists.
- C. Any person inadvertently activating a security alarm or other device shall remain at the location of the activation until law enforcement or other Airport security representatives arrive, determine the cause of the activation, and verify the individual's authority to access that portion of the Airport.

3.26 TENANT IMPROVEMENTS AND MODIFICATIONS

- A. No tenant shall modify, repair, or expand any equipment or buildings owned by the Airport, nor shall any expansion, repair or changes of mechanical, electrical, electronic, or plumbing equipment be made without specific approval in writing from the Airport Director. At the termination or expiration of the lease, all changes and improvements by the tenant shall become a part of the leasehold property and revert to County ownership, unless easily removed. Exceptions may be granted upon written application of the leaseholder to the Airport. This shall include all present and future leaseholders, who now, or may ever operate a business or use space owned by the County.
- B. No tenant or person may move or install any signs, displays, banners, posters or other written material without prior written approval from the Airport Director.

4.0 AERONAUTICAL OPERATIONS

4.1 GENERAL REGULATIONS

4.1.1 Compliance

- A. All aeronautical activities at the Airport shall be conducted in conformity with applicable regulations of the FAA, TSA, or any successor agency, applicable directives of the Airport, Control Tower, and these Rules and Regulations.
- B. The Airport Director is hereby responsible for ensuring both federal compliance and approval of all leases whether they are aviation oriented, industrial, or recreational, prior to consideration by the Board or as delegated.

4.1.2 Hold Harmless

Aircraft owners, pilots, agents or their duly authorized representatives will release the Airport, the County and/or its employees, of and from liability for any damage which may be suffered by any aircraft and/or its equipment for any personal injury or death.

4.1.3 Interference with Aircraft

No person may throw, shoot, or propel any object, or create glare or other visual disturbance, including but not limited to laser pointers, in such a manner that might interfere with pilots and endanger aircraft operations.

4.1.4 Negligent Operations Prohibited

- A. No person may operate aircraft at the Airport in a reckless or negligent manner, in disregard to the rights and safety of others, without due caution and circumspection or at a speed or in a manner which endangers, or is likely to endanger, persons or property. Further, no person shall operate aircraft constructed, equipped or loaded in such a manner as to endanger, or to be likely to endanger persons or property.
- B. All persons using the Airport will be held liable for any property damage to the Airport as set forth herein. Any aircraft operated so as to cause such property damage may be retained in the custody of the Airport who may lien said aircraft until all charges for damages are paid. Any person liable for such damage will indemnify fully and individually save and hold harmless the Airport, County, and/or its' Board, and its employees from claims, liabilities, and causes of action of every kind, character and nature and from all costs and fees, including attorney's fees, connected therewith, and from the expenses of the investigation thereof.

4.1.5 Denial of Use of Airport

The Airport Director or designee has the right at any time to close the Airport, or any portion thereof, to air traffic, to delay or restrict any flight or other aircraft operation, and to deny the use of the Airport or any portion thereof when necessary to avoid endangering persons or property. Upon approval by the FAA, the Airport Director or designee shall have the right to temporarily close the Airport for special events (e.g. air shows, etc). In the event the Airport Director or designee believes the condition of the Airport to be unsafe for landings or take offs, it will be within their authority to issue, or cause to be issued, a Notice to Airmen closing the Airport or any portion thereof.

4.1.6 Aircraft Accidents and Incidents

The operator of any aircraft involved in an accident on the Airport, regardless of whether it results in personal injury or property damage, must, independently notify the Airport and make a prompt and complete report concerning same, in addition to all other reports required by other agencies.

4.1.7 Disabled Aircraft

Subject to compliance with appropriate Federal Aviation Regulations, the aircraft owner will be responsible for the prompt removal of all disabled aircraft and parts of such aircraft at the Airport as reasonably directed by the Airport Director or designee. In the event of the owner's failure or refusal to comply with such directions, the disabled aircraft or any and all parts thereof may be removed by the Airport Director at the owner's expense and without liability for damage which may result from such removal.

4.1.8 Tampering with Aircraft

No person shall interfere or tamper with any aircraft or put in motion such aircraft, or use or remove any aircraft, aircraft parts, instruments, or tools without the express written permission of the owner thereof to do so.

4.1.9 Cleaning, Maintenance, and Repair of Aircraft

No person shall clean, paint, wash, polish, or otherwise maintain an aircraft, other than in areas approved and in the manner designated by the Airport Director or designee.

4.1.10 Certification of Aircraft and Licensing of Pilots

As required by the FAA, all aircraft operating at the Airport shall display on board the aircraft a valid Airworthiness Certificate as required and issued by

the FAA or appropriate foreign government and shall display on the exterior of the aircraft a valid registration number issued by the FAA or appropriate foreign government. All persons operating aircraft on the Airport shall possess an appropriate certificate or license, issued by the FAA or appropriate foreign government. Upon request of the Airport Director or designee the aircraft operator shall produce an operator's license and airworthiness certificate.

4.1.11 Reporting Number of Commercial Airline Take-Offs

Commercial airlines, as a condition precedent to their right to use and occupy the Airport, shall furnish the Airport Director on or before the seventh of each month a report, duly certified as true and correct by the person having official custody of their local records of same, of the number of its flights, including the type of aircraft which have taken off from the Airport during the preceding month, together with the number of passengers enplaning on and deplaning from said flights.

4.1.12 Registering of Aircraft

Personal and company owned aircraft based at the Airport shall be registered by the owner(s) with a FBO or, if applicable, the duly-authorized lessee of airport property where the aircraft is customarily kept, provided that this shall not apply to regular airline aircraft, the United States government, or state-owned and operated aircraft.

4.1.13 Foreign Object Debris

In the interest of public safety, all tenants and personnel authorized and having access to aprons and ramps shall keep same clear of foreign object debris (FOD) by collecting and disposing of debris in covered containers to prevent potential engine intake or damage to aircraft.

4.2 AIRPORT OPERATIONAL RESTRICTIONS

4.2.1 Air Operations Areas (AOA) and Secured Areas.

No person may enter the AOA and Secured Areas of the Airport except:

- A. Persons assigned to duty thereon and entering in accordance with security clearance pursuant to the Airport Security Program or authorized by the Airport in accordance with TSA badging requirements;
- B. Passengers who, under appropriate supervision, enter upon the aircraft apron for the purposes of enplaning or deplaning an aircraft; and

C. Persons escorted pursuant to the Airport Security Program established or authorized by the Airport.

4.2.2 Aircraft Operational Restrictions

Except to the extent prohibited by applicable Federal Aviation Regulation(s), when necessary to avoid endangering persons or property, the Airport Director or designee shall have the authority to designate or restrict the use of runways or other operational areas at the Airport through the issuance of a Notice to Airmen.

4.3 AERONAUTICAL ACTIVITIES REQUIRING PRIOR AIRPORT APPROVAL

4.3.1 Ultralight Aircraft

No ultralight aircraft shall operate on the Airport without prior written authorization from the Airport Director. Ultralight operations approved by the Airport Director must meet all requirements contained in Federal Aviation Regulation Part 103.

4.3.2 Testing of Experimental or Home-Built Aircraft

No experimental and/or home-built aircraft, as defined in 14 CFR 21.191, shall operate on the Airport without prior written authorization from the Airport Director. Experimental and/or home built aircraft operations approved by the Airport Director must meet all requirements contained in Federal Aviation Regulation Part 21.

4.3.3 Glider Operations

No glider operations shall operate on the Airport without prior written authorization from the Airport Director. Glider operations approved by the Airport Director must meet all requirements contained in Federal Aviation Regulations Part 91.

4.3.4 Unmanned Aerial Vehicles

No unmanned aerial vehicles shall operate on the Airport without prior written authorization from the Airport Director.

4.3.5 Kites, Models, Balloons, and Rockets

No kites, model airplanes, tethered or non-tethered balloons, rockets or other objects constituting a hazard to aircraft operations shall operate on or within the vicinity of the Airport without prior written authorization from the Airport Director.

4.3.6 Skydiving

No parachute jumping or skydiving shall be permitted without prior approval from the Airport and Control Tower authorizing the specific jumping and imposing conditions on such jumping at a designated drop zone. All parachute operations must meet or exceed all requirements contained in Federal Aviation Regulations Part 105.

4.4 PROHIBITED AERONAUTICAL OPERATIONS

All Airplane banner towing operations from or on the Airport are prohibited.

4.5 AIRCRAFT NOISE ABATEMENT PROCEDURES

4.5.1 Noise Emission Standards

Notwithstanding any waiver or exemption the FAA may grant to operators requesting same, aircraft not meeting Federal Aviation Regulations Part 36, Noise Emission Standards, are prohibited from landing or taking off at the Airport.

4.5.2 Air Carrier Noise Abatement Procedures for Arrivals and Departures

A. Arrival Procedures

The following voluntary noise abatement procedures have been approved and published for use by the FAA:

Runway 18L – when in use and weather minimums permit, arriving aircraft are strongly encouraged to utilize the following established noise abatement procedures:

- 1.) VOR/DME-B - available 24 hours daily; must request approach procedure on initial contact with Tampa Approach Control.
- 2.) North Bay Visual – available during daylight hours between official sunrise and sunset, when the Control Tower is in operation; must request approach procedure on initial contact with Tampa Approach Control.
- 3.) RNAV (GPS)-A – available 24 hours daily; must request the approach procedure on initial contact with Tampa Approach Control.

B. Departure Procedures

The following voluntary noise abatement procedure has been approved and published for use by the FAA:

Air carriers departing Runways 18L and 36R will be assigned the St. Pete Four standard instrument departure procedure by the Control Tower.

- C. To the extent practicable, air carriers should avoid the scheduling of air carrier and cargo flights during the Airport's "Voluntary Quiet Window" between the hours of 11:00 p.m. and 6:00 a.m. local time daily.
- D. The following operations are strongly discouraged between the hours of 11:00 p.m. – 7:00 a.m. local time daily, unless otherwise pre-approved by the Airport Director or his representative:
 - 1.) "Touch-and-go" takeoffs and landings
 - 2.) Practice instrument approaches
 - 3.) Engine ground run-ups for routine maintenance purposes

4.6 AIRCRAFT GROUND RULES

4.6.1 Aircraft Parking

- A. No person shall park an aircraft in any areas on the Airport except in those areas so designated and in the manner prescribed, by the Airport. If any person uses an unauthorized area for aircraft parking, the aircraft so parked may be removed by or at the direction of the Airport at the risk and expense of the owner thereof.
- B. No aircraft shall be left unattended on the Airport unless it is in a hangar or adequately locked and tied down.
- C. No aircraft shall park so as to block access between a fire lane and building.
- D. Articles left in aircraft are the sole responsibility of the aircraft owner/pilot. Theft or vandalism of said articles are not the Airport's responsibility.

4.6.2 Starting and Running Aircraft Engines

No person may run an engine of an aircraft parked on the Airport in a manner that could cause injury to persons, damage to property or endanger the safety of operation on the Airport.

Engine run-ups for aircraft maintenance or purposes other than pre-flight are strongly discouraged and will be conducted in designated areas and during designated hours prescribed by the Airport.

4.7 FUELING OPERATIONS AND SPILL PROTECTION

4.7.1 General

- A. Fuel Sales. Only the Airport and duly authorized Fixed Base Operators shall be permitted to engage in the sale of aviation fuel and lubricants to the public at large at the Airport. The sale and dispensing of aviation fuel and lubricants by a FBO shall be subject to the FBO lease or other agreement, the Airport Minimum Standards, and these Airport Rules and Regulations.
- B. Self-Service and Self-Fueling. Each Tenant has the right to service an Aircraft that is owned by the Tenant or under the Tenant's exclusive operational control as defined by FAA Order 5190.6B, as may be amended. The right to self-service includes the right to Self-Fuel. In order to engage in Self-Fueling, a Tenant must seek and obtain a Self-Fueling Permit from the Airport. Self-fueling shall be subject to the Self-Fueling Permit, the Airport Minimum Standards, as applicable, and these Airport Rules and Regulations.
- C. Limitations on Self-Fueling. Non-Tenants are not permitted to Self-Fuel. For example and without limitation, the Airport does not recognize co-ops, flying clubs and hangar associations to be the Owner of an Aircraft or to possess exclusive operational control of an Aircraft, and each such entity therefore is not permitted to Self-Fuel. Companies engaged in fractional aircraft ownership operations pursuant to 14 C.F.R. Part 91 may be the Owner of an Aircraft or possess exclusive operational control of an Aircraft, and may be permitted to Self-Fuel.
- D. Commercial Self-Service Fueling. The Airport prohibits commercial self-service fueling at the Airport in the interest of safety and environmental protection.
- E. Definitions. For purposes of this Section 4.8, "Fueller" shall refer to a Tenant at the Airport that is permitted to store, handle and dispense fuel, whether for sale to the public at large or for purposes of Self-Service Fueling. "Permittee" for the purposes herein, shall refer to the owner or exclusive operator of an Aircraft authorized to Self-Fuel pursuant to a Self-Fueling Permit.

4.7.2 Fuel Flowage Fee

- A. Fuelers shall be responsible for payment of a Fuel Flowage Fee to the Airport at the prevailing rate and calculated upon the amount shown on delivery tickets and/or invoices of all fuel delivered to the Fueler.
- B. Fuelers shall furnish to the Airport copies of all delivery tickets and/or invoices for fuel delivered to Fueler on or before the 10th day of each month for the preceding month's deliveries. Such delivery tickets and/or invoices shall be accompanied by an accurate monthly statement indicating the respective gallonage of such products furnished by the suppliers to the Fueler for storage at the Airport. Upon receiving an invoice from the Airport for Fuel Flowage Fees, the Fueler shall remit payment to the Airport within ten (10) days of the receipt of the invoice. Fueler shall maintain records of all delivery tickets and/or invoices for the fuel delivered to Fueler for a two (2) year period. The delivery tickets and/or invoices shall be subject to examination by the Airport at reasonable times during ordinary business hours. In instances of discrepancy, Fueler will be responsible for the unpaid balance, the cost of the audit and penalty fees equal to 10% of the unpaid balances of the Fuel Flowage Fees.

4.7.3 Fueling Operations

- A. Fuelers shall observe and comply with all applicable federal, state, and local laws, ordinances, rules and regulations regulating the storage, handling, and dispensing of aviation fuel at the Airport.
- B. Fuelers shall comply with all applicable FAA guidelines and Advisory Circulars currently applicable and as amended.
- C. Fueling operations shall be conducted in accordance with all applicable guidelines of the National Fire Protection Association (NFPA), the American Society of Testing Materials (ASTM) and the American Petroleum Institute (API).
- D. No Aircraft shall be fueled while one or more of its engines are running, except when accomplished under procedures approved by the FAA and consistent with proper safety procedures.
- E. All fueling operations shall be conducted at least fifty (50) feet from any hangar or building, and fueling trucks must be pointed away from fueled Aircraft and have a clear route of egress in the case of emergency.
- F. Trained personnel shall be present during the entire fueling operation of an air carrier aircraft in accordance with 14 C.F.R. Section 139.321.

- G. No aircraft shall be fueled or defueled while inside any building, hangar, or enclosed space.
- H. No air carrier aircraft shall be fueled or defueled while passengers are on board, unless a passenger loading bridge, ramp, or portable air stairs, is in place at an open and manned cabin door and an Aircraft Rescue Fire Fighting (ARFF) vehicle is standing by the aircraft. Only persons authorized by the air carrier or Airport Operations, in pursuit of official duties, shall be permitted in the immediate vicinity of an aircraft while the aircraft is being fueled or drained of fuel.
- I. No person shall engage in an aircraft fueling or fuel draining operation without proper fire extinguishing equipment readily accessible at the point of fueling or fuel draining operation. Fuel service personnel shall be trained in the use of appropriate fire extinguishing equipment.
- J. No person shall start any engine of an aircraft if there is any flammable or combustible liquid or other volatile fluid on the ground within fifty (50) feet of the aircraft. Smoking or the lighting of an open flame or any source of ignition is prohibited within fifty (50) feet of any fueling operation.
- K. All fueling and fuel draining operations shall be suspended during lightning disturbances within a five (5) mile vicinity of the Airport.
- L. All fuel dispensing equipment, hoses, funnels, or apparatus used in fueling or draining fuel from an aircraft, shall be maintained in good condition and be properly grounded in accordance with FAA and NFPA guidelines.
- M. Fuelers shall ensure operation of all fuel dispensing equipment, hoses, funnels or apparatus used in fueling or draining fuel from an aircraft, pursuant to and in compliance with the Federal Water Pollution Control Act and shall prepare and file with the Environmental Protection Agency (EPA) a Spill Prevention Control and Countermeasure Plan.
- N. Fuelers shall provide for the adequate handling and disposal of all trash, waste, petroleum products, and other hazardous materials, including but not limited to, used oil, solvents, and other waste in accordance with federal, state and local laws.
- O. Motor vehicles and other equipment shall be fueled on the Airport only from approved locations and dispensing devices.
- P. Fuelers shall provide pumps for dispensing aviation fuels from a fixed location or dispensing truck. These pumps shall be equipped with

metering devices that meet all safety standards of the aviation fueling industry and the FAA. The metering devices must be inspected, checked, and certified by appropriate state and local agencies.

- Q. No fuel vehicle designed for, or that is employed in the transportation of fuel, shall be operated on a taxiway or runway at any time without express prior permission from Airport Director to operate that vehicle at that place and time.
- R. Only those fueling vehicles that are actively engaged in fueling air carriers are permitted to temporarily park on the terminal ramp. Fueling vehicles are authorized to park on the terminal ramp no earlier than one hour prior to the scheduled aircraft arrival time and shall be removed from the terminal ramp immediately following its departure. The number of fueling vehicles permitted to park in designated areas on the terminal ramp shall be determined and assigned by Airport Director.
- S. All fueling vehicles shall be identified by the type of fuel and fuel octane when applicable, in addition to any other marking or placards required by federal, state, or local law.

4.7.4 Fuel Storage Facilities

- A. The storage of aviation fuel is permitted only in the Airport Fuel Farm or such other area(s) of the Airport as may be designated by the Airport Director. No other method of fuel storage shall be permitted at the Airport.
- B. Each Fueler is required to maintain a fuel storage facility, within the Airport Fuel Farm or other authorized location, with a minimum capacity of 10,000 gallons or such other minimum capacity as may be prescribed by the Airport Minimum Standards, whichever is greater.
- C. Construction or alteration of fuel storage facilities shall be approved in writing by the Airport Director in his sole discretion, and shall meet all safety standards of the aviation fueling industry and the FAA.
- D. Aviation fuels shall be stored in fuel storage facilities constructed and maintained in compliance with all federal, state, and local laws.
- E. All fuel storage facilities, which contain fuel, should be identified by the type of fuel and fuel octane when applicable in addition to any other marking or placards required by federal, state or local law.
- F. Fuelers shall inspect and maintain fuel storage facilities and equipment in accordance with all applicable laws and regulations.

- G. Newly constructed or installed fuel storage facilities shall be subject to inspection by the Airport prior to use for fuel storage.
- H. A Fueler authorized to receive, store, and dispense aviation fuels shall have adequate procedures for sampling and testing of fuels. All tests and test schedules shall be performed in accordance with applicable regulations. Fuelers are solely responsible for ensuring the quality of the fuel.
- I. At least fourteen (14) days before beginning use of a fuel storage facility, Fueler shall provide to the Airport a written copy of its fueling operation plan addressing proper fueling procedures, training of personnel, quality assurance and quality control procedures, record keeping, marking and labeling of fueling equipment and the fuel storage facility, and emergency response procedures. Fueler shall also provide to the Airport a Spill Prevention, Control and Countermeasure Plan ("SPCC Plan") that meets all applicable regulatory requirements for fuel storage and fueling activities. An updated fueling operation plan and SPCC Plan must be submitted at least fifteen (15) days prior to any planned change in operation.

4.7.5 Inspections

The Airport and other appropriate governmental agencies may inspect a Fueler's fuel storage facilities, dispensing equipment, and vehicles from time-to-time to ensure compliance with all safety standards. A record of those inspections shall be retained by Fueler for at least twenty-four (24) months. When discrepancies are noted, Fueler shall immediately take corrective action to remedy the situation. The failure to take corrective action to remedy the situation may result in the termination of any and all privileges to operate at the Airport. A written report of corrective actions taken shall be submitted to the Airport Fire Chief within fourteen (14) days of the observed discrepancy.

4.7.6 Fuel Spills

- A. Fuelers shall provide adequate procedures to limit fuel spills and shall develop fuel spill contingency plans including notification and clean-up procedures in its SPCC Plan.
- B. Fuelers shall maintain an adequate supply of fuel absorbent materials readily available to respond in the event of a fuel spill.
- C. In the event of a fuel spill, the following safety procedures will be followed:

- 1.) Airport Fire Department shall be notified immediately.
- 2.) Fueler shall take immediate action to begin clean-up operations, which shall include the prevention of fuel from entering any storm or silt trench drain.
- 3.) In the event of spillage, fuel delivery devices and other vehicles shall not be moved or operated in the vicinity of the spill until the spillage is removed. A fireguard shall be promptly posted at any such spillage site.
- 4.) All contaminated absorbent material shall be placed in metal containers and disposed of by the responsible party in an approved manner.
- 5.) Where spills occur that are larger than Fueler can adequately handle, Fueler must obtain the clean-up services of an approved hazardous material contractor. ARFF will coordinate the recovery operations and insure the safe handling of residual fuel after recovery.
- 6.) In the event that a fuel spill exceeds 25 gallons or makes its way into a waterway, Fueler shall report the spill to the Florida Division of Emergency Management - State Warning Point.
- 7.) Fueler shall be liable for all costs associated with the control, containment, clean-up, disposal, and any damages that result from the spill or clean-up operations. If Fueler fails to promptly undertake remediation activities in response to a spill or discharge, the Airport may but is not obligated to perform such remediation. Any costs incurred by the Airport associated with assessment and clean-up of the spill will be paid by Fueler.

4.7.7 Self-Fueling Permit

- A. No person shall engage in Self-Fueling unless and until a Self-Fueling Permit authorizing such activity has been obtained from the Airport.
- B. To obtain a Self-Fueling Permit, an applicant must provide evidence of ownership or exclusive operational control, as evidenced by a lease agreement or similar document, for every aircraft for which Self-Fueling privileges are requested.
- C. In addition to the above, to obtain a Self-Fueling Permit, an applicant must provide evidence that it is a Tenant at the Airport pursuant to a lease or sub-lease and, in the event the applicant is a sub-lessee, must

further provide evidence that the lessee expressly has authorized the applicant to Self-Fuel on the leasehold.

- D. Permittee shall procure and deliver to the Airport, with the application for a Self-Fueling Permit, a current, original Certificate of Insurance acceptable to the Airport showing insurance coverage for the duration of the Self-Fueling Permit for at least the amounts specified by the County's Risk-Management Department. All insurance policies shall name the Airport as an additional insured, and, shall not be subject to cancellation or change except after thirty (30) days prior written notice of such cancellation or change to the Airport by the carrier.
- E. The term of a Self-Fueling Permit shall be month-to-month and subject to renewal on an annual basis.
- F. Permittee may only fuel Aircraft identified on the Self-Fueling Permit. No other Aircraft may be fueled by Permittee.
- G. Permittee shall ensure that only persons employed by Permittee are involved in dispensing fuel. Permittee may be required to show proof that the person fueling an Aircraft is an employee of Permittee (such as by providing a copy of the employee's W-2 Statement). Permittee shall train personnel involved in dispensing fuel in accordance with federal, state, and local law and guidelines governing such activity. Permittee shall provide documentation verifying all certification and required recurrent training to the Airport before Self-Fueling activities may take place. Permittee shall submit to the Airport evidence of training in safety procedures received by each person who will conduct aviation fuel dispensing operations.
- H. Permittee shall dispense aviation fuel only on Permittee's leasehold.
- I. Permittee shall not park fueling vehicles overnight at the Airport without written authorization by the Airport Director.
- J. Permittee may terminate the Self-Fueling Permit upon ten (10) days written notice to the Airport.
- K. The Airport may revoke the Self-Fueling Permit upon ten (10) days written notice to the Permittee for any of the following reasons:
 - 1. Non-compliance with any of these Airport Rules and Regulations, the Airport Minimum Standards, and/or County Ordinances.
 - 2. Failure to maintain the required insurance.
 - 3. Failure to pay any part of the Fuel Flowage Fees due after such payments become due and payable to the Airport.

4. Failure to repair any damage to the fuel storage facility within the time specified by the Airport.
 5. Fueling an Aircraft that is not listed on the Self-Fueling Permit.
 6. Aircraft fueling by individuals who are not employees of Permittee.
 7. Permittee discontinuing fueling operations for a period of thirty (30) days.
 8. Any safety or environmental incident or violation.
- L. Permittee shall have the opportunity to appeal the revocation of a Self-Fueling Permit in accordance with Section 2.3.2 of these Airport Rules and Regulations. Upon revocation, Permittee may not reapply for a Self-Fueling Permit for a period of one (1) year. Revocation after a second violation shall result in Permittee being ineligible to reapply for a Self-Fueling Permit.
- M. Permittee shall agree to assume liability in connection with fuel storage, handling and dispensing, and to indemnify, hold harmless and defend the Airport, on terms prescribed by the Self-Fueling Permit.
- N. A Self-Fueling Permit is not assignable or transferable. Permittee shall not enter into any agreement to transfer any of Permittee's privileges under the Self-Fueling Permit whereby other persons share in the privileges or services authorized by the Self-Fueling Permit.

5.0 MOTOR VEHICLES

5.1 GENERAL TRAFFIC RULES

5.1.1 Authority

All vehicles operating on Airport property will be in compliance with all applicable federal and state laws, and municipal ordinances, including the Florida Uniform Traffic Control Law and these Airport Rules and Regulations.

5.1.2 Discharge of Material

- A. No person will operate an uncovered vehicle to haul trash, dirt or any other material on the Airport without prior permission from the Airport.
- B. No person may spill or discharge any type of material from any vehicle operated on the Airport.

5.1.3 Traffic Signs and Signal Devices

Failure to comply with the directions indicated on all Airport authorized signs, markers or devices erected or placed in accordance herewith, will be a violation of the Rules and Regulations and of the applicable provisions of the Florida Uniform Traffic Control Law.

5.1.4 Yielding Right-of-Way

The operator of any vehicle shall yield the right-of-way to a pedestrian who crosses at a marked pedestrian crosswalk, except where the movement of traffic is being otherwise actively regulated by on site Law Enforcement Officers, Airport Traffic Specialists, or traffic control devices. The driver of a vehicle must always exercise due care of the safety of any and all pedestrian(s).

5.1.5 Vehicle Condition

No person shall operate anywhere upon the Airport premises in any motor vehicle which is constructed, equipped or loaded, or which is in such unsafe condition as to endanger any persons or any property, or which has attached thereto any object or equipment (including that which is being towed) which drags, swings, or projects, so as to be hazardous to any person(s) or any tangible property.

5.1.6 Closing or Restricting Use of Airport Roadways

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

5.1.7 Storing, Parking, or Repairing Vehicles

No motor vehicle may be stored, parked, or repaired in any area except for those areas designated by the Airport for such uses. Exceptions may be granted by the Airport Director or designee for minor repairs necessary with respect to a temporarily disabled vehicle.

5.1.8 Vehicle Inspections

Any vehicle entering the Airport will be subject to inspections in accordance with federal regulations.

5.2 LICENSING

No person shall operate a motor vehicle on the Airport without an appropriate valid driver's license.

5.3 ACCIDENT REPORTING

The driver of any vehicle involved in an accident on the Airport shall remain at the scene of the accident and immediately notify the applicable law enforcement agency and the Airport.

5.4 SPEED LIMITS

The operator of a motor vehicle must drive such vehicle on the streets and other vehicular traffic areas at the Airport, including parking areas, at a speed that is reasonable and prudent under the existing conditions, having due regard to actual and potential hazards and will comply with speed limits indicated on signs posted and maintained by the Airport. In areas in which signs are not posted the speed limit will be 15 miles per hour.

5.5 VEHICLE OPERATIONS ON AIR OPERATIONS AREA AND MOVEMENT AREAS

5.5.1 Permission

No person may operate a motor vehicle on the Movement Area unless prior approval or under an authorized escort based on operational needs has been granted by the Airport Director or designee. Specialized and ongoing training will be required for authorization to operate/drive in the movement area. Violation of any rules related to driving in a movement area may lead to the immediate suspension or revocation of driving privileges in the movement area.

5.5.2 Towing of Baggage Carts and Pods

The number of baggage carts and pods being towed by one tug on the Airport will not exceed four.

5.5.3 Parking

No motor vehicle may be permanently parked on any portion of the terminal ramp, except Airport authorized vehicles and those motor vehicles necessary for the servicing of aircraft.

5.5.4 Driving Across Passenger Loading Lane

No person may drive a motor vehicle or move equipment between the aircraft and passenger gate when passengers are boarding or deplaning from the aircraft.

5.5.5 Restricted Parking

No person will park a vehicle in any manner so as to block or obstruct, including the approaches thereto, fire hydrants, gates or emergency exits, or building entrances or exits.

5.5.6 Right-of-Way

Aircraft will have the right-of way over all vehicular traffic.

5.5.7 Communication

Two-way radio communication with the Control Tower is required of all authorized vehicles traversing or operating in the Movement Area.

5.6 PUBLIC PARKING

- A. Operators of motor vehicles using the public parking facilities at the Airport shall observe and comply with all regulatory and directional traffic signs.
- B. Vehicles may park in marked spaces only. No person may park a motor vehicle in any marked parking space in such a manner as to occupy a part of another space.
- C. No person will park a motor vehicle in any area requiring payment of parking without paying the required parking charges for same, unless otherwise authorized by the Airport Director or designee.

5.7 RESERVED PARKING

No person shall park any vehicle in a reserved parking area without a valid permit issued by the Airport, and if so, any such vehicle shall be ticketed and towed. Each vehicle parking in a reserved parking area must promptly display the identifying insignia provided by the Airport or must bear other markings acceptable to the Airport; and every such vehicle shall be parked only in the space or area specifically assigned.

5.8 LOADING AND UNLOADING OF VEHICLES

No person will stop a motor vehicle for loading, unloading, or any other purpose on the Airport other than in areas specifically designated for such use and only in the manner prescribed by signs, lines, and other means provided. Leaving

vehicles unattended in front of the terminal is prohibited, unless otherwise authorized by Airport Operations. Unattended vehicles may be cited and/or towed.

5.9 IMPOUNDING OF VEHICLES IN EMPLOYEE PARKING LOTS

Vehicles parked in any Airport employee parking lot without the proper employee parking authorization, issued by the Airport, are subject to being ticketed and impounded.

5.10 ISSUANCE OF PARKING TICKETS

Airport Traffic Assistants and Law Enforcement Officers are authorized to issue parking tickets for violation of any provision of the Florida Uniform Traffic Control Law or the Airport's Rules and Regulations governing the operation, loading, unloading, or parking of motor vehicles on the Airport.

6.0 **COMMERCIAL GROUND TRANSPORTION**

6.1 GENERAL PROVISIONS

All operators of commercial vehicles will be subject to these Rules and Regulations, leases, permits, any other operating agreements, and applicable directives, which may be amended from time-to-time. Should there exist any conflict between the Rules and Regulations herein, the Airport Director shall have the discretion to determine resolution of such conflict. In addition, commercial vehicles will be subject to on-site supervision and direction by authorized Airport personnel.

6.2 Cruising

Unless otherwise provided by permit or agreement, or in instances where a valid reservation for a pre-reserved customer is made, commercial vehicles may not pick up or solicit passengers for pick up on the airport's drives.

6.3 Use of Facilities

All commercial ground transportation operators, unless otherwise provided by agreement or permit with the Airport, will only be allowed to deliver customers to the Airport terminal and to meet pre-reserved customers in places designated by the Airport.

6.4 Fees and Charges

The Airport will establish and collect fees and charges from commercial ground transportation operators.

6.5 Unauthorized Parking

No commercial vehicle will be left unattended on the Airport without prior written permission of the Airport Director, except when parked in the public parking facility.

7.0 FIRE AND SAFETY PREVENTION AND HAZARDOUS MATERIALS

7.1 GENERAL

- A. All persons using the Airport facilities shall exercise the utmost care to guard against fire and/or injury to persons and property.
- B. All applicable codes, standards, and recommended practices of the National Fire Protection Association (NFPA) which specifically relate to the Airport, construction, fire codes, and Pinellas County currently in existence or hereafter promulgated and not in conflict herewith, are hereby adopted as part of the Airport Rules and Regulations.

7.2 SAFETY INSPECTIONS

- A. All buildings and structures located on the Airport are under the jurisdiction of the Airport. The Airport Director shall immediately be notified of any inspection by a representative of any other authority other than that of the Airport.
- B. All buildings and structures located on the Airport are under the jurisdiction of the Airport and subject to unannounced safety inspections by the Airport Fire Department.

7.3 LEASEHOLD HOUSEKEEPING

Good housekeeping practices are required at all times by tenants and occupants of Airport buildings and structures, both in their assigned areas and during airside aircraft service/maintenance operations. Failure to comply may result in the Airport providing cleaning services and if so, all associated and necessary cleaning costs incurred there from will be billed to the tenant or occupant accordingly.

All persons occupying space at the Airport must keep the space allotted to them clean and free of accumulation of any material. Only approved boxes, crates, paint or varnish cans, bottles or containers may be stored in or about any leasehold, and all floors must be kept clean and free from fuel or oil. The use of volatile or flammable solvents for cleaning floors is prohibited. Approved material

receptacles with a self-extinguishing cover will be used for the storage of oily waste rags and similar material. The contents of these receptacles will be removed daily by persons occupying space; drip pans will be placed under engines and kept clean at all times; and clothes lockers will be constructed of metal or fire resistant material.

7.4 HAZARDOUS MATERIALS/SUBSTANCES

7.4.1 Handling, Transporting, and Storage

- A. No person may, without permission of the Airport Director or designee, keep, transport, handle, or store at, in, or upon the Airport, any cargo of explosives or other hazardous materials/substances which are barred from being loaded in or transported by civil aircraft in the United States under regulations promulgated by the FAA and regulations of any other authorized agency having jurisdiction.
- B. No person or entity may offer or knowingly accept any hazardous materials or substances for shipment at or from the Airport, unless said person or entity is authorized or trained to do so, and handles and stores same in full compliance with all current and applicable federal, state and local laws and regulations.
- C. Any person authorized to engage in the transportation of hazardous materials/substances shall provide storage facilities which reasonably ensure against unauthorized access, exposure to persons, or damage to shipments while in or on the Airport.

7.4.2 Damages Due to Non-Compliance

Each person, firm or corporation, is solely responsible for educating and training their respective employees, agents, contractors, and suppliers on the subject of hazardous waste management, handling, documentation, disposal and removal, etc. All fines, penalties, assessments, charges, costs, expenses, and consequential damages attendant to non-compliance, shall be the sole responsibility of the party found in violation and shall not become or form the basis of any reimbursement by the Airport, or any rental abatement, reductions, concessions or fee adjustments.

7.4.3 Hazardous Material/Substance Use

- A. All hazardous materials/substances utilized at the Airport shall be managed in a manner consistent with safety standards, and any and all applicable federal, state, and local environmental regulations and laws.

Any person, tenant, airline, or facility wishing to store and/or use such materials/substances on the Airport shall submit a detailed management plan to the Airport Director, and include procedures for storage, handling, use, safety features and any other pertinent information. The Airport Director may review all plans and provide comment, requirements or suggested changes to the proposed plan.

- B. No entity shall use, keep, or permit to be used or kept, any foul or noxious gas or substance at the Airport, or permit or suffer the Airport to be occupied or used in a manner offensive or objectionable to the Airport or its users by reason of noise, odors, and/or vibrations, or interfere in any way with others having business therein.
- C. Any person engaged in the transportation of hazardous articles shall provide the Airport Fire Department with a Material Safety Data Sheet for materials being transported.

7.5 USE OF CLEANING FLUIDS

Cleaning of aircraft parts and other equipment shall preferably be done with nonflammable cleaning agents or solvents. When the use of flammable solvents cannot be avoided, only liquids having flash points in excess of 100 degrees fahrenheit shall be used and special precautions shall be taken to eliminate ignition sources in compliance with good practice recommendations of the NFPA.

8.0 PENALTIES AND REMEDIES

8.1 VIOLATIONS

If the Airport Director determines that these Rules and Regulations have been violated and cannot be resolved, the Airport Director is authorized to pursue any necessary action against the violating party. As applicable, such action may include but not be limited to, notice of default of any written agreement, temporary or permanent suspension of the party's airport operating privileges and/or revocation of the rights to conduct business at the Airport including the termination of any and all agreements, including but not limited to leases, permits and licenses. Any party contesting any action taken by the Airport may refer to the appeal process outlined herein.

8.2 REMOVAL FROM OR DENIAL OF ACCESS TO AIRPORT

A violation of these Rules and Regulations may result in the denial of access to, or removal from, the Airport.

8.3 COMPLIANCE WITH LAWS

All tenants, contractors, lessees, permittees, grantees, and invitees shall comply fully with all applicable federal, state, and local laws, rules and regulations, and directives governing, or as may apply to the Airport. In the event of failure to do so, such persons shall be solely responsible for payment of any federal, state, or local fines and penalties that may be imposed or arise out of violation thereof.

8.4 REMOVAL AND DISPOSAL OF PROPERTY

- A. Derelict or abandoned aircraft on Airport shall be removed and disposed of in accordance with Florida law.
- B. Derelict or abandoned motor vehicles on Airport shall be removed and disposed of in accordance with Florida law.

8.5 INTENT

Nothing herein is intended to limit or preclude any authorized Airport personnel from taking other action necessary or authorized by law.

8.6 SEVERABILITY

The provisions of these Rules and Regulations will be severable, and if any of the provisions hereof will be held to be unconstitutional or invalid, such determinations will not affect the constitutionality or validity of any of the remaining provisions of these Rules and Regulations. It is hereby declared to be the Airport's intent that such remaining provisions would have been adopted had such unconstitutional or invalid provision or provisions had not been included herein.