



RULES AND REGULATIONS FOR LEHIGH VALLEY INTERNATIONAL AIRPORT (ABE)

LEHIGH VALLEY INTERNATIONAL AIRPORT

2024

EFFECTIVE AUGUST 1, 2024



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SECTION A - GENERAL

I. AUTHORITY

A. These Lehigh Valley International Airport Rules and Regulations (“the Rules and Regulations”) are promulgated by the Lehigh Northampton Airport Authority (the “Authority”), which has the power to regulate the use of the Lehigh Valley International Airport (“Airport”) and delegate authority for such regulation to the Executive Director. All leases, licenses, permits and other agreements authorizing the use of Airport property and facilities shall require compliance with the Rules and Regulations.

B. In addition to the Rules and Regulations, all persons on the Airport are subject to all applicable provisions of federal law, laws of the Commonwealth of Pennsylvania, and the Lehigh County Code.

C. The privilege of using the Airport and any and all of its facilities shall be conditioned on the assumption of full responsibility and risk by the user thereof. The Authority reserves the right to claim immunity from liability in connection with its operation of the Airport and to assert any other defense available, including without limitation immunity or defenses based on its status as a governmental entity.

D. References and citations in the Rules and Regulations to ordinances, laws, regulations, policies, standards and guidelines promulgated by the Commonwealth of Pennsylvania, the United States, and public and private bodies include any amendments as may be adopted after the Authority’s adoption of the Rules and Regulations.

E. The Rules and Regulations cancel and supersede all previous rules and regulations applicable to the Airport. These Rules and Regulations are not intended to modify the Minimum Standards for Commercial Aeronautical Activities (“Minimum Standards”) and shall be read in harmony with the Minimum Standards to the maximum extent possible.

F. The invalidation of any specific rule or regulation shall not affect the validity of the remainder of the Rules and Regulations.





II. PURPOSE

- A.** In establishing the Rules and Regulations, the Authority's goals are to promote the safe, secure and orderly use of the Airport.
- B.** The Authority recognizes the jurisdiction of the federal government, delegated to the Federal Aviation Administration (FAA) and the Transportation Security Administration (TSA), concerning the navigable airspace, licensing and regulation of pilots, air carriers, and aircraft, and the safety and security of the traveling public at the Airport. Nothing herein is intended to assert jurisdiction by the Authority over matters under the exclusive jurisdiction of the federal government, and the provisions hereof shall be interpreted consistent with this purpose.

III. APPLICATION AND WAIVER

- A.** The Rules and Regulations shall apply to all users of, and persons on, any portion of the Airport. Provisions hereof concerning the safety and security of the Airport shall apply to all persons within the Authority.
- B.** The Authority intends for the Rules and Regulations, including amendments, to be applicable to all persons having a lease, permit or agreement with the Authority to the fullest extent permitted under the lease, permit, or agreement, even where the application of the Rules and Regulations may impose a new or different obligation than existed at the time of execution of the lease, permit or agreement.
- C.** The Executive Director may waive all or any portion of the Rules and Regulations for the benefit of any government or government agency performing public or emergency services, including for example and without limitation, law enforcement, disaster relief, search and rescue, fire prevention and firefighting, but only to the extent that the Executive Director determines that any such waiver will not derogate the safety of Airport operations.



IV. ADMINISTRATION

- A.** The Executive Director has primary responsibility for the interpretation and application of the Rules and Regulations and is authorized to issue citations, directives, and interpretive guidance in conformity with the Rules and Regulations. The Rules and Regulations and summaries of the Rules and Regulations or portions thereof shall be made available upon request in electronic or hard copy format.
- B.** Authority employees assigned to the Airport are authorized to assist in the application and implementation of the Rules and Regulations, principally through communications with Airport users on the content and proper interpretation of the Rules and Regulations.
- C.** Law enforcement officers of the Authority are authorized to detain and remove individuals for violation of the Rules and Regulations. Authority law enforcement officers are also authorized to enforce the criminal laws of the Commonwealth of Pennsylvania on the Airport.
- D.** The Transportation Security Administration ("TSA") has primary responsibility for the screening of passengers and property at the Airport, and for approving the Airport Security Program pursuant to 49 C.F.R. Part 1542. The TSA is not responsible for the implementation and enforcement of the Rules and Regulations.

V. COMMERCIAL ACTIVITIES AND CONSTRUCTION ON THE AIRPORT

- A.** All Commercial Aeronautical Activities conducted on the Airport must be approved by the Authority by means of a written agreement and shall be performed in accordance with the Minimum Standards and the Rules and Regulations.
- B.** All Commercial Non-Aeronautical Activities conducted on the Airport must be performed in accordance with the Rules and Regulations.
- C.** All written agreements for the provision of Commercial Aeronautical and Commercial Non-Aeronautical Activities shall prohibit sublease, assignment, and subcontracting for the provisions of commercial services, products, and services without the written approval of the Authority.
- D.** Any construction or alteration taking place on the Airport shall be performed in compliance with FAA, TSA, Commonwealth of Pennsylvania, Lehigh County, Hanover Township, and Authority requirements, standards, and guidelines. No construction requiring building, plumbing, electrical, earth-moving, confined space, hot work (welding/cutting) or similar activity shall take place on the Airport without approved construction plans; proper permits; and written approval by the Executive Director, including designation of a construction start date and construction schedule.
- E.** Any construction or other commercial or non-commercial activities on the Airport that are determined by the FAA to constitute an obstruction or hazard to air navigation or that would, according to FAA standards, constitute an attractant to wildlife are prohibited without prior written permission of the Executive Director.
- F.** Any construction or alteration on the Airport shall be designed so as to conform, as applicable, to the Americans with Disabilities Act (42 U.S.C. § 12101 et seq.) and/or the Air Carrier Access Act (49 U.S.C. § 41705) and implementing regulations and guidelines. No person shall be denied access to the Airport on the basis of handicap or disability. Any person who believes that they were denied access or discriminated against on the basis of a handicap or disability may file a complaint with the Executive Director in accordance with the appeal procedures under Section I hereof.



SECTION B - RATES AND CHARGES

I. GENERALLY

A. The Authority reserves the right to impose rates and charges for use of the Airport for the following purposes: to compensate the Authority for costs to operate, maintain, and develop the Airport; to make the Airport as self-sustaining as possible; to compensate the Authority for the privilege of conducting commercial activities on and deriving revenue from the Airport; and to derive a reasonable rate of return from the use of Airport facilities.

B. The Authority may impose rates and charges, including, but not limited to: landing fees, terminal fees, passenger facility charges, customer facility charges, fuel flowage fees, rent for Authority property and facilities, parking fees, access fees, concession and privilege fees, and permit and administrative fees.

C. The Authority's imposition of any and all such rates and charges shall not affect a person's obligation to pay any taxes as may be assessed by an authorized taxing jurisdiction, including without limitation possessory interest, sales, and fuel taxes.

D. The Authority reserves the right to review or approve the fees charged by persons providing products and services to the public at the Airport, including the right to establish by policy or contract limits on prices charged by airport terminal concessions. The foregoing reservation does not apply to the fees charged by commercial airlines.

II. ADOPTION AND ADMINISTRATION

A. The Authority may adopt and direct publication of a schedule or schedules of rates and charges. The rates and charges may be adjusted from time to time by the adoption and publication of a new schedule. Neither the adoption nor amendment of the schedule of rates and charges shall require an amendment to the Rules and Regulations.

B. All persons on the Airport will be liable to pay the then-current rates and charges applicable to their use of, and activities on, the Airport, except in the event that a rate or charge is established by a lease, permit, or other agreement with the Authority, and such lease, permit, or other agreement does not permit adjustment of the rates and charges by the means provided herein.

SECTION C - PERSONAL CONDUCT

I. GENERALLY

A. Permission to use Airport land, terminals, buildings, structures, parking lots, or on-airport buses may be denied to or withdrawn from persons who violate Authority Rules and Regulations, applicable laws, ordinances or regulations of other government bodies or for such other reason as may be permitted by law.

B. No person shall obstruct, impair, or interfere with the safe, orderly, and efficient use of the Airport by any other person, vehicle, or aircraft. No person in or upon the Airport shall do or omit to do any act if the doing or omission thereof unreasonably endangers persons or property.

C. No person shall interfere with the safe operation of an aircraft landing at, taking off from, or operating on the Airport.

D. No person shall make, possess, use, offer for sale, pass, or deliver any forged or impermissibly altered pass, permit, identification card, sign, or other authorization purporting to be issued by or on behalf of the Authority or the Executive Director.

E. No person shall commit any disorderly, obscene, or indecent act on the Airport.



F. No person shall engage in, conduct, aid in, or abet any form of gambling on the Airport unless specifically permitted by the Authority pursuant to a written agreement, provided, however, that this prohibition shall not apply to individuals engaged in Internet-based gambling in accordance with Pennsylvania law.

G. No person may abandon personal property, ground vehicles, or aircraft on the Airport. Lost or mislaid personal property located by the Authority or any other person in public areas of the Airport shall be turned over to the Airport Authority's administrative offices. Articles unclaimed by the owner within 90 days may be legally disposed of upon authorization from the Executive Director.

H. No person may consume, or carry an open container of, any alcoholic beverages on the Airport, except in those areas designated for the sale and/or consumption of alcohol by the Executive Director and licensed in accordance with state and local law.

I. Smoking (including vaping / e-cigarettes), or carrying a lighted cigar, cigarette, e-cigarette, pipe, and the use of smokeless tobacco is prohibited inside all buildings and vehicles owned by the Authority, including the Terminal, hangars, and all buildings owned by or leased to an FBO or other provider of Commercial Aeronautical or Commercial Non-Aeronautical Activities, and the AOA. Smoking is permitted only in designated smoking areas outside Airport facilities with clearly posted written signage.

J. No person shall operate a sound amplification system on the Airport without the written permission of the Executive Director. The foregoing restriction does not apply to the use of the public announcement system in the Terminal or the use of individual gate announcement systems by airlines to facilitate the boarding of passengers on commercial service aircraft, subject to amplification limits established by the Executive Director.

K. No person shall operate or use any personal radio, television, phonograph, tape recorder or other sound reproduction device in an Authority operated area in such manner that the sound reproduction device is audible to another person.



- L.** Skateboarding and roller-skating are prohibited within the Terminal. Except in locations designated by the Executive Director, and identified by posted signage, no person shall ride a scooter or any self-propelled vehicle or device on or through any part of the terminals, parking lots, sidewalks, escalators, elevators, staircases, or on-airport buses, except that Authority Police may use bicycles and electrically powered carts may be used by Authority personnel or airlines for transportation of persons in the Terminal area.
- M.** No person shall throw, deposit, place, or leave any rubbish of any nature on or within the Airport, except in designated receptacles.
- N.** Each Airport employee shall be responsible for the proper disposal of Foreign Object Debris (“FOD”) on ramps, apron areas, and the AOA. FOD shall be properly disposed of in containers that prohibit the introduction of the FOD onto ramps, apron areas, and the AOA.
- O.** No person shall bathe or shower, or launder or change clothes, or remain undressed, in or at any public sink, washroom, or restroom, or in any other area of the Airport that is not designated as a bathing or showering facility.
- P.** No person shall spit, urinate or defecate on any part of the Airport, other than in a urinal or toilet intended for that purpose.

II. PEDESTRIAN ACCESS

- A.** No person may travel on the Airport other than on roads, sidewalks, or other marked rights-of-way provided for such purpose. No person except a person assigned to duty therein shall enter without permission any area of the Airport posted as a closed area or otherwise identified as closed by the Executive Director.
- B.** No person shall prevent or restrict any other person’s passage to, from, and within the Airport, except for authorized conduct of federal, state, and local law enforcement officers, TSA officers, and Authority employees.
- C.** No person shall loiter on the Airport or in any building on the Airport for a period of time longer than reasonably necessary to transact such business as the person may have on the Airport, except that nothing will be deemed to prohibit any person from remaining in the Terminal in the event of a delayed departure or for the purpose of meeting arriving or departing passengers. No person shall be permitted to remain overnight in the Terminal, except as authorized by the Executive Director.
- D.** Access to the Security Identification Display Area (“SIDA”), Sterile Area and Airport Operations Area (“AOA”) must conform to the requirements of Section H (Security). Any person who, without authority, enters the SIDA, Sterile Area, or AOA shall, in addition to other penalties, be considered to be trespassing. No person shall enter without authorization any area of the Airport posted as a restricted area or otherwise identified by the Executive Director as a restricted area unless such person complies with such restriction.
- E.** Pedestrians are permitted in the Movement Area only if necessary for Airport operations and only if authorized by the Executive Director or escorted by an authorized person.
- F.** When the Air Traffic Control Tower is in operation, pedestrians in the Movement Area must:
 - 1. maintain two-way radio communications with the tower; or
 - 2. be accompanied by an escort who has two-way radio communications with tower; or
 - 3. comply with signs, signals, and other information provided by the Executive Director to guide movement of pedestrians in the Movement Area.
- G.** When the Air Traffic Control Tower is not in operation, pedestrians in the Movement Area must maintain two-way radio communications with the Executive Director or comply with signs, signals and other information provided by the Executive Director.
- H.** Any Person working in the AOA must wear high visibility clothing, including a safety vest with reflective striping or other American National Standards Institute Class II high visibility garment, throughout the period working in the AOA.



III. ANIMALS

- A.** Domestic pets and service animals in the Terminal must be restrained by a leash, harness, or container. The Executive Director may issue a directive to further restrict or prohibit animals in the Terminal, except animals in transit, service animals and animals used in law enforcement, upon finding that such restriction or prohibition is necessary in the interests of the Airport and Airport users.
- B.** All persons shall abide by the designation of pet and service animal relief areas in the Terminal and on Airport property and shall not permit pets or service animals to urinate or defecate in other areas of the Airport.
- C.** No person shall enter the AOA with an animal unless the animal is restrained by a leash, harness, or container at all times, except that supervised animals used in law enforcement, search and rescue, and wildlife management may be permitted in the AOA without actual physical control.
- D.** No person shall hunt, pursue, trap, catch, injure, or kill any animal on Airport Property, except for purposes of wildlife hazard management in accordance with the Wildlife Hazard Management Plan or as authorized by the Executive Director.
- E.** No person shall provide food or water to, or encourage the congregation, of birds or other animals at the Airport.
- F.** No person shall abandon an animal or release an unattended animal at the Airport.

IV. WEAPONS

- A.** No person other than a duly authorized federal, state, or local law enforcement officer, a federal air marshal, USDA wildlife biologist, or a pilot participating in the Federal Flight Deck Officer program or successor program shall possess a firearm, rifle, spring gun, or air gun in the AOA.
- B.** No airline passenger, except a federal air marshal, shall enter the passenger screening area with a weapon or other item prohibited by the TSA. Duly authorized law enforcement officers of the Authority may detain any person violating this provision for questioning, confiscate the weapon or prohibited item, allow the person to voluntarily withdraw from screening, or allow the person to check or ship the weapon or prohibited item. These actions may be in addition to any civil penalties imposed by TSA for the same conduct.
- C.** No person other than persons noted in subsection (a) above may carry a concealed firearm on the Airport outside the AOA except as permitted by State law.
- D.** No person other than persons noted in subsection (a) above shall fire or discharge any firearm, rifle, spring gun, or air gun of any description or shoot any tipped arrows on the Airport or onto the Airport. The foregoing restrictions on discharging firearms do not apply to individuals engaged in wildlife management authorized by the Wildlife Hazard Management Plan or explicitly by the Executive Director.
- E.** No person shall discharge any laser on the Airport or onto the Airport directed at a law enforcement officer, TSA officer, aircraft, other persons, vehicles, or the ATCT. The intent of this prohibition is to supplement the requirements of federal law, 18 U.S.C. Section 39A, and FAA regulation, and to provide a mechanism for the Authority to penalize the improper discharge of lasers. This provision shall be interpreted consistent with the Authority's intent.



F. No person shall possess on the Airport any explosive device or weapon, or any hoax device. The foregoing restriction on explosives does not apply to individuals engaged in wildlife management authorized by a wildlife hazard management plan or explicitly by the Executive Director and further does not apply to explosive devices used in manufacturing, maintaining or operating aircraft. For purposes of the Rules and Regulations, a hoax device shall include any object that would cause a person to reasonably believe that the object is or contains a destructive, incendiary, or explosive device.

G. The sale and carriage of cigarette lighters with flammable liquid reservoirs (or other similar ignition devices), and containers of lighter fluid for the refilling of such lighters, is prohibited within the Sterile Area of the Terminal.

H. The requirements of this subsection are subject to the adoption of more restrictive requirements as may be imposed by the TSA or by the Authority in a TSA-approved Airport Security Program, in which event the more restrictive requirements shall apply.

V. SIGNS AND ADVERTISEMENTS

A. The Executive Director may post signs, including electronic signs, and authorize aural announcements on the Airport to put users thereof on notice of matters contained herein and of emergency orders promulgated hereunder.

B. All persons shall observe and obey posted signs governing activities on the Airport and the direction of law enforcement officers, TSA officers, and Authority employees assigned to the Airport.

C. No person shall post or distribute written advertisements, newspapers, notices, circulars, or handbills in the Terminal without the prior written permission of the Executive Director.

D. Signage may be displayed on the Airport only in accordance with the Display and Signage Policy attached to these Rules and Regulations as Appendix B.



VI. COMMERCIAL PHOTOGRAPHY AND VIDEO

- A.** No person shall take still photographs, make audio recordings, or record video at the Airport for commercial purposes without written permission from and in the manner authorized by the Executive Director, except that members of the television and print news media may cover the news in authorized areas of the Airport. All commercial photographers/videographers must apply to the Executive Director for a filming permit at least 2 weeks in advance of the filming date. The Executive Director may approve or deny such permission in his or her discretion.
- B.** No person shall take still photographs or record video of access control readers, security measures or security doors within or leading into or out of a restricted area.
- C.** No person shall take still photographs, make audio recordings, or record video of TSA officers or law enforcement officers in such manner as to interfere with the officer's official duties or that may compromise current or future Airport security or law enforcement functions.

VII. FIRST AMENDMENT ACTIVITIES

- A.** All First Amendment Activities at the Airport shall only be conducted in conformance with the Free Speech Policy attached to these Rules and Regulations as Appendix C.

VIII. DAMAGE TO AIRPORT

- A.** No person shall intentionally cause damage to, deface, mark, break, remove, or otherwise damage or alter any physical property or part of the Airport, or any property therein without prior written approval of the Executive Director.
- B.** Any person causing damage to any physical property shall immediately notify the Airport Operations Center, a law enforcement officer, or Airport Authority.
- C.** Any person causing damage to any physical property shall be fully liable to the Authority for repair of any such damage, in addition to any other penalties prescribed herein.

IX. RESIDENTIAL USE

- A.** No building or facility on the Airport shall be used as a personal residence. The foregoing prohibition shall not apply to flight crew quarters, pilot resting facilities, and similar facilities designed and used for temporary occupancy, and further shall not apply to any parcels on the Airport used for residential purposes at the time of adoption of the Rules and Regulations and approved for such use by the FAA.
- B.** No person shall taxi an aircraft between any location on the Airport and any off-Airport property used for residential purposes.
- C.** Camping is not permitted on the Airport, except as may be authorized by the Executive Director.
- D.** Except with prior permission from the Executive Director, no person may sleep in any Terminal area or vehicle, provided, however, that this restriction shall not apply to persons with confirmed boarding passes on delayed flights or with missed connections. In addition, no person may lie on any chair, bench, seat, or sit down or lie on any stairs or landings, or any place where such activity may be hazardous to such person or to others, or may interfere with the operation of the Terminal, pedestrian flow or comfort of Terminal users, tenants, or permittees.



X. NON-AERONAUTICAL PROPERTY STORAGE

A. No hangar, T-hangar, or similar structure on the Airport used for the storage of or use by aircraft, and exterior areas surrounding any such structure, shall be used for the storage of vehicles or property not related to the use, operation, or maintenance of aircraft, without the prior written permission of the Executive Director. This prohibition shall include, without limitation, the storage of automobiles, recreational vehicles, boats, personal items, and non-airworthy aircraft. This prohibition shall not preclude the storage of ground vehicles on a temporary basis while the occupant is traveling in an aircraft stored in the structure. At a minimum, an applicant shall demonstrate to the Executive Director's satisfaction that the area to be used is excess to the person's reasonable needs for aeronautical use of the structure and will not derogate the safe and efficient use of the structure for aeronautical activities.

B. The Executive Director shall have the right of inspection to ensure compliance with this provision, unless explicitly precluded by a lease, license, contract, or other agreement with the Authority. These inspections will be conducted at least once per year.

C. Any prohibited item shall be removed upon reasonable notice by the Executive Director, and, if not removed as ordered, shall be subject to removal by the Authority at the responsible party's expense.

SECTION D - AIRCRAFT OPERATIONS AND FACILITIES

I. GENERALLY

A. The operation of aircraft on the Airport shall be conducted by licensed pilots, aircraft mechanics, or student pilots in conformity with applicable FAA regulations, including without limitation 14 CFR Part 91, Part 121, and Part 135; directives and orders of the Control Tower; TSA regulations; and the Rules and Regulations.

B. All aircraft operating at the Airport shall display on board the aircraft a valid airworthiness certificate as required and issued by the FAA or appropriate foreign government, and further shall display on the exterior of the aircraft a valid registration number issued by the FAA or appropriate foreign government. All persons operating aircraft on the Airport shall possess an appropriate certificate or license issued by the FAA or appropriate foreign government. Upon request of the FAA, National Transportation Security Board, federal, state, or local law enforcement officers, or TSA, the aircraft operator shall produce an operator's license, an airman certificate, a medical certificate and photo identification.

C. No person may operate aircraft at the Airport in a reckless or negligent manner; in disregard of the rights and safety of others; without due caution and circumspection; or at a speed or in a manner which endangers, or is likely to endanger, persons or property. No person shall operate aircraft constructed, equipped or loaded in such a manner as to endanger, or to be likely to endanger, persons or property.

D. The Executive Director may prohibit aircraft operations upon determining that continued operations would be unsafe in the conditions present at the time, including without limitation aircraft incidents and accidents and certain airfield surface conditions, as specified in a letter of agreement between the Authority and the Air Traffic Control Tower. The Executive Director may, with FAA approval, limit or prohibit aircraft operations at the Airport in connection with a Special Event (see Appendix E). The Executive Director shall issue a NOTAM, or request that the Air Traffic Control Tower or the entire Airport or to terminate or restrict aircraft activity on the Airport.

II. PARKING AND GROUND MOVEMENT OF AIRCRAFT

A. Aircraft operators shall obey all pavement markings, signage, and lighted signals.



- B.** Positioning, starting, or taxiing of aircraft shall be done in such a manner so as not to cause jet blast and prop wash that may result in injury to persons or damage to property.
- C.** Aircraft shall not be started or taxied within any structure on the Airport, except as may be required in aircraft manufacturing.
- D.** Aircraft shall be parked only in those areas designated for such purpose by the Authority or Executive Director and shall not block taxi lanes or obstruct access to hangars or parked aircraft.
- E.** Aircraft operators shall ensure that aircraft are properly secured when parked.
- F.** Passengers and cargo shall be enplaned/deplaned only in areas designated by the Authority or Executive Director.
- G.** Jet aircraft utilizing the Terminal apron shall be permitted to power-in, but must be pushed back or towed out upon departure. Power-out and power-back of jet aircraft from any gate is prohibited. The Executive Director may make exceptions to these provisions when it is determined that power-out/power-back operations will not pose a hazard to other personnel, equipment, or operations and will not pose a hazard, inconvenience or discomfort to passengers.
- H.** Run-up of jet, turboprop, or piston engines shall be performed only in the areas designated for such purpose by the Authority, Executive Director, or the Air Traffic Control Tower. Aircraft engine power settings on all aprons shall be limited to idle and break-away thrust required to taxi.
- I.** No aircraft shall be left unattended on the Airport unless it is in a hangar or adequately locked and secured.
- J.** Fixed wing aircraft taking off or landing at the Airport shall do so only from designated runways and in full compliance with FAA regulations.
- K.** No helicopter shall be operated within fifty feet of any building or other aircraft, and helicopters shall operate only from areas approved by the Executive Director.
- L.** Non-airworthy aircraft shall not be permitted within the tie-down or ramp areas, except in connection with aircraft manufacturing, repair, or refurbishment.
- M.** Abandoned Aircraft are prohibited on the Airport. The Executive Director may remove Abandoned Aircraft at the sole risk and expense of the aircraft owner.
- N.** The operator of any aircraft involved in an accident on the Airport, regardless of whether it results in personal injury or property damage, must immediately notify the Airport Operations Center, and make a prompt and complete report concerning the same, in addition to any and all other notifications and reports required to be made to other federal, state and local authorities. The operator shall reasonably cooperate with all FAA, National Transportation Safety Board (NTSB), State, or Authority officials investigating any aircraft accident or incident.
- O.** An aircraft involved in an accident on the Airport shall not be removed from the scene of the accident until authorized by the Executive Director, who shall receive removal authorization from the FAA Regional Operations Center or NTSB, when applicable, and/or the Federal Bureau of Investigation if criminal activity is implicated, except as may be necessary for exigent safety reasons. Once authorization for removal has been issued, the aircraft owner, pilot or authorized insurance company shall make arrangements to have the aircraft moved immediately. If removal is not completed within a reasonable amount of time, the Executive Director may have the aircraft removed at the owner's sole risk and expense.



III. MAINTENANCE, CLEANING AND PAINTING

- A.** Aircraft maintenance is permitted only in areas designated by the Authority. Aircraft maintenance within hangars shall be limited to that specifically permitted by the building type rating established in the Authority and in compliance with the directives of the Fire Department.
- B.** Aircraft cleaning shall be performed only in the areas and in the manner prescribed by the Executive Director and in compliance with the Airport Stormwater Management Plan.
- C.** Aircraft painting shall be performed only in areas and in the manner prescribed by the Executive Director.
- D.** The provision of aircraft maintenance, cleaning, and painting for commercial purposes shall be further subject to the Airport Minimum Standards.

IV. WEIGHT LIMITS

- A.** No aircraft having a maximum gross takeoff weight, as certified by the aircraft manufacturer and including passengers, cargo, fuel, and equipment, in excess of the weight-bearing capacity of the airfield pavements, as identified in the Airport/Facility Directory, shall land, take off, or taxi at the Airport without prior permission of the Executive Director.
- B.** Any person constructing pavements on the Airport intended to accommodate aircraft shall build and maintain the pavements to support aircraft at the weights identified in the Airport/Facility Directory or such other pavement strength as may be approved by the Executive Director.



V. TERMINAL OPERATIONS AND AIR CARRIER PASSENGERS

- A.** All aircraft shall be loaded or unloaded, and passengers enplaned or deplaned, in designated areas unless otherwise permitted by the Executive Director, and all passengers shall be channeled through designated routes to and from the Terminal. Airline personnel shall be stationed to assist and channel passengers during ground level enplaning and deplaning. Passenger use of loading bridge ramp service stairways is strictly prohibited except in emergency situations. In the event of loading bridge failure, passengers must be channeled to the nearest terminal building stairwell.
- B.** Except for emergency situations, passengers shall not be enplaned or deplaned onto any airfield pavement any time the aircraft's engines are operating. No pedestrian traffic may cross any taxiway, taxiway, runway, or the ramp between boarding areas.
- C.** Air carriers not utilizing passenger loading bridges must utilize a mechanically operated lift, ramp, or other suitable device for the enplanement and deplanement of individuals with disabilities in accordance with 14 CFR Part 382 and the Air Carrier Access Act. Air carriers must not use belt loaders or other equipment used for the movement of freight to enplane or deplane passengers.
- D.** All charter aircraft operators must advise and receive written approval from Airport Authority in advance of any use of Terminal facilities.

VI. LIMITS ON AERONAUTICAL ACTIVITIES

- A.** The following types of aircraft and other aerial devices may not be operated to, from or at the Airport without the prior written authorization from the Executive Director:
1. Ultralight aircraft.
 2. Model aircraft and unmanned aerial vehicles or systems.
 3. Kites, tethered or non-tethered balloons, rockets and similar aerial devices.
- B.** Use of any portion of the Airport as a designated drop zone for parachute jumping or skydiving shall be prohibited without the prior written approval of the Executive Director and the Air Traffic Control Tower, and further shall require a lease or permit authorizing use of the designated portion of the Airport for a drop zone pursuant to the Airport Minimum Standards.
- C.** The Executive Director may seek review by the FAA upon receipt of an application to conduct one of the foregoing aeronautical activities or any other aeronautical activity not being conducted at the Airport at the time of application. In the event that the Executive Director grants approval to conduct an aeronautical activity, the Director's approval shall be in the form of a directive authorizing the applicant and other similarly-situated entities the right to conduct the aeronautical activity and prescribing specific conditions on use of the Airport for the aeronautical activity. The authorized aeronautical activity shall be conducted in conformity with such directive, all applicable requirements contained in FAA regulations, and any other conditions as may be imposed by the Air Traffic Control Tower.

VII. SELF-SERVICING

- A.** All persons have the right to service an aircraft that the person owns or aircraft that the person has under their exclusive use and operational control pursuant to a long-term lease or similar agreement manifesting that the aircraft is within the person's care, custody, and control. The right to self-service includes the right to tie down, adjust, repair, refuel, clean, and otherwise service an aircraft.
- B.** Each person self-servicing an aircraft shall have the requisite training and/or certification as may be required by the Rules and Regulations and FAA regulations. Licensed pilots are permitted to perform preventive maintenance on the Airport in accordance with 14 C.F.R. Part 43.



C. Self-fueling is subject to the requirements of Section E hereof.

D. The Authority does not recognize aircraft managers, co-ops, or hangar associations to be the owner or lessee of an aircraft, and each such entity therefore is not permitted to self-service. Flying clubs and companies engaged in fractional aircraft ownership operations pursuant to 14 C.F.R. Part 91 that are the owner or lessee of an aircraft are permitted to self-service, in accordance with federal law. Aircraft manufacturers are permitted to self-service aircraft prior to delivery and while the aircraft is under the manufacturer's care, custody, and control. Airlines are permitted to self-service aircraft that may be owned or leased by an air carrier with a separate legal identity from the airline and providing scheduled passenger service at the Airport in accordance with a contract or agreement with the airline.

E. Self-servicing shall be performed only by the aircraft owner, operator, or lessee or employees of the owner, operator, or lessee. The Executive Director may require proof of employment, such as a copy of the employee's W-2 Statement.

F. No person shall be required to self-service. Airport users may purchase products and services from the Authority or a duly authorized commercial aeronautical service provider.

VIII. AIRCRAFT DEICING

A. Aircraft deicing shall only be performed at the gate or in areas designated by the Executive Director. Aircraft shall not be parked in a manner that blocks apron access taxiways or otherwise obstructs designated taxi routes along designated apron taxilanes. Aircraft shall be positioned in such a manner that spray from deicing operations does not contaminate other vehicles or people (e.g., overspray on fuel trucks, service vehicles, or personnel).

B. Deicing vehicles and support equipment shall be parked in designated parking places and will not be parked in aircraft operating areas. Parking locations shall be identified by the Executive Director.

C. Deicing vehicles shall not be parked, without a driver, while running within 50 feet of the Terminal and/or passenger loading bridges. Vehicles may only be running and unattended if chocked and parked in areas specifically designated by the Executive Director.

D. Aircraft deicing shall not occur during an aircraft refueling/defueling operation. Deicing vehicles shall maintain at least 50 feet of clearance from any aircraft being refueled/defueled.

E. Each company performing aircraft deicing at the Airport must track and record Aircraft Deicing Fluid usage on a monthly basis in a form and schedule as requested by the Executive Director. At a minimum, each report must include total gallons (specify straight or diluted ratio) for each of the Type I and Type IV fluids applied during each calendar month.

IX. AUTHORITY FACILITIES

A. No person shall use any Airport facilities or property for any commercial purpose that is not expressly permitted by a lease, permit, or other written agreement with the Authority. No person other than employees of the owner, lessee, or permittee shall make use of these facilities or loiter around such premises without individual and specific permission of the owner, lessee, or permittee.

B. All persons leasing T-Hangars from the Authority shall comply with the T-Hangar Policies attached as Appendix D to these Rules and Regulations.



SECTION E - FUELING

I. GENERALLY

A. All fuel handling and dispensing on the Airport shall be performed in compliance with the following, as each of the same may be amended or superseded:

1. 40 C.F.R. Part 112, Oil Pollution Prevention
2. FAA Advisory Circular 150/5230-4, Aircraft Fuel Storage, Handling and Dispensing on Airports
3. FAA Advisory Circular 00-34, Aircraft Ground Handling and Servicing
4. National Fire Prevention Association (NFPA)'s Code No. 407, Standard for Aircraft Fuel Servicing; and Code No. 30, Flammable and Combustible Liquids Code
5. NFPA 385, Standard for Tank Vehicles for Flammable and Combustible Liquids
6. NFPA 10, Standard for Portable Fire Extinguishers
7. Air Transport Association Specification 103, Standards for Jet Fuel Quality
8. Underwriters Laboratories 2085, Protected Aboveground Tanks for Flammable and Combustible Liquids
9. Airport Certification Manual (ACM) Appendix I, Standards for Fuel Storage, Handling and Dispensing

B. Only the Authority and duly authorized Fixed Base Operators shall be permitted to engage in the sale of aviation fuel and lubricants to the public at large at the Airport.

II. FUEL FLOWAGE FEE

A. To compensate the Authority for the use of the Airport, each Fueler shall pay the Authority a fuel flowage fee for each gallon of aviation fuel (AvGas or Jet-A) dispensed in the prior month. The fuel flowage fee shall be set in the same manner as other rates and charges pursuant to Section B of these Rules and Regulations.

B. Unless a different mechanism is specified in an agreement with the Authority, each Fueler shall, on or before the tenth day of each month, submit payment to the Authority for all fuel dispensed during the prior month. The Authority may waive the obligation to pay a fuel flowage fee for an entity, and all similarly situated entities, required to compensate the Authority for the same category of costs by other means.

C. Unless a different mechanism is specified in an agreement with the Authority, each Fueler shall submit to the Authority a statement which sets forth the total number of gallons of fuel dispensed during the preceding month.

D. The Authority may, from time to time, require gallons supplied to the Fueler be verified by the company which supplies and delivers fuel to Fueler.

E. The Authority shall have the right to increase the fuel flowage fee rate from time to time.



F. Each Fueler shall be liable to pay the then-current fuel flowage fee, except in the event that a different fuel flowage fee rate is established by a lease, permit, or other agreement with the Authority, and such lease, permit, or other agreement does not permit adjustment of the fuel flowage fee rate by the means provided herein.

III. TRAINING

A. Employees of all Fuelers and agents handling aviation fuels at the Airport must be properly trained as required by FAA regulations, currently at 14 C.F.R. § 139.321. Separate fuel safety training programs are required for supervisory training and line service fuel safety training.

B. At least one supervisor for each Fueler must have completed an FAA-authorized aviation fuel training course in fire safety. The individual must be trained prior to initial performance of duties or enrolled in an authorized aviation fuel training course that will be completed within 90 days of initiating duties, and receive recurrent instruction at least every 24 consecutive calendar months.

C. Line service fuelers must receive initial on-the-job training and recurrent training in fire safety every 24 consecutive calendar months. Line service fuel safety training may be provided by a supervisor who has completed an FAA authorized supervisory fuel safety training course or an authorized fuel safety training program. Training for employees may also be completed through the use of an approved line service fuel safety course.

D. Fuelers must maintain a copy of the certificate of completion for any supervisors or employees completing the required fuel safety training for 12 consecutive calendar months. Certificates shall comply with applicable FAA requirements.

E. Fuelers must provide to Airport Authority a written confirmation once every 12 consecutive calendar months that the training required by FAA regulations, currently at 14 C.F.R. § 139.321(e), has been completed.

IV. FUELING OPERATIONS

A. Fuelers shall observe and comply with all applicable federal, state, and local laws, ordinances, rules and regulations concerning the storage, handling, and dispensing of aviation fuel at the Airport.

B. No aircraft shall be fueled while one or more of its engines are running, except when accomplished under appropriate and safe procedures approved by the FAA. Aircraft Rescue and Firefighting ("ARFF") shall be notified and be on stand-by during any aircraft fueling with an aircraft engine running, other than the auxiliary power unit, as approved by the aircraft manufacturer.

C. No aircraft shall be fueled or defueled while passengers are on board, unless a passenger loading ramp is in place at the cabin door, at least one person trained in emergency evacuation procedures is on board the aircraft, and a clear and safe passenger egress route from the aircraft is available.

D. All fueling operations shall be conducted at least fifty feet from any hangar or building.

E. Trained personnel shall be present during the entire fueling operation of an air carrier aircraft in accordance with FAA requirements, currently at 14 C.F.R. Section 139.321.

F. No aircraft shall be fueled or defueled while inside any building, hangar, or enclosed space, unless approved in writing by the Executive Director prior to the fueling operations. If approved, ARFF shall be notified and be on stand-by during fueling or defueling.

G. No aircraft shall be fueled or defueled if an electrical storm is in progress within 5 miles of the Airport.



- H.** Mobile fuelers shall be equipped with a minimum of two (2) fire extinguishers, one located on each side of the fueling vehicle, meeting the current rating standards as prescribed by NFPA 407. All extinguishers shall be inspected and certified, as required by law, and all Fuelers shall be properly trained on the use of fire extinguishers.
- I.** No person shall start any engine of an aircraft if there is any flammable or combustible liquid or other volatile fluid on the ground within fifty feet of the aircraft. The lighting of an open flame, including matches, or any source of ignition is prohibited within 100 feet of any fueling operation.
- J.** During fueling and defueling operations, no person shall operate any radio transmitter or receiver in the aircraft being fueled or defueled, switch electrical appliances on or off in such aircraft, or perform any act which may cause a spark within 50 feet of the aircraft.
- K.** Fuelers shall provide pumps for dispensing aviation fuels from a fixed location or dispensing truck. These pumps shall be equipped with metering devices that meet all safety standards of the aviation fueling industry and the FAA. The metering devices must be inspected, checked, and certified by appropriate state and local agencies.
- L.** All fuel dispensing equipment, hoses, funnels or apparatus used in fueling or defueling shall be maintained in good condition and be properly grounded, in accordance with FAA and NFPA guidelines, and in compliance with the Federal Water Pollution Control Act.
- M.** All gasoline and diesel powered fueling vehicles intended for use on the Airport must be equipped with anti-spark exhaust systems. The engine exhaust system shall be designed, located and installed so as to minimize the hazard of fire.
- N.** All fueling vehicles shall be fitted with the fueling nozzle designed and intended for the fuel dispensed from the vehicle.
- O.** All hoses, funnels, and appurtenances used in fueling and defueling operations shall be equipped with a bonding device to prevent ignition of volatile liquids. During fueling or defueling, the aircraft and the dispensing apparatus shall be bonded in order to equalize voltage potential.
- P.** Fuelers shall provide for the adequate handling and disposal of all trash, waste, petroleum products, and other hazardous materials, including but not limited to, used oil, solvents, and other waste in accordance with federal, state and local laws.



Q. Automotive fuels, also known as Mogas, shall be dispensed only into aircraft certified for use of such fuels. Mogas may be stored and dispensed only in connection with self-fueling and shall not be offered for sale on a commercial basis at the Airport. The storage and dispensing of Mogas shall be subject to all other requirements of this Section E of the Rules and Regulations.

R. Motor vehicles and other equipment shall be fueled on the Airport only from approved locations and dispensing devices.

S. The transfer of fuel from one fueling vehicle to another is not permitted within 200 feet of any aircraft or building. No fuel vehicle designed for, or that is employed in, the transportation of fuel, shall be operated on a taxiway or runway at any time without express prior permission from the Executive Director to operate that vehicle at that place and at that time.

T. Only those fueling vehicles that are actively engaged in fueling aircraft are permitted to park on the Terminal ramp. Fueling vehicles are authorized to park on the Terminal ramp no earlier than one hour prior to the scheduled aircraft arrival time and shall be removed from the Terminal ramp immediately following fueling operations. The number of fueling vehicles permitted to park in designated areas on the Terminal ramp shall be determined and assigned by Executive Director.

V. FUEL STORAGE FACILITIES

A. The storage of aviation fuel is permitted only in the area(s) of the Airport as may be designated by the Authority. No other method of fuel storage shall be permitted at the Airport. The Authority reserves the right to designate one or more Airport Fuel Farm locations and require that all fuel storage facilities installed after such designation are located in the Airport Fuel Farm.

B. Each Fueler is required to maintain a fuel storage facility, within the Airport Fuel Farm or other authorized location, with a minimum capacity of 1,000 gallons or such other minimum capacity as may be prescribed by the Airport Minimum Standards, whichever is greater.

C. All fuel storage tanks installed or constructed on the Airport shall be above ground level, except as may be approved in writing by the Executive Director, in his or her sole discretion, and only upon demonstration that an underground fuel storage tank is consistent with federal and Pennsylvania law and regulation and NFPA guidelines.

D. Construction or alteration of fuel storage facilities may be undertaken only if approved in writing by the Executive Director, and shall meet all safety standards of the aviation fueling industry and the FAA.

E. All fuel storage facilities and mobile fueling vehicles shall be identified by the type of fuel and fuel octane stored when applicable, in addition to any other marking or placards required by federal, state or local law and fitted with the nozzle designed and intended for the fuel stored in and dispensed from the fuel storage facility or mobile fueling vehicle.

F. Mobile fueling vehicles shall not be parked or stored less than 50 feet from any aircraft or structure, except during fueling or defueling of a parked aircraft, and further shall not be parked or stored less than 10 feet from any other vehicle or equipment, unless alternate arrangements and conditions on parking mobile fueling vehicles are approved in writing by the Executive Director.

G. In the event of extreme low temperatures, mobile fueling vehicles may be stored in heated hangars when not in use if the hangar has a fully functioning fire sprinkler protection system and if approved in writing by the Executive Director. ARFF shall be notified prior to storing any mobile fueling vehicle in a heated hangar and provided with the number of vehicles to be stored in this manner.

H. Fuelers shall inspect and maintain fuel storage facilities, fueling equipment and mobile fueling vehicles in good condition.

I. Newly constructed or installed fuel storage facilities shall be subject to inspection by the Authority prior to use for fuel storage.



J. A Fueler authorized to receive, store, and dispense aviation fuels shall have adequate procedures for sampling and testing of fuels. All tests and test schedules shall be performed in accordance with applicable regulations and industry standards. Fuelers are solely responsible for ensuring the quality of the fuel.

K. At least fourteen days before beginning use of a fuel storage facility, Fueler shall provide to the Authority a written copy of a plan addressing proper fueling procedures, training of personnel, quality assurance and quality control procedures, record keeping, marking and labeling of fueling equipment and the fuel storage facility, and emergency response procedures. Fueler shall also provide to the Authority a Spill Prevention, Control and Countermeasure Plan ("SPCC Plan") that meets all applicable regulatory requirements for fuel storage and fueling activities, in the event that the Airport's SPCC Plan does not cover Fueler's intended fuel storage facility and operations. Fueler is responsible for determining whether the Airport's SPCC Plan covers Fueler's intended fuel storage facility and operations. An updated plan and SPCC Plan, if required, must be submitted at least fifteen (15) days prior to any planned change in operation. Fuel may not be stored in or dispensed from any fuel storage facility unless and until the Executive Director has approved the plan and any SPCC Plan.

L. Fuelers shall be responsible for and oversee the safe transfer of all fuel from fuel suppliers to a Fueler's fuel storage facility, including by ensuring that the fueling vehicle driver remains with the vehicle at all times when fuel is being transferred.

VI. INSPECTIONS

A. The Authority and other appropriate governmental agencies may inspect a Fueler's fuel storage facilities, dispensing equipment, and vehicles from time to time to ensure compliance with all safety standards. A record of those inspections shall be retained by Fueler for at least twenty-four months. When discrepancies are noted, Fueler shall immediately take corrective action to remedy the situation. The failure to take corrective action to remedy the situation may result in the termination of any and all privileges to operate at the Airport. A written report of corrective actions taken shall be submitted to the Executive Director within fourteen days of the observed discrepancy.

VII. FUEL SPILLS

A. Fuelers shall prepare and file with the Environmental Protection Agency (EPA) a Spill Prevention Control and Countermeasure (SPCC) Plan if the Airport's SPCC Plan does not cover Fueler's fueling operations. Fuelers shall provide to the Executive Director a copy of their approved SPCC Plan or written demonstration that Fueler's fueling operations are covered by the Airport's SPCC Plan.

B. Fuelers shall provide adequate procedures to prevent and limit fuel spills and shall develop fuel spill contingency plans including notification and clean-up procedures.

C. Fuelers shall maintain and have readily available an adequate supply of fuel absorbent materials and other materials to dam, dike or divert a fuel spill. Fuelers shall have, at a minimum, enough materials to respond to a fuel spill of up to 55 gallons and to prevent fuel flowage into storm drains.

D. In the event of a fuel spill, the following safety procedures will be followed:

- 1.** Fueler shall immediately notify the Airport Operations Center. This notification requirement shall apply regardless of the volume of fuel spilled.
- 2.** Fueler shall take immediate action to begin containment, which shall include the prevention of fuel from entering any storm or silt trench drain.
- 3.** Fuel delivery devices and other vehicles shall not be moved or operated in the vicinity of the spill until containment and clean-up operations have been initiated and the devices and vehicles can be moved or operated without causing further fuel spill or presenting further risk to human health, safety and the environment.



4. A fireguard shall be promptly posted and remain on site until relieved by the Executive Director.
5. All contaminated absorbent material shall be placed in DOT-approved metal containers and disposed of by the Fueler in compliance with all applicable federal, state and local laws.
6. Where spills occur that are larger than Fueler can adequately handle, Fueler must obtain the clean-up services of an approved hazardous material contractor. ARFF will coordinate the recovery operations with the Fueler and contractor and ensure the safe handling of residual fuel after recovery.
7. In the event that a fuel spill exceeds twenty-five (25) gallons, cannot conclusively be shown to be less than 25 gallons, cannot be cleaned up within twenty-four hours, or makes its way into a waterway, Fueler shall report the spill to the Pennsylvania Department of Environmental Protection or Pennsylvania Department of Health. Nothing herein shall excuse Fueler's noncompliance with reporting or response requirements under Pennsylvania law and regulation.
8. Fueler shall be liable for all costs associated with the control, containment, clean-up, disposal and any damages that result from the spill or clean-up operations. If Fueler fails to promptly undertake remediation activities in response to a spill or discharge, the Authority may, but is not obligated to, perform such remediation. Any costs incurred by the Authority associated with assessment and cleanup of the spill will be billed to Fueler, payable within thirty days.
9. Copies of all reports submitted to any federal, state, or local agency relating to such spill shall be provided to the Executive Director at the time submitted to such agency.



VIII. SELF-FUELING

- A.** No person shall engage in self-fueling unless and until a self-fueling permit authorizing such activity has been obtained from the Authority.
- B.** To obtain a self-fueling permit, an applicant must provide evidence of ownership or lease for every aircraft for which self-fueling privileges are requested.
- C.** To obtain a self-fueling permit, an applicant must provide evidence that it is a tenant at the Airport pursuant to a lease or sub-lease and, in the event the applicant is a sub-lessee, must further provide evidence that the lessee expressly has authorized the applicant to self-fuel on the leasehold.
- D.** Permittee shall procure and deliver to the Authority, with the application for a self-fueling permit, a current, original Certificate of Insurance acceptable to the Authority showing reasonable insurance coverage for the duration of the self-fueling permit. All insurance policies shall name the Authority as an additional insured, and shall not be subject to cancellation or change except after thirty days prior written notice of such cancellation or change to the Authority by the carrier.
- E.** The term of a self-fueling permit shall be no longer than one year and shall be subject to renewal.
- F.** Permittee may only fuel aircraft identified on the self-fueling permit. No other aircraft may be fueled by Permittee.
- G.** Permittee shall ensure that only persons employed by Permittee are involved in dispensing fuel and that all employees handling fuel are trained in accordance with Section III (Training) above. Permittee shall submit to the Authority evidence of training in safety procedures received by each person who will conduct aviation fuel dispensing operations and shall provide to the Executive Director documentation verifying all required certifications and required recurrent training before self-fueling activities may take place.
- H.** Permittee shall dispense aviation fuel only on Permittee's leasehold.
- I.** Permittee shall equip each mobile fueling vehicle with at least two (2) fire extinguishers meeting current NFPA standards mounted on the outside of the vehicle.
- J.** Fueling vehicles shall not be permitted to park inside any structure on the Airport unless approved in writing by the Executive Director and ARFF is notified of the parking arrangement. Additional conditions on the parking of fueling vehicles may be prescribed in the self-fueling permit.
- K.** Each Permittee shall meet with ARFF personnel to discuss fueling fire safety and associated safety procedures before fuel is dispensed by Permittee.
- L.** The Executive Director and/or designee shall have the right to conduct fire safety inspections upon reasonable notice to Permittee any time during the term of a self-fueling permit.
- M.** Permittee may terminate the self-fueling permit upon written notice to the Authority.
- N.** Permittee shall agree to assume liability in connection with fuel storage, handling and dispensing, and to indemnify, hold harmless and defend the Authority, on terms prescribed by the self-fueling permit.
- O.** A self-fueling permit is not assignable or transferable. Permittee shall not enter into any agreement to transfer any of Permittee's privileges under the self-fueling permit whereby other persons share in the privileges or services authorized by the self-fueling permit.



SECTION F - VEHICLE TRAFFIC

I. GROUND VEHICLES GENERALLY

- A.** All ground vehicle drivers on the Airport shall comply fully with the Commonwealth of Pennsylvania motor vehicle laws, the Rules and Regulations, and instructions issued by the Executive Director, Airport staff, or law enforcement officers.
- B.** No person shall operate a vehicle on the Airport in a reckless or careless manner or in a manner that would endanger his or her person or property or the safety of another's person or property. This prohibition specifically includes, but is not limited to:
1. Operation of vehicles under passenger loading bridges;
 2. Operation of vehicles in a manner that interferes with aircraft or Airport operations; and
 3. Operation of a vehicle in poor physical or mechanical condition,
- C.** No person shall operate any motor vehicle on the Airport faster than the prescribed speed limit.
- D.** No person shall operate a motor vehicle on the Airport while under the influence of alcohol or any other drug that impairs, or may impair, the operator's abilities.
- E.** Abandoned Vehicles are prohibited on the Airport and may be removed by the Authority in its sole discretion and at the sole risk and expense of the vehicle owner.

II. COMMERCIAL GROUND TRANSPORTATION

- A.** No Commercial Ground Transportation Operator (including but not limited to any off-airport rental car operator) shall operate any vehicle or provide any Commercial Ground Transportation at or from the Airport without entering into a written permit with the Authority and payment of any applicable fees, including but not limited to any Customer Facility Charge (CFC).
- B.** No Commercial Ground Transportation Operator shall operate or cause to be operated any vehicle to provide ground transportation services using the roadways of the Airport unless the operation of such vehicles is currently authorized by the Commonwealth of Pennsylvania, or other appropriate government body or agency that issues appropriate licenses or permits for the Commercial Ground Transportation Operator.
- C.** Any Commercial Ground Transportation Operator found violating the Rules and Regulations, the Airport Minimum Standards, or any Airport permit conditions may have its permit suspended or revoked by the Authority at its sole discretion.
- D.** No Commercial Ground Transportation Operator or its representatives shall deceive or attempt to deceive the public through false representations concerning its prices or services or those of any other Commercial Ground Transportation Operator.
- E.** No Commercial Ground Transportation Operator may engage in solicitation at any location on the Airport.
- F.** The Executive Director may by written order or operating instruction establish procedures not inconsistent with these Rules and Regulations or the adopted Minimum Standards, which the Executive Director determines are necessary for the regulation of Commercial Ground Transportation.



III. GROUND VEHICLE PARKING

- A.** No person shall park or leave standing any vehicle, whether occupied or not, on the Airport except within designated parking areas or loading areas, and at least 15-feet from a fire hydrant.
- B.** The Executive Director shall cause signs to be placed and maintained that designate all general and reserved loading zones, reserved parking areas and public parking areas, including, but not limited to, those designated for exclusive use of car rental agencies and companies operating at or from the Airport. No parking areas shall be designated in areas on and along drives and roadways or in such other areas on Airport property as deemed necessary by the Executive Director for the safe, efficient, and convenient operation of the Airport. All Airport tenant employees must park in their assigned areas.
- C.** The Executive Director may remove or cause to be removed any vehicle that is illegally parked, disabled, or abandoned; that impedes Airport operations or the orderly flow of traffic; or that creates a potential security threat. Any vehicle parked in areas of the public parking lot assigned for exclusive use of car rental agencies or companies and clearly indicated as such by signs may be removed or caused to be removed by order of the Executive Director.
- D.** The owner or operator of any such vehicle removed under this section shall be liable for payment of towing and storage and other applicable charges and any such vehicle shall be released to the owner or operator thereof only upon proper identification of the person making claim and payment of towing and storage and other applicable charges. Neither the Authority nor any of its agents shall be liable for damage to any vehicle resulting from the act of removal.

IV. GROUND VEHICLES IN THE AOA

- A.** No person shall operate a vehicle in the AOA unless the driver has a valid operator's license and is either licensed to operate the class of vehicle by an appropriate state licensing agency or has been properly trained and authorized to operate that class of vehicle by the employee's supervisor and possess an Authority-issued operator's permit. This section does not apply to ARFF operating in accordance with their duties.
- B.** No person shall operate any vehicle in the AOA that is overloaded or carrying more passengers than for which it is designed.
- C.** No person shall ride on the running board or stand up in the body of a moving vehicle.
- D.** No person shall ride with arms or legs protruding from the body of a vehicle except when it is designed for such use.
- E.** All operators of vehicles in the AOA shall ensure that no Foreign Object Debris (FOD) leaves the vehicle.
- F.** Ground vehicles in the AOA shall yield the right-of-way to, in order, aircraft, pedestrians, emergency vehicles and equipment.
- G.** No vehicle shall operate in close proximity to an aircraft so as to create a hazard or interfere with the safe operation of the aircraft.
- H.** Vehicles shall park in tie-down areas only between the tie-down hooks, parallel to aircraft, and in the spaces leased by the vehicle owner.
- I.** No vehicle may pass between a parked aircraft and the Terminal, except those vehicles servicing the aircraft, and emergency equipment.
- J.** When approaching taxiing aircraft, ground vehicles shall maintain a distance of at least 25 feet in front and 100 feet behind the aircraft, or, if located less than these distances from a taxiing aircraft, shall stop immediately.
- K.** No person shall operate a motor vehicle which tows more than four (4) carts in a single train, or more than three (3) loaded pallet dollies, or more than five (5) empty pallet dollies.



V. GROUND VEHICLES IN THE MOVEMENT AREA AND SAFETY AREAS

- A.** Ground vehicles are permitted in the Movement Area and Safety Areas only if necessary for Airport operations and only if registered with and authorized by the Executive Director upon successful completion of training, a written test and driving test.
- B.** Ground vehicle drivers, except for authorized emergency vehicles, shall comply with prescribed speed limits when operating in the AOA.
- C.** All private vehicles authorized to access the AOA and doing so on a regular basis shall show proof of insurance naming the Authority as an additional insured.
- D.** Campers, recreational vehicles, boat trailers, and ground vehicle trailers are prohibited in the AOA
- E.** No person may operate a vehicle while in the AOA without a valid state driver's license.
- F.** All vehicles permitted access to the Movement Area shall be equipped with a functioning aeronautical mobile two-way radio operating on the 120.5 MHZ and 121.9 MHZ, or on such other frequencies as required by the Executive Director.
- G.** A vehicle operator shall not cross from the solid-line side of the Non-Movement Area Boundary Marking without first obtaining clearance from the Air Traffic Control Tower.
- H.** Two-way radio communication with the Air Traffic Control Tower is required of all authorized vehicles traversing or operating in the Movement Area, unless the motor vehicle is being escorted by an authorized motor vehicle maintaining two-way radio communication with the tower.
- I.** When the Air Traffic Control Tower is not in operation, operators of ground vehicles shall carry a radio tuned to the Airport's Universal Communication (UNICOM) or Common Traffic Advisory Frequency (CTAF), and shall make an announcement on the radio before entering runways or taxiways.
- J.** All vehicles operating within the Movement Area shall utilize an amber beacon, an orange and white checkered flag no less than 36" by 36", or other equipment as specified by the Authority.

SECTION G - FIRE PREVENTION AND ENVIRONMENTAL MANAGEMENT

I. FIRE PREVENTION

- A.** Open flame operations on the Airport are prohibited unless expressly authorized by the Executive Director and required hot work permits have been issued.
- B.** Open flames, smoking, matches, and lighters are prohibited within 50 feet of any aircraft and within 100 feet of any fuel storage area, fuel truck, or aircraft being refueled or defueled.
- C.** The use and storage of all flammable and hazardous liquids and materials shall be in compliance with the federal, state and local laws and ordinances, and the Airport Storm Water Management Plan.
- D.** The placement of any hazardous materials storage container, locker structure or bin on the Airport shall comply with NFPA 1 (Fire Code) and be approved by the Executive Director, as to type, placement, size, and color.



- E.** All heating equipment and fuel burning appliances installed on the Airport shall conform to the International Building Code and NFPA 1 (Fire Code) and comply with any additional requirements imposed by the Fire Marshal.
- F.** Hangar floors shall be kept free from accumulation of oil, grease, flammable liquids, rags, or other waste materials.
- G.** All empty oil, paint and varnish cans, bottles or other containers shall be disposed of in an appropriate and timely manner and shall not remain on the floor, wall stringers, or overhead storage areas of the hangars or other buildings.
- H.** Drip pans shall be placed under engines of stored aircraft and shall be maintained so as to prevent accumulations of liquid in the pans.

II. SANITATION AND HAZARDOUS WASTE MANAGEMENT

- A.** All persons on the Airport shall be responsible for compliance with federal, state and local laws concerning the use, handling, treatment, storage, discharge, disposal or transportation of hazardous materials. These laws include, without limitation, the Resource Conservation and Recovery Act; the Comprehensive Environmental Response, Compensation and Liability Act; the Toxic Substances Control Act; and the Pennsylvania Solid Waste Management Act.
- B.** No person shall use, handle, treat, store, or transport hazardous materials on or at the Airport except as reasonably necessary in the ordinary course of the person's authorized activities on the Airport and only if such hazardous materials are properly labeled and contained, and notice of and a copy of the Material Safety Data Sheet is provided to Airport Authority for each such hazardous material.
- C.** No person shall use, handle, treat, store, or transport hazardous materials at, in or on the Airport at such time or place or in such manner or condition as to create an unreasonable risk of harm to persons, property or the environment.
- D.** All persons whose duties and responsibilities involve the handling and storing of hazardous substances and materials must have received proper training, as prescribed by the Occupational Health and Safety Administration.
- E.** No person shall discharge, dispose, or release any hazardous materials, wastes, or substances on the Airport or surrounding air, lands or waters. In the event of a release, the responsible party promptly shall notify the ARFF, call 911 (if ARFF is unavailable), and notify any federal or state agency, as applicable. Fuel spills shall be addressed as provided in Section E(VII).
- F.** Responsible persons shall be liable for the cost to remediate the release of any hazardous substances on the Airport. If the responsible person fails to promptly undertake remediation activities in response to the release of any hazardous substance, the Authority may, but is not obligated to, perform such remediation. Any costs incurred by the Authority associated with assessment and cleanup of the release will be billed to the responsible person, payable within 30 days.
- G.** Hazardous waste generated in connection with the cleanup of a release of hazardous substances shall promptly be removed and disposed appropriately. Absorbent material used in connection with the cleanup shall not be left to sit longer than necessary.
- H.** All persons shall fully comply with the Airport Storm Water Management Plan and National Pollutant Discharge Elimination System (NPDES) Permit.
- I.** The storage of waste materials and trash at the Airport is prohibited unless placed in receptacles provided for such purposes.
- J.** All outdoor trash or garbage containers shall be covered. Such containers shall be located only in those areas approved for such use by the Executive Director.
- K.** All operators using commercial trash receptacles shall be responsible for the cleanliness of the trash collection site.
- L.** All vehicles used for hauling trash, dirt, or other refuse materials on the Airport shall be constructed so as to prevent their contents from dropping, shifting, leaking or escaping.



- M.** No person or entity shall dispose of any fill or building materials or any other discarded or waste materials on the Airport except as approved in writing by the Executive Director.
- N.** No person may burn refuse at the Airport.
- O.** Lubricating oils and hazardous liquids shall be disposed of in compliance with the Airport Storm Water Management Plan, and federal, state, and local law.
- P.** No fuels, oils, dopes, paints, solvents, acids, or any other hazardous liquids shall be disposed of or dumped in drains, on ramp areas, catch basins or ditches or elsewhere on the Airport.
- Q.** Any solid or liquid material, which may be spilled at the Airport, shall immediately be cleaned up by the person responsible for such spillage.
- R.** The Authority shall have the right at any time to access any portion of the Airport for the purpose of conducting inspections, sampling and other testing to determine the nature and extent of contamination on or under the property.
- S.** All persons using the Airport shall comply with Authority directives that may be issued from time to time regarding the recycling of materials, including without limitation, recyclable paper, plastic, glass, oils and solvents and other identified materials as required under Hanover Township Ordinance Chapter 20, §302 or as amended.

SECTION H - SECURITY

I. GENERALLY

- A.** All persons on the Airport shall follow security-related federal laws, regulations, and directives, including Transportation Security Administration requirements and procedures, while on the Airport.
- B.** All persons on the Airport shall follow the direction of on-duty federal, state and local law enforcement officers assigned to the Airport and TSA officers.
- C.** The Executive Director may issue directives and orders to implement the Airport Security Program. The Airport Security Program is considered Sensitive Security Information (SSI) in accordance with federal law and regulation, and no person is entitled to demand or obtain a copy from the Executive Director.
- D.** No person shall leave baggage or articles unattended in or in the vicinity of the Terminal. Unattended baggage and articles are subject to search and may be confiscated or destroyed by the Authority, TSA, or other law enforcement or government officials or their agents.

II. PASSENGER AND BAGGAGE SCREENING

- A.** No person may enter a Sterile Area of the Airport without submitting to the screening of their person and property by the TSA. This prohibition does not apply to entry into the Sterile Area through doors and access points other than the passenger screening area by appropriately badged persons.
- B.** Any person who enters the passenger screening area within the Terminal is subject to search by the TSA, regardless of whether the person declares their intent to withdraw from the screening area.



- C. No person may interfere with the screening of passengers and property by TSA officers.
- D. No passenger shall enter or remain in a Sterile Area having in their possession any items prohibited by the TSA or FAA.

III. SECURITY IDENTIFICATION DISPLAY AREA (SIDA), STERILE AREA, AND AIR OPERATIONS AREA (AOA)

- A. All persons who seek access to the SIDA, Sterile Area or AOA must obtain the appropriate badge from the Airport Authority or be escorted by appropriate personnel, consistent with the Airport Security Program.
- B. Any person authorized to access the SIDA or Sterile Area must prominently display their badge, above the waist and below the neck on their outermost garment, at all times. Any person authorized to access the AOA must be able to produce their badge when in the AOA.
- C. It shall be unlawful, and grounds for immediate confiscation, suspension and possible permanent revocation of a badge for any person to:
 - 1. Be in the SIDA, Sterile Area or AOA without an escort or a badge.
 - 2. Permit any other person to use their badge.
 - 3. Wear another person's badge to gain access to or while in these areas.
 - 4. Alter the badge.
- D. If a badge is lost or misplaced, the badgeholder must notify the Airport Operations Center immediately and follow all administrative procedures for reissuance of the badge, including a reissuance fee set by the Executive Director. The failure to return a badge immediately following an employee's separation from employment or expiration of a tenant's lease shall be a violation of these Rules and Regulations and may be subject to additional policies at the discretion of the Executive Director.
- E. Only persons with unescorted access authority are permitted to escort. Persons who do not have a valid-approved identification badge who wish to enter the SIDA or AOA can only do so while under the escort of a person who has a valid badge for the applicable area.
- F. Persons who have gained authorized access to the SIDA, Sterile Area, or AOA shall ensure that the access door or gate has completely secured or locked behind them before leaving the immediate vicinity of the door or gate, to ensure that no person gains unauthorized access through such door or gate.
- G. Each person shall immediately report malfunctioning or unattended access points to the Airport Operations Center
- H. Any vehicle being brought into the AOA that needs access to a SIDA or Secured Area, must contact the Operations Center to arrange for a vehicle inspection prior to entering the AOA.

IV. TAMPERING

- A. No person shall willfully tamper, alter, compromise, move or otherwise affect any security device, sign, closed-circuit television camera, security keypad, electromagnetic locking device or other such implement, or perimeter fence gate or gate tracking device.
- B. No person may place any object within ten (10) feet of the Airport perimeter fence or at any location that would aid in climbing or obscuring visibility of the fence line.
- C. No person shall willfully activate any security device or security alarm, when no threat to security or emergency condition exists.



D. No person shall block or damage doors, gates or card readers or leave doors or gates open that could permit access to a restricted area by unauthorized persons.

SECTION I - ENFORCEMENT AND PENALTIES

I. ENFORCEMENT

A. The Authority shall enforce the Rules and Regulations through graduated administrative mechanisms, to include one or more of the following, separately or in combination: verbal and written warnings, written notices of violation, administrative penalties, revocation of licenses and permits issued by the Authority, termination of leases and eviction, referral to the appropriate authorities for criminal prosecution, and removal from the Airport by the Authority Police. Any of these mechanisms may be utilized or disregarded, as determined by the Executive Director, depending on the circumstances.

B. The Executive Director is authorized to investigate potential violations of the Rules and Regulations, and to utilize any of the mechanisms set forth in Subsection I(a) above, including but not limited to, imposing administrative penalties pursuant to Subsection II below and Appendix A.

C. Authority staff assigned to the Airport have the right, at the Executive Director's instruction, to enter and inspect any and all structures on the Airport, including hangars and premises leased to aeronautical and non-aeronautical commercial users, to ensure safety and compliance with the Rules and Regulations. Authority staff shall provide a minimum of 24-hours' notice prior to inspection of any leased premises, except in emergencies or at any time deemed operationally necessary.

D. The Authority Police may detain and remove from the Airport any person presenting a risk to the safety or security of the Airport or persons and property on the Airport.

II. PENALTIES

A. The Executive Director is authorized to impose administrative fines and penalties specified in Appendix A for violations of the Rules and Regulations.

B. Administrative fines and other penalties imposed hereunder shall be in addition to any fines and penalties imposed by the Authority or any other local, state, or federal agency for violation of an obligation arising from a source other than the Rules and Regulations.

C. Violation of the Rules and Regulations may constitute default under a lease, permit or agreement, and the Authority may pursue termination and eviction in such event.

D. The Authority may decline to enter into a lease or other agreement with a person found to have violated the Rules and Regulations.

E. The Executive Director may waive the imposition of any penalties prescribed herein upon the successful completion of corrective action by a person who has violated the Rules and Regulations.



III. ADMINISTRATIVE REVIEW

A. The following determinations are subject to administrative review:

1. The imposition of an administrative fine or penalty.
2. Termination of a lease, permit, or agreement for violation of the Rules and Regulations and/or the suspension or revocation of privileges at the Airport.
3. The decision not to enter into a lease or other agreement with a person found to have violated the Rules and Regulations.

B. Any person may seek reconsideration by the Executive Director of one of the foregoing administrative decisions.

1. The request for reconsideration must be submitted in writing within ten days of receipt of notice of the administrative decision and must identify the reason for the request.
2. The Executive Director shall review the request, make an initial determination to grant or deny the request, and inform the person in writing of the determination.
3. Any person aggrieved by the Executive Director's initial determination may seek review by filing a written appeal within ten days of the Executive Director's initial determination.
4. The Executive Director may elect to hear a verbal presentation of the appeal, request a written appeal and submission of documentary evidence, or appoint a hearing officer to hear the appeal. The decision of the Executive Director or hearing officer, if appointed, shall be final.

SECTION J - DEFINITIONS

A. **ARFF** - Aircraft Rescue and Fire Fighting.

B. **Abandoned Aircraft** - Any aircraft left unattended and stationary on the airport property in an inoperable condition and under such circumstances that evidence an intention by the owner/operator to voluntarily surrender, relinquish or disclaim the aircraft. The length of time that an aircraft has remained at the Airport without being used or moved is one factor to be used by the Executive Director in determining whether the aircraft has been abandoned. An aircraft that has been at the Airport without use for more than 180 days is presumed to be abandoned.

C. **Abandoned Vehicle** - Any vehicle which has remained stationary on the Airport in excess of 72 hours and is in a condition that would render the vehicle inoperable including but not limited to expired license plates, missing or flat tire, or broken window.

D. **Airport** - Lehigh Valley International Airport (ABE), located at 3311 Airport Road, Allentown PA 18109.

E. **Airport Authority** - A Pennsylvania municipal authority organized under the Municipality Authorities Act of 1945, as amended, having administrative offices located on the third floor of the main passenger terminal at the Airport.

F. **Airport Certification Manual or ACM** - The Authority's FAA-approved Airport Certification Manual for the Airport required pursuant to 14 CFR Part 139, as the same may be amended from time to time.

G. **Airport Fuel Farm** - One or more areas of the Airport designated by the Authority and depicted on the Airport Layout Plan to serve as the consolidated location for all aircraft fuel storage facilities.



H. Airport Operations Area or AOA - The area of the Airport identified in the Airport Security Program that includes the aircraft movement areas, aircraft parking areas, loading ramps, safety areas, and any adjacent areas that are not separated by adequate security systems, measures or procedures. This area does not include the Security Identification Display Area (SIDA).

I. Airport Security Program or ASP - The written plan concerning security at the Airport, containing the elements required by 49 C.F.R. Part 1542 and approved by the Transportation Security Administration.

J. Commercial Aeronautical Activity - Any commercial operation that is related to the operation of aircraft as prescribed in the Lehigh Valley International Airport Minimum Standards for Commercial Aeronautical Activities.

K. Commercial Ground Transportation Operator - The person operating Commercial Ground Transportation.

L. Commercial Ground Transportation - Any taxi, limousine, transportation network company (TNC), van, contract shuttle, courtesy vehicle, or other vehicles transporting people for commercial purposes at the Airport.

M. Commercial Non-Aeronautical Activity - Any commercial operation not directly related to the operation of aircraft, e.g. restaurant, rental car, or other concessions.

N. Commercial Self-Service Fueling - Fueling of an aircraft by the pilot using commercial self-service aircraft fuel pumps installed for that purpose.

O. Executive Director - The person designated by the Authority's Board of Commissioners to have primary responsibility for financial control, administration, operation, and maintenance of the Authority's real, personal, and intangible property and employees, or the Executive Director's specific designee(s) (except in the case of an appeal).

P. Fueler - A person that is permitted to store, handle and dispense fuel, whether for sale to the public at large or for purposes of self-fueling.

Q. Maintenance - Aircraft inspection, overhaul, repair, preservation and replacement of parts, including preventative maintenance, as described in Part 43 of the Federal Aviation Regulations.

R. Movement Area - The runways, taxiways and Safety Areas of the Airport that are used for taxiing, takeoff, and landing of aircraft, exclusive of loading ramps and aircraft parking areas. The Movement Area more specifically includes any areas controlled by air traffic control.

S. Permittee - The owner or exclusive operator of an aircraft authorized to self-fuel pursuant to a self-fueling permit or agreement.

T. Safety Areas - Areas surrounding runways and taxiways that serve as the primary safety mitigation for surface excursions. Safety Areas are considered part of the Movement Area.

U. Security Identification Display Area or SIDA - The portion of the Airport identified in the Airport Security Program and in which security training, criminal history background check, and identification are required. This area is where aircraft operators and foreign air carriers that have a security program under 49 CFR Part 1544 or 1546 enplane and deplane passengers and sort and load baggage, and any adjacent areas that are not separated by adequate security measures.

V. Self-Fueling - The fueling of an aircraft by the owner of the aircraft, or the owner's employee, using the owner's vehicles, equipment and resources.

W. Sterile Area - The portion of the Terminal identified in the Airport Security Program that provides passenger access to boarding aircraft and to which access generally is controlled by the Transportation Security Administration or by an aircraft operator or a foreign air carrier, through the screening of persons and property. The Sterile Area begins immediately after the passenger screening checkpoints in the Terminal.



X. Terminal - The commercial passenger terminal at the Airport.

Y. TSA - The Transportation Security Administration.

Z. Wildlife Hazard Management Plan or WHMP - The Authority's written plan for alleviating wildlife hazards in accordance with 14 CFR § 139.337, as it may be amended from time to time.

[END OF RULES AND REGULATIONS, APPENDICES ATTACHED]





APPENDIX A: ADMINISTRATIVE FINES AND PENALTIES

I. Unless an alternate penalty is prescribed herein, violations of the Rules and Regulations shall be subject to the following administrative fines:

- A. First offense - \$100 per violation
- B. Second offense - \$500 per violation
- C. Third and additional offenses - \$1,000 per violation

II. The Executive Director may impose alternate administrative fines and penalties for violations of the Rules and Regulations, as follows:

- A. Non-payment of rates and charges in accordance with the published schedule(s) of rates and charges or a lease, permit or other agreement with the Authority may result in termination of a lease, permit or other agreement; eviction from any leased premises; the suspension or revocation of the right or privilege to conduct an aeronautical activity at the Airport; and/or the impoundment or lien on aircraft and property, as may be authorized pursuant to federal and Pennsylvania law.
- B. Law enforcement officers of the Authority Police may (i) remove from an aircraft any person causing or threatening to cause direct injury to any person or damage to property on the Airport, and (ii) detain and remove from the Airport any person presenting an immediate threat to the safety or security of persons or property on the Airport.
- C. In addition to any other penalties prescribed by the Rules and Regulations or that may be imposed by FAA for the same conduct, the Executive Director is authorized to restrict access to the Airport by any person who has been found to have violated the provisions hereof governing the safe operation of aircraft on the Airport (Section D(I)) and who, in the judgment of the Executive Director, presents a real and present danger to the safety of persons or property.
- D. Penalties for violations of the provisions hereof governing pedestrian access to the Movement Area and Safety Areas (Section C(II)) or the provisions governing ground vehicle access to the Movement Area and Safety Areas (Section F(IV)) shall include written warning, loss of privileges, administrative fines, and training or retraining, according to a schedule of graduated penalties prescribed by the Executive Director and made available during training, application for a security badge, and upon request.
- E. In addition to any other penalties prescribed in the Rules and Regulations, the Executive Director may revoke the privilege of operating a fuel storage facility and equipment in the event any of the following occur:
 - 1. Fueler is in arrears in the payment of the whole or any part of the amounts agreed upon for a period of thirty days after the time the payments become due.
 - 2. Fueler defaults in the performance of any of the fueling-related conditions required in the lease, self-fueling permit or agreement, and the default continues for a period of 30 days after the receipt of written notice from the Executive Director of the default.
 - 3. Fueler violates any safety procedure, law, or regulation or requirement enumerated in the Rules and Regulations or the lease, self-fueling permit or agreement.
 - 4. Fueler causes or allows a lapse in any form of required insurance.
 - 5. Fueler fails to make timely and accurate reporting records.



F. In addition to any other penalties prescribed in the Rules and Regulations, the Executive Director may revoke a self-fueling permit upon ten days written notice to the Permittee for any of the following reasons:

1. Non-compliance with any of the Rules and Regulations, the Airport Minimum Standards, and/or Authority ordinances.
2. Failure to maintain the required insurance.
3. Failure to pay any part of the fuel flowage fees due after such payments become due and payable to the Authority.
4. Failure to repair any damage to the fuel storage facility within the time specified by the Authority.
5. Fueling an aircraft that is not listed on the self-fueling permit.
6. Aircraft fueling by individuals who are not employees of Permittee.
7. Discontinuation of fueling operations by Permittee for a period of one hundred eighty (180) days.
8. Failing to report a fuel spill as required and in the manner required by state or local law, including these Rules and Regulations.
9. Any violation of Pennsylvania environmental law or regulation concerning fuel storage and dispensing.

Permittee shall have the opportunity to appeal the revocation of a self-fueling permit in accordance with Section I hereof. Upon revocation, Permittee may not reapply for a self-fueling permit for a period of one year. Revocation after a second violation shall result in Permittee being ineligible to reapply for a self-fueling permit.

J. In addition to any other penalties prescribed in the Rules and Regulations, the Executive Director may cause vehicles in violation of the provisions hereof governing the operation of ground vehicles (Section F(I)) to be ticketed or towed. In addition, the Executive Director may deny access to any ground vehicle if the owner or operator of the vehicle operates the vehicle in a reckless or negligent manner.

K. Penalties for violations of the provisions hereof governing security within the Security Identification Display Area, Sterile Area and Air Operations Area shall include written warning, suspension or revocation of a badge, loss of privileges, and re-training and re-testing, according to a schedule of graduated penalties prescribed by the Executive Director and made available during training, application for a badge, and upon request.



APPENDIX B: DISPLAY AND SIGNAGE POLICY

SIGNAGE GENERALLY.

No signs, stickers, placards, circulars, calendars, or articles of any kind are allowed on columns, walls, counter tops, or front or glass partitions, or other surfaces unless otherwise specified in these Rules and Regulations or Appendix B.

Permanent counter graphics information is restricted to company logo, scheduling information (destination, departure, arrival), and telephone numbers. Special groups signs may be part of the counter graphics, (welcoming information only), but must be designated as part of the counter back wall signage only.

No logos may be internally illuminated.

All tenant signage must be submitted to the Airport Authority Properties Department for review and approval prior to fabrication and installation. Submittal shall include tenant area dimensions, sign area dimensions, borders, letter heights and styles, in addition to actual material samples.

AIRLINE COUNTERS.

Signage on airline counters at the Airport are limited to the following:

1. Statements of limitations of liability and other notices required by law;
2. Baggage tags;
3. Airline schedules; and
4. Necessary instructional materials such as "position closed", "proceed directly to gate", etc.

Cardboard signs, hand-written signs, credit card applications, and various promotional materials are not permitted to be displayed on airline counters. Brochure racks are not permitted to be displayed next to airline counters.

CAR RENTAL COMPANIES.

Signage on airline counters at the Airport are limited to the following:

1. Courtesy phones and directional signs; and
2. Signs indicating the availability of cars, so long as they do not exceed 12" x 12".

Cardboard signs, hand-written signs, credit card applications, and various promotional materials are not permitted to be displayed on airline counters. Brochure racks are not permitted to be displayed next to airline counters.

GROUND TRANSPORTATION HAND-HELD SIGNS.

The following will be permitted in the baggage claim level of the Terminal Building:

1. Paper, plastic, or metallic signs no larger than 24 inches in any dimension.
2. Only the name(s) of those being met may be used.
3. Signs on reusable surfaces including electronic message displays are permitted provided they do not exceed 24 inches in any dimension.



4. Company logo or name of organization or group may be used in lieu of names of those being met when appropriate.

Any sign not meeting Airport Authority approval will be subject to immediate removal. No hand-held signs will be permitted in areas other than those mentioned.

HOLD ROOMS.

All displays in hold rooms shall be permanent and affixed to the wall or backdrop of the ticket lift counter. No displays will be permitted on the ticket lift counter. No special promotional displays will be permitted in the hold rooms except as provided below.

SPECIAL PROMOTIONS.

When a carrier introduces new service to the Airport, special promotional banners will be permitted for a period of forty-five (45) days. Location of the banners is subject to Authority approval. Additional displays promoting new service may be permitted, subject to approval by the Authority and the condition that such service has a direct relationship to the Airport. No signage shall include fares or other pricing information.

CONCESSION AREAS.

No displays of any kind are authorized to be displayed on glass partitions in concession areas. Special informational signs may be authorized on an individual basis. Display materials to be viewed from outside the shop should be placed on stands or easels inside the concession areas.



APPENDIX C: POLICY REGARDING FREE SPEECH AND OTHER ACTIVITIES

ARTICLE I - GENERAL

1. **APPLICABILITY.** This Free Speech Policy applies to all persons and entities entering upon or using the Airport to conduct First Amendment Activities as defined herein.
2. **PURPOSE.** The Authority's primary objective in operating the Airport is to provide customers and Airport users with a safe, secure, and customer-focused traveling experience. As a government proprietor, the Authority recognizes its obligation to permit certain First Amendment Activities at the Airport. However, the Authority also recognizes that it may impose reasonable restrictions on those First Amendment Activities to ensure continued operation of the Airport and to provide the traveling public with a safe and efficient transportation facility. Accordingly, by adoption of this Free Speech Policy, the Authority provides designated space for First Amendment Activities, and restricts the time, place and manner in which First Amendment Activities may occur in or on the Airport in order to ensure the safe and orderly use of the Airport by travelers and Airport employees.
3. **DEFINITIONS.** Capitalized terms used in this Free Speech Policy shall have the same meaning assigned in the Rules and Regulations, except that the following terms as used in this Free Speech Policy shall have the following meanings:
 - a. "Commercial Solicitation" shall mean the oral or written request for funds, signatures or anything of value conducted by a person to or with passers-by in a continuous and repetitive manner, including without limitation offering any property or service for sale.
 - b. "Expressive Activity Areas" shall mean (i) an outside area on the upper level of the main passenger Terminal past the rideshare shelter, and (ii) a portion of the baggage claim area, between the baggage return carousel and the wall, as both of these areas may be specifically delineated by the Permit Coordinator.
 - c. "First Amendment Activity" shall mean conducting or participating in any form of demonstration, including picketing, parades, marches, sit-ins and public assemblies; distributing pamphlets, books or other written, printed or graphic material; or other activity protected by the First Amendment to the U.S. Constitution and conducted with or directed towards passers-by in a continuous or repetitive manner.
 - d. "Permit Coordinator" shall mean a person designated by the Authority or the Executive Director with authorization to review and approve or deny applications for permits under this Free Speech Policy, and to cancel, suspend, or impose conditions upon any issued or active permits under this Free Speech Policy.
 - e. "Terminal" shall mean the building and related facilities designed to provide passenger amenities and services related to the enplaning and deplaning of passengers and the operation of air travel at the Airport and includes appurtenant sidewalks and roadways. Terminal shall include both the commercial airline terminal and general aviation terminal.

ARTICLE II - NON-COMMERCIAL / FIRST AMENDMENT ACTIVITIES

1. **AIRPORT'S PURPOSE.** The primary purpose of the Airport is to provide for the safe, secure and efficient transportation of passengers by air and to provide passenger and airline amenities and services related to the enplaning and deplaning of passengers and the operation of airlines. The Airport, the Terminal, and its adjacent sidewalks and parking areas are not public fora. By permitting limited First Amendment Activities in the Expressive Activity Areas in accordance with this Policy, the Authority does not intend for the any portion of the Airport to become a public forum for dissemination, debate, or discussion of political, social, or religious issues.



2. **PERMIT REQUIRED.** Any person seeking to conduct or participate in a First Amendment Activity must do so from, in, or upon the Expressive Activity Areas, and shall submit a permit application to the Permit Coordinator to do so no later than three (3) business days and not more than twenty (20) days before the proposed First Amendment Activity. The permit application is available on the Authority's website at www.flyabe.com and at the end of this Free Speech Policy.
3. **REVIEW OF APPLICATION.** The Permit Coordinator shall review each application on a first-come, first-served basis, and within three (3) business days following receipt of the application by the Permit Coordinator issue a permit, or else furnish the applicant with a written statement setting forth the reason for the application's denial. The Permit Coordinator may deny an application to conduct a First Amendment Activity only for the following reasons:
 - a. The applicant has not complied with this Free Speech Policy;
 - b. The applicant has made false statements in the application;
 - c. The applicant (including any partner, officer, director, or trustee) or an agent thereof has had a permit revoked by the Authority for a violation of this Free Speech Policy or the conditions of such permit within the preceding sixty (60) days;
 - d. The proposed activity is for Commercial Solicitation or does not constitute protected free speech;
 - e. The subject matter (not the viewpoint) or mechanism of the proposed activity would (i) incite riots or crime, (ii) constitute fighting words, (iii) be lewd, (iv) be obscene, or (v) be otherwise unreasonably disruptive of normal Airport operations;
 - f. There is no space in a designated Expressive Activity Area available for the proposed activity during the time and date requested; or
 - g. The proposed First Amendment Activity cannot safely be accommodated at the Airport during the requested time period.
4. **CONDITIONS OF ISSUANCE.** Permission granted by the Authority to enter upon and/or use the Airport, Terminal, or any portion thereof to conduct First Amendment Activities shall be conditioned upon compliance with all applicable federal, state, and local laws and regulations, as well as the Rules and Regulations and this Free Speech Policy. The Permit Coordinator may verify the truthfulness and completeness of the information provided on the application and may impose specific requirements for the exercise of the proposed First Amendment Activity to prevent interference with Airport operations, safety, security, and ingress and egress from the Airport, Terminal, and adjacent areas.
5. **PERMIT APPEALS.** At the option of the applicant or permittee, the decision of the Permit Coordinator denying, revoking, or suspending a permit may be appealed to the Executive Director. The Executive Director's decision on appeal shall be final.
6. **PERMIT CONTENTS AND DURATION.** Permits shall bear the name and address of the permit holder conducting the First Amendment Activity, and the location at which the First Amendment Activity is authorized and shall be displayed by the permit holder at all times that the permit holder is undertaking First Amendment Activities at the Airport. Permits may not be issued for a time period in excess of thirty (30) days but may be renewed. Permits shall not authorize First Amendment Activities for more than seven (7) consecutive days.
7. **IDENTIFICATION.** All participants in First Amendment Activities must be able to present a valid permit to any police officer or Authority employee upon request.
8. **AUTHORITY TO RELOCATE.** The Permit Coordinator or Executive Director may direct participants in First Amendment Activities to move from one location to another at the Airport and/or disperse such activity upon reasonable notice to the participants when, in the judgement of the Permit Coordinator or Executive Director, such action is necessary or desirable for the safety, security, or efficiency of the transportation function of the Airport.
9. **SUSPENSION OR REVOCATION OF A PERMIT.** The Permit Coordinator or Executive Director may suspend or revoke a permit without notice in the event of an emergency or situation that adversely affects safety of persons or property, when necessary to implement required emergency security procedures, or for a violation of the terms and conditions of the permit or this Free Speech Policy.



10. STANDARDS OF CONDUCT.

- a. No person engaged in a First Amendment Activity may physically or verbally obstruct, delay, harass, intimidate, or interfere with the free movement of any person in, at or on the Terminal or the Airport;
- b. First Amendment Activities shall be undertaken only by those persons with a valid permit during the times and within the areas designated by the Permit Coordinator and specified in the permit;
- c. First Amendment Activities shall not be permitted in those portions of the Airport or Terminal that are not open to the general public, including sterile areas;
- d. No person may engage in First Amendment Activities within ten (10) feet of any person waiting in line or any person loading and unloading baggage;
- e. Use sound or voice amplifying apparatuses in or adjacent to the Terminal, whether electronic or by other means, is prohibited;
- f. Tables, stands, chairs, or other structures shall not be placed in or on the Airport, with exception of folding chairs for participants with a certified physical disability;
- g. No person shall intentionally leave any items unattended, including those intended for distribution to passersby.
- h. Persons participating in First Amendment Activities must obey all directions of police officers and Authority staff in order to facilitate movement of Airport customers and traffic in to and from the Airport, Terminal, and adjacent walkways and roadways; and
- i. All signs used in connection with First Amendment Activities shall be no larger than twenty-two (22) inches by twenty-eight (28) inches and shall not be supported by sticks, poles, or other rigid holders.

ARTICLE III - MISCELLANEOUS

1. **AMENDMENTS.** This Free Speech Policy may be amended as necessary or appropriate by the Authority at any time and for any reason, without prior notice. Any revisions or amendments to this Free Speech Policy shall be in writing and supplied to all current permit holders. A member of the public may obtain a current copy of this Free Speech Policy from the Executive Director, during normal business days and hours.
2. **SEVERABILITY.** Should any portion of this Free Speech Policy be declared unlawful or unconstitutional, the remaining provisions shall remain in full force and effect.
3. **INTERPRETATION.** For all terms used in this Free Speech Policy, the masculine gender shall include the feminine, and the singular shall include the plural, where indicated by context.

APPLICATION TO CONDUCT FIRST AMENDMENT ACTIVITIES.

Each applicant to conduct First Amendment Activities at the Airport must submit a written application with the following information:

1. The name and address of the applicant and the applicant's legal status (i.e., a natural person, partnership, corporation, association, or other organization);
2. The date(s) of the proposed activity and time(s) of day the proposed activity will occur;
3. The names, address, mobile telephone numbers, and email addresses of an individual(s) who will act as the applicant's responsible agent, and will be present in or on the Airport during the proposed activity;



4. A statement as to whether the applicant (including all partners, officers, directors or trustees thereof) or its agents have had a prior permit revoked for violation of the Free Speech Policy.
5. The nature, purpose, and subject matter of the proposed activity;
6. Each location at which the activity is proposed to be conducted, which must be Expressive Activity Area(s) as defined in the Free Speech Policy; and
7. The number of participants in the proposed activity.



APPENDIX D: T-HANGAR POLICIES

- A.** No person shall utilize Authority-owned T-hangars for any commercial use not specifically authorized in a lease agreement by the Executive Director.
- B.** No person shall utilize T-hangars for anything other than for storage or for preventative maintenance (as defined under 14 CFR Part 43, Appendix C) of the tenants' personal aircraft without specific, written authorization of the Executive Director.
- C.** Only the following electrical appliances are permitted in T-hangars: (i) winch, (ii) dipstick heater, (iii) trouble lights, and (iv) portable tools. All such appliances should be properly grounded. No electrical motor or appliance is to be located within 18 inches of the T-hangar floor.
- D.** Aircraft must not be fueled in a T-Hangar.
- E.** Aircraft batteries must not be charged while any portion of the aircraft is in the T-Hangar.
- F.** Area heaters, regardless of type, are not permitted in the T-Hangars. Open flame operations of any kind are strictly prohibited. Smoking is prohibited in the T-Hangars.
- G.** T-Hangar floors must be kept free of debris and flammable materials. Flammable liquids may be stored if in quantities and containers which meet local fire codes.
- H.** Lessees of T-Hangar facilities shall comply with all applicable Federal, State, Local and LNAA rules, regulations, statutes, and ordinances.
- I.** Modification of any T-Hangar is prohibited unless the written approval of the LNAA is granted.
- J.** Suspending or storing items from T-Hangar ceilings or beams is prohibited.
- K.** Attaching shelving or other items to T-Hangar walls is prohibited.
- L.** Locks for T-Hangars shall be provided by LNAA.
- M.** Waste oil or fuel is not to be disposed of in a drain or on the ground. It must be disposed of in a container approved by the LNAA.
- N.** T-Hangar tenants are permitted to use the T-Hangar taxilanes for ground vehicular access to their hangar, subject to the exercise of due caution. Aircraft have the right-of-way at all times. Vehicles utilized for driving to and from the Airport may be parked inside the T-Hangar leased to the tenant, provided tenant has driving privileges for the area in question and only when the aircraft is in use and not occupying the T-Hangar.
- O.** Repair of doors or other maintenance discrepancies should not be attempted by the tenant. Should door maintenance or other service be required, contact the Authority Administration for assistance.
- P.** Painting or doping are prohibited inside T-Hangars or in the T-Hangar area.
- Q.** All hangars and T-Hangars will be periodically inspected by the Authority, without prior notice.



APPENDIX E: SPECIAL EVENTS

1. Special Events include but are not limited to the following:

- Air shows
- Fly-in meets
- Parachute team demonstrations
- Any use of Airport Authority facilities by community organizations or other groups
- Existing Airport tenants proposing a use outside the scope of their lease agreement with the Airport Authority.

All Special Events require written coordination with and final written approval by the Executive Director.

Sponsor(s) of proposed Special Events must submit an event application via the Airport Authority website and pay a non-refundable Application Fee pursuant to Airport Authority's Properties Department schedule of fees. The Airport Authority is not obligated to consider or approve any special event.

2. All Special Events require written authorization by the Executive Director in the initial planning stage. The authorization will be in the form of a letter of authorization from the Executive Director to the Special Event sponsor (and/or a permit agreement executed by the parties) in which the sponsor is recognized as involved in the planning process for a specific type of Special Event. The letter of authorization may be used as an introduction to other local government agencies, the FAA, potential event sponsors and local business leaders. The letter will recognize the Special Event sponsor as a legitimate representative of a proposed Special Event, that the type of Special Event is suitable and compatible with the policies of the Airport Authority and that the sponsor is authorized to pursue the planning process. Approved Special Events are subject to a Special Event Fee in addition to the non-refundable Application Fee referenced above. The Airport Authority may assess additional fees over and above this base Special Event Fee depending on the specific nature of the Special Event and costs incurred by the Authority, including but not limited to event support required of Airport Authority personnel.
3. All Special Events, whether an entrance fee applies or not, must be officially approved by the Executive Director in the form of a Special Events Permit or License, and may require FAA and/or PennDOT approval depending on the nature of the Special Event.

The Executive Director, at his or her discretion, may decide that a Special Event will require the approval of the Board of Governors. If a Board of Governors approval is required, the minimum time needed to receive the approval is ninety (90) days.

4. All Special Events for which a fee is charged by the sponsor for admission must be coordinated with the Executive Director prior to the granting of a Special Event Permit.
5. The Special Event sponsor will be required to obtain liability insurance for the event. The insurance policy will identify the Airport Authority as a "named insured" for the event. In addition, a hold harmless agreement may be required. Depending on the nature of the event, other types of coverage may be required (e.g., liquor liability, automobile liability, etc.).

MANDATORY COMPLIANCE BY SPECIAL EVENT SPONSOR

1. The sponsor must coordinate road and highway impacts with LNAA's Public Safety Department.
2. The sponsor must prepare and present to the Executive Director an "adverse weather" plan for the Special Event.
3. The sponsor must make arrangements for ambulance, auto towing, garbage pick-up, refuse clean-up, structural fire and ARFF services.
4. The Special Event must be planned to accommodate the normal ingress and egress of motor vehicles for those persons involved in passenger carrier flights, general aviation users of the airport, or other business activities conducted at the airport.



5. Airport runways and/or landside “closure” must be coordinated in advance with the Executive Director and other users of the airport.
6. A Special Event that involves aerobatic maneuvers by aircraft must be coordinated with the Executive Director and the local Flight Standards District Office of the FAA.
7. Failure of the sponsor to adequately perform trash and litter clean-up of the Airport and repair or compensate for damaged property as a result of the Special Event will be billed for extra overhead expense and damages by the Airport Authority.

Special Events involving aerial activities that are not of a routine nature for the Airport will require the designation and approval of an “Air Boss” who is experienced in directing and controlling the aerial activities planned for the event. The person designated as “Air Boss” must be approved by the Executive Director.

These stipulations are not exhaustive and may be expanded on a case-basis, in Airport Authority’s determination, based on the specific requirements and considerations of any approved Special Event.



RULES AND REGULATIONS
LEHIGH VALLEY INTERNATIONAL AIRPORT

2024

