

**GREENVILLE-SPARTANBURG
AIRPORT DISTRICT**



GSP INTERNATIONAL
AIRPORT
R O G E R M I L L I K E N F I E L D

RULES AND REGULATIONS

Adopted June 24, 2019

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Rules and Regulations

Section 1 – Definitions

Section 1 – Definitions

1.1 Definitions

Airline – A passenger or cargo airline authorized to provide commercial flights by the Federal Aviation Administration.

Airport – The Greenville-Spartanburg International Airport.

Airport Operations Area (AOA) – The portion of the Airport, specified in the Airport Security Program, in which security measures specified in Title 49 of the Code of Federal Regulation are carried out. This area includes aircraft movement areas, aircraft parking areas, loading ramps and safety areas for use by aircraft regulated by 49 CFR parts 1542, 1544, and 1546 and any adjacent areas (such as general aviation areas) that are not separated by adequate security systems, measures or procedures. This does not include the secured area.

Apron (Ramp) – A defined area on the Airport intended to accommodate aircraft for purposes of loading or unloading passengers or cargo, refueling, parking or maintenance.

Authorized Emergency Vehicle – Any vehicle that is designated and authorized to respond to an emergency to include vehicles of the Fire Department, Police Department, State, County, Municipal, or other government agencies, public service corporations, private ambulances and such other vehicles officially designated as such for use upon the Greenville-Spartanburg International Airport.

Bus – Any motorized vehicle with a seating capacity of 16 or more passengers.

Business or Concession – A retailer, offering to sell or furnish any commodity, article, facility or service.

Commission – The governing body of the Greenville-Spartanburg Airport District.

Concessionaire – A person, firm or corporation holding a Lease or Concession Agreement to which the Concessionaire is a party.

Courtesy Vehicle – Any authorized vehicle, not for hire, used to transport persons between the Airport Terminal and a specific hotel, motel, off-airport car rental facility, or other off-airport entity.

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Section 1 – Definitions

Electronic Cigarette – A device containing a nicotine-based or other liquid that is vaporized and inhaled, simulating the experience of smoking tobacco.

Emotional Support Animal – Animals that provide comfort or emotional support but are not trained to work or perform tasks.

Employee Parking Lot – The designated area where employees of the District; tenants; the Federal Aviation Administration; and all those permitted by the President/CEO, or his designee, may leave their vehicles while at the Airport for the purposes of employment on the Airport.

Federal Aviation Regulations (FAR's) – Rules prescribed by the Federal Aviation Administration (FAA) governing all aviation activities in the United States.

Foreign Object Debris (FOD) – Any object, live or not, located in an inappropriate location in the airport environment that has the capacity to injure airport or airline personnel and damage aircraft.

Fuel Storage Area – Any area designated by the District, where aviation fuel, automobile fuel, jet fuel, or any other type of fuel may be stored.

Greenville-Spartanburg Airport District (District) – Areas within the counties of Greenville and Spartanburg constituted as an airport district and political subdivision of the State of South Carolina.

Greenville-Spartanburg International Airport (GSP) - Areas of land or water that are used or intended to be used for the landing and takeoff of aircraft, and includes its buildings, facilities, and land holdings.

Loading Zone – Any area reserved for the exclusive use of vehicles while actually engaged in loading or unloading freight, mail, baggage and supplies.

Movement Area – The runways, taxiways and other areas of the Airport that are used for taxiing, takeoff and landing of aircraft, exclusive of loading ramps and aircraft parking areas controlled by the ATCT.

Non-Movement Area – Taxiways and apron (ramp) areas not under control of the Air Traffic Control Tower.

Non-Tenant Business – A business granted permission via a Non-Tenant Agreement to operate at the Airport but does not have a concession contract or lease granting the privilege of having offices or other facilities at the Airport from

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Section 1 – Definitions

which to conduct business, unless specified in the individual non-tenant agreement.

Passenger Loading Zone – Areas reserved for the exclusive use of vehicles while actually engaged in loading or unloading passengers and baggage.

Permission – The right or ability granted by the President/CEO, or their designee. Permission, whenever required by these rules and regulations, shall always mean written permission, unless the obtaining of written permission would not be practical.

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

Public Vehicular Parking Area – Any portion of the Airport designated and made available, temporarily or permanently, by the District for the public parking of vehicles.

Security Identification Display Area (SIDA) – The portion of an airport, specified in the Airport Security Program, in which security measures specified in Title 49 of the Code of Federal Regulations are carried out. This area includes the secured area and may include other areas of the Airport.

Service Animal - An animal, as defined by the ADA, that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not considered service animals. The prime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship are not considered work or tasks under the ADA's definition of a service animal.

Shuttle – A motor vehicle that travels regularly between two places.

Skycap – Any person under contract with airlines serving the Airport to accept baggage curbside from departing passengers and assist those arriving, accepting gratuities for their services.

Taxicab – A vehicle operated for compensation, including any kind of donation, which receives passengers to be driven to another destination. This includes any for hire service summoned on any mobile or online application service or company.

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Section 1 – Definitions

Vehicle – A device in which a person or property is or may be transported except devices moved by human power, used exclusively upon stationary rails or track, or aircraft.

Rules and Regulations

Section 2 – General Information

Section 2 – General Information

2.1 Purpose

The purpose of the Greenville-Spartanburg International Airport (GSP) Rules and Regulations is to establish rules and guidelines for the safe and efficient operation of the Airport and associated property owned by the Greenville-Spartanburg Airport District (District). All persons coming upon or using any part of the property of the District shall abide by these Rules and Regulations, any other applicable rules or regulations adopted by the GSP Airport Commission and all state and federal laws.

2.2 Distribution

The Rules and Regulations are available to all District Employees, Air Carriers, Concessionaires, Contractors, Tenants, Non-Tenants and the Traveling Public.

2.3 Authority

- a. SC Code of Laws 55-11-140 (7) The Commission is hereby committed to the function of planning, establishing, developing, constructing, enlarging, improving, maintaining, equipping, operating, regulating, protecting and policing an airport and air navigation facility to serve the people of the District and the public generally. To this end, the Commission may:

Plan, establish, develop, construct, enlarge, improve, maintain, equip, operate, regulate, protect and police its airport and air navigation facility under such reasonable rules and regulations as the Commission may from time to time promulgate.
- b. SC Code of Laws 55-11-210 The Commission is authorized to allow the sale of alcoholic beverages at facilities on airport property designed for the sale of food and beverage items. The hours and days of sales must be established and regulated by the Commission and may not be in conflict with state law and to adopt and promulgate rules and regulations governing the use of roads, streets, buildings, services, and parking facilities on lands of the Greenville-Spartanburg Airport District. These rules and regulations shall not be in conflict with any state law and all state laws shall be applicable to the roads, streets and parking facilities under the control of the commission. Rules and regulations of the Commission shall become effective when filed with the Executive Secretary of the Greenville-Spartanburg Airport

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Section 2 – General Information

and in the Office of the Secretary of State in accordance with Chapter 23, Title 1.

The Commission is authorized to employ police officers commissioned by the Governor to enforce all laws and the rules and regulations authorized in this section, and these officers shall be authorized to issue summonses for violations in the manner authorized for state highway patrolmen. Violations of a law, a rule, or regulation of the Commission within the jurisdiction of the Circuit Court of Spartanburg shall be tried in that court. Violations not within the jurisdiction of that court shall be tried by any magistrate or other court of competent jurisdiction. A person who willfully or intentionally violates the rules and regulations of the Commission is guilty of a misdemeanor, and upon conviction, must be fined not more than two hundred dollars, or as otherwise provided by law, or be imprisoned for not more than thirty days.

2.4 Liability

The District, its agents or employees assumes no responsibility or liability for loss, injury or damage to persons or property on the Airport or using Airport facilities, by reason of fire, theft, vandalism, wind, flood, earthquake or collision damage, nor does it assume any liability by reason of injury to persons or property while using the facilities of the District.

2.5 Penalties

Violations of the Rules and Regulations may result in a citation triable in Magistrate Court.

Section 3 – Commercial Activity

3.1 Conduct of Business

- a. No person or company shall carry on any commercial activity at or from the Airport without a written agreement or the written consent of the President/CEO, or their designee. This shall include:
- (1) any flight on which passengers or cargo is carried for hire
 - (2) any distribution or provision of food and beverages, retail merchandise, and other services whether provided free or for sale to the end user.
 - (3) any rental car and other ground transportation services.
 - (4) all other revenue-producing activity.
- b. An Airline may provide its passengers with on-board drinks and snacks in the terminal gate areas only during flights that are delayed more than thirty (30) minutes from their scheduled departure time. In such cases of a delayed flight, if an Airline wishes to provide drinks and snacks other than those it serves on-board the aircraft; all such drinks and snacks must be purchased by the Airline through a Concessionaire. Airlines are not permitted to provide alcoholic beverages of any kind in the terminal gate areas. Airlines are prohibited from providing such drinks and snacks in any other area of the Airport.

3.2 Airport Owned Facilities

No person shall alter, make additions to, erect, excavate, construct or deconstruct any building, sign or other property within the District without the written consent of the President/CEO, or their designee.

3.3 Advertisements

No person shall post, distribute, or display signs, advertisements, circulars, campaign materials, or other printed or written materials at the Airport without permission of the President/CEO, or their designee.

3.4 Commercial Photography

No person, except representatives of the press on duty or during official assignments, shall take still, motion, or sound pictures for commercial purposes on the Airport without permission of the President/CEO, or their designee.

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Section 3 – Commercial Activity

3.5 Cargo Storage

Unless otherwise provided in a lease or other agreement, no person shall use any open area of the Airport for storage of property without permission of the President/CEO, or their designee. If a person uses such area for storage without first obtaining such permission, the President/CEO, or their designee may order the property to be removed at the expense of the owner without liability for damage arising from such removal. In addition, rent shall apply for the time the property was stored at the Airport.

3.6 Parking and Storage of Aircraft

Unless otherwise provided in a lease or other agreement, no person shall use any area of the Airport (other than the public aircraft parking and storage areas) for parking and storage of aircraft without permission of the President/CEO, or their designee. If a person uses such area for parking or storage without first obtaining such permission, the President/CEO, or their designee may order the aircraft removed and stored at the expense of the owner without liability for damage arising from such removal or storage.

3.7 Payment of Charges

All billings for use of Airport facilities or goods furnished, shall be payable upon presentation unless otherwise covered by contract or lease. This also applies to the public parking facilities on Airport property.

3.8 Soliciting

No person shall solicit funds for any purpose on the Airport without permission of the President/CEO, or their designee.

3.9 Use of Runway, Ramp, or Apron Areas

No person shall take off or land an aircraft from or on a public landing area, or use a public landing area, public ramp or apron area, public passenger ramp or apron area, public cargo ramp or apron area, or a public aircraft parking or storage area, except upon the payment of such fees and charges prescribed by the District, unless such person is entitled to use such area under a contract or lease.

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Section 3 – Commercial Activity

3.10 Use or Occupancy of Airport Operations Area (AOA)

No person shall use or occupy an Airport operations area unless the activity is in conjunction with: servicing of tenants, concessionaires, airlines, activities associated with airlines, governmental agencies, or a purpose connected with the maintenance and operation of the Airport.

3.11 Authority to Deny Use

The President/CEO or their designee may deny the use of the Airport to any aircraft, pilot or personnel violating District or FAA regulations, whether the violation occurred at this Airport or another.

3.12 Use of Airport as Base

The basing and operation of personnel and company owned aircraft at the Airport will be by written agreement with the District or Fixed Base Operator. If such aircraft are used for hire or other commercial purposes all applicable permits and fees must be paid to the District.

3.13 Certificated Part 121 Air Carrier

- a. Any certificated part 121 air carrier wishing to enplane or deplane passengers or cargo must notify the President/CEO, or their designee no less than 24 hours prior to arrival. Information required includes:

- (1) Company operating the flight
- (2) Type and registration number of aircraft
- (3) Estimated time of arrival and departure to and from GSP
- (4) Destination from GSP
- (5) Number of passengers and their organization
- (6) Insurance certificate

Unless a contract or lease with the District is in place, the current schedule of fees shall apply.

3.14 Ground Transportation

- a. No individual or entity, other than authorized concessionaires, may operate any taxicab, shuttle, courtesy vehicle, bus, personal vehicle, or rental car for the purpose of carrying passengers for hire from the Airport unless such operation is with the approval of the President/CEO, or their designee and under such terms and conditions as prescribed by the District.

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Section 3 – Commercial Activity

- b. All individuals, partnerships, LLC or corporations operating for hire and courtesy vehicle services must have a Non-Tenant Business Permit or be under contract with the District.
 - i. Operators of for hire and courtesy vehicles without a Non-Tenant Business Permit or contract from the District may unload passengers who made prior arrangements. Operators of these vehicles may not solicit business or load passengers even if prior arrangements were made.
 - ii. Operators with a Non-Tenant Business Permit may not cruise or solicit business from Airport property but may load passengers, if prior arrangements were made.
- c. All for hire vehicles must hold a Class C – Certificate of Public Conveyance and Necessity issued by the South Carolina Public Service Commission.
- d. All permittees shall abide by all federal and state laws as well as all Airport Rules and Regulations.
- e. Operators must be clearly identifiable to the public as employees of the non-tenant operator.
- f. Vehicles will park or stand in designated areas to wait for arriving passengers. Non-tenant vehicles may pull to the front curb to actively load/unload only.

3.15 Penalties

Violations of Section 3.14 may result in a citation triable in Magistrate Court and/or paying permit and pickup fees.

3.16 Stormwater and Oil Pollution Prevention

Any airport tenants, including air passenger or cargo companies, Fixed Based Operators (FBOs), and other parties who routinely perform industrial activities, to include servicing aircraft lavatories, on airport property must comply with the Airport District Stormwater Pollution Prevention Plan (SWPPP).

Any user and/or operator at the airport of facilities that could possibly discharge oil in harmful quantities must comply with the Airport District Spill Prevention Control and Countermeasure Plan (SPCC). All spills must be reported to the Airport Operations Center and cleaned-up by the agency responsible for creating the spill.

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Section 3 – Commercial Activity

3.17 Fire Prevention and Inspection

- a. The most recent edition of the International Building Codes adopted by the South Carolina Buildings Code Council, with revisions, is hereby adopted by the District for the purpose of:
 - i. Facilitating proper inspection activities relating to the construction and maintenance of buildings within the District and relating to public safety, health, and general welfare.
 - ii. Regulating and governing the safeguarding of life and property from fire and explosion hazards arising from storage, handling, and use of hazardous substances, material and devices, and from conditions hazardous to life or property.
- b. The most recent edition of the National Fire Protection Association (NFPA) Codes, with revisions, is hereby adopted by the District for the purpose of proper fire safety procedures relating to the protection of persons, aircraft, and property.

3.18 Centralized Receiving & Distribution Facility

All tenants within the terminal complex shall utilize the Centralized Receiving & Distribution Facility (CRDF) for all deliveries and pickups including, but not limited to, office supplies, FedEx, UPS, and other parcel services, payroll check delivery services, etc. In addition, all concessionaires shall utilize the CRDF vendor for the transport of all used cooking oil outside of any leasehold.

CRDF fees shall be calculated and assessed annually based on a proration of services to each tenant as determined by the District.

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Section 4 – Designated & Restricted Areas

Section 4 – Designated & Restricted Areas

4.1 Itinerant Ramp

The Itinerant Ramp is for the parking and storing of aircraft; servicing aircraft with fuel, lubricants, and other supplies; and making minor or emergency repairs to aircraft. Use of the Itinerant Ramp shall be prior coordinated with Airport Operations. A ramp use fee may be charged by the District.

4.2 Fixed Base Operator Ramp

The FBO Ramp is for the loading and unloading of passengers, cargo, and supplies to or from aircraft; servicing aircraft with fuel, lubricants, and supplies; and for the parking of equipment actively used in connection with such operations. Use of the FBO Ramp shall be prior coordinated with the FBO.

4.3 Passenger Ramp

The Passenger Ramp is for the loading and unloading of passengers, cargo, and supplies to and from aircraft; servicing aircraft with fuel, lubricants, and supplies; and for the parking of equipment actively used in connection with such operations. The Passenger Ramp shall be prior coordinated with Airport Operations.

4.4 South Cargo Ramp (L2)

The South Cargo Ramp is for the loading and unloading of passengers when a gate is not available, the unloading of commercial international passengers into the U.S. Customs – Federal Inspection Services facility unloading and loading cargo, servicing aircraft with fuel, lubricants, and supplies, and the temporary parking of diverted aircraft. The South Cargo Ramp shall be prior coordinated with Airport Operations.

4.5 Center Cargo Ramp (L8)

The Center Cargo Ramp is for the loading and unloading of cargo, domestic and international, and occasional processing of passengers; servicing aircraft with fuel, lubricants, and supplies and the temporary parking of diverted aircraft. The Center Cargo Ramp shall be prior coordinated with Cerulean Commercial Aviation.

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Section 4 – Designated & Restricted Areas

4.6 North Cargo Ramp (L9)

The North Cargo Ramp is for the loading and unloading of passengers and cargo, the inspection of private international aircraft and passengers entering into the U.S. Customs – Federal Inspection Services facility, servicing aircraft with fuel, lubricants, and supplies, and the temporary parking of diverted aircraft. The North Cargo Ramp shall be prior coordinated with Airport Operations.

4.7 Restricted Areas

- a. All areas of the Airport are restricted except those areas open to the public. No person shall enter upon a runway, taxiway, ramp, airline office, concourse, aircraft hangar, cargo facility, Air Traffic Control Tower, or through an aircraft boarding door except:
- (1) Authorized, badged employees of the Airport
 - (2) Authorized employees of the FAA, NTSB, or DHS
 - (3) Passengers enplaning or deplaning an aircraft, under appropriate supervision
 - (4) Escorted individuals with a need to be in a restricted area
 - (5) Emergency personnel responding to an emergency
 - (6) As a means of escape during an emergency

4.8 Airport Issued ID Media

Individuals possessing Airport issued ID media will remain in areas they are authorized as indicated by the card color issued to them. If an individual requires access to an area not allowed by their ID, they must be escorted by someone authorized to be in that area and possess an "E" on their ID. Individuals not in possession of their Airport issued ID media **CANNOT** be escorted for any reason.

4.9 Weight Limits

The following are weight bearing capabilities at the Airport; waivers may be approved by the President/CEO or their designee:

Runway 04/22	Pavement Classification Number (PCN) 65 R/B/W/T
Itinerant Ramp	60,000 pounds dual wheel load
FBO Ramp	60,000 pounds dual wheel load
Passenger Ramp	210,000 pounds dual wheel load
South Cargo Ramp	753,000 pounds double dual tandem wheel load
Center Cargo Ramp	1,092,000 pounds double dual tandem
North Cargo Ramp	753,000 pounds double dual tandem wheel load

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Section 4 – Designated & Restricted Areas

4.10 Employee Parking

- a. The employee parking lot is for authorized, badged employees of the District and tenants. Use by others must be approved by the President/CEO, or their designee. Transient employees are not authorized to use the employee parking lot.
- b. Entrance to the employee parking lot is by use of the employee's Airport issued ID media. Entry into the employee parking lot by any other means than the designated entrance is not allowed. The Airport may charge a fee for the use of the employee parking lot.
- c. Vehicles parked in the employee parking lot must display the approved parking pass issued by the District. Vehicles not displaying the proper parking pass may be ticketed and/or towed at the owner's expense.
- d. Vehicles must be parked in designated parking spaces only. Vehicles may only occupy one parking space.
 - (1) Oversize vehicles and vehicles with trailers may use the employee lot provided there is sufficient space for other employees as determined by the District.

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Section 5 – Aircraft Operations

Section 5 – Aircraft Operations

5.1 Closing the Airport

If the conditions of the Airport become unsafe for landings or takeoffs, the President/CEO, or their designee will issue a NOTAM indicating the Airport is closed. The closure NOTAM will be cancelled when conditions allow.

5.2 Refusal of Clearance

The President/CEO, or their designee may delay or restrict the arrival or departure of any flight or other operation at the Airport believed to be a safety or security risk. Instruction to the aircraft will be through the Air Traffic Control Tower when it is open.

5.3 Conformance with FAA Regulations

All aircraft operations conducted at the Airport will conform to the rules and regulations of the FAA.

5.4 Negligent Operation of Aircraft

No person shall operate an aircraft from or on a public landing area, public ramp or apron area, public passenger ramp or apron area, public cargo ramp or apron area, or a public aircraft parking or storage area in a careless or negligent manner. Aircraft that are constructed, equipped or loaded that endanger or are likely to endanger persons or property shall not be operated.

5.5 Motorless, Ultra-Light, & Unmanned Aircraft Systems

- a. Landings and takeoffs by motorless or ultra-light aircraft must have the approval from the Air Traffic Control Tower.
- b. Unmanned aircraft systems (UAS), to include model aircraft, are prohibited from operating within 5 miles of the Airport, as specified by Federal Aviation Administration Regulations, without prior approval from FAA Headquarters, the Air Traffic Control Tower or the President/CEO, or their designee.

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Section 5 – Aircraft Operations

5.6 Designated Unsafe Areas

Aircraft will not use any part of the Movement or Non-Movement areas deemed unsafe. These areas will be conspicuously marked and appropriate NOTAM's will be issued.

5.7 Aircraft Demonstrations

Experimental flights or ground demonstrations will not be conducted without the written consent of the President/CEO, or their designee.

5.8 Starting Aircraft Engines

Aircraft engines will only be started when competent authority is at the controls of the aircraft. Chocks will be placed in front of the wheels before starting the engine(s) unless the aircraft has sufficient parking brakes and they are applied. The immediate area around the aircraft will be checked by the aircraft operator for Foreign Object Debris (FOD) prior to engine start.

5.9 Aircraft Engine Run-Up

Aircraft engines may be run-up at various airport locations as approved by the President/CEO, or their designee. Personnel performing engine run-ups must ensure exhaust velocities are not directed in a manner that could cause personal injury or damage to equipment or facilities. Engines will not be run-up in hangars or when hangars, shops, office spaces, aircraft taxiing, taking off, or landing are in the path of the propeller or jet blast.

5.10 Taxiing and Tugging Aircraft

Aircraft will not be taxied on a movement or non-movement area unless a certified, qualified pilot or A&P mechanic authorized to operate the aircraft being taxied is at the controls. A&P mechanics must be qualified to drive at GSP or escorted by GSP Operations. Aircraft shall not taxi when the jet blast, prop-wash or rotor-wash may cause injury to persons or cause damage to property. Aircraft that cannot safely move under its own power without potentially causing injury or damage should be towed to a location where the operation of the aircraft will not cause injury or damage.

In the case of helicopters, only a certified, qualified helicopter pilot may be at the controls. Aircraft will be taxied only after ascertaining there is no danger of

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Section 5 – Aircraft Operations

collision with any person or object. This shall be accomplished by a visual inspection of the area and/or the use of wing walkers.

5.11 Taxiing Speed

Aircraft taxiing will be at safe and reasonable speeds with due regard for other aircraft, persons, and property.

5.12 Taxiing on Turf Areas

Aircraft will not taxi upon the turf areas of the Airport unless authorized by the Air Traffic Control Tower or the President/CEO, or their designee.

5.13 Parking Aircraft

Aircraft will only be parked in designated areas. Parking or standing on a runway or taxiway is prohibited unless directed to do so by the Air Traffic Control Tower. Airline operated aircraft will not park outside of agreed gates or areas without approval from the President/CEO, or their designee. Aircraft will not be permanently parked or stored on the Airport unless agreed upon with the Fixed Base Operator. The FBO may charge applicable fees for the parking and storage of aircraft.

5.14 Accident Reports

The operator of any civil aircraft, or any public aircraft shall immediately, and by the most expeditious means available, notify the District of any damage caused to an aircraft while on any portion of the Airport in accordance with Section 6 of the FAA Aviation Safety Reporting Program.

5.15 Disposal of Damaged Aircraft

The pilot or operator is responsible for the prompt removal of damaged or disabled aircraft. In the event the pilot or operator does not comply or is unable to remove such aircraft in a timely manner, the President/CEO, or their designee may have the aircraft removed at the pilot's/operator's expense without liability for damage that resulted from the removal.

5.16 Foreign Object Debris (FOD)

Airport tenants are responsible for developing a FOD self-inspection program for non-movement areas of the AOA that are leased for their operation. Leased

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Section 5 – Aircraft Operations

areas must be regularly inspected to detect and promptly remove hazards associated with FOD.

Rules and Regulations

Section 6 – Movement & Non-Movement Area Operations

Section 6 – Movement & Non-Movement Area Operations

6.1 Smoking and Open flames

Smoking is prohibited on or near any part of the movement and non-movement areas. Open flames are prohibited on or near any movement or non-movement area and any fuel storage area unless authorized by a hot work permit. Grills must be inspected by the Airport Fire Department annually and must be a minimum of 50ft from any structure.

6.2 Authorized Drivers – Movement Area

Operators of vehicles in the movement area must possess a valid U.S. Driver's License, complete and pass the non-movement area training and the movement area training prescribed by the Airport District. This includes aircraft not intended for flight, being operated by anyone (except pilots) taxiing or towing. An "M" designator on airport issued ID media indicates the individual is authorized to operate a vehicle or aircraft not intended for flight in both the movement and non-movement areas.

6.3 Authorized Drivers - Non-Movement Area

Operators of vehicles in the non-movement area must possess a valid U.S. Driver's License and complete and pass the non-movement area training prescribed by the Airport District. This includes aircraft not intended for flight, being operated by anyone (except pilots) taxiing or towing. An "R" designator on airport issued ID media indicates the individual is authorized to operate a vehicle in the non-movement area.

6.4 Authorized Vehicles – Movement Area

Only authorized vehicles are permitted in the movement area or runway safety area. This includes: Airport Operations, ARFF, Airport Police, Airport Facilities, FAA Facilities and National Weather Service. Drivers must have an "M" drivers permit and be in contact with and have permission from the Air Traffic Control Tower before entering the movement area or runway safety area. Vehicles entering must be in sound mechanical order, have 2 working headlights, at least one working tail light and have amber, red or blue flashing lights visible from 360 degrees. Vehicles and/or pedestrians must also be equipped with a two-way radio and be in continuous contact with the Air Traffic Control Tower when open or announcing presence on the Common Traffic Advisory Frequency (CTAF) when the Tower is closed.

Rules and Regulations

Section 6 – Movement & Non-Movement Area Operations

6.5 Authorized Vehicles – Non-Movement Area

Only authorized vehicles and equipment are permitted in the non-movement area. Vehicles must be in sound mechanical order and have 2 working headlights and at least 1 working tail light. Vehicles leaving the non-movement area and returning must have a current AOA inspection decal affixed to the lower left corner of the windshield. Vehicles in the non-movement area must have their company logo, in a minimum of 4" lettering, affixed to both sides of the vehicle either by permanent lettering or magnetic placard. Vehicles with permanent State or Federal Government license plates are exempt from the placard rule.

6.6 Escorts – Movement Area

Vehicles and/or operators not authorized in the movement area must be escorted at all times. Those providing the escort must have an "E" on their airport issued ID media and if escorting a vehicle must have an "A" driver's permit. Permission to enter the movement area must also be granted by the Air Traffic Control Tower.

6.7 Escorts – Non-Movement Area

Vehicles and/or operators not authorized in the non-movement area must be escorted at all times. Those providing the escort must have an "E" on their airport issued ID media and if escorting a vehicle must have either an "R" or "A" driver's permit.

6.8 Speed Limit

Vehicles in the non-movement area will not be operated in excess of 30 miles per hour. Vehicles operating within 50 ft. of an aircraft will not exceed 10 miles per hour. Vehicle operators shall reduce their speed when the pavement is wet, icy or during periods of low visibility.

6.9 Right of Way

Vehicles will always give way to aircraft pushing back, preparing to taxi or taxiing. Ground vehicles must give way to emergency vehicles responding to an emergency and to fuel trucks at all times.

Rules and Regulations

Section 6 – Movement & Non-Movement Area Operations

6.10 Emergency Vehicles

- a. Operators of emergency vehicles in the non-movement area must give way to aircraft taxiing and must ensure crews pushing an aircraft see the emergency vehicle and stop before proceeding.
- b. Operators of emergency vehicles entering the Movement Area must have clearance from the Air Traffic Control Tower or ensure the Movement Area is closed to aircraft before proceeding.

6.11 Ground Equipment

Ground vehicles may pull no more than 4 pieces of equipment. During periods of snow and/or ice vehicles may pull no more than 2 pieces of equipment.

6.12 Operation of Vehicles and Ground Equipment

Vehicles and ground equipment shall not be operated in a movement or non-movement area in a careless or negligent manner; or while the driver is under the influence of an intoxicating liquor, any narcotic, habit-forming drug, or medication with a warning indicating the operation of machinery should not be attempted, or if such vehicle is so constructed, equipped or loaded as to endanger persons or property.

6.13 Violation Penalties – Movement Area

Violations in the movement area can range from driver re-training, fines, suspension of driver privileges to revocation of airport issued ID media depending on the severity of the violation. Severity is determined by the President/CEO or their designee. Violations within the movement area become a permanent part of an individual's airport issued ID media record.

6.14 Violation Penalties – Non-Movement Area

Violations in the non-movement area can range from driver re-training, fines, suspension of driver privileges to revocation of airport issued ID media depending on the severity of the violation. Severity is determined by the President/CEO or their designee. Violations within the non-movement area remain on an individual's airport issued ID media record for 365 days from the incident date.

Rules and Regulations
Section 7 – Motor Vehicle & Traffic Rules

Section 7 – Motor Vehicle & Traffic Rules

7.1 Authorized to Operate Vehicles

Motor vehicles shall not be operated in or upon a public vehicular parking area or public airport roadway unless (1) the driver possess a valid driver's license to operate such vehicle on the highways of this State and (2) such vehicle is registered in accordance with the provisions of the laws of this State.

7.2 Compliance with Lawful Order, Signal or Direction

All traffic in or upon a public airport roadway, a public vehicular parking area, fuel storage area, movement or non-movement area of the Airport must, at all times, comply with any lawful order of law enforcement or signal or direction from any authorized representative of the District.

7.3 Operation of Motor Vehicles/ATV's

- a. Vehicles shall not be operated in or upon a public airport roadway, a public vehicular parking area, fuel storage area, or movement or non-movement area of the Airport in a careless or negligent manner or at a speed or in a manner which endangers or is likely to endanger persons or property.
- b. Dirt bikes and all-terrain vehicles such as three-wheelers and four-wheelers are not permitted to be used on any part of the District's property unless authorized by the President/CEO, or their designee.

7.4 Parking

- a. Operators of motor vehicles shall not stop or park a vehicle:
 - (1) On any roadway or crosswalk causing a hindrance to the flow of traffic.
 - (2) Within a bus stop, safety zone or taxi/shuttle zone, unless authorized to do so.
 - (3) Within 15 feet of a fire hydrant.
 - (4) In a fire lane.
 - (5) In any parking lot or other designated parking area except upon payment of a parking fee or contract with the Airport District.
 - (6) In a designated handicapped parking space unless a valid handicapped placard or license plate is properly displayed.
 - (7) In any parking space designated reserved unless prior authorization is given.

Rules and Regulations

Section 7 – Motor Vehicle & Traffic Rules

b. Passenger pick-up and drop-off:

- (1) Passenger pick-up and drop-off areas in front of the terminal are for active loading and unloading of passengers only.
- (2) Vehicles left unattended in front of the terminal may be ticketed and/or towed at the owner's expense.

c. Parking lots and garages:

- (1) The speed limit within any parking lot or garage is 10 M.P.H.
- (2) Vehicles must be parked in designated parking spaces only.
- (3) Oversize vehicles and vehicles with trailers requiring more than one space may be charged for the use of additional spaces.
- (4) If a specific parking lot is full, other lots may be used at the posted rate for that particular lot (Example: If the economy lot is full, the daily parking lot may be used at the daily lot rate).

d. Cell phone parking lot:

- (1) The cell phone parking lot is for individuals waiting on arriving passengers.
- (2) Parking is limited to a maximum of 30 minutes.
- (3) Drivers must remain with their vehicles.
- (4) Vehicles left unattended are subject to ticketing and towing at the owner's expense.
- (5) Transportation network companies are prohibited from waiting for ride share requests in this area.

e. Unauthorized vehicles parked in restricted or reserved areas may be ticketed and/or towed at the owner's expense. These areas include, but are not limited to:

- (1) Airport District office parking.
- (2) Rental Car parking areas.
- (3) Prearranged reserved public parking.
- (4) Taxicab/shuttle waiting areas.
- (5) Employee parking areas.
- (6) Fixed Base Operator parking areas.
- (7) North Cargo parking.
- (8) South Cargo parking.
- (9) Cell Phone lot.
- (10) Access gates.

Rules and Regulations

Section 7 – Motor Vehicle & Traffic Rules

7.5 Authority to Hold Vehicles

The President/CEO, or their designee has the authority to hold vehicles parked in vehicular parking areas operated by or for the District for non-payment of parking fees.

7.6 Authority to Remove Vehicles

The President/CEO, or their designee may remove or cause to be removed any vehicle which is disabled, abandoned, parked in violation of state law, federal law, federal regulation, or which presents a hindrance to the operation of the Airport or any tenant of the Airport at the owner's expense and without liability for any damage that may result. Vehicles left unattended in a passenger loading/unloading zone will be ticketed and/or towed in accordance with federal regulations.

7.7 Abandoned Vehicles

Vehicles left in any parking lot for more than 90 days may be considered abandoned and may be sold at public auction unless the owner notifies the District or parking authority.

7.8 Emergency Vehicles

Operators of emergency vehicles have the same authority and must comply with South Carolina Code of Laws Section 56-5-760.

7.9 Yielding to Emergency Vehicles

Vehicles and pedestrians must yield to emergency vehicles when displaying red and white, blue, red and blue, or amber flashing lights and giving an audible signal/siren. This applies to the public areas as well as the movement and non-movement areas.

7.10 State Law

The Laws of the State of South Carolina are applicable to vehicular and pedestrian traffic on the highways, streets, roads, crosswalks, sidewalks, parking facilities, terminal areas and all other areas of the District. Violations involving traffic and criminal statutes will be enforced by the Airport Police while parking violations may be enforced by the Airport Police or other personnel authorized by the President/CEO, or their designee.

Rules and Regulations
Section 7 – Motor Vehicle & Traffic Rules

7.11 Payment of Parking Fines

Parking tickets issued by the District shall be paid within 30 days of the date of issuance. Unpaid fines will double after 30 days. Payment shall be made to the Greenville-Spartanburg Airport District.

Rules and Regulations

Section 8 – Passenger Screening & SIDA Access

Section 8 – Passenger Screening & SIDA Access

8.1 Pre-Board Passenger Areas

- a. All ticketed passengers and those issued gate passes must submit to the prescribed screening process conducted by TSA before proceeding into any pre-board passenger area.
- b. District employees and tenants that have submitted to a fingerprint based criminal history check and are authorized unescorted access may enter a pre-board passenger area provided the entry is in performance of their employment. Entry may be through the TSA screening checkpoint or through doors controlled by the card-access system.

8.2 Submission to Screening

All persons presenting themselves and property for inspection must abide by the regulations set forth in 49 CFR 1540.111 as well as the prohibited items list published by DHS/TSA.

8.3 Security Identification Display Area

- a. Only those authorized by the Airport Security Program are allowed in any sterile, secure, AOA, or SIDA area.
- b. All personnel in a sterile, secure, AOA, or SIDA area must display their airport issued ID media on the outer most layer of clothing or be escorted by authorized individuals.
 - (1) Personnel not in possession of their issued SIDA ID **CANNOT** be escorted for any reason.
- c. Each individual with access to any sterile, secure, AOA, or SIDA must present their airport issued ID media to the access control system regardless of the number of persons needing to enter the same area.

8.4 Challenge Procedures

- a. Individuals with unescorted access to the SIDA must:
 - (1) Question anyone not displaying proper ID media for the area they are in, or

Rules and Regulations

Section 8 – Passenger Screening & SIDA Access

- (2) Notify the Airport Operations Center of the individual(s) not displaying proper ID while maintaining visual observation until law enforcement support arrives.

8.5 Gate and Door Security

Individuals accessing a door, gate, or elevator leading to any sterile, secure, AOA, or SIDA area must remain with the door or gate until it is secure.

8.6 Penalties

Violations of Sections 8.3, 8.4 or 8.5 may result in sanctions up to and including revocation of their airport issued ID media and/or a criminal charge of Violation of Rules and Regulations of the Airport.

Rules and Regulations
Section 9 – Conduct of the Public

Section 9 – Conduct of the Public

9.1 Firearms

- a. No person, except for sworn law enforcement, authorized armed security members of the United States Armed Forces on official duty, or operations personnel utilizing Airport District owned firearms for wildlife management shall carry a firearm within District facilities:
 - (1) in any building owned or operated by the District or
 - (2) in checked baggage or through a passenger screening checkpoint, unless:
 - a. the firearm is properly packaged, unloaded and declared, according to 49 CFR 1544.203, for transportation in checked baggage or
 - b. the individual is authorized by 49 CFR 1544.219 to carry in the aircraft cabin.
- b. In addition to the penalties provided by state law, the firearm involved in the violation of this section may be confiscated. The firearm must be delivered to the Chief of Police of the District. The confiscated firearm may be used within the agency, transferred to another law enforcement agency for the lawful use of that agency, traded with a retail dealer licensed to sell firearms in this state for a firearm or any other equipment approved by the agency, or destroyed. Firearms will not be disposed of in any manner until the results of any legal proceeding in which it may be involved are final. Records must be kept of all confiscated firearms received.

9.2 Explosives and Hazardous Materials

- a. It is unlawful for a person to manufacture, cause to be manufactured, or possess any object or article which is designed to cause damage by fire or any other means to person or property either by ignition, detonation, or other means. (SC Code of Laws 16-23-480).
- b. Fireworks shall not be:
 - (1) discharged on any property owned by the District
 - (2) carried in any check bag or through a passenger screening checkpoint
 - (3) carried aboard any aircraft unless approved by the airline and the US Department of Transportation.
- c. Hazardous materials:
 - (1) must be properly labeled and stored in areas designated for such materials

Rules and Regulations

Section 9 – Conduct of the Public

(2) may not be transported aboard an aircraft unless the provisions of Title 49 part 175 are met.

9.3 Alcoholic Beverages

- a. The sale of alcoholic beverages is limited to approved tenants of the District. Approved tenants must also possess the required state licenses.
- b. Alcoholic Beverages may only be sold between the hours as ascribed by the District, which may not be in conflict with SC State Law. These times will be published to all approved tenants.
- c. Alcoholic beverages may only be consumed in the area of purchase.

9.4 Malicious Damage

No person shall destroy, deface, injure or disturb any building, equipment, sign, marker, landscape, publicly or privately owned.

9.5 Loitering

No person shall remain on any part of the Airport or in any building on the Airport property without reason to be there or remain in any area or building on Airport property after being asked to leave.

9.6 Littering

Trash, papers, cigarettes, gum, refuse or other unwanted materials will be disposed of in receptacles provided for that purpose.

9.7 Drug Paraphernalia

It shall be unlawful for a person to possess Drug Paraphernalia. Drug Paraphernalia means all equipment, products, and materials of any kind which are used, intended for use, or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance. This includes, but is not limited to:

Rules and Regulations

Section 9 – Conduct of the Public

- a. Kits used, intended for use, or designed for use in planting, propagating, cultivating, growing, or harvesting of any species of plant which is a controlled substance or from which a controlled substance can be derived.
- b. Kits used, intended for use, or designed for use in manufacturing, compounding, converting, producing, processing, or preparing controlled substances.
- c. Testing equipment used, intended for use, or designed for use in identifying or in analyzing the strength, effectiveness, or purity of controlled substances;
- d. Scales and balances used, intended for use, or designed for use in weighing or measuring controlled substances.
- e. Diluents and adulterants, such as quinine hydrochloride, mannitol, mannite, dextrose, and lactose, used, intended for use, or designed for use in cutting controlled substances.
- f. Blenders, bowls, containers, spoons, and mixing devices used, intended for use, or designed for use in compounding-controlled substances.
- g. Capsules, balloons, envelopes, and other containers used, intended for use, or designed for use in packaging small quantities of controlled substances.
- h. Containers and other objects used, intended for use, or designed for use in storing or concealing controlled substances.
- i. Hypodermic syringes, needles, and other objects used, intended for use, or designed for use in parenterally injecting controlled substances into the human body.
- j. Objects used, intended for use, or designed for use in ingesting, inhaling, or otherwise introducing marijuana, cocaine, hashish, or hashish oil into the human body.

9.8 Smoking and Smokeless Tobacco

Smoking and the use of smokeless tobacco is allowed in designated locations only. No person shall smoke, use smokeless tobacco, or carry any lit cigars, cigarettes, pipes, electronic cigarettes or any product that produces smoke, odors, or vapors of any type:

- a. into any building or near the entrance of any building;

Rules and Regulations

Section 9 – Conduct of the Public

- b. into any fuel storage area;
- c. within 50 ft. of a fuel truck;
- d. within the AOA; or
- e. anywhere smoking is prohibited by signage.

9.9 Lost and Found

The Airport Customer Service Counter will serve as the official custodian for any Airport Lost & Found property. All items turned in to customer service will be logged and stored in a secure location.

- a. Items will be held for 30 days before being disposed of
- b. Disposal of items will be in accordance with District Executive Directive # 4

9.10 Animals

- a. Animals entering the terminal, passenger boarding areas, cargo facilities or aircraft ramp must be confined to airline approved pet carriers except:
 - i. animals recognized by the American's with Disabilities Act as Service Animals;
 - ii. animals being trained by certified trainers to become Service Animals;
 - iii. animals used by law enforcement for the detection of contraband, explosives or apprehension of individuals.
- b. Animals not recognized by the ADA but meeting the requirements under the Air Carrier Access Act to travel in the cabin of aircraft as Service Animals must remain in airline approved pet carriers or carried until boarding the aircraft or immediately after deplaning. Large animals that cannot be carried must be on a non-retractable leash and under control of the owner at all times. Owners are responsible for cleaning-up all messes created by their animal.

9.11 Baggage Carts

With the exception of skycaps working for a tenant operator, baggage carts, whether rented or privately owned, are not to be used for hire. All baggage

Rules and Regulations

Section 9 – Conduct of the Public

carts used inside the Airport Fixed Based Operator facility or terminal building are required to have pneumatic wheels.

9.12 Model Aircraft

The use of model aircraft, kites, hot air balloons or parachutes on any part of the Airport is prohibited.

9.13 Hunting and Firearm Discharge

Hunting or the discharge of firearms on Airport property is prohibited unless authorized by the President/CEO, or their designee.

9.14 Gambling

Gambling or the operation of gambling devices on property owned by the Airport is prohibited. Lottery pools for the purpose of playing legal lotteries are exempt from this prohibition.

9.15 Emergency Equipment

Fire alarms, hydrants, extinguishers and emergency call devices are to only be used in emergencies.

9.16 Radio Interference

Federal Government regulations 47 U.S.C. 301, 302b, and 333 as well as FCC Commission Rules 15.1c and 2.803g prohibit the use of unlicensed radio frequencies, devices which interfere with radio reception, and the use of intentional radiators and jamming devices.

Rules and Regulations
Section 10 – Picketing, Leaflet Distribution & Solicitation

Section 10 – Picketing, Leaflet Distribution & Solicitation

10.1 Restrictions

- a. No person shall enter or remain on Airport property to picket, distribute leaflets, or solicit on or from Airport property without the written approval of the President/CEO, or their designee.
- b. Drive-by rallies and any form of parading or congregating with vehicles is prohibited.
- c. Any and all permits issued in conjunction with picketing, leaflet distribution or solicitation activities are limited solely for the purposes set forth therein and are not transferable or assignable in whole or in part.

10.2 Designated Locations

- a. Picketing or leaflet distribution activities will only be permitted in designated picketing/leaflet distribution zones located in the public areas of the Airport, as shown in Exhibit A. The Director of Airport Operations, or his designee maintains and will provide each permit applicant with a diagram showing the designated picketing/leaflet distribution zones.
- b. The District designated locations are subject to change to take into account changes in pedestrian or vehicle flow, construction projects, alterations to the terminal complex and their surroundings, evolving security requirements, emergency conditions, or other unforeseen circumstances which may necessitate a change.
- c. Solicitation activities will only be permitted in areas designated by the President/CEO or their designee.

10.3 Reservation of Rights

The President/CEO, or their designee reserves the right to:

- a. Impose such reasonable conditions as may be necessary, on the proposed activity, such as: (i) the number of persons allowed to engage in the activity; (ii) the time of the activity; (iii) the place or places the activity occurs; or (iv) the manner of such activity; to avoid injury to persons or damage to property or to assure the safe and orderly operation of the Airport facilities.

Rules and Regulations

Section 10 – Picketing, Leaflet Distribution & Solicitation

- b. Immediately revoke any and all permits issued upon the occurrence of an emergency affecting the safety of persons or property when required in the implementation of security procedures, to avoid injury to persons or damage to property, or to assure the safe and orderly operation of the Airport facilities.

10.4 Compliance with Rules, Regulations and Laws

- a. Persons engaged in picketing, leaflet distribution, or solicitation shall comply with all applicable District Rules and Regulations, policies and guidelines, as well as all applicable local, state and federal laws and regulations.
- b. All such activities shall be conducted in a peaceful and orderly manner, without physical harm, molestation, threat, harassment, obscenity, violence, breach of the peace, damage to property, or other unlawful conduct and without obstructing the use of the airport by others, without hindrance or interference with the proper, safe, orderly, and efficient operation of the airport and the activities conducted thereupon, and without interference with the constitutional rights of others.
- c. Persons engaged in picketing, leaflet distribution, or solicitation must obey all directions of Airport Police Department officers and District personnel designated to facilitate the movement of customers and traffic in, to and from the terminals, walkways and roadways.

10.5 Prohibited Conduct

Persons engaged in Picketing, Leaflet Distribution or Solicitation shall not:

- a. Picket, distribute leaflets, or solicit at any area except during the days, times and locations assigned by the District.
- b. Identify themselves as representatives of the District.
- c. Attach signs to clubs, poles or other hard objects – signs must be carried or otherwise attached to participants engaged in picketing activity.
- d. Solicit contributions of money or other articles of value, for religious, charitable or any other purposes, or receive money or other articles of value, whether in the form of cash, checks, credit, or debit vouchers or any other form of negotiable instruments in any public area.
- e. Conduct games of chance.

Rules and Regulations

Section 10 – Picketing, Leaflet Distribution & Solicitation

- f. Sell, distribute or hand out any type of food or drink while engaged in picketing, leaflet distribution or solicitation activities.
- g. Gather signatures on District property.
- h. Attempt to pin, tie, or attach any symbol, insignia, article or object to the clothing, luggage, or vehicle of any person without their consent.
- i. Delay or in any manner, assail, coerce, threaten, or physically disturb any member of the public, tenant of the Airport, District or any other person for any reason.
- j. Wear or display informational signs inside any building or parking structure.
- k. Block sidewalks, doorways, or roadways.
- l. Interfere with passenger flow.
- m. Obstruct or interfere with the use of escalators, stairs, corridors, halls, doorways, or elevators.
- n. Destroy, injure, deface, disturb, or tamper with any building, sign, equipment, fixture, marker, or any other structure or property on the Airport.
- o. Place signs, notices, advertisements or other writings, in or on any structure or building on Airport property.
- p. Place tables, stands, chairs or other structures on Airport property without the authorization of the President/CEO, or their designee.
- q. Use any musical instruments, noise-making devices, sound or voice amplifying apparatus, battery operated and/or electrically powered portable or stationary public address systems.
- r. Use any building, facility or structure for lodging or sleeping not intended for that purpose.
- s. Set or have open or contained fires anywhere on District property.

10.6 Preservation and Maintenance

- a. Persons engaged in picketing, leaflet distribution or solicitation shall exercise care to maintain areas in use in a safe and clean condition.

Rules and Regulations

Section 10 – Picketing, Leaflet Distribution & Solicitation

- b. Persons engaged in picketing, leaflet distribution or solicitation shall remove any and all litter caused by their activities.
- c. Persons engaged in picketing, leaflet distribution or solicitation shall not discard, abandon or leave unattended on Airport premises any boxes, or other containers or literature, food or other paraphernalia, unless properly disposed of in approved trash receptacles.

10.7 Use of Public Areas

Persons engaged in picketing, leaflet distribution or solicitation may use the facilities accessible to the public such as restrooms and concessions, provided that all picketing, leaflet distribution or solicitation ceases while utilizing such facilities.

10.8 Risk

Persons engaged in picketing, leaflet distribution or solicitation on District property do so at their own risk and shall exercise reasonable diligence and precaution to avoid damage to property or injury to other persons. Picketers shall be liable for any and all damage to property caused by their picketing, leaflet distribution or solicitation activity.

10.9 Required Documents

Each person or entity engaged in picketing, leaflet distribution, or solicitation shall have a copy of any and all permits issued in their possession at all times while participating in the activity and must produce the permit to any Airport Police Officer or District employee upon request.

10.10 Permit Application

- a. Any individual or authorized representative of an organization seeking to picket, distribute leaflets or solicit on District property may request an application packet from the Airport District.
- b. Completed permit applications must be submitted to the District Office no later than seventy-two (72) hours before the planned event.
- c. A separate application is required for each designated location requested for the picketing, leaflet distribution or solicitation activity.

Rules and Regulations

Section 10 – Picketing, Leaflet Distribution & Solicitation

10.11 Denial or Revocation of Approval

The President/CEO, or their designee may deny or revoke a permit for the following:

- a. The applicant or any representative has falsified information on the application.
- b. The applicant or any representative intends to use or has used the approved location to conduct a commercial enterprise at the Airport.
- c. The activity impedes the operation of the Airport as an air transportation facility.
- d. The activity poses a danger to the safety or security of the traveling public or Airport tenants.
- e. The activity interferes with the ability of the airlines, concessionaires, tenants, and other authorized Airport users to conduct their business in an orderly manner.
- f. The activity hinders pedestrian flow, creates congestion, or blocks efficient movement of persons within and around the Airport terminals and other facilities.
- g. The activity interferes with the ability of others to hear announcements or see Airport signage.
- h. The applicant or any representative engages in the receipt or acceptance of donations, gifts, or funds, while conducting the approved activity or distributes or attempts to distribute literature at any place other than an approved location for which the applicant was approved.
- i. The content of the materials to be displayed or distributed: (1) is disruptive to air travel; (ii) instills fear in the traveling public; or (iii) is pornographic.
- j. The applicant or any representative violates any provision of these Rules and Regulations or any rule, regulation, ordinance, statute of Federal or State law.
- k. Any event or condition under which the conducting of the activity would create a danger to persons or property, interfere with the orderly formation and progression of waiting lines, or interferes with any of the following: pedestrian and/or vehicular travel; the issuance of tickets or boarding passes or

Rules and Regulations

Section 10 – Picketing, Leaflet Distribution & Solicitation

equivalent documents for air or ground transportation; luggage or cargo movement or handling; the entry to and exit from vehicles; security procedures; government inspection procedures; cleaning; maintenance, repair or construction operations.

10.12 Review and Appeal

The denial of an application or the revocation of any permit provided for herein may be appealed to the President/CEO within thirty (30) days of denial or revocation. The President/CEO, or his designee shall provide for a hearing for the review of such denial within ten (10) days of receipt of the appeal. At the hearing, the appellant shall be given an opportunity to be heard, to present evidence on his/her behalf. The hearing shall be recorded. The hearing officer will issue a final administrative decision within ten (10) days of such hearing.

10.13 Violations by Participants

Violations of these rules and regulations by persons or organizations authorized to picket, distribute literature or solicit may cause the termination of the permit under which they are operating and shall be grounds for denial of any subsequent application by that person or organization for a period of one (1) year. In the event of termination, the President/CEO, or his designee will give written notice to the holder of the permit. Upon receipt of the notice of termination, the person whose permit was terminated may use the appeal process described in Section 10.12 above. Violators may also be subject to arrest and/or fines.

10.14 Accidents/Reporting Responsibilities

If any participant is involved in an accident or other incident in which any person is injured or property is damaged, a participant or authorized representative of the participating organization shall immediately notify the Airport Operations Center (864-848-6246).