

CITY OF PHILADELPHIA  
DEPARTMENT OF AVIATION

# RULES & REGULATIONS

Effective Date: November 1, 2023



**PNE** PHILADELPHIA AIRPORT SYSTEM  
Northeast Philadelphia Airport  
[www.phl.org](http://www.phl.org)



# **RULES & REGULATIONS**

## **NORTHEAST PHILADELPHIA AIRPORT**

The City of Philadelphia, through its Department of Aviation, hereby promulgates these Rules and Regulations for the administration and operation of Northeast Philadelphia Airport.

The City of Philadelphia is the owner and operator of Philadelphia International Airport and Northeast Philadelphia Airport. All existing rules and regulations, as they apply to Northeast Philadelphia Airport, are hereby repealed and replaced by the Rules and Regulations promulgated herein.

Approved:  
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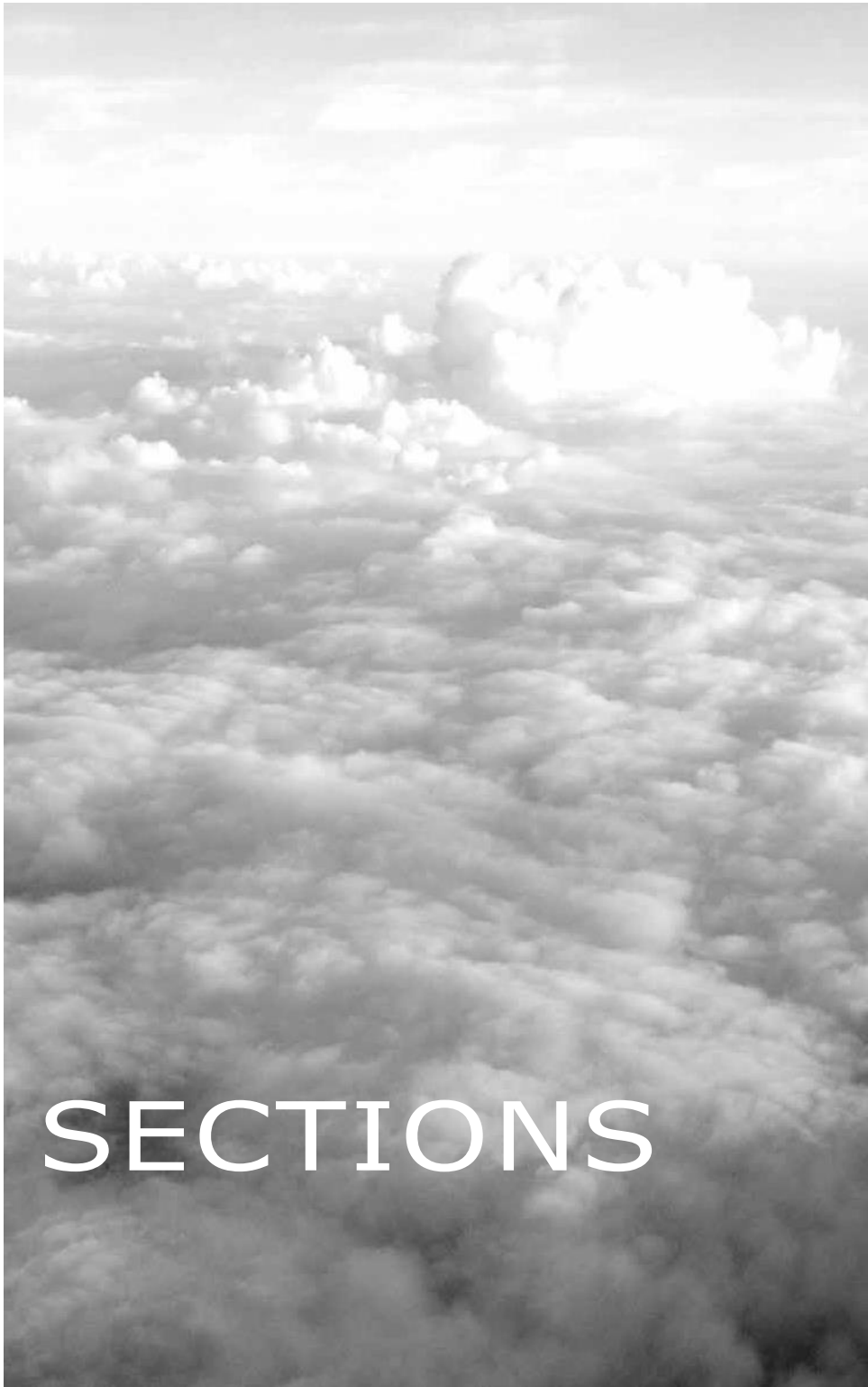
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# SECTION 1

## PREFACE

### A. AUTHORITY

The Northeast Philadelphia Airport (the "Airport" or "PNE") Rules and Regulations Manual (the "Rules and Regulations") is published under authority contained in Sections 1-100, 4-2700 and 8-407 of the Philadelphia Home Rule Charter, which empowers the City of Philadelphia ("the City"), Department of Aviation ("DOA") to make regulations governing the use and control of the Airport.

### B. PURPOSE

The primary purpose of these Rules and Regulations is to provide Airport users with a single document representing a compendium of rules, regulations, procedures, and general information governing their activities at the Airport. The objective of these Rules and Regulations is to promote the safe and efficient use of Airport facilities.

### C. COMPLIANCE

Any person who violates the provisions of these Rules and Regulations shall be liable for payment of a civil penalty, fine, and/or other action by the DOA. See Appendix E for additional information on civil penalties and fines.

### D. ENFORCEMENT

The Chief Executive Officer ("CEO") has the overall responsibility for enforcing compliance with these Rules and Regulations. On a day-to-day basis this responsibility, and commensurate authority, is delegated to the CEO's authorized representatives in the DOA and the Philadelphia Police Department ("PPD"). Under certain circumstances, assistance from other law enforcement agencies may be requested or required.

The DOA reserves the right of entry onto the grounds and facilities of any Tenant during their hours of business for the purpose of determining their compliance with these Rules and Regulations and any and all applicable federal, state and local laws and ordinances including, but not limited to, applicable environmental practices that are prescribed by law or regulation. Areas of special interest include: (1) Ground vehicle fueling operations; (2) Aircraft

maintenance facilities; (3) FBO maintenance facilities; and (4) Ground vehicle maintenance facilities.

Successful enforcement, however, depends to a great extent on the full and active cooperation of all Tenants and their employees. This requires Tenants to have a thorough knowledge and understanding of these Rules and Regulations on a continuing basis. Tenants and other permittees using the Airport are required to know these Rules and Regulations, and by their very use of the Airport have agreed that this presumption is valid and enforceable.

## **E. DEVIATIONS**

The CEO may authorize deviations from these Rules and Regulations when necessary to maintain established standards of operational safety and Airport security, or in contingency situations affecting life and/or property in areas under the jurisdiction of the DOA.

## **F. VALIDITY OF EACH SECTION INDEPENDENT**

In case any section or sections or part of any section of these Rules and Regulations shall be found invalid for any reason, the remainder shall not thereby be invalidated, but in accordance with the intention hereby expressed, shall remain in full force and effect, all parts being hereby declared separable and independent of all others.

## **G. CONFLICT OF REGULATIONS**

All existing regulations previously promulgated by the DOA as they apply to Northeast Philadelphia Airport, are hereby repealed. All existing regulations, as they apply to the Philadelphia International Airport shall continue to remain in effect except as expressly modified within.

## **H. NON-LIABILITY OF THE DEPARTMENT OF AVIATION**

To the extent permitted by law, the DOA assumes no responsibility for loss, injury or damage to Persons or Property by reason of fire, theft, vandalism, wind, flood, earthquake, collision, strikes, terrorism, acts of God or of the public enemy; nor does the DOA assume any liability for injury to Persons while on the Airport or while using the facilities or grounds of same, or for Property damage.

## **I. DEFINITIONS**

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

**Advertisement:** Sign, display or other notice designed to attract public attention or patronage.

**AGL:** Above Ground Level (altitude in reference to Ground Level).

**Air Carrier:** Any Person or Persons who undertake whether directly or indirectly, by lease, license or any other arrangement to engage in air commerce.

**Aircraft:** Any device now known or hereafter designed, invented or used or intended to be used for navigation or flight in the air or space, except a parachute or other contrivance used primarily as safety equipment.

**Aircraft Engine Run-Up:** The operation of the engines on an Aircraft for any purpose other than for proceeding expeditiously to and from an airport runway system for takeoff, or for landing or taxing to and from an approved run up location, e.g. engine trim checks, oil pressure checks, propeller checks, diagnostic tests and Aircraft engine idle thrust runs. This definition excludes reciprocating engine runs performed as part of pre-takeoff procedures, such as magneto checks conducted on runway run-up pad and all engine operations in approved test cells.

**Air Operations Area:** Any portion of the Airport identified by the CEO and designed and used for landing, take-off or surface maneuvering of Aircraft.

**Airport:** The Northeast Philadelphia Airport including all land, roadways, taxiways, buildings and structures located within the Airport Layout Plan of Northeast Philadelphia Airport and any and all subsequent modifications or changes with respect to the foregoing, as is currently delineated by the Airport in Appendix I annexed hereto.

**Airport Layout Plan:** Appendix I annexed hereto.

**Airport Manager:** That Person designed by the CEO to serve as the manager of the Airport or his/her authorized representative.

**Airport Operations:** The landing, take-off or surface maneuvering of Aircraft pursuant to these Rules and Regulations, and any applicable local, state or federal law.

**Airport Operations Officer:** The DOA employee responsible for supervising all non-ATC Airport Operations, or his/her designee.

**Airport Operations Superintendent:** That Person designated by the CEO to serve as the Operations Superintendent of the Airport or his/her authorized representative.

**Airport Personnel:** Any employee of the DOA or any duly authorized law enforcement or fire personnel, acting within the scope of his/her authority.

**Airport Police:** Members of the Philadelphia Police Department performing their duties at the Airport.

**Airport Security:** The control of access to the Air Operations Area by unauthorized Persons or any Motor Vehicle.

**Airport Traffic Control Tower (ATCT):** A service operated by the Federal Aviation Administration at the Airport to promote the safe, orderly, and expeditious flow of air traffic.

**Airship:** Lighter-than-air Aircraft with engines for propulsion and airfoils for stabilization and control.

**Airside:** Those areas of an airport that support aircraft activities.

**Alcoholic Beverages:** All "liquor" and "malt or brewed beverages" as defined by the Pennsylvania Liquor Code, 47 P.S. Section 1-102.

**Approval Form:** A document issued by the CEO specifying an Approved Location and Approved Use Period for purposes of Picketing Activity or Leaflet Distribution that is in compliance with these Rules and Regulations.

**Approved Location:** A location approved by the CEO to be used on a temporary basis for purposes of Picketing Activity or Leaflet Distribution that is in compliance with these Rules and Regulations.

**Approved Use Period:** A period of time specified by the CEO for which an Approved Location may be used for Picketing Activity or Leaflet Distribution that is in compliance with these Rules and Regulations.

**Apron:** The area of the Airport within the Air Operations Area designated by the CEO for the loading, unloading, servicing or Parking of Aircraft.

**ATC:** Airport Traffic Control.

**Auxiliary Power Unit (APU):** A device that provides power for an Aircraft for uses other than propulsion.

**Blimp:** An inflatable/deflatable lighter-than-air Aircraft with engines for propulsion and airfoils for stabilization and control.

**Chief Executive Officer (CEO):** The Chief Executive Officer of the Philadelphia International Airport and Northeast Philadelphia Airport or his/her duly authorized representative(s).

**City:** The City of Philadelphia, a city of the first class.

**Class A Explosives:** As defined in 29 C.F.R. 1910.109, possessing, detonating, or otherwise maximum hazard; including, but not limited to, dynamite, nitroglycerin, picric acid, lead azide, fulminate of mercury, black powder, blasting caps, and detonating primers.

**Class B Explosives:** As defined 29 C.F.R. 1910.109, possessing flammable hazard, such as propellant explosives (including sonic smokeless propellants) photographic flash powders, and some special fireworks.

**Class C Explosives:** As defined in 29 C.F.R. 1910.109, certain types of manufactured articles which contain Class A or Class B explosives, or both, as components but in restricted quantities.

**Code:** The Philadelphia Code, as may hereinafter be amended, modified or restated.

**Code of Federal Regulations (C.F.R.):** The codification of the general and permanent rules published in the Federal Register by the departments and agencies of the Federal Government.

**Commercial Activities:** (a) The exchange, trading, buying, hiring or selling of commodities, goods, services or property of any kind on the Airport, (b) Engaging in any conduct on the Airport for revenue-producing purposes, whether or not revenues ultimately are exchanged, obtained, or transferred on the Airport, or (c) The offering or exchange of any service on the Airport as a part of, or condition to, other revenue-producing activities or services on or off the Airport.

**Commercial Ground Transportation:** The operation of ground transportation services for Persons or Property, arriving at or leaving the Airport, whether or not the customer is charged for said services.

**Commercial Ground Transportation Driver:** A Person permitted by a Commercial Ground Transportation Operator to operate a Commercial Ground Transportation Vehicle and/or Courtesy Vehicle.

**Commercial Ground Transportation Operator:** A Person that owns and/or operates one or more Commercial Ground Transportation Vehicles, or that provides or offers to provide Commercial Ground Transportation services at the Airport.

**Commercial Ground Transportation Vehicle:** Any Motor Vehicle used or utilized to perform Commercial Ground Transportation services at the Airport.

**Commonwealth:** The Commonwealth of Pennsylvania.

**Controlled Airspace:** An airspace of defined dimensions within which ATC service is provided to Instrument Flight Rules (“IFR”) flights and to Visual Flight Rules (“VFR”) flights in accordance with the airspace classification.

- a. Controlled airspace is a generic term that covers Class A, Class B, Class C, Class D and Class E airspace.
- b. Controlled airspace is also that airspace within which all Aircraft Operations are subject to certain pilot qualifications, operating rules, and equipment requirements in FAR Part 91 (for specific operating requirements, see FAR Part 91). For IFR operations in any class of controlled airspace, a pilot must file an IFR flight plan and receive appropriate ATC clearance.
- c. Controlled airspace in the United States is designated as follows:
  1. CLASS A — that airspace from 18,000 feet MSL up to and including FL 600, including the airspace overlying the waters within 12 nautical miles off the coast of the 48 contiguous States and Alaska. Unless otherwise authorized, all Persons must operate their Aircraft under IFR.
  2. CLASS B — that airspace from the surface to 10,000 feet MSL surrounding the nation's busiest airports in terms of IFR operations or passenger enplanements. An ATC clearance is required for all aircraft to operate in the area, and all aircraft that are so cleared receive separation services within the airspace. The cloud clearance requirement for VFR operations is “clear of clouds.”
  3. CLASS C — that airspace from the surface to 4,000 feet above the Airport (charted in MSL) surrounding those airports that have an operational control tower, are serviced by a radar approach control and that have a certain number of IFR operations or passenger enplanements.
  4. CLASS D — that airspace from the surface to 2,500 feet above the Airport elevation (charted in MSL) surrounding those airports that have an operational control tower.
  5. CLASS E — if the airspace is not Class A, Class B, Class C and Class D, and it is controlled airspace, it is Class E airspace. Class E airspace extends upward from either the surface or a designated altitude to the overlying or adjacent controlled airspace. When designated as a surface area, the airspace will be configured to contain all instrument procedures. Unless

designated at a lower altitude, Class E airspace begins at 14,500 MSL to, but not including, 18,000 feet MSL overlying: the 48 contiguous States including the waters within 12 miles from the coast of the 48 contiguous States; the District of Columbia; Alaska, including the waters within 12 miles from the coast of Alaska, and that airspace above FL 600; excluding the Alaska peninsula west of long. 160°00'00"W, and the airspace below 1,500 feet above the surface of the earth unless specifically so designated.

**Courtesy Vehicle:** Any Motor Vehicle used for transporting Persons and/or property between points at the Airport for the convenience of those Persons using the services provided by business establishments at no charge to such Person.

**Dirigible:** See "Airship."

**Department of Aviation (DOA):** The operating Department of the City of Philadelphia, responsible for operating, maintaining, repairing and improving of the Airport.

**Drone:** See “Unmanned Aircraft.”

**Drugs:** Any controlled substance or contraband whatsoever of which possession, transportation, distribution, sale and/or use is a violation of any local, state or federal law.

**Engine Run Up:** The operation of the engines on an Aircraft for any purpose other than for proceeding expeditiously to and from an airport runway system for takeoff, or for landing or taxiing to and from an approved run-up location.

**Environmental Law:** All current and future federal, state and local environmental, safety or health laws, statutes, rules, regulations, ordinances, orders or common law, including, but not limited to, reported decisions of any applicable state or federal court, and shall include, but not be limited to the Occupational Safety and Health Act of 1970, as amended (29 U.S.C. § 651 et seq.); the National Environmental Policy Act, as amended (42 U.S.C. § 4321 et seq.); the Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended (42 U.S.C. § 9601 et seq.); the Resource Conservation and Recovery Act, as amended (42 U.S.C. § 6901 et seq.); the Toxic Substances Control Act, as amended (15 U.S.C. § 2601 et seq.); the Hazardous Materials Transportation Act, as amended (49 U.S.C. § 5151 et seq.); the Clean Air Act, as amended (42 U.S.C. § 7401 et seq.); the Clean Water Act, as amended (33 U.S.C. § 1251 et seq.); the Oil Pollution Act of 1990, as amended (33 U.S.C. § 2701 et seq.); the Safe Drinking Water Act, as amended (42 U.S.C. § 300f et seq.); the Federal Insecticide, Fungicide and Rodenticide Act, as amended (7 U.S.C. § 136 et seq.); the National Oil and Hazardous Substances Pollution Contingency Plan (40 C.F.R. § 300.1 et seq.); the



Pennsylvania Solid Waste Management Act, as amended (35 P.S. § 6018.101 et seq.); the Pennsylvania Hazardous Sites Cleanup Act, as amended (35 P.S. § 6020.101 et seq.); the Pennsylvania Clean Streams Law, as amended (35 P.S. § 691.1 et seq.); the Pennsylvania Storage Tank and Spill Prevention Act, as amended (35 P.S. § 6021.101 et seq.); the Pennsylvania Land Recycling and Environmental Remediation Standards Act (35 P.S. § 6026.101 et seq.) and the Pennsylvania Hazardous Material Emergency Planning and Response Act, as amended (35 P.S. § 6022.101 et seq.), as any of the foregoing may hereinafter be amended; any rule or regulation promulgated pursuant thereto, and any other present or future law, ordinance, rule, regulation, permit or permit condition, order or directive addressing environmental, health or safety issues of or by the federal government or any applicable state or other political subdivision thereof, or any agency, court or body of the federal government or any applicable state or other political subdivision thereof, including, but not limited to, the Commonwealth of Pennsylvania or any political subdivision thereof, exercising executive, legislative, judicial, regulatory or administrative functions. In the event of a conflict, the most stringent law shall apply.

**Equipment:** Any mobile units or vehicles, other than those commonly classified as Motor Vehicles, which are utilized in conjunction with the operation of Aircraft or the Airport.

**Federal Aviation Administration (FAA):** The U.S. Department of Transportation, Federal Aviation Administration created under the Federal Aviation Act of 1958, as amended, or such other governmental agency which may be successor thereto or vested with the same or similar authority.

**Federal Aviation Regulation (FAR):** Federal Aviation Regulations as set forth in Title 14 of the Code of Federal Regulations.

**FHWA:** The Federal Highway Administration.

**Fire Chief:** The Airport official responsible for the supervision, training and maintenance of all firefighting personnel, Equipment and Motor Vehicles on the Airport, and the coordination of any and all firefighting and/or fire safety and inspection activities at the Airport.

**Fire Code:** All requirements of the 2009 International Fire Code, as adopted by the City of Philadelphia as its Fire Code with certain additions, deletions and amendments, and any future amendments thereto.

**Fixed Base Operator (FBO):** An authorized Airport Operator that services the needs of the corporate and general aviation community. Services include, but are not limited to, aircraft fueling, guidance and Parking, tie-down and hangar storage, line service, aircraft maintenance, passenger and pilot

facilities, Flight Schools and assistance in removal of disabled aircraft (on and off the Airport).

**FL:** Flight Level.

**Flammable Liquids:** Any liquid, which emits flammable vapor as set forth in National Fire Protection Association standards, including, but not limited to, combustible liquids currently used as Aircraft or vehicle fuel.

**Flight Schools:** A business enterprise having entered into an agreement and having been authorized by the DOA and having been granted authorization by the FAA under Part 61 and/or Part 141 of the Federal Aviation Regulations, whose purpose is to conduct flight training and certify Student Pilots. Such Flight Schools shall use Aircraft owned and/or operated by the business enterprise.

**Flying Club:** Any non-profit corporation or partnership, nonprofessional association or organization that is tax exempt under the Internal Revenue Code, whose purpose is to foster an interest in and/or the pursuit of general aviation activities of any kind, including ownership and operation of Aircraft by its members.

**Foreign Object Debris (FOD):** Any items found on runways, taxiways and aprons that can cause damage to aircraft or aircraft engines by being taken into an aircraft engine by reason of wind drafts created by such engine or being wind-blown into an engine or against an aircraft.

**Fuel Handling:** The transporting, storing, delivering, pumping, loading, unloading and drainage of any aviation, automotive or other fuel or fuel waste product.

**Gate:** A device of any kind that opens and/or closes and that is equipped with a latching or locking device that allows restricted or unrestricted ingress or egress from or to the Airport or a portion thereof, and is a part of an enclosure designed to segregate Persons, Aircraft, and/or Motor Vehicles from access to the Airport or portions thereof.

**Gate Access Card:** Any card issued by the DOA as a means for accessing Restricted Areas of the Airport.

**Gate Card Application:** An application containing such information as the Airport determines is necessary to ensure the security of the Airport. Forms to be completed in respect hereto are as set in Appendix F-1 annexed hereto, which may be revised from time to time.

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

**General Aviation Airport:** A public airport that does not have commercial service or has scheduled service with less than 2,500 passenger boardings each year.

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

**Hazardous Material:** Any and all materials, which require under Environmental Laws, special handling in the use, generation, collection, storage, treatment, or disposal of said materials, or which require payment of costs associated with responding to the lawful directives of any court or agency of competent jurisdiction. Hazardous Materials shall include, without limitation:

1. Any flammable substance, explosive, radioactive material, hazardous material, hazardous waste, toxic substance, solid waste, pollutant, contaminant, or any related material, raw material, substance, product, or by-product of any substance specified in a regulated or otherwise affected by any Environmental Laws or at common law;
2. Any toxic chemical or other substance from or related to industrial, commercial or institutional activities; and
3. Asbestos, gasoline, diesel fuel, motor oil, waste and used oil, heating oil, other petroleum products, or compounds containing polychlorinated biphenyls, radon, urea formaldehyde, and lead containing materials.

**Hazardous Substance Removal Plan:** The procedures by which consistent with applicable law, Hazardous Substances of any kind are to be removed from the Airport or any Person, Aircraft, or Motor Vehicle on the Airport.

**ID Badges:** An identification badge issued by the DOA used to access Restricted Areas of the Airport.

**Law Enforcement Officer (LEO):** Any Person vested with the power of arrest, with or without a warrant, on Airport Property under local, state or federal law.

**Leaflet Distribution:** The distribution of free literature such as leaflets, flyers, handbills, brochures, books, pamphlets or similar items.

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

**Motor Vehicle:** A device in, upon or by which a Person or Property may be propelled, moved, or drawn upon land or water, except a device moved by

human or animal power and except Aircraft or devices moved exclusively upon stationary rails or tracks.

**Movement Area:** All Runways, Taxiways and other surfaces, which are controlled by the FAA.

**Movement Area Incursion:** Any unauthorized entry by an aircraft, vehicle or pedestrian onto the movement area.

**MSL:** Mean Sea Level (altitude in reference to Sea Level).

**National Airspace System:** The common network of U.S. airspace; air navigation facilities, equipment and services, airports or landing areas; aeronautical charts, information and services; rules, regulations and procedures, technical information, and manpower and material; including system components shared jointly with the military.

**Non-Commercial Activity:** Any act or speech not related to the commercial promotion of a for-profit or other business enterprise by Persons and not pursuant to contract with The City of Philadelphia, its advertising contractor, its master retail concessionaire, nor subject to the payment of regulation fees for the use of the Airport. Non-Commercial Activity shall include, without limitation, Leaflet Distribution, Picketing Activity, seeking signatures for petitions, or conducting surveys.

**Non-Movement Area:** The area that consists of vehicle service roadways, Aircraft parking areas, and Apron areas, which are not controlled by FAA.

**Notice of Violation:** A notice of violation as described in Appendix E, section C, entitled Notice of Violation.

**Notice to Airmen (NOTAM):** A notice containing information (not known sufficiently in advance to publicize by other means) concerning the establishment, condition, or change in any component (facility, service, or procedure) of, or hazard in the National Airspace System, the timely knowledge of which is essential to personnel concerned with flight operations.

**NTSB:** National Transportation Safety Board.

**Operator:** Any Person who is in operating control of an Aircraft, Motor Vehicle or Equipment, which in the case of the Airport shall include a pilot.

**Owner:** A Person in whose name the legal title of an Aircraft or a Motor Vehicle is held or vested. If any Aircraft, Equipment, or Motor Vehicle is the subject of a conditional sale or lease with the right of purchase upon performance of the conditions stated in the agreement, and with the immediate right of possession of an Aircraft, Equipment or Motor Vehicle on an airport, or in the event a mortgagor of an Aircraft or Motor Vehicle is entitled to the possession, then the

conditional vendee, lessee or mortgagor shall be deemed the owner for the purpose of these Rules and Regulations.

**Pa PUC:** The Pennsylvania Public Utility Commission created pursuant to Title 66 of Pennsylvania Statutes.

**Parking:**

- a. When permitted, the temporary parking of a Motor Vehicle, whether occupied or not, on or off the roadway; and/or
- b. When prohibited, the halting of a Motor Vehicle, whether occupied or not, except momentarily for the purpose of and only while actually engaged in the loading or unloading of property or passengers.

**Permit:** Written authorization issued by the CEO which authorizes a specific activity, including construction or occupancy of space at or on the Airport.

**Person:** Any individual, firm, partnership, co-partnership, corporation, company, association, organization, joint stock association, or body politic; and including any trustee, receiver, committee, assignee, agent or other representative of employee thereof.

**Philadelphia Home Rule Charter:** The Philadelphia Home Rule Charter, adopted by the Electors April 17, 1957, as may be hereinafter amended, modified or restated.

**Pickers:** Any Person who is engaged in Picketing Activity and/or Leaflet Distribution.

**Picketing Activity:** One or more Persons marching or stationing themselves within the Airport in order to communicate any position on an issue or issues of a non-commercial nature whether or not displaying one or more signs, posters, or similar devices.

**Point Assessment System:** The point assessment system described in Section 5.D.2. herein.

**PPA:** The Philadelphia Parking Authority.

**Private Vehicle:** A Motor Vehicle used for the transportation of Persons on a noncompensatory and non-commercial basis that is not being used in connection with Commercial Activities at the Airport.

**Property:** Any Airport property including without limitation, (excluding gasoline and oil) land, buildings, vehicles, fixtures, equipment, machinery, signs, lighting, supplies and other property of every kind and nature whatsoever regardless of its purpose or function.

**Public:** All Persons using the Airport for any reason, including but not limited to, Airport Personnel, Tenant employees, contract employees, delivery personnel, passenger, invitees and sightseers.

**Public Areas:** Those areas authorized by the CEO as normally open to the Public including the various restrooms and Terminal Building lobby section used as public thoroughfares for waiting and viewing; roadway for vehicular traffic access by Private Vehicles; and sidewalks; except for any such areas exclusively leased to others.

**Ramp:** see "Apron."

**Rental Car Operators:**

- a. On Airport — a business entity providing rental car services at the Airport.
- b. Off Airport — any other business entity that provides rental car services to Persons using the Airport but is not an On-Airport rental car operator.

**Responsible Party:** All of the Owners, Operators, and pilots of Aircraft operating at the Airport involved in or otherwise responsible for the occurrence of a Violation.

**Restricted Area:** Any area of the Airport locked or posted either to prohibit entry or to limit entry or access to specific authorized Persons and/or Motor Vehicles.

**Runway(s):** A defined rectangular surface on the Airport, prepared or suitable for the landing and takeoff of Aircraft.

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

**Safety Area:** The areas surrounding the Runways and Taxiways prepared or suitable for reducing the risk of damage to Aircraft in the event of an undershoot, overshoot or excursion from the Runways.

**Security Program:** The program developed by the CEO relative to the protection and safety of Aircraft Operations and users of the Airport, whether or not such program is mandated by applicable local, state or federal law.

**Special Activity:** Any event not of a normal nature or of a construction, utility, or maintenance nature.

**Standing:** The halting of a Motor Vehicle, whether occupied or not, except momentarily for the purpose of and while actually engaged in receiving or discharging passengers and baggage.

**State:** Commonwealth of Pennsylvania

**Stop or Stopping:**

- a. When required, complete cessation of movement;
- b. When prohibited, any halting, even momentarily, of a Motor Vehicle, whether occupied or not, except when necessary to avoid conflict with other traffic or in compliance with the directions of a police officer, fireman or traffic control sign or signal.

**Student Pilot:** An uncertificated or a pilot certified to operate an Aircraft for purposes of dual instruction or practice of solo flight, subject to the limitations noted and endorsed in the student's log book.

**Taxi:** The movement of an Aircraft on the ground by its own power.

**Taxicab:** A Motor Vehicle for hire equipped with a meter and engaged in the Commercial Ground Transportation of Persons not on regular schedules, with the routes traveled or the destination determined by the Person being transported.

**Taxilane:** Any portion of the Airport designated by the CEO for the surface maneuvering of Aircraft, which are used in common, which may or may not be located within leasehold areas and are not under control of the Air Traffic Control Tower.

**Taxiway(s):** Any portion(s) of the Airport authorized or designated by the CEO and approved by the FAA for the surface maneuvering of Aircraft, which are used in common and are not located within leasehold areas.

**Tenant:** A leaseholder, sublessee, licensee, permittee or other occupant of land or premises within the boundaries of the Airport, including any duly authorized agent of the Tenant.

**Tenant Construction:** Any new construction, improvement, alteration, replacement, maintenance, renovation, repairs, relocation, testing or demolition by a Tenant or prior Tenant in connection with its lease or license.

**Terminal Buildings:** All buildings and structures located within the Airport for services related to passenger purchases, public lobby waiting areas, and those other services related to passengers' air travel.

**Traffic-Control Signal or Device:** Signs, signals, marking and devices whether manually, electrically or mechanically operated by which traffic or specific recognizable categories of traffic are directed to stop and permitted to proceed.

**Traffic Restriction:** A restriction designated by a Traffic Control Device to regulate the speed, direction, movement, placement, or kind of traffic using any roadway.

**Transportation Security Administration (TSA):** The United States Transportation Security Administration created under the Transportation Security Act passed on November 19, 2001, that is responsible for security for all modes of transportation.

**Traveling Public:** Persons using the Airport for the purpose of air travel.

**Ultralight Aircraft:** An Aircraft operated for sport or recreational purposes, which does not require FAA registration, an airworthiness certificate or pilot certification. Ultralights are primarily single occupant Aircraft, although some two-person vehicles are authorized for training purposes. Operation of an Ultralight in certain airspace requires authorization from ATC.

**Unmanned Aircraft (UA) AKA Drone:** A powered, aerial vehicle that does not carry a human operator; uses aerodynamic forces to provide vehicle lift; can fly autonomously or be piloted remotely; can be expendable or recoverable; and can carry a lethal or nonlethal payload.

**Unmanned Aerial System:** An unmanned aircraft and all of the associated support equipment including, but not limited to, the control station, data links, telemetry, communication links and navigation equipment necessary to operate the UA. The UA is the flying portion of the system, flown by a pilot via a ground control system, or autonomously through use of an on-board computer, communication links and any additional equipment that is necessary for the UA to operate safely. The FAA issues an experimental airworthiness certificate for the entire system.

**Vaping:** The act of using an electronic smoking device.

**Vehicle/Pedestrian Deviation (V/PD):** Any entry or movement on the movement area by a vehicle (including aircraft operated by non-pilots) or pedestrian that has not been authorized by air traffic control.

**Violation:** A violation of the Rules and Regulations by a Person including a Responsible Party or any of them, the penalty for which is set forth in Appendix E herein.

**Violator:** A Person, including a Responsible Party, who violates or is otherwise responsible for a Violation.

**Weapon(s):** Gun, knife, blackjack, slingshot, firearm, metal knuckles, mace, pepper gas or any explosive or explosive device, or any other instrument or object capable of being utilized to coerce, intimidate, or injure any Person.

**Zeppelin:** A rigid frame Airship.

## SECTION 2

### USE OF AIRPORT PROPERTY AND FACILITIES

#### A. GENERAL REQUIREMENT

The use, lease, salvage, or disposal of Airport Property for other than Airport purposes is subject to written consent from the U.S. Secretary of Transportation. This Section does not apply to property specifically excluded from the consent requirements under the relevant FAA regulations.

1. The Airport shall observe all FAA regulations relating to the use of Airport Property for other than airport purposes.
2. Airport Property shall not be used, leased, salvaged, or disposed of for any reason, other than for fair market value of the Property, unless the Airport receives equivalent in-kind services of a nature that benefits the Airport.
3. Agreements for the use of Airport Property in existence at the time of adoption of this section, whether formal or informal, that are not consistent with the purpose of this Section shall not, at expiration, be renewed unless the user's operations conform with FAA regulations and these Rules and Regulations.

## SECTION 3

### GENERAL

This Section establishes certain conditions relating to the use of Airport facilities, including the conditions, limitation and restrictions on Commercial Activities, personal conduct and behavior applicable to all Persons.

#### A. AIRPORT USE/MAINTENANCE

The Airport shall be used and maintained for public purposes without discrimination. A right may not be vested in a Person, excluding others in the same class from using the Airport.

#### B. PICKETING ACTIVITY/LEAFLET DISTRIBUTION

No Person shall engage in any Picketing Activity and/or Leaflet Distribution at the Airport without obtaining the prior written consent of the CEO or his/her authorized designee. See Appendix A.

#### C. NON-COMMERCIAL ACTIVITY

No Person shall engage in any Non-Commercial Activity at the Airport without obtaining the prior written consent of the CEO or his/her authorized designee. See Appendix B.

#### D. SOLICITING/GAMBLING

No Person shall solicit funds for any purpose at the Airport without the prior written consent of the CEO or his/her authorized designee. No Person shall conduct wagering and/or gambling in any form or operate gambling devices anywhere on the Airport, provided, however, the DOA may permit the sale of Pennsylvania lottery tickets or other activities authorized by the laws of the Commonwealth of Pennsylvania now existing or which may hereinafter be enacted relating to wagering and/or gambling activities.

#### E. WEAPONS, EXPLOSIVES, ARMED GUARDS AND GUARD DOGS

1. No Person, except duly authorized Law Enforcement Officers, federal employees authorized to carry a Weapon in the performance of their duties,

or members of the armed forces of the United States on official duty, may carry any weapons, or explosives on the Airport.

2. No person shall discharge any gun on the Airport, except in the performance of official duties requiring the discharge thereof or in the lawful defense of life or property.
3. No person shall furnish, give, sell or trade any weapon or simulated weapon on the Airport.
4. Armed Guards and Guard Dogs
  - a. Armed guards are not permitted on the Air Operations Area unless authorized by the CEO, except as otherwise provided by applicable law.
  - b. Armed guards are not permitted within the confines of an Aircraft without approval from the CEO, except as otherwise provided by applicable law.
  - c. Guard dogs will not be used anywhere on the Airport without prior approval from the CEO.
5. Violators may be fined a minimum of \$100.00 as stated in Appendix E and their access privileges may be suspended or permanently revoked depending on the severity of the incident.

## **F. LOST AND FOUND ARTICLES**

Any Person finding lost articles at the Airport shall deposit them with the Airport Operations Officer. Any such articles may be subject to search by appropriate Airport Personnel. The inventory, care, and disposal of personal property shall be handled in accordance with the requirements of §17-301 of The Philadelphia Code:

1. All personal property which comes into the control of the Airport and which is not intentionally left with the Airport under the terms of §8-411 of the Philadelphia Home Rule Charter, shall be tagged with a statement which itemizes the property acquired and states the date, location, and circumstances under which it was acquired.
2. If such property is not subject to seizure, destruction or to forfeiture or to some other disposition pursuant to local, state or federal law or judicial proceeding, it shall be turned over to (a) a person making proper claim therefore at any time within one (1) year from the date of acquisition, or (b) the Procurement Department of the City when it is directed to assume control of the article under §17-302 of the Code.

Items reasonably believed to pose a threat to safety of any Persons, Aircraft, Property, or Equipment on or near the Airport, including, but not limited to, Weapons, Hazardous Substances, controlled substances or contraband of any kind whatsoever, shall be immediately reported to the appropriate federal, state or local law enforcement or governmental agent.

## **G. LITTER AND REFUSE**

1. No Person shall place, discharge or deposit in any manner paper, trash, rubbish or other refuse anywhere on the Airport, except in receptacles and other places prescribed by the CEO.
2. All litter and refuse must be covered when transported in Motor Vehicles, and all receptacles for same must have covers and ensure against leaking, dripping, sifting or otherwise escaping of said materials.
3. Any deposit of garbage, debris or refuse in unauthorized locations must be cleaned up immediately in an effective manner.
4. All Tenants of the Airport are required to satisfactorily demonstrate to the CEO that they have, individually or jointly, made acceptable arrangements for removal of garbage and rubbish from their leased/licensed area into approved types of containers and for removal of these containers from the Airport by contractual arrangement or otherwise. See also Section 6.E. herein.

## **H. DOGS AND OTHER ANIMALS**

1. No Person shall enter any Terminal Building with any animal, except a guide dog or one properly confined or ready for shipment. Animals are permitted outside or in Public Areas on the Airport, provided they are leashed or restrained in such a manner as to be under control.
2. Any Person having possession, custody or control of any dog or other animal which deposits bodily waste in any area other than the private property of the owner of such dog or other animal, shall be required to immediately remove any feces or urine from such surface and either:
  - a. Carry same away for disposal in a toilet; or
  - b. Place same in a non-leaking container for deposit in a trash or litter receptacle.

## **I. SMOKING**

1. Smoking or the use of a vaporizer, electronic smoking, or inhalant device is prohibited in all enclosed areas of PNE and outdoors within a minimum of twenty-five (25) feet of any entrance to an enclosed area at PNE or as posted.
2. No person shall smoke; carry a lighted cigar, cigarette, pipe, match or any naked flame; or use a vaporizer, electronic smoking, or inhalant device in or upon any fuel storage area, Aircraft Movement Area, passenger or cargo Ramp and Apron Area, Aircraft parking areas or any open deck, gallery or balcony contiguous to and overlooking any such area, or in any area where smoking or vaping is specifically prohibited by signs.

## **J. PHOTOGRAPHY/FILMING**

No commercial and/or student photography and/or filming is permitted at the Airport without the prior written approval the CEO or his/her authorized designee. If permitted, such activity must be conducted in a manner prescribed by the CEO or his/her authorized designee. See Appendix C.

## **K. ADVERTISEMENTS**

1. No person shall post, distribute, or display any Advertisement at the Airport without the express written consent of the CEO and in such manner as may be prescribed by the CEO.
2. The CEO will not accept or approve the following advertisements:
  - a. Advertisements that **do not** propose a commercial transaction;
  - b. Advertisements relating to the sale or use of alcohol or tobacco products;
  - c. Advertisements that contain sexually explicit representations and/or relate to sexually oriented businesses or products; and/or
  - d. Advertisements relating to political campaigns;
3. The City shall have the right to post or cause to be posted its own advertising promoting:
  - a. Air Service;
  - b. The use of Airport related services;
  - c. The greater Philadelphia area and economy;
  - d. Philadelphia tourism industry initiatives; and
  - e. Other City initiatives or purposes.

## **L. AIRPORT SIGNS, BILLBOARDS OR BANNERS**

No signs, billboards or banners are permitted to be installed at the Airport without the prior written consent of the CEO or his/her authorized designee. No changes or modifications can be made to existing signage without the prior written approval of the CEO or his/her authorized designee.

## **M. TENANT/EMPLOYEE CONDUCT**

1. No Tenant, Tenant employee, or any other employee authorized to perform any function on the Airport, shall in any way assist any Person to engage in any activity on the Airport which is not authorized by the CEO.
2. All Airport Personnel and other employees at the Airport shall conduct themselves in a professional and courteous manner at all times. The use of obscene or offensive language and/or gestures is strictly prohibited.

## **N. TENANT CONSTRUCTION REQUIREMENTS**

No person, including Tenants, lessees and licensees shall engage in any Tenant Construction in any existing building or building to be constructed on the Airport without securing the prior written consent of the CEO or his/her authorized designee to such Tenant Construction and complying with the DOA's permitting process.

## **O. AIRPORT CONSTRUCTION AND OBSTRUCTION CONTROL**

No Person shall perform any construction, improvement, repair, alteration, maintenance or renovation work on the Airport without first obtaining the prior written consent of the CEO or his/her authorized designee and a DOA construction permit and without strict compliance and adherence to the safety specifications and directions of the CEO or his/her authorized designee. Construction activity, includes, but is not limited to, the following:

1. Erecting, constructing, modifying or in any manner altering any structure, sign, billboard, banner, post or pole of any type.
2. Altering or in any way changing color, design or decor of existing Airport improvements.
3. Operating, parking, or storing any Equipment, Motor Vehicles, supplies or materials.
4. Creating any mounds of earth or debris.

5. Causing or creating any physical object on land or water that penetrates the operational airspace.

## **P. DAMAGE TO AIRPORT PROPERTY**

1. No Person shall willfully abandon, destroy, injure, damage, deface, or disturb or cause to be destroyed, injured, damaged, defaced or disturbed, in any way, property of any nature located on the Airport.
2. Any Person causing or responsible for such injury, destruction, damage, defacement, disturbance, or abandonment shall report such to the Airport Operations Officer and, upon demand by the CEO, shall reimburse the Airport for the full amount of the damage incurred including costs associated with additional expenses borne by the DOA.
3. At his/her sole discretion, the CEO may permit the involved party to effect repairs to any/all portions of the damaged property provided the work can be completed within a reasonable time specified by the CEO and that all work be completed in accordance with Sections N and O herein.
4. Any Person causing or failing to report and/or reimburse the Airport for injury, destruction, damage, defacement, disturbance, or abandonment of property, may be refused the use of the Airport until and unless said report and/or reimbursement has been made.

## **Q. ENVIRONMENTAL PROTECTION REQUIREMENTS**

1. All Tenants are required to comply with any and all Environmental Laws, rules, regulations, plans, procedures, permits, guidelines or best management practices as required by the U.S. Environmental Protection Agency, Pennsylvania Department of Environmental Protection, DOA, or other regulatory agency having jurisdiction over the Airport and Persons using the Airport.
2. All Tenants are required to report immediately, in detail, any and all environmental contaminants or Hazardous Substances discovered within their leased premises to the DOA. Further, any contractors or subcontractors performing construction activities on Airport Property are required to notify the DOA of any and all environmental contaminants, Hazardous Substances or Flammable Liquids discovered.

## **R. ALCOHOLIC BEVERAGES**

No Person shall consume Alcoholic Beverages or carry or possess an open container of Alcoholic Beverages in any area of the Airport other than within the leased premises of a Tenant authorized to sell or serve alcohol within its leased premises.

## **S. VEHICLE OPERATIONS**

### **1. Traffic Signs and Devices**

- a. In order to maintain the safe and efficient flow of traffic at the Airport, the CEO shall establish restrictions on speed, movement, Parking, and use of all Airport roadways and roadways used by the general public. The CEO shall post or install signs, signals, and/or traffic control devices on Airport property as necessary or appropriate to enforce the restrictions and tow zones.
- b. All persons operating any vehicle on Airport property, whether commercial or private vehicles, shall obey all signs, signals and/or traffic control devices that are posted or installed on the Airport unless directed otherwise by a law enforcement officer or other authorized personnel.
- c. No person shall operate any vehicle on the Airport other than on roads or places authorized by the CEO for use by that particular type of vehicle.

### **2. Parking and Stopping of Vehicles**

- a. No vehicle shall be parked or stopped on the Airport except in a manner and at a location authorized for stopping, standing or parking as indicated by posted traffic signs and/or painted curb markings, or in a parking facility or area designated for public or employee use.
- b. No person shall use the roads or walks on the Airport in such a manner as to hinder or obstruct proper use or impede the normal flow of vehicular traffic on any Airport roadway including those roadways to, from and within the Airport.

### **3. Reserved, Posted or Restricted Parking**

- a. The CEO may reserve parking areas not under lease or permit for the sole use of the City of Philadelphia, its officers, employees, tenants, or for such other visitors as the CEO may designate and to indicate such restrictions by appropriate markings and/or signs and to designate where and how vehicles shall be parked by means of parking space markers.



- b. No person shall park or operate a vehicle on any Airport parking area established or authorized for use of persons employed at the Airport without complying with the procedures established by the CEO or his designee including, but not limited to, access procedures and procedures relating to control of vehicles and use of that parking area.

#### **4. Issuance of Traffic Citations and Tickets**

Law Enforcement Officers or other authorized personnel designated by the CEO, as is permitted by applicable law, are authorized to issue traffic or parking tickets or PNE Notices of Violation to violators of these Rules and Regulations or local or state law governing the operation, loading or unloading or parking of vehicles.

#### **5. Removal of Vehicles and Tow Zones**

- a. The CEO or his designee may remove or cause to be removed at the owner's expense from any restricted or reserved area; any roadway or right-of-way; or any other area on the Airport any vehicle which is disabled, abandoned or illegally or improperly parked or which creates an operations problem.
- b. The CEO shall establish tow zones on Airport property.
- c. The City shall not be liable for damage to any vehicle or loss of personal property that may result from the act of removal or towing.

#### **T. PAYMENT OF AIRPORT RATES AND CHARGES**

All Tenants, licensees and users of the Airport, including but not limited to the Airfield, Terminal Buildings, Movement Areas and roadways, must pay all applicable rates and charges as set forth in the regulation attached hereto as Appendix H, as those rates and regulations shall be amended from time to time. Tenants, licensees and users of the Airport may contact the DOA's Finance Department to ensure that they have the current version of Appendix H.

## **SECTION 4**

### **AIRCRAFT OPERATIONS**

#### **A. APPLICABILITY**

The following Rules and Regulations govern the operation of Aircraft at PNE.

#### **B. OPERATION OF AIRCRAFT**

**1. Equipment and Airspace Requirements.** Except in cases of emergency, no Aircraft shall land at or take off from the Airport unless it is equipped with the following:

- a. Brakes or other means to ensure control while maneuvering on the ground;
- b. A functioning two-way radio so as to facilitate communication with the ATCT on the Airport;
- c. An operating 4096 transponder for altitude and coding; and
- d. VHF Omnidirectional Range (VOR) capability.

Aircraft that land in emergencies without functioning required communications equipment shall be required to have such equipment operational before clearing for takeoff, unless otherwise authorized by the ATCT. The pilot must have received permission for each such landing or takeoff from the CEO or his/her designee and the ATCT. (See FAR Part 91, Section C-2)

#### **2. Use of Paved Surfaces Required.**

- a. Aircraft must only use paved surfaces.
- b. Helicopters shall not use areas other than paved surfaces without the prior written approval of the CEO.

**3. Scheduled Air Carrier Operations.** Scheduled Air Carrier operations are prohibited at the Airport.

**4. Aircraft Storage.** All Aircraft stored on the Airport shall be maintained in a condition of airworthiness unless otherwise provided in a lease, license or other agreement.

#### **5. Following Directives, Signage, Lights, Etc.**

- a. The pilot or other person aboard engaged in the operation of any Aircraft or tug, except when subject to the direction or control of the Federal Aviation Administration (FAA) for ground movement purposes, must at all times comply with any lawful order, signal or direction of an authorized representative of the DOA.
- b. When operation of such Aircraft is controlled by lights, signs, mechanical or electrical signals or pavement markings, such lights, signs, signals and markings shall be obeyed unless an authorized representative of the DOA directs otherwise.

**6.Compliance with Standards and Rules.** All Persons shall navigate, take off, land, service, maintain and repair Aircraft in conformity with the FAA, National Transportation Safety Board (NTSB), Pennsylvania Department of Transportation directives, and the Rules and Regulations contained herein.

**7.Chief Executive Officer’s Authority to Deny Use of Airport.**

The CEO has the authority to deny the use of the Airport to any Aircraft or pilot violating these Rules and Regulations or the Federal Aviation Regulations, whether at this Airport or elsewhere.

**C. AIRCRAFT INCIDENT/ACCIDENT REPORTING**

The pilot or operator of any Aircraft involved in an incident/accident causing personal injury or property damage shall, comply with FAA Notification Procedures and in addition to all other reports required to be made to other agencies, make a prompt and complete report via telephone to the CEO through Airport Security at (215) 937-7976 and in writing upon request of the DOA. Such person shall return to and remain at the scene of the accident until he/she has fulfilled all the reporting requirements.

**D. DISABLED AIRCRAFT**

**1.Removal/Disposal.** Aircraft Owners, their pilots or agents shall be responsible for the prompt removal/disposal of wrecked or disabled Aircraft, and/or any and all parts and fluids thereof unless required or directed by a proper authority, including the NTSB, the FAA or the CEO, to delay such action pending an investigation of the incident or accident.

**2.Authorization for Movement of Damaged/Disabled Aircraft**

**Required.** The owner or operator of an Aircraft involved in an accident on the Airport shall not move such Aircraft from the scene of the accident until authorized to do so by the appropriate federal agencies and the CEO or his/her designee.

**3.DOA Action in the Event of Owner’s Failure to Remove/ Dispose of Disabled Aircraft**

- a. In the event that Aircraft Owners, their pilots or agents fail or refuse to comply with the provisions of Section 4.D.1. above within two hours, after proper notification by the DOA, the DOA may at its sole option have its employees or contractors remove or relocate the wrecked or disabled Aircraft at the owner’s expense and without liability for damage, which may result in the course of such removal or relocation.
- b. All charges and expenses incidental thereto incurred by the DOA will be billed to the Aircraft Owner.
- c. Aircraft Owners, their pilots or agents who fail or refuse to remove or relocate an Aircraft after being directed to do so by the CEO or his/her designee may be issued a Notice of Violation and be fined up to \$300.00 or such greater amount as mandated by local, state or federal regulations. Each day that a violation continues after issuance of a Notice of Violation shall be deemed a separate repeat offense.
- d. The imposition of any penalty or fine imposed by Section 4.D.3.c above shall not relieve the violator from compliance with the CEO’s request for removal; nor shall it prevent the DOA from removing or relocating the wrecked or disabled Aircraft.

**4.Replacement of Parts and Fluids use to Extinguish Fires.**

Aircraft owners will be required to compensate the City actual cost or replace all parts and fluids used in extinguishing Aircraft fires at the City’s discretion.

**E. CEO’s RIGHT TO CONTROL THE AIRFIELD**

**1.CEO’s Right to Delay, Restrict or Refuse.** The CEO or his/her designee shall have the right at any time to do the following when he/she considers such action to be necessary to avoid endangering persons or property and to be consistent with the safe and proper operation of the Airport:

- a. Close the Airport in its entirety or any portion thereof to air traffic;
- b. Delay or restrict any flight or other Aircraft operation; or
- c. Refuse takeoff permission to Aircraft and to deny the use of the Airport or any portion thereof to any specified class or Aircraft or to any individual or group.

**2.NOTAM Issuance.** In the event the CEO or his/her designee determines the condition of the Airport or any part thereof is unsafe for landings or take-

offs, he/she shall issue or cause to be issued a NOTAM closing the Airport or any part thereof.

## **F. STARTING OF AIRCRAFT ENGINES**

**1.Operation of Controls.** No person shall start Aircraft engines or operate an Aircraft in any manner unless there is a licensed pilot, student pilot, or mechanic at the controls.

**2.Chocking of Wheels Required.** Wheel blocks equipped with ropes or other suitable means of chocking the wheels of an Aircraft to deter movement shall always be placed in front of the main landing wheels before starting the engine or engines, unless the Aircraft is locked into position by locking brakes or other devices approved by the CEO.

**3.Fire Extinguisher Requirement.** No Aircraft engine shall be started unless there are adequate fire extinguishers available and persons trained in their operation to extinguish any fire resulting from the engine startup.

**4.Prohibition Against Starting/Operating Aircraft Engine Inside Hangar.** No engine shall be started or operated inside a hangar.

**5.Management of Exhaust, Blast and or Propeller Wash.** Engine exhaust, blast and/or propeller wash shall be directed in such manner as to cause no injury, damage, or hazard to any person, structure or property.

**6.Prohibition against Contrary Operations.** Operations contrary to this Section are prohibited unless the CEO or his/her designee approves them in advance.

## **G. RUN-UP OF AIRCRAFT ENGINES**

**1.** No Aircraft engine shall be run up immediately in front of or adjacent to the Terminal Buildings or with the Aircraft in such a position that parked Aircraft, Taxiways, or Runways are in the path of the jet or propeller blast slip stream.

### **2. Run-up Procedures:**

- a. No Aircraft engine may be run above idle power except in locations authorized by the CEO.
- b. It is the responsibility of the Operator of the Aircraft to position the Aircraft in the appropriate position so as to ensure the jet or propeller blast slip stream does not damage any Persons or Property.

c. It is the responsibility of the Operator of the Aircraft to comply with any and all instructions from the ATCT and Airport Personnel, and not interfere with traffic in the air or moving on the ground.

d. Engine run-ups whether for maintenance or otherwise shall be limited to the following locations:

- (1) Between the hours of 0600 – 2300:
  - (a) Lightweight Aircraft (less than 12,500 lbs.) are to run-up on the concrete Ramp, which is that portion of the main Ramp northwest of Taxiway A-4.
  - (b) Aircraft over 12,500 lbs. are to run-up on Taxiway Hotel between Runway 6-24 and Taxiway Alpha, as directed by the ATCT.
- (2) Between the hours of 2300 – 0600:
  - (a) Aircraft engine run-ups must have prior written approval from the Airport. Contact the Airport Security at (215) 937-7976 and provide the following information:
    - 1) Aircraft Type & Tail Number
    - 2) Aircraft Operator
    - 3) Location on field
    - 4) Time and duration of run-up.
  - (b) Run-ups of all Aircraft are to be performed on Taxiway Lima (location on Taxiway Lima determined by wind):
    - 1) With winds from the west, northwest, north, northeast, or east, run-ups will be done on Taxiway Lima near the approach end of Runway 24.
    - 2) With winds from the southeast, south or southwest, run-ups will be done on Taxiway Lima between Runway 15-33 and Taxiway Juliet.
  - (c) No engine run-ups may be performed by turbojet Aircraft over 12,500 lbs.

## H. NOISE ABATEMENT

### 1. Preface

These Rules and Regulations are intended to govern Aircraft Operations in the absence of any separate agreements between the Airport and Owners and Operators regarding flight procedures and noise abatement issues. To the extent of any inconsistency between an agreement and these Rules and Regulations, the agreement shall control. Accordingly, these Rules and Regulations do not replace any separate flight procedure obligations entered into by agreement with the Airport.

### 2. Rules and Regulations for all Aircraft

(Including Single-Engine, Multi-Engine, Business Jet and Helicopters)

#### a. Procedure Implementation

- (1) Pilots of turbojet-powered Aircraft with a maximum certified take-off weight over 12,500 pounds should follow the standard noise abatement profiles unless authorized or directed to do otherwise by the ATCT.
- (2) Pilots of turboprop, turbojet and large prop aircraft (prop aircraft of more than 12,500 pounds) are directed to use Runway 6-24, unless significant winds (15 knots or more) dictate otherwise.

#### b. Departure Procedures

- (1) All departures should maintain Runway heading until reaching 400 feet above ground before making any turns.
- (2) In addition to the above, Runway 33 (NOISE SENSITIVE) VFR departures are requested to begin cross-wing leg at or prior to the first highway northwest of the Airport.

#### c. Arrival Procedures

Runway 15 arrivals are requested to fly at or above the standard glide path to avoid a noise sensitive area off the approach end of the Runway.

#### d. Runway Usage

Unless otherwise required by distance from clouds or directed by the ATCT, the traffic pattern altitudes for the Airport are as follows:

- (1) Lightweight Aircraft (less than 12,500 lbs.) – 1000' AGL (1120' MSL).

- (2) Aircraft weighing 12,500 lbs. or more and all turbojet/turbine powered Aircraft – 1500' AGL (1620' MSL).
- (3) Rotocraft – 800' AGL (920' MSL) and avoid residential area on the east-southeast boundary of the Airport.
- (4) As directed by ATCT, touch-and-go aircraft are to make right-hand traffic pattern when utilizing Runway 6.

#### e. Touch-and-Go Operations

Touch-and-go operations are not permitted except as specified herein and may only be conducted as follows:

- (1) Monday through Saturdays between the hours of 0900 and 2200.
- (2) Sundays between the hours of 1200 and 2200.
- (3) Limited to five (5) per flight.

#### f. Airport Flight Schools

- (1) All Aircraft flight instructors based at Flight Schools located at the Airport are required to attend a session on the Rules and Regulations. Contact Airport Operations at (215) 937-7961 to schedule a session.
- (2) All Flight Schools are required to enter into operating licenses before commencing flight school operations.

#### g. Hold Pad Delays

During extended delays on hold pads, restrict unnecessary use of engine to reduce noise and air pollution.

## I. TAXIING OR MOVING AIRCRAFT ON OPERATIONAL AREAS

**1. Monitoring Radio Frequency.** Whenever any Aircraft is being taxied, towed or otherwise moved on the Airfield, there shall be a Person who shall monitor by radio the transmitting frequency in use by the ATCT. In the event of radio equipment failure, the ATCT may use light gun signals to direct Aircraft movement.

### 2. Safe Operations Required.

- a. No Aircraft shall be taxied, towed or otherwise moved on the Airport in a careless or negligent manner; or in disregard of the rights and safety of all Persons; or without due caution; or at a speed or in a manner which endangers unreasonably Persons or Property. No side by side traffic will be

permitted on Taxiways or Taxilanes without the prior written approval of Airport Operations.

- b. No Aircraft shall be taxied, towed or otherwise moved on any Airport surface except upon designated Runways, Taxiways, Ramps or Aprons, unless otherwise restricted; and, without first ascertaining by visual inspection that it is safe to proceed without danger of collision with Persons or Property.

**3. ATCT Clearance Required.** Aircraft shall not be taxied, towed or otherwise moved on any part of the Movement Areas until:

- a. Clearance to do so has been approved by the ATCT when the ATCT is open; or
- b. Intentions have been broadcast over Common Traffic Advisory Frequency (CTAF) 126.9 MHz and two-way radio communications with other Aircraft are maintained when the ATCT is closed

**4. Use of Recommended Vehicles for Towing.** No Aircraft shall be towed on the Airport except by a Motor Vehicle of the type recommended or approved such purpose.

## J. OPEN TO TRANSIENT AIRCRAFT

The Airport shall be open to all transient traffic, and all Owners/Operators who use the Airport will be governed by these Rules and Regulations as well as the rules and regulations of the FAA, TSA, NTSB and any other local, state or federal agency having jurisdiction over the Airport and Persons using the Airport.

## K. PARKING RESPONSIBILITY

**1. Parking in Designated Areas Only.** Aircraft shall not be parked in any area other than those designated by the CEO. Aircraft shall park/tie down only at a FBO unless other arrangements have been made with the Airport.

**2. Airport Management Responsible for Designation of Parking Spots.** The Airport Operations Officer reserves the right to designate all Aircraft Parking locations, including Parking areas that are exclusively leased to Tenants.

**3. Relocation of Aircraft.**

- a. When instructed by the CEO, the Owner/Operator of any Aircraft parked or stored at the Airport shall move said Aircraft from the place where it is parked or stored.

- b. If the Owner/Operator refuses to comply with such directions, the CEO may order such Aircraft moved at the expense of the Responsible Party, and without liability for any damage that may result in the course of such relocation.

**4. FBO Registration.** The Owner/Operator of transient Aircraft shall register at an FBO immediately after landing and shall also check-out at such FBO immediately before departure.

**5. Aircraft under Certified Maximum Takeoff Gross Weight.**

Owner/Operators of Aircraft under 12,500 pounds certificated maximum takeoff gross weight shall not leave their Aircraft unattended unless tied down. The Responsible Party, Owner and Operator of such Aircraft shall be held responsible for any damage which may occur to the Airport or said Aircraft as a result of the failure to comply with this Rule.

**6. Unauthorized Storage.** Unless otherwise provided in a lease, license or other agreement with the DOA, no Person shall use any area of the Airport for Parking or storage of Motor Vehicles, boats, motor homes, motorcycles, campers, trailers or any other non-aviation related items or property. Any unauthorized storage or Parking of Motor Vehicles or any other non-aviation related items or property will be removed and placed in storage at the Responsible Party's expense, without liability from damages arising from such removal and storage by the DOA.

## L. TAXIING INTO OR OUT OF HANGARS

No Aircraft shall be taxied into or out of a hangar under its own power.

## M. AIRCRAFT REPAIRS/MAINTENANCE

**1. Must Be Done in Designated Areas.** All repairs to Aircraft and engines shall be made in the space designated for this purpose and not in the areas reserved for landing, and takeoff, or taxiing, unless otherwise authorized in writing by the CEO or his/her designee.

**2. Clean Up of Area Required.** Any Person performing such services shall leave the Ramp used therefore in a neat, clean, safe and orderly condition, including removal of all spilled fuels, lubricants, and solvents upon completion of such services.

**3. Restriction on Releasing Fluids/Solids into Storm-Sewer Drain.** No fluids or solids used in any maintenance, and/or repair activities shall be permitted to enter any storm-sewer drain, ponding ditch or sanitary disposal system without the prior written approval of the CEO.

## **N. WASHING OF AIRCRAFT**

**1. Prior Written Approval Required.** Washing of Aircraft and vehicles requires prior written approval of the CEO. Fluids, solvents and detergents used in the washing process must also be approved by the CEO or his/her designee and be consistent with all applicable environmental protection plans. See also Section 3.Q.

**2. Disposal Requirements.** No fluids, solvents and detergents used in the washing process shall be allowed to flow into or be placed in any sewer system or open water area without a separator or unless connected to an industrial waste system or as otherwise approved by the CEO.

## **O. AIRCRAFT DEICING**

**1. Subject to Prior Approval of CEO.** All Aircraft deicing activities, including types of chemicals used and deicing locations, are subject to prior approval by the CEO. The CEO or his/her designee may impose additional Aircraft deicing restrictions and reporting requirements due to environmental considerations.

**2. Compliance.** All Aircraft deicing operations will be conducted in accordance with FAA directives, Aircraft manufacturer's specifications, the Airport's Winter Operations Plan and these Rules and Regulations.

### **3. Locations.**

- a. All General Aviation Aircraft are authorized to deice at the Fixed Base Operator's (FBO) facility; and
- b. Deicing is expressly prohibited at gates and on taxiways or runways.

**4. Aircraft Positioning.** Aircraft shall be positioned in such a manner that the spray from performing deicing does not contaminate other vehicles or people.

**5. Approved Deicing Fluids.** Type I, Type IV, propylene glycol fluids, or other 5. types of FAA-Approved deicing fluids may be used for deicing. The use of ethylene glycol is prohibited.

**6. Limitation on Amount of Fluid Used in Defrosting Activities.** No more than 40 gallons of applied fluid may be used per plane during defrosting activities.

**7. Disposal of Unused Fluids.** The disposal of unused or out of spec fluid must be coordinated with Airport Operations. Materials not acceptable for recycling must be disposed off-site at an appropriately permitted facility.

**8. Fluid Usage Reporting Responsibilities.** Monthly deicing fluid usage must be reported to Airport Operations no later than the 10th day of the month following use. The report must include the following:

- a. The date of deicing/defrosting;
- b. Location of activity;
- c. Type of fluid used;
- d. Amount of fluid used, including the mixture ratio; and
- e. The organization performing the deicing/defrosting.

**9. Reporting of Spills.** Spills of any kind must be reported to Airport Operations and must be contained and cleaned up by the responsible party in accordance with the Airport's environmental protection plan in accordance with Section 7 of these Rules and Regulations.

**10. Training.** The Airport will address deicing procedures in its annual Winter Operations Training/Information Session.

## **P. TRAINING AND STUDENT PILOTS**

No Person is permitted to open a Flight School, mechanical training school or repair station without the prior written approval of the CEO.

## **Q. USE OF UNSAFE AREAS**

No Aircraft shall use any part of the Airfield, Apron, Ramp, Taxiway, Runway or closed areas considered temporarily unsafe for landing or takeoff, or which is not available for any reason. The boundaries of such areas will be marked by the CEO with barricades and flags by day and with high intensity flashing red lights at night and during low visibility periods, and/or appropriate NOTAM.

## **R. MARKINGS, SIGNS & SIGNALS**

The Owner/Operator or other person engaged in the operation of an Aircraft must at all times comply with any lawful order, signal or direction of the CEO, except when subject to the direction or control for ground movement purposes of the FAA, TSA or other state or federal agency.

## **S. TERMINAL, RAMP AND GATE RESTRICTIONS**

General Aviation Aircraft must park at a FBO, unless otherwise authorized by the CEO. Said Aircraft shall use the FBO for overnight parking and services.

An Aircraft must have prior approval from the CEO to park in any non-leased area. No surface painting or marking of the Ramp or gate areas is permitted without prior written approval of the CEO.

## **T. PASSENGER ENPLANING/DEPLANING**

- 1.Loading/Unloading in Designated Areas Only.** All Aircraft shall be loaded or unloaded and passengers enplaned or deplaned, in designated areas unless otherwise permitted by the CEO, and all passengers shall utilize designated routes to and from the Terminal Buildings.
- 2.Operation of Aircraft Engines during Enplaning/Deplaning.** There shall be no enplaning or deplaning of passengers when Aircraft engines are operating unless specifically authorized or permitted by the CEO.

## **U. HELICOPTER OPERATIONS**

- 1. Required Equipment.** No helicopter may land or take-off from the Airport unless it is equipped with a two-way radio functioning on a frequency to maintain communication with the control tower.
- 2. Compliance with ATCT Instructions.** Helicopters Aircraft arriving and departing the Airport shall operate under the direction of the ATCT at all times while in the Class D Airspace.
- 3. Tie-down of Rotor Blades.** Helicopters shall have rotor-braking devices and/or rotor mooring tie-downs applied to the rotor blades when parked.
- 4. Taxiing and Towing Restrictions.** Helicopters shall not be taxied, towed or otherwise moved with rotors turning unless there is a clear area of at least twenty-five (25) feet in all directions to and from the outer tips of the rotor.
- 5. Operator Requirement.** No helicopter shall be left running unless a certificated helicopter pilot or a FAA certificated mechanic is at the controls.

## **V. AIRSHIP OPERATIONS**

- 1.Airship operations must be coordinated through Airport Operations.** No Airship operations take place without the prior approval of the CEO or his/her designee.

## **W. AIR TRAFFIC RULES**

- 1.Motorless Aircraft.** No motorless Aircraft shall land or takeoff from the Airport.

**2.Ultralight Aircraft.** No Ultralight Aircraft shall land or takeoff from the Airport.

**3.Unmanned Aerial System/Drone Activity.** No person shall operate Unmanned Aircraft, Unmanned Aerial Systems or Drones within the air space above PNE without first obtaining authorization from the CEO or his/her authorized designee.

**4.Assisted Take-Offs.** Jet-assisted or any other type of assisted takeoffs shall not be made at the Airport without first obtaining permission from the CEO or his/her designee and the ATCT.

**5.Closed Runway.** No Person shall land or takeoff or attempt to land or takeoff on any Runway during the time that said Runway is closed to operations by order of the CEO, except in the case of an emergency.

**6.Prohibition Against Use of Runway Already In Use.** No Person shall land, takeoff or attempt to land or takeoff in any Aircraft from any Runway that is at the time being used by another Aircraft, except in the case of an emergency and as directed by the ATCT.

**7.Use of Taxiways for Takeoffs and Landings.** Aircraft shall not use taxiways for takeoffs and landings without the permission of the CEO or his/her designee and ATCT.

**8.Maximum Gross Weight.** No Aircraft having an actual gross weight (including passengers, cargo, fuel equipment, etc.) in excess of the allowed maximum gross weight for such Aircraft shall land, takeoff or taxi at the Airport without the permission of the CEO.

## **X. INTOXICANTS AND DRUGS**

As provided under the Federal Aviation Regulation Part 91.1047, no Operator or other member of the flight crew of an Aircraft in operation on the Airport, or any Person attending or assisting in said operation on the Airport, shall be under the influence of Alcoholic Beverages or Drugs, nor shall any Person under the influence of Alcoholic Beverages or Drugs be permitted to board any Aircraft, except a medical patient under care. Any Person violating this Section may be denied use of the Airport by the CEO at his/her sole discretion.

## **Y. AIR SHOWS AND AERIAL DEMONSTRATIONS**

No Operator shall schedule air meets, aerial demonstrations, banner towing, or other special activities to be held at the Airport unless prior written approval shall have been obtained from the CEO.

## Z. COMPLIANCE

The CEO has the authority to deny the use of the Airport to any Aircraft or Responsible Party violating these Rules and Regulations or the FARs, whether at this Airport or elsewhere.

# 5

## SECTION

## AIRFIELD VEHICLE OPERATIONS

### A. APPLICABILITY

The following regulations provide guidelines to individuals whose job duties require that they operate vehicles on the Air Operations Area (AOA) or any other restricted area at the Airport or who are temporarily authorized to operate a vehicle on the AOA based on an operational need.

### B. GENERAL REQUIREMENTS

**1.Required Compliance with Applicable Regulations.** No Person shall operate any Motor Vehicle on the Airport other than in conformity with the then current FARs, and the aeronautical regulations of the Commonwealth and the City.

**2.Operational Need and Employer/Landlord Approval Required.** Only those Persons whose employers or landlords have determined that their job duties require them to drive a vehicle on the AOA shall be granted a Gate Access Card and unescorted driving privileges on the AOA.

**3.Driver Authorization.** No Person may operate a motor vehicle on the AOA unless:

- a. He/she has submitted a PNE Permit Application with applicable portions completed by his/her employer's or landlord's authorized signer;
- b. The DOA has granted that individual the right to operate a vehicle on the AOA;
- c. He/she is in possession of a Gate Access Card and Northeast Airport Parking Permit issued by the DOA;
- d. He/she is in possession of a valid state driver's license; and
- e. Such Person and motor vehicle are insured by a Person authorized to do business in the Commonwealth in such amounts as the DOA shall require.

**4.Employer/Landlord Responsibility.** Employers/landlords are fully responsible for an employee/subtenant to whom a Gate Access Card has been issued by the CEO. They shall ensure that those employees or subtenants have knowledge of and comply with PNE's Rules and Regulations.



**5. Driver Authorization Invalid if State Driver's License Invalid.** A driver's unescorted AOA driver's authorization shall be invalid during any period that his driver's license is not valid, e.g. expired, revoked or suspended.

**6. Ongoing Reporting Responsibilities.** Individuals must immediately report suspensions or revocations of their state driver's licenses to their employers and landlords and to Airport Security at (215) 937-7976.

**7. Authorization Limited to Work Areas during Work Hours.**

Employees or tenants are only authorized to operate vehicles in work related areas on the AOA and during their work hours.

**C. AUTHORITY**

An Operator must prove his/her authority to operate a Motor Vehicle on the Air Operations Area by presenting a Gate Access Card when asked. If the Operator fails to produce the above, he/she may not be permitted to continue operating the Motor Vehicle on the Air Operations Area and a Violation will be issued in accordance with the provision of Appendix E.

The CEO shall have the authority to deny the use of the Airport or any portion thereof to any Motor Vehicle or Operator violating these Rules and Regulations, regardless of where such Violations occur.

**D. COMPLIANCE WITH OFFICIAL ORDERS, SIGNALS OR DIRECTIONS**

All Operators of Motor Vehicles in or upon the Airport shall comply with any order, signal or direction of the Airport Operations Officer. When such traffic is controlled by traffic lights, signs, mechanical or electrical signals, or pavement markings, such light, signs, signals and marking shall be obeyed unless the Airport Operations Officer directs otherwise.

**E. AOA DRIVING RULES AND REGULATIONS**

**1. General**

**a. Compliance with Applicable Laws, Rules and Regulations Required.**

Vehicle operation within the boundaries of the AOA shall conform with the provisions of the Airport Vehicle Code of the Commonwealth of Pennsylvania, all traffic Ordinances of the City, these Rules and Regulations and any special regulations prescribed by the CEO.

**b. Penalty for Noncompliance with Rules and Regulations.** Privileges to operate Motor Vehicles on any part of the Airport may be suspended or permanently revoked by the CEO for Violation of these Rules and Regulations.

**c. Pedestrian Traffic.** Pedestrian traffic is prohibited on all Aprons and service roadways of the Airport unless assigned as a work area or unless said pedestrian(s) is a pilot or passengers being accompanied by the pilot to an Aircraft.

**d. Restrictions on Motorized Vehicles.** Only DOA approved Equipment is permitted to operate on the Airfield. The use of cycles, skateboards or other recreational devices on the Airfield is strictly prohibited.

**e. Obedience to Traffic Signage.** Any person operating a motor vehicle on the AOA shall obey all posted traffic signage, including stop signs and pavement markings.

**f. Reckless or Careless Vehicle Operation Prohibited.** Vehicle operators shall not operate vehicles in a reckless or careless manner. A reckless or careless manner is one that intentionally or negligently threatens the life or safety of any Person or threatens damage or destruction to property.

**g. No Personal Vehicles Allowed on AOA.** No personal vehicles are allowed on the AOA unless authorized by the DOA.

**h. Prohibition against Operating Vehicles While Under the Influence.** No Person shall operate any Motor Vehicle or Aircraft of any kind on the Airport while under the influence of Intoxicants or Drugs.

**i. Sounding Horns.** No Person shall sound his/her horn except as a warning to other Persons, Motor Vehicles, or Aircraft.

**j. Overloading Motor Vehicles.** No Person shall operate any Motor Vehicle that is overloaded with Persons or cargo.

**k. Containment Responsibility.** Drivers are responsible for the containment of any loads or materials being carried and/or towed in or by their vehicles.

**l. Riding and Standing Restrictions.** No Person shall ride on the running board, stand up in the body of Motor Vehicles, or ride on the exterior body of a Motor Vehicle, or with arms and legs protruding from the body of any Motor Vehicle. Fire apparatus and other emergency vehicles are exempt from this provision.

**m. Smoking Strictly Prohibited.** Smoking anywhere on the airfield, including while riding in Motor Vehicles, and inside the airport terminal facility is strictly prohibited.

- n. **Maintaining Safe Distances.** Minimum safe distances must be maintained when operating a Motor Vehicle in front of or behind an Aircraft with engines running.
- o. **Reporting Accidents.** All accidents should be immediately reported to Airport Security at (215) 937-7976.
- p. **Gate Use.** All Motor Vehicles entering Restricted Areas with Gate Access Cards are to hold on the opposite side of the Gate once the Motor Vehicle has entered or exited to assure no unauthorized Motor Vehicle can access the Restricted Areas. Any violation of this provision (p) is subject to immediate suspension of the right of Motor Vehicle access for a minimum of one (1) month.
- q. **Random Spot Checks.** The Airport Manager may conduct random spot checks to determine whether the Operator of a Motor Vehicle holds a valid driver's license.
- r. **Blind Spots.** Drivers should watch for cockpit blind spots – pilots typically cannot see behind or below the aircraft.
- s. **Use of Vehicle AM/FM radios/Cell Phones/iPods/Other Electronic Devices Prohibited in AOA.** Drivers are prohibited from using vehicle AM/FM radios, personal cell phones, text messaging devices, entertainment headsets, iPods and other personal electronic/entertainment devices in the movement area. However, personal cell phones may be used in case of an emergency. Vehicles must be stationary or parked and out of the way of other traffic while drivers are using cell phones.
- t. **Hearing Protection or Communications Headsets.** Hearing protection or communications headsets may be worn while operating a vehicle, in accordance with safety regulations and requirements.
- u. **Passing Vehicles.** Drivers must pass other vehicles in a safe manner, within the confines of designated roadways and within the posted or designated speed limit.
- v. **Unattended Vehicles.** Drivers should not leave the engine running on an unattended vehicle, except for aircraft servicing. Drivers should make sure that they have set the parking brake, put the transmission in gear or in park and turned off the vehicle ignition before leaving the vehicle.
- w. **Foreign Object Debris (FOD).**
  - (1) **Maintenance of Clear, Uncluttered AOA.** All drivers on the AOA shall assist in the maintenance of clear and uncluttered AOA to avoid aircraft damage due to FOD.

- (2) **Examples of FOD.** FOD is any item located on the AOA that can be ingested or blown by an aircraft engine causing damage to property or personnel. Typical examples of FOD are aircraft and engine fasteners, such as nuts, bolts and washers; mechanical tools; metal objects such as nails, soda cans and pens; stones; wood; plastics; and paper.
- (3) **FOD Prevention.** Employees should secure equipment tools and personal items and place trash items in appropriate covered receptacles.
- (4) **Retrieval of FOD on Ramp Areas.** Employees should retrieve any FOD located on the ramp area.

## 2. Vehicle Identification

A Tenant or Operator whose business requires the use of a Motor Vehicle on the Air Operations Area and who has been granted permission to operate on the AOA by the CEO must comply with the following minimum identification standards:

- a. **Company Colors.** The Motor Vehicle must be painted in company colors that coincide with other owned Equipment.
- b. **Display of Name and Logo.** The sides of each Motor Vehicle shall display the company's name and/or logo and an identification number. Numbers or Letters shall be at least three (3) inches high and plainly visible. Outline numbers and letters are not permitted. Magnetic and temporary identification panels are not permitted.
- c. **Escort Requirement.** Motor Vehicles not complying with the above are subject to escort by an authorized employee and Motor Vehicle.
- d. **Pre-Approval Required for Non-conforming vehicles.** Motor Vehicles that do not meet the requirements due to the nature of their construction must be pre-approved by Airport Operations, at which time identification standards may be established on a case-by-case basis.
- e. **Loss or Theft of Authorized Motor Vehicle.** Tenants, Owners and Operators must advise the Airport Operations Officer of the loss or theft of any Motor Vehicle that is authorized to operate on the Air Operations Area.
- f. **Marking and Lighting Requirements.** Any Motor Vehicle authorized to operate on the Air Operations Area shall be subject to and conform with all vehicle markings and/or lighting requirements as prescribed by the CEO.

- g. **Insurance Requirements.** All Tenants must submit proof of automobile liability insurance, with the appropriate minimums, to the Airport Operations Officer prior to any employee operating a Motor Vehicle on the Air Operations Area.
- h. **Motor Vehicle Permits for Airfield.** The CEO reserves the right to issue Motor Vehicle Permits for the Airfield.
- i. **Vehicles Exempt from Identification.** Vehicles exempt from the vehicle identification requirement include: (i) vehicles under authorized escort; and (ii) any other vehicle authorized, in writing, by Airport Security. Proof of such authorization must be in the vehicle.

### 3. Vehicle Operating Condition

All vehicles operating on the AOA must be in safe operating condition and in good repair. The DOA may determine, in its sole discretion, whether a vehicle is safe or unsafe for operation on the AOA.

- a. **Exhaust System Requirement.** No Person shall operate a motor scooter, truck or other Motor Vehicle in any hangar or building on the AOA unless such Motor Vehicle is equipped with an exhaust system protected by screens or baffles to prevent the escape of sparks or the propagation of flame. At the discretion of the CEO any Motor Vehicle discharging excessive exhaust fumes may be barred from operating of the Airfield until said vehicle is repaired.
- b. **Must be in Sound Mechanical Order.** No Motor Vehicle shall be permitted on the Airport unless it is in sound mechanical order, has functioning headlights and taillights, horn, brakes, and clear vision from the driver's seat. The Operator is responsible for inspecting the Motor Vehicle for roadworthiness prior to its use. Additionally, Motor Vehicles subject to a state inspection must maintain a valid certificate of inspection at all times when operating on the AOA.
- c. **Headlight/Taillight Requirement.** During the hours of sunset or sunrise, all Motor Vehicles being operated on the Airfield are required to have working headlights and taillights (or reflectors on unmotorized vehicles). The use of Motor Vehicles not so equipped is prohibited during these hours.
- d. **Vehicles Leaking Fluids Barred.** Motor Vehicles leaking fluids shall be barred from operating on the Airfield at the discretion of the CEO.
- e. **Areas in which Maintenance is Prohibited.** Maintenance of Motor Vehicles and Equipment at the Terminal gate positions or adjacent Apron/Ramp areas is prohibited unless authorized by the CEO.

### 4. Right-of-Way

- a. Taxiing Aircraft and Aircraft under tow have the right-of-way over all Motor Vehicles.
- b. Aircraft starting engines have the right-of-way over all Motor Vehicles.
- c. Emergency equipment responding to an emergency (e.g., Aircraft Rescue and Firefighting, Airport Operations and other Motor Vehicles) have the right-of-way over all other Motor Vehicles.

### 5. Speed Limits

- a. Maximum speed limit on the Apron/Ramp or other area for Aircraft Parking is 20 mph.
- b. Emergency Motor Vehicles responding to an Airport emergency are exempt from this restriction.

### 6. Operation on the Movement Area

- a. General

Only Motor Vehicles that have been authorized by Airport Operations and that have two-way communication with ATCT are permitted to operate in the Movement Area. The ATCT is usually operational between the hours of 0600 and 2300 hours. Even when the ATCT is closed, no vehicle may enter the Movement Area without authorization from Airport Operations. Additionally, all Motor Vehicles operating in the Movement Area during low visibility conditions or at night shall be equipped with a lighted, rotating or strobe yellow beacon unless under a DOA approved escort.

- b. When ATCT is open:

- (1) Operators of Motor Vehicle shall establish radio contact with the ATCT prior to operating on any portion of the Movement Area and/or Safety Areas.
- (2) Motor Vehicle Operation shall not cross any Runway hold lines to enter or cross any Runway unless authorized to enter or cross any Runway by the ATCT.
- (3) Motor Vehicle Operators shall inform the ATCT when clear of the Movement Area and/or the Safety Areas.
- (4) If radio communication, with the ATCT is lost when operating on the Airport Movement Area and/or Safety Areas, the Motor Vehicle Operator shall face the Motor Vehicle toward the ATCT, flash the

Motor Vehicle headlights and wait for a light gun signal. If radio communication is lost while on a Runway, the Motor Vehicle Operator shall exit the Runway at the next available Taxiway and flash the Motor Vehicle headlights in the manner described above. The following light signal will be used by the ATCT:

- (a) Steady Green — Clear to Proceed
- (b) Steady Red — Stop
- (c) Flashing Red — Clear Runway
- (d) Alternating Red & Green — Exercise Extreme Caution
- (e) Flashing White — Return to Starting Point on Airport

c. When ATCT is closed:

Only qualified Motor Vehicle Operators with prior approval from Airport Operations may operate a vehicle on the movement area when the ATCT is closed. Vehicle Operators shall monitor the Common Traffic Advisory Frequency (CTAF) (126.9 MHZ) at all times when on the Air Operations Area and shall announce their intentions on said frequency before entering the Movement Areas and/or Safety Areas.

## 7. Parking

- a. No person shall park any motor vehicles or motorized or other equipment on the AOA in areas other than those designated or authorized by the DOA or in any manner contrary to any posted regulatory signs, traffic control devices or pavement markings.
- b. All Motor Vehicles and Equipment on the Apron shall be parked in a manner to allow free ingress and egress for other Motor Vehicles in common use areas.
- c. Parking brakes must be set on unattended Motor Vehicles.
- d. No fuel truck shall be brought into, stored or parked within fifty (50) feet of a building. Fuel trucks must not park within ten (10) feet of other parked vehicles.
- e. When not servicing aircraft or undertaking their intended functions, ramp vehicles and equipment shall be parked only in approved areas.
- f. Parking shall *not* be allowed as follows:

- (1) In a manner that interferes with Aircraft, or Airport Operations;
- (2) In a manner that interferes with access to fire hydrants or fire extinguishers;
- (3) By a yellow curb or any other Restricted Parking Areas;
- (4) On or near yellow Taxiway centerlines;
- (5) In cross-hatched areas;
- (6) Under an Aircraft (unless the Motor Vehicle is servicing the Aircraft);
- (7) Within two hundred (200) feet of emergency Equipment;
- (8) Within twenty-five (25) feet of a fire hydrant or in a manner that prohibits a vehicle from accessing the fire hydrant.
- (9) On Airport service roadways.

## 8. Escorting

a. **Escorts.** The following vehicles must be escorted:

- (1) Vehicles not approved by Airport Operations;
- (2) Those operated by drivers who do not have a PNE Gate Access Card;
- (3) Vehicles that are not properly displaying company's name, logo and checkered flag (as required); and
- (4) Vehicles that are not properly equipped.

b. **Drivers Who May Provide Escort.** Drivers who escort other vehicles must meet the following requirements:

- (1) Movement Area
  - (a) Must be approved by Airport Operations;
  - (b) Must have successfully completed the Airport's Movement Area Driver's Training Program;
  - (c) Must have a valid state driver's license; and
  - (d) Must have an Airport issued PNE Access Card.
- (2) Non-Movement Area

- (a) Must have an Airport issued Gate Access Card;
  - (b) Must have Gate Card Application on file with Airport Operations; and
  - (c) Must have a valid state driver's license.
- (3) Be in a Separate Vehicle. Drivers who escort other vehicles may not escort as a passenger; escorting must be done with a separate vehicle.
- c. **Drivers Who May Be Escorted.** The following drivers who have a valid state driver's license may be escorted:
- (1) Those individuals who do not have unescorted access authorization to the AOA but have been fully vetted through the airport process and have a short term operational need to be in the AOA, including, but not limited to, contractors, subcontractors, etc.; and
  - (2) New employees that have turned in an application for a PNE Gate Access Card and have photo ID in their possession.
- d. **Drivers Who May Not Be Escorted.** The following drivers may not be escorted:
- (1) Those who do not have a valid state driver's license;
  - (2) Those who do not have an operational need to be on the AOA; or
  - (3) Those whose badges are no longer valid, i.e. their badges are expired or have been confiscated, or whose access privileges have been suspended due to a violation.
- e. **Restriction on Escorting those with Lost or Stolen Badges.** An individual who has reported his/her PNE Gate Access Card lost or stolen may be escorted only if he/she has a scheduled appointment to have the gate access card replaced.
- f. **Escort Responsibilities.** Escorts assume full responsibility for escortees. Escorts may not escort more than twelve (12) individuals or three (3) vehicles at a time. If an escortee fails to follow an escort's instructions or PNE's escort rules or engages in activities other than those for which access was granted, the escort must immediately contact Airport Security at (215) 937-7976. Any Person exercising escort privileges on the AOA will assume full and complete responsibility for the individual and Motor Vehicle under escort and will comply with the following:
- (1) **Escorted Individual/Vehicle May Not Be Left Unattended.** At no time will an Unauthorized Person(s) or Motor Vehicle(s) be left on the AOA without an escort.

- (2) **Escort Must Maintain Direct Eye Contact with and Control of Escorted Vehicle or Individual.** An escort must maintain direct eye contact with or be no more than ten (10) feet away from the individual being escorted and must be able to monitor the escortee in a manner sufficient to identify whether he/she is engaged in actions other than those for which escorted access was granted. Prior to escorting a vehicle onto the AOA an escort shall inform the escortee that, should they get separated, escortee must immediately stop the vehicle, call Airport Security at (215) 937-7976 and advise the dispatcher of his/her name, location and the name of his/her designated escort and wait until his/her escort or Airport Security is able to locate him/her.
- (3) **Instructions from FAA ATCT.** Motor Vehicle Operators being escorted on the Movement Area must follow the instructions of the FAA ATCT and those of their escort.
- (4) **Right-of-Way Rules and Procedures.** Motor Vehicle Operators must strictly follow all right-of way rules while in the AOA and all aircraft right-of-way procedures.
- (5) **Authorization Required for Entry to the Movement Area.** No person(s) or motor vehicle(s) may enter the Movement Area without permission from the CEO, FAA ATCT or the authorized Motor Vehicle.
- (6) **Vehicle Equipment Requirement for Escorted Vehicles.** The Motor Vehicle(s) under escort is required to have fully functioning head and taillights and be in sound mechanical condition.
- (7) **Vehicle Requirements for Vehicles Providing Escort.** Motor Vehicle(s) performing escort privileges will conform to the standards as set forth in Section 4.

g. **Escortee Responsibilities.**

- (1) Escortees shall comply with these Rules and Regulations and shall not seek access to the AOA for non-business related purposes.
- (2) If an escortee gets separated from his/her escort, the escortee shall immediately stop the vehicle and contact Airport Security at (215) 937-7976, advise the Security Officer of his/her name, location and the name of his/her designated escort and wait until his/her escort or Airport Security is able to locate him or her.

h. See also Sections 8.D.2 and 8.E.3.

## 9. Vehicular Accidents

Operators of vehicles involved in an accident on the airport that results in injury to a person or damage to an aircraft, airport property, or another vehicle shall:

- a. Immediately stop and remain at the scene of the accident;
- b. Render reasonable assistance, if the driver is capable of doing so, to any person injured in the accident;
- c. Report the accident to the Police and Airport Security at (215) 937-7976;
- d. Provide and surrender to following to any responding DOA personnel: name and address; state driver's license, and any information such personnel need to complete a vehicle accident report.
- e. Drivers of City vehicles must also notify their immediate supervisors of any accidents.

## F. ENFORCEMENT AND SUSPENSION OF RIGHT TO OPERATE MOTOR VEHICLE ON THE AOA

Airport Personnel authorized by the CEO shall enforce these Rules and Regulations. All Violators will be subject to citation through a Notice of Violation, as described below in 5.F.1. Rights to Operate a Vehicle on the Air Operations Area regarding suspension and renewals of that right will be regulated by a Point Assessment System, as described below in 5.F.2.

### 1. Notice of Violation

A Notice of Violation will be issued for observed Violations of any Rules and Regulations.

### 2. Point Assessment System

The following point system will be used for Violation of these Rules and Regulations ("Point Assessment System"):

- a. One (1) point will be assigned for Parking and non-moving Violations.
- b. Two (2) points will be assigned for moving Violations, other than as set forth in parts "c", "d", and "e" of this Section.
- c. Three (3) points will be assigned for speed Violations.
- d. Four (4) points will be assigned for Violations resulting from Aircraft/ Motor Vehicle accidents, cutting-off Aircraft or any form of reckless driving.

- e. Eight (8) points will be assigned for driving while under the influence of Alcoholic Beverages or Drugs and for any Runway Incursions. Violators' Right to Operate on the Air Operations Area will be suspended immediately. Monetary fines may also be assessed for Violations of Air Operations Area driving regulations. See Appendix E.

A copy of every Violation will be forwarded to the Person's employer or if the Violator is a Tenant, the copy of the Violation will be forwarded to the Violator's landlord. A written explanation of corrective action taken by such Person, Tenant or employer shall be returned to the Airport Operations Officer within ten (10) days of issuance of the Violation. If a Person is issued a Notice of Violation under parts "c", "d", and "e" of this Section, in which three (3) or more points are assigned, the Person's supervisor/landlord will be contacted immediately.

### 1. Suspension of the Right to Operate a Vehicle on the Air Operations Area

- a. A Person's Air Operations Area driving privileges will be suspended when eight (8) or more Violation points are accrued, and shall stay in effect for a minimum of two (2) months irrespective of whether the number of points drops below eight (8). See also 5.F.3(c), (d).
- b. Suspension or revocation of any state's driver's license must be immediately reported to the Airport Operations Officer. The CEO reserves the right to determine whether a driver of any Motor Vehicle on or off the AOA holds a valid state driver's license.
- c. Violation points will be erased at a rate of one (1) point per month provided no further infractions of the Rules and Regulations shall occur.
- d. The Right to Operate a Vehicle on the Air Operations Area may be reinstated when the Violation point total falls below eight (8) points (pending employee/landlord and CEO approval).
- e. The CEO or his/her authorized representative will be available to review Right to Operate a Motor Vehicle on the Air Operations Area suspension appeals.

## **OTHER OPERATIONS**

### **A. CLEANING MOTOR VEHICLES/EQUIPMENT AT GATES**

Washing Motor Vehicles or Equipment is permitted only in areas designated by the CEO and shall be conducted in accordance with all Environmental Laws. Drainage from such washing shall not be allowed to enter directly into the Airport drainage system unless a DOA approved filter or clarifier is operating to treat the water entering into the drainage system, as prescribed by Sections 4.N and 7.H. The cleaning of Motor Vehicles and Equipment adjacent Apron/Ramp is prohibited.

### **B. PAINTING GUIDELINES ON RAMPS & TAXIWAYS**

No surface painting or marking of the Taxiway, Ramp or Gate area is permitted without prior approval of the CEO and successful completion of the Airport's permitting process.

### **C. WILDLIFE HAZARD REDUCTION**

1. To the extent practical and consistent with operational safety, Airport Operations Department conducts dispersal activities to discourage birds from flocking into the Aircraft Movement Area.
2. In accordance with Federal Aviation Regulations (FARs) and the Airport's Wildlife Management Program, no Person shall feed, provide habitat or otherwise introduce or encourage the introduction of factors on the Airport that attract or may attract wildlife including birds.

### **D. TRANSPORTATION/TRANSFER OF LIVESTOCK**

1. All loading of livestock into containers must be in an area that is fenced off from the Air Operations Area.
2. Livestock not secured in structurally sound containers are to be loaded utilizing a Ramp between the Motor Vehicle and the Aircraft. The Responsibility Party is responsible for clean-up. The Ramp is to be constructed in such a manner as to prevent the escape of livestock, and is to be securely fastened to both the Aircraft and Motor Vehicle to prevent separation during transfer.

3. Airport Operations Department must be notified prior to any livestock loading/unloading activity on the Airport.

### **E. PLASTIC COVERS**

Plastic or other lightweight covers or materials shall not be disposed of in any Airfield waste container unless said container is significantly enclosed to prevent the materials from escaping. Dumpsters must be covered at all times.

### **F. FLYING CLUBS**

Flying Clubs shall not be permitted at the Airport unless approved by the DOA. Flying Clubs must enter into a license agreement prior to the commencement of operations at the Airport and shall be required to obtain all necessary authorization before commencing operations. Club members and their Aircraft shall be registered with the DOA prior to the commencement of operations at the Airport.

1. All Flying Clubs shall submit to the DOA a copy of all applicable governing documents including, but not limited to:
  - a. the constitution, bylaws, articles of incorporation of the Club, and any other documents of the Club to substantiate their status; and
  - b. Club regulations and/or operating manuals.
2. All Flying Clubs shall have a continuing duty to promptly submit a copy of all changes in any governing documents to the DOA.
3. All Flying Clubs shall submit to the DOA a copy of the membership roster listing members' current names, addresses, phone numbers, and pilot rating held. Revised membership rosters shall be submitted to the DOA no less than semi-annually.
4. No Flying Clubs with Student Pilots as members will be approved to operate at the Airport nor are Student Pilots to operate Flying Club Aircraft.
5. Only member pilots in good standing shall be authorized to operate Flying Club Aircraft.
6. Flying Clubs shall not be permitted to provide instruction to Student Pilots or otherwise for compensation.
7. Prior to operating Flying Club Aircraft from the Airport, a member shall:
  - a. Be familiar with the Rules and Regulations of the Airport and signify that he/she has read and will abide by these Rules and Regulations.

## FIRE AND SAFETY

All fire and fire related safety provisions of these Rules and Regulations, including provisions respecting Hazardous Substances, shall be in accordance with applicable sections of the Fire Code, and/or the National Fire Protection Association's Codes and Standards, and all applicable local, state and federal laws, rules and regulations.

### A. FIRE CHIEF AUTHORITY

1. It shall be the duty of the Airport's Fire Chief to enforce all applicable sections of these Rules and Regulations pertaining to fire protection, fire prevention and fire spread control.
2. The Airport's Fire Chief or his/her duly authorized representative(s) shall periodically inspect all buildings, structures and premises to ensure compliance with all applicable sections of these Rules and Regulations pertaining to fire protection, fire prevention and fire spread control.
3. The CEO may authorize representatives of the Airport Operations Department or the Philadelphia Police to inspect fire hazards or flammable conditions on Airport property.

### B. HANDLING OF EXPLOSIVES AND OTHER HAZARDOUS SUBSTANCES

1. The classifications of explosives referenced in this subsection are taken from 29 C.F.R. §1910.109 as amended.
2. Class A Explosives and explosives not acceptable for transportation under applicable federal regulations are not permitted on the Airport.
3. No Person shall transport Class B Explosives in or upon the Airport unless in compliance with the following:
  - a. The FAA ATCT, Philadelphia Fire Department and Airport Operations must be notified in advance of the type and amount whenever these explosives are in transit through the Airport.
  - b. All Federal, state and City laws and regulations are adhered to by the Responsible Party and/or ground handler of the Aircraft.

b. Have a "check-out" in the type of Aircraft to be flown by a member.

8. In addition to the Owner of the Aircraft operated by a Flying Club, a Flying Club shall be responsible for all debts incurred at the Airport related to the storage, operating and maintenance of Flying Club Aircraft. All members of a Flying Club shall be jointly and severally responsible for all debts of the Flying Club irrespective of its organizational structure and liability provisions.

### G. T-HANGAR SAFETY REQUIREMENTS

All T-Hangars on the Airport shall be subject to periodic safety inspections. These inspections shall be made by the Fire Department and Airport Personnel. Infractions will be reported for remedial action. Strict compliance with inspection practices shall be enforced.

1. A maximum of two and one-half (2.5) gallons of fuel may be kept in a T-Hangar if it is in an approved metal container, appropriately labeled. No paint, thinners, solvents or other flammable liquids may be stored in a T-Hangar unless in an approved flammable liquid safety cabinet and appropriately labeled indicating the contents.
2. A maximum of twenty-four (24) appropriately labeled, unopened quarts of oil may be stored in a T-Hangar. No waste oil may be stored in a T-Hangar. Oil rags may be kept in a T-Hangar only if in a metal container with a metal lid.
3. T-hangars are specifically limited to the storage of Aircraft and related (nonflammable) parts and supplies (including appropriate tools and equipment) ONLY. They may NOT be used for the storage of any Motor Vehicle or other Equipment.
4. Electrical devices for heating Aircraft engines or drying Aircraft interiors may be left operational in a T-Hangar when not attended as long as the device is directly connected to the wall socket not through extension cords) and does not exceed six-hundred (600) watts. No other electrical device may be left on and no extension cords may be left plugged into a wall socket while the T-Hangar is unattended. No extension cords may be left on the floor while the T-Hangar is unattended. No extension cords may be fastened to T-Hangar walls or supports.
5. No open-flame space heating devices may be stored or used in a T-Hangar.



- c. A copy of the U.S. Department of Transportation's waiver to transport/ship Class B Explosives is immediately available for inspection by the Airport Fire Chief and/or Airport Operations.
- 4. Hazardous Substances shall be stored, kept, handled, used, dispensed, or transported only in accordance with applicable international, federal, state and local laws, rules and regulations.
- 5. Any materials subject to federal, state or local regulations governing Hazardous Substances must be handled in strict compliance with these Rules and Regulations and any other more restrictive regulations that the CEO may deem appropriate. Any waiver of such regulations or any part thereof by the FAA, the Environmental Protection Agency, the TSA or by any other competent authority shall not constitute or be construed to constitute a waiver of this rule by the CEO or an implied permission by him/her. Advance notice of at least twenty-four (24) hours shall be given to the CEO through Airport Operations at (215) 937-7961 for any operations requiring permission pursuant to this Rule.
- 6. Permission may be given for the movement of radioactive materials only when such Hazardous Materials are packaged, marked, labeled and limited as required by regulations applying to transportation of explosives and other dangerous articles and which do not create undue hazard to life or Property at the Airport. The Philadelphia Fire Department shall provide the CEO with information relative to the hazards of any substance subject to this Section.
- 7. All Tenants involved with the handling of Hazardous Substances must provide the Airport with a Hazardous Substances Removal Plan. The Plan will include the name of the company used for removal of Hazardous Substances and the names and twenty-four (24)-hour telephone numbers of Tenant staff in charge of the Hazardous Substance Removal Plan and its implementation. The Plan must be updated annually or more frequently as required by applicable law.
- 8. Applicable laws governing the handling of explosives and other Hazardous Substances are as follows as may hereinafter be amended, supplemented or superseded:
  - a. Federal Law — 49 U.S.C. § 5103 (enabling statute re Explosives & Hazardous Materials); 49 C.F.R 171 et seq.
  - b. State Law — 73 P.C.S. § 161 (enabling statute I plosives).
  - c. 34 Pa. Code §51 et seq. (Department of Labor & Industry regulations providing protection in the manufacture, transportation, and handling of explosives). 75 P.C.S. §8302 (enabling statute — Hazardous and radioactive materials).

- d. 67 Pa. Code §403.1 et seq. (Department of Transportation regulations providing protection in the transportation of hazardous substances).
- e. Local Laws — Explosives: Chapter 30 of the Philadelphia Fire Code. Hazardous Substances (including radioactive materials): Chapter 23 of the Philadelphia Fire Code.

## **C. FIRE EXTINGUISHERS AND EQUIPMENT**

1. Fire extinguisher Equipment at the Airport shall not be tampered with at any time, nor used for any purpose other than firefighting or fire prevention. All such Equipment shall be inspected in conformity with the National Fire Protection Association's Regulations and the Philadelphia Fire Code. Tags showing the date of the last such inspection shall be left attached to each fire extinguisher.
2. Fully charged and currently inspected fire extinguishers, of the type recommended by the National Fire Protection Association Codes for specific materials, are required at all locations handling Flammable Liquids.
3. Airport fire protection systems and Equipment shall not be tampered with at any time. No Person other than Airport Personnel shall turn such Equipment on and off.
4. No Motor Vehicle shall be parked within fifteen (15) feet of any fire hydrant, nor shall any Equipment block such hydrant and prevent its use at all times.

## **D. OPEN FLAMES**

No Person shall conduct any open flame operations in any building or appurtenance, or on the Air Operations Area, unless specifically authorized by the DOA and in accordance with all conditions of the approved DOA — Burn Permit. See Appendix G.

## **E. REPORTING FIRES**

Any Person observing any unattended or uncontrolled fire at the Airport shall report it immediately directly to the Philadelphia Fire Department by calling "911" and then report it to Airport Security by calling (215) 937-7976. No Person shall make any regulation or order, written or verbal that would require any Person to take any unnecessary delaying action prior to reporting such fire to the Philadelphia Fire Department.

## **F. LITTER AND CLEANING OF ALLOTTED SPACE**

1. Each Tenant at the Airport shall keep their allotted space policed and free from rubbish and debris. Flammable Liquids shall be stored only in approved containers in or about Tenant areas with appropriate labels indicating their contents. All floors shall be clean of fuel, oil and litter. See also Section 2.G.
2. The use of volatile or Flammable Liquids for cleaning floors is prohibited. Approved metal receptacles with tight-fitting, self-closing covers shall be used for the storage of oily waste rags and similar materials. The contents of these receptacles shall be removed daily.
3. All clothes lockers shall be constructed of metal or other fire-resistant material.
4. Plastic sheeting used on the Airfield Ramp shall be covered by webbing and tied securely.

## **G. CLEANING RAMPS AND OTHER SURFACES**

1. Any spillage or dripping of fuel, oil, grease or any other material which may be unsightly or damaging to the pavement in any area on the Airport shall be removed immediately in a manner consistent with Airport Rules and Regulations and to the satisfaction of the CEO.
2. The responsibility for the immediate removal of such fuel, oil, grease or other material shall be assumed by the operator of the apparatus causing the spillage or the Tenant of space where the damaged spillage or dripping occurred.

## **H. CONTROL OF CONTAMINANTS**

1. No fuel, oil, grease, Flammable Liquids, or contaminants of any kind, including detergents used to wash Aircraft or other surfaces, shall be allowed to flow into or be placed in any sewer system or open water areas without oil/water separator, unless connected to an industrial waste system, or as otherwise approved by the CEO.
2. Equipment used to scrub pavement surfaces must have the capability of picking up all cleaning water for disposal at a location approved by the CEO.

## **I. FUELING OPERATIONS**

1. Aircraft Fueling Operations
  - a. All fueling operation shall be conducted in strict compliance with all applicable Environmental Laws.

- b. Aircraft Fuel Handling is prohibited while the engine of the Aircraft being fueled is running.
- c. During all Aircraft refueling operations, the fueling vehicle or mobile equipment and the Aircraft must be properly grounded to prevent the possibility of ignition of the fuel by static electricity.
- d. Prior to any transfer and during refueling or defueling of Aircraft, the tank vehicle and the Aircraft shall be bonded and grounded to a point or point of zero electrical potential (the electrical potential of the earth in the vicinity of Aircraft and fuel tank vehicle). Bonding of an underwing refueling nozzle to the Aircraft is not required when a metal to metal clamping contact between the nozzle and the tiller connection is effected.
- e. Grounding will be accomplished by attaching the ground conductor on the tank vehicle or refueling vehicle to a proper grounding rod, and to the Aircraft by use of either a Y connection or a second grounding cable device.
- f. Bonding must be established between the Aircraft and the dispensing nozzle or coupler connection by use of the clamp and bonding wire device attached to the nozzle prior to opening the Aircraft tank, and maintained until after the Aircraft tank is filled and the filler opening is closed. Underwing nozzles only require bonding devices when they are of an insulated construction preventing a firm metal to metal contact.
- g. Mobile fuelers shall be equipped with a minimum of two (2) twenty (20)-pound BC-type fire extinguishers, each of which is accessible from a different side of the Motor Vehicle. Said fire extinguisher shall be sealed, charged and inspected annually.
- h. No Person shall perform any act or use any materials which are likely to cause a spark within five (5) feet of such Aircraft.
- i. No airborne radar Equipment shall be operate or ground tested on any Ramp or Apron area or any area when the directional beam of high intensity radar is within three-hundred (300) feet or the low intensity beam (less than 50-KiloWatts (50,000 Watts) output) is within one-hundred (100) feet of another Aircraft, an Aircraft refueling operation, an Aircraft refueling truck or a Flammable Liquid storage facility.
- j. During Fuel Handling operations in connection with any Aircraft, no Person shall allow any motorized ground Equipment to be positioned under such Aircraft wing tip. Aircraft fuel tanks are vented through the wing tips, which may produce a dangerous and explosive mixture. Fueling operations shall immediately be terminated should anyone position a Motor Vehicle under a wing tip.

- k. Persons engaged in Aircraft Fuel Handling shall exercise care to prevent overflow of fuel.
- l. During refueling and defueling, tank N rotor Vehicles shall be so placed as to be readily removable in the event of fire, so as to permit direct driving away from the location or refueling position. Not more than one (1) refueler shall be positioned to refuel each wing of an Aircraft and not more than two (2) refuelers shall be positioned to serve the same Aircraft.
- m. Following fueling of an Aircraft, all hose shall be removed and properly stowed. Fuel nozzles shall not be dragged along the ground.

## 2. Fueling Vehicle Operations

- a. All fueling operation shall be conducted in strict compliance with all applicable Environmental Laws.
- b. A “no smoking sign” shall be posted prominently in the cab of every Aircraft fuel service vehicle. Smoking equipment such as cigarette lighters and ash trays shall are not permitted on any fuel service vehicles.
- c. All fueling operations shall be discontinued during electrical storms.
- d. No refueling Motor Vehicle shall be parked, stored, repaired or operated within fifty (50) feet of a building or hangar, other than a designated refueling service area, or within ten (10) feet of any other refueling Motor Vehicle.
- e. The transfer of bulk Aircraft or commercial fuel from one fuel service to another is prohibited at the Airport unless required for safety or other emergency reasons as approved by the Airport Fire Chief and/or Airport Operator.
- f. No such tank Motor Vehicle and/or refueling service vehicle shall be allowed in or upon any area of the Airport unless it conforms to these Rules and Regulations provided in this Section, in addition to all other Rules and Regulations as prescribed by the CEO and in accordance with all federal regulations.
- g. No tank Motor Vehicle or refueling service vehicle shall be used for transportation of Flammable Liquids upon the Airport unless registered, inspected and approved by the CEO.
- h. Every fueling unit shall be provided with signs visible from the outside and showing the name of the Person operating said unit and the type of fuel contained therein, and in accordance with all Department of Transportation regulations and Standard 407 issued by National Fire Protection Association.

- i. All fueling Motor Vehicles operating in or upon the Air Operations Area of the Airport shall be properly equipped and maintained and must meet the requirements established by the CEO.
- j. All fueling Motor Vehicles operating in or upon the Air Operations Area of the Airport are subject to periodic and on-the-spot inspections, by Airport Personnel, to determine if the Motor Vehicle meets DOA requirements for safety.
- k. No smoking materials are permitted in any Motor Vehicle.
- l. The delivery of fuel shall at all times be under the control of the Motor Vehicle Operator through the use of approved flow controlling devices operated by the Operator, designed to shut off automatically upon release of hand or foot pressure. Latching or fastening devices on the control units are not permitted.
- m. The driver, Operator or attendant of any refueling Motor Vehicle shall be in attendance with the motor Vehicle at all times when the Motor Vehicle is being filled, or while refueling an Aircraft.
- n. During the filling of fuel storage tanks, no compartment shall be completely filled and the driver/Operator or the attendant shall be present at the Motor Vehicle at all times. The fuel tank Motor Vehicle, the tank truck filling rack, and the Flammable Liquid discharge piping shall all be grounded to a point of zero electrical potential.
- o. All Fueling Motor Vehicles shall be equipped with at least two chock blocks. The parking brake shall be set and chock blocks shall be placed in such a manner as to prevent the forward or backward motion of the Motor Vehicle whenever it is parked, left unattended by the driver/Operator, or during loading and unloading operations.
- p. When parked, refueling tank Motor Vehicles shall be positioned for immediate drive away or towing, and a clear space of not less than ten (10) feet shall be maintained between any parked refueling tank Motor Vehicle and any similar or other Motor Vehicle.
- q. The motor of a refueling tank Motor Vehicle shall not be run during the filling of the truck tank, while making or breaking fuel filling connections, or during repairs to the fuel handling system.
- r. Mobile fuelers shall be equipped with a minimum of two (2) twenty (20) pound type-BC fire extinguishers, each of which is accessible from a different side of the Motor Vehicle. Said fire extinguisher shall be sealed, charged and inspected annually.

- s. Aircraft or automotive fuel dispensing vehicles shall have at all times a sufficient quantity of absorbent material, approved by the CEO, immediately available to contain accidental fuel spills.

## **J. FUEL SPILLS**

1. In the event of a fuel spill involving any amount of Jet-A or AVGas gasoline, the Responsible Party shall immediately notify Airport Security by calling (215) 937-7976.
2. In the event of fuel spillage and when there is no apparent presence of fire, fuel delivery units shall not be moved until the spillage is dispersed or removed in such manner as shall be acceptable to the Philadelphia Fire Department and Airport Operations. Spilled fuel must be cleaned up immediately to the satisfaction of the Airport Fire Chief and/or the Airport Operations Officer. No Aircraft or Motor Vehicle movement shall be allowed in the area until authorized by the CEO.
3. If a fuel spill damages a non-impervious area of the Airport or enters the Airport storm drainage system, the Tenant(s) occupying the damaged or compromised area(s) shall be responsible for all costs associated with any necessary environmental cleanup or remediation.
4. All fuel spills shall be investigated by the responsible Tenant or operator to determine: (a) the cause; (b) whether emergency procedures were properly carried out; and (c) to determine necessary corrective measures. An update on the progress of the investigation shall be submitted to the Airport Operations Department within fifteen (15) days of the investigated spill. A final incident report shall be submitted to the Airport Operations Department within thirty (30) days of the investigated spill.
5. The DOA is required by Environmental Law to take proper remedial action in incidents involving a fuel spill or any other contamination on DOA property. In the event of a fuel spill or other contamination at PNE, the DOA reserves the right to, and will seek financial recovery for all remediation and oversight actions taken. Airport Tenants or other users are responsible under these Rules and Regulations for any fuel, pollutant or contaminant spilled on PNE premises. These responsibilities include remedial actions and financial recovery of costs associated with remedial actions taken by the DOA. Remedial actions may include, but are not limited to, the removal of contaminated surface water (including storm drains), excavation of contaminated soil, environmental consulting fees, collection of samples, laboratory testing, notification of the National Response Center and the submission of reports to the Pennsylvania Department of Environmental Protection (PaDEP). The DOA may conduct remediation responsibilities

itself or employ the services of outside parties. All remediation efforts, whether taken directly by the DOA or contracted for by the DOA, may be subject to reimbursement for the party(s) responsible for any fuel spill or contamination.

## **K. TENANT FUEL HANDLING SERVICES**

Tenants who perform Fuel Handling must conduct an FAA approved training program for their employees which conforms with applicable regulatory standards.

## **L. AIRCRAFT PARTS CLEANING MATERIALS**

Cleaning Aircraft parts and other Equipment shall be done with non-flammable cleaning agents to the extent possible. When flammable combustibles must be used, only liquids having flash points in excess of one-hundred (100) degrees Fahrenheit, (38) degrees Celsius shall be used and special precautions shall be taken to eliminate ignition sources in compliance with good practice recommendations of the Philadelphia Fire Code and the National Fire Protection Association.

## **M. PAINT, VARNISH AND LACQUER USE**

For paint, varnish, or lacquer spraying operations, the arrangement, construction, ventilation, and protection of spraying booths and the storing and handling of materials shall be in accordance with the standards of the Philadelphia Fire Code and the National Fire Protection Association, and any other standards prescribed by the CEO.

## **N. SEWAGE, INDUSTRIAL WASTE, TOXIC AND HAZARDOUS WASTE**

In addition to all Environmental Laws, all Tenants, Operators and all other persons shall comply with the requirements of the City of Philadelphia Water Department's Regulations regarding the discharge of sewage and industrial waste into the City's wastewater system and all other applicable regulations or procedures prescribed by the CEO.

## AIRPORT SECURITY

### A. APPLICABILITY

The following rules and regulations are adopted for the safety and security of all those who enter and utilize Northeast Philadelphia Airport. Those who violate these rules will be subject to penalties as outlined herein and in Appendix E.

### B. SECURITY REQUIREMENTS

1. Only authorized Personnel and authorized Motor Vehicles are allowed access to the Air Operations Area.
2. Unidentified or unauthorized Equipment in the Air Operations Area may be removed by the Airport at the expense of the Responsible Party.
3. Any Person who violates security regulations may be denied future entry to the Air Operations Area or the Airport.
4. All electronically operated Gates and doors will be kept closed and locked at all times except when in actual use. It shall be the responsibility of each authorized user to ensure that the Gate is locked after each use before departing the Restricted Area.

### C. DESIGNATION OF AIRPORT AREAS

1. Public Areas are normally accessible to the Public but may be restricted in the event of an emergency, at the discretion of the CEO. Public Areas include Public portions of all Terminal Buildings, parking lots, and Airport roadways. The CEO may, in his/her sole discretion, restrict access to any Public area of the Airport by Persons whose sole purpose for being at the Airport is to exercise free speech rights under the First Amendment, where such access might impede the movement of Persons and/or things related to the Airport's primary function of facilitating air transportation.
2. Restricted Areas are those parts of the Airport not for public use as set forth in Section 1.I. These areas include Ramps, hangar areas, Runways and Taxiways.
3. The Air Operations Area is the portion of the Airport designed and used for landing, taking off or surface maneuvering of Aircraft as set forth in Section

1.I. The Air Operations Area is that area contained within the boundary established by buildings and eight foot high chain link fencing with an additional foot comprised of three strands of barbed wire along the perimeter of the Airport.

### D. AIRPORT IDENTIFICATION PROCEDURES

#### 1. ID Badge Display Requirements for DOA Employees

All DOA employees must have a DOA-issued Airport ID badge in their possession, prominently displayed above the waist on the outside of all garments, and clearly visible at all times. No object, sticker or other attachment shall be applied to or worn over the badge.

#### 2. DOA Reservation of Right to Implement ID Badge System and Policy for all PNE Tenants

The DOA reserves the right to institute and enforce an Airport ID badge system and policy that requires all PNE tenants and their employees to obtain DOA-issued ID badges; abide by badge-related rules; and be subject to fines and penalties for noncompliance with said rules.

#### 3. Application Procedures for DOA-issued Airport ID Badges

##### a. Applicant Responsibilities

Each applicant for a DOA-issued Airport ID badge must comply with the following:

- (1) Complete a Security Badge Application and submit it to the Airport Manager;
- (2) Submit to a Security Threat Assessment;
- (3) Submit to a fingerprint-based Criminal History Records Check (CHRC);
- (4) Complete SIDA training prior to obtaining and when renewing the Airport ID Badge; and
- (e) Any other DOA requests and/or requirements.

##### b. Background Checks

- (1) DOA employees who have unescorted access to any Restricted Areas are to have background checks, to the extent allowable by law, including at a minimum, references and prior employment histories, to the extent necessary to verify representations made by the employee/applicant relating to employment in the preceding ten (10) years. These background checks will be conducted by the DOA.

- (2) A United States Government employee identification will be accepted as verification that a ten (10) year prior employment check has been completed.

#### 4. ID Badge Control and Accountability

- a. The DOA is responsible for issuance, control and accountability of issued ID Badges.

#### 5. Reporting Lost, Stolen or Destroyed ID Badges

- a. If an ID Badge is lost, stolen or destroyed, the Person whose ID Badge is lost or stolen must immediately notify Airport Security at (215) 937-5452 and the Airport Manager at (215) 937-7968. Lost, stolen or destroyed ID Badges reports can be made by telephone seven (7) days a week, twenty four (24) hours a day.
- b. The Person whose ID Badge is lost or stolen must submit a fully completed and signed application to the Airport Manager to obtain a new ID Badge. Such Person will be charged One Hundred Dollars (\$100.00) to reissue the ID Badge.
- c. Lost or stolen ID Badges can only be reported by Persons who are current employees, not for employees that resigned, transferred, terminated or otherwise left employment at the Airport and failed to return the ID Badge.

#### 6. Returned ID Badges

Whenever employment is terminated, or a Person is transferred to another station, or access to a Restricted Area is no longer required, the ID Badge must be returned to the Airport Manager.

### **E. GATE ACCESS PROCEDURES**

#### 1. Persons utilizing Gate Access Cards for direct access to the Air Operations Area must do the following:

- a. Lawfully and appropriately utilize the Gate Access Card for access to the Air Operations Area;
- b. Prohibit access to the Air Operations Area by any Persons who do not swipe their own Gate Access Card (“piggybacking”); and
- c. Ensure that any direct access point to the Air Operations Area is not propped open and left unattended for any reason.

#### 2. Escort Procedures

- a. Persons possessing a Gate Access Card may escort a Person who does not possess a Gate Access Card into the Air Operations Area.
- b. The Person being escorted must remain under the immediate control of the Person performing the escort at all times while in the Restricted Area. An escort must maintain direct eye contact with or be no more than 10 feet away from the individual being escorted and must be able to monitor the escortee in a manner sufficient to identify whether he/she is engaged in actions other than those for which escorted access was granted.
- c. Persons who have been issued a Gate Access Card and have subsequently had their Gate Access Card confiscated are not authorized to be escorted.
- d. Persons who have reported their Gate Access Cards lost or stolen may be escorted, provided an appointment has been scheduled with the Airport Operations Officer to have the Gate Access Card replaced.
- e. See also Sections 5.E.8 and 8.E.3.

#### 3. Procedures for being issued a Gate Access Card

- a. All Gate Access Cards shall be issued by Airport Operations.
- b. Prior to issuance of a Gate Access Card, the Person requesting a Gate Access Card shall complete a Gate Card Application in the form annexed hereto as Appendix F-1. Gate Card Applications are available from Airport Operations.
- c. Only Persons employed by a Person having a need or Persons who own an Aircraft will be issued a Gate Access Card to access the Air Operations Area.
- d. Permission to access Restricted Areas is subject to final approval by the DOA which may be granted in the sole discretion of the Airport.

#### 4. Accountability — Airport Gate Access Cards

- a. The DOA is responsible for control and accountability of the Gate Access Cards. Records for the Gate Access Cards will be maintained in Airport Manager’s Office.
- b. A list of all active Gate Access Cards shall be distributed semi-annually to all Tenants with employees/Persons who are authorized to have access to the Air Operations Area. All such Tenants who receive the list shall review the list and advise Airport Operations within ten (10) days of any changes required to be made to said list.

#### 5. Reporting Lost or Stolen Airport Gate Access Cards

- a. If a Gate Access Card is lost or stolen, the Gate Access Card holder must immediately notify Airport Security by telephone at (215) 937-7976. A report respecting a lost or stolen Gate Access Card may be made by telephone, seven (7) days a week, twenty-four (24) hours a day.
- b. A Gate Access Card holder will be charged a fee of not less than \$35 by the DOA to reissue a lost or stolen Gate Access Card.

#### 6. Returned Airport Gate Access Cards

Whenever employment is terminated, or a Person is transferred to another station, or access to the Air Operations Area is no longer required, the Gate Access Card must be returned to the Airport Operations Officer. Any Person who does not return the Gate Access Card to the DOA shall be charged a fee of not less than thirty-five dollars (\$35).

### **F. VEHICLE ACCESS REQUIREMENTS**

1. Every organization requiring vehicular access to the Movement Area and Ramp is required to have a minimum of Five Million Dollars (\$5,000,000.00) of liability insurance coverage, and be registered with Airport Operations. The CEO reserves the right to issue Motor Vehicle operating Permits for the Airfield.

#### 2. Access Procedures

- a. A Person driving a Motor Vehicle attempting to gain access through electric Gates, must follow the Gate Access Card access procedures issued to a Gate Access Card holder by Airport Operations and must have a Northeast Airport Parking Permit placed on the Motor Vehicle by Airport Security prior to driving a Motor Vehicle onto the Air Operations Area.
- b. Persons escorting Motor Vehicles into the Air Operations Area shall place on the dashboard of the Motor Vehicle being escorted a temporary parking permit. Such parking permit must remain on the dashboard or the Motor Vehicles being escorted while the Motor Vehicle is on the Air Operations Area. The temporary parking permit shall be removed by Persons escorting the Motor Vehicles once the Motor Vehicles have exited the Air Operations Area.

#### 3. Vehicle Escort Procedures

- a. Motor Vehicles which provide an escort into the Air Operations Area must be authorized to operate in the Air Operations Area.

- b. The Person driving the Motor Vehicle providing the escort must have unescorted access privileges.
- c. Drivers of Motor Vehicles being escorted must stay with the Motor Vehicle until it leaves the Air Operations Area.
- d. The maximum number of Motor Vehicles which can be escorted at one time is three (3), unless prior written authorization is granted by Airport Operations. See also Section 5.C.
- e. See also Sections 5.E.8 and 8.D.2.

#### 4. Contractor Vehicular Access

Unless otherwise authorized by the DOA, all contractor operated Motor Vehicles requiring access to the Air Operations Area will be required to utilize perimeter Gate 19 (See Appendix I), controlled by an Airport supplied lock and key. Gate 19 is located on the east side of the Airport off Academy Road adjacent the 8th Philadelphia Police District. All contractor Motor Vehicles shall be escorted by Persons authorized by the DOA to do so. Contractor requiring use of an Airport gate and Airport lock and keys must complete and comply with the Airport Security Gate Access Letter of Agreement (attached Appendix J).

# 9

SECTION

## OPERATING PERMITS/FEEES

### A. AIRPORT LEASE, LICENSE OR OPERATING AGREEMENTS

#### 1. General

No Person shall conduct business of any type at the Airport unless (i) it is a party to a lease, license or operating agreement with the DOA; or (ii) it has prepaid all applicable rates and charges prior to entering the Airport.

#### 2. Rates, Charges and Fees

- a. In accordance with Section 18-201 of the Philadelphia Code, the Department of Aviation is authorized to fix, regulate and collect rates and charges for the use of buildings, grounds, facilities, utilities, and structures controlled by the DOA in accommodation of air commerce.
- b. The payment of rentals, fees, and charges relating to the use of the Airport shall be made before takeoff. In lieu of such payments, satisfactory credit arrangements may be made by the Responsible Party for the Aircraft with the CEO. The CEO may restrict any Aircraft from leaving the Airport when the Responsible Party for the Aircraft has outstanding, unpaid charges or fees due to the City.
- c. A copy of the Airport Rates and Charges Regulation, which is updated periodically, is attached hereto as Appendix H or may be obtained from the Airport Properties Department at (215) 937-5422.

#### 3. Reporting Requirements (Flight Schools, Flying Clubs, Charter Operations & FBOs)

All landings from Flight Schools, Flying Clubs, Charter Operators and FBOs must be reported on the monthly self-invoicing form that is supplied by the DOA.

# 10

SECTION

## COMMERCIAL GROUND TRANSPORTATION

### A. APPLICABILITY

The following Rules and Regulations govern the operation of all Commercial Ground Transportation business upon the Airport including its Terminal Buildings, roadways, Parking and all other surface areas of the Airport. These Rules and Regulations apply to all Commercial Ground Transportation Operators. No Person shall operate any Commercial Ground Transportation Vehicle on, to or from the Airport except in accordance with these Rules and Regulations.

### B. PERMITTED USE OF AIRPORT

1. The CEO shall determine the capacity and use of the Airport roadways and shall regulate the speed, direction, movement, placement and kind of Motor Vehicle traffic that shall be permitted to operate at the Airport. When, due to special activities, emergencies or other conditions, all as determined in the CEO's sole discretion, certain uses of a particular roadway or part of a roadway would create an undesirable impact upon Airport operations, the CEO may limit or restrict the use of any roadway or part of a roadway.
2. By the operation of any Commercial Ground Transportation Vehicles on the Airport, all Commercial Ground Transportation Operators are bound by these Rules and Regulations and warrant that their Commercial Ground Transportation Vehicles meet all requirements set forth in these Rules and Regulations and all applicable local, state and federal laws, rules, regulations, codes, ordinances, standards and directives.
3. Commercial Ground Transportation Operators shall not park any Motor Vehicle at the curb of the Terminal Buildings at any time except to pick up passengers in the designated loading zone. Commercial Ground Transportation Vehicles and all other Motor Vehicles shall only park in the areas designated by the CEO.



## C. GENERAL TERMS AND CONDITIONS

### 1. Vehicle Standards

- a. All Motor Vehicles by Commercial Ground Transportation Operators at the Airport shall be safe and in good condition without the need for major maintenance or repair; and shall comply with these Rules and Regulations, local, state and federal motor vehicle rules, codes, ordinances, regulations, statutes, standards and/or directives with respect to inspection, safety and operation of Motor Vehicles.
- b. The CEO may prohibit any Commercial Ground Transportation Operator or driver from entering the Airport with a Motor Vehicle which: (i) is substantially damaged or in deteriorated condition such that the Motor Vehicle could cause harm or injury to a passenger; (ii) fails to display or immediately produce proof of valid state inspection and/or regulation; or (iii) fails to meet or comply with any applicable federal, state or local government rule, regulations, statute, code, ordinance, standard or directive all of which shall be determined in the CEO's sole discretion.

### 2. Certification and Insurance

- a. All Commercial Ground Transportation Operators shall have all required authorizations for the operation of its Commercial Ground Transportation services from the appropriate regulatory agency(ies). This may include, but not be limited to, the Pa PUC, the FHWA, the Surface Transportation Board, the PPA or the DOA, and such other authorizations or exemptions as may apply.
- b. All Commercial Ground Transportation Operators shall carry insurance in the amount specified by the appropriate regulatory agency having jurisdiction over the operations of the Commercial Ground Transportation Operator.
- c. All Operators shall be properly licensed as required by any or all applicable local, state or federal code, rule, regulation, statute or ordinance.
- d. All Commercial Ground Transportation Operators and/or their drivers shall upon request, present evidence satisfactory to the DOA or its agent, of its authorization to operate and proof of automobile insurance in such amounts as are required by the DOA.

### 3. Compliance with Ordinances

- a. Commercial Ground Transportation Operators shall comply with any and all requirements of the constituted public authorities, and with all federal, state and local statutes, codes, rules, ordinances, regulations, standards or

directives applicable to the Commercial Ground Transportation Operator and its use of the Airport, and with all Rules and Regulations pertaining to the conduct of operations at the Airport as may be promulgated by the City from time to time. The Commercial Ground Transportation Operator shall furnish at its own expense all licenses, permits and authorizations necessary for its operations.

### 4. Indemnification

Each Commercial Ground Transportation Operator shall indemnify, defend and hold harmless the City, its officers, directors, commissioners, agents and employees, from any and all claims, liabilities, losses, suits, damages and causes of action against the City and its officers, directors, commissioners, agents or employees, which may arise out of the performance or nonperformance by the Commercial Ground Transportation Operator of the rights and privileges granted by these Rules and Regulations, and such defense, indemnity and hold harmless shall extend to any and all claims, liabilities, losses, suits, damages or causes of action of any kind or nature and shall include reasonable attorneys' fees and costs incurred in administrative, trial, appellate, review or collateral proceedings.

### 5. Signage

No Commercial Ground Transportation Operator shall erect, maintain or display any signs at any locations on the Airport without prior written approval of the Airport Operations Officer.

# APPENDICES

## APPENDIX **A**

### REGULATIONS FOR PICKETING ACTIVITY/LEAFLET DISTRIBUTION AND SOLICITATION

#### **A. SCOPE**

These Rules and Regulations shall apply to all Picketing, Leaflet Distribution and Solicitation activities conducted on all areas of the Airport. PNE is a security sensitive environment, designed and utilized as an air transportation facility and is neither designed nor intended as a public forum for First Amendment activities. Free speech activities will only be permitted in or upon the Public Areas of the Airport, in locations designated by the CEO and in the manner prescribed by the CEO. Solicitation may only be conducted within certain solicitation booths or areas designated by the CEO for that purpose.

These provisions are adopted in order to maintain and enhance the efficient operation of the Airport by:

1. Maximizing passenger traffic flow;
2. Avoiding congestion, operational disruptions, duress and disturbance to passengers and patrons and visual blight and clutter; and
3. Promoting the health, security and safety of passengers, employees and patrons at PNE in keeping with the primary purpose of the Airport and consistent with its design and intended function.

These Rules and Regulations apply and will be enforced without regard to either the identity of the person or organization seeking to engage in Picketing, Leaflet Distribution, or Solicitation activities or the viewpoint of the message sought to be communicated.

#### **B. RESTRICTIONS ON PICKETING, LEAFLET DISTRIBUTION AND SOLICITATION ACTIVITIES**

- 1.CEO Authorization Required.** No person shall enter or remain on Airport property to Picket, distribute leaflets, or solicit funds on or from Airport property without the written approval of the CEO or his/her designee.
- 2.Rallies Involving Vehicles Prohibited.** Drive-by rallies and any forms of parading or congregating with vehicles are prohibited on the Airport's roadways.

**3.CEO Authorization Non-Transferable and Non-Assignable.** Any and all permits issued in conjunction with Picketing, Leaflet Distribution, or Solicitation activities are limited solely for the purposes set forth therein and not are transferable or assignable in whole or in part.

**4.DOA Designated Locations.** Picketing, Leaflet Distribution or Solicitation activities will only be permitted in specific locations designated by the CEO or his/her designee. Locations will be determined on a case-by-case basis.

**5. CEO Reservation of Rights.**The CEO reserves the right, at all times, to:

- a. Impose such reasonable conditions as may be necessary, on the proposed activity, such as: (i) the number of persons allowed to engage in the activity; (ii) the time of the activity; (iii) the place or places the activity occurs; or (iv) the manner of such activity; to avoid injury to persons or damage to property or to assure the safe and orderly operation of the Airport facilities;
- b. Immediately revoke any and all permits issued upon the occurrence of an emergency affecting the safety of persons or property when required in the implementation of security procedures, to avoid injury to persons or damage to property, or to assure the safe and orderly operation of the Airport facilities.

**6.Required Compliance with Applicable Rules, Regulations, Laws and Directions.**

- a. Persons engaged in Picketing, Leaflet Distribution, or Solicitation shall comply with all applicable PNE Rules and Regulations, policies and guidelines, as well as all applicable local, state and federal laws and regulations.
- b. All such activities shall be conducted in a peaceful and orderly manner, without physical harm, molestation, threat, harassment, obscenity, violence, breach of peace, damage to property, or other unlawful conduct and without obstructing the use of the Airport by others, without hindrance or interference with the proper, safe, orderly, and efficient operation of the Airport and the activities conducted thereupon, and without interference with the constitutional rights of others.
- c. Persons engaged in Picketing, Leaflet Distribution, or Solicitation must obey all directions of Philadelphia Police Department officers and DOA personnel designated to facilitate the movement of PNE customers and traffic in, to and from the Terminals, walkways and roadways.

**7.Prohibited Conduct.** Persons engaged in Picketing, Leaflet Distribution or Solicitation shall not under any circumstances:

- a. Picket, distribute leaflets, or Solicit at any area except during the days and times and at the locations assigned by the Airport Operations Manager or his/her designee;
- b. Identify themselves as representatives of the City or the DOA;
- c. Attach signs to clubs, poles or other hard objects – signs must be carried or otherwise attached to participants engaged in Picketing activity;
- d. Solicit contributions of money or other articles of value, for religious, charitable or any other purposes, or receive money or other articles of value, whether in the form of cash, checks, credit, or debit vouchers or any other form of negotiable instruments in the public areas of PNE;
- e. Conduct games of chance;
- f. Sell, distribute, or hand out any type of food or drink while engaged in Picketing, Leaflet Distribution, or Solicitation activities;
- g. Gather signatures on Airport premises;
- h. Attempt to pin, tie, or attach any symbol, insignia, article or object to the clothing, luggage, or vehicle of any person without his/her consent;
- i. Delay or in any manner, assault, coerce, threaten, or physically disturb any member of the public, City, airline, or concession employees or any other person for any reason;
- j. Wear or display informational signs inside Terminal Buildings;
- k. Block sidewalks, doorways, or roadways;
- l. Interfere with passenger flow;
- m. Obstruct or interfere with the use of stairs, corridors, halls, or doorways, at the Airport in conducting their activities;
- n. Destroy, injure, deface, disturb, or tamper with any building, sign, equipment, fixture, marker, or any other structure or property on the Airport;
- o. Place signs, notices, advertisements or other writings, in or on any structure or building on Airport property;
- p. Place tables, stands, chairs or other structures on Airport property without the authorization of the CEO or his/her designee;

- q. Use any musical instruments, noise-making devices, sound or voice amplifying apparatus, battery operated and/or electrically powered portable or stationary public address systems or do anything that will reduce the effectiveness of the public address system or that interferes with the business functions of the Airport;
- r. Use any building or facility at PNE for lodging or sleeping purposes; or
- s. Set or have open or contained fires on Airport premises.

**8. Preservation and Maintenance of Airport Premises.**

- a. Persons engaged in Picketing, Leaflet Distribution or Solicitation shall exercise care to maintain areas in use in a safe and clean condition.
- b. Persons engaged in Picketing, Leaflet Distribution or Solicitation shall remove any and all litter caused by their activities.
- c. Persons engaged in Picketing, Leaflet Distribution or Solicitation shall not discard, abandon or leave unattended on Airport premises any boxes, or other containers or literature, food or other paraphernalia, except if properly disposed of in Airport trash receptacles.

**9. Use of Public Restrooms and Telephones at PNE.** Persons engaged in Picketing, Leaflet Distribution or Solicitation shall be allowed to use any and all Airport facilities accessible to the public such as restrooms and telephones, provided that said persons cease all such activity while utilizing such facilities.

**10. Risk.** Persons engaged in Picketing, Leaflet Distribution or Solicitation shall conduct their activities on Airport premises at their own risk and shall exercise all reasonable diligence and precaution to avoid damage to property or injury to other persons. Picketers shall be liable for any and all damage to property, including but not limited to Airport property caused by their Picketing, Leaflet Distribution or Solicitation activity.

**11. Indemnification.** Persons engaged in Picketing, Leaflet Distribution or Solicitation shall indemnify, defend, and hold harmless the City of Philadelphia, the DOA, its officers, agents and employees from any and all loss or liability for damages to property or for injury or death of persons arising out of or in any manner related to any act or omission of Picketers in their use or in connection with their activities.

**12. Possession of Authorization Documents Required.** Each person engaged in Picketing, Leaflet Distribution, or Solicitation or that person's authorized representative, shall have a copy of any and all permits issued in his/her possession at all times while participating in the activity and shall be required to produce said permit to any Philadelphia Police Officer of DOA representative upon request.

**C. PERMIT APPLICATION**

1. Any individual or authorized representative of an organization seeking to picket, distribute leaflets or solicit at PNE may request an application packet from the Airport Manager, Department of Aviation, Northeast Philadelphia Airport, 9800 Ashton Road, Philadelphia, PA 19114.
2. The Permit Application Packet includes:
  - a. Form PLD-1 – Request for Approved Locations (Exhibit A)
  - b. Form PLD-2 – Application Indemnification and Release (Exhibit B)
  - c. Form PLD-3 – Representative Indemnification and Release (Exhibit C)
  - d. A copy of the PNE Rules and Regulations
3. Completed permit applications must be submitted to the Airport Operations Manager no later than seventy-two (72) hours before the planned event. Applications will be considered on a case-by-case basis.
4. A separate application is required for each DOA designated location requested for the Picketing, Leaflet Distribution or Solicitation activity.
5. Each permit application shall contain the following:
  - a. The full name, mailing address (no post office boxes) and telephone number of the person or authorized representative of the organization requesting use of a DOA approved location for Picketing Activity, Leaflet Distribution, or Solicitation (Applicant). (Form PLD-1, Exhibit A)
  - b. If the applicant is incorporated, the state of incorporation and the name, address, and telephone number of the person responsible for the supervision of the Picketing, Leaflet Distribution or Solicitation activity at PNE. Applicant shall further state whether applicant is recognized by any state as a non-profit entity and/or registered with the Commonwealth of Pennsylvania, Department of State, pursuant to the Solicitation of Funds for Charitable Purposes Act, 10 P.S. § 162.1 *et seq.*, to engage in fund raising in the Commonwealth of Pennsylvania. (Form PLD-1, Exhibit A)

- c. The DOA approved location that is requested for Picketing, Leaflet Distribution or Solicitation activity. (Form PLD-1, Exhibit A)
- d. The requested period during which the applicant intends to conduct the activity, not to exceed fourteen (14) business days. (Form PLD-1, Exhibit A)
- e. A statement signed by a representative authorized to sign on behalf of the applicant that the information with respect to the application information is true and correct. (Form PLD-1, Exhibit A)
- f. A statement signed by the authorized representative of the applicant that he/she has read these Rules and Regulations for Picketing, Leaflet Distribution and Solicitation at PNE and that the applicant agrees to be bound by these Rules and Regulations. (Form PLD-1, Exhibit A)
- g. A statement signed by each representative of the organization that will participate in the activity at PNE that he/she has read these Rules and Regulations for Picketing, Leaflet Distribution and Solicitation at PNE and that he/she agrees to be bound by these rules. (Form PLD-1, Exhibit A)
- h. Indemnification and release agreements executed by a person authorized to bind the applicant to its terms and executed by each person, individually, representing the applicant. (Form PLD-2 and Form PLD-3, Exhibits B and C)
- i. Copies of handout materials, signs or pickets to be used during the event.

#### **D. APPROVAL**

1. After the application has been completed in its entirety and submitted to the DOA and if no grounds exist to deny the approval in accordance with subsection E, the CEO or his/her designee will review the application and issue a permit. The applicant or authorized representative must have the original or a photocopy of the approval form on his/her person, available for examination upon request by authorized DOA personnel, at all times while engaged in the Picketing, Leaflet Distribution, or Solicitation activity.
2. Approvals/Permits are not transferable.

#### **E. DENIAL OR REVOCATION OF APPROVAL**

1. The CEO may deny a permit application or revoke a permit for the following reasons:
  - a. The applicant or any representative has falsified information on the application.

- b. The applicant or any representative intends to use or has used the DOA approved location to conduct a commercial enterprise at PNE.
  - c. The activity impedes the operation of the Airport as an air transportation facility.
  - d. The activity poses a clear and present danger to the safety or security of the traveling public or Airport users.
  - e. The activity interferes with the ability of the airlines, concessionaires, tenants, and other authorized Airport users to conduct their business in an orderly manner.
  - f. The activity hinders pedestrian flow, creates congestion, or blocks efficient movement of persons within and around the Airport terminals and other facilities.
  - g. The activity interferes with the ability of others to see Airport signage.
  - h. The applicant or any representative engages in the receipt or acceptance of alms, donations, gifts, or funds, while conducting the approved activity or distributes or attempts to distribute literature at any place other than a DOA approved location for which the applicant was approved.
  - i. The content of the materials to be displayed or distributed: (1) is disruptive to air travel; (ii) instills fear in the traveling public; or (iii) is pornographic.
  - j. The applicant or any representative violates any provision of these Rules and Regulations or any rule, regulation, ordinance, statute or other law issued by any governmental authority having jurisdiction over the Airport.
2. The CEO may also prohibit or revoke a permit for Picketing Activity, Leaflet Distribution, or Solicitation otherwise allowed under these Rules and Regulations in the event of a snowstorm; aircraft accident; air traffic delay; power failure; transportation strike; security incident; or other event or condition under which the conducting of the activity would create a danger to persons or property, interfere with the orderly formation and progression of waiting lines, or interferes with any of the following: pedestrian and/or vehicular travel; the issuance of tickets or boarding passes or equivalent documents for air or ground transportation; luggage or cargo movement or handling; the entry to and exit from vehicles; security procedures; government inspection procedures; cleaning; maintenance, repair or construction operations.

## F. REVIEW PERIOD AND APPEAL

The denial of an application or the revocation of any permit provided for herein may be appealed to the CEO within thirty (30) days of denial or revocation. The CEO or his/her designee shall provide for a hearing for the review of such denial within ten (10) days of receipt of such appeal. At such hearing, the appellant shall be given an opportunity to be heard, to present evidence on his/her behalf and may be represented by counsel. The hearing shall be recorded. The hearing officer shall issue a final administrative decision on the matter within ten (10) days of such hearing.

## G. VIOLATIONS BY PARTICIPANTS

Violations of these rules and regulations by persons or organizations authorized to Picket, distribute literature or Solicit at PNE may cause the termination of the permit under which they are operating and shall be grounds for denial of any subsequent application by that person or organization for a period of one (1) year. In the event of termination, the Airport Operations Manager or his/her designee will give written notice thereof to the holder of the permit. Upon receipt of the notice of termination, the person whose permit was terminated may use the appeal process described in Section F above. Violators are also subject to fines. Nothing in this section precludes the CEO or his/her designee from removing from the airport persons in violation of these Rules and Regulations.

## H. ACCIDENTS/REPORTING RESPONSIBILITIES

If any participant is involved in an accident or other incident in which any person is injured or property is damaged, a participant or authorized representative of the participating organization shall immediately notify the Airport Operations at (215) 937-7976. If someone is injured, contact 911 immediately.

## EXHIBIT A FORM PLD-1 REQUEST FOR APPROVED LOCATIONS NORTHEAST PHILADELPHIA AIPTORT

### A. APPLICANT INFORMATION

Name of Person/Organization to be represented: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

If a corporation, State of Incorporation: \_\_\_\_\_

Name, street address (no P.O. Boxes) and telephone numbers of person responsible for supervising the Picketing Activity and/or Leaflet Distribution at the Airport: \_\_\_\_\_

\_\_\_\_\_

Is applicant recognized by any state as a not-for-profit entity? Yes \_\_\_\_\_ No \_\_\_\_\_

Is applicant registered with the Commonwealth of Pennsylvania, Department of State, pursuant to the Solicitation of Funds for Charitable Purposes Act (10 P.S. § 162.1, et seq.) to engage in fundraising in Pennsylvania? Yes \_\_\_\_\_ No \_\_\_\_\_

Person responsible for supervising the Picketing, Leaflet Distribution or Solicitation Activity at the Airport: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

B. LOCATION REQUESTED: \_\_\_\_\_

C. USE PERIOD REQUESTED (May not exceed fourteen (14) business days): \_\_\_\_\_

### D. AUTHORIZED REPRESENTATIVES:

Persons who will represent the applicant at the DOA Approved Location (No more than two (2) representatives at a location) are:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

(Attach Form PLD-3 for each representative named above)

## E. CERTIFICATION

I hereby certify that:

1. I am authorized to submit this application on behalf of the above named applicant and that the information contained herein is true and correct to the best of my knowledge, information and belief; and
2. That as an authorized representative of the applicant, I have read the rules and regulations for Picketing Activity, Leaflet Distribution and Solicitation at the Airport and agree to bind the applicant to the provisions of the Rules and Regulations.

By: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

## FOR DOA USE ONLY

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

## EXHIBIT B FORM PLD-2 APPLICATION INDEMNIFICATION AND RELEASE

\_\_\_\_\_, (hereinafter "Applicant") agrees to indemnify, defend and hold harmless the City of Philadelphia (hereinafter "City") and all its officers, employees, agents and servants from all costs, liability, damage or expenses (including costs of suit and expenses of legal services) for, or by reason of, death or injury to any person or persons, or damage to property of any kind whatsoever, arising out of Applicant's Picketing, Leaflet Distribution or Solicitation activities or any condition of, use or occupancy of a DOA approved location at the Northeast Philadelphia Airport (PNE); provided however, that the Applicant shall not be liable for any injury, damage, or loss caused solely by the fault or negligence of the City of its respective employees or agents, and provided further that the City shall be given prompt and reasonable notice of any such claims and actions.

Applicant further agrees to release the City, its officers, commissioners, directors, employees, agents and servants from any and all costs, liability, damage or expenses (including costs of suits and expenses of legal services) for personal injury, property damage, or any loss by the Applicant, its officers, employees, volunteers and representatives arising out of Applicant's Picketing Activities, Leaflet Distribution or Solicitation or any condition of use or occupancy of an approved location at PNE.

This Indemnification and Release is to be effective for any and all incidents, actions, or events that may occur during any period for which the Applicant is granted approval to use an approved location.

It is hereby acknowledged and warranted that this Indemnification and Release is executed by a person authorized to execute the document and bind the Applicant on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

By: \_\_\_\_\_

Title: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

**EXHIBIT C  
FORM PLD-3  
REPRESENTATIVE INDEMNIFICATION AND RELEASE**

\_\_\_\_\_ (hereinafter "Representative") hereby agrees to indemnify, defend and hold harmless the City of Philadelphia (hereinafter "City") and all its officers, commissioners, directors, employees, agents and servants from all costs, liability, damage or expenses (including costs of suit and expenses of legal services) for, or by reason of death, or injury to any person or persons, or damage to property of any kind whatsoever, arising out of Representative's Picketing Activities, Leaflet Distribution or Solicitation or any condition of use or occupancy of a DOA approved location at Northeast Philadelphia Airport (PNE); provided however, that the Representative shall not be liable for any injury, damage or loss caused solely by the gross negligence of the City of its respective officers, directors, employees or agents, and provided further that the City shall be given prompt and reasonable notice of any such claims and actions.

Representative further agrees to release the City, its officers, employees, agents and servants, for any and all costs, liability, damage or expenses (including costs of suit and expenses of legal services) for personal injury, property damage, or any loss suffered by the representative arising out of Representatives Picketing Activities, Leaflet Distribution or Solicitation or any condition of, use or occupancy of an approved location at PNE.

This Indemnification and Release is to be effective for any and all incidents, actions or events that may occur during any period for which the Representative is granted approval to use an approved location.

It is hereby acknowledged and warranted that this Indemnification and Release is executed by Representative on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Representative further certifies that he/she has read the Regulations for Picketing, Leaflet Distribution and Solicitation and agrees to be bound by those Regulations.

\_\_\_\_\_  
Signature of Representative

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

**APPENDIX B**

**REGULATIONS FOR  
NON-COMMERCIAL ACTIVITY —  
NORTHEAST PHILADELPHIA AIRPORT**

**A. SCOPE**

These Rules and Regulations shall apply to Non-Commercial Activity only.

**B. PROHIBITED ACTIVITY ON AIRPORT**

1. No Person shall receive, accept, or solicit for the purpose of on-Airport acceptance, any donation of funds, money, alms or gifts in any form.
2. No Person shall offer for sale or sell any merchandise, fliers, brochure, pamphlets, books or any other printed or written materials.
3. No Person shall offer for sale or sell any service, offer or sell any raffle ticket or entry in a game of chance.
4. No Person shall intentionally touch any Person without his/her consent.
5. No Person shall use any musical instrument, noise making device, sound or voice amplifying apparatus, perform any ceremony, speech, song, carry any sign or placard of any kind, or otherwise engage in any activity which constitutes a danger to Persons or Property, or which interferes with the effectiveness of the public address system, the orderly formation and progression of waiting lines, or which interferes with any of the following: pedestrian and/or vehicular travel; the issuance of tickets or boarding passes or equivalent documents for air or Commercial Ground Transportation; luggage or cargo movement or handling; the entry to and exit from Motor Vehicles; security procedures; government inspection; cleaning, maintenance, repair or construction operations.
6. No Person shall use any tables, chairs, stands or other furniture in connection with the activity permitted hereunder.
7. No Person shall intentionally leave any item intended for distribution unattended in any area of the Airport.
8. No Person shall attach any sign, placard, circular or other written or printed material on any wall, post, counter, billboard or any other surface.



## C. PERMITTED ACTIVITY

Leaflet Distribution which is not per se unlawful, misleading or indecent, and engaging in Non-Commercial Activity shall be permitted by the DOA, and engaging in Non-Commercial Activity shall be permitted by the DOA provided that the activity and the Person comply with all requirements herein.

## D. APPLICATION FOR APPROVAL

1. Each person seeking approval to engage in Non-Commercial Activity at the Airport must send or deliver a completed written application to: Airport Manager, DOA, Northeast Philadelphia Airport, 9800 Ashton Road, Philadelphia, Pennsylvania, 19114. The approval of the Non-Commercial Activity shall be subject to the following limitations and requirements:
  - a. The filing of an application with the DOA which shall include all information described in Section D (2) below. (FORMS NCG-1, 2 and 3). Application shall be made no less than seven (7) days prior to the date on which the Non-Commercial Activity is to take place. The approval shall be for a reasonable period of time as approved by the CEO (the "Approved Use Period"), and shall take place only at the locations specified by the CEO (the "Approved Location"). The CEO shall establish certain Approved Locations which may be used by any Person seeking to engage in Non-Commercial Activity at the Airport during an Approved Use Period regardless of the content or subject of the Non-Commercial Activity.
  - b. Renewals for subsequent Approved Use Period(s) shall be made in accordance with the rules herein and by submission of FORM NCG-1 with the word "RENEWAL" written across the top, together with any additional NCG-3 forms for any representative that has not previously submitted on NCG-3 form.
  - c. The Leaflet Distribution pursuant to these Rules and Regulations is permitted only at the DOA Approved Locations. The availability of a particular Approved location may be suspended due to Airport construction, maintenance or special events. Each Approved Location shall be an area predetermined by the CEO. Each Approved Location is limited to one applicant at any one time. No more than two (2) representatives of a single applicant or Person shall be permitted to engage in a Non-Commercial Activity at any one location at any one time. Access to a single Approved Location will be granted on a first come, first served basis for each Approved Use Period based on the date a completed application or renewal is received by the DOA.

- d. Each representative of the applicant must complete and sign a "Representative Indemnification & Release" form (FORM NCG-3) before that representative will be permitted to distribute literature.
  - e. Each Person engaging in Non-Commercial Activity on behalf of another Person must display an identification badge which states the name of the Person represented. The identification badge shall be of sufficient size to contain the representative's full name and signature and the name of the Person represented. The badge must be worn on the upper left breast of the outermost garment and be clearly visible.
  - f. Applicant and its representatives shall ensure that any and all refuse generated by its activity shall immediately be deposited in the nearest refuse container and further shall ensure that the Approved Location, at the end of each Approved Use Period or daily, whichever is more frequent, is left in the same condition of cleanliness as it was found when the permitted activity began.
  - g. The CEO may prohibit any Person from engaging in a Non-Commercial Activity otherwise approved by these Rules and Regulations in the event of a snowstorm, aircraft accident, air traffic delay, power failure, transportation strike, terrorist threat or attack, or other event or condition under which the Non-Commercial Activity in such space creates a danger to Persons or Property, or interferes with any of the following: pedestrian and/or Motor Vehicle travel; the entry to and exit from Motor Vehicles; security procedures; government inspection procedures; cleaning, maintenance, repair or construction operations.
  - h. Approval for engaging in Non-Commercial Activity is not transferable in whole or in part.
  - i. All applications filed with the DOA become the Property of the City and shall be available for Public inspection during regular business hours of the DOA.
2. The application for engaging in Non-Commercial Activity shall contain the following information:
  - a. The full name, mailing address (no Post Office boxes) and telephone number of the Person requesting use of an Approved Location for Non-Commercial Activity. (FORM NCG-1).
  - b. If the applicant is incorporated, the state of incorporation and the name, address and telephone of the Person responsible for the supervision of the Non-Commercial Activity at the Airport. Applicant shall further state whether it is recognized by any state as a non-profit entity and whether

applicant is registered with the Commonwealth of Pennsylvania, Department of State, pursuant to the Solicitation of Funds for Charitable Purposes Act, 10 P.S. 162.1 et seq., to engage in fund raising in the Commonwealth of Pennsylvania. (FORM NCG-1).

- c. The location that is requested for Non-Commercial Activity. A separate application is required for each location requested. (FORM NCG-1).
  - d. The requested period of time during which the Person intends to engage in the Non-Commercial Activity. (FORM NCG-1).
  - e. A statement signed by a representative authorized to sign on behalf of the applicant that the information with respect to the application information is true and correct. (FORM NCG-1).
  - f. A statement signed by an authorized representative of the applicant that he/she has read these Rules and Regulations for Non-Commercial Activity at the Airport and that the applicant agrees to be bound by these Rules and Regulations. (FORM NCG-1).
  - g. A statement signed by each representative that he/she has read these Rules and Regulations for Non-Commercial Activity at the Airport and that he/she agrees to be bound by these Rules and Regulations. (FORM NCG-1).
  - h. Indemnification and release agreements executed by a Person authorized to bind the applicant to the terms hereof and executed by each Person, individually, representing the applicant. (FORM NCG-2 and FORM NCG-3).
3. Upon approval, the DOA will provide the applicant with a signed approval form for an Approved Location and for an Approved Use Period. The signed Approval Form or a photocopy thereof must be retained by each representative on his/her Person while engaged in the conduct provided for hereunder and must be available for examination upon request by Airport Personnel.
4. All Non-Commercial Activity at the Airport shall be governed by these Rules and Regulations as well as any and all regulations, ordinances statutes and other laws issued by any governmental authority having jurisdiction over the Airport and the activities undertaken by the applicant and its representatives at the Airport. All forms provided in these Rules and Regulations shall be subject to change from time to time at the discretion of the CEO.

## **E. DENIAL OR REVOCATION OF APPROVAL**

Any violation of these Rules and Regulations by a Person shall be grounds for denial of any subsequent application by that Person for a period of time of up to one (1) year.

## **F. REVIEW PERIOD AND APPEAL**

1. After the application has been completed in its entirety and submitted to the DOA in accordance with the terms hereof, and if the DOA determines to issue an Approval Form, such Approval Form shall be issued by the DOA.
2. The denial of any application or the revocation of any permit provided for herein may be appealed to the CEO within thirty (30) days of such denial or revocation. The CEO or his/her designated representative shall provide for a hearing for the review of such denial within ten (10) days of receipt of such appeal. At such hearing, the appellant shall be given an opportunity to be heard, to present evidence on his/her behalf, and may be represented by counsel. The hearing shall be recorded. A final administrative decision on the matter shall be issued by the hearing officer within ten (10) days of such hearing.

**EXHIBIT A**  
**NON-COMMERCIAL ACTIVITY APPLICATION PACKAGE**

**Contents**

1. Application Instruction (NCG — Application Instructions)
2. Request for Approved Location (FORM NCG-1)
3. Applicant Indemnification and Release (FORM NCG-2)
4. Representative Indemnification and Release (FORM NCG-3)

The City of Philadelphia  
Department of Aviation  
NCG – Application Package

**INSTRUCTIONS TO PERSONS AND ORGANIZATIONS  
APPLYING FOR APPROVAL OF NON-COMMERCIAL  
ACTIVITY AT NORTHEAST PHILADELPHIA AIRPORT**

1. Please type or print all information legibly.
2. Complete FORM NCG-1, “Request for Approved Locations” for each representative that will distribute literature on behalf of the applicant during the Approved Use Period.
3. Complete FORM NCG-2, “Applicant Indemnification and Release”. This form must be executed by a Person authorized to bind the applicant.
4. Complete FORM NCG-3, “Representative Indemnification and Release” for each representative that will distribute literature on behalf of the applicant.
5. All applications are to be submitted no less than thirty (30) days advance notice for which approval is requested.
6. Information as to the application may be obtained seven (7) working days prior to commencement of the use period.
7. Valid blank application forms may be duplicated and attached where necessary when multiple applications or space is required.

**FORM NCG-1  
REQUEST FOR APPROVED LOCATIONS  
NORTHEAST PHILADELPHIA AIRPORT**

**A. APPLICANT INFORMATION**

Name of person or organization to be represented: \_\_\_\_\_

Street Address (no P.O. Boxes): \_\_\_\_\_

Telephone: \_\_\_\_\_

If a corporation, State of Incorporation: \_\_\_\_\_

Name, street address (no P.O. Boxes) and telephone number of person responsible for supervising the Non-Commercial Activity at the Airport: \_\_\_\_\_

Is applicant recognized by any state as a not-for-profit entity? Yes \_\_\_ No \_\_\_\_\_

If so, what state? \_\_\_\_\_

Is applicant registered with the Commonwealth of Pennsylvania, Department of State, pursuant to the Solicitation of Funds for Charitable Purposes Act (10 P.S. §162.1, et seq.) to engage in fund raising in Pennsylvania? Yes \_\_\_\_\_ No \_\_\_\_\_

**B. LOCATION REQUESTED:** \_\_\_\_\_

**C. USE PERIOD REQUESTED:** \_\_\_\_\_

**D. REPRESENTATIVES:** Persons who will represent the applicant at the DOA Approved location (No more than two (2) representatives at a location) are:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

(Attach FORM NCG-3 for each representative named above)

E. I hereby certify that I am authorized to submit this application on behalf of the above named applicant and that the information contained herein is true and correct to the best of my knowledge, information and belief.

F. I hereby further certify that as an authorized representative of the applicant, I have read the Rules and Regulations for Non-Commercial Activity at the Airport and agree to bind the applicant to the provisions of the Rules and Regulations.

By: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

**FOR DOA USE ONLY**

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

**FORM NCG-2  
APPLICATION INDEMNIFICATION AND RELEASE  
NORTHEAST PHILADELPHIA AIRPORT**

\_\_\_\_\_, (hereinafter called "Applicant") hereby agrees to indemnify, defend and hold free and harmless The City of Philadelphia (hereinafter "City"), and all its officers, commissioners, directors, employees, agents and servants from all cost, liability, damage or expenses (including costs of suit and expenses of legal services) for, or by reason of, death or injury to any person or persons, or damage to property of any kind whatsoever, arising out of Applicant's Non-Commercial Activities or any condition of, use or occupancy of a DOA Approved Location at the Northeast Philadelphia Airport; provided however, that the Applicant shall not be liable for any injury, damage, or loss caused solely by the gross negligence of the City or its respective officers, commissioners, directors, employees or agents, and provided further that the City shall be given prompt and reasonable notice of any such claims and actions, Applicant further agrees to release the City, its officers, commissioners, directors, employees, agents and servants from any and all costs, liability, damage or expenses (including costs of suit and expenses of legal services) for personal injury, property damage or any loss by the Applicant, its officers, employees, volunteers and representative arising out of Applicant's Non-Commercial Activities or any condition of, use or occupancy of an Approved Location at the Northeast Philadelphia Airport.

This Indemnification and Release is to be effective for any and all incidents, actions or events that may occur during any period for which the Applicant is granted approval to use an Approved Location or is otherwise using Airport Property.

Also, capitalized terms not otherwise defined herein shall have the meaning set forth in the Rules and Regulations in effect at Northeast Philadelphia Airport.

It is hereby acknowledged and warranted that this Indemnification and Release is executed by Person authorized to execute the document and bind the Applicant on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

By: \_\_\_\_\_

Title: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

**FORM NCG-3  
REPRESENTATIVE INDEMNIFICATION AND RELEASE  
NORTHEAST PHILADELPHIA AIRPORT**

\_\_\_\_\_, (hereinafter called "Representative") hereby agrees to indemnify, defend and hold harmless The City of Philadelphia (hereinafter "City") and all its officers, commissioners, directors, employees, agents and servants from all costs liability, damage or expenses (including costs of suit and expenses of legal services) for, or by reason of, death or injury to any person or persons, or damage to property of any kind whatsoever, arising out of Representative's Non-Commercial Activities or any condition of, use or occupancy of a DOA Approved Location at the Northeast Philadelphia Airport ("PNE"); provided however, that the Applicant shall not be liable for any injury, damage, or loss caused solely by the gross negligence of the City or its respective officers, commissioners, directors, employees or agents, and provided further that the City shall be given prompt and reasonable notice of any such claims and actions, Representative further agrees to release the City, its officers, commissioners, directors, employees, agents and servants from any and all costs, liability, damage or expenses (including costs of suit and expenses of legal services) for personal injury, property damage or any loss suffered by the Representative arising out of the Representative's Non-Commercial Activities or any condition of, use or occupancy of an Approved Location at PNE.

This Indemnification and Release is to be effective for any and all incidents, actions or events that may occur during any period for which the Representative is granted approval to use an Approved Location or is otherwise using Airport Property.

Also, capitalized terms not otherwise defined herein shall have the meaning set forth in the Rules and Regulations in effect at Northeast Philadelphia Airport.

It is hereby acknowledged and warranted that this Indemnification and Release is executed by Person authorized to execute the document and bind the Applicant on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Representative further certifies that he/she has read the Rules and Regulations for Non-Commercial Activity and agrees to be bound by those Rules and Regulations.

\_\_\_\_\_  
Signature of Representative

**APPENDIX** **C**

**AIRPORT FILM POLICY**

No photography and/or filming ("filming") is permitted at the Philadelphia International Airport or the Northeast Philadelphia Airport ("Airport") without prior approval from the CEO. If filming is permitted, that activity must be conducted in the manner prescribed by the CEO, the Airport Rules and Regulations and all other required documentation. The CEO reserves the right to deny the use of Airport facilities and property at any time.

**REQUIRED PERMISSION FOR FILMING AT THE AIRPORT**

Film proposals must be discussed informally, in as far advance of filming as possible, before submitting a written application. Film proposals should be discussed by contacting the Airport Public Affairs Office at (215) 863-3906.

A written application must be submitted and permission granted before any filming can take place at the Airport. All requests for permission to film at the Airport must be made in writing and submitted at least two (2) weeks in advance of the requested film date. All written requests for permission to film at the Airport should be made to the CEO and directed to:

Public Affairs  
Department of Aviation  
Philadelphia International Airport  
8500 Essington Avenue  
Philadelphia, PA 19153  
Phone: 215-863-3906  
Fax: 215-937-6497  
Attention: Film Requests

- The request for permission to film at the Airport must be made on the letterhead of the organization which will do the filming and include:
- A statement of the general theme of the project and how scenes at the Airport facilities Relate to the theme. The statement should be specific in nature in regards to what will be filmed at the Airport and what the film will be used for;
- A complete script, story board or layout of all scenes for which filming permission is requested, including full description of all action and dialogue, or text;

- A full description of the requested number of personnel and the amount of equipment which will be on the scene for the filming; and
- The approximate dates and length of time for filming the scenes; the name and telephone number of the person to be contacted for any further information or for discussion for detailed arrangements.

A General Release, Waiver & Indemnification form must be properly signed and submitted at least forty-eight (48) hours before any production begins or crew members arrive at the Airport.

## **DOA PROCEDURES FOR FILMING AT THE AIRPORT**

If permission to film at the Airport is granted, a “walk through” with the applicants and an assigned staff member from the DOA is required for the purpose of determining the appropriate locations for filming, to ensure proper planning and to address security/operational issues.

If the need for changes or alterations occurs, whether after the “walk-through” or while filming on location, the approval of the CEO or his/her authorized representative is required. If the changes require additional personnel for assistance, the DOA representative shall make the necessary arrangements.

Guidelines for filming at the Airport include, but are not limited to:

- Applicant must secure all required licenses or permits in advance. Applicant must obtain and submit certificate of insurance naming the Airport an “additional insured” at least forty-eight (48) hours in advance of any production or crew arrivals at the Airport. The amount of insurance will not be less than One Million Dollars in any instance and may be increased as deemed necessary by the CEO.
- Film maker agrees to comply with and abide by these procedures, any verbal instructions given by an Airport representative during filming and all other applicable rules, regulations and laws.
- A copy of the completed film (DVD, etc.) must be supplied for the City and the DOA.

The Airport Terminals and surrounding property are owned by the DOA. DOA tenants include, but are not limited to, fixed-base operators, shops and restaurants. No photographs or filming of any tenant, including airline logos, the shops or restaurants may be done without prior approval from the DOA. In addition to approval of the DOA, no photographs or filming of any tenant of the airport may occur without permission from that individual tenant. The use or identification of equipment, premises or personnel of any airport tenant in a

film project will not be authorized by the DOA or the City. Written consent of the tenant must be obtained by the applicant in such instance. No photographs or filming of any copyrighted or trademarked material is permitted without permission from the protected work’s owner.

## **Note**

Circumstances at the Airport (security, weather or otherwise) may cause any access and filming to be curtailed, cancelled, altered or rescheduled with little or no notice.

## **ACCESS FOR FILMING IN RESTRICTED AREAS**

All those involved with filming in Restricted Areas are expected and required to comply with all Airport security procedures while at the Airport.

Anyone involved with the filming at the Airport must be escorted at all times by a Public Affairs representative. If the established security and escort procedures are not followed while at the Airport, the Airport reserves the right to contact authorities, including the Philadelphia Police, to have them escorted off of the Airport premises. Violators of security and escort procedures will be subject to any and all civil and criminal penalties as a result.

If those involved with the filming are granted escorted access in Restricted Areas, they must adhere to certain guidelines. These guidelines, include, but are not limited to:

- Only photographs or video of approved locations within the Airport are allowed. In the event that anyone involved with the filming is considered a security threat, all civil and criminal legal remedies will be pursued, which may include arrest, confiscation of photographs or video of non-approved locations or subject matter and/or escort off of Airport premises.
- Only matters that have been pre-approved by Airport personnel may be filmed. If anyone involved in the filming strays from the pre-approved matter, the Airport reserves the right to escort him/her off of Airport property and confiscate any and all associated materials.
- When filming outdoors, the passage of emergency vehicles shall not be impeded, nor shall the normal flow of vehicular traffic be impaired. For film projects within the Terminal Buildings, access must be arranged well in advance of the proposed filming dates.
- No persons involved with the filming may block fire emergency escape routes and/or fire emergency exits.

- No persons involved with the filming may block passengers, walkways, doors, escalators, etc.

## **SCHEDULE FOR SUBMITTING REQUIRED DOCUMENTS AND FILM PROPOSALS**

- Film proposals must be discussed informally with a Public Affairs representative in as far advance as possible.
- As requests for permission to film at the Airport will be given prompt attention, requests should be submitted at least two (2) weeks in advance so that all details can be arranged well in advance of the proposed filming dates.
- A complete written filming schedule must be submitted at least forty-eight (48) hours in Advance of commencement of any filming.
- A General Release, Waiver & Indemnification must be properly signed and submitted at least forty-eight (48) hours before any production begins or crew arrive at the Airport.

# **APPENDIX D**

## **NEWS MEDIA PROCEDURES**

All questions regarding the operation and policies of the Airport should be directed to the Airport Public Affairs Department:

Department of Aviation  
Philadelphia International Airport  
Public Affairs Office  
8500 Essington Avenue  
Philadelphia, PA 19153  
Telephone: (215) 937-5424  
Attention: Public Affairs Manager

The office hours are Monday to Friday, from 8:00am to 5:00pm. During these times, the office is staffed with employees on duty to respond to inquiries as available.

After business hours, during weekends and holidays, a Public Affairs representative is on call. During these times, the Public Affairs Manager can be reached via the Airport Communications Center at (215) 937-6800. The Airport Communications Center has the ability to contact the Public Affairs Representative when necessary.

Public Affairs will make every attempt to notify the media in advance of Airport-related news, including but not limited to: press conferences, public hearings, new air service, etc. Notification will be made via fax, telephone or press release. The Airport also asks for the media's assistance in any news coverage. Inform the Public Affairs Department of a potential story or breaking information.

Other important information may be found on the Airport website, [www.phl.org](http://www.phl.org), in PHL's News Media Guide or in the PHL Flight Guide.

All information requested and responses thereto, including information regarding sensitive security information, may be subject to TSA requirements and Pennsylvania's Right to Know requirements.

## **A. TYPES OF EMERGENCIES**

Different types of emergencies may occur at the Airport. The type of emergency dictates procedures and responses.

### **Alert I**

An aircraft is experiencing a possible problem (e.g. panel indicator light that advises of a potential operational problem such as landing gear difficulty, etc.). As a precaution, Airport Operations Department, Philadelphia Fire Department (Airport Unit) and Philadelphia Police (Airport Unit) respond to an Alert I. Off-Airport emergency units are also alerted to a standby basis. Personnel respond by assuming pre-designated positions on the Airport until Alert I status is terminated or secured.

### **Alert II**

An aircraft accident or incident has occurred on or proximate to the Airport. An Alert II activates all emergency Airport units and off-Airport emergency units. The Airport Emergency Plan is put into operation with the Philadelphia Fire Department assuming control of the situation. The Airport may be closed and may only be reopened by the CEO or his/her designee.

### **Aircraft Hijacking/Hostage Taking Incidents**

Initially, all emergency Airport units respond to such incidents, with the Airport Police taking charge of the scene. Upon arrival, the Federal Bureau of Investigation (FBI) has jurisdiction over hijacking/hostage incidents when the aircraft is on the ground. Airport units provide support to agencies in charge.

### **Bomb Threat**

This classification is for situations when there is reason to believe that an explosive device or suspicious package has been found or reported to be on Airport property or on an aircraft. The initial investigation is conducted by the Philadelphia Police Department. The Police Bomb Disposal Unit, the FBI and other agencies may also become involved pending the results of the initial investigation. During such an incident, all Airport Emergency Units respond until the situation is secured.

### **Code Red**

This classification covers a variety of situations involving auto accidents, fire, fuel or smoke, as well as unusual odors and the release of potential hazardous materials. During a Code Red, responding units include Airport Fire, Police, Operations, and other units as required. As a precaution, full response is provided to Code Red incidents and outside agencies may be notified as required.

### **Code Yellow**

This classification is for medical emergencies on Airport property or in close proximity to the Airport. During a Code Yellow, responders include the Medic Unit, Police, Airport Operations and other units as required. Immediate medical assistance and, if necessary, transportation to the hospital will be provided.

### **Fuel Farm Fire**

This classification refers to an incendiary incident at the Airport's Fuel Farm. Responding units include Fire, Police, Operations and other units as required. During a fuel farm fire, the Airport may be closed. Other agencies will be notified as required.

### **Radiological Incident**

This classification refers to any report of the release or potential release of radioactive material on Airport property. Responding units include Airport Fire, Police and Operations. The Fire unit evaluates the incident and determines the need for evacuations/quarantines. Nuclear regulatory agencies are notified and other agencies may become involved as required. Off-Airport emergency units will also be alerted as a precaution.

### **Weather Emergencies**

The Airport has a standard operational procedure regarding adverse weather conditions that may affect normal operation of the Airport. During such times, the members of the Marketing and Public Affairs Department will be available around the clock to answer questions regarding the operation of the Airport including delays, runway/taxiway closures and field/weather condition reports.

### **Other Emergencies**

Airport emergency units will respond to other emergency situations as necessary. Other situations may include:

- Hazardous Material Incidents
- Civil Disorders
- Natural Disasters
- Emergency Maintenance
- Medical Situation (Code Yellow)

### **Media Information and Inquiries**

In the event of an emergency at Philadelphia International Airport or Philadelphia Northeast Airport, an authorized DOA representative may provide the following information:

- Date and time of incident/emergency
- Name of airline
- Type of aircraft and flight number
- Arrival/departure and destination
- Number of persons on board (if already confirmed)



- General description of incident
- Special security conditions at the scene of the incident
- Operations at the airport, any closures of runways or terminals, etc.
- Information regarding escort to scene of incident

Other information must be provided by the airline representative involved in the incident or the appropriate local or federal agency. The contact numbers for federal agency spokespersons are attached as Exhibit B.

Agencies that may be involved in emergency situations include:

- Philadelphia Police Department
- Philadelphia Fire Department
- National Transportation Safety Board (NTSB)

The NTSB conducts an independent investigation of all civil aviation accidents in the United States. The Board is independent and thus is not affiliated with the DOT or FAA. NTSB employees will take custody of an aircraft and its contents from the time that fire/rescue activities are concluded until a full investigation is completed or a release is given. In cases of suspected criminal activity, other agencies may participate in the investigation. The NTSB does not investigate criminal activity; in the past, once it has been established that a transportation tragedy is, in fact, a criminal act, the FBI becomes the lead federal investigative body, with the NTSB providing any requested support.

#### **U.S. Department of Transportation, Federal Aviation Administration (FAA)**

The FAA is the federal agency responsible for the safety of civil aviation. It operates a network of airport towers, air route traffic control centers, and flight service stations. The FAA also develops air traffic rules, assigns the use of airspace and controls air traffic. At all times, the Air Traffic Control Tower at Philadelphia International Airport is operated by the FAA and will continue to be operated by the FAA in case of an emergency. In the event of an aircraft or airfield emergency, various branches of the FAA may assume responsibilities. The FAA requests the news media contact the FAA Public Affairs Office for information regarding an incident or an airport alert.

#### **U.S. Department of Homeland Security, Transportation Security Administration (TSA)**

The TSA provides security for the traveling public and for all commercial transportation. TSA personnel operate and manage airport passenger security checkpoints and checked baggage security systems.

#### **Federal Bureau of Investigation (FBI)**

Where a hijacking or hostage incident occurs aboard an aircraft that is still on the ground, the FBI has jurisdiction. The FAA has jurisdiction where a hijacking or hostage incident occurs in-flight with assistance from the TSA and FBI.

#### **Involved Airline**

The involved airline is generally responsible for providing information concerning passengers aboard the aircraft, detailed information about the flight, flight activities and the aircraft. The passenger list will not become public until any affected families have been notified.

### **B. WHERE TO GO**

During any type of emergency situation or normal media coverage when a news crew is being dispatched to the Airport, the Public Affairs Department should be contacted to obtain the necessary information and instructions. Unless otherwise advised, news crews should first report to the headquarters of the Airport Administration Building and will be required to present media credentials if requested. The Airport reserves the right to refuse media access.

During an emergency situation, representatives of the Public Affairs Department will make every effort to have the news media escorted as close as possible to the emergency scene, if possible. In addition, a Command Post/Communications Center will be established at or near the emergency scene.

Briefings and interviews will be held at or near the emergency when possible. In addition to the Public Affairs staff, the CEO and Deputy Directors of Aviation are the only authorized spokespeople regarding the operation of the Airport. Every effort will be made to secure spokespersons for interviews from other involved agencies, airlines and tenants when necessary.

#### **Restricted Areas**

The Air Operations Area is a restricted area that includes all surface areas inside the perimeter fence line of the airfield. Requests for access to this area must be directed to the Public Affairs Department. Media seeking access to the Air Operations Area which involves an airline-leased ramp area must have permission of the involved airline and the Airport. The Public Affairs Department will assist the media in obtaining such permission with the respective or tenant. Under federal law, media must be escorted at all times while in the Air Operations Area by appropriate Airport personnel. Any violators will be subject to police action.

#### **Note**

1. Media should not attempt to enter any secured area of the Airport without proper clearance or escort. Unauthorized access of any secured area of the Airport is a violation of federal law and individuals will be subject to police action.
2. If the media is granted escorted access, the media and its crew must adhere to certain guidelines. These guidelines, include, but are not limited to:

3. Media may only take photographs or video of approved locations within the Airport. If the media does not comply with this guideline, the Airport reserves the right to request the proper authorities intervene, including the Philadelphia Police. In the event that media action is considered a security threat, all legal remedies will be pursued, which may include arrest, confiscation of photographs or video of non-approved locations or subject matter and/or escort off of Airport premises.
4. Media may only report on pre-approved matters, as approved by Airport personnel. If the media strays from the pre-approved matter, the Airport reserves the right to escort them off of Airport property and confiscate any and all associated materials.
5. Media may not block fire emergency escape routes and/or fire emergency exits.
6. Media may not block passengers, walkways, doors, escalators, etc.
7. Media may not interfere with TSA or Airport operations.
8. The shops and restaurants are tenants of the Airport. No photographs or filming of the shops or restaurants may be done without approval from the DOA or Marketplace Redwood.
9. All media should note that circumstances at the Airport (security, weather or otherwise) may cause any media access to be curtailed, cancelled, altered or rescheduled with little notice.

### **Special News Coverage**

The Public Affairs Department should be contacted when covering special news stories. These non-emergency situations include “VIP” arrivals or departures, dedication ceremonies, sports and entertainment functions and other special aviation-related activities.

The Public Affairs Department may provide information regarding time, location and special instructions to ensure complete media coverage of the event.

### **General Media Release, Waiver and Indemnification Form**

The City of Philadelphia Law Department and the DOA require that anyone photographing, taping or filming activities on DOA property must complete the General Release, Waiver and Indemnification form, attached hereto as Exhibit A, and make a formal request for access to the Airport in writing. Proof of adequate insurance may also be required.

The General Release, Waiver and Indemnification form must be completed in its entirety on an annual basis and will be kept on file at the Philadelphia International Airport.

At the top of the form, indicate your company (Name) and Mailing Address (Address). At the bottom of the form, include the date of the completion and have an Authorized Representative and witness sign the form.

Mail or fax the completed forms to:

Public Affairs Manager  
Philadelphia International Airport  
Public Affairs Department  
Terminal D/E, 3rd Floor  
Philadelphia, PA 19153  
(215) 937-5424  
(215) 937 6854 (Fax)

### **Northeast Philadelphia Airport (PNE)**

Media covering news stories or emergency situations at PNE should also contact the Public Affairs Department prior to arrival. Media should report to the Administration Building of PNE when covering any situation. PNE is located at 9800 Ashton Road in the Northeast section of Philadelphia.

Names of spokespersons for PNE tenants will be made available upon request. Contact numbers for spokespersons for certain U.S. governmental agencies are attached hereto as Exhibit B.

**EXHIBIT A  
GENERAL RELEASE, WAIVER AND INDEMNIFICATION  
FORM**

CITY OF PHILADELPHIA  
GENERAL RELEASE, WAIVER & INDEMNIFICATION

(Please Print)

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

I, the undersigned, in consideration of permission granted to enter, photograph, tape or film footage upon City of Philadelphia property, located at Northeast Philadelphia Airport ("PNE"), hereby agree for and on behalf of myself, my personal representative, executors, administrators, heirs and assigns, to release, waive or forever discharge The City of Philadelphia ("City"), its actions or causes of action, suits, demands whatsoever, in law or in equity, which I may have against the City, its employees, officers, agents, contractors and representatives in and/or on the Property, or in any connected to or arising from my presence and/or photographing, taping or filming activities at PNE.

The undersigned, being duly aware of the potential risks and hazards inherent upon visiting or entering on or into PNE hereby elects voluntarily to visit and/or enter on or into PNE knowing that the condition of PNE may be hazardous. The undersigned hereby voluntarily assumes all risks of loss, damage or injury, including death, that may be sustained while in, on, or about PNE whether said injury or damage may be due to the act, omission or negligence of the City, its representatives, or its respective employees, officers, agents, contractors or otherwise.

I further acknowledge and agree that I will indemnify, defend and hold harmless PNE and all related persons and entities described in the preceding paragraph against any claims, acts, or proceedings based upon or related to my entrance, presence, activities, taping or filming upon or at PNE.

I will leave PNE upon the completion of my activities or upon the demand of the City, whichever is sooner.

IN WITNESS WHEREOF, I HAVE SET MY HAND HEREUNTO THIS RELEASE, this

the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Witness)

\_\_\_\_\_  
(Authorized Representative)

**EXHIBIT B  
NUMBERS FOR OFFICIAL SPOKESPERSONS FOR  
U.S. GOVERNMENTAL AGENCIES**

U.S. Department of Transportation  
Federal Aviation Administration,  
Eastern Region  
Public Affairs Office  
(718) 553-3015

U.S. Department of Homeland Security  
Transportation  
Security Administration  
(571) 227-2829 or (877) 632-7327

U.S. Department of Homeland Security,  
Customs and Border Protection  
(215) 594-4117

Agricultural Quarantine Inspection  
(215) 717-5822

## VIOLATIONS AND FINES

### A. VIOLATIONS AND FINES

#### 1. Employer/Landlord Liability

The employer/landlord of any Person who violates any provision of these Rules and Regulations shall be liable to the City for payment of a fine not to exceed Three Hundred Dollars (\$300.00).

#### 2. Owner Liability

In the case of a Violation of any provision of these Rules and Regulations by a Commercial Ground Transportation Operator or driver, the Owner of the Commercial Ground Transportation Vehicle which the Violator is using, operating or associating with at the time of the Violation, shall be liable to the City for a payment of a fine not to exceed Three Hundred Dollars (\$300.00).

### B. ENFORCEMENT

For the purpose of enforcing these Rules and Regulations, notice of a Violation of any Rule or Regulation shall be issued by any employee of the DOA appointed by the CEO to serve notices upon Violators.

### C. NOTICE OF VIOLATION

- Whenever a Person authorized to enforce these Rules and Regulations observes a Violation of the Rules and Regulations, he/she shall hand to the Violator a printed notice of violation ("Notice of Violation"). If the Violator leaves the scene or if the notice cannot be handed to the Violator, the Notice of Violation may be delivered or mailed to the Violator's employer or residence, if known.
- A copy of the Notice of Violation shall be delivered to the Violator's employer and/or, in the case of a Commercial Ground Transportation Operator or driver, to the Owner of the Commercial Ground Transportation Vehicle which the Violator is using, operating or associating with at the time of Violation.
- The Notice of Violation shall contain the following information: (i) the date, time, location and nature of the Violation; (ii) when known, the identity of the Violator and the address of the Violator; (iii) when applicable, the

Violator's employer and/or the Owner of the Commercial Ground Transportation Vehicle which the Violator is using, operating or associating with at the time of the Violation; (iv) the amount to be remitted in response to the Notice of Violation; (v) instructions for contesting the Notice of Violation; and (vi) the penalty which can be imposed by the court for the Violation. The Notice of Violation shall be signed by Airport Personnel authorized to issue the Notice of Violation.

### D. PRIMARY VIOLATIONS

#### 1. Settlement Amounts

Any Person who receives a Notice of Violation respecting these Rules and Regulations which is deemed to be a primary violation as defined in Section 1 below, may settle the matter by admitting the Violation, waiving the right to a hearing and paying the following settlement amount:

When Payment Is Made	Settlement Amount
Within (10) days of receiving the Notice of Violation.	\$100.00
Beginning on the eleventh (11th) day after receiving the Notice of Violation through ten (10) days after receiving a first reminder notice that no payment has been received.	\$125.00
Beginning on the eleventh (11th) day after receiving the first reminder notice through ten (10) days after receiving a second reminder notice that no payment has been received.	\$140.00
After an enforcement complaint has been filed in Municipal Court, but before a Municipal Court hearing has been held.	\$140.00 plus Municipal Court Filing Fees

- The Notice of Violation shall contain an appropriate statement for signature by the Person receiving the Notice of Violation for the purpose of admitting the Violation and waiving a hearing, and shall be returned when the Person receiving the Notice of Violation remits the stipulated settlement payment.

### E. SECONDARY VIOLATIONS

#### 1. Settlement Amounts

Any Person who receives a Notice of Violation of any provision of these Rules and Regulations which is deemed to be a Secondary Violation as defined in

Section 1 below, may settle the matter by admitting, the Violation, waiving the right to a hearing and paying the following settlement amount:

<b>When Payment Is Made</b>	<b>Settlement Amount</b>
Within (10) days of receiving the Notice of Violation.	\$25.00
Beginning on the eleventh (11th) day after receiving the Notice of Violation through ten (10) days after receiving a first reminder notice that no payment has been received.	\$30.00
Beginning on the eleventh (11th) day after receiving the first reminder notice through ten (10) days after receiving a second reminder notice that no payment has been received.	\$65.00
After an enforcement complaint has been filed in Municipal Court, but before a Municipal Court hearing has been held.	\$65.00 plus Municipal Court Filing Fees

- The Notice of Violation shall contain an appropriate statement for signature by the Person receiving the Notice of Violation for the purpose of admitting the Violation and waiving a hearing, and shall be returned when the Person receiving the Notice of Violation remits the stipulated settlement payment.
- A Violation of any section of these Rules and Regulations not specified in Section I below shall be deemed to be a Secondary Violation.

## **F. COURT HEARING FOR VIOLATIONS NOT RESOLVED BY SETTLEMENT OR CONTEST**

If a Person who receives a Notice of Violation fails to either (i) make the settlement payment described in Section D or E above after receipt of the second notice of nonpayment or (ii) have the violation dismissed after a hearing before the Bureau of Administrative Adjudication, a complaint shall be filed for such Violation in Philadelphia Municipal Court. If the Person named in the complaint is found to be liable for the Violation of any provision of these Rules and Regulation or fails to appear on the date set for hearing, he/she shall be subject to the imposition of fines in the amount of no more than Three Hundred Dollars (\$300.00) per Violation, plus court costs.

## **G. ABILITY TO CONTEST NOTICE OF VIOLATION**

Notwithstanding anything to the contrary set forth in this Section, any Person, Owner or employer who receives a Notice of Violation may contest the Violation by writing to the Bureau of Administrative Adjudication and request a hearing. The Notice of Violation shall contain instructions regarding the ability to contest a Notice of Violation and shall include the address of the Bureau of Administrative Adjudication.

## **H. ADDITIONAL REMEDIES**

- Neither the assessment of any fines or penalties set forth above nor a Violator's payment of any fines or penalties set forth above shall prevent the DOA from exercising any other right or remedy it may have against the Violator (including without limitation operating suspensions) which are described in the individual Sections of these Rules and Regulations. Further, the fines and penalties set forth above shall be in addition to every other right or remedy now or hereafter existing at law or in equity or by statute or ordinance. The exercise of any one or more of such remedies shall not preclude the exercise by the City, at the same or different times, of any other remedies for the same Violation or any other Violation.
- The fines and penalties set forth above are in addition to any other fines, penalties or other payment set by statute, ordinance, law, code or otherwise that may be assessed or imposed against the Violator for the Violation.

## **I. PRIMARY VIOLATIONS**

### **1. Section 3—General**

Section 3(E)	Unauthorized Carriage of Weapons or explosives  Unauthorized discharge of gun.  Furnishing, giving, selling or trading a weapon or simulated weapon on the Airport.  Unauthorized armed guards or guard dogs.
Section 3(I)	Smoking in enclosed areas of PNE.
Section 3(N)	Violation of Tenant Construction requirements.
Section 3(O)	Violation of Airport Construction and Obstruction Control Regulations.
Section 3(P)	Damage to Airport Property.

Section 3(Q) Violation of Environmental Protection Requirements.

## **2. Section 4—Aircraft Operation**

Section 4(B) Operation of Aircraft without proper brakes.  
Operation of Aircraft without functioning two-way radio.  
Operation of Aircraft on unpaved surfaces.  
Unapproved helicopter landing.  
Failure to navigate, land, service, maintain and repair Aircraft in accordance with the Regulations.  
Operation of scheduled air service.  
Failure to maintain Aircraft in a current condition or airworthiness.  
Violation of regulations regarding airspace requirements.

Section 4(C) Failure to report Aircraft incident/accident.

Section 4(D) Failure to remove or dispose of disabled Aircraft.

Section 4(E) Failure to follow Notice to Airmen (NOTAM).

Section 4(F) Violation of Regulations regarding starting of Aircraft engines.

Section 4(G) Violation of Regulations regarding the run-up of Aircraft engines.

Section 4(H) Violation of Noise Abatement Regulations.

Section 4(I) Violation of Regulations regarding taxiing or moving Aircraft in operational areas.

Section 4(J) Failure of transient traffic to follow Airport Rules and Regulations.

Section 4(K) Violation of Aircraft Parking regulations.

Section 4(L) Taxiing Aircraft in or out of hangars.

Section 4(M) Violation of Regulations regarding Aircraft repairs and maintenance.

Section 4(N) Unauthorized washing of Aircraft.

Section 4(O) Failure to comply with Airport deicing procedures.

Section 4(P) Unauthorized aircraft training and Student Pilots.

Section 4(Q) Use of Aircraft in unsafe areas.

Section 4(R) Failure to operate Aircraft in accordance with markings, signs, signals, orders or directions of the CEO or FAA.

Section 4(S) Unauthorized use of Terminal Building, Ramp or Gates.

Section 4(T) Violation of Regulations regarding passenger enplaning and deplaning.

Section 4(U) Violation of Helicopter Operation Regulations.

Section 4(V) Unauthorized Airship Operations.

Section 4(W) Violation of Air Traffic Rules.

Section 4(X) Violation of Regulations regarding intoxicants and drugs.

Section 4(Y) Unauthorized air show or aerial demonstration.

Section 4(Z) Violation of Regulation regarding complying with the CEO.

## **3. Section 5— Airfield Vehicle Operations**

Section 5(D) Failure to comply with an Official Order, Sign, or Direction.

Section 5(E)(1)(c) Violation of Regulation regarding pedestrian traffic on aprons and service roadways

Section 5(E)(1)(d) Operation of unauthorized Equipment on the Airfield.  
Use of cycles, skateboards or other recreational devices on the Airfield.

Section 5(E)(1)(e) Failure to obey posted traffic signage and pavement markings on the AOA.

Section 5(E)(1)(f) Reckless or careless vehicle operation on the AOA.

Section 5(E)(1)(g) Operation of personal vehicles on the AOA.

Section 5(E)(1)(h) Operation of Motor Vehicle or Aircraft on the Airport while under the influence of Intoxicants or Drugs.

Section 5(E)(1)(i) Use of horn for purposes other than warning another Person, motor vehicle, or Aircraft.

Section 5(E)(1)(j) Operations of overloaded Motor Vehicle on the AOA.

Section 5(E)(1)(k) Failure to contain loads or materials being carried or towed by a vehicle on the AOA.

- Section 5(E)(1)(l) Riding or standing in a Motor Vehicle in an improper manner.
- Section 5(E)(1)(m) Smoking on the Airfield.
- Section 5(E)(1)(n) Failure to maintain a safe distance when operating a Motor Vehicle in front of or behind an Aircraft.
- Section 5(E)(1)(o) Failure to report an accident.
- Section 5(E)(1)(s) Use of AM/FM radios/cell phones/iPods and other electrical devices on AOA.
- Section 5(E)(4)(a-c) Failure to yield to Motor Vehicles having right of way as described in Section 5(E)(4)(a-c) of the Rules and Regulations.
- Section 5(E)(6) Unauthorized operations in the “Movement Area” as that term is defined in Section 5(E)(6) of the Rules and Regulations.
- Section 5(E)(7) Parking in a manner that interferes with access to fire hydrants or fire extinguishers.
- Section 5(E)(8) Violation of vehicle escorting procedures.

#### **4. Section 6—Other Operations**

- Section 6(A) Cleaning of Motor Vehicles/Equipment at Gates.
- Section 6(C) Violation of Regulations regarding wildlife hazard reduction.
- Section 6(E) Improper disposal of plastic or light weight covers or materials
- Section 6(F) Violation of Regulations regarding operation of Flying Clubs.
- Section 6(G) Violation of Regulations regarding T-Hangar Safety Requirement.

#### **5. Section 7—Fire and Safety**

- Section 7(B) Violation of Regulations regarding the handling of Explosives and other Hazardous Substances.
- Section 7(C) Violation of Regulations regarding fire extinguishers and Equipment.
- Section 7(D) Unauthorized open flame operations.
- Section 7(E) Failure to report an unattended or uncontrolled fire.
- Section 7(F) Violation of Regulations regarding litter and cleaning of allotted space.

- Section 7(G) Violations of Regulations regarding cleaning Ramps and other surfaces.
- Section 7(H) Violation of Regulations regarding control of contaminants.
- Section 7(I) Violation of fueling operations Regulations.
- Section 7(J) Violation of Regulations regarding fuel spills.
- Section 7(K) Violation of Regulations regarding Tenant Fueling Handling.
- Section 7(L) Violation of Regulations regarding Aircraft parts cleaning materials.
- Section 7(M) Violation of Regulations regarding paint, varnish and lacquer use.
- Section 7(N) Violation of Regulations regarding sewage, industrial waste, toxic and hazardous waste.

#### **6. Section 8—Airport Security**

- Section 8(C) Failure to comply with requirements regarding access to Secured Areas.
- Section 8(D) Violation of Gate access procedures.
- Section 8(E) Violation of Motor Vehicle access requirements.

#### **7. Section 9—Operating Permits**

- Section 9(A) Failure to obtain and comply with a proper Airport Lease, License or Operating Agreement.

#### **8. Section 10—Ground Transportation**

- Section 10(B) Improper and/or unauthorized use of the Airport by Commercial Ground Transportation Operators.
- Section 10(C)(1) Failure to comply with Vehicle standards.
- Section 10(C)(2) Failure to comply with all certification and insurance requirement.
- Section 10(C)(3) Failure to comply with all Ordinances.
- Section 10(C)(5) Unauthorized signage

## J. SECONDARY VIOLATIONS

### 1. Section 3—General

- Section 3(B) Unauthorized Picketing Activity/Leaflet Distribution.
- Section 3(C) Unauthorized Non-Commercial Activity.
- Section 3(D) Unauthorized Solicitation of Funds; Gambling.
- Section 3(G) Littering.
- Section 3(H) Violation of Regulations regarding dogs or other animals.
- Section 3(I)(I) Smoking in within 25 feet of any entrance to the Terminal Buildings.
- Section 3(J) Unauthorized photography/filming.
- Section 3(K) Unauthorized advertisements.
- Section 3(L) Unauthorized signs, billboards or banners.
- Section 3(M) Violation to Tenant/Employee conduct regulations.
- Section 3(R) Violation of Alcoholic Beverage Regulations.

### 2. Section 5—Airfield Vehicle Operations

- Section 5(B) Failure to produce valid driver's license while operating a Motor Vehicle on the Air Operations Area. \_\_\_\_\_
- Failure to produce proof of authorization to drive on the Air Operations Area.
- Section 5(E) Violation of Air Operations Area driving and Motor Vehicle Regulations, except those specific subsections of Section 4(E) identified as Primary Violations in Section I above.

### 3. Section 6—Other Operations

- Section 6(B) Unauthorized painting, marking of Taxiway, Ramp or Gate areas.
- Section 6(D) Violation of Regulations regarding transportation/transfer of livestock.

## APPENDIX

# F

## NORTHEAST PHILADELPHIA AIRPORT GATE CARD APPLICATION

(Please print)

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Telephone: \_\_\_\_\_

Year: \_\_\_\_\_ Make: \_\_\_\_\_

Model: \_\_\_\_\_ Color: \_\_\_\_\_

License Plate Number: \_\_\_\_\_ State: \_\_\_\_\_

Insurance: \_\_\_\_\_

Company: \_\_\_\_\_

Company Representative Signature: \_\_\_\_\_

AIRPORT USE ONLY BELOW THIS LINE:

Issued Permit Decal Number: \_\_\_\_\_

Gate Card Number: \_\_\_\_\_

Airport Representative Name: \_\_\_\_\_

Airport Representative Signature: \_\_\_\_\_

Remarks: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## APPENDIX G

### BURN PERMIT (REQUEST)

#### NORTHEAST PHILADELPHIA AIRPORT NOTICE OF FLAME CUTTING/WELDING

Location: \_\_\_\_\_

Contractor: \_\_\_\_\_

Telephone Contact Number: \_\_\_\_\_

Hours of Burn Activity: \_\_\_\_\_

Date of Burn Activity: \_\_\_\_\_

NOTE: All burn activity is to be coordinated through the Airport. It shall be supervised by the contractor 3 hours after termination of the burn activity. Airport Administration and Airport Operations are all to be notified via fax, (215) 937-7961, at least 3 hours prior to commencing any burn activity.

Sent By: \_\_\_\_\_

All burn permit requests are subject to approval by the DOA.

## APPENDIX H

### AIRPORT RATES AND CHARGES REGULATION

**THE CITY OF PHILADELPHIA  
DEPARTMENT OF AVIATION**

**AIRPORT RATES AND CHARGES REGULATION AND AIRLINE  
OPERATING TERMS AND CONDITIONS FOR THE USE OF FACILITIES  
AND SERVICES AT PHILADELPHIA INTERNATIONAL AIRPORT AND  
NORTHEAST PHILADELPHIA AIRPORT**

**(Revised as of September 28, 2023, effective as of promulgation)  
(Intended To Supersede All Previous Rates and Charges Regulations)  
(Hereinafter referred to as the “Rates and Charges Regulation”)**

**I. If any Air Carrier enters into an Effective Airport-Airline Use and Lease Agreement with the City of Philadelphia, then such Signatory Airline shall be governed by the rates and charges and terms and conditions as set forth in the Effective Airport-Airline Use and Lease Agreement.**

**II. If there is an Effective Airport-Airline Use and Lease Agreement with the City of Philadelphia, then any other Air Carrier not party to the Effective Airport-Airline Use and Lease Agreement shall be governed by the following rates and charges at Philadelphia International Airport and Northeast Philadelphia Airport, which are fifteen percent (15%) higher than those rates and charges provided by the Effective Airport-Airline Use and Lease Agreement:**

**RATES AND CHARGES REGULATION AND OPERATING TERMS AND  
CONDITIONS FOR THE USE OF FACILITIES AND SERVICES AT  
PHILADELPHIA INTERNATIONAL AIRPORT AND NORTHEAST  
PHILADELPHIA AIRPORT**

**1.01.** Pursuant to Sections 8 407 and 4 2700 of the Philadelphia Home Rule Charter and Section 18 201 of the Philadelphia Code, the Department Aviation fixes the following rates and charges for the use of Philadelphia International Airport and Northeast Philadelphia Airport facilities and services not otherwise governed by written leases, licenses or operating agreements (specifically excluding any contract titled “Fee Payment Agreement”) with the Department of Aviation.

**A. Rates and Charges related to the Philadelphia International Airport Terminal Area and Ramp Area.** The Terminal Area shall mean the Airport passenger terminal buildings, including the un-air conditioned areas available for use as baggage make-up, the sidewalk and curb adjacent to the landside of the terminal buildings, the loading bridges and all pedestrian bridges connecting the terminal buildings with the landside vehicular parking garages, as such areas now exist or may be developed, extended or improved from time to time. The Ramp Area shall mean those un-air

conditioned airport passenger operations areas of the Airport designated for the Terminal Area consisting of the aircraft parking positions, ramp space and canopy space (and including any other equipment located on the Ramp Area that are owned by City and provided for the use by Air Carriers.)

**1. Leased Premises Terminal Area, Joint Use Areas, and Ramp Area.** Leased Premises Terminal Areas shall mean those areas of the Terminal Area that are occupied by an Air Carrier. Joint Use Areas shall mean those areas of the Terminal Area that are used by an Air Carrier on a shared or joint use basis with other Air Carriers at the Airport. Rentals for use of the Leased Premises Terminal Area, Joint Use Areas and Ramp Areas shall be:

- a. Type 1: Ticket Counter and Ticket Counter Office space - \$230.15 per square foot per annum.
- b. Type 2: Holdrooms, Baggage Claim Area, Baggage Claim Offices, Airline Lounge, and Airline Space \$172.62 per square foot per annum.
- c. Type 3: Airline Operations Space, Baggage Makeup Area, Inbound Baggage \$115.07 per square foot per annum.
- d. Type 4: FIS Area, Cart Tunnel/Baggage Recheck, Ticketing Counter Queuing, Unenclosed Ramp Level Space \$57.53 per square foot per annum.
- e. Ramp Area: Ramp space adjacent to preferentially-used Aircraft gates \$27.75 per linear foot per annum.

**2. International Common Use Area Fees.** The following rates and charges are applicable for the use of the International Common Use Areas. International Common Use Areas shall mean the International Common Use Ticket Counter Areas, the International Common Use Enplaning Areas, the International Common Use Deplaning Areas and the Federal Inspections Services (FIS) Areas. International Common Use Enplaning and Deplaning Areas include the baggage make-up, holdroom, aircraft parking ramp area, loading bridges, and associated fixtures and equipment located thereon (that are not the property of an Air Carrier). Written authorization may be granted for permission to process international and charter operations at locations other than the International Common Use Areas on the condition that the rates and charges paid to the City as set forth below will apply to these operations.

- a. **International Common Use Enplaning Area Fee.** For the use of International Common Use Enplaning Areas: \$5.49 per Enplaned Passenger.
- b. **International Common Use Deplaning Area Fee.** For the use of International Common Use Deplaning Areas in common with other Air Carriers: \$5.31 per deplaned passenger.

c. **FIS Area Fee.** For the use of FIS Areas, those areas where Deplaned Passengers are processed and collect their checked baggage and the baggage cart movement areas associated therewith: \$7.38 per deplaned passenger processed thru Federal Inspection Service facilities.

d. **Ramp Use Charge.** For use, in common with other Air Carriers, of the Ramp space adjacent to the International Common Use Area: applicable rates to be charged in accordance with Section 1.01.A.4. This charge shall apply only to flights which incur no other International Common Use Enplaning or Deplaning Area Fees and FIS Area Fees as set forth above.

e. **International Common Use Ticket Counter Area Fee.** For the use of International Common Use Ticket Counter Areas in common with other Air Carriers: \$1.37 per Enplaned Passenger.

3. **Domestic Common Use Area Fees.** Domestic Common Use Terminal Areas shall mean those portions of the Terminal Area that could be allocated to an individual airline on a preferential basis, but are available for use for individual flights or other limited use upon agreement by City. Domestic Common Use Areas are available for use for individual flights or other limited use upon agreement by the City, including but not limited to, Domestic Common Use Gates, Ticket Counters and Bag Claim and International Common Use Gate for domestic operations by Air Carriers.

a. **Domestic Common Use Gate Fee,** including the associated ramp area and equipment necessary to operate from the gates -

\$335 per narrow-body aircraft turn (an aircraft arrival and departure) and \$1,134 per wide-body aircraft turn (an aircraft arrival and departure).

b. **Domestic Common Use Ticket Counter Fee,** including associated back office, baggage makeup areas and baggage conveyors - \$223 per aircraft departure.

c. **Domestic Common Use Bag Claim Fee,** including associated cart circulation and recheck area, bag claim and operations space - \$2.00 per deplaned passenger from aircraft operations utilizing such space in the terminal complex.

4. **Aircraft Parking.** The following charges apply for the parking of Aircraft by Air Carriers not paying rentals under Section 1.01.A.1 above at all designated parking areas within the Airport:

Maximum Gross Landing (lbs)	Hours				
	0-2	2-4	4-8	8-12	12-24
<200,000	\$ 300	\$ 450	\$ 450	\$ 450	\$ 450
200,001 – 365,000	\$ 300	\$ 450	\$ 450	\$ 450	\$ 500
365,001 – 575,000	\$ 300	\$ 450	\$ 450	\$ 600	\$ 750
575,001 – 675,000	\$ 400	\$ 450	\$ 450	\$ 700	\$1250
675,001 – 800,000	\$ 500	\$ 500	\$ 500	\$1000	\$1750
>800,001	\$ 750	\$ 750	\$ 750	\$1500	\$2750

B. **Rates and Charges related to the Airfield Area at Philadelphia International Airport**

1. **Landing Fees** at Philadelphia International Airport by Large Certificated Air Carriers, Commuter Air Carriers and Small Certificated Air Carriers, Foreign Flag Air Carriers and Air Taxi/Commercial Operators \$5.00 per thousand pounds of maximum allowable gross landing weight.

2. **General Aviation Aircraft Landing Fees** at Philadelphia International Airport for all non-based, general aviation aircraft and those based general aviation aircraft engaged in commercial activities approved in writing by the City will be based on a sliding weight scale as follows:

Gross Landed Weight	per Landing
0 - 5,000 lbs.	\$18.00
5,001 - 10,000 lbs.	\$36.00
10,001 - 25,000 lbs.	\$86.00
25,001 - 50,000 lbs.	\$181.00
50,001 - 100,000 lbs.	\$362.00
100,001 - 200,000 lbs.	\$724.00
over 200,000 lbs.	\$1,013.00

C. **Rates and Charges Related to Northeast Philadelphia Airport**

1. Terminal Building - Ticket counter space: \$22.19 per square foot per annum.

2. Terminal Building - All other space: \$20.40 per square foot per annum.

a. Mooring Fee for airships, blimps and similar aircraft types that are less than 210 ft. in length: \$75.00 per day or fraction thereof for the first four days; \$35.00 per day thereafter.

b. Mooring Fee for airships, blimps and similar aircraft types that are more than 210 ft. in length: \$100.00 per day or fraction thereof for the first four days; \$50.00 per day thereafter.

3. Landings at Northeast Philadelphia Airport by Commuter Air Carriers: \$1.65 per thousand pounds of maximum allowable gross landing weight.

4. Landings at Northeast Philadelphia Airport by all non-based general aviation aircraft and those based general aviation aircraft engaged in commercial activities approved in writing by the City will be based on a following sliding weight scale:

<u>Maximum Allowable Gross Landed Weight</u>	<u>Landing Fee per Landing</u>
0 - 5,000 lbs.	\$5.00
5,001 - 10,000 lbs.	\$10.00
10,001 - 25,000 lbs.	\$15.00
25,001 - 50,000 lbs.	\$35.00
50,001 - 75,000 lbs.	\$60.00
over 75,000 lbs.	\$95.00

**D. Demurrage.** The Chief Executive Officer will allow the use of the designated non-leased and/or common use area for such time as may be reasonably required for Aircraft loading and unloading; provided, however, that if such area is needed for another Aircraft, the Chief Executive Officer may require the operator to relocate the Aircraft. If the Aircraft is not moved within ten minutes of such request, a demurrage charge of \$150.00 will be assessed for each additional ten minute period or part thereof the Aircraft remains at the designated area.

**E. Armed Guard Security Charge.** Each Air Carrier shall be charged a proportionate amount of the costs incurred by the Airport in complying with the security requirements of 49 Code of Federal Regulations (“CFR”) Part 1542 or any other federally-mandated security requirements.

**F. Utility Charges.** All utilities, including but not limited to electricity, water and sewer service and natural gas, shall be billed at rates which shall not be in excess of rates charged for such service to users of the class and volume level using the service at the airports by utility suppliers authorized to provide such service in the vicinity of the airports.

**G. Ground Handling Fees.** All Air Carriers shall be subject to a fee equal to 10% of ground handling fees charged by a provider of ground handling services to the Air Carrier. Ground handling services provided to Signatory Airlines, their Affiliates, and other Air Carriers that are party to Airline Operating License Agreements with the Department of Aviation are exempt from ground handling fees. Affiliates shall mean any Air Carrier that is either a wholly-owned subsidiary of the Air Carrier or operates under essentially the same trade name as the Air Carrier at the Airport and uses essentially the same livery as the Air Carrier.

**H. Fuel Flowage Fees.** Fuel dispensed on-airport to Aircraft operating at

Philadelphia International Airport and Northeast Philadelphia Airport: \$0.13 per gallon. Fuel dispensed to Signatory Airlines and other Air Carriers that are party to Airline Operating License Agreements with the Department of Aviation are exempt from the fuel flowage fee.

**I. Aviation Lubricants Fees.** Aviation lubricants sold at Philadelphia International Airport and Northeast Philadelphia Airport: \$0.15 per gallon. Aviation lubricants sold to Signatory Airlines and other Air Carriers that are party to Airline Operating License Agreements with the Department of Aviation are exempt from the aviation lubricants fee.

**1.02. Passenger Facility Charge (“PFC”)**

In accordance with regulations of the U.S. Department of Transportation, Federal Aviation Administration (“FAA”), found at 14 CFR Part 158, the City of Philadelphia has been given approval by notice from the FAA dated January 30, 2001 to impose a \$4.50 Passenger Facility Charge (“PFC”) on the fares charged to passengers departing from Philadelphia International Airport. Additional information concerning the PFC and the obligations of Air Carriers with respect thereto is on file with the City of Philadelphia's Department of Aviation and is found in 14 CFR Part 158.

**1.03. Airport I.D. Badge Fees**

Airport I.D. Badges are issued to provide positive identification, authorization and access to controlled airport areas. The following fees apply to new badge issues, replacement of expired badges and replacement of damaged badges:

**A. Philadelphia International Airport**

1. PHL-based employees of Air Carriers: \$18.00 per badge.
2. All others: \$33.00 per badge.
3. Replacement of all lost or stolen badges: fines will escalate as follows
  - a. 1st incident of a lost or stolen badge – \$100.00
  - b. 2nd incident of a lost or stolen badge – \$150.00
  - c. 3rd incident of a lost or stolen badge – \$200.00
  - d. 4th incident of a lost or stolen badge – possible loss of badge

**B. Northeast Philadelphia Airport**

1. Initial badge issuance - No charge.
2. Replacement of all lost or stolen badges - \$35.00 per badge.

Airport I.D. Badge fees will be invoiced to the company of the employee who is being badged, unless a prior arrangement has been made between a company and the Department of Aviation.

Payment may be accepted from an individual by the City for replacement of lost or stolen Airport I.D. Badges and for badges issued to non-based crew members. The City reserves the right to make reasonable exceptions in the assessment of I.D. Badge fees.

#### **1.04. Fingerprinting Fee**

Pursuant to 49 CFR Part 1542.209, Criminal History Record Checks, the U. S. Transportation Security Administration (TSA) requires that all airports within the United States submit fingerprints for all personnel working in airport Sterile and Security Identification Display Areas (SIDA).

The Department of Aviation processes fingerprints through the Aviation Security Clearinghouse (ASC). A fee for fingerprint processing is mandated by the TSA. The current fee is \$32.00 per applicant, including employees of governmental agencies. The fee must be paid to the City at the time of fingerprinting by the employee or the company of the employee being fingerprinted unless a prior pre-payment arrangement has been made between the company and the Department of Aviation.

The fingerprinting process must be satisfactorily completed prior to the issuance of Airport I.D. Badges for access to SIDA.

#### **1.05. Payments**

**A.** Leased Premises Terminal Area, Joint Use Areas, Ramp Areas, and Northeast Philadelphia Airport Terminal Building rentals shall be due to City without invoice, in advance, on the first day of each calendar month, pertaining to that calendar month without notice, demand, set-off or counterclaim.

**B.** The City reserves the right to invoice certain non-scheduled Air Carriers not paying rentals under Section 1.01.A.1. All invoiced charges shall be due 20 days after invoice date unless otherwise stated on invoice.

**C.** All other charges and activity reports proscribed by City shall be due to City without invoice on or before the tenth (10th) day of each subsequent calendar month during the term of the Agreement.

**D.** Non-tenant Air Carriers and Operators not providing adequate surety or security in form and amount satisfactory to the Department of Aviation, to ensure payment of fees and charges, shall be required to pay all incurred fees and charges prior to aircraft departure.

**E.** Penalties and Interest for Late Payments

1. Interest charges on unpaid amounts shall be charged effective on the first day after the due date.

2. Air Carriers, Operators and other tenants shall pay interest at the default rate of five percent (5%) plus the Prime Rate (as hereinafter defined) on all payments which are unpaid as of the first day after the day on which such payment is due to City. City's failure to impose such an interest charge in any particular case shall not be deemed a waiver of City's right to do so in any future case. As used in this Rates and Charges Regulation, the "Prime Rate" shall be the prime rate as published in the Wall Street Journal as being the base rate on corporate loans posted by at least seventy five percent (75%) of the nations' thirty largest banks.

3. If any charges remain unpaid for a period of twenty (20) days after the due date, the City may:

- a. Bar operator from the Airport and the use thereof; and/or
- b. Deny operator the use of Airport facilities; and/or
- c. Commence such actions at law or in equity as are deemed in the best interests of the City.

**1.06.** This Rates and Charges Regulation shall not apply to space occupied by any governmental agencies or to services rendered to governmental agencies, except as specifically provided herein.

**1.07.** This Rates and Charges Regulation shall be effective on the earliest date possible after filing with the Department of Records in accordance with Section 8-407 of the Philadelphia Home Rule Charter, and shall apply on and after that date, and shall supersede all prior Airport Rates and Charges Regulations.

**1.08.** In the event that any portion of this Rates and Charges Regulation shall be determined to be illegal, for any reason whatsoever, such determination shall not affect any other portion of the Rates and Charges Regulation, it being the intent of the Department of Aviation that each charge set forth in the Rates and Charges Regulation shall be absolutely independent of every other charge.

#### **1.09. Payment Method**

A. Rates and Charges. Unless and until City notifies Air Carriers, Operators or other tenants in writing designating an alternative payment method, all payments pursuant to this Rates and Charges Regulation (save and except PFC) shall be submitted due hereunder shall be made by either:

1. Separate wire transfer as follows:  
Wells Fargo Bank, N.A.  
Phone: 1-800-869-3557  
E-Mail: [www.wellsfargo.com](http://www.wellsfargo.com)

City of Philadelphia, Department of Aviation  
Aviation Operating Account  
Account #200-003-388-8734  
ABA # 121000248 (Routing Number)

Or

2. Submitted to the following mailing address:

City of Philadelphia  
Lockbox Number 241758  
P.O. Box 41758  
Philadelphia, PA 19101-1758

B. Passenger Facility Charges. Unless and until City notifies Air Carriers, Operators or other tenants in writing designating an alternative payment method, all PFCs due hereunder shall be paid by either:

1. Separate wire transfer as follows:

Wells Fargo Bank, N.A.  
Phone: 1-800-869-3557  
E-Mail: [www.wellsfargo.com](http://www.wellsfargo.com)  
City of Philadelphia, Department of Aviation  
Aviation Capital Account  
Account #200-003-388-8653  
ABA #121000248 (Routing Number)

Or

2. Submitted to the following mailing address:

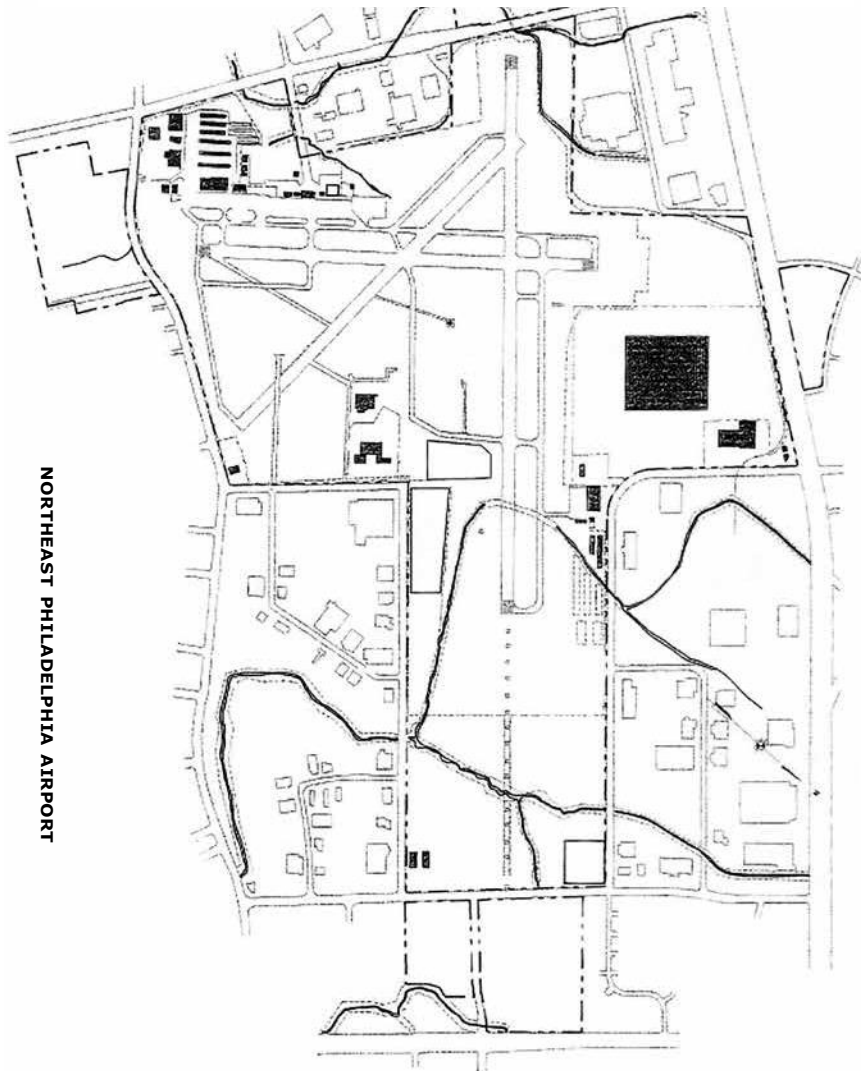
City of Philadelphia  
PO Box 13966  
Philadelphia, PA 19101-3966

1.10. All operations from Philadelphia International and Northeast Philadelphia Airports are governed by this Rates and Charges Regulation except for those operations governed by valid, written contracts executed by the Department of Aviation's Chief Executive Officer or duly authorized designee and approved by the City Solicitor.

1.11. The Department of Aviation may adopt occupancy and operating procedures if it determines, in its sole discretion, that such procedures are appropriate.

# APPENDIX I

## AIRPORT LAYOUT PLAN



# APPENDIX J

## AIRPORT SECURITY GATE ACCESS LETTER OF AGREEMENT

### AIRPORT SECURITY GATE ACCESS LETTER OF AGREEMENT

between

CITY OF PHILADELPHIA, DEPARTMENT OF AVIATION, NORTHEAST PHILADELPHIA AIRPORT

and

CONTRACTOR / TENANT NAME: \_\_\_\_\_

PROJECT: \_\_\_\_\_

DATE: \_\_\_\_\_

Northeast Philadelphia Airport (PNE) has adopted and put into use facilities and procedures designed to prevent or deter persons and vehicles from unauthorized access to the Air Operations Area (AOA) and other restricted areas of the airport.

By virtue of your agreement with PNE, you require access to the Air Operations Area through gate number ( ). Subsequently, you will accept responsibility for controlling access through stated gate with mutually acceptable measures as set forth in Section 8 Airport Security of PNE's Rules and Regulations.

Any breach of security that compromises PNE Operations and Property through the above stated gate resulting in civil penalties or other recourse to the PNE Department of Aviation will result in your reimbursement to the Department of Aviation for the said amount of penalties or damages.

I acknowledge receipt of ( ) number of keys, ( ) number of locks, with a core marking of ( ), and will keep a record of every individual who is issued one of these keys and return the list to the Security Department (PNE) within one week from the date of this agreement. Under no circumstances will I duplicate any key without written consent from the Department of Aviation. At the end of the project I will turn in to the Security Department (PNE) the above listed number of keys and locks with the above listed core marking. The lock will be daisy chained into the Airport lock and any other such lock that may be on the gate. No lock other than the lock issued herein is to be placed on the gate. At any time when requested by a PNE Airport representative to turn over the Airport keys, the keys will be immediately collected and turned over. Failure to comply with the Airport's Rules and Regulations and/or bypassing of any lock on the gate may result in the immediate removal of issued locks.

City of Philadelphia, Department of Aviation, Northeast Philadelphia Airport, Rules and Regulations as amended provides that all persons on any part of the property comprising the airport shall be governed by the regulations prescribed herein and by order and instructions of the Deputy Director relative to the use of occupation of any part of the property comprising the Airport.

**TO BE COMPLETED BY CONTRACTOR / TENANT:**

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

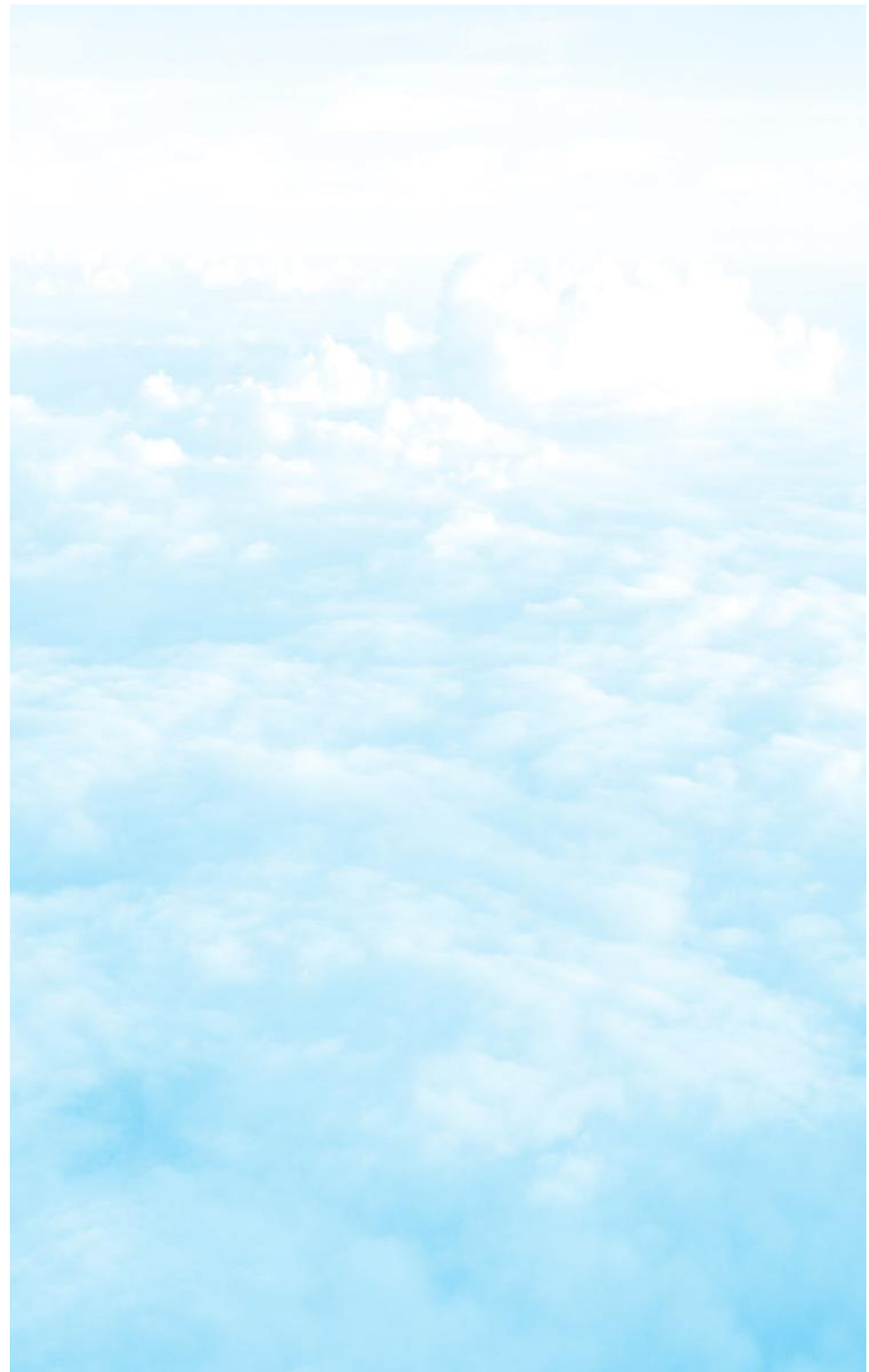
Company Address (Printed): \_\_\_\_\_

Company Phone Number(s): \_\_\_\_\_

**TO BE COMPLETED BY AIRPORT:**

Authorized Signature: \_\_\_\_\_

Anticipated Project Completion Date (For Return of Lock and Key(s)): \_\_\_\_\_





the 1990s, the number of people in the UK who are employed in the public sector has increased by 1.5 million, from 2.5 million in 1980 to 4 million in 1999. The public sector has also become an important employer of women, with 5.5 million women employed in the public sector in 1999, compared with 4.5 million in 1980.

There are a number of reasons why the public sector has become an important employer of women. One reason is that the public sector has a high proportion of women in its workforce. In 1999, 88% of the public sector workforce were women, compared with 78% in 1980. This is due to a number of factors, including the fact that the public sector has a high proportion of jobs that are traditionally held by women, such as teaching, nursing, and social work.

Another reason why the public sector has become an important employer of women is that it has a high proportion of jobs that are part-time or flexible. In 1999, 38% of the public sector workforce were employed on part-time or flexible contracts, compared with 28% in 1980. This is due to a number of factors, including the fact that the public sector has a high proportion of jobs that are traditionally held by women, such as teaching, nursing, and social work.

A third reason why the public sector has become an important employer of women is that it has a high proportion of jobs that are well paid. In 1999, the average salary of a public sector employee was £20,000, compared with £18,000 in 1980. This is due to a number of factors, including the fact that the public sector has a high proportion of jobs that are traditionally held by women, such as teaching, nursing, and social work.

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