The Palm Beach County Department of Airports presents:

DRIVER'S TRAINING TENANT GUIDE

GROUND VEHICLE OPERATIONS

April 2016 (I)

The Tenant Drivers Training Guide is to be used by airport tenants who have authority to operate motor vehicles on the Air Operations Area (AOA). The guide is to be used for the training of employee's who will apply, through their company to the Department of Airports, for driving privileges on the Air Operations Area at PBIA.

Once the employer has completed the employee's driver's familiarization & training, the employee will take the Department of Airports Driver's Training Program and Test.

The goal is to promote Driver's awareness, the prevention of runway incursions, and airport incidents. Security procedures for vehicle operations on the AOA are also discussed in the class.

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PURPOSE

The overall responsibility for vehicle operations on the airport rests with the Director of Airports.

Federal Aviation Regulations mandate that Airport Operators ensure that each person operating a ground vehicle having access to the Air Operations Area, be familiar with the Airports operating rules and regulations. The airport driver's safety program can not be the only means of employee training for driving on the airport.

Each individual company is responsible for the training of their employee's, which includes familiarization with the equipment being used and a good understanding of the airports rules and regulations. Employers are responsible for verifying the employee's driving skills.

The **Air Operations Area-** consists of everything inside the fence line around the airport inclusive of building structures and gates. It is divided into two areas, the **Movement** and **Non-Movement** areas.

The two driving privileges for the AOA consist of **Non-Movement Area (Basic) Movement Area (Advanced).**

Non-Movement Area - This area consist of the inner perimeter roadways, parking ramps/aprons, gate area, and baggage make-up area. The speed limit is **10 MPH** and **5 MPH** within 50 feet of an aircraft. The limit on towing of baggage carts is **5 carts or 60 feet.**

Drivers should **always** use marked roadways and obey all signage.

The Non-Movement Area does not include the movement area.

Movement Area - This area consists of the runways and taxiways, which are all controlled by the Air Traffic Control Tower. Safety Area's are included in the Movement Area.

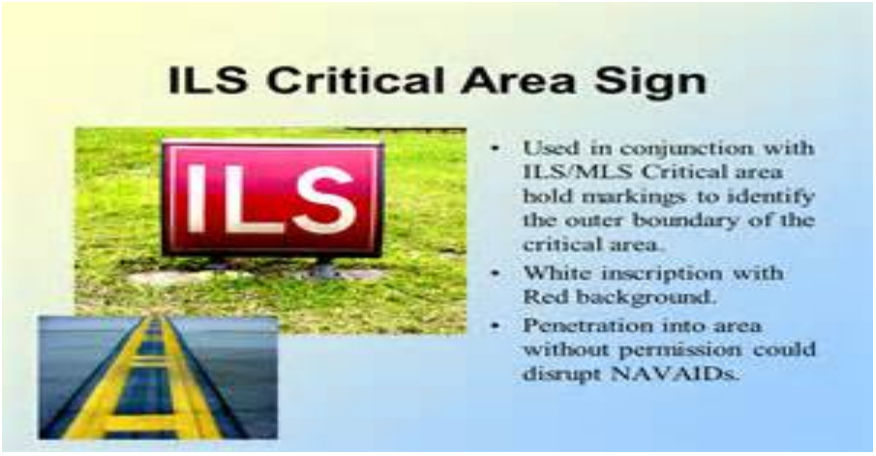
Runways and taxiways have Safety Area's which extend out around the runway/taxiway. Safety Areas are to be cleared, graded and allow sufficient drainage and be able to support aircraft and emergency vehicles. The only objects allowed in safety areas are lighting and equipment needed for the operation of that surface. **No other objects may be in or occupy the safety area**

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Safety Areas: Runway 10L/28R- 250' each side of centerline, 1000' beyond runway end
Runway 14/32- 250' each side of centerline, runway end to fence line
Runway 10R/28L- 60' each side of centerline, 240' beyond runway end
Taxiways- 85.5' each side of centerline (air carrier taxiways)

Regardless as to whether you drive in the **Movement** or **Non-Movement** areas **Aircraft and responding emergency vehicles always have the right of way!**

Certain FAA electronic navigational equipment (localizers, glide slopes, VORTAC) have **Critical Areas** surrounding them and have restrictions on operations around them. Vehicle operations in Safety Areas & Critical Areas should be avoided unless coordinated with ATCT. Runway **markings and edge lights are white in color.** Taxiway **markings are yellow in color and edge lights are blue.**



Employee's should be familiar with what occurs in each area and understand what areas they will have access to:

Only those employee's (as determined by the Director of Airports) with a need to operate in the Movement Area will receive the movement area driving privilege. Individuals who receive this privilege generally include DOA, PBSO, FAA, select FBO employee's for the towing of aircraft, authorized aircraft mechanics(A&P) for maintenance checks on aircraft.

ELIGIBILITY

Driving Requirements – Authorized drivers will meet the following:

1) Pass fingerprint background check and hold valid airport ID badge.
2) Proof of current Driver's License. Valid for type of vehicle being driven. If license is suspended or revoked, employee's must report license status to the DOA security office.
3) Successfully pass DOA driving safety class/test.

Vehicle Requirements –

1) Current PBIA decal or Temporary Permit affixed to the vehicle. To receive vehicle decal, employer must meet insurance requirement.
2) Vehicle must have a company logo displayed on both sides of the vehicle.
3) Vehicle must be in safe operating condition.

All vehicles that are authorized to operate in the airport movement area are required to be equipped with an amber rotating beacon, amber flashers and/or orange and white checkered flags. If equipped, vehicles must operate overhead flashers/light bars while in the movement area. Vehicles accessing the movement area must also have operable VHF radios to establish and maintain radio contact/communication with ATC unless they are under escort.

BASIC DRIVERS TRAINING (Non-Movement Area).

Drivers should be familiar with:

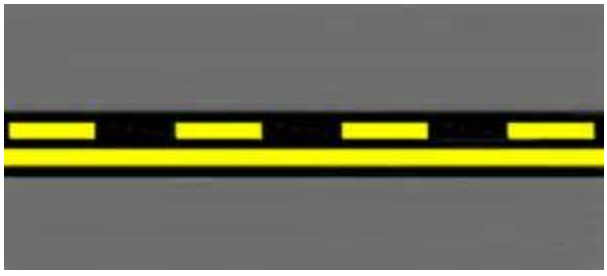
The differences between the Air Operations Area, Non-Movement Area & Movement Area.

Airfield Layout (runways/taxiways)

Airport signage and markings (taxiway/runway signs, roadways).

How to identify where the movement area begins (runways, taxiways, & safety areas), so they may avoid unauthorized area

Non-Movement Boundary Marking



Runway Hold Position Marking



Airport rules and regulations, **speed limits**, (posted at many locations throughout the non-movement area in addition to other signage) towing requirements, vehicle requirements.

Vehicles accessing/exiting the AOA (security procedures). **All occupants must use ID badge to enter AOA.**

A driver who also posses **escort authority** may also conduct vehicle escorts. The escort must maintain positive control of all vehicles and occupants while present in the **AOA.** You will likely be required to obtain escort passes from the **East Gate (V2).** These passes must be displayed in the windscreen or highly visible location identifying the vehicle as requiring an escort. Those vehicles must also be escorted out of the **AOA** through the same gate from which they entered and all passes returned. These procedures are applicable unless other arrangements have been made with **DOA Operations.**

Aircraft operations on the ramp/aprons, including towing, pushbacks, powerbacks.

Reporting of Accidents on AOA (Aircraft & Vehicles)

Understanding of FOD and how to prevent damage by FOD.

Penalties for Non-compliance with driving/security procedures.

Critical Areas for electronic navigational aids.

Speeding or hazardous driving will immediately result in suspension of driving privileges

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

Indications of aircraft movement:

1. Rotating beacon lights are on
2. Wing walkers in position
3. Tug attached to aircraft
4. Jet way away from aircraft
5. Wheel chocks have been removed

EMAS: (Engineered Materials Arrestor System). "High energy absorbing materials of selected strength, which will reliably and predictably crush under the weight of an aircraft". These “tiles” will collapse with the weight of an aircraft and also if driven upon with vehicles. This area should be avoided at all costs. **The EMAS is positioned at the approach end of runway 32**





ADVANCED DRIVERS TRAINING (Movement Area).

Operating in the movement area requires more vigilance than the non-movement area. The movement area is a strictly controlled environment, which is controlled by communications with the Air Traffic Control Tower. All vehicles/aircraft must be in constant communications with ATCT while operating in the movement area.

Movement Area vehicle operators need greater depth in their training, to include their ability to identify and read airfield signage and markings. The ability to communicate properly with the Air Traffic Control Tower requires additional training.

Drivers who will be authorized to drive in the Movement Area should receive all of the training for the basic drivers training in addition to:

Communications - with the FAA Air Traffic Control Tower and proper terminology.

Airfield markings, signage, & lights - identify location & directional signs, including colors; identify airfield markings & colors, Non-Boundary Area Movement Line, RWY Hold Lines, ILS Hold Lines, RWY & TWY centerlines, edge lines. Include airfield lighting characteristics, RWY, TWY, obstructions.

Boundaries – Air Operations Area, Non-Movement & Movement Area (Runways, Taxiways & Safety Areas), Critical Areas (protection zones for localizers, glide-slopes, VORTAC).

Radio Failure - in the movement area, light guns signals for vehicles

Airfield Layout – Runways(10L/28R, 10R/28L, & 14/32), taxiways, authorized perimeter roads.

ADDITIONAL TRAINING INFORMATION

FAMILIAR TERMINOLOGY –

AOA ----------AIR OPERATIONS AREA

ATCT ---------- AIR TRAFFIC CONTROL TOWER

ARFF --------- AIRCRAFT RESCUE & FIREFIGHTING

DOA ---------- DEPARTMENT OF AIRPORTS

FAA ---------- FEDERAL AVIATION ADMINISTRATION

FOD ---------- FOREIGN OBJECT DEBRIS (DAMAGE POTENTIAL)

PBSO ----------PALM BEACH COUNTY SHERIFFS OFFICE

SIDA ----------SECURITY IDENTIFICATION DISPLAY AREA

TSA ----------TRANSPORTATION SECURITY ADMINISTRATION

Aviation Phraseology - ATCT Instructions

ATC advises:	**Instruction:**
Hold Short of	Proceed to, but Hold short of a specific point
Proceed On	Proceed to and **On** specified area
Proceed To	Proceed to a specified location but Hold Short of specific point
Say Again	Repeat what you just said
Affirmative	Yes
Negative	No, or permission not granted, or that is not correct
Standby	Wait… I will get back to you (Standby is not an approval or denial)
Go Ahead	State your request (Never means “proceed”)
Wilco	I have received your message, understand it, and will comply
Roger	I have received all of your last transmission (Does not mean “understood” or It should not be used to answer a yes or no question).

CONTROLLED AIRPORTS

An airport with an air traffic control tower is called a "controlled" airport whenever the tower is operating. That means anyone wanting to fly into or out of the airport must first get permission from the controller. Aircraft on the ground and vehicles must also get permission from the controller to be on the runway or taxiways. (Controllers call these areas "movement areas"). As an operator of a vehicle, you must get the controller's permission before you go onto a runway or taxiway, their associated safety areas, or any other part of the movement area. Check the airport diagram and be sure of the location of the movement areas.

Radio Communications Procedures with ATCT

PBIA ATCT radio frequencies are: **Tower – 119.1** **Ground -121.9**

When contacting ATCT use this order in your phraseology:

1. Use an air-to-ground radio with the airport's ground control frequency. Each vehicle should have a call sign identifying the vehicle.
2. Know the proper phraseology and never use Citizen's Band (CB) lingo or law enforcement "ten" codes.
3. Think about what you are going to say before calling the controller.
4. Use the proper sequence in calling the controller. Before you start talking, make sure that no one else is already talking. Then you should:

   a) Say who you are calling and who you are (e.g., "Palm Beach Ground, Vehicle One") .

   b) Wait for the controller to respond. Sometimes it takes a while if they are busy. When the controller responds, state where you are and where you want to go. For example, "Vehicle One is on the US Customs ramp and would like to cross runway 31 at taxiway Foxtrot and proceed to XYZ FBO." Wait for the controller's response. The controller will either approve or deny your request, or issue specific route instructions. An example of the instructions would be "Vehicle One, proceed to and hold short of runway 31 on taxiway Foxtrot".

   c) Acknowledge that you have heard the controller's instructions. For example, "Vehicle One, proceed up to and hold short of runway 31." Always repeat a "hold short" clearance. The section titled Aviation Phraseology lists air traffic control phrases with definitions. You should know what they mean before going onto any runway or taxiway. Note: Use extreme caution when you hear the phrase "go ahead." Controllers use this to mean "state your request." It never means "proceed!".

Communications are not difficult with a little practice. If you are ever unsure what the controller said, or if you don't understand an instruction, ASK THE CONTROLLER TO REPEAT IT WITH "SAY AGAIN." A controller, even one who is extremely busy, would rather repeat and explain instructions, rather than to have a misunderstanding lead to an accident or runway incursion. Don't proceed thinking that the instructions will become clear once you go a little further.

Radio Failure in the Movement Area.

If you are in the Movement Area and your ATCT communications radio fails and you can not safely exit the, movement area, then point the vehicle at the ATC Tower and flash your headlights. The ATCT will instruct vehicles that have lost radio communications with the following light gun signals:

ATCT LIGHT GUN SIGNALS – For Vehicle operators


STEADY GREEN = Cleared to Cross, Proceed or Go


FLASHING GREEN = Not Applicable


STEADY RED = Stop


FLASHING RED = Clear the Taxiway/Runway

FLASHING WHITE = Return to starting point on airport


ALTERNATING RED/GREEN = Exercise Extreme Caution

Figure 1

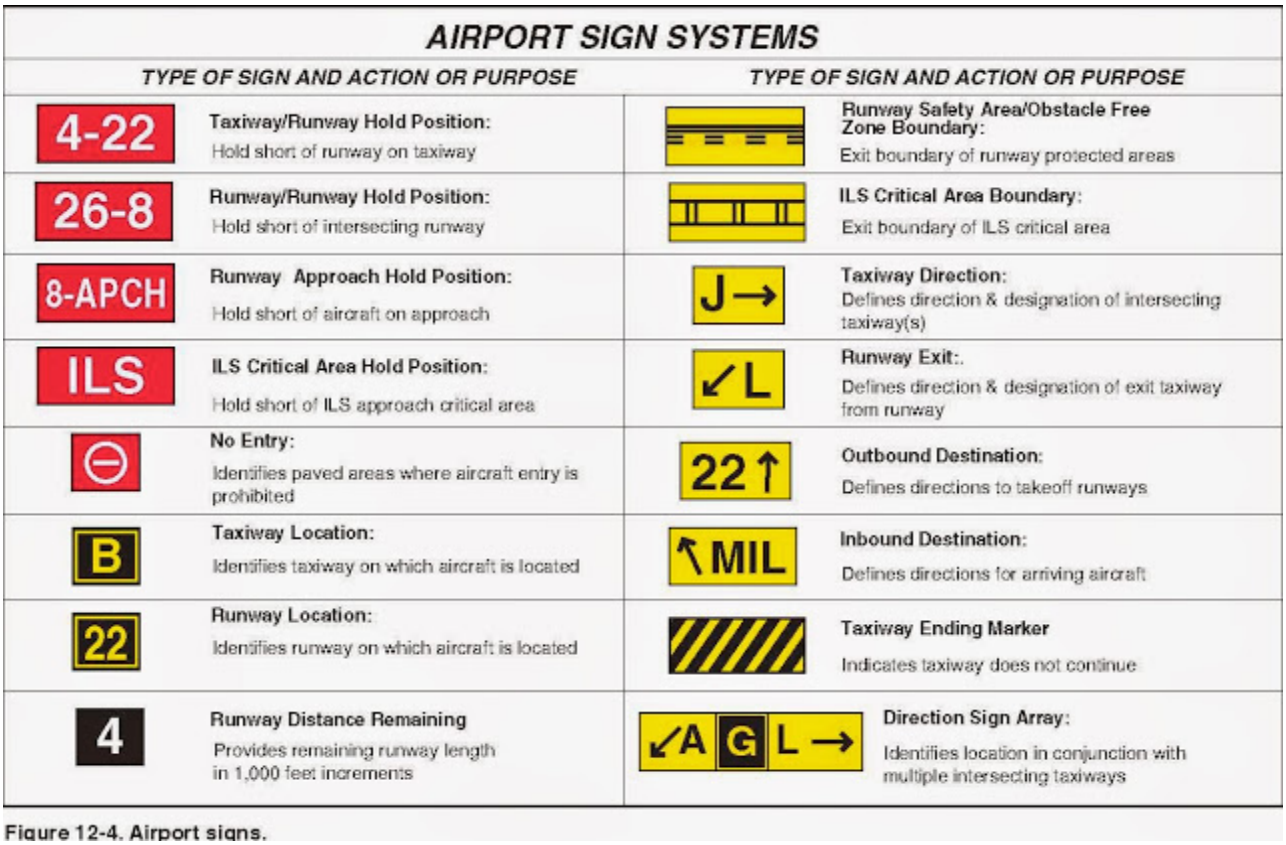
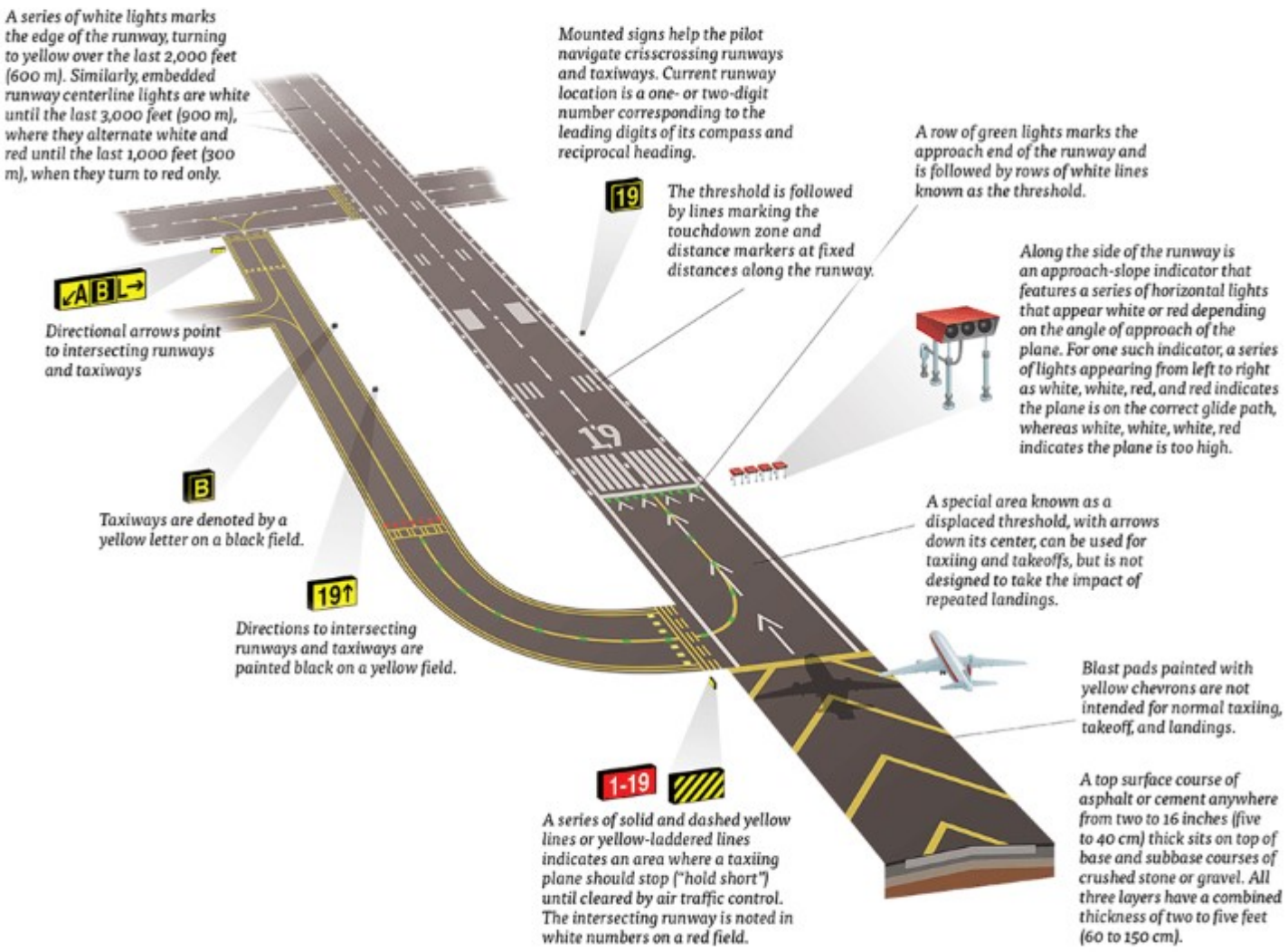
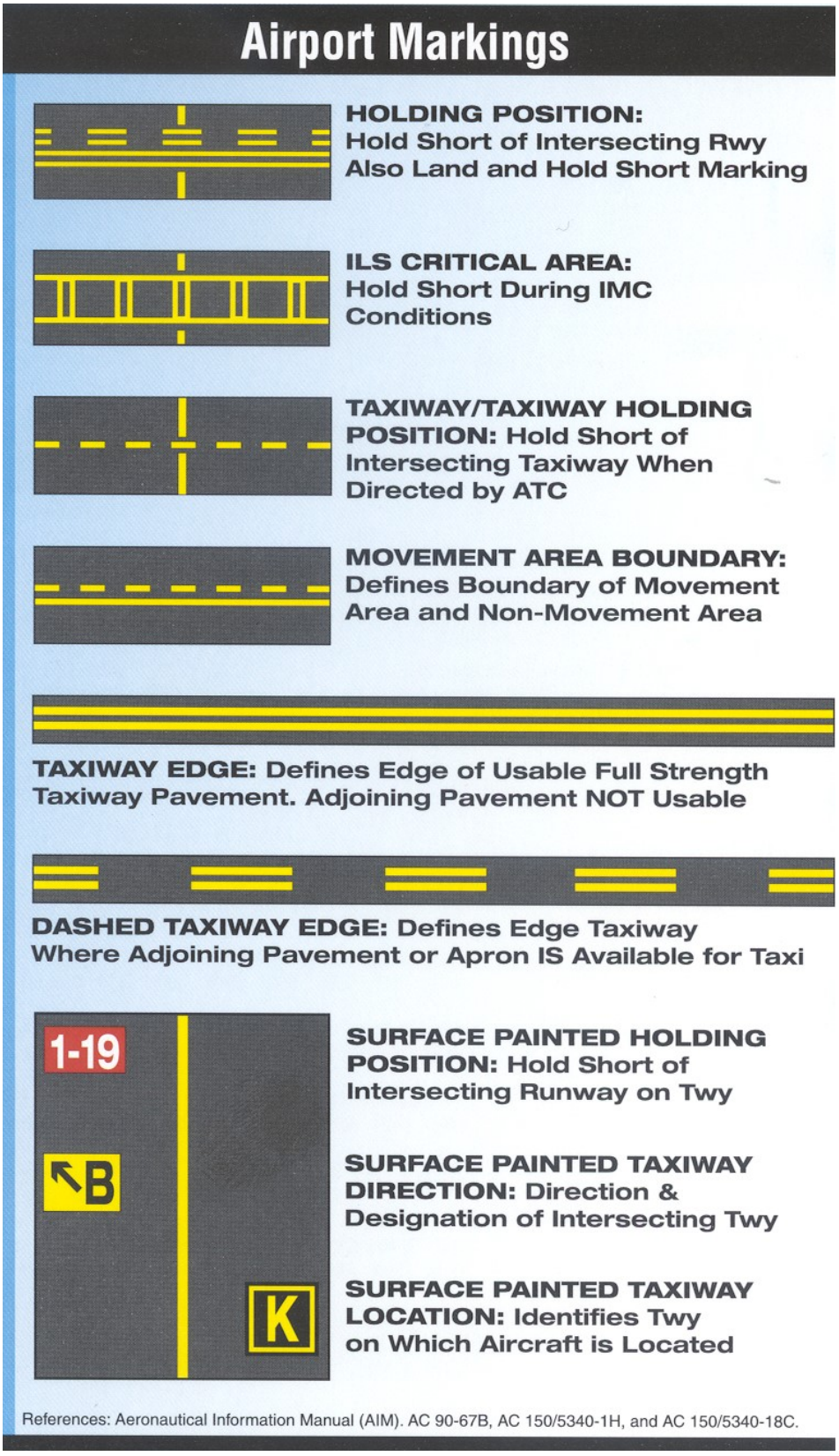


Figure 12-4. Airport signs.

RUNWAYS


A series of white lights marks the edge of the runway, turning to yellow over the last 2,000 feet (600 m). Similarly, embedded runway centerline lights are white until the last 3,000 feet (900 m), where they alternate white and red until the last 1,000 feet (300 m), when they turn to red only.
Mounted signs help the pilot navigate crisscrossing runways and taxiways. Current runway location is a one- or two-digit number corresponding to the leading digits of its compass and reciprocal heading.
19
The threshold is followed by lines marking the touchdown zone and distance markers at fixed distances along the runway.
A row of green lights marks the approach end of the runway and is followed by rows of white lines known as the threshold.
Along the side of the runway is an approach-slope indicator that features a series of horizontal lights that appear white or red depending on the angle of approach of the plane. For one such indicator, a series of lights appearing from left to right as white, white, red, and red indicates the plane is on the correct glide path, whereas white, white, white, red indicates the plane is too high.
↙A B L→
Directional arrows point to intersecting runways and taxiways
B
Taxiways are denoted by a yellow letter on a black field.
19↑
Directions to intersecting runways and taxiways are painted black on a yellow field.
A special area known as a displaced threshold, with arrows down its center, can be used for taxiing and takeoffs, but is not designed to take the impact of repeated landings.
Blast pads painted with yellow chevrons are not intended for normal taxiing, takeoff, and landings.
1-19
A series of solid and dashed yellow lines or yellow-laddered lines indicates an area where a taxiing plane should stop ("hold short") until cleared by air traffic control. The intersecting runway is noted in white numbers on a red field.
A top surface course of asphalt or cement anywhere from two to 16 inches (five to 40 cm) thick sits on top of base and subbase courses of crushed stone or gravel. All three layers have a combined thickness of two to five feet (60 to 150 cm).

AIRPORT MARKINGS ON THE AOA, INCLUDING THE MOVEMENT AREA

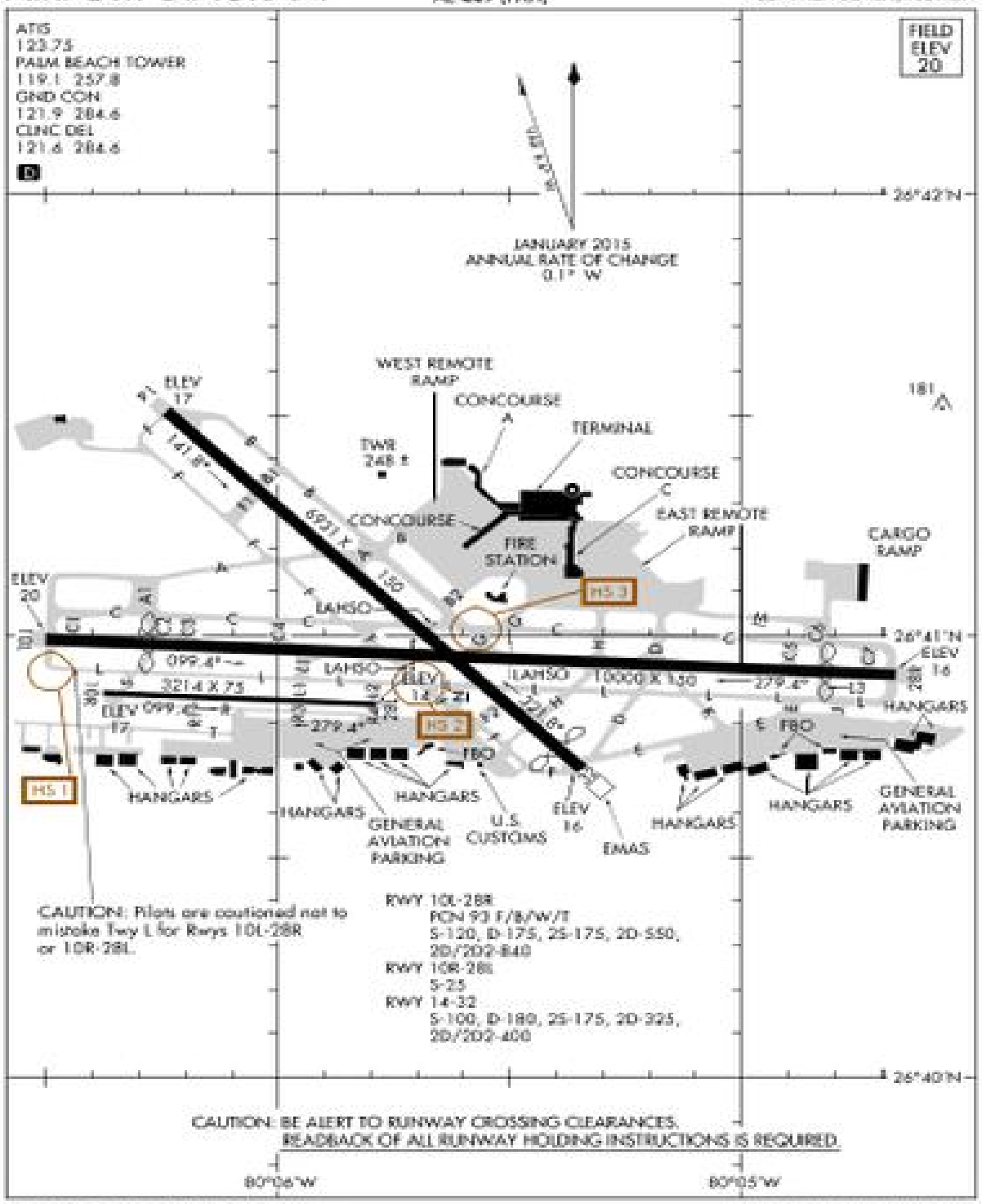


15344

AIRPORT DIAGRAM

AL-449 (FAA)

PALM BEACH INTL (PBI)
WEST PALM BEACH, FLORIDA



SE-3, 31 MAR 2016 to 28 APR 2016

SE-3, 31 MAR 2016 to 28 APR 2016

AIRPORT DIAGRAM

15344

WEST PALM BEACH, FLORIDA
PALM BEACH INTL (PBI)

The following are excerpts from the Palm Beach County Airport Rules and Regulations that are applicable to vehicle operations on the Air Operations Area. The complete Airport Rules and Regulations can be found on the counties Resolution R-98-220.

Employees authorized to drive on the AOA should be familiar with the Airport Rules and Regulations.

Resolution R-98-220 (Applicable Excerpts)

SECTION 1-2. Applicability of Rules and Regulations.

These Rules and Regulations shall be in effect at all airports now or hereafter owned and operated by Palm Beach County, Florida, unless otherwise specifically provided herein.

SECTION 1-3. Compliance.

(a) Any permission granted by the Board or the Director to a person, directly or indirectly, expressly or by implication, to enter upon or use the airport, is conditioned upon compliance with these Rules and Regulations and the payment of any fees or charges to Palm Beach County for the use of the airport or any facility located thereon.

(b) It shall be unlawful for any person to do or commit any act forbidden herein or to fail to perform any act required by these Rules and Regulations or to fail to pay any fines established and payable.

SECTION 1-4. Other Laws.

All applicable provisions of the laws of the State of Florida and other ordinances of Palm Beach County not in conflict with these Rules and Regulations, now in existence or hereafter enacted, shall be in effect at the airport. All applicable provisions of pertinent regulations not in conflict with these Rules and Regulations, now in existence or hereafter enacted, shall be in effect at the airport. This includes, but is not limited to, the National Fire Protection Association Codes and Standards, Aircraft Rescue Fire Fighting Standard Operating Guidelines, and the PBIA Airport Certification Manual.

SECTION 1-5. Enforcement.

These Rules and Regulations, as well as all applicable state laws and Palm Beach County ordinances, shall be enforced at the airport by county law enforcement officers and law enforcement officers appointed pursuant to law.

SECTION 1.6. Penalties.

Failure to comply with these Rules and Regulations may result in prosecution as a second degree misdemeanor and may include a fine not to exceed $500 per violation and/or imprisonment in the Palm Beach County Jail for a period not to exceed sixty (60) days, for each violation as well as payment of all costs and expenses incurred in prosecuting the offense. In addition, violators shall be subject to all other penalties as may be provided herein. The provisions set forth in this section are additional and supplemental penalties. Nothing in this section shall prevent the County from enforcing these Rules by any other means allowed by law.

SECTION 1-7. Severability.

If any provision of these Rules and Regulations or the application thereof to any person or circumstance is held invalid, the remainder of these Rules and Regulations shall not be affected.

SECTION 1-8. Repeal of Rules and Regulations.

All Rules and Regulations previously enacted and any other ordinance or resolution in conflict with the Rules and Regulations are hereby repealed to the extent of the conflict.

SECTION 1-9. Codification.

The provisions of these Rules and Regulations shall become and be made a part of the Code of Laws and Ordinances of Palm Beach County, Florida, as Appendix B. as may be amended from time to time.

ARTICLE II. PERSONAL CONDUCT

SECTION 2-1. Preservation of Property.

(a) No person shall:

(1) destroy, injure, or deface any building, sign, equipment, fixture, marker or other structure or property on the airport; or

(2) destroy, injure, or deface the trees, flowers, shrubs, or other vegetation on the airport or drive or park on any landscaped or lawn area of the airport; or

(3) fish, swim or dive in the lakes, canals or bodies of water at an airport.

(b) Any person who causes or is responsible for such damage to airport property may, in addition to the penalties set forth in Section 1-6, be held liable for the full amount of such damage.

SECTION 2-2. Sanitation. No person shall:

(a) dump or dispose of garbage, papers, refuse, or other trash anywhere on an airport except in receptacles provided for such purpose; or

(b) dump or dispose of any fill, building material or other waste material on the airport or in any canal or drainage ditch serving the airport, except in such areas that are specifically designated by the Director for such purpose, and with prior written approval of the Department; or

(c) use a restroom, toilet or lavatory facility other than in a clean and sanitary manner and in the manner for which the facilities are intended to be used.

SECTION 2-3. Alcoholic Beverages and Drugs.

(a) No person under the influence of alcohol or drugs shall operate any motor vehicle or aircraft of any type on an airport.

(b) The consumption of alcoholic beverages on airport property is limited to those places properly designated by the Director or by lease for on premises liquor consumption.

SECTION 2-4. Weapons, Explosives and Flammable Material.

No person other than federal, state or local law enforcement officers, armed forces on duty, or persons otherwise duly authorized by law and the Department shall carry or transport any weapon, explosives or flammable materials in a manner contrary to governing law. :

ARTICLE III. SAFETY HAZARD~

SECTION 3-1. Cleaning of Equipment. ,

No person shall use flammable liquids in the cleaning of an aircraft or any part of an aircraft unless such cleaning operations are conducted in open air or in a properly fireproofed room or building for such purpose, in accordance with NFPA standards and all applicable Palm Beach County Codes.

SECTION 3-2. Open Flame Operations.

No person shall conduct any open-flame operations on airport grounds unless specifically approved in writing by the Department. Any such activities, if authorized, shall be conducted in accordance with NFPA standards, the Department's authorization and applicable Palm Beach County Codes.

SECTION 3-3. Storage of Material.

(a) No person shall keep or store material or equipment in such a manner as to constitute a fire hazard or be in violation of applicable Palm Beach County Codes, Operational Directives of the Department, or NFPA standards.

(b) No person shall keep or store any flammable liquids, gases, explosives, signal flares or other hazardous materials on the airport, except in proper receptacles or in areas specifically approved for such storage in compliance with NFPA standards and applicable Palm Beach County Codes, and with the approval of the Department.

SECTION 3-4. Lubricating Oil.

(a) No person shall keep or store lubricating oils on the airport, except in containers and receptacles designed for such purpose and in structures or areas specifically approved for such storage in compliance with NFPA standards and applicable Palm Beach County Codes, and with the approval of the Department.
(b) No petroleum products or other industrial waste shall be dumped or permitted to drain onto paved or unpaved surface areas of the airport or into drainage ditches, canals, rivers, pending areas or into sewer systems or storm drains. Such waste shall be discharged only into approved industrial waste collection and treatment systems or disposed of in an alternate manner approved by the Department and the responsible County or state agency for regulating such disposal.

SECTION 3-5. Smoking.

No person shall smoke or carry lighted cigars, cigarettes, pipes, matches or any open flame within any facility where fuel is stored or located, aircraft hangers, aircraft, within fifty feet of any aircraft, within fifty feet of the site of a flammable liquid spill, or in any building or area where it is designated that smoking is prohibited.
SECTION 3-6. Cleaning Fluids. No person shall use fiammable-substances for cleaning in hangars or in any other building on the airport.

SECTION 3-7. Leasehold Cleanliness.

All lessees on the airport shall keep all areas of the premises leased or used by them clean and free of oil, grease and other flammable material. lessees shall provide suitable metal Underwriters Laboratories ("UL ") approved flammable liquid-storage receptacles with self-closing covers for the storage of oily waste, rags, and other rubbish and trash. The floors of hangars and other buildings shall be cleaned daily and continuously kept free of rags, waste material or other trash or rubbish.

SECTION 3-8. Care of Aircraft Ramp, Apron and Parking Areas.

Any person, including owners, operators and into-plane fuelers, causing overflow or spillage of excess oil, grease, fuel, hazardous material or any similar material anywhere on the airport, shall be responsible for the immediate clean up of such spillage. In the event of the default of the responsible person to clean such spillage area, the Department shall provide the necessary cleaning and charge the responsible person for the expense.

SECTION 3-9. Doping, Paint Stripping and Spray Painting.

(a) No person shall perform doping processes, spray painting, or paint stripping except in areas or facilities approved for such purposes under NFPA standards and applicable Palm Beach County Codes.

(b) No person shall enter or work in a 'dope' room while doping is in process, or in a spray painting room or area while spray painting is being conducted, unless such person is properly clothed in accordance with NFPA standards and applicable Palm Beach County Codes.

SECTION 3-10. Operating Motor Vehicles in Hangars. No person, except in an emergency, shall operate a tractor, tug, or other motor vehicle in any hangar or other building used as an aircraft maintenance facility when an aircraft is present, unless the exhaust system of such tractor, tug or other motor vehicle is protected by screens to prevent the escape of sparks or the propagation of flame, in accordance with NFPA standards.

SECTION 3-11. Grounding of Aircraft in Hangars.

No person shall park an aircraft in any hangar or other structure on the airport, unless the aircraft is grounded in accordance with requirements of the Federal Aviation Regulations and NFPA standards. SECTION 3-12. Repairing of Aircraft.

No person shall repair an aircraft, aircraft engine, propeller, or other aircraft apparatus in any area of the airport other then the area or areas specifically designated by the Department for such purpose, except that minor adjustments or repairs may be made while the aircraft is at a parking position or stand on the apron being prepared for departure.

SECTION 3-53. Operating Aircraft Engines in Hangars.

The starting or operating of aircraft engines inside any hangar, other than the air rotation of jet engines without ignition, is prohibited.

SECTION 3-14. Electrical Equipment and lighting Systems.

(a) Explosion-proof or vapor-proof electrical equipment shall be used as required in areas defined as hazardous by the NFPA. No portable lamp assembly shall be used in any maintenance shelter or hangar without a proper protective guard or shield over such lamp assembly to prevent breakage.

(b) All electric power-operated tools and equipment shall be shut off while not in actual use.

(c) Electrical lighting systems in hangars, aircraft maintenance facilities or other areas where explosive fumes are present shall be as required by NFPA standards.

SECTION 3-15. Fueling and Defueling.

The following rules shall govern and control the fueling and defueling of aircraft and motor vehicles at the airport:

(a) No aircraft shall be fueled or defueled unless the aircraft and the fuel dispensing apparatus shall both be electrically grounded or bonded and in good working condition as required by Federal Aviation Regulations and NFPA standards. All hoses, funnels, and appurtenances used in fueling and defueling operations shall be equipped with a positive grounding device in good order to prevent ignition of flammable liquids due to static spark.

(b) No person shall use any material within one-hundred (100) feet of the nearest point of an aircraft during fueling or defueling of the aircraft which may cause a static spark.

(c) Motor vehicles shall be fueled on the airport only from approved locations and dispensing devices.

(d) Only personnel engaged in the fueling, servicing, maintenance and operation of an aircraft, or other authorized personnel, shall be permitted within one hundred (100) feet of such aircraft during these operations.

(e) No person shall be permitted in any aircraft during fueling or defueling, unless a~bin attendant is present at or near the cabin door and a passenger boarding ramp or bridge is in place at the cabin door.

(f) The fueling and defueling of aircraft shall be conducted at a distance of at least fifty (50) feet from any hangar or other building unless at a terminal aircraft loading/unloading gate or fifty (50) feet from any combustion or ventilation air intake to any boiler, heater, or incinerator room in accordance with NFPA standards.

(g) No person shall engage in aircraft fueling and defueling operations without adequate fire extinguishers within ready reach.

(h) As specified by NFPA standards, no person shall place into operation any electrical appliance in an aircraft when the aircraft is being fueled or defueled.

(i) No person shall fuel or defuel an aircraft while an -operating engine of such aircraft is running; provided, however, that nothing herein shall prohibit fueling or defueling of an aircraft during aircraft power unit ("APU") operations, and provided further that in a situation resulting from an inoperative on-board APU, a jet engine mounted at the rear of the aircraft or on the wing on the side opposite the fueling point may be operated to provide aircraft electrical power during fueling, provided:

(1) The operation follows procedures published by the manufacturer of the aircraft and its operator to assure safety of the operation.

(2) Prior approval is obtained from the Department's airport operations office.

(j) When a fuel spill over five (5) feet in diameter occurs, the Airport Rescue Fire Fighting Department (ARFF) shall be notified immediately and valves and dome covers shall be shut down. If the engine of the fueling vehicle is running at the time of the fuel spill, the vehicle shall be removed from the area unless contrary orders are issued by the senior ARFF official at the scene. Conversely, if the engine of a fueling vehicle is shut down at the time of a fuel spill, it shall remain shut down unless a fire has already started or until the senior ARFF official at the scene orders the vehicle moved. In no event shall fueling or defueling operations resume following a fuel spill until all areas upon which fuel has spilled or flowed over are thoroughly flushed and the senior fire official at the spill site has issued an order permitting the resumption of fueling operations.

(k) If a fire occurs in or near a fuel delivery device while servicing an aircraft, the fire department shall be notified immediately, fueling shall be discontinued immediately, emergency valves and dome covers shall be shut down at once and the fueling vehicles and equipment shall immediately be removed from the vicinity of the aircraft unless deemed unsafe. Any persons on board the aircraft shall be evacuated and other equipment removed from the area. If necessary, the aircraft shall be towed to a position at a safe distance from buildings and other aircraft. Upon his or her arrival, the senior fire officer will be in charge.

(l) The transfer of fuel from one fuel service vehicle to another (commonly referred to as "tankering") is prohibited within the AOA, except for emergency conditions under the standby watch of the fire department. During any transfer operations, all equipment and aircraft must be properly grounded.

(m) No airborne radar equipment shall be operated or ground tested in any area on the airport where the directional beam of high intensity radar is within three hundred (300) feet, or the low intensity beam is within one hundred (100) feet, of a person, an aircraft fueling operation, aircraft fueling truck, or aircraft fuel or flammable liquid storage facility, unless an approved shielding device is provided and used during the radar operation.

(n) Aircraft fueling vehicles shall be equipped with storage tanks which are sectionalized into compartments of not over two thousand (2,000) gallons' capacity or in lieu thereof shall be equipped and operated in accordance with alternate procedures approved, in writing, by the Department. Fueling vehicles, which are not in compliance with the requirement for sectionalization or for which alternate full operational procedures have not been approved, may be authorized for continued use only on a restricted basis and only upon specific individual authorization by the Department in writing.

(o) A daily check for the presence of water in the fuel and storage dispensing tanks shall be made in accordance with federal regulations.

(p) Maintenance and testing of aircraft fueling systems shall be conducted under controlled conditions in compliance with NFPA standards and applicable Palm Beach County Codes.

(q) Persons or fueling companies shall refuse to fuel any aircraft when an order has been issued by the Department prohibiting the fueling of such aircraft. The Department may prohibit fueling of an aircraft and prohibit an aircraft from taking-off for failure of the aircraft owner or operator to report or pay all required fees, or when the Department has placed a lien on the aircraft in accordance with Florida Statutes and said lien has not been satisfied or satisfactorily resolved.

SECTION 3-16. Fire Extinguishing Equipment Instruction.

AID Department employees and employees of lessees and tenants shall be trained and be proficient in the operation of fire extinguishers in the immediate vicinity of their place of employment. Records of such training shall be available for review during inspections.

SECTION 3-17. Radio Operation.

1 No person shall operate any radio equipment of any aircraft when such aircraft is in hangars or other buildings except by authorized, qualified personnel engaged in the repair, installation, maintenance and overhaul of such equipment.

SECTION 3-18. Heating Systems in Hangars.

Heating in any hangar shall only be by approved systems or devices as listed by the Underwriters Laboratories Inc. are suitable for use in aircraft hangars and shall be installed in the manner prescribed by applicable - Palm Beach County Codes.

SECTION 3-19. Hazardous Materials.

(a) No person shall store, keep, handle. use dispense or transport at, to or from an airport any Class A explosive (as defined by the US Department of Transportation in 49 CFR Chapter 1).

(b) No person shall store. Keep, handle, use, dispense or transport at, to, or from the airport any Class P or Class C explosive, Class A poison. or red label materials (as defined by the US Department of Transportation in 49 CFR Chapter 1) in a manner other than in conformity with all applicable regulations.

(c) Other than for emergency purposes as defined by Federal Aviation Regulations. no person shall carry a compressed air or gas tank aboard a commercial aircraft. unless suck tank is reduced to a pressure slightly above ambient. or is a integral component of the aircraft system.

ARTICLE IV. AIRPORT SECURITY

SECTION 4-1. Entry to AOA or Other Restricted Areas.

No person shall enter the AOA, SIDA or other restricted area of an airport except persons who enter in accordance with security clearance pursuant to the security program established or authorized by the Dept.

SECTION 4-2. Identification Cards.

(a) Those persons authorized to enter the AOA or SIDA or other restricted areas as established by the Department, shall at all times possess an official identification badge issued or approved by the Department, for which the Department may charge a reasonable fee. Identification badges shall be worn conspicuously on the bearer, in plain view, unless otherwise authorized by the Department.
(b) In the event an identification badge issued by the Department is damaged, lost, or stolen, the company which employs the person to whom such badge was issued shall immediately give written notice to the Department, and pay a reasonable fee for the issuance of a replacement badge.
(c) No person to whom the Dept. issues an identification badge shall transfer such badge to any other person.

SECTION 4-3. Security Devices and Directives.

No unauthorized person shall in any way tamper or interfere with a lock or closing mechanism of any door or gate leading to the AOA, SIDA or other restricted area, nor shall any person otherwise knowingly breach, disobey or disregard any security directive, plan or program at the airport.

SECTION 4-4. Inspection.

All persons entering or attempting to enter the AOA or restricted areas of the airport shall produce for inspection for the Director, his agent, or law enforcement officials, an identification badge and/or the contents of any vehicle, bag, case or container in his or her possession. Where entry is by motor vehicle, all persons shall also produce for inspection upon request a valid driver's license.

ARTICLE V. OBLIGATIONS OF TENANTS

SECTION 5-1. Use of Premises.

No tenant or lessee shall use or permit its leased premises or premises within its control to be used or occupied for any purpose not authorized by its lease or prohibited by these Rules and Regulations.

SECTION 5-2. Protection of Leased Areas

(a) All tenants under whose control are any vehicle or personnel gates, doors or any other means of ingress and egress to the AOA, shall keep the same secured or controlled at all times to prevent the access of unauthorized persons to the AOA.

(b) All tenants under whose control are any vehicle or personnel gates, doors or other means of ingress or egress to or from the AOA at Palm Beach International Airport shall at all times have in effect an access control program. In no event shall tenant- controlled keys, combinations or the like be allowed off the leased premises without such tenant's knowledge and consent.

(c) The internal security of leased areas at the airport shall remain the sole responsibility of the lessee.

SECTION 5-3. First Aid Equipment.

-All tenants and lessees of hangars or aircraft maintenance facilities or buildings shall provide in their respective areas first aid kits in a conveniently accessible place-

ARTICLE VII. VEHICULAR TRAFFIC ON AIR OPERATIONS AREA

SECTION 7-1. Governing Law.

The control of all vehicular traffic on the AOA shall be governed by applicable laws of the state and county and these Rules and Regulations, and are to be enforced by any designated Department representative or law enforcement officer.

SECTION 7-2. Authority to Operate on the Air Operations Area.

(a) No person shall operate or cause to be operated any motor vehicle on the AOA, unless such operation is required and is directly related to an aviation activity or the business of the Department, or to the business of a tenant or authorized subtenant of the airport engaged in business activity authorized by the Department.

(b) No person shall operate any motor vehicle in landing areas of the airport without prior permission of the Federal Aviation Administration ("FAA") control tower, by radio.

(c) The Director is authorized to establish restrictions, guidelines and training requirements for the use of motor vehicles on the AOA, and to issue identification cards, passes and/or motor vehicle decals.

(d) Motor vehicles operated on the AOA shall not be driven in excess of ten (10) miles per hour, except in the case of emergency. Motor vehicles operated within fifty feet of an aircraft shall not be driven in excess of five (5) miles per hour, except in the case of emergency or as authorized by the Department.

(e) No person shall operate any motor vehicle on the AOA in violation of any traffic control device.

SECTION 7-3. Yielding to Aircraft.

All motor vehicles on the AOA shall yield to aircraft in motion, under all conditions.

SECTION 7-4. Crossing Runways and Taxiways.

(a) At an airport with an operating control tower, no person shall operate a motor vehicle beyond the hold bars of an active runway, or:

(1) closer than one-hundred fifty (150) feet from the edge of an active runway: or

(2) closer to an active taxiway than as may be provided in the specific Operational Directives for the airport, or as may subsequently be required by regulations, without first having received clearance to proceed from the control tower.

(b) During periods when a control tower is shut down or at airports without a control tower, no person shall operate a motor vehicle beyond the hold bars of an active runway or closer to an active taxiway stated in the Operational Directives for the airport, or as may be subsequently required by regulations, without first determining that no aircraft are approaching and transmitting his or her intentions on the appropriate common traffic advisory frequency. Movement across said runway or taxiway shall then be made expediently.

SECTION 7-5. Operations Near Aircraft.

No person, other than the operator of an aircraft servicing vehicle for that aircraft, shall operate a motor vehicle on the AOA so as to pass within twenty (20) feet of a parked aircraft, unless traveling on a marked interior service road, or operate contrary to published vehicle operating procedures, including but not limited to specific routes or zones marked on pavement or regulatory signs. In the case of an aircraft being loaded or unloaded at ground level, no vehicle shall be operated on the terminal apron between the aircraft and the terminal while passengers are enplaning or deplaning.

SECTION 7-6. AOA Radio Requirements.

The operator of a motor vehicle requiring clearance to operate the vehicle on or across an active taxiway or runway at an airport with an operating control tower shall maintain direct two-way radio contact with the control tower, or in the event the two-way radio is inoperable or unavailable, shall operate said vehicle only under the escort of an authorized motor vehicle equipped with a two-way radio in contact with the control tower. This requirement shall not apply, however, to operators of motor vehicles authorized by the Department to receive pre-established visual signals from the control tower, or to operators of vehicles following pre-established special procedures of the Department which have been approved by the FAA.

SECTION 7-7. Designated Vehicle Routes.

No person shall operate a motor vehicle on the AOA unless such vehicle operates on established vehicle routes only, except operators of emergency vehicles responding to an alarm or Department vehicles in the performance of individual duties.

SECTION 7-8. Vehicle Equipment and Safety Requirements.

No person shall operate a motor vehicle or equipment on the AOA unless such vehicle or equipment is in a fully operable condition and is equipped with appropriate safety equipment.

SECTION 7-9. Lights on Motor Vehicles.

(a) All motor vehicles on the AOA shall be equipped with two (2) headlights and one (1) or more tail and brake lights. Vehicles designed for only one (1) headlight or taillight are exempt from this requirement. All headlights and taillights shall be lit between sunset and sunrise or when in poorly lit areas. Any motor vehicle other than an emergency vehicle operating on the AOA shall display an overhead flashing and rotating light at all times while so operating. Between the hours of sunrise and sunset a motor vehicle not so equipped with a flashing overhead light may operate if such vehicle displays a flag approved for such use by the Department.

(b) All baggage and cargo carts shall be equipped with reflectors of fluorescent taped material on the front rear and sides of the cart, and shall be in the color and size as approved by the Department.

SECTION 7-10. Tugs and Trailers.

(a) No person shall operate a tug, trailer or other motor vehicle on the AOA, towing a train of baggage or cargo carts in excess of five (5) carts or sixty (60) feet long, unless specifically authorized in writing by the Department.
(b) No person shall operate a baggage cart, container, dolly, semi- trailer, or any other type of trailer on the AOA unless it is equipped with proper brakes so that it will not become free rolling when disengaged from a towing vehicle.
(c) No person shall tow any equipment unless such equipment has engaged positive walking couplings.
(d) No person shall store any tugs, cargo or baggage carts on the
AOA, except in storage areas designated for such use by the Department.

SECTION 7-11. Parking.

(a) No person shall park a motor vehicle or other equipment on the AOA except in those areas designated or authorized by the Department, nor park a vehicle in any manner contrary to any posted signs, traffic control devices or pavement markings.
(b) No person shall park a motor vehicle or equipment on the AOA so as to interfere with the use of a facility by others or prevent the passage or movement of aircraft, emergency vehicles or other motor vehicles.
(c) No person shall park a motor vehicle or other motorized equipment on the AOA in a manner which may interfere with or prevent an aircraft fueling vehicle from being readily driven away from such aircraft in the event of an emergency.

SECTION 7-12. Motor Vehicle Accidents on the AOA.

(a) Any person operating a motor vehicle on the AOA which is involved in an accident resulting in injury to person(s) or damage to property shall:

(1) immediately stop such vehicle at the scene of the accident or as close thereto as possible;

(2) notify the Department and law enforcement officers;

(3) return to and remain at the scene of the accident and complete any required accident report. The vehicle shall be stopped and parked during these events so as to minimize any obstruction to aircraft and other vehicles.

(b) Any person operating a motor vehicle on the AOA which is involved in an accident, shall make a full report of such accident to the law enforcement officials or the Department as soon after the accident as possible, including the names and addresses of the individuals involved, the registration and license number of the vehicles involved, and such other information relevant to the accident on request of a representative from the Department or any law enforcement officer investigating same. The operator or owner of any motor vehicle involved in such accident shall, upon request, exhibit any license, registration or other relevant documents regarding the person or property involved, to any law enforcement officer investigating same.

SECTION 7-13. Repair and Fueling of Motor Vehicles on AOA.

(a) No person shall service, clean, repair, maintain or overhaul any motor vehicle or other equipment on the AOA except for immediate minimum repairs required to remove said vehicle from the AOA, or as otherwise approved or authorized by lease or Operational Directive of the Department.
(b) No person shall fuel a motor vehicle or other equipment on the AOA in any area other than those established by the Department or contrary to any procedures established by the Department.