



Rules and Regulations

May 2026

**TALLAHASSEE INTERNATIONAL AIRPORT
RULES & REGULATIONS**

Letter From The City Manager

To All Airport Tenants and Users:

The attached Rules & Regulations dated May 2026 for the Tallahassee International Airport (TLH) are approved by me in accordance with City of Tallahassee ordinance number 99-O-0034. This ordinance grants the City Manager the authority to approve Rules & Regulations and Minimum Standards for Tallahassee International Airport.


The City owns and operates the Airport as a public-use, commercial air-service Airport. I charge the Aviation Department with the safe and efficient operation of the Airport. The daily management of the Airport is under the direction of the Director of Aviation. The Director of Aviation is authorized to establish and enforce Rules & Regulations and establish necessary Rates and Charges as needed to meet this charge.

These Rules & Regulations were developed by Airport staff in cooperation with Airport tenants, local Pilots, and the Airport Advisory Committee. Amendments should be recommended in accordance with the procedures outlined in Section 2.7.

These Rules & Regulations, which supersede the previous Rules & Regulations dated January 2012, adopted for Tallahassee International Airport become effective May 2026.

Recommended:

Approved:



David J. Pollard, C.M.
Director of Aviation
4/24/2026

Date



Reese Goad
For City Manager
4/24/2026

Date

**TALLAHASSEE INTERNATIONAL AIRPORT
RULES & REGULATIONS**

Amendments

Date	Amendment Number	Subject	Approved by

**TALLAHASSEE INTERNATIONAL AIRPORT
RULES & REGULATIONS**

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TALLAHASSEE INTERNATIONAL AIRPORT RULES & REGULATIONS

Section 1. Purpose and Authority

1. The primary purpose of these Rules & Regulations of the Airport is to ensure and codify safety and security within the availability of the widest range of Aeronautical Activities and Aeronautical Services to the general public on fair and reasonable terms without unjust discrimination while providing for the protection, welfare, and safety of all Persons using the Airport, including members of the general public and lessees, users, and employees of lessees and users of Airport facilities.
2. The City owns and operates the Airport as a public-use, commercial air-service Airport. The City Manager has charged the Aviation Department with the safe and efficient operation of the Airport. The daily management of the Airport is under the direction of the Director of Aviation. The Director of Aviation is authorized to establish and enforce Rules & Regulations and establish necessary Rates and Charges as needed to meet this charge.
3. This document provides Rules & Regulations for general use of the Airport. It is supplemented by the Minimum Standards for Commercial Aeronautical Activities (Minimum Standards), Airport Security Program, Airport Safety Management System Manual, Airport Emergency Plan, Airport Certification Manual, and other Airport plans or documents as applicable.

TALLAHASSEE INTERNATIONAL AIRPORT RULES & REGULATIONS

Section 2. Scope, Enforcement, Special Notices, and Amendments

Section 2.1. Scope

1. All Persons or users of the Airport shall be governed by the Rules & Regulations in effect at that time. A copy of this document can be found at www.TLHAirport.com.
2. The use of the Airport or any of its facilities in any manner shall create an obligation on the part of the user thereof to comply with all the Rules & Regulations herein provided and adopted by the City Manager. Entry upon or use of the Airport by any Person shall be deemed to constitute a covenant by such Person to comply with these Rules & Regulations.
3. Any Person violating any of these Rules & Regulations shall be held accountable as provided by Applicable Law or applicable administrative or contractual actions.

Section 2.2. Enforcement

1. The Director of Aviation has authorized Airport Operations Personnel (including Police Officers assigned to the Tallahassee Police Department Airport Unit) to enforce these Rules & Regulations and any other pertinent regulations. This enforcement may include issuing a Notice of Violation or any other required action up to removing or ejecting from the Airport any Person who knowingly or willfully violates any regulation or instruction. The Director of Aviation may deny the use of the Airport to such Person and may take such other measures as may be allowed by law to enforce these Rules & Regulations and maintain the safety and security of the Airport and any other Person. Appeals to any administrative enforcement action must be made to the Director of Aviation, in writing, within seven days of receiving notice of that action.

Section 2.3. Applicability

1. To the extent that these Rules & Regulations conflict with prior Airport Rules & Regulations or Minimum Standards dealing with the same subjects, these Rules & Regulations shall prevail. However, these regulations are not intended to supersede or replace any provision of Applicable Law or any specific Agreement with which they may conflict.
2. Except when the context in these Rules & Regulations requires otherwise, the singular includes the plural, plural includes the singular, and masculine gender includes the feminine.

TALLAHASSEE INTERNATIONAL AIRPORT RULES & REGULATIONS

Section 2.4. Validity

1. If any portion of these Rules & Regulations shall be found invalid or unenforceable, it shall not affect the validity of the remainder. All other portions shall remain in effect and be construed to achieve the purposes hereof.

Section 2.5. Special Regulations and Directives

1. Special regulations, notices, memoranda or directives of an operational nature shall be issued as needed. The Director of Aviation will issue these in several forms. They include, but are not limited to the following:
 - A. Operations Directive - A Rule or Regulation required to be promulgated immediately regarding safety & security, without waiting for an update to these Rules & Regulations. Operations Directives carry the same weight and are considered part of these Rules & Regulations immediately upon issue. These will be canceled only upon written notice.
 - B. Operations Notice - A short term informational rule. These will be issued to cover a modification to the Rules & Regulations for a specific time frame, such as special parking restrictions for an air show, special Apron constraints due to VIP visits, etc. These will be issued with an expiration date, beyond which the Operations Notice will no longer be in force.
 - C. Notice of Violation - A specific notice issued to a Person observed by Airport Operations Personnel to be in violation of one or more of the regulations governing operations, security, or safety at the Airport. These notices carry penalties for non-compliance. A Person who is issued a Notice of Violation is expected to comply with the requirements of the Notice or they will be restricted from the Airport.

Section 2.6. Restricted Areas

1. Access to Restricted Areas of the Airport shall be allowed only upon the expressed consent of the Director of Aviation which includes Persons:
 - A. Assigned to duty within a Restricted Area and entering such Restricted Area in accordance with a security clearance pursuant to the current Airport Security Program or as authorized by the Director of Aviation or his/her designee.
 - B. Under appropriate supervision and in possession of the appropriate tickets, passes or other such items, entering the Apron for the purpose of enplaning or deplaning an Aircraft.
2. Access to these areas of the Airport without security clearance pursuant to the Airport Security Program or as authorized by the Director of Aviation is a Federal offense and is punishable by Applicable Law.

TALLAHASSEE INTERNATIONAL AIRPORT RULES & REGULATIONS

Section 2.7. Amendments

1. Amendment to the Rules & Regulations may be proposed by any Airport Operator. A recommended change shall be forwarded, in writing, to the Director. The Director will have the proposed amendment reviewed by staff and will provide a response within forty-five (45) days. If the amendment is to be adopted, the Director will either have the amendment incorporated in the next update to the Rules & Regulations or issue an Operations Directive. Approved amendments will become effective upon adoption by the City Manager or designee.
2. Appeals to amendments to the Rules & Regulations should be made to the City Manager or designee. Objections should be in writing, include the name and address of the Person making the objection, clearly state the objection, and be made within thirty (30) days of the effective date of the amendment.
3. These Rules and Regulations are subject and subordinate to the provisions of any agreement heretofore or hereafter made between the City and the United States, including without limitation the terms of any "Sponsor's Grant Assurances" or like agreement, the execution of which is required to enable or permit the transfer of rights or property to the City for airport purposes, or the expenditure of federal grant funds for Airport improvement, maintenance, or development. The Director of Aviation may make amendments or modifications to these Rules and Regulations at the Airport's sole discretion if required by such agreements or if required as a condition of the Airport's entry into or compliance with such agreements.
4. Airport users are responsible for having the most current copy of the Airport Rules & Regulations and Minimum Standards, which is available at www.TLHAirport.com.

Section 3. General Rules

TALLAHASSEE INTERNATIONAL AIRPORT RULES & REGULATIONS

Section 3.1. Agreements, Permits, and Leases

1. The Solicitation of business, fares, donations, or funds for any purpose on the Airport without the expressed written permission and approval of the Director of Aviation is prohibited.
2. An Agreement may be either a Lease or Permit from the Director of Aviation to conduct an Aeronautical Activity or Aeronautical Service on the Airport. See Section 3 of the Minimum Standards for Application Procedures.
3. Any activity which is required by these Rules & Regulations to be authorized or approved by the Director of Aviation shall be so authorized if that activity is required of a Person by any Agreement.
4. In the event of conflict between the provisions of these Rules & Regulations and the provisions of any Agreement, the provisions of the Rules & Regulations shall govern.

Section 3.2. Building Construction and Modifications

1. No Person shall construct, install, erect, or modify any building, sign, structure, facility, pavement area (runways, taxiways, aprons, roadways, and parking areas), or equipment on the Airport without expressed written permission and approval of the Director of Aviation. See Section 2 of the Minimum Standards for further details.

Section 3.3. Accident Reports and Giving of Aid

1. The driver of any vehicle or pilot of any aircraft involved in an accident or incident on the Airport resulting in injury to or death of any Person or damage to any vehicle, aircraft or other property shall immediately, by the quickest means of communication, give notice to the Airport Communications Center at (850) 891-7830 and, if necessary, to the FAA and NTSB in accordance with Federal regulations.
2. The driver or pilot may be asked to give personal information, including, but not limited to the following: Operator's license or certificate number, name, address, registration number of the vehicle or aircraft, and proof of insurance. They shall, upon request and if available, exhibit his license or permit to drive or pilot, to any Police Officer at the scene of the accident or who is investigating the accident per Florida statute.
3. Any Person who is able shall render to any Person injured in the accident reasonable assistance or aid.

TALLAHASSEE INTERNATIONAL AIRPORT RULES & REGULATIONS

Section 3.4. Use of Sound-Amplifying Devices

1. Any form of sound-amplifying equipment, except that which is necessary for normal operations on the Airport, shall be prohibited unless specifically authorized by the Director of Aviation or his/her designee.

Section 3.5. Due Diligence and Care

1. All Persons using the Airport are to exercise due diligence and care to prevent damage to Airport property. Damage deemed by the Director of Aviation, or his/her designee, to have been caused by negligence on the part of any Person may be charged to that Person, or to the Tenant holder in whose area the damage occurred.

Section 3.6. Lost and Found

1. Any Person finding lost articles on the Airport shall deliver the articles to the Airport Police Unit. Items delivered to the Airport Police Unit shall be impounded in accordance with existing Departmental Policy and State Statute. Nothing in this section shall be construed to prohibit scheduled Air Carriers or other Tenants on the Airport, from maintaining "lost and found" services for property of their patrons, guests or employees.

Section 3.7. Maintenance and Repair of Vehicles, Aircraft and Equipment

1. Vehicles, aircraft, or equipment shall only be cleaned in designated wash areas or repaired in designated repair shop and apron areas while on the Airport.

Section 3.8. Removal of Derelict or Abandoned Aircraft, Vehicles and Equipment

1. Any vehicle or aircraft not operable, or appear to be unairworthy, must be removed from the Airport or stored in an enclosed hangar within 30 calendar days of being rendered inoperable. Any aircraft, vehicle or equipment found in violation may be confiscated and/or removed by the Airport pursuant to Florida Statute 705.182, 705.183, and/or 705.184 as applicable.

TALLAHASSEE INTERNATIONAL AIRPORT RULES & REGULATIONS

Section 4. Vehicles

Section 4.1. General

1. All Applicable Laws relating to the operation of vehicles on roads and streets outside the Airport are also applicable to vehicles operating on the Airport, except that vehicles that are operated exclusively inside the Airport may not be required to be licensed for public road use. Additionally, the following apply to vehicle operations within the Airport boundary and while on the Air Operations Area (AOA).

Section 4.2. Licensing, Permits, and Training

1. No vehicle shall be driven on the Airport without the driver possessing a valid operator's permit for the class and type of vehicle being operated.
2. No vehicle shall be operated on the AOA unless the driver has completed the Airport's driver training program or is under Airport approved escort.
3. No vehicle shall be driven on the Airport except as necessary for the Tenant's normal operation. Access to a tenants AOA leasehold should be through the closest Access Gate unless prior approval has been authorized by the Director of Aviation or his/her designee.
4. No vehicle shall be driven in the AOA without a valid Airport vehicle Permit or as authorized by the Director of Aviation or his/her designee. Certain areas of the AOA have different levels of access control. No vehicle will be driven in an area for which it does not possess a valid Permit.
5. The Driver of any vehicle shall only be allowed to access Restricted Areas of the Airport in such vehicle provided such vehicle bears an Airport Permit in an approved designated location.

Exceptions to this are limited to the following:

- A. Aircraft support and service vehicles. The vehicle shall bear the company name and logo on both sides of the vehicles.
 - B. Contractor heavy equipment. The equipment shall bear the company name and logo on both sides of the vehicle
 - C. Marked Airport, Federal, Police, Fire or other Emergency Vehicles. The vehicle shall bear the approved agency markings and government license plates.
6. Vehicles may be temporarily authorized by FBO's to access their exclusive areas. Such temporary access is intended for vehicles owned by their customers and business guests. Such vehicle must display a temporary AOA permit approved by the Director of Aviation or his/her designee. The FBO may be authorized to issue these temporary AOA permits on a limited basis.

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Section 4.3. Rules of Operation

1. No vehicle shall be operated upon any public street or road on the Airport in excess of the speed limits prescribed by the Director of Aviation. No vehicle shall be operated at a speed greater than is posted or is reasonable and proper having regard for the traffic and the use of the street or road; or so as to endanger the life or limb or injure the property of another Person. No vehicle shall be operated on the Airport in a reckless manner.
2. No vehicle shall be driven or parked under a passenger loading bridge.
3. The Driver of any vehicle shall yield to the movement of all Aircraft and shall pass at a safe distance from the wing or tail section of a parked Aircraft.

Section 4.4. Required Radio Equipment

1. All Vehicles operating on any part of the AOA Movement Area shall be equipped with two-way radios for contact with Air Traffic Control (ATC), except when such Vehicle is accompanied by an authorized escort which is so equipped. The Driver of any Vehicle shall obtain clearance from ATC before entering an Aircraft Movement Area and shall ensure, by personal observation before entering the area, that no aircraft is approaching its position.

Section 4.5. Required Lighting Equipment

1. Vehicles operating on any part of the AOA Movement Area must display either a flashing yellow beacon or a minimum four-foot square orange and white checkered flag during daylight hours. Flashing yellow beacons are required at night.

TALLAHASSEE INTERNATIONAL AIRPORT RULES & REGULATIONS

Section 4.6. Parking

1. No vehicle shall be parked in a Restricted Area without prior authorization from the Director of Aviation or his/her designee.
2. No vehicle shall be parked so as to obstruct roadways, restrict any other Person's space, or so as to restrict movement of any Person, Aircraft, or other vehicle.
3. No Driver of any vehicle shall park a vehicle on the Airport for loading, unloading, or any other purpose except in areas specifically established for that purpose. In any case Vehicles shall be parked in a manner prescribed by signs, lines or other markings.
4. No Person shall abandon any vehicle on the Airport.
5. No driver of any vehicle shall remove a parked vehicle from an area requiring payment for parking without paying the required parking fee, unless indicated by Airport Agreement.
6. Any Vehicle which is parked on the Airport in violation of these Rules & Regulations may be towed at owner's expense. The Airport will bear no liability for damage which may result to the vehicle.
7. No Vehicle shall be parked in such a manner as to occupy more than one marked space, nor shall any Vehicle be parked in a marked, reserved, or restricted area without authorization.
8. Hangar Tenants and their passengers may park their Vehicles within assigned hangars while the Aircraft is in use.
9. Commercial vehicles shall park and/or load only in those areas specifically reserved and marked for such vehicles.
10. All Terminal Tenant employees shall park their Vehicles in the parking areas defined and approved by the Director of Aviation.

TALLAHASSEE INTERNATIONAL AIRPORT RULES & REGULATIONS

Section 5. Aircraft Operation

Section 5.1. General

1. No fixed wing or rotary aircraft shall be operated on the Airport unless in full compliance with Applicable Law and/or Regulation.
2. All Persons on the Airport shall be governed by and comply with all current applicable Federal regulations, including but not limited to:

Title 14: Code of Federal Regulation (Federal Aviation Regulations)

- Part 36 Noise Standards: Aircraft Type and Airworthiness Certification.
- Part 43 Maintenance, Preventive Maintenance, Rebuilding, and Alteration.
- Part 61 Certification: Pilots, Flight Instructors, and Ground Instructors.
- Part 67 Medical Standards and Certification.
- Part 77 Safe, Efficient Use, and Preservation of the Navigable Airspace.
- Part 91 General Operating and Flight Rules.
- Part 93 Special Air Traffic Rules.
- Part 135 Operating Requirements: Commuter and On Demand Operations and Rules Governing Persons On Board Such Aircraft.
- Part 137 Agricultural Aircraft Operations.
- Part 139 Certification of Airports.
- Part 141 Pilot Schools.
- Part 145 Repair Stations.

Title 49: Code of Federal Regulation (Transportation Security Regulations)

- Part 1520 Protection of Sensitive Security Information (SSI).
- Part 1540 Civil Aviation Security: General Rules.
- Part 1542 Airport Security.
- Part 1544 Aircraft Operator Security: Air Carriers and Commercial Operators.
- Part 1546 Foreign Air Carrier Security.

FAA Publications

Aeronautical Information Manual (AIM).

National Transportation Safety Board (NTSB) Regulation

- Part 830 Notification & Reporting of Aircraft Accidents or Incidents and Overdue Aircraft, and Preservation of Aircraft Wreckage, Mail, Cargo and Records.

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Section 5.2. Flight Prohibitions

1. The Director of Aviation may prohibit all or partial use of the Airport by any Person, individual or group under any circumstances when deemed such use will likely endanger Persons or property.
2. The operation of aircraft with a maximum certificated takeoff weight in excessive of the published weight bearing capacity for the runway(s) and/or taxiway(s) is prohibited unless approved by the Director, or his/her designee.

Section 5.3. Accidents or Incidents

1. In the event of an accident, the Director of Aviation, or his/her designee, may, in compliance with Federal regulations and other governmental regulations, move the Aircraft from the landing area, Apron or other area at the expense of the Aircraft Owner and without liability to the City for damage resulting from such moving. Aircraft shall not be moved until receiving clearance from the National Transportation Safety Board (NTSB) or another designated investigative agency.
2. The Director of Aviation, or his/her designee, may move any aircraft, at the operator's risk and expense without liability for damage arising from or out of such action, which is disabled, abandoned, parked in violation of these regulations, or which presents and operational hazard, Aircraft may also be moved in the interests of security or Airport maintenance.

Section 5.4. Airport Closure

1. In the event the Director of Aviation, or his/her designee, reasonably believes conditions of the Airport to be unsafe for Aircraft Operations, he may issue a Notice to Airmen (NOTAM) to close the Airport, or any portion thereof.

Section 5.5. Aircraft Parking

1. No Person shall park an Aircraft in any area on the Airport other than that prescribed by the Director of Aviation, or his/her designee. While parked, every Aircraft shall be adequately secured and the landing gear of every such Aircraft shall be chocked with wheel blocks or other approved devices.
2. The Owner or pilot of any Aircraft parked illegally, or in an unauthorized area, on the Airport shall immediately, at the direction of the Director of Aviation, move the Aircraft to a legally designated parking area on the Airport. If the Owner or pilot refuses to comply with such direction, the Director of Aviation may authorize the tow of the Aircraft at the Owner's expense and without liability to the City for damage.
3. All Persons having a written Agreement to park their Aircraft shall park such Aircraft in the areas designated by the Agreement. All other Aircraft shall park within FBO designated areas as authorized by the FBO.

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4. Aircraft shall be parked in such a manner as to be completely contained within the parking or tiedown space and shall not be positioned in such a manner to block a Runway, Taxiway, Taxilane, or obstruct access to hangars, parked or staged aircraft, parked or staged vehicles, equipment, gates, or Fuel storage facilities.

Section 5.6. Aircraft Repair

1. Only Owners and Pilots in Command may perform the maintenance authorized under Part 43 of the Federal Aviation Regulations in locations approved by the Director of Aviation. Certificated Airframe and Powerplant mechanics and FCC Licensed avionics technicians may perform other maintenance as authorized under their certificate or license within the area designated in their Agreement or Permit with the Airport.

Section 5.7. Aircraft Cleaning

1. Aircraft cleaning shall only be performed in full and complete compliance with the TLH Stormwater Pollution Prevention Plan (SWPPP).
2. Aircraft cleaning occurring in locations other than approved aircraft wash racks shall be approved by the Director of Aviation, or his/her designee.
3. Aircraft, aircraft engines, and/or parts may be dry washed in areas not having an oil/water separator.

Section 5.8. Aircraft Carrying Hazardous Cargo

1. Persons having knowledge of an Aircraft carrying or suspected of carrying explosive materials or other hazardous cargo shall advise the Airport immediately by contacting the Airport Communications Center at (850) 891-7830.
2. The pilot of any Aircraft carrying both hazardous cargo and passengers shall, prior to unloading such cargo, coordinate with Airport Operations.
3. Inspection of the Aircraft carrying hazardous cargo shall be the responsibility of the Aircraft Owner or his authorized agent and shall be accomplished immediately after parking and evacuation. The Aircraft Owner shall also be responsible for the subsequent declaration of safety or contamination of the Aircraft as well as any required clean-up or disposal, after coordinating with Airport Operations.

Section 5.9. Removal of Derelict or Abandoned Aircraft, Vehicles and Equipment

1. Any vehicle or aircraft not operable must be removed from the Airport within 30 days of being rendered inoperable. Any aircraft, vehicle or equipment found in violation may be confiscated and/or removed by the Airport pursuant to Florida Statute 705.182, 705.183, and/or 705.184 as applicable.

TALLAHASSEE INTERNATIONAL AIRPORT RULES & REGULATIONS

Section 6. Fire Regulations, Fuel Handling Operations, and Hazardous Materials Handling

Section 6.1. General

1. All Persons, Aircraft and Commercial Aeronautical Activity or Aeronautical Service providers on the Airport shall be governed by and shall comply with all Applicable Law, standards and recommended practices. Certain regulations, requirements and conditions contained within this section are based upon current applicable recommended practices. For reference, they include but are not limited to:

Title 14: Code of Federal Regulation (Federal Aviation Regulations)

Part 43	Maintenance, Preventive Maintenance, Rebuilding, & Alteration
Part 139	Certification of Airports

Federal Aviation Administration Advisory Circular

150/5230-4C Aircraft Fuel Storage, Handling, and Dispensing on Airports

Section 6.2. Fire Regulations

1. No Person shall smoke, vape, or light an open flame within 50 feet of any Aircraft or within 50 feet of any hangars, fueling vehicles, fuel loading stations, tank farms or places with posted "No Smoking" signs. Smoking is prohibited except in areas designated by the Director of Aviation.
2. No Person shall start an open fire on the Airport without permission of the Director of Aviation.
3. No Person shall use flammable, volatile liquids having a flash point of less than 110 degrees Fahrenheit for the purpose of cleaning Aircraft, Aircraft engines, propellers, appliances, or for any other purpose, unless such operations are conducted in open air or in a room specifically set aside for such purpose, which room shall be fireproof and shall be equipped with adequate unexpired, and readily accessible fire extinguisher apparatus.
4. No Person shall store material or equipment, use flammable liquids or gasses, or allow their premises to be kept in such condition as to violate, in any manner, the fire code in force in the area of the Airport.

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Section 6.3. Fuel Handling Regulations

1. No Person shall dispense Fuel or oil or Defuel an Aircraft while one or more of its engines is running (hot fueling) or is being warmed by external heat, without posting a properly trained Person with a suitable fire extinguisher as defined herein, to observe the Fueling operation and without prior approval from the Director of Aviation or his/her designee.
2. No Person shall Fuel or Defuel an Aircraft while inside any hangar, building or structure on the Airport.
3. When a malfunction or irregularity of Fueling equipment is detected, all Fueling shall cease immediately and the malfunction remedied, or the unit entirely replaced by another. Any malfunction or irregularity detected on or within the Aircraft being serviced shall be brought to the attention of the Aircraft Owner or pilot immediately.
4. Fueling pumps, meters, hoses, nozzles, fire extinguishers, and grounding or bonding devices used in the dispensing of Fuel and oil shall be maintained in an operable condition at all times and are subject to inspection by Airport Operations Personnel.
5. No Person shall engage in Aircraft Fueling or Defueling operations without at least one, 20 pound or larger, dry chemical fire extinguisher rated "BC" for flammable liquids readily accessible at the point of Fueling.
6. No Person shall perform or allow performance of any Fueling operation during an electrical storm.
7. No Person shall operate any radio transmitter or receiver or switch electrical appliances off or on in an Aircraft during Fueling or Defueling unless equipment is approved for use during these operations.
8. No Person shall use any material or equipment during Fueling or Defueling of an Aircraft which is likely to cause a spark or ignition.
9. No Person shall start the engine of any Aircraft when there is any Fuel on the ground under such Aircraft.
10. All hoses, funnels and appurtenances used in Fueling and Defueling operations shall be equipped with grounding or bonding device to prevent ignition of volatile liquids.
11. No Aircraft shall be Fueled while passengers are on board unless a passenger loading device is in place at the cabin door of the Aircraft, the Aircraft door is in the open position and a cabin attendant is present at or near the cabin door.
12. No Aircraft shall be Defueled while passengers are on board or while the Aircraft has a passenger loading device attached.

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13. No airborne radar equipment shall be operated or ground tested in any area wherein the directional beam of high intensity radar is within 300 feet of, or low intensity (less than 50 kW output) radar is within 100 feet of another Aircraft, an Aircraft Fueling operation, an Aircraft Fueling vehicle, Aircraft Fuel, or a flammable storage area.
14. During Fueling or Defueling, Fueling vehicles shall be positioned so as to be readily driven away from the Fueling position in the event of fire. Not more than one Fueling vehicle shall be positioned to Fuel each wing of an Aircraft and not more than two Fueling vehicles shall be positioned to serve the same Aircraft. When high-capacity Aircraft are Fueled, additional Fueling vehicles shall not be parked or positioned within 100 feet of the Aircraft served and then only in areas approved by the Director of Aviation, or his/her designee, unless those trucks are actively pumping Fuel into the truck physically attached to the Aircraft. Any two trucks so attached will be properly grounded or bonded to each other and to the Aircraft being Fueled.
15. Each Fuel handling container or Fueling vehicle shall be conspicuously marked with the word "Flammable" on both sides of the container or Fueling Vehicle and, in the case of a vehicle, on the rear of the cargo tank and meet the National Fire Protection Association (NFPA) standards.
16. Fueling vehicles shall be prohibited from crossing or operating on active runways or from driving under any part of the terminal building or loading bridges.
17. Fueling vehicles shall not be parked within 50 feet of any building nor within 10 feet of another fueling vehicle nor within any hangar unless maintenance is being performed.
18. Fueling vehicles and/or equipment outfitted with a Diesel Particulate Filter (DPF) system shall only conduct regeneration operations in areas approved by the Director of Aviation, or his/her designee.
19. Diesel Exhaust Fluid (DEF) and aviation fuel additives shall be stored in accordance with Applicable Law and Airport requirements and be clearly labeled.

Section 6.4. Self-Servicing and Self-Fueling

1. Self-servicing and/or self-fueling shall only be done in areas approved by the Director of Aviation. Self-fueling shall only be performed by persons that are in possession of a permit approved by the Director of Aviation. See Appendix A for a full definition of Self-servicing and Self-fueling. See Section 5 - Fixed Based Operator (FBO) and Section 6 – Self-Servicing of the Minimum Standards for Commercial Aeronautical Activities

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Section 6.5. Fueling Inspection and Certification

1. All Persons who handle Fuel or are involved in Fueling operations shall have received a Permit to do so from the Director of Aviation, or his/her designee. (See Section 5 - Fixed Based Operator (FBO) of the Minimum Standards for Commercial Aeronautical Activities) Persons handling Fuel or involved in Fueling with Aircraft shall be required to show proof of attendance at fire safety training and allow periodic safety inspections of Fueling vehicles and Fueling equipment as determined by the Director of Aviation.

Section 6.6. Fuel Storage

1. Gasoline, oil and solvent drums or receptacles shall not be stored except in specific areas designated for Fuel storage by the Director of Aviation, or his/her designee. Any materials or equipment used in Fuel handling or Fuel operations shall be kept and enclosed in approved and covered containers or storage cabinets that are clearly marked and labeled. Such containers or cabinets shall be approved by Underwriters Laboratory (UL) and meet NFPA standards.

Section 6.7. Fuel Spill Notification

1. All Persons handling Fuel or engaged in Fueling operations shall exercise due care to prevent Fuel spills of any nature. In the event of a Fuel spill the responsible Person shall secure the area and immediately notify the Airport Communications Center at (850) 891-7830 and other agencies (Aircraft Rescue and Firefighting (ARFF) , Florida Department of Environmental Protection, Environmental Protection Agency, Federal Aviation Administration, etc.) having jurisdiction over such spills.
2. Any Person causing a spill of Fuel, oil, grease, any hazardous materials, or other contaminants anywhere on the Airport shall ensure the immediate cleanup of such spill at the responsible Person's expense. If the responsible Person fails to clean the area, the Director of Aviation, or his/her designee, shall authorize cleaning and charge the responsible Person. The following procedures shall be strictly adhered to:
 - A. Any Fuel spill less than eighteen inches (18") in any dimension shall be covered with absorbent material and disposed of properly, or allowed to evaporate before the Aircraft is started.
 - B. In the event of any Fuel spill eighteen inches (18") or more in circumference or a spill of any size of a continuing nature, the responsible Person shall notify the Airport Communications Center at (850) 891-7830.

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Section 6.8. Disposal of Environmentally Sensitive Materials

1. All Persons shall dispose of environmentally sensitive materials as prescribed by Applicable Law. At no time shall Fuels, oils, dopants, paints, solvents or acids, or any other hazardous materials be disposed of or dumped in drains, basins or ditches or elsewhere on the Airport. All tenants shall make themselves aware of and comply with all provisions of the Airport Stormwater Pollution Prevention Plan (SWPPP). Failure to comply with any Applicable Law regarding environmental hazards, including the SWPPP, will result in citation of the responsible Person. This Person will be responsible for removing any waste materials, cleaning up any affected areas, or the Director of Aviation may have the work done and the Person will be billed. Continued non-compliance may lead to revocation of Agreements and/or Permits and eviction of the responsible Person from the Airport.

Section 6.9. Other Hazardous Materials

1. No Person, without written approval from the Director of Aviation, shall store, keep, handle, use, dispense or transport at, in, or upon the Airport at any time or place or in such a manner or condition as to endanger unreasonably or as to be likely to endanger unreasonably Persons or property, any of the following: Class A, B, or C explosives; Class A poisons (as defined by the Department of Transportation for transportation of explosives and other dangerous articles); any other poisonous substances, liquids, or gasses; any compressed gas; radioactive article, substance, or material.

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Section 7. Public Usage

Section 7.1. General

1. No Person shall destroy, injure, deface or disturb in any way any building, sign, equipment, marker, other structure, tree, flower, lawn, or other property on the Airport nor shall any Person willfully abandon any property on the Airport without written permission of the Director of Aviation.
2. No Person shall enter the terminal building without wearing a shirt and footwear.

Section 7.2. Interfering or Tampering with Aircraft

1. No Person shall interfere or tamper with any Aircraft, or put in motion the engine of any Aircraft, or use any Aircraft, Aircraft parts, instruments, or tools without permission of the Owner or by specific direction of the Director of Aviation.

Section 7.3. Restricted Areas

1. No Person shall enter any Restricted Area except those assigned to duty within a Restricted Area and entering the Restricted Area in accordance with clearance authorized in the current Airport Security Program, or under direct supervision of a person with such clearance.

Section 7.4. Use of Roads and Walks

1. No Person shall travel on the Airport other than on Roads and Walks, or places provided for the particular class of traffic, or shall occupy the Roads and Walks in such a manner as to hinder or obstruct their proper use or movement of others.

Section 7.5. Animals

1. No Person shall bring animals to the Airport other than seeing-eye dogs, animals under restraint by tenants/pilots, hearing-aid dogs, or other animals trained to assist the disabled, animals trained for law enforcement activities under the control of a Police Officer, or animals brought on the Airport to be transported by air. Animals to be transported by commercial aircraft shall be properly confined in an airline approved animal transport container.

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2. No Person shall allow, either willfully or through failure to exercise due care or control, any animal to urinate or defecate upon sidewalks on the Airport or upon the floor or carpet of the terminal building or any other building used by the public.
3. No Person shall feed or do any other act to encourage the congregation of birds or other wildlife on the Airport or the congregation of birds in or near Aircraft traffic patterns.

Section 7.6. Loitering and Refusal to Comply

1. No Person shall loiter on the Airport or in any building on the Airport; nor shall any Person come upon or use the Airport, after such Person has been denied the use of the Airport by the Director of Aviation except while a passenger of Limousine or Taxicab, customer of a rental car Tenant, or while enplaning or deplaning as a passenger on an Aircraft operating on the Airport. Any Person who refuses to comply with a proper request to leave the Airport by the Director of Aviation, or his/her designee, shall be regarded as a trespasser in accordance with Applicable Law.

Section 7.7. Weapons, Explosives and Flammable Materials

1. No Persons, except Police Officers, duly authorized security contractors or employees of the Aviation Department, United States Postal Service, Federal Law Enforcement Agents, Tenant airlines, members of the United States Armed Forces on official duty requiring them to possess a weapon (and permitted to do so) shall carry any weapons, explosives or flammable material on the Airport except cased, unloaded firearms packaged for shipment in locked airline approved shipping containers.

Section 7.8. Smoking

1. No Person shall smoke nor vape in any buildings on the Airport except in smoking areas designated by the Director of Aviation, or if within the premises of a Fixed Base Operator, as designated by that Fixed Base Operator. No Person shall smoke nor vape on the Apron or in any hangar or within the AOA perimeter fence.

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Section 7.9. Solicitation

1. No Person shall solicit funds for any purpose, post signs or advertisements, or distribute any written materials without the permission of the Director of Aviation. The following activities are specifically prohibited:
 - A. The intentional touching of any Person without consent.
 - B. The performance of any ceremony, speech, song, carrying of any sign or placard, or other such activity which constitutes a danger to Persons or property.
 - C. The performance of any ceremony, speech, song, carrying of any sign or placard, or other such activity which interferes with the orderly formation and progression of waiting lines, or which interferes with any of the following:
 - 1) Pedestrian and/or vehicular travel;
 - 2) The issuance of tickets or boarding passes or equivalent documents for air or ground transportation;
 - 3) Luggage or cargo movement or handling;
 - 4) Entry to and exit from Vehicles;
 - 5) Security procedures;
 - 6) Announcements;
 - 7) Government inspection procedures; or
 - 8) Cleaning, maintenance, repair or construction operations.
 - D. The intentional leaving of any item(s) for distribution.
 - E. The attachment of any placard, sign, circular or other written material on any wall, post, counter, billboard, fence or other surface.
 - F. The placement of any table, chair, mechanical device, or other formation without expressed consent of the Director of Aviation.

TALLAHASSEE INTERNATIONAL AIRPORT RULES & REGULATIONS

Section 8. Tenant Usage

Section 8.1. General

1. All Tenants shall be required to abide by all policies, procedures and practices promulgated from time to time by the Director of Aviation as well as those requirements contained within these Rules & Regulations.

Section 8.2. Airport Security

1. All Tenants shall observe proper security procedures as required by the Department of Homeland Security's Transportation Security Administration (TSA) or as contained within the Airport Security Program. Tenants shall specifically preclude their employees, agents, customers, guests, and licensees from entering upon any Restricted Area of the Airport without proper clearance issued by the Director of Aviation, or his/her designee.
2. In the event employees, agents, customers, guests or licensees of a Tenant require access to Restricted Areas of the Airport, that Tenant shall provide any security escort, as required by these Rules & Regulations and the Airport Security Program. Tenant shall be responsible for any violations of these Rules & Regulations or the Airport Security Program by such Persons.
3. Any Person who knowingly or intentionally enters any Restricted Area without proper authorization by use of any key, access card, identification badge, Permit or other identification media shall immediately and may permanently be denied access to the Airport and shall be required to immediately relinquish such item to the Airport.
4. In addition to other remedies provided within this section, Tenants shall reimburse the City for all fines and administrative costs incurred from any violation of the Airport Security Program and Applicable Law by the Tenant, their employees, agents, customers, guests, and licensees which results in fines or administrative costs to the City. The monetary amount(s) described in paragraph 8.2.2 of these Rules & Regulations and imposed on Tenant shall be paid by Tenant within fifteen (15) calendar days of written notice or Tenant shall lose all privileges of using the Airport and the Airport may initiate action to collect said amount from Tenant.
5. When the type, mission and condition of an Aircraft makes it necessary in the opinion of Tenant to provide security guards or Police Officers wherever the Aircraft is located on the Airport, the Tenant shall obtain permission from the Director of Aviation for providing and maintaining its own security guards or Police Officers.
6. Additional security requirements of Tenant shall not be used as a means to hinder or delay removal of Aircraft if such removal is reasonably required of Tenant by the Director of Aviation.

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Section 8.3. Minimum Insurance Requirements

1. The Director of Aviation may require any Person who operates on the Airport to provide minimum insurance coverage in accordance with the Minimum Standards or Operations Directive or an Agreement. See the appropriate section of the Minimum Standards for specific insurance requirements.
2. With respect to the insurance requirements set forth in Section 8.3 (1) of these Rules & Regulations, said policies shall provide that the Airport and the Tenant shall be given a minimum of thirty (30) calendar days written notice by registered mail by the insurance company prior to cancellation, termination or change in such insurance. The Tenant shall provide the Airport with copies of the policies or certificates evidencing that such insurance is in full force and effect and stating the terms of the coverage, as well as when such coverage has been updated or terminated.
3. Any Tenant whose required minimum levels of insurance expire or whose coverage lapses, and who continues to operate on the Airport shall be subjected to immediate denial of access to the Airport. Any Person or Entity who knowingly or intentionally delivers to the Airport fraudulent, counterfeit or otherwise invalid proof of insurance may immediately be denied access to the Airport.

Section 8.4. Environmental Laws

1. By accessing the Airport, each Tenant has expressly guaranteed to the Director of Aviation that such Tenant is aware of and shall comply with Applicable Laws protecting the environment and natural resources from the direct or indirect results and impacts due to, or in any way resulting from a Tenant's operations on the Airport.
2. Each Tenant shall indemnify and hold harmless the City from and against any and all liability for fines and physical damage to property or injury or death to Persons, including reasonable expense and attorney's fees, arising from, or resulting out of, or in any way caused by such Tenant's failure to comply with Applicable Law, now or hereafter promulgated for the purpose of protecting the environment. Each Tenant shall cooperate with any investigation or inquiry by any governmental agency regarding possible violation of any environmental law or regulation.

Section 8.5. Use of Shop Areas

1. All shops, hangars, garages, equipment, and other facilities under control of a Tenant are expressly reserved for the conduct of the Tenant's Business and operations. No Persons other than employees of the Tenant shall make use of such facilities without permission of the Tenant. Any activity beyond that authorized in the Agreement requires written permission and notification by the Director of Aviation.

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Section 8.6. Sanitation

1. No Tenant shall dispose of, or allow its employees or customers to dispose of garbage, papers, refuse, or other material on the Airport except in trash or garbage containers provided for that purpose.
2. No petroleum products, pollutants or potential pollutants, including but not limited to used motor oil, grease, fuel detergents, deicing fluids, debris, etc. shall be dumped or permitted to drain into Airport sanitary sewer system, storm drainage system or ponding areas.
3. Tenants must adhere to local and federal environmental regulations when disposing of waste at the lavatory dump location while ensuring proper disposal and preventing spills.

Section 8.7. Storage of Equipment

1. No Tenant on the Airport shall store or stack material or equipment in such a manner as to constitute a hazard to personnel or property. Tenants shall park and keep Apron equipment in a neat and orderly manner within their leasehold.

Section 8.8. Metering

1. Each Tenant shall provide a meter for the purpose of accurately measuring gas, water and electrical power used unless prior arrangements have been made with the Director of Aviation.

Section 8.9. Activities Prohibited in Buildings

1. The following activities shall be expressly prohibited in buildings on the Airport which are not exclusively occupied by a Tenant:
 - A. The distribution of any merchandise, including but not limited to jewelry, food stuffs, candles, flowers, badges and clothing.
 - B. The distribution of flyers, brochures, pamphlets, books or any other printed or written material without expressed authorization by the Director of Aviation, or his/her designee.
2. The use of pallet jacks, by a Tenant/Person, within the Terminal building is prohibited. Failure to comply will result in notice of non-compliance and is subject to all costs and expenses incurred by the City or other person or business for any damage to property of the Airport which has been caused by the Tenant or its representatives.

Section 8.10. Damage to Property

1. Each Tenant shall be fully responsible for all damages to buildings, equipment, real property and appurtenances caused by any act or omission on the part of the Tenant or Tenant's employees, agents, customers, visitors, suppliers, or Persons with whom they may do business.

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Section 9. Commercial Activities

Section 9.1. General

1. No Person shall conduct or engage in a Business without prior consent of the Director of Aviation. Any authorization for commercial activities which is granted by the Director of Aviation, directly or indirectly, expressly or by implication, is conditioned upon compliance with the conditions and restrictions contained within these Rules & Regulations, and the Airport Minimum Standards.

Section 9.2. Use of Public Airport Facilities

1. No Person shall use or occupy any Airport facility or Restricted Area for any commercial purpose whatsoever without the expressed permission of the Director of Aviation or in the case of a Tenant's area, without the expressed permission of that Tenant or Fixed Base Operator.

Section 9.3. Posting of Signs

1. No Person shall post, distribute or display, in or upon the public Airport facility or Restricted Area of the Airport, a commercial sign, circular, advertisement, or any other printed or written commercial material without prior expressed consent of the Director of Aviation. In the event a Tenant desires to display a commercial sign, circular, advertisement, or any other printed or written commercial material in its Area or distribute circulars, advertisements, or any other printed or written commercial material from its Area, the Tenant must request permission and receive approval from the Director of Aviation in writing.

Section 9.4. Prohibited Commercial Activities

1. No Person shall be allowed to conduct any commercial activities on Airport property without prior expressed consent of the Director of Aviation, including:
 - A. The sale, or offer for sale, of any article of merchandise, including but not limited to jewelry, food, beverage, candles, flowers, badges and clothing.
 - B. The sale of flyers, brochures, pamphlets, books or any other printed or written material.
 - C. The sale of any service.
 - D. The solicitation of any business or trade, including the carrying of baggage for hire and the shining of shoes.

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- E. The entertainment of Persons by singing, dancing, miming, acting, juggling or playing any musical instrument.
- F. The operation of vending machines for the sale of goods except within the Leased premises occupied by a Fixed Base Operator or Tenant.
- G. Banner Towing.
- H. Hot Air Balloons.
- I. Parachuting.
- J. Gliders, Ultralights and Lighter-Than-Air.
- K. Radio and/or Remote-Controlled Aircraft.
- L. Unmanned Aircraft Systems (UAS) / Drones.

Section 9.5. Commercial Aircraft Activities

1. The Director of Aviation reserves the right to establish fees for use of the Air Operations Area (AOA) and review them whenever necessary, or upon expiration of any Agreement. Such fees shall include but are not limited to landing fees, Gate and Apron rental, Fuel flowage, or any other charges that are pertinent to Commercial Aircraft operations on the Airport.
2. The schedule of Rates and Charges for all Air Carriers shall be set by the Director of Aviation and adjusted periodically, or upon expiration of any applicable Agreement with the Tenant/Commercial Aircraft user. This schedule of Rates and Charges shall apply, without discrimination, to all Air Carriers, including scheduled Air Taxi (Commuter) carriers desiring to use the Airport.

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Section 10. Commercial Ground Transportation

Section 10.1. Objective

The objective of these Rules & Regulations governing commercial ground transportation at Tallahassee International Airport is to promote high quality and reasonably priced public ground transportation services, consistent with public safety and convenience, to insure the efficient movement of passengers to and from the passenger terminal building, to foster competition among providers of ground transportation services, and to develop revenues for support of the Tallahassee International Airport.

Section 10.2. General Provisions

1. The Airport may establish and assess reasonable fees and charges to be paid by all non-tenant commercial ground transportation providers, and from time to time the Airport will review and adjust any fees and charges as appropriate.
2. All operators of commercial vehicles (see definition) shall be subject to these Rules & Regulations, and to the Airport's ground transportation operating standards, and shall, in addition, be subject to on-site supervision and direction by authorized Airport personnel.
3. Cruising by all vehicles is prohibited.
4. No commercial vehicle (i.e., Taxis, limousines, shuttle buses, buses, Transportation Network Companies, Transportation Service Providers, and courtesy vehicles) that is near the terminal or anywhere on Airport property shall be left unattended. These vehicles must park in their designated areas only.
5. A current NTBP permit issued by the Airport, or Agreement is required for picking up of passengers or property at the Airport for all commercial vehicles. Permits and access media will be issued upon receipt by the Airport of the following:
 - A. Payment of applicable fee.
 - B. Certificate of insurance naming the City of Tallahassee as an additional insured and maintaining the Insurance Requirements outlined in the Airport Minimum Standards or applicable Operations Directive.
 - C. A fully executed non-tenant business permit (NTBP) application.
 - D. Valid state and local permits (city ordinance) authorizing commercial vehicles operators to transport persons and property.
 - E. Proof of inspection of vehicle to ensure that it complies with the provisions of this section.
 - F. Completed Emergency Contact Form.

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6. Each applicant will be furnished with an NTBP indicating the period for which the permit is issued. Decals for all commercial vehicles operating at the Airport shall be displayed on the upper left-hand corner (driver's side) of the rear windshield. All expired Airport decals must be removed. Decals and/or permits are non-transferable.
7. Commercial vehicles may unload passengers in front of the terminal building. Drivers must assist passengers with luggage to the extent that luggage may be unloaded from the commercial vehicle and placed on the curb. The driver must then leave the Airport, or if picking up passenger, park in the designated staging area for that particular commercial vehicle.
8. Under special circumstances associated with an operational problem or inconvenience, the Director of Aviation, or his/her designee, may designate an alternate passenger loading area other than the designated areas mentioned above for any and/or all types of commercial operators.
9. Operators of commercial vehicles must remain with their respective vehicle while in the designated staging area and at no time shall they solicit fares or passengers at the Airport.
10. No person engaged in providing commercial ground transportation service at the Airport may solicit business at the Airport or within the terminal premises, except that employees of firms that hold concession agreements from Airport may solicit business within the terminal premises to the extent expressly authorized by such concession agreement. Prohibited methods of solicitation shall include, but not limited to the following: making gestures, hand signals, or any other means to draw attention of a passenger.
11. All commercial vehicles must be kept clean and in running condition. In addition, they shall be maintained fully operational, safe, and neat at all times. Airport Operations and/or Airport Police shall have the right to order off the Airport premises any commercial vehicle found in a condition that is less than acceptable.
12. Any equipment that is not fully operational or that has sustained exterior or interior damage which adversely affects safety, appearance, comfort, or performance, must be removed from service immediately and repaired. In addition, all commercial vehicle air conditioning/heating systems shall be fully functional at all times, year-round.
13. Drivers must wear proper dress while operating a vehicle for hire and maintain a neat appearance. Proper dress for ground transportation providers is a clean, neat, and professional appearance. (i.e. collared shirt, slacks or dress pants) Clothing should fit well and not be too loose nor too tight/revealing. Comfortable, clean, closed toe shoes.

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14. Drivers must not engage in boisterous conversation, gambling, profanity, or fighting at the Airport, nor shall they provide misleading information concerning other ground transportation services.
15. The Operator providing commercial vehicles shall promptly pay to the City all costs and expenses incurred by the City or other person or business for any damages to property of the Airport which has been caused by the transportation service providing commercial vehicles or its representatives.
16. The Director of Aviation, or his/her designee, shall have the right to prohibit drivers from operating on the Airport who do not comply with these Rules & Regulations or orders from Airport Police Officers and/or Airport Operations or do not maintain a driver's permit as required by City Ordinance (Section 22-62).
17. All drivers must assist their customers with loading and unloading of luggage.

Section 10.3. Operating Rules & Regulations for Taxicab and Transportation Service Provider (TSP) Operators

1. No taxicab nor TSP may be used to pick up any passenger at the Airport unless that taxicab or TSP holds a current Airport permit issued by the Airport and a permit issued by the City of Tallahassee.
2. Taxis and TSPs are permitted to park in front of the terminal building to unload passengers only. Drivers should assist passengers with luggage to the extent that luggage may be unloaded from the taxicab and placed on the curb. Once the passenger is unloaded, taxis must either immediately proceed to the designated staging area for taxis or leave the Airport. Drivers at no time may park in front of the terminal building and enter the terminal. When parked, Taxis and TSPs shall park parallel and as close to the curb as possible.
3. While parked in the designated waiting line, drivers shall not be allowed to enter the terminal building, or otherwise leave their vehicle, except to use the public restrooms or Airport concessions. At such time as the drivers may be in the terminal building, they shall park within the Airport approved designated parking area and not attempt to solicit passengers.

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4. Any taxi or TSP that leaves the designated waiting line for any reason must return to the end of the line upon its return from the terminal building.
5. While in the taxi waiting line, drivers shall remain alert to the needs of potential passengers and shall conduct themselves in a polite and respectful manner. Such conduct, among other things, shall mean no sleeping, no smoking, no laying in lounge chairs, no arguing (with potential passengers or with other drivers), and no use of offensive language.
6. All passenger pick-ups must be made in the circular passenger/luggage loading zone located on the east end of the terminal building within the respective ground transportation staging area.
7. Passengers shall be transported on a first come, first served basis. This means that the first passengers in the loading zone and needing a taxi will be transported by the first taxi in the waiting line or, if no taxis are in that line, by the first available taxi. Taxi drivers will not be allowed to pick or choose particular passengers to be transported based on any other reason including, but not limited to, their convenience or monetary gain. Furthermore, passengers have the right to choose the taxi service they wish to be transported by.

Section 10.4. Operating Rules & Regulations for Limousines

1. No limousine may be used to pick up any passenger at the Airport unless that limousine has obtained an occupational license, a franchise permit as delineated by Applicable Law, and an Airport Non-Tenant Business permit. The Airport shall issue the limousine a permit and this permit must be posted as delineated in Section 10.2, Paragraph 6 of these Rules & Regulations.
2. Limousines are not permitted to solicit passengers at the Airport.
3. Limousines are permitted to park in front of the terminal building to unload passengers only. Drivers should assist passengers with luggage to the extent that luggage may be unloaded from the limousine and placed on the curb. Once the passenger is unloaded, the limousine must leave the Airport or proceed to the designated staging area. While parked within the designated staging area, drivers are not permitted to leave the vehicle unattended.
4. When called to the Airport to pick up a passenger, a limousine will park in the designated staging area located on the east end of the terminal building near the baggage claim area.
5. A limousine driver may enter the terminal after parking in a designated area adhering to all Applicable Laws in an attempt to locate passengers; however, the driver must carry a handheld sign, no larger than 12" by 12", bearing the name of the limousine service and the name of one of the passengers they are seeking.

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6. While at the Airport, a limousine service may advertise their company by means of a removable sign no larger than 18" by 18". These signs may be posted on the side doors of the limousine and/or trunk area of the limousine.
7. All passenger pick-ups must be made in areas designated by the Director of Aviation.

Section 10.5. Operating Rules & Regulations for Bus/Shuttle Vans and Courtesy Vehicles

1. No bus/shuttle vans or courtesy vehicles may be used to pick up any passenger at the Airport unless that vehicle has complied with all Applicable Laws After providing adequate documentation, the Airport will issue the Airport permit and this permit must be posted as delineated in Section 10.2, Paragraph 6 of these Rules & Regulations (decal display).
2. Bus/shuttle vans and courtesy vehicles are permitted to park in front of the terminal building to unload passengers only. Drivers should assist passengers with luggage to the extent that luggage may be unloaded from the bus/shuttle van or courtesy vehicle and placed on the curb. Once the passenger is unloaded, the bus/shuttle van or courtesy vehicle must leave the Airport. While parked in front of the terminal building, drivers are not permitted to leave their vehicles unattended or enter the terminal.
3. When called to the Airport to pick up a passenger(s), bus/shuttle vans or courtesy vehicles are to park in the designated bus/shuttle van and courtesy vehicle area.
4. A bus/shuttle van or courtesy vehicle driver may enter the terminal in an attempt to locate passengers after parking in a designated area; however, the driver must carry a hand held sign, no larger than 12" by 12", bearing the name of the transportation service and the name of one of the passengers he is seeking.
5. While at the Airport, bus/shuttle van and courtesy vehicles may advertise their company by means of a removable sign no larger than 18" by 18". These signs may be posted on the side doors and back of the vehicle.
6. All passenger pick-ups must be made in areas designated by the Director of Aviation.

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Section 10.6. Transportation Service Providers

1. To receive authorization to operate at the Airport, Transportation Service Providers shall present a copy of their City of Tallahassee Vehicle for Hire Permit and City of Tallahassee Vehicle for Hire Driver Permit to Airport Operations.
2. Transportation Service Provider applicants shall complete the following:
 - A. Airport Non-Tenant Business Permit (NTBP) Application
 - B. Airport Emergency Contact Form
 - C. Provide proof of liability insurance with minimum limits of 125k/\$250k/\$50k and naming the City of Tallahassee as an additional insured.
3. Upon approval of their Airport NTBP Application, access to the ground transportation queue area will be authorized and Airport Operations will provide the following:
 - A. Airport Non-Tenant Business Permit
 - B. Airport ground transportation AVI access pass
 - C. Per Trip Fee Monthly Reporting Form and payment instructions
4. Airport-approved Transportation Service Providers will be authorized to queue in-line with airport-approved Taxicabs.
5. While operating at the airport, each vehicle shall have markings that identify the name of the authorized Transportation Service Provider. Lettering/numbers shall be a minimum of 3 inches in height.

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Section 11. Cargo Apron Usage

Section 11.1. General

1. These Rules and Regulations shall apply to any Cargo Carrier wishing to access the Cargo Apron (Appendix B), whether such Cargo Carrier operates scheduled or non-scheduled cargo operations at the Airport and regardless of whether such Cargo Carrier operates at Preferential Use Premises or Common Use Premises at the Cargo Apron. These Cargo Apron Rules and Regulations shall apply to the same extent to any Cargo Tenant wishing to access the Cargo Apron. These Cargo Apron Rules and Regulations apply to use of the Existing Cargo Apron and of any Future Cargo Apron that may be constructed by the City and with the use of federal funds and subject to the City's Grant Assurances and other federal obligations imposed on the City.
2. The City shall designate, in its reasonable discretion, within Future Cargo Apron subject to these Cargo Apron Rules and Regulations, Aircraft Parking Positions as either:
 - A. Preferential Use Premises of a Cargo Carrier who operates as a Signatory Airline; or
 - B. Common Use Premises, which will be designated by the City as available for use by Cargo Carriers who are Signatory Airlines or Non-Signatory Airlines in accordance with their approved Apron Utilization Plan.

Section 11.2. Aircraft Parking Positions

1. Aircraft Parking Positions on the Cargo Apron are shown on Appendix B and are designated by the City as Preferential Use Premises or Common Use Premises as set forth in these Cargo Apron Rules and Regulations. Each Aircraft Parking Position shall have an associated Aircraft Handling Area designated by the City sufficient to accommodate the safe and efficient operation and staging of a Cargo Carrier's aircraft and loading and unloading of air cargo.
2. The use of the Aircraft Handling Area shall be authorized for the same period of use a Cargo Carrier is authorized to use the associated Aircraft Parking Position for an operation. GSE must be moved promptly out of the Aircraft Handling Area following the conclusion of an operation in an Aircraft Parking Position, unless the Aircraft Parking Position (i) is within a Cargo Carrier's Preferential Use Premises; (ii) will be actively used by such Cargo Carrier in a scheduled operation approved by the City in an Apron Utilization Plan; and (iii) is not needed for use by another Cargo Carrier as approved by the City within another Cargo Carrier's Preferential Use Premises in accordance with these Rules and Regulations.
3. Cargo Tenants shall not be assigned Aircraft Parking Positions but may be authorized to operate at a Cargo Carrier's assigned Aircraft Parking Position, provided that the Cargo Tenant enters into an Agreement with the City, the Cargo Tenant's operations are included in the Cargo Carrier's approved Apron Utilization Plan, and the Cargo Tenant complies with these Rules and Regulations at all times.

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Section 11.3. Apron Utilization Plan

1. Initial and Ongoing Submittals.

A. Each Cargo Carrier leasing Preferential Use Premises shall submit, in the manner and form specified by the City, an initial Apron Utilization Plan no later than thirty (30) days after the Effective Date or, if such Cargo Carrier is leased Preferential Use Premises after the Effective Date, thirty (30) days prior to beginning scheduled operations at the Preferential Use Premises. Thereafter, each Cargo Carrier shall submit an updated Apron Utilization Plan no later than thirty (30) days prior to the beginning of any calendar month in which any change to the previously submitted Apron Utilization Plan would occur. Each Apron Utilization Plan shall include the following:

- 1) The proposed schedule for which the Preferential Use Premises would be utilized by the Cargo Carrier for aircraft operations and staging.
- 2) The type and number of aircraft which the Cargo Carrier proposes to utilize within the Preferential Use Premises.
- 3) The specific layout and Aircraft Parking Positions within the Preferential Use Premises that the Cargo Carrier proposes to use for each such operation.
- 4) Any requests by the Cargo Carrier for additional storage space in the GSE Parking (including, as applicable, information detailing the Cargo Tenants who may utilize such storage space).

B. Each Cargo Carrier not leasing Preferential Use Premises but requesting the use of Common Use Premises for scheduled operations shall submit an Apron Utilization Plan no later than thirty (30) days prior to beginning scheduled operations at the Common Use Premises. Each Apron Utilization Plan shall include the following:

- 1) The proposed schedule for which the Common Use Premises would be utilized by the Cargo Carrier for aircraft operations and staging.
- 2) The type and number of aircraft which the Cargo Carrier proposes to utilize within the Common Use Premises.
- 3) The specific layout and Aircraft Parking Positions within the Common Use Premises that the Cargo Carrier proposes to use for each such operation.
- 4) Any requests by the Cargo Carrier for storage space in the GSE Parking (including, as applicable, information detailing the Cargo Tenants who may utilize such storage space).

2. Failure to Submit an Apron Utilization Plan.

A. Cargo Carrier leasing Preferential Use Premises that fails to timely submit an Apron Utilization Plan shall not have preferential rights to such Preferential Use Premises during the period that would have been covered by such Apron Utilization Plan and until such time an Apron Utilization Plan is submitted by such Cargo Carrier and approved by the City in accordance with the below.

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3. Coordination and Approval by the Airport.
 - A. The Airport will review and approve the Apron Utilization Plans submitted and establish a preliminary consolidated schedule for use of the Preferential Use Premises and the Common Use Premises based upon the proposed schedules and the priorities set forth below. If any schedule conflicts exist between proposed Apron Utilization Plans, the Airport will notify the affected Cargo Carriers of such Schedule Conflict and request that the affected Cargo Carriers resolve such schedule conflict, which resolution will be communicated to the Airport by submission of revised Apron Utilization Plans by each of the affected Cargo Carriers within fifteen (15) calendar days of the Airport's notification of the schedule conflict. If all of the affected Cargo Carriers do not submit revised Apron Utilization Plans to the Airport resolving such schedule conflict within fifteen (15) calendar days of such notification, the Airport will determine the final consolidated schedule in accordance with 0 below.

Section 11.4. Conflicts in Scheduling

1. The Airport will resolve scheduling conflicts in accordance with the following:
 - A. Cargo Carrier leasing Preferential Use Premises shall receive highest priority for use of their leased Preferential Use Premises.
 - B. Cargo Carrier who does not lease Preferential Use Premises but is a Signatory Airline shall receive priority over a Cargo Carrier who is a Non-Signatory Airline.
 - C. Cargo Carrier with the least number of aircraft already using Aircraft Parking Positions shall receive priority over another Cargo Carrier.
 - D. Cargo Carrier using Common Use Premises that does not propose a change in its previously approved Apron Utilization Plan shall receive priority over a new entrant Cargo Carrier or an existing Cargo Carrier which has submitted a change in its Apron Utilization Plan from the prior period.
 - E. Scheduled operations approved in an Apron Utilization Plan by the City shall receive priority over non-scheduled operations, provided that delayed, or off-schedule operations may be directed to a different Aircraft Parking Position if a scheduled operation is occupying the originally assigned Aircraft Parking Position within its authorized period of use for that operation.

2. In the event application of the above priorities does not resolve the scheduling conflict, the Airport will determine the assignment of Aircraft Parking Positions in its reasonable discretion, with due consideration to operational and equitable factors, including without limitation whether the affected Cargo Carrier(s) made good faith efforts to resolve the schedule conflict.

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Section 11.5. Accommodation in Preferential Use Premises

1. The Airport in its reasonable discretion, with due consideration to operational and equitable factors, may assign operations of another Cargo Carrier at the Preferential Use Premises of a Cargo Carrier if such Preferential Use Premises are not in use for an operation approved by the City in an Apron Utilization Plan. The Airport will attempt to schedule operations at Common Use Premises prior to accommodating a Cargo Carrier in another Cargo Carrier's Preferential Use Premises, provided, however, that a Cargo Carrier shall facilitate the accommodation of other Cargo Carriers in its Preferential Use Premises in accordance with these Rules and Regulations.

Section 11.6. GSE Parking

1. Only Cargo Carriers who lease Preferential Use Premises that include Aircraft Parking Positions may be assigned GSE Parking on a preferential use basis in an Agreement.
2. Cargo Tenants may not be assigned GSE Parking on a preferential use basis in an Agreement but may be authorized by the Airport pursuant to an Agreement to use GSE Parking assigned to the Cargo Carrier(s) on whose behalf the Cargo Tenant is operating at the Cargo Apron.
3. Cargo Carriers without preferentially assigned Aircraft Parking Positions shall be assigned space in the GSE Parking shown on Appendix B as Common Use Premises in the Airport's reasonable discretion with consideration for their requested scheduled operations.
4. Cargo Carriers who lease Preferential Use Premises shall maximize the use of any preferentially leased GSE Parking prior to requesting the use of the GSE Parking designated as Common Use Premises.
5. The Director of Aviation, or his/her designee, shall have the right to direct the removal of any non-operational GSE from the Cargo Apron with twenty-four (24) hours prior notice, or, if necessary for the safety of another Cargo Carrier's operation, sooner.
6. Cargo Carriers (or a Cargo Tenant) may only maintain GSE at the Cargo Apron that is safely stored and maintained, operational, in good working order, and reasonably necessary for, and in an amount of GSE reasonably proportionate to, the Cargo Carrier's Air Transportation Business at the Cargo Apron.

Section 11.7. Cargo Aircraft Activities

1. The schedule of Rates and Charges for all Cargo Carriers shall be set by the Director of Aviation and adjusted periodically, or upon expiration of any applicable Agreement with the Tenant/Commercial Aircraft user. This schedule of Rates and Charges shall apply, without discrimination, to all Cargo Carriers, desiring to use the Airport.
2. The Cargo Apron Use Fees shall be inclusive of the use of associated GSE Parking and Aircraft Handling Areas, as shown on Appendix B, whether an Aircraft Parking Position is designated as Common Use Premises or Preferential Use Premises.

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Appendix A. Definitions

1. Aeronautical Activity or Use ("Aeronautical Activities," "Activity," or "Activities") - Any activity that involves, makes possible, or is required for the operation of Aircraft or that contributes to or is required for the safety of such operations. Activities within this definition, commonly conducted on airports, include, but are not limited to, the following: general and corporate aviation, air taxi and charter operations, scheduled and non-scheduled air carrier operations, pilot training, Aircraft rental and sightseeing, aerial photography, crop dusting, aerial advertising and surveying, Aircraft sales and services, Aircraft storage, sale of aviation petroleum products, repair and maintenance of Aircraft, sale of Aircraft parts, parachute or ultralight activities, and any other activities that, because of their direct relationship to the operation of Aircraft, can appropriately be regarded as aeronautical activities. Activities, such as model Aircraft and model rocket operations, are not aeronautical activities.
2. Aeronautical Service - Any activity which involves, makes possible, or is required for the operation of aircraft, or which contributes to or is required for the safety of aircraft operations commonly conducted by a person who has a lease from the Airport Owner to provide such service. These activities include, but are not limited to: pilot Supply Shops, Office Space Rentals for Aviation Related Businesses, Rental Cars, Taxis, Limousines, Shuttle Bus Services, Baggage Delivery Services, Restaurant and other Food Service Establishments, Post Office or other Package Delivery Services specifically involved in receiving and delivering packages, Parking Services, Industrial Businesses, and others.
3. Agreement - An executed Lease, license, Permit, or other form of authorization by the Airport to conduct a specific activity on the Airport.
4. Air Carrier - An air transportation company to which a Letter of Authorization has been provided by the City to engage in the business of scheduled, non-scheduled or charter commercial transportation by air of persons, property, mail, parcels and/or cargo at the Airport.
5. Air Taxi (Commuter) - Aircraft operated by the holder of an Air Taxi (Commuter) Operating Certificate which authorizes the carriage of passengers, mail or cargo for revenue in accordance with Federal Aviation Regulations Part 135 or Part 121, on a scheduled or unscheduled basis.
6. Air Traffic Control (Control Tower or Controller) - A service operated by appropriate authority to promote the safe, orderly, and expeditious flow of air traffic.
7. Air Transportation Business - means the business of scheduled or non-scheduled commercial transportation by air of persons, property, mail, parcels and/or cargo.
8. Aircraft - Any machine that can derive support in the atmosphere from the reactions of the air other than the reactions of the air against the earth's surface including, but not limited to, powered fixed wing airplanes, helicopters, dirigibles or blimps, and unpowered gliders and hot air balloons.

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9. Aircraft Handling Area - means the area associated with a particular Aircraft Parking Position as such area is designated by the Airport for use for the loading and unloading of cargo aircraft and parking of GSE in support of aircraft operations at that Aircraft Parking Position.
10. Aircraft Movement Area – The runways, taxiways, and other areas of an airport that aircraft utilized for taxiing, hover taxiing, air taxiing, and takeoff or landing of aircraft, exclusive of loading ramps, maintenance ramps and parking areas.
11. Aircraft Parking Position - means the areas shown on Exhibit A1 as Aircraft Parking Positions and used for the sole purpose of parking aircraft operated by Cargo Carriers, whether designated as a Cargo Carrier's Preferential Use Premises or as Common Use Premises.
12. Air Operations Area (AOA) - The air operations area includes paved or unpaved areas used or intended to be used for the unobstructed movement of aircraft, in addition to its associated runways, taxiways, or aprons. Commonly refers to anything within the secured and fenced-in area of the airport
13. Airport - The Tallahassee International Airport, owned and operated by City, including all real property easements or any other interest therein as well as all improvements and appurtenances thereto, structures, buildings, fixtures, and all tangible personal property or interest in any of the foregoing, now or hereafter owned, leased, or operated by City.
14. Airport Communications Center - The focal point of all communications on the Airport. This space is occupied by the Airport surveillance team, Airport Operations Personnel, and the Airport unit of the Tallahassee Police Department. The Airport Communications Center is located inside the Airport Operations Office and can be contacted by telephone at (850) 891-7830.
15. Airport Operations Personnel (Operations) - Those persons employed by the City in the Airport Operations Division, those Tallahassee Police Department Officers assigned to the Airport Unit, or other Police Officers as may be assigned to assist in Airport security. These personnel are charged with overseeing the safety and security of the Airport.
16. Airport Security Program (ASP) - A security program approved by the TSA under Part 1542.101 of 49 CFR Chapter XII.
17. Applicable Law - All applicable provisions of federal, state, and local laws, statutes, ordinances, rules, and regulations.
18. Apron - An area intended to accommodate Aircraft for purposes of loading or unloading passengers or cargo, refueling, parking or maintenance.

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19. Apron Utilization Plan - means a structured set of procedures and guidelines that govern how Cargo Carriers use the Cargo Apron for parking, loading/unloading, fueling, and ground operations, as approved by the Director of Aviation for Preferential Use Premises and Common Use Premises.
20. Business - Any Person, firm, general or limited partnership, corporation, trust, or association or other legal entity established for the purpose of conducting commercial enterprise on the Airport.
21. Cargo Apron - means the area shown on Appendix B as designated for the parking of cargo aircraft and support vehicles, and the loading and unloading of cargo aircraft, as such area may be modified or expanded by the Airport from time to time.
22. Cargo Carrier - means a carrier certificated by the Secretary of the U.S. Department of Transportation as a Cargo Carrier under 49 U.S.C. § 41103.
23. Cargo Tenant - means an entity operating a Freight and Logistics Business on behalf of or in support of a Cargo Carrier at the Cargo Apron and duly authorized by the Airport to operate such Freight and Logistics Business at the Cargo Apron pursuant to an Agreement with the City.
24. Certificated Flight Instructor (CFI) - A pilot authorized by the FAA to instruct flight operations.
25. City of Tallahassee ("City") - The Airport Sponsor and governmental entity possessing ownership, custody, control, and management of the Tallahassee International Airport, located in Leon County, state of Florida.
26. Commercial Aircraft - Aircraft used for commercial purposes which includes but is not limited to any of the following:
 - A. to carry passengers for hire
 - B. for rental, hire, or charter
 - C. for student instruction and its related activities
 - D. for aerial advertising
27. Commercial Operator "Operator" - An Entity engaging in an activity which involves, makes possible or is required for the operation of Aircraft, or which contributes to, or is required for the safe conduct and utility of such Aircraft Operations; the purpose of such Activity being to generate and/or secure earnings, income, compensation, and/or profit, whether or not such objectives are accomplished.
28. Commercial vehicle - Any vehicle used for the transportation of goods or merchandise sold by or delivered by the owner of a commercial establishment which has been granted an occupational license for the conduct of a commercial enterprise.
29. Commission - The City Commission of the City of Tallahassee.

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30. Common Use Premises - Aircraft Parking Positions (including their associated Aircraft Handling Areas) and GSE Parking areas on the Cargo Apron that are assigned by the Airport to Cargo Carriers for their shared use in common in accordance with these Rules and Regulations.
31. Commuter - See Air Taxi.
32. Defuel - To remove fuel from the tanks or fuel cells of an Aircraft.
33. Department - The City of Tallahassee Department of Aviation.
34. Director of Aviation ("Director") - The Director shall mean the person or persons as may from time to time be authorized in writing by City or by the Director or applicable law to act for the Director with respect to any or all matters pertaining to Airport administration.
35. Driver - Any Person who drives or is in actual physical control of a vehicle on a roadway, parking lot, ramp area, or taxiway, or who is exercising control of a vehicle or steering a vehicle being towed by another vehicle.
36. Emergency Vehicle - Vehicles that are authorized in the AOA for emergency purposes (e.g., ambulances, aircraft rescue and firefighting (ARFF) vehicles and emergency response vehicles) as authorized by the airport traffic control tower (ATCT) or an authorized onsite accident/incident commander.
37. Existing Cargo Apron - the Cargo Apron as it exists as of the Effective Date of these Rules and Regulations and shown in Appendix B.
38. Federal Aviation Administration (FAA) - The U.S. Department of Transportation's Federal Aviation Administration.
39. Federal Aviation Regulations (FAR) - Title 14 of the Code of Federal Regulations regarding aeronautics and space. A codification of the general and permanent rules published by the office of the federal register by the executive department and the FAA.
40. Fixed-Base Operator (FBO) - A Commercial Operator engaged in the sale of aviation Fuel, lubricants, and other services supporting itinerant Aircraft operations and operations of Aircraft based on the Airport. As a Commercial Operator, an FBO is granted the right by the Airport to operate on Airport and provide Services such as fueling, hangaring, tie-down and parking, Aircraft rental, Aircraft maintenance, ground services, flight instruction and other related services and amenities.
41. Freight and Logistics Business - the business of operating a cargo, freight, or logistics business on behalf of or in support of a Cargo Carrier operating on the Cargo Apron.
42. Fuel - Any substance (solid, liquid, gaseous) used to operate any engine in Aircraft, Vehicles, or Equipment. When used in connection with Aircraft, it means either Avgas or Jet Fuel.

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43. Fueling Vehicle - A vehicle having a cargo tank (tank truck, tank full trailer, tank semitrailer) deigned for or used in the transportation and transfer of fuel into or from an aircraft.
44. Future Cargo Apron - any future areas designated for the parking of cargo aircraft and support vehicles, and the loading and unloading of cargo aircraft, at the Airport that do not exist.
45. Ground Support Equipment (GSE) - GSE (including, but not limited to, tugs, dollies, and cargo containers) utilized by a Cargo Carrier (or a Cargo Tenant on behalf of a Cargo Carrier) incidental to the operation of such Cargo Carrier's Air Transportation Business at the Airport.
46. GSE Parking - the areas shown in Appendix B as GSE Parking and assigned to Cargo Carriers by the City as Preferential Use Premises or as Common Use Premises for the parking and storage of GSE in accordance with these Rules and Regulations.
47. Instructor - Any Person giving or offering to give, instruction in the operation, construction, repair or maintenance of Aircraft, or Aircraft power plants, and Aircraft accessories.
48. Lease - An executed contractual Agreement between the City and an Entity for the use of property and facilities for specified activities in exchange for periodic payment.
49. Limousine - A specialized vehicle not equipped with a taximeter and for hire only by prearrangement at a rate charged per hour, or fixed in advance, and provided also that each such vehicle for hire is: (1) chauffeured, (2) a luxury class passenger vehicle built or modified for the purpose of a limousine as defined and recognized by the limousine industry; and (3) operated on a reserved, hourly basis for a continuous period. A vehicle which is held out to be a limousine or which has an appearance deceptively similar to a limousine is a limousine for the purposes of this chapter.
50. Minimum Standards for Commercial Aeronautical Activities ('Minimum Standards') - The requirements, standards and qualifications which may be established by the Airport as the minimum requirements that must be met as a condition for the right of a business to conduct a commercial aeronautical activity at the Airport.
51. Non-Signatory Airline - the meaning given to it in the Signatory Airline Use and Lease Agreement (AULA).
52. Non-Signatory AULA - each agreement entered into by City with a Non-Signatory Airline that is in effect from time to time, which grants such Non-Signatory Airline certain rights to use Airport facilities.

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53. Notice of Violation - A specific notice issued to a Person observed by Airport Operations Personnel to be in violation of one or more of the regulations governing operations, security, or safety at the Airport. These notices carry penalties for non-compliance. A Person who is issued a Notice of Violation is expected to comply with the requirements of the Notice or they will be restricted from the Airport.
54. Notice To Airmen (NOTAM) - A notice containing information essential to personnel concerned with flight operations but not known far enough in advance to be publicized by other means. It states the abnormal status of a component of the National Airspace System (NAS) – not the normal status.
55. Operations Directive - A Rule or Regulation required to be promulgated immediately regarding safety & security, without waiting for an update to these Rules & Regulations. Operations Directives carry the same weight and are considered part of these Rules & Regulations immediately upon issue. These will be canceled only upon written notice.
56. Operations Notice - A short term informational rule. These will be issued to cover a modification to the Rules & Regulations for a specific time frame, such as special parking restrictions for an air show, special Apron constraints due to VIP visits, etc. These will be issued with an expiration date, beyond which the Operations Notice will no longer be in force.
57. Owner - A party that possesses the exclusive right to hold, use, benefit from, enjoy, convey, transfer and otherwise dispose of an asset or property.
58. Permit - A non-negotiated agreement to provide an Aeronautical Activity or Service at the Airport.
59. Person - An individual, corporation, government or governmental subdivision, partnership, association, or any other legal entity, or any representative thereof.
60. Police Officer - Any law enforcement officer authorized to direct or regulate traffic or to make arrests for violations of traffic regulations, and authorized to enforce these Rules & Regulations, including Airport Police Officers, Florida highway patrolmen, sheriffs, deputy sheriffs and municipal Police Officers.
61. Preferential Use Premises - Aircraft Parking Positions (including their associated Aircraft Handling Areas) and GSE Parking areas on the Cargo Apron that are assigned by the Airport to Cargo Carriers for their use on a preferential use basis in accordance with a Cargo Carrier's Agreement with the Airport and with these Rules and Regulations. Preferential Use Premises will only be assigned to Signatory Airlines.
62. Private Aircraft - Aircraft privately-owned and non-commercially operated by the Owner or Owners; or an Aircraft used by the Owner in connection with an Owner's business, comparable to an Owner's use of his private automobile; or an Aircraft owned and operated by a company or corporation for the free transportation of its or other personnel and/or products.

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63. Public Airport Facilities - Those portions of the Airport that are not Restricted Areas as defined in paragraph 1.23 of these Rules & Regulations. This includes but is not limited to areas of the Airport which are not required to be secured by the Airport or the certified Air Carriers pursuant to Federal Aviation Regulations Part 139 and Transportation Security Regulations 1540, 1542, 1544 and 1546, including the various concessions, rest rooms, terminal lobby sections, ticketing sections, baggage claim sections and other areas used for public thoroughfares, gathering, waiting and viewing; also, streets and roads, sidewalks and all other areas normally used by the general public.
64. Restricted Area - areas of the airport posted to prohibit or limit entry or access by the general public. All areas other than public areas.
65. Roads And Walks - Highways, walkways, sidewalks, roads and adjacent city streets connecting to the Airport used by vehicles to enter and exit the Airport. This includes roads on the Airport used by vehicles for travel between various buildings and land areas and sidewalks and other pedestrian-designed walk areas used only for foot traffic.
66. Rules & Regulations - The specifications, conditions, and standards applicable to all users of the Airport and Airport facilities as set forth herein and shall include any amendments as made from time to time. The Rules & Regulations and Minimum Standards are published under separate cover and are available from Airport Administration or Airport Operations upon request.
67. Self-Fueling (Non- Commercial Activity) - The fueling or servicing of an aircraft by the owner of the aircraft with his or her own employees and using his or her own equipment. Self-fueling cannot be contracted out to another party. Self-fueling implies using fuel obtained by the aircraft owner from the source of his/her preference.
68. Self-Service Fueling (Commercial Activity) - A fueling concept that enables a pilot to fuel an aircraft from a commercial fuel pump installed for that purpose by the airport, a Fixed Base Operator (FBO), or an aeronautical service provider. The fueling facility may or may not be attended.
69. Signatory Airline - has the meaning given to it in the Signatory AULA.
70. Signatory AULA - each agreement entered into by City with a Signatory Airline that is in effect from time to time, which grants such Signatory Airline certain rights to use Airport facilities, and which establishes the methodology for setting Air Carrier rates and charges at the Airport, including Landing Fees.
71. Solicitation - To ask or obtain a commercial advantage directly or indirectly, actively or passively, openly or subtly. This includes asking or endeavoring to obtain by asking, requesting, imploring, pleading for, seeking, or trying to obtain commercial business, fares, donations, funds or anything of value from others.

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72. Taxicab - A vehicle for hire with a capacity of not more than eight persons, including the driver, equipped with a taximeter, which is routed under the direction of the person hiring the vehicle. All taxicab operators shall possess a Non-Tenant Business Permit from the Airport.
73. Tenant - Any Person or Entity occupying Airport property under a direct Lease with the City.
74. Terminal Tenant - Any Person, firm, company, concessionaire, airline, or other enterprise engaged in any type of commercial or non-commercial activity who is located within the passenger terminal building.
75. Transportation Network Company (TNC) - an entity operating in this state pursuant to this section (F.S. 627.748) using a digital network to connect a rider to a TNC driver, who provides prearranged rides. A TNC is not deemed to own, control, operate, direct, or manage the TNC vehicles or TNC drivers that connect to its digital network, except where agreed to by written contract, and is not a taxicab association. An individual, corporation, partnership, sole proprietorship, or other entity that arranges medical transportation for individuals qualifying for Medicaid or Medicare pursuant to a contract with the state or a managed care organization is not a TNC.
76. Transportation Service - A vehicle for hire with a capacity of not more than eight persons, including the driver, which is not equipped with a taximeter, which charges passengers a fare generally based on a flat fee, and does not operate over a fixed or defined route but is routed under the direction of the person hiring the vehicle.
77. Vehicle - Any device in, upon or by which any person, property or object is or may be transported or drawn on land, whether on wheels, runners, treads, motorized, pedaled, towed, pushed or rolled.

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APPENDIX B – Cargo Apron Layout

