



AIRPORT RULES & REGULATIONS



BISHOP INTERNATIONAL AIRPORT G-3425 W. Bristol Rd. Flint, MI 48507

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INTRODUCTION

INTENT AND PURPOSE

These Rules and Regulations, and any amendments hereafter, are intended to promote and facilitate the safe, proper, and efficient functioning and government of Bishop International Airport.

SCOPE

These Rules and Regulations, as enacted by the Board of the Bishop International Airport Authority, apply to any Person entering Airport property at Bishop International Airport, or any part thereof, and said entrance to and use of property is subject to compliance with these Rules and Regulations. The Airport Director is authorized and empowered to issue operating directives, written procedures, and to prescribe penalties for violations, in order to implement the provision of these Rules and Regulations to ensure compliance with federal, state, and local laws, ordinances and regulations in order to maintain a safe and efficient airport for use by the public.

REVISIONS AND SEVERABILITY

Each article of these Rules and Regulations may function separately of the others, so that if any part herein is held invalid or unenforceable, the others will remain in full force and effect. As such, any article or provision may be changed, revised, amended, or updated separately and independently of the others, per action of the Board of the Bishop International Airport Authority.

IMPLEMENTATION

The Airport Director shall have the power to take such action as necessary to administer these Rules and Regulations. The Airport Public Safety Department and, when applicable to fire or hazardous material related matters, shall have the authority to enforce any and all of these Rules and Regulations within their jurisdiction.



ARTICLE I: DEFINITIONS

Except as specifically defined in these Rules and Regulations, all words used herein shall have the meaning ascribed to them by Michigan law, or if none, by general usage. For the purpose of these Rules and Regulations, unless context requires otherwise, the words and phrases used herein shall have the meaning set out in this section. As used in these Rules and Regulations, the singular shall include the plural, the plural shall include the singular, and the masculine gender shall include the feminine gender. References to the statutes, ordinances or other regulations shall mean those in effect from time to time unless the context shall require otherwise. Chapter heads and section heads or titles do not constitute a part of these Rules and Regulations, but are for informational purposes only.

- A. "BIAA" means the Bishop International Airport Authority
- B. "Aircraft Operator" means any Person owning, leasing, controlling, managing or any aircraft at the Airport.
- C. "Airline" means a company certificated by the United States Department of Transportation to engage for hire in the carriage of persons, property, or mail by an aircraft.
- D. "Air Carrier Support Services" means any persons or group of persons that are contracted by the Airport or Airline(s) to provide a ground service to an aircraft while it is parked at a terminal gate and/or to provide passenger assistance service to an air carrier.
- E. "Air Operations Area" means all runways, taxiways, extended safety areas, ramps, and parking areas utilized for the movement of aircraft.
- F. "Aircraft" means any contrivance used for or designated for navigation of, flight in, or ascent into, the air, except for a parachute or other contrivance designed and used primarily as safety equipment.
- G. "Airfield Use Agreement" shall mean the agreement that all Scheduled Air Cargo Carriers have signed with the BIAA that provides for the operating procedures and fee calculations at the Airport, kept on file by the BIAA
- H. "Airline", as used in Article IX shall mean any airline using the Airport which is not a signatory to the "Commercial Air Carrier Lease Agreement" or the "Airfield Use Agreement".
- I. "Commercial Air Carrier Lease Agreement" shall mean the agreement that all Signatory Airlines have signed with the BIAA that provides for operating procedures and fee calculations at the Airport, kept on file by the BIAA.
- J. "Airport" means Bishop International Airport.
- K. "Airport Director" means the Chief Executive Officer, (CEO), of the Authority or his/her designated representative.
- L. "Airport Rules and Regulations" means the provision of this ordinance and the provisions of any ordinance and rules and regulations of BIAA and any operating directive issued by the Airport Director.
- M. "Airport Security Program" means an Airport's operating program required under CFR 1542 and approved by the TSA.
- N. "Airside Terminal" means the area in the Airside Terminal, Concourse Level that contains gates, food/beverage, and retail concessions that are post TSA security checkpoint.

- O. “Applicant” means a person or group of persons or members and representatives thereof seeking a permit under this regulation.
- P. “Apron” means the areas of the Airport immediately in front of the entrance to a hangar, or aircraft shelter, or area used for the loading, unloading, servicing, or parking of aircraft.
- Q. “ATCT” means the Air Traffic Control Tower.
- R. “Based Aircraft” means any aircraft whose operator leases or subleases tied down or hangar space from the Authority or an authorized fixed base operator at Bishop International Airport.
- S. “Best Management Practices (BMP’s)” means methods or techniques found to be the most effective and practical means in achieving an objective while making the optimum use of the organization’s resources.
- T. “Bishop International Airport Authority (Authority)” means Bishop International Airport Authority as established by joint resolution of the City of Flint and the County of Genesee under the provisions of Act 206 (commonly referred to as the Community Airports Act) of the Public Acts of 1957.
- U. “Bishop International Airport Authority Board (Board)” means the Authority governed by a Board, consisting of not more than nine members, hereafter referred to as the “Board”
- V. “BOCA” means the compilation of codes, standards, and suggested practices established by the Building Officials and Code Administrators International, Inc.
- W. “Booth” means any stall, stand, counter, table or other temporary structure approved by the Authority.
- X. “Business or Commercial Activity” shall include all forms of communication whose primary purpose is the advertising or sale of a product or service for profit.
- Y. “Control Tower” means the Air Traffic Control facility located at the Airport, and operated by the Federal Aviation Administration.
- Z. “Commercial Activity” means any activity or operation such as the sale of gasoline or oil, the soliciting or engaging in charter flying or flight instruction, the provision of shelter or the tie down of an aircraft, the overhaul or repair of an Aircraft or of engines, or the activity or operation that offers aeronautical facilities or services to the public.
- AA. “Commercial Vehicle” means all motor vehicles used for the transportation of passengers for hire, or constructed or used for transportation of goods, wares, or merchandise.
- BB. “Concessionaire” means any person authorized by the Authority to undertake and profit by a specified activity open to the public.
- CC. “Cross bleed engine start” means the procedure that requires the increased thrust from one engine to create pneumatic pressure for the start of another engine.
- DD. “Department of Public Safety” means the Airport Police Officers, Aircraft Rescue and Fire Fighting Officers, and the Security Command Center.
- EE. “Designated Area” means those areas specified by the CEO where solicitation activities are permitted.
- FF. “Disorderly conduct” means to intentionally cause public inconvenience, annoyance, alarm, or recklessly create a risk thereof.
- GG. “Doping” means the application of a preparation to straighten and tighten aircraft fabric.

- HH. “Enclosed Area” All space between a floor and ceiling which is enclosed on all sides by solid walls or windows (exclusive of doors or passageways) which extend from the floor to the ceiling.
- II. “Engine Run-Up” means any activity other than taxi, take-off, or landing which involves an engine power setting above idle.
- JJ. “Federal Aviation Administration” means the governmental body responsible for the aviation system in the United States. Divisions of the FAA are Air Traffic, Airports, Flight Standards, and Facilities (NavAids), Radar Systems, Lighting etc.).
- KK. “Federal Aviation Regulations (FAR)” means rules, regulations, and standards prescribed by the Administrator of Federal Aviation Administration governing practices, methods, and procedures to ensure the safety of all air commerce.
- LL. “Firearm” means any weapon which will or is designed to, or may readily be converted to expel a projectile by the action of an explosive.
- MM. “Fixed Base Operator” means any person engaged in a commercial activity providing transient aircraft services including but not limited to, charter services, aircraft fuel and maintenance, aircraft rental services and flight training, and being authorized to conduct such business through a lease and/or concession agreement with the Authority.
- NN. “FOD” means foreign object debris. Foreign object debris (FOD) at airports includes any object found in an inappropriate location that -- as a result of being in that location -- can damage equipment or injure airplane or airport personnel. FOD includes a wide range of material, including loose hardware, pavement fragments, catering supplies, building materials, rocks, sand, pieces of luggage, and even wildlife.
- OO. “FNT” means the Airport Code for Bishop International Airport.
- PP. “Gambling” means to stake money or any other thing of value upon an uncertain event.
- QQ. “General Aviation” means all phases of aviation other than military aviation, scheduled, nonscheduled, and regulated air carrier operations.
- RR. “Ground Handlers” means individuals who provide servicing of an aircraft while it is on the ground and parked at a terminal gate.
- SS. Ground Transportation Operator Loading and Un-loading Zone – see EXHIBIT D
- TT. “Ground Transportation Service” means the regular transportation by a permitted commercial carrier of Person or baggage at or from the Airport or between the Airport and a point or points situated off Airport premises.
- UU. “Ground Transportation Vehicle” means any automobile, van, cab, station wagon, bus, limousine, courtesy vehicle or other Motor Vehicle regularly operated for the commercial transportation of persons or baggage at or from the Airport or between the Airport and a point situated off Airport premises.
- VV. “Itinerant Aircraft” means any aircraft using the Airport on an irregular basis or without regular scheduling, and not based at the Airport.
- WW. “Itinerant Airline” means any airline using the Airport on an irregular basis and not pursuant to a schedule published in the Official Airline Guide, and not occupying space in the Terminal Complex on a regular basis.
- XX. “Joint Use Space” means any space in the present Terminal Complex in which an airline has joint utilization rights with other users.

- YY. "Landside Operations Area" means all roads or property adjacent to the landside terminal buildings that are open to the public for use.
- ZZ. "License Fee" means the current established rate charged to any Person who has been given permission by the Airport Director to perform business activities at the Airport.
- AAA. "Loitering" means to congregate, linger, or delay, to be slow in moving or to wander idly.
- BBB. "Maximum Gross Landing Weight" means the maximum weight, expressed in thousand pound (1,000 lb.) units, at which an aircraft is authorized to land at the Airport.
- CCC. "Motor Vehicle" means a self-propelled device, in, upon, or by which a person may be transported, carried, or otherwise moved from point to point, except aircraft or a device which is propelled solely by human power.
- DDD. "Movement Area" means runways, taxiways, and associated safety areas and other areas of the airport which are used for taxiing or hover taxiing, air taxiing, takeoff and landing of aircraft, exclusive of loading ramps and aircraft parking areas.
- EEE. "Non-movement Area" means aircraft parking areas, ramps, taxilanes, and service roads related to the movement of aircraft and vehicles which are established by Letter of Agreement between the Authority and the FAA, and are under jurisdiction of the Authority.
- FFF. "Non-Signatory Airline(s)" shall mean any airline using the Airport which is not a signatory to the "Commercial Air Carrier Lease Agreement".
- EEE. "Notice of Violation" (NOV) is a citation issued by Bishop International Airport Authority (BIAA) personnel for any violations of the rules, regulations and laws governing the Airport, or violation of a lease, permit or agreement with BIAA for internal use only. Corrective and or disciplinary action may be taken against the violator or employer; and the NOV will be placed on file.
- FFF. "Occupancy" means any occupancy, possession or use of the facilities at the Airport and unless otherwise set forth pursuant to a lease of definitive duration shall be limited to Tenancy at Will".
- GGG. "Operating Agreement" means a lease, concession, or operating agreement between the Authority and a person providing business activity.
- HHH. "Operating Directive" means an immediate written order issued by the Airport Director regarding procedures to ensure handling, policing, and protection of the public while at the Airport and to ensure compliance with all federal, state, and local laws, ordinances, and regulations.
- III. "Operator" means any person who has been issued a permit by the Authority to operate a Ground Transportation Vehicle pursuant to this Regulation.
- JJJ. "Person" means any individual, firm, partnership, corporation, company, association, or governmental entity and includes any trustee, receiver, committee, assignee, guest, invitee or other representative or employee thereof.
- KKK. "Picket" means to walk or stand while carrying a sign at the Airport in a manner to publicly express a labor grievance or political protest.
- LLL. "Pickup and Discharge Area" means any part of the Airport designated by the Authority for the pickup or discharge of passengers or baggage into or from Ground Transportation Vehicle. Nothing in this Regulation shall be construed to preclude the Authority from designating certain areas for pickup and others for discharge, or from designating certain areas for passengers and others for baggage.

- MMM. "Preferential Use Space" means a space in the Terminal in which an Airline has priority in use over other airlines or users.
- NNN. "Pushback" means the process of pushing an aircraft back from the gate in preparation for taxi to the runway.
- OOO. "Ramp" means an improved surfaced area reserved exclusively for the parking and Taxiing of aircraft and related servicing equipment.
- PPP. "Resident Airline" means an airline using the Airport on a regularly scheduled basis and occupying space in Terminal.
- QQQ. "Restricted Area" means areas closed to the general public, excluding airport access roads to private facilities. Those areas are defined as areas which are used to perform the everyday activities and operations of the Airport. These areas include, but are not limited to the AOA, SIDA, northeast, southeast, and Golf T-hangar areas, and the airport access roads. These areas are restricted for use for authorized personnel only.
- RRR. "Revocation" is the permanent removal of badge and proximity card privileges.
- SSS. "Runway" means an improved surfaced area reserved exclusively for the landing and taking off of aircraft.
- TTT. "Scheduled Air Cargo Carrier" shall mean any air cargo carrier who provides regular scheduled service to the Airport and has executed the Airfield Use Agreement.
- UUU. "Security Identification Display Area (SIDA) means that portion of the Airport designated by the Authority's TSA approved Security Program, requiring each person to continuously display on an outermost garment between the neck and waist, an Airport approved ID medium.
- VVV. "Signatory Airline" shall mean each airline who has executed the "Commercial Air Carrier Lease Agreement" with the BIAA.
- WWW. "Smoking" means inhaling, exhaling, burning or carrying any lighted cigarette, cigar, pipe, or other such device which contains tobacco or other smoke or vapor producing products.
- XXX. "Solicitation" means to directly or indirectly actively or passively, ask, request, seek or try to obtain contributions, handouts or signatures.
- YYY. "Sterile Area" means that portion of the Airport beyond the Passenger Screening Checkpoint designated for passenger's access to boarding aircraft and to which the access is generally controlled by TSA through the screening of persons and property.
- ZZZ. "Suspension" is the fixed term removal of badge and proximity card privileges.
- A. "Tenant" means any Person having an executed lease with the BIAA for an aircraft hangar, building or an area on Airport property.
- B. "Tobacco Smoke Producing Instrument" means any device or configuration designed to facilitate the inhalation of tobacco or other plant material smoke, including factory or hand rolled cigarettes or cigars, hookahs, and pipes.
- C. "Training" may involve returning to the badging office to complete and pass a course for the violation committed.
- D. "Transportation Network Companies" (TNC) means any Persons offering ride-booking services whereby the company offering the service picks up a passenger(s) upon request or utilizes electronic or other means of communication to connect Persons using their personal vehicles with passengers.

- E. “Transient Carrier” means unscheduled Air Carrier operating at the Airport without a current signed Operating Permit or Signatory Agreement.
- F. “Unmanned Aircraft System” (UAS) is the unmanned aircraft (UA) and all of the associated support equipment, control station, data links, telemetry, communications and navigation equipment, etc., necessary to operate the unmanned aircraft.
- G. “Weapon” means anything readily capable of lethal use and possessed under circumstances not manifestly appropriate for the lawful uses which it may have.

ARTICLE II: GENERAL CONDUCT – CRIMINAL CODE ORDINANCE 02-96

SECTION 1. DISORDERLY CONDUCT

In order to ensure the safe and proper functioning of the Airport, no Person shall, while on Airport property:

- be or become drunk or visibly intoxicated;
- commit any act that is generally deemed as an obscene or indecent act;
- engage in any fighting, threatening, violent or tumultuous behavior;
- make unreasonable noise;
- use obscene language or make any obscene gestures; or
- create a hazardous or physically offensive condition

SECTION 2. GAMBLING

No Person shall engage in or conduct any form of gambling or operate any gambling devices anywhere on the premises of the Airport, other than the Michigan Lottery, or any other forms authorized by law or the Authority with the exception of employee games of chance whereby no individual bet is to exceed fifty (50) dollars. (e.g. Football pools, March Madness, etc.)

SECTION 3. PRESERVATION OF PROPERTY

- A. No Person shall destroy, deface or disturb in any way, any building, sign, equipment, or other property on the Airport premises.
- B. No Person shall alter, add to, or erect any building or sign, or make any excavations on Airport property without prior written authorization from the Authority.
- C. No Person shall block any hallway, corridor or passageway so as to impede its normal and proper use.
- D. No Person shall travel upon the airport premises other than on the roads, sidewalks, or other rights-of-way designated for such purpose unless designated for an approved purpose by the Authority.
- E. Airport tenants, users, vendors, contractors, subcontractors, and all other commercial operators on Airport property shall provide the BIAA with a Certificate of Insurance demonstrating the required insurance limits are in place. Without exception, all insurance certificates and the

policies they represent shall list the BIAA, Genesee County and the City of Flint and their officers, directors, agents and employees as Additional Insureds.

- F. The BIAA shall recover expenses incurred from any Person causing injury or property damage of any kind. The liable party will be billed for charges to repair Airport property damage including the cost of labor.

SECTION 4. INTERFERING OR TAMPERING WITH AIRCRAFT

- A. No Person shall interfere or tamper with any aircraft, or put in motion the engine of such aircraft, or use or remove any aircraft, aircraft parts, instruments, or tools without the written authorization of the owner or the Airport Director.
- B. No person shall operate any UAS (Unmanned Aerial System) or “model aircraft” on airport property without written authorization from the Airport Director.

SECTION 5. COMMERCIAL PHOTOGRAPHY

- A. No Person shall take still, motion, or sound pictures for commercial purposes on the Airport, without the written authorization of the Airport Director. Guidelines for commercial photography and filming are available on the website www.bishopairport.org and permits are issued through the BIAA office. Accredited news, newsreel, news helicopters, or television cameramen shall secure clearance for their activities from the office of the Airport Director to ensure compliance with applicable federal, state, or local regulations.

SECTION 6. USE OF ROADS, WALKS AND PASSENGER CONVEYANCES

- A. No Person shall occupy the roads, walks, walkways or driveways in such a manner as to hinder or obstruct their proper use.
- B. The use of electric carts shall only be used for legitimate business purposes and are only intended to be used by BIAA employees or Airline Special Assistance Employees for transporting elderly and/or physically challenged persons within the Terminal Building. Electric cart parking and battery charging areas must be located within the Vehicle owner’s leased space unless otherwise authorized by Airport Operations.
- C. No person shall ride, walk, sit, or stand on a baggage conveyor system (or any part thereof). Escalators are intended for the safe transport of passengers and baggage. Skycap baggage dollies, freight, strollers, wheelchairs, oversize baggage, furniture and animals shall not be taken on escalators. Elevators are provided for transporting these and similar items. Children shall not be left unattended or allowed to play on escalators, elevators, or baggage devices.

SECTION 7. ANIMALS

- A. No Person shall enter any part of the Airport or terminal building with any domestic animal except where the animal is properly restrained by leash or properly confined for air travel, or where the animal is an assistance dog used by handicapped Persons or the Bishop Airport Police Department. Animals are prohibited from traveling on escalators.
- B. It shall be the responsibility of any Person entering the Airport with an animal to clean up and/or pay for the cleanup of any defecation or other damage caused by the animal. Designated Pet Relief areas can be found in both the Landside Operations Area and lower level of the airside terminal building.

- C. Any person bringing a dog or other animal on the Airport agrees to indemnify, defend and save and hold harmless the Authority, its officers, agents and employees from and against all losses, damages, claims, liabilities, and causes of action of every kind or character and nature, as well as costs and fees, including reasonable attorney fees connected therewith and expenses of the investigation thereof based upon or arising out of damages or injuries to third persons or their property caused by the negligence of such person or animal. The Authority shall give to such person prompt and reasonable written notice of any such claims or action and such person shall have the right to investigate, compromise, and defend the same to the extent of his or her own interest.
- D. No person shall, unless authorized in writing by the Airport Director, hunt, pursue, trap, catch, injure or kill any animal on the Airport.
- E. No person shall feed or do any other act to encourage the congregation of birds or other animals on the Airport.

SECTION 8. LOITERING

- A. Due to the physical limitations of the Terminal Complex, and concern for the general safety, security and welfare of the traveling public, no Person in or about the Airport who is unable to give a satisfactory explanation of his or her presence, shall be allowed to loiter in or about any area or facility of the Airport. Satisfactory explanations for loitering, as determined in the reasonable discretion of the Airport Authority and/or law enforcement personnel, shall be supported by verifiable evidence that the

Person in question:

- is working at the Airport
- is engaging in permitted commerce at the Airport
- is conducting an activity for which a permit has been issued under these Rules and Regulations
- is departing from the Airport as a ticketed airline passenger
- is arriving at the Airport as a ticketed airline passenger;
- is waiting for or escorting an individual engaged in the activities enumerated in this subsection

SECTION 9. LODGING

- A. Due to the physical limitations of the Terminal Complex, and concern for the general safety, security and welfare of the traveling public, no Person shall sleep in or remain in the Airport for the purpose of lodging, unless the following occurs:
 - The person has arrived at, is in transit through, or will be departing from the Airport as an airline passenger within twenty-four (24) hours, as evidenced by a valid travel itinerary, ticket, or boarding pass matching the person's valid identification; or the person is awaiting the arrival of an airline passenger due to arrive within two (2) hours or the arrival of an airline passenger on a flight that has been unexpectedly delayed or cancelled and the passenger is expected to arrive within four (4) hours, as evidenced by flight information verifiable with the Airport Authority.
 - Behavior warranting a brief interview process to determine whether an individual is violating this Section shall include, but not be limited to, both sleeping in the Terminal Complex and/or remaining in the Terminal Complex for more than one (1) hour between the hours of 11:00 p.m. and 4:00 a.m. Notwithstanding this prohibition on lodging, the

Airport Director may declare an emergency and allow temporary lodging in case of severe weather or other conditions which are beyond the control of the Airport Authority and causing disruption to Airport activity.

SECTION 10. SMOKING

- A. Smoking is prohibited. Except as otherwise provided by these Rules & Regulations, no Person shall engage in the act of Smoking or possess a lit Tobacco Smoke Producing Instrument to include Electronic and Vaporless cigarettes:
- Inside all buildings or in any Enclosed Area at FNT, including, without limitation, any Security Identification Display Area (SIDA), elevator, restroom, and baggage makeup garages;
 - Entrance vestibules, Terminal Lobby, departure lounges, reception area, storage and/or breakroom, passageway, and other common-use areas;
 - This includes stairwells, the apron level, in the drive lanes, and the baggage matrix complex; and
 - Outdoors within fifty (50) feet of any entrance to any Enclosed Area in which Smoking is prohibited.
- B. Smoking or carrying lighted smoking materials or striking matches or other lighting devices shall not be permitted anywhere on the AOA, nor any area on the Airport where smoking is prohibited by federal, state, or local law, or by the Authority by means of posted signs, nor in any hangars, shops, or other buildings in which flammable liquids are stored or used except in cases where specific smoking areas have been designated by the Authority for that purpose.

ARTICLE III: DOING BUSINESS AT THE AIRPORT

SECTION 1. PURPOSE

The terms and conditions set forth in this Article are necessary for the accomplishment of the following purposes:

- A. To set a standard set of guidelines to be followed by Tenants and Sub-Tenants regarding BIAA property.
- B. To ensure all parties have proper information regarding BIAA's Tenant Request Process, expected cleanliness of properties leased and of airport property (general) as well as Network Procedures and Infrastructure.

SECTION 2. REQUIREMENTS FOR COMMERCIAL ACTIVITIES

- A. All Persons occupying space or conducting any business, commercial enterprise or other form of revenue-producing activity at the Airport, must first enter into a written agreement with the Authority, or show proof of an agreement with a sub-tenant, which may require the payment of fees, and providing a current insurance policy and security.

SECTION 3. BRANDING

- A. Bishop International Airport's brand is one of its most valuable assets. The clear, concise and consistent communication of this brand to the various constituents the airport serves and who

serve it; employees, customers, airlines, partners and the greater Flint and Genesee County region in general; is all important and, as such, it must be all encompassing. Bishop International Airport shall be the sole brand portrayed and promoted both inside and outside the organization in any and all communications related to the airport by the organization's partners, vendors and suppliers.

SECTION 4. PASSENGER SERVICES

A. Concessions Hour of Operations

- The hours of operation for Retail Concessions shall be as follows: 5:00 a.m. to 9:00 p.m. seven days per week, including holidays. These hours of operation are based on airline arrival and departure schedules. In the event there is a significant change in said schedules the Concessionaire may request a modification of the hours of operation from the Airport Director. Consent for such modification shall not be unreasonably withheld.
- The hours of operation for the restaurant and bar shall be as follows: Minimum hours shall be one hour prior to the first scheduled departure each day and will remain in operation until the last scheduled departure each day.
- These hours are subject to change based on earlier and/or later scheduled flight departures at FNT.
- In the event that scheduled flights are delayed past the normal last scheduled departure due to weather or other causes, Food & Beverage Concessionaire must be open to provide adequate food and beverage to accommodate the needs of the public and employees until such time that the delayed flights have departed or have been cancelled.

B. Ground Handlers and Air Carrier Support Services

- All ground handlers and air carrier support service personnel must have and maintain a clean, professional uniform with employee's first name, and company's name depicted clearly.
- Training Requirements
 - a) All aircraft fuelers must have training on the following types of aircraft to ensure prompt and expert service;
 - Boeing 717, 737, 747, 757, 767, 777, 787
 - Airbus A319, A320, A321, A330, A340, A350, A380
 - Embraer 140, 145, 170, 175, 190
 - CRJ 100, 200, 700, 705, 900, 1000

C. Staffing Requirements

- Sufficient Staffing must be supplied to provide the high level of customer service that is expected of all operators and tenants at FNT.

D. Equipment Requirements

- Sufficient equipment to perform the services for which entity is licensed, i.e., baggage handlers must have tugs, baggage carts and conveyers, aircraft cleaning companies must have approved lavatory trucks. Wheelchair assist companies must have approved wheelchairs.

- All ground equipment must have insurance certificates and registration on file with BIAA.
 - PDF
 - Hardcopy
- E. Any improvements or alterations of the leased space become the property of BIAA at the end of the lease.

SECTION 5. SIGN, ADVERTISEMENTS AND MEDIA

A. Policy

It is the policy of the Authority that its premises and advertising spaces be non-public forums in which advertising is reserved for commercial content, rather than public discourse and debate.

This policy establishes objectives, restrictions, and procedures for determining acceptable advertising content on the Authority's premises. Such restrictions are necessary to;

- Promote revenue maximization by establishing a forum free from controversial content;
- Create a welcoming environment for the traveling public by preventing offensive or controversial messaging; and
- Meet the Authority's other objectives contained herein.

In order to meet the objectives of this policy, it is essential that all Authority business units, contract agents, and subcontractors follow the outlined procedures and restrictions. Any revisions or changes to this policy must be approved by the Airport Director.

B. Purpose

THE PRIMARY PURPOSE OF THIS POLICY IS TO:

- Avoid content that the community could view as offensive, inappropriate, or harmful to the public (or to minors in particular).
- Create a warm and welcoming environment for the traveling public, including families and children of all ages, which does not subject them to offensive images, speech, or potentially controversial issues of an economic, political, religious, environmental or social nature.

SECONDARY CONSIDERATIONS ARE TO:

- Promote the increased use of the Bishop International Airport by more travelers to and from the Greater Flint, Genesee and surrounding areas.
- Create awareness and promote the use of Airport-related products and services, support tourism, and support the economic development of the Region.

C. Policy Basis

In accordance with FAA Grant Assurance 24, the Authority seeks to be as self-sustaining as possible. The primary purpose of advertising at the Authority is to generate revenue.

D. Policy Applicability

All advertising on Authority premises shall be subject to the objectives, restrictions, and procedures set forth herein.

E. Definitions:

Commercial Advertising: A message that exclusively proposes a commercial transaction, meaning that it promotes or solicits the sale, rental, distribution, or availability of goods, services, food, entertainment, events, transactions, products, or property (real or personal) for commercial purposes; or more generally promotes an entity that engages in such activities.

Community Promotion Advertising: A message that promotes increased business or tourism in the region, such as the promotion of regional tourist attractions or events, general messages to visit the Region, or general messages to invest in the region.

Aviation-related Governmental Advertising: A message produced or sponsored by a Federal, State, or local government entity (including the Authority) that promotes or informs the travelling public of (i) a public safety, security, law enforcement, or related issue; or (ii) an airport or aviation-related service, program, or activity.

Public Issue Advertising: A message expressing or advocating an opinion, position, or viewpoint on matters of public debate about economic, political, religious, environmental, or social issues.

Public Service Advertising: A message designed to inform the public on issues that are frequently considered to be in the general best interests of the community at large, or with the objective of raising awareness and changing public attitudes and behavior towards a social issue.

Disclaimers: Where required by the Airport Director, third-party advertisements appearing on the Authority's property shall contain the following disclaimer: "The views and/or opinions expressed by the advertiser are not necessarily those of the Bishop Airport Authority."

F. ADVERTISING CONTENT RESTRICTIONS

To maintain a non-public forum and meet the objectives of this policy:

- Public Issue Advertising will not be permitted.
- Commercial Advertising, Community Promotion Advertising, Aviation-related Governmental Advertising, and Public Service Advertising may be permitted, subject to the restrictions that follow.

THE FOLLOWING TYPES OF ADVERTISING SHALL NOT BE PERMITTED:

- Advertising that depicts graphic violence or images of violence or gore, including images of firearms or weapons;
- Advertising that promotes hatred, bigotry, violence or intolerance;
- Advertising containing sexually oriented material, images of nudity, or sexually prurient material;
- Advertising that contains or implies profane or vulgar language or material;

- Advertising that promotes adult oriented products, businesses, or services, such as "X" or "NC17" rated films, adult video games rated "A" or "M", television rated "MA", adult book stores, adult video stores, nude or partial nudity dance clubs, adult telephone services, adult internet sites, and escort services;
- Advertising of contraceptives or medications and treatments to enhance sexual function and performance;
- Advertising that is offensive to the moral standards of the community or contrary to prevailing standards of adults in the region as to suitability for display to a captive audience which includes minors;
- Advertising of tobacco, tobacco products, e-cigarettes, or similar products (including marijuana, even if its sale or use were to be permitted legally by the Commonwealth of Michigan for any purpose);
- Advertising that promotes the existence or nonexistence of a supreme deity(ies); that addresses or promotes a specific religion, religious beliefs, or lack of religious beliefs; or is otherwise religious in nature;
- Advertisements that are political in nature or contain political messages, including advertisements involving political figures or candidates for public office, advertisements involving political parties or political affiliations, or advertisements involving an issue reasonably deemed by the Authority to be political in nature in that it directly or indirectly implicates the action, inaction, prospective action, or policies of a governmental entity (such as advertisements involving abortion, gun control, or gay marriage). Nothing in this provision prevents the Authority from accepting non-political public service announcements or messages that are not otherwise prohibited under this Advertising Policy;
- Advertising that disparages, ridicules, is abusive or hostile to, debases the dignity or stature of, or in any way reflects negatively on the character, integrity, or standing of an individual, entity, group, or organization;
- Advertising that advocates or is likely to induce unlawful or illegal action, including but not limited to any unlawful or illegal action based on a person's race, age, gender, religion, disability, illness, national origin, ancestry, sexual orientation, marital status, parental status, military service, or economic status.
- Advertising that promotes unlawful or illegal goods, services, or activities;
- Advertising that is illegal;
- Advertising that is false, deceptive, or misleading;
- Advertisements that employ or commercially exploit the likeness, picture, image, or name of any person or the trademark, trade name, copyrighted materials, or other intellectual property of a third party, without adequate proof of express written authorization;
- Advertising that is libelous, infringes on a copyright, or is otherwise likely to subject the Authority to litigation;
- Advertisements that suggest or otherwise tend to promote or encourage behavior or conduct on the Authority's transit vehicles or property that would cause potential harm or

injury to the Authority, its officers, its employees, its contractors, its patrons, or other parties;

- Advertisements that, if permitted, would subject the Authority to the risk of civil or criminal liability;
- Advertising that could reduce the Authority's revenue and its ability to be financially self-sustaining, or that could reduce travel and tourism in the Region; or
- Advertising that directs viewers or callers, such as via a website, app, or telephone number, to materials that violate the preceding restrictions;

H. USE OF UNSOLD SPACE AND BIAA OWNED SPACE

If neither the Authority nor its advertising concessionaire has a contract in place for the use of advertising space, the space will be available for Community Promotion Advertising, Aviation-related Governmental Advertising, or Public Service Advertising.

In addition, the Authority may use any unsold space to:

- Promote the Airports' facilities, products, and services;
- Announce the start-up of a new air service route or the arrival of a new airline to the Authority;
- Create awareness for the breadth of the Authority's air service network and improvements to terminals and other facilities.

I. APPLICATION AND REVIEW PROCESS

All proposed advertising must be submitted in writing to the Authority and, if applicable, its advertising concessionaire. The advertising proposal must include the name of the advertiser, the creative file, and the desired format of the presentation (static copy, digital video, or other specified media format). The Authority (Marketing/Communication) and/or its advertising concessionaire shall review the creative file for compliance with this Policy. Notification will be sent to the advertiser approving the advertisement or the reason the advertisement was not approved.

If an advertisement is not approved, the advertiser shall have the right to appeal for reconsideration to the Authority's Airport Director by describing the basis for challenging the non-approval. All appeals must be written and delivered to the Authority's Airport Director within ten days of the denial.

Failure to appeal within the timeframe allotted will constitute a waiver of the right to appeal. The Airport Director will render a written decision following consultation with the Authority's solicitor.

SECTION 6. ASSIGNMENT AND SUBLETTING

- A. Airport Tenants shall not assign, sublet, transfer, convey, sell, mortgage, pledge or encumber their premises or any part thereof, or any rights of the Tenant or allow the use of their leased areas by any other person without the prior written consent of the Airport Director.

SECTION 7. UNIVERSAL CABLING SYSTEM

- A. Tenants must abide by the following standards regarding universal cabling:

- Bishop Airport utilizes a Universal Cabling System (UCS) that incorporates fiber optic and copper to support airport operations and the communications requirements of a diverse business community.
- Management of the UCS also encompasses an extensive system of cable trays, conduits, manholes, underground ducts, telephone poles and Wireless Access Points (WAPS) providing redundant, diverse and robust communications options to all tenants.

B. Network Infrastructure

- Public Access
 - The airport campuses are also served by services providers including AT&T, Comcast, and 123NET.
 - These providers, many of which also incorporate dual Points of Entry (POEs,) allow FNT tenants with unparalleled communications availability.
- Communications Infrastructure
 - Fiber Optics: the system includes diverse and redundant multimode and single mode fiber optic cabling which is made available to the airport community. This is a campus wide distribution at both facilities. All cabling is tested upon installation to ensure compliance w/ ANSI, EIA/TIA and other applicable standards. All test documentation is kept on file.
 - Twisted pair copper: The Unshielded Twisted Pair (UTP) cabling is also a diverse, redundant and robust system distributed through both campuses. This system supports telephony, both digital and analog, as well as multiple of low voltage data, radio and control technologies.
 - All cabling is tested upon installation to ensure compliance w/ ANSI, EIA/TIA and other applicable standards. All test documentation is kept on file.
 - Category 5e network cables: All horizontal cabling installed at BIAA facilities is 5e copper routed to airport communications closets. All cabling is tested upon installation to ensure compliance with ANSI, EIA/TIA and other applicable CAT5e Ethernet 802 standards. All test documentation is kept on file.
 - All obsolete or out of date cabling is removed when a location or tenant upgrades to new standards.
 - Wi-Fi and Beacon Technologies: All Wi-Fi technologies including Beacons at FNT must be approved by BIAA prior to any installations.
- The installation of access points or beacons must not interfere with existing devices installed at the airport. In the event of any interferences with existing access points or beacons it will be determined by BIAA on how to resolve these issues. Tenants must submit a tenant request for such technologies for review to BIAA.
- Pathways
 - Any new cable installation must be reviewed and approved by BIAA.
 - Manholes and underground ducts: The larger campus facilities incorporating hangars, maintenance and support buildings, FAA facilities, etc. are connected via an

underground duct system which is documented and managed by BIAA. Access to this system is strictly controlled and documented.

- All cabling, must be installed in conduit or cable tray and labeled at terminating ends. “J hooks” or other support media are not allowed.
- Communication Closets
 - The UCS incorporates a hierarchical system of communications closets that facilitates the efficient distribution and installation of network cabling. The distribution of these closets ensures that 95% of Terminal is within the Cat5e Ethernet standard of 250’ workstation to network equipment. Access to the closets is made available to airport tenants to house network equipment such as switches, routers, firewalls, etc., although Maintenance and management of said equipment is not provided by the airport. Physical access to these rooms is strictly controlled by BIAA.
 - Many of the larger airport tenants, specifically airlines, incorporate their own series of Main Distribution Frames (MDFs) and Intermediate Distribution Frames (IDFs) in order to comply with their own corporate.
 - The UCS supports and augments these installations via redundant and diverse cabling and strict adherence to industry standards.
- BIAA Network Access
 - BIAA also provides tenants with the ability for internet access separate from BIAA’s network.

SECTION 8. USE OF APPLIANCES AND MACHINES

- A. All appliances and machines (i.e., refrigerators, space heaters, air conditioners, etc.) used by tenants in either daily operation or construction must have BIAA approval prior to plugging into/connecting to the electrical or other utility systems.
- B. Any connection into the utility infrastructure systems (electrical, water, gas, etc.) requires prior BIAA approval.
- C. Nothing shall be placed such as to block access in front of any electrical or mechanical rooms and panels.

SECTION 9. OPERATION OF EQUIPMENT IN THE TERMINAL

- A. Any person operating equipment within the passenger terminal building will abide by all posted speed regulations in these areas and in any event not exceed five (5) miles [8 km] per hour.
- B. Permanent parking of internal combustion engine-driven vehicles is prohibited in any of the terminal buildings.
- C. All riding of bicycles, skate boards or roller skates/blades, scooters, or any self-propelled vehicle or device is prohibited in all areas of the baggage makeup area and passenger terminals.
- D. Exceptions will be made for wheelchairs or other medically necessary devices for the injured or infirm. BIAA and tenant-owned bicycles may be allowed for company business in the tenants' respective leased areas.

SECTION 10. CLEANLINESS AND HOUSEKEEPING

BIAA requires high cleanliness standards for all tenants. This includes pest control, facility appearance, aviation safety, public safety, exterior appearance, landscaping, and trash removal. All persons occupying space at the Airport shall keep the space allotted to them policed and free from rubbish and accumulation of any material.

- A. Leased areas will be periodically inspected by a BIAA representative to determine acceptability, cleanliness and general upkeep of the space(s).

Discrepancies will be noted and the tenant will be required to implement prompt corrective measures as determined by BIAA.
- B. No person shall place any solids in, or pour any liquid, other than water, down floor drains, manholes, storm water drains or sewer connections unless permission is first obtained from BIAA by contacting Duane Burnash, Director of Maintenance (810) 235-0608.
- C. Foreign Object Debris (FOD) containers shall only be used for disposal of FOD found on the airfield. They shall not be used for disposal of food or other organic matter unless permission is obtained from BIAA.
- D. All floors shall be kept clean and free from fuel and oil. The use of volatile or flammable solvents for cleaning floors is prohibited. Metal receptacles with a self-extinguishing cover shall be used for the storage of oily waste rags and similar material. The contents of these receptacles shall be removed daily by persons occupying space; drip pans shall be placed under engines and kept clean at all times; and clothes lockers shall be constructed of metal or fire-resistant material. No tenant, lessee, concessionaire, or agent thereof doing business on the Airport, may keep uncovered trash containers adjacent to sidewalks or roads in a public area of the Airport.

SECTION 11. DISPOSAL

- A. Disposal: No person shall dispose of any fill, building materials, receptacles, or discarded or waste materials on Airport property, except as approved in writing by the Airport Director, and no liquids shall be placed or dumped in Airport storm drains or the sanitary sewer system which will damage such drains or system or will result in water pollution upon having passed through such drain or system, in violation of federal, state, or local law.
 - B. No person shall use a rest room, toilet, or lavatory facility at the Airport other than in a clean and sanitary manner.
 - C. Any solid or liquid material spilled at the Airport shall immediately be cleaned up by the person responsible for such spillage and in no case shall any refuse be burned at the Airport except as specifically authorized by the Airport Director.
 - D. No person shall cause unnecessarily or unreasonably any smoke, dust, fumes, gaseous matter or any other matter to be emitted into the atmosphere or carried by the atmosphere except normal emissions from internal combustion engines or jet engines or smoke from cigarettes, cigars or pipes.
 - E. No person shall operate an uncovered vehicle to haul trash, dirt, or any other material on the Airport without prior permission of the Airport Director.
 - F. No person shall dispose of garbage, papers, refuse, or other forms of trash including cigarettes, cigars, and matches, except in receptacles provided for such purpose.
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SECTION 12. FIREARMS AND WEAPONS

- A. No person, except those persons authorized to do so under Michigan State Law and federal government regulations, may carry or transport any firearm or weapon on the Airport except when such firearm or weapon is properly encased for shipment and not in the individual's immediate possession. No person shall discharge any firearm or weapon on the Airport except in the performance of official duties requiring the discharge thereof. The carrying of a firearm or weapon on the Airport must be in conformity with all applicable governmental regulations.
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SECTION 13. OPEN FLAME OPERATIONS

No person shall conduct any open flame operations on the Airport unless specifically approved in advance by the Airport Director. Lead and carbon burning, fusion gas and electric welding, blowtorch work, reservoir repairs, engine testing, battery charging, and all operations involving open flames shall be restricted to the repair shop section removed from the storage section of any hangar. During such operations, the shop shall be separated from the storage section by closing all doors and openings to the storage section.

Any operation involving open flames or producing heat and/or sparks requires the issuance of a Hot Work Permit. Contact shall be made with BIAA Department of Public Safety (810-235-0606) for the inspection and issuance of a Hot Work Permit.

SECTION 14. LOST AND FOUND

Bishop International Airport offers centralized lost and found service, available to all tenants, to give efficient public service. The Authority policies governing the disposition of articles found are on file and available for review in the Department of Public Safety.

SECTION 15. ABANDONED PROPERTY

No person shall willfully abandon any personal property on the Airport. Unattended items are subject to search and/or screening and the Authority will not be held accountable in the event of loss or breakage.

SECTION 16. PROHIBITED ACTIVITIES

The following conduct is prohibited in public areas of the Airport which are not occupied by a Lessee if conducted by a person to or with passersby in a continuous or repetitive manner:

- A. Goods/Services: No person shall offer goods or services for sale or solicit contributions of funds for religious or charitable purposes within the interior areas of Airport buildings.
- B. Danger to Persons/Property or Interference with Formation/Progression of Traffic: No person shall perform any ceremony, speech, song, carrying of any sign or placard, or other such activity which constitutes a danger to persons or property, or which interferes with the orderly formation and progression of waiting lines, or which interferes with any of the following: pedestrian and/or vehicular travel; the issuance of tickets or boarding passes or equivalent documents for air or ground transportation; luggage or cargo movement or handling; the entry to and exit from vehicles; security procedures; government inspection procedures; cleaning, maintenance, repair or construction operations.
- C. Unattended Distribution Materials: The intentional leaving of any item intended for distribution unattended.
- D. Placard/Sign/Circulation: The attachment of any placard, sign, circular, or other written material on any wall, post, counter, billboard, or any other surface.
- E. Structures: The erection of any table, chair, mechanical device or other structure.

ARTICLE IV: COMMUNICATION

SECTION 1. PURPOSE

The terms and conditions set forth in this Article are necessary for the accomplishment of the following purposes:

- A. To ensure that Persons seeking to exercise their constitutional freedom of expression can communicate with the users of the Airport;
- B. To ensure police protection of the Persons exercising their constitutional freedoms;
- C. To ensure that Persons and organizations properly authorized to engage in authorized activities have adequate exposure to the traveling public;
- D. To restrict such activities to public areas of the Airport.
- E. To protect users of the Airport from repeated communications or encounters which might constitute harassment for intimidation;
- F. To ensure the free and orderly flow of pedestrian traffic through the Airport; and
- G. To ensure that these activities do not result in interference with the transportation or business functions of the Airport.

SECTION 2. PICKETING, DEMONSTRATIONS, SOLICITATION AND HANDBILLS

The exercise of constitutional rights of expression and communication in public areas of the Airport shall be conducted in such a way as not to unduly interfere with or disrupt the orderly business of the Airport. In order that such rights may be fully protected to the extent which will not unreasonably interfere with the Airport operation, any Person desiring to picket, demonstrate, disseminate handbills or other material, or solicit funds on the Airport, shall at least forty-eight (48) hours prior to the time proposed for commencing such activity:

- A. Notify the Airport Director in writing as to the nature of the proposed activity; identify the period within which the activity is to be conducted giving the starting and ending times and dates for the proposed activity; identify the number of Persons proposed to be utilized at any one time in connection with such activity; provide the name, address, and telephone number of the responsible Person to whom communication with respect to such activity may be directed, and specify the anticipated duration of such activity.
- B. Should the dissemination or distribution of personal property or services or the solicitation of contributions be connected with the proposed activity, the notice to the Airport Director shall further:
 - State the type of material to be disseminated or distributed, the method(s) to be used by the Person or organization to avoid littering the Airport; and,
 - If a solicitation of funds is to be made in connection with the offering or dissemination of property or services, contain an agreement that payment shall neither be demanded nor required of Airport users in exchange therefor.
- C. Upon receipt of the information required by these Rules and Regulations, the Airport Director shall authorize the proposed activity in writing; provided that he may place such conditions upon the conduct of such activity as may be reasonably required for the safe and efficient operation of the Airport and movement of Persons and property, and protection of the rights of other Airport users, by limiting the number and conduct of Persons involved therein, and the place or places where the activity may be conducted. If a solicitation of funds is involved, the applicant shall

have in force and comply with a current permit for such solicitation as may be required by State and/or local law.

SECTION 3. PAGING SYSTEM

All tenants should limit the use of the paging system to only those public announcements which are essential in maintaining proper service for the traveling public and visitors in the Terminal Building. Any public address comment which is deemed to be advertising in nature, uses vulgar or profane language, or is disruptive to the general business of the Airport is strictly prohibited.

SECTION 4. RADIO FREQUENCY

- A. The Airport must approve the installation of all radio frequency systems and spectrums. All tenants, lessees, permittees or concessionaires at the Airport using any types of radio frequency systems and equipment shall comply with the following:
- B. Must be in compliance with Federal, State, Local, and BIAA regulations and hold a valid license from Federal Communications Commission (FCC) for the right to use the RF spectrum.
- C. Must contact the Airport Facilities and Maintenance Department for system approval.
- D. Radio frequencies, systems, or spectrums that interfere with airport operations are not authorized.
- E. The Airport may grant exclusive government spectrums exceptions in emergency situations so long as the need is communicated to Airport Operations.

ARTICLE V: AIRPORT OPERATIONS AREA

No person shall operate any aircraft to, from, or on the Airport, or service, repair or maintain any aircraft, or conduct any aircraft operation on, to, or from the Airport, except in conformity with current Federal Aviation Regulations and in conformity with all other applicable law, including these **Rules and Regulations**. It shall be the responsibility of all persons, firms, and their pilots, instructors, and students to become familiar with Federal Aviation Regulations and all **Airport Rules and Regulations** contained herein.

SECTION 1. AIR OPERATIONS AREA (“AOA”)

- A. All operators of Motor Vehicles in the Air Operations Area must adhere to the following:
 - Vehicle operators must possess a valid State Driver’s License at all times while operating a vehicle on airport property.
 - Vehicle operators must immediately advise their employer and the Airport’s Badging Office if their Driver’s License becomes revoked, suspended, or expired.
 - All vehicle operators shall complete an airfield driver training curriculum prior to operating a vehicle within the Air Operations Area (AOA). It is the Tenant sponsor’s responsibility to ensure that all sponsored vehicle operators are knowledgeable with all aspects of vehicle operations within their range of movement on the AOA.
 - Vehicle operators must have a valid, properly coded BIAA Security Badge visibly displayed at all times, and/or be under the constant escort of a properly badged Person while in the AOA.

- Vehicle operators shall not allow any passengers in a vehicle other than authorized personnel. Passengers shall only be permitted to ride in approved seats upon designation by the Airport Director.
 - All passenger or vehicle escorts must comply with procedures established in the TSA approved Airport Security Program.
 - Headsets or headphones for personal devices (i.e., CD/DVD/tape player, iPod, MP3, TV, Radio, etc.) shall not be utilized while operating a vehicle on the airfield.
- B. Only Motor Vehicles in the following nine (9) classes shall be authorized to operate on the AOA:
- Airport Ambulances;
 - Airport Fire and Rescue vehicles;
 - BIAA Operations vehicles;
 - BIAA Police vehicles;
 - BIAA Maintenance vehicles;
 - Aircraft support vehicles;
 - FAA field vehicles;
 - Contractors' vehicles
 - Any other vehicle authorized by the Airport Director.

NO OTHER MOTOR VEHICLES SHALL OPERATE ON THE AOA.

- C. The BIAA reserves the right to withdraw permission for any individual to operate a Motor Vehicle on the AOA if such action is deemed necessary to maintain safety and order.
- D. **Aircraft always have the right-of-way in the AOA.** No Motor Vehicle operator shall be permitted to drive between Aircraft, passenger lanes, or building except those Vehicles servicing the aircraft or responding emergency vehicles. Vehicles needing to traverse an AOA ramp area shall utilize the right side of the designated vehicle roadways at all times and obey all posted signage.
- E. All Vehicles crossing or entering traffic lanes shall yield to those Vehicles already in the lane before proceeding.
- F. The use of vehicles in the Air Operations Area shall be kept to the absolute minimum needed to conduct official business requiring bonafide airside access.
- G. No Person shall operate a Motor Vehicle in the AOA in excess of fifteen (15) miles per hour, except for emergency vehicles or where otherwise posted.
- No Person shall operate a Motor Vehicle around an aircraft (whether parked or taxiing) in excess of five (5) miles per hour.
- H. No vehicle shall be permitted to drive between an aircraft and building except those vehicles serving the aircraft or responding emergency vehicles.
- I. Vehicles are prohibited from driving under jetway passenger bridges or under an aircraft, except when servicing aircraft.
- J. Contractor equipment shall not be parked in any area other than a properly designated area.
- K. Operation of a fuel tanker through the airside terminal drive-thru locations is prohibited. Additionally, parking of fuel vehicles in apron level sections under the airside terminal is prohibited. It is prohibited to leave a vehicle unattended and running.
- L. Ground support equipment, when not in use, shall be secured using a functioning braking mechanism capable of preventing the equipment from inadvertently drifting out of position.

- M. All tugs or other airline and Tenant towing vehicles shall be limited to no more than four (4) carts or container carriers.
- N. No Person shall do any of the following without a guide person:
- back-up a truck or other Vehicle in close proximity to other equipment vehicles, aircraft, fencing, wall, or structures; or
 - back-up a fuel tank truck; or
 - back-up a Motor Vehicle whenever the operator's vision is impaired.
- O. Any Motor Vehicle operator, who's Vehicle becomes disabled or becomes out of service on the AOA must turn on the Vehicle's warning lights; and immediately notify the BIAA Department of Public Safety.
- P. All Vehicles, whether in marked traffic lanes or not, shall yield to taxiing Aircraft, pushbacks or aircraft under tow.
- Q. In potential conflict situations between approaching/overtaking aircraft support vehicles, right-of-way shall be determined by the following priority list:
- Aircraft
 - Emergency vehicles;
 - Fuel trucks;
 - Passenger buses;
 - Baggage/Cargo Trains
 - All other aircraft service equipment.
- R. No Person operating a Motor Vehicle shall circumvent the above-mentioned procedure. When in doubt, vehicle operator should always yield the right-of-way.
- S. No Person shall operate a Motor Vehicle on a runway or taxiway without the expressed prior written approval of BIAA. Such access shall only be based on official need, and not be automatically granted based on access granted to the non-movement areas.

This would include, but not be limited to, airport/tenant contractors and aircraft support vehicles.

- R. During periods of reduced visibility, vehicle access to the movement area may be reduced as determined by BIAA Airport Operations personnel.
- S. No ground Vehicles shall proceed onto a taxiway or runway unless it has clearance from the FAA control tower, received either directly or through escort, on the ground control frequency. ***(In the event of a radio failure, vehicle operator should hold position and call BIAA Department of Public Safety by phone at 810-235-0606, or flash headlights toward tower.)***
- T. Smoking is prohibited at any time either in or out of Vehicles or anywhere on the AOA.
- U. Fueling vehicles must always be properly grounded during fueling operations (as outlined in NFPA 407).
- V. All vehicles except responding emergency equipment shall remain well clear of fuel spills or fuel spill clean-up activity.
- W. All violations shall be reported to the responsible Tenant or responsible contractor and BIAA Airport Operations. The Tenants and contractors shall have primary responsibility to assure that their employees and visitors adhere to the rules prescribed herein. BIAA reserves the right to withdraw permission of any individual to operate a Vehicle on the AOA if such action is deemed necessary to maintain safety and order.

SECTION 2. APRON OPERATIONS

The purpose of this article is to establish rules regulating vehicle and aircraft movement/position on the apron/ramp.

- A. During normal hours of operations pilots should contact Air Traffic Control on ground frequencies of 121.9 for any apron or ramp movement.
- B. When an aircraft is told to proceed to an assigned gate it should do so in a timely manner, approach the gate, and hold at the vehicle roadway in a position not blocking inbound or outbound aircraft.
- C. Pilots do not have the authority to bypass ATCT and communicate to one another for purposes of movement on the ramp.
- D. Power backs and power outs are not permitted without prior authorization by BIAA and ATCT.
- E. Pushback and Power backs: All aircraft must have approval by ATCT for any Ramp or Apron movement. All aircraft pushbacks are to be straight back unless approved by ATCT prior to movement. When an aircraft calls for a power back it shall be done in a timely manner. Push should be cancelled if it cannot be done in a timely manner. If any deviation from a normal push is needed, or the aircraft tail needs to be positioned with the wind, ATCT must be advised and the push approved prior to pushback. Aircraft push crews **do not** have the authority to:
 - Hold aircraft at the gate;
 - Decide which aircraft park or push first;
 - Give direction of turn out to aircraft; or
 - Push aircraft in a manner of anticipated direction of taxi.

SECTION 3. CROSS BLEED ENGINE START/ENGINE RUN-UP ON APRON

- A. Cross bleed engine starts will not be permitted at gate positions due to numerous safety considerations. They are approved per ATCT only when the rear and front of the aircraft is clear. Follow appropriate cross bleed procedures per airline or aircraft.
- B. Engine run ups are not permitted at the gate or apron areas, BIAA has pre-designated areas for run ups to occur. Engine run ups need to be coordinated with the Flint Air Traffic Control Tower between the hours of 0600-2300 local by contacting them on ground frequency 121.9.

SECTION 4. AIRCRAFT PARKING

Except as otherwise provided herein, aircraft that remain parked for twenty-four (24) or more consecutive hours on the Terminal Area or the North and South Cargo Apron or on any aircraft taxiway when employed as a ramp, shall, subject to the exclusions below, be required to pay the Authority a parking fee for each 24-hour period or portion thereof.

Aircraft of tenant scheduled air carriers, including those of servicing feeder carriers and charter carriers being ground handled thereby, parked at their assigned gates/parking positions on the subject ramps; aircraft parked on any of the general aviation ramps; and aircraft required to remain on any ramp due to inclement weather or natural disaster shall be exempt from payment of the Aircraft Parking Fee.

The amount of the Aircraft Parking Fee for each 24-hours or portion thereof shall be fifty percent (50%) of the Signatory Air Carrier Landing Fee payable for such aircraft as calculated using the then current landing fee rate established by the Authority.

ARTICLE VI: MOTOR VEHICLES

SECTION 1. PURPOSE

The purpose of this article is to establish rules regulating traffic control on Airport roads and property in order to make such areas safe for those Persons operating Motor Vehicles at Bishop International Airport. No Person shall operate any Motor Vehicle on the Airport other than in accordance with the Michigan Motor Vehicle Code, 1949 PA 300, MCL 257.1 et. seq., and these rules and regulations, except when given special written authorization and instruction by the Airport Director or his/her designated representative.

SECTION 2. LANDSIDE OPERATIONS AREA

- A. No Person shall disregard or fail to comply with the directions of the police, parking area employees or operations agents on behalf of the BIAA. No Person shall disregard or fail to comply with any directions of a police officer indicated by gesture, signal or otherwise, or disregard or fail to comply with any directions on traffic signs and traffic signal control lights. Directions on such traffic signs may be disregarded only on order of a police officer.
- B. Pedestrians shall at all times have the right-of-way over vehicular traffic in designated crosswalks.
- C. No Person operating a Motor Vehicle on the airport shall fail to give proper indicator signals.
- C. No Person under the influence of liquor or narcotic drugs shall operate a Motor Vehicle on the airport.
- D. No Person shall operate any Motor Vehicle on the airport overloaded or carry more passengers than that for which the vehicle was designed. No Person shall ride in the open bed of trucks, the running board, standing up in the body of moving vehicles or ride on the outside of the body of the vehicle or with arms or legs protruding from the body of the Motor Vehicles.
- F. Speed limits shall not exceed 25 miles per hour on Airport roadways, unless otherwise posted.
- G. No taxicabs, buses, limousines, shuttle vehicles, or other vehicles/carriers for hire, shall load or unload passengers on the airport at any place other than that designated by the Airport Director; nor shall any such conveyance be operated to pick up passengers at or on the airport without a contract with the BIAA or without the expressed approval of the Airport Director.

SECTION 4. REGULATIONS APPLICABLE TO BOTH AOA AND LANDSIDE AREAS

- A. The Airport Director is authorized to close or restrict the use of all Airport roadways to vehicular traffic in the interest of public safety.
- B. No Person shall, without lawful authority, attempt to or in fact, alter, twist, obstruct, deface, injure, knock down, remove or interfere with the effective operation of any official traffic-control device, or any inscription, shield or insignia thereon or any other part thereof.
- C. Airport ambulances, fire and rescue vehicles, BIAA Police units, and BIAA vehicles are designated emergency vehicles, with right-of-way priority over all other ground vehicles. No Motor Vehicle operator shall block any storage garage entrance/exit or restrict the movement or operation of these vehicles.
- D. No Person shall clean or make repairs to Motor Vehicles anywhere on the Airport other than in designated areas, except those minor repairs necessary to move such Motor Vehicles from the Airport.

- E. The Airport Director, his/her designee, or the BIAA Police shall have the authority to tow or otherwise move Motor Vehicles which are parked or stopped on the Airport in violation of signs posted by the BIAA whenever it is determined that such Motor Vehicles so parked constitute a nuisance, hazard, or obstruction. The Airport Director shall have the authority to charge the operator for such vehicle for towing or moving service and storage and to enforce such charge by a lien upon the vehicle, for that class of vehicle.
- F. The Airline/Tenant employee's parking lot and Airline/Tenant leased areas designated for parking are the only areas legally available for employee or company vehicle/equipment parking.
- G. Parking of Motor Vehicles on the Apron Level within the Main Airside Terminal Building which is not leased is prohibited.
- H. No Person shall operate a Motor Vehicle unless such Person possesses a valid state driving license issued by the state in which such Person is employed or resides, for that class of vehicle.
- I. No Person shall operate a Motor Vehicle in a reckless manner or in excess of the speed limits prescribed by the Airport Authority.
- J. Special one-time parking requirements must be coordinated in advance with the Authority (for public areas) or the BIAA Police (for the AOA).
- K. Written reports of all vehicular or Ground Support Equipment incidents including those that result in damage to airport property, must be submitted to the BIAA Security Office within 24 hours. Any accident resulting in personal injury or the towing of either vehicle must be immediately reported to the BIAA Department of Public Safety at 810-235-0606. If an aircraft is involved, the BIAA Department of Public Safety must also be notified immediately at 810-235-0606.
- L. No Person shall deface, injure, tamper with, open, or willfully break, destroy, or impair the usefulness of any parking lot equipment or facility of the Airport.
- M. No Person under the influence of alcohol or narcotic drugs shall operate a Motor Vehicle on the Airport.
- N. In Michigan, it is mandatory that seat belts be used by all occupants of a vehicle if available, at all times, without exception. Drivers should be responsible to ensure that all occupants fasten their seat belts prior to operating the vehicle.
- O. Driving rules and regulations will be furnished at the Bishop International Airport Security Badging Office. Copies should be issued by each airport Tenant or contractor to their authorized drivers. Because of the special operating environment and concerns associated with operating a vehicle on the airport, each Tenant and vehicle operator must thoroughly read and understand these rules and regulations.
- P. No person shall operate any vehicle on the airport other than in accordance with these rules and regulations, except when given special authorization and instruction by the Airport Director, or a designated representative.
- Q. The provisions of the Michigan Vehicle Code, (Title 67), are hereby declared to be in effect in and on the airport and on all streets, drives, and roadways within airport authority as if set forth herein. This Article is designed to work together with the "Vehicle Code". Should a provision of these Regulations conflict with the "Vehicle Code", the "Vehicle Code" shall apply.

SECTION 5. AIRPORT VEHICLE STANDARDS

Any Person who operates an airport conveyance vehicle, except aircraft, used to transport persons, cargo, and/or equipment shall adhere to the following standards:

- A. No Person shall operate a truck, tractor, tug, or other self-propelled equipment without two (2) headlights and at least one (1) taillight functioning when used during the hours of darkness or poor visibility.
- B. All vehicles operating in the FAA Tower-controlled movement areas must have flashing or revolving beacons of sufficient brightness to be seen by the Control Tower at all times.
- C. All vehicles and equipment exceeding seven (7) feet in width must be equipped and have in use a flashing beacon and flashing front, tail, and clearance lights, to be operative at all times on Airport roads.
- D. All carts and other equipment not equipped with lighting systems must have reflectors and reflectorized tape on the front, rear, and sides.
- E. Vehicles transporting flammable or combustible liquids, (exclusive of flammable or combustible liquids in a vehicle's internal fuel tank or a small portable container) must contain at least one (1) currently inspected fire extinguisher of at least twenty (20) pounds appropriate to the class of material being transported.
- F. No Person shall operate a vehicle requiring side and roof numbers unless such side numbers are no less than eight (8) inches high and such roof numbers are no less than twelve (12) inches high.
- G. The BIAA Police, or upon notification from the Airport Authority, shall have the authority to remove from service any vehicle not in compliance with the above standards.
- H. The following Motor Vehicles that operate at the Airport must meet the following requirements:
 - No Person shall operate an ambulance, unless such vehicle is clearly identified, marked and equipped with red flashing beacons.
 - No Person shall operate a fire and rescue vehicle, unless such vehicle is chrome yellow in color, numbered as required, and equipped with flashing red beacons.
 - No Person shall operate an Airport Authority operations vehicle unless such vehicle is marked and identified as belonging to the Bishop Airport Authority and equipped with flashing yellow beacons as required.
 - No Person shall operate a Bishop Airport Police vehicle, unless such vehicle bears the proper markings as adopted by the Authority for police.
 - Vehicles, i.e., color, indicator lights, etc. The above shall not apply to unmarked surveillance vehicles.
 - No Person shall operate an Airport Maintenance vehicle, unless such vehicle is marked and identified as Bishop Airport vehicles, solid yellow in color or with yellow reflective striping at least six (6) inches in height, numbered, and equipped with flashing yellow beacons unless otherwise authorized by the Airport Director.
 - No Person shall operate an aircraft support vehicle, unless such vehicle is marked with identifying symbols and/or the name of the company owning the vehicles and have flashing yellow beacons.
 - No Person shall operate an FAA field vehicle, unless such vehicle is clearly marked to be identified as an official U.S. government vehicle and equipped with flashing yellow beacons.

- No Person shall operate a contractor vehicle in the AOA, unless such vehicle displays a valid operating permit and a three-foot square flag of checkered pattern of international orange and white colors on each side, or a flashing yellow beacon. Flags and beacons shall be attached as to be visible from the control tower or unless under an approved BIAA escort situation.
- No Person shall operate an unmarked vehicle authorized for access onto the AOA unless this vehicle possesses a vehicle pass issued by the Bishop Airport Authority. These passes must be displayed on the dash of the vehicle and are not transferable.

SECTION 6. **PARKING AREAS**

- A. No Person shall abandon a vehicle upon Airport property without the expressed consent of the Authority.
- B. Any vehicle left in one of the pay parking lots in excess of forty-five (45) days without making prior arrangements with the Authority's parking manager will be considered abandoned.
- C. Vehicle will be towed from said area to the Authority's salvage lot for processing through MDOT's Abandoned Vehicle Unit.
- D. All Contractors conducting business either for the Authority or one of its Tenants is required to apply for and obtain a parking pass in the Authority's Designated Lot. A schedule of parking fees can be found in Appendix A.
- E. Contractors **are not** permitted to park their vehicles along any of the Airport curbs, or within any other designated parking area without the expressed consent of the Authority. Vehicles parked in any of these areas without prior consent of the above referenced will be ticketed and towed by the Bishop Police at the owner's expense.
- F. No Person shall operate a Motor Vehicle in excess of fifteen (15) mile per hour in any of the parking lots.
- G. No Persons shall park a Motor Vehicle on the airport other than in the areas specifically established for parking. No Person shall park any Motor Vehicle on the airport in a space marked off for the parking of vehicles, in such a manner as to occupy part of another marked space. No Persons shall park any Motor Vehicle for a period in excess of the time limit prescribed for the particular parking area, nor shall any Person park any Motor Vehicle in any restricted or reserved areas. In this section "Persons" are defined as owners, operators, or lessees of any Motor Vehicle.
- H. No Person shall deface, injure, tamper with, open, or willfully break, destroy, or impair the usefulness of any parking lot equipment or facility on Airport property.
- I. The Airline/Tenant employees' parking lot and Airline/Tenant leased areas designated for parking are the only areas legally available for employee or company vehicle/equipment parking.
- J. Parking of Motor Vehicles on the Apron Level within the Main Airside Terminal Building is prohibited unless expressly authorized by the Airport Director.

ARTICLE VII: FIRE AND SAFETY

SECTION 1. PURPOSE

The purpose of this Article is to set forth the rules and regulations regarding fire and safety to ensure that all Persons using the Airport shall exercise the utmost care to guard against fire and injury to Persons or property.

SECTION 2. ADOPTION OF FIRE PREVENTION AND SAFETY CODES

Stille-DeRossett-Hale single state construction code act 1972 PA 230 MCL 125.1501 et seq. R 408.30402 is part of the regulations issued to enforce the building code. And may hereinafter be amended, as adopted as the, is hereby adopted as the Building Code of the Bishop International Airport Authority, for the control of building, structures and premises as herein provided; and each and all of the regulations, provisions, conditions and terms of said Building Construction Code, as well as the most recently amended version of the International Fire Code published by the International Code Council, the NFPA Fire Prevention Code, are hereby referred to, adopted and made a part thereof as if fully set out in this resolution and shall supersede this document in any case of conflict.

SECTION 3. AUTHORITY AT FIRES AND OTHER EMERGENCIES

The Bishop Airport Public Safety Chief, Fire Officer, or duly authorized representatives, as may be in charge at the scene of a fire or other emergency involving the protection of life and property, is empowered to direct such operation as may be necessary to extinguish or control any suspected or reported situations or of taking any other actions necessary in the reasonable performance of their duty.

Said official may prohibit any Person, vehicle or object from approaching the scene and may remove or cause to be removed from the scene any Person, vehicle or object which may impede or interfere with the operations of the fire department. Said official may remove or cause to be removed any Person, vehicle, or object from hazardous areas. All Persons ordered to leave a hazardous area shall do so immediately and shall not re-enter the area until authorized to do so by said duly authorized official.

SECTION 4. FIRE CONTROL MEASURES

- A. It shall be unlawful to interfere with, attempt to interfere with, conspire to interfere with, obstruct or restrict the mobility of or block the path of travel of any fire department emergency vehicle in any way, or to interfere with, attempt to interfere with, conspire to interfere with, obstruct or hamper any fire department operations.
- B. Person shall not willfully fail or refuse to comply with any lawful order or direction of the Public Safety Chief or his/her designated representative in command, or to interfere with the compliance attempts of another individual.
- C. A vehicle shall not be driven or propelled over any unprotected fire hose of the fire department when laid down on any street, alleyway, private drive or any other vehicle roadway without the consent of the Public Safety Chief or his/her designated representative in command of said operation.
- D. Authorized emergency vehicles shall be restricted to those which are defined and authorized under the laws of the State of Michigan.
- E. Upon the approach of any authorized emergency vehicle, giving audible and visual signal, the operator of every other vehicle shall immediately drive the same to a position as near possible and parallel to the right-hand edge or curb of the street or roadway, clear of any intersection and shall stop and remain in such position until the authorized emergency vehicle or vehicles shall

have passed, unless otherwise directed by the Public Safety Chief or his/her designated representative or a police officer.

- F. It shall be unlawful for the operator of any vehicle, or other than one on official business, to follow closer than three-hundred (300) feet from any fire apparatus traveling in response to a fire or other emergency.
- G. A Person shall not without proper authorization from the Public Safety Chief, or his/her designated representative in charge of said fire department emergency equipment, cling to, attach himself to, climb upon or into, board or swing upon any fire department emergency vehicle, whether the same is in motion or at rest, or sound the siren, horn, bell or other sound producing device thereon, or to manipulate or tamper with, or attempt to manipulate or tamper with levers, valves, switches, starting devices, brakes, pumps, or any equipment or protective clothing on, or a part of, any fire department emergency vehicle.
- H. It shall be unlawful for any Person to damage or deface, or attempt or conspire to damage or deface, any fire department emergency vehicle at any time or to injure, or attempt or conspire to injure, fire department Personnel while performing departmental duties.
- I. The driver of any emergency vehicle shall not sound the siren thereon or have front red lights on or disobey any existing traffic regulation, except when said vehicle is responding to, but not returning from, a fire or other emergency. Tactical strategies such as, but not limited to, "move-ups", do not constitute an emergency call. The driver of an emergency vehicle may;
- Park or stand irrespective of the provisions of existing traffic regulations;
 - Proceed past a red or stop signal or other sign but only after slowing down as may be necessary for safe operation;
 - Exceed the prima facie speed limit so long as the action does not endanger life or property;
 - Disregard regulations governing direction of movement or turning in specified direction;
 - The exemptions herein granted to an emergency vehicle shall apply only when the driver of any such vehicle while in motion sounds audible signal by bell, siren or exhaust whistle as may be reasonably necessary, and when the vehicle is equipped with at least one lighted lamp displaying a red light visible under normal atmospheric conditions from a distance of five-hundred (500) feet to the front of such vehicle.
- J. The above listed exceptions in no way remove the drivers' responsibility to maintain control of the vehicle at all times and to drive in a safe and prudent manner. Additionally, the above exceptions do not absolve the driver of liability.
- K. It shall be unlawful to obscure from view, damage, deface, obstruct or restrict the access to any fire hydrant or any fire department connection for the pressurization of fire suppression systems, including fire hydrants and fire department connections located on public or private streets and access lanes or on private property. If, upon the expiration of the time mentioned in a notice of violation, obstructions or encroachments are not removed, the Public Safety Chief or his/her designated representative shall proceed to remove the same. Costs incurred in the performance of necessary work shall be assessed accordingly.
- L. A Person shall not use or operate any fire hydrant intended for use of the fire department for fire suppression purposes unless such person first secures authorization for such use from the Public Safety Chief, or his/her designated representative, or BIAA plumbing personnel. This section shall not apply to the use of such hydrants by a person employed by, and authorized to make such use by, the water company having jurisdiction.

- M. Person shall not obstruct, remove, tamper with or otherwise disturb any fire hydrant or fire appliance required to be installed or maintained under the provisions of the Fire Prevention Code except for the purpose of extinguishing a fire, training or testing purposes, recharging or making necessary repairs or when permitted by the fire prevention code official. Whenever a fire appliance is removed as herein permitted, it shall be replaced or re-installed as soon as the purpose for which it was removed has been accomplished. Defective and non-approved fire appliances or equipment shall be replaced or repaired as directed by the Public Safety Chief and/or designated Fire Personnel.
- N. A Person shall not sell, trade, loan or give away any form, type or kind of fire extinguisher which is not approved by the Public Safety Chief and/or designated Fire Personnel, or which is not proper working order, or the contents of which do not meet the requirements of the Public Safety Chief. The requirements of this section shall not apply to the sale, trade or exchange or obsolete or damaged equipment for junk when said units are permanently disfigured or marked with a permanent sign identifying the unit as junk.

ARTICLE VIII: BIAA TENANT & CONTRACTOR FIRE POLICY & HAZARDOUS MATERIAL

SECTION 1. PURPOSE

The purpose of this document is to provide procedures and guidelines for General Safety and Emergency Situations for all Bishop International Airport Employees as well as tenants and contractors.

SECTION 2. APPLICATION

- A. This plan applies to all employees doing regular business at the airport. No employee is exempt from the guidelines set forth in this document.
- It shall be the duty of the Airport's Fire Personnel to enforce all applicable sections of these Rules and Regulations pertaining to fire protection, fire prevention and fire spread control.
 - The Airport's Public Safety Chief, designated Fire Personnel, or his/her duly authorized representative(s) shall periodically inspect all buildings, structures and premises to ensure compliance with all applicable sections of these Rules and Regulations pertaining to fire protection, fire prevention and fire spread control.

SECTION 3. RESPONSIBILITIES

- A. In the event of an emergency, employees shall call Bishop Airport Department of Public Safety at 810-235-0606 or make contact through Genesee County Dispatch at **911**.
- Employee shall provide the following information: location, name, nature of call, (If medical, details on patient's condition), and contact information.
 - If there is no threat to safety, caller should stay at incident location to meet with emergency responders.
- B. All employees are responsible for knowing the evacuation plan and routes for areas in which they work. Employees must be familiar with alternate exits in the event that the primary route is blocked.

- C. If an alarm is heard in the area, all employees must adhere to evacuation policies. Employees should assist guests/customers who may be unfamiliar with the facility if they can do so without delay of self-evacuation. No employee is exempt from evacuation.
- D. Supervisors are responsible for accountability of subordinate employees and reporting said information to **Emergency Responders**.
- E. It is the responsibility of all employees to be familiar with Fire Extinguisher and Automatic External Defibrillator (AED) locations.
- F. Emergency Exits, Hallways, Fire Extinguishers, and AED's shall remain clear of any obstruction.

SECTION 4. FIRE PREVENTION

- A. Smoking is not permitted on BIAA property outside of designated smoking areas.
- B. All BIAA employees are encouraged to have annual fire extinguisher training conducted by BIAA Fire Rescue.
- C. No person on airport property shall conduct open-flame, welding, or spark-generating operations without contacting **BIAA Department of Public Safety at 810-235-0606**.
- D. This is to include but not limited to:
 - Any type of welding or cutting using high-temperature equipment
 - Tar kettle (roofing)
 - Lead pot (plumbing)
 - Solder torches
 - Candles
 - Fireworks
 - Grilling

All employees shall be familiar and comply with the Hot Work and Confined Space policies. These policies and procedures can be found by contacting BIAA Department of Public Safety at (810-235-0606).

- E. Fire extinguisher equipment at the Airport shall not be tampered with at any time, nor used for any purpose other than firefighting or fire prevention. All such equipment shall be regularly inspected to ensure that it conforms to the National Fire Protection Association's Regulations and the BIAA Fire Prevention Policies. Tags showing the date of the last such inspection shall be left attached to each inspected unit.
- F. Fully charged and currently inspected fire extinguishers, of the type recommended by the National Fire Protection Association for specific materials, are required at all locations on the Airport where flammable materials are present or handled.
- G. Airport fire protection systems, alarms, and equipment shall not be tampered with at any time. BIAA Department of Public Safety must be notified anytime the Fire Alarm System is taken out of service for maintenance/testing or returned to service.
- H. When using cooking equipment or heating appliances, employees shall comply with manufacturers' safety recommendations. No cooking equipment or heating appliances shall be operated on BIAA property without prior approval from Airport Fire Personnel.

- I. Only one power strip shall be plugged into a receptacle at any time. Power strips shall be protected with a GFCI. A power strip shall never be plugged into another power strip.
- J. No vehicles shall be left idling inside any building, tunnel, or baggage matrix area or within 15 feet of any building air intake.
- K. Nothing shall be placed so as to block access to any electrical/mechanical rooms and panels.

SECTION 5. HAZARDOUS MATERIALS

- A. Class A Explosives and all other explosives not acceptable for transportation under applicable Federal Regulations are not permitted in, on, upon, or around the Airport.
- B. Flammable and Hazardous Materials shall be stored in compliance with corresponding Safety Data Sheets (SDS) from the Manufacturer of the chemical. No person shall stock or store material and/or equipment in a manner that could create a hazard. Leaks or spills of any flammable or hazardous materials shall immediately be reported by calling **BIAA Department of Public Safety at 810-235-0606 or 911.**
- C. All applicable laws and regulations governing explosives which are acceptable for transportation must be strictly observed. Materials subject to federal, state and/or local regulations governing Hazardous Materials must be handled in strict compliance with these rules and regulations, and any other rules or regulations that the Airport Director might impose. Any waiver of a rule or regulation, or any part thereof, by the FAA, or by any other competent authority, shall not constitute, or be construed to constitute, a waiver of that rule or regulation by the Airport Director, or an implied permission by the Airport Director.
- D. Permission for the movement of radioactive materials may only be given when such materials are packaged, marked, labeled, and limited as required by appropriate federal, state, and local laws and regulations; and where such movement does not create any hazard to life or property at the Airport. The Airport Fire Department shall be able to provide information relative to the hazards of any material, subject to this Section, to the Airport Director.
- E. No fuel, oil, grease, flammable liquids, or contaminants of any kind, including detergents used to wash Aircraft, or any other vehicles or surfaces, shall be allowed to flow into or be placed in any storm drain, sewer system, or open water areas, in or on the Airport, without a separator, or unless connected to an industrial waste system, or as otherwise approved by the Airport Director.
- E. The Authority retains the right to limit, or exclude, any types, quantity, or use of hazardous materials at the Airport.
- F. No tenant, shipper, individual, or other entity shall use flammable, combustible or toxic vaporizing liquids to clean aircraft, automotive parts, or floors of buildings on the Airport. Any cleaning of aircraft, automotive parts, or floors of buildings on the Airport will be done in a manner approved by the Public Safety Chief and/or designated Fire Personnel.

SECTION 6. FIRE

- A. When an employee observes a fire, the employee shall evacuate the area and call **BIAA Department of Public Safety at 810-235-0606 or 911.**
 - Employee will provide the following information: name, nature of call, and name of contact for further information.

- B. Employee should attempt to close door (if one exists) to the fire room to prevent or slow the spreading of fire if possible.
- C. All employees shall attempt to activate the nearest Fire Alarm Pull Station.
- D. If an employee is trained to use a fire extinguisher, they may attempt to extinguish the fire to prevent the fire from spreading, without endangering themselves. Use of fire extinguishers is voluntary.
- E. All employees shall yield to emergency vehicles responding to emergency scenes.
- F. All employees shall stay clear of emergency scenes.

SECTION 7. MEDICAL EMERGENCIES

- A. When an employee observes a medical emergency, the employee should notify **BIAA Department of Public Safety at 810-235-0606 or 911.**
- B. Employees should not attempt medical procedures without proper training/certification.
- C. All employees shall yield to emergency vehicles responding to emergency scenes and shall stay clear of emergency scenes.

SECTION 8. FUELING OPERATIONS

All aircraft refueling operations should follow guidelines as set forth by **ATA-103**.

SECTION 9. SEVERE WEATHER

- A. All BIAA employees shall follow the BIAA Lightning Condition guidelines. All others doing business at FNT should follow their own organization's safety policies/guidelines. All fueling on airport must cease during lightning red conditions.
- B. During inclement weather employees should use caution and seek shelter if need arises.

SECTION 10. OPERATION OF EQUIPMENT IN TERMINAL

All employees shall comply with all applicable articles of the International Fire Code, International Building Code, National Fire Codes, or National Electric Code. Any applicable State or Federal laws that are more restrictive than those listed above will take precedence.

ARTICLE IX: GROUND TRANSPORTATION - REFER TO APPENDIX E - GROUND TRANSPORTATION RULES AND REGULATIONS ADDENDUM.

ARTICLE X: SANITATION AND ENVIRONMENTAL

SECTION 1. PURPOSE

The purpose of this Article is to set forth the rules and regulations regarding environmental compliance requirements for all users of Bishop International Airport.

SECTION 2. SANITATION

- A. All Persons, while on Airport property, shall conduct their activities in such a manner so as not to cause any littering or any other form of environmental pollution.
- B. To further carry out the above, no Person shall:
- Dispose of any garbage, papers, refuse, or other forms of trash, except in the receptacles provided for , that purpose;
 - Use a restroom, toilet or lavatory facility at the Airport other than in a clean and sanitary manner;
 - Eat food or drink beverages in any area other than in the areas designated for such activities;
 - Place any type of liquid in the storm drains or the sanitary sewer system at the Airport which will damage them or will result in the creation of an environmentally hazardous condition;
 - Unreasonably or unnecessarily cause any smoke, dust, fumes, gases, or any other matter to be emitted into the atmosphere.
- C. Any material unlawfully spilled, deposited, or placed on Airport property may be removed or cleaned up by the BIAA, and the responsible party may be charged for expenses incurred by the BIAA, or fines paid as a result thereof.
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SECTION 3. ENVIRONMENTAL

The Bishop International Airport Authority has adopted, as a minimum, the applicable requirements of Code of Federal Regulations: Title 40. Protection of Environment (40 CFR), and Natural Resources and Environmental Protection Act, 1944, PA 451. All applicable provisions of these laws are hereby made a part herein as if fully set out in these Rules and Regulations and shall supersede this document in any case of conflict.

Specific compliance procedures are detailed below:

- A. National Pollutant Discharge Elimination System Permit Compliance:
- The Tenants and Sub-Tenants of Bishop International Airport Authority are required to comply with all applicable provisions of the National Pollutant Discharge Elimination System (NPDES) Permit (Permit Number MIS51000) and the airport's Certificate of Coverage (MIS510162) held by BIAA. The permit requires, in part, the implementation of a stormwater pollution prevention plan (SWPPP) to prevent or minimize the presence of significant materials (i.e., pollutants) in stormwater discharges from the airport. BIAA has also implemented a Deicing Management and Monitoring Plan (DMMP) specifying best management practices (BMPs) for controlling deicing materials. All Tenants and Sub-Tenants are required to comply with the SWPPP and DMMP.
 - As part of the airport's stormwater management programs, BIAA has specific reporting requirements. In order for the Airport to meet these, Lessees must submit monthly deicing usage logs to the BIAA Director of Operations by the 15th of the month following deicing activities. Additionally, Lessees must submit to the BIAA Director of Operations, by May 31st

of each year, a report identifying the types and volumes or quantities of aircraft and airfield deicing and anti-icing chemicals that were used during the previous snow season.

- Each Lessee is required to implement Best Management Practices (BMPs) as defined, to ensure that their activities do not have an impact on stormwater discharges from the airport.

B. Oil Pollution Prevention Requirements (40 CFR 112)

- The Lessees of Bishop International Airport Authority who store oils, including petroleum, fuel oil, synthetic oils, and mineral oil, in containers greater than a 55gallon drum must comply with the requirements of 40 CFR 112.
- Lessees with an aggregate aboveground storage capacity that exceeds 1,320 gallons or an underground storage capacity exceeding 42,000 gallons must ensure that a current Spill Prevention, Control and Countermeasures (SPCC) Plan has been developed and implemented. A copy of the current Plan, as well as any updates to the Plan, must be provided to the BIAA Director of Operations.
- The owners of regulated aboveground and/or underground storage tanks must submit current copies of their Storage Tank Registrations to the BIAA Director of Operations annually.
- The Lessees are responsible for reporting spills to the Airport and other appropriate regulatory agencies. Lessees must immediately notify the Airport, through CFR at 235-0606 of any spills and must provide BIAA with written correspondence notifications within 10 days of the incident, including: that details the incident; the response actions taken; and the corrective actions implemented.

C. Hazardous and Residual Wastes Compliance:

- All Lessees of Bishop International Airport Authority are required to comply with the applicable regulations governing both hazardous and residual wastes. Depending upon the quantities and types of waste generated, Lessee may be required to submit reports, if applicable, to specific Agencies. Copies of these reports must be provided to the BIAA Director of Operations.

D. Regulated generators of hazardous and residual wastes must comply with the appropriate labeling, storage and disposal requirements identified in the regulation.

E. Based upon the activities that are performed, Lessees may be required to obtain an Air Quality Operating Permit from the Michigan Department of Environment, Great Lakes and Energy (EGLE). If such a permit is held, a copy of the most recent permit must be provided to the Authority. It is the Lessee's responsibility to comply with all provisions of their permit.

F. In order to effectively and efficiently communicate environmental related information, each Lessee shall designate an Environmental Contact. The name, title and telephone number of each contact shall be provided to the BIAA Director of Operations.

G. Upon notification of termination of lease by either Lessee or BIAA, BIAA may require that Lessee conduct investigation of suspected areas of environmental contamination associated with the Lessee's activities to determine the status of compliance with applicable laws and regulations including NREPA Part 201. Lessee will provide BIAA with analytical reports of said samplings and in the event that remediation required, it shall be the sole responsibility of the Lessee to complete the remediation at the leased premises. All costs associated with the sampling and any remediation are the responsibility of the Lessee.

SECTION 4. AIRCRAFT SERVICE MATERIALS SPILLS

In any case of spilling of fuel, oil, grease, or other environmentally hazardous materials, it is the responsibility of the owner or operator of the equipment causing the incident to remove and clean up the material immediately, and the incident must be reported to **BIAA Department of Public Safety at 810-235-0606** as soon as practical. Should the responsible party fail to completely and sufficiently cleanup said spill, placement, or deposit, and ensure environmental safety of the area, BIAA is authorized to perform any necessary clean-up and/or environmental remediation and charge responsible person(s) for costs. In addition, any fines or damages imposed on BIAA as a result of the incident or its cleanup may be charged to responsible person(s).

SECTION 5. AIRCRAFT, GROUND VEHICLE, AND EQUIPMENT WASHING

- A. Tenants and Sub-Tenants of Bishop International Airport must undertake measures that prevent or minimize the contamination of storm water runoff from all areas used for aircraft, ground vehicle, and equipment washing, cleaning, and maintenance.

Management practices such as performing all cleaning operations indoors, and/or collecting the storm water runoff from the area and providing treatment or recycling should be considered. In the event that the aircraft, vehicle, or equipment cannot be washed indoors the Tenant must use only water as a cleaning agent. "Environmentally friendly detergents" or readily biodegradable detergents may only be used upon approval of the BIAA Director of Operations.

- B. Compliance. In order to receive this approval, a copy of the proposed product's Safety Data Sheet (SDS) and information on mix ratio of cleaning agent to water must be provided. The outdoor cleaning operation cannot commence until approval has been granted. Additionally, anyone washing, cleaning, or performing maintenance outdoors using unapproved materials will be banned from doing this type of work at the facility.

ARTICLE XI: SECURITY

SECTION 1. PURPOSE

It is the purpose of this Article to establish proper Rules and Regulations to safeguard the integrity and safety of all secure areas on Airport property, and the security of all users of the Airport.

SECTION 2. EMPLOYEE ID BADGE APPLICATION PROCEDURES

- A. Application for and issuance of initial FNT ID Card
- All FNT tenants, concessionaires, service and construction contractors, which are authorized to operate at FNT by agreement with the Bishop International Airport Authority, and Bishop International Airport Authority elements, shall submit an Authorized Signatory letter to the badging office.
 - All applications will be distributed to the applicant by the Authorized Signatory from the sponsoring organization (i.e., employer, association, or sponsoring organization). The applicant must fill out the Badge Application completely prior to the Authorized Signatory signing the application certifying the application has the required identification and comprehends the FNT ID Card Program.
 - The Authorized Signatory or the applicant will contact the Badging Office to schedule an appointment for application submission (810) 250-7265.

**FNT Badging Office Business hours are
Monday through Friday, 8:00am – 3:00pm
(Closed for all major holidays)**

- Prior to receiving an FNT ID Card an applicant **must**:
 - Present the FNT Badging Office with a completed Initial Badge Application signed by the Authorized Signatory and the required personal identification allowing the office to maintain a photocopy of said identification.
 - Submit to a Security Threat Assessment and Criminal History Records Check (if required). Badge holders exempt from the CHRC requirement are law enforcement officers and federal employees that receive a criminal history records check as a requisite for employment.
 - Complete all relevant training.
- Upon receipt of all security clearances the Authorized Signatory will be notified to have the applicant schedule an appointment with the FNT Badging Office for appropriate training, a photo and receipt of their FNT ID Card.

Note: A full security clearance is commonly completed in 7-14 business days, but may take longer.

B. Application for subsequent FNT ID Card

- Badge holders must schedule an appointment for their renewal. The cardholder **must** present to the Badging Office:
 - A renewal application signed by your Authorized Signatory, two pieces of acceptable ID, and your current badge.

Note: The renewal may be obtained during the 60-day period prior to ID Card expiration date.

- Applicable security or safety training will be conducted at this appointment.
- Badges displaying an expired date are invalid, the employee is considered an Initial Applicant, thus must begin the badging process again, applicable security fees will apply.

C. Application or Access amendments;

- Amendment of any application information.
 - The applicant, upon knowledge of the amendment, must notify the FNT Badging Office and a new application must be submitted within 24 hours.
- Amendment to security access.
 - The Authorized Signatory, upon knowledge of the access change, must verbally notify the Airport Police Department and additionally send this information in written form to the Airport Security Coordinator within 2 days of the change in access authorization.

D. Lost, Stolen, or Damaged/Inoperable Card

- The cardholder must advise the Badging Office (810) 250-7265 immediately upon realization that their ID Card is inoperable, has been lost, or stolen. If unable to make initial

contact with the Badging Office, the cardholder must contact BIAA Department of Public Safety at 810-235-0606.

- The Authorized Signatory shall additionally send this information in written form to the Airport Security Coordinator within 2 days utilizing the Lost ID Replacement Form.
- Applicable Security Fees must be paid to the Airport Administrative office by the badge holder.
- Should an employee locate a lost badge after obtaining a replacement badge, the employee shall return the originally issued badge to the Airport Badging Office and will be issued a refund of the Security Fees.

SECTION 3 EMPLOYEE ID BADGE USE

- A. Each badge holder is provided a four-digit Personal Identification Number (PIN); this number should be immediately memorized. Do not tape or mark this number on the badge. Personal Identification Numbers cannot be given over the phone. Employees should return to the Badging Office if they forget their PIN.
- B. Badge holders must overtly wear the FNT ID Card on an outermost garment, above the waist but below the neck, when on duty at FNT and willingly submit to being challenged.
- C. Immediately upon awareness report the loss or theft of FNT ID Card to the Badging Office (810) 235-6560 ext. 133 or Security Center (810) 235-0606/07.
- D. Employees are responsible to note the expiration date on their badge. Badge renewals must be completed within the 60 days prior to the expiration date or return the badge to the Badging Office. Failure to renew within the 60 days prior to expiration may result in initial badge fees.
- E. An FNT ID badge holder convicted of a disqualifying crime under BIAA's TSA approved Airport Security Program, shall notify and return to the Airport Authority any assigned ID badges, keys, or other access media. This notification and return of media shall take place within 24 hours of the conviction. A complete list of reportable convictions can be obtained on the Bishop Airport website under public safety/badging process or the Badging Office.
- F. Badged individuals may be subjected to inspection for potential possession of prohibited items when entering any secured, SIDA or sterile areas.
- G. If travelling on a commercial aircraft, badge holders must submit to screening through the TSA Screening Checkpoint. Once screened, such individuals must remain in the Sterile Area until they have boarded their flight.
- H. Ensure that any FNT Secured Area, SIDA or AOA controlled door/gate/access point that is opened by the Cardholder is closed securely after he/she passes through, and that no other person enters while the door/gate/access point is open.
- I. Under no circumstances tamper or interfere with, compromise, modify, attempt to circumvent, or cause a person to tamper or interfere with, compromise, modify, or attempt to circumvent any security system, measure, or procedure implemented under CFR §1540.105.
- J. Never enter, or be present within the Sterile, Secure/SIDA, and AOA areas without complying with the systems, measures, or procedures being applied to control access to, or presence or movement in the areas.

- K. At no time use or allow to be used, or cause to be used, any airport-issued or airport approved access medium or identification medium that authorizes the access, presence, or movement of persons or vehicles in the Sterile, Secure/SIDA, AOA area in any other manner than that for which it was issued by FNT. Airport ID badges are only intended for use by employees actively engaged in their official job duties.
- L. Challenge persons who are not overtly wearing an FNT ID Card or whose FNT ID Card color does not authorize access to the area they are in. The employee shall escort any unauthorized persons into a public area and notify their supervisor and/or Airport Police about the violation. If the violator does not comply with the request, the Cardholder must NOT attempt to physically restrain the violator, and must contact Airport Police immediately at (810) 235-0606.
- M. The cardholder shall NOT prop open any FNT Secured Area, SIDA or AOA door/gate/access point or otherwise interfere with the lock or closing mechanism (unless specifically authorized in the conduct of the cardholder's duties, including receipt of proper training, and the cardholder personally verifies authorized access for all persons entering through that door/gate/access point).
- N. The FNT ID Card is the property of Bishop International Airport Authority, and must be surrendered upon the demand of the Bishop International Airport Authority or at the moment of employee termination, resignation, retirement, transfer, the employee shall surrender his/her FNT ID Card to his/her employer who shall return the card to the FNT ID Badge Office within two (2) days of the former employee's last day at FNT.
- O. Immediately report any suspicious activity or security violations observed to the BIAA Department of Public Safety at (810)235-0606.

SECTION 4. CONCESSIONAIRE ACCESS

- A. Concessionaire employees, regardless of the FNT ID media issued, working in the sterile area must access the area via the TSA Screening Checkpoint when open.
- B. During their shift, Sterile Area Concessionaire Employees with a valid SIDA Badge may exit to the SIDA Area and return to the Sterile Area from the SIDA without using the TSA screening checkpoint. However, if the badge holder enters a public area, they must reenter the Sterile Area through the TSA screening checkpoint.

SECTION 5. UNAUTHORIZED USE OF AN FNT ID CARD

- A. Any person who willfully allows another person access with or possession of his/her FNT ID Card will have such ID confiscated, will be removed from the activity files of the CCAS, will be referred to his/her employer for disciplinary action, and to the TSA for possible legal action. If the employer requests reissue, the employee will be an initial applicant and all subsequent security fees will be applicable. However, the Airport Security Coordinator reserves the right to refuse replacement.
 - Any person witnessing the unauthorized use of an FNT ID Card shall immediately report the unauthorized use to the BIAA Department of Public Safety at 810-235-0606/07.

SECTION 6. ESCORT PRIVILEGES

- A. Individuals authorized FNT escort privileges may escort a person who is not authorized access and has an operational need to be in the FNT Secured Area, SIDA or AOA. The escorted person shall remain within sight and sound of the person who escorted him/her into the Secured Area, SIDA or AOA.

- Escort privileges apply only to escort of person, not vehicles. Prior approval of the Airport Security Coordinator's Office (810) 395-5440 is required for any escort of any vehicle into the Secured Area or SIDA.
- If the escorted person does not follow the instructions of the person who escorted him/her into the Secured Area/SIDA or AOA, the person who escorted him/her shall call the BIAA Department of Public Safety at (810) 235-0606/07 immediately.
- For a construction site within the FNT Secured Area, SIDA or AOA, a site boundary for airport security purposes may be created around the construction site by agreement between the Airport Security Coordinator, Bishop International Airport Authority Engineer, and Prime Contractor. With such specific boundary made known to all workers within the site, such workers are exempt from the 50-foot line-of-site recommendation while they are at the job site under the escort of an authorized FNT ID Cardholder.
- Individuals currently authorized Secured Area/SIDA or AOA access may not be escorted by another Secured Area/SIDA or AOA badged employee.

SECTION 6. CONCESSIONAIRE ESCORT PRIVILEGES

- A. SIDA Escort badged concessionaire employees with an operational need to escort an individual who does not possess and FNT ID card in the Sterile Area must present their escort with a photo ID to the Airport Police Office to obtain an FNT "Under Escort" ID.
- The Under Escort ID must be displayed on the outer most garment, between the shoulders and the waist, at all times in the Sterile Area.
 - The Under Escort ID is valid only for one day and must be returned to the airport Police Office immediately after completion of the operational need in the Sterile Area. If multiple days are needed the badge must be signed in and out each day. BIAA reserves the right to limit the number of days an individual may be escorted.
 - Individuals who have applied for and been denied FNT badge issuance will not be eligible for an Under Escort ID.
 - The concessionaire and their escort may only enter the Sterile Area via the TSA Screening Checkpoint.
- B. Any individual requesting a concessionaire escort in the Sterile Area with an operational need to bring a TSA prohibited item, must follow these additional procedures;
- The concessionaire, the escorted individual, and their property must submit to inspection by BIAA Department of Public Safety personnel.
 - Both individuals will be escorted via the SIDA ramp to the Sterile Area by BIAA Department of Public Safety personnel. While in the Sterile Area the Concessionaire employee with Escort authority will conduct the escort. When the escort is complete the concessionaire and the escorted individual must exit the Sterile Area via the terminal checkpoint exit lane.

SECTION 7. MULTIPLE EMPLOYERS

If an applicant has two or more employers at FNT, the applicant must complete a separate badge application for each employer. The applicant will receive a separate FNT ID Card for each employer. The FNT ID Cardholder must appropriately display the FNT ID Card with the name of the employer with which they are currently performing operations.

SECTION 8. EMPLOYEE ID BADGE VIOLATIONS AND ENFORCEMENT

- A. Violations of Airport ID badge procedures will result in one or more of the following actions taken by the Airport Authority:
- Suspension or revocation of the Airport Identification Badge and expulsion from all restricted areas.
 - The requirement to complete additional security awareness training.
 - Termination of employment.

Additionally, civil penalties may be assessed by the TSA. Any questions or comments regarding the above procedures should be directed to the Badging Office at (235-0606 ext. 133).

SECTION 9. RESTRICTED AREAS

- A. No Person shall enter any restricted area except as may be permitted by these Regulations. Restricted areas include the air operations area, the Federal Aviation Administration offices and tower, the utility and service areas, areas leased to Tenants, and other areas specifically designated by appropriate signs.
- B. Entry into a restricted area shall only be made in accordance with prevailing security procedures established by the Airport Director and/or FAA/TSA.

ARTICLE XII: FUELING

SECTION 1. AIRCRAFT FUELING PROCEDURES

All fueling activities shall be conducted in compliance with NFPA 407, current edition, and FAR Part 139. All applicable provisions of these laws are hereby made a part herein as if fully set out in these Rules and Regulations and shall supersede this document in any case of conflict. Specific compliance procedures are detailed below:

- A. Personnel
- Fueling personnel shall be of a sufficient number to safely operate the fueling system and perform periodic checks/inspections essential to the systems proper functioning. Only qualified personnel shall operate fueling equipment or fuel aircraft. Fuel unloading and fuel loading shall be carried out only with qualified personnel present.
 - At least one supervisor must have completed, within 90 days, initial training (and receive recurrent training every 24 months) in an aviation fuel training course at an approved FAA/industry-sponsored fueling course as identified in Advisory Circular 150/5230-4 (current edition)
 - Local fire code and fire extinguisher training given by BIAA shall be completed by the supervisor within 60 days of completing the initial or recurrent training.
 - Only authorized personnel trained by a properly trained supervisor, as above, or in conjunction with a FAA approved outside agency, shall fuel or defuel aircraft. All employees at each fueling agent who fuel aircraft, accept fuel shipments, or handle fuel shall receive at least initial on-the-job training and recurrent training every 24 months from the authorized trained supervisor as identified in Advisory Circular 150/5230-4 (current edition). Local fire code and fire extinguisher training given by BIAA shall be completed by the supervisor within 60 days of completing the initial or recurrent training.

- Training and recurrent training for those who fuel commercial aircraft must meet the training requirements of FAA Part 139.
- Fueling personnel shall be appropriately clothed. They should not be wearing garments made of silk, polyester, nylon with wool, or other static generating fabrics; shoes containing no metal taps, hobnails, or other material which could generate sparks on pavement.
- When in, on, or within 100 feet of any tank, dock, storage area, fuel truck or aircraft, fueling personnel shall not carry on their person any igniting device, including safety matches, strike-anywhere matches, cigarette lighter or any other item, which could become ignition sources if operated, bumped, hit or dropped.
- Fueling personnel shall be adequately supervised and periodically checked to assure training and knowledge levels are maintained. Supervisors shall ensure all equipment and required components are kept fully operational, required periodic safety checks and inspections are made when due, and required records are kept.

B. Prevention and Control of Spills

- Fuel servicing vehicles/dispensers shall be maintained in safe operating condition. Leaking or malfunctioning equipment, which present a hazard, shall be removed from service.
- Fuel servicing vehicles/dispensers shall have a spill kit at all times. Spill kits shall consist of enough material/product to prevent spills from accessing storm water systems.
- Self-closing nozzles or deadman controls shall not be blocked open or bypassed.
- Fuel nozzles shall not be dragged along the ground.
- Kinks or short loops in fueling hose shall be avoided.
- When a spill is observed, fuel servicing shall be stopped immediately by release of the deadman control or by operation of the emergency fuel shutoff. The supervisor shall be notified at once and the operation shall not be continued until he/she has determined that it is safe to do so.
- The fuel vendor shall notify **BIAA Department of Public Safety at 235-0606** of all fuel spills.
- Only general guidance can be given, but decisions to evacuate the area; start up or shut down, or move equipment which may result in a source of ignition; shall be restricted to the Senior Fire Officer at the scene.
- Aircraft on which fuel has been spilled should be thoroughly inspected to assure no fuel or fuel vapors have accumulated in the flap wells or internal wing sections not designed for fuel storage.
- Normal operations in the area of the fuel spill will not resume until the Senior Fire Officer, present on the scene, has granted permission.
- A fireguard shall be posted if the spill is not spread over 10 square feet and is not of a continuing nature. The fireguard shall be provided with at least ramp fire extinguishers and shall stand by until the spill is removed. The use of absorbent cleaning agents (such as diatomaceous earth) or emulsion compounds to remove the spill is preferred to the use of

rag. Contaminated absorbents or rags should be placed in metal covered containers until they can be disposed of properly.

- The BIAA Fire Department shall be notified of all spills involving all fuels regardless of spill size. (Note: The Fire Department will in turn notify all required parties.)

C. Fuel Farm/Storage Areas

- All fuel farms off the AOA must be fenced and signed to reduce the chance of unauthorized entry and/or tampering. All fuel farms on the AOA must be signed to reduce the chance of unauthorized entry and/or tampering.
- The fuel farm must be conspicuously and clearly posted with “**FLAMMABLE/NOSMOKING**” signs.
- The fuel farm must be kept neat and free of materials, equipment, functions, and activities which could cause or contribute to fuel contamination or serve as a source of ignition.
- Fuel tanks must be conspicuously and clearly marked with letters at least three inches high identifying the type/grade of fuel.
- Piping shall be conspicuously and clearly marked with letters at least three inches high and color-coded at each inlet, outlet, and valve to clearly identify fuel type and grade.
- All fueling systems and fueling equipment shall be conspicuously and clearly marked, named, color-coded, and banded in accordance with the current edition of FAA Advisory Circular 150/5230-4 and API bulletin #1542.
 - Aviation gasoline is made up of any of the four grades of aviation gasoline and is generally referred to as "AVGAS," followed by the grade marking (e.g., 80, 100, 100LL). AVGAS is color-coded with white letters on a red background. Banding must be a single 4" (minimum) band around the pipe or hose — red for AVGAS80, blue for AVGAS100LL, and green for AVGAS100.
 - If the pipeline is painted the appropriate color, then no banding is required. Automobile gasoline which is approved for use in aircraft engines is generally referred to as "MOGAS" followed by the specific description as to its grade and/or type. MOGAS has no specific color code and should be marked in a contrasting color to the surface. No specific banding is required.
- Jet fuel has three classifications, generally described as JET A, JET A-1, and JET B. Jet fuel is marked with white letters on a black background. Banding should be as follows:
 - JET A: A single 4" (minimum) black band
 - JET A-1: Two 4" (minimum) black bands
 - JET B: Three 4" (minimum) yellow bands
- If the fuel tanks are filled via fixed piping, they must be equipped with a non-splashing bottom inlet.
- The fuel tanks must be closed and equipped with a rainproof and bug-proof vent at least 12 feet above grade.
- The fuel farm must be equipped with accessible fire extinguishers that meet or exceed NFPA Standard 407 and at least a 20BC rating.

- Piping shall be completely separate by type and grade of fuel.
- Piping must be either underground or protected from damage by surface vehicles.
- Hoses, nozzles, and outflow connectors shall be;
 - Only those specifically designed and tested for the delivery of aviation fuels.
 - Equipped with the appropriate unique fuel coupling devices for each product in storage.
 - Equipped with a “deadman” control capable of overriding all other controls and with one physical movement, **STOPPING all fuel flow**.
- Electrical equipment, switches, and wiring shall be;
 - Reasonably protected from heat, abrasion, or other impact, which could cause failure of insulation, open spark, or other ignition sources.
 - Of a type or design approved for use in Class 1, Group D, Division 1 hazardous locations (explosion proof, e.g., free of exposed conductors, contacts, switches, connectors, motors, etc. which could generate open spark or other exposed ignition source during normal operations). See *National Fire Protection Association (NFPA) Standard 70, National Electric Code*.
 - Bonding equipment shall ensure that piping, filters, tanks and electrical components are electrically bonded and interconnected to an adequate electrical ground.
- Unloading docks and stations shall be;
 - Clearly marked and color-coded as to fuel type.
 - Equipped with accessible fire extinguishers meeting standards of NFPA Standard 407 (a minimum of two, each having at least a 20BC rating).
 - Equipped with bonding wire and appropriate connector clamp for bonding tankers.
- Loading docks and stations shall be;
 - Clearly marked and colored as to fuel type.
 - Equipped with accessible fire extinguishers meeting the standards of NFPA Standard 407 (a minimum of two, each having at least a 20BC rating).
 - All top loaded systems must be equipped with a metallic drop tube (having anti-splash fuel deflector) long enough to reach the bottom of the deepest fueler tank.
 - Equipped with a "deadman" control capable of overriding all other controls and stopping, with one physical movement, all fuel flow.
 - Equipped with a boldly marked emergency cutoff capable of overriding all other controls and stopping, with one physical movement, all fuel flow. It shall be placarded **"EMERGENCY FUEL SHUTOFF"** in letters at least 2 inches high, and the method of operations shall be indicated by an arrow and the word "PUSH" or "PULL," as appropriate. Lettering shall be of a color sharply contrasting with its background for visibility. It shall be located at least 7 feet above grade and positioned so as to be visible from a distance of at least 25 feet.

- Equipped with a bonding wire and appropriate connector clamp for bonding fueler equipment.
- Construction work or alteration of an Airport fuel system shall not be started until the design, plans, and specifications have been approved by the BIAA. Any area of new construction and alteration shall be inspected by the BIAA before it is put into operation.

D. Mobile Fueling Vehicles/Dispenser

- Only fueling vehicles/dispensers which are constructed and maintained to safety standards normally acceptable to the industry may be used in fuel servicing operations.
- Any vehicle/dispenser which is leaking fuel or is in an otherwise hazardous condition shall be removed from service, defueled, and parked in a safe area until repaired.
- **At all times**, all fuel servicing vehicles/dispensers must meet the standards and be operated as established in the BIAA Vehicle Rules and Regulations.
- Smoking equipment, such as cigarette lighters and ashtrays, shall not be provided. If a vehicle has such equipment when initially procured, such equipment shall be removed or rendered inoperable.
- Each aircraft fuel servicing vehicle/dispenser shall be conspicuously and legibly marked to indicate that it is "**FLAMMABLE**" and the nature of cargo/type or grade of fuel in the system (JET A, AVGAS, etc.). The marking shall be on all sides and in the cab, in letters at least 3 inches high on a background of sharply contrasting color.
- Each aircraft fuel servicing vehicle/dispenser shall be conspicuously and legibly marked to show danger, flammability, and standard hazardous material placard with ID numbers (1203 for AVGAS; 1223 for Jet B and JP-4; 1863 for Jet A). The markings shall be on all sides.
- A "**NO SMOKING**" sign shall be prominently posted in the cab of every aircraft fuel-servicing vehicle.
- All aircraft fueling hoses shall be fabricated from materials that are resistant to damage from exposure. In addition, the hose cover shall be designed to be resistant to damage by abrasion, by bending or kinking, and by crushing or flattening.
- Each length of new aircraft fueling hose, recoupled hose, or hose being returned to service; shall be hydrostatically tested at a minimum of 150 percent of the working pressure of the hose.
- All aircraft fueling hoses shall be specifically designed, tested, and marketed for the delivery of aviation fuel.
- The valve which monitors the flow of fuel from an aircraft fuel servicing vehicle/dispenser to the aircraft shall have a "deadman" control. The use of any means that bypasses or defeats the dead man control is prohibited.
- All fixed fueling locations (for example, self-serve fuel pumps) shall be equipped with;
 - At least one boldly marked emergency fuel cutoff capable of overriding all other controls and stopping, with one physical movement, all fuel flow. This shall be clearly visible and accessible from all normal fueling stations. It shall be placarded "**EMERGENCY FUEL SHUTOFF**" in letters at least 2 inches high, and the method of operations shall be

indicated by an arrow and the word "PUSH" or "PULL," as appropriate. Lettering shall be of a color sharply contrasting with its background for visibility.

- Fire extinguishers as required by NFPA Standard 407 (a minimum of two, each having at least a 20BC rating), accessible from the ground during fueling operations.
- The area adjacent to and immediately behind the extinguishers shall be painted with a contrasting color.
- All mobile fueling systems shall be equipped with:
 - At least one boldly marked emergency fuel cutoff capable of overriding all other controls and stopping, with one physical movement, all fuel flow. This shall be clearly visible and accessible from all normal fueling stations.
 - Fire extinguishers as required by NFPA Standard 407. Each aircraft fuel servicing tank vehicle shall have a minimum of two having at least a 20BC rating, mounted with one on each side of the vehicle. Each aircraft servicing hydrant vehicle shall have a minimum of one having at least a 20BC rating. Each shall be accessible from the ground during fueling operations. The area adjacent to and immediately behind the extinguishers shall be painted with a contrasting color. The extinguishers shall be kept clear of ice, snow, etc. Extinguishers located in enclosed compartments shall be kept readily accessible and their locations shall be clearly marked in letters at least 2 inches high.
- The brake/safety interlock system, on vehicles so equipped, must be checked daily for proper operation. If the interlock system is overridden, it shall be repaired as soon as possible.
- Each fuel servicing system shall contain no feature which would allow fuel or concentrated fumes to contact (during normal operations, overfilling, or other spill) the exhaust system, hot gasses, or any other ignition source.
- Any type of fuel servicing system which is equipped with an internal combustion engine shall be equipped with an air filter/spark arrestor and a leak-free exhaust system terminating in a standard baffled (original equipment type) muffler.
- Fuel tanks shall be closed and equipped with gasketed dome covers which;
 - Contain a 3-PSI emergency vapor relief valve.
 - Are adequate to prevent fuel spillage during vehicle movement and the influx of water at any time.
 - Equipped with a sump drain with an outlet located to facilitate convenient capture of overflow.
 - Equipped with a tank bottom outflow cutoff valve which can block flow and spill in the event of piping rupture or other valve failure.
 - Piping shall be reasonably protected from impact/stress which could rupture and cause fuel spillage.
- Electrical equipment and wiring shall be:
 - Reasonably protected from heat, abrasion, or other impact which could cause failure of insulation, open spark, or other ignition sources.

- Of a type or design approved for use in Class 1, Group D, Division 1 hazardous locations (explosion proof, e.g., free of exposed conductors, contacts, switches, connectors, motors, etc. which could generate open sparks or other ignition sources during normal operation). **See *NFPA Standard 70, National Electric Code***.
- Provide electrical continuity between all metallic or conductive components.
- When loading tankers, the engine of the tank vehicle shall be shut off before starting to load the tanker.
- Transferring fuel by pumping from one tank vehicle to another tank vehicle within 200 feet of an aircraft is prohibited.

ARTICLE XIII: WILDLIFE MANAGEMENT

Pursuant to Title 14 Code of Federal Regulations (CFR) Part 139.337, the Bishop International Airport Authority (“the Airport”) has developed a Wildlife Hazard Management Plan (WHMP) in cooperation with the U.S. Department of Agriculture Wildlife Services Program. The Airport will take immediate measures to identify and mitigate wildlife hazards whenever they are detected or whenever Airport management has been advised that hazardous conditions exist.

After contacting emergency services, any person involved in or aware of any accident or incident involving wildlife must notify Airport Operations immediately. In accordance with the Airport’s Wildlife Hazard Management Program (WHMP Section 3), no person shall feed, provide habitat, or otherwise introduce or encourage the introduction of factors on the Airport that attract or may attract wildlife, including birds. Hunting on Airport property is prohibited unless written permission is obtained from the Airport Director.

ARTICLE XIV - WINTER OPERATIONS

SECTION 1. AIRCRAFT DEICING

All Aircraft deicing operations must be in compliance with the Airport Operator’s Storm Water Pollution Prevention Plan. For information on this plan, contact Chris Yeates, Director of Operations 810-235-6560. Aircraft deicing is only allowed in designated areas such as identified in the SWPPP and Remote Deicing Pad Plan.

SECTION 2. PAVEMENT DEICING

A. Airside Chemicals

Only chemicals approved by the FAA Advisory Circular 150/5200-30D current edition may be used. At present, these include the following:

- Potassium Acetate
- Potassium Formate
- Sodium Formate

- Sodium Acetate
- Heated Sand

B. Landside Chemicals

Only the following chemicals and substances are approved for pavement deicing landside:

- Sodium Chloride (Rock Salt)
- Calcium Chloride
- Lithium Chloride
- Sand

C. Plowing

- Tenants shall be responsible for plowing their leaseholds at their own expense in a timely manner.
- Tenants shall not pile snow so as to obstruct Aircraft passage on taxiways, taxilanes, or runways.
- Tenants shall not plow snow onto plowed taxiways, taxilanes, runways, roads, or aprons.
- Tenants shall provide proof of insurance for contractors involved in snow removal operations.
- Snow must remain on the tenant leasehold, and may not cross roads or other tenants' leaseholds.

ARTICE XV: RULES ENFORCEMENT AND PENALTIES

SECTION 1. DEFINITIONS

A **Notice of Violation (NOV)** is prepared and submitted by BIAA personnel including Operations Agents, Airport Fire Department Agents, Safety and Security Agents or duly authorized representatives of the Authority at or around the time of any incident which is believed to constitute a violation of these Rules and Regulations. The electronic form shall set forth, at a minimum, the name of the violator, tenant, or contractor, date and time of the violation, location of the violation, and the nature of the alleged violation. Corrective and or disciplinary action may be taken against the violator or employer; and the NOV will be sent to the violator's employer and kept on file.

Training will involve returning to the badging office to complete and pass a course for the violation committed.

Suspension is the fixed term removal of badge and proximity card privileges.

Revocation is the permanent removal of badge and proximity card privileges.

Meet with BIAA will require the Tenant to meet with Bishop Airport Authority personnel from the office overseeing the violation committed, to review and determine a course of corrective action, or penalty.

A **Fine** is a specified amount of money that must be paid to the Bishop Airport Authority.

Repetitive Offenses are those committed within a rolling twelve-month period.

Towing, Booting, or Lock-Out May occur as a result of a violation committed. In the event that this were to happen then fees will have to be paid to cover the cost of the towing and storage, the removal of the boot, or the changing of the lock.

SECTION 2. NOTICES OF VIOLATION

Bishop International Airport Authority (BIAA) will conduct inspections and enforce violations of these Rules and Regulations. All Tenants, Contractors, badge holders, and or persons with a proximity card will be subject to a Notice of Violation (NOV) when reasonable grounds exist to believe that the Rules and Regulations or a permit has been violated, either by commission or omission.

NOVs will be monitored and issued by BIAA personnel in Safety and Security, Airport Operations, Airport Fire Department, and other BIAA Departments as authorized by the Airport Director or their designee. If possible, the Contractor, badge holder, proximity card holder, or individual observed committing the violation(s), along with their Supervisor or employer will be notified.

All NOV's will be entered into a computer database by BIAA staff. After a NOV is issued, the database will be checked to determine any other accumulated violations against the offender. Depending upon the results of the computer search and degree of violation, the BIAA may take corrective actions to enforce these Rules and Regulations. All employees are responsible for reporting serious offenses immediately to their direct report and/or Bishop Airport Police.

SECTION 3. ENFORCEMENT/PENALTIES

NOVs may serve as a warning (verbal and/or written) or carry a penalty such as training, suspension of badge, revocation of badge, summon for a meeting with BIAA personal, a fine, or towing, booting or a lock out.

- A. Violations of any of the Rules and Regulations herein relating to motor vehicle traffic shall be tried and punished in the same manner as if it had been committed on the public roadways. Responsibility for enforcement of these violations will be Bishop Airport Police and/or BIAA.
- B. Ground Transportation violations are governed under the Notice of Violation Policy contained in the Ground Transportation Rules and Regulations policy.
- C. Violations of unauthorized or unintended use of any BIAA Space or property may result in the tenant or contractor being billed for such use of BIAA Space and property which is not in the lessee's contract.
- D. Violations that occur in the Air Operations Area (AOA) will be referenced in the Ground Vehicle Operations Manual. Individuals cited for violations related to environmental practices and procedures may be fined in accordance with local, state, and federal laws.
- E. Individuals cited for Safety or Security related Violations may result in mandatory training, suspension or revocation of badges and proximity card privileges, and or fines by BIAA, local, state or federal agencies.
- F. In the event of Towing, Booting, or Lock Out the Tenant will be held responsible for all fees associated with the Towing (includes the towing, impoundment, and other fees), Booting (the placement of the boot, removal of the boot, and other fees), and Lock Out (the changing of the locks, any other device used to lock out the respective area, and other fees). BIAA or any party contracted to perform the Towing, Booting, or Lock Out is not responsible for any damage caused to the Tenants operations or property.
- G. The Airport Director or their designated representative is authorized to enforce these Rules and Regulations as required to assure the convenience and safety of the traveling public and others using the airport. In addition to these Rules and Regulations the Airport Director is empowered to issue other guidelines to ensure the safety and well-being of Airport users or as otherwise

determined to be in the best interest of the BIAA. The Airport Director may prohibit use of the Airport or any part thereof by any Person in violation of these Rules and Regulations.

The Airport Director may use any legal remedy or recourse to aid the enforcement of the provisions contained in these Rules and Regulations.

- H. Appeals or resolution processes other than those regulated by applicable law will be heard by the Airport Director and/or designees to act as a BIAA representative in a meeting to discuss the NOV appeal and its penalties. Requested NOV appeal meeting with BIAA must be submitted within 5 calendar days of receiving the NOV. Upon receipt of the appeal, BIAA shall schedule a meeting with the violator and their supervisor within 15 calendar days. The meeting must be attended by the violator and their immediate supervisor or employer. The informal meeting shall be conducted to determine whether there is sufficient evidence to support the NOV. Burden of proof shall be upon the party or parties appealing the NOV. The meeting provides the individual and his or her supervisor an opportunity to explain the circumstances that led to the NOV. The process also provides an opportunity to educate to the individual violator or employer on the BIAA Rules and Regulations.

These Rules and Regulations are designed to protect the public health, safety, interest, and general welfare at the BIAA, and to restrict or prevent any activity or action which would interfere with the safe, orderly, and efficient use of the Airport by its passengers, operators, tenants, and users.

APPENDIX A

SCHEDULE OF FEES

SMOKING

All Persons violating the Smoking Section may be subject to a penalty of \$25 per violation.

SECURITY ID BADGES

The current non-refundable fee for the replacement of any security pass resulting from loss, theft, or due to user abuse is \$40 (\$20 for the picture badge and \$20 for the proximity card). Since the loss of one requires the replacement of both, the \$40 fee will always apply. Should an employee locate a lost badge after obtaining a replacement badge, the employee shall return the originally issued badge to the Airport Badging Office. Renewal of badges beyond the expiration date will be subject to a late charge of \$20. Fingerprinting processing fee is \$50.

PARKING AREAS

All Contractors conducting business either for the Authority or one of its Tenants is required to apply for and obtain a parking pass in the Authority's Contractor Lot as specified in the project plans. A deposit of \$15.00 is required to obtain a pass for this lot and is refundable upon its return to the Authority's parking manager.

GROUND TRANSPORTATION

Operators whose vehicles exceed the allotted dwell time will be charged \$1.00 per minute as provided for in the Ground Transportation Guidelines. As TNC vehicles operate within a GeoFence and are not issued transponders they are not charged a dwell time fee, they are however allotted only five minutes wait time along the Commercial Arrivals Curb.

APPENDIX B

**AIRPORT OPERATIONS AREA
GROUND VEHICLE OPERATIONS
AREA TRAINING MANUAL**

BISHOP INTERNATIONAL AIRPORT G-3425 W. Bristol Rd. Flint, MI 48507

SECTION 1. AIRPORT DRIVING RULES AND REGULATIONS

1.1 Why is an Airport Operations Area Drivers Training Program necessary at Bishop International Airport?

It is important for the Bishop International Airport (FNT) to develop an Airport Operations Area Drivers Training Program to inform the tenants and users of the airport on safety, awareness, and responsibility while driving on the Airport Operations Area (AOA).

Bishop International Airport operates under the authority of the Bishop International Airport Authority (BIAA), which has granted the Airport Manager the authority to establish rules and regulations for the management and supervision of the airport. Ground vehicle operations on the AOA shall be conducted in accordance with this Manual, Federal Aviation Regulations, the Airport Certification Manual, and Bishop International Airport Rules & Regulations.

This Manual applies to all users of, and persons on any portion of, the property owned or controlled by BIAA. No persons are exempt from airport operating training requirements for operating a vehicle on the AOA. Tenant organizations shall be responsible for the dissemination of, accessibility to, and compliance with these rules and regulations by their employees.

It is the intent of BIAA to keep vehicular and pedestrian activity on the Movement Area to a minimum. Vehicles shall be limited to those necessary to support aircraft services including emergency, inspection, and maintenance of the airport facilities. These rules and regulations may be amended, changed, or modified by BIAA as necessary.

The information contained in this handbook is designed to acquaint you with the rules and regulations for operating a ground vehicle at FNT. The information in this Manual, combined with classroom training, will provide sufficient knowledge and skill to pass an airfield driver's test and operate vehicles safely at FNT.

Definitions. The following terms are defined as indicated in this section for the purpose of this Movement Area Ground Vehicle Operations Training Manual.

Accident: A collision between one aircraft or vehicle and another aircraft, vehicle, person, or object that results in property damage, personal injury, or death.

Air Carrier Ramp: A ramp for air carriers. Only authorized personnel and vehicles may operate on this ramp. Unauthorized vehicles and aircraft are prohibited from operating on it. Also known as the Terminal Ramp.

Air Traffic Control Tower (ATCT): Operated by the Federal Aviation Administration to promote the safe, orderly, and expeditious flow of air traffic. **NOTE:** The FNT ATCT hours of operation are from 0545 to 2330 local time. During the hours the ATCT is not in operation, the Common Traffic Advisory Frequency (CTAF, see page 16, section 4.4.) is used for all traffic movements at FNT, including ground vehicles.

Aircraft: A device that is used or intended to be used for flight in the air.

Airport: Bishop International Airport, owned and operated by Bishop International Airport Authority, including all improvements and equipment existing or to be developed.

Airport Operations Area: Includes the paved and unpaved areas located inside the airport perimeter fence that is designed for unobstructed movement of aircraft to include landing, taking off, or surface maneuvering.

Common Traffic Advisory Frequency (CTAF): A radio frequency designed for the purpose of carrying out airport advisory practices while operating to or from the airport when the ATCT is closed. **NOTE:** The FNT ATCT hours of operation are from 0545 to 2330 local time. During the hours the ATCT is not in operation, the Common Traffic Advisory Frequency (CTAF - 126.3) is used for all traffic movements at FNT, including ground vehicles.

Escort: An individual, certified to operate on the Movement Area, taking responsibility for another individual/vehicle who is not certified to operate on the Movement Area. The individual providing the escort must be in a reasonable proximity to the individual under escort so as to control that person's actions.

Federal Aviation Administration (FAA): A division of the U.S. Department of Transportation charged with the regulation of civil aviation to promote safety, security, and development of the aviation industry.

Fixed-Base Operator (FBO): A person, firm, or organization engaged in a business that provides a range of basic services to general aviation. Services may include the sale and dispensing of fuel, line services, aircraft parking and tie-down, pilot and passenger facilities, airframe and power plant maintenance, aircraft sales and rental, and pilot instruction. The FBO at FNT is Avflight.

Foreign Object Debris (FOD): Debris that can cause damage to aircraft engines, tires, or fuselage from rocks, trash, or the actual debris found on runways, taxiways, and ramps. FOD is everyone's responsibility. If you see **FOD**, pick it up.

General Aviation: Portion of civil aviation that encompasses all facets of aviation except air carriers holding a certificate of public convenience and necessity.

Global Positioning System (GPS): A space-based radio-navigation system consisting of a constellation of satellites and a network of ground stations used for monitoring and control. Currently,

32 GPS satellites orbit the Earth at an altitude of approximately 11,000 miles, providing users with accurate information on position, velocity, and time anywhere in the world and in all weather conditions.

Ground Vehicle: All conveyances, except aircraft, used on the ground to transport persons, cargo, fuel, or equipment.

Instrument Landing System (ILS): A precision runway approach aid based on two radio beams which, together, provide pilots both vertical and horizontal guidance during an approach to land. The ILS is made up of a Localizer antenna and Glideslope antenna.

ILS Critical Area: An area provided to protect the signals of the localizer and glideslope.

Incident: An occurrence, other than an accident, associated with the operation of an aircraft that affects or could affect the safety of operations.

Jet Blast: high velocity jet engine exhaust or propeller wash (thrust stream turbulence)

Law Enforcement Officer (LEO): Any person vested with police power of arrest under Federal, state, county, or city authority and identifiable by uniform, badge, and other indication of authority.

Light Gun: A hand-held, directional light-signaling device that emits a bright narrow beam of white, green, or red light, as selected by the tower controller. The color and type of light transmitted can be used to approve or disapprove anticipated pilot or vehicle actions where radio communication is not available. The light gun is used for controlling traffic operating in the vicinity of the airport and on the Movement Area.

Mobile Fueler: A vehicle owned and/or operated by authorized agents to pump and dispense Jet A and 100LL fuel at FNT. All mobile fuelers at FNT are currently owned and operated by Avflight.

Movement Area: The runways, taxiways, and other areas of an airport that aircraft use for taxiing, take-off and landing, exclusive of loading ramps and aircraft parking areas. The movement area at FNT is under control of the FAA ATCT and approval must be obtained prior to entering the Movement Area.

Navigation Aid (NAVAID): Any visual or electronic device, airborne or on the surface, which provides point-to-point guidance information or position data to aircraft in flight. Common NAVAIDs include: ILS, GPS, and VOR.

Non-movement Area: The area, other than that described as the Movement Area, used for the loading, unloading, and parking of aircraft. The Non-movement Areas at FNT are not under control of the FAA ATCT and includes all ramps, taxilanes, service roads, and safety areas.

Operator: Any person who is in actual physical control of an aircraft or a motor vehicle.

Owner: A person who holds the legal title of an aircraft or motor vehicle.

Ramp: A defined area on an airport intended to accommodate aircraft for the purposes of parking, loading and unloading passengers or cargo, refueling, or maintenance. Also known as an Apron

Reckless or Careless Manner: One that intentionally or through negligence threatens the life or safety of any persons or threatens damage or destruction to property.

Restricted Area: Areas of the airport posted to prohibit or limit entry or access by the general public.

Runway: A defined rectangular area on a land airport prepared for the landing and take-off run of aircraft along its length.

Runway in Use or Active Runway: Any runway or runways currently being used for take-off and landing. When multiple runways are used, they are all considered active runways.

Runway Incursion: Any occurrence at an aerodrome involving the incorrect presence of an aircraft, vehicle or person on the protected area of a surface designated for the landing and take-off of aircraft.

Runway Safety Area (RSA): A defined surface surrounding the runway prepared and suitable for reducing the risk of damage to airplanes in the event of an excursion, overshoot, or undershoot from the runway. All RSA's at FNT meet FAA standard of 250 feet off the runway centerline and 1,000 feet of each end of the runway. Approval must be obtained from BIAA Airport Operations prior to accessing any RSA. All objects placed in a RSA must be necessary for aircraft operations and be mounted on a frangible mounting.

Service Road: Non-movement Area vehicle roadway established within the AOA, along the perimeter fence of the airport.

Surface Incident: Any event where unauthorized movement occurs within the Movement Area or an occurrence in the Movement Area associated with the operation of an aircraft that affects or could affect the safety of flight.

Taxilane: The portion of the aircraft parking areas used for access between taxiways and aircraft parking positions. All taxilanes at FNT are considered Non-movement Areas and are not under FAA ATCT control.

Taxiway: Those parts of the AOA designated for the surface maneuvering of aircraft to and from the runways and aircraft parking areas.

Taxiway Safety Area (TSA): A defined surface alongside the taxiway prepared and suitable for reducing the risk of damage to an aircraft unintentionally departing the taxiway. All TSA's at FNT meet FAA standard. Approval must be obtained from BIAA Airport Operations prior to accessing any TSA.

Uncontrolled Airport: An airport without an operating air traffic control tower or when the air traffic control tower is not operating.

UNICOM: A non-Federal communication facility that may provide airport information. Typically monitored by the FBO to provide information to pilots. The frequency of the UNICOM at FNT is 122.95.

Vehicle or Pedestrian Deviation (V/PD): An entry or movement on the Movement Area by a vehicle operator or pedestrian that has not been authorized by air traffic control.

Very High Frequency Omnidirectional Range (VOR): A ground-based electronic navigation aid transmitting very high frequency signals, 360 degrees in azimuth, oriented from magnetic north.

Wake Turbulence: Phenomenon resulting from the passage of an aircraft through the atmosphere. The term includes vortices, thrust stream turbulence, jet blast, jet wash, propeller wash, and rotor wash both on the ground and in the air.

1.2 **Severability:**

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

1.3 **Violation of Rules – Penalties and Suspension of Driving Privileges:**

Any person, who does not comply with any of the provisions of the Rules & Regulations, or any lawful order issued pursuant thereto, will be subject to progressive penalties for repeat violations. These penalties may include being denied privilege to operate on the AOA by Bishop International Airport Authority in addition to the penalties described in pursuant to Federal, state or local authorities.

- 1.3.1 Penalties for failure to comply with this Manual shall consist of written warnings, suspension of airside driving privileges, and/or revocation of airside driving privileges. Receipt of 2 (two) written warnings by an operator of a vehicle in any 12-month period will automatically result in suspension of AOA privileges. Receipt of 3 (three) written warnings in any 12-month period will result in revocation of AOA privileges.
- 1.3.2 Any violation of the Rules and Regulations resulting in property damage or bodily injury will be considered severe in nature and can warrant immediate suspension of AOA privileges.
- 1.3.3 Revocation or suspension of an AOA driver's state driver's license will result in the revocation of AOA privileges.
- 1.3.4 Based on an evaluation of the circumstances or the severity of a particular incident or incidents, the Airport Manager reserves the right to assess any penalty it deems appropriate at any time to any individual authorized to operate on the AOA without regard to prior operating history.
- 1.3.5 Suspension of AOA privileges shall be assessed based on the severity of each incident and a review with the individual's supervisory/employer.
- 1.3.6 BIAA will provide a copy of all written warnings issued to an operator to the local manager of the company owning or in possession and control of the vehicle or vehicles involved in the violation(s).

1.4 **Remedial Training:**

Will be required by BIAA and enforced by BIAA Airport Operations of any individual involved in a runway incursion, surface incident, or other vehicle incident.

1.5 **Vehicle Operator Requirements.**

- 1.5.1 All applicants must satisfactorily complete the applicable driver's training class before receiving AOA privileges.

Non-movement Area Training is completed during the SIDA presentation.

Individuals authorized to operate in the Movement Area must complete annual recurrent training every 12 consecutive months. Failure to complete annual recurrent training will result in revocation of AOA access. Upon receipt of updated recurrent training, the individual's access will be re-instated.

- 1.5.2 All applicants must pass the written test of the applicable course with at least an 80% for Movement Area driver training. Applicants who do not pass the written test may retake the test after additional study and a 5-day period.
- 1.5.3 Applicants for Movement Area driving privileges shall be required to successfully:
- Complete a movement and safety area practical test by a designated representative of BIAA Airport Operations. This will include recognition and knowledge of all airfield markings, airfield signage, and communication procedures. Any applicant who does not pass the written and/or practical test will not be granted Movement Area driving privileges.
- 1.5.4 No vehicle shall be operated on the AOA unless:
- The driver is authorized to operate the class of vehicle by an appropriate state-licensing agency and/or by the driver's employer through a company training/certification program;
 - The driver properly displays an approved FNT Airport ID Badge; or
 - The driver is escorted by an individual authorized by BIAA to operate in the areas accessed, and as long as the individual/vehicle remains under control of the escort.
- 1.5.5 No person operating or driving a vehicle on any ramp shall exceed a speed greater than **15 miles per hour**. Factors including, but not limited to, weather and visibility shall be taken into consideration when determining safe operating speed.
- 1.5.6 No vehicle shall pass between an aircraft and passenger terminal when the aircraft is parked at a gate position except those vehicles servicing the aircraft. All other vehicles must drive to the rear of the aircraft and shall pass no closer than necessary from any wing or tail section.
- 1.5.7 Moving aircraft and passengers enplaning or deplaning aircraft must have the right-of-way at all times over vehicular traffic. Vehicle drivers must yield the right-of-way.
- 1.5.8 All vehicles shall yield the right-of-way to all police, ambulance, fire department, and other emergency vehicles giving visual signals or audible alarms.
- 1.5.9 No vehicle operator may enter the AOA unless authorized by BIAA or the vehicle is properly escorted.
- 1.5.10 No vehicle operator shall enter the Movement Area:
- Without first obtaining clearance from the ATCT to enter the Movement Area;
 - Unless equipped with an operable two-way radio capable of communicating with the ATCT; or
 - Unless escorted by an individual authorized by BIAA and as long as the individual/vehicle remains under control of the escort vehicle.
- 1.5.11 No person may operate any motor vehicle that is in such physical or mechanical condition as to endanger persons or property or that BIAA considers and endangerment.
- 1.5.12 No person shall operate any vehicle in an unsafe manner as to allow injury to the operator, vehicle, or surrounding personnel and equipment.
- 1.5.13 A vehicle guide person is required whenever the vision of the vehicle operator is restricted.

- 1.5.14 No fuel truck shall be brought into, stored, or parked within 50 feet of a building. Fuel trucks must not be parked within 10 feet of other vehicles.
- 1.5.15 Container carriers and tugs shall tow no more carts, pods, or containers than are practical, under control, tracking properly, and safe.
- 1.5.16 When not serving aircraft or undertaking their intended functions, ramp vehicles and equipment shall be parked only in approved areas.
- 1.5.17 Vehicle operators shall not operate or park vehicles under any passenger loading bridge.
- 1.5.18 No person shall park, or leave unattended, vehicles or other equipment that interferes with the use of a facility by others or prevents movement or passage of aircraft, emergency vehicles, or other motor vehicles or equipment; or block access to any fire hydrant, emergency fuel shutoff device or other fire control equipment.
- 1.5.19 No person shall operate a vehicle or other equipment within the AOA under the influence of alcohol or any drug that impairs, or may impair, the operator's abilities.
- 1.5.20 Each vehicle operator using an airport perimeter gate must ensure the gate closes behind the vehicle prior to leaving the vicinity of the gate. The vehicle operator must also ensure no unauthorized vehicles or persons gain access to the AOA while the gate is open.
- 1.5.21 Vehicle operators must not operate vehicles in a reckless or careless manner or with disregard for the safety of other persons or property.
- 1.5.22 All operators shall obey all posted regulatory signs and all instructions by BIAA, or by an officer in charge of traffic control and enforcement.
- 1.5.23 Vehicles and personnel may not enter the Movement Area or cross runways unless the operator of the vehicle has received required training and authorization from BIAA to operate on the Movement Area.

Whenever possible, all airport vehicles shall utilize the service roads to transition between areas on the airport.
- 1.5.24 Each vehicle operator is responsible for the activities of each vehicle passenger on the AOA.

1.6 **Vehicle Regulations.**

- 1.6.1 No vehicle may be operated on the AOA unless it has proper registration in the State of Michigan or is a qualified off-road vehicle that is not normally operated on public streets but has received the approval of BIAA.
- 1.6.2 All vehicles operated on the AOA must have vehicle liability insurance, as required by BIAA.
- 1.6.3 With exception to vehicles accessing the Golf-Tees, BIAA must approve tenant vehicles operated on the AOA. These vehicles must display a company logo on the passenger and operator's doors.
- 1.6.4 No vehicle shall be permitted on the Movement Area and Safety Areas unless:
 - It is properly marked, as outlined in FAA Advisory Circular 150/5210-5, *Painting, Marking, and Lighting of Vehicles Used on an Airport*.

- It is in sound mechanical condition with unobstructed forward and side vision from the driver's seat
- It has the appropriately rated and inspected fire extinguishers (service vehicles and fuel trucks).
- It has operable headlamps and brake lights.

1.6.5 Vehicles operating on the Movement Area shall be equipped with operating rotating beacon or equivalent per FAA Advisory Circular 150/5210-5 as required.

1.7 Accident/Incident Reporting

Individuals involved in or witnessing an accident or incident on the airport that results in injury to a person or damage to an aircraft, airport property, or a vehicle must:

- 1.7.1 Immediately stop and remain at the scene of the accident or incident.
- 1.7.2 Render reasonable assistance, if capable, to any persons injured in the accident.
- 1.7.3 Report the accident or incident immediately to BIAA Department of Public Safety at 810-235-0606. You should also report the accident/incident to your supervisor and the aircraft/vehicle owner.
- 1.7.4 Provide and surrender the following to any responding BIAA personnel: name and address, FNT Airport ID Badge, state driver's license, and any information BIAA personnel need to complete a motor vehicle accident report.
- 1.7.5 Examples of accident or incidents may include are not limited to: aircraft incident/accident, badging violation, damaged property/equipment, disabled aircraft, fuel/oil spill, injuries, open and unattended door/gate, runway incursion, surface incident, unsafe act or condition, and vehicle accident.

SECTION 2. DRIVING ON NON-MOVEMENT AREAS

2.1 Non-movement Areas include areas **not** under control of the ATCT. Anyone authorized to operate a motor vehicle on the AOA may do so on the Non-movement Areas (except Safety Areas) without being in positive radio contact with the ATCT. Non-movement Areas are depicted in Exhibit 1.

These areas include:

- Service Roads
- General Aviation Ramps
- Cargo Ramp
- Terminal Ramp
- Deicing Pad
- Taxilanes

2.2 Driving.

Operating within the ramp areas requires the vehicle driver to exercise extreme caution as aircraft are always moving, aircraft passengers may be walking from an aircraft to the gate, and noise levels are high.

2.2.1 Vehicle drivers should:

- Never drive between safety cones or across delineated passenger walkways.
- Watch cockpit blind spots – pilots typically cannot see behind or below the aircraft.
- Avoid jet blast or prop wash, which can blow debris or overturn vehicles.
- Be aware and avoid moving propellers that can cause damage, injury, or death.
- Be aware of other vehicle movements – you may not hear them approaching due to aircraft engine noise.
- Yield to aircraft, passengers, and emergency vehicles which **ALWAYS** have the right-of-way on any portion of the airport.
- Pay particular attention when aircraft beacons are illuminated, as they may be moving or preparing to move.

2.2.2 Parked aircraft may still have their engines running, so be aware of the hazards of jet blast or prop wash, which may overturn vehicles. Before an aircraft engine is started, pilots are supposed to turn on the anti-collision beacon(s) which may be flashing red or white. However, don't assume that if the beacon(s) aren't flashing the engine(s) isn't (aren't) running. In some instances, propellers and engine spinners are marked to indicate when the engine is operating. A pilot's ability to maneuver quickly on the ground is limited. Propellers and jet engines can cause significant damage and injury to personnel. In addition, cockpit visibility prohibits the pilot from seeing under the nose or behind the aircraft and limits the pilot's ability to avoid ground vehicles.

2.3 Nighttime and Poor Weather Driving Conditions.

Poor weather conditions (snow, fog, rain, etc.) may obscure visual cues, roadway markings, and airport signs. Vehicle operators should remain vigilant of their surroundings and operating boundaries. Watch out for snow removal equipment and aircraft operating in the vicinity under low-visibility conditions. There are additional risks present under these conditions.

SECTION 3. DRIVING ON THE MOVEMENT AREAS

Drivers who are authorized to operate on the Movement Area require more training and vigilance since there are dangers associated with this area that are not present on Non-movement Areas. In addition to the principles for driving on the Non-movement Areas, drivers who have access to the Movement Area must be cognizant of the meanings of airfield signs, airfield markings, and airfield lighting configurations. Additionally, they must be able to communicate with Air Traffic Control (ATC) and be able to follow ATC directions.

3.1 ATC Control

Movement Areas are defined as the runways, taxiways, and other areas of the airport that are used for taxiing, hover taxiing, air taxiing, and take-off and landing of aircraft, exclusive of loading ramps and aircraft parking areas. Movement Areas are considered "positive control," meaning that all vehicle operators will need permission from ATC before entering the area. Movement Areas are depicted in Exhibit 1.

3.2 Authorized Vehicles

Only those vehicles necessary for airport operations may enter the Movement Area with radio contact through ATC. Exceptions may include BIAA authorized vehicles with appropriately trained personnel.

3.3 Taxiways

3.3.1 **Designations:** Aircraft use taxiways to move to and from the ramps and runways. Taxiways are designated by letters or by a letter/number combination such as A, B, R2 or C6. See Airport Diagram included in Exhibit 2.

3.3.2 **Lighting:** Taxiways are lighted with blue edge lighting and/or reflectors.

3.3.3 **Signs:** The signs used on taxiways are directional, destination, location, and taxiway ending marker signs.

Directional Signs have **black lettering** and a **directional arrow** or arrows on a **yellow background**. The arrow indicates the direction to that taxiway, runway, or destination.



TAXIWAY DIRECTIONAL SIGN

Location Signs have **yellow lettering** on a **black background**. The location sign below indicates that the operator of the vehicle/equipment is located on Taxiway.



TAXIWAY LOCATION SIGN

Runway Safety Area (RSA)/Object Free Zone (OFZ) Boundary Sign, when required, identify the boundary of the RSA/OFZ. The driver can use these signs to identify when the vehicle is off the runway environment. It has a **black inscription** that depicts the hold line marking on a **yellow background**



RSA/OFZ BOUNDARY SIGN

Taxiway Ending Marker is a retro-reflective sign with **alternating yellow and black angled stripes** used to indicate that a taxiway does not continue.



TAXIWAY ENDING MARKER

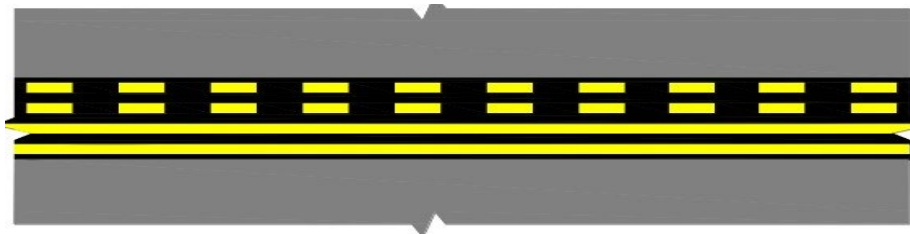
Destination Signs provide directional guidance to the location listed on the sign. It has **black inscription on a yellow background with an arrow**.



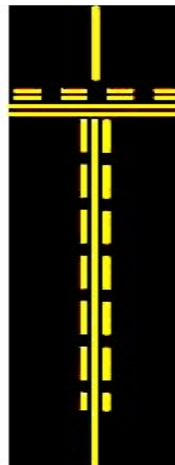
DESTINATION SIGN

- 3.3.4 **Markings.** Pavement Markings on taxiways are always **yellow**. The taxiway centerline is painted on all taxiways. On the edges of some taxiways, there is a solid, double yellow or double-dashed line. If pavements are usable on both sides of the line, the lines will be dashed; if not, the lines will be solid.

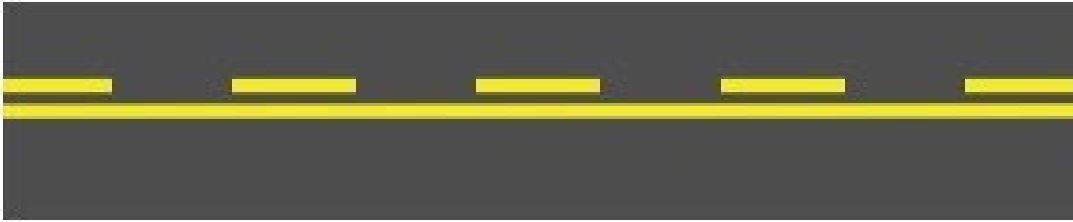
Runway Holding Position Markings are located across each taxiway that leads directly onto a runway. These markings are made up of **two solid lines** and **two broken yellow lines** and denote runway holding position markings. These markings are always co-located with a Runway Holding Position Sign. A vehicle operator must not cross from the solid-line side of the marking without first obtaining clearance.



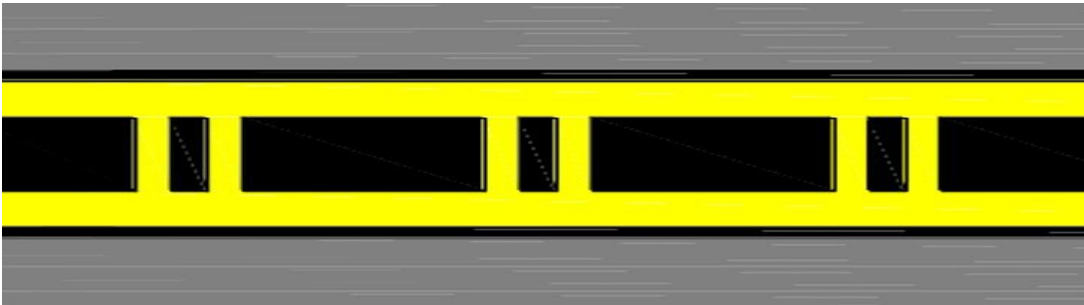
Enhanced Taxiway Centerline Markings provide supplemental visual cues to alert users of an upcoming Runway Holding Position Marking for minimizing the potential for runway incursions.



Non-movement Area Boundary Markings consists of **two yellow lines** (one solid and one dashed). The solid yellow line is located on the Non-movement Area side, while the dashed yellow line is located on the Movement Area side. A vehicle operator is not to cross from the solid-line side without first contacting ATC and obtaining a clearance to operate on the Movement Area.



ILS Critical Area Holding Position Markings are comprised of **two parallel yellow lines** with **lines running perpendicular** between the two parallel yellow lines. These markings identify the location on a taxiway where an aircraft or vehicle is to stop when it does not have clearance to enter ILS Critical Areas. The ILS Critical Area must remain clear, especially in inclement weather. If a vehicle proceeds past this ILS marking, it might cause a false signal to be transmitted to the landing aircraft.



Surface Painted Holding Position Signs are located prior to the Runway Holding Position Marking and have a red background with a white inscription and supplement the signs located at the holding position to provide increased situational awareness.



Taxiway Holding Position Marking is a **single dashed yellow line** painted across a taxiway used along a designated taxi route to serve as an indicator of a location that pilots and vehicle operators may be requested to hold short.



3.4 Runways

3.4.1 **Designations.** Runways are areas where aircraft take-off and land. Runways are always designated by a number such as 18 or 36. The number indicates the compass heading of the runway. An aircraft taking off on Runway 18 is headed 180 degrees. Runways at FNT include Runway 9/27 and Runway 18/36.

3.4.2 **Lighting.** Runways are lighted with a variety of colored lights

- **Runway Edge Lights** are **white**, except the **last 2,000 feet of the runway are amber** because all runways at FNT are serviced with instrument approaches.
- **Runway End/Threshold Lights** are split lenses that are **red/green**.
- **Displaced Threshold Lights** are split lenses that are **red/amber** and located on displaced threshold for Runway 18.
- **Elevated Runway Guard Lights** are **dual alternating amber light signals** intended to warn a pilot or vehicle operator that they are about to enter a runway. They are co-located with Runway Holding Position Markings, Surface Painted Holding Position Signs, Runway Hold Position Signs, and Enhanced Taxiway Centerlines. They are not currently located at every runway/taxiway intersection at FNT but are being installed during construction projects.

3.4.3 Signs

Runway Holding Position Signs have **white numbering with a black outline on a red background**. These are located at each entrance to a runway and at the edge of the RSA/OFZ and are co-located with Runway Holding Position Markings. **Do not proceed beyond these signs until clearance is given by the ATCT to enter onto the runway.**



ILS Holding Position Signs have **white letters with a black outline on a red background**. These signs tell pilots and vehicle operators where to stop to avoid interrupting a type of navigational signal used by landing aircraft. This is a critical area, and a vehicle/equipment operator must remain clear of it. If a vehicle proceeds past this ILS sign, it may cause a false signal to be transmitted to the landing aircraft.



Runway Distance Remaining Signs provide distance remaining information to pilots during take-off and landing operations. They have **white numbering** on a **black background**. The number on the sign provides the remaining runway length in 1,000-foot increments.

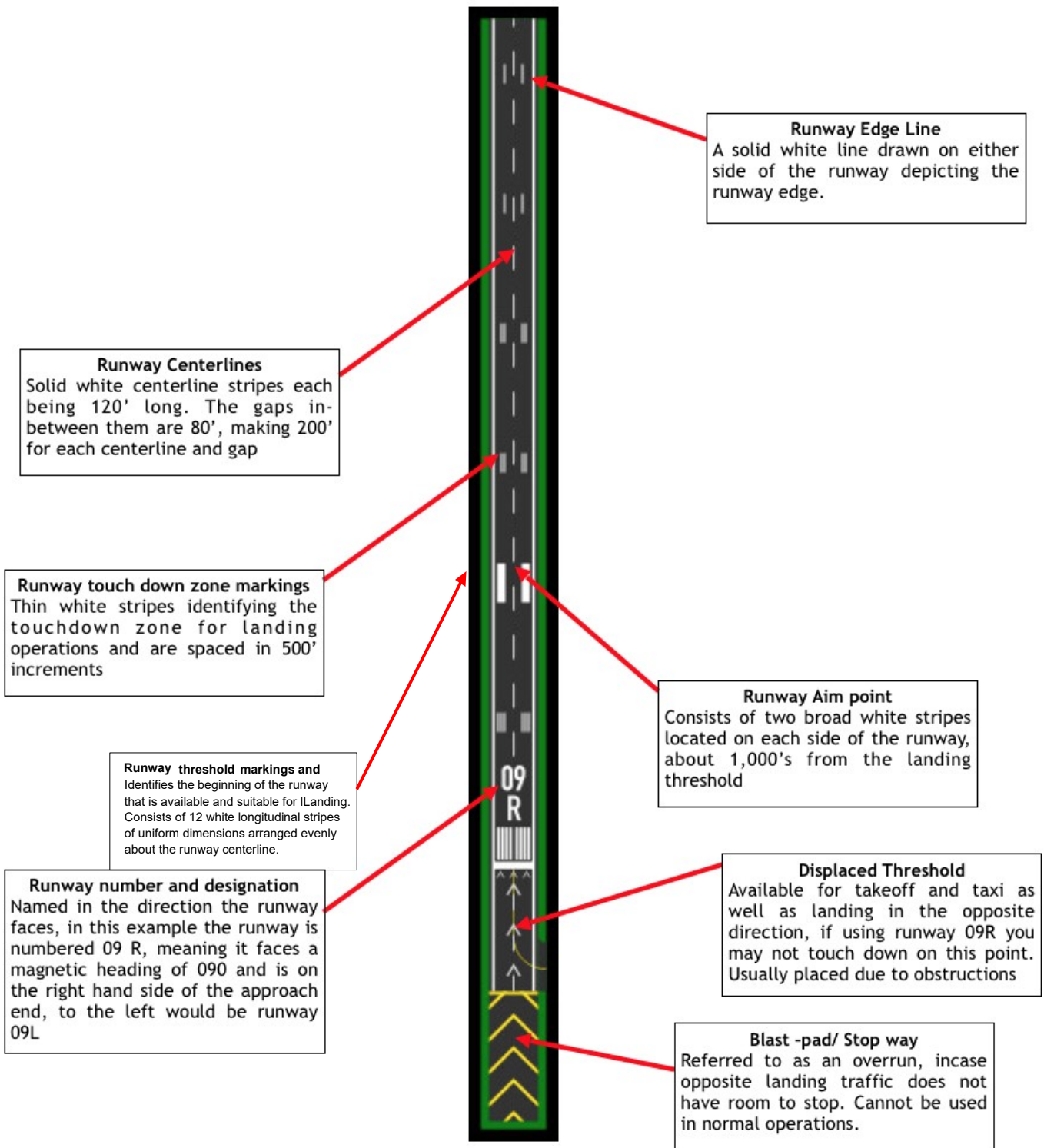


Runway Exit Sign is a destination sign located prior to the runway/taxiway intersection on the side and in the direction of the runway where the aircraft is expected to exit. This sign has **black lettering** and a **directional arrow** on a **yellow background** **Marking**.



3.4.4 **Markings**

- **Pavement markings on a runway are white.** Runway Threshold Markings and Runway Threshold Bars, Runway Aiming Point Markings, Runway Designation Markings, Runway Touchdown Zone Markings, Runway Centerline Markings, Runway Edge Line, and Displaced Threshold Markings are white. The only non-white lines on a runway are the yellow lead-in/-off lines that extend from the runway centerline, blast pad markings, and hold lines for Land and Hold Short Operations.



SECTION 4. COMMUNICATIONS

- 4.1 Any vehicle driving on the Movement Area must be in contact with the ATCT or capable of monitoring and transmitting on the CTAF. Vehicle operators must always monitor the appropriate radio frequency when in the Movement Area. Permission must be requested and clearance given prior to driving on the Movement Area. A vehicle that is equipped with a radio and a driver who is Movement Area certified may escort vehicles without radios; these vehicles must stay under the control of the escort at all times. When a Movement Area is closed for construction, vehicles may

traverse that area without ATC contact but must be escorted if their travels require them to cross an active Movement Area or into a safety area.

- 4.2 The ATCT controller may use separate or common radio frequencies to control all air and ground traffic, vehicles and aircraft, on the Movement Areas. When the ATCT is closed, the CTAF (126.3) should be used to announce a driver's intention when operating within the Movement Area.
- 4.3 **Phraseology.** Vehicle operators must contact ATC each and every time they proceed onto or leave the Movement Area. When proceeding onto a Movement Area, vehicle operators must tell the controller three things: **WHO** you are, **WHERE** you are, and **WHAT** your intentions are. Vehicle operators must always acknowledge all communications with ATC phraseology so ground control and other operators know that the message was received. Vehicle operators must always give aircraft and ATC transmissions priority unless an emergency exists.
- 4.4 Flint Air Traffic Control Tower directs all operations of aircraft and ground vehicles on the Movement Area. When the facility closes between the hours of 2330 and 0545 local, all traffic must advise their intentions on the Common Traffic Advisory Frequency (CTAF – 126.3). It is imperative that all drivers be alert while looking for other traffic and to exchange information with all taxiing, landing, and departing aircraft.
- 4.5 **Best Practices.** Always use the ABC's of radio communication, Accuracy, Brevity, and Clarity.
 - 4.5.1 Know the correct phrases that pilots and controller's use. Controllers do not use "ten" codes such as "ten-four."
 - 4.5.2 Know what you are going to say before you call the controller. If you are uncomfortable talking on the radio, practice a few times before making the transmission.
 - 4.5.3 Use the proper sequence in calling the controller. Before you begin speaking on the frequency, make sure that no one else is already talking, otherwise the frequency will be blocked and neither transmission will be heard. Don't talk until a conversation is over; if someone makes a request, expect a response.

NOTE: If you are unsure what the controller has said, or if you don't understand an instruction, you should ask the controller to "Say Again". Good communications only occur when each party knows and understands what the other is saying. Don't assume anything, when in doubt, ASK!

*****Vehicle Operators shall read-back all runway crossing clearances and make a visual check in both directions prior to crossing any runway*****

- 4.6 Common use Phrases. Correct phraseology is an important element in communicating with the ATCT. It makes for short, to the point communication that both drivers, controllers, and pilots can easily understand.

What is Said	What it Means
Acknowledge:	Confirm that you have received my message.
Advise Intentions:	Let me know what you plan to do.
Affirmative:	Yes.

Correction:	An error has been made in the transmission, and the correct version follows.
Expedite:	Comply promptly with instruction.
Go Ahead:	Proceed with your message only.
Hold:	Stay in place, do not move.
Hold Short:	Phrase used during ground operations to keep a vehicle/aircraft within a specified area or at a specified point while awaiting further clearance from ATC.
Immediately or Without Delay:	Phrase used by ATC when such action compliance is required to avoid an imminent situation. Do it NOW!
Negative:	“No” or “permission not granted” or “that is not correct”.
Proceed:	Authorization to begin/continue driving.
Read Back:	Repeat my message to me.
Roger:	I have received all of your last transmission.
Say Again:	Request a repeat of your last transmission.
Stand By:	Means the controller/pilot/driver must pause for a few seconds, usually to attend to other duties of a higher priority. Also means to wait as in “stand by for clearance.” The caller should reestablish contact if a delay is unreasonably lengthy.
Unable:	Indicates inability to comply with a specific instruction, request, or clearance.
Verify:	Request confirmation of information.
Wilco:	I have received your message, understand it, and will comply with it.

4.7 **Phonetic Aviation Alphabet.** Because some letters have similar sounds, like B and P, the international aviation industry uses the following words to reduce confusion. For example; Taxiway B would be referred to as Taxiway Bravo.

A	Alpha	N	November
B	Bravo	O	Oscar
C	Charlie	P	Papa
D	Delta	Q	Quebec

E	Echo	R	Romeo
F	Fox-Trot	S	Sierra
G	Golf	T	Tango
H	Hotel	U	Uniform
I	India	V	Victor
J	Juliet	W	Whiskey
K	Kilo	X	X-Ray
L	Lima	Y	Yankee
M	Mike	Z	Zulu

4.8 **ATCT Light Gun Signals.** In the event that a radio become inoperative, Air traffic controllers have a backup system for communicating with aircraft or ground vehicles. The controller has a light gun in the tower and can send out different colored lights to tell the pilot or driver what to do. If a vehicle operator experiences a radio failure on a runway or taxiway, the operator should vacate the runway as quickly and safely as possible and contact ATCT by other means, such as a cellular telephone, and advise the ATCT of the situation. If this is not practical, then the driver, after vacating the runway, should turn the vehicle toward the tower and start flashing the vehicle headlights and wait for the controller to signal with the light gun. Drivers can also contact Airport Operations at (810) 235-0606 to receive an escort off the airfield. Light gun signals, and their meaning, are as follows:

Color and Type of Signal	Movement of Vehicles, Equipment and Personnel
Steady Green	Cleared to cross, proceed or go
Steady Red	STOP!
Flashing Red	Clear the taxiway/runway
Flashing White	Return to starting point on airport
Alternating Red and Green	Exercise extreme caution

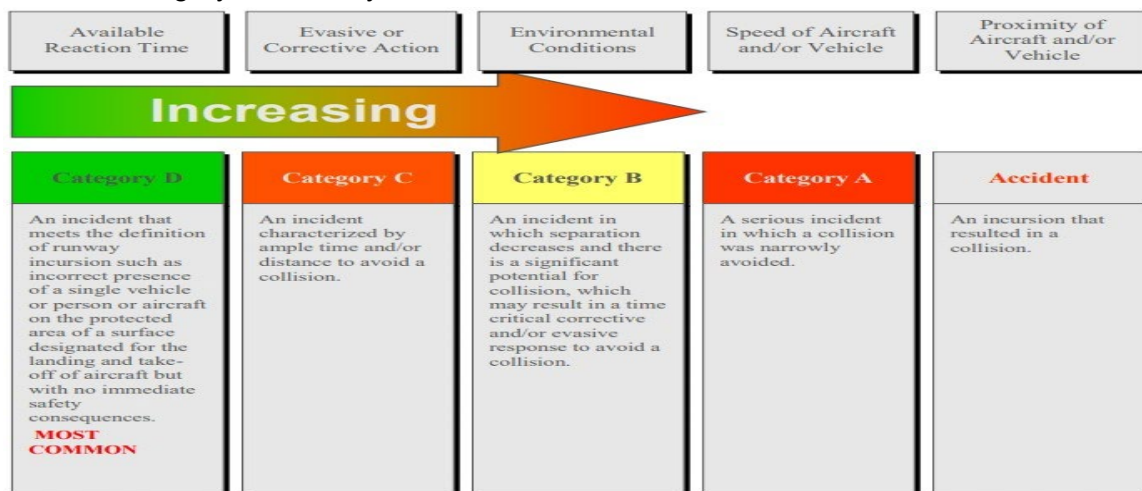
4.9 **Safety.** The FAA defines a **runway incursion** as “Any occurrence at an aerodrome involving the incorrect presence of an aircraft, vehicle or person on the protected area of a surface designated for the landing and take-off of aircraft.”

4.9.1 **Runway Incursions.** Runway incursions are primarily caused by error in one or more of the following areas:

- Pilot/Ground Vehicle/Controller Communications
- Lack of Airport Familiarity
- Loss of Situational Awareness

4.9.2 An example of an incursion is a vehicle at an airport with an operating ATCT straying onto a runway in front of an aircraft, causing the pilot to take an action to avoid a collision.

4.9.3 The severity of a runway incursion is categorized by letter designation: A, B, C, and D. The category “A” runway incursion is the most severe.



4.9.4 Runway incursions are classified and grouped into three types:

- Operational Errors/Deviations (OE/D): an air traffic controller commits an error
- Pilot Deviations (PD): commercial, general aviation, or military pilot error
- **Vehicle & Pedestrian Deviations (V/PD):** pedestrians or vehicles entering any portion of the runway environment without prior authorization from FAA ATC.

4.9.5 **Situational Awareness** is the ability to identify, process, and comprehend the critical elements of information about where you are and what is happening around you. Situational awareness is a skill necessary to both ground and inflight operations. **Maintaining Situational Awareness is essential to preventing surface incidents and runway incursions.**

- Know where you are and where aircraft are operating around you at all times.
- Listen and Look, be aware of your surroundings.
- When in doubt, ask for assistance.

4.9.6 **Right-of-Way.** When driving on the airfield, vehicle operators need to always be aware of their location and the meaning of all pavement markings, lights, and signs. When on ramps and taxiways, stay away and steer clear of aircraft. **Aircraft always have the right-of-way.**

NOTE: Any individual involved in a runway incursion shall receive remedial AOA drivers training given by authorized BIAA Airport Operations personnel.

MOVEMENT/NON-MOVEMENT AREAS

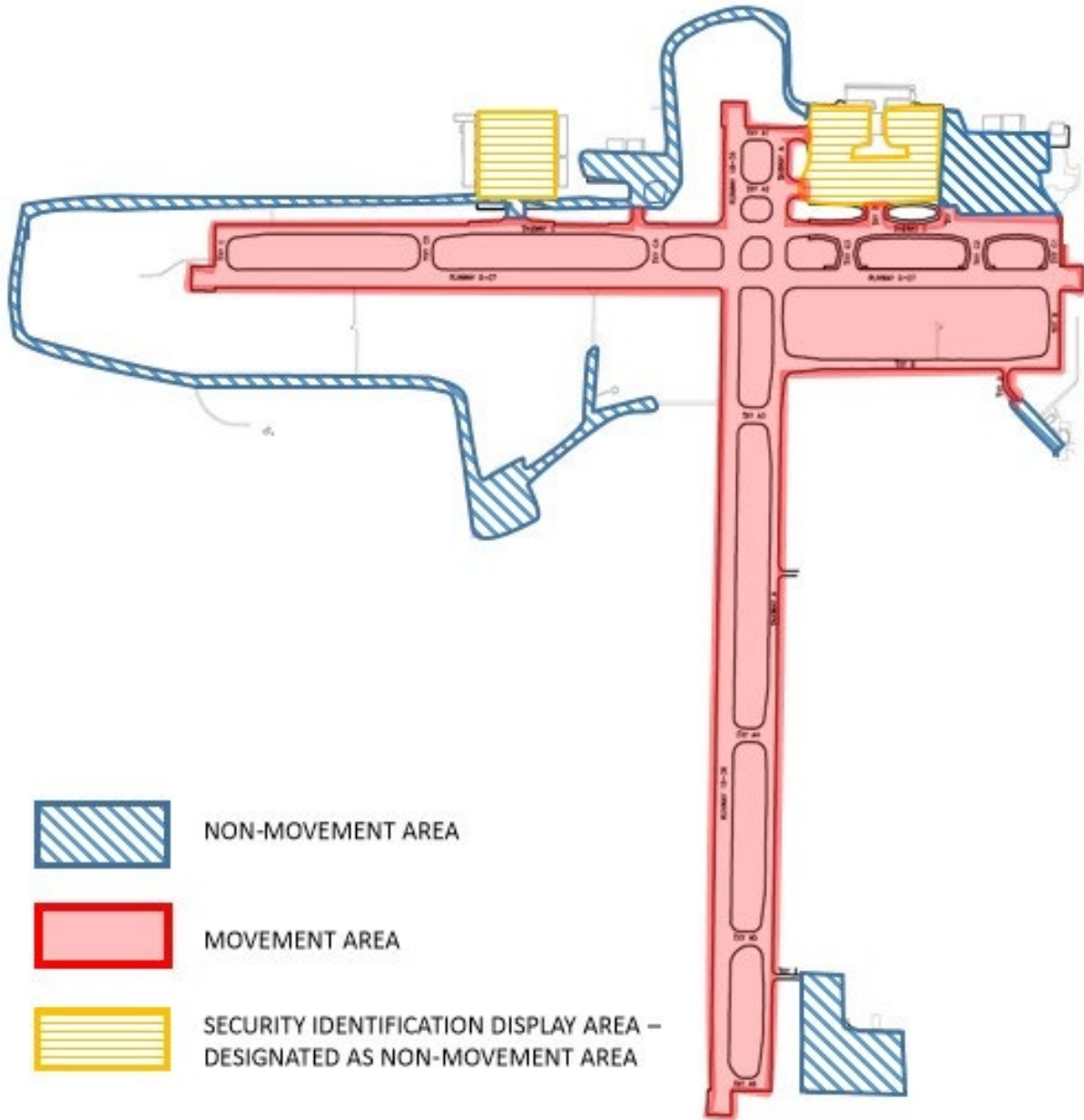
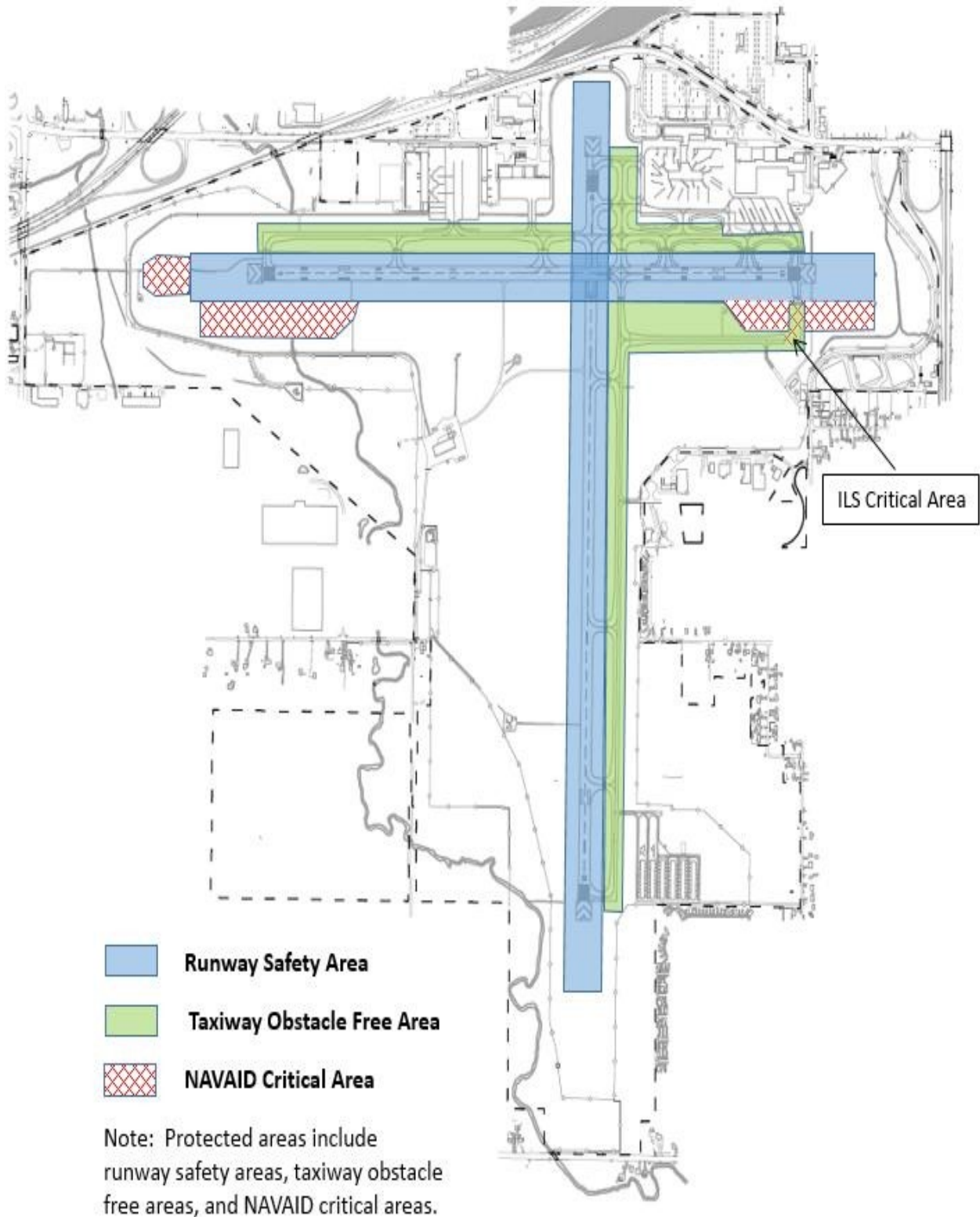


EXHIBIT 3

Safety Areas and Critical Areas



AREAS OF TRAINING

All Drivers shall have training in the following areas:

1. Discussion of Runway Incursions, Airfield Safety, and Security

Training Outcome: Trainee should be able to define a runway incursion and explain the benefits of airfield safety/security.

2. Definitions and Terms

Training Outcome: Trainee should be knowledgeable of the common terms used on the airport.

3. Vehicle Operating Requirements

Training Outcome: Trainee should be knowledgeable of AOA access and ramp driving procedures to include: requirements to operate on AOA, Non-movement Area Boundary Marking, approved operating areas, best practices, speed limits, accident/incident reporting.

4. Rules and Regulations

Training Outcome: Trainee should be knowledgeable of ground vehicle rules and regulations.

In addition to items 1-4, instruction for drivers authorized to operate on the Movement Area should also include the following areas:

5. Airport Familiarization

- Runway Configuration/Safety Areas
- Taxiway Configuration/Safety Areas
- Movement Areas and Non-movement Areas
- Hot Spots

- Airport Lighting
 - i. Runways – Edge Lights, Runway End Lights, Elevated Guard Lights
 - ii. Taxiways – Edge Lights

- Airfield Signage
 - i. Runway Holding Position Signs, ILS Hold Position Signs, Distance Remaining Signs, Directional Signs, Location Signs, RSA/OFFZ Signs, Taxiway Ending Marker Signs, Destination Signs

- Airfield Markings
 - i. Runway Holding Position Marking, Enhanced Taxiway Centerline, Nonmovement Area Boundary Marking, ILS Critical Area Holding Position Marking, Surface Painted Holding Position Sign, Runway Markings

- Airport NAVAIDs and Visual Approach Aids
 - i. Location and Critical Areas

Training Outcome: Trainee should be able to label all critical parts on the airport and identify/explain the purpose of all markings, lighting, and signs on the airfield. See BIAA Drivers Training Exam & Map Test.

6. Communications

- Ground Vehicle Communications
 - i. Radio Frequencies – Ground 121.9,
Tower/CTAF 126.3,
ATIS 133.15
- Aviation Phonetic Alphabet
- Aviation Terminology and Common Phrase
- Procedures for contacting ATC
- Airfield Communications using CTAF when FNT ATCT is closed
- Light Gun Signals

Training Outcome: Trainee should be able to demonstrate the ability to adequately send and receive.

AOA GROUND VEHICLE OPERATING FAMILIARIZATION PROGRAM

Movement Area Certification Training Record

Employees Name: _____

Employees Position: _____

Company Name: _____

Driver's License State and Number: _____

Driver's License Expiration Date: _____

I agree to abide by all rules and regulations prescribed for the operations of a vehicle within the Airport Operations Area. I understand that recurrent training is required every 12 consecutive months to maintain my airport driving privileges and access to the AOA. Failure to complete annual retraining will result in the suspension of my FNT Airport ID Badge, AOA access and driving privileges.

As of this time, I certify that I hold a current and valid driver's license. If for any reason my license becomes invalid, I will notify the BIAA Badging Office immediately. Sign your name and indicate today's date below:

Signature

Date

I certify that the above-named individual has satisfactorily completed the Movement Area Driver Training Program.

Instructors Signature

Date

APPENDIX C

TENANT REQUEST PROCESS

To: All Bishop International Airport Authority Tenants

Subject: Request for Alterations to Airport Property and Buildings

INITIAL NOTIFICATION AND MODIFICATION DETERMINATION

All Tenants are required to notify The Bishop International Airport Authority (BIAA) Director of Maintenance and Facilities (810)- 235-0608 or dburnash@bishopairport.org regarding an intent/desire to alter, replace, add or enhance their existing lease structure, space, finishes and/or equipment. The BIAA and tenant shall first discuss the nature and scope of the desired alteration to determine if the alteration to the facility is minor in nature and therefore could be processed, reviewed and approved via an expedited process. If the alteration is minor in nature the BIAA may be able to review and approve the modification with an informal process such as reviewing sketches and providing email approval. However, the BIAA must provide written approval in some form, i.e., letter or email before any alterations can begin. If the alteration is determined not to be minor in nature, then the Formal Tenant Request Submittal process as outlined below must be followed.

For the Formal Tenant Request Submittal process, the BIAA tenant request approval letter is required prior to the project being bid. Detailed scope of work, drawings and specifications as outlined in Section 2 must be submitted to the BIAA for review and comment prior to bidding. BIAA review comments must be integrated with the final Bid/Construction Documents. Compliance with all applicable codes.

Electrical

Mechanical, Plumbing and Fire Protection

Structural

Telecommunications

Development Guidelines (Local, State, Federal)

One Call

Tenant Request Approval Letter

Survey Standards

FORMS THAT MUST BE SUBMITTED FOR CERTAIN PROJECTS

Confined Space

Hot Work Permit

Sample Building Permit

Request for Additional Utility Service

Request for Additional Electrical Service

Request for Communications Service

Request for Internet Service

Construction Contact Information

FAA Form 7460

Equipment/Crane Airspace Zoning Request

FORMAL TENANT REQUEST SUBMITTAL

The Tenant must Submit their formal request on company letterhead and must include:

- Details Scope of Work
- One (1) full size set of 100% complete detailed construction drawings and specifications with the seal of a Michigan registered architect or professional engineer, as applicable.
- Copies of Local Building Permits as required.
- Request to Flint Township Building Department should be sent to the following:

Building Department Administrator
Charter Township of Flint 1490 S. Dye Rd.

Phone: 810-732-1350
Fax: 810-733-6919

- Formal Tenant Requests Submittals are to be submitted to the Director of Maintenance and Facilities at;

Bishop International Airport Authority
Attn: Maintenance Director
G-3425 W. Bristol Road
Flint, MI 48507
Phone: 810-235-6560 ext. 123
Email: dburnash@bishopairport.com

Change Management

Request for changes shall be made in the same manner as the original request. No change, including substitution of alternate materials will be permitted without BIAA review and written approval.

BIAA Building Permit (Pre-Construction)

- To receive the BIAA Building Permit the Tenant must submit to the BIAA the following;
- A completed Construction Contact Information Form (included with BIAA Approval Letter).
- Name of the contractor and all sub-contractors anticipated to be used, and
- Project start and completion dates.

Communication

The alteration or project manager should provide the name and contact information of a single Point of Contact (POC) for this alteration or project.

Construction

- The contractor must maintain copies of all construction documents, approvals, and drawings (including red lined as-builts) on-site until the completion of the project.
- The BIAA and Municipal Building Permits must be displayed until project completion.
- The BIAA will perform random interim inspections during construction
- The BIAA reserves the right to suspend any work for safety violations or that deviates from the approved plans.

Final Closeout Inspection

- Final Closeout Inspection at the project completion by the Authority. If needed a punch list will be made for tenant/contractor completion before BIAA signs off on the project.
- After BIAA accepts the final work, a set of as-built drawings, hard copy, and electronic, copy must be submitted within 60 days to the Authority.
- During final inspection a key must be provided for the Fire Department.

APPENDIX D

HOLD HARMLESS INDEMNIFICATION

MADE AND ENTERED into this _____ day of _____, 2021, by and between the Bishop Airport Authority, hereinafter called "Authority",

A N D

_____ whose address is _____.

WHEREAS, _____ desires to _____ on _____.

NOW THEREFORE, Authority and _____ agree as follows:

INDEMNIFICATION

A. _____ agrees to defend, indemnify, and hold harmless the Authority, its officers, agents, and employees from and against any and all loss, liability, and damages, of whatever nature, for damages, injuries, and losses of every kind and nature to persons and property, including but not limited to death of any person and loss of the use of any property, arising out of, or claimed to have been caused by, or in any manner related to any negligent or tortious activity, error, or omission of _____ or any agent, employee, licensee, contractor, or subcontractor of _____.

Further, _____ agrees to defend, indemnify, and hold harmless the Authority, its Board, officers, agents, and employees from and against any and all loss, liability, and damages arising out of or in any manner related to any breach

by _____ of any of the terms, conditions, or other provisions of this Agreement.

B. _____ agrees to defend, indemnify and hold harmless the Authority, its Board, officers, agents, and employees from and against any and all claims and liability for compensation under any Workmen's Compensation law arising out of injuries sustained or claimed to have been sustained by any employee _____ or of any agent, licensee, contractor, or subcontractor of _____.

C. _____ has an obligation to protect, defend, indemnify, and hold harmless, as set forth in this Article 1 shall include any and all attorney's fees and investigation expenses, including but not limited to the costs of utilizing the services of the Authority's attorney(s) r, incurred by Authority in the defense and handling of said suits, claims, judgements, and the like, and in enforcing and obtaining compliance with the provisions of this paragraph.

D. _____ shall give to Authority prompt and timely notice of any claims made or suits initiated which in any way, directly, contingently or otherwise, affect or might affect the Authority and each party shall have the right to compromise and defend the same to the extent of its own interest.

E. _____ shall not cause any waste, damage or injury to the Airport or any part thereof. _____ shall immediately repair any injury or damage to the Airport caused by _____, its agents, employees, contractors, or invitees or arising from its use of the Airport.

IN WITNESS WHEREOF, this Hold Harmless/Indemnification is duly executed on the day and year first above written, by the parties hereto, intending themselves to be legally bound hereby.

WITNESS _____

_____ BY _____

TITLE _____

**BISHOP INTERNATIONAL
AIRPORT AUTHORITY
GROUND TRANSPORTATION**

BISHOP INTERNATIONAL AIRPORT G-3425 W. Bristol Rd. Flint, MI 48507

SECTION 1 – INTRODUCTIONS AND GENERAL PROVISIONS

- 1.1 **Objective** – the objective of these Regulations is to promote high quality and reasonably priced ground transportation services consistent with public need, safety and convenience; ensure the efficient movement of passengers to and from the Airport; foster respectful competition among ground transportation providers, and develop revenue for support of the Airport facilities as operated by the Bishop International Airport Authority (Authority).
- 1.2 **Adoption of Regulation Shall Not Constitute Grant of Rights** – the adoption of these Regulations is not intended to, and should not be construed to, grant any property right or expectation to any person whomever. The Authority expressly reserves the right to amend these Regulations at any time and in any respect by providing 30-days written notice. Additionally, the Authority reserves the right to limit or restrict access to any area of the Airport without the issuance of prior notice, for reasons including, but not limited to, safety and security of the general public, construction or renovation work at the Airport, or acts of God. Any person who determines to invest time and financial resources in ground transportations operations at the Airport does so with full knowledge of the foregoing provisions, and shall have no right or standing to make claim whatsoever against the Authority by reasons of any subsequent amendment to these Regulations, or any limitation or restriction of access to the Airport aforesaid.
- 1.3 **Severability** - any and all provisions and any and all portions of these Regulations are severable from all other provisions or portions of provisions of these Regulations. If any one or more provisions or portions of provisions of these Regulations are declared invalid, unconstitutional or unenforceable by the valid judgement or decree of a court or competent jurisdiction, such invalidity, unconstitutional or unenforceable shall not affect any of the remaining provisions or portions of provisions of these Regulations.
- 1.4 **Discretion** – whenever any provision of these Regulations provides that certain action may be taken only with consent or approval, or if a determination or judgement is to be made, such consent or approval may be granted or withheld or such determination or judgement shall be made, of the sole and absolute discretion of the Airport Director and/or his designated representative.
- 1.5 **Observation of Laws** – Operators shall at all times comply with the provisions of these Regulations, all other applicable rules, regulations and policies of the Authority, and all applicable federal, state and local laws, rules regulations and ordinances. The Authority may conduct or contract with a third party to conduct vehicle inspections on Airport property to ascertain compliance with any of the foregoing. Failure to observe these Regulations or federal, state and local laws, rules regulations and ordinances may result in the suspension or revocation of operating privileges.
- 1.6 **Enforcement** – The Bishop Airport Authority Police, shall have the power and the duty to enforce state and local ordinances, and the Authority shall have the power and duty to administer these Regulations, and to design and require the use of such forms, and to establish such procedural rules as he or she shall from time to time deem necessary or conducive to the proper and efficient administration of the Ground Transportation System at the Airport.

SECTION 2 – DEFINITIONS

- 2.1 **Airport** – the Bishop International Airport Terminals and all surrounding property that is controlled by the Authority.
- 2.2 **Bishop International Airport Authority** - the Bishop International Airport owned and operated by the Authority.
- 2.3 **Americans With Disability Act (ADA)** – The Americans with Disability Act of 1990 (ADA) is different from the federal transportation law (Section 504 of the Rehabilitation Act of 1973) which preceded it in that it contains requirements for both public and private providers of transportation. The ADA is also a civil rights law (it is an amendment of the Civil Rights Act of 1964) thus failure to comply of any of the provisions constitutes an act of discrimination.
- 2.4 **Applicable Laws** – means any federal, state, local, municipal statute, law, ordinance, regulation, rule or code.
- 2.5 **Automated Vehicle Identification (AVI) System** – The AVI system is a tool by which the Authority receives billing information, monitors activity, collects data for curbside allocations, and enforces holding lot and curbside dwell time restrictions. The AVI system consists of transponders, roadway antenna, billing computers and violator cameras.
- 2.6 **Courtesy Shuttle Vehicle** - means vehicles provided by hotels, motels, or operators of off-airport parking or car rental facilities to pick up and/or deliver said guests or others to Bishop International Airport.
- 2.7 **Dispatch System** - means any hardware, software, mobile device, or on-line enabled application used by a limousine carrier or a taxicab carrier to connect limousine drivers or taxicab drivers to potential passengers.
- 2.8 **Dispatch system provider** - means a person operating in this state that uses any device, method, means, or arrangement, including a dispatch system, to connect potential passengers with a limousine carrier, taxicab carrier, limousine driver, or taxicab driver.
- 2.9 **Driver** - shall mean a person who drives or is in actual physical control of a taxicab, limousine, courtesy shuttle or other ground transportation vehicle.
- 2.10 **For-hire services** - means the picking-up and carrying of passengers for hire at Bishop Airport; it does not include the dropping off of passengers at the Airport.
- 2.11 **Limousine** - means a self-propelled motor vehicle, used in the carrying of passengers and the baggage of passengers for hire with a seating capacity of eight (8) passengers or fewer, including the driver.
- 2.12 **Limousine carrier** - means a person who, either directly or through any device, dispatch system, or arrangement, holds himself or herself out to the public as willing to transport passengers for hire by limousine.
- 2.13 **Limousine driver** - means an individual who uses a limousine to provide transportation services to potential passengers.
- 2.14 **Notice of Violation (NOV)** – a Notice of Violation prepared by a Ground Transportation Agent of the Authority at or around the time of any incident that the Ground Transportation Agent believes constitutes a violation of these Regulations. The form shall set forth, at a minimum, the name of the

Driver, the name of the Operator for whom the Driver is conducting business, the passenger and/or complainant inclusive of their contact information, the license plate number of the vehicle the BIAA issued Permit Decal (if applicable), and the date, time, location and nature of the alleged violation. Disciplinary action will be taken against the Driver and/or Operator; and the NOV will be placed in the Operator's file.

- 2.15 **Permit** – the rights issued by the Authority to an approved Operator to conduct Ground Transportation Operations on Airport property in accordance with these Regulations.
- 2.16 **Permitting agent** - means the Airport Director or such other official of the Authority as may be designated by resolution of the Authority Board of Directors.
- 2.17 **Permit Decal** – an Airport sticker issued by the Authority to an Operator indicating the Commercial Vehicle is part of an Operator's fleet and authorized for the use of conducting Ground Transportation Operations from the Airport. At all times while on Airport property, the current Permit Decal issued with respect to a particular vehicle is to be displayed on the rear bumper.
- 2.18 **Person** - means an individual, sole proprietorship, partnership, corporation, association, or other legal entity.
- 2.29 **Personal vehicle** – means a motor vehicle with a seating capacity of eight (8) passengers or fewer, including the driver, that is used by a transportation network company driver owned, leased, or otherwise authorized for use by the transportation network company driver and is not a taxicab, limousine, or commercial vehicle.
- 2.20 **Taxicab** - means a motor vehicle with the seating capacity of eight (8) passengers or fewer, including the driver, that is equipped with a roof light and that carries passengers for a fee usually determined by the distance traveled.
- 2.21 **Taxicab carrier** - means a person who, either directly or through any device, dispatch system, or an arrangement, holds himself or herself out of the public as willing to transport passengers for hire by taxicab.
- 2.22 **Taxicab driver** - means an individual who uses a taxicab to provide transportation services to potential passengers.
- 2.23 **Taximeter** - means a mechanical or electronic instrument or device which measures the distance driven and calculates the charge for hire upon which such charge is indicated by means of numerical figures.
- 2.24 **Taxistand** - means a portion of the Airport designated by the Authority for the loading, unloading or parking of taxicabs, courtesy shuttle vehicle, limousines, or other ground transportation vehicles.
- 2.25 **Transportation Network Company** - means a person operating in this state that uses a digital network to connect transportation network company riders to transportation network company drivers who provide transportation network company prearranged rides.
- 2.26 **Transportation network company digital network** - means an online enabled application, website, or system offered or utilized by a transportation network company that enables the prearrangement of rides with transportation network company drivers.
- 2.27 **Transportation network company driver** - means an individual who receives connections to potential passengers and related services for a transportation network company in exchange for payment of a fee to the transportation network company.

- 2.28 **Transportation network company prearranged ride** - means the provision of transportation by a transportation network company driver to a transportation network company rider, beginning when a transportation network company driver accepts a ride requested by a transportation network company rider through a digital network controlled by a transportation network company.
- 2.29 **Vehicle** - when used herein shall mean a taxicab, courtesy shuttle vehicle, limousine, or other ground transportation vehicle.

SECTION 3 – SECURING PERMITS

- 3.1 **Permit Required** – Each Operator that desires to transport passengers from the Airport must secure a Permit.
- 3.2 **Application Process** – any Operator seeking to obtain a Permit at the Airport must complete and return an application to the Authority. Requests for Applications may be made via email at _____.
- 3.3 **Types of Permits** – Operators may apply for one of the following classes of Permits:
- 3.3.1 **Regular Use Permit** – a Permit issued to an approved Operator whose annual number of trips from the Airport is likely to exceed (40). If an Operator has historically taken 40 or more trips from the Airport per Permit year, such Operator shall be required to be a Regular User.
- 3.3.2 **Occasional Use Permit** - a Permit issued to an approved Operator whose annual number of trips from the Airport is likely not to exceed (40). Occasional Use Permit must be requested for each trip from the Airport, via facsimile or email prior to arriving at the Airport. Occasional Use Permits are valid for (1) trip from the Airport for a specific date and time in a vehicle included within the Operator’s Approved List of Vehicles.
- 3.3.3 **Occasional Use Permit after Hours** – an Operator who requires an Occasional Use Permit after normal business hours, on weekends or Authority-observed holidays is required to email a completed Occasional Use Permit Request Form to _____. A copy of the same is to be given to the Driver for placement on the Commercial Vehicle’s dashboard while on Airport property. Operator will receive an emailed copy of the Permit on the next business day.
- 3.4 **Term of Permits** – The term of the Regular Use Permit issued to an Operator be from May 1 one year to April 30 of the succeeding year. The term of the Occasional Use Permit shall be for one trip from the Airport on the date and the approximate time for which the Permit was issued. From time to time the Authority, at its sole option, may extend the term of a Permit to facilitate Authority requirements.
- 3.5 **Completed Application** – Completed applications may be mailed to the address specified within the Application or hand delivered to the Authority Administration Office. The completed Application must be submitted by the Authority issued deadline and contain all information set forth in Section 3.6. A company check and/or money order for the Privilege Fee is to be mailed to the address specified in Section 5.1. Failure to submit a Completed Application and Privilege Fee by the specified deadline may disqualify Applicant from receiving a Permit by May 1st. Applicants will be advised via email of deficient application.
- 3.6 No permit to operate a vehicle shall be issued or re-issued until the owner or operator thereof shall have first submitted an application to the permitting agent of the Authority on a form provided by the permitting agent. The application shall contain the following information:

- 3.6.1 Individual possess proof of registration issued under the Michigan vehicle code, 1949 PA 300, MCL 257.1 to 257.923, or proof of registration issued by another state for each personal vehicle that he or she intends to use to provide transportation network company prearranged rides. This subdivision applies only to a transportation network company.
- 3.6.2 The names, including any assumed names, addresses and telephone numbers of the person(s) who owns and operate vehicle(s). If a partnership, corporation or limited liability company is the owner or operator, the names, addresses and telephone numbers of the partners, members or officers must also be supplied;
- 3.6.3 A copy of the title for each vehicle(s) which shows ownership of the vehicle in the name of the applicant.
- 3.6.4 A copy of insurance certificates evidencing at least the following coverages, unless greater insurance coverage is required by any Authority rule or regulation:
- Automotive liability in the amount of \$100,000.00 each person, \$300,000.00 each occurrence, bodily liability, \$100,000.00 property damage liability and all no-fault coverage;
 - Workers compensation in the form and amount required by Michigan law;
 - A statement as to which vehicle(s) is radio equipped;
 - A statement as to which vehicle(s) is air-conditioned;
 - A copy of a license issued by the State of Michigan or any other municipality to operate a vehicle(s);
 - A fee may from time to time be set by the permitting agent.
- 3.7 Upon the filing of a properly completed application and the payment of the fee the permitting agent shall determine whether the applicant is in compliance with the terms of this ordinance. If the permitting agent determines the applicant to be in compliance with this ordinance the permitting agent shall issue the permit.
- 3.8 Any permit issued by the permitting agent pursuant to Sec.3.1 shall be subject to the following conditions:
- 3.8.1 It shall be issued for a period of twelve months beginning with the first day of the month in which issued;
- 3.8.2 It shall be non-exclusive;
- 3.8.3 It shall not be construed to constitute a property right;
- 3.8.4 Payment of the fee established by the permitting agent;
- 3.8.5 The interior of the vehicle(s), including the luggage compartment, shall be maintained at all times in a condition so as to be free of grease, dirt and trash. The vehicle(s) shall also be free of all offensive odors and its interior seat fabric shall not be ripped or torn.
- 3.8.6 The exterior of the vehicle(s) shall be clean and undamaged, including the body and all painted surfaces, hubcaps, lights, grills and bumpers,
- 3.8.7 The vehicle(s) shall not leak excessive amounts of oil or otherwise damage the Airport premises;

- 3.8.8 All of an owner's vehicles shall be identified by the same color scheme, identifying design, monogram or insignia, all of which shall be professionally painted with identification of sufficient size so as to be readily legible and identifiable,
- 3.8.9 The vehicle(s) shall conform to the minimum operating and safety conditions required by the State of Michigan and Bishop International Airport Authority;
- 3.8.10 The owner shall have a valid license issued by the State of Michigan or any other municipality to operate a vehicle(s);
- 3.8.11 All taxicabs shall be equipped with operational and accurate taximeters,
- 3.8.12 Vehicle(s) shall be subject to inspection by the Authority or its agents at any time and without advance notice to determine compliance with the conditions of the business permit. Any vehicle which fails to pass such an inspection shall not be allowed to operate at the Airport until all specified unsatisfactory conditions have been corrected;
- 3.8.13 The maintenance of the insurance specified in Section 3.6.4,
- 3.8.14 A driver must not solicit, entice or otherwise influence any person to occupy or engage a vehicle for transporting from the airport;
- 3.8.15 A driver shall at all times remain in the immediate vicinity of the vehicle, except when required or permitted by the Authority;
- 3.8.16 A driver shall not engage in loud, profane, threatening or abusive language, disruptive conduct, or fighting. A driver shall not engage in any form of card playing or in any form of gambling or other games of chance on Airport property. A driver shall not sleep, doze or nap while in the vehicle at the Airport;
- 3.8.17 A driver shall be courteous at all times and shall assist passengers with the handling of passengers' luggage into and out of the vehicle. A driver shall not be permitted or required to perform any service normally or traditionally performed by skycaps pursuant to an agreement between the Authority and a company providing skycap services. Any agreement providing for skycap services is available from the permitting agent. A driver must be aware of the services required by such an agreement;
- 3.8.18 A driver shall not litter upon the airport nor clean the interior or exterior of the vehicle while waiting at a Taxistand or anywhere else. A driver shall not perform any preventive maintenance on a vehicle while on Airport property nor make any repairs, major or minor;
- 3.8.19 A driver shall not consume alcoholic beverages or drugs while on the Airport nor bring any deadly or dangerous weapon on the Airport unless the driver has been granted a license to carry such weapon from the appropriate governmental authorities and has furnished the permitting agent with a copy of such license. In no event shall any deadly or dangerous weapon be displayed or used on the Airport,
- 3.8.20 All taxicab trips from the Airport shall be made with the meter running and the fare for such trip(s) shall be at the meter rate(s) prescribed by law, except to the extent that flat rate trips are permitted by the State of Michigan or any other municipality which has licensed the vehicle. There shall be posted in a conspicuous place on the inside of the vehicle a card on which shall be printed in plain, legible type the metered or flat rates of fare;
- 3.8.21 A driver shall not refuse to convey any orderly person or persons upon request unless the driver's vehicle is previously engaged. The driver shall not misrepresent the fare from the airport to any destination in order to entice or discourage use of any vehicle;

- 3.8.22 The driver shall not permit any other person to occupy or ride in a vehicle unless the fare paying person first employing the vehicle shall consent to the additional passengers. The driver shall not transport any animal unless the animal belongs to the fare paying passenger;
- 3.8.23 A driver shall use the shortest available, practical routes on all trips and shall follow passenger's directions if given;
- 3.8.24 A driver shall operate a vehicle in conformance with the Traffic Code of the Airport;
- 3.8.25 A driver shall be neat and clean in person and dressed in a suitable fashion. Suitably dressed shall mean that, if male, the driver shall wear full length trousers, a shirt with a collar, neat and clean footwear with stockings. If female the driver shall wear a dress, skirt, or trousers; a shirt or blouse, neat and clean footwear with stockings. Drivers shall not wear T- shirts, tank tops, body suits, swim wear, jogging suits, nor shall their clothes be flipped or frayed. A driver may wear a well-groomed beard or mustache. All hair must be trimmed and combed.
- 3.8.26 Drivers are subject to random inspection by the Authority or its authorized agents at any time and without advance notice to determine compliance with the conditions set forth herein. Such inspections shall be made at the time and in the place designated by the Authority and shall be conducted so that the driver failing to pass the inspection shall be able to depart the Airport immediately and shall not be permitted to load passengers at the Airport until all specified unsatisfactory conditions are met.

SECTION 4 – COMMERCIAL VEHICLE OPERATIONS

- 4.1 No Commercial Transporter (other than a Hotel Transport Vehicle) shall transport any person to or from the Airport, without possessing a license to do so pursuant to a written agreement between Commercial Transporter and the Authority.
- 4.2 No Hotel Transport Vehicle shall transport any person to or from the Airport, without possessing a license to do so pursuant to a written agreement between the owner and operator of such Hotel Transport Vehicle and the Authority.
- 4.3 **Compliance with Federal, State and Local Laws and Ordinances:** No Commercial Transport Vehicle shall be operated in violation of traffic ordinances established by Federal, State and local laws or ordinances, nor in any event without proper regard for the public safety and welfare.
- 4.4 **Compliance with Rules and Regulations:** No Commercial Transport Vehicle shall be operated in violation of the Rules and Regulations
- 4.5 **Compliance with Federal, State and Local Licensing Regulations:** No Commercial Transport Vehicle shall be operated on the property of the Airport until such Vehicle has been registered in accordance with all appropriate requirements of Federal, State and local laws or ordinances and all proper licenses have been obtained therefore.
- 4.6 **Vehicles Subject to Inspection** - The Airport Director, or his/her designee, shall have the right at any time (upon display of proper identification) to enter into or upon any Commercial Transport Vehicle for the purpose of determining that all the provisions of these Rules and Regulations are being properly adhered to. After such inspection, any Vehicle found to be unsuitable in accordance with provisions as set forth in these Rules and Regulations may be immediately barred from Airport property by the Airport Director.
- 4.7 **Commercial Loading/Unloading Zones** - Upon entry onto Airport property without passengers or after discharging passengers at the airport terminal, each Commercial Transport Vehicle shall proceed to the Airport Taxi/TNC Holding Area identified in Exhibit E or leave the Airport property.

- 4.8 **Loading and Unloading** - Commercial Transport Vehicle's authorized to operate on the property of the Airport shall use only the commercial loading/unloading zone identified in Exhibit for such purpose. Use of the commercial loading/unloading areas shall be in accordance with any regulations set forth by the Airport Director.
- 4.9 **Taxicabs** - shall remain in queue while in the Airport Taxi Holding Area and proceed to the Taxi Loading Zone on a "first-in/first-out" basis. The Taxicab in position to be loaded may not refuse a properly presented fare. One taxicab is permitted to stage in the Taxi Loading Zone to wait for an arriving fare. Once a fare is obtained, the staging taxicab shall notify the next taxicab in line in the Airport Taxi Holding Area that they may move to stage in the Taxi Loading Zone. Taxicabs in the Taxicab Loading Zone that have been hired for an incoming fare which has not arrived must proceed out of the Taxicab Loading Zone to the nearest open space within the Airport Taxi/TNC Holding Area and wait for notification that their fare has arrived.
- 4.10 **Solicitation** - no person may solicit passengers or fares on the property of the Airport except as allowed under these Rules and Regulations.
- 4.11 **Vehicle Appearance and Condition** - All Commercial Transporter Vehicles must conform to a standard of cleanliness established by the Airport Director.
- 4.11.1 The exterior of Commercial Transport Vehicles shall be maintained in a clean, undamaged condition and present a favorable appearance. Exterior of Commercial Transport Vehicles shall include body paint, all glass, hubcaps, head and tail lights, grills, bumpers and body trim. Commercial Transport Vehicles that have been damaged and can be driven safely in accordance with State law and without reduction to the customers' comfort shall be given a 3-week grace period to perform needed repairs. After such time, the Vehicle will be restricted from operating at the Airport until proper repairs are made.
- 4.11.2 The interior of approved Commercial Transport Vehicles, including the trunk, shall be maintained in a condition so as to be free of grease, dirt and trash. Passengers shall be able to use the seats and trunk of the Vehicles without fear of soiling or damaging either their wearing apparel or their luggage. Interior seat fabric must not be ripped, torn or have holes.
- 4.11.3 All Commercial Transport Vehicles must be free from leakage of engine fluids, excessive discharge of exhaust gasses and excessive exhaust noise. In addition, all heating and/or air conditioning units must be operational.
- 4.12 **Driver's Appearance** - Commercial Transport Vehicle Drivers shall be properly attired in a clean shirt or blouse with collar, and slacks or skirts. Drivers shall wear shoes or dress boots with socks (no sandals permitted). Drivers shall be clean shaven or have facial hair neatly trimmed and maintain a well-groomed appearance and sanitary hygiene.
- 4.13 **Driver Conduct** - Each Driver of a Commercial Transport Vehicle shall remain in his/her Vehicle or immediately adjacent to his/her Vehicle at all times while such Vehicle is upon the property of the Airport except for those Drivers who get out and leave their Vehicle in the Airport Taxi/TNC Holding Area to use the restroom facilities.
- 4.13.1 Taxicab Drivers must remain in their Vehicles when in the Taxicab Loading Zone. Nothing in this subsection shall be held to prohibit any Driver from aligning to a street or sidewalk for the purpose of assisting passengers into or out of his/her Vehicle.
- 4.13.2 Each Driver of a Commercial Transporter Vehicle shall treat members of the public with the utmost courtesy, at all times.

- 4.13.3 No Driver shall solicit patronage in a loud or annoying tone of voice, nor shall any Driver annoy any person by any sign, nor shall any Driver obstruct the movement of any person.
- 4.14 **Each Commercial Transporter** - shall procure and maintain insurance coverage limits as required in the Fiscal Insurance Requirement policy adopted by the board. Each policy shall name the Authority as a named insured and shall contain a waiver of all subrogation in favor the Authority.
- 4.15 **Insurance** - from time to time the Authority may review applicable insurance limits and coverages and each Commercial Transporter agrees to provide insurance as shall then comply with current policy requirements of the Authority.
- 4.16 **Indemnification** - each Commercial Transporter shall indemnify, protect, defend, and hold the Authority and the County of Genesee completely harmless from and against liabilities, losses, suits, claims, judgments, fines or demands arising by reason of injury or death of any person or damage to any property, including all reasonable costs for investigation and defense thereof (including but not limited to attorneys' fees, court costs, and expert fees), of any nature whatsoever arising or alleged to arise, either directly or indirectly, out of or in connection with the use of the Airport by such Commercial Transporter and its Drivers, officers, agents, employees, contractors, subcontractors, licensees, or invitees or the negligent acts or omissions or willful misconduct of such Commercial Transporter or its Drivers, officers, agents, employees, contractors, subcontractors, licensees, or invitees, except to the extent such injury, death or damage is caused by the sole act or omission of such Commercial Transporter or its agents, representatives, contractors or employees. Each Commercial Transporter shall give the Authority notice of any such claims or actions within 5 business days of any such claim.
- 4.17 **Inconsistencies with Agreement** - to the extent that there are any inconsistencies between these Rules and Regulations and an agreement between the Authority and a Commercial Transporter, the specific agreement shall prevail.
- 4.18 **Rental Car Parking** - Rental Cars shall park only in spaces designated in the Rental Car ready lot or designated service facility. The Rental Car ready lot shall be utilized only by on-Airport rental car companies having a contractual relationship with the Board authorizing the use of said lot.
- 4.18.1 Rental Cars owned by an Off-Airport Rental Car Company may be parked in areas designated for public parking and shall conform to all regulations applicable to privately owned Vehicles.
- 4.18.2 Any Vehicle including any Rental Car which is parked in a public parking area of the Airport shall be treated as a privately owned Vehicle for purposes of determining the applicable parking fee.
- 4.18.3 Courtesy Vehicles operated by Off-Airport Rental Companies shall utilize spaces provided in the Commercial Vehicle Lane and shall have no more than one Vehicle in the Commercial Vehicle Lane at any one time.

SECTION 5 – FEES DUE THE AUTHORITY

- 5.1 **Payment of Privilege Fees** – Each Operator shall pay all applicable Privilege Fees prior to the issuance of Permit Decals/Transponders, and/or Occasional Use Permits. If an Operator had been issued a Permit previously, all fees incurred during that permit period must be paid in full prior to issuance of Permit Decals/Transponders, and/or Occasional Use Permit(s). **Payment of the Privilege Fees will be accepted in the form of a company check or money order; mailed to Bishop International Airport Authority, G3425 W. Bristol Rd. Flint, MI 48507.** In the event the Operator

ceases to conduct business at the Airport said Operator forfeits all Privilege Fees as they are not refundable.

- 5.2 **Payment of Trip Fees** - All Operators are required to pay trip fees for ground transportation to/from the Airport curb. Regular Operators must pay Trip Fees on a monthly basis based on the vehicle activity as monitored by the AVI System. For each Regular Use Operator paying Trip Fees, the Authority shall issue (at the Operator's cost and expense) one Transponder for the purpose of collecting revenue control information for each Commercial Vehicle having a Permit Decal. Each Transponder shall be affixed to the Commercial Vehicle for which it was issued in the manner prescribed by the Authority. All Transponders issued to an Operator shall be returned to the authority on demand. If an Operator loses or destroys a Transponder, or has a Transponder stolen, the Transponder shall be replaced at the Operator's cost and expense. Regular Use Operators are prohibited from utilizing a permitted Commercial Vehicle on Airport property without the assigned Transponder. Holders of Occasional Use Permits must pay Trip Fees based on the Occasional Use Permits requested and utilized by each Operator.
- 5.3 **Evading Fees** – Regular Use Operators are prohibited from committing or attempting to commit any act that causes the Authority's revenue control system to fail to detect the presence of such Operator's Commercial Vehicle on the Airport Roadway. Failure to have the required Transponder on the proper Commercial Vehicle to which the Transponder is assigned shall constitute a violation of these Regulations.
- 5.4 **Replacement of Transponder** – A Regular Use Operator may obtain a replacement Transponder by going to the Airport Security Office and advising staff of the reason for replacement. Providing that the Transponder is inoperable, but not damaged due to tampering the Authority will replace the device free of charge to the Operator. The same procedure will be followed to replace a lost, damaged or stolen Transponder however that replacement will be made at the Operator's cost and expense. If the Commercial Vehicle was issued a windshield Transponder and the windshield had to be replaced, the old Transponder is not to be re-adhered to the new windshield as it is not transferable and will not work properly, if at all.
- 5.5 **Replacement of Permit Decal** - A Regular Use Operator may obtain a replacement Permit Decal by completing and returning to the Authority Administration Office a completed Exhibit C for issuance of the same. In instances where it is not possible to return the previously assigned Permit Decal, the Operator will be invoiced a \$10.00 replacement fee.
- 5.6 **Tampering with Airport Transponders** – In the event the windshield mounted Transponder assigned to the Commercial Vehicle is removed and re-adhered to a new or repaired windshield and via that transponder the Operator incurs excessive fees due to the fact that the transponder was tampered with, the Operator will be responsible to remit payment for all overtime charges incurred via that transponder without consideration of request for credit. Conversely, should the Authority determine that a transponder assigned to the Commercial Vehicle has been tampered with and trips not recorded accurately, the Operator will be fined the difference between the average of AVI activity within recent twelve-month period and the amount recorded via said transponder.
- 5.7 **Regular Use Permit Fees** – the fees for holders of Regular Use Permits as outlined in the Fee Schedule.
- 5.7.1 Annual Permit Fee for Regular Users.
- 5.7.2 Annual vehicle fees for Regular Use Permits shall be based upon the vehicle classification/passenger capacity.

- 5.7.3 The Transponder fee for a windshield mounted unit or a bumper mounted unit. The type of Transponder issued to a particular vehicle is at the discretion of the Authority.
- 5.7.4 A holder of a Regular Use Permit shall be assessed a per trip fee each time a vehicle accesses or re-accesses the designated curb. Holders of Regular Use Permits will receive an invoice at the beginning of the following month for the previous month's trips. **Payment of these fees is due the Authority prior to or on the due date which will be the 20th of each month.** In the event payment has not been received by the due date the Operator may incur a suspension of the Operator's airport privilege until such time as the Authority receives full payment.
- 5.8 **Occasional Use Permit Fees** – the fees of holders of Occasional Use Permits are assessed on a per trip basis and according to vehicle classification/passenger capacity.
- 5.8.1 Fees of holders of Occasional Use Permits are invoiced at the beginning of the following month for the previous month's activities. Payment of these fees are due to the Authority within thirty (30) days of the invoice date.
- 5.8.2 No Occasional Use Permits will be issued to an Operator whose account is in arrears or who otherwise owes any debt, fee, fine or judgement to the Authority.
- 5.8.3 The assessment of fees of holders of Occasional Use Permits shall be based on the vehicle's classification/capacity in accordance with the Fee Schedule. The fee assessed shall be based upon the type of vehicle and the passenger capacity, regardless of the actual number of passengers being transported. Fees of a holder of an Occasional Use Permit fees shall be assessed each time a vehicle assesses the Airport Roadway System transporting passengers from the Airport. Holders of an Occasional Use Permits will receive monthly invoice listings all trip activity for the prior month.
- 5.9 **Security Deposit** – Any Operator applying, but not previously Permitted by the Authority shall remit a Security Deposit in the amount of \$250.00. The Security Deposit amounts are subject to review by the Authority and an adjustment may be required to be remitted by the Operator. The Security Deposit will be accepted in the form of a Company Check or Money Order. The checks will be cashed and deposited into a holding account. This amount will reside within the account without the Authority drawing from it for the monthly trip fees, transponder fees, etc. If the Permit is terminated for any reason during the Permit year, the Security Deposit will be used to the extent of fees due and the balance, if any, returned. Should the Permit remain in effect, the Operator's monies will be retained in the account for the upcoming year.
- 5.10 **Suspension of Operating Privileges for Non-Payment of Debt, Fee, Fine or Judgement** – Non-Payment by the due date evidenced in the Notice of Violation (NOV) or Authority invoice of any Debt, Fee, Fine or Judgement owed by the Operator to the Authority may result in suspension or revocation of Operating Privileges at the Airport until such time as Debt, Fee, Fine or Judgement has been paid in full. Paid in Full shall mean when the check has been remitted to the Bishop International Airport Authority, G3425 W. Bristol Rd. Flint, MI 48507 or via wire transfer and evidenced in the Authority's account.

SECTION 6 - TRANSPORTATION NETWORK COMPANIES

- 5.1 **TNC Conduct** - No TNC shall conduct, nor permit its affiliate TNC Drivers to conduct, TNC operations on Airport property, including without limitation soliciting TNC Passengers or transporting any person to or from the Airport, without possessing a license to do so pursuant to a written agreement between the TNC and Authority.

- 5.2 **Compliance with Federal, State and Local Laws and Ordinances** - No TNC Vehicle shall be operated in violation of traffic ordinances established by the Authority or Federal, State and local laws or ordinances, nor in any event without proper regard for the public safety and welfare.
- 5.2.1 Compliance with Rules and Regulations: No TNC Vehicle shall be operated in violation of these Rules and Regulations.
- 5.2.2 Compliance with Federal, State and Local Licensing Regulations: No TNC Vehicle shall be operated on the property of the Airport until such Vehicle has been registered in accordance with all appropriate requirements of Federal, State and local laws or ordinances and all proper licenses have been obtained therefore.
- 5.3 **Vehicles Subject to Inspection** - The Airport Director or his/her designee shall have the right at any time (upon display of proper identification) to enter into or upon any TNC Vehicle for the purpose of determining that all the provisions of these Rules and Regulations are being properly adhered to.
- 5.4 **Airport TNC Holding Area** - Upon entry onto Airport property without TNC Passengers or a confirmed request for a TNC Prearranged Ride, or after discharging TNC Passengers at the TNC Operator Loading Zone, each TNC Vehicle shall proceed to the Airport TNC Holding Area identified in Exhibit E or leave the Airport property.
- 5.5 **TNC Operator Loading Zone** - TNC Vehicles authorized to operate on the property of the Airport shall use only the TNC Operator Loading Zone identified in Exhibit D for purposes of loading/unloading of TNC Passengers and baggage into and out of TNC Vehicles. Use of the TNC Operator Loading Zone shall be in accordance with any regulations set forth by the Airport Director.
- 5.6 **Soliciting** - No person may solicit TNC Passengers or fares on the property of the Airport except as allowed under these Rules and Regulations.
- 5.7 **Vehicle Appearance and Condition:** All TNC Vehicles must conform to a standard of cleanliness established by the Airport Director.
- 5.7.1 The exterior of TNC Vehicles shall be maintained in a clean, undamaged condition and present a favorable appearance. Exterior of TNC Vehicles shall include body paint, all glass, hubcaps, head and tail lights, grills, bumpers and body trim. TNC Vehicles that have been damaged and can be driven safely in accordance with State law and without reduction to the TNC Passengers' comfort shall be given a 3 week grace period to perform needed repairs. After such time, such TNC Vehicle will be restricted from operating at the Airport until proper repairs are made.
- 5.7.2 The interior of approved TNC Vehicles, including the trunk, shall be maintained in a condition so as to be free of grease, dirt and trash. TNC Passengers shall be able to use the seats and trunk of the Vehicles without fear of soiling or damaging either their wearing apparel or their luggage. Interior seat fabric must not be ripped, torn or have holes.
- 5.7.3 All TNC Vehicles must be free from leakage of engine fluids, excessive discharge of exhaust gasses and excessive exhaust noise. In addition, all heating and/or air conditioning units must be operational.
- 5.8 **Driver Conduct:**
- 5.8.1 Each TNC Driver shall remain in his/her Vehicle or immediately adjacent to his/her Vehicle at all times while such Vehicle is upon the property of the Airport except for those Drivers who get out and leave their Vehicle in the TNC Staging Area to use the restroom facilities. Nothing in this

Section shall be held to prohibit any TNC Driver from aligning to a street or sidewalk for the purpose of assisting TNC Passengers into or out of his/her Vehicle.

- 5.8.2 No TNC Driver shall solicit patronage in any method outside of the TNC Digital Network, nor shall any TNC Driver annoy any person by any sign or obstruct the movement of any person. TNC Drivers may only solicit or accept requests for TNC Prearranged Rides from TNC Passengers located on Airport property when such TNC Driver is either in the TNC Staging Lot or is located outside of the Geofence.
- 5.8.3 Each TNC Driver shall treat members of the public with the utmost courtesy, at all times.
- 5.8.4 **Insurance;** Each TNC and all TNC Drivers shall procure and maintain insurance coverage limits as required in the Fiscal Insurance Requirement policy adopted by the board, but in no case less than the limits required by Michigan Public Act 345 of 2016, as amended, or any successor legislation thereto. Each policy shall name the Authority as a named insured and shall contain a waiver of all subrogation in favor the Authority. From time to time the Authority may review applicable insurance limits and coverage's and Each TNC and all TNC Drivers agree to provide insurance as shall then comply with current policy requirements of the Authority.
- 5.8.5 **Indemnification:** Each TNC shall indemnify, protect, defend, and hold the Authority and the County of Genesee completely harmless from and against liabilities, losses, suits, claims, judgments, fines or demands arising by reason of injury or death of any person or damage to any property, including all reasonable costs for investigation and defense thereof (including but not limited to attorneys' fees, court costs, and expert fees), of any nature whatsoever arising or alleged to arise, either directly or indirectly, out of or in connection with the use of the Airport by such TNC, its TNC Drivers, officers, agents, employees, contractors, subcontractors, licensees, or invitees or the negligent acts or omissions or willful misconduct of such TNC, its TNC Drivers, officers, agents, employees, contractors, subcontractors, licensees, or invitees, except to the extent such injury, death or damage is caused by the sole act or omission of such TNC, its agents, representatives, contractors or employees. Each TNC shall give the Authority notice of any such claims or actions within 5 business days of any such claim.
- 5.8.6 **Inconsistencies with Agreement:** To the extent that there are any inconsistencies between these Rules and Regulations and an agreement between the Authority and a TNC, the specific agreement shall prevail.
- 5.8.7 **Penalties for Violation:** Any TNC Driver or TNC who violates any provision of these Rules and Regulations may be barred from Airport property by the Airport Director.
- 5.9 **PEER-TO-PEER VEHICLE SHARING:** No person or entity, shall engage in Peer-to-Peer Vehicle Sharing or any activities related thereto on Airport property in any capacity, including without limitation as a Vehicle owner, Driver, or Peer-to-Peer Vehicle Sharing platform operator.

SECTION 6 - SUSPENSION OR REVOCATION

- 6.1 A permit issued by the permitting agent pursuant to this ordinance may be suspended or revoked by the permitting agent for cause. The permittee shall have the right to a hearing before the Operations Committee of the Authority Board of Directors at the next scheduled meeting on any such action of the permitting agent, provided a written request therefore is filed with the permitting agent within five (5) days after receipt of said notice of such suspension or revocation. The Operations Committee may confirm, alter or amend such suspension or revoke or reinstate any permit. The action taken by the Operations Committee shall be final. Upon suspension or revocation of any permit, the fee therefore shall not be refunded. Any person whose permit has been revoked shall not be eligible to apply for a new permit for a period of one (1) year from the date of revocation.

SECTION 7 - REPEAL

7.1 Ordinance 01-96 is hereby repealed.

SECTION 8 - EFFECTIVE DATE

8.1 This Ground Transportation Regulation shall become effective upon adoption by the Airport Authority Board of Directors.

DATE OF ADOPTION: February 23, 2021

EXHIBIT A

GROUND TRANSPORTATION FEE SCHEDULE PERMIT YEAR MAY 2021- APRIL 2022

Annual Permit Fees for Regular Users	\$600.00
Windshield Mounted Transponder	\$25.00
Bumper Mounted Transponder	\$35.00

Annual Vehicle Fees for Regular Users

Class A (Sedan)	\$50.00
Class B (Limo/Van/SUV)	\$75.00
Class C (16+ Passengers)	\$150.00

Regular User Trip Fees

Airport Transfer, Group & Party, Hotels, Limousine, Scheduled and Taxis	\$2.00
Hotels with Park, Stay, Fly option	\$3.50
Off Airport Parking Operators	\$5.00
Transportation Network Company (TNC)	\$3.00

Occasional User Trip Fees

Class A (Sedan)	\$30.00
Class B (Limo/Van/SUV)	\$45.00
Class C (16+ Passengers)	\$55.00

Operator fines for violations of the Ground Transportation Regulations

First Offense	\$50.00
Second Offense	\$100.00
Third Offense	\$150.00
Fourth or more Offenses (per Offense)	\$200.00

TNC Operator fines for violations of the Ground Transportation Regulations

Each Offense	\$200.0
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EXHIBIT B

APPLICATION FOR GROUND TRANSPORTATION SINGLE USE PERMIT

Company Name: _____

Operator: _____

Contact Person: _____

Phone Number: _____

Fax Number: _____

Email Address: _____

Billing Address: _____

Airline/Flight: _____

Vehicle No.	Make/Model/Year	License No.	Owned/Leased
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The undersigned hereby certifies that he/she is licensed by the State of Michigan or similar governmental entity, proof of which is attached hereto, and is fully qualified to operate a ground transportation vehicle pursuant to state and local rules and laws. The undersigned hereby acknowledges receipt of a copy of the Bishop International Airport Authority Ground Transportation Ordinance pertaining to the operations of taxicabs, courtesy shuttle vehicles, limousines and other ground transportation vehicles, and agrees to abide by the Ordinance at all times while operating upon the Airport.

Printed Name of Operator

Date

Signature

Expiration date of permit: _____

Airport Authority approval: _____

A copy of this application signed by the Airport Director is the Permit

PERMIT APPLICATION INSTRUCTIONS

1. The operator must complete the application in its entirety.
2. The operator must include on the application the names, including any assumed names, addresses, and telephone numbers of the person(s) who own and operate the ground transportation vehicle(s). If a partnership, corporation or limited liability company is the owner or operator, the names, addresses, and telephone numbers of the partners, members or officers must also be supplied.
3. The application must include a copy of the insurance coverages with the following minimum limits:
 - a. Automobile liability in the amount of \$100,000 each person, \$300,000 each occurrence, bodily liability,
 - b. \$100,000 property damage liability and all no-fault coverages,
 - c. Workers Compensation in the form and amount required by Michigan law.
4. The operator must provide a copy of a license issued by the State of Michigan or other municipality and attach said copy to the application.
5. The operator must provide a copy of the title for each vehicle used at the airport.
6. The application must be approved by the Airport Director.

EXHIBIT C
PERMITTED VEHICLE REGISTRATION FORM

Addition of vehicles requires at least two business days advance notice.
Any change of vehicle information must be submitted on this form. A copy of the vehicles registration must accompany this form. Permit stickers or transponders may not be transferred from the vehicle that they are assigned.

PERMIT HOLDER _____

Effective _____, the vehicle(s) described below will be subject to the following action:

ADD:

Year: _____ VIN: _____

Make: _____ Plate #: _____

Model: _____ Sticker #: _____

Vehicle Type: _____ Transponder #: _____

Passenger Capacity: _____

DELETE:

Year: _____ VIN: _____

Make: _____ Plate #: _____

Model: _____ Sticker #: _____

Vehicle Type: _____ Transponder #: _____

Passenger Capacity: _____

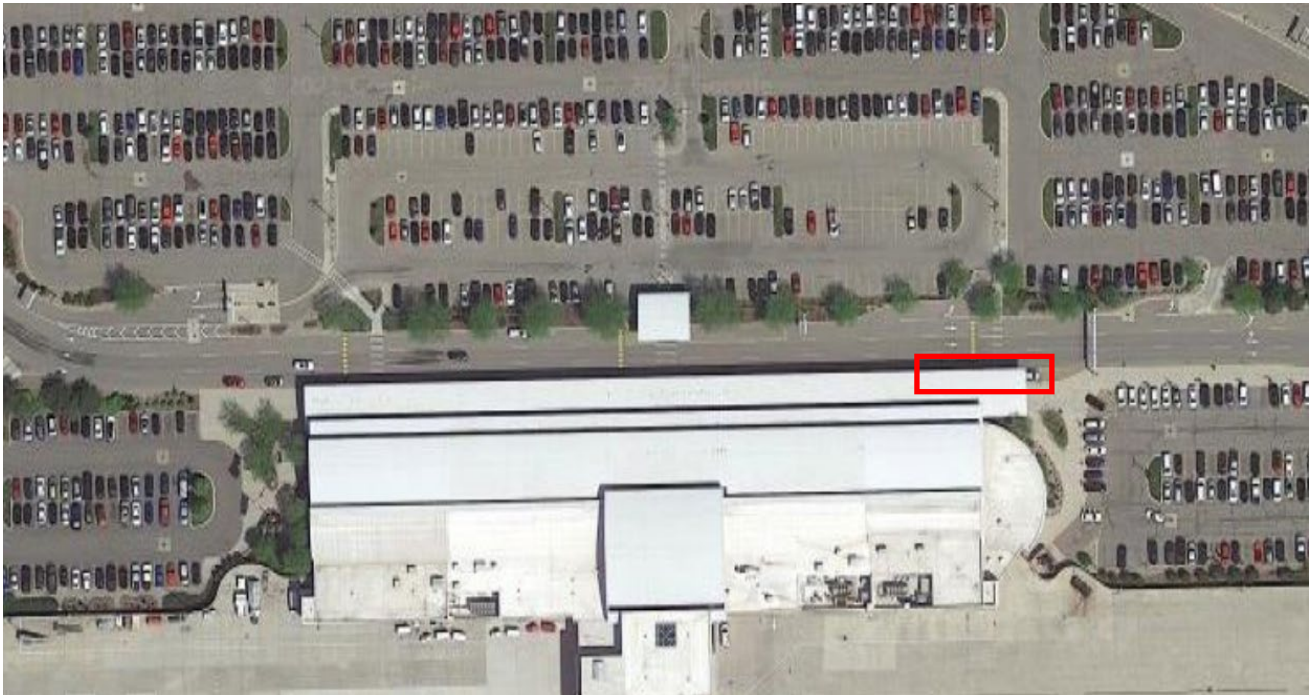
I hereby certify that the above referenced information is true and correct and that only the company to which this vehicle is registered for permit will use this vehicle at Bishop International Airport.

NAME: _____

TITLE: _____

EXHIBIT D

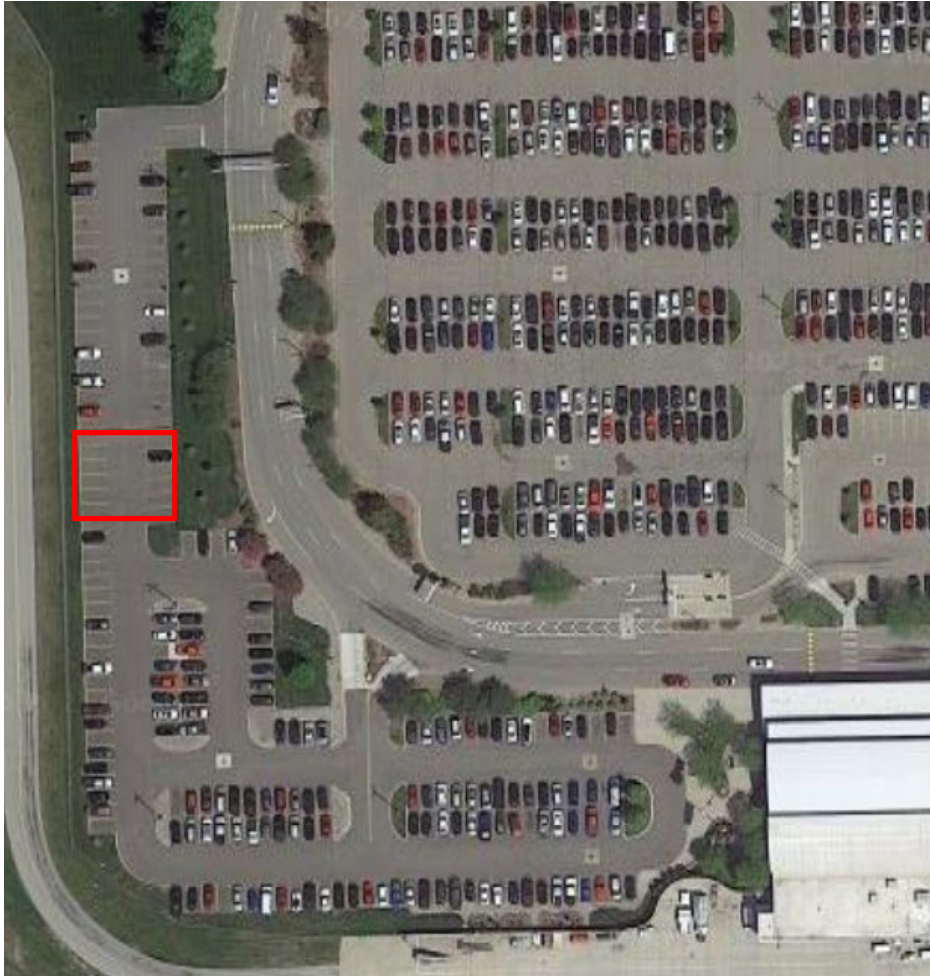
Taxi/TNC Operator Loading/Unloading Zone



Approximately 80 feet of curbside lane at the east end of the Terminal Building adjacent to the Shuttle Bus Drop-off location.

EXHIBIT E

Airport Taxi/TNC Holding Area (Waiting Location)



12 parking spaces located at the south end of the Cell Phone Lot. Cell Phone Lot is location the west side of the Terminal Drive after the main entrance.