

# **EASTERWOOD AIRPORT**

## **GENERAL AIRPORT RULES AND REGULATIONS**

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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 its 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 150/5190-7, 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 users at Easterwood Airport. 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 GENERAL AIRPORT RULES AND REGULATIONS

### 2.1 APPLICABILITY

These Rules and Regulations apply to all users of, and persons on, any portion of the property owned by TAMUS or managed 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 TAMUS.

### 2.2 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. EAM has the authority to enforce compliance with all applicable Airport Rules and Regulations.

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

- Airport Rules and Regulations.
- Airport Security Plan (ASP).
- 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.

#### 2.2.1 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.

#### 2.2.2 ENFORCEMENT PROCEDURES

Any violations will be transferred to the appropriate regulatory authority. All violations will be turned over to TAMUS.

Enforcement Responsibilities: EAM representatives are responsible for the enforcement of airport rules and regulations.

### 2.3 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.

## 2.4 PROCEDURES AND ADDENDA

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

## 2.5 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.

## 2.6 EAM AUTHORITY

When EAM determines that an emergency affecting the health, welfare and/or safety of persons and/or property exists at the airport, they will be empowered to take that action which, within their 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 they 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.

## 2.7 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.

## 2.8 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 Airport Emergency Plan of the Airport Certification Manual (ACM), including emergency medical incidents on the airport.

## 2.9 AIRPORT ID BADGE

Any person requiring access to the Air Operations Area (AOA) and/or the Security Identification Display Area (SIDA) in the performance of their duties at Easterwood Airport must be in possession of a current airport approved ID media. Tenants are responsible for their employees' Criminal History Record Check (CHRC) and Security Threat Analysis (STA).

## 2.10 BEHAVIOR

No tenant, tenant employee, or any other employee authorized to be on Easterwood Airport property will behave in a disorderly, improper, offensive, or inappropriate manner while on airport property.

## 2.11 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.

## 2.12 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. Action will be taken against the person responsible for giving the photographer access into the AOA/SIDA without prior consent of EAM.

## 2.13 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.

## 2.14 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 Airport Security 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.

## 2.15 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 EAM on a daily basis at the beginning of each day's picketing activities. The designated area for picketing is on the second level west of the main entrance doors outside McKenzie Terminal.

## 2.16 EMERGENCY PLAN

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

## 2.17 GAMBLING

All forms of gambling on airport property are prohibited.

## 2.18 GROUND TRANSPORTATION SERVICES

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

## 2.19 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.

## 2.20 LOST ARTICLES

All lost articles shall be turned into EAM as soon as possible. Any articles not claimed within sixty (60) days shall become the property of TAMUS.

## 2.21 SMOKING AND USE OF ELECTRONIC SMOKING DEVICES

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

### A. Approved Smoking and Vaping Locations.

Smoking and vaping will only be permitted in designated outdoor smoking areas. All Persons using the smoking areas are responsible for properly extinguishing cigarettes or cigars, etc., and keeping those areas clean.

### B. Tenant/Employer Responsibility to Ensure Compliance.

Tenants and other employers at the Airport are responsible for ensuring that their employees, subtenants, contractors, and guests comply with the requirements of TAMUS's no smoking or vaping policy.

## 2.22 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.

## 2.23 SECURITY PROGRAM

Any Transportation Security Administration (TSA) fines and/or penalties assessed against the Airport 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 EAM exhausts its administrative remedies under the TSA appeal process. A 10% administrative fee will be added onto any fines and/or penalties.

### 2.23.1 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 TSA and Easterwood Airport Security regulations.

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

## 2.24 ACCESS CONTROL PROCEDURES

The following rules pertaining to security apply to access through Restricted Access Area doors and gates required under 49 CFR 1542.

### 2.24.1 FORCING OPEN SECURITY DOORS OR GATES

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

### 2.24.2 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.

### 2.24.3 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 for ensuring the gate closes and is secure before driving away.

### 2.24.4 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 Airport Security Coordinator (ASC).

#### 2.24.5 SECURITY KEYS

Keys that control airport locks are controlled and tracked. Loss of a security key may result in the re-keying of numerous doors/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.

#### 2.24.6 AOA ACCESS THROUGH TENANT-OCCUPIED FACILITIES

Tenants are responsible for controlling access onto the AOA or SIDA from the facilities that they occupy. This includes areas that are contracted or subcontracted.

#### 2.25 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.

#### 2.26 UNAUTHORIZED ACTIVITY

No tenant, tenant employee, or any other person 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.

#### 2.27 CONSTRUCTION REQUIREMENTS

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

#### 2.28 SIGNAGE

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

#### 2.29 UNAUTHORIZED OR ILLEGAL ITEMS

No tenant, tenant employee, or any other person 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.

#### 2.30 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 for maintaining their leasehold areas in a manner that does not promote wildlife hazards. All wildlife strikes shall be reported to EAM.

#### 2.31 AIRCRAFT OPERATIONS

##### 2.31.1 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 Notice To Airmen (NOTAM) closing the airport or any part thereof.

#### 2.31.2 RESTRICTION OF OPERATIONS

All aircraft operations will be confined to hard surfaced areas (runways, taxiways, taxilanes, and aircraft parking aprons).

#### 2.31.3 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.

#### 2.31.4 TAXIING, TOWING OR MOVING OF AIRCRAFT

- A. 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.
- B. 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 exceed that of a person walking.
- C. Pilots shall not taxi onto or across the runway in use until specifically cleared to do so by radio or visual signal.
- D. Aircraft shall not be taxied on the airport except on paved runways, taxiways, taxilanes, and aircraft parking aprons or ramps unless authorized by EAM.
- E. Aircraft shall be taxied in accordance with prescribed taxiing patterns when any particular runway is in use.
- F. 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.
- G. Wing walkers are required whenever pushed back aircraft are to pass within twenty (20) feet of any other aircraft.
- H. General Aviation aircraft are not allowed to taxi onto air carrier aprons/ramps.

#### 2.31.5 FUELING

- A. Fueling services for commercial and general aviation aircraft are provided by the Fixed Base Operator (FBO).
- B. Self-fueling is permitted only by Aircraft Owners possessing a valid Self-Fueling Permit issued by EAM.

### 2.31.6 AIRCRAFT ENGINE STARTS AND RUN-UPS

- A. 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.
- B. 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, 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.
- C. A person may not leave an aircraft unattended with engines running.

### 2.31.7 AIRCRAFT PARKING

- A. No person may park any aircraft in any area other than designated parking surfaces.
- B. 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 a position as to block access through hangar doors or obstruct taxiways or runways.
- C. 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.
- D. A person may not park an aircraft on a public aircraft parking area at the airport other than according to the procedures 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.
- E. 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.

### 2.31.8 AIRCRAFT ACCIDENT REPORTS

- A. 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:
  - 1) 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.
  - 2) Notify EAM and the Federal Aviation Administration.
  - 3) Then return to and remain at the scene of the accident until a full report has been given to the investigating official.
  - 4) 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.
- B. 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

EAM within 24 hours after the accident, or as soon as possible thereafter, including names and addresses of the persons involved, the registration of the aircraft involved, and any other information relevant to the accident.

- C. 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.

#### 2.31.9 DISABLED AIRCRAFT

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 National Transportation Safety Board (NTSB), the FAA, or EAM that such removal or disposal be delayed pending an investigation of the accident.

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.

#### 2.31.10 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.

#### 2.31.11 DERELICT AIRCRAFT

- A. 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.
- B. Any aircraft parked on the public aircraft apron for a period in excess of sixty (60) days and not flown during that period of time shall be declared a derelict unless an 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.
- C. No person may store or keep aircraft parts or components as inventory anywhere on the airport other than in an enclosed facility.

#### 2.31.12 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 EAM immediately and shall be fully responsible to EAM for the damage. The amount of the damage shall be ascertained by EAM, who shall make a demand upon the owner or operator for payment to restore the damaged property.

### 2.31.13 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.

### 2.31.14 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.

### 2.31.15 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.

### 2.31.16 INTOXICANTS AND DRUGS

No tenant, tenant employee, or EAM employee shall be permitted to work at the airport if they are under the influence of intoxicating alcohol or drugs.

### 2.31.17 ULTRALIGHTS

Ultralights are prohibited at Easterwood Airport except for Special Events approved in writing by EAM and Easterwood Federal Contract Tower.

### 2.31.18 PARACHUTE JUMPING

Parachute jumping is prohibited at Easterwood Airport except for Special Events approved in writing by EAM and Easterwood Federal Contract Tower.

## 2.32 MOTOR VEHICLE OPERATIONS

### 2.32.1 GENERAL

- A. The laws of the State of Texas 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.
- B. 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.
- C. 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.
- D. Vehicles on airport roadways shall operate in strict compliance with the roadway speed limits prescribed by EAM as indicated by posted traffic signs.

### 2.32.2 RESERVED, POSTED OR RESTRICTED PARKING AREAS

- A. 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.
- B. 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.
- C. Vehicles of working members of the news media and communication vehicles may be provided designated press parking areas by EAM during special events or aircraft incidents only.
- D. 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.
- E. 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.

### 2.32.3 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.

### 2.32.4 PROPER USE

- A. 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.
- B. No person shall use the roads or walk on the airport in such manner as to hinder or obstruct proper use.
- C. 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.

### 2.32.5 PEDESTRIANS

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

### 2.32.6 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.



## 2.32.7 VEHICLE/DRIVER REGULATIONS ON THE AIR OPERATIONS AREA

- A. No vehicle shall be operated on the AOA and/or aircraft apron unless the driver has a valid operator's license or has been properly trained and authorized to operate that class of vehicle by the employee's supervisor.
- B. 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).
- C. 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.
- D. Passengers enplaning or deplaning aircraft and moving aircraft shall have the right-of-way at all times over vehicular traffic.
- E. No vehicle shall enter the Air Operations Area unless permission has been obtained from EAM and, the driver has the appropriate driving privileges, or the vehicle is properly escorted.
- F. No vehicle shall enter the Movement Area unless equipped with an operable two-way radio in communication with and having obtained clearance from Easterwood Federal Contract Tower and the driver has the appropriate driving privileges or is being escorted by an Airport vehicle.
- G. 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.
- H. No person shall:
  - 1) Operate any vehicle that is overloaded or carrying more passengers than the number for which the vehicle was assigned.
  - 2) 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.
  - 3) Ride with arms or legs protruding from the body of a vehicle except when the vehicle is designated for such use.
- I. No fuel truck shall violate parking regulations in NFPA 407.
- J. Ramp equipment shall be parked only within areas established by EAM.
- K. Vehicles shall not be operated under any passenger loading bridge except during emergencies.
- L. 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.
- M. No person shall park or leave unattended vehicles or other equipment that interfere with the use of a facility by others or prevent movement or passage of aircraft, emergency vehicles, or other motor

vehicles or equipment.

- N. 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.
- O. 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.
- P. 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.
- Q. Every person seeking driving privileges anywhere on the AOA must successfully complete EAM Movement Training and receive a passing score on the Movement Training Examination. Every person granted AOA driving privileges must complete recurrent movement training every 12 calendar months and receive a passing score on the driver training exam in order to maintain driving privileges.

#### 2.32.8 VEHICLES

- A. All vehicles operated on the AOA must have vehicle liability insurance as required by EAM.
- B. All tenant vehicles operated on the AOA shall be approved by EAM.
- C. Carts or pieces of equipment being towed or carried after darkness must have rear reflectors and/or rear lights.
- D. No vehicle shall be permitted on the air operations area unless:
  - 1) It is properly marked as outlined in FAA and TSA regulations.
  - 2) 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.

#### 2.32.9 VEHICULAR ACCIDENTS

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

- A. Any person operating a vehicle involved in an accident which causes injury or death of any person or damage to any property shall immediately report such accident to EAM.
- B. 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.
- C. The operator of any vehicle involved in an accident shall provide and surrender the following to an appropriate EAM employee:
  - 1) Name and address.
  - 2) Airport identification badge.
  - 3) State driver's license.

- 4) Any other related information the officer requests.

## 2.32.10 PENALTIES AND SUSPENSION OF DRIVING PRIVILEGES

Penalties for failure to comply with the airside vehicular traffic regulations shall consist of written warnings, airfield driving retraining, suspension of airfield driving privileges, or revocation of airfield driving privileges.

## 2.33 PUBLIC AND TENANT USE

### 2.33.1 GENERAL

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

Tenant Operations -Mandatory Compliance or Prohibited Activities

- A. 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.
- B. Tenants are responsible for training their employees on the elements of the Airport Rules and Regulations document, Airport Minimum Standards, and applicable portions of the tenant lease agreement with TAMUS.
- C. 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 airfield.

### 2.33.2 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.

### 2.33.3 SOLICITING

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

### 2.33.4 HUNTING AND FISHING

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

### 2.33.5 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.

### 2.33.6 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.

### 3.0 SAFETY

#### 3.1 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 all persons at all levels to ensure a safe working environment through safety and mishap prevention.

#### 3.2 FIRE EXTINGUISHERS AND EQUIPMENT

- A. 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.
- B. All extinguishers and other such equipment shall be inspected in accordance with the schedule as established by EAM.
- C. All fire doors and other fire prevention apparatus shall be accessible and kept unobstructed at all times.

#### 3.3 OPEN FLAMES

- A. 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.
- B. No person shall initiate or maintain any open fire of any type on any part of the Airport without permission from EAM.
- C. 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.
- D. 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.
- E. The heating of engine oil to promote easier cold weather operation shall be restricted to steam, hot water, hot air, or approved electrical heaters.

#### 3.4 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 International Fire Code (IFC) and NFPA/International Code Council (ICC).

#### 3.5 ENGINE OPERATIONS WITHIN HANGARS

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

### 3.6 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.

### 3.7 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 them from falling.

### 4.0 FUELING, FLAMMABLE FLUIDS, AND FUEL SAFETY

#### 4.1 FUEL SAFETY

All transportation, storage, and other handling of aircraft and vehicle fuel shall comply with the International Fire Code, as amended, the National Fire Protection Association's codes and standards, as amended, FAA Advisory Circular 150/5230-4A, as amended, all requirements of these regulations, and all other applicable law

#### 4.2 UNAUTHORIZED FUEL POSSESSION AND STORAGE

Except as expressly permitted by these regulations, no person shall possess fuel at the airport.

#### 4.3 STORAGE OF AIRCRAFT FUEL TRUCKS, TRAILERS, AND OTHER AIRCRAFT REFUELING DEVICES

- A. Aircraft refueling vehicles, other moveable aircraft fuel containers and refueling devices shall be stored outside and not less than fifty feet from a building or such other distance as shall be designated or approved by EAM.
- B. Aircraft refueling vehicles shall be parked in a manner which provides a minimum of ten feet of separation between said vehicles and any other vehicle or aircraft refueling device.
- C. No aircraft refueling vehicle, aircraft fuel container, or other aircraft refueling device, empty or otherwise, shall be brought into, kept, or stored within any building at the airport unless the building is used exclusively for that purpose. This section does not apply to vehicle fuel cans with a capacity of not more than five gallons, provided no more than one such can may be located within a single vehicle, and not more than two such cans in any hangar.

#### 4.4 AIRCRAFT FUELING LOCATIONS

All aircraft fueling shall be performed outdoors.

#### 4.5 MAINTENANCE OF FUEL SERVICING VEHICLES

Maintenance and servicing of aircraft fuel servicing vehicles shall be performed outdoors or in a building approved for that purpose by the fire department.

#### 4.6 REMOVAL OF GAS, OIL, GREASE, ETC.

In the event of spillage of gasoline, oil, grease, or any material which may be unsightly or detrimental to the airport, the same shall be removed immediately and reported to the Easterwood Airport Management (EAM). The responsibility for the immediate removal of such gasoline, oil, grease, or other material shall be assumed by the Person causing the spill or by the tenant or concessionaire responsible for the spill. In the event of spillage in excess of 1 gallon and the failure of the responsible Person to restore the area to its original safe and environmentally sound status, EAM may clean up any material unlawfully spilled, placed, or otherwise deposited at the airport and may charge the responsible Person(s) for the cost of the cleanup, any required environmental remediation, and any expenses incurred by, or fines or damages imposed on, EAM as a result thereof. Such an event may constitute grounds for denying access to the airport.

#### 4.7 MOVEABLE FUEL STORAGE TANKS

Unless otherwise approved by EAM, moveable fuel storage tanks are prohibited at the airport except for:

- A. Fuel trucks constructed, operated, and maintained in all respects as required by law.
- B. Fuel tanks in an operable aircraft.
- C. Tanks not exceeding one gallon capacity used solely for sampling and testing fuel, engines, and fuel handling apparatus.
- D. Tanks lawfully transporting fuel for immediate dispensing into a fuel storage tank permitted by EAM. Such vehicles shall access the airport at a point approved by EAM and remain under escort by a representative of the company receiving the fuel.
- E. Temporary defueling of aircraft.

#### 4.8 SELF-FUELING

Except as may be prohibited by other provisions of these regulations and any other applicable law, owners of a Based Aircraft who desires to self-fuel their aircraft shall apply for a self-fueling permit from EAM. The preceding sentence does not apply to the use of fuel facilities provided by a Fixed Base Operator.

- A. The dispensing of fuel must meet all applicable Airport, The State of Texas, and Federal regulations, including Federal Aviation Administration (FAA) Advisory Circulars, as well as American Society for Testing and Materials (ASTM) D-910 for Avgas and ASTM D-1655 for Jet Fuel, which shall be determined at the time of delivery into the aircraft.
- B. Mogas may be substituted for Avgas in only those aircraft for which an individual Supplemental Type Certificate (STC) has been approved by the FAA.
- C. Prior to self-fueling of any aircraft, the self-fueling permittee ("Permittee") shall provide to EAM a copy of the FAA's aircraft registration certificate for that aircraft verifying ownership by the Permittee, or proof of being the lessee of said aircraft.
- D. All Permittees will be governed by a permit issued by EAM, which is valid for a period of one year. An annual fee will be required for a permit for Mogas, Avgas, and Jet Fuel self-fueling.
- E. Jet Fuel may only be dispensed from a mobile fuel tender (fuel truck) with a capacity of at least 2,000 gallons. Avgas may only be dispensed from a mobile fuel tender with a capacity of at least 750 gallons.

Fuel trucks may not remain parked on the airport when not engaged in refueling operations unless authorized in writing by EAM.

- F. Permittees or their designees shall maintain a log of the type and amount of fuel dispensed into their aircraft, with said log to be available for review by EAM upon request. The permittee shall report the type and amount of fuel dispensed during each calendar month and submit such report and the appropriate fuel flowage fees to EAM on or before the 10th day of each subsequent month. The fuel flowage fee for self-fueling by private and corporate aircraft owners and lessees shall be \$0.10 per gallon; however, this fee is subject to change at the discretion of EAM.
- G. Permittee shall be responsible for the payment of the appropriate federal and state taxes on aviation fuels and for all reports required by the Internal Revenue Service and shall comply with all applicable federal statutes and regulations, including, but not limited to, those promulgated by the Federal Aviation Administration.
- H. Permittees shall obtain and keep in effect during the term of their permit and/or operations an insurance policy which provides coverage for General Liability (including Premises and Property Damage). The Permittee shall also furnish EAM with a certificate from the Permittee's insurance carrier showing such insurance to be in full force and effect.
- I. Permittees or designees who do not have written permission from an FBO which allows the user to refuel on the FBO's leased premises shall coordinate with and receive written permission from EAM for the location of and access routes to an alternative fueling location if such location has been designated.
- J. In addition to the preceding self-fueling regulations, the following general rules shall govern the refueling, defueling, oil service, and sumping of aircraft and the placing of fuels in storage tanks or dispensers:
  - 1) No aircraft shall be refueled, defueled, or oil serviced while aircraft engines are running or aircraft is being warmed by application of heat and/or while such aircraft is in a hangar. Aircraft shall be refueled on hard surface areas only and only in areas approved by EAM.
  - 2) Prior to the fuel servicing of any aircraft, it and the fuel dispensing equipment shall be grounded/bonded to a point or points of zero electrical potential in order to prevent the possibility of static ignition of volatile liquids.
  - 3) All equipment used to store or deliver fuel to aircraft or vehicles shall be inspected by a qualified representative of EAM on a quarterly basis. EAM employees are authorized to require and enforce the immediate cessation of fuel service operations under conditions which they deem jeopardizes public safety. All other situations which violate any provisions contained herein shall be cured by the operator in a timely manner, as determined by EAM.
  - 4) Fueling pumps, meters, hoses, nozzles, fire extinguishers and grounding devices shall be UL approved where applicable and will be kept in first class condition at all times.
  - 5) Fuel pumps shall be powered, and the flow shall be controlled by a deadman flow control in the nozzle. Nozzles shall have a cable with a plug or clip for bonding to the aircraft.
  - 6) Fuel systems shall have a means for quickly and completely stopping fuel flow in the event of an emergency. Fuel dispensing containers shall have a valve mechanism such that water or other

contaminants can be drained from the lowest portion of the tank. An in-line filtration system utilizing a 5-micron or less fuel filter element shall be included in the dispensing system.

- 7) When a malfunction of the refueling equipment is detected, all refueling operations shall cease immediately and the malfunctions or irregularity detected on or within the aircraft being serviced will be brought to the attention of the aircraft owner or operator immediately. Any malfunctions or irregularities detected on or within the fuel dispensing equipment shall be corrected before the use of such equipment is resumed.
- 8) Crews engaged in the fueling and defueling of aircraft shall exercise extreme caution to prevent spills. When a spill of more than five gallons occurs, servicing will cease, EAM will be notified immediately, and spills will be removed or absorbed with suitable material dependent upon the nature of the spill and in conformance with all local state and federal rules.
- 9) Each aircraft fuel servicing tank vehicle shall have two (2) listed fire extinguishers with one mounted on each side. Each fire extinguisher shall have a rating at least 80-B:C.
- 10) No person shall perform or allow performance of any refueling activity when lightning is observed within five miles of the Airport or during an electrical storm.
- 11) No person shall use any material or equipment during fueling and defueling operations which is likely to cause a spark or ignition.
- 12) No person shall start the engine of an aircraft when there is a flammable substance on the ground under or around the aircraft.
- 13) All, hoses, funnels, and appurtenances used in fueling and defueling operations shall be equipped with a grounding/bonding device to prevent ignition of volatile liquids. Furthermore, funnels shall be metal and have a capacity of not less than two gallons to reduce the risk of spillage.
- 14) No aircraft shall be fueled or defueled while passengers are on board the aircraft unless a passenger loading ramp is in place, the aircraft door is open, and a cabin attendant is present at or near the door.
- 15) During fueling and defueling, fuel handling devices shall be placed so as to be readily removed in the event of fire so as to permit direct driving away from the loading or fueling position.
- 16) Fuel shall not be transferred from a vehicle fuel system to an aircraft fuel tank or intermediary tank for the purpose of fueling aircraft.



Exhibit A: DESIGNATED SMOKING AREA – MCKENZIE TERMINAL

