

# **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 who work at or 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 to 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 the 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 with 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 that 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. 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 to 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 door/locks to ensure the compliance with regulation, as well as the integrity of security at the Airport. Costs for re-keying associated with lost keys may be billed to the 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, 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 WASHING – SURFACANTS/DETERGENTS

Aircraft washed with surfactants/detergents must be performed only at the approved aircraft wash rack. The approved aircraft wash rack is located on the east side of the airfield between Easterwood Hangar 1092 (TAMU System Hangar) and Easterwood FBO and Hangar 1275 (Astin Aviation FBO).

#### 2.31.9 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.

#### 2.31.10 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.

#### 2.31.11 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.

#### 2.31.12 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 one hundred and eighty (180) days and not flown during that period of time shall be declared a derelict unless arrangements for extended parking have 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.

#### 2.31.13 LIABILITY FOR DAMAGES

The owner or operator of any aircraft that, by reason of any type of accident, crash, fuel spill, or fire, or 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 damaged property.

#### 2.31.14 INTERFERING OR TAMPERING

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

#### 2.31.15 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.

#### 2.31.16 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.

#### 2.31.17 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.

#### 2.31.18 ULTRALIGHTS

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

#### 2.31.19 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 an 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 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 that 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 the 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 that causes injury or death to 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, AOA driving retraining, suspension of AOA driving privileges or revocation of AOA 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, the 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 AOA.

##### 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 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 that 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 FBO FUELING STANDARDS

##### A. Delegation of Authority

###### (1) Airport manager

In addition to those authorities delegated by the Easterwood Airport, the Airport Manager is hereby authorized to:

- a) Execute non-compensatory Letters of Agreement (LOAs) with the Federal Aviation Administration, tenants, or visitors related to airport operations, access, and/or procedures.
- b) Issue Commercial Operating Permits as provided for under the Primary Management and Compliance Documents.
- c) Approve sub-license agreements as expressly permitted by the applicable license agreement if the approval is also consistent with the Primary Management and Compliance Documents.

- d) Approve sub-leases, but only as to approval of the activity as otherwise permitted by the applicable lease and only if the approval is consistent with the Primary Management and Compliance Documents.

## B. Purpose

The purpose of this Self-Fueling Policy is to set forth the minimum standards an Aircraft Owner must satisfy in order to Self-Fuel (as defined below) the owner's aircraft. Any Owner engaging in Self-Fueling at the Easterwood Airport shall do so in compliance with all federal, state, and local laws, rules, and regulations.

## C. Definitions

### (1) Self-Fueling

Self-Fueling is the non-commercial fueling of an aircraft by the Aircraft Owner or the Owner's employee(s) using the Owner's own vehicles, equipment, employees, and resources.

### (2) Based Aircraft

Based Aircraft is any aircraft that is habitually situated at the airport when not in flight.

### (3) Transient Aircraft

Transient Aircraft is any aircraft utilizing the airport for occasional transient purposes and is not based at the airport.

## D. Airport Authorization/Permits

The Agreement shall not reduce or limit Owner's obligations regarding these minimum standards and policies, which shall be included in the Agreement by reference.

## E. Monthly Fuel Reporting

### (1) On or before the 10th day of each subsequent month, Owner shall:

- a) Provide a summary report to the Airport Manager identifying the number of gallons of aviation fuel:
  - purchased by Owner (by fuel type),
  - delivered to Owner's fuel storage facility (by fuel type), and
  - dispensed to Owner's aircraft at the Airport; and
- b) Pay the appropriate fuel flowage fees due to the Airport

### (2) Upon request, records and meters shall be made available for review and inspection by the Airport Manager or his or her designated representative. In the case of a discrepancy between the amount of fuel purchased by and/or delivered to Owner and the amount of fuel delivered to Owner's aircraft and/or dispensed by Owner, the greater amount shall prevail and the Owner shall pay, within 10 working days, all additional fees due the Airport, plus annual interest on the unpaid balance at the maximum rate allowable by law from the date originally due.

## F. Fuel Storage

Owner shall demonstrate that satisfactory arrangements have been made for the storage of fuel, as follows:

- (1) Through an authorized Fixed Base Operator ("FBO") at the Airport; or
- (2) In a fuel storage area specified and approved by the Airport Manager and any other federal, state, or local agencies having jurisdiction.
  - a) Owners authorized by the Airport shall lease land and construct or install a fuel storage facility.
  - b) In no event shall the total storage capacity be less than 20,000 gallons for jet fuel or 10,000 gallons for Avgas.
- (3) Fuel delivered to, and dispensed by 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 Owner.

#### H. Fuel Delivery

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

#### I. Fueling Equipment

- (1) 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 vehicle shall have a minimum capacity of 750 gallons and a maximum capacity of 1,500 gallons.
- (3) Jet refueling vehicle shall have a minimum capacity of 2,000 gallons and a maximum capacity of 10,000 gallons.
- (4) Refueling vehicle shall be capable of bottom loading.
- (5) Refueling vehicle or a fixed self-service fueling system 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

#### J. Spill Prevention, Control, and Countermeasures

- 1) Prior to engaging in Self-Fueling which includes transporting fuel onto the Airport, 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 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.

- 2) Crews engaged in the fueling and defueling of aircraft shall exercise extreme caution to prevent spills. When a spill of more than five gallon 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.

#### K. Standard Operating Procedures (SOP) for Fueling

Owner shall develop and maintain Standard Operating Procedures (SOP) for Fueling and shall ensure compliance with standards set forth in Advisory Circular 00-34A, entitled "Aircraft Ground Handling and Servicing". 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. Owner's SOP shall also address:

- (1) Regular safety and security inspections
- (2) Bonding and fire protection
- (3) Public protection; and
- (4) Marking and labeling of (and controlling access to) refueling vehicles, fueling equipment, and fuel storage facilities. Owner's SOP shall be submitted to Airport no later than 30 calendar days before Owner is scheduled to commence Self- Fueling at the Airport and it shall be resubmitted 30 calendar days prior to any planned change in operations.

#### L. Limitations/Termination

Owner shall not sell and/or dispense fuels to Based Aircraft or Transient Aircraft that are not owned, leased, and/or operated by (and under the full and exclusive control of) Owner and identified to the Airport. Any such selling or dispensing is a violation of this policy and shall be grounds for immediate suspension or termination of Owner's Self-Fueling Agreement by Airport.

- (1) The first violation shall result in a suspension of Owner's Agreement for a period of one year, during which time Owner shall be prohibited from conducting any Self-Fueling activities. The Airport Manager is authorized to provide written notice to Owner documenting Owner's violation and implementing a one-year suspension period.
- (2) The second violation shall result in the termination of the Owner's Agreement.
- (3) Failure by Owner to comply with any other terms of this policy or any terms contained in their Agreement shall be cause for immediate termination.

#### M. Payment of Rents, Fees, and Charges

Owner shall pay any rents, fees, or other charges specified by the Airport for engaging in Self- Fueling. 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 Agreement. The Airport 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.

#### N. Taxes

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.

#### O. Insurance

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

#### P. Hold Harmless/Indemnification

Owner shall defend, indemnify and hold harmless the Airport, its officers, agents and employees from any claim, loss or liability including without limitation, those for personal injury (including death) or damage to property, arising out of or connected with any aspect of the performance by 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 or water or waterway groundwater or air basin or portion thereof.

#### Q. Emergency/Public/Government Service

- (1) At the Airport Manager's discretion, Owners providing an Emergency/Public/Government Service (including, but not limited to, federal, state, and local Agencies) and involved in an actual ongoing emergency are not required to meet the minimum standards identified in Paragraphs III, V, VI, VIII, IX, and X.
- (2) Storage and delivery of Fuel for Aircraft operated by Emergency/Public/Government Service entities must be approved, in advance, by the Airport.
- (3) All other minimum standards identified herein and contained in the Owner's Agreement shall be adhered to when providing Emergency/Public/Government Service.

### 4.9 SELF-FUELING

The purpose of this Self-Fueling Policy is to set forth the minimum standards an Aircraft Owner must satisfy in order to Self-Fuel (as defined below) the owner's aircraft. Operator.

#### A. Definitions

- (1) Owner – For purposes of this Self-Fueling Policy, an Owner is the entity having either documented title or authority through a written lease/operating agreement, and has full and exclusive control of an aircraft.
- (2) Self-Fueling - Self-Fueling is the non-commercial fueling of an aircraft by the aircraft Owner or the Owner's personnel using the Owner's own vehicles, equipment, personnel, and resources.
- (3) Based Aircraft – A Based Aircraft is any aircraft that is habitually situated at the airport when not in flight.

- (4) Transient Aircraft – A Transient Aircraft is any aircraft utilizing the airport for occasional transient purposes and is not based at the airport.

## B. Permits & Compliance

- (1) Owner shall be required to enter into, and maintain in good standing, a Self-Fueling Permit with EAM before any Self-Fueling activity is conducted.
- (2) At all times, and in all situations, every Owner must comply with all applicable federal, state, and local laws, codes, and regulations, as well as Easterwood Rules & Regulations, and Easterwood Minimum Standards. This includes, but is not limited to, all relevant FAA Advisory Circulars, ASTM fuel standards, and NFPA standards. Failure to comply with these requirements is grounds to deny or suspend the Owner's Self-Fueling Permit.

## C. Self-Fueling Permit

- (1) A Self-Fueling Permit will only be issued to the owner of a Based Aircraft, and will only permit the owner to dispense fuel to the aircraft owned by that Owner. A Self-Fueling permit does not permit an Owner to dispense fuel to any other aircraft at the airport.
- (2) Evidence of Ownership – Owner shall provide evidence of ownership of the aircraft being operated and evidence that the aircraft is under the full and exclusive control of the Owner in order to enter into a Self-Fueling Permit.
  - a) Ownership of any given aircraft will be determined by the registration of the aircraft with the FAA.
  - b) If the aircraft is being leased or operated by Owner, and under Owner's full and exclusive control, Owner shall provide EAM with a copy of the lease or operating agreement.
  - c) For purposes of this Self-Fueling Policy, EAM shall, in its sole discretion, determine if the lease or operating agreement demonstrates that the Owner has full and exclusive control of the aircraft.
- (3) Term and Fees – A Self-Fueling Permit will be issued for a period of one year, and can be renewed by Owner so long as they are in full compliance with the Self-Fueling Policy, and in good standing with all other airport Rules & Regulations. An annual fee of \$250 will be charged for each Self-Fueling Permit.
- (4) Limitations/Termination – Owner shall not dispense fuel to any aircraft that is not identified in the Self-Fueling Permit. Any such dispensing is a violation of this policy and shall be grounds for immediate suspension or termination of the Self-Fueling Permit.
  - a) The first violation shall result in the suspension of Owner's Self-Fueling Permit, and Owner will not be eligible to apply for a new Self-Fueling Permit for a period of one year.
  - b) Any subsequent violation will render the Owner ineligible to apply for a Self-Fueling Permit for a period of three years.
  - c) EAM is authorized to provide written notice to Owner documenting Owner's violation, and notifying the Owner of the suspension.

## D. Fuel Storage

- (1) In order to qualify for a Self-Fueling Permit, an Owner must demonstrate that they have satisfactory arrangements for the storage of fuel on the airport. This requirement can be satisfied by:
  - a) A documented arrangement for the storage of Owner's fuel with a properly permitted Fixed Base Operator on the airport.
  - b) Installation of a fixed fuel storage tank and related equipment within the airport's designated fuel storage facility.
    1. Owner will be responsible for all costs associated with such an installation, including but not limited to extension of utilities, containment, and leasing the ground where the storage tank will be installed.
    2. Any individual tank in a fixed fuel storage facility will have a minimum storage capacity of 12,000 gallons.
    3. All fixed storage facilities must meet all current regulations as referenced in the Permits & Compliance section above, and be approved and permitted in advance by the EAM and TAMUS.
- (2) In no circumstance can fuel be delivered to mobile fuel dispensing equipment directly from a fuel delivery truck. Truck to truck transfers are prohibited in all situations on the airport.

#### E. Fuel Dispensing Equipment

- (1) In order to qualify for a Self-Fueling Permit, an Owner must demonstrate that they have a refueling vehicle that complies with all relevant requirements referenced in the Permits and Compliance section above.
- (2) Avgas refueling vehicles must have a minimum capacity of 750 gallons and a maximum capacity of 1,500 gallons.
- (3) Jet refueling vehicles must have a minimum capacity of 2,000 gallons and a maximum capacity of 3,000 gallons.

#### F. Standard Operating Procedures

- (1) In order to qualify for a Self-Fueling Permit, an Owner must develop and maintain standard operating procedures, to include written work instructions, for all phases of fuel handling.
- (2) In addition to written work instructions, Owner must have a personnel training plan, fuel quality control plan, facility and vehicle inspection plan, and emergency response plan. All such plans must comply with the Permits and Compliance section above and be approved by EAM prior to initiating any Self-Fueling activity.
- (3) Owner must maintain written records for all training and inspection events. Such records shall be maintained for a minimum of three years.
- (4) Owner must maintain an adequate supply of spill response materials during all fuel transfer evolutions.
- (5) Upon request, all records shall be made available for review and inspection by EAM.

#### G. Spill Prevention, Control, and Countermeasures Plan

- (1) In order to qualify for a Self-Fueling Permit, an Owner must develop and maintain a Spill Prevention, Control, and Countermeasures Plan (SPCC)
- (2) The SPCC must be created/approved and stamped by a professional engineer licensed in the State of Texas.
- (3) Owner will provide a copy of the plan to EAM.

#### H. Fees and Charges

- (1) Within 10 days of the end of each month, Owner shall provide a report to EAM identifying:
  - a) Each receipt of fuel from the Owner's fuel provider.
  - b) Each issue of fuel into the Owner's owned aircraft.
- (2) Within 30 days of the end of each month, Owner shall remit payment for a flowage fee (\$0.XX/gallon X gallons issued) to EAM for each gallon of fuel issued to Owner's owned aircraft. The flowage fee rate is subject to change from time to time.
- (3) Upon request, all records shall be made available for review and inspection by EAM.

#### I. Insurance

- (1) As a condition of holding a Self-Fueling Permit, Owner must maintain appropriate insurance for the activities undertaken.
- (2) TAMUS risk management office will determine the minimum insurance coverages required, based on Owner's operating plan.



Exhibit A: DESIGNATED SMOKING AREA – MCKENZIE TERMINAL

