

ITHACA TOMPKINS REGIONAL AIRPORT

RULES AND REGULATIONS

AND

MINIMUM STANDARDS

ADOPTED JULY 16, 2002

Robert A. Nicholas
Airport Manager

AIRPORT RULES AND REGULATIONS

EFFECTIVE REVISION DATE: JULY 16, 2002

Supercedes All Previous Airport Rules & Regulations

ITHACA TOMPKINS REGIONAL AIRPORT

Robert A. Nicholas
Airport Manager

Approved by Tompkins County Board of Representatives

JULY 16, 2002

RECORD OF CHANGE

CHANGE NUMBER	PAGE NUMBERS	SECTION/TITLE	DATE APPROVED
1	All Pages	All	07/16/2002

TABLE OF CONTENTS

INDEX

SECTION ONE

General Provisions

SECTION TWO

Aircraft Operations

SECTION THREE

Aircraft Fueling Defueling and Deicing

SECTION FOUR

Vehicle and Equipment Operations

SECTION FIVE

Airport Security

SECTION SIX

Fire and Safety

SECTION SEVEN

Non-Commercial Flying Clubs

SECTION EIGHT

Employee, Tenant, and Public Parking

SECTION NINE

Commercial Ground Transportation Operations

SECTION TEN

Fees, Rates and Charges

SECTION ELEVEN

Violations, Penalties And Fines

INDEX

	Section #
Accident Investigation	4.18
Accident Report	4.19
Administration and Enforcement.....	1.4
Air Operations Area	1.20
Aircraft Flight and Ground Operations	2.3
Aircraft Parking.....	2.2
Airfield Access.....	4.20
Alcohol & Drugs.....	1.17, 4.13, 9.6
Authority.....	1.3
 Compliance	 1.2
 De-icing	 3.14
Definitions.....	1.20
 Electrical Equipment (Use of).....	 3.2
Employee Parking.....	8.7
Enforcement Authority	11.2
Engine Run-Ups	2.4
 Fire Arms, Explosives, Other Weapons.....	 5.7
Fire Extinguishers.....	3.6, 6.7
Forms	1.9
Fuel Spills.....	3.3
Fueling.....	3.1
 Identification Display/Possession.....	 5.3
 Open Flame.....	 3.12, 6.3
 Parking (A.O.A.)	 4.16
Passenger Enplaning/Deplaning.....	2.10
 Records.....	 1.10

INDEX (Cont.)

Section #

Self Refueling.....3.13

Speed Limits4.5

State Driver License.....4.8

Taxicabs8.4

T-Hangars and Tiedowns2.15

Transient Parking (Aircraft)2.16

Unnecessary Driving.....4.14

Unsafe Vehicle4.6

Use of Headlights.....4.12

Vehicle Escort.....4.9

Vehicle Maintenance.....4.15

Vehicle Operations Around Aircraft4.10

SECTION ONE GENERAL PROVISIONS

1.1 PURPOSE

The purpose of this manual is to disseminate Rules and Regulations for Airport approved operating procedures and safety and security requirements at the Ithaca Tompkins Regional Airport.

1.2 COMPLIANCE

The Federal Aviation Administration (FAA) approved Airport Security Plan (ASP) for Ithaca Tompkins Regional Airport requires control of access to each air operations area, to prevent the entry of unauthorized persons and ground vehicles and to control the movement of authorized persons and ground vehicles. The FAA approved Airport Certification Manual (ACM) for Ithaca Tompkins Regional Airport outlines provisions for safety standards at the airport. These Rules and Regulations contain portions of the Airport Security Plan and Airport Certification Manual that pertain to safety and security requirements and provide for additional operating procedures. Should conflict exist between these Rules & Regulations and provisions in the approved Airport Security Plan and Airport Certification Manual, the FAA approved ASP and ACM shall take precedence.

1.3 AUTHORITY

This manual complies with applicable portions of Federal Aviation Regulations (FARs), FAA Advisory Circulars, Federal, State and local fire regulations and applicable NFPA guidelines and Tompkins County local laws, resolutions and ordinances. The Airport Manager shall at all times have authority to take such action as may be necessary to safeguard the people in attendance at the Airport and to maintain law and order, as well as restrict or terminate operations when required in the interest of safety.

1.4 ADMINISTRATION AND ENFORCEMENT

The Tompkins County Sheriff's Department, contract airport security firm and Airport Management and Operations Personnel shall administer and enforce the provisions of this manual. Violations of these Rules and Regulations may constitute infractions or misdemeanors punishable as set forth in Local Law No. 4 of 2002.

1.5 VIOLATIONS

Individuals, companies or other entities in violation of these Rules and Regulations are subject to fines and enforcement action as specified in Section Eleven.

1.6 AMMENDMENTS

The Airport Manager may adopt or amend any Rules and Regulations as may be necessary and as approved by the Board of Representatives to carry out the provisions of this manual. For situations not specifically covered by these Rules and Regulations, the Airport Manager shall make such determination as he or she may deem appropriate.

1.7 INTERPRETATION

In the event that an interpretation of any provision of these Rules and Regulations is required, the Airport Manager shall render such interpretation, and his determination shall be considered as final authority on the matter.

1.8 SEVERABILITY

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

1.9 FORMS

All airport forms, cards, decals, hang tags, and identification/access badges are as prescribed by the Airport Manager.

1.10 RECORDS

- a. Records shall be maintained by Airport Administration of all applications for identification/access media, airfield driver training records, employee parking passes, hangar tenant information and all lease and operating agreements.
- b. Every operating enterprise at the Airport shall maintain an up-to-date file containing the name and address and telephone number of all employees, pilots, based aircraft and owners of aircraft involved in its operations or enterprise. This information shall be available to the Airport Manager on request.

1.11 CONDUCT OF BUSINESS

- a. Commercial Use - No person, partnership, association or corporation shall use the Airport as a base or terminal for the carrying on of commercial aviation or freight, express or mail or for student flight, or other commercial purpose or transportation for hire without first securing a permit or lease from the County of Tompkins and paying the fees and charges agreed to with the County for such privileges.

- b. Concessions - No person shall engage in the sale of refreshments or any other commodity, gasoline, oil, rental or any conveyance of travel for instruction, business or pleasure or offer or solicit funds from the public at the Airport for any purpose, or post, such as advertising signs, without the payment of the rates and charges prescribed and agreed upon by both the County and such persons for use.
- c. Any individual, group of individuals, partnerships, or corporation (hereafter referred to as operator) during the conduct of any flight or other activity for which a charge is made for services by such operator, shall comply with the rules and regulations and pay fees and charges pursuant to an agreement made with the County in paragraph (a) of this section, unless the operator pays the fees prescribed by the County for other than contract operations. Government and military are exempt from all fees.
- d. Sales of fuel and fuel related products will only be allowed by contract with the County.
- e. FAA Advisory Circular 150/5190 will be used as a general guide for negotiating individual contracts for commercial operations.

1.12 CONSTRUCTION AND ALTERATION OF PROPERTY

No person shall do any construction, alteration, electrical, mechanical, decoration, advertising or other unspecified work in or to any existing building on the Airport without first securing written permission from the Airport Manager. Violators will be required to remove such work and return the premises to its former condition at their own expense.

1.13 ANIMALS

No person shall enter on the Airport property with an animal which is not restrained by a leash or confined in such a manner as to be under control at all times.

1.14 SANITATION

No person shall dispose of garbage, papers or other material or refuse on the Airport except in the receptacles provided for that purpose. Disposition of personal or off-airport refuse on Airport property or in airport receptacles is prohibited.

1.15 ENVIRONMENTAL LIABILITY

All airport tenants and users shall obey all federal, state, and local environmental laws and shall be wholly responsible for costs associated with fines or for clean-up of contamination brought about as a result of their actions, operations, the activities of their employees, their guests or invitees.

1.16 SIGNS AND OBSTRUCTIONS

No person shall construct or erect any sign or other obstruction of any type at the Airport without written permission of the Airport Manager. Such signs, when approved, shall be in compliance with such terms and conditions as the Airport manager may prescribe.

1.17 ALCOHOLIC BEVERAGES / ILLEGAL DRUGS

No person may consume alcoholic beverages on the Airport except on the premises where alcohol is sold under license. Such beverages must be purchased from the licensee. Possession, use, sale or intent to sell any illegal substance on Airport property is prohibited.

1.18 USE OF AIRPORT

Tenants and others may only use the airport for purposes directly associated with aviation unless specific permission has been given by the Airport Manager in writing. Hangars or other airport property may not be used for the storage of non-aviation related items. The Airport Manager may make arrangements for the removal of any such items and costs associated with such removal shall be the responsibility of the owner of the item or items.

1.19 DISCRIMINATION OR UNFAIR TREATMENT

Ithaca Tompkins Regional Airport shall be made available for public use on fair and reasonable terms and without unjust discrimination to all types, kinds, and classes of aeronautical use. No tenant shall be allowed to discriminate on the basis of race, creed, color, age, gender, or sexual orientation.

1.20 DEFINITIONS

a. AIR OPERATIONS AREA (AOA)

The Air Operations Area includes any part of the airport used or intended for use in landing, takeoffs, or surface maneuvering of aircraft. The Air Operations Area of the Ithaca Tompkins Regional Airport is divided into three areas:

1. **RUNWAYS AND TAXIWAYS** - This area includes both paved and turf runways (14-32) and (15-33) respectively, and all connecting and parallel taxiways.
2. **COMMERCIAL/AIR CARRIER APRON** - This area is adjacent to the main Terminal Building and is restricted to air carriers/commuters operating under lease agreements with the Airport. This area does not include the designated deicing area adjacent to the apron.
3. **GENERAL AVIATION AREAS** - All remaining areas on the airport used for maneuvering or parking of general aviation aircraft.

b. AIRCRAFT

Any and all contrivances now or hereafter used for the navigation of or flight in air or space including but not limited to airplanes, airships, dirigibles, helicopters, gliders, ultralights and amphibians but not parachutes.

c. AIRPORT

All land and improvements located within the geographical boundaries of the Ithaca Tompkins Regional Airport, Ithaca, New York. Airport can also mean the airport owner (Tompkins County) or its designated representative.

d. AIRPORT CERTIFICATION MANUAL (ACM)

Federal Aviation Administration (FAA) approved document outlining certification and operating requirements for the Ithaca Tompkins Regional Airport pursuant to Federal Aviation Regulation (FAR) Part 139.

e. AIRPORT MANAGER

The person in charge of the Airport for the County, his deputy or duly authorized representative.

f. AIRPORT SECURITY PLAN (ASP)

Federal Aviation Administration (FAA) approved document outlining security requirements for the Ithaca Tompkins Regional Airport pursuant to Federal Aviation Regulation (FAR) Part 107.

g. AIR TRAFFIC CONTROL TOWER (ATCT)

The FAA's facility, including personnel whose purpose is to control and provide separation for ground traffic on runways and taxiways and air traffic in local airspace around the Ithaca Tompkins Regional Airport.

h. BOARD

The Tompkins County Board of Representatives.

i. COMMERCIAL AIRCRAFT OPERATION

The operation of an aircraft for hire, lease, charter or flying lessons involving remuneration.

j. COUNTY

Tompkins County Board of Representatives or legally designated representative.

k. F.O.D.

Foreign Object Debris that is potentially hazardous to aircraft operation.

l. GENERAL AVIATION (GA)

That segment of aviation that includes all aircraft except the military and the commercial air carriers.

m. HIGHWAY

Those portions of the Airport designated and made available by the County to the public as public use roads.

n. PARKING STATION

A portion of the ground at Ithaca Tompkins Regional Airport set aside by the Airport for the purpose of parking vehicles upon compliance with the conditions prescribed by the Airport Manager.

o. PERSON

Any individual, firm, partnership, corporation, company, association, joint stock association or body political, and includes any trustee, receiver, assignee of similar representatives thereof.

p. SECURITY IDENTIFICATION DISPLAY AREA (SIDA)

The portion of the AOA that requires continuous display of Airport issued/approved identification badge unless under an Airport approved escort. This area includes the Commercial Apron and all baggage make-up areas as defined in the approved Airport Security Program.

q. SELF REFUELING

The act of an aircraft owner or operator refueling his own aircraft with petroleum products supplied by an off-airport supplier.

r. T-HANGAR

Hangar Storage facilities for small aircraft.

s. TIEDOWNS

Designated aircraft parking apron areas with accommodations for securing small aircraft to the ground with rope, chain or cable.

t. TRAFFIC PATTERNS

The rules and regulations prescribed from time to time by the Federal Aviation Administration and Ithaca Tompkins Regional Airport regulating the takeoff, landing and taxi procedures at the Airport.

u. VEHICLES

Every device in, upon or by which a person or property is or may be transported or drawn upon a highway, field or woodland.

SECTION TWO AIRCRAFT OPERATIONS

2.1 GENERAL

All aircraft owners, all personnel using the Airport facilities, and all private, commercial and student pilots will be bound by the following rules and regulations governing operation of aircraft at and on the Airport.

- a. At no time shall aircraft be operated contrary to or in violation of the rules and regulations as imposed by the FAA or New York State Aviation Laws. Such statutes shall also govern owner, mechanic and aircraft certification. The air traffic rules as established by the Federal Aviation Administration are adopted and made a part hereof.
- b. All operators must know and familiarize their personnel and regular tenants with rules herein; furthermore, flight instructors shall be responsible for the respective student pilots under their supervision.

2.2 AIRCRAFT PARKING

All aircraft will park in a designated parking area at the Airport. The Manager or his representative shall have the authority to remove any aircraft left in other than designated parking areas. The owner of the aircraft shall be responsible for costs incurred in making such removal and the owner will be responsible for any damage.

2.3 FLIGHT AND GROUND OPERATION

The following rules apply to all aircraft operating on and in the vicinity of the Airport:

- a. All aircraft are to use paved runways, taxiways, and ramps.
- b. Aircraft may use turf runway, if open, for training purposes only.
- c. No person shall operate an aircraft on or occupy a runway so as to cause a hazard to other aircraft or property.
- d. All aircraft shall be taxied at a safe speed.
- e. No aircraft engine shall be started or run unless a competent operator is in the aircraft attending to the controls. Special running may be performed if the aircraft is tied down, brakes set, wheels chocked and observed at all times by a responsible person.
- f. Aircraft engines shall not be started or run in the hangars.

- g. Starting of aircraft engines is prohibited where jet/prop blast may cause harm to spectators and/or parking areas or create a hazard.
- h. In order to restore flight service, the Airport Manager may remove (after NTSB/FSDO approval, if needed) damaged aircraft from the landing areas and ramp areas at the expense of the owner and without liability for damage which may result in the course of such removal. Aircraft or part thereof involved in an accident causing serious or fatal injury to any person shall not be removed or disturbed except:
 - 1. To give assistance to trapped victims.
 - 2. By authorization of the NTSB, the Airport Manager, or County Coroner.
- i. Aircraft landing at the Airport shall make the landing runway available to others by leaving the runway as promptly as safe operation permits.
- j. All reciprocating aircraft shall use a 1,000 foot AGL (2100 MSL) left hand rectangular traffic pattern, of which the first turn after takeoff is commenced at an altitude of 400 feet AGL, minimum, and after the end of the runway has been passed, with a radius of not less than 1/2 mile or more and 1 mile from runway 14-32, unless cleared by Air Traffic Control. No patterns will be flown over the Airport buildings or ramps below traffic pattern altitude, (see attachment #1) unless approved by ATC. Approaching aircraft shall enter into the traffic pattern at a 45 degree angle to the downwind leg at the midfield position of the runway, or as advised by ATC. Aircraft will depart the pattern either straight out or on a 45 degree angle to the left of centerline or as advised by ATC. Deviations may only be approved by ATC.
- k. Turbo Prop and Jet Aircraft shall conform to a left hand circular traffic pattern at an altitude of 1,500 feet AGL (2600 MSL) with a radius of not less than 1 1/2 miles from runway 14-32, unless cleared by ATC (see attachment #1). Deviations may only be approved by ATC (reference Advisory Circular 90-66).
- l. When ceiling is such that compliance with FAA regulations is impossible at the prescribed traffic pattern altitudes, the pattern altitudes may be reduced as necessary down to, but no lower than, an altitude in accordance with applicable FAA regulations.
- n. For calm winds (5 knots or less) Runway 32 shall be used, unless ATC has been advised or traffic advisory received.
- o. Straight-in approaches are allowable only after ATC has been advised and approves such an approach.
- p. When the Tower is not in operation, position and intention advisories will be transmitted on Common Traffic Advisory Frequency (CTAF) prior to and while in the traffic pattern; prior to taxi; during taxi operations; prior to entering the runway; and prior to takeoff.

2.4 ENGINE RUN-UPS

It is the policy of Ithaca Tompkins Regional Airport that all aircraft operations on the Airport shall be conducted in such a manner that noise impact on the community is minimized; and to preclude the possibility of undue nuisance or damage to persons or property.

- a. Aircraft must be staffed with properly trained and authorized personnel.
- b. Maintenance run-ups are strictly prohibited between the hours of 11:00 p.m. and 6:00 a.m. Necessary pre-flight run-ups normally made immediately prior to takeoff will be allowed with due consideration to noise and only to the extent necessary.
- c. Engine run-ups should be performed on the parallel taxiway at the approach end of Runway 32 or in an area designated by Airport management. When possible, the aircraft should be positioned facing North.
- d. The aircraft operator shall take necessary precautions to diminish exposure of persons or property to prop wash, jet blast and noise. The operator will be held responsible for any damage to persons or property caused by operation of the aircraft.
- e. Unless operational procedures require, no more than one engine shall be run-up above idle power at any time during run-up. Power applied shall be held to a level required for conducting the maintenance check.
- f. Any spills, leaks or debris from the aircraft or associated ground equipment must be cleaned up immediately.

2.5 INTERFERING AND TAMPERING WITH AIRCRAFT

No person shall interfere or tamper with any aircraft, put into motion the engine of such aircraft or use any aircraft, aircraft parts, instruments or tools without permission of the owner or satisfactory evidence of the right to do so, presented to the Airport Manager or his representative upon request.

2.6 AIRCRAFT REPAIR LOCATIONS

No aircraft, aircraft engines, propeller and apparatus shall be repaired in any area of the Airport other than those specified by the Airport Manager unless otherwise provided in a lease or other agreement.

2.7 FUEL, CLEANERS AND OTHER HAZARDOUS MATERIALS

No aircraft or engines may be washed down and no mechanical work done on aircraft or ground vehicles involving fuel or other material which will soften or damage surfaces, create a fire hazard or violate EPA/NYS DEC regulations. Any violations assessed will become the responsibility of the party or parties conducting such activities.

2.8 DERELICT AIRCRAFT, VEHICLES OR EQUIPMENT

The Airport Manager may make arrangements to remove or destroy derelict or abandoned aircraft, vehicles, equipment or other property from the Airport. Costs associated with this will be the responsibility of the owner of the aircraft, vehicle or equipment.

2.9 PASSENGER GATE PARKING, POSITION AND MOVEMENT

- a. Use of ramp space at passenger gates shall be limited to that time actually necessary to enplane and deplane passengers or cargo. Additional time at gates may be utilized for the convenience of aircraft operators but only when a person capable of moving the plane is immediately available and if said plane is moved whenever necessary to accommodate other operators desiring to use gates for the purpose of enplaning or deplaning passengers. Otherwise, the aircraft may be moved at the owner's risk and expense. Normal maximum gate parking will be 30 minutes or as determined by the Airport Manager.
- b. There shall be only one aircraft parked at a terminal gate at a time. The aircraft shall be parked on gate position markings or in a manner prescribed by Airport management.
- c. Aircraft parked nose in to the Terminal must push back via aircraft tug or powered out in a forward direction. Absolutely no power-back operations are allowed.
- d. Aircraft shall not be taxied, towed or pushed on any runway/taxiway until specifically cleared to do so by ATC.
- e. Ramp personnel (wing walkers) shall be utilized to monitor an aircraft being pushed back whenever another aircraft is parked at an adjacent gate position.

2.10 PASSENGER ENPLANING / DEPLANING

- a. All air carrier and commuter aircraft shall be loaded or unloaded, passengers enplaned or deplaned, in designated areas unless otherwise permitted by the Airport Manager and all passengers shall be channeled through designated routes to and from the terminal building and aircraft.

- b. Airline Customer Service Agents (CSA) shall be stationed to assist and direct passengers during ground level enplaning and deplaning. There shall be **no** enplaning or deplaning of passengers on the ramp when aircraft engine(s) are operating.
- c. Only trained and qualified personnel will operate loading bridges.

2.11 USE OF COMMERCIAL RAMP

- a. No surface painting or marking of the ramp or gate areas is allowed without approval from the Airport Manager.
- b. Each air carrier and commuter operator is responsible for the condition of any aircraft parking position occupied by company aircraft, and shall ensure it is free from safety hazards, fuel/oil spills, F.O.D. and unused ramp vehicles/equipment. Hazardous material spills shall be immediately and appropriately addressed, and all waste materials shall be properly handled and disposed of.

2.12 GENERAL AVIATION USE OF COMMERCIAL RAMP

General aviation private, business or corporate aircraft shall not enter or use terminal area gates without prior permission from the Airport Manager.

2.13 ACCIDENT REPORTS

Any person or owner of any aircraft or vehicle involved in any accident causing personal injury or property damage at the Airport shall immediately notify the Airport Manager or designee and provide necessary information to Airport Operations or Sheriff personnel to complete a written accident report.

2.14 DAMAGE TO AIRPORT PROPERTY

Any and all Ithaca Tompkins Regional Airport property destroyed, injured or damaged by accidents or otherwise shall be paid for by the party or parties responsible for such destruction, injury or damage thereto.

2.15 T-HANGARS AND TIEDOWNS

Lease of County owned and managed T-Hangars or Tiedown spaces will be in accordance with established lease agreements. Available spaces will assigned on a first come, first served basis. In the event no spaces are available, a waiting list will be established which will be used to assign future spaces as they become available.

2.16 AIRCRAFT TRANSIENT PARKING

- a. The use of Transient Aircraft Parking Areas for conducting scheduled air carrier operations or for the display, demonstration, or sale of new and used aircraft in connection with a business or commercial enterprise is prohibited.
- b. Transient Area parking is provided primarily for use by transient (non-based) aircraft.
- c. Transient Area parking shall be operated on a first-come, first-served basis. Spaces may not be reserved.
- d. All aircraft, when left unattended, must have a wheel chock properly positioned on at least one main tire and/or nose gear tire. Where provisions are available to tie down aircraft or secure in another manner, all fixed-wing aircraft will be properly tied down at all times.
- e. No aircraft shall be parked or positioned in such a manner that the aircraft creates a hazard or otherwise interferes with the safe and efficient flow of other aircraft or vehicles or encroaches upon roadways, taxilanes or taxiways.
- f. No aircraft shall be parked closer than three (3) feet from any portion of another aircraft; nor shall overlap any structural member of another aircraft.
- g. No aircraft shall be parked or positioned in other than a designated space for the purpose of fueling, or for the enplaning or deplaning of passengers or cargo.
- i. No vehicle shall be parked or positioned in such a manner that the vehicle creates a hazard, or otherwise interferes with the safe and efficient flow of aircraft to and from the Transient Parking Areas.
- j. Private vehicles, including rental cars, shall not be parked or left unattended on the Transient Parking Areas.
- k. Only those fuel trucks and other ramp support vehicles that are either being manned or are being used for direct support of transient operations are allowed on any Transient Parking Area. All vehicles not in use or not needed must be parked on leased premises.
- l. No aircraft with a maximum gross weight certification heavier than seventy-one thousand (71,000) pounds single-wheel gear, or ninety thousand (90,000) pounds dual-wheel gear or one hundred forty thousand (140,000) pounds dual tandem-wheel gear, shall occupy the "Jet" Transient Parking Area unless approved by the Airport Manager, or by his authorized representative.
- m. Rotary wing aircraft will park in designated helipad spaces when available.

- n. Use of the Transient Parking Areas is subject to the payment of fees as specified by the Airport Manager.
- o. No aircraft maintenance shall be conducted on Transient Aircraft Parking Areas except that which is of an emergency nature; and which is absolutely necessary to allow safe movement (towing) of the aircraft. Once an aircraft can be safely moved, it shall be relocated to a maintenance shop or area designated by the aircraft operator for the completion of repairs.
- p. Transient aircraft shall not be permitted to park on transient areas for more than thirty (30) days out of any sixty (60) day period without written permission from the Airport Manager or his authorized representative.
- q. Based aircraft are limited to a maximum of two (2) hours parking, within any twenty-four (24) hour period unless prior approval has been given by the Airport Manager, or by his authorized representative.

SECTION THREE AIRCRAFT FUELING, DEFUELING AND DEICING

3.1 FUELING

All aircraft fueling/fuel farm activities take place under the authority of the Airport Manager. Only those persons authorized by the Airport Manager as part of a lease agreement, may supply fuel and/or fuel or defuel aircraft. These activities are subject to inspection under Federal Aviation Regulations Part 139. Any inspection or observed activity which results in a violation of the Airport's or FAA's regulations shall be terminated immediately and the situation corrected. No aircraft shall be fueled or defueled while inside a hangar or enclosed space, in an area posted or marked indicating that fueling operations are prohibited in that area or while any engine is running or being warmed up by the application of external heat.

3.2 ELECTRICAL EQUIPMENT AND SWITCHES

No electrical switches will be actuated and all radio transmitters, receivers, and radar shall be off during fuel-servicing operations. Battery chargers shall not be connected, operated or disconnected and ground power units shall not be connected or disconnected while conducting fuel-servicing operations.

3.3 FUEL SPILLAGE

Persons engaged in fueling shall exercise extreme care to prevent overflow of fuel. Any fuel spillage will be immediately reported to Airport personnel. Any costs associated with the spillage will be the responsibility of the person or company causing the spill.

3.4 PASSENGERS

No passenger(s) shall be permitted in any airline aircraft during fueling or defueling unless a passenger loading ramp or boarding stairs are in place at the cabin door, the door is open and a cabin attendant is at or near the cabin door.

3.5 STATIC DISCHARGE

No person shall use any materials during fueling or draining of fuel from aircraft which are likely to cause a static discharge.

3.6 FIRE EXTINGUISHERS

An adequate number of properly inspected fire extinguishers shall be within ready reach of personnel engaged in fueling or defueling operations.

3.7 STARTING ENGINES

No aircraft will start its engines when there is excessive fuel on the ground under such aircraft.

3.8 SUMP DRAINING

When draining the sumps of aircraft fuel tanks, fuel shall not be permitted to drip on macadamized surfaces, but must be caught in containers and the fluid disposed of in a safe manner.

3.9 FUELING EQUIPMENT

All fueling equipment required in fueling operations must meet all applicable Federal, State and Local regulations and must be equipped with static electrical grounding/bonding devices. Such devices must be used during any fueling or defueling operation. Exhaust systems will be in good repair. Fueling equipment will be parked in designated areas when not in use or enroute but at no time within 50 feet of an aircraft or building structure or within 10 feet of another fuel truck. At no time will fueling equipment enter into any structure. No fueling equipment shall be positioned in such a manner that it cannot be readily moved away from any aircraft in case of an emergency.

3.10 OVERFILLING

If fueling aircraft in hot weather and the aircraft is not departing immediately, the tanks will be filled so that fuel expansion will remain within its tank. The fuel dispensing organization will be held responsible for spillage damage and/or cleanup.

3.11 DISPLAY OF SIGNAGE

A "NO SMOKING" sign shall be displayed prominently on all sides of fuel farm areas or storage fuel tanks and on all sides and in cabs of fuel-servicing vehicles. All fuel storage tanks and equipment will be properly marked with appropriate fuel type signage.

3.12 OPEN FLAMES

Open flames shall not be allowed within fifty (50) feet of fuel servicing equipment. Open flames include, but are not limited to:

- a. Lighted cigarettes, cigars, pipes, etc.
- b. Exposed flame heaters (liquid, solid, gaseous devices, including portable and wheeled gasoline or kerosene heaters).

- c. Welding or cutting torches, blow torches, etc.
- d. Flare pots or other open flame lights.

3.13 SELF REFUELING

- a. These procedures do not allow for or apply to commercial fueling, where someone other than the actual operator of the aircraft is providing a fueling service of any kind. The owner/operator may be assisted by another person during the self-refueling process so long as the other party is not compensated in any manner for assistance or supplies.
- b. A method of self-dispensing Class I flammable liquids into a privately owned aircraft is allowable under applicable codes. This method requires the utilization of D.O.T. approved portable safety container(s) of 5-gallon capacity or less.
- c. The Airport will continue to enforce the following safety precautions upon individuals who elect to self fuel their aircraft utilizing D.O.T. approved 5-gallon safety container(s):
 - 1. Safety container(s) shall be of an approved type and shall be designed and constructed in accordance with nationally recognized standards and be D.O.T. approved. Maximum capacity of safety container(s) shall not exceed 5 US gallons. Transportation of Class I flammable liquids shall not exceed a total quantity of 50 US gallons or exceed the gross vehicle weight of the transport vehicle.
 - 2. Safety container(s) shall be adequately secured during transport and smoking will not be allowed inside of, or within 25 feet of, the transport vehicle.
 - 3. Dispensing shall not be performed where the public is invited or where there is unusual exposure to life and property.
 - 4. Dispensing will not be permitted within 15 feet of any building, any combustible material, or any storage of Class I, II or III flammable or combustible liquids, and shall be at least 25 feet from any opening in a building, property line, street, alley or public way.
 - 5. Dispensing shall be gravity fed from individual 5-gallon safety containers, with other full or empty containers stored at least 15 feet from the dispensing area.
 - 6. Smoking, open flame or other sources of ignition shall be prohibited within 50 feet of the dispensing area.

7. Empty flammable liquid safety containers shall be treated as if they were full, until they are purged of flammable vapors by an approved method.
 8. An approved portable fire extinguisher, having a minimum classification of 40-B, shall be provided and maintained within 50 feet of the operation for the extinguishment of fires.
 9. An approved means shall be provided to control and recover spilled fuel, such as an approved absorbent material. All such material shall be promptly and thoroughly cleaned up by the person fueling. All contaminated absorbent material will be considered hazardous waste and disposed of in accordance with Local, State and Federal laws, and none shall be left on airport property.
- d. Any request to fuel aircraft by means other than those outlined above, or by means other than from specifically designed, inspected, and permitted aircraft refueller vehicles, must be submitted in writing to the Manager for review.

3.14 DE-ICING

De-icing of aircraft will be conducted only in the location(s) designated for that purpose by the Airport Manager and using only those materials approved by the Airport Manager.

SECTION FOUR VEHICLE AND EQUIPMENT OPERATIONS

4.1 GENERAL

No person shall operate any motor vehicle on the Airport other than in accordance with these rules and regulations. Violation of any of these Rules and Regulations may lead to temporary suspension or permanent revocation of the privilege to operate a motor vehicle on the Airport. It is the intention of the Airport, through its enforcement activities, to encourage drivers to operate in an orderly and safe manner by complying with the rules and regulations contained herein. No person shall drive a vehicle on the Air Operations Area in violation of Federal, State or Local laws as applicable.

4.2 WHO MAY OPERATE

No person shall operate any motor vehicle or mobile equipment on the Air Operations Area (AOA) except:

- a. Persons assigned to duty thereon who have passed a ramp driving examination and who have been authorized by the Airport Manager.
- b. T-hangar tenants, other hangar tenants, and FAA staff to and from their hangar, or office, as applicable.

The privilege to operate a vehicle on the AOA may be suspended or revoked at any time by the Airport Manager or designee with or without cause.

4.3 ADEQUATE INSURANCE

All vehicles operating on the Air Operations Area must have adequate insurance with limits which will cover property damage or personal injury which could reasonably be expected to occur on airport property.

4.4 RESTRICTED DRIVING ON RUNWAYS/TAXIWAYS

No person under any circumstances (including emergency situations) shall drive a vehicle on any movement area, including runways or taxiways without first: 1) being authorized by the Airport Manager or designee; 2) receiving permission from the Air Traffic Control Tower, during hours of Tower operation, using a two-way radio on the Ground Control Frequency. All other vehicles will be escorted by an Airport representative or airport-authorized individual.

No person except as authorized by Airport staff shall drive across the Runway Protection Zones (RPZ) immediately adjacent to the runway ends or safety areas associated with runways or taxiways.

4.5 SPEED AND CONTROL

All motor vehicles and equipment shall be operated under the safe control of their drivers at all times, taking into consideration existing traffic and road conditions. Maximum allowable speeds are: 20 miles per hour under normal conditions; 10 mph with snow and/or ice on the ground; and 10 mph within 50 feet of a building or aircraft.

4.6 UNSAFE VEHICLE

No person shall drive a vehicle on the Air Operations Area if it is constructed, equipped, or loaded so as to endanger any persons or property. No vehicle shall be driven if found to have technical or mechanical defects, which may impair their safe or efficient operation.

4.7 AIRPORT ISSUED OR APPROVED IDENTIFICATION REQUIRED

Unless under approved escort, no person shall drive a vehicle on any Air Operations Area unless that person possesses a valid Ithaca Tompkins Regional Airport identification badge or other identification media as approved in the Airport Security Program (ASP).

4.8 STATE DRIVER LICENSE REQUIRED

No person shall drive a vehicle on any Air Operations Area unless that person possesses a valid New York State Driver License or a valid driver license from another state, if appropriate. The license must be in the person's possession while operating a vehicle on the Air Operations Area.

4.9 VEHICLE ESCORT

Vehicles and operators not possessing appropriate identification, license or having authorization by the Airport Manager or designee, must be under continuous escort by an Airport-authorized vehicle operator.

Emergency vehicles responding to an emergency on the Air Operations Area must do so under the direction of Airport Management or Operations personnel.

4.10 VEHICLE OPERATION AROUND AIRCRAFT

- a. At all times, and under all conditions, aircraft shall have the right-of-way. All vehicles shall pass to the rear of an aircraft whose engine(s) is (are) running. A minimum distance of one hundred (100) feet shall be maintained when passing to the rear of a jet aircraft when its engines are running. When a vehicle cannot pass to the rear of the aircraft, the driver shall stop and wait until the aircraft passes in front of him, or until the pilot motions for him to pass to the front of his aircraft.

- b. No person shall drive a vehicle under the wing of an aircraft unless the person is in the act of servicing the aircraft.
- c. No person shall drive a vehicle, other than those vehicles being used for aircraft servicing functions, within fifty (50) feet of an aircraft during fuel servicing operations.
- d. No person shall drive a vehicle between an aircraft and a departure/arrival gate when passengers are enplaning or deplaning.
- e. No person shall drive a vehicle in front of a taxiing aircraft.
- f. Vehicles shall use established vehicle routes or roadways where available, unless travel is confined to and associated with the immediate servicing area (shadow) of an aircraft.

4.11 PASSENGER SEATING

No person shall drive or ride in/on a vehicle unless that person occupies a seat intended for that use.

4.12 USE OF HEADLIGHTS

No person shall drive a vehicle after sunset, before sunrise, or during restricted visibility without the use of headlights.

4.13 ALCOHOL AND DRUGS

No person shall operate a vehicle or mobile equipment while under the influence of alcohol or drugs on any part of the Airport Operations Area.

4.14 UNNECESSARY DRIVING

Unnecessary driving on the Air Operations Area is prohibited. Drivers shall utilize the outer public streets to their fullest extent and exit the airfield at the nearest practical gate.

4.15 VEHICLE MAINTENANCE

No person shall repair any mechanical defect to a vehicle on the Air Operations Area except those minor repairs required for removing a disabled vehicle to a proper location.

4.16 PARKING

No vehicle may be parked in a T-hangar or tie-down area so as to obstruct the movement of aircraft or other vehicles. The Airport Manager reserves the right to remove and store, at the owner's expense, any vehicle which is parked on the Air Operations Area in violation

of these Rules and Regulations. The vehicle shall be subject to a lien for the cost of removal.

No person shall park any motorized ground equipment or vehicle near any aircraft in such a manner so as to prevent it or other ground equipment or vehicle from being readily driven or towed away from the aircraft in case of an emergency. Ramp equipment shall be parked in designated storage/staging areas when not in use, and shall not be left unattended outside of these designated storage/staging areas.

4.17 BICYCLES

Bicycles operating on the ramp will comply with all rules and regulations applicable to motor vehicles. Adequate headlights and reflectors shall be used on bicycles operated after sunset, before sunrise, or during restricted visibility.

4.18 ACCIDENT REPORT

The driver of any motor vehicle which is in any manner involved in an accident, originating from the operation of the motor vehicle, that has resulted in damage to County Property, or to other property, or in bodily injury to, or in the death of any person, or that involves any aircraft, shall immediately notify the Airport Manager or designee and provide necessary information to Airport Operations or Sheriff personnel to complete a written accident report.

4.19 ACCIDENT INVESTIGATION

Officers of the Tompkins County Sheriff or New York State Police may investigate accidents that occur on any part of the Airport and may gather evidence for the purpose of determining if any violation of a law or an ordinance contributed to the occurrence of such accident.

4.20 AIRFIELD ACCESS

Only one vehicle at a time shall access any portion of the AOA via an airfield gate unless the subsequent vehicle(s) and person(s) is/are under escort at all times while on the AOA. The vehicle gate must be activated by a valid Airport ID badge; the user must ensure the vehicle gate cycles completely (closes) prior to leaving; there shall be no unauthorized vehicles or pedestrians allowed to follow through an open gate. Vehicles exiting the AOA through an airfield gate shall, upon exiting, stop and wait to ensure the gate closes completely prior to departing the area.

SECTION FIVE AIRPORT SECURITY

5.1 GENERAL

All persons using the Airport are subject to Airport Security Regulations and Procedures, as set forth in the FAA approved Airport Security Plan (ASP) pursuant to FAR Part 107 and as amended from time to time. Due to the sensitive nature of security regulations, only those regulations which apply to individual tenants or users will be distributed to them or be displayed in appropriate locations. Security regulations are available for inspection in the Airport Manager's office.

5.2 RESPONSIBILITY

The Airport Manager exercises the authority for the issuing of ID badges, access media and keys, consistent with the FAA approved Airport Security Plan. Access/ID badges and/or keys may be issued to airport tenants, sub-tenants, employees, contractors or to owners and operators of based aircraft at Ithaca Tompkins Regional Airport.

- a. Each Airport tenant holding a lease of Airport premises shall be responsible for ensuring that all gates on such premises remain closed and locked except when in actual use and/or under conditions which will provide the access by authorized persons only. Each Airport tenant shall be responsible for the issuance of, and the accountability for, access media and keys issued to their respective sub-tenants and employees.
- b. All persons authorized and provided access media and/or keys, which permit access to Air Operations Areas, shall be responsible for the custody and control of same. Access media and/or keys shall be used for access to the Air Operations Areas for authorized purposes only. In the event that a key or other access media is lost or stolen, the person responsible for each shall notify Airport Management or Operations staff immediately.
- c. All tenants, sub-tenants, employees, and other persons, who have been issued access media and/or keys, shall surrender same to the Airport Manager, or to his designated representative, upon demand.

5.3 IDENTIFICATION DISPLAY/POSSESSION

All authorized personnel entering the Air Operations Area (AOA), Security Identification Display Area (SIDA) or other secured or restricted areas of the Airport shall appropriately display/possess Airport-approved identification issued specifically to that individual.

5.4 TRESPASS

Any person or persons not authorized to be on airport property, other than those who are being escorted by an authorized person who is able to produce evidence of such authorization, shall be subject to eviction and/or arrest by a law enforcement officer or airport security officer.

5.5 SECURITY VIOLATIONS

Any individual violating security regulations or procedures is subject to removal from Airport property, denial of future access or use and responsible for payment of any FAA related fines issued to that individual or the Airport Operator.

5.6 STERILE AREAS

All persons entering a sterile area are subject to security screening.

5.7 FIREARMS, EXPLOSIVES, OTHER WEAPONS

No person except police officers, duly authorized persons, post office, FBI personnel, County Airport employees or members of the Armed Forces of the United States on official duty and while in uniform of that branch of the service shall carry any firearms, explosives, incendiary devices or other dangerous weapons on the Airport without the written permission of the Airport Manager. Persons not authorized to carry firearms, explosives or other weapons shall be subject to immediate arrest.

SECTION SIX FIRE AND SAFETY

6.1 GENERAL

All persons employed or conducting activities at the Airport shall exercise a reasonable degree of safety to personnel or property at all times.

The Airport Manager, Fire Chief or designees will make periodic inspections of all buildings, structures and premises to ensure compliance with these Rules and Regulations.

6.2 SMOKING

No person shall smoke within 50 feet of a refueling or defueling process of aircraft or ground vehicles, in any posted no smoking area, or in any County owned building or vehicle.

6.3 OPEN FLAMES AND FIRES

No person shall start any open fires of any type, including welding, without the permission of the Airport Manager. Approved equipment used in the line of work is excluded.

6.4 INFLAMMABLE MATERIALS

With the exception of approved fuel storage facilities and aircraft fuel tanks, no person shall keep, store or discard any inflammable liquids or gasses, signal flares, explosives, poisons, radioactive or similar materials at the Airport unless otherwise specifically approved by the Airport Manager.

6.5 WASTE DISPOSAL

All waste material such as papers, garbage, etc. shall be removed from the Airport on a regular collection basis not less than once per week. Tenants and Airport users will obey all applicable County ordinances regarding trash removal and recycling.

6.6 DOPING

Doping and finishing processes shall be conducted in open areas or in properly ventilated rooms or building used for such.

6.7 FIRE EXTINGUISHERS

No County fire extinguisher or fire protection system shall be tampered with or used except in case of a fire. The Airport Manager or designee must be notified immediately when any extinguisher system has been used. Tenants and/or lessees shall supply and maintain

adequate and readily accessible fire extinguishers as are approved by the fire underwriters for the particular hazard involved. All extinguishers will be inspected for charge and condition at least once a month and the inspection recorded on a tag attached to each extinguisher.

6.8 TAMPERING

No County-owned Airport machinery or equipment, including blower motors, thermostats, heater valves, sprinkler valves and devices, shall be tampered with at any time. Only authorized County employees shall turn heaters or other HVAC equipment on and off in public areas or operate any other Airport equipment.

6.9 REPORTING FIRE

Any person observing any unattended or uncontrolled fire must immediately notify Airport Management or Operations or if unable to do so in a timely manner, call 911.

SECTION SEVEN NON-COMMERCIAL FLYING CLUBS

7.1 GENERAL

Flying Clubs must be nonprofit entities organized for the express purpose of providing their members with any number of aircraft for their personal use and enjoyment only. Aircraft must be vested in the name of the club or owners on a pro-rata share. The club may not derive greater revenue from the use of the aircraft than the cost to operate, maintain and replace the aircraft. A flying club has the right to fuel and maintain the aircraft with its members.

7.2 RECORDS

The Airport Manager has the right to require the Flying Club to furnish documents such as insurance policies, financial transactions and a current list of members, as reasonably necessary to ensure that the club is a nonprofit organization. The club shall provide the Airport Manager, or his designated representative, access to all club records at any reasonable time upon request.

7.3 MEMBERS

Flying Clubs and other Airport Tenants must maintain a current membership list and are responsible to see that all members and staff are familiar with the Airport Rules and Regulations, applicable portions of the Airport Certification Manual (ACM) and Airport Security Program (ASP). The County reserves the right to revoke the privilege of the Airport and its facilities to any club member, tenant staff member, or other airport user for violation of these Rules and Regulations.

7.4 WRITTEN APPROVAL

All non-commercial flying clubs, associations or groups operating at the Airport must obtain a written approval from the Airport Manager to so operate.

7.5 AIRCRAFT

Club aircraft may be flown only by club members and only for club purposes except when required for maintenance checks or necessary inspections.

7.6 FLIGHT INSTRUCTORS AND MECHANICS

Bona fide members of a non-commercial flying club, who are licensed mechanics or flight instructors, may render such services to club aircraft or to club members so long as any compensation received therefore is by way of personal utilization of club aircraft, rather than for compensation or reward in any other form. The club shall keep records to adequately reflect such transactions for each mechanic and flight instructor.

7.7 INSURANCE

Non-commercial flying clubs shall maintain insurance acceptable to the Ithaca Tompkins Regional Airport in full force and effect throughout the term of their use of the Airport. Coverages shall be on forms and endorsements that will protect owners, operators and the County of Tompkins from any negligent or wrongful act or omission arising out of ownership, use, or maintenance of owned and non-owned aircraft. Full limits of liability maintained must be certified. The coverage shall not be excess over other coverage, but shall be primary to full limit of liability without contribution from any insurance maintained by, or for the County of Tompkins, who shall be an additionally named insured. Written notice of cancellation or change shall be given to the Airport Manager thirty (30) days prior thereto. A current copy of the club's insurance policy or certificate of insurance shall be maintained on file with the Airport Manager.

7.8 ENFORCEMENT AND DENIAL OF AIRPORT USE

A flying club may be denied use of the Airport by the Airport Manager upon written notice if he determines that a club is no longer being operated in a non-commercial manner, is in violation of these Rules and Regulations or for other good cause.

**SECTION EIGHT
EMPLOYEE, TENANT AND PUBLIC PARKING**

8.1 GENERAL

The County may establish public parking areas at the Airport. Vehicles and equipment shall not be parked on the Airport other than in the locations and under conditions as may be specified by the County or Airport Manager.

8.2 FEES

The County may establish hourly, daily, weekly, and monthly parking area fees or any other kind of fee, as deemed appropriate, for motor vehicles of any and all types where not provided for in lease agreements.

8.3 RENTAL VEHICLES

Rental vehicles if allowed by contract shall park in accordance with provisions of the contract.

8.4 TAXICABS

Any owner or operator of a taxicab, rental car agency, limousine company, or any other vehicle shall not use public parking areas, roadways or any other areas at the Airport for the purpose of soliciting employment or business, unless specifically granted a license or permit to do so.

Taxicab or limousine companies contracted with the airport to provide ground transportation service shall park in an area or areas allocated for that purpose by the Airport Manager. Other taxicab companies, limousine companies, buses, courtesy vehicles or other ground transportation providers not contracted with the airport, shall park in an area other than that allocated to the airport's contracted ground transportation provider. Such area or areas shall be designated by the Airport Manager.

8.5 REMOVAL OF ILLEGALLY PARKED VEHICLES

Any vehicle found parked over allotted time in any parking area or in a non-parking area or in violation of any provision of these Rules and Regulations, the Airport Security Program or other law, may be ticketed and removed at the direction of the Airport Manager, the Sheriff or his Deputies or Police Officer, to any garage or other storage area designated by the Airport Manager, and shall be at the owner's expense and without liability to the County for any damage which may result in the course of such removal. Such removal shall be deemed the abatement of a nuisance or security violation and at the risk of the owner. Before any removal from the storage area of such vehicle, the owner or operator thereof shall pay to the towing company, the towing and storage charges.

8.6 PARKING ON COUNTY BUSINESS

County employees and officials using the airport on airport business may park in the public parking lot and receive free parking by having their parking ticket validated with the appropriate stamp. County employees and officials using the airport to travel on County business may park in the public parking lot and receive free parking by paying for the cost of parking and then submitting the receipt for reimbursement as part of a normal expense claim. Funds for this reimbursement should be taken from the budget of the department in which that person is employed. County employees and officials using the public parking lot for personal reasons or non-County business will pay the appropriate fee for use of the lot. No free parking will be given anywhere at the airport to County employees or officials using the airport for personal reasons or non-County business.

8.7 DESIGNATED EMPLOYEE PARKING

Persons authorized to use Employee Parking Lots are personnel of terminal tenants, approved contractors and Airport employees of the County of Tompkins whose work place is Ithaca Tompkins Regional Airport. No other person may park in employee lots unless given specific approval from the Airport Manager.

8.8 HANGTAGS

- a. The Airport Operator will issue hangtags to individuals authorized to park in employee parking lots. Hangtags are valid only for the vehicle which they are issued to and are not transferable unless prior arrangements with Airport Administration have been made. Hangtags shall be hung from the rear view mirrors. Vehicles not displaying hangtags are subject to ticketing and/or towing at the owners expense.
- b. Employers shall be responsible for recovering hangtags from terminated employees and from those who become ineligible to use the employee lot.
- c. Hangtag holders, who allow their hangtags to be used by any person(s) not authorized to use employee parking, are subject to the loss of employee parking privileges.
- d. Lost or stolen hangtags, and those issued to employees who have been terminated or who have otherwise become ineligible for the use of employee parking, shall be reported to Airport Administration.
- e. For employees who find it necessary to use a vehicle on a temporary basis, notification to Airport Administration or the Security Guard should be made.

**SECTION NINE
COMMERCIAL GROUND TRANSPORTATION OPERATIONS**

9.1 GENERAL

The County and the Airport Manager reserve the right to establish and amend rules and regulations pertaining to the operation of commercial vehicles providing ground transportation services at the Ithaca Tompkins Regional Airport. Types of ground transportation services include but are not limited to limousines, charter party carrier of passengers or transportation charter party carrier/limousine or van services, scheduled or on-call van services, courtesy shuttle services including hotel, motel, off-site rental car operators or off-site parking lot operators and taxicab services. These Rules and Regulations govern the operation of ground transportation services upon the airport premises including the terminals, roadways, parking facilities and other surface areas of the Airport. All persons engaged in any phase of the provision of a ground transportation service at the Airport shall at all times comply with the provisions of these Rules and Regulations.

9.2 COMMERCIAL VEHICLE OPERATING REQUIREMENTS

All commercial ground transportation vehicles operated at the Airport shall be operated in compliance with the following requirements and maintain:

- a. A valid and appropriate commercial vehicle registration and license plates as required by the State of New York.
- b. Current New York State Inspection sticker and safe mechanical condition as required to pass New York State Inspection.
- c. Valid insurance policies in the form and the amount required by State or local law.
- d. An operating agreement, license, permit or other approval by the Airport, as required for the type of operation conducted.

9.3 COMMERCIAL VEHICLE DRIVER REQUIREMENTS

All drivers of commercial vehicles transporting passengers from the Airport shall have a valid State Driver's License as required under New York State Vehicle and Traffic Law and have a working knowledge and understanding of all applicable Airport Rules and Regulations.

9.4 USE OF COMMERCIAL VEHICLES

Operators and drivers of commercial vehicles shall comply with the following:

- a. No vehicles will park in areas other than those authorized by the Airport Manager.
- b. No vehicle shall be used to block, cut off or restrict the movement of another vehicle.
- c. No commercial vehicles shall stop in any Airport crosswalk.
- d. Drivers shall obey all posted speed limits, traffic signs and signals posted on Airport property.
- e. Drivers shall not double park vehicles or load passengers in any travel lane.

9.5 OPERATOR AND DRIVER CONDUCT

- a. Drivers and agents of operators shall be courteous to all members of the public, airport staff and tenants and refrain from the use of profane or vulgar language. They are further prohibited from disorderly, obnoxious, indecent or other acts of nuisance on the Airport.
- b. No operator, driver or agent of a ground transportation provider shall deceive or attempt to deceive the public through false or misleading representations concerning its prices or services or those of another provider.
- c. No operator, driver or agent of a ground transportation provider shall solicit any person for the purpose of seeking or trying to obtain passengers for ground transportation services.
- d. Operators, drivers or agents of ground transportation providers shall not erect, post or place any signs, business cards, flyers or any other advertisements anywhere on the Airport without written approval from the Airport Manager or his designee.
- e. Ground transportation providers and their employees are prohibited from soliciting gratuities or tips, directly or indirectly, from passengers transported to or from the Airport.
- f. No operator, driver or agent of a ground transportation provider may conduct vehicle maintenance while on Airport property without prior approval from the Airport manager or his designee. All disabled vehicles shall be removed in a timely manner. If towing is delayed or is of an urgent nature, the Airport may elect to initiate a call for towing services. In such an instance, the towing and storage expenses will be the responsibility of the ground transportation operator.

9.6 ALCOHOL AND DRUGS

No person shall operate a vehicle or mobile equipment while under the influence of alcohol or drugs on any part of the Airport property.

9.7 OPERATING FEES

The Airport Manager is authorized to assess and collect fees from ground transportation operators not under contract with the Airport to provide these services, who operate on Airport property.

**SECTION TEN
FEES, RATES AND CHARGES**

10.1 LEASE RATES AND RATES & CHARGES POLICY

- a. The County will not discriminate against any tenant, prospective tenant or airport user on the grounds of race, creed, color, national origin, gender or sexual preference.
- b. Rates charged will be in accordance with those rates already in existence for other tenants who provide like services. On no account will the County provide preferential treatment to one tenant over another, except for the preferential treatment afforded Signatory airlines over Non-Signatory airlines (See Airline Use Agreements for Signatory and Non-Signatory airlines).
- c. Rates charged for unimproved land shall be adjusted each year by the previous year's Consumer Price Index for all Urban Consumers (CPI-U). The current unimproved land lease rate is \$0.2313 per square foot per annum (2001).
- d. Rates charged for improved land shall be adjusted each year by the previous year's Consumer Price Index for all Urban Consumers (CPI-U). The current improved land lease rate is \$0.6204 per square foot per annum (2001).

10.2 AIRLINE FEES

Regularly scheduled airlines shall pay landing fees pursuant to and in accordance with the terms and conditions outlined in the Airline lease agreement..

10.3 GENERAL AVIATION FEES

For non-scheduled, cargo, chartered, corporate, executive, private, and itinerant aircraft not having an agreement with the County, airport service fees and parking fees shall be set by the County.

10.4 NONPAYMENT OF FEES

The Airport Manager may detain or place a lien on aircraft, vehicles, or property for nonpayment of storage, airport service, parking, or other fees.

10.5 WAIVERS

The County may from time to time waive and/or adjust all fees for the Airport.

**SECTION ELEVEN
VIOLATIONS, PENALTIES AND FINES**

11.1 GENERAL

Any person, firm, corporation or other party violating any provision of this local law shall be deemed guilty of an offense and upon conviction, shall be subject to a fine not exceeding \$250.00 or to imprisonment for a term not exceeding 30 days or to both for first and second offenses. Such fine and imprisonment shall apply for each violation and shall apply for each week that such violation continues.

Subsequent offenses are subject to additional fines as stated above and banishment from use of the airport and its facilities.

In addition to other penalties the County of Tompkins may institute any appropriate action or proceeding against any person, firm, corporation or other party violating the requirements of this Local Law.

11.2 ENFORCEMENT AUTHORITY

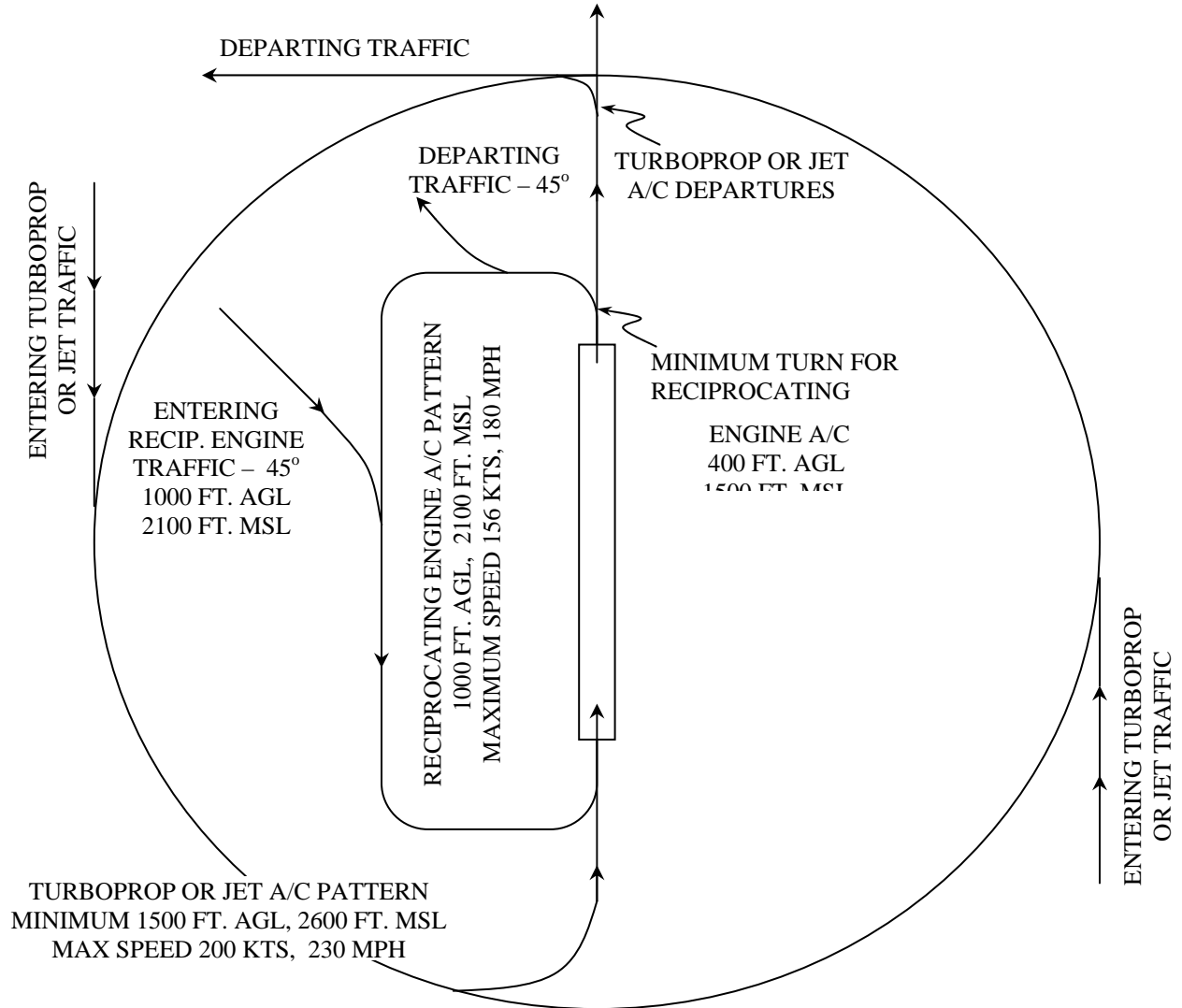
Peace officers, security guards, the Airport Manager or other appointed airport employee may, if so designated by the Airport Manager, have the right and power to enforce any and all regulations contained therein. Such persons shall have the power to issue citations for such violations.

TRAFFIC PATTERNS

ITHACA TOMPKINS REGIONAL AIRPORT

LAT/LON: N42°26.84' W76°35.81'

ELEV. 1099' MSL



THE ABOVE PATTERNS WILL BE USED FOR ALL WIND DIRECTIONS
UNLESS OTHERWISE DIRECTED BY AIR TRAFFIC CONTROL.