

**EASTERWOOD AIRPORT  
GENERAL AIRPORT RULES AND REGULATIONS**

Version 1.3  
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## **1.0 INTRODUCTION**

The Easterwood Airport is owned by The Texas A&M University System (TAMUS) and operated by Easterwood Airport Management, LLC (EAM) and is subject to Federal obligations between the University and the Federal Aviation Administration (FAA) and the United States of America, by and through the FAA, pursuant to Surplus Property Deed(s) and Grant Agreements. Applicable Laws and Regulations include:

- Federal Aviation Act of 1958, as amended, and it's precedent, Civil Aeronautics Act of 1938.
- Surplus Property Act of 1944
- Civil Rights Act of 1964
- FAA Order 5190.6B, Airport Compliance Requirements
- Advisory Circular 150/5100-16A, Airport Improvement Program Grant Assurance Number One – General Federal Requirements
- Advisory Circular 150/5190-5, Change 1, Exclusive Rights and Minimum Standards for Commercial Aeronautical Activities

Under these agreements, EAM has agreed to assume certain obligations pertaining to the operation, use and maintenance of the Easterwood Airport. These obligations remain in full force and effect throughout the useful life of the facilities developed under the funded projects, not to exceed 20 years. However, there is no limit on the duration of surplus property obligations or assurances against exclusive rights.

This document details the general Rules and Regulations for all providers of aeronautical services at KCLL. It was developed to provide guidance and protection for all parties concerned.

In accordance with the continuing aesthetic and environmental improvement of the airport, EAM shall review and approve all site plans, new construction, remodeling projects, and color schemes proposed by a Lessee prior to such improvements by the Lessee. Construction proposed by a prospective Lessee must be in accordance with the Building Codes adopted by TAMUS or such other revised code as may subsequently be adopted.

## 2.0 DEFINITIONS

As used in these Rules and Regulations, the following terms shall have the following meanings:

**Access Road/Perimeter Road** - a vehicular road located inside the air operations area for use by EAM, FAA and airport tenants and contractors

**Aeronautical Activity** - 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.

*Note: Activities within this definition include, but are not limited to: air taxi and charter operations, scheduled and nonscheduled air carrier services, pilot training, aircraft rental and sightseeing, aerial photography, aerial advertising and surveying, aircraft sales and services, aircraft storage, sale of aviation petroleum products, repair and maintenance of aircraft, airframes and powerplants, sale of aircraft parts, air ambulance services, avionics sales and repairs, aircraft storage and any other activities that, because of their direct relationship to the operation of aircraft, can appropriately be regarded as aeronautical activities.*

**Air Charter or Taxi** - the commercial operation of providing non-scheduled air transportation, under FAR Part 135, of person or persons or property for hire on demand. Air Charter services can be offered on any size aircraft, however, air taxi services are limited to aircraft with fewer than 60 seats.

**Air Operations Area (AOA)** - everything inside the security perimeter fence line to include, but not limited to, the area of the airport used for landing, takeoff or surface maneuvering of aircraft.

**Aircraft** - any device used or designed for navigation or flight in the air including, but not limited to, an airplane, sailplane, glider, helicopter, gyrocopter, ultra-light, balloon, or blimp.

**Aircraft Emergency** - a problem or condition involving an aircraft in flight or on the ground that could endanger lives or property. An aircraft emergency can be declared by a pilot, air traffic control personnel or other employees responsible for the safe operation of aircraft on the airport.

**Aircraft Fuel** - all flammable liquids composed of a mixture of selected hydrocarbons expressly manufactured and blended for the purpose of effectively and efficiently operating an internal combustion, jet, or turbine engine.

**Aircraft Maintenance** - any work performed on an aircraft by a pilot, owner or mechanic other than the routine cleaning, upkeep and servicing of an aircraft in preparation for flight. For the purposes of these Rules and Regulations, Aircraft Maintenance is divided into the following categories:

1. Aircraft Maintenance (Major) - major alterations and/or repairs of the parts and/or of the types listed in the most current publication of Federal Aviation Regulations Part 43, Appendix A(a) and Appendix A(b) and performed by persons authorized pursuant to Federal Aviation Regulations Part 43.3 and Part 43.7. Major Repair means a repair

- a. That if improperly done, might appreciably affect weight, balance, structural strength, performance, power plant operation, flight characteristics, or other qualities affecting airworthiness, or
  - b. That is not done according to accepted practices or cannot be done by elementary operations.
2. Aircraft Maintenance (Preventive) - maintenance that is not considered a major aircraft alteration or repair and that does not involve complex assembly operations as listed in the most current publication of Federal Aviation Regulations Part 43, Appendix A(c) and performed by persons authorized pursuant to Federal Aviation Regulations Part 43.3 and Part 43.7. All preventive maintenance shall be performed in accordance with FAR Part 43, Appendix A, paragraph (c) (30) (i) and (c) (30) (ii). For safety and liability purposes, aircraft maintenance must be accomplished in designated areas only.
3. Major Alteration means an alteration not listed in aircraft, aircraft engine, or propeller specifications that might appreciably affect weight, balance, structural strength, performance, power plant operation, flight characteristics, or other qualities affecting airworthiness or that is not done according to accepted practices or cannot be done by elementary operations.
4. Minor Alteration means an alteration other than a major alteration.

**Aircraft Movement Area** - means all paved airfield surfaces (except for the designated general aviation, terminal, and cargo aprons) which includes all runways, taxiways, and non-marked aircraft maneuvering areas of the airport. The Aircraft Movement Area is defined under formal agreement with the Airport Traffic Control Tower (ATCT) chief, airport owner, airlines, and other major aviation users of the airport. When in operation, the Airport Traffic Control Tower has direct and positive control of activities within the Aircraft Movement Area. The Aircraft Movement Area is considered a “restricted area” requiring access authorization by EAM.

**Aircraft Non-Movement Area** - means all airfield pavements other than those areas designated as the Aircraft Movement Area and includes aprons designated as General Aviation Apron, Terminal Apron, and cargo Apron.

**Aircraft Operation** - means the taxi, takeoff, or landing of an aircraft within the designated Aircraft Movement Areas or Aircraft Non-Movement Areas.

**Aircraft Operator** - means any operator which pilots, controls, owns, exclusively leases or maintains an aircraft.

**Aircraft Owner** - a person or entity holding legal title to an aircraft, or any person having exclusive possession of an aircraft.

**Aircraft Parking and/or Storage Areas** - means those hangar and apron locations of the airport designated by EAM for the parking and storage of aircraft. These areas



include "tiedown" aprons equipped with three-point rope or chain devices that are used to secure aircraft.

**Aircraft Rental** - the commercial operation of renting or leasing aircraft to the public for compensation.

**Aircraft Sales** - the sale of new or used aircraft through brokerage, ownership, franchise, distributorship, or licensed dealership.

**Airfield** – The airfield includes both the Aircraft Movement Area and the Aircraft Non-Movement Area, as previously defined in this section.

**Airport** - means the entirety of Easterwood Airport.

**Airport Manager** – The executive employed by the Airport Owner having ultimate responsibility for the safe and efficient operation of the airport, while complying with all FAA grant assurances, federal, state, and local laws and regulations.

**Airport Badge** - a badge issued by EAM for the purpose of identification, vehicle operation, security and access of persons employed at or having access within Easterwood Airport.

**Airport District Office (ADO)** - These FAA offices are outlying units or extensions of regional airport divisions. They advise and assist public agencies and their agents with the submission of project requests for establishing, improving, equipping, and financing airports. They also provide advisory services to the owners and operators of both public and private airports regarding the operation and maintenance of their airports.

**Airport Layout Plan** - also ALP Sheet or ALP Set means a graphic presentation, to scale, of existing and proposed airport facilities, their location on the airport and the pertinent clearance and dimensional information required to show conformance with applicable FAA airport planning and design standards. A current FAA-approved ALP is a prerequisite to issuance and receipt of federal funding in support of any airport capital improvement project.

**Airport Master Plan** - means the FAA-approved concept of the ultimate development of the airport. It presents the research and logic from which the plan evolved and displays the plan in written and graphic forms. It typically presents schedules of proposed airport development in three planning horizons: short- term (0 to 5 years), mid-term (6 to 10years), and long-term (11 to 20 years).

**Airport Minimum Standards** - means a document adopted and formally approved by EAM within which are detailed provisions defining the minimum standards acceptable by EAM for entities aspiring to conduct commercial or non-commercial operations or activities on the airport.

**Airport Operating Certificate** - a certificate, issued under FAR Part 121 or 139, for operation of an airport serving scheduled operations of certified air carriers. This definition also includes all security program requirements as stated in TSA Part 1542, Part 1544, and Part 1546.

**Airport Owner** - means TAMUS.

**Airport Property** - means all on-airport real estate and other on-airport material assets owned, leased or controlled by EAM through a legal agreement.

**Airport Reference Codes** – FAA Advisory Circular 150/5300-13 Airport Design defines the Airport Reference Code (ARC) as “a coding system used to relate airport design criteria to the operational and physical characteristics of the airplanes intended to use the airport.” The ARC is used to determine design dimensions for the various separation and safety standards, Runway Protection Zones and Object Free Zones dimensions, surface gradients, and threshold siting standards.

**Airport Traffic Control Tower (ATCT)** - means airport traffic control tower, personnel, equipment, facilities, and services as sanctioned and certified by the FAA for the control, separation, and movement of aircraft in the air or on the ground.

**Alert Status** - the term used to describe any aircraft emergency. The severity of the emergency is categorized by the terms Alert I, Alert II, or Alert III.

**Approval** - means the written approval of EAM before any improvement is installed or constructed on a leased premise, or on-airport commercial or non-commercial operation is conducted.

**Apron** - also Ramp means those areas of the airport, both public and private/leased, designated by EAM for the parking or storage of aircraft. As a rule, these areas are usually restricted to access and involve aeronautical activities such as enplaning and deplaning passengers, aircraft servicing, aircraft parking and tie-down, and the handling of air cargo transfer.

**ARFF** - Aircraft Rescue and Fire Fighting includes the personnel, equipment and facilities on or off the airport dedicated to dealing with aircraft accidents/ incidents and all EMS, rescue and firefighting emergency activities.

**Assurance** - An assurance is a provision contained in a Federal grant agreement to which the recipient of federal airport development assistance has voluntarily agreed to comply in consideration of the assistance provided.

**Based Aircraft** - means any aircraft whose "home base" or "permanent residency" is KCLL.

**Building** - means the main portion of each structure, all projections or extensions therefrom and any additions or changes thereto and shall include garages, outside platforms, docks, carports, canopies, eaves, and porches.

**Certificate holder** - the holder of an airport operating certificate or a limited operating certificate as stated in FAR Part 139.

**CFR** - means Code of Federal Regulations. 14 CFR pertains to Aeronautics and Space.

**CHRC** – Criminal History Record Check – The results of a fingerprint review by the FBI records division.

**Commercial Aeronautical Activity** - means any commercial activity which relates to aviation activities in general. Such activity includes, but is not limited to: charter operations, pilot training, aircraft rental, sightseeing, aerial photography, crop dusting, aerial advertising, aerial surveying, air taxi operations, aircraft sales, service, sale and storage of aviation petroleum products, repair and maintenance of aircraft, and the sale of aircraft parts.

**Commercial Aeronautical Service** - means a service 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, and includes those services provided by either a Fixed Base Operator (FBO) or a Specialized Aviation Service Operator (SASO).

**Commercial Aviation Business** - any person or organization engaged in any business on the airport that is authorized and licensed to conduct such business by virtue of a contract or agreement with EAM. The business may be directly associated with aircraft and aviation activities such as concessionaires.

**Commercial Aviation Operator** - is defined as a person or persons, firm, or corporation 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 safety of such aircraft operations, the purpose of such activity being to secure earnings, income, compensation, or profit, whether or not such objective(s) are accomplished. Authorized activities shall be strictly limited to anyone, or a combination of the following aeronautical services performed in full compliance with the specific activity standards, hereinafter, set forth:

- Aircraft Sales (New and/or Used)
- Airframe and Powerplant Repair Facilities
- Aircraft Rental
- Flight Training
- Line Services (Aircraft Fuels & Oil Dispersing)
- Specialized Aircraft Repair Service - radios, propellers, instruments, and accessories
- Aircraft Charter and Air Taxi
- Specialized Commercial Flying Services
- Commercial Aviation Operators Subleasing from another Commercial Operator on the Airport
- Storage of aviation fuels.

Scheduled air carrier and scheduled air taxi services, as defined by the FAA, or any other activities not specifically provided for in the minimum standards, will be subject to negotiation.

**Commercial Self-Service Fueling** - Fueling of an aircraft by the pilot using commercial fuel pumps installed for that purpose. The fueling facility may or may not be attended by the vendor, which may be an FBO or an airport sponsor/operator that is exercising its right to sell fuel.

**Domestic Animal** - any animal of a species usually domesticated in the United States and customarily found in the home.

**Driving Permit** - the privilege, granted by EAM, to operate a motor vehicle on the AOA and designated on an individual's airport ID badge.

**Easterwood Airport Management – EAM** - A company designated and employed by The Texas A&M University System as its exclusive and official Agent to manage and operate Easterwood Airport, on the terms and provisions and in accordance with the directions and limitations herein.

**Emergency Vehicle** - vehicles that are painted, marked, lighted or escorted and used by the Airport fire or police division; ambulances; and other official airport vehicles in response to an emergency situation.

**Employee** - is a person who is hired for a wage, salary, fee, or payment to perform work for an employer.

**EMS** – Emergency Medical Services

**Engine Run-Up** - the operation of an aircraft engine at power settings in excess of those power settings needed for normal taxiing of aircraft. Engine run-up is usually associated with relatively high power settings needed to check out the performance of an aircraft engine prior to takeoff.

**Engine Run-Up Areas** - areas designated by EAM that allow high power settings needed of an aircraft engine.

**Equipment** - means all machinery, together with the necessary supplies, tools, and apparatus necessary to properly conduct the activity or services being performed.

**Escort** - the accompaniment of a person or vehicle that is not authorized to be on the AOA by a person or person in an authorized vehicle who carries (displays) the appropriate Airport ID badge.

**Exclusive Right** - The power, privilege or other right excluding or debarring another from enjoying or exercising a like power, privilege or right or by other means. An exclusive right can be conferred by express agreement, by the imposition of unreasonable standards or requirements, or by any other means. Such a right conferred on one or more parties but excluding others would be an exclusive right.

*Note: Granting an exclusive right to conduct activities on an airport developed or improved with federal funds is expressly prohibited by law; however, TAMUS may reserve such exclusive rights unto itself.*

**FAA** - means the Federal Aviation Administration of the United States Department of Transportation (USDOT).

**FAR** - United States Federal Aviation Regulations.

**Fixed-Base Operator (FBO)** - means any operator that maintains facilities specifically defined herein at the airport for the purpose of engaging in the retail sales of aviation fuels and associated line service, aircraft airframe and powerplant repair and maintenance, and a minimum of three (3) of the following: flight instruction/aircraft rental, aircraft sales, air taxi and aircraft charter operation, avionics, instrument, propeller repair, aircraft storage, or aircraft parking (tie-down).

**Flammable** - the tendency of a material, liquid or gas to ignite readily or to explode.

**Flammable liquids** - any liquid which emits a flammable vapor at or below a temperature of 100 degrees F, as determined by a flash point from Tagliabue Open Cup Tester, and shall include any combustible liquids currently used as aircraft fuel.

**Flying Club** - a nonprofit not-for-hire entity organized for the express purpose of providing its members with an aircraft, or multiple aircraft, for their personal use and enjoyment. Ownership of the aircraft, or multiple aircraft, is vested in the name of the flying club or owned ratably by all of its members.

**FSD** – Federal Security Director of the TSA.

**Fueling Agent** - means any business licensed and authorized to dispense fuel into aircraft or to accept delivery of fuel from a major oil company or fuel wholesaler at the fuel tank storage facility or fuel farm. At the fuel farm, the fueling agent will further dispense fuel from the fuel storage tanks into fuel servicing vehicles which must be affiliated with an airport FBO or fuel concessionaire.

**Fuel Servicing Vehicle** - also Fuel Tanker Vehicle or Refueling Truck/Vehicle means any motor vehicle used for transporting, handling or dispensing aviation fuel, oils, and lubricants on the airport.

**Fuel Storage Area** - also Fuel Farm means those facilities where AVGAS, Jet-A, automobile gasoline (Mogas), or other hazardous materials are stored. These facilities must be in areas designated, inspected and approved by EAM and meet minimum standards that specifically address the safe storage, handling, and dispensing of fuels or hazardous materials on the airport.

**Garbage** - any refuse, trash or rubbish.

**General Aviation** - means all categories and types of aviation activities and/or commercial operations in the U.S. other than those for certified air carriers defined under FAR Parts 121 or 135 or for the Department of Defense (DOD).

**Ground Transportation** – taxi, limousines, airport transfer, hotel shuttle and other vehicles for hire/courtesy vehicles. All ground transportation operators must apply for and hold a valid permit.

**Hangar** - means any fully or partially enclosed storage space for one or more aircraft.

**Hazardous Material** - means a substance or material in a quantity or form that may pose an unreasonable risk to health, safety, or property when stored, transported, or used in commerce as defined by the U.S. Department of Transportation or the Environmental Protection Agency.

**ICC – International Code Council.** These standards were formerly incorporated under the Building Officials and Code Administrators (BOCA).

**Improvements** - means all buildings, structures, and facilities, including pavement, fencing, signs, and landscape constructed, installed or placed on, under or above any leased area by or with the concurrence of a lessee. Plans and specifications for all improvements must be approved by TAMUS for conformity with its buildings and construction standards.

**Industrial Waste** - any waste product, liquid, gaseous or solid, derived from industrial activity.

**International Aircraft Operation** - means, in general, operations outside the territory of the U.S., including operations between the U.S. and foreign countries, and the U.S. and its territories or possessions. Includes both the combination passenger/cargo carrier and the all-cargo carriers engaged in international and territorial operations.

**Itinerant Aircraft** - also Transient Aircraft means any aircraft not "home-based" at the airport, but transiting the airport, obtaining fuel service or other service at the airport, or on-loading or off-loading passengers or cargo. Itinerant aircraft are "home-based" elsewhere and may park or hangar at the airport for short periods of time.

**Itinerant Mechanic** - means an individual or business that conducts aviation mechanical repairs at the airport for profit, but is not a tenant or located on the airport property. The mechanic is responsible for acquiring all required EAM and State Licenses along with the applicable Insurance Policies that may be required.

**KCLL** – Easterwood Airport

**Landside** - the general public common use areas of the airport such as public roadways, public parking lots, non-restricted areas of the passenger terminal and the air cargo terminal and other public access non-restricted areas of commercial business located on the airport. As a rule, "landside" includes all those areas not defined as the AOA or otherwise fenced, posted or controlled as restricted areas.

**Law Enforcement Officer** - any person vested with a police power of arrest under Federal, State, County, Municipal, or Municipal Authority, and identifiable by uniform, badge, or other indication of authority, and who meets the requirements of TSR Part 1542.

**Lease** - A contract between TAMUS and an operator granting a concession that transfers rights or interests in property, or otherwise authorizes the conduct of certain activities. The lease must be in writing, executed by both parties, and enforceable by law.

**Leased Premises** - means the entirety or portions of a ground area under lease by TAMUS to one or more entities, which may include all or parts of buildings, improvements, and fixed and removable structures.

**Lessee** - means any operator having a valid lease with TAMUS.

**License also "Permit"** - an official written instrument granting a special privilege to conduct specific business activities on the airport. The license is authorized and granted by EAM on an annual basis after the licensee satisfies all necessary conditions as established in the Airport Minimum Standards document and pays the required annual license fee. Granting of an airport license is mandatory prior to conducting business on the airport.

**Light Industrial Activity** - means on-airport industrial activity that may, or may not, be aeronautically related. Such activity must be compatible with airport operations and cannot directly generate smoke, fumes, light, gases, odors, electronic magnetic fields, radio frequencies, or heat that may adversely affect the usefulness, operation, or safety of the airport.

**Light Industrial Development** - means on-airport industrial development that may, or may not, be aeronautically related. All on-airport light industrial facility development and/or associated activities shall be governed and restricted to remain compatible and conducive to the continued operation and cannot directly generate smoke, fumes, light, gases, odors, electronic magnetic fields, radio frequencies, or heat that may adversely affect the usefulness, operation, or safety of the airport. Industrial development of buildings, machinery, facilities, or appurtenances (as determined by EAM or the FAA) shall not interfere with the intended use or safety of the airport's airspace as defined by FAR Part 77.

**Light Industrial Operator** - means any operator that through lease agreement with EAM develops and engages in on-airport light industrial operations that are compatible with airport operations.

**Movement area** - the runways, taxiways, other areas of the airport which are used for taxiing or hover taxiing, air taxiing, takeoff, and landing of aircraft exclusive of loading ramps and aircraft parking areas and is under the control of the FAA Airport Traffic Control Tower located at Easterwood Airport.

**NFC** - National Fire Code published by the National Fire Protection Agency.

**NFPA** - National Fire Protection Agency.



**Non-Aeronautical-Related Commercial Activity** - means commercial activity by entities, which by nature of the operation or service, are not directly associated with aeronautical activities. Such activities are allowed provided that they do not adversely affect the usefulness, operation, or safety of the airport.

**Non-Aeronautical-Related Commercial Operator** - means any operator that through lease and/or Operating Agreement with EAM conducts on-airport commercial activities which, by nature of the operation or service, are not directly associated with aeronautical activities. Examples of non-aeronautical- related commercial operations typically include: car rentals, taxis service, restaurants, bars/lounges, vending machine and retail stores.

**Non-Commercial Aeronautical Activity** - means activity by any operator that conducts general aviation service(s) solely for its own benefit, not for the benefit of the public, or for hire.

**Non-Commercial Aeronautical Operator** - means any operator that through lease and/or Operating Agreement with EAM maintains a facility or provides a general aviation service solely for its own benefit, and not for the benefit of the public. Such non-commercial aeronautical operators are specifically prohibited from offering aeronautically related products or services for sale to the public.

**Non-Commercial Non-Aeronautical Operator** - means any operator that provides any service not directly related to commercial aeronautical operations and can only operate locally (based at the airport).

**Non-movement Area** - those portions of the airport designed for the surface maneuvering of aircraft which is not under control of the FAA Airport Traffic Control Tower located at Easterwood Airport.

**Notice To Airmen (NOTAM)** - means a notice containing information (not known sufficiently in advance to publicize by other means) concerning the establishment, condition, or change in any component (facility, service, or procedure of, or hazard in the National Airspace System) the timely knowledge of which is essential to personnel concerned with flight operations.

**NTSB** - National Transportation Safety Board.

**Operating Agreement** - means a written contractual agreement between EAM and any operator granting a concession or otherwise authorizing the conduct of certain activities which is in writing and enforceable by law.

**Operator** - also Commercial Aeronautical Operator means any operator engaged in any business on the airport that is authorized and licensed to conduct such business by virtue of a contract or agreement with EAM. The business may, or not be directly associated with aircraft and aeronautical activities.

**Owner** - means TAMUS.



**Parking Lot** - any designated parking area such as employee and public areas, including parking structures.

**Permission or Permit** - permission granted by EAM, unless otherwise indicated. Permission or permit, whenever required by the rules and regulations shall be written permission, except that verbal permission in specific instances may be granted under special circumstances where the obtaining of written permission would not be practical.

**Person** - any individual, firm, partnership, corporation, company, association, or joint stock association, and includes any trustee, receiver, committee, assignee or other representative or employee thereof.

**Permittee** - means any operator having a valid permit with EAM.

**Public-Use Airport** - any airport owned and operated by either public or private entities but which is opened for all public use.

**Public Area** - that area including concession areas, restrooms, roadways, and sidewalks, any terminal building area used for public access, roadways, and sidewalks on the sides of any terminal building area on the sides of each building(s) away from the landing area, parking lots exclusive of such areas as are designated as truck parking, taxicab parking, freight, and mail loading and unloading ramps and docks.

**Repair Facility** - means any facility properly designed and equipped as specified herein to be utilized for the repair of aircraft to include airframe, power plant, propellers, radios, instruments, and accessories. Such facilities will be operated in accordance with pertinent FAA regulations.

**Restricted Area** - those portions of the airport, or portion of any building on the Airport, to which access is restricted to authorized persons and is not accessible by the general public.

**Roadway** - that portion of a highway or street improved, designed or ordinarily used for vehicular travel.

**Safety Area** - the designated area abutting the edges of the runway or taxiway intended to reduce the risk of damage to an aircraft inadvertently leaving the runway or taxiway.

**Security Identification Display Area (SIDA)** - that portion of the AOA where additional security measures are in place and each person is required to continuously display, on the outermost garment, an airport- approved identification badge.

**Self-Fueling** - the fueling of an aircraft by the owner of the aircraft or the owner's employee. Self-fueling means using fuel obtained by the aircraft owner from the owner's preferred source to fuel their aircraft, but not for resale. An Aircraft Owner choosing to Self-Fuel must possess a Self-Fueling Permit issued by the Airport Manager, and pay a fuel flowage fee as established by EAM.

**Self-Service** - includes activities such as adjusting, repairing, cleaning, and otherwise providing service to an aircraft, provided the aircraft owner performs the service or his/her employees with resources supplied by the aircraft owner.

**Self Service Fueling** - means fueling accomplished by the owner, owner's employee, or operator of an aircraft at a business facility approved and authorized by EAM to conduct Fueling operations.

**Specialized Aviation Service Operation (SASO)** - means an aeronautical business that offers a single or limited service. Examples of these specialized services may include aircraft flying clubs, flight training, aircraft, airframe and powerplant repair/maintenance, aircraft charter, air taxi or air ambulance, aircraft sales, avionics, instrument or propeller services, or other specialized commercial flight support business.

**State** - the State of Texas.

**Sterile Area** - that portion of the terminal building beyond the security screening checkpoint.

**Sublease** – means a subordinate lease granted by a lessee, to another operator for specified use of all or part of the airport property defined within the original lease, with specific permission from TAMUS.

**TAMUS** –The Texas A&M University System

**Tenant** - a leaseholder, permittee or other occupant of land or premises owned or operated by TAMU.

**Terminal or Terminal Building** - all buildings and structures located within the airport and open to the public for the purpose of flight ticket purchase, public lobby waiting, baggage check-in and those other services related to public air travel.

**Terminal Ramp** - that portion of the AOA immediately adjacent to the passenger terminal.

**T-hangar** - an individual aircraft hangar designated for the storage of one aircraft.

**Tie-down** - means the designated paved or turf area suitable for parking of aircraft wherein a minimum of three suitable tie-down points are available.

**TSA** – Transportation Security Administration.

**TSR** – Transportation Security Regulation.

**Weapon** - a firearm, knife (whose blade is exposed in an automatic way by switch, push-button, spring mechanism, or otherwise), bomb, grenade, stun gun, stun baton, blackjack, metal knuckles, or any other implement for the infliction of serious bodily injury which serves no common lawful purpose.

## **3.0 GENERAL AIRPORT RULES AND REGULATIONS**

### **3.1 APPLICABILITY**

These Rules and Regulations apply to all users of, and persons on, any portion of the property owned by TAMUS or controlled by EAM. Tenant organizations shall be responsible for the dissemination of, accessibility to and the compliance with these rules and regulations by their employees.

These Rules and Regulations may be amended, changed or modified by EAM.

### **3.2 VIOLATION OF RULES**

There are concerns associated with violations of local, state, and federal environmental laws, statutes, rules, safety regulations, codes, ordinances, and FAA airport security regulations. The Director of Aviation has the enforcement authority to enforce compliance with all applicable Airport Rules and Regulations and Operating Directives.

Applicable Airport rules and regulations, directives, and environmental, safety, and health documents that shall be adhered to include, but are not limited to, the following:

- Airport Rules and Regulations;
- Airport Operating Directives
- Airport Security Plan
- Applicable Lease, Contract, Agreement and/or Permit for Activities at the Airport.
- Minimum Standards for General and Construction Industries;
- National Fire Protection Association (NFPA) Codes and Standards
- Code of Federal Regulations (CFR) Titles 14, 29, 40 and 49.
- Applicable airport security regulations included in the Airport Security Plan are Federal Aviation Regulations (FAR) 107, 108, 109, 129, and the Air Carrier Standard Security Plan.

#### **3.2.1 PURPOSE**

Administrative enforcement measures stated within these rules and regulations pertain to violations of any of the above stated laws, statutes, rules, codes, ordinances, and/or regulations, and compliance is mandatory for all airport tenants, their employees, agents, representatives, contractors, and/or sublessees. In addition, to facilitate overall regulatory compliance, these rules and regulations provides for a progressive enforcement mechanism and administrative costs intended to ensure the safe and expeditious operation of aircraft, vehicle traffic, and Ground Support Equipment (GSE) as well as the clean and efficient operations of the Airport. A written “Notice of Violation” (NOV) will be issued for safety and environmental violations. A written “Airfield Citation” will be issued for all violations which occur on the AOA. A written warning will be issued for all non-criminal, non-moving violations which occur on the landside portions of the Airport, which includes ground transportation areas and parking areas.

### 3.2.2 ENFORCEMENT PROCEDURES

A written violation, as identified in Section B above, will be issued that may specify a progressive penalty and/or an Administrative Assessment for such violations.

1. **General:** The enforcement action, including the amount of any Administrative Assessment, will be based, generally, on one or more of the following factors:
  - a. Severity of the violation.
  - b. The duration, quantity and quality of pollutants, and/or the affect on public safety and/or the environment (i.e. Did the violation cause extensive damage to the environment or cause an operational impact?).
  - c. If the violation did or could have resulted in personal injury, loss of human life, and/or damage to Airport property or facilities or nearby off-Airport property or facilities.
  - d. The violator's knowledge, either negligent or intentional, of the regulation violated.
  - e. Any history of violations, including individuals and/or tenants, previous enforcement actions involving the site, Airport tenant, business or individual.
  - f. The effectiveness of the enforcement action as a deterrent to similar violations in the regulated community.
2. **Enforcement Responsibilities:** EAM representatives may implement enforcement procedures and issue a NOV, Airfield Citation, and/or other Infraction
3. **Types of Enforcement**

The three (3) types of progressive enforcement that may be issued by EAM, at its sole discretion and judgement, for any violation of the previously mentioned rules and regulations and/or operating directives are as follows:

- a. **Retraining:** Repeat offenders of ramp driving and vehicle operation violations may be offered retraining.
- b. **Warnings:** A "Warning" citation may be issued for first time offenses.
- c. **Suspension / Termination of airport access privileges:** EAM may temporarily or indefinitely suspend or terminate the driving privileges of the offender.
- d. **Contractual Penalty and/or Administrative Assessment:**  
A "Contractual Penalty" and/or an "Administrative Assessment," for the purposes of these rules and regulations, shall be defined as a monetary penalty which may, at the sole discretion and judgement of the Director of Aviation, be assessed for any violation of any Airport rules, regulations, or Operating Directives, and for violations of any other regulations as listed herein, arising from negligence, non- compliance, the failure to act upon required corrective measures, the failure to implement corrective measures in a timely manner, and the failure to comply with the terms and conditions of any lease, agreement, and/or permit. A Contractual Penalty and/or an Administrative Assessment can be levied by a written NOV, Airfield Citation, and/or other Infraction concerning violations that occur at any location on Airport property, including

but not limited to, the airfield, ramp areas, terminal areas, roadways, runways, taxiways, tenant leasehold areas and any other designated TAMUS property. A Contractual Penalty and/or an Administrative Assessment can only be levied by the Director of Aviation in addition to other remedies set forth in addition to other remedies set forth in a lease, contract, agreement, and/or permit.

All citations that include a Contractual Penalty and/or an Administrative Assessment shall be forwarded to the Director of Aviation.

The Director of Aviation or designee, will determine the Contractual Penalty and/or Administrative Assessment amount on a case by case basis. The Contractual Penalty and/or Administrative Assessment amount shall not exceed One Thousand and 00/100 (\$1,000.00) Dollars per violation, per day. Each day (24-hour period) shall be considered a new violation. The Director of Aviation may reduce or set the Contractual Penalty and/or Administrative Assessment, at his sole discretion and judgement, based on the factors identified in these rules and regulations. The amount of the Contractual Penalty and/or Administrative Assessment will be determined by the severity of the violation. Certain excessive violations, such as accidents, drug/controlled substance use by personnel, security violations, or other violations that result in death, injury, and/or property damage, may require a maximum penalty and/or assessment and action to be taken immediately. The Director of Aviation may also reduce the Contractual Penalty and/or Administrative Assessment to a Warning.

An amount not to exceed fifty percent (50%) of the imposed Contractual Penalty and/or Administrative Assessment may be deferred, at the discretion of the Director of Aviation. Such deferred assessments shall be immediately reimposed in the event of repeat violations within a six (6) month time frame.

The tenant will receive follow-up written notification from the Director of Aviation within five (5) working days from the date of the citation that will include the Contractual Penalty and/or Administrative Assessment amount.

4. **Appeals Process:** The Director of Aviation or designee will consider appeals on a case by case basis and will respond in writing within fifteen (15) working days after receiving a written appeal.
  - a. **Time Limit:** The tenant may appeal a NOV, Airfield Citation, or other Infraction, in writing, within fifteen (15) working days of the date of the written notification from the Director of Aviation.
  - b. **Letter of Appeal:** The tenant shall send a letter of appeal to the Director of Aviation. The letter shall include the following information.
    - A copy of the NOV or Airfield Citation.
    - A copy of any previous written correspondence.
    - Documentation of corrective measures thus far implemented.

- Remedial action measures that will help ensure that the violation is not repeated.
- c. Tenants may further appeal the decision of the Director of Aviation to the Texas A&M University System, in writing, within ten (10) working days after receiving the final written decision from the Director of Aviation. Any such appeals shall include the information required above and a copy of the final written decision from the Director of Aviation.

#### 5. Good Faith Efforts

- a. Self-Reporting: Self reporting and demonstrated good faith efforts to comply with EAM operational, safety and environmental policies will be considered favorably during any enforcement and appeals process.
- b. Leaks, Spills, or Discharges: Generally, the EAM will not initiate formal enforcement action on a self-reported, unavoidable leak, spill, or discharge under the following circumstances:
  - When it is unreasonable to prevent such an occurrence.
  - The leak, spill, or discharge amount is minimal.
  - No substances have entered the storm drains.
  - The leak, spill, or discharge poses no significant or widespread risk to human health or the environment.

#### 6. TYPES OF VIOLATIONS, PENALTIES AND/OR ADMINISTRATIVE ASSESSMENTS

Type of Violation	Penalty	Administrative Assessment
MOVING VIOLATIONS ON AOA	1st = Warning 2nd = Retraining 3rd = Suspension / Termination of Driving Privileges	Up to \$1,000 per violation, per day
NON-MOVING VIOLATIONS ON AOA	1st = Warning 2nd = Suspension / Termination of Driving Privileges	Up to \$1,000 per violation, per day
SECURITY VIOLATIONS	1st = Warning	Up to \$1,000 per violation, per day
EQUIPMENT AND GROUND SERVICE VIOLATIONS	1st = Warning 2nd = Impounding Vehicle / Equipment 3rd = Suspension / Termination of the Use of Vehicle /	Up to \$1,000 per violation, per day

ENVIRONMENTAL VIOLATIONS	1st = Warning	Up to \$1,000 per violation, per day
SAFETY AND HEALTH VIOLATIONS	1st = Warning	Up to \$1,000 per violation, per day

### **3.3 SEVERABILITY**

If any section, subsection, subdivision, paragraph, sentence, clause or phrase of these Rules and Regulations or any part thereof, is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, or other competent agency, such decision shall not affect the validity or effectiveness of the remaining portions of these Rules and Regulations or any part thereof.

If the application of any provision or provisions of these Rules and Regulations to any lot, building, sign, other structure, or parcel of land is found to be invalid or ineffective in whole or in part by any court, or other competent jurisdiction, or other competent agency, the effect of such decision shall be limited to the property or situation immediately involved in the controversy, and the application of any such provision to other properties and situations shall not be affected.

Section 4.4 shall apply to every portion of these Rules and Regulations as they have existed in the past, as it now exists and as it may exist in the future, including all modifications thereof and additions and amendments thereto.

### **3.4 INTERPRETATION**

In the event that an interpretation of any provision of these Rules and Regulations is required, EAM shall render such interpretation at its sole discretion.

### **3.5 Procedures and Addenda**

Any written operational procedures and addenda to these Rules and Regulations will only be issued by EAM or designee.

### **3.6 APPLICABLE LAWS**

All applicable Federal and State laws and regulations and the laws and regulations of any other legal authority having jurisdiction, as now in effect or as they may from time to time be amended, are hereby incorporated as part of these Rules and Regulations as though fully set forth herein.

### **3.7 EAM AUTHORITY**



When EAM determines that an emergency affecting the health, welfare and/or safety of persons and/or property exists at the airport, he/she will be empowered to take that action which, within his/her discretion and judgment, is necessary or desirable to protect persons and property and to facilitate the operation of the airport.

During such an emergency EAM may suspend these Rules and Regulations, or any part thereof, and he/she may in addition issue such orders, rules and regulations as may be necessary.

EAM shall at all times have authority to take such reasonable action as may be necessary for the proper conduct and management of the public and those that work at or who have access to the airport.

### **3.8        ADVERTISEMENTS**

No person shall post, distribute, or display signs, advertisements, circulars, printed or written matter at the Airport without the prior written permission of EAM and payment of fees as required.

### **3.9        AIRCRAFT RESCUE AND FIRE FIGHTING (ARFF)**

ARFF has the primary duty of responding to aircraft emergencies at Easterwood Airport. ARFF personnel respond to other emergencies as prescribed in the Emergency Management Plan of the Airport Certification Manual (ACM), including emergency medical incidents on the airport.

### **3.10       AIRPORT ID BADGE**

Any person who has access to the AOA and anyone who works at KCLL must be issued an airport ID badge. Anyone who has been issued an airport ID badge must wear the badge at all times while on TAMUS property. If any person comes onto KCLL property without their ID badge, they will be prohibited from working or being escorted until they either retrieve their ID badge or are issued a replacement ID badge at a cost to be determined by EAM.

### **3.11       ANIMALS**

No person shall enter the terminal building or any other TAMUS owned or operated building with any animal, except a “service” dog or police K-9 unless the animal is properly confined and ready for shipment by air. Animals on airport property but outside TAMUS owned buildings are otherwise permitted if on a leash or restrained in such a manner as to be under the complete control of its handler or caretaker. No persons shall be permitted to keep pets on airport premises. Any stray livestock or animal on the airport will be disposed of by EAM in accordance with the laws and ordinances applicable thereto.

### **3.12       BEHAVIOR THAT IS DISORDERLY, IMPROPER, OFFENSIVE OR INAPPROPRIATE**



No tenant, tenant employee, or any other employee authorized to be on KCLL property will behave in a disorderly, improper, offensive, inappropriate manner while on airport property. The behavior would include, but not limited to, language and or physical gestures.

### **3.13 COMMERCIAL ACTIVITIES**

No person shall enter or remain on the airport and buy, sell, peddle or offer for sale or purchase any goods, merchandise, property or services of any kind whatsoever, on or from the airport property without the prior written consent of EAM and payment of fees as required.

### **3.14 COMMERCIAL PHOTOGRAPHY**

No person, except representatives of the news media on duty or during official assignments, shall take still, motion, television, or sound pictures for commercial purposes on the airport without the prior consent of EAM.

### **3.15 CONSTRUCTION AND OBSTRUCTION CONTROL**

No person shall:

- erect, construct, modify, or in any manner alter any structure, post or pole of any structure, or sign;
- alter or in any way change color, design or decor of existing airport improvements;
- operate, park or store any equipment, vehicles, supplies or materials;
- create any mounds of earth or debris;
- cause or create any physical object on land or water that penetrates the operational air space as outlined in FAR Part 77;
- conduct any other work on airport property;

without first obtaining permission from EAM and without strict compliance to the directions of TAMUS and other authorities having jurisdiction

### **3.16 CRIMINAL HISTORY RECORD CHECK (CHRC)**

EAM has established that no person can either work at or have access to KCLL without first successfully completing a CHRC. In order to successfully complete the CHRC, the individual must not have had any felony convictions for ten (10) years prior to their application for an airport ID badge. Additionally, if any applicant is not a citizen of the U.S.A. or has not been a resident of the U.S.A. for the required twenty year period, that person must provide official documentation from their home country or country of residence other than the U.S.A. that they were not convicted of a crime that would be considered a felony in either their home country or the U.S.A. The CHRC would encompass the entire ten year period that the applicant was considered a legal adult. The only criminal conviction that would be included for an applicant that was less than eighteen (18) years old would be a conviction where a court of law adjudicated that the applicant was an adult.

### **3.17 DAMAGE OR DESTRUCTION TO AIRPORT PROPERTY**

No person shall destroy or cause to be destroyed, injured, damaged, defaced or disturbed in any way, property of any nature located on the airport, nor willfully abandon any personal property on the airport. Any person causing or responsible for such injury, destruction, damage or disturbance shall report such damage to the Airport Police and, upon demand by EAM, shall reimburse the airport for the full amount of the damage. Any person causing or failing to report and/or reimburse the airport for injury, destruction, damage or disturbance of airport property, may be refused the use of any facility until and unless said report and/or reimbursement has been made and shall be liable for this damage, in addition to any other penalties prescribed in these regulations or as determined by legal officials

### **3.18 DEMONSTRATIONS AND PICKETING**

In case of labor disputes or other events, picketing or other demonstrations shall be confined to exterior areas of the building in which the struck employer conducts its primary operations. No more than four pickets shall be allowed on TAMUS property at any time relative to a strike. Picketers shall keep moving and shall be no closer than eight feet apart, shall not block paths of entrance or exit of pedestrians or vehicles or endanger or impede the movement of aircraft, passengers, or vehicles. No picket signs shall contain language which constitutes fraud, libel, misrepresentations, or which incites a breach of peace.

No picket shall incite a breach of peace, intimidate or coerce any person or engage in disorderly conduct. No picket shall use flashing lights, distracting noises or signs or equipment that will restrict visibility or traffic flow, or create a nuisance. Any union shall furnish a picketing schedule to the Office of the Director of Aviation on a daily basis at the beginning of each day's picketing activities.

### **3.19 EMPLOYEE BACKGROUND CHECKS**

Employee background checks, to include a CHRC as mandated by EAM as well as those prescribed by TSR Parts 1542 and 1540, will be conducted on each employee or tenant, engaged in public or private enterprise, when that employee either has access to the Airport Operations Area (AOA) or is employed at KCLL regardless of access privileges. This includes full and part time employees, as well as individuals working under internships, apprenticeships or other voluntary programs. This also includes tenants who may lease space for their aircraft.

### **3.20 EMERGENCY PLAN**

EAM will coordinate with the ATCT on the notification and response to aircraft emergencies. Should an emergency situation involving an aircraft at the gate or otherwise parked and not under control of ATCT occur, the Office of the Director of Aviation shall be contacted. During all emergency situations, the EAM Airport Emergency and/or Security Plan shall govern as applicable.

### **3.21 GAMBLING**

All forms of gambling on airport property are prohibited.

### **3.22 GROUND TRANSPORTATION SERVICES**

All ground transportation operators must apply for and hold a valid permit in the absence of a concession agreement.

### **3.23 LITTER AND REFUSE**

No person shall place, discharge, or deposit in any manner, papers, trash, rubbish, waste oil, or other refuse anywhere on the Airport, except in receptacles and other such places prescribed by EAM. All litter and refuse must be covered when transported in vehicles, and all receptacles for said materials must have covers and be kept closed. Stored or transported litter or garbage must be in secured plastic bags.

### **3.24 LOST ARTICLES**

All lost articles shall be turned into the Office of the Director of Aviation or an Airport Police Officer as soon as possible. Any articles not claimed within sixty (60) days shall become the property of TAMUS to be sold, used or disposed of at the discretion of EAM.

### **3.25 SMOKING AND USE OF ELECTRONIC SMOKING DEVICES**

EAM has created a no smoking policy. All airport customers, tenants, and employees shall abide by provisions made therein.

EAM has established specific guidelines for its no smoking policy as follows: Smoking, Smokeless Tobacco, use of electronic smoking devices is prohibited anywhere on airport property including in all airport buildings except at designated locations.

**Approved Smoking and Vaping Locations.** Smoking and vaping will only be permitted in designated outdoor smoking areas located more than twenty (20) feet from any building entrances as shown in Exhibit A. All Persons using the smoking areas are responsible for properly extinguishing cigarettes or cigars, etc. and keeping those areas clean.

**Tenant/Employer Responsibility to Ensure Compliance.** Tenants and other employers at the Airport are responsible for ensuring that their employees, subtenants, contractors etc. are aware of, and comply with, the requirements of EAM's no smoking or vaping policy.

### **3.26 RESTRICTED AREAS**

No person shall enter any restricted area except persons who are authorized to be therein, who display the proper badge for the area, or are properly escorted.

### **3.27 SECURITY PROGRAM**

Any TSA fines and/or penalties assessed against the Port for noncompliance with the ASP and/or Part 1500, Title 49 Code of Federal Regulations and arising from the actions of any entity leasing, occupying or using space (including all tenants, subtenants, permittees, licensees, service providers, invitees and/or operators) anywhere in the Airport, will be passed through to the entity, tenant subtenant, lessee, permittee, service provider, individual and/or operator names as the source of the violation on the TSA fine, but only after the EAM exhausts its administrative remedies under the TSA appeal process.

#### **3.27.1 RULES PERTAINING TO SECURITY**

No person or vehicle may access or be in any Restricted Access Area within the Airport unless they are in compliance with the Rules and Regulations.

#### **3.27.2 FEDERAL SECURITY REGULATIONS**

All persons in possession of, or applying for an Airport Identification Badge, and those with authority to authorize the application for or possession of Airport Identification Badges for use at the Airport must comply with the 49 CFR 1520, 49 CFR 1540 and 49 CFR 1542.

All Transportation Security Regulations may be obtained through the Airport Security Coordinator.

### **3.28 ACCESS CONTROL PROCEDURES**

The following rules pertaining to security apply to access through Restricted Access Area doors and gates:

#### **3.28.1 FORCING OPEN SECURITY DOORS OR GATES**

All persons are prohibited from forcing open a door or gate providing access to the Restricted Access Area.

#### **3.28.2 REPORTING MALFUNCTIONS**

Any Airport Identification Badge holder who has attempted to use his/her Airport Identification Badge to open an access-controlled point but finds a malfunction of the locking mechanism to reduce or negate control, must report the malfunction to the Airport Security department immediately either by phone.

### **3.28.3 AOA AND AIRFIELD GATES**

Only one vehicle may enter an access control point onto the airfield per driver badge unless the badge holder gaining access is escorting other vehicles. The driver must have a valid AOA badge indicating they are authorized to drive on the AOA. The badge holder who opens the vehicle gate to enter must ensure the gate is completely closed prior to driving away. If exiting from an AOA point with other vehicles, the badge holder driving the last unescorted vehicle is responsible to ensure the gate closes and is secure before driving away.

### **3.28.4 PEDESTRIAN ACCESS**

Pedestrians may access only the airfield through Pedestrian Gates and only if they have authorized access. Pedestrians are not allowed to access the AOA through any vehicle gate without prior authorization from the ASC.

### **3.28.5 SECURITY KEYS**

Keys that control airport locks are controlled and tracked. Loss of a security key may result in the re-keying of numerous door/locks to ensure the compliance with regulation, as well as the integrity of security at the Airport. Costs for re-keying associated to lost keys may be billed to responsible party(s).

### **3.28.6 AOA ACCESS THROUGH TENANT-OCCUPIED FACILITIES**

Tenants are responsible to control access onto the AOA or SIDA from the facilities that they occupy. This includes areas that are contracted or subcontracted. Any and all parties with a documented interest in a specific area are responsible. Additional fines may be assessed by EAM to the company and/or the employee.

### **3.29 REMOVED**

### **3.30 STORAGE OF PROPERTY OR EQUIPMENT**

Storage of property or equipment not normally used for flight operations or other aviation activities is prohibited unless provided for by lease with TAMUS or other contractual agreement with EAM.

### **3.31 TENANT ACTIVITIES**

### **3.32 UNAUTHORIZED ACTIVITY**

No tenant, tenant employee, or any other employee authorized to perform any function on the airport, shall in any way assist anyone to engage in any activity on the airport which is not authorized by EAM.

### **3.33 CONSTRUCTION REQUIREMENTS**

All tenant construction must conform to requirements outlined within each lease agreement and as set forth by TAMUS.

### **3.34 SIGNAGE**

No signs, exposed to public view, shall be installed on the airport without the prior written approval of EAM.

### **3.35 UNAUTHORIZED OR ILLEGAL ITEMS**

No tenant, tenant employee, or any other employee authorized to perform any function on the airport, shall possess, have in their control, or have on any airport property any item that is either unauthorized or illegal.

### **3.36 WILDLIFE MANAGEMENT**

No person shall create an attractant for wildlife or other animals by leaving food or debris in any area. Tenants and tenant employees are responsible to maintain their leasehold areas in a manner that does not promote wildlife hazards.

### **3.37 TRAINING REQUIREMENTS**

Any employee or tenant whose duties or access privileges involve certification responsibilities prescribed by Federal Aviation Regulations Part 139, responsibilities under Transportation Security Administration Regulations Part 1542, or EAM Rules or Regulations must successfully complete the required recurrent training, including but not limited to: AOA Drivers Training, Airport Safety Certification Inspection Training, Wildlife Management Training, Security Identification Display Area Training, and must achieve a passing score on the applicable examinations. Failure to pass the examinations will render an employee or tenant either unqualified for his/her position or require a change in access and/or driving privileges.

### **3.38 AIRCRAFT OPERATIONS**

#### **3.38.1 AUTHORITY TO RESTRICT OPERATIONS**

EAM shall have the authority at any time to close the airport in its entirety, or any portion thereof, to air traffic; to delay or restrict any flight, or other aircraft operation; to refuse takeoff permission to aircraft; and to deny the use of the airport or any portion thereof to any specified class of aircraft or to any individual or group when EAM considers any such action to be necessary and desirable to avoid endangering persons or property and to be consistent with the safe and proper operation of the airport. In the event EAM determines the condition of the airport or any part thereof to be unsafe for landings or takeoffs, EAM shall issue a NOTAM closing the airport or any part thereof.

### **3.38.2 RESTRICTION OF OPERATIONS**

All aircraft operations will be confined to hard surfaced areas (runways, taxiways, taxilanes and aircraft parking aprons) except when authorized to do otherwise by EAM.

### **3.38.3 OPERATION OF AIRCRAFT**

All aircraft operations on the Airport shall comply with all TAMUS, federal, state and local rules, regulations, ordinances, statutes or laws.

No aircraft shall be operated on the airport in a careless or negligent manner, in disregard of the rights and safety of others, without due caution, at a speed or in a manner which endangers personnel or property or while the pilot or any other person aboard, controlling any part of the operation thereof, is under the influence of or impaired by the use of alcohol, illegal drugs, legal drugs or substances.

### **3.38.4 TAXIING, TOWING OR MOVING OF AIRCRAFT**

1. No person may taxi an aircraft in a designated movement area until he/she has ascertained that there will be no danger of collision with any person or object.
2. No aircraft shall be taxied, towed or pushed back in a careless or reckless manner. Any aircraft being taxied, towed or otherwise moved shall do so at a reasonable speed not to that of a person walking. when being towed or 25 M.P.H. when taxiing. Push back operations shall not exceed a normal walking speed.
3. Pilots shall not taxi onto or across the runway in use until specifically cleared to do so by radio or visual signal.
4. Aircraft shall not be taxied on the airport except on paved runways, taxiways, taxilanes, and aircraft parking aprons or ramps unless authorized by EAM.
5. Aircraft shall be taxied in accordance with prescribed taxiing patterns when any particular runway is in use.
6. No person shall taxi an aircraft into or out of a hangar or other buildings under actual aircraft power. Aircraft will be towed or pushed by machines or by hand into and out of hangars.
7. During hours of darkness, while taxiing or towing an aircraft, the wingtip lights and tow vehicle's lights shall be illuminated.

8. Wing walkers are required whenever pushed back aircraft are to pass within twenty (20) feet of any other aircraft.
9. General Aviation aircraft are not allowed to taxi onto air carrier aprons/ramps without permission from EAM.

### **3.38.5 AIRCRAFT ENGINE STARTS AND RUN-UPS**

1. All aircraft or aircraft engines shall be started and run-up in locations designated for such purposes by EAM. A person may not warm-up or run-up a jet or turbo-prop engines at the airport other than in those areas and at those times designated by EAM. No person shall operate the engine or engines of any aircraft in such position or directed in such a manner as to cause damage to other aircraft or property, cause undue noise, or in such a manner as to blow dirt, paper or other materials across taxiways or runways, or in such a manner as to endanger the safety and/or operations on the airport.
2. No person shall start or run an engine of an aircraft unless a licensed pilot or certificated A&P mechanic is attending the aircraft controls. Wheel blocks, equipped with ropes or other suitable means of chocking the wheels of an aircraft to deter movement, and shall always be placed in front of the main landing wheels before starting the engine or engines, unless the aircraft is locked into position by functioning locking brakes.
3. A person may not leave an aircraft unattended with engines running.
- 4.

### **3.38.6 AIRCRAFT PARKING**

1. No person may park any aircraft in any area other than that prescribed by EAM.
2. Except in emergencies, no person may enplane or deplane passengers in an area that has not been designated for that purpose. A person may not park an aircraft anywhere at the airport in such position as to block access through hangar doors, obstruct taxiways or runways, unless this action is approved by EAM or the operator having jurisdiction over the hangars.
3. A person may not use any area of the airport, other than the public aircraft parking and storage areas, for parking and storage of aircraft, except as otherwise specifically approved by lease or otherwise.
4. A person may not park an aircraft on a public aircraft parking area at the airport other than according to the procedures and rate schedule established by EAM. No person operating a private, non-scheduled or military aircraft may park, unload passengers, obstruct or attempt to use an aircraft gate position assigned to a scheduled air carrier.
5. A person may not park and leave any aircraft without the aircraft being tied down properly and/or the landing gear chocked with wheel blocks or other approved devices, except as otherwise approved by EAM.

### **3.38.7 AIRCRAFT ACCIDENT REPORTS**

1. A person operating an aircraft who is involved in an accident on the airport property, resulting in injury to any person or damage to any property, shall, if physically able:
  - a. Stop the aircraft at the scene of the accident or as close as possible to it, without obstructing other aircraft operations or motor vehicle traffic more than necessary.



- b. Notify EAM and the Federal Aviation Administration.
  - c. Then return to and remain at the scene of the accident until a full report has been given to the investigating official, and;
  - d. Upon request, exhibit to the investigating officer(s) any permit, license, registration or other document relevant to the accident or the persons or property involved.
- 2. A person operating an aircraft who is involved in an accident on the airport, and the owner of the aircraft, if other than the operator, shall, if physically able, make a full written report of the accident to the Office of the Director of Aviation within 24 hours after the accident, or as soon as possible thereafter, including names and addresses of the persons involved, the registration and license number of the aircraft involved, and any other information relevant to the accident.
  - 3. A person may not remove an aircraft from the scene of the accident until permitted to do so by the Federal Aviation Administration, the National Transportation Safety Board, and/or EAM.

### **3.38.8 DISABLED AIRCRAFT**

- 1. Any owner, lessee, operator or other person having the control, or the right of control, of any disabled aircraft on the airport shall be responsible for the prompt removal and disposal thereof, and any parts thereof, subject, however, to any requirements or direction by the NTSB, the FAA or EAM that such removal or disposal be delayed pending an investigation of the accident.
  - a. Any owner, lessee, operator or other person having control, or the right of control, of any aircraft does, by use of the airport, agree and consent, notwithstanding any provision in any agreement, lease, permit or other instrument to the contrary, that EAM may take any and all necessary action to effect the prompt removal or disposal of disabled aircraft that obstruct any part of the airport utilized for aircraft operations; that any costs incurred by or on behalf of the airport for any such removal or disposal of any aircraft shall be paid to EAM; that any claim for compensation against EAM and any of their officers, agents or employees, for any and all loss or damage sustained to any such disabled aircraft, or any part thereof, by reason of any such removal or disposal, is waived; and that the owner, lessee, operator, or other person having control, or the right of control, of said aircraft shall indemnify, hold harmless and defend EAM and all of their officers, agents and employees, against any and all liability for injury to or the death of any person, or for any injury to any property arising out of such removal or disposal of said aircraft.
  - b.

### **3.38.9 TWO-WAY RADIO AND AIRCRAFT EQUIPMENT**

- 1. Radio Procedure
  - a. No aircraft may land or take off at the airport unless it is equipped with a functioning two-way radio having two-way communication with the ATCT on the airport unless prearranged with the FAA.

- b. Radio contacts by the pilots of aircraft and UNICOM operators shall be conducted in accordance with the procedures and by means of the phraseologies prescribed by FAA.
2. Aircraft Equipment  
Aircraft may not be operated on the airport, other than a helicopter, unless it is equipped with a tail or nose wheel and wheel brakes, except with the permission of EAM. When any pilot of an aircraft that is not equipped with adequate brakes taxis such aircraft, such pilot shall not taxi near buildings or parked aircraft unless an attendant is at the wings of the aircraft to assist the pilot. Aircraft in excess of three thousand pounds gross weight shall not be taxied under any circumstances when its brakes are inoperative but shall be towed from place to place until its brakes are repaired and again operational.

3.

### **3.38.10 AIRCRAFT TIE-DOWN**

It shall be the responsibility of the aircraft owner or operator to ensure the adequacy of tie- down equipment and methods used in securing aircraft parked on the airport.

### **3.38.11 DERELICT AIRCRAFT**

1. A person may not abandon an aircraft anywhere on the airport. EAM may remove any abandoned aircraft from the airport at the sole risk and expense of the aircraft owner.
2. Any aircraft parked on the public aircraft apron for a period in excess of sixty (60) day and not flown during that period of time shall be declared a derelict unless arrangement for extended parking has been made with EAM. Such aircraft shall be subject to removal and impoundment by EAM with any and all costs incurred being the responsibility of the aircraft owner.
3. A person may not store or keep aircraft parts or components being held as inventory anywhere on the airport other than in an enclosed facility approved by EAM.
- 4.

### **3.38.12 LIABILITY FOR DAMAGES**

The owner or operator of any aircraft which by reason of any type of accident, crash, fuel spill, or fire, or which by reason of malfunction or operation, causes any damage to airport property, shall report such damage to the Office of the Director of Aviation immediately and shall be fully responsible to EAM for the damage. The amount of the damage shall be ascertained by EAM who shall make demand upon the owner or operator for payment to restore damaged property.

### **3.38.13 INTERFERING OR TAMPERING**

No person may tamper or interfere with any aircraft or put in motion the engine of such aircraft, or use any aircraft parts, instruments or tools, without permission of the aircraft owner.

### **3.38.14 PARKING RESPONSIBILITY**

Upon direction from EAM, the operator of any aircraft parked or stored at the passenger terminal shall move said aircraft from the place where it is parked or stored. If the operator refuses to

comply with such directions, EAM may arrange for the tow of said aircraft at the expense of the owner or operator, and without liability for damage which may result in the course of such moving.

### **3.38.15 AIRCRAFT MARKING DURING LOW VISIBILITY PERIODS**

Every aircraft parked on other than designated parking aprons, shall have its running lights lighted during the hours between sunset and sunrise and during low visibility periods (less than 3 miles), except in areas designated by EAM. Other means of identifying and marking the wingtips of the aircraft while parked may be used in lieu of the running lights, but prior authorization for any substitute wingtip identification must be from EAM.

### **3.38.16 USE OF UNSAFE AREAS**

No aircraft shall use any part of the AOA considered temporarily unsafe for taxiing, landing and takeoff, or which is not available for any reason. The boundaries of such areas will be marked by EAM and an appropriate NOTAM issued.

### **3.38.17 HELICOPTER OPERATIONS**

1. Helicopters arriving and departing the airport shall operate under the direction of the ATCT at all times.
2. No helicopter may land or takeoff from the airport unless it is equipped with two-way radio functioning on a frequency to maintain communication with the ATCT unless prearranged with the FAA.
3. Helicopters shall avoid fixed-wing aircraft traffic patterns and altitudes to the maximum extent possible.
4. Helicopters shall not be taxied, towed, or otherwise moved with rotors turning unless there is a clear area of at least twenty-five (25) feet in all directions from the outer tips of the rotors.
5. Helicopters shall not be operated within two hundred (200) feet of any area on the airport where unsecured light aircraft are parked.
6. During landings and takeoffs, helicopters shall not pass over any airport buildings, structures, their adjacent auto parking areas, passenger concourses, or parked aircraft.

### **3.38.18 AIR TRAFFIC RULES**

1. Motorless Aircraft  
A person may not land at, or take off from, the airport in a motorless aircraft without obtaining written permission from EAM.
2. Experimental Flights, Demonstrations and Stunt Flying.
  - a. A person may not conduct experimental flights or ground demonstrations of flight at the airport without the previous written approval of EAM.
  - b. A person may not perform or conduct stunt flying or air acrobatics at the airport, except for the public displays of aviation flight authorized in writing by EAM.
3. Based Aircraft

All aircraft based at Easterwood Airport shall be equipped with a functioning two-way radio designed to transmit and receive frequencies which are monitored by ATCT. Radio receivers shall be turned on prior to taxiing, and shall be left on during the time the aircraft is within the Class “C” Airspace, and shall not be turned off until the aircraft is parked in a designated parking area after landing.

Aircraft operations shall be confined to hard-surfaced areas only.

No aircraft shall use the airport if such use is in violation of Federal, State, or local laws. If such use is noted it shall be the responsibility of the person observing the unauthorized usage of the airport to report this occurrence to EAM immediately.

4. Landing and Taking Off.
  - a. Landings and takeoffs shall be made in the direction and on the runway as indicated by tower personnel.
  - b. Taxiways shall not be used for takeoffs or landings.
  - c. Simulated forced landings are prohibited at KCLL.
  - d. All persons operating aircraft within the Airport’s Class “D” Airspace, as described in the Airmen’s Information Manual (AIM), shall conform to the current established traffic patterns and procedures; promulgated jointly by the Federal Aviation Administration (FAA) and EAM.
5. Refusal of Clearance  
EAM may delay or restrict any flight or other operations at the airport and may refuse takeoff or landing clearance to any aircraft for any reason lawfully justified.

### **3.38.19 INTOXICANTS AND DRUGS**

As provided under FAR Part 91.11, no pilot or other member of the flight crew of an aircraft in operation on the airport or any person attending or assisting in said operation on the airport shall be under the influence of intoxicating liquor or drugs, nor shall any person under the influence of intoxicating liquor or drugs be permitted to board any aircraft, except a medical patient under care. Any person violating this section may be denied use of the airport by EAM.

No tenant, tenant employee, or EAM employee shall be permitted to work at the airport if they are under the influence of intoxicating liquor or drugs. Those under a physician’s care may work if using prescription medication that will not affect their ability to perform their duties safely.

### **3.38.20 ULTRALIGHTS**

Ultralights are prohibited at KCLL, except for Special Events approved in writing by EAM.

### **3.38.21 PARACHUTE JUMPING**

Parachute jumping is prohibited at KCLL, except for Special Events approved in writing by EAM.

## **3.39 MOTOR VEHICLE OPERATIONS**

### **3.39.1 GENERAL**

1. The laws of the State of Texas and EAM relating to the operation of motor vehicles on streets and public highways shall apply, where applicable, to the operation of motor vehicles on airport streets and roadways. No person may operate a motor vehicle on airport property unless they hold a valid state motor vehicle operator's license.
2. All vehicles operated on airport roadways must at all times comply with any lawful order, signal or direction by a Police Officer or other duly authorized personnel. When traffic is controlled by signs or by mechanical or electrical signals, such signs or signals shall be obeyed unless directed otherwise by authorized personnel.
3. EAM is authorized to place and maintain such traffic signs, signals, pavement markings, and other traffic control devices upon airport roadways, parking facilities and other airport property as required to indicate and carry out the provisions of these Rules and Regulations to guide and control traffic.
4. Vehicles on airport roadways shall operate in strict compliance with the roadway speed limits prescribed by EAM as indicated by posted traffic signs.
- 5.

### **3.39.2 RESERVED, POSTED OR RESTRICTED PARKING AREAS**

1. EAM is authorized to reserve all or any part of the parking lots or other areas not under lease or permit for the sole use of vehicles of TAMUS, its officers or employees, tenants, or for such visitors to the airport as they may designate, and to indicate such restrictions by appropriate markings and/or signs; designate a parking time limit on any portion of said lots; designate any portion of said lots as a passenger loading zone or a freight loading zone; designate any portion of said lots as a "No Stopping" "No Waiting" or "No Parking" area (or other similar designation); designate where and how vehicles shall be parked by means of parking space markers; and designate direction of travel and indicate same by means of appropriate signs and/or markings.
2. When appropriate signs and/or markings have been installed, no person may park or drive a vehicle on any portion of such lots reserved for the exclusive use of any vehicles unless authorized by EAM.
3. Vehicles of working members of the news media and communication vehicles may be provided designated press parking areas by the Office of the Director of Aviation during special events or aircraft incidents only.
4. Vehicles parked in any parking lot or other authorized parking area reserved for public, private or employee use, shall park in such a manner as to comply with all posted and/or painted lines, signs and rules.
5. Vehicles displaying appropriate disabled insignia, issued by state authorities, may park in designated disabled parking areas for such periods as indicated by appropriate signs and/or markings.

### **3.39.3 AUTHORIZATION TO MOVE VEHICLES**

EAM may remove, or cause to be removed at the vehicle owner's expense from a restricted or reserved area, any roadway or right-of-way, or any other area on the airport, any vehicle which is

disabled, abandoned, or illegally or improperly parked, or which creates an operations, safety or security problem. The vehicle shall be released to the owner or operator thereof upon proper identification of the person claiming such vehicle and upon payment of the towing charge and any accrued parking, storage, and administration fees thereon. EAM shall not be liable for damage to any vehicle or loss of personal property which might result from the act of removal.

#### **3.39.4 PROPER USE**

1. No person shall operate any vehicle on the airport other than on the roads or places authorized by EAM for use by that particular type of vehicle.
2. No person shall use the roads or walks on the airport in such manner as to hinder or obstruct proper use.
3. No person shall operate a vehicle in a reckless or dangerous manner, at a speed greater than posted or if the vehicle is not roadworthy or in such a condition as to endanger persons or property.

#### **3.39.5 PEDESTRIANS**

Pedestrians, in marked crosswalks, shall have the right-of-way at all times over vehicular traffic.

#### **3.39.6 TENANT AND EMPLOYEE PARKING**

All employees of EAM and of companies, organizations or agencies having tenancy on the airport shall park only in designated parking areas, display appropriate parking pass and pay appropriate fees, if applicable.

#### **3.39.7 MOTORCYCLES AND BICYCLES**

Every person riding a motorcycle or bicycle upon an airport roadway shall be granted all rights and shall be subject to all duties made applicable to the driver of a vehicle.

#### **3.39.8 VEHICLE/DRIVER REGULATIONS ON THE AIR OPERATIONS AREA DRIVERS**

1. No vehicle shall be operated on the AOA unless the driver has a valid operator's license and is either licensed to operate the class of vehicle by an appropriate state licensing agency or has been properly trained and authorized to operate that class of vehicle by the employee's supervisor and possess a KCLL operator's permit.
2. No person operating or driving a vehicle on any aircraft ramp shall drive at a speed greater than five (5) miles per hour when operating within the vicinity of an aircraft. No person operating or driving a vehicle on any aircraft ramp shall drive at a speed greater than fifteen (15) miles per hour. No person operating or driving a vehicle on any access or perimeter road shall drive at a speed greater than twenty-five (25) miles per hour. Factors including but not limited to, weather and visibility shall be taken into consideration to determine a safe operating speed. (Authorized emergency vehicles during emergency functions are exempt from these speed limits).

3. No person operating or driving a vehicle on T-hangar taxilanes shall drive at a speed greater than fifteen (15) miles per hour.
4. No vehicle shall pass between an aircraft and the passenger terminal or passenger lane when the aircraft is parked at a gate position or may pass under the wing of an aircraft, except those vehicles servicing the aircraft. All other vehicles must drive to the rear of the aircraft and shall pass no closer than 20 feet from any wing or tail section.
5. Passengers enplaning or deplaning aircraft, and moving aircraft shall have the right-of-way at all times over vehicular traffic. Vehicle drivers must yield the right-of-way.
6. No vehicle shall enter the Air Operations Area unless clearance and permission has been obtained from EAM and the driver has the appropriate driving privileges, or the vehicle is properly escorted.
7. No vehicle shall enter the Movement Area unless equipped with an operable two-way radio in communication with and having obtained clearance from ATCT and the driver has the appropriate driving privileges, or is being escorted by a TAMUS vehicle.
8. No person shall operate any motor vehicle which is in such physical or mechanical condition as to endanger persons or property, is in disrepair, or which, in the opinion of EAM, is an eyesore.
9. No person shall:
  - a. Operate any vehicle that is overloaded or carrying more passengers than the number for which the vehicle was assigned.
  - b. Ride on the running board or stand up in the body of a moving vehicle unless it is for a special event and authorization has been given.
  - c. Ride with arms or legs protruding from the body of a vehicle except when the vehicle is designated for such use.
10. A guide is required whenever the vehicle operator's vision is restricted.
11. No fuel truck shall be brought into, stored, or parked within 50 feet of any building or aircraft not being fueled or defueled. In addition, no fuel truck shall be positioned within one hundred (100) feet of any visible source of ignition unless authorized by EAM.
12. Tractor and/or container carriers shall tow no more than six (6) carts, pods, igloos or containers than are practical. All carts, pods, igloos or containers under tow must be under control, tracking properly, and safe.
13. Ramp vehicles and equipment shall be parked only within areas established by EAM.
14. Vehicles shall not be operated under any passenger loading bridge except during emergencies.
15. No person shall park a vehicle in an aircraft parking area, safety area, grass area or in a manner so as to obstruct or interfere with any aircraft movement area or ramp area.
16. No person shall park, or leave unattended, vehicles or other equipment that interfere with use of a facility by others or prevents movement or passage of aircraft, emergency vehicles or other motor vehicles or equipment.
17. No person shall park a vehicle or equipment within fifteen feet (15) of a fire hydrant or in such a manner as to prohibit a vehicle from accessing the fire hydrant.
18. No person shall operate a vehicle or other equipment on the AOA while under the influence of alcohol or any drug that impairs, or may impair the operator's abilities.
19. Each vehicle operator utilizing an airport perimeter (security) gate shall ensure the gate closes properly and completely behind their vehicle prior to leaving the vicinity of the



gate and shall ensure no unauthorized vehicles or persons gain access to the AOA while the gate is open.

20. Vehicles shall not be operated in a reckless or careless manner. A reckless or careless manner is one which intentionally or through negligence threatens the life or safety of any person or threatens damage or destruction to property.
21. No vehicle shall be driven over any unprotected hose from a fire apparatus without the consent of a fire official.
22. Ground support equipment (GSE), such as fuel trucks, tractors and other ramp vehicles, shall not enter the movement area or cross runways, unless an emergency condition exists and approval is received from EAM. If approval is granted, GSE vehicles must be escorted by EAM personnel.
23. Every person seeking driving privileges anywhere on the AOA must successfully complete EAM Driver's Training and receive a passing score on the Driver's Training Examination. Every person granted AOA driving privileges must complete recurrent driver training every 12 calendar months and receive a passing score on the driver training exam in order to maintain driving privileges.

## **VEHICLES**

1. No vehicle shall be operated on the AOA unless it is registered in the State of Texas or any other State, or is a qualified "off road vehicle" that is not normally operated on public streets.
2. All vehicles operated on the AOA must have vehicle liability insurance as required by EAM.
3. All tenant vehicles operated on the AOA shall be approved by EAM.
4. Carts or pieces of equipment being towed or carried after darkness must have rear reflectors and/or rear lights.
5. No vehicle shall be permitted on the air operations area unless:
  - a. It is properly marked as outlined in the EAM rules and regulations governing vehicle operation on the airport.
  - b. It is in sound mechanical condition with unobstructed forward and side vision from the driver's seat. Mirrors may be used for rear vision as well.
  - c. It is equipped with a fire extinguisher.

### **3.39.9 FUELING**

1. Fueling services for commercial and general aviation aircraft are provided by the FBO.
2. Self-fueling is permitted only by Aircraft Owners possessing a valid Self-Fueling Permit issued by the Airport Manager.
- 3.

### **3.39.10 VEHICULAR ACCIDENTS**

Operators of vehicles involved in an accident on the AOA that result in damage to an aircraft, airport property or another vehicle shall follow these procedures:



1. Any person operating a vehicle involved in an accident which causes injury or death of any person or damage of any property shall immediately report such accident to the Office of the Director of Aviation.
2. The operator of the vehicle shall immediately stop and remain at the scene of the accident and render reasonable assistance, if capable, to any person injured.
3. The operator of any vehicle involved in an accident shall provide and surrender the following to an appropriate EAM employee:
  - a. Name and address.
  - b. Airport identification card.
  - c. State driver's license.
  - d. Any other related information the officer requests.

### **3.39.11 EMERGENCY RESPONSE VEHICLES**

1. Operators of authorized emergency or police vehicles, when responding to an emergency, or when in pursuit of a suspected violator and utilizing audible and/or emergency devices may:
  - a. Proceed through a stop signal or sign but must ensure passage through the signal or sign will not endanger aircraft, property or personnel.
  - b. Exceed speed limits and disregard regulations governing direction of movement or turning in specified directions as long as it is done safely.
2. When responding to an emergency, drivers of authorized emergency or police vehicles may park or stand without regard to the provisions of these regulations.
3. When a driver observes the approach of an airport emergency or police vehicle making use of audible and/or visual signals, the driver shall yield the right-of-way to the responding vehicle until the vehicle(s) have passed, unless otherwise directed by a police officer.

### **3.39.12 RADIO FAILURE**

In the event of a two-way radio failure and loss of communications with the control tower when operating a vehicle on the movement area, the driver shall turn his/her vehicle toward the tower and flash his/her lights. After receiving the proper light gun signal from the tower, the driver shall proceed as directed. All personnel who drive vehicles on the movement area shall know the meaning of all FAA light gun signals.

<b>Air Traffic Control Tower Light Gun Signals</b>			
<b>Color and Type</b>	<b>Movement of Vehicles, Equipment and Personnel</b>	<b>Aircraft on the Ground</b>	<b>Aircraft in Flight</b>
Steady Green	Cleared to cross proceed or go	Cleared for takeoff	Cleared to land

Flashing Green	Not applicable	Cleared for taxi	Return for landing (to be followed by steady green at the proper time)
Steady Red	STOP	STOP	Give way to other aircraft and continue circling
Flashing Red	Clear the taxiway/ runway	Taxi clear of the runway in use	Airport unsafe, do not land
Flashing White	Return to starting point on airport	Return to starting point on airport	Not Applicable
Alternating Red and	Exercise extreme caution	Exercise extreme caution	Exercise extreme caution

### **3.39.13 PENALTIES AND SUSPENSION OF DRIVING PRIVILEGES**

1. Penalties for failure to comply with the airside vehicular traffic regulations shall consist of written warnings, suspension of AOA driving privileges and/or revocation of AOA driving privileges. Receipt of three written warnings by an operator of a vehicle in any twelve month period will automatically result in suspension of AOA driving privileges for a minimum of twenty (20) calendar days and a maximum of sixty (60) calendar days unless otherwise specified.
2. EAM is not obligated to follow any specific order and/or succession in assessing penalties. EAM reserves the exclusive right to assess any penalty it deems appropriate at any time to any individual authorized to operate a vehicle on the AOA without regard to prior operating history based on an evaluation of the circumstances surrounding and/or the severity of a particular incident or incidents.
3. Revocation of AOA driving privileges shall be for no less than the unexpired term of the Driver's Permit or twelve (12) months, whichever is greater; or the permanent loss of AOA driving privileges.
4. EAM will provide a copy of all written warnings issued to an operator, to the local manager of the company owning or in possession and control of the vehicle or vehicles involved in the violation(s) and the operator's employer, if different.

## **3.40 PUBLIC AND TENANT USE**

### **3.40.1 GENERAL**

The criminal laws of the State of Texas apply on the airport.

#### **Tenant Operations - Mandatory Compliance or Prohibited Activities**

1. As a condition of receiving operating privileges, all tenant operators must certify that they are in compliance with these Rules and Regulations and Minimum Standards.

2. Tenants are prohibited from sublease or sublet, or assignment of lease, of any premises located on TAMUS-owned real estate without prior written approval of EAM.
3. Tenants are responsible for training their employees on the contents of EAM Rules and Regulations document, EAM Airport Minimum Standards and applicable portions of the tenant lease agreement with TAMUS.
4. Tenants must ensure that all tenant employees meet reasonable standards necessary for the safe conduct of each employee's job task, especially as these tasks relate to safe and rational conduct in and around aircraft and all other areas of the AOA.
5. Structural and decorative changes to any building, structure, ramp, or other airport property requires prior written approval of EAM and must comply with local building codes and inspections and lease agreements.
6. All tenant areas are the property of TAMUS. As such, all tenant areas are open to inspection by EAM for purposes of health, safety, and security. Inspections of tenant areas would include all public and private areas to include desks, lockers, work and lounge areas, and any closed or open containers.

### **3.40.2 ROADWAYS AND WALKWAYS**

No person shall travel on the airport, other than on the roads, walks or places appropriate for the manner of travel being performed, or occupy the roads and walks in such a manner as to hinder or obstruct their proper use or create a hazard to others.

### **3.40.3 SOLICITING**

No person shall solicit funds or handouts on the airport or within any facilities, structures or areas, except as authorized by EAM.

### **3.40.4 HUNTING AND FISHING**

No person may fish, hunt, trap or kill any fish, bird or animal on the airport except as authorized by EAM.

### **3.40.5 LOITERING**

No person may loiter on any part of the airport or in any building on the airport. Any person who shall refuse to comply with a proper request to leave airport property by EAM or the Police shall be regarded as a trespasser.

### **3.40.6 T-HANGARS**

1. No person shall utilize these hangars for any commercial use not specifically authorized in a lease agreement by TAMUS.
2. No person shall utilize these hangars for anything other than storage or for preventive maintenance as defined by the lease of the tenants' personal aircraft without specific written authorization of EAM.
3. The electrical system of each T-Hangar is for light service only. Only winches, dipstick heaters, trouble lights and portable tools will be allowed in addition to the basic lighting fixture.
4. All such devices should be properly grounded. No electrical motor or appliance is to be located within 18 inches of the hangar floor.
5. Aircraft are not to be fueled in a T-hangar.
6. Aircraft batteries are not to be charged while any portion of the aircraft is in the T-hangar.
7. Area heaters, regardless of type, are not permitted in the T-hangars. Open flame operations of any kind are strictly prohibited. No smoking is permitted in the T-hangars.
8. T-hangar floors are to be kept free of debris and flammable materials. Flammable liquids may be stored if in quantities and containers which meet local fire codes.
9. Lessees of T-hangar facilities shall comply with all applicable Federal, State, Local and EAM rules, regulations, statutes and ordinances.
10. Modification of any T-hangar is prohibited unless the written approval of EAM is granted.
11. Suspending or storing items from T-hangar ceilings or beams is prohibited.
12. Attaching shelving or other items to T-hangar walls is prohibited.
13. Locks for T-hangars shall be provided by EAM.
14. Waste oil or fuel is not to be disposed of in a drain or on the ground. It must be disposed of in a container and/or methods approved by EAM.
15. T-hangar tenants are permitted to use the T-hangar taxiways for ground vehicular access to their hangar, subject to the exercise of due caution and the philosophy that aircraft have the right-of-way at all times. Vehicles utilized for driving to and from the airport may be parked inside the T-hangar leased to the tenant provided tenant has driving privileges.
16. Painting or doping is prohibited inside T-hangars or in the T-hangar area.
17. All hangars and T-hangars can be inspected by EAM at any time in order to ensure that prohibited items are not present or to determine if there are other safety, security or health violations.

### **3.40.7 USE OF SHOP AREAS**

All shops, garages, equipment and facilities are expressly for the conduct of the owner's or lessee's official business and operations. No person other than employees of the owner or lessee shall make use of these facilities or loiter around such premises without individual and specific permission of the owner or lessee. This section applies to TAMUS facilities as well as all other facilities.

## **4.0 SAFETY**

#### **4.1 FIRE AND SAFETY**

All fire and fire related safety provisions of these Rules and Regulations including hazardous materials, shall be in accordance with applicable sections of the IBC, the NFPA and/or ICC and standards, and all applicable laws, rules and regulations of the State of Texas and TAMUS.

#### **4.2 USE OF UTMOST CARE REQUIRED**

All persons using the airport or its facilities shall use the utmost care to guard against fire and injury to persons and property. It is the responsibility of supervisors at all levels to insure a safe working environment through safety and mishap prevention.

#### **4.3 HANDLING OF EXPLOSIVES AND OTHER HAZARDOUS MATERIALS**

Explosives not acceptable for transportation under applicable federal regulations are not permitted on the airport except as approved by EAM, no Class 1.1 or 1.2 explosives, Class A poisons or radioactive material are permitted on the airport.

Hazardous materials regulated in this article shall include, but not be limited to, those materials enumerated in DOT Regulations published in 49 CFR Parts 100 through 200, as amended.

Hazardous materials regulated in this article shall also include any material which has been determined to be hazardous based upon any appraisal or assessment by or on behalf of the party storing this material in compliance with the requirements of the EPA or the State of Texas, or which should have been, but was not determined to be hazardous due to the deliberate failure of the party storing the material to comply with the requirements of the EPA and/or the State of Texas.

Compliance with all applicable regulations governing explosives which are acceptable for transportation is required. Any other material subject to federal or state regulations governing hazardous materials must be handled in compliance with those regulations and any other restrictive regulations that EAM might deem necessary to impose. Any waiver of such regulations or any part thereof by the FAA, TSA, or by any other competent authority shall not constitute or be construed to constitute a waiver of this rule by EAM or an implied permission.

Advance notice of at least twenty-four hours shall be given to EAM for any operations requiring permission pursuant to this rule.

Permission may be given for the movement of radioactive materials only when such materials are packaged, marked, labeled and limited as required by regulations applying to transportation of explosives and other dangerous articles and which do not create an undue hazard to life or

property at the Airport. The Office of the Director of Aviation shall provide EAM with information relative to the hazards of any material subject to this section.

All Airport tenants involved with the handling of hazardous materials must provide the airport with a Hazardous Materials Removal Plan. The plan will include the name of the company used for removal of hazardous materials and the names and 24-hour telephone numbers of tenants' staff authorized to handle such removals. The plan will be updated annually.

#### **4.4 FIRE EXTINGUISHERS AND EQUIPMENT**

1. Fire extinguisher equipment, airport fire protection systems and equipment shall not be altered, tampered with at any time, nor used for purposes other than firefighting or fire prevention.
2. All extinguishers and other such equipment shall be inspected in accordance with the schedule as established by EAM.
3. All fire doors and other fire prevention apparatus shall be accessible and kept unobstructed at all times.
4. During aircraft fuel servicing, two (2) dry chemical fire extinguishers (fifteen (15) pounds or larger) or CO<sub>2</sub> equivalent shall be available for immediate use.

#### **4.5 OPEN FLAMES**

1. No person shall smoke or carry lighted cigars, cigarettes, pipes, matches or any naked flame on any aircraft apron, ramp, fuel storage area, or in any place that is one hundred (100) feet from any fuel storage area, fuel vehicle or fuel transfer operation or within fifty (50) feet of any aircraft which is not in motion; nor shall any person throw such articles from any vehicle, area or aircraft.
2. No person shall initiate or maintain any open fire of any type on any part of the Airport without permission from EAM.
3. No person shall operate an oxyacetylene torch, electric arc or similar flame or spark-producing device on any part of the airport except in areas within leased premises specifically designated for such use by EAM, unless a permit from the ARFF has first been obtained. No permit shall be issued for operations within an aircraft hangar, any fuel storage area, or upon any components or section of any hydrant fuel distribution systems, unless the work is required for repair of such areas or hangars or fuel systems. Where such operation is required, permission shall first be obtained from EAM and shall be subject to such conditions as EAM may impose.
4. Every person observing any unattended or uncontrolled fire on the airport premises shall immediately report it. No person shall make any regulation or order, written or verbal, which would require any person to take any unnecessary delaying action prior to reporting such fire.
5. The heating of engine oil, to promote easier cold weather operation, shall be restricted to steam, hot water, hot air or approved electrical heaters.

## **4.6 FUELING**

1. No aircraft shall be fueled or defueled while passengers are on board unless a passenger boarding ramp or loading walkway is in place at the cabin door of the aircraft and a cabin attendant is present at the cabin door.
2. Only persons duly authorized in pursuit of official duties shall be permitted in the immediate vicinity of an aircraft while the aircraft is being fueled.
3. All aircraft shall be positively bonded to a bonding source during fueling or defueling operations.
4. In the event of fuel spillage and when there is no apparent presence of fire, fuel delivery units shall not be moved until spillage is dispersed or removed. Spilled fuel must be cleaned up immediately and the area secured. No aircraft or vehicular movement shall be allowed in the area until authorized by ARFF personnel.
5. Any person causing or responsible for a fire in the fuel delivery unit while servicing an aircraft shall immediately notify the Office of the Director of Aviation. In the event of spillage, fueling shall be discontinued immediately and all emergency valves and dome covers shall be secured.
6. The fuel cargo of any refueling unit shall be unloaded by approved transfer apparatus only, into the fueling tanks of aircraft or storage tanks, except that when such unit is disabled through accident or mechanical failure and it is necessary to remove the fuel, such fuel may be transferred to another refueling tank or unit vehicle, provided the necessary bonding connections have been made prior to fuel transfer.
7. No aircraft shall be fueled or defueled while a flight engine is running with passengers on board. Unless previously arranged or should unforeseen circumstances require fueling to take place with one engine running, the fueling agent shall contact the EAM Airport Operation office in advance. If needed, The Airport Operation office will coordinate with the ARFF to have a rescue vehicle monitor the fueling operation. It is recommended that no fueling operation start until the rescue vehicle is physically on the scene. A loading ramp or jet bridge must be in place for the maintenance and aircrew personnel during the operation.
8. Fuel trucks shall not approach within one hundred (100) feet of any aircraft to be serviced until aircraft engines are shut off and/or propeller motionless and the pilot or authorized representative has approved the servicing of the plane.
9. Each hose, funnel or other equipment used in a fueling or defueling operation on the airport, must be maintained in a safe, sound and non-leaking condition in conformance with the current edition of NFPA 407.
10. Tenants who perform fueling services must have an approved training program for their employees.
11. A high standard of housekeeping at fuel farms and fuel facilities is most important. Accumulated debris of trash and paper along with overgrowth of vegetation all represent serious fire hazards. The FBO will take all precautions to insure areas are kept clean and safe. Fuel storage areas will be fenced with gates and warning placards prohibiting general public access. Electric switches and fixtures must be "explosion proof" when installed for use in the immediate vicinity of fuel vapors.
12. Fuel servicing vehicles are prohibited from being parked or stored inside a building.



#### **4.7 INSPECTIONS AND CLEANING SCHEDULES OF COMMERCIAL COOKING EQUIPMENT**

Commercial cooking equipment shall be installed, maintained and protected from fire in accordance with the requirements of the most restrictive applicable fire and health codes. These shall be the standard for insuring proper installation, inspection and maintenance procedures.

#### **4.8 AIRCRAFT PARTS CLEANING MATERIALS**

Cleaning of aircraft parts and other equipment shall be accomplished preferably with nonflammable cleaning agents. When flammable materials must be used, only liquids having flash points in excess of 100 degrees F shall be used and special precautions shall be taken to eliminate ignition sources in compliance with good practice recommendations of the IFC and NFPA/ICC.

#### **4.9 ENGINE OPERATIONS WITHIN HANGARS**

The operation of aircraft engine(s) inside any hangar is prohibited.

#### **4.10 MOTOR VEHICLES IN HANGARS**

No motorized vehicles or recreational vehicles, except tugs and other vehicles or equipment used in the operation or maintenance of the aircraft, shall be stored on the leased premises at any time. Hangar entrances shall be kept clear at all times. The only exception is that T-hangar tenants may park their authorized vehicle in their leased T-hangar while their aircraft is not in that T-hangar.

#### **4.11 PAINT, VARNISH AND LACQUER USE**

For paint, varnish or lacquer spraying operations, the arrangement, construction, ventilation and protection of spraying booths and the storing and handling of materials shall be in accordance with the IFC and/or the NFPA/ICC standards in effect at the time.

No spray painting shall take place inside any Airport structure unless it is in an approved spray booth.

#### **4.12 COMPRESSED GAS CYLINDERS - STORAGE ROOMS**

Cylinders or flasks of compressed gases shall be stored in accordance with ICC standards in effect at the time and only in Class A fire-resistant storage. The cylinders or flasks must have protective caps in place and must be restrained to keep from falling.



## **5.0 SELF-FUELING**

Self-Fueling is the non-commercial fueling of an aircraft by the Aircraft Owner or the Aircraft Owner's employee(s) using the Aircraft Owner's own vehicles, equipment, employees, and resources. Any Aircraft Owner engaging in self-fueling at Easterwood Airport shall do so in compliance with all Airport, federal, state, and local laws, rules and regulations.

### **5.1 SELF-FUELING PERMIT**

1. No Aircraft Owner shall engage in fueling operations at Easterwood Airport without having first been issued a Self-Fueling Permit by the Airport Manager.
2. A Self-Fueling Permit will identify the specific owned aircraft that can be Self-Fueled with that specific Permit.
3. Aircraft Owner shall lease from the Airport, an area of sufficient size, shape, and location to accommodate the operator's Self-Fueling activities and operations.
4. All into-plane delivery of fuels shall be performed only on Aircraft Owner's leased premises. All into-plane delivery of fuels will be accomplished in accordance with NFPA 407 which, in part, requires that fueling be performed outdoors and not inside of hangars, or within 25 feet of any building.

### **5.2 FUEL STORAGE**

1. Aircraft Owner shall demonstrate that satisfactory arrangements have been made for the storage of fuel, as follows:
  - a. Through an authorized FBO at the Airport; or
  - b. In a fuel storage facility leased by the Aircraft Owner which:
    - i. Has a total storage capacity of not less than 12,000 gallons for jet fuel or 10,000 gallons for Avgas
    - ii. Complies with all current FAA, NFPA, ATA, API, EPA, TAMUS, federal, state, and local laws, rules and regulations.
    - iii. Is located in an area authorized by the Airport Manager
2. Fuel delivered to, and dispensed by Aircraft Owner shall fully comply with quality specifications outlined in ASTM D 1655 (Jet A) and ASTM D 910 (Avgas). Ensuring the quality of the fuel is the sole responsibility of Aircraft Owner.
3. Transferring fuel from one vehicle to another on Airport property is prohibited.
4. Fuel delivered to the airport may only be offloaded into an approved storage facility.

### **5.3 EVIDENCE OF OWNERSHIP**

Aircraft Owner shall provide Airport Manager with proof of aircraft ownership prior to commencement of any Self-Fueling activity. The registered legal owner of an aircraft shall be determined according to the records of the FAA. If the aircraft is being leased under full and exclusive control, Aircraft Owner shall provide Airport Manager with a copy of the lease prior to commencement of any fueling activity. Airport Manager, in his sole discretion, shall determine

aircraft ownership or if the lease agreement demonstrates the Aircraft Owner has the full and exclusive control of the aircraft wishing to be Self-Fueled.

## **5.4 REPORTING**

1. Each month, Aircraft Owner shall submit to the Airport Manager a report identifying the number of gallons of aviation fuel:
  - a. Purchased by Aircraft Owner (by fuel type)
  - b. Delivered to Aircraft Owner's fuel storage (by fuel type)
  - c. Dispensed to Aircraft Owner's aircraft at Easterwood Airport
2. Owner shall allow its records of fueling operations to be audited at any time either by a representative of the Airport Manager or by an independent certified public accountant selected by the Airport Manager
3. Each month, Aircraft Owner shall submit a reconciled inventory report of fuel to Airport Manager upon which monthly fuel flowage fees will be calculated. Such report shall contain copies of bills of lading on received fuel.

## **5.5 FUEL DELIVERY**

Aircraft Owner shall be required to demonstrate that any off-airport fuel distributor dispensing fuel to Aircraft Owner meets all applicable laws, rules, and regulations imposed upon them for the sale, distribution, and transportation of petroleum products.

## **5.6 FUELING EQUIPMENT**

1. Aircraft Owner shall utilize a single refueling vehicle or a fixed self-service fueling system for each type of fuel to be dispensed.
2. Avgas refueling vehicles shall have a minimum capacity of 500 gallons and maximum capacity of 1,500 gallons.
3. Jet refueling vehicles shall have a minimum capacity of 2,000 gallons and a maximum capacity of 3,000 gallons.
4. Parking of refueling vehicles shall be permitted only in areas approved by the Airport Manager.
5. All Refueler parking areas must have spill containment which complies with all Airport, federal, state, and local laws, rules and regulations.
6. Refueling vehicles, fixed self-service fueling systems, and all fueling equipment, shall be equipped and maintained to comply with all applicable regulatory measures including, without limitation, those prescribed by:
  - a. National Fire Protection Association (NFPA) Codes;
  - b. 14 CFR Part 139, Airport Certification, Section 139.321 "Handling/Storing of Hazardous Substances and Materials".
  - c. Applicable FAA Advisory Circulars including AC 00-34 "Aircraft Ground Handling and Servicing" and AC 150/5210-5 "Painting, Marking and Lighting of Vehicles Used on an Airport".

- d. Both State and Federal Department of Transportation.

## **5.7 SPILL PREVENTION, CONTROL, AND COUNTERMEASURES**

Prior to engaging in Self-Fueling, Aircraft Owner shall provide Airport with a written Spill Prevention, Control, and Countermeasures (“SPCC”) Plan that meets all applicable regulatory measures for fuel storage facilities and Aircraft Owner’s activities. An updated copy of the SPCC Plan shall be filed with the Airport at least 30 calendar days prior to any planned change in operations.

## **5.8 STANDARD OPERATING PROCEDURES (SOP) FOR FUELING**

1. Aircraft Owner shall develop and maintain Standard Operating Procedures (SOP) for Fueling and shall ensure compliance with standards set forth in Advisory Circular 150/5230-4B Aircraft Fuel Storage, Handling, Training, and Dispensing on Airports. Aircraft Owner’s SOP shall include a training plan, fuel quality assurance procedures and associated record keeping, and emergency response procedures to fuel spills and fires. Aircraft Owner’s SOP shall also address:
  - a. Regular safety and security inspections;
  - b. Bonding and fire protection
  - c. Public Protection; and
  - d. Marking and labeling of (and controlling access to) refueling vehicles, fueling equipment, and fuel storage facilities. Aircraft Owner’s SOP shall be submitted to the Airport no later than 30 calendar days before Aircraft Owner is scheduled to commence Self-Fueling at the Airport and it shall be resubmitted 30 calendar days prior to any planned change in operation.

## **5.9 LIMITATIONS/TERMINATION**

1. Aircraft Owner shall not sell or dispense fuels to aircraft that are not owned by (and under the full and exclusive control of) Aircraft Owner and identified to the Airport Manager. Any such selling or dispensing is a violation of this policy and shall be grounds for immediate suspension or termination of Aircraft Owner’s Self-Fueling Permit by the Airport.
  - a. The first violation shall result in a suspension of Aircraft Owner’s Agreement for a period of one year, during which time the Aircraft Owner shall be prohibited from conducting any Self-Fueling activities. The Airport Manager is authorized to provide written notice to the Aircraft Owner documenting Aircraft Owner’s violation and implementing a one- year suspension period.
  - b. The second violation shall result in the termination of the Aircraft Owner’s Agreement.
  - c. Failure by Aircraft Owner to comply with any other term of this policy, or any terms contained in their Permit shall be cause for immediate termination of the Self-Fueling Permit.

#### **5.10 PAYMENT OF RENTS, FEES, AND CHARGES.**

Aircraft Owner shall pay any rents, fees, or other charges specified by the Airport for engaging in Self-Fueling. Aircraft Owner's failure to remain current in the payment of rents, fees, charges, and other sums due and owing to the Airport shall be grounds for termination of their Self-Fueling Permit. The Airport Manager may, at its option, enforce payment of any rent, fee, or other charge due and owing to the Airport by any legal means available to it.

#### **5.11 TAXES.**

Aircraft Owner shall, at its sole cost and expense, pay all taxes, fees, and other charges, that may be levied, assessed or charged by any duly authorized agency, relating to the leased premises or Self-Fueling at the Airport.

#### **5.12 INSURANCE.**

Aircraft Owner shall obtain and maintain in full force and effect throughout the term of the Self-Fueling Permit, and thereafter, as to matters occurring during the term of the Agreement, the insurance coverage specified in the Permit and approved by the Airport's Risk Manager.

#### **5.13 HOLD HARMLESS/ INDEMNIFICATION.**

Aircraft Owner shall defend, indemnify and hold harmless Airport, its officers, agents and employees from any claim, loss or liability including without limitation, those for personal injury (including death) or damages to property, arising out of or connected with any aspect of the performance by Aircraft Owner, or its officers, agents, or employees, of activities required under the Agreement, including any liability or claims (including claims for the costs of cleanup and remediation) arising from a release of hazardous materials which is unauthorized and/or contaminates the Airport or adjacent real property or any storm drain, sewer or water system, marsh, wetland, body of water or waterway groundwater or air basin or portion thereof.



## Exhibit A DESIGNATED SMOKING AREAS

### Designated Smoking Area - McKenzie Terminal





## Exhibit A DESIGNATED SMOKING AREAS

### Designated Smoking Area – General Aviation

