



# Airport Rules and Regulations 2023



**Table of Contents**

|  |          |
|--|----------|
| <b>Chapter 1: Purpose, Scope &amp; Authority .....</b> | <b>1</b> |
| 1.1 Purpose and Scope .....                            | 1        |
| 1.2 Authority.....                                     | 1        |
| 1.3 Compliance .....                                   | 1        |
| 1.4 Enforcement .....                                  | 2        |
| 1.5 Variance .....                                     | 2        |
| 1.6 Adoption of Federal and Local Regulations.....     | 3        |
| 1.7 Waiver of Liability.....                           | 3        |
| <b>Chapter 2: General Rules and Regulations.....</b>   | <b>6</b> |
| 2.1 Abandonment of Property .....                      | 6        |
| 2.2 Accident Reporting.....                            | 6        |
| 2.3 Advertisements & Printed Materials .....           | 6        |
| 2.4 Alcohol .....                                      | 6        |
| 2.5 Animals .....                                      | 6        |
| 2.6 Bicycles, Rollerblading and Skateboarding.....     | 7        |
| 2.7 Commercial Activity.....                           | 7        |
| 2.8 Commercial Photography .....                       | 7        |
| 2.9 Fees.....  | 8        |
| 2.10 Hunting .....                                     | 8        |
| 2.11 Loitering.....                                    | 8        |
| 2.12 Lost and Found Articles .....                     | 8        |
| 2.13 Obstruction.....                                  | 8        |
| 2.14 Overnight Camping.....                            | 8        |

|   |   |           |
|---|---|-----------|
| 2.15  | Permits.....  | 8         |
| 2.16  | Preservation of Property .....                                  | 8         |
| 2.17  | Public Demonstrations.....                                      | 9         |
| 2.18  | Signage.....  | 9         |
| 2.19  | Solicitation .....  | 9         |
| 2.20  | Smoking .....   | 9         |
| 2.21  | Storage of Equipment or Property.....                           | 9         |
| 2.22  | Tampering with Aircraft.....                                    | 10        |
| 2.23  | Use of Public Airport Facilities.....                           | 10        |
| <b>Chapter 3: Aircraft Operations .....</b> |   | <b>12</b> |
| 3.1   | Accidents & Disabled Aircraft .....                             | 12        |
| 3.2   | Aircraft/Airport Operations during Hours of Tower Closure ..... | 12        |
| 3.3   | Airport Closures and Restrictions.....                          | 12        |
| 3.4   | Based Aircraft Registration.....                                | 12        |
| 3.5   | Engine Run-ups .....  | 13        |
| 3.6   | Flight Demonstrations .....                                     | 13        |
| 3.7   | Fly Friendly Procedures .....                                   | 13        |
| 3.8   | General Operating Rules.....                                    | 13        |
| 3.9   | Helicopters.....  | 14        |
| 3.10  | Instructor and Student Responsibilities .....                   | 14        |
| 3.11  | Parking of Aircraft.....  | 14        |
| 3.12  | Refusal of Clearance .....                                      | 15        |
| 3.13  | Specialized Aeronautical Activities.....                        | 15        |
| 3.14  | Taxiing or Towing of Aircraft.....                              | 15        |
| 3.15  | Washing and Maintenance.....                                    | 16        |

|   |  |           |
|---|--|-----------|
| 3.16  | Weight Bearing Capacities.....   | 16        |
| 3.17  | Deicing .....  | 16        |
| 3.18  | Terminal Common Use Facility.....  | 16        |
| <b>Chapter 4: Vehicle Operations .....</b>                    |  | <b>18</b> |
| 4.1   | City of Mesa Traffic Ordinances.....                                       | 18        |
| 4.2   | Emergency Right-of-Way .....   | 18        |
| 4.3   | Endangerment .....   | 18        |
| 4.4   | Equipment .....  | 18        |
| 4.5   | Insurance .....  | 18        |
| 4.6   | Motor Vehicle Accident Reporting .....                                     | 18        |
| 4.7   | Movement Area Operations.....  | 18        |
| 4.8   | Moving of Motor Vehicles .....   | 19        |
| 4.9   | Parking .....  | 19        |
| 4.10  | Repair of Motor Vehicles.....  | 21        |
| 4.11  | Restricted Area Operations .....   | 21        |
| 4.12  | Signs and Markings.....  | 22        |
| <b>Chapter 5: Fueling, Fire and Environmental Safety.....</b> |  | <b>24</b> |
| 5.1   | Aircraft Fueling Operations.....   | 24        |
| 5.2   | Aircraft Fuel Storage Facility Requirements .....                          | 25        |
| 5.3   | Inspection of Fuel Facilities, Records, Meter Readings, and Reporting..... | 25        |
| 5.4   | Self-Fueling Operations- Aircraft .....                                    | 26        |
| 5.5   | Self-Fueling Operations- Automotive Vehicles and Equipment .....           | 27        |
| 5.6   | Parking of Aircraft Fuel Service Vehicles .....                            | 27        |

|  |  |           |     |
|--|--|-----------|-----|
| 5.7  | Explosives & Other Hazardous Materials ..... | 27        |     |
| 5.8  | Fire Equipment .....                         | 28        | iii |
| 5.9  | Hazardous Material Spills .....              | 28        |     |
| 5.10   | Open Flames .....                            | 28        |     |
| 5.11   | Storm Water Discharge.....                   | 29        |     |
| 5.12   | Volatile Compounds .....                     | 29        |     |
| 5.13   | Dust Control.....                            | 29        |     |
| <b>Chapter 6: Leases &amp; Tenant Operations .....</b> |  | <b>31</b> |     |
| 6.1  | Condition of Tenancy.....                    | 31        |     |
| 6.2  | Damage.....                                  | 31        |     |
| 6.3  | Design Guidelines .....                      | 31        |     |
| 6.4  | Employees.....                               | 31        |     |
| 6.5  | Fire Equipment .....                         | 31        |     |
| 6.6  | Floor Care .....                             | 31        |     |
| 6.7  | Free of Debris .....                         | 31        |     |
| 6.8  | Hangar Storage .....                         | 32        |     |
| 6.9  | Insurance .....                              | 33        |     |
| 6.10   | Marking of Paved Areas.....                  | 33        |     |
| 6.11   | Preservation of Property .....               | 33        |     |
| 6.12   | Regulation of Commercial Activities .....    | 33        |     |
| 6.13   | Storage and Equipment .....                  | 33        |     |
| 6.14   | Structural and Decorative Changes .....      | 34        |     |
| 6.15   | Trash Containers.....                        | 34        |     |
| <b>Chapter 7: Security Requirements.....</b>           |  | <b>36</b> |     |

|  |  |           |    |
|--|--|-----------|----|
| 7.1                                    | Aircraft Security .....                    | 36        |    |
| 7.2                                    | Airport Security Program .....             | 36        | iv |
| 7.3                                    | Air Carrier.....                           | 36        |    |
| 7.4                                    | Aviation Repair Station .....              | 36        |    |
| 7.5                                    | Challenge .....                            | 36        |    |
| 7.6                                    | Doors and Gates .....                      | 36        |    |
| 7.7                                    | Employee Access Investigations .....       | 37        |    |
| 7.8                                    | Escorting .....                            | 37        |    |
| 7.9                                    | General Aviation Aircraft .....            | 37        |    |
| 7.10                                   | Identification Media and Access Cards..... | 37        |    |
| 7.11                                   | Restricted Areas.....                      | 38        |    |
| 7.12                                   | Security Fence Line .....                  | 38        |    |
| 7.13                                   | Security Screening .....                   | 38        |    |
| 7.14                                   | Tailgating .....                           | 38        |    |
| 7.15                                   | Tenant Security.....                       | 39        |    |
| 7.16                                   | Violation of Security Regulations.....     | 39        |    |
| 7.17                                   | Weapons.....                               | 39        |    |
| <b>Chapter 8: Special Events .....</b> |  | <b>41</b> |    |
| 8.1                                    | Authorization .....                        | 41        |    |
| 8.2                                    | Aviation Activities .....                  | 41        |    |
| 8.3                                    | Closures or Restrictions .....             | 41        |    |
| 8.4                                    | Coordination .....                         | 41        |    |
| 8.5                                    | Damages .....                              | 41        |    |
| 8.6                                    | Fees.....                                  | 42        |    |

|   |   |           |   |
|---|---|-----------|---|
| 8.7   | Insurance .....   | 42        |   |
| 8.8   | Normal Ingress/Egress.....                                      | 42        | v |
| 8.9   | Plans.....  | 42        |   |
| 8.10  | Special events .....  | 42        |   |
| <b>Chapter 9: Ground Transportation .....</b>                   |   | <b>44</b> |   |
| 9.1   | Ground Transportation General Authority.....                    | 44        |   |
| 9.2   | Ground Transportation Provider Insurance Requirements .....     | 44        |   |
| 9.3   | Conditions of Ground Transportation Provider.....               | 45        |   |
| 9.4   | Ground Transportation Provider Vehicle Driver Requirements..... | 46        |   |
| 9.5   | Regulations and Licenses.....                                   | 46        |   |
| 9.6   | Access and Parking .....  | 47        |   |
| 9.7   | Soliciting.....   | 49        |   |
| 9.8   | Miscellaneous Provisions.....                                   | 49        |   |
| <b>Appendix A: Definitions .....</b>                            |   | <b>52</b> |   |
| <b>Appendix B: Fly Friendly Noise Abatement Procedures.....</b> |   | <b>58</b> |   |





*This page intentionally left blank.*

## CHAPTER 1: PURPOSE, SCOPE & AUTHORITY

### 1.1 Purpose and Scope

These Rules and Regulations have been adopted and approved by resolution of the Phoenix-Mesa Gateway Airport Authority (PMGAA) and apply to the geographical property known as Phoenix-Mesa Gateway Airport. The provisions of this document are intended for the safe, orderly, and efficient operation of Phoenix-Mesa Gateway Airport, hereafter referred to as “Airport”.

### 1.2 Authority

On May 19, 1994, the City of Mesa, Towns of Queen Creek, and Gilbert created the Williams Gateway Airport Authority, later renamed the Phoenix-Mesa Gateway Airport Authority (“PMGAA”), a Joint Powers Airport Authority, pursuant to Arizona Revised Statutes (A.R.S) Title 11, Chapter 7, Article 3 and Title 28, Chapter 25, Article 8. The Gila River Indian Community, City of Phoenix, and City of Apache Junction joined the Airport Authority in 1995, 2006 and 2013 respectively. PMGAA was formed to develop, reuse, operate, and maintain the Airport property and facilities at the former Williams Air Force Base.

With the August 1995 Record of Decision, the U.S. Air Force confirmed that PMGAA would receive, at no cost, nearly 3,000 acres of land, with three runways (10,400-foot, 10,200-foot, and 9,300-foot), 120 buildings or facilities (such as navigation aids), and the improvements thereon. A long-term lease with the U.S. Air Force was executed on January 16, 1996. Fee conveyance for the majority of the property occurred on April 29, 1998. Through the Joint Powers Airport Authority legislation and subsequent property conveyance, PMGAA is entitled to adopt and enforce these Rules and Regulations governing the safe operation of activities on the Airport.

The Rules and Regulations, Airport Minimum Standards and Airport Rates and Charges are all part of the Airport’s governing documents. The administration of the terms of each of the documents independently and as a whole, shall be under the authority, responsibility, administration and control of the Executive Director/CEO or designee.

### 1.3 Compliance

All persons on any part of the property comprising the Airport shall be governed by these Rules and Regulations and by other directives of the Executive Director/CEO or designee relative to the use or occupation of any part of the property comprising the Airport. Permission granted to any person by the Executive Director/CEO directly or indirectly,

expressed or implied, to enter upon or use the Airport or any part thereof is conditioned upon compliance with these Rules and Regulations. Entry upon or onto the Airport by any person shall be deemed to constitute an agreement by such person to comply with such Rules and Regulations.

#### **1.4 Enforcement**

- a. The Executive Director/CEO is empowered to enforce these Rules and Regulations through Airport staff and the City of Mesa Police Department. All persons in the Airport shall respond to directives issued by Airport Operations personnel, under the direction of the Executive Director/CEO, relative to the enforcement of these Rules and Regulations. Violations of Rules and Regulations may result in different forms of action including but not limited to verbal or in writing such as a Notice of Violation (NOV) issued by Airport Operations personnel.
- b. The Executive Director/CEO or designee may remove or evict from the Airport premises any person who knowingly, willfully or recklessly violates any rule or regulation prescribed herein, or any rule or regulation in effect by the federal government or the State of Arizona and may deny use of the Airport and its facilities to any such person if it is determined that such denial is in the public interest, notwithstanding any contractual arrangements.
- c. If any provision of these Rules and Regulations is held to be invalid, the remainder of these Rules and Regulations shall remain in full force and effect. Future amendments, additions, deletions or corrections to these Rules and Regulations will be incorporated into the document as required and as directed by PMGAA.
- d. Any person who feels these Rules and Regulations have been unjustly applied or enforced shall comply with the directives of PMGAA until such matter is resolved. Concerns regarding any enforcement practice shall be submitted in writing to the Executive Director/CEO within seven (7) days of the date of occurrence along with a description of the situation, the actions taken by Airport staff, and the desired resolution.

#### **1.5 Variance**

- a. Any variance of the literal requirements of these Rules and Regulations may be granted by the Executive Director/CEO when strict enforcement is impractical, results in unnecessary hardship, or is contrary to the safety of flight operations. The granted variance shall result in substantial justice and is in accordance with the spirit of the Rules and Regulations.

- b. When an emergency exists at the Airport, the Executive Director/CEO or designee is empowered to issue directives and take such action as necessary to protect people, property and assets and promote the safe operation of the Airport. Such directives and actions of the Executive Director/CEO or designee have the power of regulation as long as the emergency exists.
- c. PMGAA reserves the right to revoke, cancel or change any and all of these Rules and Regulations at any regular or special Board of Directors (Board) meeting with notification as required under A.R.S. All changes issued from time to time shall be considered as addenda to these Rules and Regulations. Future amendments, additions, deletions or corrections to these Rules and Regulations will be incorporated into the document as required and as directed by PMGAA.

## **1.6 Adoption of Federal and Local Regulations**

- a. Title 14, Code of Federal Regulations (CFR) Federal Aviation Regulations (FAA), Title 49, CFR (Transportation Security Administration Regulations), Title 40, CFR (Federal Environmental Regulations), Title 21, CFR (Food and Drug Administration), A.R.S Title 28 (Transportation), A.R.S Title 49 (Environment), Maricopa County Air Pollution Control Regulations, City of Mesa Fire Code, and other compliance documents required by Federal, State, or local government, whether presently or hereafter effective, are hereby referred to, adopted, and made part of these Rules and Regulations as though fully set forth and incorporated herein, as each may be amended from time to time.
- b. Federal, State, or local laws or ordinances, in the event of any conflict, supersede PMGAA Rules and Regulations.
- c. The Rules and Regulations shall in no way supersede or abrogate regulations set forth in FAA Federal Aviation Regulation (FAR) Part 139, Certification and Operation of Airports, nor Transportation Security Administration (TSA) Part 1542, Airport Security, as established and approved for PMGAA.

## **1.7 Waiver of Liability**

Any permission granted by the Executive Director/CEO to use the Airport and its facilities, or to fly to, from, or over the same shall be at all times conditioned upon the assumption of full responsibility and risk associated therewith. It shall be a further condition thereof that each person, as consideration of the use of the Airport and its facilities, shall at all times indemnify PMGAA, the Board, the Executive Director/CEO, and employees from and

against any and all liability, responsibility, loss, or damage, resulting to any such person or caused by or on his behalf, and incident to the manner in which the Airport is operated, constructed, or maintained, or served from within or without, or used from without. The use of the Airport by any person for any purpose, or the paying of fees thereof for the taking off or landing aircraft therein shall be itself an acknowledgment that such person accepts such privileges on the conditions herein set forth.

*This page intentionally left blank.*

## CHAPTER 2: GENERAL RULES AND REGULATIONS

### 2.1 Abandonment of Property

No person shall abandon any personal property at the Airport. If not claimed by the owner within seven (7) days, such articles will be handled in accordance with A.R.S. Title 44, Chapter 3.

### 2.2 Accident Reporting

Accidents resulting in damage to property, injury requiring professional medical treatment, or interference with normal operations must be reported to Airport Operations as soon as possible after the occurrence.

### 2.3 Advertisements & Printed Materials

Advertisements and other printed materials shall not be posted, distributed, displayed, or circulated at the Airport without the express written consent of the Executive Director/CEO, unless posted in areas specifically authorized for advertisements. The authorization may include time constraints as well as limiting the number of persons distributing the printed materials.

### 2.4 Alcohol

No person shall drink any intoxicating liquor upon any portion of the Airport open to the public, except in such restaurant or other place as shall be properly designated and licensed for on-sale liquor dispensing.

### 2.5 Animals

- a. Animals other than those required for American with Disabilities Act (ADA) assistance or law enforcement dogs, are not allowed within the Airport Restricted Area unless being transferred or shipped, and/or under the control of their owner or handler by leash, harness, restraining strap, or cage. Leashes, harnesses, and straps shall not exceed six (6) feet.
- b. No person shall enter any public building with any animal, except animals required for assistance or when such animals are leashed or containerized for air shipment.
- c. Owners or handlers are responsible for the immediate removal and disposal of animal waste.
- d. No person shall feed or engage in any other act to encourage the congregation of any animals on the Airport.



## 2.6 Bicycles, Rollerblading and Skateboarding

- a. Bicycles within the Airport Restricted Area shall only be operated by Airport or tenant employees in the performance of their duties and shall not be operated within 50 feet of an aircraft under power.
- b. Bicycle operators within the Airport Restricted Area must conform to all posted and non-posted rules and regulations regarding the use of vehicles.
- c. Skateboarding and rollerblading are not permitted within the Airport Restricted Area.

## 2.7 Commercial Activity

Commercial activity of any kind requires the express written permission of the Executive Director/CEO through a specifically authorized lease, sublease, operating agreement, license, permit or written temporary permission and the payment of fees, as required.

## 2.8 Commercial Photography

- a. No person shall take a still, motion, or sound picture on the Airport for commercial purposes without the permission of the Executive Director/CEO and the payment of fees, as required. The Executive Director/CEO may allow any of the following to take pictures on the Airport for commercial purposes:
  1. Professional photographers and motion picture cameramen photographing events on the Airport as representatives of bona fide news organizations.
  2. Professional photographers and motion picture cameramen photographing events at the Airport for non-profit exhibition, to stimulate interest in air commerce or travel, or for non-profit educational purposes.
  3. Professional photographers photographing scenes on the Airport for general artistic purposes.
  4. Aviation photographers photographing aircraft in public or designated areas.
- b. No person shall take a still, motion, or sound picture in any area exclusively leased to an Airport tenant without the permission of the tenant and coordination with the Executive Director/CEO's Office.
- c. Any approved activity within the Airport Restricted Area shall have proper escort.

**2.9 Fees**

Fees, rates and charges shall be established, scheduled and published from time to time, by PMGAA and where applicable, paid to PMGAA by users of the Airport.

**2.10 Hunting**

Hunting on the Airport is prohibited, with the exception of wildlife control measures undertaken to further aviation safety in accordance with the Airport's approved wildlife management plan.

**2.11 Loitering**

No person shall loiter in Airport buildings or on Airport property. This includes occupying passenger terminal buildings or property in excess of 24 hours prior to a ticketed flight unless authorized by the Executive Director/ CEO.

**2.12 Lost and Found Articles**

Lost and found articles shall be deposited with Airport Operations. Such articles will be handled in accordance with A.R.S. Title 44, Chapter 3, Section 1.

**2.13 Obstruction**

No person, except law enforcement officers, firefighting personnel, TSA, FAA and PMGAA personnel may intentionally obstruct, delay, physically disturb or interfere with the free movement of any other person on the public areas of the Airport, unless doing so in accordance with the Airport's security challenge procedures.

**2.14 Overnight Camping**

Overnight camping, including occupancy of vehicles, on the Airport is prohibited unless authorized by the Executive Director/CEO.

**2.15 Permits**

Permits and licenses authorizing certain activities on the Airport shall be issued and revoked at the discretion of the Executive Director/CEO.

**2.16 Preservation of Property**

- a. No person shall destroy or cause to be destroyed, injure, damage, deface, or disturb in any way, property of any nature located on the Airport. Any person causing or responsible for such injury, destruction, damage, or disturbance shall report such damage to Airport Operations and shall reimburse PMGAA the full amount of repair

or replacement of the property.

- b. No person shall take or use any aircraft, aircraft parts, instruments, or tools owned, controlled, or operated by any person while on the Airport or within its hangars, except with the written consent of the owner or operator thereof.

### **2.17 Public Demonstrations**

Public demonstration, such as picketing and other peaceful action, is permitted on Airport property provided the sponsor obtains written permission from the Executive Director/CEO or authorized designee and complies with all PMGAA Rules and Regulations, with emphasis to Sections 2.12 Obstruction and 2.22 Use of Public Airport Facilities.

### **2.18 Signage**

Signage standards are established by PMGAA in compliance with the City of Mesa Sign Code.

- a. No sign, advertisement or notice shall be displayed on the outside of any structure on the Airport or on Airport property unless authorized under the Airport Design Guidelines.
- b. Roadway and directional signage shall be in compliance with City of Mesa traffic control, and no roadway signage shall be displayed unless authorized by the Executive Director/CEO.
- c. No person shall display solicitations, advertising, or other signs on the Airport property, including the property within the roadway easements, without the authorization of the Executive Director/CEO.

### **2.19 Solicitation**

No person shall solicit funds or other items to the public on the Airport without the express written approval of the Executive Director/CEO.

### **2.20 Smoking**

In accordance with the Smoke-Free Arizona Act and Mesa City Code, Title 6, Chapter 11, smoking is not permitted: 1) in any public place, including any workplace; 2) at or within 20 feet from building entrances; 3) in designated 'no smoking' areas posted as such by PMGAA; or 4) at other locations through which public movement can be anticipated. In addition, PMGAA has designated aircraft parking ramps as smoke-free.

### **2.21 Storage of Equipment or Property**

Storage of equipment or property not used for aviation or other approved operations or activity on the Airport is prohibited unless specifically provided for by lease or other contractual agreement. This includes recreational vehicles (boats, motor homes, personal watercraft, etc.) and other motor vehicles not specifically used for the authorized operation.

### **2.22 Tampering with Aircraft**

No person shall interfere or tamper with any aircraft or put in motion the engine of such aircraft, or use any aircraft, aircraft parts, instruments, or tools, without permission of the owner or specific direction of the Executive Director/CEO or designee.

### **2.23 Use of Public Airport Facilities**

No person(s), firm(s), association(s), or corporation(s) shall sponsor, hold, permit or otherwise carry on any activity that would impact the operation of the Airport without first obtaining written permission from the Executive Director/CEO and complying with all the terms and conditions of such authorization. In the event approval is given, written evidence of insurance covering all injury, damages, or claims that might result from such activities shall be submitted to the Airport.

*This page intentionally left blank.*

## CHAPTER 3: AIRCRAFT OPERATIONS

### 3.1 Accidents & Disabled Aircraft

- a. Persons involved in aircraft accidents or incidents on the Airport shall make a full report thereof to the Air Traffic Control staff or Airport Operations as soon as practical. The pilot or operator involved in an accident-causing personal injury or property damage may be requested to make a written report concerning said accident.
- b. Access to aircraft accident and incident scenes shall be controlled by a designated Incident Commander. Persons are not authorized to enter an accident or incident scene without the permission of the Incident Commander.
- c. The pilot, aircraft owner, lessee, or operator is responsible for the prompt removal of the disabled aircraft or parts thereof as directed by the Executive Director/CEO, subject to accident investigation requirements. The Executive Director/CEO or designee is authorized to remove or relocate a disabled aircraft from any location on the Airport at the expense of the owner/operator.

### 3.2 Aircraft/Airport Operations during Hours of Tower Closure

After the published hours of the Air Traffic Control Tower, all aircraft/vehicles operating within the movement area must broadcast their intentions on the Common Traffic Advisory Frequency (CTAF) in accordance with suggested procedures published in the Airman's Information Manual, FAR's, and FAA Advisory Circulars.

### 3.3 Airport Closures and Restrictions

In the event that the Executive Director/CEO believes that the conditions of the Airport or any part thereof are unsafe for landings and take-offs, it shall be within their authority to close or restrict all or part of the Airport and issue a Notice to Airmen (NOTAM) indicating so.

### 3.4 Based Aircraft Registration

The owner and/or operator of aircraft based on the Airport's ramp area shall execute a written agreement with PMGAA stating, among other things, the based aircraft status, aircraft identification, and compliance with aircraft parking fees. Aircraft based at the Airport but within a tenant's leasehold shall be reported by the tenant quarterly or upon request by the Executive Director/CEO. Reports shall be detailed (including: Registration/N Number, names, address, and phone number of owner) of all based aircraft on the Airport in a form approved by the Airport Authority.

### 3.5 Engine Run-ups

- a. Aircraft engine run-ups above ground idle shall only be conducted at the engine run-up areas adjacent to each runway end or within those areas designated by the Executive Director/CEO.
- b. No aircraft engine shall be started or run unless a qualified, certificated pilot or mechanic is attending the aircraft controls.
- c. Aircraft engine run-ups shall not be conducted in such positions that the path of the propeller wash or jet blast may endanger persons, structures, or property. In the event that the path of the propeller wash or jet blast may cross a marked service road, a safety flagger is required.
- d. Aircraft engine maintenance run-ups are not authorized between the hours of 2000 (8:00 pm) and 0800 (8:00 am) unless: 1) they are conducted with Airport approved sound suppression devices; or 2) are performed in conjunction with an air ambulance flight; or 3) are coordinated with Airport Operations prior to commencement 4) coordinated with ATC when conducted in the movement area.

### 3.6 Flight Demonstrations

- a. Demonstrations, including test flights or ground demonstrations other than standard maintenance test flights shall not be conducted on the Airport without the express written consent of the Executive Director/CEO.
- b. PMGAA specifically reserves the right to temporarily restrict or control activities within aircraft operating areas and public areas of the Airport for purposes of aerial and ground demonstrations or for any other public purpose.

### 3.7 Fly Friendly Procedures

Aircraft operators shall, whenever possible, use procedures and flight patterns that help mitigate aircraft noise. PMGAA supports the use of the National Business Aviation Association (NBAA) and Aircraft Owners and Pilots Association (AOPA) noise abatement procedures. The Airport's published Fly Friendly procedures are described in Appendix B.

### 3.8 General Operating Rules

- a. No aircraft shall be operated on the Airport if such aircraft is constructed, equipped, or loaded as to endanger persons or property.

- b. No aircraft shall be operated on the Airport in a careless or negligent manner, in disregard of the rights and safety of others, without due caution, or at a speed or manner that is likely to endanger persons or property.
- c. No aircraft shall be operated on the Airport while the pilot, or other persons aboard controlling any part of the operation, is under the influence of alcohol or drugs.
- d. Taxiways, apron, or ramp areas shall not be used for take-offs and landings of any type aircraft without the appropriate clearance from the Air Traffic Control Tower, whenever the Tower is in operation. Aircraft operating during the hours the Tower is not operating shall comply with appropriate FAA regulations and Advisory Circulars.
- e. No aircraft engine shall be operated inside any aircraft hangar or within 25 feet of any opening to a hangar or abuilding.
- f. Unmanned Aerial Vehicle (UAV) operations shall comply with all FAA Part 107 regulations.

### **3.9 Helicopters**

Helicopters shall not be operated with rotors turning unless there is a clear area of at least 25 feet in all directions from the outer tips of the rotor, unless being fueled under established procedures.

### **3.10 Instructor and Student Responsibilities**

Flight instructors shall fully acquaint their students with these Rules and Regulations and shall be responsible for the conduct of the students under their direction during dual instruction. When a student is solo, it shall be the sole responsibility of the student to observe and abide by these rules.

### **3.11 Parking of Aircraft**

- a. Aircraft parking shall be restricted to approved parking areas designated by Airport Operations and Maintenance and/or Gateway Aviation Services Director or completely within an exclusive leasehold area with the permission of the leasehold tenant.
- b. No aircraft shall be parked or staged within marked service roads, or fire lanes, or in a manner as to interfere with taxiing aircraft, or in a manner that blocks free movement



of aircraft or emergency vehicles or hinders access to any building or structure.

- c. Aircraft parked or stored in unauthorized areas or which present an operational problem or safety hazard to any area of the Airport may be towed or relocated to other Airport areas at the discretion of the Executive Director/CEO and at the operator's expense.
- d. Derelict or non-flyable aircraft shall not be stored on the Airport's parking ramp or on property that has not been specifically leased or designated by the Executive Director/CEO for such purpose.

### **3.12 Refusal of Clearance**

The Executive Director/CEO or designee may delay or restrict any flights or the conduct of other aviation-related operations at the Airport and may notify Air Traffic Control to refuse take-off clearance to any aircraft for any reason the Executive Director/CEO or designee reasonably believes is in the best interest of the public or essential to the safe operation of the Airport.

### **3.13 Specialized Aeronautical Activities**

Hot air balloon operations, ultra-light aircraft operations, banner-tow operations, and parachute drops mixing with commercial, military, and other jet activities can create a hazardous environment. Such specialized activities require prior written approval from the Executive Director/CEO.

### **3.14 Taxiing or Towing of Aircraft**

- a. No person shall taxi an aircraft into or out of an enclosed hangar under its own power.
- b. All aircraft taxiing or under tow on any part of the ramp, apron, or taxiways shall proceed with aircraft position lights on at night and during periods of low visibility.
- c. When the Air Traffic Control Tower is in operation, aircraft shall not be taxied, towed, or otherwise moved on any part of the movement area until specifically cleared to do so.
- d. No aircraft shall be taxied, or engines operated at the Airport where the exhaust or propeller blast may cause injury to persons or damage to property. If it is impossible to taxi such aircraft in compliance with the above, then the engine(s) must be shut off and the aircraft towed to the desired destination.

No person shall tow an aircraft on airport movement area unless such person has passed an approved Airport training program, receives recurrent training, has been issued and is in possession of an Airport security badge with the applicable endorsement.

### **3.15 Washing and Maintenance**

- a. Washing and maintenance of aircraft or other Airport related equipment shall only be conducted in accordance with environmental regulations and at approved wash racks or other areas designated by the Executive Director/CEO, or within specific tenant areas where such activity is permitted under lease or agreement.
- b. Aircraft maintenance other than minor maintenance as defined by FAA is prohibited on the ramp areas unless specifically authorized by Airport Operations or the Airport Duty Manager.

### **3.16 Weight Bearing Capacities**

Aircraft exceeding the published weight bearing capacity of any runway, taxiway, or apron area are prohibited from operating on those areas without the express written approval of the Executive Director/CEO.

### **3.17 Deicing**

- a. Air Carriers must submit a Deice Plan by November 1<sup>st</sup> of each year.
- b. Air Carriers using deicing and anti-icing chemicals must be in accordance with the Storm Water Pollution Prevention Plan and their Deice Plan.

### **3.18 Terminal Common Use Facility**

Designated Common Use Gates, hardstand positions, and RON facilities for scheduled and non-scheduled flight operations by all carriers shall be managed and approved by Airport Operations in the best interests of facility efficiency. Aircraft Operators using the Common Use Facility shall comply with the Common Use Facility Operating Procedures.

*This page intentionally left blank.*

## CHAPTER 4: VEHICLE OPERATIONS

### 4.1 City of Mesa Traffic Ordinances

City of Mesa traffic ordinances shall apply to all public roadways on the Airport and are enforced through the City of Mesa.

### 4.2 Emergency Right-of-Way

Upon the approach of police, ambulance, fire department, Airport or other emergency vehicle giving an audible or visual signal that it is on an emergency call, each person operating another vehicle on any road inside the Airport Restricted Area shall immediately move out of the path of the approaching emergency vehicle without crossing into the controlled movement area. Stay clear of all intersections and stay there until the emergency vehicle has stopped or passes, unless otherwise directed by an emergency service worker.

### 4.3 Endangerment

No person shall operate a vehicle on the Airport that is constructed, equipped, or loaded in such a physical or mechanical condition as to endanger persons or property.

### 4.4 Equipment

No person shall operate a vehicle on the Airport unless the vehicle is in sound mechanical condition with adequate safety equipment.

### 4.5 Insurance

All motor vehicles operated on the Airport must have liability insurance consistent with the State of Arizona motor vehicle insurance laws.

### 4.6 Motor Vehicle Accident Reporting

Each operator of a motor vehicle involved in an accident on the Airport that results in damage to property or personal injury shall report it to Airport Operations as soon as possible after the accident. The report must include the name and address of the person reporting. Copies of reports taken by City of Mesa Police are acceptable for incidents that occur in the public areas of the Airport.

### 4.7 Movement Area Operations

a. Prior to entering the aircraft movement area all vehicles shall yield right-of-way to

all taxiing aircraft and aircraft under tow.

- b. No person shall operate a vehicle in the movement area unless prior permission has been obtained from Airport Operations and the vehicle is equipped with a two-way radio in communication with and clearance has been received from the Air Traffic Control Tower, unless under the control of an authorized escort.
- c. No vehicle shall enter the movement area unless equipped with an appropriately sized flashing or steady-burning yellow beacon, mounted on the uppermost part of the vehicle such that it is conspicuous from any direction including from the air. An orange and white- checkered flag may be used in lieu of the flashing beacon for daytime activities. The flag shall be mounted so that it is conspicuous from any direction.

#### **4.8 Moving of Motor Vehicles**

The Executive Director/CEO or designee has the authority to tow or otherwise move any motor vehicle on the Airport property for reasons of operational necessity, safety, security, abandonment, illegal or unauthorized or improper parking or police investigation. PMGAA may charge a reasonable amount for the moving service and for the storage of the vehicle, if any. The vehicle may be subject to a lien for that charge.

#### **4.9 Parking**

- a. The Executive Director/CEO or designee are authorized to reserve all or any part of vehicle parking lots and other areas not under lease or permit for use as they may designate, and to indicate any restrictions by appropriate markings and/or signs.
- b. No person shall park a vehicle in any parking area without the express or implied consent of PMGAA. All areas designated for vehicle parking are subject to City of Mesa Code, Title 10 requirements.
- c. Vehicle parking areas are intended for use by a full-size passenger automobile (19 feet in length maximum). Vehicles exceeding 19 feet shall park in designated areas.
- d. Where appropriate signs and/or markings have been installed, no person shall park or stand a motor vehicle on the Airport except in an area specifically designated for parking or standing. No vehicles shall be loaded or unloaded in parking areas other than those designated by PMGAA for such activities (i.e., designated loading zones, loading areas, etc.). Unauthorized vehicles in designated loading areas or areas with signs/markings prohibiting parking/ standing a motor vehicle may be subject to tow at the owner's sole cost and expense.

- e. Vehicles parked in any authorized parking area shall park in such a manner as to comply with all posted and/or painted lines, signs, and rules.
- f. Tenant ramp vehicles and equipment shall be only parked within the tenant leasehold areas or in approved parking stalls. Outside storage of vehicles or equipment outside of the leasehold premises area is prohibited.
- g. Passenger vehicle parking areas shall only be used for parking vehicles no longer than a full-size passenger automobile, (which excludes commercial vehicles), only in the designated and entirely within the painted and striped parking stall lines. No double parking is permitted.
- h. No person shall park or stand a motor vehicle on the Airport within 10 feet of a fire hydrant.
- i. Privately owned vehicles are not authorized to park within the Airport Restricted Area unless prior approval has been obtained from Airport Operations, through the issuance of a PMGAA issued Vehicle Identification Permit. Such permit shall be displayed at all times, in a conspicuous location.
- j. Vehicles parked in the Airport parking lots, which do not belong to passengers, Airport employees, Airport tenants, or Airport/Tenant customers are subject to tow and storage at the owner's expense (Mesa City Code, Title 10, Chapter 9). Illegally parked vehicles are subject to parking charges as published in the current Rates & Charges.
- k. Tenant employees shall utilize designated parking locations identified in lease or other agreement.
- l. Lessee and its invitees shall obey all signs and motor vehicle codes.
- m. Every person using the parking areas shall park and then lock his/her own vehicle. PMGAA will not be responsible for any damage to vehicles, injury to persons or loss of property, all of which risks are assumed by the party using the parking areas.
- n. PMGAA reserves the right to refuse the use of any parking area to any person or entity that willfully refuses to comply with these applicable parking rules, Airport regulations, laws, and or agreements.
- o. Such parking use as is herein provided is intended merely as a license only, and no bailment is intended or shall be created hereby.

- p. The speed limit in parking areas is five (5) miles per hour.
- q. The maintenance or washing of vehicles parked on the Airport is prohibited, except in designated wash areas.
- r. Parking is prohibited in common areas not designated for parking, areas not striped for parking, drive aisles, loading zones, cross hatched areas, illegal parking areas, in front of loading doors or ramps, and or any entrance or exit to or from the Airport unless authorized by the Executive Director/CEO or designee.
- s. In the event that any party fails to comply with the Parking Regulations hereinabove, PMGAA shall cause the vehicle in violation to be towed off the premises at the owner's sole cost and expense, without any liability or cost to PMGAA whatsoever.

#### **4.10 Repair of Motor Vehicles**

Except for persons authorized by the Executive Director/CEO or Airport Duty Manager and for minor repairs necessary to move the vehicle from the Airport, no person shall repair a motor vehicle on a road or in a parking area of the Airport.

#### **4.11 Restricted Area Operations**

- a. No person shall operate a motor vehicle within the Airport Restricted Area without a valid driver's license, and if applicable, proper Airport Driver Endorsement on their security badge unless under the control of an authorized escort. The Airport Driver Endorsement must be presented upon the request of any Airport Operations Staff.
- b. No person shall operate a vehicle within the Airport Restricted Area unless their presence is specifically required for Airport business or services.
- c. The Executive Director/CEO or designee has the authority to deny, restrict, or cancel the privilege of any motor vehicle operator from operating within the Airport Restricted Area.
- d. No person shall operate a motor vehicle at a speed:
  - 1. Of more than 25 mph on any marked service road
  - 2. Of more than 15 miles per hour on any aircraft apron or ramp
  - 3. Of more than five (5) miles per hour around aircraft
  - 4. That could endanger any aircraft, vehicle, or person

- e. Airport and aircraft support vehicles and construction vehicles driving or operating within the Airport Restricted Area shall display the company name or logo; a minimum of four (4) inches high on each side of the vehicle.
- f. All vehicles operating on service roads and non-movement areas shall be equipped with an amber rotating beacon, or yellow flashing or steady burning beacon while operating in the Airport Restricted Area. Vehicles without such equipment shall be under continuous escort. Construction vehicles shall display an orange and white checkered flag or amber rotating beacon during the daytime operations, and an amber rotating beacon or yellow flashing or steady burning beacon during nighttime operations.
- g. Except while in the process of servicing an aircraft or Airport facility, vehicle traffic on the apron shall use marked service roadways where designated.
- h. Each person operating a motor vehicle on the Airport shall operate it so as to have it under proper control at all times, weather and traffic conditions considered.
- i. Washing of vehicles at the Airport wash rack is limited to tenant company vehicles and equipment.
- j. Each person operating a motor vehicle within the Airport Restricted Area shall yield the right of way to aircraft, aircraft under tow and pedestrians.
- k. All ground service equipment utilized for transporting luggage or cargo shall tow no more than three baggage carts at a time.

#### **4.12 Signs and Markings**

No person shall operate a vehicle on Airport roadways unless it is operated in strict compliance with all roadway signs, markings, and speed limits prescribed by the Executive Director/CEO.



*This page intentionally left blank.*

**CHAPTER 5: FUELING, FIRE AND ENVIRONMENTAL SAFETY****5.1 Aircraft Fueling Operations**

- a. No person shall operate as an FBO (Fixed Base Operator) or SASO (Specialized Aviation Service Operator) for the purpose of selling fuel for commercial revenue.
- b. No person shall operate a fuel truck or fuel transfer vehicle within the Air Operations Area unless such person has passed an approved Airport training program, receives recurrent training, is issued an Airport security badge with a driver and fueling or self-fueling endorsement, and complies with the provisions outlined in PMGAA Aviation Fuel Storage, Handling and Dispensing Guidelines.
- c. No person shall fuel/defuel aircraft on PMGAA property unless they are an employee of; 1) an approved on-Airport Fixed Base Operator; or 2) an aircraft operator fueling its airport-based aircraft at its based location. Fueling/defueling of non-based aircraft or aircraft not located at its based location is prohibited, unless approved in writing by the Executive Director/CEO.

During the fueling of an aircraft, the dispensing apparatus and the aircraft must be bonded in accordance with City of Mesa Code, Uniform Fire Code Standards Section 24-1, NFPA 407 Regulations and ATA 103 Standards.

- d. Fuel service vehicles are prohibited from parking within 50 feet of, or within a building.
- e. No person shall fuel or defuel an aircraft on the Airport while:
  1. The aircraft is in a hangar or an enclosed space.
  2. The aircraft fuel system vents or fuel tank openings are closer than 25 feet to any terminal building, hangar, service building or enclosed passenger concourse other than a loading walkway.
  3. The aircraft vent or tank openings are within 50 feet of any ventilation air- intake to any boiler, heater, or incinerator room.
  4. Passengers are in the aircraft, unless a passenger loading ramp is in place at the cabin door, the door is open, and a cabin attendant is at or near the door.
- f. No person shall start the engine of an aircraft on the Airport if there is any gasoline or other volatile flammable liquid on the ground underneath the aircraft.

- g. Each person engaged in fueling or defueling on the Airport shall exercise care to prevent the overflow of fuel and must have readily accessible and adequate fire extinguishers.
- h. No person shall smoke or use any material that is likely to cause a spark or be a source of ignition within 50 feet of an aircraft being fueled or defueled.
- i. Each hose, funnel, or appurtenance used in fueling or defueling an aircraft on the Airport must be maintained in a safe, sound, and non-leaking condition and must be properly electrically bonded to prevent ignition of volatile liquids.
- j. Fueling activities shall cease when lightning discharges occur within five (5) miles of the Airport.

## **5.2 Aircraft Fuel Storage Facility Requirements**

Aircraft fuel storage facilities shall be permitted only if the facility is constructed and maintained in accordance with these regulations and the following: The aircraft fuel storage area is for noncommercial, private use only by the owner or aircraft operator. Aircraft fuel storage facilities which refuel aircraft, in accordance with the provisions of PMGAA Rules & Regulations and PMGAA Minimum Standards, may dispense permitted fuels as approved in writing by the Executive Director/CEO. Aircraft fuel storage areas shall only be constructed after written approval of the Executive Director/CEO and after issuance of all applicable permits. The fuel storage area shall not be approved and operated except in conjunction with aircraft storage that meets the requirements of these regulations. In the event there is a requirement for separate aviation fuel types, there shall be a maximum of two (2) aircraft fuel storage areas on each building site. Total aircraft fuel storage of Jet A shall not exceed 25,000 gallons. Total aircraft fuel storage of 100LL Avgas shall not exceed 12,000 gallons. Fuel storage areas will be fenced, with gates and warning placards, prohibiting unauthorized access.

## **5.3 Inspection of Fuel Facilities, Records, Meter Readings, and Reporting**

- a. PMGAA shall have a right of access onto private property at the airport for the purpose of inspecting fuel facilities and equipment. Fuel storage and dispensing records shall be subject to inspection by PMGAA upon reasonable notice. Such inspection may include, but not be limited to, taking meter readings, reviewing, and inspecting fuel storage records, fueling apparatus, training records, emergency equipment, and any and all material for safe fuel handling.

- b. Not later than the last day of each month, the operator of the fuel storage area shall submit to PMGAA, in a form acceptable to the Executive Director/CEO, a monthly fuel inventory reconciliation report for the immediately preceding month. At a minimum, the report shall include:
  - 1. The type and amount of fuel received, spilled, leaked, de-fueled from aircraft or otherwise accounted for from the fuel storage area.
- c. At the time of submission of the monthly fuel inventory reconciliation report, each operator of a fuel storage area shall remit to PMGAA, in a form acceptable to the Executive Director/CEO, all applicable fees then due under the Airport Rates and Fees Schedule.
- d. The operator of the fuel storage area shall comply with, at the operator's expense; all PMGAA, local, state, and federal regulations, including but not limited to observed testing and submission of annual reports to the appropriate authorities and PMGAA.

#### **5.4 Self-Fueling Operations-Aircraft**

- a. Individuals desiring to self-fuel their own aircraft shall receive instruction from PMGAA and obtain a permit authorizing such operations unless using an approved self-service fuel island.
- b. Gravity feed fueling shall not be permitted from a container with a capacity of more than five gallons. Plastic containers shall not be used for fuel dispensing due to static discharge potential.
- c. Fueling hoses shall be approved for flammable liquids and shall be maintained in accordance with nationally recognized standards.
- d. Fueling nozzles shall be equipped with a deadman flow control valve. Notches or latches in the nozzle handle that could allow the valve to be locked open are prohibited.
- e. An approved portable fire extinguisher having a minimum classification of 40: B shall be provided and maintained within 50 feet of all self-fueling operations.
- f. Aircraft shall not be occupied during self-fueling or defueling operations.
- g. Aircraft being self-fueled or defueled shall have the battery and ignition switches in the "off" position.

- h. Battery chargers shall not be connected, disconnected, or operated during self-fueling or defueling operations.
- i. The fueling nozzle shall be bonded with a nozzle bond cable having a clip or plug to a metallic component of the aircraft that is metallicity connected to the tank filler port. The bond connection shall be made before the filler cap is removed. If there is no plug receptacle or means for attaching a clip, the operator shall touch the filler cap with the nozzle spout before removing the cap so as to equalize the potential between the nozzle and the filler port. The spout shall be kept in contact with the filler neck until the fueling is completed.
- j. When a funnel is used in aircraft self-fueling, it shall be kept in contact with the filler neck as well as the fueling nozzle spout or the supply container to avoid the possibility of a spark at the fill opening. Only metal funnels shall be used.
- k. Self-fueling operations shall comply with all other rules and regulations regarding aircraft fueling operations.

### **5.5 Self-Fueling Operations- Automotive Vehicles and Equipment**

Automotive and equipment other than Refueling Service Vehicles and Tank Vehicles shall be refueled by authorized persons only at prescribed refueling stations and from dispensing systems that are approved by the Executive Director/CEO. "Motor gasoline (MOGAS)", as defined in ASTM Specification D 4814 or Federal Specification VV-G-1690C, is characterized as blended to form a fuel suitable for use in spark-ignition engines. Motor fuel includes diesel and conventional gasoline; all types of oxygenated gasoline, including gasohol; and reformulated gasoline, but excludes aviation gasoline. Any person seeking to perform MOGAS self-fueling operations at the Airport shall comply with all applicable requirements concerning such activities as set forth in this policy and all Local, State, and Federal laws.

### **5.6 Parking of Aircraft Fuel Service Vehicles**

Aircraft fuel service vehicles shall not be parked inside any buildings, except for approved vehicle maintenance and repair facilities. Such vehicles may only be parked in areas authorized by the Executive Director/CEO.

### **5.7 Explosives & Other Hazardous Materials**

Explosives and other hazardous materials not acceptable for transportation under applicable federal regulations are not permitted on the Airport. Hazardous materials that pose a present or potential hazard to human health and safety or to the environment if

released are also prohibited. Class 1 explosives, Class A poisons and radioactive materials as defined in the latest edition of the Emergency Response Guidebook are not permitted anywhere on the Airport, except as approved in writing by the Executive Director/CEO.

### **5.8 Fire Equipment**

Airport fire extinguishers and Airport fire protection systems shall not be tampered with at any time, relocated nor used for any purpose other than firefighting or fire prevention. All tenants shall supply and maintain such adequate and readily accessible fire extinguishers within their leaseholds as may be required by the City of Mesa Fire Department. New hangar construction which requires fire suppression shall be free of perfluoroalkyl and polyfluoroalkyl substances (PFAS) unless otherwise approved by the Executive Director.

### **5.9 Hazardous Material Spills**

- a. Whenever a hazardous material spill or leak occurs, the owner of the material or equipment involved in such spill or leak shall take immediate steps necessary to ensure discovery, containment, and clean-up of such release and notify the Mesa Fire Department and Airport Operations of the occurrence. Charges may be assessed by the Executive Director/CEO for cleanup services including, but not limited to, reimbursement of labor, equipment, and materials.
- b. Fuel spills greater than 10 feet in any dimension, covering an area of over 50 square feet, greater than five (5) gallons, or continuous in nature shall be immediately reported to City of Mesa Fire Department and Airport Operations.

### **5.10 Open Flames**

- a. No person shall start any open fire of any type on any part of the Airport without advance written permission from the Executive Director/CEO.
- b. No person shall operate a flame or spark-producing device on any part of the Airport except in areas within leased premises specifically designated for such use unless a permit from the City of Mesa Fire Marshall or other appropriate official has first been obtained. No permit shall be issued for operations within any aircraft hangar, any fuel storage area, or upon any components of the fuel distribution system unless the work is required for the repair of such areas or hangars. Where such repair is required, permission shall first be obtained from the City of Mesa Fire Marshall and shall be subject to conditions as he/she may impose.

- c. Every person observing any unattended or uncontrolled fire on Airport premises shall immediately report it to 9-1-1. No person shall make any regulation or order, written or verbal, which would require any person to take unnecessary delaying action prior to reporting such a fire.

### **5.11 Storm Water Discharge**

All storm water discharge requirements, including applying for, paying for, and obtaining the required Arizona Pollutant Discharge Elimination System (AZPDES) Storm Water Permit are the responsibility of each tenant or authorized contractor that will cause, create, or develop an industrial discharge at any location on the Phoenix-Mesa Gateway Airport property. All Tenants are responsible for determining their industrial status through the Arizona Department of Environmental Quality (ADEQ), filing the appropriate forms (i.e., Notice of Intent), and completing the applicable section of their Lease documentation pertaining to Environmental Compliance. All Tenants are responsible for compliance with the Storm Water Control Measures as outlined in PMGAA Storm Water Pollution Prevention Plan (SWPPP).

### **5.12 Volatile Compounds**

- a. No person shall use a flammable volatile liquid having a flash point of less than 100 degrees Fahrenheit for cleaning purposes in a hangar or other building on the Airport unless it is approved by the City of Mesa Fire Department.
- b. No fuel, oil, grease, flammable liquids, or contaminants of any kind including detergents used to wash aircraft or other surfaces, shall be allowed to flow into any sewer system, storm drain, or open water area without a separator.
- c. No person, tenant, or company shall store any cylinders of compressed flammable gas inside any building except as may be permitted under applicable NFPA standards and the City of Mesa Fire Code.
- d. No person shall store lubricating oils or other flammable materials except in appropriate storage cabinets suited for such use.

### **5.13 Dust Control**

All tenants and personnel performing any type of ground disturbing activities(s) shall minimize the amount of dust generated from said activity by spraying clean water on the source or by using a dust palliative. Tenants creating any dust-generating activity may need to apply for a Maricopa County Air Quality Dust Control Permit at their expense.

*This page intentionally left blank.*



## CHAPTER 6: LEASES & TENANT OPERATIONS

### 6.1 Condition of Tenancy

All Airport tenants must acknowledge through their lease or operating agreement that they will comply with these Rules and Regulations and appropriate minimum standards as a condition of tenancy or operation on the Airport.

### 6.2 Damage

Tenants and lessees, in addition to any terms that may be contained in their lease agreement, shall be fully responsible for all damages to buildings, equipment, real property, appurtenances, or other improvements in the ownership or custody of PMGAA, caused in whole, or in part, by their employees, agents, customers, visitors, suppliers, or persons with whom they may do business.

### 6.3 Design Guidelines

All facilities developed on the Airport shall conform to PMGAA Design Guidelines, Landscape Master Plan, and other pertinent standards, guidelines, or requirements.

### 6.4 Employees

Tenants are responsible for ensuring their employees are familiar with and comply with these Rules and Regulations, applicable minimum standards, and appropriate portions of their lease or other agreement with PMGAA. Tenants are also responsible for ensuring their employees and contractors meet physical and mental standards necessary for the safe conduct of the employee's job tasks.

### 6.5 Fire Equipment

Tenants are responsible for supplying and maintaining any required fire equipment on a tenant's premises unless specifically excluded in their lease agreement.

### 6.6 Floor Care

Each person to whom space on or at the Airport is leased, assigned, or made available for use shall keep the space free and clear of oil, grease, or other foreign materials that could cause a fire hazard or otherwise unsafe condition, or damage to the flooring material.

### 6.7 Free of Debris

Tenants shall keep hangars, shops, offices, other buildings, and areas adjacent thereto free of waste material, rubbish, junk, landscaping litter and flammable material. Tenants shall clear FOD in the AOA generated from their premises, vehicles, or equipment.

## 6.8 Hangar Storage

- a. Aircraft hangars shall be used for aeronautical purposes or be available for use for an aeronautical purpose. Aircraft hangars shall remain in compliance with FAA policy, specifically 81 FR 38906 Policy on the Non-Aeronautical use of Airport Hangars, and all occupancy shall be subject to and in compliance with the City of Mesa Building Code, City of Mesa Fire Code, and Airport Rules and Regulations (collectively "Code") at all times.
- b. The incidental storage of the aircraft owner's personal property related to the use, care, maintenance, and storage of an aircraft is permitted, provided that all non-aviation related items shall not obstruct any aircraft ingress and egress to the aircraft hangar or right of way thereto.
- c. Preventative maintenance of an aircraft by the aircraft owner or properly licensed mechanic is permitted, provided that such activity creates no hazard or nuisance to the hangar facility or to Airport property.
- d. Storage of aircraft parts, equipment, and supplies that relate to the aircraft owner's airworthy aircraft are permitted, provided that such storage of materials creates no hazard or nuisance to the hangar facility or to Airport property.
- e. This section applies regardless of whether the hangar occupant leases the hangar from the airport sponsor or developer, or the hangar occupant constructed the hangar at the occupant's own expense while holding a ground lease. When land designated for aeronautical use is made available for construction of hangars, the hangars built on the land are subject to the sponsor's obligations to use aeronautical facilities for aeronautical use.
- f. The following activities or items shall be prohibited in an aircraft hangar:
  1. The storage of any vehicle, boat, or recreational vehicle that impedes with the storage or movement of the aircraft.
  2. No aircraft hangar shall be used for any residential purposes.
  3. Storage of ammunition or explosives in any quantity is strictly prohibited.

## **6.9 Insurance**

The Executive Director/CEO shall establish insurance requirements as a condition of operating on the Airport for all persons engaging in activities and business on the Airport. These requirements may vary among different types of service providers and may be periodically adjusted to ensure that PMGAA, passengers and the interests of the public are adequately protected. Continuous proof of proper insurance and business licensing shall be provided to PMGAA as a condition of operating at or on the Airport.

## **6.10 Marking of Paved Areas**

Other than as provided in tenant leases, no surface painting or marking of any paved area on Airport property shall be permitted without submission of measured drawings and written permission from the Executive Director/CEO.

## **6.11 Preservation of Property**

No person or tenant shall destroy, injure, deface, or disturb any building (except hangar 24 or the ASR), sign, fence, or other structure, tree, lawn, or other property on the Airport; nor alter, make additions to, or erect any building or sign or make any excavations on the Airport without the approval of the Executive Director/CEO.

## **6.12 Regulation of Commercial Activities**

- a. No person shall occupy or rent space, carry on any business, commercial operations, or other form of revenue-producing activity on the Airport without first obtaining a written contract, lease agreement or permit authorizing such activity, from the Executive Director/CEO.
- b. The Airport Minimum Standards shall be met and maintained at all times by any individual, group of persons, business, or enterprise desiring to provide such commercial services or commodities at or on the Airport.

## **6.13 Storage and Equipment**

No tenant or lessee of a hangar, shop facility, or other operational area specified by the Executive Director/CEO on the Airport shall store or stack equipment or material in a manner to be unsightly or constitute a hazard to persons or property. Areas of equipment storage shall be kept free of litter, trash, refuse, waste, rubbish, and debris.

**6.14 Structural and Decorative Changes**

Structural and decorative changes to any building, ramp, or other structure on the Airport require written approval of the Executive Director/CEO and must comply with local building codes and inspections and Airport Design Guidelines.

**6.15 Trash Containers**

Tenants shall place and maintain trash receptacles in the public areas of their premises, and other areas where necessary to promote and encourage the proper disposal of trash. All exterior trash receptacles on the Airport shall be sufficiently covered to prevent the inadvertent discharge of trash onto the Airport and prevent access by wildlife. The Airport encourages tenants to participate in recycling trash. Acceptable recyclable trash items are listed under the City of Mesa's Blue Barrel Recycling Program.

*This page intentionally left blank.*

## CHAPTER 7: SECURITY REQUIREMENTS

### 7.1 Aircraft Security

When the condition or mission of an aircraft requires security guards or police officers, the owner or operator of the aircraft must coordinate this requirement with Airport Operations. The owner or operator of the aircraft is responsible for obtaining and paying security service personnel.

### 7.2 Airport Security Program

All persons using the Airport are subject to the Airport Security Program pursuant to TSA Regulation Part 1542.

### 7.3 Air Carrier

Air carrier tenants required to have a TSA approved Aircraft Operator Standard Security Program (AOSSP) shall maintain a current copy at the Airport.

### 7.4 Aviation Repair Station

Aviation Repair Stations covered under FAR Part 145 subject to TSA Security Directives shall maintain a security coordinator at all times.

### 7.5 Challenge

All persons who are provided access to the Airport Restricted Area shall reasonably challenge any person not displaying proper identification media while in the Airport Restricted Area. Any person challenged to display an approved Airport identification media shall do so immediately upon request. Challengers are not expected to place themselves or others in a dangerous situation and shall not approach when they feel making a verbal challenge would do so, but rather the challenger is obligated to notify Airport Operations or the Mesa Police Department in such instances.

### 7.6 Doors and Gates

- a. At no time shall any Airport Restricted Area access gate be left open and unattended in a manner that would allow unauthorized access.
- b. Security doors leading into the Airport Restricted Area shall be kept locked as required by the Airport Security Program.
- c. Automated vehicle gates are for vehicle access only. No pedestrians shall use an

automated vehicle gate for pedestrian access.

- d. Tenants shall be responsible for doors and gates located in their leased areas. Security gates leading into the Airport Restricted Area shall be controlled and monitored by the Airport Access and Monitoring System.

#### **7.7 Employee Access Investigations**

- a. Employee access investigations in accordance with TSA Part 1542 and the Airport Security Program shall be conducted by employers for each employee. Certification of completion of the access investigation is required prior to PMGAA issuing any access materials.
- b. The Airport Security Coordinator, or his/her designee, may deny issuance of an ID badge based on an applicant's conviction for a non-disqualifying offense if the offense occurred on Airport property and the offense interfered with or threatened the property, safety, comfort, efficiency or security of passengers, employees, tenants, or Airport operations.
- c. Any person applying for identification media, covered under 49 C.F.R. 1542.209, who is charged with a Disqualifying Crime and awaiting a final judicial disposition will be denied issuance of an ID badge until a final judicial disposition is made and documentation is provided for review.
- d. PMGAA reserves the right, and makes the final determination, whether to grant, deny, or revoke an ID media and access media at any time when an individual jeopardizes the security of the airport or compliance with the Airport Security Program.
- e. Applicants with active warrants shall not be issued identification media until charges are adjudicated and applicant is fully vetted according to the Airport Security Plan.

#### **7.8 Escorting**

No person shall escort or allow non-badged persons access to the AOA or other secure areas without first complying with requirements of the Airport Security Plan.

#### **7.9 General Aviation Aircraft**

General Aviation aircraft are prohibited from entering the commercial passenger or cargo areas of the Airport unless otherwise coordinated in advance with Airport Operations and the Air Traffic Control Tower.

#### **7.10 Identification Media and Access Cards**

- a. Identification media and access cards issued by PMGAA are property of PMGAA and must be surrendered upon the request of Airport Operations personnel or Mesa Police.
- b. No person shall loan or provide Airport identification media or access cards to anyone other than to whom the media was issued.
- c. PMGAA-issued or approved identification media must be properly displayed on the outermost garment, above the waist, at all times while within the Airport Restricted Area.
- d. PMGAA-issued or approved identification media shall not be mutilated or altered from its original form in any way, nor shall any such media be reproduced or copied in such a manner as to degrade the security of the identification system.
- e. PMGAA-issued or approved identification media shall not be duplicated, photocopied, posted or likeness otherwise distributed.

#### **7.11 Restricted Areas**

- a. Only those persons specifically authorized by Airport Operations with proper personnel and vehicle identification are allowed access to the Airport Restricted Area, Air Operations Area (AOA) or Security Identification Display Area (SIDA) unless otherwise provided for under the Airport Security Program.
- b. Pedestrians or motor vehicle operators observed in areas other than those designated for public use without authorization by the Executive Director/CEO will be considered trespassing and subject to arrest.

#### **7.12 Security Fence Line**

A minimum clear area of six (6) feet shall be kept between the security fence line and any object that may be used to conceal persons along the fence line or that would aid any individual in gaining access to the Airport Restricted Area unless specifically approved by the Executive Director/CEO.

#### **7.13 Security Screening**

All persons approaching or entering the sterile area are subject to security screening.

#### **7.14 Tailgating/ Piggybacking**

No person or vehicle shall enter the Airport Restricted Area through an access portal that was opened for or by an authorized person or vehicle unless under the direct escort and control of that authorized person. All persons and vehicles using any airfield access gate



or secured door, or gate shall ensure the gate or door is secured behind them prior to leaving the area to prevent unauthorized access.

#### **7.15 Tenant Security**

Tenants and tenant employees are responsible for safeguarding doors, gates, and other forms of passageways between Airport Restricted Areas and public areas. Tenants are responsible for safeguarding aircraft and other private property entrusted to their care within the Airport Restricted Area or other locations on their leased premises.

#### **7.16 Violation of Security Regulations**

Violation of security regulations may result in the immediate revocation of security privileges, revocation of access media, and denial of future entry into the Airport Restricted Area. Any fines levied against PMGAA for security violations will be charged to the offending individual and tenant.

#### **7.17 Weapons**

No person, except a peace officer, authorized air carrier employee, authorized Airport employee, or a member of an armed force of the United States on official duty, shall carry any weapon, explosive, or flammable material on or about his person, openly or concealed, in the Airport Restricted Area without the written permission of the Executive Director/CEO. This section shall not apply to persons carrying firearms in cases, broken down or unloaded, when said firearms are being transported by air. No person shall furnish, give, sell, or trade a weapon on the Airport.

*This page intentionally left blank.*

## CHAPTER 8: SPECIAL EVENTS

### 8.1 Authorization

Specialized events require advance written coordination, regulation, and authorization by the Executive Director/CEO prior to the public disclosure or advertisement of the event. The authorization will be in the form of a letter of authorization from the Executive Director/CEO to the special event sponsor in which the sponsor is recognized as involved in the planning process for a specific type of event. Certain activities shall require an executed lease, operating agreement, deposit or permit with PMGAA. A City of Mesa event permit may also be required as determined by the City of Mesa.

### 8.2 Aviation Activities

- a. A special event that involves aerobatic maneuvers by aircraft must be coordinated in advance with Airport Operations and the local FAA Flight Standards District Office.
- b. Special events involving aerial activities that are not of a routine nature for the Airport will require the designation and approval of an “air boss” who is experienced in directing and controlling the aerial activities planned for the event.

### 8.3 Closures or Restrictions

All runway, taxiway, ramp area, landside, or public area closures or restrictions must be coordinated with Airport Operations and other users of the Airport well in advance of the event.

### 8.4 Coordination

The sponsor shall make arrangements for such things as auto towing, garbage pickup, and refuse cleanup for any and all persons attending or associated with the event. If the special event is expected to attract an attendance of 500 persons or more, the sponsor must coordinate road and highway impacts with City of Mesa Police, Maricopa County Sheriff's office, and Arizona Department of Public Safety or other affected jurisdictions. In addition, the sponsor shall coordinate public safety impacts with City of Mesa Police and Fire and arrange any necessary protection (security, ambulance, fire protection, Aircraft Rescue and Fire Fighting support). Air traffic impacts shall be coordinated and approved by the Air Traffic Control Tower Manager.

### 8.5 Damages

Event sponsors shall pay for all direct expenses related to the special activity and

compensate PMGAA for damaged property. If the sponsor fails to adequately perform trash and litter clean-up of the Airport or repair damaged property in a timely fashion as determined by Airport Operations, PMGAA may perform these functions and charge the sponsor accordingly.

#### **8.6 Fees**

The event sponsor shall provide a written disclosure of all special event fees charged to the public to the Executive Director/CEO. In addition, when fees are charged, the sponsor shall pay fees to PMGAA as specified by Lease or Operating Agreement.

#### **8.7 Insurance**

The special event sponsor will be required to obtain liability insurance for the event in an amount determined by the Executive Director/CEO. The sponsor shall provide proof of insurance policy identifying PMGAA as a “named insured” for the event.

#### **8.8 Normal Ingress/Egress**

All special events must be planned to accommodate the normal ingress and egress of motor vehicles for those persons involved in passenger carrier flights, general aviation users of the Airport, air ambulance, or business activities normally conducted at or on the Airport.

#### **8.9 Plans**

In addition to the required coordination elements, the sponsor shall prepare and present to the Executive Director/CEO written plans to handle adverse weather, dust, hazardous materials spills, emergency services, and public protection.

#### **8.10 Special events**

Special events include air shows, balloon festivals, air races, fly-ins, parachute team demonstrations, static displays for the public, aerobatic events, filming for television, movies, or commercials, and other events or activities not normally associated with the daily operation of the Airport.

*This page intentionally left blank.*

**CHAPTER 9: GROUND TRANSPORTATION****9.1 Ground Transportation General Authority**

- a. PMGAA has established ground transportation operating procedures for all Ground Transportation Providers subject to A.R.S, Title 28, Chapter 30 operating at the Airport. These operating procedures are to ensure the most fair and consistent ground transportation service. They will provide the public with the safe and convenient passenger movement.
- b. It is imperative that all Ground Transportation Providers abide by the terms of the Airport license agreement and these Airport Rules and Regulations. Ground Transportation Providers are subject to on site supervision and direction by any personnel designated by the Airport Executive Director/CEO. Any person who violates these rules and regulations will, at the discretion of the Authority or its authorized representative, be denied use of the Airport and its facilities.
- c. The ground transportation rules and regulations contained herein supersede and cancel all other previous ground transportation rules and regulations set forth by the Authority and its facilities.

**9.2 Ground Transportation Provider Insurance Requirements**

- a. Before commencing ground transportation operations at the Airport, Ground Transportation Providers shall submit to the Authority an original certificate of motor vehicle insurance with a reputable insurance company or companies evidencing PMGAA's minimum policy limits and which names PMGAA as the certificate holder and as additionally insured by endorsement. The Airport shall be notified 30 days prior to cancellation or non-renewal of said endorsement.
- b. Vehicle insurance shall cover all automobiles owned, leased, hired, rented, borrowed, or otherwise used by or on behalf of the Ground Transportation Provider.
- c. PMGAA, its officers, officials, agents, employees, and volunteers are to be listed as additional insured with respect to liability arising out of: activities performed by, or on behalf of, the commercial operator including automobiles owned, leased, hired, or borrowed by the Operator.
- d. PMGAA, its officers, officials, agents, employees, and volunteers shall be additional insured to the full limits of liability purchased by the Ground Transportation Provider even if those limits of liability are in excess of those required by permit.

- e. Proof of insurance shall be available in each vehicle and provided when requested.

### 9.3 Conditions of Ground Transportation Provider

- a. All Ground Transportation Provider vehicles shall be properly identifiable with company name logo or trade dress visible within 50 feet in front of the vehicle to enable passengers to identify the company name and address. Magnetic removable placards are not permitted.
- b. All Ground Transportation Provider vehicles shall be validly registered in a state and must be able to produce proof of registration upon request. Ground Transportation Providers must provide proof of registration with the Arizona Department of Transportation if registration is required by A.R.S. Title 28, Chapter 30.
- c. Every vehicle shall be structurally sound and maintained in such good condition as to provide for the safety of the public in accordance with each and every applicable requirement of A.R.S. Title 28 and Title 49.
- d. All Ground Transportation Provider vehicles serving the Airport shall be properly maintained and operated in a clean, safe, and businesslike manner at the sole discretion of the Authority or its representative. Vehicles are subject to inspection by Airport Operations staff.
  - 1. Air conditioners will be operated at all times when temperatures reach 85 degrees Fahrenheit or upon passenger request.
  - 2. Heaters will be operated upon passenger request and sufficiently heat the interior of the vehicle.
  - 3. Exterior paint shall be maintained free of oxidation and rust.
  - 4. Vehicle shall be free of any sheet metal damage.
  - 5. Vehicle shall be free of dirt, trash, and debris.
  - 6. The exterior of each vehicle in service shall be kept clean from road dust, mud, and grime.
  - 7. The interior of each vehicle in service shall not contain offensive odors.
  - 8. All vehicle interiors, trunk space and exteriors shall be kept clean and free of any damage. All vehicles shall have matching hubcaps and door handles.

Trunks shall be kept clean and empty to accommodate passenger luggage.

9. All glass, including windshields shall be free of cracks and chips ¼ inch or larger.

#### **9.4 Ground Transportation Provider Vehicle Driver Requirements**

- a. All drivers shall meet all Federal, State, and City requirements. Drivers shall possess a valid state issued driver's license, knowledge of the area and streets, ability to speak, read, and understand the English language.
- b. All drivers operating Ground Transportation Provider vehicles must display or present valid company identification upon request.
- c. Driver's Airport operating privileges may be revoked at the discretion of a representative of the Authority.
- d. Drivers shall at all times be courteous, professional, and informative when interacting with passengers, airport staff, and other drivers. Customer complaints relating to a driver's failure to meet the foregoing standards of conduct may provide grounds for the termination of the driver's operating privileges at the Airport.
- e. Drivers will contact their company's Supervision for complaints regarding other drivers of the same company and will refrain from making contact with drivers of other companies.
- f. Drivers shall not engage in any physical fighting or loud, boisterous verbal disputes while on the Airport. If a dispute develops between a driver and a passenger, or another driver, the driver should immediately contact airport staff to resolve the dispute.
- g. All drivers operating commercial vehicles at the Airport shall be clean and neat in their personal appearance and shall be courteous to passengers loading or unloading at the Airport.
- h. All drivers must carry vehicle registration and insurance in vehicle at all times.

#### **9.5 Regulations and Licenses**

- a. The Ground Transportation Provider shall comply with all applicable local, state, and federal regulations and abide by the Rules and Regulations of the Authority now in effect, or that may be promulgated from time to time, including but not limited to the utilization of loading zones, queuing areas, and other such traffic control arrangements as designated by Airport Management. The Ground Transportation Provider will provide the Authority with current copies of all applicable licenses from state or local authorities



- for areas the Operator proposes to serve.
- b. The Ground Transportation Provider shall secure and pay the costs of all required licenses, supplementary equipment, permits, franchises, both of its employees and vehicles. The Operator will pay all taxes, fees, licenses, and moneys required by the Federal, state, or local governments for its operations at the Airport.
  - c. The Ground Transportation Provider shall maintain and operate its service in compliance with all requirements imposed pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, and Part 21 Nondiscrimination in Federally Assisted Programs of the Department of Transportation-Effectuation of Title 6 of the Civil Rights Act of 1964, as said regulations may be amended.
  - d. No Ground Transportation Provider vehicle operator shall engage in the business of picking up passengers at the Airport terminal without first obtaining a Ground Transportation License Agreement from the airport authority. A Ground Transportation License shall not be issued until the owner has completed an application form provided by PMGAA.
  - e. Ground Transportation Providers that are not licensed through the Airport and that attempt to pick-up passengers in any terminal related areas are subject to eviction without loading their client and may face criminal trespass charges.

Ground Transportation Providers shall pay license fees and report activity to the Airport Authority pursuant to the License Agreement. Fees will be based on either a one-time annual fee for each registered vehicle or a trip fee for each trip at the Airport Passenger Terminal, provided that the Ground Transportation Provider utilizes a GPS tracking/reporting application which is approved by the Airport Executive Director/CEO.

## **9.6 Access and Parking**

- a. All Ground Transportation Provider drivers shall operate their vehicles in a safe manner while operating at the Airport property. Excessive speed and / or reckless driving are strictly prohibited. Drivers will refrain from blocking crosswalks or thru lanes at all times.
- b. All Ground Transportation Provider vehicles desiring to drop off passengers shall be permitted to use the designated passenger loading/unloading zone of the Airport terminal curbside for active unloading of passengers and their baggage. No parking shall be allowed in this area. Vehicles may be cited and towed away. Drivers are not

- permitted to leave their vehicle unattended on the terminal curbside at anytime
- c. Baggage delivery service vehicles must use the designated area for both loading and unloading baggage and are responsible for any charges incurred
  - d. Ground Transportation Provider vehicles not having a valid Ground Transportation License with the Airport are authorized to enter Airport property to discharge passengers only in accordance with this paragraph.
  - e. Ground Transportation Provider with a prior reservation from a passenger awaiting pick up may proceed to the designated area to await their client and are responsible for any charges incurred. When picking up a pre-arranged assisted needed passenger, Ground Transportation Provider may pick up their client at the terminal curbside provided the passenger is ready to load. Waiting along the curbside is strictly prohibited.
  - f. Passenger pick up by licensed pre-arranged shuttle operators is permitted only in the shuttle queue. Pre-arranged shuttle operators arriving early may stage in the Airport designated lot until the scheduled arrival time or actual arrival.
  - g. Passenger pick up by licensed Ground Transportation Provider vehicles other than taxicab or pre-arranged shuttle operators to include sedan/VIP type vehicles is permitted only in the designated parking lots, or along the terminal curbside provided the passenger is ready for pick up. Drivers of these vehicles shall be responsible for any charges incurred while staged in these lots. Sedan/VIP drivers parked in designated lots may meet & greet their clients inside the baggage terminal and will remain at least 15 feet away from Rental Car counters, concessionaires, and the baggage claim information counter.
  - h. Ground Transportation Provider vehicles shall enter the commercial vehicle queuing area only for the purpose of loading customers or passengers. Only those Ground Transportation Provider authorized vehicles shall have access to the taxi stand or pre-arranged shuttle queuing area.
  - i. Drivers may park in the passenger loading/unloading zones to drop off passengers only long enough to unload passengers and luggage at the curb. Vehicles left unattended will be subject to citation and/or towing enforcement.
  - j. There shall be no unattended vehicles parked in the queuing areas; vehicle drivers shall remain within 25 feet of their respective vehicles.
  - k. Limousines shall stage in designated lots. When contacted by their client and when

- their client states that they are ready for pick up, operators may then proceed to the terminal curbside and load their passenger(s).
- i. Buses or coaches shall stage in designated lots. When contacted by their client and when their client states that their group is ready for pick up, buses or coaches may then proceed to a place along the terminal curbside designated by the Airport operator or operations personnel.
  - m. Transportation Network Company vehicles may stage in designated lots. When matched with a client ready to pick up, Transportation Network Company vehicles may then proceed to the designated pick-up curb location for loading. Transportation Network Companies may not stand or wait at the curbside for clients.
  - n. All Pre-Arranged Ground Transportation Service Providers (limo/livery, shared ride, TNC, Peer to Peer Car Sharing, and Hotel Shuttles) are limited to a single thirty (30) minute staging time interval at the designated curbside pickup location(s) for each provider before being required to relocate until their passengers are present.

## **9.7 Soliciting**

- a. The authorized solicitation of passengers by a Ground Transportation Provider shall only be conducted by the first driver in line in the designated areas at the taxicab queue. Taxicab drivers may not refuse transportation of a passenger based on the length of transport. Driver and passenger communication shall be conducted in a courteous and professional manner. Drivers shall not make any misrepresentation of their service. Drivers shall not be loud and boisterous with/or in the presence of potential customers.
- b. Soliciting passengers is an offense that may result in the loss of ground transportation Licenses. Drivers soliciting passengers or in any manner offering to transport passengers in non-designated areas may be subject to an NOV.
- c. Off duty drivers are not allowed to loiter on airport premises. Any off-duty driver using a Ground Transportation Provider vehicle for personal use at the Airport shall utilize the public parking facilities and shall not load passengers.

## **9.8 Miscellaneous Provisions**

- a. The Ground Transportation Provider shall repair promptly, and at no cost to the Authority, any damages to property of the Authority, which the Operator or its representatives have caused. If repairs are not carried out promptly, the Authority shall cause repairs to be performed and bill the company for the cost.

- b. No signs, posters or similar devices shall be erected, displayed, or maintained by the Ground Transportation Provider on Airport premises without prior written approval of the Authority or its representatives.
- c. Solicitation of business in any manner whatsoever upon Airport property is strictly prohibited. Cruising is specifically prohibited.
- d. The Authority or its representatives shall have the right to restrict drivers or vehicles from operating at the Airport in noncompliance with Airport Rules and Regulations.
- e. A Ground Transportation Provider may request that specific documents provided to the Airport be treated in a confidential or proprietary (collectively, "Confidential"), provided that the Ground Transportation Provider clearly labels the documents "Confidential". The Airport will notify the Ground Transportation Provider in writing of the public records request to view the documents, or any portion of the documents marked "Confidential". The Ground Transportation Provider will have seven calendar days from the date such notice is received to obtain a court order enjoining the release of the documents marked "Confidential". If the Ground Transportation Provider does not provide the Airport with a court order enjoining release of the documents, the Airport will make the documents requested available for inspection as required under the public records law, seven (7) calendar days after the written notice to the Ground Transportation Provider is received.

*This page intentionally left blank.*

## APPENDIX A: DEFINITIONS

**Advisory Circular:** FAA publications that outline and describe recommended standards and procedures for numerous aviation entities.

**Air Operations Area (AOA):** That area of the Airport used or intended to be used for landing, takeoff, or surface maneuvering of aircraft. The AOA includes the active runways, taxiways, ramp and turf areas. The AOA is considered part of the Airport Restricted Area and is off-limits to the general public.

**Air Traffic Control (ATC):** A service operated by appropriate authority to promote the safe, orderly, and expeditious flow of air traffic on or in the vicinity of the Airport.

**Air Traffic Control Tower (ATCT):** The Airport traffic control tower at Phoenix-Mesa Gateway Airport.

**Aircraft** (also Airplane, Balloon, Blimp, Ultralight, Helicopter): Any device or contrivance now known or hereafter invented that is used or intended to be used for flight in the air.

**Aircraft Maintenance:** The repair, adjustment, or inspection of an aircraft by a pilot, owner, or mechanic other than the routine cleaning, upkeep, and servicing of an aircraft in preparation for flight. Minor repairs are characterized as normal, routine annual inspection with attendant maintenance, repair, calibration or adjustment or repair of aircraft and their accessories. Major repairs are characterized as major alterations to the airframe, power plant, propeller and accessories as defined in FAR Part 43.

**Aircraft Operation:** An aircraft takeoff, landing, touch and go (two operations), low approach and/or missed approach.

**Aircraft Rescue and Fire Fighting (ARFF):** The personnel, equipment, and facilities on or off the Airport dedicated to dealing with aircraft accidents/incidents and all rescue and firefighting tasks, structural fires, and other firefighting emergency activities.

**Airport:** Shall mean and have reference to all the areas comprising the Phoenix-Mesa Gateway Airport as now existing, or as the same may hereafter be expanded and developed, and shall include all of its buildings, facilities and appurtenances.

**Airport Authority:** PMGAA, a Joint Powers Airport Authority authorized under the laws of the State of Arizona, its successors, and assigns, formed pursuant to A.R.S. §28-8521, et seq.

**Airport Driver Endorsement:** The authority issued by Airport Operations authorizing motor vehicle operations within the Airport Restricted Area. An Airport Driver Endorsement shall mean an indication of completed airfield driver training, and so noted on an individual's Airport security identification badge.

**Airport Duty Manager:** The designated management representative of PMGAA during emergency incidents and after regular business hours.

**Airport Executive Director/CEO (also Executive Director/CEO).** The Executive Director/CEO of PMGAA or his/her designee. The term "Executive Director/CEO" as herein used, shall include persons duly designated to represent the Airport Executive Director/CEO and to act on behalf of the Airport

**Airport Minimum Standards:** A separate document adopted and formally approved by the Airport Authority within which are detailed provisions outlining the minimum building size, performance, or other standards acceptable by the Airport Authority for a business firm aspiring to do business at the Airport.

**Airport Operations:** Airport staff responsible for monitoring compliance with operations involving Airport airside and landside activities.

**Airport Restricted Area(s)/ Restricted Area(s):** Areas closed to access by the general public. These are limited access areas that the Executive Director/CEO, the FAA, TSA, or commercial aviation business owners have elected to restrict for purposes of security or safety. These areas include but are not limited to the Air Operations Area, Airport perimeter roadways, fenced-in areas, aircraft hangars and maintenance shops, fuel storage areas and hazardous materials storage areas.

**Airport Rules and Regulations:** A document adopted and formally approved by the Airport Authority within which are detailed provisions for the safe, orderly, and efficient operation of the Airport.

**Airport Security Program:** A program developed in accordance with TSA Part 1542 and approved by a TSA Federal Security Director outlining Airport security requirements, methods, and procedures for Phoenix-Mesa Gateway Airport.

**Apron (also Ramp):** Those areas designated by the Airport, both public and private/leased, designated by the Executive Director/CEO for the parking or storage of aircraft. These areas are usually restricted areas and involve activities such as enplaning and deplaning passengers, servicing aircraft, and aircraft movements.

**Arizona Revised Statutes (A.R.S.):** the set of books which contains the constitution and laws

enacted by the Legislature to govern the state.

**Based Aircraft:** Aircraft that are “operational and airworthy”, which are based at an airport for a majority of the year.

**Emergency Vehicles:** Vehicles that are painted, marked, lighted or escorted and used by law enforcement officers (or security officers), fire department (ARFF), ambulance or other Airport officials to carry out their daily duties or used in response to an emergency situation.

**Engine Run-up:** The operation of an aircraft engine at power settings in excess of those power settings needed for normal taxiing of the aircraft. Engine run-ups are usually conducted at relatively high-power settings in order to determine the performance of an aircraft engine.

**Escort:** A person authorized by the Airport to accompany a contractor or other persons within the Airport Restricted Area(s) in accordance with all FAA safety and security regulations and Airport-specified responsibilities.

**Executive Director/CEO:** Executive responsible for the enforcement of these Rules and Regulations to ensure the efficient, proper, and safe operation of the Airport, but only to the extent authorized by law or properly delegated by said Airport Executive Director/CEO.

**FAA:** The Federal Aviation Administration.

**FAR:** The Federal Aviation Regulations as written, approved, and published by the FAA.

**Flight Standards:** FAA standards for promoting safe air transportation by certification and oversight of airmen, air operators, air agencies, and designees.

**General Aviation:** All categories and types of aviation/aircraft in the U.S. except for certified air carriers (under FAR Part 121 or Part 129) and Part 129 Foreign Air Carriers and Department of Defense military aircraft.

**GPS Tracking/Reporting Application:** Any online-enabled application, software, website, or system that is offered or used by the authorized provider and that enables a potential passenger to arrange a ride with a Ground Transportation Provider driver and utilizes Global Positioning Satellite for tracking and reporting.

**Ground Transportation:** Modes of vehicle transportation to facilitate the movement of passengers and visitors to and from the airport.

**Ground Transportation Provider:** Any entity that provides Ground Transportation services for a fee.



**Hangar:** Any fully or partially enclosed storage space for an aircraft.

**Hazardous Material:** A substance or material in a quantity or form that may pose an unreasonable risk to health or safety, or property when stored, transported, or used in commerce as defined in applicable Federal, State, and local environmental laws.

**Incident Commander:** The individual responsible for directing and / or controlling resources during an Airport emergency; the leader of Unified Incident Command.

**Lease:** A contract granting occupation or use of property during a certain period in exchange for a specified rent.

**Movement Area:** Those areas of the Airport under the control of the Air Traffic Control Tower including runways, taxiways, and helipads designated and made available for the landing, take-off, and taxiing of aircraft and which require a clearance from the Air Traffic Control Tower prior to entering.

**Notice of Violation (NOV):** An NOV is a form issued by Airport Operations personnel for violations of any rules and regulations governing the Airport.

**Notice to Airmen (NOTAM):** Information issued by a representative of the Executive Director/CEO, FAA, the Air Traffic Control Tower, or other authorized official advising pilots of temporary changes to published information regarding Airport facilities, conditions, or other items that may affect safe flight.

**Operating Agreement:** A contract granting short-term occupation or use of Airport facilities (i.e., runways, taxiways) during a certain period in exchange for specified rent and/or fees. Operating agreements are used for, but not limited to, flight-testing and flight training operations.

**Park or Parking:** The standing of an aircraft or vehicle whether occupied or not.

**Permit:** A written authorization issued by the Airport Authority that allows specific activities or the temporary use or occupancy of certain areas or facilities at the Airport.

**Person:** Shall mean an individual, firm, general or limited partnership, corporation, company, limited liability partnership, trust, association, or any trustee, receiver, assignee, or similar representative thereof leasing, subleasing, making application for, or using any land or facility at the Airport.

**Rates and Charges:** Airport fee structure approved by the Board for use of airport infrastructure, facilities, and equipment.

**Secured Area:** That portion of the Airport where domestic air carriers and foreign air carriers enplane and deplane passengers and sort and load baggage and any adjacent areas that are not separated by adequate security measures.

**Security Identification Display Area (SIDA):** That portion of the Air Operations Area (AOA) where each person is required by federal law to continuously display, on an outermost garment, an Airport-approved identification badge. Any person observed in the SIDA not displaying the identification badge and not accompanied by an Airport-approved escort must be promptly reported to a security officer or other designated authority.

**Soliciting:** The act of entreating, enticing, or otherwise requesting money, business, or exchange of goods/ services outside of authorized areas.

**Sterile Area:** The portion of the Airport defined in the Airport Security Program that provides passengers access to board aircraft and to which the TSA generally controls the access through the screening of persons and property.

**Transportation Network Company (TNC):** An entity that has been issued a permit by the State of Arizona that operates in the State of Arizona, that uses a digital network or software application to connect passenger(s) to transportation network services provided by transportation network drivers, and that may but is not deemed to own, operate or control a personal motor vehicle of a transportation network driver.

**TSA:** The Transportation Security Administration.

**UAV:** Term is used interchangeably with Unmanned Aerial System (UAS) and Drone. An unmanned aerial vehicle (UAV) is an aircraft without a human pilot on board. UAV's have a ground-based controller, and a system of communications between the two. Civil UAV operations are regulated under FAA Part 107.

**Vehicle:** Shall mean all conveyances, except aircraft.

*This page intentionally left blank.*

## **APPENDIX B: FLY FRIENDLY NOISE ABATEMENT PROCEDURES**

Unless otherwise directed by the Tower, please comply with the following:

1. Runway 30 is designated as the “calm wind” runway.
2. Use best rate of climb, consistent with safety.
3. Runway 12C/30C or 12L/30R for jet aircraft pattern work (1700’ AGL – above ground level) is preferred. When using Runway 30C or 30R, start right crosswind turns as soon as practical to avoid residential areas north of the Airport (complete turns within 3.5 DME).
4. On departure from 30L, left turn after end of runway to minimize low overflights of the Gateway Campus.
5. Military aircraft terminate afterburner use when safe to do so.
6. Jets are requested to use NBAA Standard Noise Abatement Departure or comparable aircraft manufacturer procedures.
7. Propeller aircraft are requested to use AOPA Noise Awareness Steps.
8. Helicopter traffic: please avoid low overflights of the Gateway Campus. Use a Northwest or Southwest arrival-departure corridor.
9. Compliance with the Fly Friendly procedures is at the pilot’s discretion.

SAFETY ALWAYS COMES FIRST