

Allegheny County Airport

Pittsburgh International Airport
Landside Terminal
Suite 4000
P.O. Box 12370
Pittsburgh, PA 15231



ALLEGHENY COUNTY
AIRPORT AUTHORITY

Rules and Regulations

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Rules and Regulations Applicable to Allegheny County Airport



INTRODUCTION

Intent and Purpose:

These Rules and Regulations, and any amendments hereafter, are intended to promote and facilitate the safe, proper, and efficient functioning and governance of the Allegheny County Airport (“AGC” or “Airport”).

Scope:

These Rules and Regulations, as enacted by the Board of the Allegheny County Airport Authority (“ACAA”), apply to any Person entering Airport property at AGC, or any part thereof, and said entrance to and use of Airport property is subject to compliance with these Rules and Regulations. This document and all parts are designed to work in concert with Federal Aviation Administration (“FAA”) regulations, and existing laws, codes, ordinances, and regulations as applicable. In any case of conflict between these Rules and Regulations and such laws, codes, ordinances, or regulations, the more stringent or restrictive regulation for the promotion of public welfare and safety shall prevail.

Revisions and Severability:

Each article of these Rules and Regulations may function separately of the others, so that if any part herein is held invalid or unenforceable, the others will remain in full force and effect. As such, any article or provision may be changed, revised, amended, or updated separately and independently of the others, per action of the Board of the ACAA.

Implementation:

The CEO of the ACAA shall have the power to take such action as necessary to administer these Rules and Regulations. The Allegheny County Police Department and, when applicable to fire or hazardous material related matters, the ACAA Fire Department, shall have the authority to enforce any and all of these Rules and Regulations within their jurisdiction.

DEFINITIONS

Aircraft – A device that is used or intended to be used for flight in air.

Aircraft Movement Area (“AMA”) – The runways, taxiways, and other areas of an airport that Aircraft use for taxing, takeoff, and landing, exclusive of loading ramps and parking areas, and that are under control of an air traffic control tower. *See Figure 1.*

Aircraft Operator – The owner of an Aircraft or any person who has rented such Aircraft for the purpose of operation by oneself or their own agents, or any person who uses or authorizes the use of Aircraft for the purpose of air navigation or ground operation, with or without the right of legal control.

Aircraft Rescue Fire Fighting (“ARFF”) – A special category of firefighting that is the first response to an airport emergency, in which they create a path for evacuation and rescue and then extinguish or neutralize any fire or explosion followed by giving any additional assistance.

Allegheny County Airport, Airport or AGC – Includes all property designated as Allegheny County Airport as shown on the Master Plan filed in the office of the Airport Operator.

Airport Operator – Allegheny County Airport Authority (ACAA), the operators of the airport.

Air Traffic Control Tower (“ATCT”) – The control tower and associated services operated by the Federal Aviation Administration to promote the safe, orderly and expeditious flow of air traffic.

Based Aircraft – A Based Aircraft is one that is hangered, tied-down, or parked at the airport for more than six (6) months during any twelve (12) month period and has an accepted and approved registration with the Airport Operator. An Aircraft can only be considered based at AGC if it is not based at any other airport.

Equipment – all machinery, together with the necessary supplies, tools and apparatus necessary to properly conduct the activity being performed.

Exclusive Rights – means the power, privilege or other rights excluding or debarring another from enjoying or exercising a like power, privilege or rights. An exclusive right may be conferred either by express agreement, by imposition of unreasonable standards of requirements, or by any other means. Such a right conferred on one or more parties by excluding others from enjoying or exercising a similar right or rights would be an exclusive right.

The granting of an exclusive right to conduct a commercial aeronautical activity on an airport developed or improved with federal funds is expressly forbidden by law, except the noted expectations.

Federal Aviation Administration (“FAA”) – A component of the U.S. Department of Transportation that sets standards for pilots, the air worthiness of all civil aircraft, inspects and licenses them, and regulates civil and military air traffic through its air traffic control centers. It investigates air accidents and in response may establish new rules.

Federal Aviation Regulation (FAR) - The Federal Aviation Regulations, or FARs, are rules prescribed by the Federal Aviation Administration (FAA) governing all aviation activities in the United States.

Fixed Base Operator (FBO) – A commercial business open twenty-four (24) hours a day, granted the right by the Airport to operate at AGC and provides aeronautical services such as fueling, hangaring, Tie-Down and parking, Aircraft rental, Aircraft maintenance, flight instruction, etc.

Flight School – An FAA approved training center for students to learn how to fly that operates under FAA Regulation Part 61 or Part 141.

Fuel Farm – Storage area for aviation fuels that is owned and operated by the owner and operator.

Full Service Operator, Full Service FBO – An entity which maintains facilities at the Airport for the purpose of engaging in sales of aviation fuels and Aircraft line services.

Flying Club - An association of two or more individuals duly organized as a non-profit corporation, partnership, or association under the laws of the Commonwealth of Pennsylvania or of another state and authorized to do business in Pennsylvania, for the purpose of owning one or more Aircraft for use by its membership for pleasure flying or personal business use. Personal business use means occasional business trips made by members of the Flying Club. No commercial activities of any kind shall be conducted by a Flying Club.

Foreign Object Debris (FOD) – Any object found in an inappropriate location that as a result of being in that location, can damage property, equipment, Aircraft, or persons.

Improvements – means all buildings, structures and facilities including pavement, fencing, signs, and landscaping constructed, installed or placed on AGC property with concurrence of a lessee. Plans and specifications for all improvements must be approved, in writing, by the Airport for conformity with its building and construction standards, and tenants are required to follow the Aviation Department’s Tenant Request Program as periodically updated. **See EXHIBIT C Tenant Request Process**

Instrument Flight Rules (“IFR”) – a set of regulations and procedures for flying Aircraft without the assumption pilots will be able to see and avoid obstacles, terrain, and other traffic; it is an alternative to Visual Flight Rules (“VFR”).

Landing Fee – A fee charged to non-based Aircraft for utilizing the Airport except as otherwise provided by lease agreement with the Aircraft owner or operator.

License – means contractual agreement between the Airport and an entity granting a concession or otherwise authorizing the conduct of certain activities which is in writing and enforceable by law.

Limited Fix Base Operator (“LFBO”) – an entity which provides any one of the services listed in **Exhibit A** with the exception of fuel sales.

Mobile Refueler – Non-road licensed trucks containing fueling equipment used to transfer aviation fuels from the Fuel Farm to Aircraft.

Non-Movement Area – Taxi lanes, aprons, and ramps that are not controlled by air traffic control, where vehicles and Aircraft can operate. *See Figure 2.*

Operator – A person or business that is licensed to conduct a commercial aeronautical activity.

Public Landing Area – Any surface that specifically designated and primarily maintained for take-off and landing of Aircraft.

Ramp or Apron – Those portions of the Airport designated and made available temporarily or permanently for loading or unloading of both passengers and cargo on and off Aircraft.

Regulated Garbage – As defined under 7 CFR 330.400 and 9 CFR 94.5, includes all waste material derived in whole or in part from fruits, vegetables, meats, or other plant or animal material, and other refuse or any character whatsoever that has been associated with any material. Regulated Garbage was generated on board, or removed from any means of conveyance during international movements, and includes food scraps, table refuse, galley refuse, food wrappers, or packaging materials and other waste material from stores, food preparations areas, passengers' or crews' quarters, dining rooms, or any other areas on means of conveyance. Regulated Garbage also includes meals and other foods that were available for consumption by passengers or crew on an Aircraft but were not consumed. Garbage that is commingled with Regulated Garbage becomes Regulated Garbage.

Repair Facility – A facility utilized for the repair of Aircraft to include airframe, power plant, propellers, radios, instruments, and accessories. Such facility will be operated in accordance with pertinent Federal Aviation regulations.

Self-Fueling – An Aircraft owner fueling its own Aircraft with its own employees and equipment.

Specialized Aviation Service Operations (“SASO”) – Also known as single-service provider or specialized FBO. These operations perform less than full FBO services or operate less than twenty-four (24) hours a day. These types of companies differ from a full service FBO in that they typically offer only a specialized aeronautical service such as Aircraft sales, flight training, Aircraft maintenance, avionics services, or sale of aviation fuels, or do not operate twenty-four hours a day.

Taxilane – The portion of the Aircraft parking area used for access between taxiways and Aircraft parking positions.

Taxiway – Any paved area of the Airport used by Aircraft to proceed to or from the runways.

Tenant – A person, company, or organization that enters into a valid lease agreement with the Airport Operator or a person, company, or organization that has a valid lease agreement with a tenant.

Municipality – Municipality of West Mifflin, Pennsylvania.

Transient Aircraft – Any Aircraft landing at AGC which is not based at the Airport.

U.S. Customs and Border Protection Apron – An apron designated specifically for use of U.S. Customs and Border Protection to clear international arrivals.

Vehicle – Automobiles, trucks, buses, motorcycles, mini bikes, mopeds, horse drawn vehicles, bicycles, push carts, and any other device by which any person or personal property may be transported, carried, propelled, moved, or drawn upon land, except Aircraft. This may also include mobile equipment whether self-propelled or not, designated for use principally off public roads and attached to machinery or equipment.

Visual Flight Rules (“VFR”) – A set of regulations and procedures for flying Aircraft that governs their operation during visual flight.

(Tie-Down) – A designated Aircraft parking area with tie-down anchors, which are licensed by the Airport Operator on a month-to-month basis.

(Tie-Down License) – A person, company, or organization that enters into a valid West Tie-Down License Agreement with the Airport Operator.

ARTICLE I – AIRPORT AUTHORITY

1.1 Authority

The Rules and Regulations set forth herein are enforceable pursuant to the statutory and other authority granted to the federal, state and local authorities to adopt and enforce regulations for the use and operation of the Airport. These Rules and Regulations are in addition to any obligations and requirement imposed in any lease, license agreement or other agreement with the Airport Operator to which any person is a party.

For the safe and efficient operation of the Airport and the safety and convenience of the public, Airport Operator personnel are hereby vested with the authority to institute day-to-day operating procedures not inconsistent with these Rules and Regulations. In addition, if it is in the opinion of the Airport Operator, the Airport Operator may impose temporary restriction or requirements that are different from and more restrictive than these Rules and Regulations.

1.2 Airport Liability

The Airport Operator, the Municipality of West Mifflin, and their agents and employees shall not be liable for loss, damage, or injury to persons or property arising from an accident, incident, or mishap of any nature whatsoever and/or from any cause whatsoever to any individual, entity, Aircraft, or property occurring on the Airport or in connection with the use of any Airport facilities.

1.3 Conditions

All persons shall use the Airport at their own risk. Each person shall at all times release, hold harmless, and indemnify the Airport Operator and/or its agents and employees from any and all responsibility, liability, or damages resulting to any person or property without incident to the manner in which the Airport is operated, constructed or maintained. The use of the Airport by any person for any purpose shall be in itself an acknowledgement that such persons accept the privileges on the conditions set forth.

1.4 Enforcement

The Airport Operator reserves the right to take any actions it deems necessary or appropriate in the event of any violation of these Rules and Regulations, including, but not limited to, prohibiting or restricting the use of the Airport and its facilities by the person committing any such violation.

1.5 Subordination of Articles

All activities of the lessees on the Airport and users of the Airport shall be subject to the provisions of any existing or future agreement between the Airport Operator and/or the Municipality and federal, state and local governments, relative to the operation, maintenance or development of the Airport.

1.6 Violations

Airport Operator is vested with the authority to deny or restrict the use of the Airport to any person or Aircraft who violates a federal, state, local, or Airport rule or regulation, including these Rules and Regulations, relating to the operation of the Airport, or who fails to pay or delays in paying any established fees.

ARTICLE II - GENERAL

2.0 Air Traffic Rules

All air traffic rules and regulations established under the authority of the FAA and the Pennsylvania Department of Transportation shall be followed.

2.1 General Conduct

In order to ensure the safe and proper functioning of the Airport, no person shall, while on Airport property:

1. be or become drunk or visibly intoxicated
2. commit any act that is generally deemed as an obscene or indecent act
3. engage in any fighting, threatening, violent or tumultuous behavior
4. make unreasonable noise
5. use obscene language or make any obscene gestures
6. create a hazardous or physically offensive condition.

2.3 Airport Aesthetics

All tenants, licensees, and Airport users shall keep the areas for which they are responsible, including: aprons, hangars, Tie-Down spaces, etc., in a clean manner determined by the Airport Operator.

2.3.1 Refuse

No person shall place, discharge, or deposit, garbage or any refuse in the Airport, except in containers provided for such purpose or in containers or vehicles which the Airport Operator may require any person to provide.

2.3.2 Tenants of hangars shall provide suitable receptacles for the storage of oily wastes, rags, and other combustible/flammable waste. All such waste shall be stored and disposed of in accordance with all applicable local, state, and federal regulations. The Airport shall have no responsibility for the storage and removal of waste.

2.3.3 Recycling

All Airport tenants and licensees are mandated to recycle in accordance with the ACAA requirements. It is the tenant's responsibility to provide means and methods for their facility to meet ACAA recycling requirements.

2.4 Preservation of Property

No person shall destroy, deface or disturb in any way, any building, sign, equipment, or other property on the Airport premises.

No person shall alter, add to, or erect any building or sign, or make any excavations on Airport property without prior written authorization from the CEO.

No person shall block any hallway, corridor or passageway so as to impede its normal and proper use.

No person shall travel upon the Airport premises other than on the roads, sidewalks, or other rights-of-way designated for such purpose unless designated for an approved purpose by the CEO.

Airport tenants, users, vendors, contractors, subcontractors, and all other commercial operators on Airport property shall provide the ACAA with a Certificate of Insurance demonstrating the required insurance limits of the ACAA are in place. Without exception, all insurance certificates and the policies they represent shall list the ACAA as an Additional Insured.

The ACAA shall recover expenses incurred from any person causing injury or property damage of any kind. The liable party will be billed for charges to repair Airport property damage, including the cost of labor and any other related charges.

2.4.1 Storage of Property

Storage of equipment, tools, supplies, and parts is not permitted outside of an Aircraft, except in hangar facilities or the Tie-Down areas as specified.

No person shall store or stock material or equipment in such a manner as to constitute a fire hazard.

No person shall keep, store, or discard any combustible/flammable liquids, gases, signal flares, lubricating oils, or other similar material in the hangars or in any other location on the Airport, except when properly installed in Aircraft or in rooms or areas specifically approved and suitable for such storage.

2.4.2 Leasehold Care

All tenants of the Airport shall keep floors of the hangars as well as their leasehold free and clear of oil, grease, rubbish and other combustible/flammable materials.

2.4.3 Interfering or Tampering with Aircraft

No person shall interfere or tamper with any Aircraft, or put in motion the engine of such Aircraft, or use or remove any Aircraft, Aircraft parts, instruments, or tools without the written authorization of the owner or the ACAA.

No person shall operate any Unmanned Aerial System (“UAS”) or “model aircraft” on Airport property without written authorization from the ACAA.

2.4.4 Commercial Photography

No person shall take still, motion, or sound pictures for commercial purposes on the Airport without the written authorization of the ACAA. Guidelines for commercial photography and filming are available on the website www.flypittsburgh.com and permits are issued through the Airport’s Office of Business Development. Accredited news, newsreel, news helicopters, or television cameramen shall secure clearance for their activities from the office of the CEO of the Airport to ensure compliance with applicable federal, state, or local regulations.

2.4.5 Animals

No person shall enter any part of the Airport or terminal building with any domestic animal except where the animal is properly restrained by leash or properly confined for air travel, or where the animal is an assistance dog used by handicapped persons or the Allegheny County Police Department.

It shall be the responsibility of any person entering the Airport with an animal to clean up and/or pay for the cleanup of any defecation or other damage caused by the animal.

No person shall permit any wild animal under his/her control or custody to enter the Airport except where such animals are to be or have been transported by air and are properly confined for air travel.

2.4.6 Loitering

Due to the physical limitations of the Terminal Complex and concern for the general safety, security and welfare of the traveling public, no person in or about the Airport who is unable to give a satisfactory explanation of his or her presence, shall be allowed to loiter in or about any area or facility of the Airport. Satisfactory explanations for loitering, as determined in the reasonable discretion of the Airport Operator and/or law enforcement personnel, shall be supported by verifiable evidence that the person in question:

1. Is working at the Airport and engaging in permitted commerce at the Airport;
2. Is conducting an activity for which a permit has been issued under these Rules and Regulations.
3. Persons taking a flight

2.4.7 Smoking

The ACAA Board, on April 11, 2013, passed a Resolution to ban smoking in and around buildings at the Pittsburgh International Airport and AGC.

Smoking is prohibited: Except as otherwise provided by these Rules & Regulations, no person shall engage in the act of smoking or possess a lit tobacco smoke producing instrument, including but not limited to electronic and vaporless cigarettes.

Designated smoking area: Appropriate officials of the ACAA may, but are not required to, designate one or more enclosed areas at AGC as "Designated Smoking Areas" where persons may engage in the act of smoking without being subject to the prohibitions and penalties under these Rules & Regulations.

In any workplace where there are smokers and nonsmokers, it is the responsibility of employers, tenants, and sub-tenants to develop, implement, enforce, and post a policy and direct employees to the Designated Smoking Areas.

2.5 Conduct of Business or Other Activities

2.5.1 Commercial Use

No person shall use the Airport for any commercial or other purpose except as expressly provided by these Rules and Regulations and, if applicable, in any lease, license, agreement or other written agreement with the ACAA.

2.5.2 Landing Fees

Landing fee schedules shall be available upon request from the ACAA.

Aircraft owned by the United States Government, Pennsylvania Department of Transportation, Lifeguard Air Life Line Flights, and Angel Flights are not required to pay landing fees.

2.5.3 Allegheny County Leafletting and Other Speech Related Activity Permit Guidelines

The following Guidelines have been established for the issuance of permits for authorized non-solicitation leafletting, displaying of signs, signature gathering, conducting of surveys and other speech-related activities at the AGC.

These Guidelines have been established for the purposes of ensuring the smooth operation of the Airport and meeting the primary responsibility of facilitating air travel. The Airport is not a public forum, and the ACAA seeks to avoid and minimize unnecessary disruption to the traveling public and the employees at each Airport.

1. Any person or organization that has been granted a permit must comply with the ACAA's and FAA's policies, guidelines, rules, and regulations, including these Rules and Regulations, along with all other applicable state and federal laws. Failure to comply will result in the cancellation of the permit and restrictions on future permits.
2. Prohibited activities include, but are not limited to: (i) immediate solicitation of donations or contributions of funds, goods, or services; (ii) distribution of samples, food, or drink; (iii) advertising for any service, product, or organization other than through a permitted advertising contract with the ACAA or its designated advertising firm; (iv) the sale or offer for sale of any goods, services, merchandise, subscriptions, tickets, food, beverage, or any other thing; and (v) all related activities to the foregoing.
3. Activities are prohibited if they include: (i) loud language, noise, or any amplification or noise making device; (ii) intentionally grabbing, restraining, or in any way intimidating any person being approached; (iii) repeatedly attempting to give literature to any person who has indicated that such person does not wish to accept literature; (iv) in any manner misrepresenting to the public the true identity of the organization he or she represents; (v) attaching any sign, circular, or other written material to any wall, booth, post, counter, or other surface; (vi) language that incites violence or disparages a person or particular group of people; (vii) shockingly graphic depictions; (viii) disrupting the free and orderly flow of pedestrian traffic through the Airport; (ix) leaving any literature unattended; (x) wearing a sign or carrying a placard larger than one foot by one foot in size; or (xi) interfering with the transportation or business functions of the Airport, including interfering with the progress of Airport tenants.
4. If a permit request includes signage or the distribution of literature, a proposed rendering of the sign or copy of such literature must be submitted with the permit application and is subject to the prior approval of ACAA. The ACAA will not approve submissions that are deemed inappropriate for public display. Submissions of any of the foregoing should be made not less than ten (10) days before the date that the permit applicant intends to use the same.

Approval of any such disseminated or displayed items is solely within the judgment of the ACAA; provided, however, the ACAA shall not exercise any discretion or judgment regarding the purpose or content of the proposed activity, except as provided in these Guidelines. The issuance of a permit is a strictly ministerial function and does not constitute an endorsement by the ACAA of any organization, cause, religion, political issue, or other matter.

5. The ACAA requires at least one week to review a permit application. Permits are issued for no more than a two-week period and are renewable. Permits shall be issued on a first-come, first-served basis. If there is no space available, the applicant can choose to place his or her name on a waiting list. The persons on such waiting list will be granted preference in order of application as space becomes available. Permits are non-transferrable.
6. Permits will be limited to the location assigned by the Airport Operator. The ACAA may move expressive activity from one location to another and/or disperse such activity around the Airport upon reasonable notice to each affected person when, in the judgment of the ACAA, such action is necessary for the efficient and effective operation of the transportation function of the Airport.
7. Approved permits will be emailed or faxed to an address or phone number designated by the applicant. **Please display the permit at the designated site for the duration of activities at the Airport and be prepared to present it at any time on request by an ACAA staff member.** Engaging in activities as described herein without a permit obtained in accordance with these Guidelines is prohibited.
8. The ACAA reserves the right to cancel a permit, without prior notice, in the event the ACAA determines that any of the preceding provisions have been violated. The ACAA reserves the right to suspend a permit if it is necessary to do so to facilitate passenger flow, address security concerns, facilitate the conduct of Airport business, or address any other concern. If you have any questions regarding these Guidelines, please contact Angela McWreath at the ACAA at (412) 472-3579.

2.5.4 Prohibited Conduct

No person shall commit any disorderly, obscene, or indecent act or commit any nuisance on the Airport.

No person shall engage in, or conduct gambling in any form or operate any gambling devices anywhere on the Airport.

No person shall carry any firearms, explosives, or flammable materials on the Airport without being in compliance with local, state and federal Laws.

No person shall operate a vehicle or Aircraft under the influence of alcohol or any controlled substance that impairs, or may impair, the operator's abilities, nor shall any person obviously under the influence of alcohol or any controlled substance be permitted to board any Aircraft, except a medical patient under care. It shall be the responsibility of the vehicle or Aircraft owner or operator to ensure compliance with this regulation. Nevertheless, in the event the Airport Operator and/or any federal, state, or local authorities consider any person under the influence of alcohol or any controlled substance, they shall be entitled to undertake all actions necessary to enforce this restriction.

2.5.5 Lost and Found

Any person finding lost articles on the Airport shall deposit them with the Airport Operator.

2.5.6 Wildlife Management

No person shall feed, approach, disturb, frighten, hunt, trap, capture, wound, kill or disturb the habitat of any wild bird, mammal, reptile, fish, amphibian or invertebrate anywhere within the Airport.

No person shall attract rodents or other wildlife by leaving food or debris on any open and exposed area. It is the responsibility of the tenant or tie-down licensee to maintain its leasehold in a manner that does not promote wildlife hazards.

This prohibition shall not apply to action taken by the Airport Operator and its designated agents or government officials and their employees or agents, within the scope of their authorized duties, to protect the public health and safety.

2.5.7 Signs

No sign or advertising may be erected without the written consent of the Airport Operator.

2.5.8 Damage to Airport Lights and Fixtures

Any person(s) damaging any airport light or fixture by operation of an Aircraft or otherwise shall immediately report such damage to the Airport Operator. Tenants or Licensees shall be responsible for notifying the Airport Operator in the event that a hired contractor or other agent has damaged any Airport lights or fixtures. The person(s) causing the damage will be liable for the repair or replacement of the lights or fixtures.

ARTICLE III – CONSTRUCTION

3.0 Construction Compliance

All tenants will conduct all construction activities in conformance with *FAA Advisory Circular 150/5370-2E*, the current version of Operational Safety on Airports During Construction Activities, as well as in conformance with the following paragraphs in this Article III, and any other directives given by the Airport Operator. Tenants must receive a notice to proceed approval letter from the Airport Operator authorizing the commencement of work.

3.1 Access Roads

3.1.1 Conditions of Access Roads

The Tenant is responsible for the condition of all Airport entrance roads during construction and hauling activities for which they are responsible. The access roads should remain in good condition and free of construction debris. The Tenant shall be responsible for the cleaning or repair of any effected roads.

3.1.2 Blocking Access Roads

An Airport access road shall never be blocked unless it has been coordinated with the Airport Operator.

3.2 ARFF and Emergency Access

Any construction activity shall not block access to any ARFF or other emergency vehicles, Construction activities shall not interfere with any rescue or emergency operation.

3.3 Barricades and Markings

The tenant will furnish, erect, and maintain markings and associated lighting of open trenches, excavations, temporary stock piles, and parked construction equipment. All construction taking place near the Air Operations Area (“AOA”) must be properly barricaded in conformance with *FAA Advisory Circular 150/53702E*, current edition. Under no circumstances will the Airport Operator provide barricades, cones, or other marking materials.

3.4 Building Permits

Must comply with federal, state, and local laws and regulations.

3.5 Construction Site Security

All construction sites must be fully enclosed with proper fencing material. Gates must be installed at any entrance to the construction sites, and must be closed and secured when the construction site is not attended. Gates and fences must be erected in such a way as to prohibit unauthorized access to the AOA. All personnel must be observant and alert at all times for unfamiliar individuals, suspicious persons or suspicious activities. All personnel must report unfamiliar individuals to the site foremen, supervisor, or manager and the Airport Operator. If possible, maintain visual contact and have someone else make the notification. Make a mental note of the individual’s description. Provide the description and last known location to responding Airport personnel or the Allegheny County Police if they have been notified. Ensure the site is secured at the end of the day.

If there is suspicion that someone is about to commit a crime or other illegal act, contact 911 immediately for dispatch of the Allegheny County Police. Provide them with as much information as possible about the individual, circumstance, your location, vehicle or Aircraft identification, etc. Pass this information on to Airport Operations, or to ARFF between the hours of 11:00 p.m. and 6:00 a.m.

AGC Airport Operations	(412) 466-1275
ARFF	(412) 466-5732
Allegheny County Police	(911)

3.6 Cranes

The tenants planning to use cranes or other tall equipment must erect them per 14 CFR 77.13(5) (i). All tenants must have an approved FAA Form 7460 *Notice of Proposed Construction or Alteration* prior to beginning construction. The process for acquiring an approved form can take upwards of ninety (90) days. All tenants must notify the Airport Operator within 24 hours of any cranes or other tall equipment that will be erected.

3.7 Deliveries

The Airport Operator will not accept the delivery of goods or other products for any tenant or contractor. The tenant must make individual arrangements for the final delivery of all goods. At no time may any section of Airport road be blocked by trucks or other equipment, including vehicles involved with the delivery of equipment.

3.8 FOD

The Tenant must prohibit trash and construction debris from leaving the construction area. All necessary precautions should be made to prevent FOD from encroaching into the AOA. All trash should be kept in proper containers as to not attract wildlife.

3.9 Tenant Improvement Process

Prior to beginning any planning for improvements or alterations by the tenant, the tenant must contact Allegheny County Airport Authority (ACAA) Engineering Department, Tom Woodrow, P.E., Vice President, Engineering (412) 472-3667 or twoodrow@flypittsburgh.com

Following preliminary approval, tenant must submit a description of the improvements, drawings, work activities, specifications, cut sheets and other applicable documents.

After work is completed, submit plans in the following formats to ACAA Engineering and ACAA Business Development:

1. AutoCAD
2. PDF
3. Hardcopy

Any improvements or alterations of the leased space by the tenant become the property of ACAA at the end of the lease.

3.10 Utilities

The tenant will be responsible for the location of, and protection of, all utility lines. These lines will include, but not limited to, telephone, natural gas, water, sewage, electricity, fiber optic, and airfield lighting. Any breakage to these lines will be repaired at the tenant's expense.

3.11 Vehicles

The tenant will identify each motorized vehicle or piece of equipment in conformance with FAA Advisory Circular 150/5370-2E, current edition.

All construction vehicles operating near the AMA shall be properly marked with either flags or amber beacons. Amber beacons must be used during the period between sunset and sunrise or IFR conditions. At no time may any vehicle block any emergency access road.

ARTICLE IV – VEHICLE OPERATIONS

4.1 Parking

Vehicles should not be parked on the Airport except in designated parking areas.

4.2 Authorization to Remove Vehicles

The Airport Operator may remove from any area of the Airport any vehicle which is disabled, abandoned, or parked in violation of Article 3.1, or which represents an operational problem. Such removal shall be at the owner's or operator's expense and the Airport Operator shall not be liable for any damage which may result in the course of such removal.

4.3 Speed Limits

4.3.1 Airport Road

No vehicle shall be operated in excess of 15 miles per hour.

4.3.2 Aprons and Ramps

No vehicle shall be operated in excess of 10 miles per hour.

4.3.3 Runways and Taxiways

No vehicle shall be operated in excess of 25 miles per hour, unless the situation otherwise necessitates.

4.4 Vehicle Accidents

Persons involved in an accident on Airport property that results in injury to a person, or damage to an Aircraft, property or another vehicle shall:

1. Immediately stop and remain at the scene of the accident, unless it is unsafe to do so.
2. Render reasonable assistance, if capable, to any person injured in the accident.
3. Report the accident to police, Airport Operator, and ARFF immediately.

4.5 Aircraft Movement Area Requirements

No person or vehicle may operate in the AMA unless in compliance with the **Ground Vehicle Operations Training Manual**, as outlined in **Exhibit B**.

ARTICLE V – AIRCRAFT OPERATIONS

5.1 Operations of Aircraft

No Aircraft shall be operated on the Airport in a reckless or careless manner, or without due regard for the rights and safety of others.

5.2 Starting or Running of Aircraft Engines

No Aircraft engine shall be started or run unless a licensed pilot or licensed ground personnel operator is attending the controls. Engine run ups are not permitted on apron areas, ACAA has pre-designated areas for run ups to occur. Engine run ups need to be coordinated with the AGC Air Traffic Control Tower by contacting them on ground frequency 121.7. Any deviation needs to be approved by ACAA Operations.

5.3 Taxiing and Movement of Aircraft

All Aircraft shall be taxied at a safe and reasonable speed under full control with the due regard for other Aircraft, persons, and property.

No Aircraft shall be taxied into or out of hangars under its own power under any circumstance.

Navigation lights and beacon must be illuminated on all Aircraft taxiing on the Airport between sunset and sunrise, as well as when warranted by weather conditions limiting visibility.

Aircraft awaiting take-off shall stop at the hold short line from the runway in use and in such a position as to have direct view of Aircraft on a landing approach.

All Aircraft shall taxi on paved surfaces only and no Aircraft shall pass another Aircraft on a taxiway.

5.4 Disabled Aircraft

The operator of any disabled Aircraft shall be responsible for the prompt removal of such Aircraft and associated parts as directed by the Airport Operator. In the event such Aircraft or associated parts are not disposed of, the Airport Operator has the authority to remove the Aircraft and parts immediately. Such removal shall be at the Aircraft operator's expense and the Airport Operator shall not be liable for any damage which may result in the course of removal. In the event that the Airport Operator must remove a disabled Aircraft, the operator will be required to sign a **Hold Harmless Indemnification Form, EXHIBIT D**.

5.5 Collision Avoidance

All take-offs and landings shall be made at a safe distance from the other Aircraft and from all buildings, parking areas and other obstructions. During take-off, landings or while taxiing, the pilot shall make sure that there is no danger of collision with other Aircraft, people or other objects which would endanger the Aircraft or its occupants in compliance with rules and regulations of the FAA, the Commonwealth of Pennsylvania, and the Airport Operator.

5.6 Passengers Enplaning and Deplaning

All loading or unloading of passengers and/or cargo to and from Aircraft shall be performed on ramps and aprons.

5.7 Rotary Wing Aircraft

Helicopters shall have braking devices and/or rotor mooring tie-downs applied to the rotor blades when not in use.

5.8 Aircraft Brakes

No Aircraft shall land, take-off, or taxi at the Airport unless it is equipped with properly functioning brakes that are consistent with the safe operation of the Aircraft.

5.9 Aircraft Radios

Aircraft are equipped to have a functioning two-way radio to communicate with the ATCT or in Unicom Frequency when the ATCT is closed.

5.10 Parachute Operations

No parachute landings shall be made at the Airport without written permission of the Airport Operator, except in the event of an emergency.

5.11 Motorless Aircraft

No motorless Aircraft may land or take off at the Airport without written permission of the Airport Operator, except in the event of an emergency.

5.12 Aircraft Maintenance

Aircraft shall be stored, parked, or repaired only in areas designated for such purpose by the Airport Operator. Routine maintenance of Aircraft may be permitted in the Tie-Down area as specified in any Tie-Down license agreement when applicable.

5.13 Securing Aircraft

All Aircraft owners and operators are responsible for securing Aircraft in a manner necessary to avoid damage to other Aircraft or property at the Airport in the event of wind or other severe weather, and shall be responsible for any damage or loss resulting from the failure to comply with this rule. In no event shall the Airport Operator be liable for any damage resulting to or from an Aircraft that has not been properly secured.

5.14 Emergency Operations

During an Aircraft emergency, all Aircraft shall clear active runways and shall hold their positions as directed by the ATCT. During an Aircraft emergency when the ATCT is closed the Airport will be closed.

5.15 Airport Authority to Move Aircraft

Upon request of the Airport Operator, the operator of any Aircraft parked or stored at the Airport shall move such Aircraft from the place where it is parked to any place designated by the Airport Operator. Upon the Aircraft operator's refusal to comply with such direction, the Airport Operator has the authority to order such Aircraft to be towed at the Aircraft operator's expense. The Airport Operator shall not be liable for any damage which may result in the course of such towing or otherwise.

ARTICLE VI – AIRPORT SECURITY

6.1 Airport Security and Awareness Program

All persons with access to the AOA are subject to the Airport Security and Awareness Program. This program contains Sensitive Security Information (SSI) and is distributed on a controlled basis. For information concerning the Airport Security and Awareness Program, contact the Security Manager at (412) 472-5610.

6.1.2 The General Aviation Hotline and Aircraft Owners and Pilots Association

Centralized reporting system for GA pilots, airport operators, and maintenance technicians to report suspicious activity.

GA Hotline 1-866-427-3287

GA Airport Security Core Principles:

1. Pilots know their passengers
2. Aircraft should be locked when not in use
3. Hangars and airport facilities should be secured
4. Airport and FBO personnel should be trained in spotting suspicious activity
5. Agricultural Aircraft take additional measures to secure chemicals

6.2 Non-Compliance

Any person not in compliance with the Airport Security and Awareness Program may be denied entry to the AOA or have their access privileges revoked.

6.3 Unauthorized Access

All tenants, licensees and others authorized to utilize space and facilities at the Airport shall see that all gate chains, fences, doors, and other public safeguards on their respective property or leasehold or licensed area are used in a manner to protect the public and to prevent unauthorized entry or inadvertent access. If the hangar is accessible from the public area, all hangar doors must remain closed, caged, or screened to prevent unauthorized people from walking through the hangar.

6.4 Employee ID Badge Application Procedures

6.4.1 Tenants/employees/contractors wishing to obtain an Airport Identification Badge (“ID Badge”) must complete the appropriate ID Badge application form. Applicants must show a valid driver’s license, owner’s card and vehicle insurance. ID Badge application forms can be downloaded at:
<http://www.flypittsburgh.com/allegHENY-county-airport/policies-forms>.

6.4.2 Applying for an ID Badge

After completing the application, all Airport and tenant sponsored employees must have an authorized sponsor representative sign-off on the cover sheet. Then,

- a) Report to the Airport Operations office during normal business hours.
- b) Prior to issuing an ID Badge, the employee must successfully complete a

training program provided by the ACAA. Normally, the training shall be in the form of a video shown in the Airport Operations Offices, and a test.

- c) Following the training video, report to the Airport ID office with two forms of identification* capable of confirming identity. **(At least one form of ID must contain your photo and one must be government issued).* Those persons making application for a badge with driving privileges must show a current, valid driver's license and should have completed an airport driver training curriculum prior to issue. *(The tenant sponsor is responsible for providing and documenting an appropriate level of training. However, the ACAA can provide the movement area driver training to non-ACAA sponsored employees, for a nominal fee.)*

- f) Tenants shall maintain written records of employees who are participants of the Airport's badging system. Should an employee's work status change, which no longer requires access to an Airport sterile/secured area, the tenant management shall notify the Airport Operations Office within one business day of an employee's change of status and return all ID badges or keys assigned to the employee within 24 hours of the change of status. If the tenant is unable to return the badges or keys assigned to the individual, they shall notify the Airport Operations Office in writing on company letterhead within one business day of the employee's change of status. Should an employee refuse to relinquish the badges or keys assigned to their use, the tenant shall IMMEDIATELY notify the Airport Authority at (412) 466-1275 (business hours) or (412) 472-5630 (non-business hours). **The Allegheny County Airport Authority reserves the right to refuse the issuance of an Identification Badge to any employee.**

6.5 Employee ID Badge Use

- a.) ID Badges shall be worn on the outermost garment, above the waist, in conspicuous view at all times while within the Security Identification Display Area ("SIDA").

- b.) Each person issued a badge is also provided a five digit Personal Identification Number ("PIN"); this number should be immediately memorized. Do not tape or mark this number on the badge. PIN's cannot be given over the phone. Employees should return to the Airport Operations Office if they forget their PIN.

- c.) Employees are responsible to note the expiration date on the bottom of the badge assigned for their use, and must arrange to receive an updated badge or return the badge to the Airport Operations Office prior to its expiration. An updated form, signed by your designated security liaison, is required in order for your badge to be updated. When obtaining an updated badge, the old badge must be returned to the Airport Operations Office. Badges displaying an expired date shall be considered invalid. The ACAA shall establish a fee for the late return or renewal of a badge beyond its expiration date. Attempted modification or obstruction of a badge expiration date is prohibited.

- d.) The employee is **NOT** authorized to reissue a badge to a different employee or maintain the security pass for further issue. The ID Badge remains the property of the ACAA at all times, and must be surrendered upon termination or the request of Airport management.

- e.) The employee shall immediately report any lost, stolen, or destroyed badge to the Airport Operations Office. A re-issue/update form, signed by your designated security liaison, is also required in order for you to obtain a new badge. Should an employee locate a lost badge after obtaining a replacement badge, the employee shall return the originally issued badge to the Airport Badging Office.
- f.) The ACAA has established fees for the replacement of any security pass resulting from loss, theft, or due to user abuse. The current non-refundable fee for the replacement of any security pass resulting from loss, theft, or due to user abuse is \$40 (\$20 for the picture badge and \$20 for the proximity card). *Since the loss of one requires the replacement of both, the \$40 fee will always apply.* Should an employee locate a lost badge after obtaining a replacement badge, the employee shall return the originally issued badge to the Airport Badging Office. Renewal of badges beyond the expiration date will be subject to a late charge of \$20.
- g.) Employees can report to the Airport Operations office up to thirty (30) days prior to the badge expiration date. You must have a re-issue/update form, signed by your designated security liaison, in order to renew your badge. Also, you must successfully complete a Basic Security Awareness training program (video and quiz), at the time of each badge renewal. Renewal of badges more than thirty (30) days past the expiration date will require the complete application process provided for above.

Should an employer wish to re-issue a badge to an employee who they have previously sponsored for a badge, or change the employee's security level, a Re-issue Form must be submitted to the Airport Operations Office.

- h.) Subsequent to receiving an Identification Badge, should an individual become convicted of a crime listed below, the person shall notify and return to the ACAA any ID badges, keys, or other access media assigned to their use by the Airport. This notification and return of media shall take place within 24 hours of the conviction. Please see Airport Operations Office for complete list of reportable convictions.
- i.) Badged individuals may be subjected to inspection for potential possession of prohibited items when entering the secured, restricted or sterile areas of the Airport.
- j.) Badged employees are required to conduct a proper challenge of individuals noted within the SIDA.
- k.) ID Badges are only intended for use by employees actively engaged in their official job duties.
- l.) Badge holders are required to adhere to all security requirements promulgated by the ACAA, FAA, or the Transportation Security Administration ("TSA") at all times.

6.7 Employee ID Badge Violations and Enforcement

Violations of ID Badge procedures will result in one or more of the following actions taken by the ACAA:

1. Written complaint to the employer with request for company action.
2. Suspension or revocation of the ID Badge and expulsion from all restricted areas.
3. The requirement to complete additional security awareness training.

Any questions or comments regarding the above procedures should be directed to the Airport Operations Office at (412) 466-1275.

6.8 Restricted Areas

No person shall enter any restricted area except as may be permitted by these Rules and Regulations. Restricted areas include the air operations area, the FAA offices and tower, the utility and service areas, areas leased to tenants, and other areas specifically designated by appropriate signs.

Entry into a restricted area shall only be made in accordance with prevailing security procedures established by the CEO and/or FAA/TSA.

ARTICLE VII – FIRE AND SAFETY

7.1 Fire Safety

The purpose of this Article is to set forth the rules and regulations regarding fire and safety to ensure that all persons using the Airport shall exercise the utmost care to guard against fire and injury to persons or property.

7.2 Adoption of Fire Prevention and Safety Codes

Uniform Construction Code (“UCC”) as may hereinafter be amended, as adopted as the Pennsylvania statewide building code, is hereby adopted as the Fire Prevention Code of the ACAA, for the control of building, structures and premises as herein provided. Further, each and all of the regulations, provisions, conditions and terms of the UCC, as well as the most recently amended version of the International Fire Code published by the International Code Council, the NFPA Fire Prevention Code, and the Pennsylvania Life Safety Code, are hereby referred to, adopted and made a part hereof as if fully set out in this Article and shall supersede this Article in any case of conflict.

7.3 Authority at Fires and Other Emergencies

The Fire Chief of the ACAA Fire Department (“Fire Chief”), or duly authorized representative(s), as may be in charge at the scene of a fire or other emergency involving the protection of life and property, is empowered to (i) direct such operation as may be necessary to extinguish or control any suspected or reported situations; and (ii) take any other actions necessary in the reasonable performance of their duties. Said official or duly authorized representative(s) may prohibit any person, vehicle or object from approaching the scene and may remove or cause to be removed from the scene any person, vehicle or object which may impede or interfere with the operations of the fire department. Said official or duly authorized representative(s) may remove or cause to be removed any person, vehicle, or object from hazardous areas. All persons ordered to leave a hazardous area shall do so immediately and shall not re-enter the area until authorized to do so by said duly authorized official or duly authorized representative(s).

7.4 Fire Control Measures

It shall be unlawful to interfere with, attempt to interfere with, conspire to interfere with, obstruct or restrict the mobility of or block the path of travel of any fire department emergency vehicle in any way, or to interfere with, attempt to interfere with, conspire to interfere with, obstruct or hamper any fire department operations.

A person shall not willfully fail or refuse to comply with any lawful order or direction of the Fire Chief or his/her designated representative(s) in command, or to interfere with the compliance attempts of another individual.

A vehicle shall not be driven or propelled over any unprotected fire hose of the fire department when laid down on any street, alleyway, private drive or any other vehicle roadway without the consent of the Fire Chief or his/her designated representative(s) in command of said operation.

Authorized emergency vehicles shall be restricted to those which are defined and authorized under the laws of the Commonwealth of Pennsylvania.

Upon the approach of any authorized emergency vehicle, giving audible and visual signal, the operator of every other vehicle shall immediately drive to a position as near possible and parallel

to the right-hand edge or curb of the street or roadway, clear of any intersection and shall stop and remain in such position until the authorized emergency vehicle or vehicles shall have passed, unless otherwise directed by the Fire Chief or his/her designated representative(s) or a police officer.

It shall be unlawful for the operator of any vehicle, or other than one on official business, to follow closer than three-hundred (300) feet from any fire apparatus traveling in response to a fire or other emergency.

A person shall not, without proper authorization from the Fire Chief or his/her designated representative(s) in charge of said fire department emergency equipment, cling to, attach himself to, climb upon or into, board or swing upon any fire department emergency vehicle, whether the same is in motion or at rest, or sound the siren, horn, bell or other sound producing device thereon, or to manipulate or tamper with, or attempt to manipulate or tamper with levers, valves, switches, starting devices, brakes, pumps, or any equipment or protective clothing on, or a part of, any fire department emergency vehicle.

It shall be unlawful for any person to damage or deface, or attempt or conspire to damage or deface, any fire department emergency vehicle at any time or to injure, or attempt or conspire to injure, or attempt to conspire to injure, fire department personnel while performing departmental duties.

The driver of any emergency vehicle shall not sound the siren thereon or have front red lights on or disobey any existing traffic regulation, except when said vehicle is responding to, but not returning from, a fire or other emergency. Tactical strategies such as, but not limited to, "move-ups", do not constitute an emergency call. The driver of an emergency vehicle may:

1. Park or stand irrespective of the provisions of existing traffic regulations;
2. Proceed past a red or stop signal or other sign but only after slowing down as may be necessary for safe operation;
3. Exceed the prima facie speed limit so long as the action does not endanger life or property;
4. Disregard regulations governing direction of movement or turning in specified direction;
5. The exemptions herein granted to an emergency vehicle shall apply only when the driver of any such vehicle while in motion sounds audible signal by bell, siren or exhaust whistle as may be reasonably necessary, and when the vehicle is equipped with at least one lighted lamp displaying a red light visible under normal atmospheric conditions from a distance of five-hundred (500) feet to the front of such vehicle.

The above listed exceptions in no way remove the driver's responsibility to maintain control of the vehicle at all times and to drive in a safe and prudent manner. Additionally, the above exceptions do not absolve the driver of liability.

It shall be unlawful to obscure from view, damage, deface, obstruct or restrict the access to any fire hydrant or any fire department connection for the pressurization of fire suppression systems, including fire hydrants and fire department connections located on public or private streets and access lanes or on private property. If, upon the expiration of the time mentioned in a notice of violation, obstructions or encroachments are not removed, the Fire Chief or his/her designated representative(s) shall proceed to remove the same. Costs incurred in the performance of necessary work shall be assessed accordingly.

A person shall not use or operate any fire hydrant intended for use of the fire department for fire suppression purposes unless such person first secures authorization for such use from the Fire Chief or his/her designated representative(s) or ACAA plumbing personnel. This section shall not apply to the use of such hydrants by a person employed by, and authorized to make such use by, the water company having jurisdiction.

A person shall not obstruct, remove, tamper with or otherwise disturb any fire hydrant or fire appliance required to be installed or maintained under the provisions of the Fire Prevention Code except for the purpose of extinguishing a fire, training or testing purposes, recharging or making necessary repairs or when permitted by the fire prevention code official. Whenever a fire appliance is removed as herein permitted, it shall be replaced or re-installed as soon as the purpose for which it was removed has been accomplished. Defective and non-approved fire appliances or equipment shall be replaced or repaired as directed by the Fire Chief.

A person shall not sell, trade, loan or give away any form, type or kind of fire extinguisher which is not approved by the Fire Chief, or which is not in proper working order, or the contents of which do not meet the requirements of the Fire Chief. The requirements of this section shall not apply to the sale, trade or exchange or obsolete or damaged equipment for junk when said units are permanently disfigured or marked with a permanent sign identifying the unit as junk.

ARTICLE VIII – ACAA TENANT AND CONTRACTOR FIRE POLICY AND HAZARDOUS MATERIAL

8.1 The following are the procedures and guidelines for general safety and emergency situations for all ACAA employees, as well as tenants and contractors of the Airport.

8.2 Application

The following applies to all employees doing regular business at the Airport. No employee is exempt from the procedures guidelines set forth herein.

It shall be the duty of the Fire Chief to enforce all applicable sections of these Rules and Regulations pertaining to fire protection, fire prevention and fire spread control.

The Fire Chief or his/her duly authorized representative(s), shall periodically inspect all buildings, structures and premises to ensure compliance with all applicable sections of these Rules and Regulations pertaining to fire protection, fire prevention and fire spread control.

8.3 Responsibilities

In the event of an emergency, employees shall call **911**.

Employees shall provide the following information: location, name, nature of call, (If medical, details on patient's condition), and contact information.

If there is no threat to safety, caller should stay at incident location to meet with emergency responders.

All employees are responsible for knowing the evacuation plan and routes for areas in which they work. Employees must be familiar with alternate exits in the event that the primary route is blocked. If an alarm is heard in the area, all employees must adhere to evacuation policies. Employees should assist guests/customers who may be unfamiliar with the facility if they can do so without delay of self-evacuation. No employee is exempt from evacuation.

Supervisors are responsible for accountability of subordinate employees and reporting said information to **Emergency Responders**.

It is the responsibility of all employees to be familiar with fire extinguisher and Automatic External Defibrillator ("AED") locations.

Emergency exits, hallways, fire extinguishers, and AED's shall remain clear of any obstruction.

8.4 Fire Prevention

Smoking is not permitted on ACAA property outside of any designated smoking areas, as provided for in paragraph 2.4.7, above.

All ACAA employees are encouraged to have annual fire extinguisher training conducted by ACAA Fire Rescue.

No person on Airport property shall conduct open-flame, welding, or spark-generating operations without contacting the **Fire Department at 412-472-5732**. This includes, but is not limited to:

1. Any type of welding or cutting using high-temperature equipment
2. Tar kettle (roofing)
3. Lead pot (plumbing)
4. Solder torches
5. Candles
6. Fireworks
7. Grilling

All employees shall be familiar and comply with the **Hot Work** and **Confined Space** policies.

Fire extinguisher equipment at the Airport shall not be tampered with at any time, nor used for any purpose other than firefighting or fire prevention. All such equipment shall be regularly inspected to insure that it conforms to the National Fire Protection Association's Regulations and the ACAA Fire Prevention Policies. Tags showing the date of the last such inspection shall be left attached to each inspected unit.

Fully charged and currently inspected fire extinguishers, of the type recommended by the National Fire Protection Association for specific materials, are required at all locations on the Airport where flammable materials are present or handled. Airport fire protection systems, alarms, and equipment shall not be tampered with at any time.

When using cooking equipment or heating appliances, employees shall comply with manufacturers' safety recommendations. No cooking equipment or heating appliances shall be operated on ACAA property without prior approval from the ACAA Fire Rescue.

Only one power strip shall be plugged into a receptacle at any time. Power strips shall be protected with a GFCI. A power strip shall never be plugged into another power strip.

No vehicles shall be left idling inside any building, tunnel, or baggage matrix area or within fifteen (15) feet of any building air intake.

Nothing shall be placed so as to block access to any electrical/mechanical rooms and panels.

8.5 Hazardous Materials

Class an Explosives and all other explosives not acceptable for transportation under applicable federal regulations are not permitted in, on, upon, or around the Airport.

Flammable and hazardous materials shall be stored in compliance with corresponding Safety Data Sheets ("SDS") from the manufacturer of the chemical. No person shall stock or store material and/or equipment in a manner that could create a hazard. Leaks or spills of any flammable or hazardous materials shall immediately be reported by calling **911**.

All applicable laws and regulations governing explosives which are acceptable for transportation must be strictly observed. Materials subject to federal, state and/or local regulations governing hazardous materials must be handled in strict compliance with these rules and regulations, and any other rules or regulations that the CEO might impose. Any waiver of a rule or regulation, or any part thereof, by the FAA, or by any other competent authority, shall not constitute, or be construed to constitute, a waiver of that rule or regulation by the CEO, or an implied permission by the CEO.

Permission for the movement of radioactive materials may only be given when such materials are packaged, marked, labeled, and limited as required by appropriate federal, state, and local laws and regulations, and where such movement does not create any hazard to life or property at the Airport. The ACAA Fire Department shall be able to provide information relative to the hazards of any material, subject to this Article, to the CEO.

No fuel, oil, grease, flammable liquids, or contaminants of any kind, including detergents used to wash aircraft, or any other vehicles or surfaces, shall be allowed to flow into or be placed in any storm drain, sewer system, or open water areas, in or on the Airport, without a separator, or unless connected to an industrial waste system, or as otherwise approved by the CEO.

The Authority retains the right to limit, or exclude, any types, quantity, or use of hazardous materials at the Airport.

No tenant, shipper, individual, or other entity shall use flammable, combustible or toxic vaporizing liquids to clean Aircraft, automotive parts, or floors of buildings on the Airport. Any cleaning of Aircraft, automotive parts, or floors of buildings on the Airport will be done in a manner approved by the Fire Chief.

8.6 Fire

When an employee observes a fire, the employee shall evacuate the area and call **911**.

Employee will provide the following information: name, nature of call, and name of contact for further information.

1. Employee should attempt to close door (if one exists) to the fire room to prevent or slow the spreading of fire if possible.
2. All employees shall attempt to activate the nearest Fire Alarm Pull Station.
3. If an employee is trained to use a fire extinguisher, they may attempt to extinguish the fire to prevent the fire from spreading, without endangering themselves. Use of fire extinguishers is voluntary.
4. All employees shall yield to emergency vehicles responding to emergency scenes.
5. All employees shall stay clear of emergency scenes.

8.7 Medical Emergencies

When an employee observes a medical emergency, the employee should notify **911**.

Employees should not attempt medical procedures without proper training/certification.

All employees shall yield to emergency vehicles responding to emergency scenes.

All employees shall stay clear of emergency scenes.

8.8 Fueling Operations

All Aircraft refueling operations should follow guidelines as set forth by ATA-103.

[**Spec 103: Standard for Jet Fuel Quality Control at Airports**](#)

8.9 Severe Weather

All ACAA employees shall follow the ACAA Lightning Condition guidelines. All others doing business at AGC should follow their own organization's safety policies/guidelines. During inclement weather, employees should use caution and seek shelter if need arises.

ARTICLE IX - ENVIRONMENTAL, SAFETY, AND HEALTH STANDARDS

9.1 Aircraft Cleaning

No person shall use flammable or volatile liquids or substances in the cleaning of Aircraft, Aircraft engines, propellers, and appliances or accessories unless such cleaning operations are conducted in an area specifically set aside for that purpose. Such areas designated for Aircraft cleaning purposes shall be properly ventilated, fireproofed, and equipped with adequate and readily accessible fire extinguishing apparatus. "Danger – No Smoking" signs shall be posted in such areas. All Aircraft cleaning activities must comply with Airport Operator's Storm Water Pollution Preventative Plan.

The Airport Operator reserves the right to inspect any and all cleaning materials used by any person. The Airport Operator reserves the right to prohibit any person from using any material that it deems hazardous to persons, property or environment. Without limitation, the use of cleaning materials which contain hazardous substances or phosphates is extremely prohibited.

9.2 Maintenance

All maintenance and other operations conducted in the any hangar or building on the Airport must conform with requirements of fire and other insurance policies in effect.

9.2.1 Approved Preventative Maintenance Activities in the Tie-Down Area

An Aircraft operator may engage in any of the preventative maintenance activities within the licensed Tie-Down space in the Tie-Down area that are not permitted under Part 43.17 of the Federal Aviation regulations. Notwithstanding the forgoing, the Airport Operator may elect to eliminate specific preventative maintenance activities described herein if the Airport Operator determines that such activity or activities are prohibited under or are inconsistent with any of the Airport Operator's permits.

9.2.2 Doping

"Doping" processes shall be conducted only in designated and properly designed, fireproofed, and ventilated rooms or buildings in which all illumination, wiring, heating, ventilation equipment, switches, outlets, and fixtures, etc., shall be spark-proof.

9.2.3 Painting

The application of paint in small quantities to the exterior of the Aircraft is limited to total area of less than two (2) square feet in size and is performed when the wind velocity is less than five (5) miles per hour. The use of spray guns attached to a compressor is prohibited.

9.2.4 Environmental Protection

If any person performs any maintenance or repair on the Aircraft which involves fuel, lubricants, chemicals, or other foreign substances, a means to prevent the substance from coming into contact with Airport pavement or grounds needs to be utilized, and all such substances shall be disposed of properly. When sumping fuel, a container approved for holding fuel which catches all fuel shall be used, and in no event will fuel be permitted to spill or leak onto any surface.

The tenant or licensee shall be fully and exclusively responsible for the proper and lawful handling and disposal all waste generated by maintenance activities.

All fuel spills should be promptly reported by calling 911.

9.3 Fire Equipment

No person shall remove any equipment or device used in fire prevention except in case of emergency, fire, or for the purpose of inspection. All such equipment shall be inspected in conformity with the National Fire Protection Association regulations. Tags showing the date of the last inspection shall be left attached to each unit.

9.4 Fire Hazards

All hangar doors, fire hydrants and pits, hose boxes, and all firefighting apparatus and other appurtenances shall be kept clear of obstruction at all times.

When the Airport Operator has, in writing, notified or requested any person on the Airport to correct or eliminate any fire hazard for which such person is responsible, such person shall correct or eliminate such hazard in the manner and within the terms prescribed in the written notification or request. If such person contends they are not responsible for such fire hazard, they shall notify the Airport Operator in writing.

9.5 Explosives or Other Dangerous Articles

Without prior permission of the Airport Operator, no person shall keep, transport, handle, or store at, in or upon the Airport any cargo of explosives or other dangerous articles which are barred from loading in or transportation by civil Aircraft in the United States under the regulations promulgated by the FAA. Any waiver of such regulation by the FAA shall not constitute written permission by the Airport Operator, alleviate the necessity for such permission. Advance notice of at least 24 hours to the Airport Operator is required for any request for permission hereunder.

9.6 Radioactive Materials

No person shall, without prior written permission of the Airport Operator and notice of at least 24 hours, store, keep, handle, use or transport at, in or upon the Airport the following radioactive materials:

1. Source material (as defined in standards for protection against radiation, promulgated by the Atomic Energy Commission, Title 10, Code of Federal Regulations, Part 20) including, but not limited to, uranium, thorium, or any combination thereof (but not including the "unimportant quantities of source material" set forth in 10 CFR 40.13).
2. Special nuclear material (as defined in standards for protection against radiation promulgated by the Atomic Energy Commission, Title 10, Code of Federal Regulations, Part 20) including, but not limited to, plutonium, uranium 233, uranium enriched in the isotope 233 or in the isotope 235, or any material artificially enriched by any of the foregoing:
 - a. Nuclear reactor fuel elements that are partially expended or irradiated;
 - b. New nuclear reactor fuel elements;
 - c. Radioactive waste material;
 - d. Any radioactive material moving under an Interstate Commerce Commission special permit or Atomic Energy Commission permit and escort.

9.7 Hazardous Materials

All hazardous materials shall be handled in compliance with all applicable rules, regulations, and agreements governing such materials, and in a manner to prevent spillage.

9.8 Hazardous Material Spill

Any party who has hazardous material spill shall be responsible for the containment, clean-up, and remediation (if required) of that spill.

In the event of any hazardous spill, the party responsible shall immediately notify the Airport Operator, as well as any regulatory agencies/authorities in a manner consistent all applicable rules and regulations, including, but not necessarily limited to, those of the Pennsylvania Department of Environmental Protection (“PADEP”).

ARTICLE X - FUELING OPERATIONS

10.1 Aircraft Fueling and Defueling

10.1.1 Prohibited While Fueling or Defueling

No Aircraft shall be fueled while the engine or engines are running or while such Aircraft is in a hangar or enclosed space or under conditions which the Airport Operator deems to be unsafe.

No Aircraft should be defueled while the engine or engines or under conditions which the Airport Operator deems to be unsafe.

No person should operate any radio transmitter or receiver, or switch electrical appliances on or off in any Aircraft or vehicle during fueling, draining of fuel and while operating at the Fuel Farm unless such device is certified as a "Device for Hazardous Locations."

No person shall use any materials during fueling or draining of fuel from Aircraft that are likely to cause a static discharge.

No person shall start the engine of any Aircraft or vehicle when there is fuel on the ground under or in close proximity to such Aircraft or vehicle.

10.1.2 Overflow Prevention

Persons engaged in fueling and draining of Aircraft shall exercise extreme care to prevent overflow of fuel.

10.1.3 Fire Prevention

Adequate fire extinguishers shall be within ready reach of personnel engaged in fueling and draining operations.

10.2 Mobile Refuelers

10.2.1 General

No visible leaks should be observed from any part of the mobile refueler.

All tenant mobile fuelers are subject to quarterly inspections by the Airport Operator.

10.2.2 Spill Response Kit

All mobile refuelers are required to have a spill response kit on board that includes at least the following:

2 Booms (3"x 12')	1 pair chemical-resistant overgloves
1 pair goggles and/or safety glasses	1 box chemical-resistant gloves
1 PPE set of coveralls and over boots	4, 1-liter pillows
Non-sparkling shovel	PVC drain cover
Non-sparkling broom	10, 18" x 18" pads
2 Booms (3" x 4')	5 lbs. loose sorbent

10.2.3 Fire Extinguisher

Each mobile refueler must have two fire extinguishers mounted to each side of the vehicle with rating of at least 20-BC.

10.2.4 Marking and Labels

Each mobile fueler shall have a sign on each side of the vehicle and on the rear of the vehicle to identify the product within the mobile refueler. The sign shall have letters at least three inches high and shall be of a color contrasting sharply with the sign background for visibility. The words “flammable” and the name of the product carries, such as “JET-A,” shall appear on the sign.

Capacity labels and/or meters should be provided for all refuelers.

A “No Smoking” sign shall be posted prominently in the cab of each mobile refueler.

Emergency fuel shutoff controls shall be placard “Emergency Fuel Shutoff” in the letters at least two inches high and shall be a color that contrasts with the placard background for visibility. The method of operation of the emergency fuel shutoff control shall be indicated by an arrow or the word “push” or “pull”, as appropriate.

10.2.5 Maintenance of Equipment

Fueling hoses and draining equipment shall be maintained in a safe, sound, and non-leaking condition at all times.

10.2.6 Grounding Devices

All hoses, funnels, and appurtenances used in fueling and draining operations shall be equipped with a grounding device to prevent ignition of combustible/flammable liquids.

10.3 Mobile Refueler Operators

10.3.1 Training and Identification

All mobile refueler operators must be trained in Hazardous Materials Awareness, Level 1, and Hazardous Materials Operations, Level 2.

All mobile refueler operators must complete Fuel Farm Interactive Employee Training as administered by the Airport Operator, before being allowed to access the fuel farm.

All mobile refueler operators must have an Airport issued ID with a Fuel Farm Endorsement.

10.3.2 Fuel Farm Operators

The deadman control must be held at all times by the mobile refueler operator.

All sources of ignition must be extinguished prior to entering the fuel farm.

Drip pans must be placed under the pump hose fitting by the truck operator prior to refueling operations.

Mobile refuelers must be bonded prior to connecting any fueling hose or vapor recovery hose.

Mobile refueler operators must wear safety glasses/goggles and chemical resistant gloves while at the fuel farm.

Unless intrinsically safe, all cell phones and radios must be turned off.

Mobile refueler operators may not sit in the mobile refueler during refueling operations.

Mobile refueler operators must monitor the fueling operations from outside the truck and be alert for leaks and spills.

10.4 Fuel Spills

All fueling operations shall be conducted in compliance with all applicable rules, regulations and agreements governing such activities, and in a manner to prevent fuel spillage.

Any party who has a fuel spill shall be responsible for the containment, clean-up, and remediation (if required) of that spill. Remediation should be conducted in accordance with all applicable local, state, and federal regulations.

10.4.1 Small Fuel Spills

A small fuel spill is identified as having any of the following conditions:

1. Less than 5 gallons
2. Less than 10 feet in any direction
3. Smaller than 50 square feet

And all of the following conditions:

1. The source can be shut off.
2. It does not present a hazard to any persons or property.
3. The spill is containable.

10.4.2 Major Fuel Spill

A major fuel spill is identified as any of the following:

1. Greater than 5 gallons
2. More than 10 feet in any direction
3. Greater than 50 square feet
4. The source cannot be shut off
5. It presents or becomes a hazard to any persons and property
6. The spill is not containable

10.4.3 Fuel Spill Notification

In the event of a fuel spill the party responsible should immediately notify their supervisor.

In the event of a fuel spill the party should immediately notify **911**. They should provide the dispatcher with the following information:

1. The location of the spill
2. The type of fuel spilled
3. How much fuel was spilled
4. If there is an ignition source present
5. If the spill is a hazard to persons or property

The party responsible must also make the proper notifications to the Airport Operator, regulatory agencies/authorities in a manner consistent with all applicable rules and regulations, including, but not necessarily limited to **40 CFR Part 110, Discharge of Oil regulations, 40 CFR Part 112, Oil Pollution Prevention regulation**. Without limiting the scope of the foregoing, all fuel prevention and control required by NFPA 407, Aircraft Fuel Servicing 1996, current edition, shall be observed.

ARTICLE XI – WINTER OPERATIONS

10.1 Aircraft Deicing

All Aircraft deicing operations must be in compliance with the Airport Operator's Stormwater Pollution Prevention Plan. For information on this plan, contact the Vice President of Sustainability and Natural Resources at (412) 472-3575. Aircraft deicing is only allowed in designated areas such as a deicing pad.

10.2 Pavement Deicing

10.2.1 Airside Chemicals

Only chemicals approved by the FAA Advisory Circular 150/5200-30D current edition may be used. At present, these include the following:

1. Potassium Acetate
2. Potassium Formate
3. Sodium Formate
4. Sodium Acetate
5. Heated Sand

10.2.2 Landside Chemicals

Only the following chemicals and substances are approved for pavement deicing landside:

1. Sodium Chloride (Rock Salt)
2. Calcium Chloride
3. Lithium Chloride
4. Sand

10.3 Plowing

10.3.1 Tenants shall be responsible for plowing their leaseholds at their own expense in a timely manner.

10.3.2 Tenants shall not pile snow so as to obstruct Aircraft passage on taxiways, taxilanes, or runways.

10.3.3 Tenants shall not plow snow onto plowed taxiways, taxilanes, runways, roads, or aprons.

10.3.4 Tenants shall provide proof of insurance for contractors involved in snow removal operations.

10.3.5 Snow must remain on the tenant leasehold, and may not cross roads or other tenants' leaseholds.

ARTICLE XII – INTERNATIONAL ARRIVALS

11.0 U.S. Customs & Border Protection Apron

11.1.1 Arrival & Departure

All Aircraft arriving and departing the U.S Customs and Border Protection Apron shall follow the marshalling instructions of ground personnel.

11.1.2 Taxiing Weight Category

Any Aircraft that has a maximum gross landing weight (MGLW) of 58,500 pounds or more is not allowed to turn around under its own power. A tug must be arranged to turn the Aircraft in this weight category.

11.1.3 Fueling Operations

All fueling operations are prohibited on the U.S. Customs & Border Protection Apron.

11.1 Regulated Garbage

All Regulated Garbage must be collected from all international flights, except those originating from Canada.

Regulated Garbage must be placed in a leak-proof plastic bag and given to an authorized representative of the Airport Operator who will then place into an international garbage dumpster. Plastic bags utilized for Regulated Garbage must be at least (4) mils in thickness.

ARTICLE XIII – RULES ENFORCEMENT AND PENALTIES

1.0 Definitions

A **Notice of Violation (NOV)** is prepared and submitted by ACAA personnel including Operations Agents, Airport Fire Department Agents, Safety and Security Agents or duly authorized representatives of the Authority at or around the time of any incident which is believed to constitute a violation of these Rules and Regulations. The electronic form shall set forth, at a minimum, the name of the violator, tenant or contractor, date and time of the violation, location of the violation, and the nature of the alleged violation. Corrective and/or disciplinary action may be taken against the violator or employer; and the NOV will be sent to the violator's employer and kept on file.

Training will involve returning to the badging office to complete and pass a course for the violation committed.

Suspension is the fixed term removal of badge and proximity card privileges.

Revocation is the permanent removal of badge and proximity card privileges.

Meet with ACAA – will require the tenant to meet with ACAA personnel from the office overseeing the violation committed, to review and determine a course of corrective action, or penalty.

A **Fine** is a specified amount of money that must be paid to the ACAA.

Repetitive Offenses are those committed within a rolling twelve-month period.

2.0 Notices of Violation

ACAA will conduct inspections and enforce violations of these Rules and Regulations. All tenants, contractors, badge holders, and or persons with a proximity card will be subject to a Notice of Violation (“NOV”) when reasonable grounds exist to believe that the Rules and Regulations or a permit have been violated, either by commission or omission.

NOV's will be monitored and issued by ACAA personnel in Safety and Security, Airport Operations, Airport Fire Department, and other ACAA departments as authorized by the CEO or the CEO's designee.

All NOV's will be entered into a computer database by ACAA staff. After a NOV is issued, the database will be checked to determine any other accumulated violations against the offender. Depending upon the results of the computer search and degree of violation, the ACAA may take corrective actions to enforce these Rules and Regulations.

All employees are responsible for reporting serious offenses immediately to their direct report and/or ACPD.

3.0 Enforcement/Penalties

NOV's may serve as a warning (verbal and/or written) or carry a penalty such as training, suspension of badge, revocation of badge, summons for a meeting with ACAA personnel, a fine, or towing, booting or a lock out. Violations of any of the Rules and Regulations herein relating to motor vehicle traffic shall be tried and punished in the same manner as if it had been committed

on the public roadways. Responsibility for enforcement of these violations will be ACPD and/or ACAA.

Ground transportation violations are governed under the Notice of Violation Policy contained in ARTICLE VI: MOTOR VEHICLES

Violations of unauthorized or unintended use of any ACAA space or property may result in the tenant or contractor being billed for such use of ACAA space and property which is not in the lessee's contract.

Violations that occur in the AOA will be referenced in the Ground Vehicle Operations Manual.

Individuals cited for violations related to environmental practices and procedures may be fined in accordance with local, state, and federal laws.

Individuals cited for safety or security related Violations may result in mandatory training, suspension or revocation of badges and proximity card privileges, and or fines by ACAA, local, state or federal agencies

In the event of towing, booting, or lock out, the tenant will be held responsible for all fees associated with the towing (includes the towing, impoundment, storage and other fees), booting (the placement of the boot, removal of the boot, and other fees), and lock out (the changing of the locks, any other device used to lock out the respective area, and other fees). The ACAA or any party contracted to perform the towing, booting, or lock out is not responsible for any damage caused to the tenant's operations or property.

The CEO or their designated representative is authorized to enforce these Rules and Regulations as required to assure the convenience and safety of the traveling public and others using the Airport. In addition to these Rules and Regulations, the CEO is empowered to issue other guidelines to ensure the safety and well-being of Airport users or as otherwise determined to be in the best interest of the ACAA. The CEO may prohibit use of the Airport or any part thereof by any person in violation of these Rules and Regulations. The CEO may use any legal remedy or recourse to aid the enforcement of the provisions contained in these Rules and Regulations.

Appeals or resolution processes other than those regulated by applicable law will be heard by the Vice President of the Airport, who may appoint designees to act as an ACAA representative in a meeting to discuss the NOV appeal and its penalties. A requested for a NOV appeal meeting with the ACAA must be submitted within five (5) calendar days of receiving the NOV. Upon receipt of the appeal, the ACAA shall schedule a meeting with the violator and their supervisor within fifteen (15) calendar days. The meeting must be attended by the violator and their immediate supervisor or employer. The informal meeting shall be conducted to determine whether there is sufficient evidence to support the NOV. The burden of proof shall be upon the party or parties appealing the NOV.

The NOV appeal meeting provides the individual and his or her supervisor an opportunity to explain the circumstances that led to the NOV. The process also provides an opportunity to educate to the individual violator or employer on the ACAA Rules and Regulations.

These Rules and Regulations are designed to protect the public health, safety, interest, and general welfare at the ACAA, and to restrict or prevent any activity or action which would interfere with the safe, orderly, and efficient use of the Airport by its passengers, operators, tenants, and users.

ARTICLE XIV – ALLEGHENY COUNTY AIRPORT MINIMUM STANDARDS

I. MINIMUM STANDARDS FOR FUELING LICENSE

- 1.0** A fuel licensee shall conduct the business of selling aviation fuel and Aircraft lubricants or dispensing the same into Aircraft operated by air taxi, scheduled commuter, general aviation and itinerant Aircraft operators in a manner adequate to meet all demands therefor at the Airport, and upon request therefor by operators of such Aircraft (the “Aircraft Fueling Service”). A licensee shall also provide services to assist Aircraft pilots and Aircraft as part of its service.
- 1.1** A licensee should have available and shall sell in its Aircraft Fueling Service the types of aviation fuel and Aircraft lubricants used by the customer’s Aircraft including, but not limited to, Jet A-type fuel and 100 octane aviation gasoline. A licensee shall conduct the Aircraft Fueling Service in accordance with (i) the highest standards for safety and security in the Aircraft fueling industry and (ii) the procedures contained in the Authority’s Airport Fueling Procedures, as they may be supplemented and amended from time to time.
- 1.2** The Airport Fueling Procedures described in Appendix 4 may be supplemented or amended by the ACAA from time to time, and in such a manner and to such extent as is deemed appropriate by the ACAA; provided, however any such supplements or amendments shall be uniformly applicable to all licensees providing Aircraft Fueling Service at the Airport. Prior to any such amendment or supplement to the Airport Fueling Procedures, licensees that that will be affected shall be given written notice of proposed amendments and/or supplements, not less than ten (10), but not more than thirty (30), days before any proposed amendments and/or supplements are implemented. At such time, any licensee receiving such notice may appear in person or by counsel, and state its objection at the Authority’s offices, if any, to such proposed amendments, and/or supplements. Any lease, license, contract or agreement between the ACAA and a licensee, in the event that amended or supplemented Airport Fueling Procedures are adopted by the Authority, shall be terminated or cancelled at the Authority’s option in the event of failure by said licensee to comply with any such supplements or amendments to Airport Fueling Procedures after notice thereof.
- 1.3** The Airport Fueling Procedures are not intended to be all inclusive, and a licensee shall also be subject to and comply with all applicable federal, state and local laws, codes, ordinance, rules, regulations and directives including all other rules, regulations and directives of the Airport.
- 1.4** A licensee shall comply will all federal, state and local environmental laws, codes, rules, regulations and directives (the “Environmental Laws”) with respect to its Aircraft Fueling Service and the handling and storage of fuel and petroleum products (the “Fueling Operations). Further, a licensee shall provide such insurance and indemnity obligations to the ACAA to cover any and all loss, cost, damage, expense and liability under Environmental Laws arising out of its Fueling Operations as the ACAA may require by the terms and conditions of a license, including any endorsements thereto.

II. APPLICATION

2.0 The granting of a license at the AGC is done at the sole discretion of the ACAA in conformity with the minimum standards and these Rules and Regulations, as may be amended from time to time, and which govern the operation of AGC. The applicant acknowledges that he/she/it has read and understands the minimum standards and Rules and Regulations of the AGC and agrees to be bound thereby, and by the conditions of any license granted.

2.1 Contents – Written Application

Name of Applicant (if corporation or other business entity, the identity and title of the individual making application on its behalf).

Address of principal business location of applicant.

If a corporation, the state of incorporation and a Certificate of Good Standing from Pennsylvania.

If a non-resident corporation, the identity of the registered agent.

Names, addresses and title of each principal and officer of the applicant.

The nature of business to be conducted at the Airport. A business plan may be used to express the proposed business (*see* business plan outline at Appendix 1).

The facility that will be used, if existing, if not, the size of the facility and ramp to be constructed.

List of businesses operated at airports during the last ten years with an airport contact name and phone number for each.

If the applicant has contracts for operations at the Airport, a list of clients to be serviced.

List of bank references and borrowing credit history; financial references and authorization for the ACAA to obtain a credit report for the company.

A copy of the applicant's most recent annual financial statement including income statement and balance sheet prepared by a certified public accountant.

The identities and background of the individuals responsible for the management of the applicant's operation at the airport.

The hours of operation.

Full service operators must provide a listing of any fuel spill incidents over ten gallons that occurred in in the last five years.

The identity of any subsidiary or other entity related to the applicant, which the applicant anticipates will be making any use of the Airport's facilities.

Such other information as the Executive Director may require.

2.2 Denial of Applicants

As referenced above, the ACAA will determine whether to grant or deny any license applications. The ACAA may determine to deny a license application on grounds which include, but are not limited to, the following:

The applicant does not meet the qualifications, minimum standards and requirements established by these Rules and Regulations and/or of the AGC.

The applicant's proposed operations or construction will create a safety hazard at the Airport.

The granting of the application will require the expenditure of Airport funds, labor or materials on the facilities described in or related to the application.

There is no appropriate or adequate available space or building on the Airport to accommodate the activity of the applicant, or the development or use of the area requested will result in a congestion of Aircraft or buildings, or will result in unduly interfering with the operations of any present Fixed Base Operator ("FBO") or other tenant of the Airport, such as: (i) problems in connection with Aircraft traffic or service; (ii) preventing free access and egress to the existing FBO area; or (iii) would require the reduction of space leased pursuant to an existing lease with a FBO.

The proposed operation, Airport development or construction does not comply with the approved Airport Layout Plan.

Any party applying, or having an interest in the business, has a record of violating the rules and regulations of the AGC, or the rules and regulations of any other airport, civil air regulations, Federal Aviation regulations, or other ordinances applicable to the AGC or any other airport.

Any party applying, or having an interest in the business, has defaulted in the performance of any lease or other agreement with the ACAA, or any lease or other agreement at any other airport, or has any past due payment liability to the ACAA.

Any party applying, or having an interest in the party applying, is not sufficiently creditworthy and responsible or does not have sufficient financial capability for the business to which the application relates and/or, in the judgement of the ACAA, cannot provide, maintain and operate a first class FBO, or promptly pay amounts due under the license or lease.

The applicant does not have the finances necessary to conduct the proposed operation for a minimum period of six (6) months.

The applicant has committed a crime, or violated any local ordinance rule or regulation, which adversely reflects on its ability to conduct the FBO/LFBO operation for which the applicant applied. Such crime or violation may include, but is not limited to, violation of safety procedure, breach of Airport security or local fire/building codes, or Environmental Laws.

III. STANDARDS AND LIMITATIONS

The standards for business activities as set forth in **Exhibit A** have been developed after consideration of the above elements with special attention to their applicability at the Airport. The standards set forth are applicable to specific commercial aeronautical activities addressed and must be met by any applicant desiring to conduct such activities at the Airport.

- 3.0** The standards set forth in **Exhibit A** constitute the minimum standards which the Airport will require in agreements authorizing commercial activities and, unless specifically limited, do not preclude applicants from seeking greater operating authority.
- 3.1 FBO's and LFBO's** shall deliver to the AGC's Executive Director, upon execution of an agreement, a security deposit in the form of a cashier's check, performance bond or letter of credit in the amount equal to fifty percent (50%) of any license fee due under their license agreement.
- 3.2 Full service FBO's** shall also deliver to the AGC's Executive Director, upon execution of a license agreement, a cashier's check, performance bond or letter of credit in the amount equal to three times the average monthly fuel flowage fee due for the prior year's operation. If the applicant was not an FBO at the Airport at the time of application, a security deposit of Thirty Thousand Dollars (\$30,000) will be required for the first year of operation. A security deposit of equal to three times the average monthly fuel flowage fee due for the prior year of operation at the Airport will be required for all subsequent years of operation.
- 3.3 Personnel**
The Operator shall have in his employ and on duty during operating hours, trained uniformed personnel in such numbers as are required to meet Minimum Standards and requirements set forth herein, in an efficient manner, for each aeronautical service being performed. The Operator shall also provide a reasonable person in the office to supervisor the operations in the leased area and with authorization to represent any act for and on behalf of the operator during all business hours.
- 3.4 Indemnity, Liabilities Insurance**
The Operator shall indemnify the Authority, employees and representatives ; (to include reasonable attorneys and other professional fees from and against all claims and demands of the Operator or third persons for death and or personal injury, or for property damage arising out of the use and occupancy of space by the operator or out of any other acts or omissions of the Operator its officers, employees, on the space or out of the acts or omissions of others space with the consent of the Operator whether or not such claims, demands, causes of action, liabilities, etc., are made and asserted before or after termination or expiration of an agreement.
- 3.5 Insurance**
Operator shall maintain at minimum the insurance required for their type license and activity, as set forth in Appendix 2. The Executive Director will have the right to waive or modify insurance type and limit required.
- 3.6 Fees**
The Operator shall pay the standard fees as specified by the Airport. Such fees shall be specifically included in an agreement executed with the Airport. Fees for multiple activities will not be cumulative with the exception of Aircraft sales.

IV. GENERAL REQUIREMENTS

4.0 Requirements of a written agreement with the Airport

- 4.1.1** Prior to the commencement of operation, the Operator will be required to enter into a written agreement with the Authority. Such agreement will set the terms and conditions under which he will operate his business on the Airport, including, but not limited to, the term of the agreement, the fees and charges, the rights and the obligations of the respective parties, understood therefor, that neither the conditions therein contained nor those set forth in these Minimum Standards represent a complete recitation of the provisions to be included in the written agreement. Such agreement provisions, however, will neither change nor modify the Minimum Standards, nor be inconsistent therewith.
- 4.1.2** Operators, shall at all times during the term of its License comply with and Meet the Minimum Standards relating to its Licensed Activity.
- 4.1.3** The Minimum Standards described herein may be supplemented or amended and new classes of operations and standards related thereto created by the Authority from time to time, and in such manner and to such extent as is deemed appropriate by the Authority; provided, however, any such supplements or amendments shall be uniformly applicable to all Operators that would be affected and all Operators shall be given written notice of proposed amendments and/or supplements and a meeting shall be held, not less than ten (10) nor more than thirty (30) days after the date of said written notice, may appear in person or by counsel, and state its obligation, if any, to such proposed amendments and/or supplements. Any lease, license, contract or agreement between the Authority and an Operator, in the event amended or supplemented Minimum Standards are adopted by the Board, shall be terminated or cancelled at the Authority's option in the event of failure by said Operator to comply with any such supplements or amendments to these Minimum Standard, after notice thereof shall have been given.
- 4.1.4** The Minimum Standards are not intended to be all inclusive, and Operators shall also be subject to and comply with all applicable federal, state and local laws, codes, ordinance, rules regulations and directives including, the rules, regulations and directives.

EXHIBIT A

Minimum Fixed Base Operator Standards Allegheny County Airport

1.0 FULL SERVICE FIXED BASE OPERATOR

1.01 Required minimum FBO facilities and equipment shall include the following:

A combined leasehold footprint of at least 30,000 square feet, including land (improved or unimproved), building/hangars, fuel farms, automobiles parking areas, and Aircraft¹ apron. Said leasehold shall include at a minimum the facility areas and requirements described in this subsection 1.01.

A paved Aircraft servicing and parking apron containing not less than 15,000 square feet.

Lounge, public restrooms, and flight planning areas of size sufficient to support operator's FBO activities, and meet Americans with Disability Act requirements, the size of said areas to be subject to such minimum requirements as may reasonably established by the AGC's Executive Director.

Paved automobile parking area of size sufficient to support operator's FBO activities, to be subject to such minimum requirements as may reasonably established by the AGC's Executive Director.

Aircraft hangar area (for maintenance and/or storage) of at least 10,000 square feet in a single building; a portion of which is to be reserved to comply with the maintenance certification requirements set forth in subsection 1.02 of this Exhibit.

Fuel storage tanks – at least one 12,000 gallon tank for aviation gas and at least two 12,000 gallon tanks for jet fuel.

Mobile "aviation gasoline" (AVGAS) and jet fuel single-product dispensing trucks (at least two of each) clearly marked and labeled to indicate type and grade of fuel with adequate and appropriate filtering devices, meters, grounding cables and of sufficient capacity to refuel the largest general aviation Aircraft likely to be serviced.

Standard starting equipment, oxygen, appropriate amount and type of fire extinguishers, towing equipment, and adequate fuel spill containment and absorbent equipment.

Additional facilities as required to comply with the minimum standards and minimum services provided for here (the "Minimum Standards") with respect to any other aeronautical activity to be provided by the operator pursuant to its license with the ACAA.

¹ "Aircraft" means a device that is used or intended to be used for flight in air.

1.02 Required Minimum Standards shall include the following:

Line service for general aviation Aircraft including apron servicing, ramp assistance, itinerant parking and storage, and flight line servicing of general aviation Aircraft both locally based and itinerant, including the sale and into-plane delivery of a recognized brand or brands of aviation fuels, lubricants and related aviation petroleum products, said storage, delivery and into-plane services requiring specific authorization as a license issued by the ACAA and being subject to the further requirements of the ACAA or AGC. Each Fixed Base Operator (“FBO”) shall monitor the FAA Control Tower and unicom frequencies, and provide arrival guidance and Aircraft parking direction, and shall also furnish information about and assistance to general aviation users with respect to arrangements with motels, hotels, restaurants, and rental cars. At a minimum, said line services shall be provided in conformity with the recommendations and standards set forth in the current edition of FAA Advisory Circular 00-34A “Aircraft Ground Handling and Servicing.”

Basic repair and maintenance services for general aviation Aircraft, engines and components, provided in conformance with the requirements for such services as contained in section 5 herein: provided, however that no additional leasehold interest beyond that contained in subsection 1.01 hereof shall apply. At a minimum, Licensee shall maintain at least Class III Airframe and Class I Power plant certification, with limited ratings for the Aircraft commonly fueled by the FBO; provided, however, that these requirements shall not mean that the FBO must itself provide more than basic services (e.g., minor repairs and required Aircraft inspections). The FBO shall have the right to utilize letter of arrangements as permitted by FAR Part 145 with respect to demonstrating arrangements with other operators for major maintenance services (e.g., airframe or engine overhaul).

The FBO shall have the right to perform any one of more of the following additional aeronautical activities at the Airport subject to said activity being added as a licensed activity to its license with the ACAA and the licensee the requirements applicable thereto:

1. Air Taxi/Air Cargo Services
2. Aircraft Rental/Management
3. Aircraft Sales
4. Flight Training
5. Specialized Aircraft repair Service
6. Specialized Flight Service

1.03 Required minimum FBO personnel shall be as follows:

Supervisor who has the authority to resolve day-to-day and emergency issues that may arise. The position must be staffed 24 hours a day, 7 days a week. Supervisor must have a minimum of five (5) years’ experience in FBO line service with at least three (3) years as a supervisor.

Sufficient properly trained personnel shall be available to service the public during the hours of operation required by this exhibit for each service offered. The FBO shall require attendants to be uniformed, courteous and furnish good, prompt and efficient service at all times.

Personnel engaged in dispensing Aircraft fuels shall be properly trained in all fueling, handling and associated safety procedures and shall in all fueling and plane handling operations conform to all the practices for such operations established in Exhibit **B**.

1.04 The minimum hours of operation shall be as follows:

For line services as required in Subsection 1.02, the licensee shall provide such service twenty-four hours a day, seven days a week.

For services required und Subsection 1.02), licensee shall provide said service, at a minimum, from 8:00 a.m. to 5:00 p.m., five days a week. On call service shall be provided during other hours.

2.0 AIR TAXI AND/OR AIR CARGO SERVICES

Operators engaging in air taxi service and/or cargo services shall provide and/or meet, as a minimum, the following facility, equipment, and service obligations.

2.01 Required ratings and certificates shall include the following:

Operators must hold an FAA Air Taxi Operator Certificate with ratings appropriate to the services to be provided.

FAA certificated pilot rating(s) must be held or obtained as necessary to conduct the air taxi service permitted by the Air Taxi Operator Certificate held.

A copy of each required certificate or rating described herein shall be delivered to the Authority, and the operator shall immediately notify the ACAA in the event its certificate(s) or rating(s) shall be amended, suspended or revoked, or in the event that the FAA notifies operator of a violation.

2.02 Required leasehold interests shall be as follows:

Leased land area of size sufficient to support the operator's activities shall be maintained to provide space for all buildings, Aircraft parking, storage, employee and customer parking, the size of said area and facilities to be subject to such minimum requirements as may reasonably be established by the AGC's Executive Director.

Properly heated and lighted building space of size sufficient to support operator's activities shall be maintained to perform work, and provide office space, storage and public waiting area that include indoor restroom facilities to be subject to such minimum requirements as may reasonably be established by the AGC's Executive Director.

Aircraft storage and ramp area of size sufficient to support operator's activities must be provided, the size of said area and facilities to be subject to such minimum requirements as may reasonably be established by the AGC's Executive Director.

2.03 Personnel required shall be as follows:

At least one FAA certified commercial pilot appropriately rated as described in Subsection 2.01 of this section.

At least one contact person available by telephone, pager or answering service who has the authority to act for the company in the event of an emergency situation.

2.04 Aircraft requires shall be as follows:

At least one Aircraft meeting all of the requirements of the Air Taxi Commercial Operator Certificate shall be owned or leased by agreement in writing and meet all the relevant requirements of Part 135 of the Federal Aviation Regulations.

2.05 The minimum hours of operation shall be as follows:

8:00 a.m. to 5:00 p.m., five (5) days a week. On-call service shall be provided during other hours.

3.0 AIRCRAFT RENTAL

Operators engaging in the rental of Aircraft to the public shall provide, and/or meet as a minimum, the following facility, equipment, and service obligations:

3.01 Required leasehold interest shall be as follows:

Leased land area of size sufficient to support Operator's activities shall be maintained to provide space for all buildings, storage, employees and customer parking, the size of said area and facilities to be subject to such minimum requirements as may reasonably be established by the AGC's Executive Director.

Properly heated and lighted building space of size sufficient to support operator's activities shall be maintained to provide space for all office space, storage, and a public telephone, the size of said area and facilities to be subject to such minimum requirements as may reasonably be established by the AGC's Executive Director.

Aircraft storage and ramp area of size sufficient to support operator's activities must be provided, the size of said area and facilities to be subject to such minimum requirements as may reasonably be established by the AGC's Executive Director.

3.02 Personnel required shall be as follows:

At least one FAA certified commercial pilot with appropriate ratings for Aircraft rental flight checks.

3.03 Aircraft required shall be as follows:

At least three Aircraft shall be provided. Said Aircraft shall be owned or leased by agreement in writing all the relevant requirements of the Federal Aviation regulations, including 100-hour and annual maintenance inspections.

At least one contact person available by telephone, pager or answering service who has the authority to act for the company in the event of an emergency situation.

3.04 The minimum hours of operation shall be as follows:

8:00 a.m. to 5:00 p.m., five (5) days a week. On-call service shall be provided during other hours.

4.0 AIRCRAFT SALES

Operators engaging in the sale of new or used Aircraft to the public must provide and/or meet, as a minimum, the following facility, equipment, and service obligations.

4.01 Required leasehold interest shall be as follows:

Leased land of size and sufficient to support operator's activities shall be maintained to provide space for all buildings, storage, employee and customer parking, the size said area and facilities to be subject to some minimum requirements as may reasonably be established by the AGC's Executive Director.

Properly heated and lighted building space of size sufficient to support operator's activities shall be maintained to perform work and provide office space for all office space, storage, and public waiting area that includes indoor rest room facilities and a public waiting area that includes indoor rest room facilities and a public telephone, the size of said area and facilities to be subject to such minimum requirements as may reasonably be established by the AGC's Executive Director.

Aircraft storage and ramp area of size sufficient to support operator's activities must be provided, the size of said area and facilities to be subject to such minimum requirements as may reasonably be established by the AGC's Executive Director.

4.02 Personnel required shall be as follows:

At least one (1) qualified employee having reasonable, thorough knowledge of the Aircraft being sold.

At least one contact person available by telephone, pager or answering service who has the authority to act for the company in the event of an emergency situation.

4.03 Dealership requirements shall be as follows:

New Aircraft dealers shall hold an authorized factory dealership or sub-dealership and provide documentation of such to the ACAA.

The normal operating hours will be at the operator's discretion, but operator should be reasonably available to the public.

5.0 AIRCRAFT AND/OR POWERPLANT REPAIRS

Operators engaging in airframe and/or power plant repair service must provide and/or meet, as a minimum, the following facility, and equipment and service obligations.

5.01 Required leasehold interests shall be as follows:

Leased land area of size and sufficient to support operator's activities shall be maintained to provide space for all buildings, storage, employee and customer parking, the size said area and facilities to be subject to some minimum requirements as may reasonably be established by the AGC's Executive Director.

Properly heated and lighted building space of size sufficient to support operator's activities shall be maintained to perform work and provide office space for all office space, storage, and a public telephone, the size of said area and facilities to be subject to such minimum requirements as may reasonably be established by the AGC's Executive Director.

Aircraft storage and ramp area of size sufficient to support operator's activities must be provided, the size of said area and facilities to be subject to such minimum requirements as may reasonably be established by the AGC's Executive Director.

5.02 Personnel required shall be as follows:

At least one full time FAA certificated airframe and/or power plant mechanic with appropriate ratings for the work to be performed.

At least one contact person available by telephone, pager or answering service who has the authority to act for the company in the event of an emergency situation.

5.03 The minimum hours of operation shall be as follows:

Operating hours shall be from 8:00 a.m. to 5:00 p.m., five (5) days a week. On-call service shall be provided during other hours for reasonably requested mechanical services.

5.04 Equipment required should be as follows:

Sufficient equipment and adequate supplies and availability of parts to perform maintenance in accordance with manufacture's recommendations or their equivalent shall be maintained.

6.0 FLIGHT TRAINING

Operators engaging in pilot flight instruction shall provide and meet, as a minimum, the following facilities, equipment, and service obligations.

6.01 Required ratings and certificates include the following:

Operators must hold an FAA Part 61 Flight School Certificate with ratings appropriate to the training being provided.

An FAA Pilot Certificate with Flight Instructor Rating(s) appropriate to the training being provided must be held or obtained as necessary.

A copy of each required certificate or rating described herein shall be delivered to the ACAA, and the operator shall immediately notify the ACAA in the event its certificate(s) or rating(s) shall be amended or revoked, or in the event the FAA notifies the operator of a violation.

6.02 Required leasehold interests shall be as follows:

Leased land area of size and sufficient to support operator's activities shall be maintained to provide space for all buildings, storage, flight training, employee and customer parking, the size said area and facilities to be subject to some minimum requirements as may reasonably be established by the AGC's Executive Director.

Properly heated and lighted building space of size sufficient to support operator's activities shall be maintained to perform work and provide office space for all office space, storage, and a public waiting area that includes indoor rest room facilities, a public telephone, subject to such minimum requirements as may reasonably be established by the AGC's Executive Director.

Aircraft storage and ramp area of size sufficient to support operator's Aircraft fleet shall be maintained, the size of said area and facilities to be subject to such minimum requirements as may reasonably be established by the AGC's Executive Director.

6.03 Required personnel shall include the following:

At least one FAA certified flight instructor with appropriate ratings for the training to be performed shall be provided.

At least one contact person available by telephone, pager or answering service who has the authority to act for the company in the event of an emergency situation.

6.04 Aircraft required shall be as follows:

At least one Aircraft meeting all the requirements of the training being provided shall be maintained at the Airport.

6.04 The minimum hours of operation shall be as follows:

Operating hours shall be from 8:00 a.m. to 5:00 p.m., five (5) days a week.

7.0 SPECIALIZED AIRCRAFT REPAIR SERVICES

Operators engaging in radio, instrument, or propeller repair service must provide and/or meet, as a minimum, the following facility, equipment, and service obligations.

7.01 Required leasehold interests shall be as follows:

Leased land area of size and sufficient to support operator's activities shall be maintained to provide space for all buildings, storage, employee and customer parking, the size said area and facilities to be subject to some minimum requirements as may reasonably be established by the AGC's Executive Director.

Properly heated and lighted building space of size sufficient to support operator's activities shall be maintained to perform work and provide office space for all office space, storage, and a public telephone, the size of said area and facilities to be subject to such minimum requirements as may reasonably be established by the AGC's Executive Director.

Aircraft storage and ramp area of size sufficient to support operator's activities shall be provided, the size of said area and facilities to be subject to such minimum requirements as may reasonably be established by the AGC's Executive Director.

7.02 Personnel required should be as follows:

At least one FAA certificated repairman with the appropriate ratings for the Repair Station Certificate shall be employed.

At least one contact person available by telephone, pager or answering service who has the authority to act for the company in the event of an emergency situation.

7.03 The minimum hours of operation shall be as follows:

Operating hours shall be from 8:00 a.m. to 5:00 p.m., five (5) days a week.

7.04 Required equipment shall be as follows:

Sufficient equipment and adequate supplies and availability of parts to perform maintenance in accordance with manufacture's recommendations or equivalent shall be maintained at the Airport.

8.0 SPECIALIZED COMMERCIAL FLIGHT SERVICES

This section covers, but is not limited to, the provision of the following LFBO services at or from the Airport.

1. Agricultural applications
2. Banner towing and aerial advertising
3. Aerial photography and survey
4. Fire-fighting and fire patrol
5. Powerline or pipe line patrol
6. Any other operation specifically exempted from Part 135 of the Federal Aviation Regulations

Operators desiring to provide the specialized commercial flight services listed above must provide and/or meet, as a minimum, the following facility, equipment and service obligation.

8.01 Required leasehold interest, if necessary and appropriate to operators activities as follows:

Leased land area of size and sufficient to support operator's activities shall be maintained to provide space for all buildings, storage, employee and customer parking, the size said area and facilities to be subject to some minimum requirements as may reasonably be established by the AGC's Executive Director.

Properly heated and lighted building space of size sufficient to support operator's activities shall be maintained to perform work and provide office space for all office space, storage, and a public waiting area that includes indoor rest room facilities, a public telephone, subject to such minimum requirements as may reasonably be established by the AGC's Executive Director.

If necessary or appropriate, Aircraft storage and ramp area of size sufficient to support operator's specialized flight service activities shall be provided, the size of said area and facilities to be subject to such minimum requirements as may reasonably be established by the AGC's Executive Director.

8.02 Personnel required should be as follows:

At least one FAA certificated pilot with the appropriate ratings for service being provided.

At least one contact person available by telephone, pager or answering service who has the authority to act for the company in the event of an emergency situation.

8.03 The minimum hours of operation shall be as follows:

Operating hours shall be from 8:00 a.m. to 5:00 p.m., five (5) days a week. On-call service shall be available during non-operating hours, where necessary and appropriate.

9.0 AIRCRAFT PARTS AND SUPPLY SALES

Operators desiring to engage in Aircraft parts and supply sales must provide and/or meet, as a minimum, the following facility, equipment and service obligations.

9.01 Required ratings and certificates shall include the following:

FAA Certificates and ratings as required for the sales being performed, when, if, and to the extent said requirements are established by the FAA. A copy of each required certificate or rating described herein shall be delivered to the ACAA, and the operator shall immediately notify the ACAA in the event its certificate(s) or rating(s) shall be amended or revoked, or in the event that the FAA notifies the operator of a violation.

9.02 Required leasehold interests, if necessary and appropriate to the Operator's activities, shall be as follows:

Leased land of size and sufficient to support operator's activities shall be maintained to provide space for all buildings and employee and customer parking, the size of said area and facilities to be subject to some minimum requirements as may reasonably be established by the AGC's Executive Director.

Properly heated and lighted building space of size sufficient to support operator's activities shall be maintained to perform work and provide office space for all office space, storage, and a public waiting area that includes indoor rest room facilities, a public telephone, subject to such minimum requirements as may reasonably be established by the AGC's Executive Director. Aircraft storage and ramp area sufficient to support Operator's activities must be provided, the size of said area and facilities to be subject to such minimum requirements as may reasonably be established by the AGC's Executive Director.

9.03 Operator shall meet the following requirements for its Aircraft parts and supplies inventory offered for sale.

A general inventory of Aircraft parts, supplies and accessories for Aircraft makes and models commonly frequenting the Airport's facilities and which is reasonably adequate to meet parts and supplies demands of Operator's customers shall be maintained.

An extensive inventory of Aircraft parts, supplies and accessories for any model of Aircraft for which the operator is an authorized dealer shall be maintained. operator's parts and supplies inventory shall meet FAA certification requirements for new and remanufactured parts to the extent applicable to operator's inventory.

9.04 Personnel required should be as follows:

At least one (1) qualified employee having a reasonably thorough knowledge of the Aircraft's parts and supply business. The employee shall meet applicable certification requirements as the FAA may prescribe from time to time. At least one contact person available by telephone, pager or answering service who has the authority to act for the company in the event of an emergency situation.

9.05 The minimum hours of operation shall be as follows:

Operating hours from 8:00 a.m. to 5:00 p.m., five (5) days a week. On-call service shall be available during non-operating hours, where necessary and appropriate.

10.0 FLYING CLUB

In an effort to foster and promote flying for pleasure, develop skills in aeronautics including pilotage, navigation, and an awareness and appreciation of aviation requirements and techniques, the category of Flying Clubs is added to the Rules and Regulations and Minimum Standards of the Airport. All Flying Clubs desiring to base their Aircraft and operate on the Airport must comply with applicable provisions of these standards and requirements. However, they shall be exempt from FBO/LFBO requirements upon satisfactory fulfillment of the conditions contained herein.

- 10.1** The Flying Club shall be a nonprofit entity (corporation, association or partnership) organized for the express purpose of providing its members with an Aircraft(s), for personal use and enjoyment only. The ownership of the Aircraft(s), must be vested in the name of the Flying Club, (or owned ratably by all of its members). The property rights of the members of the club shall be equal and no part of the net earnings of the club will inure to the benefit of any member in any form (salaries, bonuses, etc.). The club may not derive greater revenue from the use of its Aircraft than the amount necessary for the operations, maintenance and replacement of its Aircraft.
- 10.2** Flying Clubs may not offer or conduct charter, air taxi, or rental of Aircraft operations. They may not conduct Aircraft flight instruction except for regular members, and only members of the flying club may operate the Aircraft. No flying club shall permit its Aircraft to be utilized for giving of flight instruction to any person, including members of the club owning the Aircraft, when such person paid or becomes obligated to pay for such instructions, except when the instruction is given by a lessee based on the Airport and who is licensed to provide flight training. Any qualified mechanic who is a registered member and part owner of the Aircraft owned and operated by the flying club shall not be restricted from doing maintenance work on Aircraft owned by the club and the club does not become obligated to pay for such maintenance work except that such mechanics and instructor may be compensated by credit against payment of dues or flight time.
- 10.3** All Flying Clubs and their members are prohibited from leasing or selling any goods or services whatsoever to any person or firm other than a member of such club at the Airport except that said Flying Club may sell or exchange its capital equipment.
- 10.4** The Flying Club, with its permit request, shall furnish the Airport management a copy of its charter and by-laws, articles of association, partnership agreement, or other documentation supporting its existence; a roster, or its list of members, including names of officers and directors to be revised on a semi-annual basis; evidence of insurance as required in Appendix 2 and number and type of Aircraft; evidence that the Aircraft are property certificated; evidence the ownership is vested in the club; and operating rules of the club. The books and other records of the club shall be available for review at any reasonable time by the Authority or his authorized agent.
- 10.5** A flying club, at any airport controlled by the Authority shall abide by and comply with all Federal, State, and local laws, ordinances and regulations of the Authority. A flying club which violates any of the foregoing, or permits one or more members to do so, will be required to terminate all operations at all airports controlled by the Authority.
- 10.6** The club must lease or with the permission of the Authority, sublease sufficient hangar tie down and enclosed building space as Authority deems reasonably necessary to store its Aircraft and conduct club business.

APPENDIX 1

MINIMUM REQUIREMENTS FOR A BUSINESS PLAN

1. All services that will be offered.
2. Amount of land desired to lease.
3. Building space that will be constructed or leased.
4. Number and type of aircraft that will be provided.
5. Equipment and special tooling to be provided.
6. Number of persons to be employed (full and part time).
7. Resume for each of the owners and “investors”.
8. Resume of the managers of the business (if different from “7” above), including this person’s experience and background in managing a business of this nature.
9. Periods (days and hours) of proposed operation.
10. Amount and types of insurance coverage to be maintained.
11. Income of the projections for the first fiscal year and the succeeding 4 fiscal years.
12. Methods to be used to attract new business (advertising and incentives).
13. Amenities to be provided to attract business.
14. Plans for physical expansion, if business should warrant such expansion.
15. Income and balance sheet projections for a five-year period.
16. Explanation of personnel training programs.

APPENDIX 2

SCHEDULE OF INSURANCE: FULL SERVICE FBO LICENSEE

A licensee shall procure and maintain in effect the following policies of insurance with respect to which minimum limits are fixed in the schedule set forth below:

MINIMUM POLICY	LIMIT
1. Commercial Comprehensive General Liability Insurance, with the ACAA and Board of Directors named as additional insureds, written on per occurrence basis at the combined single limit for bodily injury but may not be limited to the following: contractual liability; independent contractors; products/completed operations; personal injury; fire legal liability with a sub-limit of \$10,000.	<u>\$10,000,000</u>
2. Comprehensive Automotive Liability Insurance covering all owned, hired and non-owned vehicles at a combined single limit for bodily injury and property damage.	<u>\$1,000,000</u>
3. Comprehensive Liability Insurance covering all owned, hired and non-owned vehicles and mobile equipment utilized in fueling operations at a combined single limit for bodily injury and property damage.	<u>\$10,000,000</u>
4. Workers Compensation as required by law.	
5. Aircraft Liability Insurance providing a combined single limit for each Aircraft owned, leased, or used by a licensee.	<u>\$5,000,000</u>
6. Hangar Keeper's Legal Liability with a limit of liability sufficient to cover any non-owned Aircraft stored in the leased premises, but in no event less than the minimum limits specified.	<u>\$1,000,000</u>
7. Personal Property Insurance written on an all risk basis in an amount equal to not less than its replacement cost.	
8. Fire Insurance written on an all risks basis in an amount equal to not less than replacement cost.	
9. Student and rental pilot coverage, if engaged in flight training.	<u>\$1,000,000</u>
10. A licensee shall provide coverage for all claims resulting from pollution or contamination from fuel or petroleum products, regardless if such pollution or contamination is a result of a sudden or accidental occurrence.	<u>\$1,000,000</u>
11. Other insurance as required by AGC's Executive Director from time to time.	
12. All insurance certificates shall contain certifications that the policies cannot be cancelled or changed in any manner without thirty (30) days prior notice to the AGC's Executive Director.	

APPENDIX 3

SCHEDULE OF INSURANCE: LIMITED FBO's

A licensee shall procure and maintain in effect the following policies on insurance with respect to which minimum limits are fixed in the schedule set forth below:

<u>MINIMUM POLICY</u>	<u>LIMIT</u>
1. Commercial Comprehensive General Liability Insurance, with the ACAA and Board of Directors named as additional insureds, written on per occurrence basis at the combined single limit for bodily injury and property damage. Coverage shall include but not be limited the following: contractual liability; independent contractors; products/completed operations; personal injury; fire legal liability with a sub-limit of \$10,000.	<u>\$1,000,000</u>
2. Comprehensive Automotive Liability Insurance covering all owned, hired and non-owned vehicles at a combined single limit for bodily injury and property damage.	<u>\$1,000,000</u>
3. Workers Compensation as required by law.	
4. Aircraft Liability Insurance providing a combined single limit for each Aircraft owned, leased or used by licensee.	
• Single prop engine fixed wing Aircraft	<u>\$1,000,000</u>
• Twin prop fixed wing Aircraft	<u>\$1,000,000</u>
• Twin turbo-prop engine fixed wing Aircraft	<u>\$5,000,000</u>
• All other turbine engine fixed wing Aircraft	<u>\$5,000,000</u>
• Single-engine rotocraft	<u>\$1,000,000</u>
• Twin-engine rotocraft	<u>\$5,000,000</u>
5. Hangar Keeper's Legal Liability with a limit of liability sufficient to cover any non-owned Aircraft stored in the leased premises, but in no event less than the minimum limits specified.	<u>\$500,000</u>
7. Fire Insurance written on an all risks basis in an amount equal to not less than replacement cost.	
8. Student and rental pilot coverage, if engaged in flight training.	<u>\$1,000,000</u>
9. Other insurance as required by the AGC's Executive Director from time to time.	
10. All insurance certificates shall contain certifications that the policies cannot be cancelled or changed in any manner without thirty (30) days prior notice to the AGC's Executive Director.	

APPENDIX 4

SCHEDULE OF INSURANCE FOR SELF FUELING

A licensee shall procure and maintain in effect the following policies on insurance with respect to which minimum limits are fixed in the schedule set forth below:

<u>MINIMUM POLICY</u>	<u>LIMIT</u>
1. Comprehensive Liability Insurance covering all owned, hired and non-owned vehicles and mobile equipment utilized in fueling operations at a combined single limit for bodily injury and property damage.	<u>\$2,000,000</u>
2. A licensee shall provide coverage from all claims resulting from pollution or contamination from fuel or petroleum products, regardless if such pollution or contamination is a result of a sudden or accidental occurrence.	<u>\$1,000,000</u>
3. Other insurance as required by the AGC's Executive Director from time to time.	
4. All insurance certificates shall contain certifications that the policies cannot be cancelled or changed in any manner without thirty (30) days prior notice to the AGC's Executive Director.	

EXHIBIT B

Allegheny County Airport

**Ground Vehicle Operations Training Manual
(GVOTM)**



Section 1. Airport Driving Rules and Regulations

- 1.1. Authority for Implementation of Rules and Regulations.** The Allegheny County Airport (“Airport” or “AGC”) operates under the authority of Allegheny County Airport Authority (“ACAA”) and has been granted the authority to make by-laws for the management and supervision of its Airport affairs.
- 1.2. Applicability.** These Rules and Regulations apply to all users of, and persons on, any portion of the property owned or controlled by the ACAA. No persons are exempt from Airport operating training requirements for operating a vehicle on the airside of the Airport. Tenant organizations shall be responsible for the dissemination of, accessibility to, and compliance with these Rules and Regulations by their employees. **These Rules and Regulations may be amended, changed, or modified by the ACAA, as necessary.**
- 1.3. Definitions.** The following terms are defined as indicated in this section for the purpose of this Ground Vehicle Operation Training Manual.
 - 1.3.1 Accident:** a collision between one Aircraft or vehicle and another Aircraft (defined below), vehicle, person, or object that results in property damage, personal injury, or death.
 - 1.3.2. Air Carrier Ramp:** a ramp for air carriers. Only authorized personnel and vehicles may operate on this ramp. Private vehicles and Aircraft (defined below) are prohibited from operating on it.
 - 1.3.3. Air Operations Area:** all runways, taxiways, extended safety areas, ramps, and parking areas utilized for the movement of Aircraft (defined below).
 - 1.3.4. Airport Traffic Control Tower (ATCT):** a service operated by an appropriate authority to promote the safe, orderly, and expeditious flow of air traffic.
 - 1.3.5. Aircraft:** a device that is used or intended to be used for flight in the air.
 - 1.3.6. Airport:** Allegheny County Airport, owned and operated by the Allegheny County Airport Authority, including all improvements and equipment existing or to be developed.
 - 1.3.7. Apron or Ramp:** a defined area in an airport or heliport intended to accommodate Aircraft for the purposes of parking, loading and unloading passengers or cargo, refueling, or maintenance.
 - 1.3.8. Common Traffic Advisory Frequency (CTAF):** radio frequency designed for the purpose of carrying out airport advisory practices while operating to or from an airport without an operating ATCT or when the tower is closed. The CTAF may be a UNICOM, MULTICOM, FSS, or tower frequency and is identified in appropriate aeronautical publications. (*See below for definitions of UNICOM, MULTICOM, and FSS.*)

- 1.3.9. Fixed-Based Operator (FBO):** a person, firm, or organization engaged in a business that provides a range of basic services to general aviation. Services may include the sale and dispensing of fuel, line services, Aircraft parking and Tie-Down, pilot and passenger facilities, airframe and power plant maintenance, Aircraft sales and rental, and pilot instruction.
- 1.3.10. Flight Service Station (FSS):** air traffic facilities that provide pilot briefings, en route communications, and visual flight rules search and rescue services; assist lost Aircraft and Aircraft in emergency situations; relay air traffic control clearances; originate notices to airmen; broadcast aviation weather and National Airspace System information; receive and process instrument flight rules flight plans; and monitor NAVAIDS. In addition, at selected locations, FSSs provide En Route Flight Advisory Service (Flight Watch), take weather observations, issue airport advisories, and advise customs and immigration of transborder flights.
- 1.3.11. Foreign Object Debris (FOD):** debris that can cause damage to Aircraft engines, tires, or skin from rocks, trash, or the actual debris found on runways, taxiways, and aprons.
- 1.3.12. General Aviation (GA):** that portion of civil aviation that encompasses all facets of aviation except air carriers holding a certificate of public convenience and necessity.
- 1.3.13. Ground Vehicle:** all conveyances, except Aircraft, used on the ground to transport persons, cargo, fuel, or equipment.
- 1.3.14. ILS Critical Area:** an area provided to protect the signals of the localizer and glideslope.
- 1.3.15. Incursion:** any occurrence at an airport involving an Aircraft, vehicle, person, or object on the ground that creates a collision hazard or results in loss separation with an Aircraft taking off, intending to take off, landing, or intending to land.
- 1.3.16. Jet Blast:** jet engine exhaust or propeller wash (thrust stream turbulence).
- 1.3.17. Law Enforcement Officer (LEO):** any person vested with police power of arrest under federal, state, county, or city authority and identifiable by uniform, badge, and other indication of authority.
- 1.3.18. Light Gun:** a hand-held, directional light-signaling device that emits a bright narrow beam of white, green, or red light, as selected by the tower controller. The color and type of light transmitted can be used to approve or disapprove anticipated pilot or vehicle actions where radio communication is not available. The light gun is used for controlling traffic operating in the vicinity of the airport and on the airport movement area.
- 1.3.19. Mobile Fueller:** a vehicle owned and/or operated by authorized agents to pump and dispense Jet A and 100 LL fuel at the Airport. This may include fuel tankers, in-to-plane fueling pumpers, and hydrant carts.

- 1.3.20. **Movement Area:** the runways, taxiways, and other areas of an airport that Aircraft use for taxiing, takeoff, and landing, exclusive of loading ramps and parking areas, and that are under the control of an air traffic control tower.
- 1.3.21. **MULTICOM:** a mobile service not open to public correspondence used to provide communications essential to conduct the activities being performed or directed from private Aircraft.
- 1.3.22. **Non-movement Areas:** taxiways, aprons, and other areas not under the control of air traffic or at airports without an operating airport traffic control tower.
- 1.3.23. **Operator:** any person who is in actual physical control of an Aircraft or a motor vehicle.
- 1.3.24. **Owner:** a person who holds the legal title of an Aircraft or a motor vehicle.
- 1.3.25. **Restricted Areas:** areas of the airport posted to prohibit or limit entry or access by the general public. All areas other than public areas.
- 1.3.26. **Runway:** a defined rectangular area on a land airport prepared for the landing and takeoff run of Aircraft along its length.
- 1.3.27. **Runway Incursion:** Any occurrence at an aerodrome involving the incorrect presence of an Aircraft, vehicle or person on the protected area of a surface designated for the landing and takeoff of Aircraft.
- 1.3.28. **Runway in Use or Active Runway:** any runway or runways currently being used for takeoff or landing. When multiple runways are used, they are all considered active runways.
- 1.3.29. **Runway Safety Area:** a defined surface surrounding the runway prepared or suitable for reducing the risk of damage to airplanes in the event of an undershoot, overshoot, or excursion from the runway.
- 1.3.30. **Surface Incident:** is an unauthorized or unapproved movement within the designated movement area (excluding runway incursions) or an occurrence in that same area associated with the operation of an Aircraft that affects or could affect the safety of flight.
- 1.3.31. **Surface Movement Guidance and Control System (SMGCS):** a system comprising the provisions for guidance to, and control or regulation of all Aircraft, ground vehicles, and personnel of the Airport during low-visibility operations. Guidance relates to facilities and information necessary for pilots and ground vehicle operators to find their way about the Airport. Control or regulation means the measures necessary to prevent collisions and to ensure that traffic flows smoothly and efficiently.
- 1.3.32. **Taxiways:** those parts of the airside designated for the surface maneuvering of Aircraft to and from the runways and Aircraft parking areas.
- 1.3.33. **Tie Down Area:** an area used for securing Aircraft to the ground.
- 1.3.34. **Uncontrolled Airport:** an airport without an operating airport traffic control tower or when airport traffic control tower is not operating.

- 1.3.35. UNICOM:** a non-Federal communication facility that may provide airport information at certain airports. Locations and frequencies of UNICOMs are shown on aeronautical charts and publications.
- 1.3.36. Vehicle Service Road:** a designated roadway for vehicles in a non-movement area.
- 1.3.37. Very High Frequency Omnidirectional Range (VOR):** a ground-based electronic navigation aid transmitting very high frequency navigation signals, 360 degrees in azimuth, oriented from magnetic north. Used as the basis for navigation in the National Airspace System.
- 1.3.38. Vehicle/Pedestrian Deviation:** pedestrians or vehicles entering any portion of the airport movement areas (runways/taxiways) without authorization from air traffic control.
- 1.3.39. Wake Turbulence:** phenomenon resulting from the passage of an Aircraft through the atmosphere. The term includes vortices, thrust stream turbulence, jet blast, jet wash, propeller wash, and rotor wash both on the ground and in the air.
- 1.4. Severability;** If any section, subsection, subdivision, paragraph, sentence, clause, or phrase of these Rules and Regulations or any part thereof is for any reason held to be unconstitutional, invalid, or ineffective by any court of competent jurisdiction or other competent agency, such decision will not affect the validity or effectiveness of the remaining portions of these Rules and Regulations.
- 1.5. Violation of Rules and Regulations —Penalties and Suspension of Driving Privileges.** Any person who does not comply with any of the provisions of these Rules and Regulations, or any lawful order issued pursuant thereto, will be subject to progressive penalties for repeat violations. These penalties may include denied use of the Airport in addition to the penalties described pursuant to federal, state, or local authorities.
- 1.5.1.** Penalties for failure to comply with the Airside Vehicular Traffic Regulations could consist of written warnings, suspension of airside driving privileges, and/or revocation of airside driving privileges.
- 1.5.2.** Based on an evaluation of the circumstances or the severity of a particular incident or incidents, the ACAA reserves the exclusive right to assess any penalty it deems appropriate at any time to any individual authorized to operate a vehicle on the airside without regard to prior operating history.
- 1.5.3.** The ACAA will provide a copy of all written warnings issued to an operator to the local manager of the company owning or in possession and control of the vehicle or vehicles involved in the violation(s).
- 1.6.** The ACAA may require any individual involved in a runway incursion or other vehicle incident to complete remedial airfield driver training.

1.7. Driver Regulations on the Airside of the Airport.

1.7.1. Vehicle Operator Requirements.

1. Prior to operating a ground vehicle on any portion of the Airport which has access to the movement areas and non-movement areas, each ACAA employee, airline employee, and airline/tenant-sponsored contractor employee is required to demonstrate to the ACAA his or her familiarity and knowledge of the Airport's rules and procedures for the safe operations of ground vehicles.
2. All applicants must pass the written test with a grade of 100 percent. Applicants who do not pass the written test may retake the test after additional study.
3. No vehicle shall be operated on airside unless;
 - a. The driver is authorized to operate the class of vehicle by an appropriate state-licensing agency or by the driver's employer through a company training/certification program.
 - b. The driver properly displays an approved, airport-issued ID card with the Authorized Driver designation.
4. No person operating or driving a vehicle on any Aircraft ramp shall exceed a speed greater than 15 miles per hour. Factors including, but not limited to, weather and visibility, shall be taken into consideration when determining safe operating speed.
5. No vehicle shall pass another ground vehicle in a designated vehicle roadway.
6. No vehicle shall pass between an Aircraft and the passenger terminal or passenger lane when the Aircraft is parked at a gate position except those vehicles servicing the Aircraft. All other vehicles must drive to the rear of the Aircraft.
7. Moving Aircraft and passengers enplaning or deplaning Aircraft shall have the right-of-way at all times over vehicular traffic. Vehicle drivers must yield the right-of-way.
8. No vehicle operator shall enter the airside unless authorized by the ACAA or unless the vehicle is properly escorted.
9. No vehicle operator shall enter the movement area;
 - a. Without first obtaining permission of the ACAA and clearance from the ATCT to enter the movement area;
 - b. Unless equipped with an operable two-way radio in communication with the ATCT; or
 - c. Unless escorted by an ACAA vehicle and as long as the vehicle remains under the control of the escort vehicle.
10. No person shall operate any motor vehicle that is in such physical or mechanical condition as to endanger persons or property or that the ACAA considers an endangerment.

11. No person shall;
 - a. Operate any vehicle that is overloaded or carrying more passengers than for which the vehicle was designed.
 - b. Ride on the running board or stand up in the body of a moving vehicle.
 - c. Ride with arms or legs protruding from the body of a vehicle except when the vehicle was designed for such use.
12. A vehicle guide person is required whenever the vision of the vehicle operator is restricted.
13. No fuel truck shall be brought into, stored, or parked within 50 feet of a building. Fuel trucks must not be parked within 10 feet from other vehicles.
14. Container carriers and tugs shall tow no more carts, pods, or containers than are practical, under control, tracking properly, and safe.
15. When not serving Aircraft or undertaking their intended functions, ramp vehicles and equipment shall be parked only in approved areas.
16. Vehicle operators shall not operate or park vehicles under any passenger loading bridge.
17. No person shall park a vehicle in an Aircraft parking area, safety area, or gross area or in a manner that obstructs or interferes with operations in the Aircraft movement area or apron area.
18. No person shall park, or leave unattended, vehicles or other equipment that interfere with the use of a facility by others or prevent movement or passage of Aircraft, emergency vehicles, or other motor vehicles or equipment.
19. No person shall park a vehicle or equipment within 15 feet of a fire hydrant or in a manner that prohibits a vehicle from accessing the fire hydrant.
20. No person shall operate a vehicle or other equipment within the airside under the influence of alcohol or any drug that impairs, or may impair, the operator's abilities.
21. Each vehicle operator using an airport perimeter (security) gate shall ensure the gate closes behind the vehicle prior to leaving the vicinity of the gate. The vehicle operator shall also ensure no unauthorized vehicles or persons gain access to the airside while the gate is open.
22. Vehicle operators shall not operate vehicles in a reckless or careless manner. A reckless or careless manner is one that intentionally or through negligence threatens the life or safety of any person or threatens damage or destruction to property.
23. Vehicles shall not enter the movement area or cross runways unless the operator of the vehicle has received required training and authorization from the ACAA to operate on the movement area. Whenever possible, all airport vehicles shall utilize the airport perimeter and service roads to transition between areas on the airport.

24. Each vehicle operator is responsible for the activities of each vehicle passenger on the airside of the Airport.

1.7.2. Vehicle Regulations.

1. No vehicle shall be operated on the airside unless it has proper registration or is a qualified off-road vehicle that is not normally operated on public streets but has received the approval of the ACAA.
2. All vehicles operated on the airside must have vehicle liability insurance, as required by the ACAA.
3. The ACAA must approve tenant vehicles operated on the movement and non-movement areas. These vehicles must display an ACAA placard or an airport-approved company logo.
4. Carts or pieces of equipment being towed or carried after darkness must have side and rear reflectors or rear lights.
5. No vehicle shall be permitted on the airside unless;
 - a. It is properly marked, as outlined in FAA Advisory Circular 150/5210-5, *Painting, Marking, and Lighting of Vehicles Used on an Airport, current edition.*
 - b. It is in sound mechanical condition with unobstructed forward and side vision from the driver's seat.
 - c. It has the appropriately rated and inspected fire extinguishers (service, vehicles and fuel trucks).
 - d. It has operable headlamps and brake lights.
6. Vehicles operating on the movement area shall be equipped with operating amber rotating beacon or equivalent.
7. All Aircraft refueling vehicles and any other vehicle 8-foot or more in width shall be equipped with a flashing amber beacon and flashing front, tail, and clearance lights that are activated at all times when operating on the airside.

1.7.3. Vehicular Accidents. Operators of vehicles involved in an accident on the airport that results in injury to a person or damage to an Aircraft, airport property, or another vehicle shall:

1. Immediately stop and remain at the scene of the accident.
2. Render reasonable assistance, if capable, to any person injured in the accident.
3. Report the accident immediately to 911 and the ACAA before leaving the scene, if possible.
4. Provide and surrender the following to any responding ACAA personnel: name and address, airport identification card, state driver's license, and any information such personnel need to complete a motor vehicle accident report.

Section 2. Driving on the Non-Movement Areas

2.1. Non-movement areas include taxiways, aprons, and other areas **not** under control of the ATCT. Anyone authorized to operate a motorized vehicle on the airside may do so on the non-movement areas without being in positive radio contact with the ATCT. These areas include;

2.1.1. Service roads

2.1.2. Cargo aprons

2.1.3. General aviation apron

2.2. Driving. Operating within the ramp areas requires the vehicle driver to exercise extreme caution as Aircraft are always moving, Aircraft passengers may be walking from an Aircraft to the gate, and noise levels are high.

Vehicle drivers should:

2.2.1. Never drive between safety cones or across delineated passenger walkways.

2.2.2. Watch cockpit blind spots—pilots typically cannot see behind or below the Aircraft.

2.2.3. Avoid jet blast or prop wash, which can blow debris or overturn vehicles.

2.2.4. Be aware and avoid moving propellers that can cause damage, injury, or death.

2.2.5. Be aware of other vehicle movements—you may not hear them approaching due to Aircraft engine noise.

2.2.6. Yield to Aircraft, passengers, and emergency vehicles, which ALWAYS have the right-of-way on any portion of the airport.

When traveling on the apron, always use designated vehicle service roads. Driving close to buildings, around vehicles, or Aircraft is prohibited. This policy helps to establish a predictable order to vehicle movements in congested areas and helps to ensure their visibility to Aircraft and other vehicles.

Parked Aircraft may still have their engines running, so be aware of the hazards of jet blast or prop wash, which may overturn vehicles. Before an Aircraft engine is started, the Aircraft's red flashing beacons must be on. In some instances, propellers and engine spinners are marked to indicate when the engine is operating. A pilot's ability to maneuver quickly on the ground is limited. Propellers and jet engines can cause significant damage and injury to personnel. In addition, cockpit visibility prohibits the pilot from seeing under the nose or behind the Aircraft and limits the pilot's ability to avoid ground vehicles.

2.3. Nighttime and Poor Weather Driving Conditions. Poor weather conditions (snow, fog, rain, etc.) might obscure visual cues, roadway markings, and airport signs. Vehicle operators should remain vigilant of their surroundings and operating boundaries. Watch out for snow removal equipment and Aircraft operating in the vicinity under low-visibility conditions. There are additional risks present under these conditions.

Section 3. Driving on the Movement Areas

Drivers who are authorized to drive on the movement area require more training and vigilance since there are dangers associated with this area that are not present on non-movement areas. In addition to the principals for driving on the non-movement area, drivers who have access to the movement area must be cognizant of the meaning of airfield signs, markings, and lighting configurations. Additionally, they must be able to communicate with air traffic control (ATC) and be able to follow ATC directions.

3.1. ATCT Control. Movement areas are defined as the runways, taxiways, and other areas of the Airport that are used for taxiing, hover taxiing, air taxiing, and takeoff and landing of Aircraft, exclusive of loading ramps and Aircraft parking areas. Movement areas are considered “positive control,” meaning that all vehicle operators will need permission from ATC before entering the area.

3.2. Authorized Vehicles. Only those vehicles necessary for airport operations may enter a movement area. Therefore, fuel trucks, maintenance vehicles, tugs, catering trucks, and other nonessential vehicles should not be permitted to enter these areas. Exceptions may include ACAA-authorized vehicles with appropriately trained personnel. Airport operations/maintenance shall coordinate all other vehicle operations within the movement areas.

3.3. Taxiways.

3.3.1. Designations. Aircraft use taxiways to move to and from the aprons and the runways.

Taxiways are designated by letters or by a letter/number combination such as A, AA, G, or B.

3.3.2 Lighting. Taxiways are lighted with **blue** edge lighting and/or reflectors. Some taxiways are also lighted with **green** in-pavement, centerline lighting that also include Taxiway lead on/off lights, which alternate yellow/green.

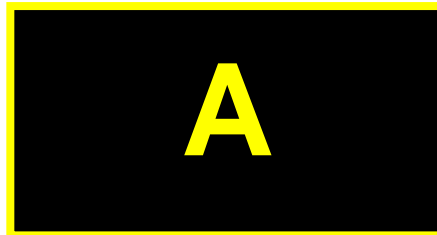
3.3.2. Signs. The signs used on taxiways are direction, destination, location, and taxiway ending marker signs.

Direction and Designation Signs have **black lettering** and a **directional arrow** or **arrows** on a **yellow background**. The arrow indicates the direction to that taxiway, runway, or destination.



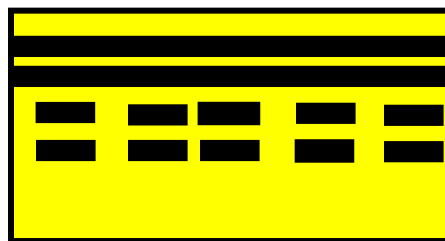
Taxiway Direction Sign

Location Signs have **yellow lettering** on a **black background**. The location sign below indicates that the operator of the vehicle/equipment is located on the named taxiway or runway.



Taxiway Location Sign

Runway Safety Area/Object Free Zone (OFZ) and Runway Approach Area Boundary Signs, when required, identify the boundary of the runway safety area/OFZ or the runway approach area to the pilot and vehicle operator. The driver can use these signs to identify when the vehicle is clear of the runway environment. It has a **black inscription** that depicts the hold line marking on a **yellow background**.



Runway Safety Area/OFZ and Runway Approach Boundary Sign

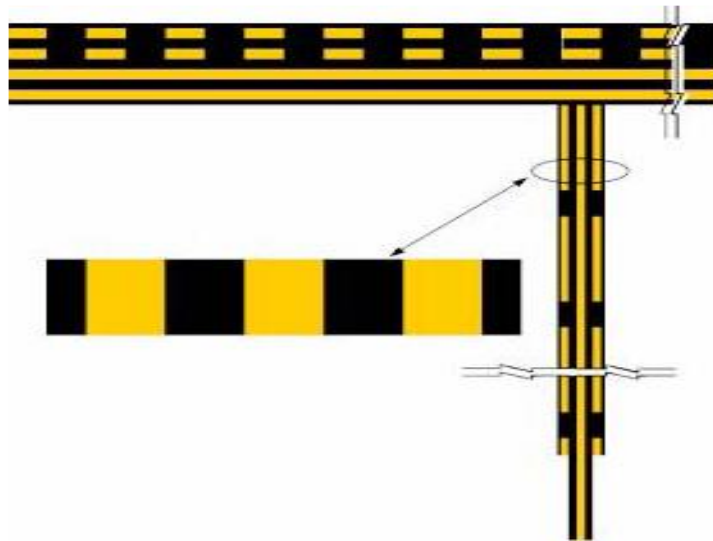
3.3.4. Markings. Pavement markings on taxiways are always **yellow**. The taxiway centerline is painted on all taxiways. On the edges of the taxiways, there is a solid, double yellow line or double-dashed line. If pavements are usable on both sides of the line, the lines will be dashed; if not, the lines will be solid.

Runway Holding Position Markings are located across each taxiway that leads directly onto a runway. These markings are made up of **two solid lines** and **two broken yellow lines** and denote runway holding position markings. These markings are always co-located with a Runway Holding Position Sign. A vehicle operator must not cross from the solid-line side of the marking without first obtaining clearance.



Runway Holding Position Marking

Enhanced Taxiway Centerline Markings are located at each taxiway that leads onto a runway and will appear before the runway hold line, as illustrated below. These markings are intended to serve as an additional warning to flight crews that they are approaching the runway.



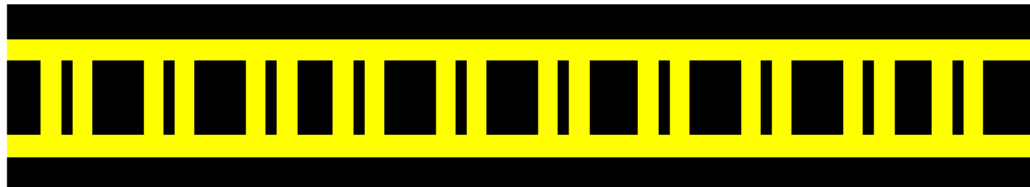
Enhanced Taxiway Centerline Markings

Non-Movement Area Boundary Markings consist of **two yellow lines** (one solid and one dashed). The solid line is located on the non-movement area side, while the dashed yellow line is located on the movement area side. A vehicle operator is not to cross from the solid-line side without first contacting the ATCT and obtaining a clearance to operate on the movement area.



Non-Movement Area Boundary Marking

Instrument Landing System (ILS) Critical Area Holding Position Markings are comprised of **two parallel yellow lines** with lines running perpendicular between the two parallel yellow lines. These markings identify the location on a taxiway where an Aircraft or vehicle is to stop when it does not have clearance to enter ILS critical areas. The ILS critical area must remain clear, especially in inclement weather. If a vehicle proceeds past this ILS marking, it might cause a false signal to be transmitted to the landing Aircraft.



ILS Hold Position Marking

3.4. Runways

3.4.1. Designations. Runways are areas where Aircraft land and take off. Runways are always designated by a number such as 10 or 28. The number indicates the compass heading of the runway. An Aircraft taking off on runway 28 is headed 280 degrees.

3.4.2. Lighting. Runways are lighted with a variety of colored lights.

Runway Edge-lights are **white**. **If the runway has an instrument approach,** the last 2,000 feet of the runway will be yellow in color.

Runway Centerline Lights are **white** except for the last 3,000 feet of the runway, where they begin to alternate **red** and **white**. For the last 1,000 feet of runway the centerline lights are all **red**.

Runway Touchdown Zone Lights are **white**.

Runway End/Threshold Lights are split lenses that are **red/green**.

3.4.3. Signs.

Mandatory Holding Position Signs for Runways have **white numbering/lettering** on a **red background with a white border**. These are located at each entrance to a runway and at the edge of the runway safety area/obstacle-free zone and are co-located with runway holding position markings. **Do not proceed beyond these signs until clearance is given by the ATCT to enter onto the runway.**



Runway Hold Sign

Instrument Landing System (ILS) Holding Position Signs have **white letters** on a **red background with a white border**. These signs tell pilots and vehicle operators where to stop to avoid interrupting a type of navigational signal used by landing Aircraft. This is a critical area, and a vehicle/equipment operator must remain clear of it until clearance from the ATCT has been received. If a vehicle proceeds past this ILS marking, it may cause a false signal to be transmitted to the landing Aircraft.



ILS Hold Sign

Holding Position Signs for Runway Approach Areas. The inscription on a sign for a runway approach area is the associated runway designation followed by a dash and the abbreviation APCH for approach. This sign has **white numbering** on a **red background** with a **white border**. The sign is installed on taxiways located in approach areas where an Aircraft on a taxiway would either cross through the runway safety area or penetrate the airspace required for the approach or departure runway. Pittsburgh International Airport currently does have any of these signs installed.



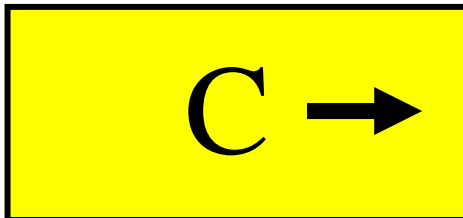
Approach Sign

Runway Distance Remaining Signs provide distance remaining information to pilots during takeoff and landing operations. They have **white numbering** on a **black background**. **The number on the sign provides the remaining runway length in 1,000-foot increments.**



Runway Distance Remaining Sign

Runway Exit Sign is a destination sign located prior to the runway/taxiway intersection on the side of the runway and in the direction where the Aircraft is expected to exit. This sign has **black lettering** and a **directional arrow** on a **yellow background**.



Runway Exit Sign

3.4.4. Markings.

Pavement markings on a runway are white. Runway Threshold Markings and Runway Threshold Bars, Runway Aiming Point Markings, Runway Designation Markings, Runway Touchdown Zone Markings, Runway Centerline Markings, Runway Side Stripes, and Displaced Threshold Markings are white. The only nonwhite lines on a runway are yellow lead-in/lead-off lines that extend from the runway centerline and provide guidance for Aircraft entering and exiting the runway. Yellow taxiway centerline markings can also be found on a runway where the taxiway crosses the runway.

Section 4. Communications

- 4.1. Any vehicle driving on the movement areas (**runways and taxiways**) must be in contact with the ATCT. Vehicle operators must always monitor the appropriate radio frequency when in the movement area. Permission must be requested and clearance given prior to driving on the movement area. A vehicle that is equipped with a radio may escort vehicles without radios. When a movement area is closed for construction, vehicles may traverse that area without ATCT contact but must be escorted if their travels require them to cross an active movement area.
- 4.2. The ATCT controller may use separate or common radio frequency to control all ground traffic, vehicle and Aircraft, on the movement areas.
- 4.3. **Phraseology.** Vehicle operators must contact the ATCT ground controller each and every time they proceed onto or leave the movement area. When proceeding onto a movement area, vehicle operators must tell the controller three things: **WHO** you are, **WHERE** you are, and **WHAT** your intentions are. Vehicle operators must always acknowledge all communications so ground control and other persons know that the message was received. **Vehicle operators must always give Aircraft and ground control transmissions priority unless an emergency exists.** VHF (Very High Frequency) frequencies are for the primary use of Aircraft and ATCT personnel. Some typical transmissions are as follows:

- AGC ground control, this is OPS 1 at Taxiway Charlie, request permission to cross runway 10-28
- AGC ground control, this is OPS 1 at Taxiway Alpha One, request clearance east on runway 10-28 for a lighting inspection.

Reply transmissions may be brief, such as;

- ATCT: “OPS 1, hold short of runway 10-28.”
- Driver: “OPS 1 holding short of runway 10-28.”
- ATCT: “OPS1 proceed (or drive) east on runway 10-28.”
“Please expedite, landing Aircraft on a 10 mile final for runway 28.”
- Driver: “OPS 1 cleared east on runway 10-28, will expedite.”
- Driver: “AGC ground, Ops 1 is off of runway 28.”

NOTE: If you are unsure what the controller has said, or if you don't understand an instruction, you should ask the controller to repeat it. Good communication only occurs when each party knows and understands what the other is saying.

4.4. Common Use Phrases.

What Is Said:	What It Means:
Acknowledge	Let me know you have received and understand this message.
Advise Intentions	Let me know what you plan to do.
Affirmative	Yes.
Correction	An error has been made in the transmission, and the correct version follows.
Go Ahead	Proceed with your message only.
Hold/Hold Short	Phrase used during ground operations to keep a vehicle or Aircraft within a specified area or at a specified point while awaiting further clearance from air traffic control.
How do you hear me?	Question relating to the quality of the transmission or to determine how well the transmission is being received.
Immediately or without delay	Phrase used by ATC when such action compliance is required to avoid an imminent situation.
Negative	“No” or “permission not granted” or “that is not correct.”
Out	The radio conversation is ended, and no response is expected.
Over	My radio transmission is ended, and I expect a response.
Read Back	Repeat my message to me.
Roger	I have received all of your last transmission.
Stand By	Means the controller or pilot must pause for a few seconds, usually to attend to other duties of a higher priority. Also means to wait as in "stand by for clearance." The caller should reestablish contact if a delay is lengthy.
Unable	Indicates inability to comply with a specific instruction, request, or clearance.
Verify	Request confirmation of information.
Wilco	I have received your message, understand it, and will comply with it.

- 4.5. Phonetic Aviation Alphabet.** Because some letters have similar sounds, like B and P, the international aviation industry uses the following words to reduce confusion. For example; Taxiway B would be referred to as Taxiway Bravo on the radio.

A	ALFA		HOTEL
B	BRAVO	I	INDIA
C	CHARLIE	J	JULIET
D	DELTA	K	KILO
E	ECHO	L	LIMA
F	FOX-TROT	M	MIKE
G	GOLF	N	NOVEMBER
O	OSCAR	U	UNIFORM
P	PAPA	V	VICTOR
Q	QUEBEC	W	WHISKEY
R	ROMEO	X	X-RAY
S	SIERRA	Y	YANKEE
T	TANGO	Z	ZULU

- 4.6. ATCT Light Gun Signals.** Air traffic controllers have a backup system for communicating with Aircraft or ground vehicles if their radios stop working. The controller has a light gun in the tower that can send out different colored lights to tell the pilot or driver what to do. If a vehicle operator experiences a radio failure on a runway or taxiway, the operator should vacate the runway as quickly and safely as possible and contact the ATCT by other means, such as a cellular telephone, and advise the ATCT of the situation. If this is not practical, then the driver, after vacating the runway, should turn the vehicle toward the tower and start flashing the vehicle headlights and wait for the controller to signal with the light gun.

Light gun signals, and their meaning, are as follows:

Steady Green	OK to cross runway or taxiway.
Steady Red	STOP!
Flashing Red	Move off the runway or taxiway.
Flashing White	Go back to where you started.
Alternating Red and Green	Use extreme caution.

4.7. Safety. The FAA defines runway incursion as “*Any occurrence at an airport involving the incorrect presence of an aircraft, vehicle or person on the protected area of a surface designated for the landing and takeoff of aircraft.*”

Runway incursions are primarily caused by error in one or more of the following areas:

- Pilot/ground vehicle/controller communications
- Airport familiarity
- Loss of situational awareness

An example of an incursion is a vehicle at an airport with an operating ATCT straying onto a runway in front of an Aircraft causing the pilot to take an action to avoid a collision.

When driving on the airfield, vehicle operators need to always be aware of their location and the meaning of all pavement markings, lights, and signs. When on the aprons and taxiways, stay away and steer clear of Aircraft.

AIRCRAFT ALWAYS HAVE THE RIGHT-OF-WAY.

Allegheny County Airport (AGC) Diagram



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EXHIBIT C



ALLEGHENY COUNTY AIRPORT AUTHORITY
PITTSBURGH INTERNATIONAL AIRPORT
ALLEGHENY COUNTY AIRPORT

TENANT REQUEST PROCESS

To: All Pittsburgh International Airport and Allegheny County Airport Tenants
Subject: Requests for Alterations to Airport Property and Buildings

1. Initial Notification and Modification Determination

All Tenants are required to notify the Allegheny County Airport Authority (ACAA) Engineering Department, Tom Woodrow, P.E., Vice President, Engineering (412) 472-3667 or twoodrow@flypittsburgh.com regarding an intent/desire to alter, replace, add or enhance their existing leased structure, space, finishes and/or equipment. The ACAA and tenant shall first discuss the nature and scope of the desired alteration to determine if the alteration to the facility is minor in nature and therefore could be processed, reviewed and approved via an expedited process. If the alteration is minor in nature the ACAA may be able to review and approve the modification with an informal process such as reviewing sketches and providing email approval. However, the ACAA must provide written approval in some form, i.e. letter or email before any alterations can begin. If the alteration is determined not to be minor in nature, then the Formal Tenant Request Submittal process as outlined below must be followed.

For the Formal Tenant Request Submittal process, the ACAA tenant request approval letter is required prior to the project being bid. Detailed scope of work, drawings and specifications as outlined in Section 2 must be submitted to the ACAA for review and comment prior to bidding. ACAA review comments must be integrated with the final Bid/Construction Documents. Compliance with the following codes apply: Building (2009 International Building Code), Mechanical (2009 International Code), Electrical (2009 International Code), NFPA, Accessibility (2009 ICC/ANSI A117.1 Accessible and Usable Buildings and Facilities), Energy Conservation (2009 Energy Conservation Code), Plumbing (2009 International Plumbing Code as amended by the Allegheny County Health Department, Plumbing Division. Note: Final Plumbing approval must be obtained through the Allegheny County Health Department Plumbing Division.

Pittsburgh International Airport
Landside Terminal, 4th Floor Mezz. • PO Box 12370 • Pittsburgh, PA 15231-0370

In the planning of your project, the following guidelines should be reviewed:

- 1.1 N/A
- 1.2 N/A
- 1.3 Electrical
- 1.4 Contractor Environmental Health & Safety Handbook
- 1.5 Mechanical, Plumbing and Fire Protection
- 1.6 Structural
- 1.7 Allegheny County Health Department Food Preparation
- 1.8 Telecommunications
- 1.9 Development Guidelines
 - 1.9.1 Development Guidelines – PIT
 - 1.9.2 Development Guidelines – AGC
 - 1.9.3 Development Guidelines – Airside Business Park
- 1.10 PA One Call
- 1.11 Tenant Request Approval Letter
- 1.12 Precast Plank Details
- 1.13 Survey Standards

There are Forms that must be submitted for certain requests.

- FORM 1) Confined Space
- FORM 2) Hot Work
- FORM 3) Sample Building Permit
- FORM 4) Request for Additional Utility Service
- FORM 5) Request for Additional Electrical Service
- FORM 6) Request for Communications Service
- FORM 7) Request for Internet Service
- FORM 8) Construction Contact Information
- FORM 9) FAA FORM 7460
- FORM 10) Equipment/Crane Airspacing Request

2. Formal Tenant Request Submittal

The Tenant must submit their formal request on company letterhead and must include:

- 2.1 Detailed scope of work.
- 2.2 One (1) full size set of 100% complete detailed construction drawings and specifications with the seal of a Pennsylvania registered architect or professional engineer, as applicable.
- 2.3 Copies of Local Building Permits as required.
 - 2.3.1 Requests to Findlay Township Building Inspection Department should be sent to the following:
Findlay Township Building Inspection Department
Attn: Building Inspector
1271 Route 30 – PO Box W
Clinton, PA 15026
Tel: (724) 695-0500
 - 2.3.2 Requests to Moon Township should be sent to the following:
Moon Township
Attn: Building Code Official
1000 Beaver Grade Road
Moon Township, PA 15108
Tel: (412) 262-1700
 - 2.3.3 Requests to West Mifflin should be sent to the following:
West Mifflin Borough
Attn: Chief Building Inspector
Community Development Department
1020 Lebanon Road
West Mifflin, PA 15122
Tel: (412) 466-8174

Formal Tenant Request Submittals are to be submitted to Tom Woodrow, P.E., Vice President, Engineering, Allegheny County Airport Authority, Pittsburgh International Airport, Landside Terminal, 4th Floor Mezzanine, Pittsburgh, PA 15231-0370.

Pittsburgh International Airport
Landside Terminal, 4th Floor Mezz. • PO Box 12370 • Pittsburgh, PA 15231-0370

3. Change Management

Requests for changes shall be made in the same manner as the original request. No change, including substitution of alternate materials will be permitted without ACAA review and written approval.

4. ACAA Building Permit (Pre-Construction)

To receive the ACAA Building Permit the Tenant must submit to the ACAA the following:

- 4.1 A completed Construction Contact Information Form (included with ACAA Approval Letter),
- 4.2 Name of the contractor and all sub-contractors anticipated to be used, and
- 4.3 Project start and completion dates.

5. Communication

The alteration or project manager should provide the name and contact information of a single Point of Contact (POC) for this alteration or project.

6. Construction

- 6.1 The contractor must maintain copies of all construction documents, approvals and drawings (including red lined as-builts) on-site until the completion of the project.
- 6.2 The ACAA and Municipal Building Permits must be displayed until project completion.
- 6.3 The ACAA will perform random interim inspections during construction.
- 6.4 The ACAA reserves the right to halt any work for safety violations or that deviates from the approved plans.

7. Final Closeout Inspection

- 7.1 Final Closeout Inspection will be done at project completion by Tom Buettner, Construction Inspection Administrator (412) 472-3784. If needed, a punch list will be made for tenant/contractor completion before the ACAA signs off on the project.
- 7.2 After the ACAA accepts the final work, a set of as-built drawings, hard copy and electronic, must be submitted within 60 days to Tom Buettner, Construction Inspection Administrator in the ACAA Engineering Department.
- 7.3 During Final inspection a key must be provided for the Fire Department.

Pittsburgh International Airport

Landside Terminal, 4th Floor Mezz. • PO Box 12370 • Pittsburgh, PA 15231-0370

EXHIBIT D



ALLEGHENY COUNTY
AIRPORT AUTHORITY

HOLD HARMLESS INDEMNIFICATION

MADE AND ENTERED into this _____ day of _____, 2018, by and between the Allegheny County Airport Authority, hereinafter called "Authority",

A
N
D

_____ who's address is _____.

WHEREAS, _____ desires to _____ on _____.

NOW THEREFORE, Authority and _____ agree as follows:

INDEMNIFICATION

A. _____ agrees to defend, indemnify, and hold harmless the Authority, its officers, agents, and employees from and against any and all loss, liability, and damages, of whatever nature, for damages, injuries, and losses of every kind and nature to persons and property, including but not limited to death of any person and loss of the use of any property, arising out of, or claimed to have been caused by, or in any manner related to any negligent or tortuous activity, error, or omission of _____.

or any agent, employee, licensee, contractor, or subcontractor of _____.

Further, _____ agrees to defend, indemnify, and hold harmless the Authority, its Board, officers, agents, and employees from and against any and all loss, liability, and damages arising out of or in any manner related to any breach by _____ of any of the terms, conditions, or other provisions of this Agreement.

B. _____ agrees to defend, indemnify and hold harmless the Authority, its Board, officers, agents, and employees from and against any and all claims and liability for compensation under any Workmen's Compensation law arising out of injuries sustained or claimed to have been sustained by any employee of _____ or of any agent, licensee, contractor, or subcontractor of _____.

C. _____ has an obligation to protect, defend, indemnify, and hold harmless, as set forth in this Article 1 shall include any and all attorney's fees and investigation expenses, including but not limited to the costs of utilizing the services of the Authority's Solicitor, incurred by Authority in the defense and handling of said suits, claims, judgements, and the like, and in enforcing and obtaining compliance with the provisions of this paragraph.

D. _____ shall give to Authority prompt and timely notice of any claims made or suits initiated which in any way, directly, contingently or otherwise, affect or might affect the Authority and each party shall have the right to compromise and defend the same to the extent of its own interest.

E. _____ shall not cause any waste, damage or injury to the Airport or any part thereof. _____ shall immediately repair any injury or damage to the Airport caused by _____, its agents, employees, contractors, or invitees or arising from its use of the Airport.

IN WITNESS WHEREOF, this Hold Harmless/Indemnification is duly executed on the day and year first above written, by the parties hereto, intending themselves to be legally bound hereby.

WITNESS

BY _____

TITLE _____

