



Allegheny County Airport Authority

Pittsburgh International Airport
Landside Terminal
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ALLEGHENY COUNTY
AIRPORT AUTHORITY

Rules and Regulations



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Log of Revisions

Revision Number	Page/Exhibit Number	Inserted by	Date	Comment/Description
1	Page 48	NS	02-23-18	Section 3 A Replaced 5700 with 911
1	Page 51	NS	02-23-18	Section 5 B Replaced 5700 with 911
1	Page 52	NS	02-23-18	Section 6 A Replaced 5700 with 911
1	Page 53	NS	02-23-18	Section 7 A Replaced 5700 with 911
2	Page 30-32	NS	08-20-18	Section 2 Replaced Solicitation - ACAA Leafletting/Speech Related Permit Guidelines
2	Page 5	NS	08-20-18	Updated Photo
2	Entire Document	NS	08-20-18	Reformat

Insert revision pages IMMEDIATELY upon receipt. Remove and destroy pages superseded by each revision. Log initials and date that revision pages are inserted.



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 government of Pittsburgh International Airport and Allegheny County Airport.

Scope:

These Rules and Regulations, as enacted by the Board of the Allegheny County Airport Authority, apply to any Person entering Airport property at either Pittsburgh International Airport, or any part thereof, and said entrance to and use of 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 Allegheny County Airport Authority.

Implementation:

The CEO of the Allegheny County Airport Authority 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 Allegheny County Airport Authority Fire Department, shall have the authority to enforce any and all of these Rules and Regulations within their jurisdiction.



Rules and Regulations Applicable to Pittsburgh International Airport





ARTICLE I: DEFINITIONS

- A. "ACAA" means the Allegheny County Airport Authority.
- B. "AGC" means the Allegheny County Airport.
- C. "Air Carrier Support Services" means any company or group of people that are contracted by the Airport or Airline(s) to provide a ground service to an aircraft while it is parked at a terminal gate and/or to provide passenger assistance service to an air carrier.
- D. "Air Operations Area" means all runways, taxiways, extended safety areas, ramps, and parking areas utilized for the movement of aircraft.
- E. "Aircraft" means any contrivance used for or designated for navigation of, flight in, or ascent into, the air, except for a parachute or other contrivance designed and used primarily as safety equipment.
- F. "Airfield Use Agreement" shall mean the agreement that all Scheduled Air Cargo Carriers have signed with the ACAA that provides for the operating procedures and fee calculations at the Airport, kept on file by the ACAA.
- G. "Airline", as used in Article IX shall mean any airline using the Airport which is not a signatory to the "Airline Operating Agreement and Terminal Building Lease" or the "Airfield Use Agreement".
- H. "Airline Operating Agreement and Terminal Building Lease" shall mean the agreement that all Signatory Airlines have signed with the ACAA that provides for operating procedures and fee calculations at the Airport, kept on file by the ACAA.
- I. "Airport" means Pittsburgh International Airport.
- J. "Airside Terminal Center Core" means the center area in the Airside Terminal, Concourse Level, where each of the four concourses join. It is the area designated by Airmall that contains food/beverage and retail concessions designated by Leasing Plan Unit Numbers AC-1 through AC-35A.
- K. "Allegheny County Airport Authority Board" means the political subdivision formed under the Municipal Authorities Act of 1945, as amended by Act 22 of 2001 to operate the Airport and includes such public officials and public bodies as may by operation of law succeed to any of the rights, powers or duties which as of the date of enactment of this Regulation lawfully reside in the Board of the Allegheny County Airport Authority.



- L. "Applicant" means an individual, group, organization, or members and representatives thereof, seeking a permit under this regulation.
- M. "Apron" means the areas of the Airport immediately in front of the entrance to a hangar, or aircraft shelter, or area used for the loading, unloading, servicing, or parking of aircraft.
- N. "ATCT" means the Air Traffic Control Center.
- O. "A.V.I." means the Automated Vehicle Identification system used at the Airport to monitor ground transportation vehicles.
- P. "Best Management Practices (BMP's)" means methods or techniques found to be the most effective and practical means in achieving an objective while making the optimum use of the organization's resources.
- Q. "Booth" means any stall, stand, counter, table or other temporary structure approved by the CEO.
- R. "Business or Commercial Activity" shall include all forms of communication whose primary purpose is the advertising or sale of a product or service for profit.
- S. "CEO" means the Chief Executive Officer of the Allegheny County Airport Authority or Designee.
- T. "Control Tower" means the Air Traffic Control facility located at the Airport, and operated by the Federal Aviation Administration.
- U. "Cross bleed engine start" means the procedure that requires the increased thrust from one engine to create pneumatic pressure for the start of another engine.
- V. "Curb Area" means any part of the Airport Curbs designated by the CEO for the staging of ground transportation vehicles.
- W. "Designated Area" means those areas specified by the CEO where solicitation activities are permitted.
- X. "Disorderly conduct" means to intentionally cause public inconvenience, annoyance, alarm, or recklessly create a risk thereof.
- Y. "Enclosed Area" All space between a floor and ceiling which is enclosed on all sides by solid walls or windows (exclusive of doors or passageways) which extend from the floor to the ceiling.



- Z. "Engine Run-Up" means any activity other than taxi, take-off, or landing which involves an engine power setting above idle.
- AA. "Firearm" means any weapon which will or is designed to, or may readily be converted to expel a projectile by the action of an explosive.
- BB. "FOD" means foreign object debris. Foreign object debris (FOD) at airports includes any object found in an inappropriate location that -- as a result of being in that location -- can damage equipment or injure airplane or airport personnel. FOD includes a wide range of material, including loose hardware, pavement fragments, catering supplies, building materials, rocks, sand, pieces of luggage, and even wildlife.
- CC. "Full Service Food/Beverage Concession" means a dining restaurant that contains counter service, seating, and a kitchen or prep area where the food is prepared on-site.
- DD. "Gambling" means to stake money or any other thing of value upon an uncertain event.
- EE. "Ground Handlers" means individuals who provide servicing of an aircraft while it is on the ground and parked at a terminal gate.
- FF. "Ground Transportation Service" means the regular transportation by a permitted commercial carrier of Person or baggage at or from the Airport or between the Airport and a point or points situated off Airport premises.
- GG. "Ground Transportation Vehicle" means any automobile, van, cab, station wagon, bus, limousine, courtesy vehicle or other Motor Vehicle regularly operated for the commercial transportation of persons or baggage at or from the Airport or between the Airport and a point situated off Airport premises.
- HH. "Holding Lot" means a discrete portion of an area, assigned by the CEO to a particular Operator for the parking of a Ground Transportation Vehicle owned or operated by that Permitee.
- II. "Itinerant Aircraft" means any aircraft using the Airport on an irregular basis or without regular scheduling, and not based at Pittsburgh International Airport.
- JJ. "Itinerant Airline" means any airline using the Airport on an irregular basis and not pursuant to a schedule published in the Official Airline Guide, and not occupying space in the Main Terminal Complex on a regular basis.



- KK. "Joint Use Space" means any space in the present Terminal Complex in which an airline has joint utilization rights with other users.
- LL. "Landside Operations Area" means all roads or property adjacent to the landside terminal buildings that are open to the public for use.
- MM. "License Fee" means the current established rate charged to any Person who has been given permission by the Airport Director or CEO to perform business or commercial activities at the Airport.
- NN. "Loitering" means to congregate, linger, or delay, to be slow in moving or to wander idly.
- OO. "Maximum Gross Landing Weight" means the maximum weight, expressed in thousand pound (1,000 lb.) units, at which an aircraft is authorized to land at the Airport.
- PP. "Meet with ACAA" will require the Tenant to meet with Allegheny County Airport Authority personnel from the office overseeing the violation committed.
- QQ. "Motor Vehicle" means a self-propelled device, in, upon, or by which a person may be transported, carried, or otherwise moved from point to point, except aircraft or a device which is propelled solely by human power.
- RR. "News and Gifts" means a news, gifts, and specialty retail concessionaire including but not limited to Hudson News, Paradies, and Three Rivers TravelMart.
- SS. "Non-Signatory Airline(s)" shall mean any airline using the Airport which is not a signatory to the "Airline Operating Agreement and Terminal Building Lease".
- TT. "Notice of Violation" (NOV) is a citation issued by Allegheny County Airport Authority (ACAA) personnel for any violations of the rules, regulations and laws governing the Airport, or violation of a lease, permit or agreement with ACAA. Corrective and or disciplinary action may be taken against the violator or employer; and the NOV will be placed on file.
- UU. "Occupancy" means any occupancy, possession or use of the facilities at the Airport and unless otherwise set forth pursuant to a lease of definitive duration shall be limited to a "Tenancy at Will".
- VV. "Operator" means any person who has been issued a permit by the CEO to operate a Ground Transportation Vehicle pursuant to this Regulation.



- WW. "Person" means any individual, firm, partnership, corporation, company, association, or body politic, and includes any trustee, receiver, committee, assignee, guest, invitee or other representative or employee thereof.
- XX. "Picket" means to walk or stand while carrying a sign at the Airport in a manner to publicly express a labor grievance or political protest.
- YY. "Pickup and Discharge Area" means any part of the Airport designated by the CEO for the pickup or discharge of passengers or baggage into or from Ground Transportation Vehicle. Nothing in this Regulation shall be construed to preclude the CEO from designating certain areas for pickup and others for discharge, or from designating certain areas for passengers and others for baggage.
- ZZ. "PIT" means the Airport Code for Pittsburgh International Airport.
- AAA. "Preferential Use Space" means a space in the present Terminal in which an Airline has priority in use over other airlines or users.
- BBB. "President" shall mean the Executive Director of the Authority, President or Acting Executive Director or CEO of ACAA, as appointed and titled by the Board of Directors of Authority, and shall include such person or persons as may from time to time be authorized by the President or CEO to act in his/her behalf with respect to any or all matters pertaining to this Agreement.
- CCC. "Pushback" means the process of pushing an aircraft back from the gate in preparation for taxi to the runway.
- DDD. "Ramp Control" means the concise directions to aircrews for gate approach, aircraft pushback, and preparation for release to the Airfield Operations Area movement taxi lane. It serves as focal point for the safe, efficient and expeditious ground movement of all aircraft on the apron/ramp.
- EEE. "Resident Airline" means an airline using the Airport on a regularly scheduled basis and occupying space in the present Terminal Complex.
- FFF. "Revocation" is the permanent removal of badge and proximity card privileges.
- GGG. "Scheduled Air Cargo Carrier" shall mean any air cargo carrier who provides regular scheduled service to the Airport and has executed the Airfield Use Agreement.
- HHH. "SIDA" means Security Identification Display Area – That portion of the Airport designated by ACAA as requiring an employee to display an approved Airport ID Badge.



- III. "Signatory Airline" shall mean each airline who has executed the "Airline Operating Agreement and Terminal Building Lease" with the ACAA.
- JJJ. "Smoking" means inhaling, exhaling, burning or carrying any lighted cigarette, cigar, pipe, or other such device which contains tobacco or other smoke or vapor producing products.
- KKK. "Solicitation" means to directly or indirectly actively or passively, ask, request, seek or try to obtain contributions, handouts or signatures.
- LLL. "Sterile Area" means that portion of the Airport beyond the Passenger Screening Checkpoint designated for passenger's access to boarding aircraft and to which the access is generally controlled by TSA through the screening of persons and property.
- MMM. "Suspension" is the fixed term removal of badge and proximity card privileges.
- NNN. "Tenant" means any Person having an executed lease with the ACAA for an aircraft hangar, building or an area on Airport property.
- OOO. "Tobacco Smoke Producing Instrument" means any device or configuration designed to facilitate the inhalation of tobacco or other plant material smoke, including factory or hand-rolled cigarettes or cigars, hookahs, and pipes.
- PPP. "Training" may involve returning to the badging office to complete and pass a course for the violation committed.
- QQQ. "Transportation Network Companies" (TNC) means any Persons offering ride-booking services whereby the company offering the service picks up a passenger(s) upon request or utilizes electronic or other means of communication to connect Persons using their personal vehicles with passengers.
- RRR. "Transient Carrier" means unscheduled Air Carrier operating at the Airport without a current signed Operating Permit or Signatory Agreement.
- SSS. "Unmanned Aircraft System" (UAS) is the unmanned aircraft (UA) and all of the associated support equipment, control station, data links, telemetry, communications and navigation equipment, etc., necessary to operate the unmanned aircraft.
- TTT. "Weapon" means anything readily capable of lethal use and possessed under circumstances not manifestly appropriate for the lawful uses which it may have.



ARTICLE II: GENERAL CONDUCT

Section 1. Disorderly 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; or
6. create a hazardous or physically offensive condition

Section 2. Gambling

No Person shall engage in or conduct any form of gambling or operate any gambling devices anywhere on the premises of the Airport, other than the Pennsylvania Lottery, or any other forms authorized by law or the Authority with the exception of employee games of chance whereby no individual bet is to exceed fifty (50) dollars. (e.g. Football pools, March Madness, etc.)

Section 3. Preservation of Property

- A. No Person shall destroy, deface or disturb in any way, any building, sign, equipment, or other property on the Airport premises.
- B. 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.
- C. No Person shall block any hallway, corridor or passageway so as to impede its normal and proper use.
- D. 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.
- E. 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 are in place.



Without exception, all insurance certificates and the policies they represent shall list the ACAA as an Additional Insured.

- F. 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.

Section 4. Interfering or Tampering with Aircraft

- A. 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 CEO.
- B. No person shall operate any UAS (Unmanned Aerial System) or “model aircraft” on airport property without written authorization from the CEO.

Section 5. Commercial Photography

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

Section 6. Use of Roads, Walks and Passenger Conveyances

- A. No Person shall occupy the roads, walks, walkways or driveways in such a manner as to hinder or obstruct their proper use.
- B. The use of electric carts shall only be used for legitimate business purposes and are only intended to be used by ACAA employees or Airline Special Assistance Employees for transporting elderly and/or physically challenged persons within the Terminal Building. Electric cart parking and battery charging areas must be located within the Vehicle owner’s leased space unless otherwise authorized by Airport Operations.
- C. No person shall ride, walk, sit, or stand on a baggage conveyor system (or any part thereof). Escalators are intended for the safe transport of passengers and baggage.



Skycap baggage dollies, freight, strollers, wheelchairs, oversize baggage, furniture and animals shall not be taken on escalators. Elevators are provided for transporting these and similar items. Children shall not be left unattended or allowed to play on escalators, elevators, or baggage devices.

Section 7. Animals

- A. 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.
- B. 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. Designated Pet Relief areas can be found in both the Landside Operations Area and concourse D of the airside terminal building.
- C. Animals are prohibited from traveling on escalators or moving walkways.
- D. 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.

Section 8. Loitering

Due to the physical limitations of the Terminal Complex, high volumes of passenger traffic 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 Authority and/or law enforcement personnel, shall be supported by verifiable evidence that the Person in question: (a) is working at the Airport; (b) is engaging in permitted commerce at the Airport; (c) is conducting an activity for which a permit has been issued under these Rules and Regulations; (d) is departing from the Airport as a ticketed airline passenger; (e) is arriving at the Airport as a ticketed airline passenger; or, (f) is waiting for or escorting an individual engaged in the activities enumerated in this subsection.



Section 9. Lodging

Due to the physical limitations of the Terminal Complex, high volumes of passenger traffic and concern for the general safety, security and welfare of the traveling public, no Person shall sleep in or remain in the Airport for the purpose of lodging, unless the following occurs: (a) the person has arrived at, is in transit through, or will be departing from the Airport as an airline passenger within twenty-four (24) hours, as evidenced by a valid travel itinerary, ticket, or boarding pass matching the person's valid identification; or (b) the person is awaiting the arrival of an airline passenger due to arrive within two (2) hours or the arrival of an airline passenger on a flight that has been unexpectedly delayed or cancelled and the passenger is expected to arrive within four (4) hours, as evidenced by flight information verifiable with the Airport Authority. Behavior warranting a brief investigative detention to determine whether an individual is violating this Section shall include, but not be limited to, both sleeping in the Terminal Complex and/or remaining in the Terminal Complex for more than one (1) hour between the hours of 11:00 p.m. and 4:00 a.m. Notwithstanding this prohibition on lodging, the CEO may declare an emergency and allow temporary lodging in case of severe weather or other conditions which are beyond the control of the Airport Authority and causing disruption to Airport activity.

Section 10. Smoking

- A. The Allegheny County Airport Authority Board on April 11, 2013 passed a Resolution to ban smoking in and around buildings at the Pittsburgh International Airport and Allegheny County Airport.
- B. 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 to include Electronic and Vaporless cigarettes:
 - a. Inside all buildings or in any Enclosed Area at PIT, including, without limitation, any elevator, restroom, lobby, departure lounge, people mover, reception area, storage and/or breakroom, passageway, and other common-use areas.
 - b. This includes stairwells, the apron level of A, B, C and D concourses, in the drive lanes, the core and the baggage matrix complex; and
 - c. Outdoors within fifty (50) feet of any entrance to any Enclosed Area in which Smoking is prohibited under this Resolution.



- C. Designated Smoking Area: Appropriate officials of the Authority may, but are not required to, designate one or more Enclosed Areas at PIT 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. Designated Smoking Areas have been identified on the North and South ends of the Landside Terminal Building at PIT.
- D. 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.
- E. Penalty: All Persons violating this Section may be subject to penalties as set forth in Appendix A. The monies generated by this provision shall be used for charitable purposes at the Authority’s sole discretion.

Section 11. General Health and Safety

- A. All Employers engaging in any operations at the Airport must comply with all applicable OSHA Standards. They must also comply with the general Duty Clause of the OSH Act, which requires employers to keep their workplace free of serious recognized hazards.
- B. All tenants, concessionaires, contractors, subcontractors and others engaging in any activity at the Airport shall comply with: (i) all orders, directives and general control measures as may be issued from time to time by the Pennsylvania Department of Health and Allegheny County Health Department including, but not limited to, closure, isolation, and quarantine, (ii) all directives as may be issued from time to time by the Authority involving protocols for cleaning, disinfecting and maintenance of any areas in their control; and (iii) all such directives and advisory recommendations by the Center for Disease Control if adopted by the Authority.”



ARTICLE III: DOING BUSINESS AT THE AIRPORT

Section 1. Purpose

The terms and conditions set forth in this Article are necessary for the accomplishment of the following purposes:

- A. To set a standard set of guidelines to be followed by Tenants and Sub-Tenants regarding ACAA property
- B. To ensure all parties have proper information regarding ACAA's Tenant Request Process, expected cleanliness of properties leased and of airport property (general) as well as Network Procedures and Infrastructure

Section 2. Requirements for Commercial Activities

- A. All Persons occupying space or conducting any business, commercial enterprise or other form of revenue-producing activity at the Airport, must first enter into a written agreement with the Authority, or show proof of an agreement with a sub-tenant, which may require the payment of fees, and providing a current insurance policy and security.

Section 3. Branding



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- A. Pittsburgh International Airport's brand is one of its most valuable assets. The clear, concise and consistent communication of this brand to the various constituents the airport serves and who serve it—employees, customers, airlines, partners and the greater Pittsburgh region in general—is all important and, as such, it must be all-encompassing. Pittsburgh International Airport shall be the sole brand portrayed and promoted both inside and outside the organization in any and all communications related to the airport by the organization's partners, vendors and suppliers.

Section 4. Passenger Services

- A. Concessions Hour of Operations
- i. Ensure "first class food, beverage and retail facilities and services" are provided to all passengers as agreed to under the Airmall Master Lease, all food/beverage concessions must open one hour prior to PIT's first scheduled flight departure.

At least one (1) food/beverage concession located in the Airside Terminal Center Core must remain open until PIT's last scheduled flight departure and at least one (1) food/beverage and one (1) News & Gifts on each concourse must remain open until the last scheduled flight departure of that concourse according to published airline schedule in airline data base system such as Innovata or Diio. One (1) News & Gifts concession located in the Landside Terminal on the Baggage Claim Level must remain open until at least 12midnight each night of the week. All remaining food/beverage concessions in the Airside Terminal as well as News & Gifts locations in the Airside Terminal may close no earlier than (30) thirty minutes prior to the last scheduled flight departure at PIT.

- i. All Retail locations must be open no later than 6am and close no earlier than 8pm Sunday through Friday and open at 6am and close at 7pm on Saturdays. These hours are subject to change based on earlier and/or later scheduled flight departures at PIT.
- ii. In the event of irregular operations, as defined by the Airport Authority, such as, but not limited to diversions, the Airport Operations Center will require, with as much advance notice as possible, at least one (1) full service food/beverage concession located in the Airside Terminal Center Core and at least one (1) News and



Gifts Concession located in the Airside Terminal Center Core must remain open until such time when the last flight departure is called for boarding. A representative from Airmall must advise the Airport Operations Center which concessions will be remaining open during the irregular operation. In the event of a major irregular operation event, as defined by the Airport Authority, all food/beverage and News & Gifts concessions must remain open until the Airport Authority indicates such time that it is feasible to close.

B. Ground Handlers and Air Carrier Support Services

1. All ground handlers and air carrier support service personnel must have and maintain a clean, professional uniform with employee's first name, and company's name depicted clearly.

2. Training Requirements

- i. All aircraft fuelers must have training on the following types of aircraft to ensure prompt and expert service;
 - Boeing 717, 737, 747, 757, 767 ,777 ,787
 - Airbus A319, A320, A321, A330, A340, A350, A380
 - Embraer 140, 145, 170, 175, 190
 - CRJ 100, 200, 700, 705, 900, 1000

C. Staffing Requirements

1. Sufficient Staffing must be supplied to provide the high level of customer service that is expected of all operators and tenants at PIT.

D. Equipment Requirements

1. Sufficient equipment to perform the services for which entity is licensed, i.e., baggage handlers must have tugs, baggage carts and conveyers, aircraft cleaning companies must have approved lavatory trucks. Wheelchair assist companies must have approved wheelchairs.
2. All ground equipment must have insurance certificates and registration on file with ACAA.

E. International Procedures



1. A minimum of one (1) airline representative or ground handler from the International operating carrier must be present and assisting arriving passengers in the baggage recheck area outside of the U.S. Customs checkpoint.
2. Any Air Carrier operating an inbound International flight arrival to PIT must notify ACAA Air Operations for planning of the international mode for arrivals and to properly display international baggage claim information.

Section 5. Airline Signatory or Non-Signatory Agreement Required

- A. No Air Carrier shall conduct scheduled operations at the Airport without entering into a Signatory or Non-Signatory Agreement with the Authority and providing documentation of a current insurance policy and security. A Non-Signatory Agreement must be held by any Air Carrier conducting scheduled operations and holding the

necessary certificates from federal or state agencies having jurisdiction to provide air transportation of passengers, mail or cargo at the Airport and who elects not to become a Signatory Airline.

Section 6. Transient Air Carrier

- A. A Transient Air Carrier shall be subject to ACAA's schedule of rules and regulations and must provide documentation of a current insurance policy and security of people and aircraft.
- B. ACAA may establish and collect transient landing or use fees for such class or type of aircraft as they may determine to be reasonable. These fees are subject to change without prior notice or reason by ACAA.

Section 7. Stanchions and Passenger Queuing in Front of Ticket Counter

- A. Stanchions used to queue passengers in front of counters will be placed only as far out from the counter as allowed by ACAA. These stanchions will be moved in closer to the counter when passenger volumes allow for less queuing space need. Tenants will control the queuing of passengers so not to block escalators, elevators, exit routes, or traffic flows.

Section 8. Tenant Improvement Process



- A. Prior to beginning any improvements or alterations by the tenant, the tenant must contact ACAA Business Development at 412-472-5706 and ACAA Engineering at 412-472-3667
- B. Following preliminary approval, tenant must submit a description of the improvements, drawings, work activities, specifications, cut sheets and other applicable documents.
- C. After work is completed, submit plans in the following formats to ACAA Engineering and ACAA Business Development:
 - AutoCAD
 - PDF
 - Hardcopy
- D. Any improvements or alterations of the leased space become the property of ACAA at the end of the lease.

Section 9. Sign, Advertisements and Media

Airport tenants, concessionaires, and licensees shall not post or display any notices or advertisements, signs, symbols, placards or other written media, or visual displays (“signs”) in the airport, including in the Terminal and AOA, except as may be provided under the terms of the tenant’s agreement, including obtaining the Authority’s written consent. Political or collective bargaining signs, events, and meetings must have prior approval.

Section 10. Assignment and Subletting

Airport Tenants shall not assign, sublet, transfer, convey, sell, mortgage, pledge or encumber their premises or any part thereof, or any rights of the Tenant or allow the use of their leased areas by any other person without the prior written consent of the CEO.

Section 11. Universal Cabling System

All tenants must abide by the following standards regarding universal cabling:

1. Pittsburgh International Airport (PIT) and Allegheny County Airport (AGC) utilize a Universal Cabling System (UCS) that incorporates fiber optic, copper and wireless communication media to support airport operations and the communications requirements of a diverse business community. Management



of the UCS also encompasses an extensive system of cable trays, conduits, manholes, underground ducts, telephone poles and Wireless Access Points (WAPS) providing redundant, diverse and robust communications options to all tenants.

2. The system uses a software database which electronically documents every communication circuit and network and provides MACD Work Orders and Trouble Tickets. The system is managed on site by Verizon Network Integration.

A. Network Infrastructure

1. Public Access

- a. The airport is serviced by on site redundant 5ESS AT&T network switches provided by the local carrier
- b. (LEC) Verizon. Each 5ESS is support by redundant and diverse Verizon Central Offices. In addition, Verizon supports two demarcation points within the Midfield facility.
- c. The airport campuses are also served by five alternate services providers including AT&T, Comcast, DQE, Fibertec and Armstrong Telephone. These providers, many of which also incorporate dual Points of Entry (POEs,) allow PIT and AGC tenants with unparalleled communications availability
- d. The airport hosts multiple wireless access providers serving the traveling public. These include Sprint, AT&T and Verizon Wireless who have on site facilities and antennas all of which employ the latest LTE4



wireless standard. Wireless access is ubiquitous throughout the airport.

2. Communications Infrastructure

a. Fiber Optics: the system includes diverse and redundant multimode and single mode fiber optic cabling which is made available to the airport community. This is a campus wide distribution at both facilities. All cabling is tested upon installation to ensure compliance w/ ANSI, EIA/TIA and other applicable standards. All test documentation is kept on file.

b. Twisted pair copper: The Unshielded Twisted Pair (UTP) cabling is also a diverse, redundant and robust system distributed through both campuses. This system supports telephony, both digital and analog, as

well as multiple of low voltage data, radio and control technologies. All cabling is tested upon installation to ensure compliance w/ ANSI, EIA/TIA and other applicable standards. All test documentation is kept on file.

c. Category 6 network cables: All horizontal cabling installed at ACAA facilities is Cat 6 copper routed to airport communications closets. All cabling is tested upon installation to ensure compliance with ANSI, EIA/TIA and other applicable CAT6 Ethernet 802 standards. All test documentation is kept on file. All obsolete or out of date cabling is removed when a location or tenant upgrades to new standards.

d. Wireless Access Points (WAP): The infrastructure supports and incorporates multiple WAP networks which is free to the traveling public. Tenant WAP applications must be reviewed and approved by ACAA prior to installation.



- e. Wi-Fi and Beacon Technologies: All Wi-Fi technologies including Beacons at PIT must be approved by ACAA prior to any installations. The installation of access points or beacons must not interfere with existing devices installed at the airport. In the event of any interferences with existing access points or beacons it will be determined by ACAA on how to resolve these issues. Tenants must submit a tenant request for such technologies for review to ACAA.

3. Pathways

- a. The Midfield facility includes the Landside, Central Services and Airside buildings. These buildings are connected and serviced by an extensive system of cable trays and conduits access to which is strictly controlled by ACAA. Any new cable installation must be reviewed and approved by ACAA.
- b. Manholes and underground ducts: The larger campus facilities incorporating hangars, maintenance and support buildings, FAA facilities, etc. are connected via an underground duct system which is documented and managed by ACAA. Access to this system is strictly controlled and documented.
- c. All cabling, whether in Midfield or the support buildings, must be installed in conduit or cable tray. "J hooks" or other support media are not allowed.

4. Communication Closets

The UCS incorporates a hierarchical system of communications closets that facilitates the efficient distribution and installation of network cabling. The distribution of these closets ensures that 95% of Midfield is within the Cat6 Ethernet standard of 250' workstation to network equipment. Access to the closets is made available to airport tenants to house network equipment such as switches, routers, firewalls, etc., although maintenance and management of said equipment is not provided by the



airport. Physical access to these rooms is strictly controlled by ACAA.

- a. Many of the larger airport tenants, specifically airlines, incorporate their own series of Main Distribution Frames (MDFs) and Intermediate Distribution Frames (IDFs) in order to comply with their own corporate communications template. The UCS supports and augments these installations via redundant and diverse cabling and strict adherence to industry standards.

B. System Management

1. The UCS is managed on site by Verizon Network Integration. Hours of operation are Monday through Friday 7:00AM to 7:00PM. Services provided by Verizon include day to day
2. MACDs (Moves, adds, changes and disconnects), Trouble Resolution, construction coordination, and system documentation.
3. Cable Management Software: The airport utilizes a software database that documents every communication circuit at PIT and AGC. The database is managed by Verizon. The data is physically verified on a bi-annual basis and system information is maintained at 99.9% accuracy.

C. ACAA Network Access

1. ACAA also provides tenants with the ability for internet access separate from ACAA's network. This is provided to tenants at a cost of which is set forth in appendix A.

Section 12. Use of Appliances and Machines

- A. All appliances and machines (i.e., refrigerators, space heaters, air conditioners, etc.) used by tenants in either daily operation or construction must have ACAA approval prior to plugging into/connecting to the electrical or other utility systems. Tenants will



pay the minimum applicable current monthly rate for utility charges as applicable.

- B. Any connection into the utility infrastructure systems (electrical, water, gas, etc....) requires prior ACAA approval.
- C. Nothing shall be places such as to block access in front of any electrical or mechanical rooms and panels.

Section 13. Operation of Equipment in the Terminal

- A. Any person operating equipment within the passenger terminal building will abide by all posted speed regulations in these areas and in any event not exceed five (5) miles [8 km] per hour.
- B. Permanent parking of internal combustion engine-driven vehicles is prohibited in any of the terminal buildings.
- C. All riding of bicycles, skate boards or roller skates/blades, scooters, or any self-propelled vehicle or device is prohibited in all areas of the baggage makeup area and passenger terminals.
- D. Exceptions will be made for wheelchairs or other medically necessary devices for the injured or infirm. ACAA and tenant-owned bicycles may be allowed for company business in the tenants' respective leased areas.

Section 14. Cleanliness

- A. ACAA requires high cleanliness standards for all tenants. This includes pest control, facility appearance, aviation safety, public safety, exterior appearance, landscaping, and trash removal.
- B. Leased areas will be periodically inspected by an ACAA representative to determine acceptability, cleanliness and general upkeep of the space(s). Discrepancies will be noted and the tenant will be required to implement prompt corrective measures as determined by ACAA.
- C. Active surfaces where food is stored, prepared, served or eaten must be maintained in a clean and sanitary way with respect to Federal, State and Local health codes and regulations.



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- D. No person shall place any solids in, or pour any liquid other than water down floor drains, manholes, storm water drains or sewer connections unless permission is first obtained from ACAA by contacting Kevin Gurchak at 412-472-2575

 - E. Foreign Object Debris (FOD) containers shall only be used for disposal of FOD found on the airfield. They shall not be used for disposal of food or other organic matter unless permission is obtained from ACAA environmental.

ARTICLE IV: COMMUNICATION

Section 1. Purpose

The terms and conditions set forth in this Article are necessary for the accomplishment of the following purposes:

- A. To ensure that Persons seeking to exercise their constitutional freedom of expression can communicate with the users of the Airport;

- B. To ensure police protection of the Persons exercising their constitutional freedoms;

- C. To ensure that Persons and organizations properly authorized to engage in authorized activities have adequate exposure to the traveling public;

- D. To restrict such activities to public areas of the Airport



- E. To protect users of the Airport from repeated communications or encounters which might constitute harassment for intimidation;
- F. To ensure the free and orderly flow of pedestrian traffic through the Airport; and
- G. To ensure that these activities do not result in interference with the transportation or business functions of the Airport.

Section 2. ALLEGHENY COUNTY AIRPORT AUTHORITY LEAFLETING AND OTHER SPEECH RELATED ACTIVITY PERMIT GUIDELINES

- A. 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 Pittsburgh International Airport (“Airport”).
- B. 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 Allegheny County Airport Authority (“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, 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 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.

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 forgoing should be made not less than ten 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 a 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.
7. Four locations are designated for purposes permitted by these Guidelines in the Landside building of the Pittsburgh International Airport (see attached maps). The locations are evenly distributed on two levels as follows: Ticketing Level – Sites #1 and #2 Baggage Level – Sites #3 and #4.
8. One location will be granted per Permit application. Each site is limited to a 10' x 10' area. All persons and activities must remain within the boundary set forth in the Permit, and the site is not to be occupied by more than five persons at a time.
9. To prevent the uninterrupted flow of Airport pedestrian traffic, permits will be limited to the location assigned. 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.
10. 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.
11. ACAA reserves the right to cancel a permit, without prior notice, in the event ACAA determines that any of the preceding provisions have been violated. 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 Allegheny County Airport Authority at (412) 472-3579.

Section 6. Radio Frequency

- A. The Airport must approve the installation of all radio frequency systems and spectrums. All tenants, lessees, permittees or concessionaires at the Airport using any types of radio frequency systems and equipment shall comply with the following:
- B. Must be in compliance with Federal, State, Local and ACAA regulations and hold a valid license from Federal Communications Commission (FCC) for the right to use the RF spectrum.
- C. Must contact the Airport Facilities and Maintenance Department for system approval.
- D. Radio frequencies, systems, or spectrums that interfere with airport operations are not authorized. The Airport may grant exclusive government spectrums exceptions in emergency situations so long as the need is communicated to Airport Operations.

ARTICLE V: APRON OPERATIONS

Section 1. Purpose

The purpose of this article is to establish rules regulating vehicle and aircraft movement/position on the apron/ramp.

Section 2. Ramp Control

- A. During normal hours of operations Ramp Control can be reached on frequencies 130.775 for North ramp and 131.37 for South ramp. During hours Ramp Control is not manned pilots should contact Air Traffic Control on ground frequencies of 121.9 or 127.8 for any apron or ramp movement.
- B. Pushbacks: All aircraft must have approval by either Ramp Control or ATCT for any Ramp or Apron movement. All aircraft pushbacks are to be straight back unless approved by Ramp Control prior to



movement. The aircraft nose gear should be positioned 10 feet past the ramp trench drains before disconnect from pushback unit.

When an aircraft calls for a pushback it shall be done in a timely manner. Push should be cancelled if it cannot be done in a timely manner. If any deviation from a normal push is needed, or the aircraft tail needs to be positioned with the wind, Ramp Control must be advised and the push approved prior to pushback.

Aircraft push crews **do not** have the authority to:

- 1) Hold aircraft at the gate;
- 2) Decide which aircraft park or push first;
- 3) Give direction of turn out to aircraft; or
- 4) Push aircraft in a manner of anticipated direction of taxi.

- C. When an aircraft is told to proceed to an assigned gate it should do so in a timely manner, approach the gate, and hold at the vehicle roadway in a position not blocking inbound or outbound aircraft.
- D. Pilots do not have the authority to bypass Ramp Control and communicate to one another for purposes of movement on the ramp
- E. Power backs and power outs are not permitted without prior authorization by ACAA

Section 3. Cross Bleed Engine Start/Engine Run-Up On Apron

- A. Cross bleed engine starts will not be permitted at gate positions due to numerous safety considerations. They are approved per Ramp Control and only upon completed pushback procedures. (Area to the rear and front of the aircraft is clear and aircraft has been pushed and disconnected beyond vehicle roadway). After pushback is complete follow appropriate cross bleed procedures per airline or aircraft.
- B. Engine run ups are not permitted at the gate or apron areas, ACAA has pre-designated areas for run ups to occur. Engine run ups need to be coordinated with the Pittsburgh Air Traffic Control Tower between the hours of 0600-2300 local by contacting them on ground frequencies of 121.9 or 127.8. Between the hours of 2300-0600 local, prior approval needs to be granted by Airport Operations. This can be done by calling Operations at 412-472-5630. Any deviation needs to be approved by ACAA Operations.



Section 4. Aircraft Parking

- A. Except as otherwise provided herein, for each aircraft utilizing the parking area at ACAA controlled gates, or such other area of the Airport as may from time to time be designated by the CEO as an aircraft parking area, including the Terminal Ramp during such hours that it is designated by the CEO as an aircraft parking area, there shall be paid to the ACAA an Aircraft Parking Fee. The Aircraft Parking Fee charged to Signatory and Non-Signatory users of a designated parking area shall be based on the class of aircraft. The rates and charges for each class of aircraft shall be calculated annually based on the pro forma calculations using the methodology described by example in the Airline Operating Agreement and Terminal Building Lease.

ARTICLE VI: MOTOR VEHICLES

Section 1. Purpose

The purpose of this article is to establish rules regulating traffic control on Airport roads and property in order to make such areas safe for those Persons operating Motor Vehicles at Pittsburgh International Airport. No Person shall operate any Motor Vehicle on the Airport other than in accordance with The PENNDOT Vehicle Code (Title 75), PA Code Title 67, and these rules and regulations, except when given special written authorization and instruction by the CEO or his/her designated representative.

Section 2. Landside Operations Area

- A. No Person shall disregard or fail to comply with the directions of the police, parking area employees or operations agents on behalf of the ACAA. No Person shall disregard or fail to comply with any



directions of a police officer indicated by gesture, signal or otherwise, or disregard or fail to comply with any directions on traffic signs and traffic signal control lights. Directions on such traffic signs may be disregarded only on order of a police officer.

- B. Pedestrians shall at all times have the right-of-way over vehicular traffic in designated crosswalks.
- C. No Person operating a Motor Vehicle on the airport shall fail to give proper indicator signals.
- D. No Person under the influence of liquor or narcotic drugs shall operate a Motor Vehicle on the airport.
- E. No Person shall operate any Motor Vehicle on the airport overloaded or carry more passengers than that for which the vehicle was designed. No Person shall ride in the open bed of trucks, the running board, standing up in the body of moving vehicles or ride on the outside of the body of the vehicle or with arms or legs protruding from the body of the Motor Vehicles.
- E. Speed limits shall not exceed 25 miles per hour on Airport roadways, unless otherwise posted.

- G. No taxicabs, buses, limousines, shuttle vehicles, or other vehicles/carriers for hire, shall load or unload passengers on the airport at any place other than that designated by the CEO; nor shall any such conveyance be operated to pick up passengers at or on the airport without a contract with the ACAA or without the expressed approval of the CEO.

Section 3. Air Operations Area (“AOA”)

- A. All operators of Motor Vehicles in the Air Operations Area must adhere to the following:
 - 1. Vehicle operators must possess a valid State Driver’s License at all times while operating a vehicle on airport property. Vehicle operators must immediately advise their employer and the airport’s badging office if their Driver’s License becomes revoked, suspended, or expired.



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2. All vehicle operators shall complete an airfield driver training curriculum prior to operating a vehicle within the Air Operations Area (AOA). It is the Tenant sponsor's responsibility to ensure that all sponsored vehicle operators are knowledgeable with all aspects of vehicle operations within their range of movement on the AOA.
 3. Vehicle operators must have a valid, properly coded ACAA Security Badge visibly displayed at all times, and/or be under the constant escort of a properly badged Person while in the AOA.
 4. Vehicle operators shall not allow any passengers in a vehicle other than authorized personnel. Passengers shall only be permitted to ride in approved seats upon designation by the CEO All passenger or vehicle escorts must comply with procedures established in the FAA approved Airport Security Program.
 5. Headsets or headphones for personal devices (i.e. CD/DVD/tape player, iPod, MP3, TV, Radio, etc.) shall not be utilized while operating a vehicle on the airfield.
- B. Only Motor Vehicles in the following nine (9) classes shall be authorized to operate on the AOA:
1. Airport Ambulances;
 2. Airport fire and rescue vehicles;
 3. ACAA operations vehicles;
 4. Allegheny County Police vehicles;
 5. Airfield maintenance vehicles;
 6. Aircraft support vehicles;
 7. FAA field vehicles;
 8. Contractors' vehicles
 9. Any other vehicle authorized by the CEO.

No other Motor Vehicles shall operate on the AOA.

- B. The ACAA reserves the right to withdraw permission for any individual to operate a Motor Vehicle on the AOA if such action is deemed necessary to maintain safety and order.



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- C. **Aircraft always have the right-of-way in the AOA.** No Motor Vehicle operator shall be permitted to drive between Aircraft, passenger lanes, or building except those Vehicles servicing the aircraft or responding emergency vehicles. Vehicles needing to traverse an AOA ramp area shall utilize the right side of the designated vehicle roadways at all times and obey all posted signage. All Vehicles crossing or entering traffic lanes shall yield to those Vehicles already in the lane before proceeding.
 - D. The use of vehicles in the Air Operations Area shall be kept to the absolute minimum needed to conduct official business requiring bonafide airside access.
 - E. No Person shall operate a Motor Vehicle in the AOA in excess of fifteen (15) miles per hour, except for emergency vehicles or where otherwise posted. No Person shall operate a Motor Vehicle around an aircraft (whether parked or taxiing) in excess of five (5) miles per hour.
 - F. No vehicle shall be permitted to drive between an aircraft and building except those vehicles serving the aircraft or responding emergency vehicles.
 - G. Vehicles are prohibited from driving under jetway passenger bridges or under an aircraft, except when servicing aircraft.
 - H. Contractor equipment shall not be parked in any area other than a properly designated area.
 - I. Operation of a fuel tanker or hydrant trucks through the airside terminal drive-thru locations is prohibited. Additionally parking of fuel vehicles in apron level sections under the airside terminal is prohibited.
 - J. It is prohibited to leave a vehicle unattended and running.
 - K. Ground support equipment, when not in use, shall be secured using a functioning braking mechanism capable of preventing the equipment from inadvertently drifting out of position.



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- L. All tugs or other airline and Tenant towing vehicles shall be limited to no more than four (4) carts or container carriers.
- M. No Person shall do any of the following without a guide person:
1. back-up a truck or other Vehicle in close proximity to other equipment vehicles, aircraft, fencing, wall, or structures; or
 2. back-up a fuel tank truck; or
 3. back-up a Motor Vehicle whenever the operator's vision is impaired.
- N. Any Motor Vehicle operator, whose Vehicle becomes disabled or becomes out of service on the AOA must:
1. turn on the Vehicle's warning lights; and
 2. immediately notify the Airfield Operations Office.
- O. All Vehicles, whether in marked traffic lanes or not, shall yield to taxiing Aircraft, push-backs or aircraft under tow.
- P. In potential conflict situations between approaching/overtaking aircraft support vehicles, right-of-way shall be determined by the following priority list:
1. Aircraft
 2. Emergency vehicles;
 3. Fuel trucks;
 4. Passenger buses;
 5. Baggage/Cargo Trains
 6. All other aircraft service equipment.

No Person operating a Motor Vehicle shall circumvent the above-mentioned procedure. When in doubt, vehicle operator should always yield the right-of-way.

- Q. No Person shall operate a Motor Vehicle on a runway or taxiway without the expressed prior written approval of the ACAA. Such access shall only be based on official need,



and not be automatically granted based on access granted to the non-movement areas. This would include, but not be limited to, airport/tenant contractors and aircraft support vehicles.

- R. During periods of reduced visibility, vehicle access to the movement area may be reduced as determined by ACAA Airport Operations personnel.
- S. No ground Vehicles shall proceed onto a taxiway or runway unless it has clearance from the FAA control tower, received either directly or through escort, on the ground control frequency. *(In the event of a radio failure, vehicle operator should hold position and call Airport Operations by cell phone at 412-472-5630, or flash headlights toward tower.)*
- T. Smoking is prohibited at any time either in or out of Vehicles or anywhere on the AOA.
- U. Fueling vehicles must always be properly grounded during fueling operations (as outlined in NFPA 407).
- V. All vehicles except responding emergency equipment shall remain well clear of fuel spills or fuel spill clean-up activity.

- W. All violations shall be reported to the responsible Tenant or responsible contractor and ACAA Operations. The Tenants and contractors shall have primary responsibility to assure that their employees and visitors adhere to the rules prescribed herein. The ACAA reserves the right to withdraw permission of any individual to operate a Vehicle on the AOA if such action is deemed necessary to maintain safety and order.

Section 4. Regulations Applicable to Both AOA and Landside Areas

- A. The CEO is authorized to close or restrict the use of all airport roadways to vehicular traffic in the interest of public safety.
- B. No Person shall, without lawful authority, attempt to or in fact, alter, twist, obstruct, deface, injure, knock down, remove or interfere with the effective operation of any official



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- traffic-control device, or any inscription, shield or insignia thereon or any other part thereof.
- C. Airport ambulances, fire and rescue vehicles, Allegheny County Police units, and Allegheny County Airport Authority vehicles are designated emergency vehicles, with right-of-way priority over all other ground vehicles. No Motor Vehicle operator shall block any storage garage entrance/exit or restrict the movement or operation of these vehicles.
 - D. No Person shall clean or make repairs to Motor Vehicles anywhere on the Airport other than in designated areas, except those minor repairs necessary to move such Motor Vehicles from the Airport.
 - E. The CEO, his/her designee, or the Allegheny County Police shall have the authority to tow or otherwise move Motor Vehicles which are parked or stopped on the Airport in violation of signs posted by the Allegheny County Airport Authority whenever it is determined that such Motor Vehicles so parked constitute a nuisance, hazard, or obstruction. The CEO shall have the authority to charge the operator for such vehicle for towing or moving service and storage and to enforce such charge by a lien upon the vehicle, for that class of vehicle.
 - F. The Airline/Tenant employee's parking lot and Airline/Tenant leased areas designated for parking are the only areas legally available for employee or company vehicle/equipment parking.
 - G. Parking of Motor Vehicles on the Apron Level within the Main Airside Terminal Building which is not leased is prohibited.
 - H. No Person shall operate a Motor Vehicle unless such Person possesses a valid state driving license issued by the state in which such Person is employed or resides, for that class of vehicle.
 - I. No Person shall operate a Motor Vehicle in a reckless manner or in excess of the speed limits prescribed by the Airport Authority.



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- J. Special one-time parking requirements must be coordinated in advance with the Authority (for public areas) or the ACAA Vice President of Airfield Operations (for the AOA).

 - K. Written reports of all vehicular or Ground Support Equipment incidents including those that result in damage to airport property, must be submitted to the Airport Operations Office within 24 hours. Any accident resulting in personal injury or the towing of either vehicle must be reported to the Allegheny County Police at (412) 472-5700. If an aircraft is involved, the Airport Operations Office must also be notified immediately at (412) 472-5630.

 - L. No Person shall deface, injure, tamper with, open, or willfully break, destroy, or impair the usefulness of any parking lot equipment or facility of the Airport.

 - M. No Person under the influence of alcohol or narcotic drugs shall operate a Motor Vehicle on the Airport.

 - N. In Pennsylvania, it is mandatory that seat belts be used by all occupants of a vehicle if available, at all times, without exception. Drivers should be responsible to ensure that all occupants fasten their seat belts prior to operating the vehicle.

 - O. Driving rules and regulations will be furnished at the Allegheny County Airport Authority's Department of Airport Safety and Security badging office. Copies should be issued by each airport Tenant or contractor to their authorized drivers. Because of the special operating environment and concerns associated with operating a vehicle on the airport, each Tenant and vehicle operator must thoroughly read and understand these rules and regulations.

No person shall operate any vehicle on the airport other than in accordance with these rules and regulations, except when given special authorization and instruction by the CEO of the Allegheny County Airport Authority, or a designated representative.

 - P. The provisions of the Pennsylvania Vehicle Code, Act of June 17, 1976 P.L. 162, as amended, Title 75 P.S., 101 et seq., are hereby declared to be in effect in and on the airport



and on all streets, drives, and roadways within airport authority as if set forth herein. This Article is designed to work together with the "Vehicle Code". Should a provision of these Regulations conflict with the "Vehicle Code", the "Vehicle Code" shall apply.

Section 5. Airport Vehicle Standards

Any Person who operates an airport conveyance vehicle, except aircraft, used to transport persons, cargo, and/or equipment shall adhere to the following standards:

- A. No Person shall operate a truck, tractor, tug, or other self-propelled equipment without two (2) headlights and at least one (1) taillight functioning when used during the hours of darkness or poor visibility.
- B. All vehicles operating in the FAA Tower-controlled movement areas must have flashing or revolving beacons of sufficient brightness to be seen by the Control Tower at all times.
- C. All vehicles and equipment exceeding seven (7) feet in width must be equipped and have in use a flashing beacon and flashing front, tail, and clearance lights, to be operative at all times on Airport roads.
- D. All carts and other equipment not equipped with lighting systems must have reflectors and reflectorized tape on the front, rear, and sides.

Vehicles transporting flammable or combustible liquids, (exclusive of flammable or combustible liquids in a vehicle's internal fuel tank or a small portable container) must contain at least one (1) currently inspected fire extinguisher of at least twenty (20) pounds appropriate to the class of material being transported.

- E. No Person shall operate a vehicle requiring side and roof numbers unless such side numbers are no less than eight



(8) inches high and such roof numbers are no less than twelve (12) inches high.

- F. The Allegheny County Police, or upon notification from the Allegheny County Airport Authority, shall have the authority to remove from service any vehicle not in compliance with the above standards.
- G. The following Motor Vehicles that operate at the Airport must meet the following requirements:
1. No Person shall operate an ambulance, unless such vehicle is clearly identified, marked and equipped with red flashing beacons.

No Person shall operate a fire and rescue vehicle, unless such vehicle is chrome yellow in color, numbered as required, and equipped with flashing red beacons.
 2. No Person shall operate an Allegheny County Airport Authority operations vehicle unless such vehicle is marked and identified as belonging to the Allegheny County Airport Authority and equipped with flashing yellow beacons as required.
 3. No Person shall operate an Allegheny County Police vehicle, unless such vehicle bears the proper markings as adopted by Allegheny County for police vehicles, i.e., color, indicator lights, etc. The above shall not apply to unmarked surveillance vehicles.
 4. No Person shall operate an airfield maintenance vehicle, unless such vehicle is marked and identified as Allegheny County Airport Authority vehicles, solid yellow in color or with yellow reflective striping at least six (6) inches in height, numbered, and equipped with flashing yellow beacons unless otherwise authorized by the CEO.
 5. No Person shall operate an aircraft support vehicle, unless such vehicle is marked with identifying symbols and/or the name of the company owning the vehicles and have flashing yellow beacons.



6. No Person shall operate an FAA field vehicle, unless such vehicle is clearly marked to be identified as an official U.S. government vehicle and equipped with flashing yellow beacons.
7. No Person shall operate a contractor vehicle in the AOA, unless such vehicle displays a valid operating permit and a three foot square flag of checkered pattern of international orange and white colors on each side. Flags shall be attached as to be visible from the control tower or unless under an approved ACAA escort situation.
8. No Person shall operate an unmarked vehicle authorized for access onto the AOA unless this vehicle possesses a vehicle pass issued by the Allegheny County Airport Authority. These passes must be displayed on the dash of the vehicle and are not transferable.

Section 6. Parking Areas

- A. No Person shall abandon a vehicle upon Airport property without the expressed consent of the Allegheny County Airport Authority.
- B. Any vehicle left in one of the pay parking lots in excess of forty-five (45) days without making prior arrangements with the Authority's parking manager will be considered abandoned. Vehicle will be towed from said area to the Authority's salvage lot for processing through Penn Dot's Abandoned Vehicle Unit.
- C. All Contractors conducting business either for the Authority or one of its Tenants is required to apply for and obtain a parking pass in the Authority's Contractor Lot. A schedule of parking fees can be found in Appendix A.



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- D. Contractors **are not** permitted to park their vehicles along any of the Airport curbs, along the Central Services Building or within any other designated parking area without the expressed consent of the Authority's Terminal Operations Office. Vehicles parked in any of these areas without prior consent of the above referenced will be ticketed and towed by the County Police at the owner's expense.
 - E. No Person shall operate a Motor Vehicle in excess of fifteen (15) mile per hour in any of the parking lots.
 - F. No Person shall operate a Motor Vehicle within a parking garage in excess of five (5) miles per hour.
 - G. No Persons shall park a Motor Vehicle on the airport other than in the areas specifically established for parking. No Person shall park any Motor Vehicle on the airport in a space marked off for the parking of vehicles, in such a manner as to occupy part of another marked space. No Persons shall park any Motor Vehicle for a period in excess of the time limit prescribed for the particular parking area, nor shall any Person park any Motor Vehicle in any restricted or reserved areas. In this section "Persons" are defined as owners, operators, or lessees of any Motor Vehicle.
 - H. No Person shall deface, injure, tamper with, open, or willfully break, destroy, or impair the usefulness of any parking lot equipment or facility on Airport property.
 - I. The Airline/Tenant employees' parking lot and Airline/Tenant leased areas designated for parking are the only areas legally available for employee or company vehicle/equipment parking.
 - J. Parking of Motor Vehicles on the Apron Level within the Main Airside Terminal Building is prohibited unless expressly authorized by the CEO.



ARTICLE VII: FIRE AND SAFETY

Section 1. Purpose

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.

Section 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 Allegheny County Airport Authority, for the control of building, structures and premises as herein provided; and each and all of the regulations, provisions, conditions and terms of said Uniform Construction Code, 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 thereof as if fully set out in this resolution and shall supersede this document in any case of conflict.

Section 3. Authority at Fires and Other Emergencies

The Fire Chief of the ACAA Fire Department, or duly authorized representatives, as may be in charge at the scene of a fire or other emergency involving the protection of life and property, is empowered to direct such operation as may be necessary to extinguish or control any suspected or reported situations or of taking any other actions necessary in the reasonable performance of their duty. Said official 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 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.



Section 4. Fire Control Measures

- A. 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.
- B. 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 in command, or to interfere with the compliance attempts of another individual.
- C. 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 in command of said operation.
- D. Authorized emergency vehicles shall be restricted to those which are defined and authorized under the laws of the State of Pennsylvania.
- E. Upon the approach of any authorized emergency vehicle, giving audible and visual signal, the operator of every other vehicle shall immediately drive the same 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 or a police officer.
- F. 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.
- G. A Person shall not without proper authorization from the Fire Chief or his/her designated representative 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 a 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.

- H. 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.

- I. 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 drivers 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.



- J. 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 shall proceed to remove the same. Costs incurred in the performance of necessary work shall be assessed accordingly.
- K. 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 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.
- L. 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.
- M. 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

Section 1. Purpose

The purpose of this document is to provide procedures and guidelines for General Safety and Emergency Situations for all Allegheny County Airport Authority Employees as well as tenants and contractors.

Section 2. Application

- A. This plan applies to all employees doing regular business at the airport. No employee is exempt from the guidelines set forth in this document.
 - 1. It shall be the duty of the Airport's Fire Chief to enforce all applicable sections of these Rules and Regulations pertaining to fire protection, fire prevention and fire spread control.
 - 2. The Airport's 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.

Section 3. Responsibilities

- A. In the event of an emergency, employees shall call **911**.
 - 1. Employee shall provide the following information: location, name, nature of call, (If medical, details on patient's condition), and contact information.
 - 2. If there is no threat to safety, caller should stay at incident location to meet with emergency responders.



- B. 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.
- C. Supervisors are responsible for accountability of subordinate employees and reporting said information to **Emergency Responders**.
- D. It is the responsibility of all employees to be familiar with Fire Extinguisher and Automatic External Defibrillator (AED) locations.
- E. Emergency Exits, Hallways, Fire Extinguishers, and AED's shall remain clear of any obstruction.

Section 4. Fire Prevention

- A. Smoking is not permitted on ACAA property outside of designated smoking areas.
- B. All ACAA employees are encouraged to have annual fire extinguisher training conducted by ACAA Fire Rescue.
- C. No person on airport property shall conduct open-flame, welding, or spark-generating operations without contacting **Aircom at 412-472-5700 (5700 on an Airport Courtesy Phone)**. This is to include but not limited to:
 - i. Any type of welding or cutting using high-temperature equipment
 - ii. Tar kettle (roofing)
 - iii. Lead pot (plumbing)
 - iv. Solder torches
 - v. Candles
 - vi. Fireworks
 - vii. Grilling



1. All employees shall be familiar and comply with the **Hot Work** and **Confined Space** policies.
 - These policies and procedures can be found by contacting **Aircom at 412-472-5700**
- D. 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.
- E. 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.
- F. Airport fire protection systems, alarms, and equipment shall not be tampered with at any time.
- G. 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.
- H. 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.
- I. No vehicles shall be left idling inside any building, tunnel, or baggage matrix area or within 15 feet of any building air intake.
- J. Nothing shall be placed so as to block access to any electrical/mechanical rooms and panels.



Section 5. Hazardous Materials

- A. Class A Explosives and all other explosives not acceptable for transportation under applicable Federal Regulations are not permitted in, on, upon, or around the Airport.
- B. 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**.
- C. 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.
- D. 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 Section, to the CEO.
- E. 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.

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

Section 6. Fire

- A. When an employee observes a fire, the employee shall evacuate the area and call **911**.
 - 1. Employee will provide the following information: name, nature of call, and name of contact for further information.
- B. Employee should attempt to close door (if one exists) to the fire room to prevent or slow the spreading of fire if possible.
- C. All employees shall attempt to activate the nearest Fire Alarm Pull Station.
- D. 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.
- E. All employees shall yield to emergency vehicles responding to emergency scenes.
- F. All employees shall stay clear of emergency scenes.



Section 7. Medical Emergencies

- A. When an employee observes a medical emergency, the employee should notify **911**.
- B. Employees should not attempt medical procedures without proper training/certification.
- C. All employees shall yield to emergency vehicles responding to emergency scenes.
- D. All employees shall stay clear of emergency scenes.

Section 8. Fueling Operations

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

Section 9. Severe Weather

- A. All ACAA employees shall follow the ACAA Lightning Condition guidelines. All others doing business at PIT should follow their own organization's safety policies/guidelines. All fueling on airport must cease during lightning red conditions.
- B. During inclement weather employees should use caution and seek shelter if need arises.

Section 10. Operation of Equipment in Terminal

All employees shall comply with all applicable articles of the International Fire Code, International Building Code, National Fire Codes, or National Electric Code. Any applicable State or Federal laws that are more restrictive than those listed above will take precedence.



**ARTICLE IX: GROUND TRANSPORTATION – Refer to the Ground
Transportation Rules and Regulations Addendum.**

ARTICLE X: SANITATION AND ENVIRONMENTAL

Section 1 Purpose

The purpose of this Article is to set forth the rules and regulations regarding environmental compliance requirements for all users of Pittsburgh International Airport.

Section 2 Sanitation

- A. All Persons, while on Airport property, shall conduct their activities in such a manner so as not to cause any littering or any other form of environmental pollution.
- B. To further carry out the above, no Person shall:
 - 1. dispose of any garbage, papers, refuse, or other forms of trash, except in the receptacles provided for , that purpose;
 - 2. use a restroom, toilet or lavatory facility at the Airport other than in a clean and sanitary manner;
 - 3. eat food or drink beverages in any area other than in the areas designated for such activities;
 - 4. place any type of liquid in the storm drains or the sanitary sewer system at the Airport which will damage them or will result in the creation of an environmentally hazardous condition;
 - 5. unreasonably or unnecessarily cause any smoke, dust, fumes, gases, or any other matter to be emitted into the atmosphere.
- C. Any material unlawfully spilled, deposited, or placed on Airport property may be removed or cleaned up by the ACAA, and the responsible party may be charged for expenses incurred by the ACAA, or fines paid as a result thereof.



Section 3 Environmental

The Allegheny County Airport Authority has adopted, as a minimum, the applicable requirements of 40 Code of Federal Regulations (40 CFR), Pennsylvania Code Title 25 Environmental

Resources (PA Title 25), the Allegheny County Health Department's Rules and Regulations. All provisions of these laws are hereby made a part herein as if fully set out in these Rules and Regulations and shall supersede this document in any case of conflict.

Specific compliance procedures are detailed below:

- A. National Pollutant Discharge Elimination System Permit Compliance:
 - 1. The Tenants and Sub-Tenants of Pittsburgh International Airport are required to comply with all applicable provisions of the National Pollutant Discharge Elimination System (NPDES) Permit (Permit Number PA0203815) held by the ACAA.
 - 2. Under this permit the ACAA has specific reporting requirements. In order for the Authority to meet these, Lessees must submit to the Manager of Environmental Compliance, by January 7th of each year, a report identifying the types and volumes or quantities of aircraft and airfield deicing and anti-icing chemicals that were used during the previous year.
 - 3. Each Lessee is required to implement Best Management Practices (BMPs) as defined, to ensure that their activities do not have an impact on storm water.
- B. Oil Pollution Prevention Requirements (40 CFR 112)
 - 1. The Lessees of Pittsburgh International Airport who store oils, including petroleum, fuel oil, synthetic oils, and mineral oil, in containers greater than a 55-gallon drum must comply with the requirements of 40 CFR 112.



2. Lessees with an aggregate aboveground storage capacity that exceeds 1,320 gallons or an underground storage capacity exceeding 42,000 gallons must ensure that a current Spill Prevention, Control and Countermeasures (SPCC) Plan has been developed and implemented. A copy of the current Plan, as well as any updates to the Plan, must be provided to the ACAA's Manager of Environmental Compliance.
3. The owners of regulated aboveground and/or underground storage tanks must submit current copies of their Storage Tank Registrations to the ACAA's Manager of Environmental Compliance annually.
4. The Lessees are responsible for reporting spills to the appropriate regulatory agencies. Lessees must immediately notify the ACAA, through Aircom at (412) 472-5700 of any spill and must provide the ACAA with written correspondence, including: that details the incident; the response actions taken; the corrective actions implemented; and notifications within 10 days of the incident.

C. Hazardous and Residual Wastes Compliance

1. All Lessees of Pittsburgh International Airport are required to comply with the applicable regulations governing both hazardous and residual wastes. Depending upon the quantities and types of waste generated, Lessee may be required to submit reports, if applicable, to specific Agencies. Copies of these reports must be provided to the ACAA's Manager of Environmental Compliance.
2. Regulated generators of hazardous and residual wastes must comply with the appropriate labeling, storage and disposal requirements identified in the regulations.



- D. Based upon the activities that are performed, Lessees may be required to obtain an Air Quality Operating Permit from the Allegheny County Health Department. If such a permit is held, a copy of the most recent permit must be provided to the ACAA's Manager of Environmental Compliance. It is the Lessee's responsibility to comply with all provisions of their permit.
- E. In order to effectively and efficiently communicate environmental related information, each Lessee shall designate an Environmental Contact. The name, title and telephone number of each contact shall be provided to the
- F. ACAA's Manager of Environmental Compliance. Information must be kept current.
- G. Upon notification of termination of lease by either Lessee or the ACAA, the ACAA has the right to request that Lessee conduct samplings of suspected contaminated areas. Lessee will provide the ACAA with analytical reports of said samplings and in the event that remediation required, it shall be the sole responsibility of the Lessee to complete the remediation at the leased premises. All costs associated with the sampling and any remediation are the responsibility of the Lessee.

Section 4 Aircraft Service Materials Spills

In any case of spilling of fuel, oil, grease, or other environmentally hazardous materials, it is the responsibility of the owner or operator of the equipment causing the incident to remove and clean up the material immediately, and the incident must be reported to Aircom at 412-472-5700. Should the responsible party fail to completely and sufficiently cleanup said spill, placement, or deposit, and ensure environmental safety of the area, the ACAA is authorized to perform any necessary clean-up and/or environmental remediation and charge responsible person(s) for costs. In addition, any fines or damages imposed on the ACAA as a result of the incident or its cleanup may be charged to responsible person(s).



Section 5 Aircraft, Ground Vehicle, and Equipment Washing

Tenants and Sub-Tenants of Pittsburgh International Airport must undertake measures that prevent or minimize the contamination of storm water runoff from all areas used for aircraft, ground vehicle, and equipment washing, cleaning, and maintenance. Management practices such as performing all cleaning operations indoors, and/or collecting the storm water runoff from the area and providing treatment or recycling should be considered. In the event that the aircraft, vehicle, or equipment cannot be washed indoors the Tenant must use only water as a cleaning agent. “Environmental friendly detergents” or readily biodegradable detergents may only be used upon approval of the ACAA’s Manager of Environmental Compliance. In order to receive this approval, a copy of the proposed product’s Safety Data Sheet (SDS) and information on mix ratio of cleaning agent to water must be provided. The outdoor cleaning operation cannot commence until approval has been granted. Additionally, anyone washing, cleaning, or performing maintenance outdoors using unapproved materials will be banned from doing this type of work at the facility.



ARTICLE XI: SECURITY

Section 1 Purpose

It is the purpose of this Article to establish proper Rules and Regulations to safeguard the integrity and safety of all secure areas on Airport property, and the security of all users of the Airport.

Section 2 Employee ID Badge Application Procedures

- A. Tenants/Employees/Contractors wishing to obtain an Airport Identification Badge must complete the appropriate Identification Badge Application form. One of the following forms shall be completed for each badge Applicant.
 - 1. **Federal Government or L.E.O. Sponsored Form ID 2002FED**
 - 2. **Airline or Airport Tenant Sponsored Employee Form ID 2002**
 - 3. **Non-SIDA Access Sterile Area Form ID 2002**

- B. All employees applying for an ID badge granting unescorted access to any airport sterile area must undergo a criminal history records check, via the submission of fingerprints.
 - 1. The Federal Government/L.E.O. application verifies that the criminal history records check has been completed as a condition of employment. The Federal/L.E.O. application must be signed by a designated individual on file with the airport security office. The completed application should be submitted in advance of reporting to the Badging office to allow adequate processing time. *All employees who have not been subjected to the criminal history records check (in accordance with 49 CFR Part 1500) shall use Form ID 2002.*

 - 2. All Airline and Tenant sponsored employees must be cleared via the fingerprinting process prior to receiving their badge. After completing the application, an authorized sponsor representative must sign-off on the cover sheet. Then,
 - a) Report to the airport badging/fingerprint office during normal business hours (see # 5 of this section).



- b) Bring your completed application and two forms of identification* with you. * (At least one form of ID must bear the Applicant's photo and one must be government issued).
- c) Allow at least five business days for ACAA to receive the results and process the application. Call (412) 472-5616 to determine whether you have been entered into the ID badge database.
- d) Prior to issuing an airport security ID badge the employee must successfully complete a training program provided by the Airport Authority. Normally, the training shall be in the form of a video shown in the Airport Badging Office (Landside Terminal, Baggage Claim level), and a test.
- e) Following the training video, report to the 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, ACAA can provide the movement area driver training to non-ACAA sponsored employees, for a nominal fee.)*

The Airport Badging office is normally open during the following hours:

Monday 9:00 a.m. to 12:00 noon

Tuesday 1:00 p.m. to 4:00 p.m.

Wednesday 9:00 a.m. to 12:00 noon

Thursday 1:00 p.m. to 4:00 p.m.

Friday 6:00 a.m. to 12:00 noon

Note: The last video is shown 30 minutes prior to closing



Fingerprinting, badging, and training will not be available outside of these hours. However, the front desk will be available Monday – Friday from 9:00 a.m. - 12:00 p.m. and 1:00 p.m. – 4:00 p.m. to answer phone calls, accept and distribute paperwork and answer any questions that may arise.

4. Tenant employees and contractors that ONLY need to work in public areas of the airport, beyond the screening checkpoint, should complete the Non-SIDA Access application and follow the procedures outlined under # 2. above. NOTE: This application is ONLY for those employees or contractors who will be working in public areas and will not authorize access to any airport restricted areas.
- C. 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 Security 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 security department 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) 472-5616 (business hours) or (412) 472-5630 (non-business hours).
- D. The Allegheny County Airport Authority reserves the right to refuse the issuance of an Identification Badge to any employee.

Section 3 Employee ID Badge Use

- A. Airport Identification 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. Personal Identification Numbers cannot be given over the phone. Employees should return to the Badging 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 Badging office prior to its expiration. An update form, signed by your designated security liaison is required in order for your badge to be updated. (Refer to the last page of this handout). When obtaining an updated badge, the old badge must be returned to the Airport Badging Office. Badges displaying an expired date shall be considered invalid. The Airport Authority 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 or Tenant is **NOT** authorized to reissue a badge to a different employee or maintain the security pass for further issue. The identification badge remains the property of the Airport Authority 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 Badging Office. The Airport Authority has established fees and are set forth in Appendix A for the replacement of any security pass resulting from loss, theft, or due to user abuse. 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. Employees can report to the badging office up to 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 30 days past the expiration date will require the complete application process.



(See page one of this handout). 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 Badging Office.

- G. Subsequent to receiving an Airport ID Badge, should an individual become convicted of a crime listed below, the person shall notify and return to the Airport Authority 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 ACAA Badging Office for complete list of reportable convictions.
- H. Badged individuals may be subjected to inspection for potential possession of prohibited items when entering the secured, restricted or sterile areas of the Airport.
- I. If travelling on a commercial aircraft, employees must first be screened through the Passenger Screening Checkpoint. Once screened, such individuals shall remain in the Sterile Area until they have boarded their flight.
- J. Badged employees are required to conduct a proper challenge of individuals noted within the SIDA.
- K. Airport 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 TSA at all times.

Section 4 Visiting Persons Escort Badge

Visiting persons whose business requires their temporary access to restricted areas may not be required to have an official airport identification badge, provided they are escorted at all times by an authorized employee displaying a properly coded badge. The person providing the escort assumes total responsibility for the individual under escort and must remain within the immediate vicinity and control of the person being escorted. The person under escort must display a Personnel Escort Pass while under escort in any restricted areas. Personnel Escort Passes are available from the airport Security Office.



Section 5 Employee ID Badge Violations and Enforcement

Violations of Airport I.D. badge procedures will result in one or more of the following actions taken by the Airport Authority:

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

Additionally, civil penalties may be assessed by the TSA.

Any questions or comments regarding the above procedures should be directed to the Safety/Security Office at (412) 472-5616.

Section 6 Restricted Areas

- A. No Person shall enter any restricted area except as may be permitted by these Regulations. Restricted areas include the air operations area, the Federal Aviation Administration offices and tower, the utility and service areas, areas leased to Tenants, and other areas specifically designated by appropriate signs.
- B. Entry into a restricted area shall only be made in accordance with prevailing security procedures established by the CEO and/or FAA/TSA.



ARTICLE XII: FUELING

Aircraft Fueling Procedures

A. Personnel

1. Fueling personnel shall be of a sufficient number to safely operate the fueling system and perform periodic checks/inspections essential to the systems proper functioning. Only qualified personnel shall operate fueling equipment or fuel aircraft. Fuel unloading and fuel loading shall be carried out only with qualified personnel present.
2. At least one supervisor must have completed, within 90 days, initial training (and receive recurrent training every 24 months) in an aviation fuel training course at an approved FAA/industry-sponsored fueling course.
3. Only authorized personnel trained by a properly trained supervisor, as above, or in conjunction with an approved outside agency (Airport Fire Department), shall fuel or defuel aircraft. All employees at each fueling agent who fuel aircraft, accept fuel shipments, or handle fuel shall receive at least initial on-the-job training in fire safety and recurrent training every 24 months from the authorized trained supervisor.
4. Training and recurrent training for those who fuel commercial aircraft must meet the training requirements of FAA Part 139.
5. Fueling personnel shall be appropriately clothed. They should not be wearing garments made of silk, polyester, nylon with wool, or other static generating fabrics; shoes containing no metal taps, hobnails, or other material which could generate sparks on pavement.
6. When in, on, or within 100 feet of any tank, dock, storage area, fuel truck or aircraft, fueling personnel shall not carry on their person any igniting device, including safety matches, strike-anywhere matches, cigarette lighter or any other item, which could become ignition sources if operated, bumped, hit or dropped.
7. Fueling personnel shall be adequately supervised and periodically checked to assure training and knowledge levels are maintained. Supervisors shall ensure all equipment and required components are kept fully operational, required periodic safety checks and inspections are made when due, and required records are kept.



B. Prevention and Control of Spills

1. Fuel servicing vehicles/dispensers shall be maintained in safe operating condition. Leaking or malfunctioning equipment, which present a hazard, shall be removed from service.
2. Self-closing nozzles or deadman controls shall not be blocked open or bypassed.
3. Fuel nozzles shall not be dragged along the ground.
4. Kinks or short loops in fueling hose shall be avoided.
5. When a spill is observed, fuel servicing shall be stopped immediately by release of the deadman control or by operation of the emergency fuel shutoff. The supervisor shall be notified at once and the operation shall not be continued until he/she has determined that it is safe to do so.
6. The fuel vendor shall notify the Allegheny County Airport Authority Operations Department of all fuel spills.

Only general guidance can be given, but decisions to evacuate the area; start up or shut down, or move equipment which may result in a source of ignition; or to flush spills into sewer systems shall be restricted to Airport Management or the Senior Fire Officer at the scene (after consulting with Airport Management).

Aircraft on which fuel has been spilled should be thoroughly inspected to assure no fuel or fuel vapors have accumulated in the flap wells or internal wing sections not designed for fuel storage.

Normal operations in the area of the fuel spill will not resume until the Senior Level of Airport Management, present on the scene, has granted permission.

7. A fireguard shall be posted if the spill is not spread over 10 square feet and is not of a continuing nature. The fireguard shall be provided with at least ramp fire extinguishers and shall stand by until the spill is removed. The use of absorbent cleaning agents (such as diatomaceous earth) or emulsion compounds to remove the spill is preferred to the use of rags. Contaminated absorbents or rags should be placed in metal covered containers until they can be disposed of properly.



8. The Allegheny County Airport Authority Operations Department shall be notified of all spills involving all fuels regardless of spill size. (Note: The Operations Department will in turn notify all required parties.)
9. Every fuel spill shall be investigated by the fueling agent to determine the cause and whether emergency procedures are required. For each spill, a copy of the Fuel Spill Report (or similar form approved by the Airport Authority) shall be completed and returned to the Allegheny County Airport Authority Operations Department.

C. Static Electricity

1. When a fuel truck or hydrant equipment is used to service an aircraft, the following static bonding procedures shall be followed and performed in the order below:
 - a. Connect a bonding cable from the fueling vehicle/dispenser to the approved bonding point.
 - i. Bonding cables shall be constructed of a conductive, durable, and flexible material.
 - ii. Bonding connections shall be electrically and mechanically firm. Jacks, plugs, clamps, and connecting points shall be clean, unpainted metal to provide a positive electrical connection.
 - b. Bond the fuel nozzle to the aircraft. For over wing servicing and if required by the particular aircraft's manual, connect a bonding cable from the fuel nozzle to the aircraft, or as the aircraft manual recommends. For under wing servicing, this bond shall be achieved by metal-to-metal contact between the aircraft fitting and the nozzle.
 - c. Disconnection shall be in reverse order on completion of fuel servicing.
2. When a pit or cabinet is used for fuel servicing, static grounding shall be provided in the construction. Bonding straps in the pit shall be checked prior to fueling.



D. Operation of Aircraft Engines and Ground Service Equipment

1. Fuel servicing shall not be done on an aircraft while any of its engines are operating.

EXCEPTION: In any emergency resulting from the failure of an outboard auxiliary power unit on a jet aircraft and in the absence of suitable ground support equipment, a jet engine mounted at the rear of the aircraft or on the wing on the opposite side from the fueling point may be operated during fueling to provide power, provided that the operation follows procedures published by the operator to assure safety in the operation.

2. Ground service vehicles performing aircraft servicing functions shall not be positioned within a 10-foot radius of aircraft fuel system vent openings.
3. During over wing aircraft fuel servicing or where aircraft fuel system vents are located on the upper wing surface, automotive vehicles shall not be positioned under the trailing edge of the wing.

E. Open Flames on Aircraft Service Ramps

1. Open flames and lighted open flame devices are prohibited within 100 feet of any aircraft fuel servicing operation or fueling equipment.
2. Personnel shall not carry lighters or matches on their person while engaged in fuel servicing operations.

F. Miscellaneous Fuel Servicing Procedures

1. Aircraft fueling shall be done outdoors unless otherwise approved by the Airport Authority. To gain approval to fuel indoors, a tenant must show to the satisfaction of the Airport Authority that fuel and fire suppressions systems have been installed and operating procedures have been established which will ensure fueling safety.
2. If passengers remain on board an aircraft during fuel servicing, at least one qualified person trained in emergency evacuation procedures shall be in the aircraft at or near a door at which there is a docked jetway or passenger loading stairs. A clear area for emergency evacuation of the aircraft shall be maintained at no less than at one additional exit. Aircraft operators shall establish specific procedures covering emergency evacuation under such conditions for each type of aircraft they operate.



All "**NO SMOKING**" signs shall be displayed in the cabin and the rule enforced.

3. Hand brakes shall be set on fuel servicing vehicles before operators leave the vehicle cab. The tongue of towable hydrant dispensers must be secured in the upright position, thus activating the brake system of the cart.

NOTE: If the brake system on a towable hydrant dispenser is not in proper working order, the dispenser must be taken out of service.

4. The wheels of the fueling vehicles must be chocked before any fueling operation is started (minimum one pair of wheel chocks, with one chock on each side of the same tire). Fuel Tankers/Tenders should be chocked with rubber chocks only. If a towable hydrant dispenser is attached to another vehicle, then the wheels of that vehicle must be chocked when the dispenser is in use for any fueling operation. If the towable hydrant dispenser has any form of self-propulsion, then the wheels of the towable hydrant dispenser must be chocked in the above manner.
5. When not in use, all fueling platforms (for high-wing aircraft) must be kept in against the building, placed so as to not interfere with any aircraft that may use the gate. The brake system of the platform must be activated so that it remains in a stationary position.
6. Fuel servicing operations shall be suspended while the PIT Precision Lightning Warning System (PLWS) indicates that the LIGHTNING WARNING LEVEL is HIGH and in the RED. When the system goes into the red, the fueling company dispatcher in the ramp control/American Airlines operations tower (where an alarm is located) will be responsible for notifying all of his/her company's fueling personnel. The PLWS activates the Ramp Lightning Warning Lights (RLWL). By means of the Flex Alert System, the Airport Authority Operations Department will attempt to notify any fueling companies who are not alerted by either a direct display of the PLWS or the RLWL beacons. These fueling companies will then be responsible for notifying their individual fueling personnel.

In the absence of the PLWS, fueling operations shall be suspended when there are air-to-ground lightning discharges within a one-mile radius of the Airport or cloud-to-cloud lightning discharges immediately over the Airport. This can be activated by any of the responsible parties (Airport Authority Operations Department and/or



the fueling company representative), who will then be responsible to notify the other party. The fueling company representative will notify all of his/her fuelers. Airport Authority Operations will manually activate the red beacons of the Ramp Lightning Warning Lights and notify all other fueling companies, who will then notify their own fuelers.

7. During use for fuel servicing, fuel pits shall be marked by a fluorescent flag, cone, or other method deemed acceptable by the Airport Authority.
8. The Airport Authority shall be advised of all malfunctions to any emergency fuel shut-off system.
9. **Fueling vehicles/dispensers shall never park closer than 10 feet from each other, 50 feet from any building or aircraft not being fueled/defueled; and during loading and fueling operations 100 feet from smokers or other visible sources of ignition.**
10. Before all unloading, loading, fueling, and defueling operations are begun, all motors, engines, radios, and other electrical and/or mechanical equipment not required for that specific operation are to be turned off and kept off (except for required auxiliary power units).
11. Before commencing the loading of any fueling vehicle or fueling of any aircraft, the operator of the fueling equipment shall ensure that all fuel farm, fueler, pit, and cabinet equipment is in good operating condition.
12. When a mobile fueling vehicle is being loaded and/or aircraft fueling is being conducted, the operator of the fueling vehicles/dispensers shall ensure that the deadman control is operable and used to control fuel flow.
13. All fueling vehicles/dispensers shall be kept neat and free of trash or debris, which could cause or contribute to fuel contamination or fire.
14. No fueling shall be conducted during any aircraft maintenance, which might provide a source of ignition for fuel vapors.
15. The operator of the fueling vehicle/dispenser shall be positioned at a point where there is a clear view of the equipment control panel and aircraft fueling points.



16. When not in the process of fueling an aircraft, all fueling vehicles/dispensers must be disconnected from the fueling system and all of the equipment placed back in its proper storage position and firmly secured.
17. In order to prevent a FOD problem, all accessories to fueling vehicles/dispensers (for example, flags, step ladders) that are not permanently attached shall have a secure storage location on that apparatus and kept secured in that location when not in use.

Fueling Equipment and Storage Areas

A. Fueling Equipment General Requirements

1. The fuel operator shall maintain the fuel system, including all mobile/fixed refueling stations and all associated support devices and equipment, in accordance with the manufacturer's guidelines, technical bulletins, manuals, notices, and Allegheny County Airport Authority regulations.
2. The Airport Authority reserves the right to shut down or deny any fueling operation that presents a hazard to personnel, property, or equipment at any time.

B. Fuel Farm/Storage Areas

1. All fuel farms off the AOA must be fenced and signed to reduce the chance of unauthorized entry and/or tampering. All fuel farms on the AOA must be signed to reduce the chance of unauthorized entry and/or tampering.
2. The fuel farm must be conspicuously and clearly posted with "**FLAMMABLE/NO-SMOKING**" signs.
3. The fuel farm must be kept neat and free of materials, equipment, functions, and activities which could cause or contribute to fuel contamination or serve as a source of ignition.
4. Fuel tanks must be conspicuously and clearly marked with letters at least three inches high identifying the type/grade of fuel.
5. Piping shall be conspicuously and clearly marked with letters at least three inches high and color-coded at each inlet, outlet, and valve to clearly identify fuel type and grade.



6. All fueling systems and fueling equipment shall be conspicuously and clearly marked, named, color-coded, and banded in accordance with the current edition of FAA Advisory Circular 150/5230-4 and API bulletin #1542.
 - a. Aviation gasoline is made up of any of the four grades of aviation gasoline and is generally referred to as "AVGAS," followed by the grade marking (e.g., 80, 100, 100LL). AVGAS is color-coded with white letters on a red background. Banding must be a single 4" (minimum) band around the pipe or hose — red for AVGAS80, blue for AVGAS100LL, and green for AVGAS100. If the pipeline is painted the appropriate color, then no banding is required.
 - b. Automobile gasoline which is approved for use in aircraft engines is generally referred to as "MOGAS" followed by the specific description as to its to grade and/or type. MOGAS has no specific color code and should be marked in a contrasting color to the surface. No specific banding is required.
 - c. Jet fuel has three classifications, generally described as JET A, JET A-1, and JET B. Jet fuel is marked with white letters on a black background. Banding should be as follows:
 - i. JET A: A single 4" (minimum) black band
 - ii. JET A-1: Two 4" (minimum) black bands
 - iii. JET B: Three 4" (minimum) yellow bands
7. If the fuel tanks are filled via fixed piping, they must be equipped with a non-splashing bottom inlet.
8. The fuel tanks must be closed and equipped with a rainproof and bug-proof vent at least 12 feet above grade.
9. The fuel farm must be equipped with accessible fire extinguishers that meet or exceed NFPA Standard 407 and at least a 20BC rating.
10. Piping shall be completely separate by type and grade of fuel.
11. Piping must be either underground or protected from damage by surface vehicles.



12. Hoses, nozzles, and outflow connectors shall be—
 - a. Only those specifically designed and tested for the delivery of aviation fuels.
 - b. Equipped with the appropriate unique fuel coupling devices for each product in storage.
 - c. Equipped with a “deadman” control capable of overriding all other controls and with one physical movement, **STOPPING all fuel flow.**
13. Electrical equipment, switches, and wiring shall be—
 - a. Reasonably protected from heat, abrasion, or other impact, which could cause failure of insulation, open spark, or other ignition sources.
 - b. Of a type or design approved for use in Class 1, Group D, Division 1 hazardous locations (explosion proof, e.g., free of exposed conductors, contacts, switches, connectors, motors, etc. which could generate open spark or other exposed ignition source during normal operations). See *National Fire Protection Association (NFPA) Standard 70, National Electric Code.*
14. Bonding equipment shall ensure that piping, filters, tanks and electrical components are electrically bonded and interconnected to an adequate electrical ground.
15. Unloading docks and stations shall be—
 - a. Clearly marked and color-coded as to fuel type.
 - b. Equipped with accessible fire extinguishers meeting standards of NFPA Standard 407 (a minimum of two, each having at least a 20BC rating).
 - c. Equipped with bonding wire and appropriate connector clamp for bonding tankers.



16. Loading docks and stations shall be—
 - a. Clearly marked and colored as to fuel type.
 - b. Equipped with accessible fire extinguishers meeting the standards of NFPA Standard 407 (a minimum of two, each having at least a 20BC rating).
 - c. All top loaded systems must be equipped with a metallic drop tube (having anti-splash fuel deflector) long enough to reach the bottom of the deepest fueler tank.
 - d. Equipped with a "deadman" control capable of overriding all other controls and stopping, with one physical movement, all fuel flow.
 - e. Equipped with a boldly marked emergency cutoff capable of overriding all other controls and stopping, with one physical movement, all fuel flow. It shall be placarded **"EMERGENCY FUEL SHUTOFF"** in letters at least 2 inches high, and the method of operations shall be indicated by an arrow and the word "PUSH" or "PULL," as appropriate. Lettering shall be of a color sharply contrasting with its background for visibility. It shall be located at least 7 feet above grade and positioned so as to be visible from a distance of at least 25 feet.
 - f. Equipped with a bonding wire and appropriate connector clamp for bonding fueler equipment.
17. Construction work or alteration of an Airport fuel system shall not be started until the design, plans, and specifications have been approved by the ACAA. Any area of new construction and alteration shall be inspected by the ACAA before it is put into operation.



C. Mobile Fueling Vehicles/Dispenser, Fueling Pits, and Fueling Cabinets

1. Only fueling vehicles/dispensers which are constructed and maintained to safety standards normally acceptable to the industry may be used in fuel servicing operations.
2. Any vehicle/dispenser which is leaking fuel or is in an otherwise hazardous condition shall be removed from service, defueled, and parked in a safe area until repaired.
3. **At all times**, all fuel servicing vehicles/dispensers must meet the standards and be operated as established in the ACAA Vehicle Rules and Regulations.
4. Smoking equipment, such as cigarette lighters and ashtrays, shall not be provided. If a vehicle has such equipment when initially procured, such equipment shall be removed or rendered inoperable.
5. Each aircraft fuel servicing vehicle/dispenser shall be conspicuously and legibly marked to indicate that it is "**FLAMMABLE**" and the nature of cargo/type or grade of fuel in the system (JET A, AVGAS, etc.). The marking shall be on all sides and in the cab, in letters at least 3 inches high on a background of sharply contrasting color.
6. Each aircraft fuel servicing vehicle/dispenser shall be conspicuously and legibly marked to show danger, flammability, and standard hazardous material placard with ID numbers (1203 for AVGAS; 1223 for Jet B and JP-4; 1863 for Jet A). The markings shall be on all sides.
7. A "**NO SMOKING**" sign shall be prominently posted in the cab of every aircraft fuel-servicing vehicle.
8. All aircraft fueling hoses shall be fabricated from materials that are resistant to damage from exposure. In addition, the hose cover shall be designed to be resistant to damage by abrasion, by bending or kinking, and by crushing or flattening.
9. Each length of new aircraft fueling hose, recoupled hose, or hose being returned to service; shall be hydrostatically tested at a minimum of 150 percent of the working pressure of the hose.



10. All aircraft fueling hoses shall be specifically designed, tested, and marketed for the delivery of aviation fuel.
11. The valve which monitors the flow of fuel from an aircraft fuel servicing vehicle/dispenser to the aircraft shall have a “deadman” control. The use of any means that bypasses or defeats the deadman control is prohibited.
12. All fixed fueling locations (for example, pit or fueling cabinet) shall be equipped with—
 - a. At least one boldly marked emergency fuel cutoff capable of overriding all other controls and stopping, with one physical movement, all fuel flow. This shall be clearly visible and accessible from all normal fueling stations. It shall be placarded "**EMERGENCY FUEL SHUTOFF**" in letters at least 2 inches high, and the method of operations shall be indicated by an arrow and the word "PUSH" or "PULL," as appropriate. Lettering shall be of a color sharply contrasting with its background for visibility.
 - b. Fire extinguishers as required by NFPA Standard 407 (a minimum of two, each having at least a 20BC rating), accessible from the ground during fueling operations. The area adjacent to and immediately behind the extinguishers shall be painted with a contrasting color.
13. All mobile fueling systems shall be equipped with—
 - a. At least one boldly marked emergency fuel cutoff capable of overriding all other controls and stopping, with one physical movement, all fuel flow. This shall be clearly visible and accessible from all normal fueling stations.
 - b. Fire extinguishers as required by NFPA Standard 407. Each aircraft fuel servicing tank vehicle shall have a minimum of two having at least a 20BC rating, mounted with one on each side of the vehicle. Each aircraft servicing hydrant vehicle shall have a minimum of one having at least a 20BC rating. Each shall be accessible from the ground during fueling operations. The area adjacent to and immediately behind the extinguishers shall be painted with a contrasting color. The extinguishers shall be kept clear of ice, snow, etc. Extinguishers located in enclosed compartments shall be kept readily accessible and their locations shall be clearly marked in letters at least 2 inches high.



- c. The brake/safety interlock system, on vehicles so equipped, must be checked daily for proper operation. If the interlock system is overridden on a hydrant cart, it shall be repaired as soon as possible.
14. Each fuel servicing system shall contain no feature which would allow fuel or concentrated fumes to contact (during normal operations, overfilling, or other spill) the exhaust system, hot gasses, or any other ignition source.
15. Any type of fuel servicing system which is equipped with an internal combustion engine shall be equipped with an air filter/spark arrestor and a leak-free exhaust system terminating in a standard baffled (original equipment type) muffler.
16. Fuel tanks shall be—
 - a. Closed and equipped with gasketed dome covers which—
 - i. Contain a 3-PSI emergency vapor relief valve.
 - ii. Are adequate to prevent fuel spillage during vehicle movement and the influx of water at any time.
 - b. Equipped with a sump drain with an outlet located to facilitate convenient capture of overflow.
 - c. Equipped with a tank bottom outflow cutoff valve which can block flow and spill in the event of piping rupture or other valve failure.
 - d. Piping shall be reasonably protected from impact/stress which could rupture and cause fuel spillage.
17. Electrical equipment and wiring shall be—
 - a. Reasonably protected from heat, abrasion, or other impact which could cause failure of insulation, open spark, or other ignition sources.
 - b. Of a type or design approved for use in Class 1, Group D, Division 1 hazardous locations (explosion proof, e.g., free of exposed conductors, contacts, switches, connectors, motors, etc. which could generate open sparks or other ignition sources during normal operation). See *NFPA Standard 70, National Electric Code*.



18. Provide electrical continuity between all metallic or conductive components.
19. When loading tankers, the engine of the tank vehicle shall be shut off before starting to load the tanker.
20. Transferring fuel by pumping from one tank vehicle to another tank vehicle within 200 feet of an aircraft is prohibited.
21. In order to provide easier identification during inclement weather, the fueling company/operator may paint the area around the fuel pits red. The area should be limited to the square around the pit itself (approximately 10 feet by 10 feet).
22. All gates at which a towable hydrant dispenser is to be used (and stored at when not in use) shall have an approved limits box stenciled on the ramp. The location for this box must be approved by the operator/manager of the gate and located so that equipment left in this box will not interfere with any aircraft which may use this gate. No aircraft shall be allowed to taxi into a gate where a towable hydrant dispenser is located outside of the approved box.



ARTICLE XIII: WILDLIFE MANAGEMENT

Pursuant to Title 14 Code of Federal Regulations (CFR) Part 139.337, the Allegheny County Airport Authority (“the Airport”) has developed a Wildlife Hazard Management Plan (WHMP) in cooperation with the U.S. Department of Agriculture Wildlife Services Program. The Airport will take immediate measures to identify and mitigate wildlife hazards whenever they are detected or whenever Airport management has been advised that hazardous conditions exist. After contacting emergency services, any person involved in or aware of any accident or incident involving wildlife must notify Airport Operations immediately. In accordance with the Airport’s Wildlife Hazard Management Program (WHMP Section 3.6.3), no person shall feed, provide habitat, or otherwise introduce or encourage the introduction of factors on the Airport that attract or may attract wildlife, including birds. Hunting on Airport property is prohibited unless written permission is obtained from the Airport.



ARTICLE XIV: RULES ENFORCEMENT AND PENALTIES

Section 1. 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 Allegheny County Airport Authority 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 Allegheny County Airport Authority.

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

Towing, Booting, or Lock Out May occur as a result of a violation committed. In the event that this were to happen then fees will have to be paid to cover the cost of the towing and storage, the removal of the boot, or the changing of the lock.



Section 2. Notices of Violation

Allegheny County Airport Authority (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 has been violated, either by commission or omission.

NOVs 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 their designee. If possible the Contractor, badge

holder, proximity card holder, or individual observed committing the violation(s), along with their Supervisor or employer.

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.

Section 3. Enforcement/Penalties

NOVs may serve as a warning (verbal and/or written) or carry a penalty such as training, suspension of badge, revocation of badge, summon for a meeting with ACAA personal, a fine, or towing, booting or a lock out.

- A. 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.
- B. Ground Transportation violations are governed under the Notice of Violation Policy contained in the Ground Transportation Rules and Regulations policy.
- C. 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.



- D. Violations that occur in the Air Operations Area (AOA) will be referenced in the Ground Vehicle Operations Manual.
- E. Individuals cited for violations related to environmental practices and procedures may be fined in accordance with local, state, and federal laws.
- F. 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
- G. 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, 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). ACAA or any party contracted to perform the Towing, Booting, or Lock Out is not responsible for any damage caused to the Tenants operations or property.
- H. 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.



- I. Appeals or resolution processes other than those regulated by applicable law will be heard by the Senior Vice President of Public Safety and Airport Operations, who may appoint designees to act as an ACAA representative in a meeting to discuss the NOV appeal and its penalties. Requested NOV appeal meeting with ACAA must be submitted within 5 calendar days of receiving the NOV. Upon receipt of the appeal, ACAA shall schedule a meeting with the violator and their supervisor within 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. Burden of proof shall be upon the party or parties appealing the NOV.

The 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.



APPENDIX A: SCHEDULE OF FEES

SMOKING

All Persons violating the Smoking Section may be subject to a penalty of \$85 per violation.

SECURITY ID BADGES

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.

Fingerprinting processing fee is \$50.

CONFERENCE ROOMS

See APPENDIX B

NETWORK ACCESS

ACAA provides tenants with the ability for internet access separate from ACAA's network. This is provided to tenants at a cost of \$50.00 per month and \$150.00 installation fee. Tenants are responsible for contracting out any wiring needs for this connectivity. For tenants to receive network access they must contact the ACAA Engineering Department for the proper paper work to be routed and approved by ACAA. Fiber and conduit leases are also available through ACAA. The cost of the fiber is \$0.25 per foot per year and the cost of the conduit is \$1.50 per foot per year. A tenant may request a lease of either of the above by contacting the Business Development Department at ACAA.



PARKING AREAS

All Contractors conducting business either for the Authority or one of its Tenants is required to apply for and obtain a parking pass in the Authority's Contractor Lot. A deposit of \$15.00 is required to obtain a pass for this lot and is refundable upon its return to the Authority's parking manager.

GROUND TRANSPORTATION

Operators whose vehicles exceed the allotted dwell time will be charged \$1.00 per minute as provided for in the Ground Transportation Guidelines. As TNC vehicles operate within a GeoFence and are not issued transponders they are not charged a dwell time fee, they are however allotted only five minutes wait time along the Commercial Arrivals Curb.



APPENDIX B: CONFERENCE ROOM USE POLICY

The Allegheny County Airport Authority (“ACAA”) welcomes Authority staff, tenants, and outside organizations to utilize its conference rooms for meetings, luncheons, conferences, receptions and events for up to 30 people. The following policy outlines the ACAA’s expectations for all users of its conference rooms. If there are portions of this policy that need clarification, or if the ACAA may be of further assistance to you, please do not hesitate to contact us at 412-472-3502.

Conference Rooms

Conference Rooms A, C, Business Administration, Maintenance/Ops, and Communications are all located on the 4th floor, mezzanine level of the landside terminal building.

The Aircraft Rescue and Fire Fighting Training Facility (“ARFF”) Conference Rooms 1 and 2 are located on Harper Rd.

The Allegheny County Airport (“AGC”) Conference Room is located on the first floor of the Allegheny County Airport Administration Building in West Mifflin PA.

The remaining ACAA Conference Rooms which include those in the Executive Office, Engineering, Air Service Development, Human Resources, and Finance departments are for the sole use of ACAA staff.

Conference Room Availability

Conference rooms are available on a first come, first serve basis with first priority given for ACAA use. Subsequent priority is granted to tenants, federal, state, regional and local governmental and quasi-governmental agencies, and certain not for profit organizations conducting regional meetings at the sole discretion of the ACAA. The ACAA reserves the right to approve or disapprove use of a conference room by any organization, group, or individual, collectively referred to as “User”.

Conference rooms may be reserved on an hourly, daily (8:00am – 4:00pm) or ½ day (8:00 – 12:00pm or 12:00pm – 4:00pm) basis.

Availability of Conference Room A is limited to Tuesday and Thursday between the hours of 8:00am – 4:00pm ET.



Availability of ARFF Conference Rooms 1 and 2 is between the hours of 8:00am – 4:00pm ET and at the sole discretion of the Fire Administration Support Assistant, who may be contacted at 412-472-5758.

Availability of the AGC Conference Room is between the hours of 8:00am – 4:00pm ET and at the sole discretion of the AGC Office Supervisor, who may be contacted at 412-466-3026.

Availability of Conference Room C, Business Administration, Maintenance/Ops, and Communications is Monday through Friday between the hours of 8:00am – 4:00pm ET.

After hours and weekend reservations may be granted with prior approval, dependent upon unique circumstances.

Conference rooms are not available for use on the following holidays:

New Year's Eve, New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, the Friday following Thanksgiving Day, Christmas Eve and Christmas Day (if Christmas falls on Saturday, the preceding Thursday and Friday; if it falls on Sunday, the preceding Friday and following Monday). Rooms are not available without payment of associated fees in advance. Use of the conference rooms may be booked no more than 60 days in advance of the proposed date of use.

Rules and Regulations

The Authority reserves the unilateral right to refuse to permit use of the conference rooms for particular activities and to refuse to rent them to any party for any reason whatsoever. The rules and regulations governing the use of airport conference rooms are as follows:

- Applicant must be 18 years of age or older.
- Rental must be for a legally permissible use.
- Political events, candidate news conferences, organized or unorganized rallies, demonstrations, and fundraisers are prohibited.
- Events that would or might involve the use of sexually explicit, profane or other publicly unacceptable materials, demonstrations or language are prohibited.



- Smoking or burning of any kind (incense, cigarettes, candles, etc.) is prohibited.
- Smoking is permitted outside the terminal building and all cigarettes shall be fully extinguished and placed in the ash tray atop the outside trash canisters.
- Alcoholic beverages of any type are strictly prohibited.
- Gambling is not permitted.
- Animals are prohibited in the conference rooms, with the exception of service dogs.
- Parking fees are not included as part of the Agreement. Organizers and attendees are responsible for their own parking costs.
- Food and beverage service is not provided. Organizer or their designee is responsible for all arrangements and associated clean-up related to food and beverage service.
- Event organizer is responsible for the proper use of the room and the cost of repairing damage to the facility, equipment, fixtures or furniture that is caused by parties attending their event. In the event of damage to the room or its furnishings, the replacement costs or repair costs will be invoiced to the organization renting said room.
- Room set-up and clean-up is the responsibility of the User. The conference room must be left in the condition that it was in prior to the event. If set-up/clean-up is not completed within the reserved time, an additional charge of one (1) hour will be added to the invoice.
- Nothing is to be attached to the ceiling or fixtures. Use of nails, screws, tape or staples on walls is prohibited.
- The ACAA reserves the right to revoke a reservation in the event that emergency or operational needs arise that necessitate the ACAA's use of the conference room. In the event that the ACAA must revoke a reservation, the ACAA will attempt to relocate the event to an alternate Airport conference room. If an alternate conference room cannot be identified, the ACAA will refund the User's money, limited to no greater than the total cost of room rental.



- Under certain circumstances, the airport may deem it necessary to require insurance coverage.
- Upon completion of the meeting/event, the door is to be locked.
- Rental fees are to be paid in full prior to the event by check or money order.
- Reservations will not be confirmed until payment is received in full.
- Area(s) adjacent to the conference rooms are to be kept in a clean and orderly manner.
- Users are not permitted to block or in any way hinder ingress to and egress from the conference rooms, hallways, stairs, elevators and common areas.
- All conference rooms are equipped with tables and chairs which are not to be repositioned.
- To prevent damage to property, the posting of signs or directional materials anywhere in the building or on ACAA walls, furniture or equipment is strictly prohibited.
- Any violation of Federal or Pennsylvania law, including possession of drugs, gambling or weapons, is prohibited. All weapons, including concealed weapons (handguns, etc.), are prohibited on Airport property.

Conference Room Usage Fees

All conference room reservations require a completed ACAA Conference Room Rental Application (“Rental Application”) and payment of the full rental amount to hold a date and time. The ACAA Conference Room Rental Coordinator must approve any changes to the reservation schedule in advance. It is the responsibility of the User to adhere to the dates set forth in the Rental Application. The ACAA Conference Room Rental Coordinator will accept rental payments only in the form of check or money order made payable to: Allegheny County Airport Authority. A \$25 fee will be charged for returned checks. Space rental charges are determined by time, duration of use, the amount of space used, and applicable operational and administrative costs.



Conference Room Amenities (as available)

- Room A – Fifteen (15) tables and thirty (30) chairs
- Room C - One (1) large table and ten (10) chairs
- Business Administration - One (1) large table and fifteen (15) chairs
- Communications and Marketing - One (1) table and eight (8) chairs
- Maintenance/Ops - One (1) large table and fifteen (15) chairs
- Fire Training Facility Room 1 -Fifteen (15) tables and thirty (30) chairs
- Fire Training Facility Room 2 -Eleven (11) tables and twenty (20) chairs
- Allegheny County Airport – One (1) table and twelve (12) chairs
- Podiums are located in Conference Room A and the ARFF Conference Rooms
- Easels
- White/Chalk Board
- Housekeeping (includes: emptying of trash receptacles, restroom service)

Conference Room Fees Do Not Include

Catering: Catering at the Airport is available only from firms authorized to do business on the Airport, which include TGI Fridays Inc. and LSG Sky Chefs.

Clean-Up: It is the responsibility of the User to schedule clean-up times within the rental period specified in the Rental Application. If clean-up is not completed within the reserved time, an hourly charge will be imposed for every hour past the designated rental period. If the conference room is not clean, an additional clean-up fee will be charged.

Damages: The User will be charged for any damage to the premises or property belonging to the ACAA. A walk-thru of the conference room with an ACAA staff member will take place at the end of each rental. The cost of repairing any damage will be charged to the User.

Additional Tables and Chairs: Additional tables and chairs are not available, but may be rented through the caterer or from a third party agency. Authority staff will not assist in the set-up or breakdown of rental furnishings. Rental furnishings may not be left on the premises in any location for longer than one (1) hour following the end of the rental unless prior approval is requested and received from the ACAA Conference Room Rental Coordinator.



Audio-Visual Equipment: The ACAA does not provide projectors or computer equipment; however the User may supply and use its own audio-visual equipment. To prevent disturbances and interference with other occupants of the terminal complex, audio equipment must be kept at a minimum audible level. Wired internet service is not provided; however the User may use the Airport's free wireless service as available.

Inclement Weather & Airport Emergency Plan

Availability of the conference rooms may be affected by severe weather conditions and/or emergency events at the Airport. The ACAA reserves the right to revoke a reservation in the event of significant snow, sleet, ice, wind, Airport emergency or when operational needs arise that necessitate the ACAA's use of the conference room. In the event that the ACAA must revoke a reservation, the ACAA will attempt to relocate the event to an alternate conference room. If an alternate conference room cannot be identified, the ACAA will refund the User's money, limited to no greater than the total cost of room rental.

In the event that an inclement weather or Airport emergency-related event affects a planned rental(s); the ACAA Conference Room Rental Coordinator will attempt to notify the affected User(s) and reschedule the reservation. In the event a reservation cannot be rescheduled, the User's paid rental fees will be fully refunded. In an event of inclement weather or an airport emergency, please contact the ACAA to confirm room availability.

Liability & General Requirements

All Users are responsible for following the ACAA Conference Room Use Policy before any conference room is reserved. An individual authorized to enter into agreements on behalf of the governmental unit or organization must execute the Rental Application. The signature of the authorized person on the Rental Application demonstrates the governmental or organization's understanding and willingness to follow and abide by the procedures, rules and regulations. In all circumstances, the ACAA's monetary liability is limited to the User's conference room rental payment.

A User may not assign or transfer any rights granted and accepted under this Agreement without written approval from the ACAA Conference Room Rental Coordinator.



To adhere to appropriate building and fire codes, the ACAA has the right to restrict or deny use of the conference rooms based upon number of attendees and type of activity(s) proposed. The maximum number of occupants for the conference rooms is:

1. Room A: 30
2. Room C: 10
3. Business Administration: 15
4. Communications and Marketing: 8
5. Maintenance/Ops: 15
6. ARFF 1: 30
7. ARFF 2: 20
8. AGC: 20

The User will be responsible for any activity that would be likely to cause damage to Airport property, or not be in the best interest of the ACAA, its staff or its agents.

The ACAA assumes no responsibility for the use of patented, trademarked, franchised or copyrighted music, materials or devices used or incorporated into an event. The User agrees to hold the ACAA, its staff and agents harmless from any claims or costs, including attorney fees that might arise from the use of any material described above.

The User may not block or hinder access to the corridor adjacent to the conference rooms or block or hinder ingress or egress from the building.

The User agrees not to post any posters, signs, cards or displays on the walls of the conference rooms or on Airport property without the approval of the ACAA Conference Room Rental Coordinator.

The User agrees not to change the preset lighting levels configured on the conference room lighting controls.

The ACAA Conference Room Rental Coordinator must approve any advertisements prior to distribution and release to the general public. Use of ACAA's official logo and or designation on any printed materials is strictly prohibited. The organization's or the event's name must appear larger than the conference room location's name on any printed materials.

The Authority will not be responsible for any loss, theft or damages to personal property. The User agrees to hold the ACAA, its staff and agents harmless from



any claims or costs, including attorney fees, which may arise from loss, theft or damage to personal property.

Should the User violate any of these procedures, rules or regulations, the User and all affiliated organizations will forfeit the privilege of any future use of Airport facilities without refund or offset of any rental amounts paid or payable.

The ACAA may terminate an event at any time for violations of ACAA procedures, rules, regulations, building and/or fire codes.

It is the responsibility of the User or its appointed party to wipe down tables and place all litter, trash and debris from the conference rooms, including all items on the floor, in the trash receptacles provided at the end of the rental. All lights must be turned off upon departure.

The User will leave the facility (including outer grounds and parking lot) neat, clean and orderly.

All property belonging to the User must be removed from the conference room immediately following the rental period. The ACAA, its staff and agents assume no responsibility for items left by any User. Any items left after the rental period will be discarded.

Printing, faxing, copying, and office equipment/supplies are not available. Arrangements for these services must be made with other third party vendors.

The person executing this Rental Application represents that he/she has authority to execute contracts on behalf of the User and is responsible for the supervision of the room.

Access

Conference room reservations may be made between 8:00 AM – 4:00 PM. If room reservations are scheduled outside of posted business hours, please call Airport Operations at (412) 472-5630 from any blue courtesy phone the day of the event for room access. ACAA staff will provide access to the building in accordance with the Rental Application. ACAA staff will have full access to all parts of the building at all times without restriction. Keys will not be given to the User.



From Landside:

Upon entering the Landside terminal, proceed to Elevator #36 across from the call boards. Take the Elevator to the 4th floor mezzanine level for Conference Rooms A, C, Business Administration, Maintenance/Ops, and Communications. From the reception area desk phone call x3502 to gain access to the conference rooms.

From Airside:

Upon exiting the people mover from the Airside terminal, proceed to the Landside terminal past the security checkpoint. Remain on the "transit" level and continue toward the City of Bridges Cafe. Take Elevator #36 to the 4th floor mezzanine level located behind the City of Bridges Cafe. Conference Rooms A, C, Business Administration, Maintenance/Ops, and Communications is located on the 4th floor mezzanine level.

Under no circumstances will ACAA staff be responsible for accepting deliveries for the User.

All visitors using the conference rooms in the Landside terminal building must park in either the short term parking garage, long term or extended term parking lots. Illegally parked vehicles will be towed at the owner's expense and all visitors must abide by the Airport's parking rules and regulations.

Decorations

The User must make arrangements with its caterer to supply any table linen needs (tablecloths, napkins, skirting, etc.).

The use of tape, staples, tacks, etc. on walls, doors and fixtures is strictly prohibited. If the ACAA Conference Room Rental Coordinator deems any decorations unsafe or inappropriate, the ACAA Conference Room Rental Coordinator has the right to remove these items. Neither the ACAA nor the ACAA Conference Room Rental Coordinator shall be responsible for damage to any items removed pursuant to this provision. All decorations must be removed from the building immediately following the end of the meeting or event.

The use of glitter, confetti, rice, birdseed, doves, butterflies or other celebratory devices is prohibited inside and outside of the building.

The movement or relocation of Airport property, such as plants or furniture, is prohibited.



Photography & Filming Policy

All photography (still and video, print and digital) must be used only for the sole purpose of documenting or promoting the event for which the facility was rented. Photographs of Airport facilities unrelated to the event shall not be published (electronically or in print) or sold for any other purpose whatsoever.

Safety Concerns

Electrical cords may not cross access paths. All electrical cords must be fastened, covered or taped to prevent trip hazards.

Safety devices may not be moved. Users must become familiar with fire escape routes, the nearest exits and the locations of fire extinguishers. Exits and exit access paths must not be blocked.

Cancellation Policy

Cancellation of any scheduled conference room rentals must be in writing and received no later than 48-hours prior to the date and time of scheduled rental. Any group who fails to cancel a conference room rental within the required time frame will be invoiced for a full day's rental. Failure to pay this fee will result in denial of any future rental requests.

Contact Information

For Rental Applications, Schedule of Rental Rates, and/or any individual requiring additional information or clarification regarding the ACAA Conference Room Use Policy, please contact the ACAA Conference Room Rental Coordinator at 412-472-3502.

Completed Rental Applications can be sent to:

Allegheny County Airport Authority
Attn: ACAA Conference Room Rental Coordinator
Landside Terminal, 4th Floor Mezz.
P.O. Box 12370
Pittsburgh, PA. 15231-0370